

SHIRE OF WANDERING

MINUTES OF THE ORDINARY COUNCIL MEETING

Wandering Shire Council Chambers, 22 Watts Street, Wandering

**21 April 2016
1.30pm**

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SHIRE OF WANDERING
ORDINARY MEETING OF
COUNCIL

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 21 April 2016 at Shire of Wandering Council Chambers, 22 Watts Street, Wandering. Commencing at 1.30 pm

The business to be transacted is shown in the Agenda.

Amanda O'Halloran
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wandering warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during a Council meeting.

DISCLAIMER

Ordinary Council Meeting

1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS

The Shire President, Cr B Whitely declared the meeting open at 1.31 pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr B Whitely	President
Cr B Dowsett	Deputy President
Cr W Gowland	
Cr C Ferguson	
Cr J Price	

Staff:

Ms A O'Halloran	Chief Executive Officer
Mr Durga Ojha	Manager of Administration and Finance
Mrs H Mark	Administration Officer
Mrs M Treasure	Manager Communities

Visitors:

Apologies:

Cr K Stripe

On Leave of Absence:

Cr J McNeil

3. DISCLOSURE OF INTERESTS

Cr J Price – Item 12.1.1 Donation to the Wandering Primary School Camp Committee
Nature of Interest – Financial

Cr C Ferguson – Item 12.1.1 Donation to the Wandering Primary School Camp Committee
Nature of Interest – Financial

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (*updated 13 March 2000*)

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
 - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

4. PUBLIC QUESTION TIME
Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE
Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 17 March 2016

[ATTACHMENT 6.1.1](#)

COUNCIL DECISION – ITEM 6.1

MOVED: Cr J Price

SECONDED: Cr B Dowsett

That the minutes of the Ordinary Meeting of Council held on 17 March 2016, be confirmed as a true and accurate record.

CARRIED 5/0

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION
Nil

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
Nil

9. REPORTS OF COUNCILLORS/COMMITTEES

Cr Whitely reported on the Ministerial Visit to the Shire Thursday 14th April 2016

Brendan Whitely, Bruce Dowsett and Amanda O'Halloran met with the Minister for Local Government and Communities 14th April 2016. Discussions took place regarding

- rate capping
- comparison websites and benefits of these to the Shire.

Issues which the Shire raised included the

- local school – ensuring we don't lose it and improving Principal continuity
- how to deal with the situation when a Councillor has to resign before his term ends;
- training for Councillors – how we can encourage Councillors to enlist in training, the Minister wants this level of government to be fully recognised and respected and wants all Councillors to attend training which he hopes to be compulsory further down the track
- approval required if Council doesn't sell the Gnowing Street House
- Cr Whitely and Cr Dowsett thought his visit was very worthwhile.

Cr Gowland - HWEDA

The strategic goal of HWEDA was discussed at this meeting and the benefits of Local Governments using HWEDA as a tool. HWEDA will officially hand over to Tuck Waldren, with the official launch of the Economic Development Plan and Strategic Plan. This will be widely advertised. Future development of the Wandering Shire will be of important benefit – industrial, tourism etc.

Cr Whitely – Wheatbelt Conference

Wheatbelt Conference – over 2 days in Narrogin. Manager Communities Monica Treasure attended on the Thursday, Manager Administration & Finance Durga Ojha , Cr Whitely and Cr Stripe Kim attended on the Friday. Opportunity to meet the local – a number of Ministers attended.

9 REPORTS OF OFFICERS

Nil

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS OF MARCH 2016

FILE REFERENCE:	1.1.29.1
PROPOSERS:	Nil
DISCLOSURE OF INTEREST:	Nil
DATE:	7 April 2016
PREVIOUSLY BEFORE COUNCIL:	N/A
AUTHORS NAME & POSITION:	Amanda O'Halloran CEO
NATURE OF COUNCILS ROLE IN THE MATTER:	Legislative

PURPOSE OF THE REPORT

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of 31 March 2016.

BACKGROUND

Council has authorised the updated delegations register at the July 2015 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the delegated authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2015.

COMMENT/ DETAILS

Actions performed under delegation during the month of 31 March 2016 are provided below:

- **Food Stall Holders Licence:**
Nil
- **Building Licenses Issued:**
 - A# 376 Ian & Katherine Price Lot 1 Pollard Road - Signed 10/03/2016 - Extend lean-to and enclose existing lean-to
 - A# 400 KA Boddy 2342 North Bannister Road - Signed 11/03/2016 - Patio
 - A# 346 D Christ & TL Ireland Lot 17727 Corser Road - Signed 11/03/2016 -New Dwelling
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

CONSULTATION

Relevant Officers and Managers of the Shire

STATUTORY/ LEGAL ENVIRONMENT

Local Government Act 1995 Section 9.49A

POLICY IMPLICATIONS

Affixing the Shire of Wandering Common Seal Policy
Shire of Wandering Delegations Register 2015
Purchasing and Tendering Policy

FINANCIAL IMPLICATIONS

Nil – all payments have been approved in the 2015/16 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of 31 March 2016.

COUNCIL DECISION – ITEM 10.1.1

MOVED: Cr B Dowsett

SECONDED: Cr W Gowland

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of 31 March 2016.

CARRIED 5/0

10.1.2 OPPORTUNITY TO COMMENT – CROSSMAN NATURAL FERTILISER PROJECT – SHIRE OF BODDINGTON

FILE REFERENCE:	28.1.1.2
PROPONENTS:	Shire of Boddington
DISCLOSURE OF INTEREST:	Nil
DATE:	12/04/2016
PREVIOUSLY BEFORE COUNCIL:	Nil
AUTHORS NAME & POSITION:	Amanda O'Halloran, Chief Executive Officer
NATURE OF COUNCILS ROLE IN THE MATTER:	Executive

PURPOSE OF THE REPORT

The Shire of Wandering has been offered the opportunity to comment on the Crossman Natural Fertiliser Project – Lot 9 ON P4850 (N). 9902) Albany Highway, Crossman development application.

BACKGROUND

The Crossman Natural Fertiliser Project has been before Council previously, as the developers Boutique Bio Fertilisers had initially sought tenure and development approval for the Wandering Natural Fertiliser Project in the Shire of Wandering. Council was not in favour of the development and the January 2015 Item 10.1.1 to grant approval in principal in order for the development planning to commence was not carried 4/3. Boutique Bio Fertilisers were informed that the Wandering Shire was not in a position to grant initial approval in principal for the project to proceed. Council had been informed mid 2015 that Bio Fertilisers were seeking tenure and development approval in the Shire of Boddington.

The Shire of Boddington has written to Council to advise that the Shire of Wandering has the opportunity to provide written comment regarding the Development Application for Crossman Natural Fertiliser Project – Lot 9 ON P4850 (NO 9902) Albany Highway, Crossman by Monday 2 May 2016.

COMMENT/ DETAILS

Boutique Bio Fertilisers has obtained leasehold for the development and construction of a Category 61A – Solid Waste Facility to be known as the Crossman Natural Fertiliser Project (CNFP) located on No 9902, Albany Highway, Crossman, Western Australia. The proposed prescribed premises is sited within 40 hectares of rural zoned land as defined within the Shire of Boddington Local Planning Scheme No. 2, approximately 15 km north east of Boddington, and 130km south east of Perth.

The facility will be accessed from Albany Highway, surrounded by a stock fence with lockable boom gates. The facility will be manned between the hours of 7am to 5pm, 5 days per week with an alarm system activated when not manned.

Boutique Bio Fertilisers propose to produce (solid) pelletised fertiliser for retail and wholesale markets in bags, tubs and in bulk following the construction of a completely enclosed and contained processing facility. The construction phase will include the development of:

- Feedstock receipt and storage facilities constructed on a bunded concrete pad, covered with an elevated roof;
- Grinding and screening plant;
- Mixing plant;

- Pelletising plant;
- Bagging plant;
- Odour control system (extracts air from the storage and process areas to an odour absorption 'bio filter' unit);
- Storage Facilities (enclosed);
- Two 250 kw packaged diesel alternator sets and self-bunded diesel fuel tank (10,000L) are to be placed on a sealed concrete bunded area with drive over bunds. The diesel storage fuel tank access point will be placed under an elevated covered area;
- Storage tanks for water supply sourced from rainwater (25kl), tanker delivered water and dam water or groundwater depending on availability from the owner of the leased premises;
- One stormwater drainage pond (HDPE lined) for stormwater potentially considered contaminated;
- Drainage ponds (in-situ soils) for general stormwater drainage control at the premises; and
- Internal access roads and parking area (compacted aggregate covered and compacted pebble gravel, with final 20m bituminised and drainage culvert in place.

The pellets will be manufactured from a variety of feedstock's (consisting of animal manure, mineral binders and small quantities of trace elements) that are expected to have a low odour generating, drying ability. Feedstock will be received and temporarily stored in bays/silo (less than a day) prior to being taken within the fully enclosed facility.

Animal manures in bulk form will be received via trailer or tipping trucks with "wind-on tarps" and will be delivered in spreadable (less than 40% w/w) form to a maximum single delivery of 38 tonnes, with a maximum of 4-6 tonnes being processed at any time. Manures are then transferred to storage bays as soon as the delivery is completed, using front end loaders, from which it is then loaded into hoppers for transfer to a conveyor belt system all within the enclosed facility.

From the conveyor belt the manures are transferred to the main hopper for the hammer mill, which is covered (with a closed lid) when not being loaded. The hammer mill is electric powered and fully enclosed with a screen to remove oversized material which is then recirculated for further milling.

The milled product is brought by enclosed conveyor to an enclosed storage bin which has a 20 tonne capacity; Feedstock is then transferred for mixing with additional small amounts of trace elements, chemical reagents and mineral binders within an enclosed electric mixer through a gentle/slow rotation process, which assists in reducing dust emissions. The combination of all the feedstock's has been identified by the proponent as assisting in the reduction of odour emissions by reducing moisture content further due to the nature of the feedstock's that are mixed.

The mixture product is then considered dry, stabled and non-odorous and is pelletised for bagging and packaging. The product undergoes a heating (90 degrees Celsius) and cooling (70 degrees Celsius) phase prior to packaging within either sealed bags or tubs. All fumes/gasses are directed through to the (bio filter) odour control system. The proponent has developed an odour management plan and will develop an environmental management plan prior to operations commencing.

Distance to the nearest sensitive human receptors are approximately 1.2km south west (farm residence), 1.0km south east (owners residence) and 820m north east (proposed Caravan Park). Consultation by the proponent Caravan Park identified concerns regarding odour from the facility.

A desktop assessment based on WIN groundwater bore (site id 20047368), located approximately 2.3km south west of the premises identified depth to groundwater as approximately 42.7 mBGL with a TDS of 357 mg/L (fresh). The Crossman River is located approximately 250m north east of the premises boundary.

DER draft guidance statement for separation distance to sensitive receptors recommends a distance of 500m for noise, odour and dust.

The site has already been cleared and no native vegetation clearing permits are required.

The primary emissions expected from the construction phase included fugitive emissions (dust) and noise which will be intermittent and short term. The primary emissions expected during operation included fugitive emissions (dust),

noise, odour and emissions to land from the discharge of potentially contaminated stormwater used for dust suppression or irrigation to pasture land.

There were a number of vocal Wandering Residents that were not in support of the project when it was previously brought before Council and a minor protest was staged at the January 2015 Ordinary Meeting of Council with approximately 8 – 10 representatives staged outside of the Council chambers with placards. 4 Ratepayers presented to the meeting. Council went on to not support the request for approval in principal Boutique Bio Fertilisers were seeking to proceed with the Department of Environmental approval.

ATTACHMENT 10.1.2.1

CONSULTATION

Shire of Boddington
Local Residents

STATUTORY/ LEGAL ENVIRONMENT

Nil

POLICY IMPLICATIONS

The Hotham Williams Economic Development Alliance has a strong emphasis on industrial diversification and ongoing development for the ongoing sustainability of the region. The Recent Strategic Plan and Economic Development Plans 2015 highlight the importance for regional development in the industrial sector.

Wheatbelt Blue Print – Wheatbelt Development Commission

The Wheatbelt Development Commissions Blue Print document 2015, has an emphasis on increasing employment and stimulating the region to encourage more residents and diversification into the Wheatbelt. This project is a key opportunity that meets the outcomes of the Wheatbelt development Commissions Economic Goals.

WA Regional Development Trust Report 2015

Discusses the importance of regional strategic infrastructure corridors, this development along Albany Hwy adds further impetus to the Marradong Region and in conjunction with the ongoing development vision for the Perth Waste site would start to demonstrate that the Marradong Region could host industrial development on a larger scale.

Many Economic Development goals for the Wheatbelt region have considerable emphasis on sustainable diversification beyond agriculture and mining projects such as the CNFP are an example of the economic opportunities that can add value, increase population and community financial status going forward into the future.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 2 – A Robust and Diverse Rural Economy

Outcome 2.2: *Sustain and grow our business and industry sector*

Strategy 2.2.1: Promote and facilitate the release of new industrial and commercial land

Strategy 2.2.2: Facilitate the identification and attraction of value adding and compatible new industries to the region.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Note the application and encourage the Shire of Boddington to consider the economic development of the region and the importance of industrial diversification in the region for ongoing development and viability of the region.
2. Decline to comment on the project development specifically, due to previous decisions of Council and concerns held by the Councillors when the project was before the Shire of Wandering.

COUNCIL DECISION – ITEM 10.1.2

MOVED: Cr Dowsett

SECONDED: Cr Ferguson

That Council:

1. Note the application.
2. Decline to comment on the project development specifically, due to previous decisions of Council and concerns held by the Councillors when the project was before the Shire of Wandering.

CARRIED 5/0

The Officer Recommendation was amended to better represent the Shire of Wandering at this present time.

10.1.3 BUSH FIRE ADVISORY COMMITTEE MINUTES

FILE REFERENCE:	4.1.1
PROPONENTS:	Nil
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 April 2016
PREVIOUSLY BEFORE COUNCIL:	Nil
AUTHORS NAME & POSITION:	Amanda O'Halloran, CEO
NATURE OF COUNCILS ROLE IN THE MATTER:	EXECUTIVE

PURPOSE OF THE REPORT

Council is requested to consider the minutes of the meeting of the Wandering Bush Fire Advisory Committee held on the 6 April 2015.

BACKGROUND

The Wandering Bush Fire Advisory Committee meets a minimum of twice a year to advise Council on matters relating to its responsibilities under the Bush Fire Act 1954.

COMMENT/DETAILS

The minutes of the meeting are generally self-explanatory however Council's attention is drawn to the following items of significance.

- Item 6.0 – Brigade reports and minutes of their AGM's.
- Item 7.0 – Appointment of Bush Fire Control Officers will be covered in the next agenda item.
- Item 10.0 – Review of the Fire Break Notice.
- Item 10.4 – Prescribed burn discussion and presentation of DFES paperwork.
- Item 10.6 – Motion by Hastings Brigade regarding road reserves.
- Item 10.9 – Request to Council to Lobby Office of Energy Safety regarding Horizon Power management and inspection of lines.

The minutes of the meeting of the Shire of Wandering Bush Fire Advisory held on the 6 April 2016 to be received and the recommendations therein be adopted.

[ATTACHMENT 10.1.3.1](#)

CONSULTATION

Codjatonine, Hastings, Wandering and Wandering Town Fire Brigade Representatives.

STATUTORY/ LEGAL IMPLICATIONS

Bush Fires Act 1954

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the minutes of the Bush Fire Advisory Committee Held on the 6 April 2016, and adopts the committee's recommendations.

1. It be recommended to Council that the following minutes be received and their comments noted:
 1. Minutes of the Annual General Meeting of the Wandering Town and Wandering Bush Fire Brigade
 2. Minutes of the Annual General Meeting of the Hastings Bush Fire Brigade
 3. Minutes of the Annual General Meeting of the Codjatonine Bush Fire Brigade
2. That it be recommended to Council that the following items be noted and investigated by the CEO
 - a. Item 10.4 – Prescribed burn
 - b. Item 10.6 – Motion by Hastings Brigade regarding road reserves.
 - c. Item 10.9 – Request to Council to Lobby Office of Energy Safety regarding Horizon Power management and inspection of lines.

COUNCIL DECISION – ITEM 10.1.3

MOVED:Cr W Gowland

SECONDED: Cr C Ferguson

That Council receives the minutes of the Bush Fire Advisory Committee Held on the 6 April 2016, and adopts the committee's recommendations.

1. It be recommended to Council that the following minutes be received and their comments noted:
 - a. Minutes of the Annual General Meeting of the Wandering Town and Wandering Bush Fire Brigade
 - b. Minutes of the Annual General Meeting of the Hastings Bush Fire Brigade
 - c. Minutes of the Annual General Meeting of the Codjatonine Bush Fire Brigade
2. That it be recommended to Council that the following items be noted and investigated by the CEO
 - a. Item 10.4 – Prescribed burn
 - b. Item 10.6 – Motion by Hastings Brigade regarding road reserves.
 - c. Item 10.9 – Request to Council to Lobby Office of Energy Safety regarding Horizon Power management and inspection of lines.

CARRIED 5/0

10.1.4 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS FOR THE SHIRE OF WANDERING

FILE REFERENCE: 4.1.1

PROPONENTS: Nil

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 10 April 2016

PREVIOUSLY BEFORE COUNCIL: Nil

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCILS ROLE IN THE MATTER: EXECUTIVE

PURPOSE OF THE REPORT

The Bush Fire Advisory Committee have recommended to Council that the Officers recommended within this report be appointed to the respective Bush Fire Control Positions.

BACKGROUND

The Wandering Bush Fire Advisory Committee meets a minimum of twice a year to advise Council on matters relating to its responsibilities under the Bush Fire Act 1954. The minutes of the 6 April 2016 meeting were presented in the previous report to Council – Item 10.1.3.

[ATTACHMENT 10.1.3.1](#)

COMMENT/DETAILS

The Bush Fire Advisory Committee has recommended to Council that the following people be appointed to the respective Bush Fire Control positions, as indicated:

Chief Fire Control Officer	P Monk
Deputy Chief Fire Control Officer	M Schorer
Chief Fire Weather Officers	P Monk GR Parsons T Treasure
Deputy Fire Weather Officers	B Dowsett A O'Halloran A Watts
Vehicle Movement Ban Officers	P Monk GR Parsons T Treasure B Dowsett A Watts A O'Halloran

Clover Burning Permit Officers	P Monk A Turton
Fire Control Officers Hastings	GR Parsons A Watts C Ferguson R Bostock A Turton
Wandering	T Hardie T Treasure G White S Watts
Codjatotine	P Monk M Schorer D Warburton B Hardie
Wandering Town	G Treasure W Brand S Brand B Whitely
Dual Appointments	
Brookton	GR Parsons
Brookton	P Monk
Pingelly	R Bostock
Pingelly	P Monk
Cuballing	P Monk
Boddington	T Hardie
Boddington	P Monk
Williams	T Hardie
Williams	P Monk

CONSULTATION

Codjatotine, Hastings, Wandering and Wandering Town Fire Brigade Representatives.

STATUTORY/ LEGAL IMPLICATIONS

Section 38 of the Bush Fires Act provides that:

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A

(a) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.

(e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

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

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

(6) (a) In this section — approved local government means a local government approved under paragraph by the Authority.

(b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the Government Gazette —

(i) may approve the local government as one to which this subsection applies; and

(ii) may from time to time cancel or vary any previous approval given under this paragraph.

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

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

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

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

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

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

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

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

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

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

(i) This subsection does not authorise the burning of bush — (i) during the prohibited burning times; or

(ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the Bush Fires Act provides that:

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

(2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).

(3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.

(4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —

(a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and

(b) the references in those subsections to the local government were references to the Authority.

Section 40 of the Bush Fires Act provides that:

(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council authorise the recommendations from the Shire of Wandering Bush Fire Advisory Committee to appoint the following officers to the nominated positions and direct the CEO to advertise in accordance with the Act

Chief Fire Control Officer	P Monk
Deputy Chief Fire Control Officer	M Schorer
Chief Fire Weather Officers	P Monk GR Parsons T Treasure
Deputy Fire Weather Officers	B Dowsett A O'Halloran A Watts
Vehicle Movement Ban Officers	P Monk GR Parsons T Treasure B Dowsett A Watts A O'Halloran
Clover Burning Permit Officers	P Monk A Turton
Fire Control Officers Hastings	GR Parsons A Watts C Ferguson R Bostock A Turton
Wandering	T Hardie T Treasure G White S Watts

Codjatown	P Monk M Schorer D Warburton B Hardie
Wandering Town	G Treasure W Brand S Brand B Whitely
Dual Appointments	
Brookton	GR Parsons
Brookton	P Monk
Pingelly	R Bostock
Pingelly	P Monk
Cuballing	P Monk
Boddington	T Hardie
Boddington	P Monk
Williams	T Hardie
Williams	P Monk

COUNCIL DECISION – ITEM 10.1.4

MOVED:Cr B Dowsett

SECONDED: Cr C Ferguson

That Council authorise the recommendations from the Shire of Wandering Bush Fire Advisory Committee to appoint the following officers to the nominated positions and direct the CEO to advertise in accordance with the Act:

Chief Fire Control Officer	P Monk
Deputy Chief Fire Control Officer	M Schorer
Chief Fire Weather Officers	P Monk GR Parsons T Treasure
Deputy Fire Weather Officers	B Dowsett A O'Halloran A Watts
Vehicle Movement Ban Officers	P Monk GR Parsons T Treasure B Dowsett A Watts A O'Halloran
Clover Burning Permit Officers	P Monk A Turton
Fire Control Officers	
Hastings	GR Parsons A Watts C Ferguson R Bostock A Turton

MINUTES FOR THE MEETING HELD 21 April 2016

Wandering	T Hardie T Treasure G White S Watts
Codjatotine	P Monk M Schorer D Warburton B Hardie
Wandering Town	G Treasure W Brand S Brand B Whitely
Dual Appointments	
Brookton	GR Parsons
Brookton	P Monk
Pingelly	R Bostock
Pingelly	P Monk
Cuballing	P Monk
Boddington	T Hardie
Boddington	P Monk
Williams	T Hardie
Williams	P Monk

CARRIED 5/0

10.1.5 DONATION TO THE BODDINGTON JUNIOR FOOTBALL CLUB

FILE REFERENCE: 10.1.7

PROPOSERS: Boddington Junior Football Club

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 10 April 2016

PREVIOUSLY BEFORE COUNCIL: Nil

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCILS ROLE IN THE MATTER: Advocacy

PURPOSE OF THE REPORT

Council has been requested to continue its ongoing financial support of the Boddington Junior Football Club. The Club have requested a donation of \$500.00 in return for a litter pick up in the Shire.

BACKGROUND

The Shire of Wandering has supported the Boddington Junior Football Club since the 2013 season. The Club has initiated a litter drive/ pick up in return for the funds and in many instances this has greatly supported the Shire operations and improved the visual amenity. Last year the club assisted with the rehabilitation of the Wandering Refuse Site.

COMMENT/DETAILS

Council has made provision for financial assistance requests of this nature in the 2015/16 budget. To date no other requests have been received by sporting clubs.

The Shire has identified that the biggest litter issue is currently on the North Bannister Wandering Road at the intersection of the Albany Highway and back for 2 kilometres. It would be recommended that should Council wish to continue the financial support of the Club, that this area be identified for the litter drive this year.

[ATTACHMENT 10.1.5.1](#)

CONSULTATION

Manager Works

STATUTORY/ LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Provision for the donation has been made in the 2015/16 Annual Budget

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 1 – A community that is involved and caring

Outcome 1.2: A community that celebrates and participates together

Strategy 1.2.1: Actively promote and assist community groups and clubs

Outcome 1.3: A supportive and inclusive community for all ages

Strategy 1.3.1: Support and promote programs and activities for youth

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council authorises the donation of \$500.00 to the Boddington Junior Football Club and requests that in return the club conducts a litter drive/ pickup of the Albany Highway North Bannister Wandering Road intersection and back along North Bannister Wandering for 2 kilometres.

COUNCIL DECISION – ITEM 10.1.5

MOVED: Cr J Price

SECONDED: Cr Ferguson

That Council authorises the donation of \$500.00 to the Boddington Junior Football Club and requests that in return the club conducts a litter drive/ pickup of the Albany Highway North Bannister Wandering Road intersection and back along North Bannister Wandering for 2 kilometres.

CARRIED 5/0

10.2 BUILDING AND PLANNING REPORTS
Nil

10.3 COMMUNITY SERVICES REPORTS
Nil

10.4 CORPORATE SERVICES

10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2016

FILE REFERENCE: 10.1.16

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 14 April 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Durga Ojha, Manager Finance & Administration

NATURE OF COUNCIL'S ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

The monthly financials for the month of March 2016 are presented for Council's consideration.

BACKGROUND

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

The statement of financial activity for the period ending March 2016, financial statements, bank reconciliations, list of accounts paid for the periods ending March 2016 are hereby presented for Council's information.

COMMENT/ DETAILS

Council is requested to accept the Monthly Financial Report for the period ended 31 March 2016, Bank Reconciliations and List of Payments 31 March 2016, as presented.

Monthly Financial Report for the period ending 31 March 2016.

[ATTACHMENT 10.4.1](#)

List of Payments 31 March 2016

[ATTACHMENT 10.4.1.1](#)

Bank Reconciliations & Bank Statements (Muni A/C) 31 March 2016

[ATTACHMENT 10.4.1.2](#)

Bank Reconciliations & Bank Statements (Investment A/C) 31 March 2016

[ATTACHMENT 10.4.1.3](#)

Bank Reconciliations & Bank Statements (Trust A/C) 31 March 2016

[ATTACHMENT 10.4.1.4](#)

CONSULTATION

Chief Executive Officer
Finance Officer

STATUTORY/ LEGAL ENVIRONMENT

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.3: Ensure appropriate funds are available to implement current and future action plans

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council

1. Endorse all Cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$220,237.23 for the period ending 31 March 2016.
2. Receive the bank reconciliations & bank statements for the period ended 31 March 2016.
3. Receive the financial statements for the period ended 31 March 2016.

COUNCIL DECISION – ITEM 10.4.1

MOVED: Cr Ferguson

SECONDED: Cr Price

That Council

1. Endorse all Cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$220,237.23 for the period ending 31 March 2016.
2. Receive the bank reconciliations & bank statements for the period ended 31 March 2016.
3. Receive the financial statements for the period ended 31 March 2016.

CARRIED 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

CEO A O'Halloran requested that Item 12.1.1. be introduced to Council

Item 12.1. - COUNCIL DECISION

MOVED: Cr B Dowsett

SECONDED: Cr Gowland

That Council considers the Item 12.1.1 Donation to the Wandering Primary School Camp Committee, new business of an urgent nature.

CARRIED 5/0

Councillor Price and Councillor Ferguson left the room at 2.16pm due to financial interest.

The remaining Councillors discussed options and asked Councillors Price and Ferguson to return to the meeting to discuss and vote on the item.

Councillor Price and Councillor Ferguson returned to the meeting at 2.19pm

12.1.1 DONATION TO THE WANDERING PRIMARY SCHOOL CAMP COMMITTEE

FILE REFERENCE:	8.1.1
PROPONENTS:	Wandering Primary School Camp Committee
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 April 2016
PREVIOUSLY BEFORE COUNCIL:	Nil
AUTHORS NAME & POSITION:	Amanda O'Halloran, CEO
NATURE OF COUNCILS ROLE IN THE MATTER:	Advocacy

PURPOSE OF THE REPORT

Council has been requested support the Wandering Primary School Camp Committee in sponsoring the use of the Community Centre one day per week for second term.

BACKGROUND

The Wandering Primary School has the opportunity every two years for their senior students to attend and participate in a camp. The year six students from Wandering Primary will be attending a camp to Pemberton together with Williams Primary School in Term 4. To offset the cost of the camp, which could be up to \$500 per child, the camp committee have been fundraising to reduce the cost, currently they have organised and participated in catering and a Mother's Day raffle. In Term 2 they would like to run a canteen one day a week, which is currently not available for the students at Wandering. It has been anticipated that the profit from the canteen for the term could be \$400.

COMMENT/DETAILS

Council is being asked to donate the day hire fee \$45 for 9 days during term 2. This equates to a donation of \$405.00. The Committee is offering canteen services to the School during this time. They will therefore utilise the kitchen and pie warmer. It would of course be expected that the Kitchen is left clean and tidy ready for use by others, so the Council doesn't incur any extra cleaning charges.

ATTACHMENT 10.1.0.1

Council has made provision in the budget to support community groups and our youth. This cause is considered to meet the strategic implications of the Shires Strategic Community Plan in which particular emphasis is placed on supporting community and sporting groups and activities for youth.

Council is therefore recommended to support this request.

CONSULTATION

Manager Communities
Camp Committee Members

STATUTORY/ LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Provision for the donation has been made in the 2015/16 Annual Budget

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 1 – A community that is involved and caring

Outcome 1.2: A community that celebrates and participates together

Strategy 1.2.1: Actively promote and assist community groups and clubs

Outcome 1.3: A supportive and inclusive community for all ages

Strategy 1.3.1: Support and promote programs and activities for youth

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council authorises the donation of the day hire of the Wandering Community Centre Kitchen to the Wandering Primary School Camp Committee and requests in return the committee maintains the Centre and the Kitchen to a clean standard.

COUNCIL DECISION – ITEM 12.1.1

MOVED: Cr B Dowsett

SECONDED: Cr W Gowland

That Council authorises the donation of the day hire of the Wandering Community Centre Kitchen to the Wandering Primary School Camp Committee and requests in return the committee maintains the Centre and the Kitchen to a clean standard.

CARRIED 5/0

13 CONFIDENTIAL ITEMS


Nil

14 TIME AND DATE OF NEXT MEETING

Next Ordinary Council meeting to be held on 19 May 2016 1.30pm

15 CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.21 pm

These Minutes were confirmed at the Ordinary Council Meeting on Thursday 19 May 2016.	
Signed:	
Presiding Person at the meeting at which the minutes were confirmed	
Date:	19/5/2016



SHIRE OF WANDERING

MINUTES OF THE ORDINARY COUNCIL MEETING

**Wandering Shire Council Chambers, 22 Watts Street,
Wandering**

**17 March 2016
1.30pm**

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SHIRE OF WANDERING
ORDINARY MEETING OF
COUNCIL

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 17 March 2016 at Shire of Wandering Council Chambers, 22 Watts Street, Wandering. Commencing at 1.30 pm

The business to be transacted is shown in the Agenda.

Amanda O'Halloran
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wandering warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during a Council meeting.

Ordinary Council Meeting

1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS

The Shire President, Cr B Whitely declared the meeting open at 1.33 pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr B Whitely
Cr B Dowsett
Cr W Gowland
Cr J McNeil
Cr C Ferguson
Cr J Price
Cr K Stripe

President
Deputy President

Staff:

Ms A O'Halloran
Mr Durga Ojha
Mrs H Mark
Mrs M Treasure

Chief Executive Officer
Manager of Administration and Finance
Administration Officer
Manager Communities

Visitors:

Mr S O'Halloran

Approved Council Mentor/ Volunteer Advisor

Apologies:

Nil

On Leave of Absence:

Nil

3. DISCLOSURE OF INTERESTS

Nil

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (*updated 13 March 2000*)

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
 - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

4. PUBLIC QUESTION TIME
Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION – ITEM 5.1

MOVED: Cr B Dowsett

SECONDED: Cr W Gowland

That Council: Accept the application for leave of absence from April 2016 and May 2016 Ordinary Meetings of Council.

CARRIED 6/0

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 18 February 2016

COUNCIL DECISION – ITEM 6.1

MOVED: Cr J Price

SECONDED: Cr J McNeil

That the minutes of the Ordinary Meeting of Council held on 18 February 2016, be confirmed as a true and accurate record.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION
Nil

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
Nil

9. REPORTS OF COUNCILLORS/COMMITTEES
Nil

9. REPORTS OF OFFICERS
Nil

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS OF FEBRUARY 2016

FILE REFERENCE: 1.1.29.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 7 March 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran CEO

NATURE OF COUNCILS ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of 29 February 2016.

BACKGROUND

Council has authorised the updated delegations register at the July 2015 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the delegated authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2015.

COMMENT/ DETAILS

Actions performed under delegation during the month of 29 February 2016 are provided below:

- **Food Stall Holders Licence:**
Monica Treasure – Manager Communities – Food Permit issued for the Wandering Thank a Volunteer Community BBQ
- **Building Licenses Issued:** Nil
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

CONSULTATION

Relevant Officers and Managers of the Shire

STATUTORY/ LEGAL ENVIRONMENT

Local Government Act 1995 Section 9.49A

POLICY IMPLICATIONS

Affixing the Shire of Wandering Common Seal Policy
Shire of Wandering Delegations Register 2015
Purchasing and Tendering Policy

FINANCIAL IMPLICATIONS

Nil – all payments have been approved in the 2015/16 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of 29 February 2016.

COUNCIL DECISION – ITEM 10.1.1

MOVED: Cr C Ferguson

SECONDED: Cr W Gowland

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of 29 February 2016.

CARRIED 7/0

10.1.2 APPROVAL OF THE WANDERING ENTRY STATEMENT DESIGN

FILE REFERENCE: 20.1.5

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 9 March 2016

PREVIOUSLY BEFORE
COUNCIL: Nil

AUTHORS NAME &
POSITION: Amanda O'Halloran, Chief Executive Officer

NATURE OF COUNCILS
ROLE IN THE MATTER: Executive

PURPOSE OF THE REPORT

To approve the Town Entry Statement outline and wording, prior to final installation of the structures.

BACKGROUND

The Wandering Entry Statement Committee (WESC) has been functional for approximately three years. The Town of Wandering has long aspired to have a formal entrance statement at both the west and east entrances to town. The WESC is made up of representatives from LIONS, CWA and the Shire and all groups have contributed equally.

The Individual Community Groups have been responsible for community consultation and information dissemination.

COMMENT/ DETAILS

The WESC has agreed to a design that is coordinated and announces ones arrival in Wandering.

The design is a simple style, with an emphasis on clean, clear and being uncluttered. It is to have the feeling of being part of the natural landscape and it is designed to be seen from a moving vehicle easily. It is the WESC preference that the Statement does not feature the Wandering Shire Crest and they have intentionally removed the "scenic" from many previous versions and signage. The attachment has scenic and the crest on it, although as per previous comments are not to be included in the WESC request for approval.

It is Councils role to ensure that town entrance and wall statements provide a sense of identity, place and belonging for the community of a town or settlement within the Shire of Wandering. Council has indicated its desire to brand and coordinate information boards, historical sites and tourism opportunities to enhance local themes and increase the sense of place by encouraging designs that utilise materials that reflect both the locality and have historical precedence. Council is requested to formally endorse the Wandering Entry Statements wording and layout.

The work the WESC has done should be commended and is a positive platform to support the Councils future hopes and dreams of improving and harnessing tourism opportunities, attracting increased residential and industrial development.

The Shire Administration would like to encourage Council to consider the inclusion of the Shire of Wandering Crest as a feature that defines and differentiates the Shire of Wandering. The inclusion of the Shire Crest is essential to creating and improving the Shire of Wandering visitor experience. Strong Brands and identification build trust, makes experiences memorable, attracts people, creates a promise and sets you apart from others.

ATTACHMENT 10.1.2

CONSULTATION

Wandering Entry Statement Committee

STATUTORY/ LEGAL ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 2 – A Robust and Diverse Rural Economy

Outcome 2.1: Attract and retain Visitors to the Shire

Strategy 2.1.1: Promote the Wandering Region as a Tourism Destination

Strategy 2.1.2: Promote the provision of services and infrastructure that support Tourism

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

Support the Wandering Entry Statement wording and outline "Welcome to Wandering – Est 1861" with the inclusion of the Shire of Wandering Crest in full colour.

COUNCIL DECISION – ITEM 10.1.2

MOVED: Cr B Dowsett

SECONDED: Cr J McNeil

That Council:

Support the Wandering Entry Statement wording and outline "Welcome to Wandering – Est 1861" with the inclusion of the Shire of Wandering Crest in full colour.

CARRIED 4/3

10.1.3 WATER SUPPLY AGREEMENT SHIRE OF WANDERING AND THE WATER CORPORATION – WANDERING DAM NO 1 & NO 2

FILE REFERENCE: 32.1.2

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 5 March 2016

PREVIOUSLY BEFORE COUNCIL: Nil

AUTHORS NAME & POSITION: Amanda O'Halloran
Chief Executive Officer

NATURE OF COUNCILS ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

Council is requested to approve the attached Non Potable Water Supply – Wandering Dam No 1 & No 2 Agreement. The current agreement with the Water Corporation expired on the 28 June 2015 and they have supplied a new agreement for consideration.

BACKGROUND

Council has had an agreement with the Water Corporation for the Supply of non-potable water from the old Wandering town dams since 2010. The Shire of Wandering is extremely reliant on the supply of this water as it is supplied at a cost that the Shire can afford. The Shire of Wandering uses the water for the upkeep of the Oval, gardens and grass down near the public toilets and road works that are close to town. The Water Corporation has obligations to maintain the dams to meet its license obligations in the event of water supply emergencies in the region. The Water Corporation has indicated that in the long to medium term that it would consider the transfer of ownership of the dams to the Shire of Wandering, however in the short to medium term they will continue to enter into a usage agreement. The agreement under consideration is for a further 5 years.

COMMENT

The updated agreement tabled as **attachment 10.1.3** has no significant changes. Councillors need to note that the Shire is proposing to increase the water usage entitlement from 10,000 kilolitres (KL) of water each consecutive 12 month period to 12,000KL of water in the said period. This would provide the Shire with a buffer to maintain supply to public open space and meet road works requirements in busy years (water permitting of course) in a more cost effective way.

Currently mains water is costing the shire on average \$2.15 per KL, the agreement proposes 32.31cents per KL with a CPI increase. This is a much more cost effective way to maximise service delivery outcomes for the Shire and Ratepayers.

ATTACHMENT 10.1.3

CONSULTATION

Water Corporation

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This agreement is required to ensure that Council is able to sustain the ongoing operational costs of maintaining its parks and gardens. Should the Council have to consider using scheme water for

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent.

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Delegate Authority for the Chief Executive Officer to negotiate the increase in water usage from 10,000kL to 12,000kL per annum.
2. Authorise the execution of the Non Potable Water Supply – Wandering Dam No.1 & No.2 Agreement should there be no other significant changes to the agreement included as **Attachment 10.1.3** of this agenda and minutes.

COUNCIL DECISION – ITEM 10.1.3

MOVED: Cr J McNeil

SECONDED: Cr K Stripe

That Council:

1. Delegate Authority for the Chief Executive Officer to negotiate the increase in water usage from 10,000kL to 12,000kL per annum.
2. Authorise the execution of the Non Potable Water Supply – Wandering Dam No.1 & No.2 Agreement should there be no other significant changes to the agreement included as **Attachment 10.1.3** of this agenda and minutes.

CARRIED 7/0

10.1.4 REQUEST FOR WAIVING OF FEE FOR THE HIRE OF SHIRE MARQUEES FOR THE MARRADONG RURAL EXPO

FILE REFERENCE: 1.1.33

PROPOSERS: Shire of Boddington

DISCLOSURE OF INTEREST: Nil

DATE: 1 February 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHOR'S NAME & POSITION: Amanda O'Halloran
Chief Executive Officer

NATURE OF COUNCIL'S ROLE IN THE MATTER: Advocacy

PURPOSE OF THE REPORT

Council is to consider the waiver of the hire fees for the use of the Councils Marquees at the Marradong Rural Expo.

BACKGROUND

The Boddington Rural Expo is being held for the third year on the 12 March 2016. The Rural Expo is an initiative that came out of the Marradong Country and Super Towns Program. It is intended to showcase rural living and encourage visitors to the region in an effort to attract new residents and increase tourism. It is anticipated that over 2,500 people will pass through the gate. Exhibitors are encouraged from the Marradong region and the Shire of Wandering is generally a stall holder and takes the opportunity to showcase what we do. This year however the Shire isn't participating due to limited resources.

The purpose of the Expo is to help increase economic development across the region, in the longer term. Whilst there is a direct benefit for Boddington initially, the general ethos was and is to encourage increased residents and tourism in the longer term. This is facilitated by showcasing all that the towns of the Marradong Country (Boddington, Williams and Wandering) have to offer.

The Expo started as part of the Super Towns Program and was initially very well-funded through the budget that was allocated to the program. Funding however has decreased significantly and the Shire of Boddington has had to shoulder the financial burden of the event.

The Shire of Boddington has hired the Shires 40 Marquees for the expo over the last couple of years. A fee of \$1000.00 applies as per the Shires Fees and Charges adopted in the Annual Budget. This year the Shire of Boddington has requested the waiving of the fees as a donation to the event.

COMMENT

It is recommended for Council to support the waiving of fees in this instance. Whilst the Shire relies heavily on securing all income opportunities, and should Council agree the income will be lost, it recognises the regional benefit of the Rural Expo and the strategic intent to support the development of the Shires of Boddington, Williams and Wandering.

The Shire will seek an undertaking from the Shire of Boddington that the Marquees must be maintained in good condition and should any marquee be damaged that it/they be replace at the Shire of Boddingtons cost.

CONSULTATION

CEO Shire of Boddington

Economic Development Officer Shire of Boddington

Manager Communities

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.12 Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection

(2) and any other written law, a local government may –

(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money,

which is owed to the local government.

**Absolute majority required*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The budgeting of fees and charges is general in nature and the annual budget review takes into account the swings and roundabouts that occur in this area. Fees and Charges have been less than anticipated across the board. This has been taken into account in the review and the waiving of the fee in this instance will not be material to the budgets bottom line.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 1 – A community that is involved and caring

Outcome 1.2: A community that celebrates and participates together

Strategy 1.2.1: Promote and support community and cultural events

Goal 2 – A robust and diverse rural economy

Outcome 2.1: Attract and retain visitors to the Shire

Strategy 4.2.1: Promote the Wandering Region as a tourism destination

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That Council

1. Approve the waiving of the \$1,000.00 fee for the hire of the 40 marquees for the Shire of Boddington's Rural Expo.
2. Approve the CEO to seek an undertaking from the Shire of Boddington that should any marquees be damaged during the hire period that they are replaced at the Shire of Boddingtons cost.

COUNCIL DECISION – ITEM 10.1.4

MOVED: Cr C Ferguson

SECONDED: Cr K Stripe

1. Approve the waiving of the \$1,000.00 fee for the hire of the 40 marquees for the Shire of Boddington's Rural Expo.
2. Approve the CEO to seek an undertaking from the Shire of Boddington that should any marquees be damaged during the hire period that they are replaced at the Shire of Boddingtons cost.

CARRIED 7/0

10.1.5 ADOPTION OF THE COUNTRY SMILE CUSTOMER SERVICE CHARTER

FILE REFERENCE: 34.1.4

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 10 March 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran
Chief Executive Officer

NATURE OF COUNCILS ROLE IN THE MATTER: Advocacy

PURPOSE OF THE REPORT

Council is requested to consider adopting the Country Smile Customer Service Charter

BACKGROUND

Graham Harvey of Service IQ was employed by the Shire of Boddington Economic Development Unit to develop a program on Customer Service that would help improve the level of customer service in the Marradong Country.

Graham ran 4 workshops in May 2014, in Williams and Boddington, that offered 36 employees of local business (including the local shires) an opportunity to learn and refresh their understanding of 'good' customer service.

The program was called Design, Deliver and Delight, and aimed to present winning strategies to develop great customer service and a culture of service excellence. Graham also carried out a 'mystery shop' on a wide variety of businesses and public facilities in our 3 shires and from that was able to highlight areas where our region performs well and areas that were poor.

There is a yawning gap (not just in Boddington, Williams and Wandering) between the quality of service that many businesses believe they are delivering, versus what their very own customers report they are receiving. Some points Graham raised in relation to customer service were:

- Waiting times were a problem at the number of business. It is important to ensure sufficient staff at peak times.
- Opening hours. Many were excellent ... opening early and closing late. Knowing the needs of your customers will help determine the hours that are best for you and your customers.
- Telephone answering. For some businesses, it depended on who was answered the telephone as to how it was answered. Design a telephone answering script for all to use. As per workshop, the best way is "Welcome to Service IQ, this is Graham." The length of time it took for some telephones to be answered was way too long. Some simply weren't answered and just rang out with no answer-phone or after hours messaging service.
- Smiles. It costs nothing to smile; yet the lack of smiles on the faces of those behind many counters was prevalent at numerous businesses.
- Acknowledge customers. On entering many businesses, staff were attentive and eager to serve. In some the opposite occurred. Staff continued doing what they were doing for quite some time before even looking up and acknowledging customers in their store or business.
- Staff attire. Some businesses had staff uniforms and were clearly worn with pride. At other businesses the level of attire was slovenly at best. There is no excuse for not having well – presented staff.
- Response times. Most were good; however other responses to telephone calls and email requests left a lot to be desired. Some messages left were never responded to.

- Words to greet customers. As previously mentioned regarding telephone answering, the greeting of customers varied from staff member to staff member. Take the time to get the words of your customer greetings right.

Once the courses were complete each attendee was surveyed for their feedback on what they thought were important things to include in a regional Customer Service Charter. From those responses (which included shire staff) the charter was created.

The HWEDA group has endorsed the regional use of the Charter and is requesting that the Shires of Marradong Council formally adopt the charter into its day to day operations and encourages local businesses in the Shire to do the same.

COMMENT/ DETAILS

The Shire has a key goal in its strategic plan and over all vision to increase tourism and build the local economy and rate base through development of more local businesses and industry. The Charter is a positive step to improving the visitor and resident experience in our Shire.

Like most businesses, the Shire knows that our success lies in delivering excellent service to our customers. This customer service charter sets positive commitments and standards of service that the customer can expect. This is an opportunity for the Shire to lead by example and work with the local business community to achieve positive outcomes for Wandering into the future.

ATTACHMENT 10.1.5

CONSULTATION

HWEDA Committee

Local Businesses

STATUTORY/ LEGAL ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 4 – Infrastructure and services that are well planned and delivered

Outcome 4.1: Infrastructure that is well constructed, maintained and utilised.

Strategy 4.1.1: Maintain and further develop roads at appropriate standards.

Outcome 4.2: Services that are well utilised and cost effective.

Strategy 4.2.1: Ensure services meet the needs of the community.

VOTING REQUIREMENT

Simple Majority Required

OFFICER RECOMMENDATION

That Council:

1. Adopt the Country Smile Customer Service Charter
2. Work with local businesses to help them adopt the charter.
3. Work with the Shire of Williams and Boddington through HWEDA to encourage the adoption and integration of the charter across local businesses throughout Marradong Country.

COUNCIL DECISION – ITEM 10.1.5

MOVED: Cr C Ferguson

SECONDED: Cr J Price

That Council:

1. Adopt the Country Smile Customer Service Charter
2. Work with local businesses to help them adopt the charter.
3. Work with the Shire of Williams and Boddington through HWEDA to encourage the adoption and integration of the charter across local businesses throughout Marradong Country.

CARRIED 7/0

10.1.6 ENDORSEMENT OF THE HOTHAM WILLIAMS ECONOMIC DEVELOPMENT ALLIANCE'S ECONOMIC DEVELOPMENT IMPLEMENTATION PLAN AND STRATEGIC PLAN

FILE REFERENCE:

PROPONENTS:

Nil

DISCLOSURE OF INTEREST:

Nil

DATE:

10 March 2016

PREVIOUSLY BEFORE COUNCIL:

N/A

AUTHORS NAME & POSITION:

Amanda O'Halloran
Chief Executive Officer & Geoff McKeown Chief Executive
Officer Shire of Williams

**NATURE OF COUNCILS
ROLE IN THE MATTER:**

Advocacy

PURPOSE OF THE REPORT

Council is requested to endorse the Hotham Williams Economic Development Alliance's Economic Development Plan and Strategic Plan.

BACKGROUND

At the recent Hotham Williams Economic Development Alliance (HWEDA) Meeting a number of important documents were adopted. As a member of this organisation the Shire of Wandering has a key role to play in assisting to implement these plans and ensure their strategies and outcomes are realised.

COMMENT/ DETAILS

The two documents that chart the future for HWEDA are:

1. HWEDA Economic Development Implementation Plan; and
2. HWEDA Strategic Plan.

HWEDA was established as part of the Boddington Super Town Economic Development Strategy. The Alliance is a collaborative sub-regional group made up of the three communities of Williams, Wandering and Boddington.

In late 2012, the Shire of Boddington received \$1.17m funding for 2 years to establish an Economic Development Unit at the Shire of Boddington, engage staff and implement an Economic Development Strategy for the sub-region. One of the outcomes of this funding was to form a strategic alliance and to prioritise economic development resources within the region and provide ongoing economic input into Super town Growth Plan. During the duration of the 2 year project, the Hotham-Williams Economic Development Alliance was established and commenced discussions around the economic development opportunities regionally. HWEDA is an incorporated association with nominated membership from the three towns.

Although HWEDA does not necessarily represent the views of the local governments directly it is appropriate that this Shire support the organisation by noting the existence the documents and recognising that the strategies and outcomes have direct benefit to this community. They can also be used by the local government when opportunities arise to apply for external funding.

ATTACHMENT 10.1.6, 10.1.6.1 & 10.1.6.2

CONSULTATION

HWEDA Committee
Shire of Williams CEO
Shire of Boddington CEO

STATUTORY/ LEGAL ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire of Wandering has provided a contribution to HWEDA in the 2014/15 & 2015/16 Budget which has been used for the development of these plans.

STRATEGIC IMPLICATIONS

HWEDA directly supports many of the outcomes of the Shire of Wandering's Community Strategic Plan 2013-2023.

VOTING REQUIREMENT

Simple Majority Required

OFFICER RECOMMENDATION

That Council **ENDORSES** the Hotham Williams Economic Development Alliance's Economic Development Implementation Plan and Strategic Plan and welcomes their implementation to the benefit of the Communities of Boddington, Williams and Wandering.

COUNCIL DECISION – ITEM 10.1.6

MOVED: Cr W Gowland

SECONDED: Cr J McNeil

That Council **ENDORSES** the Hotham Williams Economic Development Alliance's Economic Development Implementation Plan and Strategic Plan and welcomes their implementation to the benefit of the Communities of Boddington, Williams and Wandering.

CARRIED 7/0

10.2 BUILDING AND PLANNING REPORTS

10.2.1 PLANNING APPLICATION – NEW SINGLE HOUSE LOT 15464 (NO.43) DWARDA EAST ROAD, DWARDA

FILE REFERENCE:	A92
PROPOSERS:	Peter, Pamela and John Horan (Landowners)
DISCLOSURE OF INTEREST:	Nil
DATE:	26 of February 2016
PREVIOUSLY BEFORE COUNCIL:	Nil
AUTHORS NAME AND POSITION:	Alexander George Thamm – Shire of Kalamunda Planner
NATURE OF COUNCILS ROLE IN THE MATTER:	Legislative
ATTACHMENTS:	Attachment 1 – Overall Site Plan Attachment 2 – Proposed Site Plan Attachment 3 – Ground Floor Plans Attachment 4 – First Floor Plans Attachment 5 – West and North Height Elevations Attachment 6 – East and South Height Elevations Attachment 7 – Photos of Proposed Prefabricated House

PURPOSE OF THE REPORT

This report recommends that a planning application submitted by Peter, Pamela and John Horan (Landowners) to construct a new single house on Lot 15464 (No. 43) Dwarda East Road, Dwarda be approved subject to conditions.

BACKGROUND

The applicant is seeking Council's planning approval to construct a new single house on Lot 15464 (No. 43) Dwarda East Road, Dwarda.

Lot 15464 is located to the south of the Wandering town site, with access to Dwarda East Road from Crossman Dwarda Road. The lot abuts rural zoned lots with minimal development found in close proximity of the subject lot. The lot comprises a total area of approximately 2.02 Hectares and currently has incidental outbuildings on the lot and not being used for any specific purposes.

Under the terms of the information and plans submitted in support of the application the following is proposed:

1. Construction of a new 108.66m² two (2) storey dwelling comprising of three (3) bedrooms, two (2) bathrooms and balcony with an attached veranda measuring 104.09m² that surrounds the dwelling. The total floor area of the two storeys measure 321.51m² which includes the ground floor, first floor and balcony (see Attachment 1 to 2);
2. The dwelling will have a maximum wall height of 5.74 metres and a maximum ridge height of 9 metres;
3. The dwelling will have a minimum setback of 20 metres from the southern (front) boundary;
4. The dwelling is located wholly within the 20m building envelope denoted on the site plan (Attachment 1);
5. Construction of two (2) new rainwater storage tanks;
6. The dwelling will be raised 0.8m above the natural ground level;
7. Construction of a new crossover to the Shire's specifications and standards along the lot's southern boundary leading into the lot; and
8. All storm water disposal will be disposed of onsite.

COMMENT

Lot 15464 & proposed land use permissibility

Lot 15464 is classified 'Rural' under the Shire of Wandering's current operative Town Planning Scheme No.3 (TPS No.3).

The objectives outlined for rural zoned land within the shire states:

- a) *To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.*
- b) *To provide for diversification and intensive agricultural uses in suitable areas.*
- c) *Consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.*
- d) *To allow for facilities for tourists and travellers, and for recreation uses.*
- e) *To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities*

Under the terms of TPS No.3 the development of a 'single house' is a permitted "P" use under the Shires LPS No. 3 on any land classified under the 'Rural' zoning. In this instance the development is subject to compliance with the relevant development standards prescribed in TPS No.3 and the Shire's adopted Town Planning Policy titled '*Relocated Dwellings*'.

Compliance with Development Standards

After completing an assessment of the proposal against the development standards prescribed in TPS No.3 and the Shire's current '*Relocated Dwellings*' policy has confirmed that the dwelling satisfies the '*Relocated Dwellings*' policy requirements by complying with the following:

- ***The submission of all details as required above together with the application and appropriate fee.***

The application is considered to have provided sufficient detail of the proposal to be adequately assessed.

- ***The dwelling meets the 'Class 1 building' requirements of the Building Code of Australia, including the energy efficiency requirements.***

The associated building license has not been submitted however it will be required to comply with all building requirements under the BCA when the application for a building license is lodged to the Shire. As such, advice notes have been included to notify the applicant that they are required to meet such standards.

- ***The dwelling contains at least one (1) bedroom separate from the other rooms in the dwelling, a lounge/dining area, a kitchen and a separate toilet, bathroom & laundry facility.***

Three (3) bedrooms are shown on the floor plans on the first level, all are separated from each other and other habitable rooms (Attachment 4).

- ***The design, scale, standard and appearance of the proposed building is compatible with the type of dwellings that exist in the locality in which it is to be located.***

The scale and size of the house in relation to the lot size and surrounding properties is considered minimal with a footprint of 108.66m² on a 2.02 Ha lot (Attachment 2). The scale of the dwelling will have a negligible impact on surrounding land owners as the majority of the adjunct properties are vacant or most likely used for agricultural purposes. The closest setback is noted to be the 20m setback to the front boundary which is compliant.

- ***The dwelling's visual appearance is to be enhanced by the addition of verandas (if required) or through screening and/or landscaping.***

A steel framed veranda and balcony with 1m high balustrades are to completely surround the dwelling enhancing the visual aesthetics of the proposal (Attachments 3-4).

- ***The condition and appearance of the roof and wall clad materials are to be in as new condition, or are proposed to be painted or rendered and repaired to bring up to the standard of a new dwelling.***

The dwelling is to be fully constructed on site out of new materials and two repurposed sea containers. The west elevation shows the walls to be clad with fibre cement sheeting and is to be painted white. The north, south and east walls are to be finished with galvanised corrugated cladding laid vertically. The roof is to be constructed out of colourbond sheeting and the roof façade is to be constructed also out of galvanised corrugated wall cladding laid vertically (Attachment 5-7).

- ***The dwelling is to be located (setback) on the site so as to minimise the visual impact from public areas and neighbouring properties.***

The dwelling is shown to have a setback of 21m to the southern (front) boundary, 115m from the western (side) boundary, 74m from the northern (rear) boundary and 47m from the eastern (side) boundary which demonstrates compliance with the required setbacks prescribed within the Shires Local Planning Scheme No.3. The Scheme requires a minimum 20m setback to all boundaries in the 'Rural' zone.

- ***The dwelling does not contain asbestos*.***

The applicant has not shown any material that is to be used in the construction of the proposal to be asbestos, however if any asbestos is to be found it would be dealt with under Building and Health legislation.

CONCLUSION

It is concluded from a detailed assessment of the application that the proposal to construct a new single house and associated water tanks on Lot 15464 (No.43) Dwarda East Road, Dwarda is unlikely to have a negative impact on the general amenity, functionality and safety of the immediate locality. The rainwater tanks are considered incidental to the predominant single house use and will not adversely impact the streetscape or amenity of the adjoining land owner due to their size and scale.

However as the design and finish of the single house may impact the character of the area it is recommended to be conditioned to enhance landscaping around the single house and for the colours and finish to be sympathetic to its surroundings. As such the application may therefore be approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner.

STATUTORY & TOWN PLANNING

Planning & Development Act (2005)

Shire of Wandering Town Planning Scheme No.3

POLICY IMPLICATIONS

Shire of Wandering Town Planning Policy - 'Relocated Dwellings'

FINANCIAL IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Not required.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 3 – Development that is in keeping with the rural landscape

Outcome 3.1: Vibrant rural planning and development

Strategy 3.1.1: Promote and encourage variety in land use planning

Strategy 3.1.4: Promote diversity in residential and commercial developments

OFFICER RECOMMENDATION

That Council **APPROVE** the application for planning approval submitted by Peter, Pamela and John Horan (Landowners) to construct a new single house on Lot 15464 (No. 43) Dwarda East Road, Dwarda in accordance with the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed finished floor level of the new single dwelling, carport and associated shed shall not to exceed 800mm above the natural ground unless otherwise approved by Council.
2. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
3. The exterior of the building to be finished in a manner that is consistent with the colours and styles of the surrounding buildings.
4. The proposed crossover and all on-site vehicle access ways shall be constructed and maintained to the specifications and satisfaction of the Shire of Wandering.
5. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
6. The proposed development shall be provided with an adequate on-site effluent disposal system constructed and maintained to the specifications and satisfaction of the Shire of Wandering.
7. The single house shall be sympathetic in use of colours and design with the existing surroundings to the satisfaction of the Shire of Wandering. Details shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application.
8. A detailed landscape plan shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application. For the purpose of this condition, the plan shall be drawn with a view to enhance the rural amenity and show the following:
 - a) The location and species of all trees and shrubs proposed, to be retained and/or removed.
 - b) The location of any lawn areas to be established.
 - c) Those areas to be reticulated or irrigated.

Landscaping and reticulation shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development and thereafter maintained to the satisfaction of the Shire of Wandering.

Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
2. A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or erection on the land.
3. The new dwelling and water tanks are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
4. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
5. No construction works shall commence on the land prior to 7am without the Shire's written approval.

6. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.
7. In accordance with the Shires 'Relocated Dwellings' Town Planning Policy, a deposit of \$5,000 is required to be paid by the applicant, which is to be refunded upon the full and satisfactory completion of the dwelling, including all conditions imposed by Council on the dwelling. In order to clear these conditions and the refund of the bond, a final inspection of the building will be required.

COUNCIL DECISION – ITEM 10.2.1

MOVED: Cr C Ferguson

SECONDED: Cr J Price

That Council **APPROVE** the application for planning approval submitted by Peter, Pamela and John Horan (Landowners) to construct a new single house on Lot 15464 (No. 43) Dwarda East Road, Dwarda in accordance with the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed finished floor level of the new single dwelling, carport and associated shed shall not to exceed 800mm above the natural ground unless otherwise approved by Council.
2. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
3. The exterior of the building to be finished in a manner that is consistent with the colours and styles of the surrounding buildings.
4. The proposed crossover and all on-site vehicle access ways shall be constructed and maintained to the specifications and satisfaction of the Shire of Wandering.
5. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
6. The proposed development shall be provided with an adequate on-site effluent disposal system constructed and maintained to the specifications and satisfaction of the Shire of Wandering.
7. The single house shall be sympathetic in use of colours and design with the existing surroundings to the satisfaction of the Shire of Wandering. Details shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application.
8. A detailed landscape plan shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application. For the purpose of this condition, the plan shall be drawn with a view to enhance the rural amenity and show the following:
 - a) The location and species of all trees and shrubs proposed, to be retained and/or removed.
 - b) The location of any lawn areas to be established.
 - c) Those areas to be reticulated or irrigated.

Landscaping and reticulation shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development and thereafter maintained to the satisfaction of the Shire of Wandering.

Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.

2. A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or erection on the land.
3. The new dwelling and water tanks are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
4. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
5. No construction works shall commence on the land prior to 7am without the Shire's written approval.
6. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.
7. In accordance with the Shires 'Relocated Dwellings' Town Planning Policy, a deposit of \$5,000 is required to be paid by the applicant, which is to be refunded upon the full and satisfactory completion of the dwelling, including all conditions imposed by Council on the dwelling. In order to clear these conditions and the refund of the bond, a final inspection of the building will be required.

CARRIED 7/0

10.3 COMMUNITY SERVICES REPORTS

10.3.1 HIRE OF THE MOVIE SCREEN FOR COMMUNITY NOT-FOR-PROFIT GROUPS

FILE REFERENCE: 1.1.33

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 10 March 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Monica Treasure, Manager Communities

NATURE OF COUNCIL'S ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

To seek support from Council to allow community not-for-profit groups within the Shire of Wandering and neighbouring Shires to hire the movie screen for minimal and/or nil charges for fundraising events.

BACKGROUND

The Shire of Wandering owns a portable, inflatable movie screen that has been used for community events in Wandering. Over the past months there has been interest from community groups to utilise the movie screen for fundraising events, specifically for not-for-profit clubs. Not-for-profit clubs from outside of the Wandering Shire have also expressed an interest in hiring the movie screen to support their fundraising endeavours; these clubs have members that reside in the Shire of Wandering. At present there is a corporate rate \$500 for hire of the movie screen and a \$250 bond. If community groups were to pay the corporate rate of \$500 their profit would be minimal and not a profitable event for fundraising. In the last twelve months the movie screen has been used three times, once by the Shire of Wandering, Williams Expo and the Shire of Mingenew.

COMMENT

It is proposed that the movie screen be loaned to community groups and not for profit organisations for fundraising events at minimal to no charge. Movie nights are a relatively easy event for groups to hold and can raise significant funds for groups. The equipment is reasonably portable however; wear and tear will increase with increased travel and handling. The current hire fee is prohibitive for community groups and not-for-profits and the screen is currently getting very little use. It would be a very positive outcome to have the screen utilised more often.

The following is proposed:

1. Hire of the movie screen to not-for-profit organisations within the Shire of Wandering for \$0 charge plus the \$250 bond.
2. Hire of the movie screen to not-for-profit organisations neighbouring the Shire of Wandering at \$50 per hire plus the \$250 bond.

Consultation

Manager Communities
Manager of Finance and Administration
Chief Executive Officer
Wandering Community Representatives

Statutory Environment

Local Government Act 1995

Fees and charges 6.16. Imposition of fees and charges

(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

**Absolute Majority Required*

(2) A fee or charge may be imposed for the following –

- (e) Supplying goods;
- (f) Such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

- (a) Imposed during a financial year; and
- (b) Amended from time to time during a financial year.

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –

- (a) The cost to the local government of providing the service or goods; and
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –

- (a) Under section 5.96; or
- (b) Under section 6.16(2)(d); or
- (c) Prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

6.19 Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) Its intention to do so; and
- (b) The date from which it is proposed the fees and charges will be imposed

Section 1.7 Local public notice

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be –
 - (a) Published in a newspaper circulated generally throughout the district;
 - (b) Exhibited to the public on a notice board at the local government offices; and
 - (c) Exhibited to the public on a notice board at every local government library in the district.
- (2) Unless expressly stated otherwise it is sufficient if the notice is –
 - (a) Published under subsection(1)(a) on at least one occasion; and
 - (b) Exhibited under subsection(1)(b) and (c) for a reasonable time, being not less than –
 - i. The time prescribed for the purposes of this paragraph; or
 - ii. If no time is prescribed, 7 days.

[Section 1.7 amended by No 64 of 1998 s. 18(3).]

Policy Implications

Nil

Financial Implications

Minimal as the screen hasn't been utilised this financial year.

Strategic Implications

Community Strategic Plan 2013-2023

Goal 1 – A Community that is involved and caring

- Outcome 1.1 Community facilities that support the community
- Outcome 1.2 A community that celebrates and participates together
- Outcome 1.3 A supportive and inclusive community for people of all ages

Voting Requirement

Absolute Majority

Officer Recommendation

That Council Adopt the following fees and charges:

- 1. Hire of the movie screen to not-for-profit organisations within the Shire of Wandering for \$0 charge plus the \$250 bond.
- 2. Hire of the movie screen to not-for-profit organisations neighbouring the Shire of Wandering at \$50 per hire plus the \$250 bond.
- 3. Authorise the CEO to advertise the changes as per the Local Government Act for the prescribed period.

COUNCIL DECISION – ITEM 10.3.1

MOVED: Cr W Gowland

SECONDED: Cr B Dowsett

That Council Adopt the following fees and charges:

- 1. Hire of the movie screen to not-for-profit organisations within the Shire of Wandering for \$0 charge plus the \$250 bond.
- 2. Hire of the movie screen to not-for-profit organisations neighbouring the Shire of Wandering at \$50 per hire plus the \$250 bond.
- 3. Authorise the CEO to advertise the changes as per the Local Government Act for the prescribed period.

CARRIED 6/1

10.4 CORPORATE SERVICES

10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 29 FEBRUARY 2016

FILE REFERENCE: 10.1.16

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: March 2016

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Durga Ojha, Manager Finance & Administration

NATURE OF COUNCIL'S ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

The monthly financials for the month of February 2016 are presented for Council's consideration.

BACKGROUND

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

The statement of financial activity for the period ending 29 February 2016, financial statements, bank reconciliations, list of accounts paid for the periods ending 29 February 2016 are hereby presented for Council's information.

COMMENT/ DETAILS

Council is requested to accept the Monthly Financial Report 29 February 2016, Bank Reconciliations and List of Payments 29 February 2016, as presented.

Monthly Financial Report for the period ending 29 February 2016.

ATTACHMENT 10.4.1

List of Payments 29 February 2016

ATTACHMENT 10.4.3

Bank Reconciliations & Bank Statements (Muni A/C) 29 February 2016

ATTACHMENT 10.4.4

Bank Reconciliations & Bank Statements (Investment A/C) 29 February 2016

ATTACHMENT 10.4.5

Bank Reconciliations & Bank Statements (Trust A/C) 29 February 2016

ATTACHMENT 10.4.6

CONSULTATION

Chief Executive Officer
Finance Officer

STATUTORY/ LEGAL ENVIRONMENT

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.3: Ensure appropriate funds are available to implement current and future action plans

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council

1. Endorse all Cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$145,418.10 for the period ending 29 February 2016.
2. Receive the bank reconciliations & bank statements for the period ended 29 February 2016.
3. Receive the financial statements for the period ended 29 February 2016.

COUNCIL DECISION – ITEM 10.4.1

MOVED: Cr C Ferguson

SECONDED: Cr J McNeil

That Council

1. Endorse all Cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$145,418.10 for the period ending 29 February 2016.
2. Receive the bank reconciliations & bank statements for the period ended 29 February 2016.
3. Receive the financial statements for the period ended 29 February 2016.

CARRIED 7/0

10.4.2 ADOPTION OF THE 2015/16 BUDGET REVIEW

FILE REFERENCE: 10.1.18

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 7 March 2016

PREVIOUSLY BEFORE
COUNCIL: N/A

AUTHORS NAME &
POSITION: Amanda O'Halloran CEO, Durga Ojha, Manager Finance & Administration

NATURE OF COUNCIL'S
ROLE IN THE MATTER: Legislative

PURPOSE OF THE REPORT

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2015 to 31 January 2016.

The Budget has undergone a large number of variations but the review indicates that the Shire will have decreased the budgeted deficit by \$8,848.00 to end the year at the 30 June only \$426 in deficit.

BACKGROUND

A statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2016 for the period ending 31 January 2016 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year.

A Copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

COMMENT/ DETAILS

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a 10% and a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

Particular changes or issues that Council should consider are:

- As a result of Council's 2014/15 annual audit the expected operating surplus for the 2015/16 Budget was reduced from \$234,500 to \$209,724 this was due to an underestimation of leave accruals in the 2014/15 financial year.
- A reduction in the actual FAGS grant funding received by \$10,865 impacted on the budget bottom line.
- Transfer Station Fees and Charges are significantly less than budgeted. There was very little taking up of the new "Seasons Pass". Fortunately Council was in a position to reduce the expenditure in this area to counter act the loss incurred, however works will still need to be undertaken in future years.
- Fuel Sales are considerably reduced with a forecast reduction of \$93,668; this has been the direct result of the breakdowns over the January period.
- Insurance money received and expended wasn't budgeted for and will be in the vicinity of \$30,000 across a number of programs.

- Depreciation variances across the programs have demonstrated that a more thorough review of depreciation is required in the 2016/17 budget process.
- A number of budgeted figures in the Plant repairs and Fuel and Oils are forecasted expenditure. To date these areas have performed well and are anticipated to come in under budget.
- Housing is anticipated to come in \$22,000 under budget due to realignment of Treasury payment schedule and decrease in expenditure of \$1,000 at 13 Dunmall Drive.
- Other property and Services has decreased in expenditure as the sale of CEO's car resulted in a saving of \$20, 251.

Attached are detailed schedules showing the 30 June 2016 forecast and explanations for the variances.

Due to the above adjustments the closing funds have decreased from a budgeted deficit of \$9274 to \$426 and remains within the percentage and dollar material variance set by Council in the 2015/2016 Adopted Budget.

TRIPLE BOTTOM LINE ASSESSMENT

Economic Implications

The budget has been reviewed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

Social Implications

The budget has been reviewed to deliver social outcomes identified in various planning and community supporting strategies that have been previously been adopted by Council.

Environmental Implications

The budget has been reviewed to support key environmental strategies and initiatives adopted by the Council.

Comment

The budget has been reviewed to continue to deliver on other strategies adopted by the council and maintains a high level of service across all programs. The forecast deficit expected has reduced as a result of this budget review with a decrease of \$8848. Savings across the board have resulted in the positive budget adjustment.

ATTACHMENT 10.4.2

CONSULTATION

Management Team

STATUTORY/ LEGAL ENVIRONMENT

Regulation 33 A of the Local Government (Financial Management) Regulations 1996 requires:

- 1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- 2) Consideration and review is to be given to a local government's financial performance in the period beginning on 12 July and ending no earlier than 31 December in that financial year.
- 3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- 4) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
* Absolute majority required
- 5) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the statutory financial attachments.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.3: Ensure appropriate funds are available to implement current and future action plans

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council **ADOPTS** the 2015/16 Annual Budget Review and approves the 30 June 2016 forecast as the amended budget for 2015/16 as per **ATTACHMENT 10.4.2**

COUNCIL DECISION – ITEM 10.4.2

MOVED: Cr B Dowsett

SECONDED: Cr C Ferguson

That Council **ADOPTS** the 2015/16 Annual Budget Review and approves the 30 June 2016 forecast as the amended budget for 2015/16 as per **ATTACHMENT 10.4.2**

CARRIED 7/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

13 CONFIDENTIAL ITEMS

Nil

14 TIME AND DATE OF NEXT MEETING

Next Ordinary Council meeting to be held on 21 April 2016 1.30pm

15 CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.03 pm

**These Minutes were confirmed at the Ordinary Council Meeting
on Thursday 17 March 2016.**

Signed:

Presiding Person at the meeting at which the minutes were confirmed

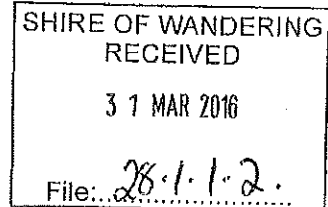
Date:

Attachment
10.1.2.1



Your Ref:
Our Ref: ADM0749
Enquiries: Steve Thompson

Shire of Wandering
Ms A O'Halloran - Chief Executive Officer
22 Watts Street
WANDERING WA 6308



Dear Ms O'Halloran - Chief Executive Officer *Amanda*

DEVELOPMENT APPLICATION – CROSSMAN NATURAL FERTILISER PROJECT – LOT 9 ON P4850 (NO. 9902) ALBANY HIGHWAY, CROSSMAN

I write to advise that you have the opportunity to provide your written comments to the Shire regarding the above proposed development by Monday 2 May 2016.

By way of background, the Shire has recently received a Development Application to establish a natural fertiliser plant near the intersection of Albany Highway and South Crossman Road in Crossman. The proposal is to turn manures and selected residues into fertilisers in a fully enclosed production facility. The process consists of size reduction, mixing, pelletising, cooling and packing. The application proposes new buildings (including the production shed) with the main vehicular access being South Crossman Road.

I have attached an extract of the documentation provided by the applicant. The complete documentation submitted by the applicant is set out at www.boddington.wa.gov.au/tenders.aspx or is available at the Shire office.

You have the opportunity to provide your views prior to the application being assessed by the Shire and determined by the Council.

Please contact the Shire's Consultant Planner (Steve Thompson) on 9883 4999 should you wish to clarify or discuss.

The Shire looks forward to receiving your written comments by Monday 2 May 2016.

Yours sincerely


Chris Littlemore
Chief Executive Officer

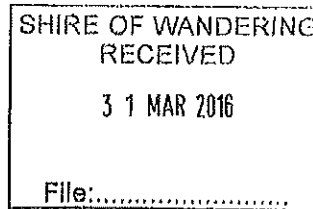
23 March 2016

Enc.





Perth
Dilhorn House, 2 Bulwer Street
Perth WA 6000
T (08) 9227 2600
F (08) 9227 2699



21 March 2016

Mr Chris Littlemore
CEO Boddington Shire
39 Bannister Road
PO BOX 4
BODDINGTON WA 6390

Dear Chris,

RE: CROSSMAN NATURAL FERTILISER PROJECT PLANNING APPLICATION

On behalf of Beacons Consulting International, I am pleased to lodge the attached Planning Application (the Application) for the Crossman Natural Fertiliser Project (Crossman Project).

The project will be sited on a 40 hectare portion of land at 9902 Albany Highway Crossman. The project site will initially be leased from the owner but will eventually be subdivided and from the main land parcel and purchased freehold.

The 6 tonne per hour Crossman Natural Fertiliser Project comprises a fully enclosed production facility (Plant) to turn selected residues and manures (Feedstocks) into high performance fertilisers. The Plant and the office building will be unobtrusive and conceptually similar to a major farming building complex. They will be screened by existing trees (dense income areas) and a number of additional trees will be strategically planted. The facility incorporates detention dams for water run-off from the hard stand and roads. The site will be landscaped to improve the visual amenity.

All feedstocks will be delivered in covered trucks, as will the fertiliser product. Relatively small quantities of feedstock manures will be held on site. Typically the manure feedstocks will be turned over weekly.

The manufacturing process comprises size reduction; mixing; pelletising; cooling, and; packaging. The facility incorporates an odour control system to ensure that there will be no detectable odour off-site. This system has been included even though the level of odour emission in pilot trials proved to be low as result of the nature of the feedstocks and the relatively small quantities of material that are that are handled at any one time.

Your planner provided preliminary comments (Shire Comments) on the 27 October 2014 and these are included as Appendix No 1. They have provided valuable guidance in search for and locating a suitable site within the Shire of Boddington. They have also been of assistance in preparing this application. Based on this advice we consider our natural fertiliser plant (the Plant) meets the definition of "Industry—Rural" as set out in the Shire of Boddington Local Planning Scheme (LPS 2).

The Crossman Project has been described for you previously in the Project Overview used in several Shire briefings. This application updates and expands upon the information provided in the Project Overview.

Our Application consists of:

- The completed Shire of Boddington Planning Application Form (Appendix 2).
- Corporate profiles and relationships (Appendix 3).
- Description so of the equipment and manufacturing process (Appendix 4)
- Details of the plant configuration including building floor plans and elevations (Appendix 5).
- A summary of environmental considerations (Appendix 6)
- Summary of Project benefits (Appendix 7).

This Application is for single and two shift operation (Stage 1). A subsequent Application will be made when the Plant operation increases from two shifts to three shifts (Stage 2) and the new main office building is to be constructed.

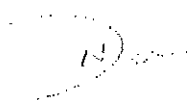
The proposal has been referred to the WA Department of Environment Regulation and has been assessed as under Part V of the Environmental Protection Act as a Works Approval Application. The DER has finalised its assessment and issued a draft Approval (See Appendix 8) which will be issued as a final approval on completion of the planning approval process. As a result there is no need for this planning application to be referred to the EPA for assessment.

We would be pleased to provide any additional information you or your staff may require to finalise the approval.

The current program is to secure all approvals and finalise funding to commence construction before the end of April 2016. The construction is estimated to take five months and commercial operation a month thereafter.

In conclusion; The Crossman Natural Fertiliser Project will be built to the highest standards and has the strong support of the WA Department of Agriculture and Food. It is considered to be a milestone strategic project for high performance organic type fertilisers for a wide ranging production of grains, vegetable, fruits etc. The project's successful operation in the Boddington Shire is expected to result in many benefits some of them outlined in Appendix No 7.

Yours Sincerely



Noel Davies

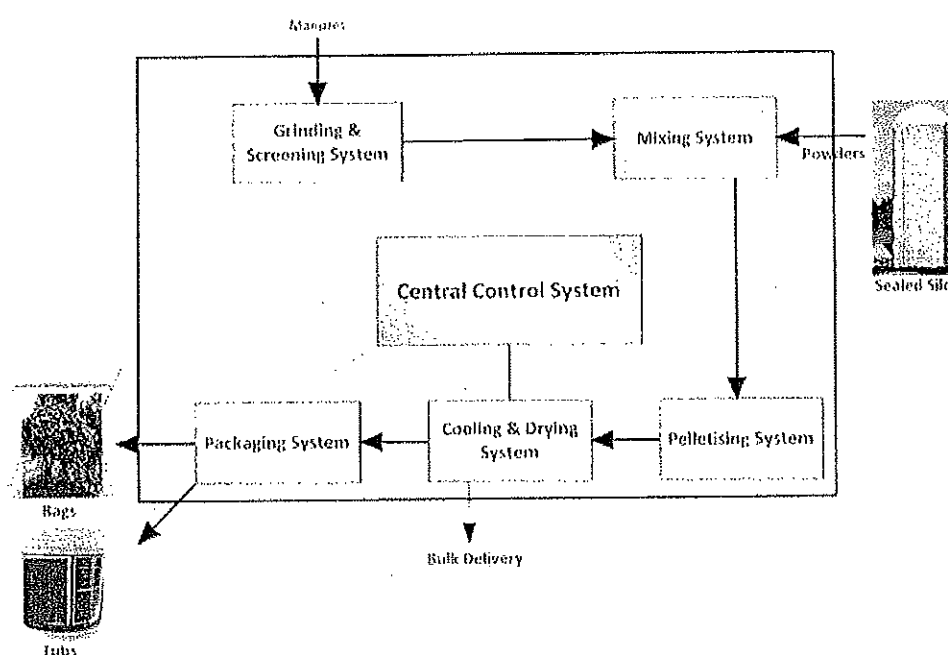
4.1 Project Capital Cost

The BBPL Natural Fertiliser Project began several years ago, and is now being developed at Crossman. Stage 1 of this 6 tonne per hour Crossman Project is now underway for a single and then tow shift operation. Stage 2 as a three shift operation is to follow. The estimated total capital cost of the Crossman Project is \$11.75M.

The facilities and their layout are described in the following Appendices.

4.2 Production Process

This facility with its process systems - is shown in concept below:

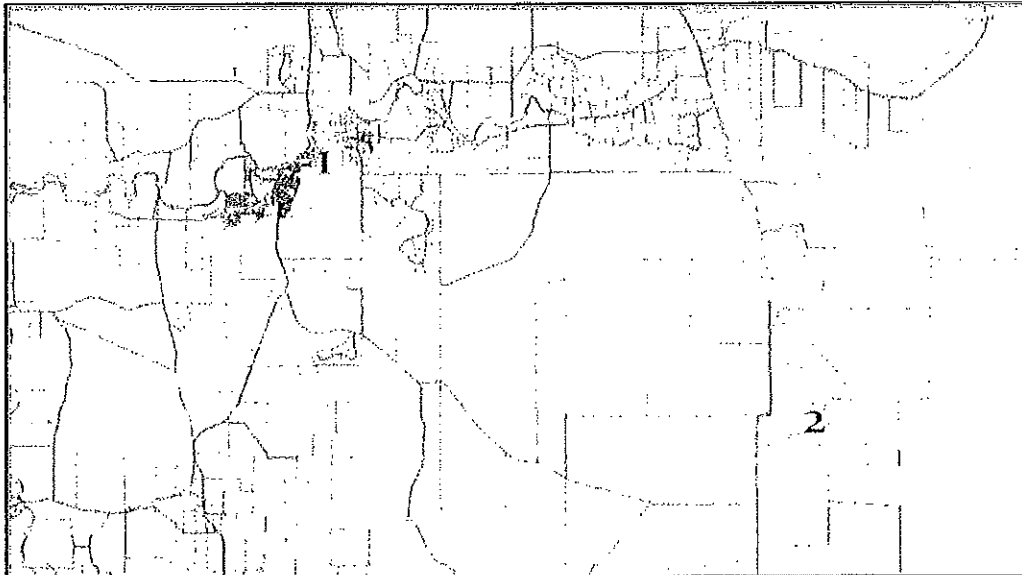


Pellets will be produced initially and liquid fertilisers are planned for the future.

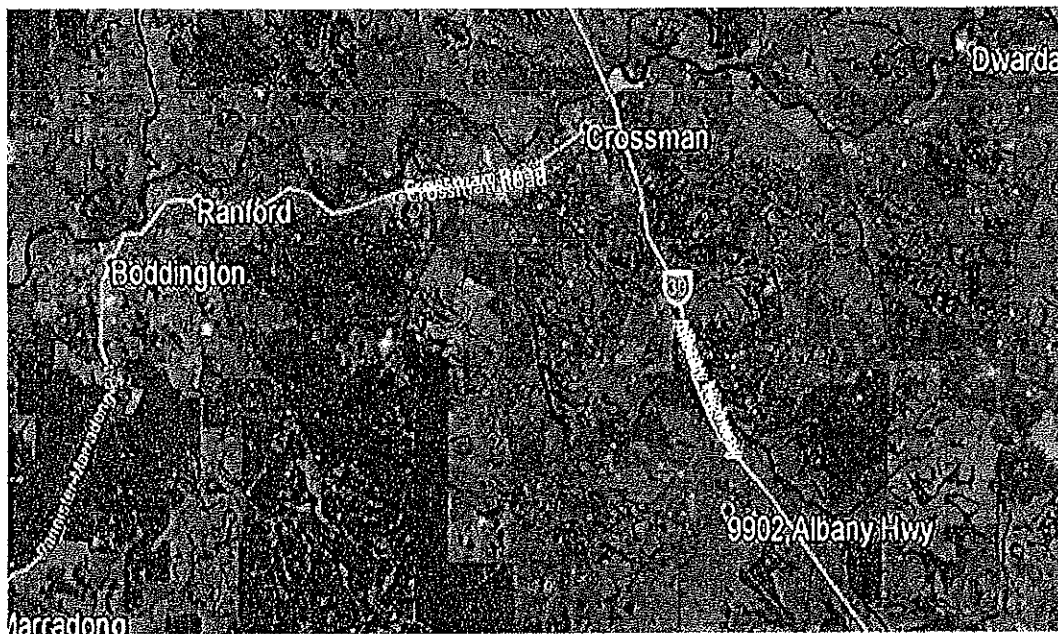
BCI CROSSMAN NATURAL FERTILISER PROJECT BBPL

4.3 Locations

Location of Boddington Town (1) and Lyster's Farm (2)



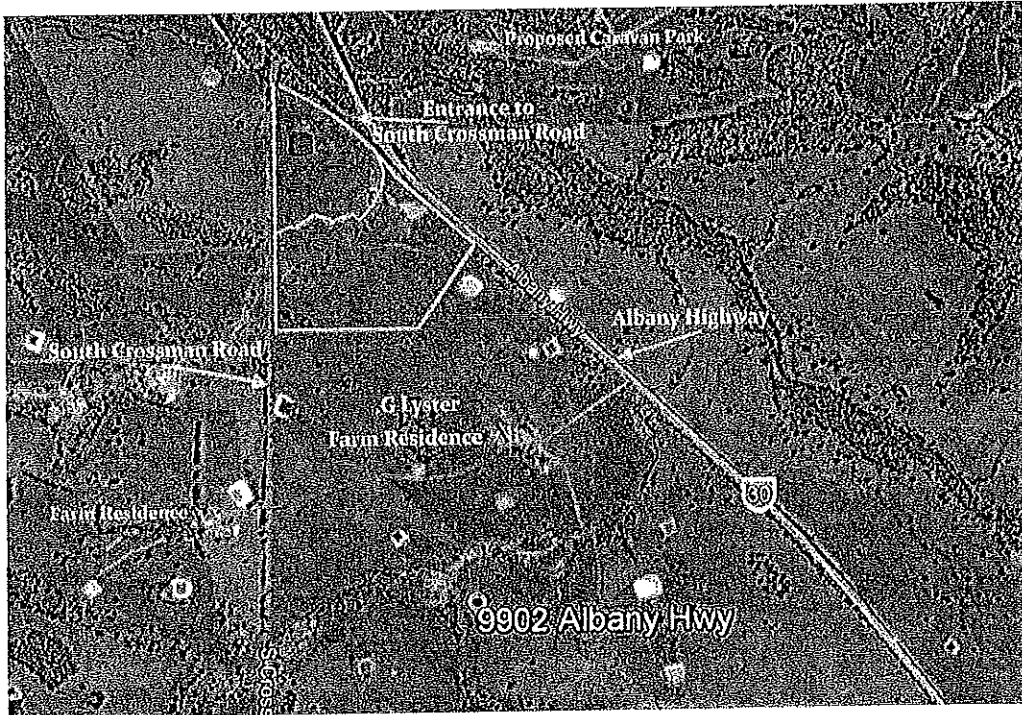
Location of Lyster's Farm (9902 Albany Highway) to main road systems




Property and Site

The Lyster Farm No 9902 Albany Highway is marked X.

The site has access to Albany highway and wide turn-ins will be constructed off the road so as not to impede the traffic.



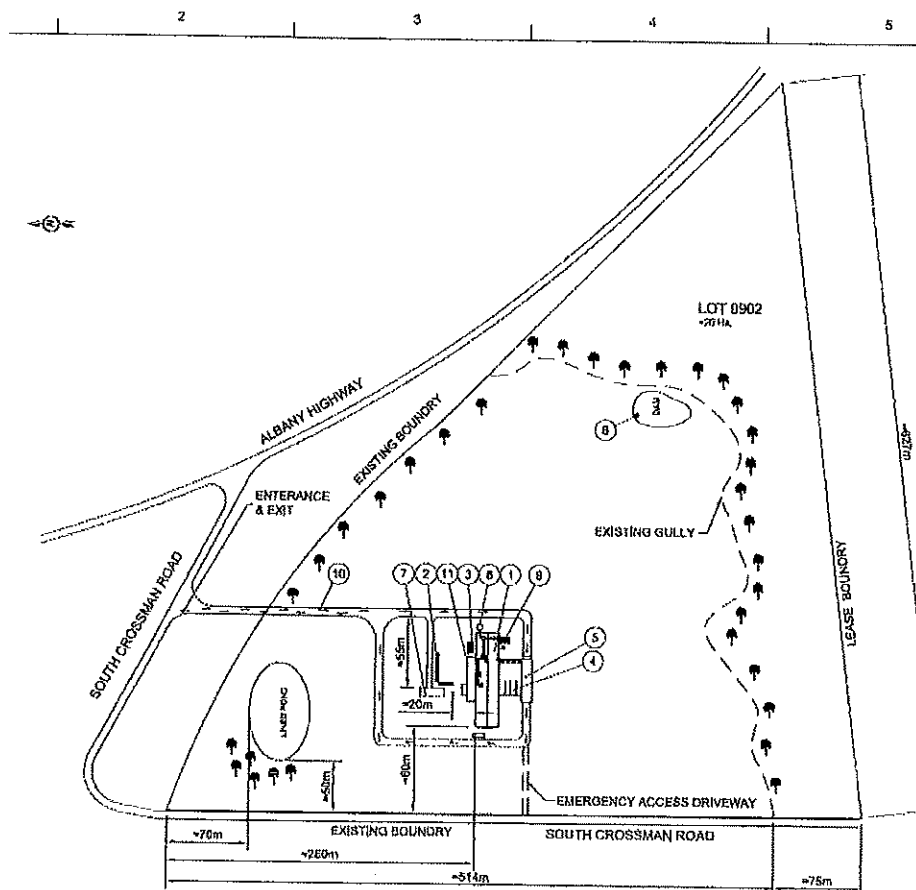
The Plan "Footprint" is ≈ 6 hectares as is shown .

Initially 20 hectares of land will be leased and this is sufficient for development of the project. It is intended that for the second stage of the project the land area will be extended to 40 hectares and this area of the farm will be subdivided and purchased. The two areas described above are outlined in yellow. The area shown is not to scale and the dividing boundary may change a little to establish the 40 hectares.

The Plant is screened by existing trees. A number of additional trees are to be added to screen the facilities, and some landscaping will also be included.

4.4 Site Layout

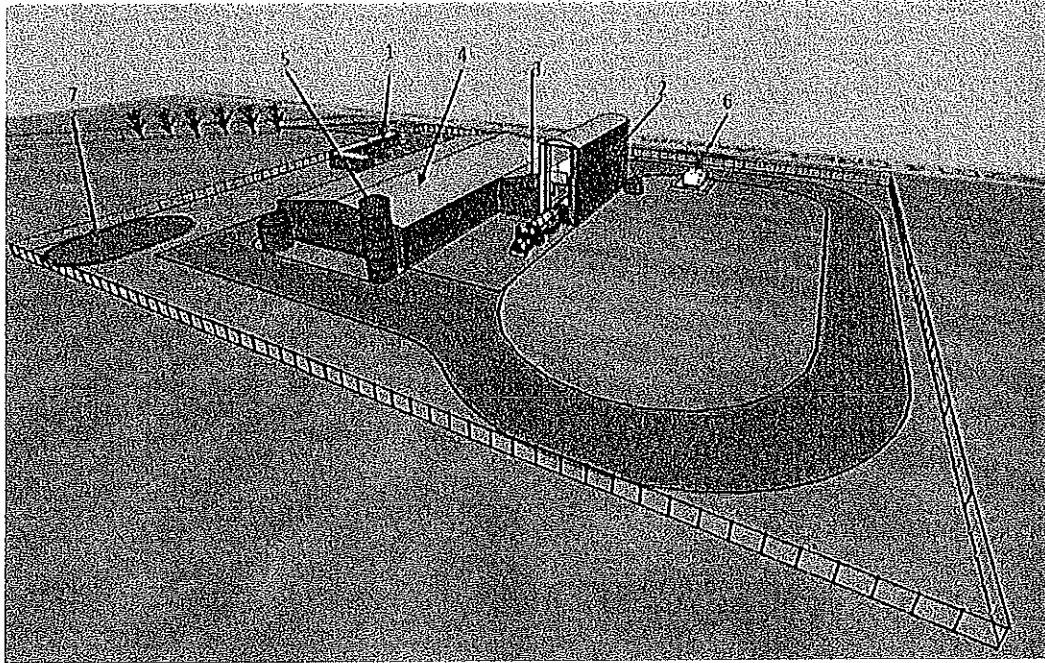
This shows the layout on the original 20 ha with the main external dimensions.



Item	Description
1	Production Shed
2	Temporary Office & Amenities
3	Future Office & Amenities
4	Storage Bay
5	Receival Bay - Drive Thru with Roof
6	Dam
7	Car Park (42 Bays Stage 1)
8	Generator & Fuel Tank
9	Odour Control Unit
10	Internal Access Driveway
11	Fly Ash silo

5.1 Facilities Configuration

The drawing below is the standard module that has been adapted for Crossman as shown in 4.4.

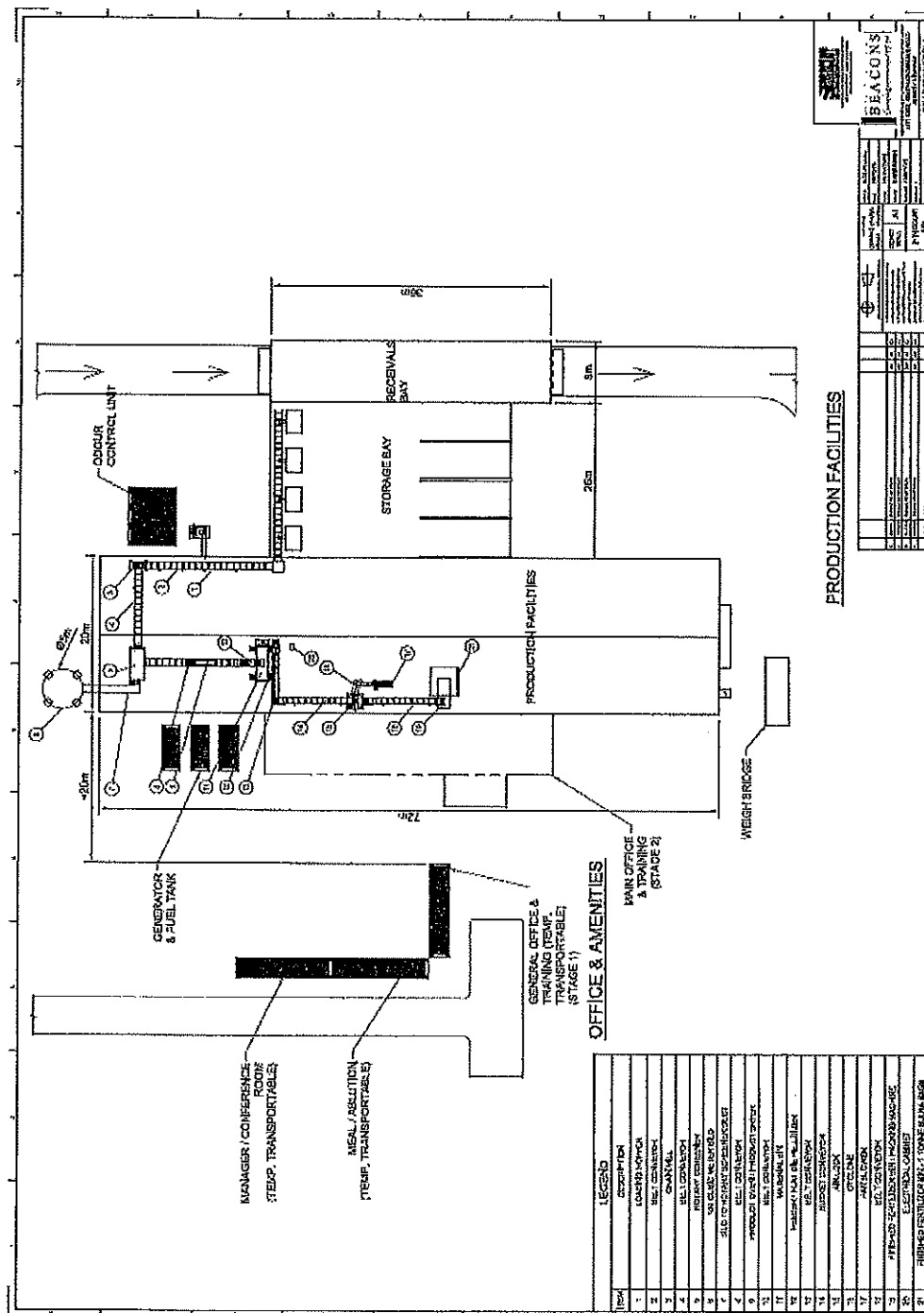


1	Office & Amenities
2	Receivals Bay (for Manures)
3	Storage Bay
4	Production Shed
5	Powder additives Silo
6	Generation and Fuel Bay
7	Drainage Dam

The major facilities are to be built to comply with all building regulations. They are to be in drab green colour bond, or painted that colour for low visual impact.

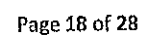
There will be 30 Car Bays near the Office & Amenities, 6 near the Receival Bay and 6 near the production shed.

5.2 Plan of Facilities



5.3 Production Facilities

The Storage-Bay is likely to be expanded to allow for bulk storage of the natural fertiliser range.



Item	Description	Details
1	Production Shed	60m x 20m x 7.0m High
2	Storage Bay	30m x 10m x 7.0m High
3	Receival Bay - Drive Thru with Roof	30m x 8m x 13.0m High

5.4 Offices & Amenities

Initial Facilities

There will be three transportable units (Units) of 12m long x 3m wide, for offices and amenities in Stage 1.

All of these units are to be of a high standard and comply with Shire regulations for such facilities.

These Units are to be arranged in a cluster as shown in Appendix 5.2.

A photo of a typical transportable unit at another site is shown below:



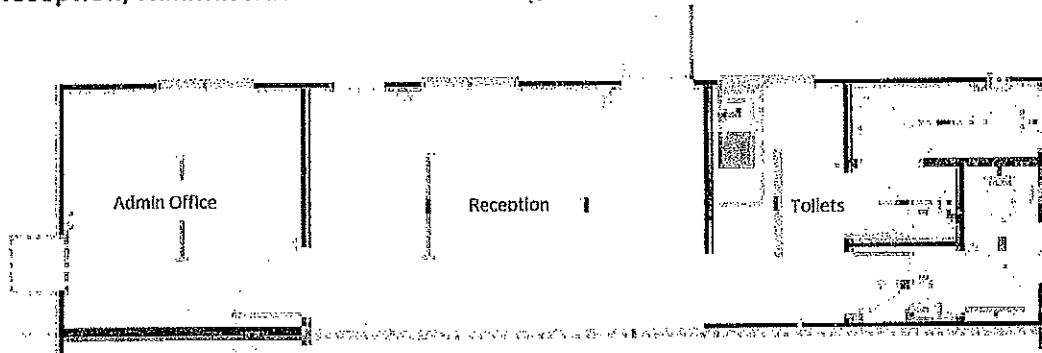
Typical Transportable Units

With the down-turn in the mining industry there are many good quality transportable units for sale and the Intention is to purchase three of them, refurbish them and fit them out as required for the Crossman Project.

These Units are to be painted a similar green colour to the production facilities as shown in Appendix 5.1.

The Units are to satisfy the requirements for an office and amenities long term if required. However, once the operations expand to a 3 shift operation in Stage 2 then a somewhat larger facility will be built as described later in this Section.

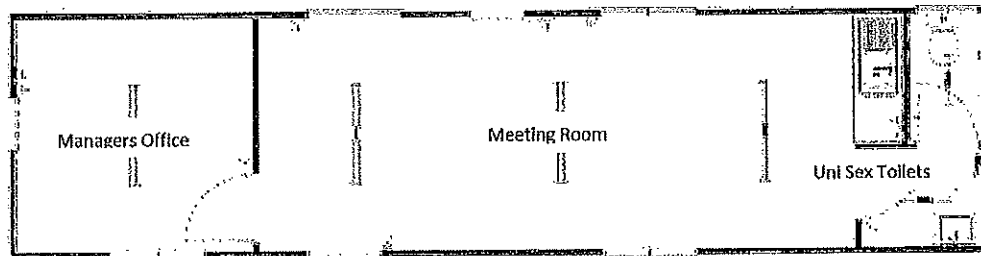
Reception, Administration and Facilities



Typical Inclusion

- 2 External Plain Metal Doors 2043 x 846
- 3 Internal Timber Doors 2040 x 820
- 2 Internal Timber Doors 2040 x 720
- 2 Internal Timber Doors (Lift Off) 2040 x 720
- 8 Windows 1075 x 1155 w/ Flyscreens
- 2 Windows 350 x 755 w/ Flyscreens
- 6 Cut-outs for Air Conditioners
- 2 Toilets Dual Flush, w/Toilet Paper Holder
- 2 Hand Basins, Mini SS, Flickmixer (CO) w/ Mirror
- 2 Exhaust Fans
- 1 Cupboard Laminated Top w/Splashback 1570 x 600 x 900H
- 1 Sink, SS, 1 Bowl, 1 Drainer & 1 Flickmixer(CO)
- 16 Diffused Fluoro Lights
- 9 Single Socket Outlets 10 Amps, 6 for ACs
- 9 Double Socket Outlets 10 Amps
- 1 Load Centre

Managers Office and Facilities



Typical Inclusions

- 1 External Plain Metal Door 2043 x 846
- 1 Internal Timber Door 2040 x 820
- 1 Internal Timber Door 2040 x 720
- 1 Internal Timber Door (Lift Off) 2040 x 720
- 4 Windows 1075 x 1155 w/ Flyscreens
- 1 Window 350 x 755 w/ Flyscreens
- 2 Cut-outs for Air Conditioners
- 1 Cupboard Laminated Top w/Splashback & Fridge Space 1570 x 600 x 900H
- 1 Exhaust Fan
- 1 Sink, SS, 1 Bowl, 1 Drainer & 1 Flickmixer (CO)
- 1 Toilet Dual Flush, w/Toilet Paper Holder
- 6 Diffused Fluoro Lights
- 3 Single Socket Outlets 10 Amps
- 5 Double Socket Outlets 10 Amps
- 1 Load Centre

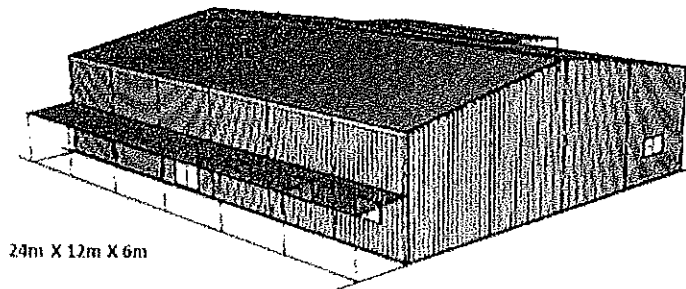
Meals Facilities

Typical Inclusions

- External plain metal door
- Windows
- Cut outs for air conditioners
- Kitchenette counter
- Sink and drainer
- Mini boil unit
- Table and chairs
- Fridge
- Microwave
- Diffused fluoro lights
- Single socket outlets
- Double socket outlets
- Load centre

Additional Facility

To be added in Stage 2 (when in multi shift production).

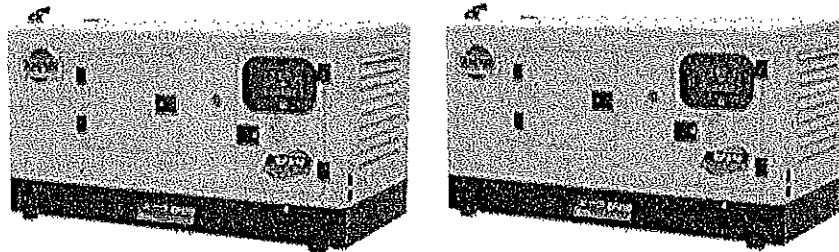


High quality factory or farm shed on a concrete slab with steel frame and green heavy duty colour bond cladding. To be lined, insulated, air conditioned and partitioned for offices and amenities.

The Proponents may eventually decide on a different and more expensive form of construction for a more imposing corporate aspect.

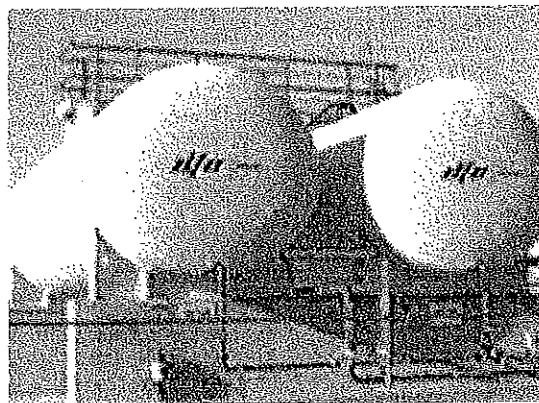
5.5 Packaged Generators

There will be 2 x 300 kVA diesel generator sets for the Plant. They will be in acoustic enclosures of high standard suitable for operation close to commercial buildings and housing. Typical examples are shown below:



5.6 Fuel Storage Tanks

The fuel tanks will comply with all appropriate regulations and typical fuel tanks are shown below:



5.7 Alternative General

Once the Plant operations increase to Stage 2 then the plan is to install solar / battery generation (which is rapidly falling in capital cost). The diesel sets (5.4) will be progressively reduced to standby duty.

5.8 Proponents Accommodation

At full capacity there is estimated to be ≈ 50 direct workers, including those for operations and logistics. They will mostly have homes within 30 minutes of the operational facilities. Locations within the Boddington Shire will be preferred for house and land package considerations.

It is planned to have one and possibly two dwellings on site for security and this is feasible because of the acceptable levels of noise and odour emissions from the operations.

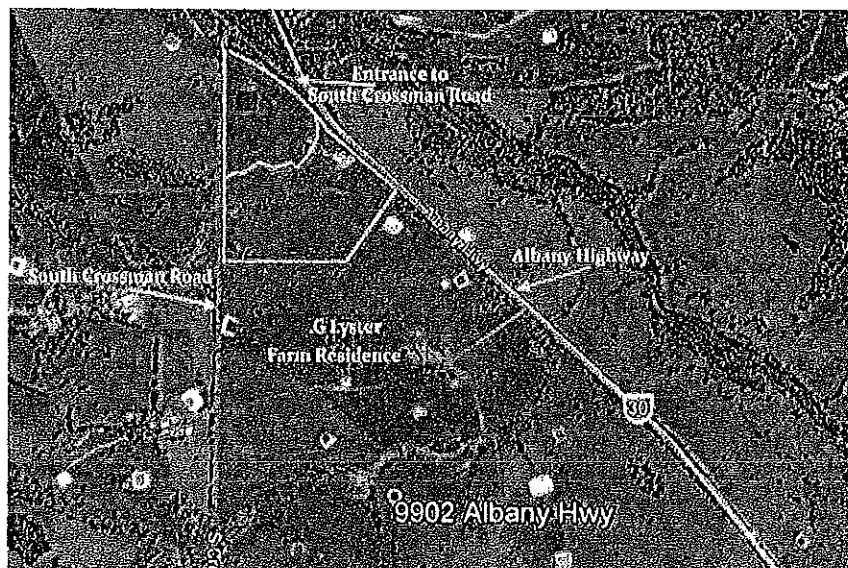
6.1 Environmental Approvals Process:

BCI's lodged a draft Works Approval application with DER in September 2015 and presented and updated version in November 2015. DER has finalised its assessment and issued a draft Works Approval Application to Tellus for our comments. It is expected that the Works Approval will be finalised and signed by 19 February 2016. However DER may delay issuing the approval pending finalising of this planning approval.

A copy of the Draft Works Approval has been issued to the Shire of Boddington for information.

6.2 Plant location and nearest neighbours:

The distances from the Plant to the nearest neighbours are all more than 800 metres.



The Plant is screened by thick clusters of existing trees as seen in the photograph above. Additional Trees and dams will be added, with a degree of landscaping, as shown in 4.4



Corner South Crossman Road
and Albany Highway



Property taken from
South Crossman Road



South Crossman Road
looking towards Albany Highway

6.3 Environmental factors

A summary of these factors and their mitigation is provided below:

- Visual:** All major buildings will be drab green to blend into the landscape.
The collection of buildings will be a little different from those of a large farm.
The Plant is well screened by existing trees and further trees to be added (see 4.4).
- Noise:** All processes are under cover and noise modelling is to environmental and planning statutory requirements and standards.
The results of the modelling shows that the potential noise level from the Plant is comparable to that from the highway traffic.
- Odour:** The natural manures are delivered in covered trucks, dumped under cover and on concrete and immediately loaded into covered bins.
They are then conveyed to the Production Shed.
None of these manures are left in the open to degenerate and smell.
There will be minimal smells inside the property boundaries and virtually none outside the property.
An odour extraction and elimination system will be installed.
- Dust:** As all materials will be handled inside buildings using enclosed equipment, there is minimal potential for generation of dust.
Dry Fly Ash is delivered in sealed trucks and pumped (by air) into a sealed silo.
The Fly Ash is pumped from the silos to the process.
Dust suppression misting sprays will be used along with regular sweeping of floors in the materials delivery and storage area to control dust.
- Effluents:** The process is conducted as a dry process with no addition of water or liquids.
No liquid waste or manures are added to the process.
There are no discharges from the process.
All cleaning of spills and housekeeping will utilise dry sweeping.
As a result there is no threat to surface or groundwater.
- Rain Water Control:** The water run-offs from the buildings are to be channelled and piped into tanks for re-use or to the catchment dam. The quality of the water in the dam will be consistent with normal run-off on agricultural land.
- Fire:** An approved system will be installed in all buildings to address any fire outbreak.
Mobile firefighting equipment will be held at the Plant and water sourced from the dams to fight any outbreaks in the field and add to the elimination within the plant if necessary.

APPENDIX No 7

BENEFIT SUMMARY

7.1 Local Benefits

Local direct jobs and jobs (≈ 50) in the Plant and the logistics.

Stimulus for local economy (in particular in the Crossman area).

Work for local service providers.

Some increase in the number of local residences (to house staff).

High quality natural fertiliser for better food production in the Boddington Shire and nearby Shires.

Diversification of Boddington business segment.

Potential "Foundation Project" for a Crossman Intensive Agricultural Industry Precinct.

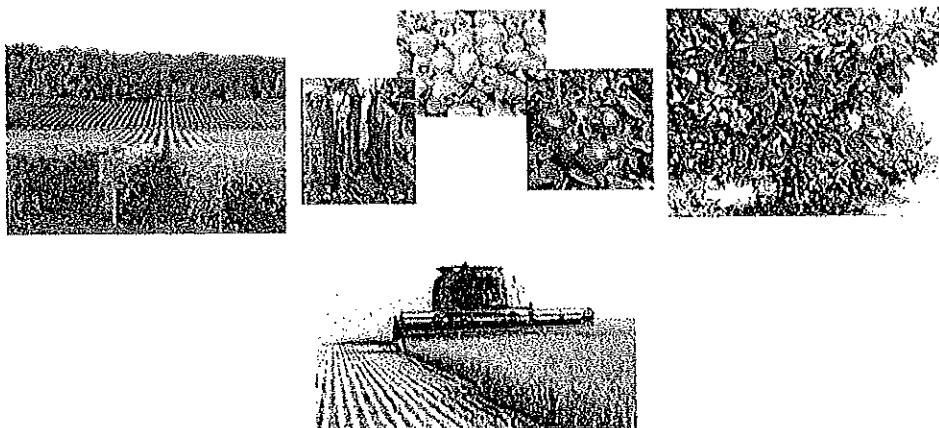
7.2 Benefits for WA & Australia

The mining export boom is deflating rapidly and export replacements are urgently needed for economic stability. The governments are targeting to double the value of agricultural exports over the next 10 years.

The rapidly accelerating demand for food in Asia is a major opportunity and innovative new farming methods are required with new technologies for the logistics and processing.

Cost effective natural fertilisers are a major factor element in the ambition to "Feed Asia".

The Crossman Project is the foundation for the BCI led Natural Fertiliser Business throughout WA and the rest of Australia, for food production.





Government of Western Australia
Department of Environment Regulation

Your ref: W5945/2016/1
Our ref: DER2016/031770
Enquiries: Caron Goodbourn
Phone: (08) 9724 6135
Email: caron.goodbourn@der.wa.gov.au

Mr Clifford Jones
Manager
Boutique Biofertilisers Pty Ltd
PO Box 133
FORRESTFIELD WA 6058

Dear Mr Jones

**ENVIRONMENTAL PROTECTION ACT 1986: WORKS APPROVAL APPLICATION
W5945/2016/1**

The Department of Environment Regulation (DER) has undertaken an assessment of works approval application W5945/2016/1 for the construction of a compost manufacturing and soil blending facility located at part of Lot 9 on Plan 4850.

Based on the Department's assessment of the application, DER advises that it intends to grant a works approval, subject to conditions, for the proposed Category 81A. Draft copies of the Works Approval and Decision Document were referred to you for comment on 8 February 2016.

Please note that, in accordance with DER's Guidance Statement: *Land use planning* (October 2015), DER will not grant a works approval until all necessary planning approvals for the proposal are in place.

Should you have any queries please do not hesitate to contact DER Manager Licensing, Caron Goodbourn on (08) 9724 6135.

Yours sincerely

Ruth Dowd
Senior Manager Licensing -- (Waste Industries)
Officer delegated under section 20
of the *Environmental Protection Act 1986*

1 March 2016

The Atrium, 168 St Georges Terrace, Perth WA 6000
Postal address: Locked Bag 33, Cloisters Square, Western Australia 6850
Phone: (08) 6467 5000 Fax (08) 6467 5555
www.der.wa.gov.au



3 Executive summary of proposal and assessment

Boutique Biofertilisers has obtained leasehold for the development and construction of a Category 61A – Solid Waste Facility to be known as the Crossman Natural Fertiliser Project (CNFP) located on No 9902, Albany Highway, Crossman, Western Australia. The proposed prescribed premises is sited within 40 hectares of rural zoned land as defined within the Shire of Boddington Local Planning Scheme No. 2, approximately 15 km north east of Boddington, and 130 km south east of Perth.

The facility will be accessed from Albany Highway, surrounded by a stock fence with lockable boom gates. The facility will be manned between the hours of 7am to 5pm, 5 days per week with an alarm system activated when not manned.

Boutique Biofertilisers propose to produce (solid) pelletised fertiliser for retail and wholesale markets in bags, tubs and in bulk following the construction of a completely enclosed and contained processing facility. The construction phase will include the development of:

- Feedstock receipt and storage facilities constructed on a bunded concrete pad, covered with an elevated roof;
 - Grinding and screening plant;
 - Mixing plant;
 - Pelletising plant;
 - Bagging plant;
 - Odour control system (extracts air from the storage and process areas to an odour absorption 'biofilter' unit);
 - Storage facilities (enclosed);
 - Two 250 kW packaged diesel alternator sets and self-bunded diesel fuel tank (10,000 L) are to be placed on a sealed concrete bunded area with drive over bunds. The diesel storage fuel tank access point will be placed under an elevated covered area;
 - Storage tanks for water supply sourced from rainwater (25 kL), tanker delivered water and dam water or groundwater depending on availability from the owner of the leased premises;
 - One stormwater drainage pond (HDPE lined) for stormwater potentially considered contaminated;
 - Drainage ponds (in-situ soils) for general stormwater drainage control at the premises; and
 - Internal access roads and parking areas (compacted aggregate covered and compacted pebble gravel, with final 20 m bituminised and drainage culvert in place.
- } Enclosed within an insulated, colour-bond building to house all production equipment, and on a graded concrete hardstand with three sumps.

The pellets will be manufactured from a variety of feedstock's (consisting of animal manures, mineral binders and small quantities of trace elements) that are expected to have a low odour generating, drying ability. Feedstock will be received and temporarily stored in bays/ silo (less than a day) prior to being taken within the fully enclosed facility.

Animal manures in bulk form will be received via trailer or tipping trucks with "wind-on tarps" and will be delivered in spadeable (less than 40% w/w) form to a maximum single delivery of 38 tonnes, with a maximum of 4-6 tonnes being processed at any time. Manures are then transferred to storage bays as soon as the delivery is completed, using front end loaders, from which it is then loaded into hoppers for transfer to a conveyor belt system all within the enclosed facility.

From the conveyor belt the manures are transferred to the main hopper for the hammer mill, which is covered (with a closed lid) when not being loaded. The hammer mill is electric powered and fully enclosed with a screen to remove oversized material which are then recirculated for further milling.

The milled product is brought by enclosed conveyor to an enclosed storage bin which has a 20 tonne capacity. Feedstock is then transferred for mixing with additional small amounts of trace elements, chemical reagents and mineral binders within an enclosed electric mixer through a gentle/ slow



rotation process, which assists in reducing dust emissions. The combination of all the feedstock's has been identified by the proponent as assisting in the reduction of odour emissions by reducing moisture content further due to the nature of the feedstocks that are mixed.

The mixed product is then considered dry, stable and non-odorous and is pelletised for bagging and packaging. The product undergoes a heating (90 degrees Celsius) and cooling (70 degrees Celsius) phase prior to packaging within either sealed bags or tubs. All fumes/ gases are directed through to the (biofilter) odour control system. The proponent has developed an odour management plan and will develop an environmental management plan prior to operations commencing.

Distance to the nearest sensitive human receptors are approximately 1.2km south west (farm residence), 1.0km south east (owners residence) and 820m north east (proposed Caravan Park). Consultation by the proponent with the proposed Caravan Park identified concerns regarding odour from the facility.

A desktop assessment based on WIN groundwater bore (Site Id 20047368), located approximately 2.3 km south west of the premises, identified depth to groundwater as approximately 42.7 mBGL with a TDS of 357 mg/L (fresh). The Crossman River is located approximately 250 m north east of the premises boundary.

DER draft guidance statement for separation distances to sensitive receptors recommends a distance of 500 m for noise, odour and dust.

The site has already been cleared and no native vegetation clearing permits are required.

The primary emissions expected from the construction phase include fugitive emissions (dust) and noise which will be intermittent and short term. The primary emissions expected during operation include fugitive emissions (dust), noise, odour and emissions to land from the discharge of potentially contaminated stormwater used for dust suppression or irrigation to pasture land.

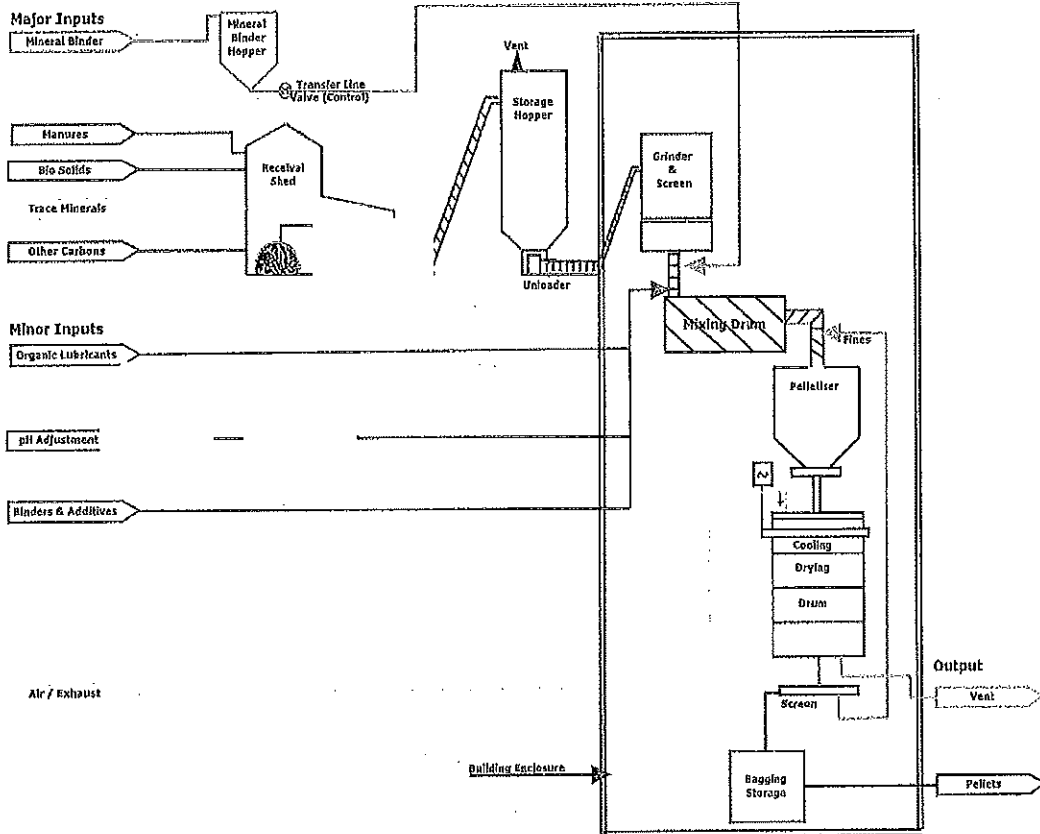
Occupation and planning approval

The Premises is currently occupied/ owned by Mr G. Lyster (Lyster Farm) who has leased 40 ha of the farm to Boutique Biofertilisers Pty Ltd, with a potential option to purchase. Planning consent or planning approval is still pending by the Shire of Boddington for the works.



Premises process map

Simple Process Diagram



**Minutes of the Bush Fire Advisory Meeting held at the
Shire of Wandering Council Chambers
on Wednesday 6 April 2016**

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS
Amanda O'Halloran, CEO welcomed all present and declared the meeting open at 7:40pm.

2. RECORD OF ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Present: Melvin Schorer, Peter Monk, Tim Hardie, Graeme Parsons,
Brendan Whitely, Dean Warburton, Chad Ferguson, Warrick Brand, Graham Treasure,
Richard Boslock, Tim Treasure, Brendon Hardie, Brooke Hardie

Guests: Nil

Apologies: Paul Blechyniden (FESA)

3. ELECTION OF CHAIRMAN

Nominations are required for the position of Chairman of the Committee.

Or Brendan Whitely nominated by Graeme Parsons and Seconded by Melvin Schorer.

Cr Brendan Whitely accepted the nomination and chaired the meeting.

4. CONFIRMATION OF MINUTES

4.1 Bush Fire Advisory Committee Meeting – 27 October 2015

Minutes from the previous meeting have been circulated to the Brigade Secretaries.

Moved Tim Hardie, seconded Melvin Schorer that the minutes of the Bush Fire Advisory Committee meeting held on 27 October 2015 be confirmed as a true and correct record.

Carried.

There were no matters arising for discussion from the previous minutes.

5. REPORTS

5.1 Chief Bush Fire Control Officer

Peter Monk thanked all fire control officers and volunteers for their efforts throughout the year, 14 Fires a busy year. 4 Car fires on Albany Hwy. 1 Attended as others closer to Serpentine.

Fire Standpipe working again, thanks to the volunteers who got together and sorted this out.

The Shire sent a crew of 3 to Harvey for a few days, it was a good experience and was a well-run fire.

Training was undertaken in Wandering on Structural Fire Awareness, very worthwhile exercise.

Fire Control Officer Training with 8 Wandering volunteers attending.

Thanks to Melvin and the Captains and Fire Control Officers and volunteers for all their support and working well as a team.

There has been concerns raised over Western Power fires, it appears that inspections are not being carried out correctly and the Shire has had 2 fires in 13 months, concern that inspectors aren't checking adequately. Peter has raised at the DOAC. Will raise a motion in general business later in the meeting.

5.2

CEO Report

Thanked everyone for their efforts during the season and for bearing with the Shire while it sorted out resourcing issues and ironed out its procedural kinks. The Shire is committed to supporting the Brigades better and whilst we understand that there would have often been frustrations particularly with membership lists etc... we feel confident that we are getting the hang of things and starting to really understand what the requirements are. Helen has been working really hard to increase her knowledge to better support the Brigades.

General discussion was had regarding the confusion over fire infringements, Amanda apologised to those Fire Control Officers that gave up their time to head out with the Ranger to identify properties at risk. The Shire will work to ensure that the process is better managed going forward.

Amanda gave a quick update regarding budget and annual allocations from DFES. The Shire is working to increase its allocation and incorporate some asset management and strategic planning.

6.0

BRIGADE REPORTS

6.1

WANDERING & WANDERING TOWN VOLUNTEER BUSH FIRE BRIGADE

Please refer to the attached minutes supplied by the brigade from the Combined 2016 Annual General Meeting of the Wandering and Wandering Town Fire Brigades held on Sunday 20 March 2016.

Key issues from Meeting

A number of Changes – New Captains – Warrick Brand and Tim Treasure, Durga Ojha has stepped in as Sec/Treasurer,

6.2

CODJATOTINE VOLUNTEER BUSH FIRE BRIGADE

Please refer to the attached minutes supplied by the brigade from their 2016 Annual General Meeting held on Tuesday 15 March 2016.

Key issues from Meeting

Kelly Road Issues continue

Bruce Penny is still working on getting water tanker

Bruce Penny has stood down, Brendan Hardie has taken over as FCO

Issue – Pumphreys Bridge Exchange, dip in power and it drops out?

PPE – Must be worn, it is the FCO's responsibility to ensure all on the fire ground are wearing PPE

6.3

HASTINGS VOLUNTEER BUSH FIRE BRIGADE

Please refer to the attached minutes supplied by the brigade from their 2016 Annual General Meeting held on the Wednesday 23 March 2016.

Key issues from Meeting

Good roll up at meeting

Greg Parsons has stood down and Adam Watts has taken over as FCO

Brigade keen to tackle road side reserve issues

7.0

Appointment of Fire Control Officers

7.1

Chief Fire Control Officer

An appointment for the 2016/17 fire season is required.

Graeme Parsons nominated Peter Monk

Moved Graeme Parsons, seconded Melvin Schorer that Council be requested to appoint Peter Monk as Chief Bush Fire Control Officer for the 2016/17 fire season.

Carried

7.2 Deputy Chief Fire Control Officer
An appointment for the 2016/17 fire season is required.
Tim Treasure nominated Melvin Schorer

Moved Tim Treasure, seconded Peter Monk that Council be requested to appoint Melvin Schorer as Deputy Chief Bush Fire Control Officer for the 2016/17 fire season. Carried

7.3 Vehicle Movement Ban Officers (Fire Weather Officers)
Appointments for the 2016/17 fire season are required.

Melvin Schorer nominated Peter Monk, Graeme Parsons and Tim Treasure as Chief Weather Officers and Bruce Dowsett, Adam Watts and Amanda O'Halloran as deputies.

Moved Melvin Schorer, seconded Brendan Hardie that Council be requested to appoint Peter Monk, Graeme Parsons and Tim Treasure as the Chief Fire Weather Officers with Bruce Dowsett, Adam Watts and Amanda O'Halloran as their deputies for the 2016/17 fire season. Carried

7.4 Clover Burning Permit Officers
Appointments for the 2016/17 fire season are required.

Graeme Parsons nominated Peter Monk and Anthony Turton as

Moved Graeme Parsons, seconded Melvin Schorer that Council be requested to appoint Peter Monk and Anthony Turton as Clover Burning Permit Officers for the 2016/17 fire season. Carried

7.5 Fire Control Officers
Appointments for the 2016/17 fire season are required.

Moved Tim Treasure, seconded Melvin Schorer that Council be requested to appoint the following as Fire Control Officers Dual Fire Control Officers for the 2016/17 fire season.

Hastings
GR Parsons
A Watts
G Ferguson
R Bostock
A Turton
Wandering
T Hardie
T Treasure
G White
S Watts
Codiakofine
P Monk
M Schorer
D Warburton
B Hardie

Wandering Town	
G. Treasure	
W Brand	
S Brand	
B. Whiteley	
Dual Appointments:	
Brookton	- GR Parsons
Brookton	- P Monk
Pingelly	- R Bostock
Pingelly	- P Monk
Cutbailing	- P Monk
Boddington	- T Hardie
Boddington	- P Monk
Williams	- T Hardie
Williams	- P Monk

Carried

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

10. GENERAL BUSINESS

10.1 Fire Break Notice

The Committee reviewed the current Bush Fire Notice and amended the distance of fire breaks, from 2-3 metres, clear fire breaks will be changed to bare mineral earth firebreaks – other than that dates etc are to be changed to incorporate the 2016/17 season. The Fire Notice will be ready to be included with the Shires Rates in early July 2016 and will be presented to Council for final approval at the June 2016 Ordinary Meeting of Council.

10.2 PPE Purchases and Minor Plant

Amanda discussed priorities with the Members, it was decided that Brigades would get sizing's from those members without a complete kit to Amanda by the 18th April, any remaining monies would be spent on purchasing white helmets for members.

Brigades need a 3 inch transfer pump approx. \$1,000.00

Pumps etc need spark plugs and servicing.

10.3 Truck Maintenance requirements – Amanda requested feedback regarding any servicing or repairs required at the end of the season on the fire Trucks and other equipment.

- Tyres for the Standpipe Trailer
- New Truck – Radiator Fan Shield missing, Foamer playing up, Nozzles blowing off all the time, full service
- Old Truck – Nozzles blowing off all the time, Full Service.
- DFES has requested a review of the storage arrangements of Fuel containers on the trucks.

10.4 DFES Prescribed Burn – Amanda tabled the DFES simple Prescribed burn plan for the Mill Street unallocated Crown Land and Wandering Shire Reserves Burn.

The following notes regarding the burn were provided by Paul Blechyden and Amanda presented –

In brief the things needed before we can burn are:

1. Prescription to sign off – parallel Shire (today and BFAC) / DFES approval process underway

2. Burn preparation work (DFES able to meet costs)
 - Track work – light clean of the blue tracks, more work required on red tracks
 - Treating the build-up of pine fuels adjacent to the private residences – establish a 5 metre wide break along PP boundary and spread fuels away from houses
 - Raking around individual trees – blue flagging tape
3. Notifications
4. Direction from Shire to FCO to participate in burn (covers volunteers under insurance)
5. More rain – to lower Soil Dryness Index
6. Conditions to suit prescription (Max 28°, Min Relative Humidity 40%, Winds anywhere from SE through to NE up to 15 km/hr)

Selecting the day of the burn

The conditions written into the prescription provide a broad range of conditions, however the Soil Dryness Index will need to drop to under 1500 units otherwise the bush has the potential to burn hotter than we need possibly resulting in greater fire intensity – increasing the chances of cooking / killing trees, additional mop-up and risk of escape.

Once Wandaring has received some good rain and the SDI drops then we can start looking at the upcoming weather to identify opportunities to burn; probably the best is if there is one person I can keep in touch with and discuss conditions. Please note that I was looking to take the family away for some of the school holidays (My total leave was 13 April – 3 May inclusive, however I'll be back in Narragin around the 24 April and am happy to look at opportunities to burn – my home telephone No. is 9881 5654).

Primary School Burn

As mentioned John Peitchell is keen to look at ~2.0 hectare school bush block being burnt, however he was not sure on how the Dept. of Ed views these burns (i.e. can they be done by the brigade under a permit issued to the school or does Dept. of Ed require a prescription similar to the larger burn to be completed). I'll look into this and let his replacement & you know.

10.5

Radios – Amanda discussed requirement for any new radios, Brigades indicated that all is ok at this stage.

Codjotline Brigade

- 2 Base Units allocated to Peter Monk CBFCO, and Melvin Schorer DCBFCO
- 4 Vehicle Units – One requires transferring – Bruce Penny to Brentan Handle – Shire to arrange.

Hastings Brigade

- 5 Vehicle Units – One requires transferring – Greg Parsons to Adam Watts – Shire to arrange.

Wandering Brigade

- 5 Vehicle Units

Wandering Town Brigade

- Base Unit in Shed
- Each Truck has Vehicle Unit

*** 2 Hardheads – Peter Monk has one and ?? Murray Cornish has the other one – Melvin will chase up.

10.6

Reserve Management – Hastings Brigade Motion

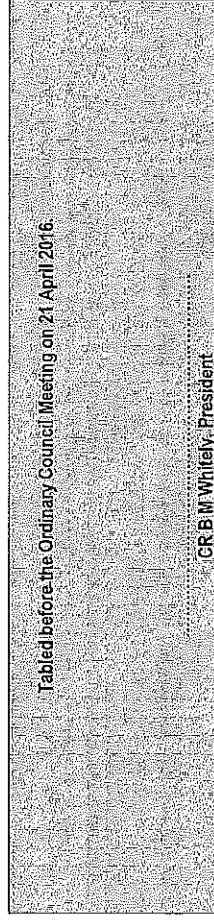
The Hastings fire brigade request the Wandering shire to instigate & oversee the development of a plan for the future that looks at all aspects of reserves in the shire. In particular the maintenance of roadside reserves for fire control and landowners fence lines and property for fire and damage protection. Other types of reserves should also be covered. The result of this review should produce documents that clearly states the responsibilities of all concerned and the processes to achieve them. The reviewing body should include the shire council, land owners, fire brigade and Shire
Moved: Graeme Parsons

Seconded: Tim Treasure

- 10.7 Burning of Garden Waste during restricted burning season
Graeme Treasure raised and requested clarification, discussion was undertaken and no changes to current arrangements – no burning of Garden Waste without a permit.
- 10.8 Local Law Review – Amanda asked Committee if Law is currently meeting brigades needs and was advised that Law is adequate and does not require review at this stage.
- 10.9 Peter Monk suggested a motion to ask Wandering Shire to engage and lobby Western Power by writing to the Minister of Energy Safety regarding increasing occurrence of power supply fires in the Shire, and the risk to life and assets.
Given the 2 Western Power fires over the last 13 months, the largest in the shire during this time. The Brigade Members are very concerned over the inspection processes and procedures undertaken by Western Power and would like more done to decrease the risk. The Bush Fire Advisory Committee request the Shire of Wandering to lobby and take the issue up with Western Power direct.
Moved: Graeme Parsons
Seconded: Melvin Schorer
- 10.10 Early closing of the Fire Season – Effective ASAP, Peter advised that due to recent rainfall, temperatures and low fuel around the Shire that there would be an early end to the Fire Season.
Moved: Peter Monk
Seconded: Tim Hardie

11. MEETING CLOSURE

There being no further business the Chairman closed the meeting at 9:20pm.



15 MARCH 2016

Codjototine Bush Fire Brigade AGM 2016

Present; B. Penny, M. Sewell, D. Pullan, D. Warburton, K. Price, John Price, C. Hardie, B. Hardie, M. Watts, M. Browne, G. Warburton, P. Warburton, M. Schorer Apologies; N. Schorer, Judy Price, B. Edwards, E. Warburton.

Minutes from 2015 AGM be accepted as read.

Moved; B. Penny, Second; M. Watts

Business arising; * Codjototine Reserve attempted reduction burn. To cold to have a good clean up burn.

* Kelly Rd. still a problem.

* Fuel card for volunteers.

Correspondence; Letter to shire regarding Codjototine Reserve regarding reduction burn.

Reply from shire granting permission to conduct reduction burn.

Copy of letter sent to Kleenheat Gas from Shire endorsing Bruce

Penny's attempt to secure a decommissioned tanker.

Emergency services volunteer fuel card scheme.

Appreciation letter for Boddington fire from Wayne Gregson.

Appreciation letter for volunteers at Waroona fire.

Minutes Doac meeting 19 March. Notes from meeting;

1. Hand held Waern radios funding through Local Govt. grant scheme.

2. Williams & Boddington shire review to Lower Hotham fire.

3. DPAW prescribe burn Dryandra.

Great Southern Incident Support Plan.

Minutes Wandering Shire Advisory Meeting April 9.

Minutes Wandering Shire Advisory Meeting Oct. 27. Notes from meeting.

1. Paul Blechynden DfES area manager.

2. Flashing orange lights on private owned fire units.

3. Application for a f/attack, Paul assisting shire with application.

4. Fire Brigade procedures and protocol with shire.

5. Membership lists update with shire.

6. Training days for volunteers at fire shed.

7. Budget & spending Acquittal from shire.

Dfes list for shire resources and personal.

Seasonal out look

Moved; M. Sewell

Second; M. Browne

Office Bearers;

Captain P. Monk

FCO's; B. Hardie, D. Warburton, M. Schorer

Vehicle movement ban; P. Monk.

Secretary; M. Schorer

General Business; 1. Truck and crew that attended Waroona fire.

2. Structural fire course held in Wandering 22 February.

3. Reserves around Wandering Town site to be Prescribed burnt.

4. Ranger inspection, disappointment no infringements sent out.

5. Small block permits over Easter period for clean up burns.

Decided to keep policy of no fires over Easter. All permits suspended midnigh

Thursday through to midnight Sunday and no issuing of permits for that period.

6. FCO course at Wandering Shire Office. 12 attended. Good for

future with younger members stepping up to take on responsibility.

7. 3 Fire shed training days.

8. DOAC meeting 17 April.

9. Discussion on tanker and progress.

10. Communications; Power to exchange, back up batteries need

to be replaced. Taking less than 5 minutes for back up power to fail. Number of

phone lines that are hanging on fence lines not helping when we have road verge

fires.

11. Power lines that have been re-energized without finding the

fault that caused the power to drop out to begin with.

12. PPE PLEASE. FCO's are responsible for all volunteers on the

fire ground. They do not need to be reminding volunteers that minimum dress is long

pants and boots. NO SHORTS, NO THONGS. PPE is now issued free of charge by

the shire through ESL funding at Fire shed. NO EXCUSE. Put it behind your seat and

it will be with you when you attend a fire.

13. Wandering Shire Bushfire Advisory Meeting 6 April.

Meeting closed 9:05pm

Signed

Captain Codjatorine Brigade

Peter Monk.

Present – A.Watts, B.Hardie, G.Kerr, D.Parsons, G.Parsons, C.Ferguson, A.Turton, M.Haye, I.Turton, J.Bostock

Apologies – L.Hardie, R.Bostock, R.Jones, G.Parsons, J.MonieI

Minutes from 2015 Meeting. Moved A.Watts, second J.Bostock that the minutes are true and correct.

Election of office bearers for 2016

Fire Captain - GR.Parsons nominated by J.Bostock second by B.Hardie

Secretary - B.Hardie nominated A.Watts, second by A.Turton

Fire Officers – R.Bostock, C.Ferguson, A.Turton, G.Parsons Nominated A.Watts, second by I.Turton

Clover Burning Permit – A.Turton nominated by G.Kerr, second by G.Parsons

Permit Burning Officers – A.Turton nominated by G.Parsons second by D.Parsons

Fire weather control officer – G.Parsons, A.Watts nominated I.Turton second by D.Parsons

All positions were accepted and therefor filled

General Business

1. Volunteer Registration
2. Discussion of Volunteer fuel card
 - Unable to receive fuel from Wandering Depot the card isn't an electronic card, how to distribute funds efficiently (Discussing with BP to sort out a credit arrangement) G.Parsons will follow up with BP.
3. Burning restrictions – no burning over Friday, Saturday & Sunday, allowed Monday
4. Burning permits will be required until 19th April
5. Advisory /meeting at 7.30pm on the 6th April at shire chambers
6. During 2016 there has been fire drills at Wandering oval to familiarise everyone with the fire trucks and accessories.
7. Discussion of weather – there is a need for trauma discussion and also First Aid, G.Parsons to follow up.
8. It is required that all fire officers to attend the fire training course.
9. The Hastings fire brigade request the Wandering shire to instigate & oversee the development of a plan for the future that looks at all aspects of reserves in the shire. In particular the maintenance of roadside reserves for fire control and landowners fence lines and property for fire and damage protection. Other types of reserves should also be covered. The result of this review should produce documents that clearly states the responsibilities of all concerned and the processes to achieve them. The reviewing body should include the shire council, land owners, fire brigade shire- Motion G.Kerr, second by A.Turton

Meeting Closed 9.00pm

Minutes of Wandering Town and Wandering Volunteer Bush fire Brigade
AGM 20 March 2016

Opening of the Meeting 6.01 PM

Attendance

- Brendan Whitely
- Tim Hardie
- Bruce Dowsett
- Durga Ojha
- Graham Treasure
- Shawn Brand
- Tim Treasure
- Andrew Carstairs
- Graham Cordwell
- Grant White
- Glen Carstairs
- Warrick Brand

Apologies

- Rob Chomley
- Job Schorer
- Rob Hardie

Correspondence

Nil

Positions

Declared vacant

Nomination for Wandering Town Brigade

- Warrick Brand was nominated for Captain.

Moved: Graham Treasure

Seconded: Glen Carstairs

Carried

- Durga Ojha was nominated for Secretary Treasurer

Moved: Brendan Whitely

Seconded: Graham Treasure

Carried

- Graham Treasure was nominated for 1st Lieutenant
Moved : Brendan Whitely
Seconded: Shawn Brand
Carried
- Shawn Brand was nominated for 2nd Lieutenant
Moved: Andrew Carstairs
Seconded: Graham Treasure
Carried
- Brendan Whitely was nominated for 3rd Lieutenant
Moved: Warrick Brand
Seconded: Andrew Carstairs
Carried

Nominations for Wandering Brigade

- Brendan Whitely nominated Tim Treasure to be the Captain of the Wandering Brigade
Moved: Bruce Dowsett
Seconded: Glen Carstairs
Carried
- Wandering Brigade decided to keep 1st, 2nd and 3rd Lieutenant same as last year as follows.
1st Lieutenant - Steven Watts
2nd Lieutenant - Grant White
3rd Lieutenant – Tim Hardie
Moved: Andrew Carstairs
Seconded: Glen Carstairs

Brendan Whitely thanked to Rob Chomely for his contribution as the Secretary Treasures for numbers of years.

Tim Hardie thanked all Captains, Secretary Treasurer, 1st, 2nd and 3rd Lieutenants for stepping up in to the roles.

General Business:

- Graham Treasure has raised the issue about the burning of the garden waste during the fire restricted/prohibited period.
- It has been decided at the meeting to ask to the advisory committee to clarify about the garden waste burning during restricted/prohibited fire period.

Moved: Graham Treasure
Seconded: Warrick Brand

Graham Treasure asked whether we want to change the call sign from 24 to any other number for fire Trucks. Currently both trucks are using the same call sign "24".

After the discussing the following changes has been made.

Wandering Town Captain	Call Sign Wandering Town 1
1st Lieutenant	Call sign Wandering Town 2
2nd Lieutenant	Call sign Wandering Town 3
3rd Lieutenant	Call sign Wandering Town 4
Old Truck	Call Sing 2.4B
New Truck	Call Sign 2.4R

Moved: Bruce Dowsett

Seconded: Andrew Carstairs

Carried

Brendan Whitely mentioned that Wandering Town Bush Fire Brigade was unsuccessful of receiving a grant from CBH to extend fire shed. Wandering Fair committee are planning to build a new shed adjoining to the existing fire shed and in conjunction with the Shire are applying for funds, this could provide the Fire Brigade with a conference, training room, full kitchen and showers.

Brendan also mentioned that it will be the effective use of the premises, if the fair committee able to secure the grant to build a new shed.

Bruce Dowsett asked whether the Standpipe next to the fire shed is being used. Graham Treasure answered yes.

Graham Treasure mentioned that at the meeting Chad Ferguson required a fire radio.

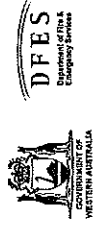
Warrick Brand mentioned at the meeting that he has got a grant paper ready to be submitted to South 32. If he is successful of receiving the grant, the money will be used to buy an Ice Machine at the Fire Shed.

Financial Report:

As of 25th of February 2016, the Wandering Town brigade has got the Bank Balance of \$4466.20.

Warrick Brand thanked to Brendan Whitely and everyone for their hard work.

Meeting Closed at 6.46 PM.

**DFES SIMPLE PRESCRIBED FIRE PLAN**

This PFP applies to the conduct of a Simple DFES burn

Burn Location: Wandering Town – Westwood Road

Year/Season: 2016 Autumn - Winter

DFES Region: Great Southern Region

BURN OBJECTIVE

To reduce the risk of bushfire threat to the adjacent Wandering town and Wandering Primary School by treating fuels to 4 t/ha through the application of prescribed fire.

BURN DESCRIPTION

The burn area comprises areas of Unallocated Crown land (UCL) and land managed by the Shire of Wandering in the north-western part of the town of Wandering.

RISK PROFILE

Likelihood of Uncontrollable Fire Behaviour within Burn under prescribed conditions	Risk Associated with Escape under prescribed conditions
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Unlikely

Moderate

APPROVAL AND ENDORSEMENTS

(Strike out those that are not applicable)

I the prescribing officer have developed this Prescribed Fire Plan in accord with the DFES Prescribed Fire Plan Guidelines.	
Prescribing Officer: Paul Blechynden	Position: Area Officer Narrogin West
Signature:	Date:
I the checking officer have reviewed this Prescribed Fire Plan. Based on the data presented, I find the calculations (Section A1.8) to be correct and the plan to be in accord with the DFES Prescribed Fire Plan Guidelines.	
Checking Officer: Vince Hilder	Position: Bushfire Risk Management Officer
Signature:	Date:
I the Area/District Officer, in whose DFES district this burn is planned, endorse the mitigation objectives of this Prescribed Fire Plan, and acknowledge the resourcing requirements as stated therein.	
District/Area Officer Endorsement: Simon Vogel	
Signature:	Date:
<i>This section to be completed when the planned burn area includes land for which DFES has no management authority. Copy and paste additional sections if more than 1 other land owner/agency.</i>	
I the person responsible (or representative thereof) for a portion of land included in the planned Prescribed Burn have been given a copy of the Prescribed Fire Plan and agree to the execution of this plan on land that I own/manage.	
Other Land Agency: Shire of Wandering	
Other Land Owner/Representative: Amanda O'Halloran	
Position: CEO	
Signature:	Date:
I confirm that the persons who have prepared and reviewed this plan and have provided the above endorsements are competent and authorised to do so and I confirm that the Plan has been prepared in accordance with the DFES Prescribed Fire Plan Guidelines	
Regional Superintendent Approval: Rick Darlow	
Signature:	Date:

Section A – Pre-Burn Planning

A1.1 – BURN DETAILS

Local Government	Wandering	Reserve PIN/Address	PIN Nos 470601, 470602, Westwood Road Reserve – see map
Burn Size (ha) /Perimeter (m)	9.1ha / 1.7 km	Land Tenure	Unallocated Crown Land, Private property (vested Shire of Wandering) & Shire reserves

A1.3 FIRE BEHAVIOUR PREDICTION

What are the sites factors affecting fire behaviour within the burn area and the appropriate prediction tool?

Fuel Type	Fuel description (structure, curing, grazing level)	Available Fuel Quantity (t/ha)	Canopy Height (m)	Aspect	Slope	Wind Ratio (Forest)
Wandoo Woodland	Leaf litter, understorey of <i>Banksia sessilis</i> and <i>Allocasuarina</i> spp.	12	25	East	3°	3:1

Comments:

- Wandoo woodland on upper slopes; fuels are woodland not forest:
- The Forest Fire Behaviour Tables FFBT (Jarrah) have been used to calculate ROS noting that results are expected to be over-estimate fire intensity due to the structural differences between wandoo woodland and Jarrah forest; namely this wandoo woodland is in the lower rainfall area and has less near surface fuel / elevated fuel relative to Jarrah forest.
 - Project Vesta tables used to confirm FFBT & determine some values – spotting distance
 - As the burn may be undertaken during winter, the SDI may also be SDI<800.

Fuel Type	Fuel description (structure, curing, grazing level)	Available Fuel Quantity (t/ha)	Canopy Height (m)	Aspect	Slope	Wind Ratio (Forest)
Jarrah / Marri / Wandoo Woodland	A relatively small area of the burn - Disturbed site – heavy weed invasion (woody & annual)	23	25	East	5°	4:1

Comments:

- Fuel type varies. Wandoo/Jarrah / marri on lower sloped, woody weeds (acacia spp.) mid-slope and wandoo on upper slopes. Taggassate on eastern most point combined with heavy fuel loads. Parrot bust (B. sessilis is common and ranges from sparse to dense (eastern most point).
- Forest Fire Behaviour Tables (Jarrah) have been used to calculate ROS under milder conditions compared to the rest of the burn (this area - temp – 25°, RH -50%, max. winds 10km/hr)
 - Project Vesta tables used to confirm FFBT & determine some values – spotting distance

A1.5 STAKEHOLDERS

Who or what may be affected by this burn?

(Identify stakeholders within and adjacent to burn that are likely to be directly affected by burn or smoke)

Who is affected	Stakeholder Details	Details of issues (consult with stakeholder if uncertain of issues)	Risk Management options (Wind direction, signs, notification)	Date Complete
Tourist or Community events	Wandering Shire	Consulted – no issues		N/A
Railway	N/A			N/A
Mines	N/A			N/A
Residential areas	Residents immediately adjacent to burn Town residents	Smoke, concern about seeing fire Smoke, concern about seeing fire	Signs positioned in field Letter of notification Community advice (local paper/newsletter) The preferred wind direction is a south-side wind	
Roads	Wandering – North Bannister Road (Watts Street)	Potential for smoke across road	Shire is road manager No issues identified if burning on a South or northerly wind	N/A
Airports	N/A			N/A
Schools	Wandering Primary School	Smoke, disruption / distraction to school routine	Discussion with Principal. Written notification of intention to burn. Notify on the day of burn (if burn will occur during school hours). Easterly winds preferred (minimal risk) Attempt to schedule burn for outside school hours	
Hospitals	N/A	N/A	N/A	N/A
Elderly care facilities	N/A	N/A	N/A	N/A
Communications infrastructure			Written notification	
Power infrastructure	Western Power	Power pole (south eastern portion of burn to be raked around prior to burning.	Written notification	
Water supply infrastructure	Water Corporation	Town water catchment – only used for irrigation	Letter of notification	
Gas supply infrastructure	N/A	N/A	N/A	N/A
Agricultural enterprises	Homestead located 150 metres north of burn	Smoke, risk of escape into private property	Notification prior to and on day of burn. Request landowner to assist with burn and to protect fence line (wooden fence posts)	
Walking Trails	N/A	N/A	N/A	N/A
Recreation area	N/A	N/A	N/A	N/A
Fire exclusion areas	N/A	N/A	N/A	N/A
Hazardous materials	N/A	N/A	N/A	N/A
Others				

A1.6 SENSITIVITIES: Identify and protect values at risk within and adjacent to the burn				
Type	Agency for Referral	Sensitivity Found / Source of Information	Required Protection Action(s)	Date Completed
Declared Rare Flora (DRF)	Dept. of Parks and Wildlife	NO	N/A	N/A
Rare and Endangered Fauna	Dept. of Parks and Wildlife	NO	N/A	N/A
Threatened Ecological Community (State Listing)	Dept. of Parks and Wildlife	NO	N/A	N/A
Threatened Ecological Community (Federal Listing)	Dept. of Parks and Wildlife	NO	N/A	N/A
Aboriginal Cultural Sites	Dept. of Aboriginal Affairs	No – DAA / SLIP data		
State Heritage Sites	Heritage Council WA	No – in Herit database	N/A	N/A
Sensitive Agricultural Industries	Dept. of Agriculture and Food	Winery	Do not commence burn before mid-March (vintage will have been completed by then)	N/A

A1.7 APPROVAL/NOTIFICATIONS			
Who needs to know about this burn?			
Approvals	Requirement	YES/NO	Date Completed
Land Owner/Lease	Joint operation between DFES (UCL) & the Shire of Wandering (shire managed lands). Shire has at page 2 agreed to the burn plan.	YES	
Local Government	Permit required during restricted period (Wandering 21 February to 5 April)	YES	
Other	DFES Great Southern Regional Duty Coordinator	YES	
Notifications	Requirement	YES/NO	Date Completed
OBRM	Burn notification required via online DFES Daily Burn Summary prior to 0900 on day of burn	YES	
Adjoining landholders	Notification required for all DFES burns (verbal or written notification between 4 & 28 days prior to burn, at least 8 days for absentee landowners)	YES	
	John & David Turton – verbal & written notification	YES	
	Adjacent to Dept. Education land – written notification		
	JE Aldridge, 4 White Street, Wandering WA 6308	YES	
	WJ Brand, 6 White Street, Wandering WA 6308	YES	
	PI Gillespie, 8 White Street, Wandering WA 6308	YES	
	ER Richards, 10 White Street, Wandering WA 6308	YES	
	Immediately adjacent to burn – written notification		
	RJ King, 1 Mill Street, Wandering WA 6308	YES	
	RJ King, 16 White Street, Wandering WA 6308	YES	
	Anoma Superannuation Fund Pty, 18 White Street, Wandering WA 6308	YES	
	K Miller, 20 White Street, Wandering WA 6308	YES	
	J Ecott, 22 White Street, Wandering WA 6308	YES	
	SD Craig, 24 White Street, Wandering WA 6308	YES	
	Wandering town residents – newsletter & notice on Shire / Post Office noticeboard	YES	
DPaW	Notification required where burn is within 3km of DPaW lands or as required on permit (9290 6100)	YES	
Local Government	Notification on Day of Burn (telephone 9884 1056)	YES	
CBFCO	CBFCO is planning to be involved with the burn (Peter Monk – 0429 887 725)	YES	

VFRS Captain	Not within a Gazetted Fire District	N/A
MRWA	No MRWA roads affected – notified as a matter of course	YES
Other	Western Power to be notified (written) of proposed burn	YES
	Water Corporation (Tim Sindair, PO Box 195 Narrogin 6312) - written notification	YES
	Telstra - written notification	YES
	Wandering Primary School	YES
	ABC radio (day of burn)	YES
Comments: Notifications will be undertaken once burn prescription is approved and in accordance with DFES SOP 3.5.17		

A1.8 PRESCRIBED CONDITIONS TO ACHIEVE BURN OBJECTIVES

Fuel Type	Wandoo Woodland	Canopy Ht	25	Slope (°)	4°	Curing %	100%
Max Temp %	28	Min RH	40%	Wind Ratio	3:1	SMC/FFMC	12%
Preferred Wind Spd Range (km/hr)	0-15	Max Wind Spd (km/hr)	15	Preferred ROS Range (m/hr)	19-31	Max ROS (m/hr)	40

Potential fire behaviour under prescribed conditions without controls

Total Fuel (t/ha)	12	Potential ROS (m/hr)	160	Potential Spotting (m)	178 (maximum)	Likelihood of uncontrollable fire behaviour within the burn	Unlikely
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Forest scorch management (FOREST FUEL ONLY)

1. Use:	Maximum Scorch Height (m): (Canopy Height x 0.3 to 0.5)	*9	Slope (Degrees)	Slope Correction Factor
2. And:	What is the max SDI for the burn?	SDI to be below 1500 on a falling trend	0	0
3. Determine	Required intensity kW/m (Table 19)	SDI<800 SDI>800	5	1.4
4. Calculate	Optimum ROS = Intensity x2/Avail Fuel	SDI<800 SDI>800	10 20	2.0 4.0
5. Adjust ROS for slope	Slope correction factor	1.0	No adjustment is necessary on slopes less than 5° Above 5°, divide Optimum ROS by slope correction factor to calculate the final ROS	
6. Maximum ROS (m/hr): (Testfire to be assessed on flat ground only) This value is to be used as the Max ROS for the prescribed conditions	*40	Comments: * Fuels are predominantly wandoo woodland not forest: • As the burn may be undertaken during winter, the SDI may be SDI<800. • Maximum scorch height multiplied by 1.8 (autumn burning) – page 34 PPPG. * Curing set to 100% although burn will be undertaken in autumn / winter when adjacent grassland is either eaten out or greening up. * Ignition under conditions that vary from prescribed and maximum ROS must be approved by ROC (e.g. for burn security)		

Note: Additional calculations for a small (0.25 ha) portion of the burn area containing higher fuel levels #

A1.8 PRESCRIBED CONDITIONS TO ACHIEVE BURN OBJECTIVES									
Fuel Type	Wandoo dominant woodland (mixed Jarrah / Marri)	Canopy Ht	25	Slope (°)	5°	Curing %	100%		
Max Temp %	25	Min RH	50%	Wind Ratio	4:1	SMC/FFMC	15%		
Preferred Wind Spd Range (km/hr)	0-5	Max Wind Spd (km/hr)	5	Preferred ROS Range (m/hr)	15 - 20	Max ROS (m/hr)	41		

Potential fire behaviour under prescribed conditions without controls									
Total Fuel (t/ha)	23	Potential ROS (m/hr)	102	Potential Spotting (m)	50 (maximum)	Likelihood of uncontrollable fire behaviour within the burn	unlikely		

Forest scorch management (FOREST FUEL ONLY)									
1. Use:		Maximum Scorch Height (m):		*9		Slope (Degrees)		Slope Correction Factor	
		(Canopy Height x 0.3 to 0.5)							
2. And:		What is the max SDI for the burn?		SDI to be below 1500 on a falling trend		0		0	
3. Determine		Required intensity kW/m (Table 19)		SDI<800 SDI>800		10 20		2.0 4.0	
4. Calculate		Optimum ROS = Intensity x2/Avail Fuel		SDI<800 SDI>800		24 19		No adjustment is necessary on slopes less than 5°. Above 5°, divide Optimum ROS by slope correction factor to calculate the final ROS	
5. Adjust ROS for slope		Slope correction factor		1.4		Comments: * Fuels are wandoo woodland not forest: • Maximum scorch height multiplied by 1.8 (Autumn burning) – page 34 PPG. • As the burn may be undertaken during winter, the SDI may be SDI<800. #Note: fuels are confined to one small section <2,500 m ² (sector E) of the burn located in the north eastern corner. It is proposed to burn this area later in the day as conditions diminish (note lower temp & higher RH values) and once the majority of the surrounding area has been burnt, it is possible to isolate this cell if conditions are not conducive on the day of the burn. Curing set to 100% although burn will be undertaken in autumn / winter when adjacent grassland is either eaten out or greening up.			
6. Maximum ROS (m/hr): (Testfire to be assessed on flat ground only) This value is to be used as the Max ROS for the prescribed conditions		*34		* Ignition under conditions that vary from prescribed and maximum ROS must be approved by ROC (e.g. for burn security)					

POTENTIAL FIRE BEHAVIOUR IN FUELS ADJACENT TO THE BURN UNDER PRESCRIBED CONDITIONS (Use appropriate fire model to predict maximum ROS)						
Sector	Fuel type adjacent to burn	Fuel state (weight/hazard/curing, grazing level)	Slope (°)	ROS (m/hr)	Potential Spotting (m)	Likelihood of uncontrollable fire behaviour adjacent to the burn in event of escape
A (north)	Grassland	100% cured – eaten out <1 t/ha	-5°	25	-	Unlikely calculations based on prescribed winds; fire will burn into these winds – as such the ROS is based on 0km/hr wind speeds.
B (west)	Grassland and Wandoo woodland (grazed)	100% cured – eaten out <1t/ha	+5°	23 (wandoo) 560 (grassland)	-	Unlikely McArthur grassland calculations used due to low fuel loads
C (S. west)	Mixed Wandoo, Jarrah, Marri woodland (Water catchment)	12 t/ha	+5°	42	-	Unlikely Calculations based on Jarrah Forest Fire Behaviour Tables
D (S. east)	Grassland / old gravel pit	Disturbed, 100% cured annual weeds 2 t/ha	0°	28	-	Unlikely Note 1: one small area of pine fuel (21* t/ha) adjacent to & in private properties – 18, 20 & 22 White Street. Note 2: Pre-burn work will be undertaken to move and distribute these fuels away from PP (5 metre fire break) prior to the burn.
						Note 3: calculations based prescribed winds; fire will burn against these winds – as such the ROS is based on 0km/hr wind speeds.
E (east)	Wandoo / Jarrah / Marri Woodland (Adjacent to Primary School)	12.7 t/ha	0°	30	-	Unlikely Calculations based on Jarrah Forest Fire Behaviour Tables

A1.9 BURN CONTAINMENT

What is preventing this burn from escaping?

Sector	Type (Mineral Earth Firebreak, Low fuel buffer, natural, moisture differential)	Width (m)	Are there high or other sources of ignition and what are these?	Treatment Strategy or Action	Date Complete
A (north)	Mineral earth break	2.5	Small number of dead & dry-sided trees	Pre-suppression, track maintenance & mop-up to standard	
B (west)	Mineral earth break	2.5	Small number of dead & dry-sided trees	Pre-suppression, track maintenance & mop-up to standard	
C (S. west)	Mineral earth break	2.5	Small number of dead & dry-sided trees	Pre-suppression, track maintenance & mop-up to standard	
D (S. east)	Mineral earth break	2.5	Small number of dead & dry-sided trees	Pre-suppression, track maintenance & mop-up to standard	
E (east)	Bitumen road	12.0	Small number of dead & dry-sided trees	Pre-suppression, track maintenance & mop-up to standard	

Comments:

1. Mineral earth breaks to be cleaned up prior to burning occurring
2. Raking – hand tools to be undertaken around marked trees – pre-suppression

A1.10 IGNITION STRATEGY

What conditions are required for the burn and how is it to be lit?

Incendiary Type	Suitable Wind Direction	Matches / drip torch	Method of lighting	Core Ignition	
				Description of Lighting	Line Direction
North east		Start point	SW	Spots (spacing to be decided by test fire) Take out SW corner then strip out (spots) in a South-East to North West line.	From/To South-East to North West
				North east corner (0.25 ha) containing higher fuels to be burnt later in the day. Spots (spacing to be decided by test fire) Take out SW corner then strip out (spots) in a South to North line	South to North
South East		NW	NW	North east corner (0.25 ha) containing higher fuels to be burnt later in the day. Spots (spacing to be decided by test fire) Strip out (spots) in a North to South line	North to South
				North east corner (0.25 ha) containing higher fuels to be burnt later in the day. Spots (spacing to be decided by test fire) Strip out (spots) in a west to east line.	West to East

A1.11 TRAFFIC MANAGEMENT

Will adjacent roads be affected by smoke or create hazards for fire fighters?

Sector	Road Name	Road Owner (MIRWA/LGA/Other)	Posted Speed (km)	Road Type (Gravel, km)	Length of road affected (m)	Will fire fighters be working within 3m of road edge?	Will the road be affected by smoke?	TCD required Diagram	Speed restriction	Repeater signs (V/N)
A (north)	Turton Road	LGA	Not posted (50 km/hr)	Gravel 2.5m	160	No	Possibly	No	No	No
B (west)	N/A (management track)	Dept. of Lands	N/A	Gravel 2.5m	150	Yes	Yes	No	No	No
C (S. west)	N/A (management track)	Dept. of Lands	N/A	Gravel 2.5m	450	Yes	Yes	No	No	No
D (S. east)	N/A no road	Dept. of Lands	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
E (East)	Mills Street	LGA	Not posted (50 km/hr)	Sealed	340	Yes	Possibly	No	No	No

Comments:

Traffic Control Diagram is not required due to:

1. the prescribed winds taking smoke away from minor shire managed roads
2. roads are posted as 50 km/hr.
3. fire fighters will not be working on roads.

The Wandering Shire will be able to post further temporary road signage if drift smoke becomes an issue over roads.

Notes:

Any variation to the TCD for this burn is to be authorised by an accredited Basic Workplace Traffic Controller.

Partial or complete road closure may be required in the event of unplanned burn effects on traffic.

Insert Traffic Control Diagram (TCD) into PFP (where required) – Not required

A1.12 RESOURCES-Recommended resources required for burn

Resources	Recommended resources required
Appliance Type & Number recommended for burn*	Two x 2.4 appliances and crew 1 x 4WD (DFES AO / DO) 2 x light (farm) units with >400 litres of water min 2 personnel Front end loader on-site with operator (standby)
Water Source	Standpipe intersection Westwood Street and Down Street
Communications Equipment	WAERN Radio
Communications Channel	Channel 115, Simplex 366
Specialist Equipment	Nil

Burn resources may vary on the day of burn with the approval of RDC or other nominated officer.

A1.13 BURN ESCAPE -Assessment adjacent to burn area (Assessed with no controls in place and an escape under prescribed burn conditions)

Sector	Asset(s)	Asset category	Distance to asset (m)	Likelihood of uncontrollable fire behaviour in fuels adjacent to the burn (Section A1.8)	Risk associated with escape (see Matrix)	Access	Identified containment areas	Containment strategy
A (north)	Private property (farm)	Scattered rural residences	5	Unlikely	Minor	Via gate in boundary fence	In paddock	<ol style="list-style-type: none"> 1. Pre-position fire fighting vehicles in private property to protect fence line (wooden posts). 2. Initiate an aggressive direct attack using fire fighting appliances available.
B (west)	Private property (farm)	Scattered rural residences	5	Unlikely	Minor	Access via Wandering – Bannister road & then through homestead / property.	In paddock	<ol style="list-style-type: none"> 1. Pre-position fire fighting vehicles in private property to protect fence line (wooden posts). 2. Initiate an aggressive direct attack using fire fighting appliances available.
C (S. west)	Water catchment (irrigation)	Economic asset	5	Possible	Minor	Gates (x2) and access tracks as shown on map	Vegetation defined by internal tracks and cleared / sealed water catchment	<ol style="list-style-type: none"> 1. Immediately suppress with water if close to burn boundary / fence 2. Access water catchment via gate(s) and attempt to contain through direct attack. 3. Contain with machine 4. Burn out the remnant vegetation within the reserve bounded by the eastern edge of the cleared/sealed catchment and using internal tracks

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May 2015

Version 1.2

Page 11 of 16

Burn Identifier: GSR W001/16

Burn Name: Wandering Town – Westwood Street

Sector	Asset(s)	Asset category	Distance to asset (m)	Likelihood of uncontrollable fire behaviour in fuels adjacent to the burn (Section A1.8)	Risk associated with escape (see Matrix)	Access	(identified) containment areas	Containment strategy
D (S. east)	Residential dwellings	Urban area	35	Unlikely	Moderate	Access via shire land and through private properties	<ol style="list-style-type: none"> 1. Crown land to north of dwellings 2. Individual dwellings / properties 	<ol style="list-style-type: none"> 1. Immediate aggressive direct attack – all available resources 2. Request aerial support (if available) 3. Access fire via crown land or individual properties for direct attack. 4. If direct attack fails contain to small cells within crown land with machine 5. Request additional resources through shire & Regional Duty Coordinator. 6. Establish an Incident Management Team for support with the suppression response.
E (east)	Wandering School	Primary Settlement (special risk)	90	Unlikely	Moderate	Via Mill Street Watts Street & Turton road	<ol style="list-style-type: none"> 1. Cells of remnant vegetation located west of school oval 2. Cells of remnant vegetation located south of school 	<ol style="list-style-type: none"> 1. Immediate aggressive direct attack – all available resources 2. Request aerial support (if available) 3. Access fire via crown land or through school for direct attack. 4. If direct attack fails contain to small cells within crown land with machine 5. Request additional resources through shire & Regional Duty Coordinator. 6. Establish an Incident Management Team for support with the suppression response.

Likelihood of uncontrollable fire behaviour in fuels adjacent to the burn under prescribed conditions				
Assets Category	Unlikely	Possible	Likely	Almost Certain
Nil	Minor	Minor	Minor	Moderate
Economic assets only	Minor	Minor	Moderate	Major
Scattered rural residences	Minor	Moderate	Major	Catastrophic
Urban area	Moderate	Major	Catastrophic	Catastrophic
Assets with a 20m Asset Protection Zone (APZ) in place are considered as a Nil asset category				

Section B – Burn Implementation

B1.1 BURN CONTROLLER (DAY OF BURN CHECKLIST)					Initial when completed
Burn Controller Name		Paul Blechynden			
Ignition type to be conducted (tick)	Edging	Core Ignition	✓	Date	
Complete Section B1.2 (PREDICTED BURN CONDITIONS) on Day of Burn and review suitability of conditions					
Notify RDC to confirm burn is to proceed		RDC Phone		9845 5000	
Gain approvals as listed in Section A1.7 (APPROVAL/NOTIFICATIONS)					
Complete stakeholder requirements as identified in Section A1.5 (STAKEHOLDERS)					
Complete protection requirements for sensitivities identified in Section A1.6 (SENSITIVITIES)					
Complete pre-burn suppression actions as identified in Section A1.9 (BURN CONTAINMENT)					
Check water point identified in Section A1.12 (RESOURCES) for supply and prepare for use					
Traffic Control Signs to be erected and monitored in accord with Section A1.11 (TRAFFIC MANAGEMENT)					
Check burn area for community members/track users identified in Section A1.5 (STAKEHOLDERS) prior to					
Close all internal tracks and external firebreaks within burn boundary until declared safe by Burn Controller					
Brief all on-ground personnel prior to starting burn					
Complete radio check					
Ensure that emergency beacons operating on all vehicles and full Level 1 PPE worn					
Notify COMCEN on prior to lighting test fire (1800 198 140)					
Light Test Fire and observe fire behaviour for 20min. Record ROS in Section B1.3 (ACTUAL BURN CONDITIONS)					
Provide DFES Region (RDC) with initial fire report from test fire and agree on lighting strategies.					
Monitor smoke direction. Consider bushfire advice for smoke affecting communities (DFES Media 92255955)					
No unburnt pockets (SOP 3.20.4)					
Mop-up standards to be applied in accord with DFES SOP 3.2.3. Complete Section C.1 (POST BURN CHECKS)					
Burn boundary, trails and paths to be walked for hazardous trees and declared safe, made safe or closed with hazard tape prior to departure from burn. Complete Section C.1 (POST BURN CHECKS)					
Post burn traffic management requirements implemented as per DFES TMP					
Request RDC for any specialist equipment if required for burn security					
Notify DFES (RDC) region when all resources departed burn					
General escape strategy					
1. Initiate an aggressive direct attack using fire fighting appliances available.					
2. Request aerial support (if available)					
3. If direct attack fails fall back to identified containment areas roads to initiate a parallel or indirect attack.					
4. If additional resources are required, requested through the Regional Duty Coordinator.					
5. Establish an Incident Management Team for support with the suppression response.					
Contingency Notifications					
COMCEN:					
Brigade:					
Others:					

B1.2 PREDICTED BURN CONDITIONS

The BoM daily forecast (0800)

(A spot forecast should be requested for burns requiring a higher level confidence in weather prediction)

Date	Time	Temp (°C)	RH (%)	FFMC or SMC	SDI or KBDI (locn.)	Wind Direction	Wind Speed (km/hr)	Gusts (km/hr)	GFDI	Predicted ROS (m/hr)
	AM									
	PM									

The BoM Four Day Weather Forecast					
Day	Max Temp (°C)	Minimum RH (%)	Direction	Speed (km/hr)	Gusts (km/hr)
(1)					
(2)					
(3)					
(4)					

Burning Time	
Start Time	Hours of Burning Time Available

B1.3 ACTUAL BURN CONDITIONS

Weather and fire behaviour observations on site

Date	Time	Temp (°C)	RH (%)	Direction	Wind Speed	Gusts

Do the weather conditions meet those required for ignition (Section A1.10) YES/NO

Testfire Results (Based on 20 min test fire)

Date	Time	Location	Fire Behaviour		Comments
			Actual ROS (m/hr)	Flame Height (m)	
					(Behaviour increasing/ decreasing, fuel types etc.)

1. Allow development of test fire for a minimum 20 mins to determine actual ROS.

2. Edging to aim for continuous burnt edge of 30-50m before starting core ignition

3. Lighting varying from above determined burning parameters (FDI's) and above guidelines is to be approved by the DFES Region prior to ignition.

Is the Actual Rate of Spread meeting that required to meet burn objectives YES/NO

If the answer is NO then approval to continue should be sought from Regional Superintendent, RDC or other nominated officer

Lighting Strategy

Start Time	Planned Burn Time (hrs)	Strip Width (m) (ROS x Planned burn time)	Spot Distance (m) (strip width/2)	Start Point	Line Direction	From/To

B1.5 TRAFFIC MANAGEMENT TCD (Insert appropriate TCD)

1. Place smoke hazard signs on Watts Street if required (not expected to be required under prescribed conditions)

B1.6 BURN OPERATIONS MAP	
See attached maps:	
Map 1. Burn overview	
Map 2. Tenure	
Map 3. Burn Operations	
Map 4. Burn Preparation	
Map 5. Sectors	

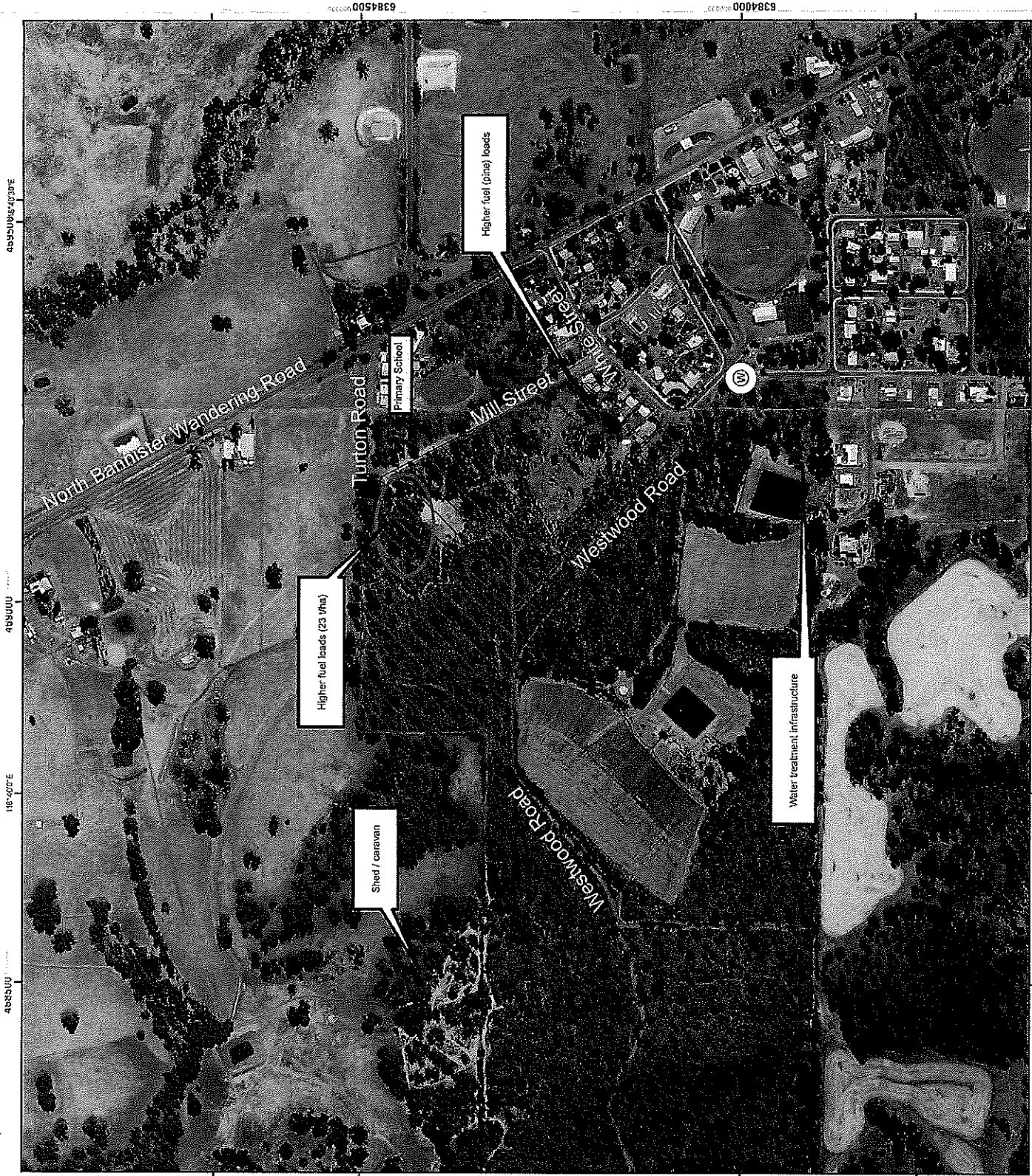
Section C – Post Burn Checking and Review

C1.1 POST BURN CHECK	Actions required	Date Completed
Post burn monitoring required		
Damage to sensitive areas	Nil	N/A
Burn mapping completed		
Post burn notifications		
C1.2 POST BURN REVIEW	Comments	Date Completed
Was the burn objective met? (Y/N)		
What went well in the burn		
What could be improved		
C1.3 BURN CERTIFICATION	Comments/Actions	Date Completed
Area and % of area burnt		
Burn standards met (e.g. fuel reduction)		
Burn declared safe		

4685500 4690000 4695000 4699500

118°40'0"E

4695000 4699500




AUTUMN / WINTER 2016 BURN OVERVIEW

DFES Great Southern Region
Shire of Wandering
Wandering town
Multiple tenure burn

Area 9.1 ha
Perimeter 1.7 kilometres

Legend

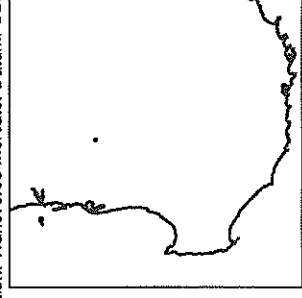
 Burn Area



1:5,000 (A3)

0 50 100 200 300
Meters

Coordinate System: GDA 1994 MGA Zone 50
Projection: Transverse Mercator Datum: GDA 1994



Graticule shown at 1 degree intervals
Grid shown at 100000 metre intervals

Roads and tracks may contain unmarked hazards
and their surface condition is variable.
Exercise caution and drive to conditions on all roads.

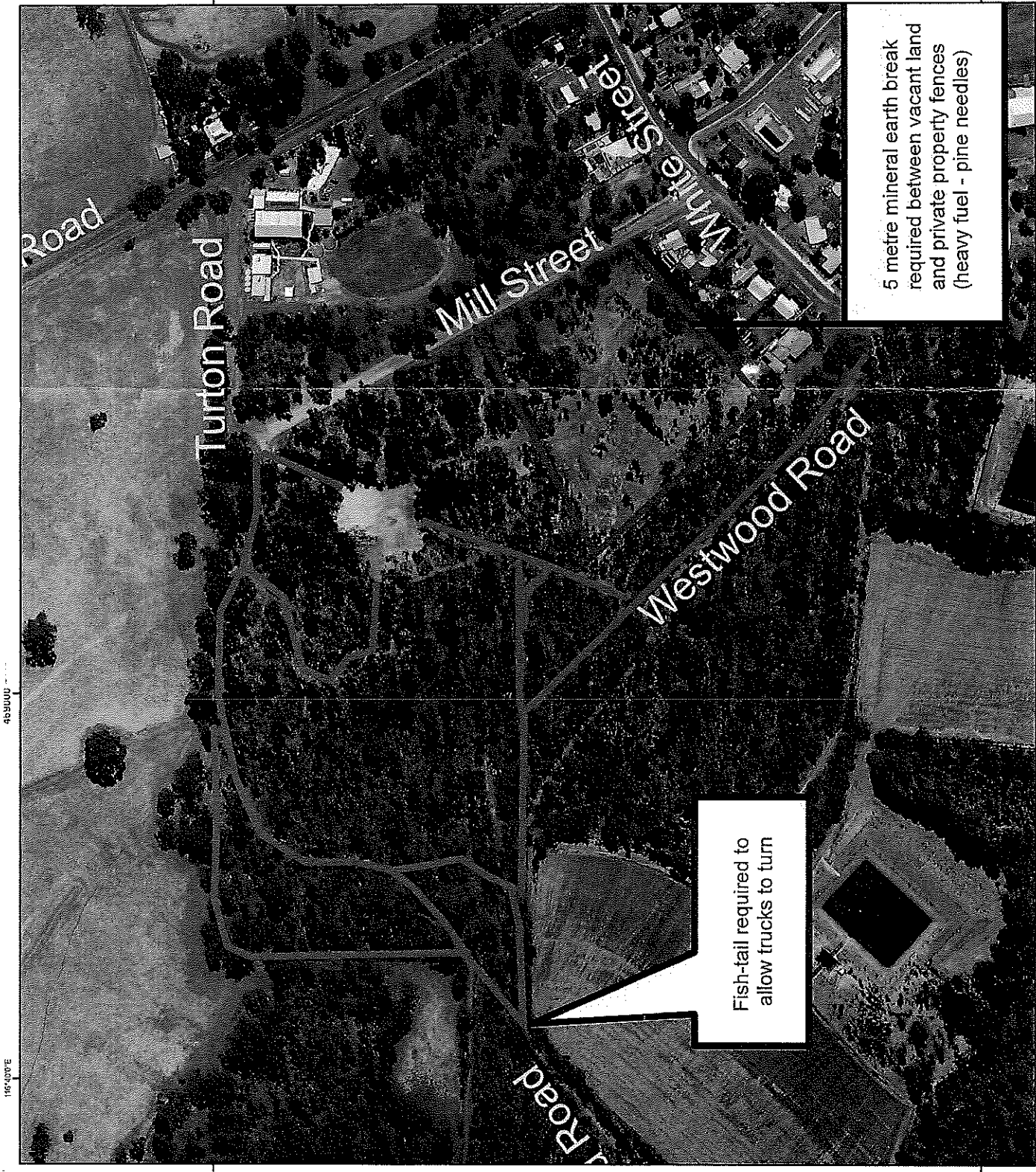
If applicable this map is based on information
provided by aerial photography and data from the
Western Australian Land Information Authority
(Landata) (2013)

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Produced by Paul Blackbourn
at 14:19 on 15 March 2016



DFES
Department of Fire and
Emergency Services



**AUTUMN / WINTER 2016
BURN PREPARATION**

DFES Great Southern Region
Shire of Wandering

Wandering town
Multiple tenure burn

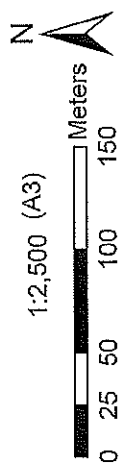
Area 9.1 ha
Perimeter 1.7 kilometres

Legend

— Minor clean-up required,
sufficient to allow trucks
to travel along without
causing damage.

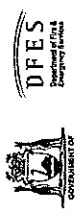
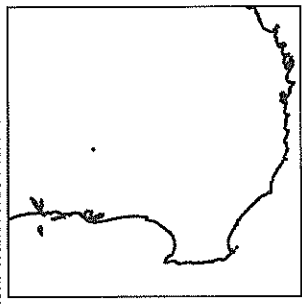
— Clearing of overgrown
breaks required

Individual trees will need
to be raked around by hand.
Instructions to follow



1:2,500 (A3)

Coordinate System: GDA 1994 MGA Zone 50
Projection: Transverse Mercator Datum: GDA 1994



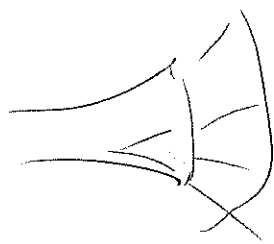
Produced by Paul Blechynden
at 14:16 on 15 March 2016

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Roads and tracks may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

Graticule shown at 1 degree intervals
Grid shown at 100000 metre intervals



1. The first step is to identify the problem or question that needs to be answered.

2. The second step is to gather relevant information and data.


AUTUMN / WINTER 2016 BURN CONTEXT


DFES Great Southern Region
Shire of Wandering

Wandering town
Multiple tenure burn

Area 9.1 ha
Perimeter 1.7 kilometres

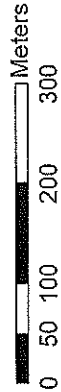
Legend

 Burn Area

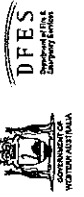
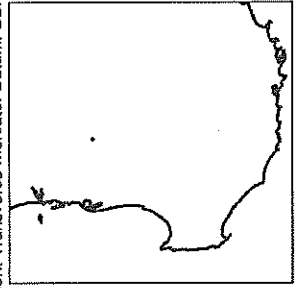
 Proposed fall-back lines



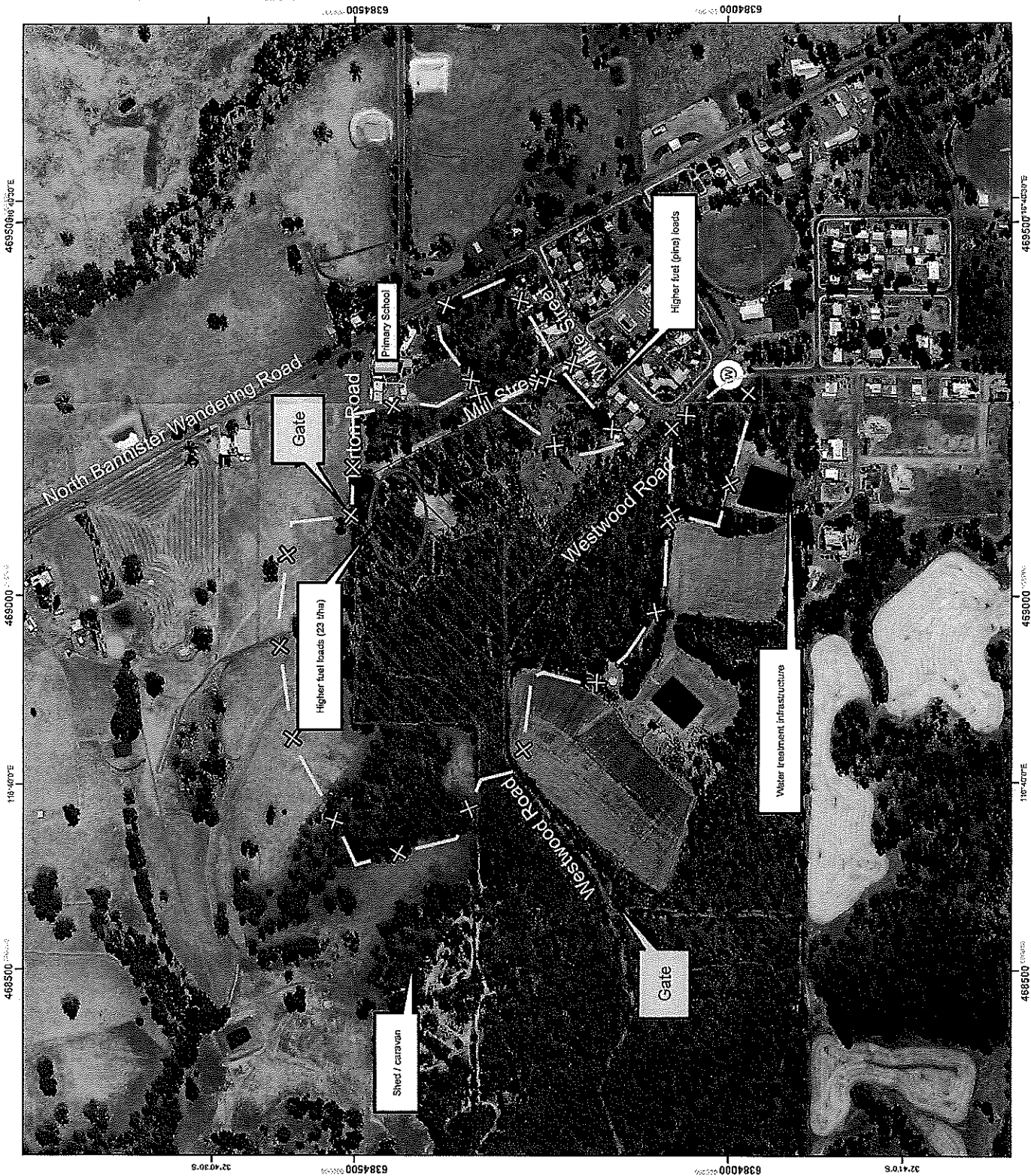
1:5,000 (A3)



Coordinate System: GDA 1994 MGA Zone 50
Projection: Transverse Mercator Datum: GDA 1994



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at 14:18 on 15 March 2016



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Graticule shown at 1 degree intervals
Grid shown at 100000 metre intervals



Amanda O'Halloran
Chief Executive Officer,
Shire of Wandering
22 Watts Street
Wandering 6308

March 10, 2016



JUNIORS SPONSORSHIP

Dear Amanda,

The winter football season is upon us and we are inviting you once again to partner our efforts to fund around 80 youth through our Boddington Football Club Juniors season.

Celebrating 70 years this year, the club is in great shape. Juniors have an enthusiastic, freshly signed up volunteer committee and dedicated line up of officials. Pre season training is underway and indicates a registration boom into the juniors ranks with club morale still high after the very successful run on the juniors scoreboard in 2015.

Sponsorship funds are as vital as ever amounting to nearly 50% of our essential budget revenue. In 2016 we need to secure around \$7,700 from fundraising /sponsorship / grants to operate the season over and above player fee contributions.

We hope to count on your generous support once again in 2016. I enclose an overview for the season and look forward to connecting with you soon to discuss possibilities for your sponsorship in 2016.

Sincerely,

David Readhead
Juniors Committee President

M: 0421 623 405
E: boddington eagles@gmail.com



PO Box 107
Boddington, WA, 6390

boddington eagles@gmail.com
www.boddington eagles.com.au

Shire of Wandering
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016



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Statement of Financial Activity

Note 1	Significant Accounting Policies
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Note 5	Major Variances
Note 6	Budget Amendments
Note 7	Receivables
Note 8	Grants and Contributions
Note 9	Cash Backed Reserves
Note 10	Capital Disposals and Acquisitions
Note 11	Trust

Shire of Wandering
STATEMENT OF FINANCIAL ACTIVITY
(Nature & Type)
For the Period Ended 31 March 2016

		FM Reg 34(1)(a)	FM Reg 34(1)(b)	FM Reg 34(1)(c)	FM Reg 34(1)(d) FM Reg 34(5)	
	Note	Current Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3
Operating Revenues		\$	\$	\$	\$	%
Grants, Subsidies and Contributions	5.1	393,228	295,105	298,283	3,178	1.1%
Profit on Asset Disposal		145,220	41	41	(0)	(0.8%)
Fees and Charges	5.1	603,423	447,460	424,384	(23,076)	(5.4%)
Interest Earnings		12,884	9,912	10,362	450	4.3%
Other Revenue		118,201	64,608	54,544	(10,064)	(18.5%)
Total (Excluding Rates)		1,272,956	817,126	787,614		
Operating Expense						
Employee Costs	5.2	(757,667)	(618,275)	(591,276)	26,999	4.6%
Materials and Contracts	5.2	(1,014,342)	(795,751)	(632,050)	163,701	25.9%
Utilities Charges	5.2	(60,405)	(45,297)	(43,649)	1,648	3.8%
Depreciation (Non-Current Assets)	5.2	(860,304)	(645,228)	(638,912)	6,316	1.0%
Interest Expenses	5.2	(5,901)	(5,901)	(5,901)	0	0.0%
Insurance Expenses	5.2	(102,769)	(102,769)	(102,769)	(0)	(0.0%)
Loss on Asset Disposal		(11,073)	(11,073)	(11,073)	(0)	(0.0%)
Other Expenditure	5.2	0	0	0	0	
Total		(2,812,461)	(2,225,034)	(2,025,627)		
Funding Balance Adjustment						
Add Back Depreciation		860,304	645,228	638,912	(6,316)	(1.0%)
Adjust (Profit)/Loss on Asset Disposal		(134,146)	11,032	11,032	0	0.0%
					0	
Net Operating (Ex. Rates)		(813,347)	(751,648)	(588,069)		
Capital Revenues						
Grants, Subsidies and Contributions	5.3	1,197,560	918,068	790,438	(127,630)	(16.1%)
Proceeds from Disposal of Assets	5.3	249,539	49,534	49,534	0	0.0%
Proceeds from New Debentures		0	0	0	0	
Transfer from Reserves	5.3	20,000	16,401	16,401	0	0.0%
Self Supporting Loan Repayment	5.3	1,250	0	0	0	
Total		1,468,349	984,003	856,373		
Capital Expenses						
Land Held for Resale	5.4	0	0	0	0	
Land and Buildings	5.4	(110,000)	(106,600)	(7,663)	98,937	1291.2%
Plant and Equipment	5.4	(81,371)	(81,371)	(80,332)	1,039	1.3%
Furniture and Equipment	5.4	(35,575)	(35,575)	(10,615)	24,960	235.1%
Infrastructure Assets - Roads	5.4	(1,315,235)	(1,074,287)	(920,848)	153,439	16.7%
Infrastructure Assets - Other	5.4	(46,700)	(46,700)	(8,893)	37,807	425.1%
Purchase of Investments		0	0	0	0	
Repayment of Debentures		(51,505)	(47,552)	(47,552)	0	0.0%
Advances to Community Groups					0	
Transfer to Reserves		(3,500)	(3,644)	(3,644)	0	0.0%
Total		(1,643,886)	(1,395,729)	(1,079,546)		
Net Capital		(175,537)	(411,726)	(223,173)	0	
Total Net Operating + Capital		(988,885)	(1,163,374)	(811,242)		
Rate Revenue		778,735	778,735	777,663	(1,072)	(0.1%)
Opening Funding Surplus(Deficit)		209,724	209,274	209,274	0	0.0%
Closing Funding Surplus(Deficit)		(426)	(173,559)	175,692		

Shire of Wandering
STATEMENT OF FINANCIAL ACTIVITY
(By Function & Activity)
For the Period Ended 31 March 2016

	FM Reg 34(1)(a)	FM Reg 34(1)(b)	FM Reg 34(1)(c)	FM Reg 34(1)(d) FM Reg 34(5)		
	Current Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) Note 3	Var. % (b)-(a)/(b) Note 3	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	63	63	63	0	0.00%	
General Purpose Funding	248,798	187,434	187,638	204	0.11%	▲
Law, Order and Public Safety	24,933	17,789	18,342	553	3.01%	▲
Health	239	239	239	0	0.00%	
Education and Welfare	0	0	0	0		
Housing	184,786	24,788	24,788	0	0.00%	
Community Amenities	40,648	36,281	37,663	1,382	3.67%	▲
Recreation and Culture	17,904	6,482	6,638	156	2.36%	▲
Transport	2,500	1,872	2,197	325	14.81%	▲
Economic Services	628,813	473,400	454,584	(18,816)	(4.14%)	▼
Other Property and Services	124,271	68,780	55,463	(13,317)	(24.01%)	▼
Total (Excluding Rates)	1,272,955	817,126	787,614			
Operating Expense						
Governance	(57,479)	(48,925)	(46,272)	2,653	5.73%	▼
General Purpose Funding	(110,279)	(85,568)	(88,801)	(3,233)	(3.64%)	▲
Law, Order and Public Safety	(113,814)	(87,351)	(83,058)	4,293	5.17%	▼
Health	(29,312)	(22,055)	(19,669)	2,386	12.13%	▼
Education and Welfare	(9,283)	(6,957)	(6,563)	394	6.00%	▼
Housing	(44,775)	(36,802)	(41,316)	(4,514)	(10.93%)	▲
Community Amenities	(181,895)	(136,526)	(113,361)	23,165	20.44%	▼
Recreation and Culture	(197,695)	(148,478)	(157,113)	(8,635)	(5.50%)	▲
Transport	(1,120,867)	(920,274)	(858,678)	61,596	7.17%	▼
Economic Services	(780,916)	(588,200)	(516,159)	72,041	13.96%	▼
Other Property and Services	(166,146)	(143,898)	(94,639)	49,259	52.05%	▼
Total	(2,812,461)	(2,225,034)	(2,025,627)			
Funding Balance Adjustment						
Add back Depreciation	860,304	645,228	638,912	(6,316)	(0.99%)	▼
Adjust (Profit)/Loss on Asset Disposal	(134,146)	11,032	11,032	0	0.00%	
	0	0	0	0		
Net Operating (Ex. Rates)	(813,348)	(751,648)	(588,069)			
Capital Revenues						
Grants, Subsidies and Contributions	1,197,560	918,068	790,438	(127,630)	(16.15%)	▼
Proceeds from Disposal of Assets	249,539	49,534	49,534	0	0.00%	
Proceeds from New Debentures	0	0	0	0		
Transfer from Reserves	20,000	16,401	16,401	0	0.00%	
Self Supporting Loan Repayment	1,250	0	0	0		
Total	1,468,349	984,003	856,373			
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(110,000)	(106,600)	(7,663)	98,937	1291.16%	▼
Plant and Equipment	(81,371)	(81,371)	(80,332)	1,039	1.29%	▼
Furniture and Equipment	(35,575)	(35,575)	(10,615)	24,960	235.14%	▼
Infrastructure Assets - Roads	(1,315,235)	(1,074,287)	(920,848)	153,439	16.66%	▼
Infrastructure Assets - Other	(46,700)	(46,700)	(8,893)	37,807	425.12%	▼
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(51,505)	(47,552)	(47,552)	0	0.00%	
Transfer to Reserves	(3,500)	(3,644)	(3,644)	0	0.00%	
Total	(1,643,886)	(1,395,729)	(1,079,546)			
Net Capital	(175,537)	(411,726)	(223,173)			
Total Net Operating + Capital	(988,885)	(1,163,374)	(811,242)	0		
Rate Revenue	778,735	778,735	777,663	(1,072)	(0.14%)	▼
Opening Funding Surplus(Deficit)	209,724	209,274	209,274	0	0.00%	
Closing Funding Surplus(Deficit)	(426)	(173,559)	175,692			

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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 statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12

months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	2%
Furniture and Equipment	10-25%
Plant and Equipment	15-25%
Motor Vehicles	25%
Roads - Aggregate	25 years
Roads - Unsealed - Gravel	35 years
Drains and Sewers	75 years

**Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year 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 and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) **Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) **Interest-bearing Loans and Borrowings**

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) **Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) **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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) **Nature or Type Classifications**

Rates

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

Operating Grants, Subsidies and Contributions

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments.
Losses are disclosed under the expenditure classifications.

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, neighbourhood surveillance services and water. 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.

Employee Costs

All costs associated with the employment of persons 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.

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(q) Nature or Type Classifications (Continued)****Insurance**

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

Loss on asset disposal

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

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

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Details of expenses related to Councils eight councillors, who normally meet the third Wednesday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

GENERAL PURPOSE FUNDING

Rates - the amount raised is determined by Councils budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

LAW, ORDER, PUBLIC SAFETY

Supervision of by-laws, fire prevention and animal control.
Requirements that Council carries out by statute.

HEALTH

Food quality control, immunisation, contributions to medical, health and operation of the child health clinic.

Council is a member of a group health scheme North Eastern Wheatbelt Health Scheme. Monitors food quality and caters for health requirements for the broader community.

**Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(r) STATEMENT OF OBJECTIVE (Continued)****EDUCATION AND WELFARE**

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

HOUSING

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

COMMUNITY AMENITIES

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Owns and operates the town site deep sewerage service. Controls and maintains one rubbish disposal site.

RECREATION AND CULTURE

Maintenance of hall, the aquatic centre, library and various reserves.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

ECONOMIC SERVICES

Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

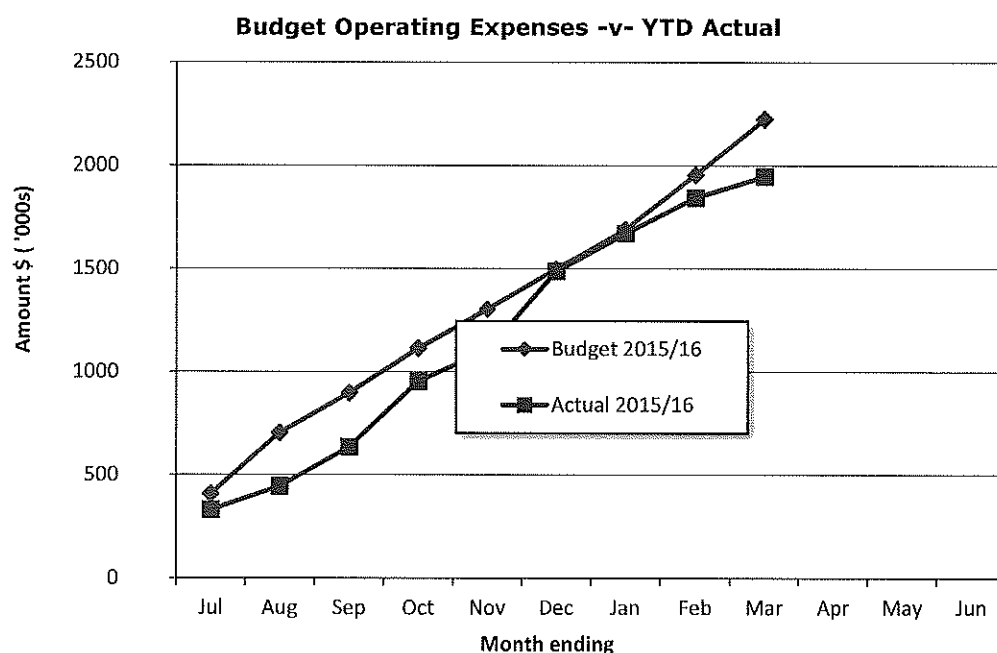
OTHER PROPERTY & SERVICES

Private works carried out by council and indirect cost allocation pools.

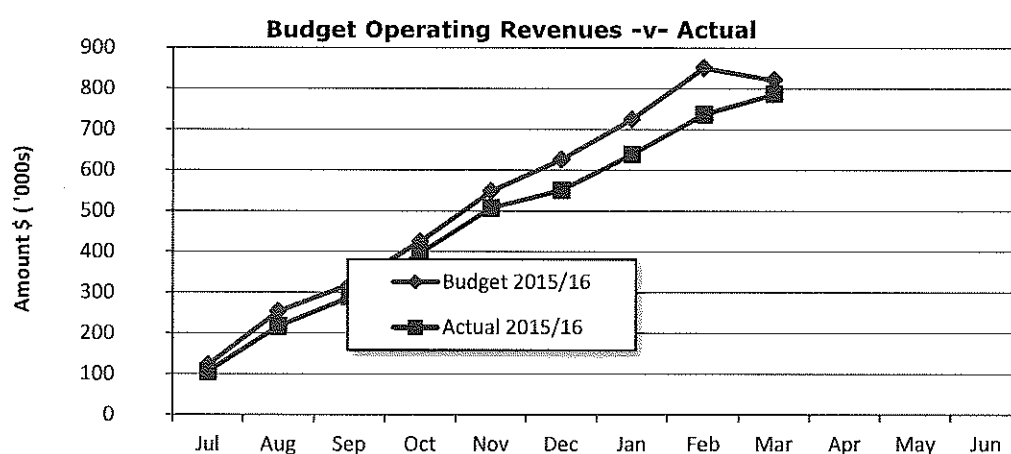
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



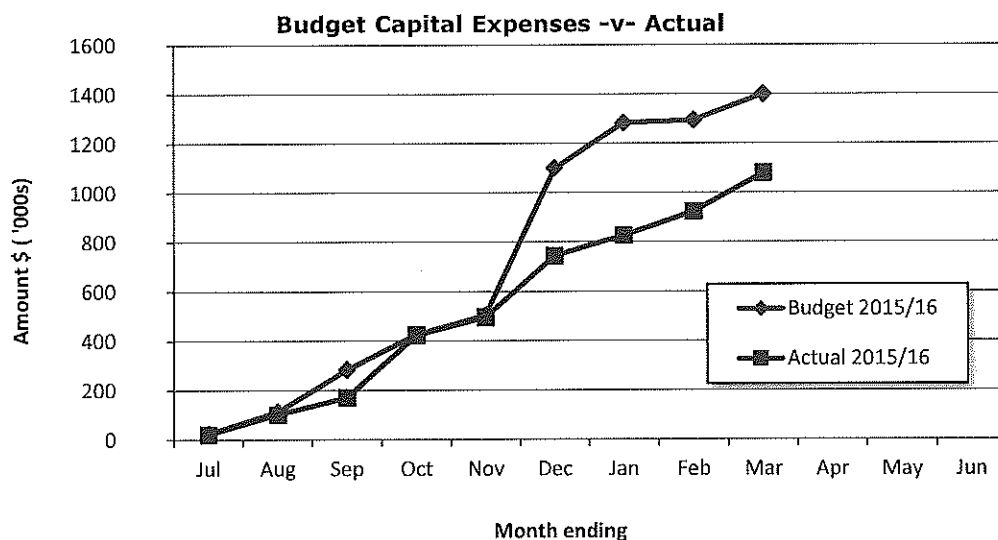
Comments/Notes - Operating Expenses



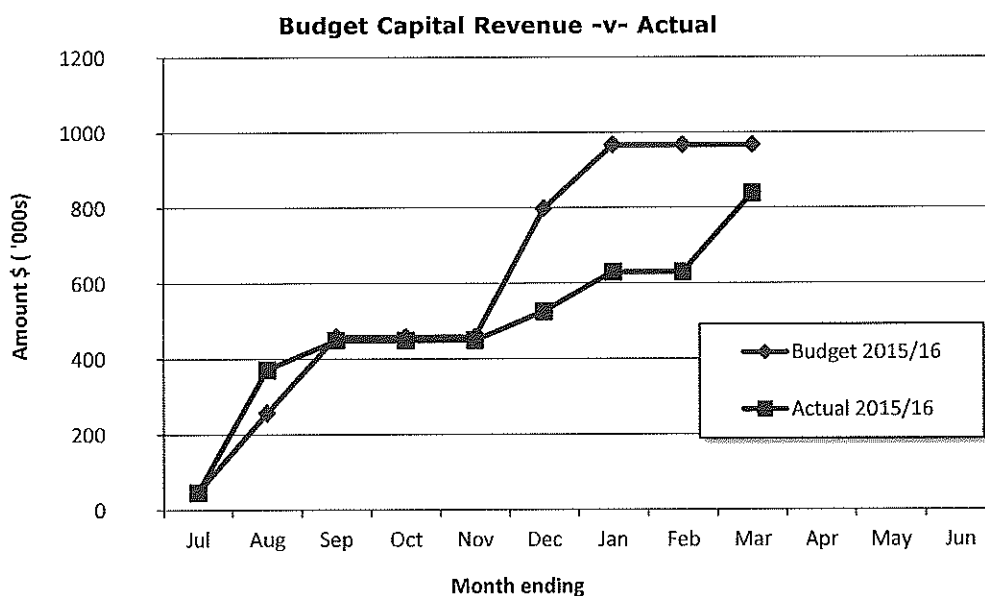
Comments/Notes - Operating Revenues

For the Period Ended 31 March 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

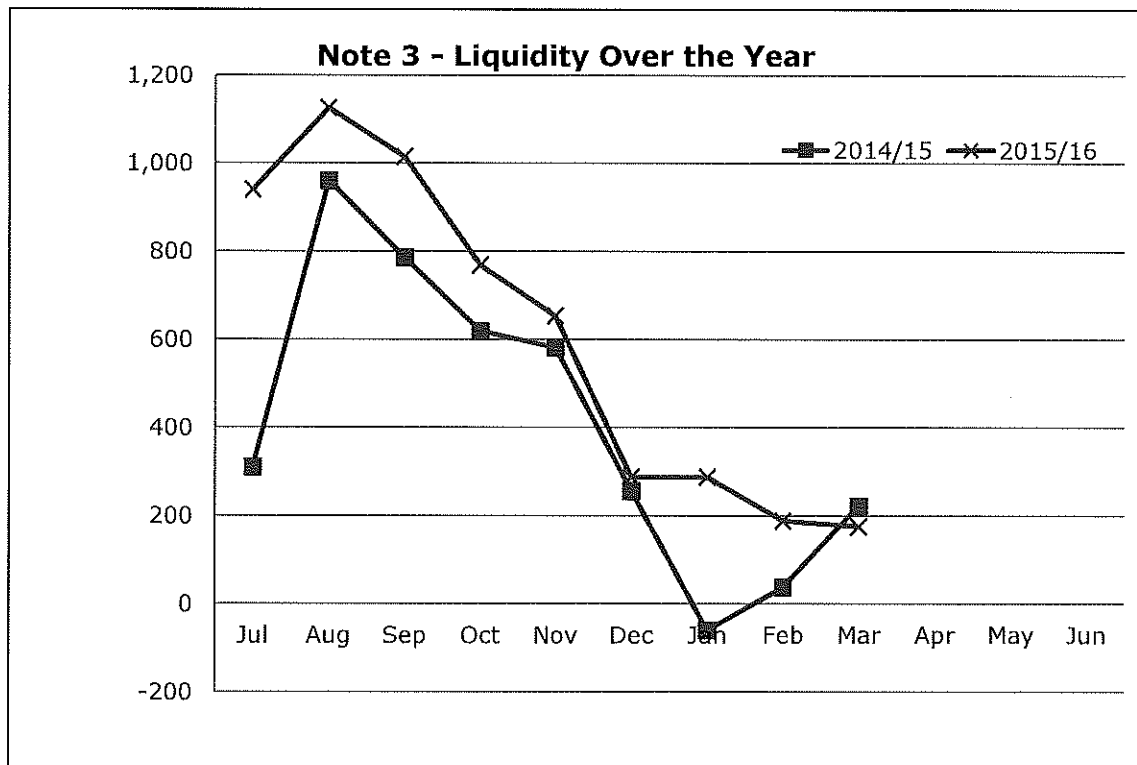


Comments/Notes - Capital Revenues

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 3: NET CURRENT FUNDING POSTION

Positive=Surplus (Negative=Deficit)			
2015/16			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	101,170	248,426	54,393
Cash Restricted	349,014	365,012	373,053
Receivables - Rates and Rubbish	31,526	48,653	54,167
Receivables -Other	279,597	69,634	143,806
	761,307	731,726	625,419
Less: Current Liabilities			
Payables	(314,193)	(255,874)	(312,392)
Provisions	77,591	77,592	0
	(236,602)	178,282	(312,392)
Less: Cash Restricted	(349,014)	(365,012)	(373,053)
Net Current Funding Position	175,692	188,432	(60,566)



Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Transport \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
	1.50%	0		10,940	0	10,940	WPAC	
		101,170	349,014		0	450,183	WPAC	
(b) Term Deposits								
Nil								
Nil								
Total		101,170	349,014	10,940	0	461,123		

Comments/Notes: Investments

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: MAJOR VARIANCES (By programme)

Comments/Reason for Variance	Variance	
	Timing	Permanent
5.6 OPERATING REVENUE (EXCLUDING RATES)		
GENERAL PURPOSE FUNDING		
Nil		
LAW, ORDER & PUBLIC SAFETY		
Nil		
HEALTH		
Nil		
HOUSING		
Nil		
COMMUNITES AMENITIES		
Nil		
RECREATION & CULTURE		
Nil		
TRANSPORT		
Nil		
Economics Services		
Fuel sales are less than expected due to fuel price fluctuations	\$10,667	
Private works fees and charges are less than expected as the income forecasted from Water Corporation for Down ST will not be incurred until next financial year due to the weather conditions		\$4,337.00
Other Property & Services		
Time issue in terms of receiving worker compensation wages & Insurance claim from 20th of January 2016 Council Office flooding.	\$18,000	
5.7 OPERATING EXPENSES		
GOVERNANCE		
Nil		
GENERAL PURPOSE FUNDING EXPENSES		
Rates valuation expenses will not be received until 30th of June 2016	\$4,779	
LAW, ORDER PUBLIC SAFETY		
Other good and Services expenses are less than expected	\$2,000	

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: MAJOR VARIANCES (By programme)

Comments/Reason for Variance	Variance	
	Timing	Permanent
HEALTH		
Consultant Health Surveyor cost are less than expected as invoice has not been received form the Shire of Wagin	\$1,900	
HOUSING		
Housing allocation is less than expected due to 7 Gnowing St House Maintenance as no staff are living in the house therefore no allocation is required	\$5,299	
COMMUNITY AMENITIES		
Transfer station maintenance costs are less than expected	\$14,381	
RECREATION & CULTURE		
Community Centre Oval are more than expected due to unbudgeted maintenance cost	\$6,454	
TRANSPORT		
Rural Road Maintenance are less than expected as at 31 March 2016 due to weather conditions	\$87,787	
ECONOMIC SERVIES		
Fuel purchases are less than expected due to delaying of receiving invoices from fuel supplier	\$42,731	
OTHER PROPERTIES & SERVICES		
Nil		

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	Variance	
	Timing	Permanent
<u>5.1 OPERATING REVENUE (EXCLUDING RATES)</u>		
GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Nil		
FEES AND CHARGES		
Fuel sales are less than expected due to fuel price fluctuations	\$10,667	
Private works fees and charges are less than expected as the income forecasted from Water Corporation for Down ST maintenance will not be incurred until next financial year due to the weather conditions		\$4,337
OTHER REVENUE		
Time issue in regards to receiving of worker compensation wages reimbursement & Insurance claim from 20th of January 2016 Council Office flooding.	\$18,000	
<u>5.2 OPERATING EXPENSES</u>		
EMPLOYEE COSTS		
Rural Road Maintenance are less than expected as at 31 March 2016 due to weather conditions	\$26,999	
MATERIAL AND CONTRACTS		
Fuel purchases are less than expected due to delaying of receiving invoices from fuel supplier	\$42,731	
Rural Road Maintenance are less than expected as at 31 March 2016 due to weather conditions	\$18,713	
Expenses in relation to feral pig funding has not been spent yet	\$11,043	
Timing issue in relation to processing of fuel & oil allocation	\$11,057	
UTILITIES AND CHARGES		
Nil		
LOSS ON DISPOSAL OF ASSETS		
Nil		
DEPRECIATION		
Depreciation expenses are less than expected. While preparing the budget review, the historical figure has been used to calculate depreciation which triggered the variances between YTB Budget and Actual	6316	
<u>5.3 CAPITAL REVENUE</u>		
Timing issue in regards to claiming the Roads to Recovery Grants	\$127,630	
PROCEEDS FROM NEW DEBENTURES		
Nil		
SELF-SUPPORTING LOAN PRINCIPAL		
Nil		
TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
Nil		
<u>5.4 CAPITAL EXPENSES</u>		
LAND HELD FOR RESALE		
Nil		
LAND& BUIDLING		

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	Variance	
	Timing	Permanent
Caravan Park ablution work has not been started yet	\$98,937	
PLANT AND EQUIPMENT		
Nil		
FURNITURE AND EQUIPMENT		
Installation of CCTV camera in the Wandering Town has not been completed yet	\$24,960	
INFRASTRUCTURE ASSETS - ROADS		
Moramocking Road has been almost completed however the bitumen Invoice has not been received yet to process in the accounting system.	\$140,041	
INFRASTRUCTURE ASSETS - OTHER		
Aged Friendly Facilities Construction has not been completed yet	\$37,807	
RATES		

Shire of Wandering							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 March 2016							
Note 6: BUDGET AMENDMENTS							
Amendments to original budget since budget adoption. Surplus/(Deficit)							
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption						
R03120	Less Discount on Rates		Opening Surplus(Deficit)			(24,776)	(24,776)
R03105	Penalty Interest Raised on Rates		Operating Revenue			(6,271)	(31,047)
R03108	Instalment Interest Received		Operating Revenue			(2,000)	(33,047)
R03109	Rates Administration Fee Received		Operating Revenue			(16)	(33,063)
R03201	Grants Commission - General		Operating Revenue			(980)	(34,043)
R03202	Grants Commission - Roads		Operating Revenue			(5,574)	(39,617)
R03250	Interest Received - Municipal		Operating Revenue			(5,291)	(44,908)
R03251	Interest Received - Reserve Funds		Operating Revenue			(187)	(45,095)
R03252	Interest Received - Short Term Investments		Operating Revenue			(1,861)	(46,956)
R04190	Other Members of Council Income		Operating Revenue		63	(1,500)	(48,456)
R05102	Fines and Penalties - Fire Prevention		Operating Revenue			(500)	(48,393)
R05201	Fines and Penalties - Animal Control		Operating Revenue		190		(48,893)
R05202	Dog Registration Fees		Operating Revenue		537		(48,703)
R05203	Cat Registration Fees		Operating Revenue			(200)	(48,166)
R07701	Income Relating to Other Health		Operating Revenue			(761)	(48,366)
	Insurance Reimbursement		Operating Revenue		1,171		(49,128)
R10101	Domestic Refuse Collection Fees		Operating Revenue			(3,692)	(47,957)
R10102	Domestic Refuse Collection Fees - Season Pass		Operating Revenue			(14,500)	(51,648)
R10190	Household waste Fees & Charges		Operating Revenue		500		(66,148)
R10201	Commercial Refuse Collection Fees		Operating Revenue			(2,720)	(65,648)
R10204	DrumMuster Fees		Operating Revenue		505		(68,368)
R10290	Commercial waste Fees & Charges		Operating Revenue			(3,000)	(67,863)
R10291	Recycling Waste Fees & Charges		Operating Revenue		55		(70,863)
R10293	White goods waste Fees & Charges		Operating Revenue		32		(70,809)
R10296	Sale of Rubbish Bin		Operating Revenue		800	(2,000)	(70,777)
R10390	Income Relating to Sewerage		Operating Revenue				(72,777)
R10601	Town Planning Fees & Charges		Operating Revenue			(3,500)	(71,977)
R10705	Cemetery Fees & Charges		Operating Revenue			(631)	(75,477)
R11101	Community Centre Fees & Charges		Operating Revenue			(300)	(76,108)
R11301	Recreation & Sport Grants		Operating Revenue		4,000		(76,408)
R11390	Other Recreation Fees & Charges		Operating Revenue		82		(72,408)
R11601	Community Grants		Operating Revenue			(5,750)	(72,326)
R11391	Insurance Reimbursement		Operating Revenue		11,122		(78,076)
R12290	Other Roads Income		Operating Revenue		757		(66,954)
							(66,197)

E13402	CRC Superannuation		Operating Expenses				(69,930)
E13406	CRC Training Courses		Operating Expenses		1,350	(2,609)	(68,580)
E13407	CRC Printing & Stationery		Operating Expenses		1,635		(66,945)
E13408	CRC Postage & Freight		Operating Expenses		200		(66,745)
E13411	CRC Building Maintenance		Operating Expenses			(2,273)	(69,018)
E13412	Wandering Echo		Operating Expenses		700		(68,318)
E13414	Licensing		Operating Expenses			(1,100)	(69,418)
E13498	Depreciation		Non Cash Item	(6,242)			(69,418)
E13501	Postal Agency Expenses		Operating Expenses		3,000		(66,418)
E13601	Fuel Purchases - ULP		Operating Expenses		26,004		(40,414)
E13602	Fuel Purchases - Diesel		Operating Expenses		10,433		(29,981)
E13610	Fuel Facility Maintenance		Operating Expenses		2,898		(27,083)
E13690	Other Fuel Facility Expenses		Operating Expenses		28		(27,055)
E13698	Depreciation		Non Cash Item	6,179			(27,055)
E14100	Private Works Expenses		Operating Expenses		3,500		(23,555)
E14200	Works - Administration Expenses		Operating Expenses		11,164		(12,391)
E14202	Works - Annual, LSL, Public Holiday & Sick Leave		Operating Expenses			(18,805)	(31,196)
E14203	Works - Health, Safety & Training		Operating Expenses		2,000		(29,196)
E14205	Tools & Consumables		Operating Expenses		3,800		(25,396)
E14210	Workers Compensation Payments		Operating Expenses			(5,598)	(30,994)
E14298	Depreciation		Non Cash Item	537			(30,994)
E14301	Plant - Insurance		Operating Expenses			(5,108)	(36,102)
E14302	Plant - Fuel & Oils		Operating Expenses		23,551		(12,551)
E14304	Plant - Parts & Repairs		Operating Expenses		13,000		449
E14305	Plant - Internal Repair Wages		Operating Expenses			(1,000)	(551)
E14306	Plant - Licences		Operating Expenses		248		(303)
E14307	Plant - Depreciation		Non Cash Item	20,076			(303)
E14398	Depreciation - Plant		Non Cash Item	(2,468)			(303)
E14503	Admin - Training Expenses		Operating Expenses		1,000		697
E14504	Admin - Staff Uniforms		Operating Expenses			(950)	(253)
E14505	Admin - Conference Expenses		Operating Expenses		3,700		3,447
E14506	Admin - Building Maintenance		Operating Expenses			(18,064)	(14,617)
E14507	Admin - Utilities		Operating Expenses		3,995		(10,622)
E14508	Admin - Insurance Premiums		Operating Expenses		784		(9,838)
E14509	Admin - Vehicle Running Expenses		Operating Expenses			(1,923)	(11,761)
E14511	IT Licensing & Support		Operating Expenses			(2,123)	(13,884)
E14515	Consultancy Fees		Operating Expenses			(8,953)	(22,836)
E14516	Advertising		Operating Expenses			(2,250)	(25,086)
E14517	Printing, Stationery & Postage		Operating Expenses		2,000		(23,086)
E14590	Other Administration Expenses		Operating Expenses		1,410		(21,676)
E14597	loss on sale of Assets		Operating Expenses	(10,147)			(21,676)
E14598	Depreciation		Non Cash Item	13,463			(21,676)
E09261	Loan Repayment		Capital Expenses		21,014		(662)
E09162	Improvements to 13 Dunmail Drive House		Capital Expenses		1,000		338
E10280	Purchase Land - Reg. Waste Facility		Capital Expenses		300		638
E12355	Plant & Equipment - MWS Utility		Capital Expenses			-\$691.80	(54)
E13260	Purchase Plant - Administration		Capital Expenses		20,521	-\$75.00	20,392

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 7: RECEIVABLES

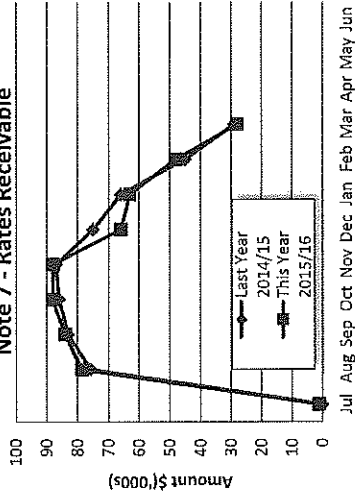
Receivables - Rates and Rubbish

Opening Arrears Previous Years		
Rates Levied	16,096	30,720
Discount Given	843,162	779,488
Less Collections to date	(66,597)	(54,444)
Equals Current Outstanding	(764,259)	(725,912)
Net Rates Collectable	28,402	29,853
% Collected	96.42%	96.05%

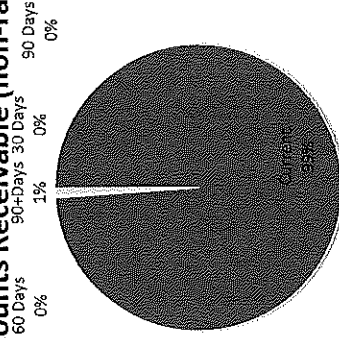
Receivables - General	Current	30 Days	60 Days	90 Days	90+Days
Total Outstanding	230,931	150	175	0	2,309
					233,565

Amounts shown above include GST (where applicable)

Note 7 - Rates Receivable



Note 7 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates and Rubbish

Comments/Notes - Receivables General

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval (Yes/No)	2015/16 Budget	Variations Additions (Deletions)	Capital	Operating	Revised Total Grant	Reconc Status	
								Received	Not Received
			\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE GRANTS									
Grants Commission	FAG's - Roads	Yes	117,747	0	0	217,705	121,718	90,883	(30,835)
Grants Commission	FAG's - General	Yes	127,292	0	0	253,245	111,856	83,892	(27,964)
LAW, ORDER, PUBLIC SAFETY									
DFES Grants		Yes	18,806			18,806	18,806	12,565	(6,241)
RECREATION AND CULTURE									
Recreation & Sports Grants	Others	Yes	1,000	0	0	1,000	1,000	6,000	0
CRC Community Grants	Others	Yes	5,750			5,750	0	0	0
TRANSPORT									
Project Grants	MRWA	Yes	330,000	0	330,000	0	330,000	264,000	(66,000)
Direct Grants	MRWA	Yes	47,600	0	0	47,600	47,600	47,600	0
Black Spot	MRWA	Yes	523,548	0	523,548	0	523,548	418,838	(104,710)
Roads To Recovery	Dep't Trans & Reg Serv.	Yes	296,412	0	296,412	0	296,412	60,000	(236,412)
ECONOMIC SERVICES									
CRC Grants	Dept. Regl. Development	Yes	108,000		0	108,000	111,348	83,511	(27,837)
CRC Project Grants	Others	Yes	521			521	521	1,000	
TOTALS			1,576,676	0	1,149,960	652,627	1,562,809	976,750	(499,998)

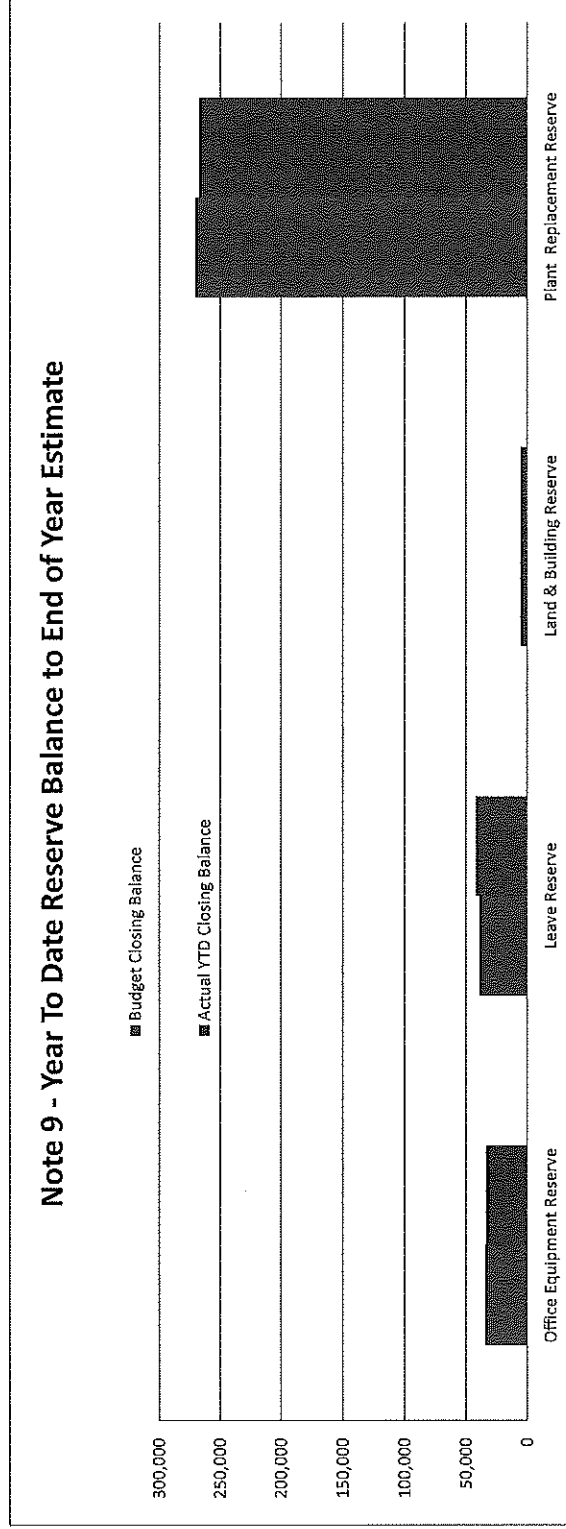
Comments - Grants and Contributions

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 9: Cash Backed Reserve

2015/16										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Office Equipment Reserve	\$ 33,854	800	341	\$ 800	0	\$ 0	\$ 0		\$ 34,654	\$ 34,195
Leave Reserve	57,773	1,200	582	1,200	0	(20,000)	(16,401)		38,973	41,954
Land & Building Reserve	5,316	150	54	150	0	0	0		5,466	5,370
Plant Replacement Reserve	264,827	6,000	2,668	6,000	0	0	0		270,827	267,495
	361,770	8,150	3,644	8,150	0	(20,000)	(16,401)	0	349,920	349,014

Note 9 - Year To Date Reserve Balance to End of Year Estimate



Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit/(Loss) of Asset Disposal				Disposals	Current Budget		
Cost	Account Debit	Proceeds	Profit/(Loss)		Replacement		
\$	\$	\$	\$		Budget	Actual	Variance
				Housing			
34,821	20,000	200,000	145,179	7 Gnowing Street	200,000	0	(200,000) ▼
				Plant & Property			
33,000	16,636	16,723	41	Works Supervisor Hi-Lox	23,000	16,602	(6,318) ▼
44,170	214	32,852	(11,073)	Holden Caprice 2014	43,000	32,852	(10,148) ▼
111,961	27,384	266,000	147,083		266,000	49,534	(266,000)

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				Property, Plant & Equipment			
0	0	0	0	Buildings	110,000	7,663	(102,337) ▼
0	0	0	0	Plants & Equipments	81,371	80,332	(1,039) ▼
0	0	0	0	Furniture & Equipment	35,500	10,615	(24,885) ▼
				Infrastructure			
516,095	0	0	516,095	Roadworks	1,315,235	920,848	(394,387) ▼
0	0	0	0	Drainage	0	0	0
0	0	0	0	Infrastructure Assets - Other	46,700	8,893	(37,807) ▼
0	0	0	0	Footpath & Cycleways	0	0	0
36,857	0	0	36,857	Parks, Gardens & Reserves	0	0	0
0	0	0	0	Airports	0	0	0
0	0	0	0	Sewerage	0	0	0
0	0	0	0	Other Infrastructure	0	0	0
552,952	0	0	552,952	Capital Totals	1,609,935	1,028,351	5,731

Comments - Capital Acquisitions

Contributions				Buildings	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				Residence - 13 Dunmall Drive	11,000	7,443	(3,557) ▼
				Caravan Park Abolitions	100,000	0	(100,000) ▼
0	0	0	0	Capital Totals	111,000	0	(111,000)

Contributions				Plant & Equipment	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)
\$	\$	\$	\$		\$	\$	\$
				Works Supervisor Vehicle	35,000	35,692	(692) ▼
				Sundry Plant	3,200	2,162	1,038 ▼
				Holden Caprice 2014	42,479	42,479	0 ▼
0	0	0	0	Capital Totals	101,200	0	346

Contributions				Furniture & Equipment	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)
\$	\$	\$	\$		\$	\$	\$
				CCTV Camera	25,000	0	25,000 ▼
				Admin Photocopier	7,000	7,000	0 ▼
				Council Chamber Air Conditioner	3,500	2,940	560 ▼
0	0	0	0	Capital Totals	35,500	0	25,560

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Roads	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	
\$	\$	\$	\$		\$	\$	\$	
				Regional Road Group				
				Fourteen Milebrook Road	203,867	197,317	(6,550)	▼
135,911			166,678	North Bannister Wandering Road	292,630	299,683	7,653	▲
194,687			168,322					
				Black Spot				
				Merameckling Road	522,926	375,712	(147,214)	▼
522,926			522,926					
				Roads to Recovery				
				North Wandering Road	80,000	3,877	(76,123)	▼
296,412			296,412	Dwarda East Road	101,129	34,124	(67,005)	▼
				Ricks Road	80,000	1,116	(78,884)	▼
				Young Road	35,293	1,253	(33,030)	▼
1,149,936	0	0	1,154,338	Capital Totals	1,315,236	910,913		

Contributions				Bridges	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	
\$	\$	\$	\$		\$	\$	\$	
				Special Bridge Grant				
40,000	0		40,000	Various as per Main Roads	0	0	0	
40,000	0	0	40,000	Capital Totals	0	0	0	

Contributions				Footpaths & Cycleways	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	
\$	\$	\$	\$		\$	\$	\$	
				Footpath Improvement	44,000		(44,000)	▼
0	0	0	0	Capital Totals	44,000	0	44,000	

Contributions				Parks, Gardens & Reserves	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	

Contributions				Airports	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	
\$	\$	\$	\$		\$	\$	\$	
			0				0	
0	0	0	0	Capital Totals	0	0	0	

Contributions				Sewerage	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
			0				0	
0	0	0	0	Capital Totals	0	0	0	

Contributions				Other Infrastructure	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance Under (Over)	
\$	\$	\$	\$		\$	\$	\$	
			0	Waste Transfer Station	2,700	2,283	(417)	▼
0	0	0	0	Capital Totals	0	0	0	

Shire of Wandering
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 11: TRUST FUND

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

Description	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 31-Mar-16
Councillor Nomination Deposit	0	320	(320)	0
Cleaning Bonds	200	2,200	(1,040)	1,360
Town Planning Bonds	6,000	0		6,000
Fire Brigade Donations	3,340			3,340
Wine Award Bond	0	240	0	240
	9,540	2,760	(1,360)	10,940

Shire of Wandering

Payment Listing for the period ending 31 March 2016

Chq/EFT No	Date	Description	Amount
Municipal Bank Account			
EFT2151	03/03/2016	Page Truck Hire Hire of side tipper for Fourteen Mile Brook Road for 3 weeks and Hire of Side Tipper for Moramocking Road for 2 weeks	10,106.25
EFT2152	03/03/2016	Shire of Wagin Recoup of EHO costs to PPE 13/01/2016 & Recoup of EHO costs to PPE 30/12/2015	1,106.98
EFT2153	03/03/2016	Best Office Systems Black copies - Last read 21,502 - Current Read 26,449 - 4,947 Prints @ .008 cents, Colour copies - Last read 18,236 - Current Read 19,194 - 958 Prints @ 0.08 cents	127.84
EFT2154	03/03/2016	Boddington Hardware & Newsagency Purchase of Fence Droppers Steel 107cm bundle of 25 x 4 - Moramocking Road, 25mm Twin Pack Padlock Handlock for Water Tanks, Purchase of Angle Brackets & Bolts for PU2, Purchase of Nut & Bolt for Water Tank for PT2 - Purchase of 10 Ltr Axeman & 20L Glysophate - Purchase of 2 x padlocks for Sewell Street Water Standpipe	1,136.81
EFT2155	03/03/2016	Shire of Pingelly Attendance at Customer Service & Complaints Handling Training - 8th March 2016 - Helen Mark, Tricia Brown & Rachel Anthony	1,260.00
EFT2156	03/03/2016	Australia Post Purchase of reflex copying paper for Shire office & CRC use, various stamps and padded bags	1,022.30
EFT2157	03/03/2016	Hotham Mechanical Supply and fit second hand tyre, new tube & liner - includes disposal for Toyota Hilux PU3	60.50
EFT2158	03/03/2016	Road Signs Australia Various road signs including - Reduce Speed/Truck Symbolic/Part Road Closed/Do not Overtake/Traffic Hazard	1,755.60
EFT2159	03/03/2016	Startrack Express Freight for supply of mould board ends for PG1 Grader	45.42
EFT2160	03/03/2016	The Trophy House Supply of Wandering Logo Shields - Jarrah Shield & Shire Logo Disc - Engraving of Honour Board Updates, includes freight	690.00
EFT2161	03/03/2016	Perfect Computer Solutions Recover corrupted excel document - Assist with Ubiquiti to Landfill Issues - no network connection - Assist CRC with emailing issues	212.50
EFT2162	03/03/2016	ENZED Fremantle Supply and install hoses on Cat Loader - PL1	363.57
EFT2163	03/03/2016	Country Sparky Services Service ducted airconditioner at 5 Dunmall Drive	99.00
EFT2164	03/03/2016	H & I Pubs Pty Ltd T/as Wandering Tavern Supply of 10 x Milk & 15 dozen eggs delivered for Australia Day Breakfast, plus supply of regular monthly milk for Shire Office & CRC	130.40
EFT2165	03/03/2016	Quick Corporate Australia Purchase of various stationary items & Biscuits for Office, CRC & Depot - Purchase of Bin Liners, Broom & Disposable Gloves, coffee, Supply of Toilet Paper & Hand Towel for Toilets @ Watts St & Pumphrey's Bridge, Purchase of Wiper Tork M2 457 Sheet - were on Back Order - Depot	720.22
EFT2166	03/03/2016	Fuel Distributors Of WA Purchase of 16087 Litres of Diesel @ .94816 cents	15,253.05
EFT2167	03/03/2016	Armada Mower World & Service Co Purchase of Hustler ride on blades	205.20

EFT2168	03/03/2016	Local Government Managers Australia Course registration for LGMA Executive Management Program 2016 - Durga Ojha	1,950.00
EFT2169	03/03/2016	Wandering Annual Fair Donation to Wandering Fair 2015	3,500.00
EFT2170	03/03/2016	WA Fire Appliance Purchase of Suction Hose with camlock fittings	1,320.00
EFT2171	03/03/2016	Country Wide Plumbing & Gas Repair leaking toilet at 1 Dowsett Street, replace inlet valve on cistern in en-suite	124.38
EFT2172	03/03/2016	Pingelly Iga (newsagency) Purchase of West Australians & Narrogin Observers from 23/11/2015 to 23/12/2015	195.90
EFT2173	03/03/2016	Durga Ojha Purchase of new Tie from Tarocash, Reimbursement of Nando's meal whilst training & reimbursement for City of South Perth Parking	46.15
EFT2174	03/03/2016	WA Contract Ranger Services Ranger services performed 18/01/2016 & 28/01/2016 - Attend shire office, patrol town site and outer estates, attend dog complaint regarding animal welfare and collect surrendered dog, impound dog in York Pound	584.37
EFT2175	03/03/2016	Perthwaste Green Recycling Commercial Waste Disposal for the month of December 2015	1,394.33
EFT2176	03/03/2016	Fuji Xerox Colour printing 1410 copies, black & white printing 4592 copies for CRC	187.62
EFT2177	03/03/2016	Matt Clarke's Carpentry Insurance Claim - Replace and paint, water and storm damaged eaves at 7 gnowing street, Repair and make CRC foyer water tight after storm damage. Remove, dry and relay timber floor with new underlay in shire office, Inspect shire building roof where water entered. Repair and take preventative measures to stop	8,313.80
EFT2178	03/03/2016	Allwest Plant Hire Australia Dry Hire of Amman AP240 Roller for 14 Mile Brook Road 28/01/2016 to 31/01/2016	880.00
EFT2179	03/03/2016	Benara Nurseries Purchase of various new plants for gardens surrounding community centre - installed by Spiffy Garden Services	386.10
EFT2180	03/03/2016	The Lock Man Security Supply and install mechanical digital lock on Fire Shed	663.70
EFT2181	03/03/2016	Supalux Linemarking work on North Bannister Wandering Road after new road construction	1,527.80
EFT2182	03/03/2016	Wandering Community Fox Hunt Sponsorship of Annual Fox Hunt 2016	100.00
EFT2183	03/03/2016	The Lawn Doctor Vertimow and sweep town sporting oval, includes travel and supply of 5 litres of pride & Compel - take and provide soil test results, Vertidrainning using 20mm solid tines with 10 degree kick.	5,197.50
EFT2184	03/03/2016	Cathie Denehy The Social Media Diva Social Media Training & Presentation Tuesday 22nd March 2016 presented at CRC	2,734.00
EFT2185	03/03/2016	Ted's Carpet Cleaning Service Insurance Claim - Extract storm water from Shire offices and council chambers after storm damage	220.00
EFT2186	11/03/2016	Page Truck Hire Dry hire water truck for 14 Mile Brook Road & Hire of Side Tipper for Dwarda East Road	6,083.91
EFT2187	11/03/2016	Stripey's Services Cleaning of Public Toilets at Watts St x 10 days fixed rate 25/02/2016 to	350.00

		09/03/2016		
EFT2188	11/03/2016	Shire of Wagin		796.22
		Recoup of EHO costs to PPE 28/01/2016		
EFT2189	11/03/2016	Shire Of Wandering		300.00
		Payroll deductions - A. Humes rates payment		
EFT2190	11/03/2016	Hotham Mechanical		915.20
		Purchase of two tyres for Low Loader - PLL - includes fitting and disposal		
EFT2191	11/03/2016	Shire of Kalamunda		140.00
		Building Services for the month of January 2016 - Lot 20 O'Connell Road & 1558 Wandering Pingelly Road		
EFT2192	11/03/2016	Fuel Distributors Of WA		690.98
		Purchase of Total Azolla 68 - 205L Drum - Depot		
EFT2193	11/03/2016	CJD Equipment Pty Ltd		188.06
		Purchase of Coolant VS Ready Mixed 40% - 20L Drum - Depot		
EFT2194	11/03/2016	Instant Weighing		275.00
		Test and reverify digital postal scales and prepared a written calibration report - Includes travel for Australia Post Scales		
EFT2195	11/03/2016	Country Wide Plumbing & Gas		308.00
		Service Fuji clean waste treatment units at 19 Humes Way		
EFT2196	11/03/2016	Rob Curtis		874.00
		Operating Waste Transfer Station 28th/29th February & 6th/7th March 2016		
EFT2197	11/03/2016	Spiffy Lawns & Gardens		770.00
		25/02/2016 - Clean drain behind CRC, 25/02/2016 - Measure up retic plan for toilet block, 01/03/2016 - Mow council lawn & toilet block, 01/03/2016 - Mow CEO lawn, 01/03/2016 - Mow Community Centre Lawn, 03/03/2016 - Mow Community Centre Oval with Toro, whipper snip edges, 04/03/2016 - Water bowling green & tidy up greens, 08/03/2016 - Hang shade sails over play area near community centre, 08/03/2016 - Hang shade sails over community centre area, 08/03/2016 - Spot spray weeds in oval		
EFT2198	16/03/2016	Monica Beth Treasure		775.43
		Prizes for Bike Week - Target, K-Mart, Jet Cycles		
EFT2199	16/03/2016	Startrack Express		55.56
		Freight from WA Library Supplies for Readymate system delivery for Depot		
EFT2200	16/03/2016	The Trophy House		35.00
		Engraving performed for Honour Board Updates		
EFT2201	16/03/2016	H & I Pubs Pty Ltd T/as Wandering Tavern		406.00
		Purchase of refreshments for Meetings, Purchase of 4 large pizza's for Bush Fire Training held in Chambers, Milk supply for office for month of February, Milk supply for office for month of February		
EFT2202	16/03/2016	WA Library Supplies		290.00
		Wallmount displays for Works Depot - Readymade System A4		
EFT2203	16/03/2016	WesTrac Pty Ltd		294.36
		Mould Board ends for 12m Grader - PG1		
EFT2204	16/03/2016	AHWI Holdings Australia Pty Ltd		3,400.20
		Repairs to Mulcher - Work performed - Replace rotor bearings, labyrinth seals, spacer rings, upper drive shaft & upper drive shaft bearings. Replace both pulleys & drive belts. Repair adjustable belt tensioner. Replace 3 side cover bolts/washers. Pressure Wash		
EFT2205	16/03/2016	Sheridan's for Badges		145.09
		Councillor Badges with magnetic fitting for Kim Stripe & Brendan Whitely		
EFT2206	16/03/2016	WA Contract Ranger Services		1,028.49
		Ranger services performed 02/02/2016 - Patrol town site and outer estates, collect surrendered dog, attend property of Alister Humes, impound dog in York pound Ranger services performed 11/02/2016 - Attend shire office, patrol town site, registration checks		
EFT2207	16/03/2016	Resumes WA		1,812.97
		Project Management/Maintenance - Area Promotion WSAHA Project Contribution		

EFT2209	22/03/2016	Australian Taxation Office BAS Return February 2016	15,562.00
EFT2210	24/03/2016	Monica Beth Treasure Social Media Training & Easter Craft, Social Media Training & Easter Craft, Morning Tea - clean up Australia	115.00
EFT2211	24/03/2016	Stripey's Services Cleaning of Public Toilets for 10 days @ fixed rate 10/03/2016 to 23/03/2016	350.00
EFT2212	24/03/2016	Shire Of Wandering Payroll deductions - A. Humes rates payment	300.00
EFT2213	24/03/2016	Hotham Mechanical Fit tyre to Toyota HiLux PU1 - includes balancing & tyre disposal	228.80
EFT2214	24/03/2016	H & I Pubs Pty Ltd T/as Wandering Tavern Supply of various items of alcohol for Summer CRC Community BBQ	455.00
EFT2215	24/03/2016	Access Industrial Tyres Supply of new Grader Tyres for PG2 - includes fitting & disposal	3,304.40
EFT2216	24/03/2016	G Carstairs & Co Sand slurry mix delivered to culverts on Moramocking Road Construction of Headwalls	632.50
EFT2217	24/03/2016	Wandering Smash Repairs Purchase of new Fire Unit & Trailer - consists of Single Impeller 50mm pump, 4m suction Nozzle, 6 x 4 Heavy Duty Steel Box Trailer & 400lt Rapid Plastic Tank	2,511.47
EFT2218	24/03/2016	Narrogin Pumps Solar & Spraying Supply of various spray nozzles for various equipment at Depot	166.27
EFT2219	24/03/2016	Narrogin Bearing Service Supply of 10000kg Bottle Jack & High Tensile Bag 200 Sets Nuts & Bolts for Isuzu Giga Prime Mover	324.95
EFT2220	24/03/2016	Rob Curtis Operating of Waste Transfer Station 13th/14th March 2016 & 20th/21st March 2016	874.00
EFT2221	24/03/2016	Ashley Blyth Tree Lopping Lop large dead red gum tree on young road and sugar gum tree in memorial park including travel	880.00
EFT2222	24/03/2016	Resumes WA Consultancy Fees - 10th, 15th & 16th March 2016	1,460.00
EFT2223	24/03/2016	Spiffy Lawns & Gardens Spray oval with solarguard - fertiliser and organic dye) with own spray unit and ride on, Mow depot lawn, Mow council/admin lawn, Mow lawns around Public Conveniences Watts St, Mow community centre lawn, Mow community centre oval and snip oval edge, Rake up leaves on oval and garden beds around oval, Mow oval with toro, Clean drains of leaves, Tidy up Skate park	700.00
EFT2224	24/03/2016	Polaris Business Solutions 8 Yoga x 90 minute sessions delivered in Wandering	1,320.00
EFT2225	24/03/2016	Taurindi Beef Pty Ltd Meat purchased ex Harvey Beef - Community BBQ	609.56
13876	03/03/2016	Telstra Usage Charges to 10th Feb 2016 includes services and equipment rental - for all shire properties and services	1,604.91
13877	24/03/2016	Synergy Supply for 57 days 06/01/2016 to 02/03/2016 - for all shire properties	3,913.00
13878	24/03/2016	Telstra Usage Charges to 10 March 2016 - for all shire properties & services	1,498.04
13879	24/03/2016	Water Corporation Water Usage Charges from 12/01/2016 to 04/03/2016 for all shire properties - Water used in road construction 390,000 L charged to Moramocking road Construction	3,675.02
13880	24/03/2016	Department of Mines and Petroleum Dangerous Goods Licence 20/01/2016 to 19/01/2017	36.00
DD1954.1	09/03/2016	WA SUPER PLAN Payroll deductions	3,658.69

DD1954.2	09/03/2016	I & T Brown Family Super Fund Superannuation contributions	475.52
DD1954.3	09/03/2016	Hesta Superannuation contributions	552.69
DD1954.4	09/03/2016	ANZ Onepath Masterfund Superannuation contributions	480.53
DD1954.5	09/03/2016	Hostplus Superannuation contributions	190.46
DD1954.6	09/03/2016	Rod Evenis Superannuation Fund Pty Ltd Payroll deductions	772.68
DD1954.7	09/03/2016	Prime Super Superannuation contributions	252.70
DD1966.1	23/03/2016	WA SUPER PLAN Payroll deductions	3,608.10
DD1966.2	23/03/2016	Rod Evenis Superannuation Fund Pty Ltd Superannuation contributions	772.68
DD1966.3	23/03/2016	I & T Brown Family Super Fund Superannuation contributions	481.22
DD1966.4	23/03/2016	Hesta Superannuation contributions	554.31
DD1966.5	23/03/2016	ANZ Onepath Masterfund Superannuation contributions	570.30
DD1966.6	23/03/2016	Hostplus Superannuation contributions	190.46
DD1966.7	23/03/2016	Prime Super Superannuation contributions	272.65
DD1966.8	23/03/2016	BT Super For Life Superannuation contributions	69.83
DD1970.1	22/03/2016	I PROTEC Accessories Pty Ltd Purchase of new Iphone 6 Case - Genuine Lifeproof Shock Proof Cover	71.99

Credit Card

DD1960.1	Westpac Credit Card	2427.96
	Supply of Sausages from Hotham Butchering Company for Community BBQ, Supply of bread dinner rolls for Community BBQ, Purchase of Unleaded Fuel at Coles Express, Purchase of New Lifting Gear for Depot from Slinglift, Purchase of Sausage Rolls & Sandwiches/Bushfire Meeting/Planning/Training - C.Ferguson, P.Monk, M. Schorer, G. Treasure, B. Dowsett, Purchase of Gluten Free Bread - Bushfire Meeting/Planning/Training , Catering - Bushfire Control Officer Training - 13 Participants @ \$25.00 per head, Councillor Refreshments - Council Meeting - Lollies & Nibbles for Supper, re-stocking council chambers Bar - Jim Beam on Sale, Refreshments from Coles for Clay target planning session, Refreshments for road inspection workshop, Refreshments for Community BBQ, - Alcohol from Liquor Barons, Red Wine for Chambers - Councillor Functions, Purchase of lock for fire tender (trailer lock), Card for photo boards from Narrogin Newsagency for Community BBQ, Council Meeting Lunch - March Budget review workshop @ \$15.65 per head	

Licensing Collections

JNL1324	Police Licensing Licensing Collections 01/03/2016	385.30
JNL1334	Police Licensing Licensing Collections 03/03/2016	1734.45

JNL1340	Police Licensing Licensing Collections 08/03/2016	248.20
JNL1340	Police Licensing Licensing Collections 09/03/2016	1040.05
JNL1342	Police Licensing Licensing Collections 10/03/2016	1432.80
JNL1343	Police Licensing Licensing Collections 14/03/2016	474.75
JNL1344	Police Licensing Licensing Collections 15/03/2016	104.35
JNL1344	Police Licensing Licensing Collections 16/03/2016	1008.20
JNL1345	Police Licensing Licensing Collections 17/03/2016	49.40
JNL1354	Police Licensing Licensing Collections 21/03/2016	408.55
JNL1356	Police Licensing Licensing Collections 23/03/2016	4209.20
JNL1357	Police Licensing Licensing Collections 24/03/2016	7298.20
JNL1357	Police Licensing Licensing Collections 30/03/2016	4718.85
JNL1358	Police Licensing Licensing Collections 31/03/2016	844.05

Payroll

PPE 09/03/2016	Staff Payroll PPE 09/03/2016	29837.12
PPE 23/03/2016	Staff Payroll PPE 23/03/2016	30847.86

Total Payments for Month Ending 31 Mar 2016: 220,237.23

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment was submitted to each member of the Council on Thursday, 21 April 2016 and has been checked and is fully supported by vouchers and invoices which are sub certified as to the receipt of goods and services and as to prices, computations and costings and the amounts shown are due for payment.


Amanda O'Halloran, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts was submitted to the Council on Thursday, 21 April 2016 and that the amounts were approved for payment.


Cr Brendan Whitely, Shire President

ATTACHMENT 10.4.1.2

Municipal Bank Reconciliation 31/03/2016

Balance as per Bank Statement	\$27,211.63
Add Outstanding Deposits	\$19,594.84
Less unpresented Cheques	-\$32,673.84
Total as per Bank Statement	\$14,132.63
Balance as per GL	\$16,560.59
Less Credit Card	-\$2,427.96
Total As per General Ledger	\$14,132.63
Differences	\$0.00



Finance Officer



Manager of Finance & Administration



Community Solutions Cheque Account

Branch Name and Address

Narrogin
38 Fortune Street
Narrogin WA 6312

BSB

036-170

Account Number

00-0091

Account name

SHIRE OF WANDERING
MUNICIPAL ACCOUNT

Customer Number

19308463 SHIRE OF WANDERING

Account enquiries



Call Westpac Telephone Banking
132 142 within Australia
+61 2 9293 9262 if calling from overseas

Account Summary

Opening Balance	+ \$146,517.20
Total credits	+ \$107,860.02
Total debits	- \$227,165.59
Closing Balance	+ \$27,211.63

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
2016	STATEMENT OPENING BALANCE			146,517.20
01 Mar	Deposit Online 2186403 Pymt Susan Gregory A436		222.30	146,739.50
01 Mar	Deposit Online 2557877 Pymt Kim Waiwycked land rates		50.00	146,789.50
01 Mar	Deposit Katherine Price A376 K and I Price		265.90	147,055.40
01 Mar	Deposit Inv 4307 Mayencl Inv 4307 shire wan		632.40	147,687.80
01 Mar	Deposit Fdmsa Payment 42298585287407		744.75	148,432.55
01 Mar	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		1,122.55	149,555.10
01 Mar	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		368.55	149,923.65
01 Mar	Withdrawal Westpac Merchant Fees 23253198Fee 001556	41.54		149,882.11
01 Mar	Withdrawal Westpac Merchant Fees 24215998Fee 001556	44.78		149,837.33

Please check all entries on this statement and promptly inform the Bank of any possible error or unauthorised transaction.

Statement No. 711 Page 1 of 7



Community Solutions Cheque Account

Account name
SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
01 Mar	Payment By Authority To Haynes Chiroprac Merch Fee005128473	5.59		149,831.74
01 Mar	Payment By Authority To Shire Of Wanderl Merchant Fee	25.00		149,806.74
01 Mar	Payment By Authority To Fdmsa Fee 42298585287407	131.57		149,675.17
02 Mar	Deposit Online 2488139 Pymt Evelyn Houghton		20.00	149,695.17
02 Mar	Deposit Fdmsa Payment 42298585287407		1,018.78	150,713.95
02 Mar	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		652.10	151,366.05
02 Mar	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		24.70	151,390.75
02 Mar	Payment By Authority To Transport Wado20160229	401.95		150,988.80
03 Mar	Deposit Online 2786995 Pymt Bruin and Denig Assessment A8		855.13	151,843.93
03 Mar	Deposit WA Gov Finance 150535		200.00	152,043.93
03 Mar	Deposit Fdmsa Payment 42298585287407		2,051.48	154,095.41
03 Mar	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		1,112.30	155,207.71
03 Mar	Withdrawal Online Multi 1048977 Pymt Wbccrs.aba Creditors	63,621.29		91,586.42
03 Mar	Withdrawal Online 1485422 Tfr Community S Bond/Gowland	150.00		91,436.42
03 Mar	Withdrawal Online 1492343 Tfr Community S Bond/Curtis	150.00		91,286.42
03 Mar	Withdrawal Online 1498957 Tfr Community S Bond Schorer	100.00		91,186.42
03 Mar	Payment By Authority To Transport Wado20160301	385.30		90,801.12
04 Mar	Deposit Landgate Eas2 Payment Feb-2		160.00	90,961.12
04 Mar	Deposit Jeffrey Aldridge A434		222.40	91,183.52
04 Mar	Deposit Ryan Marwick A366		260.00	91,443.52
04 Mar	Deposit Fdmsa Payment 42298585287407		1,174.66	92,618.18
04 Mar	Payment By Authority To Transport Wado20160302	24.70		92,593.48



Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
07 Mar	Deposit James Watterson A431		222.30	92,815.78
07 Mar	Deposit Fdmsa Payment 42298585287407		700.11	93,515.89
07 Mar	Deposit Fdmsa Payment 42298585287407		1,053.46	94,569.35
07 Mar	Deposit Fdmsa Payment 42298585287407		1,269.35	95,838.70
08 Mar	Deposit Lorraine Hall A395		265.90	96,104.60
08 Mar	Deposit Fdmsa Payment 42298585287407		1,417.27	97,521.87
08 Mar	Deposit Education Detcmp9Alazenby		2,500.00	100,021.87
08 Mar	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		852.89	100,874.76
08 Mar	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		126.70	101,001.46
08 Mar	Payment By Authority To Transport Wado20160303	1,734.45		99,267.01
09 Mar	Deposit Bendigo Bank A12		100.00	99,367.01
09 Mar	Deposit Glenda Slann A460 Slann		400.00	99,767.01
09 Mar	Deposit Gillian Hansen rates		1,108.70	100,875.71
09 Mar	Deposit Fdmsa Payment 42298585287407		1,156.10	102,031.81
09 Mar	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		279.32	102,311.13
09 Mar	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		1,040.05	103,351.18
10 Mar	Deposit Fdmsa Payment 42298585287407		1,465.44	104,816.62
10 Mar	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		440.00	105,256.62
10 Mar	Withdrawal Online Multi 1663623 Pymt WBC.aba Payroll	29,837.12		75,419.50
10 Mar	Payment By Authority To Transport Wado20160308	248.20		75,171.30
10 Mar	Withdrawal/Cheque 013876	1,604.91		73,566.39
11 Mar	Deposit Online 2052146 Pymt Wandering Shire Shire of Wandering		300.00	73,866.39
11 Mar	Deposit inv4268 inv4268		30.00	73,896.39
11 Mar	Deposit Bendigo Bank L M Walsh 245		50.00	73,946.39
11 Mar	Deposit Fdmsa Payment 42298585287407		676.40	74,622.79
11 Mar	Deposit Drummuster Acct 309 Inv 4314		2,081.48	76,704.27



Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
11 Mar	Deposit Coranning Ptyltd Invoice A67		2,202.90	78,907.17
11 Mar	Deposit 000432		250.00	79,157.17
11 Mar	Withdrawal Online Multi 1875568 Pymt Wbccrs.aba Creditors	11,691.37		67,465.80
11 Mar	Payment By Authority To Transport Wado20160309	1,040.05		66,425.75
14 Mar	Deposit Rural Bank 4201		11.00	66,436.75
14 Mar	Deposit Bendigo Bank Inv 76		80.00	66,516.75
14 Mar	Deposit Fdmsa Payment 42298585287407		848.19	67,364.94
14 Mar	Deposit Fdmsa Payment 42298585287407		1,092.48	68,457.42
14 Mar	Deposit Fdmsa Payment 42298585287407		1,299.50	69,756.92
14 Mar	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		474.75	70,231.67
14 Mar	Payment By Authority To Transport Wado20160310	1,432.80		68,798.87
15 Mar	Deposit Online 2294287 Pymt Eula Billett		100.00	68,898.87
15 Mar	Deposit Mrs Julie Anne G Julie Gray Bmetal		500.00	69,398.87
15 Mar	Deposit Fdmsa Payment 42298585287407		1,173.33	70,572.20
15 Mar	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		55.80	70,628.00
15 Mar	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		63.00	70,691.00
16 Mar	Deposit Online 2106064 Pymt Evelyn Houghton		20.00	70,711.00
16 Mar	Deposit Online 2802085 Tfr Community Solutions V.Kealley Retire		522.35	71,233.35
16 Mar	Deposit Narrogin WA		4,006.63	75,239.98
16 Mar	Deposit Narrogin WA		8,880.84	84,120.82
16 Mar	Deposit Bendlgo Bank A12		100.00	84,220.82
16 Mar	Deposit Manuela Holleis Holleis		500.00	84,720.82
16 Mar	Deposit Fdmsa Payment 42298585287407		934.91	85,655.73
16 Mar	Deposit K patten Ass 438-3		2,373.02	88,028.75
16 Mar	Deposit Department Hous Ip00801397-2511444		2,571.43	90,600.18
16 Mar	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		1,345.54	91,945.72



Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
16 Mar	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		631.50	92,577.22
16 Mar	Withdrawal Online Multi 1860481 Pymt Wbccrs.aba Creditors	28,315.90		64,261.32
16 Mar	Payment By Authority To Transport Wado20160314	474.75		63,786.57
16 Mar	Withdrawal/Cheque 013875	448.60		63,337.97
17 Mar	Deposit Amanda Cole A478		397.22	63,735.19
17 Mar	Deposit Fdmsa Payment 42298585287407		896.22	64,631.41
17 Mar	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		45.00	64,676.41
17 Mar	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		49.40	64,725.81
17 Mar	Payment By Authority To Transport Wado20160315	104.35		64,621.46
18 Mar	Deposit Fdmsa Payment 42298585287407		1,309.04	65,930.50
18 Mar	Deposit wandering shire a10		4,194.03	70,124.53
18 Mar	Payment By Authority To Transport Wado20160316	1,008.20		69,116.33
21 Mar	Deposit Fdmsa Payment 42298585287407		1,096.79	70,213.12
21 Mar	Deposit Fdmsa Payment 42298585287407		1,404.37	71,617.49
21 Mar	Deposit Fdmsa Payment 42298585287407		1,682.17	73,299.66
21 Mar	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		81.00	73,380.66
21 Mar	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		408.55	73,789.21
21 Mar	Payment By Authority To Transport Wado20160317	49.40		73,739.81
22 Mar	Deposit Online 2354119 Pymt Hotham Ridge Win 000091 A12		300.00	74,039.81
22 Mar	Deposit Ivas,Roslyn Marr A423		550.00	74,589.81
22 Mar	Deposit Fdmsa Payment 42298585287407		1,575.94	76,165.75
22 Mar	Withdrawal Online 1224505 Pymt Wbccrs.aba Creditors	15,562.00		60,603.75
22 Mar	Withdrawal Online 1482595 Pymt i Protec A itmi72 - Ebay	71.99		60,531.76



Community Solutions Cheque Account

Account name
SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
23 Mar	Deposit Bendigo Bank L M Walsh 245		50.00	60,581.76
23 Mar	Deposit Fdmsa Payment 42298585287407		1,590.13	62,171.89
23 Mar	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		60.75	62,232.64
23 Mar	Withdrawal Online Multi 1985188 Pymt WBC.aba Payroll	30,847.86		31,384.78
23 Mar	Payment By Authority To Transport Wado20160321	408.55		30,976.23
24 Mar	Deposit Online 2957115 Pymt Wandering Shire Shire of Wandering		300.00	31,276.23
24 Mar	Deposit Lgis Lgis		836.00	32,112.23
24 Mar	Deposit Fdmsa Payment 42298585287407		1,561.39	33,673.62
24 Mar	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		50.00	33,723.62
24 Mar	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		343.85	34,067.47
24 Mar	Withdrawal Online Multi 1875968 Pymt Wbccrs.aba Creditors	14,231.95		19,835.52
29 Mar	Deposit Department Of Tr Payment:56428		671.85	20,507.37
29 Mar	Deposit Fdmsa Payment 42298585287407		714.02	21,221.39
29 Mar	Deposit Fdmsa Payment 42298585287407		824.94	22,046.33
29 Mar	Deposit Fdmsa Payment 42298585287407		891.61	22,937.94
29 Mar	Deposit Fdmsa Payment 42298585287407		976.18	23,914.12
29 Mar	Deposit Fdmsa Payment 42298585287407		1,100.44	25,014.56
29 Mar	Payment By Authority To Transport Wado20160323	4,209.20		20,805.36
30 Mar	Deposit Online 2229960 Pymt Eula Billett A441		50.00	20,855.36
30 Mar	Deposit Online 2283889 Pymt Evelyn Houghton		20.00	20,875.36
30 Mar	Deposit Australia Post Lip160329630227		1,444.97	22,320.33
30 Mar	Deposit Fdmsa Payment 42298585287407		1,548.33	23,868.66
30 Mar	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		54.00	23,922.66
30 Mar	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		4,664.85	28,587.51



Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
30 Mar	Payment By Authority To Cc Payment Cc0005336810000001	2,427.96		26,159.55
30 Mar	Payment By Authority To Transport Wado20160324	7,248.20		18,911.35
31 Mar	Interest Paid		5.93	18,917.28
31 Mar	Deposit Narrogin WA		16,038.48	34,955.76
31 Mar	Deposit Fdmsa Payment 42298585287407		770.23	35,725.99
31 Mar	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		571.70	36,297.69
31 Mar	Withdrawal/Cheque 013877	3,913.00		32,384.69
31 Mar	Withdrawal/Cheque 013878	1,498.04		30,886.65
31 Mar	Withdrawal/Cheque 013879	3,675.02		27,211.63
31 Mar	CLOSING BALANCE			27,211.63

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 142 from Australia or +61 2 9293 9262 from overseas.

The above Closing Balance amount may not be the same as the balance payable to you on closure of your account (the 'termination value'). Details of the termination value can be obtained by calling Telephone Banking on the numbers quoted above. Further information on how to close accounts, including calculation of the termination value, is contained in the Product Disclosure Statement (PDS) booklet or other disclosure document for your account.

We have an internal process for handling and resolving any problem you may have with, or complaints relating to, your account or this product. Information about this process can be found in the Product Disclosure Statement (PDS) or other disclosure document for your account, or you can contact us on 1300 130 467.

Convenience at your fingertips!

Use Online, Mobile or Tablet Banking to pay bills, transfer funds, check your account balances and much more

THANK YOU FOR BANKING WITH WESTPAC

Statement No. 711 Page 7 of 7

ATTACHMENT 10.4.1.3

Investment Bank Reconciliation 31 March 2016

Balance as per Bank Statements 464471.98

Total as per Bank Statement \$464,471.98

Balance as per GL 464471.98

Total As per General Ledger

464471.98

Difference \$0.00



Finance Officer



Manager Finance & Administration



Westpac Community Solutions Cash Reserve

Branch Name and Address

Narrogin
38 Fortune Street
Narrogin WA 6312

BSB Account Number

036-167 21-4822

Account name

SHIRE OF WANDERING

Customer Number

19308463 SHIRE OF WANDERING

Account enquiries

Call Westpac Telephone Banking
132 032 within Australia
+61 2 9293 9270 if calling from overseas

Account Summary

Opening Balance	+ \$682,797.64
Total credits	+ \$1,674.34
Total debits	- \$220,000.00
Closing Balance	+ \$464,471.98

Details of your account

From Last Statement Dated 31 Dec 2015 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
2016	STATEMENT OPENING BALANCE			682,797.64
22 Jan	Withdrawal Online 1762442 Tfr Community S Funds Transfer	220,000.00		462,797.64
29 Jan	Interest Paid		650.39	463,448.03
29 Feb	Interest Paid		511.69	463,959.72
31 Mar	Interest Paid		512.26	464,471.98
31 Mar	CLOSING BALANCE			464,471.98

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 032 from Australia or +61 2 9293 9270 from overseas.

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Please check all entries on this statement and promptly inform the Bank of any possible error or unauthorised transaction.

Statement No. 29 Page 1 of 3



Westpac Community Solutions Cash Reserve

Account name
SHIRE OF WANDERING

036-167 21-4822

We have an internal process for handling and resolving any problem you may have with, or complaints relating to, your account or this product. Information about this process can be found in the Product Disclosure Statement (PDS) or other disclosure document for your account, or you can contact us on 1300 130 467.

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OTHER INFORMATION ABOUT YOUR ACCOUNT

Transaction Fee Summary

Fee charged on 04 JAN 2016 to account 036-167 21-4822.

To reconcile your Transaction Fee Summary you may need to refer to transactions listed on your previous statement(s).

	Volume	Free	Unit Price	Fee
Non-internet/electronic tele-banking withdrawals	0	0	\$5.00	\$0.00
Total	0	0		\$0.00

Fee charged on 01 FEB 2016 to account 036-167 21-4822.

To reconcile your Transaction Fee Summary you may need to refer to transactions listed on your previous statement(s).

	Volume	Free	Unit Price	Fee
Non-internet/electronic tele-banking withdrawals	0	0	\$5.00	\$0.00
Total	0	0		\$0.00

Fee charged on 01 MAR 2016 to account 036-167 21-4822.

To reconcile your Transaction Fee Summary you may need to refer to transactions listed on your previous statement(s).

	Volume	Free	Unit Price	Fee
Non-internet/electronic tele-banking withdrawals	0	0	\$5.00	\$0.00
Total	0	0		\$0.00



Westpac Community Solutions Cash Reserve

Account name

SHIRE OF WANDERING

036-167 21-4822

Interest Rates (per annum) on Credit Balances

Effective Date	\$0 to \$9999	Over \$9999 to \$19999	Over \$19999 to \$49999	Over \$49999 to \$99999
01 Oct 2015	1.05 %	1.30 %	1.30 %	1.30 %
Effective Date	Over \$99999 to \$499999	Over \$499999		
01 Oct 2015	1.30 %	1.30 %		

THANK YOU FOR BANKING WITH WESTPAC

Statement No. 29 Page 3 of 3

ATTACHMENT 10.4.1.4

Trust Bank Reconciliation 31 March 2016

Balance as per Bank Statements	\$10,942.66
Unpresented Cheque	\$0.00
Outstanding Deposits	\$0.00
Interest to be transferred to Municipal	-\$2.66
Total as per Bank Statements	\$10,940.00

Balance as per GL	\$10,940.00
Total as per General Ledger	\$10,940.00

Difference	\$0.00
------------	--------



Finance Officer



Manager Finance & Administration



Community Solutions Cheque Account

Branch Name and Address

Narrogin
38 Fortune Street
Narrogin WA 6312

BSB Account Number

036-170 00-0120

Account name

**SHIRE OF WANDERING
TRUST ACCOUNT**

Customer Number

19308463 SHIRE OF WANDERING

Account enquiries

Call Westpac Telephone Banking
132 032 within Australia
+61 2 9293 9270 if calling from overseas

Account Summary

Opening Balance	+ \$10,740.00
Total credits	+ \$402.66
Total debits	- \$200.00
Closing Balance	+ \$10,942.66

Details of your account

From Last Statement Dated 29 Feb 2016 to 31 Mar 2016

Date	Description of transaction	Debit	Credit	Balance
2016	STATEMENT OPENING BALANCE			10,740.00
03 Mar	Deposit Online 2485423 Tfr Community Solutions Bond/Gowland		150.00	10,890.00
03 Mar	Deposit Online 2492344 Tfr Community Solutions Bond/Curtis		150.00	11,040.00
03 Mar	Deposit Online 2498958 Tfr Community Solutions Bond Schorer		100.00	11,140.00
24 Mar	Withdrawal/Cheque 200026	200.00		10,940.00
31 Mar	Interest Paid		2.66	10,942.66
31 Mar	CLOSING BALANCE			10,942.66

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 032 from Australia or +61 2 9293 9270 from overseas.

The above Closing Balance amount may not be the same as the balance payable to you on closure of your account

Please check all entries on this statement and promptly inform the Bank of any possible error or unauthorised transaction.

Statement No. 470 Page 1 of 2

12.1.1 DONATION TO THE WANDERING PRIMARY SCHOOL CAMP COMMITTEE

FILE REFERENCE: 8.1.1

PROPONENTS: Wandering Primary School Camp Committee

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 10 April 2016

PREVIOUSLY BEFORE COUNCIL: Nil

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCILS ROLE IN THE MATTER: Advocacy

PURPOSE OF THE REPORT

Council has been requested support the Wandering Primary School Camp Committee in sponsoring the use of the Community Centre one day per week for second term.

BACKGROUND

The Wandering Primary School has the opportunity every two years for their senior students to attend and participate in a camp. The year six students from Wandering Primary will be attending a camp to Pemberton together with Williams Primary School in Term 4. To offset the cost of the camp, which could be up to \$500 per child, the camp committee have been fundraising to reduce the cost, currently they have organised and participated in catering and a Mother's Day raffle. In Term 2 they would like to run a canteen one day a week, which is currently not available for the students at Wandering. It has been anticipated that the profit from the canteen for the term could be \$400.

COMMENT/DETAILS

Council is being asked to donate the day hire fee \$45 for 9 days during term 2. This equates to a donation of \$405.00. The Committee is offering canteen services to the School during this time. They will therefore utilise the kitchen and pie warmer. It would of course be expected that the Kitchen is left clean and tidy ready for use by others, so the Council doesn't incur any extra cleaning charges.

ATTACHMENT 10.1.0.1

Council has made provision in the budget to support community groups and our youth. This cause is considered to meet the strategic implications of the Shires Strategic Community Plan in which particular emphasis is placed on supporting community and sporting groups and activities for youth.

Council is therefore recommended to support this request.

CONSULTATION

Manager Communities
Camp Committee Members

STATUTORY/ LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Provision for the donation has been made in the 2015/16 Annual Budget

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 1 – A community that is involved and caring

Outcome 1.2: A community that celebrates and participates together

Strategy 1.2.1: Actively promote and assist community groups and clubs

Outcome 1.3: A supportive and inclusive community for all ages

Strategy 1.3.1: Support and promote programs and activities for youth

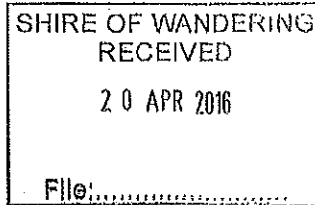
VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council authorises the donation of the day hire of the Wandering Community Centre Kitchen to the Wandering Primary School Camp Committee and requests in return the committee maintains the Centre and the Kitchen to a clean standard.

9 White Street
Wandering WA 6308



18 April 2016

Ms Amanda O'Halloran
Chief Executive Officer
Shire of Wandering
18 Watts Street
Wandering WA 6308

Dear Amanda

RE: HIRE OF COMMUNITY CENTRE KITCHEN AND PIE WARMER

Every second year the senior students are invited to participate and attend a school camp, this year the Year Six students are going to Pemberton with Williams Primary School in Term 4. As the cost of the camp can be up to \$500 per child, the families of the students form a Camp Committee to oversee fundraising for the camp to enable all children to have the opportunity to attend.

So far this term we have organised and participated in catering and a Mother's Day raffle. In term two we would like to run a canteen for the students at Wandering Primary school one day a week. This would be simple canteen food such as pies and sausage rolls, which would involve heating using a pie warmer.

The Camp Committee would like to request the use of the Community Centre Kitchen and the Pie Warmer during term 2. As our profit from the canteen will be between \$400 and \$500 dollars, we would like to request the hire fee of the centre to be waived or reduced. As you can see the hire cost of the centre would offset any profit made. We would ensure that the kitchen would be left in a clean and tidy manner after each use.

We look forward to a favourable response and if you would like to discuss the matter further please contact me on 0427 565 305.

Yours faithfully

A handwritten signature in black ink that reads "Jenni Curtis".

Jenni Curtis
Year Six Camp Committee Member

