

Schedule of Accounts Paid - November 2023

EFT Payments	Date	Name	Description	Amount	Total
EFT36859	03/11/2023	Rural & Regional Economic Solutions			-\$ 8,712.00
23231001	23/10/2023		Professional services Saleyards Economic Study	\$ 8,712.00	
EFT36860	03/11/2023	Liberty Oil Australia			-\$ 1,850.60
FI3830468	24/10/2023		Bulk fuels - Depot - ULP	\$ 1,850.60	
EFT36861	03/11/2023	Katanning Security Protection			-\$ 222.00
693	02/10/2023		Security Services - Alarm response - 30/09/2023	\$ 222.00	
EFT36862	03/11/2023	Westbooks			-\$ 975.10
338481	26/10/2023		Materials - Library - Books for local stock	\$ 930.22	
338482	26/10/2023		Local History Book	\$ 44.88	
EFT36863	03/11/2023	White Gum Cafe			-\$ 295.00
INV 0098	18/10/2023		Catering - RAP Christmas meeting	\$ 295.00	
EFT36864	03/11/2023	Grants Empire			-\$ 858.00
2241	17/10/2023		KAARL Project Payment 2 of 2	\$ 858.00	
EFT36865	03/11/2023	Great Southern Fuel Supplies			-\$ 2,995.62
17007385	25/10/2023		Supplies Depot - Grease pump, Degreaser	\$ 2,759.28	
17007403	27/10/2023		Radicool SF Premix, Radicool SF Premix	\$ 236.34	
EFT36866	03/11/2023	Great Southern Toyota			-\$ 373.96
JC34044353	17/10/2023		Vehicle Service P839 -Labour, Consumables, Parts, Miscellaneous	\$ 373.96	
EFT36867	03/11/2023	Dhu South Electrical			-\$ 137.50
5286	26/10/2023		Plant repairs - Pressure cleaner & Labour	\$ 137.50	
EFT36868	03/11/2023	Palisade Corporate Lawyers			-\$ 302.50
35260	31/08/2023		Professional fees	\$ 302.50	
EFT36869	03/11/2023	Omnicom Media Group Australia Pty Ltd			-\$ 394.72
1655812	31/08/2023		Advertising - GSH - Vacancies	\$ 394.72	
EFT36870	03/11/2023	ARM Security			-\$ 234.22
CINS3151093	12/09/2023		Alarm Monitoring - KLC - 01/10/2023 - 31/12/2023	\$ 234.22	
EFT36871	03/11/2023	Braeside Primary School			-\$ 200.00
4831	09/10/2023		CEO donation - End of Year Awards	\$ 200.00	
EFT36872	03/11/2023	Bucher Municipal			-\$ 2,059.31
1077527	09/10/2023		Parts - P790 - Cylinders	\$ 2,059.31	
EFT36873	03/11/2023	Coca-Cola Amatil			-\$ 913.55
232539888	26/10/2023		KLC Kiosk - Water, Drinks	\$ 913.55	
EFT36874	03/11/2023	Department of Fire & Emergency Services			-\$ 7,354.64
156321	11/10/2023		ESL - 2023/24	\$ 7,354.64	
EFT36875	03/11/2023	Ray Ford Signs			-\$ 433.40
13035	25/10/2023		Signs - Building Communities	\$ 314.60	
13036	25/10/2023		Labour & materials	\$ 118.80	
EFT36876	03/11/2023	Graham's Small Motor Centre			-\$ 1,880.00
H 78	16/10/2023		Plant Parts - P777 - Brackets & bearing shafts	\$ 1,880.00	
EFT36877	03/11/2023	Grande Food Service			-\$ 359.53

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4221202	25/10/2023	KLC Kiosk supplies, Snack foods, Cleaning products	\$	359.53	
EFT36878	03/11/2023	Katanning Betta Home Living		-\$	498.00
35810041087	12/10/2023	Admin Office - Vacuum	\$	498.00	
EFT36879	03/11/2023	Kojonup Embroidery		-\$	408.00
9566	27/10/2023	PPE - Depot Staff	\$	408.00	
EFT36880	03/11/2023	Katanning Senior High School		-\$	100.00
14337	10/10/2023	CEO Donation - Year 12 Citizen of the Year Award	\$	100.00	
EFT36881	03/11/2023	Katanning Stock & Trading		-\$	508.75
670	10/10/2023	Materials - Library toilets	\$	189.00	
672	16/10/2023	Cistern, Flexihose, Mini Cock	\$	319.75	
EFT36882	03/11/2023	LOGO Appointments		-\$	5,373.26
H3053	26/10/2023	Contracted Services - EMCCS 15/10/2023 - 21/10/2023	\$	5,373.26	
EFT36883	03/11/2023	Modern Teaching Aids		-\$	285.07
45645788	10/10/2023	Craft resources - Library Story time, after school activities & school holiday programs	\$	285.07	
EFT36884	03/11/2023	QFH Multiparts		-\$	563.82
909801809	05/10/2023	PPE - Depot - Supply hoses as per sample	\$	183.92	
909723563	13/10/2023	Safety boots	\$	379.90	
EFT36885	03/11/2023	Office Works		-\$	17.68
609913600	08/10/2023	Craft resources Story time, after school activities & school holiday programs	\$	17.68	
EFT36886	03/11/2023	PFD Food Services		-\$	1,316.45
LI535084	13/09/2023	KLC Kiosk supplies Bin Bags	\$	40.95	
LI535099	13/09/2023	Hand towels, Bin liners	\$	296.65	
LI807108	11/10/2023	Snack foods, Snack foods, Cleaning materials	\$	978.85	
EFT36887	03/11/2023	Reface Industries		-\$	233.52
33520	23/10/2023	Materials - Library - Cleaning Disc cleaner	\$	233.52	
EFT36888	03/11/2023	SEEK Limited		-\$	682.00
700170543	13/10/2023	Advertising - Vacancies	\$	682.00	
EFT36889	03/11/2023	Sound Pro		-\$	2,211.00
INV 0814	22/09/2023	Service audio system - KLC - Labour & travel	\$	2,211.00	
EFT36890	03/11/2023	The Gelo Company		-\$	2,310.00
INV 7739	20/10/2023	Harmony festival - Famous Sharon booking 50% Deposit	\$	2,310.00	
EFT36891	03/11/2023	Wy Wurry Electrical		-\$	250.00
INV 06366	19/10/2023	Retic repairs - AAPG -Labour, Materials	\$	250.00	
EFT36892	10/11/2023	South West Fire		-\$	617.13
I37520	18/10/2023	Parts - BFB - Foam transfer pump	\$	617.13	
EFT36893	10/11/2023	Paull & Warner Resources		-\$	275.00
S137830	03/10/2023	Fire detection & alarm monitoring - Admin Building - Sep 2023	\$	275.00	
EFT36894	10/11/2023	BGL Solutions		-\$	7,601.98
INV 6067	31/10/2023	Grounds maintenance - All Ages Playground - labour & materials	\$	7,601.98	
EFT36895	10/11/2023	Katanning Security Protection		-\$	222.00
703	23/10/2023	Security services - Alarm response - 12/10/2023	\$	222.00	

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EFT36896	10/11/2023	Canon Australia			-\$ 479.61
8123409202	17/10/2023		Colour copies, B&W copies	\$ 135.66	
RN3041529	17/10/2023		Toner, parts copier - governance	\$ 343.95	
EFT36897	10/11/2023	Let's Talk Flowers			-\$ 110.00
INV 0198	18/10/2023		Floral arrangements - Councillor gifts	\$ 110.00	
EFT36898	10/11/2023	WA Contract Ranger Services			-\$ 5,282.75
5091	24/10/2023		Ranger Services - Labour & travel	\$ 5,282.75	
EFT36899	10/11/2023	Westbooks			-\$ 18.49
338483	26/10/2023		Library materials - Book	\$ 18.49	
EFT36900	10/11/2023	Easifleet			-\$ 2,845.80
183675	25/10/2023		Vehicle lease 1HZF 416	\$ 1,121.87	
183776	27/10/2023		Vehicle lease 1HIB 928	\$ 1,723.93	
EFT36901	10/11/2023	Diamond Locksmith			-\$ 8,110.00
273823	24/10/2023		Keys saleyard, labour & materials	\$ 7,405.00	
273885	25/10/2023		Labour & materials, Freight	\$ 705.00	
EFT36902	10/11/2023	Integrated ICT			-\$ 1,140.21
29449	31/10/2023		Backup for Microsoft, Cloud storage	\$ 266.26	
29498	31/10/2023		Server maintenance Oct 2023	\$ 550.00	
29499	31/10/2023		back up for Microsoft Oct 2023	\$ 96.80	
29580	31/10/2023		Cloud storage Oct 2023	\$ 227.15	
EFT36903	10/11/2023	Philip Swain			-\$ 7,773.84
241001	31/10/2023		EHO Services - Oct 2023	\$ 7,773.84	
EFT36904	10/11/2023	Zenith Laundry			-\$ 499.25
266023	02/10/2023		Laundry services KWFC function, Fisher function, KWFC function, WALGA function, WALGA function, Energy surcharge	\$ 499.25	
EFT36905	10/11/2023	Australia Burmese Christian Fellowship			-\$ 350.00
REFUND	10/10/2023		Bond Refund -Town hall key bond, Town hall venue bond - Without alcohol	\$ 350.00	
EFT36906	10/11/2023	Promotional Exposure			-\$ 1,760.00
INV 1543	19/10/2023		Town Hall events Comedy Gold show - 50% deposit	\$ 1,760.00	
EFT36907	10/11/2023	Susan Ensie McDougall			-\$ 50.00
REFUND	20/10/2023		Bond Refund - Community Room key bond	\$ 50.00	
EFT36908	10/11/2023	Warren Blackwood Waste			-\$ 14,863.70
18837	15/10/2023		Household recycling services Domestic waste, Commercial waste, Street bins, Commercial waste	\$ 4,727.10	
18838	22/10/2023		Street bins, commercial waste	\$ 5,409.50	
18839	29/10/2023		Domestic waste, Commercial waste, Street bins, Commercial waste	\$ 4,727.10	
EFT36909	10/11/2023	McLeods Lawyers			-\$ 187.00
131869	20/09/2023		Annual audit - total fees	\$ 187.00	
EFT36910	10/11/2023	AMPAC Debt Recovery			-\$ 254.10
100244	22/09/2023		Debt recovery Fees inc GST	\$ 254.10	
EFT36911	10/11/2023	Slavin Architects			-\$ 53,021.10
INV 1112	12/09/2023		Architect consultant	\$ 6,600.00	

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INV 1118	28/09/2023	Landscaping consultant	\$	4,125.00	
INV 1130	10/10/2023	Architect consultant	\$	10,105.70	
INV 1137	17/10/2023	Hydraulic consutlant	\$	16,570.40	
INV 1138	24/10/2023	Landscaping consultant	\$	1,100.00	
INV 1139	26/10/2023	Mechanical consultant	\$	8,800.00	
INV 1141	31/10/2023	Electrcial consultant, Civil consultant	\$	5,720.00	
EFT36912	10/11/2023	Blights Auto Electric		-\$	195.00
20752	18/10/2023	Saleyard generator - Labour & materials	\$	195.00	
EFT36913	10/11/2023	City of Albany		-\$	8,305.00
102878	20/10/2023	Library SPYDUS software, Annual fee	\$	8,305.00	
EFT36914	10/11/2023	Child Support Agency		-\$	755.99
DEDUCTION	08/11/2023	Payroll Deduction for staff 08/11/2023	\$	755.99	
EFT36915	10/11/2023	Katanning Co-Operative Bulk Handling		-\$	50.00
REFUND	10/10/2023	Bond refund - Community Room key bond	\$	50.00	
EFT36916	10/11/2023	Gower Industries		-\$	99.00
3631	31/10/2023	Materials - Depot - Gloves, Buffing disc	\$	99.00	
EFT36917	10/11/2023	Katanning Vet Clinic		-\$	37.36
1 172867	17/10/2023	Material - Animal control - Anti-biotics	\$	37.36	
EFT36918	10/11/2023	Katanning Stock & Trading		-\$	766.50
664	04/09/2023	Monthly purchases: maintencnace - Piesse Park materials, KLC materials, Swimming Pool materials	\$	340.70	
665	11/09/2023	Swimming Pool materials, Town Hall Public Toilets materials, Recreation Centre materials, 25 Marmion Dr materials, Tools	\$	280.60	
667	20/09/2023	8 Austral Trc materials, Refuse Site materials, Admin Building materials, Town Square Public Toilets materials, Depot materials, Tools	\$	145.20	
EFT36919	10/11/2023	QFH Multiparts		-\$	276.35
909741576	17/10/2023	Materials - Depot - Hand wash	\$	33.99	
909747112	18/10/2023	P825 - Flexgun, Grease, Ring, Grease	\$	242.36	
EFT36920	10/11/2023	Wurth Australia		-\$	1,498.90
4320665911	15/09/2023	Materials - Plant expendable stores	\$	1,419.33	
4320666262	15/09/2023	Workshop restock	\$	79.57	
EFT36921	10/11/2023	Wy Wurry Electrical		-\$	2,724.00
INV 06364	19/10/2023	Elec Repairs Admin - Replace water cooling unit, Repair RCD fault	\$	2,724.00	
EFT36922	13/11/2023	Shire of Katanning		-\$	3,541.43
A528	25/08/2023	Shire of Katanning	ESL - A528 - 19 Charles Street Katanning	\$	111.43
A3771	25/08/2023	Shire of Katanning	ESL - A3771 - 7 Kaatanup Loop Katanning	\$	98.00
A3773	25/08/2023	Shire of Katanning	ESL - A3773 - 9 Kaatanup Loop Katanning	\$	98.00
A3774	25/08/2023	Shire of Katanning	ESL - A3774 - 16 Kaatanup Loop Katanning	\$	98.00
A3784	25/08/2023	Shire of Katanning	ESL - A3784 - 2/5 Kaatanup Loop Katanning	\$	98.00
A3785	25/08/2023	Shire of Katanning	ESL - A3785 - 1/5 Kaatanup Loop Katanning	\$	98.00
A3786	25/08/2023	Shire of Katanning	ESL - A3786 - 3/5 Kaatanup Loop Katanning	\$	98.00
A3829	25/08/2023	Shire of Katanning	ESL - A3829 - 1/25 Kaatanup Loop Katanning	\$	98.00

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A3830	25/08/2023	Shire of Katanning	ESL - A3830 - 2/25 Kaatanup Loop Katanning	\$	98.00
A3831	25/08/2023	Shire of Katanning	ESL - A3831 - 3/25 Kaatanup Loop Katanning	\$	98.00
A3832	25/08/2023	Shire of Katanning	ESL - A3832 - 4/25 Kaatanup Loop Katanning	\$	98.00
A3833	25/08/2023	Shire of Katanning	ESL - A3833 - 1/27 Kaatanup Loop Katanning	\$	98.00
A3834	25/08/2023	Shire of Katanning	ESL - A3834 - 2/27 Kaatanup Loop Katanning	\$	98.00
A3787	25/08/2023	Shire of Katanning	ESL - A3787 - 4/5 Kaatanup Loop Katanning	\$	98.00
A3788	25/08/2023	Shire of Katanning	ESL - A3788 - 4/8 Kaatanup Loop Katanning	\$	98.00
A3790	25/08/2023	Shire of Katanning	ESL - A3790 - 2/8 Kaatanup Loop Katanning	\$	98.00
A3791	25/08/2023	Shire of Katanning	ESL - A3791 - 1/8 Kaatanup Loop Katanning	\$	98.00
A3825	25/08/2023	Shire of Katanning	ESL - A3825 - 1/6 Kaatanup Loop Katanning	\$	98.00
A3826	25/08/2023	Shire of Katanning	ESL - A3826 - 2/6 Kaatanup Loop Katanning	\$	98.00
A3827	25/08/2023	Shire of Katanning	ESL - A3827 - 3/6 Kaatanup Loop Katanning	\$	98.00
A3828	25/08/2023	Shire of Katanning	ESL - A3828 - 4/6 Kaatanup Loop Katanning	\$	98.00
A3835	25/08/2023	Shire of Katanning	ESL - A3835 - 3/27 Kaatanup Loop Katanning	\$	98.00
A3761	25/08/2023	Shire of Katanning	ESL - A3761 - 11 Kaatanup Loop Katanning	\$	98.00
A3762	25/08/2023	Shire of Katanning	ESL - A3762 - 15 Kaatanup Loop Katanning	\$	98.00
A3763	25/08/2023	Shire of Katanning	ESL - A3763 - 17 Kaatanup Loop Katanning	\$	98.00
A3764	25/08/2023	Shire of Katanning	ESL - A3764 - 19 Kaatanup Loop Katanning	\$	98.00
A3789	25/08/2023	Shire of Katanning	ESL - A3789 - 3/8 Kaatanup Loop Katanning	\$	98.00
A3839	25/08/2023	Shire of Katanning	ESL - A3839 - 3/21 Kaatanup Loop Katanning	\$	98.00
A3836	25/08/2023	Shire of Katanning	ESL - A3836 - 4/27Kaatanup Loop Katanning	\$	98.00
A3837	25/08/2023	Shire of Katanning	ESL - A3837 - 1/21 Kaatanup Loop Katanning	\$	98.00
A3838	25/08/2023	Shire of Katanning	ESL - A3838 - 2/21 Kaatanup Loop Katanning	\$	98.00
A3840	25/08/2023	Shire of Katanning	ESL - A3840 - 4/21 Kaatanup Loop Katanning	\$	98.00
A1194	25/08/2023	Shire of Katanning	ESL - A1194 - 1 Synnott Avenue Katanning	\$	98.00
A1746	25/08/2023	Shire of Katanning	ESL - A1746 - 92 Piesse Street Katanning	\$	98.00
A3020	25/08/2023	Shire of Katanning	ESL - A3020 - Lot 964 Kierle Street Katanning	\$	98.00
A3139	25/08/2023	Shire of Katanning	ESL - A3139 - 52 Austral Terrace Katanning	\$	98.00
EFT36923	21/11/2023	Avantgarde Technologies		-\$	4,500.10
ES 1970	01/11/2023		Repair CCTV system - Town Centre Nov 2023	\$	1,420.10
ES 1978	10/11/2023		Labour & materials	\$	3,080.00
EFT36924	21/11/2023	Dormakaba Australia		-\$	3,436.49
35WA1145518	19/10/2023		Inspections - Automatic doors Admin Building	\$	68.26
35WA1145519	19/10/2023		Aquatic Centre	\$	165.00
35WA1145531	19/10/2023		Admin Building	\$	591.71
35WA1145532	19/10/2023		Library, Art Gallery	\$	165.00
35WA1145533	19/10/2023		Changing Places	\$	165.00
35WA1145534	19/10/2023		Katanning Medical centre	\$	495.00
35WA1145535	19/10/2023		Admin Building	\$	68.26
35WA1145536	19/10/2023		Admin Building	\$	68.26
35WA1145539	19/10/2023		KLC	\$	990.00
35WA1145515	19/10/2023		Admin Building	\$	660.00
EFT36925	21/11/2023	Paull & Warner Resources		-\$	275.00

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S139044	25/10/2023	Fire detection & Alarm - Admin - Oct 2023	\$	275.00	
EFT36926	21/11/2023	BGL Solutions		-\$	4,215.40
INV 6046	19/10/2023	Retic Parts - Prosser Park -Labour & materials	\$	1,095.31	
INV 6074	01/11/2023	Admin building	\$	365.85	
INV 6079	02/11/2023	I25 sprinklers, Freight	\$	1,313.24	
INV 6080	02/11/2023	I20 sprinklers	\$	1,441.00	
EFT36927	21/11/2023	Bartco Traffic Equipment Pty Ltd		-\$	462.00
25564	27/10/2023	Software subscription 01/11/2023 - 31/10/2024	\$	462.00	
EFT36928	21/11/2023	Liberty Oil Australia		-\$	19,084.82
FI311004248	27/10/2023	Supplies - Depot - Bulk Diesel	\$	19,084.82	
EFT36929	21/11/2023	McIntosh & Son Perth Branch		-\$	434.08
1850361	17/10/2023	Parts - P836 - Front glass	\$	434.08	
EFT36930	21/11/2023	Test & Tag Training		-\$	3,948.00
303116	16/10/2023	Testing & Tagging - Training to staff - Depot	\$	3,948.00	
EFT36931	21/11/2023	Canon Australia		-\$	577.49
8123434744	04/11/2023	Adming Copier charges - Oct 2023	\$	577.49	
EFT36932	21/11/2023	ABA Security & Electrical		-\$	1,167.51
36578	30/10/2023	Install security system - Rec Centre	\$	161.96	
36598	31/10/2023	Alarm code change	\$	333.50	
36599	31/10/2023	Labour & materials	\$	672.05	
EFT36933	21/11/2023	WA Contract Ranger Services		-\$	4,908.75
5131	04/11/2023	Ranger Services 23/10/2023 - 05/11/2023	\$	4,908.75	
EFT36934	21/11/2023	Edwards Motors		-\$	1,961.52
31413	05/10/2023	Parts - P793 - Raker gauge	\$	12.00	
31492	13/10/2023	Key, Freight, Cut to code, Freight	\$	587.07	
31496	13/10/2023	Gauges	\$	24.00	
31538	19/10/2023	Service kit	\$	468.14	
31611	27/10/2023	Brake shoes, Brake drum, Freight	\$	595.72	
31637	31/10/2023	Filter kit	\$	274.59	
EFT36935	21/11/2023	Hersey's Safety		-\$	2,753.71
SH48573	14/09/2023	Supplies - Depot - PPE, Guide post's	\$	1,774.71	
SH48574	14/09/2023	Mark Paint, Litter Pickers, Brushcutter cord, Rags	\$	979.00	
EFT36936	21/11/2023	Katanning Cleaning		-\$	14,872.00
5	05/11/2023	Cleaning Contract - Oct 2023 Town Hall, Town Square public toilets, Lions Park , AAPG, Piesse Park public toilets, Lake Ewlyamartup BBQs, Lake Ewlyamartup public toilets, Lions Park BBQs, AAPG BBQs & tables, Changing Places	\$	14,872.00	
EFT36937	21/11/2023	Integrated ICT		-\$	223.30
29146	30/09/2023	Software subscriptions - Antivirus - Sep 2023	\$	223.30	
EFT36938	21/11/2023	Team Global Express Pty Ltd		-\$	284.99
591 S408620	19/03/2023	Freight - KLC	\$	23.61	
607 S408620	03/09/2023	ABC Distribution	\$	99.90	
608 S408620	10/09/2023	Various frieght	\$	86.26	

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613 S408620	22/10/2023	Zenith Laundry	\$	75.22	
EFT36939	21/11/2023	Integrity Management Solutions		-\$	6,050.00
INV 0259	06/11/2023	Subscription renewal - Compliance software	\$	6,050.00	
EFT36940	21/11/2023	White Gum Cafe		-\$	240.00
INV 0100	08/11/2023	Catering - Council Forum	\$	240.00	
EFT36941	21/11/2023	Grants Empire		-\$	330.00
2251	07/11/2023	Grants Consultant - ECH - letters of support - Payment 1 of 2	\$	330.00	
EFT36942	21/11/2023	Premier Smash Repairs		-\$	1,263.34
18638	17/10/2023	Supply & Fit Windscreen - KA673 -Labour & materials	\$	1,263.34	
EFT36943	21/11/2023	Katanning Aquatic Sports		-\$	11,000.00
INV 0189	19/10/2023	KAC - contract Management - 2023/24	\$	11,000.00	
EFT36944	21/11/2023	Belinda Knight		-\$	33,400.25
BK 149	31/10/2023	Additional services - Creditors, Bank Rec, fuel stock & BAS	\$	16,080.00	
BK 150	31/10/2023	Monthly charge, Additional services - Rates & Audit preparation	\$	17,320.25	
EFT36945	21/11/2023	Exurban Rural & Regional Planning		-\$	10,523.48
URP 4435	02/11/2023	Town Planning Consultancy - Oct 2023	\$	10,523.48	
EFT36946	21/11/2023	CGS Tyres		-\$	13.00
1010007	07/11/2023	Parts - Mower - Drive belt	\$	13.00	
EFT36947	21/11/2023	Warren Blackwood Waste		-\$	11,743.00
18834	08/10/2023	Household recycling - 02/10/2023 - 04/10/2023	\$	5,409.50	
18863	02/11/2023	Waste & Recycle	\$	924.00	
18882	03/11/2023	30/10/2023 - 01/11/2023	\$	5,409.50	
EFT36948	21/11/2023	IT Vision		-\$	3,983.10
39204	27/10/2023	Staff training - creditors	\$	864.60	
39171	27/10/2023	Payroll EOY Service	\$	3,118.50	
EFT36949	21/11/2023	McLeods Lawyers		-\$	359.70
132196	29/09/2023	Lease agreement - Katanning Shooting Club	\$	359.70	
EFT36950	21/11/2023	Katanning Regional Business Association		-\$	5,711.75
INV 0847	16/11/2023	Rates Prizes & Administration fee	\$	5,711.75	
EFT36951	21/11/2023	Australian Taxation Office		-\$	126,456.00
20230525	25/05/2023	PAYG periods 11/05/2023 - 24/05/2023	\$	31,950.00	
28092023	28/09/2023	14/09/2023 - 27/09/2023	\$	29,550.00	
12102023	12/10/2023	28/09/2023 - 11/10/2023	\$	33,532.00	
26102023	26/10/2023	12/10/2023 - 25/10/2023	\$	31,424.00	
EFT36952	21/11/2023	AMPAC Debt Recovery		-\$	654.50
101104	31/10/2023	Debt recovery - Rates	\$	484.00	
101134	31/10/2023	Debt recovery - Rates	\$	170.50	
EFT36953	21/11/2023	Slavin Architects		-\$	12,430.00
INV 1145	07/11/2023	ECH - Planning - Electrical Consultant	\$	7,480.00	
INV 1152	09/11/2023	Architect Consultant	\$	4,950.00	
EFT36954	21/11/2023	Katanning H Hardware		-\$	537.35
106025602	09/10/2023	BBQ gas	\$	79.90	

Schedule of Accounts Paid - November 2023

106025751	11/10/2023	Hardware	\$	30.53	
102027629	13/10/2023	Drill bit	\$	19.95	
103001316	19/10/2023	Fittings	\$	209.00	
106026532	26/10/2023	Starpicket caps	\$	50.95	
106026519	26/10/2023	Star pickets, Duct tape	\$	119.07	
106026536	26/10/2023	Thread tape	\$	27.95	
EFT36955	21/11/2023	BTW Rural Supplies		-\$	5,888.50
39668	15/08/2023	Trimmer line	\$	139.00	
39669	16/08/2023	Labour, Parts, Freight	\$	349.00	
39713	17/08/2023	Gas bottle	\$	95.00	
40095	28/09/2023	Assorted retic supplies	\$	103.60	
40149	04/10/2023	Coupling, Freight	\$	870.00	
40148	04/10/2023	Brush cutter heads	\$	480.00	
40182	06/10/2023	Various parts	\$	1,105.00	
40184	06/10/2023	Fuel can	\$	31.00	
40209	09/10/2023	Rotator heads	\$	287.00	
40321	18/10/2023	Rotator sprinkler heads	\$	566.30	
40436	27/10/2023	Pressure cleaner	\$	1,660.00	
40362	27/10/2023	Sprinkler heads	\$	202.60	
EFT36956	21/11/2023	Water Corporation		-\$	2,297.23
90 07809 50 8	11/10/2023	Water usage - Langawiera Rd Standpipe	\$	881.48	
90 07809 30 5	12/10/2023	Usage, Service charge	\$	193.40	
90 07810 13 8	13/10/2023	Usage, Service charge	\$	597.65	
90 07810 67 2	16/10/2023	Usage, Service charge	\$	624.70	
EFT36957	21/11/2023	Australia Post		-\$	2,161.87
1012799059	03/11/2023	Aust Post Admin and stationary -Oct 23	\$	2,161.87	
EFT36958	21/11/2023	National Livestock Reporting Service		-\$	742.50
2400013413	31/10/2023	Saleyard Marketing Report - Oct 23	\$	742.50	
EFT36959	21/11/2023	Blights Auto Electric		-\$	306.25
20729	13/10/2023	Air con repairs - KA.25138 - Labour & gas	\$	306.25	
EFT36960	21/11/2023	Dhu South Electrical		-\$	1,617.00
5205	07/11/2023	Re-gas air con Rec Centre - Labour, Materials	\$	1,617.00	
EFT36961	21/11/2023	SOS Office Equipment		-\$	101.94
SOS618097	31/10/2023	KLC copier charges - Oct 2023	\$	101.94	
EFT36962	21/11/2023	BOC Limited		-\$	102.67
4035207688	29/10/2023	Container service - Depot - Oxygen, Depot - Argon welding, Acetylene, Argoshield, KAC - Medical oxygen, Saleyards - CO2	\$	102.67	
EFT36963	21/11/2023	Gnowangerup Auto Electrics		-\$	440.44
INV 0382	16/10/2023	AVL update to 4G - Katanning Central Fire Appliance	\$	220.22	
INV 0383	16/10/2023	Labour, Travel,	\$	220.22	
EFT36964	21/11/2023	RSPCA WA		-\$	4,500.00
IN000866	06/10/2023	Community grants prog - Round 2 -Action Day	\$	4,500.00	

Schedule of Accounts Paid - November 2023

EFT36965	21/11/2023	Beilby Downing Teal			-\$ 4,895.00
BESI05970	31/10/2023		CEO Recruitment - 4th & Final Stage	\$ 4,895.00	
EFT36966	21/11/2023	Omnicom Media Group Australia Pty Ltd			-\$ 388.72
1675677	31/10/2023		Advertising - GSH - Vacancies	\$ 388.72	
EFT36967	21/11/2023	Tyrepower Katanning			-\$ 4,864.80
157686	06/10/2023		Tyre repairs - Labour & materials	\$ 1,730.00	
157659	11/10/2023		KA.1993, Trailer, Truck	\$ 1,869.80	
157791	13/10/2023		Tyre repair kit	\$ 82.00	
157897	23/10/2023		Labour & materials	\$ 492.00	
157992	26/10/2023		Labour & materials	\$ 691.00	
EFT36968	21/11/2023	Wagin SWAT Pest Control			-\$ 756.25
INV 00028	01/11/2023		Pest control - Saleyards - Labour & materials	\$ 756.25	
EFT36969	21/11/2023	ABC Distributors WA			-\$ 208.56
162309	02/11/2023		Cleaning supplies - Depot & Admin Building	\$ 208.56	
EFT36970	21/11/2023	AFGRI Equipment			-\$ 371.11
2765401	03/10/2023		Parts - Grader Filters	\$ 371.11	
EFT36971	21/11/2023	Autosmart WA South West & Great Southern			-\$ 148.95
1112493	25/10/2023		Materials - P834 - Solvent, Rags	\$ 148.95	
EFT36972	21/11/2023	Clever Patch			-\$ 250.65
513779	27/10/2023		Supplies - Library - Craft resources	\$ 250.65	
EFT36973	21/11/2023	Coca-Cola Amatil			-\$ 2,084.59
232593872	02/11/2023		KLC Kiosk - Water, Flavoured drinks	\$ 1,112.64	
232647158	09/11/2023		Water, Flavoured beverages	\$ 971.95	
EFT36974	21/11/2023	Cutting Edges Equipment Parts			-\$ 3,022.80
3357903	06/11/2023		Parts - cutting edges - P825, P856	\$ 3,022.80	
EFT36975	21/11/2023	Ray Ford Signs			-\$ 48.68
13057	01/11/2023		Council chambers - Name block plaques	\$ 48.68	
EFT36976	21/11/2023	Graham's Small Motor Centre			-\$ 40.50
176	23/10/2023		Parts - KA.25381 - Fuel line, Spark plug	\$ 40.50	
EFT36977	21/11/2023	Grande Food Service			-\$ 878.74
4221550	01/11/2023		KLC Kiosk - Fresh food, Confectionary, Cleaning materials	\$ 552.92	
4221895	08/11/2023		Frozen foods, Snack foods	\$ 325.82	
EFT36978	21/11/2023	Katanning Glass Supplies			-\$ 699.60
8143	10/11/2023		Reglaze broken glass panels - KLC	\$ 699.60	
EFT36979	21/11/2023	Katanning Plant Hire			-\$ 264.00
INV 1131	02/11/2023		Supplies airport - Metal dust	\$ 264.00	
EFT36980	21/11/2023	Kojonup Embroidery			-\$ 325.00
9595	07/11/2023		Uniforms logo	\$ 325.00	
EFT36981	21/11/2023	Katanning Stock & Trading			-\$ 1,364.40
671	11/10/2023		Materials - 8 Austral Tce Recreation Centre, Swimming Pool	\$ 74.40	
687	15/11/2023		Hot water system	\$ 1,290.00	
EFT36982	21/11/2023	Landgate			-\$ 200.66
388184	24/10/2023		Valuation services 16/09/2023 - 13/10/2023	\$ 200.66	

Schedule of Accounts Paid - November 2023

EFT36983	21/11/2023	LOGO Appointments			-\$ 5,060.25
H3083	01/11/2023	Contracted services EMCCS - 28/10/2023	\$	5,060.25	
EFT36984	21/11/2023	McIntosh & Sons			-\$ 374.00
1837036	04/09/2023	Parts - KA.25381 - Seat covers, Freight	\$	341.00	
1838140	08/09/2023	Freight not charged on Inv 1818015	\$	33.00	
EFT36985	21/11/2023	Modern Teaching Aids			-\$ 486.59
45670920	26/10/2023	Materials - Library - Storage trolley	\$	231.88	
45671819	27/10/2023	Craft supplies	\$	194.26	
45677985	01/11/2023	Craft resources	\$	60.45	
EFT36986	21/11/2023	QFH Multiparts			-\$ 22.00
909801808	27/10/2023	Parts - P869 - Hoses as per sample	\$	22.00	
EFT36987	21/11/2023	PFD Food Services			-\$ 2,020.65
LI947817	25/10/2023	KLC Kiosk - Oil & frozen foods, Frozen goods, Cleaning materials	\$	1,046.60	
LJ218040	01/11/2023	Frozen foods, Snack foods, Cleaning materials	\$	974.05	
EFT36988	21/11/2023	Public Libraries WA			-\$ 250.00
457	30/10/2023	Annual membership 2023/2024 - Category 2	\$	250.00	
EFT36989	21/11/2023	RAECO			-\$ 124.85
591722	31/10/2023	Materials - Library - Spine labels	\$	124.85	
EFT36990	21/11/2023	SEEK Limited			-\$ 984.50
700213527	03/11/2023	Advertising - DCEO position	\$	984.50	
EFT36991	21/11/2023	T-Quip			-\$ 1,968.50
123025 26	19/09/2023	Parts - P831 - PTO Shaft	\$	977.00	
123977 10	23/10/2023	Flail single	\$	991.50	
EFT36992	21/11/2023	Tudor House			-\$ 4,230.00
7853	31/10/2023	Assorted flags	\$	4,230.00	
EFT36993	21/11/2023	V & G Canvas & Trimming			-\$ 2,217.60
1776	07/11/2023	Install privacy Screen - KAC	\$	2,217.60	
EFT36994	21/11/2023	Albany V-Belt & Rubber			-\$ 734.84
IN382659	11/10/2023	Service kits - KA.130, KA.25293, KA.25293, KA.25293, Ute	\$	350.20	
IN382803	12/10/2023	Oil Filter	\$	58.86	
IN383331	19/10/2023	Rags, Spongolite, Magic Trees, Trefolex, Lanilin, Lubricant	\$	325.78	
EFT36995	21/11/2023	Watkins Plumbing			-\$ 1,755.55
2346	02/11/2023	Plumbing repairs - Amherst Village	\$	1,755.55	
EFT36996	21/11/2023	WA Tyre Recovery			-\$ 3,301.00
INV 2675	27/10/2023	Refuse site operations - Tyre removal	\$	3,301.00	
EFT36997	21/11/2023	Katanning Nutrien Ag Solutions			-\$ 61.38
909549228	13/09/2023	Materials depot - Forklift gas bottle,	\$	61.38	
EFT36998	21/11/2023	Wy Wurry Electrical			-\$ 3,159.00
INV 06382	26/10/2023	Replace oven - Amherst Village	\$	117.00	
INV 06396	09/11/2023	Labour & materials	\$	2,850.00	
INV 06401	09/11/2023	Labour, Materials	\$	192.00	
Total				-\$ 522,543.44	

Schedule of Accounts Paid - November 2023

Payroll Payments	Date	Name	Description	Amount	Total
Pay	09/11/2023	Payroll			\$ 116,795.54
			Payroll PAY 10	\$ 116,795.54	
Pay	23/11/2023	Payroll			\$ 107,397.74
			Payroll PAY 11	\$ 107,397.74	
			Total		\$ 224,193.28

Cheque Payments	Date	Name	Description	Amount	Total
42461	13/11/2023	Shire of Katanning	Payroll deductions		-\$ 474.00
DEDUCTION	27/09/2023	Shire of Katanning	Payroll deductions	\$ 72.00	
DEDUCTION	27/09/2023	Shire of Katanning	Payroll deductions	\$ 52.00	
DEDUCTION	11/10/2023	Shire of Katanning	Payroll Deductions	\$ 72.00	
DEDUCTION	11/10/2023	Shire of Katanning	Payroll Deductions	\$ 52.00	
DEDUCTION	25/10/2023	Shire of Katanning	Payroll Deductions	\$ 66.00	
DEDUCTION	25/10/2023	Shire of Katanning	Payroll Deductions	\$ 52.00	
DEDUCTION	08/11/2023	Shire of Katanning	Payroll Deductions	\$ 60.00	
DEDUCTION	08/11/2023	Shire of Katanning	Payroll Deductions	\$ 48.00	
			Total		-\$ 474.00

Direct Debit Payments	Date	Name	Description	Amount	Total
DD32446.4	13/11/2023	Synergy			-\$ 2.39
251 079 810 OCT	24/10/2023		Charges tower Consumption & Supply	\$ 2.39	
DD32458.2	14/11/2023	Synergy			-\$ 95.59
148 310 600 OCT	25/10/2023		Consumption & supply charge, 22 Austral Tce	\$ 95.59	
DD32461.2	16/11/2023	Synergy			-\$ 12.83
303 539 720 OCT	27/10/2023		Consumption, Supply charge, 1 Synnot Ave	\$ 12.83	
DD32470.1	20/11/2023	Synergy			-\$ 368.27
638 847 540 OCT	31/10/2023		Street lighting - usage	\$ 368.27	
DD32475.1	08/11/2023	Aware Super			-\$ 13,138.65
SUPER	08/11/2023		Payroll deductions	\$ 11,817.96	
DEDUCTION	08/11/2023		Payroll Deduction	\$ 731.56	
DEDUCTION	08/11/2023		Payroll Deductions	\$ 522.27	
DEDUCTION	08/11/2023		Payroll Deduction	\$ 66.86	
DD32475.2	08/11/2023	Australian Prime Superannuation			-\$ 488.69
SUPER	08/11/2023		Payroll deductions	\$ 488.69	
DD32475.3	08/11/2023	mobiSuper			-\$ 227.89
SUPER	08/11/2023		Payroll deductions	\$ 227.89	
DD32475.4	08/11/2023	Australian Retirement Trust			-\$ 1,817.76

Schedule of Accounts Paid - November 2023

SUPER	08/11/2023	Payroll deductions	\$	415.26	
DEDUCTION	08/11/2023	Payroll Deductions	\$	1,402.50	
DD32475.5	08/11/2023	Panorama Super			-\$ 328.88
SUPER	08/11/2023	Payroll deductions	\$	328.88	
DD32475.6	08/11/2023	MLC Masterkey Personal			-\$ 244.14
SUPER	08/11/2023	Payroll deductions	\$	244.14	
DD32475.7	08/11/2023	Hostpkus Superannuation Fund			-\$ 568.81
SUPER	08/11/2023	Payroll deductions	\$	568.81	
DD32475.8	08/11/2023	Australian Super			-\$ 1,053.55
SUPER	08/11/2023	Payroll deductions	\$	1,053.55	
DD32475.9	08/11/2023	Zurich Australian Insurance Limited			-\$ 248.57
SUPER	08/11/2023	Payroll deductions	\$	248.57	
DD32489.1	02/11/2023	West Australian Treasury Corporation			-\$ 89,794.22
158	03/11/2023	Loan No. 158 Principal payment	\$	89,794.22	
DD32489.2	04/11/2023	West Australian Treasury Corporation			-\$ 77,659.70
159	03/11/2023	Loan No. 159 P & I payments	\$	26,146.37	
160	03/11/2023	Loan No. 160 P & I payments	\$	8,893.53	
161	03/11/2023	Loan No. 161 P & I payments	\$	13,078.72	
162	03/11/2023	Loan No. 162 P & I payments	\$	7,587.83	
163	03/11/2023	Loan No. 163 P & I payments	\$	11,525.46	
164	03/11/2023	Loan No. 164 P & I payments	\$	10,427.79	
DD32490.1	15/11/2023	SG Fleet Australia			-\$ 1,054.37
AUSG00557848	31/10/2023	Vehicle lease CESM	\$	1,054.37	
DD32490.2	02/11/2023	Synergy			-\$ 12,117.37
977 854 430 OCT	13/10/2023	Electricity - Library, KLC, 8 Austral Tce - Oct 23	\$	12,117.37	
DD32490.3	07/11/2023	Synergy			-\$ 713.06
154 025 290 OCT	18/10/2023	Electricity Saleyards - consumption	\$	713.06	
DD32490.4	16/11/2023	Synergy			-\$ 169.32
239 593 320 OCT	27/10/2023	Electricity - 1 Warren Rd - consumption	\$	169.32	
DD32490.5	10/11/2023	Synergy			-\$ 827.10
303 663 850 OCT	23/10/2023	Electricity - 42 Austral Tce - consumption	\$	827.10	
DD32490.6	09/11/2023	Synergy			-\$ 211.79
328 938 170 OCT	23/10/2023	Electricity - 38 Austral Tce - consumption	\$	211.79	
DD32496.1	22/11/2023	Aware Super			-\$ 12,991.40
SUPER	22/11/2023	Payroll deductions	\$	11,691.96	
DEDUCTION	22/11/2023	Payroll Deductions	\$	721.23	
DEDUCTION	22/11/2023	Payroll Deductions	\$	518.04	
DEDUCTION	22/11/2023	Payroll Deductions	\$	60.17	
DD32496.2	22/11/2023	Australian Prime Superannuation Fund			-\$ 429.51

Schedule of Accounts Paid - November 2023

SUPER	22/11/2023	Payroll deductions	\$	429.51	
DD32496.3	22/11/2023	mobiSuper			-\$ 230.18
SUPER	22/11/2023	Payroll deductions	\$	230.18	
DD32496.4	22/11/2023	NQ Super & Pension			-\$ 7.20
SUPER	22/11/2023	Payroll deductions	\$	7.20	
DD32496.5	22/11/2023	Australian Retirement Trust			-\$ 5,517.06
SUPER	22/11/2023	Payroll deductions	\$	869.56	
DEDUCTION	22/11/2023	Payroll Deductions	\$	4,647.50	
DD32496.6	22/11/2023	Panorama Super			-\$ 328.88
SUPER	22/11/2023	Payroll deductions	\$	328.88	
DD32496.7	22/11/2023	MLC Masterkey Personal			-\$ 231.30
SUPER	22/11/2023	Payroll deductions	\$	231.30	
DD32496.8	22/11/2023	Hostplus Superannuation Fund			-\$ 519.64
SUPER	22/11/2023	Payroll deductions	\$	519.64	
DD32496.9	22/11/2023	Australian Super			-\$ 1,023.63
SUPER	22/11/2023	Payroll deductions	\$	1,023.63	
DD32475.10	08/11/2023	Cbus			-\$ 310.38
SUPER	08/11/2023	Payroll deductions	\$	310.38	
DD32475.11	08/11/2023	Colonial First State			-\$ 324.91
SUPER	08/11/2023	Payroll deductions	\$	324.91	
DD32475.12	08/11/2023	Rest Siperannuation			-\$ 557.75
SUPER	08/11/2023	Payroll deductions	\$	557.75	
DD32475.13	08/11/2023	Retail Employees Superannuation Trust			-\$ 214.94
SUPER	08/11/2023	Payroll deductions	\$	214.94	
DD32496.10	22/11/2023	Zurich Australian Insurance Limited			-\$ 233.74
SUPER	22/11/2023	Payroll deductions	\$	233.74	
DD32496.11	22/11/2023	CBUS			-\$ 298.53
SUPER	22/11/2023	Payroll deductions	\$	298.53	
DD32496.12	22/11/2023	Colonial First State			-\$ 292.85
SUPER	22/11/2023	Payroll deductions	\$	292.85	
DD32496.13	22/11/2023	Rest Superannuation			-\$ 439.53
SUPER	22/11/2023	Payroll deductions	\$	439.53	
DD32496.14	22/11/2023	Retail Employees Superannuation Trust			-\$ 188.62
SUPER	22/11/2023	Payroll deductions	\$	188.62	
Total				-\$	225,283.00

Notes	EFT Total	\$	522,543.44	47%
*No cancellation for EFT	Cheque Total	\$	474.00	1%
*Only one cheque was issued	Payroll Total	\$	224,193.28	24%
*Credit Card transactions will be added to next reporting period.	Direct Debit Total	\$	225,283.00	28%
	Credit Card Total	\$	-	0%
		\$	972,493.72	100%



Shire of
Katanning
Heart of the Great Southern

Monthly Statement of Financial Activity
For the period ended
30 November 2023



Heart of the Great Southern



SHIRE OF KATANNING

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 November 2023**

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

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SHIRE OF KATANNING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	5,020,494	5,019,881	5,016,303	(3,578)	(0.07%)	
Grants, subsidies and contributions	12	1,820,827	1,070,638	331,738	(738,900)	(69.01%)	▼
Fees and charges		1,889,732	1,263,514	1,287,688	24,174	1.91%	▲
Interest revenue		384,000	166,900	145,438	(21,462)	(12.86%)	▼
Other revenue		261,707	107,288	118,659	11,371	10.60%	▲
Profit on asset disposals	4	195,378	18,830	0	(18,830)	(100.00%)	▼
		9,572,138	7,647,051	6,899,826	(747,225)	(9.77%)	
Expenditure from operating activities							
Employee costs		(4,776,332)	(2,064,117)	(1,955,053)	109,064	5.28%	▲
Materials and contracts		(4,517,078)	(1,381,590)	(1,111,573)	270,017	19.54%	▲
Utility charges		(508,844)	(202,707)	(128,667)	74,040	36.53%	▲
Depreciation		(5,342,903)	(2,220,740)	0	2,220,740	100.00%	▲
Finance costs		(133,326)	(55,558)	(55,559)	(1)	(0.00%)	
Insurance		(460,713)	(460,712)	(230,719)	229,993	49.92%	▲
Other expenditure		(365,151)	(156,129)	(124,701)	31,428	20.13%	▲
Loss on asset disposals	4	(34,996)	0	0	0	0.00%	
		(16,139,343)	(6,541,553)	(3,606,272)	2,935,281	44.87%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,182,521	2,333,553	31,491	(2,302,062)	(98.65%)	▼
Amount attributable to operating activities		(1,384,684)	3,439,051	3,325,045	(114,006)	(3.32%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	471,593	215,492	82,666	(132,826)	(61.64%)	▼
Proceeds from disposal of assets	4	434,500	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		21,041	10,418	10,418	0	0.00%	
		927,134	225,910	93,084	(132,826)	(58.80%)	
Outflows from investing activities							
Payments for financial assets at amortised cost - self supporting loans		(21,041)	0	0	0	0.00%	
Payments for property, plant and equipment	3	(2,985,072)	(821,838)	(543,821)	278,017	33.83%	▲
Payments for construction of infrastructure	3	(1,311,811)	(684,351)	(195,764)	488,587	71.39%	▲
Amount attributable to investing activities		(3,390,790)	(1,280,279)	(646,500)	633,779	49.50%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	2	2,163,356	0	0	0	0.00%	
		2,163,356	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	9	(284,958)	(152,618)	(152,618)	0	0.00%	
Payments for principal portion of lease liabilities	10	(15,095)	0	0	0	0.00%	
Transfer to reserves	2	(732,497)	0	(81,665)	(81,665)	0.00%	▼
		(1,032,550)	(152,618)	(234,283)	(81,665)	(53.51%)	
Amount attributable to financing activities		1,130,806	(152,618)	(234,283)	(81,665)	(53.51%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,644,668	3,644,668	3,740,273	95,605	2.62%	▲
Amount attributable to operating activities		(1,384,684)	3,439,051	3,325,045	(114,006)	(3.32%)	▼
Amount attributable to investing activities		(3,390,790)	(1,280,279)	(646,500)	633,779	49.50%	▲
Amount attributable to financing activities		1,130,806	(152,618)	(234,283)	(81,665)	(53.51%)	▼
Surplus or deficit after imposition of general rates		0	5,650,822	6,184,535	533,713	9.44%	▲

KEY INFORMATION

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

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

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

SHIRE OF KATANNING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	30 June 2023 \$	30 Nov 2023 \$
CURRENT ASSETS			
Cash and cash equivalents	1	10,971,581	11,895,434
Trade and other receivables		1,379,661	3,163,351
Other financial assets		4,317,399	4,312,165
Inventories	6	20,508	59,449
TOTAL CURRENT ASSETS		16,689,149	19,430,399
NON-CURRENT ASSETS			
Trade and other receivables		268,322	268,322
Other financial assets		392,607	416,292
Property, plant and equipment		58,915,949	59,313,766
Infrastructure		159,526,253	159,868,020
Right-of-use assets		15,319	15,319
Intangible assets		56,839	56,839
TOTAL NON-CURRENT ASSETS		219,175,289	219,938,558
TOTAL ASSETS		235,864,438	239,368,957
CURRENT LIABILITIES			
Trade and other payables	7	859,231	731,244
Other liabilities	11	4,422,028	4,754,875
Lease liabilities	10	15,095	15,095
Borrowings	9	284,958	143,522
Employee related provisions	11	630,441	630,441
Other provisions	11	1,112,890	1,070,890
TOTAL CURRENT LIABILITIES		7,324,643	7,346,067
NON-CURRENT LIABILITIES			
Lease liabilities	10	955	955
Borrowings	9	3,300,081	3,300,081
Employee related provisions		100,850	100,850
Other provisions		573,804	573,804
TOTAL NON-CURRENT LIABILITIES		3,975,690	3,975,690
TOTAL LIABILITIES		11,300,333	11,321,757
NET ASSETS		224,564,105	228,047,200
EQUITY			
Retained surplus		96,166,558	99,567,987
Reserve accounts	2	7,733,795	7,815,461
Revaluation surplus		120,663,752	120,663,752
TOTAL EQUITY		224,564,105	228,047,200

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

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

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

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 03 December 2023

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 Nov 2023
(a) Net current assets used in the Statement of Financial Activity	Supplementary Information			
Current assets		\$	\$	\$
Cash and cash equivalents	1	5,896,054	10,971,581	11,895,434
Trade and other receivables		1,320,712	1,379,661	3,163,351
Other financial assets		4,343,573	4,317,399	4,312,165
Inventories	6	20,508	20,508	59,449
		11,580,847	16,689,149	19,430,399
Less: current liabilities				
Trade and other payables	7	(859,231)	(859,231)	(731,244)
Other liabilities	11	(4,422,028)	(4,422,028)	(4,754,875)
Lease liabilities	10	0	(15,095)	(15,095)
Borrowings	9	0	(284,958)	(143,522)
Employee related provisions	11	(630,441)	(630,441)	(630,441)
Other provisions	11	(1,112,890)	(1,112,890)	(1,070,890)
		(7,024,590)	(7,324,643)	(7,346,067)
Net current assets		4,556,257	9,364,506	12,084,332
Less: Total adjustments to net current assets	Note 2(c)	(4,556,257)	(5,624,233)	(5,899,797)
Closing funding surplus / (deficit)		0	3,740,273	6,184,535

(b) Non-cash amounts excluded from operating activities

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

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	4	(195,378)	(18,830)	0
Less: Movement in liabilities associated with restricted cash				7,806
Add: Loss on asset disposals	4	34,996	0	0
Add: Depreciation		5,342,903	2,220,740	0
- Financial assets at amortised cost - term deposits				23,685
- Pensioner deferred rates		0	15,173	0
- Employee provisions		0	(19,362)	0
- Other provisions		0	135,832	0
Total non-cash amounts excluded from operating activities		5,182,521	2,333,553	31,491

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 Nov 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	2	(6,302,936)	(7,733,795)	(7,815,460)
Less: Financial assets at amortised cost - self supporting loans	6		0	10,367
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	0	284,958	143,522
- Current portion of lease liabilities	10	0	15,095	15,095
- Current portion of other provisions held in reserve		1,116,238	1,179,068	1,116,238
- Current portion of employee benefit provisions held in reserve	2	630,441	630,441	630,441
Total adjustments to net current assets	Note 2(a)	(4,556,257)	(5,624,233)	(5,899,797)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %
	\$	%
Revenue from operating activities		
Grants, subsidies and contributions	(738,900)	(69.01%)
<i>Grants yet to be received for the following purposes: Local Roads & Community Infrastructure, Every Club Grant, Insurance Scheme bonus</i>		
Fees and charges	24,174	1.91%
<i>Additional income from KLC Kiosk, KLC Membership Fees & Refuse Site Disposal Fees</i>		
Interest revenue	(21,462)	(12.86%)
<i>Interest is yet to be processed on Municipal, Reserve and WATC term deposits.</i>		
Other revenue	11,371	10.60%
<i>Additional income received for training reimbursements, and workers' compensation reimbursements.</i>		
Profit on asset disposals	(18,830)	(100.00%)
<i>2023/2024 Asset Register reconciliations are yet to be carried out, as a result no disposals have been processed.</i>		
Expenditure from operating activities		
Employee costs	109,064	5.28%
<i>Reduced costs primarily in area of Workers' Compensation Insurance, training & development, and works program</i>		
Materials and contracts	270,017	19.54%
<i>Administration & housing allocations, and stock on hand are yet to be processed.</i>		
Utility charges	74,040	36.53%
<i>Reduced costs primarily for street lighting - query if creditor has been processed in wrong month.</i>		
Depreciation	2,220,740	100.00%
<i>2023/2024 Asset Register reconciliations are yet to be carried out, as a result no depreciation has been processed.</i>		
Insurance	229,993	49.92%
<i>Second instalment of insurances processed in October, YTD budget does not reflect the twice yearly payment.</i>		
Other expenditure	31,428	20.13%
<i>Expenses less than expected on Councillor's donations, Shop Front Enhancement subsidies, tourism contributions</i>		
Non-cash amounts excluded from operating activities	(2,302,062)	(98.65%)
<i>2023/2024 Asset Register reconciliations are yet to be carried out, as a result no depreciation has been processed.</i>		
Inflows from investing activities		
Proceeds from capital grants, subsidies and contributions	(132,826)	(61.64%)
<i>Reduced income due to RRG grant lower than expected, R2R yet to be claimed, and ChargeUp grant yet to be claimed</i>		
Outflows from investing activities		
Payments for property, plant and equipment	278,017	33.83%
<i>Refer to Note 3 for details on Capital Program</i>		
Payments for construction of infrastructure	488,587	71.39%
<i>Refer to Note 3 for details on Capital Program</i>		
Outflows from financing activities		
Transfer to reserves	(81,665)	0.00%
<i>Reserve fund reconciliations are yet to be carried out, and as such no transfers to/from Reserve funds have occurred</i>		
Surplus or deficit at the start of the financial year	95,605	2.62%
<i>Pending finalisation of 2022/2023 Annual Financial Report</i>		
Surplus or deficit after imposition of general rates	533,713	9.44%
<i>Pending finalisation of 2022/2023 Annual Financial Report</i>		

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
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SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	4,079,974	7,815,460	11,895,434		CBA	0.25%	
Term Deposit	Financial assets at amortised cost	0	4,322,532	4,322,532		WATC	4.13%	
Total		4,079,974	12,137,992	16,217,966	0			
Comprising								
Cash and cash equivalents		4,079,974	7,815,460	11,895,434	0			
Financial assets at amortised cost		0	4,322,532	4,322,532	0			
		4,079,974	12,137,992	16,217,966	0			

KEY INFORMATION

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

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

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

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

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfer s In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfer s Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	744,023	25,050	0	0	769,073	744,023	7,856	0	0	751,879
Plant Replacement Reserve	511,587	14,300	50,687	(300,000)	276,574	511,587	5,402	0	0	516,989
Amherst Village Building Maintenance Reserve	181,757	2,400	10,000	(40,000)	154,157	181,757	1,919	0	0	183,676
Amherst Village Refundable Deposit Reserve	1,179,038	42,200	0	(105,000)	1,116,238	1,179,038	12,450	0	0	1,191,488
Old Saleyards Reserve	915,887	32,000	0	(350,000)	597,887	915,887	9,671	0	0	925,558
Waste Management Reserve	438,651	14,400	0	0	453,051	438,651	4,632	0	0	443,283
Land & Building Reserve	1,607,621	55,350	10,000	(1,081,506)	591,465	1,607,621	16,976	0	0	1,624,597
Land & Building Facilities for Seniors Reserve	350,819	11,500	0	(60,000)	302,319	350,819	3,704	0	0	354,523
Regional Sheep Saleyards Reserve	698,238	25,000	140,000	(96,850)	766,388	698,238	7,373	0	0	705,611
Christmas Decoration Reserve	62,810	1,820	10,000	(50,000)	24,630	62,810	663	0	0	63,473
GRV Revaluation Reserve	63,369	1,830	10,000	(50,000)	25,199	63,369	669	0	0	64,038
Quartermaine Oval Reserve	306,030	8,840	50,000	0	364,870	306,030	3,232	0	0	309,262
KLC Facilities Reserve	225,788	8,280	102,310	0	336,378	225,788	2,384	0	0	228,172
Election Reserve	34,237	890	10,000	(30,000)	15,127	34,237	362	0	0	34,599
Library Building Reserve	17,886	530	2,500	0	20,916	17,886	189	0	0	18,075
Community & Economic Development Reserve	270,770	8,900	0	0	279,670	270,770	2,859	0	0	273,629
Lake Ewlyamartup Facilities Reserve	20,575	550	5,000	0	26,125	20,575	217	0	0	20,792
Parks & Playgrounds Reserve	62,328	1,680	15,000	0	79,008	62,328	658	0	0	62,986
Katanning Aquatic Centre Reserve	6,959	1,180	15,000	0	23,139	6,959	73	0	0	7,032
Housing Reserve	35,422	300	45,000	0	80,722	35,422	374	0	0	35,796
	7,733,795	257,000	475,497	(2,163,356)	6,302,936	7,733,795	81,665	0	0	7,815,460

3 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	1,174,875	437,710	118,408	(319,302)
Plant and equipment	1,144,681	79,690	421,913	342,223
Motor Vehicles	288,230	68,230	0	(68,230)
Equipment	206,144	121,932	0	(121,932)
Paintings & Sculptures	171,142	114,276	3,500	(110,776)
Acquisition of property, plant and equipment	2,985,072	821,838	543,821	(278,017)
Infrastructure - roads	1,031,898	521,404	170,129	(351,275)
Footpaths	31,836	31,836	0	(31,836)
Parks & Ovals	92,000	76,665	0	(76,665)
Other	129,597	27,966	25,635	(2,331)
Bridges	26,480	26,480	0	(26,480)
Acquisition of infrastructure	1,311,811	684,351	195,764	(488,587)
Total capital acquisitions	4,296,883	1,506,189	739,584	(766,605)
Capital Acquisitions Funded By:				
Capital grants and contributions	471,593	215,492	0	(215,492)
Other (disposals & C/Fwd)	434,500	0	0	0
Reserve accounts				
Plant Replacement Reserve	300,000		0	0
Amherst Village Building Maintenance Reserve	40,000		0	0
Amherst Village Refundable Deposit Reserve	105,000		0	0
Old Saleyards Reserve	350,000		0	0
Land & Building Reserve	1,081,506		0	0
Land & Building Facilities for Seniors Reserve	60,000		0	0
Regional Sheep Saleyards Reserve	96,850		0	0
Christmas Decoration Reserve	50,000		0	0
GRV Revaluation Reserve	50,000		0	0
Election Reserve	30,000		0	0
Contribution - operations	1,227,434	1,290,697	739,584	(551,113)
Capital funding total	4,296,883	1,506,189	739,584	(766,605)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

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

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

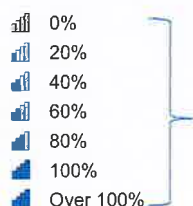
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

3 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

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

		Adopted		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
0304	Equipment (GEM)	71,712	0	0	0
AC001	Purchase Of 01Ka Ceo	68,230	68,230	0	(68,230)
CC05	Cctv Upgrades	25,000	12,500	0	(12,500)
CC07	Cctv - Town Upgrades	109,432	109,432	0	(109,432)
Z212	Amherst Bathroom Renovations	40,000	10,000	0	(10,000)
ST75	ECH Planning	1,029,875	427,710	118,408	(309,302)
PP04	Piesse Lake Residential Development	105,000	3,369	0	(3,369)
2676	Noongar Story Public Artwork Project (STP)	171,142	114,276	3,500	(110,776)
2677	Meeting Place and Fire Pit Project (STP)	92,000	76,665	0	(76,665)
Z250	Cemetery Toilet Facilities	105,000	0	0	0
OI104	Wayfinding Signage	580	580	0	(580)
C010	Cullen Street Slk 0.00-0.70 (R2R)	13,334	13,334	0	(13,334)
C011	Clive St Carriageway (Conroy/Piesse)	32,062	32,062	0	(32,062)
C120	Curlew Street Slk 0.00-1.36 Gravel Resheet	3,409	3,409	0	(3,409)
C123	Tree Street Slk 0.00-0.35 Gravel Resheet	3,409	3,409	0	(3,409)
C127	Warren Road Slk 4.8-7.8 (Rrg)	14,009	14,009	0	(14,009)
C129	Carew Street Slk 0.62-0.947 (Rrg)	42,484	16,994	449	(16,545)
C131	Lake Coyrecup Road Slk 0.026-5.286 (R2R)	574	574	0	(574)
C132	Tabenup Road Slk 0.00-2.00 (R2R)	5,665	5,665	0	(5,665)
C133	Kiddie Road Slk 0.00-2.10 Gravel Resheet	5,430	5,430	0	(5,430)
C134	Dore Street Realignment & Associated Works	350,000	174,999	0	(174,999)
C135	Clive St - Slk 1.713-2.013 Asphalt Kobeelya To Piesse (Rrg)	200,000	0	0	0
C136	Pemle St - Slk 0.00-0.96 Reseal (Rrg)	110,000	0	0	0
C137	Butterworth Rd Slk 0.0-6.6 Resheet (R2R)	103,000	102,999	25,378	(77,621)
C138	Kelly Rd - Slk 4.1-10.2 Resheet (R2R)	112,337	112,335	143,032	30,697
C669	Clive Street Slk 1.05-1.93 (Rrg)	8,371	8,371	0	(8,371)
C679	Coate Street (Carew St To Conroy St) Council	21,814	21,814	0	(21,814)
C680	Emu Lane Resurfacing	6,000	6,000	1,270	(4,730)
C682	Cornwall Street Footpath	25,926	25,926	0	(25,926)
C688	Clive Street Footpath (Conroy To Piesse - Southern Side)	5,052	5,052	0	(5,052)
C689	Synott Avenue Footpath (Warren To Braeside)	858	858	0	(858)
C126	Bokarup Street Footbridge	26,480	26,480	0	(26,480)
AC011	Purchase Of Ka11363	256,043	0	0	0
AC047	Generator 60Kva	17,000	17,000	0	(17,000)
AC084	Purchase Of Mower - Ka25148	62,690	62,690	0	(62,690)
AC089	Purchase Of Prime Mover Ka24635	350,000	0	355,337	355,337
AC090	Purchase Of Sweeper Ka25293	394,198	0	0	0
AC022	Purchase Of Ka24568	55,000	0	0	0
AC072	Purchase Of Ka108	55,000	0	0	0
AC092	Purchase Of 1Ekh462 (Grader Ute)	55,000	0	0	0
AC093	Purchase Of Ka130 - Utility Depot	55,000	0	0	0
AC091	Purchase Of Sweeper - Saleyards	64,750	0	66,576	66,576
O33R1	Chargeup Charging Station	24,017	24,017	25,607	1,590
OI108	Standpipe Upgrades	0	0	28	28
		4,296,883	1,506,189	739,584	(766,605)

4 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	226,043	379,500	188,454	(34,997)			0	0
	Motor Vehicles	48,075	55,000	6,925	0			0	0
		274,118	434,500	195,379	(34,997)	0	0	0	0
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Governance								
	Toyota Prado 01KA (MV131)	48,075	55,000	6,925	0	0	0	0	0
	Transport								
	Hino Tip Truck KA11363 (P1)	0	70,000	70,000	0			0	0
	Isuzu DMAX SX C/Cab KA108 (MV135)	24,452	25,000	548	0		0	0	0
	Generator 60kva (PE145)	0	5,000	5,000					
	Vibrating Hand Roller KA8838 (PE91)	2,040	3,000	960	0		0	0	0
	Ford Ranger Ute 1EKH462 (MV82)	0	25,000	25,000	0	0	0	0	0
	John Deere Mower - KA25148 (PE196)	14,879	18,500	3,621	0	0	0	0	0
	Cat 924H Loader KA24397 (PE124)	42,676	45,000	2,324	0	0	0	0	0
	Prime Mover KA24635 (PE175)	0	80,000	80,000	0	0	0	0	0
	Sweeper KA25293 (PE202)	111,920	100,000	0	(11,920)	0	0	0	0
	Toyota Hilux Dual Cab KA25652 (MV137)	30,076	7,000	0	(23,076)	0	0	0	0
	Ford BF Ute KA130 (PE66)	0	1,000	1,000	0		0	0	0
		274,118	434,500	195,378	(34,996)	0	0	0	0

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

5 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	1,181,929	1,181,929
Levied this year		5,016,303
Less - collections to date	(0)	(3,152,036)
Gross rates collectable	1,181,929	3,046,196
Net rates collectable	1,181,929	3,046,196
% Collected	0.0%	50.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,528)	40,563	15,045	36,424	283,541	369,045
Percentage	(1.8%)	11.0%	4.1%	9.9%	76.8%	
Balance per trial balance						
Trade receivables	(6,528)	40,563	15,045	36,424	283,541	369,045
Other receivables		14,211				14,211
GST receivable		48,752				48,752
Allowance for credit losses of other receivables					(314,853)	(314,853)
Total receivables general outstanding						117,155

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

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

Classification and subsequent measurement

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

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

**SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

6 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2023
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	(5,133)	(5,234)		(10,367)
Inventory				
Fuel	20,508	38,941		59,449
Total other current assets	15,375	33,707	0	49,082

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	4,525	110	0	0	4,635
Percentage	0.0%	97.6%	2.4%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	4,525	110	0	0	4,635
Accrued salaries and wages					62,001	62,001
ATO liabilities		90,243				90,243
Other payables		232,006				232,006
Rates paid in Advance					78,702	78,702
Bonds & Deposits					246,539	246,539
Accrued Interest on Loans					17,118	17,118
Total payables general outstanding						731,244
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.119201	1,201	20,289,429	2,418,509	1,000	2,419,509	2,413,147	(744)	2,412,403
Unimproved value									
Unimproved Value	0.007540	203	228,209,000	1,720,696		1,720,696	1,719,218		1,719,218
Sub-Total		1,404	248,498,429	4,139,205	1,000	4,140,205	4,132,365	(744)	4,131,621
Minimum payment									
Minimum Payment \$									
Gross rental value									
Gross Rental Value	1,152	609	3,903,900	701,568		701,568	707,049		707,049
Unimproved value									
Unimproved Value	1,152	153	10,332,181	176,256		176,256	177,633		177,633
Sub-total		762	14,236,081	877,824	0	877,824	884,682	0	884,682
Concession						(2,685)			
Amount from general rates						5,015,344			5,016,303
Ex-gratia rates						5,150			
Total general rates						5,020,494			5,016,303

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

FINANCING ACTIVITIES

9 BORROWINGS

Repayments - borrowings

Information on borrowings		Principal Repayments			Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
New Administration Building	158	2,039,001	(51,053)	(103,076)	1,987,948	1,935,925	(38,741)	(90,527)
<i>Repayments due November & May</i>								
Aged & Key Worker Housing	159	601,113	(22,207)	(44,560)	578,906	556,553	(3,939)	(11,827)
<i>Repayments Due November & May</i>								
Plant - Watercart	160	128,873	(12,254)	(16,702)	116,619	112,171	(561)	(1,942)
<i>Repayments due November & May</i>								
Plant - Grader	161	189,521	(19,515)	(24,562)	170,006	164,959	(824)	(2,856)
<i>Repayments Due November & May</i>								
Plant - Road Sweeper	163	200,374	(19,515)	(39,384)	180,859	160,990	(3,536)	(7,989)
<i>Repayments Due November & May</i>								
Plant - Truck	164	181,290	(17,656)	(35,633)	163,634	145,657	(3,200)	(7,228)
<i>Repayments Due November & May</i>								
		3,340,172	(142,200)	(263,917)	3,197,972	3,076,255	(50,801)	(122,369)
Self supporting loans								
Katanning Country Club		200,374	(10,418)	(21,041)	189,956	179,333	(4,758)	(10,957)
<i>Repayments Due November & May</i>								
		200,374	(10,418)	(21,041)	189,956	179,333	(4,758)	(10,957)
Total		3,540,546	(152,618)	(284,958)	3,387,928	3,255,588	(55,559)	(133,326)
Current borrowings		284,958			143,522			
Non-current borrowings		3,255,588			3,244,406			
		3,540,546			3,387,928			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
SG Fleet	22401/00	16,050		(15,096)	16,050	954		0
Total		16,050	0	(15,096)	16,050	954	0	0
Current lease liabilities		15,095			15,095			
Non-current lease liabilities		955			955			
		16,050			16,050			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		85,285	0	332,847		418,132
Capital grant/contributions liabilities		4,336,743	0	0	0	4,336,743
Total other liabilities		4,422,028	0	332,847	0	4,754,875
Employee Related Provisions						
Provision for annual leave		297,782	0			297,782
Provision for long service leave		332,659	0			332,659
Total Provisions		630,441	0	0	0	630,441
Other Provisions						
Amherst Refundable Deposits		1,112,890	0		(42,000)	1,070,890
Total Other Provisions		1,112,890	0	0	(42,000)	1,070,890
Total other current liabilities		6,165,359	0	332,847	(42,000)	6,456,206

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability			Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$
Grants and subsidies						
Governance	0			30,063	30,063	4,000
General purpose funding	0			154,000	66,500	56,040
Law, order, public safety	0			250,173	54,978	53,979
Health	0			0	0	307
Education and welfare	0			244,334	20,246	10,809
Housing	0			10,000	10,000	0
Recreation and culture	0			32,346	19,846	0
Transport	0			245,878	190,878	196,604
Economic services	0			854,033	678,127	10,000
	0	0	0	1,820,827	1,070,638	331,738
Grant Detail						
Financial Assistance Grants				0	0	57,494
ESL Administration Fee (GPF)				4,000	4,000	4,000
Commissions & Contributions (TPL)				90,000	37,500	43,226
Debt Collection Legal Expenses Reimbursement (GPI)				150,000	62,500	(1,454)
Insurance Scheme Surplus (ADM)				30,063	30,063	0
Grant Income - Fire Prevention				77,000	0	0
BFB LGGS Income				47,580	23,580	21,042
CESM Contributions & Reimbursements				125,593	31,398	32,937
Every Club Grant Scheme 2022-2025				25,000	12,500	0
Youth Activities Grant Income (CDOW)				34,834	17,416	8,709
Seniors Week Grant Income (CDOW)				1,000	415	0
National Youth Week Grant Income (CDOW)				1,000	415	0
Thank-A-Volunteer Day Grant Income				1,000	1,000	0
Piaf Grant Income				1,000	1,000	0
Cultural Awareness				25,000	0	0
Lotterywest - Community Capacity Building				120,000	0	0
Harmony Festival Grant Income (CDOW)				60,500	0	2,100
Grant Income - Other Housing				10,000	10,000	0
Direct Road Grant (MRBD)				153,378	153,378	153,378
Street Light Subsidy (MRBD)				2,500	0	0
Regional Venues Improvement Fund Grant Income				5,346	5,346	0
Retb Exhibition Reimbursements				2,000	2,000	0
Grant Income - Saleyards				7,500	7,500	0
Drought Affected Communities Grant				300,000	300,000	0
Local Roads & Community Infrastructure Phase 1 Grant				18,390	18,390	0
Local Roads & Community Infrastructure Phase 2 Grant				102,237	102,237	0
Local Roads & Community Infrastructure Phase 3 Grant				175,906	0	0
Local Roads & Community Infrastructure Phase 4A Grant				250,000	250,000	0
Grant Revenue (HAI)				0	0	307
Grant Income (EDV)				0	0	10,000
	0	0	0	1,820,827	1,070,638	331,739

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023		(As revenue)	30 Nov 2023	30 Nov 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Unspent Capital Grants & Subsidies	85,285			85,285	418,132			
Transport	0			0		458,440	202,339	82,666
Economic services	0			0		13,153	13,153	0
	85,285	0	0	85,285	418,132	471,593	215,492	82,666
Capital Grant Detail								
Unspent Grants	85,285			85,285	85,285			0
Regional Road Group Grant				0		268,817	107,527	82,666
Roads to Recovery Funding				0		189,623	94,812	0
Chargeup Charging Station Grant				0		13,153	13,153	0
	85,285	0	0	85,285	85,285	471,593	215,492	82,666

BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF KATANNING

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 Katanning resolved on 21 December 2023 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Katanning 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 area**” is defined in clause 2.2(1)(b);

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

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

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

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Katanning

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

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

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

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

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

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

“Rules” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (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 Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

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

1.3 Repeal

The Local Law relating to Bushfire Brigades is repealed.

1.4 Application

This local law applies throughout the district.

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 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 officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **“brigade area”**); and
 - (c) appoint –
 - (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; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.

- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications 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 to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first 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 first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and 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 determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act 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.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (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 the Rules.
 - (2) In this clause –
 “commencement day” means the day on which this local law comes into operation.
-

Division 5 – Dissolution of bush fire brigade

2.6 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, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 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 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 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.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law 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 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

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

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his 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.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) 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; and
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March or April each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 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 is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 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).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 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, 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.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 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 bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. 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.

4.2 Fire fighting members

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

4.3 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.

4.4 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 Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

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

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 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; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government 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).

6.3 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.

6.4 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.

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;
 - “**local law**” means the Shire of Katanning Bush Fire Brigades Local Law; and
 - “**normal brigade activities**” is defined by section 35A of the Act
- (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 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications 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 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 local government.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; 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 DFES 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, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; 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, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) 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 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) revoking 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.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 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 the local government's Bush Fire Operating Procedures.

3.2 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.

3.3 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.

3.4 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.

3.5 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).

3.6 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 is to 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.

3.7 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;
 - (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, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (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 and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may 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) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) 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 by giving at least 7 days notice to all brigade members and to the Chief 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) establishing 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.

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 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) elect the brigade officers from among the brigade members;
 - (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.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member 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 despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (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 bush fire brigade at the annual general meeting.
- (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 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 bush fire brigade 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.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques 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) he or she 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 her or his 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 to the registered 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) facsimile 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 printing 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 -

Dated: _____

The Common Seal of the Shire of Katanning was affixed by authority of a resolution of the Council in the presence of -

Kirsty D'Aprile
PRESIDENT

Peter Klein
CHIEF EXECUTIVE OFFICER



Shire of
Katanning
Heart of the Great Southern

Volunteer Bushfire Brigade
Guidelines and Procedures

DECEMBER 2023



Heart of the Great Southern

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Bushfire Operational Procedure (BOP)	23-45
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The following Plans and Policies are to be read in conjunction with these guidelines.

Bushfire Act 1954

Aboriginal Cultural Heritage Act 1974

Work Health and Safety Act 2020

Shire of Katanning Code of Conduct

Equal Opportunity Act 1984

State Hazard Plan – Fire

State EM Policy - Emergency Public Information.

State EM Policy - Community Evacuations.

State EM Policy - Traffic Management During Emergencies.

There may be other Plans and Policies that are relevant to this document, please refer to those if required.

Road Verge Burning Procedure	41-42
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Guidelines Review

Date	Details of amendment	Amended by	Approved By
21 October 2014	Guidelines initiated and endorsed by BFAC	Produced by CESM in consultation Bushfire Advisory Committee	BFAC
17 December 2014			Endorsed by Council
24 April 2018	Update on information in BOP'S	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council
30 October 2020	Update information	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council December 2020
November 2022	Update Training, WHS and Covid Procedures	CESM in consultation with CEO, CBFCO, DCBFCO	Endorsed by Council December 2022
October 2023	Update Aboriginal Cultural Heritage Act 1974. Update to reflect DRAFT Bushfire Local Law	CESM IN consultation with CBFCO DCBFCO	Endorsed by Council

Distribution of the Katanning Bushfire Guidelines will be to all Fire Control Officers, Shire CEO, Shire CESM New members, Shire Website.

GENERAL NOTES / RECOMMENDED FUTURE CHANGES

Acronyms

AIIMS – Australasian Inter – Services Incident Management System.
ACH Act 1974 – Aboriginal Cultural Heritage Act 1974
BFB – Bushfire Brigades.
BFAC – Bushfire Advisory Committee.
BOPS – Brigade Operational Procedures.
CBFCO – Chief Bushfire Control Officer.
CESM – Community Emergency Services Manager.
CEO – Chief Executive Officer.
DBFCO – Deputy Bushfire Control Officer.
PaW – Parks and Wildlife.
DFES – Department for Fire and Emergency Services.
DO – District Officer.
FCP – Forward Control Point.
FCO – Fire Control Officer.
FRS – Fire and Rescue Service.
HVMB - Harvest and Vehicle Movement Ban
ISG – Incident Support Group
LGGS – Local Government Grant Scheme.
OMS – Operational Management System.
SMS – Short Message Service.
SEMP – State Emergency Management Policy.
TRK – Training Resource Kit.
UHF – Ultra High Frequency.
VHF – Very High Frequency.
DER - Department of Environment and Regulation

FIRE AND EMERGENCY SERVICES AUTHORITY OF WESTERN AUSTRALIA ACT 1998

SECTION 37 - PROTECTION FROM LIABILITY

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

(1a) without limiting subsection (1) a person is taken to be performing a function under an emergency services act if the person is -

- (a) A member or officer of a private fire brigade or a volunteer fire brigade who take part in an activity carried out by the brigade for the purpose for which it was formed.
- (b) A volunteer firefighter who is carrying out normal brigade activities (within the meaning of the Bushfire Act 1954).

IT IS THE RESPONSIBILITY OF EVERYONE ON THE FIRE GROUND TO MAKE THE ENVIRONEMENT AS SAFE AS POSSIBLE FOR ALL.

1. VOLUNTEER BUSHFIRE BRIGADES

1.1 ESTABLISHMENT OF A BUSHFIRE BRIGADE

The Council will establish and maintain sufficient Bushfire Brigades to provide proper and adequate fire protection for the municipality.

1.2 NAME AND OFFICERS OF A BUSHFIRE BRIGADE

On establishing a Bushfire Brigade the Local Government is to

- a) Give a name to the Bushfire Brigade and or associated sub-areas.
- b) Specify the area in which the Bushfire Brigade is primarily responsible for carrying out the normal Brigade activities.
- c) Appoint Fire Control Officers.

When considering the appointment of Fire Control Officers, the Local Government is to have regard to the qualifications and experience that may be required to fill each position.

If a position becomes vacant then the Local Government is to appoint a person nominated by the Brigade to fill the vacancy within a specific time frame agreeable to the Local Government and the brigade.

The current Brigade names and profiles are as follows:

Brigade	Profile
Badgebup	Farmer Response
Carrolup	Farmer Response
Central	Rural Brigade
Merrebin	Farmer Response

1.3 COMPOSITION OF BUSHFIRE BRIGADE

Membership of a Brigade may consist of the following categories:

- a) Fire Control Officer (s)
- b) Captain
- c) Fire Control Officer /Captain
- d) Lieutenants
- e) Secretary/Treasurer
- f) Maintenance person
- g) Active Fire Fighting Members
- h) Auxiliary Members
- i) Cadet

Chairperson

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

Captain

A person elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Lieutenants

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

Secretary/Treasurer (if required)

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

Maintenance Officer (or if not appointed the brigade Captain)

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

1.4 ANNUAL GENERAL MEETING

Each Brigade when required to deal with brigade matters should hold its Annual General Meeting during the period March / April at which elections of Brigade Offices shall take place. Brigades shall advise Council of the incoming officers as soon as practical after an AGM so updates can be carried out, and the officers can be ratified by council.

1.5 DISSOLUTION OF A BUSHFIRE BRIGADE

In accordance with Section 41(3) of the Bushfires Act, the Local Government may cancel the registration of a Bushfire Brigade if it is of the opinion that the Bushfire Brigade is or has not complied with:

- a) The Act;
- b) The Local Law
- c) This Bushfire Brigade Procedures or the Rules;
- d) Is not achieving the objective for which it was established.

If the Local Government cancels the registration of a Bushfire Brigade, alternative fire control arrangements are to be made in respect of the Brigade area.

2. RULES GOVERNING THE OPERATION OF BUSHFIRE BRIGADES

2.1 OBJECTS OF BUSHFIRE BRIGADES

The objects of the Bushfire Brigade are to carry out:

- a) The normal Brigade activities.
- b) The functions of the Bushfire Brigade which are specified in the Bushfire Act 1954 and the Shire of Katanning's Bushfire Brigades Guidelines and Procedures.

2.2 MANAGEMENT OF BUSHFIRE BRIGADE

The committee of the Bushfire Brigade is to have the following functions to:

- a) Recommend to the Local Government amendments to this Bushfire Guideline and Procedures.
- b) Propose a motion for consideration at any meeting of the Bushfire Brigade.
- c) Recommend to the Local Government equipment needs to be supplied by the Local Government to the Bushfire Brigades.

2.3 MEETINGS OF BUSHFIRE BRIGADE

Committee Meetings

- a) May be called at any time by the FCO/Capt through the Secretary (if appointed) by giving at least 7 days' notice to all Brigade members and if deemed necessary the Chief Bushfire Control Officer and Community Emergency Services Manager.

Special Meetings

- b) The brigade FCO/Capt through the Secretary (if appointed) is to call a special meeting when 5 or more Brigade members request one in writing.
- c) At least 2 days' notice of a special meeting is to be given by the FCO/Capt through the Secretary (if appointed) to all Brigade members, Chief Bushfire Control Officer and the Community Emergency Services Manager.
- d) In the notice given the FCO/Capt through the Secretary (if appointed) is to specify the business that is to be conducted at the meeting.
- e) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

Annual General Meeting

- a) At least 7 days' notice of the Annual General Meeting is to be given by the FCO/Capt through the Secretary (if appointed) to all Brigade members the Chief Bushfire Control Officer and the Community Emergency Services Manager
- b) At the Annual General Meeting the Bushfire Brigade is to:
 - i. Elect the Brigade officers from among the Brigade members;
 - ii. Consider the Captain's report on the years activities;
 - iii. Adopt the annual financial statements; (if maintained)
 - iv. Appoint an auditor for the ensuing financial year; (if financial are maintained)
 - v. Deal with any general business.

Quorum

The quorum of a meeting of the Bushfire Brigade is at least 50% of the number of officers of the Bushfire Brigade.

Voting

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

2.4 DISAGREEMENTS

Any disagreement between Brigade members may be referred to either the captain or to the Committee. Where a disagreement is considered by the FCO/Capt or the Committee to be of importance to the interest of the Bushfire Brigade. Then the FCO/Capt or Committee as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the Bushfire Brigade. The Local Government by recommendation of the Chief Bushfire Control Officer or CEO is the final authority on matters affecting the Bushfire Brigades and may resolve any disagreement that is not resolved.

2.5 NOTICES

- a) Notices of meetings of the Bushfire Brigade are to be circulated through an agreed format to each Brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (1) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.

- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:
 - i. In writing
 - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer or Secretary if appointed.
 - iii. Given by –
 - a. Personal delivery;
 - b. Post;
 - c. Email.
 - d. SMS
 - e. Bushfire radio network.
 - f. WhatsApp

Taken as the case may be:

- a. at the time of personal delivery
- b. 2 business days after posting; or
- c. on printing of the sender's transmission report.

3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

3.1 RULES TO GOVERN

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

3.2 EQUAL OPPORTUNITY

The Brigade and the Local Government recognise its legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal employment based on merit to ensure that discrimination does not occur on the grounds of:-

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

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

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

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

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

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

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

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

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

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

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

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

3.3 WORK HEALTH AND SAFETY

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

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

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for

performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Volunteer has responsibility in accident and injury protection; and will be encouraged to participate in improving standards of workplace safety and health.

Members are responsible for:

- a) Maintaining work practises that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Brigade Members must follow State Government Health Directives for Emergency Services Volunteers Eg Covid.
- d) Supporting and promoting WHS in the workplace.
- e) Reporting and rectifying unsafe conditions that comes to their notice.
- f) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

3.4 CODE OF CONDUCT

General

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

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

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

See attachment Shire of Katanning Code of Conduct.

Alcohol and Drugs

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

Members must not operate DFES BFB vehicles or private Units whilst under the influence of alcohol, non-prescription drugs or prescription drugs that could change your ability to act in a safe manner.

Members of Other Emergency Services.

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Shire of Katanning CEO who will deal with the matter as in accordance with procedures.

4. COMMITTEE

4.1 BUSHFIRE ADVISORY MEETING

Council shall form and maintain a Bushfire Advisory Committee to formulate for Councils consideration, recommendations and policy on matters relating to bushfire prevention, control and extinguishment, as provided for by Section 67 of the Bushfires Act 1954.

Composition of Voting Delegates

- a) The Shire of Katanning will nominate one council representative to attend meetings.
- b) The Chief Bushfire Control Officer;
- c) The Deputy Chief Bushfire Control Officer;
- d) One Bushfire Control Officer (appointed by the Shire in accordance with the Act) nominated by each Brigade;
- e) Each Brigade shall nominate a proxy to attend at committee meetings where a delegate is unable to attend. It shall be the responsibility of a delegate to notify his/her proxy should he/her for any reason is unable to attend particular meeting.
- f) The Community Emergency Services Manager
- g) Council shall appoint a minute taker.

Observers and Advisors

Observers may attend with no voting rights.

Function

- a) To advise Council on all matters relating to the operation of the Bushfires Act 1954.

To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.2 QUORUM

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

4.3 VOTING

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

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

4.4 BUSHFIRE ADVISORY COMMITTEE RECOMMENDATIONS

Recommendations of the Bushfire Advisory Committee will be referred to the earliest possible meeting of Council.

4.5 MEETINGS

1 Ordinary and Special

Ordinary meetings of the committee shall be held as required.

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

Other meetings of the Committee may be convened:

- a) By the Chairperson.
- b) By written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than two (2) days' notice and stating purpose of the meeting.
- c) By the Council or its nominated members.

The time and venue of meetings shall be determined by the Chairperson, or Council nominated member, having due regard to the general convenience of the Committee members.

4.6 ELECTION OF COMMITTEE MEMBERS

At the preseason BFAC meeting the Committee if required is to recommend the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, Fire Control Officers as appointed to Council. And the Fire Weather Officers as gazetted by DFES.

In the event that the Meeting is unable or unwilling to make such nominations, Council will appoint the above Executive positions.

4.7 USE OF COUNCIL MEETING FACILITIES

Council shall provide use of a Council facility for the ordinary meetings of the Bushfire Brigade Association Meeting and BFAC.

4.8 MINUTES

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

4.9 REPORTS TO THE BUSHFIRE ADVISORY COMMITTEE

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

4.10 APPOINTMENT OF FIRE CONTROL OFFICERS

The Committee shall recommend Fire Control Officers appointments to Council.

5. TRAINING OF MEMBERS

5.1 TRAINING OFFICER

Councils CESM is the Shires Training Coordinator.

5.2 BASIC TRAINING

Council will be responsible for basic training of its bushfire personnel through its Training Coordinator utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies if required.

5.3 COMPLETION OF THE FIREFIGHTERS COURSE

Council requires all registered firefighting brigade members to have completed the following Training. Recognition of prior learning can be taken into consideration.

- a) Local Government Induction Package
- b) Farmer Response Brigades – Rural Fire Awareness.
- c) DFES Appliance Brigade – Induction Package, Bushfire Safety Awareness, Fire Fighting Skills

Council Fire Control Officers are required to complete the following training

- A Fire Control Officer Course and AIIMS Awareness. (AIIMS Awareness training is available online.)
- b) Fire Weather Officers are required to complete the Fire Control Officer Course.

A range of additional training courses are available on request to the CESM. Upon completion Council will arrange for a 'Record of Completion' and personnel protective equipment (PPE) to be presented.

5.4 TRAINING EXPENSES

All training expenses are covered by the Local Government Grant Scheme (LGGs) this includes fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM prior to course date. Receipts are to be presented to the CESM within 5 working days of course completion.

6. BUSHFIRE BRIGADE MEMBERSHIPS

6.1 TYPES

The membership of a Bushfire Brigade consists of the following:

- a) Fire Fighting members
- b) Associate members
- c) Honorary life members
- d) Cadet members.

Fire Fighting Members - Are those persons being at least 16 years of age who are trained or competent to undertake normal Bushfire Brigade activities.

Associated Members - Are those persons who are not 'firefighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade. This is a non-combat role.

Honorary Life Member – The Bushfire Brigade may by simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the Bushfire Brigade.

Cadet Members –

- a) To be aged 11 to 15 years;
- b) To be admitted to membership only with 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 Section 35A of the Act;
- e) Not to be assigned ranks under the Department's rank structure.

6.2 APPLICATION FOR MEMBERSHIP

An application for membership is to be on the DFES Membership Application form for Bushfire Brigades.

6.3 PROCESS FOR APPLICATION FOR MEMBERSHIP

Applications for membership are to be forwarded to the CESM for processing.

6.4 DECISION ON APPLICATION FOR MEMBERSHIP

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

6.5 TERMINATION TO MEMBERSHIP

Membership of the bushfire brigade terminates if the member:

- a) Dies;
- b) Gives written notice of resignation to the Local Government;
- c) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- d) Is dismissed by the Committee;
- e) Is dismissed by the Council;
- f) Does not follow the State Health Direction for Emergency Services volunteers eg Covid
- g) Leaves the district permanently without terminating their Brigade membership, or
- h) Fails to meet the membership criteria.

The brigade secretary is to supply details of terminations to the Local Government CESM. The CESM will then inform DFES of the updates.

7. ADMINISTRATION

7.1 FIRE OCCURRENCE REPORTS.

All fires shall be reported to the CBFCO and the CESM, so Fire Reports can be completed. Who will ensure the incident is entered onto the DFES OMS data base. Reports may also be submitted progressively to the Bushfire Advisory Committee for necessary action.

7.2 CENTRALISING ORDERING

All procurements made for or on behalf of brigades will be through Councils CESM or nominated person who will have due regard to Council existing policies and budgets. No purchases can otherwise be made to suppliers by brigades unless brigades own funds are used.

8. CLOTHING AND FOOTWEAR

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression. These garments may include coveralls, bushfire jacket and pants, safety helmet, gloves, goggles (or full-face respirator) and boots. Minimum standard is long pants, long sleeve shirt from natural fibre, boots, goggles, smoke mask and gloves or (full face respirator). Council through the LGGS will fund the annual purchase of this equipment.

9. COMMUNICATIONS

9.1 RADIO NETWORK FOR FIRE FIGHTING COMMUNICATIONS

DFES shall be responsible for the provision of any necessary Bushfire radios for brigades (WAERN). FCO and brigade vehicles are to establish an efficient radio network for firefighting communications. Records shall be maintained by Local Government of DFES supplied radios and their location. The Black Bushfire Radios are the property of the Shire of Katanning and will be maintained by the Shire of Katanning.

The first WAERN radio allocation for a Fire Control Officer must be installed in their fire unit. Other radio installation locations can be determined by the Fire Control Officer.

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

9.2 MAINTENANCE OF RADIOS.

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

DFES are responsible for the ongoing serviceability for the WAERN radio network. Radios that require maintenance are to be reported to the CESM or nominated person. The CESM will then make sure maintenance work is completed.

10. PURCHASING OF FIRE FIGHTING EQUIPMENT

10.1 PURCHASES

Council may allocate funds from its annual LGGS for purchasing and maintenance of firefighting equipment. The aim when purchasing shall be to DFES standardised firefighting equipment where possible.

All requests from Brigades are to be through the CESM or nominated person. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed correct channel.

10.2 FOAM

An annual quantity of foam, if needed, will be purchased, and stored. Requests can be made through the CESM, CBFCO or nominated person to access the foam.

10.3 FAST FILL TRAILERS

Fast Fill Trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO. The Shire of Katanning will maintain and carry out pre season maintenance.

11. APPLIANCE SHIRE/ DFES

11.1 TASKING OF EQUIPMENT

It is the fire unit owner's responsibility to have the vehicle in a reasonable condition. If Local Government or DFES Officers observe equipment, which it considers as inappropriate for a task or is unsafe, it may be required to be withdrawn from the fire ground.

11.2 MECHANICAL REPAIRS / DAMAGE

Any mechanical repairs of a routine nature required for recognised Bushfire vehicles e.g. DFES Fire Appliance, Fast Fill Trailer shall be directed to Council Workshop Supervisor by the CESM, CBFCO or nominated person.

Accidental damage at an incident caused to fire units, including privately owned equipment will be reported to the CBFCO and Councils CESM immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to Council CESM or CBFCO immediately so the problem can be addressed.

11.3 SERVICING

The CESM or nominated person in consultation with Council's workshop manager will organise for an annual service of all brigade vehicles.

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

- a. All fire units shall be kept clean and free of rubbish when not in use.
- b. Units are not to be used for any private or contact work outside the normal brigade operation.
- c. The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.

- d. Fortnightly vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the CESM or nominated person.

11.4 LICENSING AND INSURANCE

Council shall, through the LGGs Operating budget be responsible for licensing and insurance of Bushfire fighting vehicles, buildings and equipment.

11.5 HOUSING

All DFES fire fighting vehicles and Fast Fill Trainers are to be housed in a garage, shed or other suitable building.

11.6 PRIVATE USE

Under no circumstances is a Brigade firefighting unit to be used for private purposes.

11.7 FUEL

Council will, through the LGGs operating budget, pay for the fuel costs associated with the use of mobile firefighting equipment, subject to the following guidelines: Fuel for the Central Brigade appliance can be obtained through swipe card from the shire depot.

11.8 VEHICLE LOGBOOKS

Vehicle logbooks must be completed each time the vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the driver's signature.

11.9 LOCATION AND OPERATIONAL STATUS OF THE BRIGADE'S APPLIANCES

The brigade FCO/ Capt will at all times keep the CBFCO/ Shire CESM of any change in the day-to-day location and operational status of appliance under the control of a brigade.

11.10 MANNING OF THE FIRE FIGHTING APPLIANCES

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

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

11.11 DRIVERS LICENCE

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

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

11.12 DFES DRIVING GUIDELINES

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

- 1) CODE 1 – Unit to respond with due haste life/property in immediate danger. Must not exceed the speed limit by more 20km/hr.
 - a) Emergency warning lights used at all times during travel and operation at incident.
 - b) Siren must be used during travel to incident.
 - c) All speed signs of the road traffic act to be obeyed
 - d) All traffic lights and road traffic signals/signs to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene and that other traffic will give way to the fire appliance.
 - e) Rail crossing signals and boom gates to be obeyed at all times.

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

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

11.13 INCIDENT CONTROLLER EQUIPMENT REQUESTS

Incident Controller may request through either the Shires CESM or DFES Regional office the hiring of privately owned equipment for fire suppression once Local Government has exhausted its capability. Permission must be sought prior to any machinery or other equipment being utilized.

12. ELECTRICAL EXPENSES

The Council through the LGGS will meet all electrical costs associated with Brigade Fire Stations.

13. INSURANCE COVER

Council will maintain a continuous policy for firefighters and firefighting equipment in accordance with the provision of Section 37 of the Bush Fires Act.

Interest Insured – Injury / Disability /Death to firefighters and assistance whilst in or travelling to or from any place of a bush fire. This includes non-firefighter personnel working under the direction of the Incident Controller.

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

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

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

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

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

14. COUNCIL WORK FORCE – FIRE FIGHTING

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

15. PROTECTIVE BURNING BY BRIGADES ON ANY LAND

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation. These forms are available through the Shire CESM or nominated person.

16. ROADSIDE BURNING

Brigades must seek authorisation through the CEO to conduct any burning of roadside verges outside of a wildfire incident. Please view Burning Roadside Verge Procedure in the BOP.

17. FIRES OUTSIDE SHIRE BOUNDARIES

A Bush Fire brigade member shall notify at the first opportunity to the CESM who in turn will record there attendance outside of the local shire boundaries.

18. WELFARE

18.1 MEALS

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

18.2 PEER SUPPORT

Brigade members are advised that DFES Peer Support personnel are available if required – contact the CESM or People Sense Direct on 1300 307 912. All contacts remain strictly confidential.

18.3 DEBRIEF

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

19. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

Any Incident Controller considering evacuation must comply with the State EM Policy.

20. ROLES AND RESPONSIBILITIES

Chief Bushfire Control Officer

The principle responsibilities of the CBFCO include:

- a) During fire incidents manage the fire incident resources of the local and brigades and support the command functions undertaken by Brigade FCO's. Request activation of the ISG to support the incident if required.
- b) Establish and maintain effective communication and liaison with group personnel and Brigade Officers to facilitate prompt response and recovery to all incidents.
- c) At Local Government level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery to all incidents.

- d) Ensure that Brigade Officers have taken command and correct organisational structure; assigning resources to combat the incidents and undertaking tasks in accordance with established procedures.
- e) Represent the interest of Local Government and its bushfire personnel at a regional level.
- f) Attend any meetings as required or appoint his/her nominee (LEMC and ROAC).

Deputy Chief Bushfire Control Officer

- a) The principle responsibilities of the DCBFCO include:

As per CBFCO above a, b, c

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

Fire Control Officers / Captain

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

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

Brigade Secretary If Appointed

The brigade secretary is to:

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

Fire Weather Officer

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

21. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS

Fire Breaks Inspections.

All fire break inspections will be conducted as near as practical to the compliance date by the Shires duly appointed Officers.

FCO are to notify Shire Officers of non-compliance issues within the rural location. All reported non-compliance issues are addressed internally with strict confidence.

22. BUSHFIRE ACT INFRINGEMENTS

Breaches of the Bushfires Act

Brigade Officers shall report breaches of the Bushfires Act, including details taken of Officers action to the CESM or nominated person. Breaches could include operation of machinery during a HVMB or burning within the Restricted Burn Period without a Permit.

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

23. HARVEST AND VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS

Harvest and vehicle movement bans are implemented by Council Appointed Officers when the Fire Danger Index reaches a nominated figure or the weather /resources on the day require a ban.

Due to changes to the Fire Danger Rating system this section will be updated in 2023 once the changes are implemented and a new figure under the new system is agreed upon.

Once the nominated figure has been reached and consultation with brigade officers has been completed the appointed Officer will notify all those parties on the HVMB SMS list of the ban and of the time the ban will be implemented from. Information on implementing the process can be located in the FCO Operations Handbook which includes notification to all on the Shires HVMB SMS system, WhatsApp Groups, ABC / local radio and email to neighbouring shires.

Removal of the Harvest and Vehicle Movement Ban is retracted by following the procedure on the FCO Operations Handbook.

Any breaches to the Harvest and Vehicle Movement Ban must be immediately reported to the Councils appointed Officer, CBFCO, DCBFCO, FCO and or CESM so the situation can be addressed.

24. TOTAL FIRE BAN

Total Fire Bans are implemented by DFES. Procedure for Total Fire Bans can be located in the Bushfire Act Section 22 or on the DFES website. Total Fire Bans do not impact normal farming activities apart from “hot works”.

25. PERMITS TO BURN PROCEDURE

Permits to Burn are issued by Council appointed Officers ‘Fire Control Officers’ to property owners to carry out burning during the Restricted Burning Time set out in the Councils “Fire Management Requirement Notice”.

Permit holders that do not follow procedures required under a Permit to Burn are to be reported by the FCO to the CBFCO, DCBFCO and or CESM immediately so the situation can be addressed.

FCO’s are NOT to issue Permit to Burn to themselves. The FCO must obtain a permit from another authorised Officer.

On issuing a Permit the Fire Control Officer is to forward a copy to the Shire of Katanning’s CESM so the Permit to Burn can be recorded at the Shire.

Permit To Burn books once completed are to be returned to the Shire as they are a legal document and are required to be stored as such.

26. MORNING RADIO SCHEDS

Radio scheds will take place at an appointed time determined by the CBFCO or nominated Council Appointed Officer. All FCO’s are to be available for scheds and if not available are required to contact the CBFCO/ DCBFCO for that day to discuss items that have been raised on the morning scheds call up.

Morning radio scheds will incorporate the daily weather forecast, and if required information on permits to burn that have been issued within the rural areas.

Brigade
OPERATION
PROCEDURES
BOP's

BUSHFIRE BRIGADE OPERATING PROCEDURES (BOP's)

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Bushfire Operational Procedure

1

INCIDENT NOTIFICATION PROCEDURES

1. **BRIGADES**

- 1.1 The Brigade member assuming the FCO or Incident Controller role at a fire incident shall notify the CBFCO or DCBFCO and the CESM.
 - i. when mobile to a fire incident and or
 - ii. upon arrival at a fire incident.
- 1.2 ASAP on arrival, provide a Situation Report (see Incident Controller Checklist in Handbook) to the CBFCO or DCBFCO and the CESM so situational awareness can be gained and an incident can be created if this has not already be done.
- 1.3 ASAP after arrival complete the “Operations Pre- Starts” and set up a Forward Control Point.
- 1.4 The IC will need to determine if a Bushfire Advice, Watch and Act or an EMERGENCY WARNING will be required. If the CESM is not available, contact the Regional Duty Coordinator (contact number can be located in the FCO Handbook)

Bushfire Operational Procedure

2

DRIVING GUIDELINES

A. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

1. All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven and not exceed the speed limit by more than 20km /hr.
2. Drivers holding “P” Plates may drive appliances as part of Driver Training, however, they are **not** to drive to or at emergency/incidents.
3. Driver is **not** to operate fire appliance for longer than a 12hour shift.

B. CODE 1

Unit to respond with due haste Life/Property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. Siren must be used during travel to incident.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. All Traffic Lights and Road Traffic Signals/Signs to be obeyed “Unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at **ALL** times as well as Roadworks signage and lollipop /Stop signs .

C. CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. No emergency warning lights and sirens are to be used.
2. All Road Traffic Codes to be complied with.

D. DRIVING REQUIREMENTS FOR OFFROAD USE

1. Four-wheel drive vehicles may operate in 4x4 Low Range when driving off road.
2. Minimum speed to be used to ensure safety of occupants.

BOP B2 cont.

3. Exhaust brake were fitted to be engaged as required.

E. GENERAL

1. Bush Firefighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Driver must not use 2-way radios whilst driving.
5. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
6. Smoke hazard signs to be installed on roads where Bush Fire Brigades operating.
7. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

Bushfire Operational Procedure

3

PERSONNEL PROTECTIVE EQUIPMENT FOR BUSHFIRE BRIGADES ON THE FIRE GROUND

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:-

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

All PPE remains under the property of the Local Government and must be returned once a brigade member ceases with the Brigade.

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Coveralls/ Jacket Pants (one or two piece)

Bush Fire Service Approved Helmet as appropriate.

Fire Gloves, Goggles and Smoke Mask or Full-Face Respirator. Fire Boots are available.

EQUIVALENT STANDARD FOR FIREFIGHTERS is cotton/woollen long trousers, long sleeve shirt, safety boots, Fire Gloves, Goggles and Smoke Mask or Full Face Respirator. Helmet as appropriate.

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances and be allowed on the fire ground.
- The appearance and conduct of the Shires Bush Fire Brigade members whilst wearing either operational dress or uniform is to be such that will not cause any criticism upon the Shires Bushfire organisation.

Bushfire Operational Procedure

4

USE OF THE AUSTRALASIAN INTER SERVICES INCIDENT MANAGEMENT SYSTEM AIIMS

Introduction

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents which occur someone must assume control and devote their time and energy to managing the situation. The Shire has adopted the AIIMS Structure to manage all fire incidents. Volunteer Bushfire Brigades are encouraged to obtain training in AIIMS for effective management of emergency situations. (AIIMS Training is available online through the DFES Volunteer Hub)

Initial AIIMS & Forward Control Point

Upon arrival at a fire incident, the Officer In Charge of the first arriving crew will assume responsibility as Incident Controller until relieved by an officer from the responsible agency for the fire. The relieving officer may be another Bushfire Brigade Officer a DPAW, VFRS or DFES Officer.

Amongst the initial tasks arranged by the Incident Controller will be:

- The establishment of a Forward Control Point (FCP).
- Report incident to DFES Comms (The contact number is in the FCO Operational Handbook)
- The gathering of fire ground information, location of infrastructure, fire behaviour, rate of spread, fuel types, prevailing weather conditions, weather forecasts, topography and local knowledge.
- Initiate community warning level if appropriate through the CESM.
- The establishment of what resource are already on the fire ground and if additional resources are required at the particular fire incident.

Understandably, the size of the fire and amount of resources involved will dictate the size of the AIIMS function, which is entirely flexible. AIIMS may be no more than a FCO with a map and Fire Diary on the bonnet of his vehicle. For large scale fires involving several agencies the AIIMS structure may involve a multi-agency team operating from a sophisticated, complex FCP.

Where the size of the fire incident so dictates, Brigades will request assistance from the Shire to establish and maintain an AIIMS structure for a fire incident.

Covid

Brigade Members must adhere to the directions by the State Chief Health Officer given to
Emergency Service Volunteers eg Covid

Bushfire Operational Procedure

5

DRUG AND ALCOHOL CONSUMPTION

1. The Shires Bush Fires Brigade personnel must **NOT** respond to an incident or participate in any Bush Fires operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.
2. Alcohol must **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
3. Alcohol must **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
4. When driving, personnel must comply with Road Traffic Regulations.
5. The Shires Bushfire Brigade personnel must **NOT** respond to an incident or participate in any Bushfire operations if non-prescription illegal drugs have been taken or prescription drugs are affecting your ability to work in a safe manner.

Bushfire Operational Procedure

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INCIDENT REPORTS

FIRE/INCIDENT REPORTS

All Shire Bushfire Brigades are to complete a Fire/Incident Report Form **every time** they are mobilised in response to **any fire or incident or false alarm. This can be done over the phone by contacting the CESM who will in turn complete the form and submit to records and finalize in DFES's OMS.**

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the paper report should be submitted **within seven days** of the fire/incident.

SUSPICIOUS FIRES

Where Bushfire Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, the FCO or CESM is to complete a Wildfire Attendance & Information Report. (Located on the DFES Volunteer Hub) The report should be forwarded to the Shire **within 24 hours of the fire.**

All care should be taken to preserve the fire area near to the ignition point and police will be notified.

The purpose of this latter report is to assist the Arson Squad with its investigations.

Bushfire Operational Procedure

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ROAD CLOSURES

Fire burning on or near road verges, or fire that may impact a road within a time frame with smoke obscuring vision, is potentially the most dangerous situation in which volunteers and the general public can find themselves. More firefighters have been killed or injured in this situation than any other firefighting activity.

Where a road closure would directly or indirectly assist the Shire Bushfire Brigades in its efforts to extinguish or control a bush fire, then the road MUST be closed by a Bush Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by a Brigade Captain or the most Senior Member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF CREW SAFETY, FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES / MACHINERY.

Extreme caution must be taken and the following procedures must be followed at all times:-

- The Incident Controller will request immediately support from Shire Officers to provide traffic control through the CESM / Works Manager, Police or Main Roads.

Volunteers Controlling Traffic

- Until traffic assistance is in place, traffic control of the immediate fire area may be conducted by properly dressed Firefighters, as issued by the Shire. **Firefighters are NOT to give alternate directions / detours to motorists when roads are closed as this is done by Main Roads or the local Shire. Road closures should be at an intersection to assist traffic in exiting the area.**

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.

NO ROAD IS TO BE RE OPEN UNTIL AN INSPECTION OF THE ROADVERGE HAS BEEN COMPLETE BY A SHIRE OR MAIN ROADS OFFICER AND GIVEN THE ALL CLEAR.

Bushfire Operational Procedure

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REFUSE SITE FIRES

NOTIFICATION

All fires occurring within the Refuse site including garden refuse areas or bush areas, are to be reported to the CESM, Environmental Health Officer or another authorised Shire Officers. The Shire will then notify the necessary agency - Department of Environment and Regulation.

RESPONSE

Brigade Response will be as for a Rural Type Fire or as indicated in their Brigade Response Plan.

- a) The Volunteer Fire & Rescue Service are to be requested to attend the incident if a Hazmat fire or there is potential to become a Hazmat Incident.
- b) Brigade members to remain clear of danger zone, remain up-wind of incident. Attend to adjacent vegetation fires **if it is safe to do so**.

NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- c) If incident is confirmed to be hazardous, Brigade members will assist Fire & Rescue Service who will assume the Lead Combat Authority Role.
- d) Consideration will be given to evacuation of persons likely to be affected by fire products.
- e) If incident is confirmed to be nonhazardous by Fire & Rescue Service or Shire Officer, Councils Waste Coordinator or the Fire Control Officer present, Brigade members can become involved in Fire Suppression as directed by the Incident Controller.

It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all refuse site fire situations.

Bushfire Operational Procedure

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INCIDENT NOTIFICATION

Initial Notification

Notification of fires can take place at any time during the day or night. In some instances, fires are reported through the Emergency Triple '000' system which in turn results in VFRS being notified for fires within the Gazetted town site. Bushfire Brigades will be notified for all fire reported outside the gazetted area. DFES Comms notifies one of the following in order of precedence as per Local Government 000 Agreement:

- Shire of Katanning Chief Bushfire Fire Control Officer
- Shire of Katanning Deputy Chief Bushfire Control Officer
- Shire of Katanning CESM
- DFES Regional Office – DO.

Alternatively, notification of fires by members of the public (not through the '000' system) may be directed to:

- The Shire of Katanning on – 98 219999
- The Fire Control Officer (FCO) for the Brigade area where the fire has been reported,
- Brigade Areas WhatsApp group

Once the Shire of Katanning, CBFCO, DCBFCO or CESM are notified of a fire within the area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area and register the incident with DFES Comms.
- Provide assistance were requested to the Brigade in terms of Incident Management, backup resources logistics, & weather forecasts.
- Where the reported fire has potential implications for either DBCA or VFRS, notify those agencies.

Brigade Internal Call Out Procedures

The Shire of Katanning's Volunteer Bushfire Brigades are encouraged to devise and arrange their own internal call out procedures in order to mobilise Brigade resources. These internal procedures may utilise:

- SMS through DFES.
- SMS through the Shire SMS system
- VHF or UHF radio facilities.
- The local telephone system.
- WhatsApp

BOP B9 cont.

Brigades should compile, continually revise and update call out lists for all their members. These call out lists should include details of members names, their addresses and contact details (both working and after-hours contacts are preferable).

Bushfire Operational Procedure

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FIRE LIGHTER FUEL / DRIP TORCH

All Shire of Katanning Volunteer Bushfire Brigades are to use the 75% diesel to 25% unleaded in Firelighters.

Refer to manufacturer's instructions for further details on safety and maintenance.

Bushfire Operational Procedure

11

ACCIDENT / PROPERTY LOSSES REPORTING

Any loss or damage of appliance, equipment and apparatus either of the bushfire brigade or private property owned that is used under the direction of the Incident Controller or another officer of the bushfire brigade is covered by insurance.

All injuries and near misses are to be reported to the Incident Controller who will organise the appropriate response to the circumstances.

Injury, near misses and damage to a vehicle/s will be reported to the CESM who will complete the shires Incident Report Form and submitted to the OSH Committee by the CESM for review.

Bushfire Operation Procedure

12

ELECTRICAL HAZARDS

Once an electrical hazard has been identified the following procedure must be followed:

Pole Top Fires

- On arrival at the incident treat all wires as live.
- Secure the area from personnel and members of the public.
- Determine a safe distance from the hazard. **Minimum safe distance for low voltage wires is 10 metres.**
- Tape area off; if this is not possible appoint an officer to stay at location.
- Notify Western Power through DFES COMMS or on the Western Power 13 13 51. The following information will be required: Pole number from the nearest safest pole, Address / nearest intersection, are there lines down, how many poles have been affected.

Structural Fires

If the electricity is to be disconnected, it is the responsibility of the officer to check that power is switched off at the main board and that the fuses have been removed.

When disconnecting the power supply

- The switch is to be operated with the back of the hand at arm's length.
- The officer's head is to be turned away to avoid possible flash injuries.

240 Volt Power Generated By Solar Panels

All Emergency Services responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Only engage in firefighting activity if you have direct knowledge and/ or are training in Solar Panel firefighting.

Bushfire Operational Procedure

13

ENTRAPMENT AT A BUSHFIRE

Maintain Situational Awareness:

- Ensure crews are initially briefed on the task and risks
- Ensure crews remain aware of the current and forecast situation

Maintain Sound Work Practices:

- Maintain the minimum 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with due reference to **LACES**.
 - L – LOOKOUT. Seek positions of observation and regularly patrol.
 - A – AWARENESS. Maintain situational awareness and act decisively.
 - C – COMMUNICATION. Be in communication.
 - E- ESCAPE ROUTE. Consistently re-assess potential escape routes.
 - S - SAFETY ZONE. Work from a known anchor point.

Ensure all crews understand the DEAD MAN ZONE

BURNOVER PROCEDURE FOR DFES APPLIANCE

Note - Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

- Activate the EMERGENCY AVL BUTTON as per training / guidelines.
- Transmit EMERGENCY message. EMERGENCY EMERGENCY EMERGENCY
- Activate beacons / emergency warning devices and siren.
- Request aerial assistance if available.
- Close hose lines and all crews return to vehicle.
- Park appliance on a burnt/ clear area in a position that affords as much protection as possible for the crew. With the rear of the appliance facing the fire front.
- Conduct a head count to ensure all the crew are present
- Take cover in the cabin. Activate the WATER DELUGE SYSTEM from the appliance.
- Dress in full PPE if not already and activate the IN-CAB AIR as per training / guidelines.
- Crew to cover with blanket/ protection.
- STAY INSIDE THE VEHICLE
- Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER
- Wait for assistance.

BOP B13 cont.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

BURNOVER PROCEDURE FOR FARMER FIRE FIGHTING UNITS

- Transmit EMERGENCY message.
- Close hose lines and return to vehicle.
- Park vehicle on a burnt / clear area in a position that affords as much protection as possible for the crew. With the rear of the vehicle facing the fire front.
- Set up deluge system if there is one on the unit.
- Take cover in the vehicle.
- Dress in full PPE if not already.
- Get below the glass windows to shield from radiant heat.
- Leave the engine running and have the air conditioning on recycle.
- Crews to cover with a blanket if one is available. Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER.
- Wait for assistance.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

Bushfire Operational Procedure

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BURNOVER BLANKET DFES APPLIANCE

Burnover blankets are a piece of equipment for protecting firefighter out on the fire line. The blankets are made from light weight, patented material (not wool). The blanket is located in the red protective sleeve or bag, mounted in the DFES / Shire appliance.

The blanket is 2m x 2m in size and each blanket can only be used once. There is one blanket per seat in appliance.

Using the Blanket

- First locate the blanket in the appliance. The blankets are fixed in positions appropriate to the appliance and must not be relocated.
- Make sure you are aware of the location of the blanket in the vehicle that you use.
- Obtain the blanket from its storage bag by lifting the flap and remove the vacuum-packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways. Removing the blanket from the cover and disregard the cover out of the appliance.
- Unfold the burn over blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- The whole process including locating and deployment should take 20 seconds or less.

Bushfire Operational Procedure

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RED FLAG WARNING

Red Flag Warnings are a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received by all at a incident.

- Red Flag Warnings are to be precise messages which convey present or impending hazards to responders. E.g. weather changes, fire behaviour, equipment failure etc.
- Red Flag Warning are to be initiated within the command hierarchy – IC.
- Red Flag Warnings are to be passed onto all personnel at the incident, including those from other agencies and private contractors.
- At all levels, red flag warning are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgement of Red Flag Warnings are to be logged.

Standard message

RED FLAG WARNING. Personnel are advised of <actual forecast where appropriate> conditions that may present a hazard to personnel as follows< actual / forecast conditions>. Personnel are to < describe specific actions required to be taken > This message is to be passed on to all personnel on the fire ground. This information must be written in your fire diary.

Acknowledge

Bushfire Operational Procedure

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AUTOMATIC VEHICLE LOCATOR – AVL

The AVL system provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records the vehicle location, speed, and if lights and siren have or are being activated. DFES Officers, CESM and authorised Brigade Officers have access to the link to track appliance locations across the state.

Procedure

- **Testing of the AVL system is to be carried out on a monthly basis** to keep the system updated with new software. This should be done as close to the first of each month as possible. Testing diagram located in the appliance.
- The system is connected to the 3G network and if this is not available the system will link to a satellite.
- Under normal conditions the light will be showing GREEN.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn RED until DFES Comms acknowledges, then the light will show GREEN again. Once activated DFES Comms will contact the Incident Controller for the fire, the Duty Officer for the region or the CESM to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Comms to notify them of the mistake.
- Refer to Operational brochure and general information sheet that is located in the appliance for further information.
- Any issues with the system please contact the CESM to follow up.

Bushfire Operational Procedure

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ROAD VERGE BURNING PROCEDURE

The Road Verge Burning Procedure is to provide clear guidelines for the burning of road verges throughout the Shire of Katanning.

Procedure

- Must be obtained for all roadside burning. (12 months of the year.)
- A Permit is to be issued prior to any road verge burn in accordance with this procedure.
- The Shire Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges and only after a site inspection has been carried out by authorised persons.
- Burns are to be conducted by the relevant Bush Fire Brigade member or authorized Shire Staff. No road verge burning may be carried out by individuals unless authorised.
- No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council, unless written approval has been received from the controlling body.
- Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.
- Permits to burn road verges will only be issued to Brigade Fire Control Officer or member of the public and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines.
 - Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
 - Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
 - Ensure acceptable weather conditions have been considered;
 - Comply with normal permit requirements;
 - Only one side of a road to be burnt in any one year;
 - No single hazard reduction burns to exceed 500 meters along a single road verge;
 - Adjoining strips may not be burnt within three years;
 - Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:

- Fuel tons per hectare.
 - Assets and locations.
 - Vegetation type.
 - Fire History.
 - Weather patterns.
-
- The use of fire to abate fire hazards and to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified. In general, these related to road verges where native plant species have been replaced by annual weeds and grasses. Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
 - On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or its appointed contractors.

Bushfire Operational Procedure

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Aboriginal Cultural Heritage Act 1974

Bushfire Incident

To provide a standard process for brigade members to follow in support of the Aboriginal Cultural Heritage Act 1972.

The Aboriginal Cultural Heritage Act 1972 recognises, protects, conserves, and preserves Aboriginal cultural heritage (ACH) and recognises the fundamental importance of ACH to Aboriginal people and its role in Aboriginal communities past, present, and future. The ACH recognises the value of ACH to Aboriginal people as well as to the wider Western Australian community.

There is a legal requirement to avoid impacts to ACH, until the amendments of the ACH Act 1972 are decided, due diligence must be exercised. This includes objects and places of importance or significance to Aboriginal people or connected with traditional cultural practises.

Mechanical works in areas that have not had ground disturbance in the past eg Bush blocks / corridors must be checked to determine if ACH is in or around that location. The Incident Controller or nominated person must check the online “Directory for Aboriginal Heritage” to assess if Aboriginal Cultural Heritage is located in or near the activity area.

The steps you have undertaken in the due diligence process need to be recorded in your fire diary, including the basis for any decision that there isn’t a risk to harm.

If Aboriginal Cultural Heritage is located in the area do not proceed with the activity of clearing breaks / felling trees and other activities that could disturbed the area.

To access the maps - [Aboriginal Heritage Inquiry System](#)