



AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 24 October 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 24 October 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.



Forest to Wheatbelt



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 Council's 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. (Regulation 14C(3)).

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 is 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 Adam Squires	
	Cr Russell Prowse	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Kerryn Chia	(Projects Officer)
APOLOGIES:	Sharon Bell	(Community Development Officer)

ON LEAVE OF ABSENCE:

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 26 SEPTEMBER 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 26 September 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 APPLICATION FOR APPROVAL TO CAMP ON PRIVATE PROPERTY**

File Reference:	ADM383
Location:	59 Hillman Street, Darkan
Applicant:	Dan Reinhold
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	17/10/2024
Disclosure of Interest:	Nil
Attachments:	1. Application to Camp ↓ 2. Previous Approval from Minister of Local Government ↓

SUMMARY:

Council is requested to consider an application to camp at a location other than at a Caravan Park or Camping Ground.

BACKGROUND:

The attached application (Attachment 1) was submitted to the Shire on 10 September 2024. It was not signed by the owner of the property so the Shire had to forward it to the owner who lives interstate. We received the form signed by the owner on 17 October 2024.

The applicant had submitted a similar application earlier in the year, which was declined by Council. That decision was appealed to the Minister of Local Government who subsequently approved a period of four months that the applicant could camp on the property (Attachment 2). The Minister's approval did not provide any real reason for her decision. The four-month period expired on 8th October.

COMMENT:

The current application was referred to the Shire's Environmental Health Officer for investigation and comment. The Environmental Health Officer provided the following response:

"Upon review of the application submitted by the applicant for approval to camp outside of a caravan park, I note the following relevant matters:

- 1. Insufficient Justification for Extended Stay:** The applicant has requested approval for up to two years but has not provided any substantial reason for requiring this extended period. Without a clear rationale or evidence of extraordinary circumstances (e.g., construction delays), approving such a lengthy stay would set a precedent and may not align with the regulatory framework or the expectations of the community.
- 2. Compliance with Regulations:** The recent changes to the *Caravan Parks and Camping Grounds Regulations 1997* allows local governments to approve camping on private property for up to 24 months under certain circumstances, such as when a building licence is in place. However, the application does not indicate any ongoing building or development activity that would justify an extended stay beyond the typical approval period. There is no mention of a building licence or related construction activity, which is a critical requirement for approval for up to 24 months.
- 3. Lack of Compliance with Ministerial Approval Requirements:** The applicant has not demonstrated any construction or other exceptional circumstance that would justify exceeding the initial four months camping duration granted to him by the Minister for Local Government .

4. **Waste Management Concerns:** The application does not clearly outline how waste will be managed and disposed of on-site. This is a significant issue for public health, and the lack of a detailed plan in this regard raises concerns about the suitability of the proposed camping arrangement for a long-term stay.
5. **Notification of Adjacent Property Owners:** It is unclear whether the occupiers of adjacent properties have been notified of this camping proposal. This step is crucial for obtaining community input and ensuring that nearby residents have the opportunity to raise any concerns. The absence of this step undermines the thoroughness of the application process.

In light of the above concerns, the applicant has not provided sufficient information to warrant an approval for an extended camping period of up to two years. It is recommended that the application either be declined or that the applicant be asked to provide more detailed information and justification for a shorter period, such as the standard 12 months, with proper compliance with the relevant regulations.”

It should be noted that the applicant, who does not own the land on which he wishes to camp, does have the permission of the owner to do so.

CONSULTATION:

Shire’s Environmental Health Officer

STATUTORY ENVIRONMENT:

Caravan Parks and Camping Grounds Regulations 1997

Reg 11A Camping on private land with local government approval

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Community Strategic Plan – Towards 2031

Theme: Built Environment – well maintained roads and infrastructure which reflects our identity

Outcome: Our built infrastructure is well maintained, attractive and inviting

Strategy: Our townscapes are attractive and well developed with consideration for current and future usage

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	A precedent is set which encourages wide-scale requests to camp in the Darkan townsite to the detriment of the amenity of other residents.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Decline the application.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Decline the application to camp on private land at 59 Hillman Street, Darkan for the following reasons:
 - A. The applicant has not provided sufficient justification for the extended stay;
 - B. The application demonstrates a lack of compliance with Ministerial approval requirements for the extended stay;
 - C. The application does not clearly outline how waste will be managed and disposed of on-site; and

-
- D. The applicant has not provided any evidence that occupiers of adjacent properties have been advised of, and support, this application.



31 Burrowes Street, DARKAN
 Correspondence to:
 A 31 Burrowes Street, DARKAN
 T (08) 9736 2222
 E shire@westarthur.wa.gov.au
 W www.westarthur.wa.gov.au

APPLICATION FOR APPROVAL TO CAMP OTHER THAN AT A CARAVAN PARK

Part A – Applicant Details	
Applicant Name:	Dan Reinhold.
Business / Organisation:	
Address:	59 Hilman st Darkan
Suburb:	Darkan. Postcode:
Phone:	0458 058 761 Email: danbreinhold.

Part B - Property Details	
Lot Number.:	House/Street No.: 59.
Street Name:	Hilman st Suburb: Darkan.
Property Zoning:	
☒ Residential ☐ Rural ☐ Park / Recreation ☐ Industry ☐ Other, please specify: _____	

Part C – Previous Application(s) and Approvals	
To your knowledge, has an application been lodged for this property before? Yes ☒ No ☐	
If yes, please indicate the date of the application or approval: Not applicable	
Number of:	Caravans: _____ Tents: _____ People: _____
Bus - 1	

Part D – New Application Details	
Requesting to stay:	From: 1-9-24 To: 1-9-26.
Number of:	1 bus. Caravans: _____ Tents: _____ People: _____
Please indicate the distance between each caravan and the closest:	
• Road abounding property: N/A	

Page 1 of 4

- Property boundary:
- Vehicle access areas on property: Driveway - by Alleyway.
- Other caravan / tent on property: Nil.
- Building on property: Shed.

If you prefer, you can submit a site plan indicating the above distances instead.

What methods will be employed to ensure the caravan / tent will not cause a hazard during a cyclone? same as other shine residents.

Part E – Sanitary Facilities

Will sanitary facilities be provided for campers use? Yes ☒ No ☐

If yes, location of facilities: built in

Number available for people camping:

	Unisex	Male	Female
Toilets(s) ☒			
Shower(s) ☒			
Hand Wash Basin(s) ☒			

Note - its the same as a normal house.

Are these facilities shared with anyone else (i.e., workers)? Yes ☐ No ☒

Are these new facilities or existing facilities? Yes ☐ No ☒

Part F – Laundry Facilities

Will laundry facilities be provided for campers use? Yes ☒ No ☐

If yes, location of facilities: on board.

Number of: Washing Machines: _____ Drying Facilities: _____

Are these new facilities or existing facilities? Yes ☐ No ☒

Part G – Waste Disposal

How will waste be disposed of? dump points.

If the caravan is self contained with a toilet, how will this waste be disposed of?

dump point - callie - pinjarra
Dakon. DIP - not available.

Part H – Further Details	
Have the occupiers of adjacent properties been notified in writing?	Yes ☒ No ☐
List any further details that you would like the Shire to take into consideration:	

Part I – Declaration
Applicant Name: <u>Dan Reinhold.</u>
I / We declare that all details in this form are true and correct.
Signature: <u>[Signature]</u> / /

Part J – Property Owner Details & Approval
Owner Name: <u>Chris Iance.</u>
Address: <u>N.S.W.</u> Postcode: _____
Phone: <u>0406-929-073</u> Mobile: _____
Email: _____
<u>*</u> Signature: _____ / /
Please Note: The property owner's signature is required prior to submission of this application.

Lodging your application (**please allow up to 14 days for applications to be processed**)

In Person: Shire of West Arthur Administration Office
 By Mail: Shire of West Arthur, 31 Burrowes Street, DARKAN WA 6392
 By Email: shire@westarthur.wa.gov.au

Should you have a queries regarding any of the above, please don't hesitate to contact the Shire of West Arthur's Environmental Health Services on (08) 9736 2222.

* Shire has been advised via an email.
 & multiple conversations.
 * this form is in respect to
 new law passed. and is for 2 years.

Legislative Requirements

Caravan Parks and Camping Grounds Regulations 1997, Part 2 – Caravanning and camping generally, Regulations 11(2) – Camping other than at a caravan park or camping ground, states written approval may be given for a person to camp on land (that has legal right to occupy) for a period:

- Between 3 nights and 3 months within any period of 12 months by the local government.
- Longer than 3 months within any period of 12 months by the Minister or
- Up to 12 consecutive months while a building licence issued to that person in respect of the land is in force, by the local government.

Conditions

An application for approval must be made in writing to the Shire of West Arthur.

Approval, in writing is to be obtained from the owners of the property. Occupiers of adjacent properties are to be notified in writing and any responses are to be included in the application for consideration by the Shire.

The premises is to have a toilet, ablution and laundry facilities, available for use by the person/people camping, that comply with the Building Code of Australia, and Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulation 1974. Details of these services are required to be provided as part of the application.

Additional requirements for camping outside of caravan parks for period excess of three (3) months within any 12 month period.

Approval will only be granted upon application to and approved by the Minister for Local Government. The Shire will only recommend to the Minister that approval be given to private persons whilst building in the Shire of West Arthur. For community organisations and sporting clubs the matter may be placed before the Shire for consideration in relation to the recommendation to the Minister.

The Shire will make the following conditions of approval:

1. Camping is only permitted in caravans.
2. Caravan is to be licensed for normal transport on public roads.

Part C – Office Use Only

Officer Name:	Date:
Application Fee: \$	
Record Number:	File Number:



**Hon Hannah Beazley MLA
Minister for Local Government; Youth;
Minister Assisting the Minister for Training and Workforce Development**

Our ref: 84-01718

Vincent Lamont
Chief Executive Officer
Shire of West Arthur
PO Box 112
DARKAN WA 6392
Email: ceo@westarthur.wa.gov.au

Dear Mr Lamont

**REQUEST TO CAMP ON PROPERTY –
59 HILLMAN STREET, DARKAN**

I write to you in relation to an application submitted to the Minister for Local Government under the Caravan Parks and Camping Grounds Regulations 1997 (the Regulations) for Mr Dan Reinhold to camp on the above property, within the Shire of West Arthur (the Shire).

After considering Mr Reinhold's application, I have decided to grant approval so that he can camp on his property for 4 months from 8 June 2024. The conditions of the approval are attached.

A letter will also be sent to the applicant advising of my decision.

In his application, Mr Reinhold appears to indicate that his proposed arrangements are compliant with the Regulations. I am advised that the Shire has not raised any specific concerns in relation to the Regulations in its response to consultation on the application.

It appears that the applicant may seek further approval to camp on the land beyond the 4 month period, which I would then need to consider.

Accordingly, I would request that the Shire liaises with the applicant to ensure that the requirements set out in the Regulations continue to be met.

Level 7, Dumas House, 2 Havelock Street WEST PERTH WA 6005
Telephone: +61 8 6552 6700 Email: Minister.Beazley@dpc.wa.gov.au

If the Shire identify any specific concerns, I would request that the Shire:

- Clearly identify any potential non-compliance at the earliest possible opportunity;
- Provide the applicant and the Department of Local Government, Sport and Cultural Industries with specific advice and guidance about the issue and how it could be addressed; and
- Work proactively with the applicant in advance of this approval ending, so that the applicant has every opportunity to address any potential issues when applying for a further approval.

In view of the applicant's circumstances, I trust that the Shire will work productively with the applicant to assist him.

Yours sincerely



Hon Hannah Beazley MLA
Minister for Local Government; Youth;
Minister Assisting the Minister for Training and Workforce Development

21 JUN 2024

Conditions of approval

1. This approval applies to Mr Dan Reinhold with regard to the property located at 59 Hillman Street, Darkan.
2. No more than one caravan may be occupied on the property at one time.
3. This approval will expire on 8 October 2024.
4. The applicant must ensure that the property is maintained as a suitable place for the purpose of health, safety and access to services.
5. This approval will only remain valid while consent from the landowner remains.

11.2 2025 COUNCIL MEETING DATES

File Reference:	ADM048
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/09/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider the proposed dates and time for its 2025 Ordinary Meetings

BACKGROUND:

In accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996, Council needs to set dates for Ordinary Meetings of Council for 2025.

Council Meetings are currently held on the fourth Thursday of every month with adjustments made around public holidays.

Meetings commence at 7pm and, unless otherwise advised, are held in the Council Chambers at the Shire Admin Office in Darkan.

COMMENT:

It is proposed that, moving forward, Ordinary Meetings of Council are continued to be held on the fourth Thursday of the month to enable officers the time to finalise agenda items and provide councillors with additional time to read the agendas.

Proposed meeting dates for 2025 are:

January (No Meeting)

27 February

27 March

24 April

22 May

26 June

24 July

28 August

25 September

23 October

27 November

18 December (Third Thursday to avoid Christmas)

Note that Special Meetings of Council can be called as required to address urgent matters.

Also note that Good Friday is on 18th April 2025 with ANZAC Day the following Friday 25th April.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995

s5.3 Ordinary and special council meetings

s5.25(1)(g) Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996

Reg. 12(2) Publication of meeting details

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The annual budget provides for the expense associated with preparation of meeting agendas and for meeting fee expenses associated with Councillors' attendance.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Councillors represent the community and are well trained

Strategy: Council process is open and transparent to the general 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 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	Failure to correctly advertise Ordinary Meeting of Council dates
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)	Advertise Council Meeting dates as per legislative requirements

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council set the following Ordinary Meeting dates for 2025 and advertise them accordingly:

January (No Meeting)
 27 February
 27 March
 24 April
 22 May
 26 June
 24 July
 28 August
 25 September
 23 October
 27 November
 18 December (Third Thursday to avoid Christmas)

11.3 COMMONWEALTH POSTAL SAVINGS BANK BILL 2021

File Reference:	ADM901
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	3/10/2024
Disclosure of Interest:	Nil
Attachments:	1. Commonwealth Postal Savings Bank Bill 2021 ↓ 2. Email from Strathfield Council ↓

SUMMARY:

Council is requested to consider authorising the CEO to write to relevant Federal Members of Parliament and request that they support the Commonwealth Postal Savings Bank Bill 2021 in Parliament.

BACKGROUND:

The Commonwealth Postal Savings Bank Bill 2021 is a Bill for an Act to establish a new, government-owned savings bank for the deposit of savings and to make Post Office retail outlets, agencies and franchises available for that purpose and to give Commonwealth security to depositors for repayment of all moneys so deposited with the bank, and for related purposes.

The purposes of the Act according to the attached submission to Parliament are:

- a) to establish a new, government-owned savings bank for the deposit of savings;
- b) to support and encourage the expansion of access to affordable banking, including the provision of short- and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
- c) to provide access to a government-owned savings bank which is highly accessible, with a large nationwide footprint and extended daily opening hours;
- d) to provide easily accessible service locations, especially at Australian Post Offices, to make it possible for all Australians to access physical banking locations;
- e) to make the Post Office branches, agencies and franchises available for that purpose;
- f) to provide Commonwealth security to depositors for repayment of all moneys so deposited with the Bank;
- g) to provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- h) to create a government-owned savings bank to provide all financial products and services, ensuring that the customer's access to the products and the public interest is given significant consideration;
- i) to encourage Australians to save money and have access to banking services;
- j) to provide easily accessible savings products to all strata of the population;
- k) to give small investors a ready means of saving;
- l) to provide funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, vital aspects of the economy and new job creation in Australia by the investment

of the Bank's funds with Government-owned institutions which have access to or control of such projects;

- m) to provide such other basic financial services as the Bank determines appropriate in the public interest.

Strathfield (NSW) Council resolved at their meeting in June 2024 to seek the support of all Councillors in Australia in supporting the draft bill to establish a Commonwealth Postal Savings Bank (CPSB).

They are asking that all Councillors consider passing a similar motion to the below:

That Council write to the relevant Federal Ministers and all Federal Members of Parliament urging that they support the Commonwealth Postal Savings Bank Bill 2021 for:

- *the betterment of every Strathfield and Australian citizen; and*
- *the betterment of Strathfield Council's and all Australian Councils' finances.*

Strathfield Council encourages support for post office banking because:

- a) Banking services (including opening hours) among the 'Big Four' banks are diminishing in our LGA and throughout Australia.
- b) Hundreds of millions of dollars profit of a Public Postal Bank can be invested into our and all Australian LGAs.
- c) Joint responsibilities of our council and councils throughout Australia can be effectively funded through public banking, like in the past.
- d) Council rates can be reduced, and the slice of the budget dedicated to rubbish services and roads can be reduced in our LGA and LGAs throughout Australia.

COMMENT:

In assessing whether this Bill should be supported, it is worth noting its main pros and cons.

Reasons to support:

1. **Enhanced Access to Banking Services:** The Bill supports and encourages the expansion of access to affordable banking, including the provision of short- and long-term loans and better banking services to communities deprived of private banking branches and facilities.
2. **Government-Owned Security:** It provides Commonwealth security to depositors, ensuring the safety of their deposits.
3. **Economic Growth:** The Bill aims to provide funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, and new job creation in Australia by investing the Bank's funds with Government-owned institutions

Reasons to oppose:

1. **Potential Financial Risks:** Establishing a new government-owned bank may involve significant financial risks and costs, which could impact the overall budget and financial stability of the government.
2. **Competition with Private Banks:** The introduction of a government-owned bank might create competition with existing private banks, potentially leading to market disruptions.
3. **Implementation Challenges:** The implementation of the Bill may face challenges, including the integration of Post Office branches, agencies, and franchises into the banking system

On the balance of the known information, it is recommended that Council support this Bill to bring banking back to small rural communities such as West Arthur.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Proposed Commonwealth Postal Savings Bank Act 2021

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome: Actively engage with community, business and other stakeholders to grow and develop the community

Strategy: Council will advocate on behalf of the community on issues that the community identifies as important

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
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Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
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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	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council direct the CEO to write to the relevant Federal Ministers and all WA Federal Members of Parliament urging that they support the Commonwealth Postal Savings Bank Bill 2021 for the betterment of every West Arthur and Australian citizen, particularly those living in rural/regional locations.

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COMMONWEALTH POSTAL SAVINGS BANK BILL 2021

No of 2021

A Bill for an Act to establish a new, government-owned savings bank for the deposit of savings and to make Post Office retail outlets, agencies and franchises available for that purpose and to give Commonwealth security to depositors for repayment of all moneys so deposited with the bank, and for related purposes.

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~~Bank Closure in Regional Areas~~
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PART I - PRELIMINARY

The Parliament of Australia enacts:

1. Short title

This Act may be cited as the **Commonwealth Postal Savings Bank Act 2021**

Submission 539 - Supplementary Submission

2. Commencement

- (1) Each provision of this Act specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this Act	The day after the day on which the Consolidated Revenue Fund is appropriated under an Act to the Department in which this Act is administered for payment for the purposes of this Act.	

Note: This table relates only to the provisions of this Act as originally enacted. It will not be amended to deal with any later amendments of this Act.

- (2) Any information in column 3 of the table is not part of this Act. Information may be inserted in this column, or information in it may be edited, in any published version of this Act.

3. Outline of the Purposes of the Act

The purposes of this Act are:

- (a) to establish a new, government-owned savings bank for the deposit of savings;
- (b) to support and encourage the expansion of access to affordable banking, including the provision of short- and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
- (c) to provide access to a government-owned savings bank which is highly accessible, with a large nationwide footprint and extended daily opening hours;
- (d) to provide easily accessible service locations, especially at Australian Post Offices, to make it possible for all Australians to access physical banking locations;
- (e) to make the Post Office branches, agencies and franchises available for that purpose;
- (f) to provide Commonwealth security to depositors for repayment of all moneys so deposited with the Bank;
- (g) to provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- (h) to create a government-owned savings bank to provide all financial products and services, ensuring that the customer's access to the products and the public interest is given significant consideration;
- (i) to encourage Australians to save money and have access to banking services;
- (j) to provide easily accessible savings products to all strata of the population;
- (k) to give small investors a ready means of saving;
- (l) to provide funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, vital aspects of the economy and new job creation in

Bank created in regional Australia
Submission 539 - Supplementary Submission

- Australia by the investment of the Bank's funds with Government-owned institutions which have access to or control of such projects;
- (m) to provide such other basic financial services as the Bank determines appropriate in the public interest;

4. Definitions

- 4.1 In this Act, unless the contrary intention appears:

Bank means the Commonwealth Postal Savings Bank established by this Act.

Australia includes the Territories.

Australia Post means the Australian Postal Corporation.

bank means a corporation carrying on banking business.

banking business means:

- (a) a business that consists of banking within the meaning of paragraph 51(xiii) of the Constitution other than State banking but including State banking extending beyond the limits of the State concerned; and
- (b) a business that is carried on by a corporation to which paragraph 51(xx) of the Constitution applies other than State banking but including State banking extending beyond the limits of the State concerned, and that consists, to any extent, of both taking money on deposit (otherwise than as part-payment for identified goods or services) and making advances of money.

Board means the Commonwealth Postal Savings Bank Board.

chief executive officer and **CEO** mean the individual serving as the executive director of the Bank.

Commonwealth means the Federal Commonwealth of Australia.

officer or **officer of the Bank** means an officer of the Commonwealth Postal Savings Bank.

Parliament means the Parliament of the Commonwealth.

Savings Bank business means the receipt of Savings Bank deposits, re-payment of such deposits, investment of deposits and all business incidental thereto;

Savings Bank Branch and **Branch** mean an Office at which Savings Bank business is transacted, and at which ledger accounts of depositors are kept;

Savings Bank Agency and **Agency** mean an Office at which Savings Bank deposits are received and re-paid or received only, but at which ledger accounts of depositors are not kept;

5. Application to Crown

This Act binds the Crown in right of each of the States, of the Australian Capital Territory, and of the Northern Territory.

PART II - CREATION OF THE BANK

6. Commonwealth Postal Savings Bank

- 6.1 A Commonwealth bank, to be called the Commonwealth Postal Savings Bank, is hereby established.
- 6.2 The Bank shall be a body corporate with perpetual succession and a common seal, and may hold land, and may sue and be sued in its corporate name.
- 6.3 The Bank shall, in addition to any other powers conferred by this Act, have power:
- (a) to carry on the general business of a savings bank;
 - (b) to acquire and hold land on any tenure;

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- (c) to receive money on deposit, either for a fixed term or on current account;
 - (d) to make advances by way of loan, overdraft, or otherwise;
 - (e) to discount bills and drafts;
 - (f) to issue bills and drafts, and grant letters of credit;
 - (g) to borrow money;
 - (h) to do anything incidental to any of its powers.
- 6.4 The Treasurer may, from time to time, out of moneys authorised by the Parliament, advance to the Bank, for the purposes of the Bank in exercising its powers and responsibilities pursuant to this Act, such amounts, and subject to such terms and conditions, as are agreed upon between the Treasurer and the Bank.
- 6.5 The Treasurer may from time to time cause advances to be made to the Bank as and when allocations may be made from Consolidated Revenue. Any such advances may be made on terms to be agreed upon between the Treasurer and the Bank.
- 6.6 The Treasurer may, out of the Consolidated Revenue Fund, which is hereby appropriated accordingly, make advances to the Bank for the purpose of enabling it to defray any of the expenses incidental to the establishment of the Bank, the opening of offices thereof for business, and the raising of sufficient capital for carrying on business.
- 6.11 Any moneys advanced in pursuance of this section shall be repaid to the Treasurer by the Bank, together with interest at the rate of two per centum per annum.
- 6.12 Any and all notes, debentures, bonds, or other such obligations issued by the Bank shall be exempt both as to principal and interest from all taxation now or hereafter imposed by the Commonwealth or by any State or Territory of the Commonwealth. The Bank, including its capital, reserves, and surplus, and its income shall be exempt from all taxation now or hereafter imposed by the Commonwealth or by any State or Territory of the Commonwealth; except that any real property of the Bank shall be subject to State, Territory, or local government taxation to the same extent according to its value as other real property is taxed.
- 6.13 The Bank is authorised to carry on a savings bank business in Australia in accordance with the provisions of this Act and shall not be the subject to regulation, authority, direction or control by the Australian Prudential Regulation Authority or the Australian Securities & Investments Commission other than as may be provided for in this Act.
- 6.14 The Bank shall not refuse to conduct banking business for any person, by reason only of the fact that to conduct that business would have the effect of taking away business from another bank.

7. General Function of the Commonwealth Postal Savings Bank

- 7.1 It shall be the function and duty of the Commonwealth Postal Savings Bank, within the limits of its powers, to:
- 7.1.1 support and encourage the expansion of access to affordable banking, including the provision of short and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;

Bank closures in regional Australia
Submission 539 - Supplementary Submission

- 7.1.2 to provide a government-owned savings bank which is highly accessible to all Australians, with a large nationwide footprint and extended daily opening hours;
- 7.1.3 to provide easily accessible service locations, especially at Australian Post Offices to make it possible for all Australians to access physical banking locations;
- 7.1.4 to make the Post Office branches, agencies and franchises available for those purposes;
- 7.1.5 to provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- 7.1.6 to provide all financial products and services appropriate to a savings bank business, ensuring that the customer's access to the products and the public interest is given significant consideration;
- 7.1.7 to encourage Australians to save money and have access to banking services;
- 7.1.8 to provide easily accessible savings products to all strata of the population;
- 7.1.9 to give small investors a ready means of saving;
- 7.1.10 to provide such other basic financial services as the Bank determines appropriate in the public interest;

8. Constitutional limits

The Bank may perform its functions:

- (a) for purposes relating to trade or commerce:
 - (i) between Australia and places outside Australia; or
 - (ii) among the States; or
 - (iii) within a Territory, between a State and a Territory or between two Territories; or
- (b) for purposes relating to banking (other than State banking) to which paragraph 51(xiii) of the Constitution applies; or
- (c) for purposes relating to a corporation to which paragraph 51(xx) of the Constitution applies; or
- (d) for purposes related to external affairs, including:
 - (i) giving effect to an international agreement to which Australia is a party; or
 - (ii) addressing matters of international concern; or
 - (iii) by way of the performance of its functions in a place outside Australia; or
- (e) by way of the use of a postal, telegraphic, telephonic or other like service within the meaning of paragraph 51(v) of the Constitution; or
- (f) by way of the provision of service, or financial assistance, to:
 - (i) the Commonwealth; or
 - (ii) an authority of the Commonwealth;
 - (iii) for a purpose of the Commonwealth; or
- (g) for purposes relating to a Territory; or
- (h) with respect to a Commonwealth place (within the meaning of the *Commonwealth Places (Application of Laws) Act 1970*); or
- (I) for purposes relating to the relations of the Commonwealth with the islands of the Pacific; or

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- (j) for purposes relating to the implied power of the Parliament to make laws with respect to nationhood; or
- (k) for purposes relating to the executive power of the Commonwealth; or
- (l) for purposes relating to matters incidental to the execution of any of the legislative powers of the Parliament or the executive power of the Commonwealth.

9. Bank's powers

- 9.1 The Bank has power to do all things necessary or convenient to be done for or in connection with the performance of its functions.
- 9.2 The powers of the Bank may be exercised within or outside Australia.
- 9.3 For the purpose of carrying out its functions under this Act, the Bank is empowered to carry on the business of a savings bank.
- 9.4 Without limiting the generality of the last preceding sub-section, the Bank has power, in addition to any other powers conferred on it by this Act-
 - 9.4.1 to receive money on deposit;
 - 9.4.2 to borrow money;
 - 9.4.3 to lend money;
 - 9.4.4 to buy, sell, discount and re-discount bills of exchange, promissory notes and treasury bills;
 - 9.4.5 to buy and sell securities issued by the Commonwealth and other securities;
 - 9.4.6 to establish credits and give guarantees;
 - 9.4.7 to issue bills and drafts and effect transfers of money;
 - 9.4.8 to underwrite loans and issues of capital; and
 - 9.4.9 to do anything incidental to any of its powers.

10. Establishment of Commonwealth Postal Savings Bank Board

- 10.1 There shall be a Commonwealth Postal Savings Bank Board, which shall be constituted as provided by Part III.

11. Functions of Commonwealth Postal Savings Bank Board

- 11.1 Subject to this Act, the Board has power to determine the policy of the Bank in relation to any matter, and to control the affairs of the Bank.
- 11.2 It is the duty of the Board, within the limits of its powers, to ensure that the policy of the Bank is directed to the greatest advantage of the people of Australia.

12. Establishment of Executive Committee

- 12.1 There shall be an Executive Committee of the Bank which shall be constituted as provided by Part III.
- 12.2 It is the duty of the Executive Committee for a bank to take such action as is necessary to ensure that effect is given by the Bank to the policy of the Bank as determined under this Part and to any directions given by the Board in relation to the affairs of the Bank.

13. Management of the Bank

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- 13.1 There shall be a Managing Director and a Deputy Managing Director of the Bank, who shall be appointed and hold office as provided by Part III.
- 13.2 Subject to this Act, the Bank shall be managed by the Managing Director.
- 13.3 The Deputy Managing Director shall perform such duties as the Managing Director directs and, in the event of a vacancy in the office of Managing Director, the Deputy Managing Director shall perform the duties of the Managing Director and shall have and may exercise the powers and functions of the Managing Director.

14. Managing Director and Secretary to Treasury shall establish a close liaison

- 14.1 The Managing Director and the Secretary to the Treasury shall establish a close liaison with each other and shall keep each other fully informed on all matters which jointly concern the Bank and the Department of the Treasury.

15. Investment of funds

- 15.1 The Bank may invest any moneys held by it:
 - (a) in any Government security approved by the Treasurer;
 - (b) on loan on the security of land;
 - (c) in advancing money for the purchase or erection of residential dwelling houses, and for the discharge of mortgages on dwelling houses;
 - (d) in advancing money for the erection of warehouses or storage facilities intended for the warehousing or storage of primary products, including the erection of plant for treatment to ensure their preservation and preparation for marketing;
 - (e) in debentures issued by any Commonwealth government-owned institution;
 - (f) on fixed deposit with any Commonwealth government-owned bank or financial institution;
 - (g) The Bank may also make loans to aid in the financing of any publicly owned infrastructure within the Commonwealth where the project for the creation or improvement of such infrastructure is being undertaken by an instrumentality of the Commonwealth or of a State or Territory or is supported or promoted by the Commonwealth or a State or Territory and the loan obligations to the Bank are guaranteed by the Treasurer on behalf of the Commonwealth or the Treasurer of a State or Territory on behalf of such State or Territory in which event such guarantee shall be sufficient security within the meaning of this Section.
 - (h) No loan or advance shall be approved under this Act, directly or indirectly, to any financial institution of which any director, office-holder or substantial shareholder is an officer of the Bank or has been such a member or officer within the twelve months preceding the approval of the loan or advance.
 - (i) in any other prescribed manner;

and may also, from time to time, vary any such investment.

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- 15.2 For the purposes of paragraph (d) of the last preceding subsection ‘**primary products**’ means wool, grain, butter, cheese, meat, fish, fresh, preserved or dried fruits, hops, cotton, sugar, and such other produce as is prescribed.

16. Bank guaranteed by the Commonwealth

- 16.1 The Commonwealth shall be responsible for the payment of all moneys due by the Bank but nothing in this section shall authorize any creditor or other person claiming against the Bank to sue the Commonwealth in respect of his debt or claim.

PART III
MANAGEMENT OF THE COMMONWEALTH POSTAL SAVINGS BANK

Division I. The Board**17. Membership of the Board**

- 17.1 The Board shall be appointed by the Treasurer and shall consist of:
- (a) the Managing Director;
 - (b) the Deputy Managing Director;
 - (c) the Secretary to the Department of the Treasury; and
 - (d) four other members, who shall be appointed by the Treasurer in accordance with this section.
- 17.2 A member of the Board appointed under paragraph (d) of the last preceding sub-section:
- (a) shall have at least 10 years of banking or commerce experience;
 - (b) shall, subject to this section, be appointed for a period of five years but is eligible for re-appointment; and
 - (c) holds office subject to good behaviour.
- 17.3 Of the members of the Board who are first appointed under paragraph (d) of sub-section 17.1 of this section, two shall be appointed for a period of two years, one for a period of three years, and one for a period of five years.
- 17.4 In the event of a member of the Board appointed under paragraph (d) of sub-section 17.1 of this section ceasing to hold office before the termination of his period of office, the period of appointment of a person appointed in his place shall be the remainder of the period of office of the member so ceasing to hold office.
- 17.5 A member of the Board shall be paid by the Bank such remuneration as the Board determines.

18. Declaration by Members

- 18.1 A member of the Board shall, before entering upon his duties or exercising any power under this Act, make, before a Justice of the Peace or a Commissioner for taking Affidavits, an oath or affirmation of allegiance in accordance with the form in the Schedule to the Constitution and a declaration of secrecy in accordance with the prescribed form.
- 18.2 A member of the Board shall within 21 days of appointment to the Board provide to the Board a statement of the member’s registrable interests.

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- 18.3 The Bank shall maintain a Register of Interests in a form determined by the Bank from time to time. The Register shall be available for inspection by any person under conditions to be laid down by the Bank from time to time. The information to be provided in the member's statement shall be those registrable interests required by the Registration of Members' interests Requirements of the House of Representatives Resolution adopted by the House on 9 October 1984 as amended.
- 18.4 A member who has completed a disclosure statement for a Register of Interests as a member of a Commonwealth, State or Territory Parliament shall be sufficient compliance with the provisions of section 18.2.

19. Disqualification of membership

- 19.1 A person who is:
- (a) a member of the Reserve Bank Board;
 - (b) the Governor, the Deputy Governor or an officer or employee of the Reserve Bank;
 - (c) an officer or employee of the Bank (other than the Managing Director or the Deputy Managing Director);
 - (d) an officer of the Public Service of the Commonwealth (other than the Secretary to the Department of the Treasury); or
 - (f) a director, officer or employee of a corporation the business of which is wholly or mainly that of banking, unless such corporation shall be solely owned by the Commonwealth;
- is not capable of appointment, or of continuing to act, as a member of the Board.

20. Vacation of Office

- 20.1 If a member of the Board appointed under paragraph (d) of sub-section 17.1 of section seventeen of this Act:
- (a) becomes permanently incapable of performing his duties;
 - (b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his creditors or makes an assignment of his remuneration for their benefit;
 - (c) resigns his office by writing under his hand addressed to the Board;
 - (d) is absent, except on leave granted by the Treasurer, from all meetings of the Board held during two consecutive months or during any three months in any period of twelve months; or
 - (e) fails to comply with his obligations under this Act,
- the Treasurer shall terminate his appointment.

21. Chairman and Deputy Chairman of the Board

- 21.1 The Treasurer shall appoint one of the members of the Board appointed under paragraph (d) of subsection 17.1 of section seventeen of this Act to be Chairman of the Board, and another such member to be Deputy Chairman of the Board, for such period as the Treasurer determines.

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- 21.2 The Chairman or the Deputy Chairman of the Board holds office as Chairman or Deputy Chairman until the expiration of the period of his appointment or until he ceases to be a member of the Board, whichever first happens.
- 21.3 The Chairman or the Deputy Chairman of the Board may resign his office as Chairman or Deputy Chairman by writing under his hand addressed to the Treasurer.

22. Meetings of the Board

- 22.1 The Board shall meet at such times and places as Board determines or as the Chairman or the Deputy Chairman directs.
- 22.2 The Chairman shall preside at all meetings of the Board at which he is present and, in the absence of the Chairman, the Deputy Chairman shall preside.
- 22.3 Five members, of whom the Chairman or the Deputy Chairman shall be one, form a quorum at a meeting of the Board.
- 22.4 Questions arising at a meeting of the Board shall be decided by a majority of the votes of the members present and voting.
- 22.5 The member presiding at a meeting of the Board shall have a deliberative vote and, in the event of an equality of votes, shall also have a casting vote.
- 22.6 No member of the Board shall in any manner, directly or indirectly, participate in deliberation upon or the determination of any question affecting his personal interests, or the interests of any corporation, partnership, or association in which he is directly or indirectly interested.
- 22.7 The Board shall meet at least once in each month.

Division 2.- The Executive Committee**23. Establishment of Executive Committee**

- 23.1 The Board shall establish an Executive Committee consisting of five members, headed by the chief executive officer of the Bank.

24. Chief Executive Officer

- 24.2 A majority of the Executive Committee shall have the authority to appoint and reappoint the chief executive officer with such executive functions, powers, and duties as may be prescribed by this Act, the by-laws of the Bank, or the Board.
- 24.3 The CEO shall have responsibility for the development and implementation of the strategy of Bank, including:
 - 24.3.1 the development and submission to the Executive Committee of the annual business plans and budget;
 - 24.3.2 the development and submission to the Executive Committee of a long-term strategic development plan that is consistent with the functions of the bank and its Divisions; and

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- 24.3.3 the development, revision, and submission to the Executive Committee of the Bank's other internal policies.

25. Other Executive Officers

- 25.1 The Board shall appoint, remove, fix the compensation, and define duties of the other 4 executive officers to serve on the Executive Committee.
- 25.2 The CEO, and all other executive officers, and all loan origination officers, shall have extensive experience and expertise in retail banking, public finance or commerce.

26. Executive Committee Duties

- 26.1 In order to carry out the functions of the Bank as set forth in this Act, the Executive Committee shall:
- 26.1.1 establish and submit to the Board disclosure and application procedures for entities nominating projects for assistance under this Act;
- 26.1.2 establish and submit to the Board standardized terms and conditions, fee schedules, or legal requirements of a contract or program to carry out this Act;
- 26.1.3 establish and submit to the Board guidelines for the selection and approval of agencies and establishment of branches, subject to the general criteria provided in this Act; and
- 26.1.4 provide recommendations to the Board and place proposals accepted by the Executive Committee for arrangements with agencies and establishment of branches.

27. Vacancies

- 27.1 A vacancy in the position of CEO and other executive officers of the Executive Committee shall be filled in the manner in which the original appointment was made.

28. Remuneration

- 28.1 The remuneration compensation of the CEO and other executive officers of the Executive Committee shall be determined by the Board.

29. Removal

- 29.1 The CEO and other executive officers of the Executive Committee may be removed at the discretion of the Board.

30. Term

- 30.1 The CEO and other executive officers of the Executive Committee shall serve a 6-year term and may be reappointed in accordance with this Division.

31. Limitations

- 31.1 The CEO and other executive officers of the Executive Committee shall not:
- 31.1.1 hold any other public office;
- 31.1.2 have any interest in an infrastructure project considered by the Bank;

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- 31.1.3 have any interest in an investment or financial institution or commercial bank;
or
- 31.1.4 have any such interest during the 2-year period beginning on the date such officer ceases to serve in such capacity;

unless the Board is satisfied that special circumstances exist such that the appointment of such an Officer is in the best interests of the Bank and its customers.

**PART IV - MISCELLANEOUS PROVISIONS RELATING TO
THE COMMONWEALTH POSTAL SAVINGS BANK**

32. Head Office

- 32.1 The head office of the Commonwealth Postal Savings Bank shall be at Sydney in the State of New South Wales.

33. Branches

- 33.1 The Bank may establish branches, agencies and sub-agencies at such places, whether within or beyond Australia, as the Bank thinks fit.

34. Agents

- 34.1 The Bank may arrange with any person to act as agent of the Bank in any place whether within or beyond Australia.
- 34.2 The Bank may act as the agent of any bank carrying on business within or beyond Australia.
- 34.3 The Bank may appoint Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices as its agents for carrying out any or all of its powers and duties under this Act and Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices shall act in accordance with any such appointment.
- 34.4 The Bank shall reimburse Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices such amount or amounts as the Bank and Australia Post shall agree on account of the cost of services rendered under arrangements made in accordance with this section, and the amount of such payment shall be subject to review at the end of each agreed period. Any such agreement as to an amount or amounts shall take into consideration the amounts and matters as referred to in Subsections 34.7.1, 34.7.2 and 34.7.3.
- 34.5 In the event of any difference of opinion between the Bank and Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices as to the payment to be made under this section, the issue shall be submitted for determination by the Treasurer of the Commonwealth, and his decision shall be binding on all parties.
- 34.6 In the event of a referral to the Treasurer as provided for in the preceding subsection, the Bank and Australia Post shall provide written submissions to the Treasurer as to their respective positions and proposals.
- 34.7 Any decision which may be made by the Treasurer pursuant to this section shall take into consideration:

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- 34.7.1 the actual costs incurred by Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices in providing the services and facilities associated with the appointment including a reasonable return thereon; and
 - 34.7.2 the effect on the business of Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices in providing the additional services and facilities associated with the appointment; and
 - 34.7.3 any financial loss which Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices may incur as a consequence of their loss of any other agencies or arrangements which they may already have undertaken or have negotiated.
- 34.8 Australia Post shall pay to each of its retail outlets, agencies, sub-agencies and Licensed Post Offices from any amounts paid to Australia Post pursuant to this Section 34:
- 34.8.1 such amounts as may be agreed pursuant to Section 34.4; or
 - 34.8.2 an amount or amounts not less than the retail costs of the retail outlets, agencies, sub-agencies and Licensed Post Offices of Australia Post as shall be determined in any determination made pursuant to Section 34.5.
 - 34.8.3 For the purpose of this clause 34.8, retail costs shall mean the amounts of the costs and losses incurred by the retail outlets, agencies, sub-agencies and Licensed Post Offices of Australia Post for the matters for consideration as itemised in Section 34.7.

35. Appointment of Attorneys

- 35.1 The Bank may, by instrument under its common seal, appoint any person (whether in Australia or in a place beyond Australia) to be an attorney of the Bank, and any person so appointed may, subject to the instrument, do any act or execute any power or function which he is authorized by the instrument to do or execute.

36. Provision of reports, records and information to the Bank

- 36.1 In order to enable the Bank to carry out the provisions of this Act all Commonwealth Departments and institutions are hereby authorized, under such conditions as such Departments and institutions may prescribe, to make available to the Bank, in confidence, such reports, records, or other information as they may have available relating to the condition of applicants with respect to whom the Bank has had or contemplates having transactions under this Act, or relating to individuals, associations, partnerships, corporations, or other obligors whose obligations are offered to or held by the Bank as security for loans pursuant to this Act, and to make, through their examiners, or other employees for the confidential use of the Bank, examinations of applicants for loans. Every applicant for a loan under this Act shall, as a condition precedent thereto, consent to such examination as the Bank may require for the purposes of this Act and that reports of examinations by constituted authorities may be furnished by such authorities to the Bank upon request therefor.

37. Commonwealth Postal Savings Bank Service

- 37.1 The Bank may appoint such officers as are necessary for the purposes of this Act.

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- 37.2 The officers appointed under this section shall constitute the Commonwealth Postal Savings Bank Service.
- 37.3 Subject to this section and to the regulations, officers hold office on such terms and conditions as the Bank determines.

38. Temporary and casual employees

- 38.1 The Bank may appoint such temporary and casual employees as are necessary for the purposes of this Act.
- 38.2 Employees so appointed shall be employed on such terms and conditions as the Bank determines.

39. Requirements for appointment

- 39.1 A person shall not be appointed under this Act to the Commonwealth Postal Savings Bank Service unless:
- 39.1.1 he is an Australian subject;
 - 39.1.2 he makes and subscribes, before a Justice of the Peace or a Commissioner for taking Affidavits, an oath or affirmation of allegiance in accordance with the form in the Schedule to the Constitution; and
 - 39.1.3 the Bank is satisfied as to his health and physical fitness.

40. Regulations as to Service

- 40.1 The Managing Director with the consent of Board and the Treasurer may make regulations, not inconsistent with this Act, in relation to the Commonwealth Postal Savings Bank Service and, in particular, may prescribe the terms and conditions of employment of officers.

41. Superannuation fund

- 41.1 There shall be a superannuation fund of the Bank.
- 41.2 The Managing Director with the consent of Board and the Treasurer, may make rules, not inconsistent with this Act or the regulations, for or in relation to the superannuation fund.

42. Borrowing by officers

- 42.1 Subject to this section, the Bank shall not lend money to an officer.
- 42.2 The Bank may lend money to an officer:
- (a) for the purchase, erection, alteration, renovation or enlargement of a home in which he resides or intends to reside; or
 - (b) to discharge a mortgage, charge or encumbrance on such a home.
- 43.3 The Bank may, where the Board is satisfied that special circumstances exist, lend to an officer, upon such terms and conditions as the Board thinks fit, money not exceeding at any one time such amount as may from time to time be prescribed by regulation.

43. List of officers

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- 43.1 The Bank shall, from time to time and whenever the Treasurer so directs, prepare a list of all officers, together with such particulars as the Treasurer requires, and shall circulate copies of the list among the officers.
- 43.2 The Bank shall forward a copy of the list to the Treasurer for presentation to the Parliament.

44. Requirements of non-disclosure

- 44.1 No officer, employee or agent of the Bank shall allow any person to have access to books or papers belonging to the Bank, nor shall he furnish extracts therefrom, nor give information of any kind relating to the business of the Bank (except to or on the order of a customer in respect of his own matters) unless by direction and authority of the Board or under compulsion or obligation of law.

45. Balance sheets

- 45.1 The Board shall, once in each year, prepare a balance-sheet of the Bank, and shall submit the balance-sheet to the Auditor-General for report as to its correctness or otherwise, and shall transmit it, together with the report of the Auditor-General, to the Treasurer.
- 45.2 The Board shall also transmit true copies of the balance-sheet and reports to the President of the Senate and to the Speaker of the House of Representatives to be laid before the Senate and the House of Representatives respectively.
- 45.3 Balance-sheets under this section shall be prepared in accordance with the forms prescribed by the regulations.

46. Returns

- 46.1 The Bank shall furnish to the Treasurer such periodical statements as may be prescribed by the regulations.

47. Audit

- 47.1 The affairs of the Bank shall be subject to inspection and audit by the Auditor-General.
- 47.2 The inspection and audit shall be conducted not less often than yearly and the Auditor-General shall report to the Treasurer the result of each inspection and audit.

48. Power to improve property and carry on business

- 48.1 Where the Bank holds any property (whether real or personal) or business as security for any loan or advance, and the property or business falls into the hands of the Bank, the Bank may maintain, repair or improve the property, or carry on the business, until the Bank can, in its discretion, dispose of the property or business in the best interests of the Bank.

49. Extension of contracts

- 49.1 Contracts on behalf of the Bank may be made, varied or discharged in accordance with the succeeding provisions of this section and all contracts so made shall be effectual in law, and shall be binding upon the Bank and on all other parties to the contract, their heirs, executors or administrators, as the case may be.

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- 49.2 Any contract which, if made between private persons, would be by law required to be in writing under seal, may be made, varied or discharged, in the name and on behalf of the Bank, in writing under the common seal of the Bank.
- 49.3 Any contract which, if made between private persons, would be by law required to be in writing and signed by the parties to be charged therewith, may be made, varied or discharged, in the name and on behalf of the Bank, in writing signed by any person acting under the express or implied authority of the Bank.
- 49.4 Any contract which, if made between private persons, would by law be valid, although made by parol only and not reduced into writing, may be made, varied or discharged by parol, in the name and on behalf of the Bank, by any person acting under the express or implied authority of the Bank.
- 49.5 Nothing in this section shall invalidate any contract executed on behalf of the Bank by any duly appointed attorney of the Bank, if the contract would be valid if executed by the attorney on his own behalf.

50. Seals

- 50.1 The common seal of the Bank shall be kept in such custody as the Board determines and shall not be affixed to any document without the authority of the General Manager or Deputy Managing Director.

51. Priority of debts due to other banks

- 51.1 Notwithstanding anything contained in any law relating to the winding-up of companies, debts due to the Bank by any bank shall, in the winding-up, have priority over all other debts other than debts due to the Commonwealth.

52. Delivery of bonds etc. on death of customer

- 52.1 Where a person dies and any bonds or securities of a like nature of a face value not exceeding in the whole Ten thousand dollars are held on his behalf by the Bank, and probate of his will or letters of administration of his estate are not produced to the Bank, or notice in writing of the existence of a will and of intention to prove it or to take out letters of administration is not given to the Bank within one month after the death of that person, the Bank may, in its discretion, deliver the bonds or securities to the widower or widow or some relation of that person or to such other person as the Bank in the circumstances thinks fit.
- 52.2 A person shall not have any claim against the Bank in respect of anything done in pursuance of this section but nothing in this section shall relieve the person receiving the bonds or securities from any liability to account for or deal with the bonds or securities in accordance with law.

53. Investment of trust moneys

- 53.1 A trustee, executor or administrator may invest any trust moneys in his hands on deposit with the Bank.
- 53.2 Obligations of the Bank shall be lawful investments, and may be accepted as security, for all fiduciary, trust, and public funds the investment or deposit of which shall be under the authority or control of the Commonwealth or any officer or officers thereof.

54. Rules of the Bank

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- 54.1 The Managing Director may, with the consent of the Board and the Treasurer, make rules, not inconsistent with this Act or the regulations made hereunder, for any of the following purposes:

- 54.1.1 the good governance of the Bank,
- 54.1.2 the classification of the officers of the Bank,
- 54.1.3 to provide a superannuation fund, and
- 54.1.4 any matter necessary or convenient to be provided for carrying on the business of the Bank.

55. Falsification of books etc.

- 55.1 Any officer of the Bank who fraudulently and in breach of his duty:

- 55.1.1 makes any false entry in any book, record, or document, or
- 55.1.2 omits to make any entry in any book, record, or document, or
- 55.1.3 by act or omission falsifies any book, record, or document, or
- 55.1.4 destroys or damages any book, record, or document, or
- 55.1.5 furnishes any false return or statement of any money or property, or
- 55.1.6 omits to furnish any return or statement of any money or property,

shall be guilty of an indictable offence.

Penalty: Imprisonment for seven years.

56. Misappropriation of money or property of the Bank

- 56.1 Any officer of the Bank who steals, or fraudulently misappropriates, or fraudulently converts to his own use any money or property of the Bank shall be guilty of an indictable offence.

Penalty: Imprisonment for seven years.

57. Validity of acts and transactions of Bank

- 57.1 The validity of an act or transaction of the Bank shall not be called in question in any legal proceedings on the ground that any provision of this Act has not been complied with.

PART V - ISSUE OF DEBENTURES BY THE BANK

58. Capitalization and Borrowed Capital

- 58.1 The Bank is authorised to raise medium- to long-term, borrowed capital for projects needs, and short-term capital to meet its cash flow needs, by issuing Bonds, with a fixed five- to 10-year maturity.

- 58.2 Total loans contracted by the Bank shall not exceed \$50,000,000.

59. Issue of debentures

- 59.1 Subject to section 58, the Bank may from time to time issue debentures to such amount as it considers necessary.

60. Form of debentures

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- 60.1 Debentures shall be in accordance with the form as determined by the Bank, and shall be under the common seal of the Bank, and shall be signed and countersigned on behalf of the Bank.

61. Interest and period of debentures

- 61.1 Debentures shall be for One thousand dollars or some multiple thereof, and shall bear interest at a rate to be fixed by the Bank before the issue thereof.
- 61.2 Debentures shall be redeemable at par at such time or times as are specified therein, being:
- 61.1.1 on a fixed date; or
 - 61.1.2 after a fixed date on twelve months' notice given by the Bank in the prescribed manner; or
 - 61.2.3 between fixed dates on twelve months' notice given by the Bank in the prescribed manner.

62. Commonwealth guarantee of debentures

- 62.1 The Commonwealth by this Act guarantees the payment by the Bank of the principal and interest due in respect of any debenture issued by the Bank in pursuance of this Act, and the Consolidated Revenue Fund is hereby appropriated for the purpose of this section.

63. Negotiability of debentures

- 63.1 Every debenture issued in pursuance of this Act shall be inscribed in the name of the applicant therefor, and shall only pass by assignment or indorsement and delivery to such assignee or endorsee.

64. Sale of debentures

- 64.1 The Bank may sell debentures, or cause them to be sold, at such times and at such places and in such sums and on such conditions as the Treasurer approves.

65. Forgery of securities

- 65.1 Any person who, with intent to defraud:
- 65.1.1 forges any security of the Bank, or
 - 65.1.2 utters any forged security of the Bank, or
 - 65.1.3 makes any instrument for forging any security of the Bank, or
 - 65.1.4 has in his possession any such instrument, or
 - 65.1.5 has in his possession any forged security of the Bank, shall be guilty of an indictable offence.
- Penalty: Imprisonment for ten years.
- 65.2 Any person who, without authority:
- 65.2.1 makes any form of security of the Bank,
 - 65.2.2 has in his possession any form of security of the Bank, or
 - 65.2.3 makes or has in his possession any instrument or thing by which any distinctive mark or signature on any security of the Bank may be made or imitated, shall be guilty of an offence.
- Penalty: Imprisonment for two years.

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- 65.3 In this Part of this Act, security of the Bank means any Bank debenture, Bank inscribed stock, or any coupon, warrant or document for the payment of interest thereon, and includes any transfer of any Bank inscribed stock, and any indorsement of any coupon, warrant or document for the payment of interest on any security of the Bank.

66. Forfeiture of forged securities etc.

- 66.1 All forged securities of the Bank, and all unauthorized forms of security of the Bank, and all unauthorized instruments and things by which any distinctive mark or signature on any security of the Bank, may be unlawfully made or imitated, shall be forfeited to the Crown and may be seized by any member of the police force of the Commonwealth or of a State.

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2021

THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA

HOUSE OF REPRESENTATIVES

COMMONWEALTH POSTAL SAVINGS BANK BILL 2021

EXPLANATORY MEMORANDUM

and

STATEMENT OF COMPATIBILITY WITH HUMAN RIGHTS

Circulated by authority of

COMMONWEALTH POSTAL SAVINGS BANK ACT 2021

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1. GENERAL OUTLINE

This Bill will establish a new, government-owned savings bank for the deposit of savings and to make Post Office retail outlets, agencies and franchises available for that purpose and to give Commonwealth security to depositors for repayment of all moneys so deposited with the bank, and for that purpose to:-

- establish a new, government-owned savings bank for the deposit of savings;
- support and encourage the expansion of access to affordable banking, including the provision of short and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
- provide access to a government-owned savings bank which is highly accessible, with a large nationwide footprint and extended daily opening hours;
- provide easily accessible service locations, especially at Australian Post Offices, to make it possible for all Australians to access physical banking locations;
- make the Post Office branches, agencies and franchises available for that purpose;
- provide Commonwealth security to depositors for repayment of all moneys so deposited with the Bank;
- provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- create a government-owned savings bank to provide all financial products and services, ensuring that the customer's access to the products and the public interest is given significant consideration;
- encourage Australians to save money and have access to banking services;
- provide easily accessible savings products to all strata of the population;
- give small investors a ready means of saving;
- provide funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, vital aspects of the economy and new job creation in Australia by the

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investment of the Bank's funds with Government-owned institutions which have access to or control of such projects;

- provide such other basic financial services as the Bank determines appropriate in the public interest.

The effect of the Commonwealth Postal Savings Bank Act 2021 will be:-

- to support and encourage the expansion of access to affordable banking, including the provision of short and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
- to provide a government-owned savings bank which is highly accessible to all Australians, with a large nationwide footprint and extended daily opening hours;
- to provide easily accessible service locations, especially at Australian Post Offices, to make it possible for all Australians to access physical banking locations;
- to make the Post Office branches, agencies and franchises available for those purposes;
- to provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- to provide all financial products and services appropriate to a savings bank business, ensuring that the customer's access to the products and the public interest is given significant consideration;
- to encourage Australians to save money and have access to banking services;
- to provide easily accessible savings products to all strata of the population;
- to give small investors a ready means of saving;
- to provide such other basic financial services as the Bank determines appropriate in the public interest.

2. Background to Bill's provisions

The 2018 Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry (Banking Royal Commission) revealed and confirmed many failings of Australia's banking system. The revelations fuelled an ongoing debate about the structure of the banking system, in particular the way just four large institutions dominate Australia's financial sector. The Commonwealth Postal Savings Bank (CPSB) would address many of the structural failings in the Australian banking system.

The Big Four banks—CBA, NAB, ANZ and Westpac—account for around 80 per cent of Australia's financial system. This level of concentration undermines genuine competition in financial services; indeed, the chairman of the Australian Competition and Consumer Commission (ACCC) Rod Sims told the 5 April 2018 AFR Banking and Wealth Summit that the behaviour of the major banks "more resembles synchronised swimming than it does vigorous competition".

Besides their sectoral dominance, the major banks are to varying degrees vertically integrated conglomerates of commercial banking, investment banking, stock broking, insurance, and superannuation. Consequently, customers who use those banks for basic financial services—deposits, payments and loans—are also exposed to the consequences of the other activities those banks engage in, including the profitable but high-risk investment banking trade in financial derivatives that the banks have expanded enormously in recent decades.

The Banking Royal Commission found that many Australians did not have access to financial services. In his final report Commissioner Hayne noted that about 28 per cent of the Australian

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population, nearly 7 million people, lived in regional or remote areas, but only 4 per cent of all branches of ADIs and 2 per cent of ATMs were located in areas classified as remote or very remote. Furthermore, he noted: "The banks' branch networks have been shrinking for some years. The banks have fewer face-to-face points of presence." The 6 October 2018 *Daily Telegraph* reported figures from the banks showing that between September 2017 and September 2018, the Big Four banks shut down 196 branches and removed 734 ATMs, leaving many rural and regional communities, and low-income metropolitan communities, without access to financial services.

The closure of bank branches led to increased demand from customers banking at local post offices, which act as agents for the banks. In 2018 Australia Post negotiated a deal with the banks, to pay more to cover the actual cost of post offices serving the banks' customers. The three-year deal enabled Australia Post to expand its Bank@Post service, which made Australia Post profitable and ensured the viability of its 2,900 community licensed post offices (CLPOs) and financial services for the communities abandoned by the banks. Bank@Post demonstrates the clear benefits of Australia Post providing financial services, both to the business model of Australia Post and to the communities it serves.

Banks also withdraw financial services through de-banking individual businesses, which the banks claim is to reduce reputational risk and the risk of exposure to crimes such as money laundering. De-banking involves closing the accounts of the business, as well as the personal accounts of its principals, and sometime even their family members; moreover, de-banked businesses often find all banks, not just their own bank, will deny them financial services. As private businesses it is the banks' right to decide who to conduct business with, but businesses that are legal under Australian law should have the right to access financial services.

Likewise, the major banks are aggressively promoting cashless payments systems, and are pursuing targets to reduce cash use in the economy. The banks promote cashless payments in terms of ease, efficiency and security for their customers, but the reduction in the availability and use of cash disadvantages the elderly and disabled, and immigrant communities, who prefer the certainty and simplicity of cash transactions. It also exposes Australians to being stranded from transacting by failures of the electronic payments system when natural disasters and infrastructure problems cause power and/or telecommunications failures.

The Commonwealth Postal Savings Bank would:

- Be a public institution dedicated to the economic prosperity and welfare of the people of Australia;
- Promote genuine competition in the banking system, as the original Commonwealth Bank did for 85 years from 1911 to its privatisation completed in 1996, after which bank profits soared and service declined;
- Provide basic deposit and loan financial services to all Australians, separated from the risks of investment banking and guaranteed by the government;
- Ensure rural and regional communities and low-income metropolitan communities have access to financial services through the post office network;
- Not discriminate against lawful businesses;
- Support and maintain cash use and availability, which is especially important in rural and regional Australia.

Structure and operations of CPSB

The legislation provides that the CPSB would be a standalone national corporation, structured to operate wholly through post offices. This structure avoids the need for Australia Post to have its own banking licence, which has complex implications relating to whether Australia Post would

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need one banking licence or many for each of its licensed post offices; this structure also allows the management of the two institutions to focus on their core specialty while cooperating closely. The CPSB's structural relationship to Australia Post would be similar to how the Commonwealth Bank started operations in 1912 using post offices as branches, except the CPSB would be a permanent postal banking service.

The arrangement between the CPSB and Australia Post would somewhat replicate the current Bank@Post arrangement between Australia Post and the private banks, in that the CPSB would compensate Australia Post for being the agent of its financial services. However, it would be different in crucial respects. First, as a permanent arrangement it would not require periodical renegotiation, whereas the Bank@Post deal is subject to renewal by banks, which banks could choose not to do if they cease to see it as in their commercial interest. Second, it would be genuinely mutually beneficial to Australia Post and its CLPOs, based on a fee structure agreed to by Australia Post that the legislation stipulates must reflect the actual cost of post offices serving bank customers, including a reasonable return to Australia Post and its CLPOs. This arrangement would secure Australia Post a permanent source of extra revenue that can subsidise postal delivery and guarantee its future as a public postal service, as well as the future of its unique licensed post office franchise network.

In its operations, the CPSB would generally meet demand that private financial institutions are unwilling to meet due to their business calculation of insufficient profitability. Because the CPSB's primary motivation is service, not profit, and because it is owned and backed by the Commonwealth government, it will have the financial flexibility and patience to serve marginal and neglected sectors and regions and in doing so, help to revive their economic prospects. The CPSB would not be restricted to areas not served by private banks however, as one of its benefits is increasing competition in the banking system, especially in retail banking services.

For many Australians, the CPSB would be an attractive alternative to the private banks. It would provide face-to-face retail banking services, easily accessible through post offices. Being owned by the Commonwealth, it would provide the security of a full Commonwealth government guarantee for deposits, not the more limited guarantee of the Financial Claims Scheme.

The CPSB's operational cost advantage—from using existing post offices instead of needing to invest in expensive new branch locations, and from enjoying a Commonwealth government guarantee—would enable it to subsidise banking services for Australians who are underbanked and unlikely to be served by existing banks.

It would provide credit to communities that have difficulty obtaining credit due to the commercial priorities of private banks; the CPSB would extend credit through competitive loans to individuals, to local businesses including farms, and to local governments for infrastructure. While CPSB customers would initiate loan applications through their local post office, the applications would be assessed and approved by qualified and specialised staff at the CPSB, to ensure high lending standards.

The legislation provides that the CPSB could invest surplus deposits in Commonwealth and State infrastructure projects, including by investing in Commonwealth government financial institutions. This envisions the possibility of a Commonwealth government-owned national infrastructure bank, through which the deposits of CPSB customers could be invested in the economic development of Australia.

As a postal bank, owned and guaranteed by the Commonwealth, and dedicated to increasing banking competition, providing financial services to all Australians and credit for neglected

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communities, and promoting economic development, the CPSB would be a safe alternative to the private financial system that serves the Australian people and the real economy.

3. Regulatory Impact Statement

The Bill will have a moderate impact as the authority and powers already exist in respect of the existing regime of regulation of authorised deposit-taking institutions (ADIs).

4. Financial Impact Statement

The bill will have no impact on Commonwealth expenditure or revenue until determined in consultation with the Department in which this Act is administered for the purposes of the Act and once agreed will be included in a relevant appropriation Bill.

5. Summary of Key Provisions of the Bill

The Bill:

1. Establishes a new, government-owned savings bank for the deposit of savings;
2. Supports and encourages the expansion of access to affordable banking, including the provision of short and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
3. Provides access to a government-owned savings bank which is highly accessible, with a large nationwide footprint and extended daily opening hours;
4. Provides easily accessible service locations, especially at Australian Post Offices to make it possible for all Australians to access physical banking locations;
5. Makes the Post Office branches, agencies and franchises available for that purpose;
6. Provides Commonwealth security to depositors for repayment of all moneys so deposited with the Bank;
7. Provides affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
8. Creates a government-owned savings bank to provide all financial products and services, ensuring that the customer's access to the products and the public interest is given significant consideration;
9. Encourages Australians to save money and have access to banking services;
10. Provides easily accessible savings products to all strata of the population;
11. Gives small investors a ready means of saving;
12. Provides funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, vital aspects of the economy and new job creation in Australia by the investment of the Bank's funds with Government-owned institutions which have access to or control of such projects;
13. Provides such other basic financial services as the Bank determines appropriate in the public interest.

Explanation of Provisions of the Bill

Purposes

- 1.01 Section 3 of the Bill sets out the purposes of the Bill.

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- 1.02 The intention of the Bill is to establish a new, government-owned savings bank for the deposit of savings and to make Post Office retail outlets, agencies and franchises available for that purpose and to give Commonwealth security to depositors for repayment of all moneys so deposited with the bank, and for related purposes.

Application to the Crown

- 1.03 The Bill is expressed in Section 5 to bind the Crown.

Commonwealth Postal Savings Bank

- 1.04 The Bill provides in Section 6.1 for the establishment of the Commonwealth Postal Savings Bank.
- 1.05 The Bill provides in Sections 6.2 and 6.3 that the bank shall be a body corporate with perpetual succession and a common seal and for powers to be exercised by the Bank.
- 1.06 The Bill provides in Sections 6.4 to 6.7 for advances to the Bank by the Treasurer and in 6.8 for the repayment of advances.
- 1.07 The Bill provides in Section 6.8 for exemptions of the Bank from taxation.
- 1.08 The Bill provides in Section 6.9 for authority for the Bank to carry on a savings bank business in Australia and to not be subject to regulation by the Australian Prudential Regulation Authority or the Australian Securities & Investments Commission other than as provided for in the Bill.
- 1.09 The Bill further provides in Section 6.10 that the Bank shall not refuse to conduct banking business for any person by reason only that doing so would take away business from another bank.

General Function of the Commonwealth Postal Savings Bank

- 1.10 The Bill provides in Section 7 for the function and duty of the Bank, being to:
- (Section 7.1.1): support and encourage the expansion of access to affordable banking, including the provision of short- and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
 - (Section 7.1.2): provide a government-owned savings bank which is highly accessible to all Australians, with a large nationwide footprint and extended daily opening hours;
 - (Section 7.1.3): provide easily accessible service locations, especially at Australian Post Offices to make it possible for all Australians to access physical banking locations;
 - (Section 7.1.4): make the Post Office branches, agencies and franchises available for those purposes;
 - (Section 7.1.5): provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
 - (Section 7.1.6): provide all financial products and services appropriate to a savings bank business, ensuring that the customer's access to the products and the public interest is given significant consideration;
 - (Section 7.1.7): encourage Australians to save money and have access to banking services;
 - (Section 7.1.8): provide easily accessible savings products to all strata of the population;
 - (Section 7.1.9): give small investors a ready means of saving;

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(Section 7.1.10): provide such other basic financial services as the Bank determines appropriate in the public interest.

Constitutional limits

1.11 The Bill provides in Section 8 for the Bank's Constitutional authority.

Bank's powers

1.12 The Bill provides in Section 9 the powers which may be exercised by the Bank.

Establishment of Commonwealth Postal Savings Bank Board

1.13 The Bill provides in Sections 10.1 for the establishment of the Commonwealth Postal Savings Bank Board to be constituted as provided for in Part III (Sections 17 to 22).

Functions of Commonwealth Postal Savings Bank Board

1.14 The Bill provides in Section 11.1 that the Board has power to determine the policy of the Bank and to control the affairs of the Bank.

1.15 The Bill provides in Section 11.2 that it is the duty of the Board to direct Bank policy to the greatest advantage of the people of Australia.

Establishment of Executive Committee

1.16 The Bill provides in Section 12.1 for the establishment of an Executive Committee of the Bank.

1.17 The Bill provides in Section 12.2 that it is the duty of the Executive Committee to give effect to the policy of the Bank.

Management of the Bank

1.18 The Bill provides in Section 13.1 for the appointment of a Managing Director and Deputy Managing Director.

1.19 The Bill provides in Section 13.2 that the Bank shall be managed by the Managing Director.

1.20 The Bill provides in Section 13.3 that the Deputy Managing Director shall perform such duties as determined by the Managing Director and shall exercise the powers and functions of the Managing Director in the event of a vacancy in the office of Managing Director.

Managing Director and Secretary to Treasury shall establish a close liaison

1.21 The Bill provides in Section 14.1 that the Managing Director and the Secretary to the Treasury shall establish a close liaison and keep each other fully informed.

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Investment of funds

- 1.22 The Bill prescribes in Section 15.1 the investments which the Bank may make including: in any Government security approved by the Treasurer; on loan on the security of land; in advancing money for the purchase or erection of residential dwelling houses, and for the discharge of mortgages on dwelling houses; in advancing money for the erection of warehouses or storage facilities intended for the warehousing or storage of primary products, including the erection of plant for treatment to ensure their preservation and preparation for marketing; in debentures issued by any Commonwealth government-owned institution; on fixed deposit with any Commonwealth government-owned bank or financial institution; in loans to aid in the financing of any publicly owned infrastructure within the Commonwealth where the project for the creation or improvement of such infrastructure is being undertaken by an instrumentality of the Commonwealth or of a State or Territory or is supported or promoted by the Commonwealth or a State or Territory and the loan obligations to the Bank are guaranteed by the Treasurer on behalf of the Commonwealth or the Treasurer of a State or Territory on behalf of such State or Territory.
- 1.23 The Bill further provides in Section 15.1(h) that the Bank shall not make loans to any financial institution in which any director, office-holder or substantial shareholder is a member or officer of the Bank or has been within 12 months.

Bank guaranteed by the Commonwealth

- 1.24 The Bill provides in Section 16.1 that the Commonwealth shall be responsible for payment of all moneys due by the Bank.

Management of the Commonwealth Postal Savings Bank

- 1.25 The Bill provides in Part III (Sections 17 to 31) for the Management of the Bank.
- 1.26 The Bill provides in Division 1 of Part III (Sections 17 to 22) for the membership and meetings of the Board.

Membership of the Board

- 1.27 The Bill provides in Section 17 membership and qualifications of the members of the Board.
- 1.28 The Bill provides in Section 17.1 that the Board shall consist of the Managing Director, the Deputy Managing Director, the Secretary to the Department of the Treasury, and four other members appointed by the Treasurer.

Declaration by Members

- 1.29 The Bill provides in Section 18 for members of the Board to make an oath or affirmation of allegiance and to provide a statement of the member's registrable interests.

Disqualification of membership

- 1.30 The Bill provides in Section 19.1 those persons who are disqualified from membership of the Board.

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Vacation of Office

- 1.31 The Bill provides in Section 20 of the consequence of a vacation of office by a member of the Board.

Chairman and Deputy Chairman of the Board

- 1.32 The Bill provides in Section 21 for the appointment by the Treasurer of a Chairman and Deputy Chairman of the Board.

Meetings of the Board

- 1.33 The Bill provides in Section 22 for meetings of the Board and the quorum for meetings.

The Executive Committee

- 1.34 The Bill provides in Division 2 of Part III (Sections 23 to 31) for the Executive Committee of the Board.

Establishment of Executive Committee

- 1.35 The Bill provides in Section 23.1 for the creation of an Executive Committee by the Board.

Chief Executive Officer

- 1.36 The Bill provides in Section 24 for the appointment of a Chief Executive Officer (“CEO”) by the Executive Committee.
- 1.37 The Bill provides in Section 24.1 for the appointment of a CEO by the Executive Committee.
- 1.38 The Bill provides in Section 24.2 for the responsibilities of the CEO.

Other Executive Officers

- 1.39 The Bill provides in Section 25.1 that the Board shall fix the compensation and determine the duties of the officers of the Executive Committee.

Executive Committee Duties

- 1.40 The Bill provides in Section 26.1 for the responsibilities of the Executive Committee.

Vacancies

- 1.41 The Bill provides in Section 27 for the filling of vacancies on the Executive Committee.

Remuneration

- 1.42 The Bill provides in Section 28.1 that remuneration of the CEO and officers of the Executive Committee shall be determined by the Board.

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Removal

- 1.43 The Bill provides in Section 29.1 for the removal of the CEO and officers of the Executive Committee at the discretion of the Board.

Term

- 1.44 The Bill provides in Section 30.1 that the CEO and officers of the Executive Committee shall serve a 6-year term and may be reappointed.

Limitations

- 1.45 The Bill provides in Section 31.1 for prohibitions on interests which may be held by the CEO and officers on the Executive Committee.

Miscellaneous provisions relating to the Commonwealth Postal Savings Bank

- 1.46 The Bill provides in Part IV (Sections 32 to 57) miscellaneous provisions relating to the Bank.

Head Office

- 1.47 The Bill provides in Section 32 that the Head Office of the Bank shall be in Sydney.

Branches

- 1.48 The Bill provides in Section 33 that the Bank may establish branches, agencies and sub-agencies.

Agents

- 1.49 The Bill provides in Section 34.1 that the bank may arrange with any person to act as an agent of the Bank.

- 1.50 The Bill provides in Section 34.2 that the Bank may act as agent for any other bank.

- 1.51 The Bill provides in Section 34.3 that the Bank may appoint Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices as its agents for carrying out any or all of its powers and duties under the Act and Australia Post, its retail outlets, agencies and sub-agencies shall act in accordance with any such appointment.

- 1.52 The Bill provides in Section 34.4 that the Bank shall reimburse Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices such amount or amounts as the Bank and Australia Post shall agree on account of the cost of services rendered under arrangements made in accordance with Section 34, and the amount of such payment shall be subject to review at the end of each agreed period. Section 34.4 further provides that any agreed amount shall take into consideration the amounts and matters as referred to in Section 34.7.

- 1.53 The Bill provides in Section 34.5 that in the event of any difference of opinion between the Bank and Australia Post, its retail outlets, agencies and sub-agencies as to the payment to be made under Section 34, the issue shall be submitted for determination by the Treasurer of the Commonwealth, and his decision shall be binding on all parties.

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- 1.54 The Bill provides in Section 34.6 that in the event of a referral to the Treasurer, the Bank and Australia Post shall provide written submissions to the Treasurer as to their respective positions and proposals.
- 1.55 The Bill provides in Section 34.7 that any decision which may be made by the Treasurer shall take into consideration the actual costs incurred by Australia Post, its retail outlets, agencies, sub-agencies and Licensed Post Offices in providing the services and facilities associated with the appointment including a reasonable return thereon, and the effect on the business of Australia Post, its retail outlets, agencies and sub-agencies in providing the additional services and facilities associated with the appointment, and any financial loss which Australia Post, its retail outlets, agencies and sub-agencies may incur as a consequence of their loss of any other agencies or arrangements which they may have already have undertaken or have negotiated.
- 1.56 The Bill provides in Section 34.8 that Australia Post will account to its retail outlets, agencies, and sub-agencies and Licensed Post Offices from payments received from the Bank such amount as may be agreed pursuant to Section 34.4 or such retail costs as may be determined pursuant to Section 34.7.

Appointment of Attorneys

- 1.57 The Bill provides in Section 35 that the Board may appoint attorneys.

Provision of reports, records and information to the Bank

- 1.58 The Bill provides in Section 36 that all Commonwealth Departments and institutions may provide information to the Bank.

Commonwealth Postal Savings Bank Service

- 1.59 The Bill provides in Section 37 for the employment of staff for a Commonwealth Postal Savings Bank Service.

Temporary and casual employees

- 1.60 The Bill provides in Section 38 for the appointment of temporary and casual staff.

Requirements for appointment

- 1.61 The Bill provides in Section 39 the requirements for appointment to the Commonwealth Postal Savings Bank Service.

Regulations as to Service

- 1.62 The Bill provides in Section 40 that the Managing Director with the consent of Board and the Treasurer may make regulations in relation to the Commonwealth Postal Savings Bank Service.

Superannuation fund

- 1.63 The Bill provides in Section 41 for the creation of a superannuation fund for the Commonwealth Postal Savings Bank Service.

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Borrowing by officers

- 1.64 The Bill provides in Section 42 for limitations on lending to officers of the Bank.

List of officers

- 1.65 The Bill provides in Section 43 for the provision by the Bank to the Treasurer of lists of Bank officers.

Requirements of non-disclosure

- 1.66 The Bill provides in Section 44 for non-disclosure obligations of Bank officers.

Balance sheets

- 1.67 The Bill provides in Section 45 for preparation of annual balance sheets for auditing by the Auditor-General and lodgement with Parliament.

Returns

- 1.68 The Bill provides in Section 46 for the furnishing by the Bank to the Treasurer of such returns as may be required by Regulations.

Audit

- 1.69 The Bill provides in Section 47 for annual audits by the Auditor-General.

Power to improve property and carry on business

- 1.70 The Bill provides in Section 48 for the Bank to maintain, repair or improve property or carry on a business held by the Bank as security and which has fallen into the hands of the Bank.

Extension of contracts

- 1.71 The Bill provides in Section 49 the requirements for contracts entered into by the Bank.

Seals

- 1.72 The Bill provides in Section 50 for the retention and fixing of the Bank's common seal.

Priority of debts due to other banks

- 1.73 The Bill provides in Section 51 for the payment of debts due to the Bank by any bank shall be paid in priority on a winding-up.

Delivery of bonds etc. on death of customer

- 1.74 The Bill provides in Section 52 for the delivery of bonds or securities by the Bank on the death of a customer.

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Investment of trust moneys

- 1.75 The Bill provides in Section 53 that deposits with the Bank and obligations of the Bank shall be lawful investments for trustees, executors or administrators.

Rules of the Bank

- 1.76 The Bill provides in Section 54 for the Managing Director with the consent of the Board and Treasurer to make rules for the good governance of the Bank, the classification of the officers of the Bank, to provide a superannuation fund, and any matter necessary or convenient to be provided for carrying on the business of the Bank.

Falsification of books etc.

- 1.77 The Bill provides in Section 55 for penalties for falsifying Bank books, records or documents.

Misappropriation of money or property of the Bank

- 1.78 The Bill provides in Section 56 for penalties for misappropriation of money or property of the Bank.

Validity of acts and transactions of Bank

- 1.79 The Bill provides in Section 57 for the validation of acts of the bank.

Issue of debentures by the Bank

- 1.80 The Bill provides in Part V (Sections 58 to 65) provisions for the issue of debentures by the Bank.

Capitalisation and Borrowed Capital

- 1.81 The Bill provides in Section 58 provides for the issue of debentures by the bank.

Issue of debentures

- 1.82 The Bill provides in Section 59 that the Bank may establish branches, agencies and sub-agencies.

Form of debentures

- 1.83 The Bill provides in Section 60.1 that the form of debentures shall be as determined by the Bank.

Interest and period of debentures

- 1.84 The Bill provides in Section 61 provides that debentures shall be for multiples of One Thousand Dollars and carry interest as determined by the Bank.

Commonwealth guarantee of debentures

- 1.85 The Bill provides in Section 62 that the Commonwealth guarantees payment of principal and interest on debentures issued by the Bank.

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Negotiability of debentures

- 1.86 The Bill provides in Section 63 that debentures may be sold at such times and places and in such sums and on such conditions as the Treasurer approves.

Sale of debentures

- 1.87 The Bill provides in Section 64 that the Bank may sell debentures or cause them to be sold.

Forgery of securities

- 1.88 The Bill provides in Section 65 for penalties for the forgery of any security of the Bank.

Forfeiture of forged securities etc.

- 1.89 The Bill provides in Section 66 that all forged or unauthorised forms of securities of the Bank shall be forfeited and may be seized.

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STATEMENT OF COMPATIBILITY WITH HUMAN RIGHTS

Prepared in accordance with Part 3 of the Human Rights (Parliamentary Scrutiny) Act 2011

Commonwealth Postal Savings Bank Act 2021

This bill is compatible with the human rights and freedoms recognised or declared in the international instruments listed in section 3 of the *Human Rights (Parliamentary Scrutiny) Act 2011*.

Overview of the bill

The Bill will:-

- establish a new, government-owned savings bank for the deposit of savings;
- support and encourage the expansion of access to affordable banking, including the provision of short and long-term loans and better banking services to communities which have been deprived of private banking branches and facilities;
- provide access to a government-owned savings bank which is highly accessible, with a large nationwide footprint and extended daily opening hours;
- provide easily accessible service locations, especially at Australian Post Offices to make it possible for all Australians to access physical banking locations;
- make the Post Office branches, agencies and franchises available for that purpose;
- provide Commonwealth security to depositors for repayment of all moneys so deposited with the Bank;
- provide affordable, transparent, trustworthy banking services, including bank accounts and real-time payment systems and easily accessible service locations, including Australia's Post Offices;
- create a government-owned savings bank to provide all financial products and services, ensuring that the customer's access to the products and the public interest is given significant consideration;
- encourage Australians to save money and have access to banking services;
- provide easily accessible savings products to all strata of the population;
- give small investors a ready means of saving;
- provide funds to facilitate efficient, long-term financing of infrastructure projects, business and economic growth, vital aspects of the economy and new job creation in Australia by the investment of the Bank's funds with Government-owned institutions which have access to or control of such projects;
- provide such other basic financial services as the Bank determines appropriate in the public interest.

Human rights implications

This bill does not engage any of the applicable rights or freedoms.

Conclusion

This bill does not raise any human rights issues.

***** MP

Vin Fordham Lamont

From: Shire of West Arthur
Sent: Monday, 26 August 2024 10:42 AM
To: Vin Fordham Lamont
Subject: FW: ATTENTION ALL COUNCILLORS - Invitation from Strathfield Council to support the Commonwealth Postal Savings Bank

FYI

Christine LITTLE
CUSTOMER SERVICE OFFICER

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From: Amanda Rutherford <Amanda.Rutherford@strathfield.nsw.gov.au>
Sent: Thursday, August 22, 2024 3:49 PM
To: Amanda Rutherford <Amanda.Rutherford@strathfield.nsw.gov.au>; Governance <governance@strathfield.nsw.gov.au>; David Vien <david.vien@strathfield.nsw.gov.au>
Subject: ATTENTION ALL COUNCILLORS - Invitation from Strathfield Council to support the Commonwealth Postal Savings Bank

You don't often get email from amanda.rutherford@strathfield.nsw.gov.au. [Learn why this is important](#)

Dear Australian Councils,

I ask that you please forward this email onto all your Councillors.

Strathfield Council resolved at their meeting in June 2024 to seek the support of all Councillors in Australia in supporting the draft bill to establish a Commonwealth Savings Postal Bank (CPSB).

They are asking that all Councillors be forwarded this email to request them to pass a similar motion to the below:

That Council write to the relevant Federal Ministers and all Federal Members of Parliament urging that they support the Commonwealth Postal Saving Bank Bill 2021 for:

- i. the betterment of every Strathfield and Australian citizen; and*
- ii. the betterment of Strathfield Council's and all Australian Councils' finances.*

All Councils are encouraged to also write to their local Federal MP and all Federal senators, particularly in their state.

Strathfield Council understands that public banking built much of this country with the original Commonwealth Bank, before its privatisation, and further understands that public banking originated in the United States with the first Secretary of the Treasury, under George Washington, Alexander Hamilton, in 1790.

Strathfield Council encourages the embrace of post office banking because:

- a) Banking services (including opening hours) among the 'Big Four' banks are diminishing in our LGA and throughout Australia.
- b) Hundreds of millions of dollars profit of a Public Postal Bank can be invested into our and all Australian LGA's.
- c) Joint responsibilities of our council and councils throughout Australia can be effectively funded through public banking, like in the past.
- d) Council rates can be reduced and the slice of the budget dedicated to rubbish services and roads can be reduced in our LGA and LGA's throughout Australia.

Strathfield Council thanks councils which have already embraced Post Office Banking.

The Rationale for this is:

- Banking is an essential service.
- Privatisation of the CBA and our state banks has resulted in the inability for all levels of government to self-fund.
- Billions of dollars of capital invested and repaid by the public that would have otherwise contributed to building to meet our infrastructure backlog has been diverted to Big Four profits.
- Privatisation of services, sale of assets, PPP's and borrowing on interest from private banks, have largely caused the disappearance of the 'lucky country'.
- Public banking, in the form of a postal bank, has support from the Greens, One Nation, the Australian Citizens Party and several members of other parties. It has growing support internationally, both in the east and the west.
- Spread of its popularity is hindered by Australia's most powerful lobby, the banks.
- Postal banking has been successful in other countries, including Japan with its world-class infrastructure despite its lack of minerals and tourism. China has risen to be a leading economic power through the use of public banking to fund national infrastructure.
- Public banking originated with Alexander Hamilton, George Washington's Treasury Secretary and helped bring the USA to its post-WW2 industrial and manufacturing greatness.
- Australia's Commonwealth Bank functioned as a public bank from 1911 until 1996, building this country. Council chambers, roads, bridges, rail, airports, planes, artillery and other goods, infrastructure and amenity were built with funds and loans which can ultimately be traced to the Commonwealth Bank.

- Public banking has had numerous other successes reversing economic slumps throughout the world over the past centuries. It helped make the Australian standard of living the envy of foreigners and can do so again. I urge you to support this motion.

Kind regards,



Amanda Rutherford | *Manager, Governance & Procurement*

P +612 9748 9982 **M** +61 484 337 005

65 Homebush Rd, Strathfield NSW 2135

www.strathfield.nsw.gov.au



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11.4 LOCAL GOVERNMENT ELECTIONS – REVIEW OF WALGA ADVOCACY POSITIONS

File Reference:	ADM014
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	3/10/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

This report presents a review of the Western Australian Local Government Association's (WALGA's) current and proposed Local Government Election Advocacy Positions. The purpose is to seek Council's recommendation for WALGA's upcoming State Council meeting in December 2024, following significant electoral reforms introduced by the Local Government Amendment Act 2023. Council's decision will contribute to shaping WALGA's advocacy on key electoral matters, including voting methods, participation, and the election of Mayors and Presidents.

BACKGROUND:

The *Local Government Amendment Act 2023* introduced several reforms, effective before the 2023 Local Government elections. These reforms included:

- Optional Preferential Voting (OPV)
- Extended election periods due to postal service delays
- New candidate information publication rules
- Provisions for backfilling extraordinary vacancies
- Public election of Mayors or Presidents for larger Local Governments
- Abolishing wards for smaller Local Governments
- Alignment of council sizes with population sizes.

Following the 2023 elections, WALGA conducted an analysis of five election cycles, focusing on postal elections run by the WA Electoral Commission (WAEC). The report highlighted rising costs and a reduction in service quality. In response, WALGA has requested Councils review and provide feedback on its current advocacy positions to guide its State Council deliberations.

COMMENT:

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

To inform an item for the December meeting of State Council, Council decisions are requested by Monday, 28 October 2024.

Local Governments will also be able to provide feedback through the November round of Zone meetings.

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement: The Local Government sector supports:

1. Four year terms with a two year spill;

2. Greater participation in Local Government elections;
3. The option to hold elections through:
 - Online voting;
 - Postal voting; and
 - In-person voting.
4. Voting at Local Government elections to be voluntary; and
5. The first past the post method of counting votes.

The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

Background:

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolutions:

- February 2022 – 312.1/2022;
- December 2020 – 142.6/2020;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- October 2008 – 427.5/2008.

Supporting Documents:

[Advocacy Positions for a New Local Government Act](#)

[WALGA submission: Local Government Reform Proposal \(February 2022\)](#)

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement: Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolutions:

- February 2022 – 312.1/2022;
- March 2019 – 06.3/2019; and
- December 2017 – 121.6/2017.

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement: The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background:

Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolutions

- May 2023 – 452.2/2023;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- March 2012 – 24.2/2012.

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

- a) The sector continues to support voluntary voting at Local Government elections.

OR

- b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

- a) The sector continues to support four-year terms with a two year spill;

OR

- b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

- a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

- b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

- a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

- b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

- a) Electronic voting; and/or
- b) Postal voting; and/or
- c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

- a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.
- b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

CONSULTATION:

WALGA has conducted comprehensive consultations with its Zones and member Councils, leading to the development of the proposed revisions to their Election Advocacy Positions. Councils are encouraged to consider these positions and provide formal feedback.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* and *Local Government Amendment Act 2023* govern the conduct of local government elections, including the introduction of OPV, changes to election periods, and other provisions that affect local electoral processes. WALGA's advocacy positions aim to influence future legislative amendments that could affect these statutory requirements.

POLICY IMPLICATIONS:

The review and feedback on WALGA's advocacy positions may influence future policy directions concerning election processes in local governments, including voting methods, terms of office, and the method of electing Mayors or Presidents.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications for Council resulting from this review. However, changes to WALGA's advocacy positions, particularly regarding postal and electronic voting methods, may affect future election costs.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome: Establish and maintain sound business and governance structures

Strategy: Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with 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 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	Failure to provide input on WALGA's advocacy positions may result in missed opportunities to influence legislative and procedural changes that could impact local government elections. Additionally, changes in voting methods and the election of Mayors/Presidents could create governance risks if not carefully considered.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(6) Medium
Principal Risk Theme	Inadequate engagement practices
Risk Action Plan (Controls or Treatment Proposed)	Control through providing this Council's positions.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. Participation: Council supports voluntary voting at Local Government elections.
2. Terms of Office: Council supports four-year terms with a two-year spill.
3. Voting Methods: Council supports Optional Preferential Voting for general local government elections.
4. Internal Elections: Council supports First Past the Post for internal elections.
5. Voting Accessibility: Council supports the option for elections to be held through electronic, postal, or in-person voting.
6. Method of Election of Mayor/President: Council supports returning to the previous provisions where all Local Governments decide by absolute majority decision.

11.5 STATE HAZARD PLAN FIRE - RESPONSE TO WALGA'S DRAFT SUBMISSION

File Reference:	ADM114
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	15/10/2024
Disclosure of Interest:	Nil
Attachments:	Draft State Hazard Plan Fire ↓ Draft WALGA Submission on the State Hazard Plan Fire ↓

SUMMARY:

Council is requested to consider providing feedback in response to WALGA's submission to The Department of Fire and Emergency Services' (DFES's) draft State Hazard Plan Fire.

BACKGROUND:

The State Hazard Plan for Fire provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and initial recovery. The Fire and Emergency Services (FES) Commissioner, is the Hazard Management Agency (HMA) for fire. Additionally, DFES, the Department of Biodiversity, Conservation and Attractions (DBCA) and local governments all have legislative roles for the hazard of fire.

As this is a strategic level plan, it refers to a range of existing plans and documents relating to fire but does not duplicate the information. The Plan provides directions to websites or other sources where further information can be obtained.

Every five years, a comprehensive review of this Plan is required to be undertaken and provided for broad consultation with all emergency management stakeholders.

To guide the comprehensive review process, DFES defined the following objective and principles for their review:

Objective

Develop a Plan designed to inform WA stakeholders of prevention, preparedness, response, and recovery arrangements to limit the impact of the hazard of fire on the community of Western Australia.

Principles

- Establish a strategic level emergency management plan (not an operational plan)
 - Remove agency specific initiatives or procedures
 - Remove duplication
- Provide clarity of roles and responsibilities across the hazard of fire
- Provide stability of arrangements – ability to withstand changes in the legislative & regulatory environment
- Identify and address gaps
- Align with State Emergency Management Framework
- Provide necessary statement of fact changes

The new plan is in draft form (see Attachment 1) and submissions are open until 9 December 2024.

COMMENT:

WALGA has reviewed the draft State Hazard Plan Fire and provided local governments with the opportunity to comment on its draft submission (see Attachment 2) before it is finalised and submitted to DFES.

Note that WALGA's cut-off date for accepting feedback from local governments is 25 October 2024. The draft submission will then be considered by WALGA zones and State Council prior to being provided to DFES as a formal submission on behalf of the Sector.

WALGA makes the following recommendations in its submission:

Emergency Services Funding

The State Hazard Plan Fire (SHP Fire) should:

1. Clearly outline the responsibility of State Government to provide adequate resources to Local Governments (LGs) to fulfil the responsibilities delegated to them for the hazard of fire in Section 3.2.5 Resourcing Responsibilities.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

2. Invest in the future sustainability of fire management across the State through the implementation of WALGA's [2025 State Election Priorities](#) for Emergency Services Funding.

Emergency Management Framework and Consolidated Emergency Services Legislation

The State Hazard Plan Fire should:

3. Further define responsibilities for prevention and mitigation by highlighting the responsibility of the State to mitigate bushfire risk on State owned land and for State Government assets.
4. Clearly identify that the State Government is responsible for response on all Forest Products Commission (FPC) land.
5. Incorporate WALGA's proposed text amendments to the SHP Fire, contained in Appendix 1, to improve clarity and consistency with the State Emergency Management Framework.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

6. Bind the 'State and all its Agencies' to the CES Act in the same way as other landowners, considering prevention, mitigation and response.
7. Improve transparency and accountability in the administration and distribution of the Emergency Services Levy (ESL) through addressing the issues raised in **WALGA advocacy position 8.7 Emergency Services Levy**, and provide:
 - a. A mechanism to ensure adequate funding and safeguard against incremental reductions to the relative portion of the ESL returned to LGs is required.
 - b. That the responsible agency should administer funding requirements, DFES administering funding for the SES.

Bush Fire Brigade Management and Work Health and Safety

The State Hazard Plan Fire should:

8. Implement a phased approach to the introduction of minimum training requirements referred to at Section 3.2.5, including, prior to the 2025-26 higher threat weather season, that DFES works with WALGA, Bush Fire Brigades (BFBs), LGs and LGIS to:
 - a. Design and implement mandatory and minimum training requirements and recognition of competency and prior learning for BFB volunteers, supported by a locally delivered fit-for-purpose and universally accessible training program.

- b. Provide an appropriate transition strategy and timeframe to phase in these changes.
 - c. Provide a CEO portal with up-to-date access to BFB volunteer training records, and key updates relevant to CEO responsibilities in BFB management.
- 9. Provide a definition and process for managing spontaneous volunteers at bushfire operations.
- 10. More clearly outline WHS obligations for BFB volunteers where there are arrangements for BFB management with DFES, and where BFB volunteers are operating under the direction of an incident controller from DFES, DBCA or a neighbouring LG.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

- 11. Provide a process to transfer BFBs between State and LG through the CES Act or other mechanism. In addition to the details outlined in **WALGA advocacy position 8.10 Management of Bush Fire Brigades**, this process should include uniform principles and criteria for all LGs, potentially starting with a model agreement that can be customised, and:
 - a. Considers all LG bushfire management responsibilities under the BF Act 1954.
 - b. Specifies the transition arrangements for BFB volunteers, including membership, training records, insurance, obligations and responsibilities under the WHS Act 2020.
 - c. Specifies transition arrangements for BFB assets, including appliances, equipment, asset provenance, condition reports, valuations, warranties, and maintenance.
 - d. Addresses responsibility for LGGS administration when BFBs are transferred.

Officers have no objections to any of these recommendations, and have nothing further to add to the submission.

CONSULTATION:

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

STATUTORY ENVIRONMENT:

Bush Fires Act 1954
Emergency Management Act 2005
Emergency Management Regulations 2006
Work Health and Safety Act 2020
Proposed Consolidated Emergency Services Act

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031 Community Strategic Plan
Theme: Community – Safe, Friendly and Inclusive
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.

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- Compliance failure
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- Inadequate environmental management

Risk Matrix:

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
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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	Amendments to the Emergency Management Framework are not compatible with the requirements of the Shire of West Arthur.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(9) Medium
Principal Risk Theme	Inadequate safety or security practices

Risk Action Plan (Controls or Treatment Proposed)	Endorse WALGA's submission to DFES re the Draft State Hazard Plan Fire.
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VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. endorse the recommendations contained in the WALGA submission to DFES on the draft State Hazard Plan Fire as presented in Attachment 2 of this item; and
2. direct the CEO to advise WALGA of this decision by COB 25 October 2024.



RESPONSIBLE AGENCY

Department of Fire and
Emergency Services

APPROVED BY

State Emergency Management
Committee

RESOLUTION NUMBER

XX/XXXX

VERSION NUMBER

CONSULTATION
DRAFT

DATE OF APPROVAL

XX XXXX XXXX

DATE OF EFFECT

XX XXXX XXXX

REVIEW DATE

NOVEMBER 2024

Once printed, this is an uncontrolled version of the document. The current version is available on the [State Emergency Management Committee website](#).

Contact Details

To provide comment on this Plan, contact:
Department of Fire and Emergency Services
20 Stockton Bend
Cockburn Central WA 6164

Amendments Table

Date	Details	Amended by
August 2013	Final draft.	LB
11 September 2013	Minor grammatical amendments.	ML
October 2015	Statement of fact amendments to Part 5 - Recovery to reflect changes to SEMP 44 - Recovery Coordination, change to Department of Parks and Wildlife (DPaw) to Parks and Wildlife (PWS), fire investigation wording.	SG
May 2016	Statement of fact changes.	SEMC Secretariat
October 2016	Reference to SEMC Strategic Control Priorities Bulletin in section 4.1.	SEMC Secretariat
December 2016	Correction to the plan by removing the term 'by mutual agreement' from the Note section of 4.1 Responsibility for Response. Approved by SEMC (Resolution Number 62/2016).	SEMC Secretariat
October 2017	Interim - Version 1.00 - New State Hazard Plan format, statement of fact changes, removal of duplication, inclusion of assurance activities, Machinery of Government changes, expansion and further clarification of treatment options	DFES
April 2018	Interim - Version 01.01 - Update to the establishment of Incident Support Groups reflected at section 4.8 Levels of Response for level 2 incidents.	Office of Emergency Management
December 2018	Interim - Version 01.02 - Statement of fact amendments to reflect: Office of Emergency Management (OEM) to SEMC and State Emergency Public Information Plan to State Support Plan - Emergency Public Information references.	SEMC Business Unit
November 2019	Version 01.00 - Initial release of State Hazard Plan Fire. Statement of fact changes to section 5 - Recovery to reflect changes to State Emergency Management Plan section 6 Recovery, inclusion of DBCA Commander role, section 2.2.7 Total Fire Bans amended to reflect changes to the <i>Bush Fires Regulations 1954</i> .	DFES

Date	Details	Amended by
December 2020	Version 01.01 – Amendments approved by SEMC (Resolution Number 84/2020) as per amendments table v02.06 .	SEMC Business Unit
August 2022	Version 01.02 – Australian Fire Danger Rating System, statement of fact amendments. Approved by SEMC Executive Officer (Resolution Number 17/2021) as per amendments table .	SEMC Business Unit
November 2022	Version 2.00 – Accessibility redesign approved by SEMC (Resolution Number 32/2021). Statement of fact amendments and amendments to improve accessibility as per State emergency management documents as per amendments table .	SEMC Business Unit
December 2022	Version 2.01 – Amendments approved by SEMC Executive Officer (Resolution Number 17/2021). Statement of fact changes and updated hyperlinks to new SEMC website as per amendments table December 2022 .	SEMC Business Unit
October 2023	Version 2.02 – Consequential amendments approved by SEMC to reflect change in terminology from 'welfare' to 'emergency relief and support' and related terms (resolution number 77/2023) and statement of fact and accessibility amendments approved by the SEMC Executive Officer (resolution number 17/2021) as outlined in State EM documents amendments table October 2023 .	SEMC Business Unit
December 2023	Version 2.03 – Consequential amendments to reflect the Emergency Risk Management Guideline (resolution number 101/2023) approved by the SEMC Executive Officer (resolution number 17/2021). All amendments are as outlined in State EM documents amendments table December 2023 .	SEMC Business Unit
July 2024	Version 2.04 – Consequential amendments to reflect the adoption of Australian Warning System approved by the SEMC Executive Officer (resolution number 17/2021).	SEMC Business Unit
August 2024	PROPOSED Version 3.00 – DRAFT for Broad consultation during 2024 Comprehensive Review	DFES

Acknowledgements

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework page](#) of the State Emergency Management Committee website.



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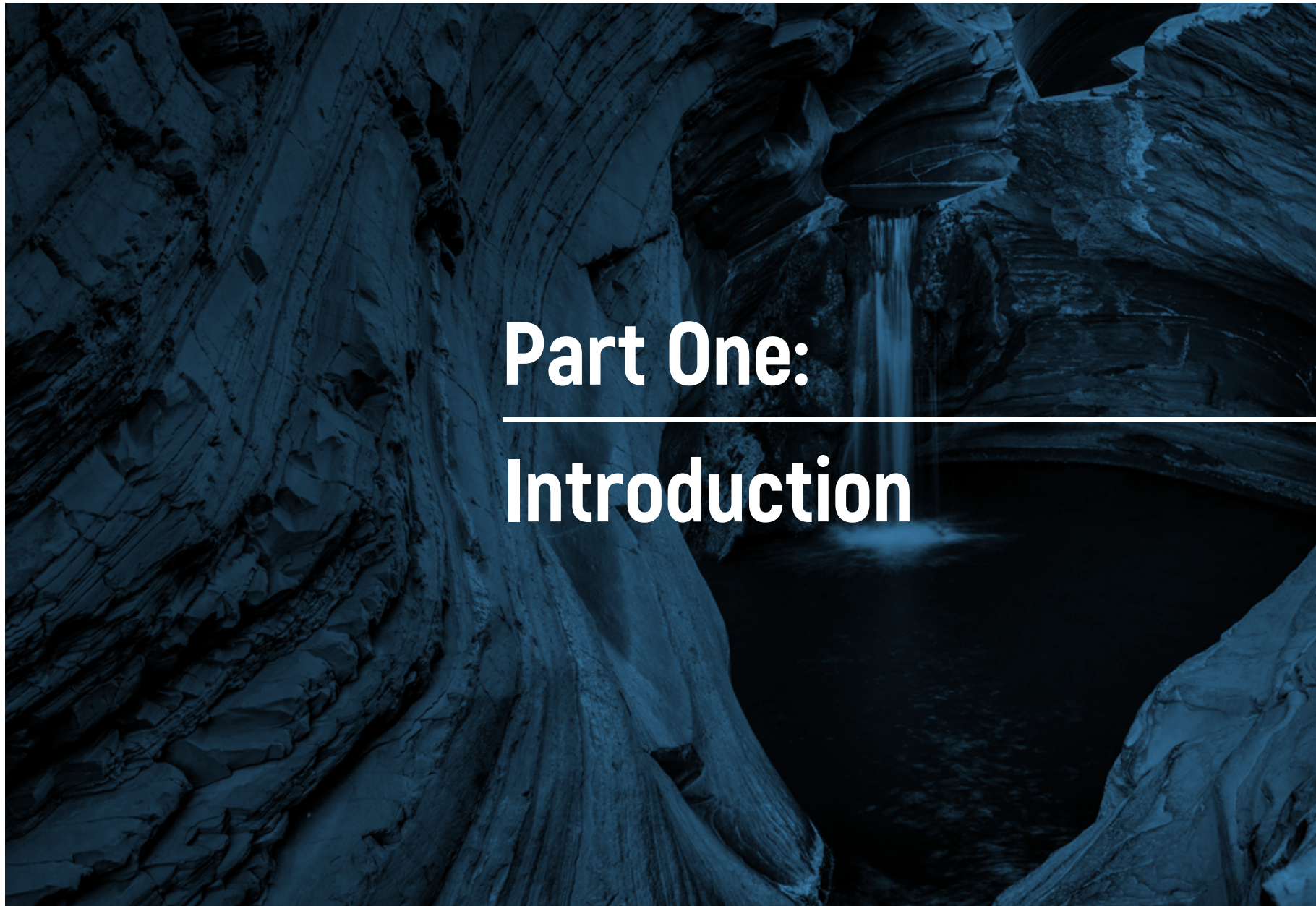
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1.0 | INTRODUCTION

The State Hazard Plan for Fire (the Plan) provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and recovery.

The Plan refers to a range of existing plans and documents relating to fire but does not duplicate the information contained in these, instead provides directions to websites or other sources where further information can be obtained.

The Fire and Emergency Services (FES) Commissioner, is the Hazard Management Agency (HMA) for fire.¹

1.1 Scope

This Plan covers emergency management arrangements within the geographic boundaries of WA, for the hazard of fire. It is designed to inform WA stakeholders of prevention and mitigation strategies, preparedness for, response to, and recovery arrangements following the impact of a fire.

These stakeholders include all levels of government, industry, private sector, individuals, and the broader WA community who share responsibility for hazard resilience.

1.2 Hazard Definition

A fire refers to the occurrence or imminent occurrence of fire that impacts and/or is capable of causing or resulting in loss of life, prejudice to safety, health or damage to persons, property or the environment that may require a coordinated response.

Notes

¹ *Emergency Management Regulations 2006* section 17(2).

² *Emergency Management Regulations 2006* section 17(2).

1.3 Organisational Roles and Responsibilities

The FES Commissioner is the HMA for fire and is responsible for ensuring effective prevention, preparedness, response and recovery to this hazard within the community.²

The Department of Fire and Emergency Services (DFES) is responsible for the development, implementation and revision of the Plan, in consultation with key stakeholders.

Minimising risk and increasing resilience to fire is a collective responsibility that all sectors of society have a role in, including all levels of government, industry, private sector, individuals and communities. The roles and responsibilities of these sectors for the hazard of fire are outlined in Appendix C.

The effective management of fire requires agencies to undertake a variety of agreed and statutory responsibilities. Each agency with a role or responsibility under this Plan is required to have appropriate operational procedures detailing their response arrangements in accordance with this Plan. These arrangements should further complement and align with agencies roles and responsibilities outlined under the State Emergency Management Plan.

Additionally, agencies affected by or contributing to the effective management for the hazard of fire should maintain a Business Continuity Plan to enable continuity of operations during an emergency.

1.3.1 Jurisdiction, tenure and areas of responsibility

Within the jurisdiction of Western Australia, DFES, the Department of Biodiversity Conservation and Attraction (DBCA) and local governments are responsible for fire management in their respective areas of responsibility.



Statutory jurisdictional responsibilities for the above-mentioned public authorities are outlined below. Where referred to in this plan, the term 'Gazetted Fire Districts' or 'Fire Districts' shall be interpreted as defined in section 5 of the *Fire Brigades Act 1942*.

Table 1: Areas of Jurisdictional Responsibility

Area of responsibility	Emergency Management Agency
In Gazetted Fire Districts	DFES
On DBCA managed land outside Gazetted Fire Districts	DBCA
In local government districts outside of Gazetted Fire Districts and DBCA land	Local governments

Statutory responsibilities to ensure obligations are undertaken are allocated as follows:

- prevention: DFES, DBCA, and local governments for their designated areas
- preparedness: DFES, DBCA and local governments for their respective areas
- response: DFES statewide; DBCA and local governments are Controlling Agencies for their respective areas of responsibility.
- recovery: local governments (recovery will be initiated by the Controlling Agency and managed by the impacted local governments with support from the State Recovery Coordinator if required)

Notes

³ *Bush Fires Act 1954* sections 28 and 33.

- day to day responsibilities for fire management are shared between DFES, DBCA and local government within their respective areas of responsibility as outlined in Appendix C.

The “occupier of land” and “owner or occupiers” also have statutory obligations to prepare for, prevent and respond to fires on their land and/or tenure.³

1.4 Related Documents and Legislation

This Plan is to be read in conjunction with the State Emergency Management Framework, including the *Emergency Management Act 2005*, *Emergency Management Regulations 2006*, State Emergency Management Policy, Plans, Procedures and Guidelines.

In addition, this Plan should be read in conjunction with the following documents:

- Department of Health WA State Health Emergency Response Plan
- Local Emergency Management Arrangements
- Managing Bushfire in WA – Statement of Intent
- National Construction Code of Australia (NCC)
- State Planning Policy 3.7 and Guidelines

Legislation relevant to this Plan include but is not limited to:

- *Building Act 2011*
- *Building Regulations 1954*
- *Bush Fires Act 1954 (Bush Fires Act)*
- *Conservation and Land Management Act 1984*



1.0 | INTRODUCTION

- *Conservation and Land Management Regulations 2002*
- *Dangerous Goods Regulations 1992 (Part 4 and 5)*
- *Explosives and Dangerous Goods Act 1961*
- *Fire Brigades Act 1942*
- *Fire Brigades Regulations 1943*
- *Fire and Emergency Services Act 1943 (FES Act)*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government Act 1995*
- *Meteorology Act 1995 (Commonwealth)*
- *Work Health and Safety Act 2020*
- *Planning and Development Act 2005.*

1.5 Assurance Activities

The management for the hazard of fire will improve through the sharing of knowledge and collaboration between all stakeholders. The HMA engages with other subject matter experts to ensure an ongoing awareness and a contemporary understanding of the hazard and mitigation strategies.

The HMA reviews operational performance to ensure that a consistent and structured approach is applied to all aspects of operational performance that:

- complies with relevant State Emergency Management Policy and plans
- ensures that identified lessons and opportunities for improvement are actioned
- ensures that the HMA's service delivery meets community expectations.

In accordance with State Emergency Management Policy 5.11 debriefs, reviews and analysis should be conducted by all agencies following an event.



Part Two:

Prevention and Mitigation

2.0 | PREVENTION AND MITIGATION

2.1 Responsibility for Prevention and Mitigation

Prevention and mitigation for the hazard of fire requires an active commitment from all sections of government, industry, and the community. It is incumbent upon all to enact within their area of responsibility. Some agencies and industries may be required to carry out prevention as part of their statutory obligations.

As the HMA, the FES Commissioner has overall responsibility for ensuring the prevention and mitigation aspects of the hazard of fire. The FES Commissioner enacts this responsibility in through the following activities:

- DFES provides training, resources and information to enhance the state's capability for rural fire management and bushfire risk management.
- DFES provides advice to decision-makers on planning and development proposals in designated bushfire prone areas.
- DFES provides input to various Australian Standards related to building/property fire safety (active and passive features) through direct representation on certain standards committees and review of other related standards.
- DFES assesses plans and performance-based building proposals in line with relevant codes, standards and operational requirements.
- DFES is required to receive building plans for all Class 2-9 buildings in accordance with *Building Regulations 2012* section 18B(1).
- DFES investigates the origin and cause of fires and assesses the performance of buildings and their fire safety systems to assist stakeholders in implementing appropriate measures to prevent or reduce the impact of fire.

Notes

⁴ *Fire Brigades Act 1942* section 34(1) and *Bush Fires Act 1954* sections 14(a)(e)(h).

- DFES develops Operational Plans and FES Emergency Response Guides for certain structures and facilities.
- DFES conducts inspection visits of properties (private and public buildings) to review risk and to familiarise operational crews with sites.
- DFES in partnership with WA Police Force, local governments and DBCA develop and initiate arson prevention measures.
- DFES develops and implements fire safety educational campaigns.
- DFES has the power to "remove and keep possession of any material which may tend to prove the origin of a fire" to determine the cause and use the findings for prevention initiatives and potential prosecution.⁴

2.1.1 Individuals and communities

The responsibility for property fire prevention and mitigation lies with the property owner or occupier of premises. Owners and occupiers have responsibility for bushfire mitigation in accordance with section 33 of the Bush Fires Act. Additionally, owners and occupiers are required to ensure inflammable matter within their tenure is managed in accordance with section 228 and 229 of the *Fire Brigades Regulations 1943*.

2.1.2 Industry and private sector

Industry and the private sector have a responsibility to implement prevention and mitigation measures in accordance with regulatory frameworks and commensurate with the risk they introduce into the industry or sector.

There may be a requirement for additional consultation relating to the broader risk to the community and mitigation measures necessary to limit the impact of fire.

2.1.3 Public Authority/Agencies

Building construction standards are set by the State, usually by reference to the National Construction Code of Australia (NCC). Local governments and registered building surveyors have responsibility for ensuring adherence to building construction standards.

DFES has a statutory referral obligation for commercial and industrial building development applications through the WA Building Commission by providing operational advice concerning fire safety to Building Surveyors.

Local governments are responsible for planning in their local communities by ensuring appropriate local planning controls are consistent with the objectives and requirements set by the Western Australia Planning Commission.

2.2 Prevention/Mitigation Strategies

Legislative frameworks, standards and codes of practice may require individuals and communities, industry and the private sector, and public authorities/agencies to carry out specific prevention and mitigation strategies for fire. A sample of these strategies is provided below.

Table 2: Prevention/Mitigation Strategies for Fire

Strategy	Agencies involved
Land use planning through additional planning and building requirements within areas designated as bushfire prone areas.	• DPLH • Local Governments • DFES
Land use planning through promotion and maintenance of bushfire prone area planning standards.	• DPLH • DFES
Land use planning through ensuring new buildings comply with any applicable construction and development standards.	• Local Governments • Land owners/occupiers

Strategy	Agencies involved
Fuel reduction and modification through prescribed burn programs.	• Local Governments • DBCA
Fuel reduction and modification through mechanical or chemical measures: Mulching, slashing, mechanical removal or herbicide to reduce the amount or alter the structure of available fuel.	• Local Governments • Local Brigades • DBCA • Land owners/occupiers
Fuel modification through firebreak requirements: Local governments may publish a notice under section 33 of the Bush Fires Act requiring fire breaks to be prepared and maintained for a set period as well as other measures such as asset protections zones and building protection zones.	• Local Government • Land owners/occupiers
Fire reduction through the declaration of Prohibited and Restricted Burning Times, Total Fire Bans, and Harvest and Vehicle Movement Bans requiring permits and conditions to be followed.	• Minister for Emergency Services • DFES • Local Governments • DBCA • Land owners/occupiers
Development of Bushfire Risk and Emergency Management Plans for local governments identified as having bushfire risk. See section 2.1.1.	• DFES • Local Governments
Arson prevention and reduction through the risk of criminal prosecution following arson investigations and through community programs aimed at arson reduction.	• WA Police Force • DFES • DBCA • Local Governments

More information regarding these mitigation strategies can be found by contacting the agencies involved.



2.0 | PREVENTION AND MITIGATION

2.2.1 Bushfire Risk Management Plans

State Emergency Management Prevention and Mitigation Procedure 2.1 allows for HMAs to assign specialised Emergency Risk Management planning requirements within their respective State Hazard Plans.

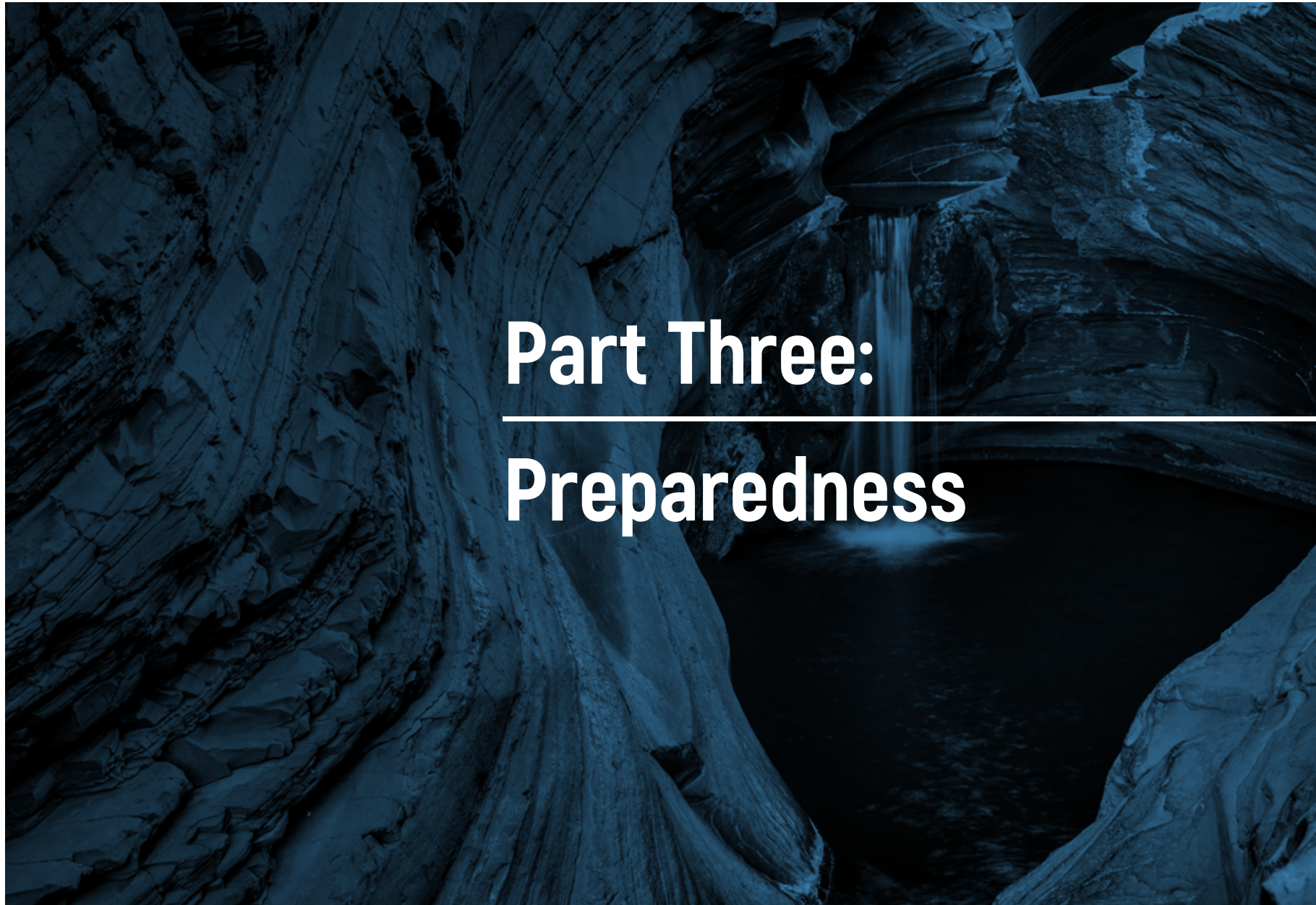
A Bushfire Risk Management (BRM) Plan assists a local government to identify, assess, prioritise, treat and monitor bushfire risk throughout its local government area. It is recommended that all local governments with significant bushfire risk develop and implement a BRM Plan.

Local governments identified within this State Hazard Plan - Fire (Appendix G) as having high or extreme bushfire risk must develop a BRM Plan that applies to the entire local government area.

Local governments develop a BRM Plan and key stakeholders, such as DFES, DBCA and Forest Products Commission (FPC), participate in, and contribute to, the BRM planning process. In addition, all State agencies that control or manage land within the local government area must contribute relevant information to the planning process.

Required BRM plans, must align with the [Guidelines for Preparing a Bushfire Risk Management Plan](#) published by DFES' Office of Bushfire Risk Management (OBRM). To be in alignment with the guideline, a BRM Plan will need to be endorsed by OBRM and should be approved by the local government's Council.

A local government may use its Bushfire Advisory Committee (BFAC) or Local Emergency Management Committee (LEMC) as a means of negotiating a commitment by all land owners and managers to participate in the BRM planning process and implement risk treatments.



3.0 | PREPAREDNESS

3.1 Responsibility for Preparedness

Responsibility for emergency preparedness is shared by public authorities/agencies, industry and the private sector, as well as individuals and the broader community. As the HMA for fire, the FES Commissioner has responsibility for:

- promoting resilience activities within communities to improve the management of future risks
- promoting the undertaking of emergency management activities relating to fire prevention and preparedness.

DFES, DBCA, local governments and other government departments and agencies are responsible for the following preparedness activities within their respective areas of responsibility:

- pre-incident planning to identify response arrangements
- training of firefighters and support personnel to allow a competent, coordinated, effective and safe incident response and
- establishing mechanisms to provide the community with information and education and engage them in bush fire risk management prior to and during an incident.

3.1.1 Individuals and communities

Within the WA community the preparedness for the hazard of fire is a shared responsibility. Agencies involved in the management of fire will provide guidance and support to individuals and communities to assist them in understanding their risks and plan appropriately.

3.1.2 Industry and private sector

Industry and private sector must prepare for the hazard of fire and are responsible for ensuring adequate preparedness commensurate with their level of risk. Public authorities and agencies involved in the management of fire will assist organisations to identify risks and prepare accordingly.

In accordance with regulatory frameworks, industry and private sector are required to have emergency plans in place, these plans may include additional preparedness provisions. Local Emergency Management Committees (LEMCs) are encouraged to seek the inclusion of these plans within Local Emergency Management Arrangements (LEMAs,) and making them available on local government websites where possible.

In certain areas, some industry groups have established mutual aid agreements and/or systems that contribute to the reduction of the effects of an emergency through rapid response and improved response capability.

3.1.3 Public Authority/Agencies

DFES, DBCA and local governments will undertake a range of pre-emptive activities prior to the onset of the hazard, during times of potential threat, or reactively post impact. This may include a range of actions at State and/or District/Regional level by the relevant agency and/or local government(s).

DFES, in conjunction with DBCA and local governments identify suitable facilities at which Incident Management Teams (IMT), Incident Support Groups (ISG) and Operational Area Support Groups (OASG) may operate.

Inter-agency IMTs and a State Bushfire Pre-Formed IMT will be maintained regionally during periods of heightened bushfire risk.

3.2 Planning and Arrangements

At the State level, DFES is responsible for the development of this Plan. The following arrangements and plans are in place and maintained.

3.2.1 Local Arrangements

Local governments are responsible for developing and maintaining LEMAs which should include comprehensive (prevention, preparedness, response and recovery) arrangements for the management of fire within their area.

Brigade Area Response Plans are the responsibility of both DFES and local governments. DFES has an Urban/Bushland Response Plan template which can be adapted to suit local circumstances.

3.2.2 Regional/District Arrangements

DFES, DBCA and local governments may utilise the terms regional and district interchangeably to suit their own administrative boundaries and organisational hierarchies. Interagency bushfire command and control arrangements incorporate preparedness and response structures to formalise the requirement for DFES and DBCA regional staff.

Any such arrangements include procedures/protocols for establishment of pre-formed and reactive Level 2 interagency incident management capacity, systems and practices. Local governments are integral to these arrangements.

The Region/District Operational Advisory Committee is the means to formally involve local government and ensure participation. DFES liaises with DBCA and individual local governments to assist with development and maintenance of arrangements.

DFES Metropolitan Operations Centre/Regional Operations Centre (MOC/ROC) will be the focus of regional preparedness for both DFES and DBCA. DBCA is responsible for preparedness levels for DBCA managed lands.

DBCA Bushfire Response and Preparedness Manual

This manual outlines the policies and procedures used by DBCA to prepare for and respond to bushfires on DBCA-managed land, and for participation with DFES, local governments and other agencies in multi-agency responses.

3.2.3 State Arrangements

The Western Australian Fire and Emergency Services (WAFES) Manual

This manual outlines the overall operational management structure and systems used by DFES for emergency preparedness and response throughout the State. It unites State legislation, State Emergency

Management Policy and Plans with DFES structures and its operational doctrine. It describes the FES Commissioner's intent for the role of DFES during emergencies in Western Australia.

State Bushfire Pre-Formed Teams: Governance Arrangements

The State has established multi-agency pre-formed bushfire incident management teams (PFTs), capable of providing a scaled level of response to significant bushfires, utilising personnel and resources drawn from government agencies, local governments and volunteer emergency service organisations. A PFT Subcommittee consisting of DFES, DBCA and WALGA representatives provides oversight and overall management of the PFTs.

3.2.4 Assistance arrangements with other jurisdictions

Should a fire emergency be beyond the resources of the State, support may be requested from the Australian Government, other States or overseas.

DFES (inclusive of local government personnel) and DBCA maintain schedules of competent personnel capable of deployment interstate.

Deployment will be managed by the agency employing the deployed personnel in accordance with individual agency policy and directives. DFES must be notified of any significant resources being committed to interstate deployments. Ministers responsible for DFES and DBCA are to be notified before any interstate deployment of their respective personnel.

Assistance to interstate, overseas and other jurisdictions for fire emergencies will be coordinated at a state level by DFES. This will include determination of the process involved and recognition of pre-existing arrangements for inter-jurisdictional assistance by other agencies where such arrangements exist.

The Arrangements for Interstate Assistance (AIA) have been developed on behalf of the Commissioners and Chief Officers Strategic Committee (CCOSC) through the National Resource Sharing Centre (NRSC) to provide the timely and meaningful exchange of capability between Australian states and territories during significant incidents. The Commonwealth, through National

3.0 | PREPAREDNESS

Emergency Management Australia (NEMA), co-chairs CCOSC and is integral to this arrangement.

The AIA provides for mutual assistance between Australian emergency management agencies: fire services, emergency services and land management agencies. It is for domestic use within Australia, which may involve New Zealand resources.

While the focus is to support operational deployments, this agreement may also be used to facilitate activities such as prescribed burning. Strong partnerships, goodwill and cooperation across organisations and interstate boundaries are essential to this process.

International arrangements are very similar to state arrangements however a rigorous checklist applies to support effective response as these are often for longer durations. The CCOSC and NRSC are primary contacts to support a deployment with Director General NEMA, ultimately responsible for coordination of deployment requests interstate and internationally.

All requests for Australian Government Non-Financial Assistance are to be made in accordance with State Emergency Management Policy section 5.10 and State Emergency Management Plan section 5.6.

3.2.5 Resourcing Responsibilities

The identification of appropriate and adequate resources and expertise is essential to preparedness for a fire. Planning at all levels should reference resource management, inventory and acquisition arrangements.

DFES, DBCA and local governments maintain a fire fighting capability to meet anticipated needs, including firefighting appliances, trained personnel for firefighting operations, and incident management personnel. Seasonally, DFES and DBCA each also contract aerial fire suppression aircraft, which are jointly managed through the State Operations Air Desk. DFES and DBCA also maintain arrangements and contracts for the provision of additional heavy earthmoving, logistical and other equipment.

To comply with the obligations of the *Work Health and Safety Act 2020*, Controlling Agencies responsible for the hazard of Fire should ensure their personnel are trained to a standard accepted by the HMA. Maintaining an accepted training standard across all Controlling Agencies is essential to maintaining the safety of personnel at a Fire incident where there may be a transfer of control and/or the need for interoperability between responders.

Where an operation is beyond the resources of the State, a request for assistance from other jurisdictions may be made in accordance with section 3.2.4.

3.2.6 Community Education and Information

DFES works collaboratively with communities and volunteers to raise awareness and understanding of risks, encourage and support mitigation measures, prepare for, respond to and recover from disasters.

DFES has developed programs and associated material for use at a local level, including school aged education programs that address bushfire and home fire safety, smoke alarm and home fire safety programs.

Local governments are encouraged to have locally developed community education programs. The local BRM Plan must include strategies for community education relating to preparedness activities in their local community.

Media and public information strategies are reviewed annually by DFES and DBCA to ensure appropriate communication of fire information to the community.

3.2.7 Fire Weather Forecasting

The Bureau of Meteorology (BoM) is responsible for the development and dissemination of fire weather forecasts including daily publicity concerning Fire Danger Ratings and provides this in accordance with agreed standards

3.0 | PREPAREDNESS



and protocols⁵. The commencement, extension and cessation dates for fire weather forecasts for each bushfire season will be determined by DFES in consultation with DBCA and BoM.

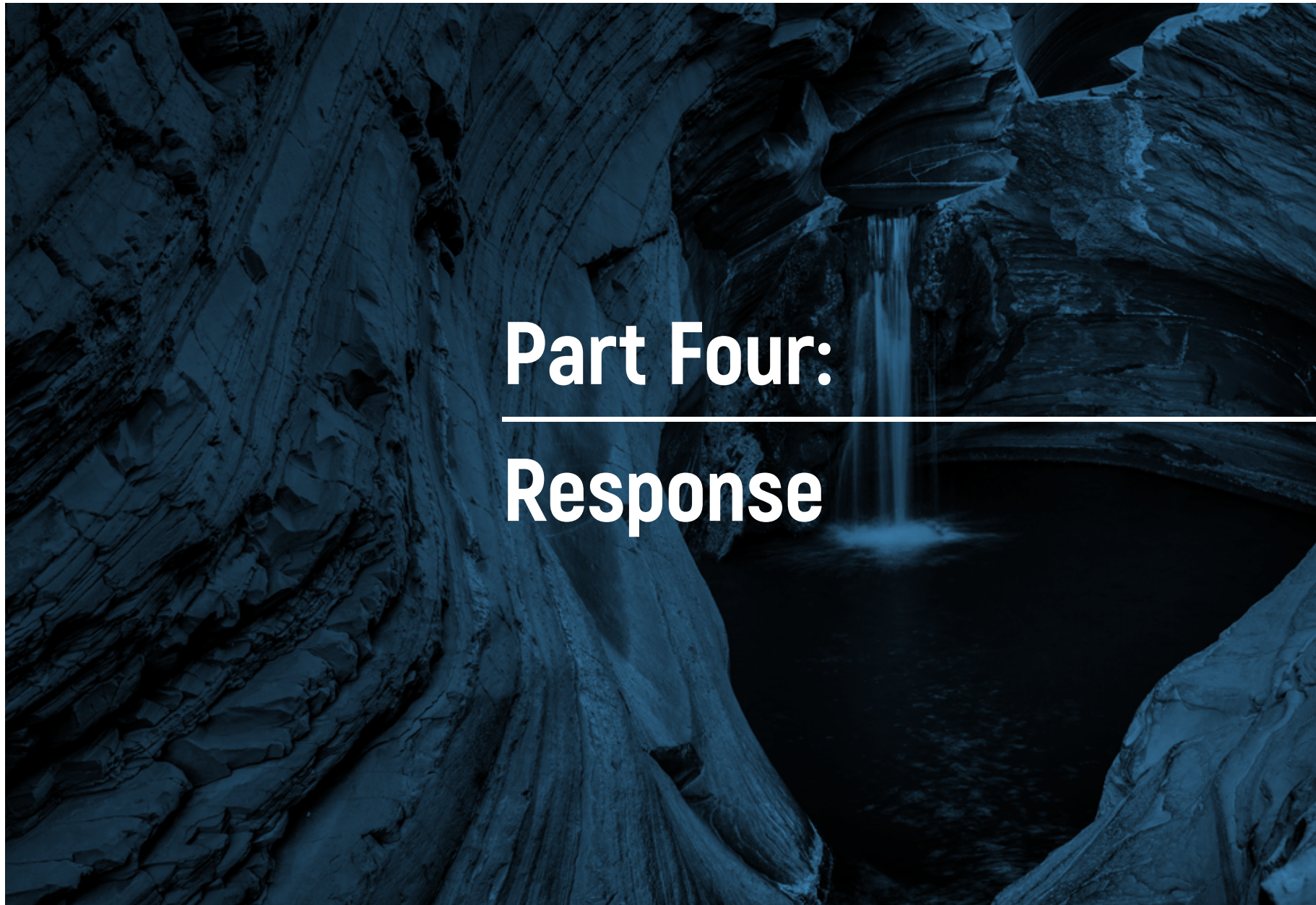
BoM, through formal arrangements with DFES, provides a dedicated meteorologist based within the State Operations Centre (SOC). A SOC Meteorologist Directive issued by the SOC Meteorologist (SOCMET) provides instructions and guidance to be followed in the preparation and dissemination of products and briefings and on the role and responsibilities of the SOCMET.

DBCA has a separate fee-for-service arrangement with BoM for its specific weather forecasting requirements to support prescribed burning and bushfire response. BoM also provides a registered users site containing tailored services for fire agencies

BoM will liaise with DFES, DBCA and local governments should, high, extreme or catastrophic fire weather be expected. DFES is responsible for the distribution of high, extreme and catastrophic fire weather information and warnings beyond the normal BoM dissemination process. BoM has detailed its fire weather information processes in its Fire Weather Directive which is agreed to by the fire agencies each year.

Notes

⁵ *Meteorology Act 1955* section 6(1)(c)..



4.1 Responsibility for Response

As the HMA for fire the FES Commissioner has overall responsibility for ensuring there is an adequate response to the hazard of fire. However, an effective response to fire requires collaboration between public authorities/ agencies, industry, the private sector and individuals and communities.

4.1.1 Individuals and communities

Individual owners/occupier of land have a responsibility to take all possible measures to extinguish a fire burning on their land, unless that fire is part of burning operations (Bush Fires Act section 28).

4.1.2 Industry and private sector

Some industries maintain rapid response fire appliances which are used in an emergency on/near their site or before the arrival of DFES operational crews. They are also prepared to respond to emergencies at other locations if they are within a mutual aid group or working under a memorandum of understanding.

4.1.3 Public Authority/Agencies

Public Authorities must provide assistance and support to the HMA and Controlling Agency in line with their respective roles and responsibilities outlined in the State Emergency Management Plan.

As Controlling Agencies for the hazard of fire, DFES, DBCA and local governments are responsible for developing and implementing rapid, effective, coordinated and integrated fire response arrangements within their respective area of responsibility.

Fires on-board ships lying in any river, harbour, or other waters within or adjacent to any Gazetted Fire Districts are subject to the *Fire Brigades Act 1942*.

Arrangements for responding to shipboard fires in accordance with the Fire Brigades Act will be determined by DFES, in conjunction with the relevant Ports, Port Operator, Port Facility and Boat Harbour Operator. For further details, refer to State Hazard Plan - Maritime Environmental Emergencies.

4.1.4 Jurisdiction and areas of responsibility

There are three primary Controlling Agencies responsible for responding to Fire, this is determined by the area of responsibility.

Where the response requirements exceed the capabilities of tenure owners and/or occupiers, a Controlling Agency may take control in accordance with their statutory responsibilities.

The Emergency Services Acts and the *Emergency Management Act 2005* also apply to Commonwealth places within the state, by virtue of the *Commonwealth Places (Application of Laws) Act 1970* (Cth), section 4.

Table 3: Controlling Agencies

Area of responsibility	Controlling Agency
Gazetted Fire Districts	DFES
On DBCA managed land outside Gazetted Fire Districts	DBCA
In local government districts outside of Gazetted Fire Districts and DBCA land	Local governments

With the written approval of the HMA, specific Controlling Agency arrangements may be established in local government districts.

Arrangements for the transfer of control of fire between Controlling Agencies is outlined in section 4.3.5 and Appendix D and E.

4.0 | RESPONSE

4.1.5 Strategic Control Priorities

The State Emergency Management Policy identifies Strategic Control Priorities for Emergency Response across all hazards. These priorities are not hierarchical; however, protection and preservation of life must be paramount when developing incident action plans that identify the priority roles and actions for the emergency management response to fire, where there are concurrent risks or competing priorities. The strategic control priorities are:

- protection and preservation of life: this is the fundamental overarching priority for the State, and includes:
 - safety of emergency services personnel
 - safety of community members including at risk community members and visitors/tourists located within the incident area
- community warnings and information
- protection of critical infrastructure and community assets
- protection of residential property
- protection of assets supporting individual livelihood and community financial sustainability
- protection of environmental and heritage values.

Individuals and communities, industry and private sector, and public authorities/agencies should also consider the potential impact on cultural values and animal welfare from fire.

4.2 Response Arrangements

Controlling Agencies are required to follow the principles of Australasian Inter-Service Incident Management System (AIIMS) for fire response arrangements across WA jurisdictions.

4.2.1 Local Arrangements

Local government Bush Fire Brigade response to fires is managed at the local level by Chief Bush Fire Control Officers (CBFCO), Deputy Chief Bush Fire Control Officers, Captains and Fire Control Officers.

DFES assists Local government Bush Fire Brigades through the coordination of resource deployments (individual resources, strike teams and task forces) to incidents at the request of Controlling Agencies. Local government Bush Fire Brigades provide these resources at the request of the DFES RDC, neighbouring local government CBFCOs or DBCA Duty Officers.

4.2.2 Regional/District Arrangements

DFES may provide an Emergency Services Liaison Officer (ESLO) to support local arrangements. Coordination of regional and district resources will be supported by either the DFES Regional, or Metropolitan Operations Centre.

4.3.2.3 State Arrangements

DFES

Mobilisation and management of DFES resources is coordinated through its Communications Centre (COMCEN) and the SOC, MOC or relevant ROC. DFES COMCEN receives Triple Zero (000) calls state-wide and either dispatches resources directly or passes call information to DBCA or local government.

DBCA

Management of DBCA response to bushfires on DBCA managed land is through its State Duty Officer and network of regional offices, district offices and work centres. Coordination of DBCA resources for major incidents is through the presence of a DBCA State Commander in the SOC.

4.3 Incident Management

The incident management approach undertaken in response to the hazard of fire may vary based on pre-existing plans and arrangements and/or the

scale or complexity of the incident. The focus of the Incident Controller or Incident Management Team (IMT) may shift throughout the evolution of an incident as it progresses through the escalation and consolidation phases, leading to a transition to recovery-led operations.

4.3.1 Notification of a fire

DFES COMCEN is central to state-wide fire reporting and monitoring, as follows:

- all fires state-wide are to be reported to DFES COMCEN via Triple Zero (000), radio or 1800 198 140 (or by other means, where agreed between agencies). DFES COMCEN will subsequently notify relevant agencies (DFES, DBCA, Local governments) as applicable
- any fires reported directly to a Controlling Agency are to be immediately reported to DFES COMCEN
- triple Zero (000) agreements are maintained with those Local governments, with fire response responsibilities, to ensure calls are expedited state-wide and reporting arrangements identified
- the Controlling Agency must provide DFES (via the DFES COMCEN or Regional/Metropolitan Duty Coordinators) with regular situation reports as requested
- all fire agencies will keep DFES informed of bushfires that have the potential to escalate to Level 3, including their incident level declaration⁶
- the Controlling Agency will keep other agencies and support organisations, with a responsibility under this Plan informed of developing situations that may require their support or action
- DBCA and local governments will notify by telephone or radio the relevant DFES Regional/Metropolitan Duty Coordinators as soon as is reasonably practicable where incident control arrangements are transferred to another agency under sections 45 or 45A of the Bush Fires Act.

Notes

⁶ State Emergency Management Response Procedure 4.2.

4.3.2 Levels of Response

The declaration of an incident level is a critical component of triggering the responsibilities and actions of emergency management stakeholders to ensure a response in which the capacity of both the IMT and the coordination structure are proportional to the size and complexity of the fire emergency. State Emergency Management Response Procedure 4.2 enables one of three operational levels to be declared depending upon the characteristic 'factors' of the emergency.

DFES, DBCA and local governments will promptly and deliberately instigate IMTs appropriate to the scale and requirements of the emergency in accordance with the State's emergency management arrangements.

The level of implementation of plans and operational structures can vary considerably depending upon circumstances. Factors which may influence the level of response include the degree of threat to a community, the number of DFES fire districts impacted by fire and whether a multi-agency response is required.

Incident levels are used to describe the level of complexity:

- Level 1 fire incidents typically have a low level of complexity
- Level 2 fire incidents typically have a medium level of complexity
- Level 3 fire incidents typically have a high level of complexity.

All fire incidents are regarded as Level 1 unless declared otherwise. Typical conditions and the actions required for each of these levels can be found in Appendix F: Incident Levels and Actions Required.

A Controlling Agency may establish a 'Complex of Incidents' to manage multiple incidents in an area. A Complex Incident can be created to improve the coordination of resources at multiple incidents located within a similar geographical area.

4.0 | RESPONSE

If the incident is likely to escalate and may have a significant impact on WA attracting national attention, DFES will send situation reports to the Australian Government National Situation Room regarding actions taken for this event. This will assist in providing whole of Australian Government situational awareness if Australian Government assistance is required.

4.3.3 Naming Convention and Incident Number

The initial Controlling Agency is responsible for providing the incident name for each fire they are controlling. The naming of an incident must be representative of the incident location that is easily identifiable to responders and the community. It is critical that once named the fire is referred to consistently by that name.

DFES COMCEN is responsible for providing the incident number for all fires once notified. Controlling Agencies must use this incident number, as well as the assigned name for consistency.

A multi-agency or multi-jurisdictional fire requires or may require the coordination of resources and public information. DFES RDCs will advise the DFES District Officer State Situation when it is considered that this situation may exist based on one or more of the following criteria:

- there is not a clear plan or objectives established within 4 hours and the fire is continuing to burn uncontrolled
- an urban settlement is in the direct path of the fire
- the IC believes the fire is not likely to be contained using existing/available resources
- the nature and extent of the bushfire requires state-level coordination of resources or public information
- the bushfire has been declared a Level 3 incident.

4.3.4 Incident Management Team (IMT) Structures

Appropriate Incident Management Team (IMT) structures should be formed by the Controlling Agency to support the incident:

- IMTs must be trained to a standard as accepted by the HMA and should include personnel with local knowledge where practicable.
- Level 2 IMTs must include a Public Information Officer (PIO).
- Level 3 IMTs must include a Deputy Incident Controller (IC), Safety Advisor and PIO.
- Level 3 IMTs should be led by an endorsed Level 3 IC, whenever practicable, unless otherwise determined by the HMA.

DFES also develops Operational Pre-Plans and FES Emergency Response Guides for certain structures and facilities.

4.3.5 Transfer of Control

DBCA and Local Governments can transfer control of fires to one another in incidents categorised as Level 1 or 2. Initially this may be a verbal agreement, as long as it is recorded, and confirmed by completing a Change in Controlling Agency Form as soon as reasonably practicable. DFES must be notified on each occasion where transfer of control has occurred.

The FES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or other person to take control of all operations in relation to that fire if a bushfire is burning in the district of a local government land, or on conservation lands:

- at the request of the local government; or at the request of the *Conservation and Land Management Act 1984* CEO
- if, because of the nature or extent of the bushfire, the FES Commissioner considers that it is appropriate to do so.

In making such a decision, the FES Commissioner may consider if:

- a bush fire has assumed or is likely to assume such proportions as to be incapable of control or suppression by the firefighting agency in whose jurisdiction it is burning or
- a bush fire is not being effectively controlled or suppressed by the firefighting agency or agencies in whose jurisdiction(s) it is burning.

When a DFES employee is authorised under a section 13 of the Bush Fires Act, DFES will assume the role of Controlling Agency. A Change in Controlling Agency Form must be completed.

Once a fire is declared a Level 3 incident, or there is a need for an emergency situation or a state of emergency declaration, DFES will assume Controlling Agency status. A Change in Controlling Agency Form must be completed.

A Change in Controlling Agency form is not required when the HMA has approved, in writing, the establishment of specific Controlling Agency arrangements with the local government.

Controlling Agencies are responsible for providing appropriate notification of cessation of response operations to assist in the management of residual hazards.

In incidents by where DFES has assumed control, DFES may transfer the management of an incident back to the affected Local Government/s, DBCA, or another Controlling Agency. DFES will convene a meeting with the affected Local Government/s DBCA, or other Controlling Agency and other parties as required. A Change in Controlling Agency must be completed.

The transfer of control process is further described in Appendix D and E.

Notes

⁷ As defined in the *Fire and Emergency Services Act 1998* section 3.

⁸ *Emergency Management Act 2005* section 50 and State Emergency Management Response Procedure 4.6.

⁹ *Emergency Management Act 2005* sections 56 and 61 and State Emergency Management Response Procedure 4.13.

4.3.6 Declaration of an Emergency Situation or State of Emergency

The FES Commissioner has powers in relation to natural disasters⁷ and fires under the *Fire and Emergency Services Act 1998 (section 18B)* and *Fire Brigades Act 1942 (section 3)*. In addition, bush fire officers have a range of similar powers in relation to bushfires under the Bush Fires Act. These powers are wide-ranging and are normally adequate to respond to fire emergencies. Should additional powers be required, the *Emergency Management Act 2005* can be used to access emergency powers through the declaration of an 'Emergency Situation'⁸ or a 'State of Emergency'⁹.

4.3.7 Evacuation Arrangements

Evacuation is a risk mitigation strategy that may be used to mitigate the effects of an emergency on a community. The decision to evacuate is complex and requires careful consideration to ensure residents are not placed at greater risk.

The decision to undertake an evacuation will be made by the Controlling Agency (where authorised by the HMA) or an authorised officer who will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

The Controlling Agency or HMA is responsible for the identification of 'at risk' locations that may be impacted by fire and ensuring that facilities and services are available to protect the local community. This may include the identification of refuges and safer places as required.

Local government evacuation plans are to be made accessible to the Controlling Agency/HMA 24 hours-a-day, seven days a week. The HMA or Controlling Agency is to activate Department of Communities as soon as practicable if evacuation centres are required.

4.0 | RESPONSE

When evacuation is required during an authorised period, section 13 and section 14B of the Bush Fires Act provides the authorised person and Police Officers with additional powers to:

- direct or by direction prohibit, the movement of people, animals and vehicles within, into, out of, or around the affected area or any part of the affected area
- direct the evacuation and removal of persons or animals from the affected area or any part of the affected area
- close any road, access route or area of water in or leading to the affected area.

For full details of evacuation arrangements, refer to State Emergency Management Plan 5.3.2 and the SEMC's WA Community Evacuation in Emergencies Guideline.

4.4 Public Information and Warnings

During the response to an incident, the responsibility for management of public information rests with the Controlling Agency. The HMA and Controlling Agencies must share information relevant to public information with one another during emergency responses.

A single and coordinated approach for communicating public information and warnings is required when fire impacts multiple areas of responsibility.

4.4.1 Bushfire Warning Framework

WA has adopted the [Australian Warning System framework](#), a national approach to community warnings, for bushfire.

There are three levels of warning with consistent colours and icons that change to reflect the increasing, or decreasing, risk to life or property.

Warnings are accompanied by an action statement, giving the community a clear and concise call to action to help keep them safe.

The frequency of alerts depends on the level of threat. The fire agencies agreed bushfire warning framework is outlined in the following table.

Table 4: Bushfire Warning framework

Warning	Description
Advice 	An incident is active. There is no immediate danger. Stay up to date in case the situation changes
Watch and Act 	There is a possible threat to lives and homes. Take action to stay safe. Broadcast in full on ABC Local Radio and 6PR every half hour at quarter past and quarter to the hour.
Emergency Warning 	There is a threat to lives and homes. You may be in danger and need to take immediate action. Issued at least every hour. Broadcast in full on ABC Local Radio and 6PR every 15 minutes. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS) and/or a Telephone Warning System message.

4.4.2 Property Fire Warning System

The IC or PIO can request the activation of public information in the event of a fire involving a property that is unrelated to a bushfire or hazardous materials (HAZMAT), poses a threat to the public or attracts sufficient media attention to warrant the issuing of public information. This request can be made to the Controlling Agency's media branch or DFES COMCEN.

The public information process in State Hazard Plan - HAZMAT may be applicable if the property fire poses a threat to the community other than fire or smoke from a bushfire.



If requested, the public information will advise the public that an incident has occurred and will:

- describe the incident
- outline what people should do to keep safe from the threat
- advise of road closures, if appropriate
- advise what fire fighters are doing to protect the public.

4.4.3 Emergency Alert

Emergency Alert is a warning system that uses web technology to send alerts to home phones and mobiles. It is an additional public information tool that can be used for any emergency where there is an imminent threat, to alert people in a specific location.

The IC or Public Information Officer can request an Emergency Alert by calling the DFES District Officer State Situation (DOSS).

4.4.4 Emergency WA Website

The Emergency WA website provides official alerts and warnings for fire incidents as well as information about current Total Fire Bans, Fire Danger Ratings and Prescribed Burns.

4.4.5 Standard Emergency Warning Signal

The Standard Emergency Warning Signal (SEWS) is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency.

SEWS is intended for use as an alert signal to be played on public media such as radio, television, or public address systems to draw listeners' attention to the emergency warning that follows. SEWS should only be used when issuing Emergency Warnings and there is a need to warn people to take urgent and immediate action to reduce the potential for loss of life or property from emergency events. SEWS is not required for all Emergency Warnings.

State Emergency Management Response Procedure 4.3 describes the conditions and procedures for use of the SEWS.

4.5 Funding Arrangements for Response

The State Emergency Management Policy describes the financial responsibilities of the HMA and Controlling Agencies during response to emergencies.

The HMA or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, is responsible for payment of costs associated with an emergency response, unless other arrangements are established and as outlined in State Emergency Management Policy 5.12.

When an emergency involves a multi-agency response, costs associated with the emergency shall be met by each individual emergency management agency, provided it is a legislative responsibility of the emergency management agency or other agencies or organisations supporting the emergency response to carry out that response function or activity.

DFES has identified, and can implement arrangements for financial assistance with a number of its key stakeholders for Bushfire and Natural Hazards. In all circumstances, Incident Controllers should record the time and date of when supplementary funding arrangements commence for that incident.

For response to fire outside of gazetted fire districts financial and contractor assistance can be provided to local government by DFES.

DFES personnel may agree to supply contract machinery, resources or supplies to Local governments if the following circumstances occur:

- the local government has notified DFES of the incident, an incident created in PICAD
- the local government has exhausted its appropriate, available and deployable resources



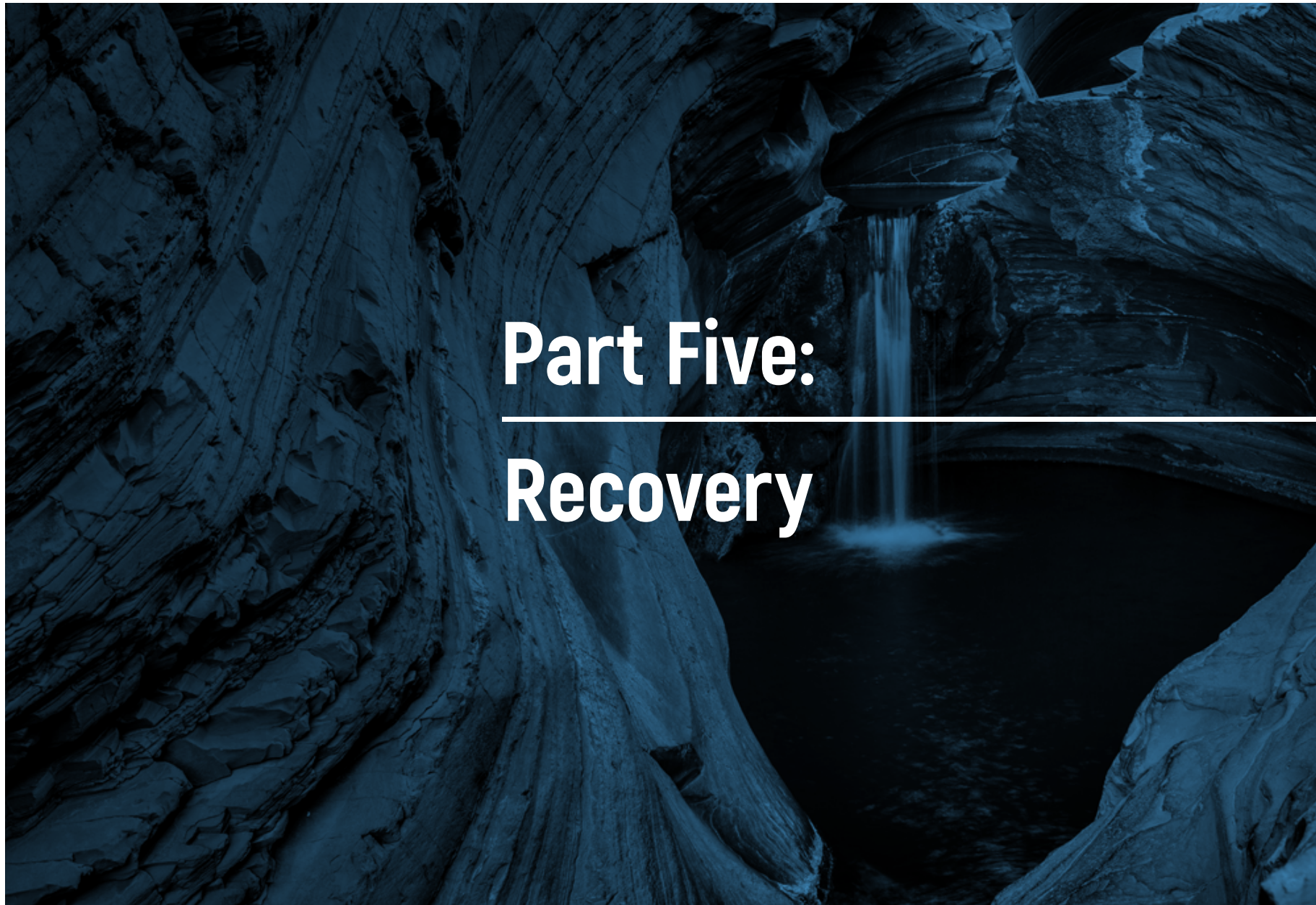
4.0 | RESPONSE

- the local government is unable to sustain the costs associated with the procurement of specific equipment, resources, supplies or contractors and/or
- the size, nature and risk of the incident justify the expenditure.

To receive emergency incident financial assistance a Local government must make application (documented within a Personal Incident Diary/Incident Records) to a DFES Bushfire Liaison Officer (BFLO) or RDC/MDC.

The DFES BFLO or RDC/MDC is authorised to approve expenditure within their financial delegation as per limits approved in DFES' normal operations Incurring Register, after which appropriate higher approval must be obtained.

The DFES BFLO or RDC/MDC must maintain records of these expenditures. This can be achieved using WebEOC or the Incident Expenditure Running Sheet (IERS).



5.0 | RECOVERY

5.1 Responsibility for Recovery

The HMA or Controlling Agency has a role in initiating both relief and recovery during emergencies. It is the responsibility of the Controlling Agency to gain an understanding of the known and emerging impacts during the response to an emergency and provide this awareness to the State Recovery Coordinator and Local Recovery Coordinators, as soon as possible.

The *Emergency Management Act 2005* requires local governments to include a recovery plan and the nomination of a Local Recovery Coordinator in their Local Emergency Management Arrangements. The impacted local government is responsible for managing their community recovery process.

Where recovery activities are beyond the capacity of the local community, recovery activities will be undertaken in accordance with the State Emergency Management Policy section 6, State Emergency Management Plan section 6.5.

5.2 Recovery Arrangements

In accordance with State Emergency Management Plan section 6.4.1, upon notification of a level 2 incident or above to the State Recovery Coordinator, the Controlling Agencies must identify if there are recovery impacts.

An Impact Statement must be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity in accordance with State Emergency Management Recovery Procedure 5.4.

Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the local government will occur prior to this determination, as necessary.

The Impact Statement must be approved by the IC, agreed to by the local government and acknowledged by the State Recovery Coordinator. The

Impact statement should be provided to the members of the Incident Support Group, Recovery Coordinators and the ROC/MOC and Operational Area Manager (OAM).

During emergencies, the respective Controlling Agency will ensure that relief agencies are provided access to the affected community, however at all times will ensure that access to the affected area is limited to ensure community safety, security and welfare. The Controlling Agency will assist relief agencies to deliver essential services in safe and accessible community based locations.

5.3 Transition to Recovery

Recovery activities will commence during the response phase, as such there needs to be high levels of understanding and cooperation between response and recovery organisations at each level (State, District, Local).

For all level 3 incidents and level 2 incidents where required, the Controlling Agency will request the State Recovery Coordinator to nominate a representative to participate in the Incident Support Group and Operational Area Support Group. The Incident Controller may also request a State recovery representative be appointed in the Incident Management Team.

The Controlling Agency must also attend initial meetings of the State and/or Local Recovery Coordination Group, where invited, to assist with an understanding of context, impacts, risks and transition activities.

Prior to the cessation of a response, the Controlling Agency is responsible for the coordination of an assessment of all impacts relating to all recovery environments. This includes assessing risk and ensuring adequate treatments to provide for safe community access to the affected area.

The Controlling Agency shall liaise with the local government, and if appropriate, the State Recovery Coordination Group, to plan transition of risk management activities and controls.



Appendices

 APPENDIX A | DISTRIBUTION LIST

Appendix A: Distribution List

This State Hazard Plan is available on the [SEMC website](#). The agencies below will be notified by the HMA (unless otherwise specified) when an updated version is published on this website.

- All agencies and organisations with responsibilities under this Plan.
- Emergency Management Australia (SEMC Business Unit to notify)
- Minister for Emergency Services (SEMC Business Unit to notify)
- Minister for Planning
- Minister for Police
- State Emergency Management Committee (SEMC), SEMC subcommittee and SEMC reference group members (SEMC Business Unit to notify)
- State Library of Western Australia (SEMC Business Unit to notify).



Appendix B: Glossary of Terms/Acronyms

Terminology used throughout this document has the meaning prescribed in section 3 of the *Emergency Management Act 2005* or as defined in the State Emergency Management Glossary. In addition, the following hazard-specific definitions apply.

B1 Glossary of Terms

Term	Definition
Bush Fire Liaison Office	Bush Fire Liaison Officers pursuant to section 12(2) of the <i>Bush Fires Act 1954</i> .
Communications Centre	Responsible for receiving radio and phone communications relating to emergency incidents, discerning relevant information, coordinating and alerting relevant emergency agencies, and dispatching appropriate emergency fire resources.
Emergency Services Acts	Emergency Services Acts is a collective term for the <i>Bush Fires Act 1954</i> , the <i>Fire Brigades Act 1942</i> , and the <i>Fire and Emergency Services Act 1988</i> .
Fire Behaviour Index	The Fire Behaviour Index is a scale [0-100] of fire danger that takes the latest in fire science and produces outputs across eight different fuel types. Providing fine detail, it will support decisions about fire preparedness, prescribed burning and bushfire suppression.
Fire Investigation Network Group	The Fire Investigation Network Group promotes an interchange of ideas, information and developments in the areas of fire and arson prevention and incident reporting.
Juvenile and Family Fire Awareness	Juvenile and Family Fire Awareness is a free, confidential, fire safety education program delivered by specially trained firefighters using unique, purpose-developed educational resources.
Metropolitan Duty Coordinator	The Metropolitan Duty Coordinator is the primary point of contact for the Metropolitan Operations Centre outside business hours.
Metropolitan Operations Centre	Responsible for supporting emergency incidents and maintaining situational awareness of emerging threats and risks across their designated DFES regions.
Office of Bushfire Risk Management	OBRM is a branch within the Department of Fire and Emergency Services (DFES) Rural Fire Division. OBRM's role is to oversee prescribed burning and bushfire related risk management in Western Australia.

APPENDIX B | GLOSSARY OF TERMS/ACRONYMS

Term	Definition
Prohibited Burning Times	The lighting of fires is prohibited during certain times of the year in most Local Government districts throughout the State. Prohibited Burning Times dates are declared by the Minister for Emergency Services and are published in Government Gazettes, and may vary between districts.
Pre-Formed Bushfire Incident Management Teams	A state multi-agency Bushfire Pre-formed team is a group of people, competent in the appropriate AIIMS roles. They are rostered to be available to take control of potential or declared incidents across the state and to ensure safe and effective incident management.
Restricted Burning Times	Restrictions apply to all burning carried out during the period declared as restricted burning times within most areas of the State. Those times are declared by DFES and are published in the Government Gazette, and generally speaking are related to periods immediately prior to and following the Prohibited Burning Times.
Regional Duty Coordinator	Regional Duty Coordinator (RDC) who is the primary point of contact for the Regional Operations Centre 24 hours 7 days a week.
Regional Operations Centre	Responsible for supporting emergency incidents and maintaining situational awareness of emerging threats and risks across their designated DFES regions.
State Operations Centre	The DFES State Operations Centre (SOC) coordinates the strategic activities of the FES Commissioner in delivering their emergency management responsibilities as a Hazard Management Agency under the provisions of WA Legislation.
Western Australian Fire and Emergency Services Manual	The Manual provides detailed instruction and guidance on the various individual and collective responsibilities of agencies and individuals—from Incident Management Teams, to the staff of the DFES State Operations Centre, DFES Regional Operations Centres and State level.

B2 Acronyms

Acronym	Meaning
AIIMS	Australasian Inter-Service Incident Management System
BFAC	Bush Fire Advisory Committee
BFLO	Bush Fire Liaison Officer
BOM	Bureau of Meteorology
BRM Plan	Bushfire Risk Management Plan
Bush Fires Act	<i>Bush Fires Act 1954</i>
CBFCO	Chief Bush Fire Control Officer
CCOSC	Commissioners and Chief Officers Strategic Committee
CEO	Chief Executive Officer
COMCEN	Communications Centre
DBCA	Department of Biodiversity, Conservation and Attractions
FES Act	<i>Fire and Emergency Services Act 1998</i>
FES Commissioner	Fire and Emergency Services Commissioner
Fire Brigades Act	<i>Fire Brigades Act 1942</i>
FPC	Forest Products Commission

Acronym	Meaning
HAZMAT	Hazardous materials
MDC	Metropolitan Duty Coordinator
MOC	Metropolitan Operations Centre
NCC	National Construction Code of Australia
OBRM	Office of Bushfire Risk Management
PFT	Pre-formed incident management teams
PIO	Public Information Officer
RDC	Regional Duty Coordinator
ROC	Regional Operations Centre
SEWS	Standard Emergency Warning Signal
SOC	State Operations Centre
SOCMET	State Operations Centre Meteorologist
UCL	Unallocated Crown land
UMR	Unmanaged Reserves
WAFES Manual	Western Australian Fire and Emergency Services Manual
WALGA	WA Local Government Association



APPENDIX C | ROLES AND RESPONSIBILITIES

Appendix C: Roles and Responsibilities

DFES, through the FES Commissioner as the HMA, has the primary responsibility for managing the effects of fire in WA. However, DFES requires the support and assistance of other organisations to ensure an integrated community response occurs.

This appendix outlines the hazard specific roles and responsibilities of agencies and organisations under this Plan, however some all-hazards information is provided. State Emergency Management Plan, Appendix E provides an outline of the all-hazards roles and responsibilities across the Prevention, Preparedness, Response and Recovery spectrum.

Agency Responsibilities

The agencies will undertake the agreed responsibilities, as detailed below. All the agencies should maintain appropriate internal plans and procedures in relation to the specific agency responsibilities. Appendices D and E detail the agency specific process for the appointment of an authorised person to take control under the Bush Fires Act.

Note: The capability and commitment of each local government to undertake the tasks and meet the responsibilities identified in this State Hazard Plan should be confirmed by the HMA if there is an incident within the local government area. This will ensure the varying capacity and capabilities of individual local governments are recognised. Some details may be provided within in Local Emergency Management Arrangements.



Prevention and Mitigation

Organisation	Prevention and Mitigation Responsibilities
Department of Fire and Emergency Services (DFES)	Implement strategies and activities in cooperation with DBCA and Local government that assist in the prevention of bushfire and minimise its impact on WA Communities. a. Declare restricted and prohibited burning times for the whole of the state, and approve suspensions and exemptions. b. Declare, suspend, approve exemptions, of Total Fire Bans. c. Facilitate statewide arson prevention programs in conjunction with WA Police Force, DBCA and Local government. d. Develop and implement statewide community engagement and community education programs. e. Contribute to and participate in the development of Bushfire Risk Management (BRM) Plans at the local level. f. May through a Memorandum of Understanding, complete mitigation activities for other land holders. g. Develop, distribute and promote community educational material. h. Maintain targeted building fire safety inspection program. i. Undertake community engagement activities to prevent property fire. j. Review and assess plans for buildings in relation to fire safety and provision of equipment and facilities. k. Enhance the efficient management of bushfire related risk in WA to protect people, assets and other matters valuable to communities. This includes: i. Set and approve bushfire risk related standards and policy ii. Monitor and assess agency performance against standards iii. Communicate and promote best-practice in bushfire risk management.
Department of Planning, Lands and Heritage (DPLH)	a. Implement effective, risk-based land use planning and development policies to preserve life and reduce the impact of bushfire on property and infrastructure (State Planning Policy 3.7 – Planning in Bushfire Prone Areas, 2015, p. 1).

APPENDIX C | ROLES AND RESPONSIBILITIES

Organisation	Prevention and Mitigation Responsibilities
DBCA Parks and Wildlife Service	a. Develop and implement mitigation strategies and activities on all DBCA managed land such as State Forest, Timber Reserves, National Parks, Conservation Parks, Nature Reserves and for Unmanaged Reserves (UMR) and Unallocated Crown land (UCL) outside gazetted townsite boundaries, regional centres and the Perth metropolitan area; and any portions of regional parks that are within these land categories b. Participate in state-wide arson prevention programs in conjunction with WA Police Force, DFES and Local government c. Contribute to and participate in the development of BRM Plans at the local level.
Local Government	a. Develop mitigation strategies for all lands vested in the local government b. Prescribe and enforce bushfire prevention measures on all private lands and leaseholds within their Local government district c. Participate in statewide arson prevention programs in conjunction with WA Police Force, DFES and DBCA d. Impose harvest and movement of vehicle bans e. Administer day to day provisions of the <i>Bush Fires Act 1954</i> (e.g. permit to burn the bush) f. Vary the declared restricted and prohibited burning times in response to local conditions g. Manage fire break requirements in accordance to the <i>Bush Fires Act 1954</i> h. Enforcement of <i>Bush Fires Act 1954</i> offences within the local government district i. Contribute to and participate in the development of BRM Plans at the local level j. Distribute DFES community educational material e.g. Develop a home evacuation plan k. Participate in DFES community education campaigns e.g. Smoke Alarm Change Battery.
Forest Products Commission (FPC)	a. Complete mitigation strategies and activities on its land b. Contribute to and participate in the development of BRM Plans at the local level.



Preparedness

Organisation	Preparedness Responsibilities
DFES	a. Provide and maintain appropriate and adequate DFES infrastructure, equipment, skilled personnel, plans and programs in preparation for bush fire emergencies and to support the community in its own preparations for bush fire emergencies will provide for: i. Exercises for DFES staff and volunteers ii. Test equipment and procedures iii. Establish enhanced mobilisation plans iv. Preposition personnel and equipment v. Conduct joint exercises with DBCA and Local governments. b. DFES will provide and maintain appropriate and adequate DFES infrastructure, equipment, skilled personnel, plans and programs in preparation for property fire emergencies and to support the community in its own preparations for property fire emergencies will provide for: i. Exercises for DFES staff, volunteers and property owners/occupiers ii. Testing of equipment and procedures iii. Undertaking inspections of premises iv. Establishing enhanced mobilisation plans v. Servicing street water hydrants.

APPENDIX C | ROLES AND RESPONSIBILITIES

Organisation	Preparedness Responsibilities
DBCA and FPC	a. Provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for bush fire emergencies, and to support the community in their respective preparations for bush fire emergencies, will: b. Test equipment and procedures c. Establish enhanced mobilisation plans d. Preposition personnel and equipment e. Involve relevant staff in joint exercises with DFES and Local governments f. Train and maintain response personnel to a training standard as accepted by the HMA.
Local Government	a. Exercises for Local government brigades b. Ensure evacuation centres are ready as required c. Brigades will test all equipment d. Participate in joint exercises with DFES and DBCA e. Appoint personnel as required under the <i>Bush Fires Act 1954</i> f. Train and maintain response personnel to a training standard as accepted by the HMA g. Test plans and procedures h. Exercise with building owners/occupiers and DFES i. Service street water hydrants.



Response

Organisation	Response Responsibilities
DFES	Provide a rapid and comprehensive response to bush fire emergencies, to save life, protect property and critical infrastructure, minimise the impact of hazards and to support the community in its own response to bush fire emergencies. This includes: a. Manage the 000 call taking centre for fire b. Response to all bushfires on lands within prescribed fire districts declared under the Fire Brigades Act or where a Volunteer Fire and Emergency Service brigade is established under the FES Act c. With DBCA, will implement joint coordination and management of the State Bushfire Pre-Formed Incident Management Teams in accordance with management guidelines and business rules agreed between the agencies d. With DBCA, manage the State Air Operations Desk to coordinate and support aerial suppression operations e. Authorise a bush fire liaison officer or another person to take control of all operations at a fire; in accordance to the provisions of section 13 of the <i>Bush Fires Act 1954</i>. f. Upon level 3 declaration and the appointment of an IC under section 13 of the <i>Bush Fires Act 1954</i>, DFES will assume Controlling Agency status g. The HMA (FES Commissioner) may make an emergency situation declaration for an area of the state and exercise emergency powers under Part 6 of the <i>Emergency Management Act 2005</i> h. Manage the overall arrangements and standards for bushfire response public information The dissemination of public information and warnings for DFES, DBCA and Local government controlled fires i. Provide DFES support where required for fires of which DBCA or Local government is the Controlling Agency j. Direct public information response for all Level 3 fires k. Mobilise appropriate incident response personnel and equipment l. Response to all property fires within prescribed fire districts declared under the Fire Brigades Act or where a Volunteer Fire and Emergency Service brigade is established under the FES Act

APPENDIX C | ROLES AND RESPONSIBILITIES

Organisation	Response Responsibilities
DFES (continued)	m. Where DFES is in control of the incident: i. nominate an IC ii. maintain control of defined area of operations iii. determine the requirement for evacuation or shelter-in-place, and implement as necessary iv. ask and coordinate participating supporting agencies v. maintain a record of activities vi. ensure the preparation and approval of media releases and public information vii. arrange participant debriefing immediately following an emergency viii.if required, conduct post incident analysis and/or a post operation report in accordance with State Policy Emergency Management section 5.11 and State Emergency Management Plan section 5.7 ix. assist the WA Police Force and other relevant agencies (e.g. Department of Mines, Industry Regulation and Safety (Worksafe) in determining the origin and cause of the fire. n. Provision of appropriately trained personnel and the provision of firefighting equipment as notified through DFES COMCEN in areas that are not declared under the provision of Fire Brigades Act or where a Fire and Emergency Service brigade is established under the FES Act o. Nominate an Incident Controller (IC) where there are no Local government personnel present or as described under appendix C or D of this plan.
DBCA	a. Respond to bushfires on all DBCA managed land b. Assume the role of Controlling Agency where required in accordance with this plan c. With DFES, implement joint coordination and management of the State Bushfire Pre-Formed Incident Management Teams in accordance with management guidelines and business rules agreed between the agencies d. With DFES, manage the State Air Operations Desk to coordinate and support aerial suppression operations e. Direct public information response for all Level 1 and 2 fires under its control f. Provide assistance in the form of equipment and personnel to DFES and/or Local government where it has the operational capacity to do so.

APPENDIX C | ROLES AND RESPONSIBILITIES

Organisation	Response Responsibilities
Local Government	a. Response to all bushfires on lands including UMR and UCL outside: i. gazetted Fire Districts declared under the Fire Brigades Act or where a Fire and Emergency Service brigade is established under the FES Act ii. those areas where DBCA has jurisdictional responsibility, and the Perth metropolitan area iii. provide assistance in the form of equipment and personnel to DFES and/or DBCA where they have the operational capacity to do so. b. Assume the role of Controlling Agency where required in accordance with this plan. c. Where appropriate and resources permit, participate in State Bushfire Pre-Formed Incident Management Teams in accordance with agreed management guidelines and business rules. d. Response to all property fire outside prescribed fire districts declared under the Fire Brigades Act or where a Volunteer Fire and Emergency Service brigade is established under the FES Act e. Where Local government is in control of the incident they should: i. nominate an IC ii. maintain control of defined area of operations iii. determine the requirement for evacuation or shelter-in-place, and implement as necessary iv. request, task and coordinate assistance from participating combat and supporting agencies (i.e. DFES) v. maintain a record of activities vi. ensure the preparation and approval of media releases vii. arrange participant debriefing immediately following an emergency viii. if required, conduct post incident analysis and/or a post operation report in accordance with State Emergency Management Policy section 5.11 and State Emergency Management Plan section 5.7 ix. assist the WA Police Force and other relevant agencies [e.g. Department of Mines, Industry Regulation and Safety (Dangerous Goods Branch and Worksafe) in determining the origin and cause of the fire. f. The provision of appropriately trained personnel and the provision of firefighting equipment as notified through DFES COMCEN in areas that are declared under the provision of Fire Brigades Act or where a Fire and Emergency Service brigade is established under the FES Act.

APPENDIX C | ROLES AND RESPONSIBILITIES

Organisation	Response Responsibilities
FPC	a. Respond to bushfires on DBCA managed land consistent with agreed arrangements with DBCA b. Provide assistance in the form of equipment and personnel to DFES and/or Local government where they have the operational capacity to do so.
DBCA's Botanic Gardens and Parks Authority	a. Direct responsibility for bushfire prevention, preparedness, some response and all recovery within its boundaries. DFES provides support to the Authority in accordance with pre-determined arrangements.
DBCA's Rottnest Island Authority	a. Manages all aspects of Rottnest Island, including bushfire prevention, preparedness, response and recovery and property fire response. The Rottnest Island Authority has a registered private fire brigade under the Fire Brigades Act to service the fire related preparedness and response needs on the island.
DPLH - Whiteman Park	a. Operational management of Whiteman Park on behalf of the Western Australian Planning Commission. Whiteman Park has a registered private fire brigade under the <i>Bush Fires Act 1954</i> to service the fire related preparedness and response needs of the park.

Recovery

Organisation	Recovery Responsibilities
All	All agencies are to comply with their responsibilities identified in the State Emergency Management Policy section 6 and State Emergency Management Plan section 6. Refer to section 5 Recovery in this Plan.

Appendix D: Transfer of Control to DFES

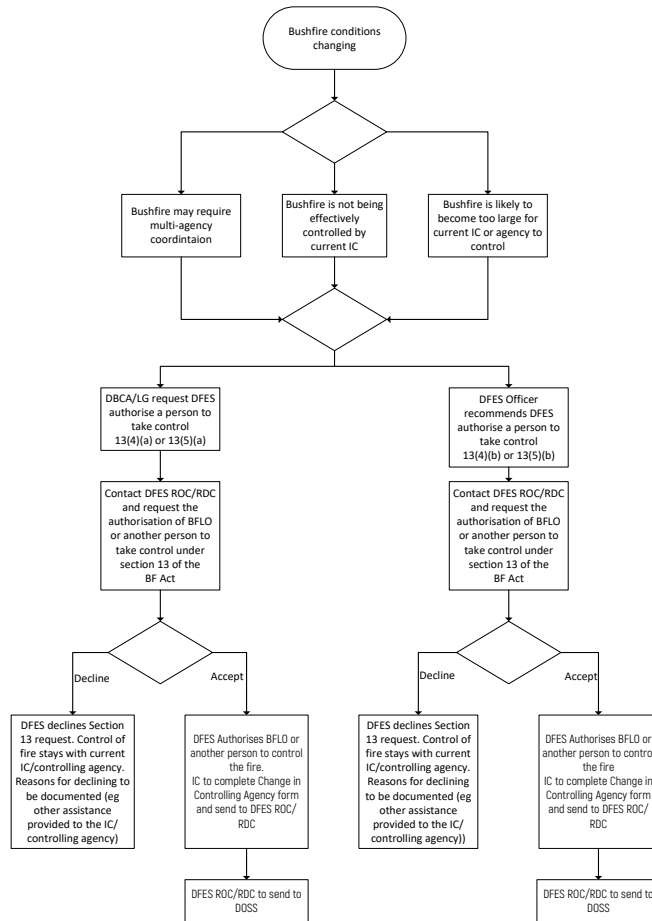


Figure 1 Notes: Process to follow at an incident to request DFES authorise a person under section 13(4) or 13(5)(b) to take control of an incident. The sections mentioned here all refer to the *Bush Fires Act 1954*.

ROC=DFES Regional Operations Centre (Regional Office)

RDC=Regional Duty Coordinator

DOSS=District Officer State Situation

Once a fire is declared a Level 3 incident and/or there is a need for an emergency situation or state of emergency declaration, then control is assigned to DFES. See section 4.3 Levels of Response for further details.

A Change in Controlling Agency form is not required when the HMA has approved, in writing, the establishment of specific Controlling Agency arrangements with the local government.

More than one person can be appointed under section 13 of the *Bush Fires Act 1954*, provided that the duration column specifies the time and circumstances of appointment and there is no overlap.

IC/Controlling Agency must request cancellation of appointment once deemed no longer necessary. Request processed via DFES ROC/RDC or MOC/MDC.

Figure 1: Transfer of Control from DBCA or Local Government to DFES

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APPENDIX E | TRANSFER OF CONTROL BETWEEN DBCA AND LOCAL GOVERNMENT

Appendix E: Transfer of Control between DBCA and Local Government

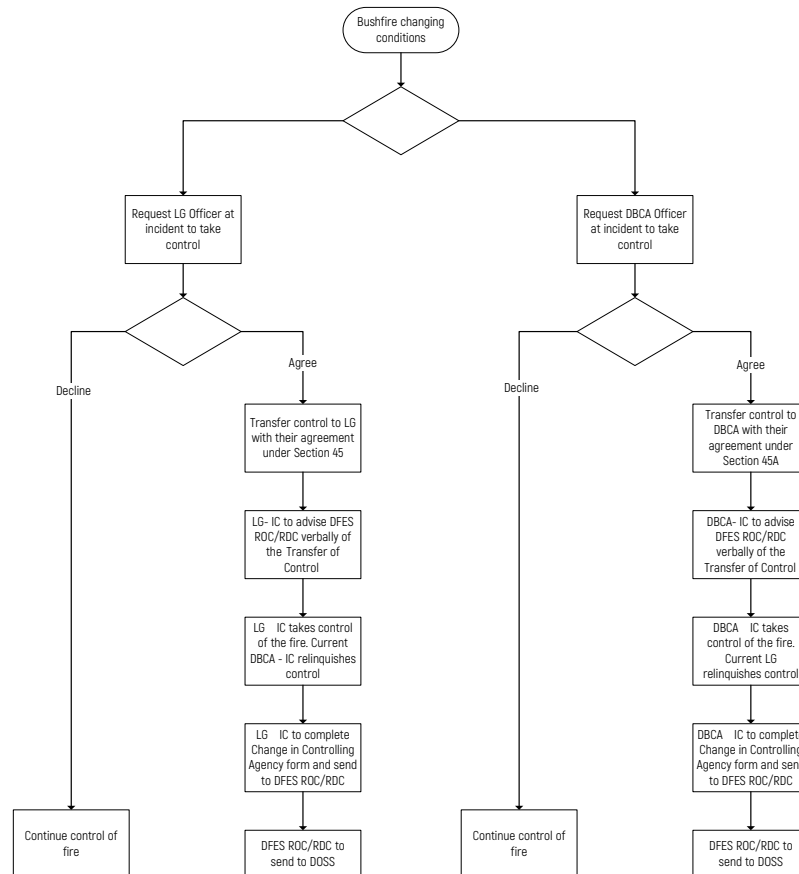


Figure 2 Notes: Once a fire is declared a Level 3 incident and/or there is a need for an emergency situation or state of emergency declaration, then control is assigned to DFES. See section 4.3 Levels of Response for further details.

More than one person can be appointed under section 13 of the *Bush Fires Act 1954*, provided that the duration column specifies the time and circumstances of appointment and there is no overlap.

IC/Controlling Agency must request cancellation of appointment once deemed no longer necessary. Request processed via DFES ROC/RDC or MOC/MDC.

The sections mentioned here all refer to the *Bush Fires Act 1954*.

ROC=DFES Regional Operations Centre (Regional Office)

RDC=Regional Duty Coordinator

DOSS=District Officer State Situation

Figure 2: Transfer of Control between DBCA and Local Government

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Appendix F: Incident Levels

Typical conditions and actions required for incident levels by the relevant Controlling Agency/Incident Controller

Incident Level	Typical Conditions	Actions Required
Level 1 fire incidents have a low level of complexity. Note: All fire incidents are regarded as Level 1 unless declared otherwise.	• there are no significant issues • there is a single or limited multi-agency response (day-to-day business) • the incident area is limited in extent (i.e. to one jurisdiction or district) • the response duration is within a single shift • resources can be sourced from one local government district • there is minimal impact on critical infrastructure • there is minimal impact on the community (social, built, economic and natural) • the incident can be managed by a Controlling Agency IMT only • there is potential for low incident escalation.	• Notify DFES COMCEN. • Consider if a transfer of control is required. DBCA and Local government can transfer control of bushfires to one another under sections 45 and 45A of the Bush Fires Act. This can be by verbal agreement, as long as it is recorded, and confirmed by completing a Change in Controlling Agency Form as soon as reasonably practicable. • DFES District Officer State Situation, ROC/Regional Duty Coordinator (RDC), or MOC/Metropolitan Duty Coordinator (MDC) to be notified on each occasion where transfer of control has occurred.

APPENDIX F | INCIDENT LEVELS

Incident Level	Typical Conditions	Actions Required
Level 2 fire incidents have a medium level of complexity.	- requires a multi-agency response - requires coordination of multi-agency resources - has a duration covering multiple shifts - resources need to be sourced from district or State level - there are multiple incident areas - there is a medium - actual or imminent impact on critical infrastructure - there is a medium impact on the community (social, built, economic and natural) - may require delegation of a number of IMT functions - the incident involves multiple hazards - there is potential for the incident/or a requirement to be declared an 'Emergency Situation.	- Notify DFES COMCEN. - Complete an Incident Level Declaration form in accordance with State Emergency Management Response Procedure 4.2. - Undertake deliberate assessment of incident's potential impact against State Strategic Control Priorities, in line with section 4.1.5 of this Plan. - Consider if a transfer of control is required. DBCA and local government can transfer control of bushfires to one another under sections 45 and 45A of the Bush Fires Act. This may be verbal agreement, as long as it is recorded, and confirmed by completing a Change in Controlling Agency Form as soon as reasonably practicable. - DFES District Officer State Situation, ROC/RDC or MOC/MDC to be notified of any situations where transfer of control has occurred. - Consider if additional resources are required. Pre-formed interagency IMTs may be utilised if required and available. - Provide an Incident Situation Report to the HMA and the relevant Local or District emergency coordinator. - Consider the establishment of an Incident Support Group (ISG). - DFES ROC/MOC to be established and available. All reporting and coordination of resourcing through DFES ROC/MOC to SOC. - Fire status to be regularly reported to DFES ROC/RDC or MOC/MDC including changes in incident status, values at risk and resourcing. - If the incident has the potential to escalate to a Level 3 incident, the Controlling Agency must contact the FES Commissioner as HMA (or delegate). - Consider establishing an Operational Area Support Group (OASG). FES Commissioner as HMA (or delegate) may: - Appoint an Operational Area Manager (OAM) to undertake strategic management FES Commissioner as HMA (or delegate) is required to: - contact the State Emergency Coordinator to advise them of the current situation, the potential Level 3 declaration, discuss activation of the State Emergency Coordination Group, and consider the potential for an emergency situation declaration.

APPENDIX F | INCIDENT LEVELS

Incident Level	Typical Conditions	Actions Required
Level 3 fire incidents have a high level of complexity	- requires significant coordination of a multi-agency response - there is a protracted response duration - resources need to be sourced from State, National and even International level - requires significant coordination of a multi-agency response - there is a protracted response duration - resources need to be sourced from State, National and even International level - there is a significant impact on community (social, built, economic and natural) - may require delegation of all IMT functions. - evacuation and/or relocation of community is required - there is an actual or potential loss of life or multiple, serious injuries - a declaration of an 'Emergency Situation' or 'State of Emergency' is likely.	- Notify DFES COMCEN. - Complete an Incident Level Declaration form in accordance with State Emergency Management Response Procedure 4.2. - DFES will assume control for all Level 3 Fires. Complete a Change in Controlling Agency Form. - Notify the State Recovery Coordinator (State Emergency Management Plan section 6.4.). - Undertake deliberate assessment of incident's potential impact against State Strategic Control Priorities, in line with section 4.1.5 of this Plan. - Utilise pre-formed interagency Level 3 IMTs, if appropriate. - Establish a DFES ROC/MOC and SOC, with all reporting and coordination of resourcing through DFES ROC/MOC to SOC. - Provide appropriate notification of cessation of response operations to assist in the management of residual hazards. - Establish an ISG. - Consider establishing an Operational Area Support Group (OASG). FES Commissioner as HMA (or delegate) may: - Appoint an Operational Area Manager (OAM) to undertake strategic management. FES Commissioner as HMA (or delegate) required to: - Contact the State Emergency Coordinator to advise of a Level 3 declaration, discuss activation of the State Emergency Coordination Group and consider the potential for an emergency situation declaration.

APPENDIX G | LOCAL GOVERNMENTS REQUIRED TO DEVELOP A BUSHFIRE RISK MANAGEMENT PLAN

Appendix G: Local Governments required to develop a Bushfire Risk Management Plan

State Emergency Management Prevention and Mitigation Procedure 2.1 allows for HMAs to assign specialised Emergency Risk Management planning requirements within their respective State Hazard Plans.

The following local governments have been identified as having high or extreme bushfire risk and must develop a Bushfire Risk Management (BRM) Plan as described in section 2.2.1 of this plan:

- Augusta–Margaret River, Shire of
- Albany, City of
- Armadale, City of
- Beverley, Shire of
- Boddington, Shire of
- Boyup Brook, Shire of
- Bridgetown–Greenbushes, Shire of
- Bunbury, City of
- Busselton, City of
- Capel, Shire of
- Carnamah, Shire of
- Chittering, Shire of
- Cockburn, City of
- Collie, Shire of
- Coorow, Shire of
- Dandaragan, Shire of
- Dardanup, Shire of
- Denmark, Shire of
- Donnybrook–Balingup, Shire of
- Esperance, Shire of
- Gingin, Shire of
- Gosnells, City of
- Greater Geraldton, City of
- Harvey, Shire of
- Irwin, Shire of
- Jerramungup, Shire of
- West Arthur, Shire of
- Kalamunda, Shire of
- Kwinana, City of
- Mandurah, City of
- Manjimup, Shire of
- Mundaring, Shire of
- Murray, Shire of
- Nannup, Shire of
- Northam, Shire of
- Northampton, Shire of
- Plantagenet, Shire of
- Ravensthorpe, Shire of
- Rockingham, City of
- Serpentine–Jarrahdale, Shire of
- Swan, City of
- Toodyay, Shire of
- Wanneroo, City of
- Waroona, Shire of
- York, Shire of





State Hazard Plan - Fire Submission

Draft for consultation with Local Governments

October 2024



About WALGA

The Western Australian Local Government Association (WALGA) is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our membership includes all 139 Local Governments in the State. WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities.

We advocate to all levels of Government on behalf of our Members, and provide expert advice, services and support to Local Governments. WALGA's vision is for agile and inclusive Local Governments enhancing community wellbeing and enabling economic prosperity.

Acknowledgement of Country

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Nyoongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

1. Introduction

The State Hazard Plan - Fire (SHP Fire) provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and initial recovery. The Fire and Emergency Services (FES) Commissioner is the Hazard Management Agency (HMA) for fire. Additionally, DFES, the Department of Biodiversity, Conservation and Attractions (DBCA) and Local Governments (LGs) all have legislative roles for the hazard of fire.

A comprehensive review of the SHP Fire is required to be undertaken and provided for broad consultation with all emergency management stakeholders every five years.

The current review was based on the following objective and principles:

Objective

Develop a Plan designed to inform WA stakeholders of prevention, preparedness, response, and recovery arrangements to limit the impact of the hazard of fire on the community of Western Australia.

Principles

- *Establish a strategic level emergency management plan (not an operational plan)*
 - *Remove agency specific initiatives or procedures*
 - *Remove duplication*
- *Provide clarity of roles and responsibilities across the hazard of fire*
- *Provide stability of arrangements – ability to withstand changes in the legislative & regulatory environment*
- *Identify and address gaps*
- *Align with State Emergency Management Framework*
- *Provide necessary statement of fact changes*

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the SHP Fire. All LGs were requested to participate in this initial consultation period via an email from DFES to each LG CEO. WALGA provided an officer level submission based on



information from existing WALGA advocacy position, the 2023 Emergency Management survey and other relevant feedback received from LGs.

The revised Plan:

- Introduces collective responsibility and roles across sectors of society. The main sectors used throughout the structure of the plan are 'Individuals and Communities', 'Industry and Public Sector', and 'Public Authorities/Agencies';
- Introduces jurisdiction, areas of responsibility and tenure concept to align with current operations, provide clarity and emphasize the State EM principle of shared responsibility; and
- Removes arrangements structured by fire type (bush fire vs. structure fire).

As the SHP Fire was significantly restructured to align with the review principles, DFES is requesting that stakeholders review the entire proposed SHP Fire draft for a detailed understanding of the proposed arrangements prior to submitting feedback.

HOW TO PROVIDE FEEDBACK

Further information on the SHP Fire consultation is available through the [online engagement platform](#). The formal consultation period closes on 9 December.

WALGA requests your feedback on this draft submission by 25 October 2024. The draft submission will then be considered by WALGA zones and State Council prior to being provided to DFES as a formal submission on behalf of the Sector.

In providing feedback Local Governments are asked in particular to consider the following sections of the revised [SHP Fire](#):

- Section 3.2.5 Resourcing Responsibilities, considering the revised inclusion: *Controlling Agencies responsible for the hazard of Fire should ensure their personnel are trained to a standard accepted by the HMA*;
- Section 4.3.5 Transfer of Control (p.22), Appendix D Transfer of Control to DFES (p.43) and Transfer of Control between DBCA and Local Government (p.44);
- Section 4.5 Funding arrangements for response, (p. 25); and
- Appendix C Roles and responsibilities, (p. 34).

Please provide your feedback to Rachel Armstrong, Policy Manager Emergency Management at em@walga.asn.au.



2. WALGA Recommendations

Emergency Services Funding

The State Hazard Plan Fire (SHP Fire) should:

1. Clearly outline the responsibility of State Government to provide adequate resources to Local Governments (LGs) to fulfil the responsibilities delegated to them for the hazard of fire in Section 3.2.5 Resourcing Responsibilities.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

2. Invest in the future sustainability of fire management across the State through the implementation of WALGA's [2025 State Election Priorities](#) for Emergency Services Funding.

Emergency Management Framework and Consolidated Emergency Services Legislation

The State Hazard Plan Fire should:

3. Further define responsibilities for prevention and mitigation by highlighting the responsibility of the State to mitigate bushfire risk on State owned land and for State Government assets.
4. Clearly identify that the State Government is responsible for response on all Forest Products Commission (FPC) land.
5. Incorporate WALGA's proposed text amendments to the SHP Fire, contained in Appendix 1, to improve clarity and consistency with the State Emergency Management Framework.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

6. Bind the 'State and all its Agencies' to the CES Act in the same way as other landowners, considering prevention, mitigation and response.
7. Improve transparency and accountability in the administration and distribution of the Emergency Services Levy (ESL) through addressing the issues raised in **WALGA advocacy position 8.7 Emergency Services Levy**, and provide:
 - a. A mechanism to ensure adequate funding and safeguard against incremental reductions to the relative portion of the ESL returned to LGs is required.
 - b. That the responsible agency should administer funding requirements, DFES administering funding for the SES.

Bush Fire Brigade Management and Work Health and Safety

The State Hazard Plan Fire should:

8. Implement a phased approach to the introduction of minimum training requirements referred to at Section 3.2.5, including, prior to the 2025-26 higher threat weather season, that DFES works with WALGA, Bush Fire Brigades (BFBs), LGs and LGIS to:
 - a. Design and implement mandatory and minimum training requirements and recognition of competency and prior learning for BFB volunteers, supported by a locally delivered fit-for-purpose and universally accessible training program.
 - b. Provide an appropriate transition strategy and timeframe to phase in these changes.



- c. Provide a CEO portal with up-to-date access to BFB volunteer training records, and key updates relevant to CEO responsibilities in BFB management.
- 9. Provide a definition and process for managing spontaneous volunteers at bushfire operations.
- 10. More clearly outline WHS obligations for BFB volunteers where there are arrangements for BFB management with DFES, and where BFB volunteers are operating under the direction of an incident controller from DFES, DBCA or a neighbouring LG.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

- 11. Provide a process to transfer BFBs between State and LG through the CES Act or other mechanism. In addition to the details outlined in **WALGA advocacy position 8.10 Management of Bush Fire Brigades**, this process should include uniform principles and criteria for all LGs, potentially starting with a model agreement that can be customised, and:
 - a. Considers all LG bushfire management responsibilities under the BF Act 1954.
 - b. Specifies the transition arrangements for BFB volunteers, including membership, training records, insurance, obligations and responsibilities under the WHS Act 2020.
 - c. Specifies transition arrangements for BFB assets, including appliances, equipment, asset provenance, condition reports, valuations, warranties, and maintenance.
 - d. Addresses responsibility for LGGs administration when BFBs are transferred.

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3. Local Governments and the hazard of fire

WA LGs have a critical role in bushfire management including statutory responsibilities for mitigation, prevention and response under the *Bush Fires Act 1954*, and responsibility for community-led recovery, as provided in the *Emergency Management Act 2005*.

LGs are a prescribed Combat Agency for fire suppression for lands vested in the LG and are responsible for initial response covering 91.8% of WA's land area, home to 11.5% of WA's population. When control of a bushfire operation is transferred to the State, LGs continue to assist by providing advice and resources.

111 LGs manage 563 Bush Fire Brigades (BFBs) and 18,054 BFB volunteers and are at the frontline of bushfire response in WA. WA is the only Australian jurisdiction where LGs manage bushfire volunteers and brigades. LGs also administer a range of other legislative requirements under the BF Act 1954 and Regulations, relating to the management of bushfire prevention preparedness and response including issuing fire-break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times; and issuing harvest vehicle movement bans (HVMBs). The requirements of the *Work Health and Safety Act 2020* (WHS Act 2020), which commenced in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs.

WALGA's 2023 Emergency Management Survey identified the key emergency management issues for LGs as:

- preparedness of the community for a major emergency,
- capacity of the LG to manage recovery for a significant emergency,
- capacity of the LG to respond to a significant emergency,
- management responsibility for BFBs (For LGs with BFBs), and
- inadequate LGGs funding to maintain BFBs fleet/facilities/operations (For LGs with BFBs).

Each of these key issues critical to understanding LG capacity to implement their roles and responsibilities for the hazard of Fire.

WALGA has eleven [Emergency Management Advocacy Positions](#), with seven positions relevant to the SHP Fire. Additionally, WALGA's [2025 State Election Priorities](#) includes several priority areas relevant to fire management. These can be grouped into the focus areas of:

- Emergency Services Funding,
- Emergency Management Framework and Consolidated Emergency Services Legislation, and
- Bush Fire Brigade management and Work Health and Safety.

WALGA's relevant emergency management advocacy positions are provided in full in [Appendix 2](#), and form part of this submission.

4. Emergency Services Funding

SHP Fire Section 3.2.5 Resourcing Responsibilities outlines the requirement that:



DFES, DBCA and Local Governments maintain firefighting capability to meet anticipated needs, including firefighting appliance, trained personnel for firefighting operations and incident management personnel.

This implies that LGs must cover their own costs for emergency response unless other arrangements are made. The SHP Fire outlines that DFES can provide financial and contractor assistance, however this support is only available once the LG has exhausted its resources. LGs vary significantly in size, resources, risk profiles, and emergency management capabilities and many lack the necessary resources to fully discharge their responsibilities under the SHP Fire.

As outlined in **WALGA advocacy position 8.1 Emergency Management Principles**, the State Government is fundamentally responsible for emergency management, providing strategic, financial, and resourcing support to enable LGs to fulfill their roles. This reflects **Recommendation 11.1** of the [Royal Commission into National Natural Disaster Arrangements](#):

Responsibility for local government disaster management capability and capacity:

State and territory governments should take responsibility for the capability and capacity of local governments to which they have delegated their responsibilities in preparing for, responding to, and recovering from natural disasters, to ensure local governments are able to effectively discharge the responsibilities devolved to them.

A **Sustainable Grant Funding Model for Emergency Management** (Position 8.3) is required that empowers proactive approaches, supports community resilience, is adaptable to variations in LG resourcing, and is flexible, timely, accessible, scalable, and strategic. As outlined in **WALGA advocacy position 8.10 Management of Bush Fire Brigades**, effective resourcing is particularly important so that LG BFBs can continue to protect their local communities from the hazard of fire.

Three grant programs support LG capacity to deliver their roles and responsibilities under the SHP Fire: the Local Government Grants Scheme (LGGs), the Community Emergency Services Manager (CESM) Program, and the Mitigation Activity Fund Grants Program (MAFGP). Without substantial increases to these three programs, LGs will be limited in their capacity to meet their obligations under the SHP Fire, which ultimately poses a risk to the State.

Local Government Grants Scheme

The LGGs, funded from Emergency Services Levy (ESL) revenue, provides operating and capital grants for resources, equipment, and facilities for Bush Fire Brigades (BFBs). LGGs funding has not kept pace with rising operational and capital costs of BFBs, including for:

- Buildings, equipment, materials and labour.
- More stringent Work Health and Safety standards.
- The changing composition of the volunteer workforce.
- Higher insurance premiums.

LG's LGGs capital funding requests have consistently exceeded available funding, and the gap is growing. In 2017-18, the shortfall between total funding requested and funding approved was \$3.4 million. By 2022-23, this gap had grown to \$23.2 million. In 2023-24 the total LGGs budget was \$32.3 million, including fleet, facilities and operating grants. This included funding already committed to the Fleet Assets Annual Build Program. 148 capital grant applications were received totalling \$48.7 million. Only 37 capital applications totalling \$3.9 million were successful, leaving a shortfall of \$45 million,



WALGA's advocacy position **8.8 Local Government Grants Scheme** and [2025 State Election Priorities](#) call for:

- a review and redesign the LGGS to ensure it can meet the current and future needs of LG BFBs,
- an audit of buildings, facilities, appliances, vehicles and major items of equipment to inform the preparation of a Comprehensive Asset Management Plan, and
- an interim increase to the quantum of State Government funding to provide resources necessary for the safe and efficient operation of LG BFBs.

Community Emergency Services Manager (CESM) Program

The CESM Program enhances LG capacity for all-hazard preparedness, prevention, response, and recovery (PPRR). [WALGA's 2023 Emergency Management Survey](#) highlights the value of CESMs, to LGs in fulfilling their responsibilities for the hazard of fire, especially for smaller regional LGs with volunteer BFBs and limited financial resources. LGs with CESMs felt their CESM increased their capacity a great deal, particularly in the areas of:

- Bush Fire Brigade management (96%),
- coordination of operational response (92%),
- communication between the LG and DFES (88%),
- training of BFB volunteers (88%), and
- improving outcomes through the LGGS (95%) and other Emergency management grants (67%).

WALGA's Advocacy Position **8.9 Community Emergency Service Managers** and [2025 State Election Priorities](#) calls for expansion to the CESM Program to bolster the emergency management capability of all LGs, and for this program to be fully funded by the Emergency Services Levy.

Mitigation Activity Fund Grants Program

SHP Fire Section 2.2.1 Bushfire Risk Management Plans outlines the requirement that LGs identified in the SHP as having high or extreme bushfire risk. There are 45 LGs listed in the appendix as requiring a BRMP, however number of LGs with a BRMP has more than doubled from 35 in 2019 to 89 in October 2024, with 98 LGs currently participating in the BRM program. LG BRMPs must be aligned to the Office of Bushfire Risk Management Guideline.

The MAFGP provides grants to LGs (LGs) with an endorsed Bushfire Risk Mitigation Plan (BRMP) for physical mitigation works on Crown land. This supports LGs in fulfilling some of their responsibilities under SHP Fire Section 2.2 Prevention/Mitigation Strategies.

As the number of eligible LGs increases, the pressure on available funds is growing. There is now insufficient funding to meet the demand for mitigation works on Crown land managed by LGs. Additionally, the complexity and costs of bushfire mitigation are rising due to limited contractor access, shorter weather windows, and increased demand on volunteer time.

SHP Fire Section 3.2.6 Community Education and Information outlines that the BRM plan must include strategies for community education. However, these strategies are not eligible for funding under the MAFGP due to its focus on physical mitigation works. This presents a significant limitation for LGs where the majority of risk lies on private property, and community education and engagement are the primary mechanisms for risk reduction.



WALGA's [2025 State Election Priorities](#) call for MAFGP funding to be increased, and the program scope expanded to support physical mitigation works, educate private property owners about risk and responsibility, develop and implement BRMPs, and support the purchase of assets that would enable LGs to complete their own mitigation works.

WALGA Recommendations – Emergency Services Funding

The State Hazard Plan Fire should:

1. Clearly outline the responsibility of State Government to provide adequate resources to LGs to fulfil the responsibilities delegated to them for the hazard of fire, in Section 3.2.5 Resourcing Responsibilities.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should:

2. Invest in the future sustainability of fire management across the State through the implementation of WALGA's [2025 State Election Priorities](#) for Emergency Services Funding.

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5. Emergency Management Framework and Consolidated Emergency Services Legislation

WALGA's advocacy position **8.2 State Emergency Management Framework** outlines that LGs should be supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework. WALGA supports the SHP Fire review principles, particularly efforts to remove duplication, clarify roles and responsibilities, ensure stability amid legislative and regulatory changes, and align with the State Emergency Management Framework. Appendix 1 includes a table with recommended changes to the wording of the SHP Fire to improve clarity and alignment with the State Emergency Management Framework.

Many of the responsibilities for LGs in the SHP Fire are aligned to the *Bush Fires Act 1954*, which WALGA understands will be reviewed and incorporated in the development of the Consolidated Emergency Services Legislation (CES Act). An effective CES Act will provide an overarching structure for sustainable an effective future fire management in the State.

WALGA's advocacy position **8.4 Consolidated Emergency Services Act** and [2025 State Election Priorities](#) state the importance of clear roles and responsibilities, LG sector engagement, full costing of the legislation and funding to LGs for implementation and any additional responsibilities. **WALGA advocacy position 8.7 Emergency Services Levy** outlines the need to reform the administration of the Emergency Services Levy (ESL) in line with the recommendations of the [2017 Economic Regulation Authority Review into the Emergency Services Levy](#). The *Fire and Emergency Services Act 1998*, which WALGA understands is to be revised and incorporated into the CES Act provides for administration and governance of the ESL. The CES Act provides a critical opportunity to achieve important reforms to the ESL and subsequent improvements to funding of BFBs through the LGGs.

Land tenure and responsibilities under the SHP Fire

The SHP Fire requires further clarity relates to land tenure and responsibility. Section 4.1.4 Jurisdictions and areas of responsibility sets out response responsibilities for controlling agencies, with DFES responsible in Gazetted Fire Districts, DBCA on DBCA managed land outside gazetted fire districts and LGs in Local Government Districts outside of Gazetted Fire Districts and DBCA land. Local Government Districts include a complex mix of land uses, posing different challenges for the hazards of fire. An example from the Shire of Dundas is provided below:

Land use and fire management in the Shire of Dundas

The Shire of Dundas, like many remote regions, manages a complex mix of land types, including with 99% of the land as listed below:

1. Unallocated Crown Land (UCL): These are areas not specifically allocated for any particular use, often including large tracts of land in remote areas. They are typically managed by state authorities but fall within the boundaries of LG responsibilities, particularly regarding fire management and other services.
2. Native Title Areas: These are lands where Indigenous groups have legal recognition of their traditional rights and interests. Managing these areas often involves coordination with Indigenous stakeholders, respecting their land rights while balancing broader community needs.



3. Indigenous Protection Areas (IPA): IPAs are managed in partnership with Indigenous communities for conservation purposes. They require special considerations, especially in fire management, where cultural practices and environmental protection need to align.
4. Pastoral Leases and Reserves: These lands are often used for grazing but still require management in terms of fire control and other public services. Pastoral leases can intersect with Indigenous land rights, further complicating management.

Other LGs experience challenges where land use transition, such as towards conservation, carbon storage or forestry has the potential to increase the burden of fire management on the LG. An example from the Shire of Nannup is provided below:

Forest products commission and bushfire response arrangements

The State Government's \$350 million investment to expand Western Australia's softwood plantations has resulted in a significant expansion of the areas of pines that planted /planned by the Forest Products Commission (FPC) in the Shire of Nannup. While the need for additional pine is acknowledged by the Shire, the expansion of the FPC pine estate includes areas outside those previously managed by the DBCA. This has led to confusion regarding who will respond to fires within State owned pine plantations outside the DBCA estate and increasing concerns within the Shire's BFBs that the burden of protecting the State's pine plantation estate is increasingly being left to unpaid volunteers.

There are also challenges with tenure and responsibility in the implementation of BRMPs. The State is not bound by the *Bush Fires Act 1954* and therefore LGs have no mechanism to ensure that mitigation work is undertaken on State Government land. SHP Fire Section 2.2.1 Bushfire Risk Management Plans states that:

A local government may use its Bushfire Advisory Committee (BFAC) or Local Emergency Management Committee (LEMC) as a means of negotiating a commitment by all landowners and managers to participate in the BRM planning process and implement risk treatments.

However, negotiating this commitment can be difficult in practice. For example, LGs have raised issues with the need for the State to undertake mitigation works on State owned rail corridors and State agency owned housing. WALGA's consultation with LGs for the [Local Emergency Management Arrangements Review](#) identified that LGs feel they should not be responsible for assessing and identifying/implementing treatment options that are beyond their operational remit and the responsibility of the HMA or State agencies.

There is an opportunity to resolve issues of prevention and mitigation on State owned land through the CES Act by introducing provisions to Bind the Crown. These also should be further clarified through the SHP Fire.

WALGA Recommendations – Emergency Management Framework and Consolidated Emergency Services Legislation



The State Hazard Plan Fire should:

3. Further define responsibilities for prevention and mitigation by highlighting the responsibility of the State to mitigate bushfire risk on State owned land and for State Government assets.
4. Clearly identify that the State Government is responsible for response on all Forest Products Commission (FPC) land.
5. Incorporate WALGA's proposed text amendments to the SHP Fire, contained in Appendix 1, to improve clarity and consistency with the State Emergency Management Framework.

To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should

6. Bind the 'State and all its Agencies' to the CES Act in the same way as other landowners, considering prevention, mitigation and response.
7. Improve transparency and accountability in the administration and distribution of the Emergency Services Levy (ESL) through addressing the issues raised in WALGA's Advocacy Position 8.7 Emergency Services Levy, and provide:
 - a. A mechanism to ensure adequate funding and safeguard against incremental reductions to the relative portion of the ESL returned to LGs is required.
 - b. That the responsible agency should administer funding requirements, DFES administering funding for the SES.

6. Local Governments, BFB management and Work Health and Safety

The requirements of the WHS Act 2020, enacted in March 2022, have heightened concerns in the LG sector regarding risk and liability in the management of BFBs and volunteers, including resourcing requirements, training and competency to meet obligations. The LGIS' document [Understanding WHS Obligations for Bushfire Volunteers](#) provides guidance for LGs in this area. LGs are a Person Conducting a Business or Undertaking (PCBU) under the WHS Act and have a duty of care to keep workers and other safe "as far as reasonably practicable".

Funding for BFB operations, including personal protective equipment (PPE) and capital equipment through the LGGs as well as standards for training and procedures, all impact the capacity of LGs to achieve work health and safety objectives for their BFB volunteers

When control of a bushfire operation is transferred under sections 13 or 45 of the *Bush Fires Act 1954*, or when Bush Fire Brigade (BFB) volunteers are deployed outside their area and come under the direction of an incident controller from the State Government or another LG, the responsibilities under the Work Health and Safety (WHS) Act can become more complex and challenging to fulfill. It is assumed that LGs, DFES and in some cases, DBCA may share a duty of care to BFB volunteers depending on who the Controlling Agency is for a bushfire operation.

Concerns regarding the management of spontaneous volunteers—community members not associated with an existing BFB who offer assistance during an event—have also increased with the *WHS Act*. These individuals may not have been screened or trained according to procedures, posing additional risks and WHS considerations during bushfire operations.



Transfer of Bushfire Brigades to the State Government

WALGA advocacy position 8.10 Management of Bush Fire Brigades outlines that the CES Act or another appropriate mechanism must:

- provide a process to transfer BFB management responsibilities from LG to State Government should a LG wish to do so.
- provide for mandatory and minimum training requirements and recognition of competency and prior learning for BFB volunteers, supported by locally delivered fit-for-purpose and universally accessible training program, designed in consultation with BFB representatives, LG and LGIS, and managed by DFES.
- develop a co-designed suite of relevant management guidelines and materials to assist in the management of BFBs.

While the reasons that some LGs may want to transfer their responsibility for BFBs to the State are complex, capacity to manage WHS obligations is a significant factor. Some LGs already have MOUs in place with DFES that outline how the two parties will work together to look after volunteers and respond to bushfires. The content of these MOUs is not publicly available however MOUs are not a legally binding instrument.

LGIS' advice to LGs is that a LG cannot delegate its work, health and safety responsibilities. Their obligations are not altered or affected by the existence of an MOU with any party. Without a clear and transparent process for transfer of responsibilities for BFBs and other related responsibilities under the Bush Fires Act 1954 confusion and uncertainty will remain for LGs that lack the resources or capacity to manage BFBs.

There are two references in the draft SHP Fire, that relates to arrangements between DFES and LGs:

Section 4.1.4 Jurisdictions and areas of responsibility: With the written approval of the HMA, specific Controlling Agency arrangements may be established in local government areas modified responsibilities; and

Section 4.3.5 Transfer of Control: A change in Controlling Agency form is not required when the HMA has approved, in writing, the establishment of specific Controlling Agency arrangements with the local government.

These sections do not adequately deal with the complex arrangement between LGs and DFES considering transfer of management responsibilities for BFBs, and where BFB volunteers are deployed outside their LG area or come under the direction of a DFES or DBCA incident controller.

Mandatory and minimum training requirements

Considering Work Health and Safety, at Section 3.2.5 Resourcing Responsibilities, a new requirement is outlined:

To comply with the obligations of the Work Health and Safety Act 2020, Controlling Agencies responsible for the hazard of Fire should ensure their personnel are trained to a standard accepted by the HMA. Maintaining an accepted training standard across all Controlling Agencies is essential to maintaining the safety of personnel at a Fire incident where there may be a transfer of control and/or the need for interoperability between responders.



WALGA is advocating for the introduction of mandatory and minimum training standards, designed in consultation with LGs, BFBs and LGIS, and supported by a system that provides all LG CEOs with up-to-date access to training records held by DFES for BFBs. The approach should be cognisant of the history and ongoing practice of bushfire response in many parts of WA where farmers help farmers, which is likely to continue in some areas regardless of law or requirements. State government leadership and resourcing, and an appropriate transition strategy is essential.

WALGA Recommendations – BFB Management and Work Health and Safety

The State Hazard Plan Fire should:

- 8.** Implement a phased approach to the introduction of minimum training requirements referred to at Section 3.2.5, including, prior to the 2025-26 Higher threat weather season, that DFES works with WALGA, BFBs, LGs and LGIS to:
 - a.** Design and implement mandatory and minimum training requirements and recognition of competency and prior learning for BFB volunteers, supported by a locally delivered fit-for-purpose and universally accessible training program.
 - b.** Provide a CEO portal with up-to-date access to BFB volunteer training records, and key updates relevant to CEO responsibilities in BFB management.
 - c.** Provide an appropriate transition strategy and timeframe to phase in these changes.
- 9.** Provide a definition and process for managing spontaneous volunteers at bushfire operations.
- 10.** More clearly outline WHS obligations for BFB volunteers where there are arrangements for BFB management with DFES and where BFB volunteers are operating under the direction of an incident controller from DFES, DBCA or a neighbouring LG.

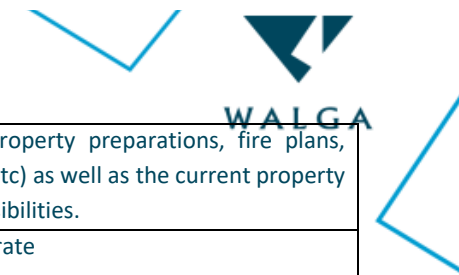
To enable Local Governments and other responsible stakeholders to effectively and equitably fulfill their responsibilities under the SHP Fire, the State Government should

- 11.** Provide a process to transfer BFBs between State and LG through the CES Act or other mechanism. In addition to the details outlined in 8.10 Management of Bush Fire Brigades, this process should include uniform principles and criteria for all LGs, potentially starting with a model agreement that can be customised, and:
 - a.** Considers all LG bushfire management responsibilities under the BF Act 1954.
 - b.** Specifies the transition arrangements for BFB volunteers, including membership, training records, insurance, obligations and responsibilities under the WHS Act.
 - c.** Specifies transition arrangements for BFB assets, including appliances, equipment, asset provenance, condition reports, valuations, warranties, and maintenance.
 - d.** Addresses responsibility for LGGs administration when BFBs are transferred.



Appendix 1 – Proposed text amendments to the SHP Fire

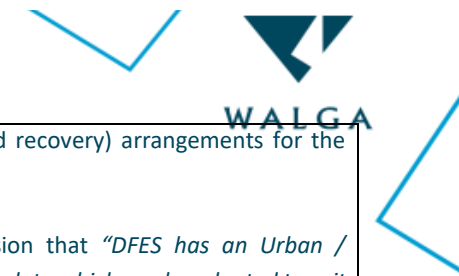
Objective	Suggested text changes	Comment
1.2 Hazard Definition	<i>Revised text:</i> A fire refers to the occurrence or imminent occurrence of fire (including bushfire and structure fire) that impacts and/or is capable of causing or resulting in loss of life, prejudice to safety, health or damage to persons, property or the environment that may require a coordinated response.	The SHP should clearly articulate the application to structure fire and bushfire in hazard definition.
1.5 Assurance Activities	<i>Revised text:</i> In accordance with State Emergency Management Policy 5.11 debriefs, reviews and analysis should be conducted by all State agencies following an event.	To align to the State EM Policy 5.11.
2.1 Responsibility for Prevention and Mitigation	<i>Add new text:</i> <i>“As the HMA, the FES Commissioner has overall responsibility for the prevention and mitigation aspects of the hazard of fire.”</i> <i>Add:</i> <i>“Effective mitigation is a shared responsibility and requires all stakeholders to work together in a tenure blind approach”</i> <i>Add new bullet point:</i> • DFES works with all stakeholders to support a tenure blind approach to fire prevention and mitigation.	Shared responsibility across all tenures is essential to fire prevention and mitigation, needs to be facilitated by DFES as the HMA in additional to LGs through their Bushfire Risk Management Plans.
2.1.1 Individuals and communities	<i>Change title to “Property owner or occupier”</i>	Change is in keeping with the text in this section, and the wording in Table 2. Alternatively, maintain the title ‘individuals and communities’ and expand this section to include individual and community responsibility to understand their risk and take appropriate



		actions to mitigate (e.g. property preparations, fire plans, looking out for neighbours etc) as well as the current property owner and occupier responsibilities.
2.1.3 Public Authorities	<i>Revised text:</i> Building construction standards are set by the State, usually by reference to the National Construction Code of Australia (NCC). Local governments Permit issuing authorities and registered building surveyors have responsibility for ensuring adherence to building construction standards. DFES has a statutory referral obligation for commercial and industrial building permits building development applications through the Local Government WA Building Commission by providing operational advice concerning fire safety to Building Surveyors Local governments are responsible for planning in their local communities by ensuring appropriate local planning controls frameworks—are consistent with the objectives and requirements set by the Western Australia Planning Commission.	Revisions to make text accurate Para 1 -is 'building development applications' intended to mean 'building permits'? Para 2 -is this intended to be the WA Building Commission, as the referral is usually direct to LGs?
2.2 Prevention/Mitigation strategies	<i>Add new text</i> In Table 2: • "Preparation of individual, household and / or street level plans for fire preparedness and response" as an "individual / community responsibility"	Reflects the importance of individual, household and community planning to mitigation of bushfire risk.
2.2.1 Bushfire Risk Management Plans	<i>Add new text:</i> Local governments develop a BRM Plan and key stakeholders, such as DFES, DBCA and Forest Products Commission (FPC),	Shared responsibility is essential for effective mitigation and all stakeholders need to work together to build a tenure blind approach to prevention and mitigation. It is appropriate that



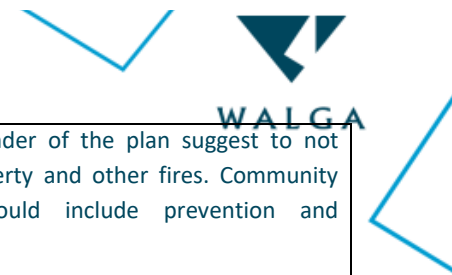
	participate in, and contribute to, the BRM planning process. In addition, all State agencies that control or manage land within the local government area must contribute relevant information to the planning process. DFES will work with Local Governments to identify suitable mitigation strategies and gain commitment from State agencies that control or manage land in a Local Government Area to undertake mitigation works <i>Revised text:</i> A local government may use its Bushfire Advisory Committee (BFAC) or Local Emergency Management Committee (LEMC) as a means of negotiating a commitment by all land owners and managers to participate in the BRM planning process and implement risk treatments. to engage landowners and managers in the Bushfire Risk Management (BRM) planning process and implementation of risk treatments.	DFES, as the HMA provides support to LGs to develop mitigation strategies and gain commitment from State agencies in a LG area to implement them.
3.1.2 Industry and Private Sector	<i>Revised text:</i> In accordance with regulatory frameworks, industry and private sector are required to have emergency plans in place, these plans may include additional preparedness provisions. Local Emergency Management Committees (LEMCs) are encouraged to seek the inclusion of these plans within Local Emergency Management Arrangements (LEMAs,) and making them available on local government websites where possible.	LEMA refers to the overarching document and associated sub-plans which the LG is responsible for developing, maintaining and testing. While LEMCs could be encouraged to consider major industry and private sector plans they are beyond the scope of LG LEMA obligations and should not be included on LG websites.
3.2.1 Local Arrangements	<i>Revised text:</i> Local governments are responsible for developing and maintaining LEMAs which should include comprehensive (prevention, preparedness, response and recovery) arrangements for the management of fire within their area.	Revised text to align with the State EM Framework There are no hazard specific requirements for LEMA. While fire / bushfire is a priority hazard of many LGs, and many will have bushfire/fire related plans, by-laws, etc, LEMA compliance does not require the inclusion of comprehensive (prevention,



	Local governments are responsible for developing and maintaining LEMAs which may include comprehensive (prevention, preparedness, response and recovery) arrangements for the management of fire within their area.	preparedness, response and recovery) arrangements for the management of fire. With regards to the inclusion that “DFES has an Urban / Bushland Response Plan template which can be adapted to suit local circumstances”, can this document be included as a hyperlink. This template may also be able to be included / adapted for inclusion with the resources to be provided to LGs through the LEMA Improvement Program. Contact WALGA EM team to discuss.
3.2.3 State Arrangements	<i>Revised text</i> A PFT Subcommittee consisting of DFES, DBCA and WALGA representatives provides oversight and overall management of the PFTs. The Interagency Bushfire Operations Committee (IBOC), consisting of DFES, DBCA and WALGA representatives, provides oversight and overall management of the PFTs and other interagency bushfire matters.	WALGA is only able to provide a representative at IBOC subcommittees when there are items on the agenda that require LG input or perspective. Overall governance is provided by IBOC, which WALGA is an active member.
3.2.4 Assistance arrangements with other jurisdictions	<i>Revised text</i> DFES (inclusive of local government personnel Bush Fire Brigade volunteers) and DBCA maintain schedules of competent personnel capable of deployment interstate.	To avoid confusion, where the term “Local Government Personnel is used” it should be specific if this is referring to BFB volunteers or LG Staff or both.
3.2.6 Community education and information	<i>Revised text</i> DFES works collaboratively with Local Governments communities and volunteers to raise awareness and understanding of risks, encourage and support mitigation measures, prepare for, respond to and recover from disasters. ...	In addition to these changes, WALGA recommends that the MAFGP is expanded to include community education as an eligible risk treatment



	Local governments are encouraged to have locally developed implement local community education programs. The local BRM Plan must include strategies for community education relating to preparedness activities in their local community.	
4.1.1 Individuals and communities	Change title to "Property owner or occupier"	Change is in keeping with the text in this section, and the comment at 2.1.1 Alternatively, maintain the title 'individuals and communities' and expand this section to include individual and community responsibility to prepare a fire plan, maintain situational awareness and act in accordance with emergency alerts.
4.3.7 Evacuation arrangements	<i>Revised text</i> Local government evacuation plans are to be made accessible to the Controlling Agency/HMA 24 hours a day, seven days a week. Local government evacuation plans are to be made accessible to the Controlling Agency/HMA. For full details of evacuation arrangements, refer to State Emergency Management Plan 5.3.2 and the SEMC's WA Community Evacuation in Emergencies Guideline. Details on emergency relief and support, including evacuation centres are provided in the State Support Plan Emergency Relief and Support.	LGs do not operate 24 hour-a-day seven days a week. WALGA has received feedback that processes for evacuation and activating evacuation centres are not always clear, so suggesting additional information here, aligned to the State EM Framework for clarity.
Appendix C Prevention and Mitigation Responsibilities - DFES	<i>Revised text</i> d. Develop and implement statewide community engagement and community education programs and support their implementation at a local level.	Community engagement and education is most effective at the local level where individuals and communities can understand their risk, what actions they need to prevent and mitigate bushfire and be supported to take action. As the HMA, DFES has a role in supporting local implementation.



	i Undertake community engagement activities to prevent and prepare for property fire Add:	In keeping with the remainder of the plan suggest to not differentiate between property and other fires. Community engagement activities should include prevention and preparedness.
Appendix C Prevention and Mitigation Responsibilities - DPLH	Add: b. work with DFES and DBCA to ensure adequate and effective risk mitigation on townsite (DFES) and non townsite (DBCA) UCL and UMR	DPLH has MOUs for the risk mitigation on UCL and UMR with DFES and DBCE and shares responsibility ensuring that adequate and effective risk mitigation occurs on UCL and UMR, which covers a substantial proportion of the State. WALGA has received feedback that risk mitigation on UCL and UMR is often inadequate, posing additional risk to communities and to BFB volunteers who turn out to fires on UCL and UMR.
Appendix C Prevention and Mitigation Responsibilities - DPAW	Add: Provide community education and bushfire evacuation planning for community members on on DBCA land	
Appendix C Prevention and Mitigation Responsibilities – Local Government	j. Distribute DFES community educational material e.g. Develop a home evacuation plan k. Participate in DFES community education campaigns e.g. Smoke Alarm Change Battery j. Share DFES community education material and campaigns related to fire with the Local Community. k. Within the Local Government's capacity, engage with the local community to improve risk awareness and preparedness for fire.	Suggest removing references to specific programs, which are outdated and including community engagement where this is within the capacity of the LG to better support community preparedness and resilience.
Appendix C Prevention and Mitigation	Add c. maintain MOU with DBCA for DBCA to respond to fires on FPC land, including private landholdings.	LGs do not have the capacity to respond to fires on FPC land.



Responsibilities – Local Government		
Appendix C Preparedness Responsibilities – DFES	<i>Revise text</i> a. i. Exercises for DFES staff and emergency services volunteers	This reads as if the exercises are for DFES volunteers (i.e. VFES – VFES) only however should also include BFB volunteers
Appendix C Preparedness Responsibilities – Local Governments	<i>Revise text</i> b. Ensure evacuation centres are ready as required b. identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.	As provided in the State EM Plan Evacuation Centre Locations are the responsibility of Communities - “Evacuation Centre Locations - evacuation centre locations are predetermined by Evacuation Centre Coordinators in consultation with the Local Government and endorsed by LEMCs. The endorsed centre locations are listed in Local Emergency Relief and Support Plans”
Appendix C Response Responsibilities – DFES	<i>Revise text</i> o. Nominate an Incident Controller (IC) where there are no Local government personnel present the responsible Local Government does not have capacity to provide one or as described under appendix C or D of this plan	In addition to the revised text, two further comments for consideration: 1) This section mostly refers to bushfires. Is this intended and should there be separate detail regarding structure fires or should it just refer to fires? 2) At b. should ‘prescribed’ fire districts be ‘gazetted’ fire districts to be consistent with other parts of the SHP.
Appendix C Response Responsibilities – DBCA	<i>Revise text</i> a. Respond to bushfires on all DBCA managed land and FPC land	LGs do not have the capacity to respond to fires on FPC land.
Appendix C Response Responsibilities – Local Government	<i>Add text</i> a. Response to all bushfires on lands including UMR and UCL outside: ... iv. Where a Local Government does not have the capacity to respond to bushfire under its jurisdiction, including UMR and UCL, the Local Government must advise DFES	Where a LG does not have the capacity to respond to fire under its jurisdiction, including UMR and UCL, responsibility should be allocated to DFES as the HMA for Fire.



	d. Response to all property fire outside prescribed fire districts declared under the Fire Brigades Act or where a Volunteer Fire and Emergency Service brigade is established under the FES Act. Where a Local Government does not have the capacity to respond to property fire under its jurisdiction, the Local Government must advise DFES. f. The provision of appropriately trained personnel and the provision of firefighting equipment as notified through DFES COMCEN in areas that are declared under the provision of Fire Brigades Act or where a Fire and Emergency Service brigade is established under the FES Act where it has the operational capacity to do so.	
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Appendix 2 – WALGA Emergency Management Advocacy Positions relevant to the SHP Fire

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and

Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations

8.7 Emergency Services Levy

1. Local Government request the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:
 - a. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response;
 - b. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities;
 - c. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL;
 - d. Public disclosure of the allocation and expenditure of the ESL;
 - e. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations; and
 - f. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.
2. Local Government advocates that the ESL should be collected by the State Government, but failing that, the administration fee should recompense Local Governments for the complete cost of administering the ESL.

8.8 Local Government Grants Scheme Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response;
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests; and
4. in the interim, an immediate increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

1. Bush Fire Brigade volunteers play a critical role in helping to protect their local communities. Local knowledge and skills are integral to bushfire management in Western Australia.
2. Future management and funding of volunteer Bush Fire Brigades must:
 - a. Recognise the changing risk environment, including work health and safety requirements, and the increasing intensity and frequency of bushfires;
 - b. Take account of the differing circumstances of Bush Fire Brigade units and regional variations in bush firefighting approaches; and
 - c. Be adequately and equitably resourced through the Emergency Services Levy.
3. The State Government, through the Consolidated Emergency Services Act and/or other mechanism's must:
 - a. Establish a clear framework to enable transfer of Bush Fire Brigades to the State Government if a Local Government decides to do;
 - b. Consult on the process, timeline, and implications for transfer of responsibility for Bush Fire Brigades in accordance with 3(a) through the establishment of a working group comprising representatives of Local Government, Bush Fire Brigades, the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Department of Fire and Emergency Services (DFES);
 - c. Provide for mandatory and minimum training requirements and recognition of competency and prior learning for Bush Fire Brigade volunteers, supported by locally delivered fit-for-purpose and universally accessible training program, designed in consultation with Bush Fire Brigade representatives, Local Government and LGIS, and managed by DFES; and
 - d. Develop a co-designed suite of relevant management guidelines and materials to assist in the management of Bush Fire Brigades.
4. As a matter of priority within the emergency services Acts review, the State Government to consider the most appropriate operational model for management of Bush Fire Brigades, which may include the establishment of an independent Rural Fire Service, as recommended in the 2016 Ferguson Report.

12 CORPORATE SERVICES**12.1 FINANCIAL REPORTS - AUGUST AND SEPTEMBER 2024**

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	10/10/2024
Disclosure of Interest:	Nil
Attachments:	1. August 2024 Monthly Financial Report ↓ 2. September 2024 Monthly Financial Report ↓

SUMMARY:

Council is requested to consider the financial reports for the periods ending 31 August and 30 September 2024.

BACKGROUND:

The financial reports for the periods ending 31 August and 30 September 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.

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 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	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 August and 30 September 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 August 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 AUGUST 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,118,003	0	0	0	0.00%	
Grants, subsidies and contributions	13	530,944	279,420	279,084	(336)	(0.12%)	
Fees and charges		353,890	53,986	52,953	(1,033)	(1.91%)	
Interest revenue		185,748	15,479	10,694	(4,785)	(30.91%)	▼
Other revenue		166,640	2,302	18,099	15,797	686.23%	▲
Profit on asset disposals	6	14,339	0	0	0	0.00%	
		3,369,564	351,187	360,830	9,643	2.75%	
Expenditure from operating activities							
Employee costs		(2,222,894)	(562,366)	(561,913)	453	0.08%	
Materials and contracts		(1,509,750)	(328,413)	(337,860)	(9,447)	(2.88%)	
Utility charges		(153,690)	(27,110)	(17,341)	9,769	36.03%	▲
Depreciation		(3,077,887)	(105,387)	(119,106)	(13,719)	(13.02%)	▼
Finance costs		(25,446)	0	0	0	0.00%	
Insurance		(134,430)	(67,215)	(66,522)	693	1.03%	
Other expenditure		(66,300)	(6,884)	0	6,884	100.00%	▲
Loss on asset disposals	6	(16,137)	0	0	0	0.00%	
		(7,206,534)	(1,097,375)	(1,102,742)	(5,367)	(0.49%)	
Non-cash amounts excluded from operating activities	Note 2(b)	3,079,685	105,387	119,106	13,719	13.02%	▲
Amount attributable to operating activities		(757,285)	(640,801)	(622,806)	17,995	2.81%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,750,780	116,649	117,179	530	0.45%	
Proceeds from disposal of assets	6	195,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		31,016	0	0	0	0.00%	
		1,976,796	116,649	117,179	530	0.45%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,684,634)	(40,300)	(46,525)	(6,225)	(15.45%)	▼
Payments for construction of infrastructure	5	(1,813,571)	(116,000)	(116,389)	(389)	(0.34%)	
		(3,498,205)	(156,300)	(162,914)	(6,614)	(4.23%)	
Amount attributable to investing activities		(1,521,409)	(39,651)	(45,735)	(6,084)	(15.34%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	1,469,241	0	0	0	0.00%	
		1,469,241	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(137,156)	0	0	0	0.00%	
Transfer to reserves	4	(479,506)	0	(6,526)	(6,526)	0.00%	
		(616,662)	0	(6,526)	(6,526)	0.00%	
Amount attributable to financing activities		852,579	0	(6,526)	(6,526)	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,426,115	1,426,115	1,412,323	(13,792)	(0.97%)	▼
Amount attributable to operating activities		(757,285)	(640,801)	(622,806)	17,995	2.81%	▲
Amount attributable to investing activities		(1,521,409)	(39,651)	(45,735)	(6,084)	(15.34%)	▼
Amount attributable to financing activities		852,579	0	(6,526)	(6,526)	0.00%	
Surplus or deficit after imposition of general rates		(0)	745,663	737,256	(8,407)	(1.13%)	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* 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 and Notes.

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

	Supplementary Information	30 June 2024 \$	31 August 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	4,451,619	3,753,682
Trade and other receivables		314,921	173,747
Other financial assets		31,016	31,016
Inventories	8	91,855	91,855
TOTAL CURRENT ASSETS		4,889,411	4,050,300
NON-CURRENT ASSETS			
Other financial assets		310,730	310,730
Property, plant and equipment		19,787,583	19,715,002
Infrastructure		113,491,708	113,608,097
TOTAL NON-CURRENT ASSETS		133,590,021	133,633,829
TOTAL ASSETS		138,479,432	137,684,129
CURRENT LIABILITIES			
Trade and other payables	9	402,794	283,151
Other liabilities	12	208,199	155,940
Borrowings	11	137,156	137,156
Employee related provisions	12	365,491	366,823
TOTAL CURRENT LIABILITIES		1,113,640	943,070
NON-CURRENT LIABILITIES			
Borrowings	11	574,337	574,337
Employee related provisions		45,695	45,695
TOTAL NON-CURRENT LIABILITIES		620,032	620,032
TOTAL LIABILITIES		1,733,672	1,563,102
NET ASSETS		136,745,760	136,121,027
EQUITY			
Retained surplus		8,317,250	7,685,991
Reserve accounts	4	2,828,645	2,835,171
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		136,745,760	136,121,027

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

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the 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.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- 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

SIGNIFICANT ACCOUNTING POLICES

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 October 2024

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

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	31 August 2024
Current assets		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,451,619	3,753,682
Trade and other receivables		358,809	314,921	173,747
Other financial assets		30,007	31,016	31,016
Inventories	8	14,985	91,855	91,855
		4,661,070	4,889,411	4,050,300
Less: current liabilities				
Trade and other payables	9	(236,163)	(402,794)	(283,151)
Other liabilities	12	(6,750)	(208,199)	(155,940)
Borrowings	11	(125,119)	(137,156)	(137,156)
Employee related provisions	12	(316,845)	(365,491)	(366,823)
		(684,877)	(1,113,640)	(943,070)
Net current assets		3,976,193	3,775,771	3,107,230
Less: Total adjustments to net current assets	Note 2(c)	(2,425,915)	(2,363,448)	(2,369,974)
Closing funding surplus / (deficit)		1,550,278	1,412,323	737,256

(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		Adopted Budget	YTD Budget	YTD Actual
		\$	(a)	(b)
Adjustments to operating activities				
Less: Profit on asset disposals	6	(14,339)	0	0
Add: Loss on asset disposals	6	16,137	0	0
Add: Depreciation		3,077,887	105,387	119,106
Total non-cash amounts excluded from operating activities		3,079,685	105,387	119,106

(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		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	31 August 2024
		\$	\$	\$
Less: Reserve accounts	4	(2,828,645)	(2,828,645)	(2,835,171)
Less: Financial assets at amortised cost - self supporting loans	8	(31,016)	(31,016)	(31,016)
- Current financial assets at amortised cost - self supporting loans				
- Land held for resale		(70,000)	(70,000)	(70,000)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	130,731	137,156	137,156
- Employee Benefit Provision		373,015	429,057	429,057
Total adjustments to net current assets	Note 2(a)	(2,425,915)	(2,363,448)	(2,369,974)

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 AUGUST 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.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Other revenue	15,797	686.23%	▲
Reimbursement of contracted staff - timing \$10,400		Timing	
Expenditure from operating activities			
Depreciation	(13,719)	(13.02%)	▼
Depreciation is greater than budget year to date.		Permanent	
Non-cash amounts excluded from operating activities	13,719	13.02%	▲
Due to depreciation variance.		Permanent	
Surplus or deficit at the start of the financial year	(13,792)	(0.97%)	▼
Variance is due to recognition of expenditure after adoption of budget.			
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION

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

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.43 M	\$1.43 M	\$1.41 M	(\$0.01 M)
Closing	(\$0.00 M)	\$0.75 M	\$0.74 M	(\$0.01 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$3.75 M	% of total		\$0.28 M	% Outstanding		\$0.06 M	% Collected
Unrestricted Cash	\$0.92 M	24.5%	Trade Payables	\$0.09 M		Rates Receivable	\$0.12 M	6.5%
Restricted Cash	\$2.84 M	75.5%	0 to 30 Days		100.0%	Trade Receivable	\$0.06 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		46.1%
			Over 90 Days		0.0%	Over 90 Days		26.5%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables			Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.76 M)	(\$0.64 M)	(\$0.62 M)	\$0.02 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$0.00 M	% Variance	YTD Actual	\$0.28 M	% Variance	YTD Actual	\$0.05 M	% Variance
YTD Budget	\$0.00 M	0.0%	YTD Budget	\$0.28 M	(0.1%)	YTD Budget	\$0.05 M	(1.9%)
Refer to 10 - Rate Revenue			Refer to 13 - Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.52 M)	(\$0.04 M)	(\$0.05 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.00 M	%	YTD Actual	\$0.12 M	% Spent	YTD Actual	\$0.12 M	% Received
Adopted Budget	\$0.20 M	0.0%	Adopted Budget	\$1.81 M	6.4%	Adopted Budget	\$1.75 M	6.7%
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.85 M	\$0.00 M	(\$0.01 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

Borrowings			Reserves		
Principal repayments	\$0.00 M		Reserves balance	\$2.84 M	
Interest expense	\$0.00 M		Interest earned	\$0.01 M	
Principal due	\$0.71 M				
Refer to 11 - Borrowings			Refer to 4 - Cash Reserves		

This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 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	368,411	0	368,411	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	835,171	835,171	0	NAB	2.55%	N/A
Reserve	Cash and cash equivalents	0	2,000,000	2,000,000	0	NAB	5.30%	26/6/2025
Cash on hand		100	0	100	0	CASH	0.01%	N/A
Total		918,511	2,835,171	3,753,682	0			
Comprising								
Cash and cash equivalents		918,511	2,835,171	3,753,682	0			
		918,511	2,835,171	3,753,682	0			

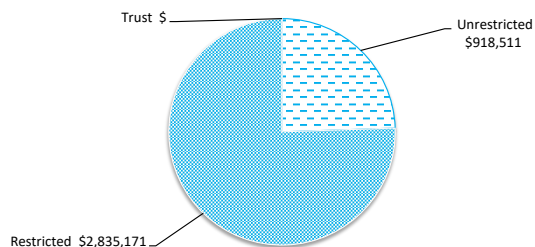
KEY INFORMATION

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 AUGUST 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	131,460	5,686	0	0	137,147	131,460	0	0	0	131,460
Plant Reserve	1,037,504	44,878	300,000	(1,007,116)	375,266	1,037,504	0	0	0	1,037,504
Building Reserve	176,231	7,623	0	(179,106)	4,748	176,231	0	0	0	176,231
Town Development Reserve	1,658	72	0	0	1,730	1,658	0	0	0	1,658
Recreation Reserve	177,182	7,664	0	(143,019)	41,827	177,182	0	0	0	177,182
Heritage Reserve	7,047	305	150	0	7,502	7,047	0	0	0	7,047
Community Housing Reserve	200,920	8,691	1,000	(50,000)	160,611	200,920	0	0	0	200,920
Waste Management Reserve	122,945	5,318	0	0	128,263	122,945	0	0	0	122,945
Darkan Swimming Pool Reserve	63,662	2,754	5,000	(30,000)	41,415	63,662	0	0	0	63,662
Information Technology Reserve	35,654	1,542	0	0	37,196	35,654	0	0	0	35,654
Darkan Sport and Community Centre Reserve	240,632	10,409	40,000	0	291,041	240,632	0	0	0	240,632
Arthur River Country Club Reserve	55,871	2,417	6,000	0	64,288	55,871	0	0	0	55,871
Museum Reserve	134,654	5,825	0	(5,000)	135,479	134,654	0	0	0	134,654
Moodiarrup Sports Club Reserve	28,281	1,223	5,000	0	34,504	28,281	0	0	0	28,281
Landcare Reserve	25,543	1,105	0	(5,000)	21,647	25,543	0	0	0	25,543
Corporate Planning and Valuation Reserve	4,829	209	0	0	5,038	4,829	0	0	0	4,829
Kids Central Reserve	7,866	340	0	0	8,206	7,866	0	0	0	7,866
The Shed Reserve	14,130	611	0	0	14,741	14,130	0	0	0	14,130
Recreation Trails Reserve	2,713	117	0	0	2,830	2,712	0	0	0	2,712
Community Gym Reserve	11,336	490	0	0	11,827	11,336	0	0	0	11,336
Economic Development Reserve	94,451	4,086	0	(50,000)	48,536	94,451	0	0	0	94,451
Road Reserve	254,077	10,990	0	0	265,068	254,077	0	0	0	254,077
Interest to allocate	-	0	0	0	0	0	6,526	0	0	6,526
	2,828,645	122,356	357,150	(1,469,241)	1,838,910	2,828,645	6,526	0	0	2,835,171

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
Capital acquisitions	\$	\$	\$	\$
Land - freehold land	203,765	300	278	(22)
Buildings - non-specialised	241,106	40,000	37,247	(2,753)
Furniture and equipment	78,647	0	0	0
Plant and equipment	1,161,116	0	9,000	9,000
Acquisition of property, plant and equipment	1,684,634	40,300	46,525	6,225
Infrastructure - roads	1,577,057	0	0	0
Infrastructure - Other	236,514	116,000	116,389	389
Acquisition of infrastructure	1,813,571	116,000	116,389	12,839
Total capital acquisitions	3,498,205	156,300	162,914	19,064
Capital Acquisitions Funded By:				
Capital grants and contributions	1,750,780	116,649	117,179	530
Other (disposals & C/Fwd)	195,000	0	0	0
Reserve accounts				
Plant Reserve	1,007,116	0	0	0
Building Reserve	179,106	0	0	0
Recreation Reserve	143,019	0	0	0
Community Housing Reserve	50,000	0	0	0
Darkan Swimming Pool Reserve	30,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Economic Development Reserve	50,000	0	0	0
Contribution - operations	83,184	39,651	45,735	6,084
Capital funding total	3,498,205	156,300	162,914	6,614

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or 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 under \$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 together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

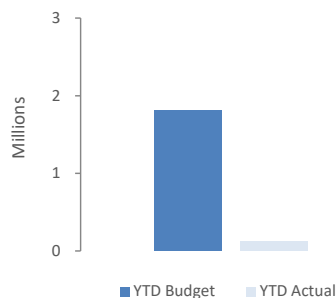
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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.

Payments for Capital Acquisitions



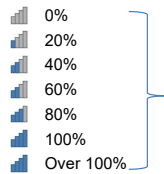
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.



Account Description
Industrial Land Growden Place headworks, elec, survey
Heritage Trail - Darkan Townsite
Fuel Trailer
Traffic Light Portable Trailer
Boyup Brook White line (Arthur River-Dinninup Road)

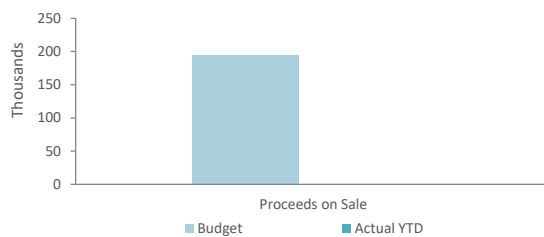
Adopted			Variance
Budget	YTD Budget	YTD Actual	(Under)/Over
(27,000)	(300)	(278)	-22
(35,766)	(16,000)	(15,859)	-141
(20,000)	0	0	0
(25,000)	0	0	0
(35,488)	0	0	0
(3,498,207)	(165,300)	(162,914)	(2,386)

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

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Land - freehold land								
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
	Plant and equipment								
	CEO vehicle	44,300	48,000	3,700	0	0	0	0	0
	MCS vehicle	39,520	48,000	8,480	0	0	0	0	0
	Works Manager Vehicle	37,656	38,000	344	0	0	0	0	0
	Mower	7,078	5,000	0	(2,078)	0	0	0	0
	Hino Truck	4,185	6,000	1,815	0	0	0	0	0
		196,798	195,000	14,339	(16,137)	0	0	0	0



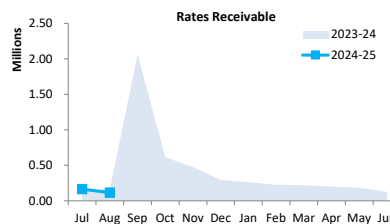
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2024	31 Aug 2024
Opening arrears previous years	\$ 171,494	\$ 280,916
Levied this year	1,997,367	0
Less - collections to date	(1,887,945)	(18,250)
Gross rates collectable	280,916	262,666
Allowance for impairment of rates receivable	(147,211)	(147,211)
Net rates collectable	133,705	115,455
% Collected	87.0%	6.5%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	14,297	5,081	100	7,024	26,502
Percentage	0.0%	53.9%	19.2%	0.4%	26.5%	
Balance per trial balance						
Trade receivables						26,502
Other receivables						31,790
Total receivables general outstanding						58,292

Amounts shown above include GST (where applicable)

KEY INFORMATION

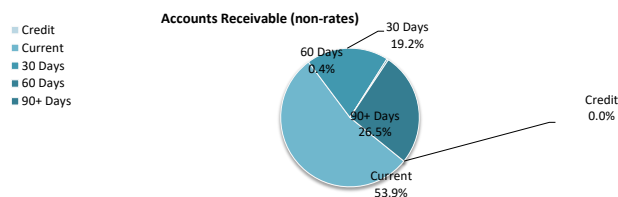
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 AUGUST 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 August 2024
	\$	\$	\$	\$
Other current assets				
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 AUGUST 2024**

OPERATING ACTIVITIES

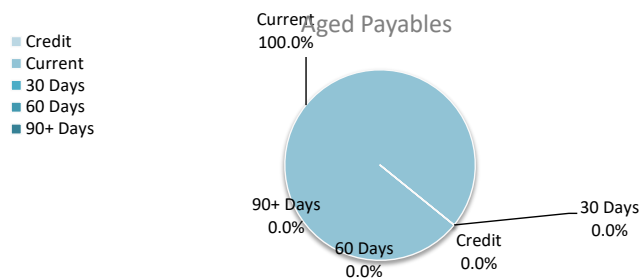
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	283,151	0	0	0	283,151
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						85,005
Accrued salaries and wages						63,568
ATO liabilities						(38,589)
Other payables						94,153
Payroll deductions						94,998
Collections						(15,984)
Total payables general outstanding						283,151

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 AUGUST 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	Interim	YTD Actual
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Rate	Total
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV Townsite	0.088276	85	744,156	65,691	0	65,691	0	0	0
GRV Commercial	0.088276	12	232,024	20,482	0	20,482	0	0	0
GRV Industrial	0.088276	7	112,580	9,938	0	9,938	0	0	0
GRV Other Townsite	0.088276	15	95,888	8,465	0	8,465	0	0	0
Unimproved value									
UV Rural	0.003254	366	585,769,000	1,906,092	0	1,906,092	0	0	0
Sub-Total		485	586,953,648	2,010,668	0	2,010,668	0	0	0
Minimum payment									
Gross rental value									
GRV Townsite	632	47	179,944	29,704	0	29,704	0	0	0
GRV Commercial	632	9	22,440	5,688	0	5,688	0	0	0
GRV Industrial	632	3	9,690	1,896	0	1,896	0	0	0
GRV Other Townsite	442	19	20,820	8,398	0	8,398	0	0	0
UV Rural	632	91	10,009,714	57,512	0	57,512	0	0	0
Sub-total		169	10,242,608	103,198	0	103,198	0	0	0
Amount from general rates						2,113,866			0
Ex-gratia rates						4,137			0
Total general rates						2,118,003			0

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

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
GROH Housing	70	42,521	0	0	0	(42,521)	42,521	0	0	(1,402)
Industrial Land	72	17,107	0	0	0	(11,312)	17,107	5,795	0	(421)
ERP	75	143,575	0	0	0	(27,518)	143,575	116,057	0	(5,940)
Loader	74	228,923	0	0	0	(24,789)	228,923	204,134	0	(8,791)
		432,126	0	0	0	(106,140)	432,126	325,986	0	(16,554)
Self supporting loans										
WA Cottage Homes		279,367	0	0	0	(31,016)	279,367	248,351	0	(8,892)
		279,367	0	0	0	(31,016)	279,367	248,351	0	(8,892)
Total		711,493	0	0	0	(137,156)	711,493	574,337	0	(25,446)
Current borrowings		137,156					137,156			
Non-current borrowings		574,337					574,337			
		711,493					711,493			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 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 August 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		60,588	0	64,800	(7,529)	117,859
Capital grant/contributions liabilities		147,611	0	0	(109,530)	38,081
Total other liabilities		208,199	0	64,800	(117,059)	155,940
Employee Related Provisions						
Provision for annual leave		146,388	0	0	0	146,388
Provision for long service leave		219,103	0	366	0	219,469
Other leave provisions [describe]		0	0	966		966
Total Provisions		365,491	0	1,332	0	366,823
Total other current liabilities		573,690	0	66,132	(117,059)	522,763
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.

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

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2024		(As revenue)	31 Aug 2024	31 Aug 2024	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General (WALGGC)	0	0	0	0	0	126,845	31,711	31,711
Grants Commission - Roads (WALGGC)	0	0	0	0	0	64,673	16,168	16,168
Governance								
DFES Grant - Operating	0	0	0	0	0	56,600	14,150	14,150
Mitigation funding	0	64,800	0	64,800	64,800	0	0	0
Community Amenities								
Protection of the Environment	0	0	0	0	0	15,443	8,121	8,121
Direct Road Grant	0	0	0	0	0	204,270	204,270	204,270
FRRR Grant Income	0	57,723	(4,664)	53,059	53,059	62,913	5,000	4,664
	0	122,523	(4,664)	117,859	117,859	530,744	279,420	279,084
Contributions								
Contributions Minor	0	0	0	0	0	200	0	0
	0	0	0	0	0	200	0	0
TOTALS	0	122,523	(4,664)	117,859	117,859	530,944	279,420	279,084

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

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024	(As revenue)		31 Aug 2024	31 Aug 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
FPC Grant	9,000	0	(9,000)	0	0	9,000	9,000	9,000
LRCIP Phase 4 - CCTV	32,151	0	0	32,151	32,151	78,647	0	0
LRCIP Phase 4 Playground	106,460	0	(100,530)	5,930	5,930	106,460	100,000	100,530
LRCI shade over playground	0	0	0	0	0	16,288	0	0
Heritage Grant - Darkan townsite	0	0	0	0	0	19,123	7,649	7,649
Roads to Recovery	0	0	0	0	0	580,535	0	0
Regional Road Group	0	0	0	0	0	485,400	0	0
WSFN	0	0	0	0	0	110,062	0	0
Footpaths LRCI	0	0	0	0	0	140,500	0	0
Water infrastructure LRCI	0	0	0	0	0	28,000	0	0
Housing Support Program Stream 1	0	0	0	0	0	176,765	0	0
	147,611	0	(109,530)	38,081.00	38,081.00	1,750,780	116,649	117,179

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 September 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 30 SEPTEMBER 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,118,003	2,118,003	2,113,866	(4,137)	(0.20%)	
Grants, subsidies and contributions	13	530,944	285,099	284,763	(336)	(0.12%)	
Fees and charges		353,890	130,478	135,770	5,292	4.06%	
Interest revenue		185,748	18,242	19,081	839	4.60%	
Other revenue		166,640	33,553	37,546	3,993	11.90%	▲
Profit on asset disposals	6	14,339	0	0	0	0.00%	
		3,369,564	2,585,375	2,591,026	5,651	0.22%	
Expenditure from operating activities							
Employee costs		(2,222,894)	(773,530)	(782,416)	(8,886)	(1.15%)	
Materials and contracts		(1,509,750)	(406,308)	(399,497)	6,811	1.68%	
Utility charges		(153,690)	(25,615)	(23,636)	1,979	7.73%	
Depreciation		(3,077,887)	(158,081)	(176,737)	(18,656)	(11.80%)	▼
Finance costs		(25,446)	(6,945)	(6,945)	0	0.00%	
Insurance		(134,430)	(67,215)	(66,522)	693	1.03%	
Other expenditure		(66,300)	(6,884)	(4,039)	2,845	41.33%	▲
Loss on asset disposals	6	(16,137)	0	0	0	0.00%	
		(7,206,534)	(1,444,578)	(1,459,792)	(15,214)	(1.05%)	
Non-cash amounts excluded from operating activities	Note 2(b)	3,079,685	158,081	176,737	18,656	11.80%	▲
Amount attributable to operating activities		(757,285)	1,298,878	1,307,971	9,093	0.70%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,750,780	123,109	123,346	237	0.19%	
Proceeds from disposal of assets	6	195,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		31,016	7,658	7,658	0	0.00%	
		1,976,796	130,767	131,004	237	0.18%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,684,634)	(57,300)	(65,761)	(8,461)	(14.77%)	▼
Payments for construction of infrastructure	5	(1,813,571)	(136,460)	(136,180)	280	0.21%	
		(3,498,205)	(193,760)	(201,941)	(8,181)	(4.22%)	
Amount attributable to investing activities		(1,521,409)	(62,993)	(70,937)	(7,944)	(12.61%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	1,469,241	0	0	0	0.00%	
		1,469,241	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(137,156)	(36,993)	(36,993)	0	0.00%	
Transfer to reserves	4	(479,506)	0	(6,692)	(6,692)	0.00%	
		(616,662)	(36,993)	(43,685)	(6,692)	(18.09%)	
Amount attributable to financing activities		852,579	(36,993)	(43,685)	(6,692)	(18.09%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,426,115	1,426,115	1,412,323	(13,792)	(0.97%)	▼
Amount attributable to operating activities		(757,285)	1,298,878	1,307,971	9,093	0.70%	
Amount attributable to investing activities		(1,521,409)	(62,993)	(70,937)	(7,944)	(12.61%)	▼
Amount attributable to financing activities		852,579	(36,993)	(43,685)	(6,692)	(18.09%)	▼
Surplus or deficit after imposition of general rates		(0)	2,625,007	2,605,672	(19,335)	(0.74%)	▼

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* 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 and Notes.

**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

	Supplementary Information	30 June 2024 \$	30 September 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	4,451,619	3,736,284
Trade and other receivables		314,921	2,367,033
Other financial assets		31,016	23,358
Inventories	8	91,855	91,855
TOTAL CURRENT ASSETS		4,889,411	6,218,530
NON-CURRENT ASSETS			
Other financial assets		310,730	310,730
Property, plant and equipment		19,787,583	19,676,606
Infrastructure		113,491,708	113,627,889
TOTAL NON-CURRENT ASSETS		133,590,021	133,615,225
TOTAL ASSETS		138,479,432	139,833,755
CURRENT LIABILITIES			
Trade and other payables	9	402,794	409,934
Other liabilities	12	208,199	336,093
Borrowings	11	137,156	100,163
Employee related provisions	12	365,491	367,193
TOTAL CURRENT LIABILITIES		1,113,640	1,213,383
NON-CURRENT LIABILITIES			
Borrowings	11	574,337	574,337
Employee related provisions		45,695	45,695
TOTAL NON-CURRENT LIABILITIES		620,032	620,032
TOTAL LIABILITIES		1,733,672	1,833,415
NET ASSETS		136,745,760	138,000,340
EQUITY			
Retained surplus		8,317,250	9,565,138
Reserve accounts	4	2,828,645	2,835,337
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		136,745,760	138,000,340

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the 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.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- 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

SIGNIFICANT ACCOUNTING POLICES

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 October 2024

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 September 2024
(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	\$	\$	\$
Current assets				
Cash and cash equivalents	3	4,257,269	4,451,619	3,736,284
Trade and other receivables		358,809	314,921	2,367,033
Other financial assets		30,007	31,016	23,358
Inventories	8	14,985	91,855	91,855
		4,661,070	4,889,411	6,218,530
Less: current liabilities				
Trade and other payables	9	(236,163)	(402,794)	(409,934)
Other liabilities	12	(6,750)	(208,199)	(336,093)
Borrowings	11	(125,119)	(137,156)	(100,163)
Employee related provisions	12	(316,845)	(365,491)	(367,193)
		(684,877)	(1,113,640)	(1,213,383)
Net current assets		3,976,193	3,775,771	5,005,147
Less: Total adjustments to net current assets	Note 2(c)	(2,425,915)	(2,363,448)	(2,399,475)
Closing funding surplus / (deficit)		1,550,278	1,412,323	2,605,672

(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*.

		Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(14,339)	0	0
Add: Loss on asset disposals	6	16,137	0	0
Add: Depreciation		3,077,887	158,081	176,737
Total non-cash amounts excluded from operating activities		3,079,685	158,081	176,737

(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.

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 September 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(2,828,645)	(2,828,645)	(2,835,337)
Less: Financial assets at amortised cost - self supporting loans	8	(31,016)	(31,016)	(23,358)
- Current financial assets at amortised cost - self supporting loans				0
- Land held for resale		(70,000)	(70,000)	(70,000)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	130,731	137,156	100,163
- Employee Benefit Provision		373,015	429,057	429,057
Total adjustments to net current assets	Note 2(a)	(2,425,915)	(2,363,448)	(2,399,475)

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 30 SEPTEMBER 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.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Other revenue	3,993	11.90%	▲
Reimbursement of contracted staff received - timing \$8,219		Timing	
Legal costs reimbursed less than budget year to date - timing (\$13,212)		Timing	
Expenditure from operating activities			
Rates materials below budget \$11,487		Timing	
Compliance/legal costs greater than budget year to date \$20,905		Timing	
Other accounting functions materials greater than budget year to date \$22,542		Timing	
There are several non reportable variances which offset the above variances.			
Depreciation	(18,656)	(11.80%)	▼
Depreciation is greater than budget year to date.		Permanent	
Other expenditure	2,845	41.33%	▲
Minor variances			
Non-cash amounts excluded from operating activities	18,656	11.80%	▲
Due to depreciation variance.		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	(8,461)	(14.77%)	▼
Surplus or deficit at the start of the financial year	(13,792)	(0.97%)	▼
Variance is due to post budget entries.			
Surplus or deficit after imposition of general rates	(19,335)	(0.74%)	▼
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION

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**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.43 M	\$1.43 M	\$1.41 M	(\$0.01 M)
Closing	(\$0.00 M)	\$2.63 M	\$2.61 M	(\$0.02 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$3.74 M	% of total
Unrestricted Cash	\$0.90 M	24.1%
Restricted Cash	\$2.84 M	75.9%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$0.41 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		77.0%
Over 30 Days		23.0%
Over 90 Days		23.0%
Refer to 9 - Payables		

Receivables		
	\$0.03 M	% Collected
Rates Receivable	\$2.33 M	1.8%
Trade Receivable	\$0.03 M	% Outstanding
Over 30 Days		45.8%
Over 90 Days		27.5%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.76 M)	\$1.30 M	\$1.31 M	\$0.01 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$2.11 M	% Variance
YTD Budget	\$2.12 M	(0.2%)
Refer to 10 - Rate Revenue		

Grants and Contributions		
YTD Actual	\$0.28 M	% Variance
YTD Budget	\$0.28 M	1.9%
Refer to 13 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.14 M	% Variance
YTD Budget	\$0.13 M	4.1%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.52 M)	(\$0.06 M)	(\$0.07 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.20 M	0.0%
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.14 M	% Spent
Adopted Budget	\$1.81 M	7.5%
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.12 M	% Received
Adopted Budget	\$1.75 M	7.0%
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.85 M	(\$0.04 M)	(\$0.04 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

Borrowings		
Principal repayments	(\$0.04 M)	
Interest expense	(\$0.01 M)	
Principal due	\$0.67 M	
Refer to 11 - Borrowings		

Reserves		
Reserves balance	\$2.84 M	
Interest earned	\$0.01 M	
Refer to 4 - Cash Reserves		

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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	350,747	0	350,747	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	1,810	1,810	0	NAB	2.55%	N/A
Reserve	Cash and cash equivalents	0	2,000,000	2,000,000	0	NAB	5.30%	26/6/2025
Reserve	Cash and cash equivalents	0	833,527	833,527	0	BOQ	4.85%	3/2/2025
Cash on hand	Cash and cash equivalents	200	0	200	0	CASH	0.00%	N/A
Total		900,947	2,835,337	3,736,284	0			
Comprising								
Cash and cash equivalents		900,947	2,835,337	3,736,284	0			
		900,947	2,835,337	3,736,284	0			

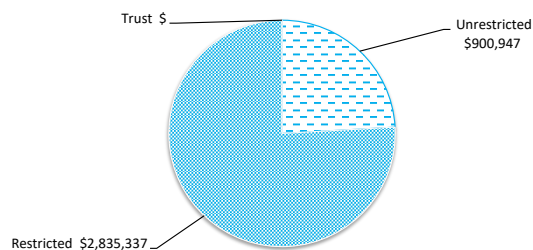
KEY INFORMATION

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 30 SEPTEMBER 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfer s Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	131,460	5,686	0	0	137,147	131,460	0	0	0	131,460
Plant Reserve	1,037,504	44,878	300,000	(1,007,116)	375,266	1,037,504	0	0	0	1,037,504
Building Reserve	176,231	7,623	0	(179,106)	4,748	176,231	0	0	0	176,231
Town Development Reserve	1,658	72	0	0	1,730	1,658	0	0	0	1,658
Recreation Reserve	177,182	7,664	0	(143,019)	41,827	177,182	0	0	0	177,182
Heritage Reserve	7,047	305	150	0	7,502	7,047	0	0	0	7,047
Community Housing Reserve	200,920	8,691	1,000	(50,000)	160,611	200,920	0	0	0	200,920
Waste Management Reserve	122,945	5,318	0	0	128,263	122,945	0	0	0	122,945
Darkan Swimming Pool Reserve	63,662	2,754	5,000	(30,000)	41,415	63,662	0	0	0	63,662
Information Technology Reserve	35,654	1,542	0	0	37,196	35,654	0	0	0	35,654
Darkan Sport and Community Centre Reserve	240,632	10,409	40,000	0	291,041	240,632	0	0	0	240,632
Arthur River Country Club Reserve	55,871	2,417	6,000	0	64,288	55,871	0	0	0	55,871
Museum Reserve	134,654	5,825	0	(5,000)	135,479	134,654	0	0	0	134,654
Moodiarrup Sports Club Reserve	28,281	1,223	5,000	0	34,504	28,281	0	0	0	28,281
Landcare Reserve	25,543	1,105	0	(5,000)	21,647	25,543	0	0	0	25,543
Corporate Planning and Valuation Reserve	4,829	209	0	0	5,038	4,829	0	0	0	4,829
Kids Central Reserve	7,866	340	0	0	8,206	7,866	0	0	0	7,866
The Shed Reserve	14,130	611	0	0	14,741	14,130	0	0	0	14,130
Recreation Trails Reserve	2,713	117	0	0	2,830	2,712	0	0	0	2,712
Community Gym Reserve	11,336	490	0	0	11,827	11,336	0	0	0	11,336
Economic Development Reserve	94,451	4,086	0	(50,000)	48,536	94,451	0	0	0	94,451
Road Reserve	254,077	10,990	0	0	265,068	254,077	0	0	0	254,077
Interest to allocate	-	0	0	0	0	0	6,692	0	0	6,692
	2,828,645	122,356	357,150	(1,469,241)	1,838,910	2,828,645	6,692	0	0	2,835,337

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
Capital acquisitions	\$	\$	\$	\$
Land - freehold land	203,765	300	278	(22)
Buildings - non-specialised	241,106	57,000	56,483	(517)
Furniture and equipment	78,647	0	0	0
Plant and equipment	1,161,116	0	9,000	9,000
Acquisition of property, plant and equipment	1,684,634	57,300	65,761	8,461
Infrastructure - roads	1,577,057	5,000	4,504	(496)
Infrastructure - Other	236,514	131,460	131,676	216
Acquisition of infrastructure	1,813,571	136,460	136,180	16,642
Total capital acquisitions	3,498,205	193,760	201,941	25,103
Capital Acquisitions Funded By:				
Capital grants and contributions	1,750,780	123,109	123,346	237
Other (disposals & C/Fwd)	195,000	0	0	0
Reserve accounts				
Plant Reserve	1,007,116	0	0	0
Building Reserve	179,106	0	0	0
Recreation Reserve	143,019	0	0	0
Community Housing Reserve	50,000	0	0	0
Darkan Swimming Pool Reserve	30,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Economic Development Reserve	50,000	0	0	0
Contribution - operations	83,184	70,651	78,595	7,944
Capital funding total	3,498,205	193,760	201,941	8,181

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or 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 under \$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 together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

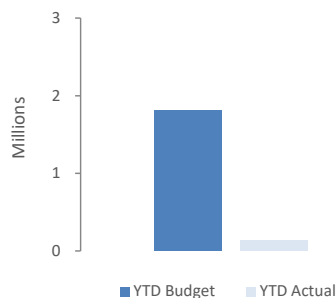
Initial recognition and measurement for assets held at cost

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 the asset 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.

Payments for Capital Acquisitions



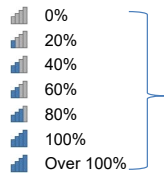
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

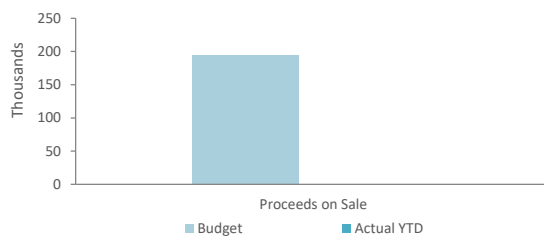
	Account Description	Adopted			Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
	Industrial Land Growden Place headworks, elec, survey	(27,000)	(300)	(278)	-22
	Heritage Trail - Darkan Townsite	(35,766)	(25,000)	(24,789)	-211
	Fuel Trailer	(20,000)	0	0	0
	Traffic Light Portable Trailer	(25,000)	0	0	0
	Boyup Brook White line (Arthur River-Dinninup Road)	(35,488)	0	0	0
		(3,498,207)	(202,760)	(201,885)	(875)

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Land - freehold land								
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
	Plant and equipment								
	CEO vehicle	44,300	48,000	3,700	0	0	0	0	0
	MCS vehicle	39,520	48,000	8,480	0	0	0	0	0
	Works Manager Vehicle	37,656	38,000	344	0	0	0	0	0
	Mower	7,078	5,000	0	(2,078)	0	0	0	0
	Hino Truck	4,185	6,000	1,815	0	0	0	0	0
		196,798	195,000	14,339	(16,137)	0	0	0	0



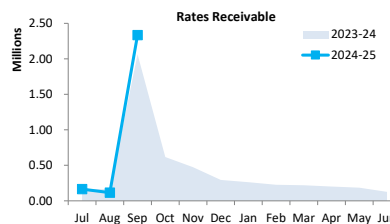
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2024	30 Sep 2024
Opening arrears previous years	\$ 171,494	\$ 280,916
Levied this year	1,997,367	2,245,397
Less - collections to date	(1,887,945)	(44,652)
Gross rates collectable	280,916	2,481,661
Allowance for impairment of rates receivable	(147,211)	(147,211)
Net rates collectable	133,705	2,334,450
% Collected	87.0%	1.8%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	17,644	5,880	100	8,959	32,583
Percentage	0.0%	54.2%	18.0%	0.3%	27.5%	
Balance per trial balance						32,583
Trade receivables						
Total receivables general outstanding						32,583

Amounts shown above include GST (where applicable)

KEY INFORMATION

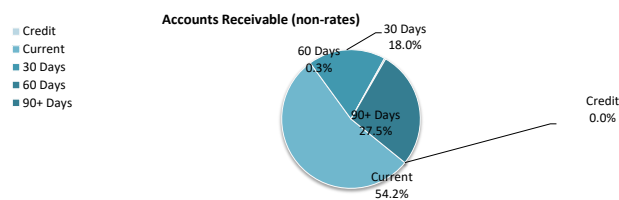
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 SEPTEMBER 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 September 2024
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	31,016		(7,658)	23,358
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	(7,658)	115,213
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 30 SEPTEMBER 2024**

OPERATING ACTIVITIES

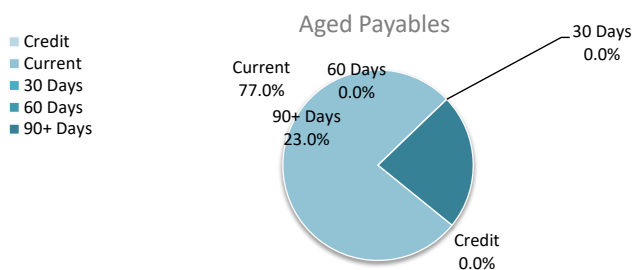
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	315,639	0	0	94,295	409,934
Percentage	0.0%	77.0%	0.0%	0.0%	23.0%	
Balance per trial balance						
Sundry creditors						111,965
Accrued salaries and wages						63,568
ATO liabilities						(3,677)
Other payables						94,295
Income Received in Advance						(1,000)
Payroll deductions						93,872
Collections						50,911
Total payables general outstanding						409,934

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 30 SEPTEMBER 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	Interim	YTD Actual
	\$ (cents)	Properties	Value	Revenue	Interim Rate Revenue	Revenue	Revenue	Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV Townsite	0.088276	85	744,156	65,691	0	65,691	65,691	0	65,691
GRV Commercial	0.088276	12	232,024	20,482	0	20,482	20,482	0	20,482
GRV Industrial	0.088276	7	112,580	9,938	0	9,938	9,938	0	9,938
GRV Other Townsite	0.088276	15	95,888	8,465	0	8,465	8,465	0	8,465
Unimproved value									
UV Rural	0.003254	366	585,769,000	1,906,092	0	1,906,092	1,906,092	0	1,906,092
Sub-Total		485	586,953,648	2,010,668	0	2,010,668	2,010,668	0	2,010,668
Minimum payment									
Gross rental value									
GRV Townsite	632	47	179,944	29,704	0	29,704	29,704	0	29,704
GRV Commercial	632	9	22,440	5,688	0	5,688	5,688	0	5,688
GRV Industrial	632	3	9,690	1,896	0	1,896	1,896	0	1,896
GRV Other Townsite	442	19	20,820	8,398	0	8,398	8,398	0	8,398
UV Rural	632	91	10,009,714	57,512	0	57,512	57,512	0	57,512
Sub-total		169	10,242,608	103,198	0	103,198	103,198	0	103,198
Amount from general rates						2,113,866			2,113,866
Ex-gratia rates						4,137			0
Total general rates						2,118,003			2,113,866

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
GROH Housing	70	42,521	0	0	(13,943)	(42,521)	28,578	0	(697)	(1,402)
Industrial Land	72	17,107	0	0	(2,795)	(11,312)	14,312	5,795	(140)	(421)
ERP	75	143,575	0	0	(6,492)	(27,518)	137,083	116,057	(1,499)	(5,940)
Loader	74	228,923	0	0	(6,105)	(24,789)	222,818	204,134	(2,290)	(8,791)
		432,126	0	0	(29,335)	(106,140)	402,791	325,986	(4,626)	(16,554)
Self supporting loans										
WA Cottage Homes		279,367	0	0	(7,658)	(31,016)	271,709	248,351	(2,319)	(8,892)
		279,367	0	0	(7,658)	(31,016)	271,709	248,351	(2,319)	(8,892)
Total		711,493	0	0	(36,993)	(137,156)	674,500	574,337	(6,945)	(25,446)
Current borrowings		137,156					100,163			
Non-current borrowings		574,337					574,337			
		711,493					674,500			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 September 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		60,588	0	64,800	(13,208)	112,180
Capital grant/contributions liabilities		147,611	0	191,999	(115,697)	223,913
Total other liabilities		208,199	0	256,799	(128,905)	336,093
Employee Related Provisions						
Provision for annual leave		146,388	0	0	0	146,388
Provision for long service leave		219,103	0	367	0	219,470
Other leave provisions [describe]		0	0	1,335		1,335
Total Provisions		365,491	0	1,702	0	367,193
Total other current liabilities		573,690	0	258,501	(128,905)	703,286
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.

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2024		(As revenue)	30 Sep 2024	30 Sep 2024	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General (WALGGC)	0	0	0	0	0	126,845	31,711	31,711
Grants Commission - Roads (WALGGC)	0	0	0	0	0	64,673	16,168	16,168
Governance								
DFES Grant - Operating	0	0	0	0	0	56,600	14,150	14,150
Mitigation funding	0	64,800	0	64,800	64,800	0	0	0
Community Amenities								
Protection of the Environment	0	0	0	0	0	15,443	8,121	8,121
Direct Road Grant	0	0	0	0	0	204,270	204,270	204,270
FRRR Grant Income	0	57,723	(10,343)	47,380	47,380	62,913	5,000	10,343
	0	122,523	(10,343)	112,180	112,180	530,744	279,420	284,763
Contributions								
Contributions Minor	0	0	0	0	0	200	0	0
	0	0	0	0	0	200	0	0
TOTALS	0	122,523	(10,343)	112,180	112,180	530,944	279,420	284,763

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024	(As revenue)		30 Sep 2024	30 Sep 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
FPC Grant	9,000	0	(9,000)	0	0	9,000	9,000	9,000
	0	0	0	0	0	0	0	0
LRCIP Phase 4 - CCTV	32,151	(237)	0	31,914	31,914	78,647	0	0
LRCIP Phase 4 Playground	106,460	237	(106,697)	0	0	106,460	106,460	106,697
LRCI shade over playground	0	0	0	0	0	16,288	0	0
Heritage Grant - Darkan townsite	0	0	0	0	0	19,123	7,649	7,649
Roads to Recovery	0	0	0	0	0	580,535	0	0
Regional Road Group	0	191,999	0	191,999	191,999	485,400	0	0
WSFN	0	0	0	0	0	110,062	0	0
Footpaths LRCI						140,500	0	0
Water infrastructure LRCI	0	0	0	0	0	28,000	0	0
Housing Support Program Stream 1	0	0	0	0	0	176,765	0	0
	147,611	191,999	(115,697)	223,913.00	223,913.00	1,750,780	123,109	123,346

12.2 ACCOUNTS FOR PAYMENT LISTING - SEPTEMBER 2024

File Reference:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	10/10/2024
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - September 2024 ↓ 2. Corporate Card Summary - 27 August to 25 September 2024 ↓

SUMMARY:

Council is requested to endorse payments of accounts for September 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 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	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 September 2024 Municipal Fund vouchers 04092024.1-04092024.24, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$238,689.24 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 27 August to 25 September 2024.

Shire of West Arthur
Creditor Details
September 2024

DATE	REFERENCE	NAME	ORIGINAL AMOUNT
2/09/2024	DIRECT DEBIT	Aware Super Clearing House	\$ 488.27
		Fortnightly Superannuation Contributions - adjustment	
11/09/2024	DIRECT DEBIT	National Australia Bank	\$ 41.74
		ACCOUNT FEESNAB Connect Fee July 2024	
13/09/2024	DIRECT DEBIT	Aware Super Clearing House	\$ 13,914.68
		Fortnightly Superannuation Contributions	
26/09/2024	DIRECT DEBIT	Aware Super Clearing House	\$ 12,318.90
		Fortnightly Superannuation Contributions	
30/09/2024	DIRECT DEBIT	National Australia Bank	\$ 35.00
		END OF MONTH FEES 086724 508314385	
30/09/2024	DIRECT DEBIT	National Australia Bank	\$ 10.00
		FROM A/C 50-831-4406 END MONTH FEES 086852 508314406	
30/09/2024	DIRECT DEBIT	National Australia Bank	\$ 72.38
		MERCH FEE009185958SHIRE OF WEST AR 003206 MERCH FEE009185958	
30/09/2024	DIRECT DEBIT	National Australia Bank	\$ 600.00
		Service Fee	
27/09/2024	DIRECT DEBIT	NAB Credit Card	\$ 7,292.32
		See attached statement	
23/09/2024	DIRECT DEBIT	Telstra	\$ 221.54
		Leading Hands, Builders, Office, Caravan Park Mobiles, Dongle, Depot Fuel System	
24/09/2024	DIRECT DEBIT	Telstra	\$ 2,592.71
		Admin, Harvest Ban, Internet Telephone Line, Message Bank, 22 Horwood St, Internet and Data, Depot Calls and Charges, Pool Telephone Line, CRC, Caravan Park Ipad, Works Admin, WM, MCS and WM Home Internet, Depot Wifi, MCS Ipad, Mechanic Mob, MCS Mob, Swimming Pool Solar Panels, Housing Ipad, MCS Mobile, Works Manager Mobile	
9/09/2024	DIRECT DEBIT	Synergy	\$ 1,088.18
		CRC Supply charge 16/7/24-19/8/24	
16/09/2024	04092024.19	Rentfind Technologies Pty Ltd	\$ 22.00
		Housing Software August 2024	
19/09/2024	DIRECT DEBIT	Synergy	\$ 791.27
		Depot 3/7-29/8/24	
19/09/2024	DIRECT DEBIT	Synergy	\$ 356.76
		Darkan Town Hall Consumption and supply charge 3/7-29/8/24	
20/09/2024	DIRECT DEBIT	Synergy	\$ 928.42
		Admin Office Consumption and service charge 3/7-29/8/24	
20/09/2024	DIRECT DEBIT	Synergy	\$ 120.99
		Town Dam Consumption and supply charge 3/7/24-29/8/24	
24/09/2024	DIRECT DEBIT	Synergy	\$ 5,300.42
		Consumption and service charge on various shire properties	
25/09/2024	DIRECT DEBIT	Synergy	\$ 97.12
		7 Hillman Supply Charge and Consumption 1/7/24-28/8/24	
30/09/2024	DIRECT DEBIT	Synergy	\$ 179.65
		1/7/24-28/8/24 Supply Charge and Consumption	

Shire of West Arthur
Creditor Details
September 2024

DATE	REFERENCE	NAME	ORIGINAL AMOUNT
30/09/2024	DIRECT DEBIT	Synergy	\$ 73.11
		Dura Water Supply 13/6-16/8/24 Consumption and Supply Charge	
30/09/2024	04092024.16	Motorpass	\$ 6.59
		Monthly Fee	
12/09/2024	EFT	Salaries and Wages	\$ 73,548.40
		PAYROLL Pmt 000269222934 042973 PAYROLL PMT 000269222934 042	
26/09/2024	EFT	Salaries and Wages	\$ 68,993.60
		PAYROLL Pmt 000270307759 042973 PAYROLL PMT 000270307759 042	
4/09/2024	04092024.1	AMPAC Debt Recovery (WA)	\$ 580.25
		Rate Recovery A718 and A986	
4/09/2024	04092024.2	Ausquip Industries	\$ 2,678.50
		Parts and Repairs - Sp83	
4/09/2024	04092024.3	Australia Post	\$ 150.00
		Postage Stamps	
4/09/2024	04092024.4	Avenir WA Pty Ltd trading as OPAM Consulting	\$ 3,828.00
		Odour Risk Assessment - Composting Facility	
4/09/2024	04092024.5	BCE Surveying Pty Limited	\$ 3,025.00
		Utilities survey - old bowling green site	
4/09/2024	04092024.6	Collie Mowers & More	\$ 46.00
		Parts and Repairs - Mower	
4/09/2024	04092024.7	Cooper Gary Stuart	\$ 467.48
		Reimbursement for Wattyl Paint and PVC Barrel union and PVC coupling	
4/09/2024	04092024.8	Darkan Diamonds and Dust Ball	\$ 100.00
		Refund of Hall Bond	
4/09/2024	04092024.9	DKM Workplace Solutions	\$ 206.80
		Workplace Support Services Subscription	
4/09/2024	04092024.10	Fleays Store	\$ 44.50
		Office Refreshments	
4/09/2024	04092024.11	Fuel Distributors of WA	\$ 13,103.27
		Depot Fuel and Fuel for Raj and Vin's Vehicles	
4/09/2024	04092024.12	G & M Detergents	\$ 460.00
		TOILET PAPER JUMBO 2PLY 300M (8PK) for Halls and Reserve Conveniences	
4/09/2024	04092024.13	Harrington Philip	\$ 368.00
		Reimbursment for new lock for Mens Shed	
4/09/2024	04092024.14	Infinitum Technologies Pty Ltd	\$ 3,689.29
		Managed Service Agreement GOLD	
4/09/2024	04092024.15	Mcleods	\$ 11,043.12
		Development Application - Composting Facility	
4/09/2024	04092024.16	Perth Pool Co.	\$ 5,280.00
		Concrete / fiberglas toddler pool repair etc	
4/09/2024	04092024.17	Procurement Plus	\$ 693.00
		Subscription Service Renewal 24/25	

Shire of West Arthur
Creditor Details
September 2024

DATE	REFERENCE	NAME	ORIGINAL AMOUNT
4/09/2024	04092024.18	Shire of Dumbleyung	\$ 400.00
		2 Tickets - Bringing Dowerin Downtown 26/7	
4/09/2024	04092024.19	SOS Office Equipment	\$ 235.55
		Photocopier Billing Job August 2024	
4/09/2024	04092024.20	Squires Cassandra Leanne	\$ 149.99
		Reimbursement for Laser Detector	
4/09/2024	04092024.21	Team Global Express	\$ 66.99
		Lake Towerinning Signs	
4/09/2024	04092024.22	Truckline	\$ 297.62
		U bolt 3/4" x5" x12.5"	
4/09/2024	04092024.23	Westrac Bunbury	\$ 167.13
		Fuel hose and oil filters	
4/09/2024	04092024.24	Wren Oil	\$ 544.50
		Collect hydro drum 205L, collect filter drum, admin and compliance fees	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		DIRECT DEBIT	\$ 46,552.05
		SALARIES & WAGES - EFT	\$ 142,542.00
		04092024.1-04092024.24	\$ 47,624.99
		LICENSING AUGUST 2024 TRANSFERS	\$ 1,970.20
		TOTAL	\$ 238,689.24



SHIRE OF WEST ARTHUR
PAYMENTS OF ACCOUNTS BY NAB VISA CARD
FOR THE STATEMENT PERIOD: 27/8-25/9/24

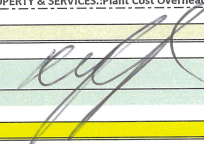
DATE	PAYEE	PO NUMBER	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
1. CARD NUMBER 4336-XXXX-XXXX-8951						
27-Aug-24	Print Media Group	100416	Vehicle Identity Sticker - BFB Vehicles	E051015	LAW ORDER & PUBLIC SAFETY: Fire Prevention: Fire Brigades	\$48.45
02-Sep-24	Dan Murphys	100453	BFAC Meeting Refreshments	E051015	LAW ORDER & PUBLIC SAFETY: Fire Prevention: Fire Brigades	\$366.75
09-Sep-24	Starlink Internet	100434	Depot Wifi	E142020	OTHER PROPERTY & SERVICES: Administration Overheads: Computer Maintenance	\$139.00
11-Sep-24	TryBooking	100526	Women in Local Government Forum Gr Harrington	E041018	GOVERNANCE: Members: Members Conference Expenses	\$95.50
13-Sep-24	Harvey Norman	100539	Coffee machine and grinder - Station Stop	E139111	ECONOMIC SERVICES: Economic Development: Sustainable Development FRRR	\$1,768.00
13-Sep-24	Square Australia	100550	Square Hardware, register, cash drawer and postage - Station Stop	E139111	ECONOMIC SERVICES: Economic Development: Sustainable Development FRRR	\$1,619.00
16-Sep-24	Ampol Williams	100572	Fuel for Raj's loan car	E144015	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Fuel & Oils	\$71.85
24-Sep-24	United Petroleum	100605	Fuel for Raj's car	E144015	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Fuel & Oils	\$93.00
25-Sep-24	Brayco Commercial	100602	Tables and chairs for Station Stop	E139111	ECONOMIC SERVICES: Economic Development: Sustainable Development FRRR	\$434.00
CARD 1 PAYMENTS						\$4,635.55

RAJINDER SUNNER  VINCENT FORDHAM LAMONT 
Cardholder Name Cardholder Signed Authorised By CEO Authorised By

2. CARD NUMBER 4336-XXXX-XXXX-1064						
02-Sep-24	Sparks Butchers	100489	Sausages for new playground celebration	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$35.27
02-Sep-24	Liquor Baron Narragin	100489	Refreshments for new playground celebration	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$69.99
03-Sep-24	Collie Mowers and More	100488	Garden Crew Tools	E144006	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Parts & Repairs	\$61.23
16-Sep-24	Woolworths	100565	Jenny Shepherdson Farewell Gift	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$100.00
16-Sep-24	Bunnings	100566	Builders Tools	E144001	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Expendable Tools	\$886.35
16-Sep-24	Bunnings	100686	Hillman new kitchen	E091060	HOUSING: Community Housing: Housing Other	\$500.00
16-Sep-24	Bunnings	100567	Toolbox, reticulation and fire extinguishers	E144001	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Expendable Tools	\$391.93
16-Sep-24	Bunnings	100564	Station Stop	E139111	ECONOMIC SERVICES: Economic Development: Sustainable Development FRRR	\$207.92
18-Sep-24	Coles	100679	Food for Jenny Farewell	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$26.21
18-Sep-24	Sprys Meat Market	100680	Sausages for Jenny Farewell	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$62.22
18-Sep-24	Liquorland	100678	Drinks for Jenny Farewell	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Admin Expenses	\$230.00
CARD 2 PAYMENTS						\$2,571.12

GARY RASMUSSEN  VINCENT FORDHAM LAMONT 
Cardholder Name Cardholder Signed Authorised By CEO Authorised By

3. CARD NUMBER 4336-XXXX-XXXX-2128						
12-Sep-24	Gull Beachway	100675	Fuel for Vin's Vehicle	E144015	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Fuel & Oils	\$85.65
CARD 3 PAYMENTS						\$85.65

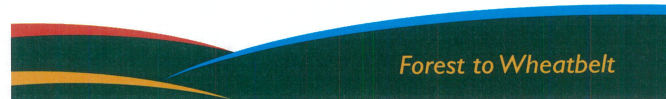
VINCENT FORDHAM LAMONT  KAREN HARRINGTON, ACTING SHIRE PRESIDENT 
Cardholder Name Cardholder Signed Authorised By Shire President Authorised By

TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507 \$7,292.32
Direct Debit Date 27-Sep-24

Kylie Whitaker, Finance Officer have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:

- all transactions are expenses incurred by the Shire of West Arthur;
- all purchases have been made in accordance with the Shire of West Arthur policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate card is evident.

Kylie Whitaker  DATE: 10/10/2024



12.3 NEW FEES 2024-2025 SCHEDULE OF FEES AND CHARGES - DARKAN SWIMMING POOL

File Reference:	ADM130
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	15/10/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

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 Concession Card holders and Spectators to attend the Darkan Swimming Pool for 2024-2025.

COMMENT:

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

There is a need for to add the following fees to our Schedules of Fees and Charges for 2024-2025:

Concessional Card Holder	\$30.00	Per Season
Spectator (Not a Swimmer)	\$15.00	Per Season
Concessional Card Holder	\$3.50	Per Visit
Spectator (Not a Swimmer)	\$1.00	Per Visit

CONSULTATION:

Community Development Officer
Customer Service Officer
Records Officer

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 proposes.

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

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 (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	Inability to charge fees .
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 additional fees as presented, and amend the 2024-2025 Schedule of Fees and Charges.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Adopt the following additional Fees and Charges for 2024-2025, effective immediately.
 - a) Concessional Card Holder \$30.00 Per Season
 - b) Spectator (Not a Swimmer) \$15.00 Per Season
 - c) Concessional Card Holder \$3.50 Per Visit
 - d) Spectator (Not a Swimmer) \$1.00 Per Visit
2. Direct the Chief Executive Officer, pursuant to section 6.19 of the Local Government Act 1995, to publish the amended 2024-2025 Schedule of Fees and Charges on the Shire's website.

12.4 SUPPLY OF WATER TANKS TO OWNER OF RATES ASSESSMENTS 981 AND 982 (DURANILLIN RESIDENT)

File Reference:	ADM123
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	15/10/2024
Disclosure of Interest:	Nil
Attachments:	1. Water Tank Quote Oct 2024 ↓

SUMMARY:

Council is requested to consider supplying a water tank to the owner of Assessments 981 and 982 in Duranillin for \$2,610, excluding GST.

BACKGROUND:

At the Council's ordinary meeting of 22 June 2023, it resolved to:

1. Approve the cessation of the Shire-provided supply of non-potable water to the Duranillin town site at the end of October 2024 and
2. Authorise the CEO to advise affected residents of the decision as soon as possible.

The Expression of interest was closed at the end of March 2024. In August 2024, the Shire supplied two residents in Duranillin with water tanks (2x 14,000 litres and 1 x 24,000 litres). The owner of properties A981 and A982 emailed the Shire on 20 September 2024 to request that the Shire supply her with a 14,000-litre water tank.

COMMENT:

The Shire proposes to provide the relevant ratepayer with a 14,000-litre water tank at the cost of \$2,610.00, excluding GST. This sum will be repaid at the rate of \$108.75 per month over 24 months.

The ratepayer will be responsible for the tank's connection and installation, arranging for water delivery or relying on rainwater, and getting the site ready for the installation of the water tank, which will not be delivered until the site works are complete.

CONSULTATION:

Councillors
Chief Executive Officer
Projects Officer
Manager of Works and Services

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There is no financial implication for the Shire. The cost of the tank will be billed upon delivery, and paid back to the Shire over 24 months.

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 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)
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Description of Key Risk	Complaints from the affected residents.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(8) Medium
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Provide a water tank to assist affected residents.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council supply a 14,000-litre water tank to the owner of Rates Assessments 981 and 982 in the Duranillin townsite for \$2,610 ex GST. The relevant ratepayer will pay back these funds to the Shire of West Arthur at the rate of \$108.75 monthly over 24 months.



DIMENSIONS & COST

Product Code	Litres	Gallons	Diameter	Inlet Height	Apex Height	Price
55023021	4,500L	1,000 gal.	1.80m	1.89m	2.00m	\$1,375
55227335	5,300L	1,175 gal.	1.93m	2.07m	2.07m	\$1,595
55023022	9,000L	2,000 gal.	2.35m	2.19m	2.30m	\$2,233
55227338	10,000L	2,200 gal.	2.35m	2.53m	2.64m	\$2,662
55023023	14,000L	3,100 gal.	2.85m	2.34m	2.45m	\$2,871
55023024	23,000L	5,100 gal.	3.78m	2.27m	2.40m	\$3,850
55196566	25,000L	5,600 gal.	3.78m	2.47m	2.60m	\$3,993
55183332	27,500L	6,100 gal.	3.78m	2.69m	2.82m	\$4,631
55207381	38,000L	8,400 gal.	4.30m	3.07m	3.15m	\$7,458
55207382	50,000L	11,100 gal.	4.60m	3.30m	3.45m	\$9,834

“

Fitted out for you at time of delivery”

STANDARD FITTINGS:

- Brass outlet + poly ball valve up to 40mm (1 1/2") (4,500L - 10,000L)
- Brass outlet + poly ball valve up to 50mm (2") (14,000L - 50,000L)
- 90mm overflow
- Leaf strainer and screw top lid
- Available in a range of colours matched to the Colorbond® range

2610 EX GST
108.75 Per month

A combo deal is a great way to maximise your water usage versatility

Through linking your tanks, you can increase your water usage options or alternatively by having two tanks in separate locations, you can increase your rainwater harvesting efficiency.

COMBO DEALS

Product Code	Combos	Price
55024157	2 x 23,000L (46,000L)	\$7,590
55196572	2 x 25,000L (50,000L)	\$7,832
55183333	2 x 27,500L (55,000L)	\$9,152
55261025	2 x 38,000L (76,000L)	\$14,586
55261027	2 x 50,000L (100,000L)	\$19,338



CUSTOM TANKS

configured to your specific requirements are available, speak to our Technical Division on (08) 9456 5888

INSTALLATION

Scan our QR code for installation of rural tanks guidelines



SEE PAGE 5 FOR RANGE OF ACCESSORIES

Prices valid from 1 July 2024. Prices subject to change without notice. All prices include GST.



WATER STORAGE



ADVANCED
MANUFACTURING
TECHNOLOGY



MADE IN WESTERN
AUSTRALIA



FREE DELIVERY
within 800kms of Perth

WaterMark
LIC #22629



Certified System
Quality
ISO 9001
© WATER MARK

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.