



COMMITTEE MEETING

APPENDICES

Items: 12.5.1-12.5.2

ORDINARY

COUNCIL MEETING

To Be Held

Wednesday, 30th of June 2021

Commencing at 5.00pm

At

Shire of Dardanup

ADMINISTRATION CENTRE EATON

1 Council Drive - EATON

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~ Large Print

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Upon request.

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COMMITTEE MEMBERSHIP:

- CR. T GARDINER - CHAIRPERSON
- CR M BENNETT – DEPUTY CHAIRPERSON
- CR P ROBINSON
- CR. C BOYCE
- CR. M HUTCHINSON

AUDIT & RISK COMMITTEE CHARTER

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:

[2020 - ToR - Audit and Risk Committee Charter](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	<p>Project risk has two main components:</p> <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

(Appendix ORD: 12.5.1A)

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 16 JUNE 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Tyrrell Gardiner declared the meeting open at 2.00pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

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

2.1 Attendance

Voting

Cr Tyrrell Gardiner	-	Chairperson
Cr Michael Bennett	-	Shire President – Deputy Chairperson
Cr Peter Robinson	-	Deputy Shire President
Cr Carmel Boyce	-	Elected Member [2.02pm]
Cr Mark Hutchinson	-	Elected Member

Non-Voting

Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mr Luke Botica	-	Director Infrastructure
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Mrs Natalie Hopkins	-	Manager Financial Services
Mrs Cathy Lee	-	Manager Governance & HR [2.01pm]
Mr Ray Pryce	-	Accountant [2.01pm]
Mrs Cindy Barbetti	-	Compliance Officer
Mr Stephen Eaton	-	IT Manager [2.03pm]

2.2 Apologies

3. PRESENTATIONS

None.

*Note: Mrs Cathy Lee and Mr Ray Pryce joined the meeting at 2.01pm.
Cr Carmel Boyce joined the meeting at 2.02pm.*

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit & Risk Committee Meeting Held 3 March 2021

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 06-21 MOVED - Cr C Boyce SECONDED - Cr P Robinson

**THAT the Minutes of the Audit & Risk Committee Meeting held on 3 March 2021,
be confirmed as true and correct subject to no corrections.**

CARRIED
5/0

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

Discussion:

Chairperson, Cr. T Gardiner asked Councillors if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

8 REPORTS OF OFFICERS AND COMMITTEES**8.1 Title: Update on Regulation 17 Audit Findings**

<i>Reporting Department:</i>	Corporate & Governance Directorate Mr Phil Anastasakis - Deputy CEO Local Government Act 1995
<i>Legislation:</i>	Local Government (Audit) Regulations 1996
<i>Attachments:</i>	AAR 8.1 – Risk Assessment

Overview

To provide the Audit and Risk Committee with an update on the findings from the audit undertaken pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Background

Local Government (Audit) Regulations 1996, Regulation 17 prescribes a number of matters that are to be reviewed by a local governments audit committee. These matters are in relation to:

- a) Risk management,
- b) Internal control; and
- c) Legislative compliance.

In February 2021, AMD Chartered Accountants conducted an external Regulation 17 review with the scope of work based on the Local Government *Operational Guidelines No. 9 – Audit in Local Government*. A copy of the report was presented to the Audit and Risk Committee on 3 March 2021, with the committee through Council endorsement, requesting an update of the actions from the findings to be presented to each future committee meeting until resolved [OCM 67-21].

The report received from AMD contained 6 findings for consideration, together with management's response on how these findings will be actioned. This report details the progress of those findings.

Legal Implications

-

Local Government Act 1995
Local Government (Audit) Regulations 1996 (as Amended):

Reg 17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Reg 16. Functions of audit committee

An audit committee has the following functions —

- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to
- (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;

Strategic Community Plan

- Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)
- Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)
- Strategy 1.1.4 Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents

This is the first 'update' report to be received by the Audit and Risk Committee on the progress of the findings resulting from the Regulation 17 review undertaken in February 2021.

Budget Implications

Staff time is the only resource requirement needed to implement the findings from the Regulation 17 review. This remains in accordance with existing staff budgetary allocation.

Future Regulation 17 reviews will be provided for as an expenditure allocation under consultancies in the annual budget relating to the financial year of review.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

- Shire of Dardanup Risk Management Governance Framework (which incorporates *AP023 Risk Management Policy* and *PR036 Risk Management Procedure*).
- *CnG CP304 – Fraud, Corruption and Misconduct*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Update on Regulation 17 Audit Findings
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Failure to fulfil obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17.</p> <p>Reputational Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.</p>

Officer Comment

The table below presents the findings from the Regulation 17 Review report, together with the current progress and officer comment of each of the findings.

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
2	Risk Management				
2.2.1	Outdated Policies and Handbook	Low	Manager Governance & HR	31 December 2021	In Progress
	<p>Auditor Recommendation We recommend those potentially out of date policies, procedures and handbooks be reviewed and updated accordingly. In addition, we recommend all policies, procedures and handbooks specify the next required review date with the review occurring in accordance with their stated review dates.</p> <p>Management Comment The review of the Council Policy Manual is undertaken biennially and next due in the middle of 2022. A comprehensive review of Administrative Policies and Procedures is currently underway and scheduled for completion around the middle of 2021.</p> <p>Officer Comment Promap Software will be launched in 2021-2022 and will assist management to commence this comprehensive review.</p>				
2.2.1	Code of Conduct	Low	Manager Governance & HR	Was: 30 April 2021 Now: 31 July 2021	In Progress
	<p>Auditor Recommendation We recommend:</p> <ul style="list-style-type: none"> The Code of Conduct be updated to reflect reporting mechanisms; and The Code of Conduct be updated to reflect the consequences if an employee or Councillor was to breach the Code of Conduct. <p>Management Comment The review of the Council Code of Conduct Policy has been placed on hold in the past due to the impending state government regulations. These regulation changes have now occurred so a comprehensive review of the current Code of Conduct policy is currently underway and scheduled for completion around the end of April 2021.</p> <p>Officer Comment The Elected Members Code of Conduct was adopted at 24 February 2021 Council meeting; this was based on the Model Code of Conduct in the LG Regulations. The WALGA model Employee Code of Conduct will be available in June 2021 and will be the subject of EMT/CEO review.</p>				

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	The CEO is responsible for ensuring the Employee Code of Conduct is adopted, therefore this will not be presented to Council for adoption. This is expected to occur in July 2021.				
2.2.3	<p>Framework, Plan and Procedures in Review</p> <p>The following Shire policies, procedures and/or plans are currently under internal review and yet to be adopted and implemented accordingly:</p> <ul style="list-style-type: none"> Local Emergency Management & Recovery Arrangement Plan; Work Health & Safety Framework; Contractor Management – High Risk Cover Procedure; and Administration Policy Register and Procedure Register. <p>Auditor Recommendation</p> <p>We recommend finalisation of the above Shire policies, procedures and plans including adoption by Council. Once the documents have been adopted, we recommend they are endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the appropriate sections of the plan to ensure that in the event of a disaster, appropriate actions can be taken.</p> <p>Management Comment</p> <p>A number of Plans and Framework documents are scheduled for finalisation during 2021, which will be communicated to staff and monitored into the future. A comprehensive review of Administrative Policies and Procedures is currently underway and scheduled for completion around the middle of 2021.</p> <p>Officer Comment</p> <ul style="list-style-type: none"> Local Emergency Management & Recovery Arrangement Plan – subject of a 5-yearly review, due 2021. This is scheduled for completion in November 2021. Note: contacts within the plan are reviewed annually and this function is up-to-date. Work Health & Safety Framework – completed; adopted in May 2021. Contractor Management – High Risk Cover Procedure – near completion, expected to be finalised in July 2021. Administration Policy Register and Procedure Register – waiting on purchase of Promap software in 2021-2022 to commence review. 	Low	Manager Governance & HR	31 December 2021	In Progress
3	Internal Controls				
3.2.1	<p>Contract Management Framework</p> <p>Auditor Recommendation</p> <p>We recommend a contract management framework is designed and documented to ensure that contracts are managed appropriately and in accordance with the stated framework. This approach will include the mandatory requirement of all contractors completing some level of induction (the level of induction completed should be determined based on the risks associated with the service or goods provided), ensuring that up to date insurances are on file and the contractor invoices the Shire in accordance with the contract/agreement.</p> <p>Management Comment</p> <p>A contract management framework will be considered as part of the new Procurement Framework, together with the Risk Management Governance Framework.</p> <p>Officer Comment</p> <p>The Procurement Framework (which incorporates the contract management framework) was presented and endorsed by the Executive Management Team on 9 March 2021.</p> <p>The next stage is for management and officer level training before being rolled out across the organisation from 1 July 2021.</p>	Moderate	Deputy CEO	31 December 2021	In Progress
3.2.2	<p>Post Tender Review</p> <p>Auditor Recommendation</p> <p>WALGA best practice guidelines recommend formal performance management assessments be completed at the end of the tender period once goods or services have been tendered. We recommend a post tender / contract performance evaluation procedure be documented, implemented through the communication to all staff and monitored on an ongoing basis to ensure compliance with stated procedures.</p>	Low	Deputy CEO	31 December 2021	In Progress

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	<p>Management Comment Noted. This will be considered as part of the new Procurement Framework.</p> <p>Officer Comment The Procurement Framework (which considers post-tender review and post-contract review) was presented and endorsed by the Executive Management Team on 9 March 2021.</p> <p>The next stage is for management and officer level training before being rolled out across the organisation from 1 July 2021.</p>				
4	Legislative Compliance				
4.2.1	Complaints Register	Low	Manager Governance & HR	31 December 2021	Completed
	<p>Auditor Recommendation We recommend the Complaint Register include all necessary details as required by the Act.</p> <p>Management Comment A detailed review of the Customer Service processes and procedures is occurring during the first half of 2021.</p> <p>Officer Comment The Complaints Register is up to date and mechanisms are now on place to audit quarterly. In addition, the Customer Service Charter and Fusion training being provided by Business Solutions will further assist in raising an awareness of the Complaints Register process. This action is now completed.</p>				

Management will continue to progress towards completing the outstanding actions by 31 December 2021. The Audit and Risk Committee will receive a further 'update' report at the September 2021 meeting.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Note: Mr Stephen Eaton joined the meeting at 2.03pm.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 07-21 MOVED - Cr M Bennett SECONDED - Cr P Robinson

THAT the Audit and Risk Committee receive the June 2021 update report on the implementation of actions required from the findings of the February 2021 Regulation 17 Review.

CARRIED
5/0

8.2 Title: Bi-Annual Risk Management Dashboard Report

Reporting Department:	Corporate & Governance
Reporting Officer:	Mrs Cindy Barbetti - Compliance Officer
Legislation:	Local Government Act 1995 and Local Government (Audit) Regulations 1996, Regulation 17
Attachments	AAR 8.2A – Risk Dashboard Report AAR 8.2B – Risk Assessment

Overview

The purpose of this report is to present the six monthly Risk Dashboard Report to the Audit and Risk Committee for consideration.

Background

In August 2019 Council, through the Audit and Risk Committee, adopted the revised Risk Management Governance Framework (the Framework) for the Council. The Framework has been developed to connect all of the risk management processes and methodologies and to clearly articulate the appetite for risk. This ensures Council's commitment to meeting its compliance obligations pursuant to the *Local Government (Audit) Regulations 1996*, Regulation 17.

In accordance with the reporting requirements of the Framework, the Compliance Officer is required to present the Audit and Risk Committee with a Risk Dashboard Report (Appendix AAR 8.2A) every six months. In addition, the Terms of Reference within the Audit and Risk Committee Charter state the following as a committee objective:

- 5.8 *To consider the Shire of Dardanup Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness and progress on the relevant action plans biannually.*

The Risk Dashboard Report has been developed as part of the Framework and in collaboration with a risk consultant from Council's insurer (LGIS), and contains an overall snapshot of the following 15 Risk Theme Profiles:

1. Asset Sustainability Practices.
2. Business and Community Disruptions.
3. Failure to Fulfil Compliance Requirements (Statutory, Regulatory).
4. Document Management Processes.
5. Employment Practices.
6. Engagement Practices.
7. Environment Management.
8. Errors, Omissions and Delays.
9. External Theft and Fraud (includes Cyber Crime).
10. Management of Facilities, Venues and Events.
11. IT, Communication Systems and Infrastructure.
12. Misconduct.
13. Project/Change Management.
14. Safety and Security Practices.
15. Supplier and Contract Management.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, Regulation 17:

17. *CEO to review certain systems and procedures*

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

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.5 - Implement a Risk Management Governance Framework for the Shire of Dardanup (Service Priority: High)

Environment - None.

Precedents

The Audit and Risk Committee has been presented with Risk Management Dashboard Report's at the following meetings:

Committee Meeting Date	AAR Resolution Number
4 December 2019	AAR 05-19
3 June 2020	AAR 14-20
7 December 2020	AAR 26-20

Budget Implications

As part of the Compliance Officer role, regular reporting of the Risk Management Governance Framework is essential. Therefore the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

Risk Management Governance Framework

- *Administration Policy AP023*
- *Procedure PR036*
- *Australian Standard AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR 8.2B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bi-Annual Risk Management Dashboard Report.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Failure to fulfil compliance obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17.</p> <p>Reputational Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.</p>

Officer Comment

It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

The Risk Dashboard Report for June 2021 (Appendix AAR 8.2A) summarises the risks of Council and provides the current treatment plans (actions) that have been identified by management to improve certain key control ratings. Typically these control ratings have been identified as inadequate and a treatment plan (action) has been determined to improve the control effectiveness to at least adequate.

To provide a comparison between reporting periods, table 1 below indicates that there are currently 27 treatments in place, compared with 26 treatments in December 2020. Ten new treatments have been added, with 9 being completed in the last 6 months. As treatments are cleared or completed they are removed from the Dashboard.

Table 1 – Treatment Plan Summary

December 2020 (last reporting period)			June 2021 (this reporting period)			
					In Progress	
Total	Completed	In Progress	Total	New	Overdue	On Schedule
26	9	17	27	10	3	14

The Risk Dashboard Report also provides an indication of the value of the combined controls in mitigating levels of risk. This is summarised by the overall control rating (how effective the controls in place are operating) and the overall risk rating (the determined level of risk). From the last reporting period, the following themes have had their overall control ratings increased from ‘Adequate’ to ‘Effective’ which is a good indication of how well the controls in place are operating:

- Theme 5 Employment Practices;
- Theme 9 External Theft & Fraud;
- Theme 10 Management of Facilities, Venues and Events; and
- Theme 14 Safety & Security

In summary, the Dashboard Report shows that of the 15 Risk Profile Themes, 9 combined controls are rated as 'Adequate' and 6 are rated as 'Effective'. There remains no change to the overall risk ratings (the determined level of risk).

The Audit and Risk Committee can expect the next Risk Dashboard Biannual Report at the committee meeting scheduled for 1 December 2021.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 08-21 MOVED - Cr M Bennett SECONDED - Cr P Robinson

THAT the Audit and Risk Committee receive the June 2021 Risk Dashboard Report provided in (Appendix AAR 8.2A).

CARRIED
5/0

8.3 Title: Western Australian Auditor General – Schedule of Reports

<i>Reporting Department:</i>	Corporate & Governance Services
<i>Reporting Officer:</i>	Mrs Cindy Barbetti - Compliance Officer
<i>Legislation:</i>	Local Government Act 1995 Local Government (Audit) Regulations 1996
<i>Attachments:</i>	AAR 8.3A – Risk Assessment AAR 8.3B – OAG Report Regulation of Consumer Food Safety by the Department of Health AAR 8.3C – OAG Report Regulation and Support of the Local Government Sector AAR 8.3D – OAG Report Local Government General Computer Controls AAR 8.3E – LG Professionals WA comment on regulation and support of the local government sector

Overview

This report provides the Audit and Risk Committee with a schedule of Western Australian Auditor General Reports that were released in the first half of 2021. These reports hold some significance to the local government sector and staff have provided their observations in response to the Auditor General's findings.

Background

The *Local Government Amendment (Auditing) Act 2017* was proclaimed on 28 October 2017. The purpose of the Act was to make legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General.

The Act also provides for a new category of audits known as 'performance audit reports' which examine the economy, efficiency and effectiveness of any aspect of a local governments operations. The findings of these audits are likely representative of issues in other local government entities that were not part of the sample. In addition, the Auditor General releases 'guides' to help support good governance within a local government's operations.

The Auditor General encourages all entities, not just those audited, to periodically assess themselves against the risks and controls noted in each of the performance audit reports and guides when published. Testing our performance against the Auditor General findings and reporting the outcomes to the Audit and Risk Committee can be viewed as a vital component of managing compliance reporting under Regulation 17.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996 (as Amended):

Reg 17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

(3) The CEO is to report to the audit committee the results of that review.

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4- Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.5 - Implement a Risk Management Governance Framework for the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

The Audit and Risk Committee previously received a report at the March 2021 meeting that responded to the reports released by the Auditor General during the second half of 2020.

Budget Implications

As part of the Compliance Officer role, regular monitoring and assessment of reports released by the Auditor General is deemed a matter of good governance and a vital component of managing compliance under Regulation 17. Therefore the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR:8.3A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Western Australian Auditor General – Schedule of Reports
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>Not considering the risks, controls and recommendations arising from the Auditor General’s report could have an impact on Council not meeting its compliance requirements.</p> <p>Reputational</p> <p>Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.</p>

Officer Comment

The Auditor General Performance Audit Reports and Guides enable staff to identify relevant messages and opportunities from these reports, which leads to continuous improvement and informed decision making.

The reports released by the OAG are provided in the table below, together with staff responses to the findings and the impact (if any) that this will have on Council operations (*to note: the Shire of Dardanup was not involved in any of these audits*).

DATE	REPORT NO	REPORT	APPENDIX
1 April 2021	18	Regulation of Consumer Food Safety by the Department of Health	AAR:8.3B
30 April 2021	21	Regulation and Support of the Local Government Sector	AAR:8.3C
12 May 2021	23	Local Government General Computer Controls	AAR: 8.3D

- *Regulation of Consumer Food Safety by the Department of Health*

This audit was conducted under the *Auditor General Act 2006* and assessed whether the Department of Health effectively regulates consumer food safety in food businesses. It focused on the Department's inspection and enforcement processes, support to local government entities, and monitoring and reporting of regulation activities.

The report concluded that the Department has weaknesses in its inspection and enforcement processes, and can provide more support to LG entities. Addressing these shortcomings will help improve efficiency and effectiveness of consumer food safety regulation across WA.

The Department's key guidance on risk classification, compliance and enforcement is out-of-date. This means authorised officers may assess similar risks differently and food businesses may not be subject to appropriate or consistent enforcement action after non-compliance is identified. In addition, the Department does not collect sufficient data to effectively monitor and report on food safety, and the Act has not been reviewed as required. These weaknesses can lead to inconsistent or inefficient regulation of food businesses by LG entities and the Department.

While the Department conducts inspections for the food businesses it is responsible for, some inspections were overdue, enforcement of compliance with the Standards was not always consistent or timely, and practices for recording compliance history need improvement. As was found in the LG entities reviewed as part of OAG Report 28/2020 Regulation of Consumer Food Safety, these shortcomings may lead to unsafe food practices going undetected or left unaddressed.

Principal Environmental Health Officer comment – while this report is predominately targeted at the Department of Health, it does recognize the shared responsibility between the Department and local government entities to ensure food consumption is safe.

It is encouraging that the Auditor General notes that by improving the regulatory framework and the associated processes will result in all food businesses being subject to the same rules, regardless of where they are operating. In their response, the Department acknowledges that the current 'manual' reporting approach would benefit from being updated to a more automated, self-populated system of data collection and management. This could potentially be challenging for a local government to develop a system to capture this level of reporting. Hopefully the Department will address this shortcoming, however in the meantime we are supportive of an enhanced system to promote efficiencies in our reporting processes.

- *Regulation and Support of the Local Government Sector*

This audit assessed whether the Department of Local Government, Sport and Cultural Industries (DLGSCI) effectively regulates and supports the local government sector.

It focused on how the DLGSCI fulfils its regulatory functions under the Local Government Act 1995 (Act) and the support activities it provides to Western Australian local governments and regional councils.

The audit recognised that there has been a significant local government reform agenda in recent years. However, DLGSCI is not providing efficient and effective regulation and support to the local government sector and lacks fundamental aspects of a good regulatory framework.

It is not effectively using the information it has available to assess the risk of non-compliance in the sector or to identify the areas where support is most required. Internally DLGSCI is not addressing risks to its own delivery of regulatory and support services, some of which were identified as having significant gaps in a 2018 internal audit report and remain unresolved. It does not have a plan that links its regulatory and support activities for local government entities into achieving its overall objectives for the sector and does not have targets and measures in place to track its delivery and performance.

This means that DLGSCI's regulatory intervention is largely reactive to emerging issues, rather than preventing breakdowns in governance. Not providing timely advice or effective capability-building increases the risk that LG entities will not provide good government and services to their communities.

Compliance Officer comment – LG Professionals WA have pledged their support to work with DLGSCI in addressing the concerns raised in the report (Appendix AAR: 8.3E). Staff are hopeful that through this commitment a better support system for the local government sector can be realised.

- *Local Government General Computer Controls*

Information systems underpin most aspects of a local governments operations and services. It is important to maintain appropriate controls to ensure information systems are reliable, secure and resilient. This is the second local government annual Information Systems Audit Report by the OAG which summarises the findings reported to 50 local government entities in 2019-20.

The findings from the report concluded that local government entities need to improve their general computer controls. Weaknesses were found in controls for information security, business continuity, change management, physical security and IT operations. These weaknesses could significantly compromise the confidentiality, integrity and availability of information systems, and prompt action should be taken to resolve them.

Compliance Officer comment – As this was the second report of the same nature, the findings were comparable between both reports, and therefore no surprise to staff. As a matter of good practice, Business Solutions and IT staff undertook an informal assessment against the same controls noted in the second report. Any shortcomings have previously been identified, through either the biannual Risk Management review or the Cyber Security External audit that occurred in 2019, and are being managed accordingly. Committee members can be reassured that staff are proactive in their approach towards the management of IT risks and regularly monitor any threats to the local government sector.

- *Conclusion*

The OAG report review process will continue to be applied to future reports and guides released by the Auditor General. The analysis of these reports provides Council with a greater level of confidence in internal control practices and processes throughout Council operations.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 09-21 MOVED - Cr Peter Robinson SECONDED - Cr C Boyce

THAT the Audit and Risk Committee receive the June 2021 report on the Western Australian Auditor General – Schedule of Reports as provided for in (Appendix AAR: 8.3B to 8.3D).

CARRIED
5/0

8.4 Title: Credit Card Fraudulent Activity

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix AAR: 8.4</i>

Overview

This report provides an overview of two fraudulent transaction breaches that occurred on 23 April 2021 totalling \$71.74 on a Council issued credit card in the name of Shire of Dardanup. The transactions were refunded back to Council on the 30 April 2021 through Council's banking contract supplier Commonwealth Bank of Australia (CBA).

Background

Credit card fraud is the unauthorised use of a credit or debit card to fraudulently obtain money. On the 28 April 2021 Council staff were notified via text message from the CBA that a Council issued credit card had been 'compromised' and the CBA had 'blocked' any further online transactions on the card. CBA requested the cardholder (Manager Financial Services) to review the cardholder statement for any unauthorised transactions.

Council staff immediately reviewed the transactions via the banking supplier's online banking portal whereby two (2) fraudulent transactions of \$35.87 per transaction were identified which had occurred on the 23 April 2021; the cardholder then proceeded to cancel the card and requested a replacement card. Whilst this particular credit card scam involved many Commonwealth Bank credit card customers, it is noted the CBA have advanced security systems in place to examine transactional detail and report any suspicious activity to the cardholder, which it did so.

The recent scam is the first occurrence of fraudulent activity on a Council issued credit card. Globally credit card fraud and scams have escalated in recent years primarily due to credit card scamming on the internet. For Commonwealth Bank customers, accounts are monitored 24 hours a day, with advanced security and fraud detection systems in place to detect abnormal transactions or spending patterns. Additionally, in order to mitigate the risk associated with credit card fraud Council has only two (2) issued Corporate Credit Cards to staff of which minimal transactions occur:

- Manager Financial Services (limit \$5,000); and
- Deputy CEO (limit \$15,000).

The preferred method of payment by Council is by Electronic Funds Transfer in accordance with Council Policy – *CnG CP035 Payment of Accounts Policy*. However, some accounts can only be paid via subscription (e.g. Subscriptions, Facebook advertising, Survey Monkey).

Similar to the card washing activity that was detected on Council's third party payment gateway in October 2020 and reported to the A&RC in December 2020, it is imperative that Council has robust systems, policies and internal control procedures (e.g. segregation of duties) in place to mitigate, prevent and detect any fraudulent activity on Council's accounts. It is also critical that any such activity is given the highest priority and dealt with in a timely manner.

Legal Implications

Local Government (Financial Management) Regulations 1996
Part 2 s. 5

5. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities; and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Local Government (Audit) Regulations 1996

s. 17

17. CEO to review certain systems and procedures

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

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

While transaction costs were initially incurred – two transactions at \$35.87 totalling \$71.74, the transactions were refunded back to Council within 5 working days.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

Council Policy - CnG CP023 – Use of Corporate Credit Card.

Council Policy - CnG CP CP035 – Payment of Accounts Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.4) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Credit Card Fraudulent Activity
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	CBA have systems and processes in place to monitor, review and notify cardholders of abnormal spending patterns.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Further Risk Categories Assessed Against (with a low to moderate inherent risk rating)	<p>Financial Impact Potential for Council to incur additional fraudulent transactions on Council issued credit card/s</p> <p>Legal and Compliance If undetected or not actioned, Council could be liable for incurring expenditure for fraudulent transactions and/or unbudgeted expenditure. Failure to act may also result in delay of refund by banking supplier.</p> <p>Reputational Risk of Council’s reputation being viewed negatively for being exposed to credit card fraudulent scams.</p>

Officer Comment

The risk to Council with attempts of this nature is concerning and highlights the vulnerability of credit card payment for Council expenditure. However, this risk is reduced due to the low credit card total facility limit of \$15,000; the issuance of two (2) Corporate Credit Cards to the Deputy CEO and Manager Financial Services; and the preferred payment of accounts by Electronic Funds Transfer (Accounts Payable process).

Throughout the investigation and dispute process, Commonwealth Bank fraud analysts provided Council staff with clear communication and status updates on the progress of the claim, refunding the transactions within five (5) business working days in accordance with the CBA Group Fraud Policy.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 10-21 MOVED - Cr M Bennett SECONDED - Cr C Boyce

THAT the Audit and Risk Committee receive the Credit Card Fraudulent Transaction report – June 2021.

CARRIED
5/0

8.5 Title: Appointment of Auditors

<i>Reporting Department:</i>	<i>Corporate & Governance Services</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Audit) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix AAR:8.5A Appendix AAR: 8.5B</i>

Overview

As per Section 7.2 of the *Local Government Act 1995* Council is required to have the accounts and annual financial report of a Local Government audited by an auditor, appointed by the Local Government.

On the 19 April 2021, Council received advice from the Office of the Auditor General (OAG) stating that Moore Australia (WA) had been appointed to conduct the Shire's annual financial audit, on behalf of the OAG, for the 3 year period, commencing audit year ended 30 June 2021 (2020/21 financial year) (Appendix AAR:8.5A).

This report is provided to the Audit and Risk Committee, and subsequently to Council, to acknowledge that Moore Australia (WA), on behalf of the OAG, will undertake the annual financial audit for the Shire of Dardanup for the year ending 30 June 2021, and subsequent two financial years ending 30 June 2022 and 30 June 2023 in accordance with the audit contract.

Background

In September 2017, the Local Government Amendment (Auditing) Act 2017 was assented giving the Auditor General a mandate to audit Local Governments, in line with the State Government audits conducted by the Office of the Auditor General (OAG). The Local Government Amendment (Auditing) Act 2017 was proclaimed on the 28 October 2017 thereby giving the OAG the powers to conduct all Local Government audits on or after 1 July 2017.

In April 2021 Council was advised that the OAG had appointed audit firm Moore Australia (WA) to perform the audit of the Shire of Dardanup's annual financial report for the year ending 30 June 2021. The OAG currently outsources 85% of local government sector financial audits to accredited audit firms in WA and utilises its discretion and control as to which Local Governments it will audit within its own internal audit function, and those that will be outsourced to other audit entities.

The 2019/20 financial year audit was the first year in which Council was engaged under the OAG audit contract which was sub-contracted to Butler Settineri Pty Ltd for the year ending 30 June 2020. The 2020/21 financial year signals the first audit contract between the OAG, Moore Australia (WA) and the Shire of Dardanup for the purpose of auditing the annual financial statements.

The objective and scope of the audit is set out by the OAG and Moore Australia (WA) and details Council's responsibilities for the audit of the annual financial statements ensuring compliance to the requirements under the *Local Government Act 1995*.

The objective of the financial statements and accounts audit is to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, and to issue an auditor's report that will include the Auditor General's opinion. The audit will be conducted in the manner as determined by the OAG and in accordance with the relevant Australian Accounting Standards.

Legal Implications

Under the provisions of the *Local Government Act 1995*, each Local Government is required to have its accounts and annual financial report audited annually. The appointment of Council's auditors is subject to section 7.3 of the Local Government Act – Appointment of Auditors

*Local Government Act 1995***7.2. Audit**

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

- (1) *Subject to subsection (1A), a local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.*

** Absolute majority required.*

- (1A) *A local government cannot appoint a person to be its auditor after commencement day.*
- (2) *The local government may appoint one or more persons as its auditor.*
- (3) *The local government's auditor is to be a person who is —*
- (a) *A registered company auditor; or*
- (b) *An approved auditor.*

*Local Government (Financial Management) Regulations 1996***6. Audits and performance review of accounting staff etc., who may conduct**

A local government is to ensure that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for —

- (a) *conducting an internal audit; or*
- (b) *reviewing the discharge of duties by that employee,*

or for managing, directing or supervising a person who carries out a function referred to in paragraph (a) or (b).

*Local Government Amendment (Auditing) Act 2017***No. 5 of 2017**

An Act to amend the Local Government Act 1995 to provide for the auditing of local governments by the Auditor General and for related purposes.

Strategic Community Plan

- Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)
- Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)
- Strategy 1.1.4 Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications

The budget provision for the 2020/21 audit contract expenditure is \$22,130. Audit expenditure for the annual financial statements is likely to extend into the 2021/22 financial year. Although the 2021/22 budget has not yet been adopted, management forecast a budget provision of \$22,427 for the next financial year.

Budget – Whole of Life Cost

Audit Contract expenditure is budgeted in Council's Long Term Financial Plan and the adopted Annual Budget each year.

Council Policy Compliance

CnG CP034 – Procurement Policy

CnG CP128 – Significant Accounting Policies

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.5B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Appointment of Auditors
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>Risk that the Appointment of Auditors is not endorsed by Council may result in the audit contract budget provision being under or over budget.</p> <p>Legal and Compliance</p> <p>Risk of Council breaching the Local Government Act 1995 if no annual audit is undertaken. However the appointment of audit contract is under the Office of the Auditor General's control. Council no longer awards a tender contract for Audit Services as changes in legislation mandates that audit services are no longer under Councils control; the Office of the Auditor General is to provide for the auditing of local governments in Western Australia.</p>

Officer Comment

The appointment of the auditor contract is no longer a decision of Council. Prior to a change in the *Local Government Act 1995* all audit contracts were awarded through Council's tender process. As

detailed in the report the Office of the Auditor General is now responsible for all annual audits of Local Governments in Western Australia including the Shire of Dardanup.

The OAG has awarded the audit contract for a 3 year period to Moore Australia (WA). Moore Australia (WA) are the current providers of the WALGA Tax Services contract and regularly conduct Financial Reporting, Management Reporting and Budgeting workshops which are attended by Council's Financial Services team. As an industry leader they maintain a high level of expertise in local government accounting and have provided specialist accounting advice and services to Council in the past. Council staff look forward to developing strong working relationships with the audit firm throughout the audit contract.

As part of the audit contract, Council may not seek or undertake other work with Moore Australia (WA) without prior written consent from the OAG. Approval for other services is generally limited to grant acquittal certifications. The primary scope and objective of the audit is to express an opinion as to whether the Shire's general purpose financial report, as a whole, is free from material misstatements and is prepared in accordance with the applicable *Australian Accounting Standards*, the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Council is thereby requested to acknowledge that the Office of the Auditor General (OAG) has appointed audit firm Moore Australia (WA) to perform the audit of Council's annual financial statements for a three (3) year period commencing audit year ending:

- 30 June 2021 (2020/21 financial year);
- 30 June 2022 (2021/22 financial year); and
- 30 June 2023 (2022/23 financial year).

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 11-21 MOVED - Cr T Gardiner SECONDED - Cr C Boyce

THAT the Audit & Risk Committee recommends that Council:

1. **Receives the letter from the Office of the Auditor General (OAG) - (Appendix AAR: 8.5A); and**
2. **Acknowledges that the Office of the Auditor General (OAG) has appointed audit firm Moore Australia (WA) to perform the audit of Council's annual financial statements for a three (3) year period commencing audit year ending:**
 - **30 June 2021 (2020/21 financial year);**
 - **30 June 2022 (2021/22 financial year); and**
 - **30 June 2023 (2022/23 financial year).**

CARRIED
5/0

8.6 Title: *Audit Entrance Meeting*

<i>Reporting Department:</i>	Corporate & Governance Directorate
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix AAR:8.6 Confidential Document – Under Separate Cover</i>

Overview

This report is to inform Council of its obligation in relation to the audit requirements under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Background

Section 7.12A (2) requires a local government to meet with the auditor of the local government at least once in every year. The format for this year's audit, which is supported by the Office of the Auditor General (OAG), requires Council to hold both an Audit Entrance Meeting, prior to the commencement of the audit, and an Audit Exit Meeting, which typically occurs at the completion of the audit. Moore Australia (WA) have been engaged by the Office of the Auditor General to perform the audit of Council's accounts and Annual Financial Report for the 2020/21 financial year.

The Audit & Risk Committee Charter and Annual Audit Work Plan does not require the Audit Entrance Meeting to be held with the entire committee, but alternatively it is held with management and the Chair /Deputy of the Committee due to its operational focus. The Audit Entrance Meeting was held on Monday 10 May 2021 via the Microsoft Teams application. In attendance were Council's Chief Executive Officer, Deputy Chief Executive Officer, Manager Financial Services, Accountant, Audit & Risk Committee (A&RC) Chairperson, Cr Tyrrell Gardiner, Deputy Chairperson A&RC, Cr Mick Bennett, with OAG Assistant Director Suraj Karki, and Moore Australia (WA) Audit Partner Wen-Shien Chair in attendance via the Microsoft Teams 'app'.

The Audit Entrance Meeting provided an overview on how this year's audit will be undertaken including key audit risks and focus areas as outlined in the Audit Strategy Memorandum (Confidential Document – Under Separate Cover) Key audit risk and focus areas include, but are not limited to:

- Property, Plant and Equipment, and Infrastructure – Depreciation and Amortisation;
- Revenue – in accordance with *AASB 15 Revenue from Contracts with Customers*, and *AASB 1058 Income of Not-for-Profit Entities*;
- Employee Benefit Provisions;
- Leases – in accordance with *AASB 16 Leases* (e.g. Right of Use Assets, Lease Liability);
- Expenditure – sampling from operational and capital expenditure;
- Management Override of Controls – for example General Journal entries and adjustments, accounting policies and practices, evaluation of business rationale;
- Related Party Disclosures; and
- Accounting for Rehabilitation Costs – Waste Transfer Station on Leased Land.

Effective Audit Entrance and Exit Meetings are essential for good outcomes. As per previous audits, the Audit & Risk Committee has typically met with Council's auditors on an annual basis on the presentation of the Annual Financial Report and Audit Report in December.

In line with Moore Australia and the OAG audit strategy, the audit exit meeting is scheduled to occur in late November or early December on completion of the financial statements and audit report. This meeting will provide the auditor the opportunity to highlight the key audit issues in a structured manner and provide the Council's Chief Executive Officer adequate opportunity to comment.

The following timetable is a broad outline of the key deliverables and timing aspects of the audit:

Audit Engagement Activity	Timing
Audit Planning	April 2021
Audit Entrance Meeting	10 May 2021
Interim Audit Visit	12 May to 14 May 2021
Interim Management Report (if any matters to be reported)	28 May 2021
Receipt of Complete and Balanced Draft Financial Report	30 September 2021
Final Audit Visit	11 October to 15 October 2021
Issuance of Audit Concluding Memorandum	Late November 2021
Concluding – Audit Exit Meeting	Late November 2021
Date CEO Sign-off on Financial Statements	Late November 2021
Final Sign-off of Auditor's Report & Management Report	Late November 2021

Following the Audit Exit Meeting with the Audit and Risk Committee, the Chief Executive Officer signs the declaration on the financial report and thereafter, the OAG issues the auditor's report.

The Audit Entrance Meeting should facilitate informed, respectful and robust exchanges between the auditors, management and the Audit and Risk Committee. The OAG states in their Audit Results Report that:

'it is best practice for the auditors to highlight and explain the key elements of their entrance or closing report to the audit committee and Management'.

Legal Implications

Local Government Act 1995

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
 - (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;*
- and*

- (i) such other information as may be prescribed.

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
- (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
- (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must —
- (aa) examine an audit report received by the local government; and
- (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
- (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

7.12AD. Reporting on a financial audit

- (1) The auditor must prepare and sign a report on a financial audit.
- (2) The auditor must give the report to —
- (a) the mayor, president or chairperson of the local government; and
- (b) the CEO of the local government; and
- (c) the Minister.

Australian Auditing Standard ASA 260 – Communication With Those Charged With Governance

ASA 260 requires the auditor to discuss certain key aspects of the audit planning and the audit results with those charged with governance.

As a committee of Council, the Audit and Risk Committee is Council's preferred forum to enable effective audit communication.

Strategic Community Plan

- Strategy 1.1.1 Ensure equitable, inclusive and transparent in decision-making. (Service Priority: High)
- Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)
- Strategy 1.1.4 Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents

This is the first year that an Audit Entrance Meeting has occurred, which will become a normal process in the future.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council have adopted the Audit & Risk Committee Charter (Terms of Reference) on 30 September 2020 which outlines the audit process and the Committee's function. The Audit & Risk Committee and Council also adopted the Annual Work Plan in December 2020, which is reviewed and updated each year.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.6) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Audit Entrance Meeting
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk that Council is non-compliant in providing information as requested by the Office of the Auditor General, as detailed in the Responsibilities of the Audit.

Officer Comment

The Audit Entrance Meeting is an important phase of the audit planning process. It details the audit scope and approach in summary format and aims to promote effective communication between the auditor and those charged with governance at a local government.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 12-21 MOVED - Cr M Bennett SECONDED - Cr C Boyce

THAT the Audit & Risk Committee recommend that Council support and acknowledge the Audit Strategy Memorandum produced by the Office of the Auditor General, and OAG's sub-contractors Moore Australia (WA), for the 2020/21 annual financial report and accounts (Confidential Document – Under Separate Cover), which outlines the audit scope and approach, and key audit risk areas that will be a focus of audit procedures.

CARRIED
5/0

8.7 Title: Update on Cyber Check Me

Reporting Department:	Corporate & Governance Directorate Mr Sudi Mishra – Manager Information Services
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i>
Attachments:	<i>AAR 8.7 – Risk Assessment</i>

Overview

On the 9 September 2020, Professor Craig Valli – Director Security Research Institute presented a workshop to Councillors on the Cybercheck.me project. This report provides the Audit & Risk Committee with an update on this topic.

Background

Professor Craig Valli – Director Security Research Institute, Edith Cowan University and Dr. Ian Martinus – Director WA AustCyber Innovation Hub WA, convened a meeting with Shire of Dardanup officers on 17 August 2020 to discuss the work they have been doing with local governments and other small business to raise the awareness of Cyber Security risk and challenges experienced by the industry and how to mitigate them.

The Cybercheck.me is an initiative that was founded in 2012 by Professor Valli and Dr. Martinus. This project is funded by Academic Centres of Cyber Security Excellence (ACCSE) and the WA Cyber Hub. The objective of this initiative is to assist small business and local governments to build their cyber resilience by conducting a cyber-hygiene check that includes but are not limited to passwords, data and device protection.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None

Budget Implications

There are no direct budget implications associated with this report, other than the overall protections that Council has installed against cyber threats.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

Council Policy CnP CP126 – *Cyber Security*.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.7) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Update on Cyber Check.me
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial CyberCheck.me may require Shire to fund the initiative</p> <p>Reputational Cybersecurity is a growing risk and not embracing new initiatives may impact the reputation of the Shire</p>

Officer Comment

The Shire of Dardanup invited Professor Valli and Dr. Martinus to present their proposition to the Audit & Risk Committee following the initial presentation on the 9 September 2020. However, this didn't not proceed due to the changes in their employment circumstances.

The Councils' IT department has continued to invest funds and resources into cybersecurity initiatives through software, hardware infrastructure and staff awareness training. Council has also continued to support the professional development of IT staff in this field, which has resulted in the successful completion of a Master in Cybersecurity Degree by the IT Manager.

The Manager Information Services and IT Manager continue to monitor the risk associated with cyber security. Council's compliance and risk framework assists the IT team to implement various strategies to mitigate risks in this area. Overall, the Councils investment in staff and IT resources has enabled a secure environment for staff and Council to operate in. At this stage Council doesn't require checkme to be adopted within the Shire.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 13-21 MOVED - Cr T Gardiner SECONDED - Cr C Boyce

THAT the Audit and Risk Committee receive the report on the Cyber Check.me initiative and continue to mitigate cybersecurity risks through investment in Information Technology Asset Management Plan and the Workforce Plan.

CARRIED
5/0

8.8 Title: Interim Audit Update

<i>Reporting Department:</i>	Corporate & Governance Directorate
<i>Reporting Officer:</i>	Mrs Natalie Hopkins - Manager Financial Services
<i>Legislation:</i>	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996
<i>Attachments:</i>	Appendix AAR:8.8

Overview

This report is to inform Council of the recent Interim Audit which was undertaken by Council auditors Moore Australia (WA) onsite from 12 May to 14 May 2021 inclusive.

Whilst the interim audit results have not yet been released by Moore Australia (WA) and the Office of the Auditor General (OAG), this report provides an update to Council on the status and projected outcomes from the Interim Audit.

Background

An annual audit of the Shire of Dardanup's financial systems, process and reports, is undertaken in accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.

Since the proclamation of the *Local Government Amendment (Auditing) Act 2017*, legislative changes were made to the *Local Government Act 1995*. These changes mandated responsibility for overseeing local government audits to the Office of the Auditor General (OAG).

Local government audits are now performed in two parts:

1. Interim Audit

The purpose of this audit is to evaluate the Council's overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal controls, and to obtain an understanding of the key business processes, risks and internal controls relevant to the OAG audit of the annual financial report. Outcomes of this audit are provided in a management letter to the Chief Executive Officer and Shire President outlining any findings with recommendations; and

2. Final Year-End Audit

The outcomes of this audit are provided in a management letter addressed to the Chief Executive Officer and Shire President, and the annual audit report. The annual audit report, together with the annual financial statements form part of the annual report.

The Interim Audit focuses on audit samples from 1 July 2020 to 31 March 2021. Interim audit information requirements included, but not limited to, the following audit requirements:

- Accounts by Nature & Type;
- Rates Billing;
- Payroll & Employee Provisions;
- General Ledger Reconciliation / Trial Balance;
- Bank Reconciliations, Credit Card Statement Reconciliations;
- Inventory, Fixed Asset Reconciliations;
- Borrowings;
- Lease Liabilities;

- Contract Liabilities;
- Trade Creditors including Masterfile Changes;
- Accounts Receivables;
- Procurement Policy Compliance;
- Monthly Financial Reporting;
- IT, Covid-19, Fraud and Error Assessment Questionnaires; and
- Various Council Policies, Administration Policies and Procedures.

A particular focus from this year's interim audit was revenue recognition (as reported in the Monthly Statement of Financial Activity to Council) in accordance with *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not-for-Profit Entities*, which came into effect in the 2019/20 financial year.

It is expected that the audit results from the Interim Audit will be released by the OAG, and Moore Australia (WA) in the coming weeks and presented to the Audit & Risk Committee at the next meeting in September 2021.

Legal Implications

Local Government Act 1995, s7.9

7.9. Audit to be conducted

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
- (a) *the mayor or president; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*

Local Government (Audit) Regulations 1996, r9

9. Performance of audit

- (3) *An auditor must carry out the work necessary to form an opinion whether the annual financial report —*
- (a) *is based on proper accounts and records; and*
 - (b) *fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —*
 - (i) *the Act; and*
 - (ii) *the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).*

Strategic Community Plan

Strategy 1.1.4 Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.4 Monitor current and develop new revenue streams. (Service Priority: High)

Strategy 1.3.1 Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Strategy 1.3.2 To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

This report is an informal update to the Audit and Risk Committee on the Interim Audit. A separate report will be presented to the Audit and Risk Committee when the Interim Audit results are released on receipt of the Interim Management Report, as issued by the OAG and Moore Australia (WA).

Budget Implications

The 2020/2021 budget includes an allocation for the conduct of the full annual audit, including the interim audit.

Budget – Whole of Life Cost

The 2020/2021 budget includes an allocation for the conduct of the annual audit.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.8) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Interim Audit Update
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk that Council is non-compliant in providing information as requested by the Office of the Auditor General, as detailed in the Responsibilities of the Audit.

Officer Comment

Historically, the results of an interim audit were not formally reported, instead they were used as preparatory to the year-end audit. The reporting of these results now forms part of the formal requirement of audits conducted by OAG.

Although the Interim Audit Results has not yet been released by the OAG and Council auditors Moore Australia (WA), which was due 28 May 2021, management thought it timely to present an ‘informal’ update to the Audit & Risk Committee on the projected outcomes of the Interim Audit.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 14-21 MOVED - Cr M Bennett SECONDED - Cr P Robinson

THAT the Audit & Risk Committee recommend that Council:

- 1. Receive the 2021 Interim Audit Update report.**

- 2. Acknowledges that the 'Interim Management Report', which details the final audit results of the Interim Audit, has not yet been issued by the Office of the Auditors General and Moore Australia (WA).**

CARRIED
5/0

9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 8 September 2021.

There being no further business the Chairperson declared the meeting closed at 3.04pm



Our Ref: 8658

Mr Andre Schonfeldt
Chief Executive Officer
Shire of Dardanup

By email: ceo@dardanup.wa.gov.au
Cc: Michael Bennett, email: michael.bennett@dardanup.wa.gov.au

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Fax: 08 6557 7600

Email: info@audit.wa.gov.au

Dear Mr Schonfeldt

AUDIT FIRM APPROVED FOR AUDIT OF SHIRE OF DARDANUP ANNUAL FINANCIAL REPORT

Recently, my Office invited competitive proposals from accredited audit firms for the provision of professional services to conduct the annual financial audit of your local government on my behalf. I am pleased to advise that I have appointed Moore Australia (WA) to conduct your annual financial audit for a 3 year period, commencing with the audit for the year ended 30 June 2021.

All Auditors General across Australia outsource a certain percentage of their audits to private firms. My Office currently outsources approximately 85% of local government sector financial audits and 65% of State sector financial audits. This brings many benefits to my Office and auditees including access to specialist knowledge and surge capacity to complete and report on all public sector audits in a timely manner. As you would be aware, my Office retains an active role in quality control and engagement throughout the audit process, and reports at a whole-of-sector level to the Parliament, community and other stakeholders.

Please note that under the contract between the Auditor General and the contracted auditor, Moore Australia (WA) may not seek or undertake any other work for your local government during the term of the contract without my prior written consent. Any approval for other services would generally be limited to other assurance services commonly provided by an auditor, such as grant acquittal certification. Audit firms could not, for example, discharge or deliver financial management functions, as these services cause a self-review threat to the independence of the auditor.

My Office will write again shortly to advise you of your local government's indicative audit fee. This fee is calculated to cost-recover my Office's expenses in audit delivery, and includes OAG staff hours on the audit plus any directly related costs such as contract fees and travel expenses. Local government entities that we have audited in the first 3 years of transition have generally found our audit fees to be higher than they had paid previously. This is primarily because our financial audits are much broader in scope than was previously received by most local government entities, and we do not provide other services that may subsidise the audit fee. In addition to giving assurance on your local government's annual financial report, the audit will also provide greater transparency about financial controls, probity and governance matters, and enables our whole-of-sector parliamentary reporting and stakeholder liaison across the sector.

(Appendix ORD: 12.5.1B)

We look forward to working with you to promote accountability and transparency in the local government sector for the benefit of the community we jointly serve.

The contracted auditor will report to Suraj Karki. Please feel free to contact Suraj Karki on 6557 7551 or suraj.karki@audit.wa.gov.au should you wish to discuss any matter in relation to your audit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Spencer', written in a cursive style.

CAROLINE SPENCER
AUDITOR GENERAL
19 April 2021

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COMMITTEE MEMBERS:

Mr Chris Hynes - CBFCO Eaton Townsite District
Mr Richard Stacey - FCO Ferguson District
Mr Neil Dyer – FCO - West Dardanup District
Mr Clay Rose - DCFCO (North) / FCO Burekup District
Mr Robert Drennan - DFCO (South) / FCO Waterloo District
Mr Rod Bailey - FCO Upper Ferguson District
Mr Brendan Putt - FCO Dardanup Central District
Mr Peter Robinson - FCO Joshua/Crooked Brook District (Chairperson)
Mr Ian Bridge FCO Wellington Mill District (Deputy Chairperson)

Mr John Carter – Representative Department of Fire & Emergency Services
Mr Darren Harvey - Department of Biodiversity, Conservation and Attractions

Cr. T Gardiner - Elected Member
Cr. M T Bennett - Elected Member (Deputy)

STAFF MEMBERS

Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services
Mr Murray Halden - Senior Ranger
Mrs Donna Bailye - Executive Governance Officer

OBSERVER

Mrs Susan Oosthuizen - Director Sustainable Development
Ms Melissa Howard - Emergency Management Officer

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 16 JUNE 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Mr Peter Robinson declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

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

2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Robert Drennan	-	FCO Waterloo District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Neil Dyer	-	FCO West Dardanup
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Lyndon Skeers	-	Incoming FCO - Ferguson District
Mr Max Kerr	-	Incoming FCO – Upper Ferguson District
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Matthew Cooper	-	Dept. of Biodiversity, Conservation & Attractions

Staff

Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Connell	-	Manager Development Services
Mr Murray Halden	-	Senior Ranger
Ms Melissa Howard	-	Emergency Management Officer
Mrs Donna Bailye	-	PA - Deputy Chief Executive Officer
Mrs Kathleen Hault	-	Acting PA – Director Sustainable Development

Observers

Mr Wayne Cross	-	Captain - Dardanup Central
Mr Anthony Congdon	-	Captain Ferguson

2.2 Apologies

Mr Rod Bailey	-	FCO Upper Ferguson
Mr Richard Stacey	-	FCO Ferguson
Mr Brendan Putt	-	FCO Dardanup Central
Mr Clay Rose	-	FCO Burekup District
Ms Emma Atkinson	-	Dept. of Biodiversity, Conservation & Attractions
Mr Allan Charlton	-	Incoming Fire Weather Officer

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Bushfire Advisory Committee Meeting Held 17 March 2021

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 03-21 MOVED - Mr Ian Bridge SECONDED - Mr Rob Drennan

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 17 March 2021, be confirmed as true and correct subject to corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

The Chairperson, Mr Peter Robinson asked if there were any Declarations of Interest to be made.

There were none.

8. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
01/21	Erin Hutchins	Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins, through liaison with the Shires Manager – Governance & HR investigate the appointment of Mr Allan Charlton to the Bushfire Advisory Committee as a Fire Weather Officer	Refer to Item 9.16 in Agenda	Completed
02/21	Murray Halden	FCO's to workshop the proposed draft "Fire Prevention Order – Request for Exemption". Shire to coordinate workshop and matter to be brought back at the May 2021 Bushfire Advisory Committee meeting.	Murray met with FCOs to workshop the proposed "Fire Prevention Order – Request for Exemption" guidelines. A final DRAFT was circulated to all FCOs on the 29 April 2021 for final comment. On receiving comments the final guideline was amended and circulated to the FCOs.	Completed.

(Appendix ORD: 12.5.2)

9 REPORTS OF OFFICERS AND COMMITTEES**9.1** Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Discussion

Mr Chris Hynes advised that due to outside commitments a report was not able to be submitted for this meeting, he did however wish to formally acknowledge the many years of service, as an FCO and Training Officer, Mr Rod Bailey had provided to the Brigades. Mr Hynes also requested that a check be made of the service history for Mr Bailey and that the correct service history be formally acknowledged.

Mr Hynes also acknowledged the service provided by Mr Richard Stacey and requested that this also be formally acknowledged.

9.2 Title: Department of Biodiversity, Conservation & Attractions – Officer Report

Note: The following report was presented at the meeting by Mr Matthew Cooper.

9.2.1 Prescribed Burning Autumn 2021

Wellington District 7 Burns Commenced/ Continued/ Completed (approx. 15,000 ha).

Dardanup Shire 1 Burn Completed (WTN_084 Dongara Ridge 131 ha).

In Autumn/ Winter FPC has completed pine heaps burning on the Harvey Coast and Alcoa is continuing with native forest heaps in the north of the district.

The District has just completed indicative planning for the 2021-22 season. Incomplete burns from Autumn have been reviewed and re-allocated. The CBFCO/Shire will be provided with an updated programme once finalised (mid-July).

9.2.2 Bushfires

59 bushfires recorded in the District (7 in Dardanup Shire).

As always, thanks to the Brigades/ Shire for their well-managed fires that the Department has been involved with and for all the assistance/ first response with Departmental fires.

9.2.3. District Staff Changes/ Contacts

District Fire Coordinator:

Jessica Newman has transferred into a training role in the Department's Fire Management Services Branch

Matthew Cooper is the A/District Fire Coordinator (for the next 6 months), based in Collie (ph. 9735 1988).

9.3 Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate

Discussion:

Mr Ricky Southgate provided the Committee with an update on his new role within DFES and advised that he was assisting the Shire of Serpentine Jarrahdale until handover on the 28 June 2021. Mr Southgate advised that he was looking forward to working with the Brigades and would like the opportunity to come out to visit each brigade.

Mr Southgate provided an update of fleet movements and advised that the High Season Fleet (2 x LT and 1x 3.4) had been secured for use when carrying out prescribed burning. These will be kept at the SW RHQ and that Brigades can contact himself or CFCO, Mr Chris Hynes should vehicles be need.

9.4 Title: Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	17-3-21 fire on rail reserve corner SW Highway & Russell Road caused by Aurizon rail, track grinding.
<i>Appliance and Equipment</i>	Fridge hard wired.
<i>Training</i>	New training officer elected, monthly in house training resumes.
<i>Meetings Held</i>	Committee meeting 23-03-21. AGM 12-04-21
<i>Membership – Recruitment/Resignation</i>	No Change.
<i>Concerns</i>	None.
<i>Initiatives</i>	Brigade members Attended ANZAC service River Valley Primary & community fun day April
<i>Other News</i>	Issued 32 fire permits, no escapes, at least 2 illegal paddock burns - Henty Road . Both land owners spoken to by Ranger services.

Item/s For BFAC Discussion

None.

9.5 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	None. Fire permits 3.
<i>Appliance and Equipment</i>	Truck in good working order.
<i>Training</i>	Every second week.
<i>Meetings Held</i>	AGM completed with great attendance, one General meeting to discuss roles within the brigade for new season.
<i>Membership – Recruitment/Resignation</i>	No new members, hoping to recruit additional members with the new station completion.
<i>Concerns</i>	None.
<i>Initiatives</i>	We are currently seeking to have soft shell Jackets with bushfire logo and Brigade name for training and social events. Control burn of large piles of timber with Dardanup West bridge a good success.
<i>Other News</i>	New station is moving quickly with slab down, and framing currently in progress

Item/s For BFAC Discussion

None.

9.6 Title: Ferguson Fire Control Officer Report –Mr Richard Stacey

Reporting Department: Ferguson BFB

Reporting Officer: Richard Stacey

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

<i>Fire Call Outs</i>	Nil since last report. Eleven call outs (including planned and burns) over 20/21 season.
<i>Appliance and Equipment</i>	Ferguson LT taken out of service from 11 January 21 to 8 February 21 due to starter circuit problems. Replacement vehicle supplied by DFES.
<i>Training</i>	Nil.
<i>Meetings Held</i>	2021 AGM held 16 May 2021. Office bearers elected for 2021/22 season: FCO: Lyndon Skeers (0407424147) Captain: Anthony Congdon Lieutenants: Peter Hume (Henty) James Campbell-Clause (Ferguson) Comms Officer: Jane Skipworth Training Officer: Not yet filled
<i>Membership – Recruitment/Resignation</i>	2 new recruits identified and prioritised for training during 2021.
<i>Concerns</i>	Ferguson LT overdue for replacement and having serious reliability problems. Current vehicle has been in service since September 2007 (14 years).
<i>Initiatives</i>	Fire mitigation initiatives promoted through brigade Facebook page. Seven property visits conducted over season to discuss fire planning and mitigation issues.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

9.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Peter Robinson

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Only one call-out to Beelerup. A private burn that got away. Only about three hours attendance required. It was good for me to shadow their IC and our Chief.
<i>Appliance and Equipment</i>	We have old yellow drip torches for which I am seeking red replacements.
<i>Training</i>	Fire Fighters training is being held monthly. Having Chris Bouteloup move away from FIFO is a real bonus for our brigade. He and Capt Paul work really well together. Cadets training is being held three times a school term. Cadets were involved in a low-key private burn that went very well recently.
<i>Meetings Held</i>	One Committee meeting held following the AGM to get new members up to speed and to look at what we are going to be doing. Having new members on the committee is great.
<i>Membership – Recruitment/Resignation</i>	No movement.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	We are wanting to burn Warburton Road under the MAF program in spring. Are there any other verges in our patch that are included in the next MAF mapping?
<i>Other News</i>	The new tank ground works have commenced. We have received a grant from Wespine for carpet squares in our training room. That should be done very soon if not by the time we meet.

Item/s For BFAC Discussion

1. *Where are we in terms of aligning our restricted burn periods with adjoining shires?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Dates have been captured in the Fire Prevention Order Review - refer Item 9.17.13 Fire Prevention Order Review

2. *JCB is keen to plan and conduct another ‘Spring into Action’ event. We are planning on applying for some sort of grant so that we can make it quite attractive for your fire fighters.*

We would like BFAC endorsement if you are supportive. Happy to outline initial ideas if you wish.

Discussion

Mr Robinson provided some details to the Committee on the ‘Spring into Action’ event. It was agreed that the Committee support the event and that further details be distributed to Brigades once the information became available.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 04-21 MOVED - Mr Neil Dyer SECONDED - Mr Chris Hynes

That the Bushfire Advisory Committee supports the 2021 Spring into Action event to be undertaken by the Joshua Crooked Brook Bush Fire Brigade.

CARRIED

3. *What do we do about GST in our MAF payment?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Brigades are not required to charge/claim GST. Previously POs/Invoices that have included GST will be amended.

Discussion

The Committee discussed donations and the Brigades eligibility for tax deductible donations. Mrs Susan Oosthuizen advised the Committee that the Shire is working on a Sponsorship Strategy at present and that this will be taken to Council when complete. This may assist Brigades in the future.

9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	1 since last meeting, Crooked Brook Forest.
<i>Appliance and Equipment</i>	Engine fault light staying on. SW Fire came to check, fault cleared, seems ok now.
<i>Training</i>	Ongoing.
<i>Meetings Held</i>	AGM held in April.
<i>Membership – Recruitment/Resignation</i>	1 new member.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	I have stepped down as FCO and brigade nominated Max Kerr

Item/s For BFAC Discussion

1. *I have decided to resign as FCO, thanks to everyone for their support over the years.*

Discussion

Mr Max Kerr advised that numbers were low at the Brigade and they would be working towards increasing these numbers. The Committee shared some membership drive initiatives.

9.9 Title: Waterloo District Fire Control Officer Report –Mr Rob Drennan

Reporting Department: Waterloo BFB
Reporting Officer: Mr Rob Drennan

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	5 fire call outs, a total of 19 crew positions filled. This included 2 call outs and one inspection by FCO at the request of Dardanup Rangers to one address on Martin Pelusey Road. The last call out involving WAPOLE. 16 permits were also issued over this period and 2 refusals. 1 Controlled burn at the Waterloo Caravan Park with a sausage sizzle at the end by a grateful host.
<i>Appliance and Equipment</i>	Waterloo 3.4 has a locker bin damaged by a strainer post. This will be fixed in the off period. The donation from the Martin Pelusey Truck accident has been put to good use with the purchase of a full locker of Milwaukee Power Tools.
<i>Training</i>	2 Training nights held.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	BFB fleet tyres must be addressed this off season.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Waterloo Fire Station / Hall is coming along.

Item/s For BFAC Discussion*Discussion*

Mr Rob Drennan advised that the tyre issue identified in the report had been resolved.

Mr Drennan and the Committee discussed a recent turn out to an incident that involved antagonistic individuals. Mr Drennan requested that further discussion be undertaken with all FCO's to assess appropriate measures to deal with similar, future situations.

It was agreed that Ms Melissa Howard would look into the matter and try to access information that can be used to assist the Brigades.

ACTION 03/21

Emergency Management Officer, Ms Melissa Howard to source information for the Brigades on handling conflict resolution and dealing with difficult people and distribute for the Brigades further discussion.

9.10 Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	It seems that one truck battery will lose power if the master switch to the control panel is left on even if the isolating switch is OFF. We will make arrangements to have it checked outside fire season.
<i>Training</i>	<p>Michael Milligan has been conducting weekly training during the fire season and will reduce this during the off season. We have had members of other brigades attend our training and would be happy to extend the invitation to other brigades.</p> <p>We used the recent DBCA prescribed burn to provide our new members with some real night time experience in blacking out.</p>
<i>Meetings Held</i>	<p>We conduct monthly committee meetings and had our AGM on 30 April.</p> <p>Our first attempt to conduct our AGM was in early April but we did not reach a quorum.</p>
<i>Membership – Recruitment/Resignation</i>	<p>No new members since last meeting.</p> <p>As a consequence of our failed first AGM, we have written to a number of inactive members and the outcome is that we have reduced our membership by 14. We will advise the Shire in due course.</p> <p>We have added 2 positions to our Management Committee. Those are Bushfire Ready Co-coordinator and a Community Engagement person.</p>
<i>Concerns</i>	<p>1. It appears that the tenders for the toilet construction have come in way over the budgeted amount. Not sure of the status at this date.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update</i></p>

2. At our last BFAC meeting I raised our wish to be involved in prescribed burns in our area and asked DBCA representative if we could be advised prior so we make arrangements. Chris Hynes advised me 15mins before they lit up which meant we didn't have enough notice to plan our training to what we had hoped to do.

Additional to the above, local residents didn't receive any notification (from DBCA) of the Dongara Ridge burn until well after it had been lit.

Can we please get some more appropriate notice so our Brigade and Shire don't look like we have no idea about what's going on in our area.

3. Our application for an autumn roadside fuel reduction burn didn't receive approval until well after the requested burn date. This means we have missed our best opportunity to reduce the fuel load around this major tourist destination. Spring burning doesn't give the best result and probably not worth attempting.

Could we please clarify the process for approvals and timing.

Officer Comment – Mrs Erin Hutchins – Coordinator
Emergency & Ranger Services

At previous BFAC meetings, it was agreed that areas identified for a fuel reduction burn would be electronically mapped by the Shire. This is now captured by the Bush Fire Risk Planning Coordinator Ben Anderson, in consultation with the Chief and other Shire departments and mapped in the Bush Fire Risk Management System (BRMS). A variety of mitigation strategies are used to reduce the risk.

Bush fire risk that does not pose a risk to an asset, is not captured in the BRMS, therefore, stage 1 of the Shire of Dardanup Prescribed Natural Area Burn Application is to be submitted to the Shire by the FCO no less than 21 days prior to the proposed burn. This gives sufficient time for Shire Officers, across several Departments, to assess and approve the burn as well as to organise traffic management, notification to surrounding residents and business etc. As an example, we would hope to receive applications for Autumn burns in February/March.

We acknowledge that the application submitted by Ian Bridge was within the above timelines, however failed to be finalised by the Shire prior to the proposed burn date. We are now reviewing our internal process to reduce the risk of this happening again.

<i>Initiatives</i>	Nil.
<i>Other News</i>	Pad for new tank is prepared and the old toilet block has been removed.

Item/s For BFAC Discussion

Discussion

Mr Ian Bridge requested again, that DBCA provide information to the Brigade prior to any works being undertaken.

1. *Can we discuss the status of new toilets and where to from here?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update

2. *What is the extent of works relating to the new tank and the program for the works?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update

3. *What process should we follow to remove members from our list or change their status to “non-active”?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The ‘Brigades Monthly LG Report’ from DFES circulated by Melissa is your opportunity to remove members from your list or change their status to “non-active”. In addition, any personal changes such as phone number, address etc. can be made by the volunteer officer by accessing the Volunteer Hub.

Discussion

The Committee discussed the removal of “inactive” members from the Brigades listings. Mr Ricky Southgate advised that once appropriate contact had been made and it had been identified and established that they were non-active members the Brigades, they could be removed from their listing. Mr Southgate advised that they be removed completely and not be moved to an auxiliary member.

4. *Number of Private fuel reduction burns in the Shire and should we be promoting reduction burning?*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

As of 24 May 2021, 21 'Permits to Burn' have been approved, 3 have been rejected and 15 are still awaiting a response from the FCO.

The online system was introduced in October 2019 and was endorsed by BFAC on the 29 October 2019 [BFAC 12-19] along with the Permit to Set Fire to the Bush procedure [PR119 – Permit to Set Fire to the Bush]. The online application for permits to burn was created to ensure FCOs were automatically notified, as well as capture the location of issued or rejected permits in the Shire record keeping system and enable Rangers to access this information easily. Further, it enabled the location of permits that have been issued to be published on the Shire website. FCOs are required to advise the Shire of any additional permits issued outside of the online application process.

9.11 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	Seasonal 2.4 has been returned to DFES (20/5/2021).
<i>Training</i>	Training has moved to once per month for the winter season (2 nd Tuesday of the month). Dardanup West and Dardanup Central did a joint training exercise which included the burning of tree heaps in a new subdivision.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	New member has joined. Is interested in doing the training ASAP so he is ready for the next fire season- Captain to follow up on training for all new members.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Did a Facebook post to remind people that when planting to ensure firebreaks will be able to be maintained in the future and not become overgrown.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

9.12 Title: Endorsement of Bushfire Control Officers (FCOs)

The election of all Bushfire Control Officers (FCOs) falls under Section 38 of the Bush Fires Act 1954.

Once the Fire Control Officers have been elected and formally endorsed by Council they will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

The following officers have been nominated by their brigades as FCO's and now need to be endorsed by the Bushfire Advisory Committee: -

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 05-21 MOVED - Mr Ian Bridge SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2021 – 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Peter Robinson
Upper Ferguson District	Max Kerr
Waterloo District	Rob Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

CARRIED

Note: The following information was tabled at the meeting.

FURTHER INFORMATION

At the Bushfire Advisory Committee meeting on the 17 March 2021, the Committee requested that Shire Officers investigate the appointment of Mr Allan Charlton to the position of Fire Weather Officer.

In accordance with Section 38(8) of the Bush Fire Act, a Local Government may appoint to the office of Fire Weather Officer a senior bush fire control officer.

Further to the endorsement of Bushfire Control Officers, the Committee is now requested to endorse a recommendation to Council to approve the position of Fire Weather Officer.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 06-21 MOVED - Mr Rob Drennan SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommend that Council endorse Mr Allan Charlton as Fire Weather Officer for the period 30/06/2021 – 01/07/2022 pursuant to Section 38(8) of the Bush Fires Act 1954 and this to be advertised pursuant to Section 38(13) of the Bush Fires Act 1954 : -

CARRIED.

9.13 Title: Election of Chief Bushfire Control Officer

Nominations are to be called for the position of Chief Bushfire Control Officer.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 07-21 MOVED - Mr Rob Drennan SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 30/06/2021 – 01/07/2022:

- **Mr Chris Hynes.**

CARRIED

9.14 Title: Election of Deputy Chief Bushfire Control Officer – (North)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (North).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 08-21 MOVED - Mr Rob Drennan SECONDED - Mr Lyndon Skeers

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2021 – 01/07/2022:

- **Mr Clay Rose**

CARRIED

9.15 Title: Election of Deputy Chief Bushfire Control Officer – (South)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (South).

The positions of Chief Fire Control Officer, Deputy FCO and FCO's once endorsed by Council will be included on the Fire Prevention Notice.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 09-21 MOVED - Mr Ian Bridge SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2021 – 01/07/2022:

- **Mr Rob Drennan**

CARRIED

9.16 Title: Election of Fire Weather Officer

At the Bushfire Advisory Committee meeting of 17 March 2021, the Chief Bushfire Control Officer advised the Committee that Mr Allan Charlton had been appointed as a Fire Weather Officer in accordance with the provisions of the Bush Fire Act. Mr Chris Hynes requested that Mr Alan Charlton be appointed to the Bushfire Advisory Committee

In accordance with this nomination the following is recommended.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 10-21 MOVED - Mr Rob Drennan SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommends that Council endorse Mr Alan Charlton to the Bushfire Advisory Committee in the position of Fire Weather Officer [Note: Term expires in October 2021].

CARRIED

9.17 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

9.17.1 Bush Fire Brigades Local Law

The Shire of Dardanup Bush Fire Brigades Local Law has completed a formal review with the Local Law being gazetted 12 May, 2021 (Appendix BFAC: 9.17.1) and came into operation on 26 May, 2021. It is recommended that the Bush Fire Brigade Constitution, previously endorsed at the May 2014 OCM [156-14], is repealed.

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 11-21 MOVED - Mr Ian Bridge SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommends that Council repeals the May 2014 Shire of Dardanup Bush Fire Brigade Constitution, formally adopted by Council at the 21 May 2014 Ordinary Council Meeting [156-14].

CARRIED

9.17.2 Mr Rodney Bailey

Mr Rod Bailey has stood down from his position as Fire Control Officer (FCO) for Upper Ferguson. Mr Bailey first became a FCO for the Shire in 2008, dedicating 13 years to the role. In addition, he dedicated 9 years as the Shires Training Coordinator. Mr Bailey has been an asset to the Brigades and Shire and we wish Mr Bailey and his family all the best for the future. It is recommended that the Shire formally write to Mr Bailey, thanking him for his time and dedication into his roles.

Discussion

Mr Chris Hynes advised that Mr Rod Bailey's service history was incorrect and that his involvement had been over a longer period of time. In particular his role as training officer. Mrs Erin Hutchins advised that her information had been sourced from DFES but she would research the matter further. Mr Ricky Southgate also advised that he would research through DFES records and advise Mrs Hutchins of his finding.

The Committee agreed that the matter would be addressed and a correction be noted.

ACTION 04/21

Co-ordinator – Emergency & Ranger Services, Mrs Erin Hutchins and DFES Area Officer Preston, Mr Ricky Southgate to research years of service of Mr Rod Bailey and report back to the Committee.

**OFFICER RECOMMENDED RESOLUTION
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 12-21 MOVED - Mr Wayne Cross SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommends that the Chief Executive Officer formally write to Rodney Bailey thanking him for his service as Fire Control Officer for Upper Ferguson Bush Fire Brigade and Training Coordinator for the Shire of Dardanup.

CARRIED

9.17.3 Mr Richard Stacey

Mr Ric Stacey has stood down from his position as Fire Control Officer (FCO) for Ferguson. Mr Stacey has been a dedicated FCO for 4 years and a valuable asset to the Brigade and the Shire in his role as FCO and we wish Mr Stacey and his family all the best for the future. It is recommended that the Shire formally write to Mr Stacey, thanking him for his time and dedication into his roles.

**OFFICER RECOMMENDED RESOLUTION
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 13-21 MOVED - Mr Rob Drennan SECONDED - Mr Lyndon Skeers

THAT the Bushfire Advisory Committee recommends that the Chief Executive Officer formally write to Richard Stacey thanking him for his service as Fire Control Officer for Ferguson Bush Fire Brigade.

CARRIED

9.17.4 Training

A reminder is given that volunteers should not contact DFES direct in relation to training and to contact the Shire in the first instance. Feedback is still being received that this is still not being adhered to.

There are several options an Officers/Brigades can take;

- Apply to sit on any training, as outlined in the Volunteer Training Calendar, via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- Apply to sit on any training organised by another SW Shire via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online); and
- If Brigade Training Officer/s identify any training needs within the Brigades, they can put this forward to the Shire. The Shire can then liaise with DFES, who if possible (Trainer dependant) will add the training to the portal. This will allow for members to register as well as surrounding Shires to get on board. This will ensure we meet the minimum student's numbers for a course to run. A list of trainer-student ratios and minimum required participants can be found at (Appendix BFAC 9.17.4).

The following ground rules, recommended by DFES, are applied when Volunteers from other LG areas attend training courses;

- The host LG should provide catering to all, with a view that this courtesy will be reciprocated for all SW Volunteers attending any out-of-area courses;
- Any 'visiting' Volunteers should provide their own Learner's Manual, either printed or on an IT device. The Volunteer can either print their own, or source one from their own LG Training Coordinator;
- The host LG should provide any course documentation to all, ie. PowerPoint and/or course handouts, assessment papers, etc; and
- Any travel and/or accommodation expenses should be met by the Volunteer's home LG (you **MUST** get approval from the Shire prior to applying online).

Information Only

9.17.5 Southwest Emergency Management Conference

The Shire has been successful in its grant submission to the State Emergency Management Committee for the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-21 to facilitate a Southwest Emergency Management Conference.

It is intended that the Conference will offer insight, reflection, understanding and motivation over a wide range of cutting edge topics with the theme 'Building Capacity to adapt in an Era of Unprecedented Disasters' and will be streamed live remaining accessible post the event.

The date is Wednesday, 13 October 2021, also the International Day for Disaster Reduction, at the Bunbury Regional Entertainment Centre (BREC). Further details will be shared via the Shire of Dardanup website.

Information Only

9.17.6 Bush Fire Mitigation

The Shire is continuing mitigation activities to identified areas at risk of bushfire throughout the 2020-2021 financial year utilising successful Mitigation Activity Funding (MAF). A total of 39 bushfire mitigation treatments are expected to be finalised by the 30 June 2021.

The Shire made application to Round 1 2021-2022 of MAF for additional funding of \$357,000.00 for further bushfire mitigation treatments to reduce the bushfire risks within the Shire of Dardanup. A total of 21 treatments have been identified. The Shire anticipates that they will be advised of the outcome in July 2021.

Information Only

9.17.6 Bush Fire Brigade Facility and Water Tank Update

The Infrastructure team have been working hard to complete several brigade projects and are dedicated to ensure their completion in a timely manner. The Manager Infrastructure Planning and Design has provided the following update (as of 24 May 2021):

Wellington Mills – facility upgrade ablution block

- Scope reviewed, drawings updated to exclude enclosed passageway between buildings.
- Revised prices requested, due Friday 28 May 2021.
- Shire has proposed an additional \$35,430 to be added to the project in the draft 2021/2022 Annual Budget (subject to Council approval).

Dardanup Central – New facility

- Concrete footings and floor slab complete.
- Timber wall stud frames complete.
- Most materials on site with exception of some structural steel.
- Estimated completion date 14/7/2021.

Waterloo BFB – Extension of Waterloo Hall

- Design complete.
- Concrete footings complete.
- Concrete slab formed up ready to pour.
- Estimated completion date 30/7/2021.

Water Tanks (x4)

- Joshua Crooked Brook BFB and Wellington Mills BFB. Order sent to Blackwood Tanks on 6/5/2021. Blackwood advised 4-week manufacturing time for the tanks. Site works for tanks commenced.
- Dardanup BFB. Single tank could not be sourced. 2x50,000L tanks installed on site (under CEM Alliance contract). Shire to submit copy of invoice for tanks to DFES.
- Waterloo BFB. Single tank could not be sourced. 2x50,000L tanks procured and on site but not installed on site yet (under CEM Alliance contract). Shire to submit copy of invoice for tanks to DFES.

Information Only*Discussion*

Mrs Erin Hutchins provided the Committee with an updated progress report for the above projects.

The Committee discussed the opening ceremonies for the new Brigade Buildings.

9.17.10 Proposed New Time – BFAC

To bring the Bush Fire Advisory Committee (BFAC) in alignment with all other Committees and Advisory Groups of Council, it is proposed that the BFAC commences at 5.30pm. If still required, Fire Control Officer (FCOs) can meet at 5.00pm prior to the commencement of the meeting to discuss any matters outside of BFAC.

OFFICER RECOMMENDED RESOLUTION “A”

THAT the Bushfire Advisory Committee

1. Supports a change to the starting time for the BFA Committee meetings from 7.00pm to 5.30pm.
2. Recommends that Council

- i) Endorse a change of the meeting times for the 13 October 2021 BFA Committee meeting and any future Bushfire Advisory Committee meetings, with the meetings to commence at 5.30pm.
- ii) Publish a notice to reflect the change in the 13 October 2021 meeting time as required and update the Shires website

Discussion

The Committee discussed the proposed change in time and it was agreed that the time remain the same, that being a 7.00pm start. Mr Neil Dyer moved Resolution B. Mr Rob Drennan seconded the resolution.

**OFFICER RECOMMENDED RESOLUTION "B"
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 14-21 MOVED - Mr Neil Dyer SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee does not support a change to the BFA Committee meeting start times and meeting start times are to remain at 7.00pm.

CARRIED.

9.17.11 Volunteer Bush Fire Brigade Annual General Meeting (AGM)

In accordance with of the Bush Fire Brigades Local Law 2021, minutes of the bush fire brigade annual general meeting (AGM) are to be tabled before the Bush Fire Advisory Committee.

s3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) *The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*
- (2) *The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –*
 - (a) Bush Fire Advisory Committee; or*
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).*

Officers have provided copies of the minutes of the 2021 AGM and can be found at (Appendix BFAC 9.17.11).

**OFFICER RECOMMENDED RESOLUTION
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 15-21 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee receives copies of the 2021 Annual General Meeting (AGM) minutes for the Shire of Dardanup Volunteer Bush Fire Brigades.

CARRIED

9.17.12 Local Government Grant Scheme (LGS)

The Shires 2021-2022 LGS application is currently being assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

The following Local Government Grants Scheme 2020/21 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$155,000.00
Line Item 9	\$3,971.00
Additional State Government 2020/21 Insurance Allowance	\$9,864.00
ESL – Total Gross Operating Grant	\$168,835.00
Less Expenditure	
ESL - Insurance	-\$39,531.09
ESL – Total Expenditure	-\$108,714.11
Funds Remaining as at March 2021	\$20,589.80

Approved Capital Grants – Funded by the State Government WA Recovery Plan Initiative

Brigade	Description	Funding
Dardanup Central BFB	New facility incl. amenities and fit out	\$450,000.00
Wellington Mills BFB	Disabled Toilet & Shower	\$44,200.00
	TOTAL	\$494,200.00

Approved Water Tank Allocation – Funded by the State Government WA Recovery Plan Initiative

Brigade	Description	Funding
Dardanup Central	Watertank	\$20,467.00
Joshua-Crooked Brook	Watertank	\$20,467.00
Waterloo	Watertank	\$20,467.00
Wellington Mills	Watertank	\$20,467.00
	TOTAL	\$81,868.00

Approved Carryovers

Brigade	Description	Funding
Waterloo BFB	2 appliance bay facility & amenities including furniture fit out.	\$393,909.00
	TOTAL	\$393,909.00

Information Only*Discussion*

Mr Peter Robinson noted, that when he commenced on this Committee the funding being received by the Shire was approx. \$80K per year. He wished to acknowledge and recognise the efforts of Shire Officers to increase the funding to the present amounts. Mr Robinson wished to thank staff on behalf of the FCO's for their efforts.

9.17.13 Fire Prevention Order Review

In recent months Mr Murray Halden has been working in conjunction with Fire Control Officers (FCOs) to review the Shires Fire Prevention Order. Please find attached a draft Fire Prevention Order agreed to by FCOs for the Committee's endorsement. (Appendix BFAC 9.17.13) Additions and amendments to the document have been highlighted and marked in red.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 16-21

MOVED -

Mr Neil Dyer

SECONDED -

Mr Chris Hynes

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2021/22 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.



FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIODBurning Permits Required

2 November

to

14 December

annually

PROHIBITED BURNING PERIODNO FIRES PERMITTED

15 December

to

14 March

annually

*(subject to extension)***RESTRICTED BURNING PERIOD**Burning Permits Required

15 March

to

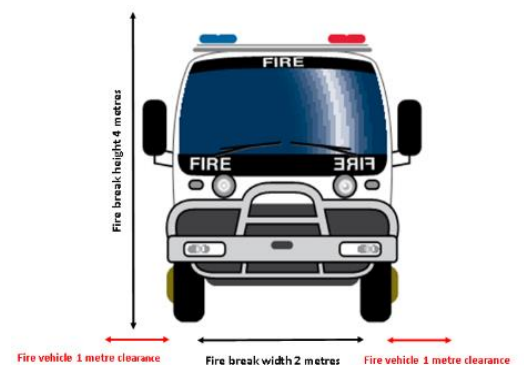
26 April annually

*(subject to extension)***RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES***

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.
- A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre Asset Protection Zone.

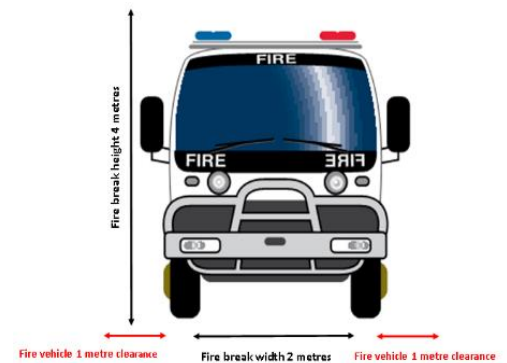


Minimum clearance for fire break in small holdings

- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

* Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout; and
- the fire is completely extinguished when cooking is complete.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to install a firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year. This application shall** include a plan detailing the alternative fire prevention measures taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contractor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A “Bush Fire Management Plan” means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as agriculture land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial



Would you like to become involved in a volunteer bush fire brigade?

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member and cadets (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

CARRIED.

10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

11. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

Discussion:

Mr Lyndon Skeers requested that Captains be invited to future Shire of Dardanup BFAC meetings. The Committee discussed the request and it was agreed that Captains would be invited to future meetings, with electronic copies of the Agendas being forwarded to Captains when Agendas are forwarded to FCO's.

ACTION 05/21

PA, Deputy Chief Executive Officer, Mrs Donna Bailye to organise invites to Captains for future BFAC meetings, together with copies of Agendas and Minutes being distributed electronically to all Brigade Captains. Emergency Management Officer, Mrs Melissa Howard to forward copies of Minutes to Brigade Secretaries.

Mrs Erin Hutchins discussed the importance of BFAC minutes being circulated to all members of the brigades to ensure all members are aware of decisions, processes and/or changes that they may impact them. Mr Wayne Cross requested that a copy of the minutes be forwarded to each brigade secretary for circulation. Ms Melissa Howard will forward through copies of BFAC minutes to brigade secretaries.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 13 October 2021, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 7.59pm.

