

A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment

AGENDA

For The Ordinary Meeting of Council

Held On Thursday 26 October 2023 At 5:30pm

Council Chambers 39 Bannister Rd, Boddington

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Agenda

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1. DECLARATION OF OPENING

1.2

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present and emerging.

1.1 Election and Declaration of the Shire President

The Shire President is to be elected from within Council for a two-year term, as the first course of business, with the appointment expiring at the October 2025 Ordinary Election.

If, when the votes cast are counted, there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than seven days later, a special meeting of the Council is to be held.

| Election | |
|--|---|
| Cr | was nominated for the position of Shire President. |
| | further nominations at the close of the election, the CEO Shire President, for a two year term expiring in October |
| OR | |
| Crs | were nominated for the position of Shire President. |
| There being more | e than one nomination, a ballot will need to be undertaken. |
| Declaration by SI | nire President |
| Election and De | claration of the Deputy Shire President |
| | e President is to be elected from within Council for a two-year pointment expiring at the October 2025 Ordinary Election. |
| or more candidat the count is to be | s cast are counted, there is an equality of votes between two es who are the only candidates in, or remaining in, the count, e discontinued and, not more than seven days later, a special buncil is to be held. |
| Election | |
| Cr | was nominated for the position of Deputy Shire President. |
| | further nominations at the close of the election, the CEO Deputy Shire President, for a two year term expiring in |
| OR | |

| Crs | were nominated for the position of Deputy Shire |
|-----------------------------|--|
| President. | |
| There being more than one | nomination, a ballot will need to be undertaken. |
| Declaration by Deputy Shire | President |

1.3 Allotment of Councillor Seats

2. <u>ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE</u>

- 2.1 Attendance
- 2.2 Apologies
- 2.3 Leave of Absence
- 2.4 Application for Leave of Absence

Cr Lee Lewis has requested leave of absence from 21 February 2024 to 6 March 2023.

3. <u>DISCLOSURES OF INTEREST</u>

4. PUBLIC QUESTION TIME

Public question time is limited to a total of fifteen minutes of duration, except by consent of the person presiding. Each speaker is limited to three minutes duration to speak, except by consent of the person presiding.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Russel Reynolds applicant for item 9.1.1 Development Application for Single House: Lot 112 (No. 571) Lower Hotham Road, Lower Hotham.

6. CONFIRMATION OF MINUTES

That the minutes of the Ordinary Council Meeting held on Thursday 28 September 2023 be confirmed as a true record of proceedings.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8. RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES

Nil

9. REPORTS OF OFFICERS

9.1 DEVELOPMENT SERVICES

9.1.1 Development Application for Single House: Lot 112 (No. 571) Lower Hotham Road, Lower Hotham

File Ref No: 3.0027

Applicant: Russell Reynolds

Disclosure of Interest: Edge Planning & Property receive a payment for planning advice

to the Shire and declare a Financial Interest (section 5.70 of the

Local Government Act 1995)

Author: Executive Manager Development Services

Consultant Planner

Attachments 9.1.1A Location Plan

9.1.1B Plans and information from applicant

9.1.1C Submissions

9.1.1D Extract of planning framework9.1.1E Legal Advice (confidential)

Summary

For Council to consider a Development Application for approval with conditions, for a single house at Lot 112 (No. 571) Lower Hotham Road, Lower Hotham.

Background

The Council is considering this Development Application given the application site is located in the mining buffer and there are objections from South32 Worsley Alumina.

The applicant seeks development approval for a single house as shown on the location plan in Attachment 9.1.1A.Details submitted by the applicant are set out in Attachment 9.1.1B. In addition to plans, the applicant has provided some background on previous negotiations and agreements with South32 Worsley Alumina.

The site is 19.1089 hectares in area and is largely cleared. Lower Hotham Road divides the site. The Hotham River is located on the western boundary of the site.

Seeking Comments on the Development Application

The Shire administration invited comment on the Development Application through writing to the Department of Mines Industry Regulation and Safety (DMIRS) and South32 Worsley Alumina. The submissions are provided in Attachment 9.1.2C.

DMIRS advise the application raises no significant issues relating to mineral and petroleum resources or basic raw materials.

South32 Worsley Alumina objects to the application for a number of reasons including that they consider:

 The application to be inconsistent with the aims and objectives of the Shire of Boddington Local Planning Scheme No. 3 (LPS3), the objectives of Special Control Area 3 – Mining Buffer (SCA3) and objectives of the Rural Zone;

- The single house to be contrary to DMIRS's Mining Buffer incorporated in the Shire's Local Planning Strategy (2018), which establishes a 1,200 metre land use buffer to protect bauxite mining from encroachment of sensitive land uses and development; and
- The site is already exposed to impacts from our State Agreement-endorsed mining operations and those impacts are only expected to intensify as our operations expand in the future.

South32 Worsley Alumina also provided suggested conditions and advice notes.

Planning framework

An extract of the planning framework is provided in Attachment 8.1.1D.

The site is zoned 'Rural' in LPS3 and is within SCA3. A single house is a 'P' (permitted) use in the Rural zone.

The site is classified as 'Existing Rural' in the *Shire of Boddington Local Planning Strategy* and the site is located within the mining buffer. The Local Planning Strategy provides guidance relating to mining and associated development.

There are various planning policies and environmental documents relevant to the application including EPA *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses*, and EPA *Guidance Statement No. 33 - Environmental Guidance for Planning and Development.*

The proposed single house is located outside of the bushfire prone area.

Legal advice

Following the receipt of the South32 Worsley Alumina submission, the Shire administration sought legal advice from McLeods Lawyers. This advice is provided under confidential separate cover to Councillors. In summary, McLeods Lawyers set out:

- The Shire must have 'due regard' to any submissions received by DMIRS and/or South32 relating to a Development Application for a habitable dwelling located within SCA3:
- It is open to the Shire to approve a Development Application with or without conditions regardless of whether DMIRS or South32 object to the Development Application; and
- At face value, the Shire cannot refuse an application for the use of land for a single house within SCA3 where the underlying zoning is Rural, because that land use is permitted in the zone. While it is possible to make a reasonable argument to the contrary, we are not confident that it would succeed if tested in Court or the State Administrative Tribunal.

Comment

While noting the objection from South32 Worsley Alumina, it is recommended that Council approve the Development Application subject to conditions. This follows assessment against LPS3, the Local Planning Strategy, relevant State Government documents, considering the views of the submitters (including no objections from DMIRS), the provision of legal advice and other available information.

As set out in LPS3 and in the legal advice, the Council is required to give 'due regard' to the South32 Worsley Alumina submission but is not bound to it. Based on the legal advice, approval of the single house is consistent with the Shire's statutory obligations under the *Mining Act 1978* and the *Alumina Refinery (Worsley) Agreement Act 1973*.

Consultation

The Shire consulted for a 42 day period, plus an extension of 14 days as requested by South 32 Worsley Alumina. The submissions are outlined in Attachment 9.1.1C.

Strategic Implications

Aspiration Prosperity

Outcome 10 A thriving economy with good access to education and jobs for

everyone.

Aspiration Performance

Outcome 12 Visionary leadership and responsible governance

Objective 12.1 Maintain a high standard of leadership, corporate governance and

customer service

Legislative Implications

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, Alumina Refinery (Worsley) Agreement Act 1973 and LPS3.

Policy Implications

It is recommended that a Local Planning Policy be prepared relating to the mining buffer to draw out and work through issues, provide greater clarity and assist in providing more consistent decision making.

Financial Implications

Subject to the Council's decision, there are no immediate financial implications for the Council from the application. The applicant can request a right of review (appeal) to the State Administrative Tribunal.

Economic Implications

Mining is the key local industry.

Social Implications

There is a need to ensure mining operations address accepted human health considerations.

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and | Development Application is refused and the applicant | |
|----------------------------------|--|--|
| Consequence | appeals to the State Administration Tribunal | |
| Risk Rating | Moderate | |
| (prior to treatment or control) | | |
| Principal Risk Theme | Financial | |
| Risk Action Plan | Approval development application with conditions. | |
| (controls or treatment proposed) | | |

Options

The Council can:

- 1. Approve the Development Application with no conditions;
- 2. Approve the Development Application with conditions;
- 3. Refuse the Development Application; or
- 4. Defer and request additional information.

Voting Requirements

Simple Majority

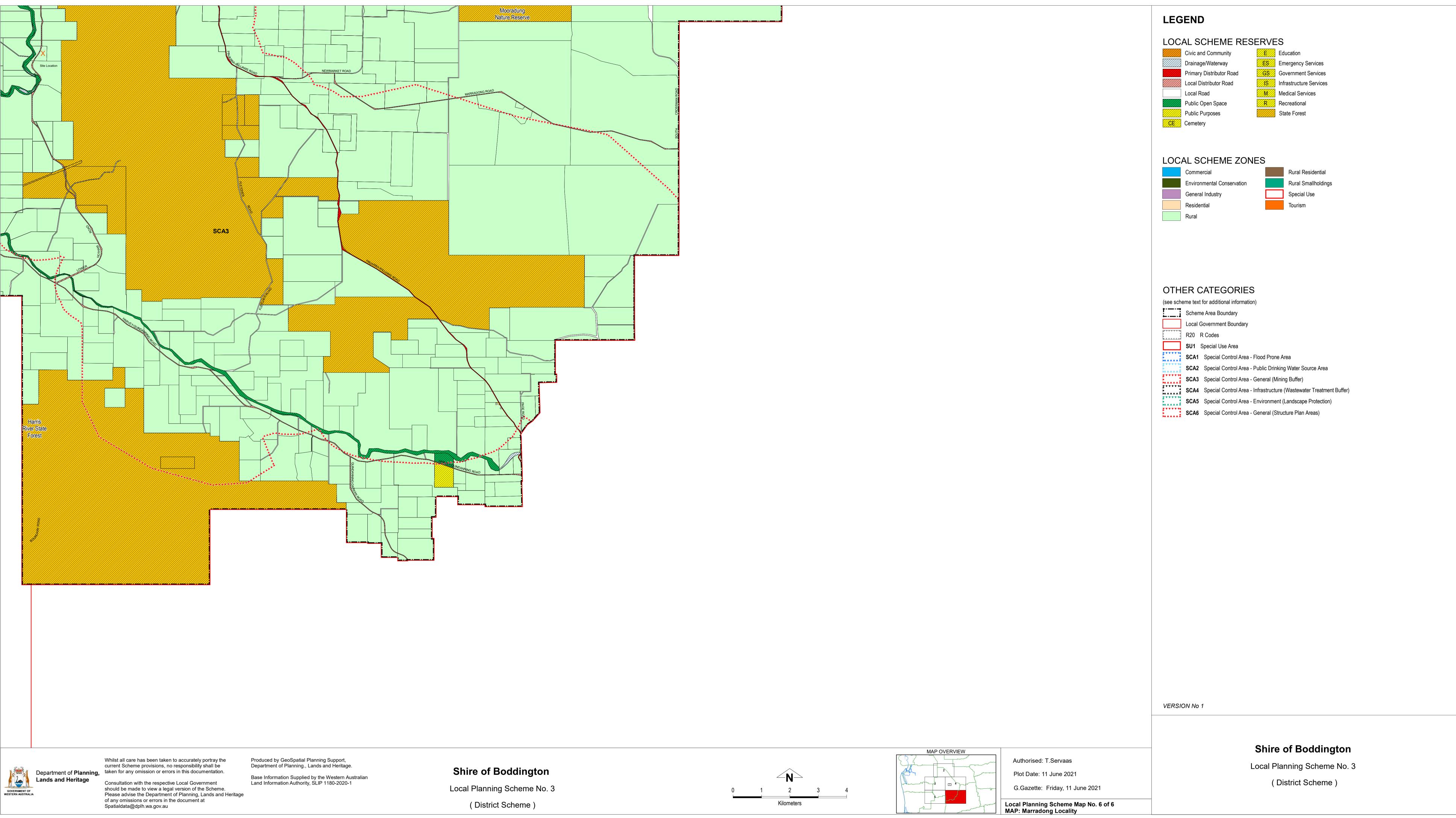
Officer Recommendation

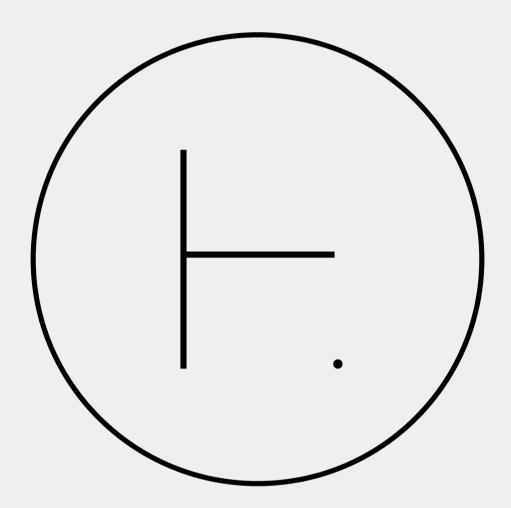
That Council approve the Development Application for a single house at Lot 112 on Deposited Plan 245637 (No. 571) Lower Hotham Road, Lower Hotham, subject to the following conditions:

- The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
- 2. The single house is connected to an approved on-site sewage system, prior to occupation, to the satisfaction of the local government.
- 3. The single house is connected to an approved potable water supply which has a minimum capacity of 135,000 litres prior to occupation to the satisfaction of the local government.
- 4. The applicant is to arrange, at their cost, a notification to be placed on the Certificate of Title of the subject lot pursuant to Section 70A of the Transfer of Land Act 1893, stating that:
 - 'The use and enjoyment of this lot may be affected by bauxite mining operations on surrounding land protected under a State Agreement. Impacts from those mining operations on the subject lot may include but are not limited to light spill, noise from machinery, equipment and ground disturbing activities, dust, odour, and vibration from scraping, crushing, grinding, and blasting.'
- 5. Arrangements being made to the satisfaction of the local government (such as an indemnity deed executed with the Shire of Boddington and registered on the Certificate of Title by an absolute caveat in the Shire's favour) requiring the landowner and successive owners in title to indemnify the Shire of Boddington against any claim for damage, loss, compensation, or disturbance arising from the Shire's granting of this development approval to construct a sensitive land use (single house) within Special Control Area 3 (Mining Buffer) of the Shire of Boddington Local Planning Scheme No. 3. All costs associated with the preparation and execution of such arrangements, including review and advice by the Shire's solicitor, shall be borne by the landowner.

Advice

- A) This is not a Building Permit. A Building Permit must be obtained before the commencement of any site and/or development works.
- B) The property is located within Special Control Area 3 Mining Buffer in the *Shire of Boddington Local Planning Scheme No.* 3. The property may be impacted by mining operations. You may wish to consider mitigation measures to minimise noise and other impacts such as 'quiet house' principles.
- C) The property is located in an agricultural area. The impacts of standard agricultural pursuits should be expected and tolerated.
- D) It is recommended that a low fuel area (asset protection zone) is maintained around the single house at all times. Additionally, that suitable water supplies are available and maintained on the property to enable people, property and infrastructure to be defended from bushfire. This includes a water tank(s), fitted with a 50mm male camlock coupling, plus a compliant vehicle turn around area for emergency service vehicles. Standards for access, turnarounds, water supply and asset protection zones are drawn from the WAPC's Guidelines for Planning in Bushfire Prone Areas. The Guidelines should be referenced when considering the establishment of these elements of the development. The Guidelines are available at https://www.wa.gov.au/system/files/2022-05/Guidelines-for-planning-in-bushfire-prone-areas-version-1.4_0.pdf
- E) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.





BUILDING LICENSE 112 LOWER HOTHAM RD, HOTHAM WA 6390

SINGLE STOREY NEW HOME





| Layout No: | Layout Name COVER PAGE PERSPECTIVES EXISTING SITE PLAN |
|------------|---|
| • | PERSPECTIVES EXISTING SITE PLAN |
| 2 | EXISTING SITE PLAN |
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| 3 | |
| 4 | OVERALL SITE PLAN |
| 5 | SITE PLAN |
| 6 | SHED SITE PLAN |
| 7 | FLOOR PLAN |
| 8 | SLAB SET OUT PLAN |
| 9 | ELEVATION 1 & 2 |
| 10 | ELEVATION 3 & 4 |
| 11 | ELEVATION 5, 6 & 7 |
| 12 | SECTION A-A & B-B |
| 13 | SECTION C-C |
| 14 | SECTION D-D |
| 15 | ELECTRICAL PLAN |
| 16 | KITCHEN / SCULLERY LAYOUT |
| 17 | O'KIT./BAR/L'DRY LAYOUT |
| 18 | ENS/BATHROOM LAYOUT |
| 19 | WINDOW & DOOR SCHEDULE |









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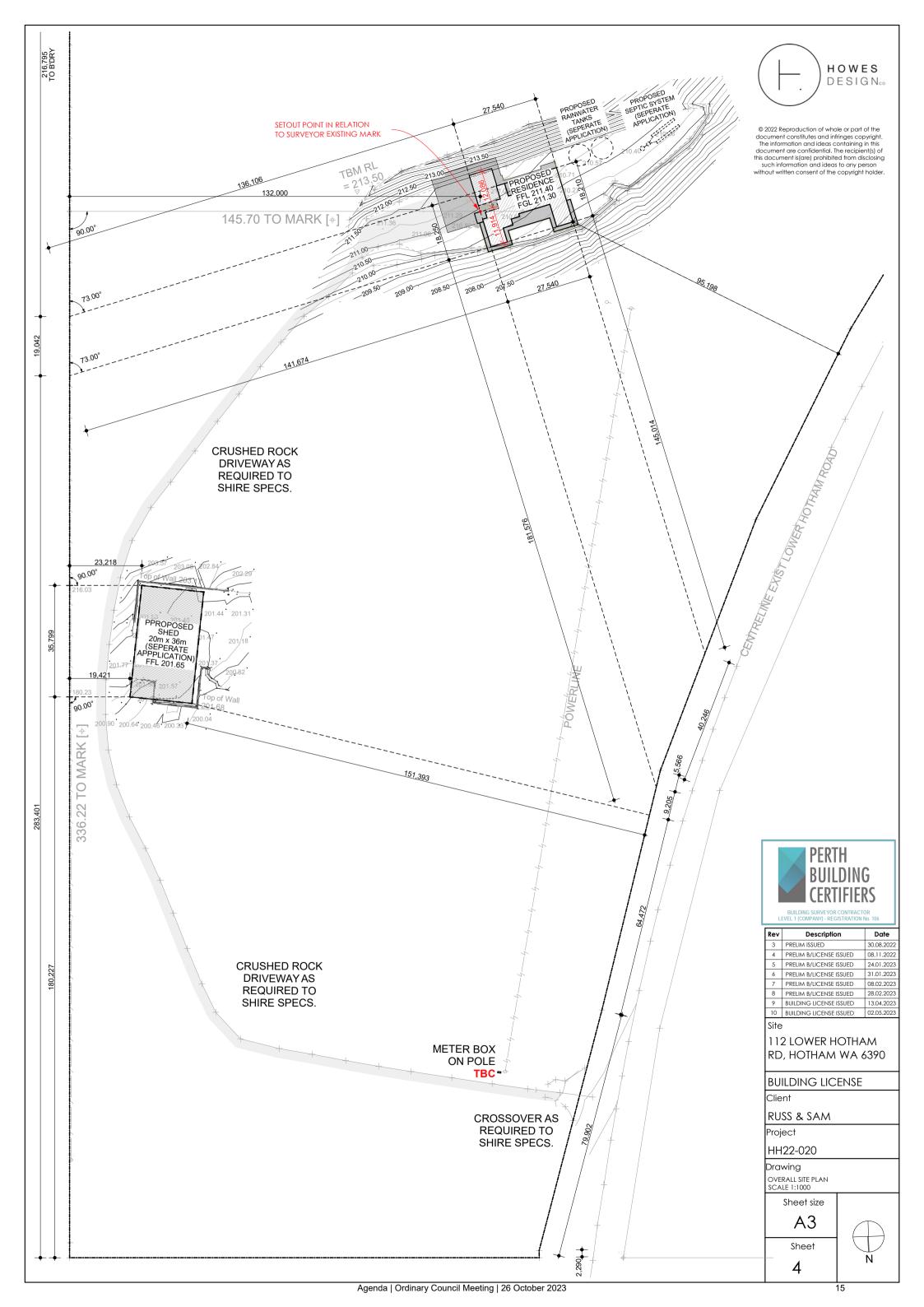
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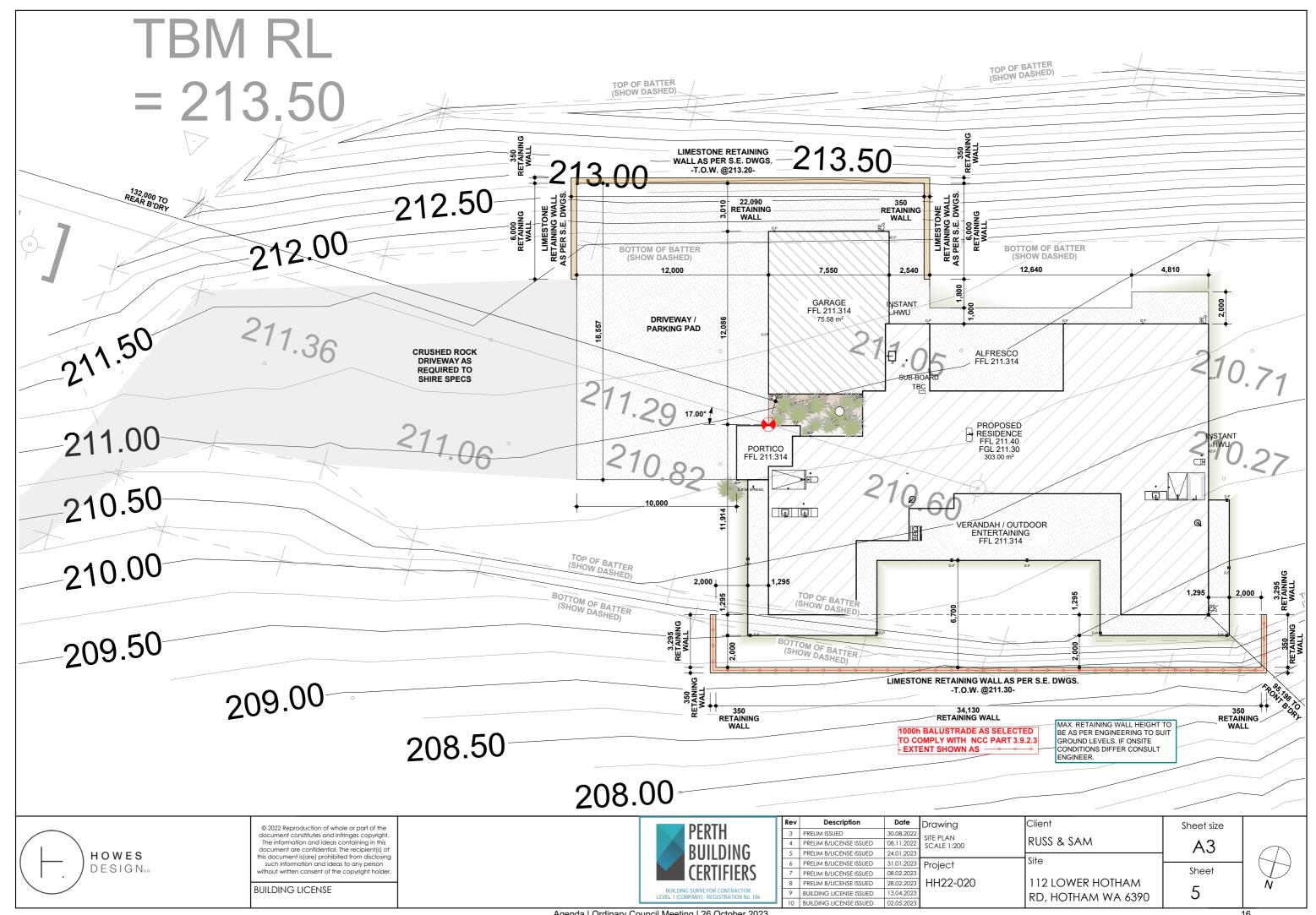
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| PERSPECTIVES | RUSS & SAM | |
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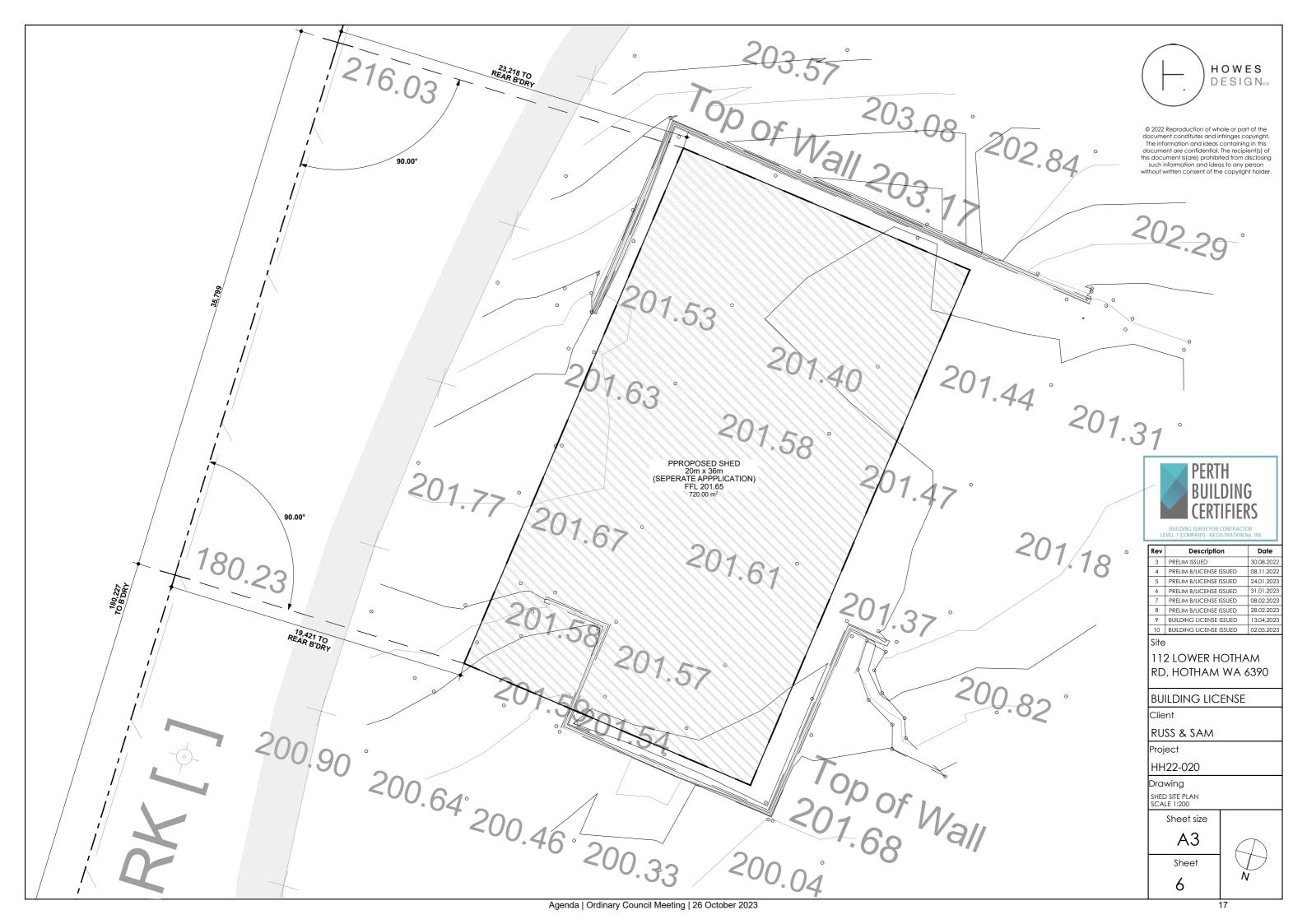
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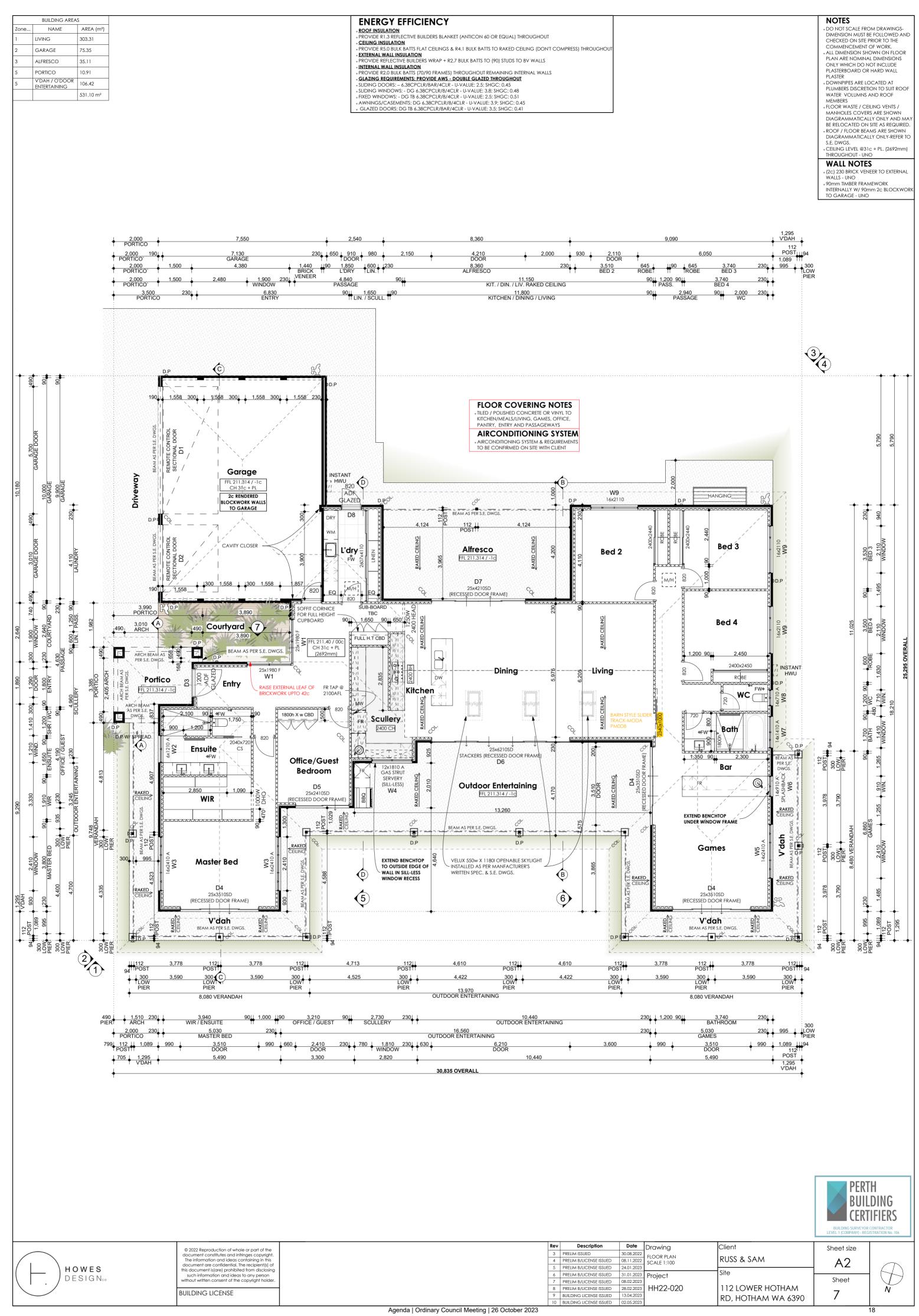
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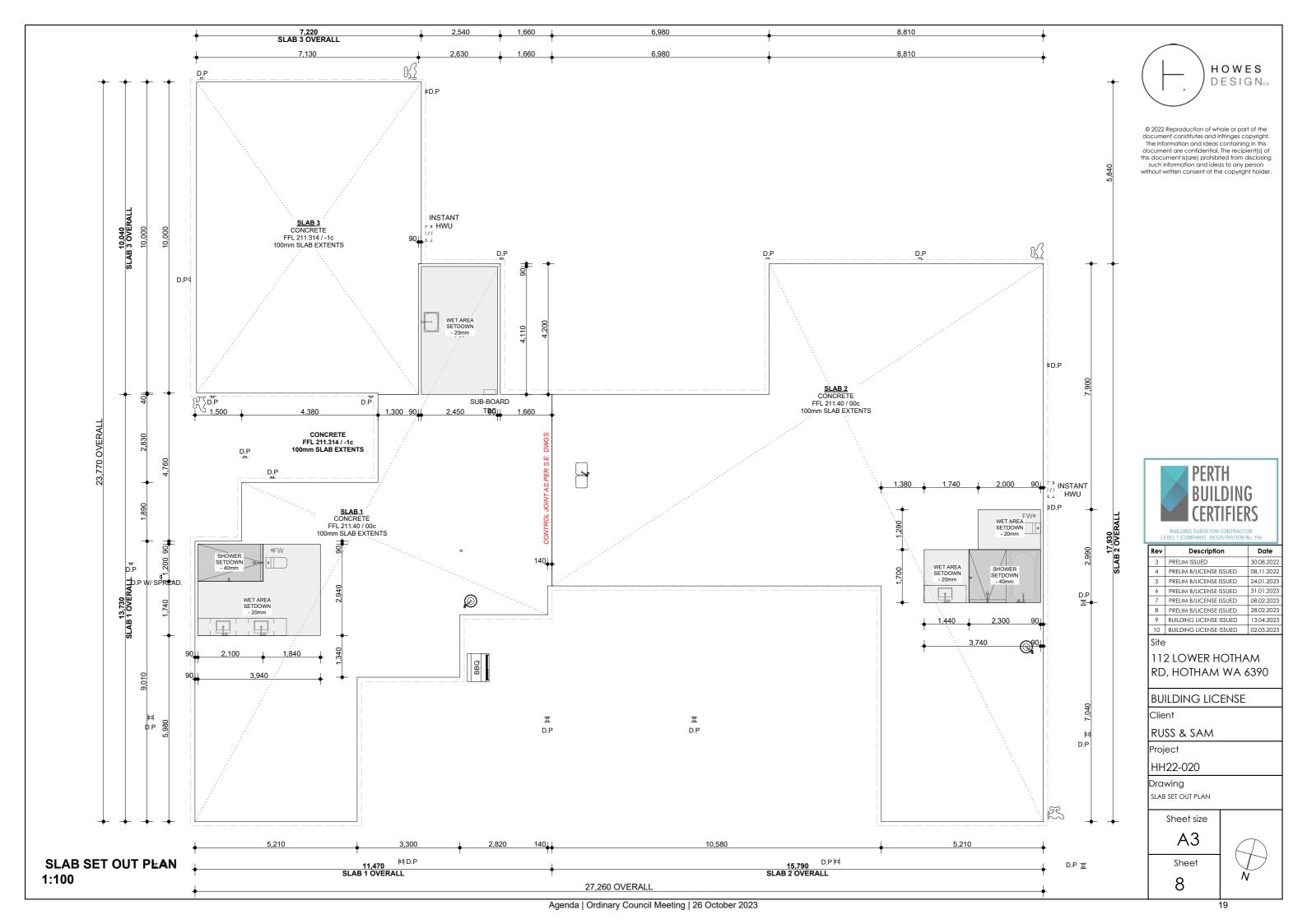


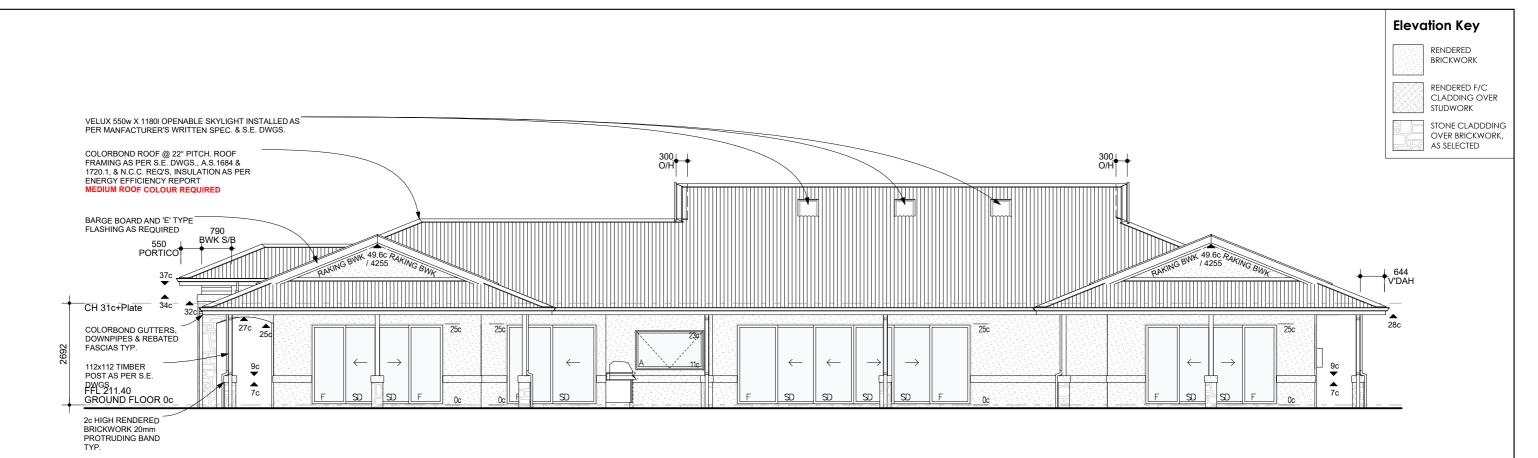




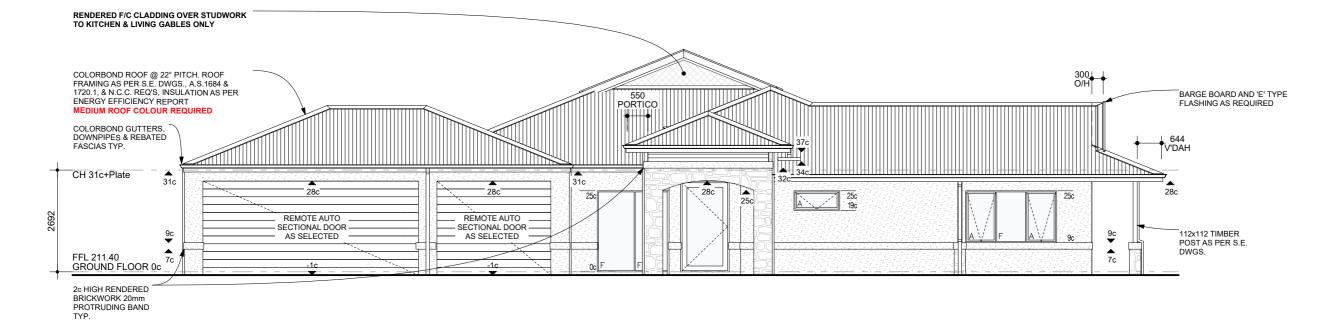








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ELEVATION 2 1:100



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| 9 | BUILDING LICENSE ISSUED | 13.04.2023 | |

10 BUILDING LICENSE ISSUED 02.05.2023

Client
RUSS & SAM
Site
112 LOWER HOTHAM
RD, HOTHAM WA 6390

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| 6 | PRELIM B/LICENSE ISSUED | 31.01.2023 | Project |
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| 8 | PRELIM B/LICENSE ISSUED | 28.02.2023 | HH22-020 |
| 9 | BUILDING LICENSE ISSUED | 13.04.2023 | |

10 BUILDING LICENSE ISSUED 02.05.2023

Client
RUSS & SAM
Site
112 LOWER HOTHAM
RD, HOTHAM WA 6390

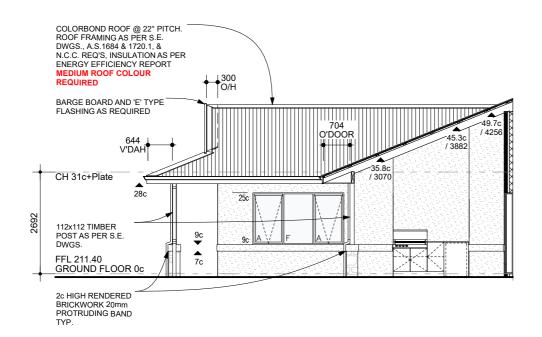
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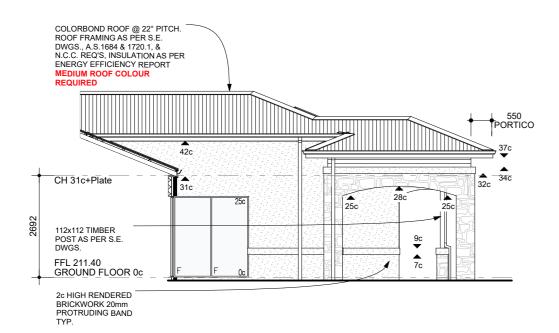
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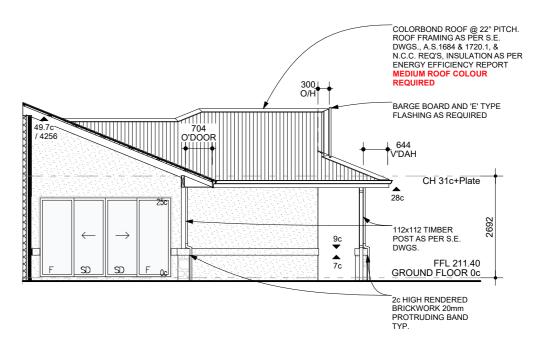
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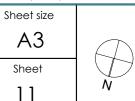


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| 8 | PRELIM B/LICENSE ISSUED | 28.02.2023 | HH22-020 | 112 LOWER HOTHAM | |
| 9 | BUILDING LICENSE ISSUED | 13.04.2023 | | RD, HOTHAM WA 6390 | |
| 10 | BUILDING LICENSE ISSUED | 02.05.2023 | | KD, HOTHAM WA 6370 | |



DEVELOPMENT APPLICATION – RESIDENCE – LOT 112 LOWER HOTHAM ROAD – RUSSELL AND SAM REYNOLDS

Response to South 32's recommended refusal to build and suggested conditions should Council approve the DA.

Background of dealings with South 32 since September 2015..

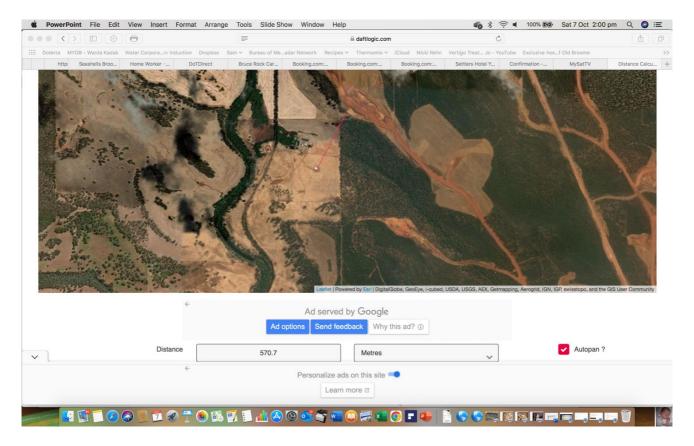
| 1. South 32 employee, followed Russell into Lot 112 Lower Hotham Road where he was carting gravel to make an access road to a shed and house pad area. advised Russel that they would be mining on the west side of the Hotham River in the near future. |
|--|
| 2. South 32 contacted Russell to have a meeting with in September 2015. To told Russell that they will be mining on the Ex-Karrafil property, west of our block. South 32 could purchase the property, to which Russell said no, as it was where they wanted to build due to the location and unlimited spring water on the block. |
| 3. suggested us to go into a 5 year agreement with options of $2 + 2 + 1$, to not go ahead with build until after mining had been completed. Agreement signed and commenced $1/7/16$. |
| 4. South 32 failed to mention that they did not have any mining or environmental approvals to access this area. |
| 5. South 32's , opted not to go with any options and to end the agreement after 5 years, 30/6/21. |
| 6. Russell met with Road in June 2021 to ask about their future mining operations within the area. and advised that we go ahead and build as when and if they get approval to mine the Ex-Karrafil property they will mine within their EPA restrictions and we would not be affected. I explained to them that we will need to order a shed and engage a builder and due to the Covid period this is going to be difficult and there would be quite a considerable delay in starting. advised due to this reason they would extend the agreement for a further 12 months. |
| 7. Before going through with our house design we offered South 32 the option to purchase the land on which South 32 declined due to not having enough capital (please note voice message left or Russell's phone from South 32 |



8. Based on the meeting with and and build, we have spent in excess of \$240,000 on a shed, earthworks, house designs and building fees.

WE RECOMMEND SHIRE TO APRROVE APPLICATION BASED ON THE FOLLOWING:-

- 1. When purchasing this property in 2012, there was nothing written on the titles to indicate that it would be in a future mining buffer zone.
- 2. Also, Russell approached South 32 to find out if there would be any mining in this area, and he was advised there wouldn't be as the mine was heading in a north direction.
- 3. South 32 still do not have mining and environmental approvals to cross the river to the Ex Karrafil property. advised if they do obtain approvals they would commence mining in the area in 2035.
- 4. South 32 nor any other Government Department advised us of the changes within the buffer area.
- 5. There are 3 houses already within a 1km radius of Lot 112 Lower Hotham Road. One house is within 350m of us.
- 6. Our neighbours, which are 350m from us, South 32 have mined to their fence line 570m away, making the blast exclusion zone 200m from their house. Our neighbours lived there during this period without any issues as South 32 mined within their EPA guidelines.



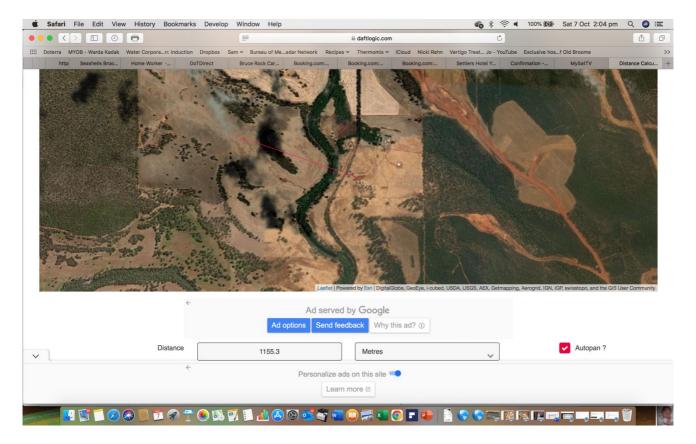


Neighbours property and mining activity.

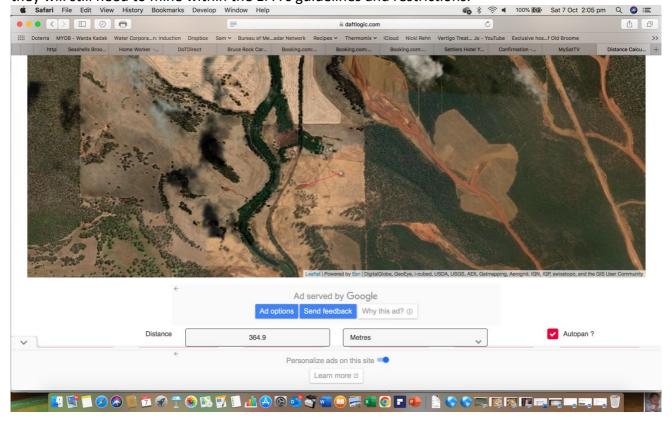
7. Future Mining area of the Ex Karrafil property, depending on approvals.



8. Closest proposed mining area on the Ex Karrafil property, 1100m.



9. Should Council approve, we don't believe there should be any special conditions as we will be living 350m from an existing residence. Also, should they get approval to mine the Ex Karrafil property, they will still need to mine within the EPA's guidelines and restrictions.



From: RIDGE, Kevin

Subject: Development Application for a residence being built at Lot 112 Lower Hotham Road

Date: Monday, 11 September 2023 3:00:37 PM

Attachments: image001.png image002.png

Attention:

Thank you for your email dated 28 July 2023 inviting comment on the above development proposal.

The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with regards access to mineral and petroleum resources, geothermal energy, and basic raw materials.

Yours sincerely

Kevin Ridge

Our File: A0809/202301

Kevin Ridge | Senior Geologist Geological Survey and Resource Strategy Division

Department of Mines, Industry Regulation and Safety

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We acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past and present.

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south32.net



22 September 2023

Ms Julie Burton Chief Executive Officer Shire of Boddington PO Box 4 Boddington, Western Australia, 6390

By email: ceo@boddington.wa.gov.au

CC: <u>shenae.tilbee@boddington.wa.gov.au</u>

Dear Ms Burton,

Submission – Development Application for Single House at Lot 112 Lower Hotham Road, Lower Hotham

Thank you for the Shire's e-mail dated 28 July 2023, inviting our comment on the proposed development of a single house at the above property, and for subsequently granting an extension of time for South32 Worsley Alumina to consider and respond this proposal.

South32 Worsley Alumina objects to this proposal for the reasons set out below -

- 1. The proposed development is inconsistent with the aims and objectives of the Shire of Boddington Local Planning Scheme No. 3 (LPS 3), particularly the objectives of Special Control Area 3 Mining Buffer (SCA 3) and the Rural Zone. Specifically, the fourth objective of the Rural zone seeks to (emphasis added):
 - '<u>limit the introduction of sensitive land uses</u> in the rural zone'; and
 - 'provide for a range of non-rural land uses where they have a demonstrated benefit and are compatible with surrounding rural uses'.
- 2. Similarly, the objectives of SCA 3 are to (emphasis added):
 - 'ensure land use and development within the Special Control Area is <u>compatible with the</u> protection and long-term management of known or prospective mineral resources': and
 - 'to ensure landowners are made aware of the potential for mining operations to impact the use and enjoyment of the land'.
- 3. The proposed Single House is contrary to the Department of Mines, Industry Regulation and Safety's (DMIRS's) Mining Buffer incorporated in the Shire's Local Planning Strategy (2018), which establishes a 1,200m land use buffer to protect bauxite mining from encroachment of sensitive land uses and development. The location of the proposed Single House is shown in Figure 1 (attached) which demonstrates it will be well within the Mining Buffer and less than 1,000m from active bauxite mining operations.

- 4. We understand DMIRS defined the 1,200m Mining Buffer on the basis of the surrounding mining activity being categorised as 'Extractive Industries Hard Rock, Darling Scarp¹', because the mining process involves dust generation from blasting, soil-disturbances within active mining pits, vehicle movements on unsealed roads, crushing, reclaiming stockpiles, conveying activities, and exposure to wind in open areas. While the nominal buffer distance for this type of industry can be as low as 1,000m¹, DMIRS established a larger 1,200m buffer in this instance, likely due to the scale and significance of our operations and the importance afforded to them under the Alumina Refinery (Worsley) Agreement Act 1973 (State Agreement).
- 5. In accordance with clause 1 of SCA 3 in Table 7 of LPS 3 and supplemental deemed provision clause 61(1)(k) in Schedule A of LPS 3, the proposed development cannot commence without the Shire's approval. Furthermore, such development should only be approved if the Shire deems it to be consistent with the objectives of the SCA and the Rural zone.
- 6. The subject land is already exposed to impacts from our State Agreement-endorsed mining operations and those impacts are only expected to intensify as our operations expand in future. The Mining Buffer was specifically established to avoid such impacts by protecting mining operations from encroachment of incompatible land uses and discouraging sensitive land uses from locating in the Mining Buffer.
- 7. As shown in Figure 1, most of the land in the Mining Buffer surrounding South32's bauxite mining operations is already held by South32 and its joint venture partners. These extensive land holdings significantly reduce the risk of land use conflicts arising from sensitive development impinging on our mining operations.

Based on the above points, South32 respectfully recommends that the Shire of Boddington refuse the development application for a Single House at Lot 112 Lower Hotham Road, Lower Hotham for the following reasons:

- a. Pursuant to Clause 67(2)(a) of Schedule 2 of the *Planning and Development* (Local Planning Schemes) Regulations 2015 (Deemed Provisions), the proposed development is inconsistent with the aims and provisions of the scheme, namely:
 - i. Aims (a), (b), (e), (f), (h), (i) and (p);
 - ii. The objectives of the Rural Zone; and
 - iii. The objectives of Special Control Area 3 (Mining Buffer).
- b. Pursuant to clause 67(2)(fa) of the Deemed Provisions, the development is inconsistent with the Shire of Boddington Local Planning Strategy 2018.
- c. Pursuant to clause 67(2)(m) of the Deemed Provisions, the development is incompatible in its setting which is dominated by State Agreement-protected mining operations and represents an unacceptable encroachment of a sensitive land use within the established Mining Buffer.

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¹ Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) – Separate Distances between Industrial and Sensitive Land Uses.

d. Pursuant to clause 67(2)(q) of the Deemed Provisions, the subject site is considered unsuitable for the proposed development due to its proximity to significant and expanding mining operations.

If, despite this objection, the Shire decides to approve the proposed development, then South32 urges the Shire to impose the following conditions and advice notes:

Conditions

- 1) A notification is to be placed on the certificate of title of the subject lot pursuant to Section 70A of the *Transfer of Land Act 1893*, stating that:
 - "The use and enjoyment of this lot may be affected by 24-hour bauxite mining operations on surrounding land protected under a State Agreement. Impacts from those mining operations on the subject lot may include but are not limited to light spill, noise from machinery, equipment and ground disturbing activities, dust, odour, and vibration from scraping, crushing, grinding, and blasting."
- 2) Arrangements being made to the satisfaction of the Chief Executive Officer requiring the landowner and successive owners in title to indemnify the Shire of Boddington against any claim for damage, loss, compensation, or disturbance arising from the Shire's granting of this development approval to construct a sensitive land use (Single House) within Special Control Area 3 (Mining Buffer) of the Shire's Local Planning Scheme No. 3. All costs associated with the preparation and execution of such arrangements, including review and advice by the Shire's solicitor, shall be borne by the landowner.

Advice Notes

- a) With regard to condition 2), satisfactory arrangements may include an indemnity deed executed with the Shire of Boddington and registered on the certificate of title by an absolute caveat in the Shire's favour.
- b) To mitigate noise impacts of surrounding mining operations, the landowner is encouraged to engage an acoustic consultant for specialist advice and to consider designing and constructing the proposed Single House in accordance with 'Quiet House' principles, examples of which are available in Sections 4.4 and 4.5 of the Western Australian Planning Commission's *Road and Rail Noise Guidelines* (September 2019), available here https://www.wa.gov.au/system/files/2021-09/Final-SPP-5.4-Guidelines.pdf.

Thank you for the opportunity to review and provide a submission on this proposal.

If you have any queries concerning the contents of this correspondence, please do not hesitate to contact Liam Stower, Manager External Affairs on 0402 939 488 or via email at Liam.Stower@south32.net.

Yours sincerely,

Trever Stockil

General Manager Mine & Materials South32 Worsley Alumina

- (e) set out procedures for the assessment and determination of development applications;
- (f) set out procedures for contributions to be made to the costs of providing infrastructure in connection with development through development contribution plans;
- (g) make provision for the administration and enforcement of this Scheme; and
- (h) address other matters set out in Schedule 7 of the Planning and Development Act 2005.

9. AIMS OF THE SCHEME

The aims of the Scheme are to:

- (a) encourage, direct and control quality and orderly development in the Scheme area so as to promote and protect the health, safety, and general economic and social well-being of the community, and the amenity of the area;
- (b) promote sustainable development that integrates consideration of economic, social and environmental goals for the Scheme area;
- (c) provide a sufficient supply of serviced and suitable land for housing, rural living, commercial and industrial activities, community facilities, recreation and open space;
- (d) assist employment and economic growth by facilitating the timely provision of suitable land for retail, commercial, industrial and tourist development, as well as providing opportunities for home-based employment;
- (e) seek to minimise land use conflict between current mining activities and areas identified as being prospective for minerals with sensitive land uses;
- (f) maximise the local benefit of mining activities that occur within the Scheme area;
- (g) support rational decisions being made in regard to land use and that the assessment and classification of land resources is made on the basis of land capability and land suitability;
- (h) manage the use and development of land by means of zoning and development controls to achieve compatibility between land uses, and the preservation and where possible the enhancement of amenity for urban and rural uses;
- (i) appropriately take account of flooding, fire and other risks;
- (j) maintain and protect valuable areas of agricultural production and conserve its nonurban character whilst accommodating other complementary rural activities;
- (k) retain the primacy of the Boddington town centre as the commercial and cultural centre of the Scheme area;
- (I) promote appropriately located and designed tourist development;
- (m) encourage an efficient use of existing infrastructure and an increased usage of sustainable energy sources;
- (n) conserve existing local Aboriginal and historic heritage;
- (o) maintain and enhance the positive aspects of a country lifestyle enjoyed by the inhabitants of the Scheme area through appropriate control over the layout and design of developed areas by fostering a distinctive character based on good design principles;
- (p) improve the management of the natural resources of the Scheme Area;

- (q) conserve, protect and enhance the biodiversity (genetic, species and ecosystem diversity, environmental values and natural heritage) of the Scheme area and its environs by ensuring that land use and development is undertaken sustainably with biodiversity values at the fore-front of decision-making;
- (r) recognise and, where possible, take account of the adverse cumulative impacts on biodiversity, and environmental and heritage values;
- (s) improve the means of access into and around the Scheme area and to ensure the safe and convenient movement of people including pedestrians, cyclists and motorists;
- (t) provide for the growth of the Boddington and Ranford townsites and nearby rural living areas in a land use pattern which reduces pressure to convert agricultural land to non-agricultural uses;
- (u) guide the location of urban, rural residential and rural smallholding subdivision/development in order to:
 - (i) minimise impacts on rural land;
 - (ii) protect and enhance the rural landscape and environmental values;
 - (iii) recognise the potential for environmental repair and ensure its enhancement and management in subdivision and development proposals;
 - (iv) be appropriately serviced in a sustainable manner that does not place inappropriate demands on the local government or servicing authorities in terms of upgrading or maintaining services; and
 - avoid impacting mineral resources (noting that there is a need for sequential land use of extracting minerals, where possible, prior to subdivision and intensive development);
 - (vi) provide guidance and controls for future residential, rural residential, rural small holding, commercial, industrial and tourist development within the municipality;
 - (vii) assist in the effective implementation of State and region plans, strategies and policies;
 - (viii) adopt a set of Local Planning Policies which will achieve the stated objectives.

10. RELATIONSHIP WITH LOCAL LAWS

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

11. RELATIONSHIP WITH OTHER LOCAL PLANNING SCHEMES

There are no other local planning schemes of the Shire of Boddington which apply to the Scheme area.

12. RELATIONSHIP WITH REGION PLANNING SCHEME

There are no region planning schemes which apply to the Scheme area.

PART 3 - ZONES AND USE OF LAND

16. ZONES

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows -

Table 2 - Zone objectives

| Zone name | Objectives | | | | | |
|---------------------|--|--|--|--|--|--|
| Residential | To provide for a range of housing and a choice of residential densities to meet the needs of the community. To facilitate and encourage high quality design, built form and streetscapes throughout residential areas. To provide for a range of non-residential uses, which are compatible with and complementary to residential development. | | | | | |
| Rural Residential | To provide for lot sizes in the range of 1 ha to 4 ha. To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land. To set aside areas for the retention of vegetation and landform or other features which distinguish the land. | | | | | |
| Rural Smallholdings | To provide for lot sizes in the range of 4 ha to 40 ha. To provide for a limited range of rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land. To set aside areas for the retention of vegetation and landform or other features which distinguish the land. | | | | | |
| Rural | To provide for the maintenance or enhancement of specific local rural character. To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use. To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone. To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses. | | | | | |
| Commercial | To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites or activity centres. To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades. To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality. | | | | | |

| Zone name | Objectives | | | | |
|-------------------------------|---|--|--|--|--|
| General Industry | To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses. To accommodate industry that would not otherwise comply with the performance standards of light industry. Seek to manage impacts such as noise, dust and odour within the zone. | | | | |
| Tourism | To promote and provide for tourism opportunities. To provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area. To allow limited residential uses where appropriate. To encourage the location of tourist facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities. | | | | |
| Environmental Conservation | To identify land set aside for environmental conservation purposes to provide for the preservation, maintenance, restoration or sustainable use of the natural environment | | | | |
| Special Use | To facilitate special categories of land uses which do not sit comfortably within any other zone. To enable the Council to impose specific conditions associated with the special use. | | | | |

17. ZONING TABLE

The zoning table for this Scheme is as follows –

Table 3 - Zoning Table

| ZONES | | | | | | ; | | | | |
|------------------------------|-------------|-------------------|---------------------|-------|------------|------------------|---------|-------------------------------|-------------------------|--|
| USE AND DEVELOPMENT CLASS | Residential | Rural-Residential | Rural Smallholdings | Rural | Commercial | General Industry | Tourism | Environmental Conservation | Special Use | |
| Abattoir | Х | Х | X | Α | Х | Х | Х | Х | | |
| Agriculture – extensive | Х | D | Р | Р | Х | Х | Х | D | | |
| Agriculture – intensive | X | Α | D | Р | Х | X | Х | D | | |
| Amusement parlour | X | Х | Х | Х | D | Α | Α | Х | | |
| Animal establishment | Х | Α | Α | D | Х | Α | Х | Х | | |
| Animal husbandry – intensive | X | Х | Α | D | Х | Х | Х | X | | |
| Art gallery | X | Α | Α | Α | D | D | D | Α | | |
| Bed and Breakfast | Α | Α | Α | Α | D | X | D | Α | | |
| Betting agency | X | X | Х | Х | D | X | Х | Х | | |
| Brewery | Х | Α | Α | Α | Α | Α | D | Х | | |
| Bulky goods showroom | X | X | X | Х | Α | Α | Х | Х | | |
| Caravan park | X | Х | Α | Α | Χ | X | D | Х | | |
| Car park | Х | X | Χ | Х | D | Р | Р | Х | | |
| Child care premises | Α | Χ | Χ | Х | Α | X | Α | Х | | |
| Cinema/theatre | X | X | Χ | Х | D | X | Α | Х | | |
| Civic use | Α | D | D | D | D | D | D | D | | |
| Club premises | X | Χ | Α | Α | D | Α | Α | Χ | | |
| Commercial vehicle parking | D | D | D | Р | D | D | D | D | 4 | |
| Community purpose | Α | Α | Α | Α | D | Α | Α | Х | As specified in Table 4 | |
| Consulting rooms | Α | Χ | X | X | D | X | X | Х | Tak | |
| Convenience store | X | X | X | X | D | Α | Α | X | .⊑ | |
| Corrective institution | X | X | X | Α | Х | X | X | X | ρ | |
| Dwellings: | | | | | | | | | ifie | |
| - ancillary dwelling | Р | D | D | D | D | X | D | D | Эес | |
| - caretaker's dwelling | X | X | X | D | D | 1 | D | X | SS | |
| - single house | P | Р | Р | Р | D | X | D | D | ¥ | |
| - grouped dwelling | D | X | X | Χ | D | Χ | Χ | X | | |
| - multiple dwelling | D | X | Χ | Χ | D | Χ | X | Χ | | |
| - residential building | Α | X | Α | Α | D | X | X | Χ | | |
| Educational establishment | X | X | Α | Α | D | Χ | Χ | Χ | | |
| Exhibition centre | X | Α | Α | Α | D | Α | Α | Α | | |
| Family day care | Α | Α | D | D | D | X | Α | X | | |
| Fast food outlet | Χ | Χ | Χ | Х | D | Χ | Χ | Χ | | |
| Fuel depot | Χ | Χ | Χ | Α | X | Α | Χ | Χ | | |
| Funeral parlour | Χ | Χ | Χ | Χ | D | D | Χ | X | | |
| Garden centre | Χ | Α | Α | D | D | D | Χ | Х | | |
| Holiday accommodation | Α | Α | Α | Α | D | X | D | X | | |
| Holiday house | Α | Α | Α | D | D | Χ | D | Α | | |
| Home business | Α | Α | D | D | D | Χ | Α | Α | | |
| Home occupation | D | D | D | D | Р | Χ | D | D | | |
| Home office | Р | Р | Р | Р | Р | Χ | Р | Р | | |
| Home store | X | X | Α | Α | D | Χ | Α | Χ | | |
| Hospital | Χ | Χ | Χ | X | D | Χ | X | X | | |

| | ZONES | | | | | | | | |
|--------------------------------------|-------------|--------------------------------------|---------------------|-------------|------------|------------------|---------|-------------------------------|-------------|
| USE AND DEVELOPMENT CLASS | Residential | Rural-Residential | Rural Smallholdings | Rural | Commercial | General Industry | Tourism | Environmental Conservation | Special Use |
| Hotel | X | Х | Х | X | Α | Χ | Α | Χ | |
| Industry | X | Х | Х | Α | Х | D | X | X | |
| Industry – cottage | Α | Α | D | D | D | D | Α | D | |
| Industry – extractive | X | X | X | Α | X | Χ | Х | Χ | |
| Industry – light | Χ | X | Х | Α | X | D | X | X | |
| Industry – primary production | Χ | X | Α | Α | Х | D | X | X | |
| Industry – rural | X | X X X X X X X X | Α | Α | X | D | Χ | X | |
| Industry – service | X | Χ | Х | Α | X | D | Х | Х | |
| Liquor store – large | Χ | X | Х | X | Α | Χ | Χ | X | |
| Liquor store – small | Χ | X | Х | Χ | D | Χ | Α | X | |
| Lunch bar | X | Х | Х | X | D | D | Х | X | |
| Market | Χ | X | Α | Α | D | Α | Α | X | |
| Medical centre | X | X | Х | Χ | D | X | Х | Х | |
| Mining operations | Α | Α | D | D | Α | D | Α | A X | |
| Motel | X | Х | Х | Х | D | X | D | X | |
| Motor vehicle, boat or caravan sales | Х | Х | Х | Х | D | D | Х | Х | |
| Motor vehicle repair | X | X | X | Α | Х | D | Х | X | |
| Motor vehicle wash | X X X | X | X | X | A | D | X | X | |
| Nightclub | X | | X | X | Α | A | X | X | |
| Office | X | X X X A X X | X | X X X | D | ì | X | X X X X | |
| Park home park | A | X | X | X | X | X | Α | X | |
| Place of worship | Α | A | Α | A | D | Α | X | X | |
| Reception centre | X | X | A | Α | D | X | D | X | |
| Recreation – private | X | X | | Α | D | Α | D | X | |
| Renewable energy facility | X | X | A X | A | X | X | X | X | 1 |
| Repurposed dwelling | D | D | D | D | D | X | D | D | 1 |
| Residential aged care facility | A | X | X | X | D | X | X | X | |
| Resource recovery facility | X | X | X | A | X | A | X | X | |
| Restaurant/cafe | X | X | A | A | D | X | D | X | |
| Restricted premises | X | X | X | X | X | A | X | X | |
| Roadhouse | X | X | X | A | A | A | A | X | 1 |
| Rural home business | X | X | D | D | X | X | X | X | 1 |
| Rural pursuit/hobby farm | X | P | P | P | X | X | D | D | 1 |
| Second hand dwelling | D | D | D | D | D | X | D | D | 1 |
| Serviced apartment | X | X | X | X | D | X | D | X | 1 |
| Service station | X | X | X | A | A | A | A | X | 1 |
| Shop | X | X | X | X | D | X | Α | X | 1 |
| Small Bar | X | X | X | X | A | X | A | X | 1 |
| Tavern | X | X | X | A | A | X | A | X | 1 |
| Telecommunications | D | D | D | D | D | D | D | D | |
| infrastructure | | - V | ^ | | D | Х | D | X | 1 |
| Tourist Development | X | X | A | A D | D | D | X | X | 1 |
| Trade display | X | X | A | | | D | X | X | - |
| Trade supplies | X | X | A | D | D | | X | X | - |
| Transport depot | X | X | A | D | A | D | X | | - |
| Tree farm | X | X | A | D | X | X | X | A | - |
| Veterinary centre | X | X | A | A | D | D | X | X | - |
| Warehouse/storage | X | X | X | X | D | D | X | _ X | |

| | | ZONES | | | | | | | |
|------------------------------|-------------|-------------------|---------------------|-------|------------|------------------|---------|-------------------------------|-------------|
| USE AND DEVELOPMENT CLASS | Residential | Rural-Residential | Rural Smallholdings | Rural | Commercial | General Industry | Tourism | Environmental Conservation | Special Use |
| Waste disposal facility | Χ | X | Х | Χ | X | Χ | X | Х | |
| Waste storage facility | Χ | X | Χ | Χ | X | Χ | Х | Х | |
| Winery | X | Α | Α | D | X | Χ | Α | Х | |
| Workforce accommodation | Α | X | Χ | Α | X | X | X | Х | |

18. INTERPRETING ZONING TABLE

- (1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left-hand side of the zoning table and the list of zones at the top of the zoning table.
- (2) The symbols used in the zoning table have the following meanings -
 - P means that the use is permitted if it complies with all relevant development standards and requirements of this Scheme;
 - I means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme;
 - D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;
 - A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions;
 - X means that the use is not permitted by this Scheme.
 - Note: 1. The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances one application is made for both the carrying out of works on, and the use of, land.
 - 2. Under clause 61 of the deemed provisions, certain works and uses are exempt from the requirement for development approval.
 - 3. Clause 67 of the deemed provisions deals with the consideration of applications for development approval by the local government. Under that clause, development approval cannot be granted for development that is a class X use in relation to the zone in which the development is located, except in certain circumstances where land is being used for a non-conforming use.
- (3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.
- (4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -

32. ADDITIONAL SITE AND DEVELOPMENT REQUIREMENTS

(1) Table 5 sets out requirements relating to development that are additional to those set out in the R-Codes, precinct structure plans, local development plans or State or local planning policies.

Table 5 - Additional requirements that apply to land in Scheme area

| No. | Description of Land | Requirement | | | | | | |
|-----|--------------------------------|--|---|---|--|-------------------------------------|--|--|
| 1 | Residential zone | (a) Non-residential development shall meet the following requirements: | | | | site | | |
| | | Maximum | Mini | mum Setback (m | etres) | | | |
| | | Plot Ratio | Front | Side | Rear | | | |
| | | 0.5 | 6 | Nil one side (average 3) | 5 | | | |
| 2 | Rural Residential | (b) Where land in the Residential zone has an R-Coding and land is not subject to a Special Control Area, a coding of apply where development is for the purpose of aged and persons' dwellings. This is subject to the development provided with a reticulated sewerage connection. | | | | | | |
| | zone | | red Structure Plan | | De III accordance | 5 WILII | | |
| | | granted d zone, unle | (b) Development for non-residential purposes will generally not be granted development approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal. | | | | | |
| | | (c) Unless otherwise specified by an approved structure plan or development plan, the building setbacks from lot boundaries sh a minimum of: | | | | | | |
| | | (i) 15 m | etres from road bo | undaries; | | | | |
| | , | (ii) 10 m | etres from other bo | oundaries; and | | | | |
| | | (iii) 50 metres from a boundary with State Forest, or reser managed for conservation purposes. | | | | | | |
| | | its discre | ot has frontage to iion reduce the s o a minimum of 10 | etback requirem | | | | |
| | | (e) A reduction of the setbacks requirements may be permitted where, the opinion of the local government, the topography, soil condition location or shape of the lot are such as to make adherence to the setback impractical, and the proposal otherwise meets the requirements of the Scheme. | | | | | | |
| | | strand wir approved or pickets permitted | fencing within the e, 1.0 to 1.3 metro by the local gover shall not be pern in proximity to be that it will not ad | es high, or post a nment. Solid fen nitted on bounda buildings where | and ring lock or s cing such as sup rries and shall or the local goverr | imilar er six nly be nment | | |
| 3 | Rural Smallholdings zone | (a) Subdivision | n and developmen ed Structure Plan. | nt shall generally | | | | |

| No. | Description of Land | Requirement |
|-----|---------------------|--|
| | Edito | (b) Land uses for non-residential purposes are not to be undertaken on any lot within the Rural Smallholdings zone, unless a dwelling exists on the lot or the development of a dwelling is substantially commenced. |
| | | (c) Unless otherwise specified by an approved structure plan or local development plan, building setbacks from lot boundaries shall be a minimum of: |
| | | (i) 20 metres from road boundaries; |
| | | (ii) 15 metres from other boundaries; and |
| | | (iii) 50 metres from a boundary with State Forest, or reserved land managed for conservation purposes. |
| | | (d) Where a lot has frontage to two roads, the local government may at its discretion reduce the setback requirement to the secondary frontage to a minimum of 15 metres. |
| | | (e) A reduction of the setbacks requirements may be permitted where, in the opinion of the local government, the topography, soil conditions, location or shape of the lot are such as to make adherence to the setback impractical, and the proposal otherwise meets the requirements of the Scheme. |
| | | (f) The keeping of livestock is only permitted on lawfully cleared land. |
| | | Note: The clearing of native vegetation is to be undertaken in accordance with the Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004. |
| | | (g) The keeping of livestock is subject to the applicant demonstrating to the local government that the animals are adequately fenced and managed to ensure that the soil and vegetation are not denuded. In considering any applications to keep animals, the local government may refer the proposal to the Department of Primary Industries and Regional Development. |
| | | (h) The following requirements shall apply to short-term accommodation uses in the Rural Smallholding zone: |
| | | (i) Short-term accommodation on lots having areas between 4 hectares and 20 hectares shall not exceed 2 Chalets or Cabins or 4 guest bedrooms. |
| - | | (ii) Short-term accommodation on lots having greater than 20 hectares shall not exceed 6 Chalets or Cabins or 12 guest bedrooms. |
| 4 | Rural zone | (a) Development in the Rural zone shall conform to the following setback requirements: |
| | | (i) 30 metres from road boundaries; |
| | | (ii) 20 metres from other boundaries; and |
| | | (iii) 50 metres from a boundary with State Forest, or reserved land managed for conservation purposes. |

| No. | Description of Land | Requirement |
|-----|---------------------|---|
| | | (b) A reduction of the setbacks requirements may be permitted where, in the opinion of the local government, the topography, soil conditions, location or shape of the lot are such as to make adherence to the setback impractical, and the proposal otherwise meets the requirements of the Scheme. |
| | | (c) Development applications for non-agricultural uses are to be supported by an Agricultural Impact Assessment unless the local government determines otherwise. |
| | | (d) The local government may only grant development approval for a caretaker's dwelling in the Rural zone, provided the lot exceeds 40 hectares in area, the land is managed for agricultural production, tourism, or education purposes and where the occupants are engaged in those specified predominant land uses or activities. |
| | | (e) When considering an application for an ancillary dwelling or caretaker's dwelling, the local government will have regard to: |
| | | (i) the size of the subject land and its capacity to operate as a farm; and |
| | | (ii) the landscape values of the area and any impact of the proposal upon these values. |
| | | (f) Notwithstanding the zoning table, the local government may consider, if appropriately justified by the applicant, a third dwelling on a lot where one of the existing dwellings forms part of a heritage protected place and where there is a suitable agreement, to the satisfaction of the local government (in consultation if appropriate with the Heritage Council), to conserve and appropriately maintain the heritage significance of the dwelling. |
| | | (g) The following provisions shall apply to short-term accommodation uses in the Rural zone: |
| | | (i) Short-term accommodation will only be approved on lots having an area of 4 hectares or greater. |
| | | (ii) Short-term accommodation on lots having areas between 4 hectares and 20 hectares shall not exceed 2 Chalets or Cabins or 4 guest bedrooms. |
| | | (iii) Short-term accommodation on lots having greater than 20 hectares shall not exceed 6 Chalets or Cabins or 12 guest bedrooms. |
| | | (h) The above provisions do not preclude the local government from considering proposals for workforce accommodation in the Rural zone. |
| 5 | Commercial zone | (a) All non-residential development shall provide for the separation of vehicles and pedestrians and for off-street car parking, loading facilities and traffic management devices where required by the local government. |
| | | (b) Non-residential development in the Commercial zone shall accord with the following standards: |
| | | (i) maximum Plot Ratio is 2.0; |

(c) where dedicated road access is available, grant development approval subject to a condition requiring the applicant to pay a sum of money for the cost of constructing the road or part thereof or construct the road to the local government's road construction standards.

51. CARAVAN PARKS – PERMANENT OCCUPANCY

The local government may permit the permanent occupancy of not more than 15% of caravan sites within a caravan park, where the applicant can demonstrate, to the satisfaction of the local government, that the primary tourist accommodation purpose of the park will not be compromised, and that adequate services and facilities exist to service the permanent population.

52. SEWERAGE CONNECTION FOR RESIDENTIAL DEVELOPMENT

- All residential development in the Residential zone for densities exceeding R5, shall be connected to a reticulated sewerage system. However, where no such connection is available, no residential development in the Residential zone other than the erection of a single house and ancillary dwelling shall be approved unless the Department of Health recommends to the local government that there are exceptional circumstances to warrant a variation from the requirement to connect to reticulated sewerage.
- 52.2 Where there is no reticulated sewerage available, and in the opinion of the local government and/or the Department of Health, the operation of a conventional septic tank and leach drain system will not work satisfactorily, the local government may require landowners to install appropriate alternative nutrient removing effluent disposal systems at the time of development.

53. DWELLINGS WITHOUT RETICULATED MAINS WATER SUPPLY

- 53.1 Where any dwelling is proposed to be constructed on a lot which cannot be connected to a reticulated mains water supply, that dwelling shall be provided with sufficient roof catchment or other methods acceptable to the local government and the provision of a rain water tank with a minimum capacity of 135,000 litres prior to occupation unless alternative arrangements are made to the satisfaction of the local government for a supply of potable water.
- 53.2 Where, in addition to the requirements of clause 53.1 for a supply of potable water for any dwelling, additional water supplies are required for firefighting purposes, the capacity of the rainwater tank shall be a minimum of 10,000 litres in addition to the minimum tank size specified in clause 53.1 along with sufficient roof catchment or other methods of water capture acceptable to the local government.

54. TELECOMMUNICATIONS INFRASTRUCTURE

An application for development approval from the local government is required for the development of all telecommunications infrastructure (overhead cabling telecommunications towers, radio communications dishes, etc.) excluding those listed in the Telecommunications Low Impact Facilities Determination 2018 and subsequent Amendments to that Determination.

55. BUILDING ENVELOPES AND BUILDING EXCLUSION ZONES

- Where the local government requires building envelopes or building exclusion zones in a Structure Plan or as a condition of subdivision approval, these shall be defined so as to attain the maximum flexibility for the location of buildings, but subject to:
 - a) avoidance of impacts to significant landscape and environmental elements;
 - avoidance of impacts to areas where ground or soil conditions may prejudice the structural integrity of buildings or result in potential for pollution, erosion or flooding;

- c) located to comply with building setback requirements of the Scheme unless appropriately justified by the proponent to the satisfaction of the local government; and
- d) where possible, position any building envelope to maximise the separation distance to adjoining agricultural land.
- The local government may at its discretion approve the relocation of a building envelope if it is satisfied that the amenity of the area, the privacy of adjacent properties and the landscape or environment of the area will not be detrimentally affected.

56. MINING

In considering proposals to commercially extract minerals, the local government may exercise its discretion to inform the Minister for Mines and the Minister for Planning in writing that the granting of a mining lease or general purpose lease is contrary to the provisions of the Scheme and the Local Planning Strategy.

PART 5 - SPECIAL CONTROL AREAS

57. SPECIAL CONTROL AREAS

- (1) Special control areas are marked on the Scheme Map according to the legend on the Scheme Map.
- (2) The purpose, objectives and additional provisions that apply to each special control area is set out in Table 7 and apply in addition to the provisions that apply to the underlying zone.

Table 7 - Special control areas in Scheme area

| Name of area | Purpose | Objectives | Additional provisions | |
|--------------|---------------------|---|--|--|
| SCA1 | Flood Prone Area | To manage and prevent possible risk to life, human safety and | Development approval shall be required for all development within SCA1. | |
| | | property in time of flood. | 2. Notwithstanding any other provision of the Scheme, the local government shall not grant approval to the carrying out of any development unless it has made an assessment of: | |
| | | | (a) the effect of the proposed development on the efficiency and capacity of the floodway to carry and discharge flood water; (b) the safety of the proposed development in time of flood; and (c) whether the proposed development involves any possible risk to life, human safety or private property in time of flood. | |
| | | | | The local government may require this assessment to be undertaken at the proponent's cost. |
| | | | A person shall not carry out any development unless: | |
| | | | (a) where no works have been carried out to protect the land from flooding, the floor of any dwelling or other habitable building is, or will be, raised a minimum of 500 millimetres above the 1 in 100 flood level; or (b) in any other case, the local government is satisfied that adequate measures have been taken to offset the likely effects of flooding on the development concerned. | |
| × | | | For the purpose of provision 3, the local government shall consult with, and take into consideration, the advice of the Department of Water and Environmental | |

| Name | Duran a sa | Ohiostinos | Additional wavistons |
|---------|--|---|--|
| of area | Purpose | Objectives | Additional provisions |
| | | | Regulation, in relation to the delineation of floodways and flood prone land, the effect of the development on a floodway, and any other measures to offset the effects of flooding. 5. Where land is proposed to be subdivided, the local government shall recommend to the Western Australian Planning Commission that notifications be placed on newly created titles to ensure prospective purchasers are aware that the land may be prone to flooding. |
| SCA2 | Public Drinking Water Source Area | To ensure that land use and development with the Special Control Area is compatible with the protection and long-term management of water resources for public water supply and water catchment areas designated under the Country Areas Water Supply Act 1947. | The local government shall refer any application for development approval to the Department of Water and Environmental Regulation for advice prior to determination of the application where the proposal includes: (a) potential for increased nutrient loading; (b) application of fertilisers and pesticides; (c) storage of chemicals, fuels and other potentially polluting substances; (d) substantial increase in run-off; and (e) any other impact which the local government considers could have an impact on the quality of public drinking water. Notwithstanding the permissibility of land uses in the zoning table, the following uses are not permitted within SCA2: (a) abattoir; (b) agriculture – intensive; (c) animal husbandry - intensive; or (d) industry – rural. The local government may impose conditions on any development approval so as to: (a) protect the resource; and (b) require the registration of notification on title giving notice of any limitations or constraints associated with the |
| SCA2 | Mining Buffor | To one use that land use | protection of the resource. |
| SCA3 | Mining Buffer | To ensure that land use and development within the Special Control Area is compatible with the protection and long-term | Notwithstanding any other provision of this Scheme, development approval shall be required for a dwelling(s), as described by Table 3, within SCA3. The least government shall refer any. |
| , | | management of known | The local government shall refer any development application proposing |

| Name of area | Purpose | Objectives | Additional provisions |
|--------------|-----------------------------------|---|---|
| | | or prospective mineral resources. To ensure landowners are made aware of the potential for mining operation to impact the | habitable buildings to the Department of Mines, Industry Regulation and Safety for advice prior to determination of the application, except where it has agreed that particular types of development do not require referral. |
| | · | use and enjoyment of the land. | 3. Where land is proposed to be subdivided, the local government shall recommend to the Western Australian Planning Commission that notifications be placed on newly created titles to ensure prospective purchasers are aware of the possibility of mining on adjacent properties and the potential for impact upon the amenity of the land. |
| | | | 4. The local government may impose a condition on development approvals requiring a notification on the title, within SCA3, for new habitable buildings. |
| | | | 5. The local government shall recognise the rights that exist to the parties to the Alumina Refinery (Worsley) Agreement Act 1973 (including Mining Lease 258SA) that operates within the Scheme area, and shall advise the Department(s) for Jobs Tourism, Science and Innovation where appropriate on development approvals. |
| SCA4 | Wastewater Treatment Buffer | To ensure that land use and development within the Special Control Area is compatible with the protection and long-term management of waste water, including addressing odour impacts, to support the functioning and development of the Boddington townsite. | Development approval shall be required for all development within SCA4. The local government shall refer any development application to the Water Corporation and the Department of Water and Environmental Regulation for advice prior to determination of the application, except where it has agreed that a particular type of development does not require referral. |
| SCA5 | Landscape Protection | To protect the amenity and character of visually prominent land in and near the Boddington and Ranford townsites which have scenic or other values. To encourage small scale, low impact development designed to retain and preserve the natural, visual and | 1. Notwithstanding other provisions of this Scheme, development approval shall be required for the following development within SCA5: (a) the erection, demolition or alteration of any building or structure (not including farm fencing, wells, bores or troughs and minor drainage works ancillary to the general rural pursuits of the locality); (b) the clearing of land or removal of trees; and |
| | | physical characteristics of the environment. | (c) the erection of advertising signs. Any development of new buildings, other than outbuildings approved by the local |

2.4.1 Mining and Basic Raw Materials

The continuation and expansion of mining activity is critical to the longer-term growth and sustainability of the local economy.

In the interest of sustainable development, it is preferable to responsibly exploit minerals and basic raw materials prior to the land being developed for other purposes. Mineral resource and basic raw material extraction are different from other forms of development because they can only be worked where they naturally occur.



Boddington Gold Mine

Gold and Copper Mining

Newmont's Boddington mine, located approximately 16 kilometres from the Boddington townsite, is one of the largest gold producing mines in Australia.

As of December 2014, approximately 2000 people were employed at the mine, which produces approximately 696,000 ounces of gold and more than 35.8 million kilograms of copper annually.

Bauxite Mining

Worsley's Primary Bauxite Area was the area shown in the previous local planning strategy (finalised in 2007). It consisted of mining areas known as 'Saddleback', 'Marradong' and 'Hotham North' as well as a buffer around the overland bauxite conveyor. Additional mining areas of 'East Quindanning', 'Morgans' and 'Hotham North Extension' are now included.

Worsley's mining operations are governed by legislation¹⁰, which requires the State Government not impose restrictions which would 'unreasonably hinder' mining operations.

This requirement needs to be reflected in the land use strategy for the Shire of Boddington, to ensure the State Government and the Shire of Boddington can continue to meet their obligations.

Mining Buffer Areas

The extraction of mineral resources can cause problems in terms of noise, dust, water quality, visual amenity and the structural integrity of neighbouring development (if blasting is used). These issues are most commonly addressed by identifying a buffer area around the mining operation and controlling the development of more sensitive land uses within the buffer area.

The Department of Mines, Industry Regulation and Safety has used updated mineral resource information to revise the mining buffer and has used the established separation distance of 1200 metres for bauxite mining surrounding known bauxite resources and a 3000 metre buffer for Newmont's Boddington open cut mine. Three thousand metres is the maximum separation distance recommended by *Environmental Protection Authority Guidance Statement No. 3: Separation Distances Between Industrial and Sensitive Land Uses* for large open cut mining operations.

These buffer areas aim to protect mining operations from more-sensitive land uses and development which could prejudice the extraction (now and in the future) of mineral and basic raw material resources.

2.4.2 Agriculture

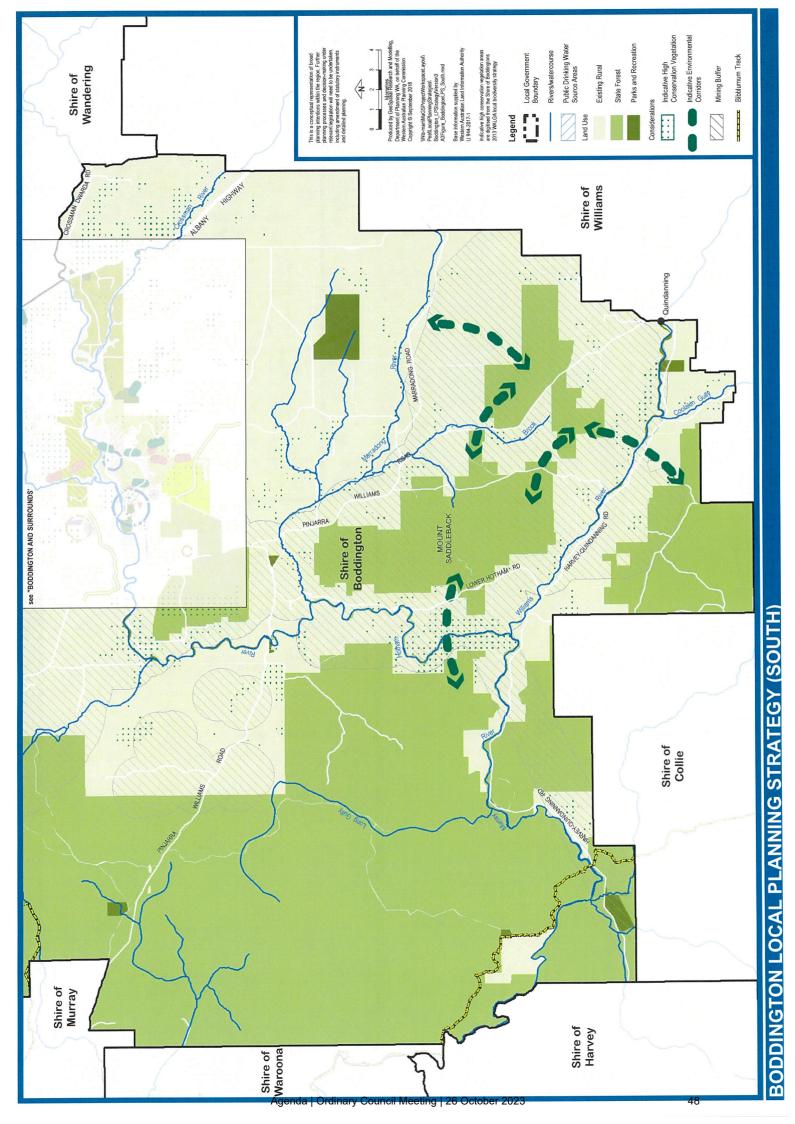
The Shire of Boddington's combination of landform and soils, climate and the generally reliable water supplies make it a productive agricultural area.

Within the Shire of Boddington, approximately 96,374 hectares of land (or approximately 51 per cent of the Shire of Boddington) has been zoned for rural/rural-smallholdings use.

2.4.3 Industry

The Shire of Boddington contains a light industrial estate, an undeveloped industrial

The Alumina Refinery (Worsley) Agreement Act 1973, is available from www.slp.wa.gov.au



services. In this respect, the community also requires access to facilities which can accommodate the community's cultural, religious, educational, healthcare and recreational needs.

Strategies

- (a) Encourage the provision of public open space and community facilities in an appropriate manner.
- (b) Encourage, where appropriate, the use of significant areas of public open space and Crown land for recreational use, while protecting significant landscape features.
- (c) Encourage and support the creation of foreshore reserves which facilitate access to rivers and watercourses.
- (d) Support community wellbeing and quality of life by considering and responding to changing community characteristics and needs.



Community Resource Centre

Actions

The Shire of Boddington will:

- (a) Include educational facilities, health facilities and cemeteries in a public purposes reservation.
- (b) Work with the community and other relevant stakeholders, to identify the local community's needs and develop and implement strategies (such as a community infrastructure plan, public open space strategy and sport and recreation plan) for meeting those needs.
- (c) Review the range of educational facilities already available within the Shire of Boddington and investigate options for expanding and enhancing those facilities.

- (d) Provide suitable venues for cultural, religious and recreational activities.
- (e) Continue implementing the Shire of Boddington Disability Access and Inclusion Plan.
- (f) Use the structure planning and process to identify suitable opportunities for the provision of public open space and community facilities.

3.4 Economics and Employment

In and of itself, this Strategy cannot drive economic development; however, it can provide opportunities for development and assist with meeting future demand for zoned, serviced land and can help minimise land use conflict.

3.4.1 Mining and Basic Raw Materials

The extraction of basic raw materials and minerals is an important component of the Shire of Boddington's economy, as it provides opportunities for economic diversification and local employment. The planning system should ensure that these resources are available for extraction in the longer term, while making sure that their extraction, processing and/or transportation does not adversely affect the environment or the health of the Shire of Boddington's residents.

In addition to ensuring that the potential impacts of mining operations are appropriately managed, the environmental and planning systems needs to ensure that once mining operations have ceased the land is rehabilitated to a suitable standard.

Strategies

- (a) Support the extraction of minerals and basic raw materials subject to the proponent appropriately addressing relevant considerations (for example, access, the environment, landscape and fire management).
- (b) Limit and avoid future sensitive land uses (such as residential development) in close proximity to basic raw material and mineral extraction operations.
- (c) Encourage the staged or sequential development of land that is the extraction of basic raw materials and mineral resources prior to the land being developed for an alternative purpose.

- (d) Limit and avoid future development which could prejudice the extraction of basic raw materials and mineral resources.
- (e) Support the continued use of land within the mining buffer area for general agricultural purposes.

Actions

The Shire of Boddington will:

- (a) Identify the mining buffer area as a special control area in the new local planning scheme.
- (b) Include provisions in the new local planning scheme to control development within the mining buffer special control area.
- (c) Continue to seek (and have due regard for) the Department of Mines, Industry Regulation and Safety's advice in respect of development applications which may affect basic raw materials and mineral resources, the extraction of those resources or the buffer areas required for extraction operations.
- (d) Continue to seek advice from the Department of Jobs, Tourism, Science and Innovation regarding the preparation of local planning documents and during the consideration of any statutory planning proposals that may impact upon Worsley's bauxite mining operations under the Alumina Refinery (Worsley) Agreement Act 1973.
- (e) Support identified 'long term' investigation areas once the region's mining operations are complete or where it can be demonstrated that land use conflicts will be avoided.
- (f) Limit and avoid future proposals that could prejudice the extraction of basic raw materials and mineral resources.
- (g) Continue to work with the Department of Mines, Industry Regulation and Safety to safeguard areas within the mining buffer, where there is a high likelihood of basic raw materials or mineral resources being present.
- (h) Prepare a gravel extraction plan.
- (i) Continue to work with the State Government, Newmont and other stakeholders to consider the future of the Newmont Boddington Gold mining camp and incentives to facilitate

- development and population growth in Boddington.
- (j) Continue to work with the State Government, mining operators and community to plan for the future long-term use of rehabilitated mining sites, consistent with industry best practice.
- (k) Include, in the local planning scheme, mining operations as a use within the zoning table (Table 1) and list it as a D use in all zones and the state forest reservation.
- (I) Update scheme arrangements to include a reference to section 120 of the Mining Act to establish a clear link to the 'planning-arm' by providing a trigger for Ministerial involvement.

3.4.2 Agriculture

The Shire of Boddington's rural areas should be used for agricultural production (which contributes significantly to the Shire of Boddington's economy), while providing for a range of rural pursuits which are compatible with the capability of the land and retain the rural character and amenity of the locality. In some (limited) circumstances, rural areas can also provide opportunities for non-agricultural land uses which are not detrimental to agricultural productivity or the environment.



Farmland

Strategies

- (a) Support the continued use and management of cleared agricultural land for sustainable agricultural purposes.
- (b) Encourage the establishment and adoption of new farming practices.
- (c) Promote rural uses compatible with the capability of the land.

9.1.2 Council Policy Bush Firefighter (Minimum Training Standards)

File Reference: 2.015 Applicant: Nil Disclosure of Interest: Nil

Author: Executive Manager Development Services

Attachments: 9.1.2A LGIS Understanding WHS Obligations for Bushfire

Volunteers

9.1.2B Draft Council Policy Bush Firefighter (Minimum Training

Standards)

9.1.2C Bush Fire Service Training Program

9.1.2D Course Catalogue Bushfire Centre of Excellence Training

Products

Summary

For Council to adopt the Bush Firefighter (Minimum Training Standards) Policy.

Background

The Shire of Boddington has established and operates four volunteer bush fire brigades. Volunteer bush fire fighters play a key role in protecting our community with many of our volunteers being members of their respective brigades for many years.

With the introduction of the *Work Health and Safety Act 2020 (WHS Act)*, there are changes to the workplace health and safety laws in Western Australia which also apply to volunteer bush fire brigades which have been established and operated by Local Governments under the *Bush Fires Act 1954*.

Comment

Under the WHS Act, volunteers are considered a worker and a workplace is a place where work is carried out and includes any place where a worker goes or is likely to be while at work.

The WHS Act applies to all workplaces (both private and government operations) within Western Australia, and provides a framework to protect the health, safety and welfare of both those person undertaking work and those person who might be affected by that work.

The Shire's insurer Local Government Insurance Scheme (LGIS) has developed a suite of documents to assist Local Governments to understand their work, health and safety obligations for Bushfire Volunteers. One such document is *Understanding WHS Obligations for Bushfire Volunteers, A practical guide to assist local government leaders meet their obligations (Guide)* (attachment 9.1.2A).

This Guide states that under the WHS Act an organisation must provide the same protections to its volunteers as it does to its paid workers. The protection covers the physical safety and mental health of all workers, including volunteers.

The Shire has a primary duty of care under the WHS Act and must ensure as far as reasonably practicable that there is;

- a) The provision and maintenance of a work environment without risk to health and safety,
- b) The provision of safe plant and structures
- c) The provision and maintenance of safe systems of work

- d) The safe use, handling and storage of plant, structures and substances
- e) Adequate facilities for the welfare of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- f) Any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out
- g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

The Guide states that it would be reasonable and practicable for a local government to;

- Ensure volunteer work areas are free of hazards
- Ensure that volunteers understand their duties and responsibilities
- Develop policies and procedures governing on-boarding, screening, training guides and supervision of volunteers
- Allocate sufficient resources to ensure the effective management and development of volunteer programs
- Communicate and consult with volunteers on occupational safety and health issues
- Induct and train/instruct volunteers in their tasks.

One such measure the Shire intends to introduce to ensure it is doing all reasonable and practicable is minimum training standards for Bush Firefighters. Minimum training standards are recommended by DFES and are currently being implemented by many local governments. The Draft Council Policy Bush Firefighter (Minimum Training Standards), (Policy), (attachment 9.1.2B) has been developed with feedback from the brigades.

The Policy recommends that to be recognised as a Bush Firefighter, they must have either;

- a) completed the recommended training modules as per the Bush Fire service Training Program (Program) developed by the Department of Fire and Emergency Services (DFES) in conjunction with the Association of Volunteer Bush Fire Brigades WA Inc (attachment 9.1.2C) or,
- b) In situations whereby a member may have years of active operational experience then collectively the Chief and Deputy Chief Bushfire Control Officer along with their respective Brigade Captain may nominate to the Chief Executive Officer that the volunteer member be recognized as Bush Firefighter.

The minimum training standard for all personnel undertaking bushfire suppression or prescribed burning activities is two courses being Bushfire Safety Awareness and Firefighting skills.

The courses are provided by DFES at the Bushfire Centre of Excellence in Nambeelup and also in the regions. The DFES Course Catalogue Bushfire Centre of Excellence Training Products (attachment 9.1.2D) provides a description on what is included on both courses which both have a duration of 2 days face to face.

As mentioned the Policy has been developed having received feedback from the Brigades including the Chief and Deputy Chief Bush Fire Control Officer and Brigade Captains from Boddington, Crossman and Marradong.

The feedback centred mainly on experienced members predominately farmers many of whom actively started the local bushfire brigades in the Shire. Feedback also related to DFES not recognising prior learning from other firefighting agencies. However, as bushfire brigades are

the responsibility of Local Government it is up to the individual local government to determine the minimum training standards and recognise prior learning should they wish to.

Feedback also referred to the courses being cancelled or held in locations such as Albany making it difficult for volunteers to attend. This is acknowledged and the Shire will continue to advocate for courses to be held regularly and where possible locally.

Further feedback also centred on attracting new brigade members and having minimum training standards would prevent people from volunteering. To ensure the Shire is meetings it obligations under the WHS Act it is reasonable and practicable for new volunteers with no prior knowledge of bush firefighting to undertake minimum training to ensure they are as prepared as possible before undertaking any bushfire suppression or prescribed burning activity.

It is also considered reasonable and practicable that recognised prior learning be considered for members with years of active operational experience. To support the Policy a standard operating procedure will be developed in collaboration with the Chief, Deputy Chief and Captains, on what constitutes active operational experience.

Consultation

Iterations of the Policy have been circulated to DFES, Chief and Deputy Chief Bush Fire Control Officers and all Bushfire Brigade Captains.

Strategic Implications

Aspiration People

Outcome 1 A safe community

Objective 1.1 Play our role in promoting a safe community

Aspiration Performance

Outcome 12 Visionary Leadership and responsible governance

Objective 12.2 Responsibly manage the Shire's finances, human resources, and assets

Legislative Implications

Work Health and Safety Act 2020 Bush Fires Act 1954

Policy Implications

Council Policy Work Health and Safety

Financial Implications

Nil

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | The Shire is not seen to be taking reasonable and practicable measures to ensure it is complying with its obligations under the WHS Act in relation to its volunteer bushfire brigade members. |
|---|--|
| Risk Rating (prior to treatment or control) | High |
| Principal Risk Theme | Compliance, People |
| Risk Action Plan (controls or treatment proposed) | Develop and adopt policies which govern minimum training standards for Bush Firefighters, |

Options

- 1. Adopt the Policy as presented
- 2. Amend the Policy
- 3. Decline to adopt the Policy

Voting Requirements

Simple majority

Officer Recommendation

That Council:

- 1. Note that the Shire of Boddington has a primary duty of care to ensure, as far as reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking and this extends to the Volunteer Bushfire Brigades.
- 2. Adopt Council Policy Bush Firefighter (Minimum Training Standards) as per Attachment 9.1.2B
- 3. Request the Chief Executive Officer prepare standard operating procedures in collaboration with the Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and Brigade Captains regarding what constitutes recognition of active operational experience.



Understanding WHS Obligations for Bushfire Volunteers

A practical guide to assist local government leaders meet their obligations

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INTRODUCTION

With the introduction of the *Workplace Health and Safety Act 2020* (WHS Act), there are changes to the workplace health and safety laws in Western Australia.

This guide has been developed to support local governments provide and maintain a workplace free from physical and psychological hazards. This guide provides advice about operational hazards and the processes local governments can adopt in order to comply with the WHS Act with respect to the volunteer bushfire brigades (BFB) they manage and who work under their control.

Members should remember that if they already have good risk management and safety practices in place the legislative changes in the WHS Act will have minimal impact on day to day operations. The WHS Act has further formalised the safety responsibilities of employer's which were in some respects implied but not explicitly stated in the previous occupational health and safety legislation.



1 KEY WORK HEALTH AND SAFETY TERMS

This section provides an overview of the key WHS terms as they apply to volunteer BFBs.

1.1 What is Work Health and Safety

The WHS Act applies to all workplaces (both private and government operations) within the natural jurisdiction of Western Australia. The WHS Act provides a framework to protect the health, safety and welfare of both those persons undertaking work and those persons who might be affected by that work.

1.1.1 **PCBU** – Person Conducting a Business or Undertaking

The concept of a **Person Conducting a Business or Undertaking (PCBU)** replaces the term 'employer' in the WHS Act. Workers are not considered **PCBU**'s.

- A PCBU has a duty of care to keep workers and others safe "as far as reasonably practicable".
- Local governments are defined as a PCBU.

1.1.2 Key features relating to volunteering

- The concept of the 'person conducting a business or undertaking' (PCBU) is intended to capture a broad range of contemporary workplace relationships including volunteering activities.
- A primary duty of care requires PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care apply to persons who influence the way work is carried out, as well as the integrity of products used for work, including providers of WHS services.
- It is a requirement that 'officers' exercise 'due diligence' to ensure compliance with the WHS Act.
- Reporting requirements apply for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking
- Consultation on WHS matters with workers is a requirement under the WHS Act
- Procedures for the resolution of WHS issues.

1.2 Duties under WHS

The **PCBU** (*local government*) has a primary duty of care to ensure, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking.

1.2.1 Volunteer organisation or association

An organisation will have WHS duties as a person conducting a business or undertaking (**PCBU**) under the WHS Act where one or more persons are employed to carry out work for the organisation, including paid and unpaid positions. A person may be employed by either:

- The organisation itself
- The organisation's members, whether alone or jointly with any other members.

Example:

Bushfire brigades engaged under the relevant local government

A volunteer association is a group of volunteers working together for one or more community purposes and none of the volunteers, either separately or jointly, or the association itself employ a person to carry out any work for the association.

The WHS Act does not apply if the organisation is a 'volunteer association' (whether incorporated or unincorporated).

Example:

A social sporting group formed and engaged by individual volunteers

1.2.2 Volunteers

Under the WHS Act <u>a volunteer is a person who works for an organisation</u> without payment or financial reward (but who may receive out of pocket expenses). The law also recognises volunteers as workers. Meaning the **PCBU** must provide the same protections to its volunteers as it does to its paid workers.

1.2.3 Spontaneous volunteers

A spontaneous volunteer is usually not associated with an existing bushfire brigade, but more likely to be a member of the community offering assistance in response to an event. These individuals may not have been screened or trained in accordance with procedures.

The management of spontaneous volunteers is a joint responsibility between all stakeholders. It should also be recognised that the majority of public offers of assistance come during the recovery phase of an emergency, which the local government manages on behalf of its community, and which is a positive step in the recovery process.

The Bush Fires Act (1954) states that the Chief Bushfire Control Officer can:

"Employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers."

In taking that action, responsibility should be assessed in regards to the suitability of each individual for the task to be performed. All stakeholders – the organisations, government agencies and authorities – have a mutual duty of care.

The following principles should be **APPLIED BY ALL** organisations, authorities, government agencies, and local governments when utilising spontaneous volunteers.

- Spontaneous volunteers should be added to the volunteer register and sign in and out after each shift.
- Spontaneous volunteers should only be assigned generalist tasks.
- Spontaneous volunteers should <u>NOT</u> be deployed to high risk activities.
- Spontaneous volunteer activities are supervised.
- Spontaneous volunteers are provided appropriate information to ensure activities are carried out safely.
- Provide adequate and appropriate personal protective equipment and personal protective clothing.

Your **local emergency management arrangements** will assist in identifying the various volunteering organisations that as a local government you may engage with.

1.2.4 Officer

Officers are those individuals within an organisation who make (or participate in) decisions that affect the whole or a substantial part of the organisation, such as the Chief Executive Officer.

It's important to note that whether a person is a paid employee or a volunteer is inconsequential for the purpose of determining if they are an officer under the WHS Act.

An officer is someone who influences the organisation as a whole, rather than a particular function performed by the individual. This will determine if you have organisation-wide, strategic responsibility, as opposed to operational responsibility.

Factors include whether the role has the ability to recruit, commit funds, and determine the reporting structure, involvement in, or developed policy, process or procedures relevant to the operations undertaken.

1.3 Activities covered by WHS

Only work activities are covered by the WHS Act. Activities that are purely domestic, social, recreational or private in nature are not included. Whether an activity is considered work may depend on specific circumstances. The following criteria may help determine if an activity is work under the WHS Act:

- The activity involves physical or mental effort or the application of particular skills for the benefit of someone else or for themselves (if self-employed), whether or not for profit or payment
- Activities where someone would ordinarily be paid may be considered work
- Activities that are part of an ongoing process or project may be work if some of the activities are paid
- An activity may be more likely to be work if someone is managed or controlled by another person when they undertake that activity
- Formal, structured or complex arrangements may be considered to be work more than ad hoc or unorganised activities.

The activity may be work even though one or more of the criteria are absent.

Examples of activities that may be considered work include:

- Maintenance of the things needed to enable an organisation to carry out its work. For example, maintenance work on a shed where a volunteer group meets.
- Activities that people are ordinarily paid to do but are carried out for the organisation by a volunteer. For example, driving plant and equipment to service centres.
- Activities that the organisation has a great degree of direction or influence over.
- Activities carried out in accordance with formal or structured arrangements.

1.4 What is a duty of care

One principle that has evolved from common law is the concept of duty of care, which imposes a duty to ensure we do not cause a reasonably foreseeable risk of harm to others for whom we owe a duty. Breach of duty of care can result in a finding of liability (e.g. negligence) which can have significant financial and reputational consequences for local governments.

Under the WHS Act, the primary duty of care relating to S.19 states a PCBU must ensure, so far as is reasonably practicable –

- (1) the health and safety of
 - (a) workers engaged, or caused to be engaged, by the person; and
 - (b) workers whose activities in carrying out work are influenced or directed by the person while the workers are at work in the business or undertaking.
- (2) that other persons are not put at risk from work carried out as part of the conduct of the business or undertaking

- (3) A person conducting a business or undertaking must ensure:
 - (a) The provision and maintenance of a work environment without risks to health and safety
 - (b) The provision and maintenance of safe plant and structures
 - (c) The provision and maintenance of safe systems of work
 - (d) The safe use, handling and storage of plant, structures and substances
 - (e) Adequate facilities for the welfare of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
 - (f) Any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out
 - (g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

To comply a person must exercise their duty of care over others where reasonably able to do so.

1.5 What is reasonable instruction

While at work, a worker must comply, so far as reasonably able, with any reasonable instruction that is given and cooperate with any reasonable policy or procedure of the PCBU relating to the health or safety at the workplace that has been notified to workers.

1.6 What is reasonably practicable

As per the WHS Act, ensuring health and safety means doing what is, or was reasonably able to be done at a particular time, taking into account all relevant matters, including:

- (a) the likelihood of the hazard or the risk concerned occurring
- (b) the degree of harm that might result from the hazard or the risk
- (c) what the person concerned knows, or ought reasonably to know, about
 - i. the hazard or the risk
 - ii. ways of eliminating or minimising the risk
 - iii. the availability and suitability of ways to eliminate or minimise the risk
- (d) the cost associated, including whether the cost is grossly disproportionate to the risk.

2 CORE VOLUNTEER REQUIREMENTS

A **volunteer organisation** has duties as a PCBU under the WHS Act and must ensure, so far as is reasonably practicable, the health and safety of all of its workers, including volunteers. This means that the organisation must provide the same protections to its volunteers as it does to its paid workers. The protection covers the physical safety and mental health of all workers, including volunteers.

2.1 A safe and healthy workplace

The legislation does not set out specific steps to show what is considered 'reasonably practicable' in ensuring the safety and health of their volunteers. Therefore, it will depend on the circumstances of each case.

Generally, to ensure the safety of volunteers' activities, it would be reasonable and practicable for a local government to:

- Ensure volunteer work areas are free of hazards
- Ensure that volunteers understand their duties and responsibilities
- Develop policies and procedures governing on-boarding, screening, training guides and supervision of volunteers
- Allocate sufficient resources to ensure the effective management and development of volunteer programs
- Communicate and consult with volunteers on occupational safety and health issues
- Induct and train/instruct volunteers in their tasks

2.1.1 Identify foreseeable hazards

This is the process of finding, recognising, and describing risks. In conjunction with relevant stakeholders, answer the following questions and capture the information within a risk register:

- What can go wrong? What are areas of uncertainty? (Risk description)
- How may this risk eventuate? (Potential causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

Unidentified risks can cause major losses through missed opportunities or adverse events occurring.

Bushfire volunteers in Australian local government areas are likely to be exposed to the following hazards:

- Bushfire
- Building/industrial fire
- Cyclone
- Storm
- Flood
- Tsunami (coastal inundation/river system flooding)
- Earthquake
- Hazardous materials
- Car accidents and traffic management

These hazards present numerous risks and can include:

- Exposure to high heat
- Fume inhalation
- Carbon monoxide exposure
- Dehydration
- Reduced visibility
- Damage to structures

2.1.2 Assess the activity (analysis and evaluation)

Use a risk assessment to assess each hazard, the likelihood and consequence of the potential risk occurring, and the suitability of current controls.

- Are you doing what is reasonably expected of you under the circumstances? (Existing control ratings)
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (consequence)
- Determine how likely it is that that the risk will eventuate to the determined level of consequence with existing controls in place (likelihood)
- Combine the measures of consequence and likelihood, determine the risk rating (level of risk)

The risk owner is to verify the risk analysis and make a risk acceptance decision based on:

- Controls assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Level of risk
- Risk acceptance criteria
- Risk versus reward/opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process.

2.1.3 Minimise impacts

There are generally two requirements following the assessment of risks.

- 1. In all cases, regardless of the residual risk rating, controls rated 'inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'adequate'.
- 2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
- Reduce the consequence of the risk materialising
- Reduce the likelihood of occurrence
- Improve the effectiveness of the overall controls to 'effective' and obtain delegated approval to accept the risk as per the risk acceptance criteria

2.1.4 Review practices and lessons learnt

Risk owners are to review their acceptable risks on a regular reoccurring basis or if triggered by one of the following:

- Changes to the context
- A treatment is implemented
- An incident occurs
- Audit or regulator findings

Risk owners are to monitor the status of risk treatment implementation and report on actions, as required.

2.2 Consultation arrangements

Participation in consultative meetings should occur with volunteers and identified stakeholders to provide up to date safety and health information. This consultation should also facilitate planning or reviewing tasks and activities, as well as building comradery amongst the brigades and resolving operational issues – a fundamental component of volunteering together safely.

Examples of Consultative arrangements include but not limited to:

- Bushfire advisory committee meetings
- Bushfire advisory group meetings
- Bushfire sector command meetings
- Brigade meetings
- Brigade debriefing sessions
- Local emergency management committees

2.3 Communication arrangements

Communication is essential to ensure volunteers are given consistent and up to date information as it relates to planned tasks and activities being undertaken, as well as ensuring brigades are able to operate in an effective manner.

It is also vital to have multiple means of maintaining effective communication when associated with remote or isolated work, due to the nature of work, time or location, as well as in an emergency situation.

Briefing formats may follow the Australasian Inter-service Incident Management System (AIIMS) 'SMEACS' Incident Planning & Briefing Aid:

- Situation
- Mission
- Execution
- Administration and logistics
- Command and communication
- Safety

Examples of communication arrangements include:

- Bushfire advisory committee meeting
- Bushfire advisory group meeting
- Bushfire sector command meeting
- Brigade meeting
- Training day
- Briefing schedule (initial deployment/situation update/delegation briefing/handover)
- Information briefing

2.3.1 Informing diverse parties

When delivering information, training or instruction it must be provided in a way that is readily understandable by any person to whom it is provided.

It is vital to ensure that the information, training and instruction provided is suitable and adequate for the nature of work undertaken in each role, the associated risks, and control measures available.

This should be considered in relation to an individual's ability to perform the inherent requirements and responsibilities of the role, suitable adjustments, or alternative roles.

2.4 Training and instruction arrangements

In relation to the *National Standards for Involving Volunteers in Not-for-Profit Organisations*, the intent is for the organisation to establish a systematic program that provides needs-based training to volunteers. This is achieved by training volunteers in both job performance skills and organisational development skills such as teamwork, communication and problem solving.

Training for each role requires a different level of training, varying from online course, formal training sessions or exercises to weekly or fortnightly participation at your brigade, group or unit.

The specific requirements where a PCBU involves volunteers shall clearly specify and control the work of volunteers and ensure that their place of work is conducive to preserving their health, safety, general wellbeing, and will focus on:

- Developing policies and procedures that detail the organisation's approach to volunteer training and development
- Allocating responsibility and resources to training and development
- Providing training to address identified needs
- Monitoring the work of volunteers and providing appropriate feedback
- Recognising, formally and informally, the contribution made by volunteers to the organisation and to the community

With relation to the WHS Act, the PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- The nature of the work carried out by the worker
- The nature of the risks associated with the work at the time the information, training or instruction is provided
- The control measures implemented
- Information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided
- Records of training is kept for a period of seven years in relation to hazardous chemicals to which the worker is likely exposed

2.5 Provision of Personal Protective Equipment (PPE)

Where PPE is identified as a control for mitigating risks to the hazards volunteers will likely be exposed to, as a direct result of the nature of their work, is required to be provided to workers (unless the personal protective equipment has been provided by another PCBU).

There is no need to double up in the provision of PPE. However when directing the work to be undertaken, the PPE must be suitable – including size, fit, and being reasonably comfortable for the worker to use and wear. It should be maintained, repaired or replaced as required to ensure it is clean, hygienic and in good working order for use.

Adequate supervision or readiness checks should incorporate assessing the appropriate use and wear of equipment provided and having available provisions for replacements.

2.6 Private equipment

The Bushfire Act 1954 states that at different times private equipment may be used "in connection with a bush fire, which is necessary for, directed towards, or incidental to, the control or suppression of the fire or the prevention of spread of the fire, or in any other way necessarily associated with the dire including travelling and support services, such as meals and communication systems".

It is important to communicate clearly when an individual is operating of their own accord, or commences operating as a volunteer. This means that when emergency services are activated, the personnel, plant, and equipment being provided (even if privately owned) are under the control of the local government. Therefore, the provision of reasonable information, training, and instruction needs to be established at that time (prior to engaging the equipment), through reasonable means to ensure the health and safety of involved parties.

2.7 Facility considerations

There are over 540 listed brigades (as of 2022) which all have individual workplace facilities. These facilities are required to be maintained so as to allow for persons to enter, exit and move about without risk to health and safety in both normal working conditions and in an emergency situation.

Considerations must be made to how facilities are maintained to allow for work to be carried out, safe storage of plant and equipment, safe means of evacuation, appropriate ventilation, mitigating the extremes of heat or cold, and accessible facilities (toilets, drinking water, washing and eating facilities).

A workplace inspection tool can be a suitable way of ensuring these aspects are monitored and maintained in relation to the nature of hazards at the workplace, size, location and nature of the business undertakings.

2.7.1 Fire protection and firefighting equipment

If hazardous chemicals are stored, handled or used on site, emergency equipment must always be available for use in an emergency.

The PCBU is to ensure fire protection and firefighting equipment is properly installed, tested and maintained, and where unserviceable or inoperative alternatively managed and returned to full operation as soon as practicable.

2.7.2 Fuel and chemical storage

When chemicals are stored onsite, a risk assessment should be undertaken to identify what is required, including signage, bunding, traffic management, training, security, and readily accessible, up to date material safety data sheets (within 5 years).

2.7.3 Containing and managing spills

If safety equipment is required to control an identified risk in relation to using, handling or storing hazardous chemicals, safety equipment is to be provided, maintained and accessible at the workplace.

Spill kits are a common way of ensuring adequate provisions are available when storing or using hazardous chemicals on site.

3 INCIDENT RESPONSE CONSIDERATIONS

To ensure a consistent approach in managing the workplace and responding to a workplace incident or injury, it is important to apply your specific local government's processes. LGIS provides support in regard to reporting WHS hazards, reportable workplace incidents and diseases, injury management, and undertaking the relevant and required actions as soon as possible.

3.1 A notifiable incident

The Department of Mines, Industry Regulation and Safety requires work related deaths and certain types of injuries and diseases to be reported to WorkSafe. Failure to report could lead to prosecution. Reporting must be done by the relevant local government whenever these occur in connection with their business, and an internal process should be outlined within internal WHS documentation.

For example, a resource sharing arrangement or activity undertaken by multiple local governments where a notifiable incident occurs would require all parties to separately report the incident to WorkSafe. Assistance and support can be provided individually to each local government by LGIS.

3.2 Injury management

Injury management is a workplace managed process to facilitate a quick and safe return to work following a workplace injury. Injury management is essentially about effective communication and coordination between claims and rehabilitation practitioners, employers, workers and medical practitioners, to ensure that injured workers are provided support and assistance to return to the workplace.

The LGIS injury management team can provide a variety of proactive injury management solutions to ensure you are meeting your legislative responsibilities and providing the highest standard of injury management support for injured workers within the sector.

To assist workers with gaining a greater understanding of the injury management process we encourage our members to make the <u>LGIS Injury Management and the Worker (pdf)</u> document readily available to a worker after an injury.





3.3 Public Liability

To enable LGIS to act on your behalf after receiving notification of an incident where a member of public has suffered an injury, financial loss or property damage which they claim you are responsible for, we require the following from the third party:

A written request (letter/fax/email) request addressed to the PCBU (referred to as a 'letter of demand') that includes:

- Details of the circumstances of the incident
- Time and date of the incident
- The address or location of the incident
- A specific request asking you to compensate or reimburse the third party for any loss suffered

Please note:

- The third party should not be encouraged to submit a letter of demand if they have not already indicated that they wish to be compensated in some way. If you are notified of an incident and the person does not indicate that they want to be compensated, you may wish to submit a 'report only' claim this is denoted on the front page of the Public Liability claim form (pdf) or Professional Indemnity claim form (pdf). This will advise us of the incident in case any claim is submitted in the future.
- We recommend that you do not ask the third party to supply quotes or invoices, as some claimants assume they will automatically be reimbursed. In the event that LGIS Liability decides to settle a claim, we will request quotes/invoices prior to settlement negotiations.
- No 'forms' of any kind (e.g. Incident Report Form etc.) can be used in place of a 'letter of demand'.

What we require from you:

- Completed <u>Public Liability claim form (pdf)</u> or <u>Professional Indemnity (pdf)</u> claims form (pages 1 and/or 2) and signed (page 4)
- Page 3 of the <u>Public Liability claim form (pdf)</u> to be completed and signed by the relevant overseer/engineer/supervisor
- The third party's original letter of demand (or a copy)

The following information, if available, should be provided:

- A report describing all relevant details of the incident from your perspective
- Photographs of the incident site / alleged hazard, preferably before any hazards are repaired
- Copies of any relevant documentation related to the incident.

3.4 Supervision

Supervision of the volunteer is the same as for a worker; performance management should be structured and allow for two-way communication. Volunteers who are not performing should be

offered training and other appropriate forms of support. All performance management meetings and decisions should be documented. Volunteers should follow the grievance and complaints policy and procedure as adopted by the local government.

3.5 Bullying, harassment, discrimination and equal opportunity

3.5.1 Bullying or harassment

To ensure not only the physical wellbeing of the volunteers but also their mental wellbeing, the workplace must take all reasonable steps to ensure volunteers are not exposed to workplace bullying, harassment and discrimination.

Bullying in the workplace is repeated, unreasonable or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to the individual's health, safety and wellbeing.

Volunteers also have a duty under the WHS Act to ensure that their actions do not constitute a risk to their own health and safety or that of other people in the workplace.

The organisation needs to clearly communicate that bullying will not be tolerated and provide information to volunteers about the process and who they can contact if they are bullied in the workplace. This may incorporate communication within the induction, training process, or brigade communication arrangements on the local government's code of conduct.

3.5.2 Discrimination

It is sometimes a difficult decision for the coordinator of volunteers to reject a volunteer as unsuitable for a chosen volunteer position. The local government is subject to the same anti-discrimination legislation as applies to selecting paid staff.

It is therefore imperative that the local government has clearly defined position descriptions and selection criteria documented. The interview process should also be documented in case the rejection is challenged. Ideally, the reason for the rejection should be explained to the volunteer and if appropriate alternative positions should be offered. The local government needs to demonstrate that they have been reasonable and practical in their assessment of the volunteer.

3.5.3 Equal Opportunity

It is recommended that local governments have regard for equal opportunity objectives when developing policies and procedures governing recruitment, screening, training and supervision of volunteers.

3.6 Issue resolution

Teamwork is fundamental to achieving common goals. When issues arrive it is vital they are managed effectively in a proactive manner. To support this, following your health and safety resolution process or procedure for managing consolation and communication is one tool for ensuring action is taken, and the opportunity for action to be taken afforded to the relevant stakeholders.

3.7 Prosecution

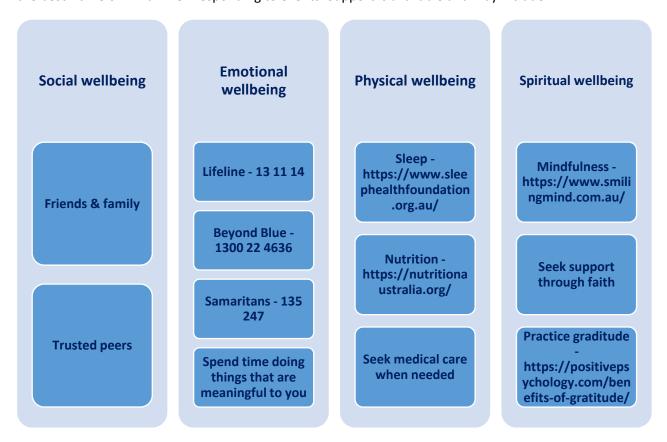
If volunteers comply with the health and safety duties when carrying out work for the organisation, they cannot be fined or prosecuted under the WHS Act.

3.8 Support

The nature of this type of activity can present significant emotional demands for bushfire volunteers. Emotional demands can be defined as work/situations that that are emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion in the moment.

Demands can arise through working within your own community, coping with the loss of life (human and animal), defending your own properties and/or properties of other families, viewing the loss of livelihoods, and being confronted with life threatening situations.

When emotional demands are coupled with additional demands, this can lead to adverse outcomes on health and wellbeing, such as psychological strain, burnout, and issues with sleeping. So, it's really important that volunteers are proactive in managing their own mental health and wellbeing, to be in the best frame of mind when responding to events. Support is available and may include:



4 RESOURCES

The below templates may assist in the implementation and maintenance of volunteer arrangements.

4.1 An organisational work health and safety system checklist

| DOCUMENTATION | N/A | YES | NO |
|--|-----|-----|----|
| Work health and safety plan and policy | | | |
| Risk register (foreseeable high risk tasks/activities) | | | |
| Documented safe operating procedures | | | |
| Contractor OSH management process. Contractors provide Certificates of Currency for Public Liability, Professional Indemnity, Motor Vehicle and Workers' Compensation. Subcontractors also produce Certificates of Currency when required. | | | |
| Incident/injury/hazard/near miss management procedure/form | | | |
| Electrical isolation procedure/form | | | |
| Site security plan (arrangements) | | | |
| Site traffic management plan | | | |
| Establish roles and responsibilities | | | |
| DOCUMENTATION | N/A | YES | NO |
| Site inductions | | | |
| PPE policy/procedure and register | | | |
| Emergency preparedness and response plans including site maps/muster point/s, first aiders and emergency contacts | | | |
| Plant and equipment risk assessments | | | |
| Plant maintenance records | | | |
| Work health and safety policy | | | |
| Fitness for work policy | | | |
| Workers' compensation and rehabilitation policy | | | |
| Issue resolution process | | | |
| Material safety data sheet register | | | |
| Activation/call out/permit to work procedure | | | |
| TRAINING | N/A | YES | NO |
| Training competencies and licenses documented and recorded | | | |
| Emergency preparedness and response training provided (fire warden/s, chief fire warden, first aiders and firefighting equipment) | | | |
| Health and safety representative training | | | |
| List of Inducted workers | | | |

| SIGNAGE | N/A | YES | NO | |
|--|--------|----------|---------|----|
| Hazardous substances | | | | |
| Designated speed restrictions | | | | |
| Plant/pedestrian directional movement requir | ements | | | |
| Potable water | | | | |
| Emergency exit signs | | | | |
| PLANT & EQUIPMENT | | N/A | YES | NO |
| Maintained first aid kits | | | | |
| Personal protective equipment | | | | |
| Hazardous substances bunded in designated so | | | | |
| Installed and maintained firefighting equipmen | | | | |
| Plant and equipment secure storage area | | | | |
| Out of service and danger tags | | | | |
| RCD's on electrical power boards and equipme | | | | |
| Lockable electrical power boards | | | | |
| Tagged (in date) electrical equipment | | | | |
| ACTION PLAN ITEM | RESPO | NSIBLE P | ERSON/S | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4.2 A risk assessment

This risk assessment example is to be used in conjunction with your enterprise risk management framework and risk matrix.

| STEP 1 BACKGROU | JND | | | | | | | | | | | | | | | |
|---------------------------|----------------------|----------------------------|------------|-------------|----------------|----------|---|--------------|-----------------------|---------|---------------------------|-------------|----------------------|-------|------|-----|
| Directorate/depart | tment: | | | | | | | | | | | | | | | |
| Activity being asse | ssed: | | | | | | | | | | | | | | | |
| STEP 2 DOCUMEN | TATION (Relevant leg | islation/standards/ | docun | nentat | ion) | | | | | | | | | | | |
| Is the activity/task | equipment or plant | required to be regis | tered | | | Yes□ | No□ | Is this in | olving new | plant o | r equip | oment or im | pact other tasks? | | Yes□ | No□ |
| Are instruction ma | nuals accessible? | | | | | Yes□ | No□ | Is a Safe | Work Proce | dure or | Safe V | Work Metho | od Statement require | ed? | Yes□ | No□ |
| STEP 3 RISK ASSES | SMENT (Use the Loca | al Government Ente | rprise | Risk F | ramework | when a | ssessing and c | ontrolling l | nazards) | | | | | | | |
| Activity/step/ process | Hazard description | Risk and potential impacts | Likelihood | Consequence | Risk rating | Priority | Description and Date g B Residual Effectiveness of Respon | | Responsible person | | nal controls nges made | | | | | |
| 1) | | | | | | | | | | | | | | | | |
| 2) | | | | | | | | | | | | | | | | |
| 3) | | | | | | | | | | | | | | | | |
| 4) | | | | | | | | | | | | | | | | |
| 5) | | | | | | | | | | | | | | | | |
| 6) | | | | | | | | | | | | | | | | |
| Assessment condu | cted by: | | | | | | Signature: | | | | | | | Date: | | |

4.3 A facility inspection checklist

| DOCUMENTATION | N, | /A Y | /ES | NO |
|--|----------------|---------|--------|--------|
| Visible WHS Policy | | | | |
| Incident/injury/hazard/near miss management procedure/form | n available | | | |
| Site evacuation plan and diagram available | | | | |
| Brigade standard operating procedures available | | | | |
| Issue resolution procedure available | | | | |
| Material safety data sheets available | | | | |
| PPE available | | | | |
| Emergency contacts information available | | | | |
| Out of service and danger tags | | | | |
| SIGNAGE | N/A | YE | S | NO |
| Hazardous substances signage | | | | |
| Designated speed and vehicle movement signage | | | | |
| Emergency equipment and exit signs | | | | |
| Potable water signage | | | | |
| PLANT & EQUIPMENT | N/A | YE | S | NO |
| Access restricted to plant and equipment | | | | |
| PPE in good working order, clean and hygienic for use | | | | |
| Facilities clean and free from slip, trip, and fall hazards | | | | |
| Hazardous substances bunded in designated secure area | | | | |
| Firefighting equipment tested and tagged | | | | |
| Maintained first aid kits | | | | |
| RCD's on electrical power boards and equipment | | | | |
| Tagged (in date) electrical equipment and batteries isolated | | | | |
| Facilities, plant and equipment operational, clean, hygienic and | tidy | | | |
| Stored food and drinks in-date and not spoiled | | | | |
| Plant and equipment in good working order and state of readin | ess | | | |
| ACTION PLAN ITEM | ACTION DATE RE | SPONSIE | BLE PE | RSON/S |
| | | | | |
| | | | | |
| | | | | |

PROPRIETARY NATURE OF PROPOSAL

This proposal is prepared for the sole and exclusive use of the part or organisation to which it is addressed. Therefore, this document is considered proprietary to LGIS and may not be made available to anyone other than the addressee or person (s) within the addressee's organisation who are designated to evaluate or implement the proposal. LGIS proposals may be made available to other persons or organisations only with written permission of LGIS.

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Council Policy

Bush Firefighter (Minimum Training Standards)

Purpose

The purpose of this Policy is define the minimum training standards required for Volunteer Bush Fire Fighters to ensure that they are competent and can safely perform their roles.

Scope

This Policy applies to the Shire of Boddington (Shire) Volunteer Bush Fire Brigade members.

Definitions

| Term | Meaning |
|---------|---|
| CEO | Chief Executive Officer of the Shire of Boddington |
| Policy | This Shire of Boddington policy titled "Bush Fire Personnel (Minimum Training Standards)" |
| Program | Department of Fire and Emergency Service, Bush Fire Service Training Program |

Policy Statement

The Shire has a primary duty of care under the Work Health and Safety Act 2020, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking. This includes Volunteer Bush Fire Brigades, which come under the control of the Local Government.

Bush Firefighter

To attend fires as a Bush Firefighter, the volunteer must have completed the recommended training modules from the Department of Fire and Emergency Services (DFES) Bush Fire Service Training Program (Program) for a Bush Firefighter or otherwise have active operational experience recognised by the Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DBFCO) and their relevant Brigade Captain.

Fire Control Officer

To be appointed as a Fire Control Officer by the Chief Executive Officer the volunteer must have completed the DFES Fire Control Officer Program, and have active operational experience recognised by the CBFCO, DBFCO and relevant Brigade Captain.

Active Operational Experience

Where a volunteer has yet to complete the recommended training courses for a Bush Firefighter but has demonstrated years of active operational experience then collectively the CBFCO, DBFCO and relevant Brigade Captain may nominate to the CEO that the volunteer be recognised as a Bush Firefighter.

| Responsible Officer | Executive Manager Development Services |
|-----------------------|---|
| History | Adopted October 2023 (/) |
| Delegation | |
| Relevant Legislation | Bush Fires Act 1954 |
| Related Documentation | Department of Fire and Emergency Service Bush Fire Service Training Program |







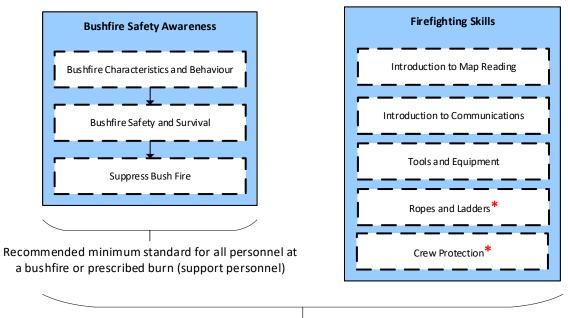
Bush Fire Service Training Program

Local induction to be completed at Brigade/Local Government level. If no local induction exists, the DFES Volunteer Firefighter Induction may be used.

This diagram is to be read in conjunction with the Training Program Implementation Guide

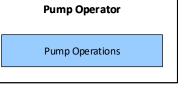


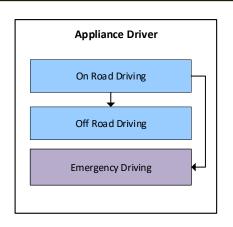
BFS Bush Firefighter

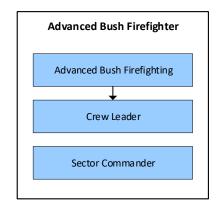


Recommended minimum standard for all personnel undertaking bushfire suppression or prescribed burning activities

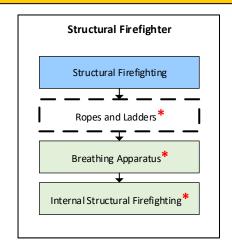
BFS Advanced Firefighter - Role Based







AIIMS Awareness



BFS Leadership



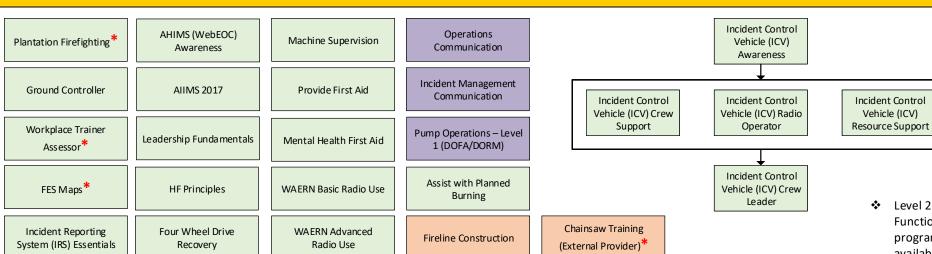








Specialist/Optional Courses



Level 2 & 3 AIIMS Functional training

programs are

available.





Implementation Guide

Volunteer Bush Fire Service WA Bush Firefighter Training Program



Training Programs Principles

Training Programs are a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- Ease of targeting brigade profile requirements
 Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- Flexibility
 Allow volunteers more flexibility in their training; and
- Choice

 Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Bush Firefighter Training Program, once you have completed a volunteer membership application and have a DFES volunteer number.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Last Updated: February 2021

Completion Requirements

To complete the Bush Firefighter Training Program, you will need to complete all the courses listed on the Training Program.

Training Programs Progress - Next Steps

Once you have completed the Bush Firefighter Training Program Training Program, you will be automatically enrolled on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground under supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete the Bush Firefighter Training Program in three (3) to eighteen (18) months.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

 The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below. Enrolled students will be notified if action is required.

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- Association of Volunteer Bush Fire Brigades WA Executive Committee
- Volunteer BFB Training Advisory Group
- Training Programs Review Committee

Transition Notes

| Change | Date |
|---|-----------|
| All personnel who are in progress on or have completed VFF1 will be | July 2019 |
| placed on the BFB Bush Firefighter Training Program. | |

Amendment Table

| Change | Date |
|---|---------------|
| Initial release | December 2018 |
| Revision – eAcademy Support Team | August 2019 |
| Update to reflect entry point | November 2019 |
| Update - Change of order to Bushfire Safety Awareness Modules | February 2021 |
| Update - Change to Training Program Owner and Manager | February 2021 |

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Implementation Guide

Volunteer Bush Fire Service WA



Advanced Firefighter - Role Based Training Program

Training Programs Principles

Training Programs is a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response roles or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- Ease of targeting brigade profile requirements
 Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- Flexibility
 Allow volunteers more flexibility in their training; and
- Choice

 Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Advanced Firefighter Training Program upon your completion of the Bush Firefighter Training Program.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Last Updated: February 2021

Completion Requirements

To complete the Advanced Firefighter – Role Based Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Training Programs Progress – Next Steps

You can apply for the Leadership Training Program upon your enrolment on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground with limited supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Training Stream within the Advanced Firefighter - Role Based Training Program in up to two (2) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below and enrolled students will be notified if action is required.

Agenda | Ordinary Council Meeting | 26 October 2023

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager – District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- Association of Volunteer Bush Fire Brigades WA Executive Committee
- Volunteer BFB Training Advisory Group
- Training Programs Review Committee

Transition Notes

| Change | Date |
|--|-----------|
| All personnel who are progressing on or have VFF2 Pathway will be placed on the Advanced Firefighter Training Program. | July 2019 |
| All personnel who are progressing on or have VFF3 Pathway will be placed on the Advanced Firefighter Training Program. | July 2019 |
| All personnel who are progressing on or have VFF4 Pathway will be placed on the Advanced Firefighter Training Program. | July 2019 |
| All personnel who are progressing on or have VFF5 Pathway will be placed on the Advanced Firefighter Training Program. | July 2019 |

Amendment Table

| Change | Date |
|---|---------------|
| Initial release | December 2018 |
| Revision – eAcademy Support Team | August 2019 |
| Update – Change to Training Program Owner and Manager | February 2021 |

Agenda | Ordinary Council Meeting | 26 October 2023





Implementation Guide

Volunteer Bush Fire Service WA Leadership Training Program



Training Program Principles

Training Programs are a role-based training framework designed for progressive and safe training.

A Training Program may include multiple Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

These Training Streams are designed to provide:

- Ease of targeting brigade profile requirements

 Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- Flexibility
 Allow volunteers more flexibility in their training; and
- Choice

 Be easy to understand and complete.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

Training Program Entry

You must apply to be enrolled on the BFS Leadership Training Program. Approval from your Brigade Captain or Training Manager, and a relevant District Officer, Area Officer or Community Emergency Services Manager (DFES Staff) is required.

You will be notified via email when your Training Program application is approved and confirmed. The Training Program and associated Training Streams will then appear on your eAcademy record.

Training Prerequisites

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that you complete training courses in the specified order; however, it is understood that course cancellations do happen and can affect your attempts to complete a Training Program or Training Stream.

You can complete courses within Training Streams out of the specified order, unless otherwise illustrated in the Training Program Diagram with an arrow.

Implementation Guide Leadership Training Program

Last Updated: February 2021

Completion Requirements

To complete the Leadership Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Associated Roles

When you have completed this training, you will have the skills and competencies required to perform the BFB Officer (Role Specific) role.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Leadership Training Stream within three (3) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your particular circumstances.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Program and Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager)

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Program will be incorporated in the transition guide. Enrolled students will be notified if action is required.

Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- Association of Volunteer Bush Fire Brigades WA Executive Committee
- Volunteer BFB Training and Advisory Group
- Training Program Review Committee

Transition Notes

| Change | Date |
|--|-----------|
| All personnel who are in progress on or have completed VFF6 Pathway will | July 2019 |
| be placed on the Leadership Training Program. | |

Amendment Table

| Change | Date |
|--|---------------|
| Initial release | October 2018 |
| Revision – eAcademy Support Team | August 2019 |
| Corrections – eAcademy Support Team | November 2019 |
| Updated – Change to Training Program Owner and Manager | February 2021 |

Agenda | Ordinary Council Meeting | 26 October 2023



Course Catalogue

Bushfire Centre of Excellence Training Products

Version V.1.2

Document Control

Document History

| Content Manager No.: | | | |
|----------------------|-------------------------------------|-------------------|--|
| Version Number | Amendments | Date Published | |
| V.1.0 | Initial development | Sept 2021 | |
| V.1.1 | Updated Fire Control Officer | Dec 2021 | |
| V.1.2 | Updated introduction and formatting | Jan 2022 | |

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Enquiries should be addressed to:

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Web: dfes.wa.gov.au/BushfireCoE **Email:** BushfireCoE@dfes.wa.gov.au

Acknowledgement

Department of Fire and Emergency Services (DFES) acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.

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Introduction

The Bushfire Centre of Excellence (BCoE) training team is focused on the development and delivery of bushfire and planned burning training and support material for the bushfire sector. Training is developed and delivered collaboratively with a range of relevant stakeholders.

Courses are delivered from the BCoE facility and in the regions where support is provided by the BCoE team. Courses are open to DFES volunteers and staff, local government volunteers and staff, staff from Department of Biodiversity, Conservation and Attractions (DBCA) and other stakeholders in the sector, unless specifically stated.

This document has been developed to provide an overview of all published BCoE training products.

DFES0420 Advanced Bush Firefighting

Description

This course provides volunteer firefighters with advanced knowledge of the effect of fuel types, topography and weather on fire behaviour, and the considerations when using appropriate strategies to combat bushfires

Target Audience

Experienced firefighters with an interest in enhancing their bush firefighting skills and knowledge and potentially taking on more responsibility on the fireground.

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must also be on one of the following Training Programs:

- BFS Advanced Firefighter Role Based
- VFRS Active Firefighter Role Based
- VFES Active Firefighter Role Based

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire safety awareness
- DFES1023 Firefighting skills

Key Subject Area

- Reporting procedures and resource preparation when responding to bushfire
- Impact of different fuel types on fire behaviour
- Major weather conditions and the effect on fire behaviour

Key Subject Area (continued)

- Different suppression techniques for different fuel types
- General principles of backburning for different fuel types
- Mop-up techniques and patrols
- Precautions to be taken when fighting bushfires

Duration



DFES1011 Assist with Planned Burning

Description

This course covers the skills and knowledge required for volunteers to assist in planned burning activities in a safe manner.

Participation at a planned burn offers newer firefighters the opportunity to gain valuable knowledge and experience on fire characteristics and behaviour in an environment with greater controls in place.

Target Audience

Relevant personnel from the Bush Fire Service, Volunteer Fire and Rescue Service and Volunteer Fire and Emergency Service who are involved in planned burning.

It is recommended that personnel have a minimum of **1 year** of active operational experience.

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire Safety Awareness and;
- DFES1023 Bush Firefighting Skills OR
- PUAFIR204 Respond to Wildfire or equivalent

Key Subject Area

- Introduction to planned burning
- Preparation for planned burning
- Conducting the planned burn

Duration

DFES1055 Bushfire Fundamentals

Description

This course covers the knowledge required for personnel to provide incident support at bushfires.

It is not intended to replace DFES0995 Bushfire safety awareness that volunteer firefighters and SES members complete as a part of their training program.

Target Audience

- DFES corporate personnel
- Non-operational personnel on a DFES Pre-formed Team (PFT) roster and other rosters
- Utilities such as Western Power, Telstra, Synergy
- Lifelines such as Department of Families, St John
- Other agencies such as Department of Defence, WA Police Force, Indigenous Rangers, contractors

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

- Describe Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response
- Bushfire characteristics and behaviour
- Bushfire safety and survival procedures

Duration

DFES0995 Bushfire Safety Awareness

Description

This course covers the skills and knowledge required for volunteers to identify characteristics and behaviour of fire, methods/strategies to operate safely (and survive) on the fire ground and considerations when selecting fire suppression strategies.

Bushfire safety awareness is made up of three modules and has been designed to be completed in the following order:

- DFES1020 Bushfire characteristics and behaviour
- DFES1019 Bushfire safety and survival
- DFES1021 Suppress bushfire* (including RUI)

Target Audience

Relevant personnel who are involved in bushfire operations, either as a firefighter or support capacity from the Bush Fire Service, Volunteer Fire and Rescue Service, Volunteer Fire and Emergency Service and State Emergency Service.

Participants must be on one of the following Training Programs:

- BFS Bush Firefighter
- VFRS Probationary Firefighter
- VFES Foundation Firefighter
- SES Role Based Training

Entry Requirements

There are no prerequisites for this course.

^{*}SES do not need to complete DFES1021 Suppress bushfire.

Key Subject Area

- Safety and survival procedures for self and others
- Factors that influence bushfire behaviour
- Fire characteristics
- Strategies to suppress bushfire
- Relevant documentation

Duration

2 days (face-to-face)*

*For SES members, the training can be completed in 1 day.



DFES1000 Crew Leader

Description

The purpose of this course is to provide volunteer firefighters with the knowledge and skills to work autonomously in leading their crew and/or controlling an emergency incident (safely, effectively and efficiently) using the principles of the Australasian Inter-Service Incident Management System (AIIMS).

Target Audience

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must also be on one of the following Training Programs:

- BFS Advanced Firefighter Role Based
- VFRS Active Firefighter Role Based
- VFES Active Firefighter Role Based

Entry Requirements

To access this course, personnel must hold:

- DFES0995 Bushfire safety awareness
- DFES1023 Firefighting skills
- DFES0420 Advanced bush firefighting

Key Subject Area

- Procedures to prepare for crew tasks
- Techniques to lead a crew to perform tasks
- Duties to conclude tasks

Duration

DFES0408 Fire Control Officer

Description

This course has been developed to provide Fire Control Officers (FCOs) with an understanding of:

- The relevant legislation relating to FCOs
- Permits to Burn.

The participants will have the skills and knowledge required to ensure that a high standard of Local Government fire prevention and protection is maintained, to assume control at fires, and to encourage compliance with the requirements of the Bush Fires Act 1954, Bush Fires Regulations 1954, Fire Brigades Act 1942, Fire and Emergency Services Act 1998, Conservation and Land Management Act 1984 and Local Government Laws.

Target Audience

Personnel appointed or likely to be appointed to the role of FCO. It is optional for personnel including Bushfire Risk Management Officers, Bushfire Risk Planning Coordinators and Community Emergency Services Managers.

It is recommended that personnel have a minimum of **5 years** of active operational experience.

Volunteers may access this course as part of one of the following Training Programs:

- BFS Leadership
- VFES Training Program Specialist Courses
- VFRS Training Program Specialist Courses

Entry Requirements

It is recommended that student have completed:

- DFES1055 Bushfire fundamentals, OR
- DFES1056 Rural fire awareness, OR
- DFES0995 Bushfire safety awareness, OR
- Equivalent basic bushfire training

Key Subject Area

- Legislation Acts and Regulations
- Bush Fires Act and Bush Fires Regulations
- Role of FCOs
- Judicial process
- Permits to burn

Duration



DFES1052 Fire Weather 1

Description

This course covers knowledge and skills required to assess and interpret weather information in relation to its impact on fire behaviour. It includes collecting, interpreting, analysing and recording weather information.

Target Audience

It is recommended that personnel have a minimum of **5 years** of active operational experience and undertake one of the following roles:

- Sector and Divisional Commander, Operations Officer, Incident Controller, Planning Officer or Intelligence Officer or those preparing to undertake these roles.
- Duty Officer, Regional Duty Coordinator, Fire Control Officer or Fire Weather Officer.
- Fire behaviour analysts/modelling and prediction officers.

It is also optional for Crew Leaders, Lieutenants and Senior Firefighters.

Entry Requirements

To access this course, personnel must hold one of the following:

- DFES0420 Advanced bush firefighting OR
- DBCA Firefighting crew leader OR
- PUAFIR303 Suppress wildfire or equivalent

Key Subject Area

- Describe methods to collect weather information
- Interpret weather information
- Interpret weather information for fire context
- Record and report weather information and potential fire impacts

Duration



DFES1023 Firefighting Skills

Description

This course covers the skills and knowledge required for volunteers to use equipment safely on the fire ground.

The recommended minimum standard for all personnel undertaking bushfire suppression or planned burning activities is the completion of both DFES0995 Bushfire safety awareness and DFES1023 Firefighting skills.

This course is made up of five different modules:

- DFES1022 Introduction to map reading
- DFES1026 Introduction to communications
- DFES0996 Tools and equipment
- DFES1010 Ropes and ladders (optional*)
- DFES0999 Crew protection

Introduction to map reading provides the skills to interpret and use maps.

Introduction to communications covers the skills and knowledge for volunteers to use basic communication systems, equipment and techniques used by fire agencies in Western Australia.

Tools and equipment covers the skills and knowledge for volunteers to use tools and equipment required to fight fires.

Ropes and ladders covers the skills and knowledge for volunteers to use ropes and ladders when required.

*Ropes and ladders is optional and may not be delivered as part of this course.

Crew protection covers the skills and knowledge required to apply safety procedures and be responsible for personal safety and the safety of others at an incident.

Target Audience

Relevant personnel who are involved in bushfire operations from the Bush Fire Service, Volunteer Fire and Rescue Service and Volunteer Fire and Emergency Service.

Participants must be on one of the following training programs:

- BFS Bush Firefighter
- VFRS Probationary Firefighter
- VFES Foundation Firefighter

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

Introduction to Map Reading:

- Describe the use and features of a map
- Explain a range of maps
- Determine current location on a map
- Plan a route to the incident location

Introduction to Communications:

- Communication systems
- Communication equipment
- Operating procedures
- Call signs and pro words
- Radio voice procedures

Tools and Equipment:

- Hydrants, hoses, extinguishers
- · Use hand tools and equipment
- Range of firefighting tools and equipment
- · Purpose and use of firefighting tools and equipment
- Hand signals used by firefighters

Key Subject Area (continued)

Ropes and Ladders (optional):

- Knots
- Extension ladders

Crew Protection:

- Wear or operate the relevant safety equipment to ensure crew protection
- Identify safety issues when wearing or operating the relevant safety equipment

Duration

2 days (face-to-face)



DFES0004 Machine Supervision for Bushfire

Description

This course provides the knowledge required to supervise the use of machines used in bush fire suppression, employing them to best advantage whilst also maintaining safety.

Target Audience

Personnel such as Crew Leaders, Task Force Leaders and Sector Commanders.

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants must be on one of the following Training Programs:

- VFRS Active Firefighter Role Based or Specialist Course
- VFES Active Firefighter Role Based or Specialist Course
- BFS Specialist Course

Entry Requirements

To access this course, personnel must hold <u>one</u> of the following:

- DFES1000 Crew Leader OR
- DBCA Crew Leader OR
- PUAFIR303 Suppress wildfire or equivalent

Key Subject Area

- Machines in fire control operations
- Role of machine supervisors
- Machines used in fireline construction

Key Subject Area (continued)

- Techniques for bushfire attack
- Location and construction of fire control lines
- Mop-up and rehabilitation
- Pre-planning and use of machines
- Briefings and monitoring performance

Duration

1 day (face-to-face)



DFES0009 Plantation Firefighting

Description

This course is designed to enhance the knowledge and skills related to operating in plantation fuel types. It will provide an understanding of how fire behaviour varies with plantation age and which firefighting techniques are appropriate at each age of the plantation life cycle.

Target Audience

It is recommended that personnel have a minimum of **3 years** of active operational experience.

Participants may access this course as part of the:

- BFS Training Program Specialist/Optional Courses
- VFES Training Program Specialist Courses
- VFRS Training Program Specialist Courses

Entry Requirements

To access this course, personnel must hold:

- · DFES0995 Bushfire safety awareness, and
- DFES1023 Firefighting skills

Key Subject Area

- Plantation fuel characteristics and life cycles
- · Weather factors in plantations of different ages
- Plantation management practices
- Methods of fire suppression in plantation fires
- Hose lay and relay pumping in plantations
- Hand tools in plantations

Duration

1 day (face-to-face)

DFES1056 Rural Fire Awareness

Description

This course covers the knowledge required for personnel to provide incident support at bushfires including bushfire response strategies.

It is not intended to replace DFES0995 Bushfire safety awareness that volunteer firefighters and SES members complete as a part of their training program.

Target Audience

- Farmers/Pastoralists
- Rural Landowners/Managers

Entry Requirements

There are no prerequisites for this course.

Key Subject Area

- Describe AIIMS and the role of WA fire agencies in bushfire response
- Bushfire characteristics and behaviour
- Bushfire safety and survival procedures
- Strategies to support bushfire response

Duration

1 day (face-to-face)

9.2 CHIEF EXECUTIVE OFFICER

9.2.1 Appointment to Committees

File Reference: 2.049
Applicant: Nil
Disclosure of Interest: Nil

Author: Chief Executive Officer

Attachments: Nil

Summary

Council is requested to consider appointments to Committees of Council and to various external committees and advisory groups.

Background

The Local Government Act 1995 and Emergency Management Act 2005 requires the establishment of the following committees:

- Audit Committee; and
- Local Emergency Management Committee.

The legislation specifies various roles and duties of these committees which have been incorporated into the Terms of Reference previously resolved.

Legislation permits, but does not require, the establishment of committees for other purposes.

The Shire is also requested to appoint Council delegates and deputy delegates to represent the Shire on a range of groups and committees of external organisations. The Shire appoints Councillors as delegates to these external groups and committees by way of membership or by invitation.

It should be noted that Council is not required to appoint a delegate to each of the external Committees / Groups, and may choose not to appoint a delegate if Council is of the view that there is little value to the Shire in doing so.

Comment

| Committee of Council | | |
|---------------------------|-----------------|----------------|
| Committees of Council | Delegate | Proxy Delegate |
| Shire of Boddington Audit | All Councillors | Not Applicable |
| Committee | | |
| CEO Employment and | All Councillors | Not Applicable |
| Performance Appraisal | | |
| Committee | | |
| Local Emergency | Cr E Schreiber | Cr I Webster |
| Management Committee | | |
| (LEMC) | | |
| Bushfire Advisory | L Lewis | A Ryley |
| Committee (BFAC) | | |

| Other Committees / Groups | | |
|---|--|----------------|
| Committee / Group Delegate Proxy Delegate | | Proxy Delegate |

| Boddington Aged Accommodation Committee | G Ventris and E Smalberger | E Schreiber |
|---|----------------------------|-------------------------------------|
| Peel Regional Leaders | G Ventris | E Smalberger |
| Peel Zone of WALGA Delegate | G Ventris and E Smalberger | Chief Executive Officer |
| Hotham William VROC | G Ventris | E Smalberger |
| South West Regional Road Group (RRG) | I Webster | Manager of Works and Services (MWS) |
| Boddington Local Health Advisory Group (LHAG) | C Erasmus | E Schreiber |
| South32 Worsley Alumina Community Liaison Committee (CLC) | L Lewis | A Ryley |
| Rail Heritage Foundation of WA | E Schreiber | A Ryley |
| Youth Advisory Committee | E Smalberger | G Ventris |
| Community Reference Group (Newmont) | A Ryley | I Webster |
| Development Assessment Panel (DAP) | G Ventris and I Webster | E Smalberger and C Erasmus |

Consultation

Nil

Strategic Implications

Nil

Legislative Implications

Local Government Act (1995)

5.8. Establishment of committees A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

- 5.10. Appointment of committee members
 - 1. A committee is to have as its members
 - a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - b) persons who are appointed to be members of the committee under subsection (4) or (5).
 - * Absolute majority required.
 - 2. At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
 - 3. Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power

^{*} Absolute majority required.

- exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- 4. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- 5. If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish
 - a) to be a member of the committee; or
 - b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- 1. Where a person is appointed as a member of a committee under section 5.10(4) or (5). the person's membership of the committee continues until
 - a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be
 - b) the person resigns from membership of the committee;
 - c) the committee is disbanded; or
 - d) the next ordinary elections day, whichever happens first.
- 2. Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –
 - a) the term of the person's appointment as a committee member expires
 - b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - c) the committee is disbanded; or

| d) the next ordinary elections day, whichever happens first. |
|--|
| Section 38 of the Emergency Management Act 2005 requires local governments to establish a Local Emergency Management Committee. The provisions of the Local Government Act 1995 do not apply to Local Emergency Management Committees. |
| Policy Implications |
| Nil |
| Financial Implications |
| Nil |
| Economic Implications |
| Nii |

Social Implications

Nil

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | Failure to provide adequate representation on Committees of Council and various external working groups may result in non-compliance, as well as the inability to have strategic representation on matters of importance. |
|---|---|
| Risk Rating (prior to treatment or control) | Moderate |
| Principal Risk Theme | Reputational, Compliance |
| Risk Action Plan (controls or treatment proposed) | No further actions planned |

Options

- 1. Choose to appoint a delegate to all committees / groups;
- 2. Choose to decline the appointment of a delegate to some committees/groups

Voting Requirements

Absolute Majority (Appointment to Committees of Council) Simple Majority (Appointment to other Committees / Groups)

Officer Recommendation

That Council nominate members to the following Committees of Council and as delegates of Council to the respective committee or organisation:

| Committee of Council | | |
|--|-----------------|----------------|
| Committees of Council | Delegate | Proxy Delegate |
| Shire of Boddington Audit Committee | All Councillors | Not Applicable |
| CEO Employment and Performance Appraisal Committee | All Councillors | Not Applicable |
| Local Emergency Management Committee (LEMC) | | |
| Bushfire Advisory Committee (BFAC) | | |

| Other Committees / Groups | | |
|---------------------------|------------------------|-------------------------|
| Committee / Group | Delegate | Proxy Delegate |
| Boddington Aged | | |
| Accommodation Project | | |
| Steering Group | | |
| Peel Regional Leaders | Shire President | Deputy Shire President |
| Forum | | |
| Peel Zone of WALGA (2 | Shire President | Chief Executive Officer |
| Delegates) | Deputy Shire President | |
| Hotham Williams VROC | | |
| South West Regional Road | | |
| Group (RRG) | | |

| Boddington Local Health Advisory Group (LHAG) | |
|--|--|
| South32 Worsley Alumina | |
| Community Liaison | |
| Committee (CLC) | |
| Rail Heritage Foundation of | |
| WA | |
| Youth Advisory Committee | |
| Community Reference | |
| Group (Newmont) | |
| Development Assessment | |
| Panel (DAP) | |

9.3 CORPORATE SERVICES

9.3.1 Payment Listing

File Reference: 3.0070

Applicant: Not Applicable

Disclosure of Interest: Nil

Author: Finance Administration Officer

Attachments: 9.3.1A List of Payments ending 30 September 2023

Summary

The list of payments for September 2023 is presented for noting by Council.

Background

Council has delegated the Chief Executive Officer the exercise of its power to make payments from the Shires municipal fund and the trust fund.

In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council for the purposes of noting, in the following month.

Comment

The List of Payments have been made in accordance with Council's adopted budget, and statutory obligations.

Consultation

Nil

Strategic Implications

Aspiration Performance

Outcome 12 Visionary Leadership and Responsible Governance

Objective 12.2 Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government (Financial Management) Regulations 1996 - Reg 13

- (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.

Policy Implications

Nil

Financial Implications

As disclosed within the payment listing.

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | Failure to present a detailed listing of payments made from the Shire bank accounts in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit. |
|---|---|
| Risk Rating (prior to treatment or control) | |
| Principal Risk Theme | Reputational / Compliance |
| Risk Action Plan (controls or treatment proposed) | Nil |

Options

- 1. Council may choose to receive the list of payments reports as presented.
- 2. Council may choose not to receive the list of payment reports as presented.

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the list of payments for the period ending 30 September 2023 as presented.

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

| Chq/EFT Date | Name | Description | Amount |
|--|--|--|------------------------|
| | OFFICEWORKS BUSINESS DIRECT WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY | JANITOR CART & SIT STAND DESK ONLINE TRANSACTIONS FOR JULY 2023 | 1,902.24 821.65 |
| EFT25512 05/09/2023 | ADVANTAGE ENVIRONMENTAL PEST CONTROL | PEST CONTROL - MEDICAL CENTRE, HOTHAM PARK, 15 BLUE | 1,022.34 |
| | BODDINGTON TYRE SERVICE ABCO PRODUCTS PTY LTD | NEW TYRES BT4 CLEANING PRODUCTS | 2,120.00 753.19 |
| EFT25514 05/09/2023 EFT25515 05/09/2023 | | ADVERTISING CIVIL PLANT OPERATOR/GENERAL HAND | 412.50 |
| | TEAM GLOBAL EXPRESS PTY LTD | COURIER CHARGES | 803.68 |
| EFT25517 05/09/2023 | SAFETY & RESCUE EQUIPMENT AMPAC DERT RECOVERY (WA) PTY LTD | HEIGHT & SAFETY INSPECTIONS DEBT COLLECTION FEES FOR ALIGHST 2023 | 1,925.00 1,094.26 |
| EFT25519 05/09/2023 | AMPAC DEBT RECOVERY (WA) PTY LTD CREATIVE SPACES | DEBT COLLECTION FEES FOR AUGUST 2023 BODDINGTON INTERPRETIVE CENTRE PROJECT AIR CONDITIONING UNIT FOR 3 PECAN PLACE | 3,983.65 |
| EFT25520 05/09/2023 | | AIR CONDITIONING UNIT FOR 3 PECAN PLACE | 8,994.50 |
| | ZIRCODATA PTY LTD BODDINGTON MINI SKIPS | STORAGE FEES COLLECTION OF TOWN BINS FOR AUGUST 2023 BODDINGTON MOUNTAIN BIKE TRAILS SUPPLY OF RECYCLED CONCRETE BLOCKS FITNESS EQUIPMENT PROFESSIONAL SERVICES RANGER TRAINING COURSE QUARTERLY WHS SERVICE TOOLBOX MEETING MACHINE HIRE AT REFUSE SITE | 96.72 3,245.00 |
| EFT25523 05/09/2023 | COMMON GROUND TRAILS PTY LTD | BODDINGTON MOUNTAIN BIKE TRAILS | 14,317.53 |
| | BODDINGTON CONCRETE FLEX FITNESS EQUIPMENT | SUPPLY OF RECYCLED CONCRETE BLOCKS | 495.00 10,000.00 |
| | JOHN PHILLIPS CONSULTING | PROFESSIONAL SERVICES | 2,200.00 |
| | CENTRAL REGIONAL TAFE | RANGER TRAINING COURSE | 825.90 |
| EF125528 05/09/2023 EFT25529 05/09/2023 | PROMPT SAFETY SOLUTIONS J & M REID EARTHMOVING PTY LTD | MACHINE HIRE AT REFUSE SITE | 1,210.00 15,015.00 |
| EFT25530 05/09/2023 | SAPIO PTY LTD | RENEWAL OF SHIRE'S VIDEO MANAGEMENT SOFTWARE | 1,633.50 |
| | SOS OFFICE EQUIPMENT | PHOTOCOPIER CHARGES PROJECT MANAGEMENT SERVICES DEPOT CRIB ROOM TESTING OF BACKFLOW PREVENTION DEVICES EMPLOYER SUPERANNUATION SEMINAR RUBBISH SERVICES FOR AUGUST 2023 VEHICLE SERVICE BT340 BELTS FOR SLASHER INTRO TO LOCAL GOVERNMENT TRAINING REIMBURSEMENT FOR THE SES | 281.24 |
| | GFG TEMPORARY ASSIST INSTANT TRANSPORTABLE OFFICES PTY LTD | DEPOT CRIB ROOM | 6,598.08 1,485.00 |
| EFT25534 05/09/2023 | PYKE PLUMBING & GAS PTY LTD | TESTING OF BACKFLOW PREVENTION DEVICES | 935.00 |
| | SEMINARS AUSTRALIA PTY LTD | EMPLOYER SUPERANNUATION SEMINAR | 412.50 13.461.90 |
| EFT25536 05/09/2023 EFT25537 05/09/2023 | BODDINGTON SERVICE STATION | VEHICLE SERVICE BT340 | 937.50 |
| EFT25538 05/09/2023 | GREG DAY MOTORS | BELTS FOR SLASHER | 136.50 |
| EFT25539 05/09/2023 EFT25540 05/09/2023 | WALGA | INTRO TO LOCAL GOVERNMENT TRAINING REIMBURSEMENT FOR THE SES | 242.00 1.278.10 |
| FFT25541 12/09/2023 | DOLPHIN SETTI EMENTS | PURCHASE OF 19 EUCALYPT STREET BODDINGTON | 90,396.81 |
| EFT25542 21/09/2023 | INITIAL HYGIENE PTY LTD (RENTOKIL) | SANITARY BIN SERVICE | 558.69 |
| EFT25543 21/09/2023 | AUSTRALIA POST ACCOUNTS RECEIVABLE | POSTAGE FOR AUGUST 2023 ELEARNING PROGRAM TRAINING ONLINE STATIONERY ITEMS SLIP SUBSCRIPTION 2023/2024 ANNUAL TERMITE INSPECTIONS CLEANING PRODUCTS HARDWARE ITEMS FOR AUGUST 2023 PLANNING SERVICES FOR AUGUST 2023 ENGINEER DESIGN WILLIAM STREET RIVER CROSSING | 432.69 990.00 |
| EFT25545 21/09/2023 | OFFICEWORKS BUSINESS DIRECT | STATIONERY ITEMS | 120.45 |
| EFT25546 21/09/2023 | WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY | SLIP SUBSCRIPTION 2023/2024 | 2,750.50 |
| EF125547 21/09/2023 FFT25548 21/09/2023 | ABCO PRODUCTS PTYLTD | ANNUAL TERMITE INSPECTIONS CLEANING PRODUCTS | 12,966.01 1,312.61 |
| EFT25549 21/09/2023 | BODDINGTON HARDWARE AND NEWSAGENCY | HARDWARE ITEMS FOR AUGUST 2023 | 7,790.88 |
| EFT25550 21/09/2023 | EDGE PLANNING & PROPERTY | PLANNING SERVICES FOR AUGUST 2023 | 1,970.50 |
| EFT25551 21/09/2023 EFT25552 21/09/2023 | PORTER CONSULTING ENGINEERS FORREST MEDICAL GROUP | ENGINEER DESIGN WILLIAM STREET RIVER CROSSING PRE-EMPLOYMENT MEDICAL | 4,400.00 429.75 |
| EFT25553 21/09/2023 | WA RANGERS ASSOCIATION INC | 2023 PROFESSIONAL DEVELOPMENT CONFERENCE | 600.00 |
| | MCLEODS BARRISTERS AND SOLICITORS G FORCE PRINTING & DESIGN | LEGAL SERVICES BUSINESS CARDS RANGER | 1,673.65 137.50 |
| EFT25556 21/09/2023 | | REPAIRS TO WINDOWS AT THE PAVILION & OLD POLICE STATION | 737.00 |
| | NEWMONT BODDINGTON GOLD | RENT FOR 3 PRUSSIAN WAY/25 FARMERS AVE | 2,600.00 |
| | WALLIS COMPUTER SOLUTIONS AMPAC DEBT RECOVERY (WA) PTY LTD | ANNUAL BILLING 2023/2024 DEBT COLLECTION FEES FOR AUGUST 2023 | 75,443.12 5,265.22 |
| | APV VALUERS & ASSET MANAGEMENT | BUILDING, LAND & INFRASTRUCTURE ASSET REVALUATIONS | 1,972.30 |
| | BANNISTER EXCAVATIONS PTY LTD | GRADER HIRE FOR WINTER GRADING | 23,809.50 |
| EFT25562 21/09/2023 EFT25563 21/09/2023 | | ELECTRICAL WORK AT THE BBFB BINDING OF COUNCIL MINUTES | 6,175.00 834.35 |
| EFT25564 21/09/2023 | ACCESS LIFE | STRENGTH FOR LIFE COACH FEES AUGUST 2023 | 420.00 |
| | BODDINGTON MINI SKIPS | | 930.00 |
| | CIVIC LEGAL PTY LTD RURAL AND REGIONAL ECONOMIC SOLUTIONS P/L | LEGAL SERVICES CONSULTING SERVICES | 4,296.54 2,728.00 |
| EFT25568 21/09/2023 | DARREN LONG CONSULTING | BAS PREPARATION TRAINING | 286.00 |
| | JANI MURPHY & ASSOCIATES J & M REID EARTHMOVING PTY LTD | PUBLIC EMAIL WORKLOAD MASTERY WORKSHOP MACHINE HIRE AT THE CEMETERY | 1,921.15 726.00 |
| | BODDINGTON POST OFFICE & STORE | STATIONERY ITEMS FOR AUGUST 2023 | 465.99 |
| | SERVICES AUSTRALIA CHILD SUPPORT | PAYROLL DEDUCTIONS/CONTRIBUTIONS | 1,303.23 |
| | CONNECT CALL SERVICES MANDURAH PSYCHOLOGICAL SERVICES PTY LTD | AFTER HOURS CALL SERVICE AUGUST 2023 EAP SERVICE FEE | 335.50 225.50 |
| | NICHOLAS JAMES CLEMENTS | COMMUNITY GYM PROJECT | 3,300.00 |
| | JEZAMYN DOUGLAS | REIMBURSEMENT FOR STAFF REFRESHMENTS | 77.96 |
| | PYKE PLUMBING & GAS PTY LTD APEX ECO MANAGEMENT INTERNATIONAL | TESTING ON BACKFLOW PREVENTION DEVICES SURVEY AND SEDIMENT SAMPLING OF HOTHAM RIVER | 1,133.00 14,168.00 |
| | ALL WALKS OF LIFE BODDINGTON | CATERING SERVICES | 464.20 |
| | DIESEL AND HYDRAULIC SERVICES SOUTH WEST | SERVICE & STICKER REPLACEMENT ON BBFB 3.4 | 4,552.90 |
| EFT25581 21/09/2023 EFT25582 21/09/2023 | AAA PRINT GROUP PTY LTD SUZANNE OLDHAM | WHITEBOARDS FOR THE FIRE BRIGADES RATES REFUND FOR ASSESSMENT A1109 944 CROSSMAN ROAD | 1,742.40 1,700.00 |
| EFT25583 21/09/2023 | MARLENE EVELYN COLLINS | REFUND OF BOND FOR UNIT 10 FORREST STREET | 1,371.00 |
| | BODDINGTON SERVICE STATION | GAS BOTTLES FOR THE PAVILION | 590.40 |
| | BODDINGTON ARTS COUNCIL BODDINGTON COMMUNITY NEWSLETTER | SPONSORSHIP OF BODDINGTON ARTS COUNCIL ART EXHIBITION GIFT VOUCHER FOR 3 MONTHS FULL PAGE COLOUR AD | 1,000.00 500.00 |
| EFT25587 21/09/2023 | GREG DAY MOTORS | FUEL FOR AUGUST 2023 | 11,639.76 |
| EFT25588 21/09/2023 EFT25589 21/09/2023 | | BUILDING, PLANNING & HEALTH MODULES IMPLEMENTATION WALGA LOCAL GOVERNMENT CONVENTION 2023 | 73.59 5,683.99 |
| | SHIRE OF BODDINGTON | COMMISSION FOR AUGUST 2023 | 5.00 |
| EFT25591 21/09/2023 | WESTRAC EQUIPMENT WA PTY LTD | PARTS FOR CATERPILLAR LOADER BT002 | 3,351.37 |
| | CHUBB FIRE & SECURITY PTY LTD DEPARTMENT OF FIRE & EMERGENCY SERVICES : DFES | INSPECTIONS FOR FIRE EQUIPMENT 2023/24 ESL | 4,409.46 117,110.00 |
| EFT25594 21/09/2023 | AUSTRALIAN TAXATION OFFICE (BAS RETURNS) | BAS AUGUST 2023 | 43,489.00 |
| | DEPARTMENT OF EDUCATION DEPARTMENT OF MINES,INDUSTRY REGULATION AND | CHILD CARE SERVICES FEE BSL FOR AUGUST 2023 | 647.79 56.65 |
| LI 120000 21/08/2023 | SAFETY | DOL 1 OK A00001 2020 | 50.05 |
| EFT25597 21/09/2023 | CEMETERIES & CREMATORIA ASSOCIATION WA | CCAWA MEMBERSHIP RENEWAL 2023/2024 | 130.00 |
| | | | |

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

| CharlEET Data | Nama | Description | A |
|--|--|---|-------------------------|
| Chq/EFT Date FFT25598 21/09/2023 | Name CECILY ROBIN ANDERSSON | Description ASSORTED NATIVE PLANTS ADVERTISING MARKETING COORDINATOR DOOR FROSTING ON MEETING ROOM DOOR ANNUAL BILLING FOR 2023/2024 TRAFFIC CONES SHIRE & YOUTH CENTRE PURCHASES FOR AUGUST 2023 | Amount 100.00 |
| EFT25599 29/09/2023 | SEEK LIMITED | ADVERTISING MARKETING COORDINATOR | 825.00 |
| | SIGNARAMA MANDURAH | DOOR FROSTING ON MEETING ROOM DOOR | 514.80 |
| | WALLIS COMPUTER SOLUTIONS | ANNUAL BILLING FOR 2023/2024 | 1,320.00 |
| EFT25602 29/09/2023 | WHEATBELT SERVICES PTY LTD | TRAFFIC CONES | 5,445.00 |
| EF125603 29/09/2023 | WHEATBELT SERVICES PTY LTD BODDINGTON SUPERMARKET PTY LTD THALIA DOUGLAS BELINDA KNIGHT SOLARGAIN PV PTY LTD WESTNET DEPARTMENT OF TRANSPORT SYNERGY | SHIRE & YOUTH CENTRE PURCHASES FOR AUGUST 2023 REIMBURSEMENT FOR CATERING ITEMS | |
| EF125604 29/09/2023 | RELINDA KNICHT | | 464.01 2,722.50 |
| FFT25606 29/09/2023 | SOLARGAIN PV PTY LTD | CONSULTANCY SERVICES RATING REVIEW PROGRESS PAYMENT ON SOLAR PANELS INTERNET CHARGES - POOL | 2,722.50 |
| DD15870. 04/09/2023 | WESTNET | INTERNET CHARGES - POOL | 59.95 |
| DD15870. 04/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 730.35 |
| | SYNERGY | ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES | 4,840.82 |
| | PRECISION ADMINISTRATION SERVICES PTY LTD | SUPERANNUATION CONTRIBUTIONS | 16,017.01 |
| DD15874. 05/09/2023 | NATIONAL AUSTRALIA BANK | IRANSACT FEE | 15.00 2,882.00 |
| DD15674. 05/09/2023 DD15874 05/09/2023 | SYNERGY | FLECTRICITY CHARGES - BCRC | 2,063.42 |
| DD15875. 06/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 2.602.95 |
| DD15875. 06/09/2023 | TELSTRA LIMITED | MOBILE PHONE CHARGES - SHIRE | 702.76 |
| DD15876. 01/09/2023 | WESTNET | INTERNET CHARGES - MEDICAL CENTRE | 39.95 |
| DD15876. 01/09/2023 | NATIONAL AUSTRALIA BANK DEPARTMENT OF TRANSPORT SYNERGY DEPARTMENT OF TRANSPORT TELSTRA LIMITED WESTNET DEPARTMENT OF TRANSPORT SYNERGY | ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES SUPERANNUATION CONTRIBUTIONS TRANSACT FEE DEPT OF TRANSPORT AGENCY ELECTRICITY CHARGES - BCRC DEPT OF TRANSPORT AGENCY MOBILE PHONE CHARGES - SHIRE INTERNET CHARGES - MEDICAL CENTRE DEPT OF TRANSPORT AGENCY ELECTRICITY CHARGES - CENTRAL PARK LOAN GUARANTEE 100 DEPT OF TRANSPORT AGENCY PAYMENT LOAN 106 NAB CONNECT FEE DEPT OF TRANSPORT AGENCY ELECTRICITY CHARGES - SWIMMING POOL DEPT OF TRANSPORT AGENCY PHONE CHARGES - SES LANDLINES DEPT OF TRANSPORT AGENCY SUPERANNUATION CONTRIBUTIONS FIRE BRIGADE FLEET CARDS DEPT OF TRANSPORT AGENCY COPIER CHARGES - YOUTH CENTRE MOBILE & ONLINE ACCESS CHARGES WATER CHARGES - VARIOUS SHIRE PROPERTIES | 1,380.55 |
| | SYNERGY | ELECTRICITY CHARGES - CENTRAL PARK | 74.38 |
| | WESTERN AUSTRALIAN TREASURY CORPORATION DEPARTMENT OF TRANSPORT | DEDT OF TRANSPORT AGENCY | 12,031.87 3,289.25 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 1,234.60 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 322.85 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 1,519.15 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 781.20 |
| | WESTERN AUSTRALIAN TREASURY CORPORATION | PAYMENT LOAN 106 | 42,709.40 |
| | NATIONAL AUSTRALIA BANK | NAB CONNECT FEE | 58.98 |
| DD15900. 14/09/2023 DD15900. 14/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 2,061.10 126.86 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 958.00 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 576.90 |
| DD15902. 18/09/2023 | TELSTRA LIMITED | PHONE CHARGES - SES LANDLINES | 195.29 |
| DD15911. 20/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 965.05 |
| | PRECISION ADMINISTRATION SERVICES PTY LTD | SUPERANNUATION CONTRIBUTIONS | 15,372.62 |
| | BUSINESS FUEL CARDS (FLEET CARD) | FIRE BRIGADE FLEET CARDS | 21.90 |
| | DEPARTMENT OF TRANSPORT | CAS CONTAINED FEES | 2,386.85 |
| | BOC GASES BOC ACCOUNT PROCESSING DEPARTMENT OF TRANSPORT | DEDT OF TRANSPORT AGENCY | 19.60 7,590.95 |
| | FUJIFILM BUSINESS INNOVATION CORP | COPIER CHARGES - YOUTH CENTRE | 59.24 |
| DD15921. 25/09/2023 | TELSTRA LIMITED | MOBILE & ONLINE ACCESS CHARGES | 60.00 |
| DD15922, 22/09/2023 | WATER CORPORATION | WATER CHARGES - VARIOUS SHIRE PROPERTIES | 5,175.75 |
| DD15922. 22/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 864.95 |
| DD15922. 22/09/2023 | SYNERGY WATER CORPORATION SYNERGY DEPARTMENT OF TRANSPORT EASIFLEET MANAGEMENT WATER CORPORATION TELSTRA LIMITED WATER CORPORATION NATIONAL AUSTRALIA BANK DEPARTMENT OF TRANSPORT SYNERGY NATIONAL AUSTRALIA BANK | ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES | 4,523.48 |
| DD15930. 27/09/2023 | WATER CORPORATION | WATER CHARGES - VARIOUS SHIRE PROPERTIES | 9,148.70 |
| DD15930. 27/09/2023 | SYNERGY DEDARTMENT OF TRANSPORT | ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES DEPT OF TRANSPORT AGENCY | 2,365.22 1,163.35 |
| DD15930. 27/09/2023 | EASIFIEET MANAGEMENT | LEASE PAYMENT - 1HIZ195 CEO & 1GVR651 EMDS | 3,960.44 |
| DD15931, 26/09/2023 | WATER CORPORATION | LEASE PAYMENT - 1HIZ195 CEO & 1GVR651 EMDS WATER CHARGES - VARIOUS SHIRE PROPERTIES PHONE & INTERNET CHARGES CAR | 879.72 |
| DD15931. 26/09/2023 | TELSTRA LIMITED | PHONE & INTERNET CHARGES CAR | 755.00 |
| DD15934. 28/09/2023 | WATER CORPORATION | WATER CHARGES - VARIOUS SHIRE PROPERTIES | 1,324.16 |
| DD15934. 28/09/2023 | NATIONAL AUSTRALIA BANK | WATER CHARGES - VARIOUS SHIRE PROPERTIES NAB CONNECT FEE DEPT OF TRANSPORT AGENCY ELECTRICITY CHARGES - TV TOWER NAB BPAY & ACCT FEES | 59.48 |
| DD15934. 28/09/2023 | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 486.70 |
| DD15934. 28/09/2023 | NATIONAL AUSTRALIA BANK | NAB BRAY & ACCT FEES | 388.63 |
| | DEPARTMENT OF TRANSPORT | DEPT OF TRANSPORT AGENCY | 1,148.89 508.95 |
| DD15942. 29/09/2023 | | ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES | 525.05 |
| | NAB BUSINESS VISA | CREDIT CARD PURCHASES | 13,279.55 |
| | | | 757,594.03 |
| | JEFF ATKINS | | <u></u> |
| 02/08/2023 | | MANCHESTER FOR THE OLD POLICE STATION | 270.00 |
| | HARVEY NORMAN OFFICEWORKS | IPHONE ACCESSORIES IPHONE - W&S LEADING HAND | 201.85 |
| | BUNNINGS | CLEANING PRODUCTS | 1,004.95 373.41 |
| | OFFICEWORKS | STATIONERY ITEMS | 196.18 |
| | GREG DAY MOTORS | FUEL BT61 | 97.23 |
| | DWELLINGUP SAWMILL | TIMBER FOR HOTHAM PARK | 1,441.44 |
| | JAMES WICKENS | | |
| | WORK CLOBBER | RANGER UNIFORMS | 933.00 |
| | LOCAL GOVERNMENT PROFESSIONALS | MEMBERSHIP SUBSCRIPTION 23/24 | 531.00 |
| 10/08/2023 | QUAD LOCK | PHONE ACCESSORIES | 134.85 |
| 07/08/2023 | SAM KEMPTON KMART | ITEMS FOR THE LIBRARY | 78.00 |
| 14/08/2023 | | SUBSCRIPTION FOR THE YOUTH CENTRE | 16.99 |
| | CARA RYAN | | |
| | LOCAL GOVERNMENT PROFESSIONALS | MEMBERSHIP SUBSCRIPTION 23/24 | 531.00 |
| | ESPRESSO WORKS | REPAIRS TO THE COFFEE MACHINE AT THE CAFÉ | 297.00 |
| 07/08/2023 | | C RYAN - TO BE INVOICED 16956 | 172.63 |
| 00/00/0000 | JULIE BURTON MAIL CHIMP | NEWS ETTER COETWARE | 39.92 |
| 02/08/2023 02/08/2023 | MAILCHIMP | NEWSLETTER SOFTWARE INTERNET PLAN | 39.92 975.00 |
| | MONDAY.COM | ANNUAL SOFTWARE SUBSCRIPTION | 3,811.94 |
| | DROPBOX | LARGE FILE TRANSFER SERVICE | 18.69 |
| | VISTA PRINT | SHIRE MERCHANDISE FOR MARKETS | 533.61 |
| | ESSPRESSO WORKS | REPAIRS TO COFFEE MACHINE AT THE CAFÉ | 1,574.10 |
| | NAB CARD FEE | FEE | 45.00 |
| 28/07/2023 | NAB INTERNATIONAL TRANSACTION FEES PAYROLL PAYMENTS | FEE | 1.76 |
| | TAMPET ATMENTO | | |

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

Chq/EFT Date

Name NAB

NAB

TOTAL MUNI TOTAL TRUST & MUNI

DescriptionNET PAYROLL F/N ENDING 03/09/2023
NET PAYROLL F/N ENDING 17/09/2023

Amount 83,701.00 89,072.27

930,367.30

9.3.2 Monthly Financial Report

File Reference: 3.0056

Applicant: Not Applicable

Disclosure of Interest: Nil

Author: Executive Manager Corporate Services

Attachments: 9.3.2A Monthly Financial Report September 2023

Summary

The Monthly Financial Report for September 2023 is presented for Councils consideration.

Background

In accordance with the Local Government Act 1995, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. Regulation 34, from the Local Government (Financial Management) Regulations 1996 sets out the detail that is required to be included in the reports.

Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

Consultation

Nil

Strategic Implications

Aspiration Performance

Outcome 12 Visionary Leadership and Responsible Governance

Objective 12.2 Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government Act 1995

Section 6.4 Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996 Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that 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);
 - (b) budget estimates to the end of month to which the statement relates:
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in

paragraphs (b) and (c);

(e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

Policy Implications

Nil

Financial Implications

As disclosed in the financial statements.

Economic Implications

Timely submission of detailed monthly financial reports allows Council to monitor the financial performance of the Shire and review any adverse financial trends that may impact on the Shire's financial sustainability.

Social Implications

Nil

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit. |
|---|--|
| Risk Rating (prior to treatment or control) | Minor |
| Principal Risk Theme | Reputational / Legislative |
| Risk Action Plan (controls or treatment proposed) | Nil |

Options

- 1. Council may choose to receive the monthly financial reports as presented.
- 2. Council may choose not to receive the monthly financial reports as presented.

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the financial statements as presented, for the period ending 30 September 2023.



MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the Period Ended 30 September 2023

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

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|----------|---|----|
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| Common C | | Nata | Adopted Budget Estimates | YTD Budget Estimates | YTD Actual | Variance* | Variance* | Var. |
|--|---|------|--------------------------------|----------------------------|---------------|-----------|-----------|----------|
| Revenue from operating activities Rates | | note | | | | | | |
| Rates Rate | OPERATING ACTIVITIES | | Ψ | Φ | Φ | Þ | 70 | |
| Rates | | | | | | | | |
| Paralle subsidies and contributions | | 6 | 6 538 742 | 6 522 241 | 6 516 743 | (5.498) | (0%) | |
| Final containing | | | | | | , , , | , , | |
| Content | | | | | | | | |
| Profit or disposal of assets 18,886 18,785 18,89 18,888 18,785 18,89 18,898 18,998 | | | | | • | | | • |
| Prolit on disposal of assets | Other revenue | | | | | | | |
| Ryspenditure from operating activities Capacita C | | 8 | | | | | | |
| Employee costs 1,49,556 1,794,988 38,869 5% 1,794,988 38,869 5% 1,794,988 38,869 5% 1,794,988 38,869 1,794,988 38,869 1,794,988 38,869 1,794,988 38,869 1,794,988 1,794,98 | | _ | | | | | | |
| Materials and contracts | Expenditure from operating activities | | -,, | , - , - | , - , - | (- / - / | | |
| Malerials and contracts | | | (3,253,044) | (833,867) | (794,998) | 38,869 | 5% | |
| Company Comp | | | (3,149,536) | | - | 44,983 | 6% | |
| Perpeciation | Utility charges | | | | - | 6,025 | 7% | |
| Finance Costs (54,968) (10,963) (10 | Depreciation | | | | | 676,737 | 100% | A |
| Other expenditure (25,850) (6,465) (9,524) (3,059) (47%) Loss on disposal of assets 8 0 0 0 0 0 Non-cash amounts excluded from operating activities 2(b) 2,641,368 676,737 0 (676,737 (10%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 58,553 10%) ▼ INVESTING ACTIVITIES Inflows from investing activities 10 3,876,677 0 7,500 7,500 0% Proceeds from disposal of assets 8 189,000 0 </td <td>Finance Costs</td> <td></td> <td></td> <td></td> <td>(10,963)</td> <td>0</td> <td>0%</td> <td></td> | Finance Costs | | | | (10,963) | 0 | 0% | |
| Loss on disposal of assets 8 0 0 0 0 0 76,328 76,338 77 76,338 76,338 77 76,338 77,34 | Insurance | | (226,419) | (114,809) | (115,030) | (221) | (0%) | |
| Non-cash amounts excluded from operating activities 2(b) 2,641,368 676,737 0 (676,737) (100%) | Other expenditure | | (25,850) | (6,465) | (9,524) | (3,059) | (47%) | |
| Non-cash amounts excluded from operating activities Amount attributable to operating activities INVESTING ACTIVITIES Inflows from investing activities Proceeds from capital grants, subsidies and contributions Proceeds from disposal of assets INVESTING ACTIVITIES Inflows from investing activities Proceeds from disposal of assets INVESTING ACTIVITIES Inflows from investing activities Proceeds from disposal of assets INVESTING ACTIVITIES Inflows from investing activities Payments for property, plant and equipment Payments for property, plant and equipment Payments for construction of infrastructure INVESTING ACTIVITIES Inflows from investing activities Inflows from investing activities Inflows from financing activities Inflows from financing activities Inflows from investing activities Inflows from investing activities Inflows from inve | Loss on disposal of assets | 8 | 0 | 0 | 0 | 0 | 0% | |
| Investing Activities 1,342,600 5,442,916 5,501,469 58,553 | | | (9,758,325) | (2,516,572) | (1,753,238) | 763,334 | | |
| Inflows from investing activities Proceeds from capital grants, subsidies and contributions 10 3,876,677 0 7,500 7,500 0% | Non-cash amounts excluded from operating activities | 2(b) | 2,641,368 | 676,737 | 0 | (676,737) | (100%) | • |
| Inflows from investing activities Proceeds from capital grants, subsidies and contributions 10 3,876,677 0 7,500 0 0 0 0 0 0 0 0 0 | Amount attributable to operating activities | | 1,342,600 | 5,442,916 | 5,501,469 | 58,553 | | |
| Inflows from investing activities Proceeds from capital grants, subsidies and contributions 10 3,876,677 0 7,500 0 0 0 0 0 0 0 0 0 | INVESTING ACTIVITIES | | | | | | | |
| Proceeds from capital grants, subsidies and contributions 10 3,876,677 0 7,500 7,500 0% Proceeds from disposal of assets 8 189,000 0 0 0 0% Outflows from investing activities Payments for property, plant and equipment 8 (1,684,009) (179,270) (179,680) (410) (0%) Payments for construction of infrastructure 8 (5,435,531) (42,000) (41,617) 383 1% Payments for construction of infrastructure 8 (5,435,531) (42,000) (41,617) 383 1% Payments for construction of infrastructure (3,053,863) (221,270) (213,797) 7,473 7,473 Amount attributable to investing activities 3 515,555 0 0 0 0% Outflows from investing activities 9 (369,416) (43,778) (43,778) (0) 0% Transfer to reserves 4 (834,536) 0 0 0 0% Amount attributable to financing activities | | | | | | | | |
| Proceeds from disposal of assets | | 10 | 3 876 677 | 0 | 7 500 | 7 500 | 00/ | |
| Outflows from investing activities Payments for property, plant and equipment 8 (1,684,009) (179,270) (179,680) (410) (0%) Payments for construction of infrastructure 8 (5,435,531) (42,000) (41,617) 383 (7,119,540) (221,270) (221,297) (27) Amount attributable to investing activities (3,053,863) (221,270) (221,270) (221,297) (27) FINANCING ACTIVITIES Inflows from financing activities Transfer from reserves 4 515,555 0 0 0 0 0 0 0 Outflows from investing activities 515,555 0 0 0 0 0 0 0 Repayment of borrowings 9 (369,416) (43,778) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0 0 4 (834,536) (1,203,952) (43,778) (43,778) (43,778) (0) Amount attributable to financing activities (688,397) (43,778) (43,778) (27,2828) (11%) ▼ Amount attributable to investing activities 1,342,600 5,442,916 5,501,469 (213,797) (213,797) (27,2828) (11%) ▼ Amount attributable to investing activities (3,053,863) (221,270) (213,797) (213,797) (213,797) (213,797) (27,2828) (11%) ▼ | | | | | | | | |
| Outflows from investing activities Payments for property, plant and equipment 8 (1,684,009) (179,270) (179,680) (410) (0%) Payments for construction of infrastructure 8 (5,435,531) (42,000) (41,617) 383 1% Amount attributable to investing activities (3,053,863) (221,270) (221,297) (27) FINANCING ACTIVITIES Inflows from financing activities 4 515,555 0 0 0 0 0% Cutflows from investing activities 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0% Transfer to reserves 4 (834,536) 0 0 0 0% Amount attributable to financing activities (688,397) (43,778) (43,778) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2 2 2,383,660 | 1 1000000 from disposar of deserte | Ŭ | | | | - | 070 | |
| Payments for property, plant and equipment Payments for construction of infrastructure 8 | Outflows from investing activities | | 4,000,011 | ŭ | 7,000 | 7,500 | | |
| Payments for construction of infrastructure 8 | | 8 | (1.684.009) | (179.270) | (179.680) | (410) | (0%) | |
| (7,119,540) (221,270) (221,297) (27) | | | | | - | | | |
| Amount attributable to investing activities (3,053,863) (221,270) (213,797) 7,473 FINANCING ACTIVITIES Inflows from financing activities Transfer from reserves 4 515,555 0 0 0 0 0 Outflows from investing activities Repayment of borrowings 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 (1,203,952) (43,778) (43,778) (0) Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year Amount attributable to operating activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) (43,778) Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | | _ | | | | | .,, | |
| FINANCING ACTIVITIES Inflows from financing activities 4 515,555 0 0 0 0 0 0 0 0 0 | Amount attributable to investing activities | | • • • • | | | | | |
| Inflows from financing activities Transfer from reserves 4 515,555 0 0 0 0% Outflows from investing activities Repayment of borrowings 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0% Amount attributable to financing activities (688,397) (43,778) (43,778) (0) (0) (0%) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 Amount attributable to financing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | Amount attributable to investing activities | | (3,033,603) | (221,270) | (213,797) | 1,413 | | |
| Transfer from reserves 4 515,555 0 0 0 0% Outflows from investing activities Repayment of borrowings 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0% Amount attributable to financing activities (688,397) (43,778) (43,778) (0) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | | | | | | | | |
| Outflows from investing activities Repayment of borrowings 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0 (1,203,952) (43,778) (43,778) (43,778) (0) Amount attributable to financing activities (688,397) (43,778) (43,778) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 (213,797) (213,797) (213,797) (213,797) Amount attributable to financing activities (3,053,863) (221,270) (213,797) (43,778) (43,778) Amount attributable to financing activities (688,397) (43,778) (43,778) (43,778) | Inflows from financing activities | | | | | | | |
| Outflows from investing activities Repayment of borrowings 9 (369,416) (43,778) (43,778) (00 (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Transfer from reserves | 4 | | | | 0 | 0% | |
| Repayment of borrowings 9 (369,416) (43,778) (43,778) (0) (0%) Transfer to reserves 4 (834,536) 0 0 0 0 0% Amount attributable to financing activities (688,397) (43,778) (43,778) (0) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 5,501,469 Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | | | 515,555 | 0 | 0 | 0 | | |
| Transfer to reserves 4 (834,536) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | | | | | | | | |
| (1,203,952) (43,778) (43,778) (0) Amount attributable to financing activities (688,397) (43,778) (43,778) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year Amount attributable to operating activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | · · | | | | - | | | |
| Amount attributable to financing activities (688,397) (43,778) (43,778) (0) MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) (43,778) | Transfer to reserves | 4 | | | | - | 0% | |
| MOVEMENT IN SURPLUS OR DEFICIT Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 (213,797) Amount attributable to financing activities (3,053,863) (221,270) (213,778) (43,778) | | | | (43,778) | (43,778) | (0) | | |
| Surplus of deficit at the start of the financial year 2(a) 2,383,660 2,383,660 2,110,832 (272,828) (11%) ▼ Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 5,501,469 (213,797) (213,797) (213,778) (43,778) <t< th=""><th>Amount attributable to financing activities</th><th></th><th>(688,397)</th><th>(43,778)</th><th>(43,778)</th><th>(0)</th><th></th><th></th></t<> | Amount attributable to financing activities | | (688,397) | (43,778) | (43,778) | (0) | | |
| Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) | MOVEMENT IN SURPLUS OR DEFICIT | | | | | | | |
| Amount attributable to operating activities 1,342,600 5,442,916 5,501,469 Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) | Surplus of deficit at the start of the financial year | 2(a) | 2,383,660 | 2,383,660 | 2,110,832 | (272,828) | (11%) | • |
| Amount attributable to investing activities (3,053,863) (221,270) (213,797) Amount attributable to financing activities (688,397) (43,778) | | . , | | | | , | • | |
| Amount attributable to financing activities (688,397) (43,778) (43,778) | | | | | | | | |
| | _ | | | | - | | | |
| | _ | | | | | | | |

KEY INFORMATION

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

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

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

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 30 SEPTEMBER 2023

| | 30 June 2023 | 30 Sep 2023 |
|-------------------------------|--------------|-------------|
| CURRENT ACCETS | \$ | \$ |
| CORRENT ASSETS | 9 000 669 | 7 700 750 |
| Cash and cash equivalents | 8,009,668 | 7,722,758 |
| Trade and other receivables | 637,549 | 6,267,732 |
| Other assets | 7,883 | 7,883 |
| TOTAL CURRENT ASSETS | 8,655,100 | 13,998,373 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 23,375 | 23,375 |
| Other financial assets | 40,745 | 40,745 |
| Property, plant and equipment | 38,372,382 | 38,552,061 |
| Infrastructure | 62,263,508 | 62,305,126 |
| TOTAL NON-CURRENT ASSETS | 100,700,010 | 100,921,307 |
| TOTAL ASSETS | 109,355,110 | 114,919,680 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 913,531 | 579,255 |
| Other liabilities | 3,386,114 | 3,819,766 |
| Borrowings | 369,416 | 325,638 |
| Employee related provisions | 203,240 | 203,240 |
| TOTAL CURRENT LIABILITIES | 4,872,301 | 4,927,899 |
| NON-CURRENT LIABILITIES | | |
| Other liabilities | 0 | 0 |
| Borrowings | 1,386,659 | 1,386,659 |
| Employee related provisions | 65,440 | 65,440 |
| TOTAL NON-CURRENT LIABILITIES | 1,452,099 | 1,452,099 |
| TOTAL LIABILITIES | 6,324,400 | 6,379,998 |
| NET ASSETS | 103,030,710 | 108,539,682 |
| EQUITY | | |
| Retained surplus | 34,019,769 | 39,528,741 |
| Reserve accounts | 2,041,385 | 2,041,385 |
| Revaluation surplus | 66,969,556 | 66,969,556 |
| TOTAL EQUITY | 103,030,710 | 108,539,682 |
| I O I AL LOCOII I | 100,000,110 | 100,000,002 |

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

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 City 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 City 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 10 October 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

| | | Adopted | Last | Year |
|--|------|--------------|--------------|-------------|
| | | Budget | Year | to |
| | | Opening | Closing | Date |
| | Note | 30 June 2023 | 30 June 2023 | 30 Sep 2023 |
| (a) Net current assets used in the Statement of Financial Activity | | | | |
| Current assets | | | | |
| Cash and cash equivalents | 4 | 8,009,668 | 8,009,668 | 7,722,758 |
| Rates receivables | 5 | 300,227 | 300,227 | 6,070,304 |
| Receivables | 5 | 336,500 | 337,325 | 197,428 |
| Inventories | | 0 | 0 | 0 |
| Other current assets | | 7,883 | 7,883 | 7,883 |
| Less: Current liabilities | | | | |
| Payables | 7 | (789,786) | (913,531) | (579,255) |
| Borrowings | 9 | (369,416) | (369,416) | (325,638) |
| Capital grant/contribution liability | 10 | (3,236,207) | (3,086,114) | (3,519,766) |
| Lease Loan - retirement village | | 0 | (300,000) | (300,000) |
| Provisions | | (203,240) | (203,240) | (203,240) |
| Less: Total adjustments to net current assets | 2(c) | (1,671,969) | (1,671,969) | (1,715,747) |
| Closing funding surplus / (deficit) | • | 2,383,660 | 2,110,832 | 7,354,726 |

(b) Non-cash items 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 items excluded from operating activities | Notes_ | Adopted Budget | YTD Budget (a) | YTD Actual (b) |
|---|--------|-------------------|----------------------|----------------------|
| | | \$ | \$ | \$ |
| Adjustments to operating activities | | | | |
| Less: Profit on asset disposals | 8 | (65,582) | 0 | 0 |
| Add: Depreciation on assets | | 2,706,950 | 676,737 | 0 |
| Total non-cash items excluded from operating activities | | 2,641,368 | 676,737 | 0 |

(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 <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates. | the net current assets used in the Statement of Financial vity in accordance with Financial Management Regulation 32 | | Last Year Closing 30 June 2023 | Year to Date 30 September 2023 |
|---|--|-------------|---|---|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 4 | (2,041,385) | (2,041,385) | (2,041,385) |
| Add: Borrowings | 9 | 369,416 | 369,416 | 325,638 |
| Add: Provisions - employee | | 0 | 0 | 0 |
| Total adjustments to net current assets | | (1,671,969) | (1,671,969) | (1,715,747) |

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.

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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

| | Var. \$ | Var. % | Explanation of Variances |
|--|-----------|--------|---|
| December from an austinum activities | \$ | % | |
| Revenue from operating activities | (5.400) | (00/) | |
| Rates | (5,498) | (0%) | |
| Grants, subsidies and contributions | 1,762 | 1% | |
| Fees and charges | 1,521 | 0% | <u> </u> |
| Interest revenue | (27,496) | (66%) | ▼ Timing Variance |
| Other revenue | 1,667 | 6% | |
| Profit on disposal of assets | 0 | 0% | |
| Expenditure from operating activities | | | |
| Employee costs | 38,869 | 5% | |
| Materials and contracts | 44,983 | 6% | |
| Utility charges | 6,025 | 7% | |
| Depreciation | 676,737 | 100% | ▲ Timing Variance - to commence once 22/23 audit complete |
| Finance Costs | 0 | 0% | |
| Insurance | (221) | (0%) | |
| Other expenditure | (3,059) | (47%) | |
| Loss on disposal of assets | 0 | 0% | |
| | | | |
| Non-cash amounts excluded from | (676,737) | (100%) | ▼ Timing Variance - Depreciation |
| operating activities. | | | |
| Inflows from investing activities | | | |
| Proceeds from capital grants, subsidies | 7,500 | 0% | |
| and contributions | , | | |
| Proceeds from disposal of assets | 0 | 0% | |
| Proceeds from financial assets at | 0 | 0% | |
| amortised cost - self supporting loans | | | |
| Outflows from two offs and offstee | | | |
| Outflows from investing activities | | 00/ | |
| Payments for financial assets at amortised | 0 | 0% | |
| cost - self supporting loans Payments for property, plant and | (410) | (0%) | |
| equipment | (410) | (070) | |
| Payments for construction of infrastructure | | | |
| , a,a.a.a.a.a.a.a.a.a.a.a.a.a.a.a.a. | | | |
| | | | |
| Inflows from financing activities | | | |
| Proceeds from new debentures | 0 | 0% | |
| Transfer to reserves | 0 | 0% | |
| Outflows from financing activities | | | |
| Outflows from financing activities Payments for principal portion of lease | 0 | 0% | |
| liabilities | U | 070 | |
| Repayment of borrowings | (0) | (0%) | |
| Transfer to reserves | 0 | 0% | |
| | 3 | | |
| Surplus of deficit at the start of the | (272,828) | (11%) | ▼ |
| financial year | , | | |
| | | | |
| | | | |

4 CASH AND FINANCIAL ASSETS

CASH AND INVESTMENTS

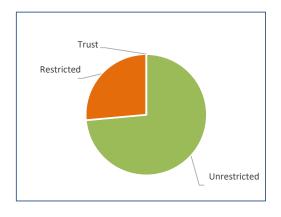
| | | | Total | | | Interest | Maturity |
|---|--------------|------------|-----------|-------|-------------|----------|-----------|
| Description | Unrestricted | Restricted | Cash | Trust | Institution | Rate | Date |
| | \$ | \$ | \$ | \$ | | | |
| Cash on hand | | | | | | | |
| Petty Cash & Floats | 400 | 0 | 400 | | | 0.00% | On Hand |
| At Call Deposits | | | | | | | |
| Municipal Funds | 732,778 | 0 | 732,778 | | NAB | | At Call |
| Reserve Funds | 0 | 2,041,385 | 2,041,385 | | NAB | | At Call |
| Bonds & Deposits | 148,195 | 0 | 148,195 | | NAB | | At Call |
| Term Deposits & Overnight Cash Deposits | | | | | | | |
| Municipal Funds | 4,800,000 | 0 | 4,800,000 | | Treasury | 4.10% | Overnight |
| Reserve Funds | 0 | 0 | 0 | | | | |
| Total | 5.681.373 | 2.041.385 | 7.722.758 | | 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 and bank overdrafts. 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.



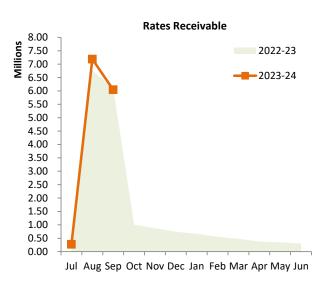
| Total Cash | Unrestricted |
|------------|--------------|
| \$7.72 M | \$5.68 M |

CASH BACKED RESERVES

| Reserve name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|----------------------------|--------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|------------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant | 276,078 | 11,043 | 0 | 50,000 | 0 | (121,343) | 0 | 215,778 | 276,078 |
| Building | 299,278 | 11,971 | 0 | 100,000 | 0 | 0 | 0 | 411,249 | 299,278 |
| Community Facility Fund | 81,509 | 3,260 | 0 | 10,000 | 0 | 0 | 0 | 94,769 | 81,509 |
| Refuse Site | 80,345 | 3,214 | 0 | 50,000 | 0 | 0 | 0 | 133,559 | 80,345 |
| Aged Housing | 212,850 | 8,514 | 0 | 25,000 | 0 | (90,000) | 0 | 156,364 | 212,850 |
| Swimming Pool | 221,471 | 8,858 | 0 | 76,359 | 0 | 0 | 0 | 306,688 | 221,471 |
| River Crossing | 88,701 | 3,550 | 0 | 0 | 0 | (92,249) | 0 | 2 | 88,701 |
| Prepaid Conditional Grants | 203,985 | 0 | 0 | 0 | 0 | (203,985) | 0 | 0 | 203,985 |
| Unspent Conditional Grants | 7,978 | 0 | 0 | 0 | 0 | (7,978) | 0 | 0 | 7,978 |
| Public Open Space | 318,132 | 12,725 | 0 | 250,000 | 0 | 0 | 0 | 580,857 | 318,132 |
| Town Weir Reserve | 251,058 | 10,042 | 0 | 200,000 | 0 | 0 | 0 | 461,100 | 251,058 |
| | 2,041,385 | 73,177 | 0 | 761,359 | 0 | (515,555) | 0 | 2,360,366 | 2,041,385 |

5 RECEIVABLES

| Rates receivable | 30 Jun 2023 | 30 Sep 2023 |
|--------------------------------|-------------|-------------|
| | \$ | \$ |
| Opening arrears previous years | 253,668 | 300,227 |
| | | |
| RATES - levied this year | 5,227,323 | 6,516,742 |
| RUBBISH - levied this year | 253,247 | 298,570 |
| ESL - levied this year | 107,448 | 117,012 |
| TOTAL levied this year | 5,588,018 | 6,932,324 |
| | | |
| Less - collections to date | (5,541,459) | (1,162,247) |
| | | |
| Equals current outstanding | 300,227 | 6,070,304 |
| Net rates collectable | 300,227 | 6,070,304 |
| % Collected | 94.9% | 16.1% |



| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--------------------------------|--------------------------|--------------------|-----------|---------|----------|---------|
| | | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (3,139) | 20,155 | 50,288 | 20,016 | 77,498 | 164,818 |
| Percentage | | 12.2% | 30.5% | 12.1% | 47% | |
| Balance per trial balance | | | | | | |
| Sundry receivable | | | | | | 164,818 |
| GST receivable | | | | | | 25,822 |
| Increase in Allowance for impa | irment of receivables fi | rom contracts with | customers | | | (4,873) |
| Accrued Income | | | | | | 7,883 |
| Other receivables - employee r | elated provisions | | | | | 11,661 |
| Total receivables general out | etandina | | | | | 205 311 |

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 as 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.

6 RATE REVENUE

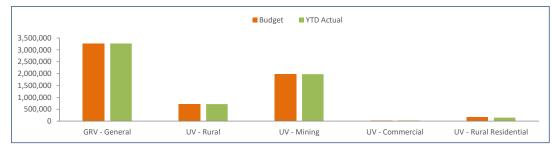
RATE REVENUE

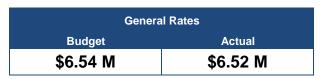
| General rate revenue | | | | | Budget | | | YTD Ac | ctual | |
|---------------------------|------------|------------|-------------|-----------|---------|-----------|-----------|---------|-------|-----------|
| | Rate in | Number of | Rateable | Rate | Interim | Total | Rate | Interim | Back | Total |
| | \$ (cents) | Properties | Value | Revenue | Rate | Revenue | Revenue | Rates | Rates | Revenue |
| RATE TYPE | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental value | | | | | | | | | | |
| GRV - General | 0.116774 | 561 | 28,017,281 | 3,271,690 | 1,000 | 3,272,690 | 3,271,690 | 0 | 0 | 3,271,690 |
| Unimproved value | | | | | | | | | | |
| UV - Rural | 0.005205 | 135 | 138,105,000 | 718,837 | 1,000 | 719,837 | 718,837 | 0 | 0 | 718,837 |
| UV - Mining | 0.031027 | 128 | 63,725,776 | 1,977,220 | 0 | 1,977,220 | 1,977,220 | 0 | 0 | 1,977,220 |
| UV - Commercial | 0.021617 | 2 | 1,252,000 | 27,064 | 0 | 27,064 | 27,064 | 0 | 0 | 27,064 |
| UV - Rural Residential | 0.009397 | 127 | 15,719,000 | 147,711 | 20,000 | 167,711 | 147,711 | 0 | 0 | 147,711 |
| Sub-Total | | 953 | 246,819,057 | 6,142,522 | 22,000 | 6,164,522 | 6,142,522 | 0 | 0 | 6,142,522 |
| Minimum payment | Minimum \$ | | | | | | | | | |
| Gross rental value | | | | | | | | | | |
| GRV - General | 945 | 129 | 239,881 | 121,905 | 0 | 121,905 | 121,905 | 0 | 0 | 121,905 |
| Unimproved value | | | | | | | | 0 | 0 | |
| UV - Rural | 945 | 99 | 13,088,000 | 93,555 | 0 | 93,555 | 93,555 | 0 | 0 | 93,555 |
| UV - Mining | 945 | 42 | 193,745 | 39,690 | 0 | 39,690 | 39,690 | 0 | 0 | 39,690 |
| UV - Commercial | 945 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UV - Rural Residential | 945 | 126 | 10,767,500 | 119,070 | 0 | 119,070 | 119,070 | 0 | 0 | 119,070 |
| Sub-total | | 396 | 24,289,126 | 374,220 | 0 | 374,220 | 374,220 | 0 | 0 | 374,220 |
| | | | | | | | | | | |
| Amount from general rates | | | | | | 6 538 742 | | | | 6 516 742 |

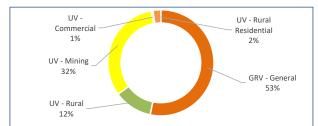
Amount from general rates 6,538,742 6,516,742

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.







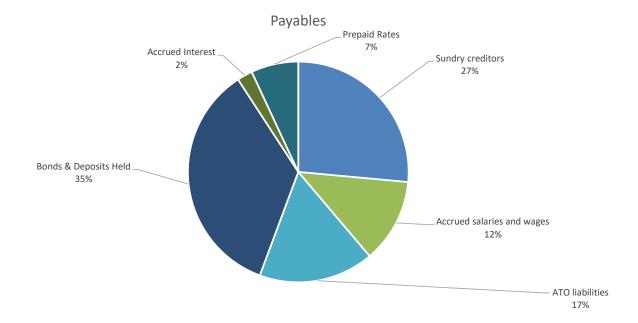
7 PAYABLES

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|------------------------------------|----------|----------|----------|----------|----------|---------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 113,230 | 0 | 0 | 0 | 113,230 |
| Percentage | 0% | 100% | 0% | 0% | 0% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 113,230 |
| Accrued salaries and wages | | | | | | 52,827 |
| ATO liabilities | | | | | | 72,136 |
| Bonds & Deposits Held | | | | | | 150,355 |
| Accrued Interest | | | | | | 9,691 |
| Prepaid Rates | | | | | | 29,629 |
| Unclaimed Funds | | | | | | 490 |
| Road Safety Alliance | | | | | | 150,897 |
| Total payables general outstanding | <u> </u> | <u> </u> | <u> </u> | <u> </u> | | 579,255 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.

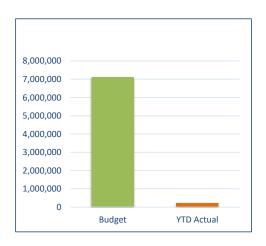


8 CAPITAL ACQUISITIONS

| | Adop | ted | | | |
|--|-----------|------------|------------|------------------------|--|
| Capital acquisitions | Budget | YTD Budget | YTD Actual | YTD Actual Variance | |
| | \$ | \$ | \$ | \$ | |
| Furniture and Equipment | 49,039 | 0 | 0 | 0 | |
| Land and Buildings | 919,700 | 152,000 | 152,410 | 410 | |
| Plant and Equipment | 715,270 | 27,270 | 27,270 | 0 | |
| Road Infrastructure | 1,588,689 | 11,000 | 11,010 | 10 | |
| Footpath Infrastructure | 679,414 | 0 | 0 | 0 | |
| Drainage Bridges Culverts | 425,000 | 2,000 | 2,000 | 0 | |
| Infrastructure - Parks, Gardens, Recreation Facilities | 2,742,428 | 29,000 | 28,607 | (393) | |
| Total Capital Acquisitions | 7,119,540 | 221,270 | 221,297 | 27 | |
| Capital Acquisitions Funded By: | | | | | |
| | \$ | \$ | \$ | \$ | |
| Capital grants and contributions | 3,876,677 | 0 | 7,500 | 7,500 | |
| Other (disposals & C/Fwd) | 189,000 | 0 | 0 | 0 | |
| Cash backed reserves | | | | | |
| Aged Housing | 100,000 | 0 | 0 | 0 | |
| Contribution - operations | 2,953,863 | 221,270 | 213,797 | (7,473) | |
| Capital funding total | 7,119,540 | 221,270 | 221,297 | 27 | |

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



| | Annual Budget | YTD Actual | % Spent |
|--------------|---------------|------------|---------|
| Acquisitions | \$7.12 M | \$.22 M | 3% |

| | Annual Budget | YTD Actual | % Received |
|----------------|---------------|------------|------------|
| Capital Grants | \$3.88 M | \$.01 M | 0% |

8 CAPITAL ACQUISITIONS DETAILED

| tal Disposals | Aı | mended Budge | et | YTD Actual | | | |
|----------------------|-------------------|--------------|-----------------|-------------------|----------|-----------------|--|
| Asset description | Net Book Value | Proceeds | Profit / (Loss) | Net Book Value | Proceeds | Profit / (Loss) | |
| Isuzu 4.5T Tipper | 16,036 | 15,000 | (1,036) | 0 | 0 | 0 | |
| Hino 6T Truck | 33,000 | 40,000 | 7,000 | 0 | 0 | 0 | |
| Ford Ranger Supercab | 5,150 | 14,000 | 8,850 | 0 | 0 | 0 | |
| Mitsubishi Pajero | 350 | 30,000 | 29,650 | 0 | 0 | 0 | |
| Dingo Digger | 1,091 | 7,000 | 5,909 | 0 | 0 | 0 | |
| Road Broom | 0 | 8,000 | 8,000 | 0 | 0 | 0 | |
| McConnel Flail Mower | 40,855 | 40,000 | (855) | 0 | 0 | 0 | |
| Fuso Truck | 26,936 | 35,000 | 8,064 | 0 | 0 | 0 | |
| | 123.418 | 189.000 | 65.582 | 0 | 0 | 0 | |

Capital Acquisitions

Level of completion indicators

0%
20%
40%
60%
100%
Cover 100%

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

| | Current | | | Variance |
|--|-----------|------------|------------|--------------|
| Account Description | Budget | YTD Budget | YTD Actual | Under/(Over) |
| IT Equipment | 34,200 | 0 | 0 | 0 |
| Councillor Tablets | 4,000 | 0 | 0 | 0 |
| CCTV Upgrades | 10,839 | 0 | 0 | 0 |
| Total Furniture & Equipment | 49,039 | 0 | 0 | 0 |
| Building Asset Renewal Program | 120,000 | 0 | 0 | 0 |
| Upgrade to Pavilion to accommodate Gym | 239,000 | 35,000 | 34,145 | 855 |
| Crib Room for Deport | 150,000 | 15,000 | 15,970 | (970) |
| Recreation Centre - Solar Panels | 20,000 | 2,000 | 2,050 | (50) |
| Doctors House - Solar Panels | 5,000 | 0 | 0 | 0 |
| Foreshore Toilet Block | 120,000 | 0 | 0 | 0 |
| Recreation Centre | 17,500 | 0 | 0 | 0 |
| Pound Complex | 15,000 | 0 | 0 | 0 |
| Depot | 18,200 | 0 | 0 | 0 |
| Visitor Centre | 25,000 | 0 | 0 | 0 |
| Upgrade Interpretive Centre | 100,000 | 10,000 | 10,003 | (3) |
| Land - Eucalypt Street | 90,000 | 90,000 | 90,242 | (242) |
| Total Land & Buildings | 919,700 | 152,000 | 152,410 | (168) |
| 4.5 Tonne Tipper | 60,000 | 0 | 0 | 0 |
| 6 Tonne Truck | 270,000 | 0 | 0 | 0 |
| Slip on Unit for Ranger Vehicle | 27,270 | 27,270 | 27,270 | 0 |
| Replace Ford Ranger Supercab | 42,500 | 0 | 0 | 0 |
| Replace Mitsubishi Pajero Sport | 60,000 | 0 | 0 | 0 |
| Dingo Mini Digger | 35,000 | 0 | 0 | 0 |
| Road Broom | 62,000 | 0 | 0 | 0 |
| Mitsubishi Fuso Tip Truck | 110,000 | 0 | 0 | 0 |
| Portable CCTV Trailer | 30,000 | 0 | 0 | 0 |
| Crossman Rd Standpipe | 18,500 | 0 | 0 | 0 |
| Total Plant & Equipment | 715,270 | 27,270 | 27,270 | 0 |
| RTR - Chalk Brook Road Crossing | 161,639 | 2,000 | 1,975 | 25 |
| Linemarking - Forrest Street | 7,000 | 0 | 0 | 0 |
| Gravel Sheeting | 62,589 | 0 | 0 | 0 |
| RRG - Crossman Rd - Surface treatment & Reseal | 328,500 | 0 | 0 | 0 |
| RRG - Harvey Quindanning Rd - improve geometry widen | 848,962 | 9,000 | 9,035 | (35) |
| RRG - Lower Hotham Rd - Reseal, shoulders, drainage | 179,999 | 0 | 0 | 0 |
| Total Road Infrastructure | 1,588,689 | 11,000 | 11,010 | (10) |

8 CAPITAL ACQUISITIONS DETAILED (CONTINUED)

Capital Acquisitions (continued)

| rioquiomono (commuou) | | | | |
|--|-------------------|------------|------------|--------------------------|
| Account Description | Current Budget | YTD Budget | YTD Actual | Variance Under/(Over) |
| Footpath renewal program | 65,000 | 0 | 0 | 0 |
| Club Drive, Hadea Rd and Adam Street (east side) | 104,414 | 0 | 0 | 0 |
| Mountain Bike Trail | 510,000 | 0 | 0 | 0 |
| Total Footpath Infrastructure | 679,414 | 0 | 0 | 0 |
| Kerbing - Town Roads | 10,000 | 0 | 0 | 0 |
| Improve Townsite Drainage | 200,000 | 2,000 | 2,000 | 0 |
| Forrest Street Drainage | 50,000 | 0 | 0 | 0 |
| William Street River Crossing | 165,000 | 0 | 0 | 0 |
| Total Drainage/Bridges & Culverts | 425,000 | 2,000 | 2,000 | 0 |
| Street Art/Mural Project | 35,000 | 0 | 0 | 0 |
| EV Charging Stations | 33,906 | 0 | 0 | 0 |
| Lighting for Hotham Park | 15,000 | 15,000 | 14,505 | 496 |
| Red Hill Reserve | 5,203 | 0 | 0 | 0 |
| Bicycle Racks for Hotham Park | 10,000 | 0 | 0 | 0 |
| Town Street Revitalisation | 1,930,272 | 0 | 0 | 0 |
| Regional Destination Signage | 80,000 | 0 | 0 | 0 |
| Standard Green, Blue & Brown Signage | 30,000 | 0 | 0 | 0 |
| Community Club - Playground | 93,600 | 0 | 0 | 0 |
| Install Bore at Hotham Park | 86,500 | 14,000 | 13,964 | 36 |
| Resurface Bowling Green | 100,947 | 0 | 0 | 0 |
| Niche Wall | 10,000 | 0 | 0 | 0 |
| Darminning (Ranford Pool) | 200,000 | 0 | 0 | 0 |
| Boddington Sign (Albany Hwy) | 35,000 | 0 | 0 | 0 |
| Tennis Court - surface rejuvenation | 32,000 | 0 | 138 | (138) |
| Marradong Fire Brigade | 30,000 | 0 | 0 | 0 |
| Tennis Courts - retaining wall | 15,000 | 0 | 0 | 0 |
| Total Other Infrastructure | 2,742,428 | 29,000 | 28,607 | 393 |
| Grand Total | 7,119,540 | 221,270 | 221,297 | 215 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2023

9 BORROWINGS

Repayments - borrowings

| | | | | | | Princ | ipal | Princi | ipal | Inter | est |
|---------------------------|----------|------------|-------------|--------|--------|--------|---------|-----------|-----------|--------|--------|
| Information on borrowings | | | | New L | oans | Repayr | nents | Outstar | nding | Repayn | nents |
| Particulars | Loan No. | Interest % | 1 July 2023 | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Governance | | | | | | | | | | | |
| Administration Centre | 105 | 4.01% | 148,485 | 0 | 0 | 0 | 148,485 | 148,485 | 0 | 0 | 10,206 |
| Education and welfare | | | | | | | | | | | |
| Childcare Centre | 100 | 6.42% | 64,728 | 0 | 0 | 9,954 | 20,228 | 54,774 | 44,500 | 2,078 | 5,075 |
| Housing | | | | | | | | | | | |
| 3 Pecan Place | 94 | 6.45% | 147,872 | 0 | 0 | 0 | 17,321 | 147,872 | 130,551 | 0 | 10,328 |
| 34 Hill Street | 97 | 6.45% | 149,962 | 0 | 0 | 0 | 17,566 | 149,962 | 132,396 | 0 | 10,474 |
| Recreation and culture | | | | | | | | | | | |
| Recreation Centre | 106 | 3.36% | 528,888 | 0 | 0 | 33,824 | 68,217 | 495,064 | 460,671 | 8,885 | 19,438 |
| Recreation Centre | 107 | 1.56% | 716,140 | 0 | 0 | 0 | 97,599 | 716,140 | 618,541 | 0 | 12,298 |
| Total | | | 1,756,075 | 0 | 0 | 43,778 | 369,416 | 1,712,297 | 1,386,659 | 10,963 | 67,819 |
| Current borrowings | | | 369,416 | | | | | 325,638 | | | |
| Non-current borrowings | | | 1,386,659 | | | | | 1,386,659 | | | |
| - | | | 1,756,075 | | | | | 1,712,297 | | | |

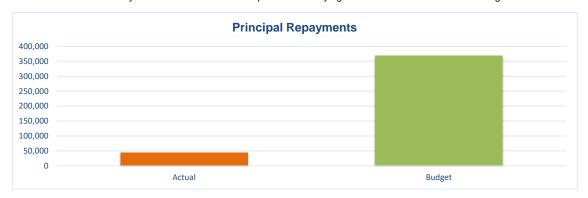
Duimainal

Deimainal

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



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10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Unspent grants, subsidies and | l |
|-------------------------------|---|
| contributions liability | |

| | (| contribution | ons liability | ' | Grants, subsidies & contribution revenu | | | | ue |
|--|-----------------------------|--------------------------|--|-----------------------------|---|-------------------|----------------------|--------------|--------------------------|
| Provider | Liability 1 Jul 23 | Increase in Liability | Decrease in Liability (As revenue) | Liability 30 Sep 23 | YTD Budget | Adopted Budget | Budget Variations | Expected | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating grants, subsidies and contribu | utions | | | | | | | | |
| General purpose funding | | | | | | | | | |
| Federal Grant - General Purpose | 0 | 0 | 0 | 0 | 882 | 3,526 | 0 | 3,526 | 4,19 |
| Federal Grant - Local Roads | | | | 0 | 3,311 | 13,243 | 0 | 13,243 | (|
| Law, order, public safety | | | | | | | | | |
| DFES - Fire Brigade Operating Grant | 0 | 0 | 0 | 0 | 15,298 | 61,190 | 0 | 61,190 | 15,53 |
| Mitigation Activity Grant | 0 | 0 | 0 | 0 | 4,875 | 19,500 | 0 | 19,500 | 8,50 |
| DFES - SES Operating Grant | 0 | 0 | 0 | 0 | 7,650 | 30,600 | 0 | 30,600 | 7,41 |
| Abandoned Vehicles | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 570 |
| Education and welfare | | | | | | | | | |
| Seniors - Living Stronger/Longer | 0 | 0 | 0 | 0 | 999 | 4,000 | 0 | 4,000 | 559 |
| Welfare Grants | 0 | 0 | | 0 | 999 | 4,000 | 0 | 4,000 | |
| Recreation and culture | | | | | | , | | , | |
| South 32 - Events Contribution | 0 | 0 | 0 | 0 | 25,000 | 25,000 | 0 | 25,000 | 25,000 |
| Christmas Celebration | 0 | 0 | | 0 | 0 | 8,000 | 0 | 8,000 | (|
| Mountain Bike Trail Funding | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | (|
| Library Childrens Week Grant | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | (|
| Better Beginnings Grant | 0 | 0 | _ | 0 | 0 | 0 | 0 | 0 | (|
| Thank a Volunteer | 0 | 0 | | 0 | 750 | 3,000 | 0 | 3,000 | |
| Australia Day Grant | 0 | 0 | | 0 | 0 | 2,500 | 0 | 2,500 | (|
| Transport | O | O | U | O | O | 2,500 | O | 2,300 | ` |
| Main Roads - Direct Road Grant | 0 | 0 | 0 | 0 | 63,776 | 63,776 | 0 | 63,776 | 63,776 |
| Road Safety Alliance | 0 | 0 | | 0 | 03,770 | 03,770 | 0 | 03,770 | 03,776 |
| Economic services | U | U | U | U | U | U | U | U | , |
| | 0 | 0 | 0 | 0 | 240 | 1 000 | 0 | 1 000 | , |
| Contributions Area Promotion & Tourism | _ | | | | 249 | 1,000 | 0 | 1,000 | |
| South 32 Cultural Centre | 1,905,059 | 0 | 0 | 1,905,059 | 0 | 100,000 | 0 | 100,000 | (|
| | 1,905,059 | 0 | 0 | 1,905,059 | 123,788 | 339,835 | 0 | 339,835 | 125,550 |
| Non-operating contributions | | | | | | | | | |
| General purpose funding | | | | | | | | | |
| LRCI - Darminning Pool Upgrades | 0 | 0 | 0 | 0 | 0 | 170,596 | 0 | 170,596 | |
| LRCI - Main Street Revitialisation | 53,482 | 149,652 | | 203,134 | 0 | 141,192 | 0 | 141,192 | |
| Recreation and culture | , | , | | • | | • | | | |
| Community Gym | 100,000 | 0 | 0 | 100,000 | 0 | 100,000 | 0 | 100,000 | |
| Mountain Bike Funding | 0 | 0 | | 0 | 0 | 490,000 | 0 | 490,000 | |
| Community Club - Playground | 0 | 0 | | 0 | 0 | 93,600 | 0 | 93,600 | |
| Bowling Club - Resurface Bowling Green | 0 | 0 | | 0 | 0 | 54,896 | 0 | 54,896 | |
| Peel Devt. Comm - Rail Trail Grant | 13,414 | 0 | | 13,414 | · · | 0 1,000 | ū | 0 .,000 | |
| Transport | 10,414 | O | U | 10,414 | | | | O | |
| Footpath Grant | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 50,000 | 7,500 |
| Main Street Revitialisation Project | 500,000 | 0 | | 500,000 | 0 | 1,703,400 | 0 | 1,703,400 | 7,500 |
| EV Charging Stations | 0 | 0 | | 0 300,000 | 0 | 17,513 | 0 | 17,513 | (|
| Roads to Recovery Funding | 0 | 0 | | 0 | 0 | 161,639 | 0 | 161,639 | (|
| Regional Road Group Funding | | | | 396,159 | 0 | • | 0 | | |
| | 112,159 | 284,000 | | | 0 | 893,841 0 | 0 | 893,841 0 | |
| Special Bridge Funding | 402,000 1,181,055 | 433,652 | | 402,000 1,614,707 | 0 | 3,876,677 | 0 | | 7,50 |
| | 1,101,000 | -100,002 | | 1,014,101 | | 3,010,011 | | 3,010,011 | 7,500 |
| TOTALS | 3,086,114 | 433,652 | 0 | 3,519,766 | 123,788 | 4,216,512 | 0 | 4,216,512 | 133,050 |

11 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|--------------|---------------------------------|-----------------------|--------------------|------------------------|-------------------------------------|----------------------------------|---|
| | | | | \$ | \$ | \$ | \$ |
| Bud | lget adoption | | Closing Surplus | | | | 0 |
| 3146209 Land | d Acquisition - Eucalypt Street | Res 100/23 | Capital Expenses | | | (90,000) | (90,000) |
| 8011482 Age | d Housing Reserve | Res100/23 | Capital Revenue | | 90,000 | | 0 |
| 3042100 Lega | al Expenses | Res 108/23 | Operating Expenses | | | (16,000) | (16,000) |
| | | | | 0 | 90,000 | (106.000) | (16,000) |

9.3.3 2023/2024 Rating Review

File Reference: 3.000596 Applicant: Not Applicable

Disclosure of Interest: Nil

Author: Executive Manager Corporate Services

Attachments: Nil

Summary

This proposal is for Council to progress the rating review commenced in 2022, and to consider changing the valuation method for non-rural properties from the Unimproved (UV) valuation method to the Gross Rental Valuation (GRV) method of determining valuations for rating purposes.

Background

In April 2022, the Shire engaged Moore Stephens to undertake a Strategic Rating Review for the Shire. It makes several recommendations, which were adopted by Council on 21 July 2022:

COUNCIL RESOLUTION: 66/22

That Council:

- Adopts the Strategic Rating Review as a basis for progressing changes to the rating structure to increase alignment with the Department of Local Government Sport and Cultural Industries Rating Principles.
- 2. Notes the submissions received in relation to the Rating Strategy and proposed differential rates and minimum payments for 2022/23.
- Request the Chief Executive Officer proceed with the budget preparation based on the Statement of Objects and Reasons contained in Attachment A.
- 4. Authorise the Chief Executive Officer to proceed with the application for Ministerial Approval of the adopted differential rates for the: (a) UV Commercial; and (b) UV Mining category. The Council consider the following changes to its current rating structure
 - (a) UV Commercial; and
 - (b) UV Mining category.

Matters Identified

Valuation methodology not aligned to category

We noted the naming of UV Non-rural rating category and GRV Mining categories could better align with the legislative requirement for rural and mining properties to be valued based on their Unimproved Value (UV) and non-rural properties to be valued based on their Gross Rental Value (GRV).

Ensure processes and procedures are implemented to apply to the Minister where the basis of valuation does not align to current land use

It is important for local governments to closely monitor changes in land use from rural to non-rural, including use for industrial purposes, and any other land use changes occurring within the district, and subsequently apply to the Minister for a change of valuation method to ensure the rating principles are consistently applied throughout the district.

Under section 6.28 of the Local Government Act 1995, the Shire is required to review and make recommendations to the Minister for Local Government, as to the method of valuation to be used for rating purposes.

The outcome from the Strategic Rating Review, is that small lifestyle and industrial lots currently valued as using the UV method were assessed. The majority are proposed to change to GRV, unless it can be ascertained the property is used predominately for rural purposes, that significant revenue is derived from these activities, and the activities are allowed under the relevant Local Planning Scheme.

Land Use Declaration forms were sent out to all affected landowners with a covering letter explaining the process along with a copy of Section 6.28 of the Local Government Act and a two page Frequently Asked Questions sheet. Property owners were given 28 days to return the form, although forms were accepted after this time frame.

Of the 253 ratepayers/landholders consulted, the Shire received the following responses:

- 173 No Land Use Declaration was received.
- 26 Answered 'No' to Question 1 if the property being used for Rural Purposes
- 3 Did not respond to Question 1
- 51 Answered 'Yes' to Question 1 if the property being used for Rural Purposes
- 13 Answered 'Yes' to Question 1 but no to the activity being the predominate use

| Assessment No | Question 1 Is the property used for Rural Purposes | Question 2 Which of the following land uses best describes the rural base of your property | Question 3 Does the agricultural activities carried out on the land represent the predominate use | Area (ha) |
|------------------|---|--|--|-----------|
| A1014 | No | - | No | 11.9 |
| A102 | Yes | Sheep Grazing | Yes | 58.8 |
| A1031 | Yes | Grazing for stock | No | 11.4 |
| A1032 | Yes | Horticulture, Orchards, Grazing, Stabling | No | 4.3 |
| A1037 | Yes | Grazing, Growing, Other | - | 7.4539 |
| A1038 | Yes | Horticulture, Poultry Production and Grazing | No | 7.7 |
| A1041 | Yes | Grazing, Growing, Other | No | 8 |
| A1071 | No | - | No | 1.1457 |
| A1108 | Yes | Orchards | Yes | 8.5196 |
| A1110 | Yes | Grazing: Ewes and Lambs | Yes | 10.0046 |
| A1125 | Yes | Horticulture, Grazing and other | Yes | 10.2928 |
| A1127 | No | - | - | 2.3 |
| A1134 | Yes | Horticulture, Grazing, Orchards | Yes | 7.4584 |
| A1141 | Yes | Grazing and Other | Yes | 14.8329 |
| A1143 | Yes | Apiculture, Grazing, Growing | Yes | 20.0185 |
| A1148 | Yes | Grazing: Fat Lamb Production | Yes | 26.7 |
| A1162 | No | Other | - | 21.5605 |
| A1163 | - | Apiculture, Grazing and Growing | Yes | 10.0677 |
| A1180 | Yes | Grazing | No | 13.2192 |
| A1184 | No | - | - | 12.0617 |
| A1185 | Yes | Grazing: Fat Lamb Production | Yes | 11.4365 |
| A1200 | Yes | Grazing and Growing | No | 10.2044 |
| A1205 | Yes | Horticulture and Growing | Yes | 12.767 |

| No | Question 1 Is the property used for Rural Purposes | Question 2 Which of the following land uses best describes the rural base of your property | Question 3 Does the agricultural activities carried out on the land represent the predominate use | Area (ha) |
|-------|---|--|--|-----------|
| A1223 | No | - | No | 2.1743 |
| A1256 | Yes | Grazing: 120-200 Fine wool Merino Sheep | Yes | 38.245 |
| A1264 | Yes | Grazing | - | 2.0017 |
| A1288 | No | - | - | 11.0742 |
| A1289 | No | - | | 11.4643 |
| A1418 | Yes | Apiculture, Growing (sheep) | Yes | 4.0002 |
| A1485 | Yes | Orchards, Grazing, Growing and other | Yes | 5.7137 |
| A1490 | Yes | Grazing Sheep and Grain Cropping | Yes | 4.3102 |
| A1507 | Yes | Other: Conservation Covenant | Yes | 5.3234 |
| A1518 | Yes | Horticulture | Yes | 4.0614 |
| A1608 | Yes | Future horticulture, Poultry Production and Grazing | No | 4.0249 |
| A1665 | No | - | - | 1 |
| A1666 | No | • | - | 0.9395 |
| A1740 | - | Horticulture, Orchards, Forestry, Grazing, Stabling | - | 6.9193 |
| A1760 | Yes | Grazing and Growing | - | 7.0839 |
| A1762 | Yes | Grazing and Growing | - | 5.027 |
| A1780 | Yes | Horticulture, Grazing, Growing and Other | Yes | 21.0648 |
| A1781 | Yes | Forestry | Yes | 22.1598 |
| A1782 | Yes | Grazing - up to 130 sheep | - | 27.9011 |
| A1812 | Yes | Grazing, Other | Yes | 8.1082 |
| A1815 | Yes | Stabling, agisting, traing horses and Grazing | Yes | 37.7437 |
| A1863 | No | - | - | 2.139 |
| A454 | No | - | - | 1.1 |
| A455 | No | - | = | 1.1 |
| A470 | No | - | - | 4.1 |
| A472 | Yes | Orchards | No | 5 |
| A55 | Yes | Orchards and Grazing | No | 23.3 |
| A617 | - | Grazing (sheep) Growing - Cropping Hay Production | Yes | 62.2 |
| A623 | Yes | Grazing (sheep), Growing (oats) | Yes/No? | 3.4 |
| A624 | No | - | - | 3.5 |
| A628 | Yes | Grazing, Stabling, Agisting, training horses. | Yes | 5.7 |
| A629 | Yes | - | No | 5.7 |
| A8 | Yes | Grazing | Yes | 2.4 |
| A827 | No | - | No | 2.1 |
| A830 | Yes | Orchards, Grazing and Growing | No | 4.8 |
| A855 | Yes | Grazing | No | 9.8 |
| A883 | Yes | Grazing | Yes | 10 |
| A885 | No | - | - | 12.8 |
| A888 | No | - | - | 16 |
| A889 | No | - | = | 13.4 |
| A891 | Yes | Grazing and Growing | Yes | 15.7 |
| A892 | Yes | Orchards, Grazing, Poultry Production, Growing and Other | Yes | 15.2356 |
| A893 | Yes | Horticulture?, Forestry, Apiculture, Growing, Grazing | Yes | 13.1 |
| A894 | Yes | Grazing: Approx 60 sheep about to lamb | No | 19.7297 |
| A896 | Yes | Grazing and Growing | Yes | 10.9 |

| Assessment No | Question 1 Is the property used for Rural Purposes | Question 2 Which of the following land uses best describes the rural base of your property | Question 3 Does the agricultural activities carried out on the land represent the predominate use | Area (ha) |
|------------------|---|--|--|-----------|
| A897 | Yes | Grazing, Growing (Crops) | Yes | 10.8 |
| A903 | No | - | No | 4 |
| A958 | Yes | Orchards, Grazing and Growing | Yes | 13.6 |
| A964 | Yes | Grazing | Yes | 12.5 |
| A972 | No | - | - | 2.5 |
| A973 | No | - | No | 2 |
| A974 | No | - | - | 2.1 |
| A983 | Yes | Other | Yes | 2.2 |
| A984 | No | - | No | 2 |
| A991 | No | - | - | 2.3759 |
| A995 | No | - | - | 6.8 |
| A962 | Yes | Poultry production | Yes | 13.1 |

The Shire has undertaken both desktop reviews and consultation with the affected landowners in determining which properties are being recommended to have the rating valuation method changed. These properties are currently being rated using the UV method of valuation. It would be more appropriate for the use of the GRV method of valuation, as these properties can no longer be considered as predominately for rural purposes in nature, in accordance with Section 6.28 of the Local Government Act 1995.

Comment

The Shire of Boddington Rating Strategy is an important component of the integrated planning process and it will underpin forward planning for long term financial management, asset management, capital investment and the other facets of strategic planning on behalf of the community.

The Shire operates with the following rating categories (updated for 2023/2024)

| GRV/UV | Description | Non-Minimum | Minimum |
|--------|-------------------|-------------|---------|
| GRV | General | 561 | 129 |
| UV | Rural Residential | 127 | 126 |
| UV | Rural | 135 | 99 |
| UV | Mining | 128 | 42 |
| UV | Commercial | 2 | 0 |
| TOTAL | | 953 | 396 |

Differential rating is in place and is constrained by the legal requirement that the differential rate in the dollar is not more than double the lowest minimum rate. This is particularly relevant to the unimproved value classification of Rural Residential and Rural.

A similar constraint applies to the number of properties on minimum rates which cannot exceed 50% of the total number of assessments.

Further comments are contained within the report from Moore Stephens, or within the Local Government **Operation Guidelines No. 2 – Changing Methods of Valuation of Land.**

GUIDELINE NO. 2

In implementing suitable systems and procedures, local governments should observe the principles of:

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

The prospects for a satisfactory outcome will be significantly improved if these principles are correctly applied.

Objectivity

As far as possible the predominant use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.

Fairness and equity

Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

Consistency

Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.

Transparency

Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the "good government" principle upon which the Act is based. The right to govern accompanies the obligation to do so openly and fairly.

Administrative efficiency

Rating principles and procedures should be applied and implemented in an efficient and costeffective manner.

OPTIONS TO EXCLUDE PROPERTIES

After careful assessment of declaration forms and visual assessment of the land, the following properties will be excluded from the application to the Minister, as they have been identified as predominately rural.

| Assessment No | Predominately used for Rural Purpose | Area (ha) |
|---------------|--------------------------------------|-----------|
| A102 | Yes | 58.8 |
| A1256 | Yes | 38.245 |
| A617 | Yes | 62.2 |
| A1178 | Yes | 234.2588 |

FAIRNESS AND EQUITY

Potential advice from the Department of Local Government, Sport & Communities:

It is recommended the Shire, before a recommendation is put to the Minister, provides a response to the ratepayers (that have indicated their property is being used for rural purposes)

and explain that the Shire has looked into it further and determined that it is being used for non-rural purposes and explain why. It is suggested these responses are sent to the affected ratepayers before the application process to the Minister commences. This is required under the fairness and equity section of the above Policy.

Consultation

Moore Stephens

Consultation included:

- letters to each affected landowner;
- · advertisements in local newspapers/newsletters; and
- use of the Internet and Social Media.

Strategic Implications

Aspiration Performance

Outcome 12 Visionary Leadership and Responsible Governance

Objective 12.2 Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government Act 1995 - s6.28

Local Government Operation Guidelines - No. 2 - Changing Methods of Valuation of Land

Policy Implications

Nil

Financial Implications

The rating strategy is the method used to fairly and equitably spread the rate burden across the properties in the municipality.

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | If the Shire continues with its existing rating strategy it risks non-compliance with the principles of rating, |
|--------------------------------|---|
| | particularly with regards to fairness, equity and |
| | consistency. There is also a possibility that affected |
| | ratepayers may not agree with the proposed changes, |

| | with the perception that Council is wanting to rate them higher. |
|------------------------------------|--|
| Risk Rating (prior to treatment or | Moderate |
| control) | |
| Principal Risk Theme | Reputational / Compliance |
| Risk Action Plan (controls or | Nil |
| treatment proposed) | |

Options

- Endorse the recommendation to proceed with the process to change valuation methods
- 2. Postpose the process to proceed with change to valuation methods
- 3. Determine that additional properties are used for predominantly rural purposes.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

- 1. Authorises the Chief Executive Officer to write to all landholders who answered "Yes" to question 1, with the exception of the excluded properties, advising them that the properties in question do not satisfy the definition that the land is used predominately for rural purposes of a commercial rural nature; and
- 2. Authorises the CEO to make application to the Minister for Local Government for a determination pursuant to Section 6.28 (1) of the Local Government Act 1995, to change the basis of rates for properties currently rated "Special Rural", from Unimproved Value (UV) to Gross Rental Value (GRV) as the predominant use of the land of these properties have been determined to be residential or non-rural, not of a commercial rural nature, with the exception of the following properties:

| Assessment No | Predominately used for Rural Purpose | Area (ha) |
|---------------|--------------------------------------|-----------|
| A102 | Yes | 58.8 |
| A1256 | Yes | 38.245 |
| A617 | Yes | 62.2 |
| A1178 | Yes | 234.2588 |

9.4 COMMUNITY AND ECONOMIC DEVELOPMENT

9.4.1 Boddington Tennis Club Facility Hire Waiver Request

File Reference: 3.0080

Applicant: Boddington Tennis Club

Disclosure of Interest: Nil

Author: Coordinator Community and Economic Development

Attachments: Nil

Summary

Council is requested to consider a request from Boddington Tennis Club to waive facility hire fees for the Boddington Tennis Court for the 2023/24 season.

Background

Boddington Tennis Club is a not for profit organisation aiming to promote the benefits of Tennis for residents of Boddington and surrounding communities. The Club has requested a facility hire waiver for the 2023/24 season on the grounds of their financial sustainability.

During Term 4 2023 the Boddington Tennis Club intend to facilitate a social competition and anticipate 20 members to participate. It is envisioned each member will pay \$80 for a membership, totalling \$1,600 income.

Below is a summary of expenditure for the 2023-24 summer season:

- \$1,173 annual facility hire fee
- \$750 affiliation fee with Tennis West (includes public liability insurance)
- \$185 incorporation fee (model rules) with Department of Mines, Industry Regulation and Safety (DMIRS).

The Boddington Tennis Club also engages a professional coach during Term 1 each year to conduct sessions for children and young people which is noted to attract up to 100 participants. The members of this program pay a fee directly to the professional coach, so the Boddington Tennis Club does not receive any income from this program. It only provides a facilitation role in linking this opportunity with residents to support a participation pathway to future membership with the Club.

Previously at its Ordinary Council Meeting in June 2022, Council approved to write off facility hire fees for 2018/19 and 2021/22. The Club paid their 2019/20 fees and the 2020/21 fees were previously waived as part of the Shire's COVID-19 Business and Community Response Package.

Comment

It is recommended to waive 50% of facility hire fees for Boddington Tennis Club. This partial waiver is a compromise to partly acknowledge the Club requires support during its reestablishment phase, however also consider the Shire is undertaking a number of projects at the request of the Club.

To date these works have included a revitalisation of the Tennis Court (\$10,000 in 2023-24) and construction of a 'hit up' practice wall (\$15,000 in 2023-24). Within the immediate Pavilion precinct the replacement of the retaining wall will also commence shortly (\$18,000 in 2023-24), and replacement of shade sails (\$10,000) will be given consideration for the subsequent budget. There is also an untapped opportunity for the Boddington Tennis Club to identify other

income sources via fundraising and sponsorship. Recently Council approved a full facility hire waiver request from Boddington Swimming Club, however their Club members are still paying entry and/or membership fees to access the Boddington Swimming Pool for training.

Participation in active recreation contributes to an individual's mental and physical wellbeing, and the development of strong networks and support structures within the community. Boddington Tennis Club's activities are beneficial to creating an active Boddington community, while supporting the Shire's Council Plan. Boddington Tennis Club has experienced declining membership during recent years, so approving the request for the 2023/24 financial year could act as a short term member recruitment mechanism and support the Club re-establish its formal governance structure.

If the fee waiver is approved, the Boddington Tennis Club will be encouraged to acknowledge the sponsorship the Shire is providing in any promotional materials (e.g. flyers and social media).

Consultation

Nil

Strategic Implications

Performance Area People

Outcome 2. A healthy and active community.

Objective 2.2 Grow participation in sport, recreation and leisure activities

Legislative Implications

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

Policy Implications

Nil

Financial Implications

\$1,173 of income from the Boddington Tennis Club was anticipated, however approving the recommendation will reduce this to \$586.50.

Economic Implications

Nil

Social Implications

Participation in active recreation contributes to an individual's mental and physical wellbeing, and the development of strong networks and support structures within the community.

Environmental Considerations

Nil

Risk Considerations

| Risk Statement and Consequence | Approving the request to waive facility hire fees for Boddington Tennis Club may create an unintentional precedent for other not for profit organisations to seek a waiver for delivering services from Shire owned facilities. |
|---|---|
| Risk Rating (prior to treatment or control) | Medium |
| , | |
| Principal Risk Theme | Reputational |
| Risk Action Plan (controls or treatment proposed) | No further actions proposed. |

Options

- 1. Approve the request to waiver facility hire for the Boddington Tennis Club by 50% for the next three years.
- 2. Approve the request for a higher amount.
- 3. Approve the request for a lesser amount.
- 4. Approve the request for a lesser duration.
- 5. Reject the request to waive facility hire for the Boddington Tennis Club.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council approves the request to waive 50% of facility hires for Boddington Tennis Club's use of Boddington Tennis Courts for three years, commencing from the start of the 2023-24 season, and concluding at the end of the 2025-26 season.

9.5 WORKS AND SERVICES

Nil

- 10. <u>ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN</u>
- 11. <u>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING</u>

Nil

12. CONFIDENTIAL ITEMS

Nil

13. CLOSURE OF MEETING