



# APPENDICES

**25 July 2023**

**ORDINARY COUNCIL MEETING**



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# **Unconfirmed Minutes**

## **Bush Fire Advisory Committee Meeting**

**Thursday 29 June 2023**

**18:00 at the Council Chamber**



**Bush Fire Advisory Committee – 29 June 2023**  
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## Notice of Meeting

Notice is hereby given that the Bush Fire Advisory Committee meeting will be held at the Shire of Waroona Council Chamber at 52 Hesse Street, Waroona on Thursday 29 June 2023 commencing at 6.00pm.

### Important Notes

It should be noted that decisions of this Committee are only recommendations to and not decisions of Council. Committee recommendations should therefore not be acted on or otherwise relied upon until Council has formally considered and decided on the Committee recommendations.

## 1. ATTENDANCES

### Members

Councillor Mike Walmsley, Chairperson  
 Peter Thurkle, Community Emergency Services Officer  
 Steve Thomas, Chief Bush Fire Control Officer  
 Greg Lewis, Bush Fire Control Officer, Waroona West VBFB  
 Peter McDonald, Captain, Lake Clifton VBFB (as proxy for Gareth Davies)  
 John Twaddle, Bush Fire Control Officer, Waroona VFES

### Ex-Officio

Ricky Southgate, Department of Fire and Emergency Services  
 Steve Gunn, Department of Biodiversity, Conservation and Attractions

### Guests

Mark Goodlet, Chief Executive Officer  
 Rhys Bloxside, Senior Infrastructure and Development Officer  
 Don Bebbington, Captain, Preston Beach VBFB

## 2. ABSENT

Jayden Vitler, Department of Biodiversity, Conservation and Attractions  
 Brian Beales, Waroona VFES  
 John Kowal, Manager Rangers and Community Safety – Shire of Murray

## 3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meeting – 12 July 2022 – **Appendix 1**

### **COMMITTEE RECOMMENDATION**

**BFAC23/001**

**Moved: Greg Lewis**

**Seconded: John Twaddle**

**That the Minutes of the Bush Fire Advisory Committee meeting held on 12 July 2022 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 6:0**

## 4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

## 5. BUSINESS ARISING

<b>5.1 Election of Officers for the 2023/24 Financial Year</b>	
<b>File Ref:</b>	51/1
<b>Previous Items:</b>	NA
<b>Applicant:</b>	NA
<b>Author and Title:</b>	Rhys Bloxsidge – Senior Infrastructure and Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	N/A

### **COMMITTEE RECOMMENDATION**

**BFAC23/002**

**Moved: John Twaddle**

**Seconded: Steve Thomas**

**That the Bush Fire Advisory Committee recommends to Council to:**

**1. make the following appointments for the 2023/2024 financial year:**

<b>Chief Bush Fire Control Officer:</b>	<b>Steve Thomas</b>
<b>Deputy Chief Bush Fire Control Officer:</b>	<b>Greg Lewis</b>
<b>Bush Fire Control Officer Lake Clifton VBFB:</b>	<b>Gareth Davies</b>
<b>Bush Fire Control Officer Preston Beach VBFB:</b>	<b>Steve Thomas</b>
<b>Bush Fire Control Officer Waroona West VBFB:</b>	<b>Greg Lewis</b>
<b>Bush Fire Control Officer Waroona VFES:</b>	<b>John Twaddle</b>
<b>Fire Weather Officer(s):</b>	<b>John Twaddle</b>
<b>Deputy Fire Weather Officer(s):</b>	<b>Steve Thomas</b>
<b>Shire Training Coordinator:</b>	<b>Peter Thurkle</b>

**2. support the appointment, through the Chief Executive Officer, of the following additional Bush Fire Control Officers (Permit Issuing Only):**

<b>Manager Rangers and Community Safety</b>	<b>John Kowal</b>
<b>Ranger</b>	<b>Terry Lamey</b>
<b>Ranger</b>	<b>Adrian Eppen</b>
<b>Ranger</b>	<b>Chloe Blackwell</b>
<b>Ranger</b>	<b>Katie Leigh</b>
<b>Ranger</b>	<b>Garth Van Den Ende</b>
<b>Captain, Preston Beach VBFB</b>	<b>Don Bebbington</b>
<b>Captain, Waroona West VBFB</b>	<b>Brad Lewis</b>

**CARRIED UNANIMOUSLY 6:0**

### **IN BRIEF**

Historically the Bush Fire Advisory Committee has made recommendations to Council in the appointment of officers in accordance with the *Bush Fires Act 1954*.

### **BACKGROUND**

Under section 38 of the *Bush Fires Act 1954*, a local government may appoint such persons as it thinks necessary to be its bush fire control officers, and of those officers appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer.



Section 38 also gives a local government the authority to appoint fire weather officers and deputy fire weather officers from its list of bush fire control officers. There may be more than one fire weather officer and deputy fire weather officer. Where more than one fire weather officer is appointed by a local government, the local government must define a part of its district in which each fire weather officer shall have the exclusive right to exercise his/her powers in accordance with the *Bush Fires Act 1954*.

The appointment of a Shire Training Coordinator and Bush Fire Control Officers (Permit Issuing Only) is not covered by the *Bush Fires Act 1954*, however these positions have merit and provide additional expertise and resources in regard to bush fire management and are therefore considered appropriate for appointment.

It must be noted that any decision made under this agenda item regarding the appointment of officers is a recommendation only. Final appointment rests with Council and any delegation of Council to the Chief Executive Officer. In respect of the knowledge and expertise held by the voting members of the Bush Fire Advisory Committee, Council has historically sought recommendations from the Bush Fire Advisory Committee on the appointment of officers.

### **REPORT DETAIL**

The Shire called for nominations for the various officer positions in late May. The following nominations were received:

Chief Bush Fire Control Officer:

Steve Thomas

Deputy Chief Bush Fire Control Officers:

Greg Lewis

Bush Fire Control Officers:

Gareth Davies

Steve Thomas

Greg Lewis

John Twaddle

Fire Weather Officers:

Nil

Deputy Fire Weather Officers:

Nil

If there is more than one nomination for the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, the voting members of the Bush Fire Advisory Committee are required to vote on the matter by secret ballot.

As per the Council endorsed structure review from the 2022 Bush Fire Advisory Committee Meeting, the nominated Bush Fire Control Officer from each of the three volunteer bush fire brigades and the nominated representative from the Waroona Volunteer Fire and Emergency Services unit automatically become a voting member of the Bush Fire Advisory Committee. The other Council endorsed voting members are the Shire of Waroona Councillor acting as presiding member (Mike Walmsley) and the Shire of Waroona Community Emergency Services Officer (Peter Thurkle).

**SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Focus Area</b>	Our Community
<b>Objective</b>	Create a connected, safe and cohesive community with a strong sense of community pride
<b>Strategy</b>	Ensure the safety of our community

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT***Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Fire Control Officers*

Section 38(1) of the *Bush Fires Act 1954* (Act) states that a local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers for the purposes of the Act, and of those officers shall appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it. The appointment of Bush Fire Control Officers may be delegated to the Chief Executive Officer under Section 48 of the Act.

A local government or a person with delegated authority shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

*Fire Weather Officers and Deputy Fire Weather Officers*

Under section 38(10) of the Act, a local government may appoint to the office of Fire Weather Officer such number of senior bush fire control officers as it thinks necessary. The appointment of fire weather officers may also be delegated to the Chief Executive Officer under Section 48 of the Act. Further, the Act states:

- (a) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by the Act.
- (b) A local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (c) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office is entitled to act in the discharge of the duties of that office.
- (d) A deputy who is one of two or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined by the Act is available and able to discharge those duties.

- (e) The local government shall give notice of an appointment of a fire weather officer or deputy fire weather officer to the DFES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district.
- (f) A fire weather officer of a local government, or a deputy fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under the relevant part of the Act, to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “extreme” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush. This does not apply during the prohibited burning times or when a total fire ban is declared.

It ought to be noted that Fire Weather Officers must be appointed as Bush Fire Control Officers pursuant to the Act.

#### *Delegation by Local Governments*

Section 48 of the Act states that:

- A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under the Act; and
- Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
  - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
  - (b) is to be treated as performance by the local government.
- A delegation under this section does not include the power to subdelegate.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

#### *Economic – (Impact on the Economy of the Shire and Region)*

There are no economic impacts on the community.

#### *Social – (Quality of life to community and/or affected landowners)*

The appointments support the community and there is no negative impact on the quality of life.

#### *Environment – (Impact on environment’s sustainability)*

There is no negative impact on the natural or built environment.

#### *Policy implications*

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed.

#### *Risk Management Implications*

Nil

### **CONSULTATION**

As noted, each of the three volunteer bush fire brigades and the Fire and Emergency Services unit was invited to submit nominations for the positions outlined under the Officer Recommendation.

**RESOURCE IMPLICATIONS***Financial*

The cost of advertising the appointments is provided in the annual Shire of Waroona budget.

*Workforce*

Nil

**OPTIONS**

The Committee has the option of recommending to Council to:

1. endorse the Officer appointments, as detailed and voted upon; or,
2. not endorse the Officer appointments, as detailed and voted upon.

**CONCLUSION**

The appointment of Officers establishes a hierarchy of command and is considered important to ensure bush fire management in the Shire is carried out effectively and efficiently.

<b>5.2 2023/24 Firebreak Notice and Other <i>Bush Fire Act 1954</i> Notices</b>	
<b>File Ref:</b>	60/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Rhys Bloxside – Senior Infrastructure and Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	2, 3 and 4

**COMMITTEE RECOMMENDATION****BFAC23/003****Moved: John Twaddle****Seconded: Steve Thomas**

That the BFAC recommend to Council to:

1. adopt the Shire of Waroona Firebreak Notice, as attached at Appendix 2;
2. adopt the Camp and Cooking Fires Notice, as attached at Appendix 3;
3. adopt the Burning of Garden Refuse Notice, as attached at Appendix 4; and,
4. approve the publication of a pamphlet containing the Firebreak Notice, Camp and Cooking Fire Notice and Burning of Garden Refuse Notice in accordance with the provisions of the *Bush Fires Act 1954* and send out a copy of the pamphlet with the Rates Notice in 2023.

**CARRIED UNANIMOUSLY 6:0**

**IN BRIEF**

The last comprehensive review of the Shire of Waroona Firebreak Notice and other associated notices was undertaken last year. It is not considered that any modifications to these notices are necessary.

**BACKGROUND**

Advice in relation to the Firebreak Notice, the Camping and Cooking Fires Notice and the Burning of Garden Refuse Notice is provided to Council by the Bush Fires Advisory Committee.

**REPORT DETAIL**

The Shire of Waroona Firebreak Notice, Camp and Cooking Fires Notice and Burning of Garden Refuse Notice are all made pursuant to the powers conferred in sections 24, 25 and 33 of the *Bush Fires Act 1954* (the Act). In their current forms, the notices are considered functional and fair and provide sufficient requirements to reduce the risk relating to the outbreak or spread of a bush fire within the Shire.

Recent advice, via other Local Governments after consultation with the Department of Fire and Emergency Services, suggested that these two notices made respectively under S24G(2) and 25(1a) of the Act should not be included within the Firebreak Notice, they should be standalone notices published separately.

The proposed Shire of Waroona Firebreak Notice is detailed at **Appendix 2** for consideration and recommendation to Council.

The proposed Camp and Cooking Fires and the Burning of Garden Refuse notices are detailed at **Appendix 3 and 4** for consideration.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Focus Area</b>	Our Community
<b>Objective</b>	Create a connected, safe and cohesive community with a strong sense of community pride
<b>Strategy</b>	Ensure the safety of our community

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Section 33 of the *Bush Fires Act 1954* provides a local government the ability to make a Notice requiring all owners or occupiers of land within the district to take measures for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur.

Section 24G (2) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F of the Act.

Section 25 (1) (1a) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Financial impact to the community)*

Nil

*Social – (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Policy Implications*

Nil

*Risk Management Implications*

The respective notices ensure landowners are aware of their obligations regarding fires and burning, which should reduce risk of bush fire. All landowners are sent a copy of the notices with their annual rates statements to increase awareness.

**CONSULTATION**

Chief Bush Fire Control Officer and Community Emergency Services Officer

**RESOURCE IMPLICATIONS***Financial*

Funds are provided in the Shire of Waroona Annual Budget to publish bush fire related information annually.

*Workforce*

Nil

**OPTIONS**

The Committee has the option of:

1. supporting the recommendation presented; or,
2. not supporting the recommendation presented and supporting modified forms of one or all of the notices.

**CONCLUSION**

The current notices are effective and apply a reasonable set of requirements across land categories in the district to prevent the spread or extension of a bushfire.

<b>5.3 Draft Bush Fire Brigade Local Law 2023 – Important Provisions</b>	
<b>File Ref:</b>	51/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Mark Goodlet
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	NA

**COMMITTEE RECOMMENDATION**

BFAC23/004

Moved: Greg Lewis

Seconded: Steve Thomas

That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:

Voting members of the Bush Fire Advisory Committee to be from the Local Government and include each Bush Fire Control Officer (permit issuing BFC officers excluded) and Captain from the Volunteer Bush Fire Brigades, with non-voting members to be organisations under the State Government, plus any expert, as determined by Council. Only one vote is permitted per Volunteer Bush Fire Brigade.

CARRIED BY MAJORITY 5:1

**COMMITTEE RECOMMENDATION**

Moved: Peter McDonald

Seconded: None

That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:

One year terms for:

All volunteer bush fire brigade officer positions;  
 Chief Bush Fire Control Officer;  
 Deputy Chief Bush Fire Control Officer(s);  
 Bush Fire Control Officers;  
 Fire Weather Officer(s);  
 Deputy Fire Weather Officer(s); and  
 Shire Training Coordinator(s)

RECOMMENDATION NOT SECONDED

**COMMITTEE RECOMMENDATION**

BFAC23/005

Moved: Greg Lewis

Seconded: Steve Thomas



**That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:**

**Two year terms for:**

- All volunteer bush fire brigade officer positions;
- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer(s);
- Bush Fire Control Officers;
- Fire Weather Officer(s);
- Deputy Fire Weather Officer(s); and
- Shire Training Coordinator(s)

**CARRIED BY MAJORITY 5:1**

**COMMITTEE RECOMMENDATION**

**BFAC23/006**

**Moved: John Twaddle**

**Seconded: Greg Lewis**

**That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:**

**Brigade Officers being nominated by each Volunteer Bush Fire Brigade at their Annual General Meeting, for Council to ratify.**

**CARRIED UNANIMOUSLY 6:0**

**COMMITTEE RECOMMENDATION**

**BFAC23/007**

**Moved: John Twaddle**

**Seconded: Steve Thomas**

**That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:**

**Volunteer Bush Fire Brigade meetings being able to be called by the Secretary, under instruction from the Captain or Bush Fire Control Officer.**

**CARRIED UNANIMOUSLY 6:0**

**COMMITTEE RECOMMENDATION**

**BFAC23/008**

**Moved: Greg Lewis**

**Seconded: Steve Thomas**

**That the Bush Fire Advisory Committee notifies Council that it supports the following provision in regard to the new Bush Fire Brigades Local Law:**

**At each Volunteer Bush Fire Brigade Annual General Meeting, business without notice only being dealt with if the members vote to allow it to be dealt with as urgent business, otherwise all other business must be listed on the agenda.**

**CARRIED UNANIMOUSLY 6:0**

### **IN BRIEF**

The draft Shire of Waroona Bush Fire Brigades Local Law 2023 (draft Local Law) has been released for public comment. A copy of the draft is at Appendix 5.

The Bush Fire Advisory Committee is requested to consider the five draft provisions noted under the 'Recommendation' above and consider its support to them.

### **BACKGROUND**

The Volunteer Bush Fire Brigades have been operating without a local law in place for several years. The author of this report has drafted a new local law to provide a governance framework for the brigades and the Bush Fire Advisory Committee and to comply with the legislative requirement to have a local law in order to establish and maintain volunteer bush fire brigades within the district.

The draft Local Law has generally been based on local laws adopted by other local governments in Western Australia. There are five draft provisions in the draft Local Law that are considered important enough to separate and discuss as these differ from the standard template.

### **REPORT DETAIL**

#### **Provision 1**

*“Voting members of the Bushfire Advisory Committee to be from the Local Government and the Bush Fire Control Officers only, with non-voting members to be organisations under the State government, plus any expert, as determined by Council.”*

This provision aligns with the governance responsibilities of the local government under the Bush Fires Act 1957, in that those entities and those personnel whom the local government has jurisdiction under the Act, are given voting responsibilities. Conversely those entities and persons over which the local government has no jurisdiction, but whose input is sought, are to attend and participate in the meeting, though without voting responsibilities.

#### **Provision 2**

*“Two year terms for:*

- *All volunteer bush fire brigade officer positions;*
- *Chief Bush Fire Control Officer;*
- *Deputy Chief Bush Fire Control Officer(s);*
- *Bush Fire Control Officers (excluding permit issuing BFC officers);*
- *Fire Weather Officer(s);*
- *Deputy Fire Weather Officer(s); and*
- *Shire Training Coordinator(s).”*

A longer term of appointment may provide stability to the brigades and may allow the Chief Bush Fire Control Officer to undertake improvements that span more than a year, for the

benefit of the VBFBs. This would also lessen some administrative time for the local government as well as for the Brigades.

### Provision 3

*“Brigade Officers being nominated by each Volunteer Bush Fire Brigade at their Annual General Meeting, for Council to ratify.”*

Council ratification of the positions aligns with the responsibility held by the local government under the Work Health and Safety Act 2020, as the Person Controlling the Business or Undertaking (PCBU), to deal with volunteers as workers and to ensure that those chosen for leadership positions are suitably, trained, competent and fit for the work.

### Provision 4

*“Volunteer Bush Fire Brigade meetings being able to be called by the Secretary, under instruction from the Captain.”*

The authority to call brigade meetings should be held by the brigade Captain. The template presently omits the section “under instruction from the Captain, implying that the Secretary may have the authority to call meetings. This addition clarifies the intention of this item.

### Provision 5

*“At each Volunteer Bush Fire Brigade Annual General Meeting, business without notice only being dealt with if the members vote to allow it to be dealt with as urgent business, otherwise all other business must be listed on the agenda.”*

It is unfair to brigade members to not have fair notice of any matters to be dealt with ahead of a brigade meeting. As such all recommendations must be provided when the agenda goes out. If a late item comes before the meeting then the members must vote to accept the item only on the basis that it is urgent. Only once voted as an urgent item can the meeting deal with the late recommendation.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Focus Area</b>	Our Leadership
<b>Objective</b>	Develop a skilled, safe and compliant organisation
<b>Strategy</b>	Promote an organisational culture of safety, best practice and continuous improvement

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Clause 62 of the Bush Fires Act 1954 allows a local government to make local laws in relation to:

1. The appointment, employment, payment, dismissal and duties of bush fire control officers;

2. The organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
3. Any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by the Act.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

#### *Economic – (Financial impact to the community)*

Nil

#### *Social – (Quality of life to community and/or affected landowners)*

The

#### *Environment – (Impact on environment's sustainability)*

Nil

#### *Policy Implications*

Nil.

#### *Risk Management Implications*

The lack of a bush fires local law exposes the volunteers to a challenge in court that they are not properly constituted or maintained, and are therefore not protected by the provisions of the Bush Fires Act 1957, that authorize them to carry out normal fire fighting activities. Despite this the Shire has sought confirmation and has been informed that volunteer insurance protections are to be honoured while the local law is brought into place.

### **CONSULTATION**

The draft Local Law is currently being publicly advertised. Each brigade has been directly notified of the draft Local Law and invited to comment. The five provisions are considered important enough to have separate consultation with the Bush Fire Advisory Committee.

### **RESOURCE IMPLICATIONS**

#### *Financial*

Nil

#### *Workforce*

The preparation of the draft provisions in question and the draft Local Law in general has been prepared in-house using existing staff resources.

### **OPTIONS**

The Bush Fire Advisory Committee has the option of:

1. supporting the recommendation presented;
2. supporting another form of the recommendation presented; or
3. not supporting the recommendation presented.

### **CONCLUSION**

The rationale behind the five provisions noted under Recommendation is considered sound and reasonable and therefore it is recommended that the Bush Fire Advisory Committee support the provisions as presented.

## **6. REPORTS – EXTERNAL AGENCIES**

### **6.1 Chief Bush Fire Control Officer’s Report**

Steve Thomas provided his report for the past year. Refer to Appendix 6.

### **6.2 Shire Training Officer’s Report**

Peter Thurkle spoke on behalf of Jess Dainton.

### **6.3 DFES Representative Report**

Ricky Southgate provided a report on behalf of DFES.

### **6.4 DBCA Representative Report**

Steve Gunn provided a report on behalf of DBCA.

Peter Thurkle provided a report on behalf of Jayden Vitler of DBCA.

### **6.5 Volunteer Brigade Reports**

#### **6.5.1 Lake Clifton VBFB**

Peter McDonald provided a report on behalf of Gareth Davies

#### **6.5.2 Preston Beach VBFB**

Steve Thomas provided a report.

#### **6.5.3 Waroona West VBFB**

Greg Lewis provided a report.

#### **6.5.4 Waroona VFES**

John Twaddle provided a report.

## **7. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING**

Nil

## **8. NEXT MEETING**

May or June 2024

## **9. CLOSE**

Meeting closed at 19:17.



# APPENDICES

## BUSH FIRE ADVISORY COMMITTEE MEETING

**29 June 2023**



# **Unconfirmed Minutes**

## **Bush Fire Advisory Committee Meeting**

**Tuesday 12 July 2022**

**18:00 at Council Chambers**





**Bush Fire Advisory Committee – 5 July 2022  
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## Notice of Meeting

Minutes of the Bush Fire Advisory Committee meeting held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona on Tuesday 12 July 2022 commencing at 6.00pm.

### Important Notes

It should be noted that decisions of this Committee are only recommendations to and not decisions of Council. Committee recommendations should therefore not be acted on or otherwise relied upon until Council has formally considered and decided on the Committee recommendations.

## 1. ATTENDANCES

### Members

Cr. Mike Walsmley (Presiding Member), Councillor, Shire of Waroona  
 Mr. Peter Thurkle, CESO, Shire of Waroona  
 Mr. Greg Lewis, FCO, Waroona West VBFB  
 Mr. Brian Beales, CBFCO, Waroona VFES  
 Mr. Steve Thomas, FCO, Preston Beach VBFB  
 Mr. John Twaddle, Waroona VFES (as proxy to Mr. G Davies, FCO, Lake Clifton VBFB)

### Ex-Officio

Mr. Ricky Southgate, DFES (to represent Mr. Brett Finlay, DFES)  
 Mr. Jayden Vitler, DBCA (to represent Mr. Robert Jordan, DBCA)

### Guests

Mr. Mark Goodlet, CEO, Shire of Waroona  
 Mr. Keith Tarver, Sergeant, WA Police, Waroona Police  
 Mr. Peter Eastlake, Secretary, Preston Beach VBFB  
 Mrs. Kareb Oborn, Director Infrastructure and Development, Shire of Waroona  
 Mr. Rhys Bloxsidge, Senior Infrastructure and Development Officer, Shire of Waroona  
 Mr. Don Bebbington, Lieutenant, Preston Beach VBFB

## 2. ABSENT

Mr. Gareth Davies, FCO, Lake Clifton VBFB

## 3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meeting – 28 July 2021 –  
**Appendix 1**

### COMMITTEE RECOMMENDATION

**BFAC22/001**

**Moved: John Twaddle**

**Seconded: Brian Beales**

**That the Minutes of the Bush Fire Advisory Committee meeting held on 28 July 2021 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 6:0**

## 4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

## 5. BUSINESS ARISING

<b>5.1 Structure Review - Bush Fire Advisory Committee</b>	
<b>File Ref:</b>	51/1
<b>Previous Items:</b>	Item 5.2 BFAC 10 June 2020
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Rhys Bloxsidge – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	N/A

### **COMMITTEE RECOMMENDATION**

**BFAC22/001**

**Moved: Brian Beales**

**Seconded: Steve Thomas**

**The Bush Fire Advisory Committee recommend to Council that:**

- 1. the following be appointed to the Bush Fire Advisory Committee as voting members:**
  - a. a nominated Shire of Waroona Councillor as presiding member, or their delegate;**
  - b. Shire of Waroona Community Emergency Services Officer (CESO);**
  - c. a Fire Control Officer from Lake Clifton Volunteer Bush Fire Brigade;**
  - d. a Fire Control Officer from Preston Beach Volunteer Bush Fire Brigade;**
  - e. a Fire Control Officer from Waroona West Volunteer Bush Fire Brigade; and**
  - f. a representative from the Waroona Volunteer Emergency Services unit.**
- 2. the following be appointed to the Bush Fire Advisory Committee as an Ex-Officio (advisory capacity only):**
  - a. a representative from the Department of Fire and Emergency Services (DFES);**
  - b. two representatives from the Department of Biodiversity, Conservation and Attractions (DBCA) (one from the Swan Coastal District and one from Perth Hills District); and**
  - c. the Shire of Murray Coordinator Ranger and Emergency Management or equivalent.**
- 3. the structure as outlined in the 'Report Detail' section of this report be endorsed and remain in effect until otherwise amended by the Bush Fire Advisory Committee or Council.**

**CARRIED UNANIMOUSLY 6:0**

### **IN BRIEF**

To review the membership and structure of the Bush Fire Advisory Committee (BFAC) and provide a recommendation to Council on that structure.

**BACKGROUND**

The last review of the BFAC structure was undertaken in 2020. Since that time there have been some changes in personnel and roles within the organisation.

Periodic reviews ensure the Committee works effectively to support Council.

**REPORT DETAIL**

As per the recommendation, it is recommended include the following personnel in the BFAC.

Voting Rights:

- Shire of Waroona councillor as presiding member (as nominated by Council);
- Shire of Waroona Community Emergency Services Officer;
- Fire Control Officer from Lake Clifton Volunteer Bush Fire Brigade;
- Fire Control Officer from Preston Beach Volunteer Bush Fire Brigade;
- Fire Control Officer from Waroona West Volunteer Bush Fire Brigade;
- Representative from Waroona Volunteer Emergency Services Unit.

Ex-officio (Advisory Capacity Only):

- A representative from the Department of Fire and Emergency Services;
- Two representatives from the Department of Biodiversity, Conservation and Attractions (one from Perth Hills District and one from Swan Coastal District); and
- The Shire of Murray Coordinator Ranger and Emergency Management or equivalent.

The recommended revised membership provides a clear structure and continues a fair voting system with representation being spread evenly across brigades. At brigade level, elections of volunteer officer positions are undertaken annually at their respective Annual General Meetings. Their elections of Fire Control Officers will have a bearing on the BFAC personnel as it is considered appropriate that endorsed Fire Control Officers automatically become a member of the BFAC and have voting rights. In the case where two or more Fire Control Officers are endorsed by a single brigade, the brigade must stipulate who will attend the BFAC and lodge the vote on the brigade's behalf.

**SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Section 67 of the *Bush Fires Act 1954*  
Shire of Waroona Meeting Procedures Local Law 2020.

## **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Impact on the Economy of the Shire and Region)*

Nil

*Social – (Quality of life to community and/or affected landowners)*

There is no impact on the quality of life of the community.

*Environment – (Impact on environment's sustainability)*

Not applicable.

*Policy Implications*

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed. The proposed membership is in accordance with the provisions of the *Bush Fires Act 1954*.

*Risk Management Implications*

Nil

## **CONSULTATION**

- *Bush Fires Act 1954*
- Council Records
- Council Staff
- Chief Bush Fire Control Officer
- Bush Fire Advisory Committee minutes

## **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

## **OPTIONS**

The Committee has the option of recommending to Council to:

1. endorse the BFAC structure,
2. endorse an alternative BFAC structure,
3. reject the proposal.

## **CONCLUSION**

It is recommended that the Committee supports the BFAC membership structure, as outlined, to support Council and enable information to be communicated effectively.

<b>5.2 Election of Officers for the 2022/2023 Fire Season</b>	
<b>File Ref:</b>	51/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Peter Thurkle – Community Emergency Services Officer Rhys Bloxsidge – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	NA

**COMMITTEE RECOMMENDATION****BFAC22/002****Moved: Steve Thomas****Seconded: Greg Lewis****The Bush Fire Advisory Committee recommend to Council:****1. to make the following appointments for the 2022/2023 Fire Season:**

<b>Chief Bush Fire Control Officer:</b>	<b>Steve Thomas</b>
<b>Deputy Chief Bush Fire Control Officer(s):</b>	<b>Greg Lewis</b>
<b>Fire Control Officer Lake Clifton VBFB:</b>	<b>Gareth Davies</b>
<b>Fire Control Officer Preston Beach VBFB:</b>	<b>Steve Thomas</b>
<b>Fire Control Officer Waroona West VBFB:</b>	<b>Greg Lewis</b>
<b>Fire Control Officer Waroona VFES:</b>	<b>Brian Beales</b>
<b>Fire Weather Officer:</b>	<b>John Twaddle</b>
<b>Deputy Fire Weather Officer:</b>	<b>Peter Thurkle</b>
<b>Shire Training Coordinator(s):</b>	<b>Jess Dainton, LC VBFB</b>

**2. to support the appointment, though the Chief Executive Officer, of additional Fire Control Officers (Permit Issuing Only), as necessary for the district.**

<b>Fire Control Officer (Permit Issuing Only)</b>	<b>John Twaddle</b>
<b>Fire Control Officer (Permit Issuing Only)</b>	<b>Don Bebbington</b>

**CARRIED UNANIMOUSLY 6:0****IN BRIEF**

It is a requirement of the Bushfire Advisory Committee to recommend to Council to make appointments for various brigade roles under the *Bush Fires Act 1954*.

**BACKGROUND**

Brigade Fire Control Officer (FCO) and Bush Fire Control Officer (Permit Issuing Only) nominations are generally determined at brigade level at their respective Annual General Meetings (AGM) and this supports the proposed BFAC membership structure.

Annually at a BFAC meeting, nominations are generally received for appointments to the following positions.

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer/s

- Fire Control Officers
- Fire Control Officer (Permit issuing only)
- Fire Weather Officer
- Deputy Fire Weather Officer
- Shire Training Coordinator

The Chief Executive Officer has delegated authority under Section 48 of the *Bush Fires Act 1954* to appoint Fire Control Officers in the district, inclusive of a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Fire Weather Officers

The appointment of Fire Weather Officers requires additional formal DFES endorsement should the current Fire Weather Officer and Deputy Fire Weather Officer not be re-elected to the same roles.

Notwithstanding the Delegated Authority in place, historically BFAC recommendations for Fire Control Officer appointments and other positions have been presented to Council for formal endorsement.

At the time of the writing of this report, the nomination period for many of the roles was still open. Should no nominations be received for a particular role, nominations may be taken from the floor at the meeting.

### **REPORT DETAIL**

This report is for the Committee to support the appointment of Fire Control Officers from the Lake Clifton Volunteer Bush Fire Brigade, Preston Beach Volunteer Bush Fire Brigade, Waroona West Volunteer Bush Fire Brigade and Waroona Volunteer Fire Emergency Services unit.

Under the current structure each Shire of Waroona Brigade has one Fire Control Officer position.

In regard to Fire Control Officers, nominations have been received from the three volunteer bush fire brigades, however a nomination hasn't been from the Waroona VFES.

- Lake Clifton VBFB – Greg Lewis
- Preston Beach VBFB – Steve Thomas
- Waroona West VBFB – Greg Lewis
- Waroona VFES - .....

No brigade nominations have been submitted for Fire Weather Officer or Permit Issuing Officers for the district.

At the time of writing this report, nominations have not been received for Chief Fire Control Officer or any deputies, nor have any nominations been received for Shire Training Coordinator(s).

All Shire Rangers, the Shire of Murray Coordinator Ranger and Emergency Management (when appointed) and the Shire of Murray Manager Governance are appointed as Fire Control Officers and prosecutors within the Shire of Waroona, under the provisions of the *Bush Fire Act 1954* to support their existing regulatory and compliance roles. No changes are required in this regard.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**



<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

#### **OTHER STRATEGIC LINKS**

Nil

#### **STATUTORY ENVIRONMENT**

##### *Fire Control Officers, Chief Fire Control Officers and Deputy Chief Fire Control Officers*

Section 38(1) of the *Bush Fires Act 1954* (Act) states that a local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers for the purposes of the Act, and of those officers shall appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it. The appointment of Fire Control Officers may be delegated to the Chief Executive Officer under Section 48 of the Act.

A local government or a person with delegated authority shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

##### *Fire Weather Officers and Deputy Fire Weather Officers*

Under section 38(10) of the Act, a local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary. The appointment of fire weather officers may also be delegated to the Chief Executive Officer under Section 48 of the Act. Further, the Act states:

- (a) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by the Act.
- (b) A local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (c) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office is entitled to act in the discharge of the duties of that office.
- (d) A deputy who is one of two or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined by the Act is available and able to discharge those duties.
- (e) The local government shall give notice of an appointment of a fire weather officer or deputy fire weather officer to the DFES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district.

- (f) A fire weather officer of a local government, or a deputy fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under the relevant part of the Act, to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “extreme” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush. This does not apply during the prohibited burning times or when a total fire ban is declared.

It ought to be noted that Fire Weather Officers must be appointed as Fire Control Officers pursuant to the Act.

#### *Delegation by Local Governments*

Section 48 of the Act states that:

- A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under the Act; and
- Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
  - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
  - (b) is to be treated as performance by the local government.
- A delegation under this section does not include the power to subdelegate.

#### *Shire Training Coordinator*

The Shire Training Coordinator position is not an appointment specified within the Act. The BFAC and Council is requested to continue to recognise this position to assist the Shire in managing and overseeing the ongoing training requirements for volunteers.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

#### *Economic – (Impact on the Economy of the Shire and Region)*

There are no economic impacts on the community.

#### *Social – (Quality of life to community and/or affected landowners)*

The appointments support the community and there is no negative impact on the quality of life.

#### *Environment – (Impact on environment's sustainability)*

There is no negative impact on the natural or built environment.

#### *Policy implications*

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed. The proposed appointments under delegated authority are in accordance with the provisions of the *Bush Fires Act 1954*.

#### *Risk Management Implications*

Nil

### **CONSULTATION**

- *Bush Fires Act 1954,*
- Council Records,
- Council Staff,
- Chief Bush Fire Control Officer; and
- Bush Fire Advisory Committee minutes.

### **RESOURCE IMPLICATIONS**

#### *Financial*

The cost of advertising the appointments is provided in the annual Shire of Waroona budget.

#### *Workforce*

Nil

### **OPTIONS**

The Committee has the option of recommending to Council to:

1. endorse the Officer appointments, as detailed; or,
2. reject the proposal.

### **CONCLUSION**

The Committee recommendations supports the following appointments to ensure effective fire management, brigade and community support in the district:

- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer;
- Fire Control Officers;
- Fire Control Officers (Bush Fire Permit issuing only);
- Fire Weather Officer;
- Deputy Fire Weather Officer; and,
- Shire Training Coordinator/s.

<b>5.3 Variation to the Restricted Burning Time</b>	
<b>File Ref:</b>	60/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Peter Thurkle – Community Emergency Services Officer Rhys Bloxside – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	NA

**COMMITTEE RECOMMENDATION**

BFAC22/003

Moved: Brian Beales

Seconded: Greg Lewis

That the BFAC recommend to Council:

1. to request the FES Commissioner to formally vary the Restricted Burning Time in the district, pursuant to the *Bush Fires Act 1954*, by specifically deleting the Restricted Burning Time period - 1 April to 31 May (inclusive) and replace with 1 April to 15 May (inclusive).

**CARRIED UNANIMOUSLY 6:0****IN BRIEF**

To consider a variation to the Restricted Burning Time in the district.

**BACKGROUND**

The Restricted Burn Time is proposed to be shortened by two weeks.

**REPORT DETAIL**

There are two primary reasons leading to the proposal to shorten the Restricted Burning Time by two weeks.

Firstly, both the neighbouring Shires of Harvey and Murray have a Restricted Burning Time between 1 April to 15 May (inclusive). Adopting the recommendation would be a first step in ensuring consistency with Restricted Burn Times for the three local governments.

Secondly, seasonal conditions over the past several years has seen reasonable amounts of rainfall in the early parts of May, meaning that there is reduced risk is permitted landowners to burn without permits in the second half of May. In the future, if little rain falls in the early stages of May, the Restricted Burning Time can be varied through an extension to reduce risk.

Shortening the Restricted Burning Time will also reduce the workload of the local bush fire brigades as well.

**SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community Wellbeing
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<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

*Bush Fires Act 1954*

s. 18. Restricted burning times may be declared by FES Commissioner

- (1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.
- (2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.
- (3) Where by declaration made under subsection (2) restricted burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those restricted burning times shall have effect in respect of that zone in each year until that declaration is revoked.
- (4) A copy of the Gazette containing a declaration published under subsection (2) shall be received in all courts as evidence of the matters set out in the declaration.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Financial impact to the community)*

There are no economic impacts on the community.

*Social – (Quality of life to community and/or affected landowners)*

The recommendation supports the community by permitting additional time to manage their own burn programs.

*Environment – (Impact on environment's sustainability)*

There is no change in impact on the environment's sustainability.

*Policy Implications*

There are no policy implications other than a modification to the Shire's Firebreak Notice.

*Risk Management Implications*

Whilst there is some risk in shortening the Restricted Burning Time, it is envisaged the risk can be adequately mitigated through the powers of the Chief Bushfire Control Officer who can exercise discretion and vary the Restricted Burning Time year by year should conditions be considered too dry.

### **CONSULTATION**

- Bush Fire Advisory Committee
- Council Records
- Council Staff – enforcement officers

### **RESOURCE IMPLICATIONS**

#### *Financial*

Nil

#### *Workforce*

Nil

### **OPTIONS**

The Committee has the option of:

1. supporting the recommendation to Council to vary part of the Restricted Burning Time in the district from 1 April to 31 May (inclusive) to 1 April to 15 May (inclusive); or,
2. rejecting the recommendation and retaining the current Restricted Burning Times in the district.

### **CONCLUSION**

The proposed variation to the Restricted Burning Time ensures consistent with both the Shire of Murray and Shire of Harvey and is conducive to recent weather patterns in the district.

<b>5.4 2022/2023 Firebreak Notice and Other <i>Bush Fire Act 1954</i> Notices - Appendices 3, 4 and 5</b>	
<b>File Ref:</b>	60/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Peter Thurkle – Community Emergency Services Officer Rhys Bloxsidge – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	2, 3 and 4

**COMMITTEE RECOMMENDATION****BFAC22/004****Moved: Brian Beales****Seconded: Steve Thomas****That the BFAC recommend to Council to:**

- 1. adopt the Shire of Waroona Firebreak Notice, as attached at Appendix 2, subject to amending the end of the notice period to 15 April to ensure consistency with the recommendation (BFAC22/003) to vary the Restricted Burning Time;**
- 2. adopt the limitations relating to Camp and Cooking Fires within the district during the prohibited burning time, as attached at Appendix 3;**
- 3. adopt the limitations relating to the Burning of Garden Refuse within the district, as attached at Appendix 4, subject to amending the end of the notice period to 15 April to ensure consistency with the recommendation (BFAC22/003) to vary the Restricted Burning Time; and,**
- 4. approve the publication of the Firebreak Notice, Camp and Cooking Fire Notice and Burning of Garden Refuse Notice in accordance with the provisions of the *Bush Fires Act 1954*, before 30 September 2022.**

**CARRIED UNANIMOUSLY 6:0****IN BRIEF**

To determine the Shire of Waroona Firebreak Notice and other notices to manage bush fire related matters within the district.

**BACKGROUND**

The last comprehensive review of the Shire of Waroona Firebreak Notice was undertaken in 2019/2020.

**REPORT DETAIL**

The Shire of Waroona Firebreak Notice is made pursuant to the powers conferred in s.33 of the *Bush Fires Act 1954* (the Act). In its current form it is reasonably functional and provides sufficient means to direct landowners to take actions to implement works to prevent the outbreak or spread or extension of a bush fire within the district.

Within the previously adopted Firebreak Notice there were provisions relating to limitations on Camp and Cooking Fires and the Burning of Garden Refuse in the district.

Recent advice, via other Local Governments after consultation with the Department of Fire and Emergency Services, suggested that these two notices made respectively under S24G(2) and 25(1a) of the Act should not be included within the Firebreak Notice, they should be standalone notices published separately.

The proposed Shire of Waroona Firebreak Notice with the Camp and Cooking Fires and the Burning of Garden Refuse) provisions removed, is detailed at **Appendix 3** for consideration and recommendation to Council

The proposed standalone Camp and Cooking Fires and the Burning of Garden Refuse notices, are detailed at **Appendix 4 and 5** for consideration.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Section 33 of the *Bush Fires Act 1954* provides a local government the ability to make a Notice requiring all owners or occupiers of land within the district to take measures for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur.

Section 24G (2) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F of the Act.

Section 25 (1) (1a) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Financial impact to the community)*

Nil

*Social – (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Policy Implications*



Nil

### *Risk Management Implications*

The respective notices ensure landowners are aware of their obligations regarding fires and burning, which should reduce risk of bush fire. All landowners are sent a copy of the notices with their annual rates statements to increase awareness.

### **CONSULTATION**

- Bush Fire Advisory Committee
- Council Records
- Council Staff – enforcement officers

### **RESOURCE IMPLICATIONS**

#### *Financial*

Funds are provided in the Shire of Waroona Annual Budget to publish bush fire related information annually.

#### *Workforce*

Nil

### **OPTIONS**

The Committee has the option of:

1. supporting the recommendation presented; or,
2. not supporting the recommendation presented and supporting modified forms of any of the notices.

### **CONCLUSION**

The current Shire of Waroona Firebreak Notice is effective and applies a reasonable minimum standard of fire prevention requirements across land categories in the district to prevent the spread or extension of a bushfire, and the Notice prescribes additional abilities to manage higher risk land by way of Special Works Orders.

Removing the two notices relating to limitations on Camp and Cooking Fires and the Burning of Garden Refuse in the district from the Firebreak Notice and publishing these as sperate notices supports recent advice.

<b>5.5 LGIS Information for Volunteer Bush Fire Fighters</b>	
<b>File Ref:</b>	51/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Rhys Bloxsidge – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	5 and 6

**COMMITTEE RECOMMENDATION**

BFAC22/005

Moved: Steve Thomas

Seconded: Greg Lewis

That the BFAC recommend to Council that the LGIS Manual Task Risk Assessments and Job Dictionary for volunteer bush fire fighters are:

- a. required to be put onto the agenda for discussion at each of the local brigades' next meetings;
- b. made available for inspection at each of the local brigades' depots; and
- c. provided by each local brigade to new members.

CARRIED UNANIMOUSLY 6:0

**IN BRIEF**

LGIS has released new resources for volunteer bush fire fighters.

**BACKGROUND**

The LGIS injury prevention team have carried out an assessment of the demands placed on a volunteer bush fire fighter. Subsequently, LGIS has released a manual task risk assessment manual and a job dictionary. These documents are attached at **Appendix 5 and 6**.

**REPORT DETAIL**

The manual task risk assessments manual outline the primary tasks carried out by a volunteer bush fire fighter and identify:

- the environment where the task occurs;
- critical physical demands of the task;
- forceful and muscular exertions of the task;
- repetition and duration; and
- the work/task organization environment.

The job dictionary includes a breakdown of each job role outlining the physical demands (such as lifting, pulling and walking), the postural demands (such as height of bending, reaching) and the frequency of these demands. Psychological risk is also addressed in the job dictionary.

Both documents appear to be useful tools for volunteers, especially new volunteers who have just signed up.

**SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Financial impact to the community)*

Nil

*Social – (Quality of life to community and/or affected landowners)*

The documents should assist volunteer fire fighters and enable prospective volunteers the chance to learn of the types of jobs and associated risks that will be encountered in the role.

*Environment – (Impact on environment's sustainability)*

Nil

*Policy Implications*

Nil

*Risk Management Implications*

The documents should assist in the mitigation of risk of injury for volunteers.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

**OPTIONS**

The Committee has the option of:

1. supporting the recommendation presented; or,
2. not supporting the recommendation presented.

**CONCLUSION**

The LGIS documents appear to be useful tools and should benefit existing, new and prospective volunteer bush fire fighters. In order to promote their relevance, the recommendation will increase awareness of the documents.

<b>5.6 New Australian Fire Danger Rating System</b>	
<b>File Ref:</b>	60/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not Applicable
<b>Author and Title:</b>	Rhys Bloxside – Infrastructure and Development Support Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	7

**COMMITTEE RECOMMENDATION**

BFAC22/006

Moved: John Twaddle

Seconded: Brian Beales

That the BFAC recommend to Council to:

1. Note the new Australian Fire Danger Rating System;
2. Update the Shire website and any Shire-produced documentation affected by the new rating system once the changes come into effect; and
3. Include the information sheet attached at Appendix 8 with the upcoming mail out of the Rates Notice.

CARRIED UNANIMOUSLY 6:0

**IN BRIEF**

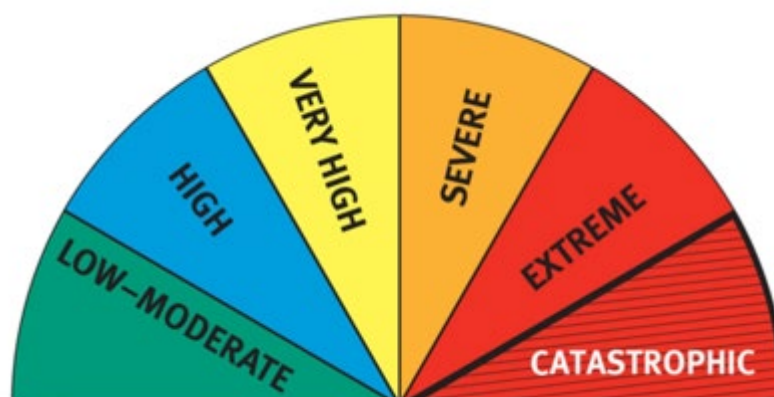
A new Australia-wide fire danger rating system will be introduced on 1 September 2022. Fire danger ratings are displayed on signs in suitable locations.

The way in which the ratings are determined is also being updated, which in turn will affect the declaration of Total Fire Bans, Harvest Vehicle Movement Bans and burning under a permit.

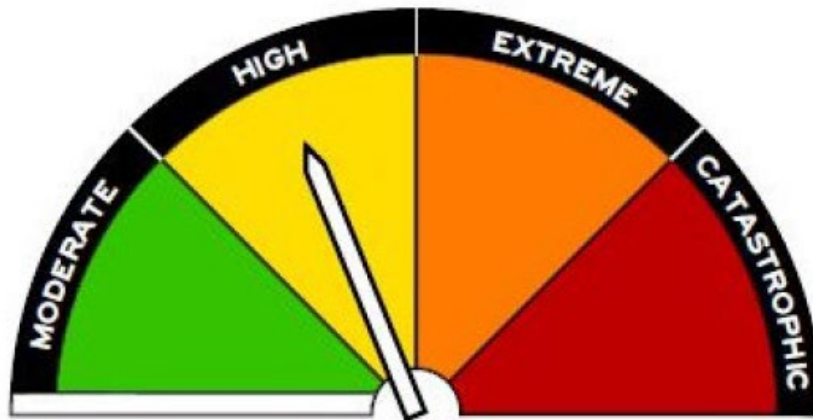
**BACKGROUND**

The Australian Fire Danger Rating System Program is redesigning the forecasting of fire danger in Australia. The program is of national significance and is being developed collaboratively with state and territory governments. An information sheet is included as **Appendix 7**. This sheet can also be obtained electronically from DFES.

The current rating system entails six different ratings, as shown below.



The new rating system will be simplified and only entail four ratings, as shown below.



The author is aware of only one fire danger rating sign in the Shire of Waroona. This sign is at the corner of Scarp Road and Inverell Road. The Shire will apply to DFES to have the sign replaced with a new sign reflecting the improved rating system.

### **REPORT DETAIL**

The current rating system is largely based on 60-year-old science applied on a large scale. New technology and research has greatly improved the ability to more accurately predict fire behaviour and the potential threat to the community.

The new rating system will have four levels with action-orientated messages to encourage people to take action:

- Moderate – Plan and prepare
- High – be ready to act
- Extreme – take action now to protect life and property
- Catastrophic – For your survival, leave bushfire risk areas

There is also a white strip on the under 'Moderate' for days when no proactive action is required.

Currently there are inconsistencies in how jurisdictions determine and communicate fire danger ratings. By implementing a national system, wherever people are in Australia they will see and be able to access consistent fire danger advice.

The program will also apply eight of the most contemporary fire behaviour models to the rating system. This will see a move to a Fire Behaviour Index (FBI) that provides a much more accurate scale of potential fire behaviour based on weather conditions and the applicable model.

DFES has recommended that information about the new rating system is included in the upcoming Rates Notice mail out.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

Theme 4	Society/Community Wellbeing
---------	-----------------------------

<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.09</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

The new fire danger rating system will require modifications to the *Bush Fires Act 1954* and associated Regulations.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic – (Financial impact to the community)*

There are no economic impacts on the community.

*Social – (Quality of life to community and/or affected landowners)*

The new fire danger rating system will provide a consistent approach across Australia,

*Environment – (Impact on environment's sustainability)*

There is no change in impact on the environment's sustainability.

*Policy Implications*

There are no policy implications.

*Risk Management Implications*

The new fire danger rating system will ensure consistency across Australia, which will enable people to familiarize themselves with one type of system. This will ultimately enable people to prepare themselves more appropriately in an event of a bush fire should they be in unfamiliar areas and reduce the risk of being impacted by the fire.

### **CONSULTATION**

Nil.

### **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

### **OPTIONS**

Given the new Australian Fire Danger Rating System is being introduced in September 2022 across Australia, it is considered that the officer recommendation is either:

1. Supported as presented; or
2. Supported in an amended form should the Committee form the view that the recommendation can be improved.

Not supporting the notion of the recommendation is not considered an option in this case.

## **CONCLUSION**

The new fire danger rating system is considered an improvement on the existing system and will enable a consistent approach Australia-wide and ensure improved performance in regard to assessing the potential threat of fire.

## **6. REPORTS – EXTERNAL AGENCIES**

### **6.1 Chief Bush Fire Control Officer's Report**

Brian Beales spoke of the number of call-outs carried out by the Waroona VFES and noted that the Waroona VFES has undertaken a lot of work outside of the Shire.

### **6.2 Shire Training Officers Report**

Steve Thomas advised that the previous CESM had training responsibilities but was now satisfied that training responsibilities has been returned to the brigades (through the appointment of Jess Dainton).

### **6.3 DFES Representative Report**

Ricky Southgate advised that additional DFES fire fighting vehicles would be made available to the brigades for controlled burns if required.

### **6.4 DBCA Representative Report**

Jayden Vitler advised that the DBCA has undertaken three significant controlled burns around Dwellingup and noted that it was possible that the DBCA would conduct a significant controlled burn in the Shire of Waroona in spring 2022.

### **6.5 Volunteer Brigade Reports**

#### **6.5.1 Lake Clifton VBFB**

John Twaddle spoke on behalf of Gareth Davies and advised that it was a quiet season for the brigade.

#### **6.5.2 Preston Beach VBFB**

Steve Thomas noted that Covid had interrupted their operations somewhat but advised that the brigade had attended several fires. Further, the brigade's membership was higher.

#### **6.5.3 Waroona West VBFB**

Greg Lewis advised that the brigade did not attend many fires due to the quiet season, and lost a few members.

#### **6.5.4 Waroona VFES**

Brian Beales advised that the VFES has taken delivery of a new tanker recently. He also advised that members had come and gone, but the current members were pushing each other to attend training courses.



**7. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING**

Nil

**8. NEXT MEETING**

To be held June 2023.

**9. CLOSE**

The Presiding Member declared the meeting closed at 6.55pm.

**BUSH FIRES ACT 1954****Shire of Waroona****FIREBREAK NOTICE**

Notice is hereby given to all owners and/or occupiers of land within the Shire of Waroona that the Council pursuant to the powers conferred in Section 33(1) of the *Bush Fires Act 1954* approved the following requirements at its Ordinary Council Meeting on 25 July 2023 to prevent the outbreak or spread or extension of a bush fire within the district.

Pursuant to Section 33 of the *Bush Fires Act 1954*, all owners and/or occupiers of land are required to carry out fire prevention work in accordance with the requisitions of this Notice on or before 30 November each calendar year or within fourteen days of the date of becoming the owner or occupier of the land, should this be after 30 November. All work specified in this Notice is to be maintained up to and including 15 May the following calendar year.

**Definitions**

For the purpose of this Notice the following definitions apply:

**“Authorised Officer”** means a person authorised by the Shire of Waroona and appointed as a Bush Fire Control Officer.

**“Bushfire Management Plan”** means a plan that has been developed and approved by the Shire of Waroona to reduce and mitigate fire hazards within a particular subdivision, lot or other area of land anywhere in the district.

**“Driveway”** means the point of access (driveway) to a habitable building that is accessible for both conventional two wheel drive vehicles and firefighting appliances that is totally clear of all vegetation, trees, bushes, shrubs and other objects or things encroaching into the vertical clearance of the driveway. If a driveway to a habitable building is longer than 50 metres in length from a public road, a clear turn around area with a 10 metre radius is to be provided.

**“Firebreak”** means a strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material to a trafficable surface leaving clear bare mineral earth. This includes the trimming back and removal of all overhanging trees, bushes, shrubs and any other object or thing over the vertical clearance of the fire break area. Firebreaks constructed on road verges do not constitute a legal firebreak.

**“Fire Management Plan”** has the same meaning as *“bushfire management plan”*

**“Fuel Depot/Storage Area”** means an area of land, a building or structure where fuel (i.e. petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or other manner in commercial quantities.

**“Flammable Material”** means any plant, tree, grass, vegetable, substance, object, thing or material (except living flora including live standing trees) that may or is likely to catch fire and burn or any other item deemed by an authorised officer to be capable of combustion.

**“Habitable Building”** means a dwelling, work place, place of gathering or assembly and includes a building used for storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia.

The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structure(s) that are attached to, or within 6 metres of the dwelling or primary building.

**“Outbuilding”** means any structure, shed, building, storage facility or structure or alike built for any purpose outside of the definition of the “habitable structure” definition.

**“Haystack”** means any collection of hay including fodder rolls placed or stacked together that exceeds 100 cubic metres in size (e.g. 5m x 5m x 4m), whether in a shed, other structure or in the open air.

**“Plantations”** means any area of planted pines, eucalypt, hardwood or softwood trees exceeding 3 hectares in area.

**“Shed”** has the same meaning as outbuilding.

“**Size**” means a size of an individual parcel or lot of land as recorded in the Shire of Waroona property Rates Register or land database.

1 hectare = 10,000m<sup>2</sup> = 2.47 acres

1 acre = 4,046.86m<sup>2</sup> = 0.4046 hectare

“**Trafficable**” means to be able to travel from one point to another in a 4x4 fire appliance on a clear surface, unhindered without any obstruction that may endanger resources. A firebreak is not to terminate in a dead end without provision for egress to a safe place or a cleared turn around area of 17.5 metre radius.

“**Vertical Clearance**” means the height of the space above the full width of the firebreak or driveway that must be kept clear of all obstructions and vegetation to a minimum height of 4.5 metres from the ground.

“**Zoning**” means the land zoning description as recorded in the Shire of Waroona property Rate database.

### Fire Prevention Requirements

#### 1. All Land 4050m<sup>2</sup> or greater

- (a) A 3 metre wide firebreak shall be constructed and maintained inside all external boundaries as close as practicable, but within 50 metres of the boundaries so as to form a continuous firebreak around the land,
- (b) A 3 metre wide firebreak is to be constructed and maintained immediately surrounding all outbuildings, sheds, haystacks, groups of buildings and fuel depots/storage areas situated on the land,
- (c) A 3 metre wide driveway to be installed and maintained; and,
- (d) All flammable material within 20 metres of a habitable building is to be reduced and maintained to a height of less than 5 centimetres.

#### 2. All Land less than 4050m<sup>2</sup>

- (a) All flammable material on the entire property is to be reduced and maintained to a height of less than 5 centimetres; and,
- (b) All land within this category definition requires a 3 metre wide private driveway to be installed and maintained.

#### 3. Plantations

- (a) **Boundary Firebreaks** – All property boundaries must have a 15 metre firebreak installed. The outer 10 metres will be cleared of all flammable material while the inner 5 metres, i.e. that portion closest to the trees, may be kept in a reduced fuel state, i.e. by slashing or grazing grass to a height of less than 5 centimetres. This includes the trimming back of all overhanging limbs, bushes, shrubs and any other object encroaching into the vertical clearance above outer 10 metres of the firebreak area.
- (b) **Internal Firebreaks** – Plantation area must be subdivided into areas not greater than 30 hectares, separated by 6 metre wide firebreaks. This includes the trimming back of all overhanging limbs, bushes, shrubs and any other object encroaching into the vertical clearance of the firebreak area.
- (c) **Public Roads and Railway Reserves** – Firebreaks shall be constructed and maintained immediately inside any boundary that adjoins a public road and/or railway reserve. The specifications will be the same as for “*Boundary Firebreaks*” on Plantations.
- (d) **Power Lines** – Firebreaks shall be provided along power lines where they pass through or lie adjacent to Plantations. The specification of the width and the height of clearing shall be in accordance with Western Power specifications.
- (e) All Plantations shall comply with requirements contained in the Department of Fire and Emergency Services (DFES) Guidelines for Plantation Fire Protection.

#### 4. **Storage of Cut or Stockpiled Timber Products**

On all land in the district except, land specified as Industrial, Non Ratable or Reserve Land the owner or occupier of the land shall not keep or permit to be kept any cut, stockpiled or windrowed timber products (manufactured or natural) unless the material is in piles of less than 15 metres long, 5 metres wide and 3 metres high. Every pile of cut, stockpiled or windrowed timber product larger than 12 cubic metres is to be completely surrounded by a 10 metre wide firebreak.

#### 5. **Variations**

If it is considered to be impractical for any reason to clear firebreaks or establish other arrangements as required by this Notice, the owner or occupier of land in the district may apply for a variation prior to 14 November each calendar year to arrange an onsite inspection to discuss alternate methods of fire prevention. Variations may be approved by the Shire for a 1, 3 or 5 year period, subject to the owner and/or occupier of the land remaining the same. If a request to vary this Notice is not approved, the requirements of this Notice apply.

#### 6. **Bushfire Management Plans**

Where a Bushfire Management Plan (BMP) exists for a specified area or property as required by the Local Planning Scheme or subdivision approval or for an individual or group of properties, compliance with all requirements of the BMP are required in addition to any further requirements within this Notice.

#### 7. **Special Works Order**

The requirements of this Notice are considered to be the minimum requirement for fire prevention work not only to protect individual properties but the district generally.

A separate Special Works Order may be issued to individual landowners pursuant to Section 33 of the *Bush Fires Act 1954* to carry out further hazard removal and/or reduction work with respect to anything upon the land, where in the opinion of an authorised officer it is likely to be conducive to the outbreak and/or the extension of a bush fire.

#### 8. **Dates to Remember**

**Restricted Burning Time:** 1 October to 30 November each year (inclusive) and 1 April to 15 May each year (inclusive, and as varied pursuant to Section 18 of the *Bush Fires Act 1954*).

Fire permits must be obtained from your relevant Bush Fire Control Officer for burning off during the restricted burning time. Prior to commencement of a burn you are required to notify the Shire of Waroona Administration Office of time/s, date/s and location number/s.

**Prohibited Burning Time:** 1 December to 31 March each year (inclusive, and as varied pursuant to Section 17 of the *Bush Fires Act 1954*).

The above dates are subject to variation and any alterations will be published in a local newspaper circulating within the district.

#### 9. **Penalties**

The penalty for failing to comply with this Notice is a fine not exceeding \$5,000. A person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

This notice supersedes and replaces all previous Fire Break Notices published.

Mark Goodlet  
Chief Executive Officer

**BUSH FIRES ACT 1954*****Shire of Waroona*****BURNING OF GARDEN REFUSE**

Notice is hereby given to all owners and/or occupiers of land within the Shire of Waroona that the Council pursuant to the powers conferred in Section 24G(2) of the *Bush Fires Act 1954* approved the following requirements at its Ordinary Council Meeting on 25 July 2023 to prohibit and impose restrictions on the burning of garden refuse within the district that would otherwise be permitted under section 24F of the Act.

The burning of garden refuse or rubbish is prohibited on all land 4,000m<sup>2</sup> and under in size during the Limited Burning Time that would otherwise be permitted under Section 24F.

For the purposes of this Clause 'Limited Burning Time' means 1 October each calendar year through until 15 May the following calendar year (inclusive, and as varied pursuant to Sections 17 & 18 of the *Bush Fires Act 1954*).

On land greater than 4,000m<sup>2</sup> in size the burning of garden waste and rubbish that would otherwise be permitted under Section 24F is prohibited absolutely during the Prohibited Burning Time.

The effect of this clause is that the burning of garden refuse or rubbish in an incinerator or on the ground on land that is 4,000m<sup>2</sup> or less in size is prohibited during the Limited Burning Time and the burning of garden refuse or rubbish in an incinerator or on the ground is prohibited on all land within the district during the Prohibited Burning Time.

In addition to the above restrictions, garden refuse burnt on the ground is burnt in accordance with this clause if –

- (a) there is no flammable material (other than that being burnt) within 5 metres of the fire at any time while the fire is burning;
- (b) the fire is lit between 6pm and 11pm and is completely extinguished before midnight on the same day;
- (c) at least one person is present at the site of the fire at all times until it is completely extinguished;
- (d) only one pile (up to one cubic metre in size) is burnt at a time;
- (e) when the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth; and,
- (f) the person intending to light the fire must telephone the Department of Fire and Emergency Services Communications Centre (COMCEN) immediately prior to igniting, on 9395 9209 or 1800 198 140,

but excluding any time when there is in force a fire danger forecast issued for that place by the Bureau of Meteorology in Perth of 'catastrophic', 'extreme', 'high', or a Total Fire Ban (TFB) is in effect, or any other prohibition is in effect under the *Bush Fires Act 1954*.

Mark Goodlet  
**Chief Executive Officer**

**BUSH FIRES ACT 1954**

***Shire of Waroona***

**CAMP AND COOKING FIRES**

Notice is hereby given to all owners and/or occupiers of land within the Shire of Waroona that the Council pursuant to the powers conferred in Section 25(1a) of the *Bush Fires Act 1954* approved the following requirements at its Ordinary Council Meeting on 25 July 2023 that the lighting of camp or cooking fires is prohibited on all land within the Shire of Waroona during the Prohibited Burning Time.

This prohibition does not apply to a gas appliance which does not consume solid fuel comprising of a fire, the flame of which is encapsulated by the appliance.

Mark Goodlet  
**Chief Executive Officer**

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# **WAROONA BUSH FIRE BRIGADES LOCAL LAW**

**BUSH FIRES ACT 1954**

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**BUSH FIRES ACT 1954****SHIRE OF WAROONA****BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Waroona resolved on **XX XXX XXXX** to make the following local law.

**PART 1 - PRELIMINARY****1.1 Citation**

This local law may be cited as the Waroona Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade**” has the same meaning as “**bush fire brigade**”;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member, cadet member or an honorary life member of a bush fire brigade;

“**brigade officer**” means a person appointed by the local government to hold a position referred to in clause 2.2 (1)(c);

“**bush fire**” is defined in section 35A of the Act;

“**Bush Fire Advisory Committee**” means the body having the functions and role provided for in Divisions 3 and 4 of Part 3 of this local law;

“**bush fire brigade**” is defined in section 7 of the Act;

“**bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the bush fire control officer in the Act, the Regulations and this local law;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures determined by the local government or the PCBU Officer as varied from time to time under clauses 2.6 and 2.7;

“**CEO**” means the chief executive officer of the local government;

“**chief bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the chief bush fire control officer in the Act, the Regulations and this local law;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**deputy**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the position to which the role deputises, in the Act, the Regulations and this local law;

“**district**” means the district of the local government;

“**FES Commissioner**” has the meaning given in the *Fire and Emergency Services Act 1998* section 3;

“**fire fighting member**” is defined in clause 4.2;

“**fire weather officer**” means a person appointed by the local government under section 38(8) of the Act with the powers and roles of the senior bush fire control officer in the Act, the Regulations and this local law;

“**local government**” means the Shire of Waroona;

“**normal brigade activities**” is defined in section 35A of the Act;

“**PCBU Officer**” means an officer of the local government appointed to perform the functions and duties in relation to bush fire brigades of a PCBU officer under the *Work Health and Safety Act 2020*;

“**Regulations**” means Regulations made under the Act;

“**Rules**” means the rules set out in the First Schedule intended with this local law and the Bush Fire Operating Procedures to govern the operation of bush fire brigades;

“**senior bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and duties of the senior bush fire control officer in the Act, the Regulations and this local law; and

(2) In this local law, unless the context otherwise requires, a reference to –

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Training Officer;
- (g) a Secretary;
- (h) a Treasurer; or
- (i) a Secretary / Treasurer combined; or
- (j) Any other position (s) deemed necessary for the effective management of brigade activities,

means a brigade member holding that position in a bush fire brigade.

### **1.3 Repeal**

The Local Laws of the Shire of Waroona relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades, are repealed.

### **1.4 Application**

This local law applies throughout the district and applies generally to the operation of a bush fire brigade of the local government and its officers and members and other persons performing functions under this local law, the Regulations and the Act.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### *Division 1 – Establishment of a bush fire brigade*

#### **2.1 Establishment of a bush fire brigade**

- (1) The local government by resolution of the Council may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### **2.2 Name and area of bush fire brigade**

- (1) On establishing a bush fire brigade under subclause 2.1(1) the Council is to –
  - (a) give a name to the bush fire brigade; and
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”).

### *Division 2 – Transitional*

#### **2.3 Existing bush fire brigades**

- (1) Where the local government has established a bush fire brigade prior to the commencement date, then on and from the commencement date –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with this local law including the Rules.
- (2) In this clause “**commencement date**” means the day on which this local law comes into operation.

### *Division 3 – Dissolution of bush fire brigade*

#### **2.4 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, or this local law including the Rules, or the Bush Fire Policies or Bush Fire Operating Procedures, or is not achieving the objectives for which it was established, or for any other reason as determined by the local government.

#### **2.5 New arrangement after dissolution**

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

## **PART 3 – RULES, BUSH FIRE POLICIES AND BUSH FIRE PROCEDURES**

### *Division 1 – Provision of information to brigade officers*

#### **3.1 Officers to be supplied with relevant laws and information**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, this local law including the Rules, the Council Bush Fire Policies, the Bush Fire Operating Procedures, and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### *Division 2 –Rules*

#### **3.2 Application of rules**

- (1) This local law including the Rules under the First Schedule govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

#### **3.3 Variation of application of rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied in their application, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules in their application as soon as practicable after making a decision under subclause (1).

### *Division 3 –Bush fire policies*

#### **3.4 Bush fire policies**

- (1) The Bush Fire Policies provide Council intent and direction to the bush fire brigades and bush fire brigade members.
- (2) A bush fire brigade and each brigade member is to comply with the Bush Fire Policies.

#### **3.5 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances;
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies;
- (c) provides for conditions of membership of a bush fire brigade; and
- (d) other matters the local government deems appropriate to bush fire brigades or bush fire brigade members.

#### **3.6 Making, varying, revoking or applying bush fire policies**

- (1) The local government may make, vary or revoke the Bush Fire Operating Policies.
- (2) The local government may vary the Bush Fire Operating Policies in their application to all bush fire brigades or in respect of a particular bush fire brigade or in respect of a



- bush fire brigade member.
- (3) The Bush Fire Operating Policies, as written, varied or applied, have effect on and from the date of a decision under subclauses (1) and (2).

***Division 4 –Bush fire operating procedures***

**3.7 Bush fire operating procedures**

- (1) The Bush Fire Operating Procedures govern the actions of a bush fire brigade and a bush fire brigade member.
- (2) A bush fire brigade and each brigade member is to comply with the Bush Fire Operating Procedures.

**3.8 Making, varying, revoking or applying bush fire operating procedures**

- (1) The local government or the PCBU Officer may make, vary or revoke the Bush Fire Operating Procedures.
- (2) The local government or the PCBU Officer may vary the Bush Fire Operating Procedures in their application to all bush fire brigades or in respect of a particular bush fire brigade or in respect of a bush fire brigade member.
- (3) The Bush Fire Operating Procedures, as written, varied or applied, have effect on and from the date of a decision under subclauses (1) and (2).
- (4) Any revoked Bush Fire Operating Procedure ceases to have effect on and from the date of a decision under subclause (1).
- (5) The local government or the PCBU Officer is to notify a bush fire brigade of any change to the Bush Fire Operating Procedures which affects that bush fire brigade or any of its members as soon as practicable after making a decision under subclause (1).

## PART 4 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

### *Division 1 – Local government responsibility*

#### **4.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

### *Division 2 – PCBU officer*

#### **4.2 Role of the PCBU officer**

- (1) The PCBU Officer has primary work, health and safety responsibility for the bush fire brigade workplaces and bush fire brigade members and other persons attending the workplace as required under the *Work Health and Safety Act 2020*.
- (2) The PCBU Officer has overall duties for the governance, finance, audit, management and compliance responsibilities under the Act, the *Fire and Emergency Services Act 1998*, the *Local Government Act 1995* and their regulations for the bush fire brigades and the bush fire brigade members.

#### **4.3 PCBU Officer may attend meetings**

The PCBU Officer or their nominee may attend as a non-voting representative of the local government at any meeting of a bush fire brigade or the Bush Fire Advisory Committee.

#### **4.4 Duties of PCBU Officer**

The duties of the PCBU Officer include to –

- (1) provide and maintain a safe workplace for the bush fire brigades and the bush fire brigade members and other persons attending the workplace;
- (2) identify and mitigate hazards;
- (3) perform any delegated duties;
- (4) liaise on behalf of the local government with the Chief Bush Fire Control Officer in the performance of the Chief Bush Fire Control Officer's duties;
- (5) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (6) perform the overall governance, finance, audit, management and compliance roles.

### *Division 3 – Chief Bush Fire Control Officer*

#### **4.5 Appointment of the Chief Bush Fire Control Officer**

- (1) Pursuant to section 38. of the Act the local government will appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer for nominally two (2) year terms.
- (2) The appointments referred to in subclause (1) –
  - (a) become effective at the completion of the meeting of Council at which the appointments are made; and
  - (b) despite being nominally for a two (2) year term, expire at the completion of the

meeting of Council at which the new appointments are made.

- (3) Council may resolve to vary the length of terms of the Chief Bush Fire Control Officer and / or the Deputy Chief Bush Fire Control Officer.

#### **4.6 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government or the PCBU Officer the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **4.7 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include to –

- (1) provide leadership to volunteer bush fire brigades;
- (2) perform any delegated duties;
- (3) monitor bush fire brigades' resourcing, equipment (including protective clothing) work health and safety compliance and training levels and report thereon with recommendations at least once a year to the local government;
- (4) meet their workplace health and safety obligations under the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*;
- (5) liaise with the local government through the PCBU Officer concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (6) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained and provided to the PCBU Officer.

#### **4.8 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or their nominee, who is to be a bush fire control officer, may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### *Division 4 - Bush Fire Control Officers*

#### **4.9 Appointment of Bush Fire Control Officer**

- (1) Pursuant to section 38. of the Act the local government will appoint a Bush Fire Control Officer for each brigade area for nominally two (2) year terms.
- (2) The appointments referred to in subclause (1) –
  - (a) become effective at the completion of the meeting of Council at which the appointments are made; and
  - (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made.
- (3) Council may resolve to vary the length of terms of any Bush Fire Control Officer.

#### **4.10 Bush Fire Control Officer Membership of Bush Fire Advisory Committee**

The Chief Bush Fire Control Officer or their nominee, who is to be a bush fire control officer, may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **4.11 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include to –

- (7) provide leadership to volunteer bush fire brigades;
- (8) perform any delegated duties;
- (9) monitor bush fire brigades' resourcing, equipment (including protective clothing) work health and safety compliance and training levels and report thereon with recommendations at least once a year to the local government;
- (10) meet their workplace health and safety obligations under the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*;
- (11) liaise with the local government through the PCBU Officer concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (12) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained and provided to the PCBU Officer.

#### **4.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to –

- (1) have regard to the qualifications, competence and experience of the persons endorsed; and
- (2) have regard to those persons endorsed by the Bush Fire Advisory Committee, or if no Bush Fire Advisory Committee has been appointed, have regard to those persons endorsed by bush fire brigades, but is not bound to appoint the persons endorsed.

### ***Division 5 – Bush Fire Brigade Officers and Command***

#### **4.13 Officers of bush fire brigade**

- (1) On establishing a bush fire brigade under subclause 2.1(1) the Council is to appoint for a nominally two (2) year term –
  - (i) a Captain;
  - (ii) a First Lieutenant;
  - (iii) a Second Lieutenant;
  - (iv) additional Lieutenants if the local government considers it necessary;
  - (v) an Equipment Officer;
  - (vi) a Secretary;
  - (vii) a Treasurer; or
  - (viii) a Secretary/Treasurer combined; and
  - (ix) any other position/s deemed necessary for the effective management of bush fire brigade activities (e.g. a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the bush fire brigade and the local government are to have regard to the qualifications,

- competence and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken on the establishment of the bush fire brigade to be a brigade member.
  - (4) The appointments referred to in subclause (1)(c) –
    - (a) become effective at the completion of the meeting of Council at which the appointments are made; and
    - (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made following every second annual general meeting of the bush fire brigade.
  - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the second annual general meeting of a bush fire brigade, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

#### **4.14 Ranks within the bush fire brigade**

- (1) Where under the Act, this local law, the Bush Fire Policies and the Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority set out in subclause 2.2(1)(c), is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire where the members of the bush fire brigade have command under the Act, this local law, the Bush Fire Policies and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## **PART 5 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **5.1 Local law to govern**

- (1) The appointment, dismissal and management of brigade members by the bush fire brigade are governed by this local law including the Rules in the First Schedule, the Bush Fire Policies and the Bush Fire Procedures.

### **5.2 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **5.3 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **5.4 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **5.5 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the rank structure of the Act or this local law.

### **5.6 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution endorse a person as an honorary life member in recognition of services by that person to the bush fire brigade and may present that endorsement to the Bush Fire Advisory Committee;
- (2) No membership fees are to be payable by an honorary life member.

### **5.7 Notification of membership**

No later than 31 May in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

## **PART 6 - ANNUAL GENERAL MEETINGS OF BUSH FIRE BRIGADES**

### **6.1 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year. Should that not occur in any year, the bush fire brigade is to hold its annual meeting as soon as practicable after March in that year.

### **6.2 Nomination of officers to Bush Fire Advisory Committee**

At every second annual general meeting of a bush fire brigade, one brigade member;

- (a) is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area for a nominally two (2) year term;
- (b) may be nominated to the Bush Fire Advisory Committee to serve as the training officer for the brigade area for a nominally two (2) year term; and
- (c) may be nominated to the Bush Fire Advisory Committee to serve as the fire weather officer for the brigade area for a nominally two (2) year term.

### **6.3 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade;

- (a) is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area for a nominally two (2) year term;
- (b) may nominate one brigade member to the local government to serve as the training officer for the brigade area for a nominally two (2) year term; and
- (c) may nominate one brigade member to the local government to serve as the fire weather officer for the brigade area for a nominally two (2) year term.

### **6.4 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

## **PART 7 - BUSH FIRE ADVISORY COMMITTEE**

### *Division 1 – Bush Fire Advisory Committee*

#### **7.1 Appointment of Bush Fire Advisory Committee**

- (1) Pursuant to section 67 of the Act, the local government may at any time appoint such number of nominees of the bush fire brigades as the local government thinks fit as a Bush Fire Advisory Committee, including voting members –
- (a) a member of Council;
  - (b) the Chief Bush Fire Control Officer;
  - (c) the Bush Fire Control Officer of each brigade area;
  - (d) a Shire officer nominated by the PCBU Officer;
- and non-voting members;
- (e) any Department of Fire and Emergency Services representatives deemed appropriate to the local government;
  - (f) any Department of Biodiversity, Conservation and Attractions representatives deemed appropriate to the local government;
  - (g) a member of the Waroona Volunteer Fire and Emergency Services Brigade; and
  - (h) any other persons the local government deems to have specialist capabilities in relation to bush fires.
- (2) The appointments referred to in subclause (1)(c) –
- (a) become effective at the completion of the meeting of Council at which the appointments are made; and
  - (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made.
- (3) If a position referred to in subclause (1) becomes vacant prior to the expiry of the nominal two (2) year term, then the local government may appoint a person to fill the vacancy.

#### **7.2 Functions of Bush Fire Advisory Committee**

Pursuant to section 67 of the Act, the Bush Fire Advisory Committee will advise the local government in relation to:

- (a) all matters relating to the preventing, controlling and extinguishing of bush fires;
- (b) the planning of the layout of fire-breaks in the district;
- (c) prosecutions for breaches of the Act;
- (d) the formation of bush fire brigades and the grouping thereof under group brigade officers;
- (e) the ensuring of cooperating and coordination of bush fire brigades in their efforts and activities; and
- (f) any other matter relating to bush fire control whether of the same kind as, or a different kind from those specified in this clause, as the local government thinks fit.

#### **7.3 Bush Fire Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the



district in which the bush fire brigade nominates a bush fire control officer for their brigade area, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area, having regard to the qualifications, competence and experience of the persons nominated to it.

#### **7.4 Bush Fire Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from the bush fire brigades.

#### **7.5 Bush Fire Advisory Committee quorum**

- (1) Pursuant to section 67 of the Act the quorum of the Bush Fire Advisory Committee is the number that is at least 50% of the number of non-vacant Bush Fire Advisory Committee member positions.
- (2) No business is to be transacted at a meeting of the Bush Fire Advisory Committee unless a quorum of Bush Fire Advisory Committee members is present in person or by proxy.

#### **7.6 Bush Fire Advisory Committee Voting**

Each Bush Fire Advisory Committee voting member is to have one vote, however in the case of an equality of votes, the person presiding may exercise a casting vote.

#### **7.7 Bush Fire Advisory Committee Rules**

Pursuant to section 67 of the Act the local government may make rules for the guidance of the Bush Fire Advisory Committee and the Bush Fire Advisory Committee is to comply with these rules.

## **PART 8 – EQUIPMENT OF BUSH FIRES BRIGADES**

### **8.1 Equipment in brigade area**

Not later than 31 May in each year, a bush fire brigade is to report to the local government where possible through the Bush Fire Advisory Committee the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

### **8.2 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

### **8.3 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question, having regard to the needs of the bush fire brigades or of any particular brigade, and the risks to be faced.

## FIRST SCHEDULE

### RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

#### *PART 1 – PRELIMINARY*

#### 1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

**“absolute majority”** means a majority of more than 50% of the number of:

- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

**“Committee”** means the Committee of the bush fire brigade;

**“Department”** has the meaning given in the *Fire and Emergency Services Act 1998* section 3;

**“local law”** means the Waroona Bush Fire Brigades Local Law;

**“normal brigade activities”** is defined by section 35A of the Act; and

**“simple majority”** means a majority of more than 50% of the number of brigade members eligible to vote in attendance or by proxy at a meeting.

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

***PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE***

**2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 5 of the local law, the local government may establish policies and/or procedures pertaining to –

- (a) the qualifications and abilities required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy and/or procedure in determining applications for membership.

**2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary accompanied by a relevant completed form provided in Appendix I, II or III of these Rules.

**2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions, subject to the applicant meeting the requirements of any local government policy and the local law; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

**2.6 Department to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

**2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
- (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee or the PCBU Officer, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee or the PCBU Officer; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

**2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee or the PCBU Officer, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee or the PCBU Officer, as the case may be.
- (3) Upon the expiry of the period of suspension the Committee or PCBU Officer may:
- (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

**2.9 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

**2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee or the PCBU Officer, whichever intends to dismiss the brigade member, and answer any charges which might give grounds for dismissal.

**2.11 Objection Rights**

A person whose –

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a)

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) reversing the decision objected to, with or without –

- (i) substituting for it another decision; or
- (ii) referring the matter, with or without directions, for another decision by the Committee or the PCBU Officer.

### ***PART 3 – FUNCTIONS OF BRIGADE OFFICERS***

#### **3.1 Functions of brigade officers**

The functions of brigade officers are as set out in section 44 of the Act and the local law, including these Rules.

#### **3.2 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in this local law including these Rules and in local government's Bush Fire Operating Procedures.

#### **3.3 Duties Of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

#### **3.4 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

#### **3.5 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;

- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.6 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.7 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer may appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.8 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).



***PART 4 – COMMITTEE***

**4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules or to the Bush Fire Policies or to the Bush Fire Operating Procedures;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit and able, any functions (being less than the total functions of the Committee) of the Committee on any conditions it thinks fit, subject to that person being trained and competent to undertake the function;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

**4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer (if any) and the Lieutenants of the brigade.
- (2) The brigade officers are to –
  - (a) be elected for endorsement and recommendation to the Council at the annual general meeting of the bush fire brigade;
  - (b) hold office for a nominally two (2) year term as provided in subclause 2.2(4) of the local law –
    - (i) from the completion of the meeting of Council at which the appointments are made; and
    - (ii) to the completion of the Council meeting in two (2) annual general meetings time, of the bush fire brigade at which endorsement for fresh appointment of officers are dealt with; and
    - (iii) shall be eligible for re-election in two (2) annual general meetings time.
- (3) Any brigade officer may be endorsed to Council to be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) Any brigade officer may be removed from office by the Local Government or the PCBU Officer following consultation with the chief bush fire brigade officer in the event that the

brigade officer fails to perform their requirements.

- (5) The Committee may endorse to Council a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or (4) or which has arisen for any other reason.

***PART 5 – MEETINGS OF BUSH FIRE BRIGADE***

**5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary under instruction from the Captain, by giving at least seven (7) days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) considering new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting, subject to a simple majority vote of the fire brigade officers present at the meeting to accept conduct of an item of business not specified in a notice.

**5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

**5.3 Annual general meeting**

- (1) At least seven (7) days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) endorse and recommend the brigade officers from among the brigade members, where the nominal two (2) year terms are to expire;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting, subject to a simple majority vote of the fire brigade officers present at the meeting to accept conduct of an item of business not specified in a notice.

#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is the number of members that is at least 50% of the number of offices (whether vacant or not) of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

#### **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### ***PART 6 – MEETINGS OF COMMITTEE***

#### **6.1 Meetings of Committee**

- (1) The Committee is to meet for the conduct of business, adjourn and otherwise regulate its meeting as it thinks fit within these rules.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

#### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### ***PART 7 – GENERAL ADMINISTRATION MATTERS***

#### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the local government.

- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The local government, on recommendation of the bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the local government may determine.

## **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

## **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

## **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer, or by dual approval electronically.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques or approve the expenditure electronically referred to in subclause (1).

## **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) they may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then their vote is to be taken to have no effect and is not to be counted.

## **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.

- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

**PART 8 – NOTICES AND PROXIES****8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post and by electronic means if available, to the registered address or to the electronic address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) electronic transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on the evidence of the sender’s transmission report.

**8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.

- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -



**PROXY VOTE AUTHORISATION**

**WAROONA BUSH FIRE BRIGADE [ANNUAL]  
[EXTRAORDINARY] GENERAL MEETING**

**TO BE HELD ON \_\_\_\_\_ [DATE]**

I, \_\_\_\_\_,  
being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION	FOR	AGAINST	ABSTAIN
1. ....			
2. ....			
3. ....			

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise their discretion as to how to vote  
or whether to vote at all. In respect of any vote taken at  
the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise their discretion as to the  
way they cast their vote or whether it is cast at all.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signed by Brigade Member: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signed by Proxy: \_\_\_\_\_

**APPENDIX I**

**APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER**

I make application to be a fire fighting member of the ..... Bush Fire Brigade.

Applicant's Name .....

My private address is.....

.....

.....

My business address is .....

.....

.....

Usual Occupation .....

I can be contacted on:

Telephone No: (Home)..... (Work)..... Mobile.....

CB Radio ..... Channel..... Call Sign .....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes .....

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

.....

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1. ....
- 2. ....
- 3. ....

<b>BUSH FIRE BRIGADE USE ONLY:</b>	
APPROVED / DECLINED	
Signed:	.....
	Brigade Captain

**APPENDIX II**

**APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER**

I make application to be an associate member of the ..... Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

- (b) I am prepared to offer my services in the following capacity:-

.....

.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

.....

.....

My business address is .....

.....

I can be contacted on:

Telephone No: .....(Home) ..... (Work)..... Mobile

CB Radio: .....Channel ..... Call Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

.....

Applicant's signature

<b>BUSH FIRE BRIGADE USE ONLY:</b>	
APPROVED / DECLINED	
Signed:	.....
	Brigade Captain

## APPENDIX III

## APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the ..... Bush Fire Brigade.

Applicant's Name .....

My private address is .....

I can be contacted on:

Telephone No: ..... (Home).....(Work)

CB Radio: ..... Channel ..... Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

.....

Applicant's signature

**PARENT / GUARDIAN CONSENT:**

I ....., being the parent/guardian of the above applicant, consent to ..... being a cadet member of the..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Date ..... Signed .....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain

## Chief Report

First and most importantly I would like to thank members from all brigades who contributed through out the year.

My first year as Chief has been very educational and along the way I have tried to identify any areas that require attention, the first task I've taken on is to have all water storage tanks fitted with key alike padlocks plus to have the same size cam locks, making all tanks accessible by all brigades.

Training has also been a priority with excellent outcomes, e.g. we have 7 members doing Advanced Bushfire fighting this coming weekend

In conclusion I must thank our CEO, Brigade Captains and FCO's for stepping up as required throughout season, so thank you for making my year easier than it could have been, well done everyone

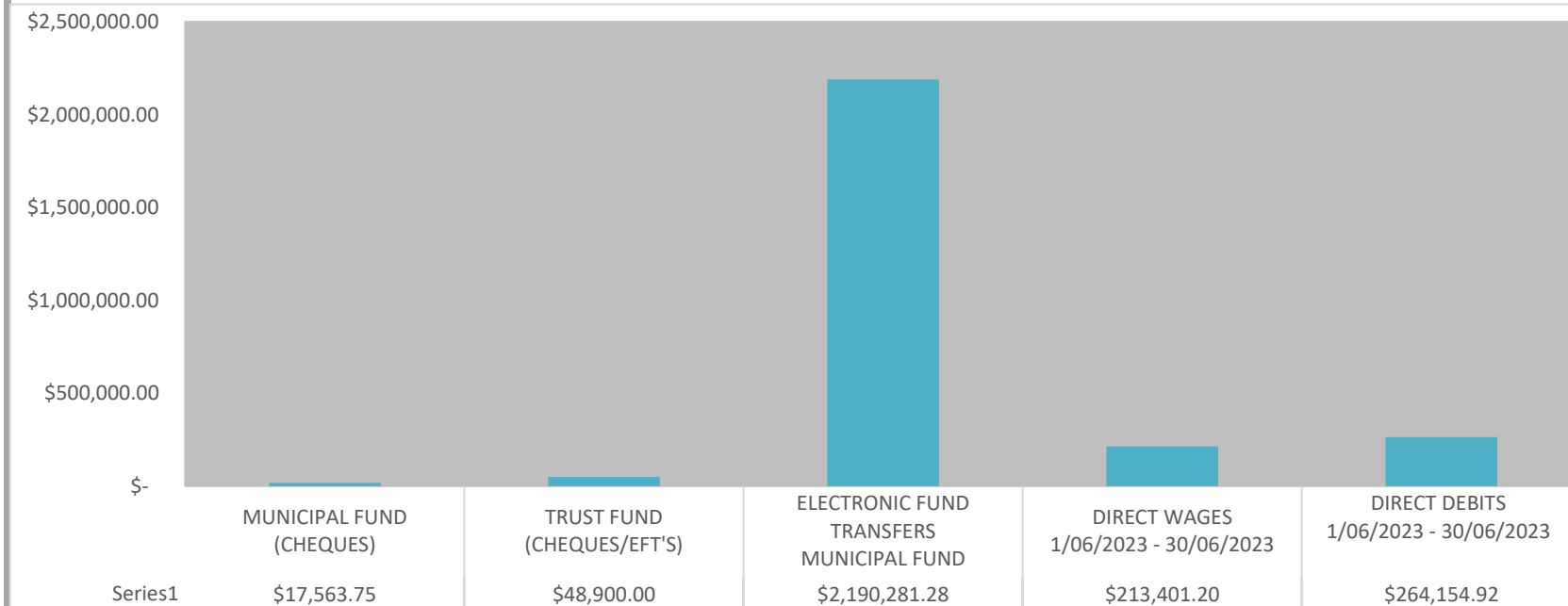
## Preston Beach FCO Report

We had a reasonably quiet season including, vehicle fire on the beach, lightning strike fire near Martins Tank plus assisting with fires in Waroona and Lake Clifton, plus maintaining a 100% turn out record. We also have multiple members doing training courses to increase their ability to fight fires, as well as a regular brigade training session every month throughout the year. The brigade is going well

## SUMMARY OF PAYMENTS FOR THE PERIOD 1/06/2023 TO 30/06/2023

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10129 - 10140	\$ 17,563.75
TRUST FUND (CHEQUES/EFT'S)	CHQ 11269 - 38765 EFT 38764	\$ 48,900.00
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	38687 - 38940	\$ 2,190,281.28
DIRECT WAGES 1/06/2023 - 30/06/2023	N/A	\$ 213,401.20
DIRECT DEBITS 1/06/2023 - 30/06/2023	N/A	\$ 264,154.92

**GRAND TOTAL: \$ 2,734,301.15**



<b>List of Accounts Due &amp; Submitted to Committee July 2023</b>			
<b>Municipal Funds Cheques June 2023</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
10129	02/06/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-714.00
10130	02/06/2023	SYNERGY	-5359.68
10131	09/06/2023	SYNERGY	-120.05
10132	15/06/2023	PETTY CASH - please pay cash	-348.10
10133	15/06/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-714.00
10134	15/06/2023	NATALIE JOY PARKER	-241.00
10135	15/06/2023	SHIRE OF WAROONA	-6264.34
10136	27/06/2023	SHIRE OF WAROONA	-200.00
10137	29/06/2023	PETTY CASH - please pay cash	-78.15
10138	29/06/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-714.00
10139	30/06/2023	PETTY CASH - please pay cash	-102.40
10140	30/06/2023	WATER CORPORATION	-2708.03
			<b>-\$ 17,563.75</b>

<b>Trust Fund Cheques/EFTs</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
11269	09/06/2023	SHIRE OF WAROONA	-22500.00
EFT38764	09/06/2023	WAROONA COMMUNITY CENTRE INC -TELECENTRE	-14400.00
EFT38765	09/06/2023	WAROONA AGRICULTURAL SOCIETY	-12000.00
			<b>-\$ 48,900.00</b>

<b>Direct Debit Payments</b>			
<b>Direct Debit</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
DD21540.1	07/06/2023	WA TREASURY CORPORATION	-19339.76
DD21612.1	05/06/2023	FINES ENFORCEMENT AGENCY	-405.00
DD21616.1	28/06/2023	WA TREASURY CORPORATION	-9728.72
DD21628.1	21/06/2023	WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-64.65



DD21635.1	08/06/2023	GOGO MEDIA	-75.90
DD21637.1	01/06/2023	DEPARTMENT OF TRANSPORT	-4485.45
DD21643.1	02/06/2023	DEPARTMENT OF TRANSPORT	-2049.35
DD21646.1	06/06/2023	DEPARTMENT OF TRANSPORT	-8279.60
DD21648.1	07/06/2023	DEPARTMENT OF TRANSPORT	-9349.80
DD21651.1	08/06/2023	DEPARTMENT OF TRANSPORT	-6605.50
DD21657.1	09/06/2023	DEPARTMENT OF TRANSPORT	-3149.05
DD21664.1	12/06/2023	DEPARTMENT OF TRANSPORT	-2737.70
DD21668.1	13/06/2023	DEPARTMENT OF TRANSPORT	-6036.00
DD21669.1	13/06/2023	HOST PLUS SUPERANNUATION FUND	-2129.93
DD21669.2	13/06/2023	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	-61.51
DD21669.3	13/06/2023	UNISUPER	-385.83
DD21669.4	13/06/2023	AWARE SUPER	-14508.33
DD21669.5	13/06/2023	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	-482.94
DD21669.6	13/06/2023	CBUS SUPERANNUATION	-456.62
DD21669.7	13/06/2023	AUSTRALIAN SUPER	-1802.15
DD21669.8	13/06/2023	AUSTRALIAN RETIREMENT TRUST	-506.00
DD21669.9	13/06/2023	TIDDY SF PTY LTD ATF TIDDY SUPER FUND	-110.35
DD21674.1	14/06/2023	DEPARTMENT OF TRANSPORT	-2395.00
DD21676.1	29/06/2023	TELAIR PTY LTD	-266.00
DD21678.1	15/06/2023	DEPARTMENT OF TRANSPORT	-2396.30
DD21680.1	16/06/2023	DEPARTMENT OF TRANSPORT	-6109.90
DD21686.1	19/06/2023	DEPARTMENT OF TRANSPORT	-3162.60
DD21690.1	20/06/2023	DEPARTMENT OF TRANSPORT	-52357.05
DD21696.1	21/06/2023	DEPARTMENT OF TRANSPORT	-2468.45
DD21699.1	22/06/2023	DEPARTMENT OF TRANSPORT	-4348.15
DD21702.1	23/06/2023	DEPARTMENT OF TRANSPORT	-4828.55
DD21709.1	27/06/2023	DEPARTMENT OF TRANSPORT	-7354.65
DD21711.1	28/06/2023	AMPOL CARD	-473.06
DD21713.1	27/06/2023	HOST PLUS SUPERANNUATION FUND	-2129.93

DD21713.2	27/06/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	-80.35
DD21713.3	27/06/2023	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	-61.51
DD21713.4	27/06/2023	UNISUPER	-385.83
DD21713.5	27/06/2023	AWARE SUPER	-14168.21
DD21713.6	27/06/2023	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	-500.34
DD21713.7	27/06/2023	CBUS SUPERANNUATION	-475.38
DD21713.8	27/06/2023	AUSTRALIAN SUPER	-1821.39
DD21713.9	27/06/2023	AUSTRALIAN RETIREMENT TRUST	-496.28
DD21716.1	28/06/2023	DEPARTMENT OF TRANSPORT	-3986.65
DD21724.1	24/06/2023	WA TREASURY CORPORATION	-12178.29
DD21724.2	28/06/2023	WA TREASURY CORPORATION	-39554.31
DD21726.1	29/06/2023	DEPARTMENT OF TRANSPORT	-5169.05
DD21731.1	30/06/2023	DEPARTMENT OF TRANSPORT	-3534.90
DD21669.10	13/06/2023	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	-201.59
DD21669.11	13/06/2023	COMMONWEALTH ESSENTIAL SUPER	-94.56
DD21713.10	27/06/2023	TIDDY SF PTY LTD ATF TIDDY SUPER FUND	-110.35
DD21713.11	27/06/2023	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	-201.59
DD21713.12	27/06/2023	COMMONWEALTH ESSENTIAL SUPER	-94.56
			<b>-\$ 264,154.92</b>

Municipal Electronic Funds Transfers			
Chq/EFT	Date	Name	Amount
EFT38687	02/06/2023	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	-210.93
EFT38688	02/06/2023	KLEEN WEST DISTRIBUTORS	-2899.77
EFT38689	02/06/2023	FULTON HOGAN INDUSTRIES	-37112.92
EFT38690	02/06/2023	PETES TREEWORX	-17260.65
EFT38691	02/06/2023	STRATAGREEN	-99.57
EFT38693	02/06/2023	WESTERN STABILISERS	-23419.45
EFT38694	02/06/2023	OPTUS BILLING SERVICES	-1988.84

EFT38695	02/06/2023 CITY & REGIONAL FUELS	-7390.12
EFT38697	02/06/2023 CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	-21596.51
EFT38698	02/06/2023 SURVEYING SOUTH	-1782.00
EFT38699	02/06/2023 LEWIS ROLAND PETERS	-796.50
EFT38700	02/06/2023 CUTOUT PLASTICS	-110.00
EFT38701	02/06/2023 NAPA AUTO PARTS	-114.00
EFT38702	02/06/2023 TEAM GLOBAL EXPRESS PTY LTD	-31.37
EFT38703	02/06/2023 MOZZEE PTY LTD	-4015.00
EFT38704	02/06/2023 ZACOR DESIGN PTY LTD	-19692.76
EFT38705	02/06/2023 PROMPT SAFETY SOLUTIONS	-2200.00
EFT38706	02/06/2023 SUMMERS LEGAL PTY LTD	-660.00
EFT38707	02/06/2023 GALT GEOTECHNICS PTY LTD	-1980.00
EFT38708	02/06/2023 AUSTRALIAN SERVICES UNION	-127.50
EFT38709	02/06/2023 WINC AUSTRALIA PTY LIMITED	-936.90
EFT38710	02/06/2023 DRAKESBROOK HOTEL MOTEL	-513.00
EFT38711	02/06/2023 ISWEEP TOWN & COUNTRY	-1254.00
EFT38712	02/06/2023 JH COMPUTER SERVICES PTY LTD	-330.00
EFT38713	02/06/2023 LANDGATE	-12775.20
EFT38714	02/06/2023 MJB INDUSTRIES	-10465.19
EFT38715	02/06/2023 OFFICEWORKS	-103.43
EFT38716	02/06/2023 PINJARRA TYREPOWER	-32.00
EFT38717	02/06/2023 PLANT INVESTMENTS PTY LTD	-792.00
EFT38718	02/06/2023 PLAYMASTER PTY LTD	-1232.00
EFT38719	02/06/2023 RAC BUSINESSWISE PTY LTD	-1097.00
EFT38720	02/06/2023 RIGGS AUTO CENTRE	-369.00
EFT38721	02/06/2023 CHILD SUPPORT AGENCY	-654.44
EFT38722	02/06/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-132.00
EFT38723	02/06/2023 WORK CLOBBER	-685.20
EFT38724	02/06/2023 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-4000.00
EFT38725	02/06/2023 WAROONA RURAL SERVICES	-2037.75

EFT38726	02/06/2023 WAROONA MITRE 10	-838.01
EFT38727	09/06/2023 DRAKESBROOK DESPATCH	-440.00
EFT38728	09/06/2023 SNAP PRINTING MANDURAH	-200.00
EFT38729	09/06/2023 PETES TREEWORX	-23747.35
EFT38730	09/06/2023 HOOTS HONEY (STEPHEN HOOTON)	-150.00
EFT38731	09/06/2023 B&B STREET SWEEPING PTY LTD	-7099.95
EFT38732	09/06/2023 KESTRAL COMPUTING PTY LTD	-198.18
EFT38733	09/06/2023 GAYLE LESLEY COTTERELL	-1287.00
EFT38734	09/06/2023 HELLO PERTH	-665.50
EFT38735	09/06/2023 ANW ENTERPRISES PTY LTD T/AS MUDDY CREEK	-1323.96
EFT38736	09/06/2023 QUALITY PUBLISHING AUSTRALIA	-286.23
EFT38737	09/06/2023 360 ENVIRONMENTAL PTY LTD	-1540.00
EFT38738	09/06/2023 SCOPE BUSINESS IMAGING	-768.94
EFT38739	09/06/2023 RMC RAIL SERVICES	-4125.00
EFT38740	09/06/2023 TEAM GLOBAL EXPRESS PTY LTD	-15.69
EFT38741	09/06/2023 CLARKEYS CARPENTRY & MAINTENANCE	-2700.00
EFT38742	09/06/2023 PEEL RESOURCE RECOVERY PTY LTD	-440.00
EFT38743	09/06/2023 CORSIGN	-106.70
EFT38744	09/06/2023 AUSTRALIA POST (NEW)	-250.36
EFT38745	09/06/2023 WAROONA ROADHOUSE	-2448.77
EFT38746	09/06/2023 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-218.41
EFT38747	09/06/2023 KB SWIM EQUIPMENT	-1688.50
EFT38748	09/06/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-1634.36
EFT38749	09/06/2023 CANNON HYGIENE AUSTRALIA PTY LTD	-67.44
EFT38750	09/06/2023 CHARLES HULL CONTRACTING	-10405.15
EFT38751	09/06/2023 GYMCARE	-539.88
EFT38752	09/06/2023 HARVEY COURIER	-81.52
EFT38753	09/06/2023 HARVEY WATER	-880.71
EFT38754	09/06/2023 JASON SIGNMAKERS	-70.62
EFT38755	09/06/2023 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-46.26

EFT38756	09/06/2023	A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-2529.65
EFT38757	09/06/2023	PISCONERI FAMILY TRUST	-27130.69
EFT38758	09/06/2023	ROYAL LIFESAVING SOC OF AUST	-31.92
EFT38759	09/06/2023	THE WEST AUSTRALIAN (HARVEY REPORTER)	-1373.76
EFT38760	09/06/2023	IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	-533.50
EFT38761	09/06/2023	WAROONA IGA	-830.09
EFT38762	09/06/2023	WAROONA SEPTICS	-2684.00
EFT38763	09/06/2023	WAROONA MITRE 10	-493.00
EFT38766	15/06/2023	MARINI FERLAZZO	-697.98
EFT38767	15/06/2023	OZTROLOGY PTY LTD	-294.00
EFT38768	15/06/2023	NAOMI PURCELL	-6942.00
EFT38769	15/06/2023	BUNNINGS MANDURAH	-266.75
EFT38770	15/06/2023	VICTOR'S GOURMET DELIGHTS	-74.25
EFT38771	15/06/2023	BUILDING COMMISSION (BUILDING AND ENERGY)	-1132.52
EFT38772	15/06/2023	CARMEN TYRER	-215.55
EFT38773	15/06/2023	OPTUS BILLING SERVICES	-202.20
EFT38774	15/06/2023	AUDREY ALISON CRABB (PAPILLON GLASS)	-37.50
EFT38775	15/06/2023	D & E DIESEL SERVICES	-59226.70
EFT38776	15/06/2023	CR KAREN ODORISIO	-5641.50
EFT38777	15/06/2023	BILL VANDERSTEEN	-29.85
EFT38778	15/06/2023	STRATEGIC ASSET & BUILDING SOLUTIONS (DAVE BLACKMAN)	-395.00
EFT38779	15/06/2023	NRM CONSULTANTS	-1925.00
EFT38780	15/06/2023	JALMER IRON	-65.00
EFT38781	15/06/2023	DAVREY GROWERS	-73.90
EFT38782	15/06/2023	KATHLEEN ELIZABETH COLE	-83.20
EFT38783	15/06/2023	ALANA RAINER	-32.40
EFT38784	15/06/2023	TEAM GLOBAL EXPRESS PTY LTD	-1132.54
EFT38785	15/06/2023	LITTLE FARM HONEY - MAREE ELLIS	-40.50
EFT38786	15/06/2023	HARVEY PLUMBING AND GAS	-1397.45

EFT38787	15/06/2023 PENELOPE ELLIOTT (Hidden Gem Designs)	-18.71
EFT38788	15/06/2023 HELEN THERESE HENDERSON (art mirrors Australia)	-36.00
EFT38789	15/06/2023 ZACOR DESIGN PTY LTD	-17333.26
EFT38790	15/06/2023 MARCIA EWING	-74.25
EFT38791	15/06/2023 PAMELA MARJETTA WATTS	-67.15
EFT38792	15/06/2023 VEND PTY LIMITED (Lightspeed)	-1908.00
EFT38793	15/06/2023 GREG LUCAS	-79.80
EFT38794	15/06/2023 CODEC PROJECT MANAGEMENT	-704.00
EFT38795	15/06/2023 AUSTRALIAN SERVICES UNION	-127.50
EFT38796	15/06/2023 BCITF	-71.75
EFT38797	15/06/2023 CLEANAWAY	-35379.65
EFT38798	15/06/2023 PROFESSIONALS WAROONA	-2376.00
EFT38799	15/06/2023 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	-25803.05
EFT38800	15/06/2023 LANDGATE	-604.60
EFT38801	15/06/2023 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-395.00
EFT38802	15/06/2023 CHILD SUPPORT AGENCY	-654.44
EFT38803	15/06/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-132.00
EFT38804	15/06/2023 SYNERGY	-129.70
EFT38805	15/06/2023 SYNERGY - STREETLIGHT ACCOUNT	-8305.13
EFT38806	15/06/2023 LAURIE JEAN SNELL	-5641.50
EFT38807	15/06/2023 SHIRE OF MURRAY	-6072.00
EFT38808	15/06/2023 SOU WESTOS CLEANING SERVICE	-264.00
EFT38809	15/06/2023 UPTON, RG & CO	-293.25
EFT38810	15/06/2023 WORK CLOBBER	-373.15
EFT38811	15/06/2023 WAROONA BOWLING CLUB	-3007.50
EFT38812	15/06/2023 WOODBURY PLUMBING	-671.00
EFT38813	15/06/2023 M. WALMSLEY	-10844.00
EFT38814	15/06/2023 WAROONA MITRE 10	-320.60
EFT38815	15/06/2023 PAULINE BONNER	-31.50
EFT38816	15/06/2023 JOHN ANTHONY MASON	-5641.50

EFT38817	15/06/2023	JEANETTE AUDINO (Beadsparklez)		-144.15
EFT38818	15/06/2023	CR VINCE VITALE		-5641.50
EFT38819	15/06/2023	CHRISTINE HYDE		-434.25
EFT38820	15/06/2023	SANDRA HEPTON		-89.10
EFT38821	15/06/2023	DION JOSEPH PISCONERI		-5641.50
EFT38822	20/06/2023	NATIONAL AUSTRALIA BANK		-3427.95
		Chief Executive Officer	\$	17.45
		Director Corporate & Community Services	\$	123.66
		Director Infrastructure and Development Services	\$	9.00
		Manager Corporate Services	\$	653.21
		Manager Works & Waste Services	\$	2,055.00
		Manager Community & Communications	\$	304.50
		Visitor Centre Manager	-\$	494.65
		Building Maintenance Coordinator	\$	596.14
		Executive Assistant	\$	159.50
		Interest and Other Charges	\$	4.14
EFT38823	21/06/2023	AUSTRALIAN TAXATION OFFICE		-92152.00
EFT38824	23/06/2023	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS		-71.78
EFT38825	23/06/2023	PRESSURE MASTERS		-53.90
EFT38826	23/06/2023	FOOTPRINT		-341.00
EFT38827	23/06/2023	BUNNINGS MANDURAH		-74.88
EFT38828	23/06/2023	KLEEN WEST DISTRIBUTORS		-416.74
EFT38829	23/06/2023	FULTON HOGAN INDUSTRIES		-80128.97
EFT38830	23/06/2023	PETES TREEWORX		-15180.00
EFT38831	23/06/2023	STRATAGREEN		-1726.41
EFT38832	23/06/2023	COATES CIVIL CONSULTING		-3049.20
EFT38833	23/06/2023	ESTUARY BOBCATS		-80300.00
EFT38834	23/06/2023	HEATLEYS SAFETY & INDUSTRIAL		-398.10
EFT38835	23/06/2023	D & E DIESEL SERVICES		-29769.57
EFT38836	23/06/2023	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD		-655.60

EFT38837	23/06/2023 CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	-12440.45
EFT38838	23/06/2023 HARVEY MEDICAL GROUP (WAROONA BRANCH)	-175.00
EFT38839	23/06/2023 DE NADA ENGINEERING SURVEYS PTY LTD	-5296.50
EFT38840	23/06/2023 SURVEYING SOUTH	-891.00
EFT38841	23/06/2023 COMPLETE REFRIGERATION & AIR	-3745.50
EFT38842	23/06/2023 SEA 2 SCARP AIR CONDITIONING & REFRIGERATION SERVICES	-450.00
EFT38843	23/06/2023 ALPERSTEIN DESIGNS PTY LTD	-890.43
EFT38844	23/06/2023 NAPA AUTO PARTS	-104.50
EFT38845	23/06/2023 TEAM GLOBAL EXPRESS PTY LTD	-34.24
EFT38846	23/06/2023 ELEMENT ADVISORY PTD LTD	-4950.00
EFT38847	23/06/2023 CLARKEYS CARPENTRY & MAINTENANCE	-3850.00
EFT38848	23/06/2023 HARVEY PLUMBING AND GAS	-1461.15
EFT38849	23/06/2023 DOR TRADING PTY LTD T/AS IMCO AUSTRALISA	-2420.00
EFT38850	23/06/2023 CORSIGN	-9750.40
EFT38851	23/06/2023 MSS IT	-1907.96
EFT38852	23/06/2023 AUSTRALIAN SPORTS COMMISSION	-414.55
EFT38853	23/06/2023 GREENWAY TURF SOLUTIONS PTY LTD	-605.00
EFT38854	23/06/2023 SAPIO PTY LTD	-4195.58
EFT38855	23/06/2023 NATASA TUIVAGA-WILSON	-280.00
EFT38856	23/06/2023 LAND INSIGHTS	-16902.60
EFT38857	23/06/2023 BENARA NURSERIES	-574.87
EFT38858	23/06/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-1615.21
EFT38859	23/06/2023 COATES HIRE	-1030.50
EFT38860	23/06/2023 DORMAKABA AUSTRALIA PTY LTD	-611.20
EFT38861	23/06/2023 GOLDEN GLASS	-242.00
EFT38862	23/06/2023 ISWEEP TOWN & COUNTRY	-3960.00
EFT38863	23/06/2023 JASON SIGNMAKERS	-29876.73
EFT38864	23/06/2023 McLEODS	-16806.31
EFT38865	23/06/2023 OFFICEWORKS	-1235.95
EFT38866	23/06/2023 PRESTIGE PRODUCTS	-165.00



EFT38867	23/06/2023 PINJARRA TYREPOWER	-2989.50
EFT38868	23/06/2023 SYNERGY	-2024.60
EFT38869	23/06/2023 SHIRE OF MURRAY	-7261.21
EFT38870	23/06/2023 UPTON, RG & CO	-206.90
EFT38871	23/06/2023 WAROONA NEWS	-444.35
EFT38872	23/06/2023 WA LIBRARY SUPPLIES	-291.75
EFT38873	23/06/2023 WAROONA MITRE 10	-457.79
EFT38874	29/06/2023 SOUTH WEST RUBBER STAMPS & STAMPERS DEN	-1022.50
EFT38875	29/06/2023 BUNNINGS MANDURAH	-711.83
EFT38876	29/06/2023 KLEEN WEST DISTRIBUTORS	-284.63
EFT38877	29/06/2023 FULTON HOGAN INDUSTRIES	-62997.00
EFT38878	29/06/2023 PETES TREETWORK	-1540.00
EFT38879	29/06/2023 DESIGN SIGNS PTY LTD	-462.00
EFT38880	29/06/2023 STRATAGREEN	-473.86
EFT38881	29/06/2023 ESTUARY BOBCATS	-48884.00
EFT38882	29/06/2023 OPTUS BILLING SERVICES	-135.40
EFT38883	29/06/2023 CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	-10597.41
EFT38884	29/06/2023 WAROONA COMMUNITY MENS SHED INC	-600.00
EFT38885	29/06/2023 NORTH COAST DESIGN PTY LTD	-1155.00
EFT38886	29/06/2023 TEAM GLOBAL EXPRESS PTY LTD	-158.87
EFT38887	29/06/2023 EPCAD	-5824.50
EFT38888	29/06/2023 ARCHAIE-AUS PTY LTD	-11624.10
EFT38889	29/06/2023 PHASE3 LANDSCAPE CONSTRUCTION PTY LTD	-659100.89
EFT38890	29/06/2023 CODEC PROJECT MANAGEMENT	-16104.00
EFT38891	29/06/2023 PARTY ON THE GREEN PTY LTD	-3630.00
EFT38892	29/06/2023 EL DIAZA PTY LTD T/A COASTAL VEGETATION MANAGEMENT	-19140.00
EFT38893	29/06/2023 AUSTRALIAN SERVICES UNION	-127.50
EFT38894	29/06/2023 WINC AUSTRALIA PTY LIMITED	-120.91
EFT38895	29/06/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-46.75
EFT38896	29/06/2023 JASON SIGNMAKERS	-1233.32

EFT38897	29/06/2023	LGIS INSURANCE BROKING	-4739.44
EFT38898	29/06/2023	PEEL HARVEY CATCHMENT COUNCIL	-2750.00
EFT38899	29/06/2023	DEPARTMENT OF PREMIER & CABINET - SLP/GAZETTE	-1900.80
EFT38900	29/06/2023	CHILD SUPPORT AGENCY	-654.44
EFT38901	29/06/2023	SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-132.00
EFT38902	29/06/2023	SYNERGY	-8863.27
EFT38903	29/06/2023	TELSTRA LIMITED	-721.83
EFT38904	29/06/2023	WAROONA MITRE 10	-7.92
EFT38905	29/06/2023	WAROONA WOOD SUPPLIES	-10285.00
EFT38906	29/06/2023	VINCENT NICHOLAS HYDE	-375.00
EFT38907	30/06/2023	COASTMAC PTY LTD	-2920.01
EFT38908	30/06/2023	PETES TREEWORX	-1327.15
EFT38909	30/06/2023	COATES CIVIL CONSULTING	-2310.00
EFT38910	30/06/2023	DAVRIC AUSTRALIA	-721.60
EFT38911	30/06/2023	ESTUARY BOBCATS	-22110.00
EFT38912	30/06/2023	B&B STREET SWEEPING PTY LTD	-3575.00
EFT38913	30/06/2023	PEEL REGIONAL LEADERS FORUM INC	-8250.00
EFT38914	30/06/2023	OPTUS BILLING SERVICES	-1725.69
EFT38915	30/06/2023	SAFEMASTER SAFETY PRODUCTS	-2739.00
EFT38916	30/06/2023	GREENACRES TURF GROUP	-3254.00
EFT38917	30/06/2023	STRATEGIC ASSET & BUILDING SOLUTIONS (DAVE BLACKMAN)	-4225.90
EFT38918	30/06/2023	PETROLEUM SERVICES	-22440.00
EFT38919	30/06/2023	CLARKEYS CARPENTRY & MAINTENANCE	-1500.00
EFT38920	30/06/2023	PEEL RESOURCE RECOVERY PTY LTD	-440.00
EFT38921	30/06/2023	QUEST INNALOO	-930.00
EFT38922	30/06/2023	FLICK ANTICIMEX PTY LTD T/A ADVANCED PEST CONTROL	-680.90
EFT38923	30/06/2023	CITY OF NEDLANDS	-28805.70
EFT38924	30/06/2023	SHOP FOR SHOPS	-252.00
EFT38925	30/06/2023	GREENWAY TURF SOLUTIONS PTY LTD	-143.55
EFT38926	30/06/2023	SAPIO PTY LTD	-5567.39

EFT38927	30/06/2023 POWERLYT GROUP PTY LTD	-8298.73
EFT38928	30/06/2023 HART SPORT	-75.00
EFT38929	30/06/2023 PHASE3 RETENTION BONDS	-87519.78
EFT38930	30/06/2023 FELTON INDUSTRIES	-2044.90
EFT38931	30/06/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-466.31
EFT38932	30/06/2023 GOLDEN GLASS	-429.00
EFT38933	30/06/2023 IT VISION	-35792.90
EFT38934	30/06/2023 JETLINE CORPORATION PTY LTD	-34421.20
EFT38935	30/06/2023 LANDGATE	-439.10
EFT38936	30/06/2023 STOCKMAN HOLDEN	-429.63
EFT38937	30/06/2023 SHIRE OF MURRAY	-77351.10
EFT38938	30/06/2023 UPTON, RG & CO	-39.60
EFT38939	30/06/2023 WOODBURY PLUMBING	-4258.10
EFT38940	30/06/2023 WAROONA MITRE 10	-104.66
		<b>-\$ 2,190,281.28</b>

<b>Electronic Fund Transfer - Direct Salaries &amp; Wages</b>		
<b>Date</b>	<b>Name</b>	<b>Amount</b>
13/06/2023	National Australia Bank	- 105,407.20
27/06/2023	National Australia Bank	- 107,994.00
		<b>-\$ 213,401.20</b>

<b>Total Municipal Fund Cheques</b>	-	<b>17,563.75</b>
<b>Total Trust Fund Cheques</b>	-	<b>48,900.00</b>
<b>Total Direct Debit</b>	-	<b>264,154.92</b>
<b>Total Electronic Funds</b>	-	<b>2,190,281.28</b>
<b>Total Direct Wages</b>	-	<b>213,401.20</b>
		<b>-\$ 2,734,301.15</b>



# MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 JUNE 2023

Please note that the June 2023 financial statements are supplied in draft form due to agenda cutoff times.

# SHIRE OF WAROONA

## MONTHLY FINANCIAL REPORT



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

SHIRE OF WAROONA  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 JUNE 2023

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$			
Grants, Subsidies and Contributions	8	1,091,672	1,167,552	1,950,822	783,270	40%	▲
Profit on Asset Disposal	10	52,182	44,361	10,199	(34,162)	(335%)	▼
Fees and Charges		1,643,818	1,659,668	1,788,342	128,674	7%	
Service Charges		0	0	0	0		
Interest Earnings		113,750	164,768	223,255	58,487	26%	▲
Other Revenue		112,000	114,821	104,914	(9,907)	(9%)	
<b>Total (Excluding Rates)</b>		<b>3,013,422</b>	<b>3,151,170</b>	<b>4,077,531</b>			
<b>Operating Expense</b>							
Employee Costs		(4,246,475)	(4,287,175)	(4,018,083)	269,092	(7%)	
Materials and Contracts		(4,054,656)	(3,846,808)	(3,021,331)	825,477	(27%)	
Utilities Charges		(418,336)	(418,336)	(372,796)	45,540	(12%)	
Depreciation (Non-Current Assets)		(3,449,419)	(3,449,419)	(3,059,952)	389,467	(13%)	
Interest Expenses		(64,662)	(64,662)	(63,746)	916	(1%)	
Insurance Expenses		(261,307)	(259,244)	(233,174)	26,070	(11%)	
Loss on Asset Disposal	10	(26,040)	(26,040)	(8,238)	17,802	(216%)	
Other Expenditure		(217,237)	(223,987)	(204,538)	19,449	(10%)	
Reallocation Code		302,355	302,355	180,490	(121,865)		
<b>Total</b>		<b>(12,435,777)</b>	<b>(12,273,316)</b>	<b>(10,801,369)</b>			
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		3,449,419	3,449,419	3,059,952	389,467		
Adjust (Profit)/Loss on Asset Disposal	10	(26,141)	0	(1,961)	0		
Grants - Contract Liabilities		0	0	1,622,495	0		
Grants - Contract Assets		0	0	0	0		
Adjust Provisions and Accruals		33,135	0	11,347	(11,347)		
<b>Net Operating (Ex. Rates)</b>		<b>(5,965,942)</b>	<b>(5,672,727)</b>	<b>(2,032,004)</b>	<b>378,120</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	7,060,905	7,105,959	2,885,395	(4,220,564)	(146%)	
Proceeds from Disposal of Assets	10	250,000	20,833	120,218	99,385	83%	▲
Proceeds from Advances		100,000	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Interfund Transfer Adj		0	0	970	970	100%	
Transfer from Reserves	9	626,863	0	352,189	352,189	100%	▼
<b>Total</b>		<b>8,037,768</b>	<b>7,126,792</b>	<b>3,358,772</b>			
<b>Capital Expenses</b>							
Land and Buildings	10	(490,743)	(540,743)	(194,922)	345,821	(177%)	
Plant and Equipment	10	(917,000)	(921,800)	(531,708)	390,092	(73%)	
Furniture and Equipment	10	(48,600)	(63,325)	(72,664)	(9,339)	13%	
Infrastructure Assets - Roads	10	(2,869,603)	(2,869,603)	(2,126,095)	743,508	(35%)	
Infrastructure Assets - Other	10	(5,171,460)	(5,513,562)	(1,890,331)	3,623,231	(192%)	
Repayment of Debentures		(128,791)	(128,791)	(128,791)	(0)	0%	
Payment of Low Interest Loan		0	0	0	0		
Transfer to Reserves	9	(159,395)	0	0	0		
<b>Total</b>		<b>(9,785,592)</b>	<b>(10,037,824)</b>	<b>(4,944,510)</b>			
<b>Net Capital</b>		<b>(1,747,824)</b>	<b>(2,911,032)</b>	<b>(1,585,738)</b>			
<b>Total Net Operating + Capital</b>		<b>(7,713,766)</b>	<b>(8,583,759)</b>	<b>(3,617,742)</b>			
Rate Revenue		5,389,248	5,389,248	5,393,497	783,270		
Opening Funding Surplus(Deficit)		2,324,519	2,322,917	2,322,917	(34,162)		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(871,594)</b>	<b>4,098,671</b>			

SHIRE OF WAROONA  
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM



FOR THE PERIOD ENDED 30 JUNE 2023

Details	Note	Original Budget	YTD Budget	YTD Actual (b)
		\$	\$	\$
<b>Operating Revenues</b>				
Governance		51,574	52,424	58,635
General Purpose Funding		995,388	1,175,958	2,563,297
Law, Order and Public Safety		329,245	340,202	184,748
Health		41,450	51,450	56,658
Education and Welfare		49,665	58,165	47,221
Housing		32,680	32,680	22,899
Community Amenities		1,392,817	1,412,817	1,190,072
Recreation and Culture		1,326,951	1,331,951	744,237
Transport		2,432,137	2,432,137	1,613,451
Economic Services		3,398,820	3,345,745	397,510
Other Property and Services		23,600	23,600	84,201
<b>Total (Excluding Rates)</b>		<b>10,074,327</b>	<b>10,257,129</b>	<b>6,962,927</b>
<b>Operating Expense</b>				
Governance		(1,607,987)	(1,596,176)	(1,451,590)
General Purpose Funding		(132,615)	(132,615)	(115,845)
Law, Order and Public Safety		(698,517)	(721,866)	(687,956)
Health		(294,424)	(260,681)	(198,527)
Education and Welfare		(423,748)	(425,498)	(345,796)
Housing		(18,208)	(12,708)	(25,813)
Community Amenities		(2,069,825)	(1,985,690)	(1,639,128)
Recreation and Culture		(3,178,760)	(3,181,760)	(2,793,904)
Transport		(3,072,625)	(3,072,625)	(2,704,028)
Economic Services		(835,128)	(779,757)	(730,508)
Other Property and Services		(103,940)	(103,940)	(108,274)
<b>Total</b>		<b>(12,435,777)</b>	<b>(12,273,316)</b>	<b>(10,801,369)</b>
<b>Funding Balance Adjustment</b>				
Add back Depreciation		3,449,419	3,449,419	3,059,952
Adjust (Profit)/Loss on Asset Disposal	10	(26,141)	0	(1,961)
Grants - Contract Liabilities		0	0	1,622,495
Grants - Contract Assets		0	0	0
Adjust Provisions and Accruals		33,135	0	11,347
<b>Net Operating (Ex. Rates)</b>		<b>1,094,963</b>	<b>1,433,232</b>	<b>853,392</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	10	250,000	20,833	120,218
Proceeds from New Debentures		100,000	0	0
Self-Supporting Loan Principal		0	0	0
Low Interest Loan Repayments		0	0	0
Interfund Transfer/Adj		0	0	970
Transfer from Reserves	9	626,863	0	352,189
<b>Total</b>		<b>976,863</b>	<b>20,833</b>	<b>473,377</b>
<b>Capital Expenses</b>				
Land and Buildings	10	(490,743)	(540,743)	(194,922)
Plant and Equipment	10	(917,000)	(921,800)	(531,708)
Furniture and Equipment	10	(48,600)	(63,325)	(72,664)
Infrastructure Assets - Roads	10	(2,869,603)	(2,869,603)	(2,126,095)
Infrastructure Assets - Other	10	(5,171,460)	(5,513,562)	(1,890,331)
Repayment of Debentures		(128,791)	(128,791)	(128,791)
Transfer to Reserves	9	(159,395)	(159,395)	(238,024)
Principal Payments of Lease Liability		0	(159,395)	0
<b>Total</b>		<b>(9,785,592)</b>	<b>(10,356,614)</b>	<b>(5,182,534)</b>
<b>Net Capital</b>		<b>(8,808,729)</b>	<b>(10,335,781)</b>	<b>(4,709,158)</b>
<b>Total Net Operating + Capital</b>		<b>(7,713,766)</b>	<b>(8,902,549)</b>	<b>(3,855,766)</b>
Rate Revenue		5,389,248	5,389,248	5,393,497
Opening Funding Surplus(Deficit)		2,324,519	2,322,917	2,322,917
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(1,190,384)</b>	<b>3,860,647</b>

SHIRE OF WAROONA  
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 JUNE 2023

Details	Amount
<b>Current Assets</b>	
Cash At Bank	4,478,395
Reserves	2,290,329
Trust Fund Bank	2,858,307
Sundry Debts - Rates	117,735
Sundry Debts - Sanitation	22,253
Sundry Debts - Other	27,113
Stock On Hand	0
Prepayments	0
Gst Expenditure Control	151,038
Contract Assets	0
Emergency Services Levy	(17,538)
Municipal Deposits (Muni Bonds/Trust)	(3,004,793)
<b>Total Current Assets</b>	<b>6,922,839</b>
<b>Current Liabilities</b>	
Creditors	141,850
Accrued Expense	42,237
Long Service Leave Accrual	406,502
Provision For Annual Leave	316,869
Trust Fund	2,859,276.89
Gst Income Control	8,867
Contract Liability	1,622,495
Lease Liability - Current	253,763
Municipal Withdraw (Muni Bonds/Trust)	(2,279,398)
<b>Total Current Liabilities</b>	<b>3,372,462</b>
<b>NET CURRENT ASSETS</b>	<b>3,550,377</b>
<b>Non Current Assets</b>	
Buildings	24,030,657
Land	20,051,000
Plant & Equipment	3,012,168
Furniture & Equipment	201,411
Infrastructure - Roads	76,333,181
Infrastructure - Other	16,779,910
Leased Assets	253,763
Non Current Financial Assets	58,353
<b>Total Non Current Assets</b>	<b>140,720,442</b>
<b>Non Current Liabilities</b>	
Borrowings	1,661,834
Provision Long Service Leave	49,605
<b>Total Non Current Liabilities</b>	<b>1,711,439</b>
<b>NET ASSETS</b>	<b>142,559,380</b>



SHIRE OF WAROONA  
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 JUNE 2023

Details	Amount
<b>Equity</b>	
Emergency Assistance Reserve	110,387
Sporting Organisations	74,849
Long Service Leave Reserve	15,408
Asset Revaluation	127,782,759
Waste Management Reserve	1,099,481
Recreation Centre Bdg Mtce Res	72,895
Plant Replacement Reserve	238,681
Depot Redevelopment Reserve	83,618
Building Asset Mtce Reserve	102,203
Strategic Planning Reserve	20,795
Council Building Construction Res	172,137
Preston Volunteer Rangers Res	69,789
Information Technology Reserve	100,887
Footpath Construction Reserve	33,190
History Book Reprint Reserve	10,848
Drakesbrook Cemetery Reserve	75,561
Risk & Insurance Reserve	9,601
Surplus/Defecit Ytd	1,555,055
Movement from/to reserves	114,165
Accummulated Surplus	10,817,073
<b>Total Equity</b>	<b>142,559,380</b>

**SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 1 - Significant Accounting Policies****(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

**(g) Trade and Other Receivables**

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.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories****General**

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

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 1 - Significant Accounting Policies****(i) Fixed Assets**

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.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	40 to 60 years
Furniture and Equipment	3 to 20 years
Plant and Equipment	5 to 20 years
Seats and Benches	15 to 25 years
Water Supply Piping	20 to 40 years
Sealed roads and streets	
* Formation	not depreciated
* Construction	45 to 55 years
* Bituminous Seals	15 to 25 years
* Asphalt Seals	25 to 30 years
Unsealed Roads	
* Formed	10 to 15 years
* Gravel	12 to 15 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 1 - Significant Accounting Policies****(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications****Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 1 - Significant Accounting Policies****Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**(r) Program Classifications (Function/Activity)**

Shire of Waroona operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE****Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING****Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY****Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH****Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

SHIRE OF WAROONA  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 1 - Significant Accounting Policies**
**EDUCATION AND WELFARE**
**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING**
**Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES**
**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**
**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**TRANSPORT**
**Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**
**Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**
**Objective:**

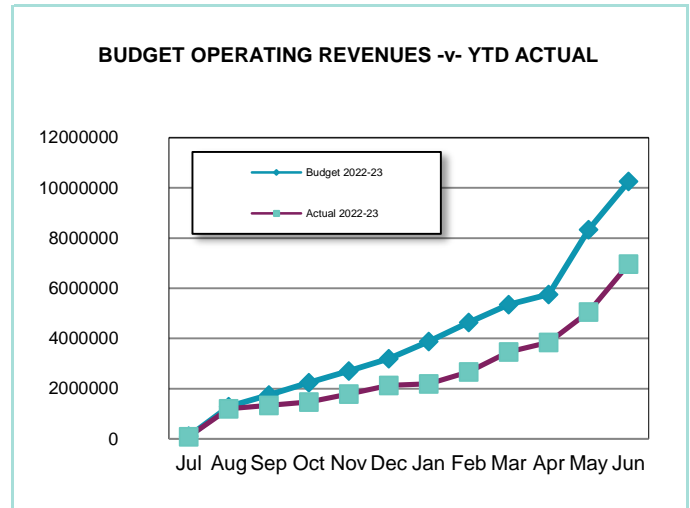
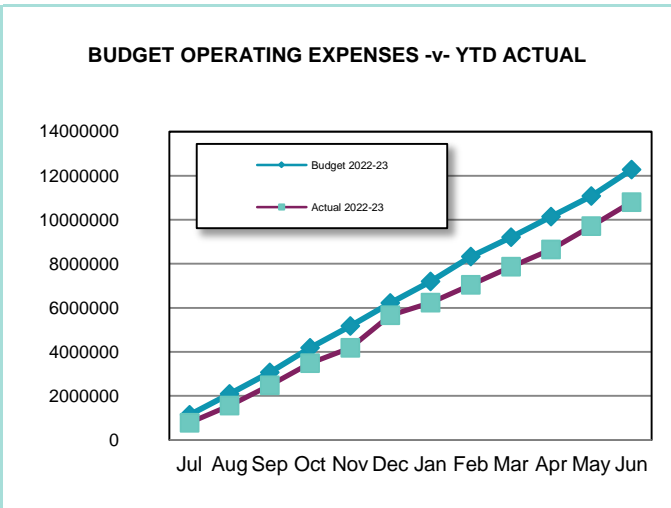
To monitor and control Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

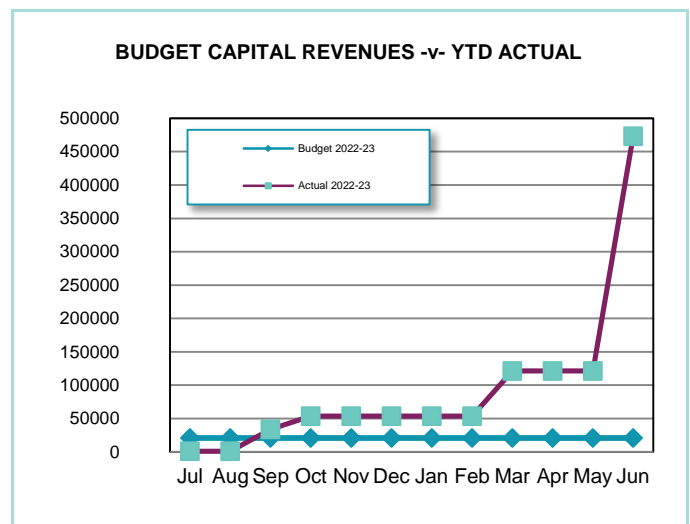
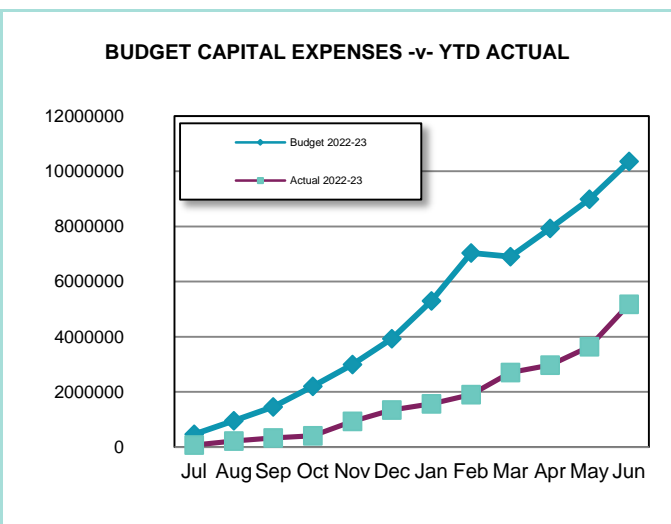
**NOTE 2 - Graphical Representation - Source Statement of Financial Activity**

**OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION**



Comments/Notes - Operating Expenses & Revenues

**CAPITAL EXPENSES & REVENUE - GRAPHICAL REPRESENTATION**



Comments/Notes - Capital Expenses & Revenues

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

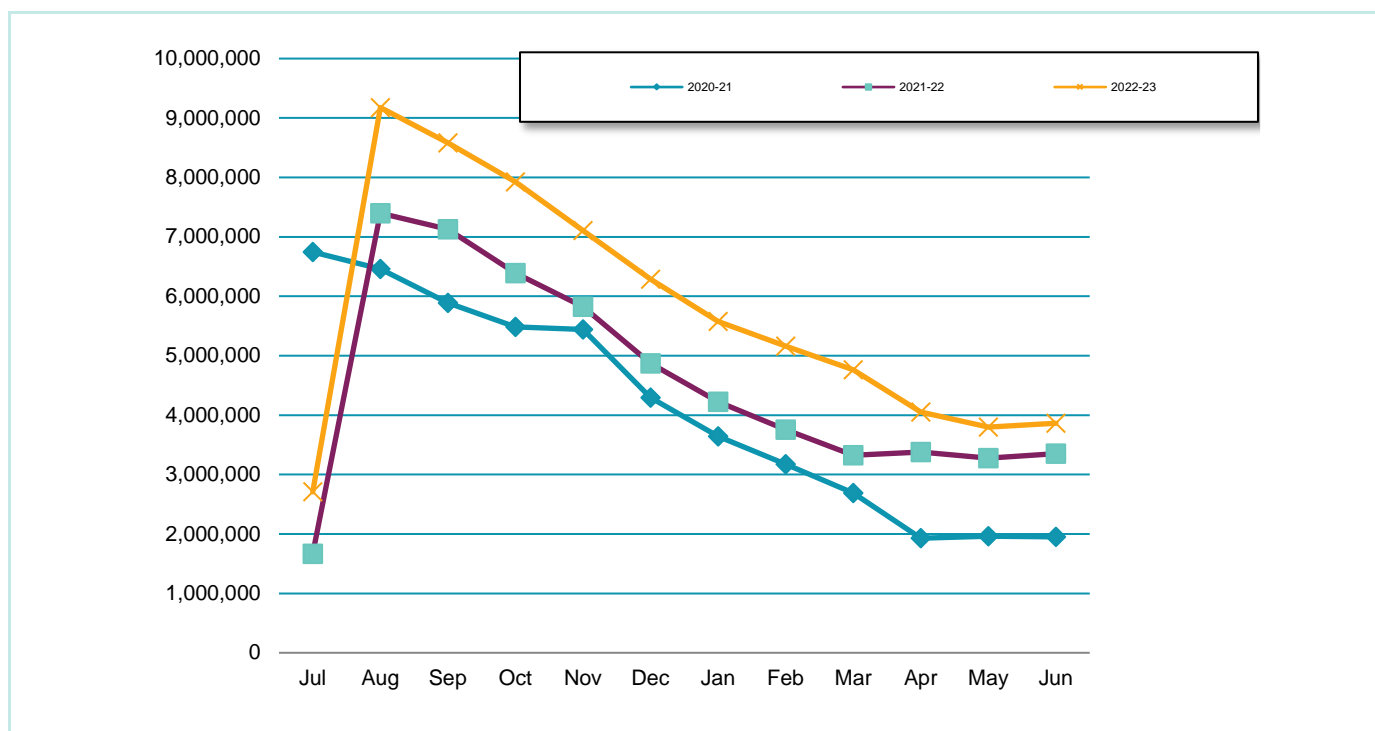


FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 3: Net Current Funding Position**

Details	Note	Positive=Surplus (Negative=Deficit)		
		2022-23		
		This Period	Last Period	Same Period Last Year
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		4,478,395	4,580,552	3,908,786
Cash Restricted		2,290,329	2,404,494	2,404,494
Cash Restricted - Muni Bonds (Trust)		(725,395)	(548,363)	(542,350)
Receivables		300,601	365,657	824,431
Inventories		0	0	1,600
<b>Total Current Assets</b>		<b>6,343,930</b>	<b>6,802,340</b>	<b>6,596,961</b>
Less: Current Liabilities		(192,954)	(568,669)	(841,358)
Payables		(192,954)	(568,669)	(841,358)
Less: Cash Restricted		(2,290,329)	(2,404,494)	(2,404,494)
<b>Net Current Funding Position</b>		<b>3,860,647</b>	<b>3,829,177</b>	<b>3,351,109</b>

**NOTE 3: LIQUIDITY OVER THE YEAR - GRAPHICAL REPRESENTATION**



Comments - Net Current Funding Position



SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 4: Cash and Investments**

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Account		4,478,639				4,478,639	NAB	
Trust Account				2,858,307		2,858,307	NAB	
<b>(b) Term Deposits</b>								
Sporting Reserve	2.30%		74,849			74,849	NAB	3/01/2024
Building Asset Maintenance Reserve	2.30%		102,203			102,203	NAB	3/01/2024
Recreation Centre Building Maintenance Reserve	2.30%		72,895			72,895	NAB	3/01/2024
Preston Beach Volunteer Rangers Reserve	2.30%		69,789			69,789	NAB	3/01/2024
Emergency Assistance Reserve	2.30%		110,387			110,387	NAB	3/01/2024
Works Depot Redevelopment	2.30%		83,618			83,618	NAB	3/01/2024
Council Building Construction Reserve	2.30%		172,136			172,136	NAB	3/01/2024
Information Technology Reserve	2.30%		100,887			100,887	NAB	3/01/2024
Footpath Construction Reserve	2.30%		33,190			33,190	NAB	3/01/2024
Plant Reserve	2.30%		238,681			238,681	NAB	3/01/2024
Staff Leave Reserve	2.30%		15,408			15,408	NAB	3/01/2024
Strategic Planning Reserve	2.30%		20,795			20,795	NAB	3/01/2024
Waste Management Reserve	2.30%		1,099,481			1,099,481	NAB	3/01/2024
History Book Reprint Reserve	2.30%		10,848			10,848	NAB	3/01/2024
Risk & Insurance Reserve	2.30%		9,600			9,600	NAB	3/01/2024
Drakesbrook Cemetery Reserve	2.30%		75,561			75,561	NAB	3/01/2024
<b>(c) Investments</b>								
Nil								
<b>TOTAL</b>		<b>4,478,639</b>	<b>2,290,329</b>	<b>2,858,307</b>	<b>0</b>	<b>9,627,275</b>		

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 5a: Major Variances****Comments/Reason for Variance**

Council policy in relation to materiality states that for highlighting variances (budget to actual) the factor shall be 10% with a minimum of \$25,000.

**5.1 OPERATING REVENUE**

The following programmes were identified as having a material variance in accordance with Council Policy:

**Grants, Subsidies and Contributions**

Income is higher than budgeted due to early receipt of 23/24 Federal Assistance Grant.

**Profit on Asset Disposal**

Income is lower than budgeted due to asset disposals not occurring due to unavailable vehicles.

**Interest Earnings**

Income is higher than budgeted due additional interest received.

**5.2 OPERATING EXPENSES**

The following programmes were identified as having a material variance in accordance with Council Policy:

Nil

**5.3 CAPITAL REVENUE****Grants, Subsidies and Contributions**

Income is higher than budgeted due to budget profile settings.

**Proceeds from disposal of assets**

Income is lower than budgeted due to reduced amounts being transferred from reserve (projects delayed).

**5.4 CAPITAL EXPENDITURE**

Nil

**5.4 SUMMARY**

See Notes 10 and 11 for details of asset acquisition including progress expenditure.

**NOTE 5b: Other Variances & Forecasts****Comments/Reason for Variance**

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 6: Budget Amendments**

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

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	Difference between Budget Surplus and Actual Surplus			2,324,519	2,322,917	1,602
123020	Increase expenditure for the implementation of Chronicle Software	OCM 22/10/153	Operating Expenses	2,900		4,502
123020	Increase expenditure for annual subscription to Chronicle	OCM 22/10/153	Operating Expenses	531		5,033
101720	Reduce expenditure to allow for purchase of Chronicle Software	OCM 22/10/153	Operating Expenses		(3,431)	1,602
100910	Increase Federal Assistance Grants revenue	OCM 22/10/158	Operating Revenue	101,725		103,327
132650	Increase Federal Assistance Grants Roads revenue	OCM 22/10/158	Capital Revenue	27,827		131,154
177540	Increase capital expenditure account for capital improvements to 26 & 28 Fouracre St	OCM 22/10/158	Capital Expenses		(50,000)	81,154
132740	Increase capital expenditure account for capital improvements to infrastructure assets	OCM 22/10/158	Capital Expenses		(27,827)	53,327
177720	Increase operating expenditure for Business Case Initiatives	OCM 22/10/158	Operating Expenses		(51,725)	1,602
135540	Increase capital expenditure account for purchase of mower	OCM22/11/161	Capital Expenses		(13,800)	(12,198)
135850	Increase transfer of funds from Plant Reserve	OCM22/11/161	Reserve Transfer	13,800		1,602
107640	Increase capital expenditure for the purchase of a digital fire rating sign	OCM22/12/181	Capital Expenses		(30,000)	(28,398)
107650	Increase capital income to recognise contribution to digital fire rating sign	OCM22/12/181	Capital Revenue	15,000		(13,398)
177720	Increase operating expenditure for the purchase of digital fire rating sign	OCM22/12/181	Operating Expenses	15,000		1,602
135540	Increase capital expenditure account for purchase of Grader Engine	OCM22/12/186	Capital Expenses		(65,000)	(63,398)
135850	Increase transfer of funds from Plant Reserve	OCM22/12/186	Reserve Transfer	65,000		1,602
149030	Increase General Purpose Funding account to recognise increase in interest received from term deposits	OCM 23/02/022	Operating Revenue	40,000		41,602
177720	Decrease economic development operating expenditure Business Case initiatives to reallocate funds to the community precinct.	OCM 23/02/022	Operating Expenses	51,725		93,327
TC06	Increase capital expense account to allow for additional Council contribution to the Waroona Community Precinct.	OCM 23/02/022	Capital Expenses		(91,725)	1,602
106930	Recognise receipt of 2022 Bushfire Volunteer Grant Program Funding - Western Power	OCM23/03/033	Operating Revenue	1,180		2,782
107340	Expenditure of 2022 Bushfire Volunteer Grant Program Funding - Western Power	OCM23/03/033	Operating Expenses		(1,180)	1,602
112620	Amendment of salary expenses - Health Administration to Emergency Services	OCM23/03/033	Operating Expenses	35,372		36,974
106620	Amendment of salary expenses - Health Administration to Emergency Services	OCM23/03/033	Operating Expenses		(24,510)	12,464
108920	Amendment of salary expenses - Health Administration to OLOPS	OCM23/03/033	Operating Expenses		(5,432)	7,032
112620	Amendment of salary expenses - Health Administration to Health Services	OCM23/03/033	Operating Expenses		(1,629)	5,403
140620	Amendment of salary expenses - Health Administration to Building Services	OCM23/03/033	Operating Expenses		(1,629)	3,774
122120	Amendment of salary expenses - Health Administration to Town Planning Services	OCM23/03/033	Operating Expenses		(2,172)	1,602
118620	Landcare annual contribution to Irrigation House Building	OCM23/03/033	Operating Expenses		(3,000)	(1,398)
123820	Planning resource sharing to be reallocated to Planning consultancy for SAT proceedings	OCM23/03/033	Operating Expenses	17,000		15,602
123920	Planning resource sharing to be reallocated to Planning consultancy for SAT proceedings	OCM23/03/033	Operating Expenses		(17,000)	(1,398)
109340	Replacement of storm damaged CCTV camera at memorial hall	OCM23/03/033	Operating Expenses		(3,550)	(4,948)
109030	Insurance funding received to replace CCTV Camera	OCM23/03/033	Operating Revenue	2,550		(2,398)
174020	Late invoice from Lo-Go Appointments for CEO recruitment - received November 2022.	OCM23/03/033	Operating Expenses		(3,820)	(6,218)
139020	Increase funding allocate to Tourism Website to finalise project	OCM23/03/033	Operating Expenses		(3,300)	(9,518)
177720	Business Case Initiatives - Reallocate funding to Tourism Website project	OCM23/03/033	Operating Expenses	3,300		(6,218)

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 6: Budget Amendments - continued**

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

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
136120.711	Reallocation of expenditure from contracts to salaries and wages	OCM23/03/033	Operating Expenses	37,000		30,782
136120.701	Reallocation of expenditure from contracts to salaries and wages	OCM23/03/033	Operating Expenses		(37,000)	(6,218)
117020	Reduce expenditure building maintenance funding - Rental property	OCM23/03/033	Operating Expenses	5,500		(718)
123220	Increase in expenditure at public facilities	OCM23/03/033	Operating Expenses		(5,500)	(6,218)
131320	Reduce expenditure - Reconciliation Action Plan unlikely to progress this financial year	OCM23/03/033	Operating Expenses	2,000		(4,218)
136340	Increase expenditure for Pontoon refurbishment	OCM23/03/033	Capital Expenses		(7,550)	(11,768)
136430	Reduce income - Unsuccessful grant funding for Pontoon refurbishment	OCM23/03/033	Capital Revenue		(30,000)	(41,768)
121620	Local Planning Strategy - Reduction of expenditure that wont be spent this financial year	OCM23/03/033	Operating Expenses	62,000		20,232
115240	Reduction of capital expenditure due to parts delay for refurbishments - CAT compactor & loader	OCM23/03/033	Capital Expenses	51,000		71,232
115050	Reduction of transfer in from Reserve - equate to outgoing expenditure	OCM23/03/033	Reserve Transfer		(51,000)	20,232
115440	Increase expenditure for current phase of Transfer Station	OCM23/03/033	Capital Expenses		(40,000)	(19,768)
115050	Proposed transfer from Waste Reserve to cover additional expenditure of Transfer Station	OCM23/03/033	Reserve Transfer	40,000		20,232
117720.711	Reallocation of funds from Refuse Site Ops to acquire CCTV at the refuse site for monitoring and governance	OCM23/03/033	Operating Expenses	6,175		26,407
109340	Increase expenditure to acquire CCTV cameras at the refuse site	OCM23/03/033	Capital Expenses		(6,175)	20,232
152920	Increase expenditure for ANZAC Day functions	OCM23/03/033	Operating Expenses		(8,500)	11,732
152130	Recognise grant income for successful ANZAC Day grant received	OCM23/03/033	Operating Revenue	8,500		20,232
135540	Reduce expenditure for purchase of Single Cab Works vehicle (WR106)	OCM23/03/033	Capital Expenses	40,000		60,232
136020	Reduce Income from sale of works vehicle (WR106)	OCM23/03/033	Capital Revenue		(25,000)	35,232
109240	Increase expenditure for purchase of Ranger vehicle (WR107)	OCM23/03/033	Capital Expenses		(17,000)	18,232
107230	Decrease in grant income received for mitigation works	OCM23/03/033	Operating Revenue		(7,773)	10,459
154520	Decrease in expenditure for mitigation works	OCM23/03/033	Operating Expenses	7,773		18,232
121130	Reduction of income unsuccessful grant application - 4x4 Study	OCM23/03/033	Operating Revenue		(25,000)	(6,768)
120320	Reduction of expenditure due to unsuccessful grant - 4x4 Study	OCM23/03/033	Operating Expenses	25,000		18,232
152920	Reallocation of volunteer functions and community activities	OCM23/03/033	Operating Expenses	6,750		24,982
109340	Upgrade CCTV Camera at the Visitor Centre	OCM23/03/033	Capital Expenses		(5,000)	19,982
123840	Cemetery Ground upgrade	OCM23/03/033	Capital Expenses		(45,000)	(25,018)
123830	Funding transferred in from Reserve to be allocated to Cemetery grounds upgrade	OCM23/03/033	Capital Revenue	45,000		19,982
177620	Reduce expenditure of Tourism Strategy due to be being developed in house	OCM23/03/033	Operating Expenses	45,000		64,982
177330	Reduce contributions to be received to complete Tourism Strategy	OCM23/03/033	Operating Revenue		(45,000)	19,982
131130	Increase income for Australia Day Grant received	OCM23/03/033	Operating Revenue	10,000		29,982
131620	Increase in Australia day celebration expenditure	OCM23/03/033	Operating Expenses		(10,000)	19,982
136340	Increase expenditure for the weir wall mitigation works	OCM23/03/033	Capital Expenses		(45,000)	(25,018)
105020	Reallocate funding from Asset revaluations that came in under budget	OCM23/03/033	Operating Expenses	4,000		(21,018)
112330	Increase in lease and rental charges	OCM23/03/033	Operating Revenue	10,000		(11,018)
149030	Increase general purpose funding - interest account	OCM23/03/033	Operating Revenue	11,018		0
136230	Increase income account to recognise grant income	OCM23/06/082	Operating Revenue	25,000		25,000
PK07	Increase expenditure account to allow for expenditure (Trails Planning)	OCM23/06/082	Capital Expenses		(25,000)	0

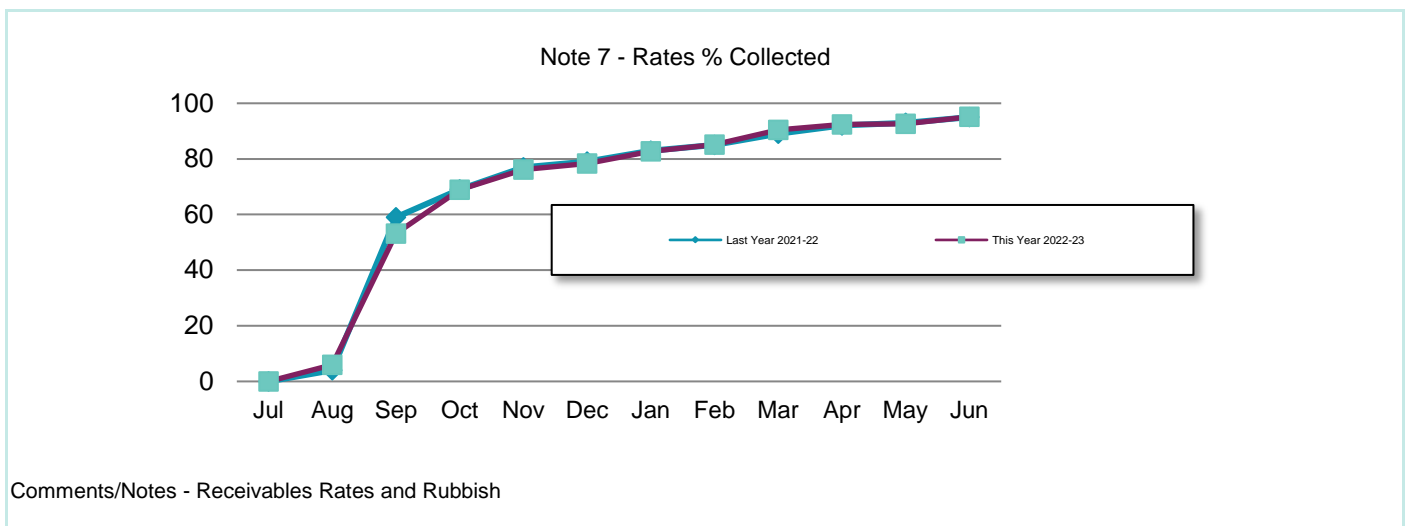
SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2023

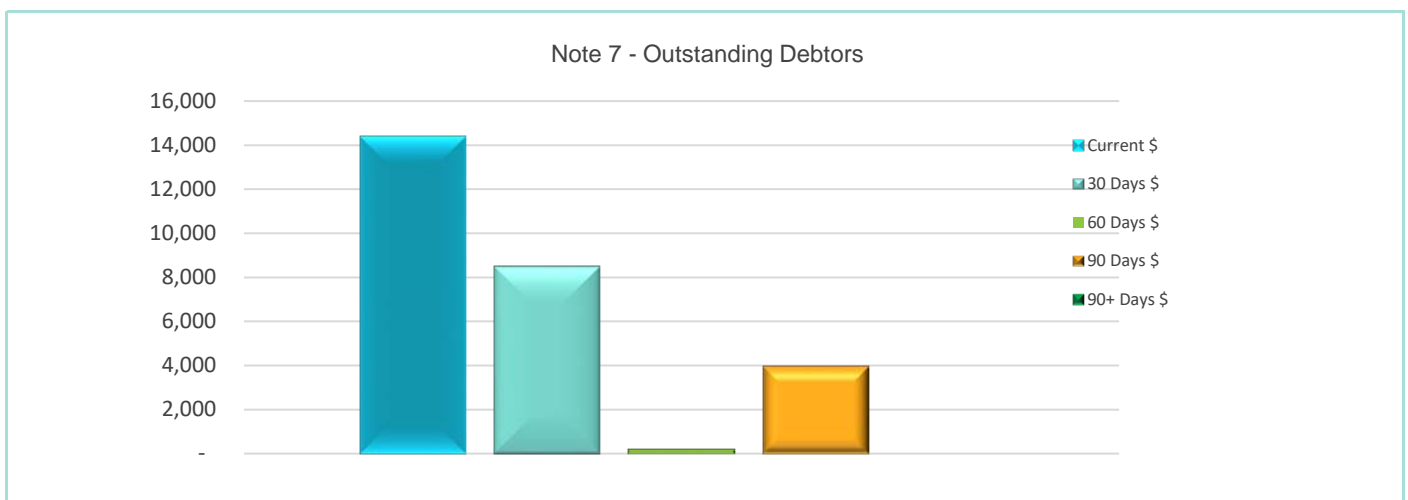
**NOTE 7: Receivables**

Receivables - Rates & Rubbish	Current 2022-23	Previous 2021-22
	\$	\$
Opening Arrears Previous Years	168,026	155,658
Rates & Rubbish Levied this year	6,250,611	5,891,433
Less Collections to date	(6,106,482)	(5,723,407)
Equals Current Outstanding	<b>144,129</b>	<b>168,026</b>
<b>Net Rates Collectable</b>	<b>144,129</b>	<b>168,026</b>
<b>% Collected</b>	<b>95.14%</b>	<b>94.65%</b>



Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
<b>Aged Trial Balance</b>	14,410	8,536	219	3,948	-
<b>Total Outstanding</b>	<b>27,113</b>				

Amounts show above include GST (where applicable).



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 8: Grants and Contributions**

Program/Details		Provider	2022-23	Recoup Status	
			Budget	Received	Not Received
			\$	\$	\$
<b>COMMUNITY AMENITIES</b>					
2103	Contribution	Various Contributions	\$ 2,000	\$ -	\$ 2,000
2113	State Government Grant	Dune brushing	\$ 13,000	\$ 14,958	-\$ 1,958
2343	State Government Grant	Heritage Review	\$ 20,000	\$ 20,000	\$ -
7503	Contribution	Landcare	\$ 77,500	\$ 70,615	\$ 6,885
<b>ECONOMIC SERVICES</b>					
3933	Contribution	Contribution from Visitor Centre Trust	\$ 8,075	\$ 7,642	\$ 433
7705	Federal & State Government Grants	Town Precinct Government Grants	\$ 3,253,949	\$ 1,256,443	\$ 1,997,506
<b>EDUCATION AND WELFARE</b>					
5213	Grants & Contributions	LDAT/Alcoa Place Management & Waroona Connect	\$ 24,355	\$ 24,355	\$ -
5213	State Government Grant	WAPHA Funding	\$ 11,871	\$ 11,871	\$ -
<b>GENERAL PURPOSE FUNDING</b>					
3265	Federal Government Grant	Federal Assistance Grants	\$ 94,782	\$ 584,423	-\$ 489,641
0091	Federal Government Grant	Federal Assistance Grants	\$ 321,572	\$ 1,424,907	-\$ 1,103,335
3493	Federal Government Grant	Special LRCI Funding	\$ 523,286	\$ 378,613	\$ 144,673
<b>LAW, ORDER, PUBLIC SAFETY</b>					
0723	State Government Grant	Bushfire Risk Management Program - Round 1	\$ 17,325	\$ 17,325	\$ -
0765	State Government Grant	Preston Beach Bushfire Brigade Upgrades / Sign	\$ 198,173	\$ 15,000	\$ 183,173
0933	Contribution	Preston Beach Volunteer Rangers	\$ 12,060	\$ 12,175	-\$ 115
0693	Contribution	Western Power - Preston Beach Volunteer Rangers	\$ 1,180	\$ 1,180	\$ -
3203	State Government Grant	ESL Total Allocation	\$ 65,293	\$ 78,896	-\$ 13,603
<b>RECREATION AND CULTURE</b>					
2733	State Government Grant	Australian Sports Commission - Kambarang Outrigger Festival	\$ 7,300	\$ 7,300	\$ -
3113	Contribution	Alcoa Micro Grants / Australia Day Grant/Youth Week / Emergency Services Dinner	\$ 36,500	\$ 39,782	-\$ 3,282
3623	State Government Grant	Drakesbrook Weir / Preston Beach Boardwalk	\$ 873,394	\$ 498,394	\$ 375,000
3723	Contribution	CSRFF Grant / Bowling Club Contribution	\$ 14,000	\$ -	\$ 14,000
7083	Contribution	Alcoa Community Partnership Agreement	\$ 228,807	\$ 239,471	-\$ 10,664
7103	State Government Grant	DLGSCI Active Regional Communities	\$ 5,000	\$ 5,000	\$ -
<b>TRANSPORT</b>					
3215	State Government Grant/Contribution	Preston Beach North Road	\$ 660,000	\$ -	\$ 660,000
3225	Federal & State Government Grants	Black Spot - Contribution to Roads	\$ 42,800	\$ 43,762	-\$ 962
3255	Federal Government Grant	Roads to Recovery - Contribution to Roads	\$ 252,529	\$ 249,287	\$ 3,242
3275	Federal Government Grant	Regional Road Group/Commodity Route	\$ 1,175,000	\$ 1,095,000	\$ 80,000
3285	State Government Grant	Direct Grant - Contribution to Roads	\$ 110,374	\$ 110,374	\$ -
3295	Federal & State Government Grants	Johnston Road Freight Study	\$ 19,347	\$ 19,347	\$ -
<b>TOTALS</b>			<b>\$ 8,069,472</b>	<b>\$ 6,226,121</b>	<b>\$ 1,843,351</b>

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

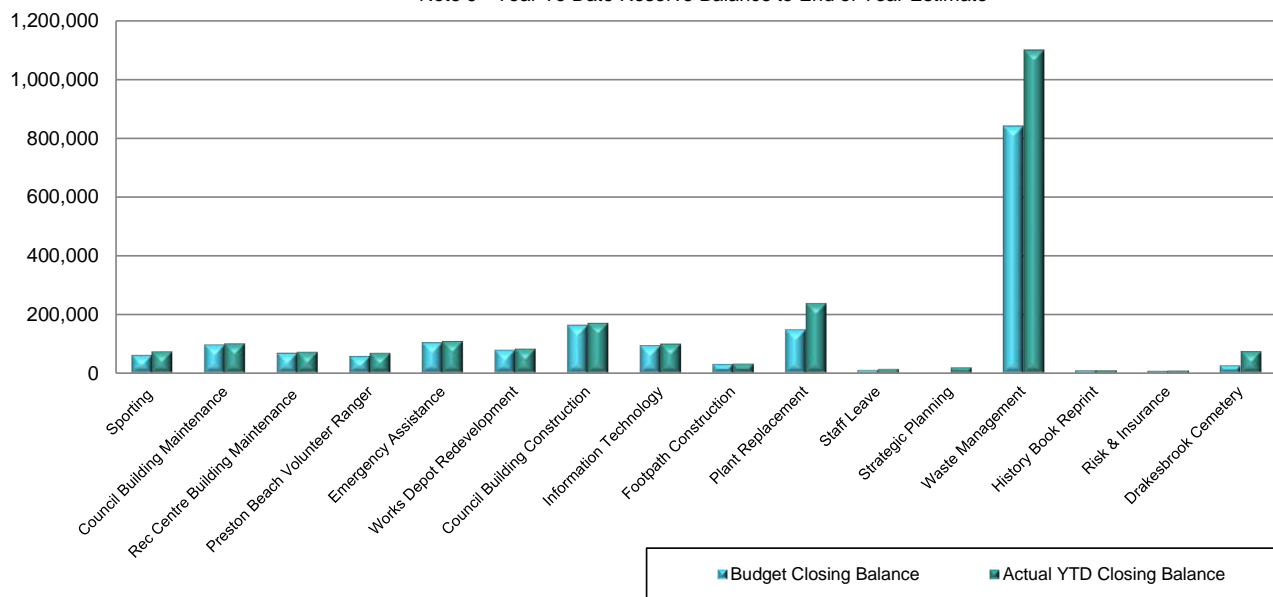


FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 9: Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Transfer to other Reserve	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sporting	78,257		2,955.50			(15,000)	(6,364)		63,257	74,849
Council Building Maintenance	98,484		3,719.39						98,484	102,203
Rec Centre Building Maintenance	70,239		2,656.25						70,239	72,895
Preston Beach Volunteer Ranger	60,335		2,278.66	24,060	12,175	(25,000)	(5,000)		59,395	69,789
Emergency Assistance	106,370		4,017.24						106,370	110,387
Works Depot Redevelopment	80,575		3,043.03						80,575	83,618
Council Building Construction	170,136		6,425.46			(4,425)	(4,425)		165,711	172,136
Information Technology	144,047		5,440.18			(48,600)	(48,600)		95,447	100,887
Footpath Construction	31,982		1,207.84						31,982	33,190
Plant Replacement	262,557		9,923.72			(112,600)	(33,800)		149,957	238,681
Staff Leave	91,934		3,474.47			(80,000)	(80,000)		11,934	15,408
Strategic Planning	20,038		756.77			(20,000)			38	20,795
Waste Management	1,097,401		41,445.25	134,635	134,635	(389,000)	(174,000)		843,036	1,099,481
History Book Reprint	10,077		380.58	700	390				10,777	10,848
Risk & Insurance	9,251		349.39						9,251	9,600
Drakesbrook Cemetery	72,811		2,749.83			(45,000)			27,811	75,561
<b>Total</b>	<b>2,404,494</b>	<b>0</b>	<b>90,824</b>	<b>159,395</b>	<b>147,200</b>	<b>(739,625)</b>	<b>(352,189)</b>		<b>1,824,264</b>	<b>2,290,329</b>

Note 9 - Year To Date Reserve Balance to End of Year Estimate



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 10: Capital Disposals and Acquisitions**

Profit(Loss) of Asset Disposal				Disposals	Current Budget		
Account	WDV	Proceeds	(Loss)		Budget	Actual	Variance
	\$	\$	\$		\$	\$	\$
0574	29,915	32,727	2,812	Subaru Outback - Officer Vehicle	39,000	39,138	138 ▲
0924	0	0	0	Holden Space Cab (Ranger)	87,000	0	(87,000) ▼
3534	0	0	0	Holden Colorado 4 x 4 - Officer Vehicle	44,000	0	(44,000) ▼
3554	58,238	50,000	(8,238)	JCB Backhoe 3CX	170,000	211,488	41,488 ▲
3554	0	0	0	12M Grader Engine	65,000	0	(65,000) ▼
3554	12,662	17,400	4,738	Groundmaster 360 Mower	63,800	62,372	(1,428) ▼
3554	17,442	20,091	2,649	Holden Colorado Tray Back 4 x 4	40,000	36,431	(3,569) ▼
3554	0	0	0	Holden Colorado 4 x 4	40,000	0	(40,000) ▼
	<b>118,257</b>	<b>120,218</b>	<b>1,961</b>	<b>TOTALS</b>	<b>548,800</b>	<b>349,429</b>	<b>(199,371)</b>

Comments - Capital Disposals

Contributions Information				Summary Acquisitions	Current Budget		
Grants	Reserves	Borrow	Total		Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Property, Plant &amp; Equipment</b>			
307,248	72,095	0	379,343	Land and Buildings	540,743	194,922	(345,821) ▼
0	512,600	0	512,600	Plant & Equipment	1,843,600	531,708	(1,311,892) ▼
0	0	0	0	Furniture & Equipment	63,325	72,664	9,339 ▲
				<b>Infrastructure</b>			
1,580,703	0	0	1,580,703	Roadworks	2,869,603	2,126,095	(743,508) ▼
3,512,838	0	0	3,512,838	Other Infrastructure	5,596,112	1,927,877	(3,668,235) ▼
<b>5,400,789</b>	<b>584,695</b>	<b>0</b>	<b>5,985,484</b>	<b>Totals</b>	<b>10,913,383</b>	<b>4,853,266</b>	<b>(6,060,117)</b>

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget		
Grants/Cont	Reserves	Borrow	Total		This Year		
\$	\$	\$	\$	Budget	Actual	Variance	
				\$	\$	\$	
				<b>GOVERNANCE</b>			0
100,000	67,670	0	167,670	Admin Building Disability Access & Front Counter	167,670	2,250	(165,420) ▼
				<b>LAW, ORDER &amp; PUBLIC SAFETY</b>			
183,173	0	0	183,173	Preston Beach Bush Fire Brigade Shed	183,173	80,140	(103,033)
				<b>EDUCATION &amp; WELFARE</b>			0
16,000	0	0	16,000	Senior Citizens Centre Building Upgrades	16,000	0	(16,000) ▼
				<b>COMMUNITY AMENITIES</b>			0
0	0	0	0	DPIRD Building Renovations & Redesign	30,000	27,790	(2,210) ▼
0	0	0	0	Ablution Repairs - Preston Beach & Weir	23,700	9,928	(13,772) ▼
				<b>RECREATION &amp; CULTURE</b>			
0	0	0	0	Roof Repairs at the Rec Centre	57,700	30,268	(27,432) ▼
				<b>ECONOMIC SERVICES</b>			
0	0	0	0	Commercial Property Upgrade - Fouracre Street	50,000	32,492	(17,508) ▼
8,075	4,425	0	12,500	Vis Centre - Replace ceiling/storage shed	12,500	12,053	(447) ▼
<b>307,248</b>	<b>72,095</b>	<b>0</b>	<b>379,343</b>	<b>Totals</b>	<b>540,743</b>	<b>194,922</b>	<b>(345,821)</b>



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 10: Capital Disposals and Acquisitions**

Contributions				Plant & Equipment	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				<b>GOVERNANCE</b>			
0	0	0	0	Changeover of Vehicle	39,000	39,138	138 ▲
				<b>LAW ORDER PUBLIC SAFETY</b>			
0	0	0	0	Changeover of Vehicles (Ranger)	87,000	0	(87,000) ▼
				<b>COMMUNITY AMENITIES</b>			
0	400,000	0	400,000	Capital Upgrade to Refuse Site CAT Loader & Compactor	349,000	174,000	(175,000) ▼
				<b>TRANSPORT</b>			
0	112,600	0	112,600	Replace Backhoe, Grader Engine & Change over of vehicles	378,800	310,291	(68,509) ▼
0	0	0	0	Changeover of Vehicle	44,000	0	(44,000) ▼
0	0	0	0	Minor tools & equipment	24,000	8,279	(15,721) ▼
0	512,600	0	512,600	<b>Totals</b>	<b>1,843,600</b>	<b>531,708</b>	<b>(780,185)</b>

Contributions				Furniture & Equipment	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				<b>GOVERNANCE</b>			
				Purchase Altus Payroll Module	48,600	59,689	11,089 ▲
				<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>			
0	0	0	0	CCTV Upgrade	14,725	12,975	(1,750)
0	0	0	0	<b>Totals</b>	<b>63,325</b>	<b>72,664</b>	<b>9,339</b>

Contributions				Infrastructure - Roads	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				<b>TRANSPORT</b>			
252,529	0	0	252,529	Roads to Recovery	362,903	354,853	8,050 ▼
1,328,174	0	0	1,328,174	Roads Works Total Construction	2,506,700	1,771,242	735,458 ▼
1,580,703	0	0	1,580,703	<b>Totals</b>	<b>2,869,603</b>	<b>2,126,095</b>	<b>743,508</b>

FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 10: Capital Disposals and Acquisitions**

Contributions				Other Infrastructure	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				<b>COMMUNITY AMENITIES</b>			
0	0	0	0	Transfer station construction	120,000	112,192	(7,808) ▼
0	0	0	0	Townsite Drainage Works	70,000	70,312	312 ▲
0	0	0	0	Drakesbrook Cemetery Upgrade	45,000	0	(45,000) ▼
0	0	0	0	Refuse Site Sewerage Pond Closure	25,000	26,890	1,890 ▲
				<b>EMERGENCY MANAGEMENT</b>			
15,000	0	0	15,000	Digital Fire Rating Sign	30,000	27,102	(2,898) ▼
				<b>RECREATION AND CULTURE</b>			
475,000	0	0	475,000	Drakesbrook Weir & Preston Beach Boardwalk	988,944	307,617	(681,327) ▼
14,000	0	0	14,000	Bowling Club Remedial Works	28,000	0	(28,000) ▼
0	0	0	0	Drakesbrook Weir Pontoon Refurbishment	37,550	37,548	(2) ▼
0	0	0	0	Drakesbrook Weir Limestone Wall Upgrade	45,000	0	(45,000) ▼
				0 Upgrade Leach Drains / Install Flag Poles	14,500	3,655	(10,845)
				<b>TRANSPORT</b>			
0	0	0	0	Footpath upgrades	67,827	41,023	(26,804) ▼
0	0	0	0	Decommission and remove fuel tank	25,000	21,108	(3,892) ▼
				<b>ECONOMIC SERVICES</b>			
3,008,838	0	0	3,008,838	Waroona Community Precinct	4,099,291	1,280,430	(2,818,861) ▼
<b>3,512,838</b>	<b>0</b>	<b>0</b>	<b>3,512,838</b>	<b>Totals</b>	<b>5,596,112</b>	<b>1,927,877</b>	<b>(3,668,235)</b>

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2023

**NOTE 11: Trust Fund**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-22	Received	Paid	30-Jun-23
ALCOA WAROONA SUSTAINABILITY	2,434,722	310,135	48,900	2,695,957
PUBLIC OPEN SPACE	130,489	401	-	130,890
EXTRACTIVE INDUSTRIES	18,074	56	-	18,130
COMMERCIAL BOND	-	14,330	-	14,330
<b>TOTAL</b>	<b>2,583,285</b>	<b>324,922</b>	<b>48,900</b>	<b>2,859,307</b>

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2023

**Note 12: Information on Borrowings**

**(a) Debenture Repayments**

Loan Details		Principal 1-Jul-22	New Loans	Principal		Principal		Interest	
				Repayments		Outstanding		Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget
				\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>									
117	Basketball Stadium	35,964	0	17,400	17,400	18,564	18,564	2,053	2,053
120	Rec Centre Upgrade	46,422	0	22,762	22,762	23,660	23,660	1,595	1,595
121	Memorial Hall Upgrade	90,788	0	29,375	29,375	61,413	61,413	2,480	2,480
122	Town Centre Park Land Purchase	617,450	0	28,936	28,936	588,514	588,514	9,744	9,744
123	Waroona Community Precinct Development	450,000	0	13,643	13,643	436,357	436,357	21,955	21,955
124	Town Centre Land Purchase 26 & 28 Fouracre Street	550,000	0	16,675	16,675	533,325	533,325	26,834	26,834
125	Preston Beach Land Development	0	100,000	0	0	0	100,000	0	0
<b>TOTAL</b>		<b>1,790,624</b>	<b>100,000</b>	<b>128,791</b>	<b>128,791</b>	<b>1,661,833</b>	<b>1,761,833</b>	<b>64,662</b>	<b>64,661</b>

(SS) Self Supporting Loan

All debenture repayments are to be financed by General Purpose Revenue

**(b) New Debentures**

The Shire of Waroona plans to loan an additional \$100,000 in 2022/23 for the Preston Beach Land Development project.