



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

MINUTES

**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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1. DECLARATION OF OPENING

The Acting Chief Executive Officer, Cara Ryan declared the meeting open at 5.30pm.

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 is to be discontinued and, not more than seven days later, a special meeting of the Council is to be held.

Election

Cr Garry Ventriss was nominated for the position of Shire President.

There being no further nominations at the close of the election, the Acting CEO declared Cr Garry Ventriss Shire President, for a two year term expiring in October 2025.

Declaration by Shire President

Cr Garry Ventriss was duly elected as Shire President for a two year term and made a Declaration by Elected Member of Council in the presence of Mr Wayne English, JP.

The President, Cr Garry Ventriss assumed the Chair for the election of Deputy President.

1.2 Election and Declaration of the Deputy Shire President

The Deputy Shire President is to be elected from within Council for a two-year term 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 is to be discontinued and, not more than seven days later, a special meeting of the Council is to be held.

Election

Cr Eugene Smalberger was nominated for the position of Deputy Shire President.

There being no further nominations at the close of the election, the Acting CEO declared Cr Eugene Smalberger Deputy Shire President, for a two year term expiring in October 2025.

Declaration by Deputy Shire President

Cr Eugene Smalberger was duly elected as Deputy Shire President of Council for a two year term and made a Declaration by Elected Member in the presence of Mr Wayne English, JP.

1.3 Allotment of Councillor Seats

Councillors are to remain in current allotted seats.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 Attendance

Cr Garry Ventris	Shire President
Cr Eugene Smalberger	Deputy Shire President
Cr Andrew Ryley	
Cr Lee Lewis	

Mrs Cara Ryan	Acting Chief Executive Officer
Mr Jeff Atkins	Manager Works and Services
Mr James Wickens	Executive Manager Development Serveries
Mrs Thalia Douglas	Executive Assistant (minutes)

Visitors: 3

2.2 Apologies

Nil

2.3 Leave of Absence

Mrs Julie Burton	Chief Executive Officer
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2.4 Application for Leave of Absence

Officer Recommendation and Council Decision

COUNCIL RESOLUTION: 118/23

Moved: Cr A Ryley

Seconded: Cr E Smalberger

That Cr Lee Lewis be granted leave of absence from 21 February 2024 to 6 March 2024.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

3. DISCLOSURES OF INTEREST

Nil

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.

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Mr Russel Reynolds, Boddington Resident provided a deputation to Council - Item 9.1.1 Development Application for Single House: Lot 112 (No. 571) Lower Hotham Road, Lower Hotham.

6. CONFIRMATION OF MINUTES

Officer Recommendation and Council Decision

COUNCIL RESOLUTION: 119/23

Moved: Cr E Smalberger

Seconded: Cr L Lewis

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

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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 framework 9.1.1E 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 Consequence	Development Application is refused and the applicant appeals to the State Administration Tribunal
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Financial
Risk Action Plan (controls or treatment proposed)	Approval development application with conditions.

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 and Council Decision

COUNCIL RESOLUTION: 120/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

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:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. 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.

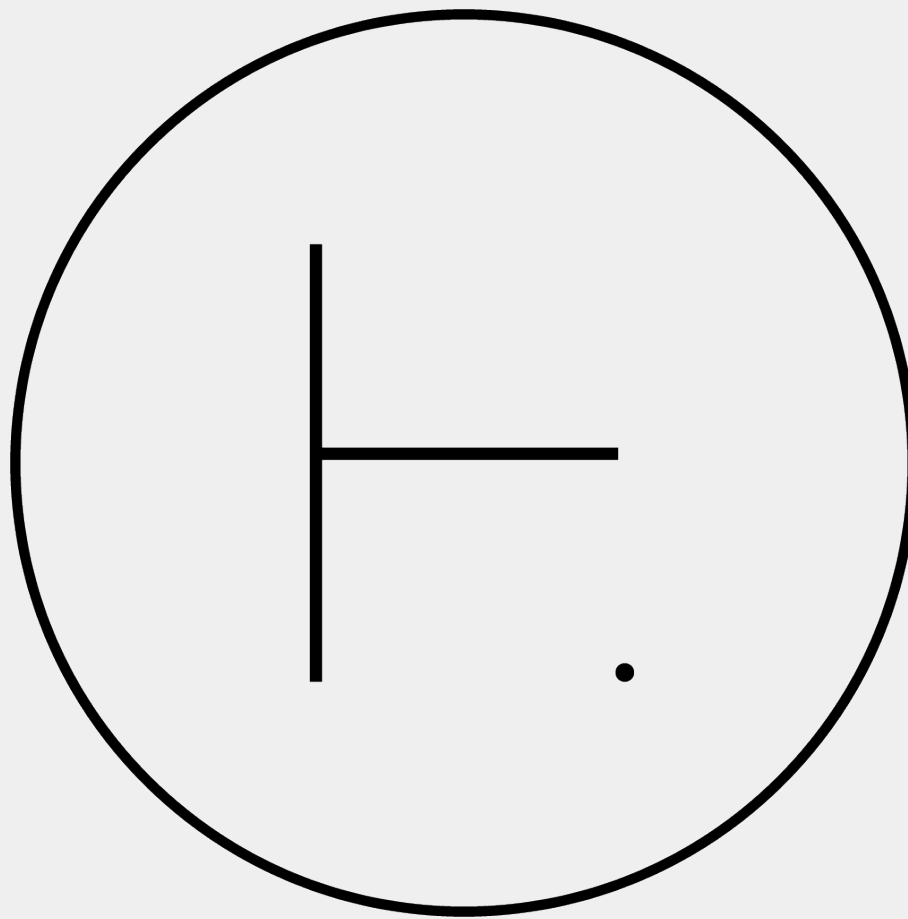
Advice

- 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.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil



BUILDING LICENSE
112 LOWER HOTHAM RD, HOTHAM WA 6390
SINGLE STOREY NEW HOME



Layout Index	
Layout No:	Layout Name
1	COVER PAGE
2	PERSPECTIVES
3	EXISTING SITE PLAN
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



B	Proposed Shed Area Added	MJF	13/03/2023	
A	Initial Issue	MJF	18/02/2022	
Rev.	Description	Drawn	Date	Checked

SCALE 1 : 1000 @ A1 - 1 : 2000 @ A3

20

0

80

ALL DISTANCES ARE IN METRES

NORTH

The boundaries depicted on this plan were not re-established as part of this survey therefore this plan does not guarantee their accuracy.
Re-establishment of the cadastral boundaries recommended for any proposed works on or near existing boundaries.

ELARRAY SURVEYS

Surveying Mapping GIS

PO Box 46
Woodvale
WA 6105
Australia

Tel: 0412 920548
elarray@icloudmail.com.au

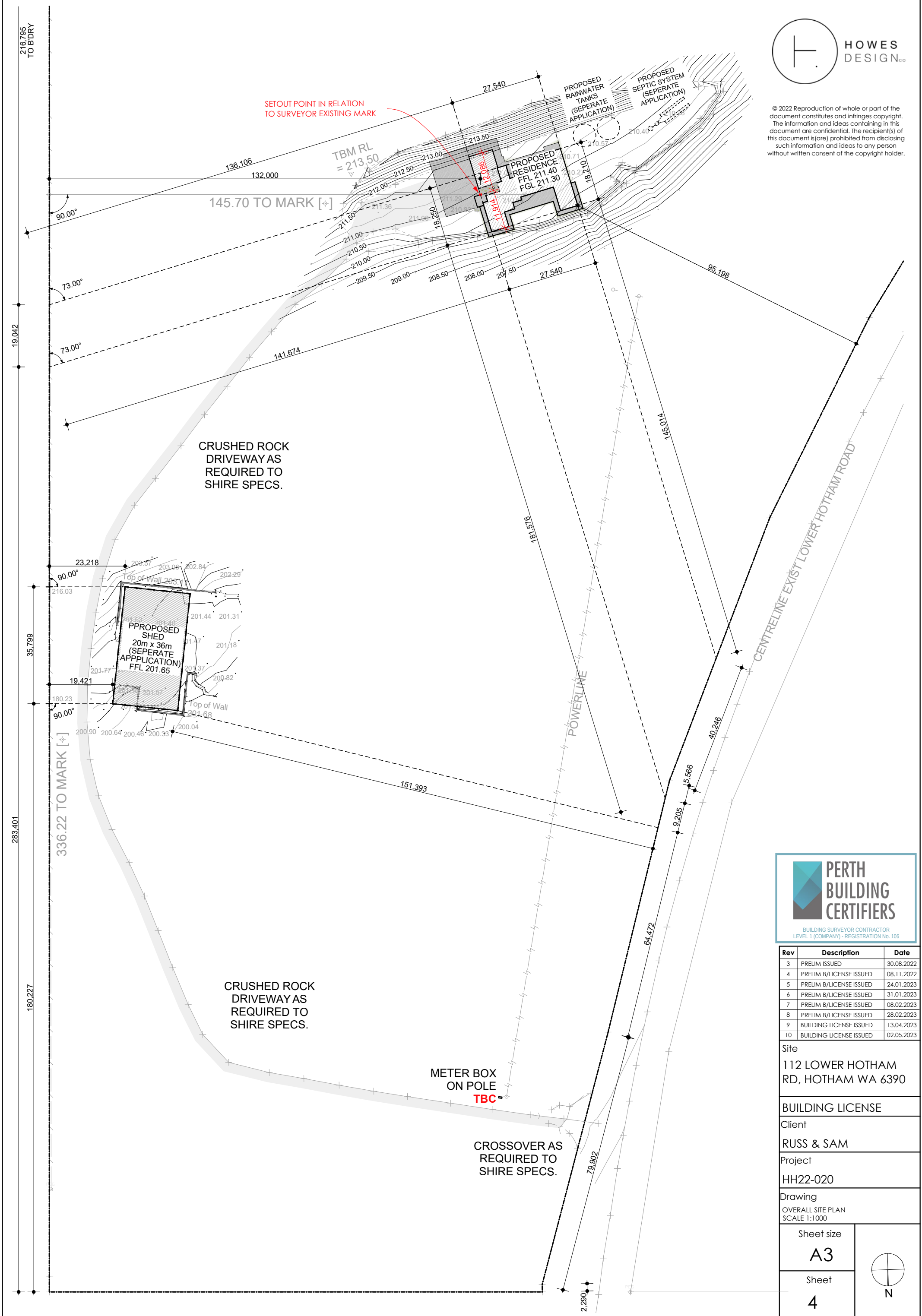
Elarray Surveys
ABN 87 700 865 044

R & S REYNOLDS
LOT 112, LOWER HOTHAM ROAD
DETAIL SURVEY PROPOSED HOUSE PAD

Scale	1:1000 @ A1	Datum	MGA94/AHD
Drawn	MF	Job No.	20201e
Surveyor	MF	Drawing	001
Surveyed	13/03/2023	Revision	B

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7	PRELIM B/LICENSE ISSUED	08.02.2023
8	PRELIM B/LICENSE ISSUED	28.02.2023
9	BUILDING LICENSE ISSUED	13.04.2023
10	BUILDING LICENSE ISSUED	02.05.2023

Site
112 LOWER HOTHAM
RD, HOTHAM WA 6390

BUILDING LICENSE

Client
RUSS & SAM

Project
HH22-020

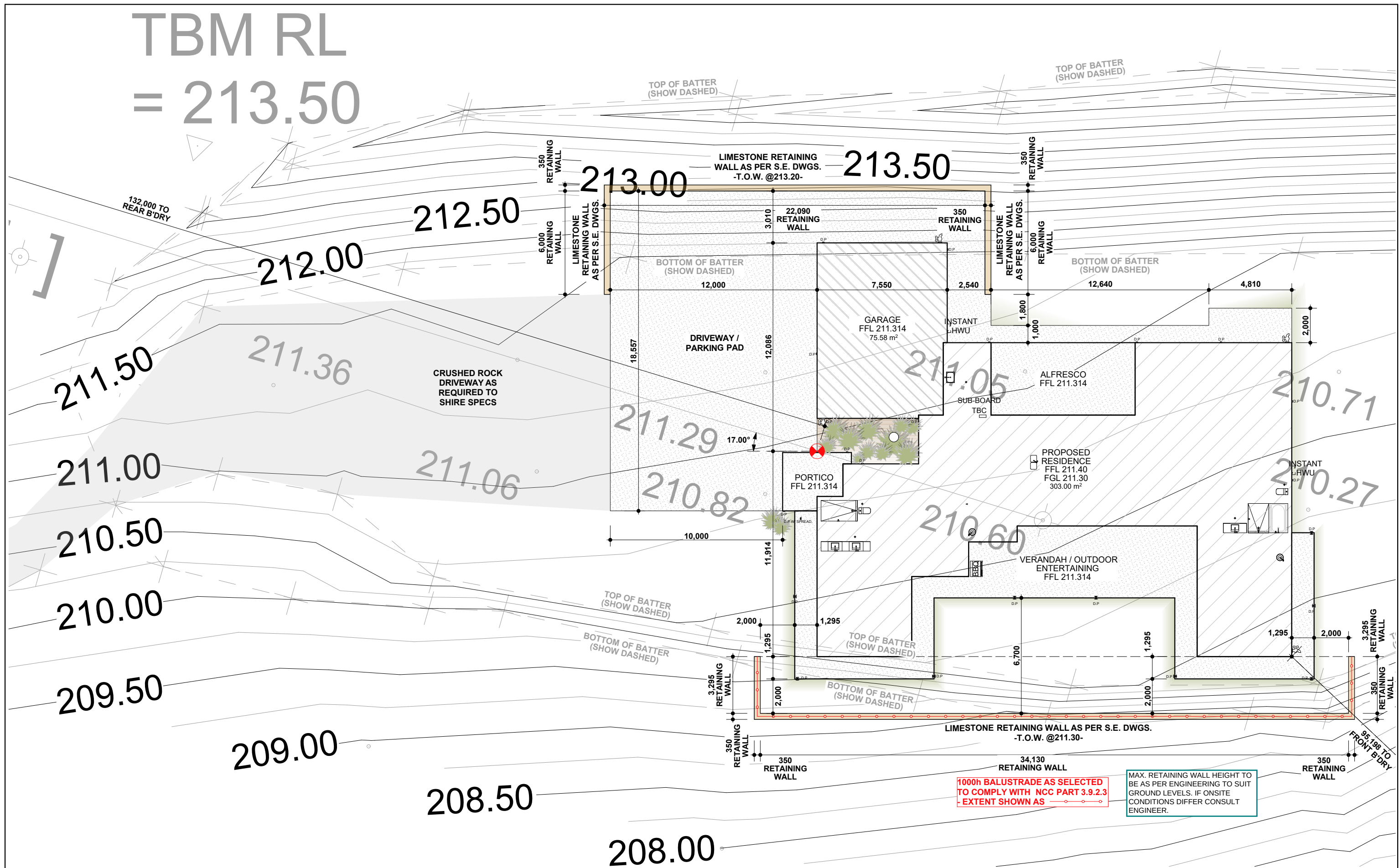
Drawing
OVERALL SITE PLAN
SCALE 1:1000

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TBM RL
= 213.50



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Drawing
SITE PLAN
SCALE 1:200

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Site
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A3

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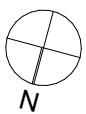
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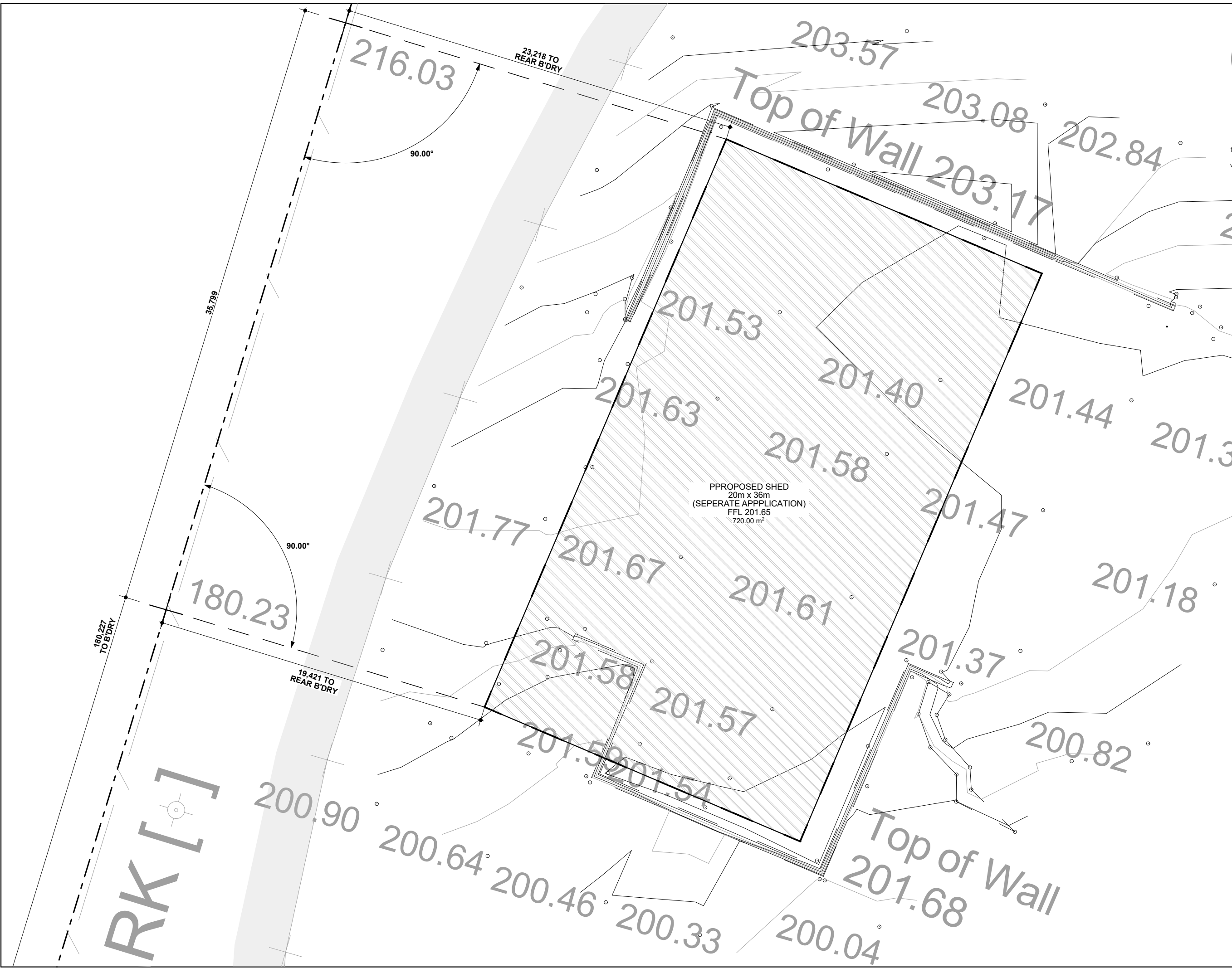
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Project
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Drawing
SHED SITE PLAN
SCALE 1:200

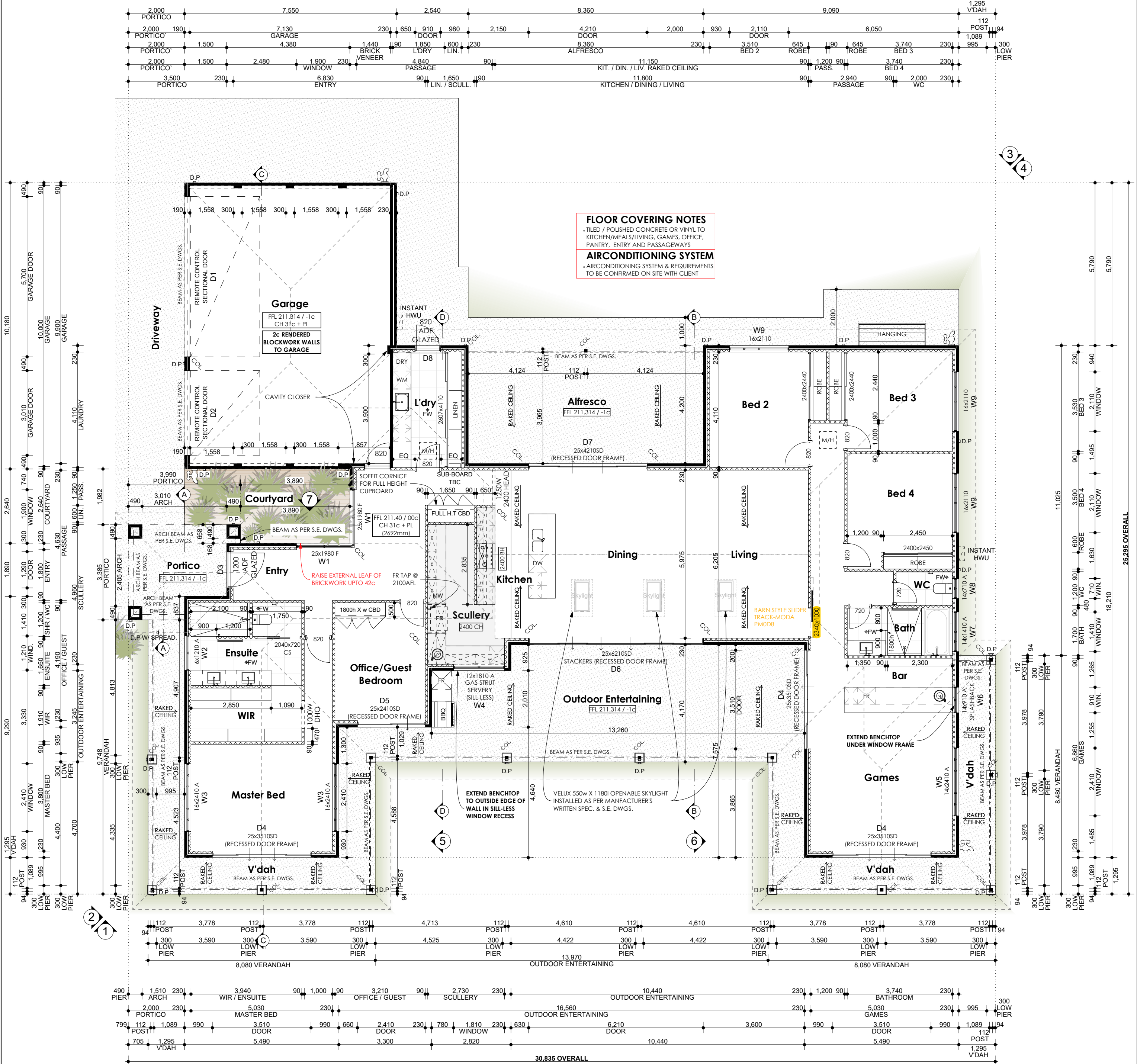
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Sheet 6	



BUILDING AREAS		
Zone...	NAME	AREA (m²)
1	LIVING	303.31
2	GARAGE	75.35
3	ALFRESCO	35.11
5	PORTICO	10.91
5	VDAH / O'DOOR ENTERTAINING	106.42
		531.10 m²

- ENERGY EFFICIENCY
- ROOF INSULATION
 - PROVIDE R1.3 REFLECTIVE BUILDERS BLANKET (ANTICON 60 OR EQUAL) THROUGHOUT
 - CEILING INSULATION
 - PROVIDE R5.0 BULK BATTS FLAT CEILINGS & R4.1 BULK BATTS TO RAKED CEILING (DON'T COMPRESS) THROUGHOUT
 - EXTERNAL WALL INSULATION
 - PROVIDE REFLECTIVE BUILDERS WRAP + R2.7 BULK BATTS TO (90) STUDS TO BY WALLS
 - INTERNAL WALL INSULATION
 - PROVIDE R2.0 BULK BATTS (70/90 FRAMES) THROUGHOUT REMAINING INTERNAL WALLS
 - GLAZING REQUIREMENTS: PROVIDE AWS - DOUBLE GLAZED THROUGHOUT
 - SLIDING DOORS: - 6.38CPCCLR/BAR/4CLR - U-VALUE: 2.5; SHGC: 0.45
 - SLIDING WINDOWS: - DG 6.38CPCCLR/B/4CLR - U-VALUE: 3.8; SHGC: 0.48
 - FIXED WINDOWS: - DG TB 6.38CPCCLR/B/4CLR - U-VALUE: 2.5; SHGC: 0.51
 - AWNINGS/CASEMENTS: DG 6.38CPCCLR/B/4CLR - U-VALUE: 3.9; SHGC: 0.45
 - GLAZED DOORS: DG TB 6.38CPCCLR/BAR/4CLR - U-VALUE: 3.5; SHGC: 0.41

- NOTES
- DO NOT SCALE FROM DRAWINGS- DIMENSION MUST BE FOLLOWED AND CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK.
 - ALL DIMENSION SHOWN ON FLOOR PLAN ARE NOMINAL DIMENSIONS ONLY WHICH DO NOT INCLUDE PLASTERBOARD OR HARD WALL PLASTER
 - DOWNPIPES ARE LOCATED AT PLUMBERS DISCRETION TO SUIT ROOF WATER VOLUMES AND ROOF MEMBERS
 - FLOOR WASTE / CEILING VENTS / MANHOLES COVERS ARE SHOWN DIAGRAMMATICALLY ONLY AND MAY BE RELOCATED ON SITE AS REQUIRED.
 - ROOF / FLOOR BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY-REFER TO S.E. DWGS.
 - CEILING LEVEL @31c + PL. (2692mm) THROUGHOUT - UNO
- WALL NOTES
- (2c) 230 BRICK VENEER TO EXTERNAL WALLS - UNO
 - 90mm TIMBER FRAMEWORK INTERNALLY W/ 90mm 2c BLOCKWORK TO GARAGE - UNO



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9	BUILDING LICENSE ISSUED	13.04.2023
10	BUILDING LICENSE ISSUED	02.05.2023

Drawing
FLOOR PLAN
SCALE 1:100

Project
HH22-020

Client
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Site
112 LOWER HOTHAM RD, HOTHAM WA 6390

Sheet size
A2

Sheet
7

Perth Building Certifiers
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Drawing

SLAB SET OUT PLAN

Sheet size

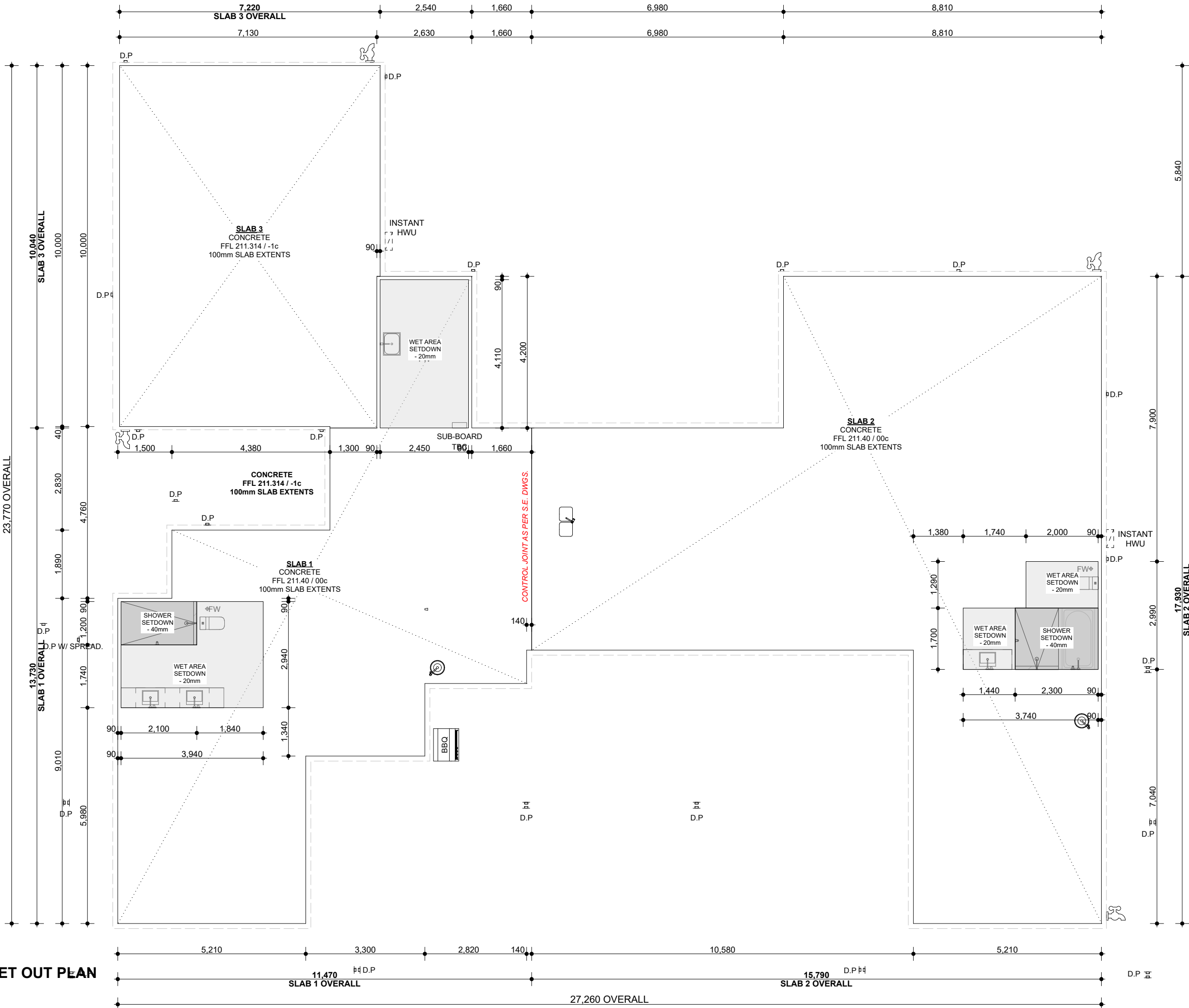
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8



SLAB SET OUT PLAN
1:100



	RENDERED BRICKWORK
	RENDERED F/C CLADDING OVER STUDWORK
	STONE CLADDING OVER BRICKWORK AS SELECTED



ELEVATION 2
1:100



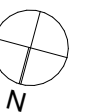
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	Drawing
22	ELEVATION 1 & 2
22	
23	
23	Project
23	HH22-020
23	

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

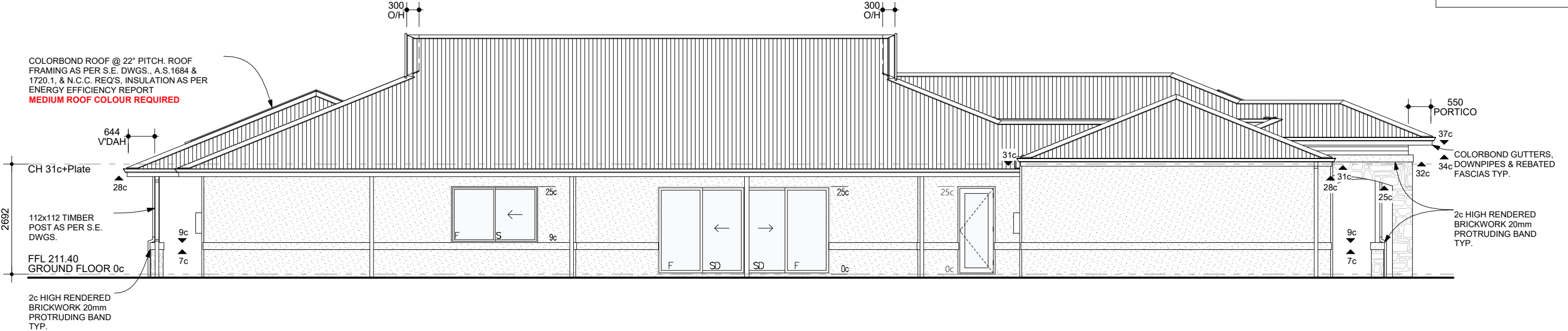
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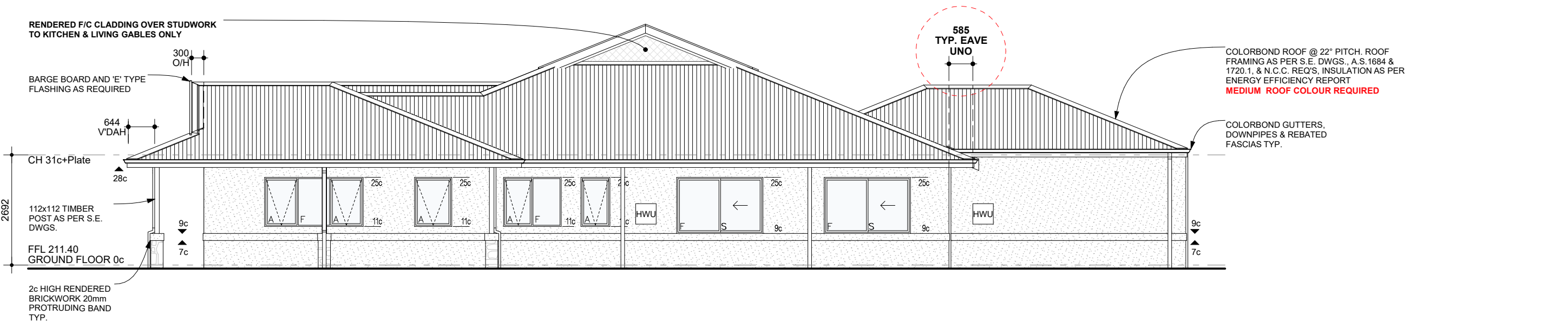


Elevation Key

- RENDERED BRICKWORK
- RENDERED F/C CLADDING OVER STUDWORK
- STONE CLADDING OVER BRICKWORK, AS SELECTED



ELEVATION 3
1:100



ELEVATION 4
1:100



BUILDING SURVEYOR CONTRACTOR
LEVEL 1 (COMPANY) - REGISTRATION No. 106



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3	PRELIM ISSUED	30.08.2022
4	PRELIM B/LICENSE ISSUED	08.11.2022
5	PRELIM B/LICENSE ISSUED	24.01.2023
6	PRELIM B/LICENSE ISSUED	31.01.2023
7	PRELIM B/LICENSE ISSUED	08.02.2023
8	PRELIM B/LICENSE ISSUED	28.02.2023
9	BUILDING LICENSE ISSUED	13.04.2023
10	BUILDING LICENSE ISSUED	02.05.2023

Drawing
ELEVATION 3 & 4

Project
HH22-020

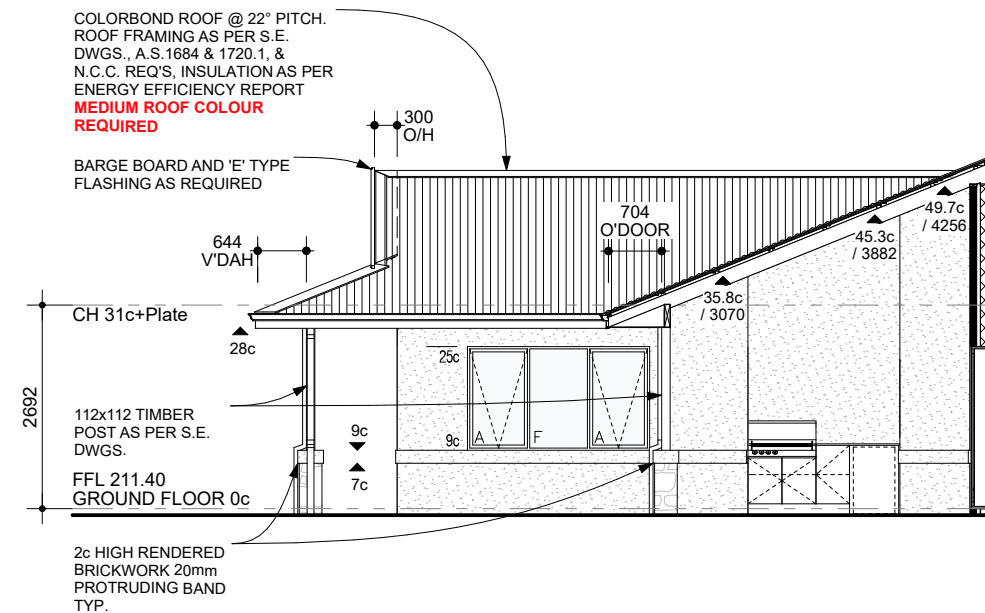
Client
RUSS & SAM

Site
112 LOWER HOTHAM RD, HOTHAM WA 6390

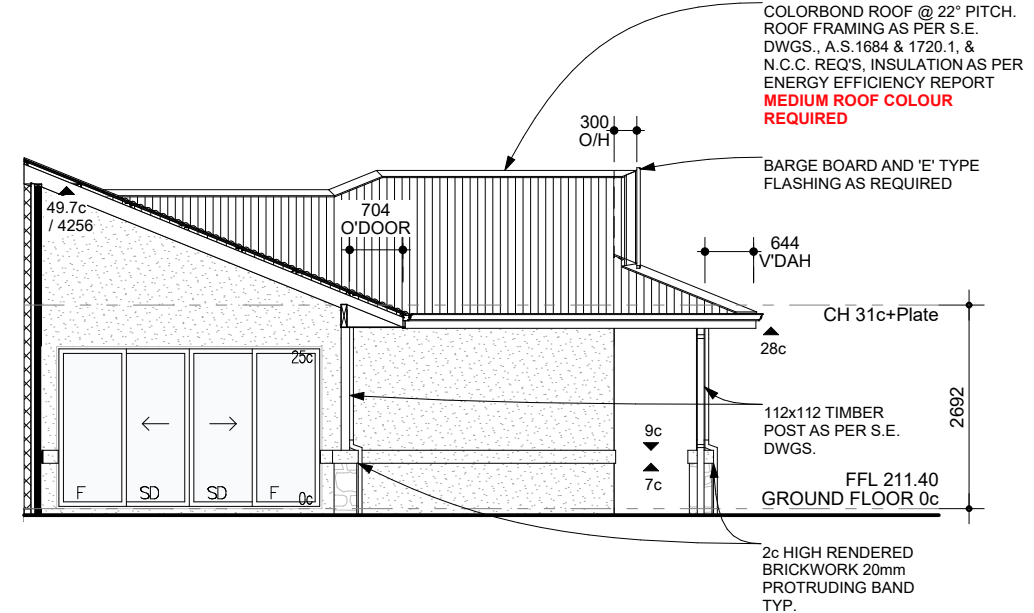
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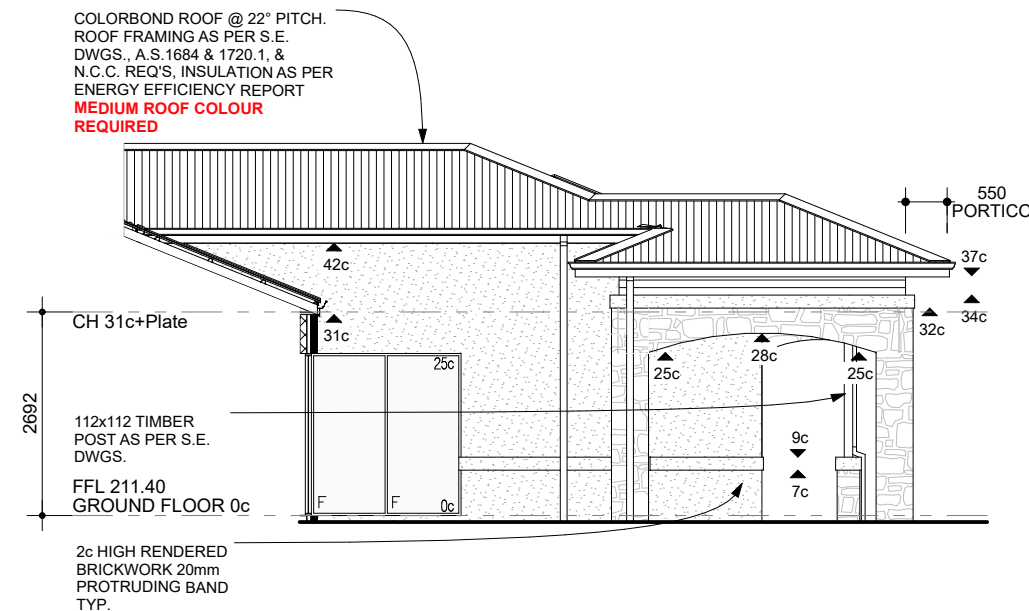




ELEVATION 5
1:100



ELEVATION 6
1:100



ELEVATION 7
1:100



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10	BUILDING LICENSE ISSUED	02.05.2023

Drawing
ELEVATION 5, 6 & 7

Project
HH22-020

Client
RUSS & SAM

Site
112 LOWER HOTHAM RD, HOTHAM WA 6390

Sheet size
A3

Sheet
11



**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..

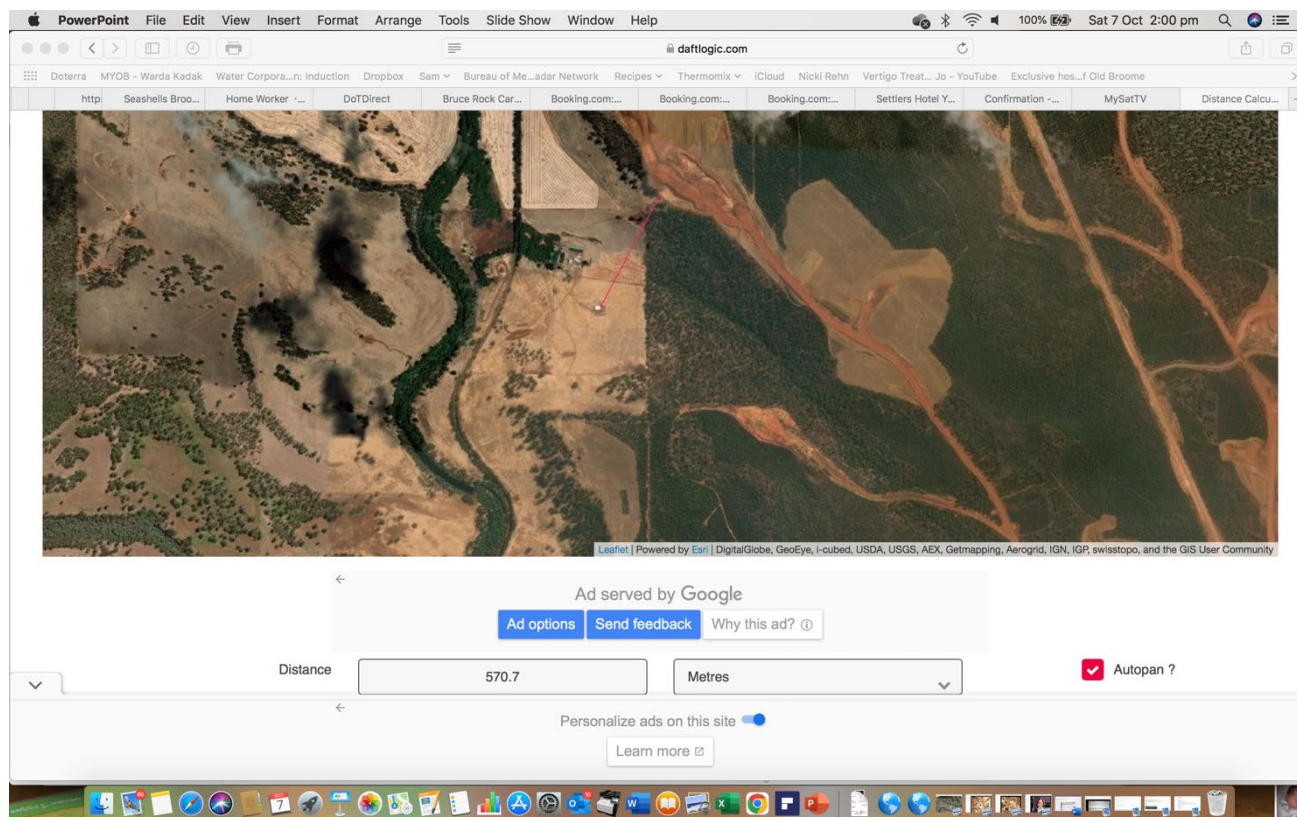
1. South 32 employee, [REDACTED] followed Russell into Lot 112 Lower Hotham Road where he was carting gravel to make an access road to a shed and house pad area. [REDACTED] advised Russell that they would be mining on the west side of the Hotham River in the near future.
2. South 32 contacted Russell to have a meeting with [REDACTED] in September 2015. [REDACTED] told Russell that they will be mining on the Ex-Karrafil property, west of our block. [REDACTED] asked whether 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. [REDACTED] 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 [REDACTED] [REDACTED] opted not to go with any options and to end the agreement after 5 years, 30/6/21.
6. Russell met with [REDACTED] and [REDACTED] on site at Lot 112 Lower Hotham Road in June 2021 to ask about their future mining operations within the area. [REDACTED] and [REDACTED] 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. [REDACTED] 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 on Russell's phone from South 32 [REDACTED])



8. Based on the meeting with [REDACTED] and [REDACTED] who told us to go ahead and build, we have spent in excess of \$240,000 on a shed, earthworks, house designs and building fees.

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

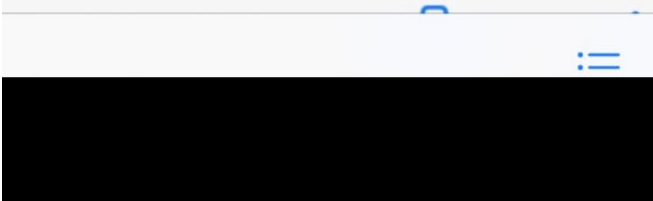
1. When purchasing this property in 2012, there was nothing written on the titles to indicate that it would be in a future mining buffer zone.
2. Also, Russell approached South 32 to find out if there would be any mining in this area, and he was advised there wouldn't be as the mine was heading in a north direction.
3. South 32 still do not have mining and environmental approvals to cross the river to the Ex Karrafil property. [REDACTED] 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.



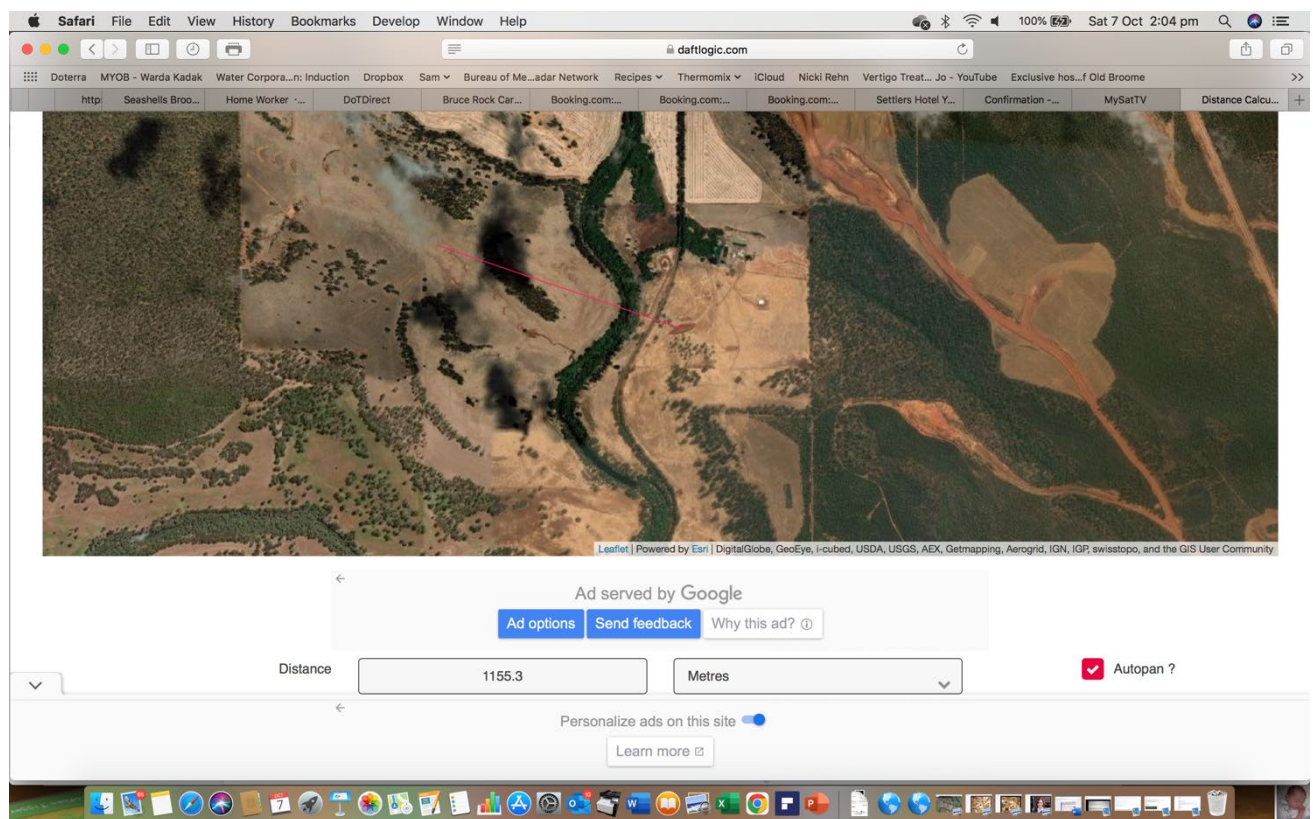


Neighbours property and mining activity.

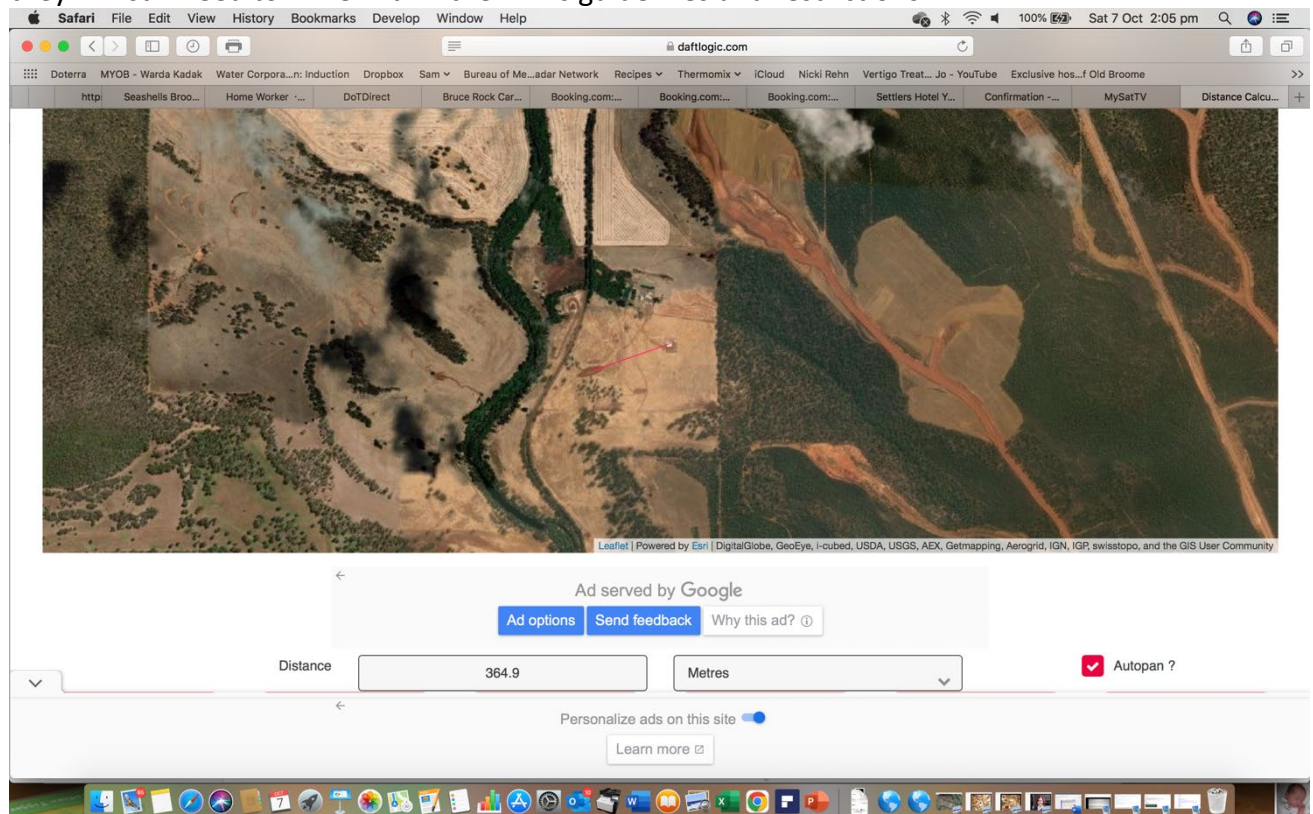
7. Future Mining area of the Ex Karrafil property, depending on approvals.



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](#)
To: [REDACTED]
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: [REDACTED]

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
 100 Plain Street East Perth WA 6004
Tel: +61 8 9222 3144
kevin.ridge@dmirs.wa.gov.au | www.dmirs.wa.gov.au

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.

DISCLAIMER: This email, including any attachments, is intended only for use by the addressee(s) and may contain confidential and/or personal information and may also be the subject of legal professional privilege. If you are not the intended recipient, you must not disclose or use the information contained in it. In this case, please let me know by return email, delete the message permanently from your system and destroy any copies. Before you take any action based upon advice and/or information contained in this email you should carefully consider the advice and information and consider obtaining relevant independent advice.

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: shenae.tilbee@boddington.wa.gov.au

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):
 - *'limit the introduction of sensitive land uses 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 compatible with the 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 Scarp*¹', 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.

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 non-urban 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;
- (l) 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
 - (v) 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

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

As specified in Table 4

USE AND DEVELOPMENT CLASS	ZONES								
	Residential	Rural-Residential	Rural Smallholdings	Rural	Commercial	General Industry	Tourism	Environmental Conservation	Special Use
Hotel	X	X	X	X	A	X	A	X	
Industry	X	X	X	A	X	D	X	X	
Industry – cottage	A	A	D	D	D	D	A	D	
Industry – extractive	X	X	X	A	X	X	X	X	
Industry – light	X	X	X	A	X	D	X	X	
Industry – primary production	X	X	A	A	X	D	X	X	
Industry – rural	X	X	A	A	X	D	X	X	
Industry – service	X	X	X	A	X	D	X	X	
Liquor store – large	X	X	X	X	A	X	X	X	
Liquor store – small	X	X	X	X	D	X	A	X	
Lunch bar	X	X	X	X	D	D	X	X	
Market	X	X	A	A	D	A	A	X	
Medical centre	X	X	X	X	D	X	X	X	
Mining operations	A	A	D	D	A	D	A	A	
Motel	X	X	X	X	D	X	D	X	
Motor vehicle, boat or caravan sales	X	X	X	X	D	D	X	X	
Motor vehicle repair	X	X	X	A	X	D	X	X	
Motor vehicle wash	X	X	X	X	A	D	X	X	
Nightclub	X	X	X	X	A	A	X	X	
Office	X	X	X	X	D	I	X	X	
Park home park	A	X	X	X	X	X	A	X	
Place of worship	A	A	A	A	D	A	X	X	
Reception centre	X	X	A	A	D	X	D	X	
Recreation – private	X	X	A	A	D	A	D	X	
Renewable energy facility	X	X	X	A	X	X	X	X	
Repurposed dwelling	D	D	D	D	D	X	D	D	
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	
Rural home business	X	X	D	D	X	X	X	X	
Rural pursuit/hobby farm	X	P	P	P	X	X	D	D	
Second hand dwelling	D	D	D	D	D	X	D	D	
Serviced apartment	X	X	X	X	D	X	D	X	
Service station	X	X	X	A	A	A	A	X	
Shop	X	X	X	X	D	X	A	X	
Small Bar	X	X	X	X	A	X	A	X	
Tavern	X	X	X	A	A	X	A	X	
Telecommunications infrastructure	D	D	D	D	D	D	D	D	
Tourist Development	X	X	A	A	D	X	D	X	
Trade display	X	X	A	D	D	D	X	X	
Trade supplies	X	X	A	D	D	D	X	X	
Transport depot	X	X	A	D	A	D	X	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	

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

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 site requirements: <table><tr><th rowspan="2">Maximum Plot Ratio</th><th colspan="3">Minimum Setback (metres)</th></tr><tr><th>Front</th><th>Side</th><th>Rear</th></tr><tr><td>0.5</td><td>6</td><td>Nil one side (average 3)</td><td>5</td></tr></table> (b) Where land in the Residential zone has an R-Coding and where the land is not subject to a Special Control Area, a coding of R60 shall apply where development is for the purpose of aged and dependent persons' dwellings. This is subject to the development being provided with a reticulated sewerage connection.	Maximum Plot Ratio	Minimum Setback (metres)			Front	Side	Rear	0.5	6	Nil one side (average 3)	5
Maximum Plot Ratio	Minimum Setback (metres)												
	Front	Side	Rear										
0.5	6	Nil one side (average 3)	5										
2	Rural Residential zone	(a) Subdivision and development shall generally be in accordance with an approved Structure Plan. (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 local development plan, the building setbacks from lot boundaries shall be a minimum of: (i) 15 metres from road boundaries; (ii) 10 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 10 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) Boundary fencing within the zone shall be post and minimum four strand wire, 1.0 to 1.3 metres high, or post and ring lock or similar approved by the local government. Solid fencing such as super six or pickets shall not be permitted on boundaries and shall only be permitted in proximity to buildings where the local government determines that it will not adversely affect the amenity of the area.											
3	Rural Smallholdings zone	(a) Subdivision and development shall generally be in accordance with an approved Structure Plan.											

No.	Description of Land	Requirement
		(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 <i>Environmental Protection Act 1986</i> and <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>. (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

- 52.1 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

- 55.1 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;
 - b) 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.

55.2 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 property in time of flood.	1. Development approval shall be required for all development within SCA1. 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. 3. 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. 4. 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 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 <i>Country Areas Water Supply Act 1947</i> .	1. 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. 2. 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. 3. 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 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 management of known	1. Notwithstanding any other provision of this Scheme, development approval shall be required for a dwelling(s), as described by Table 3, within SCA3. 2. 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 use and enjoyment of the land.	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. 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 <i>Alumina Refinery (Worsley) Agreement Act 1973</i> (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.	1. Development approval shall be required for all development within SCA4. 2. 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 physical characteristics of the environment.	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 (c) the erection of advertising signs. 2. 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.

¹⁰ The *Alumina Refinery (Worsley) Agreement Act 1973*, is available from www.slp.wa.gov.au

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

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.
- (l) 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 Nambelup 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 meeting its 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 and Council Decision

COUNCIL RESOLUTION: 121/23

Moved: Cr A Ryley

Seconded: Cr L Lewis

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.**

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil



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 a volunteer is a person who works for an organisation 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 **NOT** 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 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 fire 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 [LGIS Injury Management and the Worker \(pdf\)](#) 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 [Public Liability claim form \(pdf\)](#) or [Professional Indemnity \(pdf\)](#) claims form (pages 1 and/or 2) and signed (page 4)
- Page 3 of the [Public Liability claim form \(pdf\)](#) 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

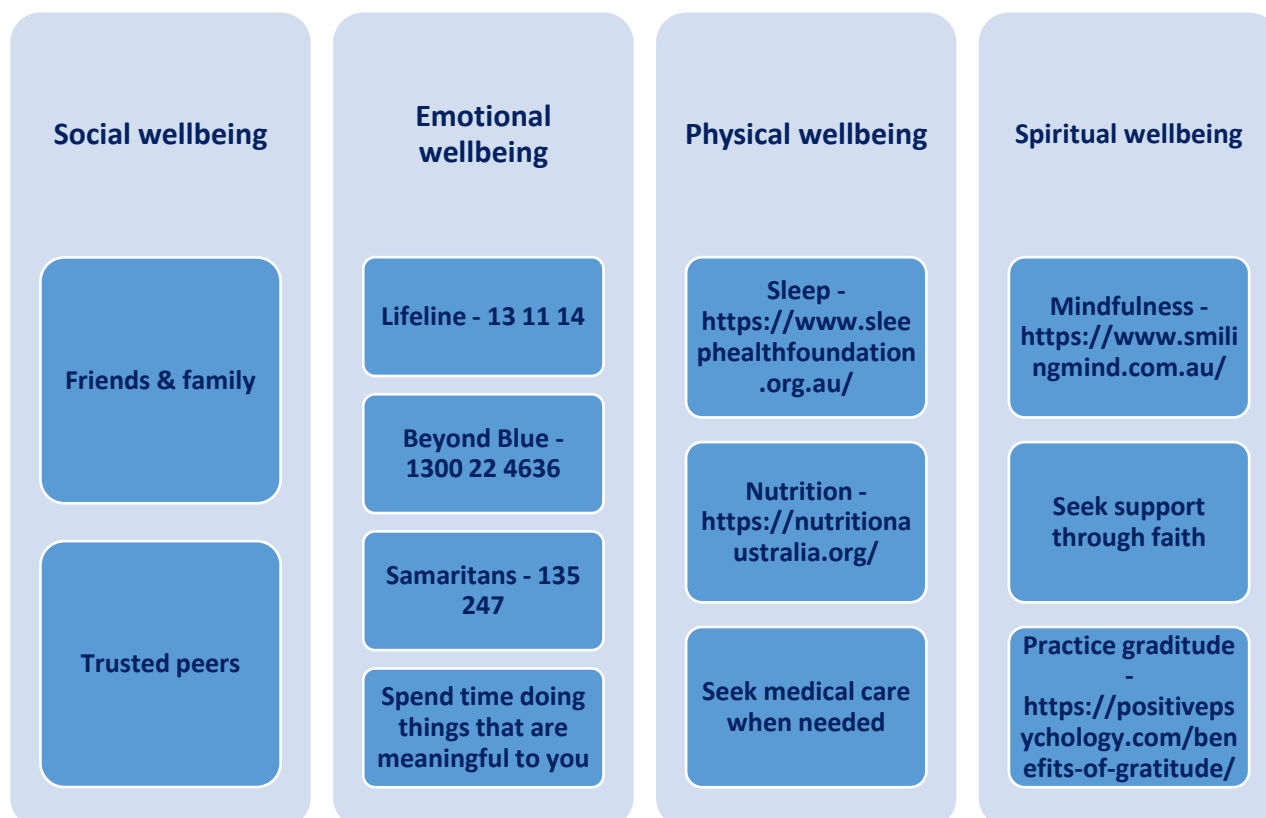
If volunteers comply with the health and safety duties when carrying out work for the organisation, they cannot be fined or prosecuted under the WHS Act.

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 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 requirements				
Potable water				
Emergency exit signs				
PLANT & EQUIPMENT		N/A	YES	NO
Maintained first aid kits				
Personal protective equipment				
Hazardous substances banded in designated secure area				
Installed and maintained firefighting equipment				
Plant and equipment secure storage area				
Out of service and danger tags				
RCD's on electrical power boards and equipment				
Lockable electrical power boards				
Tagged (in date) electrical equipment				
ACTION PLAN ITEM		ACTION DATE		RESPONSIBLE PERSON/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 BACKGROUND																
Directorate/department:																
Activity being assessed:																
STEP 2 DOCUMENTATION (Relevant legislation/standards/documentation)																
Is the activity/task/equipment or plant required to be registered				Yes ☐		No ☐		Is this involving new plant or equipment or impact other tasks?				Yes ☐		No ☐		
Are instruction manuals accessible?				Yes ☐		No ☐		Is a Safe Work Procedure or Safe Work Method Statement required?				Yes ☐		No ☐		
STEP 3 RISK ASSESSMENT (Use the Local Government Enterprise Risk Framework when assessing and controlling hazards)																
Activity/step/ process	Hazard description	Risk and potential impacts	Likelihood	Consequence	Risk rating	Priority	Description and evidence of controls/corrective actions	Date controls in place	Likelihood	Consequence	Residual risk rating	Effectiveness of the control in place	Responsible person	Additional controls or changes made		
1)																
2)																
3)																
4)																
5)																
6)																
Assessment conducted by:							Signature:						Date:			

4.3 A facility inspection checklist

DOCUMENTATION	N/A	YES	NO
Visible WHS Policy			
Incident/injury/hazard/near miss management procedure/form 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	YES	NO
Hazardous substances signage			
Designated speed and vehicle movement signage			
Emergency equipment and exit signs			
Potable water signage			
PLANT & EQUIPMENT	N/A	YES	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 banded 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 readiness			
ACTION PLAN ITEM	ACTION DATE	RESPONSIBLE PERSON/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

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





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.

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 placed on the BFB Bush Firefighter Training Program.	July 2019

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



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.

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.

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



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 BFS 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.

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 be placed on the Leadership Training Program.	July 2019

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



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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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

1 day (face-to-face)



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

1 day (face-to-face)

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

1 day (face-to-face)

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)

*SES do not need to complete DFES1021 Suppress bushfire.

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.

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 (AIIIMS).

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

1 day (face-to-face)

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

1 day (face-to-face)



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

2 days (face-to-face)



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 one 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 Committee	All Councillors	Not Applicable
CEO Employment and Performance Appraisal Committee	All Councillors	Not Applicable
Local Emergency Management Committee (LEMC)	Cr E Schreiber	Cr I Webster
Bushfire Advisory Committee (BFAC)	L Lewis	A Ryley

Other Committees / Groups		
Committee / Group	Delegate	Proxy Delegate

Boddington Aged Accommodation Committee	G Ventris and E Smalberger	E Schreiber
Peel Regional Leaders Forum	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.

* Absolute majority required.

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

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

Nil

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 and Council Decision

COUNCIL RESOLUTION: 122/23

Moved: Cr E Smalberger

Seconded: Cr L Lewis

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)	Cr L Lewis	Cr A Ryley
Bushfire Advisory Committee (BFAC)	Cr L Lewis	Cr A Ryley

Other Committees / Groups		
Committee / Group	Delegate	Proxy Delegate
Boddington Aged Accommodation Project Steering Group	Cr G Ventris Cr E Smalberger	Cr L Lewis
Peel Regional Leaders Forum	Shire President	Deputy Shire President
Peel Zone of WALGA (2 Delegates)	Shire President Deputy Shire President	Chief Executive Officer

Hotham Williams VROC	Shire President	Deputy Shire President
South West Regional Road Group (RRG)	Cr L Lewis	Manager Works and Services
Boddington Local Health Advisory Group (LHAG)	Cr G Ventris	Cr E Smalberger
South32 Worsley Alumina Community Liaison Committee (CLC)	Cr L Lewis	Cr E Smalberger
Rail Heritage Foundation of WA	Cr A Ryley	Cr L Lewis
Youth Advisory Committee	Cr E Smalberger	Cr G Ventris
Community Reference Group (Newmont)	Cr A Ryley	Cr G Ventris
Development Assessment Panel (DAP)	Cr G Ventris and Cr A Ryley	Cr E Smalberger and Cr L Lewis

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

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)	Minor (2)
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 and Council Decision

COUNCIL RESOLUTION: 123/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

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

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

Chq/EFT	Date	Name	Description	Amount
EFT25510	05/09/2023	OFFICEWORKS BUSINESS DIRECT	JANITOR CART & SIT STAND DESK	1,902.24
EFT25511	05/09/2023	WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	ONLINE TRANSACTIONS FOR JULY 2023	821.65
EFT25512	05/09/2023	ADVANTAGE ENVIRONMENTAL PEST CONTROL	PEST CONTROL - MEDICAL CENTRE, HOTHAM PARK, 15 BLUE	1,022.34
EFT25513	05/09/2023	BODDINGTON TYRE SERVICE	NEW TYRES BT4	2,120.00
EFT25514	05/09/2023	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	753.19
EFT25515	05/09/2023	SEEK LIMITED	ADVERTISING CIVIL PLANT OPERATOR/GENERAL HAND	412.50
EFT25516	05/09/2023	TEAM GLOBAL EXPRESS PTY LTD	COURIER CHARGES	803.68
EFT25517	05/09/2023	SAFETY & RESCUE EQUIPMENT	HEIGHT & SAFETY INSPECTIONS	1,925.00
EFT25518	05/09/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION FEES FOR AUGUST 2023	1,094.26
EFT25519	05/09/2023	CREATIVE SPACES	BODDINGTON INTERPRETIVE CENTRE PROJECT	3,983.65
EFT25520	05/09/2023	VOLT AIR PTY LTD	AIR CONDITIONING UNIT FOR 3 PECAN PLACE	8,994.50
EFT25521	05/09/2023	ZIRCADATA PTY LTD	STORAGE FEES	96.72
EFT25522	05/09/2023	BODDINGTON MINI SKIPS	COLLECTION OF TOWN BINS FOR AUGUST 2023	3,245.00
EFT25523	05/09/2023	COMMON GROUND TRAILS PTY LTD	BODDINGTON MOUNTAIN BIKE TRAILS	14,317.53
EFT25524	05/09/2023	BODDINGTON CONCRETE	SUPPLY OF RECYCLED CONCRETE BLOCKS	495.00
EFT25525	05/09/2023	FLEX FITNESS EQUIPMENT	FITNESS EQUIPMENT	10,000.00
EFT25526	05/09/2023	JOHN PHILLIPS CONSULTING	PROFESSIONAL SERVICES	2,200.00
EFT25527	05/09/2023	CENTRAL REGIONAL TAFE	RANGER TRAINING COURSE	825.90
EFT25528	05/09/2023	PROMPT SAFETY SOLUTIONS	QUARTERLY WHS SERVICE TOOLBOX MEETING	1,210.00
EFT25529	05/09/2023	J & M REID EARTHMOVING PTY LTD	MACHINE HIRE AT REFUSE SITE	15,015.00
EFT25530	05/09/2023	SAPIO PTY LTD	RENEWAL OF SHIRE'S VIDEO MANAGEMENT SOFTWARE	1,633.50
EFT25531	05/09/2023	SOS OFFICE EQUIPMENT	PHOTOCOPIER CHARGES	281.24
EFT25532	05/09/2023	GFG TEMPORARY ASSIST	PROJECT MANAGEMENT SERVICES	6,598.08
EFT25533	05/09/2023	INSTANT TRANSPORTABLE OFFICES PTY LTD	DEPOT CRIB ROOM	1,485.00
EFT25534	05/09/2023	PYKE PLUMBING & GAS PTY LTD	TESTING OF BACKFLOW PREVENTION DEVICES	935.00
EFT25535	05/09/2023	SEMINARS AUSTRALIA PTY LTD	EMPLOYER SUPERANNUATION SEMINAR	412.50
EFT25536	05/09/2023	AVON WASTE	RUBBISH SERVICES FOR AUGUST 2023	13,461.90
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	WALGA	INTRO TO LOCAL GOVERNMENT TRAINING	242.00
EFT25540	05/09/2023	BODDINGTON SES	REIMBURSEMENT FOR THE SES	1,278.10
EFT25541	12/09/2023	DOLPHIN SETTLEMENTS	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	432.69
EFT25544	21/09/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA)	ELEARNING PROGRAM TRAINING ONLINE	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
EFT25547	21/09/2023	ADVANTAGE ENVIRONMENTAL PEST CONTROL	ANNUAL TERMITE INSPECTIONS	12,966.01
EFT25548	21/09/2023	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	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	PORTER CONSULTING ENGINEERS	ENGINEER DESIGN WILLIAM STREET RIVER CROSSING	4,400.00
EFT25552	21/09/2023	FORREST MEDICAL GROUP	PRE-EMPLOYMENT MEDICAL	429.75
EFT25553	21/09/2023	WA RANGERS ASSOCIATION INC	2023 PROFESSIONAL DEVELOPMENT CONFERENCE	600.00
EFT25554	21/09/2023	MCLEODS BARRISTERS AND SOLICITORS	LEGAL SERVICES	1,673.65
EFT25555	21/09/2023	G FORCE PRINTING & DESIGN	BUSINESS CARDS RANGER	137.50
EFT25556	21/09/2023	GOLDEN GLASS	REPAIRS TO WINDOWS AT THE PAVILION & OLD POLICE STATION	737.00
EFT25557	21/09/2023	NEWMONT BODDINGTON GOLD	RENT FOR 3 PRUSSIAN WAY/25 FARMERS AVE	2,600.00
EFT25558	21/09/2023	WALLIS COMPUTER SOLUTIONS	ANNUAL BILLING 2023/2024	75,443.12
EFT25559	21/09/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION FEES FOR AUGUST 2023	5,265.22
EFT25560	21/09/2023	APV VALUERS & ASSET MANAGEMENT	BUILDING, LAND & INFRASTRUCTURE ASSET REVALUATIONS	1,972.30
EFT25561	21/09/2023	BANNISTER EXCAVATIONS PTY LTD	GRADER HIRE FOR WINTER GRADING	23,809.50
EFT25562	21/09/2023	VOLT AIR PTY LTD	ELECTRICAL WORK AT THE BBFB	6,175.00
EFT25563	21/09/2023	FINISHING WA	BINDING OF COUNCIL MINUTES	834.35
EFT25564	21/09/2023	ACCESS LIFE	STRENGTH FOR LIFE COACH FEES AUGUST 2023	420.00
EFT25565	21/09/2023	BODDINGTON MINI SKIPS	SKIP BIN COLLECTION FOR AUGUST 2023	930.00
EFT25566	21/09/2023	CIVIC LEGAL PTY LTD	LEGAL SERVICES	4,296.54
EFT25567	21/09/2023	RURAL AND REGIONAL ECONOMIC SOLUTIONS P/L	CONSULTING SERVICES	2,728.00
EFT25568	21/09/2023	DARREN LONG CONSULTING	BAS PREPARATION TRAINING	286.00
EFT25569	21/09/2023	JANI MURPHY & ASSOCIATES	PUBLIC EMAIL WORKLOAD MASTERY WORKSHOP	1,921.15
EFT25570	21/09/2023	J & M REID EARTHMOVING PTY LTD	MACHINE HIRE AT THE CEMETERY	726.00
EFT25571	21/09/2023	BODDINGTON POST OFFICE & STORE	STATIONERY ITEMS FOR AUGUST 2023	465.99
EFT25572	21/09/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1,303.23
EFT25573	21/09/2023	CONNECT CALL SERVICES	AFTER HOURS CALL SERVICE AUGUST 2023	335.50
EFT25574	21/09/2023	MANDURAH PSYCHOLOGICAL SERVICES PTY LTD	EAP SERVICE FEE	225.50
EFT25575	21/09/2023	NICHOLAS JAMES CLEMENTS	COMMUNITY GYM PROJECT	3,300.00
EFT25576	21/09/2023	JEZAMYN DOUGLAS	REIMBURSEMENT FOR STAFF REFRESHMENTS	77.96
EFT25577	21/09/2023	PYKE PLUMBING & GAS PTY LTD	TESTING ON BACKFLOW PREVENTION DEVICES	1,133.00
EFT25578	21/09/2023	APEX ECO MANAGEMENT INTERNATIONAL	SURVEY AND SEDIMENT SAMPLING OF HOTHAM RIVER	14,168.00
EFT25579	21/09/2023	ALL WALKS OF LIFE BODDINGTON	CATERING SERVICES	464.20
EFT25580	21/09/2023	DIESEL AND HYDRAULIC SERVICES SOUTH WEST	SERVICE & STICKER REPLACEMENT ON BBFB 3.4	4,552.90
EFT25581	21/09/2023	AAA PRINT GROUP PTY LTD	WHITEBOARDS FOR THE FIRE BRIGADES	1,742.40
EFT25582	21/09/2023	SUZANNE OLDHAM	RATES REFUND FOR ASSESSMENT A1109 944 CROSSMAN ROAD	1,700.00
EFT25583	21/09/2023	MARLENE EVELYN COLLINS	REFUND OF BOND FOR UNIT 10 FORREST STREET	1,371.00
EFT25584	21/09/2023	BODDINGTON SERVICE STATION	GAS BOTTLES FOR THE PAVILION	590.40
EFT25585	21/09/2023	BODDINGTON ARTS COUNCIL	SPONSORSHIP OF BODDINGTON ARTS COUNCIL ART EXHIBITION	1,000.00
EFT25586	21/09/2023	BODDINGTON COMMUNITY NEWSLETTER	GIFT VOUCHER FOR 3 MONTHS FULL PAGE COLOUR AD	500.00
EFT25587	21/09/2023	GREG DAY MOTORS	FUEL FOR AUGUST 2023	11,639.76
EFT25588	21/09/2023	IT VISION	BUILDING, PLANNING & HEALTH MODULES IMPLEMENTATION	73.59
EFT25589	21/09/2023	WALGA	WALGA LOCAL GOVERNMENT CONVENTION 2023	5,683.99
EFT25590	21/09/2023	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
EFT25592	21/09/2023	CHUBB FIRE & SECURITY PTY LTD	INSPECTIONS FOR FIRE EQUIPMENT	4,409.46
EFT25593	21/09/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES : DFES	2023/24 ESL	117,110.00
EFT25594	21/09/2023	AUSTRALIAN TAXATION OFFICE (BAS RETURNS)	BAS AUGUST 2023	43,489.00
EFT25595	21/09/2023	DEPARTMENT OF EDUCATION	CHILD CARE SERVICES FEE	647.79
EFT25596	21/09/2023	DEPARTMENT OF MINES,INDUSTRY REGULATION AND SAFETY	BSL FOR AUGUST 2023	56.65
EFT25597	21/09/2023	CEMETERIES & CREMATORIA ASSOCIATION WA	CCAWA MEMBERSHIP RENEWAL 2023/2024	130.00

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

Chq/EFT	Date	Name	Description	Amount
EFT25598	21/09/2023	CECILY ROBIN ANDERSSON	ASSORTED NATIVE PLANTS	100.00
EFT25599	29/09/2023	SEEK LIMITED	ADVERTISING MARKETING COORDINATOR	825.00
EFT25600	29/09/2023	SIGNARAMA MANDURAH	DOOR FROSTING ON MEETING ROOM DOOR	514.80
EFT25601	29/09/2023	WALLIS COMPUTER SOLUTIONS	ANNUAL BILLING FOR 2023/2024	1,320.00
EFT25602	29/09/2023	WHEATBELT SERVICES PTY LTD	TRAFFIC CONES	5,445.00
EFT25603	29/09/2023	BODDINGTON SUPERMARKET PTY LTD	SHIRE & YOUTH CENTRE PURCHASES FOR AUGUST 2023	797.63
EFT25604	29/09/2023	THALIA DOUGLAS	REIMBURSEMENT FOR CATERING ITEMS	464.01
EFT25605	29/09/2023	BELINDA KNIGHT	CONSULTANCY SERVICES RATING REVIEW	2,722.50
EFT25606	29/09/2023	SOLARGAIN PV PTY LTD	PROGRESS PAYMENT ON SOLAR PANELS	2,255.00
DD15870.	04/09/2023	WESTNET	INTERNET CHARGES - POOL	59.95
DD15870.	04/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	730.35
DD15870.	04/09/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	4,840.82
DD15874.	05/09/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	16,017.01
DD15874.	05/09/2023	NATIONAL AUSTRALIA BANK	TRANSACT FEE	15.00
DD15874.	05/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,882.00
DD15874.	05/09/2023	SYNERGY	ELECTRICITY 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	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,380.55
DD15876.	01/09/2023	SYNERGY	ELECTRICITY CHARGES - CENTRAL PARK	74.38
DD15876.	01/09/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN GUARANTEE 100	12,031.87
DD15878.	07/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,289.25
DD15884.	08/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,234.60
DD15885.	11/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	322.85
DD15889.	12/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,519.15
DD15890.	13/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	781.20
DD15890.	13/09/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	PAYMENT LOAN 106	42,709.40
DD15900.	14/09/2023	NATIONAL AUSTRALIA BANK	NAB CONNECT FEE	58.98
DD15900.	14/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,061.10
DD15900.	14/09/2023	SYNERGY	ELECTRICITY CHARGES - SWIMMING POOL	126.86
DD15901.	15/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	958.00
DD15902.	18/09/2023	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
DD15912.	19/09/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	15,372.62
DD15912.	19/09/2023	BUSINESS FUEL CARDS (FLEET CARD)	FIRE BRIGADE FLEET CARDS	21.90
DD15912.	19/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,386.85
DD15920.	21/09/2023	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	19.60
DD15920.	21/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	7,590.95
DD15921.	25/09/2023	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	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	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	2,365.22
DD15930.	27/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,163.35
DD15931.	26/09/2023	EASIFLEET MANAGEMENT	LEASE PAYMENT - 1HIZ195 CEO & 1GVR651 EMDS	3,960.44
DD15931.	26/09/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	879.72
DD15931.	26/09/2023	TELSTRA LIMITED	PHONE & INTERNET CHARGES CAR	755.88
DD15934.	28/09/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	1,324.16
DD15934.	28/09/2023	NATIONAL AUSTRALIA BANK	NAB CONNECT FEE	59.48
DD15934.	28/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	486.70
DD15934.	28/09/2023	SYNERGY	ELECTRICITY CHARGES - TV TOWER	388.63
DD15942.	29/09/2023	NATIONAL AUSTRALIA BANK	NAB BPAY & ACCT FEES	1,148.89
DD15942.	29/09/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	508.95
DD15942.	29/09/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	525.05
DD15929.	04/09/2023	NAB BUSINESS VISA	CREDIT CARD PURCHASES	13,279.55
				<u>757,594.03</u>
JEFF ATKINS				
02/08/2023	TARGET		MANCHESTER FOR THE OLD POLICE STATION	270.00
04/08/2023	HARVEY NORMAN		IPHONE ACCESSORIES	201.85
07/08/2023	OFFICEWORKS		IPHONE - W&S LEADING HAND	1,004.95
07/08/2023	BUNNINGS		CLEANING PRODUCTS	373.41
07/08/2023	OFFICEWORKS		STATIONERY ITEMS	196.18
09/08/2023	GREG DAY MOTORS		FUEL BT61	97.23
24/08/2023	DWELLINGUP SAWMILL		TIMBER FOR HOTHAM PARK	1,441.44
JAMES WICKENS				
04/08/2023	WORK CLOBBER		RANGER UNIFORMS	933.00
10/08/2023	LOCAL GOVERNMENT PROFESSIONALS		MEMBERSHIP SUBSCRIPTION 23/24	531.00
10/08/2023	QUAD LOCK		PHONE ACCESSORIES	134.85
SAM KEMPTON				
07/08/2023	KMART		ITEMS FOR THE LIBRARY	78.00
14/08/2023	NETFLIX		SUBSCRIPTION FOR THE YOUTH CENTRE	16.99
CARA RYAN				
31/07/2023	LOCAL GOVERNMENT PROFESSIONALS		MEMBERSHIP SUBSCRIPTION 23/24	531.00
03/08/2023	ESPRESSO WORKS		REPAIRS TO THE COFFEE MACHINE AT THE CAFÉ	297.00
07/08/2023	COLES		C RYAN - TO BE INVOICED 16956	172.63
JULIE BURTON				
02/08/2023	MAILCHIMP		NEWSLETTER SOFTWARE	39.92
02/08/2023	EXETEL		INTERNET PLAN	975.00
04/08/2023	MONDAY.COM		ANNUAL SOFTWARE SUBSCRIPTION	3,811.94
07/08/2023	DROPBOX		LARGE FILE TRANSFER SERVICE	18.69
09/08/2023	VISTA PRINT		SHIRE MERCHANDISE FOR MARKETS	533.61
10/08/2023	ESSPRESSO WORKS		REPAIRS TO COFFEE MACHINE AT THE CAFÉ	1,574.10
28/07/2023	NAB CARD FEE		FEE	45.00
28/07/2023	NAB INTERNATIONAL TRANSACTION FEES		FEE	1.76
PAYROLL PAYMENTS				

SHIRE OF BODDINGTON - LIST OF PAYMENTS - SEPTEMBER 2023

Chq/EFT	Date	Name	Description	Amount
		NAB	NET PAYROLL F/N ENDING 03/09/2023	83,701.00
		NAB	NET PAYROLL F/N ENDING 17/09/2023	89,072.27
		TOTAL MUNI		<u>930,367.30</u>
		TOTAL TRUST & MUNI		<u>930,367.30</u>

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 and Council Decision

COUNCIL RESOLUTION: 124/23

Moved: Cr A Ryley

Seconded: Cr L Lewis

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

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil



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

	Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c)-(b) \$	Variance* % (c)-(b)/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	6	6,538,742	6,522,241	6,516,743	(5,498)	(0%)	
Grants, subsidies and contributions	10	339,835	123,788	125,550	1,762	1%	
Fees and charges		1,199,971	569,286	570,807	1,521	0%	
Interest revenue		211,977	41,568	14,072	(27,496)	(66%)	▼
Other revenue		103,450	25,868	27,535	1,667	6%	
Profit on disposal of assets	8	65,582	0	0	0	0%	
		8,459,557	7,282,751	7,254,707	(28,044)		
Expenditure from operating activities							
Employee costs		(3,253,044)	(833,867)	(794,998)	38,869	5%	
Materials and contracts		(3,149,536)	(787,989)	(743,006)	44,983	6%	
Utility charges		(341,558)	(85,742)	(79,717)	6,025	7%	
Depreciation		(2,706,950)	(676,737)	0	676,737	100%	▲
Finance Costs		(54,968)	(10,963)	(10,963)	0	0%	
Insurance		(226,419)	(114,809)	(115,030)	(221)	(0%)	
Other expenditure		(25,850)	(6,465)	(9,524)	(3,059)	(47%)	
Loss on disposal of assets	8	0	0	0	0	0%	
		(9,758,325)	(2,516,572)	(1,753,238)	763,334		
Non-cash amounts excluded from operating activities	2(b)	2,641,368	676,737	0	(676,737)	(100%)	▼
Amount attributable to operating activities		1,342,600	5,442,916	5,501,469	58,553		
INVESTING ACTIVITIES							
Inflows from 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%	
		4,065,677	0	7,500	7,500		
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%	
		(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%	
		515,555	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		(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)			
Surplus or deficit after imposition of general rates		(16,000)	7,561,528	7,354,726			

KEY INFORMATION

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

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

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

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

	30 June 2023	30 Sep 2023
	\$	\$
CURRENT ASSETS		
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

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

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

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

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

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Note	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 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.

	Notes	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$
Non-cash items excluded from operating activities				
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 *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	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.

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

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
	\$	%	
Revenue from operating activities			
Rates	(5,498)	(0%)	
Grants, subsidies and contributions	1,762	1%	
Fees and charges	1,521	0%	
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 operating activities.	(676,737)	(100%)	▼ Timing Variance - Depreciation
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	7,500	0%	
Proceeds from disposal of assets	0	0%	
Proceeds from financial assets at amortised cost - self supporting loans	0	0%	
Outflows from investing activities			
Payments for financial assets at amortised cost - self supporting loans	0	0%	
Payments for property, plant and equipment	(410)	(0%)	
Payments for construction of infrastructure			
Inflows from financing activities			
Proceeds from new debentures	0	0%	
Transfer to reserves	0	0%	
Outflows from financing activities			
Payments for principal portion of lease liabilities	0	0%	
Repayment of borrowings	(0)	(0%)	
Transfer to reserves	0	0%	
Surplus of deficit at the start of the financial year	(272,828)	(11%)	▼

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

4 CASH AND FINANCIAL ASSETS

CASH AND INVESTMENTS

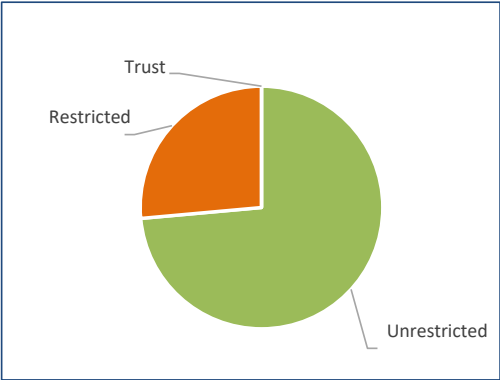
Description	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on hand							
Petty Cash & Floats	400	0	400			0.00%	On Hand
At Call Deposits							
Municipal Funds	732,778	0	732,778		NAB		At Call
Reserve Funds	0	2,041,385	2,041,385		NAB		At Call
Bonds & 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

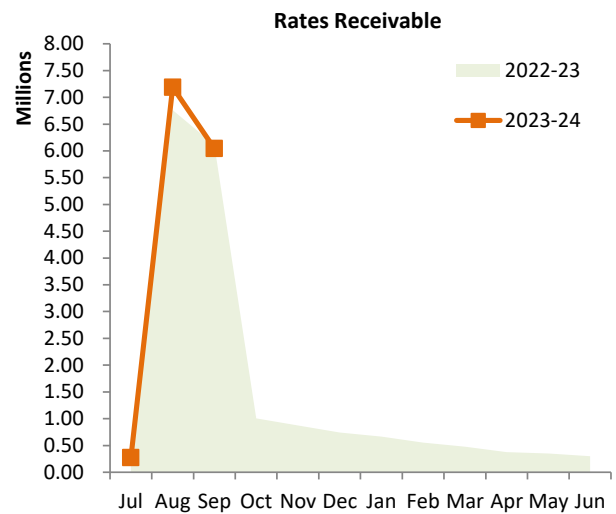
CASH BACKED RESERVES

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

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

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 impairment of receivables from contracts with customers						(4,873)
Accrued Income						7,883
Other receivables - employee related provisions						11,661
Total receivables general outstanding						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

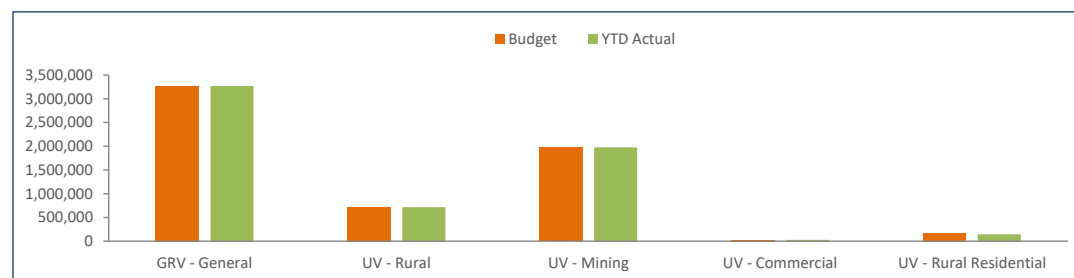
RATE REVENUE

General rate revenue

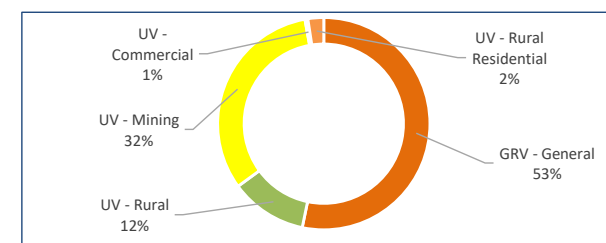
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual			
					Interim Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$
Gross rental value										
GRV - General	0.116774	561	28,017,281	3,271,690	1,000	3,272,690	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										
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

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.



General Rates	
Budget	Actual
\$6.54 M	\$6.52 M



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

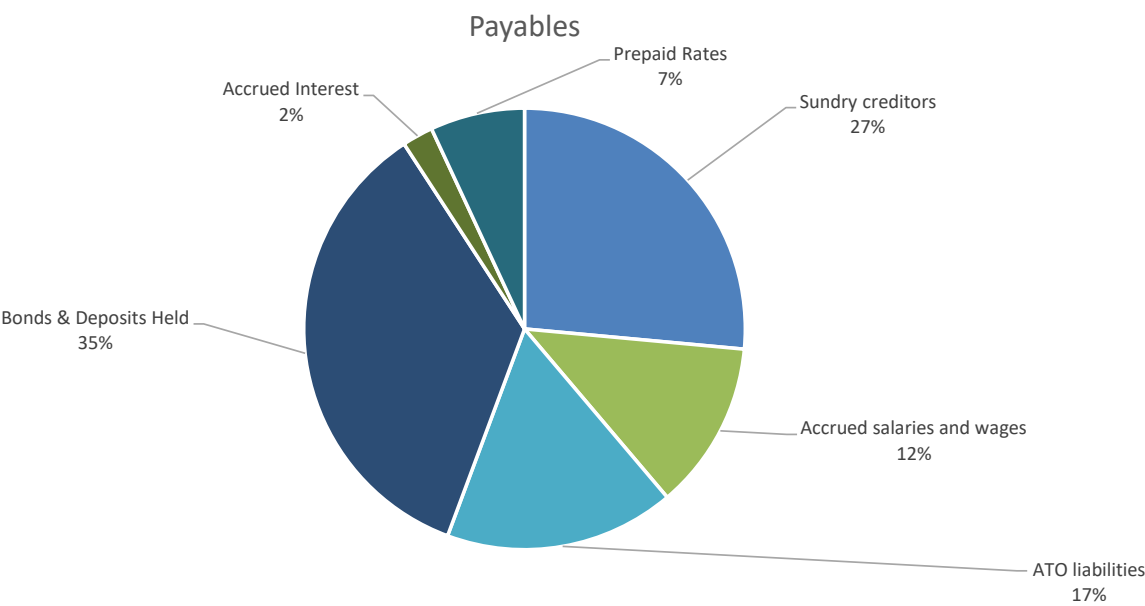
7 PAYABLES

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						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.

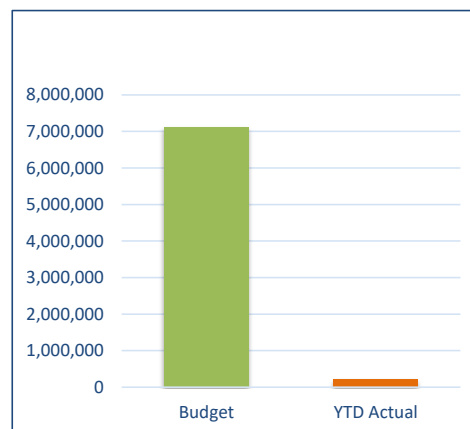


8 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
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.



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.12 M	\$0.22 M	3%

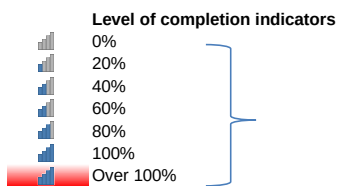
Capital Grants	Annual Budget	YTD Actual	% Received
	\$3.88 M	\$0.01 M	0%

8 CAPITAL ACQUISITIONS DETAILED

Capital Disposals

Asset description	Amended Budget			YTD Actual		
	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



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

Account Description	Current Budget	YTD Budget	YTD Actual	Variance 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)

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

9 BORROWINGS

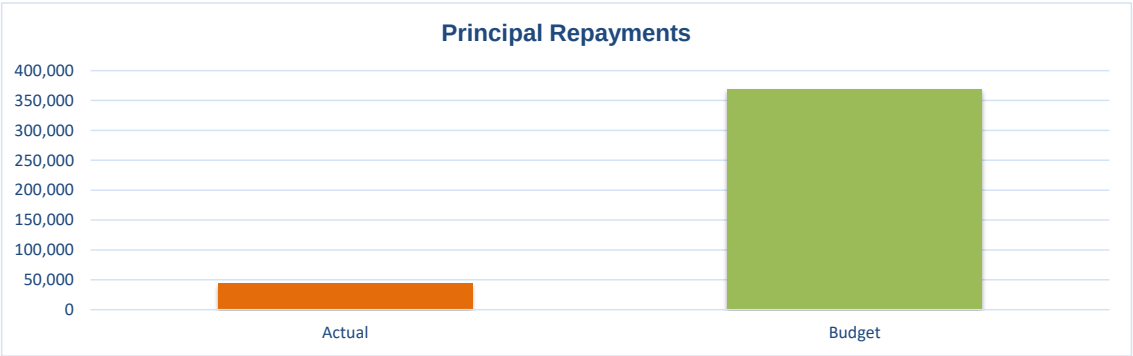
Repayments - borrowings

Information on borrowings			1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	Interest %		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			

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.



Principal Repayments	
\$43,778	
Interest Earned	Interest Expense
\$14,072	\$10,963
Reserves Balance	Loans Due
\$2,041,385	\$1,712,297

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

10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grants, subsidies and contributions liability				Grants, subsidies & contribution revenue				
	Liability	Increase	Decrease	Liability	YTD	Adopted	Budget		YTD
	1 Jul 23	in Liability	in Liability	30 Sep 23	Budget	Budget	Variations	Expected	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$	\$
Operating grants, subsidies and contributions									
General purpose funding									
Federal Grant - General Purpose	0	0	0	0	882	3,526	0	3,526	4,192
Federal Grant - Local Roads				0	3,311	13,243	0	13,243	0
Law, order, public safety									
DFES - Fire Brigade Operating Grant	0	0	0	0	15,298	61,190	0	61,190	15,533
Mitigation Activity Grant	0	0	0	0	4,875	19,500	0	19,500	8,500
DFES - SES Operating Grant	0	0	0	0	7,650	30,600	0	30,600	7,414
Abandoned Vehicles	0	0	0	0	0	500	0	500	576
Education and welfare									
Seniors - Living Stronger/Longer	0	0	0	0	999	4,000	0	4,000	559
Welfare Grants	0	0	0	0	999	4,000	0	4,000	0
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	0	8,000	0	8,000	0
Mountain Bike Trail Funding	0	0	0	0	0	0	0	0	0
Library Childrens Week Grant	0	0	0	0	0	0	0	0	0
Better Beginnings Grant	0	0	0	0	0	0	0	0	0
Thank a Volunteer	0	0	0	0	750	3,000	0	3,000	0
Australia Day Grant	0	0	0	0	0	2,500	0	2,500	0
Transport									
Main Roads - Direct Road Grant	0	0	0	0	63,776	63,776	0	63,776	63,776
Road Safety Alliance	0	0	0	0	0	0	0	0	0
Economic services									
Contributions Area Promotion & Tourism	0	0	0	0	249	1,000	0	1,000	0
South 32 Cultural Centre	1,905,059	0	0	1,905,059	0	100,000	0	100,000	0
	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	0
LRCI - Main Street Revitalisation	53,482	149,652	0	203,134	0	141,192	0	141,192	0
Recreation and culture									
Community Gym	100,000	0	0	100,000	0	100,000	0	100,000	0
Mountain Bike Funding	0	0	0	0	0	490,000	0	490,000	0
Community Club - Playground	0	0	0	0	0	93,600	0	93,600	0
Bowling Club - Resurface Bowling Green	0	0	0	0	0	54,896	0	54,896	0
Peel Devt. Comm - Rail Trail Grant	13,414	0	0	13,414				0	
Transport									
Footpath Grant	0	0	0	0	0	50,000	0	50,000	7,500
Main Street Revitalisation Project	500,000	0	0	500,000	0	1,703,400	0	1,703,400	0
EV Charging Stations	0	0	0	0	0	17,513	0	17,513	0
Roads to Recovery Funding	0	0	0	0	0	161,639	0	161,639	0
Regional Road Group Funding	112,159	284,000	0	396,159	0	893,841	0	893,841	0
Special Bridge Funding	402,000	0	0	402,000	0	0	0	0	0
	1,181,055	433,652	0	1,614,707	0	3,876,677	0	3,876,677	7,500
TOTALS	3,086,114	433,652	0	3,519,766	123,788	4,216,512	0	4,216,512	133,050

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

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
				\$	\$	\$	\$
	Budget adoption		Closing Surplus				0
3146209	Land Acquisition - Eucalypt Street	Res 100/23	Capital Expenses			(90,000)	(90,000)
8011482	Aged Housing Reserve	Res100/23	Capital Revenue		90,000		0
3042100	Legal 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:

- 1. 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.*
- 3. 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

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

Options

1. 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 and Council Decision

COUNCIL RESOLUTION: 125/23

Moved: Cr E Smalberger

Seconded: Cr A Ryley

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

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

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 re-establishment 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

COUNCIL RESOLUTION: 126/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

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.

Amended Motion

COUNCIL RESOLUTION: 127/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

That Council approves the request to waive 50% in the first year (2023-24), 35% in the second year (2024-25), 20% for the third year (2025-26) and 0% in the fourth year (2026-27) of facility hires for Boddington Tennis Club's use of Boddington Tennis Courts.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

Substantive Motion

COUNCIL RESOLUTION: 128/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

That Council approves the request to waive 50% in the first year (2023-24), 35% in the second year (2024-25), 20% for the third year (2025-26) and 0% in the fourth year (2026-27) of facility hires for Boddington Tennis Club's use of Boddington Tennis Courts.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

The substantive motion differed from the officer recommendation, as Council wished to introduce a gradual reduction in the granted waiver from the first year to the third year.

9.5 WORKS AND SERVICES

Nil

10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS
MOTION HAS BEEN GIVEN

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING

Officer Recommendation and Council Decision

COUNCIL RESOLUTION: 129/23

Moved: Cr L Lewis

Seconded: Cr A Ryley

That Council approve Item 11.1 as Urgent Business to be introduced by a decision of the meeting.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

11.1 Self-Supporting Loan | Boddington Hospital Auxiliary Inc.

File Reference: 2.041
Applicant: Boddington Hospital Auxiliary
Disclosure of Interest: Nil
Author: Executive Manager Corporate Services
Attachments: Nil

Summary

Council is requested to consider an application from the Boddington Hospital Auxiliary (Auxiliary) for a self-supporting loan to purchase property.

Background

The Boddington Hospital Auxiliary are a not-for-profit community group, who are registered with the Australian Charities and Not-For-Profits Commission (ACNC). The Auxiliary has operated since 1957 and remain a very active group within the Boddington Community. The group operate the Op Shop, which raises funds to purchase much needed items for the Boddington Hospital.

At the beginning of October 2023, the President from the Boddington Hospital Auxiliary reached out to the Shire with regards to finding new premises to operate the Op Shop. The new owners of the building, where they currently reside, requested that they vacate the premises as soon as possible.

After determining that the Shire does not currently have any suitable premises available for the Op Shop to operate from, the possibility of applying for a self-supporting loan to purchase their own premise was made available. The self-supporting loan is a financial arrangement where the Shire must secure the loan on behalf of the organisation. The organisation is then responsible for covering the costs related to the principal, interest, and loan guarantee payments.

On the 19 October 2023, an application was received by the Shire from the Auxiliary requesting a loan for \$300,000 to purchase property located on Bannister Road. The property of interest

is considered a worthwhile investment, as it will not only allow them to run the Op Shop, but will also house the bus, and store furniture from the Joy Roberts Foundation.

Comment

In making a determination with regards to this self- supporting loan application, the repayment ability and security needs to be addressed.

As of the 23 October 2023, the indicative interest rate for a 20 year loan with semi-annual repayments is 5.66%. Based on a loan of \$300,000 the semi-annual repayment would be \$12,624.47. This repayment does not include the Government Guarantee Fee, which is invoiced separately by the Western Australian Treasury Corporation (WATC). Currently the rate is 0.7% and is calculated on the principal outstanding, so the annual repayment diminishes over the life of the loan.

Based on the above indicative interest rate, the weekly repayment for the loan equates to approximately \$486. The Government Guarantee Fee payable within the first year will be approximately \$2,085 with this diminishing down to \$128 in the last year.

The first years average weekly repayment calculation is:

Semi Annual Payment (12,624.47 x 2)	= \$25,248.94
Government Guarantee Fee	= <u>\$2,085.00</u>
Total Repayment First Year	= \$27,333.94

Weekly Repayment First Year = \$525.65

The Auxiliary have been provided the loan amortization schedule, which includes the Government Guarantee Fee. The committee are confident that they will be able to meet the repayments, as they intend to rent out the house that is located within the property. This is currently being rented at \$300 per week. It should also be noted that the Auxiliary are currently paying \$479 per month rent at their current location.

During the life of the loan the Auxiliary will need to be prepared to enter into a deed of agreement, giving permission to the Shire to lodge a caveat over the certificate of title.

The Auxiliary have advised the Shire that this will be the Auxiliary's fifth move since establishing the Op Shop, which comes at a considerable cost to the group. A self-supporting loan provided by the Shire will enable the Auxiliary to purchase their own premises, giving them much needed security and stability.

Consultation

Boddington Hospital Auxiliary
Western Australia Treasury Corporation

One month's local public notice will also need to be undertaken as required by Section 6.20 of the Local Government Act 1995

Strategic Implications

Aspiration	People
Outcome 3	An inclusive and supportive community
Objective 3.5	Grow community capacity by supporting community groups and volunteers

Legislative Implications

Local Government Act 1995

6.20 Power to Borrow

- (1) Subject to this Act, a local government may —
- (a) borrow or re-borrow money; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —
- (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
 - (b) the resolution to exercise that power is to be by absolute majority.

Local Government Act 1995

1.7 Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) published on the official website of the local government concerned in accordance with the regulations; and
- (b) given in at least 3 of the ways prescribed for the purposes of this section.

Policy Implications

Nil

Financial Implications

At, 24 October 2023 the Shire has outstanding loans and debentures due to WATC totalling \$1,712,297, comprising of:

Loan Number	Loan Purpose	Outstanding Principal
105	Administration Centre	\$148,485
100	Childcare Centre	\$54,774
94	3 Pecan Place	\$147,872
97	34 Hill Street	\$149,962
106	Recreation Centre	\$495,064
107	Recreation Centre	\$716,140

If the \$300,000 self-supporting loan request is endorsed, the Shire's total loan balance will increase to \$2,012,297.

The Auxiliary will be wholly responsible for the repayment of the principal, interest and all other associated fees and charges. Should the Auxiliary fold or be unable to meet the requirements of the loan, the Shire would be responsible for repayments.

Economic Implications

The current Debt Service Ratio is in the advance range and is not likely to impact the future borrowing capacity very much.

Social Implications

The Boddington Hospital Auxiliary plays an important role in assisting the local hospital purchase items needed for their day to day operation. On the basis that a premise is purchased, providing stability, should result in positive social and health benefits to service the growing population of Boddington.

Environmental Considerations

The Op Shop being a seller of second-hand goods has a two-fold effect on the environment by reducing the need to extract more materials to produce goods and reduces the materials going to landfill.

Risk Considerations

Risk Statement and Consequence	The primary risk is that the Boddington Hospital Auxiliary will not be able to raise sufficient revenue to cover loan repayments and charges.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Financial
Risk Action Plan (controls or treatment proposed)	The recommendation includes establishing a deed of agreement with registration of a Caveat on the property

Options

The Council can:

1. Approve the request as per the officer recommendation
2. Decline the request
3. Agree to a different loan amount
4. Set different terms of the loan

Voting Requirements

Absolute Majority

Officer Recommendation

COUNCIL RESOLUTION: 130/23

Moved: Cr E Smalberger

Seconded: Cr L Lewis

That Council:

1. **Support the application from the Boddington Hospital Auxiliary Inc. for a self-supporting loan up to the value of \$300,000, subject to presentation of forward financial plans covering the life of the loan to demonstrate the capacity to meet loan repayments.**
2. **Authorise the Chief Executive Officer in accordance with the requirements of Section 6.20(2) of the Local Government Act 1995, to give one (1) months local public notice of the Shire's intention to borrow \$300,000 at the estimated rate of**

5.66% for the term of twenty (20) years for the purchase of property for the Boddington Hospital Auxiliary.

3. Authorise the Chief Executive Officer to make the necessary legal arrangements, including establishing a deed of agreement, with registration of a Caveat against the title of the purchased property.
4. Make application to the Western Australian Treasury Corporation for a loan up to the value of \$300,000 to be repaid by the Boddington Hospital Auxiliary Inc. inclusive of all interest, fees and charges.

Amended Motion

COUNCIL RESOLUTION: 131/23

Moved: Cr E Smalberger

Seconded: Cr G Ventris

That Council:

1. Support the application from the Boddington Hospital Auxiliary Inc. for a self-supporting loan up to the value of \$300,000, subject to presentation of forward financial plans covering the life of the loan to demonstrate the capacity to meet loan repayments and a submission of a property appraisal conducted by a certified valuer for the property being acquired.
2. Authorise the Chief Executive Officer in accordance with the requirements of Section 6.20(2) of the Local Government Act 1995, to give one (1) months local public notice of the Shire's intention to borrow up to \$300,000 at the estimated rate of 5.66% for the term of twenty (20) years for the purchase of property for the Boddington Hospital Auxiliary.
3. Authorise the Chief Executive Officer to make the necessary legal arrangements, including; establishing a deed of agreement, with registration of a Caveat against the title of the purchased property to be endorsed by Council prior to execution of documents.
4. Make application to the Western Australian Treasury Corporation for a loan up to the value of \$300,000 to be repaid by the Boddington Hospital Auxiliary Inc. inclusive of all interest, fees and charges.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

Substantive Motion

COUNCIL RESOLUTION: 132/23

Moved: Cr E Smalberger

Seconded: Cr G Ventris

That Council:

1. Support the application from the Boddington Hospital Auxiliary Inc. for a self-supporting loan up to the value of \$300,000, subject to presentation of forward financial plans covering the life of the loan to demonstrate the capacity to meet loan repayments and a submission of a property appraisal conducted by a certified valuer for the property being acquired.
2. Authorise the Chief Executive Officer in accordance with the requirements of Section 6.20(2) of the Local Government Act 1995, to give one (1) months local public notice of the Shire's intention to borrow up to \$300,000 at the estimated

rate of 5.66% for the term of twenty (20) years for the purchase of property for the Boddington Hospital Auxiliary.

3. Authorise the Chief Executive Officer to make the necessary legal arrangements, including; establishing a deed of agreement, with registration of a Caveat against the title of the purchased property to be endorsed by Council prior to execution of documents.
4. Make application to the Western Australian Treasury Corporation for a loan up to the value of \$300,000 to be repaid by the Boddington Hospital Auxiliary Inc. inclusive of all interest, fees and charges.

Carried: 4-0

For: Cr G Ventris, Cr E Smalberger, Cr A Ryley, Cr L Lewis

Against: Nil

The substantive motion differed from the officer recommendation, as Council wished to ensure that a property valuation was undertaken before entering into a loan agreement. Further, Council wished to endorse the deed of agreement prior to final execution of the document.

12. CONFIDENTIAL ITEMS

Nil

13. CLOSURE OF MEETING

There being no further business, Cr Garry Ventris, Shire President, declared the meeting closed at 6.43pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 26 October 2023.

Cr Garry Ventris
(Shire President)