

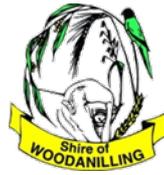
SHIRE OF WOODANILLING

**ATTACHMENT BOOKLET FOR
ORDINARY COUNCIL MEETING**

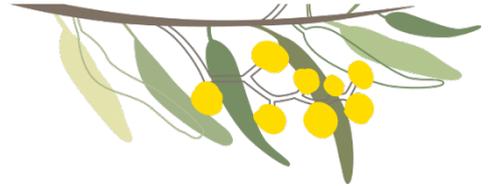
Tuesday, 18 November 2025 at 4.00pm

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- 13.1.1 List of Accounts for Payment – 31 October 2025
- 13.2.1 Monthly Financial Report 31 October 2025
- 14.1.1 Application for Flora Taking (Commercial) Licence Crown Land
- 14.2.1 Shire of Woodanilling Bush Fire Brigade Operating Procedures



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 21 October 2025

Disclaimer

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

Agendas and Minutes are available on the Shire website www.woodanilling.wa.gov.au

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ORDINARY MEETING OF COUNCIL MINUTES

1. OFFICIAL OPENING

The Chief Executive Officer as the Presiding Member opened the meeting at 4.00pm.

2. DECLARATION OF PURPOSE OF MEETING

The purpose of this meeting is to

- Swearing in of new Councillors.
- The election and swearing in the Shire President.
- The election and swearing in the Deputy Shire.
- Allocation of Councillors seating arrangements.

3. SWEARING IN OF COUNCILLORS

Councillors-elect declared an Oath of Office in the presence of Mr Ray Baxter, JP:

Councillor Russel Thomson

Councillor Sally Vermeulen

Councillor Morris Trimming

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

Cr HR Thomson	Shire President
Cr S Vermeulen	Deputy Shire President
Cr R Marshall	
Cr I Garstone	
Cr K Stephens	
Cr M Trimming	
Officers:	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Mr Ray Baxter	Justice of the Peace

Leave of Absence:

Nil

Apologies:

Nil

Observers:

Greg Smith

Dale Doulgas

Lesley Trimming

Brooke Moulden

Nick Moulden

Cathi Bessel-Browne

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1. DISCLOSURE OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

Nil.

5.2. DISCLOSURE OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

Nil.

5.3. DISCLOSURE OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

Nil.

6. ELECTION OF SHIRE PRESIDENT AND DEPUTY SHIRE PRESIDENT

6.1. ELECTION OF SHIRE PRESIDENT

The Shire President is to be elected by the Council from amongst the Councillors.

Nominations for the position of Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

At the time of the agenda preparation, no nominations for Shire President were received.

Council members are to vote on the matter by secret ballots as if they were voting at an election. The Chief Executive Officer is to declare the result and the elected Shire President is to make a declaration pursuant to Regulation 13 (3) of the *Local Government (Constitution) Regulations 1998*.

NOMINATIONS

One nomination was received for the position of Shire President and was received in writing by the Chief Executive Officer. The Chief Executive Officer called for further nominations and allowed sufficient time for further nominations. No nominations were received at the meeting.

The Chief Executive Officer declared Councillor Russel Thomson duly elected as the Shire President of the Shire of Woodanilling, term expiry October 2027.

Councillor Thomson made the following declaration of officer before Mr Ray Baxter, Justice of the Peace, who is approved witness to accept a statutory declaration.

OATHS, AFFIRMATIONS AND DECLARATIONS

In pursuant to the Local Government Act 1995, section 2.29(2). A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

I, Hugh Russel Thomson of Fowlers Road, Woodanilling having been elected to the office of President of the Shire of Woodanilling declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Woodanilling under section 5.104 of the Local Government Act 1995.

The Chief Executive Officer handed the meeting over to the newly elected Shire President.

Councillor Thomson assumed the chair as the Presiding Member.

6.2. ELECTION OF DEPUTY SHIRE PRESIDENT

The Deputy Shire President is to be elected by the Council (including the Shire President) from amongst the Councillors.

Nominations for the position of Deputy Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

At the time of the agenda preparation, no nominations for Deputy Shire President were received.

Council members are to vote on the matter by secret ballots as if they were voting at an election. The Chief Executive Officer is to declare the result and the elected Deputy Shire President is to make a declaration pursuant to Regulation 13 (3) of the *Local Government (Constitution) Regulations 1998*.

NOMINATIONS

One nomination was received for the position of Deputy Shire President and was received in writing by the Chief Executive Officer. The Shire President called for further nominations and allowed sufficient time for further nominations. No nominations were received at the meeting.

The Chief Executive Officer declared Councillor Sally Vermeulen duly elected as the Deputy Shire President of the Shire of Woodanilling, term expiry October 2027.

Councillor Sally Vermeulen made the following declaration of officer before Mr Ray Baxter, Justice of the Peace, who is approved witness to accept a statutory declaration.

OATHS, AFFIRMATIONS AND DECLARATIONS

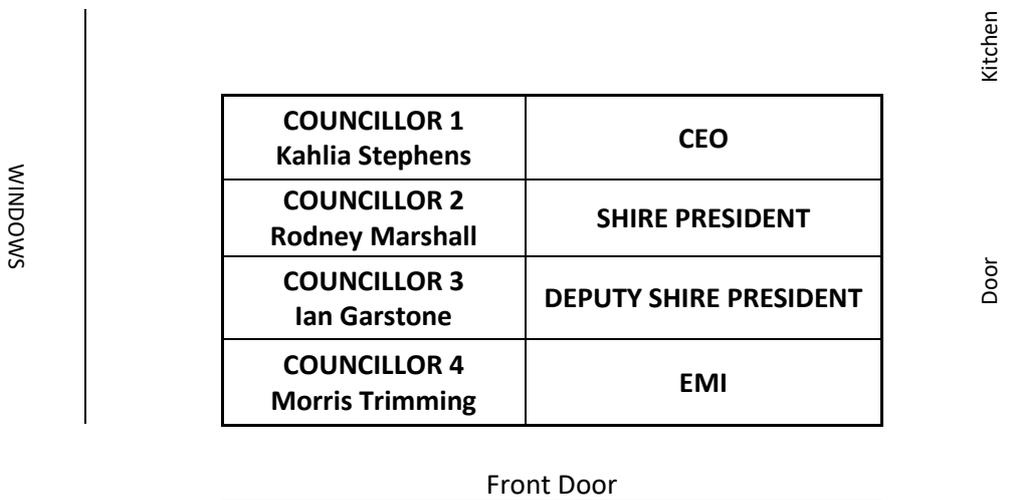
In pursuant to the Local Government Act 1995, section 2.29(2). A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

I, Sally Anne Vermeulen of 595 Queerearrup Road, Wedgecarrup having been elected to the office of Deputy President of the Shire of Woodanilling declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Woodanilling under section 5.104 of the Local Government Act 1995.

6.3. ALLOCATION OF SEATING ARRANGEMENT

Seating Positions in Council Chambers

The seating allocation for the next two years, expiring at the Local Government Elections in 2027 is as follows:



7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

Thank you, Council, for allowing me to do a question. Congratulations, Russell. I'm sure that the Shire will prosper under your leadership.

At a previous meeting that I attended here—and I'm leading up to a question—I noticed that there was a failure to declare an interest, namely a financial interest.

At that meeting, only one Councillor declared an interest

Now, there are a few options to declare an interest: you can write a note to the CEO, you can do it at the meeting, or immediately before the discussion. None of that was done.

I do believe that a declaration of interest was made afterwards, but certain factors taken into account will lead me up to—and then I'll get to the question.

If you have a family member that has an interest, if you have a financial interest, or people who you are closely associated with have an interest in a subject—according to, who is it? Local Government Act 1995—that should be declared.

Now, the problem is, failure to do so requires a mandatory reporting to the Crime and Corruption Misconduct—the CCC—actually under the Crime and Corruption Misconduct Act of 2003.

So, at that meeting, Dale Douglas failed to declare an interest. Only one person declared an interest, and people he is closely associated with—that would be the other six people—for the consortium for buying that pub. Dale and six others, one being, well, I suppose you could call a family member.

And so, with all that taken into account, my question is to the CEO:

Has it been reported to the CCC??

Cr Russel Thompson

Cr Thompson advised that the question would be taken on notice, review the meeting records, and respond accordingly.

9. PETITIONS / DEPUTATIONS / PRESENTATIONS

9.1. PRESENTATION – BEYOND NOW WOODANILLING ASSOCIATION

Presentation by Beyond Now Woodanilling Association, Presented by Cathi Bessel-Browne.

Cathi Bessel-Browne presented to Council on behalf of the Beyond Now Woodanilling Association regarding the formation, objectives and vision of the group.

The full text of the presentation, as provided by the presenter and read aloud at the meeting, is recorded below:

Good afternoon, Councillors and CEO.

My name's Cathi Bessell-Browne and I speak today on behalf of the Beyond Now Woodanilling Association - a new, incorporated, community-led body that includes representatives from the Primary School P&C, Playgroup, Men's Shed, CWA, Katanning Art & Crafts Society.

I thank you for the invite to speak today and start by offering our congratulations to Crs Thomson, Vermeulen and Trimming on election to Council.

The motivation behind creating Beyond Now is simple: to enable collaboration for the co-design solutions that embrace opportunity to the many challenges Woodanilling faces.

To design effective solutions, it's necessary to firstly define what it is you're trying to solve.

Consultation with community began 4-months ago. With one-on-one conversations we sought to understand what our community perceives to be the challenges and gauge appetite for change.

We also spoke with many beyond our shire boundaries to learn outside perceptions of Woodanilling. We invited honesty – and that was sometimes confronting.

We love Woodanilling - and what we learned was deeply worrying.

We identified many strong themes during this outreach. I share them not as criticisms – but the shared reality many of us are experiencing.

Some challenges are shared with other small rural towns:

Our near complete local economic reliance on agriculture – an industry facing pressures to decarbonise and adapt to climate change. With ongoing farm consolidation resulting in fewer local jobs and a decreasing population outside our town centre. Without complementary sectors like tourism and short-stay accommodation, our town's economy will increasingly be exposed to volatility. Shocks will hit harder, and recovery be slower.

The many retirees choosing to call Woodanilling home, coupled with continued outward migration of families and youth, has raised our median age and it's being felt by all. As one of our wonderful retirees bluntly quipped: "the town is geriatric - we need more families and young people".

Our primary school enrolments have fallen to just 5 students.

With investment activity concentrating in neighbouring centres - Katanning's mine and industrial growth, along with large-scale renewable energy infrastructure projects in Wagin, West Arthur, Williams and Narrogin, a corridor of economic development is forming that we're not part of. Travellers and workers pass by - they don't stop or settle.

This is escalating the risk of Woodanilling being sidelined in funding and services. Competing industries in nearby towns with higher liveability will make it increasingly difficult for our local farmers to attract and retain workers.

Our local social infrastructure has not kept pace with need or preference.

For at least the 20 years I've been in Woodanilling, we've known our lack of youth infrastructure was working against the need to attract and retain families and young people. In combination with population ageing, there's been steady erosion of our sports teams, community groups and volunteer pool.

Hockey and short-mat bowls are the only two remaining sport groups, and though we punch above our weight with the artists and makers in our community, we only have a single annual art exhibition to capitalise on this and no local social infrastructure to support development of this community component.

The overwhelmingly majority of our school-aged children commute to Katanning for school and sport, and our limited youth amenities mean there's little to bring them back into town after hours or on weekends. Several of our young people said they don't invite their school friends to visit them because there's nothing to do in Woodanilling.

Our recent wholehearted focus on the closure of our Tavern, has perhaps been an example of not seeing the forest for the trees. The increasing difficulties the Tavern faced each time it needed new owners, and its eventual closure, are a symptom – not a cause of challenge.

For generations pubs have the cultural centre of rural social life – however with each new generation, how we socialise has evolved. Recent research has highlighted this is part of an Australia-wide generational trend away from alcohol - with Gen Y now up to 20 times more likely than Baby Boomers to not drink alcohol at all.

While this trend may be Australia-wide – its impact has been severe in small rural towns where there's little alternative social infrastructure.

From a tourism perspective, parents in 2025 are looking for destinations capable of providing wholesome simultaneous enrichment to them and their kids.

Our Tavern is loved by all, and remains a part of local history and culture; however, both the Tavern and our town, will continue to struggle for viability unless we look beyond the single-social-hub approach and expand choice to meet modern family preferences and societal trends - providing uplift to local liveability and diversifying our economy beyond agriculture with family-focused tourism.

By making a concerted effort to evolve what we offer socially and recreationally to locals and visitors, we can create an economic environment that provides entrepreneurial opportunity. Together with surrounding towns, it's crucial for the vibrancy of our region that there be opportunities for our young people not taking on a farm or with dreams of a career outside agriculture and industry.

Woodanilling also faces a unique combination of challenges related to its location, community dynamics and history.

Our town being located off the main highway is broadly viewed as being a positive in some ways, but a serious challenge in others. To draw the necessary visitors to stimulate our town economy the quality of amenities required is that much higher than perhaps needed by towns situated directly on the highway.

Our town doesn't spark curiosity from the highway, nor does the road in look inviting. Without services or industry, our town has barely any organic pull.

Being located only 15 minutes from Katanning is seen as a positive, however movement between our two communities largely flows one direction, even when the Tavern was in full swing. There is broad concern about a lack of service outreach from Katanning, particularly amongst our retirees and carers - that some of our most vulnerable community members have difficulty accessing support and have been known to fall through the cracks. It continues to be hit and miss for new mothers in Woodanilling to receive comprehensive early childhood support, with many missing out on being included in a Mother's Group.

It's broadly felt that community cohesion is poor.

That not all voices are valued or considered, and that some loud and confident voices are dominating the shaping of our town, inadvertently resulting in others feeling disempowered, excluded, like their needs don't matter and that opportunities are being missed.

While there are a couple of tight-knit social groups, outside of these, most are feeling a level of loneliness disproportionate to location.

There's clear divide between the town's people and farmers, with a perception the latter only care about roads and the pub, and that the farmer voice has more influence in town than those who live there.

The irony me - a farmer - relaying this to you is not lost on me.

Long-time locals are perceived as wanting town to return to the way it was 25 years ago - resistant to evolution to allow our town to reflect today's community. 25-year-old answers are rarely solutions for today's challenges - a barrier to town revitalisation and newer residents feeling welcome and like they belong.

Locally, Woodanilling was already experiencing rates of anxiety and depression 32.8% higher than Katanning, and 33.6% higher than Wagin back in 2021. In the time since, we've lost even more social infrastructure, so those rates are likely now higher.

If we don't act now - risks compound and an irreversible slide that's no one's fault will likely occur - an outcome of inertia.

Beyond Now chooses to view these challenges as a call to action. For bold ideas and practical solutions. To embrace creative thinking, decisive action, and working together. To revitalise Woodanilling, secure its long-term future, and build a thriving, connected community for generations to come.

Change is inevitable – transition is a choice.

Our concept is to position Woodanilling as a distinctive rural destination. A multi-generational outdoor recreation and cultural hub offering active outdoor adventure, nature immersion, arts and culture experiences, and relaxed community events.

Our local goals are to:

- Attract and retain families by creating a town where people want to live, work, and thrive.
- Support local businesses particularly in agriculture by improving liveability, worker retention and economic diversification.
- Provide high-quality recreation, cultural, and social infrastructure that draws visitors and fosters community pride.
- Offer meaningful youth engagement, outdoor activity, and healthy lifestyle opportunities.

Our regional goals are to:

- Transition Woodanilling from a “competing satellite town” to a complementary partner in regional development.
- Support regional population growth by attracting families to both the town and the broader area—permanent settlement vs drive-in drive-out industry.
- Significant uplift to upper Great Southern and lower Wheatbelt regional liveability with accessible, high-impact recreation and cultural experiences.
- Enhance the Great Southern Highway's appeal as a scenic and engaging Perth-Albany travel route.

We strongly believe transforming Woodanilling into a vibrant outdoor recreation and cultural hub would be an effective strategic investment in economic resilience and community wellbeing.

Our proposal is to activate the former Golf Reserve and surrounding assets into a Multi-Generational Outdoor Recreation & Cultural Hub - Where adventure meets art, where nature hosts culture, and where Woodanilling becomes a “must-stop” destination for travellers and locals alike.

Our proposed development includes:

- A licensed dining venue adjoining an art gallery and creative's studio space. This would overlook
- An outdoor event space. And be surrounded by
- A large mountain bike pump track with challenge jumps,
- Art walking trails featuring murals and sculptures,
- A nature play area, and
- A redesigned 9-hole par 3 golf course.

This mix of attractions would make Woodanilling a unique "Small Town - Big Outdoors" destination - stimulating tourism, sparking new business ventures, re-engaging residents, and building a stronger, more connected community.

This project is not just a stand-alone attraction. It's designed to position Woodanilling as an essential regional partner rather than competitor by linking into the cultural, recreational, and tourism fabric of the entire Great Southern region, amplifying visitor numbers, extending stays, and creating cross-town economic benefits.

We envision long-term sustainability of the development being funded by a diversified income mix from events, recreation, hospitality, and tourism packages- plus ongoing grant leverage.

We're eager to take the first steps towards this vision.

We'd like to activate the former golf clubhouse as a Friday Night Social Hub- a friendly, welcoming spot for the community to gather, enjoy, engage in casual recreational activities such as golf, backyard cricket, and other family-friendly games, and help shape our precinct's future. A Friday night out could help make this vision a reality.

We'd like to use this social Friday Night to display early concept ideas, invite feedback, and raise seed funds to kickstart the project.

What we ask of council is the following:

1. In-principal partnership to work together on the Beyond Now Outdoor Recreation & Cultural Hub concept at the Golf Reserve (Public Recreation Reserve 11066).
2. Permission to activate the former gold clubhouse and reserve as a Friday Night Social Hub (subject to insurance requirements being met) while we work with the Shire to progress a longer-term lease of the Reserve.
3. Support to seek a change of reserve purpose/use to include "Recreation and Culture" or "Regional Open Space" to enable gallery, cultural and event use.
4. To join with us to create an informal working group consisting of 2 Councillors, CEO (or her designate), and 3 Beyond Now Woodanilling Representatives to steer community consultation, further development of our concept design brief and collaborate for funding bids.

Woodanilling's story isn't written for us. We get to write it together. If we move early, with care and collaboration, we can restore our social heart, keep our kids and grandkids engaged, and give travellers a real reason to stop, spend and tell others.

Beyond Now is ready to partner respectfully, transparently and sincerely with Council, and we thank you for considering our proposal.

Cr Russel Thompson thanked Cathi for her presentation and commended her for bringing the initiative forward. He noted that, as it is a newly elected Council, members would require some time to consider the information presented and reflect on the Association's vision

10. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

11. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

The Shire President, Cr Russel Thompson, provided a brief update on the recent Local Government Conference. He reported that discussions included positive developments around rural medicine, with funding support expected to increase. Cr Thompson noted that the future appears promising, with indications of more assistance being made available for rural medical services.

He also acknowledged the growing adoption of electronic attendance options within local government meetings.

12. CONFIRMATION OF COUNCIL MEETING MINUTES:

12.1. ORDINARY MEETING OF COUNCIL HELD 16 SEPTEMBER 2025

That the Minutes of the Ordinary Meeting of Council held 16 September 2025 be confirmed as a true and correct record of proceedings without amendment.

COUNCIL RESOLUTION – 12.1. ORDINARY MEETING OF COUNCIL HELD 16 SEPTEMBER 2025 (OCM 461/10/2025)

Moved: Cr Marshall

Seconded: Cr Garstone

That the Minutes of the Ordinary Meeting of Council held 16 September 2025 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

13. CONFIRMATION OF OTHER MEETING MINUTES:

13.1. GREAT SOUTHERN SPORT AND RECREATION GROUP MEETING HELD AUGUST 2025

That the Minutes of the Great Southern Sport and Recreation Group Meeting held August 2025 be received by Council.

COUNCIL RESOLUTION – 13.1. GREAT SOUTHERN SPORT AND RECREATION GROUP MEETING HELD AUGUST 2025 (OCM 462/10/2025)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the Great Southern Sport and Recreation Group Meeting held August 2025 be received by Council.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

13.2. STATE COUNCIL MEETING HELD 5 SEPTEMBER 2025

That the Minutes of the State Council Meeting held 5 September 2025 be received by Council.

COUNCIL RESOLUTION – 13.2. STATE COUNCIL MEETING HELD 5 SEPTEMBER 2025 (OCM 463/10/2025)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the State Council Meeting held 5 September 2025 be received by Council.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

13.3. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 18 SEPTEMBER 2025

That the Minutes of the Local Emergency Management Committee Meeting held 18 September 2025 be received by Council.

COUNCIL RESOLUTION – 13.3. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 18 SEPTEMBER 2025 (OCM 464/10/2025)

Moved: Cr Garstone

Seconded: Cr Vermeulen

That the Minutes of the Local Emergency Management Committee Meeting held 18 September 2025 be received by Council.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

13.4. WALGA ANNUAL GENERAL MEETING HELD 23 SEPTEMBER 2025

That the Minutes of the WALGA Annual General Meeting held 23 September 2025 be received by Council.

COUNCIL RESOLUTION – 13.4. WALGA ANNUAL GENERAL MEETING HELD 23 SEPTEMBER 2025 (OCM 465/10/2025)

Moved: Cr Stephens

Seconded: Cr Garstone

That the Minutes of the WALGA Annual General Meeting held 23 September 2025 be received by Council.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

14. REPORTS OF OFFICERS

Nil.

15. REGULATORY SERVICES

15.1. PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 3964 (NO. 194) SAND PLAIN ROAD, GLENCOE

File Reference	DA70
Date of Report	3 October 2025
Responsible Officer	Anika Serer
Author of Report	Steve Thompson
Disclosure of any Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>).
Voting Requirement	Simple Majority
Attachments	Attachment 15.1.1 - Location Plan Attachment 15.1.2 - Information from applicant

BRIEF SUMMARY

To consider an application for development approval to construct telecommunications infrastructure at Lot 3964 (No. 194) Sand Plain Road, Glencoe (the 'site').

BACKGROUND

The applicant, Ventia Pty Ltd, on behalf of Amplitel Pty Ltd (part of the Telstra group), seek development approval for telecommunications infrastructure (50m high lattice tower and ancillary development) to improve telecommunication services. This project is part of a Government-funded mobile blackspot program.

The site's location is outlined in Attachment 15.1.1 which is approximately 22kms directly north-east of Woodanilling. The site is on the corner of Katanning-Dumbleyung Road and Sand Plain Road. The site is 404.4216 hectares in area.

The proposed works include a 50m high lattice tower, six panel antennas on a triangular headframe, one equipment shelter not more than 3m high with a base area of not more than 7.5m² at the base of the tower and ancillary equipment. The existing fencing will be replaced with new compound security fencing and 3m wide double access gates. Access will be from Katanning-Dumbleyung Road. The tower is located approximately 43m from the Sand Plains Road property boundary, is setback approximately 23m from Katanning-Dumbleyung Road and approximately 7m from the Katanning-Dumbleyung Road property boundary.

Details submitted by the applicant are set out in Attachment 15.1.2. This provides extensive background information including the proposal, the site, Planning Assessment Report, regulatory framework and supporting plans.

The Shire administration invited comment on the Development Application for a 21 day period through placing details on the Shire website, writing to neighbours within 1km of the tower and seeking advice from the bushfire chief/local brigade. The Shire received no submissions on the Development Application.

The site is zoned 'Regional Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1* (Scheme). Telecommunications infrastructure is a 'D' (discretionary) use in the Regional Rural zone. Section 3.3.2 of the Scheme states that 'D' use 'means that the use is not permitted unless the local government has exercised its discretion by granting development approval'.

The Scheme sets out the following definition:

"telecommunications infrastructure" means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network;

The Scheme sets a building setback standard of 20m from property boundaries for the Regional Rural zone. Section 4.11.7 of the Scheme states 'The development of non-rural uses in the Regional Rural Zone is required to be set well back from roads and screened from public view to the satisfaction of the Local Government.' The Scheme also includes provisions that enable variations to site and development standards including setbacks.

COMMENT

Following assessment of the application against the Scheme, relevant considerations in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the submitted information, it is concluded that the Development Application for the proposed telecommunications infrastructure should be conditionally approved. The reasons for this include:

- There are no significant environmental, cultural heritage or social impacts;
- The nearest residence is approximately 1km from the telecommunication infrastructure;
- No objections were received from neighbours or other stakeholders;
- The Development Application complies with *State Planning Policy 5.2 Telecommunications Infrastructure*;
- The Development Application is considered consistent with the Scheme; and
- The required mobile telecommunication service provided by this proposed infrastructure is important to the local community and to the district.

While noting the above, some considerations with the Development Application include:

1. The proposed telecommunications infrastructure will have some localised visual impacts.
2. The applicant seeks a reduced setback of 7m from the Katanning-Dumbleyung Road property boundary compared to the Scheme's setback standard of 20m.
3. It is acknowledged that some people are concerned about the possible health effects of electromagnetic energy from mobile phone base stations. The Australian Communications and Media Authority requires all telecommunications providers to strictly adhere to Commonwealth legislation and associated regulations regarding mobile phone facilities and equipment. The submitted EME report states that the maximum calculated electromagnetic energy level from the site will be 0.30% of the public exposure limit which is substantially within the allowable limit under the standard.
4. Given the telecommunication infrastructure is proposed to be constructed in a bushfire prone area, the Shire suggests the development approval includes a condition requiring establishment and maintenance of an asset protection zone (low fuel area) around the infrastructure and to include an advice note that the infrastructure is located in a bush fire prone area.

STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005 and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act and Regulations. The planning framework is extensive relating to telecommunication facilities and this Development Application including:

- *Telecommunications Act 1997*;
- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *State Planning Policy 2.5 Rural Planning*;
- *State Planning Policy 5.2 Telecommunications Infrastructure*;
- *Shire of Woodanilling Local Planning Scheme No. 1*; and
- The area proposed for the telecommunications infrastructure is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

POLICY IMPLICATIONS

Nil as covered by *State Planning Policy 5.2 Telecommunication Infrastructure*.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

STRATEGIC IMPLICATIONS

Enhanced communications is critical to the district.

CONSULTATION/COMMUNICATION

The Shire has undertaken consultation on the Development Application as outlined above.

RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a risk to the Shire's reputation should it be seen as not supporting actions agreed to by the Alliance of Central Great Southern Councils. Therefore, it is assessed that the risk is "Low" as reflected below.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	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

Simple Majority

OFFICER'S RECOMMENDATION

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for telecommunication infrastructure (50m high lattice tower and ancillary development) at Lot 3964 on Deposited Plan 113659 (No. 194) Sand Plain Road, Glencoe subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
4. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

Advice Notes:

- A) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.

- B) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

COUNCIL RESOLUTION – 15.1. PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 3964 (NO. 194) SAND PLAIN ROAD, GLENCOE (OCM 466/10/2025)

Moved: Cr Vermeulen

Seconded: Cr Marshall

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for telecommunication infrastructure (50m high lattice tower and ancillary development) at Lot 3964 on Deposited Plan 113659 (No. 194) Sand Plain Road, Glencoe subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
4. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

Advice Notes:

A) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.

B) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

16. INFRASTRUCTURE SERVICES

Nil.

17. CORPORATE SERVICES

17.1.LIST OF ACCOUNTS FOR PAYMENT – 30 SEPTEMBER 2025

File Reference	ADM0066
Date of Report	15 October 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance 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	Simple Majority
Attachments	Attachment 17.1.1 – List of Accounts for Payment – 30 September 2025

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 September 2025, as required under the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 17.1.1**.

Payments up to 30 September 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$36,939.12
Cheque Payments	Municipal	\$0.00
EFT Payments #7954 to #8008	Municipal	\$113,697.27
Sub Total	Municipal	\$150,363.39
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$150,363.39

STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*

- (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee’s name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
 - and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

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

There are no community engagement implications that have been identified as a result of this report or recommendation.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	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

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$150,636.39 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 September 2025, as contained within **Attachment 17.1.1.**

COUNCIL RESOLUTION – 17.1. LIST OF ACCOUNTS FOR PAYMENT – 30 SEPTEMBER 2025 (OCM 467/10/2025)

Moved: Cr Garstone

Seconded: Cr Stephens

That Council accepts the list of accounts and details of the credit card amounts, totalling \$150,636.39 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 September 2025, as contained within **Attachment 17.1.1.**

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

17.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2025
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File Reference	ADM0066
Date of Report	16 October 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	DL Consulting
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	Simple Majority
Attachments	Attachment 17.2.1 – Monthly Financial Report 30 September 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 30 September 2025 is presented for Council's consideration.

BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 30 September 2025 shows a closing surplus of \$1,851,969.

STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Financial Consultant/Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 17.2.1**.

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

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	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

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 30 September 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 17.2.1**.

COUNCIL RESOLUTION – 17.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2025 (OCM 468/10/2025)

Moved: Cr Marshall

Seconded: Cr Garstone

That Council receive the Monthly Financial Report for the period of 30 September 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 17.2.1**.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

18. COMMUNITY SERVICES

19. OFFICE OF CEO

19.1.COUNCIL AND EXTERNAL COMMITTEES OCTOBER 2025

File Reference	Various
Date of Report	13 October 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, 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 19.1.1 – List of Committees – 2025

BRIEF SUMMARY

To appoint elected members as delegates to various committee/advisory groups/organisations run or managed by external organisations, or organisations where the Shire has a social, economic or financial interest.

The combined document with the list of committees/advisory groups/working groups are contained in Attachment 1.

BACKGROUND/COMMENT

Following the Local Government Elections on 18 October 2025, all previous Committee member and Council delegate positions become vacant requiring nominations for the various positions on the Committees.

The current list of delegates is listed on the following committees/advisory groups/working groups require an appointment to be made:

Standing Committees of Council:

Audit, Risk and Improvement Committee	All Councillors
---------------------------------------	-----------------

Other Committees/Advisory Groups/Working Groups:

Committee	Meeting Schedule	Delegate 1	Delegate 2	Proxy
Transport, Plant & Works	Twice per year	Cr Thomson (Chair)	Cr Douglas Cr Garstone Cr Marshall	Cr Stephens
Community Development	Twice per year	Cr Douglas (Chair)	Cr Stephens Cr Smith Cr Marshall	As required
GS Zone (WALGA)	Quarterly	Cr Douglas	Cr Thomson	Cr Smith Cr Stephens
Great Southern Regional Road Group	Twice per year	Cr Douglas	Cr Thomson	Cr Douglas (Subgroup)
4WDL VROC	Quarterly	Cr Douglas	Cr Marshall	
Great Southern Regional Recreation Advisory Group	Quarterly	Cr Stephens		Cr Garstone

Great Southern Treasures	Quarterly	Cr Douglas		Cr Smith
Local Emergency Management Committee	Quarterly	Cr Douglas		Cr Thomson
Woodanilling Bush Fire Advisory Committee	Twice per year	Cr Garstone		Cr Douglas
Wagin Woodanilling Landcare Zone	Quarterly	Cr Garstone	Community Member – Annabel Pauley	Cr Stephens
Woodanilling Sports & Recreation Centre	As required	Cr Marshall (Observer)		Cr Stephens Cr Smith
Development Assessment Panel	As required	As required Cr Garstone	As required Cr Douglas	
Great Southern VROC	Quarterly	Cr Douglas		

The terms will be for the period until the next Election period in 2027.

STATUTORY/LEGAL IMPLICATIONS

Representation on external organisations or groups in an official Shire capacity is specifically referenced under section 5.8 of the *Local Government Act 1995*, with the exception of the Development Assessment Panel where the appointment is conducted under Regulation 25 and 26 of the *Planning and Development (Development Assessment Panels) Regulations, 2011*.

Further, it should be noted that a Councillor appointed as a delegate to an external Committee, Advisory Group or other organisation in an official capacity is required to:

1. Adhere to the record keeping requirements set out as the *State Records Act 2000*; and
2. Report to Council on a regular basis about the activities of the Committee/Advisory Group/Other organisation.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

STRATEGIC IMPLICATIONS

Strategic Community Plan Pillar 3

Civic Leadership

- Good Governance
- Leadership Development
- Strategic Planning and Accountability

CONSULTATION/COMMUNICATION

No consultation has occurred for this item.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that Council is required by legislation to provide representation or delegates for certain Committees and Memberships.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	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, subject to all members accepting their positions, Council, endorses the appointments listed below:

Standing Committees of Council:

Audit, Risk and Improvement Committee	Presiding Member Cr Thomson All Councillors
---------------------------------------	--

Other Committees/Advisory Groups/Working Groups:

Committee	Meeting Schedule	Delegate 1	Delegate 2	Proxy
Transport, Plant & Works	Twice per year	Cr Thomson (Chair)	Cr Marshall Cr Garstone Cr Trimming	As required
Community Development	Twice per year	Cr Vermeulen (Chair)	Cr Stephens Cr Marshall Cr Trimming	As required
GS Zone (WALGA)	Quarterly	Cr Thomson	Cr Vermeulen	Cr Stephens CEO
Great Southern Regional Road Group	Twice per year	Cr Thomson	Cr Trimming	Cr Thomson (Subgroup)
4WDL VROC	Quarterly	Cr Thomson	Cr Stephens	

Great Southern Regional Recreation Advisory Group	Quarterly	Cr Vermeulen		Cr Garstone
Great Southern Treasures	Quarterly	Cr Trimming		Cr Stephens
Local Emergency Management Committee	Quarterly	Cr Marshall		Cr Garstone
Woodanilling Bush Fire Advisory Committee	Twice per year	Cr Garstone		Cr Vermeulen
Wagin Woodanilling Landcare Zone	Quarterly	Cr Garstone	Community Member – Annabel Pauley	Cr Vermeulen
Woodanilling Sports & Recreation Centre	As required	Cr Marshall (Observer)		
Development Assessment Panel	As required	Cr Thomson Cr Marshall	Cr Vermeulen Cr Garstone	
Great Southern VROC (GSVROC)	Quarterly	Cr Vermeulen		Cr Stephens Cr Marshall

COUNCIL RESOLUTION – 19.1. COUNCIL AND EXTERNAL COMMITTEES OCTOBER 2025 (OCM 469/10/2025)

Moved: Cr Stephens

Seconded: Cr Garstone

That, subject to all members accepting their positions, Council, endorses the appointments listed below:

Standing Committees of Council:

Audit, Risk and Improvement Committee	Presiding Member Cr Thomson All Councillors
---------------------------------------	--

Other Committees/Advisory Groups/Working Groups:

Committee	Meeting Schedule	Delegate 1	Delegate 2	Proxy
Transport, Plant & Works	Twice per year	Cr Thomson (Chair)	Cr Marshall Cr Garstone Cr Trimming	As required
Community Development	Twice per year	Cr Vermeulen (Chair)	Cr Stephens Cr Marshall Cr Trimming	As required
GS Zone (WALGA)	Quarterly	Cr Thomson	Cr Vermeulen	Cr Stephens CEO

Great Southern Regional Road Group	Twice per year	Cr Thomson	Cr Trimming	Cr Thomson (Subgroup)
4WDL VROC	Quarterly	Cr Thomson	Cr Stephens	
Great Southern Regional Recreation Advisory Group	Quarterly	Cr Vermeulen		Cr Garstone
Great Southern Treasures	Quarterly	Cr Trimming		Cr Stephens
Local Emergency Management Committee	Quarterly	Cr Marshall		Cr Garstone
Woodanilling Bush Fire Advisory Committee	Twice per year	Cr Garstone		Cr Vermeulen
Wagin Woodanilling Landcare Zone	Quarterly	Cr Garstone	Community Member – Annabel Pauley	Cr Vermeulen
Woodanilling Sports & Recreation Centre	As required	Cr Marshall (Observer)		
Development Assessment Panel	As required	Cr Thomson Cr Marshall	Cr Vermeulen Cr Garstone	
Great Southern VROC (GSVROC)	Quarterly	Cr Vermeulen		Cr Stephens Cr Marshall

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming
Against: Nil

20. CONFIDENTIAL REPORTS

Nil.

21. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

22. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

23. CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 4.48pm.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the

Presiding Member –

.....

Date.....

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 OCTOBER 2025

Attachment 13.1.1

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT8009	17/10/2025	WA Contract Ranger Services	Ranger Services- September 2025	\$1,045.00
EFT8010	17/10/2025	Kojonup BMC Embroidery	1x Size 8 JBS Podium Ladies Jacket, 2 x Size 10 Ladies Polos, 1 x Size 10 Chino Pants, 14 x Bisley Light Weight Drill Pants, 2 x Sixe 14 Bisley Ladies Work Pants & 16 x HiVis Polo Shirts- Shire Office & Depot Uniforms	\$1,889.00
EFT8011	17/10/2025	Hersey's Safety Pty Ltd	2 x Oliver Zip Boots, Composite Safety Toe (Black) Size 10 & 10.5- Depot	\$424.60
EFT8012	17/10/2025	Hunter Mechanical Services Pty Ltd	B Service- WO 007 & WO 013, Fit RH mirror- WO 005, Test and replace battery- WO 026, Fuel Trailer Inspections- WO 1884, WO 1885, WO 1886, WO 1667, WO 1761 & 1TGJ 026	\$4,628.44
EFT8013	17/10/2025	City of Kalamunda	Building Services- 1st February 2025 to 24th July 2025	\$782.92
EFT8014	17/10/2025	Price Consulting Group	Facilitation and development of CEO Probation Review, Development of CEO Performance Criteria	\$7,150.00
EFT8015	17/10/2025	SupaGas Pty Limited	3 x LPG 45kg Gas Bottle Rental Service Charge- Shire Office	\$49.50
EFT8016	17/10/2025	Lawfirst Pty Ltd T/AS Bennett	Professional Advice- HR	\$893.75
EFT8017	17/10/2025	ATO	BAS August 2025	\$35,476.00
EFT8018	17/10/2025	Katanning Stock & Trading	Hose Joiners, Clamps and Connectors- Cenetary Park	\$20.80
EFT8019	17/10/2025	WALGA	2025/2026 Annual Subscription- Great Southern Country Zone	\$550.00
EFT8020	17/10/2025	Great Southern Fuel Supplies	Statement- September 2025	\$9,619.21
EFT8021	17/10/2025	Goodyear Autocare Wagin	Remove and Fit 1 x 17.5r25 TRJ4000 tube and valve, Major Repair on 17.5r25 tyre- WO 005	\$1,445.40
EFT8022	17/10/2025	State Library of Western Australia	Better Beginnings 2025-2026	\$38.50
EFT8023	17/10/2025	PCS	Showed EA internal correspondence records access, Monthly fee for Daily Monitoring, Management and Resolution of Diaster Recovery Option- September 2025	\$127.50
EFT8024	17/10/2025	Albany Best Office Systems	Photocopier Count- 1,443 copies of Black/White, 3,466 copies of Colour- 20/8/2025 to 20/9/2025	\$629.98
EFT8025	17/10/2025	Great Southern Waste Disposal	Removal of household rubbish- 25/7/2025 to 29/8/2025, Removal of recycling rubbish- 8th & 22nd August 2025	\$4,248.62
EFT8026	24/10/2025	Edge Planning & Property	Planning Services for September 2025 (5.5hrs @ \$147.00 per hour)	\$889.35
EFT8027	24/10/2025	Team Global Express Pty Ltd	Freight- Herseys Safety	\$68.60
EFT8028	24/10/2025	BGL Solutions	Mow Oval and small lawns- October 2025- Rec Centre Oval	\$4,406.02
EFT8029	24/10/2025	The Woody Shop	6 x 100 stamp boxes- Rates & Shire Office	\$1,454.86
EFT8030	24/10/2025	Nutrien Ag Solutions-Katanning	2 x 45kg Gas Bottles- 3327 Robinson Road	\$472.80
EFT8031	24/10/2025	APPS Plumbing and Gas Wagin	Replace corroded and leaking solar water heater with heat pump water heater- 3327 Robinson Road. Repair leaking hot water pipe- 13 Cardigan St	\$4,407.60
EFT8032	24/10/2025	Katanning Stock & Trading	1 x Watering Can- Depot	\$34.25
EFT8033	24/10/2025	Shire of Katanning	CESM Cost Sharing- 1/1/2025 to 31/3/2025, 1/4/2025 to 30/6/2025, 1/7/2025 to 30/9/2025	\$11,782.08

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 OCTOBER 2025**

Attachment 13.1.1

EFT8034	24/10/2025	Department of Local Government, Industry Regulation & Safety	BSL September 2025	\$1,805.25
EFT8035	30/10/2025	West Australian Newspaper	2025/2026 Bushfire Directory Advertisement	\$250.00
EFT8036	30/10/2025	ABA Security & Electrical	Monitoring of security alarm system- 25/9/2025 to 24/12/2025	\$132.00
EFT8037	30/10/2025	Harcher Distributors SouthWest	2 x Aerogard Spray Bottles, 15 x 100ml tube of Maxiblock SPF50+, 100 x 240L Bin Liners, 10 x 25pk 82L Bin Liners- Depot	\$225.85
EFT8038	30/10/2025	Cynthia Pearce	Pre- Season FCO group training refreshments	\$262.00
EFT8039	30/10/2025	Darren Long Consulting	Finalise monthly budget estimates and upload to SynergySoft, Prepare Annual Financial and Audit workpapers, Prepare August Monthly Financial Report, Payroll Review, Prepare Long Term Financial Plan Template- September 2025	\$11,583.00
EFT8040	30/10/2025	Salty Creek Electrical	Remove roof tiles to access HWS, cable run into eaves and down wall in conduit, Installed 15A weather proof GPO, Replace circuit breaker in baord with 16A RCBO and change wiring to suit- 3327 Robinson Road	\$476.34
EFT8041	30/10/2025	Woolworths Group Limited	Refreshments- Art Exhibition Opening Night- September 2025	\$430.40
EFT8042	30/10/2025	ATO	BAS- September 2025	\$32,252.55
EFT8043	30/10/2025	LGISWA	LGIS Insurance- 2nd Instalment 30/6/2025 to 30/6/2026	\$71,649.15
EFT8044	30/10/2025	PCS	Preconfigure and setup 1 x HP Desktop Mini for cashier PC	\$1,690.00
EFT8045	30/10/2025	Katanning Hardware	1 x 20litre Heavy Duty Truck Wash- Depot	\$162.92

EFT Total Payments	\$213,454.24
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Cheque Payments

Total Cheque Payments	\$0.00
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Direct Debit Payments

DD6293.1	01/10/2025	Aware Super	Superannuation contributions	\$388.14
DD6293.2	01/10/2025	REI Super	Superannuation contributions	\$606.73
DD6293.3	01/10/2025	Colonial Select Personnel Super	Superannuation contributions	\$245.83
DD6293.4	01/10/2025	REST	Superannuation contributions	\$474.18
DD6293.5	01/10/2025	Australian Super	Payroll deductions	\$1,051.74
DD6293.6	01/10/2025	Spirit Super	Superannuation contributions	\$100.45
DD6293.7	01/10/2025	Prime Super	Superannuation contributions	\$110.24
DD6293.8	01/10/2025	MLC Master Key Super Fundamentals	Superannuation contributions	\$187.89
DD6295.1	08/10/2025	Aware Super	Superannuation contributions	\$367.22
DD6295.2	08/10/2025	REI Super	Superannuation contributions	\$606.73
DD6295.3	08/10/2025	Colonial Select Personnel Super	Superannuation contributions	\$245.83
DD6295.4	08/10/2025	REST	Superannuation contributions	\$521.46
DD6295.5	08/10/2025	Australian Super	Payroll deductions	\$1,082.77
DD6295.6	08/10/2025	Spirit Super	Superannuation contributions	\$158.72
DD6295.7	08/10/2025	Prime Super	Superannuation contributions	\$110.24
DD6295.8	08/10/2025	MLC Master Key Super Fundamentals	Superannuation contributions	\$187.89
DD6297.1	15/10/2025	Aware Super	Superannuation contributions	\$420.33
DD6297.2	15/10/2025	REI Super	Superannuation contributions	\$606.73
DD6297.3	15/10/2025	Colonial Select Personnel Super	Superannuation contributions	\$245.82
DD6297.4	15/10/2025	REST	Superannuation contributions	\$527.14

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 OCTOBER 2025**

Attachment 13.1.1

DD6297.5	15/10/2025 Australian Super	Payroll deductions	\$1,066.98
DD6297.6	15/10/2025 Spirit Super	Superannuation contributions	\$166.97
DD6297.7	15/10/2025 Prime Super	Superannuation contributions	\$180.38
DD6297.8	15/10/2025 MLC Master Key Super Fundamentals	Superannuation contributions	\$187.89
DD6305.1	14/10/2025 Message4U Pty Ltd	SMS Messaging Outbound, 1740 units- 1/9/2025 to 30/9/2025, Monthly Access Fee- 1/10/2025 to 31/10/2025	\$198.79
DD6305.2	14/10/2025 Telstra Limited	Mobile Distribution- Call Charges to 24/9/2025, Service Charges- 25/9/2025 to 24/10/2025- CEO, EMI, LH & TM	\$442.87
DD6305.3	15/10/2025 Connect Technology Australia	Landline Distribution- Call Charges 28/8/2025 to 27/9/2025, Mobile Access Fee- 28/9/2025 to 27/10/2025	\$433.95
DD6306.1	06/10/2025 NAB - Credit Card	Statement- September 2025	\$965.74
DD6307.1	22/10/2025 ClickSuper	Transaction & Facility Fee- September 2025	\$17.38
DD6307.2	24/10/2025 Synergy	Power Usage- 25/8/2025 to 24/9/2025- Street Lighting	\$704.69
DD6310.1	22/10/2025 Aware Super	Superannuation contributions	\$393.45
DD6310.2	22/10/2025 REI Super	Superannuation contributions	\$606.73
DD6310.3	22/10/2025 Colonial Select Personnel Super	Superannuation contributions	\$245.83
DD6310.4	22/10/2025 REST	Superannuation contributions	\$481.11
DD6310.5	22/10/2025 Australian Super	Payroll deductions	\$1,051.74
DD6310.6	22/10/2025 Spirit Super	Superannuation contributions	\$139.23
DD6310.7	22/10/2025 Prime Super	Superannuation contributions	\$180.38
DD6310.8	22/10/2025 MLC Master Key Super Fundamentals	Superannuation contributions	\$187.89
DD6319.1	15/10/2025 3E Advantage Pty Limited	Ricoh IMP3500 MFP Photocopier Rental- October 2025	\$165.00
DD6323.1	29/10/2025 Aware Super	Superannuation contributions	\$394.58
DD6323.2	29/10/2025 REI Super	Superannuation contributions	\$606.73
DD6323.3	29/10/2025 Colonial Select Personnel Super	Superannuation contributions	\$255.74
DD6323.4	29/10/2025 REST	Superannuation contributions	\$513.98
DD6323.5	29/10/2025 Australian Super	Payroll deductions	\$1,051.74
DD6323.6	29/10/2025 Spirit Super	Superannuation contributions	\$102.40
DD6323.7	29/10/2025 Prime Super	Superannuation contributions	\$180.38
DD6323.8	29/10/2025 MLC Master Key Super Fundamentals	Superannuation contributions	\$187.89
DD6330.1	29/10/2025 Water Corporation	Water Service Charge- 1/9/2025 to 31/10/2025- Unit 1 Salmon Gums	\$917.01

Total Direct Debit Payments **\$20,273.53**

Municipal Account List of Payments Total **\$233,727.77**

Credit Card Details - DD6306.1

Date	Name	Description	
02/09/2025	Adobe	Subscription- 31/8/2025 to 30/9/2025	\$265.96
16/09/2025	Woolworths	Refreshments- Council Meeting	\$38.25
16/09/2025	BWS Liquor	Refreshments- Council Meeting	\$20.00
18/09/2025	Starlink	Subscription- 16/8/2025 to 16/9/2025- Shire Office, Depot & Council Chambers	\$139.00
26/09/2025	Woolworths	Refreshments- Art Exhibition Opening Night	\$35.00
26/09/2025	BWS Liquor	Refreshments- Art Exhibition Opening Night	\$172.00
29/09/2025	Kowalds News & Glasshouse	Stationery- Art Exhibition Opening Night	\$8.53
29/09/2025	Starlink	Subscription- 25/9/2025 to 25/10/2025- 3327 Robinson Road	\$139.00
29/09/2025	Starlink	Subscription- 25/9/2025 to 25/10/2025- 3340 Robinson Road	\$139.00
29/09/2025	NAB	Credit Card Fee- September 2025	\$9.00

Credit Card TOTAL on DD6306.1 **\$965.74**

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 OCTOBER 2025

Attachment 13.1.1

Great Southern Fuel Supplies- EFT8020

Date	Name	Description	
03/09/2025	Great Southern Fuel- Inv D2225840 (Raised on Purchase Order)	Bulk Fuel Diesel- 3300 litres @ \$1.51713 ex GST	\$5,507.18
18/09/2025	Great Southern Fuel- Inv D2228640 (Raised on Purchase Order)	Bulk Fuel Diesel- 2200 litres @ \$1.52622 ex GST	\$3,693.45
30/09/2025	Great Southern Fuel	Fuel Card Purchases- WO 00	\$418.58

Great Southern Fuel Supplies TOTAL on EFT8020 \$9,619.21

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

Anika Serer
Chief Executive Officer



SHIRE OF WOODANILLING

MONTHLY FINANCIAL REPORT

31 OCTOBER 2025

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**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2025**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 OCTOBER 2025

Prepared by: Darren Long (Finance Consultant)

Reviewed by: Anika Serer (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.

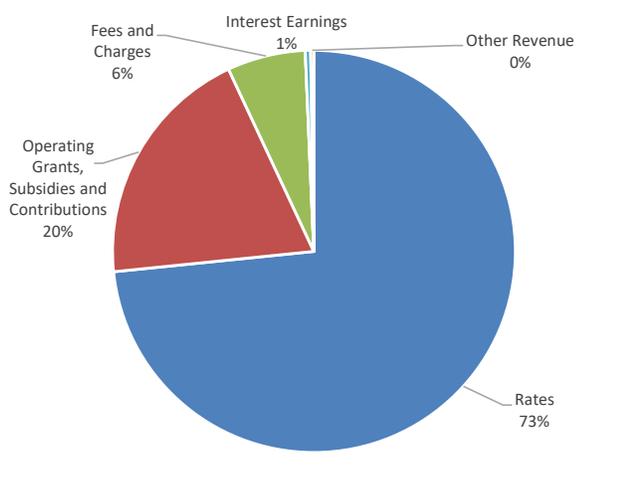
ROUNDING OFF FIGURES

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

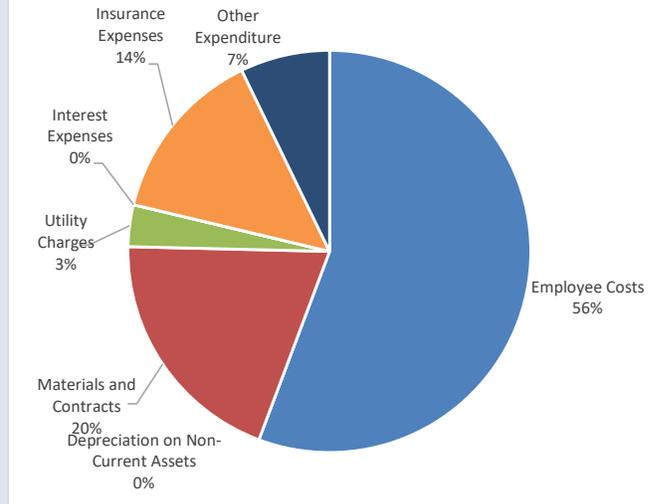
**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2025**

SUMMARY GRAPHS

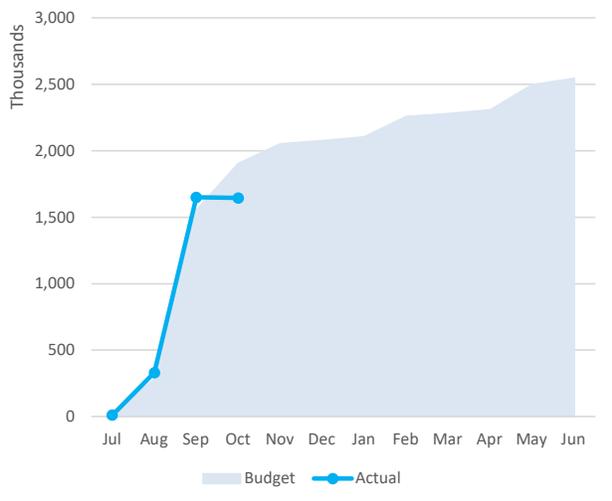
OPERATING REVENUE



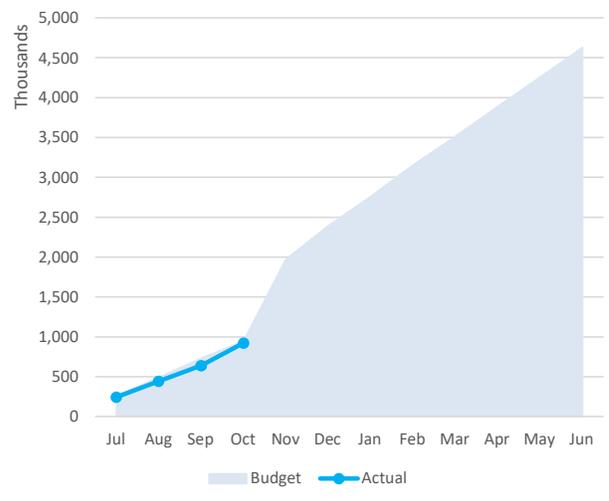
OPERATING EXPENSES



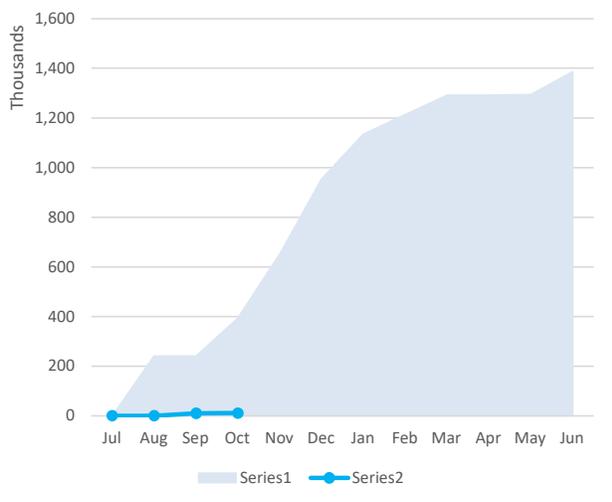
OPERATING REVENUE - Budget-v-YTD Actual



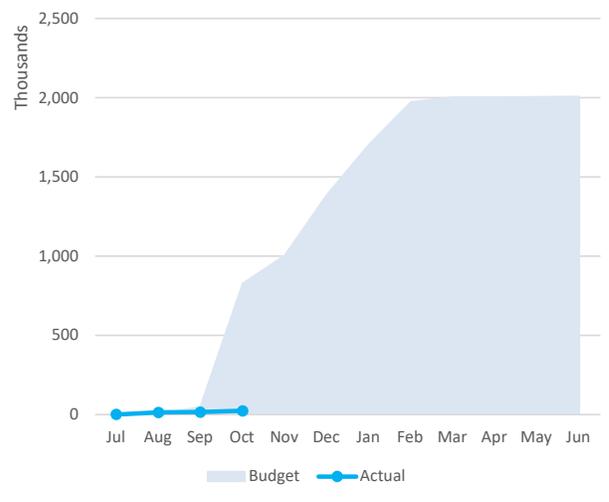
OPERATING EXPENSES - Budget-v-YTD Actual



CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2025**

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 31 OCTOBER 2025

Attachment 13.2.1

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$		\$
General Purpose Funding	(41,005)	(12,482)	(8,532)
Governance	(283,101)	(76,325)	(160,830)
Law, Order, Public Safety	(165,223)	(67,875)	(42,973)
Health	(57,403)	(20,881)	(11,968)
Education and Welfare	(98,259)	(14,612)	(13,153)
Housing	(100,235)	(17,981)	(19,231)
Community Amenities	(292,563)	(88,258)	(65,569)
Recreation and Culture	(333,517)	(84,545)	(110,846)
Transport	(3,138,544)	(516,628)	(576,406)
Economic Services	(118,301)	(43,773)	(17,557)
Other Property and Services	(2,031)	(3,770)	104,259
Operating Expenses	(4,630,182)	(947,130)	(922,807)
REVENUE			
General Purpose Funding	2,017,739	1,628,964	1,342,315
Governance	9,605	0	9
Law, Order, Public Safety	38,645	9,674	22,421
Health	318	0	0
Education and Welfare	61,980	20,652	19,362
Housing	17,640	5,876	5,548
Community Amenities	67,660	62,798	61,915
Recreation and Culture	4,190	3,886	11,823
Transport	237,575	158,118	141,582
Economic Services	71,560	6,630	3,286
Other Property & Services	18,344	6,489	36,722
Operating Revenue	2,545,256	1,903,087	1,644,984
Sub-Total	(2,084,926)	955,957	722,177
NON-OPERATING REVENUE			
General Purpose Funding	0	0	0
Community Amenities	160,426	0	11,299
Transport	920,000	318,673	0
Total Non-Operating Revenue	1,080,426	318,673	11,299
PROFIT/(LOSS) ON SALE OF ASSETS			
Governance Profit	0	0	0
Governance Loss	0	0	0
Total Profit/(Loss)	0		0
NET RESULT	(1,004,500)	1,274,630	733,476
Other Comprehensive Income			
Changes on revaluation of non-current assets	0		0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,004,500)	1,274,630	733,476

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2025**

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 31 OCTOBER 2025

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL
Expenses			
Employee Costs	(1,413,538)	(446,396)	(513,965)
Materials and Contracts	(891,460)	(238,908)	(181,516)
Utility Charges	(143,745)	(47,381)	(30,936)
Depreciation on Non-Current Assets	(1,826,361)	(1,088)	0
Interest Expenses	0	0	0
Insurance Expenses	(130,324)	(130,275)	(130,271)
Other Expenditure	(224,754)	(83,082)	(66,118)
Operating Expenses	(4,630,182)	(947,130)	(922,807)
Revenue			
Rates	1,208,737	1,208,737	1,207,098
Operating Grants, Subsidies and Contributions	982,772	569,383	323,226
Fees and Charges	316,082	118,196	103,405
Service Charges	0	0	0
Interest Earnings	28,660	5,103	6,865
Other Revenue	9,005	1,668	4,390
Operating Revenue	2,545,256	1,903,087	1,644,984
Sub-total	(2,084,926)	955,957	722,177
Non-Operating Grants, Subsidies & Contributions	1,080,426	318,673	11,299
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
Non-Operating Revenue	1,080,426	318,673	11,299
Net Result	(1,004,500)	1,274,630	733,476
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,004,500)	1,274,630	733,476

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 31 OCTOBER 2025

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	VARIANCE \$ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE						
Rates other than General Rates	(31,381)	(31,381)	(33,021)	Within Threshold	Within Threshold	
Operating Grants, Subsidies and Contributions	982,772	569,383	323,226	(246,157)	(43.23%)	▼
Fees and Charges	316,082	118,196	103,406	(14,790)	(12.51%)	▼
Interest Earnings	28,660	5,103	6,865	Within Threshold	34.53%	
Other Revenue	9,005	1,668	4,390	Within Threshold	163.19%	
Profit on the disposal of assets	0	0	0	Within Threshold	0%	
	1,305,138	662,969	404,866			
LESS OPERATING EXPENDITURE						
Employee Costs	(1,413,538)	(446,396)	(513,966)	(67,570)	15.14%	
Materials and Contracts	(891,460)	(238,908)	(181,517)	57,391	(24.02%)	
Utility Charges	(143,745)	(47,381)	(30,936)	16,445	(34.71%)	
Depreciation on Non-Current Assets	(1,826,361)	(1,088)	0	Within Threshold	(100.00%)	
Interest Expenses	0	0	0	Within Threshold	0%	
Insurance Expenses	(130,324)	(130,275)	(130,271)	Within Threshold	Within Threshold	
Other Expenditure	(224,754)	(83,082)	(66,118)	16,964	(20.42%)	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
	(4,630,182)	(947,130)	(922,808)			
Amount Attributable to Operating Activities	(3,325,044)	(284,161)	(517,942)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Movement in Employee Benefits (Non-current)	0	0	0			
Movement in Current LSL (Added Back)	0	0	0			
Movement in Deferred Pensioners (Non-current)	0	0	0			
Movement in LG House Unit Trust	0	0	0	0		
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	1,826,361	1,088	0	(1,088)	(100.00%)	
	1,826,361	1,088	0			
Sub Total	(1,498,683)	(283,073)	(517,942)			
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(15,000)	0	0	Within Threshold	0.00%	
Purchase Plant and Equipment	(255,000)	(255,000)	0	255,000	100.00%	
Purchase Furniture and Equipment	0	0	0	Within Threshold	0%	
Infrastructure Assets - Roads	(1,544,404)	(549,202)	(6,015)	543,187	98.90%	
Infrastructure Assets - Drainage	(39,000)	(19,500)	(3,200)	16,300	83.59%	
Infrastructure Assets - Other	(142,374)	0	(11,299)	(11,299)	0.00%	
Inflows from investing activities						
Proceeds from Sale of Assets	75,000	75,000	0	(75,000)	(100.00%)	▼
Non-Operating Grants, Subsidies & Contributions	1,080,426	318,673	11,299	(307,374)	(96.45%)	▼
Amount Attributable to Investing Activities	(840,352)	(430,029)	(9,215)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to Reserves	(11,850)	(3,952)	(3,203)	Within Threshold	18.95%	
Inflows from financing activities						
Self Supporting Loan Principal Income	0	0	0	Within Threshold	0%	
Loans Raised	0	0	0	0	0%	
Transfer from Reserves	230,767	0	0	0	0%	
Amount Attributable to Financing Activities	218,917	(3,952)	(3,203)			
Plus Rounding						
Sub Total	(2,120,118)	(717,054)	(530,360)			
FUNDING FROM						
Estimated Opening Surplus at 1 July	880,000	880,000	847,189	-32,811	Within Threshold	
Closing Surplus/(Deficit) at Reporting Date	0	1,403,064	1,556,948			
Total Deficiency to be funded from Rates	(1,240,118)	(1,240,118)	(1,240,119)			
AMOUNT RAISED FROM RATES	1,240,118	1,240,118	1,240,119			

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 OCTOBER 2025

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	VARIANCE \$ (b)-(a)	VARIANCE % (b)-(a)/(a)	VAR ▲▼
OPERATING REVENUE						
General Purpose Funding	\$ 777,621	\$ 388,846	\$ 102,196	(286,650)	(74%)	▼
Governance	9,605	0	9	Within Threshold	0%	
Law, Order Public Safety	38,645	9,674	22,421	12,747	132%	▲
Health	318	0	0	Within Threshold	0%	
Education and Welfare	61,980	20,652	19,363	Within Threshold	Within Threshold	
Housing	17,640	5,876	5,548	Within Threshold	Within Threshold	
Community Amenities	67,660	62,798	61,916	Within Threshold	Within Threshold	
Recreation and Culture	4,190	3,886	11,823	7,937	204%	▲
Transport	237,575	158,118	141,582	(16,536)	(10%)	▼
Economic Services	71,560	6,630	3,286	Within Threshold	(50%)	
Other Property and Services	18,344	6,489	36,722	30,233	466%	▲
	1,305,138	662,969	404,866			
LESS OPERATING EXPENDITURE						
General Purpose Funding	(41,005)	(12,482)	(8,532)	Within Threshold	32%	
Governance	(283,101)	(76,325)	(160,830)	(84,505)	(111%)	
Law, Order, Public Safety	(165,223)	(67,875)	(42,974)	24,901	37%	
Health	(57,403)	(20,881)	(11,968)	8,913	43%	
Education and Welfare	(98,259)	(14,612)	(13,153)	Within Threshold	Within Threshold	
Housing	(100,235)	(17,981)	(19,231)	Within Threshold	Within Threshold	
Community Amenities	(292,563)	(88,258)	(65,569)	22,689	26%	
Recreation and Culture	(333,517)	(84,545)	(110,846)	(26,301)	(31%)	
Transport	(3,138,544)	(516,628)	(576,407)	(59,779)	(12%)	
Economic Services	(118,301)	(43,773)	(17,557)	26,216	60%	
Other Property & Services	(2,031)	(3,770)	104,259	108,029	2865%	
	(4,630,182)	(947,130)	(922,808)			
Amount Attributable to Operating Activities	(3,325,044)	(284,161)	(517,942)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Loss on the disposal of assets	0	0	0	0		
Profit/(Loss) on the disposal of assets	0	0	0	0	0%	
Depreciation Written Back	1,826,361	1,088	0	(1,088)	(100.00%)	
Total Items Excluded from Operating Activities	1,826,361	1,088	0			
Net Amount Attributable to Operating Activities	(1,498,683)	(283,073)	(517,942)			
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(15,000)	0	0	Within Threshold	0%	
Purchase Plant and Equipment	(255,000)	(255,000)	0	255,000	100%	
Purchase Furniture and Equipment	0	0	0	Within Threshold	0%	
Infrastructure Assets - Roads	(1,544,404)	(549,202)	(6,015)	543,187	99%	
Infrastructure Assets - Drainage	(39,000)	(19,500)	(3,200)	16,300	84%	
Infrastructure Assets - Other	(142,374)	0	(11,299)	(11,299)	0%	
Inflows from investing activities						
Proceeds from Sale of Assets	75,000	75,000	0	(75,000)	100%	▼
Non-Operating Grants, Subsidies & Contributions	1,080,426	318,673	11,299	(307,374)	(96%)	▼
Amount Attributable to Investing Activities	(840,352)	(430,029)	(9,215)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to Reserves	(11,850)	(3,952)	(3,203)	Within Threshold	19%	
Inflows from financing activities						
Transfer from Reserves	230,767	0	0	0	0%	
Amount Attributable to Financing Activities	218,917	(3,952)	(3,203)			
Sub Total	(2,120,118)	(717,054)	(530,360)			
FUNDING FROM						
Estimated Opening Surplus at 1 July	880,000	880,000	847,189	-32,811	Within Threshold	
Closing Surplus/(Deficit) at Reporting Date	0	1,403,064	1,556,948			
Total Deficiency to be funded from Rates	(1,240,118)	(1,240,118)	(1,240,119)			
AMOUNT RAISED FROM RATES	1,240,118	1,240,118	1,240,119			

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 OCTOBER 2025

	ACTUAL YTD	30/06/2025
<u>Current Assets</u>		
Cash at bank and on Hand	1,999,113	1,226,407
Restricted Cash - Bonds & Deposits	0	0
Restricted Cash Reserves	1,129,549	1,126,346
Trade Receivables	277,446	134,466
Contract Assets	147,277	147,277
Self Supporting Loan	0	0
Prepayments	30,950	30,950
Stock on Hand	14,520	8,197
Total Current Assets	3,598,856	2,673,643
<u>Current Liabilities</u>		
Trade Creditors	(80,415)	(149,980)
Rates paid in advance	0	0
Bonds and Deposits	(10,924)	(10,582)
Accrued Interest on Loans	0	0
Accrued Expense	(43,964)	0
ATO Liabilities	(26,885)	(18,124)
Contract Liability	(663,183)	(434,435)
Loan Liability	0	0
Provisions	(124,136)	(124,136)
Total Current Liabilities	(949,508)	(737,257)
Sub-Total	2,649,348	1,936,386
Adjustments		
LESS Cash Backed Reserves	(1,129,549)	(1,126,346)
LESS Self Supporting Loan	0	0
ADD: Current Loan Liability	0	0
ADD: LS Leave provision	37,149	37,149
Rounding	0	0
Net Current Position	1,556,948	847,189

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2025**

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	569,383	323,226	(246,157)	-43%	TIMING	Increase in General Purpose grant \$19k, Increase in Local Road grant \$8k, Decrease in Special Bridge Funding grant \$314k, Increase in workers compensation reimbursements income \$31k.
Fees & Charges	118,196	103,406	(14,790)	-13%	TIMING	Increase in Income relating to Other Recreation & Sport \$7k, Decrease in transport licensing clearing \$15k, Decrease in Income Relating to Standpipes \$6k.
<u>Operating Expenses</u>						
Employee Costs	(446,396)	(513,966)	(67,570)	15%	TIMING	Increase in expenses relating to administration by \$ 16k, Decrease in fringe benefit tax by \$ 6k, Decrease in relating to MAF by \$ 11k, Increase in maintenance - Muni fund road by \$ 73k, Decrease in Public works supervisor salaries by \$ 43k, Increase in public works superannuation by \$ 11k, Increase in public holidays annual & long service leave by \$ 19k, Increase in gross salaries & wages by \$ 15k, decrease in less salaries & wages allocated to works by \$ 9k

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2025**

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	(238,908)	(181,517)	57,391	-24%	TIMING	Decrease in expenses relating to members by \$ 16k, Decrease in consulting & relief staff by \$ 45 k, Decrease in computer equipment maintenance by \$ 35k, Increase in administration costs recovered by \$ 174k, Increase expenses relating to fire prevention by \$ 6k, Decrease expenses relating to MAF by \$ 8k, Decrease in expenses relating to other recreation by \$ 6k, Increase in maintenance - parks & reserves by \$ 8k, Decrease in expenses relative to streets & roads by \$ 36k, Increase expenses relating to Muni fund roads by \$ 61k, Decrease in over heads allocated to works by \$ 78k, Decrease in fuel & oil by \$ 25k, Decrease in parts & repairs by \$ 30k, Decrease in blades & tyres by \$ 8k, Increase in plant operating costs allocated to works by \$ 48k
Utility Charges	(47,381)	(30,936)	16,445	-35%	TIMING	Decrease in expenses relating to standpipes by \$ 20k
Depreciation on Assets	(1,088)	0	Within Threshold	-100%	TIMING	Depreciation not yet raised.
Other Expenses	(83,082)	(66,118)	16,964	-20%	TIMING	Decrease in transport licensing payments by \$ 18k, Increase in expenses relating tourism by \$ 7k.

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2025**

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						
Infrastructure Assets - Roads	(549,202)	(6,015)	543187	99%	TIMING	Increase in Robinson West Reconstruct 500m by \$6k, Decrease in RRG - Oxley Road by \$ 100k, Decrease in R2R - Darby Road by \$ 45k, Decrease in RTR - Douglas Road by \$ 70k, Decrease in R2R - Robinson West Rd Edge Repairs by \$ 20k, Decrease in Bridges Construction by \$ 314k.
Infrastructure Assets - Drainage	(19,500)	(3,200)	16,300	84%	TIMING	Decrease in DWER Dam Project by \$ 16k
Infrastructure Assets - Other	0	(11,299)	(11,299)	0%	TIMING	Increase in LRCI 4A - Woodanilling Townsite Enhancement by \$ 11k.
Non-Operating Grants, Subsidies for the Development of Assets	318,673	11,299	(307,374)	-96%	TIMING	Increase in Playground grant \$11k, Decrease in Regional Road Group grant income \$240k, Decrease in Roads to Recovery grant income \$79k.

SHIRE OF WOODANILLING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 OCTOBER 2025

	2024-2025	2025-2026	Variance
	ACTUAL	ACTUAL	
	\$	\$	\$
Current assets			
Unrestricted Cash & Cash Equivalents	1,226,407	1,999,113	772,706
Restricted Cash & Cash Equivalents - Reserves	1,126,346	1,129,549	3,203
Restricted Cash & Cash Equivalents - Other	0	0	0
Trade and other receivables	164,576	276,606	112,031
Contract Assets	147,277	147,277	0
Inventories	8,197	14,520	6,323
Other Assets	840	31,790	30,950
Total current assets	2,673,643	3,598,856	925,212
Non-current assets			
WALGA LG House Unit Trust	39,810	39,810	0
Deferred Rates	20,817	20,817	0
Land	522,000	522,000	0
Buildings	6,545,848	6,545,848	0
Furniture & Equipment	93,878	93,878	0
Plant & Equipment	463,038	463,038	0
Road Infrastructure	52,289,148	52,295,163	6,015
Footpath Infrastructure	156,141	156,141	0
Drainage Infrastructure	6,222,818	6,226,018	3,200
Parks & Ovals Infrastructure	870,904	882,203	11,299
Other infrastructure	185,281	185,281	0
Total non-current assets	67,409,683	67,430,197	20,514
Total assets	70,083,325	71,029,052	945,727
Current liabilities			
Trade and other payables	149,980	124,779	25,201
ATO Liabilities	18,124	26,885	-8,762
Bonds & Deposits	10,582	10,524	58
Grant Liability	434,435	663,183	-228,748
Provisions	124,136	124,136	0
Total current liabilities	737,257	949,508	-212,251
Non-current liabilities			
Interest-bearing loans and borrowings	0	0	0
Provisions	17,304	17,304	0
Total non-current liabilities	17,304	17,304	0
Total liabilities	754,560	966,812	-212,251
Net assets	69,328,765	70,062,241	733,476
Equity			
Retained surplus	11,732,035	11,728,832	-3,203
Net Result	0	733,476	733,476
Reserve - asset revaluation	56,470,384	56,470,384	0
Reserve - Cash backed	1,126,346	1,129,549	3,203
Total equity	69,328,765	70,062,241	733,476

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 OCTOBER 2025**

	2024-2025 ACTUAL \$	2025-2026 BUDGET \$	2025-2026 ACTUAL \$
<i>Cash Flows from operating activities</i>			
Payments			
Employee Costs	(1,219,267)	(1,430,540)	(502,436)
Materials & Contracts	(935,681)	(860,510)	(245,769)
Utilities (gas, electricity, water, etc)	(169,061)	(143,745)	(30,936)
Insurance	(115,985)	(130,324)	(130,271)
Interest Expense	0	0	0
Goods and Services Tax Paid	6,693	(163,800)	12,502
Other Expenses	(244,092)	(224,754)	(36,772)
	(2,677,393)	(2,953,673)	(933,682)
Receipts			
Rates	1,091,066	1,208,737	1,036,394
Operating Grants & Subsidies	785,130	982,772	567,596
Fees and Charges	363,302	316,082	103,688
Interest Earnings	48,557	28,660	6,865
Goods and Services Tax	0	187,211	0
Other	3,255	9,005	4,263
	2,291,310	2,732,467	1,718,806
<i>Net Cash flows from Operating Activities</i>	(386,083)	(221,206)	785,124
<i>Cash flows from investing activities</i>			
Payments			
Purchase of Buildings	(5,733)	(15,000)	0
Purchase of Plant and Equipment	(55,766)	(255,000)	0
Purchase of Furniture and Equipment	(30,335)	0	0
Purchase of Road Infrastructure Assets	(1,806,588)	(1,544,404)	(6,015)
Purchase Drainage Assets	(27,377)	(39,000)	(3,200)
Purchase of Other Infrastructure Assets	(106,168)	(142,374)	(11,299)
Purchase Solid Waste Assets	0	0	0
Receipts			
Proceeds from Sale of Assets	73,566	75,000	0
Non-Operating grants used for Development of Assets	1,513,417	793,268	11,299
<i>Net Cash Flows from Investing Activities</i>	(444,984)	(1,127,510)	(9,215)
Net increase/(decrease) in cash held	(831,067)	(1,348,716)	775,909
Cash at the Beginning of Reporting Period	3,183,820	2,002,752	2,352,753
Rounding	0	0	0
Cash at the End of Reporting Period	2,352,753	654,036	3,128,662

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 OCTOBER 2025**

Notes

	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - unrestricted	1,225,957	120,746	1,998,663
Cash at Bank - restricted	1,126,346	1,015,808	1,129,549
Cash on Hand	450	0	450
TOTAL CASH	2,352,753	1,136,554	3,128,662
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(229,429)	(1,004,500)	733,476
Add back Depreciation	1,828,609	1,826,361	0
(Gain)/Loss on Disposal of Assets	(55,336)	-	0
Adjustments to fair value of financial assets at fair value through profit and loss	0	-	0
Contributions for the Development of Assets	(1,513,417)	(793,268)	(11,299)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(367)	-	(6,323)
(Increase)/Decrease in Receivables	35,760	23,411	(142,981)
(Increase)/Decrease in Other financial assets	0	178,227	0
Increase/(Decrease) in Accounts Payable	(463,325)	(17,002)	212,251
Increase/(Decrease) in Prepayments	0	-	0
Increase/(Decrease) in Employee Provisions	11,422	-	0
Increase/(Decrease) in other liabilities	-	(434,435)	-
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	(386,083)	(221,206)	785,124

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2025

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2025/2026 Total Budget	2025/2026 YTD Budget	2025/2026 YTD Actuals	% of Annual Budget
Housing								
BC006	3327 Robinson Road Building Renewal	CEO	L&B	Renewal	15,000	0	0	0%
					15,000	0	0	
Community Amenities								
DWER1	Dwer Dam Project	CEO	DRAIN	Upgrade	39,000	19,500	3,200	8%
LRC450	LRCI 4A - Woodanilling Townsite Enhancement	CEO	OTHER	Upgrade	142,374	0	11,299	8%
					181,374	19,500	14,499	
Transport								
RRG67	RRG - Oxley Road	EMI	ROAD	Renewal	200,000	100,000	0	0%
RRG66	Robinson Rd West - Reconstruct 500m	EMI	ROAD	Upgrade	500,000	0	6,015	1%
RRB66	Robinson Rd West - Reconstruct 380m	EMI	ROAD	Renewal	200,000	0	0	0%
R2R012	Darby Road	EMI	ROAD	Renewal	90,404	45,202	0	0%
R2R019	Onslow Road	EMI	ROAD	Renewal	70,000	0	0	0%
R2R021	Church road	EMI	ROAD	Renewal	60,000	0	0	0%
R2R68	Douglas Road	EMI	ROAD	Renewal	70,000	70,000	0	0%
R2R129	Robinson West Road Edge Repairs	EMI	ROAD	Renewal	40,000	20,000	0	0%
121350	Bridge Construction	CEO	BRIDGE	Renewal	314,000	314,000	0	0%
123300	Backhoe and Utility	CEO	P&E	Renewal	255,000	255,000	0	0%
					1,799,404	804,202	6,015	
Total Capital Expenditure					1,995,778	823,702	20,514	1%

SUMMARIES:				
Land & Buildings	15,000	0	0	0.0%
Plant & Equipment	255,000	255,000	0	0.0%
Furn & Equipment	0	0	0	0.0%
Infrastructure - Roads	1,230,404	235,202	6,015	0.5%
Infrastructure - Footpaths	0	0	0	0.0%
Infrastructure - Bridges	314,000	314,000	0	0.0%
Infrastructure - Drainage	39,000	19,500	3,200	8.2%
Infrastructure - Parks & Ovals	0	0	0	0.0%
Infrastructure - Other	142,374	0	11,299	7.9%
	1,995,778	823,702	20,514	1.0%
At No Cost	0	0	0	0.0%
Asset Renewal	1,314,404	804,202	0	0.0%
New Asset	0	0	0	0.0%
Upgrading Asset	681,374	19,500	20,514	3.0%
	1,995,778	823,702	20,514	1.0%
Chief Executive Officer	765,374	588,500	14,499	1.9%
Executive Manager Infrastructure	1,230,404	235,202	6,015	0.5%
	1,995,778	823,702	20,514	1.0%

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 31 OCTOBER 2025**

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	-	-	-	-	39,991	-	-	-
Transport								
WA Local Government Grants Commission - Special Bridge Funding BR4849	314,000	-	-	314,000	-	-	-	-
DITRDC - Roads to Recovery Funding	-	-	-	-	320,000	-	78,673	-
Main Roads WA - RRG Funding	-	240,000	-	240,000	600,000	-	240,000	-
Lotterywest - Playground Funding	120,435	-	(11,299)	109,136	120,435	-	-	11,299
Total Unspent Capital Grants	434,435	240,000	(11,299)	663,136	1,080,426	-	318,673	11,299
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	-	16,285	(16,238)	47	32,570	-	8,143	16,238
Total Contract Liabilities	-	16,285	(16,238)	47	32,570	-	8,143	16,238
TOTAL LIABILITIES & REVENUE	434,435	256,285	(27,537)	663,183	1,112,996	0	326,816	27,537

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 2025**

RESERVES - CASH BACKED	2025-2026 Actual Opening Balance	2025-2026 Actual Transfer to	2025-2026 Actual Transfer (from)	2025-2026 Actual Closing Balance	2025-2026 Budget Opening Balance	2025-2026 Budget Transfer to	2025-2026 Budget Transfer (from)	2025-2026 Budget Closing Balance
Staff Leave Reserve	71,826	204	0	72,030	71,758	825	0	72,583
Plant Reserve	765,165	2,175	0	767,340	765,460	8,300	(180,000)	593,760
Building Reserve	225,237	640	0	225,877	225,744	2,300	(50,767)	177,277
Office Equipment Reserve	40,974	117	0	41,091	40,960	170	0	41,130
Road Construction Reserve	22,446	64	0	22,510	22,424	255	0	22,679
Affordable Housing Reserve	699	2	0	701	0	0	0	0
	1,126,347	3,202	0	1,129,549	1,126,346	11,850	(230,767)	907,429

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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	(\$75,000)	\$0	\$0	\$0	(\$75,000)	\$0
		(\$75,000)	\$0	\$0	\$0	(\$75,000)	\$0
		PROCEEDS FROM SALE OF ASSETS					
						\$0	\$0
		Written Down Value					
005270	Written Down Value - Works Plant	\$75,000	\$0	\$0	\$0	\$0	\$75,000
		\$75,000	\$0	\$0	\$0	\$0	\$75,000
		Sub Total - WDV ON DISPOSAL OF ASSET					
		\$75,000	\$0	\$0	\$0	\$0	\$75,000
		Total - GAIN/LOSS ON DISPOSAL OF ASSET					
		\$0	\$0	\$0	\$0	(\$75,000)	\$75,000
		ABNORMAL ITEMS					
		\$0	\$0			\$0	\$0
		\$0	\$0			\$0	\$0
		Sub Total - ABNORMAL ITEMS					
		\$0	\$0	\$0	\$0	\$0	\$0
		Total - ABNORMAL ITEMS					
		\$0	\$0	\$0	\$0	\$0	\$0
		Total - OPERATING STATEMENT					
		\$0	\$0	\$0	\$0	(\$75,000)	\$75,000

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
RATES							
OPERATING EXPENDITURE							
031010	Expenses Relating to Valuations & Title Searches	\$48	\$0	\$0	\$0	\$0	\$5,570
031020	Rates Write Offs	\$0	\$56	\$0	\$56	\$0	\$250
031000	Expenses Relating to Rates	\$6,894	\$4,706	\$0	\$4,706	\$0	\$18,560
Sub Total - GENERAL RATES OP EXP		\$6,942	\$4,762	\$0	\$4,762	\$0	\$24,380
OPERATING INCOME							
031200	General Rates Levied	(\$1,240,118)	(\$1,240,119)	(\$1,240,119)	\$0	(\$1,240,118)	\$0
031210	Ex-Gratia Rates Received	(\$2,364)	\$0	\$0	\$0	(\$2,364)	\$0
031220	Non Payment Penalty	(\$840)	(\$2,940)	(\$2,940)	\$0	(\$6,000)	\$0
031230	Rates Discount Allowed	\$55,140	\$54,416	\$54,416	\$0	\$55,140	\$0
031240	Interim Rates Levied	\$0	\$0	\$0	\$0	\$0	\$0
031250	Instalment Interest Received	(\$330)	(\$722)	(\$722)	\$0	(\$330)	\$0
031260	Rates Administration Fee Received	(\$380)	(\$390)	(\$390)	\$0	(\$380)	\$0
031270	Pens Deferred Rates Interest Grant	\$0	\$0	\$0	\$0	(\$480)	\$0
031280	Other Income Relating to Rates	(\$675)	(\$808)	(\$808)	\$0	(\$1,500)	\$0
Sub Total - GENERAL RATES OP INC		(\$1,189,567)	(\$1,190,563)	(\$1,190,563)	\$0	(\$1,196,032)	\$0
Total - GENERAL RATES		(\$1,182,625)	(\$1,185,802)	(\$1,190,563)	\$4,762	(\$1,196,032)	\$24,380

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032000	General Purpose Funding - Admin Allocations	\$5,540	\$3,771	\$0	\$3,771	\$0	\$16,625
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$5,540	\$3,771	\$0	\$3,771	\$0	\$16,625
OPERATING INCOME							
032010	Grants Commission General	(\$76,690)	(\$95,993)	(\$95,993)	\$0	(\$306,758)	\$0
032020	Grants Commission Grant - Roads	(\$44,775)	(\$52,557)	(\$52,557)	\$0	(\$179,099)	\$0
032030	Grants Commission Grant - Special Bridge Funding	(\$314,000)	\$0	\$0	\$0	(\$314,000)	\$0
032040	Interest on Reserve Investments	(\$2,133)	(\$3,203)	(\$3,203)	\$0	(\$11,850)	\$0
032060	LRCIP Grant funding	\$0	\$0	\$0	\$0	\$0	\$0
032080	Interest on Municipal Funds	(\$1,800)	\$0	\$0	\$0	(\$10,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$439,397)	(\$151,752)	(\$151,752)	\$0	(\$821,707)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$433,857)	(\$147,981)	(\$151,752)	\$3,771	(\$821,707)	\$16,625
Total - GENERAL PURPOSE FUNDING		(\$1,616,482)	(\$1,333,783)	(\$1,342,315)	\$8,532	(\$2,017,739)	\$41,005

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	
		31 OCTOBER 2025		31 OCTOBER 2025		2025-2026	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041010	Members of Council - Conference Expenses	\$9,588	\$6,176	\$0	\$6,176	\$0	\$10,200
041020	Members of Council - Elections	\$500	\$0	\$0	\$0	\$0	\$11,300
041030	Members of Council - President & Deputy Allowances	\$0	\$0	\$0	\$0	\$0	\$8,300
041040	Members of Council - Insurance	\$2,100	\$1,510	\$0	\$1,510	\$0	\$2,098
041050	Members of Council - Subscriptions & Publications	\$11,140	\$8,630	\$0	\$8,630	\$0	\$11,740
041070	Members of Council - Councillor Allowances	\$0	\$0	\$0	\$0	\$0	\$30,800
041080	Members of Council - Refreshments & Receptions	\$2,275	\$548	\$0	\$548	\$0	\$6,500
041090	Members of Council - Councillor Training	\$0	\$0	\$0	\$0	\$0	\$10,000
041100	Members of Council - Chamber Maintenance	\$260	\$198	\$0	\$198	\$0	\$2,000
041110	Members of Council - Expenses Related to members	\$50,462	\$34,074	\$0	\$34,074	\$0	\$151,541
041130	Members of Council - Integrated Planning & Other	\$0	\$0	\$0	\$0	\$0	\$0
041140	Members of Council - Expenses Relating to 4WDL VROC	\$0	\$0	\$0	\$0	\$0	\$6,000
041141	Members of Council - Expenses Relating to Great Southern VROC	\$0	\$0	\$0	\$0	\$0	\$2,000
041150	Members of Council - Donations Expenses	\$0	\$0	\$0	\$0	\$0	\$6,622
041160	Members of Council - Australia Day Expenses	\$0	\$0	\$0	\$0	\$0	\$17,000
041170	Members - Community Events	\$0	\$2,649	\$0	\$2,649	\$0	\$5,000
041180	Members - Loss on Fair Value of Assets though P&L	\$0	\$0	\$0	\$0	\$0	\$0
041400	Members of Council - Travelling	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$76,325	\$53,785	\$0	\$53,785	\$0	\$283,101
OPERATING INCOME							
041200	Members - Contributions & Donations	\$0	\$0	\$0	\$0	\$0	\$0
041210	Members - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
041250	Members - Operating Grants	\$0	\$0	\$0	\$0	\$0	\$0
041220	Members - Australia Day Grant Income	\$0	\$0	\$0	\$0	(\$9,600)	\$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	\$0	\$0	\$0	(\$9,600)	\$0
Total - MEMBERS OF COUNCIL		\$76,325	\$53,785	\$0	\$53,785	(\$9,600)	\$283,101

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 OCTOBER 2025		31 OCTOBER 2025		2025-2026	
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	\$172,496	\$189,133	\$0	\$189,133	\$0	\$518,032
042010	Governance - Admin Office Maintenance	\$1,466	\$942	\$0	\$942	\$0	\$5,900
042016	Governance - Insurance	\$41,706	\$42,254	\$0	\$42,254	\$0	\$41,704
042020	Governance - Admin Office Garden Maintenance	\$1,700	\$2,240	\$0	\$2,240	\$0	\$5,148
042030	Governance - Office Equipment Maintenance	\$1,920	\$840	\$0	\$840	\$0	\$6,000
042040	Governance - Consulting & Relief Staff	\$81,880	\$37,363	\$0	\$37,363	\$0	\$113,000
042050	Governance - Advertising	\$930	\$0	\$0	\$0	\$0	\$1,000
042060	Governance - Postage & Freight	\$194	\$0	\$0	\$0	\$0	\$550
042070	Governance - Computer Equipment Maintenance	\$40,887	\$5,059	\$0	\$5,059	\$0	\$68,845
042080	Governance - Bank Charges	\$1,036	\$980	\$0	\$980	\$0	\$3,700
042090	Governance - Telephone Expenses	\$1,786	\$1,911	\$0	\$1,911	\$0	\$5,250
042110	Governance - Legal Expenses	\$668	\$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	\$0	\$0	\$0	\$0	\$5,000
042121	Governance - Audit Fees	\$0	\$1,700	\$0	\$1,700	\$0	\$42,700
042130	Governance - Printing & Stationery	\$465	\$0	\$0	\$0	\$0	\$1,500
042140	Governance - FBT	\$5,900	\$4,292	\$0	\$4,292	\$0	\$25,000
042160	Governance - Staff Uniforms	\$15	\$150	\$0	\$150	\$0	\$1,500
042165	Governance - Admin Subscriptions	\$17,717	\$16,575	\$0	\$16,575	\$0	\$17,717
042170	Governance - Grants & Workshop Expenses	\$0	\$0	\$0	\$0	\$0	\$0
042180	Governance - Admin Costs Recovered	(\$370,766)	(\$196,394)	\$0	(\$196,394)	\$0	(\$864,546)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$0	\$107,046	\$0	\$107,046	\$0	\$0
OPERATING INCOME							
042200	Governance - Reimbursements Administration	\$0	\$0	\$0	\$0	\$0	\$0
042220	Governance - Photocopies & Misc Cash Sales	\$0	(\$9)	(\$9)	\$0	\$0	\$0
042703	Governance - Unders & Overs	\$0	\$0	\$0	\$0	(\$5)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	(\$9)	(\$9)	\$0	(\$5)	\$0
Total - GOVERNANCE - GENERAL		\$0	\$107,037	(\$9)	\$107,046	(\$5)	\$0
Total - GOVERNANCE		\$76,325	\$160,822	(\$9)	\$160,830	(\$9,605)	\$283,101

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
				Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY									
FIRE PREVENTION									
OPERATING EXPENDITURE									
051000		Fire Prevention - Expenses Relating to Fire Prevention	\$9,544	\$16,054	\$0	\$16,054	\$0	\$48,838	
051030		Fire Prevention - Expenses in relation to MAF	\$21,768	\$0	\$0	\$0	\$0	\$21,900	
051040		Fire Prevention - Other Fire Fighting Expenses	\$125	\$0	\$0	\$0	\$0	\$500	
051050		Fire Prevention - Expenses Related to ESL	\$22,196	\$16,238	\$0	\$16,238	\$0	\$36,184	
		Sub Total - FIRE PREVENTION OP/EXP	\$53,633	\$32,292	\$0	\$32,292	\$0	\$107,422	
OPERATING INCOME									
051200		Fire Prevention - Income Relating to MAF Projects	\$0	\$0	\$0	\$0	\$0	\$0	
051210		Fire Prevention - LGGS - Bushfire Grant Income	(\$8,143)	(\$16,238)	(\$16,238)	\$0	(\$32,570)	\$0	
051211		Fire Prevention - DFES ESL Administration Fee Income	\$0	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0	
051240		Fire Prevention - Reimbursements	\$0	(\$1,851)	(\$1,851)	\$0	\$0	\$0	
		Sub Total - FIRE PREVENTION OP/INC	(\$8,143)	(\$22,089)	(\$22,089)	\$0	(\$36,595)	\$0	
		Total - FIRE PREVENTION	\$45,490	\$10,203	(\$22,089)	\$32,292	(\$36,595)	\$107,422	
ANIMAL CONTROL									
OPERATING EXPENDITURE									
052000		Animal Control - Expenses Relating to Animal Control	\$4,546	\$4,063	\$0	\$4,063	\$0	\$13,547	
		Sub Total - ANIMAL CONTROL OP/EXP	\$4,546	\$4,063	\$0	\$4,063	\$0	\$13,547	
OPERATING INCOME									
052200		Animal Control - Fines & Penalties	(\$168)	\$0	\$0	\$0	(\$500)	\$0	
052210		Animal Control - Dog Registrations	(\$1,350)	(\$263)	(\$263)	\$0	(\$1,500)	\$0	
052220		Animal Control - Cat Registrations & Infringement Income	(\$13)	(\$70)	(\$70)	\$0	(\$50)	\$0	
		Sub Total - ANIMAL CONTROL OP/INC	(\$1,531)	(\$333)	(\$333)	\$0	(\$2,050)	\$0	
		Total - ANIMAL CONTROL	\$3,015	\$3,731	(\$333)	\$4,063	(\$2,050)	\$13,547	

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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 LAW ORDER & PUBLIC SAFETY					
		OPERATING EXPENDITURE					
053000	Other Law - Expenses Relating to Other Law, Order & Public Safety	\$9,696	\$6,618	\$0	\$6,618	\$0	\$44,254
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$9,696	\$6,618	\$0	\$6,618	\$0	\$44,254
		OPERATING INCOME					
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$9,696	\$6,618	\$0	\$6,618	\$0	\$44,254
	Total - LAW ORDER & PUBLIC SAFETY	\$58,201	\$20,552	(\$22,421)	\$42,973	(\$38,645)	\$165,223

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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	\$5,532	\$3,676	\$0	\$3,676	\$0	\$16,608
074020	PREV SRVCS - Analytical Expenses	\$445	\$377	\$0	\$377	\$0	\$445
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$5,977	\$4,053	\$0	\$4,053	\$0	\$17,053
OPERATING INCOME							
074210	Health - Septic Tank Fees	\$0	\$0	\$0	\$0	(\$118)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		\$0	\$0	\$0	\$0	(\$118)	\$0
Total - HEALTH ADMIN & INSPECTION		\$5,977	\$4,053	\$0	\$4,053	(\$118)	\$17,053
PREVENTIVE SERVICES- PEST CONTROL							
OPERATING EXPENDITURE							
077000	Pest - Expenses Relating to Other Health	\$10,920	\$7,443	\$0	\$7,443	\$0	\$32,777
077010	Pest - Mosquito Control	\$3,288	\$0	\$0	\$0	\$0	\$5,480
Sub Total - PEST CONTROL OP/EXP		\$14,208	\$7,443	\$0	\$7,443	\$0	\$38,257
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		\$14,208	\$7,443	\$0	\$7,443	(\$200)	\$38,257

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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 HEALTH						
	OPERATING EXPENDITURE						
076000	Other Health - Expenses Relating to Other Health	\$696	\$471	\$0	\$471	\$0	\$2,093
	Sub Total - OTHER HEALTH OP/EXP	\$696	\$471	\$0	\$471	\$0	\$2,093
	OPERATING INCOME						
		\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH	\$696	\$471	\$0	\$471	\$0	\$2,093
	Total - HEALTH	\$20,881	\$11,968	\$0	\$11,968	(\$318)	\$57,403

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026		
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	\$244	\$177	\$0	\$177	\$0	\$736
084000		Aged & Disabled - Expenses Relating to the Aged	\$0	\$0	\$0	\$0	\$0	\$45,505
084010		Aged & Disabled - Expenses relating to Well Aged Housing	\$14,368	\$12,976	\$0	\$12,976		
084010	SGC	Salmon Gums - Common Areas					\$0	\$11,742
084010	SG1	UNIT 1 Salmon Gums					\$0	\$5,661
084010	SG2	UNIT 2 Salmon Gums					\$0	\$5,138
084010	SG3	UNIT 3 Salmon Gums					\$0	\$4,934
084010	SG4	UNIT 4 Salmon Gums					\$0	\$5,846
084010	WVC	WATTLEVILLE COMMON LAND					\$0	\$6,213
084010	WV1	UNIT 1 WATTLEVILLE					\$0	\$4,804
084010	WV2	UNIT 2 WATTLEVIEW					\$0	\$3,582
084010	WV3	UNIT 3 WATTLEVILLE					\$0	\$4,098
		Sub Total - OTHER WELFARE OP/EXP	\$14,612	\$13,153	\$0	\$13,153	\$0	\$98,259
OPERATING INCOME								
084200		Aged & Disabled - Income Relating to Well Aged Housing	(\$20,652)	(\$19,362)	(\$19,362)	\$0	(\$61,980)	\$0
		Sub Total - OTHER WELFARE OP/INC	(\$20,652)	(\$19,362)	(\$19,362)	\$0	(\$61,980)	\$0
		Total - OTHER WELFARE	(\$6,040)	(\$6,209)	(\$19,362)	\$13,153	(\$61,980)	\$98,259
		Total - EDUCATION & WELFARE	(\$6,040)	(\$6,209)	(\$19,362)	\$13,153	(\$61,980)	\$98,259

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

G/L JOB		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING							
OPERATING EXPENDITURE							
091000	Staff Housing - Maintenance 3340 Robinson Road (EMI)	\$3,697	\$3,919	\$0	\$3,919	\$0	\$22,063
091005	Staff Housing - Administration Allocations	\$5,540	\$3,771	\$0	\$3,771	\$0	\$16,625
091110	Staff Housing - Maintenance 3347 Robinson Road (SFO)	\$1,429	\$5,077	\$0	\$5,077	\$0	\$13,778
091220	Staff Housing - Maintenance 3327 Robinson Road (CEO)	\$3,779	\$5,467	\$0	\$5,467	\$0	\$19,940
091330	Staff Housing - Maintenance 13 Cardigan Street (Other not Staff))	\$1,370	\$998	\$0	\$998	\$0	\$8,329
091225	Private Housing Rental Expense	\$2,166		\$0	\$0	\$0	\$19,500
Sub Total - STAFF HOUSING OP/EXP		\$17,981	\$19,231	\$0	\$19,231	\$0	\$100,235
OPERATING INCOME							
091200	Staff Housing - Income 3340 Robinson Road	\$0	\$0	\$0	\$0	\$0	\$0
091210	Staff Housing - Income 3347 Robinson Road	(\$2,600)	(\$2,700)	(\$2,700)	\$0	(\$7,800)	\$0
091230	Staff Housing - Income 13 Cardigan Street	(\$2,944)	(\$2,720)	(\$2,720)	\$0	(\$8,840)	\$0
091500	Staff Housing - Staff Housing Reimbursements - Utilities	(\$332)	(\$128)	(\$128)	\$0	(\$1,000)	\$0
Sub Total - STAFF HOUSING OP/INC		(\$5,876)	(\$5,548)	(\$5,548)	\$0	(\$17,640)	\$0
Total - STAFF HOUSING		\$12,105	\$13,683	(\$5,548)	\$19,231	(\$17,640)	\$100,235
Total - HOUSING		\$12,105	\$13,683	(\$5,548)	\$19,231	(\$17,640)	\$100,235

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
100000	Sanitation Household - Expenses Relating to Refuse Collection	\$17,156	\$13,046	\$0	\$13,046	\$0	\$52,276
100010	Sanitation Household - Expenses Relating to Recycling	\$7,396	\$4,746	\$0	\$4,746	\$0	\$22,200
100020	Sanitation Household - Tip Maintenance Costs	\$29,312	\$27,853	\$0	\$27,853	\$0	\$100,972
	Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$53,864	\$45,646	\$0	\$45,646	\$0	\$175,448
OPERATING INCOME							
100200	Sanitation Household - Income Relating to Tip - Refuse & Recycling	(\$60,725)	(\$59,852)	(\$59,852)	\$0	(\$60,725)	\$0
	Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$60,725)	(\$59,852)	(\$59,852)	\$0	(\$60,725)	\$0
	Total - SANITATION HOUSEHOLD REFUSE	(\$6,861)	(\$14,207)	(\$59,852)	\$45,646	(\$60,725)	\$175,448
SANITATION OTHER							
OPERATING EXPENDITURE							
101000	Sanitation Other - Expenses Relating to Commercial Refuse Collection	\$1,384	\$943	\$0	\$943	\$0	\$4,159
	Sub Total - SANITATION OTHER OP/EXP	\$1,384	\$943	\$0	\$943	\$0	\$4,159
OPERATING INCOME							
	Sub Total - SANITATION OTHER OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - SANITATION OTHER	\$1,384	\$943	\$0	\$943	\$0	\$4,159

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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	\$712	\$491	\$0	\$491	\$0	\$2,137
106010	Protect Env - Expenses Relating to WWLZ	\$914	\$682	\$0	\$682	\$0	\$4,085
106011	Protection of Environment - Depreciation	\$1,088	\$0	\$0	\$0	\$0	\$3,263
106020	Protect Env - Council Contribution to WWLZ	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$2,714	\$1,173	\$0	\$1,173	\$0	\$9,485
OPERATING INCOME							
106220	Protect Env - Reimbursements WWLZ	(\$1,360)	(\$860)	(\$860)	\$0	(\$4,085)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$1,360)	(\$860)	(\$860)	\$0	(\$4,085)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$1,354	\$313	(\$860)	\$1,173	(\$4,085)	\$9,485
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
104000	Town Planning - Allocation of Admin Overheads	\$11,996	\$6,675	\$0	\$6,675	\$0	\$36,490
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$11,996	\$6,675	\$0	\$6,675	\$0	\$36,490
OPERATING INCOME							
104200	Town Planning - Town Planning Application Fee	(\$338)	(\$960)	(\$960)	\$0	(\$1,350)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$338)	(\$960)	(\$960)	\$0	(\$1,350)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$11,658	\$5,715	(\$960)	\$6,675	(\$1,350)	\$36,490

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 OCTOBER 2025		31 OCTOBER 2025		2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
105000	Other Community Amenities - Expenses Relating to Other Community Arr	\$13,572	\$9,172	\$0	\$9,172	\$0	\$51,712
105020	Other Community Amenities - Maintenance - Cemetery	\$3,160	\$1,804	\$0	\$1,804	\$0	\$9,306
105030	Other Community Amenities - Maintenance - Grave Digging	\$1,352	\$0	\$0	\$0	\$0	\$4,060
105060	Other Community Amenities - Depreciation Other infrastructure	\$0	\$0	\$0	\$0	\$0	\$1,050
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$18,084	\$10,976	\$0	\$10,976	\$0	\$66,128
OPERATING INCOME							
105200	Other Community Amenities - Income Relating to Cemetery	(\$375)	(\$243)	(\$243)	\$0	(\$1,500)	\$0
105201	Non-Operating Grants & subsidies	\$0	(\$11,299)	(\$11,299)	\$0	(\$120,435)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$375)	(\$11,542)	(\$11,542)	\$0	(\$121,935)	\$0
Total - OTHER COMMUNITY AMENITIES		\$17,709	(\$566)	(\$11,542)	\$10,976	(\$121,935)	\$66,128
STORMWATER DRAINAGE							
OPERATING EXPENDITURE							
102000	Stormwater Drainage - Expenses Relating to Urban Stormwater Drainage	\$216	\$157	\$0	\$157	\$0	\$853
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP		\$216	\$157	\$0	\$157	\$0	\$853
OPERATING INCOME							
102200	Stormwater Drainage - Income Relating to Urban Stormwater Drainage	\$0	\$0	\$0	\$0	(\$39,991)	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/INC		\$0	\$0	\$0	\$0	(\$39,991)	\$0
Total - URBAN STORMWATER DRAINAGE		\$216	\$157	\$0	\$157	(\$39,991)	\$853
Total - COMMUNITY AMENITIES		\$25,460	(\$7,645)	(\$73,214)	\$65,569	(\$228,086)	\$292,563

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
110000	Expenses Relating to Town Halls & Civic Centres	\$14,652	\$14,433	\$0	\$14,433	\$0	\$57,620
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$14,652	\$14,433	\$0	\$14,433	\$0	\$57,620
OPERATING INCOME							
110200	Public Halls - Income Relating to Town Hall & Other Civic Centres	(\$232)	(\$222)	(\$222)	\$0	(\$340)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$232)	(\$222)	(\$222)	\$0	(\$340)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$14,420	\$14,212	(\$222)	\$14,433	(\$340)	\$57,620
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113000	Other Recreation - Expenses Relating to Other Recreation & Sport	\$22,122	\$18,516	\$0	\$18,516	\$0	\$95,795
113010	Other Recreation - Maintenance - Parks & Reserves	\$8,012	\$25,869	\$0	\$25,869	\$0	\$25,563
113020	Other Recreation-Maintenance-Oval & Building	\$31,962	\$37,652	\$0	\$37,652	\$0	\$107,308
113030	Other Recreation - Maintenance - Golf Club	\$3,239	\$6,910		\$6,910	\$0	\$8,782
113040	Other Recreation - Depreciation - Buildings	\$0	\$0	\$0	\$0	\$0	\$2,795
113050	Other Recreation - Depreciation - Parks	\$0	\$0	\$0	\$0	\$0	\$15,765
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$65,335	\$88,948	\$0	\$88,948	\$0	\$256,008
OPERATING INCOME							
113200	Other Recreation - Income Relating to Other Recreation & Sport	(\$1,235)	(\$7,516)	(\$7,516)	\$0	(\$1,300)	\$0
113201	Income - Golf Club Rental	\$0	(\$900)	(\$900)	\$0	\$0	\$0
113202	Income - Other Recreation & Sport Reimbursements	\$0	(\$3,185)	(\$3,185)	\$0	\$0	\$0
113210	Other Sport & Recreation Fees & Charges Income	(\$2,395)	\$0	\$0	\$0	(\$2,520)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$3,630)	(\$11,601)	(\$11,601)	\$0	(\$3,820)	\$0
Total - OTHER RECREATION & SPORT		\$61,705	\$77,346	(\$11,601)	\$88,948	(\$3,820)	\$256,008

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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	\$1,434	\$5,099	\$0	\$5,099	\$0	\$4,910
111010	Swim Areas - Depreciation	\$0	\$0		\$0	\$0	\$2,880
Sub Total - SWIMMING AREAS OP/EXP		\$1,434	\$5,099	\$0	\$5,099	\$0	\$7,790
OPERATING INCOME							
Sub Total - SWIMMING AREAS OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SWIMMING AREAS & BEACHES		\$1,434	\$5,099	\$0	\$5,099	\$0	\$7,790
LIBRARIES							
OPERATING EXPENDITURE							
114000	Library - Administration Allocations	\$888	\$644	\$0	\$644	\$0	\$3,666
Sub Total - LIBRARIES OP/EXP		\$888	\$644	\$0	\$644	\$0	\$3,666
OPERATING INCOME							
Sub Total - LIBRARIES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES		\$888	\$644	\$0	\$644	\$0	\$3,666

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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 CULTURE							
OPERATING EXPENDITURE							
115000	Other Culture - Expenses Relating to Other Culture	\$1,764	\$1,308	\$0	\$1,308	\$0	\$5,293
115100	Other Culture - Expenses Relating to War Memorial	\$472	\$414	\$0	\$414	\$0	\$1,420
115101	Other Culture - Depreciation	\$0	\$0	\$0	\$0	\$0	\$1,595
115102	Other Culture - Depreciation - Buildings	\$0	\$0	\$0	\$0	\$0	\$125
Sub Total - OTHER CULTURE OP/EXP		\$2,236	\$1,722	\$0	\$1,722	\$0	\$8,433
OPERATING INCOME							
115220	Other Culture - Sale of History Books & DVD's	(\$24)	\$0	\$0	\$0	(\$30)	\$0
Sub Total - OTHER CULTURE OP/INC		(\$24)	\$0	\$0	\$0	(\$30)	\$0
Total - OTHER CULTURE		\$2,212	\$1,722	\$0	\$1,722	(\$30)	\$8,433
Total - RECREATION AND CULTURE		\$80,659	\$99,023	(\$11,823)	\$110,846	(\$4,190)	\$333,517

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 OCTOBER 2025		31 OCTOBER 2025		2025-2026	
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	(\$240,000)	\$0	\$0	\$0	(\$600,000)	\$0
122229	Transport - Commodity Route Grants	\$0	\$0	\$0	\$0	\$0	\$0
122270	Transport - Roads to Recovery Grant	(\$78,673)	\$0	\$0	\$0	(\$320,000)	\$0
122220	Transport - Grant - LCRI	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$318,673)	\$0	\$0	\$0	(\$920,000)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$318,673)	\$0	\$0	\$0	(\$920,000)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
122000	Transport - Expenses Relating to Streets, Roads, Bridges & Depot Maintenance	\$138,490	\$98,629	\$0	\$98,629	\$0	\$1,970,824
122010	Transport - Street Lighting	\$2,740	\$2,537	\$0	\$2,537	\$0	\$8,220
122020	Transport - Maintenance - Direct Grants	\$4,668	\$0	\$0	\$0	\$0	\$14,000
122030	Transport - Maintenance - Muni Fund Roads	\$310,840	\$443,542	\$0	\$443,542	\$0	\$956,116
122040	Transport - Expenses relating to the Shire Depot	\$19,354	\$9,766	\$0	\$9,766	\$0	\$55,963
122050	Transport - Maintenance - Footpaths	\$0	\$0	\$0	\$0	\$0	\$4,200
122060	Transport - Maintenance - Traffic Signs	\$400	\$101	\$0	\$101	\$0	\$3,700
122061	Transport - Rural Street Address Expenses	\$0	\$0	\$0	\$0	\$0	\$60
122070	Transport - Maintenance - Bridges	\$0	\$0	\$0	\$0	\$0	\$5,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$476,492	\$554,575	\$0	\$554,575	\$0	\$3,018,083
OPERATING INCOME							
122230	Transport - Grant - RRG Direct	(\$118,300)	(\$116,067)	(\$116,067)	\$0	(\$118,300)	\$0
122261	Transport - Rural Street Address Income	(\$110)	\$0	\$0	\$0	(\$110)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$118,410)	(\$116,067)	(\$116,067)	\$0	(\$118,410)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$358,082	\$438,508	(\$116,067)	\$554,575	(\$118,410)	\$3,018,083

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
TRANSPORT LICENSING							
OPERATING EXPENDITURE							
125000	Transport - Expenses Relating to Transport Licensing	\$2,096	\$1,434	\$0	\$1,434	\$0	\$6,296
125010	Transport - Licensing Payments	\$38,040	\$20,398	\$0	\$20,398	\$0	\$114,165
Sub Total - TRANSPORT LICENSING OP/EXP		\$40,136	\$21,831	\$0	\$21,831	\$0	\$120,461
OPERATING INCOME							
125200	Transport - Income Relating to Transport Licensing	(\$1,668)	(\$2,032)	(\$2,032)	\$0	(\$5,000)	\$0
125210	Transport - Licensing Receipts	(\$38,040)	(\$23,483)	(\$23,483)	\$0	(\$114,165)	\$0
Sub Total - TRANSPORT LICENSING OP/INC		(\$39,708)	(\$25,515)	(\$25,515)	\$0	(\$119,165)	\$0
Total - TRANSPORT LICENSING		\$428	(\$3,683)	(\$25,515)	\$21,831	(\$119,165)	\$120,461
ROAD PLANT PURCHASES							
OPERATING EXPENDITURE							
123410	Loss on Disposal of Road Plant	\$0	\$0	\$0	\$0	\$0	\$0
123411	Road Plant Purchases Minor Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ROAD PLANT OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
123401	Profit on Disposal of Road Plant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ROAD PLANT OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - ROAD PLANT		\$0	\$0	\$0	\$0	\$0	\$0
Total - TRANSPORT		\$39,837	\$434,824	(\$141,582)	\$576,406	(\$1,157,575)	\$3,138,544

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
RURAL SERVICES							
OPERATING EXPENDITURE							
131000	Rural Svcs - Administration Allocations	\$908	\$628	\$0	\$628	\$0	\$2,728
Sub Total - RURAL SERVICES OP/EXP		\$908	\$628	\$0	\$628	\$0	\$2,728
OPERATING INCOME							
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$908	\$628	\$0	\$628	\$0	\$2,728
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
132000	Tourism - Expenses Relating to Tourism & Area Promotion	\$9,634	\$8,774	\$0	\$8,774	\$0	\$14,691
132020	Tourism - Expenses relating to Woody Wongi	\$1,111	\$604	\$0	\$604	\$0	\$1,850
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$10,745	\$9,377	\$0	\$9,377	\$0	\$16,541
OPERATING INCOME							
132220	Tourism - Income relating to Woody Wongi	(\$30)	\$0	\$0	\$0	(\$30)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$30)	\$0	\$0	\$0	(\$30)	\$0
Total - TOURISM & AREA PROMOTION		\$10,715	\$9,377	\$0	\$9,377	(\$30)	\$16,541

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

G/L JOB		CURRENT YEAR COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 OCTOBER 2025		31 OCTOBER 2025		2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDING CONTROL							
OPERATING EXPENDITURE							
133000	Building - Expenses Relating to Building Control	\$8,768	\$5,543	\$0	\$5,543	\$0	\$26,310
Sub Total - BUILDING CONTROL OP/EXP		\$8,768	\$5,543	\$0	\$5,543	\$0	\$26,310
BUILDING CONTROL OP/INC							
133210	Building - Building Permit Application Fee	(\$470)	(\$2,738)	(\$2,738)	\$0	(\$1,000)	\$0
133220	Building - Building Services Levy	\$0	\$0	\$0	\$0	\$0	\$0
133221	Building - Building Services Levy Commission	\$0	\$0	\$0	\$0	\$0	\$0
133230	Building - Building Construction Industry Training Fund (BCITF)	\$0	\$0	\$0	\$0	\$0	\$0
133231	Building - BCITF Commission	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$470)	(\$2,738)	(\$2,738)	\$0	(\$1,000)	\$0
Total - BUILDING CONTROL		\$8,298	\$2,806	(\$2,738)	\$5,543	(\$1,000)	\$26,310
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
135000	Other Economic - Expenses Relating to Economic Services	\$2,248	\$1,532	\$0	\$1,532	\$0	\$6,742
135010	Other Economic - Expenses Relating to Standpipes	\$21,104	\$476	\$0	\$476	\$0	\$65,980
135020	Other Economic - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$23,352	\$2,008	\$0	\$2,008	\$0	\$72,722
OPERATING INCOME							
135015	Other Economic - Income Relating to Pool Inspections	(\$530)	(\$526)	(\$526)	\$0	(\$530)	\$0
135210	Other Economic - Income Relating to Standpipes	(\$5,600)	(\$23)	(\$23)	\$0	(\$70,000)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$6,130)	(\$549)	(\$549)	\$0	(\$70,530)	\$0
Total - OTHER ECONOMIC SERVICES		\$17,222	\$1,459	(\$549)	\$2,008	(\$70,530)	\$72,722
Total - ECONOMIC SERVICES		\$37,143	\$14,270	(\$3,286)	\$17,557	(\$71,560)	\$118,301

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
PRIVATE WORKS							
OPERATING EXPENDITURE							
141000	Private Works - Expenses	\$804	\$271	\$0	\$271	\$0	\$2,031
Sub Total - PRIVATE WORKS OP/EXP		\$804	\$271	\$0	\$271	\$0	\$2,031
OPERATING INCOME							
141010	Private Works - Fees & Charges	(\$737)	(\$396)	(\$396)	\$0	(\$1,084)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$737)	(\$396)	(\$396)	\$0	(\$1,084)	\$0
Total - PRIVATE WORKS		\$67	(\$125)	(\$396)	\$271	(\$1,084)	\$2,031
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
143000	Public Works - Expenses Relating to Public Works Overheads	\$11,048	\$7,960	\$0	\$7,960	\$0	\$33,151
143005	Public Works - Supervision Salaries	\$42,936	\$0	\$0	\$0	\$0	\$128,857
143011	Public Works - Superannuation	\$29,220	\$40,611	\$0	\$40,611	\$0	\$87,700
143012	Public Works - Unallocated Wages	\$0	\$5,837	\$0	\$5,837	\$0	\$0
143020	Public Works - Public Holidays, Annual & Long Service Leave	\$9,756	\$28,393	\$0	\$28,393	\$0	\$108,396
143030	Public Works - Protective Clothing	\$2,370	\$2,856	\$0	\$2,856	\$0	\$8,900
143070	Public Works - Works Crew Staff Training	\$9,576	\$0	\$0	\$0	\$0	\$23,940
143080	Public Works - Workers Compensation Insurance	\$34,020	\$34,020	\$0	\$34,020	\$0	\$34,020
143090	Public Works - Expenses Relating to Occ Safety & Health	\$3,979	\$4,772	\$0	\$4,772	\$0	\$9,945
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		(\$2,007)	(\$98,414)	\$0	(\$98,414)	\$0	\$0
OPERATING INCOME							
143200	FBT Reimbursements - Public Works Overheads	(\$520)	(\$540)	(\$540)	\$0	(\$1,560)	\$0
143210	Public Works - Workers Compensation Reimbursements	\$0	(\$31,125)	(\$31,125)	\$0	\$0	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$520)	(\$31,665)	(\$31,665)	\$0	(\$1,560)	\$0
Total - PUBLIC WORKS OVERHEADS		(\$2,527)	(\$130,079)	(\$31,665)	(\$98,414)	(\$1,560)	\$0

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144000	Plant Operation - Insurances	\$11,785	\$11,752	\$0	\$11,752	\$0	\$11,785
144010	Plant Operation - Fuels & Oils	\$50,400	\$25,781	\$0	\$25,781	\$0	\$120,000
144020	Plant Operation - Tyres & Tubes	\$6,668	\$2,114	\$0	\$2,114	\$0	\$20,000
144030	Plant Operation - Parts & Repairs	\$42,000	\$11,777	\$0	\$11,777	\$0	\$100,000
144040	Plant Operation - Blades & Tynes	\$8,000	\$0	\$0	\$0	\$0	\$8,000
144050	Minor Equipment Purchases	\$0	\$681	\$0	\$681	\$0	\$7,500
144060	Plant Operation - Repairs - Wages	\$2,000	\$1,648	\$0	\$1,648	\$0	\$6,000
144070	Plant Operation - Licences	\$8,500	\$6,421	\$0	\$6,421	\$0	\$8,500
144080	Plant Operation - Depreciation	\$0	\$0	\$0	\$0	\$0	\$91,500
144100	Plant Operation - Less Depreciation Allocated	(\$30,488)	(\$26,812)	\$0	(\$26,812)	\$0	(\$91,500)
144090	Plant Operation - Less Allocated to Works/SRVCS	(\$93,892)	(\$45,525)	\$0	(\$45,525)	\$0	(\$281,785)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$4,973	(\$12,163)	\$0	(\$12,163)	\$0	\$0
OPERATING INCOME							
144004	Plant Operating Reimbursement Income	\$0	(\$101)	(\$101)	\$0	\$0	\$0
144005	Plant Operation - Diesel Fuel Rebate	(\$5,232)	(\$4,559)	(\$4,559)	\$0	(\$15,700)	\$0
144006	Insurance Refunds on Motor Vehicle Claims	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$5,232)	(\$4,660)	(\$4,660)	\$0	(\$15,700)	\$0
Total - PLANT OPERATIONS COSTS		(\$259)	(\$16,824)	(\$4,660)	(\$12,163)	(\$15,700)	\$0

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
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	\$436,832	\$451,742	\$0	\$451,742	\$0	\$1,311,026
147010	Less Salaries & Wages Allocated	(\$436,832)	(\$445,695)	\$0	(\$445,695)	\$0	(\$1,311,026)
	Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$6,047	\$0	\$6,047	\$0	\$0
	OPERATING INCOME						
	Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - SALARIES AND WAGES	\$0	\$6,047	\$0	\$6,047	\$0	\$0
	Total - OTHER PROPERTY AND SERVICES	(\$2,719)	(\$140,981)	(\$36,722)	(\$104,259)	(\$18,344)	\$2,031

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
	Transfer to Affordable Housing Reserve	\$0	\$2	\$0	\$2	\$0	\$0
007152	Transfer to Plant Replacement Reserve	\$2,768	\$2,176	\$0	\$2,176	\$0	\$8,300
007162	Transfer to Building Reserve	\$768	\$641	\$0	\$641	\$0	\$2,300
	Transfer to Town Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
007182	Transfer to Office Equipment Reserve	\$56	\$117	\$0	\$117	\$0	\$170
	Transfer to Road Construction Reserve	\$84	\$64	\$0	\$64	\$0	\$255
	Transfer to Staff Leave Reserve	\$276	\$204	\$0	\$204	\$0	\$825
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$3,952	\$3,203	\$0	\$3,203	\$0	\$11,850
INCOME							
007166	Transfer from Affordable Housing Reserve	\$0	\$0	\$0	\$0	\$0	\$0
007151	Transfer from Plant Replacement Reserve	\$0	\$0	\$0	\$0	(\$180,000)	\$0
007161	Transfer from Building Reserve	\$0	\$0	\$0	\$0	(\$50,767)	\$0
Sub Total - TRANSFER FROM RESERVE FUNDS		\$0	\$0	\$0	\$0	(\$230,767)	\$0
Total - FUND TRANSFER		\$3,952	\$3,203	\$0	\$3,203	(\$230,767)	\$11,850
	000000 (Surplus) / Deficit - Carried Forward	(\$880,000)	(\$847,189)	(\$847,189)	\$0	(\$880,000)	\$0
	000000 adjust to rates levied					\$0	
Sub Total - SURPLUS C/FWD		(\$880,000)	(\$847,189)	(\$847,189)	\$0	(\$880,000)	\$0
Total - SURPLUS		(\$880,000)	(\$847,189)	(\$847,189)	\$0	(\$880,000)	\$0

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
		000000 Depreciation Written Back	(\$1,088)	\$0	\$0	\$0	\$0 (\$1,826,361)
		000000 Book Value of Assets Sold Written Back	(\$75,000)	\$0	\$0	\$0	\$0 (\$75,000)
		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	(\$76,088)	\$0	\$0	\$0	\$0 (\$1,901,361)
		Total - OPERATING ACTIVITIES EXCLUDED	(\$76,088)	\$0	\$0	\$0	\$0 (\$1,901,361)

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDINGS								
HOUSING - CAPITAL EXPENDITURE								
091310		Purchase Land & Buildings - Capital						
091310	BC005	3347 Robinson Road Capital	\$0	\$0	\$0	\$0	\$0	\$0
091310	BC006	3327 Robinson Road Capital	\$0	\$0	\$0	\$0	\$0	\$15,000
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$0	\$0	\$15,000
Total - HOUSING			\$0	\$0	\$0	\$0	\$0	\$15,000
Total - BUILDINGS			\$0	\$0	\$0	\$0	\$0	\$15,000

**SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT**

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
		PLANT AND EQUIPMENT					
		TRANSPORT - CAPITAL EXPENDITURE					
123300		Purchase Plant & Equipment - CAPITAL	\$255,000	\$0	\$0	\$0	\$255,000
		Sub Total - CAPITAL WORKS	\$255,000	\$0	\$0	\$0	\$255,000
		Total - TRANSPORT	\$255,000	\$0	\$0	\$0	\$255,000
		Total - PLANT AND EQUIPMENT	\$255,000	\$0	\$0	\$0	\$255,000

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
			Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB							
ROAD INFRASTRUCTURE								
ROAD CONSTRUCTION - CAPITAL EXPENDITURE								
121310		Road Construction - Regional Road Group						
121310	RRG66	Robinson West Reconstruct 500m	\$0	\$6,015	\$0	\$6,015	\$0	\$500,000
121310	RRB66	Robinson West Reconstruct 380m	\$0	\$0	\$0	\$0	\$0	\$200,000
121310	RRG67	RRG - Oxley Road	\$100,000	\$0	\$0	\$0	\$0	\$200,000
121320	x	Road Construction - Roads to Recovery						
121320	R2R012	R2R - Darby Road	\$45,202	\$0	\$0	\$0	\$0	\$90,404
121320	R2R019	R2R - Onslow Road	\$0	\$0	\$0	\$0	\$0	\$70,000
121320	R2R021	R2R - Church Road	\$0	\$0	\$0	\$0	\$0	\$60,000
121320	R2R68	RTR - Douglas Road	\$70,000	\$0	\$0	\$0	\$0	\$70,000
121320	R2R129	R2R - Robinson West Rd Edge Repairs	\$20,000	\$0	\$0	\$0	\$0	\$40,000
121350		Bridges Construction	\$314,000	\$0	\$0	\$0	\$0	\$314,000
Sub Total - CAPITAL WORKS			\$549,202	\$6,015	\$0	\$6,015	\$0	\$1,544,404
Total - ROADS			\$549,202	\$6,015	\$0	\$6,015	\$0	\$1,544,404
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$549,202	\$6,015	\$0	\$6,015	\$0	\$1,544,404

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT

		CURRENT YEAR COMPARATIVES 31 OCTOBER 2025		CURRENT YEAR 31 OCTOBER 2025		ADOPTED BUDGET 2025-2026	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
DRAINAGE							
102300	Purchase Drainage Infrastructure - Capital						
102300	DWER1 Dwer Dam Project	\$19,500	\$3,200	\$0	\$3,200	\$0	\$39,000
	Sub Total - CAPITAL WORKS	\$19,500	\$3,200	\$0	\$3,200	\$0	\$39,000
	Total - TRANSPORT - DRAINAGE	\$19,500	\$3,200	\$0	\$3,200	\$0	\$39,000
	Total - DRAINAGE ASSETS	\$19,500	\$3,200	\$0	\$3,200	\$0	\$39,000
INFRASTRUCTURE - PARKS & OVALS							
COMMUNITY AMENITIES							
105040	LRC450 LRCI 4A - Woodanilling Townsite Enhancement	\$0	\$11,299	\$0	\$11,299	\$0	\$142,374
	Sub Total - CAPITAL WORKS	\$0	\$11,299	\$0	\$11,299	\$0	\$142,374
	Total - COMMUNITY AMENITIES	\$0	\$11,299	\$0	\$11,299	\$0	\$142,374
	Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$11,299	\$0	\$11,299	\$0	\$142,374
	GRAND TOTALS	(\$1,403,064)	(\$1,556,948)	(\$2,503,472)	\$946,524	(\$4,811,449)	\$4,811,449



Department of Biodiversity,
Conservation and Attractions

APPLICATION FOR FLORA TAKING (COMMERCIAL) LICENCE- CROWN LAND

(Pursuant to Regulation 60 of the *Biodiversity Conservation Regulations 2018*)

NOTE TO ALL APPLICANTS:

- Please complete ALL sections, and all relevant forms. Further information may be obtained from the Wildlife Licensing Section, **9219 9836** or wildlifelicencing@dbca.wa.gov.au.

Application should be forwarded to: Wildlife Licensing Section
Department of Biodiversity, Conservation and Attractions (DBCA)
Locked Bag 30, Bentley Delivery Centre, WA 6983.

Email to wildlifelicencing@dbca.wa.gov.au, faxed to (08) 9219 8242

1. Applicant details							
Mr / Mrs / Ms / Dr (circle)	First Name	Wendy					
	Other names (middle)	Joan					
	Surname	HAYWARD					
Residential Address	11 Bond Street						
Suburb	Katanning	Postcode	6317	State	WA		
Postal Address	PO Box 37						
Suburb	Katanning	Postcode	6317	State	WA		
Email:	CEO@jeertmia.com.au						
Phone Contact No.	0414321718	Date of Birth	18 July 1962				
Previous Licence No.	CP60000608	Previous Licence expiry	05 / 11 / 2025				
Proof of identification (photo identification required, eg, driver's licence, passport)				<input checked="" type="checkbox"/>	Attached		
2. Prior Convictions Nil							
Have you been convicted of any wildlife or plant related offence in the past 5 years?				<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If Yes, please provide details (offence, date)							
3. Locations to which application applies (detail all that you propose to collect on)							
Tenure	Select that which applies or write details						
State Forest (permission granted by the relevant DBCA district/region via a 'Location Lawful Authority')	<input type="checkbox"/>	Swan Coastal	<input type="checkbox"/>	Donnelly	<input type="checkbox"/>	Wellington	
	<input type="checkbox"/>	Perth Hills	<input type="checkbox"/>	Frankland	<input type="checkbox"/>	Blackwood	
Please provide a list of the Forest blocks you intend to collect from per District				<input type="checkbox"/>	Attached		

Unallocated Crown land (UCL) (permission granted by the relevant DBCA district/region via an 'Access to land' permission)	<input type="checkbox"/> Moora	<input type="checkbox"/> Goldfields	<input type="checkbox"/> Wheatbelt	
	<input type="checkbox"/> Geraldton	<input type="checkbox"/> Pilbara	<input type="checkbox"/> Kimberley	
Please provide a list of the UCL you intend to collect from per District <input checked="" type="checkbox"/> Attached				
Crown land not managed by DBCA (written permission must be obtained from the relevant Crown land manager eg. LGA/Department/etc)	Crown land manager/s: <u>Shire of Woodanilling WA</u> Grid Map Locality For WA 1922 _____ _____			
4. Flora to be taken				
<input checked="" type="checkbox"/>	Seed of all flora, other than threatened or priority species – attach a list of species if collecting in State Forest or UCL			
<input type="checkbox"/>	Stems of all flora, other than threatened or priority species – attach a list of species if collecting in State Forest or UCL			
<input type="checkbox"/>	Targeted species (attach list if more space is required)			
Scientific name	Common name	Part to be taken (eg. Flowering stems, cones, seeds, whole plant, etc)	Quantity	Location
(EXAMPLE) <i>Banksia grandis</i>	<i>Bull banksia</i>	<i>cones</i>	<i>100</i>	<i>State Forest Blackwood</i>
Santalum Acuminatum	Quandongs	Seeds	100kg	Shire of Woodanilling WA
5. Other information <i>Please attach any other documentation or comments relevant to your application (eg. Proof of salvage/clearing permit documents if whole plants are to be taken)</i>				
6. Duration of licence and fees (tick one) <i>Payment details on last page</i>				
		Duration	Fee	
Renewal application fee <i>Note: A renewal is only granted when an application is received prior to a current licence expiring. Please ensure your returns are up to date or attached.</i>	<input type="checkbox"/>	1 year	\$120	
	<input type="checkbox"/>	3 years	\$230	
New application fee	<input type="checkbox"/>	1 year	\$145	
	<input checked="" type="checkbox"/>	3 years	\$255	
7. Use and disclosure of information				
Information that you provide will be used and disclosed in accordance with sections 274 and 275 of the Biodiversity Conservation Act 2016 (WA). This may include use for licence monitoring and compliance, to inform you of any licence of legislative requirements or changes, to seek your feedback on wildlife related licensing and legislation, and disclosure to other State and Commonwealth agencies for administration or enforcement purposes. You also consent to the release of information concerning the grant of the licence, and of any conditions of the licence, in response to inquiries made to the Department.				

8. Declaration by applicant

<input checked="" type="checkbox"/>	Yes	I understand that there are penalties for making false or misleading statements in or in connection with a licence application and that making false or misleading statements may lead to the cancellation of my licence and may affect my ability to hold licences in the future. All details provided by me to DBCA in relation to this application are true and correct, and I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section above.
Signed:		<i>Wendy J Hayward</i>
Date:		<u>5</u> / <u>11</u> / <u>2025</u>

PAYMENT METHODS

<input type="checkbox"/> CASH (enclosed)		
<input type="checkbox"/> CHEQUE / MONEY ORDER (enclosed)	Payable to Department of Biodiversity, Conservation and Attractions ("DBCA") to be attached to completed application form.	
<input type="checkbox"/> EFT TRANSFER	Acct Name: DBCA BSB: 066-040 Account No.: 11300006	Ref: "60 Surname, Initial" (max 18 characters)
<input type="checkbox"/> CREDIT CARD (details below)		
<input type="checkbox"/> Payment received at DBCA district/regional office	Date:	
	Name of officer:	
	<input type="checkbox"/> Copy of receipt attached	

***Any details below will be detached and destroyed once payment is processed. Please print clearly**

VISA / MASTERCARD (Please circle)

Name of Cardholder: _____ Signature: _____ Amount: \$ _____

Card No: _____ Expiry Date: ____/____

ACCESS TO LAND FOR A DESIGNATED ACTIVITY

(Pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*)

A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Written approval from the land owner or occupier must be attached to the licence during licensed activities.

1. Designated Activity	Taking flora in accordance with a Biodiversity Conservation Regulations 2018 Reg 60 Flora taking (commercial purposes) licence.		
2. Land Owner / Occupier Information			
<input checked="" type="checkbox"/> Land Owner / Land Owner representative	<input type="checkbox"/> Land Occupier		
First name			
Surname			
Job Title			
Phone contact No.			
Location details			
3. Person authorised to take flora			
First name	Wendy		
Surname	HAYWARD		
Residential address	11 Bond Street		
Phone contact No.	0414321718	Licence No. (reg 60)	CP60000608
4. Approval			
Approval is valid	<input type="checkbox"/>	Until r. 60 licence expiry of listed person	
	<input type="checkbox"/>	From	to
<input type="checkbox"/>	I give approval for the person listed on this authorisation to take flora according to their BC Reg 60 licence, on the above-mentioned property.		
Signature		Date signed	____/____/____
5. Additional Information (information relevant to access to the specified land for this designated purpose)			

NOTE

This is not a prescribed form. Written authorisation to access land for this designated activity may be provided by a land owner/occupier in any format providing it details location (including lot or location number, street/road, suburb and local government authority where relevant), land owner or occupier name and contact phone number, the time period that the authorisation is valid for, and is signed and dated.

A land owner/occupier may revoke an access to land permission if the person licensed to undertake the designated activity is not acting in accordance with any information as indicated for access to the specified land.

Shire of Woodanilling

Volunteer Bush Fire Brigade Operating Procedures

(Bush Fire Administration Manual including the Standard Operating Procedures)

(Adopted by Council on 17 December 2024)

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
1.7	October 2024	Review and supported at BFAC (15.10.2024)	CEO/CESM/BFAC
1.8	December 2024	Council Adoption (17.12.2024)	OCM
1.9	November 2025	Amendments	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 Russel Thomson
Shire President
Shire of Woodanilling

DATE

Anika Serer
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.

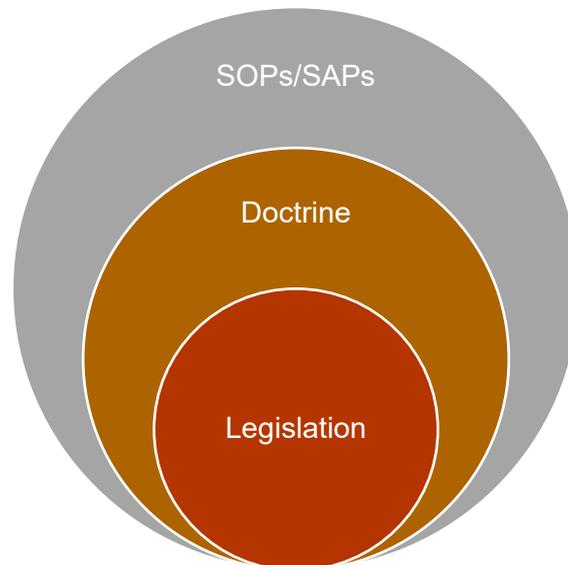


Figure 1: Hierarchical relationship between DFES documentation.

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 -*

- is incurred in a financial year before the adoption of the annual budget by the local government; or*
- is authorised in advance by resolution*;* or
- 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 Stand-alone Power Supply Systems

Western Power is responsible for the managing and maintaining the area within the Standalone Power Supply compound.

Local Volunteer bushfire fighters are requesting that all property owners that have a Standalone Power Supply, reduce the grass and other flammable fuels around the outside of the enclosure. This will reduce the risk of a possible fire impacting the site over the fire season. This could be done through spraying or cultivating the soil to form a mineral earth break.

2.1.8 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.

2.1.9 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.

2.1.10 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
AllIMS/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 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.

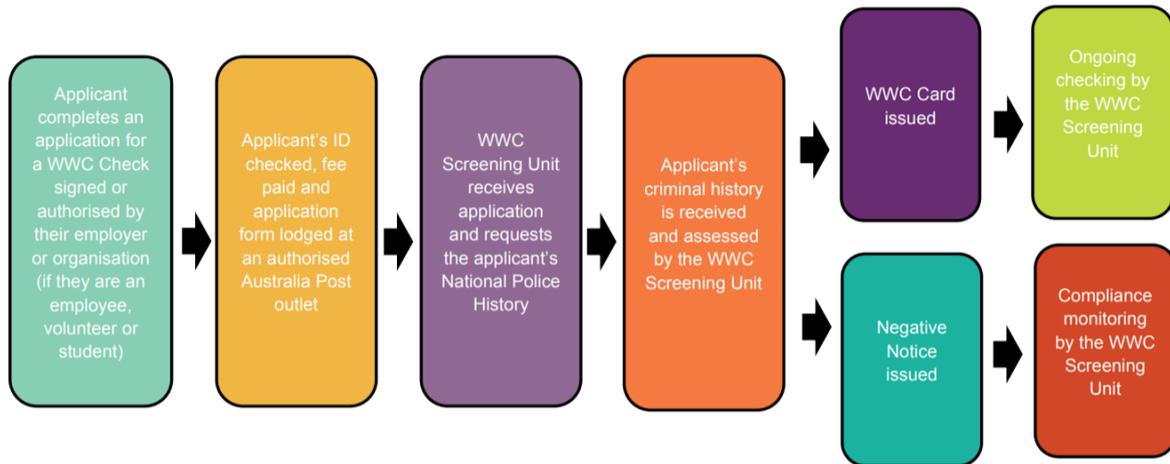
Where a cadet leader has acted contrary to the Code of Conduct, this should be referred to the Brigade Captain in the first instance in accordance with the Grievance and Misconduct procedure contained in part 4.4 of these procedures.

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:



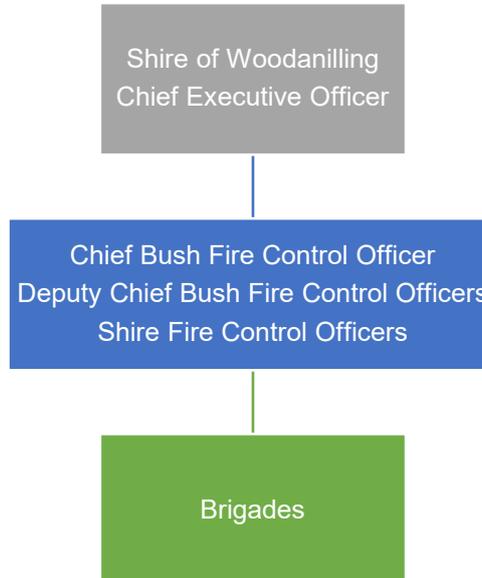
Renewals of WWC checks must be completed online via the following link:
<https://workingwithchildren.wa.gov.au/applicants-card-holders/online-services/re-apply-online>

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.

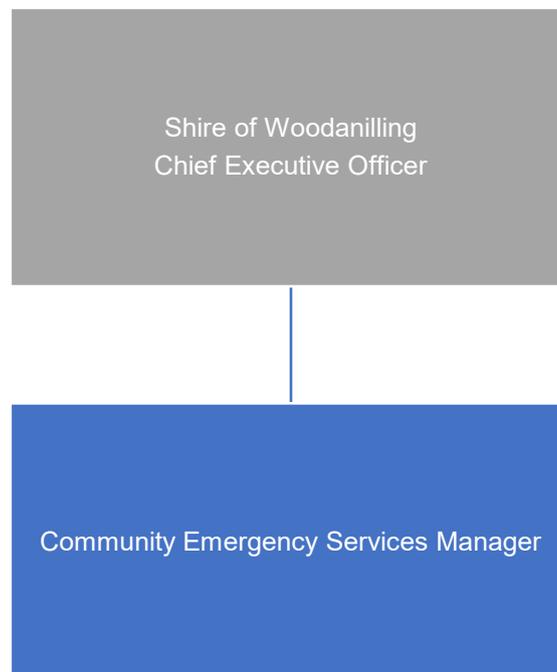
4 PERSONNEL

4.1 CHAIN OF COMMAND AND DUTY STATEMENTS

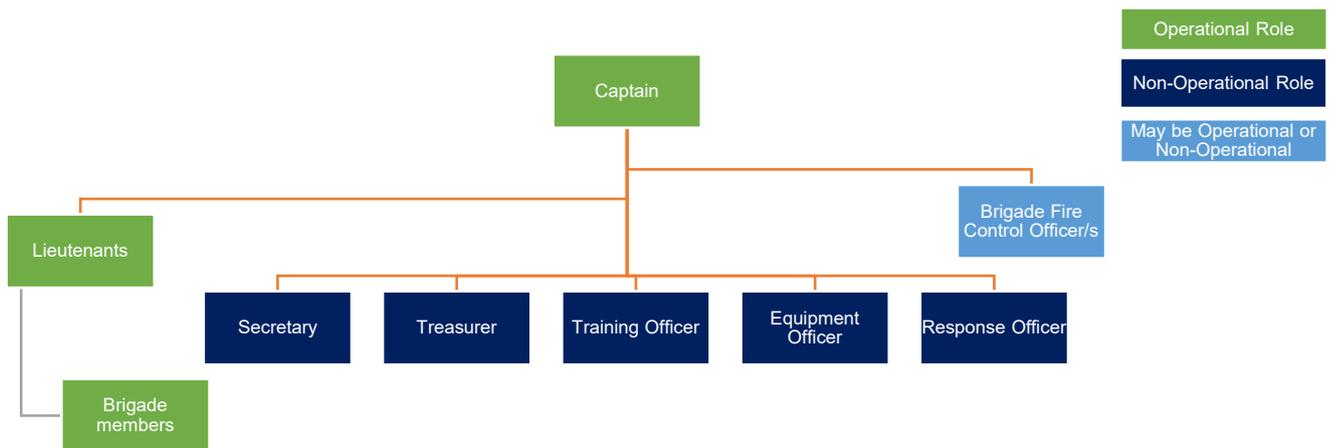
All Brigade members must be aware of and follow the chain of command as per below:



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