



SHIRE OF WOODANILLING

ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

17 December 2024 at 4.00pm

INDEX

8.2.1 - ACM Unconfirmed Minutes - 17 December 2024

9.1.1 - Bushfire Advisory Committee Meeting - 15 October 2024

9.2.1 - Local Emergency Management Committee Meeting - 05 November 2024

9.3.1 - Great Southern Country Zone Meeting - 23 August 2024

9.4.1 - Great Southern Country Zone Meeting - 22 November 2024

13.1.1 - List of Accounts for Payment – 30 November 2024

13.2.1 - Monthly Financial Report 30 November 2024

14.1.1 - CONFIDENTIAL– Australia Day Awards 2025 Nominations

14.2.1 - Shire of Woodanilling Bush Fire Risk Management Plan 2024-2026

14.2.2 - Letter of Endorsement

14.3.1 - Shire of Woodanilling Bush Fire Brigade Operating Procedures

15.1.1 - Draft The Woodanilling Way Strategic Community Plan and Corporate Business

Plan 15.3.1 - Shire of Woodanilling Annual Report 20232024

15.4.1 - CEO Recruitment and selection, performance review and termination (DLGSC –
Guidelines)

15.4.2 – Council Policy – Adopted Standards for CEO Recruitment, Performance and
Termination



SHIRE OF WOODANILLING



Audit Committee Meeting
Unconfirmed Minutes
17 December 2024

DISCLAIMER

This agenda has yet to be dealt with by the Audit Committee. The recommendations shown at the foot of each item have yet to be considered by the Audit Committee and are not to be interpreted as being the position of the Audit Committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Audit Committee.

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AUDIT COMMITTEE MEETING AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Douglas will declare the meeting open at 3:00pm. The Chairperson will alert the meeting to the procedures for emergencies including evacuation, designated exits, and muster points.

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

Present:	
Cr D Douglas	Shire President
Cr HR Thomson	Deputy Shire President
Cr B Smith	
Cr I Garstone	
Cr K Stephens	
Officers:	
Paul Hanlon	Chief Executive Officer
Apologies:	
Observers:	

3. APOLOGIES

4. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Marshall requested leave of absence in writing to the Chief Executive Officer on 12th December 2024 for the period from 17/12/2024 to 17/12/2024.

COUNCIL RESOLUTION – ITEM 4.1 – APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr Thomson Seconded: Cr Smith

That That Cr Marshall be granted leave of absence for the period from 17/12/2024 to 17/12/2024.

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Stephens, Cr Garstone

Against: Nil

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATIONS OF COUNCILLORS OR OFFICERS INTEREST

8. CONFIRMATION OF PREVIOUS MINUTES:

8.1. AUDIT COMMITTEE MEETING 27 AUGUST 2024

COUNCIL DECISION

That the Minutes of the Audit Committee meeting held 27 August 2024 be confirmed as a true and correct record of proceedings without amendment.

COMMITTEE DECISION – ITEM 8.1. AUDIT COMMITTEE MEETING 27 AUGUST 2024

Moved: Cr Stephens Seconded: Cr Smith

That the Minutes of the Audit Committee meeting held 21 February 2023 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Garstone, Cr Stephens

Against: Nil

9. AUDIT COMMITTEE REPORTS

9.1. ADOPTION OF 2023/2024 ANNUAL REPORT

File Reference	ADM0017
Date of Report	11 December 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 9.1.1 – Shire of Woodanilling Annual Report 2023/2024

BRIEF SUMMARY

The purpose of this report is for the Audit Committee Meeting to recommend to Council to adopt the 2023/2024 Shire of Woodanilling Annual Report.

BACKGROUND

The OAG conducted the Annual Financial Audit for 2023/2024 following production of the Annual Financial Statements with the process concluding in November 2024. This item discusses the outcomes of the Audit.

The final audited financial statements have been received from the Office of Auditor General (OAG) and Lincolns and the formal audit exit meeting was held on Friday 8th November 2024. In attendance at this meeting was:

- Jay Teichert, Director Financial Audit, (OAG);
- Mr Chris Martain, Auditor, Lincolns;
- Mr Thomas Warner, Partner, Lincolns;
- Mr Darren Long, DL Consulting, Accountant
- Cr Russel Thomson, Deputy Shire President;
- Mr Paul Hanlon, Chief Executive Officer.

During this meeting the report was discussed for the year ended 30 June 2024. Following the formal Audit Exit meeting, the Office of Auditor General released the independent auditor's reports.

Under section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report each financial year. This report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for the Future/Community Strategic Plan;
- The 2023/2024 Financial Report;
- The 2023/2024 Auditor Report; and
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting, it is proposed that the Annual Electors Meeting is scheduled for 6pm on Tuesday 11th February 2025 (exactly 56 days from 17th December 2024).

The Annual Report has been prepared in accordance with the *Local Government Act 1995*, associated regulations and is contained in **Attachment 9.1.1**.

STATUTORY/LEGAL IMPLICATIONS

The *Local Government Act 1995* requires the Council to accept the Annual Report by 31 December each year unless the audit report is not available. If unable to be accepted by 31 December in any given year, then Council must accept the report within two (2) months of the audit report becoming available.

The Annual Electors Meeting must then be held within fifty-six (56) days of Council accepting the Annual Report. A minimum of fourteen days local public notice is required of the date, time, place and purpose of the meeting.

POLICY IMPLICATIONS

There is no policy associated with this item.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC IMPLICATIONS**THEME 3****Governance****OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

Consultation has been undertaken with the Chief Executive Officer, DL Consulting and finance staff, OAG and Lincolns. The Exit Meeting occurred with one member of the Audit Committee held on Friday 8th November 2024. It must be noted that the Shire President was unavailable at this time and the OAG was ok with the Deputy Shire President representing the Audit Committee for this meeting.

RISK MANAGEMENT

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is assessed as "High".

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Audit Committee recommends to Council to:

1. Accept the Shire of Woodanilling 2023/2024 Annual Report for the financial year ended 30 June 2024 as presented in **Attachment 9.1.1**;
2. Convene the Annual Electors Meeting on Tuesday 11th February in the Woodanilling Council Chambers commencing at 6pm; and
3. Publish the Shire of Woodanilling 2023/2024 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

Motion

Moved: Cr Smith **Seconded: Cr Garstone**

A motion was moved to accept the item.

AMENDED RECOMMENDATION

Motion

Moved: Cr Smith **Seconded: Cr Garstone**

A motion was moved that Council amend the Officer's recommendation as follows:

That Audit Committee recommends to Council to:

1. Accept the Shire of Woodanilling 2023/2024 Annual Report for the financial year ended 30 June 2024 as presented in **Attachment 9.1.1**;
2. Convene the Annual Electors Meeting on Tuesday 11th February in the Woodanilling Council Chambers commencing at 7pm; and
3. Publish the Shire of Woodanilling 2023/2024 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Garstone, Cr Stephens

Against: Nil

COMMITTEE DECISION – ITEM 9.1. ADOPTION OF 2023/2024 ANNUAL REPORT

Moved: Cr Thomson

Seconded:

Cr Stephens

That Audit Committee recommends to Council to:

1. Accept the Shire of Woodanilling 2023/2024 Annual Report for the financial year ended 30 June 2024 as presented in Attachment 9.1.1;
2. Convene the Annual Electors Meeting on Tuesday 11th February in the Woodanilling Council Chambers commencing at 7pm; and
3. Publish the Shire of Woodanilling 2023/2024 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the Local Government Act 1995, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire’s website, official Notice Boards and Facebook site.

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Garstone, Cr Stephens

Against: Nil

10. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Douglas will declare the meeting closed at 3:03 pm.



BUSH FIRE ADVISORY COMMITTEE MEETING

MINUTES

15 OCTOBER 2024



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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Chief Bush Fire Control Officer Evan Hall welcomed all, and the meeting was declared opened at 7.07pm.

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

Council Members		
Councillor	Cr Ian Garstone	
DFES Officer		
District Officer	Paul Leiper	
BFAC Committee		
Chief Bush Fire Control Officer	Evan Hall	
Deputy Chief Bush Fire Control Officer	Lachlan Patterson	
Senior Fire Control Officer 1	Bindi Murray	
Senior Fire Control Officer 2	Jason Cronin	
Fire Control Officer	Wayne Shackley	Cartmeticup
Fire Control Officer	David Coleman	Woodanilling Central
Shire Staff		
Acting Chief Executive Officer	Jasmine Bray	
Executive Assistant	Hannah Wilson	
Community Emergency Services Officer	Cindy Pearce	
Apologies		
Executive Manager Infrastructure	Phil Burgess	Shire of Woodanilling
Fire Control Officer	Greg Doak	Boyerine/Westwood
Fire Control Officer	Braden Crosby	Glencoe
Fire Control Officer	Benjamin Wilhelm	Boyerine/Westwood
Observer		
Shire President	Dale Douglas	Shire of Woodanilling

3. CONFIRMATION OF MINUTES

CONFIRMATION OF BFAC MINUTES HELD 26 MARCH 2024

Moved: David Coleman

Seconded: Wayne Shackley

That the Minutes of the Bushfire Advisory Committee Meeting held Tuesday 26th March 2024 be confirmed as a true and correct record of proceedings without amendment.

CARRIED

FOR: 6/0

AGAINST: NIL

4. BUSINESS ARISING FROM PREVIOUS MEETING

Item#	Date initiated	Item Details	Officers Status Update	Assigned to	Comment	% Completed
7.2	01/07/2021	That Council provide a letter of support to Telstra for a tower to be located in the eastern area of the Woodanilling Shire, northwest part of the Katanning Shire and the western part of the Kent Shire.		CEO/CESM	<p>Current CEO to discuss with previous CBFCO for this action item.</p> <p>Letter to be drafted in consultation with CEO, DCEO and CESM.</p> <p>Councils sent a letter of support to the Great Southern WALGA Zone requesting better mobile phone coverage in black spot areas. This request will be forwarded to the State WALGA Council for actioning. The CEO to send a letter to DLGRD requesting a mobile phone tower in the Eastern part of Woodanilling.</p> <p>This has been tabled through the WALGA Great Southern Zone and has been placed with Katanning and Kent areas. CEO Katanning has placed it close to the borders to capture the black stop areas. No further action required.</p> <p>26.03.2024 - As of December 2023, Federal Government has had a discussion on two new towers – South Glencoe and Datatine.</p>	90%
7.7	01/07/2021	That Boyerine/Westwood apply for a DFES Fire Appliance Truck and shed in the next round of LGGS funding.		CESM/CEO	<p>CESM to discuss with CEO on outcomes from BFAC with understanding of best area if supported. BFAC to agree on a location west and east of the Shire in preparation for the Feb/March application. This will be tabled at the October BFAC meeting.</p> <p>A discussion was held 12th September regarding a DFES Fire Appliance Truck being applied for the Kenmare Beaufort Brigade, the discussion was about housing such a unit at the Shire Depot. This subject requires further consultation with the BFAC members.</p> <p>Recommendation that an application needs to be submitted for 2 new appliances 4x4 Volvo Rural with no Ad Blue, business case to be drawn up.</p>	

					<p>That the application for Boyerine Westwood appliance be removed from this item.</p> <p>Council to write a letter to DFES that the Shire of Woodanilling are permitted to retain/purchase the current appliance once a new one has been supplied.</p> <p>Application for 2 appliances has been submitted – Heavy Duty and a Light Tanker through the LGGS. We need to make applications to keep us in the system. Business Case was circulated.</p> <p>DFES yet to advise of any outcomes however lodged on LGGS.</p> <p>26.03.2024 - Submitted application to LGGS on the 26/03/2024 for a Heavy Duty and a Light Tanker – this could take many of years.</p>	
8.1	07.04.2022	<p>CEO to contact Fletchers International with regards to Fire Compliance and suppression. CESM to make arrangements for Beaufort/Kenmare Brigade representatives for site visit.</p> <p>Possible review of other commercial sites in Beaufort River area.</p>		CESM/CEO	<p>Yet to be discussed with Fletchers.</p> <p>To be arranged before the next BFAC meeting in October, suggestion that all industries in the Beaufort River district to be approached.</p> <p>CESM, Bindi Murray, Mal Baxter, Jason Cronin, Scott Hook and DCEO attended Fletchers Monday 12th September. A discussion around Fletchers supplying a map of the property showing all assets, tracks/roads, water supply (tanks/dams) locations and types of connections. Storage areas of chemicals, stock feed (either under cover or uncovered) Critical infrastructure eg powerlines, residential housing etc.</p> <p>It was recommended to Fletchers that a fire unit that is not a trailer mounted unit would be of more benefit in a fire situation.</p> <p>CESM mentioned that a Rural Fire Awareness Course was being held 20th October if any Fletchers staff may be available to attend.</p> <p>CESM to follow up with Fletchers in a week if no response to her email has been received.</p> <p>CESM emailed Fletchers Sept 22 and again this week with no response.</p>	Completed

					<p>CESM will follow up regarding them providing the information requested. Letter completed 18.10.2023 – Further comments by Bindi & Evan on this as they attended the Darkan exercise and understood the importance of these conversations with Fletchers and the land owners in the area due to the industry there. The exercise included this region and it showed how quickly it went in a very short time. Firebreak inspections and the plantations is very important. 26.03.2024 - CBFCO Evan Hall conducted Fire Break Inspections – Fletcher and Beaufort River Meats comply. Beaufort River Tavern is a concern. 15/10/2024 – Letter to prompt Beaufort River Service Station to meet Firebreak Compliance.</p>	
	28.03.2023	Shire to arrange for firebreaks at Boyerine		Shire/ Captains	<p>Details to be supplied to Sue for activation. ACH Act needs to be considered and addressed before any activity can take place. 26.03.2024 - Awaiting details regarding MAFS. 15/10/2024 – Meeting to work out MAFS – Nothing happening this Fire Season.</p>	90%
	28.03.2023	Total Fire bans and effect on business owners/hobby farms.		CESM	<p>CESM to circular flyer. Information will be circulated late November. 18.10.2023 – to be distributed and reminders to be sent out. New welcome packs to be sent out.</p>	Completed
	28.03.2023	Signage for Prohibited burning & Restricted burning periods.		CESM/DCEO	<p>CESM to discuss with DCEO on particular sites and signage requirements. 18.10.2023 – CESM was unable to finalise due to costs. Any chance that Rotary may give some support as the signs came to \$1200 for 3 signs at Martup Pool, Town and Whispering Winds. 26.03.2024 -Seek sponsorship for signs. 15/10/2024 – Documents in folder awaiting next round of funding. Western Power Grants? Request to Council for funding?.</p>	Pending

5. OFFICER'S REPORTS

5.1. CBFCO – EVAN HALL

Not a lot to report since our last BFAC

PRE-SEASON PREPARATIONS

The preparation for this season has been very smooth in comparison to last year with pump trailers ready to go out and radio services completed.

Thanks to the Brayden and Lach for getting an East of Woody pre-season breakfast off the ground and to Wayne Shacks for hosting. Both the East and West breakfasts will be held tomorrow (the 16th of October). Kenmare in the usual location at the Kenmare Hall and the East breakfast at Shackleys sheds.

This is a great opportunity to get any messages across, to share knowledge and make sure that equipment is serviced and ready to work. Could the Captains please use this opportunity to get any messages across that you see fit and convey and points raised in the BFAC that need to be passed on. Also use this chance to ask around for any PPE that needs to be ordered.

ROAC

As mentioned through email last month, the biggest point to come out of the September ROAC was that we can no longer manage to have untrained members on the fire ground. Once again, can the Captain's please ensure that the small number of people that have not yet completed the training, do so either online or at the next course in KA in early November.

As a shire we generally do a very good job of logging on and off of fires and it was reiterated that this is fabulous to cover some of the insurance hurdles should there ever be an accident. Keep up the good work!

COMMUNICATIONS

Can I please ask that brigade Captains check with their members that all radios have been checked. If there are any late or last minute radio shifts required then please contact myself or Cindy ASAP.

I believe that although the last fire season was hectic and very full on, it has had some good things come out of it. From where I sit, I think that as a whole we are taking fire more seriously and are improving our equipment, preparation and skills as a result. It feels as though there is a new privately owned fire truck turning up in the shire every season which is excellent for our fire fighting capacity. The trick going forward will be to organise ourselves well at fires to utilise the larger units to the their fullest potential and in conjunction with fast attacks.

Wishing everyone a quiet and safe fire season!

5.2. CESM – CINDY PEARCE

Training

A Rural Fire Awareness Training was held on the 3rd September. This course can be completed online for those that have been attending fires in the area for many years. Those that haven't been attending fires I suggest they attend the class training to get the benefit of how we manage fires at the local level. The next training I am running will be on the 7th November in Katanning with 10 currently on this course.

I have scheduled an FCO course this Friday 18th September with 9 participants to date with 3 from Kojonup attending.

Membership Audit

I have run an audit of members with those that have attended fires over the past two years. Those that haven't attended a fire in 2 years and have not completed and training will be removed from the list and will be classed as spontaneous volunteers. Those that have attended fires and have no training will be asked to complete the online training. Remembering currently that under the FES Act all volunteers are covered by insurance if under the direction of an IC/FCO brigade officer.

PPE

PPE items are available for those that are short of gear.

Water Bombing Reload Training

This year's training has been scheduled for Saturday 9th November. I will send out a reminder closer to the date for those may wish to attend. The training takes approx. 1 hour depending on numbers.

Fuel Cards

Are available again this year \$1000, if you don't receive one by the 24th October can you let the Volunteer Fuel Card Administrator know. vfc@dfes.wa.gov.au

5.3. DFES – PAUL LEIPER



Government of **Western Australia**
Department of **Fire & Emergency Services**



DFES Upper Great Southern Woodanilling BFAC Report

15 October 2024

Many thanks to all of your continued support in training and mitigation across the Winter/Spring period. We would like to emphasise that we are always here to support local brigades and FCOs.

Key Messages

Harvest Water Bomber Support: To utilise these resources effectively, **call for them early** to minimise turnaround time and ensure a **Ground Controller** is allocated with Talk-Around selected on the radios to communicate with the aircraft (Your local CESM/AO/DO can assist).

High-Season Fleet: This year, during the 2024/25 high-threat period, the Upper Great Southern has a plan in place to support high-risk areas with additional appliances when they become available. These appliances are currently being delivered throughout the region.

Reporting: With harvest approaching, we are encouraging FCOs and brigades to ensure that all fires are being reported to 000 (ComCen). This assists in collating information to better understand the incidents throughout the region and ensures that the documentation supports landholders who lose property/machinery due to fire. Incident Controllers should also be providing Comcen with their first arriving sitrep and ongoing information throughout the incident

Lithium-ion batteries: Last year, firefighters responded to 64 structure fires caused by lithium-ion batteries, up from 34 in 2020. Firefighters have already been called to 32 of these incidents in 2023, with the State now in its busiest period of the year for residential fires. Information on lithium-ion battery fires and prevention tips can be found at <https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/lithium-ion-batteries>.

Early Recognition of potential incident escalation: As you are aware it can take some time to have additional resources and other agency support come to your incidents. Incident controllers should forecast the potential and reach out to the DFES RDC with concerns and requests

Key Circulars

66/2023 – Updates to PPC and Uniform – New lightweight material is available for LG Bushfire Brigades to order.



Government of **Western Australia**
Department of **Fire & Emergency Services**



DFES Upper Great Southern Woodanilling BFAC Report

15 October 2024

64/2023 – All Hazards Deployment Register – Online Operational Interstate/International Deployment planning tool for all availability and interest from all volunteer fire services

All circulars can be found by logging in to the Volunteer Portal

Staffing

Upper Great Southern region has a few staff movements in recent months and we remind the Shire to use the Narrogin reception email or the generic one for contact in your area is DO Narrogin DONarroginUpperGreatSouthern@dfes.wa.gov.au. Reception number is 08 68323 110.

Volunteer Hub

The DFES Volunteer Hub has many of the circulars, training calendars and PPE ordering, systems and a wealth of information which assists all volunteers. Log on today to see what you can learn.

DFES Reviews are publicly available here: <https://publications.dfes.wa.gov.au/>

As an agency, we are about continual improvement; the lessons highlighted are explained in detail in the full report.



DFES Upper Great Southern Woodanilling BFAC Report

15 October 2024

The six lessons are outlined below:

Lesson 1:
Pre-emptive preparation Preliminary preparations made by the SOC, MOC, and ROCs based on the predicted weather, relating to resource stand-by and deployment, were deemed successful and should be considered for future events.

Lesson 2:
Early communications to pre-formed teams Personnel involved in the pre-formed teams (PFT) were able to deploy with little notice, even those not on-call. While this was successful, there should be a more coordinated roll out of the information to ensure sufficient information is provided to those attending.

Lesson 3:
Role clarity of communication lines Improved communication is imperative during incidents, for not only battling bushfires but for planning and resource deployment.

Lesson 4:
Contingency plans for identified locations Facilities at or close to the fireground need to ensure they are in safe identified locations, with contingency plans in place.

Lesson 5:
Planned and coordinated community communication There is an opportunity for improvement when it comes to community messaging to ensure consistent, timely, coordinated, and current messaging is always used.

Lesson 6:
Wider engagement at event locations Learning opportunities are present during and after all incidents and should be actioned and embraced more widely.

For DFES assistance, the Regional Duty Coordinator can be contacted on 1800 865 103 at any time.

Many thanks,

Paul Leiper

Acting District Officer Narrogin

0427 580 481

6. BRIGADE REPORTS

6.1. BEAUFORT/KENMARE – BINDI MURRAY – APOLOGIES PRESENTED BY GRAYDN WILCOX

Nil to report.

6.2. CARTMETICUP – WAYNE SHACKLEY

Nil to report.

6.3. GLENCOE – BRADEN CROSBY

Nil report.

6.4. WOODANILLING CENTRAL – DAVID COLEMAN

Nil to report.

7. RECCOMENDATIONS

BUSHFIRE RISK MANAGEMENT PLAN

Moved: Bindi

Seconded: David

That the Shire of Woodanilling Bushfire Advisory Committee Meeting recommends that Council approves the Shire of Woodanilling Bushfire Risk Management Plan 2024 -2025 and authorises the Chief Executive Officer and Shire President to sign the plan and make it available on the Shire's website.

CARRIED: 6/0

FOR: 6

AGAINST: NIL

STANDARD OPERATING PROCEDURES (SOPS)

Moved: Jason

Seconded: Wayne

That the Shire of Woodanilling Bushfire Advisory Committee Meeting recommends that Council approves the updated and reviewed Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures and authorises the Chief Executive Officer and Shire President to sign the document and make it available on the Shire's website.

CARRIED: 6/0

FOR: 6

AGAINST: NIL

8. GENERAL BUSINESS

8.1. STAND ALONE POWER SYSTEMS

Should this be added into the Firebreak Notice?

- To be looked at Pre Season meeting.

8.2. PPC/PPE

Orders to be given to Cindy to arrange for purchasing if required.

8.3. SOPS - LITHIUM

Updated SOPS with Lithium advice.

8.4. MITIGATION UPDATE

MAF works update including slashing, mulching and spraying.

- No MAFS was applied for this year as the Bushfire Risk Management plan was not up to date.
- Has since been completed and will apply for the next round of funding.

8.5. FAST FILL TRAILERS

Update on what is happening.

- Trailers to be returned from Ongerup
- Will be ready to leave Shire Depot on the 31/10/2024.

8.6. GENERAL IDEAS/DISCUSSION

- Can we email base operator file version to FCO's & Base Operators for information
- Can we send out Calendar invites to Base Operators so they know when it's their week?
- Bindi to format Day/Weekly sheet.
- Chiefs of Brigades to mentor Base Operators.
- Cindy to get quotes for Thermal Cameras.
- Hand held radios – Cindy sent emails to regional office, awaiting on follow up.

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

10. MEETING CLOSED.

Meeting closed at 9.06 pm

Next Meeting – To be discussed.

Local Emergency Management Committee

Combined;

Shire of Kent

Shire of Katanning

Shire of Woodanilling



Local Emergency Management Committee

MINUTES

Tuesday 05 November 2024

Shire of Woodanilling Council Chambers

3316 Robinson Road

Local Emergency Management Committee

MINUTES

Date 05 November 2024
 Location Shire of Woodanilling Council Chambers
 Time 2:00pm
 Videoconference link: Available for this meeting

39. *Functions of local emergency management committees*

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

The hosting Local Government CEO or delegate shall preside over the meeting.

1. Opening and Welcome

The presiding member declared the meeting open at 2.01 pm.

"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."

2. Attendance and Apologies

Attendees:

Paul Hanlon (CEO)	Shire of Woodanilling
Cindy Pearce	CESM (Shire of Katanning & Woodanilling)
John Paul Collins	Department of Primary Industries and Regional Development
Nina Harris	St Johns
Vivienne Gardiner	Department of Communities
Hannah Wilson (EA)	Shire of Woodanilling
Peter Klein (CEO)	Shire of Katanning
Kristy D'Aprile	Shire of Katanning (Shire President)
Ethan Giacometti	Department of Biodiversity, Conservation and Attractions
Dave Rudd	Katanning Police Station (Officer in Charge)
Andrew Duffield	Main Roads (Director for Great Southern)
Paul Leiper	Department of Fire and Emergency Services
Bethany Findlay	NBN (Regional Officer)
Ryan Sutherland	CESM (Shire of Kent)
Keira Van Der Wal	Katanning Primary School

Apologies:

Dale Douglas	Shire of Woodanilling (Shire President)
Tina Jones	Department of Health Katanning
Derek Jones	DFES Albany (District Officer)
Christine Smith	Shire of Kent
Charlotte Powis	DEMA DFES
Mitch Davies	DFES
Sharon McCarthy	Pingrup Primary School

Minute Taker: Shire of Woodanilling

3. Disclosure of Interests

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

4. Guest Presentations

4.1. Bethany Findlay – Regional Officer

- NBN talk and update

5. Confirmation of the minutes

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 07 August 2024 in Kent be confirmed as a true record of proceedings.

Moved: John Paul Collins

Second: Ryan Sutherland

6. Review of Action list and business arising

Item	Owner	Status
Katanning Airstrip Emergency Plan Review update from exercise held last year.	Richard Bralich	Completed
Shire of Katanning Risk Project – STORM, to be revised and presented at meeting	CESM Kat/WD	Completed

7. Correspondence

6.1 Correspondence In

- Communication of Bush fire awareness
- Invitation for the Shot Hole Borer
- State Hazard Fire Plan

6.2 Correspondence Out

- Annual Report Katanning/Woodanilling
- Minutes/Agendas Past Meetings
-

8. Review of LEMC membership and contact list updates

- Water Tank at the back of Woodanilling Shire Office (280,000L) – Has now been plumbed in.
- Shire of Woodanilling currently getting Quotes for Solar Pumps for constant water supply.
- List of Contractors
- School Bus Routes
-

9. Local Emergency Management (standing items)

- 6.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 6.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 6.3 Exercise – discuss objectives (what needs to be achieved) and dates.
 - Recovery exercise to be presented at meeting to group – To be finished at next LEMC
- 6.4 Review Local Emergency Management Arrangements – updates as required.
- 6.5 Risk management update – monitor and review, emerging risks, mitigation.
- 6.6 Review LEMC business plan – monitor progress

10. Agenda Items

11. Agency/Member Reports

Cindy Pearce – CESM Shire of Katanning & Woodanilling

Training is coming along well, with a Rural Fire Awareness being held this Thursday in Katanning, we also have Water Bomber reload training this Saturday at the Katanning airstrip.

- Katanning - Bushfire brigade members now need to complete an Induction; this is going well with support from the FCO.
- The High Season Lt for Katanning Central BFB should be arriving shortly.
- Woodanilling's induction will commence shortly.

- “Water Bomber Grain Harvest Fleet” are now situated at Narrogin to support a quick response if required.
 - Woodanilling asked back in January to acquire a further two Handheld Vertex Radios. This has been approved and we are waiting for delivery.
 - Katanning Central Shed grade is moving forward, the build must be completed by the end of May 2025. We only received 1 quote, and we have gone with MCB Construction Albany.
- Thank you to St Johns Ambulance for attending the Woodanilling pre-season breaky, the crews enjoyed the training and got a lot out of it.

Nina Harris – St Johns

Volunteer numbers are down at this time of year with harvest having started.

Dave Rudd – Officer in Charge Katanning Police Station

We have completed our Fire Rural Awareness Training and there is additional road presence currently.

Ethan Giacomet – DBCA

The new 24/7 service call Narrogin Office and press 1 to speak to someone 24 hours a day 7 days a week.

Peter Klein – CEO Shire of Katanning

Self-Bunded Aviation fuel is now at the airport.

Andrew Duffield – Main Roads

Business as usual, we completed the Regional Bushfire course in August. If anyone needs support for Traffic Control call 138138 24/7 service.

Derek Jones – DFES District Officer (Great Southern)

1. Regional Update

- Region has provided staff and volunteers to Canada
- Requests were also received for further Canada and USA deployments.
- Other staff undertaking normal ‘off-season’ preparations, training, skill development, seasonal exercises and preparing for next season.
- Completed Bushfire Exercise in Ravensthorpe late Sept – testing incident control facilities and LEMC
- Like most occupations/professions there is no quiet period anymore.
- Held our fourth Leaders Forum mid-August for all units and BFBs in Great Southern.
- Continuing to support and assist LGs as required.
- Hosted a ‘Using Air Resources’ discussion forum on 10th Oct for interested BFB volunteers.
- Harvesting/swathing operations now under way in various parts of region.

2. National Warning System – Rolled out nationally 15th July.

- All natural hazards now the same format.
- Sees consistency of colours, levels and now also includes clear action statements.
- Public information and warnings becoming more and more important.
- Now a key responsibility of incident controllers.
- Emergency WA refreshed to reflect national warning system.
- Region hosted an online Teams Meeting to outline AWS to volunteers.
- A location linked App scheduled to be rolled out prior to fire season – will allow user to set watch zones and receive alerts and warnings when in or near mapped warning areas.

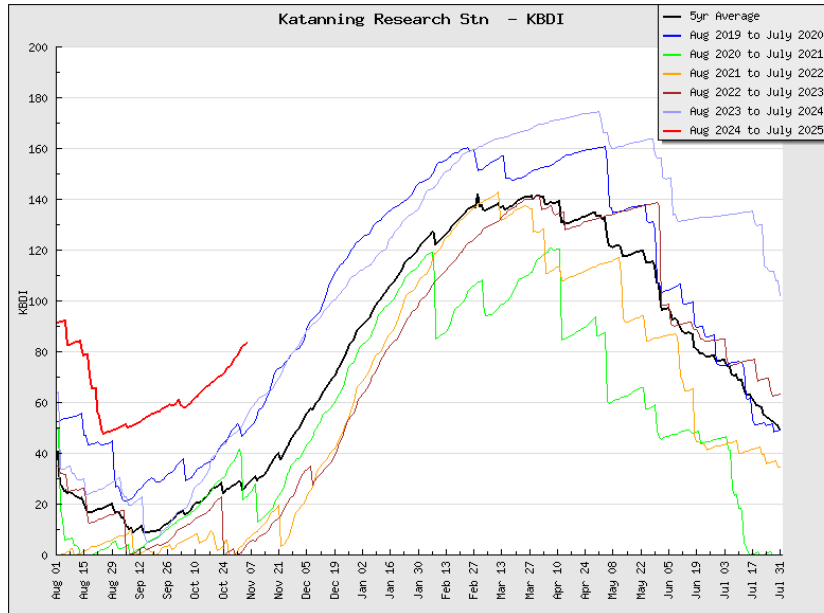
3. Soil Moisture levels - Update

- Katanning registering drier soil moisture levels than at any time in previous 5 years.
- BOM predicting a warmer than normal summer.

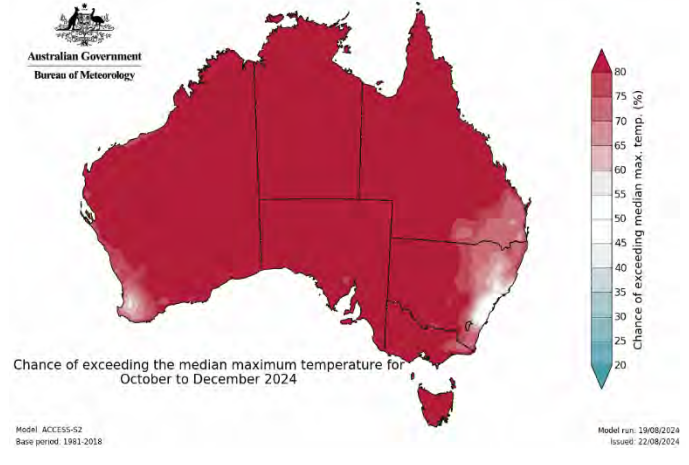
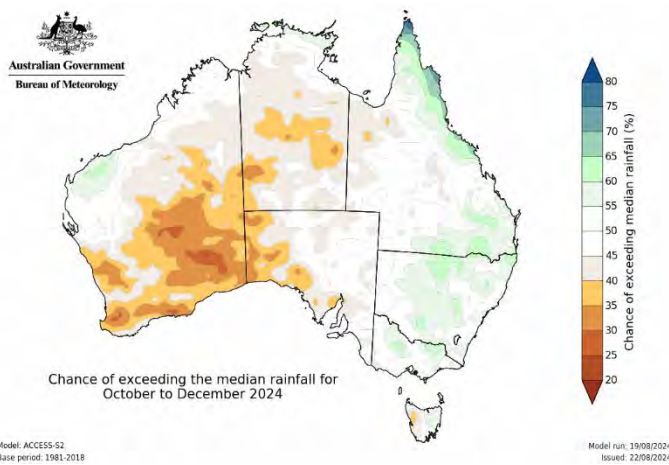


Woodanilling LEMC Report - 5th Nov 2024

BUSHFIRE SEASON OUTLOOK & PREPARATION



The region is unseasonably dry with significant rainfall not occurring till later in the season, currently ahead of 5 year average with forecast warmer than average temps and average to below average rainfall Oct- Dec 2024



National seasonal expectations overview due out 8 October 2024 via <https://www.afac.com.au/auxiliary/publications/seasonal-outlook>

Based on this preliminary information being well prepared for Bushfire Season is key and we would encourage all agencies to test plans and be prepared. <https://www.dfes.wa.gov.au/hazard-information/bushfire>

Key Preparedness Measures and Messages

Three areas of focus we have as an agency in preparation:

Safety – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries last season. The importance of regular high quality training, suitable PPE and safe operational practise to keep all responders safe is significant. The release of online Rural Fire Awareness for Farmer Response has been helpful in preparing seasonal farm workers,



- **Communication** – Timely and accurate information from reporting all fires to 000 and good information within the first 15 minutes then every hour there after are key to making sure we have the resources to suppress the incidents in a timely manner (see attached PAFTACS sheet). To that end we will be running pre-season briefings in October. <https://www.emergency.wa.gov.au/> continues to be a reliable source of truth and information.
- **Risk Mitigation:** Good preparation for the impending season is key and we are:
 - Through our Bushfire Risk Mitigation Co-ordinator, Blake, managing our UCL and UMR parcels within the gazetted town boundaries.
 - Reviewing risk and deploying SOSF High Season vehicles where incident numbers, risk, training and engagement are suitable for suppression resources
 - Continuing the Grain Harvest Strategy of forward basing fixed wing aircraft in Narrogin over the Harvest period.
 - Engaging stakeholders around testing their plans and preparedness activities.

Further Information

Australian Warning System (AWS)

As of 15 July 2024, Western Australia has adopted the Australian Warning System (AWS) for bushfire, cyclone, flood and storm warnings.

The AWS is a national approach to emergency information that aims to deliver consistent warnings to Australian communities, so people know what they need to do to stay safe in an emergency, no matter where they are.

Consistent warning levels, colours and hazard icons supported by a clear and concise action statement will make warnings easier to understand.



Cyclone represents the most significant change find out more here:

<https://dfes.wa.gov.au/hazard-information/warning-systems/australian-warning-system>



Reminder that Local Govt and BFB's are responsible for all fires outside of gazetted towns including structural fires and vehicle fires. Like at the Macco Feeds fire earlier in the year requesting additional capability early is easily done. A Section 13 to transfer control of the incident can be done at the request of a Local Government but this takes time to be approved and implemented and is not instant.

Bushfire Fundamentals has been developed to support those who undertake duties in supporting Incident Management Teams at bushfires. It is targeted at personnel working at incidents such as utility companies, St John, contractors, WA Police and Department of Defence. The course provides an overview of bushfire characteristics and behaviour, bushfire safety and survival, the Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response. Course Access For people who are not DFES staff or volunteers, please use the following link to access the course: <https://eacademy.dfes.wa.gov.au/?client=externaltenant>
Attached is an information sheet for LEMC members.

Staffing update: Paul Leiper from the Pilbara will be continuing with the A/District Officer Narrogin role from the 09 SEPT 2024 and is available on the same email of DONarrogin@dfes.wa.gov.au or his mobile will be 0427 580 481. Paul Blechynden is due to return from leave in April 2025.

DFES Preseasonal forums were facilitated in 3 locations across the region in past weeks with excellent support by responders and great feedback from participants

Many thanks,

Paul Leiper
A/District Officer Narrogin
0427 580 481
DONarrogin@dfes.wa.gov.au



Health and Safety Representative Tip

Person Conducting a Business or Undertaking Primary Duty of Care

The *Work Health and Safety Act 2020 (WA)* describes the Primary Duty of Care held by a person conducting a business or undertaking (PCBU).

A PCBU must ensure, so far as is reasonably practicable the health and safety of:

- workers engaged, or caused to be engaged by the person
- workers whose activities in carrying out work are influenced or directed by the person

A PCBU must ensure, so far as reasonably practicable, that the health and safety of others is not put at risk from work carried out as part of the conduct of the business or undertaking

A PCBU must also ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety
- the provision and maintenance of safe plant and structures
- the provision and maintenance of safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of adequate facilities for the welfare of workers in carrying out work, including ensuring access to the facilities
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to health and safety from work carried out
- the health of workers and the workplace conditions are monitored to prevent illness or injury of workers arising from the conduct of the business or undertaking

OPERATIONAL CONSIDERATIONS

(Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN (first **15 minutes** then every 1hour afterwards). COMCEN can get you Incident Weather also.

P**POSITION AND PROPERTY THREATENED**

- Assess the situation – where is it? Nearest cross road?
- Exposures at risk/critical infrastructure? House? Shed? Tower?

A**AREA**

- Size of fire (Length x Width) – estimate only

F**FUEL DENSITY AND TYPE**

- What is burning? And estimate how fast it is moving (ROS)

T**TIME TO CONTROL**

- Establish IMT (Who is IC, what Sectors?)
- Decide on strategies to extinguish/ make safe
- Delegating key functions – get help from others
- How many hours to get it contained? Roughly?

A**ASSISTANCE REQUIRED**

- Traffic Management & Road closures?
- Regional Manager to assist? What do you need help with?
- Additional resources (**ask early as it takes time to arrive**)?

C**COMMUNICATIONS AND CONTROL POINT**

- Radio frequencies/Communications plan
- Location of control point
- Media and public advice/warnings – 1800 718 288

S**SURFACE WIND STRENGTH AND DIRECTION**

- Send SITREP
- Safety is first priority

COMCEN: 1800 198 140**UGS RDC 1800 865 103**

DFES Communication Centre (ComCen) <ul style="list-style-type: none"> • 000 to report bushfire • Provide an incident update / situation report (see below) • Request Incident Weather Forecast • Request DFES assistance / to attend. • Contact WA Police, Main Roads, Western Power 	1800 198 140 Email: dfescomcen@dfes.wa.gov.au
DFES Regional Duty Coordinator <ul style="list-style-type: none"> • Request water bombers • Request DFES assistance / to attend. • Request DFES to meet machinery costs before engaging contractors 	1800 865 103
DFES Public Information <ul style="list-style-type: none"> • Issue Community Warning (Advice, Watch & Act, Emergency Warning) • Update or change an existing Community Warning 	1800 718 288 Email: statepublicinfo@dfes.wa.gov.au
Telephone Warning System <ul style="list-style-type: none"> • Sends alerts to home phones & mobiles. • Must be used for Emergency Warnings 	1300 566 588

Course Information

Online Bushfire Fundamentals

Background

Bushfire Fundamentals has been developed to support those who undertake duties in supporting Incident Management Teams at bushfires. It is targeted at personnel working at incidents such as utility companies, St John, contractors, WA Police and Department of Defence. The course provides an overview of bushfire characteristics and behavior, bushfire safety and survival, the Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response.

Course Access

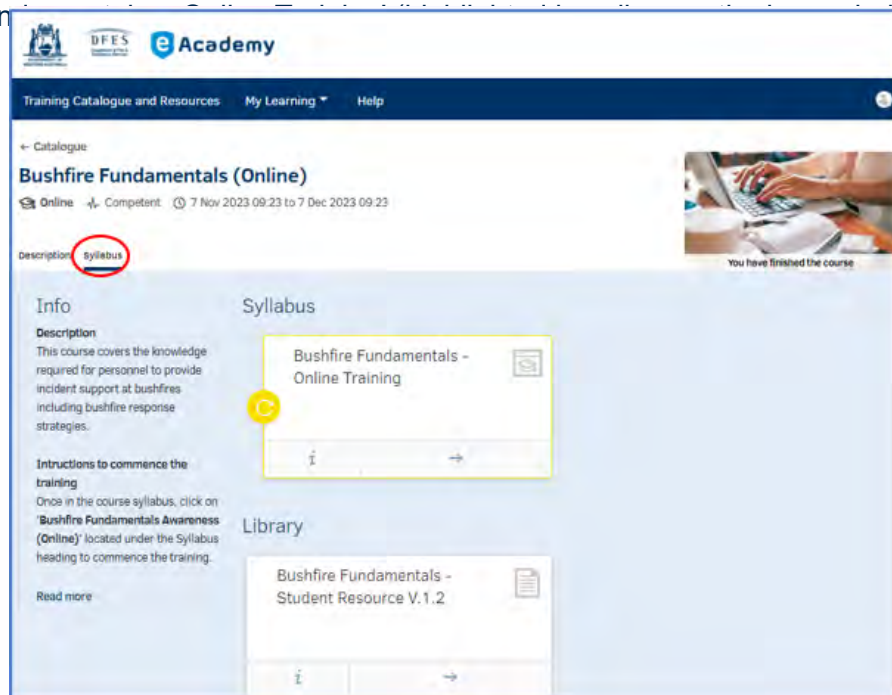
For people who are not DFES staff or volunteers, please use the following link to access the course: <https://eacademy.dfes.wa.gov.au/?client=externaltenant>

Accounts will only be active for 30 days. After this if you wish to access the course again you will need to contact eacademyhelp@dfes.wa.gov.au to request your account be reactivated.

The course may be accessed on a computer, tablet, or smart phone. However, for the best experience it is recommended a computer or tablet is used. Please ensure your device settings allow pop-ups.

If you experience any issues viewing the course on your tablet or mobile device, we suggest downloading Google Chrome from the App Store and select it as your preferred browser.

To access the online course, start by clicking on the 'Syllabus tab' (circled in red on the image below) then click on 'Bushfire Fundamentals' (circled in yellow on the image below).



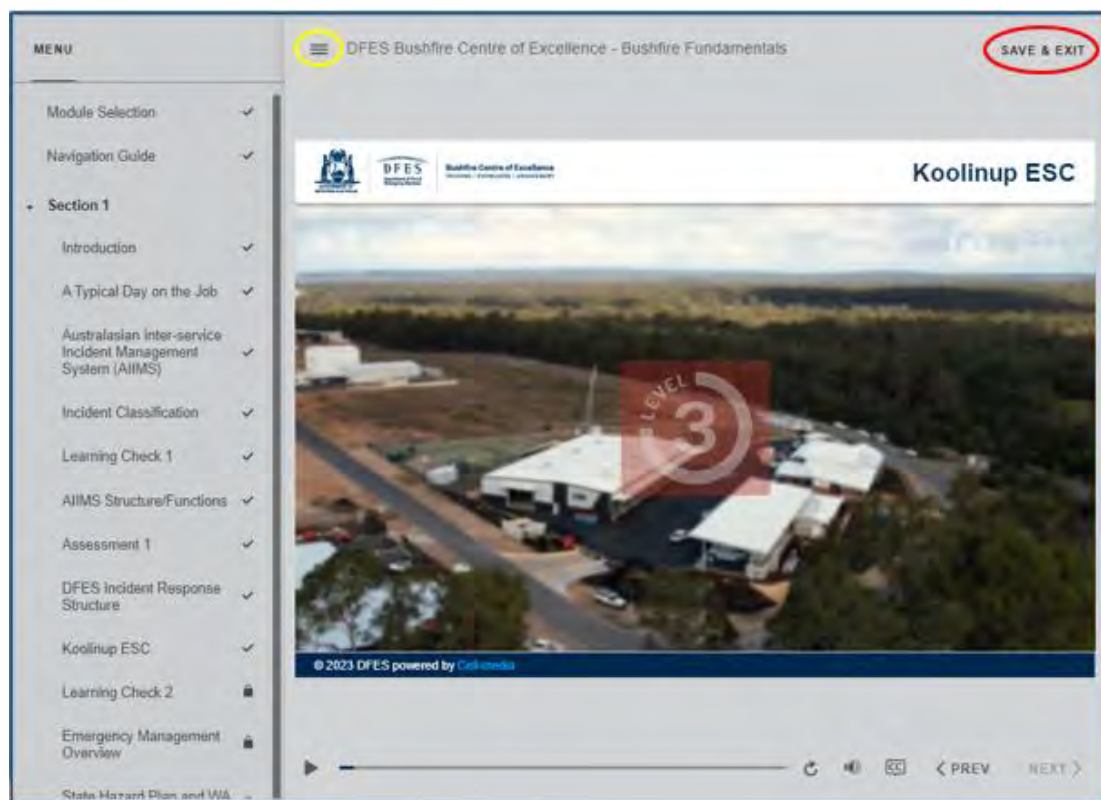
The screenshot shows the eAcademy interface. At the top, there are logos for the Government of Western Australia, DFES, and eAcademy. Below the navigation bar, the page title is 'Bushfire Fundamentals (Online)'. A 'Description' tab is circled in red, and a 'Syllabus' tab is circled in yellow. The 'Syllabus' section contains a card for 'Bushfire Fundamentals - Online Training' with a yellow circle 'C' next to it. Below this, there is a 'Library' section with a card for 'Bushfire Fundamentals - Student Resource V.1.2'.

Learning Tips

The online course duration is approximately 2-3 hours. It may be completed in multiple sessions. To ensure your progress is saved, click the 'save and exit' button in the top right-hand corner of the screen when leaving the course (circled in red on the image below).

Always click 'resume' whenever you return to the course. If you select 'start', the course will reset, and you must start from the beginning.

Click on the ☰ icon (circled in yellow on the image below) to open the navigation menu. The navigation menu displays completed tasks with a 'tick' and uncompleted tasks with a 'lock' icon. You can revisit completed items by clicking on them within this menu.



A copy of the **Bushfire Fundamentals Student Resource** is available to download in the 'Library' section located in the 'Syllabus' tab under the online course. It is advisable to download this before starting, to use as a reference tool.

Course Completion

Once you have finished the course, a confirmation email will be sent to you. Please keep the email as evidence that you have completed the course.

Contact

If you have any questions about this course or wish to provide feedback, please email bcoetraining@dfes.wa.gov.au or phone the Bushfire Centre of Excellence on 08 9540 7100.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
October to December 2024**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held the 2 October 2024. The next meeting is the 4th December. SEMC Communiqués can be found [here](#).

DPIRD Polyphagous shot-hole borer (PSHB) webinar

DPIRD is holding a webinar on 7th November at 1700hrs on the polyphagous shot-hole borer. This webinar is open to the LEMC and DEMC members. Please click on the link below to register for the event.

<https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bbee7a@7b5e7ee6-2d23-4b9a-abaa-a0beeed2548e>

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the State Hazard Plan. All local governments were requested to join this initial consultation period.

The amended Plan is now available for broad emergency management stakeholder review and feedback.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

Please submit your feedback by close of business Monday 9th December 2024.

Review - State Hazard Plan - Human Biosecurity - Department of Health

A targeted initial internal review of the State Hazard Plan – Human Biosecurity has been completed by the Department of Health’s Communicable Disease Control and Disaster Preparedness and Management Directorates and is now available for broad stakeholder feedback. Concurrently, the Department of Health will be continuing engagement with health system stakeholders in relation to this Plan.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

For further information and to provide feedback go to the including [State Hazard Plan - Human Biosecurity](#) webpage.

Please submit your feedback by COB 8 November 2024.

Review - State Recovery Arrangements in the EM Framework – DFES

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the *Emergency Management Act 2005* and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are **not** a focus of this review.

Local Government Focus Group Sessions

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

STATE ADVICE

Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term ‘hazardous materials’ was removed from the title to reduce the confusion between the definition of a ‘hazardous substance’ within the *Emergency Management Act 2005* and the definition of ‘hazardous materials’ in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard – HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government’s accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

The 2023 Emergency Preparedness Report

The [2023 Emergency Preparedness Report](#) has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

Local Emergency Management Committee Handbook and useful tools

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the [Australian Warning System \(AWS\)](#). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For more information go to <https://www.dfes.wa.gov.au/recovery-funding>

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 19th March 2025.

Two DFES regional bushfire exercises will be held in the lead up to this bushfire season. Great Southern was held 20th August. The Upper Great Southern exercise will be held 30th October to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Improvement Program

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

The projects that make up the LEMA Improvement Program will be fulfilled in phases. Phase 1 has commenced, with the following key activities underway:

- LEMA pilot program development
- Recruitment for a resource to undertake the local government emergency management policy work
- Setting up governance structures and groups.

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

District Emergency and Local Emergency Management Committees Review

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC). For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters. Information on funding opportunities can be found [here](#).

**Compiled by: Charlotte Powis
District Emergency Management Advisor
Great Southern
Department of Fire and Emergency Services**

Local Emergency Management Committee – Report 05 November 2024

CESM Kent – Mr Ryan Sutherland

1. Bush Fire Brigades

1.1 Training

On 15 Oct 24, the Shire of Kent Bush Fire Advisory Committee endorsed a two-year training schedule, commencing in February 2025. This will focus on delivering the courses Bushfire Safety Awareness and Firefighting Skills, in line with DFES's recommendations and Local Government Insurance Scheme (LGIS) Risk Assessment (2022). Where vacancies exist on these courses, the Shire of Kent extends an invite to Bush Fire Fighters from Katanning and Woodanilling to attend. We hope to continue to work together in the training space into the future.

Additionally, the Shire of Kent has focused upon promoting the Rural Fire Awareness (online) course as introductory training, both for volunteers and seasonal workers who have no prior firefighting experience. Communications with local industry indicate a notable update of the free, publicly available online training,

1.2 Operating Procedures

The Shire BFAC endorsed the review of the Shire's Brigade Operating Procedures, as well as the drafting of an induction manual for new joining volunteers. Particularly, these documents will provide guidance for farmer response brigades and members, as well as regarding the control of spontaneous volunteers and seasonal workers at fires.

2. Emergency Management

2.1 Local Emergency Management Committee

In mid to late August, the Shire Councils of Dumbleyung, Kent and Lake Grace resolved to combining their Local Emergency Management Committees. Currently, all three Shires are seeking approval from the State Emergency Management Committee (SEMC) to proceed with a combined LEMC. It is intended that the first combined LEMC will occur on Wednesday, 26 March 2025 and will be hosted by the Shire of Dumbleyung.

2.2 Local Emergency Management Arrangement

In August, the Shire Councils of Dumbleyung, Kent and Lake Grace also resolved to combining their Local Emergency Management Arrangements. This is as all Shires were due to or required to review their individual arrangements. The SEMC have been notified of this common intent.

Four quotes have been received from prospective contractors tendering to undertake the LEMA, Local Recovery Plan (LRP) and risk register review and drafting. These quotes have been submitted to the respective Shire CEOs for joint consideration.

3. Exercises

No emergency management exercises are currently planned; however, it is proposed that a round table exercise be conducted at the first combined LEMC meeting between the Shires of Kent Dumbleyung and Lake Grace. Kent CESM is liaising with the DFES Exercise Development team for various emergency management scenarios.

4. Summary

The current LEMC meeting will most likely be the Shire of Kent's last combined LEMC with Katanning and Woodanilling. Noting that the three Shires have had some form of combined emergency management arrangement for approximately the past 14 years, on behalf of the Shire of Kent, I thank the Shires of Katanning and Woodanilling for their collaboration. In particular, I also recognise the efforts of CESM Cindy Pearce for her assistance to the Shire of Kent as well as, personally, her support of myself as an incoming CESM.

LEMC & DEMC report – October 2024

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DPIRD's role in emergency management

- DPIRD is the Hazard Management Agency (HMA) for animal and plant pests and disease incursions. Refer to the [State Hazard Plan: Animal and Plant Biosecurity](#) for information on DPIRD's legislated roles and responsibilities.
- DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies. This includes livestock, horses, and companion animals. Refer to the [State Support Plan: Animal Welfare in Emergencies](#) for information on DPIRD's legislated roles and responsibilities.
- DPIRD may from time to time provide support to other agencies where requested. This includes administering some components of the [Disaster Recovery Funding Arrangements WA](#).

Responses – declared incidents

DPIRD is currently managing 4 level 2 incidents in relation to plant pests/diseases and aquatic pests/diseases. Nil animal pest/disease incidents.

Pest or disease (level)	Status	Affected areas	Required actions
African Black Sugar Ant (2)	A pest of national significance, and all known infestations are under eradication	Maddington, Welshpool, Fremantle, Wattleup, Forrestdale, Hazelmere, Maida Vale, Jandakot, Balcatta, Kenwick, Narrogin	Refer to information, including how to identify the pest, on the African black sugar ant page of DPIRD's website. Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.
Browsing ant (2)	A national eradication program is underway to tackle the Perth, Darwin	Perth Airport, Belmont, Kewdale, Welshpool.	Refer to information, including how to identify the pest, on the Browsing ant page of DPIRD's website.

Pest or disease (level)	Status	Affected areas	Required actions
	and Brisbane infestations.	Infestations also are also present in Darwin and Brisbane.	<p>If you suspect a sighting, do not move ants on goods or vehicles. They are often moved in shipping containers, soil, mulch, fertiliser, and other plant material.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.</p>
Polyphagous shot hole borer (PSHB) (2)	DPIRD's largest and longest running biosecurity response . An extensive eradication program is currently underway and covers much of the Perth metro area.	<p>Quarantine area extended to cover whole Perth Metro on 06/09/24. 30 LGAs are affected by PSHB. Refer to the quarantine area notice on the PSHB page of our website for the full list.</p> <p>Regional surveillance traps are currently deployed from Esperance to Geraldton, with a focus on Southwest centres such as Bunbury, Donnybrook, Balingup, Bridgetown and Manjimup. There has been no detection in these areas.</p>	<p>A quarantine area notice (QAN) is in place for 30 LGAs. The movement of wood and plant material outside of the quarantine is prohibited. The full map is available on our website. This zone will help create a buffer between areas of infestation and the rest of WA.</p> <p>PSHB poses a significant risk to our urban tree canopy. It is important that impacted LGAs stay up to date with the latest information. Refer to our PSHB page for detailed information.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.</p>
Red dwarf honeybee (RDHB) (2)	A pest of national significance. DPIRD is	Burrup Peninsula (Karratha)	<p>Learn how to spot colonies on our red dwarf honeybee page.</p> <p>A quarantine area notice (QAN) is in place for the Burrup Peninsula to support eradication. Bee keepers with hives,</p>

Pest or disease (level)	Status	Affected areas	Required actions
	working to eradicate the pest.		<p>equipment, or those who have collected swarms are not permitted to move them outside the quarantine area. A control zone was added to the quarantine area in July 2024. Refer to our website for more information.</p> <p>Members of the public and workers in the area are encouraged to report sightings. Those working in ports or dealing with imported goods are encouraged to report sightings.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.</p>

National alerts and investigations

Avian Influenza

CURRENT STATUS in WA: Absent – no known detections

Responses to outbreaks of H7 high pathogenicity avian influenza is currently underway in Victoria, New South Wales, and the ACT. Note that this is not the H5 strain that is currently causing concern globally. DPIRD is monitoring the situation and undertaking preparedness activities. DPIRD is also providing personnel and resources to support jurisdictions with confirmed outbreaks. Poultry producers and owners are encouraged to view our [avian influenza page](#) for information on preparedness and detection.

Tomato brown rugose fruit virus

CURRENT STATUS IN WA: Absent – no known detections

A highly contagious plant virus affecting tomatoes, capsicums and chillies. It has been detected in South Australia in August 2024. It presents a significant risk to growers and industry if established. No known detections in Western Australia currently. Industry and backyard growers are encouraged recognise and report signs and symptoms of the virus if found. Information is available on our [tomato brown rugose fruit virus page](#).

Disaster Recovery Funding Arrangements (DRFAWA)

The **Disaster Recovery Funding Arrangements (DRFAWA)** provides a range of measures designed to help those within disaster affected communities. Full details are available on the [DPIRD website](#), [current rounds page](#), and [DFES recovery funding](#) . Below are active DRFAWA grants:

Grant	Eligible LGA	Description
AGRN1044 Ex TC Ellie - Environment Heritage and Culture Flexible Grants Category D	Shires of Broome, Derby-West Kimberley, Halls Creek, Wyndham-East Kimberly	To provide funding for projects that are focused on recovering environments, heritage, and cultural assets that were impacted by the floods associated with ex-tropical cyclone Ellie. Submissions extended to 30/04/2025
AGRN1123 Tropical Low and Associated Flooding in the Shire of East Pilbara (4-11 March 2024) - Category B	Shire of East Pilbara	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. Submissions extended to 27/11/2024
AGRN1124 Storm and Tornado in the City of Bunbury in WA (10 May 2024) - Category B	City of Bunbury	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. Submissions close 16/11/2024
AGRN1130 - Storm in the South West Region of WA (1-2 June 2024)	City of Bunbury and Shire of Dardanup	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. Submissions close 20/12/2024

Grant	Eligible LGA	Description
AGRN1143 - Heavy Rainfall & Assoc Flooding in The Geraldton Region of WA (6-9 June 2024) Category B	City of Greater Geraldton	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. Submissions close 02/02/2025

Other preparedness/recovery activities

- DPIRD PSHB Public information team are conducting a webinar 7 November. This webinar has been communicated to the District Emergency Management Advisors and is open to the public. Follow link to register. <https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bbee7a@7b5e7ee6-2d23-4b9a-abaa-a0beeed2548e>
- DPIRD's Animal Biosecurity Welfare and Incident and Emergency Management Branch (IEMB) continues to monitor the Avian Influenza outbreaks in the Eastern States. A huge amount of work has been conducted Nationally and with industries and other state agencies to ensure we are prepared to respond to a potential outbreak in WA. For further information follow the link [avian influenza page](#).
- The DPIRD IEMB is finalising its arrangements for **on-call coordinators for the high-threat season**. Regional support is particularly important, and you will be provided with on-call pay rates if you step up to support us deliver on this function. If you would like to participate, or just want more information, please contact emergencymanagement@dpird.wa.gov.au. Note that you do not need an emergency management background to participate – support materials and training is being rolled out and is available.

Animal Welfare in Emergencies

DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies (AWiE). Please note the following important notices regarding AWiE for district and local representatives:

- **Local governments are encouraged to have a Plan for Animal Welfare in Emergencies (PAWE) in place. It is an important part of all-hazard planning as research has shown that animals will influence people's decision-making and behaviour during emergencies.** Refer to the [animal welfare](#) section of our website for resources, support, and contacts. Local governments can reach out to our Incident and Emergency Management Branch if they require advice and support for the development of their PAWE (contact emergencymanagement@dpird.wa.gov.au).

- DPIRD's Incident and Emergency Management Branch is undertaking preparedness and response activities where activated under the [State Support Plan - Animal Welfare in Emergencies](#).
- DPIRD is working with the SEMC to finalise responses to feedback on the proposed improvements to the [State Support Plan - Animal Welfare in Emergencies](#). The review is schedule to be finalised by the end 2024.

Training

DPIRD Internal opportunities

DPIRD is in the process of developing its emergency management training pathway. Stay tuned for information on courses as they become available.

Australasian Inter-service Incident Management System (AIIMS) Awareness

An in house facilitated course which covers the principles, processes, and applications of the Australasian Inter-service Incident Management System (AIIMS). The AIIMS system is the framework used by most emergency management agencies. Register for a session via [Progi](#) or contact iem.learninganddevelopment@dpird.wa.gov.au. Please note due to licensing requirements this is only available to DPIRD staff.

Progi modules – we recommend completing the below Progi eLearning modules:

- Introduction to Western Australian Emergency Management Arrangements
- District and Local Emergency Management Committee Representation
- Animal Welfare in Emergencies (AWiE)
- Overview of DPIRD National Biosecurity Emergency Management Responsibilities
- Overview WA Impact Statement and Recovery Arrangement

Regional EM training

The IEMB learning and development team are planning to run regional workshops. This 1-day workshop is available to all DPIRD staff and will cover the fundamentals of AIIMS and the role of an Incident Support Group (ISG) and Operational Area Support Group (OASG). If you would like to participate, please register for a session via [Progi - Regional EM Training](#)

Further information

If you would like further information on training opportunities, or have any suggestions please contact iem.learninganddevelopment@dpird.wa.gov.au.

External opportunities

Animal Health Australia (AHA) and Plant Health Australia (PHA) online training:

Free online programs are available to staff through the [AHA](#) and [PHA](#) websites. Staff are encouraged to complete these courses relating to the preparedness, arrangements, and biosecurity for emergency animal diseases or plant pests and diseases.

Feedback

Continuous improvement is a key principle of the [State Emergency Management Arrangements](#). If you have any feedback regarding to content of this report, or anything else relating to your role as DEMC/LEMC representative, please complete below and send this back to the sender of this report.

Include your feedback here

Important Disclaimer

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Department of Communities

Emergency Relief and Support

LEMC Report Great Southern – 2nd quarter 2024-2025

Regional Relief and Support Officer – Great Southern

1. Vivienne Gardiner commenced as the Regional Coordinator Emergency Relief and Support – Great Southern in July 2024. Vivienne is based in Albany and her contact details are: 0403 906 639 or vivienne.gardiner@communities.wa.gov.au
2. Evacuation Centre Training is being delivered to Local Governments. The training focuses on practical aspects of operating an evacuation centre. Our preference is to deliver the training with Local Government in your own evacuation facility.
3. Department of Communities (Communities) is conducting audits (2 yearly) of the State's nominated evacuation centres.
4. Communities has been training an internal 'surge' workforce made up of staff from Katanning and Albany Offices. These staff will be deployed in an emergency to run evacuation centres throughout the Great Southern. Training was recently facilitated at the Katanning Leisure Centre and Albany Leisure and Aquatic Centre in partnership with the Shire of Katanning and City of Albany.
5. A State Early Response Team is also available to be deployed from Perth.
6. Resources have been strategically located to support the region. ERS trailers are located at Albany and Katanning. They contain resources to accommodate between 80-100 people. There are additional trailers at Ravensthorpe and Walpole. These trailers can be deployed to support adjacent local governments.
7. Local Emergency Relief and Support Plans (LERSP) are Communities owned documents. Contacts are being transferred to a GIS database and a new LERSP template has been developed.
8. Emergency Food – the Rapid Relief Teams established by the Brethren have two Great Southern Teams based in Gnowangerup and Albany. They are a registered Charity and have self-sufficient catering service they can deploy at short notice.
9. Communities Emergency Relief and Support Regional Coordinators have Pre-Season Training in Perth 11-15 November.
10. STAND (Strengthening Regional Telecommunications Against Disaster). STAND sites are a NBN satellite service with hardware to provide community wifi. Provided there is power to the equipment, these STAND facilities should be in constant operation allowing people to connect to free wifi for basic functions in an emergency. Some sites have had power disconnected. NBN is asking that these be checked.

REMINDER: In an emergency, please contact the Emergency Relief and Support On-Call number: [0418 943 835](tel:0418943835)

12. General Business**13. Next Meeting**

To be reviewed with minutes once sent out.

LEMC calendar

Proposed calendar dates for LEMC 2024

Date	Activity	Venue	Comment

14. Meeting Closure

The meeting was declared closed at 3.06 pm, with attendees to participate in a discussion exercise to follow.

Great Southern Country Zone Minutes

Friday, 23 August 2024

Hosted by
Shire of Jerramungup,
Cameron Business Centre,
Tobruk Road, Jerramungup

Contact WALGA Zone Secretariat:

Lyn Fogg

Zone Executive Officer

WALGA Governance Specialist

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The Chair opened the meeting at 10.00am.

1.2 ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Council
City of Albany	Mayor Greg Stocks Zone Deputy Chair Deputy Mayor Cr Paul Terry A/CEO Matthew Gilfellon Cr Lynn MacLaren (Observer)
Deputy Delegate/s	
Shire of Broomehill-Tambellup	Cr Julian Wills Cr Steve Penny CEO Karen Callaghan (non-voting)
Shire of Cranbrook	President Cr George Pollard CEO Linda Gray (non-voting)
Shire of Denmark	Cr Jackie Ormsby CEO David King (non-voting)
Shire of Gnowangerup	President Cr Kate O'Keeffe Cr Peter Callaghan (Deputy Delegate) CEO David Nicholson (non-voting)
Deputy Delegate/s	
Shire of Jerramungup	President Cr Joanne Iffla Deputy President Cr Julie Leenhouders A/CEO Noel Myers
Shire of Katanning	President Cr Kristy D'Aprile CEO Peter Klein (non-voting)
Shire of Kent	President Cr Kate Johnston Cr Scott Crosby, Zone Chair CEO Christie Smith (non-voting)
Shire of Kojonup	President Cr Roger Bilney Deputy President Cr Cynthia Wieringa CEO Grant Thompson (non-voting)
Shire of Plantagenet	President, Cr Len Handasyde Cr Ken Clements (Deputy Delegate) DCEO Anthony Middleton (non-voting)
Shire of Woodanilling	President Cr Dale Douglas Deputy President Cr Russel Thomson CEO Paul Hanlon (non-voting)

GUESTS**Agencies**

Great Southern Development Commission	Eden Shepherd, DCEO
Regional Development Australia – Great Southern WA Inc	Renee Tan, Research Officer

Members of Parliament

Nil.

WALGA

Lyn Fogg, Zone Executive Officer
 Rebecca Hicks, Policy Officer, Community
 Vacant, Regional Road Safety Adviser

Guest Speaker/s

Richard Davies, Senior Policy and Project
 Manager, Department of Transport

1.3 APOLOGIES

City of Albany	CEO Andrew Sharpe (non-voting)
Shire of Broomehill-Tambellup	President Cr Michael White Deputy President Cr Doug Barritt
Shire of Cranbrook	Deputy President Cr Daisy Egerton-Warburton
Shire of Denmark	Cr Dominic Youel
Shire of Gnowangerup	Deputy President Cr Rebecca O'Meehan
Shire of Jerramungup	CEO Martin Cuthbert (non-voting)
Shire of Katanning	Cr John Goodheart
Shire of Plantagenet	Deputy President, Cr Andrew Fraser
Members of Parliament	Mr Rick Wilson MP, Federal Member for O'Connor Mr Peter Rundle, MLA, Member for Roe Ms Rebecca Stephens, MLA Member for Albany Hon. Shelley Payne, MLC, Member for Agricultural Region Ms Jane Kelsbie, MLA, Member for Warren Blackwood
Great Southern Development Commission	Jarrad Garner, Acting Chief Executive Officer
Regional Development Australia – Great Southern WA Inc	Simon Lyas, Director, Regional Development
CBH Group	Kellie Todman, Manager Government & Industry Relations.
Department of Local Government, Sport, and Cultural Industries	Mel Eastough, Regional Manager

2 ACKNOWLEDGEMENT OF COUNTRY

We, the Great Southern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture, and community. We embrace the vast cultural diversity throughout Western Australia, including the Noongar People as the Traditional Custodians of this land, and pay our respects to Elders past and present. WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

3 DECLARATIONS OF INTEREST

Nil.

4 DEPUTATIONS / GUEST SPEAKERS

4.1 MEMBERS OF PARLIAMENT

Members of Federal and State Government, representing the Zone Member Local Government Districts, are invited to provide a brief update on matters relevant to Zone Members.

No Members of Parliament in attendance.

4.2 REGIONAL FREIGHT STRATEGY DISCUSSION PAPER

**Attachments No. 1 and 2 Regional Freight Strategy Discussion Paper
(circulated as separate PDF documents with Agenda)**

Mr Richard Davies, Senior Policy and Project Manager at the Department of Transport attended virtually, providing a presentation on the Regional Freight Strategy Discussion Paper.

Local Governments are requested to provide feedback on the Discussion Paper by Friday 13 September 2024, via regionalfreightstrategy@transport.wa.gov.au.

BACKGROUND

In June 2024 the Department of Transport visited Albany and met with representatives from the City of Albany, Shire of Kojonup, Shire of Jerramungup and Shire of Katanning, providing their views on the attached Regional Freight Strategy Discussion Paper and FAQs

Department of Transport Summary of the Project:

In 2013, the Department of Transport released the *Western Australian Regional Freight Transport Network Plan*. Since then, a raft of shocks has impacted the global economy, including the COVID-19 pandemic, technological change, deteriorating climatic conditions and increased frequency and severity of extreme weather events. The Department of Transport (the Department) is developing the Regional Freight Strategy (the Strategy) in close collaboration with the Freight and Logistics Council of WA, industry, government, and community stakeholders to ensure the ongoing relevance of regional freight planning in a changing social, environmental, and economic context.

The Department is engaging with businesses, government bodies, industry associations, and special interest groups about the state's current and future freight tasks and the supply chains required for these tasks. The Strategy will define how global trends, including climate change, energy transition, emerging technologies, and resilience will affect demand for transport infrastructure. The Strategy will provide holistic and cross-regional guidance for freight policy, planning, and investment decisions across all regions of WA over the next 10 years, excluding Perth and Peel. Consultation with key stakeholders will help inform the development of the strategic direction of the Regional Freight Strategy.

We are seeking input from LGAs on the questions posed in the discussion paper and any other matters they believe are relevant to the movement of freight into, out of, and through their region. The Department is seeking to identify high-level strategic issues and opportunities for regional freight, rather than a list of prioritised projects for government or industry investment.

Noted.

MEETING NOTE:

Zone Members were encouraged to provide a submission on the Regional Freight Strategy Discussion Paper, with consideration of the following:

- **Implications for the Great Southern Secondary Freight Network Project (currently in progress by MRWA); and**
- **Department of Transport statements in the presentation that the Regional Freight Strategy excludes workforce availability / capability – skilled worker availability is already an issue for the region and the absence of this consideration, will impair the ability of State Government to reasonably implement the strategy.**

5 AGENCY REPORTS

5.1 GREAT SOUTHERN DEVELOPMENT COMMISSION (GSDC)

Verbal report by Eden Shepherd, Deputy Chief Executive Officer

Mr Shepherd provided an update on the following GSDC activities:

- Housing Sector Needs for Workforce Development
 - Currently surveying businesses
 - Scheduled for completion in November 2024
 - Strategy to be subsequently developed
- Albany Accord role – currently conducting online survey
- Southern Trade Coast 2050 – seeks to decarbonise industry along the coast, includes consideration of workforce issues and Port Authorities.
- Drought strategies are now pivoting to climate change / resilience.
- Regional Economic Development Grant Scheme now closed with 33 applications received.
- Aboriginal business capability development project.
- Events supported include – Aboriginal Cultural Festival (Katanning), Wander in the Wild and Wild Gravel.

Noted.

5.2 REGIONAL DEVELOPMENT AUSTRALIA GREAT SOUTHERN WA INC (RDA-GS)

Report by Simon Lyas, Chief Executive Officer

Simon Lyas as an apology for this meeting. Renee Tan, Research Officer was online and provided additional information.

RDA Committee Membership

Over the next 6-months RDA will be advertising for new Committee members via an EOI process in local newsletters, regional newspapers and social media.

If anyone is interested in joining our Committee, the information can be found on our website: rdagreatsouthern.com.au or call Simon Lyas who is happy to answer questions you may have at ceo@rdagreatsouthern.com.au or ph.0417 417 897.

For the convenience of the meeting Item 7.2.1 'DAMA Working Group Update' was brought forward for discussion.

Ms Tan reported:

- The Department of Home Affairs had advised as of 23 August, that there was no update on the approval for the GS DAMA.
- Employers in the Region can contact RDA-GS to facilitate access to the WA-DAMA.
- RDA-GS is seeking advice from the WA Department of Training and Workforce Development regarding the operation of the WA-DAMA, to confirm if there will be a quota allocated to the GS region, method by which the DAMA is accessed and what will DTWD do to address the 126 occupations that are included in the GS DAMA application, but have not been included in the WA-DAMA.

Mayor Stocks and Cr Terry provided an update on their meeting with Minister Giles, whilst in Canberra for the ALGA National Assembly, including:

- Minister indicated the rationale for the WA DAMA was that regional DAMAs are not working sufficiently. Mayor Stocks advised the Minister that the Goldfields DAMA had processed 150+ and the East Pilbara 60+. Minister indicated these figures differed from those provided by his department.
- Minister advised he had not considered quotas within the WA-DAMA to ensure regional locations were serviced across the State.
- Mayor Stocks advocated that FIFO from Perth to Regions should not be counted as regional, as this delivers no benefit to the regional location.
- Minister had also not considered (was unaware) of the 126 occupations that were included in the GS-DAMA application, but not included in the WA-DAMA.

The Great Southern Country Zone AGREED to request the Zone Executive Officer to:

- **Invite the Department of Training and Workforce Development (DTWD) to attend a future meeting (ideally November 2024) to provide a presentation on the WA-DAMA and how it will directly service the Great Southern Region.**
- **Write to the Premier and Minister for Training and Workforce Development, advocating for State Government to support the GS-DAMA application and if this is not successful, requesting advice as to how the WA-DAMA will guarantee Great Southern regional quotas and what will DTWD do to service the 126 occupations missing from the WA DAMA.**

5.3 GREAT SOUTHERN HUMAN SERVICES FORUM

Nil.

5.4 GREAT SOUTHERN REGIONAL ROADS GROUP

*Report by President Cr Len Handasyde, Shire of Plantagenet,
Chair, Great Southern Regional Roads Group*

It was good to see many good projects completed and acquitted this last financial year. The amount of funding is set to increase as more vehicles are registered each year and while the percentage of Vehicle Licensing Fees remains the same at 20% it does incrementally increase.

The Secondary Freight Network (SFN) work has begun with some Shires being awarded funds to get work completed in this financial year. The Technical Working Group worked through the projects that didn't require approvals, could be delivered and acquitted on time and would be a major step forward for key assets on the SFN list.

The Advocacy Document funded from SFN funds is almost complete with it having been out for comment and being amended in response to those comments. We will see this in the coming months, and it will be a useful tool. I have requested a meeting to be held shortly to work through a process to deal with the rest of the SFN funds. This will provide a framework for the next Regional Road Group Meeting in November to award projects for that funding stream which needs to be fully acquitted by June 30 2026.

The money handed back to the State Government was higher last year than the previous year. This is regrettable with some Shires having completed the work but missing out on getting the paperwork in on time. Main Roads WA need it in at the latest by the 15th of June each year for it to be acquitted and paid for before the end of June. If it is later than this it can be accrued and paid for in July. There are a number of projects though that have been accrued waiting for the completed paperwork and re-accrued into the following January with MRWA staff needing to re-accrue it each month. This is not acceptable and will inevitably cost us in the future. The accrued funds totalled some \$570,000 and the carried over funds around \$2,500,000. This up from around \$1,600,000 last year. I believe that RRG's have handed back nearly \$70M last year.

The State Advisory Committee (SAC) now has some power to bring about some sort of disciplinary action. It is unclear as to what this might be, but it is likely that SAC will remove funding from groups that routinely have carry over funds and re-allocate it to other groups that can spend it well. They may also take action against individual Councils that routinely fail to acquit funds possibly by not allowing Councils to be allocated funds for some time after a failure to acquit a project. This method has been trialled in the past and was found to have been successful.

I accept that our smaller Shires often lack resources to complete paperwork as was mentioned at the last WALGA Zone meeting. I have advocated on behalf of those Shires in the past and requested that we look at a three-year process for acquittals. This was agreed to by MRWA and it was a first for WA at that time. The proposal was rejected by the RRG at the next meeting by a large majority.

I will continue to advocate for timely acquittals as there is a heightened risk that we will lose otherwise in the future.

I wish you all the best with your projects this year and look forward to those acquittals coming in on time.

Noted

5.5 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES (DLGSC)

Report by Mel Eastough, Regional Manager

Attachment No.3 [DLGSC Update – August 2024](#)

Noted.

5.6 WALGA ROADWISE

Report by RoadWise

Nil to report.

The Road Safety Advisor position for the Great Southern region is still in the recruiting stage. This should be completed and appointed prior to the November Zone meeting.

6 CONFIRMATION OF MINUTES

RESOLUTION

Moved: President Cr Len Handasyde

Seconded: President Cr Kate Johnson

That the Minutes of the Great Southern Country Zone meeting held on 21 June 2024 be confirmed as a true and accurate record of the proceedings. The Minutes are attached with the Agenda.

CARRIED

6.1 Business Arising from the Minutes

Nil.

6.2 Zone Resolution and Action Items Status Reports

By Lyn Fogg, Zone Executive Officer

Attachment No. 4 [Zone Status Report August 2024](#)

Attachment No. 5 [Zone Action Items Report August 2024](#)

The Status Report provides an update on Zone resolutions referred to WALGA State Council. Status Items identified as 'Completed' will be removed following this meeting. Zone Members are asked to review responses.

The Action Items Report provides an update on the status of Zone resolutions for action by Zone members or the Zone Executive Officer. Zone members are asked to review responses. Action Items identified as 'Completed' in this Report will be removed following this meeting.

RESOLUTION

Moved: President Cr Kate Johnson

Seconded: President Cr Dale Douglas

That the Great Southern Country Zone NOTES the:

1. Status Report for August 2024, as detailed in Attachment No.4, and
2. Action Items Report for August 2024, as detailed in Attachment No.5.

CARRIED

7 ZONE BUSINESS

7.1 ZONE REPORTS

7.1.1 Zone Financial Report

By Yuhan Richards, WALGA Finance Manager

Zone Financial Report for June 2024

(All amounts are excluding GST unless otherwise specified)

Financial statements for the zone have been prepared on an accrual basis and show the financial performance and financial position for the year ended 30 June 2024.

The overall result for the whole financial year consists of a surplus of \$3,695 compared to the budgeted surplus of \$1,450. Income includes all member subscriptions invoiced and collected.

Meeting costs of \$2,785 related to payment for catering expenses for zone meetings held throughout the year.

A payment of \$17,510 was made to Ernst & Young for consulting advice on the DAMA project in February 2024. This leaves a balance of \$11,290 in the unused project funds in the balance sheet.

Table 1: Statement of Income and Expenditure – financial year ended 30 June 2024

	Note	Actual \$	Budget \$
Income			
Subscriptions	1	6,600	6,600
Other		-	
Total Income		6,600	6,600
Expenses			
Bank Fees		120	150
Meeting Costs (Catering)	2	2,785	5,000
Total Expenses		2,905	5,150
Surplus/(Deficit)		\$3,695	\$1,450
Notes			
1. Subscriptions excl GST 11@ \$600 each - Invoiced by WALGA on behalf of GSCZ - All fully paid.			
2. Catering expense for zone meetings held throughout the year (Albany, Tambellup, Cranbrook and Denmark)			

Table 2: Balance Sheet presenting the Zone's financial position as at 30 June 2024

Assets	\$
Bank	15,722
Total Assets	15,722
Liabilities	
Creditors	-
GST Payable	-
Unused Project Funds	11,290
Total Liabilities	11,290
Net Assets	\$ 4,432
Equity	
Members Funds B/F	737
Current year earnings	3,695
Total Equity	\$ 4,432

RESOLUTION

Moved: Deputy President Cr Julie Leenhouders

Seconded: President Cr Joanne Iffla

That the Great Southern Country Zone receives the Zone Financial Report for June 2024.

CARRIED

7.1.2 ATO Zone Authorised Representative

By Yuhan Richards, WALGA Finance Manager

BACKGROUND

The WALGA Chief Financial Officer, Mr Rick Murray seeks the Zone's authorisation to enable management of the zones finances for taxation, registration, and annual reporting requirements through the ATO online services.

The Great Southern Country Zone is requested to approve Richard Andrew Murray, Chief Financial Officer, WALGA as the Zone's authorised representative for ATO purposes.

RESOLUTION

Moved: President Cr Len Handasyde

Seconded: President Cr Dale Douglas

That the Great Southern Country Zone **AUTHORISES**, WALGA's Chief Financial Officer, Richard Andrew Murray for as the Zone's authorised representative for Australian Taxation Office (ATO) purposes.

CARRIED

7.1.3 Zone Chairperson's Report

Cr Scott Crosby, Zone Chairperson

The Chair acknowledged the City of Albany and Shires of Katanning and Plantagenet representatives who attended the Australian Local Government Association National Assembly and advocated for the Zone's strategic priorities and interests.

Noted.

7.2 ZONE STRATEGIC PRIORITIES

7.2.1 Designated Area Migration Agreement (DAMA) – Working Group Update

By Simon Lyas, CEO, RDA – Great Southern, on behalf of the Working Group

Simon Lyas is an apology for this meeting.

Renee Tan, Research Officer was online and spoke to the below report.

1. As members are no doubt aware the Australian Government announced a Statewide DAMA with the WA Government, administered by Dept of Training and Workforce Development in early July. This announcement coincided on the weekend the City of Albany delegation and I travelled to Canberra.
 - As reported at the June meeting, I accompanied the Mayor of Albany Greg Stocks, Deputy Mayor Paul Terry and CEO Andrew Sharpe on a trip to Canberra to see the then Minister for Immigration the Hon Andrew Giles on Wed 3rd July to advocate for the GS DAMA. We met with the Minister's Senior Advisor Mr. Henry Sherrell and the Minister for approx. 1-hour.
 - Following the WA-DAMA announcement the meeting wasn't productive as they advised us to support the Statewide DAMA and encouraged us to liaise with the DTWD office.
 - Importantly, we were not told our GS-DAMA was closed, so neither a YES or NO!
 - While in Canberra EY provided an analysis of the Occupation list for the WA-DAMA. The biggest concern is that there are 126 occupations identified that we required in the Great Southern not on the WA list.
 - I have written to DTWD and the Minister for Immigration requesting information on how the occupations can be addressed however I have had no reply to date.
 - It has been suggested that we review the list of 126 occupations and request the WA DAMA to apply for a variation to address our regional needs. We are discussing this approach with EY and may approach DTWD in due course.
 - Meanwhile the Dept of Immigration released a discussion paper on Regional Migration Settings in late June and RDA has made a response reinforcing the strengths of our own regional DAMA submitted on 25th July.
 - I have asked EY to do no further work for our GS-DAMA until further notice.
2. RDA will write to the new Minister for Immigration and Home Affairs the Hon Tony Burke to continue our advocacy for a DAMA in the Great Southern.

Zone Secretariat Update

The Great Southern Country Zone resolved at its 21 June 2024 meeting:

That the Great Southern Zone requests that the Zone Executive Officer write to the Hon Andrew Giles, Minister for Immigration, Citizenship and Multicultural Affairs

advising the Zone is requesting a response to its request for a Great Southern DAMA.

This letter was provided to City of Albany's Deputy Mayor Paul Terry who in company with City of Albany representatives, hand delivered the letter to the Minister for Immigration, Citizenship, Multicultural Affairs during the National General Assembly / Australian Local Government Association Conference in Canberra in July 2024.

Item 7.2.1 was brought forward and discussed at Item 5.1 Regional Development Australia Great Southern.

Noted.

7.2.2 Housing

Lyn Fogg, Zone Executive Officer

Attachment No. 6 [Response from Minister for Water dated 4 July 2024](#)

BACKGROUND

The Great Southern Country Zone resolved at its April 2024 meeting:

The Great Southern Country Zone requests the Zone Secretariat write to relevant Ministers seeking State Government prioritised investment and action to:

- 1. Reactivate State owned lazy residential assets as an opportunity to expedite the State's delivery of much need regional housing; and*
- 2. Support regional Local Government development of residential land by:*
 - a. State Government implementing options to reduce prohibitive upfront headworks costs; and*
 - b. Address unreasonable extended time delays for State owned utility providers to complete residential land development headworks which are exacerbating regional housing shortages.*

UPDATE

The Zone wrote to the following Ministers send by email on 29 May 2024:

- Minister for Water – responded on 4 July 2024 – refer attachment.
- Minister for Housing – no response to date.
- Minister for Energy– no response to date.
- Minister for Communities - referred the Zone's correspondence to the Minister for Planning, Lands, Housing and Homelessness on 30 May 2024

Noted.

7.2.3 Live Sheep Export Ban

By Lyn Fogg, Zone Executive Officer

Attachment No. 7 [Federal Member responses to Zone advocacy](#)

BACKGROUND

The Great Southern Country Zone resolved at its 21 June 2024 meeting:

That the Great Southern Country Zone representing the Local Governments of Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling resolves that:

- *The Governance process by which the decision was made does not accord with good public policy principles. It does not fit the science, did not involve genuine engagement and appears to be based on political ideology which does not serve the regional, state or national interest.*
- *the Federal Government withdraws its current Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 and if this is not achieved then, advocate to the Federal Minister for Agriculture to launch a Senate inquiry into the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024.*
- *express disappointment in the Federal Government and lack of acknowledgement and understanding of the impact on regional communities that decisions like this have.*
- *a letter to the Prime Minister, Leader of the Opposition and minor parties, be written detailing the above be signed by the President of the Great Southern Country Zone on behalf of members.*
- *The Supporting document from the Local Governments that commissioned an economic study into the impact of ceasing live sheep export be provided.*

UPDATE

Advocacy Correspondence was emailed on 28 June 2024, to the following:

- Prime Minister
- Leader of the Opposition
- Leader of Aust. Greens
- Leader of the Nationals
- Leader of the Liberal Party

Responses received (provided in the Attachment):

- Minister for Agriculture (on behalf of the Prime Minister).

Noted.

7.2.4 Live Sheep Export Ban – Other Zone Support

By Lyn Fogg, Zone Executive Officer

BACKGROUND

Zone resolved at its 21 June 2024 meeting, for the Zone to write to the Prime Minister and all leaders of opposition and minor parties expressing the Zone's disappointment at the Federal Government's decision-making governance and lack of acknowledgement of the

impact the ban will have on regional communities; requesting the Government to withdraw the Export Control Amendment Bill.

The Pilbara Country Zone noted the GSCZ's resolution and wrote to the Zone as follows:



COMMENT

The Central Country Zone and the South West Country Zone have also written to the Prime Minister.

Noted.

7.2.5 Draft Regional Education Strategy – Feedback by 20 September 2024

Lyn Fogg, Zone Executive Officer

On 22 July 2024, Department of Education released a [draft Regional Education Strategy](#). The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved educational and wellbeing opportunities across four pillars:

- Pillar 1: Build the capability of our regional workforce
- Pillar 2: Expand curriculum delivery
- Pillar 3: Strengthen support for student wellbeing
- Pillar 4: Develop partnerships to create opportunity

The Great Southern Country Zone has taken a strong leadership role in encouraging other country zones to join in our advocacy to the Minister for Education to deliver targeted programs and resourcing that support regional education opportunities.

It is important that Great Southern Country Zone Local Government voices are represented in the feedback to State Government, strongly advocating to shape the Regional Education Strategy so that your communities benefit from the outcomes.

The consultation period closes on Friday 20 September 2024. [Information is available here.](#)

WALGA will be hosting a consultation session for Regional Local Governments with the Department of Education on 20 August. [Register here](#)

A recording will be made available on the WALGA website.

Noted.

The Great Southern Country Zone REQUESTED:

- Each Zone Member Local Government to provide a submission in response to the Draft Regional Education Strategy.
- A copy of the Zone's advocacy letter to the Minister for Education and the Minister's response – this detail may assist Local Governments to prepare their submissions.
- A Zone submission be made and developed in consultation with:
 - Zone Chair, Cr Scott Crosby, Shire of Kent
 - Cr Peter Callaghan, Shire of Gnowangerup
 - Mr Grant Thompson, CEO Shire of Kojonup

7.3 MATTERS FOR ZONE NOTING AND DECISION

7.3.1 GSCZ Membership Request – Shire of Ravensthorpe

By Lyn Fogg, Zone Executive Officer

BACKGROUND

The Shire of Ravensthorpe, at its 18 June 2024 Council meeting resolved:

COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Richardson

Resolution: 49/24

That Council ENDORSE;

1. The Shire of Ravensthorpe applying for membership to the WALGA Great Southern Country Zone,
2. If approved above, then seek WALGA State Council approval to transfer from the Goldfields Esperance Country Zone to the Great Southern Country Zone, and
3. REPORT back to Council if and when State Council approval received.

Carried 6/0

The Shire of Ravensthorpe CEO has written to the Great Southern Country Zone, requesting consideration of this request.

WALGA secretariat advised the Shire of Ravensthorpe that the Great Southern Country Zone 2024/2025 membership fees are \$660.

COMMENT

Subject to the Great Southern Country Zone's agreement, the WALGA Secretariat will provide a report to State Council's meeting on 4 September 2024, requested adjustment to Zone Memberships for the Great Southern Country Zone and the Goldfields Country Zone.

If approved by Great Southern Country Zone and State Council, then Shire of Ravensthorpe may transfer its Zone membership to the Great Southern Country Zone and attend the Zone's November meeting.

RESOLUTION

Moved: President Cr Joanne Iffla
seconded: President Cr Krist D'Aprile

That the Great Southern Country Zone:

1. **AGREES** to the Shire of Ravensthorpe's request to join the Great Southern Country Zone, and
2. **REQUESTS** WALGA State Council's favourable consideration.

CARRIED UNANIMOUSLY

7.3.2 Proposal: Joint Mobile Black Spot Funding Application

By City of Albany

BACKGROUND

During the National General Assembly and Australian Local Government Conference in Canberra in July 2024, the City of Albany's Mayor, Deputy Mayor and CEO met with the Minister for Communications' Senior Advisor, Mr Matt Healy.

As a result of this meeting, the City of Albany requests the Zone's consideration of a joint application for greater mobile black spot funding, specifically relating to coverage on the Albany Highway, between Albany and Perth.

Blackspot Funding Program and other funding avenues are available to assist our region to deliver improved communications outcomes.

The City of Albany believes this initiative could significantly benefit the region and would like to discuss this opportunity.

Meeting Discussion:

Mayor Stocks advised the meeting that during a meeting with the Federal Minister's advisor (held during the ALGA National Assembly) he was advised that if Local Governments identify specific land on which mobile towers can be installed, then Mobile Blackspot funding was more likely to be obtained.

Mayor Stocks encouraged Zone Members to identify land within their Districts which align with Mobile Blackspots, and which is available and suitable for installation of mobile tower infrastructure. These locations could be collated and provided and a collaborative application.

The Zone Executive Officer noted that it is important to identify if land is Crown land / subject to a Management Order to the Local Government. If this is the case, then the proposal for installation of mobile tower infrastructure will need to be directed to the Lands Team at the Department of Planning, Lands and Heritage, which will likely be the entity that establishes the lease agreement with the mobile provider.

The Great Southern Country Zone AGREED to:

- Circulate a copy of the Great Southern Development Commission's Mobile Black Spot List (2022/23) to Zone Member CEO's.
- Request Zone Member CEO's to identify land / locations (aligned to addressing mobile black spots) that may be made available as potential sites for future installation of mobile tower infrastructure.
- A report being provided to November 2024 Zone meeting, listing locations as a basis for a potential joint submission for mobile black spot funding to the Department of Primary Industries and Regional Development and Federal Communications Minister.

7.3.3 Great Southern Climate, Nature & Regional Economic Growth Forum – 28 August 2024

By Lyn Fogg, Zone Executive Officer

The WALGA Secretariat circulated information by email on 1 August 2024 to all Zone Members promoting the opportunity to attend the:

Great Southern Climate, Nature & Regional Economic Growth Forum

Wednesday, 28 August 2024, 5.30pm for 6pm start

FREE event

Registrations are essential: [Albany.wa.gov.au/bookable](https://albany.wa.gov.au/bookable)



Noted.

7.3.4 WALGA Honours Recipients

By Chantelle O'Brien, Governance Support Officer

BACKGROUND

WALGA celebrated their 2024 Honours awards recipients at an event on Friday, 2 August at Winthrop Hall. For the first time, a WALGA awards event was held solely to acknowledge and appreciate the extraordinary efforts of Elected Members and Local Government Officers in service of their Local Government, the sector and the community.

There were 46 recipients of Honours awards in the 2024 program, including two Local Government Medal recipients. Four new WALGA Life Members were also inducted.

4 Honours recipients were from the Great Southern Country Zone:

Mr Christopher George Pavlovich	Shire of Plantagenet	Eminent Service Award
Ms Renae Jury	Shire of Kent	Merit Award
Mr Timothy Borgward	Shire of Kent	Merit Award
Cr Scott Crosby	Shire of Kent	Merit Award

Congratulations to all Honours recipients!

Nominations for the 2025 Honours Program will open early next year.

Noted.

8 WALGA STATE COUNCIL BUSINESS

8.1 ZONE STATE COUNCIL MEMBER REPORT

Cr Scott Crosby, Zone State Councillor

Office of the Auditor General Increased Costs

The Chair tabled a copy of the WALGA State Council minutes dated 10 July 2024, Emerging Issue item 7.1 Office of the Auditor General Increased Costs. Discussion noted the following concerns:

- Local Governments are seeing little or no benefit from OAG audits, beyond the benefits they obtained when contracting their own auditors.
- OAGs publication of contractor costs, may have the unintended consequence of influencing the market (increasing their quotes) when responding to OAG procurement processes.
- No transparency for how OAG assigns auditors to LGs – appears to be limited consideration of the size and scale of the LG, and the complexity of activity undertaken by the LG that may influence a decision to assign a more experienced auditor.
- Local Governments continue to deal with inexperienced auditors, which incur additional resource requirements and time imposts on the Local Government's operations.
- Wide disparity in OAG fees for similar sized regional Local Governments, with no evident rationale for why the fees vary so greatly.

The Zone Executive Officer advised the meeting that WALGA's advocacy has contributed to the Legislative Council's Standing Committee on Estimates and Financial Operations scheduling a public hearing with the Office of the Auditor General, in relation to Local Government Audit Fees. WALGA will attend the hearing.

Polyphagous Shot Hole Borer (PSHB)

The Chair noted media reports that the PSHB has been detected outside the metropolitan area quarantine zone and is potentially now posing a risk to agriculture in the South West region.

Meeting discussion identified that State Government increased investment may be required to enforce quarantine zones and to more urgently respond to mitigate infestations as soon as they are identified.

The Great Southern Country Zone REQUESTS a letter be sent on behalf of the Zone to the Premier and the Minister for Agriculture, advocating for increased State Government funding, resourcing and action to enforce the Polyphagous Shot Hole Borer quarantine zone and remove infestations as soon as they are identified, to prevent the spread of PSHB and the potential catastrophic impact on regional agriculture and economies.

8.2 STATE COUNCIL MEETING AGENDA – MATTERS FOR DECISION

Zone delegates to read and consider the September 2024 WALGA State Council Agenda, which has been provided as an attachment with this Agenda.

The Zone can provide comment or submit an alternative recommendation that will then be presented to the State Council for consideration.

8.2.1 State Council Matters for Decision

8.1 LOCAL GOVERNMENT ELECTIONS ANALYSIS 2015-2023

By Emma Heys, Governance Specialist

WALGA RECOMMENDATION

That WALGA advocate to the State Government:

1. *For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.*
2. *For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:*
 - a. *transparency of costing methodology,*
 - b. *direct engagement with Local Governments pre and post elections, and*
 - c. *the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.*
3. *For the introduction of a provision for private service providers to enter the market for the conduct of Local Government elections.*
4. *For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.*

EXECUTIVE SUMMARY

- This report presents the findings of a comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia.
- With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost of conducting Local Government elections in Western Australia.
- Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the recommendations as outlined above.
- The Governance Policy Team considered this item at its meeting of 7 August and endorsed the position for consideration by State Council

8.2 ENERGY TRANSITION ENGAGEMENT AND COMMUNITY BENEFIT FRAMEWORK ADVOCACY POSITION

By Daniel Thomson, Manager Economics

WALGA RECOMMENDATION

That State Council endorse a new Energy Transition Engagement and Community Benefit Framework Advocacy Position as follows:

It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.

WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of community benefits from energy transition projects as a priority.

EXECUTIVE SUMMARY

- Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050.
- In Western Australia there is no framework that provides a consistent approach to how proponents of major energy projects consult with local communities and how they can share in the benefits.
- WALGA will advocate for the State Government to develop a framework to guide consultation and benefit sharing with local communities during the energy transition.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team held on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with the accompanying draft WALGA advocacy positions Renewable Energy Facilities (Item 8.3) and Priority Agriculture (Item 8.4).

8.3 RENEWABLE ENERGY FACILITIES ADVOCACY POSITION

By Kieran McGovern, Policy Officer Planning

WALGA RECOMMENDATION

That State Council endorse a new Renewable Energy Facilities Advocacy Position as follows:

The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.

WALGA calls on the State Government to:

1. *Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:*
 - a. *Facilitates the orderly development of renewable energy facilities across Western Australia;*
 - b. *Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;*
 - c. *Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;*
 - d. *Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;*
 - e. *Provides a clear relationship with:*
 - i. *State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and preserve rural land for rural purposes;*
 - ii. *State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and*
 - iii. *State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.*
 - f. *Includes policy measures to address:*
 - i. *concerns relating to the location of these facilities and their associated infrastructure on agricultural land, their proximity to lot boundaries, town sites and sensitive land uses, and potential impact on airport operations and rural activities;*
 - ii. *planning for renewable energy facilities in industrial areas in relation to the coordination of these facilities, their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;*
 - iii. *the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.*

2. *Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).*
3. *Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.*

EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone requested *WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- The Central Country Zone resolved to request WALGA to advocate to the State Government *to develop a more comprehensive and effective approach to guide the management and placement of renewable energy facilities; including but not limited to wind, solar, battery renewable diesel and associated infrastructure.*
- The existing State Government *Position Statement: Renewable energy facilities* does not adequately address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.
- WALGA will advocate for the existing *Position Statement: Renewable energy facilities* to be amended and elevated to a State Planning Policy, including more nuanced provisions which provide greater guidance to Local Governments and applicants, and allow for renewable energy land uses to be classified as either small or large facilities.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Priority Agriculture (Item 8.4).

8.4 PRIORITY AGRICULTURE ADVOCACY POSITION

By Kieran McGovern, Policy Officer Planning

WALGA RECOMMENDATION

That State Council endorse a new Priority Agriculture Advocacy Position as follows:

The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.

WALGA calls on the State Government to:

1. *Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:*
 - a. *Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:*
 - i. *to retain priority agricultural land for agricultural purposes; and*
 - ii. *limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.*

- b. *Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.*
2. *Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.*
3. *Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.*

EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone have requested *that WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- WALGA prepared a *Research Paper: Protection of Productive Agricultural Land* that provides policy context, previous WALGA advocacy and analysis of State and Local Government approaches to agricultural land use protections.
- This work identified that a lack of consistency between the sub-regional planning strategies across the different regions of WA has impeded the implementation of best practice planning controls into local planning frameworks, and thus inconsistent application across the State.
- This advocacy position recommends statutory protections of areas that have been identified as high quality agricultural land, through amending the *Planning and Development (Local Planning Schemes) Regulations 2015* to include a model zone for 'Priority Agriculture'. This will provide the ability for Local Governments to adopt the model zone into their local planning schemes.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team endorsed the position for consideration by State Council on 10 July 2024.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Renewable Energy Facilities (Item 8.3).

8.5 PLANNING PRINCIPLES AND REFORM ADVOCACY POSITION

By Coralie Claudio, Senior Policy Advisor Planning

WALGA RECOMMENDATION

That State Council:

1. Retire Advocacy Position 6.2 Planning Reform; and
2. Replace Advocacy Position 6.1 Planning Principles with the following:

6.1 Planning Principles and Reform

1. *The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:*
 - a. *facilitates the creation of sustainable and liveable communities and places;*

- b. *has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests;*
 - c. *is easy to understand, accessible and transparent;*
 - d. *recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making;*
 - e. *ensures decisions are made by the level of government closest to and most impacted by a planning proposal; and*
 - f. *establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.*
2. *Reforms to the planning system should:*
- a. *be guided by the above principles;*
 - b. *deliver community benefit;*
 - c. *promote system efficiency, including through the use of technology;*
 - d. *be evidence-based and informed by robust, transparent data;*
 - e. *proceed at an appropriate pace to enable effective implementation;*
 - f. *be informed by engagement with the community; and*
 - g. *be amended only with WALGA involvement and/or consultation/involvement with Local Government.*

EXECUTIVE SUMMARY

- It is proposed that the Advocacy Positions 6.1 Planning Principles and 6.2 Planning Reform be replaced with a new contemporary combined position that reflects the current planning system and planning reform agenda.
- The updated position identifies key elements that would create an effective and efficient planning system and how planning reform can be developed, prioritised, and implemented to achieve this.
- The updated position has been informed by feedback from Local Government officers, including WALGA's Planning Advisory Group and previous WALGA submissions on State Government planning reform initiatives.
- The Environment Policy Team endorsed the advocacy position at their meeting on 29 July.

8.6 PRODUCT STEWARDSHIP POLICY STATEMENT AND ADVOCACY POSITION

By Rebecca Brown, Policy Manager, Environment and Waste

WALGA RECOMMENDATION

That State Council:

1. Rescind the existing Extended Producer Responsibility Policy Statement and Advocacy Position 7.5 Extended Producer Responsibility.
2. Endorse a new Product Stewardship Advocacy Position as follows:
 1. *Industry should take responsibility (physical and/or financial) for the waste that it generates through the entire life cycle of the products it produces through the implementation of effective product stewardship. Without effective Product Stewardship, there will be increasing costs for the*

community, resource recovery targets will be difficult to reach and a transition to a circular economy is unlikely.

2. *Effective Product Stewardship is characterised by:*
 - a. *Producers and importers taking responsibility for post consumption product impacts.*
 - b. *Schemes covering the entire cost of product recycling or recovery, including transport.*
 - c. *Leveraging existing Schemes and collection locations.*
 - d. *Being easy and convenient for the community to access.*
 - e. *Having equitable national coverage and access for all, including regional and remote locations.*
 - f. *Being evidence based.*
 - g. *Consistent regulation and implementation across Australia using national Product Stewardship legislation.*
 - h. *Timely action and industry cooperation during Scheme development and implementation.*
 - i. *Being demand based and aiming to recover the maximum amount of material, rather than being limited by targets.*
 - j. *No additional cost to consumers when the product is disposed of post consumption.*
3. *Local Government calls on the Commonwealth Government to implement effective Product Stewardship schemes for all products that drive environmentally and socially sustainable outcomes through the design, manufacture and distribution of products that can be more easily reused, repaired, recovered or recycled.*
4. *If national action is not progressed within a reasonable timeframe, or in a way that meets the needs of the Western Australian community, then Local Government supports a State based approach to Product Stewardship.*

EXECUTIVE SUMMARY

- The [Extended Producer Responsibility \(EPR\) Policy Statement](#) was first endorsed in 2004 and reviewed and amended in 2008.
- The Statement outlines the rationale for Local Government support for EPR, as a way of ensuring producers take responsibility for their products at the end of life, and some of the key elements of successful Schemes.
- WALGA's [Local Government Principles for Product Stewardship](#) was endorsed in 2022. The Principles provided more detail on key design elements for Schemes and have been used to inform advocacy.
- Following discussion at the April Municipal Waste Advisory Council (MWAC) and Officers Advisory Group meetings it was agreed to review the EPR Policy Statement and incorporate the Local Government Principles into a new Product Stewardship Policy Statement and Advocacy Position.
- The Product Stewardship Policy Statement and Advocacy Position has been updated to:
 - Include a greater focus on the potential for Product Stewardship to influence the design of products, as well as their post consumption disposal.
 - Identifying the increasing cost burden on Local Government and the community of increasing complex products.
 - Focus on ensuring all products have a clear and funded end of life pathway.
- The MWAC endorsed the new Policy Statement and Advocacy Position in June.

8.7 SUBMISSION ON THE DRAFT STATE WASTE STRATEGY

By Rebecca Brown, Policy Manager, Environment and Waste

WALGA RECOMMENDATION

That State Council endorse the Draft State Waste Strategy Submission.

EXECUTIVE SUMMARY

- The [Draft State Waste Strategy](#) (Draft Strategy) and [State Waste Infrastructure Plan](#) were released on 29 May. This follows the release of the [Strategy Directions Paper](#) in May 2023. WALGA provided a comprehensive [Submission](#) on the Directions Paper.
- Given the significant impact of the Strategy on Local Government, WALGA was granted an extension to the deadline to allow the draft submission to be considered by WALGA Zones and State Council.
- The focus of the Draft Strategy is:
 - Better outcomes for regional and Aboriginal communities
 - Increasing our focus on waste avoidance
 - Better management of priority materials
 - Realising the economic potential of recycling
 - Contingency planning and climate resilience.
- New Targets are also proposed for each of the Avoid, Recover and Protect areas.
- WALGA's draft submission on the Draft Strategy was informed by Local Government written feedback and feedback received at a webinar held on 19 July.
- This Municipal Waste Advisory Council (MWAC) endorsed the draft submission on 31 July 2024.

RESOLUTION

Moved: President Cr Len Handasyde

Seconded: Deputy Mayor Cr Paul Terry

That the Great Southern Country Zone supports all WALGA recommendations in the Matters for Decision as contained in the September 2024 State Council Agenda and as listed above.

CARRIED

POLICY TEAM AND COMMITTEE REPORTS

9.1 ENVIRONMENT POLICY TEAM REPORT

By Nicole Matthews, Executive Manager Policy

WALGA RECOMMENDATION

That State Council note the report from the Environment Policy Team to the 4 September 2024 meeting.

9.2 GOVERNANCE POLICY TEAM REPORT

By Tony Brown, Executive Director Member Services

RESOLUTION

That State Council note the report from the Governance Policy Team meeting for the 4 September 2024 meeting.

9.3 INFRASTRUCTURE POLICY TEAM REPORT

By Ian Duncan, Executive Manager, Infrastructure

WALGA RECOMMENDATION

That State Council:

1. Note the report from the Infrastructure Policy Team to the 4 September 2024 meeting.
2. Determine to retire the following Advocacy Positions:
 - a. 5.2.4 Seat Belt Legislation
 - b. 5.8 Ports
 - c. 5.12 Infrastructure WA

9.4 PEOPLE AND PLACE POLICY TEAM REPORT

By Nicole Matthews, Executive Manager Policy

WALGA RECOMMENDATION

That State Council:

1. Note the report from the People and Place Policy Team to the 4 September 2024 meeting.
2. Determine to:
 - a. retain the following Advocacy Positions with amendment:
 - i. 3.2.1 Local Public Health Plans
 - b. rescind the following Advocacy Position:
 - i. 3.5 Crime Prevention

9.5 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) REPORT

By Rebecca Brown, Policy Manager, Environment and Waste

WALGA RECOMMENDATION

That State Council note the report from the Municipal Waste Advisory Council to the 4 September 2024 meeting.

RESOLUTION

Moved: Deputy President Cr Julie Leenhouders
 Seconded: President Cr Kirsty D'Aprile

That the Great Southern Country Zone:

1. notes all Policy Team and Committee Reports as contained in the September 2024 State Council Agenda; and
2. supports the WALGA recommendations in the Infrastructure and People and Place Policy Team Reports as contained in the September 2024 State Council Agenda and as listed above.

8.2.2 State Council Matters for Noting and Key Activity Reports

MATTERS FOR NOTING/INFORMATION

State Council Agenda 'Matters for Noting' are provided for Zone consideration and noting.

- 10.1 Local Government Legislative Reform
- 10.2 Report on Local Government Road Assets and Expenditure 2022/23

Noted.

KEY ACTIVITY REPORTS

- 11.1 Report on Key Activities, Advocacy Portfolio
- 11.2 Report on Key Activities, Infrastructure Portfolio
- 11.3 Report on Key Activities, Member Services Portfolio
- 11.4 Report on Key Activities, Policy Portfolio

Noted.

8.2.3 WALGA President's Report

Attachment No. 8 [WALGA President's Report](#)

Noted.

9 EMERGING ISSUES/COLLABORATION

City of Albany

- City has advocated to the Minister for funding South Coast Highway upgrades (State election issue).
- Rex Airline in administration - consequences for City:

- \$456K debt to the City
- Albany Airport is regional infrastructure, servicing the broader Great Southern Region.
- City's ratepayers are currently carrying all risk associated with airport operations, and now Rex Airline debts.
- City made a grant application for \$10M toward a \$30M project to upgrade the runway (tarmac thickness only, length is sufficient for 737 aircraft). However Federal Government has only offered \$2.5M toward the project on the basis that the City derives 'profit' from airport operations.
- City is advocating for State financial support (State election issue). City may call on Zone Members to assist and support in this advocacy to ensure the Airport remains viable to support regional economic outcomes.

Shire of Denmark

- Noted, aligned with Denmark's motion supported by the Zone at its 19 April 2024 meeting, the recently amended *Caravan Parks and Camping Grounds Regulations 1997*, which take effect on 1 September enabling Local Government to approve temporary accommodation in caravans, converted buses and tiny homes for periods up to two years.
- The Shire is progressing development of a Local Planning Policy to guide temporary accommodation decisions under the amended *Caravan Parks and Camping Grounds Regulations 1997*, and the Shire will be happy to share the finalised policy with other interested Zone Members.

Shire of Gnowangerup

- Shire has recently contracted GP services at a cost of \$410K p/annum, which equates to approximately 8% of rates revenue.
- Shire has decided not to celebrate Australia Day on 26th January public holiday, for reasons of cultural sensitivity and recipients of the Shire's Australia Day Citizen Awards often being out of town for the public holiday. Whilst the decision attracted some negative comments it has been substantially supported by the community.
- Shire events:
 - Kate Lamont Luncheon (150 pax) – 21 September 2024
 - Wild Gravel in the Stirling Ranges – 5 October 2024

Shire of Jerramungup

- Shire, in partnership with Shire of Gnowangerup, is developing a Bush Fire Risk Mitigation Plan – stakeholder consultation is in progress.
- New Police Officer has been appointed without housing. Department of Communities has requested Shire to find housing.
- SW Settlement land transfer of coastal areas to occur in March 2025. Shire has been engaging with Traditional Owners to understand how they will manage public access and responsibility for land management e.g. bush fire mitigation, access road maintenance, rubbish and illegal dumping, agreements for Shire to enforce Local Laws, etc.
 - Community concerns that coastal areas that have historically been open for public access, will be closed or become inaccessible if road infrastructure is not maintained.

Shire of Katanning

- Shire is conducting a review of the sale yard operations and management structures to quantify current and future costs to the Shire.
- State Government has determined that the Katanning Hostel is to be demolished, with mixed community response. Shire appreciates that now the decision has been

made there is opportunity to work with State Government for what happens next with the site.

- Shire is continuing to advocate for funding of an Early Childhood Hub, with \$2M provided by Mindaroo Foundation.
- Department of Communities has committed to upgrade of the women's refuge, however there is currently no men's refuge or emergency accommodation facilities in the Shire / region.
- Shire is to be the location for a new NDIS pilot.
- CRC is rolling out Staying in Place education sessions.
- Katanning Agricultural Show and National Shearing Competition on 25 October 2025.

Shire of Kojonup

- Shire advised they are proposing to bring an item to the November Zone meeting, proposing an innovative method for funding and delivering GP / Primary Health Care in the regions.

Shire of Plantagenet

- Shire is focused on completing its pool redevelopment and housing projects.

Meeting Noted

- The Patients Assisted Travel Scheme (PATS) c/per km claimable expense has been increased. Encourage communities to make claims against the scheme as the claims data is used to identify and plan health service delivery in regional WA.

10 OTHER BUSINESS

Nil.

11 NEXT ZONE MEETING

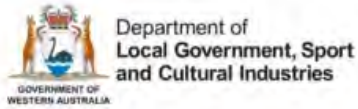
The next meeting of the Great Southern Country Zone will be held Friday, 22 November 2024 at the Shire of Katanning commencing at 10 am.

12 CLOSURE

There being no further business the Chair declared the meeting closed at 12.25pm.

ATTACHMENT 3

Item 5.5 DLGSC Update - August 2024

[Back to Item 5.5](#)

Department of Local Government, Sport and Cultural Industries Report

August 2024

Local Government Act Reform

Tranche 1

- The *Local Government Amendment Act 2023*, containing the first tranche of reforms, was passed on 11 May 2023 and included priority reforms to election and council representation ahead of the October 2023 Local Government Elections.
- The electoral reforms included the introduction of optional preferential voting, changes to council member representation based on population, and abolishing the use of wards for smaller local governments.
- Tranche one reforms that were implemented without the need for further regulations included:
 - changes to special electors' meetings
 - compliance exemptions (due to emergency or unusual circumstances)
 - parental leave for council members
 - recording individual votes in minutes of council meetings.
- Three regulation amendments and 63 Governor's Orders were made in 2023 to prescribe detail related to reforms. These included:
 - model financial statements
 - constitutional reforms such as the introduction of class groupings and the alignment of council sizes to population size
 - electoral reforms such as optional preferential voting, backfilling and the public election of mayors and presidents
 - remuneration for independent committee members
 - broadcasting and recording of council meetings
 - owners and occupiers' enrolments
 - payment for council professional development and training.
- Various other regulations projects are currently in development or being drafted. These include:
 - standardised meeting procedures
 - council plans
 - community engagement charters
 - community surveys
 - online registers
 - publication of CEO key performance indicators
 - communications agreements
 - standardisation of crossovers and obstruction of public thoroughfares.

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- The DLGSC provides regular updates to the local government sector on the progress of reforms via DLGSC's Reform webinar series, revisions to the DLGSC website and LG alerts.
- A three-month consultation process was recently undertaken to inform the drafting of standardised meeting procedures in regulations.
- The consultation opened on 28 February 2024 and finished on 7 June 2024.
- In total, DLGSC received 139 responses.
- All local governments, council members, local government CEOs, local government employees and community members were encouraged to make a submission.

Tranche 2

- It is intended to introduce a Bill to Parliament this year for tranche two reforms.
- Tranche two reforms include:
 - the new Local Government Inspector
 - introduction of monitors for early intervention
 - council member superannuation
 - increasing penalties
 - enabling resource sharing
 - streamlining processes for model local laws
 - greater role clarity for council members and CEOs
 - introduction of a rates and revenue policy for local governments
 - changes to audit committees
 - providing greater flexibility for regional subsidiaries
 - building upgrade finance.
- Information about tranche two reforms will be provided to the sector as soon as appropriate via webinars, LG alerts and other opportunities as they arise.

Long Service Leave Regulations

- The Local Government (Long Service Leave) Regulations 2024 were published on Wednesday 17 April 2024 and will come into effect on 1 September 2024.
- The Regulations have been made to modernise long service leave arrangements for employees working in the local government sector.
- The previous Regulations and corresponding industrial relations scheme had not been substantially updated since their introduction in the 1970s.
- The new Regulations will improve the operation of the local government long service leave portability scheme, which is an integral part of local government employment conditions. This means that when staff change employment from one local government to another, all their service in the local government sector counts towards their accrual of long service leave.
- The new Regulations introduce changes intended to strengthen the system of long service leave entitlements for local government employees, including:
 - a longer permitted period of break between local government sector employers that maintain continuity of service.
 - period of parental leave where the employee is being paid by the Commonwealth will count towards long service leave accrual.
 - employees can negotiate taking advanced long service leave and cashing out of long service leave with their employer.

ATTACHMENT 3

- The DLGSC held a webinar on 30 April 2024 to explain the changes and answer questions.
- The webinar recording is available on DLGSC's website.
- More information about the Regulations are available on DLGSC's website.

Model Financial Statements (MFS) and Financial

- Updated Model Financial Statements (MFS) guidelines and templates for Class 1 and 2, plus a reduced version for smaller local governments (Class 3 and 4) were published on the DLGSC website on 25 June 2024 and apply to 2023-24 annual financial statements.
- Amendments to the Local Government (Financial Management) Regulations 1996 published on 18 October 2023 prescribed that non-financial assets only need to be valued every five years, and in the intervening years it was not necessary to review whether a revaluation was necessary.
- The new asset valuation requirements apply from the 2023-24 financial year onwards. Non-financial asset valuation guidelines are currently being prepared. A draft was presented to a sector body workshop held on 22 March 2024, and feedback is being addressed with a view to finalise and publish it by the end of July 2024.

Contact LG Accounting for queries – Lg.accounting@dlgsc.wa.gov.au

Local Government Grants Commission

- The WA Local Government Grants Commission (the Commission) has multiple member and deputy positions with terms that end on 31 August 2024. The Chair is also vacant due to the resignation of Cr Dan Bull after his preselection as the WA Labor Candidate for Maylands. Work has progressed for multiple nominations for vacancies.
- The Commonwealth Minister for Local Government, the Hon Kristy McBain MP approved a bring forward payment, based on an advance pool equivalent to approximately 85 per cent of the total 2024-25 funding pool.
- This provided a payment of \$339,416,207 to be allocated to 137 WA local governments, with \$208,757,650 for General Purpose funds and \$130,658,557 for Local Roads.
- The Commonwealth advised that the advance of 85 per cent was being made on the 28 June 2024 to '[help councils facing immediate cash flow pressures, ensuring they can continue to delivery for their communities](#)'.
- Local Governments were advised that the advance payment meant remaining payments during 2024-25 would be limited and that they needed to ensure they have sufficient funds for 2023-24 to complete their planned programs and activities.
- Due to the 100 per cent advance from the prior year (2023-24 FA Grants), all WA local governments were either over or underpaid. The Commission had intended to recoup the variances from the 2024-25 funding, however with the large advance payment being made again, this may not be able to be finalised in the one financial year as expected.

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- The Commission is currently working on finalising the allocations for the 2024-25 Financial Assistance Grants (FA Grants), with a meeting held on 22 July 2024 to finalise recommendations to the Commonwealth Minister.
- The remaining 15 per cent of 2024-25 FA Grants totals \$60,616,774 (being \$36,799,358 General Purpose and \$23,817,416 Local Roads) and will be distributed quarterly on 15 August 2024, 15 November 2024, 17 February 2025, and 15 May 2025.
- The Commission completed a visiting program to the Pilbara to conduct public hearings in October 2023, further visited nine local governments in the Upper Great Southern and Eastern Goldfields-South regions in April 2024 and recently visited four local governments in the Kimberley region in May 2024.

Stop Puppy Farming

- The State Government is delivering on its commitment to stop and prevent puppy farming. These reforms have overwhelming community support.
- The *Dog Amendment (Stop Puppy Farming) Act 2021* requires the design and development of a centralised registration system (CRS) for dogs and cats.
- The CRS will also assist with the registration of cats under the *Cat Act 2011*, and the development of regulations, in consultation with stakeholders.
- The DLGSC concluded a Design and Discovery phase for the CRS on 18 March 2024.
- DLGSC is continuing to engage local governments and other key stakeholders across the State to prepare for CRS implementation.
- Public consultation on the proposed regulations closed late last year, and the final regulations are in development.
- The Department of Local Government, Sport and Cultural Industries has undertaken targeted consultation with local governments about the implementation of the stop puppy farming legislation.

PetsWA

- Funding has been approved for PetsWA, the centralised registration system for dogs and cats through Digital Capability Fund.
- The contract has been awarded as per the Minister for Local Government's Media Statement on 2 August 2024.
- Onboarding of the project team commences on 5 August 2024.
- There will be a local government sector webinar on the PetsWA update scheduled for the week commencing 19 August 2024.

Off Road Vehicles

- ORV committee are continuing to meet regularly.
- A private proponent is currently investigating the potential of an ORV area south of Perth.
- The government has invested \$100,000 to improve the ORV areas, specifically in York and Ledge Point.

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- Upgrades at other sites are in the pipeline, as the search continues to expand Western Australia's ORV network.
- The future of Pinjar's ORV site was assured when the government decided to end pine harvesting in the Gngangara State Forest, to preserve the roosting habitat of the endangered black cockatoo and support the recreational use of the area.
- A safety assessment has been conducted at the Lancelin ORV area, within the Shire of Gingin with the final report to be delivered before the end of the financial year.

Local Government Election Commitments

- The City of Bayswater's Riverside Gardens Urban Development project is on track. Detailed design is expected to be completed in June 2024, with an estimated project cost to be known at this time.
- The City of Gosnells' Sutherlands Park Youth (Skate) Plaza is on track. Detailed design is complete, and a contractor appointed for design and construction. Civil works are underway with main works commencing in August 2024 with expected completion in January 2025.
- The City of Joondalup's Greenwood Scout and Guide Hall Refurbishment project is on track with construction underway and due for completion in November 2024
- The City of Swan's Ellenbrook Community Hub project has completed community consultation and a detailed needs analysis. The City is currently finalising the detailed design to a 50 per cent brief by August 2024.

Ratability of Miscellaneous Licences

- The State Administrative Tribunal (SAT) has recently determined that land subject to a Miscellaneous Licence is not subject to local government rates under any circumstances,
- The DLGSC has already issued an LG alert to warn regional local governments of this issue.
- The DLGSC is also preparing to consult with regional areas to identify whether any local governments have been charging rates over miscellaneous licences or intended to do so.
- The intention of the consultation is to quantify the potential financial impact that this SAT decision has had on the sector.
- The DLGSC has been advised that the local government involved in the SAT decision is intending to appeal that decision, on the grounds that it contains errors of law.
- In the meantime, the DLGSC is continuing to process "change in method of valuation" applications, on the grounds that a change in method of valuation has no impact on a land's ratability or non-ratability.
- However, all approvals for these applications are being issued with provisos, reiterating that a change in method of valuation does not impact ratability.

Local Government Partnerships and Sponsorships

- To support the local government sector, the DLGSC provides various sponsorship or partnerships with key sector bodies. Over 2023/24, DLGSC provided sponsorships or partnerships to:

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- WALGA
 - LG Professionals WA
 - Reconciliation WA
 - Telethon
 - Town Team Movement
- For 2024/25 so far, DLGSC has committed to providing sponsorships to:
 - WALGA for their annual convention and Awards evening in August.
 - LG Professionals WA – being finalised
 - Town Team Movement for the Minister's Place Innovation Awards 2024 and the Town Teams Conference in Northam.

Placemaking Training Initiative

- In 2023/24 DLGSC engaged Town Team Movement to deliver 12 months of free online placemaking training to the WA local government sector.
- Placemaking helps build community connections by bringing together planners, community members, architects, local government, business and other groups, working collaboratively to activate local spaces.
- Hundreds of local government staff from councils across WA accessed the free training in its first year.
- Due to strong interest from the sector, DLGSC has extended the Placemaking training partnership with Town Team Movement for 12 months.
- Local government staff and elected officials have another year to access the training, with funding for the program extended until July 2025 in response to strong interest from the sector.

DLGSC Contacts

LG Support and Engagement	lghotline@dlgsc.wa.gov.au
LG Policy and Legislation	legislation@dlgsc.wa.gov.au
CRS – Stop Puppy Farming	puppyfarming@dlgsc.wa.gov.au
Grants Commission – Financial Assistance Grants	Grants.commission@dlgsc.wa.gov.au
LG accounting enquiries	LG.accounting@dlgsc.wa.gov.au
LG Act Reform	actreview@dlgsc.wa.gov.au
LG Advisory Board	advisoryboard@dlgsc.wa.gov.au

ATTACHMENT 4

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Item 6.2 Zone Status Report - August 2024

COMPLETE ZONE STATUS REPORT August 2024

Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
24 November 2023 Zone Agenda Item 8.3.2. Appeal for Remedial Action on Education Policy and Procedures in Country Schools	<p>That the Western Australian Local Government Association Great Southern Zone (WALGA) request that WALGA strongly advocates to the Department of Education (Department) on behalf of rural and remote districts that greater efforts be made to reduce the inequality of educational opportunity with particular reference to the following:</p> <p>1. That the Department makes available resources for intervention in the experience of students specifically disaffected by the current model of schooling who are disruptive, falling behind and at risk of failing to learn to read, write and work in basic arithmetic; including intensive attention combined with health and like issues and more active, empathic, and practical instruction.</p> <p>2. That the Department makes available the current resources of Distant Education and/or enables families to access similar private providers for secondary education in order that students can study for an ATAR (Australian Tertiary Admission Rank), or other subjects of their own choosing, using internet resources and mentors provided in the schools closest to them; and</p> <p>3. That the Department subsidises housing suitable for teachers or enables local governments to build and manage such housing.</p>	<ul style="list-style-type: none"> • This matter was referred to the People and Place Policy Team for consideration at its February 2024 meeting. • The People and Place Policy Team resolved: <ol style="list-style-type: none"> 1. Note the request of the Great Southern Country Zone and the issues raised regarding education policy and procedures, 2. Recommends that State Council consider the issue as a key policy priority in the 2024 Policy Priorities. 3. Recommends that the Great Southern Country Zone continue to advocate directly to the relevant State agencies on this issue, including further representations to the Minister for Education and Department of Education and Department of Communities. 4. Recommends that the Great Southern Zone inform other country zones of this advocacy position with a view to possible cooperation. <p>WALGA notes that the Great Southern Country Zone requested other zones to support the motion. Eight Zones have agreed to write to the Minister of Education on the matter of reducing regional disadvantage in educational opportunities.</p> <p>WALGA understands that the Great Southern Zone received a response to their letter to the Minister of Education on this issue on 24 April 2024. The letter references a number of initiatives including a \$7.1 million funding boost for the School of Isolated and Distance Education, a proposed expansion of VET certificates in the coming years, Education and Training Participation Plans, the support provided by the</p>	August 2024	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

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		<p>School of Special Educational Needs: Behaviour and Engagement located in Albany, the recently announced federally funded two new Regional University Study Hubs, further financial investment in the attraction and retention payments/packages, and a developing Regional Education Strategy.</p> <p>WALGA notes that 2024-25 State Budget included an additional \$10 million for the School of Isolated and Distance Education.</p> <p>On the 22 July, the Department of Education released a draft Regional Education Strategy. The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved educational and wellbeing opportunities across four pillars: Pillar 1: Build the capability of our regional workforce Pillar 2: Expand curriculum delivery Pillar 3: Strengthen support for student wellbeing Pillar 4: Develop partnerships to create opportunity</p> <p>Country zones and Local Governments are strongly encouraged to provide feedback on the strategy, particularly given the relevance of the Strategy to matters raised by the Great Southern Zone with support from other country zones.</p> <p>The consultation period closes on Friday 20 September 2024. More information is available here.</p> <p>WALGA has partnered with the Department of Education to facilitate an information and feedback session on the Strategy priority pillars. The session will be held online on Wednesday 21 August 2:30 -3.:30pm. A registration link will be sent via LG Direct.</p>		
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ATTACHMENT 4

<p>25 August 2023 Zone Agenda Item 7.3.1 Western Power Headworks – Lead time for quotes</p>	<p>That the Great Southern Country Zone request WALGA advocacy to State Government to reduce the time taken for Western Power to provide quotes to a maximum of three months.</p>	<p>WALGA CEO and senior staff met with a team from Western Power on 29 July to, amongst other things, highlight the frustration experienced by Local Governments seeking quotes, and delivering work on the Western Power network.</p> <p>Acknowledged that the new portal offers Local Government officers additional information about the progress of a request.</p> <p>Highlighted that the current time frames are not acceptable to Local Governments and sought advice on measures being implemented by Western Power to reduce the backlog. One additional designer has recently been appointed.</p> <p>WALGA proposed Western Power reintroduce the Option B arrangements that allowed Local Governments to directly engage pre-approved designers and contractors to undertake work on the Western Power network.</p>	<p>Ongoing</p>	<p>Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031</p>
<p>19 April 2024 Zone Agenda Item 7.2.2 Zone Strategic Priorities Workshop Outcomes</p>	<p>The Great Southern Country Zone requests:</p> <ol style="list-style-type: none"> 1. WALGA advocacy to State Government for the Government Regional Officer Housing Program to: <ol style="list-style-type: none"> a. Increase State Government capital investment in the GROH program and review and address the impact of current policy settings on the wider regional housing shortage, including: <ol style="list-style-type: none"> i. GROH Leasing and purchasing from the established residential private market (Spot Purchase program). ii. Prioritise the State's development of land to service GROH demand and reduce pressure on already constrained availability of regional residential land supplies. b. Review the GROH program policy settings, so that proposals for GROH development in partnership with Local Government align to regional commercial viability and financial capacity of the Local Government, including: <ol style="list-style-type: none"> i. Enabling State Agency leasing agreement periods of 20 years or greater. ii. State Agency contribution to capital costs, with commensurate lower rental returns. 	<p>WALGA acknowledges the ongoing housing supply challenges members are facing.</p> <p>WALGA is meeting with the Housing Supply Unit on 13 June.</p> <p>The Deputy Director General, Housing and Assets presented at the 10 July 2024 State Council Strategic Forum. The presentation included an offer to Local Governments to submit expressions of interest for partnership on social and affordable housing as well the Government Regional Officer Housing program, including those that request variations to the current program parameters – such as rent returns or interest free loans.</p> <p>WALGA continues to advocate for State Government to optimize partnership opportunities with Local Government that make capital investment in housing supply viable.</p> <p>Draft advocacy positions in relation to planning for renewable energy facilities; the need for improvements to</p>	<p>August 2024</p>	<p>Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039</p>

ATTACHMENT 4

	<p>c. Release the GROH Program Review, undertaken by the Department of Communities in 2023, to facilitate further discussion of the viability and future of GROH program policy settings as it relates to the Local Government sector and regional housing availability.</p> <p>2. The Zone Secretariat write to the responsible Minister/s advocating for the matters outlined in Part 1 above.</p>	<p>the State planning framework to provide sufficient statutory protections for areas that have been identified as High Quality Agricultural Land; and for the State Government to develop a robust and comprehensive framework for engagement with Local Government and communities to manage impacts and realise community benefits from projects are included in the September State Council agenda as items for decision.</p> <p>It is intended that the draft positions will be included in the agenda for consideration at the September State Council meeting.</p> <p>WALGA has raised these issues in a meeting with the Minister for the Environment; Energy; Climate Action.</p>		
<p>19 April 2024 Zone Agenda Item 7.3.3 Modifications to the Caravan Ground and Camping Regulations to Facilitate Living in a Tiny House on Wheels</p>	<p>That the Great Southern County Zone:</p> <p>1. Supports changes to Part 2(b) of the Caravan Parks and Camping Grounds Regulations 1997 that allow Local Governments to consider camping on private property for a period of up to 12 months greater than 3-months.</p> <p>2. Allows Local Governments to establish policy to guide approvals beyond 3 months to ensure that camping is locally appropriate and provide for circumstances where tiny houses can be occupied on a more permanent basis.</p> <p>3. Calls on WALGA to adopt a sector wide advocacy position in relation to 1 and 2, above.</p>	<p>State Council Resolution</p> <p>That State Council endorse a new Caravan Park and Camping Grounds Regulations Advocacy Position:</p> <p>Part 2 of the Caravan Parks and Camping Grounds Regulations 1997 should be amended to allow Local Governments to:</p> <p>1. Consider camping on private property for a period of greater of three months.</p> <p>2. Establish policy to guide approvals beyond 3 months to ensure that camping is locally appropriate and provide for circumstances where caravans, predominantly in the form of tiny homes on wheels, can be occupied on a more permanent basis.</p> <p>RESOLUTION 046.3/2024</p>	<p>August 2024</p>	<p>Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039</p>

ATTACHMENT 5

Item 6.2 Zone Action Items - August 2024

[Back to Item 6.2](#)

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
2024, 21 June Item 4.3 CBH Group – Request to Attend Zone Meetings	That the Great Southern Country Zone AGREES to invite CBH Group’s Manager Government and Industry Relations to attend future Zone meetings and provide an agency report aligned to Local Government matters.	Kellie Todman, Manager Government, CBH Group has been included in the Zone’s regular Guest list.	COMPLETED GSCZ 23 Aug 2024	Meghan Dwyer Executive Officer Governance WALGA
2024, 21 June Item 7.1.3 DAMA Working Group Update	That the Great Southern Zone requests that the Zone Executive Officer write to the Hon Andrew Giles, Minister for Immigration, Citizenship and Multicultural Affairs advising the Zone is requesting a response to its request for a Great Southern DAMA.	GSCZ Letter to Minister for Immigration, Citizenship and Multicultural Affairs sent by email 28 June 2024	COMPLETED GSCZ 23 Aug 2024	Meghan Dwyer Executive Officer Governance WALGA
2024, 21 June Item 7.2.2 Regional Education Opportunities Advocacy	That the Great Southern Country Zone write to the Minister for Education, thanking the Minister for his response to the Zone dated 24 April 2024 (Attachment 5) and requesting details of State 2024/25 budget allocations directed to programs and projects in the Great Southern Region that address the Zone’s regional education opportunities advocacy.			
2024, 21 June Item 7.2.3 Zone Strategic Priorities – Skilled Worker Attraction and Retention	That the Great Southern Country Zone write to Rebecca Stephens MLA, requesting assistance on the Zones DAMA application.			
2024, 21 June Item 7.3.2 Economic Regulation Authority	That the Great Southern Country Zone supports a presentation from Economic Regulation Authority Chair, Steve Edwell at the 22 November meeting in Katanning.	Economic Regulation Authority tentatively booked to attend GSCZ November meeting. To be confirmed closer to the meeting date.	ONGOING GSCZ 23 Aug 2024	Chantelle O'Brien Governance Support Officer.

ATTACHMENT 5

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
2024, 21 June Item 9.2 Live Sheep Export Ban	<p>That the Great Southern Country Zone representing the Local Governments of Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling resolves that:</p> <ul style="list-style-type: none"> The Governance process by which the decision was made does not accord with good public policy principles. It does not fit the science, did not involve genuine engagement and appears to be based on political ideology which does not serve the regional, state or national interest. the Federal Government withdraws its current Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 and if this is not achieved then, advocate to the Federal Minister for Agriculture to launch a Senate inquiry into the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024. express disappointment in the Federal Government and lack of acknowledgement and understanding of the impact on regional communities that decisions like this have. a letter to the Prime Minister, Leader of the Opposition and minor parties, be written detailing the above be signed by the President of the Great Southern Country Zone on behalf of members. The Supporting document from the Local Governments that commissioned an economic study into the impact of ceasing live sheep export be provided. 	<p>Letters were sent by email on 28 June 2024 to:</p> <p>Prime Minister Leader of the Opposition Leader of Aust. Greens Leader of the Nationals Leader of the Liberal Party</p>	COMPLETED GSCZ 23 Aug 2024	Meghan Dwyer Governance Support Officer.
2022, 28 Oct Item 7.2.4 Designated Area Migration Agreement (DAMA) Project	<p>7. Endorse the Shire of Kojonup CEO and the Regional Development Authority Great Southern Inc CEO to act jointly as the Zone representatives for communication between the consultant and the Zone and member Local Governments to facilitate preparation of the Business Plan.</p>	<p>21 Apr 2023: Phase 1 and 2 of the EY consultancy have been completed – refer DAMA Working Group and RDAGS reports at the April 2023 meeting.</p> <p>23 Jun 2023 – Phase 3 of the EY consultancy has been completed (business case submitted to Dpt of Home Affairs). Item completion will be subject to any additional</p>	ONGOING (no change)	Kojonup CEO RDAGS CEO

ATTACHMENT 5

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
		work required following feedback from the Dept / Minister – expected late June 2023. 24 Nov 2023 – Updated Business Case submitted to DoHA. <u>Updates provided:</u> no change to status - 23 Feb 2024, 21 Jun 2024, 23 Aug 2024		
2022, 26 Aug Item 7.21 Designated Area Migration Agreement (DAMA)	<p>That a working group consisting of three Great Southern Local Government Authority CEOs from the Shires of Kojonup, Katanning and Plantagenet, and the Great Southern Country Zone President, be established to progress the DAMA on behalf of all committed Great Southern Local Governments.</p> <p><u>DAMA Working Group Charter:</u></p> <ol style="list-style-type: none"> 1. Recommending the committed Local Government's consult with their respective industries on skill shortages and gather supporting evidence by Friday, 23 Sept 2022. 2. (a) Review the other WA DAMA business cases and their learnings to determine our process and next steps; and (b) Prepare a draft budget and scope of works for the business case and prepare a shortlist of suitable contractors to quote on the business case by 17 Oct 2022. 3. Prepare the final report with recommendations for the next Great Southern Country Zone meeting on Friday, 28 October 2022. <p>The meeting AGREED that the DAMA Working Group meetings should include representation from the Great Southern Development Commission (GSDC) and Regional Development Australia Great Southern (RDA-GS)</p>	<p>Working Group Terms of Reference conclude as at 28 October 2022.</p> <p>GSCZ 28/10/2022 - refer item 7.2.4 -Resolution to extend Charter:</p> <ol style="list-style-type: none"> 10. Endorse the Great Southern Country Zone DAMA Working Group Charter being extended to include review and recommendation to the Zone of the Draft Business Case. <p>23 Jun 2023 – Phase 3 of the EY consultancy has been completed (business case submitted to Dpt of Home Affairs). Working Group will be wound up subject to any additional work required following feedback from the Dept / Minister – expected late June 2023.</p> <p>23 Feb 2024 – Refer item 7.2.1 – update on DAMA application with DoHA</p>	ONGOING	DAMA Working Group (Zone)

ATTACHMENT 6

Item 7.2.2 Zone Strategic Priority – Housing

[Back to Item 7.2.2](#)

Hon Simone McGurk MLAMinister for Training and Workforce Development;
Water; Industrial Relations

Our Ref: 74-76175

Cr Scott Crosby
Chair, Great Southern Country Zone
WALGA
PO Box 1544
WEST PERTH WA 6872
lfogg@walga.asn.au
cobrien@walga.asn.au

Dear Cr Crosby

Thank you for your correspondence received 29 May 2024 regarding Water Corporation and residential development in WALGA's Great Southern Country Zone.

The State Government is committed to supporting Western Australia's regions. The 2024-25 State Budget has a record \$12.8 billion investment in regional infrastructure, and billions more to fund regional service delivery across Western Australia. Water Corporation also has its own asset investment program which supports growth in supply and demand.

As you will likely be aware, most land development and new building in the Great Southern Country Zone occurs in the regional centres of Albany, Denmark, Mt Barker, Esperance and Katanning.

Water Corporation also provides services to 28 smaller towns. Development proposals in towns where growth may be low and where populations are declining, often still have significant servicing requirements and may not be commercially viable, especially where water source and wastewater treatment capacity is constrained, as is the case in Pingrup.

In mid-2020, the Shire of Kent applied for additional water services to supply several new residential lots as part of a proposed development. Water Corporation advised the Shire that based on current servicing obligations the main supply Pingrup is at capacity. There are also vacant serviced lots which Water Corporation needs to maintain scheme capacity for, in the event they are developed.

I am advised the main supplying Pingrup would need to be upgraded to provide for any additional developments and the cost associated is likely to be very high as the pipeline runs for 110km. Due to the high cost and low number of potential customers it would benefit, upgrades will be difficult to justify against competing fiscal priorities.

Regarding costs for headworks, Standard Infrastructure Charges (SICs), also known as headworks charges, are levied at development stage. These charges fund the delivery of large transmission infrastructure to support development. This method of funding is endorsed by the Economic Regulation Authority and the land development industry and has been a long-standing business practice of Water Corporation.

Level 8, Dumas House, 2 Havelock Street, West Perth, Western Australia, 6005
Telephone: +61 8 6552 6600 Facsimile: +61 8 6552 6601 Email: Minister.McGurk@dpc.wa.gov.au

ATTACHMENT 6

2

SICs are calculated based on historical and forecast expenditure to minimise significant cost fluctuations and give the land development industry a stable pricing model to work with. While costs associated with land development have gone up significantly, SICs have remained relatively stable. Currently SICs represent around 2-3% of average development costs across the State.

Notwithstanding the above, the Department of Planning, Lands and Heritage through its Infrastructure Development Fund has funding available to support developers with costs associated with the provision of infrastructure and SICs. A portion of the fund is aimed supporting delivery of housing and accommodation for key workers in regional areas. Further information is available at www.wa.gov.au/system/files/2024-03/infrastructure_development_fund_stream_3a.pdf

With regard to your comment about Water Corporation providing quotes and completing headworks within a reasonable timeframe. Water Corporation does not provide quotes. In accordance with the Infrastructure Network Model, the delivery of large headworks infrastructure needed to serve new developments is managed by Water Corporation, and developers are responsible for the delivery of reticulation assets.

As a result, when development is orderly and adjacent to other existing services, and if the developer requires the construction of headworks assets, Water Corporation will work with the developer to program the delivery of these assets in time to service the development. When development is not orderly or is remote from existing services, the developer is responsible for the extension of the scheme to their development, including the costs to do so.

If you, or your members have specific examples to discuss, I encourage you to contact Mr Scott Moorhead, Head of Development Services at Water Corporation on 6330 6507.

Thank you again for taking the time to write to me. I trust the information I have provided is of assistance.

Yours sincerely



HON SIMONE MCGURK MLA
MINISTER FOR WATER

4 July 2024

ATTACHMENT 7

Item 7.2.3 Live Export Ban – Responses to Advocacy

[Back to Item 7.2.3](#)

**SENATOR THE HON MURRAY WATT
MINISTER FOR AGRICULTURE, FISHERIES AND FORESTRY
MINISTER FOR EMERGENCY MANAGEMENT**

MC24-004533

Councillor Scott Crosby
Chair
Great Southern Country Zone Walga
PO Box 1544
WEST PERTH WA 6872

lfogg@walga.asn.au

Dear Chair

Thank you for your letter of 28 June 2024 to the Prime Minister, the Hon Anthony Albanese MP, concerning your opposition to the live sheep export ban. Your correspondence has been referred to me as the Minister for Agriculture, Fisheries and Forestry, as the matters you have raised fall within my portfolio responsibilities.

The Australian Government went to the last two elections with a commitment to phase out live sheep exports by sea. We are honouring our commitment to the Australian people. Legislation now sets 1 May 2028 as the end date for the trade.

The government's decisions are based on careful consideration of the advice of an independent panel, which is underpinned by extensive consultation and consideration of over 800 written submissions, a wide range of existing data and analysis and specifically commissioned analysis.

The government's transition plan includes the provision of certainty and time for the trade to adjust before it ends on 1 May 2028. Four years provides time for sheep producers, the sheep supply chain and trading partners to plan and take action and for markets to adjust.

I acknowledge the concerns you have raised about the impact on individuals, businesses and communities involved in the trade. I have been clear that I understand this is a difficult policy for some, and that it will have impacts and require adjustments. The government has also committed \$107 million over five years from 2024-25 to assist with the transition away from the trade. This package includes significant support for farmers and the supply-chain, including \$64.6 million to assist businesses to plan and implement transition actions and \$27 million to enhance demand within Australia and internationally for sheep products. This is to support those affected by the phase out to be well-positioned, resilient and ready when the trade ends.

Our transition plan reflects the recommendations of the independent panel and enables farmers and the supply-chain to adapt through increased value-adding onshore. To that end, the recent House of Representatives Standing Committee on Agriculture Inquiry heard evidence that the government's policy would create between 500-800 direct jobs in meat processing, with many more indirect jobs to flow. This means more jobs for Western Australia (WA) and paves the way for WA farmers to further leverage Australia's \$7 billion sheep meat market.

ATTACHMENT 7

The live export trade is still operating for the next four years without caps or quotas. This provides a stable framework for all participants in the supply chain to continue to operate and make decisions on when and how they will cease participating in the trade by reference to their own individual circumstances.

Thank you again for writing on this matter. I have copied this letter to the Prime Minister.

Yours sincerely



MURRAY WATT

24 / 07 / 2024

cc: The Hon Anthony Albanese MP
Prime Minister

President's Report

September 2024

Introduction

The months of July and August have been extremely busy for the Local Government sector.

I have been strongly advocating on behalf of all Local Governments on key issues, including Polyphagous shot-hole borer (PSHB), Urban Greening, Energy Transition, Aboriginal Heritage, and Regional Education. In addition, WA was well represented at ALGA's National General Assembly and the Commonwealth Governments Australian Council of Local Governments (ACLG) forum. I outline these issues in further detail in this report.

State Election Campaign

The State Election campaign is well underway with a State Election Priorities document prepared, dedicated microsite built, and public media campaign planned to support our advocacy and increase visibility in the run up to the election. WALGA will share assets that each Local Government can personalise to fit their local challenges and priorities, as well as liaise with Councils to capture stories that can support each key advocacy area.

WALGA has prepared a comprehensive political engagement strategy to be implemented in the lead up to the 2025 Election. The objectives of the strategy are:

- Influence election policy development and commitments from all parties
- Maintaining relationships with key decision makers and Members of Parliament
- Educating current and future members of Parliament about WALGA and the Local Government sector

Polyphagous shot-hole borer

WALGA and Local Governments continue focusing on the impact of Polyphagous shot-hole borer (PSHB) in meetings with the State Government and in the media.

In early July, WALGA met with the Minister responsible for the PSHB response Hon Jackie Jarvis MLC, to discuss Local Governments' concerns and the need to escalate and commit additional funding for the response and to rebuild lost canopy.

WALGA, the City of Perth and the City of Vincent also presented to the Consultative Committee on Emergency Plant Pests (CCEEP), Australia's key technical body for coordinating the national response to the PSHB incursion. The Committee met in Perth on 16-18 July to inspect infested sites and see the extent of response activities being implemented by the Department of Primary Industries and Regional Development (DPIRD) and Local Government and deliberate on whether it is still technically feasible to eradicate PSHB.

ATTACHMENT 8**Urban Greening Grants**

The Urban Greening Grant Program provides \$3.75 million (ex GST) to support additional tree and understorey planting for the 33 Local Governments located in the Boorloo (Perth) and Bindjareb (Peel) regions. Round 1 awarded \$591,839 to 12 Local Governments. \$2.8m was available for Round 2, to support planting in the winter of 2025. Round 2 opened in early May and closed on 28 June. Round 2 funding will be awarded in early August.

Energy Transition

There is growing concern that the State Government does not have a framework for how the energy transition that is currently underway will benefit the impacted communities, and that the state planning framework is not fit to manage this growing and rapidly challenging area of policy.

These discussions and concerns have been brought forward to WALGA through a number of zones and are reflected in the draft Energy Transition Engagement and Community Benefit Framework Advocacy Position, Renewable Energy Facilities Advocacy Position, and the draft Priority Agriculture Position Statement items for decision in the September State Council Agenda.

Aboriginal Heritage legislation

WALGA continues to support members to navigate their responsibilities under the amended *Aboriginal Heritage Act 1972*. Since we last met, WALGA has attended a Native Title and Aboriginal Cultural Heritage Roundtable with the Goldfields-Esperance Country Zone, Goldfields Esperance Development Commission and other representatives.

WALGA is continuing to foster the working relationships between Local Governments and regional representatives of DPLH through these roundtable discussions. Planning for future sessions is underway for the South West and the Great Eastern country zones.

Regional Education Strategy

On 22 July, the Department of Education released a draft Regional Education Strategy. The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved education and wellbeing. This provides an excellent opportunity to provide direct feedback and comment to the Department on the issues have raised through recent Zone motions. To support members, WALGA has partnered with the Department of Education to facilitate an information and feedback session on the Strategy priority pillars. The session will be held online on Wednesday, 21 August 2:30pm - 3:30pm. A registration link will be sent via LG Direct.

ALGA National General Assembly

From 2 to 4 July, WALGA joined 134 WA delegates from 45 Local Governments at the Australian Local Government Association's (ALGA) National General Assembly (NGA) in Canberra.

Hosted at the National Convention Centre in Canberra, the event provided opportunities for Local Governments to advocate on behalf of their communities on a national platform.

Eight WA Local Governments (Shire of Ashburton, Town of Bassendean, City of Bayswater, City of Cockburn, Shire of Dundas, City of Kalgoorlie-Boulder, City of Melville, and City of Stirling) passed 10 successful motions at the NGA including regional health services, arts and culture, Closing the Gap, sustainability, emergency management and climate resilience.

ATTACHMENT 8

I was proud to support and advocate on behalf of our 139 Member Local Governments in Canberra and advocate in key areas including climate resilience, emergency management, connected communities, infrastructure, and the future of Local Government.

The attendance of Members from across WA and the presentation of 10 successful motions conveys the important role of Local Government in identifying and addressing key issues as the tier of Government closest to their community. WALGA was pleased to host a WA delegates function on the night before the NGA, where it was great for WA delegates to network together.

The Department of Infrastructure, Transport, Regional Development, Communications, and the Arts *National Awards for Local Government* were also hosted at the culmination of the week.

The National Awards highlight initiatives implemented by Local Governments that are innovative, make a difference to their local communities, display excellence, and have outcomes that are replicable across the country.

WALGA extends its congratulations to the Shire of Chittering, City of Gosnells, City of Greater Geraldton, and City of Stirling who were all awarded National Awards for Local Government for their work with women in Local Government, addressing violence against women and their children, disaster readiness, and recovery and productivity through infrastructure.

In addition, the Commonwealth Government hosted the Australian Council of Local Governments (ACLG) forum on Friday 5 July, and this was a wonderful opportunity for delegates to discuss issues and ask questions of Federal Cabinet Ministers.

2024 Local Government Awards

The Local Government Awards was held on 2 August at Winthrop Hall, UWA. 280 guests attended the first stand-alone event to celebrate individuals and teams who exemplify the ethos of and display excellence in Local Government. It was a fantastic evening recognising those that go above and beyond for their community and I congratulate the winners again for their achievements.

Local Government House Trust – 100% Owners of ONE70 (170) Railway Parade West Leederville

On 1 July, the Local Government House Trust ('The House Trust'), which has provided building accommodation to WALGA and its predecessors since 1980, became 100% owners of ONE70 (170) Railway Parade. For WALGA, this secures a permanent home for the Association and enables WALGA to future-proof its support and service offerings for our valued Members.

With the 10-year Joint Venture arrangement with Qube Property coming to an end, exercising our option to purchase Qube's 40 per cent share of this 5-star Naber-rated building was a natural progression, closing the loop from construction to full ownership.

Taking full ownership of ONE70 allows WALGA to plan for the future. Ownership provides the stability and capital to focus on increasing and enhancing our service offerings, so that we can continue to advocate, support and provide expertise to our valued Member Councils and the sector well into the future.

ATTACHMENT 8

The buyout allows the House Trust to realise the strategic and financial benefits of full ownership. This means that WALGA should never need to move premises in the future, as additional space will provide long-term scalability if required.

Purchasing the building also means that WALGA can provide its Members with a dedicated Hub. Recognising that many Members travel great distances when visiting Perth, there will now always be a home away from home for Members to work from, network and connect at WALGA.

President Cr Karen Chappel AM JP
WALGA President

President's Contacts

The President's contacts since 10 July 2024 and scheduled before 4 September 2024 are as follows:

State and Commonwealth Government Relations

- Joint Select Committee on Northern Australia - Inquiry into Workforce Development
- Hon Hannah Beazley MLA, Minister for Local Government; Youth; Minister Assisting the Minister for Training and Workforce Development
- Hon David Michael MLA, Minister for Mines and Petroleum; Ports; Road Safety; Minister Assisting the Minister for Transport
- Premier Hon Roger Cook MLA, Premier of Western Australia
- Hon Sue Ellery BA MLC, Minister for Finance and the Leader in the Legislative Council
- National Tree Day event at City of Bayswater with Hon Reece Whitby MLA, Minister for Energy; Environment; Climate Action and Mayor Filomena Piffaretti

Zone Meetings

- Kimberley Country Zone Meeting
- Northern Country Zone meeting

Local Government Relations

- **State Council Meetings**
 - State Council Meeting, 10 July 2024
 - Finance and Services Committee Meeting
 - State Council Information Forum
- **ALGA**
 - ALGA Board post NGA teleconference
 - ALGA Housing Summit, 16 August 2024
- **LGIS**
 - Board Meeting, 12 July 2024
 - Board Meeting, 23 August 2024
- St John Safe Streets meeting
- Pathways to Politics for Women Advisory Committee Meeting
- Lord Mayor's Distress Relief Fund Board Meeting
- Morawa Art Show
- State Road Funds to Local Government Advisory Committee Meeting

Conferences, Workshops, Public Relations

- RAC Breakfast with Scott Bales
- WALGA Local Government Awards
- RCA Meeting
- National Housing Summit, Adelaide

ATTACHMENT 8

Member Visits:

- Shire of Dandaragan,
- Shire of Wongan-Ballidu
- Shire of Victoria Plains
- Shire of Upper Gascoyne
- Shire of Carnarvon
- Shire of Exmouth
- Town of Cambridge
- City of Fremantle

Great Southern Country Zone Minutes

22 November 2024

Hosted by the Shire of Katanning
Held at the Katanning Leisure and
Function Centre,
4 Pemble Street, Katanning

Contact WALGA Zone Secretariat:

Lyn Fogg

Zone Executive Officer

WALGA Governance Specialist

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08 9213 2042

Chantelle O'Brien

Governance Support Officer

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08 9213 2013

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The Chair opened the meeting at 10.02am, welcoming the Shire of Ravensthorpe delegates to their first meeting as members of the Great Southern Country Zone.

1.2 ATTENDANCE

MEMBERS

City of Albany

Deputy Delegate/s

Shire of Broomehill-Tambellup

Shire of Cranbrook

Shire of Gnowangerup

Shire of Jerramungup

Shire of Katanning

Shire of Kent

Shire of Kojonup

Shire of Plantagenet

Shire of Ravensthorpe

Shire of Woodanilling

Observer

GUESTS

Agencies

Regional Development Australia –
Great Southern WA Inc
CBH Group

2 Voting Delegates from each Member Council

Deputy Mayor Cr Paul Terry

Cr Lynn MacLaren

President Cr Michael White

Deputy President Cr Doug Barritt

CEO Karen Callaghan (non-voting)

President Cr George Pollard

Deputy President Cr Daisy Egerton-Warburton

President Cr Kate O'Keeffe

Deputy President Cr Rebecca O'Meehan

CEO David Nicholson (non-voting)

President Cr Joanne Iffla

Deputy President Cr Julie Leenhouders

CEO Martin Cuthbert (non-voting)

President Cr Kristy D'Aprile

Cr John Goodheart

CEO Peter Klein (non-voting)

President Cr Kate Johnston

Cr Scott Crosby, **Zone Chair**

CEO Christie Smith (non-voting)

President Cr Roger Bilney

CEO Grant Thompson (non-voting)

President, Cr Len Handasyde

Deputy President, Cr Ken Clements

CEO Julian Murphy (non-voting)

President, Cr Tom Major

CEO Matthew Bird (non-voting)

President Cr Dale Douglas

Deputy President Cr Russel Thomson

Cr Beverley Smith

CEO Paul Hanlon (non-voting)

Simon Lyas, Director, Regional Development

Tim Roberts, Lead – Planning Approvals

Dept of Employment & Workplace Relations, Workforce Australia	Kim Hamer, Principal – Reconciliation Celia Gardner, Manager Network Planning Emma Everett, Employment Facilitator
Members of Parliament	Mr Rick Wilson MP, Federal Member for O'Connor Hon Shelley Payne MLC, Member for Agricultural Region Ms Jane Kelsbie, MLA Member for Warren-Blackwood Mr Peter Rundle, MLA, Member for Roe
WALGA	Lyn Fogg, Zone, Zone Executive Officer Sarah Coles, Policy Officer Environment
Guest Speaker/s	
Department of Training and Workforce Development (WA) Department of Home Affairs (Cwth) – Immigration Operations	Kristi Carlile, A/Associate Director, Migration Services Steve Lanyi, Assistant Director – Business, Industry and Regional Outreach (WA) Tim Napoleao, Business, Industry and Regional Outreach (WA)
Department of Fire and Emergency Services Western Power	Murray Carter, Executive Director Freya Barsby, Senior Community Engagement Specialist Dean Frost, Network Operations, Construction Manager

1.3 APOLOGIES

Albany	Mayor Greg Stocks Zone Deputy Chair CEO Andrew Sharpe CEO Linda Gray (non-voting) Deputy President Cr Cynthia Wieringa Deputy President, Cr Mark Mudie Ms Rebecca Stephens, MLA Member for Albany Jarrad Garner, Acting Chief Executive Officer
Shire of Cranbrook Shire of Kojonup Shire of Ravensthorpe Members of Parliament Great Southern Development Commission Department of Local Government, Sport, and Cultural Industries Economic Regulation Authority WALGA	Mel Eastough, Regional Manager Steve Edwell, ERA Chair Michelle Blackhurst, Regional Road Safety Adviser, Roadwise Sam Torrens, Head of Community & Stakeholders Shane Duryea, Head of Network Operations
Western Power	
ABSENT	
Shire of Denmark	Cr Dominic Youel Cr Jackie Ormsby CEO David King (non-voting)

2 ACKNOWLEDGEMENT OF COUNTRY

We, the Great Southern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture, and community. We embrace the vast cultural diversity throughout Western Australia, including the Noongar People as the Traditional Custodians of this land, and pay our respects to Elders past and present. WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

3 DECLARATIONS OF INTEREST

Elected Members must declare to the Chairman any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

NIL.

4 DEPUTATIONS / GUEST SPEAKERS

4.1 MEMBERS OF PARLIAMENT

Members of Federal and State Government, representing the Zone Member Local Government Districts, are invited to provide a brief update on matters relevant to Zone Members.

No Members of Parliament attended.

4.2 WA-DAMA – DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

At its August 2024 meeting the Zone agreed to:

Invite the Department of Training and Workforce Development (DTWD) to attend a future meeting (ideally November 2024) to provide a presentation on the WA-DAMA and how it will directly service the Great Southern Region.

Kristi Carlile, A/Associate Director of Migration Services, Department of Training and Workforce Development and Steve Lanyi, Assistant Director – Business, Industry and Regional Outreach (WA) from Department of Home Affairs provided a presentation on the WA-DAMA implementation program, explaining how the WA-DAMA will service the specific needs of the Great Southern Region.

A copy of the presentation is circulated with the minutes.

4.3 ECONOMIC REGULATION AUTHORITY

Steve Edwell, Chair of the Economic Regulation Authority was an apology (due to unforeseen circumstances) and will be invited to present at the Zone's February 2025 meeting.

4.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Murray Carter provided an update to the Zone on the following:

1. General DFES fire season update (previous and outlook for next)
 - 1700 fires in the year to date. 2130 fires in the same period for the previous year.
2. Performance of the Australian Fire Danger Rating System (AFDRS) over the previous season / improvements for pending season
3. Update on bushfire mitigation funding / developments for LG's
4. DFES training packages now available to Local Government.

4.5 LOCAL GOVERNMENT LEGISLATIVE REFORM – TRANCHE 2 AMENDMENTS

WALGA has had requests when visiting Local Governments in the Great Southern region on the Local Government Legislative Reform.

Lyn Fogg, Zone Executive Officer provided an overview of key elements included in the Tranche 2 *Local Government Amendment Bill 2024*.

A copy of the presentation is circulated with the minutes.

4.6 WESTERN POWER: NETWORK INITIATIVES AND BUSHFIRE RISK MITIGATION

Representatives from Western Power provided a brief update on bushfire preparedness and initiatives.

A copy of the presentation is circulated with the minutes.

5 AGENCY REPORTS

5.1 GREAT SOUTHERN DEVELOPMENT COMMISSION (GSDC)

Great Southern Development Commission representatives were an apology for this meeting.

Nil.

5.2 REGIONAL DEVELOPMENT AUSTRALIA GREAT SOUTHERN WA INC (RDA-GS)

By Simon Lyas, CEO

Nil to report.

5.3 GREAT SOUTHERN HUMAN SERVICES FORUM

Report by Lyn Fogg, Zone Executive Officer

The Department of Communities has confirmed that the Great Southern Human Services Forum was disbanded earlier this year resulting from a review of the 'District Leadership Group' structure.

Under the Department of Communities' new structure, District Leadership Groups have been established that include representatives from State and Commonwealth Governments, with representative from other stakeholders, including Local Government invited to participate relevant to the matters under discussion.

The Zone Executive Officer has provided the Great Southern District Leadership Group background information about the Zone's membership and meeting protocols, extending an invitation to present at a future Zone Meeting should they wish to engage with all Local Governments within our zone.

The Zone's delegates to this Forum will be advised accordingly and this item will be removed from future Zone agenda.

Noted

5.4 GREAT SOUTHERN REGIONAL ROADS GROUP

Report by President Cr Len Handasyde, Shire of Plantagenet

The Regional Road Group meets next week. A report will be provided to the February 2025 Zone meeting.

Noted.

5.5 CBH GROUP

Report by Tim Roberts

Tim Roberts provided a verbal update to the Zone, including:

- Expecting the biggest yield ever
- Recent rain may impact some growers
- Slow start to harvest, but now ramping up with 40% through currently.
- Expecting late finish to this harvest.

Noted.

5.6 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES (DLGSC)

Report by Mel Eastough, Regional Manager

Attachment No 1 [DLGSC Update – November 2024](#)

Noted. Mel Eastough was an apology for this meeting.

5.7 WALGA ROADWISE

Report by Michelle Blackhurst, RoadWise Road Safety Advisor

Roadwise is an apology for this meeting.

Noted.

6 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Deputy President Cr Julie Leenhouders
 Seconded: President Cr Kate Johnston

That the Minutes of the Great Southern Country Zone meeting held on 23 August 2024 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.1 BUSINESS ARISING FROM THE MINUTES

Nil.

6.2 ZONE RESOLUTIONS AND ACTION ITEMS STATUS REPORTS

By Lyn Fogg, Zone Executive Officer

Attachment No. 2 [Zone Status Report November 2024](#)
 Attachment No. 3 [Zone Action Items Report November 2024](#)

The Status Report provides an update on Zone resolutions referred to WALGA State Council. Status Items identified as 'Completed' will be removed following this meeting. Zone Members are asked to review responses.

The Action Items Report provides an update on Zone resolution for action by Zone members or the Zone Executive Officer. Action Items identified as 'Completed' in this Report will be removed following this meeting. Zone members are asked to review responses.

RESOLUTION

Moved: President Cr Kate Johnston
 Seconded: Deputy President Cr Rebecca O'Meehan

That the Great Southern Country Zone NOTES the:

1. Status Report for November 2024, as detailed in Attachment No.2, and
2. Action Items Report for November 2024, as detailed in Attachment No.3.

CARRIED

7 ZONE BUSINESS

7.1 ZONE REPORTS

7.1.1 Zone Financial Report

By Mr Richard May, WALGA Finance Manager

Zone Financial Report for Sept 2024

(All amounts are excluding GST unless otherwise specified)

Financial statements for the zone have been prepared on an accrual basis and show the financial performance and financial position for the period ended 30 September 2024.

Income includes all member subscriptions invoiced and collected except one.

Meeting costs of \$500 related to payment for catering expenses for zone meetings held in the quarter.

The overall result for the year to date consists of a surplus of \$6,550 compared to the budgeted surplus of \$1,480.

There is a balance of \$11,290 in the unused project funds in the balance sheet.

Table 1: Statement of Income and Expenditure – period ended 30 September 2024

**Great Southern Country Zone
Statement of Income and Expenditure as at 30 Sept 2024**

	Note	Actual \$	Budget \$
Income			
Subscriptions	1	7,080	6,600
Other		-	
Total Income		7,080	6,600
Expenses			
Bank Fees		30	120
Meeting Costs (Catering)	2	500	5,000
Total Expenses		530	5,120
Surplus/(Deficit)		\$6,550	\$1,480
Notes			
1. Subscriptions excl GST 11@ \$600 each, 1 @ 480. - Invoiced by WALGA on behalf of GSCZ - All fully paid except one.			
2. Catering expense for zone meetings held throughout the year (Jerramungup, Denmark)			

Table 2: Balance Sheet presenting the Zone's financial position as at 30 September 2024

**Great Southern Country Zone
Balance Sheet as at 30 Sept 2024**

Assets	\$
Bank	21,672
Debtors	600
Total Assets	22,272
Liabilities	
Creditors	-
GST Payable	-
Unused Project Funds	11,290
Total Liabilities	11,290
Net Assets	\$ 10,982
Equity	
Members Funds B/F	4,432
Current year earnings	6,550
Total Equity	\$ 10,982

RESOLUTION

Moved: President, Cr Len Handasyde
 Seconded: Deputy President Cr Julie Leenhouders

That the Great Southern Country Zone receives the Zone Financial Report for September 2024.

CARRIED

7.1.2 Zone Chairperson's Report

Cr Scott Crosby, Zone Chairperson

Zone State Councillor, Cr Scott Crosby noted WALGA is hosting a Large-Scale Renewable Energy Forum on Wednesday, 27 November 2024. Zone discussion included:

- Concern that the Forum did not include speakers reflecting community concerns / negative impacts of large-scale developments.
- Requested WALGA avoid scheduling important sector-wide engagement events on Council meeting days (usually Monday, Tuesday or Wednesday) and during harvest (late October to end December).
- Major concerns arising from State Government strategy encouraging large-scale renewable energy development without robust planning framework by which development is controlled to minimise negative impacts on local communities and local governments during construction, operation and future decommissioning.
 - For example, setback for development should be consistently calculated from neighbouring boundaries, not buildings, and should provide at least 2km exclusion zone, which can be extended where prevailing weather conditions may cause noise to travel further.
- Concern that State Government agencies are encouraging developers to opt to use Development Assessment Panels for large scale renewable energy development applications, rather than determination by the Local Government

Noted.

7.2 ZONE STRATEGIC PRIORITIES

7.2.1 Designated Area Migration Agreement (DAMA)

By Lyn Fogg, Zone Executive Officer

BACKGROUND

At its August 2024 meeting the Zone agreed to:

Write to the Premier and Minister for Training and Workforce Development, advocating for State Government to support the GS-DAMA application and if this is not successful, requesting advice as to how the WA-DAMA will guarantee Great Southern regional quotas and what will DTWD do to service the 126 occupations missing from the WA DAMA.

Correspondence was sent to the Premier and the Minister for Training and Workforce Development dated 16 September 2024. The letter was cosigned by Andrus Budrikis,

Committee Chair of Regional Development Australia – Great Southern, who kindly offered to support the Zone's advocacy.

The Minister for Training and Workforce Development responded on 10 October 2024.

Copies of these letters are provided in [Attachment No. 4](#).

The Great Southern Country Zone AGREED for the Zone Chair, in consultation with Regional Development Australia – Great Southern's CEO, to undertake further advocacy regarding the Zone's DAMA application and to advance servicing the Great Southern Regio's migrant skilled worker needs.

7.2.2 Mobile Black Spot Funding \$16M Announced – City of Albany Letter of Appreciation to Minister for Communications

By the City of Albany

The City of Albany have shared a copy of correspondence sent to Hon Michelle Rowland's Senior Advisor, Mr Matt Healy, in appreciation for the Federal Government's announcement of \$16M funding to address Albany Highway mobile blackspots between Bedfordale and Albany Airport. Refer: [Attachment No. 5](#)

Noted.

7.2.3 Proposed Joint Mobile Black Spot Funding Application

By Lyn Fogg, Zone Executive Officer

BACKGROUND

At the Zone's August 2024 meeting it was agreed to:

Circulate a copy of the Great Southern Development Commission's Mobile Black Spot List (2022/23) to Zone Member CEO's.

Request Zone Member CEO's to identify land / locations (aligned to addressing mobile black spots) that may be made available as potential sites for future installation of mobile tower infrastructure.

A report being provided to November 2024 Zone meeting, listing locations as a basis for a potential joint submission for mobile black spot funding to the Department of Primary Industries and Regional Development and Federal Communications Minister.

The list of mobile blackspot locations previously compiled by the Great Southern Development Commission was circulated to each member Local Government, request review of the existing location and requesting nomination of additional locations that may be suitable for locating mobile phone infrastructure.

Additional locations have been nominated by the following Local Governments:

- City of Albany – updated land tenure information for existing nominated sites.
- Shire of Gnowangerup – nominated 14 additional sites
- Shire of Kojonup – updated land tenure information for existing nominated sites.
- Shire of Plantagenet – nominated 1 additional site.
- Shire of Ravensthorpe – nominated 3 additional sites.

MEETING DETAILS

In the meeting it was noted the Great Southern Development Commission (GSDC) has been asked by the Department of Primary Industries and Regional Development (DPIRD) to advise of 5-7 priority sites for the Great Southern Region.

The GSDC is liaising with Regional Development Australia – Great Southern (RDA-GS) to assist with identifying and prioritising sites for submission to DPIRD.

Several LGs shared anecdotal evidence of 3G shutdown impacts in their communities e.g. town call and data only available outside of buildings or call only available. Discussion noted that these impacts may be transitional as new technologies are activated in the days following the shutdown.

The Great Southern Country Zone AGREED that:

- The Department of Primary Industries and Regional Development be advised prioritised investments should address blackspots resulting from the 3G network shutdown (prioritise reinstating the service status quo), subject to data collection quantifying impacted locations.
- The Zone's identified blackspot locations be provided to the Great Southern Development Commission and Regional Development Australia – Great Southern.
- Great Southern Development Commission be asked to consult with the City of Albany, the Zone Chair and Regional Development Australia – Great Southern to confirm priority sites.
- Zone to liaise with City of Albany to provide a Zone submission (aligned with sites proposed by GSDC) direct to DPIRD.

7.2.4 Regional Education – Zone Submission on Draft Regional Education Strategy

By Lyn Fogg, Zone Executive Officer

BACKGROUND

The Minister for Education released a draft Regional Education Strategy on 22 July 2024, calling for submissions by 20 September 2024.

At the August 2024 Zone meeting the Zone requested:

Each Zone Member Local Government to provide a submission in response to the Draft Regional Education Strategy.

A copy of the Zone's advocacy letter to the Minister for Education and the Minister's response – this detail may assist Local Governments to prepare their submissions.

A Zone submission be made and developed in consultation with:

- ***Zone Chair, Cr Scott Crosby, Shire of Kent***
- ***Cr Peter Callaghan, Shire of Gnowangerup***
- ***Mr Grant Thompson, CEO Shire of Kojonup***

The Zone secretariat circulated to all Zone members on 6 September 2024, the Zone's previous advocacy letter to Minister of Education (dated 21 March 2024) and information about making a submission on the draft Regional Education Strategy.

The Zone Chair, Cr Crosby, Cr Callaghan and Mr Thompson held a virtual meeting with the Zone Executive Officer and WALGA's Policy Manager Community on 13 September 2024 to develop the Zone's submission.

The submission was finalised and submitted to the Department of Education and circulated to all Zone delegates and CEOs on 19 September 2024.

COMMENT

Appreciation is extended to Zone Chair, Cr Crosby, Cr Callaghan and Mr Thompson for their time, insights and contribution to the development of the Zone's submission.

The Department of Education's Director Agricultural Education advised on 21 October 2024 that over 100 submissions were received, with the Department providing preliminary analysis of the feedback to the Minister by the end of October 2024.

Disappointingly, the Department advised there are no plans for the feedback to be made available to the public.

The Department has been requested to advise this Zone when more information is available and / or when the finalised Regional Education Strategy is published.

The Great Southern Country Zone AGREED for the Zone Secretariat to undertake follow up advocacy with the Department of Education seeking transparency for how the Zone's submission has been considered and outcomes incorporated in the final Regional Education Strategy

7.2.5 Regional Housing

By Lyn Fogg, Zone Executive Officer

The Zone secretariat tabled the Minister for Energy's letter dated 20 November 2024, responding to the Zone's advocacy dated 29 May 2024, regarding Western Power capacity and delays in providing designs and quotations for power supply to new residential developments.

A copy of the Minister's response is provided in [Attachment 8](#) to the minutes.

Noted.

7.3 MATTERS FOR ZONE NOTING AND DECISION

7.3.1 2025 Proposed Zone Meeting Dates

By Lyn Fogg, Zone Executive Officer

BACKGROUND

A schedule of the proposed meeting dates for the Great Southern Country Zone 2025 has been prepared and is set out below. The dates have been set to coincide with the WALGA State Council meetings. The table below state the State Council meetings dates for information.

The proposed meeting dates for the Great Southern Country Zone for 2025 require adoption by delegates.

As with previous years, the venue for each meeting has been rotated amongst Members and the meeting day has been kept to Friday's. The April meeting is proposed to be one week earlier than usual as 25 April is a Public Holiday.

Zone Meeting Dates (Friday, 10am)	HOST COUNCIL	State Council 2025 Meeting Dates
21 February	Shire of Kent	Wednesday, 5 March 2025
18 April	Shire of Kojoonup	Regional Metro Wednesday, 7 May 2025
20 June	Shire of Plantagenet	Wednesday, 2 July 2025
22 August	Shire of Ravensthorpe	Regional Meeting 4-5 September 2025
21 November	Shire of Woodanilling	Wednesday, 3 December 2025

COMMENT

Proposed Great Southern Country Zone 2024 meeting dates are recommended, ensuring Zone meetings fall within the preferred period for Zone meetings and align with preparation of the revised State Council agenda.

MEETING DETAILS

In the meeting it was noted that the following proposed dates could not be accommodated:

- 21 February 2025 – conflicts with the Fields and Fortunes Regional Business Forum
- 18 April 2025 – is Good Friday.

The Zone proposed alternative dates as follows:

- 14 February 2025
- 11 April 2025

RESOLUTION

Moved: Deputy President Cr Julie Leenhouders

Seconded: President Cr Michael White

That the Great Southern Country Zone 2025 Meeting Schedule be adopted:

Zone Meeting Dates (Friday, 10am)	HOST COUNCIL
14 February	Shire of Kent
11 April	Shire of Kojoonup
20 June	Shire of Plantagenet
22 August	Shire of Ravensthorpe
21 November	Shire of Woodanilling

CARRIED

7.3.2 Cooperation and Shared Services

By Tony Brown, WALGA

BACKGROUND

Please find **attached** with the Agenda the latest version of the Cooperation and Shared Services document. This document was created to capture the collaborative work between Local Governments, showcasing ways to maximise resources to deliver outcomes that would be difficult to achieve alone. Local Governments have contributed to this resource and will be consulted again next year for further updates/modifications.

All CEO's have received this document and were encouraged to share with Councillors and staff to fully display all collaborative work happening within Local Government.

WALGA will be promoting this to Government agencies to display the collaborative work that happens in our sector.

If you have any questions or queries, please contact Tony Brown – tbrown@walga.asn.au or Naoimh Donaghy – ndonaghy@walga.asn.au.

Noted.

7.3.3 Polyphagous Shot Hole Borer – Zone Advocacy

By Lyn Fogg, Zone Executive Officer

BACKGROUND

At its August 2024 meeting, the Great Southern Country Zone requested:

REQUESTS a letter be sent on behalf of the Zone to the Premier and the Minister for Agriculture, advocating for increased State Government funding, resourcing and action to enforce the Polyphagous Shot Hole Borer quarantine zone and remove infestations as soon as they are identified, to prevent the spread of PSHB and the potential catastrophic impact on regional agriculture and economies.

Correspondence on behalf of the Zone was sent to the Premier Hon. Roger Cook and copied to the Minister for Agriculture and Food, Forestry, Small Business, Hon Jackie Jarvis and dated 10 September 2024.

The Premier, Hon. Roger Cook's responded on 16 October 2024

[Attachment No.6](#) provides copies of the Zone's correspondence and the Premier's response.

Noted

7.3.4 Office of the Auditor General – Parliamentary Committee Hearing

By Lyn Fogg, Zone Executive Officer

BACKGROUND

The Legislative Council's Standing Committee on Estimates and Financial Operations held a public hearing with the Office of the Auditor General on 11 September 2024, in relation to Local Government Audit Fees.

The hearing was broadcast, and can be viewed online via this link:

[https://www.parliament.wa.gov.au/Parliament/commit.nsf/\(EvidenceOnly\)/C8278D7463F9648B48258903001F5128?opendocument#Hearings](https://www.parliament.wa.gov.au/Parliament/commit.nsf/(EvidenceOnly)/C8278D7463F9648B48258903001F5128?opendocument#Hearings)

COMMENT

Notable matters discussed in the hearing include:

- Admission that the timing of audit fees was “terrible” and acknowledgement of impact on Local Governments. However, the increase is beyond the OAG's control.
- There was some communication with some Local Governments regarding increased fees. However, there was no structured communication process.
- Future plans include:
 - bringing forward the process and advising earlier
 - better communication of the process and causes behind cost increases
 - better data analytics to improve efficiency
 - target of 80% of audits being conducted by the OAG (currently 8%)
 - more education on the value and benefits of the OAG audit process
- The Auditor General was unable to provide a firm target date for notification for the next financial year. The earliest that has been achieved previously has been May.
- Audit fees should be recoverable rather than through appropriations. It is not sustainable for the OAG to absorb costs that have until now been absorbed.
- Contractor fees have increased due to market forces.
- Beyond the Audit Opinion received, Local Governments receive additional value e.g. entity specific findings and recommendations, comparable and consistent format, sector results reports, capability development (e.g. financial statement preparation guidance, audit readiness tools, liaison with professional and sector bodies) and advocacy on financial governance.
- Fees do not cover Performance Audits, Information Systems Audits, Better Practice Guidance or Audit Chair Forum, which are covered by appropriations.
- Recognise there is a disproportionate increase (percentage) for smaller Local Governments. Their concerns are understood.
- It is difficult to complete an audit in compliance with Standards for less than \$30,000 (unavoidable baseline cost).
- The OAG has published a guide to their tender procurement process (<https://audit.wa.gov.au/resources/audit-fees/oag-tender-process/>)
- There has been an increase in scope of audits since the OAG commenced. This is not within the OAG's discretion, it is in response to changes to the Auditing Standards.
- In comparison to when the audit process was not conducted by the OAG:
 - There is a view that audits were previously conducted as “loss leaders” and audits fees may have been artificially low.
 - There is an extra cost to the additional value that the OAG provides. However, this is a benefit to the sector that was not previously obtained.
- The Committee also conducted a Private Hearing.

Noted.

7.3.5 Submissions to the 2025 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members

By Kathy Robertson, Manager Association and Corporate Governance

BACKGROUND

The Salaries and Allowances Tribunal (SAT) conduct an annual inquiry into Local Government Chief Executive Officer and Elected Member remuneration.

SAT generally advertises its intention to receive submissions in December for its inquiry and Determination in relation to the following financial year. The Tribunal will invite individual Local Governments, the Department of Local Government, Sport and Cultural Industries, WALGA, Local Government Professionals WA and other interested individuals to provide information or submissions.

SAT will likely publish its Determination for 2025-2026 in April 2025.

COMMENT

In preparation for the inquiry to be undertaken early next year, a draft submission from WALGA has been prepared making recommendations to SAT on behalf of the sector in relation to Elected Member fees and allowances, Chief Executive Officer remuneration, the Regional/Isolation Allowance and Independent Audit Member fees. The draft WALGA submission is contained in the December State Council Agenda for Zone and State Council consideration.

Local Governments can also put forward a submission, particularly in relation to their own circumstances, including requests to be classified in a different Band.

WALGA encourages all Local Governments to make a submission to SAT.

Noted.

7.3.6 Great Southern Place-based Reconciliation Pilot meeting 26 November

By Lyn Fogg, Zone Executive Officer

The Zone Secretariat emailed an invitation to this event to all Zone Delegates and CEOs on 28 October 2024.

ReconciliationWA is working in partnership with the Great Southern community to pilot a bespoke Reconciliation Action Plan to drive reconciliation outcomes. The place-based Pilot is a community driven initiative to co-design, co-decide and co-deliver the shared aspirations unique to the reconciliation landscape of the Great Southern.

This gathering is a continuation of the Pilot and will bring together stakeholders to contribute to the next iteration of the reconciliation journey - Relationships Rising.

The objective of the day is to formalise the local reconciliation action network, to establish terms of reference, governance mechanisms and decision-making frameworks to sustain positive relationships and positive outcomes.

When: 26 November 2024

Times: Full Day Yarn, times to be confirmed (coming soon!)

Where: Denmark, WA
Location: Denmark Riverside Club, 3 Morgan Road, Denmark
RSVP: <https://events.humanitix.com/place-based-reconciliation-pilot-great-southern>

Briefing packs and the agenda will be circulated by the event organiser to those registered to attend. For more information, please contact:

Francine Bayet
Project Manager
francine@recwa.org.au | recwa.org.au
 08 6552 6990 or 0459 542 469
 40 Havelock Street, West Perth, Whadjuk Noongar Boodja, WA 6005

Noted.

7.3.7 Draft Public Health Planning Guide – Consultation closing 29 November

By Lyn Fogg, Zone Executive Officer

The Department of Health has published the draft *Public Health Planning Guide for Local Government* and it is open for comment until 29 November 2024.

The Guide is being developed to assist Local Governments with public health planning and developing Local Public Health Plans by June 2026 as required under Stage 5 of the *Public Health Act 2016*.

WALGA requested Local Government feedback to WALGA by 11 November 2024 and the WALGA Policy team is currently collating this feedback to formulate and provide a sector wide position to the Department of Health.

Chief Executive Officers should have received an email from the Department of Health in mid-October to inform them the consultation period is open until **Friday 29 November 2024**.

The [draft Guide and feedback survey](#) are available on the Department of Health website.

Noted.

7.3.8 Band 4 Local Governments Meeting

By Tony Brown, Executive Director Member Services

BACKGROUND

On 3 September, the Minister for Local Government, Hon Hannah Beasley, hosted a roundtable meeting of all Band 4 Local Governments in WA.

To continue the discussion, WALGA hosted a further meeting of Band 4 Local Governments. The meeting was held on 11 October at the Perth Convention and Exhibition Centre. Chief Executive Officers and Presidents from all 60 Band 4 Local Governments in the State were invited to attend.

Ahead of the meeting, WALGA emailed all Band 4 Local Governments asking for their top three priorities. Responses were received from 33 Local Governments. The top issues (in order of priority) are listed below:

1. Housing
2. Medical services
3. Audit fees
4. Financial Assistance Grants
5. Waste management funding
6. Compliance requirements
7. Financial sustainability
8. ICT systems
9. Renewable energy

These top 9 issues were separated into operational challenges and strategic issues at the meeting and presented for further discussion and comment.

The aim of the meeting was to identify and agree on the top issues facing Band 4 Local Governments, to enable the group to consider and develop potential solutions to these issues, before presenting to the Minister.

COMMENT

Overall, 72 representatives from 48 Local Governments attended the meeting on 11 October.

Please note that this report provides a summary of the discussion and feedback received from participants at the meeting. The comments and views are those of participants, and do not necessarily reflect the endorsed position of WALGA or its Members.

As the main outcome of the meeting, WALGA will undertake work on the top four issues identified by the group:

1. Housing;
2. Audit fees;
3. Medical services; and
4. Financial Assistance Grants

WALGA will provide a progress update to all Band 4 Local Governments early next year. A copy of the report has been provided separately.

Noted.

7.3.9 Native Vegetation Clearing Issues Paper

By Sarah Coles, Environment Policy Officer

BACKGROUND

WALGA has developed an Issues Paper on Native Vegetation Clearing Regulations based on input from Local Government and analysis of Department of Water and Environmental Regulation (DWER), and Appeals Convenor, data. Drawing on this data and Local Government case studies, the Paper outlines challenges Local Governments have encountered in navigating the regulatory system and identifies opportunities for improvement.

WALGA's data analysis identifies that 60% of Local Government clearing permits applications relate to road construction or upgrade. Key challenges relate to the complexity of navigating the regulatory environment, costs associated with the process and the time taken (for assessment of permits and appeals). These challenges can delay road and

infrastructure projects and impact on Local Government's ability to attract and retain grant funding.

Based on discussions with the sector, and recommendations of previous submissions, WALGA has identified a range of potential opportunities to improve the native vegetation process. These focus on DWER process improvements, Local Government capacity building and taking strategic approaches to data collection, clearing permits and offsets:

1. The implementation of a State Government coordinated and funded biodiversity survey program.
2. Funding for a trial using Artificial Intelligence (AI) for biodiversity mapping.
3. DWER to develop a Strategic Offsets framework for Local Government.
4. The introduction of statutory timeframes for determination of referrals, permits and appeals and timely compliance and enforcement.
5. Increased support and capacity building for Local Governments to navigate the native vegetation clearing requirements.
6. Extended default periods for purpose permits and removal of the time limit requirement for maintenance in existing transport corridors.

The Issues Paper has been updated following consideration by the Environment and Infrastructure Policy Teams and is **attached** for zones' consideration and feedback. In particular Zones are requested provide feedback on the following:

- a. Does the Issues Paper capture the challenges experienced by Local Government in relation to native vegetation clearing regulations?
- b. The opportunities identified for improving the native vegetation clearing process for Local Government.
- c. Any additional opportunities.

Discussion at the Zone meeting is encouraged. Any written feedback should be provided by Friday, 13 December, to environment@walga.asn.au.

The Zone can provide feedback at the meeting as well as Local Governments can email WALGA direct by 13 December.

Following all Zones feedback an item will be prepared for the Zones and State Council in February/March 2025.

RECOMMENDATION

That the Great Southern Country Zone:

1. Notes the Native Vegetation Clearing Regulations Issues Paper;
2. Notes that Local Governments may submit their written feedback directly to WALGA for consideration;
3. Provides the following feedback;
 - _____
 - _____
 - _____

RESOLUTION

Moved: Cr Lynn MacLaren
 Seconded: President Cr Kate Johnston

That the Great Southern Country Zone:

1. NOTES the Native Vegetation Clearing Regulations Issues Paper;
2. NOTES that Local Governments may submit their written feedback directly to WALGA for consideration;
3. ENCOURAGES each Zone Member Local Government to provide feedback.

7.3.10 Request to Present - Department of Planning, Lands and Cultural Heritage

By Lyn Fogg, Zone Executive Officer

The Zone Executive Officer has been contacted by the Department of Planning, Lands and Cultural Heritage seeking interest from Country Zones to have a representative attend a future Zone meeting and provide further information on the Department of Planning, Lands & Heritage's 'Aboriginal Heritage Survey Program' (AHSP).

As Local Government authorities are eligible applicants under the AHSP, the Department believes that a discussion about the program would be an opportunity for Country Zone members to determine whether the AHSP would be right for their LGA.

A brief outline of the AHSP follows:

The State Government has committed to a 10-year fully funded Aboriginal heritage survey program across the State, to be managed by the Department. Its purpose is to:

1. Survey areas to:
 - o Record Aboriginal heritage for inclusion on the Aboriginal Cultural Heritage Inquiry System (ACHIS) and the Register of Places and Objects.
 - o Ensure Aboriginal heritage information can be accessed easily and relied on as part of statutory approvals under the Aboriginal Heritage Act 1972 (Act) to use land where Aboriginal sites are located.
2. Accurately remap boundaries of Aboriginal sites and known Aboriginal heritage places where required.
3. Confirm locations where Aboriginal heritage has not been identified, meaning activities can be undertaken without the need for approval under the Act.

Further information relating to the AHSP can be found here: [Aboriginal-heritage-survey-program](#)

RESOLUTION

Moved: Deputy President Cr Julie Leenhouders
 Seconded: Deputy Mayor Cr Paul Terry

That the Great Southern Country Zone ~~supports / does not support~~ a representative from the Department of Planning, Lands and Cultural Heritage to attend the April 2025 Zone meeting to discuss the Aboriginal Heritage Survey Program.

CARRIED

8 WALGA STATE COUNCIL BUSINESS

8.1 ZONE STATE COUNCIL MEMBER REPORT

Cr Scott Crosby, Zone State Councillor

Zone State Councillor, Cr Scott Crosby noted WALGA is hosting a Large-Scale Renewable Energy Forum on Wednesday, 27 November 2024. Zone discussion included:

- Concern that the Forum did not include speakers reflecting community concerns / negative impacts of large-scale developments.
- Requested WALGA avoid scheduling important sector-wide engagement events on Council meeting days (usually Monday, Tuesday or Wednesday) and during harvest (late October to end December).
- Major concerns arising from State Government strategy encouraging large-scale renewable energy development without robust planning framework by which development is controlled to minimise negative impacts on local communities and local governments during construction, operation and future decommissioning.
 - For example, set back for development should be consistently calculated from neighbouring boundaries, not buildings, and should provide at least 2km exclusion zone, which can be extended where prevailing weather conditions may cause noise to travel further.
- Concern that State Government agencies are encouraging developers to opt to use Development Assessment Panels for large scale renewable energy development applications, rather than determination by the Local Government.

8.2 STATE COUNCIL MEETING AGENDA – MATTERS FOR DECISION

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council.

The Zone can provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

8.2.1 2024 Annual General Meeting Resolutions (State Council Agenda item 8.1)

By Meghan Dwyer, Executive Officer Governance

WALGA RECOMMENDATION

That:

1. the item 71 Amendments to *Cat Act 2011*- Allow Local Governments to Make Local Laws to Contain Cats to the Owner's Property be endorsed.
2. the following resolutions from the 2024 WALGA Annual General be referred to the Environment Policy Team for further work to be undertaken:
 - 7.2 Advocacy for Legislative Reforms to Counter Land-Banking
 - 7.4 Action on Asbestos for Western Australia
 - 7.6 Advocacy for Accessibility.
3. the following resolutions from the 2024 WALGA Annual General be referred to the Governance Policy Team for further work to be undertaken:
 - 7.2 Advocacy for Legislative Reforms to Counter Land-Banking

- 7.3 Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy).
4. the following resolution from the 2024 WALGA Annual General be referred to the People and Place Policy Team for further work to be undertaken:
- 7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and GROH Houses.

EXECUTIVE SUMMARY

- WALGA's 2024 Annual General Meeting (AGM) was held on 9 October.
- The meeting resolved for WALGA to act in relation to six Member Motions:
 - Amendments to the *Cat Act 2011*- Allow Local Governments to Make Local Laws to Contain Cats to the Owner's Property
 - Advocacy for Legislative Reforms to Counter Land-banking
 - Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy)
 - Action on Asbestos for Western Australia
 - Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing
 - Advocacy for Accessibility
- The action proposed to be taken in relation to each of the resolutions has been summarised for State Council's information.

8.2.2 Local Government Elections Advocacy Positions (State Council Agenda item 8.2)

By Tony Brown, Executive Director Member Services and Jason Russell, Senior Governance Specialist

WALGA RECOMMENDATION

That WALGA adopt the following Elections Advocacy Positions:

The Local Government sector supports:

1. *Voluntary participation in Local Government elections.*
2. *Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.*
3. *First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.*
2. *First-Past-The-Post (FPTP) voting system for internal Council elections.*
3. *Councils holding elections by means of in-person, postal and/or electronic voting.*
4. *Current legislative provision of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Government Councils electing the President.*

EXECUTIVE SUMMARY

- This report presents the findings of sector-wide consultation on WALGA's Elections Advocacy Positions.
- Consultation addressed key areas elements of the current Advocacy Positions:
 1. Voluntary participation,
 2. Terms on Council and election cycles,

3. Voting systems for public elections,
4. Voting systems for internal elections,
5. Methods for holding elections,
6. Ability to choose how Mayors/Presidents are elected.

8.2.3 Aboriginal Communities Advocacy Positions (State Council Agenda item 8.3)

By Rebecca Hicks, Policy Officer Community

WALGA RECOMMENDATION

That State Council:

1. Replace Advocacy Position 3.1.2 Reconciliation with the following:

WALGA:

1. *Acknowledges the continuing connection of Aboriginal people to Country, culture and community and embraces the vast Aboriginal cultural diversity throughout Western Australia.*
2. *Supports the efforts of Local Governments to progress reconciliation at the local level.*

2. Remove Advocacy Position 3.1.3 Constitutional Recognition of Aboriginal and Torres Strait Islander People.

3. Replace Advocacy Position 3.1.4 *Aboriginal Cultural Heritage Act 2021* and South West Native Title Settlement with the following:

3.1.4 Aboriginal Heritage Protection

1. *WALGA supports the recognition, protection, conservation and preservation of Aboriginal cultural heritage and recognises the fundamental importance of Aboriginal cultural heritage to Aboriginal people and the State.*
2. *The State Government must:*
 - a. *Ensure that legislative requirements balance the need to protect Aboriginal heritage with the need for Local Government to undertake activities in a timely and affordable manner.*
 - b. *Provide adequate resourcing to ensure all parties have the capacity, capability and resources to discharge their statutory obligations.*
 - c. *Provide support and guidance to Local Governments to ensure that they have the resources, capacity and capability to effectively and efficiently deliver essential services to community while protecting Aboriginal heritage.*

EXECUTIVE SUMMARY

- Following a review of WALGA's Aboriginal Community advocacy positions it is proposed that Advocacy Positions 3.1.2 Reconciliation and 3.1.4 *Aboriginal Cultural Heritage Act 2021* and South West Native Title Settlement be updated and that Advocacy Position 3.1.3 Constitutional Recognition of Aboriginal and Torres Strait Islander People be removed.
- The intent of the proposed revisions is to reflect contemporary approaches to key issues in Aboriginal Affairs policy and legislation as they relate to Local Government.
- The People and Place Policy Team considered and endorsed the proposed advocacy position changes at its meeting on 25 October.

8.2.4 Family and Domestic Violence Advocacy Position (State Council Agenda item 8.4)

By Rebecca Hicks, Policy Officer Community

WALGA RECOMMENDATION

That State Council replace Advocacy Position 3.10.1 Family and Domestic Violence with the following:

3.10.1 Family and Domestic Violence

1. *Family and domestic violence is unacceptable and has devastating and long-term impacts on individuals, families and communities.*
2. *Preventing family and domestic violence requires commitment from all levels of government, different sectors, and members of the community.*
3. *WALGA calls on the State and Australian governments to provide adequate funding and support for family and domestic violence programs and services, in particular:*
 - a. *Funding for collaborative and connected family and domestic violence programs and services that are place-based and people-centred; and*
 - b. *Better integration of family and domestic violence initiatives, including capacity building across all tiers of government and community services.*

EXECUTIVE SUMMARY

- It is proposed that Advocacy Position 3.10.1 Family and Domestic Violence be updated.
- The revised position makes a clear statement on the Local Government sector's condemnation of family and domestic violence and the collective responsibility of governments and the community in prevention.
- The revised position provides a framework for WALGA advocacy to the Australian and State Government, without impinging on individual Local Government's approach to this issue, which will be dependent on their capacity, capability, local context and strategic direction.
- The People and Place Policy Team endorsed the revised Advocacy Position at its meeting on 25 October.

8.2.5 Container Deposit System Policy Statement and Advocacy Position (State Council Agenda item 8.5)

By Rebecca Brown, Policy Manager, Environment and Waste

WALGA RECOMMENDATION

That State Council replace the existing Container Deposit Systems Policy Statement and Advocacy Position 7.6 Container Deposit Systems with the following:

7.6 Container Deposit Systems

1. *Local Government supports the WA Containers for Change Scheme and acknowledges its contribution to reducing litter, increasing material recovery and providing employment opportunities across the state.*
2. *To maximise the benefits of the WA Scheme, Local Government calls on the State Government to:*

- a.** *Maintain a resource recovery target of 85% for eligible containers and a focus on litter reduction.*
- b.** *Expand the range of containers accepted in the Scheme, by:*
 - i. 2027: to include wine bottles, spirit bottles and larger sizes of currently eligible containers,*
 - ii. 2030: to include plain milk and milk alternative containers and composite container types, and*
 - iii. 2035: other container types.*
- c.** *Ensure national alignment of the materials covered by the Scheme and consistent messaging.*
- d.** *Maintain a State-based and managed Scheme.*
- e.** *Review the deposit amount to appropriately incentivise community engagement.*
- f.** *Increase the number of refund and donation points to ensure community access, including in public places and at events.*
- g.** *Ensure refund points are financially sustainable.*
- h.** *Leverage the refund point collection network to provide drop off points for other materials covered by effective product stewardship schemes.*

EXECUTIVE SUMMARY

- WALGA's 2008 Container Deposit Systems (CDS) Policy Statement and Advocacy Position 7.6 Container Deposit Systems, formed the basis of WALGA's advocacy for the introduction and design of a WA CDS, Containers for Change, which commenced on 1 October 2020.
- The current Advocacy Position and many elements of the Policy Statement have been achieved. However, there are aspects of the Scheme that Local Government has identified as important to improve.
- The focus of the updated Advocacy Position is:
 - building on the environmental, social and economic benefits of the current Scheme;
 - expanding the range of containers covered by the Scheme;
 - increasing community access and incentives to use the Scheme; and
 - leveraging the refund point network to collect other materials covered by effective product stewardship schemes.
- The Municipal Waste Advisory Council (MWAC) endorsed the new Policy Statement and Advocacy Position at its meeting on 23 October.

8.2.6 Bus Stop Infrastructure Agreement (State Council Agenda item 8.6)

By Negar Nili, Policy Officer Transport and Roads

WALGA RECOMMENDATION

That State Council endorse the proposed Bus Stop Infrastructure Partnership Agreement between WALGA and the Public Transport Authority 2024/25 to 2028/29.

EXECUTIVE SUMMARY

- WALGA has negotiated a new Bus Stop Infrastructure Partnership Agreement (Agreement) with the Public Transport Authority (PTA). If agreed this will be the third such Agreement, with validity through to 2028/29.

- The Agreement seeks to provide the foundation for an effective working relationship between the PTA and Local Governments.
- The purpose of the Agreement is to clarify the roles, responsibilities and discretion of PTA and Local Governments in the provision and maintenance of bus stop infrastructure in areas with regular public transport SmartRider ticketed services, including regional cities and towns.
- The Agreement defines the roles and responsibilities of the PTA and Local Governments in various scenarios including when bus routes are changed, bus stops are added or removed, and bus stop infrastructure is upgraded.
- The Agreement provides a funding contribution to Local Governments for the maintenance and installation of bus shelters.

8.2.7 2025 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members (State Council Agenda item 8.7)

By Kathy Robertson, Manager Association and Corporate Governance

WALGA RECOMMENDATION

That State Council endorse the submission to the 2025 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members.

EXECUTIVE SUMMARY

- The Salaries and Allowances Tribunal (SAT) conduct an inquiry into Local Government Chief Executive Officer and Elected Member remuneration annually.
- In preparation for the inquiry to be undertaken early next year, WALGA has prepared a draft submission to SAT that makes recommendations in relation to Elected Member fees and allowances, Chief Executive Officer remuneration, the Regional/Isolation Allowance and independent audit, risk and improvement committee member fees.
- The submission recommends:
 - an increase to Elected Member Fees and Allowances (including maximum reimbursable expenses) of 4%;
 - an increase to Chief Executive Officer remuneration bands of 4%;
 - an increase to the Regional/Isolation Allowance payable for Local Governments that are particularly isolated, long distances from population centres, and lacking in amenities;
 - the publication of clear guidance to the Local Government sector outlining how the Regional/Isolation Allowance is applied in terms of methodology, criteria and weightings;
 - the creation of a new fee category for independent audit, risk and improvement committee members without bands, and that the fee be set at a suitable level to recognise the skills and knowledge required for such a role; and
 - that the new category provide a fee for the independent chair position as well as the independent member position.
- SAT will likely publish its determination for 2025-2026 in April 2025.
- The Governance Policy Team endorsed the submission at its meeting on 4 November.

8.2.8 Submission on the draft State Hazard Plan - Fire (State Council Agenda item 8.8)

By Rachel Armstrong, Policy Manager Emergency Management

WALGA RECOMMENDATION

That State Council endorse the submission on the draft State Hazard Plan - Fire.

EXECUTIVE SUMMARY

- The State Hazard Plan - Fire (SHP Fire) outlines the arrangements for the management of fire in Western Australia including fire prevention, preparedness, response and initial recovery.
- Local Governments have a critical role in bushfire management, including statutory responsibilities for mitigation, prevention and response under the *Bush Fires Act 1954* (BF Act) and responsibility for community-led recovery, as provided in the *Emergency Management Act 2005* (EM Act).
- The Department of Fire and Emergency Services (DFES) has undertaken a comprehensive review of the SHP Fire and is seeking comments on the revised draft Plan by 9 December ([Engage WA Emergency Management](#)).
- WALGA's draft submission on the draft SHP Fire incorporates feedback from 33 Local Governments and LGIS.
- The submission focusses on the key issues that underpin Local Government's capacity to implement their roles and responsibilities for the hazard of fire including:
 - Emergency Services Funding;
 - The State Emergency Management Framework and Consolidated Emergency Services Legislation; and
 - Bush Fire Brigade management and Work Health and Safety (WHS).
- A detailed list of proposed specific changes to plan is also included.

RESOLUTION

Moved: Deputy President Cr Russel Thomson
 Seconded: President Cr Michael White

That the Great Southern Country Zone supports the following WALGA recommendations in the Matters for Decision as contained in the December 2024 State Council Agenda:

- 8.2.1 2024 Annual General Meeting Resolutions (State Council Agenda Item 8.1)
- 8.2.3 Aboriginal Communities Advocacy Positions (State Council Agenda Item 8.3)
- 8.2.4 Family and Domestic Violence Advocacy Position (State Council Agenda Item 8.4)
- 8.2.5 Container Deposit System Policy Statement and Advocacy Position (State Council Agenda Item 8.5)
- 8.2.6 Bus Stop Infrastructure Agreement (State Council Agenda Item 8.6)
- 8.2.7 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members (State Council Agenda Item 8.7)
- 8.2.8 Submission on the Draft State Hazard Plan – Fire (State Council Agenda Item 8.8)

CARRIED

Moved: Deputy Mayor Cr Paul Terry
 Seconded: Deputy President Cr Rebecca O'Meehan

That the Great Southern Country Zone supports recommendation in the Matters for Decision as contained in the December 2024 State Council Agenda relevant to "Local Government Elections Advocacy Positions (State Council Agenda Item 8.2), subject to WALGA's advocacy addressing the declining service levels and cost increases associated with Local Government elections conducted by the WA Electoral Commission, in particular the time taken to declare the October 2023 Election Results.

CARRIED

8.3 POLICY TEAM AND COMMITTEE REPORTS

8.3.1 Infrastructure Policy Team Report (State Council Agenda item 9.1)

By Ian Duncan, Executive Manager, Infrastructure

WALGA RECOMMENDATION

That State Council note the report from the Infrastructure Policy Team meeting for the 6 December 2024 meeting.

8.3.2 People and Place Policy Team Report (State Council Agenda item 9.2)

By Nicole Matthews, Executive Manager Policy

WALGA RECOMMENDATION

That State Council note the report from the People and Place Policy Team to the 6 December 2024 meeting.

8.3.3 Governance Policy Team Report (State Council Agenda item 9.3)

By Tony Brown, Executive Director Member Services

WALGA RECOMMENDATION

That State Council:

1. Note the report from the Governance Policy Team for the 6 December 2024 meeting.
2. Determine to:
 - a. retain the following Advocacy Positions with amendment:
 - i. Advocacy Position 2.8.1 Industry Award Coverage
 - ii. Advocacy Position 2.8.3 Registration of WALGA as an Employer Organisation
 - b. retire Advocacy Position 2.8.2 Local Government Long Service Leave Regulations.

8.3.4 Environment Policy Team Report (State Council Agenda item 9.4)

By Nicole Matthews, Executive Manager Policy

WALGA RECOMMENDATION

That State Council note the report from the Environment Policy Team to the 6 December 2024 meeting.

8.3.5 Municipal Waste Advisory Council (MWAC) Report (State Council Agenda item 9.5)

By Rebecca Brown, Policy Manager, Environment and Waste

WALGA RECOMMENDATION

That State Council note the report from the Municipal Waste Advisory Council to the 6 December 2024 meeting.

The Great Southern Country Zone **AGREED** to:

1. **NOTE** all Policy Team and Committee Reports as contained in the December 2024 State Council Agenda; and
2. **SUPPORTS** the WALGA recommendations in the Governance Policy Team Report as contained in the December 2024 State Council Agenda and as listed above.

8.3.6 Matters For Noting/Information

- WALGA Strategic Planning Update (State Council Agenda item 10.1)
- Submission on Reform of Packaging Regulation (State Council Agenda item 10.2)
- Submission on The Draft State Support Plan – Animal Welfare in Emergencies (State Council Agenda item 10.3)
- Local Government Primary Healthcare Survey Report (State Council Agenda item 10.4)
- Renewable Energy Survey Highlights (State Council Agenda item 10.5)
- Flying Agenda: Submission to Main Roads WA on the Revised Western Australia Traffic Signals Approval Policy and Process (State Council Agenda item 10.6)
- Flying Minute: Submission on the Draft Objectives and Priorities for the Upcoming State Public Health Plan (State Council Agenda item 10.7)
- Flying Minute: Submission On the Draft Regional Education Strategy (State Council Agenda item 10.8)
- Flying Minute: Submission on Derbal Yiragan (Swan) Djarlgarro (Canning) Draft River Protection Strategy (State Council Agenda item 10.9)
- Flying Minute: Submission on the State Hazard Plan - Human Biosecurity (State Council Agenda item 10.10)

The Great Southern Country Zone **AGREED** to **NOTE** all Matters for Noting/Information as contained in the December 2024 State Council Agenda.

8.3.7 Key Activity Reports

- Report on Key Activities, Advocacy Portfolio (State Council Agenda item 11.1.1)
- Report on Key Activities, Infrastructure Portfolio (State Council Agenda item 11.1.2)
- Report on Key Activities, Member Services Portfolio (State Council Agenda item 11.1.3)
- Report on Key Activities, Policy Portfolio (State Council Agenda item 11.1.4)

The Great Southern Country Zone AGREED to NOTE all Key Activity Reports as contained in the December 2024 State Council Agenda.

8.3.8 WALGA State President's Report

Attachment No.7 [WALGA State President's Report](#)

The Great Southern Country Zone AGREES to NOTE the WALGA President's Report - December 2024

9 EMERGING ISSUES/COLLABORATION

9.1 3G NETWORK SHUTDOWN - COMMUNITY IMPACT

By Scott Crosby, Zone Chairperson

Shire of Kent is conducting a community survey, with 24 of 26 respondents impacted following the 3G network shutdown. Shire of Kent offered to share details of their survey questions, which may assist other Zone members to conduct similar surveys of their communities.

Members noted Telstra's Regional General Manager, Boyd Brown, spoke on ABC Radio encouraging customers to advise him directly of any reduced service resulting from the 3G network shutdown. Zone members were encouraged to provide feedback to Telstra accordingly.

9.2 ZONE MEMBER - UPDATES

Broomehill-Tambellup

- Continuing advocacy regarding wind farm development, including rating mechanisms to return value to the community.

Albany

- Advocating against Water Corporation proposal for a desalination plant outfall into King George Sound.
- Albany Bicentenary 2026 program launch event – see [News Story - Major event program sets the stage for Albany 2026 » City of Albany](#)
 - [Albany 2026 website](#)

Katanning

- Townsite NBN upgrades (fibre to the node)
- District water shortage – dams at only 20% capacity
- Early Childhood Hub – lease negotiations with Department of Communities progressing.
- Noted Katanning Bush Fire Brigade communications had been impacted.
- Asked when 5G services would be available.

Plantagenet

- Tree farming (carbon sequestration) – emerging land use planning issue
- Renewable energy development planning controls
- Mobile network capacity issues – high traffic volumes on Albany Hwy impact bandwidth and service capacity in Mt Barker townsite (evident under 3G during ANZAC Centennial events in Albany). Shire will monitor impacts following 3G shutdown.

Ravensthorpe

- Appreciate inclusion in the Great Southern Zone and looking forward to contributing.
- Shire's economic outlook refocussing from mining to farming and tourism, as a result of a major miner closing its operations.

Kent

- Meeting with a mining company regarding future development.

Gnowangerup

- Key issue: Renewable energy land use planning controls
- Events:
 - [Fields and Fortunes Regional Business Forum](#) – Friday 21 February 2024
 - Shire hosted very successful Wild Gravel event - 5 October 2024.

10 OTHER BUSINESS

Nil.

11 NEXT ZONE MEETING

The next meeting of the Great Southern Country Zone will be held Friday, 14 February 2025 at the Shire of Kent commencing at 10.00am.

12 CLOSURE

There being no further business the Chair declared the meeting closed at 1.06pm.

ATTACHMENTS

Attachment 1: Department of Local Government Sport and Cultural Industries Update - November 2024 (Item 5.6)

[Back to Item 5.6](#)



Department of Local Government, Sport and Cultural Industries Report

November 2024

Local Government Act Reform

Tranche 1

- The *Local Government Amendment Act 2023*, containing the first tranche of reforms, was passed on 11 May 2023 and included priority reforms to election and council representation ahead of the October 2023 Local Government Elections.
- The electoral reforms included the introduction of optional preferential voting, changes to council member representation based on population, and abolishing the use of wards for smaller local governments.
- Tranche one reforms that were implemented without the need for further regulations included:
 - changes to special electors' meetings
 - compliance exemptions (due to emergency or unusual circumstances)
 - parental leave for council members
 - recording individual votes in minutes of council meetings.
- Various other regulations projects are currently in development or being drafted. These include:
 - standardised meeting procedures
 - council plans
 - community engagement charters
 - community surveys
 - online registers
 - publication of CEO key performance indicators
 - communications agreements
 - alfresco activities.
- A three-month consultation process was undertaken to inform the drafting of standardised meeting procedures in regulations.
- The consultation opened on 28 February 2024 and finished on 7 June 2024.
- In total, DLGSC received 139 responses.
- All local governments, council members, local government CEOs, local government employees and community members were encouraged to make a submission.

Tranche 2

- The Local Government Amendment Bill 2024 was introduced into Parliament on 15 August.
- It passed the Legislative Assembly on 17 October and is due to enter the Legislative Council for debate soon.
- Tranche two reforms include:
 - the new Local Government Inspector

ATTACHMENT 1

- introduction of monitors for early intervention
- council member superannuation
- increasing penalties
- enabling resource sharing
- streamlining processes for model local laws
- greater role clarity for council members and CEOs
- introduction of a rates and revenue policy for local governments
- changes to audit committees
- providing greater flexibility for regional subsidiaries
- building upgrade finance.
- The DLGSC provides regular updates to the local government sector on the progress of reforms via DLGSC's Reform webinar series, revisions to the DLGSC website and LG alerts.
- The Bill may be viewed on the WA Parliament website:
https://www.parliament.wa.gov.au/parliament/bills_nsf/BillProgressPopup?openForm&ParentUNID=E89C0023410BDDCF48258B790032ADCF

Caravan Parks and Camping Grounds Regulations 1997

- Changes to extend local government approval powers came into effect on 1 September 2024.
- The reforms streamline the application process for temporary accommodation approvals on private property, cut red tape and offer more flexibility for local governments.
- Previously, local governments could only provide approvals for a maximum of 3 months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit.
- Standard camping approvals for longer than 3 months required a separate application to the Minister for Local Government.
- Benefits of the simplified process include:
 - no approval required if a person intends to camp on private property for 5 days or less
 - applications for longer periods can seek approval from the relevant local government rather than the Minister for Local Government
 - local governments can now approve all camping applications for up to 24 months
 - applicants may re-apply to the local government on expiry of an approval
 - local governments can revoke approvals if an applicant fails to meet the conditions of approval.
- All applicants will still need to satisfy the existing conditions for these approvals, including meeting health and safety requirements set out in the *Caravan Parks and Camping Grounds Regulations 1997*.
- Special approval from the Minister for Local Government will still be required if more than one proposed caravan or tiny home on wheels is proposed to be placed on a private lot.
- The Minister for Local Government will retain the power to consider camping approvals in instances where a local government does not provide an approval or revokes an approval.
- More information is available in our updated Temporary Accommodation and Camping Outside of Caravan Parks:
<https://www.dlgsc.wa.gov.au/department/publications/publication/temporary-accommodation-and-camping-outside-of-caravan-parks>

If you have further queries, please contact 6552 1530 or legislation@dlgsc.wa.gov.au for assistance.

ATTACHMENT 1**Model Financial Statements (MFS) and Financial**

- Updated Model Financial Statements (MFS) guidelines and templates for Class 1 and 2, plus a reduced version for smaller local governments (Class 3 and 4) were published on the DLGSC website on 25 June 2024 and apply to 2023-24 annual financial statements.
- Amendments to the *Local Government (Financial Management) Regulations 1996* published on 18 October 2023 prescribed that non-financial assets only need to be valued every five years, and in the intervening years it was not necessary to review whether a revaluation was necessary.
- The new asset valuation requirements apply from the 2023-24 financial year onwards. Non-financial asset valuation guidelines are currently being prepared. A draft was presented to a sector body workshop held on 22 March 2024, and feedback is being addressed with a view to finalise and publish it by the end of December 2024.

Contact LG Accounting for queries – Lg.accounting@dlgsc.wa.gov.au

Local Government Grants Commission

- On 28 October 2024, cabinet supported the reappointments by the Governor, in Executive Council for the Country Rural Member and the Deputy Country Rural Member, both for a term of three years.
- This appointment created a quorum for the Commission.
- The appointment of the vacant Chairperson position is progressing.
- On 28 June 2024 an advance payment of \$339,416,207 equal to an estimated 85 per cent of the 2024-25 Financial Assistance (FA Grants) was made to local governments.
- On 22 July 2024 the Commission resolved the FA Grants for 2024-25 with the recommendations subsequently endorsed by the Commonwealth Minister.
- Due to the 100 per cent advance from the prior year (2023-24 FA Grants), all WA local governments were either over or underpaid. The Commission had intended to recoup the variances from the 2024-25 funding, however with the large advance payment being made again, this was not able to be finalised in the one financial year as expected.
- The remaining 15 per cent of 2024-25 FA Grants totals \$60,616,774 (being \$36,799,358 General Purpose and \$23,817,416 Local Roads) and will be distributed quarterly on 16 August 2024, 15 November 2024, 17 February 2025, and 15 May 2025.
- The Commission finalised the 2024-25 FA Grant allocations to the Indian Ocean Territories on 29 August 2024.
- On 18 October 2024, the Commission distributed communications with local governments around allocations, adjustment and over/under payment status for the 2024-25 Grant via email and post.
- In late October 2024, the Commission conducted a visiting program to the Goldfields, hosting public hearings at the Shire of Menzies, Leonora, Laverton, Ngaanyatjarraku, Coolgardie, Dundas and the City of Kalgoorlie-Boulder.
- The Commission is finalising plans for a visiting program to the Murchison region in November 2024.

ATTACHMENT 1

Stop Puppy Farming

- The State Government is delivering on its commitment to stop and prevent puppy farming. These reforms have overwhelming community support.
- The *Dog Amendment (Stop Puppy Farming) Act 2021* requires the design and development of a centralised registration system (called PetsWA) for dogs and cats.
- The CRS will also assist with the registration of cats under the *Cat Act 2011*, and the development of regulations, in consultation with stakeholders.
- The DLGSC awarded the contract to the solution implementer Seisma on 26 July 2024. The PetsWA project team commenced on 5 August 2024, with all resources onboarded by 2 September 2024. The project is funded for 12 months, with implementation planned for the latter half of 2025.
- Migrating the data from the current dog and cat registries is critical to the success of the project, to achieve one single repository of dog and cat registry information. There will be three data collections required across the project.
- A data migration webinar was hosted on 28 August 2024 and was well attended.
- Instructions for data migration were circulated to CEOs and data migration contacts on 6 September 2024.
- For data collection 1, there are five groups (by ERP), and a follow up email was sent on 24 September 2024. Since that time the project team has contacted CEOs or delegated data migration officer to progress this stream of work.
- The Minister for Local Government issued a Statement of Support via the DLGSC on 21 October 2024.
- As part of change management and engagement, a comprehensive stakeholder list and MS Teams channel has been developed and socialised.
- The project team attended the WALGA Convention and LG Pro Conference to network with LG stakeholders.
- A comprehensive project update was provided at the webinar on 31 October 2024. The development of the new system is on track.
- Public consultation on the proposed regulations closed late last year, and the final regulations are in development.
- The Department of Local Government, Sport and Cultural Industries has undertaken targeted consultation with local governments about the implementation of the stop puppy farming legislation.

Off Road Vehicles

- ORV committee are continuing to meet regularly.
- A private proponent is currently investigating the potential of an ORV area south of Perth.
- The government has invested \$100,000 to improve the ORV areas, specifically in York and Ledge Point.
- Upgrades at other sites are in the pipeline, as the search continues to expand Western Australia's ORV network.
- The future of Pinjar's ORV site was assured when the government decided to end pine harvesting in the Gnarara State Forest, to preserve the roosting habitat of the endangered black cockatoo and support the recreational use of the area.
- A safety assessment has been conducted at the Lancelin ORV area, within the Shire of Gingin with the final report to be delivered before the end of the financial year.

ATTACHMENT 1**Off Road Vehicles Areas – Grants Program**

- On 1 September, the government announced a \$4.8 million injection into the ORV account to run a grants program to support local governments establish new ORV areas, and deliver major upgrades at existing areas.
- This is one of the biggest investments ever made to support off-road riding in WA, ever.
- Applications are now open for local governments and prospective partners to submit proposals to deliver new facilities, anywhere in WA.
- The grant program aims to support local governments to establish new ORV facilities in partnership with the WA Government.
- The grant program consists of two streams
 - Stream A: Establish new ORV areas: \$1 million
 - Stream B: Upgrade existing areas: Up to \$200,000
- As part of this grant program, the WA Government has established an Inter-Agency Steering Group which is available to assist local governments progress approved proposals.
- Applications close/closed 8 November 2024.

Local Government Election Commitments

- The City of Bayswater's Riverside Gardens Urban Development project is on track. Detailed design is expected to be completed in June 2024, with an estimated project cost to be known at this time.
- The City of Gosnells' Sutherlands Park Youth (Skate) Plaza is on track. Detailed design is complete, and a contractor appointed for design and construction. Civil works are underway with main works commencing in August 2024 with expected completion in January 2025.
- The City of Joondalup's Greenwood Scout and Guide Hall Refurbishment project is on track with construction underway and due for completion in November 2024.
- The City of Swan's Ellenbrook Community Hub project has completed community consultation and a detailed needs analysis. The City is currently finalising the detailed design to a 50 per cent brief by August 2024.

Ratability of Miscellaneous Licences

- The State Administrative Tribunal (SAT) has recently determined that land subject to a Miscellaneous Licence is not subject to local government rates under any circumstances.
- The DLGSC has already issued an LG alert to warn regional local governments of this issue.
- The DLGSC is preparing to issue an anonymous survey to consult with regional areas to identify whether any local governments have been charging rates over miscellaneous licences or intended to do so.
- The intention of the consultation is to quantify the potential financial impact that this SAT decision has had on the sector.
- The DLGSC has been advised that the local government involved in the SAT decision appealed that decision, on the grounds that it contains errors of law.

ATTACHMENT 1**Local Government Partnerships and Sponsorships**

- To support the local government sector, the DLGSC provides various sponsorship or partnerships with key sector bodies. Over 2023/24, DLGSC provided sponsorships or partnerships to:
 - WALGA
 - LG Professionals WA
 - Reconciliation WA
 - Telethon
 - Town Team Movement
- For 2024/25 so far, DLGSC has committed to providing sponsorships to:
 - WALGA for their annual convention and Awards evening.
 - LG Professionals WA for a corporate principal partnership, CEO support program and the Emerging Leaders Award.
 - Town Team Movement for the Minister's Place Innovation Awards 2024 and the Town Teams Conference in Northam.

Placemaking Training Initiative

- In 2023/24 DLGSC engaged Town Team Movement to deliver 12 months of free online placemaking training to the WA local government sector.
- Placemaking helps build community connections by bringing together planners, community members, architects, local government, business and other groups, working collaboratively to activate local spaces.
- Over 500 local government staff or elected members from councils across WA accessed the free training in its first year.
- Due to strong interest from the sector, DLGSC has extended the Placemaking training partnership with Town Team Movement for 12 months.
- Local government staff and elected officials have another year to access the training, with funding for the program extended until July 2025 in response to strong interest from the sector.

DLGSC Contacts

LG Support and Engagement	lghotline@dlgsc.wa.gov.au
LG Policy and Legislation	legislation@dlgsc.wa.gov.au
CRS – Stop Puppy Farming	puppyfarming@dlgsc.wa.gov.au
Grants Commission – Financial Assistance Grants	Grants.commission@dlgsc.wa.gov.au
LG accounting enquiries	LG.accounting@dlgsc.wa.gov.au
LG Act Reform	actreview@dlgsc.wa.gov.au
LG Advisory Board	advisoryboard@dlgsc.wa.gov.au

ATTACHMENT 2

Attachment 2: Zone Status Report - November 2024 (Item 6.2)

[Back to Item 6.2](#)

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Southern C	24 November 2023 Zone Agenda Item 8.3.2. Appeal for Remedial Action on Education Policy and Procedures in Country Schools	<p>That the Western Australian Local Government Association Great Southern Zone (WALGA) request that WALGA strongly advocates to the Department of Education (Department) on behalf of rural and remote districts that greater efforts be made to reduce the inequality of educational opportunity with particular reference to the following:</p> <ol style="list-style-type: none"> 1. That the Department makes available resources for intervention in the experience of students specifically disaffected by the current model of schooling who are disruptive, falling behind and at risk of failing to learn to read, write and work in basic arithmetic; including intensive attention combined with health and like issues and more active, empathic, and practical instruction. 2. That the Department makes available the current resources of Distant Education and/or enables families to access similar private providers for secondary education in order that students can study for an ATAR (Australian Tertiary Admission Rank), or other subjects of their own choosing, using internet resources and mentors provided in the schools closest to them; and 3. That the Department subsidises housing suitable for teachers or enables local governments to build and manage such housing. 	<ul style="list-style-type: none"> • This matter was referred to the People and Place Policy Team for consideration at its February 2024 meeting. • The People and Place Policy Team resolved: <ol style="list-style-type: none"> 1. Note the request of the Great Southern Country Zone and the issues raised regarding education policy and procedures, 2. Recommends that State Council consider the issue as a key policy priority in the 2024 Policy Priorities. 3. Recommends that the Great Southern Country Zone continue to advocate directly to the relevant State agencies on this issue, including further representations to the Minister for Education and Department of Education and Department of Communities. 4. Recommends that the Great Southern Zone inform other country zones of this advocacy position with a view to possible cooperation. <p>WALGA notes that the Great Southern Country Zone requested other zones to support the motion. Eight Zones have agreed to write to the Minister of Education on the matter of reducing regional disadvantage in educational opportunities.</p> <p>WALGA understands that the Great Southern Zone received a response to their letter to the Minister of Education on this issue on 24 April 2024. The letter references a number of initiatives including a \$7.1 million funding boost for the School of Isolated and Distance Education, a proposed expansion of VET certificates in the coming years, Education and Training Participation Plans, the support provided by the School of Special Educational Needs: Behaviour and Engagement located in Albany, the recently announced federally funded two new Regional University Study Hubs, further financial</p>	November 2024	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

ATTACHMENT 2

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
			<p>investment in the attraction and retention payments/packages, and a developing Regional Education Strategy.</p> <p>WALGA notes that 2024-25 State Budget included an additional \$10 million for the School of Isolated and Distance Education.</p> <p>On the 22 July, the Department of Education released a draft Regional Education Strategy. The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved educational and wellbeing opportunities across four pillars: Pillar 1: Build the capability of our regional workforce Pillar 2: Expand curriculum delivery Pillar 3: Strengthen support for student wellbeing Pillar 4: Develop partnerships to create opportunity</p> <p>Country zones and Local Governments are strongly encouraged to provide feedback on the strategy, particularly given the relevance of the Strategy to matters raised by the Great Southern Zone with support from other country zones.</p> <p>The consultation period closes on Friday 20 September 2024. More information is available here.</p> <p>WALGA has partnered with the Department of Education to facilitate an information and feedback session on the Strategy priority pillars. The session will be held online on Wednesday 21 August 2:30 -3.:30pm. A registration link will be sent via LG Direct.</p> <p>WALGA provided a submission on the Draft Education Strategy on 4 October 2024., provided as an item for noting at the December 2024 State Council meeting.</p> <p>COMPLETE</p>		

ATTACHMENT 2

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Grt Southern C	25 August 2023 Zone Agenda Item 7.3.1 Western Power Headworks – Lead time for quotes	That the Great Southern Country Zone request WALGA advocacy to State Government to reduce the time taken for Western Power to provide quotes to a maximum of three months.	<p>Meetings regarding Western Power performance, capacity and capability in distribution connection services were held during October with the Western Power CEO with some of his senior staff and separately with the Executive Manager Asset Operations at Western Power and some of his senior team. It was acknowledged that the current time frames are not acceptable to customers.</p> <p>Western Power discussed measures taken, including expanding the number of design consultants engaged and the establishment of a portal allowing customers (including Local Governments) to access information about the status of any of their projects.</p> <p>WALGA highlighted that the customer expectation, based on pre-COVID experience, is that the total time to deliver most projects should be within 30 weeks with around 10 weeks of this to provide a quote.</p> <p>Western Power indicated that projects commenced recently are on track to achieve much better turnaround but acknowledged that there are projects lodged a year ago yet to commence.</p> <p>Western Power indicated that they were open to consider an alternative delivery model that would enable Local Governments to directly engage electrical engineering contractors / consultants to design and deliver projects in a similar way to land developers.</p> <p>Ongoing</p>	November 2024	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
Grt Southern C	19 April 2024 Zone Agenda Item 7.2.2 Zone Strategic Priorities Workshop Outcomes	The Great Southern Country Zone requests: 1. WALGA advocacy to State Government for the Government Regional Officer Housing Program to: a. Increase State Government capital investment in the GROH program and review and address the impact of current policy settings on the wider regional housing shortage, including:	<p>WALGA acknowledges the ongoing housing supply challenges members are facing.</p> <p>WALGA is meeting with the Housing Supply Unit on 13 June.</p> <p>The Deputy Director General, Housing and Assets presented at the 10 July 2024 State Council Strategic Forum. The</p>	November 2024	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

ATTACHMENT 2

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
		<p>i. GROH Leasing and purchasing from the established residential private market (Spot Purchase program).</p> <p>ii. Prioritise the State's development of land to service GROH demand and reduce pressure on already constrained availability of regional residential land supplies.</p> <p>b. Review the GROH program policy settings, so that proposals for GROH development in partnership with Local Government align to regional commercial viability and financial capacity of the Local Government, including:</p> <p>i. Enabling State Agency leasing agreement periods of 20 years or greater.</p> <p>ii. State Agency contribution to capital costs, with commensurate lower rental returns.</p> <p>c. Release the GROH Program Review, undertaken by the Department of Communities in 2023, to facilitate further discussion of the viability and future of GROH program policy settings as it relates to the Local Government sector and regional housing availability.</p> <p>2. The Zone Secretariat write to the responsible Minister/s advocating for the matters outlined in Part 1 above.</p>	<p>presentation included an offer to Local Governments to submit expressions of interest for partnership on social and affordable housing as well the Government Regional Officer Housing program, including those that request variations to the current program parameters – such as rent returns or interest free loans.</p> <p>WALGA continues to advocate for State Government to optimize partnership opportunities with Local Government that make capital investment in housing supply viable.</p> <p>WALGA hosted a GROH workshop on 8 November 2024 to consider current and future Government Regional Officer Housing program build to lease model in the context of the current WA construction market with a view to policy changes. The workshop was led by the Department of Communities with senior representatives from Treasury and the Department of Planning, Lands and Heritage.</p>		

ATTACHMENT 3

Attachment 3: Zone Action Items - November 2024

[Back to Item 6.2](#)

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
2022, 26 Aug Item 7.2.1 Designated Area Migration Agreement (DAMA)	<p>That a working group consisting of three Great Southern Local Government Authority CEOs from the Shires of Kojonup, Katanning and Plantagenet, and the Great Southern Country Zone President, be established to progress the DAMA on behalf of all committed Great Southern Local Governments.</p> <p><u>DAMA Working Group Charter:</u></p> <p>1. Recommending the committed Local Government's consult with their respective industries on skill shortages and gather supporting evidence by Friday, 23 Sept 2022.</p> <p>2. (a) Review the other WA DAMA business cases and their learnings to determine our process and next steps; and (b) Prepare a draft budget and scope of works for the business case and prepare a shortlist of suitable contractors to quote on the business case by 17 Oct 2022.</p> <p>3. Prepare the final report with recommendations for the next Great Southern Country Zone meeting on Friday, 28 October 2022.</p> <p>The meeting AGREED that the DAMA Working Group meetings should include representation from the Great Southern Development Commission (GSDC) and Regional Development Australia Great Southern (RDA-GS)</p>	<p>Working Group Terms of Reference conclude as at 28 October 2022.</p> <p>GSCZ 28/10/2022 - refer item 7.2.4 -Resolution to extend Charter:</p> <p>10. Endorse the Great Southern Country Zone DAMA Working Group Charter being extended to include review and recommendation to the Zone of the Draft Business Case.</p> <p>23 Jun 2023 – Phase 3 of the EY consultancy has been completed (business case submitted to Dpt of Home Affairs). Working Group will be wound up subject to any additional work required following feedback from the Dept / Minister – expected late June 2023.</p> <p>23 Feb 2024 – Refer item 7.2.1 – update on DAMA application with DoHA</p>	ONGOING	DAMA Working Group (Zone)
2022, 28 Oct Item 7.2.4 Designated Area Migration	<p>7. Endorse the Shire of Kojonup CEO and the Regional Development Authority Great Southern Inc CEO to act jointly as the Zone representatives for communication between the consultant and the Zone</p>	<p>21 Apr 2023: Phase 1 and 2 of the EY consultancy have been completed – refer DAMA Working Group and RDAGS reports at the April 2023 meeting.</p> <p>23 Jun 2023 – Phase 3 of the EY consultancy has been completed (business case submitted to Dpt of Home</p>	ONGOING (no change)	Kojonup CEO RDAGS CEO

ATTACHMENT 3

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
Agreement (DAMA) Project	and member Local Governments to facilitate preparation of the Business Plan.	Affairs). Item completion will be subject to any additional work required following feedback from the Dept / Minister – expected late June 2023. 24 Nov 2023 – Updated Business Case submitted to DoHA. <u>Updates provided:</u> no change to status - 23 Feb 2024, 21 Jun 2024, 23 Aug 2024		
2024, 21 June Item 7.3.2 Economic Regulation Authority	That the Great Southern Country Zone supports a presentation from Economic Regulation Authority Chair, Steve Edwell at the 22 November meeting in Katanning.	Nov 2024: ERA presentation refer Item 4.3 of the Zone's November 2024 meeting.	COMPLETED GSCZ 22/11/2024	Chantelle Obrien Governance Support Officer.
2024, 21 June Item 7.2.2 Regional Education Opportunities Advocacy	That the Great Southern Country Zone write to the Minister for Education, thanking the Minister for his response to the Zone dated 24 April 2024 (Attachment 5) and requesting details of State 2024/25 budget allocations directed to programs and projects in the Great Southern Region that address the Zone's regional education opportunities advocacy.	This action was superseded by the Zone's Submission to the Minister on the draft Regional Education Strategy.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer
2024, 23 August Item 8.1 Zone State Council Member Report	The Great Southern Country Zone REQUESTS a letter be sent on behalf of the Zone to the Premier and the Minister for Agriculture, advocating for increased State Government funding, resourcing and action to enforce the Polyphagous Shot Hole Borer quarantine zone and remove infestations as soon as they are identified, to prevent the spread of PSHB and the potential catastrophic impact on regional agriculture and economies.	Nov 2024: An advocacy letter was emailed to Premier Cook and Minister Javis on 10 September 2024. Refer Item 7.3.3 of the Zone's November 2024 meeting - Premier Cook's response dated 16 October 2024 – is provided to the November 2024 Zone Meeting in Attachment No.7	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer
2024, 23 August Item 7.3.2 Proposal: Joint Mobile Black Spot Funding Application	<ul style="list-style-type: none"> Circulate a copy of the Great Southern Development Commission's Mobile Black Spot List (2022/23) to Zone Member CEO's. Request Zone Member CEO's to identify land / locations (aligned to addressing mobile black spots) that may be made available as potential sites for future installation of mobile tower infrastructure. 	Nov 2024: Emailed Zone CEO's on 30 August 2024, requesting action to identify land / locations as potential sites for future mobile town infrastructure and advice by 25 October 2024. Reminder sent 19 September 2024. Refer Item 7.2.3 of the Zone's November 2024 Meeting.		Lyn Fogg Zone Executive Officer

ATTACHMENT 3

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
	<ul style="list-style-type: none"> A report being provided to November 2024 Zone meeting, listing locations as a basis for a potential joint submission for mobile black spot funding to the Department of Primary Industries and Regional Development and Federal Communications Minister. 			
2024, 23 August Item 7.3.1 GSCZ Membership Request – Ravensthorpe	That the Great Southern Country Zone: 1. AGREES to the Shire of Ravensthorpe's request to join the Great Southern Country Zone, and 2. REQUESTS WALGA State Council's favourable consideration.	Nov 2024: State Council resolved to approved Shire of Ravensthorpe transfer to GSCZ on 4 September 2024. Shire of Ravensthorpe provided with information to support engagement into the Zone on 19 September 2024.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer
2024, 23 August Item 7.2.5 Draft Regional Education Strategy – Feedback by 20/9/24	<ul style="list-style-type: none"> Each Zone Member Local Government to provide a submission in response to the Draft Regional Education Strategy. A copy of the Zone's advocacy letter to the Minister for Education and the Minister's response – this detail may assist Local Governments to prepare their submissions. A Zone submission be made and developed in consultation with: <ul style="list-style-type: none"> Zone Chair, Cr Scott Crosby, Shire of Kent Cr Peter Callaghan, Shire of Gnowangerup Mr Grant Thompson, CEO Shire of Kojonup	Nov 2024: Zone Delegates and CEO's emailed information on 10 September 2024. Working Group met virtually on 13 September 2024 and subsequently consulted and refined draft submission by email. GSCZ submission on the Draft Regional Education Strategy was made on 19 September 2024 and circulated to all Zone Delegates and CEO's the same day.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer
2024, 23 August Item 7.1.2 ATO Zone Authorised Representative	That the Great Southern Country Zone AUTHORISES, WALGA's Chief Financial Officer, Richard Andrew Murray for as the Zone's authorised representative for Australian Taxation Office (ATO) purposes.	Nov. 2024: WALGA Chief Financial Officer advised on 30 August 2024.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer
2024, 23 August Item 5.2 RDA-GS / GS DAMA	Invite the Department of Training and Workforce Development (DTWD) to attend a future meeting (ideally November 2024) to provide a presentation on the WA-DAMA and how it will directly service the Great Southern Region.	Nov 2024: DTWD and DoHA presenting at the November 2024 Zone meeting – refer Item 4.2.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer

ATTACHMENT 3

Great Southern Country Zone – ACTION ITEMS				
ZONE MEETING DATE / ITEM	ZONE RESOLUTION	ZONE RESPONSE	STATUS	RESPONSIBLE PERSON
2024, 23 August Item 5.2 RDA-GS / GS DAMA	Write to the Premier and Minister for Training and Workforce Development, advocating for State Government to support the GS-DAMA application and if this is not successful, requesting advice as to how the WA-DAMA will guarantee Great Southern regional quotas and what will DTWD do to service the 126 occupations missing from the WA DAMA.	Nov 2024: An advocacy letter was sent to Premier Cook and cc'd Minister McGurk dated 16 September 2024 – Refer Item 7.2.1 of the Zone's November meeting – copies of the correspondence provided as Attachment 5.	COMPLETED GSCZ 22/11/2024	Lyn Fogg Zone Executive Officer

Attachment 4: Designated Area Migration Agreement (DAMA) (Item 7.2.1)

[Back to Item 7.2.1](#)

ZONE ADVOCACY LETTER THE PREMIER:

GREAT SOUTHERN COUNTRY ZONE

PO Box 1544
WEST PERTH 6872

Ph: (08) 9213 2042
email: iflogg@walga.asn.au

16 September 2024

Premier Hon. Roger Cook BA GradDipBus MBA MLA

Email: wa-government@dpc.wa.gov.au

Dear Premier Cook

Great Southern Designated Area Migration Agreement – Application Pending

The Great Southern Country Zone of WALGA respectfully requests your urgent advocacy to the Federal Minister for Home Affairs and Immigration requesting approval of the Great Southern Designated Area Migration Agreement lodged with the Department of Home Affairs on 30th May 2023.

Progression of the Great Southern's DAMA application has stalled, and this may be related to the Western Australian Government's initiation and subsequent establishment of the WA Designated Area Migration Agreement (DAMA) in July 2024.

Whilst the WA-DAMA now covers the whole of Western Australia, it **does not** provide sufficient skilled migrant allocations and listed occupations to meet current and future needs of the Great Southern Region.

Your media release dated 30 June 2024, indicates that in 2024/25, there are 10,000 skilled migration places allocated to WA, split 50/50 between the State Nominated Migration Program (SNMP) and the WA DAMA. It is however, not yet clear the methodology State Government will use to prioritise allocations to meet skilled worker deficits across metropolitan, regional WA and specifically the Great Southern Region.

What is clear, is that the Great Southern DAMA application evidenced:

- via an April 2023 surveying of 108 businesses in the Great Southern Region, that **this Region has an immediate deficit of 1,943 workers** and a five-year future deficit of 5,048 workers; and
- **126 occupations not included in the WA DAMA's listed 310 occupations** (see attached).

The Great Southern DAMA application demonstrates specific regional skilled worker needs and demands, that cannot now be met under the WA DAMA's limitations, rendering it unfit to achieve the necessary outcomes for the Great Southern Region.

The Great Southern Country Zone's 11 Local Governments worked with the Great Southern Development Commission and Regional Development Australia – Great Southern since October 2022. This represents a 2-year collaboration and \$70,000 joint investment to bring the Great Southern DAMA to fruition. Regional Development Australia – Great Southern is our nominated Designated Area Representative and has a wait list of businesses ready to access the Great Southern DAMA.



Representing the
Local Governments of:

Albany
Broomehill-Tambellup
Cranbrook
Denmark
Gnowangerup
Jerramungup
Katanning
Kent
Kojonup
Plantagenet
Woodanilling

ATTACHMENT 4

GREAT SOUTHERN COUNTRY ZONE

PO Box 1544
WEST PERTH 6872

Ph: (08) 9213 2042
email: lfogg@walgā.asn.au

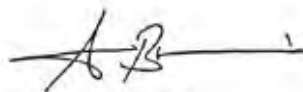
In the absence of an approval for the Great Southern DAMA, our Region continues to suffer compounding impacts of lost opportunity for local economies, local businesses and local communities.

Premier Cook, on behalf of the Great Southern Country Zone, we seek your support and advocacy to the Federal Minister for Home Affairs and Immigration, to urgently finalise approval of the Great Southern Designated Migration Agreement, as a mechanism to address regional needs that are not included in the WA DAMA.

Yours sincerely



Cr Scott Crosby
Chair, Great Southern County Zone



Andrus Budrikis
Committee Chair
Regional Development Australia – Great Southern



CC: Hon. Simone McGurk, Minister for Training and Workforce Development
Email: Minister.McGurk@dpc.wa.gov.au

NOTE: The List of Great Southern DAMA Occupations Missing from the WA DAMA has not been included in this agenda attachment.

ATTACHMENT 4

MINISTER FOR TRAINING AND WORKFORCE DEVELOPMENT RESPONSE
(on behalf of the Premier):[Back to Item 7.21](#)

Hon Simone McGurk MLA
Minister for Training and Workforce Development;
Water; Industrial Relations

Our Ref: 74-78717

Cr Scott Crosby
Chair, Great Southern Country Zone

Mr Andrew Budrikis
Committee Chair, Regional Development Australia – Great Southern

lfogg@walqa.asn.au

Dear Cr Crosby and Mr Budrikis

Thank you for your correspondence dated 16 September 2024 to Premier Cook regarding the Great Southern region's Designated Area Migration Agreement (DAMA) application. As Minister for Training and Workforce Development, I have been asked to respond directly to you on behalf of the Premier.

I acknowledge your intention to establish a DAMA for the Great Southern Region with the Commonwealth Department of Home Affairs (Home Affairs). As you are aware, the Cook Government recently established a DAMA to cover regional and metropolitan areas of Western Australia. This DAMA enables WA employers to access a broader range of skilled migrants through concessions and occupations included in the Head Agreement.

I am advised the Department of Training and Workforce Development (DTWD) is working with the Great Southern Region and providing information to assist employers to access the WA DAMA. In 2024-25, 5,000 places are available under the WA DAMA, 2,500 of which are for employers with jobs located in regional Western Australia.

I have asked Ms Kathy Hoare, Director State Workforce Planning at the Department of Training and Workforce development to arrange a meeting with you to discuss the WA DAMA. You may also wish to contact Kathy directly by telephone on 6551 5590 or kathy.hoare@dtwd.wa.gov.au.

DTWD also provides the Skilled Migrant Employment Register, to connect employers with skilled migrants seeking employment. Further information regarding the Register is available at migration.wa.gov.au/our-services-support/skilled-migrant-employment-register or by contacting Ms Michelle Brady, Associate Director Migration Services on 9224 6540.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simone McGurk'.

HON SIMONE MCGURK MLA
MINISTER FOR TRAINING AND WORKFORCE DEVELOPMENT

10 October 2024

Level 8, Dumas House, 2 Havelock Street, West Perth, Western Australia, 6005
Telephone +61 8 6552 6600 Facsimile +61 8 6552 6601 Email: Minister.McGurk@dpc.wa.gov.au

ATTACHMENT 5

**Attachment 5: Mobile Black Spot Funding \$16M Announced -
City of Albany Letter of Appreciation to Minister for
Communications (Item 7.2.2)**

[Back to Item 7.2.2](#)



City of Albany

102 North Rd, Yokania WA 6330
PO Box 484, Albany, WA 6331

Phone: (+61 8) 9820 3000
Fax: (+61 8) 9841 4088

Email: staff@albany.wa.gov.au
Web: www.albany.wa.gov.au

Our Ref: GR.FEL.34 / LT24321738
Cross Ref: LT24316763
Enquiries: Greg Stocks

10 September 2024

Mr Matt Healy
Senior Adviser to the Hon Michelle Rowland
Minister for Communications
PO Box 6022
Parliament House
Canberra ACT 2600

Dear Mr Matt Healy

LETTER OF APPRECIATION

Further to our latest correspondence dated 22 July 2024, I wish to extend the City of Albany's gratitude for the time you dedicated to meeting with us on Monday, 1 July 2024. Your continued support and engagement are greatly appreciated.

On behalf of the City, we would also like to thank the Hon Michelle Rowland MP for her recent media release on 3 September 2024, announcing the \$16 million mobile coverage boost for regional Western Australia. We are particularly encouraged by the pilot program focusing on the Albany Highway between Bedforddale and Albany Airport, one of two key regional road transport corridors.

This initiative is a significant step toward addressing the pressing mobile coverage issues in our region, especially in improving connectivity during disaster and emergency situations. Both residents and travellers alike will greatly benefit from these enhancements, which are crucial for the safety and well-being of all who rely on this critical infrastructure.

We look forward to the continued collaboration between the City of Albany and the Minister's office to ensure the successful implementation of this program.

Thank you once again for your ongoing support.

Yours sincerely

Handwritten signature of Greg Stocks in blue ink.

Greg Stocks
Mayor

Handwritten signature of Andrew Sharpe in blue ink.

Andrew Sharpe
Chief Executive Officer

ATTACHMENT 6

Attachment 6: Polyphagous Shot Hole Borer – Zone Advocacy (Item 7.3.2)

[Back to Item 7.3.2](#)

ZONE ADVOCACY LETTER TO THE PREMIER:

GREAT SOUTHERN COUNTRY ZONE
PO Box 1544
WEST PERTH 6872

Ph: (08) 9213 2042
email: ffogg@walga.asn.au

10 September 2024

Premier Hon. Roger Cook BA GradDipBus MBA MLA

Email: wa-government@dpc.wa.gov.au

Dear Premier

Urgent Action Required to Enforce Polyphagous Shot Hole Borer Quarantine Zone

I write on behalf of the 11 Local Governments that comprise WALGA's Great Southern Country Zone, expressing our collective concerns regarding escalating Polyphagous Shot Hole Borer (PSHB) infestations and the urgent need for increased investment and prioritised action by State Government to enforce the Perth quarantine zone.

The PSHB poses a significant and potentially catastrophic threat to regional agriculture, with potential to devastate entire agricultural sectors. If this occurs, there will be severe economic consequences for regional communities, affecting livelihoods and the broader economy. The further loss of native vegetation and tree canopy will further impact climate change resilience, environmental and ecological sustainability and community wellbeing.

It is imperative that State Government take decisive action to prevent the further spread and eradicate PSHB. We respectfully request priority action to:

1. **Increase resourcing and investment** to ensure the Department of Primary Industries and Regional Development and impacted Local Governments have the resources and funding necessary for effective control and eradication.
2. **Immediately remove infestations** and prevent further spread. Delays in removal of infested trees contributes to the escalating spread of PSHB.
3. **Strengthen and enforce the Perth quarantine zone** to protect unaffected areas, ensuring the PSHB does not escape into regional Western Australia. Insufficient enforcement measures render the quarantine zone ineffective.
4. **Increase community education activities** targeted to communities inside and outside the quarantine zone, to increase community capacity to identify, report and achieve immediate action to remove PSHB infestations.

I urge you to ensure State Government takes decisive and sufficient action to mitigate the escalating risk posed by the PSHB, safeguard our valuable agricultural sector and the regional economies that support the wellbeing of regional communities.

Yours sincerely


Cr Scott Crosby
Chair, Great Southern County Zone

CC: Hon. Jackie Jarvis, Minister for Agriculture and Food; Forestry: Small Business
Email: Minister.Jarvis@dpc.wa.gov.au



Representing the
Local Governments of:

- Albany
- Broomehill-Tambellup
- Cranbrook
- Denmark
- Gnowangerup
- Jerramungup
- Katanning
- Kent
- Kojonup
- Plantagenet
- Woodanilling

ATTACHMENT 6

THE PREMIER'S RESPONSE:

[Back to Item 7.3.2](#)

Premier of Western Australia

Our Reference: 60-131332

Cr Scott Crosby
Chair, Great Southern Country Zone
WALGA
PO Box 1544
WEST PERTH WA 6872
lfogg@walga.asn.au

Dear Cr Crosby

Thank you for your letter dated 10 September 2024 regarding concerns of the Great Southern Country Zone about the current Polyphagous Shot-Hole Borer (PSHB) incident response and its associated resources.

A \$44 million nationally coordinated emergency biosecurity response is underway, led by Australia's top plant health scientists alongside the Department of Primary Industries and Regional Development (DPIRD) with funding from state, territory and Australian governments.

The Western Australian (WA) Government is committed to the PSHB response and has allocated over \$4.7 million towards the eradication effort over a 3-year period. Through the combined efforts of surveillance, trapping, tree management and quarantine restrictions, together with public information, DPIRD is ensuring every effort is being made to contain the spread of PSHB. To date, more than 2 million trees have been inspected on more than 88,000 properties, and more than 3000 surveillance traps have been deployed in the Perth metropolitan area and across the regions including Harvey, Mt Barker, Manjimup and Bunbury.

As you are likely aware, on 6 September 2024 the Quarantine Area was expanded to include all the Perth Metropolitan region, encompassing 30 local government areas to limit the movement of wood and green waste to stop PSHB spreading further and protect our growing regions. By expanding the Quarantine Area, it will help create a 'buffer zone' between areas with higher infestations of the borer and the remainder of the State. This expanded zone has areas of fewer or no infested trees and heightened surveillance is underway to identify and quickly control new infestations.

2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au
www.premier.wa.gov.au

ATTACHMENT 6

-2-

DPIRD is also deploying an education and communications campaign to raise awareness about the new PSHB Quarantine Area requirements – including signage, a social media campaign and resources for LGAs. DPIRD has been working closely with Local Government on these changes, and local governments remain an important part of an ongoing communications campaign. As part of this engagement, a Local Government Authority (LGA) engagement strategy has been developed in consultation with WALGA, which includes a commitment to provide training to LGAs on PSHB-related matters. I am pleased to hear that the Western Australian Local Government Association (WALGA) and impacted local governments are working closely with DPIRD, as this is essential in ensuring a robust response to PSHB.

DPIRD is continuing to deploy signage throughout the Perth metropolitan area and has offered updated signs and posters to all affected LGAs. Recently, 9 Variable Messaging Signs were deployed around the metro area on arterial roads heading out of the city. These are located around the border of Zone A of the Quarantine Area.

I appreciate the significant impact removal of trees has had in affected areas and how important a healthy tree canopy is to the community and the environment. The PSHB WA Tree Recovery Program, administered by the Department of Water and Environmental Regulation (DWER), will include establishment of a steering group with representatives from relevant state government agencies and WALGA to ensure successful delivery of this program.

Program funding will be available for local and state government owned lands, privately owned industrial and residential lands, hospitals and education areas. It is anticipated that over 16,000 trees will be planted as part of this recovery program, with some public spaces receiving 3 times the number of trees lost from PSHB. The program will seek to leverage off the existing Urban Greening Grants Program and aims to plant local provenance WA native species, noting that DWER will work with land managers to determine appropriate tree species on a site-by-site basis.

This program will also provide local governments with funding to address costs associated with planting new trees on public land. Thank you for your commitment to the PSHB response and the recovery process.

Yours sincerely



ROGER COOK MLA
PREMIER

16 OCT 2024

Attachment 7: WALGA President's Report - December (Item 8.3.8)

[Back to Item 8.3.8](#)

President's Report December 2024

Introduction

I have had the opportunity to advocate on behalf of all our Member Local Governments on a number of issues, in meetings, at presentations and through media opportunities over the last 3 months. The issues have included ongoing discussions on Polyphagous shot-hole borer (PSHB), housing, planning, the transition to renewables, improved funding for libraries, Safer High-Speed Local Roads and tiny homes on wheels/regional housing shortages.

2024 WALGA Local Government Convention

The 2024 WALGA Local Government Convention ran from 8 to 10 October, and I would like to thank the 650 delegates, the suppliers and commercial partners who made it such a successful event. We continually look to refine the Convention so it remains the preeminent event on the Local Government calendar, and I would like to thank the WALGA staff for their hard work in the organisation and planning.

State Election Campaign

I am pleased that the State Election campaign and the accompanying document "WALGA's 2025 State Election Priorities; The West at its Best" has been well-received within the Local Government sector, by external stakeholders and across Government.

WALGA has recently shared assets so that each Local Government can customise content to address their local priorities, as well as liaise with local MPs and Councils to publish stories that can support each key advocacy area.

WALGA is now implementing the campaign in the lead up to the 2025 Election, to:

- Influence election policy development and commitments from all parties
- Maintain relationships with key decision makers and Members of Parliament
- Educate current and future members of Parliament about WALGA and the role of Local Government

Media Interviews

I was asked to take part in a number of media interviews in the past few months, notably after WALGA distributed Media Releases on Patient Assisted Travel Scheme (PATS), Tranche 2 reforms of the Local Government Act, the new caravan and camping reforms, increased PSHB funding, and the impact on Local Government as the State population passed 3 million people.

ATTACHMENT 7**Government Regional Officer Housing (GROH) Workshop**

On 8 November WALGA hosted a Department of Communities' workshop to discuss current and future GROH build to lease models in the context of the current WA construction market. The workshop was attended by select Local Government CEOs and Senior Executives as well as the Department of Planning, Lands and Heritage and Treasury. The workshop was proposed by the Department of Communities following the Deputy Director General's presentation to the July State Council Strategic Forum. The workshop focused on identifying the barriers to participation in GROH potential changes including Treasury borrowing and leasing terms and build specifications.

Renewable Energy

WALGA is hosting a Large Scale Renewable Energy Forum on 27 November for members to discuss the opportunities and challenges for local governments through the energy transition. This forum will be informed by the Renewable Energy Survey completed by 48 Members, as well as the recently adopted advocacy positions. This event will include a workshop component to inform the scope of WALGA's work to develop a Community Benefits Framework/Guide.

In response to member feedback, WALGA has created a Microsoft Teams group for CEOs and Elected Members, to facilitate continued collaboration and knowledge sharing between Local Governments around Renewable Energy. Available in this group is WALGA's October 2024 Renewable Energy in WA Research Paper. To join the group please contact WALGA's Principal Policy Advisor, Economic Development, Lisa Harwood on email lharwood@walga.asn.au

Polyphagous shot-hole borer

I understand the Sector's ongoing concern regarding the impact of the Polyphagous shot-hole borer (PSHB) on our urban tree canopy and the potential for this to wreak havoc on agricultural crops and native forests should it spread outside the metropolitan area.

Following the State Government's expansion of the PSHB Quarantine Area in September WALGA is continuing to strongly advocate for a more agile response, research into prevention, control and eradication and an increased focus on public awareness to reduce PSHB spread. I note that DPIRD is now deploying roadside signage to raise awareness about movement restrictions for wood and plant material. WALGA is also working with the State Government in the design of the \$7.2 million PSHB recovery package announced in August and to inform the development of a PSHB research priorities, in conjunction with the WA Agricultural Research Collaboration, universities, industry bodies, research institutes and CSIRO.

Kolbany Yanginy – Local Government Reconciliation Resource

WALGA, Reconciliation WA, Department of the Premier and Cabinet, Department of Planning, Lands and Heritage, and the Department of Local Government, Sport and Cultural Industries have collaborated to develop an online Local Government Reconciliation Resource, Kolbany Yanginy (Going Forward | Sharing). The website, which was showcased at the WALGA Convention Exhibition and is scheduled to launch by the end of the year, will support Local Governments in building their capability to engage meaningfully with local Aboriginal communities, highlighting best practice examples of reconciliation and Aboriginal engagement.

ATTACHMENT 7**ALGA National Local Roads, Transport and Infrastructure Congress**

We have a rare chance to engage face to face with the national government and agencies while staying here in Western Australia. I am looking forward to maximising the opportunities at the National Local Roads, Transport and Infrastructure Congress being hosted in Margaret River on 3 – 4 December. A wide-ranging program has been developed covering innovations in road construction, freight, safety, land development, renewable energy transition impacts and much more. The Australian Government is the major source of external funding for Local Governments, so I encourage you to take this opportunity to contribute to the national agenda and learn how many of our common challenges are tackled in other jurisdictions.

Local Government Legislative Reform

The *Local Government Amendment Bill 2024* is progressing through State Parliament and is expected to be receive assent prior to the prorogue of Parliament toward the end of 2024.

The Bill includes the last of the Local Government Reforms that were announced in 2022, including:

- Office of the Local Government Inspector
- Local Government Monitors
- Clarified Roles and Responsibilities of Council, Council Members, Mayors and Presidents and CEOs
- Independent Member and Chair of Audit, Risk and Improvement Committee
- Clarified Regional Subsidiaries Provisions
- Unreasonable / Vexatious Complaints
- Superannuation for Council Members
- Development Assessment Panel (DAP) Functions

WALGA does not support the Introduction of proposed provisions providing for regulations that will permit the CEO or other authorised officers to undertake certain functions of a DAP without reference to the Council.

Band 4 Local Governments Forum

On 3 September, the Minister for Local Government, Hon Hannah Beasley, hosted a roundtable meeting of all Band 4 Local Governments in WA. To continue the discussion, WALGA hosted a further meeting of Band 4 Local Governments. The meeting was held on 11 October at the Perth Convention and Exhibition Centre. Chief Executive Officers and Presidents from all 60 Band 4 Local Governments in the State were invited to attend. 72 representatives from 48 Local Governments attended the meeting on 11 October.

The main outcome of the meeting, was to prioritise the top four issues identified by the group:

1. Housing
2. Audit fees
3. Medical services
4. Financial Assistance Grants

WALGA will carry out work on these issues and provide a progress update to all Band 4 Local Governments early next year.

ATTACHMENT 7**High Threat Weather Season**

As Western Australia enters the high-threat weather season, WALGA is committed to supporting Local Governments. The WALGA team maintains situational awareness via the All Hazards Liaison Group meetings and WALGA is represented by CEO Nick Sloan on the State Emergency Coordination Group when a significant emergency occurs. Please don't hesitate to get in contact with WALGA if there is an emergency in your Local area and you have questions or concerns that you would like WALGA to raise at the state level. [Emergency WA](#) provides essential alerts and information and I encourage you to share this platform with your communities as the key source of information in any emergency.

President Cr Karen Chappel AM JP
WALGA President

President's Contacts

The President's contacts since 4 September and scheduled before 6 December are as follows:

State and Commonwealth Government Relations

- Department of Fire and Emergency Services – Commissioner Darren Klemm & Deputy Commissioner Melissa Pexton
- Senator the Hon Jenny McAllister, Minister for Emergency Management, Minister for Cities
- Hon Stephen Dawson, Minister for Emergency Services; Innovation and the Digital Economy; Science; Medical Research; Minister Assisting the Minister for State and Industry Development; Jobs and Trade
- Hon Hannah Beazley, Minister for Local Government; Youth; Minister Assisting the Minister for Training and Workforce Development x2
- National Emergency Management Ministers Meeting (NEMMM) x2
- Extraordinary National Emergency Management Ministers Meeting (NEMM)
- Road Safety Ministers Meeting
- Labor Leader's Forum Lunch with Premier Roger Cook
- Labor Leader's Forum Lunch with Hon Reece Whitby

Zone Meetings

- Kimberley Zone Meeting
- Great Eastern Country Zone Meeting
- Northern Country Zone Meeting
- North Metropolitan Zone Meeting

Local Government Relations

- **State Council Meetings**
 - Strategic Forum, 4 September
 - State Council Meeting, 4 September
 - Information Forum
 - Local Government House Trust Meeting
 - Finance and Services Committee Meeting
 - Strategic Planning Workshop

ATTACHMENT 7

- **ALGA**
 - ALGA Special Board meeting
 - ALGA Board Meeting x 2
 - ALGA Annual General Meeting
 - ALGA President and Vice President Meeting
- **LGIS**
 - JLT Management Committee Meeting x2
- Meeting with the City of Perth Lord Mayor & CEO
- Meeting with the City of Vincent Mayor & CEO
- Meeting with the City of Karratha Mayor & CEO
- Meeting with the Town of Port Headland Mayor & CEO
- Meeting with the Shire of Ashburton Mayor & CEO
- Band 4 Local Government Roundtable
- WALGA Public Libraries Forum 2024
- WALGA 2024 Local Government Convention & Annual General Meeting
- WALGA Mayors and Presidents Forum
- WALGA Public Libraries Forum
- Shire of Mundaring's President Sundowner
- WALGA Renewable Energy Forum
- Showcase in Pixels Celebration
- City of Melville Mayoral Dinner
- City of Stirling Christmas Dinner

Conferences, Workshops, Public Relations

- WA Women's Hall of Fame 2025
- Pathways to Politics for Women UWA Advisory Committee Meeting
- Energy Transition Meeting
- ALGAWA 2024 Women in Local Government Forum
- Goldfields Region Electricity Forum
- Department of Education, WA Education Awards
- 2025 Australian of the Year for Western Australia Awards
- Town Teams Movement Event 2024
- Road Safety Vanguard
- National Roads and Transport Congress

ATTACHMENT 8

Attachment 8: Regional Housing Advocacy – Minister for Energy Response (Item 7.2.5)[Back to Item 7.2.5](#)**Hon Reece Whitby MLA
Minister for Energy; Environment; Climate Action**

Our Ref: 79- 15735

Cr Scott Crosby
Chair
Great Southern Country Zone
lfogg@walga.asn.au

Dear Cr Crosby

Thank you for your letter dated 29 May 2024 regarding residential lands and housing in the Great Southern Region.

The Cook Government is making every effort to increase Western Australia's housing supply, including by accelerating the installation of new power connections for residential subdivisions.

I acknowledge that the timeframes for many customer connections and upgrades in the Western Power network have been extended, and I appreciate the impact these timeframes can have on local governments, landowners, and developers.

Recognising the importance of responding to this pressing issue, the Cook Government and Western Power have been working with industry, including the Urban Development Institute of Australia, to identify solutions to these challenges.

Western Power has implemented several initiatives over the last 12 months to mitigate delays, through the outsourcing of electrical design and construction work, streamlining of processes, recruitment of additional staff, and the introduction of a risk-based quality assurance process to fast-track simple projects.

Western Power is also working to manage supply chain issues by assessing market capacity and supply alternatives, working with suppliers to meet the needs of critical projects and increasing stock holdings of materials and equipment.

In addition to increased industry communication through industry bulletins and regular consultation, Western Power has also invested \$10 million in a new customer portal, to improve visibility of the process and provide forward notice to applicants on what information they need to provide in relation to their proposed connection.

I am advised that the new online customer portal is quickly gaining traction as the first port-of-call for customers. In the coming months, customers will be able to access even more functionality including interactive dashboards for tracking projects, structured pre-enquiry FAQs, and an ability to make and track enquiries.

8th Floor, Dumas House, 2 Havelock Street, West Perth Western Australia 6005
Telephone: +61 8 6552 6300 Email: Minister.Whitby@dpc.wa.gov.au
www.wa.gov.au ABN: 61 313 082 730

ATTACHMENT 8

Western Power also continues to work collaboratively with the Housing Supply Unit in the Department of Treasury to consider possible options for removing barriers to housing supply, particularly in regional areas. As part of this work, the Cook Government recently released the \$40 million *Unlocking Regional Accommodation Opportunities* stream of the Infrastructure Development Fund and I encourage the investigation of this opportunity for your region.

Thank you for raising this matter with me. I trust this information is of assistance.
Yours sincerely



Hon Reece Whitby MLA
MINISTER FOR ENERGY; ENVIRONMENT; CLIMATE ACTION

20 NOV 2024

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 NOVEMBER 2024

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT7537	01/11/2024	West Australian Newspaper	2024/2025 Bushfire Contact Directory- Great Southern Herald 10/10/2024	\$260.00
EFT7538	01/11/2024	Dhu South Electrical	Inspect fault on generator as requested, Diagnosed that generator RCD tripping due to multiple RCD's on circuit- Generator	\$3,421.33
EFT7539	01/11/2024	QFH Multiparts	3 x 20L Baya Roundup Ultra Max- Depot	\$555.06
EFT7540	01/11/2024	Edge Planning & Property	Planning services for September 2024 (7.25hrs @ \$143 per hour)- Review development applications and proposals and provide advice to the Shire on enquiries	\$1,140.42
EFT7541	01/11/2024	Dale Stuart Douglas	Bond Refund- Hire of Pavilion- 11/10/2024	\$400.00
EFT7542	01/11/2024	Team Global Express Pty Ltd	Freight- TQuip	\$43.15
EFT7543	01/11/2024	CGS Tyres	Supply and Fit 2 x Falken LT265/65R17 120S Wildpeak A/T AT3W plus disposal- WO 859	\$871.00
EFT7544	01/11/2024	Hunter Mechanical Services Pty Ltd	Service- WO 013, Replace hydraulic nose in lift ram, arrange hose fabrication, fit 6 x globes to lights- WO 005, Vehicle Service- WO 003, WO 859, WO 029, WO 00, Servicer Trailer & Pump- 1TGJ 026, WO 1761 & WO 1667, Replace wheel bearings and dust caps- Garden Trailer	\$4,969.96
EFT7545	01/11/2024	Nutrien Ag Solutions-Katanning	1 x 45kg Gas bottle- Rec Centre, 2 x 8.5kg Gas Cylinder & Gas- Cenetary Park & Lake Queerearrup	\$231.40
EFT7546	01/11/2024	ITR Pacific Pty Ltd	10 x Grader Blades- 6ftX6X5/8X5/ 8 BLT-HTR, 10 x Grader Blades- 7ftX6x5/8x5/ 8BLT-HTR, 5 x Pin Locks, 2 x End Bit Underlay 5H 16MM- WO 004 & WO 005	\$2,792.83
EFT7547	01/11/2024	Salty Creek Electrical	Smoke alarm & RCD checks- Various Shire Properties	\$2,824.80
EFT7548	01/11/2024	Albany Leading Edge HiFi Communications	1 x Megaphone AM 4042- Bushfire Brigade	\$89.95
EFT7549	01/11/2024	Katanning Stock & Trading	2 x Soft Close Struts, Draw Mounting Kit, Camlock, 25pk Stainless Steel cutting disc- Depot	\$154.40
EFT7550	01/11/2024	Kleenheat Gas	Equipment Service Charge- 2 x 45KG Gas Cylinder Rental- Unit 1 Wattleville	\$316.80
EFT7551	01/11/2024	LGISWA	Local Government Insurance Scheme- 30/6/2024 to 30/6/2025 2nd Instalment	\$63,791.92
EFT7552	01/11/2024	PCS	Setup and Install Office 365, Setup outlook profiles, Configure offsite backups- October 2024	\$2,550.00
EFT7553	01/11/2024	DFES	2024/2025 ESL Local Government Owned Properties	\$1,236.00
EFT7554	01/11/2024	Katanning Hardware	1 x 20 Litre Heavy Duty Truck Wash- Depot	\$132.85
EFT7555	01/11/2024	Kojonup Agricultural Supplies	1 x Stihl Ortange Nylene Line 261m- Depot	\$61.00
EFT7556	01/11/2024	Great Southern Waste Disposal	Removal of household rubbish- 29/8/2024 to 26/9/2024, Removal of recycling rubbish- 5th & 19th September 2024	\$3,645.60
EFT7557	13/11/2024	Shire of West Arthur	27KL (\$3.50 per KL) water taken from Rees Road Bore	\$94.50
EFT7558	13/11/2024	Moore Australia (WA) Pty Ltd	2024 WALGA Tax Webinar- Series 2- Fuel Tax Credits 25/10/2024	\$291.50
EFT7559	13/11/2024	QFH Multiparts	0.89mtr Ryco Diehard 3/8 2w hose 5100, 1 x Tail ORFS 11/16F X3/8 2W, 1 x Tail ORFS 11/16F45DX3/82W, 1 x Multi Hyd Hose Assembly- WO 005	\$155.58

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 NOVEMBER 2024

EFT7560	13/11/2024 ABA Security & Electrical	Change and add alarm user codes, Add reporting of user codes to all codes and confirm user codes reporting to monitoring station	\$239.80
EFT7561	13/11/2024 Corsign WA Pty Ltd	50 x Orange Canvas Saddle Bags 600x500mm with handle, 100 x ARC-060 Uni Strut Bracket, 200 x M8X65 Bolt Setup (Cupheads)	\$1,584.00
EFT7562	13/11/2024 WA Contract Ranger Services	Ranger Services- 8/10/2024 & 16/10/2024	\$418.00
EFT7563	13/11/2024 Team Global Express Pty Ltd	Freight- Corsign	\$154.50
EFT7564	13/11/2024 BGL Solutions	Oval Maintenance- October 2024	\$3,798.78
EFT7565	13/11/2024 Kahlia Elizabeth Stephens	Reimbursement- Accomodation- WALGA Convention	\$540.00
EFT7566	13/11/2024 Shayne & Colette Annice	Purchase of Artwork- Woodanilling Art Exhibition 2024	\$400.00
EFT7567	13/11/2024 The Woody Shop	Fuel & Milk- Depot	\$441.58
EFT7568	13/11/2024 CGS Tyres	Major repair on loader tyre- WO 007	\$1,242.20
EFT7569	13/11/2024 APPS Plumbing and Gas Wagin	Replace broken pan in ladies toilets- Centenary Park, Repair ignition on gas cooker- Rec Centre, Cleared blocked drains- Town Hall	\$2,282.50
EFT7570	13/11/2024 Hannah Wilson	Reimbursement of Depot Refreshments	\$79.35
EFT7571	13/11/2024 Price Consulting Group	Establish probation KPI'S for the CEO, Facilitation of a desktop probation review	\$2,843.50
EFT7572	13/11/2024 Impact Minerals Limited	Rates refund for assessment A686 E70/05761 MINING TENEMENT WOODANILLING WA 6316	\$58.07
EFT7573	13/11/2024 Katanning Stock & Trading	1 x 7pin Metal Plug, 1 x 7pin Metal Base- Trailer Connectors	\$53.00
EFT7574	13/11/2024 WALGA	2024 WALGA Convention- CEO, Shire President, Deputy Shire Presidents and Councillors	\$9,994.80
EFT7575	13/11/2024 Great Southern Fuel Supplies	Statement- October 2024	\$8,759.01
EFT7576	13/11/2024 Shire of Katanning	CESM Cost Sharing- 1/7/2024 to 30/9/2024	\$3,113.60
EFT7577	13/11/2024 Campbell Beck's Smart Shop	6 x 15ltr Water Bottle Refills- Depot	\$50.00
EFT7578	13/11/2024 PCS	1 x HPE Duel Intel Server, 128Gb RAM, 2x300Gb SAS, 2 x Windows Server Std 2022, 1 x 12Windows Server CAL, 8 x Remote User CALS for Window Server	\$23,341.10
EFT7579	13/11/2024 Katanning Hardware	Exchange 1 x Onegas 52 G Bottle & Gas	\$190.00
EFT7580	13/11/2024 Kojonup Agricultural Supplies	1 x Stihl Cord CF3 Pro, 2 x Stihl Orange Nylon Line 261M	\$134.00
EFT7581	13/11/2024 Albany Best Office Systems	Photocopier Count- 20/9/2024 to 20/10/2024 Colour- 3608 copies, Black/White- 2786 copies	\$613.35
EFT7582	28/11/2024 Dhu South Electrical	Replace fluro about switchboard to LED, Inspect & diagnose instant Hot Water System and Dishwasher, Replace fluro on veranda- Rec Centre Pavilion	\$1,014.75
EFT7583	28/11/2024 Ciara Whitmore	Reimbursement- DOT Training- Parking, Travel & Meals	\$941.57
EFT7584	28/11/2024 Darren Long Consulting	Prepare Monthly Financial Reports, Review Superannation, Make adjustments to Annual Financial Report, Prepare audit workpapers for R2R Annual Report, Prepare and finalise financial analytics for audit, Prepare Long Term Financial Plan template, Finalise monthly financial reports- October 2024	\$10,793.75
EFT7585	28/11/2024 Broadacre Auto Electrics	Remove and Replace Air Con Compressor, Receiver Drier, Accumlator and cabin filters. Service and regas aircon- WO 005	\$3,998.15
EFT7586	28/11/2024 Wagin Fire Breaks	5 x 8hr days Slashing Fire Tracks & Parklands including travel	\$4,150.00

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 NOVEMBER 2024

EFT7587	28/11/2024	Kulture Koatings	Diamond Grind all areas to remove any contamination, Repair where required, Apply primer coat and 2 x coats single coloured sealer- Town Enhancement Project- Cenetary Park Toliets	\$2,959.00
EFT7588	28/11/2024	C29 Metals Limited	Rates Refund	\$424.38
EFT7589	28/11/2024	ATO	BAS- September 2024	\$18,683.00
EFT7590	28/11/2024	Philip Swain	EHO Services- November 2024	\$2,488.96

EFT Total Payments				\$195,814.75
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Cheque Payments

Total Cheque Payments				0.00
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Direct Debit Payments

DD5820.1	07/11/2024	Water Corporation	Water Usage- 15/8/2024 to 16/10/2024, Service Charge- 1/9/2024 to 31/10/2024- Townsite Standpipe	\$2,617.54
DD5820.4	01/11/2024	Water Corporation	Water Usage- 09/8/2024 to 10/10/2024, Service Charge- 1/9/2024 to 31/10/2024- Cenetary Park	\$221.90
DD5828.1	06/11/2024	Aware Super	Superannuation contributions	\$290.45
DD5828.2	06/11/2024	Colonial Select Personnel Super	Superannuation contributions	\$169.45
DD5828.3	06/11/2024	REST	Superannuation contributions	\$380.00
DD5828.4	06/11/2024	TWU Superannuation Fund	Superannuation contributions	\$132.55
DD5828.5	06/11/2024	Australian Super	Payroll deductions	\$971.49
DD5828.6	06/11/2024	Australian Retirement Trust	Payroll deductions	\$586.08
DD5828.7	06/11/2024	Spirit Super	Superannuation contributions	\$147.02
DD5840.1	04/11/2024	NAB - Credit Card	Statement- October 2024	\$1,624.73
DD5841.1	13/11/2024	Synergy	Power Usage and Supply Charge- 21/8/2024 to 18/10/2024- Various Shire Properties	\$1,736.13
DD5841.2	12/11/2024	Synergy	Power Usage and Supply Charge- 22/8/2024 to 21/10/2024- Various Shire Properties	\$158.26
DD5841.3	11/11/2024	Synergy	Power Usage and Supply Charge- 22/8/2024 to 21/10/2024- Various Shire Properties	\$1,753.44
DD5842.1	15/11/2024	Connect Technology Australia	Landline Distribution- Call Charges 28/9/2024 to 27/10/2024, Mobile Access Fee- 28/10/2024 to 27/11/2024	\$367.95
DD5842.2	14/11/2024	Message4U Pty Ltd	Monthly Access Fee- 1/11/2024 to 30/11/2024	\$46.20
DD5842.3	13/11/2024	Telstra Limited	Mobile Distribution- 25/10/2024 to 24/11/2024- CEO, EMI, LH, TM & OSH Ipad	\$435.79
DD5846.1	13/11/2024	Aware Super	Superannuation contributions	\$290.45
DD5846.2	13/11/2024	Colonial Select Personnel Super	Superannuation contributions	\$145.36
DD5846.3	13/11/2024	REST	Superannuation contributions	\$359.92
DD5846.4	13/11/2024	TWU Superannuation Fund	Superannuation contributions	\$132.55
DD5846.5	13/11/2024	Australian Super	Payroll deductions	\$946.21
DD5846.6	13/11/2024	Australian Retirement Trust	Payroll deductions	\$586.08
DD5846.7	13/11/2024	Spirit Super	Superannuation contributions	\$147.02
DD5853.1	20/11/2024	Aware Super	Superannuation contributions	\$290.45
DD5853.2	20/11/2024	Colonial Select Personnel Super	Superannuation contributions	\$169.45
DD5853.3	20/11/2024	REST	Superannuation contributions	\$389.13
DD5853.4	20/11/2024	TWU Superannuation Fund	Superannuation contributions	\$132.55
DD5853.5	20/11/2024	Australian Super	Payroll deductions	\$971.49
DD5853.6	20/11/2024	Australian Retirement Trust	Payroll deductions	\$586.08
DD5853.7	20/11/2024	Spirit Super	Superannuation contributions	\$147.02

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 NOVEMBER 2024**

DD5855.1	27/11/2024	Aware Super	Superannuation contributions	\$256.63
DD5855.2	27/11/2024	Colonial Select Personnel Super	Superannuation contributions	\$169.45
DD5855.3	27/11/2024	REST	Superannuation contributions	\$380.00
DD5855.4	27/11/2024	TWU Superannuation Fund	Superannuation contributions	\$132.55
DD5855.5	27/11/2024	Australian Super	Payroll deductions	\$971.49
DD5855.6	27/11/2024	Australian Retirement Trust	Payroll deductions	\$607.81
DD5855.7	27/11/2024	Spirit Super	Superannuation contributions	\$147.02
DD5880.1	15/11/2024	3E Advantage Pty Limited	1 x Ricoh IMC3500 MFP Photocopier Rental- November 2024	\$165.00
DD5880.2	19/11/2024	ClickSuper	Transaction & Facility Fee- October 2024	\$17.05
DD5880.3	25/11/2024	Synergy	Power Usage and Supply- 20/8/2024 to 1/11/2024	\$224.44
DD5880.4	22/11/2024	Synergy	Power Usage and Supply- 25/9/2024 to 24/10/2024- Various Shire Properties	\$657.97
DD5880.5	28/11/2024	Synergy	Power Usage & Supply- 20/8/2024 to 17/10/2024- Various Shire Properties	\$446.71

Total Direct Debit Payments **\$21,108.86**

Municipal Account List of Payments Total **\$216,923.61**

Credit Card Details - DD5840.1

Name	Description		
02/10/2024	Adobe	Adobe Subscription- 30/09/2024 to 30/10/2024	\$ 244.94
08/10/2024	Safety Culture	Safety Culture- Annual Plan, iAuditor 10/9/2024 to 10/09/2025	\$ 316.80
09/10/2024	Noggos Kitchen	Noggos Kitchen- Refreshments- WALGA Convention, CEO & Shire President	\$ 64.00
10/10/2024	City of Perth	City of Perth- Parking- WALGA Convention	\$ 40.00
14/10/2024	City of Perth	City of Perth- Parking- WALGA Convention	\$ 25.24
15/10/2024	BWS -Woolworths	BWS- Refreshments for OCM 15/10/2024	\$ 27.00
15/10/2024	Woolworths	Woolworths- Refreshments- OCM 15/10/2024	\$ 84.70
15/10/2024	Woolworths	Woolworths- Refreshments- Volunteer Bushfire Breakfast	\$ 229.96
18/10/2024	Starlink	Starlink Subscription- 16/10/2024 to 16/11/2024- Shire Office, Council Chambers and Depot	\$ 139.00
23/10/2024	Zoom	Zoom- Monthly Access Fee- 22/10/2024 to 21/11/2024	\$ 22.39
28/10/2024	Starlink	Starlink Subscription- 25/10/2024 to 25/11/2024- 3327 Robinson Road	\$ 139.00
28/10/2024	Starlink	Starlink Subscription- 25/10/2024 to 25/11/2024- 3340 Robinson Road	\$ 139.00
29/10/2024	Credit Card	Credit Card Fee- October 2024	\$ 9.00

Credit Card TOTAL on DD5840.1 **\$ 1,624.73**

Great Southern Fuel Supplies- Fuel Card Purchases- EFT7575

14/10/2024	Great Southern Fuel- Inv 17009145 (Raised on Purchase Order)	12x450g Premium Heavy Duty Grease	\$231.64
16/10/2024	Great Southern Fuel- Inv D2194520 (Raised on Purchase Order)	Bulk Fuel Diesel- 5000 litres @ \$1.51442 per litre (ex GST)	\$8,329.31
31/10/2014	Fuel Card Purchases	Fuel Card - WO 00 & WO 0	\$198.06

Great Southern Fuel Supplies TOTAL on EFT7575 **\$ 8,759.01**

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 30 NOVEMBER 2024

CERTIFICATE OF Chief Executive Officer

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to the prices, computations, and costings and the amounts shown are due for payment.

Signed by

A handwritten signature in black ink, appearing to be 'PH', is written over a horizontal line.

Paul Hanlon
Chief Executive Officer



SHIRE OF WOODANILLING

MONTHLY FINANCIAL REPORT

30 NOVEMBER 2024

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**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 NOVEMBER 2024

Prepared by: Darren Long (Finance Consultant)

Reviewed by: Paul Hanlon (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement. The Shire currently holds no monies in its Trust Fund.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of the Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which are which are not directly related to specific shire services.
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>HEALTH</p> <p>To provide an operational framework for good community health.</p>	Food and water quality, pest control, immunisation services, child health services and health education.
<p>EDUCATION AND WELFARE</p> <p>To meet the needs of the community in these areas.</p>	Management and support for families, children, youth and the aged within the community by providing Youth, Aged and Family Centres, Home and Community Aged Care Programs and assistance to schools.
<p>HOUSING</p> <p>To help ensure adequate housing.</p>	Provision of residential housing for council staff. Provision of housing for aged persons, low income families, government and semi government employees.
<p>COMMUNITY AMENITIES</p> <p>Provide services required by the community.</p>	Rubbish collection services and disposal of waste, stormwater drainage, protection of the environment, town planning and regional development and other community amenities (cemeteries and public toilets).
<p>RECREATION AND CULTURE</p> <p>To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.</p>	Public halls, recreation and aquatic centres, parks and reserves, libraries, heritage and culture.
<p>TRANSPORT</p> <p>To provide effective and efficient transport services to the community.</p>	Construction and maintenance of roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance.
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control Shire's overhead operating accounts.</p>	Private works, public works overheads, plant and equipment operations, town planning schemes and activities not reported in the above programs.

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$		\$
General Purpose Funding	(53,582)	(16,174)	(8,565)
Governance	(286,976)	(96,492)	(209,590)
Law, Order, Public Safety	(185,098)	(97,719)	(51,299)
Health	(58,513)	(27,308)	(11,005)
Education and Welfare	(93,356)	(41,610)	(20,186)
Housing	(76,161)	(37,796)	(19,349)
Community Amenities	(275,083)	(111,211)	(77,542)
Recreation and Culture	(315,715)	(129,194)	(67,666)
Transport	(2,916,034)	(1,206,856)	(428,827)
Economic Services	(98,860)	(48,752)	(18,794)
Other Property and Services	(2,672)	(28,583)	41,296
Operating Expenses	(4,362,050)	(1,841,695)	(871,528)
REVENUE			
General Purpose Funding	1,152,485	1,105,781	1,151,563
Governance	25,050	20	7,999
Law, Order, Public Safety	98,929	42,819	20,446
Health	430	92	0
Education and Welfare	108,589	73,650	24,420
Housing	12,980	5,405	7,676
Community Amenities	69,654	63,260	65,459
Recreation and Culture	2,925	2,715	2,067
Transport	199,630	139,240	161,668
Economic Services	36,050	4,380	35,617
Other Property & Services	18,375	8,441	6,203
Operating Revenue	1,725,097	1,445,803	1,483,117
Sub-Total	(2,636,953)	(395,893)	611,589
NON-OPERATING REVENUE			
General Purpose Funding	531,685	0	0
Community Amenities	40,014	0	0
Transport	1,148,663	585,500	387,010
Total Non-Operating Revenue	1,720,362	585,500	387,010
PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Profit	0		0
Transport Profit	0		0
Total Profit/(Loss)	0		0
NET RESULT	(916,591)	189,608	998,599
Other Comprehensive Income			
Changes on revaluation of non-current assets	0		0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(916,591)	189,608	998,599

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses			
Employee Costs	(1,264,215)	(464,384)	(428,362)
Materials and Contracts	(833,539)	(367,026)	(216,059)
Utility Charges	(100,700)	(38,180)	(26,595)
Depreciation on Non-Current Assets	(1,819,595)	(758,138)	0
Interest Expenses	0	0	0
Insurance Expenses	(123,786)	(123,808)	(115,985)
Other Expenditure	(220,215)	(90,159)	(84,527)
Operating Expenses	(4,362,050)	(1,841,695)	(871,528)
Revenue			
Rates	1,103,601	1,095,601	1,095,166
Operating Grants, Subsidies and Contributions	338,747	219,679	214,411
Fees and Charges	253,499	120,133	160,176
Service Charges	0	0	0
Interest Earnings	25,800	8,950	8,986
Other Revenue	3,450	1,440	4,379
Operating Revenue	1,725,097	1,445,803	1,483,117
Sub-total	(2,636,953)	(395,893)	611,589
Non-Operating Grants, Subsidies & Contributions	1,720,362	585,500	387,010
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
Non-Operating Revenue	1,720,362	585,500	387,010
Net Result	(916,591)	189,608	998,599
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(916,591)	189,608	998,599

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	VARIANCE \$ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	\$	\$	\$			
Rates other than General Rates	(23,648)	(31,648)	(28,031)	Within Threshold	(11.43%)	
Operating Grants, Subsidies and Contributions	338,747	219,679	214,411	(5,268)	Within Threshold	
Fees and Charges	253,499	120,133	160,175	40,042	33.33%	▲
Interest Earnings	25,800	8,950	8,986	Within Threshold	Within Threshold	
Other Revenue	3,450	1,440	4,379	Within Threshold	204.10%	
Profit on the disposal of assets	0	0	0	Within Threshold	0%	
	597,848	318,554	359,920			
LESS OPERATING EXPENDITURE						
Employee Costs	(1,264,215)	(464,384)	(428,362)	36,022	Within Threshold	
Materials and Contracts	(833,539)	(367,026)	(216,059)	150,967	(41.13%)	
Utility Charges	(100,700)	(38,180)	(26,595)	11,585	30.34%	
Depreciation on Non-Current Assets	(1,819,595)	(758,138)	0	758,138	100.00%	
Interest Expenses	0	0	0	Within Threshold	0%	
Insurance Expenses	(123,786)	(123,808)	(115,985)	7,823	Within Threshold	
Other Expenditure	(220,215)	(90,159)	(84,527)	5,632	Within Threshold	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
	(4,362,050)	(1,841,695)	(871,528)			
Amount Attributable to Operating Activities	(3,764,202)	(1,523,141)	(511,608)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Profit/ on the disposal of assets	0	0	0	0	0%	
(Loss) on the disposal of assets	0	0	0	0	0%	
Depreciation Written Back	1,819,595	758,138	0	(758,138)	(100.00%)	▼
	1,819,595	758,138	0			
<i>Sub Total</i>	(1,944,607)	(765,003)	(511,608)			
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,000)	(5,000)	0	Within Threshold	100.00%	
Purchase Plant and Equipment	(12,000)	(12,000)	0	12,000	100.00%	
Purchase Furniture and Equipment	(33,700)	(33,700)	(23,345)	10,355	30.73%	
Infrastructure Assets - Roads	(1,785,677)	(692,363)	(520,406)	171,957	24.84%	
Infrastructure Assets - Drainage	(66,345)	0	(3,217)	Within Threshold	0.00%	
Infrastructure Assets - Other	(105,000)	(4,200)	(2,690)	Within Threshold	35.95%	
Inflows from investing activities						
Proceeds from Sale of Assets	8,900	8,900	7,957	Within Threshold	(10.60%)	
Non-Operating Grants, Subsidies for the Development of Assets	1,720,362	585,500	387,010	(198,490)	(33.90%)	▼
Amount Attributable to Investing Activities	(278,460)	(152,863)	(154,691)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to Reserves	(239,563)	(4,165)	(5,810)	Within Threshold	(39.50%)	
Inflows from financing activities						
Transfer from Reserves	105,481	0	0	0	0%	
Amount Attributable to Financing Activities	(134,082)	(4,165)	(5,810)			
Sub Total	(2,357,149)	(922,031)	(672,109)			
FUNDING FROM						
Estimated Opening Surplus at 1 July	1,229,900	1,229,900	1,354,241	124,341	10.11%	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,435,118	1,805,329			
Total Deficiency to be funded from Rates	(1,127,249)	(1,127,249)	(1,123,197)			
AMOUNT RAISED FROM RATES	1,127,249	1,127,249	1,123,197			

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR ▲▼
OPERATING REVENUE						
General Purpose Funding	\$ 25,236	\$ (21,469)	\$ 28,366	49,835	(232%)	
Governance	25,050	20	7,999	7,979	39895%	▲
Law, Order Public Safety	98,929	42,819	20,446	(22,373)	(52%)	▼
Health	430	92	0	Within Threshold	100%	
Education and Welfare	108,589	73,650	24,420	(49,230)	(67%)	▼
Housing	12,980	5,405	7,676	Within Threshold	(42%)	
Community Amenities	69,654	63,260	65,458	Within Threshold	Within Threshold	
Recreation and Culture	2,925	2,715	2,067	Within Threshold	24%	
Transport	199,630	139,240	161,668	22,428	(16%)	▲
Economic Services	36,050	4,380	35,617	31,237	713%	▲
Other Property and Services	18,375	8,441	6,203	Within Threshold	(27%)	
	597,848	318,554	359,920			
LESS OPERATING EXPENDITURE						
General Purpose Funding	(53,582)	(16,174)	(8,565)	7,609	47%	
Governance	(286,976)	(96,492)	(209,591)	(113,099)	(117%)	
Law, Order, Public Safety	(185,098)	(97,719)	(51,299)	46,420	48%	
Health	(58,513)	(27,308)	(11,005)	16,303	60%	
Education and Welfare	(93,356)	(41,610)	(20,186)	21,424	51%	
Housing	(76,161)	(37,796)	(19,349)	18,447	49%	
Community Amenities	(275,083)	(111,211)	(77,542)	33,669	30%	
Recreation and Culture	(315,715)	(129,194)	(67,666)	61,528	48%	
Transport	(2,916,034)	(1,206,856)	(428,827)	778,029	64%	
Economic Services	(98,860)	(48,752)	(18,794)	29,958	61%	
Other Property & Services	(2,672)	(28,583)	41,296	69,879	244%	
	(4,362,050)	(1,841,695)	(871,528)			
Amount Attributable to Operating Activities	(3,764,202)	(1,523,142)	(511,608)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Movement in LG House Unit Trust	0	0	0	0	0%	
Profit/(Loss) on the disposal of assets	0	0	0	0	0%	
Depreciation Written Back	1,819,595	758,138	0	(758,138)	(100.00%)	▼
Total Items Excluded from Operating Activities	1,819,595	758,138	0			
Net Amount Attributable to Operating Activities	(1,944,607)	(765,004)	(511,608)			
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,000)	(5,000)	0	Within Threshold	100%	
Purchase Plant and Equipment	(12,000)	(12,000)	0	12,000	100%	
Purchase Furniture and Equipment	(33,700)	(33,700)	(23,345)	10,355	31%	
Infrastructure Assets - Roads	(1,785,677)	(692,363)	(520,406)	171,957	25%	
Infrastructure Assets - Footpaths	0	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(66,345)	0	(3,217)	Within Threshold	0%	
Infrastructure Assets - Other	(105,000)	(4,200)	(2,690)	Within Threshold	(36%)	
Inflows from investing activities						
Proceeds from Sale of Assets	8,900	8,900	7,957	Within Threshold	(11%)	
Non-Operating Grants, Subsidies for the Development of Assets	1,720,362	585,500	387,010	(198,490)	(34%)	▼
Amount Attributable to Investing Activities	(278,460)	(152,863)	(154,691)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to Reserves	(239,563)	(4,165)	(5,810)	Within Threshold	(39%)	
Inflows from financing activities						
Transfer from Reserves	105,481	0	0	0	0%	
Amount Attributable to Financing Activities	(134,082)	(4,165)	(5,810)			
Sub Total	(2,357,149)	(922,032)	(672,109)			
FUNDING FROM						
Estimated Opening Surplus at 1 July	1,229,900	1,229,900	1,354,241	124,341	10.11%	▲
Closing Surplus/(Deficit) at Reporting Date	0	1,435,118	1,805,329			
Total Deficiency to be funded from Rates	(1,127,249)	(1,127,249)	(1,123,197)			
AMOUNT RAISED FROM RATES	1,127,249	1,127,249	1,123,197			

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	ACTUAL YTD	30/06/2024
<u>Current Assets</u>		
Cash at bank and on Hand	2,263,074	2,154,059
Restricted Cash - Bonds & Deposits	5,000	5,000
Restricted Cash Reserves	1,030,572	1,024,762
Trade Receivables	246,170	162,282
Contract Assets	188,102	188,102
Self Supporting Loan	0	0
Stock on Hand	-11,934	7,831
Total Current Assets	3,720,983	3,542,035
<u>Current Liabilities</u>		
Trade Creditors	(76,343)	(404,090)
Rates paid in advance	0	0
Bonds and Deposits	(9,522)	(13,822)
Accrued Interest on Loans	0	0
Accrued Expense	0	0
ATO Liabilities	(43,350)	(22,462)
Contract Liability	(721,389)	(688,180)
Loan Liability	0	0
Provisions	(71,628)	(71,628)
Total Current Liabilities	(922,232)	(1,200,182)
 Sub-Total	 2,798,752	 2,341,853
Adjustments		
LESS Cash Backed Reserves	(1,030,572)	(1,024,762)
LESS Self Supporting Loan	0	0
ADD: Current Loan Liability	0	0
ADD: LS Leave provision	37,149	37,149
Rounding	0	1
Net Current Position	1,805,329	1,354,241

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Statement of Financial Activity for each months financial statements. Any material variances on the Statement of Financial Activity are reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Woodanilling, material variances are to be reported when exceeding 10%, and a minimum of \$5,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants & Contributions	219,679	214,411	(5,268)	Within Threshold	TIMING	Increase in Grants Commission Grant - General by \$31K, Increase in Grants Commission Grant - Roads by \$10K, Increase in Australia Day Grant by \$8K, Decrease in MAF Projects Income by \$33K, Increase in LGGS Bushfire Grant by \$6K, Decrease in Income Relating to Well Aged Housing by \$50K, Increase in Direct Maintenance Grant Income by \$22K, Decrease in Diesel Fuel Rebate by \$4K
Fees & Charges	120,133	160,175	40,042	33%	TIMING	Increase in Other Income Relating to Rates by \$5K, Decrease in Transport Licensing Clearing Acc by \$3K, Increase in Income Relating to Standpipe Fees by \$31K
<u>Operating Expenses</u>						
Employee Costs	(464,384)	(428,362)	36,022	Within Threshold	TIMING	Decrease in Expenses Relating to Administration by \$16K, Decrease in Fringe Benefits Tax by \$7K, Decrease in Expenses Relating to MAF by \$3K, Increase in Tip Maintenance Costs by \$5K, Decrease in Maintenance - Direct Grants by \$5K, Decrease in Maintenance - Muni Fund Roads by \$37K, Increase in Expenses Relating to The Shire Depot by \$52K, Decrease in Public Works Supervisor Salaries by \$14K, Decrease in Public Works Superannuation by \$9K, Decrease in Gross Salaries and Wages by \$72K, Increase in Salaries and Wages Allocated to Works by \$79K

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

EXPLANATION OF MATERIAL VARIANCES

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For the Shire of Woodanilling, material variances are to be reported when exceeding 10%, and a minimum of \$5,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(367,026)	(216,059)	150,967	-41%	TIMING	Decrease in Expenses Relating to Members by \$32K, Decrease in Consulting & Relief Staff by \$64K, Decrease in Administration Costs Recovered by \$225K, Decrease in Expenses in relation to MAF by \$24K, Decrease in Tip Maintenance Costs by \$8K, Decrease in Expenses Relating to Other Community Amenities by \$9K, Decrease in Expenses Relating to Streets, Roads, Bridges & Depot Maintenance by \$81K, Decrease in Maintenance - Muni Fund Roads by \$91K, Increase in Expenses relating to the Shire Depot by \$44K, Decrease in Expenses Relating to Tourism & Area Promotion by \$9K, Decrease in Fuels and Oils by \$19K, Decrease in Tyres by \$11K, Decrease in Parts and Repairs by \$20K, Decrease in Plant Operation Costs Allocated to Works by \$75K, Decrease in Plant Depreciation Costs Allocated to Works by \$14K
Utility Charges	(38,180)	(26,595)	11,585	30%	TIMING	Various small increases and decreases that total a movement of \$6K, Decrease in Expenses relating to Standpipes by \$6K
Depreciation on Assets	(758,138)	0	758,138	100%	TIMING	
Insurance Expenses	(123,808)	(115,985)	7,823	Within Threshold	TIMING	Decrease in Members Insurance by \$4K, Increase in Administration Insurance by \$3K, Decrease in Workers Compensation Insurance by \$3K
Other Expenses	(90,159)	(84,527)	5,632	Within Threshold	TIMING	Increase in Subscriptions by \$7K, Decrease in Donations by \$4K, Increase in Fringe Benefits Tax by \$11K, Decrease in Admin Subscriptions by \$10K, Increase in Transport Licensing Payments by \$11K, Decrease in Works Crew Staff Training by \$2K

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Statement of Financial Activity for each months financial statements. Any material variances on the Statement of Financial Activity are reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Woodanilling, material variances are to be reported when exceeding 10%, and a minimum of \$5,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Purchase Plant and Equipment	(12,000)	0	12,000	100%	TIMING	Decrease in CCTV & Street Lighting by \$12K
Purchase Furniture and Equipment	(33,700)	(23,345)	10,355	31%	TIMING	
Infrastructure Assets - Roads	(692,363)	(520,406)	171,957	25%	TIMING	Decrease in Youngs Road Reform and Resheet by \$7K, Decrease in RTR Gorn Road by \$12K, Increase in Robinson West Road Shoulder Rehab by \$1K, Decrease in Leggoe Road Construction by \$52K, Increase in LRC Orchard Road by \$7K, Decrease in Robinson West - Reconstruct, Widen, Seal by \$110K
Non-Operating Grants, Subsidies for the Development of Assets	585,500	387,010	(198,490)	-34%	TIMING	Increase in RTR Grants of \$7k, Decrease in RRG grants of \$191k

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2024

	2023-2024 ACTUAL \$	2024-2025 ACTUAL \$	Variance \$
Current assets			
Unrestricted Cash & Cash Equivalents	2,154,059	2,263,074	109,015
Restricted Cash & Cash Equivalents - Reserves	1,024,762	1,030,572	5,810
Restricted Cash & Cash Equivalents - Other	5,000	5,000	0
Trade and other receivables	161,442	245,330	83,888
Contract Assets	188,102	188,102	0
Inventories	7,831	-11,934	-19,765
Other Assets	840	840	0
Total current assets	3,542,035	3,720,983	178,948
Non-current assets			
WALGA LG House Unit Trust	41,585	41,585	0
Deferred Rates	17,110	17,110	0
BKW COOP Shares	0	0	0
Land	522,000	522,000	0
Buildings	6,676,141	6,676,141	-0
Furniture & Equipment	78,759	102,103	23,344
Plant & Equipment	522,581	514,624	-7,957
Road Infrastructure	51,871,215	52,391,621	520,406
Footpath Infrastructure	179,170	179,170	0
Drainage Infrastructure	6,336,010	6,339,227	3,217
Parks & Ovals Infrastructure	788,169	790,859	2,690
Other infrastructure	189,884	189,884	0
Total non-current assets	67,222,623	67,764,323	541,700
Total assets	70,764,658	71,485,306	720,648
Current liabilities			
Trade and other payables	404,090	76,343	327,747
ATO Liabilities	22,462	43,350	-20,887
Bonds & Deposits	13,822	9,522	4,300
Grant Liability	688,180	721,389	-33,209
Provisions	71,628	71,628	0
Total current liabilities	1,200,182	922,232	277,951
Non-current liabilities			
Interest-bearing loans and borrowings	0	0	0
Provisions	5,882	5,882	0
Total non-current liabilities	5,882	5,882	0
Total liabilities	1,206,064	928,114	277,951
Net assets	69,558,594	70,557,193	998,599
Equity			
Retained surplus	12,063,448	12,057,638	-5,810
Net Result	0	998,599	998,599
Reserve - asset revaluation	56,470,384	56,470,384	0
Reserve - Cash backed	1,024,762	1,030,572	5,810
Total equity	69,558,594	70,557,193	998,599

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

	2023-24 ACTUAL \$	2024-25 BUDGET \$	2024-25 ACTUAL \$
<i>Cash Flows from operating activities</i>			
Payments			
Employee Costs	(1,254,046)	(909,264)	(408,656)
Materials & Contracts	(318,220)	(1,012,661)	(545,807)
Utilities (gas, electricity, water, etc)	(134,250)	(100,685)	(26,595)
Insurance	(113,746)	(112,410)	(115,985)
Interest Expense	0	0	0
Goods and Services Tax Paid	(31,602)	(150,000)	15,269
Other Expenses	(234,088)	(252,590)	(61,676)
	(2,085,952)	(2,537,610)	(1,143,450)
Receipts			
Rates	988,296	988,172	973,202
Operating Grants & Subsidies	1,541,748	225,116	271,667
Fees and Charges	280,613	276,594	160,117
Interest Earnings	21,387	9,800	8,986
Goods and Services Tax	0	150,000	0
Other	14,504	10,750	(1,006)
	2,846,548	1,660,432	1,412,966
<i>Net Cash flows from Operating Activities</i>	760,596	(877,178)	269,516
<i>Cash flows from investing activities</i>			
Payments			
Purchase of Land	0	0	0
Purchase of Buildings	(6,840)	(90,000)	0
Purchase of Plant and Equipment	(317,115)	(208,100)	0
Purchase of Furniture and Equipment	0	0	(23,344)
Purchase of Road Infrastructure Assets	(486,770)	(1,278,424)	(520,407)
Purchase of Footpath Assets	(71,392)	(50,000)	0
Purchase Drainage Assets	(43,382)	(109,727)	(3,217)
Purchase of Other Infrastructure Assets	(8,554)	(59,536)	(2,690)
Receipts			
Proceeds from Sale of Assets	104,245	24,000	7,957
Non-Operating grants used for Development of Assets	565,955	1,098,414	387,010
<i>Net Cash Flows from Investing Activities</i>	(263,853)	(673,373)	(154,691)
<i>Cash flows from financing activities</i>			
Repayment of Debentures	0	0	0
Revenue from Self Supporting Loans	0	0	0
Proceeds from New Debentures	0	0	0
<i>Net cash flows from financing activities</i>	0	0	0
Net increase/(decrease) in cash held	496,743	(1,550,551)	114,825
Cash at the Beginning of Reporting Period	2,687,077	2,687,105	3,183,820
Cash at the End of Reporting Period	3,183,820	1,136,554	3,298,645

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

Notes

	2023-24 ACTUAL	2024-25 BUDGET	2024-25 ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - unrestricted	2,153,609	120,746	1,562,624
Cash at Bank - restricted	1,029,762	1,015,808	1,735,571
Cash on Hand	450	0	450
TOTAL CASH	3,183,821	1,136,554	3,298,645
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(926,344)	(359,297)	998,599
Add back Depreciation	1,835,197	865,691	0
(Gain)/Loss on Disposal of Assets	(20,548)	-	0
Adjustments to fair value of financial assets at fair value through profit and loss	(840)		0
Contributions for the Development of Assets	(565,954)	(1,098,414)	(387,010)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(1,911)	-	19,765
(Increase)/Decrease in Receivables	(249,204)	-	(83,888)
(Increase)/Decrease in Other financial assets	-	-	0
Increase/(Decrease) in Accounts Payable	722,182	-	(277,950)
Increase/(Decrease) in Prepayments	-	-	0
Increase/(Decrease) in Employee Provisions	(31,981)	-	0
Increase/(Decrease) in other liabilities	-	(285,158)	
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	760,596	(877,178)	269,516

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2024

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2024/2025 Total Budget	2024/2025 YTD Budget	2024/2025 YTD Actuals	% of Annual Budget
Governance								
042310	Administration Furniture & Equipment - New Server	CEO	F&E	Renewal	33,700	33,700	23,344	69%
					33,700	33,700	23,344	
Law, Order & Public Safety								
LRC319	CCTV & Street Lighting	EMI	P&E	Upgrade	12,000	12,000	0	0%
					12,000	12,000	0	
Community Amenities								
DWER1	Dwer Dam Project	EMI	DRAIN	Upgrade	66,345	0	3,217	5%
LRC450	LRCI 4A - Woodanilling Townsite Enhancement	EMI	OTHER	Upgrade	105,000	4,200	2,690	3%
					171,345	4,200	5,907	
Recreation & Culture								
BC004	Town Hall Access Railing	EMI	L&B	Upgrade	5,000	5,000	0	0%
					5,000	5,000	0	
Transport								
RRG67	RRG - Oxley Road	EMI	ROAD	Renewal	301,927	0	0	0%
RGA66	Robinson Rd West - Reconstruct, Widen, Seal	EMI	ROAD	Upgrade	502,075	130,068	19,808	4%
R2R35	RTR/LRCI4A - Burt Road	EMI	ROAD	Renewal	170,000	0	0	0%
R2R63	RTR - Oxley Road C/Over 23-24 (Pavement Repairs)	EMI	ROAD	Renewal	353,942	353,942	354,491	100%
R2R263	RTR - Oxley Road (Shoulder Rehab)	EMI	ROAD	Renewal	24,690	0	0	0%
R2R60	RTR - Youngs Road (Reform & Resheet)	EMI	ROAD	Renewal	30,000	30,000	22,641	75%
R2R73	RTR - Gorn Road	EMI	ROAD	Renewal	15,000	15,000	3,361	22%
R2R75	Robinson West Road (Shoulder Rehab)	EMI	ROAD	Renewal	40,000	0	1,277	3%
R2R76	Orchard Road Floodway	EMI	ROAD	Renewal	50,000	0	7,697	15%
CRF01	CRF - Leggoe Road Construction	EMI	ROAD	Renewal	163,353	163,353	111,131	68%
LRC400	LRCI4B - Ashwell Road	EMI	ROAD	Renewal	51,500	0	0	0%
LRC401	LRCI4B - Dinwoodie Road	EMI	ROAD	Renewal	23,190	0	0	0%
LRC402	LRCI4B - Sandplain Road Floodway	EMI	ROAD	Renewal	40,000	0	0	0%
LRC403	LRCI4B - Douglas Road	EMI	ROAD	Renewal	20,000	0	0	0%
					1,785,677	692,363	520,406	
Total Capital Expenditure					2,007,722	747,263	549,657	27%

SUMMARIES:

Land & Buildings	5,000	5,000	0	0.0%
Plant & Equipment	12,000	12,000	0	0.0%
Furn & Equipment	33,700	33,700	23,344	69.3%
Infrastructure - Roads	1,785,677	692,363	520,406	29.1%
Infrastructure - Footpaths	0	0	0	0.0%
Infrastructure - Drainage	66,345	0	3,217	4.8%
Infrastructure - Parks & Ovals	0	0	0	0.0%
Infrastructure - Other	105,000	4,200	2,690	2.6%
	2,007,722	747,263	549,657	27.4%
At No Cost	0	0	0	0.0%
Asset Renewal	1,317,302	595,995	523,942	39.8%
New Asset	0	0	0	0.0%
Upgrading Asset	690,420	151,268	25,715	3.7%
	2,007,722	747,263	549,657	27.4%
Chief Executive Officer	33,700	33,700	23,344	69.3%
Executive Manager Infrastructure	1,974,022	713,563	526,313	26.7%
	2,007,722	747,263	549,657	27.4%

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

UNSPENT CAPITAL GRANTS									
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue	
Community Amenities									
Dept of Water - Country Water Supply Grant	-	-	-	-	40,014	-	-	-	
Transport									
WA Local Government Grants Commission - Special Bridge Funding BR4849	314,000	-	-	314,000	-	-	-	-	
DITRDC - Roads to Recovery Funding 2023-2024	323,634	-	(323,634)	-	511,880	-	330,787	323,634	
Main Roads WA - RRG Funding	50,546	155,734	(19,808)	186,472	527,881	-	211,152	19,808	
Main Roads WA - Commodity Route Funding	-	43,568	(43,568)	-	108,902	-	43,561	43,568	
DITRDC - LRCI Funding - 4A and 4B	-	220,917	-	220,917	531,685	-	-	-	
Total Unspent Capital Grants	688,180	420,219	(387,010)	721,389	1,680,348	-	585,500	387,010	
CONTRACT LIABILITIES									
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue	
Law, Order and Public Safety									
DFES - ESL Operating Grant	-	14,619	(14,619)	-	34,580	-	8,645	14,619	
DFES - Mitigation Activity Grant	-	0	0	-	62,849	-	32,849	-	
Total Contract Liabilities	-	14,619	(14,619)	-	97,429	-	41,494	14,619	
TOTAL LIABILITIES & REVENUE	688,180	434,838	(401,629)	721,389	1,777,777	0	626,994	401,629	

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2024**

RESERVES - CASH BACKED	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
Staff Leave Reserve	70,800	401	0	71,201	45,725	400	0	46,125
Plant Reserve	719,417	4,079	0	723,496	835,080	80,571	0	915,651
Building Reserve	93,402	530	0	93,932	68,289	130,851	0	199,140
Office Equipment Reserve	14,355	81	0	14,436	14,331	26,551	0	40,882
Road Construction Reserve	22,125	125	0	22,250	22,089	200	0	22,289
Affordable Housing Reserve	104,663	593	0	105,256	104,491	990	(105,481)	0
	1,024,762	5,810	0	1,030,572	1,090,005	239,563	(105,481)	1,224,087

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
Proceeds Sale of Assets							
005265	Proceeds On Asset Disposal P&E	(\$8,900)	(\$7,957)	(\$7,957)	\$0	(\$8,900)	\$0
	PROCEEDS FROM SALE OF ASSETS	(\$8,900)	(\$7,957)	(\$7,957)	\$0	(\$8,900)	\$0
	Written Down Value					\$0	\$0
005270	Written Down Value - Works Plant	\$8,900	\$0	\$0	\$0	\$0	\$8,900
	Sub Total - WDV ON DISPOSAL OF ASSET	\$8,900	\$0	\$0	\$0	\$0	\$8,900
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$7,957)	(\$7,957)	\$0	(\$8,900)	\$8,900
	ABNORMAL ITEMS						
		\$0	\$0			\$0	\$0
	Sub Total - ABNORMAL ITEMS	\$0	\$0			\$0	\$0
	Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OPERATING STATEMENT	\$0	(\$7,957)	(\$7,957)	\$0	(\$8,900)	\$8,900

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
RATES							
OPERATING EXPENDITURE							
031010	Expenses Relating to Valuations & Title Searches	\$44	\$136	\$0	\$136	\$0	\$16,520
031020	Rates Write Offs	\$0	\$164	\$0	\$164	\$0	\$200
031000	Expenses Relating to Rates	\$8,830	\$4,554	\$0	\$4,554	\$0	\$19,346
Sub Total - GENERAL RATES OP EXP		\$8,874	\$4,854	\$0	\$4,854	\$0	\$36,066
OPERATING INCOME							
031200	General Rates Levied	(\$1,127,249)	(\$1,127,250)	(\$1,127,250)	\$0	(\$1,127,249)	\$0
031210	Ex-Gratia Rates Received	(\$2,087)	\$0	\$0	\$0	(\$2,087)	\$0
031220	Non Payment Penalty	(\$3,350)	(\$2,843)	(\$2,843)	\$0	(\$5,000)	\$0
031230	Rates Discount Allowed	\$54,800	\$49,744	\$49,744	\$0	\$54,800	\$0
031240	Interim Rates Levied	\$0	\$4,053	\$4,053	\$0	(\$8,000)	\$0
031250	Instalment Interest Received	(\$400)	(\$333)	(\$333)	\$0	(\$400)	\$0
031260	Rates Administration Fee Received	(\$400)	(\$380)	(\$380)	\$0	(\$400)	\$0
031270	Pens Deferred Rates Interest Grant	\$0	(\$483)	(\$483)	\$0	(\$400)	\$0
031280	Other Income Relating to Rates	(\$520)	(\$5,156)	(\$5,156)	\$0	(\$1,000)	\$0
Sub Total - GENERAL RATES OP INC		(\$1,079,206)	(\$1,082,648)	(\$1,082,648)	\$0	(\$1,089,736)	\$0
Total - GENERAL RATES		(\$1,070,332)	(\$1,077,794)	(\$1,082,648)	\$4,854	(\$1,089,736)	\$36,066

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032000	General Purpose Funding - Admin Allocations	\$7,300	\$3,711	\$0	\$3,711	\$0	\$17,516
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$7,300	\$3,711	\$0	\$3,711	\$0	\$17,516
OPERATING INCOME							
032010	Grants Commission General	(\$12,818)	(\$44,275)	(\$44,275)	\$0	(\$25,636)	\$0
032020	Grants Commission Grant - Roads	(\$8,557)	(\$18,830)	(\$18,830)	\$0	(\$17,113)	\$0
032030	Grants Commission Grant - Special Bridge Funding			\$0	\$0	\$0	\$0
032040	Interest on Investments	(\$5,200)	(\$5,810)	(\$5,810)	\$0	(\$20,000)	\$0
032060	LRCIP Grant funding	\$0	\$0	\$0	\$0	(\$531,685)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$26,575)	(\$68,915)	(\$68,915)	\$0	(\$594,434)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$19,275)	(\$65,203)	(\$68,915)	\$3,711	(\$594,434)	\$17,516
Total - GENERAL PURPOSE FUNDING		(\$1,089,607)	(\$1,142,998)	(\$1,151,563)	\$8,565	(\$1,684,170)	\$53,582

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 NOVEMBER 2024		30 NOVEMBER 2024		2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041010	Members of Council - Conference Expenses	\$9,000	\$9,297	\$0	\$9,297	\$0	\$9,000
041020	Members of Council - Elections	\$0	\$0	\$0	\$0	\$0	\$0
041030	Members of Council - President & Deputy Allowances	\$0	\$0	\$0	\$0	\$0	\$8,300
041040	Members of Council - Insurance	\$5,382	\$1,485	\$0	\$1,485	\$0	\$5,380
041050	Members of Council - Subscriptions & Publications	\$990	\$8,457	\$0	\$8,457	\$0	\$1,590
041070	Members of Council - Councillor Allowances	\$0	\$0	\$0	\$0	\$0	\$30,300
041080	Members of Council - Refreshments & Receptions	\$4,680	\$937	\$0	\$937	\$0	\$9,000
041090	Members of Council - Councillor Training	\$2,000	\$1,850	\$0	\$1,850	\$0	\$10,000
041100	Members of Council - Chamber Maintenance	\$1,500	\$0	\$0	\$0	\$0	\$2,830
041110	Members of Council - Expenses Related to members	\$66,375	\$33,539	\$0	\$33,539	\$0	\$159,776
041130	Members of Council - Integrated Planning & Other	\$0	\$0	\$0	\$0	\$0	\$6,000
041140	Members of Council - Expenses Relating to 4WDL VROC	\$2,400	\$2,068	\$0	\$2,068	\$0	\$6,800
041150	Members of Council - Donations Expenses	\$4,165	\$0	\$0	\$0	\$0	\$11,000
041160	Members of Council - Australia Day Expenses	\$0	\$0	\$0	\$0	\$0	\$10,000
041170	Members - Community Events	\$0	\$3,471	\$0	\$3,471	\$0	\$15,000
041400	Members of Council - Travelling	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$96,492	\$61,103	\$0	\$61,103	\$0	\$286,976
OPERATING INCOME							
041200	Members - Contributions & Donations	\$0	\$0	\$0	\$0	\$0	\$0
041250	Members - Operating Grants	\$0	\$0	\$0	\$0	(\$15,000)	\$0
041220	Members - Australia Day Grant Income	\$0	(\$8,000)	(\$8,000)	\$0	(\$10,000)	\$0
041230	Members - Income Relating to 4WDL VROC	\$0	\$0	\$0	\$0	\$0	\$0
041500	Initial Recognition of Assets	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	(\$8,000)	(\$8,000)	\$0	(\$25,000)	\$0
Total - MEMBERS OF COUNCIL		\$96,492	\$53,103	(\$8,000)	\$61,103	(\$25,000)	\$286,976

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 NOVEMBER 2024		30 NOVEMBER 2024		2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
GOVERNANCE							
OPERATING EXPENDITURE							
042000	Expenses Relating to Administration	\$188,005	\$171,956	\$0	\$171,956	\$0	\$531,955
042010	Governance - Admin Office Maintenance	\$2,510	\$1,598	\$0	\$1,598	\$0	\$6,020
042016	Governance - Insurance	\$36,694	\$40,148	\$0	\$40,148	\$0	\$36,689
042020	Governance - Admin Office Garden Maintenance	\$875	\$751	\$0	\$751	\$0	\$2,100
042030	Governance - Office Equipment Maintenance	\$2,850	\$740	\$0	\$740	\$0	\$7,500
042040	Governance - Consulting & Relief Staff	\$108,869	\$52,760	\$0	\$52,760	\$0	\$143,298
042050	Governance - Advertising	\$1,395	\$0	\$0	\$0	\$0	\$1,500
042060	Governance - Postage & Freight	\$470	\$9	\$0	\$9	\$0	\$1,305
042070	Governance - Computer Equipment Maintenance	\$41,691	\$43,870	\$0	\$43,870	\$0	\$63,943
042080	Governance - Bank Charges	\$1,508	\$1,277	\$0	\$1,277	\$0	\$2,900
042090	Governance - Telephone Expenses	\$2,050	\$1,603	\$0	\$1,603	\$0	\$5,000
042110	Governance - Legal Expenses	\$835	\$0	\$0	\$0	\$0	\$2,000
042115	Governance - Valuation Expenses Other than Rates	\$0	\$0	\$0	\$0	\$0	\$0
042120	Governance - Administration Staff Training	\$0	\$323	\$0	\$323	\$0	\$10,000
042121	Governance - Audit Fees	\$4,800	\$0	\$0	\$0	\$0	\$41,000
042130	Governance - Printing & Stationery	\$1,260	\$112	\$0	\$112	\$0	\$3,000
042140	Governance - FBT	\$7,375	\$10,640	\$0	\$10,640	\$0	\$25,000
042160	Governance - Staff Uniforms	\$15	\$74	\$0	\$74	\$0	\$1,500
042165	Governance - Admin Subscriptions	\$26,135	\$15,933	\$0	\$15,933	\$0	\$26,135
042170	Governance - Grants & Workshop Expenses	\$0	\$0	\$0	\$0	\$0	\$0
042180	Governance - Admin Costs Recovered	(\$427,337)	(\$193,307)	\$0	(\$193,307)	\$0	(\$910,845)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$0	\$148,487	\$0	\$148,487	\$0	\$0
OPERATING INCOME							
042200	Governance - Reimbursements Administration	\$0	\$0	\$0	\$0	\$0	\$0
042220	Governance - Photocopies & Misc Cash Sales	(\$40)	\$0	\$0	\$0	(\$100)	\$0
042703	Governance - Unders & Overs	\$20	\$1	\$1	\$0	\$50	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$20)	\$1	\$1	\$0	(\$50)	\$0
Total - GOVERNANCE - GENERAL		(\$20)	\$148,489	\$1	\$148,487	(\$50)	\$0
Total - GOVERNANCE		\$96,472	\$201,592	(\$7,999)	\$209,590	(\$25,050)	\$286,976

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY							
FIRE PREVENTION							
OPERATING EXPENDITURE							
051000	Fire Prevention - Expenses Relating to Fire Prevention	\$16,681	\$8,983	\$0	\$8,983	\$0	\$42,629
051030	Fire Prevention - Expenses in relation to MAF	\$37,431	\$9,786	\$0	\$9,786	\$0	\$54,935
051040	Fire Prevention - Other Fire Fighting Expenses	\$175	\$135	\$0	\$135	\$0	\$700
051050	Fire Prevention - Expenses Related to ESL	\$23,215	\$21,735	\$0	\$21,735	\$0	\$34,360
Sub Total - FIRE PREVENTION OP/EXP		\$77,502	\$40,639	\$0	\$40,639	\$0	\$132,624
OPERATING INCOME							
051200	Fire Prevention - Income Relating to MAF Projects	(\$32,849)	\$0	\$0	\$0	(\$62,849)	\$0
051210	Fire Prevention - LGGS - Bushfire Grant Income	(\$8,645)	(\$14,619)	(\$14,619)	\$0	(\$34,580)	\$0
051211	Fire Prevention - DFES ESL Administration Fee Income	\$0	(\$4,000)	(\$4,000)	\$0	\$0	\$0
051220	Fire Prevention - Emergency Services Levy (Rates)	\$0	\$0	\$0	\$0	\$0	\$0
051230	Fire Prevention - Fire Prevention Grants - CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
051240	Fire Prevention - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$41,494)	(\$18,619)	(\$18,619)	\$0	(\$97,429)	\$0
Total - FIRE PREVENTION		\$36,008	\$22,020	(\$18,619)	\$40,639	(\$97,429)	\$132,624

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
	ANIMAL CONTROL						
	OPERATING EXPENDITURE						
052000	Animal Control - Expenses Relating to Animal Control	\$5,810	\$4,146	\$0	\$4,146	\$0	\$13,882
	Sub Total - ANIMAL CONTROL OP/EXP	\$5,810	\$4,146	\$0	\$4,146	\$0	\$13,882
	OPERATING INCOME						
052200	Animal Control - Fines & Penalties	\$0	(\$800)	(\$800)	\$0	\$0	\$0
052210	Animal Control - Dog Registrations	(\$1,000)	(\$1,008)	(\$1,008)	\$0	(\$1,000)	\$0
052220	Animal Control - Cat Registrations & Infringement Income	(\$325)		(\$20)	\$0	(\$500)	\$0
	Sub Total - ANIMAL CONTROL OP/INC	(\$1,325)	(\$1,828)	(\$1,828)	\$0	(\$1,500)	\$0
	Total - ANIMAL CONTROL	\$4,485	\$2,318	(\$1,828)	\$4,146	(\$1,500)	\$13,882
	OTHER LAW ORDER & PUBLIC SAFETY						
	OPERATING EXPENDITURE						
053000	Other Law - Expenses Relating to Other Law, Order & Public Safety	\$14,407	\$6,514	\$0	\$6,514	\$0	\$38,592
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$14,407	\$6,514	\$0	\$6,514	\$0	\$38,592
	OPERATING INCOME						
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$14,407	\$6,514	\$0	\$6,514	\$0	\$38,592
	Total - LAW ORDER & PUBLIC SAFETY	\$54,900	\$30,853	(\$20,446)	\$51,299	(\$98,929)	\$185,098

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
HEALTH ADMINISTRATION & INSPECTION							
OPERATING EXPENDITURE							
074000	PREV SRVCS - Expenses Relating to Preventative Services	\$6,975	\$2,843	\$0	\$2,843	\$0	\$16,748
074020	PREV SRVCS - Analytical Expenses	\$378	\$372	\$0	\$372	\$0	\$378
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$7,353	\$3,215	\$0	\$3,215	\$0	\$17,126
OPERATING INCOME							
074210	Health - Septic Tank Fees	(\$92)	\$0	\$0	\$0	(\$230)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$92)	\$0	\$0	\$0	(\$230)	\$0
Total - HEALTH ADMIN & INSPECTION		\$7,261	\$3,215	\$0	\$3,215	(\$230)	\$17,126
PREVENTIVE SERVICES- PEST CONTROL							
OPERATING EXPENDITURE							
077000	Pest - Expenses Relating to Other Health	\$14,385	\$7,326	\$0	\$7,326	\$0	\$34,532
077010	Pest - Mosquito Control	\$4,650	\$0	\$0	\$0	\$0	\$4,650
Sub Total - PEST CONTROL OP/EXP		\$19,035	\$7,326	\$0	\$7,326	\$0	\$39,182
OPERATING INCOME							
077200	Pest - Income Relating to Other Health	\$0	\$0	\$0	\$0	(\$200)	\$0
Sub Total - PEST CONTROL OP/INC		\$0	\$0	\$0	\$0	(\$200)	\$0
Total - PEST CONTROL		\$19,035	\$7,326	\$0	\$7,326	(\$200)	\$39,182

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER HEALTH							
OPERATING EXPENDITURE							
076000	Other Health - Expenses Relating to Other Health	\$920	\$464	\$0	\$464	\$0	\$2,205
Sub Total - OTHER HEALTH OP/EXP		\$920	\$464	\$0	\$464	\$0	\$2,205
OPERATING INCOME							
		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER HEALTH OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH		\$920	\$464	\$0	\$464	\$0	\$2,205
Total - HEALTH		\$27,216	\$11,005	\$0	\$11,005	(\$430)	\$58,513

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
AGED & DISABLED - OTHER							
OPERATING EXPENDITURE							
082000	Aged & Disabled - Allocation of Admin Overheads	\$325	\$174	\$0	\$174	\$0	\$775
084000	Aged & Disabled - Expenses Relating to the Aged	\$15,341	\$0	\$0	\$0	\$0	\$36,825
084010	Aged & Disabled - Expenses relating to Well Aged Housing	\$25,944	\$20,012	\$0	\$20,012		
084010	SGC Salmon Gums - Common Areas					\$0	\$10,535
084010	SG1 UNIT 1 Salmon Gums					\$0	\$5,753
084010	SG2 UNIT 2 Salmon Gums					\$0	\$5,588
084010	SG3 UNIT 3 Salmon Gums					\$0	\$5,588
084010	SG4 UNIT 4 Salmon Gums					\$0	\$5,390
084010	WVC WATTLEVILLE COMMON LAND					\$0	\$6,025
084010	WV1 UNIT 1 WATTLEVILLE					\$0	\$5,526
084010	WV2 UNIT 2 WATTLEVIEW					\$0	\$4,533
084010	WV3 UNIT 3 WATTLEVILLE					\$0	\$6,818
Sub Total - OTHER WELFARE OP/EXP		\$41,610	\$20,186	\$0	\$20,186	\$0	\$93,356
OPERATING INCOME							
084200	Aged & Disabled - Income Relating to Well Aged Housing	(\$73,650)	(\$24,420)	(\$24,420)	\$0	(\$108,589)	\$0
084210	Aged & Disabled - Seniors Week Grants	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER WELFARE OP/INC		(\$73,650)	(\$24,420)	(\$24,420)	\$0	(\$108,589)	\$0
Total - OTHER WELFARE		(\$32,040)	(\$4,234)	(\$24,420)	\$20,186	(\$108,589)	\$93,356
Total - EDUCATION & WELFARE		(\$32,040)	(\$4,234)	(\$24,420)	\$20,186	(\$108,589)	\$93,356

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
STAFF HOUSING							
OPERATING EXPENDITURE							
091000	Staff Housing - Maintenance 3340 Robinson Road (EMI)	\$7,621	\$5,482	\$0	\$5,482	\$0	\$17,625
091005	Staff Housing - Administration Allocations	\$7,295	\$3,711	\$0	\$3,711	\$0	\$17,516
091110	Staff Housing - Maintenance 3347 Robinson Road (SFO)	\$4,125	\$1,975	\$0	\$1,975	\$0	\$9,071
091220	Staff Housing - Maintenance 3327 Robinson Road (CEO)	\$10,990	\$3,929	\$0	\$3,929	\$0	\$22,346
091330	Staff Housing - Maintenance 13 Cardigan Street (Other not Staff))	\$7,765	\$4,252	\$0	\$4,252	\$0	\$9,603
	Sub Total - STAFF HOUSING OP/EXP	\$37,796	\$19,349	\$0	\$19,349	\$0	\$76,161
OPERATING INCOME							
091200	Staff Housing - Income 3340 Robinson Road	\$0	\$0	\$0	\$0	\$0	\$0
091210	Staff Housing - Income 3347 Robinson Road	(\$1,515)	(\$3,300)	(\$3,300)	\$0	(\$3,640)	\$0
091230	Staff Housing - Income 13 Cardigan Street	(\$3,765)	(\$4,140)	(\$4,140)	\$0	(\$9,040)	\$0
091500	Staff Housing - Staff Housing Reimbursements - Utilities	(\$125)	(\$236)	(\$236)	\$0	(\$300)	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$5,405)	(\$7,676)	(\$7,676)	\$0	(\$12,980)	\$0
	Total - STAFF HOUSING	\$32,391	\$11,673	(\$7,676)	\$19,349	(\$12,980)	\$76,161
	Total - HOUSING	\$32,391	\$11,673	(\$7,676)	\$19,349	(\$12,980)	\$76,161

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
100000	Sanitation Household - Expenses Relating to Refuse Collection	\$17,003	\$17,161	\$0	\$17,161	\$0	\$40,751
100010	Sanitation Household - Expenses Relating to Recycling	\$10,045	\$6,159	\$0	\$6,159	\$0	\$24,115
100020	Sanitation Household - Tip Maintenance Costs	\$33,950	\$30,598	\$0	\$30,598	\$0	\$73,800
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$60,998	\$53,918	\$0	\$53,918	\$0	\$138,666
OPERATING INCOME							
100200	Sanitation Household - Income Relating to Tip - Refuse & Recycling	(\$59,465)	(\$58,871)	(\$58,871)	\$0	(\$59,465)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$59,465)	(\$58,871)	(\$58,871)	\$0	(\$59,465)	\$0
Total - SANITATION HOUSEHOLD REFUSE		\$1,533	(\$4,953)	(\$58,871)	\$53,918	(\$59,465)	\$138,666
SANITATION OTHER							
OPERATING EXPENDITURE							
101000	Sanitation Other - Expenses Relating to Commercial Refuse Collectio	\$1,825	\$928	\$0	\$928	\$0	\$4,381
Sub Total - SANITATION OTHER OP/EXP		\$1,825	\$928	\$0	\$928	\$0	\$4,381
OPERATING INCOME							
Sub Total - SANITATION OTHER OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER		\$1,825	\$928	\$0	\$928	\$0	\$4,381

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
PROTECTION OF THE ENVIRONMENT							
OPERATING EXPENDITURE							
106000	Protect Env - Expenses Relating to Protection of the Environment	\$940	\$483	\$0	\$483	\$0	\$2,252
106010	Protect Env - Expenses Relating to WWLZ	\$3,325	\$1,414	\$0	\$1,414	\$0	\$7,489
106020	Protect Env - Council Contribution to WWLZ	\$0	\$0	\$0	\$0	\$0	\$15,750
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$4,265	\$1,898	\$0	\$1,898	\$0	\$25,491
OPERATING INCOME							
106220	Protect Env - Reimbursements WWLZ	(\$3,120)	(\$3,946)	(\$3,946)	\$0	(\$7,489)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$3,120)	(\$3,946)	(\$3,946)	\$0	(\$7,489)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$1,145	(\$2,049)	(\$3,946)	\$1,898	(\$7,489)	\$25,491
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
104000	Town Planning - Allocation of Admin Overheads	\$16,770	\$8,923	\$0	\$8,923	\$0	\$40,257
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$16,770	\$8,923	\$0	\$8,923	\$0	\$40,257
OPERATING INCOME							
104200	Town Planning - Town Planning Application Fee	(\$300)	(\$147)	(\$147)	\$0	(\$1,200)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$300)	(\$147)	(\$147)	\$0	(\$1,200)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$16,470	\$8,776	(\$147)	\$8,923	(\$1,200)	\$40,257

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
105000	Other Community Amenities - Expenses Relating to Other	\$22,723	\$9,027	\$0	\$9,027	\$0	\$54,557
105020	Other Community Amenities - Maintenance - Cemetery	\$2,211	\$2,694	\$0	\$2,694	\$0	\$5,668
105030	Other Community Amenities - Maintenance - Grave Digging	\$1,655	\$0	\$0	\$0	\$0	\$3,975
105060	Other Community Amenities - Depreciation Other infrastructure	\$479	\$0	\$0	\$0	\$0	\$1,150
	Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	\$27,068	\$11,722	\$0	\$11,722	\$0	\$65,350
OPERATING INCOME							
105200	Other Community Amenities - Income Relating to Cemetery	(\$375)	(\$2,495)	(\$2,495)	\$0	(\$1,500)	\$0
	Sub Total - OTHER COMMUNITY AMENITIES OP/INC	(\$375)	(\$2,495)	(\$2,495)	\$0	(\$1,500)	\$0
	Total - OTHER COMMUNITY AMENITIES	\$26,693	\$9,227	(\$2,495)	\$11,722	(\$1,500)	\$65,350
STORMWATER DRAINAGE							
OPERATING EXPENDITURE							
102000	Stormwater Drainage - Expenses Relating to Urban Stormwater Drain	\$285	\$155	\$0	\$155	\$0	\$938
	Sub Total - URBAN STORMWATER DRAINAGE OP/EXP	\$285	\$155	\$0	\$155	\$0	\$938
OPERATING INCOME							
102200	Stormwater Drainage - Income Relating to Urban Stormwater Drainag	\$0	\$0	\$0	\$0	(\$40,014)	\$0
	Sub Total - URBAN STORMWATER DRAINAGE OP/INC	\$0	\$0	\$0	\$0	(\$40,014)	\$0
	Total - URBAN STORMWATER DRAINAGE	\$285	\$155	\$0	\$155	(\$40,014)	\$938
	Total - COMMUNITY AMENITIES	\$47,951	\$12,083	(\$65,459)	\$77,542	(\$109,668)	\$275,083

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
110000	Expenses Relating to Town Halls & Civic Centres	\$28,389	\$14,667	\$0	\$14,667	\$0	\$56,970
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$28,389	\$14,667	\$0	\$14,667	\$0	\$56,970
OPERATING INCOME							
110200	Public Halls - Income Relating to Town Hall & Other Civic Centres	(\$170)	(\$214)	(\$214)	\$0	(\$250)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$170)	(\$214)	(\$214)	\$0	(\$250)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$28,219	\$14,453	(\$214)	\$14,667	(\$250)	\$56,970
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113000	Other Recreation - Expenses Relating to Other Recreation & Sport	\$43,859	\$26,340	\$0	\$26,340	\$0	\$98,559
113010	Other Recreation - Maintenance - Parks & Reserves	\$7,726	\$6,334	\$0	\$6,334	\$0	\$19,980
113020	Other Recreation - Maintenance - Oval & Buildings	\$27,261	\$13,383	\$0	\$13,383	\$0	\$89,710
113030	Other Recreation - Maintenance - Golf Club	\$4,375	\$4,343	\$0	\$4,343	\$0	\$9,515
113040	Other Recreation - Depreciation - Buildings	\$1,165	\$0	\$0	\$0	\$0	\$2,795
113050	Other Recreation - Depreciation - Parks	\$6,562	\$0	\$0	\$0	\$0	\$15,750
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$90,948	\$50,400	\$0	\$50,400	\$0	\$236,309
OPERATING INCOME							
113200	Other Recreation - Income Relating to Other Recreation & Sport	(\$1,425)	(\$731)	(\$731)	\$0	(\$1,500)	\$0
113210	Other Sport & Recreation Fees & Charges Income	(\$1,045)	(\$1,100)	(\$1,100)	\$0	(\$1,100)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$2,470)	(\$1,831)	(\$1,831)	\$0	(\$2,600)	\$0
Total - OTHER RECREATION & SPORT		\$88,478	\$48,569	(\$1,831)	\$50,400	(\$2,600)	\$236,309

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
SWIMMING AREAS & BEACHES							
OPERATING EXPENDITURE							
111000	Swim Areas - Expenses Relating to Queerearrup Lake	\$3,361	\$667	\$0	\$667	\$0	\$7,543
111010	Swim Areas - Depreciation	\$1,198	\$0	\$0	\$0	\$0	\$2,875
Sub Total - SWIMMING AREAS OP/EXP		\$4,559	\$667	\$0	\$667	\$0	\$10,418
OPERATING INCOME							
Sub Total - SWIMMING AREAS OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SWIMMING AREAS & BEACHES		\$4,559	\$667	\$0	\$667	\$0	\$10,418
LIBRARIES							
OPERATING EXPENDITURE							
114000	Library - Administration Allocations	\$2,170	\$634	\$0	\$634	\$0	\$3,809
Sub Total - LIBRARIES OP/EXP		\$2,170	\$634	\$0	\$634	\$0	\$3,809
OPERATING INCOME							
Sub Total - LIBRARIES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES		\$2,170	\$634	\$0	\$634	\$0	\$3,809

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE							
OPERATING EXPENDITURE							
115000	Other Culture - Expenses Relating to Other Culture	\$1,896	\$1,298	\$0	\$1,298	\$0	\$5,257
115100	Other Culture - Expenses Relating to War Memorial	\$585	\$0	\$0	\$0	\$0	\$1,400
115101	Other Culture - Depreciation			\$0	\$0	\$0	\$1,490
115102	Other Culture - Depreciation - Buildings			\$0	\$0	\$0	\$62
	Sub Total - OTHER CULTURE OP/EXP	\$3,128	\$1,298	\$0	\$1,298	\$0	\$8,209
OPERATING INCOME							
115220	Other Culture - Sale of History Books & DVD's	(\$75)	(\$22)	(\$22)	\$0	(\$75)	\$0
	Sub Total - OTHER CULTURE OP/INC	(\$75)	(\$22)	(\$22)	\$0	(\$75)	\$0
	Total - OTHER CULTURE	\$3,053	\$1,276	(\$22)	\$1,298	(\$75)	\$8,209
	Total - RECREATION AND CULTURE	\$126,479	\$65,599	(\$2,067)	\$67,666	(\$2,925)	\$315,715

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 NOVEMBER 2024		30 NOVEMBER 2024		2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION							
OPERATING INCOME							
122240	Transport - Regional Road Group Grants	(\$211,152)	(\$19,808)	(\$19,808)	\$0	(\$527,881)	\$0
122229	Transport - Commodity Route Grants	(\$43,561)	(\$43,568)	(\$43,568)	\$0	(\$108,902)	\$0
122270	Transport - Roads to Recovery Grant	(\$330,787)	(\$323,634)	(\$323,634)	\$0	(\$511,880)	\$0
122220	Transport - Grant - LCRI	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$585,500)	(\$387,010)	(\$387,010)	\$0	(\$1,148,663)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$585,500)	(\$387,010)	(\$387,010)	\$0	(\$1,148,663)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
122000	Transport - Expenses Relating to Streets, Roads, Bridges & Depot M	\$825,240	\$102,664	\$0	\$102,664	\$0	\$1,977,590
122010	Transport - Street Lighting	\$3,250	\$2,422	\$0	\$2,422	\$0	\$7,800
122020	Transport - Maintenance - Direct Grants	\$13,175	\$0	\$0	\$0	\$0	\$31,625
122030	Transport - Maintenance - Muni Fund Roads	\$292,566	\$164,147	\$0	\$164,147	\$0	\$725,641
122040	Transport - Expenses relating to the Shire Depot	\$23,460	\$125,017	\$0	\$125,017	\$0	\$49,745
122050	Transport - Maintenance - Footpaths	\$2,000	\$0	\$0	\$0	\$0	\$8,000
122060	Transport - Maintenance - Traffic Signs	\$1,085	\$2,890	\$0	\$2,890	\$0	\$3,000
122061	Transport - Rural Street Address Expenses	\$0	\$55	\$0	\$55	\$0	\$0
122070	Transport - Maintenance - Bridges	\$1,250	\$0	\$0	\$0	\$0	\$5,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$1,162,026	\$397,194	\$0	\$397,194	\$0	\$2,808,401
OPERATING INCOME							
122230	Transport - Grant - RRG Direct	(\$96,130)	(\$118,302)	(\$118,302)	\$0	(\$96,130)	\$0
122261	Transport - Rural Street Address Income	\$0	(\$90)	(\$90)	\$0	\$0	\$0
122299	Transport - Profit on disposal of assets	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$96,130)	(\$118,392)	(\$118,392)	\$0	(\$96,130)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,065,896	\$278,802	(\$118,392)	\$397,194	(\$96,130)	\$2,808,401

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSPORT LICENSING							
OPERATING EXPENDITURE							
125000	Transport - Expenses Relating to Transport Licensing	\$3,180	\$1,411	\$0	\$1,411	\$0	\$7,633
125010	Transport - Licensing Payments	\$41,650	\$30,222	\$0	\$30,222	\$0	\$100,000
Sub Total - TRANSPORT LICENSING OP/EXP		\$44,830	\$31,633	\$0	\$31,633	\$0	\$107,633
OPERATING INCOME							
125200	Transport - Income Relating to Transport Licensing	(\$1,460)	(\$3,107)	(\$3,107)	\$0	(\$3,500)	\$0
125210	Transport - Licensing Receipts	(\$41,650)	(\$40,169)	(\$40,169)	\$0	(\$100,000)	\$0
Sub Total - TRANSPORT LICENSING OP/INC		(\$43,110)	(\$43,276)	(\$43,276)	\$0	(\$103,500)	\$0
Total - TRANSPORT LICENSING		\$1,720	(\$11,643)	(\$43,276)	\$31,633	(\$103,500)	\$107,633
Total - TRANSPORT		\$482,116	(\$119,851)	(\$548,678)	\$428,827	(\$1,348,293)	\$2,916,034

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
RURAL SERVICES							
OPERATING EXPENDITURE							
131000	Rural Svcs - Administration Allocations	\$1,195	\$619	\$0	\$619	\$0	\$2,874
Sub Total - RURAL SERVICES OP/EXP		\$1,195	\$619	\$0	\$619	\$0	\$2,874
OPERATING INCOME							
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$1,195	\$619	\$0	\$619	\$0	\$2,874
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
132000	Tourism - Expenses Relating to Tourism & Area Promotion	\$10,825	\$1,792	\$0	\$1,792	\$0	\$15,487
132020	Tourism - Expenses relating to Woody Wongi	\$530	\$769	\$0	\$769	\$0	\$575
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$11,355	\$2,561	\$0	\$2,561	\$0	\$16,062
OPERATING INCOME							
132220	Tourism - Income relating to Woody Wongi	(\$500)	(\$25)	(\$25)	\$0	(\$500)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$500)	(\$25)	(\$25)	\$0	(\$500)	\$0
Total - TOURISM & AREA PROMOTION		\$10,855	\$2,536	(\$25)	\$2,561	(\$500)	\$16,062

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
BUILDING CONTROL							
OPERATING EXPENDITURE							
133000	Building - Expenses Relating to Building Control	\$13,515	\$4,755	\$0	\$4,755	\$0	\$32,451
Sub Total - BUILDING CONTROL OP/EXP		\$13,515	\$4,755	\$0	\$4,755	\$0	\$32,451
BUILDING CONTROL OP/INC							
133210	Building - Building Permit Application Fee	(\$610)	(\$490)	(\$490)	\$0	(\$1,000)	\$0
133220	Building - Building Services Levy	\$0	(\$353)	(\$353)	\$0	\$0	\$0
133221	Building - Building Services Levy Commission	\$0	\$0	\$0	\$0	\$0	\$0
133231	Building - BCITF Commission	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$610)	(\$1,358)	(\$1,358)	\$0	(\$1,000)	\$0
Total - BUILDING CONTROL		\$12,905	\$3,397	(\$1,358)	\$4,755	(\$1,000)	\$32,451
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
135000	Other Economic - Expenses Relating to Economic Services	\$2,960	\$1,508	\$0	\$1,508	\$0	\$7,103
135010	Other Economic - Expenses Relating to Standpipes	\$19,240	\$9,352	\$0	\$9,352	\$0	\$39,200
135020	Other Economic - Depreciation	\$487	\$0	\$0	\$0	\$0	\$1,170
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$22,687	\$10,859	\$0	\$10,859	\$0	\$47,473
OPERATING INCOME							
135015	Other Economic - Income Relating to Pool Inspections	(\$550)	(\$585)	(\$585)	\$0	(\$550)	\$0
135210	Other Economic - Income Relating to Standpipes	(\$2,720)	(\$33,649)	(\$33,649)	\$0	(\$34,000)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$3,270)	(\$34,233)	(\$34,233)	\$0	(\$34,550)	\$0
Total - OTHER ECONOMIC SERVICES		\$19,417	(\$23,374)	(\$34,233)	\$10,859	(\$34,550)	\$47,473
Total - ECONOMIC SERVICES		\$44,372	(\$16,822)	(\$35,617)	\$18,794	(\$36,050)	\$98,860

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		30 NOVEMBER 2024		30 NOVEMBER 2024		2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS							
OPERATING EXPENDITURE							
141000	Private Works - Expenses	\$1,705	\$244	\$0	\$244	\$0	\$2,672
	Sub Total - PRIVATE WORKS OP/EXP	\$1,705	\$244	\$0	\$244	\$0	\$2,672
OPERATING INCOME							
141010	Private Works - Fees & Charges	(\$1,361)	\$0	\$0	\$0	(\$1,375)	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$1,361)	\$0	\$0	\$0	(\$1,375)	\$0
	Total - PRIVATE WORKS	\$344	\$244	\$0	\$244	(\$1,375)	\$2,672
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
143000	Public Works - Expenses Relating to Public Works Overheads	\$13,305	\$8,057	\$0	\$8,057	\$0	\$31,944
143005	Public Works - Supervision Salaries	\$51,855	\$37,495	\$0	\$37,495	\$0	\$124,500
143011	Public Works - Superannuation	\$39,325	\$30,684	\$0	\$30,684	\$0	\$94,413
143012	Public Works - Unallocated Wages	\$0	\$630	\$0	\$630	\$0	\$0
143020	Public Works - Public Holidays, Annual & Long Service Leave	\$9,460	\$6,119	\$0	\$6,119	\$0	\$86,000
143030	Public Works - Protective Clothing	\$5,300	\$87	\$0	\$87	\$0	\$10,000
143070	Public Works - Works Crew Staff Training	\$10,600	\$4,468	\$0	\$4,468	\$0	\$26,500
143080	Public Works - Workers Compensation Insurance	\$26,430	\$23,413	\$0	\$23,413	\$0	\$26,430
143090	Public Works - Expenses Relating to Occ Safety & Health	\$4,128	\$1,887	\$0	\$1,887	\$0	\$10,320
143050	Less: Allocation of Public Works Overheads	(\$170,810)	(\$174,575)	\$0	(\$174,575)	\$0	(\$410,107)
	Sub Total - PUBLIC WORKS O/HEADS OP/EXP	(\$10,407)	(\$61,734)	\$0	(\$61,734)	\$0	\$0
OPERATING INCOME							
143200	FBT Reimbursements - Public Works Overheads	\$0	(\$660)	(\$660)	\$0	\$0	\$0
143210	Public Works - Workers Compensation Reimbursements	\$0	(\$2,386)	(\$2,386)	\$0	\$0	\$0
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	(\$3,046)	(\$3,046)	\$0	\$0	\$0
	Total - PUBLIC WORKS OVERHEADS	(\$10,407)	(\$64,781)	(\$3,046)	(\$61,734)	\$0	\$0

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144000	Plant Operation - Insurances	\$14,220	\$12,997	\$0	\$12,997	\$0	\$14,220
144010	Plant Operation - Fuels & Oils	\$75,000	\$55,788	\$0	\$55,788	\$0	\$150,000
144020	Plant Operation - Tyres & Tubes	\$12,500	\$1,727	\$0	\$1,727	\$0	\$30,000
144030	Plant Operation - Parts & Repairs	\$50,000	\$30,073	\$0	\$30,073	\$0	\$100,000
144040	Plant Operation - Blades & Tynes	\$8,000	\$0	\$0	\$0	\$0	\$8,000
144050	Minor Equipment Purchases	\$1,875	\$0	\$0	\$0	\$0	\$7,500
144060	Plant Operation - Repairs - Wages	\$2,085	\$34	\$0	\$34	\$0	\$5,000
144070	Plant Operation - Licences	\$8,000	\$7,429	\$0	\$7,429	\$0	\$8,000
144080	Plant Operation - Depreciation	\$49,190	\$0	\$0	\$0	\$0	\$118,060
144100	Plant Operation - Less Depreciation Allocated	(\$49,170)	(\$35,331)	\$0	(\$35,331)	\$0	(\$118,060)
144090	Plant Operation - Less Allocated to Works/SRVCS	(\$134,415)	(\$59,810)	\$0	(\$59,810)	\$0	(\$322,720)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$37,285	\$12,905	\$0	\$12,905	\$0	\$0
OPERATING INCOME							
144005	Plant Operation - Diesel Fuel Rebate	(\$7,080)	(\$3,157)	(\$3,157)	\$0	(\$17,000)	\$0
144006	Insurance Refunds on Motor Vehicle Claims	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$7,080)	(\$3,157)	(\$3,157)	\$0	(\$17,000)	\$0
Total - PLANT OPERATIONS COSTS		\$30,205	\$9,748	(\$3,157)	\$12,905	(\$17,000)	\$0

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
SALARIES AND WAGES							
OPERATING EXPENDITURE							
147000	Gross Salaries & Wages	\$485,190	\$413,015	\$0	\$413,015	\$0	\$1,164,925
147010	Less Salaries & Wages Allocated	(\$485,190)	(\$405,726)	\$0	(\$405,726)	\$0	(\$1,164,925)
Sub Total - SALARIES AND WAGES OP/EXP		\$0	\$7,289	\$0	\$7,289	\$0	\$0
OPERATING INCOME							
Sub Total - SALARIES AND WAGES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES		\$0	\$7,289	\$0	\$7,289	\$0	\$0
Total - OTHER PROPERTY AND SERVICES		\$20,142	(\$47,500)	(\$6,203)	(\$41,296)	(\$18,375)	\$2,672

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
Transfer to Affordable Housing Reserve		\$410	\$593	\$0	\$593	\$0	\$990
Transfer to Plant Replacement Reserve		\$3,290	\$4,079	\$0	\$4,079	\$0	\$80,571
Transfer to Building Reserve		\$155	\$530	\$0	\$530	\$0	\$130,851
Transfer to Town Development Reserve		\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Office Equipment Reserve		\$60	\$81	\$0	\$81	\$0	\$26,551
Transfer to Road Construction Reserve		\$85	\$125	\$0	\$125	\$0	\$200
Transfer to Staff Leave Reserve		\$165	\$401	\$0	\$401	\$0	\$400
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$4,165	\$5,810	\$0	\$5,810	\$0	\$239,563
INCOME							
Transfer from Affordable Housing Reserve		\$0	\$0	\$0	\$0	(\$105,481)	\$0
Sub Total - TRANSFER FROM RESERVE FUNDS		\$0	\$0	\$0	\$0	(\$105,481)	\$0
Total - FUND TRANSFER		\$4,165	\$5,810	\$0	\$5,810	(\$105,481)	\$239,563
000000 (Surplus) / Deficit - Carried Forward		(\$1,229,900)	(\$1,354,241)	(\$1,354,241)	\$0	(\$1,229,900)	\$0
000000 adjust to rates levied						\$0	
Sub Total - SURPLUS C/FWD		(\$1,229,900)	(\$1,354,241)	(\$1,354,241)	\$0	(\$1,229,900)	\$0
Total - SURPLUS		(\$1,229,900)	(\$1,354,241)	(\$1,354,241)	\$0	(\$1,229,900)	\$0

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
	000000 Depreciation Written Back	(\$758,138)	\$0	\$0	\$0	\$0	(\$1,819,595)
	000000 Book Value of Assets Sold Written Back	(\$8,900)	\$0	\$0	\$0	\$0	(\$8,900)
	00000 Profit on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	00000 Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	000000 LG House Unit Trust	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in LSL Reserve (Added Back)	\$0	\$0	\$0	\$0	\$0	\$0
	000000 Movement in Non-Current Leave Provisions	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - ITEMS EXCLUDED	(\$767,038)	\$0	\$0	\$0	\$0	(\$1,828,495)
	Total - OPERATING ACTIVITIES EXCLUDED	(\$767,038)	\$0	\$0	\$0	\$0	(\$1,828,495)

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
	FURNITURE & EQUIPMENT						
	GOVERNANCE - CAPITAL EXPENDITURE						
042310	Administration Furniture & Equipment	\$33,700	\$23,344	\$0	\$23,344	\$0	\$33,700
	Sub Total - CAPITAL WORKS	\$33,700	\$23,344	\$0	\$23,344	\$0	\$33,700
	Total - GOVERNANCE	\$33,700	\$23,344	\$0	\$23,344	\$0	\$33,700
	Total - FURNITURE AND EQUIPMENT	\$33,700	\$23,344	\$0	\$23,344	\$0	\$33,700

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

		CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
		BUILDINGS					
		RECREATION AND CULTURE - CAPITAL EXPENDITURE					
110300		Public Halls - Hall Building Capital Expenditure					
110300	BC004	\$5,000	\$0	\$0	\$0	\$0	\$5,000
		Sub Total - CAPITAL WORKS					
		\$5,000	\$0	\$0	\$0	\$0	\$5,000
		Total - RECREATION AND CULTURE					
		\$5,000	\$0	\$0	\$0	\$0	\$5,000
		Total - BUILDINGS					
		\$5,000	\$0	\$0	\$0	\$0	\$5,000

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES 30 NOVEMBER 2024		CURRENT YEAR 30 NOVEMBER 2024		ADOPTED BUDGET 2024-25	
			Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB							
PLANT AND EQUIPMENT								
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
053300	LRC319	Purchase Plant & Equipment - CAPITAL	\$12,000	\$0	\$0	\$0	\$0	\$12,000
Sub Total - CAPITAL WORKS			\$12,000	\$0	\$0	\$0	\$0	\$12,000
Total - LAW ORDER & PUBLIC SAFETY			\$12,000	\$0	\$0	\$0	\$0	\$12,000
Total - PLANT AND EQUIPMENT			\$12,000	\$0	\$0	\$0	\$0	\$12,000

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
			30 NOVEMBER 2024		30 NOVEMBER 2024		2024-25	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE								
ROAD CONSTRUCTION - CAPITAL EXPENDITURE								
121310		Road Construction - Regional Road Group						
121310	RGA66	Robinson Rd West - Reconstruct, Widen & Seal Carry Over	\$130,068	\$19,808	\$0	\$19,808	\$0	\$502,075
121310	RRG67	RRG - Oxley Road	\$0	\$0	\$0	\$0	\$0	\$301,927
121320	x	Road Construction - Roads to Recovery						
121320	R2R35	RTR/LRCI4A - Burt Road	\$0	\$0	\$0	\$0	\$0	\$170,000
121320	R2R63	RTR - Oxley Road C/Over 23-24 (Pavement Repairs)	\$353,942	\$354,491	\$0	\$354,491	\$0	\$353,942
121320	R2R263	RTR - Oxley Road (Shoulder Rehab)	\$0	\$0	\$0	\$0	\$0	\$24,690
121320	R2R60	RTR - Youngs Road (Reform & Resheet)	\$30,000	\$22,641	\$0	\$22,641	\$0	\$30,000
121320	R2R73	RTR - Gorn Road	\$15,000	\$3,361	\$0	\$3,361	\$0	\$15,000
121320	R2R75	Robinson West Road (Shoulder Rehab)	\$0	\$1,277	\$0	\$1,277	\$0	\$40,000
121320	R2R76	Orchard Road Floodway	\$0	\$7,697	\$0	\$7,697	\$0	\$50,000
121315		Commodity Routes Road Construction						
121315	CRF01	CRF - Leggoe Road Construction	\$163,353	\$111,131	\$0	\$111,131	\$0	\$163,353
121340		Road Construction - LRCI Roads						
121340	LRC400	LRCI4B - Ashwell Road	\$0	\$0	\$0	\$0	\$0	\$51,500
121340	LRC401	LRCI4B - Dinwoodie Road	\$0	\$0	\$0	\$0	\$0	\$23,190
121340	LRC402	LRCI4B - Sandplain Road Floodway	\$0	\$0	\$0	\$0	\$0	\$40,000
121340	LRC403	LRCI4B - Douglas Road	\$0	\$0	\$0	\$0	\$0	\$20,000
Sub Total - CAPITAL WORKS			\$692,363	\$520,406	\$0	\$520,406	\$0	\$1,785,677
Total - ROADS			\$692,363	\$520,406	\$0	\$520,406	\$0	\$1,785,677
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$692,363	\$520,406	\$0	\$520,406	\$0	\$1,785,677

Shire of Woodanilling Bushfire Risk Management Plan



2024 - 2026



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

Local Government Council BRM Plan approval **XX
Month 20XX**

Cover Photo Story – June 2024

In June 2024, the Shire of Woodanilling reached a major project milestone within the Community Water Supply Program (CWSP) funded by Department of Water and Environmental Regulation (DWER) & The Shire of Woodanilling.

This involved the installation of a 280,000L water tank for the Community to assist the Woodanilling Bush Fire Brigades during fire season.

The enormous sand pad was put in place by Katanning Bob Cat Hire, with sands provided through Klopper Contracting in Kojonup. Price's Fabrication installed the tank in less than a day. All throughout installation, the project was supported by the very professional DWER staff giving amazing guidance, advice and assistance to the Team.

The next items of interest with the water tank(s) is the plumbing in of the tank as well as trenching and piping all rain water from the Shire depot and office buildings to supplement and increase our capture of this amazingly precious commodity.



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Document control

Shire of Woodanilling Bushfire Risk Management Plan 2017 – 2022 (Replaced)

Version	Date	Author	Section
1.0	12 June 2017	P Cupitt &D Morgan	Initial version submitted to OBRM for compliance review
2.0	16 June 2017	P Cupitt &D Morgan	<ul style="list-style-type: none"> • Renamed section 1.3 • Amended OEM references • Amended Section 3.1.1 • Added Tenure table • Added information on demographics to section 3.1.3 • Amended 'mitigation zone' to 'bushfire management zone' • Amended Section 3.2.1 • Added reference re Natural Resource Zone • Added information to Section 3.2.3 • Moved 'Cultural Considerations' to Section 3.1.5 • Amended intro to Section 4 • Included HVMB in LG Wide Controls Comms Strategy: <ul style="list-style-type: none"> • Added Comms Roles and Responsibilities of the LG • Amended OBRM role

Shire of Woodanilling Bushfire Risk Management Plan 2024 – 2026

Document name	Document owner	Document location
Shire of Woodanilling Bushfire Risk Management Plan 2024-2026	CEO Shire of Woodanilling	G Drive
Current Version	Issue date	Next review date
1.1	27/08/2024	30/05/2026

Document Endorsements

This Bushfire Risk Management Plan has been endorsed by the Office of Bushfire Risk Management as consistent with the standards detailed in the *Guidelines for Preparing a Bushfire Risk Management Plan 2023*.

The approval of the Bushfire Risk Management Plan by the Shire of Woodanilling Council signifies support of the plan's implementation and commitment to working with risk owners to manage bushfire risk. Approval does not signify acceptance of responsibility for risk, treatments or outcomes on land that is not managed by the Shire of Woodanilling.

Local Government	Representative	Signature	Date
Shire of Woodanilling	President Dale Douglas		
Shire of Woodanilling	CEO Paul Hanlon		

Publication information

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Chapter 1 Introduction

1.1. Background & The Bushfire Risk Management Plan (BRMP)

This Bushfire Risk Management (BRM) Plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRM Plan has been prepared by the Shire of Woodanilling, encompasses all land within the Shire of Woodanilling and has been written on behalf of all stakeholders within that area.

This BRM Plan is an update on the original Shire of Woodanilling BRMP 2017 – 2022 and is informed by consultation and communication with stakeholders that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk.

The BRM plan has been prepared with due consideration of the requirements stated in the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in *ISO 31000:2018 Risk Management*.

1.2. Objective of the Bushfire Risk Management planning program

The BRM planning program supports local governments to reduce the threat posed by bushfire. The Shire of Woodanilling BRM Plan will contribute to achieving the objective of the BRM program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning.
- Facilitating the effective use of the financial and physical resources available for BRM activities.
- Supporting integration between risk owners, strategic objectives and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatments to ensure risk is managed to an acceptable level.

1.3. Legislation, policy and standards

Legislation, policy and standards that were applied in the development of this BRM Plan can be found in the Bushfire Risk Management Planning Handbook – Appendix 1 – Summary of Related Legislation, Policy and Guidelines.

Important Shire of Woodanilling documents that inform this plan include:

- Shire of Woodanilling Strategic Community Plan & Corporate Business Plan (under renewal)
- Shire of Woodanilling Long Term Financial Plan (under development)
- Shire of Woodanilling Delegations Register

Chapter 2 The risk management process

The BRM planning process is a cycle of understanding the context and assessing and treating risks (Figure 1). Each of these steps is informed by communication and consultation and supported by monitoring and review. The three products produced during the BRM planning process are the BRM Plan, Asset Risk Register and Treatment Schedule (Figure 1).

Further details on the guiding principles and process for the development of this plan can be found in Chapter 2 of the Guidelines.

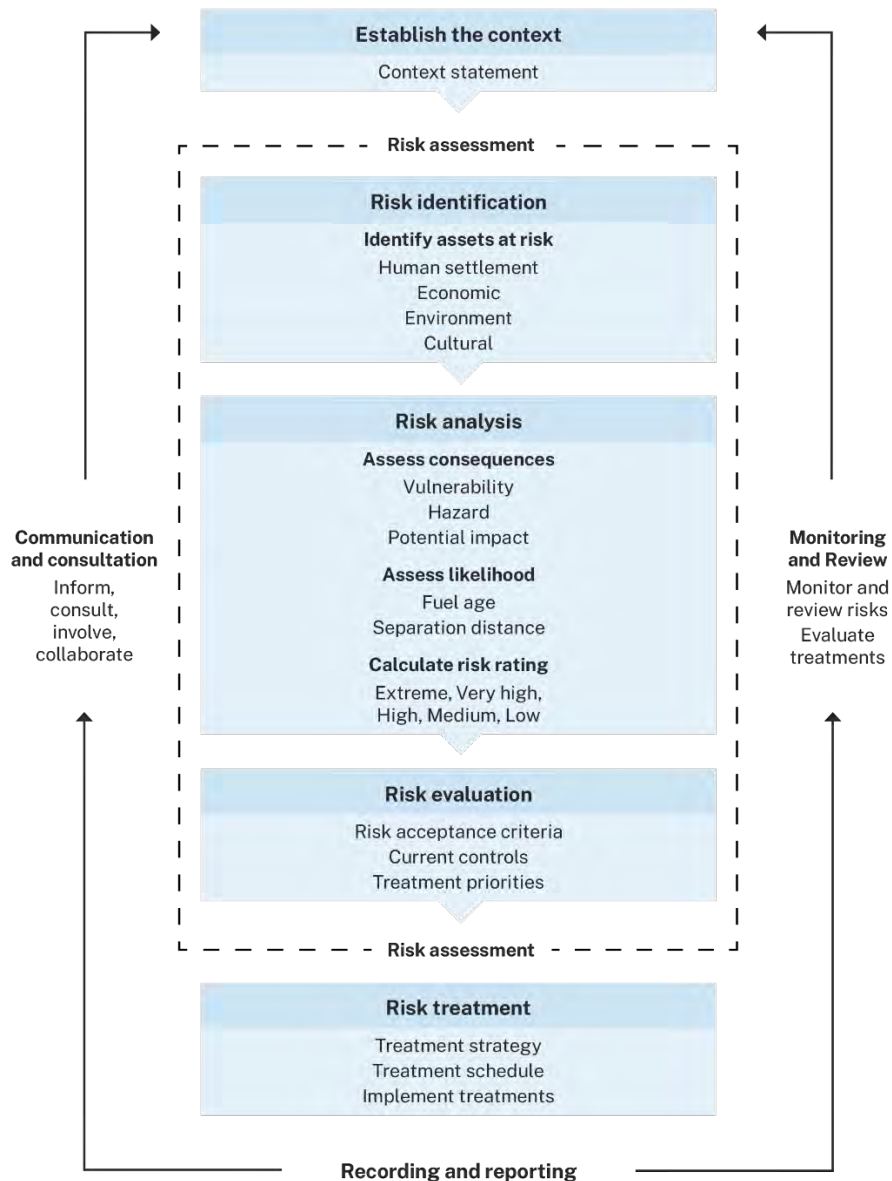


Figure 1: The Bushfire Risk Management planning process

2.1. Roles and responsibilities

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

Stakeholder*	Roles and responsibilities
Local government	<ul style="list-style-type: none"> • Custodian of the BRM Plan. • Coordinate the development and ongoing review of the BRM Plan. • Undertake bushfire risk assessment of local government area. • Submit the draft BRM Plan to OBRM for review and endorsement. • Develop and implement a Treatment Schedule for local government managed land. • Encourage risk owners to treat identified risks.
DFES	<ul style="list-style-type: none"> • Contribute to the development and implementation of the BRM Plan. • Facilitate involvement of state and federal government agencies in the BRM planning process. • Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town sites. • By agreement, implement treatment strategies for other land managers. • Endorse BRM Plans as consistent with the Guidelines, BRM Program and dynamic risk environment. • Administer the Mitigation Activity Fund Grants Program.
Department of Biodiversity, Conservation and Attractions (DBCA)	<ul style="list-style-type: none"> • Contribute to the development of the BRM Plan. • Implement their treatment program on DBCA managed land. • Provide advice on environmental assets and appropriate treatment strategies for their protection.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on management of Aboriginal Cultural Heritage.
Other State and Commonwealth Government agencies and public utilities	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on current risk treatment programs. • Contribute to the development of BRM Plans. • Undertake treatments on lands they manage.
Corporations and private landowners	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on current risk treatment programs. • Undertake treatments on lands they manage.

Stakeholder*	Roles and responsibilities
Shire of Woodanilling Community	<ul style="list-style-type: none"> • Engage with the Shire of Woodanilling as responsible landowners to <i>mitigate Bush Fire associated risks</i> • Volunteer with the Shire of Woodanilling Bush Fire Brigades if willing and able • Support the actions identified in this BRMP to be undertaken in the Shire of Woodanilling

Table 1 – Roles and responsibilities in the Bushfire Risk Management (BRM) planning process

2.2. Communication and consultation

Communication and consultation are fundamental to the development, implementation and review of the BRM Plan. A Communication Plan describing communication with relevant stakeholders at each stage of the BRM planning process is at Appendix B. A record of engagement with stakeholders is maintained

Chapter 3: The Bushfire Risk Management Plan (BRMP)

The Bushfire Risk Management Plan (BRMP) is a critical document that contains essential regional and local data acquired during the initial planning and subsequent review phases. This data is utilised to assess the level of risk posed by bushfires and to determine the necessary actions to reduce this risk. In the development of this plan, significant emphasis has been placed on promoting the concept of 'Shared Responsibility.'

Shared responsibility entails the recognition that multiple parties or individuals have a role to play in addressing the risk of bushfires. In this approach, each party assumes a share of the responsibility for dealing with this issue, rather than relying solely on a single entity or individual.

In the realm of bushfire risk management, shared responsibility encompasses state and local government agencies, private corporations and businesses, local community groups, residents, and ratepayers, all working collectively. Together, these collective endeavors to identify bushfire hazards, participate in risk reduction efforts, and prepare for emergencies.

Shared responsibility encompasses state and local government agencies, private corporations and businesses, local community groups, residents, and ratepayers, all working collectively to reduce hazards, participate in risk reduction efforts, and prepare for emergencies.

The principle of shared responsibility acknowledges that many challenges are too intricate or substantial to be effectively tackled by a single entity. Instead, a collective effort is required to develop sustainable and effective solutions. By collaborating and sharing responsibility, stakeholders can bring their unique perspectives, resources, and expertise to the table, thereby increasing the likelihood of success and enhancing overall outcomes.

Chapter 4: Establishing the context

In this Bushfire Risk Management (BRM) Plan, the concept of the "context of bushfire in the landscape" encompasses a comprehensive understanding of physical, ecological, and societal factors that collectively influence the likelihood and impact of bushfires. Developing an effective Bushfire Risk Management Plan (BRMP) for the Shire of Woodanilling hinges on a thorough grasp of the specific context of bushfires within the region, serving as the cornerstone of the plan.

The forthcoming sections of this report will extensively explore the Shire's distinctive characteristics and framework. This exploration encompasses an in-depth examination of community dynamics, geographical landscape, environmental features, industrial presence, climatic conditions, historical context, existing bushfire mitigation strategies, and the valuable contributions made by key stakeholders in mitigating bushfire risks.

Strategic and corporate framework

Informing strategies and location-specific plans such as this Bushfire Risk Management Plan are important elements of the Shires integrated planning framework.

The integrated planning framework of the Shire of Woodanilling is currently undergoing its first major review in over a decade. The Shire of Woodanilling Strategic Community Plan 2024-2034 is currently being prepared with consultation closing on the 31 July 2024. Adoption of the renewed Strategic Community Plan is expected by October 2024.

The Shire's overall integrated planning framework will set our community up for the next 10 years to deliver vital infrastructure and community programs are rolled out to the community.

This BRMP will enhance the strategic and corporate framework of the Shire, with detailed and specific information that can integrate comprehensive measures into future planning and decision-making processes. By providing a foundational understanding of the risks inherent to the Shire, the BRMP achieves this goal through several key components. These include mapping vulnerable assets, cultivating relationships with diverse stakeholders, conducting thorough risk assessments, and drawing insights from historical lessons learned.

The plan will help the community to better understand Bushfire risk and will aid in building community cohesion and resilience, cultural appreciation, environmental conservation and built infrastructure resilience.

In conjunction with the strategic and corporate framework, the Shire employs Local Emergency Management Arrangements (LEMA) as a fundamental structure for orchestrating and overseeing emergency response initiatives within the region. LEMA serves as a critical mechanism for ensuring adept preparedness, timely response, and comprehensive recovery from a spectrum of emergencies, including bushfires. Within the framework of LEMA, the Shire conducts assessments to discern the risks and vulnerabilities inherent to the local community, formulates response plans, and identifies necessary resources. This document provides valuable guidance to the Bushfire Risk Management Plan (BRMP) on how to effectively bolster community support for bushfire prevention efforts.

The BRM Plan interlinks with the emergency management structures of the shire, specifically the Local Emergency Management Committee (LEMC) and the Bush Fire Advisory Committee (BFAC). Serving as a foundational document, the plan provides essential information to the LEMC, guiding collaborative planning efforts that seamlessly integrate responses to bushfires with broader emergency management initiatives. Similarly, the BFAC draws upon the plan for

policy development, community engagement strategies, and recommendations for ongoing updates.

Implementing this plan will enhance the clear direction that was developed in the original plan for bushfire risk management within the Shire's boundaries, highlighting the shared accountability and responsibility towards this dynamic matter. Regular ongoing reviews and adaptations to maintain this plan's relevance, ensures the community can enhance resilience, protect lives and property, and contribute to overall safety and well-being.

Implementation in the Shire of Woodanilling

The Bushfire Risk Management Plan (BRMP) represents a comprehensive framework aimed at providing the Shire of Woodanilling, its stakeholders, and the broader community with a thorough understanding of bushfire risk within its jurisdiction. Its primary goal is to enhance community awareness, education, and the implementation of planned treatment activities across various localities, facilitating the identification of treatment priorities and aiding in future planning and budget allocation. While traditional approaches to bushfire risk management focused predominantly on response and recovery efforts, there's now a shift towards a more holistic risk management approach encompassing preventive and preparatory measures. Regular review and updates to this plan ensure its continued relevance in light of evolving bushfire risks.

Approved by both the Department of Fire and Emergency Services (DFES) and the Shire of Woodanilling Council, the ongoing execution, implementation, review, and adjustment of this plan are overseen by the Shire of Woodanilling's Chief Executive Officer (CEO).

Collaborating closely with the Community Emergency Services Manager (CESM), the Local Emergency Management Committee (LEMC), and the Bushfire Advisory Committee (BFAC), the CEO ensures the effective administration and evolution of this Bushfire Risk Management Plan (BRMP).

Acknowledging the substantial workload associated with this endeavor, the absence of a dedicated position within the shire or region to address long-term objectives may result in a delayed implementation of the plan. However, maintaining the accuracy and currency of data remains imperative for the shire to uphold a transparent understanding of its ongoing endeavors in managing bushfire risks.

Land use and tenure

Statistics show that the majority of land (93.9%) in the Shire of Woodanilling is vested to private landowners which is predominantly agriculturally based.

The other tenures in the Shire are combination of Local Government, Department Planning, Lands and Heritage, and the Department of Biodiversity, Conservation and Attractions. The Shire has 1,328 hectares of Nature Reserve which equates to 1.2% of the Shires total area.¹

Land Manager	Local Government Area (%)
Local Government	1.2%
Private	93.9%
Department of Biodiversity, Conservation and Attractions	1.2%
Department of Planning, Lands and Heritage	3.7%
Total	100%

Table 2 – Summary of land management responsibilities within the Shire of Woodanilling²

In a municipality represented by predominantly private landholders, the risk of bushfires may be heightened due to the decentralised nature of land management practices. The Shire of Woodanilling illustrates this scenario, with primary land uses predominantly involving crop farming, forestry, and sheep husbandry. The specific management practices associated with these activities, coupled with the timing of their implementation, consistently elevate the inherent risk of bushfires in the region.

Considering the substantial portions of the Shire managed by private landowners, several challenges arise, necessitating strategic considerations within the Bushfire Risk Management Plan:

Reduced Local Population for Fire Prevention:

The significant management of land by private owners contributes to a diminished local population in towns and communities, impacting the available manpower for fire prevention and firefighting efforts.

Engagement of Private Landowners as Stakeholders:

Given the high percentage of privately owned land, proactive engagement with private landowners as key stakeholders becomes crucial. Education and consultation will play pivotal roles in aligning their efforts with the BRM Plan and mitigation strategies.

¹ <https://dbr.abs.gov.au/region.html?lqr=lga&rgn=59320>

² Shire of Woodanilling Bushfire Risk Management Plan 2017-2022: Source: Australian Bureau of Statistics www.abs.gov.au

Risk Amplification from Non-Compliance:

Non-compliance by one landholder with Council policies poses an increased risk to neighboring landowners, particularly those on adjoining properties, emphasising the need for consistent adherence to regulations.

Economic and Social Implications of Farm Loss:

The potential loss of one farm, considering the predominantly private land management, carries significant economic and social implications for the Shire, necessitating a comprehensive risk assessment.

Balancing Mitigation Impact and Productivity:

Balancing the impacts of mitigation and risk reduction must be carefully considered in the broader context of productivity and associated costs. Striking this balance is essential for sustainable and effective bushfire management practices within the Shire.

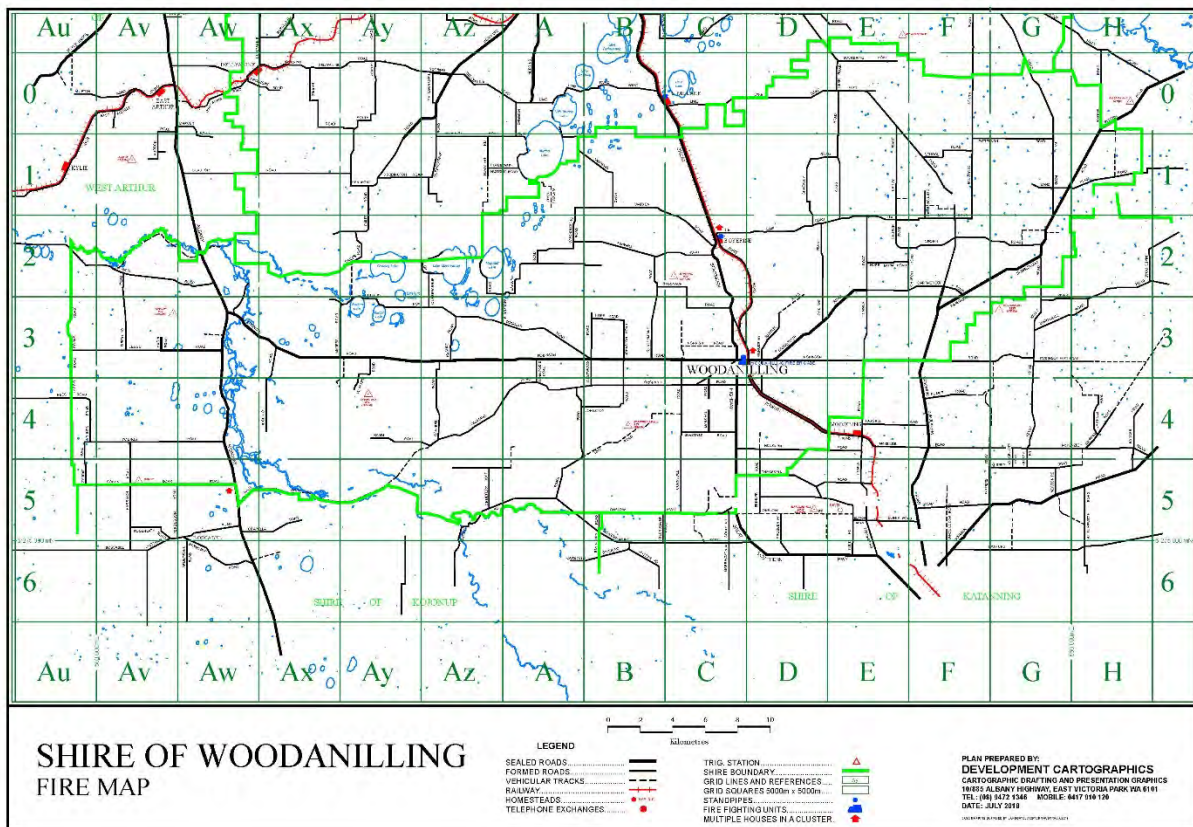


Figure 3: Shire of Woodanilling Fire Map

Infrastructure

The Shire of Woodanilling identifies several significant facilities and structures within its boundaries, each carrying its own level of exposure and vulnerability to bushfire, particularly in the rural context of the region.

The Woodanilling Cemetery, while not inherently flammable, is a significant community asset, the intentional visitation and appealing features like vegetation and fences can create various levels of vulnerabilities with regards to the cemetery's physical components and the broader community's psychological connection.

Similarly, the Woodanilling Pavilion and Recreation Centre, situated close to a natural setting, faces heightened risks due to the presence of flammable materials. In the rural landscape of the Shire, safeguarding these assets requires strategic planning, community engagement, and collaboration with limited resources and reliance on volunteer firefighters, underscoring the unique challenges faced in protecting these significant structures from bushfire damage.

Community demographics and values – An aging Population and Succession Planning Risk

The Shire of Woodanilling population comprises agricultural communities and residents in the townsite. Demographic data reveals low diversity in ethnicities and languages.

Importantly for Woodanilling, recognising vulnerable groups within the population, such as the elderly or individuals with mobility challenges, allows for targeted and tailored risk mitigation efforts. Given the predominantly rural nature of the population, with a significant proportion residing in agricultural areas dedicated to farming, there is a unique context to consider. Understanding the lifestyle and land use patterns of residents in these agricultural areas becomes essential for developing effective and community-specific bushfire risk management strategies.

The Shire of Woodanilling has an aging population which is already well above the State and National averages. The most recent Australian Bureau of Statistics (ABS) Census data is from 2021. This reflects the population of Woodanilling as 448 persons. The median age, of 45 years is 7 years above the Western Australian and Australian average of 38 years. This is also an increase on the median age of 43 from the 2016 Census.

Woodanilling

2021 Census All persons QuickStats

Geography type [Local Government Areas](#)
Area code LGA59320

	People	448
	Male	53.1%
	Female	46.9%
	Median age	45

Figure 4: Shire of Woodanilling Demographics, Census 2021³

The aging population of Woodanilling implies that the Shire may need to address different social and health needs compared to younger populations.

The current population and demographics of the Shire of Woodanilling may not pose significant challenges for bushfire response at present. However, the trends of population decline, and an aging demographic raise concerns for the future. If these patterns persist, the Shire may need to adapt its emergency management strategies to address the evolving needs of an aging population.

Addressing the challenges associated with an aging population requires a holistic approach, involving collaboration between emergency services, healthcare providers, community organisations, and local government. Strategies may include tailored evacuation plans for older residents and community education on fire safety for vulnerable populations.

The Shire of Woodanilling's population is fairly evenly spread between the townsite and surrounding agricultural properties. The townsite has an approximate population of 207 people with the remainder of the Shire holding approximately 241 persons.⁴ Many of the Agricultural families in the Woodanilling Shire are long term generational farming families and there is minimal cultural diversity.

³ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59320>

⁴ <https://abs.gov.au/census/find-census-data/quickstats/2021/SAL51636>

Cultural diversity



Ancestry, top responses All people	Woodanilling	%	Western Australia	%	Australia	%
English	215	48.0	1,000,796	37.6	8,385,928	33.0
Australian	183	40.8	789,282	29.7	7,596,753	29.9
Scottish	46	10.3	232,541	8.7	2,176,777	8.6
Irish	44	9.8	233,323	8.8	2,410,833	9.5
German	20	4.5	78,337	2.9	1,026,138	4.0

Note 1: Respondents had the option of reporting up to two ancestries on their Census form, and this is captured by the Ancestry multi response (ANCP) variable used in this table. Therefore, the sum of all ancestry responses for an area will not equal the total number of people in the area.

Note 2: Calculated percentages represent a proportion of the number of people in the area (including those who did not state an ancestry). In 2016 QuickStats percentages were based on total number of responses and will not be comparable to this table.

Figure 5: Shire of Woodanilling Cultural Diversity, Census 2021⁵

These characteristics carry inherent advantages in mitigating the risk of bushfires. With fewer residents living in high-risk zones, there are fewer assets to protect. In the event of an evacuation, a smaller population facilitates better local knowledge of people's whereabouts, streamlining the evacuation process with fewer individuals to communicate with, evacuate, and transport to safety.

Furthermore, the limited number of structures and homes to protect in a sparsely populated area allows firefighters to potentially focus their efforts more effectively on containing and extinguishing the fire. This contrasts with more densely populated areas where the protection of homes and structures might necessitate a higher prioritisation, highlighting an additional benefit of the area's sparse population in managing bushfire incidents.

The Shire of Woodanilling's population between 15 – 54 trails the State and National averages in each age block. This can be explained by people moving away from the area due to educational and employment opportunities and changes in agricultural practices. This highlights a significant risk for the Shire of Woodanilling's succession planning within the local Emergency Services Brigades.

Age All people	Woodanilling	%	Western Australia	%	Australia	%
Median age	45	N/A	38	N/A	38	N/A
0-4 years	35	7.6	161,753	6.1	1,463,817	5.8
5-9 years	32	7.0	172,654	6.5	1,586,138	6.2
10-14 years	31	6.8	171,377	6.4	1,588,051	6.2
15-19 years	15	3.3	153,263	5.8	1,457,812	5.7
20-24 years	17	3.7	158,817	6.0	1,579,539	6.2
25-29 years	19	4.1	176,045	6.6	1,771,676	7.0
30-34 years	26	5.7	196,312	7.4	1,853,085	7.3
35-39 years	22	4.8	200,904	7.6	1,838,822	7.2
40-44 years	29	6.3	178,589	6.7	1,648,843	6.5
45-49 years	27	5.9	174,632	6.6	1,635,963	6.4
50-54 years	27	5.9	173,622	6.5	1,610,944	6.3

Figure 6: Shire of Woodanilling Age, Census 2021⁶

⁵ <https://abs.gov.au/census/find-census-data/quickstats/2021/SAL51636>

⁶ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59320>

Farming and International Working Visa holders/Backpackers

Over time, the Shire has witnessed a trend of farm consolidation or amalgamation, driven primarily by the pursuit of economies of scale. This process involves farmers acquiring or merging with neighbouring properties, leading to larger farms. The key motivation behind this consolidation is the ability to spread fixed costs, such as machinery and infrastructure, over a larger land area.

However, this shift has brought about notable changes, including a decrease in local labour availability, necessitating the outsourcing of labour for seasonal work. The introduction of backpackers and international working visa holders to work on farms and businesses, while addressing labour needs, also introduces potential risks associated with bushfires.

Several factors contribute to an increased risk in this context:

- **Lack of Farming Experience:** Many backpackers lack experience in farming practices and maybe unfamiliar with the associated fire risks. Activities involving machinery that produces sparks or the use of tools creating heat can inadvertently start fires.
- **Limited Fire Safety Knowledge:** Backpackers may lack awareness of fire safety practices, such as refraining from smoking near flammable materials, ensuring proper campfire extinguishment, and promptly reporting signs of fire.
- **Environmental Unawareness:** Backpackers may be unfamiliar with environmental factors contributing to bushfire risk, such as dry weather conditions, high winds, and heatwaves. They may underestimate how a small fire can escalate into a large, uncontrollable bushfire.
- **Language and Communication Barriers:** Communication challenges due to language barriers may hinder effective understanding of instructions and coordination among workers or supervisors, elevating the risk of miscommunication and accidents.
- **Insufficient Training and Supervision:** Some employers may fail to provide adequate training or supervision to backpackers, increasing the likelihood of accidents and incidents.
- **Short-Term Nature of Employment:** Backpackers, being temporary in both location and employment, may not receive substantial investment from employers in terms of protective clothing, equipment, or training for bushfire protection. Consequently, the responsibility often falls on the Shire to provide continuous management of bushfire brigade membership, supply uniforms, and offer training.

Community awareness

The community within the Shire of Woodanilling demonstrates a nuanced understanding of bushfire risk, shaped by the resilience inherent in small rural towns and the strong reliance on farm response firefighters. There exists a deep awareness of the potential threats posed by bushfires, considering the rural landscape and agricultural activities as contributing factors to fire susceptibility. Residents acknowledge the pivotal role of farm response firefighters, who often serve as the first line of defense against bushfires due to their intimate knowledge of local terrain and vegetation. This reliance on community members for firefighting underscores the collective commitment to protecting lives, property, and livelihoods.

Despite the recognition of bushfire risk, the community exhibits a resilient attitude characterised by preparedness measures and collaborative response efforts. Residents are actively engaged in fire prevention initiatives, including fuel reduction activities, firebreak maintenance, and participation in rural fire awareness education. Moreover, the strong sense of community cohesion fosters effective communication channels and mutual support networks, enhancing the collective response to bushfire emergencies.

However, it's essential to acknowledge the challenges inherent in managing bushfire risk in small rural towns. Limited resources and infrastructure, coupled with vast geographic areas to cover, can pose significant obstacles to effective fire management. The seasonal nature of agricultural work also impacts firefighting capacity, as farm response firefighters may be occupied during critical periods such as seeding or harvest seasons.

Despite these challenges, the community's resilience and collaborative spirit serve as valuable assets in mitigating bushfire risk. By fostering ongoing communication, enhancing firefighting capabilities, and implementing proactive risk management strategies, the Shire of Woodanilling continues to strengthen its preparedness and response to bushfire threats, ensuring the safety and well-being of its residents.

In the context of the four stages of emergency management – Prevention, Preparation, Response and Recovery, the Shire of Woodanilling has a strong and proactive approach to bushfire response. As bushfire events can directly impact a farmer's livelihood, colloquially 'if the smoke goes up' the response will be strong and fast with farmer response units arriving from neighboring farms and further afield. The downside to this is that anecdotal evidence suggests that records reflecting the number of fires in the region are not accurate as not all fires are reported.

With statistics reflecting that approximately 25% of the Shires population are registered Bush Fire Brigade Volunteers, this bodes well for the Shire as this would infer that 25% of the community would have at least some level of awareness, and therefore increased appreciation of bushfire risk and what to do when there is a fire. When it comes to preparatory efforts (i.e. in line with prevention and preparedness), community engagement is a little more challenging; mainly due to time and financial constraints on the Shire of Woodanilling, conflicting priorities and the tyranny of distance. Nevertheless, compliance in line with landowner responsibilities, detailed in the Shire's annual Bush Fire Notice, is generally adhered to without further compliance action being taken.

Economic activities and industry

The Shire of Woodanilling is predominantly a sheep and grain producing area and these industries continue to be the Shire's economic mainstay. Agricultural activities are dominated by grain, wool and sheep with beef and pigs also increasing in prominence. In recent years, a sheep and goat meat abattoir, agroforestry, a dolomite (lime) fertilizer business and other agricultural based export markets have been added to the mix.⁷

Farms are generally getting bigger or becoming increasingly diverse in order to remain profitable with most farms expanding to undertake both crop and livestock ventures as well as exploring less traditional activities such as pig and goat farming. Agriculture has been the primary industry within the Shire since the mid 1800's, needless to say; agriculture continues to be vitally important to the local economy.

⁷ Website: Shire of Woodanilling Website www.woodanilling.wa.gov.au

The unemployment rate of 2.8% is lower than both the State and National averages of 5.1%. The Agricultural sector is the dominant employer in the region, with the top occupations being Managers, Labourers and Machinery Operators.⁸

Occupation, top responses Employed people aged 15 years and over	Woodanilling	%	Western Australia	%	Australia	%
Managers	89	42.4	160,687	12.3	1,645,769	13.7
Labourers	25	11.9	122,961	9.4	1,086,120	9.0
Machinery Operators and Drivers	19	9.0	100,392	7.7	755,863	6.3
Clerical and Administrative Workers	18	8.6	157,610	12.1	1,525,311	12.7
Professionals	16	7.6	287,009	22.0	2,886,921	24.0
Technicians and Trades Workers	16	7.6	199,379	15.3	1,554,313	12.9
Community and Personal Service Workers	14	6.7	154,341	11.8	1,382,205	11.5
Sales Workers	11	5.2	101,670	7.8	986,433	8.2

More information on [Occupation \(OCCP\)](#)
Table based on place of usual residence

Industry of employment, top responses Employed people aged 15 years and over	Woodanilling	%	Western Australia	%	Australia	%
Grain-Sheep or Grain-Beef Cattle Farming	46	21.9	4,362	0.3	18,276	0.2
Sheep Farming (Specialised)	20	9.5	2,211	0.2	18,278	0.2
Other Grain Growing	16	7.6	4,008	0.3	18,945	0.2
Primary Education	10	4.8	33,954	2.6	265,249	2.2
Other Agriculture and Fishing Support Services	9	4.3	1,386	0.1	15,340	0.1

More information on [Industry of employment \(INDP\)](#)
Table based on place of usual residence

Figure 8: Shire of Woodanilling Occupations and Industry of Employment⁹

Gross value of agricultural production - year ended 30 June

Description	2016	2021
Agricultural production - total gross value (\$m)	----	53.3
Crops - total gross value (\$m)	----	39
Livestock slaughtered and other disposals - total gross value (\$m)	----	7.7

Figure 9: Shire of Woodanilling Gross Value of Agricultural Production¹⁰

This plan underscores the agricultural sector's substantial role in contributing to bushfire risk within the Shire, citing factors such as landscape modification, native vegetation removal, introduction of annual crops, weed proliferation, contribution to salinity, and farming practices. These factors not only heighten vulnerability in the agricultural industry but also extend risks to other economic activities.

Given the Shire's heavy reliance on agriculture, effective bushfire risk management is paramount. Severe bushfires could have profound physical and financial repercussions, devastating crops, livestock, infrastructure, transport corridors, feed sources, and elevating the risk of topsoil erosion.

⁸ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59320>

⁹ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59320>

¹⁰ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59320>

The Local Emergency Management Arrangements note that the predominant agricultural activities occur between May – July, which is the seeding season, with harvest occurring between November to January.

In a bushfire context, whilst the shire may be seen as lower risk of bushfire due to somewhat lower fuel loads in comparison to traditional high-risk areas such as forests, the peak of the harvest season coincides with the high-risk summer periods. There is a heightened risk of fires starting during the harvest period with cropping practices potentially resulting in ignition. Stubble burning, post cropping, increases the possibility of accidental escapes and increased ignitions as a result of machinery (i.e. Headers). Modern harvesters have many potential ignition sources which need to be carefully managed. Bearings, hot exhausts, turbochargers, electrical circuits and belts combined with dry straw, dust, chaff, oil and leaking distillate provide the perfect environment for fire.

The Shire has controls in place pursuant to the Bush Fires Regulations 1954, to reduce the risk of crop related bushfires; these controls are reviewed annually by the Bushfire Advisory Committee (BFAC). This risk is further reduced once harvest is completed and the paddocks opened to grazing. However, the risk is increased as result of the drive to explore alternative crops as some crops (i.e. canola or rapeseed) burn at a higher temperature and can be harder to extinguish and mop up. The risk is also increased as farmers move to employ innovative farming practices and technology.

The Shire has six bridges located around the region, the majority of which are timber construction and are therefore considered a strategic risk. Some of these bridges are located along significant routes and have the potential to impact movement around the area should they be impacted by fire, with economic impacts also likely.

Without mitigation methods, fires in such conditions can quickly escalate into highly uncontrollable situations. The Great Southern Region's well-developed network of sealed roads, including the crucial Great Southern Highway, plays a vital role in facilitating diverse modes of transportation. This comprehensive network links various towns and serves purposes ranging from emergency services access to commercial transportation and tourism-related activities.

The direct impact or destruction of this primary resource would bear significant consequences for the community. Isolation, hindered emergency response, disrupted businesses, impacted property values, compromised healthcare, education, and economic disruptions are potential outcomes. Such events may lead to supply chain disruptions, reduced tourism, increased costs, and necessitate costly and time-consuming infrastructure rebuilding, with potential environmental damage to address.

Cultural heritage

The Shire has 224 assets deemed to have cultural significance that are listed on the Heritage Council of WA 'InHerit' Register. One of these, the 'Carrolup Bridge' is listed on the State Heritage Register as a 'place of State significance' and is therefore protected under the *Heritage of Western Australia Act 1990*.¹¹

Kenmare Hall is one of the many heritage buildings to be found within the Shire, it not only holds heritage value, but the Woodanilling community worked tirelessly to invest in redeveloping this historic building back to its glory. Further places of importance to the community for their heritage and cultural value include:

- Woodanilling CWA Building
- Woodanilling Town Hall
- Woodanilling Tavern
- Woodanilling Railway Station,
- Marracoonda Baptist Church
- Richardson and Co Store (Woodanilling Mens Shed)
- Woodanilling War Memorial

Additionally, the sentimental and irreplaceable nature of these structures underscores the need for robust protection measures.

In adherence to the Aboriginal Cultural Heritage Act 1972, the Shire continues to improve its engagement with Aboriginal Groups including Gnaala Karla Booja and Wagyl Kaip & Southern Noongar Aboriginal Corporations.

The Shire of Woodanilling is engaging with the Department of Planning, Lands and Heritage's, Native Title Agreements and Partnerships team on the Southwest Native Title Settlement, with the Shire of Woodanilling being located within both the Gnaala Karla Booja and Wagyl Kaip & Southern Noongar Indigenous Land Use Agreement areas.

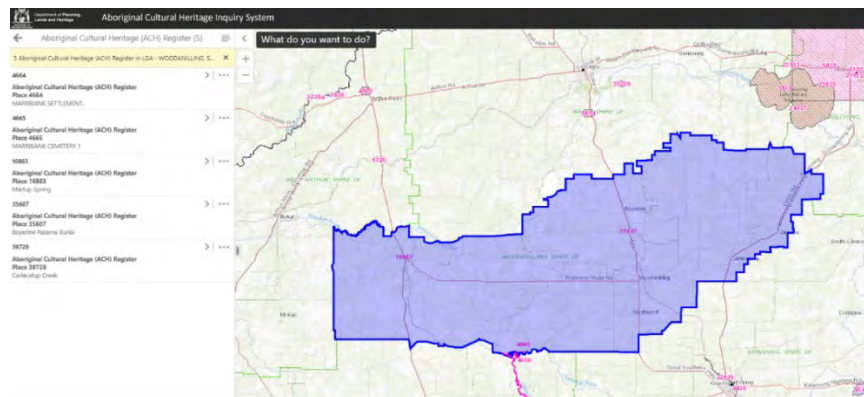


Figure 10: Shire of Woodanilling Map DPLH Aboriginal Cultural Heritage Inquiry System¹²

¹¹ Website: <http://inherit.stateheritage.wa.gov.au/Public/Search>

¹² <https://espacial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>

Furthermore, the Shire of Woodanilling is aware of its obligations to identify and evaluate areas with potential Aboriginal cultural heritage significance. There are currently five registered Aboriginal Cultural Heritage sites in the Shire of Woodanilling including:

- Marribank Settlement
- Marribank Cemetary
- Martup Spring
- Boyerine Reserve Burial
- Carlecatup Creek

This proactive approach serves as a foundation for integrating cultural considerations into bushfire mitigation efforts, enabling the implementation of precautionary measures such as adjusting activity timing, methods, or locations to preserve culturally significant sites.

Moreover, the Shire plays a vital role in raising awareness within the broader community about the existence of Aboriginal cultural heritage sites and the imperative to safeguard them during bushfire mitigation initiatives. This comprehensive approach aligns with the Shire's dedication to upholding legal obligations while actively preserving and respecting Aboriginal cultural heritage.

Topography and landscape features

Topography impacts this BRM Plan as it contributes to risk by influencing fire rate of spread (ROS), intensity and due to the potential for the terrain to impede access for suppression forces. The risk associated with topography is considered in the context of access, as a variable in predicting fire behavior and in the calculation of the bushfire management zone for each community/asset.

The Shire is located within the Yilgarn Craton. The Shire is a combination of ancient gneiss (coarse grained rock), porphyritic granitoid (glassy rock) and even grained granitoid (crystalline rock) with a cover of alluvium in the major valleys. Generally, the basement rocks are mantled by a lateritised, deeply weathered profile. To the east of the Shire, the sandplain soils of the ancient plateau are extensively preserved. To the west, greater stripping of the landscape has produced shallow duplex soils formed on the lateritic profile and results in the surface drainage system being better defined than that to the east.

On the ground, the landscape reflects as ‘gently undulating’ with vast expanses of seemingly level terrain. This tends to indicate that response would not necessarily be impeded by the nature of the topography.

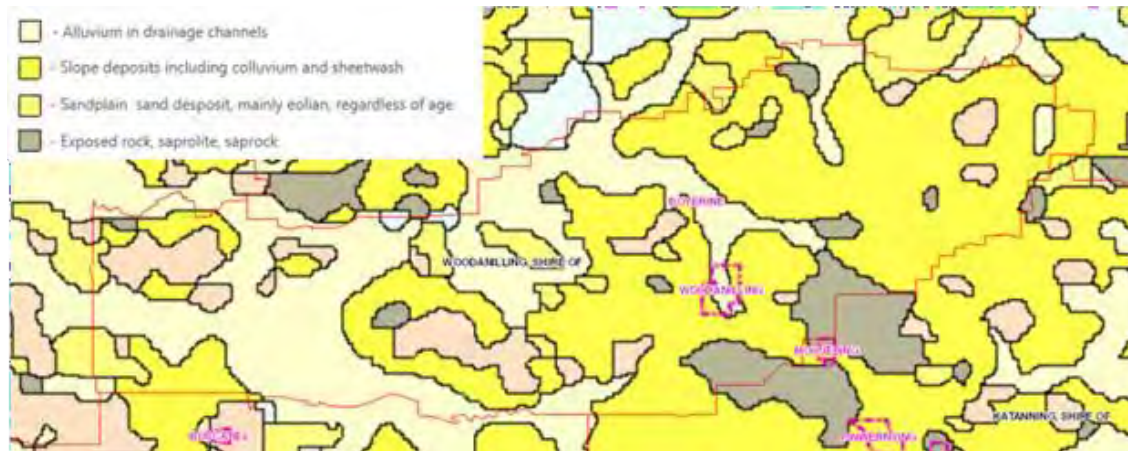


Figure 11: Shire of Woodanilling Geology¹³

The townsite is situated in a shallow broad valley with the Boyerine Creek running through town. The topography is generally undulating with gradients of less than 10%. A small ridge and exposed granite outcrops are located on the northern edge of the townsite where the Whispering Winds Estate is located.¹⁴ A key consideration associated with these granite outcrops is the potential for this terrain to draw lightning strikes with weather factors (such as lightning) having been identified as the most significant contributor to fire occurrences in the Shire.

All of the Shire is located in the Blackwood River Catchment and is drained by the upper reaches of the Carolup and Carlecatup Rivers. Chains of wetlands and lakes occur naturally across the landscape.

Climate and weather

The Shire of Woodanilling is described as having a Mediterranean type climate, experiencing cool winters and long, hot summers. Winter months are characterised by cold fronts that generate in the Southern Ocean. Winds tend to come from the west and north-west. Rainfall in the Wheatbelt generally decreases from west to east.¹⁵

The combination of elevated temperatures and low humidity levels during summer creates a landscape prone to the rapid ignition and spread of fires. Prevailing wind patterns play a pivotal role, influencing the direction and speed of fire expansion. Strong winds can carry embers over considerable distances, sparking spot fires ahead of the main front and making the fires more challenging to predict. Periods of heatwaves contribute to decreased soil moisture, rendering vegetation more susceptible to ignition and elevating the overall fire danger. The prevalence of thunderstorms in the region introduces the looming threat of lightning strikes, acting as potential ignition sources that can trigger fires in remote areas.

¹³ Website: GeoVIEW.WA www.geoview.dmp.wa.gov.au

¹⁴ Woodanilling Townsite Fire Management Plan, February 2013, TME Town Planning Management Engineering Pty Ltd

¹⁵ Woodanilling Townsite Fire Management Plan, February 2013, TME Town Planning Management Engineering Pty Ltd

These fires, originating in less accessible locations, present formidable challenges for firefighting endeavours. The heightened risk is intensified during periods of extreme temperatures, represented by prolonged summer conditions, which accelerate the desiccation of vegetation, creating an environment conducive to rapid fire spread. Compounding these challenges are the seasonal strong prevailing winds that persist throughout the entire bushfire season. Primarily occurring in the late afternoon, these winds predominantly blow from the south/southwest direction, further amplifying the vulnerability to bushfires and necessitating strategic planning for effective firefighting and risk mitigation

The bushfire season in the Shire of Woodanilling typically spans from November to April, coinciding with the region's hot and arid summer climate. These months pose a heightened risk of bushfires due to the prevailing weather conditions characterised by high temperatures and low humidity levels. The peak of fire danger usually occurs from late spring through early autumn, as the vegetation on the ground becomes increasingly dry following the winter rains. This period sees the convergence of heat troughs, particularly in proximity to the Pilbara region, along with the influx of hot air masses from the interior, creating an environment conducive to hazardous fire weather conditions.

As a guide, the following tables and graphs reflect the climatic conditions for the Woodanilling Weather Station that has been active since April 2016.¹⁶

Year	Min temp °C	Max temp °C	Min RH %	Max RH %	Rain mm	Rain days	Wind AvgSpeed @3m	Cold days	Heat days
2024	0.5	44	5.5	99.4	261.6	68	10	5	50
2023	-1.9	39.6	6.8	99.6	332.2	114	10	25	83
2022	-1.4	42.6	7.6	100	446.4	145	10	40	64
2021	0	41.7	6.9	100	387.8	148	10	17	65
2020	-1.8	42.7	8	99.5	329.6	92	10	30	74
2019	-1.3	42.7	5.5	98.7	348.2	77	9	38	89
2018	-3.1	39.8	9.6	98.9	358.6	112	10	40	22
2017	-2.4	41.2	8	99.5	492.2	132	9	26	68
2016	-2.5	41.1	6.6	99.6	359.4	128	8	43	23

Table 3: Woodanilling Annual Climatic Conditions¹⁷

¹⁶ <https://weather.agric.wa.gov.au/station/WD001>

¹⁷ <https://weather.agric.wa.gov.au/station/WD001>

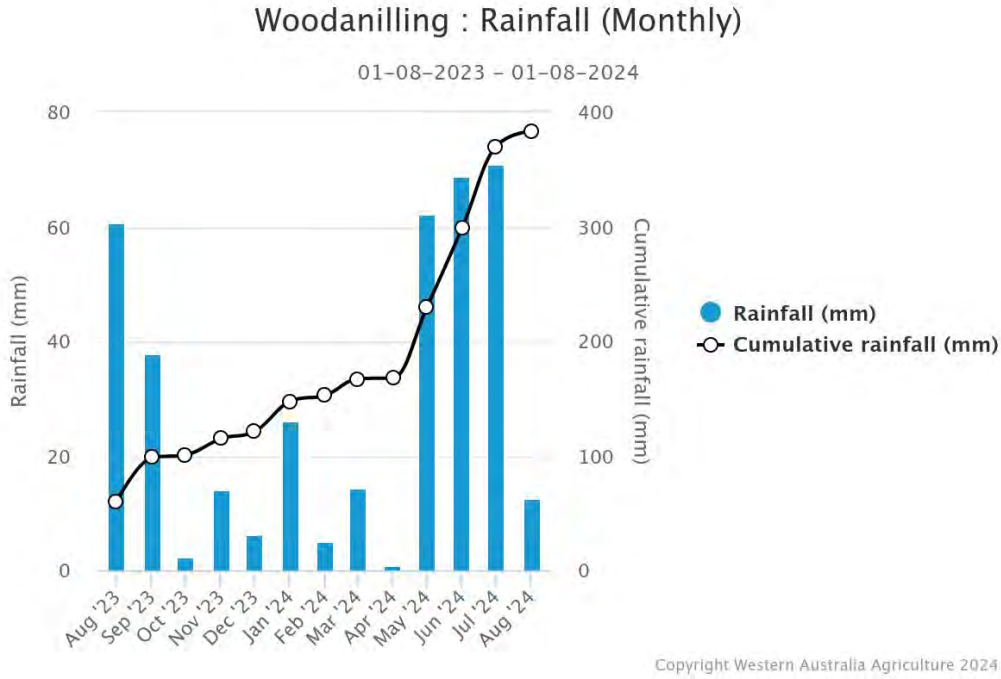


Figure 12: Woodanilling Monthly Rainfall¹⁸

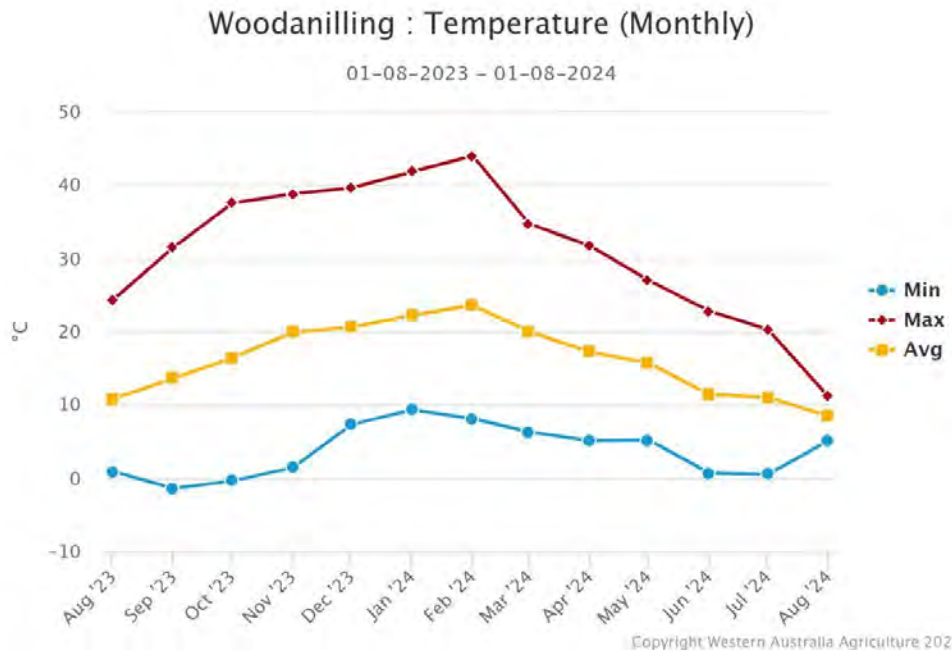


Figure 13: Woodanilling Monthly Temperature¹⁹

¹⁸ <https://weather.agric.wa.gov.au/station/WD001>

¹⁹ <https://weather.agric.wa.gov.au/station/WD001>

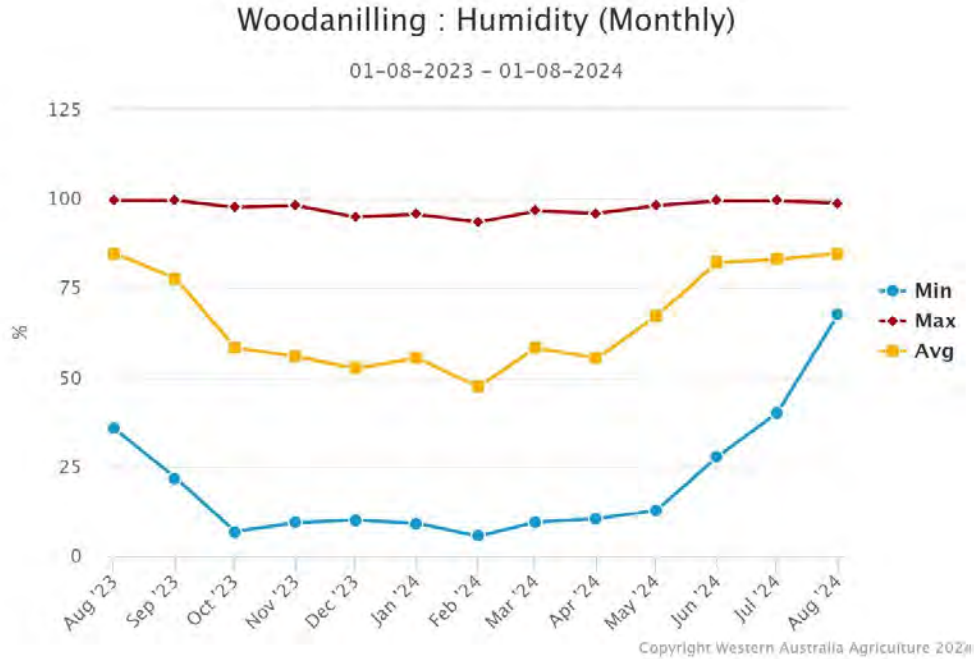


Figure 14: Woodanilling Monthly Humidity²⁰

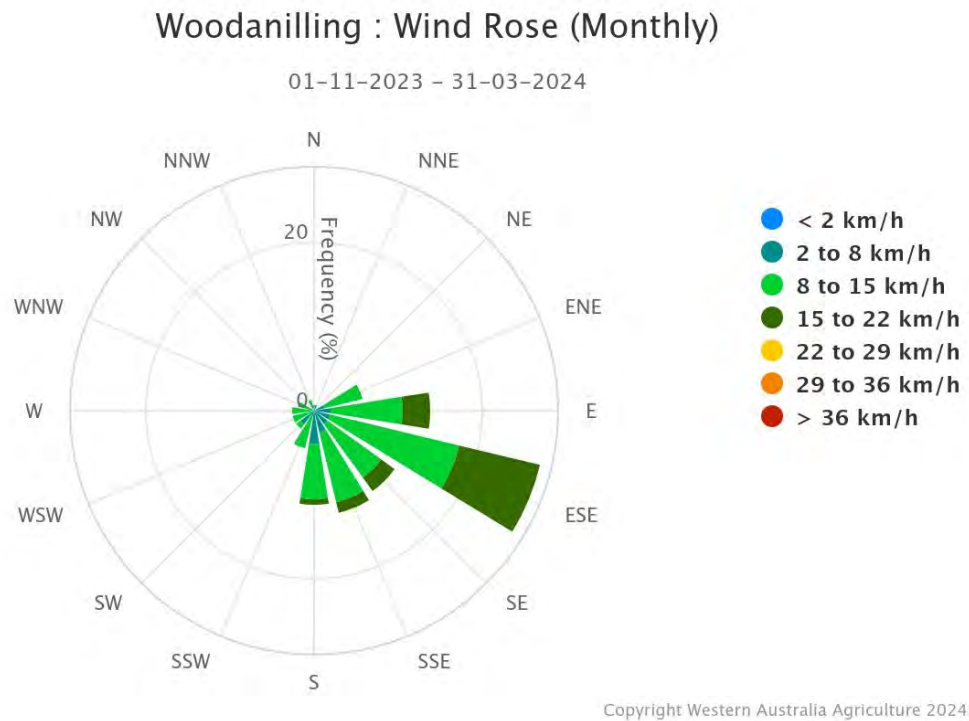


Figure 15: Shire of Woodanilling Monthly Wind Rose 1 November 2023 – 31 March 2024²¹

²⁰ <https://weather.agric.wa.gov.au/station/WD001>

²¹ <https://weather.agric.wa.gov.au/station/WD001>

Vegetation and fuel

The total area of native vegetation in the Shire of Woodanilling has been significantly reduced through rapid broad scale clearing for agricultural purposes. However, much of the native vegetation that remains in public reserves and on private land is similar in composition to that which existed previously, although the extent of the cover has been significantly reduced. 38 Only around 16% of remnant vegetation remains, of which only 3% is within conservation estates or State Forest.²²

The vegetation in large areas of the town and especially along the creek lines is characterised by Jam Wattles (*Acacia acuminata*) and Sheoaks (*Casuarina obesa*). The Sheoaks usually occur with closely packed narrow trunks with a dense understory which often has weed infestation. On the higher land there are areas of White gum (*Eucalyptus wandoo*) and Salmon gums (*Eucalyptus salmonophloia*).²³

The South-west of Western Australia has been divided into districts, called Natural Resource Zones (NRZ), 42 on the basis of their natural resources i.e. vegetation type, drainage/catchment system and rainfall. The Shire of Woodanilling contains a mosaic of vegetation types, from three zones..

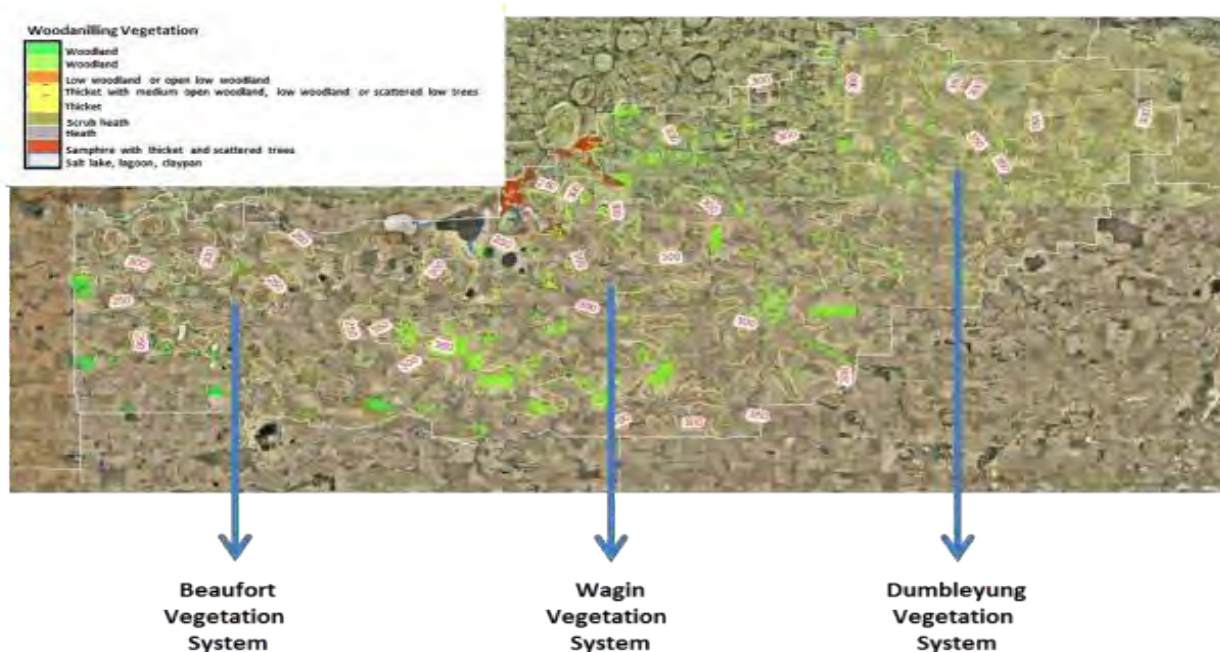


Figure 16: Woodanilling Vegetation Types and Systems²⁴

The **Beaufort Vegetation System** covers a small area in the western edge of the Shire. Sandy deposits occur along sections of the Carrolup River and carry a variety of plant communities. The principle elements of this vegetation system landscape are woodland of wandoo and York gum and wandoo on undulating country and woodland of York gum and flat-topped yate (*Eucalyptus*

²² Source: Landscapes of the Upper Blackwood, South West NRM Strategy, www.swnrmstrategy.org.au

²³ Woodanilling Townsite Fire Management Plan, February 2013, TME Town Planning Management Engineering Pty Ltd

²⁴ Map Source: Conservation Science Western Australia Journal, Department of Parks and Wildlife, Volume Nine, Number One, October 2013, the vegetation of Western Australia at the 1:3,000,000 scale. Explanatory memoir. Second edition. JS Beard, GR Beeston, JM Harvey, AJM Hopkins and DP Shephard.)

occidentalis) on sandy patches. Often there is a mosaic of different combinations of Eucalyptus spp. (including Marri) woodland on a variety of landscapes.²⁵

The **Wagin Vegetation System** covers the entire Shire in a belt from Beaufort River Flats to Woodanilling. The landscape is undulating and well dissected with only small remnants of laterite cappings on ridges, some granite domes and broad valleys containing salt marshes. The dominant vegetation is comprised of a mosaic of brown mallet (*Eucalyptus astringens*) and wandoo (*Eucalyptus wandoo*) woodland on laterite mesas and low woodland of York gum (*Eucalyptus loxophleba*) and wandoo on the slopes of undulating country. Brown mallet was joined by red morrel (*Eucalyptus longicornis*) near the townsite of Woodanilling. Heaths occur on scattered patches of laterite, occasionally associated with wandoo, but more frequently with the Drummond's gum (*Eucalyptus drummondii*). *Dryandra* spp. are generally the dominant species in heath vegetation.²⁶

The **Dumbleyung Vegetation System** is the most prominent System in the Blackwood Catchment and covers the eastern third of the Shire of Woodanilling. In the Shire, the landscape is gently undulating. Woodlands of York gum (*Eucalyptus loxophleba*) and wandoo (*Eucalyptus wandoo*) occupy the undulating country with *Dryandra* spp. scrub on the laterite residual. Brown (*Eucalyptus astringens*) mallet woodland and low woodland occur on weathered laterite residuals and slopes. Woodlands formed are either mallet or York gum, salmon gum, morrell and wandoo.²⁷

In the context of bushfire risk, of particular note in relation to the Woodanilling townsite, are the abundant sheoaks. The volume of sheoaks, and the density of scrub, increases the potential for a fire to impact the Woodanilling townsite with the sheoaks potentially acting as a 'wick' to draw the fire into the town settlement.

Important species and communities

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets.

A recent study titled 'A Resilient Blackwood Basin in a Changing Climate Concept Plan, February 2013' states the following in relation to threats to the Blackwood Basin: "Bushfire and its positive effects on native vegetation are well known. Of concern however, is the lack of knowledge and an appropriate Fire Management Plan specific to the catchments within the region that are aimed at preserving life, conserving native vegetation and reducing the influx of invasive species. Conflicting information exists which requires a major investment in time and resources to ensure a best management approach is taken. Little is understood of post-fire management which has seen a rapid invasion by weedy grasses into once pristine bushland, further increasing the risk of fire in the future."²⁸

²⁵ Native Vegetation Handbook for the Shire of Woodanilling, S Grein, 1994

²⁶ Native Vegetation Handbook for the Shire of Woodanilling, S Grein, 1994

²⁷ Native Vegetation Handbook for the Shire of Woodanilling, S Grein, 1994

²⁸ A Resilient Blackwood Basin in a Changing Climate Concept Plan, February 2013

All treatments need to be assessed in line with the requirements of the identified flora and fauna. As an example, one of the Declared Rare Flora located within the Shire - ADENANTHOS PUNGENS SUBSP EFFUSA Nelson – indicates fire management as follows:

RESPONSE TO FIRE

Adult plants killed, good seedling regeneration after fires Needs burning on a ca 20 year cycle (E. Nelson/S. Patrick, pers. comm.).

Figure 17: Fire Management of Declared Rare Flora – Adenanthos Pudgens Subsp Effusa Nelson²⁹

Appropriate authorities and subject matter experts must be consulted prior to any risk treatment works commencing.

A further consideration in relation to both bushfire mitigation and response strategies is the potential spread of Phytophthora Cinnamomi (Dieback). Dieback has infected large areas of Jarrah forest. It is easily spread through soil movement from vehicles, animals, water and feet. Other fungal-borne diseases can also be spread through these pathways. This risk must be considered in the context of planned prevention and response strategies and the risk minimised wherever possible. The Shire has also identified a number of noxious weeds including, Wild Oats, Barley Grass, Stinkwort, Cape Tulip, Soursob, Four O’Clock, Wireweed and Bridal Creeper. Any treatments need to minimise the potential spread of disease or unwanted plants.³⁰

Road Reserves

Fire management in road and rail reserves present a challenge in balancing the risk from fire to adjoining life and property with the biodiversity values of the native vegetation. As road reserves are considered a potential ignition source they are a focus of mitigation treatments and care needs to be taken during treatment planning.

The majority of road and rail reserves, however, are only narrow strips of vegetation which makes them particularly vulnerable to degradation. Thus, actions in these reserves are important, as this will determine the longevity and function of the vegetation. These actions include how we use and manage fire.

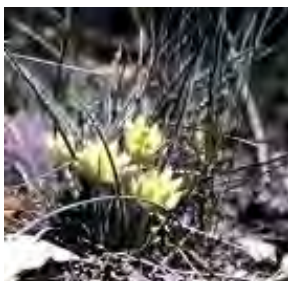
In Australia, some ecosystems have evolved to survive fire and some plants may even require fires to regenerate. However, fire can have both strong negative and positive impacts on natural populations of both flora and fauna, and thus careful management is required.

²⁹ Declared Rare Flora in the Katanning District, Department of Conservation and Land Management, 2000

³⁰ Website: Shire of Woodanilling www.woodanilling.wa.gov.au

Flora

Threatened flora found within the Shire of Woodanilling includes:



Conostylis Setigera subsp. *Dasys* Hopper



Caladenia Luteola Hopper & A.P.Br.



Jacksonia Velveta Chappill



Verticordia fimbrilepis Turcz
Subsp. *Fimbrilepis*



Adenanthos pungens subsp.

Effusus E.C.Nelson

Woodanilling is also home to a further six (6) species designated Priority 1 Flora, all of which are native to Western Australia:

- Schoenus sp. Beaufort
- Leucopogon ozothamnoides
- Hemigenia rigida Benth.
- Thomasia sp. Arthur River
- Calandrinia sp. Piawaning
- Banksia lepidorhiza

A Flora Road is one which has special conservation value because of the vegetation contained within the road reserve and would therefore reflect environmental significance for any Shire. Flora Roads also provide important habitat for fauna. There are currently three (3) registered Flora Roads in the Shire of Woodanilling, these are:

1. Link Road.
2. River Road
3. Robinson Road West³¹

Where possible, areas of environmental significance relating to priority flora have been reflected on the BRMS. Due to the sensitive nature of information around rare flora, some discretion has been applied to the amount of information recorded so further advice will need to be sought from subject matter experts (DPAW, Landcare, Friends of the Reserve etc.) to confirm the location of environmental assets and the potential impact of both mitigation and response strategies.

³¹ Website: <https://www.dpaw.wa.gov.au/management/off-reserve-conservation/93-roadside-conservation>

Fauna

The Wildlife Conservation Act 1950 provides for native fauna (and flora) to be protected where they are under an identifiable threat of extinction and, as such, are considered to be "threatened". Based upon data from DPAW, fourteen (14) species of threatened and priority fauna have been recorded or sighted throughout the Shire of Woodanilling, these are listed below.³²

Birds

- Carnaby's Cockatoo - *Calyptorhynchus latirostris*
- Hooded Plover - *Charadrius rubricollis*
- Peregrine Falcon - *Falco peregrinus*
- Australian Peregrine Falcon - *Falco peregrinus* subsp. *Macropus*
- Western Rosella - *Platycercus icterotis* subsp. *Xanthogenys*

Mammals

- Woylie, Brush-tailed Bettong - *Bettongia penicillata* subsp. *Ogilbyi*
- Western Quoll - *Dasyurus geoffroii* (Chuditch)
- Southern Brown Bandicoot - *Isodon obesulus* subsp. *Fusciventer*
- Tammar - *Macropus eugenii* subsp. *Derbianus*
- Western Brush Wallaby - *Macropus Irma*
- Numbat - *Myrmecobius fasciatus*
- Red-tailed Phascogale - *Phascogale calura*
- Southern Brush-tailed Phascogale *Phascogale tapoatafa* subsp. *Tapoatafa*

Reptiles

- Carpet Python - *Morelia spilota* subsp. *Imbricate*

³² Website: <https://naturemap.dpaw.wa.gov.au/>

Red Tailed Phascogale



The Red-Tailed Phascogale is an endangered marsupial that is now largely confined to the Southern Wheatbelt of Western Australia with a healthier population found in the Woodanilling Shire. It is possum-like in its habits, feeding and sheltering in trees. It favours mature wandoo and rock oak habitat, but may be found in other types of woodland such as the abundant sheoak found in the area. Most of its remaining habitat has been severely fragmented by agriculture.

Mating occurs between May to July, with babies born around August meaning that babies are yet to be weaned during the periods most suited to the majority of treatments. The breeding cycle of the Phascogale may restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Recent studies have also shown that frequent burning can remove mature-age vegetation which the species occupies. 58 When determining treatment options in areas likely to be inhabited by the Phascogale, consideration must be given to ensure minimal disruption.

Historical bushfire occurrence

DFES records show that from 2020/21 - 2023/24, a total of 32 landscape (bush) fire incidents were reported in the Shire of Woodanilling, approximately 8 per year. Interrogating the ignition causes highlights the importance of educating the community and implementing controls such as Vehicle Movement Bans on activities where appropriate. Importantly, only 22% of fires were due to Weather Conditions – Lightning. This means that 78% were the result of human activity including Burn Off Fires (25%), Vehicles (incl. Farming Equipment/Activities) (25%), and Power Lines (16%) making up the majority of these ignition causes. This is an alarming increase on the previous Shire of Woodanilling Bush Fire Risk Management Plan, as only 14% of reported fires were attributed to vehicles or electrical faults in the previous period.

Incidents within the Shire of Woodanilling by Financial Year *current FY incomplete

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024
False Call - Good Intent	0	0	0	3
Fire - Bushfire (lge)	2	2	2	6
Fire - Bushfire (sml)	4	7	6	3
Fire - Other/Rubbish/Vehicle	2	1	2	2
Fire - Structure	0	0	1	1
Natural Hazard	1	1	0	0
Rescue & Medical	1	0	0	0
Road Crash & Rescue	1	3	3	2

Figure 18: Reported Incidents in the Shire of Woodanilling 2020/21 – 2023/24³³

Bushfires within the Shire of Woodanilling, with Ignition Cause

Bushfires are all vegetation fires (bush, grass, forest, crop etc.), of any size.

Ignition Cause	2020/2021	2021/2022	2022/2023	2023/2024
Burn off fires	3	3	2	0
Campfires/bonfires/outdoor cooking	0	0	2	0
Equipment - Mechanical or electrical fault	0	0	0	1
Power lines	0	4	1	0
Suspicious/Deliberate	0	0	1	0
Vehicles (incl. Farming Equipment/Activities)	2	1	0	5
Weather Conditions - Lightning	1	1	2	3

Figure 19: Bushfire Ignition causes in the Shire of Woodanilling 2020/21 – 2023/24³⁴

Note: Anecdotal evidence would suggest that not all fires in the region are reported and therefore will not be reflected in these statistics.

³³ Shire of Woodanilling Report Package 31/07/2024 Local Government DFES Report Pack, Produced by the OIS Branch

³⁴ Shire of Woodanilling Report Package 31/07/2024 Local Government DFES Report Pack, Produced by the OIS Branch

Lessons Learned from the February 2020 Katanning Fire

The Katanning Fires of February 2020 were some of the worst on living memory. This fire is of direct relevance to Woodanilling as Katanning is only 15 minutes by car from Woodanilling.

On 7 February 2020, a fire started north west of Katanning. That afternoon and evening farms, buildings and fences were damaged, but thanks to the incredible efforts of volunteer firefighters, the fire was contained. However, the following day catastrophic fire conditions developed with winds at 50 kilometres an hour and the temperature above 40 degrees Celsius. As the fire and conditions intensified, the community braced for what soon became an out-of-control bushfire heading straight towards the town of Katanning. The battle continued long into the night with a strong westerly pushing the fire right to the edge of the town on two sides.

At the peak of the fire there were over 300 firefighters, water bombers and soon a Boeing 737. One home was sadly lost, and others damaged. Over 4,000 hectares was burnt, 80 kilometres of fencing was destroyed, 50 power poles were down, and livestock was lost. Response teams included volunteer farmers, and bush firefighters from across WA and surrounding shires.

The CESM for the area provided an overview of the lessons learned from the Katanning Fire which started just north of the Shire boundary on Friday 7 February 2020 and impacted the Katanning townsite on Saturday 8 February 2020.

- Lack of resources for traffic management and ineffective road closures;
- Contacts and Resources lists for contractors in the area need to be updated;
- Lack of back-up power to Incident Control Centre (shire office).
- Ideally backup power should be available for wifi and the Shire Depot;
- Knowledge and understanding of emergency management structure, agencies and roles should be shared across the local government;
- Information regarding access arrangements to shire buildings should be readily available
- Opportunity to use neighbouring shire staff in the incident management team – eg taking minutes, scribing etc
- When a fire impacts a townsite, it has a long term impact. Recovery is the responsibility of the local government, and all sectors of the community should be considered in planning recovery, especially those who are socially isolated.

Further to this, it was made abundantly clear to the Shire of Woodanilling that the following is vital:

- Community Awareness and preparedness
- Fuel Management and Town Mitigation Works complete and maintained
- A strong volunteer base is maintained and trained to deal with fires of this scale and magnitude
- Aftercare is vital to the psychological safety of our volunteers and community

Current bushfire risk management controls

In addressing the bushfire risk posed by hazardous fuels on private land within the Shire of Woodanilling, a traditional yet effective strategy involves the enforcement of the Firebreak Order in accordance with the Bush Fires Act – section 33. This order serves as a foundational document for mitigating bushfire hazards on private properties.

However, it is noteworthy that several government agencies own and manage land within the Shire, and in contrast to private landholders, they are not obligated to adhere to the Shire's firebreak notice. This lack of a minimum requirement leads to disparities in land management priorities, frequency, and extent of land management activities among these agencies.

To address this inconsistency and enhance collaborative risk mitigation efforts, this plan strives to bridge the gap. By recognising key stakeholders, identifying relevant contacts within these organisations, establishing accountability measures, and fostering collaboration, the plan aims to improve overall risk management for the Shire and its community. This approach ensures a more cohesive and coordinated strategy for bushfire risk reduction across both private and government- managed lands.

The Shire of Woodanilling has been very active in managing bushfire risk with the development of the previous plan covering the period 2017 – 2022. During this time, the Shire of Woodanilling has accessed significant Mitigation Activity Funding through the Western Australian Government to undertake an annual program of mitigation activities.

As the majority of land in the Shire of Woodanilling is owned by Private Landholders, the Shire requires landholders to actively manage their properties through the annual fire break notice. These include items such as:

- the requirement for mobile firefighting units,
- the requirement for low fuel zones around buildings, homesteads, and haystacks
- the requirement for fire access ways,

The Southern WA fire season is typically from November through to April with the Shire of Woodanilling determining their 'Restricted Burning' times as follows:

- 19th September to 31st October: Restricted Burning (permits required)
- 1st November to 14th February: Prohibited Burning
- 15th February to 15th April: Restricted Burning (permits required)

The Shire of Woodanilling annual Bushfire mitigation activity program maintains the works (estimated total expenditure to date of \$400,000) undertaken in the past 7 years. This includes the following annual program:

- Spraying of firebreaks/access trails
- Slashing of fire breaks
- Slashing of access trails

Further to this, the Shire of Woodanilling has an active community awareness and engagement plan which includes:

- Releasing information on the Shire's Facebook Page, Website and locally produced newsletter 'The Wongi'

- Holding community meet and greet events to provide information
- Holding a pre-season Fire Breakfast for our volunteers and community
- Conducting on site learning opportunities through the engagement with Central Brigade

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

Vehicle Movement Bans

Harvest and Vehicle Movement Bans may be issued as a result of the risk posed by agricultural practices during severe weather events.

Harvest and Vehicle Movement Bans are issued by the Chief Bushfire Control Officer (CBFCO), as the Local Government representative in consultation with relevant stakeholders. A Harvest and Vehicle Movement Ban is a ban that individual local governments are responsible for issuing under the Bush Fires Regulations 1954 Section 38A, and/or Section 24C. Local government can impose the ban when their CBFCO is of the opinion that the use of engines, vehicles, plant or machinery during the prohibited burning times or the restricted burning times (or both) is likely to cause a fire or contribute to the spread of a bushfire.

A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

In 2023, Shire of Woodanilling records show that there were 12 Harvest and Vehicle Movement Bans were issued.

Total Fire Bans

A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are seriously stretching firefighting resources. A TFB is declared by DFES following consultation with local governments. TFB's apply to whole of local government boundaries and will often apply to more than one LG area.

Shire of Woodanilling records show that over the 2023/2024 season, a total of 2 Total Fire Bans were issued.³⁵

Response Capacity

The community of Woodanilling has a strong 'Emergency Services' volunteering culture however, consistent with State trends, this number is on the decline. As of July 2024, there were 125 registered Bushfire volunteers in the Shire of Woodanilling, with 41.6% of volunteers aged above 55. The age demographics of the Emergency Service Volunteers highlights the need for a considered approach to succession planning.

³⁵ Shire of Woodanilling, Internal Records accessed 1st August 2024

Volunteer Summary for LGIS	Age Group						Total
	Age N/A	<=18	<=55	56-65	66-70	71+	
Junior or Cadet Rank	0	1	0	0	0	0	1
Active Operational	8	2	61	26	13	11	121
Non-Operational	0	0	1	1	0	1	3
Total	8	3	62	27	13	12	125

Bushfire Brigade Personnel Summary as at 31/07/2024

Brigade	Captain	Volunteer Members	ID Card Received	Attended Incident Last 2 Yrs	Vol. Hub Access	IRS Access	WebEOC Access
BEAUFORT KENMARE BFB	BELINDA MURRAY	21	1	14	5	0	0
BOYERINE/WESTWOOD BFB	GREGORY DOAK	22	0	16	2	0	0
CARTMETICUP BFB	WAYNE SHACKLEY	38	0	14	3	0	0
GLENCOE BFB	BRADEN CROSBY	18	0	6	2	0	0
SHIRE WOODANILLING		N/A	0	1	8	0	1
WOODANILLING CENTRAL BFB	IAN GARSTONE	27	0	5	6	0	0

Figure 20: Volunteer Summary for the Shire of Woodanilling³⁶

The figures above however do not reflect the many farmer response personnel, sometimes referred to as 'spontaneous volunteers', who are not officially registered as Emergency Services (ES) Volunteers, but spring into action upon the first sight or smell of smoke. In line with the Shire's demographics, it is expected that the majority of registered ES Volunteers are farmers.

The high reliance upon farmers for response can become an issue at the completion of harvest. The local agricultural industry peaks in late October through to late December with the curing of crops and harvesting. Following this, many farmers take their annual leave which often involves leaving the Shire with their families. The consequence of this is the potential for fewer resources being available for observing and reporting bushfires and possibly reduced response and suppression capability during the critical summer months.

Of the six Brigades in the Shire, all but the Woodanilling Central Brigade are classified as 'Farmer Response Brigades' meaning that they do not have their own issued fire appliance, rather relying upon privately owned 'farmer response' firefighting units. Woodanilling Central Brigade has been assigned a Rural Tanker.

Resource Name	Resource Type
Shire of Woodanilling FCO Vehicle	Car
Shire of Woodanilling Grader	Grader
Shire of Woodanilling Grader	Grader
Shire of Woodanilling Water Carrier	Water Carrier – 1000L
Woodanilling Central BFB	4.4 Rural

Table 5: Emergency Services & Volunteer Appliances within the Shire of Woodanilling as at 2 August 2024

³⁶ Shire of Woodanilling Report Package 31/07/2024 Local Government DFES Report Pack, Produced by the OIS Branch

In addition to the registered firefighting appliances detailed above, most farmers have private firefighting units including decommissioned DFES appliances. Farmer response units within the Shire are seen as a critical resource as they are the mainstay of the Shire's response capacity.

Chapter 5 Asset identification and risk assessment

Assets at risk from bushfire in Shire of Woodanilling are recorded in the Asset Risk Register in the BRMS. Assets are divided into four categories: human settlement, economic, climate, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme based on the risk assessment methodology described in the Guidelines and Handbook.

4.1. Local government asset risk profile

A summary of the risks assessed in the Shire of Woodanilling is shown in Table 6. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed. This table was correct at the time of publication but may become outdated as risks are treated or additional risks are identified and assessed. A report may be generated from the BRMS to provide the most current risk profile.

Asset Category	Risk Rating				
	Low	Medium	High	Very High	Extreme
Human Settlement	26.2%	28.7%	12.9%	8.4%	6.9%
Economic	2.9%	2.5%	2.9%	1%	3.5%
Environmental	-	-	2.5%	0.5%	-
Cultural	0.5%	-	-	-	0.5%

Table 6: Local Government Asset Risk Summary

Chapter 6 Risk evaluation

5.1. Risk acceptance criteria

The acceptable level of risk for each asset category is shown in Table 7. A risk that is assessed as exceeding these limits will be considered for treatment.

	Asset category			
	Human settlement	Economic	Environmental	Cultural
Acceptable risk level	Medium	Medium	High	High

Table 7: Risk acceptance criteria for bushfire risk in Shire of Woodanilling

Risks below the acceptable level do not require treatment during the life of this BRM Plan. They will be managed by routine Local Government Wide Controls and monitored to detect any increase in their risk rating.

5.2. Treatment priorities

The treatment priority for each asset is automatically assigned by BRMS, based on the asset's risk rating. Table 8 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset. The treatment priority assigned in BRMS will help inform decision making for risk acceptability and development of the Treatment Strategy and schedule.

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

Table 8: Treatment priorities

Chapter 7 Risk treatment

The purpose of risk treatment is to reduce the potential impact of bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment to make bushfires less likely or less harmful.

6.1. Treatment Strategy

The Treatment Strategy describes the overall approach to managing bushfire risk in the medium to long term in the Shire of Woodanilling. The strategy is shaped by factors such as the distribution of risk in the landscape, the community's values and objectives, stakeholders' mitigation programs and constraints on treatment options. The Treatment strategy helps guide the development of integrated annual treatment schedules.

The Treatment Strategy serves as the cornerstone of the Shire of Woodanilling's bushfire risk management efforts, providing a detailed roadmap for addressing the challenges posed by bushfires across the region. The strategy is an evolution on the original Shire of Woodanilling Bush Fire Risk Management Plan 2017-2022. Developed through careful analysis of various factors, including risk distribution, community values, stakeholder programs, and treatment constraints, this strategy represents a comprehensive approach to safeguarding lives, property, and natural resources from the threat of bushfires.

At its core, the strategy emphasises the importance of aligning treatment preferences with the specific vulnerabilities and characteristics of different areas within the Shire. Recognising the diverse ecosystems and landscapes present, it underscores the need for tailored approaches that consider factors such as land use patterns, vegetation types, and resource availability. By doing so, the strategy ensures that treatment efforts are targeted and effective, maximising their impact in reducing bushfire risk.

The strategy outlines three levels of response: Primary, Secondary Response, and Last Resort. Each level corresponds to a set of treatment measures tailored to address specific aspects of bushfire risk. The preference levels are crafted with thoughtful consideration of the following components:

Land Use Characteristics:

The nature and purpose of land use in a specific area impact factors such as fuel load, accessibility, and vulnerability to bushfires.

Land Transformation and Development:

Changes in land development, such as urbanisation or agricultural expansion, alter the natural state of the landscape, influencing fire behaviour and treatment selection differently.

Vegetation Characteristics and Composition:

Different vegetation characteristics and types contribute variably to managing fuel load, the viability/quality of vegetation, biodiversity, and whether it consists of native or introduced species. Mismanagement of these factors can have potential negative long- term impacts on the environment and fuel load.

Local Capabilities:

The availability of resources, infrastructure, and personnel within a specific locality influences the feasibility of certain response measures. Understanding local capabilities ensures the formulation of realistic and achievable strategies.

The Primary Response encompasses proactive measures aimed at mitigating risk, while the Secondary Response provides additional support and contingency options. In extreme scenarios, the Last Resort offers decisive actions to manage high-risk situations effectively.

Central to the strategy's success is its focus on collaboration and partnership. By engaging with stakeholders, including local communities, government agencies, and emergency services, the strategy leverages collective expertise and resources to achieve its objectives. This collaborative approach ensures that treatment efforts are informed by local knowledge and priorities, enhancing their relevance and effectiveness.

The Treatment Strategy represents a proactive and holistic approach to bushfire risk management in the Shire of Woodanilling. Through careful analysis, strategic planning, and collaboration, the strategy aims to reduce the impact of bushfires on the community and environment, safeguarding the region for future generations.

Shire managed land within Gazetted Townsite:

Preference	Method type	Description
Primary response	Vegetation management	Continue to modify or remove excess vegetation to create new and maintain existing breaks and reduce fuel density.
	Firebreaks/Access Tracks	Removal of vegetation to create and maintain existing vehicle accessible tracks.
Secondary response	Herbicide	Targeted use of herbicides to control invasive or highly flammable plant species.
Last resort	Controlled Burns	Prescribed burns to reduce accumulated fuel loads and prevent the spread of large, intense fires.

Rural Urban Interface:

Preference	Method type	Description
Primary response	Community Planning	Educating defensible space around homes
		Community education programs around preparedness and household bushfire plan creation.
		Implementing and educating SPP 3.7, AS3959 and other associated resources for new developments
	Building Design and Retrofitting	Educate, construction and retrofitting of structures with fire-resistant materials and features.
	Ember-Resistant Landscaping	Educating, selecting and maintaining vegetation that is less likely to ignite from embers.
	Fire break notice	Compliance to the Shire of Woodanilling Firebreak notice.
Secondary response	Herbicide	Targeted use of herbicides to control invasive or highly flammable plant species.
	Vegetation management	Modify or remove excess vegetation to create and maintain existing breaks and reduce fuel density.
	Firebreaks/Access Tracks	Removal of vegetation to create and maintain existing vehicle accessible tracks.
Last resort	Controlled Burns	Prescribed burns to reduce accumulated fuel loads and prevent the spread of large, intense fires.

Agricultural Environment:

Preference	Method type	Description
Primary response	Community Planning	Educating defensible space around homes
		Implementing and educating SPP 3.7, AS3959 and other associated resources for new developments
	Building Design and Retrofitting	Educate, construction and retrofitting of structures with fire-resistant materials and features.
	Ember-Resistant Landscaping	Educating, selecting and maintaining vegetation that is less likely to ignite from embers.
	Fire break notice	Compliance to the Shire of Woodanilling Firebreak notice.
	Vegetation management	Continue to modify or remove excess vegetation to create new and maintain existing breaks and reduce fuel density.
	Firebreaks/Access Tracks	Removal of vegetation to create and maintain existing vehicle accessible tracks.
	Herbicide	Targeted use of herbicides to control invasive or highly flammable plant species.
Secondary response	Controlled Burns	Prescribed burns to reduce accumulated fuel loads and prevent the spread of large, intense fires.

Road reserves:

Preference	Method type	Description
Primary response	Herbicide	Targeted use of herbicides to control invasive or highly flammable plant species.
Secondary response	Vegetation management	Continue to modify or remove excess vegetation to create new and maintain existing breaks and reduce fuel density.
Last resort	Controlled Burns	Prescribed burns to reduce accumulated fuel loads and prevent the spread of large, intense fires.

Woodland/Reserves Environment:

Preference	Method type	Description:
Primary response	Understory Management	Modifying understory vegetation to break up fuel continuity.
	Firebreaks/Access Tracks	Removal of vegetation to create and maintain existing vehicle accessible tracks.
Secondary response	Selective Thinning	Continue to modify or remove excess vegetation to create new and maintain existing breaks and reduce fuel density.
	Herbicide	Targeted use of herbicides to control invasive or highly flammable plant species.
Last resort	Controlled Burns	Prescribed burns to reduce accumulated fuel loads and prevent the spread of large, intense fires.

The inclusion of controlled burns in this treatment strategy is a critical consideration. However, implementing this practice in a natural environment requires meticulous planning, extensive knowledge, and careful timing, presenting challenges in resource allocation. Timing is especially crucial, with the most suitable period often aligning with seeding or harvest seasons. This synchronisation is essential for minimising disruptions to agricultural operations and mitigating potential risks associated with poorly timed or under-resourced burns. Consequently, controlled burns are designated as a last resort measure, aimed at reducing burdens on emergency services and avoiding the pitfalls of ill-informed or inadequately supported burn operations.

As noted earlier on page 33, recent records suggest that 78% of bush fires in Woodanilling were the result of human activity including Burn Off Fires (25%), Vehicles (incl. Farming Equipment/Activities) (25%), and Power Lines (16%) making up the majority of these ignition causes. The treatment strategy acknowledges the importance of non-physical mitigation measures. This includes integrating community engagement, educational programs, and regulatory measures into the overall framework to address bushfire risk comprehensively.

It's important to note that effective bushfire risk treatments often involve a combination of these strategies, and their success depends on factors such as community engagement, ongoing monitoring, and adaptability to changing conditions. Collaboration between land managers, communities, and fire authorities is essential for comprehensive and successful bushfire risk management.

The Shire of Woodanilling's treatment strategy adopts a modifiable approach to bushfire risk management. By addressing unacceptable risks, considering the influence of various factors, involving the broader community, and integrating diverse treatments, the strategy aims to enhance overall resilience and reduce the impact of bushfires on the district.

Holistic Strategy:

The Shire is consistently investing in the development of long-term strategies for sustained bushfire risk reduction, this includes measures such as land-use planning, community education, and policy changes that contribute to a resilient and fire-safe environment.

6.2. Treatment Schedule

The Treatment Schedule is a list of bushfire risk treatments recorded in the BRMS. It is developed with regard to the outcome of the risk assessment process and Treatment Strategy and in consultation with stakeholders.

A treatment schedule for the Shire of Woodanilling covering the life of this plan has been entered to BRMS. This is a live document and will be regularly updated throughout the life of the BRM Plan.

Land managers are responsible for implementing agreed treatments on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licenses to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land manager.

Chapter 8 Monitoring and review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and considers the best available information.

7.1. Monitoring and review

The Shire of Woodanilling will monitor the BRM Plan and BRMS data to identify any need for change. The Plan and BRMS data will be reviewed at least every two years to ensure they continue to reflect the local context, assets at risk, level of risk and treatment priorities.

7.2. Reporting

The Shire of Woodanilling CEO or their delegate will provide to OBRM the outcomes of biennial reviews of the BRM Plan. This is required to maintain OBRM endorsement of the Plan.

The Shire of Woodanilling will contribute information about their BRM Program to the annual OBRM *Fuel Management Activity Report*.

Glossary

Asset	Something of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset risk register	A component within the Bushfire Risk Management System (BRMS) used to record the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.
Landowner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.

Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Systemic risk	The impacts of bushfire on the interconnected systems and networks that support community function. It is a product of the disruption caused by fire to the community and its effects may be felt far from the direct impacts of the fire in both time and space.
Treatment objective	The aim to be achieved by the treatment. Treatment objectives should be specific and measurable.
Treatment priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The general approach that will be taken to managing bushfire risk, in consideration of the local government context and objectives.
Treatment type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.

Common abbreviations

AFAC	Australasian Fire and Emergency Services Authorities Council
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (DFES)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DFES	Department of Fire and Emergency Services
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (DFES)
SEMC	State Emergency Management Committee
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia

Appendices

- Appendix A** Local Government Wide Controls
- Appendix B** Communication Plan
- Appendix C** Annual review checklist

Appendix A – Local government wide controls

Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments	
1 & 2	Firebreak Notice (Bush Fires Act 1954) Prohibited, Restricted Burning Times and Total Fire Bans. Bush Fire Control (Bush Fires Act 1954)	Annual LG Firebreak Notice	Shire of Woodanilling	Landowners Land Managers Shire of Woodanilling Ranger	Published Annually. Inspect local properties. 'Fire Access Track' has the same meaning as 'Fire Break', in the Bush Fires Act 1954.
3	Total Fire Ban Declaration	Restriction of activities that may cause or contribute to the spread of a bushfire	DFES	Shire of Woodanilling Western Power Water Corporation Local Residents	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when current operational commitments have reduced statewide resources / capabilities. A TFB is declared by DFES following consultation with the LG.
4	Harvest and Vehicle Movement Bans	Restricting the movement of vehicles during harvesting in the Bushfire Season.	Shire of Woodanilling	Shire of Woodanilling Western Power Local Residents	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
5	Townsite UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by Department of Planning, Lands and Heritage (DPLH) and managed by DFES.	DFES	Bushfire Brigades DPLH	Annual funding is allocated to UCL/UMR land within gazetted boundary with priorities identified in consultation with stakeholders and managed through DFES.
6	Rural UCL/UMR land management	DBCA's indicative burn program, conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA	-	Plans can be accessed via the DBCA website.
7	Shire land management	Shire program to maintain access tracks, reduce fuel load and remove hazards as required.	Shire of Woodanilling	Woodanilling Bushfire Brigades	Fuel reduction program on all Shire of Woodanilling reserves. This includes access track installation and maintenance, weed reduction (slashing, spraying), vegetation thinning and removal and prescribed burning.
8	State planning framework and local planning schemes	Implementation and compliance with SPP3.7 and the Bushfire Protection Criteria of the Guidelines for Planning in Bushfire Prone Areas where required	Shire of Woodanilling	WAPC Landowners	State planning framework and local planning schemes, implementation of appropriate subdivision and building standards in line with DFES, WAPC and Building Commission policies, guidelines and standards
9	State-wide arson prevention programs	Police infringement and reward schemes to prevent arson. various awareness campaigns and information packages	DFES WAPOL	Shire of Woodanilling General Public	Participation as required. The Shire participates in campaigns for arson prevention. The LG assists in the promotion of Arson prevention campaigns
10	Public School Bushfire Management	A plan designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire.	Dept of Education	DFES Shire of Woodanilling	This plan was developed in accordance with the Emergency and Critical Incident Management Policy

Appendix B – Communication Plan

This Communication Plan supports the development, implementation and review of the Shire of Woodanilling Bushfire Risk Management (BRM) Plan. It should document the:

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

Communication objectives

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

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

Roles and responsibilities

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

- Chief Executive Officer of the Shire of Woodanilling is responsible for requesting OBRM endorse the BRM Plan.
- Chief Executive Officer or Community Emergency Services Manager of the Shire of Woodanilling is responsible for communication of the BRM Plan to the community.
- Chief Executive Officer or Community Emergency Services Manager of the Shire of Woodanilling is responsible for communication between the Shire and the Department of Fire and Emergency Services.

Key Stakeholders for Communication

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

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Shire of Woodanilling (Inc BFB, BFAC & LEMC)	<ul style="list-style-type: none"> Asset owner & vested Reserves Bushfire Risk Management Plan Custodian Responsible for development, implementation and review of treatments as a proprietor and land manager. 	High	Inform, Educate, Collaborate, Empower
Local Governments bordering the Shire of Woodanilling	<ul style="list-style-type: none"> Shared Experience 	Low	Inform
Department of Fire and Emergency Services (Inc Brigades, OBRM & BMB)	<ul style="list-style-type: none"> Asset Owner & Land Manager Bushfire Risk Management Plan Governance and Advice Support role in treatment implementation Responsible for development, implementation and review of treatments as a Land Manager. 	High	Inform, consult, involve, collaborate
Department of Biodiversity, Conservation and Attractions	<ul style="list-style-type: none"> Vested Reserves & Land Manager Bushfire Risk Management Plan Consultation and Advice Responsible for development, implementation and review of treatments as a Land Manager. 	High	Inform, consult, involve, collaborate
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> Vested Reserves Land Management Governance and Advice 	Low	Inform & consult
Department of Water and Environmental Regulations	<ul style="list-style-type: none"> Land Management Governance and Advice 	Low	Inform & consult
Water Corporation	<ul style="list-style-type: none"> Asset Owner, Vested Reserves & Land Manager Bushfire Risk Management Plan Consultation and Advice 	Medium	Inform, consult, involve, collaborate
Main Roads	<ul style="list-style-type: none"> Asset Owner, Vested Reserves & Land Manager 	Medium	

	<ul style="list-style-type: none"> Bushfire Risk Management Plan Consultation and Advice Critical Infrastructure Owner 		Inform, consult, involve, collaborate
Western Power	<ul style="list-style-type: none"> Asset Owner, Vested Reserves & Land Manager Bushfire Risk Management Plan Consultation and Advice Critical Infrastructure Owner 	Medium	Inform, consult, involve, collaborate
Public Transport Authority	<ul style="list-style-type: none"> Asset Owner, Vested Reserves & Land Manager 	Medium	Inform, consult, involve, collaborate
Telstra	<ul style="list-style-type: none"> Asset Owner, Land Manager 	Medium	Inform & consult
Asset Owners, Business Owners, Private Land Owners & Woodanilling Community	<ul style="list-style-type: none"> Asset Owner, Land Manager 	High	Inform, consult, involve, collaborate, empower

Communications log

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

Timing of communication	Stakeholders	Purpose	Summary	Communication method	Lesson Identified	Follow up
Review of the Shire of Woodanilling's updated BRM Plan						
2017 - 2022	Various	Development of the Shire of Woodanilling Bushfire Risk Management Plan 2017 - 2022	Risk, Treatment Options, BRMP Development	Various	N/A	Ongoing
June 2024	LEMC	Regular meeting with discussion on localized risks	Risk Register	In Person Meeting	Fire seasons are expected to be worse than previous years.	Ongoing Meetings
June 2024	Consultants	To obtain consultant to update the BRMP	BRMP update	Emails	It is difficult to obtain a consultant to update the Woodanilling BRMP	N/A
July 2024	WALGA	BRMS	Woodanilling Risk	Phone Conversation/Emails	Woodanilling BRMS updates are minimal	BRMS to be finalized on submission of BRMP
July 2024	Woodanilling CESM	BRMP Review and Development of Treatment Schedule	Woodanilling BRMS, Volunteers Register and Statistics on recent incidents	In Person Meeting / Emails	N/A	Ongoing for support, feedback and advice
July 2024	Shire of Woodanilling Community	Shire of Woodanilling Strategic Community Plan Consultation	Strategic vision for the next 10 years for the community	In person and surveys	Bushfire training is important to the community. The Fire Brigades would welcome further investment in equipment. Succession Planning is important	Every 2 years
August 2024	DFES, WALGA, CESM, Shire of Woodanilling	BRMP Finalisation	BRMP reviews for endorsement	In person / Phone / Emails	N/A	Ongoing

Communication Plan

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

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Life of Plan	DFES OBRM BRMB	ALL	<ul style="list-style-type: none"> Email Teams Meetings Phone call 	<ul style="list-style-type: none"> Inform Consult Progress update Issues identification and action planning 	CEO or Delegate	<ul style="list-style-type: none"> Time constraints No clear message Incorrect audience Conflicting priorities 	<ul style="list-style-type: none"> Careful planning Time management 	Feedback, questions and level of support received
Life of Plan	Shire of Woodanilling (inc BFB/BFAC)	ALL	<ul style="list-style-type: none"> Email In Person Meetings Phone call 	<ul style="list-style-type: none"> Inform Consult Progress update Issues identification and action planning 	CEO or Delegate	<ul style="list-style-type: none"> Time constraints Availability Lack of understanding Budget (for LG mitigation) Resource constraints Stakeholder's willingness to participate 	<ul style="list-style-type: none"> Preparation Time management Clarify misunderstandings and intentions of plan 	Feedback, questions and level of support received
Life of Plan	Other significant Stakeholders	ALL	<ul style="list-style-type: none"> Email In Person Meetings Phone call Presentations Community engagement 	<ul style="list-style-type: none"> Inform Consult Progress update 	CEO or Delegate	<ul style="list-style-type: none"> Time constraints Availability Lack of understanding Resource constraints Stakeholder's willingness to participate 	<ul style="list-style-type: none"> Preparation Time management Clarify misunderstandings and intentions of plan 	Feedback, questions and level of support received

Appendix C – Biennial review checklist

Annual review checklist to be completed and submitted to the Office of Bushfire Risk Management (OBRM) by 30 May 2026.

Correspondence	
<input type="checkbox"/> Cover letter from local government Chief Executive Officer or delegate to Director OBRM with this form completed and attached.	
Bushfire Risk Management Plan	
Chapter 1	<input type="checkbox"/> BRM Plan objectives remain relevant.
Chapter 3	<input type="checkbox"/> Content of the context statement reflects current factors affecting bushfire hazard and bushfire risk to the community, economy and environment.
Chapter 4-7	<input type="checkbox"/> Figures and tables have been updated to reflect current data in Bushfire Risk Management System (BRMS).
Chapter 6	<input type="checkbox"/> Treatment Strategy remains reflective of community values and strategic priorities.
Appendix A	<input type="checkbox"/> Local government wide controls includes current treatment programs in local government area.
Appendix B	<input type="checkbox"/> Communication Plan has been updated to include planned stakeholder engagement and communication activities for the next planning period.
Bushfire Risk Management System	
<input type="checkbox"/> All assets identified in the Local Government area have been mapped and risk assessed in BRMS.	
<input type="checkbox"/> All assets have had a risk reassessment completed in the last 2 years.	
<input type="checkbox"/> The treatment schedule includes planned treatments for at least the next 12 months.	



Government of **Western Australia**
Department of **Fire & Emergency Services**



Our Ref: 24/226141
Your Ref:

Paul Hanlon
Chief Executive Officer
Shire of Woodanilling
P.O Box 99
WOODANILLING WA 6316

Dear Mr Hanlon

ENDORSEMENT OF BUSHFIRE RISK MANAGEMENT PLAN

Thank you for providing the Shire of Woodanilling's Bushfire Risk Management (BRM) Plan received by the Office of Bushfire Risk Management (OBRM) on 23 September 2024.

I am pleased to inform you that the Shire of Woodanilling's BRM Plan has been endorsed by OBRM. This signifies it meets the standard required by the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines). We recommend the BRM Plan is now presented to Council for approval.

BRM Plans, and the data that support them, should be reviewed regularly and updated to reflect any changes that have occurred in the local government area. OBRM will request confirmation the Shire of Woodanilling's BRM Plan has been reviewed on 30 May 2027. More information on the review process can be found in the Guidelines and we will contact the Shire nearer the review date.

The Shire of Woodanilling will also be required to respond to an annual survey detailing progress in managing bushfire risk. You will receive the survey request in July 2025, and I thank you in advance for your contribution to helping us understand the state of bushfire risk across Western Australia.

Thank you for your Shire's commitment to managing bushfire risk and I wish you well in implementing the Plan.

Yours sincerely

Glen Daniel
DIRECTOR OBRM
24 September 2024

Shire of Woodanilling

Volunteer Bush Fire Brigade Operating Procedures

(Bush Fire Administration Manual including the Standard Operating Procedures)

(Adopted by Council on 18 April 2023)

Amendment Record

Version	Date	Amendment Details	Author
1.0	April 2021	Document created - DRAFT	CESM/DCEO/SPO
1.1	June 2021	Amendments	CBFCO/DCEO/SPO
1.2	February 2022	Review and Inclusion of SOPs	CESM/DCEO
1.3	August 2022	Review Document	CESM/DCEO
1.4	October 2022	Review Document at BFAC	CEO/CESM/BFAC
1.5	March 2023	Review and supported at BFAC (28.03.2023) Council Adoption OCM197/04/2023 (18.04.2023)	CESM/BFAC
1.6	September 2024	Amendments	CESM/EA

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INTRODUCTION

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administration Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

Review:

The Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually through the BFAC Meeting.

ACRONYMS/INTERPRETATION

In these procedures, unless the context is otherwise requires:

Acronym	Definition
3.4	3,000 litre of water and 4 wheel drive (the type of fire appliance)
4.4	4,000 litre of water and 4 wheel drive (the type of fire appliance)
6AR	Department of Fire and Emergency Services Communication Centre radio call sign
6IP	Department of Fire and Emergency Services Communication Centre radio call sign
7.2	7,000 litre of water and 2 wheel drive (the type of fire appliance)
9.2	9,000 litre of water and 2 wheel drive (the type of fire appliance)
12.2	12,000 litre of water and 2 wheel drive (the type of fire appliance)
AIIMS	Australasian Inter-Service Incident Management System
BFAC	Bush Fire Advisory Committee
BFB	Bush Fire Brigade
BFS	Bush Fire Service
CEO	Chief Executive Officer of the Shire of Woodanilling
ComCen	Department of Fire and Emergency Services Communication Centre
CBFCO	Chief Bush Fire Control Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DCEO	Deputy Chief Executive Officer for the Shire of Woodanilling
DFES	Department of Fire and Emergency Services
EAP	Employee Assistance Program
ESL	Emergency Services Levy
FCO	Fire Control Officer
IC	Incident Controller
LGGS	Local Government Grant Scheme
NUCOM	Name, Use, Construction/Components/Operation/Maintenance
OIC	Officer in Charge
PWS	Parks and Wildlife Service
SitRep	Situation Report
SAP	Standard Administrative Procedure
SOP	Standard Operating Procedure
TRK	Training Resource Kits
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve

VFR	Vehicle Fault Report
CESM	Community Services Manager
PAFTAC	Position Area Fuel Time Assistance required Communications

Authorisation

These procedures have been produced and issued under the authority of the Shire of Woodanilling in accordance with the *Bush Fires Act 1954* and endorsed by the Shire of Woodanilling.

Cr Stephen Jefferies
Shire President
Shire of Woodanilling

DATE

Kellie Bartley
Chief Executive Officer
Shire of Woodanilling

DATE

1 OVERVIEW

1.1 PROCEDURES MANUAL

1.1.1 Purpose

The purpose of this document is to establish procedures for the operations and administration of the Shire of Woodanilling's Bush Fire Brigades.

Brigades are required to make their members familiar with these procedures to ensure consistency throughout the Shire of Woodanilling.

1.1.2 Related Documents/Legislation

These procedures should be read in conjunction with the following related items:

- *Bush Fires Act 1954*
- *Bush Fires Regulations 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Equal Opportunities Act 1984*
- Shire of Woodanilling Code of Conduct
- Any other relevant Shire or adopted Department of Fire and Emergency Services (DFES) procedures/documents
- State Hazard Plan Fire

The Shire acknowledges and thanks the NSW Rural Fire Service and Department of Fire and Emergency Services, whose documents have been used extensively as reference material in preparing these procedures.

1.1.3 Modifications, amendments and review

The Shire of Woodanilling (The Shire) may amend these procedures in consultation with the Chief Bush Fire Control Officer (CBFCO) from time to time in order to maintain contemporary standards.

Modifications to these procedures will be circulated to all Bush Fire Brigades (BFBs) and new members and it is the responsibility of each brigade to ensure this information is passed on to current members.

Notwithstanding the modifications which may be made to these procedures from time to time, the Shire will review these procedures annually.

1.2 ADOPTION OF DFES STANDARD OPERATING PROCEDURES (SOPs)

1.2.1 Application of DFES Doctrine, Standard Operation Procedures and Standard Administrative Procedures to Bush Fire Brigades

The Department of Fire and Emergency Services (DFES) has a set of Operational Doctrine, Standard Operating Procedures (SOPs) and Standard Administrative Procedures (SAPs) for the operations of Bush Fire Brigades. The hierarchical relationship between these documents is shown below.

In order to promote consistency and commonality, the Shire may adopt DFES Operational Doctrine, Standard Operating Procedures and/or Standard Administrative Procedures as they apply to Bush Fire Brigades and their operations as listed in section 1.2.2 of these procedures.

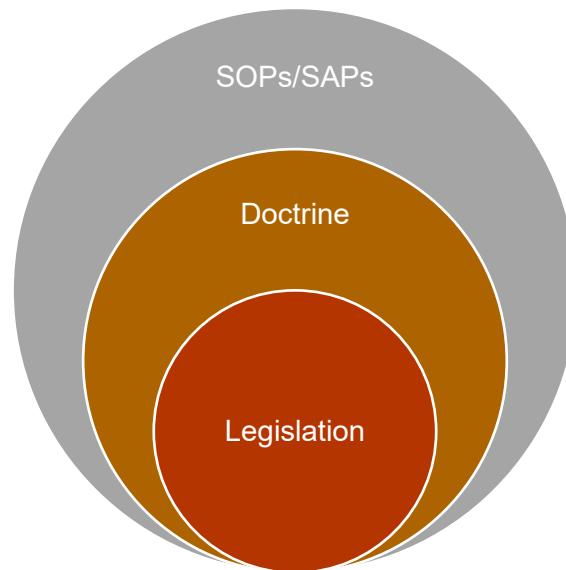


Figure 1: Hierarchical relationship between DFES documentation.

Where the Shire has developed its own policy/procedure/process and there is duplication or inconsistency with the DFES protocols, the Shire policy/procedure/process shall be the overriding policy.

1.2.2 List of DFES Doctrine Adopted by Shire of Woodanilling

The Shire adopts the following DFES Doctrine/SOPs/SAPs and applies them to their Bush Fire Brigades:

Reference	Title	Type
3.2	Incident Control	Doctrine
3.4	Structural Fire	Doctrine
3.5	Bushfire	Doctrine
3.11	Air Operations	Doctrine
2.1.2	Mobilising	SOP
3.2.3	Making Safe Rules for Departure	SOP
3.2.4	Incident Communications	SOP
3.2.5	Communications Planning	SOP
3.2.6	T Cards and Incident Management Boards	SOP
3.2.7	Red Flag Warnings	SOP
3.2.11	Strike Team Task Force Resources	SOP
3.3.7	Hazard Isolation Tagging	SOP
3.4.8	Electrical Hazards	SOP
3.4.14	Fire Cause Investigation and Reporting	SOP
3.5.1	Bushfire Response	SOP
3.5.2	Diesel Particulate Diffusers Regeneration During Bushfire Firefighting	SOP
3.5.3	Ground Control of Aerial Suppression Platforms	SOP
3.5.4	Safe Use of Drip Torches	SOP
3.5.5	Use of Class A Foam at Incidents	SOP
3.5.6	Structural Triage	SOP
3.5.7	Employment of Task Forces/Strike Teams at the RUI	SOP
3.5.8	Immediate Street Assessment at the RUI	SOP
3.5.9	Structural Defence at the RUI	SOP
3.5.10	Crew Safety at Bushfires	SOP

3.5.11	Entrapment at Bushfire	SOP
3.2.12	Tree Removal at Bushfires	SOP
3.5.13	Operating within Registered UXO Sites	SOP
3.5.14	Dieback Hygiene	SOP
3.5.15	Exposure to Bushfire Smoke	SOP
3.11.1	Aerial Suppression Response	SOP
3.11.5	Floating Collar Tank Operations	SOP
3.1.B	Basis of Allocation Operational Radios	SAP
3.1.D	Telephone Warning System	SAP
3.1.J	Recovery	SAP
3.1.K	Incident Documentation	SAP
3.2.B	Information and Warnings	SAP
3.2.C	Incident Action Planning	SAP
3.3.B	Hydrant Servicing	SAP

2 OPERATIONS

2.1 INCIDENT RESPONSE

2.1.1 Mobilisation

Brigades can be dispatched to emergency incidents via the following procedures:

- DFES ComCen receive '000' call and determine that the incident requires BFB attendance.
- DFES ComCen send SMS message to relevant BFB, Chief and CESM with incident details.
- A message is placed on the WhatsApp group that a fire has been reported.
- The relevant Brigade is mobilised to the incident. All Brigades are registered with the Shire's SMS system. The CBFCO/DBFCO/CESM will send turn out message to the relevant Brigade/s with details of the incident, initially through the Brigade's WhatsApp, then by SMS through the Shire's SMS system if required.
- CBFCO, DCBFCO or relevant officer is to contact DFES ComCen on 1800 198 140 advising of Brigade activation for all incidents.

2.1.2 Dispatch Method

- CBFCO/DCBFCO/FCO/CESM mobilises the required resource as per the above.
- On notification of mobilisation: Brigade members shall advise the CBFCO of estimated time of arrival at incident by WhatsApp or bushfire radio.
- The CBFCO shall advise Brigade members who the Incident Controller is on site.
- On arrival at incident site: Wherever possible, Brigade members shall advise the Incident Controller on site of their arrival by WhatsApp or bushfire radio.
- As soon as is practicable: The Incident Controller will provide details to the CBFCO such as location and direction of fire, entry points, fuel loadings, weather conditions and estimated number of units on site.
- Consideration should be given after assessment as to whether a Bushfire Warning should be issued. This is undertaken by the CESM or the Regional Duty Coordinator.
- Within 30 minutes of arrival: The Incident Controller will provide updated details to the CBFCO and CESM as outline above.
- When the incident is resolved: The Incident Controller shall notify the CBFCO and CESM when the incident is resolved.
- CBFCO, CESM or relevant officer is to contact DFES ComCen on 1800 198 140 of brigade stand down. At this point an incident number is generated, for inclusion on Fire Incident Report.
- FCOs on site are to forward a list of attendees to the CESM for recording.

2.1.3 Agency Notification

Where the Shire is the Controlling Agency at an incident, the CBFCO shall notify the following:

- Chief Executive Officer
- CESM
- DFES Communications Centre
- Katanning Police or CESM (if roads will be impacted and traffic management or road closure is required)

***N.B:** The mobilisation of resources is at the discretion of the Chief/Deputy Chief and/or FCO on duty.

Bush Fire Brigade members are to drive to their respective station/Incident observing all road rules.

Prior to engagement at the incident, the following items are to occur:

- Don PPC/PPE. Don the correct levels of PPC in accordance with the nature of the incident.
- Confirm crewing of fire unit /appliances. Crews are registered at the incident either through the IC or WhatsApp.
- Secure Station. Ensure station is secured prior to departure.
- Mount appliance(s). Mount appliances, ensuring any additional equipment is on board (portable radios, drinking water, etc.)
- Depart station. Depart station and transmit turnout message as per 2.1.2.

2.1.4 Incident Management

Management of incidents in the Shire shall be in accordance with the following documents and these procedures:

- State Hazard Plan – Fire (Interim)
- DFES Operational Doctrine 3.2 Incident Control

2.1.4.1 Transfer of control of fire/incident (*Bush Fires Act s.13/s.45*)

In accordance with Section 13 of the *Bush Fires Act 1954*, a local government may transfer control of a fire to a DFES representative in the following circumstances:

- At the request of the local government; or
- If, because of the nature or extent of the bush fire, the FES Commissioner considers that it is appropriate to do so.

Similarly, Section 45 of the *Bush Fires Act 1954* provides for local governments to transfer control of a fire to a Parks and Wildlife Service Officer.

State Hazard Plan – Fire identifies the process for these actions to occur. In the Shire, only the CEO, CBFCO or DCBFCOs may authorise a transfer of control to/from DFES and/or DBCA.

2.1.4.2 Incident expenditure

Only the following persons may expend funds in connection with an incident:

- Shire employees with relevant purchasing authorisation;
- Shire CEO or designated officer.

Any emergency expenditure must be in accordance with Section 6.8 of the *Local Government Act 1995*.

“6.8. Expenditure from municipal fund not included in annual budget

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure -*

- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) *is authorised in advance by resolution*;* or
- (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

(1a) *In subsection (1) -*

additional purpose *means a purpose for which no expenditure estimate is included in the local government’s annual budget.*

- (2) *Where expenditure has been incurred by a local government -*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

[Section 6.8 amended by No. 1 of 1998 s. 19.]”

2.1.4.3 Catering and responder welfare

Shire BFB vehicles will be required to be self-sufficient in terms of drinking water and food for at least 3 hours.

Where an incident is predicted to be of a duration of 3 hours or more, the IC in conjunction with the Shire/CBFCO/DCBFCO will coordinate refreshments, in accordance with the DFES Refreshments Matrix:

Grade	Description
1	Water (every hour) Water is stored on appliances. It is the responsibility of the OIC to ensure each vehicle has a minimum immediate supply of at least 2L of water per person on each vehicle.
2	Refreshment (between 3 to 5 hours) Refreshments as required.
3	Light meals (Between 4 to 8 hours) Local catering providers such as fast food outlets, roadhouses, hotels, cafes etc in the regional area. These meals are able to be prepared within a quick timeframe.
4	Substantial meals (working over 6 hours) These are provided for major incidents which are likely to be running for extended periods of time. These meals are provided by either the Salvation Army or local/external catering providers. They are prepared in a commercial kitchen setup or on the Salvation Army catering truck.

2.1.5 Shift rostering and fatigue management

Brigades will be asked to confirm their ability to provide crews/vehicles in the following circumstances:

- Christmas/New Year holiday period;
- Australia Day holiday period;
- Days with a fire danger rating of ‘Severe’ or above; and
- At the discretion of the CBFCO/DCBFCO.

Any deployment, either locally or outside of the Shire will have shifts of no more than 12 hours duration including travel. Where a shift is longer than this due to unforeseen circumstances, arrangements will be made to drive the fatigued crew home and have a rested driver bring the appliance back to the station.

2.1.6 Lithium – Ion Battery Response

Call 000 explaining the situation and requesting support.

Background

Devices such as phones, tablets, power banks, computers, toys, appliances, tools, electric bikes, scooters, and cars can contain lithium-ion (Li-ion) batteries and are prolific in society.

On a larger scale, community battery hubs, off grid properties, industrial battery banks and other battery energy storage systems (BESS) are becoming more common. DFES has seen a significant rise in the number of fires involving Li-ion batteries.

Defensive Tactics:

Allowing the battery to burn itself out is the preferred option if there are no other exposures are risk.

- Keep clear of the fog/vapour cloud if it is omitted as this is not steam.

If not sufficiently cooled, thermal runaway may continue, and the battery can have secondary ignitions. In addition, adjacent cells may also undergo thermal runaway if heat propagation from the initial cell is not controlled. Therefore, cooling the cells in a battery pack is essential to prevent heat propagation and extinguish fires from a single cell. Large quantities of water may be required (at least 4000 litres) to cool large batteries for up to 15 minutes (250L @ 7 bar x 15 mins = 3750 litres). If available, check temperatures with a Thermal Imaging Camera (TIC) after a further 15 minutes.

Under no circumstances should salt water or any other additive (foam) be introduced into the battery or container.

Note – Carbon dioxide and Dry chemical powder extinguishers may extinguish the flames, but have no cooling effect, therefore creating a flammable vapour cloud risk.

This may require extended periods of monitoring. Visible flame may continue for over 90 minutes. Once self-extinguished and all cells have completely burnt out, the battery will not reignite but will continue to off-gas and have elevated temperatures for some time afterwards.

When ambient temperature is reached, the battery should be monitored for another 60 minutes to confirm no further rises in temperature.

<https://shared.dfes.wa.gov.au/business-units/doctrine/IRISDoctrinesyncfolder/Doctrine/3%20Operations/3.17%20Special%20Risks/SOP-3.17.15---Standard-Operating-Procedure-Lithium-Batteries.pdf>

After an incident involving Li-ion Batteries provide, detailed information in the incident report and forward it to the [Fire Investigation and Analysis Unit](#), including the following information:

- o Product type of the lithium-ion battery involved.
- o Brand name of the battery.
- o Serial number of the battery.
- o Include photos of the incident, if possible.

2.1.7 Mop-up and Requirements for Demobilisation

The Shire has the following minimum mop up standards:

- 30 metre black out for all ground/near surface fuels; and
- 100 metre black out for all standing/aerial hot spots.

Wherever possible, a mineral earth break will be constructed around the perimeter of a fire prior to departure. The IC, OIC have a responsibility to maintain the safety of both emergency responders and the general public. The IC shall continue to commit resources until the incident is deemed safe for the community. Making an incident safe requires assessment of risks and consideration in accordance with DFES SOP 3.2.3 – Making Safe/Rules for Departure.

2.1.8 Demobilisation and Return to Station

At the direction of the IC, appliances may be stood down from an incident or conduct a crew change in the case of a protracted incident.

Upon demobilisation, the officer in charge of the fire unit / appliance should notify via WhatsApp that they are leaving the incident / and returning home/ to the station.

All vehicles and equipment must be returned to a state of readiness upon return to station. At a minimum, this means the following items:

- Vehicle fuel tank is at least $\frac{3}{4}$ full of fuel;
- Pump fuel tank (if fitted) is full of fuel;
- The fire unit/appliance water tank is refilled and the pump is primed;
- All equipment is properly re stowed on the appliance;
- Drinking water/refreshments are replenished;
- The vehicle is left in a clean/tidy state; and
- Any defects/issues with the vehicle/equipment are reported.

If a vehicle or critical equipment on the fire unit / appliance is damaged or defective, the process outlined in 2.5.3 of this manual should be followed.

Officers/members of BFBs should debrief after all incidents to identify:

- What went well?
- What didn't go well?
- What needs to be changed/improved in the future?
- Reporting of any WHS issues, near misses or injuries.
- Any follow up requirements such as critical incident stress/wellness needs.

2.1.9 Offences against the Bush Fires Act 1954

Where a Bush Fire Brigade attends an incident and it is believed an offence against the *Bush Fires Act 1954* has occurred, the officer in charge should contact the CBFCO or CESM as soon as practicable. This extends to all fires (regardless of the burning period/time of year) where the fire is likely to escape the property or is uncontrolled/not adequately controlled.

The following protocol is in effect during Restricted or Open periods of burning:

Establish whether:

- A permit has been issued, (*phone call to the office or relevant FCO*);
- Is the fire under control;
- Is there a likelihood of the fire spreading, or is it within the span of control of attending persons;
- Is there a risk or hazard to other assets within the land, or to adjoining lands and assets?

An assessment of the incident must be considered and made, and subject to the assessed risk or threat, the following actions are available:

- Where it is considered that the fire is clearly a risk or threat and not under control, call "000" and report the incident, and;
 - The Authorised Officer may stay onsite to provide updates until the incident is attended with a Fire brigade response.
 - The Authorised Officer is to provide a handover to the first Brigade Officer attending the incident.
 - Once the handover is completed, the Authorised Officer is to depart the area, unless otherwise directed or requested by the Brigade Officer, Incident Controller or relevant Shire or Fire Management Team.

- Where a permit has been issued, but it appears that conditions are not being met, the Authorised Officer is to refer the matter to the relevant Fire Control Officer.
- Where a permit has not been issued, it is considered that the fire is safe, and under control, the Authorised Officer is to refer the matter to the relevant Fire Control Officer.
- Where a permit has been issued, and it appears that conditions are being met, the Authorised Officer is not required to attend the report.

Any applicable enforcement proceedings will be considered once all fire reports are received and processed at the Shire Office.

2.2 HAZARD REDUCTION BURNING

2.2.1 Issue of permits to private landowners

The Shire maintains a network of authorised Fire Control Officers (FCO), who issue permits to the public for the purpose of hazard reduction burning on their own property.

Permits are to be issued in accordance with the provisions of the *Bush Fires Act 1954* and subject to any directions from the CBFCO and/or local government.

Prior to issuing a permit, FCO's should be satisfied that the applicant has sufficient measures in place to adequately control the burn and that the applicant is aware of their obligations and requirements as per the rear of the permit.

The FCO is to ascertain a phone contact number of the applicant in order to maintain communications in regards to conditions of permit. A permit may only be issued to the landowner. In the case that a person applies that is not the landowner then written consent is required by the landowner. A copy of this will be attached to the permit and forwarded to the Shire.

The following items are to be minimum conditions for all permits issued within the Shire:

- Refer to Permit conditions regarding able bodied people to be in attendance during the burn;
- Notification to all adjoining landowners prior to the burn;
- Notification to Parks and Wildlife Local Duty Officer prior to lighting if the burn is within three (3) kilometres of forest land.

Upon notification by a permit holder of the intention to commence burning, a FCO may postpone or cancel the lighting of any fires under the issued permit. This may be due to forecast weather conditions, resource availability or other factors.

In the case a permit is postponed or cancelled, an FCO should note the date and time of the cancellation of the permit and write this on the retained copy of the permit in their permit book.

Copies of permits issued are to be retained in the permit book. Upon completion of the permit book, it is to be submitted to the Shire for recording/archiving purposes.

A copy of the permit issued must be forwarded to the CESM by FCOs for recording and placed on WhatsApp.

The *Bush Fires Act 1954* allows for residents to burn during the restricted season without a permit for the purposes of burning garden refuse subject to the requirements of the *Bush Fires Act 1954* and the Shire's Firebreak and Fuel Hazard Reduction Notice.

2.2.2 Requirements for Hazard Reduction Burning by Brigades/Shire

All hazard reduction burning conducted by Brigades must meet the following conditions:

Burn Type	Requirements
Landscape burn greater than one (1) acre in size [^]	Request to burn form/authorization from landowner to burn Permit to burn (if required by burning period) Additional documents as necessary (Clearing Permit, etc).

[^]: Where there is significant complexity associated with a burn (i.e assets directly adjacent, high risk of burn escape, environmental impacts), a full-prescribed fire plan will be required.

2.2.3 Burning by Brigades on Private Property

All burning by brigades on private property requires the approval of the landowner on the 'Request for Volunteer Bush Fire Brigade to Burn Private Property' form. This form must be submitted to the Shire for approval prior to burning taking place. The CESM will check the proposed burn for any environmental and other implications and either approve or reject the request.

The Brigade will be notified of the outcome of the request to burn within one week of submission.

2.2.4 Burning on Government/Shire Managed Lands

All burning on Government/Shire land will be coordinated through the Shire's CESM in consultation with the CEO/CBFCO.

2.2.4.1 Government Land

Requests from government agencies for prescribed burning should be directed to the CESM.

The Shire's CESM and CBFCO will liaise with the government department and identify:

- Why the burn is needed;
- What assets/infrastructure the burn may affect;
- Additional permissions needed (clearing permit, environmental approvals); and
- If the burn is within the capacity of the Shire/Brigades.

Once this initial information is obtained, the Shire will discuss the feasibility with the land management agency and if feasible, consult with the local brigade to plan the burn. The requirements of s2.2.2 will apply to all burns on government lands. The land management agency may also require additional paperwork/administration to be completed.

The Shire, in partnership with brigades, will coordinate the burn, complete any necessary administration and ensure the burn objectives have been met.

2.2.4.2 Shire lands including road reserves

The Shire must approve burning on Shire land, including road reserves, in writing before any burning is undertaken. Associated cost is limited to providing welfare for brigades undertaking burns on Shire land due to the community benefit of managing bushfire risk.

The Shire will discuss any Shire burns internally with the CESM and appropriate Shire Officer/s prior to the burn.

Once approval to burn has been obtained, the CESM/CBFCO will consult with the local brigade to plan the burn. The requirements of s2.2.2 will apply to all burns on Shire lands.

The Shire, in partnership with brigades will coordinate the burn, complete any necessary paperwork and ensure the burn objectives have been met.

2.3 TRAINING

2.3.1 Brigade Training Profiles and Minimum Standards

The Shire is guided by the DFES Pathways methodology of managing training. The current requirements for each pathway are listed on the DFES volunteer portal (eAcademy).

The minimum skills standard for all members to attend emergency calls (including mop-up) and hazard reduction burns is:

- Registered member of a Shire Bush Fire Brigade;
- Rural Fire Awareness and
- Endorsement from Brigade FCO/Captain.

2.3.2 DFES Training Course Management

The CESM shall run DFES training courses locally utilising a training needs analysis to identify required courses. As a minimum, the following courses should be run annually.

- Rural Fire Awareness; and
- Fire Control Officer.

AllIMS Awareness may be completed online through the DFES eAcademy by members that have completed Rural Fire Awareness. Shire BFB members should complete the above courses locally to ensure they are trained in local procedures and requirements.

Further DFES courses are available, via the DFES Regional Training Calendar and are available on eAcademy. Approvals for training must go to the relevant Brigade Captain who will liaise with the CESM prior to approval.

2.3.2.1 Course administration and coordination

DFES Courses run locally by the CESM shall be conducted in accordance with the DFES training procedures and policies and will be scheduled by the training team.

Local courses will only be planned where there are at least 6 confirmed participants (or as a course minimum participant requirement). A lead time is required to set up and administer any DFES training courses. Courses may be cancelled or postponed in the following circumstances:

- There is insufficient trainer/assessors to deliver the course;
- Lack of participants (ie below 6 participants);
- Adverse/forecast weather conditions;
- Significant incident commitments; or
- Any other circumstances as determined by the Course Coordinator.

2.3.2.2 Management of applications through DFES eAcademy system

Requests for training in the above courses run locally within the Shire must be submitted through the CESM who will place the information into the DFES eAcademy system. Access to this system is available to volunteers via the DFES Volunteer Portal: <http://extranet.dfes.wa.gov.au/sites/volunteers/pages/home.aspx>

To register for pathway prior to making application for training course. Requests for training must be within the applicant's pathway, endorsed by the Brigade Captain and authorised by the CESM.

2.3.3 External Training Course Management

Any other courses not covered through the DFES training syllabus or brigade skills maintenance training may only be run with the approval of the CBFCO and, if expenditure of funds is required, by the CESM

2.3.3.1 First Aid Training

First aid training will be organised by the Shire through DFES each year through an expression of interest process commencing in April. To be eligible to undertake first aid training, a nominee must:

- Be a current active member of a Shire BFB;
- Have completed Rural Fire Awareness; and
- Be endorsed by their Brigade Captain.

First aid qualifications should be completely refreshed every three years. It is the responsibility of members to ensure their qualifications are up to date.

2.3.4 Brigade Skills Maintenance Training

Brigades are required to maintain the skills and knowledge of their members through routine brigade training program undertaken throughout the year. The CESM will provide an annual training schedule program as per DFES training portal when courses will be run. These will be consistently advised by the CESM as required.

It must be noted that the Town Brigade will be required to undertake or review the program associated with the townsite requirements. The Captain will liaise with the CESM to guide the best suited training for the capacity of brigade members and the townsite.

A recommended program of activities is contained below and should be undertaken at the appropriate time of year.

Topics
Pumping exercise – Bushfire fighting and suction drill
First aid exercise
On and Off Road Driving
Dieback hygiene and snake awareness
AIIMS/T Cards refresher
Static Water Supply familiarisation
Pre-season briefing (Shire-wide)
Brigade Vehicle, Burn over and Rural Urban Interface refresher
Hydrants and area familiarisation
Radio communications
Firefighter Welfare, Health and Safety
Working with aircraft and machinery
Map reading and navigation
Pumping/hose drill exercise – Structural
Incident management - training exercise
Fire blankets and extinguishers
Structural firefighting review
Vehicle/HAZMAT fire awareness
Ropes and knots
Fires and electrical infrastructure

2.4 OTHER ACTIVITIES

2.4.1 Risk assessment and authorisation of activities

A notification and/or risk assessment form will need to be filled out where a brigade wish to undertake an event/activity outside of the following:

- Response to an emergency;
- Training (either a single brigade or multiple Shire brigades with no other stakeholders);
- Vehicle maintenance;
- Brigade meetings; or
- Hazard reduction burning.

The purpose of the risk assessment is to ensure that any risks to brigade members and other stakeholders are managed appropriately.

2.5 DFES VEHICLES AND EQUIPMENT

2.5.1 Driving of firefighting vehicles

Vehicles may only be driven by persons with the appropriate license for the class of vehicle being driven. This is related in the below table:

License Class	Vehicles
C - Manual	Light Tanker
MR – B (Synchromesh)	2.4/3.4/4.4
HR – B (Synchromesh)	9.2/12.2
HR-A Automatic	ICV

'L' plated drivers may not drive C – class Shire firefighting vehicles. 'L' plated drivers may drive MR-B or HR-B vehicles under supervision of an experienced driver and with the prior approval of the Brigade Captain and not under emergency conditions.

'P' plated drivers may drive Shire firefighting vehicles in accordance with their vehicle driver's licence conditions, except for driving under emergency conditions.

A member must be approved by the Brigade FCO/Captain prior to driving a vehicle under emergency and/or operational conditions. Once approved by the brigade FCO/ Captain as a driver, permission is not required for every incident unless stated otherwise by the FCO/Captain.

2.5.2 Use of DFES firefighting vehicles, stations and equipment

Firefighting vehicles, stations and equipment must only be used in accordance with the manufacturer's instructions and relevant guidelines/documents.

Firefighting vehicles, stations and equipment may not be used for private purposes.

Any use of brigade vehicles/stations/equipment for brigade activities within the Shire must be authorised by the Brigade FCO/Captain. Any use of brigade vehicles/equipment for brigade activities outside of the Shire must be authorised by CBFCO.

2.5.2.1 Housing of DFES firefighting vehicles

Brigade vehicles and equipment shall be housed at the relevant brigade's station. Where circumstances require the temporary relocation of vehicles/equipment (ie damage to station), this must be endorsed by the Brigade FCO/Captain and CBFCO or DCBFCO.

2.5.3 Vehicle/Station/Standpipe Trailers/Equipment Fault Reporting

The brigade is responsible for the cleanliness, general maintenance and preventative service of fire brigade appliances, equipment and the brigade station under its care. After every use, the brigade shall ensure that the vehicle/s are returned to a response condition.

Members are required to report any consumed, worn, suspect, defective or unserviceable items in a timely manner to the FCO/Captain. A Vehicle Fault Report form (VFR) must be filled out and submitted to the Shire's CESM for all vehicle defects, even if they have been rectified at brigade level. The Brigade should identify the likely priority of the VFR on the form, as per the below descriptions. All vehicle repairs must be authorised and/or organised by the Shire prior to commencement.

The Shire, based on the information presented in the VFR, shall determine the final priority level for the fault to be rectified, being either:

- Urgent (a repair which significantly affects the safety or operational serviceability of a vehicle or critical piece of equipment ie flat battery, vehicle not starting, major mechanical issues, etc.);
- Routine (a repair which affects the serviceability of the vehicle but does not render the vehicle unsafe or non-operational ie electric rewiner on a hose reel non-operational); or
- Service (all other repairs which can wait until the next service of the vehicle ie minor panel damage).

In the case of an urgent repair (a repair which affects the safety or operational serviceability of a vehicle or critical piece of equipment), the FCO/Captain and Shire are to be notified as soon as possible. The Shire will notify the CBFCO, DCBFCOs and the CESM and organise a backup for the period the appliance is under repair.

The Shire will endeavour to have repair items actioned within 72 hours once reported.

In all circumstances where a vehicle will be offline/unavailable for normal turnout for a prolonged period of time (two hours or more), the relevant Brigade FCO/Captain and Shire are to be notified as soon as possible. The Shire will notify the CBFCO, DCBFCOs, and CESM as soon as reasonably practical.

A vehicle checklist has been provided to Brigades for general maintenance/checking of vehicles and this checklist must be returned to the Shire on a monthly basis.

This checklist is used to identify faults and then a VFR should be lodged with the Shire.

A copy of the vehicle fault reporting form is located in the appendices to this procedures manual.

2.5.4 Scheduled Servicing and Maintenance

A Shire mechanic or suitably equipped and competent brigade member as determined by the Brigade FCO/Captain may perform minor tasks such as replacing faulty light bulbs (not LED's), fuses and regular lubrication of hose couplings, hose reels and cleaning out air cleaner elements on fire appliances.

All major servicing and maintenance of the bushfire brigade vehicles and equipment is the responsibility of the CESM/Shire in line with the predetermined servicing schedules, with exception of Western Australian Emergency Radio Network (WAERN) equipment, which is the responsibility of DFES.

The appropriate Shire officer will schedule servicing of vehicles in accordance with the LGGs manual service schedules.

Service checklists shall be completed by the mechanic/service provider conducting the service and be recorded in the Shire's record management system. A copy of the service checklist shall also be provided to the Shire's CESM and Brigade Captain for recording.

2.5.5 DFES Vehicle/Equipment Replacement

The replacement schedule for vehicles and equipment will be provided by DFES in the LGGs annual allocation for the upcoming financial year. Where this replacement schedule for vehicles is considered inconsistent with the needs of the Brigade, Shire Officers may liaise with DFES and take action in accordance with the LGGs manual to request a modification to the allocation.

For capital purchases of equipment which is \$1,500 or more per item, an application will need to be submitted in the upcoming financial year's LGGs allocation, including quotes.

Items which are defective or no longer serviceable will need a vehicle fault report submitted. There may also be a requirement to submit an insurance claim, in accordance with Section 4.4.5, to repair/replace any damaged items.

The Shire will circulate the annual LGGs allocation received from DFES in accordance with part 3.3.3 of these procedures.

2.5.6 Vehicle/Station/Equipment Modifications

No brigade is to conduct any modifications or alterations to any brigade/Shire vehicle, station or equipment without endorsement from the Brigade Captain **and** authorisation from the Chief Executive Officer in writing.

Modifications to vehicles/stations/equipment should be proposed through the Brigade Executive Committee and referred to the Shire for further investigation and if endorsed, approval.

Modifications to LGGs vehicles/assets will also need to follow the required process through DFES for formal approval.

2.5.7 Personal Protective Equipment/Clothing (PPE/PPC)

2.5.7.1 PPE minimum standard/allocation

The Minimum PPE standard for active members in the Shire is;

Cotton long sleeve shirt, trousers and hat, fully enclosed work boots, gloves, goggles and masks.

The **recommended minimum PPE standard for active members** in the Shire is:



- Level 1 Proban Jacket (Tunic)
- Level 1 Proban Trousers (Cargo Pants)
- Cotton T-shirt or Nomex Viscose Workshirt
- Firefighting helmet
- Firefighting Rated Safety boots
- Gloves
- Fire Protection Goggles/safety glasses
- Helmet
- Full face respirators
- Smoke mask (Type 2)

It is recommended that members wear 100% cotton undergarments and avoid wearing jewellery while attending to fire incidents and hazard reduction burning.

All issued PPE is and remains the property of the Shire and must be returned upon a member resigning or surrendering their membership to the brigade.

The **PPE standard for cadet members** is:

- Level 1 Firefighting Coveralls
- Firefighting helmet (cadet)
- LV1 Gloves
- Firefighting/safety boots with steel toe cap

PPE provisions are under the LGGS Scheme and will be within the grant operational requirements and DFES's approval should it be outside of the scope within in any financial year. CESM will work with Brigades, DFES and LGGS on all matters associated with the purchase of PPE.

2.5.7.2 PPE storage, upkeep and maintenance

PPE must be cared for and maintained in accordance with manufacturer specifications.

It is the responsibility of each member to ensure their PPE is in a serviceable condition and maintained appropriately.

2.5.7.3 Replacement of PPE

Requests for PPE must be submitted on the "PPE Request" form and submitted to the CESM who will check and fulfil the request. Most requests for PPE will be fulfilled within two weeks, however some items may need to be ordered in which could cause a delay.

PPE will be replaced on an initial issue or fair wear and tear basis. Old items which are being replaced must be returned to the Shire. Items which are still considered serviceable should be retained in brigade stocks and re-issued to new members for their probationary period. All other unserviceable items should be destroyed and disposed of.

Minor PPE items such as gloves, safety eyewear and respiratory protection will be replaced from stocks held at the Shire.

All PPE requests are to be recorded in the Shire's records management system and retained in the Shire's firefighter database to comply with the requirements of the LGGS.

2.5.7.4 PPE contamination and laundering

All operational personnel are responsible for ensuring Personal Protective Clothing (PPC) and Equipment is cleaned to maintain hygiene standards and ensure optimum visibility of the garment.

As a guide, items require cleaning when contaminated or are visually soiled or when directed by your Brigade Officers.

Brigades may launder PPC where a washing machine is available. Where a washing machine is unavailable, consideration should be given to having the PPC laundered by a dry cleaning contractor.

In the case of the PPC being contaminated by asbestos or other hazardous materials, PPC is to be bagged and labelled with contaminated label. PPC will then be laundered by a dry cleaning contractor, this should be arranged through the CESM and an emergency set of PPC issued to the member from Brigade/Shire stocks at the discretion of the FCO/Captain or CBFCO/DCBFCO/CESM.

The following information provides guidance on the laundering standard/requirements:

Guidance to Laundry Contractors. Guidance to laundry contractors is as follows.

GUIDANCE	DESCRIPTION
Isolate PPC	PPC is not to be washed in the same washing cycle with other garments.
Do Not Overload Machine	It is important not to overload the machine. To ensure a cleaner wash, the load size must permit the garment to move freely through the water and rinse cycle.
Re-Wash to Standard	Where garments have been washed as per the instruction and they are still soiled at the conclusion of the process the garment should be re-washed. If stains cannot be removed, the contractor should bring this to the attention of the relevant station so a decision can be made whether or not to remove the item from service.
Special Instructions for L2 PPC	The Level 2 outer fabric is finished with a water and oil repellent treatment –fluorocarbon finish. To maintain performance it is essential to rinse garments extremely well. Traces of detergents may impact on the effectiveness of the finish. For this reason do not add softeners, anti-static or wicking agents.
Safety	Ensure appropriate PPE is worn and procedures followed when dealing with contaminated items.

Level 1 PPC and Helmet Neck flap.

ACTION	DESCRIPTION										
Wash	<ul style="list-style-type: none"> Machine wash regular cycle – warm temperature (40 degrees C) - cold rinse well Do not dry clean Do not bleach 										
(Cycle)	<table border="1"> <thead> <tr> <th>TEMP</th> <th>TIME</th> <th>CYCLES</th> <th>ADDITIONAL INSTRUCTIONS</th> <th>NOTE</th> </tr> </thead> <tbody> <tr> <td>40°C</td> <td>8 mins</td> <td>2 cycles</td> <td>Coolwash @ 20gm/kg of machine capacity & SYNTHET @ 3mls/kg</td> <td>Reflective tape vulnerable to heat</td> </tr> </tbody> </table>	TEMP	TIME	CYCLES	ADDITIONAL INSTRUCTIONS	NOTE	40°C	8 mins	2 cycles	Coolwash @ 20gm/kg of machine capacity & SYNTHET @ 3mls/kg	Reflective tape vulnerable to heat
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40°C	8 mins	2 cycles	Coolwash @ 20gm/kg of machine capacity & SYNTHET @ 3mls/kg	Reflective tape vulnerable to heat							
Dry	<ul style="list-style-type: none"> Warm tumble dry Line dry in shade preferred 										
Iron	<ul style="list-style-type: none"> Use iron on 'COTTON' setting 										

2.5.8 Station Maintenance, Security and Access

2.5.8.1 Station maintenance

Cleanliness and upkeep of the station is the responsibility of all members. Members should keep the station tidy at all times to minimise any occupational safety and health hazards.

Maintenance to the buildings are the responsibility of the Shire. Any requests for maintenance should be forwarded via email to the Shire.

2.5.8.2 Security and access

All stations must be kept secure at all times due to the equipment, information and vehicles being stored there. All brigade members are responsible for ensuring that the station is secure prior to departure. This includes ensuring all windows and doors are locked and the alarm is armed.

Access will be limited to Brigade members, Shire Officers and authorised contractors/visitors. All members, contractors/visitors attending a station must sign in on a brigade attendance log sheet to record their attendance/departure and purpose for attendance.

Where contractors or visitors are required to access a station, they are required to record their visit in the attendance book.

2.5.8.3 Attendance at station by non-brigade personnel

Only registered members or prospective members of a Shire Bush Fire Brigade may attend Bush Fire Brigade stations.

Brigade member's family, partners and invited dignitaries may attend social functions held at the brigade station at the FCO/Captain's discretion. In the case of dignitaries (DFES or other Government Agency staff, Federal/State Members of Parliament, Councillors), the Shire shall be notified prior to the event.

Any request from any other party (including, but not limited to, DFES or other Government Agency staff, Federal/State Members of Parliament, Councillors) to attend a Bush Fire Brigade station must be authorised by the Shire.

Requests to attend a station should be directed to the Shire in the first instance, and the Shire will either approve or reject the request in consultation with the relevant Brigade FCO/Captain and CBFCO.

All visitors must sign in/out on the Brigade Activity Log to ensure accurate records of attendance are maintained and to comply with WHS requirements.

3 ADMINISTRATION

3.1 MEMBERSHIP

3.1.1 Induction Procedure for New Members

All new members must complete an Application for Membership in the first instance. The new member will complete prior to attending any formal theory training.

Membership recruiting guidelines are set through the Brigade officers and the Brigade officers and CBFCO hold the right to refuse membership. These guidelines include but not limited to

- Location of residence
- Commitment expectations
- Previous memberships

The relevant induction package along with copies of the forms described in the process are available, as well as being attached to these procedures.

Once the induction package is completed at the Brigade, a copy is retained by them, and the original is forwarded to the CESM for action. The Shire/CESM will register the documents in the Shire's records

management system, record the information in the firefighter's database, create a personnel file for the member and file the hard copy.

For members who do not continue through the induction process, the person will still forward the original paperwork to the CESM/Shire. The Shire will file this paperwork in the relevant file.

3.1.2 Application for Membership to Join Bush Fire Brigade

The application for membership to join a Bush Fire Brigade form is included in the Shire's induction package. A copy is attached to these procedures.

This form must be completed for all members of a brigade, including cadet members, upon commencement. The processing of this application is in accordance with 3.1 with the additional step of sending a copy of the application to DFES for their records.

Upon receiving the relevant paperwork, DFES shall issue an ID number to the new member. DFES through the CESM will pass this ID number onto the Brigade for their records along with updating the firefighter's database and records management system with this information.

3.1.3 Criminal history and background checks

The Shire reserves the right to conduct background and criminal history checks on prospective members at their discretion.

During the induction process, prospective members are asked to provide details regarding any current and previous criminal offences. Consent is also sought for performing a criminal history check. If consent is refused or withheld, an application for membership may be refused by the Brigade/Shire. The Shire may, upon review of the information provided by a prospective member or by information provided through a criminal history/background check, refuse the prospective member's application to join a Bush Fire Brigade.

3.1.4 Fitness for Work

All members are required to be "Fit for Work" at all times. As volunteers, you are bound by and must adhere to the Shire Alcohol and Drug Workplace Policy. The Brigade recognises that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, injury / illness, alcohol or drugs (over the counter, prescription, or illicit). These factors can lead to major deficiencies in an individual's work performance and can be a contributing factor in workplace accidents. The Fitness for Work procedure provides a framework for dealing with these difficult and often sensitive issues. The Brigade believes that early intervention strategies can assist individuals to address a difficult situation, which may otherwise place at risk, theirs and others health and safety.

"Fit for work" means that an individual is in a state (physically, mentally and behaviourally) which enables the volunteer to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Final determination of "Fit for Work" is based on the opinion of the CBFCO, or any other person representing management, and where appropriate, in conjunction with other assessment procedures, and following due consultation with the member.

As an emergency responder the Shires and community's expectation is that you conduct your duties free from the influence of alcohol and drugs.

3.1.5 Update of Membership Information

The Brigade and Shire is to be notified of any changes to a member's membership information, including but not limited to the following:

- Change of name;
- Change of address;
- Change to next of kin details;
- Contact details (phone number, email address);
- Position within brigade; and
- Termination or transfer to another brigade.

This update of membership information should be submitted on the "Update of Membership" form available as an appendix to these procedures. Once completed at Brigade level, the form is to be forwarded to the CESM. The CESM/Shire shall record the updated information in the Shire's record management system, firefighter's database and forwarded to DFES for their records.

3.1.8 Dual membership (BFB and/or other Emergency Service)

Membership of more than one Bush Fire Brigade (either two brigades within the Shire or one brigade within the Shire and one external to the Shire) or a Shire Bush Fire Brigade and VFES/VFRS brigade requires the approval from the Brigade officers in consultation with the CBFCO. Should the dual membership bring the Brigade into disrepute the Brigade officers and CBFCO hold the right to terminate membership.

Brigade members may be dual-registered as a member of a Bush Fire Brigade and a State Emergency Service unit, in consultation with the relevant Brigade Captain and the Local Unit Manager.

3.1.9 Maintaining SMS Listing/Call-out Information

Where a member has a change in their contact phone number, this must be communicated to the CESM/Shire.

The CESM/Shire will update the DFES SMS listing information with new members or updates to existing member details on a monthly basis.

3.1.10 Termination of membership

Where a member terminates their membership with their brigade, an update of membership form must be submitted in writing to the Shire/CESM/Captain/FCO.

All uniform, Brigade/Shire issued equipment and PPE/C items remain the property of the Shire and must be immediately returned to the CESM/Shire if the member ceases to be a member of the Brigade.

3.1.11 Certification of volunteer attending emergency

Where a volunteer has a requirement from their employer to provide proof of attendance at an emergency call, they must request this through their Brigade Captain or FCO.

The Brigade is to forward the following details to the Shire's CESM:

- Volunteer's name;
- Date(s) of the incident attended; and
- Incident number(s) of the incident(s).

The Shire will confirm the authenticity of the details provided and produce a certification letter.

The letter will be registered in the Shire's records management system and forwarded to the relevant Brigade secretary. The Brigade may take a copy of the document for their records and shall pass the document on to the relevant Brigade member.

3.2 REPORTING

3.2.1 Brigade activity log

Members must sign on and sign off in the brigade activity log contained in their respective station. This provides a record of attendance for insurance purposes as well as providing data on brigade activities.

The format of this log is as per the template in the appendices to this procedure.

3.2.2 Incident reports

Incident reporting is a requirement under the *Bush Fires Act 1954*. The data from incident reports is also critical for safety recalls on defective products, tracking brigade / appliance / member activity and reporting suspicious fires. Incident reports must be captured through the relevant incident reporting forms and entered into the DFES Incident Reporting System (IRS).

All Brigades must complete the relevant DFES paper or electronic-based incident report forms for the incident. It is the officer in charge's job to ensure that an incident report form is completed for each incident.

The following table shows the required reporting form for each incident type:

Incident Type	Reporting form/documents
All incidents (primary and secondary)	DFES IRS Attendance Form Any other incident documents, notes, plans, etc.
Bushfire incidents (primary brigade only)	DFES IRS Bushfire Form
Structural/car fire incidents (primary brigade only)	DFES IRS Structure or Mobile Property Fire Form
All other incidents including DBAs (primary brigade only)	DFES Other Incidents Form

In addition to the required reporting form, all incident documentation (T-cards, Incident Action Plans, Incident Diary Notes, etc.) should be retained with the incident report.

The CESM is responsible for entering the incident details in the DFES IRS system. Brigades should have at least two members (nominally the secretary and one of the operational officers) qualified in accessing the DFES IRS system. The training for this system is available via eAcademy.

Ideally, incident reports should be completed (ie the incident form filled out and the details entered on the IRS system). If the brigade is unable to enter the report on IRS, then they can either:

- Forward the completed reporting forms to the Shire's CESM via email.
- Forward the completed reporting forms to the DFES Operational Information Systems team via reports@dfes.wa.gov.au (CESM must also be cc'd in).

Paper copies of reports shall be retained by the Brigade through the year, with the year's fire reports submitted to the Shire at the end of each financial year. The Shire will retain incident records in archive boxes in their storeroom for four years and then send the records for archiving in accordance with the Shire's record-keeping policy.

3.2.3 Gift/donations register and charitable status reporting

To provide transparency and accountability, Bush Fire Brigades are required to maintain a register of all gifts and donations of a value greater than \$50. Individual brigade members should not accept gifts that cannot be shared with other Brigade members.

Any pecuniary, financial or other interests must be declared in accordance with the Code of Conduct contained in these procedures.

3.2.4 Asset register – Minor Assets (required to be maintained by the Shire)

For insurance purposes, all brigades must maintain an up-to-date asset register for all items. The asset register will be retained and should be updated when the Brigade procures new items.

No insurance claims will be processed unless the claimed items appear on the current asset register for the Brigade.

The asset register should contain the following items:

- All items contained within the Brigade station.
- Any standard items on any brigade appliance.
- All non-standard items on any Brigade appliances.

A template asset register is available in the appendices to these procedures.

3.2.5 Chief Bush Fire Control Officer / Community Emergency Services Manager reporting

The CBFCO/CESM has the right to request a meeting with the Shire's Chief Executive Officer at any time. All attempts shall be made by the relevant Shire Officers to facilitate this meeting.

In the interest of open, honest two-way communication, the CBFCO/CESM. The CBFCO also provides a report at each Bush Fire Advisory Committee meeting.

The CBFCO is required to report yearly to the local government or as directed by the CEO on the Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels. This will be tabled at the BFAC meetings held and then report through to Council in the minutes.

3.3 FINANCIAL MANAGEMENT

3.3.1 Local Government Grant Scheme (LGGs) application

The Local Government Grants Scheme is a funding program overseen by DFES which supports the operating costs and replacement of capital items for Bush Fire Brigades and SES units. The funding is provided to the Shire for management/administration and is paid in quarterly instalments in advance of each quarter of the financial year.

DFES contacts the Shire in February/March each year with a proposed allocation for the upcoming financial year. The Shire/CESM will consult with the Brigades to determine if there are any additional items that need to be submitted as part of the application. All application requirements must be in accordance with the current LGGs manual published by DFES.

Once consultation has occurred, Shire Officers will investigate any subsequent actions, prepare the LGGs application for signing by the CEO, and return it to DFES for regional endorsement prior to the closing date.

The Shire is notified in late June of the finalised allocation for the upcoming financial year. Shire Officers will circulate the finalised allocation to Brigades for their information.

3.3.2 Local Government Grant Scheme (LGGs) acquittal

At the conclusion of each financial year, the Shire is required to acquit the LGGs in accordance with the LGGs Manual.

The Shire's Finance team will conduct the acquittal process in consultation with the CESM. Where there is any discrepancy in the items purchased, these will be resolved by the CESM in consultation with any other stakeholders as required.

3.3.3 Brigade financial reporting

At each general meeting of the brigade, the treasurer shall present a statement of the following items:

- Income (monthly and financial year to date).
- Expenses (monthly and financial year to date).
- Current net financial position of brigade (ie funds in any brigade accounts, petty cash and other financial assets).

The Brigade Treasurer is required to maintain accurate financial records. The brigade's finances must be audited each year.

The financial statements must form part of the minutes of each general meeting. At the end of each financial year, the auditor's report must be forwarded to the Shire along with the minutes of the Annual General Meeting.

3.3.4 LGGs Reimbursement Claims

LGGs reimbursement claims are for incidental/minor purchases by Brigades for items eligible under the LGGs manual.

For all LGGs reimbursement claims, the following requirements apply:

- The monthly claim cannot exceed \$500 without Community Emergency Services Manager approval or District Officer approval.
- LGGs reimbursement claims, along with copies of supporting receipts and/or invoices must be submitted to the CESM prior to the end of each month.

Any purchases must be in accordance with the Shire's procurement and purchasing policy. A copy is available from Shire officers if required.

3.4 CADET MANAGEMENT

Cadet members are Bush Fire Brigade members aged 11-15 years old. The main difference between the activities undertaken by a junior/cadet as opposed to an operational or 'adult' volunteer is that the juniors/cadets are in a training program only and they are not permitted to attend any incidents. Cadets may attend prescribed burns with approval of their parent/guardian.

The objectives of the cadet program is:

- To encourage young Western Australians to participate in the development of skills and knowledge about the role and functions of Western Australia's emergency services agencies.
- To develop values of duty, loyalty and service to their teams and the community.
- To support and promote public education and awareness of the management of emergencies at state, regional and local level.
- To support and strengthen the links between volunteer emergency services and the community.

- To assist communities to deal with natural or other emergencies through appropriate training, supervision and control.
- To provide a pathway to future emergency service volunteering and leadership.

3.4.1 Establishment of a cadet unit

Due to the nature of youth-based work, there are a number of approvals and considerations required prior to the establishment of a cadet unit. The checklist below details the requirements prior to the establishment of a cadet unit:

Item	Y/N	Comment
Program has the support of the Brigade Captain.		
Adult members are happy to have juniors/cadets in the Brigade.		
The Brigade has the resources (ie cadets, cadet leaders, helpers, safe environment, etc.) to support cadet program.		
The Brigade has approached the Shire to confirm their interest in commencing a cadet program.		
A cadet program coordinator and assistant coordinator (one male and one female) have been identified.		
Additional adult helpers have been identified (a mix of males and females are required at a ratio of 1 adult per 3 cadets).		
A structure for the program has been developed (term-based structure with either weekly or fortnightly activities).		
Appropriate paperwork templates have been obtained/created: <ul style="list-style-type: none"> • Cadet application to join. • Medication/health care management plan. • Personal protective clothing form. • Attendance forms. • Risk assessment form. • Excursion/travel permission form. • Update of membership form. • Permission for use of images. 		
All adult cadet leaders/coordinators either currently have Working With Children Checks or are able/willing to obtain prior to the commencement of the program.		

Once the above requirements have been completed, the Brigade is to contact the Shire for a meeting to discuss the program overall and ensure the required documentation has been completed. Once the Shire has authorised the creation of a cadet program in writing, then the Brigade may commence cadet activities.

3.4.2 Cadet membership and administrative requirements

3.4.2.1 Cadet membership requirements

All cadets are required to comply with the following Code of Conduct, along with any brigade BOPs established for the cadet program:

1. Follow all reasonable instructions given by those authorised to do so.
2. Respect the rights of others.
3. Be polite and respectful to ALL.
4. Do your best in ALL activities.
5. Consider the safety of yourself and others at ALL times.
6. Look after Brigade/Shire property and use it safely.
7. Wear your uniform correctly and with pride.
8. Positively promote your Brigade in the community.

9. Maintain Brigade confidentiality.
10. Abide by the anti-alcohol and other drugs policy.
11. Use social media responsibly.

Where the Code of Conduct for cadets has been breached, the cadet program coordinator may undertake any of the following actions:

Caution	<ul style="list-style-type: none"> • A caution is a verbal caution given on the spot by a leader. Any number of cautions can be given before a verbal warning is given.
Verbal Warning	<ul style="list-style-type: none"> • A verbal warning is given by the program coordinator/leader and is recorded in the Cadet Activity Log
Written Warning	<ul style="list-style-type: none"> • The program coordinator/assistant coordinator will issue a written warning immediately if the offence is serious enough to warrant it. A meeting with the junior/cadet's parents/guardians will be called to discuss the junior/cadet's behaviour and explore strategies to improve conduct
Suspension	<ul style="list-style-type: none"> • Should the junior/cadet's conduct be deemed undesirable or where the junior/cadet remaining in the Brigade would set negative example or lead others into undesirable behaviour, the captain shall have the power to recommend suspension of membership of that junior/cadet.
Dismissal	<ul style="list-style-type: none"> • Suspension / termination of membership must be in accordance with the Shire of Woodanilling Bush Fire Brigade Constitution.

Not all steps in the above process need to be followed in order. The principles of procedural fairness must be applied and juniors/cadets made aware of the allegation and given the opportunity to answer it.

Similarly, at all times while on duty, the Leaders will model the appropriate behaviours required by the juniors/cadets, as outlined in the Code of Conduct.

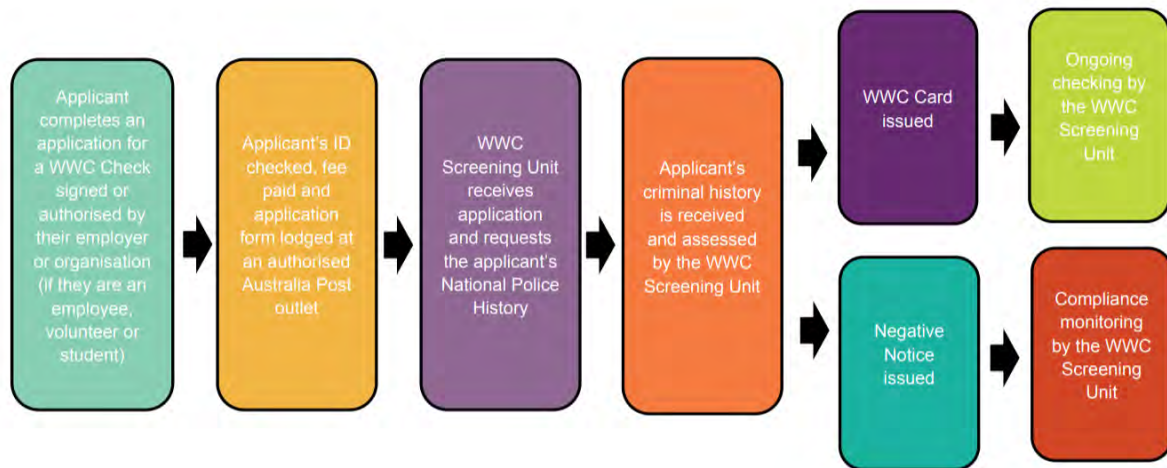
Where a cadet leader has acted contrary to the Code of Conduct, this should be referred to the Brigade Captain in the first instance in accordance with the Grievance and Misconduct procedure contained in part 4.4 of these procedures.

3.4.3 Working with Children Checks

In accordance with the *Working with Children (Criminal Record Checking) Act 2004*, all persons whose work normally involves, or is likely to involve, contact with a person under the age of 18 years must hold a Working with Children Card (WWC). This includes any participation in programs or activities designed and operated for the sole purpose of engaging children (for example – junior/cadet program; direct, ongoing mentoring of a young person; and school aged programs).

Working with children cards are valid for three years. This cost is borne by the individual volunteer, however the Shire/CESM is able to reimburse this charge through the LGGS.

The process below is for obtaining an initial WWC check:



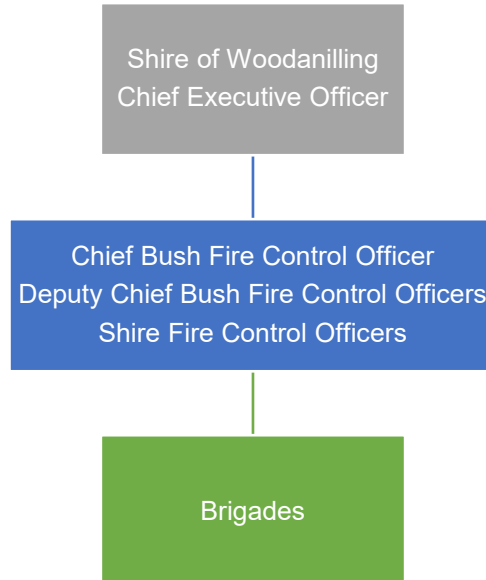
Renewals of WWC checks must be completed online via the following link:
<https://workingwithchildren.wa.gov.au/applicants-card-holders/online-services/re-apply-online>

In all circumstances the Community Emergency Services Manager / Chief Executive Officer must be the signatory to verify the identity of the person seeking the WWC check.

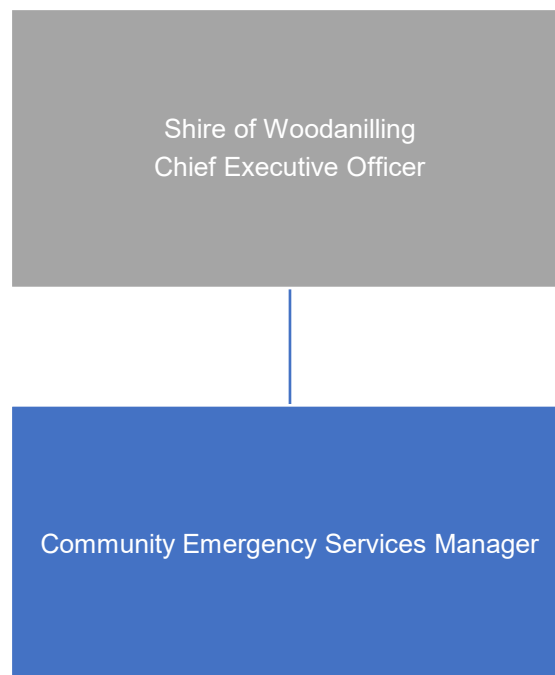
4 PERSONNEL

4.1 CHAIN OF COMMAND AND DUTY STATEMENTS

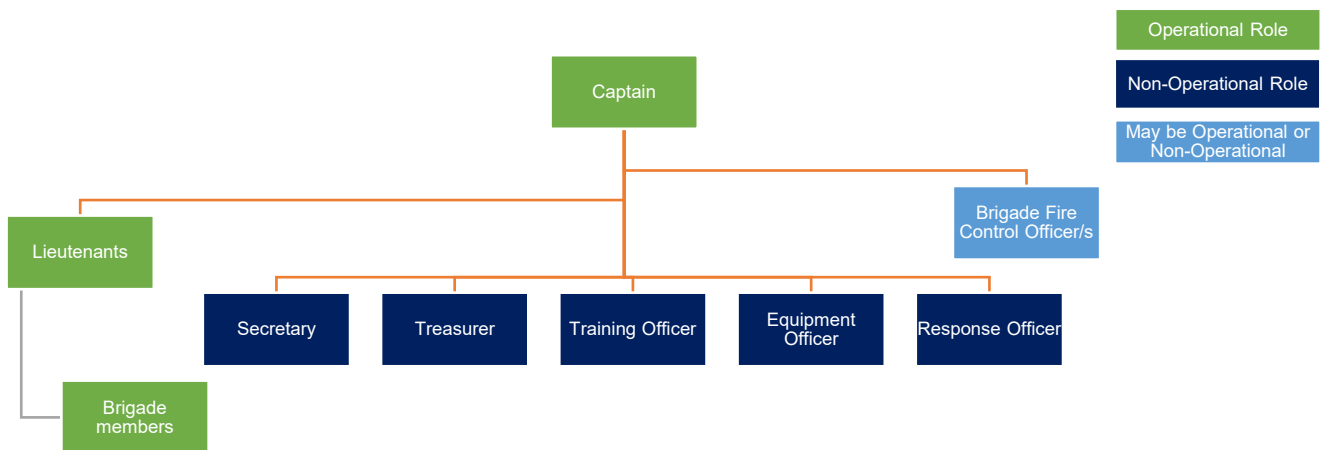
All Brigade members must be aware of and follow the chain of command as per below:



Internal Shire Structure:



Within Brigades, the following chain of command applies (DFES Module):



4.1.1 Operational Roles

Operational roles are roles which are directly involved in the management or undertaking of normal brigade activities.

The chart below shows the rank markings for each operational position:

Rank	Helmet Colour	Helmet Stripes
Chief & Deputy Chief Bush Fire Control Officer	Red	Red
Captain and Fire Control Officer	Yellow	Red
Lieutenant	Yellow	Yellow
Firefighter/Member	White	White

4.1.1.1 Chief Bush Fire Control Officer

Responsible To: Shire of Woodanilling Chief Executive Officer.

Position Summary: Subject to any directions by the local government, the CBFCO has primary managerial responsibility for the organisation and maintenance of Bush Fire Brigades. The CBFCO works with the Shire to provide general oversight to the operations of the Shire's six Volunteer Bush Fire Brigades.

The CBFCO is a key leadership role, with the responsibility to support, enable and empower Brigade Captains and Brigade members to provide a high standard of service to the community whilst ensuring the safety of all members.

Responsibilities and Duties:

- All duties and responsibilities assigned to the position under the *Bush Fires Act 1954*.
- To support the Brigade Captains and trainers to ensure a cohesive and high standard of training is provided to all Brigade members.
- Work with the Brigade Captains to deliver a cohesive cadets program (if applicable).
- To attend meetings with the Shire and Brigades as required.
- Provide fire-ground leadership to Bush Fire Brigades and/or other response units where necessary, including undertaking the role of Incident Controller as required.

- Participate in shared group call arrangement in response to “000” and other emergencies. Manage or assist in managing incidents either verbally (phone) or in person (on a fire-ground/site of emergency).
- Coordinate response to emergency incidents in conjunction with the DCBFCOs.
- Attend to and investigate unauthorised fires.
- Organise Brigades to attend, arrange relief crews, machinery and welfare for fire crews (in consultation with DCBFCOs).
- Support and mentor Brigade leaders and FCOs to perform the role of Incident Controller as required.
- Liaise with the local government concerning fire prevention/suppression matters generally and directions issued by the local government to FCOs, bush fire brigades or brigade officers.
- Work with the Shire to prepare and manage exercises to test plans and procedures.
- Treat all colleagues equally, in a non-discriminatory manner and with consideration and respect.
- Recognise and celebrate the achievements of brigades and members, whilst recognising the principles of volunteerism.
- Complete all documentation as required in a timely manner and provide to the Shire.
- Undertake other relevant duties as requested in order to achieve the outcomes of the role.

4.1.1.2 Deputy Chief Bush Fire Control Officer

Responsible To: Chief Bush Fire Control Officer

Position Objective: Subject to any directions by the local government the DCBFCO supports the CBFCO and in their absence has primary managerial responsibility for the organisation and maintenance of Bush Fire Brigades.

Responsibilities and Duties:

- All duties and responsibilities assigned to the position under the *Bush Fires Act 1954*.
- To support the Brigade Captains and trainers to ensure a cohesive and high standard of training is provided to all Brigade members.
- Work with the Brigade Captains to deliver a cohesive cadets program (if applicable).
- To attend meetings with the Shire and Brigades as required.
- Provide fire-ground leadership to Bush Fire Brigades and/or other response units where necessary, including undertaking the role of Incident Controller as required.
- Participate in shared group call arrangement in response to “000” and other emergencies. Manage or assist in managing incidents either verbally (phone) or in person (on a fire-ground/site of emergency).
- Coordinate response to all emergency incidents in conjunction with the CBFCO.
- Attend to and investigate unauthorised fires.
- Organise Brigades to attend, arrange relief crews, machinery and welfare for fire crews (in consultation with CBFCOs).
- Support and mentor Brigade leaders and FCOs to perform the role of Incident Controller as required.
- Liaise with the local government concerning fire prevention/suppression matters generally and directions issued by the local government to FCOs, bushfire brigades or brigade officers.
- Work with the Shire to prepare and manage exercises to test plans and procedures.
- Treat all colleagues equally, in a non-discriminatory manner and with consideration and respect.
- Recognise and celebrate the achievements of brigades and members, whilst recognising the principles of volunteerism.
- Complete all documentation as required in a timely manner and provide to the Shire.
- Undertake other relevant duties as requested in order to achieve the outcomes of the role.

4.1.1.3 Senior/Operational Fire Control Officer

Responsible to: CBFCO, DCBFCOs

Position Objective: An FCO is an authorised representative of the Shire delegated certain functions under the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both fire operations and fire prevention strategies within the local community and may on occasion be required to take charge of an incident or form a part of the incident management team.

Responsibilities and Duties:

- Administer all powers and responsibilities of a FCO as defined in *Bush Fires Act 1954* as authorised.
- Perform duties prescribed by the Act and as authorised by the Shire.
- Demonstrate positive leadership and mentor members.
- Ensure appropriate incident control systems and management principles are implemented and maintained during emergency incidents as required.
- Command and manage resources during emergencies or hazard reduction burns as required.
- Actively participates in training and undertakes skills and training development as outlined in the Shire bush fire brigade training program.
- Assist brigades in mentoring fire-fighters during training and exercises.
- Maintain a personal log book to include a record of events and decisions during an incident.
- Issue permits for hazard reduction burns within the Shire in accordance with the Act (where authorised).
- Answers telephone calls and respond to enquiries in a courteous and timely manner.
- To represent and report to the CBFCO on issues arising in the district in relation to bushfire hazards and other matters as identified.
- Comply with any lawful directions of the CBFCO and/or Shire.

That the Council endorses the appointments of the FCOs on the recommendations of the BFAC Committee.

4.1.1.4 Captain/Fire Control Officer

Responsible To: CBFCO, DCBFCOs

Position Objective: The FCO/Captain of the Brigade is responsible for the sound leadership and management of Brigade members. The Brigade FCO/Captain is the senior FCO of a brigade and may perform all roles of an Operational FCO.

Responsibilities and Duties:

- Demonstrates positive leadership and helps to mentor members.
- Administer all powers and responsibilities of the *Bush Fires Act 1954*.
- Command, control and confidently manage firefighting activities at emergency incidents.
- To ensure appropriate incident control systems and management principles are implemented and maintained during all emergency incidents.
- Maintain a personal log book with a record of events and decisions that occur at an incident.
- Work with the CESM to conduct training activities for Fire Fighters.
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting, management issues or at the request of the CBFCO.
- Actively participates in training and undertakes skills and training development as outlined in the Shire Bush Fire Operating Procedures.
- Works to assist brigades in mentoring firefighters during training and exercises.

- To ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with the Brigade Training Program as developed and maintained by the Shire.
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment ie Fast Fill Trailer.
- To represent and report to the Bush Fire Advisory Committee (BFAC) meetings on behalf of the brigade.
- May delegate functions of the brigade management to officers and members as determined necessary for the effective operation of the brigade.
- To adopt procedures on behalf of the Brigade as endorsed by the BFAC.
- Ensure conduct of members is in accordance with acceptable standards.
- Report any injuries of personnel or damage to fire fighting vehicles immediately.
- Answers telephone calls and respond to enquiries in a courteous and timely manner.

As a leader, role model and mentor for all members, the FCO/Captain should always act with integrity and consider each member equally.

4.1.1.5 Fire Control Officer

Responsible to: CBFCO, DCBFCOs and Senior FCO

Position Objective: An FCO is an authorised representative of the Shire delegated certain functions under the *Bush Fires Act 1954*. The position is required to perform specific functions under the Act including issuing permits to burn and providing feedback in relation to bushfire prevention for their area of responsibility.

Responsibilities and Duties:

- Administer all powers and responsibilities of a FCO as defined in *Bush Fires Act 1954* as authorised by the Shire.
- Perform duties prescribed by the Act and as authorised by the Shire.
- Demonstrate positive leadership and mentor members.
- Assist brigades in mentoring fire fighters during training and exercises.
- Maintain a personal logbook to include a record of events and decisions.
- Issue permits for hazard reduction burns within the Shire in accordance with the Act (where authorised).
- Answers telephone calls and respond to enquiries in a courteous and timely manner.
- To represent and report to the Shire on issues arising in the district in relation to bushfire hazards and other matters as identified.
- Comply with any lawful directions of the CBFCO and/or Shire.

That the Council endorses the appointments of the FCOs on the recommendations of the BFAC Committee.

4.1.1.6 Lieutenant/s

Responsible To: Brigade Captain

Position Objective: Provide both operational and administrative support to the Captain. The Lieutenant is responsible for the operational management of members during Brigade activities and reports to the Captain on all matters pertinent to the effective and efficient functioning of the Brigade and/or personnel whom they are supervising.

Responsibilities and Duties:

- Provide support to the Captain and assist with the management of the Brigade.

- In the absence of the Captain administer all powers and responsibilities of the *Bush Fires Act 1954* (Part IV Section 44 (1)).
- Command and manage members during emergencies and other Brigade related activities.
- Maintain a personal logbook with a record of events that occur during all incidents.
- Conduct briefings during and after incidents and maintain open lines of two-way communications between members and the Officers.
- Actively participate in training and undertakes minimum skills and training development requirements as outlined in the Shire's Bushfire Operating Procedures.
- Works to assist brigade members through mentoring firefighters during training and exercises.
- Encourage positive interaction and teamwork between members.
- Ensure that Brigade activities adhere to the Shire's Bush Fire Operating Procedures.
- Ensure firefighters engaged in firefighting activities hold competencies relevant to the task.
- Work cohesively with the CESM to conduct training activities for fire fighters.
- To ensure that the behaviour of members is in accordance with acceptable standards.
- Represent the Brigade members, in the absence of the FCO/Captain.

The position reports to the FCO/Captain on all matters pertinent to the effective and efficient functioning of the Brigade and/or personnel whom they are supervising.

The FCO/Captain of the Brigade may choose to delegate specific tasks or portfolios within the brigade to assist in the overall management of the brigade.

In the absence of the FCO/Captain, the most senior Lieutenant assumes all powers and responsibilities and duties of that Officer, unless otherwise directed by the FCO/Captain or, CBFCO.

4.1.1.7 Firefighter/Active Member

Responsible To: Brigade Captain (and officers by delegation)

Position Objective: Undertake activities associated with fire prevention, preparedness and suppression.

Responsibilities and Duties:

- Respond promptly to emergency incident callouts when notified.
- Operates and drives fire units/appliances under operational conditions
- Operates pump and other equipment associated with firefighting, and exercise operations.
- Effectively communicates verbally by means of two-way radio as person-to-person and in writing through completion of various records, and statements as required.
- Provides emergency medical care to fire or accident victims, when qualified, and assists at other incidents as and when required.
- Assists to maintain all firefighting equipment, buildings and grounds.
- Actively participates in training and undertakes minimum skills and training development requirements as outlined in the Shire's Bush Fire Operating Procedures.
- Conduct preliminary smoke and arson investigation with CESM.
- Protect property from unnecessary smoke and water damage by using firefighting equipment and techniques suitable to the situation.
- Work in extremes of temperature from summer conditions and radiated heat from close proximity work to the fire front.
- Requirement for working in periods of strenuous activity over normal to extreme terrains.
- Potentially exposed to high levels of stress and or pressure in certain circumstances.
- Wearing personal protective clothing (helmet, fire resistant overalls, goggles, facemask, or respirator, safety boots and heat resistant gloves).

- Loading and unloading equipment including heavy items.
- Using heavy equipment ie charged firefighting hose and labour intensive tools .g rakes, hoes, shovels, axes.
- Participates in an emergency environment (inc. sudden decision-making, potentially life threatening situations, exposure to sights and smells associated with emergency situations).
- Performs other duties as lawfully assigned.

All actions and decisions that are made should be in the interest of the Shire, safety, the community, the brigade and its members.

4.1.2 Administrative Roles

Administrative roles are roles which support the management or undertaking of normal brigade activities or otherwise contribute to the overall management and coordination of the brigade and its members.

4.1.2.1 Secretary

Responsible To: Brigade FCO/Captain

Position Objective: The Secretary is to manage administrative matters of the Brigade. The position reports to the FCO/ Captain on administration matters pertinent to the Brigade and is responsible to assist the FCO/Captain in the dissemination of information and communications of the brigade.

Responsibilities and Duties:

- Ensure Members receive notification of Brigade meetings in accordance with the constitution.
- Attend all Brigade Management Committee, General, Special and Annual General Meetings.
- Prepare an agenda and minutes for Brigade meetings and distribute to members prior to the next consecutive meeting in accordance with the constitution.
- Document and record all Brigade correspondence.
- Ensure Brigade information is disseminated to all listed Brigade members in a timely manner.
- Make available safety circulars and other information pertinent to members.
- Work with Shire management and administration staff on matters pertinent to Brigade administration.
- Maintains basic telephony and computer skills.

The position is not required to perform active operational duties and may not be held in conjunction with the Treasurer position.

4.1.2.2 Treasurer (If applicable)

Responsible To: Brigade Captain

Position Objective: The role of the Treasurer is to manage and report to the brigade on all financial matters. The position reports to the Captain on financial matters pertinent to the brigade.

Responsibilities and Duties:

- Manage financial affairs of the brigade.
- Maintain brigade financial records and provide detailed report of income and expenditure at meetings.
- Work with Shire management and administration staff on matters pertinent to Brigade financial matters, including copies of financial statements if required.
- Present the brigade's financial records for auditing on an annual basis to an independent auditor, prior to each Annual General Meeting.

- Act as a signatory to brigade financial transactions in conjunction with other authorised persons.

The position of Treasurer is not required to perform active operational duties. The position may not be held in conjunction with the Secretary position.

4.1.2.3 Equipment Officer (if applicable)

Responsible To: Brigade Captain

Position Objective: The Brigade Equipment Officer is responsible to the Brigade Captain for the maintenance and management of all brigade equipment and property in accordance with current applicable standards and legislation.

Responsibilities and Duties:

- Manage Brigade equipment and maintain a register of all Brigade assets.
- Monitor serviceable condition of equipment and personal equipment levels and organise repairs/replenishment with the Shire as required.
- Report all damage of the Brigade equipment or property to the Captain and Shire immediately.
- Work with Shire management and administration staff on matters pertinent to Brigade equipment.
- Ensure relevant paperwork including equipment checklists, vehicle faults and damages or losses are submitted to the Shire as necessary.
- Maintaining the Brigade's equipment and asset register in partnership with the Secretary.

The position is not required to perform operational active duties but should be able to demonstrate sound knowledge of all firefighting equipment and ideally have some degree of basic mechanical aptitude.

The position may be inclusive to an operational position held within the Brigade and may request, at their discretion, other suitably able members of the brigade to assist in this role as deemed necessary.

4.1.2.4 Senior Training Officer / Training Officers (if applicable)

Responsible To: CBFCO, Brigade Captain

Position Objective: The Brigade Training Officers are responsible for coordinating and/or conducting training at brigade level. The position is responsible to the Brigade Captain, CBFCO and the Shire on all training matters relevant to the Brigade.

Responsibilities and Duties:

- Ensure Brigade Members maintain basic firefighting skill levels equal to, or better than the minimum competency standards outlined by the Shire.
- Assists the Captain and Secretary in maintaining updated membership information.
- Ensure consistent training sessions are conducted within the Brigade to maintain currency of qualifications and skills.
- Delivers training to new and existing members.
- Actively participates in training and undertakes minimum skills and training development requirements as outlined in the Shire's Bush Fire Brigade training program.
- Works to assist brigade members through mentoring fire fighters during training and exercises.
- Maintain accurate records of training undertaken by members.
- Provide mentoring for members who express an interest in training to encourage future development.
- Supports/assists the Shire in facilitation and delivery of regional level training as required.

- Identifies training needs within the brigade and helps to develop training strategies and implements them in consultation with the Brigade Captain and Shire.
- Report to the Brigade, any relevant training opportunities.
- Assist in any other activities relating to Brigade training.
- Compiles and submits all training applications and documentation as received on behalf of the brigade.

The position is not normally required to perform active operational duties, however; it is deemed appropriate that this position is active in operational duties to maintain competency in their skills. As such, the position may be inclusive to an operational position held within the Brigade.

The Senior Brigade Training Officer may request other suitably trained members of the brigade (particularly officers) to conduct training sessions as deemed necessary.

4.2 MEETINGS OF BUSHFIRE BRIGADE

4.2.1 Annual General Meeting of a Bush Fire Brigade

A bushfire brigade must hold an Annual General Meeting each year. This meeting shall hold the election of the brigade officers committee consisting of the following positions as required.

- Captain
- Lieutenants
- Secretary
- Treasurer

4.2.2 Nominations

Nominations will be taken on the day/evening of the Annual General Meeting (AGM).

4.2.3 Form of Election

The CBFCO will vacate the chair and hand over to the CEO/DCEO/CESM who will conduct the election. If a ballot is required for any position it will be a secret ballot and will be held in accordance with the "first past the post system". If after the votes are counted for a position, there is a tie for first place, a further ballot will be conducted involving only the two members who tied for the position. If there is still a tie there will be a further ballot for the position involving only the two.

4.2.4 Eligibility of Votes and Validity of Votes

Only confirmed active members are eligible to vote in any election and may only vote once in each ballot. The Secretary will prepare a list of members eligible to vote. Votes will only be accepted on a complete ballot paper issued by the Returning Officer's assistants. A vote will be considered valid if the intention of the voter is clear. If the intention is not clear the vote will be invalid. The Returning Officer's decision is final once a position is declared.

4.2.5 Absentee Votes

Should there be the requirement of an absentee vote this will be determined by the CBFCO upon application. On approval the CBFCO will notify the Brigade secretary who will include the absentee vote for the AGM.

4.2.6 Ordinary Meeting of a Bush Fire Brigade

A Bush Fire Brigade must hold an Ordinary Brigade Meeting once as required, with the agenda set by the brigade's secretary in consultation with the Brigade Officers Committee.

4.2.7 Special Meeting of a Bush Fire Brigade

Should any matter arise that requires a Special Meeting of a Bush Fire Brigade an application and meeting agenda must be submitted to the Brigade FCO/Captain or next senior officer. The brigade officers committee hold the right to accept or decline the meeting and select the attendance of the required members.

4.2.8 Vacancy of Officer Position

Should a brigade officers position become vacant throughout the duration of the appointed term a special brigade meeting is to be held as soon as practicable. The vacant position will be open for nominations the day/ evening of the meeting. A second special meeting will be scheduled for the election of the position to be conducted on the closing day of the nominations with the new officer commencing on the closing of the meeting.

4.2.9 Brigade Officers Meeting

The Brigade officers shall meet as required after an Ordinary meeting to ensure action items have been addressed. Management of the brigade will be completed at this meeting with the ability to raise items to the Executive Management Committee as required. All brigade elected officers will be included into the Brigade Officers meeting and hold voting rights. Should there be a requirement for serious matters to hold the Brigade officers meeting the FCO/Captain can hold this meeting with Lieutenants and the Brigade secretary at the FCO/Captain's discretion.

4.2.10 Executive Management Committee

The Brigade executive management committee will consist of the CBFCO, DCBFCO, Senior FCO and an appointed secretary will be conducted by an officer from the Shire. The Executive Management Committee will meet at a minimum of 2 times per year for the overall management of the Shire of Woodanilling Bushfire Brigades.

4.3 SELECTION AND APPOINTMENT PROCESS

4.3.1 Chief Bush Fire Control Officer

The CBFCO is appointed by Local Government under s38 of the *Bush Fires Act 1954* on the recommendation of the BFAC and endorsed by Council Resolution through the minutes.

4.3.1.1 Deputy Chief Bush Fire Control Officer selection and appointment

The DCBFCO is appointed by the Local Government on the recommendation from the BFAC.

The CBFCO and DCBFCO is appointed in accordance with the *Bush Fires Act 1954* and must be provided with a letter of appointment.

4.3.2 Senior/Fire Control Officers

S/FCOs are appointed in accordance with one of the following three categories which relate to their powers under the *Bush Fires Act 1954*:

- Non-Operational – Enforcement (Shire Staff)
- Non-Operational – Permit-issuing Only (FCOs who issue permits and do not have operational powers)
- Operational – (FCOs with permit-issuing powers along with authority to take charge and control bushfire firefighting operations)

4.3.2.1 Appointment and powers of FCOs

Appointments will be continuous until terminated and will commence in the new financial year. In accordance with the *Bush Fires Act 1954*, appointments must be:

- Authorised by the CEO via internal memorandum/delegated authority.
- Published in a newspaper circulating within the district.
- Published in the Government Gazette.

Each appointee must also be issued a letter of appointment confirming their appointment and relevant authorisations. Vacancies to be filled as soon as possible after a position becomes available.

4.3.3 Brigade officer development and succession planning

The Shire is committed to developing future leaders within its Bush Fire Brigades, both for brigade leadership positions and CBFCO/DCBFCO positions. It is recognised that there is more required for these positions than just the basic training and experience, there is an inherent level of leadership ability required.

Upon commencement with the Brigade, each new member is assigned a mentor to guide them in their initial skills development. The mentor is also responsible for considering the leadership potential of new members (with appropriate training and experience).

A Brigade Officer mentor provides guidance and advice to brigade officers along with promoting the succession planning and brigade officer development programs.

It is the responsibility of currently serving Brigade officers to promote an inclusive, safe and healthy environment for future leaders to develop. This includes providing opportunities for up-and-coming/potential officers to develop their own leadership and management skills, openly discussing succession planning and discussing development requirements for potential officers to step up.

4.3.3.1 Capability assessment for existing officers and officer candidates

The CBFCO and their delegate (generally one of the DCBFCOs) will meet with the existing officer group and any officer nominees within each brigade prior to the Annual General Meeting to analyse their skills, knowledge, training, aptitude, attitude and experience.

The purpose of this capability analysis is to provide guidance on any gaps in training/skills/knowledge that will need to be addressed if a candidate is elected to an officer position.

A further meeting with those elected as operational officers within the brigade may be required, at the Captain/CBFCO's discretion after the AGM to re-affirm the individual and collective training needs of each officer.

4.3.3.2 Brigade Officers Development Program (BODP)

In order to build the appropriate operational and non-operational skills for new and existing brigade officers, DFES has developed a development program.

The focus of the program is to develop positive brigade leadership, team working and culture-building and develop officer's conflict resolution, negotiation and management techniques along with operational skills. The program is run throughout each year and is strongly recommended for currently serving and newly elected brigade officers.

4.4 WORK HEALTH AND SAFETY

4.4.1 Work Health and Safety

The Shire is firmly committed to enabling all brigade activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of brigade members and anyone else who may be affected by brigade activities.

It is recognised that fire and emergency response is an inherently dangerous environment, however exposure to hazards to health and safety should be minimised as far as reasonably practical.

The Shire commits to the following responsibilities:

- Maintaining plant, facilities and equipment in a safe condition.
- Providing information, instruction, and training that is reasonably necessary to ensure that each member is safe from injury and risks to health.
- A commitment to consult and cooperate with brigades in all matters relating to health and safety.
- A commitment to continually improve performance through effective safety management.

Brigade members are charged with the following responsibilities:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of the health and safety of themselves and others.
- Wear personal protective equipment and clothing as required.
- Comply with any direction given by the shire and/or officers for health and safety.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents, incidents and near misses.
- Report all known or observed hazards to their supervisor or manager.

4.4.1.1 *Smoke-free environment*

Passive exposure to environmental tobacco smoke has been shown to present a significant health risk and the Shire seeks to ensure that members, contractors and visitors are not exposed to environmental tobacco smoke as a result of their duties with the Shire's Bush Fire Brigades.

In accordance with legislative requirements, the Shire does not permit smoking or vaping in any Shire / DFES building, fire appliance or vehicle.

A designated smoking area may be established outside Shire buildings.

Where designated smoking areas are established, they shall be located at least 10 metres away from:

- Exterior walls, doors and windows;
- Air-conditioning intakes;
- Shire vehicles and tankers;
- Areas where fuel or chemicals are stored or decanted;
- Areas where visitors or the public may frequent;
- Designated eating areas;
- Provided with a purpose built receptacle for cigarette butts;
- Identified on the building and/or site plan;
- Included in the site induction;
- Give consideration to the welfare of non-smoking staff;

- Have consideration to the following items;
- Lighting, particularly if used after hours;
- Degree of protection from weather;
- Degree of protection from uv light (sunlight);
- Access to and from the area should be free from trip hazards; and
- The safety and security of users.

In relation to incident grounds, members should give due consideration to the welfare of others, prevailing conditions and the community perception of Bush Fire Brigade members seen to be smoking at incidents.

4.4.2 Critical Incident Stress and Wellbeing

Brigade members may be confronted with a critical incident at some time throughout their membership. A critical incident is any situation faced in an operational context by emergency services personnel that may cause them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function at the scene or later.

A critical incident does not have to be a major disaster, but it is usually sudden and out of the ordinary, and often involves death, or traumatic injury, or the possibility of either. The following are examples of the types of incidents which may present critical incident stress reactions for personnel:

- Death or serious injury to a fellow worker in the line of duty;
- Exposure to gruesome sights – i.e. human remains, dead animals;
- Failure to save a life, injury or loss;
- Suicide or non-suicidal self-injury;
- Threat to life/safety of self or crew;
- Motor vehicle accident involving personnel responding to an incident;
- Equipment failure at critical times;
- Responsibility for the lives and property of others;
- Responding to other major disasters, for example earthquakes, aircraft/bus crashes, floods, storms, disease control;
- Attendance at motor vehicle accidents which are severe or fatal;
- Unexpected or unanticipated tragedy;
- Incidents where there has been a large number of casualties; or
- Where there are circumstances with which a person or group identifies, for example, where the victims are known to the person, or the incident brings back memories of past traumatic events.

Debriefing is an important method of ensuring welfare of crew members. The OIC in charge of brigade activities should monitor their crews wellbeing and ensure that a debrief is held after any critical incident. Officers should also ensure that the personnel under their control have knowledge of critical incident stress and the Critical Incident Support Services available to them.

The following networks/services are available to BFBs in the Shire:

- Shire's Employee Assistance Provider (LGIS contact)
- DFES Employee Assistance Provider (PeopleSense – 1300 307 912)
- DFES Wellness Branch (wellness@dfes.wa.gov.au)
- LifeLine (13 11 14)

4.4.3 Fitness for Duty/Certificate of Capacity

Employees, contractors and volunteers are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the employee's or contractor's or volunteer's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

The welfare of employees, contractors and volunteers, as well as being the responsibility of the Council as the employer, is also the responsibility of each individual. It is therefore each employee's or contractor's or volunteer's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, they may be removed from the workplace and the employer may initiate any reasonable action considered necessary as detailed in the Shire of Woodanilling Fitness for Work Procedure.

If it is believed that the use of alcohol or drugs renders risk to the health or safety of the employee, contractor, co-workers or the public, the employer reserves the right to remove the employee from duty pending an urgent medical examination to determine fitness for duty.

4.4.4 Alcohol and Other Drugs Policy

Drug and alcohol use can affect a person's ability to operate safely. It creates a risk to volunteers and health and safety.

A member must not:

- Sell or allow the sale of alcohol on brigade premises and at brigade sponsored events to any person other than a brigade member or a family member of a brigade member's;
- Supply or allow the supply of alcohol to minors on brigade premises and at brigade sponsored events by any person, including the minor's parent or guardian;
- Supply or allow the consumption of alcohol by minors on brigade premises or at brigade sponsored events; or
- Consume alcohol on brigade/shire premises or at brigade sponsored events unless a responsible officer is present who is willing to assume responsibility for:
 - Ensuring compliance with the Code of Conduct and other relevant procedures; and
 - Supervising the conduct of the members in attendance.

A responsible officer must be:

- The Chief/DCBFCO, Shire FCO, Brigade FCO/Captain or any other operational brigade officer;
- Over the age of 18 years; and
- Present at all times while alcohol is being consumed.

Soft drinks or other non-alcoholic drinks must be made available whenever alcohol is consumed or available for consumption on brigade premises or at brigade sponsored events.

A member must not use, supply or possess any prohibited substance.

A prohibited substance includes:

- Any prohibited drug or prohibited plant as that term is used in the *Misuse of Drugs Act 1981 (WA)* or *Medicines and Poisons Act 2014 (WA)*.
- Any prescription drug or pharmaceutical other than in circumstances where the member:
 - Has a prescription for the prescription drug or pharmaceutical provided by a registered health care provider; and
 - Is using it in accordance with the advice of that health care provider.

4.4.5 Accident, Near Miss and Insurance Claims Procedure

Any brigade member who has experienced an ‘accident’ or ‘near miss’ is required to complete an accident/incident report form as soon as practicable. This information is to be forwarded to the Brigade FCO/Captain and Shire as soon as reasonably practical.

Failure to inform the FCO/Captain and Shire in reasonable time may result in delays or refusal of any insurance claims by the Shire’s insurer.

This process is not intended to originate blame but to minimise the likelihood of a repeat incident occurring. The Shire is obligated to ensure all Occupational Health and Safety issues are investigated thoroughly to ensure measures are put in place to either reduce or eliminate the risk of the incident occurring again.

In accordance with the *Bush Fires Act 1954*, the Shire is required to provide insurance coverage for all Bush Fire Brigade volunteers for the following:

- Personal injury/death.
- Personal property damage.
- Motor vehicle and plant damage.
- Third party liability.

Coverage applies when a volunteer fire fighter is carrying out “normal brigade activities” which are defined in s.35A of the *Bush Fires Act 1954*.

The Shire uses the Local Government Insurance Service (LGIS) to provide this insurance coverage. All accidents/near misses/insurance claims shall be submitted to the OIC, CBFCO or DCBFCO.

Please note Insurance paperwork can be obtained from the CESM or the Shire of Woodanilling.

4.5 CONDUCT AND GRIEVANCE MANAGEMENT

4.5.1 Discipline and Misconduct Management Procedure

4.5.1.1 Reporting breaches

A member may make an allegation of a breach of discipline (allegation) to:

- One of their Brigade’s Lieutenants; or
- Their Brigade FCO/Captain.

Note: Where a Brigade Lieutenant receives an allegation as the next in charge they must pass the allegation to the Brigade Captain as soon as practicably possible.

An allegation must be:

- Made in writing; and
- Signed by the person making the allegation.

An allegation may be submitted by email.

A person who receives an allegation must consider the allegation and, if he or she considers it appropriate:

- Investigate the allegation personally; or
- Appoint another person to investigate the allegation.

In the case where a criminal offence may have been committed, the Shire is to be notified as soon as practical and the matter should be referred to WA Police for investigation.

4.5.1.2 Investigation of breaches

A person who is:

- A witness or potential witness in relation to the allegation;
- Involved in the events or circumstances relating to the allegation; or
- Is a relative or business associate of:
 - The respondent;
 - The person who made the allegation or caused it to be made; or
- A person who is a witness or potential witness in relation to the allegation ; or
- Must not investigate the matter.

The person who appoints the investigator (the appointing officer) must inform the respondent in writing and the person who made the allegation that an investigation is being conducted along with the details of the investigator.

The investigator must consider each allegation on its merits and must:

- Exercise caution before concluding that the respondent has a case to answer where:
 - The allegation is based on hearsay evidence; or
 - There has been a lengthy delay in making the allegation and there is no adequate explanation offered for that delay; or
 - There is a possibility that the person who has made the allegation has been motivated by personal rivalry or other inappropriate or improper matters; and
- Recommend the dismissal of an allegation which is, in the opinion of the investigator:
 - Trivial;
 - Frivolous,
 - Vexatious; or
 - Unable to be substantiated;
- Should the breach require any member involved to be stood down from active duty pending an investigation this is to be done in writing by the investigating officer in consultation with the FCO/ Captain and CBFCO. The letter of standing a member down from active duty must include the following information:
 - Allegation that has been made.
 - Commencement date of being stood down.
 - Meeting schedule date for resolution.

In the case of a minor breach of Procedure, the matter may be disposed of by the FCO/Captain verbally discussing the breach and the appropriate procedures with the respondent. If the FCO/Captain does

not believe the breach is minor in nature or will be effectively resolved in this manner, the matter should follow the following process.

If the investigator concludes that the respondent has a case to answer in whole or in part then he or she must prepare a report for the appointing officer that:

- Specifies the clause(s) of the Bush Fire Brigades Procedures that are alleged to have been breached by the respondent;
- Contains a summary of the facts, circumstances and other evidence that explains or clearly demonstrates how the Bush Fire Brigades Procedures have been breached;
- Includes or attaches copies of any statements, other evidence, relevant documents or other material that have been gathered or obtained by the investigator; and
- Includes the original allegation unless there are special circumstances that justify the identity of the person making the allegation being kept confidential and the withholding of the identity of the person making the allegation does not prejudice the respondent.

The initial investigation of the alleged breach of discipline must be completed and referred to the appointing officer within 28 days.

If the investigator concludes that the respondent does not have a case to answer he or she must prepare a report for the appointing officer that sets out the reasons for that conclusion including, where necessary, reference to any material obtained by the investigator during the investigation.

The investigator must provide all evidence, documents, notes, statements or other material collected or created during the investigation in addition to any document provided in the investigation report to the appointing officer.

4.5.1.3 Disciplinary action

Upon receipt of a report prepared in accordance with these procedures, the appointing officer must consider the report and:

- If he or she believes that the matter should be dealt with, in whole or in part, as a breach of discipline:
- Refer it to the Brigade Executive Committee for consideration;
- Give a copy of the report to the respondent; and
- Notify the person who made the allegation that the matter will proceed to the Brigade Executive Committee for consideration;
- The appointing officer may provide additional material to the disciplinary panel or discipline delegate provided that a copy of that additional material is also provided to the respondent;
- If he or she believes that the matter should not be dealt with as a breach of discipline:
- Notify the respondent of that decision;
- Notify the person who made the allegation that the matter will not proceed further; and
- Make an appropriate notation detailing the reasons for that decision.

The Brigade Executive Committee must deal with a breach of discipline allegation within 28 days of its referral.

Upon receiving a breach of discipline allegation, the Brigade Executive Committee shall:

- Consider the report prepared by the investigator.
- Allow the respondent seven days' notice to provide a statement (either in person at the Brigade Executive Committee or in writing) answering the allegations.

- Determine appropriate disciplinary action or determine that the alleged breach does not warrant disciplinary action and dismiss the matter.

All decisions, including rationale for the decision-making, shall be recorded in the Brigade Executive Committee minutes.

Disciplinary action which may be invoked by the Brigade Executive Committee includes:

- Reprimand the respondent;
- Suspend the respondent for a specified period;
- Impose conditions on the respondent's membership of a brigade; or
- Revoke the respondent's membership of the brigade.

The Brigade Executive Committee must provide a written copy of its decision, including disciplinary action where appropriate, within 14 clear (working) days of arriving at that decision to:

- The Respondent;
- The Shire of Woodanilling;
- The Chief Bush Fire Control Officer.

A member that has been directed to stand down from all brigade activities must not:

- Respond to any incident call;
- Participate in any brigade activity;
- Approach or contact any member or witness involved in or providing evidence in relation to the investigation;
- Approach or enter any brigade's station; or
- Wear brigade uniform or PPE;

until further notice.

4.5.1.4 Appeals procedure

A respondent who has undergone the above process may appeal the decision made by the Brigade Executive Committee to the Shire's CBFCO.

An appeal must be:

- Made within 14 days of the date of the Committee's decision;
- Submitted in writing (email is acceptable);
- Detail what is being appealed (ie the breach of discipline itself and/or the penalty imposed by the Committee);
- Explain the grounds for appeal.

The CBFCO shall, within 14 days of receiving an appeal request:

- Consider all documents/facts of the case, including the minutes of the Brigade Executive Committee meeting and the appeal request;
- Determine if the appeal is sustained or overruled.

The CBFCO, in determining a final outcome, may:

- Sustain the findings and action of the Committee;
- Modify the disciplinary action imposed by the Committee; or

- Overrule the findings and/or action imposed by the Committee.

The CBFCO must provide a written copy of their decision, including disciplinary action where appropriate, within 14 clear (working) days of arriving at that decision to:

- The Respondent;
- The Shire of Woodanilling.

This process/outcome is final and is not subject to any further appeal.

4.5.2 Grievance Management Procedure

The purpose of this procedure is to establish a clear and fair process for members to raise and resolve a grievance which arises against another member or members of the Shire's Bush Fire Brigades in that context. It is not to be used in relation to a grievance between members that arises outside the brigade.

It is expected that wherever possible members will resolve differences between themselves, before the need to commence the steps set out in this procedure.

The Shire is committed to providing a safe and healthy work place for its members, maintaining a harmonious and productive environment in which diversity is valued and encouraged. It aims to resolve grievances in a prompt, conciliatory, fair and effective manner.

A reference to a next in charge in this procedure means:

- One of the Brigade's Lieutenants; or
- The Brigade FCO/Captain.

Note: Where a Brigade Lieutenant receives an allegation as the next in charge they must pass the allegation to the Brigade FCO/ Captain as soon as practicably possible.

4.5.2.1 Preliminary action

Before initiating the Local Procedure, the grievant must attempt to resolve the grievance directly with the member/s concerned.

A grievant must raise their grievance with the respondent as early as possible.

While trying to settle the grievance a grievant or respondent may, at any time, consult confidentially with anyone they choose and may seek advice or assistance from support services such as those listed in section 4.2.2 of these procedures.

If the respondent refuses to engage with the grievant or the matter cannot be resolved by the parties within a reasonable period, the grievant may commence the Local Procedure.

4.5.2.2 Local/Informal Procedure

The local procedure must not be commenced unless the grievant has first attempted to resolve the grievance directly with the respondent in accordance with the preliminary action.

If the grievant wishes to initiate the local procedure, the matter must be referred to the next in charge as soon as reasonably possible after the grievant has unsuccessfully attempted to resolve the grievance in accordance with the preliminary action steps.

In the case of a grievance against an officer holding one of the following appointments, the next in charge shall be the Shire's Chief Executive Officer:

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer

In the case of a grievance against an officer holding one of the following appointments, the next in charge shall be the CBFCO:

- Shire Fire Control Officer
- Fire Control Officer/ Captain

If the grievance is against their next in charge, the grievant must refer the grievance to that person's next in charge.

To commence the local procedure, the grievant must provide a written Notice of Grievance to their next in charge. The Notice of Grievance must include:

- A concise statement of the grievance, which includes the names of the parties to the grievance and any witnesses;
- An outline of the attempts the grievant has already taken to resolve the grievance in accordance with the preliminary action steps or an explanation as to why the preliminary action steps were not taken or were unsuccessful;
- A proposed solution which the grievant believes would resolve the grievance. An appropriate solution will focus on achieving a positive working relationship, rather than apportioning blame.

If the grievant next in charge who receives the Notice of Grievance believes that they are unable to participate in the local procedure because they are:

- Involved in the grievance; or
 - May reasonably be considered by one of the parties to have a conflict of interest,
- they must immediately refer the matter to their next in charge with a written explanation as to why they believe they should not deal with the matter.

A person who receives a referral in accordance with this procedure must, within two working days, either:

- Appoint another member to carry out the local procedure; or
- If they believe there is no proper basis for the referral, direct the grievant next in charge to implement the local procedure.

Note: Any reference to the person's next in charge in this procedure includes a person appointed under this clause.

Within 10 working days of receiving the Notice of Grievance and all associated documentation, the next in charge must determine whether:

- The grievance is a matter which can be dealt with under this procedure; or
- The alleged grievance is frivolous, malicious or vexatious.

If the subject of the grievance is not a matter that is to be dealt with under this procedure, the next in charge may direct the grievant to the most relevant procedure that covers the circumstances.

If the next in charge determines that the alleged grievance is:

- A matter which cannot be dealt with under this procedure;
- Frivolous, malicious or vexatious; and/or
- The subject matter of the grievance is such that it does not justify the utilisation of Brigade/Shire resources;

they must dismiss the grievance and notify the grievant in writing.

If the next in charge does not dismiss the grievance pursuant to the above clause, he or she must attempt to resolve the grievance by taking the action set out as follows.

The next in charge must, in attempting to resolve the grievance:

- Provide the respondent with a copy of the Notice of Grievance;
- Gather such other information as is required to assist with the resolution of the grievance. This should include asking each party to provide the next in charge with any relevant documents, emails or other material which the next in charge believes will assist the next in charge in understanding and resolving the grievance;
- Allow the respondent a reasonable opportunity (to be determined by the next in charge but not less than 7 days from providing the respondent with a copy of the Notice of Grievance) to respond verbally or in writing to the grievance; and
- Attempt to resolve the grievance either or both:
 - Through discussion between the parties and the next in charge; and/or
 - By arranging any informal mediation or facilitated discussion with the CBFCO and/or Shire.

After taking the steps set out above the next in charge may, if the grievance is not otherwise resolved:

- Dismiss the grievance as unsubstantiated;
- Give a written reasonable management direction to the grievant and respondent with respect to their future conduct, including work arrangements; or
- Put in place appropriate arrangements with respect to the future interaction between the grievant and respondent.

A failure to comply with a direction given under the above clause may constitute a breach of discipline in the case of a volunteer member.

At the conclusion of the local procedure, the next in charge must write to the parties stating the outcome of the local procedure specifying:

- Action that has been agreed by the parties;
- Direction that the next in charge has given; or
- Other arrangements which have been put in place as part of that process.

Unless there are exceptional circumstances, the next in charge must complete the local procedure within 28 working days of receiving the Notice of Grievance.

The next in charge must send a copy of the letter or email referred to above to the relevant Brigade FCO/Captain, CBFCO and the Shire for their records.

If the grievance has been resolved through the local procedure, then the grievance process ends.

If the grievance has not been resolved then the grievant may, if he or she wishes, commence the formal procedure.

4.5.2.3 Formal Procedure

The formal procedure must not be commenced unless the local procedure has been completed.

If a grievance has not been resolved for any reason through the local procedure, including as a result of a determination by the next in charge that the grievance is:

- A matter which cannot be dealt with under the local procedure;
- Frivolous, malicious or vexatious; or
- The subject matter of the grievance is such that it does not justify the utilisation of Brigade/Shire resources;

the grievant may, if he or she wishes, commence the formal procedure.

If the grievant wishes to commence the formal procedure, he or she must do so within 10 working days of the next in charge notifying the parties of the outcome of the local procedure.

The formal procedure is commenced by sending an updated Notice of Grievance Form to the appointing officer.

The Notice of Grievance Form must be in writing and must include:

- A concise statement of the grievance, which includes the names of the parties to the grievance;
- Copies of any relevant evidence, letters, emails or other material which will assist the resolution officer to understand the issues including a copy of the Notice of Grievance;
- An outline of the attempts they have made to resolve the grievance in accordance with the:
 - Preliminary action steps; and
 - Local procedure;
- A copy of any letter or email provided to the grievant as part of the local procedure; and
- A proposed solution which the grievant believes would resolve the grievance.

Within 10 working days of receipt of the Notice of Grievance the appointing officer must consider the material submitted with the Notice of Grievance and:

- If they form the opinion that the matter is such that it does not justify the further action on the part of the Shire, advise the grievant that no further action will be taken; or
- Appoint a resolution officer, who need not be a member of the Shire/Brigade, to consider the grievance and make a recommendation for its resolution.

If the appointing officer believes he or she is unable to conduct the formal procedure because they are:

- The subject of, or otherwise involved in, the grievance; or
- May be reasonably considered by one of the parties to have a conflict of interest;

they must immediately refer the matter to the Shire Chief Executive Officer with a written explanation as to why they believe they should not deal with the matter.

If the Shire Chief Executive Officer receives a referral pursuant to the above clause, the Shire Chief Executive Officer must, as soon as practicable, either:

- Appoint another person (resolution officer) to conduct the formal procedure; or
- If the Shire Chief Executive Officer believes there is no proper basis for the referral, direct the appointing officer to implement the formal procedure.

The resolution officer must, as soon as reasonably practicable:

- Provide the respondent with an updated copy of the Notice of Grievance Form;
- Interview in person or otherwise the grievant, respondent and any other persons as may be appropriate;
- Gather any further information the resolution officer considers necessary;
- Determine whether the grievance has substance based on the evidence provided;
- Attempt, if appropriate, to resolve the grievance by negotiation, mediation or conciliation; and
- Recommend to the Chief Executive Officer any appropriate action (which may include a recommendation that no further action be taken in relation to the matter) to resolve the grievance; or
- Otherwise recommend that the Chief Executive Officer dismiss the grievance.

Unless the Chief Executive Officer grants an extension of time, the resolution officer must complete the formal procedure with 40 working days of his or her appointment.

If, at any stage during the formal procedure, the resolution officer forms the opinion that the grievance is frivolous, malicious or vexatious the resolution officer must refer the matter back to the appointing officer and may recommend that disciplinary action or misconduct proceedings be taken against the grievant.

Within 10 days of receiving the resolution officer's report, the Chief Executive Officer must:

- Decide what action, if any, will be taken in relation to the matter; and
- Notify both the grievant and respondent in writing of:
 - The outcome of the formal procedure;
 - The reasons for that decision; and
 - The action, if any, he or she intends to take in relation to the matter.

The reasons provided by the Chief Executive Officer need not be detailed nor must they include a detailed analysis of the evidence or other matters considered by the resolution officer or the appointing officer. In appropriate circumstances, the appointing officer may simply elect to adopt the resolution officer's report and recommendations for the reasons set out in that report.

The decision of the Chief Executive Officer is the final step in the grievance procedure and is not subject to any appeal or review.

4.6 COMMUNICATIONS

4.6.1 Media, Public Statements and Social Media Use

In accordance with the *Local Government Act 1995*, the spokesperson for the Council is the Shire President and with the Shire President's authorisation, the Chief Executive Officer, either of whom may make a statement on behalf of the Council/Shire.

Brigade members are not permitted to provide any comment or public statements with regard to the Brigade, its officers or members or its activities to the media or public without prior written authorisation from the Shire. This does not include Brigade Facebook pages as they are expected to be maintained for the purpose of sharing activities.

At emergency incidents, the Incident Controller or delegated person are the only people able to make comment to the media regarding the incident and any public notifications, alerts and warnings. Brigade members are not to make comment/statements regarding an incident to the media unless authorised to do so.

Members must be mindful of the information they post on public forums and social media because it may impact on the reputation of their brigade, other members and the Shire. Members must not post information relating to their brigade and/or brigade activities on social media which could:

- Bring the Brigade, it's members or the Shire into disrepute;
- Reasonably found to breach the Bush Fire Brigades Code of Conduct or are not consistent with the Bush Fire Brigade Organisational Values;
- Depict the Brigade, it's members or the Shire in an unprofessional light;
- Encourage improper safety, operational or work related practices;
- Be misleading or deceptive;
- Result in bullying, victimisation or harassment;
- Lead to criminal penalty or civil liability;
- Divulge confidential or sensitive information;
- Reasonably be found to be vexatious, offensive, obscene, threatening, abusive, defamatory, rude, threatening, vulgar, obscene, pornographic or culturally insensitive;
- Be interpreted to be of a commercial or political nature;
- Portray content of a confidential, private or sensitive nature such as serious or critical injury, fatalities or incidents that are under investigation;
- Could reasonably be found to cause distress to members of the community or the brigade; and/or
- Identify people under the age of 18 without written parental consent.

Where a Brigade has a social media page or would like to disseminate any information, the information must be authorised in writing by the Shire, prior to publication.

4.6.2 Supply and Use of DFES supplied equipment

Information Communications and Technology (ICT) solutions, equipment and data are valuable corporate assets which must be safeguarded at all times from malicious attack, unauthorised access, and inappropriate use.

Each Brigade will be provided with the following resources:

- WAERN Radio

All Shire/Brigade ICT equipment must only be used for brigade activities.

By using any Shire/Brigade ICT equipment or services, members agree to not:

- Intentionally create, send or access information that could damage the Shire/Brigade's reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal penalty, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory;
- Operate a business, usurp business opportunities or generate personal income (including through gambling);
- Send, receive, print or otherwise disseminate, without appropriate authorisation, proprietary data or other confidential information of the Shire/Brigade;
- Gain unauthorised access to, or make unauthorised changes to, programs or data, or otherwise destroy the integrity of Shire/Brigade data;

- Import or use executable programs within the Shire/Brigade's network, or download programs from the Internet without the express written permission of the Shire;
- Make copies of any software licensed to the Shire/Brigade, or load any software licensed to the Shire/Brigade onto personal computers, laptops, servers or any other device not owned by the Shire/Brigade;
- Breach copyright law or any law or regulation relating to intellectual property;
- Violate the privacy of other individuals;
- Use for games, streaming multimedia or other non-business activities not related to agreed roles and/or responsibilities, or without prior approval; or
- Use in any other inappropriate manner including, but not limited to, any use of Shire/Brigade equipment or services for intentionally transmitting, communicating or accessing pornographic or sexually explicit material, images, text or other offensive material, or any material which may discriminate against, harass or vilify any other person.

4.6.3 Records management, privacy and document storage

Records are defined as "information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligation or in the transaction of business."

As the Shire's Bush Fire Brigades are formed under legislation and perform legal duties, there is a requirement to maintain records.

All correspondence, reports, memoranda, email, faxes, file notes, plans etc, which meet any of the 5 criteria outlined below must be retained:

1. Does it convey information considered essential or relevant in making a decision?
2. Does it convey information upon which others will be, or are likely to be, making decisions affecting their business operations or rights and obligations under legislation?
3. Does it commit the Shire or its officers to certain causes of action or the commitment of resources or provision of services?
4. Does it contain information about matters of public safety or public interest or involve information upon which contractual undertakings are entered into?
5. Is the information likely to be needed for future use or considered to be of historical value or interest?

In summary, ask yourself if it contains information, which is of **Administrative, Legal, Financial, Evidential** or **Historical** value and is not recorded elsewhere on the public record. If your answer is 'yes', then it is a significant record that needs to be captured into the record keeping system.

All records meeting the above criteria must be:

- Retained in the relevant brigades emails or retained in hardcopy; and
- Forwarded to the Shire for registration in the Shire's records management system.

Any hardcopy information should be retained for a minimum of seven (7) years as a rule. The Shire can provide further information on the retention and disposal of records after this timeframe, including secure disposal and archiving options.

4.6.3.1 Privacy and personal information collection

Personal information is information or opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes information forming part of a database, and whether or not recorded in a material form.

Personal information shall only be collected or solicited for a lawful purpose that is directly related to a function or activity of the Shire/Bush Fire Brigades, and is reasonably necessary for that purpose.

Personal information shall be collected from the individual to whom it relates unless:

- That person authorises the collection of the information from someone else; or
- The information is collected from the parent or guardian of a person under the age of 16 years.

Where personal information is collected, the person providing the information must be advised of:

- The purposes for which the information is being collected;
- The intended recipients of the information;
- The consequences (if any) of not providing the information;
- The person's right to access and correct the information;
- Whether the supply of the information is required by law, and the consequences for the individual if the information is not provided; and
- The name and address of the agency that is collecting the information and the agency that is to hold the information.

If personal information is collected from an individual then reasonable steps (having regard to the purposes for which the information is collected) must be taken to ensure that:

- The information collected is relevant to that purpose, is not excessive, and is accurate, up to date and complete; and
- The collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.

It must be ensured that personal information held:

- Is kept for no longer than is necessary for the purposes for which the information may lawfully be used;
- Is disposed of securely and in accordance with any requirements for the retention and disposal of personal information;
- Is protected by taking reasonable security safeguards (given the circumstances) against loss, unauthorised access, use, modification or disclosure and against all other misuse; and
- That if it is necessary for the information to be given to a person in connection with the provision of a service to the Shire/Brigade that everything reasonably within the power of the Shire/Brigade is done to prevent unauthorised use or disclosure of the information.

4.6.3.2 Disclosure of personal information

Personal information relating to a person's:

- Gender
- Race (includes colour, ethnicity, national origin)
- Impairment or disability
- Age
- Pregnancy or potential pregnancy
- Breastfeeding
- Marital Status
- Family/Carer Responsibility
- Family Status
- Health
- Political Conviction
- Religious Conviction

- Gender History
- Sexual Orientation
- Spent Conviction
- Trade Union membership/activities
- Association with someone who has one of the listed attributes;

shall not be disclosed unless it is necessary in order to prevent or lessen a serious and imminent threat to the life or health of a person or where it is required by law.

Personal information shall not be disclosed to another person or body unless:

- The disclosure is directly related to the purpose for which the information was collected and there is no reason to believe that the person concerned would object to the disclosure;
- The person from whom the information was collected is reasonably likely to have been aware or to have been made aware that information of that kind is usually disclosed to that other party; or
- Disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person; or
- It is required to be disclosed by law and/or for law enforcement purposes.

Personal information that is required in order to contact or communicate with a member of a brigade (e.g. telephone and address lists) for operational or administrative purposes may be collected and disclosed to:

- members of the brigades to which an individual belongs;
- Shire/Bush Fire Brigade Officers;
- members of the staff of the Department of Fire and Emergency Services; and
- investigating authorities;

who require access to that information in order to carry out their functions.

Other than for exceptional circumstances, the disclosure of a members personal details must be requested in writing to the Chief Executive Officer and approved or refused by them.

4.6.3.3 Legitimate use of recordings

The recording of conversations and images is covered by several statutes and must be treated with the utmost privacy and integrity.

They shall be replayed or made available only in the following situations:

- Investigation of alleged untimely or inadequate responses to fire or other incidents;
- Written inquiries from the WA Police, CCC, Coroner or other investigating body;
- For the conduct of internal Shire/Brigade/DFES investigations; or
- As required by law.

Voice recordings and transcripts of voice recordings obtained during volunteer grievance/discipline investigation processes shall only be used for that purpose or associated appeals.

4.7 AWARDS AND RECOGNITION

4.7.1 DFES Awards

DFES awards Bush Fire Brigade volunteers for diligent service for the following time intervals:

The Bush Fire Service medallion is awarded to volunteers who have completed five (5) years of diligent service.

The Bush Fire Brigade Medal is awarded for ten (10) years of diligent service to the Bush Fire Service.

A clasp to the medal is awarded for each subsequent five years of diligent service with the Bush Fire Service up to 55 years.

After 60 years of active and diligent service a member will be awarded a framed Medal and Certificate. A congratulatory letter from the Minister for Emergency Services will also be issued.

The length of service is calculated from the date of joining the Bush Fire Service. The period of service may be an aggregate amount of years, not necessarily a continuous period.

DFES Eligibility

Medal recipients must be a registered, active or support member of a Bush Fire Service (BFS) Brigade. The Medal is intended to recognise actual service with the BFS on a regular basis and may be awarded to both serving and past members of the BFS who meet the eligibility criteria.

DFES Eligibility Criteria

The Medal may be awarded to a member of a BFS Brigade after they have completed ten years of service with the BFS, either in a single continuous period or over a number of separate periods that equate to ten years in aggregate. Eligible service must be voluntary service completed with the BFS in Western Australia.

A clasp may be awarded to a person who has been awarded the Medal after a further five years of service either in a single continuous period or over a number of separate periods that equate to five years in aggregate.

In cases where the Medal is being awarded to a member for the first time, and they have 15 years of eligible service or more, only the current set of clasps will be awarded. This is because only one clasp can be worn with the Medal.

If the member has already used their years' of service with the Bush Fire Service towards any other DFES long service medal the same years cannot be used toward a Bushfire Fire Service medal. A member of dual registered brigade can only use their years of service toward one volunteer service medal.

Medal eligibility is from 17 years of age onwards and therefore service as a Bush Fire Brigade Cadet will not be counted towards the Medal.

Records of service

Any period of service claimed towards the Medal that is not recorded on the DFES Resource Management System (RMS) database will need to be supported with evidence and records of service. The District Officer, in conjunction with Local Government, will ensure service has been verified before the application is approved and sent to the Reward and Recognition Officer for processing.

The National Medal recognises long and diligent service by members of recognised government and voluntary organisations that risk their lives or safety to protect or assist the community in enforcement of the law or in times of emergency or natural disaster.

Fifteen years of diligent service is required to qualify for the National Medal. A clasp may be issued for each subsequent ten years of diligent service.

All DFES awards must be applied for via the online system on the DFES Volunteer Portal.

The Shire will apply for awards on members' behalf for presentation at the annual awards event each year. A list of members who are eligible for awards will be forwarded to the Brigade Captain for endorsement prior to applications being submitted.

5 CODE OF CONDUCT

5.1 CODE OF CONDUCT

The Code of Conduct for the Shire of Woodanilling employees, volunteers and contractors are to abide by the current Code of Conduct endorsed by Council. The Code of Conduct for employees is required under section 5.51A of the *Local Government Act 1995*, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

All employees, volunteers and contractors are to abide by the Code of Conduct which is a mandatory requirement under the legislation, it is also a necessary tool that clearly and consistently articulates the standards upon which all employees/volunteers/contractors agree to abide by the performance of their duties and their conduct towards others. It is also very important measure for performance and basis upon which disciplinary action is applied in a fair and reasonable manner.

The CESM will produce this document through the New Members Induction process however at times when the document is updated, will be distributed for members to acknowledge and send back to the CESM to record.

5.2 VALUES

The Bush Fire Brigade values are aligned with the Shire of Woodanilling Values which are:

Be fair

Be honest, open and accountable

Respect the views and rights of individuals and groups

Be receptive as everyone in the community counts

Will recognise the increase awareness that a small community brings

Will provide an atmosphere of energy, excitement, optimism and positiveness

Will facilitate group discussion and help to overcome stumbling blocks and conflict

5.3 INTRODUCTION

5.3.1 Who does this Code of Conduct apply to?

A Code of Conduct is a set of rules outlining the norms, rules and responsibilities of, or proper practices for, an individual, party or organisation. The Code of Conduct is important as it establishes clear expectations in terms of behaviours, decision-making and ethics for the organisation.

The Code of Conduct applies to all Brigade officers and members. Shire Officers performing the requirements of their role are required to abide by the Shire Employee's Code of Conduct.

In the Code of Conduct:

- Brigade members are referred to as "volunteers";
- Brigade officers are referred to as "officers";
- Brigade members and officers are referred to collectively as "members"; and
- The supervisor or manager directly in charge of a member is referred to as the "next in charge", ie, for most volunteers this is the Brigade Captain or Lieutenants.

5.3.2 When does the Code of Conduct apply?

The Code of Conduct applies whenever a member is:

- Acting in the capacity of a member;
- Attending or participating in any Brigade activity, including but not limited to attending incidents, training, or other community relations events;
- On Brigade/Shire premises;
- Wearing Brigade uniform, whether on duty or otherwise;
- Attending any Brigade or Shire sponsored event including social events; or
- holding him or herself out as a member.

Members should also make certain their off duty conduct is consistent with these standards to avoid any adverse impact on the Shire, their Brigade, or on their volunteer status.

5.3.3 How does it relate to other policies and the law?

The Code of Conduct does not replace the general law, *Bush Fires Act 1954*. All members must also comply with all relevant State and Commonwealth laws and subsidiary policies and procedures.

If a conflict arises between the Code of Conduct and the provisions of any Act, Regulation or the Local Law the latter provisions prevail.

5.3.4 What happens if a member breaches the Code of Conduct?

Behaviour contrary to the Bush Fire Brigade values and/or the Code of Conduct can bring individual members into disrepute, undermine productive working relationships, hinder service delivery and damage the community/public's trust in the individual brigade, Bush Fire Brigades as a whole, Shire or the government sector more broadly.

There are a range of consequences for breaching the Bush Fire Brigade values and the Code of Conduct depending on the nature and seriousness of the breach and the status of members involved.

A failure to comply with the Code of Conduct may constitute a breach of discipline in the case of a volunteer. There may also be a requirement by law to report some breaches of the Code of Conduct to one or more of the following external agencies and such conduct may constitute a criminal offence:

- WA Police

- Western Australian Public Sector Commission
- WA Corruption and Crime Commission

Brigade members are classified as ‘public officers’ for the purpose of the *Corruption, Crime and Misconduct Act 2003*.

If it is alleged that a member has acted in a way that is contrary to the Code of Conduct, he or she will have an opportunity to provide their version of events. How this will happen will be proportionate to the seriousness of the matter. Where the allegation is minor or low level the member’s next in charge may discuss the matter directly with the member. If the allegation is more serious, and/or there is evidence of a pattern of similar behaviour over a period of time, a formal process may be required.

Potential outcomes where a finding of breach of discipline/misconduct has occurred may include reprimand, suspension, demotion, disqualifying the respondent from holding rank, imposition of conditions on membership, prohibition of future membership (including life membership) or removal from membership.

The process for managing misconduct is contained in the Shire’s Bush Fire Brigade Operating Procedures.

5.4 CODE OF CONDUCT OBLIGATIONS

Bush Fire Brigades are a community based fire and emergency service. They are both part of the community and serve the community.

Serving the community means more than fighting fires and protecting people, property and the environment from emergencies. It also means we have other obligations as detailed in this section.

5.4.1 Compliance

All members must comply with:

- The Bush Fire Brigade values;
- The Code of Conduct; and
- Any other Shire laws, policies, procedures and guidelines relevant to their role.

All members must also comply with any lawful and reasonable direction or instruction given to by another Brigade member empowered to make such a direction or instruction under legislation, regulation, delegation or authorisation.

All officers must also:

- Lead and promote implementation of the Code of Conduct in their brigade;
- Ensure their Brigade culture, practices and systems (including recruitment and promotion) operate consistently with the Code of Conduct;
- Act promptly and with due process to prevent and address any breaches of the Code of Conduct.

5.4.2 Public Interest

Since the functions and powers of Bush Fire Brigades can have a broad effect on members of the community, you are expected, as a member to perform your duties and activities, make decisions and exercise any delegation or authorisation in ways that promote or preserve the community/public’s interest.

It is acknowledged that members also have their own private interests. An “interest” in this context means anything that can have an impact on an individual or group. The term “private interest” includes not only the personal, professional or business interests of a member, but also the personal, professional or business interests of individuals or groups with whom a member is closely associated. This can include relatives, friends, business associates, or even rivals and enemies.

In order to ensure their actions and decisions actively place the interests of the community / public and the Brigade before that of their own, a member must:

- Act professionally with honesty, consistency and impartiality as they carry out their Brigade duties;
- Treat people with whom they have contact during the course of their duties equally without prejudice or favour;
- Uphold the law, institutions of government and democratic principles;
- Provide transparency to enable public scrutiny;
- Not use Bush Fire Brigade information or resources for private gain;
- Not take improper advantage of their Brigade membership;
- Provide apolitical and non-partisan advice;
- Promptly disclose and effectively manage any actual, perceived or potential conflict of interest so that they can;
- Perform their duties in a fair and unbiased way;
- Make adequate records of any decision made or actions taken during the course of their duties;
- Be fiscally responsible and focus on the efficient, effective and prudent use of resources.

5.4.3 Ethical Decision-Making

A member must act ethically in all their dealings with members of the community, our stakeholders and their fellow members.

The decisions and actions members take must be consistent with legislation, the Bush Fire Brigade values, the Code of Conduct and any other policies, procedures and guidelines that apply to members.

Members should use the following framework to guide their decision making:

- Is what I am proposing to do within the law and consistent with the Code of Conduct, Bush Fire Brigade values and Bush Fire Brigade Operating Procedures?
- Is what I am proposing to do in the best interests of the Brigade and the Community?
- Is this a decision I have the authorisation to make, or should it be referred to a more senior member?
- What will the outcomes of the decision be for: me, my role, the Brigade, the Shire?
- Does this outcome support integrity and build trust?
- Does this outcome deliver better services?
- Is this decision accountable?

5.4.4 Accountability

Being accountable in everything we do:

- Enhances the public’s confidence in Bush Fire Brigades;
- Helps to ensure that we are responsive to the interests of the community; and
- Protects individuals, members and the brigade.

A member is accountable for their own conduct and the decisions they make and actions they take. Members can demonstrate their accountability by:

- Acting according to the requirements of the relevant legislation;
- Complying with Shire/Brigade policies, procedures and guidelines at all times;
- Making certain that all decisions, actions and advice are based on evidence and within delegation/authorisation;
- Being answerable for their decisions and actions, and the outcomes resulting from their decisions and actions;
- Making sure that any decisions made, actions taken or advice provided on behalf of the brigade is properly documented;
- Ensuring they take ownership of situations that they are involved in. They see them through, and take responsibility for what happens – good or bad;
- Not blaming others if things go wrong. Instead, they do their best to make things right;
- Taking an active role in implementing the objectives of the brigade; and
- Ensuring that brigade resources and assets are used responsibly in accordance with relevant procedures.

5.4.5 Fairness, Inclusivity and Equity

The community, stakeholders and other members have a right to expect that members demonstrate fairness and equity whenever they perform their duties, take actions, have interactions and make decisions.

Accordingly, all members must:

- Act honestly, in good faith, reasonably and with integrity at all times when dealing with members of the community, stakeholders and fellow members;
- Perform their duties impartially, particularly when exercising discretionary powers or delegated authority;
- Inform other members and members of the community of their rights, the procedures to be followed and the criteria on which any decisions will be made; providing them with adequate opportunity to respond and / or put their case and then taking this information into consideration when making decisions;
- Ensure other members and members of the community are advised of the reasons for any decision; and
- Act in a manner that is inclusive and respectful of people and their linguistic, cultural, religious, ethnic, national or racial backgrounds, physical, mental or intellectual attributes or disabilities, age, gender and sexual orientation.

The Shire is strongly committed to providing and maintaining a respectful and inclusive environment, where all members are treated with dignity, courtesy and respect at all times, and in all work locations. Bullying, discrimination, vilification and/or sexual harassment have no place in a respectful and inclusive workplace. Misconduct should be managed in accordance with the Bush Fire Brigades Constitution, Bush Fire Brigades Operating Procedures and any other relevant policies/procedures.

5.4.6 Conflicts of Interest

A “conflict of interest” refers to situations where a conflict arises between the performance of a member’s responsibilities / duties (i.e. their public duty) and their private or personal interests.

A conflict of interest can involve gaining a personal advantage as well as avoiding or minimising personal disadvantage. That is, a conflict of interest may allow you to avoid a loss, expense, or something else that has a negative impact on your personal or private interests.

Conflicts of interest may be actual, or be perceived to exist, or potentially exist at some time in the future.

Members must avoid situations where in the performance of their duties they could be influenced, or be seen to be influenced by their private interests.

The best way to handle conflicts of interests is to avoid them entirely, wherever possible. If a member thinks they have a conflict of interest they must disclose it to their next in charge as soon as possible, and work cooperatively with them on a strategy to manage the situation.

Outside of a members brigade duties he or she has the right to participate in political and community activities and to pursue personal interests, provided that:

- Any participation does not conflict with their duty as a member to serve the community's interest and the local government in a politically neutral manner; and
- Any conflict that arises is recognised and adequately managed.

Where a member becomes aware that a conflict of interest has arisen regarding their political or community activities they must inform their next in charge immediately who will then work with them to develop the most appropriate strategy for addressing the conflict.

5.4.7 Gifts and donations

All members must exercise judgment and caution in regard to any gifts or benefits they may be offered in connection with their official duties, or because of their position or role in a Bush Fire Brigade.

The acceptance of gifts / benefits regardless of their monetary value may compromise, or appear to compromise the impartial performance of a member's duties and responsibilities, or cause, or appear to cause a conflict of interest. Accordingly, members must always consider the reasons and the context in which the gift / benefit has been offered and the consequences of receiving it, before making any decisions to accept it.

All members must comply with all relevant policies relating to gifts and benefits as defined under the provisions of the *Local Government Act 1995* and relevant regulations.

It is a requirement by law to provide in writing within 10 days to the Chief Executive Officer of a gift or donation to be recorded appropriately and aligned with the *Local Government Act 1995*.

5.4.8 Safety, welfare and well-being of children and young people

The Shire and its Bush Fire Brigades have both a legislative and moral obligation to protect children and young people.

A child is defined as a person under the age of 18 years.

Protecting children and young people engaged in brigade activities and providing a child-safe, child-friendly environment is a responsibility that all members share. In order to create a child-safe environment all members must take an active role in keeping children and young people safe from all forms of harm and creating a trusting environment where they are valued, respected and welcomed.

Members must:

- Comply with any relevant pre-screening employment / membership checks if they will be involved in child related activities (cadets, school visits and other activities involving minors).

- Ensure that they act professionally and maintain a respectful and professional distance around any child or young member or with whom they come into contact during the course of their duties.
- Recognise circumstances that may involve inappropriate behaviours towards a child or young person; and
- Discussing their concerns with their next in charge, or with the shire; and
- Ensure that any child or young person that approaches them with a concern or complaint about another member's behaviour towards a child or young person is appropriately supported and the matter immediately reported to their next in charge, or to the Shire.

5.4.9 Confidential, private and personal information

All members must ensure that personal and private information that is collected from other members or the public is treated in a confidential manner.

All members must ensure that corporate information created, received, or collected in the course of their duties is treated in a confidential manner.

5.4.10 Public comments

A member must comply with relevant Bush Fire Operating Procedures when making any public comments or publishing official information regarding the brigade and/or brigade activities.

Public comment includes comments made in the context of public speaking engagements, comments on radio, television, the internet or other collaborative or social networking applications, letters to newspapers, books, journals or other written publications where it is reasonably expected that the comments will be available to the community at large.

Only the Shire President, Shire Chief Executive Officer or other delegated persons are authorised to speak on behalf of the Shire/Brigades.

Members who are an elected or nominated spokesperson for a relevant representative association or union are entitled to make public comments in relation to bush fire service matters, as long as it is made clear to the audience that those comments represent the views of the association or union, and are not necessarily those of the Shire/Brigade.

If a member wishes to make a statement on an official matter as a private citizen they must not do so in Brigade uniform. They must also make clear that the comments made are their own or those of other entities and are not made on behalf of the Shire/Brigade.

Members must be mindful to ensure they do not reveal any confidential, personal or private information when making public comments.

5.4.11 Personal presentation

When a member wears Brigade uniform, or operate identifiable Brigade vehicles or equipment they are clearly identified to the community as a member of the brigade. A member's appearance must be clean, neat and tidy; other than when undertaking operational activities on an incident ground.

A member must only wear brigade uniform and/or PPE:

- When on duty or travelling to or from duty; and/or
- When attending training, official functions, meetings or conferences.

A member must wear the appropriate personal protective equipment / clothing (PPE/C) for the task when undertaking operational activities in accordance with the Bush Fire Operating Procedures.

A member must not wear their uniform, or brigade apparel/insignia when visiting a public bar or registered club, other than if they are attending the venue for an official function, meeting, conference or a Shire sponsored event.

Members who are not wearing uniform must still ensure that their personal appearance and presentation are clean, tidy and appropriate for their role when on duty.

All uniform and PPE/C items remains the property of the Shire and must be immediately returned to the Shire if the member is directed to do so by their next in charge or when they cease to be a member of the brigade.

6 APPENDICES

6.1 APPENDIX A: LIST OF FORMS/REGISTERS/OTHER DOCUMENTS

6.1.1 Department of Fire and Emergency Services

Department of Fire and Emergency Services Operational Doctrine (Volunteer login required):

<https://extranet.dfes.wa.gov.au/sites/volunteers/members/sharedrepository/opsdoctrine/Pages/OperationsDoctrine.aspx>

Department of Fire and Emergency Services SOPs (Volunteer login required):

<https://extranet.dfes.wa.gov.au/sites/volunteers/members/SharedRepository/opsresources/Pages/Resources-SOP.aspx>

Department of Fire and Emergency Services SAPs (Volunteer login required):

<https://extranet.dfes.wa.gov.au/sites/volunteers/members/SharedRepository/opsresources/Pages/AdministrativeProcedures.aspx>

6.1.2 Shire of Woodanilling

Activity Notification and Risk Assessment Form

Asset Register

Brigade Activity Log

Callout Prompt Sheet

Certification of Volunteer Attending and Emergency Incident

Donations and Gift Register

First Aid Kit Replenishment (4.4)

First Aid Kit Replenishment (Station)

LGGS Expenditure Reimbursement Form

Vehicle Fault Report Form

Vehicle Service Checklist 'A' Service

Vehicle Service Checklist 'B' Service

Vehicle Service Checklist 'C' Service

Volunteer Bush Fire Brigades - Medical Assessment - Fit for Duty

6.2 APPENDIX B: BRIGADE MEMBERS/OFFICERS MINIMUM SKILLS REQUIREMENTS

This section establishes the minimum skill requirements for operational positions within Bush Fire Brigades. The training competencies are listed in order of commencement (ie they are listed chronologically in the order they must be completed. The relevant DFES Pathway is included in the right hand column.

6.2.1 Brigade Member

Upon commencement:	
Shire of Woodanilling Volunteer Induction	VFF1
Introduction to Rural Fire Awareness	VFF1
Bushfire Firefighting	VFF1
AIIMS Awareness (online)	VFF1
Introduction to Structural Firefighting	VFF2
Pump Operations (optional)	VFF2

6.2.2 Lieutenant

Upon commencement:	
Advanced Bushfire Fighting / Crew Leader	VFF5
Brigade Officers Development Program (BODP)	N/A
Ground Controller	VFF5
Leadership Fundamentals (optional)	VFF5
AIIMS 2017	VFF5
Sector Commander	VFF5
Workplace Trainer/Assessor (optional, with approval from Chief/Training Team)	VFF5

6.2.3 Permit/Enforcement Fire Control Officer

Permit issuing FCOs if appointed should meet the standard of Brigade Member and will complete the FCO course within 12 months of their commencement within an FCO role.

Enforcement FCOs are municipal officers and as such may not have previous fire experience. They must complete the FCO course to understand the powers of an FCO.

Within 12 months of commencement:	
Fire Control Officer	VFF6

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Attachment 15.1.1

The Woodanilling Way

Shire of Woodanilling

Strategic Community Plan 2025 - 2035

Corporate Business Plan 2024/25 - 2027/28



Shire of
Woodanilling





The Woodanilling Way

The Woodanilling Way is the Shire's Plan for the Future under section 5.56 (1) of the Local Government Act 1995.

The Strategic Community Plan outlines the community's long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. The Strategic Community Plan will be supported by the Shire's Corporate Business Plan which details the services, programs and projects to be delivered over the next 4 years to address the strategic priorities.

The Woodanilling Way is more than just a motto. It is a way of living that captures the essence of our small but vibrant community, where every voice is heard, and everyone has a role to play in shaping our shared future.

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Message from the Shire President

It is my great pleasure to present the Shire of Woodanilling's Strategic and Corporate Business Plans titled: 'The Woodanilling Way'.

This plan outlines our commitment to focus on the needs and aspirations of our community whilst operating with a high level of trust and integrity.

This Plan shares our vision and objectives for the next ten years, aligned with the feedback we received during the public consultation period.

I thank the local community for their ongoing input. We are grateful for all the submissions and feedback that we received during this process and are excited now to share with you what was presented.

We understand the value of our rural heritage, but we're also looking ahead to make sure the Shire continues to grow and support the needs of our residents. One of our main focuses is making sure our infrastructure, including our road network, parks, and community facilities are maintained to a high standard and improved where needed. It's important to us that people have access to good quality amenities, whether that's our local sports areas, playgrounds, or public buildings.

Another area we're concentrating on is ensuring Woodanilling is set up to attract a sustainable level of new residents and businesses.

We are conscious of ensuring that the Shire of Woodanilling remains independent with a sustainable rate base and a vibrant community.

But a community isn't just about facilities and businesses. It is about people. That's why we're also focused on building a sense of community, through events, activities, and support services that bring people together. These are the things that make Woodanilling truly a special place.

Looking forward, our goal is to continue developing Woodanilling in a way that respects its history, but also embraces change and new opportunities. With your support, we can make sure the Shire remains a great place to live for many years to come.

Thank you for being a part of our community.

Cr Dale Douglas
Shire President



The Shire of Woodanilling Vision for 2035

In 2035 the Shire of Woodanilling will be a Shire that is energetic and progressive with a strong connection to its community and environment. It will be a Shire that embraces its independence and encourages the sustainable development of the natural environment through ways that value the cultural heritage and sense of place provided by living in Woodanilling.

Fairness
Treat everyone equally and impartially.

Integrity
Be honest, transparent, and accountable in all actions.

Positivity
Create a positive and optimistic environment.

Our Values

Respect
Value the rights, opinions, and contributions of others.

Collaboration
Promote open dialogue and resolve conflicts constructively.

Inclusivity
Ensure everyone in the community is heard and valued.

Integrated Planning Framework About this Plan

The Integrated Planning Framework is designed to ensure that the Shire of Woodanilling’s strategic goals are achieved through coordinated planning and resource management. The framework guides how the Shire operates and delivers services, making sure that we meet the needs of our community now and in the future. It is built around two main documents: the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP).

The Strategic Community Plan sets the long-term direction for the Shire, outlining the goals and priorities for the next 10 years. This plan is based on feedback from community engagement activities, ensuring that it reflects local aspirations and is responsive to changing needs. For example, community members were invited to provide input through surveys, workshops, and public forums, which have helped shape the vision for a vibrant, sustainable Woodanilling.

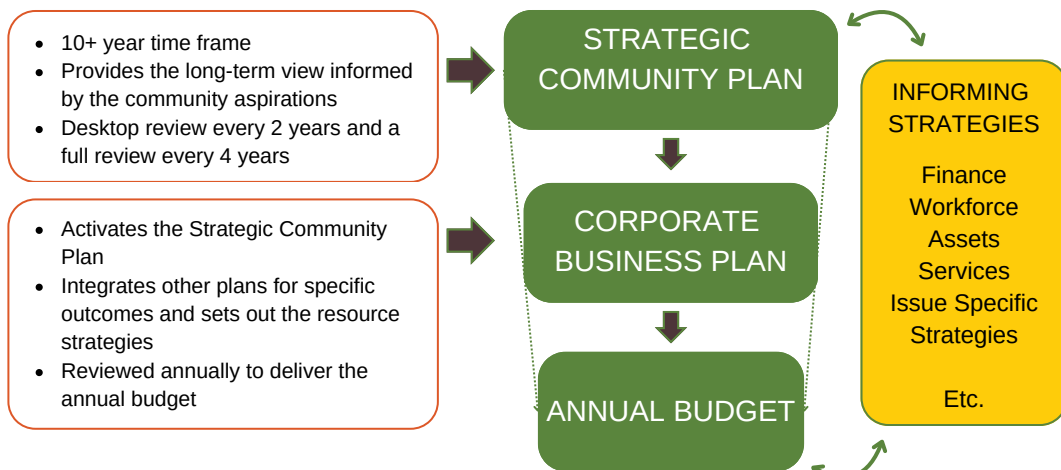
The Corporate Business Plan turns these high-level goals into detailed actions and projects for the next four years.

Through the Long-Term Financial Plan, it includes the resources, timelines, and responsibilities for each initiative, ensuring that the Shire has a practical roadmap for delivering its services. This plan is further supported and resourced by the Shire's Workforce Plan and Asset Management Plan. This ensures we have the resources and infrastructure to support our vision.

By linking strategic planning with day-to-day operations, the Integrated Planning Framework helps the Shire make informed decisions, allocate resources wisely, and measure our progress over time. This approach supports transparent and accountable governance, ensuring that we stay on track to achieve our community’s goals.

The Shire of Woodanilling is committed to continually engaging with the community and reviewing these plans to keep them relevant and effective. With this framework, we aim to create a Shire that not only preserves its unique character but also grows and adapts to meet the needs of future generations.

Integrated Planning Framework Mapped



About Woodanilling Statistics and Facts



The Shire of Woodanilling is located in the Great Southern region of Western Australia, approximately 254 km south-east of Perth and 30 km north-west of Katanning. A small, close-knit population of around 450 residents. The region's economy is primarily based on agriculture, including sheep and grain production.

Woodanilling has a strong sense of pride and place with many active groups and volunteers contributing to our community and way of life.



448
resident population

47
median age

49.3% / 50.7%
male / female

120+
Bush Fire Volunteers

Community Sites

- Lake Queerearrup
- Centenary Park
- Martup Pool
- Kenmare Hall
- King Rock
- Recreation Centre
- Town Hall
- Round Pool



85km
Length of sealed roads

454km
Length of Gravel Roads

>\$1.5M
Annual Roads Program 24/25FY

3
Historic Timber Bridges



397
Total number of Rateable Properties

172
Number of Households

2.5
Average persons per household

69.5%
Own their home outright or with a mortgage



1,126 km²
square kms - Which is twice the size of Singapore

0.40
population density



60.8%
In the Labour Force

2.8%
Unemployment Rate

\$1,041
Median weekly household income

240
Number of Garbage Services Provided

Top 3 Industries by Output

1. Agriculture
2. Manufacturing
3. Construction

Developing The Woodanilling Way

Community Engagement

The Community Engagement process for the Shire of Woodanilling was designed to be inclusive and thorough, ensuring every voice had an opportunity to shape the Strategic Community Plan. The Shire used a variety of methods to gather input, starting with community surveys distributed to residents and businesses. These surveys set the foundation by highlighting key concerns and aspirations, which were then discussed in greater detail during public forums and community events.

One of the most successful engagement efforts was the "Woodanilling Meet and Greet", where many of the Woodanilling residents completed a survey, providing feedback on what they felt should be the Shire's main priorities moving forward. This event, along with additional input sessions like the community workshop, demonstrated the community's willingness to be involved in shaping their Shire's future. As a result, the Shire received diverse perspectives, from small business owners and farmers to families and retirees, which helped create a comprehensive plan that genuinely reflects the community's aspirations.

The engagement findings pointed to several key themes: improving local amenities, preserving the Shire's rural lifestyle, and addressing infrastructure needs. Residents also emphasized the importance of supporting economic growth while protecting the Shire's natural environment. This feedback was used to set strategic priorities that focus on balanced development, enhancing local services, and maintaining a strong sense of community spirit.

Key Engagement Methods

- **Community Surveys:** This early stage of engagement helped identify initial themes and areas of concern.
- **Local Events:** These events were crucial in reaching a broad audience, including those who might not typically attend formal meetings.
- **Feedback Review and Integration:** This process ensured that every piece of feedback was considered in shaping the plan.

Key Themes Identified

- Community Facilities and Services.
- Roads and Infrastructure.
- Economic Development.
- Environmental and Heritage Conservation.

The Shire is committed to ongoing engagement to keep the plan relevant and responsive. Moving forward, regular updates, follow-up surveys, and community events will be used to track progress and gather new insights. This approach ensures that the community remains at the heart of decision-making, creating a strong partnership between the Shire and its residents.

Through this comprehensive engagement process, the Shire of Woodanilling has developed a Strategic Community Plan that is truly owned by the people it serves, reflecting a shared vision for a vibrant and sustainable future articulated through the following Four Pillars:

1. **Social**
2. **Environment**
3. **Civic Leadership**
4. **Economic**

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Visiting Woodanilling



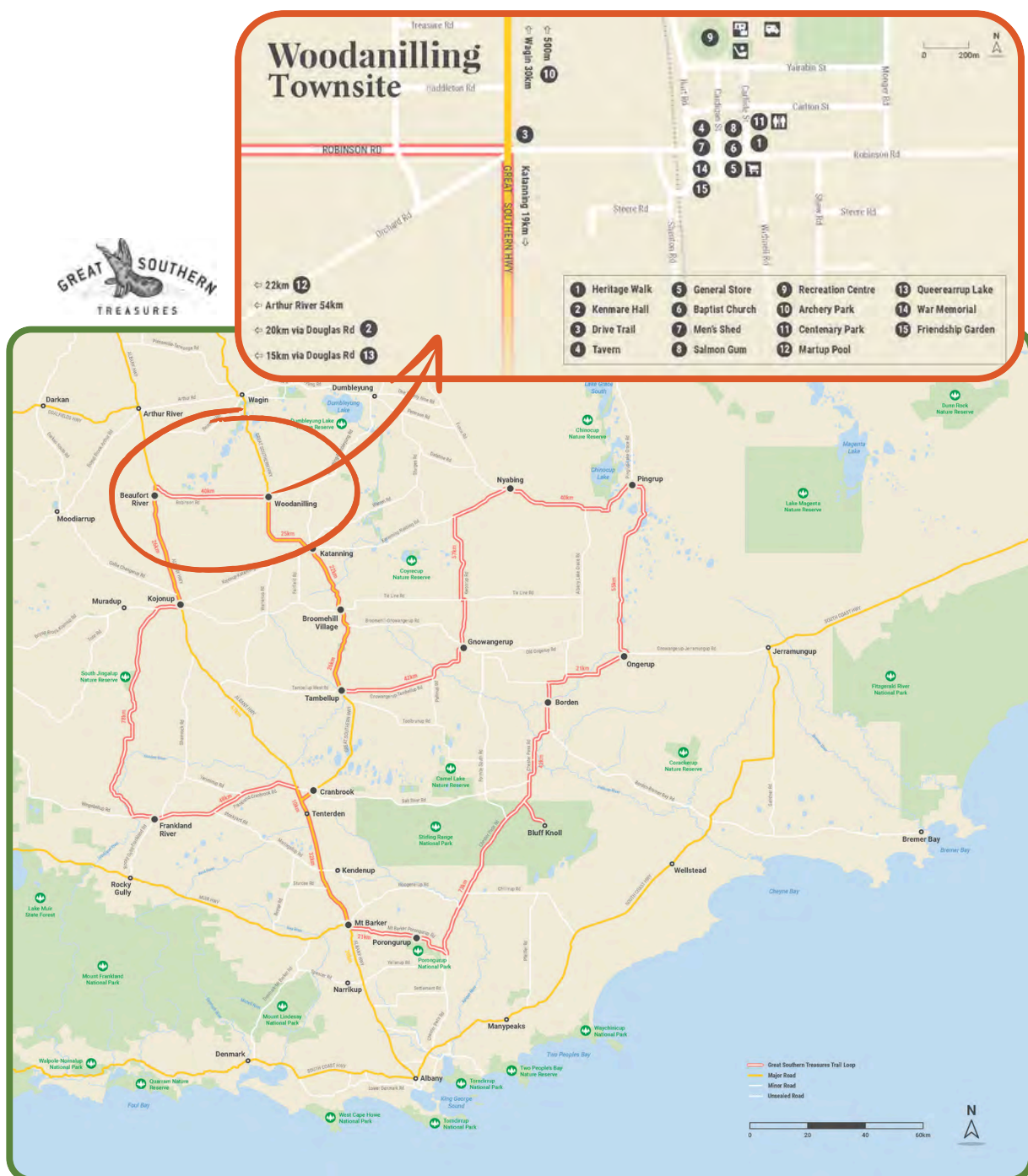
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Woodanilling Great Southern Treasures Tourism

The town of Woodanilling was first gazetted in 1892, not far from the watering hole called Round Pool. Woodanilling is a Noongar Aboriginal word meaning place of little fishes. The first settlers came to the area looking for pastures on which to graze their sheep. Later, cutters poured into the district and decimated the sandalwood tree population.

In 1904 the railway station was the freight leader for the region, transporting mallet bark, sandalwood, grain, wool and goods for the local shops and businesses on steam trains. In the early 1900s, 800 people lived in the Shire, and the townsite boasted general stores, hotel, banks, hospital, road board, post office, bakery, blacksmith's shop and brickworks.



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Attachment 15.1.1

The Woodanilling Way

Strategic Community Plan 2025 - 2035

Corporate Business Plan 2024/25 - 2027/28

Strategic Pillars and Actions

**Strategic Community Plan
Pillar 1: Social**



The Social Pillar aims to foster a connected, inclusive community with access to quality services, facilities, and social opportunities. Key focus areas include:

- **Community Wellbeing:** Health, safety, and the maintenance of parks and recreational spaces.
- **Cultural and Community Engagement:** Supporting events and programs to celebrate heritage and strengthen community identity.
- **Youth and Family Development:** Providing educational and recreational opportunities for young people and families.
- **Aged and Disability Support:** Promoting inclusivity through accessible services and resources.
- **Community Safety and Emergency Services:** Enhancing public safety, supporting local emergency services, and increasing preparedness.
- **Social Inclusion and Equity:** Ensuring equitable access to services for all residents.

**Strategic Community Plan
Pillar 3: Civic Leadership**



The Civic Leadership Pillar of the Shire of Woodanilling emphasizes strong governance, transparency, and community trust. Key areas of focus include:

- **Good Governance:** Upholding ethical standards, clear policies, and sound financial management.
- **Community Engagement:** Involving residents in decision-making through consultations and open communication.
- **Leadership Development:** Training Councillors, staff and community to achieve strategic goals.
- **Strategic Planning and Accountability:** Aligning actions with the community's vision and adapting to changing needs through regular reviews.

**Strategic Community Plan
Pillar 2: Environment**



The Environment Pillar focuses on protecting natural and built environments, promoting sustainable land use, and encouraging responsible environmental management. Key priorities include:

- **Land and Natural Resource Management:** Partnering with local groups to support sustainable farming, control erosion, and manage salinity.
- **Waste Management:** Reducing waste, encouraging recycling, and maintaining clean public spaces.
- **Water Conservation:** Protecting water resources, ensuring sustainable usage, and restoring waterways and wetlands.
- **Environmental Conservation:** Safeguarding biodiversity through tree planting, habitat restoration, and weed control.
- **Climate Adaptation:** Addressing climate change impacts on the community, agriculture, and infrastructure.

**Strategic Community Plan
Pillar 4: Economic**



The Economic Pillar of the Shire of Woodanilling focuses on building a diverse, sustainable economy that benefits residents and businesses. Key priorities include:

- **Business Support and Development:** Providing resources, promoting entrepreneurship, and encouraging new ventures.
- **Tourism Growth:** Leveraging natural and heritage assets to attract visitors and boost economic activity.
- **Infrastructure Improvement:** Maintaining essential services and transport networks to attract investment.
- **Agricultural Innovation:** Supporting sustainable farming and helping primary industries adapt to changing conditions.



Strategic Community Plan

Pillar 1: Social



The Social Pillar for the Shire of Woodanilling focuses on creating a connected and supportive community where residents have access to quality services, well-maintained facilities, and opportunities for social engagement. This plan covers key areas such as community wellbeing, cultural engagement, youth and family support, and accessibility for elderly and disabled residents.

The Shire prioritises Community Wellbeing through health and safety initiatives and upholds Community Facilities and Services by maintaining parks, halls, and recreational spaces.

It encourages Community Engagement by supporting local events and programs and aims to celebrate the Shire's heritage and build a strong sense of identity. Youth and Family Development includes activities and programs that create opportunities for young people and families, supporting education, recreation, and personal growth.

Aged and Disability Support reflects the Shire's commitment to inclusivity, providing services and accessible resources.

Ensuring public safety is a key focus under Community Safety and Emergency Services, which includes supporting local emergency services, improving safety awareness, and preparing the community for emergencies. Social Inclusion and Equity ensures that all residents, regardless of background or ability, have access to services and opportunities, creating an inclusive and welcoming environment.

Through ongoing engagement and evaluation, the Shire aims to adapt its approach to meet evolving community needs, maintaining a strong and cohesive community.

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 1: Social



GOAL 1: A safe and inclusive community for all ages

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
1.1	Deliver and support events and social activities.	Deliver & Partner	✓	✓	✓	✓
1.2	Deliver upgrades to Centenary Park in Woodanilling	Deliver	✓			
1.3	Investigate demand for 'before and after school care'	Partner		✓		
1.4	Support the Woodanilling Town Team to become an active community group in the Shire	Partner	✓	✓	✓	✓
1.5	Work with Police to attract funding for CCTV	Advocate	✓	✓	✓	✓
1.6	Finalise the Woodanilling Cemetary Plan	Deliver	✓	✓	✓	✓

GOAL 2: Local access to health and education services

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
2.1	Support local and regional health services	Advocate	✓	✓	✓	✓
2.2	Support events that benefit our community wellbeing, foster participation and volunteering	Partner	✓	✓	✓	✓
2.3	Advocate for the Woodanilling Primary School and engage regularly with the Principal	Advocate	✓	✓	✓	✓

GOAL 3. Active and healthy community

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
3.1	Partner with the Woodanilling sporting community to attract funding to upgrade oval lighting	Partner		✓	✓	✓
3.2	Provide support towards regional recreational facilities	Partner	✓	✓	✓	✓
3.3	Investigate conversion of tennis court to multipurpose courts	Deliver		✓		
3.4	Investigate the feasibility of water capture and storage for the development of Queerearrup Lake	Advocate		✓	✓	✓
3.5	Support the sponsorship of local athletes	Partner	✓	✓	✓	✓
3.6	Work with the community to develop social outlets in the Shire	Deliver / Partner	✓	✓	✓	✓
3.7	Apply for external funding to establish local trails	Deliver			✓	✓

GOAL 4: Mitigate the impact of natural events

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
4.1	Support the training and leadership development of local emergency service volunteers	Deliver / Partner	✓	✓	✓	✓
4.2	Improve community awareness of fire preparedness and response	Deliver / Partner	✓	✓	✓	✓
4.3	Conduct fire hazard mitigation (including fire breaks) and equipment inspections	Deliver / Partner	✓	✓	✓	✓
4.4	Update and deliver Council's Fire Management Plan - Apply for grant funding where possible	Deliver / Partner	✓	✓	✓	✓

Strategic Community Plan

Pillar 2: Environment



The Environment Pillar for the Shire of Woodanilling focuses on protecting and enhancing the natural and built environment, ensuring sustainable land use, and promoting responsible environmental management. The Shire aims to balance development with conservation by implementing strategies for natural resources, waste management, and water resource protection.

Land and Natural Resource Management involves collaborating with local groups to promote sustainable and healthy farming practices, control erosion, and manage salinity. Waste Management focuses on reducing waste, promoting recycling, and maintaining clean public spaces. Water Conservation prioritises protecting local water resources, ensuring sustainable water use, and supporting initiatives to restore natural waterways and wetlands.

The Shire values its unique landscapes and aims to safeguard its biodiversity through Environmental Conservation programs, such as tree planting, habitat restoration, and weed control. Climate Adaptation is also a key priority, with the Shire implementing strategies to address the impacts of climate change on the community, agriculture, and infrastructure.

Through these actions, the Shire aims to create a resilient environment that supports both current and future generations. Ongoing Community Engagement will play a vital role in raising awareness and encouraging residents to adopt sustainable practices. This commitment to environmental sustainability ensures that the Shire's natural assets are preserved and cherished for years to come.

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 2: Environment

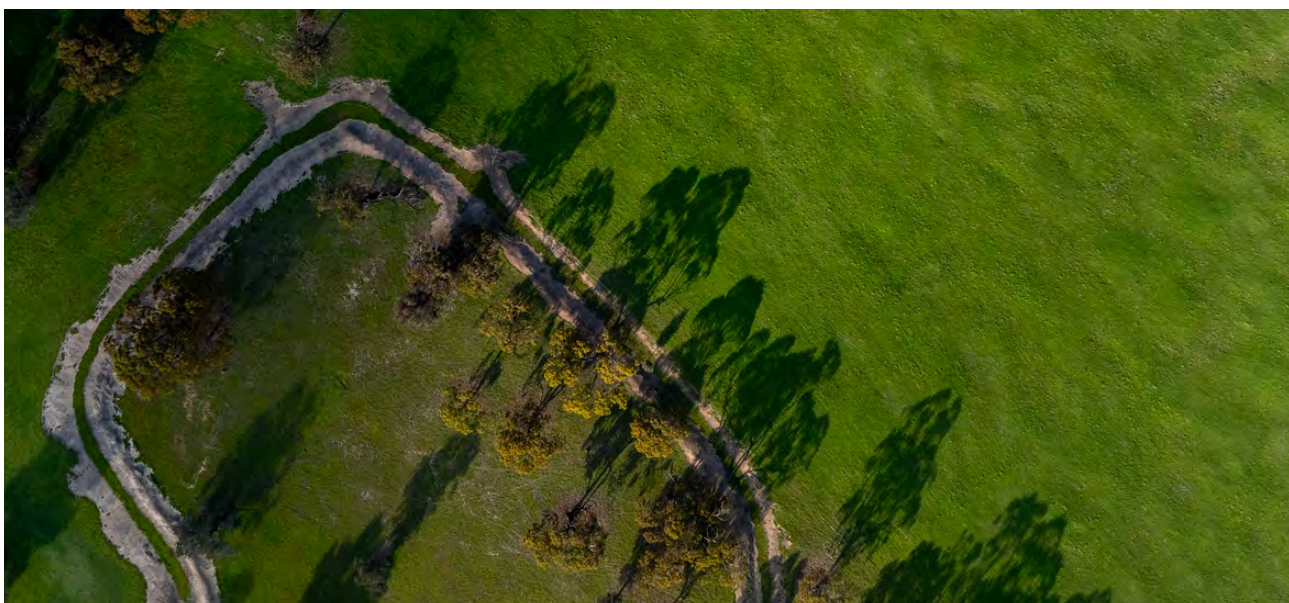


GOAL 5. Care and protect our natural environment

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
5.1	Restore and protect our landscape and remnant bushland	Deliver / Partner	✓	✓	✓	✓
5.2	Improve waste management including implementation of Landfill review recommendations and investigate long term management options	Deliver / Partner	✓	✓	✓	✓
5.3	Implement improved recycling practices through Council led initiatives and community education	Deliver / Partner	✓	✓	✓	✓
5.4	Contribute to climate related projects with the Great Southern Alliance	Deliver / Partner	✓	✓	✓	✓
5.5	Support Natural Resource Management programs in the Shire	Deliver / Partner	✓	✓	✓	✓

GOAL 6: Sustainable and efficient use of natural resources

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
6.1	Investigate alternative energy efficient systems for Shire facilities	Deliver / Partner	✓	✓	✓	✓
6.2	Prepare for renewable energy projects in the Shire	Deliver / Partner	✓	✓	✓	✓
6.3	Water Security - Continue working with DWER on water security projects	Deliver / Partner	✓	✓	✓	✓





Strategic Community Plan Pillar 3: Civic Leadership



The Civic Leadership Pillar of the Shire of Woodanilling focuses on promoting strong, transparent governance and effective decision-making. The Shire is committed to fostering trust and engagement between the Council and the community by being open, accountable, and inclusive in all its operations.

Good Governance involves upholding clear policies, ethical standards, and sound financial management. Community Engagement is central, with the Shire seeking to involve residents in decision-making through consultations and regular communication. Leadership Development focuses on training and supporting Councillors and staff to effectively lead and implement strategic goals.

Strategic Planning and Accountability ensures that all plans and actions align with the community's long-term vision, allowing the Shire to respond flexibly to challenges and opportunities. Regular reviews of policies and initiatives will be conducted to adapt to changing needs, ensuring the Shire remains proactive and responsive in its leadership.

This commitment to strong civic leadership aims to build a resilient and inclusive community where the voices of residents are heard, and the Shire operates with integrity and transparency. Through effective leadership, the Shire of Woodanilling strives to maintain high standards of service, create a positive environment for development, and support community wellbeing.

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 3: Civic Leadership



GOAL 7. Deliver a high standard of service for our community

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
7.1	Review and update the Workforce Plan	Deliver	✓	✓	✓	✓
7.2	Invest in new technology to improve our service efficiency and effectiveness	Deliver	✓	✓	✓	✓
7.3	Ongoing provision made for staff development	Deliver	✓	✓	✓	✓
7.4	Develop a renewed customer service charter	Deliver		✓		

GOAL 8: Accountable and compliant governance

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
8.1	Maintain compliance with the Local Government Act 1995 and associated regulations	Deliver	✓	✓	✓	✓
8.2	Resolve the Audit Log findings from regulation 5 & 17 reviews	Deliver	✓	✓		
8.3	Review and prepare relevant Local Laws	Deliver	✓	✓		
8.4	Conduct annual reviews of Council Policies & Delegations	Deliver	✓	✓	✓	✓
8.5	Develop and maintain a Long Term Financial Plan	Deliver	✓	✓	✓	✓

GOAL 9: Enhance Strong Civic Leadership

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
9.1	Elected members complete required training	Deliver	✓	✓	✓	✓
9.2	Council is supported with a resource to ensure high level of compliance and to build capacity	Deliver	✓	✓	✓	✓
9.3	Foster training and development opportunities for current and future community leaders	Deliver / Partner	✓	✓	✓	✓





Strategic Community Plan Pillar 4: Economic



The Economic Pillar for the Shire of Woodanilling focuses on fostering a diverse and sustainable local economy that supports both residents and businesses. The Shire aims to create an environment where businesses can grow and new opportunities can flourish.

The Shire of Woodanilling is fundamentally an agriculturally based economy. One of the fundamental roles of Council is to maintain the ability of our producers to transport goods to and from their properties on a well maintained road network. Council and the community place a high importance on this role and as such it will continue to be a key focus for the Shire.

Infrastructure Improvement supports economic growth by ensuring that essential services and transport networks are well-maintained, making the Shire an attractive place for investment. The Shire also prioritises Agricultural Innovation, promoting sustainable farming practices and helping primary industries adapt to changing conditions.

Business Support and Development involves providing resources and guidance to local enterprises, promoting new ventures, and encouraging entrepreneurship.

Tourism Growth is another focus, leveraging the Shire's natural and heritage assets to attract visitors and stimulate economic activity.

Land use planning is also a key function of the Shire. It is paramount that we get our Planning Scheme and approach to new development right to ensure the community maintains its historic charm through periods of growth.

Through strategic planning and collaboration, the Shire aims to build a resilient economy that provides jobs, supports local businesses, and offers a high quality of life for all residents. This will help ensure that the community continues to thrive while maintaining its unique rural character.

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 4: Economic



GOAL 10. A transport network that responds to the accessibility and connectivity needs of industry and community

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
10.1	Develop, deliver and regularly review a 10-year Road Asset Plan that includes roads, verges, drains and culverts	Deliver	✓	✓	✓	✓
10.2	Pursue and deliver Regional Road Group initiatives	Deliver / Advocate	✓	✓	✓	✓
10.3	Investigate the transfer of ownership/responsibility of Robinson Road West and/or seek additional funding to upgrade (major freight route).	Advocate / Deliver	✓	✓	✓	✓
10.4	Develop and implement an accessible network of pathways in the Shire	Deliver		✓	✓	✓

GOAL 11. Local economic growth is supported by essential services and robust infrastructure

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
11.1	Implement the 4WDL Housing Strategy	Deliver / Partner	✓	✓	✓	✓
11.2	Investigate additional accommodation options, matched with demand (aged care, social, key worker)	Deliver / Partner	✓	✓	✓	✓
11.3	Investigate alternative uses of the Woodanilling CBH Infrastructure	Deliver / Partner		✓	✓	
11.4	Investigate development of residential/semi-rural land development	Deliver / Partner		✓		✓
11.5	Undertake review of Town Planning Scheme and preparation of Land Use Strategies	Deliver / Partner	✓	✓		
11.6	Advocate for reliable, high-speed mobile and internet access across the Shire	Advocate	✓	✓	✓	✓
11.7	Develop, deliver and regularly review a 10-year Community Assets and Facilities Plan	Deliver	✓	✓	✓	✓
11.8	Develop, deliver and regularly review a 10-year Plant and Equipment Plan	Deliver	✓	✓	✓	✓

GOAL 12. Grow the visitor and tourism industry

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
12.1	Participate in Tourism Initiatives with Great Southern Treasures and 4WDL	Deliver / Partner	✓	✓	✓	✓
12.2	Collaborate with the Woodanilling Town Team to improve Shire and aesthetics in a coordinated manner	Deliver	✓	✓	✓	✓
12.3	Preserve heritage buildings and sites under Council's ownership	Deliver / Partner	✓	✓	✓	✓



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shire@woodanilling.gov.au

www.woodanilling.wa.gov.au

PO Box 99, Woodanilling WA 6316

The Shire of Woodanilling acknowledges the Traditional Owners, Custodians, and Elders past and present.

We acknowledge the stories, traditions and living cultures of Aboriginal peoples on this land and commit to protect and maintain this important heritage.



2023/24 Annual Report

Shire of Woodanilling



About Woodanilling Statistics and Facts 2023/24



The Shire of Woodanilling is located in the Great Southern region of Western Australia, approximately 254 km south-east of Perth and 30 km north-west of Katanning. A small, close-knit population of around 450 residents. The region's economy is primarily based on agriculture, including sheep and grain production.

Woodanilling has a strong sense of pride and place with many active groups and volunteers contributing to our community and way of life.



448*

resident population

47*

median age

49.3% / 50.7%*

male / female

120+

Bush Fire Volunteers

Community Sites

- Lake Queerearrup
- Centenary Park
- Martup Pool
- Kenmare Hall
- King Rock
- Recreation Centre
- Town Hall
- Round Pool



85km

Length of sealed roads

454km

Length of Gravel Roads

>\$1.5M

Annual Roads Program 23/24FY

3

Historic Timber Bridges



397

Total number of Rateable Properties

\$1,006,728

Rates Levied

\$545

Minimum Rate

240

Number of Garbage Services Provided



1,126 km²

square kms - Which is twice the size of Singapore

0.40

population density

Top 3 Industries by Output

1. Agriculture
2. Manufacturing
3. Construction



\$2,680,739

Operating Revenue

\$69,558,595

Net Assets

\$1,283,333

Grants revenue

\$431,143

Capital Grants

*2021 Census Data



2023/24 Annual Report Overview

A local government annual report in Western Australia (WA) provides a clear summary of the council's activities, achievements, and financial results for the year, ensuring transparency and accountability to the community. It is a legal requirement under the Local Government Act 1995.

This report pack includes:

- The Shire President and CEO's Reports: Key achievements, challenges, and priorities.
- Operational Highlights: Updates on projects, services, and community initiatives.
- Statutory Reporting: Compliance with legal obligations, including disclosures and performance against plans.
- Financial Statements: Audited reports on income, expenses, and overall financial health.

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Message from the Shire President

It is my great pleasure to present the Shire of Woodanilling's 2023/24 Annual Report.

This year has been one of transition and progress for the Shire of Woodanilling. We have seen significant changes in our team, with the departure of CEO Kellie Bartley and EMI Mike Hudson. We thank them for their contributions and wish them all the best in their future endeavors. We were pleased to welcome our new CEO, Paul Hanlon, and EMI, Phil Burgess, who are set to lead the Shire. I would also like to extend heartfelt thanks to all staff members who finished up during the year for their efforts in making the Shire a better place.

Our annual Australia Day celebration was once again the highlight of our community calendar. With the support of a generous grant, we were able to enhance the event, adding live music, morning tea, lunch, an ice cream van, and a variety of activities for children, alongside the traditional breakfast. A Citizenship Ceremony was also a proud part of the day's festivities. Other great Community Events included:

- Remembrance Day
- Christmas Tree in the Park
- Australia Day
- Australian Citizenship Ceremony
- ANZAC Day
- Residents Meet and Greet
- Bloom Art Exhibition

The Shire of Woodanilling had a number of other notable achievements throughout the year including:

- Installation of new signage along the drive trail
- Gravel sheeting multiple roads
- Major maintenance and sealing works on Katanning-Dumbleyung Road
- Revitalisation of the Oval, including its transformation with ryegrass

I want to express my gratitude to everyone involved in the Shire's success this year. Special thanks go to CEO Paul Hanlon, Councillors, and all Shire staff for their dedication and hard work.

To the community members who contributed their ideas, support, and enthusiasm to our programs and plans—your involvement is invaluable.

Together, we've demonstrated the strength of a collaborative approach, creating a wonderful place to live and work. I look forward to building on this momentum and achieving even greater success for the Shire and its community in the year ahead.

Thank you.

Cr Dale Douglas
Shire President



Message from the Chief Executive Officer

Dear Woodanilling residents and community.

It has been a privilege to join the Shire of Woodanilling as Chief Executive Officer at the end of April 2024. As a first time CEO, it has been a pleasure to step into such a welcoming community.

My transition into this role came at a time of significant change, with many staff movements including the appointment of our new Executive Manager of Infrastructure, Mr. Phil Burgess.

I would like to extend my sincere gratitude to former CEO Mrs. Kellie Bartley, for her dedicated service and contribution to both the organisation and the wider community over her two-year tenure.

The initial months of my time at the Shire were filled with a number of key projects. One of the priorities of Council was engaging with the community to renew the Strategic Community Plan and Corporate Business Plan. These consultations have laid the foundation for shaping the future direction of the Shire over the next 10 years, ensuring that community voices are at the heart of our strategic objectives.

June was a milestone month for our Shire, marked by the completion of several critical infrastructure projects.

Highlights included:

- New Footpath Installation in town, enhancing pedestrian safety and accessibility.
- Sealing Works on Robinson Road West and Youngs Road, improving road quality and transport efficiency.
- Emergency Safety Works on Oxley Road and gravel sheeting across multiple roads, ensuring ongoing road safety and maintenance.

I would like to thank our Infrastructure team for their dedication, particularly in working overtime to meet the deadlines for the Local Roads and Community Infrastructure Program Phases 2 and 3. I would also like to thank the Australian Government for providing these vital grant programs to communities like ours as it makes a big difference to the level of services that we can provide.

Another highlight of my early months was attending the Woody Community Meet and Greet, which brought together over 85 community members for a memorable evening celebrating former councillors and staff. The event was a testament to the strong community spirit that defines Woodanilling.

As we turned our focus to budget preparation for the 2024/25 financial year, the collaborative efforts of our team, led by Shire President Douglas, have been instrumental. I am grateful for his guidance, as well as the support and warm welcome extended by Council, staff, and the community to me and my family.

I look forward to building on this year's successes and continuing to work together for the benefit of the Shire of Woodanilling.

Paul Hanlon
Chief Executive Officer



The Shire of Woodanilling Vision for 2035

In 2035 the Shire of Woodanilling will be a Shire that is energetic and progressive with a strong connection to its community and environment. It will be a Shire that embraces its independence and encourages the sustainable development of the natural environment through ways that value the cultural heritage and sense of place provided by living in Woodanilling.

Fairness
Treat everyone equally and impartially.

Integrity
Be honest, transparent, and accountable in all actions.

Positivity
Create a positive and optimistic environment.

Our Values

Respect
Value the rights, opinions, and contributions of others.

Collaboration
Promote open dialogue and resolve conflicts constructively.

Inclusivity
Ensure everyone in the community is heard and valued.

History of the Shire

The Shire of Woodanilling is situated on the south-western edge of the Wheatbelt region in the Central Great Southern region of Western Australia. It covers an area of approximately 111,769 hectares and is located almost half way between Perth and Albany. It is linked by the Great Southern Railway line which was an important transport route for the early colony. At first the area was an outpost for York settlers wishing to expand their influence and later by other pastoralists, sandalwood harvesters, and farmers. Now the land is utilised for crop production, as well as sheep and cattle production.

The Shire is within the boundaries of the Blackwood River Catchment. Within the Shire the catchment gives rise to a number of lakes and many seasonal water courses. Prior to the 1940s these lakes were relatively fresh and supported a diverse variety of vegetation and animal life but with extensive clearing of native vegetation to allow for agricultural development, these lakes are now saline. With the removal of naturally occurring vegetation, the hydrology of the region has changed dramatically. Ground water is rising through the subsoil to the surface, transporting salts contained within the soil profile with it. Increasing salinity within soils and water bodies is now a major problem throughout the Wheatbelt.

Following settlement in 1827 exploration of the "interior" was soon initiated. The Woodanilling District was first explored by Europeans in 1830/31, when Captain Thomas Bannister led the first overland expedition from Perth to King George III Sound. Governor James Stirling, accompanied by Surveyor General John Septimus Roe visited the areas Bannister had explored in 1835. Governor Stirling revisited the area with Alfred Hillman in 1837.

Further exploration of the area was undertaken in 1843 by Henry Landor and Henry Maxwell Lefroy while searching for a large inland sea said to exist south-east of York. The lake they found, with the help of Aboriginal guides, is approximately 40 kilometres north-east of Woodanilling and was called Dambeling by the Aborigines. This was later changed to Dumbleyung by early European settlers.

The pastoral industry spread rapidly in the early years and the frontier reached Woodanilling between 1840 and 1880. The construction of the Perth/Albany Road in the early 1850s brought the fine grazing lands in this region to the attention of many pastoralists, who took up leases while retaining their permanent properties at places like York. One of the first to graze sheep in the area was Elijah Quartermaine around 1850/51. Another pioneer to take up the early leases was Edward Hammersley who took up 10,000 acres in 1852. The Woodanilling area was also a rich source of sandalwood and for many early settlers it was a valuable source of income while they were establishing their homesteads. Wheat farming commenced in the Woodanilling area in the 1890s.

In 1884 a contract was signed to construct a railway line from Beverley to Albany. The line was completed in 1889 and Woodanilling was selected as a station on the rail route. In 1892 Woodanilling was gazetted as a town site and developed into a service centre for the surrounding farms. The population of the Shire of Woodanilling remained reasonably stable between 1981 (420), 1991 (434), 1995 (395), 1996 (354), 2001 (382), 2006 (418), 2010 (464), 2021 (448).

Elected Members of the Shire of Woodanilling

Current Elected Members (Commenced October 2023)



Shire President
Dale Douglas
2017 - Present
Mobile: 0429 231 586
Email: crdouglas@woodanilling.wa.gov.au



Councillor
Ian Garstone
2023 - Present
Mobile: 0407 231 511
Email: crgarstone@woodanilling.wa.gov.au



Councillor
Rodney Marshall
2023 - Present
Mobile: 0437 014 941
Email: crmarshall@woodanilling.wa.gov.au



Deputy Shire President
Russel Thomson
1982 - Present
Mobile: 0419 950 217
Email: kunmallup@bigpond.com



Councillor
Kahlia Stephens
2023 - Present
Mobile: 0439 754 391
Email: crstephens@woodanilling.wa.gov.au



Councillor
Bev Smith
2021 - Present
Mobile: 0449 933 613
Email: crsmith@woodanilling.wa.gov.au

Retired Elected Members (Finished October 2023)



Councillor
Stephen Jefferies
President 2021 - 2023
Councillor 2019 - 2023



Councillor
Tim Brown
2015 - 2023



Councillor
Peter Morrell
1994 - 2023

The Council of the Shire of Woodanilling is made up of 6 elected representatives, with the Shire President and Deputy Shire President elected by the council following each ordinary Local Government Election.

The Council operates on a monthly Council Briefing Session/Ordinary Council Meeting structure to conduct its meetings.

The Briefing Session is for Elected Members to workshop and be informed on matters that are presented through to the Ordinary Council Meeting where these matters are to be formally considered. Decisions matters can only be made at the Ordinary Council Meeting. The below table outlines the number of Council Meetings attended by each council member, during the 2023/24 financial year.

Date	Type	Cr Jefferies	Cr Thomson	Cr Douglas	Cr Morrell	Cr Brown	Cr Smith
18-Jul-23	OCM	✓	✓	✓	✓	✓	✓
29-Jul-23	SCM	✓	✓	✓*	✓	✓	✓
22-Aug-23	OCM	✓	✓	✓	✓	✓	✓
19-Sep-23	OCM	✓	✓	✓	A	✓	✓
17-Oct-23	OCM	✓	✓	✓	✓	✓	✓
New Council		Cr Douglas	Cr Thomson	Cr Smith	Cr Garstone	Cr Marshall	Cr Stephens
24-Oct-23	SCM	✓	✓	✓	✓	✓	✓
21-Nov-23	OCM	✓	✓	A	✓	✓	✓
19-Dec-23	OCM	✓	✓	✓	✓	✓	✓
21-Jan-24	SCM	✓	✓	✓	✓	✓	✓
20-Feb-24	ACM	✓	✓	✓	✓	✓	✓
20-Feb-24	OCM	✓	✓	✓	✓	✓	✓
19-Mar-24	OCM	✓	✓	✓	✓	A	✓
16-Apr-24	OCM	✓	✓	✓	✓	✓	✓
21-May-24	OCM	✓	✓	✓	✓	✓	✓
18-Jun-24	OCM	✓	✓	✓	✓	✓	✓

Legend Meeting Type	
OCM	Ordinary Council Meeting
ACM	Audit Committee Meeting
AEM	Annual Electors Meeting
SCM	Special Council Meeting

Legend for Type of Attendance	
✓	Attended
A	Apology
LoA	Leave of Absence
NA	Non attendance
EPNG	Electronic Participation Not Granted
EPG	Electronic Participation Granted

Integrated Planning Framework Report Strategic Community Plan 2012 -2022 & Our Plan for the Future

The Integrated Planning Framework is designed to ensure that the Shire of Woodanilling's strategic goals are achieved through coordinated planning and resource management. The framework guides how the Shire operates and delivers services, making sure that we meet the needs of our community now and in the future. It is built around two main documents: the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP).

The Strategic Community Plan sets the long-term direction for the Shire, outlining the goals and priorities for the next 10 years. This plan is based on feedback from community engagement activities, ensuring that it reflects local aspirations and is responsive to changing needs. For example, community members were invited to provide input through surveys, workshops, and public forums, which have helped shape the vision for a vibrant, sustainable Woodanilling.

The Corporate Business Plan turns these high-level goals into detailed actions and projects for the next four years. It includes the resources, timelines, and responsibilities for each initiative, ensuring that the Shire has a practical roadmap for delivering its services.

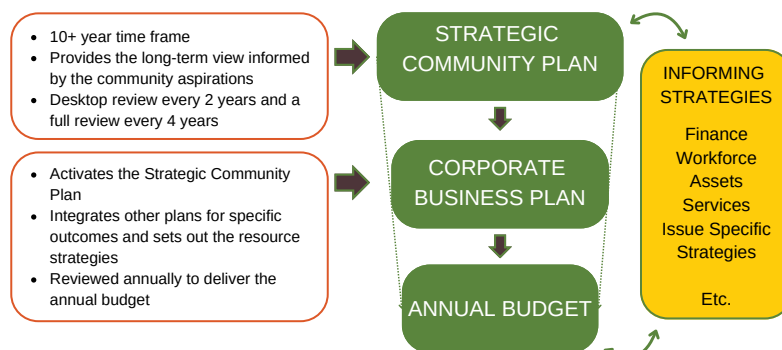
This plan is supported by other key strategies, such as the Long-Term Financial Plan, Workforce Plan and Asset Management Plan, which ensure we have the resources and infrastructure to support our vision.

By linking strategic planning with day-to-day operations, the Integrated Planning Framework helps the Shire make informed decisions, allocate resources wisely, and measure our progress over time. This approach supports transparent and accountable governance, ensuring that we stay on track to achieve our community's goals.

The Shire of Woodanilling has recently conducted a major review of our Strategic Community Plan and Corporate Business Plan with a Draft titled The Woodanilling Way to be presented to Council at the December 2024 Ordinary Council Meeting. We are excited with the clear direction and focus this new plan will provide. A copy of the draft plan will be available in the December 2024 OCM attachments.

We are pleased to present the following report on achievements made throughout the year towards the Shire's Strategic Community Plan 2012 - 2022.

Integrated Planning Framework Mapped



Strategic Community Plan

Pillar 1: Social



Vision

- To provide facilities and amenities that meet the communities needs and expectations within Council's ability to fund from rates and external sources.
- To ensure access to high quality facilities and services that the community is proud to use and promote.
- To deliver a quality of life to our residents that is based upon sound environmentally sustainable principles and is socially productive and growing.

Key Achievements in 2023/24

1. Increased fire awareness and training with our Bush Fire Brigade and members
2. Support our rural awareness with the support through the CESM
3. Emergency Services Manager and the support of funds from DFES.
4. Refurbishment of the Woodanilling Oval including planting of winter Rye Grass
5. Community Water Supply Program (CWSP) funded by Department of Water and Environmental Regulation & The Shire of Woodanilling. This involved the install of a large 280,000L water tank for the Community to assist the Bush Fire Brigades with bush fires as required.
6. Construction of a new footpath to improve accessibility in the centre of town.
7. Painted the Railway Station building to preserve the timber structure.
8. Supported the early development of the Woodanilling Town Team through workshops and information sessions.
9. Continued renewal and maintenance of council facilities and assets
10. Continued funding the Great Southern Treasures marketing body in partnership with other local governments in the region to promote tourism and attract visitors to the Shire and the wider Great Southern area.
11. Held the Bloom Art Exhibition, showcasing local artists and drawing visitors to the town, further supporting the arts and tourism sectors.

Strategic Community Plan

Pillar 2: Environment



Vision

- To protect and enhance the key natural and cultural assets of the Shire.

Key Achievements in 2023/24

Environmental Management

1. Maintained the natural environment and landscape through roadside and reserve weed control initiatives.
2. Partnered with Wagin Woodanilling Landcare to deliver programs supporting environmental conservation and secured grant funding for ongoing projects.

Water and Drainage Improvements

1. Conducted ongoing maintenance of culverts and drainage systems within the townsite and across the Shire.
2. Supported the continued improvement and operations at the CBH Stormwater Dam site.

Community Health and Safety

1. Issued Cat and Dog registrations to ensure effective animal management and compliance.
2. Resource Protection and Advocacy
3. Reinstated Ranger Services in the Shire



Strategic Community Plan Pillar 3: Civic Leadership



Vision

- To attract and retain quality Councillors and Staff.
- To have Councillors who are trained and qualified in their roles and responsibilities
- Within the scope and ability of the Council, provide a safe and crime free community.
- To be responsive to the expectations of our clients and users in the area of customer service
- To promote excellence in customer service.

Key Achievements in 2023/24

Bushfire Mitigation and Emergency Preparedness

- Continued implementation and annual review of the 2018 Fire Management Plan to support the Bush Fire Advisory Committee and local brigades.
- Maintained a Community Emergency Services Manager (CESM) to oversee emergency preparedness, prevention, and recovery services.

Community Safety and Support

- Maintained close collaboration with local police to ensure the safety of Shire residents.

Operational Excellence and Staff Development

- Streamlined staff roles and work hours to enhance office operations
- Provided staff and Councillor Training Program

Regional Collaboration

- Participated in the 4WDL VROC partnership with neighboring Shires and the Great Southern Alliance

Community Engagement and Preparedness

- Attended Local Emergency Management meetings to ensure readiness for emergencies and provided ongoing customer service to meet community needs.



Strategic Community Plan Pillar 4: Economic



Vision

- To maintain a quality road transport network which is safe and accessible to all users.

Key Achievements in 2023/24

Capital Construction Program

- Completed works on:
 - Youngs Road
 - Robinson Road West
 - Oxley Road
 - Onslow Road
 - Robinson Road East
 - Orchard Road
 - River Road
 - Trimmer Road
 - Flagstaff Road
 - Kojonolakan Road

Maintenance Program

- Maintained gravel road network including the school bus routes to support safe and reliable transport for students across the Shire.
- Attended emergency call outs to keep roadways clear of trees and debris
- Completed annual pot hole repair works during winter
- Tree Pruning and roadside vegetation maintenance

Strategic Partnerships

- Collaborated with Regional Road Groups, Roads to Recovery, and other Federal Funding initiatives to secure grants and enhance road infrastructure throughout the Shire.

Disclosure Information

Freedom of Information

The Shire of Woodanilling welcomes any enquiries for information held by Council. The Shire is subject to the provisions of the *Freedom of Information Act 1992*, which gives individuals and organisations a general right of access to information held by the Shire. It should be noted that some documents are for viewing only and documents cannot be copied which would breach the *Copyright Act 1968*.

The Act also provides the right of appeal in relation to decisions made by the Shire to refuse access to information applied for under the Act. The Shire received no requests for information in 2023/24. Council's Information Statement is reviewed annually, and a copy made available at the administration office and on the Council's website, as required under the *Freedom of Information Act 1992*.

National Competition Policy

This policy has been introduced by the Commonwealth Government to promote competition for the benefit of business, consumers, and the economy by removing unnecessary protection of monopolies of markets where competition can be enhanced. It effects local governments as factors such as exemption from company and income tax or possible local regulations and laws may give local government a potential advantage over private contractors.

In respect to competitive neutrality, the Shire of Woodanilling's reports:

- The Shire of Woodanilling during 2023/2024 did not engage in any significant business activities which generated in excess of \$200,000 annual income. Therefore, the introduction of competitive neutrality under Clause 7 of the policy was not required.
- There is no indication that the Council will become involved in any significant business activities during the next financial reporting period.
- There have been no allegations received by the Council of non-compliance with the neutrality principles.

Public Interest Disclosure

In accordance with the requirements of the *Public Interest Disclosure Act 2003*, the Shire of Woodanilling has established procedures to facilitate the making of disclosures under the Act. These procedures set out the processes in place in respect to protected disclosures generally, to protect people from reprisal for making protected disclosures, and to provide guidance on investigations. During the 2023/2024 financial year, no disclosures relating to improper conduct were made to the Shire and therefore no disclosures were referred to the ombudsman. Register of Complaints Made Against Elected Members In accordance with section 5.53 of the *Local Government Act 1995* and the associated *Local Government (Rules of Conduct) Regulations 2007* the complaints made direct to the Shire of Woodanilling against Elected Members during the 2023/2024 financial year were nil.

Employee Remuneration

In accordance with section 5.53(2) (g) of the *Local Government Act 1995* and section 19B of the *Local Government (Administration) Regulations 1996*, the following information is provided with respect to employees annual salary entitlement. Set out below, in bands of \$10,000 is the number of employees of the Shire of Woodanilling Remuneration with an annual salary of \$130,000 or more.

Salary Range \$	No of Employees
\$130,000 - \$140,000	
\$140,000 - \$150,000	1

CEO Remuneration

The Shire of Woodanilling had two permanent CEO's and two Acting CEO's through the 2023/24 FY. The remuneration paid to the permanent CEO's was:

Kellie Bartley: \$141,406
Paul Hanlon: \$22,957

Disclosure Information Continued

Record Keeping Plan

In accordance with legislative requirements, a Record Keeping Plan for the Shire of Woodanilling is completed and lodged upon request from the State Records Office. However, an updated Record Keeping Plan is currently required and in production.

This is a requirement under the *State Records Act 2000*, an Act to provide for the keeping of State records and for related purposes. The Record Keeping Plan is prepared to ensure compliance with Section 19 of the *State Records Act 2000*. Best practice record keeping is conducted in accordance with *State Records Commission Standards and Records Management Standard AS15489*.

The draft Shire of Woodanilling Record Keeping Plan in production sets out the minimum requirements as to which records are to be created and how those records are kept. The Shire of Woodanilling has developed processes to facilitate the complete and accurate record of all business transactions and decisions. Measures have been taken to ensure all recorded information can be retrieved quickly, accurately, and cheaply when required and government records are protected and preserved. These take the form of hard copies or electronic records.

Staff have attended training in records management covering Records Keeping Basics, Keyword Classification and Records Disposal. A general briefing for all staff on the compliance requirements of the *State Records Act 2000* and induction training for all new staff on their obligations was completed in accordance with the *State Records Act 2000* and the operation of records management within the Shire of Woodanilling.

Register of Financial Interests in accordance with the requirements of the *Local Government Act 1995*, this register is held in the Administration office and is available for viewing by the public.

Disability Access & Inclusion Plan

The Disability Access Inclusion Plan is a strategic document for the Shire of Woodanilling required by the Government of Western Australia and registered with the Department of Communities. This document is reported on annually to improve quality of life outcomes for people who live with a disability

The Shire has achieved the following objectives:

- Incorporate the objectives of the DAIP into Council's Corporate Business Plan
- Ensure Shire staff, agents and contractors are aware of the DAIP and the requirements for providing access and inclusion to services and events
- Ensure that information from the Shire website is accessible
- Improve Executive Management's awareness of the importance of the DAIP as an instrument for improving access and inclusion within the Shire

The Shire of Woodanilling has taken significant strides forward to make our community more accessible, however much more must be done to provide equal access and opportunity for all.

The Shire's DAIP is also planned for a major review with this process currently ongoing with help from the Department of Communities.



Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

Shire of Woodanilling

To the Council of the Shire of Woodanilling

Opinion

I have audited the financial report of the Shire of Woodanilling (Shire) which comprises:

- the Statement of Financial Position as at 30 June 2024, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The CEO of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Woodanilling for the year ended 30 June 2024 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
11 November 2024

SHIRE OF WOODANILLING
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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The Shire of Woodanilling conducts the operations of a local government with the following community vision:

The Shire will endeavour to provide community services and facilities to meet the needs of members of the community and enable them to enjoy a pleasant and healthy way of life.

Principal place of business:
3316 Robinson Road
WOODANILLING WA 6315

**SHIRE OF WOODANILLING
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Woodanilling has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 8th day of November 2024



CEO

PAUL HANLON

Name of CEO

SHIRE OF WOODANILLING
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	2(a),22	1,006,728	988,172	888,849
Grants, subsidies and contributions	2(a)	1,317,023	225,116	1,502,556
Fees and charges	2(a)	280,671	276,594	322,255
Interest revenue	2(a)	21,867	9,800	17,122
Other revenue	2(a)	17,001	10,750	-
		2,643,290	1,510,432	2,730,782
Expenses				
Employee costs	2(b)	(1,193,192)	(909,264)	(1,143,989)
Materials and contracts		(646,406)	(1,012,661)	(408,514)
Utility charges		(134,250)	(100,685)	(87,082)
Depreciation		(1,835,196)	(865,691)	(770,650)
Insurance		(113,746)	(112,410)	(109,490)
Other expenditure	2(b)	(234,187)	(252,590)	(229,459)
		(4,156,977)	(3,253,301)	(2,749,184)
		(1,513,687)	(1,742,869)	(18,402)
Capital grants, subsidies and contributions	2(a)	565,955	1,383,572	431,745
Profit on asset disposals		20,547	-	-
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	840	-	1,751
		587,342	1,383,572	433,496
Net result for the period		(926,345)	(359,297)	415,094
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	-	-	37,478,922
Total other comprehensive income for the period	14	-	-	37,478,922
Total comprehensive income for the period		(926,345)	(359,297)	37,894,016

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



**SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024**

	NOTE	2024	2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	3,183,821	2,687,077
Trade and other receivables	5	159,284	81,624
Inventories	6	7,831	5,920
Other assets	7	188,942	23,350
TOTAL CURRENT ASSETS		3,539,878	2,797,971
NON-CURRENT ASSETS			
Trade and other receivables	5	17,110	13,315
Other financial assets	4(a)	41,585	40,745
Property, plant and equipment	8	7,799,481	7,827,074
Infrastructure	9	59,364,447	60,321,695
TOTAL NON-CURRENT ASSETS		67,222,623	68,202,829
TOTAL ASSETS		70,762,501	71,000,800
CURRENT LIABILITIES			
Trade and other payables	11	438,216	88,597
Other liabilities	12	688,180	267,824
Employee related provisions	13	71,628	121,577
TOTAL CURRENT LIABILITIES		1,198,024	477,998
NON-CURRENT LIABILITIES			
Employee related provisions	13	5,882	37,862
TOTAL NON-CURRENT LIABILITIES		5,882	37,862
TOTAL LIABILITIES		1,203,906	515,860
NET ASSETS		69,558,595	70,484,940
EQUITY			
Retained surplus		12,063,448	12,937,507
Reserve accounts	24	1,024,762	1,077,048
Revaluation surplus	14	56,470,385	56,470,385
TOTAL EQUITY		69,558,595	70,484,940

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



**SHIRE OF WOODANILLING
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2022		12,730,375	869,086	18,991,463	32,590,924
Comprehensive income for the period					
Net result for the period		415,094	-	-	415,094
Other comprehensive income for the period	14	-	-	37,478,922	37,478,922
Total comprehensive income for the period		415,094	-	37,478,922	37,894,016
Transfers to reserve accounts	24	(207,962)	207,962	-	-
Balance as at 30 June 2023		12,937,507	1,077,048	56,470,385	70,484,940
Comprehensive income for the period					
Net result for the period		(926,345)	-	-	(926,345)
Total comprehensive income for the period		(926,345)	-	-	(926,345)
Transfers from reserve accounts	24	172,100	(172,100)	-	-
Transfers to reserve accounts	24	(119,814)	119,814	-	-
Balance as at 30 June 2024		12,063,448	1,024,762	56,470,385	69,558,595

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



**SHIRE OF WOODANILLING
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		970,300	887,646
Grants, subsidies and contributions		1,286,143	1,499,038
Fees and charges		280,671	322,255
Interest revenue		21,867	17,122
Goods and services tax received		132,251	95,230
Other revenue		17,001	-
		2,708,233	2,821,291
Payments			
Employee costs		(1,261,313)	(1,148,593)
Materials and contracts		(460,640)	(426,365)
Utility charges		(134,250)	(87,082)
Insurance paid		(113,746)	(109,490)
Goods and services tax paid		(163,856)	(95,230)
Other expenditure		(234,187)	(229,459)
		(2,367,992)	(2,096,219)
Net cash provided by operating activities		340,241	725,072
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	8(a)	(327,220)	(42,363)
Payments for construction of infrastructure	9(a)	(606,833)	(457,637)
Capital grants, subsidies and contributions		986,311	596,811
Proceeds from sale of property, plant & equipment		104,245	-
Net cash provided by investing activities		156,503	96,811
Net increase in cash held		496,744	821,883
Cash at beginning of year		2,687,077	1,865,194
Cash and cash equivalents at the end of the year	3	3,183,821	2,687,077

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



**SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024**

NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$	
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	22	1,006,728	988,172	888,849
Grants, subsidies and contributions		1,317,023	225,116	1,502,556
Fees and charges		280,671	276,594	322,255
Interest revenue		21,867	9,800	17,122
Other revenue		17,001	10,750	-
Profit on asset disposals		20,547	-	-
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	840	-	1,751
		<u>2,664,677</u>	<u>1,510,432</u>	<u>2,732,533</u>
Expenditure from operating activities				
Employee costs		(1,193,192)	(909,264)	(1,143,989)
Materials and contracts		(646,406)	(1,012,661)	(408,514)
Utility charges		(134,250)	(100,685)	(87,082)
Depreciation		(1,835,196)	(865,691)	(770,650)
Insurance		(113,746)	(112,410)	(109,490)
Other expenditure		(234,187)	(252,590)	(229,459)
		<u>(4,156,977)</u>	<u>(3,253,301)</u>	<u>(2,749,184)</u>
Non cash amounts excluded from operating activities	23(a)	1,754,592	865,692	834,624
Amount attributable to operating activities		<u>262,292</u>	<u>(877,177)</u>	<u>817,973</u>
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		565,955	1,383,572	431,745
Proceeds from disposal of assets		104,245	24,000	-
		<u>670,200</u>	<u>1,407,572</u>	<u>431,745</u>
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(327,220)	(298,100)	(42,363)
Purchase and construction of infrastructure	9(a)	(606,833)	(1,497,687)	(457,637)
		<u>(934,053)</u>	<u>(1,795,787)</u>	<u>(500,000)</u>
Amount attributable to investing activities		<u>(263,853)</u>	<u>(388,215)</u>	<u>(68,255)</u>
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	24	172,100	172,100	-
		<u>172,100</u>	<u>172,100</u>	<u>-</u>
Outflows from financing activities				
Transfers to reserve accounts	24	(119,814)	(110,860)	(207,962)
		<u>(119,814)</u>	<u>(110,860)</u>	<u>(207,962)</u>
Amount attributable to financing activities		<u>52,286</u>	<u>61,240</u>	<u>(207,962)</u>
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	23(b)	1,303,516	1,204,152	761,760
Amount attributable to operating activities		262,292	(877,177)	817,973
Amount attributable to investing activities		(263,853)	(388,215)	(68,255)
Amount attributable to financing activities		52,286	61,240	(207,962)
Surplus or deficit after imposition of general rates	23(b)	<u>1,354,241</u>	<u>-</u>	<u>1,303,516</u>

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



**SHIRE OF WOODANILLING
FOR THE YEAR ENDED 30 JUNE 2024
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**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

1. BASIS OF PREPARATION

The financial report of the Shire of Woodanilling which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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

Critical accounting estimates and judgements

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

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

risk of causing a material adjustment to the carrying amounts of assets nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - note 8
 - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Assets held for sale - note 7
- Impairment losses of non-financial assets - note
- Investment property - note 10
- Estimated useful life of intangible assets - note 10
- Measurement of employee benefits - note 13
- Measurement of provisions - note 13

Fair value hierarchy information can be found in note 21

The local government reporting entity

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 24 of the financial report.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements

These amendments may result in additional disclosures in the case of applicable finance arrangements.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grants, subsidies and contributions with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Grants, Subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Other inspections	Regulatory for, health and safety	Single point in time	Full payment prior to inspection	None	Revenue recognised after inspection event occurs
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Commissions	Commissions on licensing and ticket sales	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

Consideration from contracts with customers is included in the transaction price.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with	Capital	Statutory	Other	Total
	customers	grant/contributions	Requirements		
	\$	\$	\$	\$	\$
Rates	-	-	1,006,728	-	1,006,728
Grants, subsidies and contributions	214,464	-	-	1,102,559	1,317,023
Fees and charges	74,307	-	47,167	159,197	280,671
Interest revenue	-	-	7,113	14,754	21,867
Other revenue	-	-	450	16,551	17,001
Capital grants, subsidies and contributions	-	431,143	-	134,812	565,955
Total	288,771	431,143	1,061,458	1,427,873	3,209,245

For the year ended 30 June 2023

Nature	Contracts with	Capital	Statutory	Other	Total
	customers	grant/contributions	Requirements		
	\$	\$	\$	\$	\$
Rates	-	-	888,849	-	888,849
Grants, subsidies and contributions	183,779	-	-	1,318,777	1,502,556
Fees and charges	118,389	-	23,722	180,144	322,255
Interest revenue	-	-	8,876	8,246	17,122
Capital grants, subsidies and contributions	-	431,745	-	-	431,745
Total	302,168	431,745	921,447	1,507,167	3,162,527

Note	2024	2023
	Actual	Actual
	\$	\$
Interest revenue		
Interest on reserve account	14,754	7,963
Trade and other receivables overdue interest	7,113	9,159
	21,867	17,122
The 2024 original budget estimate in relation to: Trade and other receivables overdue interest was \$3,500.		
Fees and charges relating to rates receivable		
Charges on instalment plan	450	295
The 2024 original budget estimate in relation to: Charges on instalment plan was \$295.		
(b) Expenses		
Auditors remuneration		
- Audit of the Annual Financial Report	36,200	35,750
- Other services – grant acquittals	3,250	1,000
	39,450	36,750
Employee Costs		
Employee benefit costs	1,091,849	1,100,379
Other employee costs	101,343	43,610
	1,193,192	1,143,989
Other expenditure		
Sundry expenses	234,187	229,459
	234,187	229,459

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

3. CASH AND CASH EQUIVALENTS

Note	2024	2023
	\$	\$
Cash at bank and on hand	3,183,821	2,687,077
Total cash and cash equivalents	3,183,821	2,687,077
Held as		
- Unrestricted cash and cash equivalents	1,457,057	1,329,667
- Restricted cash and cash equivalents	15 1,726,764	1,357,410
	3,183,821	2,687,077

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

(a) Non-current assets

Financial assets at fair value through profit or loss

Note	2024	2023
	\$	\$
	41,585	40,745
	41,585	40,745
Financial assets at fair value through profit or loss		
Units in Local Government House Trust - opening balance	40,745	38,902
Movement attributable to fair value increment	840	1,843
BKW Co-op Shares - opening balance	-	92
Financial assets at fair value through profit and loss - BKW Shares	-	(92)
Financial assets at fair value through profit or loss - closing balance	41,585	40,745

SIGNIFICANT ACCOUNTING POLICIES

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

5. TRADE AND OTHER RECEIVABLES

Note	2024 \$	2023 \$
Current		
Rates and statutory receivables	88,529	73,354
Trade receivables	39,150	8,270
GST receivable	31,605	0
	159,284	81,624
Non-current		
Rates and statutory receivables	17,110	13,315
	17,110	13,315

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2024 Actual \$	30 June 2023 Actual \$	1 July 2022 Actual \$	
Contract assets	7	188,102	23,350	23,350
Total trade and other receivables from contracts with customers		188,102	23,350	23,350

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

6. INVENTORIES

Note	2024 \$	2023 \$
Current		
Fuel and materials	7,831	5,920
	7,831	5,920
The following movements in inventories occurred during the year:		
Balance at beginning of year	5,920	28,371
Inventories expensed during the year	(143,794)	(137,888)
Additions to inventory	145,705	115,437
Balance at end of year	7,831	5,920

MATERIAL ACCOUNTING POLICIES

General

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

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

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

7. OTHER ASSETS

Other assets - current

Accrued income
Contract assets

	2024	2023
	\$	\$
	840	-
	188,102	23,350
	188,942	23,350

MATERIAL ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Contract assets

Contract assets primarily relate to the Shire's right to . consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at Note 2(b).

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	<u>Total Property</u>			<u>Plant and equipment</u>		<u>Total property, plant and equipment</u>
	<u>Land</u>	<u>Buildings</u>	<u>Total Property</u>	<u>Furniture and equipment</u>	<u>Plant and equipment</u>	
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Balance at 1 July 2022	498,000	4,942,954	5,440,954	121,040	573,065	6,135,059
Additions	-	42,363	42,363	-	-	42,363
Revaluation increments / (decrements) transferred to revaluation surplus	24,000	2,292,122	2,316,122	-	-	2,316,122
Depreciation	-	(110,074)	(110,074)	(27,066)	(163,840)	(300,980)
Transfers	-	(365,490)	(365,490)	-	-	(365,490)
Balance at 30 June 2023	522,000	6,801,875	7,323,875	93,974	409,225	7,827,074
Comprises:						
Gross balance amount at 30 June 2023	522,000	6,807,685	7,329,685	289,528	3,231,545	10,850,758
Accumulated depreciation at 30 June 2023	-	(5,810)	(5,810)	(195,554)	(2,822,320)	(3,023,684)
Balance at 30 June 2023	522,000	6,801,875	7,323,875	93,974	409,225	7,827,074
Additions	-	10,105	10,105	-	317,115	327,220
Disposals	-	-	-	-	(83,698)	(83,698)
Depreciation	-	(135,839)	(135,839)	(15,215)	(120,061)	(271,115)
Balance at 30 June 2024	522,000	6,676,141	7,198,141	78,759	522,581	7,799,481
Comprises:						
Gross balance amount at 30 June 2024	522,000	6,817,790	7,339,790	289,529	3,386,679	11,015,998
Accumulated depreciation at 30 June 2024	-	(141,649)	(141,649)	(210,770)	(2,864,098)	(3,216,517)
Balance at 30 June 2024	522,000	6,676,141	7,198,141	78,759	522,581	7,799,481

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuers	June 2023	Price per hectare/ market borrowing rate
Buildings	2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuers	June 2023	Price per hectare/ market borrowing rate
Buildings	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.					
(ii) Cost					
Furniture and equipment	3		Cost		Purchase cost
Plant and equipment	3		Cost		Purchase cost

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - parks and ovals	Infrastructure - other	Total Infrastructure
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	19,363,685	101,865	5,264,909	74,979	-	24,805,438
Additions	422,564	-	33,273	-	1,800	457,637
Revaluation increments / (decrements) transferred to revaluation surplus	33,343,817	35,662	1,222,457	402,180	158,684	35,162,800
Depreciation	(369,301)	(9,997)	(87,939)	(2,433)	-	(469,670)
Transfers	-	-	-	336,874	28,616	365,490
Balance at 30 June 2023	52,760,765	127,530	6,432,700	811,600	189,100	60,321,695
Comprises:						
Gross balance at 30 June 2023	87,226,754	389,180	11,202,163	811,600	189,100	99,818,797
Accumulated depreciation at 30 June 2023	(34,465,989)	(261,650)	(4,769,463)	-	-	(39,497,102)
Balance at 30 June 2023	52,760,765	127,530	6,432,700	811,600	189,100	60,321,695
Additions	486,770	71,392	43,382	-	5,289	606,833
Depreciation	(1,376,321)	(19,753)	(140,071)	(23,431)	(4,505)	(1,564,081)
Balance at 30 June 2024	51,871,214	179,169	6,336,011	788,169	189,884	59,364,447
Comprises:						
Gross balance at 30 June 2024	87,713,524	460,572	11,245,545	811,601	194,389	100,425,631
Accumulated depreciation at 30 June 2024	(35,842,310)	(281,403)	(4,909,534)	(23,432)	(4,505)	(41,061,184)
Balance at 30 June 2024	51,871,214	179,169	6,336,011	788,169	189,884	59,364,447

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Independent valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - footpaths	3	Cost approach using depreciated replacement cost	Independent valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - drainage	3	Cost approach using depreciated replacement cost	Independent valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - parks and ovals	3	Cost approach using depreciated replacement cost	Independent valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - other	3	Cost approach using depreciated replacement cost	Independent valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Footpaths	20 years
Sewerage piping	100 years
Infrastructure - Drainage and Bridges	75 years
Parks and Ovals	10 to 50 years

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are *land and buildings classified as property, plant and equipment*, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, *infrastructure or vested improvements that the local government controls* and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors
 Prepaid rates
 Accrued payroll liabilities
 ATO liabilities
 Bonds and deposits held
 Accrued expenses

2024	2023
\$	\$
349,983	44,716
-	17,458
7,289	6,517
20,304	7,268
13,822	12,538
46,818	100
438,216	88,597

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

12. OTHER LIABILITIES

	2024	2023
	\$	\$
Current		
Capital grant/contributions liabilities	688,180	267,824
	688,180	267,824
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	267,824	102,758
Additions	688,180	397,944
Revenue from capital grant/contributions held as a liability at the start of the period	(267,824)	(232,878)
	688,180	267,824

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 21(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

13. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2024	2023
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	30,378	53,497
Long service leave	32,502	51,960
	<u>62,880</u>	<u>105,457</u>
Employee related other provisions		
Employment on-costs	8,748	16,120
	<u>8,748</u>	<u>16,120</u>
Total current employee related provisions	<u>71,628</u>	<u>121,577</u>
Non-current provisions		
Employee benefit provisions		
Long service leave	5,189	33,219
	<u>5,189</u>	<u>33,219</u>
Employee related other provisions		
Employment on-costs	693	4,643
	<u>693</u>	<u>4,643</u>
Total non-current employee related provisions	<u>5,882</u>	<u>37,862</u>
Total employee related provisions	<u>77,510</u>	<u>159,439</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

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

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

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

14. REVALUATION SURPLUS

	2024	2024	2023	Total	2023
	Opening	Closing	Opening	Movement on	Closing
	Balance	Balance	Balance	Revaluation	Balance
	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	64,000	64,000	40,000	24,000	64,000
Revaluation surplus - Buildings	4,413,678	4,413,678	2,112,676	2,301,002	4,413,678
Revaluation surplus - Plant and equipment	439,679	439,679	439,679	-	439,679
Revaluation surplus - Infrastructure - roads	43,835,469	43,835,469	10,491,652	33,343,817	43,835,469
Revaluation surplus - Infrastructure - footpaths	138,969	138,969	103,307	35,662	138,969
Revaluation surplus - Infrastructure - drainage	7,026,606	7,026,606	5,804,149	1,222,457	7,026,606
Revaluation surplus - Infrastructure - parks and ovals	393,980	393,980	-	393,980	393,980
Revaluation surplus - Infrastructure - other	158,004	158,004	-	158,004	158,004
	56,470,385	56,470,385	18,991,463	37,478,922	56,470,385

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

15. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2024 Actual \$	2023 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	1,726,764	1,357,410
		1,726,764	1,357,410
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	24	1,024,762	1,077,048
Capital grant liabilities	12	688,180	267,824
Bonds and deposits	11	13,822	12,538
Total restricted financial assets		1,726,764	1,357,410
16. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS			
Credit card limit		10,000	2,000
Credit card balance at balance date		(3,482)	(1,604)
Total amount of credit unused		6,518	396

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

17. CONTINGENT LIABILITIES

The Shire had no reportable contingent liabilities as at 30 June 2023, and is not aware of any reportable contingent liabilities as at 30 June 2024.

18. CAPITAL COMMITMENTS

	2024	2023
	\$	\$
Contracted for:		
- plant & equipment purchases	-	137,600
	-	137,600
Payable:		
- not later than one year	-	137,600

In 2023, the Shire had \$137,600 committed for the purchase of a Multi-Tyred Roller.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2024 Actual	2024 Budget	2023 Actual
	\$	\$	\$
President's annual allowance	6,148	6,262	6,169
President's meeting attendance fees	3,042	3,735	3,679
President's annual allowance for ICT expenses	1,050	1,050	1,050
President's travel and accommodation expenses	-	334	788
	10,240	11,381	11,686
Deputy President's annual allowance	1,565	1,565	1,542
Deputy President's meeting attendance fees	3,735	3,735	3,679
Deputy President's annual allowance for ICT expenses	1,050	1,050	1,050
Deputy President's travel and accommodation expenses	-	334	155
	6,350	6,684	6,426
All other council member's meeting attendance fees	15,621	14,940	14,716
All other council member's annual allowance for ICT expenses	4,174	4,200	4,200
All other council member's travel and accommodation expenses	-	1,332	-
	19,795	20,472	18,916
	36,385	38,537	37,028

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	402,468	329,986
Post-employment benefits	44,559	40,900
Employee - other long-term benefits	6,256	7,219
Council member costs	36,385	37,028
	489,668	415,133

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

19. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2024 Actual	2023 Actual
	\$	\$
Sale of goods and services	374	4,044
Purchase of goods and services	224	2,120
Short term employee benefits - other related parties	-	17,479
Amounts outstanding from related parties:		
Trade and other receivables	-	984

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 19(a) and 19(b).

ii. Other Related Parties

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

20. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire did not have any events occurring after the reporting date that have a significant effect on the financial statements.

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

21. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

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

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. enforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. RATING INFORMATION

(a) General Rates

RATE TYPE	Basis of valuation	Rate in \$	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Rate Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate Revenue	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue
Rate Description		\$		\$	\$	\$	\$	\$	\$	\$	\$
(i) General rates											
GRV	Gross rental valuation	0.139422	99	886,036	123,533	8,515	132,048	123,532	-	123,532	115,266
UV	Unimproved valuation	0.004251	192	197,172,000	838,178	53	838,231	838,178	1,000	839,178	765,436
Total general rates			291	198,058,036	961,711	8,568	970,279	961,710	1,000	962,710	880,702
(ii) Minimum payment											
GRV	Gross rental valuation	545	70	104,025	38,150	-	38,150	38,150	-	38,150	33,000
UV	Unimproved valuation	545	35	1,919,450	19,075	-	19,075	19,075	-	19,075	16,500
Total minimum payments			105	2,023,475	57,225	-	57,225	57,225	-	57,225	49,500
Total general rates and minimum payments			396	200,081,511	1,018,936	8,568	1,027,504	1,018,935	1,000	1,019,935	930,202
(iii) Specified Area Rates											
Waste Collection Rate	Gross Rental Value	0.0000	169	990,061	8,492	-	8,492	8,450	-	8,450	-
Waste Collection Rate	Unimproved Value	0.0000	214	198,965,500	10,750	-	10,750	10,700	-	10,700	-
(iv) Ex-gratia Rates											
CBH Group			1		2,088		2,088	2,087		2,087	1,916
Total amount raised from rates (excluding general rates)			384	199,955,561	21,330	-	21,330	21,237	-	21,237	1,916
Discounts							(37,503)			(45,132)	(37,065)
Concessions							(4,603)			(7,868)	(6,204)
Total Rates							1,006,728			988,172	888,849
Rate instalment interest							436			300	341
Rate overdue interest							6,196			3,500	8,535

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

23. DETERMINATION OF SURPLUS OR DEFICIT

	2023/24 (30 June 2024 Carried Forward)	2023/24 Budget (30 June 2024 Carried Forward)	2022/23 (30 June 2023 Carried Forward)
Note	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
	(20,547)	-	-
Less: Profit on asset disposals			
Less: Fair value adjustments to financial assets at fair value through profit or loss	(840)	-	(1,751)
4(a) Add: Depreciation	1,835,196	865,691	770,650
Movement in current employee provisions associated with restricted cash		1	-
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	(3,795)	-	(13,315)
Employee benefit provisions	(31,980)	-	18,449
Other Employee benefits	(23,442)	-	60,591
Non-cash amounts excluded from operating activities	1,754,592	865,692	834,624
(b) Surplus or deficit after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	(1,024,762)	(1,015,808)	(1,077,048)
24 Add: Current liabilities not expected to be cleared at end of year			
- Employee benefit provisions	37,149	60,592	60,591
Total adjustments to net current assets	(987,613)	(955,216)	(1,016,457)
Net current assets used in the Statement of Financial Activity			
Total current assets	3,539,878	1,237,268	2,797,971
Less: Total current liabilities	(1,198,024)	(282,052)	(477,998)
Less: Total adjustments to net current assets	(987,613)	(955,216)	(1,016,457)
Surplus or deficit after imposition of general rates	1,354,241	-	1,303,516

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

24. RESERVE ACCOUNTS

	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Leave reserve	45,183	25,617	-	70,800	45,183	25,020	-	70,203	20,000	25,183	-	45,183
(b) Plant Replacement Reserve	825,154	66,363	(172,100)	719,417	825,154	60,660	(172,100)	713,714	669,024	156,130	-	825,154
(c) Building Reserve	67,477	25,924	-	93,401	67,477	25,042	-	92,519	42,091	25,386	-	67,477
(d) Office Equipment Reserve	14,159	196	-	14,355	14,159	14	-	14,173	14,031	128	-	14,159
(e) Road Construction Reserve	21,826	299	-	22,125	21,826	22	-	21,848	21,628	198	-	21,826
(f) Affordable Housing Reserve	103,249	1,415	-	104,664	103,249	102	-	103,351	102,312	937	-	103,249
	1,077,048	119,814	(172,100)	1,024,762	1,077,048	110,860	(172,100)	1,015,808	869,086	207,962	-	1,077,048

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Leave reserve	To fund any relief or interim positions and recruitment/locum agency costs that might arise.
(b) Plant Replacement Reserve	To be used to fund the net cost of plant and equipment purchases as determined in the 10 Year Plant Replacement Program.
(c) Building Reserve	To be used to meet the requirements of providing new buildings for Council purposes, other than affordable housing or recreational facilities, or for major maintenance.
(d) Office Equipment Reserve	To be used for the purchase of office equipment and future computer upgrades.
(e) Road Construction Reserve	To be used to fund road construction project cost escalation, if required.
(f) Affordable Housing Reserve	To be used to meet the requirement for affordable housing, either new or major upgrades into the future.



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PO Box 99, Woodanilling WA 6316

The Shire of Woodanilling acknowledges the Traditional Owners, Custodians, and Elders past and present.

We acknowledge the stories, traditions and living cultures of Aboriginal peoples on this land and commit to protect and maintain this important heritage.





Department of
**Local Government, Sport
and Cultural Industries**

Local government operational guidelines

CEO recruitment and selection,
performance review and termination

Local Government (Administration)
Regulations 1996

May 2022



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Preface

The Local Government Legislation Amendment Act 2019 included a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms intend to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the Local Government (Administration) Amendment Regulations 2021.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (DLGSC), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation and contribution of these representatives.

The DLGSC notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (the Act) lists several general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the State Records Act 2000 (WA).

It is a requirement that a local government gives Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered
- details of the place where applications are to be submitted
- the date and time applications close
- the duration of the proposed contract
- a web address where the JDF can be accessed
- contact details for a person who can provide further information
- any other relevant information.

To attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website
- posting on online jobs boards (e.g. SEEK)
- sharing the advertisement via professional networks
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government
- former elected members (such as a Mayor or Shire President) or staff members of another local government
- a prominent or highly regarded member of the community
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of Schedule 2 of the Local Government (Administration) Regulations 1996. A policy should include important information that outlines:

- the primary functions of the panel
- roles and responsibilities of panel members
- composition of the panel
- duration of term
- desirable criteria for appointment to the panel
- a requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role
- any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resource professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF
- development of selection criteria
- development of assessment methods in relation to the selection criteria
- drafting of the advertisement
- executive search
- preliminary assessment of the applications
- shortlisting
- drafting questions for interview
- coordinating interviews
- preparing the selection summary assessment and recommendation
- arranging for an integrity check and/or police clearance
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the Employment Agents Act 1976 (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. To manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews – as this should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of several selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect – if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee
- requesting that an applicant obtains a national police clearance as part of the application process
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria, and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance)
- quality of application
- referee reports
- verification and sighting of formal qualifications and other claims provided by the applicant
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract
- the performance review criteria
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. Advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to that particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the DLGSC and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan
- budget compliance
- organisational capability
- operational and project management
- financial performance and asset management
- timeliness and accuracy of information and advice to councillors
- implementation of council resolutions
- management of organisational risks
- leadership (including conduct and behaviour) and human resource management
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criterion. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement.

The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria
- preparing the performance agreement
- collecting performance evidence
- writing the performance appraisal report
- facilitating meetings between the performance review panel
- assisting with the provision of feedback to the CEO
- formulating plans to support improvement (if necessary)
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes
- interactions with the council and progress that has been made towards implementing the council's strategic vision

- audit and risk committee reports
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate)
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances)
- organisational survey results
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks)
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. Whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO regarding their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance
- misconduct
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all
- not following workplace policies, rules or procedures
- unacceptable conduct and behaviour at work
- disruptive or negative behaviour at work
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control
- not complying with an agreed plan to address performance issues
- failing to comply with the provisions of the Local Government Act 1995 and other relevant legislation
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government
- behaves unlawfully or corruptly
- deliberately behaves in a way that is inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the Corruption, Crime and Misconduct Act 2003
- theft
- fraud
- assault

- falsification of records
- being under the influence of drugs or alcohol at work
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the Corruption, Crime and Misconduct Act 2003 (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council.

The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a

breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Shire of Woodanilling

Adopted Standards for CEO Recruitment, Performance and Termination

ADOPTED STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Woodanilling Standards for CEO Recruitment, Performance and Termination.

2. Terms used

In these standards —

Act means the Local Government Act 1995;
additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer; contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Woodanilling;

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —
 (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and
 (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection

panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and

(3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be

employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995