



AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 26 September 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 26 September 2024 in the Council Chambers commencing at 7.00pm.

Vin Fordham Lamont
Chief Executive Officer

DISCLAIMER

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

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



Shire of West Arthur

Notice of Ordinary Council Meeting

In accordance with the Local Government Act 1995 and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2023 to December 2023, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE	LOCATION	TIME
22 February 2024	Council Chambers	7.00pm
21 March 2024*	Council Chambers	7.00pm
18 April 2024*	Council Chambers	7.00pm
23 May 2024	Council Chambers	7.00pm
27 June 2024	Council Chambers	7.00pm
25 July 2024	Council Chambers	7.00pm
22 August 2024	Council Chambers	7.00pm
26 September 2024	Council Chambers	7.00pm
24 October 2024	Council Chambers	7.00pm
28 November 2024	Council Chambers	7.00pm
19 December 2024*	Council Chambers	7.00pm

- * March meeting third Thursday to avoid Easter
- * April meeting third Thursday to avoid Anzac Day
- * December meeting third Thursday to avoid Christmas

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

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

Questions From The Public

Shire of West Arthur
 PO Box 112
 31 Burrowes Street
 Darkan WA 6392
 T: (08) 9736 2400
 E: shire@westarthur.wa.gov.au



Name			
Name of Organisation Representing (if applicable)			
Email Address			
Residential Address			
Postal Address(if different)			
Home Telephone No		Mobile No	
Agenda Item Number (if applicable see below)		Meeting Date	

Signature _____ Date _____

QUESTION

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

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

Please see Notes on Public Question Time on Pages 4 and 5 above.
 * **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.

Application For Leave of Absence

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

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E:
shire@westarthur.wa.gov.au



- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
 - (iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
 - (iv) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
 - (c) If the non-attendance occurs during a period for which the member is entitled to parental leave under subsection (5B).

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

Signature _____ Date _____



Request to Attend Meeting by Electronic Means

*(Local Government Act 1995 – Section 5.25
Local Government (Administration) Regulations 1996 –
14C*

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Surname _____ **Other Names** _____

Date of Meeting _____

- Type of Meeting**
(Please tick one)
- Ordinary Council Meeting
 - Committee Meeting
 - Special Council Meeting

Consideration of Location and Equipment Available	
Regulation 14C(5) – In deciding whether to authorise a member to attend a meeting by electronic means, the Shire President or Council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.	
Location Proposed	_____
Equipment Available	_____

IMPORTANT NOTE
The Shire President or Council cannot authorise a member to attend a meeting if the member’s attendance at the proposed meeting would result in the member attending more than half of the meeting type in the 12 months prior to the requested meeting date by electronic means. <i>(Regulation 14C(3)).</i>

Signature _____ Date _____

Please send this form to the Chief Executive Officer who will complete the member’s attendance section and forward to the Shire President or the Council for consideration.

OFFICE USE ONLY

MEMBERS ATTENDANCE

Number of Meetings Attended by Electronic Means in the 12 Months Prior to the Meeting Date

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

Number of Meetings Scheduled in the 12 Months Prior to the Meeting Date

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

Would Attending the Proposed Meeting Electronically Result in the Member Exceeding The 50% Requirement?

Yes No

Council/Shire President’s Consideration

The Shire President or Council should consider the following factors in determining whether the location and equipment is deemed suitable.

LOCATION

The location must be quiet and private. If there are other people at the location at the time of the meeting, you may require the person to be in a room that has a door that can be closed during the meeting, and request that the person wear headphones if appropriate.

EQUIPMENT AND ELECTRONIC MEANS

The equipment must support Council’s preferred electronic means for remote attendance, being Microsoft Teams.

Is the Location and Equipment Deemed Suitable?

Yes No

Is the Request to Attend the Proposed Meeting by Electronic Means Approved?

Yes No

Signature _____ Date _____

Written Declaration of Interest in Matter Before Council

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



NOTE: USE ONE FORM PER DECLARATION

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

(2) _____

(3) Agenda item _____

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

- Financial pursuant to Sections 5.60A of the Local Government Act 1995.
- Proximity pursuant to Section 5.60B of the Local Government Act 1995.
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.
- Impartiality pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021

(5) The nature of my interest is

(6) The extent of my interest is

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

DECLARATION BY

Signature _____ Date _____

RECEIVED BY

Signature _____ Date _____

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

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

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

5.60A – Financial Interest

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

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

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

5.60B – Proximity Interest

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

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

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

5.61 – Indirect financial interest

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

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

22 – Disclosure of interest

- (1) In this clause –
Interest –
 - 1) means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest and
 - 2) includes an interest arising from kinship friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the person did not know –
 - (a) That they had an interest in the matter; or
 - (b) That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a) Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6) Subclause (7) applies in relation to an interest if –
 - (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest is to be recorded in the minutes of the meeting.

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

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

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

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open.

The Presiding Member advises all attendees that the meeting is being recorded as required by s5.23A of the Local Government Act 1995 and regulations 14F - 14I of the Local Government (Administration) Regulations 1996.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS:	Cr Neil Morrell	(Shire President)
	Cr Karen Harrington	(Deputy Shire President)
	Cr Graeme Peirce	
	Cr Robyn Lubcke	
	Cr Duncan South	
	Cr Russell Prowse	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)

APOLOGIES:

ON LEAVE OF ABSENCE: Cr Adam Squires

ABSENT:

MEMBER OF THE PUBLIC:

3 ANNOUNCEMENTS OF THE PRESIDING MEMBER

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 DISCLOSURES OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 ORDINARY MEETING OF COUNCIL 22 AUGUST 2024****Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 22 August 2024 be confirmed as true and correct.

9.2 SPECIAL COUNCIL MEETING 29 AUGUST 2024**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

RECOMMENDATION:

That the Minutes of the Special Council Meeting held in Council Chambers on 29 August 2024 be confirmed as true and correct.

10 REPORTS FROM COUNCILLORS

Cr Neil Morrell (Shire President)

Cr Karen Harrington (Deputy Shire President)

Cr Graeme Peirce

Cr Robyn Lubcke

Cr Duncan South

Cr Adam Squires

Cr Russell Prowse

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES - SEPT 2024**

File Reference:	ADM111
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	18/09/2024
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. BFAC Meeting September 2024 ↓2. Bush Fire Notice 2024-25 ↓3. Volunteer Bushfire Brigade Guidelines and Operational Procedures ↓4. Fire Control Officer Handbook 2024 ↓

SUMMARY:

Council is requested to consider noting and accepting the attached minutes of the Bush Fire Advisory Committee (BFAC) meeting of 3 September 2024 and endorsing the appointment of the Fire Weather Officers and Fire Control Officers (FCOs) for the Shire of West Arthur and dual FCOs for adjoining local governments.

BACKGROUND:

Under the *Bush Fires Act 1954*, a FCO has significant authority in a fire emergency, where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. The Brigade elects a Brigade Captain and is subject to Council approval, pursuant to Council Policy '5.2 Bush Fire Brigades – Management'. Their authority as Captain is limited to the Brigade area adopted by the Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO), may have their authority superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions Parks and Wildlife Service Officer in certain situations.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, the Council and the Shire's CEO, as the employer, are obliged to consider a person's suitability prior to appointment as an FCO. In this regard, the Council should note the requirement that FCOs complete an FCO course and a refresher at least once every ten years for their appointment to remain valid.

The Work Health and Safety Act 2020 (Act) and Regulations came into effect on 30 March 2022. Due to the changes, a review of training requirements for FCOs and volunteers was considered and recommended at the BFAC meeting on 3 September 2024. As a result of these recommendations, a motion was made that a minimum standard of training must be met for all active, registered bush fire brigade members to enable them to turn out in a Shire appliance. The committee agreed that the DFES standard Rural Fire Awareness training would need to be completed to enable members to respond to an incident.

COMMENT:

At the BFAC meeting held on 3 September 2024, the Committee resolved to recommend to the Council to rescind all previous appointments and to make the appointments of CBFCO, Deputy Chief Bush Fire Control Officer (DCBFCO), FCOs, and Fire Weather Officers as per Attachment 2.

It has also been recommended that the following Fire Control Officers be appointed as Dual FCOs for the following Shires: Shire of Williams – Wayne Duffield and Justin Duff, Shire of Narrogin – Murray Saunders.

Appointments of each FCO are linked to a Bush Fire Brigade (BFB), unless an adjoining Shire appoints a FCO to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. A FCO is required to act within any restrictions or conditions placed on the role by the Shire. Nomination by the adjoining Shire does not mean the automatic right to the role. Appointment becomes effective only upon resolution of the Council.

Under the *Work Health and Safety Act 2020* for Volunteers and Volunteer Organisations, the Shire's CEO is personally responsible and criminally liable for all the volunteers within the Bush Fire Brigades. The Shire's CEO is legally required to ensure that all the FCOs and Bush Fire volunteers have undertaken the appropriate or required training to allow them to perform their role(s) safely. The DFES minimum recommended standard for Bush Fire Brigade Volunteers with a Local Government Grants Scheme Fire Appliance is the completion of the Bushfire Safety Awareness and Firefighting Skills courses, consistent with DFES-managed volunteers who are required to undertake both courses prior to commencing operational duties.

All Fire Control Officers (FCOs) must, as a minimum, complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every ten years.

Only volunteer firefighters who have successfully completed the DFES-approved Bushfire Safety Awareness or Firefighting Skills courses are permitted to drive or operate Shire Fire Trucks.

Only volunteer firefighters who have passed the DFES-approved Rural Fire Awareness course, either in person or online, are eligible to be registered as active operational (in the field) Shire Volunteer Firefighters.

CONSULTATION:

Bush Fire Advisory Committee
Community Emergency Services Manager
DFES District Officer

STATUTORY ENVIRONMENT:

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers;
- Work Health and Safety Act 2020 (Act) and Regulations; and
- Shire of West Arthur Bush Fire Brigades Local Law 1988.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The administrative expenditure is wholly contained in the budget and is minor in nature.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community

Outcome: A safe place to work, live and visit

Strategy: Support for the provision of emergency services and volunteers

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or

negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	If Fire Control Officers are not trained and authorised as required, there is a risk of loss of property and/or life and a risk of litigation against the Shire.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(5) Severe
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Approve FCO appointments and implement training program.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, with respect to the recommendations of the Bush Fire Advisory Committee:

1. Rescind all other Bush Fires Act appointments previously made.
2. Pursuant to Section 38 of the Bush Fires Act 1954, approve the appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Bush Fire Brigade Fire Control Officers and Fire Weather Officers (each of them for 'whole of Shire') (subject to part 3 of the Act) as listed in Attachment 2.
3. Pursuant to Section 38 (6) and (7) of the Bush Fires Act 1954, request the Fire and Emergency Services Commissioner to approve the Shire of West Arthur to effect the appointment of Fire Weather Officers.
4. Pursuant to Section 38 of Bush Fires Act 1954, approve the nominations of the following persons as Dual Fire Control Officers for the following Shires: Shire of Williams – Wayne Duffield and Justin Duff, Shire of Narrogin – Murray Saunders.
5. Cause Notice of the Bush Fire Control Officer Appointments to be published in "The Bleat" newsletter on the Shire's Website and public noticeboards throughout the Shire.
6. Cause Notice of any approval pursuant to part 3 (restricted and prohibited burning dates) of the Bush Fires Act 1954 to be published in "The Bleat" newsletter on the Shire's Website and Public Noticeboards throughout the Shire. For information purposes, the Prohibited Burning Period (strictly no burning) runs from 1 November 2024 to 23 February 2025, and the Restricted Burning Period (permits required) from 30 September 2024 to 31 October 2024 and again from 24 February 2025 to 15 April 2025.
7. Endorse the attached Bush Fire Notice for the 2024/2025 fire season.
8. Endorse the attached reviewed Volunteer Bushfire Brigade Guidelines and Operational Procedures.
9. Endorse the attached updated Bush Fire Control Officer Handbook version.

Bush Fire Advisory Committee Minutes September 2024

Shire of West Arthur

MINUTES: For the Bushfire Advisory Committee Meeting.

A meeting of the Bush Fire Advisory Committee was held Tuesday 3rd September 2024 in the Council Chambers of the Shire of West Arthur Office commencing at 7.00pm.

1.0 Declaration of Opening/Announcements of Visitors:

The Chairperson of the meeting, Ben Robinson, welcomed all present and declared the meeting open at 7.00pm. All attending members to sign the attendance list.

2.0 Record of Attendance:

Attendance

Tahnee-Lee Lubcke	BFB Admin Officer, Shire of West Arthur
Cassandra Squires	Works Admin, Shire of West Arthur
Gary Rasmussen	Works Manager, Shire of West Arthur
Neil Morrell	President, Shire of West Arthur
Rajinder Sunner	Manager of Corporate Services, Shire of West Arthur
Ben Robinson	Chief Bush Fire Control Officer, Arthur River BFB
Graeme Peirce	Deputy Chief Bush Fire Control Officer, Duranillin BFB
Paul Saunders	Fire Control Officer, Arthur River BFB
Duncan South	Fire Control Officer, Darkan BFB
Adrian South	Fire Control Officer, Duranillin BFB
Cameron Buller	Fire Control Officer, Darkan BFB
Todd Lubcke	Fire Control Officer, Darkan BFB
Rayna Barr	Forester/Safety Officer, Bunbury Fibre Exports
Craig Smith	Superintendent, Department of Fire & Emergency Services
Jewell Crossberg	District Fire Coordinator, Department of Biodiversity, Conservation and Attractions (DFCA)
Graeme Blake	Department of Water and Environmental Regulation (DWER)
Tim Sparks	Department of Water and Environmental Regulation (DWER)
Trevor Bunce	Visitor

Apologies:

Vin Fordham Lamont	CEO, Shire of West Arthur
Kohdy Flynn	Community Emergency Services Manager (CESM)
Gavin Stevens	A/District Officer Narrogin, Department of Fire and Emergency Services
Chris Bouteloup	A/Community Emergency Services Manager – Collie

3.0 Confirmation of Previous Meetings Minutes:

Moved: Ben Robinson

Seconded: Neil Morrell

That the minutes of the Shire of West Arthur BFAC meeting held 30th May 2023 be confirmed as a true and correct record.

CARRIED

4.0 Presentations:

4.1 Community Emergency Services Manager, Kohdy Flynn:

No report received.

Bush Fire Advisory Committee Minutes September 2024

4.2 Superintendent, Craig Smith:

With the Shire of West Arthur's current CESM Kohdy Flynn on leave until mid-October filling the role of Acting Area Officer Kohdy's CESM position has been backfilled by Chris Bouteloup to alleviate some of the workload.

With the dryness in some areas, people need to be aware of the weather that is approaching. DFES is implementing preparation for the high threat seasons coming up. Mid-October DFES will be running a training day in Narrogin with anyone that wants to attend, whether this be Chief FCO's or Captains. The training is designed to refresh people on topics such as Australian warning systems, bushfire reporting, and incident management.

The Shire has received a Mitigation Activity Fund grant which is designed for implementing mitigation work across the Shire. This is to take place at four different locations throughout the Shire with the funds to be spent before the end of 2024/25 financial year. As a reminder, with any vehicles being dispatched to an incident COMCEN needs to be rung. This alerts people that you are out at an incident which gives DFES the opportunity to coordinate resources appropriately. Congratulations are given to all the volunteers for the work they do at protecting the Shire.

With the introduction of windfarms information will come as a part of building the facilities around the Shire. This information will include emergency responses that may occur with windfarms as wind turbines will affect the ability to fight fires with planes.

With many bushfire brigade members working along Albany Highway, it is recommended that the road is closed when there is a fire because safety of the volunteers is paramount. In preparation for the bushfire season DFES has been working closely with the police, so they know how to react in these situations. DFES has also been working with Main Roads to improve their response to the closure of roads. If Main Roads are giving little response, it is encouraged that you contact COMCEN so you can get to a higher level and ensure that Main Roads is responding appropriately.

1.3 Forrest Product Commission, Greg Hodgson:

No report received.

1.4 Department of Water & Environmental Regulation:

Last fire season DWER saw two fires on their properties. One of the fires they were not aware of as a call was not logged with COMCEN. An FCO had rung and notified DWER of the fire at night, but resources were already in attendance at another fire. Calling COMCEN notifies DWER which means that they can log and respond to an incident appropriately.

A new fire contractor has been employed who has equipment to offer if there are fires on DWER properties increasing the capacity for them to assist. With the addition of a heavy unit in the fleet this means that DWER can come in and take over mopping up and surveillance.

DWER are in partnership with FPC to protect properties. Mitigation and firebreaks are on track this year and they are hoping to burn some bush prior to the 2024-25 fire season. Most firebreaks around the Shire are complete with the exception of Cordering and Bowelling. It is encouraged to notify DWER if firebreaks are missing as they are willing to attend and complete the work.

Bush Fire Advisory Committee Minutes September 2024

1.5 Williams Volunteer Fire and Rescue Service: Lester Fawcett:

No report received.

1.6 Department of Biodiversity Conservation and Attractions, Jewell Crossberg:

See report attached.

New to the area and have only been in the role for a couple of weeks but a focus is being put on going from one Shire to another and meeting people. DBCA have employed 5-6 members in Collie so the hope is that come bushfire season they will be well equipped and ready to go. With the crew being relatively new the burning program will be slow therefore the aim is to ensure that the program commences next Autumn. The Wellington district reported 140 bushfires last season so DBCA would like to express their gratitude to all the volunteers. It was noted that DBCA assisted well at last year's fires, in particular the Beaufort River fire and the Shire hopes in going forward that this remains the same.

1.7 Bunbury Fibre Exports, Rayna Barr:

Bunbury Fibre Exports turned out to a couple of fires for the 2023-24 fire season and are looking at continuing to expand in the Western end of the Shire.

Bush Fire Advisory Committee Minutes September 2024

5.0 Officer Reports:**5.1 Chief Report, Ben Robinson:**

The 2023-24 season saw a busy summer with some of the bigger fires extending over multiple days. The Shire's bushfire brigades worked well alongside relative agencies to get them extinguished. The turnout numbers at fires have been fantastic.

It is encouraged that the senior positions begin to be rotated through the FCO's so the up-and-coming FCO's get used to dealing with government agencies. This will in turn give the FCO's more experience within the Shire if the Chief or Deputy were to be away or step down from their position. With the CESM filling another role their contribution to the Shire has been little over the last few months with some jobs being incomplete.

The brigades would like to thank the Shire works department who have attended a couple of fires last season with their equipment.

5.2 Arthur River Bush Fire Brigade:

Throughout last fire season the Arthur River Brigade attended 13 fires in the brigade boundary with 5 of these being on the Albany Highway. The balance of fires was either pole top fires, tractor fires or header fires. The truck was also dispatched to numerous other fires and other brigades across the Shire.

Would like to thank DBCA for the work that they did at the Beaufort River fire. DBCA had three trucks there one day and two for the following day.

5.3 Darkan Bush Fire Brigade, Duncan South:

Two new up-and-coming FCO's who are coming off the back of last fire season already have experience with writing out permits.

The brigade is hoping to trial a new appliance called the turret. This is designed to suction water resources down to 100ml without sucking mud. The most recent design from a supplier in Boddington is half a metre which is \$850-\$1000. A three-inch pump is suited to this design, and it does 35 cubes of water. The brigade will contact the supplier and see if they can attend the proposed training session at Darkan Hotel in October. This provides the opportunity for brigades to see how it runs. The cost of this means that the brigades can fund this themselves compared to other suction devices which are \$1600. Boddington and Wandering brigades are currently trialing these designs. The three brigades in the Shire all have different suction devices so a comparison will be made to see what device works the best and that device will be the one that is used going forward.

5.4 Duranillin Bush Fire Brigade, Adrian South:

The Duranillin Brigade had a busy year attending fires. It is notable that Robert Jefferies and Kim Hales have both resigned. Combined they have over 90+ years of experience. There are two new FCO's coming through, these being Ben Buller and James Jefferies.

The Sandalwood Road fire saw excellent backup through DFES Narrogin. There was also backup from the Southwest crews with 3-4 personnel who each did an amazing job. All the volunteers seemed happy to be there and were hard working. The brigade appreciated the input despite it being a busy time of the year with cropping.

6.0 Annual Appointment of Fire Control Officers:

Moved: Neil Morrell

Seconded: Cameron Buller

Ben Robinson and Graeme Peirce are happy to remain in their current positions of CBFCO & DCBFCO for one more year. These two positions will need to be filled prior to next year's fire season.

Bush Fire Advisory Committee Minutes September 2024

7.0 Financial Report: 2024/2025 Local Government Grant Submission:

The South-West Fire B grade service on the Darkan fire truck was a major expense at roughly \$30,000. Craig Smith is to investigate the Shire’s fleet replacement schedule to see if the fleet can be replaced earlier as this expense each year is not viable.

Trucks are typically turned over every 20 years. Currently the Darkan and Duranillin trucks are 12 years old. The brigades felt obliged to go ahead with the B grade service despite the cost as most of the repairs were listed as minor safety issues. Next time prioritizing the safety issues, as well as gathering quotes from another supplier may limit the costs. There is an excess of equipment on the trucks that does not get used but there are costs to still maintain it. Bell Fire Equipment in Bunbury is a recommended supplier to obtain a quote from. A cost to keep in mind is that the Duranillin truck will need its tyres replaced, and the fire suppression equipment in the cab needs changing.

8.0 Financial Report:

The 2023/24 LGGS expenditure as at 27/08/2024.

Expended to date:

Purchase Plant and Equipment	\$ 382
Maintenance of Plant and Equip	\$ 174
Maintenance of Vehicle/Trailers	\$ 37868
Maintenance of Land/ Buildings	\$ 150
Clothing and Accessories	\$ 0
Utilities, Rates and Taxes	\$ 787
Other Good and Services	\$ 6482
Insurance	\$ 26663
<u>Total Expended</u>	<u>\$ 72506</u>
<u>ESL Operating Grant</u>	<u>\$51112</u>
<u>Total Reimbursed by DFES</u>	<u>+\$ 6000</u>
<u>Total Remaining</u>	<u>-\$ 15394</u>

9.0 Mitigation: Activity Fund Program Shire Reserves:

The Shire has been successful in receiving mitigation funding. They are now chasing a contractor to carry out the work. The Shire contacted Blake Halford, the Bushfire Risk Management Officer at DFES to assist with finding a contractor. They must be a model contractor who is approved however, if a contractor is not found then the Shire can seek other alternatives.

The mitigation work that is due to be carried out at Moodiarrup Hall will be tricky. This area has trees underneath powerlines and the hall is right in the middle of the zone. Before the work is to be completed the Shire will touch base with the Moodiarrup hall committee due to walk trails and paths through the area.

This program can be applied yearly, along with other programs to maintain the fire access tracks. See treatment areas attached.

10.0 Minimum Training Standards

Roughly 30 members attended a training day in Duranillin to cover the Rural Awareness Training. Darkan and Arthur River are still yet to complete their training. The brigades would like to see prior recognition being made to people who have been fighting fires for 50+ years.

The Rural Fire Awareness training is now made available online and takes 2-3 hours to complete. From a safety perspective any training is not seen as a wasted resource if it means that it can save a life. Training covers people when an accident happens and DFES can tailor the training to the experience of the brigade members. The Brigades suggested that an in-person Rural Fire Awareness training is to be held at the pub in mid-October with a date and time to be confirmed. This can be combined with the Turret man attending and the presentation of medals.

11.0 Turn Out Procedures

It is encouraged that any time a member takes an appliance to a fire that they are calling COMCEN. Each time a fire is reported this means more resources and money can be allocated to the Shire.

During harvest, a harvest strategy has again been put in place where aircraft are located strategically to help extinguish fires quickly.

COMCEN ideally look for updates upon arrival, and within the hour. This includes what you've got, what you have burning, the likelihood of it expanding, what resources may be required and whether you need water bombers. If they do not hear from you, they are likely to attend the fire ground to check that the scene is ok.

It was noted that the brigades felt that they should have taken a step back at the Sandalwood Road fire and got DFES to help rather than leaving the responsibility on themselves to control the fire. This would have been valuable the next day when agencies were attending. The brigades need to be sure that there are ground controllers around and trained up. DBCA have this training coming up and will see if there are any vacancies to attend the training.

Need to reiterate to volunteers how Signal should be used. It should be used to check into the fire and check out when leaving. This assists FCO's when reporting on the fire. The FCO's should be the only members who are calling no more units. The FCO's are to report when they make it to the fire ground and establish that they will now take control.

12.0 State Operations Support Fleet (SOSF)

The light tanker in Arthur River is often used for traffic control along the Albany Highway. The high season fleet should be primarily used for firefighting. DFES has put in the that West Arthur Shire have a light tanker for the 2024/25 fire season. The Shire is to fill out the application form and forward it back to DFES.

13.0 2024/2025 Fire Break Notice

A brief review of the fire break notice was required to stipulate new dates for the restricted and prohibited burning times for this season. These are as follows:

Restricted Burning Times (RBT) – Permit required

30/09/2024 – 31/10/2024

Prohibited Burning Times (PBT)

01/11/2024 – 23/02/2025

Restricted Burning Times (RBT) – Permit required

24/02/2025 – 14/04/2025

The "No lighting of fires on easter Friday and easter Sunday" is to be removed from the notice.

Bush Fire Advisory Committee Minutes September 2024

14.0 General Business:**14.1 Community Emergency Services Manager (CESM):**

As discussed, position has been backfilled and assistance will be provided whilst Kohdy is acting in another role.

14.2 Frequency of BFAC Meetings:

Individual bushfire brigade meetings are to be held in March where positions will be appointed. BFAC meetings will be held twice a year with these being one in mid-April where positions will be endorsed and another later in the year in September or October prior to the fire season.

14.3 Service Medals:

National medals are listed in the Australian honour system. These are designed for people who have been fire fighting over a length of time and have done a diligent service. It is encouraged that volunteers who have done the service and turned out to jobs they are acknowledged with a medal. Brigades will be consulted in the future when applying for medals. The remainder of the medals will be presented at the October training session.

14.4 Review Shire of West Arthur Volunteer Bushfire Brigade Guidelines & Operational Procedures Document:

No amendments to be made. See document attached.

14.5 Arthur River Brigade WHS Accident:

An accident resulting in Alan Manual crushing his finger in a draw needs to go out as a DFES safety alert. Craig Smith is to follow up with DFES about the Addition or Configuration to Fleet application that was sent in, in May this year.

14.6 Successful FPC Grant:

A grant application was submitted to the Forest Product Commission to obtain a new fast fill. This was successful and a fast fill has been purchased. The new fast fill is to go to Jason Earnshaw's to replace the old one. The old fast fills from Jason's, Troy Sloan's, Jamie Park's and Arthur River are to be sold off through the Shire. A public notice is to be put up to seek expressions of interest.

14.7 Equipment Maintenance/Purchasing:

6 road closure signs are to be purchased through the Shire works department. Each truck will have 2 signs which will assist in closing roads, in particular along the Albany Highway. Brigades are to also check the e-flares that are in the trucks.

The hoses on the three new fast fills do not have enough length. 3 suction lengths need to be purchased for each trailer. The Shire is to liaise with DCBFCO about the purchase of this equipment.

Wagin Mechanical Repairs is to be contacted to book the Duranillin, Darkan and Arthur River trucks in for their annual service. The Duranillin truck will need new front tyres which can be purchased through Beaurepaires Wagin. Quotes are to be obtained for the Duranillin trucks' major service. This major service is to be carried out at the end of the fire season.

7.0 Closure:

The Chairperson declared the meeting closed at 10.15pm

Shire of West Arthur - BFAC Meeting, 3 September 2024 DBCA, Parks and Wildlife Service, Wellington District Report

1. Prescribed Burning Autumn 2024

Wellington District 4 Burns Commenced/Continued.

Approx. 20,022 ha total.

Standard Prescribed Burns (high percentage of area burnt) - 122 ha treated.

Large Scale Mosaic Prescribed Burns (low percentage of area burnt) – 19,820 ha treated.

WTN_128 Roseneath Sherwood (Continuing) – 122 ha.

WTN_131 WTN NE Cell 1 Ross (Continuing) – 80 ha (edging).

WTN_134 WTN NE Cell 4 Stockyard (Continuing) – 10,822 ha.

WTN_136 WTN NE Cell 6 Bednall (Continuing) – 8,998 ha.

2. Prescribed Burning Planned 2024-25

The district is currently in the planning phase for the 2024 spring burn program.

While there are a total of six prescribed fire plans falling within the Shire of West Arthur, only one (WTN_102 Bennelaking) is on the schedule for the 2024 spring burn program.

3. Bushfires

YTD, only one bushfire has been recorded on DBCA tenure in the Wellington District. Zero bushfires have been recorded on DBCA tenure in the Shire of West Arthur.

4. Staff/ Staff Changes

District Fire Coordinator Collie – Jewell Crossberg. (0427 412 828)

Fire Operations Officer Harvey – Darren Harvey (0428 552 793).

A/Fire Operations Officer Collie – Gath Grimsley (0460 621 431)

Fire Operations Officer Collie – Afie Jazreen (0437 806 867).

Assistant Fire Operations Officer Collie – Vacant.

Assistant Fire Operations Officer (FMDP) – Michelle Ivory (0416 315 967)

End of Report.

Jewell Crossberg

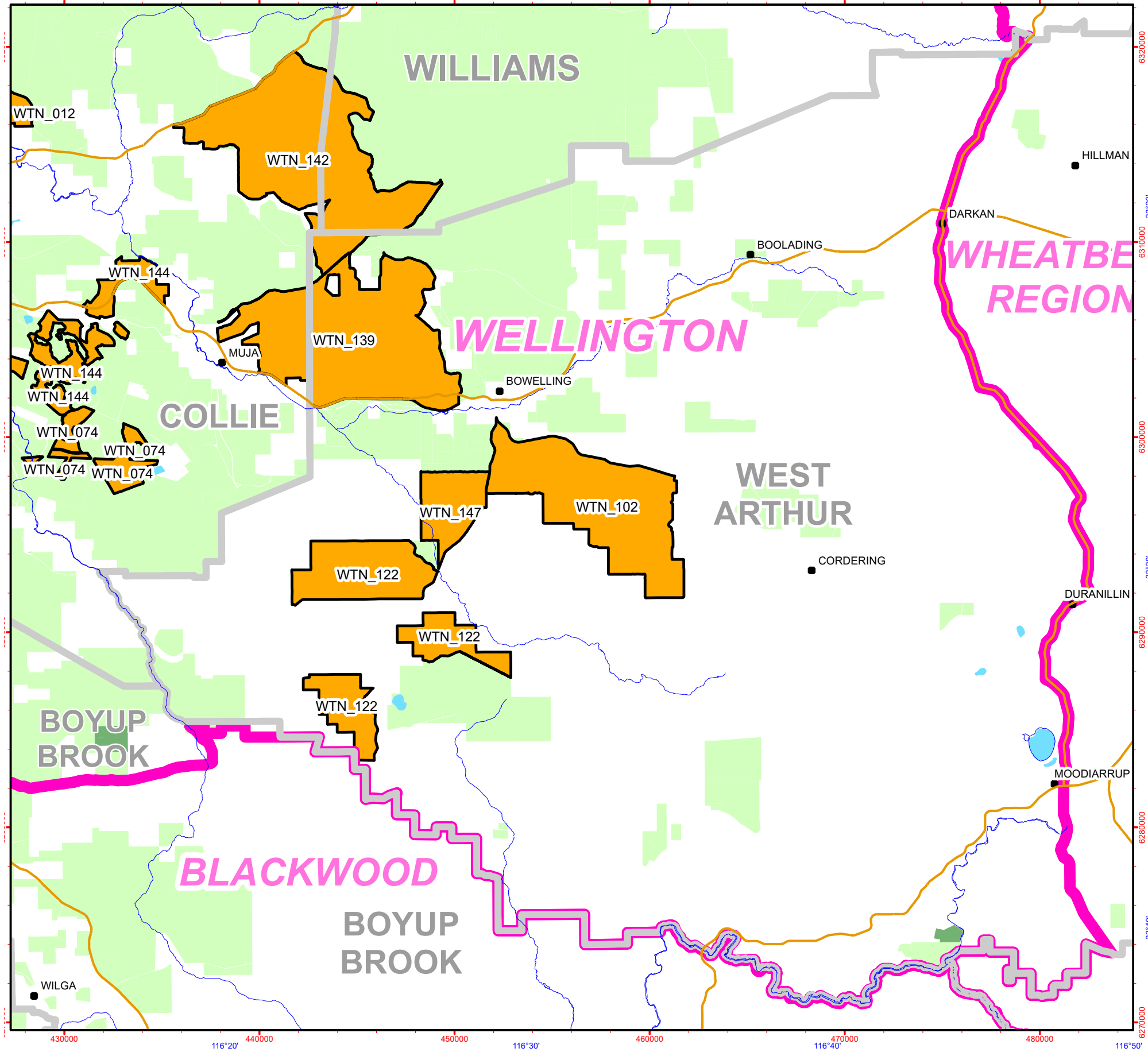
District Fire Coordinator

Wellington District - Collie

Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0427 412 828 | E: jewell.crossberg@dbca.wa.gov.au

147 Wittenoom St, Collie - 6225

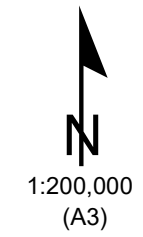


SHIRE OF WEST ARTHUR

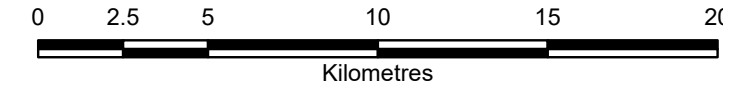
Wellington District Prescribed Burn Options Program 2024-25

Legend

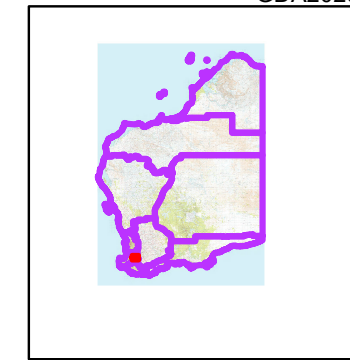
- Highway_Freeway
- Roads_(Main_Sealed)
- WA Townsites
- Hydrography
- Local Govt. Authorities (LGA)
- South32 JVL
- DBCA Districts
- 2024-25_Burn_Options_Program
- WA Ocean Mask
- Lake
- Reservoir
- Interest Tenure**
- Interest Tenure
- Managed Tenure



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(A3)



GDA2020 MGA Zone 50



Produced by the
Department of
Biodiversity, Conservation
and Attractions

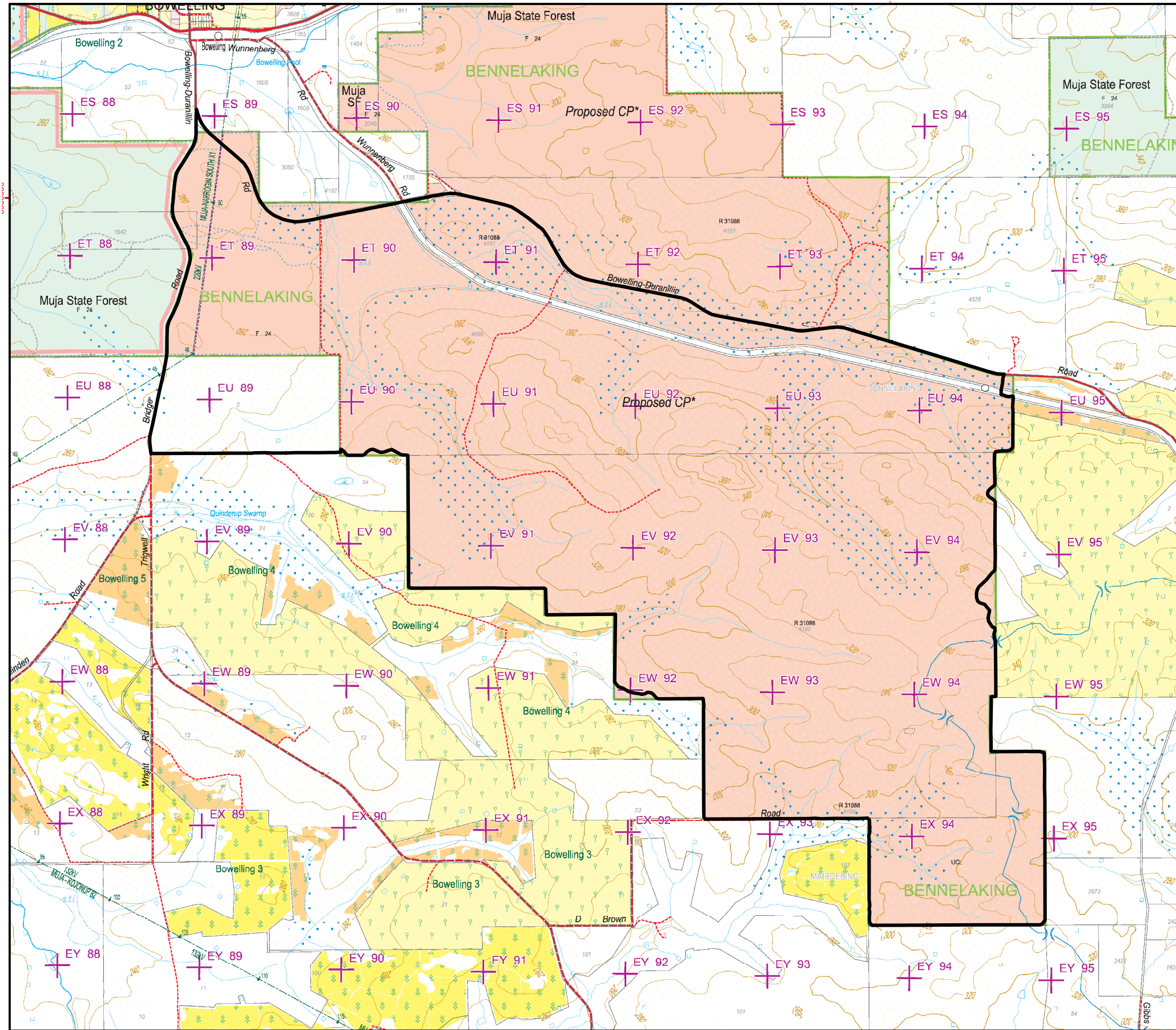


Graticule shown at 10 minute intervals
Grid shown at 10,000 metre intervals

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

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and

Produced - Wellington, DWH, 20240702




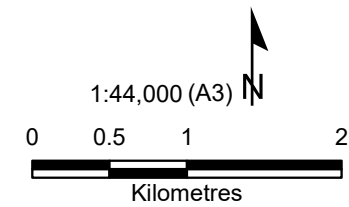
Boundary Map 2024-25 Burn Options Program Wellington District

WTN_102
"BENNELAKING"

Area (ha): 4331.2
Perimeter (km): 37.3

Legend

 Burn Boundary



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



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

Roads and tracks on land managed by Department of Biodiversity, Conservation and Attractions may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

The Department of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Produced by AfieMohdJazreene
on Monday, 19 August 2024



Mitigation Activity Fund – Treatment Areas

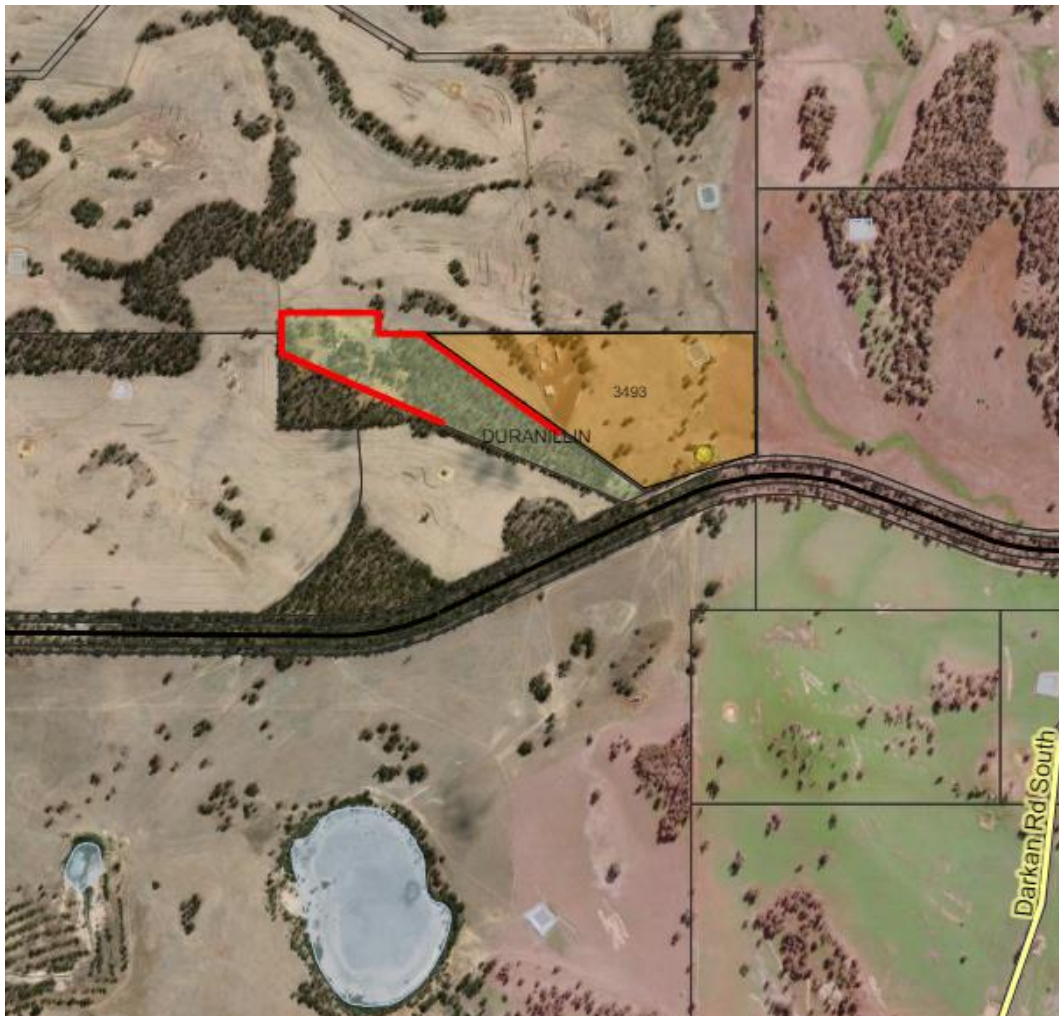
Treatment 27948



Treatment 27949



Treatment 27962



Treatment 27972



Shire of West Arthur Bush Fire Notice 2024/2025

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au

IN THE EVENT OF AN UNCONTROLLED FIRE CALL 000

RESTRICTED BURNING TIMES (RBT)
PERMIT REQUIRED
30/09/2024 to 31/10/2024

PROHIBITED BURNING TIMES (PBT)
01/11/2024 to 23/02/2025

RESTRICTED BURNING TIMES (RBT)
PERMIT REQUIRED
24/02/2025 to 14/04/2025

UHF Channel 5 to be used for communication during fire control for those who do not have access to VHF. **West Australian Emergency Radio Network (WAERN) High Band – Channel 171.**



Department of Biodiversity, Conservation and Attractions- Parks and Wildlife Service: Collie: 9735 1988, Narrogin: 9881 9200, Katanning: 9821 1296

BUSHFIRE ACT 1954

Compliance date: 1st November Annually

Maintained Until: 15th April Annually

Notice to all owners or occupiers of land in the Shire of West Arthur. Pursuant to powers contained in Section 33 of the Bush Fires act 1954 (as amended) you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this notice.

The penalty for non-compliance with this notice is a maximum fine of \$5,000 and, notwithstanding prosecution, the Shire may enter upon the land and carry out required works at the owners/occupier’s expense.

The Shire regularly conducts property inspections to ensure compliance. Persons who fail to commence the requirements of this Notice will be issued with infringements in accordance with the Bushfires Act or Orders to rectify. Inspections commence in November of each year.

If for any reason it is considered impracticable to comply with the requirements of this order, you may make written application to the Shire CEO no later than 1st November for permission to position fire-breaks in alternative locations or to take alternative action to abate fire hazards on your land. The application must be countersigned by the Fire Control Officer for your local area. No applications, whether verbal or written, will be considered after this date.

TOWNSITES

For town lots where the area of the land is less than 2023 square metres (1/2 acre), all inflammable material is to be removed from the land excluding living plants and trees. Grasses are to be slashed or mowed and maintained below 100mm in height throughout the period of 1st November until 15th April each year.

All town lots where the area of the land is greater than 2023 square metres (1/2 acre) shall have the inflammable material maintained to a height of no more than 100mm and where undeveloped land abuts developed land, a firebreak of not less than 2.5 metres wide is required.

BRIGADE CONTACTS

BRIGADE	POSITION	MOBILE
Arthur River	Ben Robinson (CFCO, FWO)	0438 626 033
	Paul Saunders (FCO)	0429 998 344
	Neil Morrell (FCO)	0429 629 066
	John Pascoe (FCO)	0400 080 622
	Alan Manuel (FCO)	0427 626 002
	Sam Burgess (FCO)	0430 641 638
Darkan	Paul South (FCO)	0400 433 365
	Duncan South (FCO)	0427 361 147
	Peter Lubcke (FCO)	9736 1169
	James Campbell (FCO, DFWO)	0427 864 277
	Gavin Kirk (FCO)	0417 933 958
	Todd Lubcke (FCO)	0417 958 888
Duranillin	Cameron Buller (FCO)	0408 720 467
	Adrian South (FCO, FWO)	0428 935 000
	Graeme Peirce (DCFCO)	0419 765 196
	Matthew Telfer (FCO)	0477 888 070
	Ben Buller (FCO)	0437 818 654
	Jamie Park (FCO)	0429 631 092
	Garry Abbott (FCO)	0429 631 012
Ben Murphy (FCO)	0439 585 549	
	James Jefferies (FCO)	0409 629 043

DEFINITIONS

FIREBREAK: A bare mineral earth break immediately inside all boundaries no less than 2.5 metres wide and with a vertical clearance of 4 metres.

HAYSTACKS: Means a collection of hay including fodder rolls or large bales placed or stacked together within 200 metres of any homesteads, buildings, or fuel installations.

PLANTATIONS: Defined as an area exceeding 3ha within a town site, or an area exceeding 20ha within a rural area, of trees planted for commercial purposes.

HARVEST VEHICLE MOVEMENT BAN: Ban imposed for a defined period of time to restrict the use of engines, vehicles, plant and machinery that may contribute to activities that are likely to cause a bush fire or contribute to the spread of a bush fire.

BRIGADE CONTACTS

POSITION	FIRE CONTROL OFFICER	MOBILE
Chief Fire Control Officer (CFCO)	Ben Robinson West Arthur 1 Base	0438 626 033
Deputy Chief Fire Control Officer	Graeme Peirce West Arthur 2	0419 765 196
Fire Weather Officer	Adrian South Cordering 1	0428 935 000
Deputy Fire Weather Officer	James Campbell Darkan 2	0427 864 277

FIRE WEATHER COMMITTEE

Ben Robinson, James Campbell, Todd Lubcke, Adrian South, Duncan South, John Pascoe & Paul Saunders

RURAL PROPERTIES

A firebreak or a combination of firebreaks or closely grazed land is required to completely surround any rural homestead, buildings, haystacks, stacks of fodder, bulk fuel, drums and/or liquid petroleum.

This may be:

- A firebreak not less than 10 metres wide constructed immediately surrounding; if provided by cultivation, spraying, or burning; or
- A firebreak at least 30 metres wide completely surrounding if provided by closely grazed land; with the outer 2.5 metres cultivated or completely free of flammable material as required under the definition of firebreaks.

Where land abuts the Darkan & Duranillin townsites, a firebreak is required.

Firebreaks constructed on road verges do not constitute legal firebreaks under the Bush Fires Act.

Property owners/occupiers of land over 40 hectares must have a fully operational mobile fire unit with a minimum capacity of 400 litres. Slip on units are to be bolted or chained securely to the tray of the vehicle. Properties are to comply with the provision.

HARVESTING OPERATIONS

A harvesting, swathing, baling or forestry machine may not be operated in any crop or timber cell during the PBT or RBT unless it is equipped with a fire extinguisher (minimum 7.5 litres). A fully operational mobile firefighting unit with a tank of 400 litre minimum capacity is to be located in or adjacent to any paddock/cell where harvesting, swathing, baling or slashing of stubble is being undertaken.

The operation of harvesting machines and the movement of grain equipment in paddocks on Christmas Day, Boxing Day and New Years Day is prohibited. From time-to-time weather conditions may result in the issue of a Harvest and Vehicle Movement Ban being imposed which will place restrictions on the movement of vehicles and use of plant or machinery in paddocks. Bans will be advertised on local radio. It is the responsibility of persons harvesting to be aware if bans are in place.

Ignorance to the existence of a ban will not avoid prosecution.

PLANTATIONS

The *Guidelines for Plantation Fire Protection* provide the minimum standards and a consistent approach to fire management. In addition, the Shire requests that no heaps be lit after 31 August each year and that the Shire is notified prior to any plantation burning.

STUMP GRINDING

A fully operational mobile firefighting unit with a tank of 400 litres minimum capacity to be located in the same cell of the plantation at all times during stump grinding. Any ignition from stump grinding is to be reported to an FCO. Person to remain on site for at least 1 hour after finishing stump grinding in the RBT and PBT.

STUBBLE PADDOCK BURNING

A firebreak of no less than 2.5m wide is to surround the paddock prior to burning the stubble.

BURNING OF GARDEN REFUSE & RUBBISH

Permits are required during the restricted burning times. Garden refuse and rubbish may be burnt as follows:

- In a properly constructed incinerator designed to prevent the escape of sparks or burning material provided it is situated no less than 2 metres from any building or fence, and an area of 2 metres surrounding the incinerator is clear of inflammable material.
- On the ground between 6:00pm and 11:00pm of the same day, and completely extinguished no later than midnight on that day. An area of 5 metres must be cleared all around the site during the whole time the fire is burning. The user must extinguish the fire by the application of water or earth.
- No fire shall be lit on a day of high, extreme, or catastrophic fire danger forecast for the district.

CAMPING & COOKING FIRES ARE NOT PERMITTED DURING THE PROHIBITED BURNING TIME.

RESTRICTED & PROHIBITED BURNING TIMES FOR THE SHIRE OF WEST ARTHUR

PROHIBITED BURNING TIME (PBT)

1st November 2024 to 23rd February 2025 (inclusive) each and every year. During this time, you must not start a fire in the open air. The penalty is up to \$10,000, 12 months’ imprisonment or both.

RESTRICTED BURNING TIME (RBT)

30th September to 31st October 2024 (inclusive) & 24th February to 14th April (inclusive) each and every year. These dates may be subject to variation according to seasonal conditions. Any changes will be advertised.

PERMITS TO BURN

A Permit to Set Fire to the Bush (permit to burn), must be obtained from your local area Fire Control Officer (FCO) before you light a fire during the restricted period.

- When issued with a permit, you must comply with the conditions set out on that permit.
- All permits are automatically cancelled on days where the Fire Danger Rating for that district is High, Extreme or Catastrophic. Under certain circumstances an authorized Fire Weather Officer may issue a permit on a forecast High fire danger forecast day.
- Notice must be given to Department of Biodiversity, Conservation and Attractions (DBCA) if the intended burn will be within 3km of State Forest.
- The period of notice required under this section shall be no more than 28 days, or less than 4 days, except where the notice is given verbally, in which case the minimum period of the notice may be determined by mutual agreement.

Burning without a permit will lead to prosecution; fines up to \$10,000 applicable.



Shire of West Arthur

Volunteer Bushfire Brigade Guidelines and Operational Procedures



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AMENDMENT RECORD

REVIEW NO.	DATE	COUNCIL RESOLUTION	AMENDED BY	DETAILS OF AMENDMENT
	20/1/2014	Accepted by Council on the 20/2/2014	Produced by CESM in consultation with CBFCO Rob Jefferies	Guidelines initiated
			Nicki Morrell in consultation with CBFCO Duncan South and reviewed by CEO	Guidelines updated

Distribution of the Bushfire Guidelines will be to all Fire Control Officers.

1. Volunteer Bushfire Brigades

1.1. Establishment of a Bushfire Brigade

The Shire will establish and maintain sufficient bushfire brigades to provide proper and adequate fire protection for the district in accordance with Section 41 of the Bush Fires Act 1954 (Act).

1.2. Name and Officers of a Bushfire Brigade

On establishing a bushfire brigade the local government is to

- a) Give a name to the bushfire brigade and or associated sub-areas.
- b) Specify the area in which the bushfire brigade is primarily responsible for carrying out the normal brigade activities.
- c) Appoint fire control officers.

When considering the appointment of fire control officers, the local government is to have regard to the nominations from the brigade, qualifications and experience required and suitability for the role at the recommendation of the fire brigade.

Fire control officers will be appointed by the local government in July each year for the financial year.

If a position becomes vacant then the local government may appoint a person nominated by the brigade to fill the vacancy.

The current brigade names and profiles are as follows:-

Brigade	Profile
Arthur River	Rural Response
Darkan	Rural Response
Duranillin	Rural Response

1.3. Composition of Bushfire Brigade

Membership of a brigade may consist of the following categories:-

- a) Chairperson)
- b) Captain
- c) Fire Control Officers
- d) Lieutenants
- e) Secretary/Treasurer
- f) Maintenance person
- g) Active firefighting members
- h) Auxiliary members

Chairperson

A person elected by the brigade at its Annual General Meeting to chair the brigade meetings.

Captain

A person elected by the brigade at its Annual General Meeting to carry out the statutory duties associated with that post in accordance with Section 44 (1) of the Act.

Fire Control Officers

A person elected by the brigade at its Annual General Meeting to carry out the statutory duties associated with that post in accordance with Section 44 (1) of the Act.

Lieutenants

Persons elected by the brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Secretary/Treasure

A person elected by the brigade at its Annual General Meeting to look after the clerical and bookkeeping functions of the brigade.

Maintenance Officer (or if not appointed the brigade Captain)

A person/s elected by the brigade at its Annual General Meeting to look after the brigade appliance/s and equipment.

1.4. Annual General Meeting

Each brigade should deal with brigade matters should hold their Annual General Meeting during the period November to March at which elections of brigade offices shall take place. Brigades shall advise the Shire of the officers as soon as practical after an AGM to enable contact details to be updated-

1.5. Dissolution of a Bushfire Brigade

In accordance with Section 41(3) of the Act, the local government may cancel the registration of a bushfire brigade if it is of the opinion that the bushfire brigade is or has not complied with:

- The Act or subsidiary legislation;
- This document;
- Is not achieving the objective for which it was established.

If the local government cancels the registration of a bushfire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

2. Rules Governing the Operation of Bushfire Brigades

2.1 Objects of Bushfire Brigades

The objects of the bushfire brigade are to carry out:-

- a) The normal brigade activities; and
- b) The functions of the bushfire brigade which are specified in the Act and the Shire of West Arthur Guidelines and Operational Procedure's for Bushfire Brigades.

2.2 Management of Bushfire Brigade

The committee of the bushfire brigade is to have the following functions to:--

- a) To recommend to the local government amendments to this Operation and Procedures Guideline.
- b) To propose a motion for consideration at any meeting of the Bushfire Advisory Committee.
- c) Recommend to the local government equipment needs to be supplied by the local government to the bushfire brigade.

2.3 Meetings of Bushfire Brigade

Committee Meetings

- a) May be called at any time by the FCO/Capt by giving at least seven days' notice to all brigade members and if deemed necessary the Chief Bushfire Control Officer.

Special Meetings

- b) The brigade FCO/Capt is to call a special meeting when five or more brigade members request one in writing.
- c) At least seven days' notice of a special meeting is to be given by the FCO/Capt to all brigade members and Chief Bushfire Control Officer.
- d) In the notice given the FCO/Capt is to specify the business that is to be conducted at the meeting.
- e) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

Annual General Meeting

- a) At least 14 days' notice of the Annual General Meeting is to be given by the FCO/Capt to all brigade members and the Chief Bushfire Control Officer
- b) At the Annual General Meeting the bushfire brigade is to:-
 - i. Elect the Brigade officers from among the brigade members.
 - ii. Nominate member(s) as FCO(s) and
 - iii. Deal with any general business.
 - iv. Minutes from the meeting should be provided to the Shire within 14 days of the meeting.

Quorum

The quorum of a meeting of the bushfire brigade is at least 50% of the number of officers of the bushfire brigade.

Voting

Each brigade member is to have one vote, however, in the event of an equality of votes, the Chairperson may exercise a casting vote.

2.4 Disagreements

Any disagreement between brigade members may be referred to either the Captain or to the CBFCO. Where a disagreement is considered by the FCO/Capt or the CBFCO to be of importance to the interest of the bushfire brigade, the FCO/Capt or CBFCO as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the bushfire brigade.

“If the matter is unable to be resolved the local government, in consultation with the Chief Bush Fire Control Officer, will make determination on any matter.

2.5 Notices

- a) Notices of meetings of the bushfire brigade are to be in writing and sent by ordinary post, email, SMS or What’s App to each brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (a) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.
- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:-
 - i. In writing
 - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer ;
 - iii. Given by –
 - a. Personal delivery ;
 - b. Post;
 - c. Email.

Taken as the case may be:-

- a. at the time of personal delivery
- b. 4 business days after posting; or
- c. on printing of the sender’s transmission report. Read receipt

3. Appointment, Dismissal and Management of Members

3.1 Rules to Govern

The appointment, dismissal, and management of Brigade members by the Bushfire Brigade are governed by the Rules.

3.2 Equal Opportunity

The brigade and the local government recognise their legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal opportunity based on merit to ensure that discrimination does not occur on the grounds of:-

- Gender
- Marital status
- Pregnancy
- Race
- Religious convictions
- Political convictions
- Physical impairment
- Age
- Family status and
- Racial vilification.

In accordance with the Equal Opportunity Act, 1984, both direct and indirect discrimination in the areas of recruitment and selection, training, health and safety and medical issues, conditions of employment and promotions, will not be tolerated. All policies and procedures in these areas will be directed towards providing equal employment to all volunteers provided that their relevant experience skills and ability to meet the minimum standards.

Furthermore the Shire of West Arthur considers direct and indirect sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances, and all volunteers should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is a general term covering unwelcome sexual behaviour. This includes, but is not limited to:-

- 1) Unwanted physical contact such as touching and pinching;
- 2) Lewd comments or joked about a person's physical appearance or private life;
- 3) Request for sexual favours; and
- 4) The display of pornography

Both the Equal Opportunity Act 1984 and the Criminal Code make it unlawful for a person to incite racial hatred, racial violence, serious contempt or severe ridicule of a person or group of persons on the grounds of their race. Accordingly, the Shire of West Arthur and the Shire of West Arthur Bushfire Brigades will not tolerate and form of racial hatred or racial harassment under any circumstances. This includes, but not limited to:-

- 1) Publication of material, or possession of material for publication, to incite racial hatred.
Display of material, or possession of material for display, to harass a racial group or individual.

Managers and supervisors must ensure that all employees are treated equitably in accordance with the grounds listed. They must also ensure people who make complaints or are witnesses are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially, and impartially. People will not be disadvantaged in their volunteer work as a result of lodging a complaint.

Appropriate action will be taken against anyone who discriminates or victimises a co-worker, client, or member of the Local Government.

The Shire of West Arthur and the Shire of West Arthur's Bushfire Brigades is committed to providing an environment that is free of all forms of discrimination or harassment. In addition the equal employment opportunity goal of the Shire of West Arthur is designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers where each has the opportunity to progress to the extent of their ability.

If any member of the brigade feels that they are being treated unfairly under the Equal Opportunity Policy, they are to contact the Shire of West Arthur Equal Opportunity Officer.

3.3 Occupational Health and Safety

The Shire of West Arthur and the Shire of West Arthur's Bushfire Brigades are totally committed to establishing and maintaining, so far as practicable, the highest standards of occupational safety and health for all employees and volunteers.

This will be achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities, and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practices and procedures, and an awareness of all hazards associated with their work.

Every volunteer has responsibility in accident and injury protection, and will be encouraged to participate in improving standards of work place safety and health.

Members are responsible for:-

- a) Maintaining work practices that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Supporting and promoting OH&S in the workplace.
- d) Reporting and rectifying unsafe conditions that comes to their notice.
- e) Their own health and safety, and the health and safety of others affected by their actions within the brigade.

3.4 Code of Conduct

Brigade members are to act in a professional manner at all times, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display etc.

Brigade members are at all times to show courtesy to members of the public and staff and members of the Local Government.

Any members of the brigade found to cause disharmony, or by actions or speech to bring the brigade, or the Shire of West Arthur into disrepute, or to act in other than a professional manner shall be disciplined.

Alcohol and drugs are not to be consumed at all whilst on duty.

Members must not operate DFES BFB vehicles or private units whilst under the influence of alcohol or drugs.

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Chief Executive Officer.

4. Bush Fire Advisory Committee

4.1 Bushfire Advisory Meeting

In accordance with Section 67 of the Act, a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Composition of Voting Delegates

- a) The Chief Bushfire Control Officer will be chair person;
- b) One elected member representative in accordance with S67(2)
- c) All Fire Control Officers (appointed by the Shire in accordance with the Act) nominated by each brigade;

The Shire shall provide executive support to the BFAC.

Observers and Advisors

Observers may attend with no voting rights-

4.2 Quorum

A quorum shall consist of more than one half of the voting Committee.

4.3 Voting

At meetings of the Committee each member shall have one vote and in the case of equal votes. The Chairperson shall exercise a casting vote. Observers, advisers and ex – officers, and visitors may not vote on any matter.

Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson, ~~or in conformity with Shire Standing Orders.~~

4.4 Bushfire Advisory Committee Recommendations

Recommendations of the Bushfire Advisory Committee will be considered by the Shire at the earliest possible opportunity. Matters that are not operational in nature or are outside of budget provisions, will be referred to Council.

4.5 Meetings

Ordinary meetings of the committee shall be held as required. Generally meetings will be held on the second Tuesday in April and October with consideration of officer appointments for the coming financial year considered at the April meeting.

Written notice shall be given to all committee members, at least fourteen (14) days prior to the meeting.

Other meetings of the committee may be convened:-

- a) By the Chairperson.
- b) By written notice to all committee members, such notice must be signed by at least four members of the Committee, giving not less than seven (7) days’ notice and stating purpose of the meeting.

c) By the Shire or its nominated members.

The time and venue of meetings shall be determined by the Chairperson in consultation with the Shire, having due regard to the general convenience of the Committee members.

4.6 Election of Committee Members

At the April BFAC meeting the committee is to recommend the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer/s, Fire Control Officers, Fire Weather Officers, and Dual Fire Control Officers to be appointed by the local government. If in the event that the Meeting is unable or unwilling to make such nominations, the Council, or Shire CEO under delegation, will appoint the officers.

4.7 Use of Shire Meeting Facilities

The Shire shall provide use of a Shire facility for the ordinary meetings of bushfire brigades and BFAC.

4.8 Minutes

A copy of the minutes of the BFAC meeting shall be circulated to Council, and Committee members.

4.9 Reports to the Bushfire Advisory Committee

- a) The CBFCO shall report on matters relevant to the Committee
- b) The Delegates from each Brigade shall report on matters relevant to the Committee
- c) Shire delegates shall report on matters relevant to the Committee.
- d) Other agencies that may in attendance shall report on matters relevant to the Committee.

4.10 Appointment of Fire Control Officers

The Committee shall recommend Fire Control Officers and fire weather committee appointments to the local government .

5. Training of Members

5.1 Training

Shire staff will support the CBFCO and brigade captains in organising training through DFES or other organisations to brigade members.

5.2 Basic Training

The Shire will be responsible for basic training of its bushfire personnel, utilising program content and training resources developed by the Department of Fire and Emergency Service.

5.3 Completion of the Fire Fighters Course

The Shire recommends all registered fire fighting brigade members to have completed the following Training Resource Kit (TRK). Recognition of prior learning ~~is~~ will be taken into consideration.

- a) Introduction to Bushfire Fighting.

Shire Fire Control Officers are required to complete the following TRK

- Introduction to Bushfire Fighting,
- AIIMS, and
- Fire Control Officer Course.

Fire Weather Officers are required to complete the Fire Weather Course.

A range of additional training courses are available on request to Shire staff or DFES.

5.4 Training Expenses

All training expenses are covered by the Local Government Grant Scheme (LGGS) this included fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the Shire prior to course date. Receipts are to be presented to Shire within five working days of course completion.

6. Bushfire Brigade Memberships

6.1 Types

The membership of a bushfire brigade consists of the following:-

- a) Fire Fighting members; - Are those persons registered being at least 16 years of age who are trained or competent to undertake normal bushfire brigade activities.
- b) Auxiliary members; - Are those persons who are not 'fire fighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the bushfire brigade This is a non-combat roll.

6.2 Application for Membership

An application for membership is to be on the Bushfire Service Membership Application form and signed by brigade Captain or Secretary.

6.3 Committee to Determine Application for Membership

Applications for membership are to be determined by the brigades captains or secretaries.

6.4 Decision on Application for Membership

The brigades Captain may approve an application for membership unconditionally or subject to any conditions or refuse to approve an application for membership. If a brigade refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practical, but not more than ten days (10) after the decision is made, to the applicant and the advice that the applicant has the right to object to the Local Government.

6.5 Termination of Membership

Membership of the bushfire brigade terminates if the member:-

- 1) Dies;
- 2) Gives written notice of resignation to the Local Government;
- 3) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- 4) Is dismissed by the Committee;
- 5) Is dismissed by the Council;
- 6) Leaves the district permanently without terminating their Brigade membership, or
- 7) Fails to meet the membership criteria or does not respond when issued with a 'Form of Intent'.

The brigade secretary is to supply details of terminations to the local government. The local government will then inform DFES.

7. Administration

7.1 Fire Occurrence Reports

All fire reports are to be completed online by Shire staff in accordance with FCO of that fire and shall be forwarded to the DFES within seven (7) days of attendance, who will ensure the incident is entered onto the DFES OMS data base. Reports may also be submitted progressively to the Bushfire Advisory Committee for necessary action.

7.2 Centralising Ordering

All procurements made for or on behalf of brigades will be through Councils the Shire Office with shire staff having regard for Shire existing policies, [procedures and budgets. No commitments can be made to suppliers by brigades unless brigades own funds are used.

8. Clothing and Footwear

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression etc. These garments may include overall, safety helmet, gloves, goggles and boots. Shire through the LGGs will fund the annual purchase of this equipment.

9. Communications

9.1 Radio Network for Fire Fighting Communications

DFES shall be responsible for the provision of any necessary Bushfire radios for brigades. FCO and brigade vehicles are to establish an efficient radio network for fire fighting communications. Records shall be maintained by Local Government of DFES supplied radios and their location.

No brigade member may use bushfire frequencies for any other purpose than fire fighting or normal maintenance checks unless otherwise authorised.

The Shire will pay for the maintenance of existing hand held radios for the Shire's own revenue. Hand held radios are not funded through the ESL Local Government Grant Scheme.

9.2 Maintenance of Radios

Radio checks including hand held radios are to be conducted on a weekly basis during the fire season.

DFES are responsible for the ongoing serviceability for the radio network. Radios that require maintenance are to be reported to the Shire Office. The Shire office with liaise with DFES and ensure maintenance work is completed within a suitable time frame.

10. Purchasing of Fire Fighting Equipment

10.1 Purchases

Shire may allocate funds from its annual Local Government Grant Scheme (LGGs) for purchasing and maintenance of fire fighting equipment. The aim when purchasing shall be to DFES standardised fire fighting equipment where possible.

All requests from brigades are to be through the Shire Office. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed correct procedure.

10.2 Foam

An annual quantity of foam, if needed, is to be purchased with available Local Government Grant Scheme (LGGs) funds. Request through the CBFCO or Shire Office.

10.3 Fast Fill Trailers

Fast fill trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO. Brigades may maintain their own fast fill trailers or request the Shire to arrange servicing and maintenance on their behalf. The Arthur River Brigade has requested the Shire to organise annual servicing by a contractor.

11. Appliance Shire/DFES

11.1 Tasking the Equipment

The Shire will recognise only equipment suitable to the bushfire service. If local government or DFES Officer observe equipment, which it considers as inappropriate for a task or is unsafe, it may require that to be withdrawn from the fire ground.

11.2 Mechanical Repairs/ Damage

Any mechanical repairs of a routine nature required for recognised bushfire vehicles, shall be directed to Shire Workshop Supervisor or reputable mechanical service by CBFCO, Brigade Captains/ Equipment Officer or Shire Officer.

Accidental damage caused to all fire units will be reported to CBFCO and Shire Officer immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to CBFCO and Shire Officer immediately so the problem can be addressed.

11.3 Servicing

Fire trucks annual servicing will be scheduled for August. Shire administration staff will assist brigade captains with organising for annual servicing of all brigade vehicles.

The brigade shall be required to adopt the following guidelines for care of all fire units and equipment: -

- 1) All fire units shall be kept clean and free of rubbish when not in use.
- 2) Units are not to be used for any private or contact work outside the normal brigade operation.
- 3) The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- 4) Fortnightly vehicle and fire fighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the CBFCO or Shire administration.

11.4 Licencing and Insurance

The Shire shall, through the LGGs Operating budget be responsible for licensing and insurance of bushfire fighting vehicles, buildings and equipment.

11.5 Housing

All fire fighting vehicles under the control of a brigade are to be housed in a garage, shed or other suitable building.

11.6 Private use

Under no circumstances are fire fighting units to be used for private purposes.

11.7 Fuel

The Shire will, through the LGGs operating budget, pay for the fuel costs associated with the use of mobile fire fighting equipment, subject to the following guidelines:-

- Fuel for the Duranillin fire appliance is provided by a brigade member, who is then reimbursed annually or more often if required.
- The fuel for the Arthur River fire appliance is provided by the Arthur River roadhouse via fuel card located at roadhouse, or by a brigade member, who is then reimbursed.

- The Darkan fire appliance fuel is provided by the Shire through either the Shire depot or by fuel card at the fuel depot in Growden Place. A card is stored in the truck and the passcode is available from the shire office or brigade captain.

11.8 Vehicle log books

Vehicle log books must be completed each time vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the drivers signature.

11.9 Location and Operational Status of the Brigade's Appliances

The brigade FCO/ Capt will at all times keep the CBFCO/ Shire officer informed of any change in the day to day location and operational status of appliance under the control of a brigade. Message on What's app is suffice.

11.10 Manning of the Fire Fighting Appliances

A fire fighting appliance shall be manned by no less than two trained persons while actively engaged in fire fighting or fire control activities.

Members may drive the appliances to an incident on their own but **MUST NOT** become involved in fire fighting activities until crew levels as above are achieved.

11.11 Drivers Licence

The driver of any fire fighting appliance or fire control vehicle will hold a current driver's licence of the class appropriate for the appliance or vehicle being driven and be either:-

- a. A Shire employee
- b. Any person authorised by the Chief Bushfire Control Officer, his/her Deputy, or a Brigade FCO or Captain.

11.12 Driving Guidelines

The following are the priority driving codes under which appliances are permitted to travel:-

- 1) CODE 1 – Unit to respond with due haste life/property in immediate danger.
 - a) Emergency warning lights used at all times during travel an operation at incident.
 - b) Siren must be used during travel to incident.
 - c) All speed signs of the road traffic act to be obeyed
 - d) All traffic lights and road traffic signals/signs to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene and that other traffic will give way to the fire appliance.
 - e) Rail crossing signals and boom gates to be obeyed at all times.

Normal road conditions are to be used when returning to station, attending training or exercises and general operations.

Note: - A probationary driver is not to drive a vehicle under emergency conditions.

11.13 Incident Controller Equipment Requests

Incident Controller may request through either the Shire Officer or DFES Regional office the hiring of privately owned equipment for fire suppression. Permission must be sought prior to any machinery or other equipment being utilised.

12. Electrical Expenses

The Shire through the LGGs will meet all electrical costs associated with Brigade Fire Stations.

13. Insurance Cover

The Shire will maintain a continuous policy for fire fighters and fire fighting equipment in accordance with the provision of Section 37 of the Bush Fires Act.

Interest Insured – Injury / Disability /Death to fire fighters and assistance whilst in, or travelling to or from any place of a bush fire.

Damaged to any appliance, equipment or apparatus of a bushfire brigade or any private owned appliance, equipment or apparatus that is being used under the direction or control of a Bushfire Control Officer or member in accordance with the provisions of the Bushfires Act.

Location – Anywhere within the district of the local authority and or otherwise provided under the Bushfires Act 1954.

Sum Insured – Disability or Injury in accordance with the benefits of the Workers Compensation and Rehabilitation Act and the Bushfires Act.

Damage – Injury or damage limitations shall be in accordance with the shires Bushfire Brigades Insurance Policy.

Extensions - Travelling to or from normal brigade's activities. Disability or Injury the benefits of that portion of the State Government Insurance Officers Policy dealing with Disability or Injury Benefits will operate in respect to Volunteers Fire Fighters whilst such persons are proceeding to or returning from normal brigade activities under the Bushfire Act 1954 without any deviation or interruption unconnected therewith.

14. Shire Workforce – Fire Fighting

The Shire acknowledges that it will provide, where authorised by the Chief Executive Officer or his/her delegated officer, available personnel and equipment from its work force as required for emergency situations. The CEO or Works Manager is to direct Shire's involvement on these occasions taking into consideration the nature of the work required, suitable PPE and communications and training.

15. Protective Burning by Brigades on Any Land

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation.

16. Roadside Burning

Brigades must seek authorisation through the Shire to conduct any burning of road side verges outside of a wildfire incident.

17. Fires Outside Shire Boundaries

A Bush Fire brigade member shall notify at the first opportunity to the CBFCO who in turn will notify the Shire Officer that they are in attendance or have attended a fire outside of the local shire boundaries. Notification via What's app is suffice.

18. Welfare

18.1 Meals

In the event that meals are required for volunteers on duty at the scene of a fire the Shire Officer or nominated person must be contacted for authorisation.

18.2 Peer Support

Brigade members are advised that DFES Peer Support personnel are available if required – contact the Shire Officer. All contacts remain strictly confidential.

18.3 Debrief

A HOT DEBRIEF will be conducted on site at the conclusion of a bushfire with any issues being presented to the next BFAC meeting. For multi-agency fires a date is to be set within 2 weeks of the incident occurring with the debriefing notes being presented to at the next LEMC.

19. Evacuations, Traffic Management, Community Warnings.

Any Incident Controller considering evacuation must comply with State EM Policy and State Hazard Plan Fire. See Attached

20. Roles and Responsibilities

20.1 Chief Bushfire Control Officer

The principle responsibilities of the CBFCO include:

- a) During fire incidents, manages the fire resources of the local brigades and support the command functions undertaken by Brigade FCO's. Request activation of the ISG to support the incident if required.
- b) Establish and maintain effective communication and liaison with group personnel and Brigade Officers to facilitate prompt response and recovery to all incidents.
- c) At Local Government level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery to all incidents.
- d) Ensure that Brigade Officers have taken command and correct organisational structure; assigning resources to combat the incidents and undertaking tasks in accordance with established procedures.
- e) Represent the interest of Local Government and its bushfire personnel at a regional level.
- f) Attend any meetings as required or appoint his/her nominee.

20.2 Deputy Chief Bushfire Control Officer

The principle responsibilities of the DCBFCO include:

As per CBFCO above 1, 2, 3.

- 4) Act in the position of CBFCO in his/her absence.

20.3 Fire Control Officers

The role and responsibilities of a Fire Control Officer will be as depicted in Clause 39 (1) of the Bushfires Act 1954(as amended). These include:

- a. Assume the role of Incident Controller during incidents.
- b. To issue Permits to Burn.
- c. Request the use of or to hire privately owned equipment to fight fires through the CBFCO or nominated person.

20.4 Brigade Captain

The principle responsibilities of the Brigade Captain are:

- a. During incidents within the Brigade area, coordinate and manage the resources of the Brigade.
- b. Also required to manage the issuing of PPE within Brigade.

20.5 Brigade Secretary

The brigade secretary is to:-

- a) Be in attendance at all meetings and keep a correct minute and keep a correct minute and account of the proceedings of the Bushfire Brigade in a book which shall be open for inspection by Brigade members at any reasonable time. Forward copies of minutes to the Local Government for recording.
- b) Prepare and send out all necessary notices of meetings.
- c) Maintain a register of all current Brigade members, which includes each brigade members contact details and type of membership.

20.6 Fire Weather Officer

A Shire appointed officer that follows the procedures set out under the Bushfires Act 1954 Section 38 as recommended by BFAC.

21. Compliance of Fire Management Requirements

21.1 Fire breaks inspections.

All fire break inspections will be conducted as near as practical to the compliance date by the Shire's Fire Control Officers and/or Shire Officers.

FCO are to notify Shire Office of non-compliance issues. All reported non-compliance issues are addressed internally with strict confidence.

22. Bushfire Act Infringements

22.1 Breaches of the Bushfires Act

Brigade Officers shall report breaches of the Bushfires Act, including details taken of Officers action to the Shire Officer or nominated person. Breaches could include operation of machinery during a HVMB. Burning outside of Permit To Burn detail issued to property owner.

Breaches are to be reported as soon as practicable to the Shire Officer so action can be taken.

23. Harvest and Vehicle Movement Bans / Vehicle Movement Bans

Harvest and vehicle movement bans are implemented by the CBFCO in consultant with the Weather committee when the Fire Danger Index reaches a nominated figure of ..32.. on the Mc Arthur metre which is set by the Shire Appointed Officers.

Once the above figure has been reached and consultation with brigade officers has been completed the appointed officer will notify all those parties on the contact SMS list and What's app of the ban and of the time the ban will be implemented. Information on implementing the process can be located in the procedures file which includes notification to all by Shire SMS system, ABC / local radio and email neighbouring shires.

Removal of the Harvest and Vehicle movement ban is retracted by following the above procedure to implement.

Any breaches to the harvest and vehicle movement ban must be immediately reported to the Shire's appointed officer CBFCO or nominated person so the situation can be addressed.

24. Total Fire Ban

Total Fire Bans are implemented by the DFES in consultation with the CBFCO. Procedure for Total Fire Bans can be located in the Bushfire Act Section 22 or on the DFES website.

25. Permits to Burn - Procedure

Permits to burn are issued by Shire appointed 'Fire Control Officers' to property owners to carry out burning during the Restricted Burning Time set out in the Councils "Fire Requirements Notice".

Permit holders that do not follow procedures required in a Permit to burn are to be reported by the FCO to the CBFCO within a suitable time so the situation can be addressed.

FCOs are NOT to issue Permit to Burn to themselves. The FCO must obtain a permit from another authorised officer.

26. Morning Radio Schedule

Radio schedule will take place at an appointed time determined by the Base Operator, CBFCO or nominated Shire Officer. All FCO's are to be available for call up and if not available are required to contact the Base Operator, CBFCO/ DCBFCO for that day to discuss items that have been raised on the weekly scheduled call up.

Appendix 1 - Applicable Legislation

[Bush Fires Act 1954](#)

[Bush Fire Regulations 1954](#)

Fire and Emergency Services Authority of Western Australia Act 1998

37. Protection from personal and vicarious liability

(1) Subject to subsection (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services Acts.

(1a) Without limiting subsection (1) a person is taken to be performing a function under an emergency services Act if the person is —

(a) a member or officer of a private fire brigade or a volunteer fire brigade who is taking part in an activity carried out by the brigade for the purposes for which it was formed; or

(b) a volunteer fire fighter who is carrying out normal brigade activities (within the meaning of the *Bush Fires Act 1954*); or

Appendix 2 Annual Schedule of Dates

To be added in the future including BFAC dates, ESL reporting dates, annual servicing dates.

Shire of West Arthur Fire Control Officer Handbook



**Contact the Shire of
West Arthur Office**

9736 2400

**To Register for
Notifications of
Movement Bans by
SMS**

Harvest & Vehicle Movement Ban

A harvest and/or vehicle movement ban will be imposed by the CBFCO after consultation with the fire weather committee.

It will often be imposed after discussion on the radio network.

If a harvest and/or vehicle movement ban is imposed, during office hours Shire staff will send a SMS message and then advise radio stations.

After hours either the CBFCO or Shire staff will SMS, advise radio stations. The CBFCO will advise on Signal.

Call out Procedures Responding to all Fires – All Hours COMCEN must be contacted on 1800 198 140 when turning out

In addition, fires can be report to:

- The Shire Office
- The Chief Bushfire Control Officer
- The Fire Control Officer for the Brigade area where the fire has been sighted.

Once CBFCO, DCBFCO or Shire are notified of a fire in the West Arthur Shire, they will in turn:

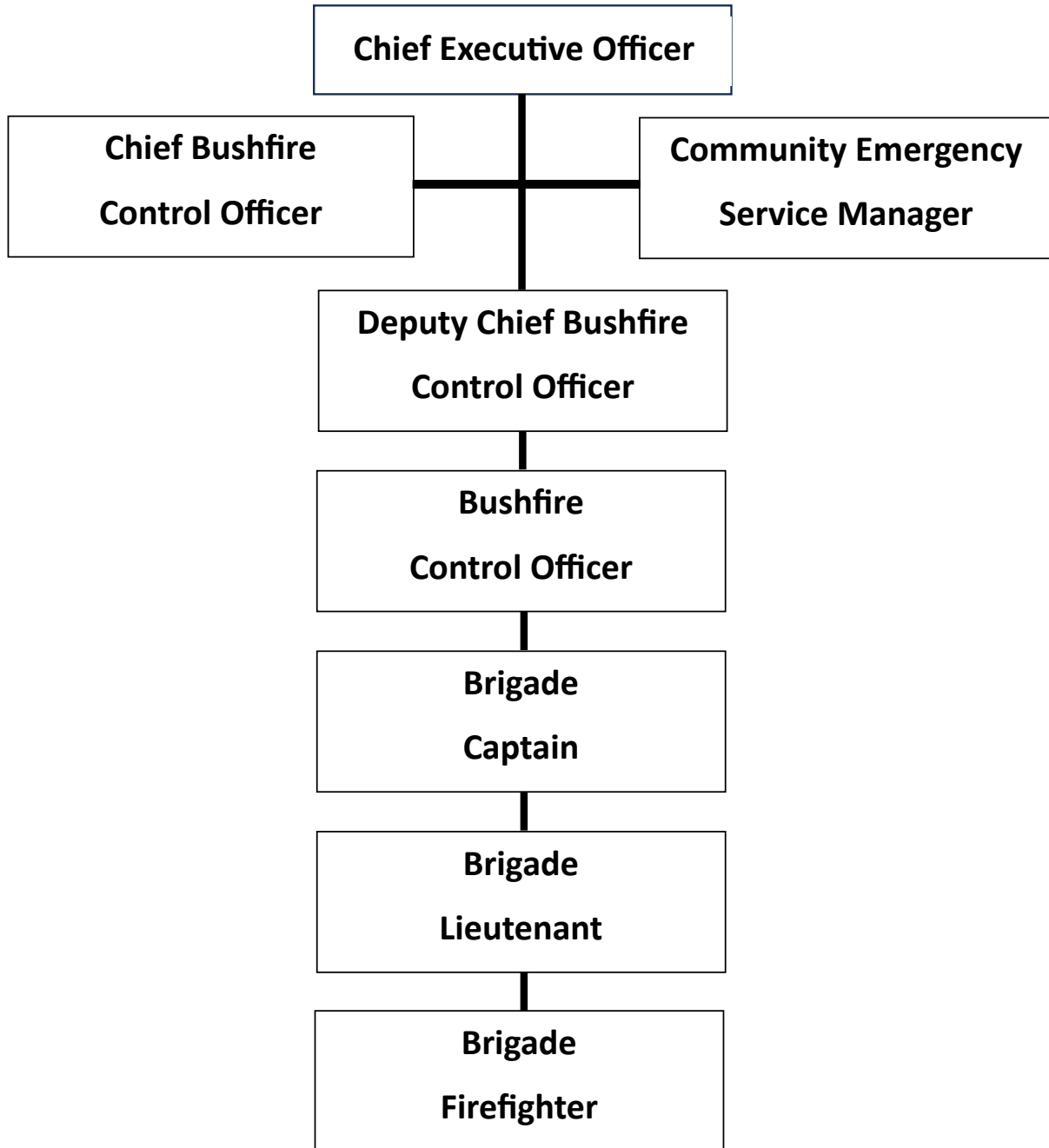
Alert the applicable FCO & Brigade members that a fire has been reported through SMS system, Signal, Bushfire radio or phone. To provide assistance where requested, to the Brigade in terms of backup resources, logistics & weather forecast.



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Brigade Chain of Command



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Meetings of the Bush Fire Brigades

Any meetings of the Bush Fire Brigades must have minutes taken.

Annual General Meeting

- The brigade shall hold an annual general meeting (AGM) prior to the end of July each year.
- A report shall be presented to the membership by the captain.
- At this meeting all office bearing positions will be declared vacant.
- At the AGM the positions of Captain, 1st Lieutenant, 2nd Lieutenant, FCO/s, secretary/treasurer must be appointed to each brigade.
- The new office bearers will assume the positions as of the date of the AGM.
- The minutes of the AGM must be supplied to the Shire for inclusion in the next BFAC meeting.

Special Meeting

- The chief bush fire control officer, deputy chief bush fire control officer, brigade captain or Chief Executive Officer may at any time convene a special meeting of the brigade.
- The name of the members requesting the special meeting are to be recorded in the minutes of the meeting.

Voting

- Each registered brigade member present at the meeting shall be entitled to vote.
- In the event of an equality of votes the brigade Captain may exercise the deciding vote.
- If a voting member is unable to attend a meeting, they may lodge an absentee vote which must be submitted in writing to the secretary/treasurer before the start of the meeting.

Quorum

- Quorum for the meeting is 50% of the number of members of the brigade, no business of a brigade is to be transacted unless a quorum of members in person or by proxy is present.

If required, a FCO who is in charge of a fire shall.

- Where the reported fire has potential implications for either DBCA or plantations, notify those agencies.
- Property damage, personal injuries and near misses need to be reported to the incident controlled who in turn will report to CBFCO.
- Request water bombers.
- After the fire they will send a fire report/information to the Shire officer to log with Department of Fire & Emergency Services (DFES).

Shire of West Arthur Fire Control Officer Handbook



COMCENS – MUST be contacted when truck is being mobilized (1800 198 140)

- Report the fire and obtain an incident number.
- If the information is known of the fire relay to COMCENS e.g., location, units on site & size of the fire.

On Arrival

- Report position and property threatened, size of fire, estimated time of control, if assistance is required (road closure), control point location, location of wind strength and direction.
- Liaise with FCO and if further services are required inform COMCENS.
- At containment of fire inform COMCENS.

The checklist to the right is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN or your normal reporting lines.

NOTE:

The checklist to the right should only be utilized for the first arriving Incident Controller.

For additional and more detailed checklists, refer to the “DFES Operational Checklists” booklet.

P	Position & Property Threatened Assess the Situation Exposures/Assets at Risk/Critical Infrastructure
A	Area Size of Fire
F	Fuel Density & Type Estimate Rate of Spread (ROS)
T	Time to Control Establish IMT Decide on objectives, strategies & Tactics. Consider Delegating Key Functions
A	Assistance Required Traffic Management Road closures Additional Resources
C	Communications & Control Point Radio Frequencies/Communications plan Location of Control Point Consider Media & Public Advice/Warnings
S	Surface Wind Strength & Direction Send SITREP Safety is the First Priority



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Recommended Plan of Action for First Responder on Scene

1. Report the name of the property, the owners and map reference.
2. Report the route of access to the fire.
3. Make an assessment on the area of fire and the conditions under which it is burning, for example, stubble, grass, or bush.
4. Report the number of fire units already at the fire and estimate the number of units required.
5. Estimate the likelihood of the fire becoming a major wildfire and report this.
6. Ping location and information on the Signal app.

It is **EXTREMELY IMPORTANT** that the first person on the scene keeps up a constant flow of information to COMCEN and members on what is happening.

Fire procedures

- Report an estimated time of arrival (ETA) to the Fire Control Officer.
- Report immediately to the Fire Control Officer on arrival.
- Report to the Fire Control Officer before leaving.
- Log off and provide an update with COMCEN once truck back on station

WATER - Standpipes

Quindanning – Fire Fighting use only. The keys are located at Andrew Ritchie’s property, in the Darkan Fire Truck and Shire Office.

Growden Place – Keys located in the Darkan Fire Truck and Shire Office. Please ensure the Shire knows how many litres are taken.

Horwood – (Slow flow) Please ensure the Shire knows how many litres are taken.

Rees Road – (Slow flow) Standpipe

David Kains – Property on Wooldridge Road. For firefighting use only.

Gorn Road – (Seasonal) Check with the Shire that the pump has been installed.

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TELEPHONE CONTACT NUMBERS	PHONE
DFES Communications	1800 198 140
Regional Duty Coordinator	1800 865 103
Life Threatening Emergencies	000
Williams Police	9885 1100/9893 3800
Collie Hospital	9735 1333
Narrogin Hospital	9881 0333
Wagin Hospital	9861 3444
DFES – Narrogin	6832 3110
Wester Power (Customer Service)	13 13 53
Emergency/Supply Interruptions	13 13 51
Katanning CESH (Cindy Pearce)	0417 071 567
Collie/West Arthur CESH (Kohdy Flynn)	0476 850 076
DFCA – Wellington District	
Collie 24hrs in Summer	9735 1988 (Press 1 A/H to speak to duty coordinator)
DFCA – Wheatbelt	
Narrogin	9881 9200
Shire of West Arthur	
Office Number	9736 2400
CEO (Vin Fordham Lamont)	0473 072 017
Works Manager (Gary Rasmussen)	0427 362 214
Works Depot	9736 1534

ADJOINING SHIRES – CHIEF FCOS		
Wagin (334)	X White	0438 611 126
Williams (343)	Matthew Carne	0439 851 053
Woodanilling (233)	Evan Hall	0467 160 779
Kojonup (234)	Tony Fisher	0428 311 504
Collie (157)	Julian Martin	0409 884 291
Boyup Brook	Ben Thompson	0427 673 072
Boddington (115)	Robert Jones	0419 041 139

SHIRE OF WEST ARTHUR BRIGADE			
Chief Bush Fire Control Officer	West Arthur 1 West Arthur Base	Ben Robinson	0438 626 033
Deputy Chief Bush Fire Control Officer	West Arthur 2	Graeme Peirce	0419 765 196
Fire Weather Officer	Cordering 1 (+Base)	Adrian South	0428 935 000
Deputy Fire Weather Officer	Darkan 2	James Campbell	0427 864 277



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BRIGADE	CALL SIGN	FCO	PHONE
Arthur River	West Arthur 1	Ben Robinson	0438 626 033
FCO	Arthur River 4	Paul South	0400 433 365
FCO	Kylie 1 (+Base)	Neil Morrell	0429 629 066
FCO	Arthur River 1	Alan Manuel	0427 626 002
FCO	Arthur River 3	Paul Saunders	0429 998 344
FCO		John Pascoe	0400 080 622
FCO		Sam Burgess	0430 641 638
A/River Truck	Arthur River Fire Truck		
Darkan	West Arthur 1	Duncan South	0427 361 147
FCO	Boolading 1	Peter Lubcke	9736 1169
FCO	Darkan 2	James Campbell	0427 864 277
FCO		Gavin Kirk	0417 933 958
FCO		Todd Lubcke	0417 958 888
FCO		Cameron Buller	0408 720 467
Darkan Truck	Darkan Fire Truck		
Duranillin	West Arthur 2	Graeme Peirce	0419 765 196
FCO	Duranillin 1 (+Base)	James Jefferies	0409 629 043
FCO	Cordering 1 (+Base)	Adrian South	0428 935 000
FCO	Capercup 1	Matthew Telfer	0477 888 070
FCO	Sandalwood 1	Ben Buller	0437 818 654
FCO	Lightwoods 2	Jamie Park	0429 631 092
FCO	Duranillin 4	Gary Abbott	0429 631 012
FCO	Capercup 2	Ben Murphy	0439 585 549

Fire Weather Committee

Ben Robinson, James Campbell, Todd Lubcke, Adrian South, Duncan South, John Pascoe & Paul Saunders.



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INCIDENT CONTROLLER CHECKLIST		
TASK	COMPLETED	TIME
On arrival at fire		
Assume control and inform the fire fighters		
Determine assets at risk – community warning		
Determine fire shape		
Are sufficient resources on site/on the way? E.g., appliances, machinery, personnel & air support		
Is the fire going to impact roads and if so, notify appropriate people – police		
Are current suppression methods effective or is the fire escalating?		
Can the fire be suppressed, or should we concentrate on asset protection only?		
Does the fire need sectorising?		
Who can I appoint as sector commanders?		
Is the communication channel becoming cluttered?		
What other channels can I use? COMMS PLAN		
What is the weather forecast?		
Do I need assistance in controlling the fire? FCO's? Shire? DFES?		
During fire		
Initiate and maintain fire diary (log)		
Determine a plan of attack for the next few hours		
Inform fire fighters of suppression plan		
Appoint sector commanders		
Set up battle board		
Ensure safety and welfare of the fire fighters (e.g., PPE, food & water)		
Develop a communication plan		
Liaise with the sector commanders regarding placement and use of incoming vehicle and personnel		
Shift resources as required		
Determine suppression progress and reassess objectives as required		
Update weather forecast		
Scale up and down as required		
Maintain liaison with sector commanders, other agencies, and contractors on site		
Develop alternative objectives, strategies in case needed.		
Will meals be needed and has catering been arranged?		
Do relief crews need to be organised?		



Shire of West Arthur Fire Control Officer Handbook



**IT IS IMPORTANT TO LOG MAJOR DECISIONS & THE REASONS BEHIND THEM.
IF YOU FEEL THE SITUATION IS BEYOND YOUR ABILITY, SEEK ASSISTANCE THROUGH
YOUR CHAIN OF COMMAND TO DFES (1800 865 103)**

PLANTATIONS	
PF Olsen (Bunbury Tree Farm Project) Mal Parker/Anthony Wise	1800 054 659 0417 983 962/0428 308 852
Forrest Products Commission Fire Duty Officer Greg Hodgson	9725 5246 0429 206 600
Ents Forestry Andy Wright	0429 920 288
WA Plantation Resources (WAPRES) Private Contactors 24hr Fire Line	9777 2022
Department of Water & Environmental Regulations Graeme Blake	6364 7802 0406 601 701

Water Bombers

The incident controller at a fire must request that the water bombers be activated through the DBCA Duty Officer first, if unable to contact them, contact DFES ComCen centre instead.

9842 9803

If the water bombers are activated, request on Signal group to organise a minimum of two people to assist with reloading. The Shire water truck also needs to be activated immediately to ensure that the truck is full and ready to top up the tank at Hillman as it is emptied by the planes.

Calling out for Heavy Machinery – Shire Equipment Required

Any request for Shire equipment must be made by the incident controller (usually the FCO). Shire equipment must be authorised by the CEO (0473 072 017), and Works Manager (0427 362 214). All equipment must be operated by a Shire employee. All machines are to be approved by the FCO prior to entering the fire ground and must have a support vehicle if working in an active fire area. No other earthmoving equipment can be hired without the approval of the Works Manager unless the fire becomes a Level 2 then contact DFES. Farm equipment used at fires in a volunteer capacity should have appropriate roll over protection structures (ROPS) and safety requirements.



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Western Power Infrastructure

If Western Power are required to attend an emergency advise DFES Communications Centre (1800 198 140).

Prior to contacting DFES Communications centre please obtain the following details.

Name of person reporting: _____
 Phone Number: _____
 Contact at Scene: _____
 Phone Number: _____
 Issue of concern (Pole top fire, powerlines on ground): _____
 Pole ID Number: _____
 Pole Location (Nearest road, intersection, or property number): _____
 Request Action (crew required, disconnect power): _____

DFES Communications Centre on 1800 198 140

Spot Forecasts

Spot forecasts & 4-day outlooks are ordered from the Bureau of Meteorology (BOM). DFES can order forecasts for Shires.

- Spot forecasts can be requested by the incident controller.
- Are issued for 12, 18, 24 or 30 hours (a 12-hour forecast will be issued unless requested otherwise)
- Forecasted weather is provided in 3-hour periods.

Conditions may change at any times during this period.

Requests

- A phone call to BOM duty forecaster
- 9236 2260
- Request form available from BOM website http://reg.bom.gov.au/reguser/by_user/bomw0336

Username: bomw0336 **Password:** hat99tEr

Important

- Check that the location on the spot forecast matches the fire locations.
- Read & understand the full forecast particularly the *“Significant wind changes and uncertainties associated with the forecast”*.
- Distribute the spot forecast and 4-day outlook to all key personnel.



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Road Hazards

The welfare of emergency personnel is the highest priority. Incidents involving roads and traffic present real risks to emergency responders and road users.

Authority to Close Roads

The *Bush Fires Act 1954* provides the authority for Bush Fire Brigade members controlling a bushfire to close roads (includes vehicle fires and structure fires outside gazetted fire districts).

Don't detour traffic unless part of an approved traffic management plan. This recognises the risk of directing vehicles onto roads that are unsuitable/unsafe.

The **Incident Controller (IC)** is responsible for:

- Closing roads
- The welfare of emergency responders and
- The welfare of road users at Vehicle Control Points.

The IC cannot open the road, the IC needs to be satisfied that the incident no longer poses a threat before handing the road back to the road owner who will assess the road condition before deciding to open the road.

Main Roads WA must be informed when state roads are closed on 138 138. This number can also be used to request Main Roads assistance with traffic management personnel and equipment.

WA Police Force assistance can be requested via **DFES Communication Centre – 1800 198 140**.

Clearly describe the situation e.g., *traffic management required to protect the safety of emergency personnel*, this will be a higher priority compared to a general request to manage traffic.

Personnel are not to endanger their lives in attempting to stop vehicles, traffic controllers confronted by road user's intent on breaching closures should warn the driver that:

- Passing the road closure could lead to danger.
- Breaching the road closure is an offence and
- Their vehicle registration and drivers' description are being noted (details of the breach should be reported immediately)
- Record details of vehicles that do not comply:
 - Description of car
 - Registration number
 - Description of driver
 - Time/date
 - Actions
 - Name of witnesses

As calls to DFES COMCEN are recorded, it is recommended that COMCEN is contacted as soon as possible to provide the above information with a request to WA Police to follow-up.

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Road Hazards

Consequential impacts

- Trees or branches may fall across road. Debris may roll across road.
- Road surface damaged and unsafe for traffic
- Roaming animals
- Poles, power lines may fall, burst gas/water pipes.
- Bridges unsafe for vehicles

Protection

The best protection is to close the road. Protection can also be afforded by siting the vehicle in a fend-off position (below) as a protective barrier to the worksite.

In each case:

- All personnel wear high visibility clothing – fire overalls/vest
- Vehicles display beacons at incidents or hazard warning lights during normal operations.
- Crews not directly involved should be off the road, clear of the incident scene and the general flow of traffic for added personal safety.
- Avoid toxic smoke and residue associated with car fires; park upwind (note risk of wind change)
- Not positioned where they may become a traffic hazard to motorists.

Safety hazards to motorists

- Smoke affecting visibility.
- Toxicity of smoke
- Distraction
- Direct flame impingement

Safety hazards to emergency personnel

- Vehicle speed
- Leaking fuel/gas
- Direct flame impingement
- Toxic smoke and residue
- Road congestion/peak traffic times
- Poor visibility – smoke across road
- Presence of hazardous materials
- Oncoming traffic and driver inattention/distraction
- Explosion hazards – tyres, tail shafts, LPG tanks, gas struts & shock absorbers

Signage, road cones & warning lights

- Appropriate signs, road cones and warning lights are to be used in proximity to the incident/work area.
- Signs are to be positioned as soon as possible once traffic has been assessed as a hazard.
- Signs are positioned on both traffic approaches where possible so that hazards are clearly visible to approaching traffic (ensure adequate line of sight to allow large trucks to stop): -
- Positioned with a line of sight for on-coming traffic:
- Greater than 150m in a 60km/h or lower speed zone; or
- Greater than 250m elsewhere
- Consider the need for large vehicles to turn around.
- Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning.
- Avoid locating signage where drivers are required to concentrate on other road hazards, i.e., on bends, bridges, railway crossings etc.



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Road – Traffic Control & Road Closures

Williams Police – 0429 084 889/ (08) 9885 1100

Main Roads (Albany Highway and Coalfields Road). Phone numbers for incident response are now:

24 Hour Line – 138 138

Narrogin Office – 9881 0524

Northam Office – 9622 4787

A LIST OF DO's & DON'Ts FOR FIRES

Do's

1. Wear protective clothing including gloves, helmet, and goggles. **This could save your life.**
2. Take a large bottle of water.
3. Ensure your water tank is full and your unit has adequate fuel & oil.
4. Carry wetting agent to put into your tank. 1 cup per 1,000 litres.
5. You have a pair of pliers. Not only to cut your way into the fire but also to cut your way out.
6. Your 4x4 hubs are engaged.
7. When opening gates or cutting fences pull them well clear.
8. Your family is aware of your situation as soon as possible after the fire has been contained.
9. Carry a tool to remove recoil start on pump engine if rope breaks.

A LIST OF DO's & DON'Ts FOR FIRES

Don'ts

1. Work alone! **Safety in numbers!**
2. Speed to fires. Your unit is full of water and probably at maximum weight. Remember the tortoise and the hare principal.
3. Jam communications. Think and speak clearly.
4. Forget to make sure the underneath of your vehicle is clear e.g., no straw stuck to anything.
5. Forget the person on the back of the vehicle. Make sure they are secure.
6. Forget to ensure your vehicle is wetted down before you enter the fire ground.
7. Forget to secure your tank and pump.
Bolt them down to the chassis.

Accident Reporting

All accidents and near miss accidents must be reported. All accidents and near miss accidents on an operational fire ground must be reported to either the CBFCO, DCBGCO, CESM, Incident controller, brigade captain or officer in charge.

The CBFCO/CESM will arrange for the accident to be investigated and a report will be published and distributed accordingly.



Shire of West Arthur Fire Control Officer Handbook



Fire Permits

Fire permits can be issued by the Fire Control Officer of the closest relevant brigade. All permits are **INVALIDATED** when the Bureau of Meteorology issue a **HIGH, EXTREME or CATASTROPHIC** fire danger rating. On a HIGH rating day this ruling can be changed if local weather conditions permit. Check with the Fire Weather Control Officer.

Permits **SHOULD NOT** be issued if permit holder cannot be in attendance on the day after the burn.

The issuing Fire Control Officers must **STRESS** to the person to:

1. **NOTIFY** all neighbours.
2. **PICK UP** permit and **READ** conditions.
3. **CONTACT DBCA** – if burn is in close proximity to their land (within 10kms)
4. **INSPECT** the fire ground the next day and when the next strong wind occurred.

Two (2) or more firefighting units to be in attendance at all fires lit under a permit.

The issuing Fire Control Officer should write down any other condition considered necessary. Permit holders must comply with these additional conditions.

PERSONNEL PROTECTIVE EQUIPMENT

Standard of dress for all firefighting personnel will be:

Issued uniform as a minimum standard or long pants, long sleeved shirt, and boots.

The minimum dress requirements are issued work uniform.

- For firefighting operations this will be the Nomex viscose cargo pants and cotton t-shirt or Nomex viscose work shirt and firefighting rated footwear.
- For non-firefighting emergency response operations this will be overalls or work uniform with appropriate footwear.

Personnel turning up to fires without the minimum requirement must be told to dress properly, or asked to leave the fire ground, or given a non-firefighting task.



Shire of West Arthur Fire Control Officer Handbook



Alcohol Consumption

Bushfire brigade personnel shall **NOT** respond to an incident or participate in any bush fire operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.

Alcohol shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression, or recovery phases.

Alcohol shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.

When driving, personnel must comply with Road Traffic regulations.

Illicit Drugs

Firefighters shall not respond to any incident or participate in any training activities where illicit drugs have been taken. If a firefighter is aware that another is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

NOTIFICATIONS

All fires occurring with rubbish tip sites not including garden refuse areas or bush areas, are to be reported to the CBFCO. Do not go within 10 metres of fire and use containment procedures only. Do not try to put fire out without CBFCO approval.



A List of DO's and DON'Ts FOR RADIO USE

DO's

- When transmitting a message, press the button and wait approximately 1 or 2 seconds before speaking.
- Always speak distinctly at a regular medium speed
- Use your call sign when making or answering a call.
- Do make use of authorised PRO_WORDS
- Always think about what you are going to say **BEFORE** you start and keep it short & concise.
- Always observe the three second pause before transmitting. This is to give another station with an urgent message time to call in. He should use his call sign and the word "check".
- Offer to relay messaged if you become aware that stations you can hear are having trouble communicating with each other.
- "Listen out" for three minutes after closing the net.

DON'Ts

- Shout or drop your voice toward the end of sentences.
- Don't develop personal quirks such as "over and out", "do you read".
- Never close or leave your radio, even for a short time, without first obtaining permission from control.
- Don't offer unnecessary traffic, especially in times of emergency.

Shire of West Arthur Fire Control Officer Handbook



Function Keys

F1. Activates dual transmit & receive.

Dual mode enables you to switch between the radios and access channels that operate on different frequency bands thereby enabling interagency communications.

F2.GPS

Press F2 to access GPS readings ~ GPS readings can be longitude and latitude or northing and easting coordinates ~ The status of the GPS function is shown in the upper right-hand corner of the display ~ Use the scroll keys to view more GPS information, such as true course and speed ~ Press Exit to exit the GPS display.

F3. Switches the active radio band.

Toggles between the foreground and background radio

F4. Activates user group scan.

Press F4 to activate the scan mode.

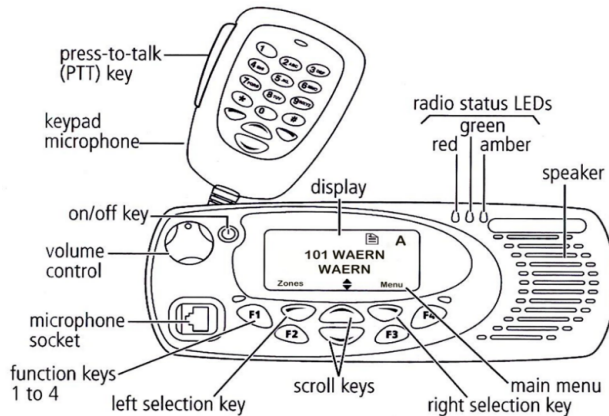
STATUS LEDs

Red: Glowing – transmitting. Flashing transmit timer is about to expire.

Green: Glowing – receiving. Flashing you have received a call with valid special signaling, or you have activated monitor or squelch override.

Amber: Glowing – scanning a group is in process.

Flashing – activity on a channel has been detected and scan has halted on this channel.



Audible Tones

Tone Type	Meaning
One short beep	Valid key press: the action you have attempted is permitted, or function activated: a function key has been pressed that function has been activated
One long, low-pitched beep	Invalid key press: the action you have attempted is not permitted, or transmission inhibited: you have attempted to transmit but for some reason the transmission is not permitted at this time.
One short, low pitched	Function deactivated: a function key has been pressed and the corresponding function has been turned off.
Activate talk around	Select the channel you require, Press Menu, Select Radio Settings; Select Functions, Select Talk around, Press Back until you return to the main screen. The talk around symbol shows in the top left-hand corner of the display.
Deactivate talk around	To turn talk around off, you can change the channel OR press Menu, select Radio Settings, select Functions, select Talk around, select Off, press Back until you return to the main screen.



Shire of West Arthur Fire Control Officer Handbook



Radio display symbols	
These are some of the symbols you may see on your radio display:	
Symbol	Meaning
	Received signal strength indicator (RSSI): the more bars, the stronger the signal being received by your radio
	Transmit: your radio is transmitting
	Low-power transmit: your radio is transmitting on low power
	External alert: external alert is active
	Scanning: (rotating) your radio is monitoring a group of channels for activity, (flashing) your radio has detected activity on a channel, and has halted on this channel
	Monitor: the radio is in a call
	Repeater talkaround: your radio is operating in repeater talkaround mode
	Dual transmit mode: your radio will transmit on both channels shown in the display
	Cross-band repeater mode: received signals on one channel will be transmitted on the other channel, and vice versa
	Text messaging active: the radio can receive text messages
	Text message received: there is a text message waiting to be viewed



Shire of West Arthur Fire Control Officer Handbook



SUMMARY OF RADIO PROCEDURES PRO-WORDS

Some commonly used **PRO-WORDS** are listed below.

OVER

This is the end of my transmission to you. A response is necessary. Go ahead and transmit.

OUT TO YOU

This is the end of my transmission to you and no answer is required or expected. I am about to call another station.

ROGER

I have received and understood your last transmission.

NOTHING HEARD

I have not received a reply, or head, from the station whose call sign I have just given.

RADIO CHECK

What is my signal strength and readability? That is, how do you read me?

WAIT

I must pause for a maximum of 5 seconds. Except in an emergency no other station is to transmit during this pause.

WAIT OUT

I must pause for more than 5 seconds. Any other station is free to transmit.

TRAFFIC

I have traffic for you and will transmit it when you advise me to do so. Not: use only scheduled net calls.

12 CORPORATE SERVICES**12.1 FINANCIAL REPORTS - JULY 2024**

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	19/09/2024
Disclosure of Interest:	Nil
Attachments:	1. July 2024 Monthly Financial Report ↓

SUMMARY:

Council is requested to consider the financial reports for the period ending 31 July 2024.

BACKGROUND:

The financial reports for the period ending 31 July 2024 are attached.

COMMENT:

If you have any questions regarding details in the financial reports, please get in touch with the office before Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting. The 2024/25 budget was adopted in August 2024 therefore the budget figures will be included in the monthly reports from August 2024 onwards. The August 2024 monthly financial report will be available at the October 2024 OCM.

CONSULTATION:

Not required.

STATUTORY ENVIRONMENT:

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month, and a note containing a summary explaining the composition of the net existing assets.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no financial implications. Reported income and expenditure will be assessed by management as being consistent with the 2023/24 Annual Budget.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Ensure that the local community is provided with value for money through the prudent expenditure of rates

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	Not preparing monthly financial statement which affects Council’s ability to oversee the Shire’s financial management.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Prepare monthly financial statements for the Council.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accepts the financial reports for the period ending 31 July 2024 as presented.

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 July 2024

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

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**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

	Supplementary Information	YTD Actual (c) \$
OPERATING ACTIVITIES		
Revenue from operating activities		
General rates	10	0
Grants, subsidies and contributions	13	264,359
Fees and charges		32,824
Interest revenue		2,488
Other revenue		76,726
Profit on asset disposals	6	0
		376,397
Expenditure from operating activities		
Employee costs		(285,149)
Materials and contracts		(169,827)
Utility charges		(12,649)
Depreciation		0
Finance costs		0
Insurance		(66,522)
Other expenditure		(1,342)
Loss on asset disposals	6	0
		(535,489)
Non-cash amounts excluded from operating activities	Note 2(b)	0
Amount attributable to operating activities		(159,092)
INVESTING ACTIVITIES		
Inflows from investing activities		
Proceeds from capital grants, subsidies and contributions	14	155,260
Proceeds from disposal of assets	6	0
Proceeds from financial assets at amortised cost - self supporting loans		0
		155,260
Outflows from investing activities		
Payments for property, plant and equipment	5	(34,016)
Payments for construction of infrastructure	5	(96,513)
		(130,529)
Amount attributable to investing activities		24,731
FINANCING ACTIVITIES		
Inflows from financing activities		
Transfer from reserves	4	0
		0
Outflows from financing activities		
Repayment of borrowings	11	0
Transfer to reserves	4	0
		0
Amount attributable to financing activities		0
MOVEMENT IN SURPLUS OR DEFICIT		
Surplus or deficit at the start of the financial year		1,426,117
Amount attributable to operating activities		(159,092)
Amount attributable to investing activities		24,731
Amount attributable to financing activities		0
Surplus or deficit after imposition of general rates		1,291,756

* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2024**

	Supplementary Information	30 June 2024 \$	31 July 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	4,375,428	4,246,305
Trade and other receivables		305,238	234,427
Other financial assets		31,016	31,016
Inventories	8	91,855	91,855
TOTAL CURRENT ASSETS		4,803,537	4,603,603
NON-CURRENT ASSETS			
Other financial assets		309,468	309,468
Property, plant and equipment		19,828,346	19,862,362
Infrastructure		114,035,939	114,132,452
TOTAL NON-CURRENT ASSETS		134,173,753	134,304,282
TOTAL ASSETS		138,977,290	138,907,885
CURRENT LIABILITIES			
Trade and other payables	9	303,130	445,389
Other liabilities	12	208,199	0
Borrowings	11	137,156	137,158
Employee related provisions	12	309,445	309,812
TOTAL CURRENT LIABILITIES		957,930	892,359
NON-CURRENT LIABILITIES			
Borrowings	11	574,339	574,337
Employee related provisions		11,941	11,941
TOTAL NON-CURRENT LIABILITIES		586,280	586,278
TOTAL LIABILITIES		1,544,210	1,478,637
NET ASSETS		137,433,080	137,429,248
EQUITY			
Retained surplus		9,004,570	9,000,738
Reserve accounts	4	2,828,645	2,828,645
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		137,433,080	137,429,248

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

<p>BASIS OF PREPARATION</p> <p>This prescribed financial report has been prepared in accordance with the <i>Local Government Act 1995</i> and accompanying regulations.</p> <p>Local Government Act 1995 requirements <i>Section 6.4(2) of the Local Government Act 1995</i> read with the <i>Local Government (Financial Management) Regulations 1996</i>, prescribe that the financial report be prepared in accordance with the <i>Local Government Act 1995</i> and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.</p> <p>The <i>Local Government (Financial Management) Regulations 1996</i> specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.</p> <p>Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.</p>	<p>THE LOCAL GOVERNMENT REPORTING ENTITY</p> <p>All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.</p> <p>All monies held in the Trust Fund are excluded from the financial statements.</p> <p>Judgements and estimates</p> <p>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.</p> <p>The estimates and associated assumptions are based on historical experience and various other factors 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.</p> <p>The balances, transactions and disclosures impacted by accounting estimates are as follows:</p> <ul style="list-style-type: none"> • estimated fair value of certain financial assets • impairment of financial assets • estimation of fair values of land and buildings, infrastructure and investment property • estimation uncertainties made in relation to lease accounting • estimated useful life of intangible assets <p>SIGNIFICANT ACCOUNTING POLICES</p> <p>Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.</p> <p>PREPARATION TIMING AND REVIEW</p> <p>Date prepared: All known transactions up to 13 August 2024</p>
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**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Last Year Closing 30 June 2024	Year to Date 31 July 2024
Current assets		\$	\$
Cash and cash equivalents	3	4,375,428	4,246,305
Trade and other receivables		305,238	234,427
Other financial assets		31,016	31,016
Inventories	8	91,855	91,855
		<u>4,803,537</u>	<u>4,603,603</u>
Less: current liabilities			
Trade and other payables	9	(303,130)	(445,389)
Other liabilities	12	(208,199)	0
Borrowings	11	(137,156)	(137,158)
Employee related provisions	12	(309,445)	(309,812)
		<u>(957,930)</u>	<u>(892,359)</u>
Net current assets		3,845,607	3,711,244
Less: Total adjustments to net current assets	Note 2(c)	<u>(2,419,490)</u>	<u>(2,419,488)</u>
Closing funding surplus / (deficit)		1,426,117	1,291,756

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	YTD Budget (a)	YTD Actual (b)
	\$	\$
Adjustments to operating activities		
Less: Profit on asset disposals	6	0
Add: Loss on asset disposals	6	0
Add: Depreciation		0
Total non-cash amounts excluded from operating activities		<u>0</u>

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets	Last Year Closing 30 June 2024	Year to Date 31 July 2024
	\$	\$
Less: Reserve accounts	4	(2,828,645)
Less: Financial assets at amortised cost - self supporting loans	8	(31,016)
- Current financial assets at amortised cost - self supporting loans		
- Land held for resale		(70,000)
Add: Current liabilities not expected to be cleared at the end of the year:		
- Current portion of borrowings	11	137,156
- Employee Benefit Provision		373,015
Total adjustments to net current assets	Note 2(a)	<u>(2,419,490)</u>

CURRENT AND NON-CURRENT CLASSIFICATION

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

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

There is no reportable variance at 31 July 2024

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal cash at bank	Cash and cash equivalents	867,560	0	867,560	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	550,000	0	550,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	2,828,645	2,828,645	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	0	NAB	0.01%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	0	NAB	2.55%	N/A
Cash on hand		100	0	100	0	CASH	0.00%	N/A
Total		1,417,660	2,828,645	4,246,305	0			
Comprising								
Cash and cash equivalents		1,417,660	2,828,645	4,246,305	0			
		1,417,660	2,828,645	4,246,305	0			

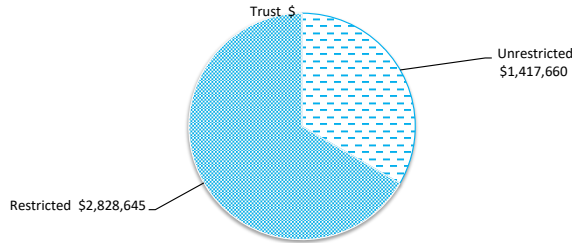
KEY INFORMATION

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

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

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

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



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

4 RESERVE ACCOUNTS

Reserve name	Actual Opening Balance	Actual YTD Closing Balance
	\$	\$
Restricted by Council		
Leave Reserve	131,460	131,460
Plant Reserve	1,037,504	1,037,504
Building Reserve	176,231	176,231
Town Development Reserve	1,658	1,658
Recreation Reserve	177,182	177,182
Heritage Reserve	7,047	7,047
Community Housing Reserve	200,920	200,920
Waste Management Reserve	122,945	122,945
Darkan Swimming Pool Reserve	63,662	63,662
Information Technology Reserve	35,654	35,654
Darkan Sport and Community Centre Reserve	240,632	240,632
Arthur River Country Club Reserve	55,871	55,871
Museum Reserve	134,654	134,654
Moodiarrup Sports Club Reserve	28,281	28,281
Landcare Reserve	25,543	25,543
Corporate Planning and Valuation Reserve	4,829	4,829
Kids Central Reserve	7,866	7,866
The Shed Reserve	14,130	14,130
Recreation Trails Reserve	2,712	2,712
Community Gym Reserve	11,336	11,336
Economic Development Reserve	94,451	94,451
Road Reserve	254,077	254,077
	2,828,645	2,828,645

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

5 CAPITAL ACQUISITIONS

	YTD Actual
Capital acquisitions	\$
Land - freehold land	0
Buildings - non-specialised	34,016
Furniture and equipment	0
Plant and equipment	0
Acquisition of property, plant and equipment	34,016
Infrastructure - roads	0
Infrastructure - Other	96,513
Acquisition of infrastructure	96,513
Total capital acquisitions	130,529
Capital Acquisitions Funded By:	
Capital grants and contributions	155,260
Other (disposals & C/Fwd)	0
Reserve accounts	
Plant Reserve	0
Building Reserve	0
Recreation Reserve	0
Community Housing Reserve	0
Darkan Swimming Pool Reserve	0
Museum Reserve	0
Landcare Reserve	0
Economic Development Reserve	0
Contribution - operations	(24,731)
Capital funding total	130,529

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment infrastructure, is carried at cost or fair value as indicated less: where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

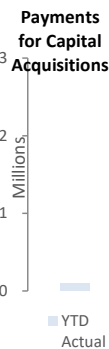
Where multiple individual low value assets are purchased to as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised one asset and capitalised.

Initial recognition and measurement for assets held at c

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost th is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



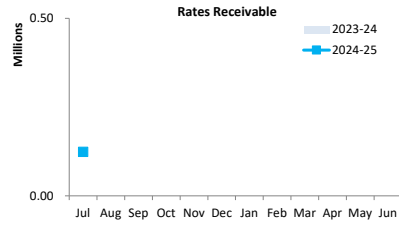
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2024	31 Jul 2024
	\$	\$
Opening arrears previous years	171,494	127,307
Levied this year	1,997,367	0
Less - collections to date	(1,894,343)	143,745
Gross rates collectable	274,518	271,052
Allowance for impairment of rates receivable	(147,211)	(147,211)
Net rates collectable	127,307	123,841
% Collected	87.3%	(112.9%)



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	25,470	560	580	6,885	33,495
Percentage	0.0%	76.0%	1.7%	1.7%	20.6%	
Balance per trial balance						
Trade receivables						33,495
Other receivables						65,370
Other receivables [describe]						7,750
Other receivables [describe]						3,971
Total receivables general outstanding						110,586

Amounts shown above include GST (where applicable)

KEY INFORMATION

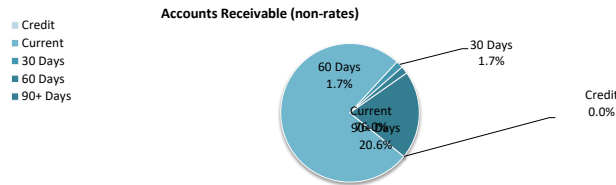
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 July 2024
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	31,016		0	31,016
Inventory				
Fuel and materials	21,855	0	0	21,855
Land held for resale	70,000			70,000
Total other current assets	122,871	0	0	122,871

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

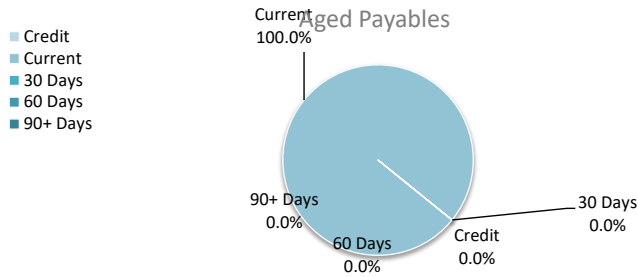
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	445,389	0	0	0	445,389
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						259,032
Accrued salaries and wages						63,568
ATO liabilities						(25,587)
Other payables						84,985
Payroll deductions						59,172
Collections						4,219
Total payables general outstanding						445,389

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		60,588	0	0	(60,588)	0
Capital grant/contributions liabilities		147,611	0	0	(147,611)	0
Total other liabilities		208,199	0	0	(208,199)	0
Employee Related Provisions						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		187,091	0	367	0	187,458
Total Provisions		309,445	0	367	0	309,812
Total other current liabilities		517,644	0	367	(208,199)	309,812

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

12.2 ACCOUNTS FOR PAYMENT LISTING - AUGUST 2024

File Reference:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	19/09/2024
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - August 2024 2. Corporate Card Summary - 29 June to 26 August 2024

SUMMARY:

Council is requested to endorse payments of accounts for August 2024 as listed and note the attached credit card transactions.

BACKGROUND:

The schedule of accounts for payment is included as attachments for Council information.

COMMENT:

If you have any questions regarding payments in the listing, don't hesitate to contact the office before the Council meeting.

CONSULTATION:

No consultation is required.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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 sub regulation (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:

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

FINANCIAL IMPLICATIONS:

There are no financial implications. Reported expenditure is assessed by management as being consistent with the adopted Annual Budget.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management

- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	Unauthorised (or incorrectly authorised) payments being made
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Payments listing provided to Council each month

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council;

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note August 2024 Municipal Fund vouchers 09082024.1-09082024.21, 26082024.1-26082024.60, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$619,546.06 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 29 June 2024 to 26 August 2024.

**Shire of West Arthur
Creditor Details
August 2024**

DATE	REFERENCE	NAME	ORIGINAL AMOUNT
1/8/2024	DIRECT DEBIT	Synergy	124.72
		Rees Supply Charge and Consumption 20/4-20/6/2024	
2/8/2024	DIRECT DEBIT	Synergy	189.48
		Lake Supply Charge and Consumption 19/4-19/6/2024	
5/8/2024	DIRECT DEBIT	Synergy	1,010.59
		CRC Supply Charge and Consumption 18/6-15/7/24	
5/8/2024	DIRECT DEBIT	Synergy	142.21
		Moodi Hall Supply Charge and Consumption 19/4-19/6/24	
6/8/2024	DIRECT DEBIT	Australian Super Administration	14,323.00
		Fortnightly Superannuation Contributions	
15/08/2024	DIRECT DEBIT	Aware Super Clearing House	12,557.90
		Fortnightly Superannuation Contributions	
15/08/2024	DIRECT DEBIT	Rentfind Technologies Pty Ltd	22.00
		Housing Software August 2024	
15/08/2024	DIRECT DEBIT	Water Corporation	88.26
		Rail Reserve House Usage and Service charge 30/5-29/7/24	
16/08/2024	DIRECT DEBIT	Water Corporation	326.40
		18 Gibbs Water Use 30/5-24-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	188.22
		7 Hillman Water user 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	164.51
		52 Hillman Water use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	161.09
		10 Gibbs Water Use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	135.83
		15 Nangip Water use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	130.37
		22 Hillman Water use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	119.45
		8 Hillman St Water Use 30/5-30/7/24 Service Charge 1/7-30/7/24	
16/08/2024	DIRECT DEBIT	Water Corporation	98.64
		25 Nangip Water use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	83.03
		Unit 2/12 Hillman Water use 30/5-24-30/7/24 Service 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	80.45
		1/12 Hillman Water use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	75.22
		6 Hillman Water Use 30/5-30/7/24 Service Charge 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	67.41
		31 Arthur St Water Use 30/5-30/7/24 Service charge 1/7-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	51.15
		Unit 1/10 Hillman Water use 30/5-30/7/24 Service 1/7-31/8/24 DD16/8	

**Shire of West Arthur
Creditor Details
August 2024**

16/08/2024	DIRECT DEBIT	Water Corporation	49.20
		2/10 Hillman Consumption 1/7/24-31/8/24	
16/08/2024	DIRECT DEBIT	Water Corporation	49.20
		11 King Street Service Charge 1/7-31/8/24	
20/08/2024	DIRECT DEBIT	Water Corporation	129.02
		Caravan Park Water Use 30/5-30/7/24	
21/08/2024	DIRECT DEBIT	Telstra	114.65
		Leading Hand, Dongle in admin, Builders, Office, Caravan Park, Depot Fuel System	
21/08/2024	DIRECT DEBIT	Water Corporation	326.79
		Growden Pl Rear of Lot 3 Water Use 30/5-29/7/24 Service Charge 1/7/31/8	
21/08/2024	DIRECT DEBIT	Water Corporation	65.94
		Darkan Hall Water use30/5-30/7/24	
21/08/2024	DIRECT DEBIT	Water Corporation	52.28
		Growden Standpipe Service Charge 1/7-31/8/24	
21/08/2024	DIRECT DEBIT	Water Corporation	20.07
		Admin Office Water use 30/5-30/7/24	
21/08/2024	DIRECT DEBIT	Water Corporation	14.34
		CRC Water Use 30/5-30/7/24	
21/08/2024	DIRECT DEBIT	Water Corporation	5.73
		Footy Oval Water use 30/5-30/7/24	
22/08/2024	DIRECT DEBIT	Synergy	1,497.54
		Streetlights 25/6-24/7/24	
23/08/2024	DIRECT DEBIT	Synergy	384.63
		Dura Hall Consumption15/5-12/7/24	
23/08/2024	DIRECT DEBIT	Synergy	210.54
		Town Dam Consumption 15/5-12/7/24	
23/08/2024	DIRECT DEBIT	Synergy	116.94
		Dura School Consumption 15/5-24-12/7/24	
26/08/2024	DIRECT DEBIT	Telstra	1,447.91
		Admin, harvest, internet, message bank, 22 Horwood, internet and data, office line.	
26/08/2024	DIRECT DEBIT	Telstra	1,129.53
		Works admin, CRC, Caravan Park ipad, Works Manager, depot wifi,	
		MCS ipad, mechanic mobile, MCS mobile, swimming pool solar panels,	
		MCS and WM home internet, 27 Burrowes Street internet and data	
26/08/2024	DIRECT DEBIT	TC Removals	2,500.00
		Removals 15 Nangip to 10 King St - CEO	
28/08/2024	DIRECT DEBIT	NAB Credit Card	5,468.75
		See attached statement	
29/08/2024	DIRECT DEBIT	Motorpass	6.59
		Fire Brigades Fuel Card	
30/08/2024	DIRECT DEBIT	Aware Super Clearing House	12,843.17
		Fortnightly Superannuation Contributions	

**Shire of West Arthur
Creditor Details
August 2024**

30/08/2024	DIRECT DEBIT	National Australia Bank	39.30
		Account Fee 086724 508314385	
30/08/2024	DIRECT DEBIT	National Australia Bank	10.00
		From A/C 50-831-4406 Account Fee 086852 508314406	
30/08/2024	DIRECT DEBIT	National Australia Bank	68.99
		Merch Fee009185958Shire of West Ar 003206 Merch Fee 009185958	
1/8/2024	EFT	Payroll	77,548.04
		Salaries and Wages	
14/8/2024	EFT	Payroll	68,408.50
		Salaries and Wages	
29/08/2024	EFT	Payroll	68,854.88
		Salaries and Wages	
9/8/2024	09082024.1	150 Square Pty Limited	1,462.50
		Preparation, Facilitation and note summary of the West Arthur Biodiversity	
		Project Workshop	
9/8/2024	09082024.2	Air Liquide	98.56
		Cylinder Fees June and July 2024	
9/8/2024	09082024.3	AMPAC Debt Recovery (WA)	35.75
		Rate Recovery Costs A718	
9/8/2024	09082024.4	Antenna Tronics and Communications	884.40
		Supply and install amplified hd digital tv at new CEO House	
9/8/2024	09082024.5	Australia Post	12.25
		Padded Mailer - Return of wallet at C/P	
9/8/2024	09082024.6	Blackwood Basin Group Inc	2,432.19
		Landcare Officer Role - July 2024	
9/8/2024	09082024.7	Cemeteries an Crematoria Association WA	130.00
		Ordinary Membership 2024-25	
9/8/2024	09082024.8	Darkan Agri Services	3,238.11
		Parts and Repairs - July 2024	
9/8/2024	09082024.9	Douglas Partners	2,585.00
		Darkan Bore - Groundwater Investigation	
9/8/2024	09082024.10	Duff Electrical Contracting	583.00
		Instal power points in ceiling at 1-4 10 Hillman Street	
9/8/2024	09082024.10	Duff Electrical Contracting	77.00
		Pool pump repairs	
9/8/2024	09082024.10	Duff Electrical Contracting	129.80
		Smoke alarm repair at 3/10 Hillman St	
9/8/2024	09082024.10	Duff Electrical Contracting	82.50
		New down lights repaired - GROH Housing	
9/8/2024	09082024.10	Duff Electrical Contracting	31.90
		Tag Nissen Hut heater	
9/8/2024	09082024.11	Fordham Lamont Vin	90.00
		CEO Home Internet	

**Shire of West Arthur
Creditor Details
August 2024**

9/8/2024	09082024.12	Fuel Distributors of WA	3.85
		Starcard Fees - July 2024	
9/8/2024	09082024.13	Great Southern Fuel Supplies	4,942.84
		RX Super 15W-40 205L, Hyspinn 205L, Hyspinn AWH68 205L	
9/8/2024	09082024.14	J Owens	2,136.63
		Antenna labour and installation at Units 1-4 10 Hillman Streets	
9/8/2024	09082024.15	Landgate	91.60
		Rural UV Interim Valuation Shared	
9/8/2024	09082024.15	Landgate	9.05
		Mining Tenements	
9/8/2024	09082024.15	Landgate	188.72
		Rural UV Interim Valuation Shared	
9/8/2024	09082024.16	Mr P Meacock	332.50
		Refund of caravan park booking	
9/8/2024	09082024.17	Resonline Pty Ltd	220.00
		Room Manager Monthly Fee - July 2024	
9/8/2024	09082024.18	Roslyn King (Cleaning Contractor)	297.00
		Carpet cleaning at 2/10 Hillman Street	
9/8/2024	09082024.19	Sprys Meat Market	303.57
		Fresh meat for seniors meals	
9/8/2024	09082024.20	WA Contract Ranger Services Pty Limited	561.00
		Ranger services 16/7 and 26/7	
9/8/2024	09082024.21	West Arthur Community Resource Centre	1,062.59
		Drs Hours July 2024	
26/08/2024	26082024.1	AMPAC Debt Recovery (WA)	919.20
		Rate Recovery Costs A654	
26/08/2024	26082024.2	AMPAC Debt Recovery (WA)	28.60
		Rate Recovery Costs A2685	
26/08/2024	26082024.3	Boddington Medical Centre	864.00
		Fuel Reimbursement May and June 2024	
26/08/2024	26082024.4	Bunbury Machinery	1,533.03
		Parts and Repairs - L17 and L18	
26/08/2024	26082024.5	Coalfields Wearparts	5,422.56
		Grader blades and points	
26/08/2024	26082024.6	Corsign	71.50
		Unisex toilet and parent room	
26/08/2024	26082024.7	Creative Spaces	11,077.00
		Design of signs for heritage trail	
26/08/2024	26082024.8	Darkan Agri Services	5,358.31
		Parts and Repairs June and July	
26/08/2024	26082024.9	Darkan Repertory Club	100.00
		Refund of Hall Bond	

**Shire of West Arthur
Creditor Details
August 2024**

26/08/2024	26082024.10	Department of Fire and Emergency Services	19,961.40
		ESLB 1st Qtr Contribution	
26/08/2024	26082024.11	Dept Energy, Mines, Ind Reg & Safety	118.30
		July 24 Remittance	
26/08/2024	26082024.12	DKM Workplace Solutions	413.60
		July and August Workplace Support Services Subscription	
26/08/2024	26082024.13	Douglas Partners	8,525.00
		Darkan Bore - Groundwater Investigation	
26/08/2024	26082024.14	Exurban Rural and Regional Planning	4,359.26
		July 24 - Town Planning Consultancy Services	
26/08/2024	26082024.15	Fuel Distributors of WA	19,709.92
		Depot fuel and fuel for Raj/Vin's Vehicles - July 2024	
26/08/2024	26082024.16	Heritage Intelligence	1,996.50
		Heritage Consultancy - Darkan Heritage Trail	
26/08/2024	26082024.17	Hitachi Construction Machinery Pty Limited	476.98
		Filter Kit - L15	
26/08/2024	26082024.18	Hitachi Construction Machinery Pty Limited	120.32
		Filter Kit - L15	
26/08/2024	26082024.19	Jason Signmakers	2,036.64
		Administration Centre Signs	
26/08/2024	26082024.20	Jason Signmakers	194.41
		Shallow water signs 450*600	
26/08/2024	26082024.21	JLT Risk Solutions	547.90
		Marine Cargo - Renewal MIM032560CAN	
26/08/2024	26082024.22	LGISWA	114,405.77
		2024-2025 Insurance Renewal	
26/08/2024	26082024.23	Lush Fire and Planning	3,861.00
		Planning Assistance - Stewart Road, LPP5	
26/08/2024	26082024.24	Main Roads	22,000.00
		Refurbishment of Quill Bridge 4016A	
26/08/2024	26082024.25	Mathwin Transport	782.11
		Freight of Pool Chemical from Sigma	
26/08/2024	26082024.26	Mcleods	4,528.92
		Legal Fees - Lot 5 Stewart Rd Composting	
26/08/2024	26082024.27	Mcleods	769.34
		Legal Fees - Advice on invoice from ratepayer	
26/08/2024	26082024.28	Mr G Logos	972.50
		Refund caravan park booking	
26/08/2024	26082024.29	Ms A Gledhill	142.50
		Refund caravan park booking	
26/08/2024	26082024.30	Ms D Haggerty	2,300.00
		Presentation at biodiversity community engagement meeting	
26/08/2024	26082024.31	Narrogin Quarry Operations	9,543.37
		Road base and 75mm rock ballast	

**Shire of West Arthur
Creditor Details
August 2024**

26/08/2024	26082024.32	Officeworks	187.16
		Office administration supplies	
26/08/2024	26082024.33	Putland Motors	3,773.86
		Parts and Repairs - May 2024	
26/08/2024	26082024.34	QHSE Integrated Solutions Pty Ltd t/as	437.80
		Skytrust Tier 1	
26/08/2024	26082024.35	Resonline Pty Ltd	220.00
		Room Manager Monthly Fee - August 2024	
26/08/2024	26082024.36	Roslyn King (Cleaning Contractor)	8,847.89
		Cleaning 19/6-24/7/24	
26/08/2024	26082024.37	Roslyn King (Cleaning Contractor)	7,078.32
		Cleaning 24/7 - 21/08/24	
26/08/2024	26082024.38	Scavenger Fire & Safety	1,647.80
		Amphibio Mini Floating Strainer 3" Darkan Bushfire Brigade	
26/08/2024	26082024.39	SEEK Limited	423.50
		Classic Job Ad - Customer Service Officer	
26/08/2024	26082024.40	Sheridans Badges and Engraving	81.42
		Honour Board Strips x2 inc freight	
26/08/2024	26082024.41	SOS Office Equipment	173.19
		Photocopier Billing Job July 2024	
26/08/2024	26082024.42	Spencer Signs	4,070.00
		16 signs and frames for Darkan Heritage Trail	
26/08/2024	26082024.43	Team Global Express	44.50
		SOS Office Delivery	
26/08/2024	26082024.44	TR Homes & Co	29,406.00
		Practical Completion and Variations - 10 King Street	
26/08/2024	26082024.45	Truckline	56.41
		Window Kit - T3	
26/08/2024	26082024.46	Truckline	1,694.89
		Brake Drum 16.5"x7" SP83 Maintenance	
26/08/2024	26082024.47	WA Contract Ranger Services Pty Limited	561.00
		Ranger services 31/7-7/8	
26/08/2024	26082024.48	WA Contract Ranger Services Pty Limited	607.75
		Ranger Services 13 and 21 August	
26/08/2024	26082024.49	WALGA Business Solutions	650.00
		WALGA Conference 2024 - Cr Harrington	
26/08/2024	26082024.50	Warren Blackwood Waste	3,436.38
		Domestic, commercial and recycling July 2024	
26/08/2024	26082024.51	West Arthur Community Resource Centre	5,238.88
		Library and Medical Funding July - September 2024	
26/08/2024	26082024.52	Westrac Bunbury	4,673.79
		Parts and Repairs - G11	

**Shire of West Arthur
Creditor Details
August 2024**

26/08/2024	26082024.53	Westrac Bunbury	101.00
		Parts and Repairs - R10	
26/08/2024	26082024.54	Westrac Bunbury	361.59
		Parts and Repairs - R11	
26/08/2024	26082024.55	Westrac Bunbury	547.38
		Parts and Repairs - R11	
26/08/2024	26082024.56	Westrac Bunbury	245.65
		Parts and Repairs - R12	
26/08/2024	26082024.57	Westrac Bunbury	338.78
		Parts and Repairs - R11	
26/08/2024	26082024.58	Westrac Bunbury	601.62
		Parts and Repairs - R10	
26/08/2024	26082024.59	Westrac Bunbury	1,196.94
		Parts and Repairs - Caterpillar PS300C Roller Repairs	
26/08/2024	26082024.60	Westrac Bunbury	1,315.60
		Preparation of HSP Stream 2 grant application	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		DIRECT DEBIT	\$56,691.04
		SALARIES & WAGES - EFT	\$214,811.42
		09082024.1-09082024.21	\$22,022.31
		26082024.1-26082024.60	\$321,159.04
		LICENSING AUGUST 2024 TRANSFERS	\$4,862.25
		TOTAL	\$619,546.06

12.3 RATES WRITE OFFS - ASSESMENT A782, A950 AND A921

File Reference: ADM689
Location: N/A
Applicant: N/A
Author: Rajinder Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 20/09/2024
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

The council is requested to approve the Rates Write-off (\$82,821.79) of rates and service charges, interest, and legal fees outstanding under section 6.12 (1) (c) of the Local Government Act 1995 for assessments A782 (17 Nangip Crescent, Darkan) \$25,618.85, A950 (19 Farrel Street, Duranillin) \$21,848.99, and A921 (Locked Land) \$35,353.95.

BACKGROUND:

The Shire has several ratepayers with outstanding rates that have remained unpaid despite following the standard debt recovery process. These amounts have been outstanding since 2004. Under the Local Government Act 1995 provisions, the Council is empowered to write off any money owed to the Shire if all reasonable steps to recover the debt have been exhausted.

COMMENT:

The Officers started pursuing these outstanding rates in 2022. We engaged external Collections Agents and Lawyers.

A782 (17 Nangip Crescent, Darkan) has been a vacant residential block with unpaid rates since 2010. We hired McLeod Lawyers to locate the owner and arrange for the land to be transferred back to the Shire. The transfer was completed on December 19, 2023. After determining a fair value for the vacant land, it will be recognised as an asset of the Shire in the 2024-2025 fiscal year. Any resulting adjustments will be accounted for against the provision for Doubtful Debts.

The details of the total outstanding amount:

A782 Balance @ 19.09.24	
Rates	\$7,566.00
Interest	\$8,156.32
Legal fees	\$9,896.53
Total Outstanding	\$25,618.85

The Shire engaged Cloud Payment to commence rate recovery for the two assessments due to long-term outstanding rates:

1. **Assessment A950 (19 Farrell Street, Duranillin):** A residential land parcel with accumulated outstanding rates.
2. **Assessment A921 (Locked Land):** A landlocked property with no public access, resulting in difficulty selling and recovering rates.

In line with Council’s debt recovery process, both properties were listed for auction on **12 August 2023**.

- **A950 (19 Farrell Street, Duranillin):** A bid of **\$8,000.00** was received at the auction, and the sale was settled on **3 November 2023**. The final payment received was **\$8,203.93**, received on 1 December 2023.
- **A921 (Locked Land):** No bids were received for this property during the auction. Subsequently, the Shire approached the neighbouring property owner, who agreed to purchase the land through a private treaty for **\$1,000.00**. The sale was settled on 10 April 2024. The Final payment was **\$961.07**, received on 12 April 2024.

The sale proceeds for both properties have been processed, and the remaining outstanding amounts require Council approval for write-off.

A950 Balance @ 19.09.24		A921 Balance @ 19.09.24	
Rates	\$2,982.97	Rates	\$8,858.50
Interest	\$8,217.77	Interest	\$18,033.35
Legal fees	\$10,648.25	Legal fees	\$8,462.10
Total Outstanding	\$21,848.99	Total Outstanding	\$35,353.95

CONSULTATION:

Cloud Payment
 AMPAC
 Manager Financial Operation
 Finance Officers

STATUTORY ENVIRONMENT:

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

1. Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* *Absolute majority required.*

2. Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
3. The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
4. Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended: No. 64 of 1998 s. 39.]

POLICY IMPLICATIONS:

F28 – Revenue Collection

FINANCIAL IMPLICATIONS:

There is a balance of \$147,211 in the provision for Doubtful debts as of the end of June 2024. The Rates write-off of \$82,821.79 will be offset against a provision of doubtful debts. The remaining balance after the write-off will be \$64,389.

STRATEGIC IMPLICATIONS:

The Shire of West Arthur Community Strategic Plan, West Arthur Towards 2031.

Outcome 4.3 Establish and maintain a sound business and governance structure.

4.3.2 Provide informed decision-making based on our strategic directions and legal requirements and ensure that these are open, transparent, and adequately communicated to the community.

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	Loss of Income.
Risk Likelihood (based on history and with existing controls)	Possible (9)
Risk Consequence	Likely (4)
Risk Rating (Before Treatment or Control): Likelihood x Consequence	Moderate (6)

Principal Risk Theme	Major (12)
Risk Action Plan (Controls or Treatment Proposed)	The Risk is mitigated by tight control over rate collections.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council Under section 6.12 (1) (c) of the Local Government Act 1995, the Council:

1. Approve the Write-Off of the outstanding Rates and Other Charges totalling \$82,821.79 for assessments A782 - 17 Nangip Crescent, Darkan (\$25,618.85), A950 - 19 Farrell Street, Duranillin (\$21,848.99), And A921 - Locked Land (\$35,353.95).
2. Notes that the title for A782 (17 Nangip Crescent, Darkan, Residential Block) has passed on to the shire as of 19 December 2023.

12.4 ADDITIONS TO 2024-2025 SCHEDULE OF FEES AND CHARGES

File Reference:	ADM130
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	18/09/2024
Disclosure of Interest:	Nil
Attachments:	1. Camping Outside of Caravan Park August 2024 ↓

SUMMARY:

The Council is requested to consider adopting the following additional Fees and Charges for 2024-2025, effective immediately.

BACKGROUND:

The 2024-2025 Schedule of Fees and Charges adopted by the Council at its June 2024 Ordinary Meeting did not include fees for Private Swimming Pool Inspections according to the Building Regulations 2012 or for Applications for Grant or Renewal of Licenses under (Reg 45) of the Caravan Parks and Camping Grounds Regulations 1997.

COMMENT:

The Fees and Charges are reviewed annually during the Budget process or as required.

The Caravan Parks and Camping Grounds Regulations 1997 was amended in August 2024 to allow up to 24 months of stay on private land.

According to the amendment, these extended stays will require the application of a licence. The fee is set in Schedule 3, 1 (a) \$200; or (b) the amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application, whichever is the greater amount.

Private swimming pools are required to have barriers inspected every 4 years as per Building Regulations 2012. Under r.53(2) (b) the charge must not exceed \$58.45.

CONSULTATION:

Chief Executive Officer
Manager Works and Services

STATUTORY ENVIRONMENT:*Local Government Act 1995*

s6.16 a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

S6.19 adopted Fees and Charges are to be advertised.

Caravan Parks and Camping Grounds Regulations 1997

r.45 Fee for application for licence or renewal

- (1) The fees set out in item 1 of Schedule 3 are prescribed for an application for the grant or renewal of a licence under section 7(1)(b) of the Act.

- (2) If an application for the grant or renewal of a licence is refused the application fee referred to in sub regulation (1) is to be refunded to the applicant.

Building Regulations 2012

r.53 inspection of barrier to private swimming pool.

- (2) (b) the charge must not exceed \$58.45

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Adopting fees and charges enables the Council to charge appropriate fees each financial year.

Revenue raised from fees and charges set by the Council will contribute to its ability to provide services and facilities for the 2024-2025 financial year and into the future.

STRATEGIC IMPLICATIONS:

There is no reference to this report in Council's Strategic Community Plan.

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	Inability to charge fees before the adoption of the budget if not adopted.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt and charge fees in accordance with the schedule of fees and charges 2024-2025.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council

1. Pursuant to Regulation 53 (2) (b) of the Building Regulations 2012, adopt a fee of \$58.45 for inspections of private swimming pools.
2. Pursuant to Regulation 45, Schedule 3 of the Caravan Park and Camping Ground Regulations 1997, adopt a fee of \$200.00 per site for applications to Grant or Renew a Caravan Park or Camping Ground License.
3. Request the Chief Executive Officer, pursuant to section 6.19 of the Local Government Act 1995, to publish on the website the amended 2024-2025 Schedule of Fees and Charges.



Department of
Local Government, Sport
and Cultural Industries



Fact sheet: Temporary accommodation and camping outside of caravan parks

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August 2024

What is temporary accommodation?

Under the Caravan Parks and Camping Grounds Regulations 1997, a local government can consider applications to occupy a caravan or camp on private land.

Usually, a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land under these approvals. Caravans or tiny homes on wheels are easily removable if need be.

The construction of a building or permanent structure on the land is generally subject to planning or building approval and cannot be approved under these regulations.

Reasons for use

Caravans and tiny homes on wheels are used by many people in WA for a variety of reasons including:

- temporary housing following a natural disaster
- staying in a caravan or tiny home on wheels while building or renovating a permanent home
- for seasonal worker housing
- to support someone ageing-in-place
- for holiday-makers
- other personal circumstances.

It is important that caravans and tiny homes on wheels are used in a safe and healthy manner. That's why [WA legislation](#) generally restricts the use of caravans to licensed caravan parks, where a certain level of services and utilities must be supplied.

If a person uses a caravan or tiny home on wheels outside a licensed park without approval or exemption, they risk committing an offence, regardless of whether the land is private or public.

What are the exemptions?

Approved short-term stay

- up to 5 nights approval required from the property owner
- up to 24 months approval required from the property owner and the local government
- re-applying after 24 months — approval required from the property owner and the local government.

If the applicant is seeking to camp on a state or federal reserve, approval may also be required from the authority who manages that land.

Roadside emergency

A person may use a caravan on a roadside if their vehicle has broken down or they are unable to drive safely.

For this exemption to apply:

- there must be a legitimate emergency
- the vehicle must not cause a road hazard
- the vehicle must be moved as soon as it is safe to do so (if it is immobile, it should be towed away).

Overnight rest stop

Many local governments and state highways provide clearly marked overnight rest stops for convenience and public safety.

No approval is required to use these rest stops for up to 24 consecutive hours only.

Approval conditions

If a local government grants an approval to camp, they may make it subject to health and safety conditions. For example, the local government may require the applicant to have sufficient power, water, sewage, and cooking facilities.

The duties, approvals and exemptions that may apply are outlined in the [Caravan Parks and Camping Grounds Regulation 1997](#).

The Minister for Local Government has the power to consider camping approvals in instances where a local government does not provide approval or revokes an approval. If the Minister provides an approval to camp, this cannot be revoked by the local government.



Department of Local Government,
Sport and Cultural Industries
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13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

17 MATTERS BEHIND CLOSED DOORS

Nil

18 CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.