



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
September 2025



Heart of the Great Southern

Schedule of Accounts Paid - September 2025

EFT Payments	Date	Name	Description	Amount	Total
EFT40267	05/09/2025	Katanning Nutrien Ag Solutions		-\$	72.47
913185226	26/08/2025		Manitou Forklift - Gas Bottle Replacement	\$ 72.47	
EFT40268	05/09/2025	Paull & Warner Resources		-\$	467.50
S176054	18/08/2025		Admin Fire Detection & Alarm Monitoring - August 2025	\$ 467.50	
EFT40269	05/09/2025	BGL Solutions		-\$	10,124.33
INV-0007470	16/08/2025		Fire Mitigation - Clive Street Old Service Station	\$ 253.00	
INV-0007559	31/08/2025		AAPG & Lions Park - Grounds Maintenance	\$ 8,671.50	
INV-0007502	01/09/2025		Quartermaine Oval Upgrade - Flowable Herbicide	\$ 1,199.83	
EFT40270	05/09/2025	Yellow Gum B&B		-\$	150.00
INV-2716	28/08/2025		Accommodation - Book Week Visiting Author	\$ 150.00	
EFT40271	05/09/2025	Canon Australia		-\$	249.99
8125445412	17/08/2025		Library Copier Charges: 18 Jul 2025 - 17 Aug 2025	\$ 249.99	
EFT40272	05/09/2025	Centurion Garage Doors		-\$	3,300.00
876202	14/08/2025		Annual Roller Door Service - 1/8 Kaatanup Loop	\$ 275.00	
876203	14/08/2025		Annual Roller Door Service - 2/8 Kaatanup Loop	\$ 275.00	
876204	14/08/2025		Annual Roller Door Service - 3/8 Kaatanup Loop	\$ 275.00	
876205	14/08/2025		Annual Roller Door Service - 4/8 Kaatanup Loop	\$ 275.00	
876207	14/08/2025		Annual Roller Door Service - 2/5 Kaatanup Loop	\$ 275.00	
876208	14/08/2025		Annual Roller Door Service - 3/5 Kaatanup Loop	\$ 275.00	
876209	14/08/2025		Annual Roller Door Service - 19 Kaatanup Loop	\$ 275.00	
876199	14/08/2025		Annual Roller Door Service - 61A Conroy Street	\$ 275.00	
876200	14/08/2025		Annual Roller Door Service - 61B Conroy Street	\$ 275.00	
876195	14/08/2025		Annual Roller Door Service - 1/6 Hill Way	\$ 275.00	

Schedule of Accounts Paid - September 2025

876197	14/08/2025	Annual Roller Door Service - 2/6 Hill Way	\$	275.00
876198	14/08/2025	Annual Roller Door Service - 25 Marmion Drive	\$	275.00
EFT40273	05/09/2025	Katanning Cleaning	-\$	15,499.00
3 (2025-2026)	28/08/2025	Cleaning Contract 2025/26 - August 2025	\$	15,499.00
EFT40274	05/09/2025	Integrated ICT	-\$	5,820.50
39273	29/08/2025	Managed Services Agreement - August 2025	\$	4,823.50
39129	29/08/2025	ICT Hardware - Keyboard & Mouse for Front Counter	\$	255.20
39389	31/08/2025	Software Subscriptions - M365 Backup	\$	337.46
39390	31/08/2025	Software Subscriptions - Cloud Backup	\$	404.34
EFT40275	05/09/2025	Team Global Express Pty Ltd	-\$	36.55
0695-S408620	17/08/2025	Team Global Express Freight Charges	\$	36.55
EFT40276	05/09/2025	Village Solutions Australia	-\$	401.00
INV-0090	01/09/2025	Amherst Management - Vacant Unit Levy	\$	401.00
EFT40277	05/09/2025	Katanning Stock & Trading	-\$	359.75
7/92	14/08/2025	Building Maintenance - Multiple Locations	\$	359.75
EFT40278	05/09/2025	Cannon Hygiene	-\$	1,237.06
98343551	14/08/2025	Sanitary Unit Service: 30/09/2025 - 29/12/2025	\$	1,237.06
EFT40279	05/09/2025	State Library of Western Australia	-\$	291.50
RI041167	29/08/2025	Annual Subscription - Better Beginnings 2025/26	\$	291.50
EFT40280	05/09/2025	WALGA	-\$	924.00
SI-015522	19/08/2025	eLearning - Councillor Totino	\$	924.00
EFT40281	05/09/2025	Margaret Renk	-\$	107.00
20250829	29/08/2025	Reimbursement - Refund of Overpayment	\$	107.00
EFT40282	05/09/2025	Great Southern Fuel Supplies	-\$	15,818.29
AUG2025	31/08/2025	Fuel Card Purchases - August 2025	\$	5,382.41

Schedule of Accounts Paid - September 2025

00051735	03/09/2025	Depot Consumables - Engine Oil	\$	2,091.66
D2227617	03/09/2025	Depot Stock - 5,000L Diesel	\$	8,344.22
EFT40283	05/09/2025	Kowalds News & Glasshouse	-\$	250.85
I0000036599	29/08/2025	Stationery Top-up - Library	\$	74.35
SN00 0039 3108 2025	31/08/2025	Admin Daily Newspapers - August 2025	\$	176.50
EFT40284	05/09/2025	Great Southern Toyota	-\$	89.39
PI33029785	12/08/2025	Toro Groundmaster Mower - Coolant	\$	89.39
EFT40285	05/09/2025	Japanese Truck and Bus Spares	-\$	2,295.05
596870	20/08/2025	2021 Fuso Canter 815 Tip Truck - Parts	\$	2,295.05
EFT40286	05/09/2025	Coca-Cola Amatil	-\$	861.28
0237448169	28/08/2025	Kiosk Stock Order	\$	861.28
EFT40287	05/09/2025	MoHana Catering	-\$	150.00
00000302	01/09/2025	Catering - Ordinary Council Meeting	\$	150.00
EFT40288	05/09/2025	WA Traffic Planning	-\$	385.00
2295	02/09/2025	Traffic Management Plan - ACDC Tribute Drive Event	\$	385.00
EFT40289	05/09/2025	Katanning Hub Community Resource Centre	-\$	2,442.00
INV-1044	15/07/2025	Community Grants Program 2024/25 R.2 - Nurturing Mums	\$	2,442.00
EFT40290	05/09/2025	ABC Distributors WA	-\$	6,011.97
172668	14/08/2025	Cleaning Order - Multiple Sites	\$	6,011.97
EFT40291	05/09/2025	BTW Rural Supplies	-\$	140.00
45628	18/08/2025	1TIM868 Refuse Site Fire Trailer - Carburettor	\$	140.00
EFT40292	05/09/2025	Cemeteries & Crematoria Association of WA	-\$	130.00
1857	01/08/2025	CCAWA Annual Subscription - Ordinary Membership 2025/26	\$	130.00
EFT40293	05/09/2025	Department of Fire & Emergency Services	-\$	79,560.60
159731	21/08/2025	Emergency Services Levy 2025/26 - Quarter 1	\$	79,560.60

Schedule of Accounts Paid - September 2025

EFT40294	05/09/2025 Synergy		-\$	91.26
445 587 330	28/08/2025	Electricity - Unit 3 Amherst Village	\$	91.26
EFT40295	05/09/2025 Plastics Plus		-\$	3,484.80
380403	01/09/2025	Depot Stock - Wheelie Bins	\$	3,484.80
EFT40296	05/09/2025 Katanning Agricultural Society		-\$	16,500.00
2505	14/08/2025	Sponsorship - Katanning Agricultural Show 2025	\$	16,500.00
EFT40297	05/09/2025 PFD Food Services		-\$	648.10
LR298708	20/08/2025	Kiosk Stock Order	\$	648.10
EFT40298	05/09/2025 Ray Ford Signs		-\$	4,390.32
INV-0990	03/09/2025	Depot Maintenance - New Signage	\$	4,390.32
EFT40299	05/09/2025 Moore Australia Audit (WA)		-\$	1,650.00
444196	29/08/2025	Audit Services - Complete LRCI Phase 4 2024/25 FY	\$	1,650.00
EFT40300	05/09/2025 Broadacre Auto Electrics		-\$	333.90
53779	29/08/2025	KA25138 Farmall Tractor - Battery Replacement	\$	219.45
53780	29/08/2025	KA24951 Mitsubishi Canter Traytop - Parts	\$	114.45
EFT40301	05/09/2025 Telair Pty Ltd		-\$	427.90
TA20748-074	31/08/2025	Administration Internet Expenses - September 2025	\$	427.90
EFT40302	05/09/2025 Remote Site Mechanical		-\$	5,805.25
INV-0389	29/08/2025	Contract Mechanic Service: 18/08/2025 - 29/08/2025	\$	5,805.25
EFT40303	05/09/2025 Grande Food Service		-\$	1,064.04
4252954	06/08/2025	Kiosk Stock Order	\$	635.34
4253863	27/08/2025	Kiosk Stock Order	\$	428.70
EFT40304	05/09/2025 Station Motors Group Katanning		-\$	1,504.68
R 59943	07/03/2025	KA277 Isuzu D-Max - Service	\$	539.56
36489	15/08/2025	KA126 Holden Colorado - CV Joint Replacement	\$	613.80

Schedule of Accounts Paid - September 2025

R 61642	18/08/2025	KA03 Mazda CX5 - Scheduled 100,000Km Service	\$	351.32	
EFT40305	05/09/2025	MCG Architects		-\$	3,960.00
3230	29/08/2025	KLC Gym Upgrade - Schematic Design	\$	3,960.00	
EFT40306	05/09/2025	Fluidra Group Australia Pty Ltd		-\$	451.00
257107993	19/08/2025	KAC Maintenance - Palintest Calibration	\$	451.00	
EFT40307	12/09/2025	Bartco Traffic Equipment Pty Ltd		-\$	924.00
30621	27/08/2025	Software Subscriptions - Sign Trailer Webstudio Licence Agreement	\$	924.00	
EFT40308	12/09/2025	WA Contract Ranger Services		-\$	6,270.00
00006552	06/09/2025	Ranger Services: 25/08/2025 - 07/09/2025	\$	6,270.00	
EFT40309	12/09/2025	Team Global Express Pty Ltd		-\$	744.46
0696-S408620	24/08/2025	Team Global Express Freight Charges	\$	744.46	
EFT40310	12/09/2025	Belinda Knight		-\$	4,620.00
BK240	31/08/2025	Contracting Service - Financial Services	\$	4,620.00	
EFT40311	12/09/2025	Warren Blackwood Waste		-\$	11,888.09
19970	03/09/2025	Waste Collection Service - Front Lift Bin Service	\$	1,087.35	
19973	03/09/2025	Waste Collection Service - Regular Service	\$	5,042.24	
19998	05/09/2025	Waste Collection Service - Recycling Service	\$	5,758.50	
EFT40312	12/09/2025	Landgate		-\$	77.52
76546679	26/08/2025	Valuation Services - GRV Interim Valuation	\$	77.52	
EFT40313	12/09/2025	St Lukes Family Practice		-\$	132.00
101528	10/09/2025	Fit for Work - Pre-Employment Medical	\$	132.00	
EFT40314	12/09/2025	Australian Taxation Office		-\$	32,807.00
20250911	11/09/2025	PAYG - Week Ending: 10/09/2025	\$	32,807.00	
EFT40315	12/09/2025	Coca-Cola Amatil		-\$	539.92
0237496668	04/09/2025	Kiosk Stock Order	\$	539.92	

Schedule of Accounts Paid - September 2025

EFT40316	12/09/2025	South West Isuzu		-\$	3,564.00
1775517	22/08/2025	KA25958 Scania Truck - Service & Parts	\$	3,564.00	
EFT40317	12/09/2025	Message4U Pty Ltd		-\$	459.95
INV05410975	31/08/2025	Shire Emergency SMS Service	\$	459.95	
EFT40318	12/09/2025	Australia Post		-\$	2,194.54
1014219861	03/09/2025	Admin Daily Postage - August 2025	\$	2,194.54	
EFT40319	12/09/2025	Community Resources Limited		-\$	13,502.00
INV97027	31/08/2025	Refuse Site Maintenance - Mattress Collection	\$	13,502.00	
EFT40320	12/09/2025	PFD Food Services		-\$	453.20
LR369153	27/08/2025	Kiosk Stock Order	\$	453.20	
EFT40321	12/09/2025	Kojonup BMC Embroidery		-\$	6,425.50
11238	08/08/2025	Admin Uniform Order - August 2025 - Final Payment	\$	3,173.50	
11327	11/09/2025	Works & Saleyard Staff Uniforms - 50% Deposit	\$	3,252.00	
EFT40322	12/09/2025	Jtagz		-\$	268.68
00036206	11/09/2025	Admin Stock - 3 Year Cat & Dog Tags	\$	268.68	
EFT40323	12/09/2025	Hitachi Construction Machinery Aust Ltd		-\$	1,210.48
SI1888482	26/08/2025	Hitachi ZW140-5B Wheel Loader - 1000 Hour Lube Kit	\$	396.58	
SI1889424	27/08/2025	Hitachi ZW140-5B Wheel Loader - Oil Sample Test	\$	172.48	
SI1889470	27/08/2025	Hitachi ZW140-5B Wheel Loader - 1000 Hour Filter Kit	\$	641.42	
EFT40324	12/09/2025	Rural Power Solutions		-\$	348.50
INV-0924	04/09/2025	2/5 Kaatanup Loop - Electrical Compliance Certificate	\$	148.50	
INV-0925	04/09/2025	Town Square Public Toilets - Lighting Repairs	\$	200.00	
EFT40325	12/09/2025	DGL Warehouse & Distribution Pty Ltd		-\$	407.02
TL0049848-T	07/09/2025	Rural Road Maintenance - Freight for Asphalt Bags	\$	407.02	
EFT40326	12/09/2025	KJB Plumbing and Gas		-\$	1,023.00

Schedule of Accounts Paid - September 2025

4088	05/09/2025	All Ages Playground - Repair Leak in Main Water Supply	\$	1,023.00
EFT40327	12/09/2025 Remote Site Mechanical		-\$	4,969.25
INV-0393	09/09/2025	Contract Mechanic Service: 02/09/2025 - 09/09/2025	\$	4,969.25
EFT40328	12/09/2025 Paywise Pty Ltd		-\$	854.29
481392	10/09/2025	Vehicle Lease - KA48	\$	854.29
EFT40329	12/09/2025 Grande Food Service		-\$	538.88
4254204	03/09/2025	Kiosk Stock Order	\$	538.88
EFT40330	12/09/2025 Nilfisk Australia Pty Ltd		-\$	982.85
PSVI039245	21/08/2025	KLC - Floor Scrubber Service	\$	982.85
EFT40331	12/09/2025 SEEK Limited		-\$	643.50
701420911	09/09/2025	Advertisement - Staff Vacancy	\$	643.50
EFT40332	12/09/2025 Adrian Nicoll		-\$	339.08
20250909	09/09/2025	Reimbursement - Travel Expenses	\$	339.08
EFT40333	12/09/2025 Department of Local Government, Industry Regulation and Safety		-\$	1,056.98
BSLAUG2025	01/08/2025	Building Services Levy - August 2025	\$	1,056.98
EFT40334	12/09/2025 Australian Laboratory Services Pty Ltd		-\$	735.96
1152164328	05/08/2025	Environmental Analysis - Saleyard & Refuse Site	\$	735.96
EFT40335	12/09/2025 LMS Plumbing and Gas		-\$	330.00
INV-621	11/09/2025	Kerbside Green Waste Collection - Emergency Meter Repair	\$	330.00
EFT40336	12/09/2025 Stitched and Bound		-\$	400.00
002/26	18/08/2025	Art Gallery Exhibition - Deposit	\$	400.00
EFT40337	12/09/2025 Able Westchem		-\$	132.00
4016476	21/08/2025	Library - Soap Dispenser	\$	132.00
EFT40338	12/09/2025 Modern Teaching Aids		-\$	23.05
46530628	25/08/2025	Library Materials - Craft Supplies	\$	23.05

Schedule of Accounts Paid - September 2025

EFT40339	19/09/2025	Canon Australia		-\$	43.62
8125466636	28/08/2025	Admin Photocopier Charges - UniFlow Online Print & Scan	\$	43.62	
EFT40340	19/09/2025	ABA Security & Electrical		-\$	4,010.74
47172	01/08/2025	Library Alarm Monitoring: 01/08/2025 - 31/07/2026	\$	528.00	
47189	04/08/2025	KLC Security - Monitoring of SofiBeacon 1	\$	587.93	
47190	04/08/2025	KLC Security - Monitoring of SofiBeacon 2	\$	587.93	
47191	04/08/2025	KLC Security - Monitoring of SofiBeacon 3	\$	587.93	
47568	29/08/2025	KLC Security - Repair to Security System	\$	1,718.95	
EFT40341	19/09/2025	Westbooks		-\$	423.03
351271	04/09/2025	Library Stock - Books	\$	423.03	
EFT40342	19/09/2025	Team Global Express Pty Ltd		-\$	85.71
0697-S408620	31/08/2025	Team Global Express Freight Charges	\$	85.71	
EFT40343	19/09/2025	Market Creations Agency		-\$	308.00
LG68-21	17/09/2025	Stationery - Admin Business Cards	\$	308.00	
EFT40344	19/09/2025	West Australian Newspapers		-\$	650.00
1007010420250831	31/08/2025	Advertisement - Verge Collection Dates in Great Southern Herald	\$	650.00	
EFT40345	19/09/2025	CGS Tyres		-\$	1,553.80
1018424	01/09/2025	Saleyard Bobcat - Tyre Maintenance	\$	1,553.80	
EFT40346	19/09/2025	Matthew Gavin Collis		-\$	4,525.00
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	4,525.00	
EFT40347	19/09/2025	John Christian Goodheart		-\$	4,525.00
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	4,525.00	
EFT40348	19/09/2025	Great Southern Fuel Supplies		-\$	603.53
17010811	15/09/2025	Refuse Site Compactor - Transmission Oil	\$	603.53	
EFT40349	19/09/2025	Paul Totino		-\$	4,525.00

Schedule of Accounts Paid - September 2025

JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	4,525.00
EFT40350	19/09/2025 AMPAC Debt Recovery		-\$	569.50
121900	28/08/2025	Debt Recovery - Debtors	\$	300.00
121937	31/08/2025	Debt Recovery - Rates	\$	269.50
EFT40351	19/09/2025 Katanning H Hardware		-\$	1,202.09
107000593	04/08/2025	Quartermaine Oval - Mesh Barrier	\$	173.90
102056918	04/08/2025	Quartermaine Oval - Star pickets & Caps	\$	182.45
102056919	04/08/2025	Quartermaine Oval - Star pickets	\$	25.90
107000591	04/08/2025	Uniforms & PPE - Safety Boots	\$	254.95
107000592	04/08/2025	M500E-1100 Hydraulic Excavator Mulcher - Trailer Safety Chain	\$	19.95
106051511	14/08/2025	Maintenance - Prosser Park	\$	7.60
102057598	18/08/2025	Cold Patching - Funnels	\$	47.94
102057725	20/08/2025	Maintenance - Prosser Park	\$	40.20
108001084	20/08/2025	Saleyards Mainenance - Chain Clips	\$	95.70
107000624	21/08/2025	KA25138 Farmall Tractor - Welding Tips & Wire	\$	65.90
102057746	21/08/2025	Building Maintenance - Katanning Aquatic Centre	\$	59.85
107000637	27/08/2025	Uniforms & PPE - Gumboots	\$	39.95
107000638	27/08/2025	Uniforms & PPE - Gumboots	\$	139.90
107000641	29/08/2025	KA24951 Mitsubishi Canter Traytop - Parts	\$	47.90
EFT40352	19/09/2025 Shire of Cranbrook		-\$	200.00
6954	10/09/2025	Team Registration for 2025 Hollow Log Golf Tournament	\$	200.00
EFT40353	19/09/2025 Connect CCS		-\$	125.84
00120180	15/09/2025	After Hours Call Centre - August 2025	\$	125.84
EFT40354	19/09/2025 AFGRI Equipment		-\$	2,897.40
3000144	20/08/2025	KA25815 John Deere Mower - Blades	\$	2,897.40

Schedule of Accounts Paid - September 2025

EFT40355	19/09/2025 Michelle Salter		-\$	4,525.00
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	4,525.00
EFT40356	19/09/2025 BTW Rural Supplies		-\$	1,699.00
45625	29/08/2025	Saleyards Equipment - Pump	\$	548.00
45222	29/08/2025	Depot Equipment - Assorted Parts & Consumables	\$	196.00
45734	29/08/2025	Brushcutters Maintenance - Repair & Parts	\$	205.00
45779	02/09/2025	KA277 Isuzu D-Max - Replacement Pump	\$	750.00
EFT40357	19/09/2025 LGISWA		-\$	4,895.00
100-162335	02/09/2025	Fit for Work - Employee Assistance Program	\$	4,895.00
EFT40358	19/09/2025 AD Contractors		-\$	1,926.65
00252657	02/09/2025	Town Road Maintenance - Emulsion	\$	1,926.65
EFT40359	19/09/2025 Burando Hill		-\$	267.45
K37550INV	11/08/2025	KA25138 Farmall Tractor - Parts	\$	267.45
EFT40360	19/09/2025 National Livestock Reporting Service		-\$	742.50
90060689	31/08/2025	Saleyards Livestock Market Report - August 2025	\$	742.50
EFT40361	19/09/2025 Wy Wurry Electrical		-\$	275.00
INV-07126	04/09/2025	All Ages Playground - Locate Water Pipe	\$	275.00
EFT40362	19/09/2025 SOS Office Equipment		-\$	97.11
SOS677735	31/08/2025	KLC Copier Charges - August 2025	\$	97.11
EFT40363	19/09/2025 Arrow Bronze		-\$	427.12
768785	02/09/2025	Cemetery - Niche Wall Plaque	\$	427.12
EFT40364	19/09/2025 BOC Limited		-\$	92.60
4039939981	29/08/2025	Container Service - August 2025	\$	92.60
EFT40365	19/09/2025 Building Certification Services WA Pty Ltd		-\$	12,348.00
BCS04765	28/08/2025	Building Surveyor Services - August 2025	\$	6,992.00

Schedule of Accounts Paid - September 2025

BCS04764	28/08/2025	Building Surveyor Services - July 2025	\$	5,356.00
EFT40366	19/09/2025	Albany Aurora Environmental	-\$	1,138.50
21746	29/08/2025	Ground Water Monitoring - Refuse Site & Saleyards	\$	1,138.50
EFT40367	19/09/2025	Omnicom Media Group Australia Pty Ltd	-\$	1,054.65
5011390	31/08/2025	Advertisement - Amendment to Dogs & BFB Local Law	\$	412.30
5011525	31/08/2025	Advertisement - Amendments to BFB Local Law & Dogs	\$	642.35
EFT40368	19/09/2025	Tyrepower Katanning	-\$	290.00
166615	29/08/2025	KA25381 CASE 2020 Wheel Loader - Tyre Repair	\$	290.00
EFT40369	19/09/2025	Peter Klein	-\$	110.90
20250915	15/09/2025	Reimbursement - Work Expenses on Personal Card	\$	110.90
EFT40370	19/09/2025	PFD Food Services	-\$	501.40
LR440883	03/09/2025	Kiosk Stock Order	\$	501.40
EFT40371	19/09/2025	Kojonup BMC Embroidery	-\$	429.50
11337	15/09/2025	Staff Uniform Order - September 2025	\$	429.50
EFT40372	19/09/2025	Bunnings Albany	-\$	112.50
2163/01136629	29/08/2025	Library - Carpet Cleaner	\$	112.50
EFT40373	19/09/2025	David Blurton	-\$	26.95
20250918	18/09/2025	Reimbursement - Battery for KA472 Key Fob	\$	26.95
EFT40374	19/09/2025	McLeods Lawyers Pty Ltd	-\$	1,650.00
147459	29/08/2025	Legal Advice - Matter of Unpaid Rates	\$	1,650.00
EFT40375	19/09/2025	Victory Tech	-\$	848.10
INV-1004	17/09/2025	IT Support - Telephone Services & System Support	\$	848.10
EFT40376	19/09/2025	Supagas Pty Limited	-\$	630.38
C643329-12-2024	31/12/2024	Saleyard Materials - Bulk Gas	\$	405.10
936431D15	12/06/2025	Saleyard Materials - Bulk Gas	\$	126.28

Schedule of Accounts Paid - September 2025

C643329-8-2025	31/08/2025	Saleyard Materials - LPG 45Kg Rental Fee	\$	99.00	
EFT40377	19/09/2025	Winc Australia		-\$	1,034.09
9048467525	05/08/2025	Admin Stationery Order - August 2025	\$	519.11	
9048488111	07/08/2025	KLC Supplies - Cleaning Products	\$	496.28	
9048568719	20/08/2025	Admin Stationery Order - August 2025	\$	18.70	
EFT40378	19/09/2025	Aurora Environmental (Perth) Pty Ltd & Others		-\$	5,715.99
09003	29/08/2025	Site Investigation - Old Sale Yards	\$	5,715.99	
EFT40379	19/09/2025	KW Services (WA) Pty Ltd		-\$	1,332.28
00009490	16/09/2025	Library Maintenance - EWP Hire	\$	1,332.28	
EFT40380	19/09/2025	Retech Rubber		-\$	11,737.00
00005456	17/09/2025	Katanning Aquatic Centre - Replacement of Softfall Rubber	\$	11,737.00	
EFT40381	19/09/2025	Ian Bruce Hanna		-\$	4,525.00
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	4,525.00	
EFT40382	19/09/2025	Kristy Nicole D'Aprile		-\$	14,872.00
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	14,872.00	
EFT40383	19/09/2025	Elizabeth Marie Guidera		-\$	7,111.75
JUL-SEP2526	01/09/2025	Councillor Allowances - July to September 2025/26	\$	7,111.75	
EFT40384	26/09/2025	BGL Solutions		-\$	4,107.50
INV-0007594	19/09/2025	Quartermaine & Hockey Ovals Maintenance - Irrigation Supplies	\$	4,107.50	
EFT40385	26/09/2025	Moore Australia (WA) Pty Ltd		-\$	1,430.00
4879	23/09/2025	Staff Training - 2025 Nuts and Bolts Workshop	\$	1,430.00	
EFT40386	26/09/2025	Canon Australia		-\$	481.51
8125480756	04/09/2025	Admin Photocopier Charges: 05 Aug 2025 - 04 Sep 2025	\$	291.86	
8125484326	07/09/2025	Admin Photocopier Charges: 08 Aug - 07 Sep 2025	\$	189.65	
EFT40387	26/09/2025	Let's Talk Flowers		-\$	132.00

Schedule of Accounts Paid - September 2025

INV-0462	22/09/2025	Police Remembrance Day 2025 - Wreath	\$	132.00
EFT40388	26/09/2025	Integrated ICT	-\$	49.50
39445	19/09/2025	ICT Hardware - Bluetooth Adapter Wireless Dongle	\$	49.50
EFT40389	26/09/2025	Team Global Express Pty Ltd	-\$	96.48
0698-S408620	07/09/2025	Team Global Express Freight Charges	\$	96.48
EFT40390	26/09/2025	Zenith Laundry	-\$	237.25
00323953	17/09/2025	KLC - Laundry Order	\$	237.25
EFT40391	26/09/2025	Karene Patricia Thomas	-\$	2,524.03
20250925	25/09/2025	Reimbursement - Overpayment of A315 Rates	\$	2,524.03
EFT40392	26/09/2025	David Potter	-\$	568.00
20250904	04/09/2025	Reimbursement - Prescription Safety Glasses	\$	568.00
EFT40393	26/09/2025	Warren Blackwood Waste	-\$	10,800.74
19999	12/09/2025	Waste Collection Service - Regular Service	\$	5,042.24
20000	21/09/2025	Waste Collection Service - Recycling Service	\$	5,758.50
EFT40394	26/09/2025	Fulton Hogan Services	-\$	5,702.40
20719187	09/09/2025	Rural & Town Road Maintenance - Patching Asphalt	\$	5,702.40
EFT40395	26/09/2025	St Lukes Family Practice	-\$	264.00
102361	16/09/2025	Fit for Work - Pre-Employment Medical	\$	132.00
102517	16/09/2025	Fit for Work - Pre-Employment Medical	\$	132.00
EFT40396	26/09/2025	Emu Lane	-\$	242.00
1-1126	16/09/2025	Catering - Ordinary Council Meeting	\$	242.00
EFT40397	26/09/2025	Slavin Architects	-\$	16,794.80
INV-1518	12/09/2025	Katanning Early Childhood Hub - Project Management	\$	16,794.80
EFT40398	26/09/2025	Coca-Cola Amatil	-\$	552.51
0237591457	18/09/2025	Kiosk Stock Order	\$	552.51

Schedule of Accounts Paid - September 2025

EFT40399	26/09/2025	Great Southern Floorcoverings		-\$	3,373.00
3638	22/09/2025	New Katanning BFB Shed - Supply & Install Floorcoverings	\$	3,373.00	
EFT40400	26/09/2025	Darrin Edward Beavan		-\$	60.00
20250903	03/09/2025	Reimbursement - Purchase of Work Pants	\$	60.00	
EFT40401	26/09/2025	Shire of Goomalling		-\$	1,550.71
17693	04/09/2025	Reimbursement - Workers Compensation for Samuel Bryce	\$	1,550.71	
EFT40402	26/09/2025	SKN Contracting		-\$	4,015.00
653	17/09/2025	New Katanning BFB Shed - Remove and Realign Fencing	\$	4,015.00	
EFT40403	26/09/2025	PFD Food Services		-\$	413.55
LR514417	10/09/2025	Kiosk Stock Order	\$	413.55	
EFT40404	26/09/2025	Office Works Business Direct		-\$	202.02
623778133	08/09/2025	Library - Stationery Order	\$	202.02	
EFT40405	26/09/2025	Ray Ford Signs		-\$	2,981.41
INV-1012	22/09/2025	Signage Order - Refuse Site Signs	\$	286.00	
INV-1005	22/09/2025	Signage Order - Traffic/Street Signs	\$	930.93	
INV-1006	22/09/2025	Signage Order - Service Club Signs	\$	1,734.48	
INV-1022	24/09/2025	Signage Order - Refuse Site Stop Signs	\$	30.00	
EFT40406	26/09/2025	DGL Warehouse & Distribution Pty Ltd		-\$	165.01
TL0050117-T	21/09/2025	Town Road Maintenance - Freight for Asphalt	\$	165.01	
EFT40407	26/09/2025	Remote Site Mechanical		-\$	4,408.25
INV-0395	19/09/2025	Contract Mechanic Service: 15/09/2025 - 18/09/2025	\$	4,408.25	
EFT40408	26/09/2025	Best Office Systems		-\$	49.50
650920	23/09/2025	Depot Photocopier Charges: 20/08/2025 - 20/09/2025	\$	49.50	
EFT40409	26/09/2025	Paywise Pty Ltd		-\$	854.29
485307	24/09/2025	Vehicle Lease - KA48	\$	854.29	

Schedule of Accounts Paid - September 2025

EFT40410	26/09/2025	Buildon Construction		-\$	646,974.17
INV-0038	16/09/2025		Katanning Early Childhood Hub - Construction	\$	646,974.17
EFT40411	26/09/2025	Grande Food Service		-\$	431.55
4254572	11/09/2025		Kiosk Stock Order	\$	251.89
4254857	17/09/2025		Kiosk Stock Order	\$	179.66
Total				\$	1,102,477.89
				-\$	1,102,477.89

Cheque Payments	Date	Name	Description	Amount	Total
42519	10/09/2025	Shire of Katanning		-\$	428.15
JUL-SEP2025	09/09/2025		Petty Cash Purchases: July - September 2025	\$	428.15
42520	19/09/2025	Shire of Katanning		-\$	198.00
DEDUCTION	10/09/2025		Payroll Deductions - Social Club: 10/09/2025	\$	48.00
DEDUCTION	10/09/2025		Payroll Deductions: Lottery 10/09/2025	\$	150.00
Total				\$	626.15
				-\$	626.15

Payroll Payments	Date	Name	Description	Amount	Total
Pay	11/09/2025	Payroll		-\$	123,404.10
	11/09/2025		Pay 6	\$	123,404.10
Pay	25/09/2025	Payroll		-\$	126,605.16
	25/09/2025		Pay 7	\$	126,605.16
Total				\$	250,009.26
				-\$	250,009.26

Direct Debit Payments	Date	Name	Description	Amount	Total
DD34303.2	01/09/2025	Water Corporation		-\$	74.89
90 07681 14 5	11/08/2025		Water Usage - Katanning Hotel	\$	74.89

Schedule of Accounts Paid - September 2025

DD34323.1	11/09/2025	Water Corporation		-\$	517.24
90 23340 85 0	12/08/2025	Waste Trade Permit - 22 Austral Terrace	\$	258.62	
90 23336 90 7	12/08/2025	Waste Trade Permit - 11-15 Aberdeen Street	\$	258.62	
DD34328.1	04/09/2025	Synergy		-\$	10,870.04
977 854 430	15/08/2025	Grouped Electricity Account - July 2025	\$	10,870.04	
DD34331.1	08/09/2025	Water Corporation		-\$	38.21
90 07809 06 5	18/08/2025	Water Usage - Cemetery	\$	38.21	
DD34343.1	08/09/2025	Synergy		-\$	2,589.37
154 025 290	19/08/2025	Electricity - Saleyards	\$	2,589.37	
DD34355.2	08/09/2025	Telstra Corporation		-\$	1,425.91
K 901 414 061-8	21/08/2025	Phone & Internet Charges - August 2025	\$	1,425.91	
DD34360.1	12/09/2025	Synergy		-\$	184.86
251 079 810	25/08/2025	Electricity - Charges Tower	\$	184.86	
DD34360.2	15/09/2025	Synergy		-\$	589.33
303 663 850	26/08/2025	Electricity - Katanning Hotel	\$	394.35	
328 938 170	26/08/2025	Electricity - 38 Austral Terrace	\$	194.98	
DD34372.1	17/09/2025	Synergy		-\$	577.22
148 310 600	28/08/2025	Electricity - 22 Austral Terrace	\$	358.14	
299 567 230	28/08/2025	Electricity - 8 Austral Terrace	\$	219.08	
DD34392.1	15/09/2025	SG Fleet Australia		-\$	2,108.74
AUSG01098513	31/08/2025	Vehicle Lease - CESM	\$	2,108.74	
DD34393.1	19/09/2025	Synergy		-\$	3,902.60
239 593 320	01/09/2025	Electricity - Warren Road	\$	137.85	
303 539 720	01/09/2025	Electricity - 1 Synnott Avenue	\$	137.08	
312 951 080	01/09/2025	Electricity - Admin Building	\$	3,230.98	

Schedule of Accounts Paid - September 2025

638 847 540	01/09/2025	Unmetered Electricity - Street Lighting	\$	396.69	
DD34393.2	18/09/2025	Water Corporation		-\$	202.75
90 13922 94 5	02/09/2025	Water Usage - 8 Austral Terrace	\$	202.75	
DD34396.1	23/09/2025	Synergy		-\$	791.81
138 671 920	03/09/2025	Electricity - 25 Marmion Street	\$	569.40	
159 777 820	03/09/2025	Electricity - 1/6 Hill Way	\$	86.99	
159 985 050	03/09/2025	Electricity - 2/6 Hill Way	\$	135.42	
DD34396.2	24/09/2025	Synergy		-\$	12,737.00
338 348 270	03/09/2025	Electricity - Street Lighting	\$	12,737.00	
DD34403.1	25/09/2025	Synergy		-\$	543.24
407 889 690	05/09/2025	Electricity - 61A Conroy Street	\$	543.24	
DD34414.1	10/09/2025	Aware Super		-\$	13,096.86
SUPER	10/09/2025	Superannuation contributions	\$	11,844.18	
DEDUCTION	10/09/2025	Payroll deductions	\$	943.39	
DEDUCTION	10/09/2025	Payroll deductions	\$	309.29	
DD34414.2	10/09/2025	The Trustee For PEK Super		-\$	1,044.29
SUPER	10/09/2025	Superannuation contributions	\$	901.45	
DEDUCTION	10/09/2025	Payroll deductions	\$	142.84	
DD34414.3	10/09/2025	The Trustee for AMP Super Fund		-\$	1,151.87
SUPER	10/09/2025	Superannuation contributions	\$	1,095.62	
DEDUCTION	10/09/2025	Payroll deductions	\$	56.25	
DD34414.4	10/09/2025	Land & Shed Superannuation Fund		-\$	353.65
SUPER	10/09/2025	Superannuation contributions	\$	353.65	
DD34414.5	10/09/2025	Prime Super		-\$	301.16
SUPER	10/09/2025	Superannuation contributions	\$	301.16	

Schedule of Accounts Paid - September 2025

DD34414.6	10/09/2025	WA Local Govt Super Plan		-\$	140.00
DEDUCTION	10/09/2025	Payroll deductions	\$	140.00	
DD34414.7	10/09/2025	Hostplus Superannuation Fund		-\$	417.02
SUPER	10/09/2025	Superannuation contributions	\$	417.02	
DD34414.8	10/09/2025	Smart Future Trust		-\$	289.01
SUPER	10/09/2025	Superannuation contributions	\$	289.01	
DD34414.9	10/09/2025	CBUS		-\$	526.28
SUPER	10/09/2025	Superannuation contributions	\$	526.28	
DD34451.1	24/09/2025	Aware Super		-\$	13,608.16
SUPER	24/09/2025	Superannuation contributions	\$	12,383.21	
DEDUCTION	24/09/2025	Payroll deductions	\$	903.22	
DEDUCTION	24/09/2025	Payroll deductions	\$	321.73	
DD34451.2	24/09/2025	The Trustee For PEK Super		-\$	1,044.29
SUPER	24/09/2025	Superannuation contributions	\$	901.45	
DEDUCTION	24/09/2025	Payroll deductions	\$	142.84	
DD34451.3	24/09/2025	The Trustee for AMP Super Fund		-\$	1,151.87
SUPER	24/09/2025	Superannuation contributions	\$	1,095.62	
DEDUCTION	24/09/2025	Payroll deductions	\$	56.25	
DD34451.4	24/09/2025	Land & Shed Superannuation Fund		-\$	356.45
SUPER	24/09/2025	Superannuation contributions	\$	356.45	
DD34451.5	24/09/2025	Prime Super		-\$	214.19
SUPER	24/09/2025	Superannuation contributions	\$	214.19	
DD34451.6	24/09/2025	WA Local Govt Super Plan		-\$	160.01
DEDUCTION	24/09/2025	Payroll deductions	\$	160.01	
DD34451.7	24/09/2025	Hostplus Superannuation Fund		-\$	428.21

Schedule of Accounts Paid - September 2025

SUPER	24/09/2025	Superannuation contributions	\$	428.21	
DD34451.8	24/09/2025 Smart Future Trust			-\$	249.96
SUPER	24/09/2025	Superannuation contributions	\$	249.96	
DD34451.9	24/09/2025 CBUS			-\$	618.56
SUPER	24/09/2025	Superannuation contributions	\$	618.56	
DD34414.10	10/09/2025 Australian Super			-\$	2,663.44
SUPER	10/09/2025	Superannuation contributions	\$	2,663.44	
DD34414.11	10/09/2025 Rest Superannuation			-\$	730.97
SUPER	10/09/2025	Superannuation contributions	\$	730.97	
DD34414.12	10/09/2025 Retail Employees Superannuation Trust			-\$	200.33
SUPER	10/09/2025	Superannuation contributions	\$	200.33	
DD34414.13	10/09/2025 Australia Prime Superannuation Fund			-\$	428.04
SUPER	10/09/2025	Superannuation contributions	\$	428.04	
DD34414.14	10/09/2025 MobiSuper			-\$	265.58
SUPER	10/09/2025	Superannuation contributions	\$	265.58	
DD34451.10	24/09/2025 Australian Super			-\$	2,625.46
SUPER	24/09/2025	Superannuation contributions	\$	2,625.46	
DD34451.11	24/09/2025 Rest Superannuation			-\$	645.37
SUPER	24/09/2025	Superannuation contributions	\$	645.37	
DD34451.12	24/09/2025 Retail Employees Superannuation Trust			-\$	172.91
SUPER	24/09/2025	Superannuation contributions	\$	172.91	
DD34451.13	24/09/2025 Australia Prime Superannuation Fund			-\$	677.66
SUPER	24/09/2025	Superannuation contributions	\$	677.66	
DD34451.14	24/09/2025 MobiSuper			-\$	266.41
SUPER	24/09/2025	Superannuation contributions	\$	266.41	

Schedule of Accounts Paid - September 2025

Total	\$	80,981.22	-\$	80,981.22
--------------	-----------	------------------	------------	------------------

Credit Card Payments	Date	Name	Description	Amount	Total
DD34418.1	26/08/2025	Commonwealth Bank of Australia		-\$	2,198.64
AUG2025	26/08/2025	Human Resources Coordinator	Credit Card Purchases - August 2025	-\$	1,123.03
			Let's Talk Flowers - Sympathy Flowers	\$ 80.00	
			Dome - Councillors Breakfast Meeting	\$ 158.75	
			The Literature Centre - Ticket to Celebrate Reading Conference 2025	\$ 300.00	
			Woolworths - Refreshments for Safety Induction inc GST	\$ 10.15	
			Woolworths - Refreshments for Safety Induction GST free	\$ 25.80	
			Agoda - Accommodation for Celebrate Reading Conference 2025	\$ 548.33	
AUG2025	26/08/2025	General Manager Operations	Credit Card Purchases - August 2025	-\$	81.47
			Shire of Katanning - Map of Sewerage Connection KLC	\$ 13.60	
			Caltex - Fuel for 01KA	\$ 67.87	
AUG2025	26/08/2025	Manager Recreation Services	Credit Card Purchases - August 2025	-\$	856.34
			Katanning Stock & Trading - Cleaning Products	\$ 36.50	
			John's Bakery - Kiosk Stock	\$ 38.50	
			Woolworths - Kiosk Stock	\$ 18.05	
			Woolworths - Kiosk Stock inc GST	\$ 50.00	
			Woolworths - Kiosk Stock GST free	\$ 131.00	
			Woolworths - Kiosk Stock inc GST	\$ 0.99	
			Woolworths - Kiosk Stock GST free	\$ 32.35	
			Woolworths - Kiosk Stock inc GST	\$ 26.90	
			Woolworths - Kiosk Stock GST free	\$ 21.30	
			JB's Quality Meats - Seniors Meat Packs	\$ 32.00	

Schedule of Accounts Paid - September 2025

		Woolworths - Seniors Biscuits	\$	4.25	
		Woolworths - Seniors Refreshments	\$	4.65	
		Woolworths - Kiosk Stock inc GST	\$	14.50	
		Woolworths - Kiosk Stock GST free	\$	91.64	
		JB's Quality Meats - Seniors Meat Packs	\$	32.00	
		Katanning Stock & Trading - Gorilla Tape	\$	50.00	
		Woolworths - Batteries for Microphone	\$	14.50	
		BWS - Ice for Injuries	\$	4.00	
		John's Bakery - Kiosk Stock	\$	5.50	
		Woolworths - Kiosk Stock inc GST	\$	11.00	
		Woolworths - Kiosk Stock GST free	\$	17.67	
		Woolworths - Kiosk Stock inc GST	\$	25.00	
		Woolworths - Kiosk Stock GST free	\$	93.42	
		Woolworths - Kiosk Stock inc GST	\$	26.00	
		Woolworths - Kiosk Stock GST free	\$	66.62	
		Woolworths - Kiosk Stock inc GST	\$	0.25	
		Woolworths - Kiosk Stock GST free	\$	7.75	
AUG2025	26/08/2025	Executive Assistant to CEO	Credit Card Purchases - August 2025		-\$ 86.80
			Woolworths - Rates Morning Tea inc GST	\$ 30.30	
			Woolworths - Rates Morning Tea GST free	\$ 56.50	
AUG2025	26/08/2025	Chief Executive Officer	Credit Card Purchases - August 2025		-\$ 51.00
			Dome - Meeting with Saleyards Manager	\$ 12.00	
			Dome - Meeting with CEO Assistant	\$ 18.00	
			Ravy Country Kitchen - WALGA Zone Meeting Ravensthorpe	\$ 21.00	
			Total	\$ 2,198.64	-\$ 2,198.64

Schedule of Accounts Paid - September 2025

EFT Payments	\$	1,102,477.89	76.76%
Cheque Payments	\$	626.15	0.04%
Payroll Payments	\$	250,009.26	17.41%
Direct Debit Payments	\$	80,981.22	5.64%
Credit Card Payments	\$	2,198.64	0.15%
TOTAL			
	\$	1,436,293.16	100%



Shire of
Katanning
Heart of the Great Southern

Monthly Financial Reports
September 2025



Heart of the Great Southern



MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF KATANNING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	5,481,228	5,475,872	5,526,836	50,964	0.93%	
Rates excluding general rates	5,356	5,356	5,037	(319)	(5.96%)	
Grants, subsidies and contributions	1,340,434	528,728	687,020	158,292	29.94%	▲
Fees and charges	2,186,860	1,192,217	1,300,277	108,060	9.06%	
Interest revenue	476,000	118,998	134,424	15,426	12.96%	▲
Other revenue	315,024	74,102	56,325	(17,777)	(23.99%)	▼
Profit on asset disposals	75,207	30,083	0	(30,083)	(100.00%)	▼
	9,880,109	7,425,356	7,709,919	284,563	3.83%	
Expenditure from operating activities						
Employee costs	(5,337,519)	(1,573,041)	(1,268,567)	304,474	19.36%	▲
Materials and contracts	(4,035,623)	(1,055,183)	(662,823)	392,360	37.18%	▲
Utility charges	(612,753)	(160,579)	(131,934)	28,645	17.84%	▲
Depreciation	(9,356,842)	(2,339,190)	(1,594,918)	744,272	31.82%	▲
Finance costs	(91,756)	(1,900)	10,592	12,492	657.47%	▲
Insurance	(426,741)	(407,710)	(222,330)	185,380	45.47%	▲
Other expenditure	(405,507)	(87,697)	(104,968)	(17,271)	(19.69%)	▼
Loss on asset disposals	(17,854)	(8,927)	0	8,927	100.00%	
	(20,284,595)	(5,634,227)	(3,974,948)	1,659,279	29.45%	
Non cash amounts excluded from operating activities	2(c) 9,299,489	2,318,034	1,502,141	(815,893)	(35.20%)	▼
Amount attributable to operating activities	(1,104,997)	4,109,163	5,237,112	1,127,949	27.45%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	10,533,060	2,679,772	2,315,007	(364,765)	(13.61%)	▼
Proceeds from disposal of assets	476,000	90,000	0	(90,000)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	22,752	5,605	5,605	0	0.00%	
	11,031,812	2,775,377	2,320,612	(454,765)	(16.39%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(11,709,927)	(3,037,733)	(1,539,193)	1,498,540	49.33%	▲
Acquisition of infrastructure	(1,911,897)	(61,897)	(118,497)	(56,600)	(91.44%)	▼
Payments for financial assets at amortised cost - self supporting loans	(22,752)	0	0	0	0.00%	
	(13,644,576)	(3,099,630)	(1,657,689)	1,441,941	46.52%	
Non-cash amounts excluded from investing activities	2(d) 0	0	(44,561)	(44,561)	0.00%	
Amount attributable to investing activities	(2,612,764)	(324,253)	618,362	942,615	290.70%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	1,744,442	0	0	0	0.00%	
	1,744,442	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(302,233)	(25,488)	(25,488)	0	0.00%	
Transfer to reserves	(1,292,995)	0	(71,413)	(71,413)	0.00%	
	(1,595,228)	(25,488)	(96,901)	(71,413)	(280.18%)	
Amount attributable to financing activities	149,214	(25,488)	(96,901)	(71,413)	(280.18%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,568,549	3,568,549	2,866,569	(701,980)	(19.67%)	▼
Amount attributable to operating activities	(1,104,997)	4,109,163	5,237,112	1,127,949	27.45%	▲
Amount attributable to investing activities	(2,612,764)	(324,253)	618,362	942,615	290.70%	▲
Amount attributable to financing activities	149,214	(25,488)	(96,901)	(71,413)	(280.18%)	▼
Surplus or deficit after imposition of general rates	(0)	7,327,971	8,625,141	1,297,170	17.70%	▲

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

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

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

SHIRE OF KATANNING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	15,299,657	19,231,342
Trade and other receivables	1,807,551	3,685,369
Other financial assets	22,752	17,147
Inventories	10,411	13,191
TOTAL CURRENT ASSETS	17,140,371	22,947,049
NON-CURRENT ASSETS		
Trade and other receivables	356,964	356,964
Other financial assets	321,802	321,802
Property, plant and equipment	56,103,805	57,061,096
Infrastructure	210,843,798	209,949,279
Right-of-use assets	2,120	2,120
TOTAL NON-CURRENT ASSETS	267,628,489	267,691,261
TOTAL ASSETS	284,768,860	290,638,310
CURRENT LIABILITIES		
Trade and other payables	755,886	458,472
Contract liabilities	75,020	75,020
Capital grant/contributions liabilities	4,701,589	4,746,150
Lease liabilities	878	878
Borrowings	302,233	276,745
Employee related provisions	514,778	514,778
Other provisions	1,143,149	1,235,926
TOTAL CURRENT LIABILITIES	7,493,533	7,307,969
NON-CURRENT LIABILITIES		
Borrowings	2,704,400	2,704,400
Employee related provisions	82,527	82,527
Other provisions	568,112	568,112
TOTAL NON-CURRENT LIABILITIES	3,355,039	3,355,039
TOTAL LIABILITIES	10,848,572	10,663,008
NET ASSETS	273,920,288	279,975,302
EQUITY		
Retained surplus	79,442,462	85,426,063
Reserve accounts	8,718,555	8,789,969
Revaluation surplus	185,759,271	185,759,271
TOTAL EQUITY	273,920,288	279,975,303

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

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 05 October 2025

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.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 September 2025
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	10,622,077	15,299,657	19,231,342
Trade and other receivables	4,708,576	1,807,551	3,685,369
Other financial assets	1,862,455	22,752	17,147
Inventories	7,248	10,411	13,191
	<u>17,200,356</u>	<u>17,140,371</u>	<u>22,947,049</u>
Less: current liabilities			
Trade and other payables	(221,882)	(755,886)	(458,472)
Other liabilities	(4,691,002)	(4,776,609)	(4,821,170)
Lease liabilities	0	(878)	(878)
Borrowings	(302,234)	(302,233)	(276,745)
Employee related provisions	(582,279)	(514,778)	(514,778)
Other provisions	(1,145,902)	(1,143,149)	(1,235,926)
	<u>(6,943,299)</u>	<u>(7,493,533)</u>	<u>(7,307,969)</u>
Net current assets	10,257,057	9,646,838	15,639,080
Less: Total adjustments to net current assets	2(b) (6,688,508)	(6,780,269)	(7,013,939)
Closing funding surplus / (deficit)	3,568,549	2,866,569	8,625,141

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(8,718,920)	(8,718,555)	(8,789,968)
Less: Financial assets at amortised cost - self supporting loans	0	(22,752)	(17,147)
Less: Current assets not expected to be received at end of year	0	0	(142,607)
- Current financial assets at amortised cost - self supporting loans	0	0	0
- Other liabilities - adjusting entry	0	0	(92,544)
Add: Current liabilities not expected to be cleared at the end of the year	0	0	0
- Current portion of lease liabilities	0	878	878
- Current portion of borrowings	302,234	302,233	276,745
- Current portion of other provisions held in reserve-Amherst	1,145,899	1,143,149	1,235,926
- Current portion of employee benefit provisions held in reserve	582,279	514,778	514,778
Total adjustments to net current assets	2(a) (6,688,508)	(6,780,269)	(7,013,939)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 September 2025	YTD Actual 30 September 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(75,207)	(30,083)	0
Less: Movement in liabilities associated with restricted cash - Amherst	0	0	(92,777)
Add: Loss on asset disposals	17,854	8,927	0
Add: Depreciation	9,356,842	2,339,190	1,594,918
Total non-cash amounts excluded from operating activities	9,299,489	2,318,034	1,502,141

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Movement in non current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity	0	0	(44,561)
Total non-cash amounts excluded from investing activities	0	0	(44,561)

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 local governments' operational cycle.

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

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 2025-26 year is \$10,000 and 10.00% whichever is the greater.

REFER TO AGENDA ITEM FOR EXPLANATIONS

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	158,292	29.94%	▲
Interest revenue	15,426	12.96%	▲
Other revenue	(17,777)	(23.99%)	▼
Profit on asset disposals	(30,083)	(100.00%)	▼
Expenditure from operating activities			
Employee costs	304,474	19.36%	▲
Materials and contracts	392,360	37.18%	▲
Utility charges	28,645	17.84%	▲
Depreciation	744,272	31.82%	▲
Finance costs	12,492	657.47%	▲
Insurance	185,380	45.47%	▲
Other expenditure	(17,271)	(19.69%)	▼
Non cash amounts excluded from operating activities	(815,893)	(35.20%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(364,765)	(13.61%)	▼
Proceeds from disposal of assets	(90,000)	(100.00%)	▼
Outflows from investing activities			
Acquisition of property, plant and equipment	1,498,540	49.33%	▲
Acquisition of infrastructure	(56,600)	(91.44%)	▼
Surplus or deficit at the start of the financial year	(701,980)	(19.67%)	▼
Surplus or deficit after imposition of general rates	1,297,170	17.70%	▲

SHIRE OF KATANNING

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key information - graphical	2
2	Cash and financial assets	3
3	Reserve accounts	4
4	Capital acquisitions	5
5	Disposal of assets	7
6	Receivables	8
7	Other current assets	9
8	Payables	10
9	Borrowings	11
10	Lease liabilities	12
11	Other current liabilities	13
12	Grants and contributions	14
13	Capital grants and contributions	15

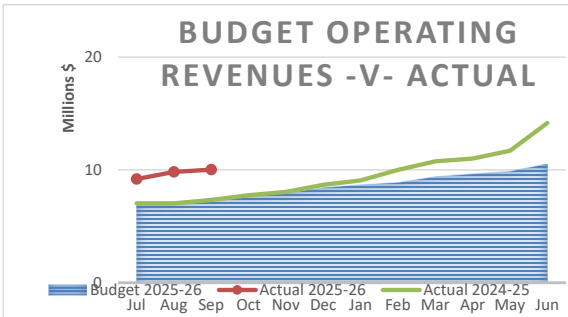
BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

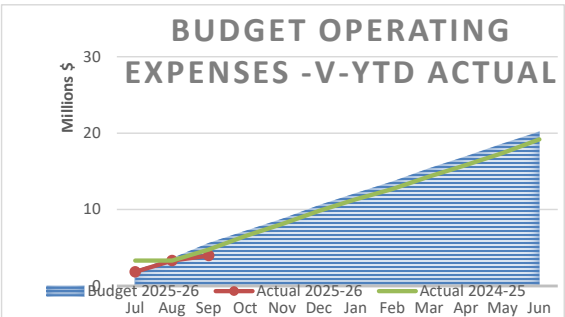
1 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

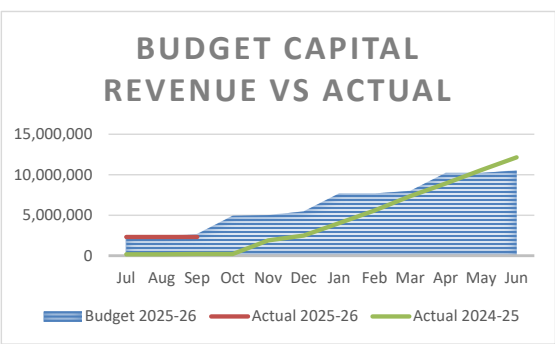


OPERATING EXPENSES

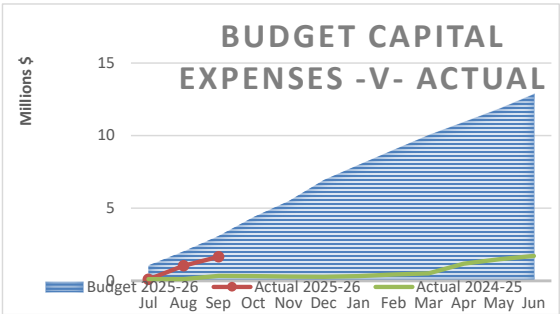


INVESTING ACTIVITIES

CAPITAL REVENUE

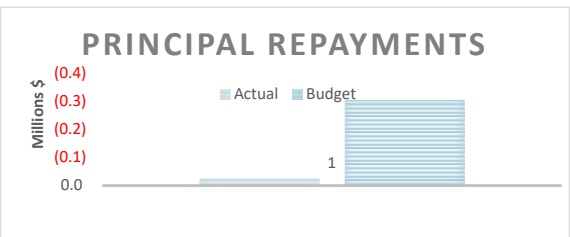


CAPITAL EXPENSES

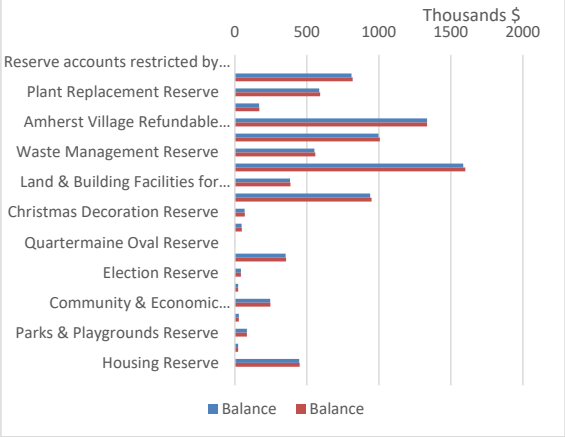


FINANCING ACTIVITIES

BORROWINGS



RESERVES



SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted \$	Reserve Accounts \$	Total \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash at Bank	Cash and cash equivalents	3,695,224	0	3,695,224		CBA	0.25%	At call
Term Deposit - Muni	Cash and cash equivalents	4,746,150	0	4,746,150		WATC	3.87%	
At-Call (CDA) - Reserves	Cash and cash equivalents	0	1,789,968	1,789,968		CBA	0.25%	At call
Term Deposit - Reserves	Cash and cash equivalents	0	7,000,000	7,000,000		CBA	4.05%	24/09/2025
Term Deposit - Muni	Cash and cash equivalents	2,000,000		2,000,000				
Total		10,441,374	8,789,968	19,231,342	0			
Comprising								
Cash and cash equivalents		10,441,374	8,789,968	19,231,342	0			
		10,441,374	8,789,968	19,231,342	0			

KEY INFORMATION

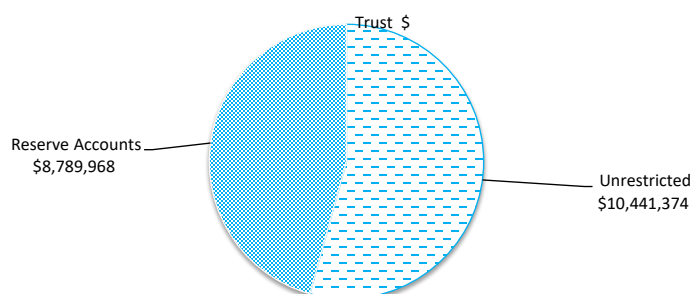
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 7 - Other assets.



SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	809,623	21,914	(100,000)	731,537	810,712	7,841	0	818,553
Plant Replacement Reserve	585,751	301,411	0	887,162	586,050	5,668	0	591,718
Amherst Village Building Maintenance Reserve	168,209	4,553	(60,000)	112,762	168,488	1,630	0	170,118
Amherst Village Refundable Deposit Reserve	1,344,707	350,000	(150,000)	1,544,707	1,334,902	0	0	1,334,902
Old Saleyards Reserve	996,641	26,976	(30,000)	993,617	997,981	9,652	0	1,007,633
Waste Management Reserve	552,326	89,950	0	642,276	552,968	5,348	0	558,316
Land & Building Reserve	1,583,427	89,592	(1,280,862)	392,157	1,585,555	15,335	0	1,600,890
Land & Building Facilities for Seniors Reserve	381,751	0	0	381,751	382,263	3,697	0	385,960
Regional Sheep Saleyards Reserve	939,160	49,420	0	988,580	940,377	9,095	0	949,472
Christmas Decoration Reserve	68,348	1,850	(50,000)	20,198	68,440	662	0	69,102
GRV Revaluation Reserve	47,251	21,279	0	68,530	47,288	457	0	47,745
Quartermaine Oval Reserve	0	0	0	0	559	5	0	564
KLC Facilities Reserve	352,365	109,537	0	461,902	352,839	3,413	0	356,252
Election Reserve	42,256	1,144	(23,580)	19,820	42,306	409	0	42,715
Library Building Reserve	22,070	597	0	22,667	22,099	214	0	22,313
Community & Economic Development Reserve	244,644	6,622	(50,000)	201,266	245,040	2,370	0	247,410
Lake Ewlyamartup Facilities Reserve	27,602	747	0	28,349	27,639	267	0	27,906
Parks & Playgrounds Reserve	83,462	2,259	0	85,721	83,575	808	0	84,383
Katanning Aquatic Centre Reserve	23,212	50,628	0	73,840	23,244	225	0	23,469
Housing Reserve	446,115	114,516	0	560,631	446,230	4,316	0	450,546
ERP System Upgrade Reserve	0	50,000	0	50,000	0	0	0	0
	8,718,920	1,292,995	(1,744,442)	8,267,473	8,718,555	71,413	0	8,789,968

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	11,020,927	2,902,733	1,539,193	(1,363,540)
Plant and equipment	399,000	99,750	0	(99,750)
Motor Vehicles	84,000	29,000	0	(29,000)
Equipment	25,000	6,250	0	(6,250)
Artwork & sculptures	181,000	0	0	0
Acquisition of property, plant and equipment	11,709,927	3,037,733	1,539,193	(1,498,540)
Infrastructure - roads	1,131,897	61,897	50,220	(11,677)
Infrastructure - Parks and ovals	0	0	68,277	68,277
Infrastructure - Other	780,000	0	0	0
Acquisition of infrastructure	1,911,897	61,897	118,497	56,600
Total capital acquisitions	13,621,824	3,099,630	1,657,689	(1,441,941)
Capital Acquisitions Funded By:				
Capital grants and contributions	10,533,060	2,679,772	2,315,007	(364,765)
Other (disposals & C/Fwd)	476,000	90,000	0	(90,000)
Reserve accounts				
Leave reserve	100,000	0	0	0
Amherst Village Building Maintenance Reserve	60,000	0	0	0
Amherst Village Refundable Deposit Reserve	150,000	0	0	0
Old Saleyards Reserve	30,000	0	0	0
Land & Building Reserve	1,280,862	0	0	0
Christmas Decoration Reserve	50,000	0	0	0
Election Reserve	23,580	0	0	0
Community & Economic Development Reserve	50,000	0	0	0
Contribution - operations	868,322	329,858	(657,318)	(987,176)
Capital funding total	13,621,824	3,099,630	1,657,689	(1,441,941)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

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

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

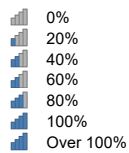
Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total - Level of completion indicators

Level of completion indicators

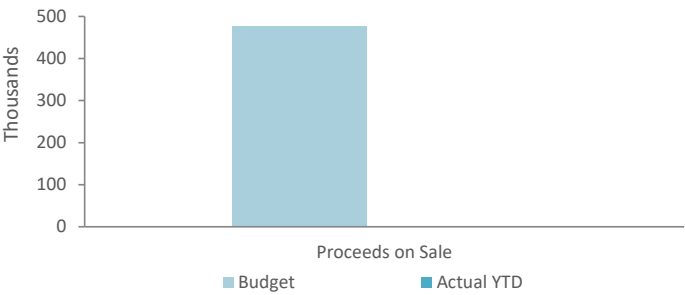


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

			Adopted		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
2676	Paintings & Sculptures - At Cost - Noongar Story Public Artwork Project		181,000	0	0
1996	Buildings - Specialised - Katanning CBBF Shed Upgrade		100,000	100,000	16,404
1998	Cat Pound Construction		10,000	0	0
2000	Housing Development Project		360,000	90,000	0
2154	Buildings - Specialised - At Cost - Amherst		60,000	15,000	26,000
2659	Buildings - Specialised - At Cost - Early Childhood Hub		10,390,927	2,597,733	1,478,357
3064	Buildings - Specialised - At Cost - Cemetery		50,000	50,000	14,819
8875	Buildings - Specialised - At Cost - KLC 24 hour gym upgrade		50,000	50,000	3,612
1994	Equipment - At Cost - Other Law Order		25,000	6,250	0
1999	CESM Vehicle purchase		29,000	29,000	0
4964	Motor Vehicles - At Cost - Plant Purchases		55,000	0	0
4075	Infrastructure Other - At Cost - Aerodrome Runway		750,000	0	0
6701	Infrastructure Other - At Cost - ChargeUp Charging Station		30,000	0	0
4954	Plant - At Cost - Plant Purchases				0
AC096	New Mower 25/26		10,000	2,499	0
AC097	New Mower 25/26		60,000	15,000	0
AC098	New Medium Tipper 25/26		79,000	19,749	0
AC099	New Multi Tyred Roller 25/26		200,000	50,001	0
AC100	Minor Plant Purchases 25/26		50,000	12,501	0
4460	Infrastructure Roads - At Cost - Roads				0
C817	Rrg Warren Rd - Construct Widen Slk12-15		0	0	4,820
C819	R2R Coomelberrup Rd (Sections) Resheet		0	0	10,986
C820	R2R Langaweira Rd (Sections) Shoulder Reconstruct		61,897	61,897	34,414
C821	Rrg Arbour Street 0-1.26		230,000	0	0
C822	Rrg Clive St 0.136-2.02		75,000	0	0
C823	Rrg Cove St 0-0.21		55,000	0	0
C824	Rrg Amherst St 0-0.33		55,000	0	0
C825	Rrg Aberdeen St 0-0.315		55,000	0	0
C826	R2R Ranford Road 25/26 Program		390,000	0	0
C827	R2R Hettner Road 25/26 Program		120,000	0	0
C828	R2R Belmont Street 25/26 Program		90,000	0	0
CC17	Quartermaine Oval Upgrade		0	0	68,277
			13,621,824	3,099,630	1,657,689
					1,441,941

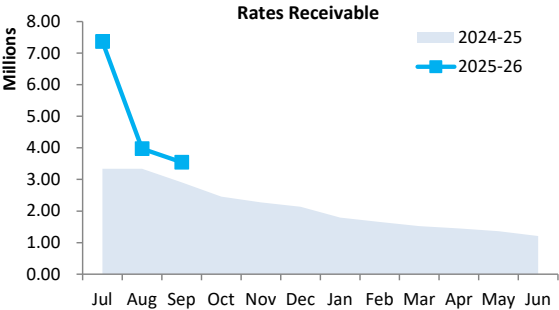
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
	Freehold land	360,000	360,000	0	0	0	0	0	0
Plant and equipment									
	Plant & Equipment	58,647	116,000	75,207	(17,854)	0	0	0	0
		418,647	476,000	75,207	(17,854)	0	0	0	0



6 RECEIVABLES

Rates receivable	30 Jun 2025	30 Sep 2025
	\$	\$
Opening arrears previous year	940,853	1,296,939
Levied this year	5,016,765	6,738,174
Less - collections to date	(4,660,679)	(4,489,412)
Gross rates collectable	1,296,939	3,545,701
Allowance for impairment of rates receivable	(362,262)	(278,294)
Net rates collectable	934,677	3,267,407
% Collected	78.2%	55.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(22,214)	34,400	7,735	716	311,600	332,237
Percentage	(6.7%)	10.4%	2.3%	0.2%	93.8%	
Balance per trial balance						
Trade receivables	(22,214)	34,400	7,735	716	311,600	332,237
GST receivable	85,725	0	0	0	0	85,725
Total receivables general outstanding						417,962

Amounts shown above include GST (where applicable)

KEY INFORMATION

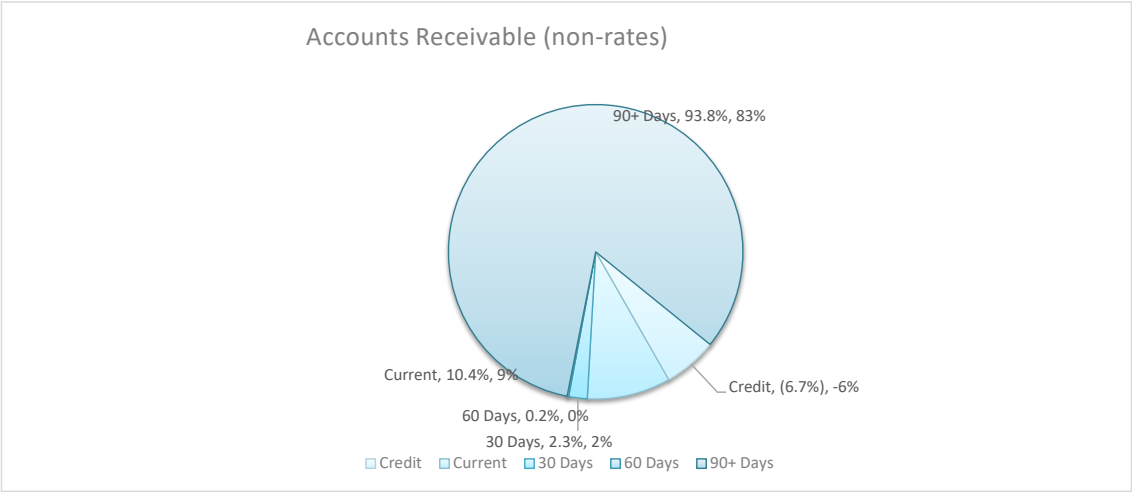
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 20
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	22,752	0	(5,605)	17,147
Inventory				
Fuel	10,411	2,780	0	13,191
Total other current assets	33,163	2,780	(5,605)	30,338

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.

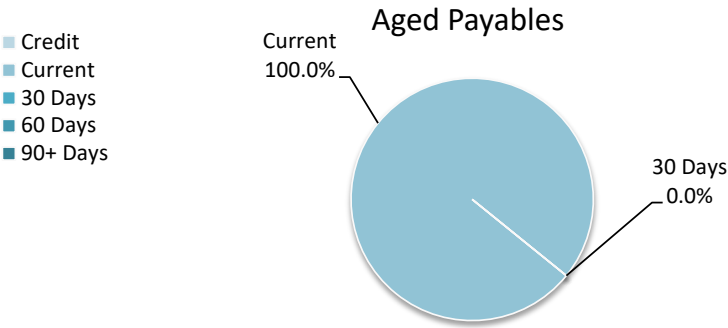
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	149,503	0	0	0	149,503
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	149,503	0	0	0	149,933
ATO liabilities	0	6,471	0	0	0	6,471
Rates paid in advance	0	0	0	0	42,383	42,383
Bonds & deposits	0	0	0	0	28,081	28,081
Other payables [describe]						231,604
Total payables general outstanding						458,472
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.



9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
New Administration Building										
Repayments due November & May	158	1,828,894	0	0	0	(111,135)	1,828,894	1,717,759	11,331	(68,452)
Aged & Key Worker Housing										
Repayments Due November & May	159	511,408	0	0	0	(45,740)	511,408	465,668	1,020	(6,553)
Plant - Watercart										
Repayments due November & May	160	95,323	0	0	0	(16,995)	95,323	78,328	126	(792)
Plant - Grader										
Repayments Due November & May	161	140,181	0	0	0	(24,992)	140,181	115,189	186	(1,165)
Plant - Road Sweeper										
Repayments Due November, May, February & August	163	120,162	0	0	(10,439)	(42,325)	109,723	77,837	(555)	(3,777)
Plant - Truck										
Repayments Due November, May, February & August	164	108,718	0	0	(9,445)	(38,294)	99,273	70,424	(502)	(3,417)
		2,804,686	0	0	(19,883)	(279,481)	2,784,803	2,525,205	11,605	(84,156)
Self supporting loans										
Katanning Country Club										
Repayments Due November, February, May & August		201,947	0	0	(5,605)	(22,752)	196,342	179,195	(1,013)	(7,600)
		201,947	0	0	(5,605)	(22,752)	196,342	179,195	(1,013)	(7,600)
Total		3,006,633	0	0	(25,488)	(302,233)	2,981,145	2,704,400	10,592	(91,756)
Current borrowings		302,233					276,745			
Non-current borrowings		2,704,400					2,704,400			
		3,006,633					2,981,145			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
SG Fleet	22401/00	878	0	0	0	0	878	878	0	0
Total		878	0	0	0	0	878	878	0	0
Current lease liabilities		878					878			
		878					878			

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 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		75,020	0	0	0	75,020
Capital grant/contributions liabilities		4,701,589	44,561	0	0	4,746,150
Total other liabilities		4,776,609	44,561	0	0	4,821,170
Employee Related Provisions						
Provision for annual leave		257,103	0	0	0	257,103
Provision for long service leave		257,675	0	0	0	257,675
Total Provisions		514,778	0	0	0	514,778
Other Provisions						
Amherst Refundable Deposits		1,143,149	92,777	0	0	1,235,926
Total Other Provisions		1,143,149	92,777	0	0	1,235,926
Total other current liabilities		6,434,536	137,338	0	0	6,571,874

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.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Sep 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue	\$	Actual
Grants and subsidies								
Governance	0	0	0	0	0	43,750	43,750	30,723
General purpose funding	0	0	0	0	0	615,379	153,845	403,548
Law, order, public safety	0	0	0	0	0	251,654	75,109	23,690
Education and welfare	0	0	0	0	0	115,000	30,248	9,539
Recreation and culture	0	0	0	0	0	8,500	2,124	1,000
Transport	0	0	0	0	0	306,151	223,652	218,520
	0	0	0	0	0	1,340,434	528,728	687,020
Contributions								
Financial Assistance Grants	0	0	0	0	0	495,379	123,845	403,343
Commissions & Contributions (TPL)	0	0	0	0	0	110,000	27,501	31,706
Debt Collection Legal Expenses Reimbursement (GPI)	0	0	0	0	0	120,000	30,000	205
Grant Income - Fire Prevention	0	0	0	0	0	48,780	24,390	23,690
BFB LGGS Income	0	0	0	0	0	49,860	12,465	0
CESM Contributions & Reimbursements	0	0	0	0	0	153,014	38,254	0
Every Club Grant Scheme 2022-2025	7,678	0	0	7,678	0	7,500	1,875	0
Youth Activities Grant Income (CDOW)	0	0	0	0	0	39,000	9,750	9,539
Seniors Week Grant Income (CDOW)	0	0	0	0	0	1,000	249	0
National Youth Week Grant Income (CDOW)	0	0	0	0	0	3,000	750	0
Cultural Awareness	5,000	0	0	5,000	0	0	0	0
Lotterywest - Community Capacity Building	17,255	0	0	17,255	0	0	0	0
Harmony Festival Grant Income (CDOW)	0	0	0	0	0	70,000	17,499	0
Regional Council Income	0	0	0	0	0	43,750	43,750	30,723
Direct Road Grant (MRBD)	0	0	0	0	0	196,151	196,151	186,814
Naidoc Week	0	0	0	0	0	2,000	2,000	0
Kidsport	0	0	0	0	0	1,000	249	1,000
	29,933	0	0	29,933	0	1,340,434	528,728	687,020
TOTALS	29,933	0	0	29,933	0	1,340,434	528,728	687,020

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 2025		(As revenue)	30 Sep 2025	30 Sep 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Governance	0	0	0	0	0	8,880,612	2,220,153	2,136,344
Law, order, public safety	0	0	0	0	0	100,000	0	0
Recreation and culture	0	0	0	0	0	27,301	0	0
Transport	0	0	0	0	0	1,525,147	459,619	178,400
Economic services	0	0	0	0	0	0	0	263
	0	0	0	0	0	10,533,060	2,679,772	2,315,007
Capital contributions								
Regional Road Group Grant	0	0	0	0	0	313,330	156,665	178,400
Roads to Recovery Funding	45,087	0	0	45,087	0	600,000	150,000	0
KAARL Yarning Place	0	0	0	0	0	27,301	0	0
DFES Grant for BFB Shed upgrade	0	0	0	0	0	100,000	0	0
Early Childhood Hub Grant Funds	0	0	0	0	0	8,880,612	2,220,153	2,136,344
Saleyad Capital Grant - Ear Tagging equipment	0	0	0	0	0	0	0	263
Airport Runway Grants 25/26	0	0	0	0	0	611,817	152,954	0
	45,087	0	0	45,087	0	10,533,060	2,679,772	2,315,007
TOTALS	45,087	0	0	45,087	0	10,533,060	2,679,772	2,315,007



COUNCIL POLICY

Debt Recovery

Policy No:	2.11
Policy Subject:	Debt Recovery
Objective:	To outline clear and appropriate debt recovery procedures which will be undertaken by the Shire of Katanning and to ensure effective control over all invoiced debts owed to the Shire whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.
Policy Statement:	This policy sets the parameters for Rates and Sundry Debtors Charges, Write Offs and the Recovery Process

Rates – Outstanding Amounts

~~1.1~~ Amounts outstanding after the due date for payment will be followed up within ~~30~~
~~14~~ days of the due date with a Final Notice ~~issued from the Shire of Katanning.~~
~~1.1~~

~~Ratepayers who are unable to pay rates and charges by the due date either because of reasons beyond their control or because payment would cause undue hardship, may apply to enter into an agreement to make periodic payments subject to the following:~~

- ~~i. The Chief Executive Officer is to endorse the arrangement.~~
- ~~ii. Special arrangements will be for regular instalments with the debt to be finalised by 30 June of the financial year where possible.~~

~~1.2~~ Fourteen days after the Final Notice is issued, ~~any amounts outstanding over \$20 which have not committed to a payment plan will be referred to a Shire of Katanning reminder letter will be issued to those who owe current year plus a minimum of 50% of previous years rates giving 14 days to arrange payment.~~

~~1.3~~ Following this 14 day period, ~~those assessments owing a minimum of current year plus 50% of previous years rates will be passed to the Shire's Debt Collection agency. The cost of which will be passed in full to the rate payer.~~

Formatted: Indent: Left: 4.39 cm, No bullets or numbering

Formatted: Indent: Left: 4.44 cm, No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81 cm + Indent at: 4.44 cm

Formatted: Indent: Left: 4.44 cm, No bullets or numbering

4.41.2 Debt Collection Agency - Stage 1 Service – Issue Demand Letter or Email. This includes management of all inbound calls and payment queries generated from their initial contact. If after ~~15-14~~ days of Stage 1 being issued payment in full or an agreed payment plan has not been established, then Stage 2 will commence.

~~1.5~~ Debt Collection Agency - Stage 2 Service – ~~Issue Final Demand Letters, Final Demand Emails and SMS demands 15 days after the Stage 1 Notice has been issued and neither payment has been made or a payment plan established.~~

If ~~15 days after the Stage 2 Notice has been issued~~, payment has not been received or an acceptable payment plan is not in place, then legal action will commence for those rate payers owing current and previous years ~~(2 years)~~ rates.

i. Legal action will commence with the issuing of Court proceedings (General Procedure Claim) in accordance with S6.56 of the Local Government Act 1995.

ii. Legal proceedings will continue until payment of outstanding rates is secured. This includes the issue of a Property Seizure and sale order (PSSO) against goods and land if necessary.

~~i.~~

1.5 if there is an amount of rates which has been unpaid for three or more years the Shire may utilise the provision of sections 6.64 of the Act to:

1. Lease the land; or
2. Sell the land; or
3. Transfer the land to the crown; or
4. Transfer the land to itself.

~~1.61.1 Ratepayers who are unable to pay rates and charges by the due date either because of reasons beyond their control or because payment would cause undue hardship, may apply to enter into an agreement to make periodic payments subject to the following:~~

- ~~i. The Chief Executive Officer is to endorse the arrangement.~~
- ~~ii. Special arrangements will be for regular instalments with the debt to be finalised by 30 June of the financial year where possible.~~

Sundry Debtors

- 2.1 Sundry debtor accounts become overdue if not paid within 30 days of issuing of the account.
- 2.2 On becoming overdue, a statement is to be issued requesting immediate payment.
- 2.3 Fourteen days after the overdue statement is issued, contact is to be made by telephone, where possible, to seek payment and to advise that the provision of credit facilities will cease in seven days.
- 2.4 After this seven-day period has lapsed, the Shire may stop the provision of credit facilities to debtors. Recovery action through the courts may also be taken unless the debtor enters into and complies with an overdue payment agreement. Any such agreement will not exceed six months unless exceptional circumstances exist.
- 2.5 The Chief Executive Officer may determine other suitable treatment options to deal with sundry debtors in the case of demonstrated hardship or other situations.

Formatted: Indent: Left: 4.44 cm

Formatted: Indent: Left: 5 cm, No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 5.71 cm + Indent at: 6.35 cm

Formatted: Indent: Left: 4 cm

Write-off of small amounts

To assist with the maintenance of the Shire's Rate and Sundry Debtors and to ensure employee resources are effectively utilised, the following shall apply;

- i. Sundry Debtors: any small balance outstanding at the end of the financial year of less than ~~\$20,000~~\$50.00 may be written off at the discretion of the Chief Executive Officer.
- ii Rate Debtors: any small balance outstanding at the end of each month of less than ~~\$20,000~~\$50.00 may be written off at the discretion of the Chief Executive Officer.

Resolution No: Committee A304/96
Ordinary Council FC209/96

Resolution Date: 22 February 1996

Amended: 26 November 2003 OC79/04
22 October 2008 OC49/09
28 October 2011 OC29/12
22 October 2014 OC/106/14
27 March 2018 OC29/18
24 November 2020 OC120/20
22 December 2022 OC159/22
24 April 2024 OC28/24
29 October 2025 OC

Source: Manager of Finance

Date of Review: October annually

Review

Responsibility: Executive Manager Corporate & Community



Western Australia

Local Government (Miscellaneous Provisions) Act 1960

Local Government (Miscellaneous Provisions) Act 1960

Contents

Part I — Preliminary

- | | | |
|----|--|---|
| 1. | Short title | 2 |
| 2. | Act to be read as part of <i>Local Government Act 1995</i> | 2 |

Part XII — Streets

- | | | |
|------|---|---|
| 364. | New street alignments, prescribing and effect of etc. | 4 |
|------|---|---|

Part XV — Buildings

Part XX — Cattle trespass, pounds, poundkeepers and rangers

- | | | |
|------|---|----|
| 447. | Local government regarded as owner of streets etc. and unfenced land abutting | 9 |
| 448. | Cattle grazing on streets etc. without local government's consent, status of and may be impounded | 9 |
| 449. | Pounds, establishing; poundkeepers and rangers, appointing | 9 |
| 450. | Pounds, poundkeepers and rangers, notice and proof of etc. | 9 |
| 451. | Closing pounds and dismissing poundkeepers or rangers | 10 |
| 452. | Pounds, construction of; poundkeepers, duties of | 10 |
| 453. | Shelter and water for cattle in pounds to be provided | 11 |

Contents

454.	Impounded cattle not to be milked etc. without owner's consent etc.	11
455.	Pound book, information in and access to etc.	11
456.	Fees etc. for pound, notice of	13
457.	Unclaimed money, how poundkeeper and local government to deal with	13
458.	Trespassing cattle, powers to impound etc.	14
459.	Trespassing cattle, destruction of in certain cases	15
460.	Trespassing cattle, impounding of in other than public pound etc.	15
461.	Unlawful impounding, offence	17
462.	Fees etc. for impounded cattle (Sch. 3)	17
463.	Damage by trespassing cattle, rates for (Sch. 4)	18
464.	Fees etc. in Sch. 2, 3 and 4, local government may vary	19
465.	Cattle to be restored to owner on payment or tender of amount claimed	19
466.	Person impounding cattle in public pound to notify poundkeeper	20
467.	Poundkeeper's functions as to impounded cattle	20
468.	Impounded cattle, notice of to be displayed at pound	20
469.	Unclaimed impounded cattle, notice of to be given	21
470.	Service of s. 469 notice, charges for	22
471.	Cattle to be released on payment of damages and poundkeeper's fees and charges	23
472.	Payment under protest where amount claimed deemed excessive	23
473.	Ranger's or trespass fees received by poundkeeper to be paid to ranger etc.	24
474.	Unclaimed impounded cattle, sale or disposal of etc.	24
475.	Unsold impounded cattle, JP may order destruction of etc.	27
476.	Purchaser not bound to prove regularity of sale	27
477.	Fees etc. not recovered from sale of cattle etc., recovery of by poundkeeper	27
478.	Dying etc. impounded cattle, destruction of etc.	28
479.	Sale proceeds, application of	28
480.	Trespassing goats, pigs and poultry, destruction of	29
481.	Cattle not to be driven from land etc. without notice to owner	30

482.	Offences as to impounded etc. cattle and pounds	30
483.	Removing fence etc. to allow cattle trespass etc., offence	31
484.	Cattle straying etc. in public place, offence by owner	31
485.	Actions for full compensation for trespass not prevented	33

Part XXVIII — Miscellaneous

670.	Offence of failing to comply with Act	34
682.	Act not to affect right of Crown	34
684.	Arbitration for s. 364(8), provisions for	35

Schedule 1 — Poundkeeper's book

Schedule 2 — Ranger's fees

**Schedule 3 — Poundage fees and
sustenance charges**

**Schedule 4 — Rates for damage by
trespass by cattle**

Schedule 5 — Form of advertisement

Notes

Compilation table	42
-------------------	----

Defined terms

Western Australia

Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

[Long title inserted: No. 74 of 1995 s. 9.70.]

Part I — Preliminary

1. Short title

This Act may be cited as the *Local Government (Miscellaneous Provisions) Act 1960*¹.

[Section 1 amended: No. 74 of 1995 s. 9.70.]

2. Act to be read as part of *Local Government Act 1995*

The *Local Government Act 1995* applies as if the provisions of this Act were in that Act but in construing the provisions of this Act account is to be taken of the meanings they had before the *Local Government Act 1995* commenced.

[Section 2 inserted: No. 74 of 1995 s. 9.70.]

[3. Deleted: No. 60 of 1981 s. 4.]

[4-6. Deleted: No. 74 of 1995 s. 9.70.]

[7. Deleted: No. 27 of 1981 s. 5.]

[8. Deleted: No. 74 of 1995 s. 9.70.]

[Part II (s. 9-11) deleted: No. 74 of 1995 s. 9.70.]

*[Part III: s. 12-22, 23-34 deleted: No. 74 of 1995 s. 9.70;
s. 22A deleted: No. 68 of 1980 s. 10.]*

*[Part IV: s. 35-55, 65, 67-154N deleted: No. 74 of 1995 s. 9.70;
s. 56-64 deleted: No. 42 of 1984 s. 8;
s. 66 deleted: No. 99 of 1985 s. 5.]*

[Part V (s. 155, 156) deleted: No. 74 of 1995 s. 9.70.]

*[Part VI: s. 157-168, 170 deleted: No. 74 of 1995 s. 9.70;
s. 169, 169AA, 169A deleted: No. 60 of 1994 s. 4.]*

[Part VIA (s. 170A-170E) deleted: No. 74 of 1995 s. 9.70.]

[Part VIB (s. 170F-170J) deleted: No. 74 of 1995 s. 9.70.]

[Part VII (s. 171-189) deleted: No. 74 of 1995 s. 9.70.]

[Parts VIII and IX deleted: No. 24 of 2011 s. 152.]

[Part X (s. 272-277) deleted: No. 74 of 1995 s. 9.70.]

[Part XI (s. 277A, 278-284) deleted: No. 74 of 1995 s. 9.70.]

Part XII — Streets

[Heading inserted: No. 74 of 1995 s. 9.70.]

[Heading deleted: No. 19 of 2010 s. 49(2).]

[285-294, 294A. Deleted: No. 31 of 1997 s. 66(1).]

[295. Deleted: No. 38 of 2005 s. 14(2).]

[Heading deleted: No. 19 of 2010 s. 49(3).]

[296, 297. Deleted: No. 74 of 1995 s. 9.70.]

[297A. Deleted: No. 31 of 1997 s. 67(1).]

[297B. Deleted: No. 74 of 1995 s. 9.70.]

[Division 3 (s. 298, 299) deleted: No. 74 of 1995 s. 9.70.]

[Division 4 (s. 300-315) deleted: No. 74 of 1995 s. 9.70.]

*[Division 5: s. 316-328 deleted: No. 74 of 1995 s. 9.70;
s. 329 deleted: No. 60 of 1981 s. 18(1).]*

[Division 6 (s. 330-345) deleted: No. 74 of 1995 s. 9.70.]

[Division 7 (s. 346-353) deleted: No. 74 of 1995 s. 9.70.]

[Division 8 (s. 354-360) deleted: No. 74 of 1995 s. 9.70.]

[Heading deleted: No. 19 of 2010 s. 49(4).]

[361-363. Deleted: No. 74 of 1995 s. 9.70.]

364. New street alignments, prescribing and effect of etc.

- (1) A local law made under the *Local Government Act 1995* may prescribe a new street alignment for a street or part of a street for the purpose of extending the width of the street or part of the street to the new street alignment.

- (2) Where the local government by local law so prescribes a new street alignment, it shall immediately the local law is no longer liable to be disallowed by Parliament, cause written notice of the new street alignment to be served on the owners of land affected thereby and cause notice of the local law to be served on the Registrar of Titles and Registrar of Deeds and Transfers.
- (3A) In subsection (3B) —
building operation means constructing, building, placing, reconstructing, rebuilding, replacing, extending, enlarging, adding to or otherwise altering or repairing, a building or work or portion of a building or work, but does not include any such building operation that is carried out with the permission of a local government on any land acquired by that local government for or in relation to the provision of, or widening of, a street.
- (3B) Except with the approval mentioned in subsection (3C), a person shall not in relation to any land, building or work affected by the new street alignment, commence to carry out a building operation upon the land, except for the purpose of completing a building operation already commenced at the time of the prescribing of the new street alignment.
- (3C) The local government, subject to directions which the local government may give, may approve the execution of minor but not substantial repairs, in order to permit of the reasonable preservation of an existing building or work.
- (4) The Governor may, by order specify any street or part thereof in any district to which the provisions of subsection (5) apply.
- (4A) Subsection (5) applies to any street or part thereof specified in an order made pursuant to subsection (4).
- (5) Land that is affected by the new street alignment and which lies between that alignment and the old street alignment is, subject to rights, if any, reserved to the previous owners of the land at the time it was acquired by the local government, by virtue of this subsection —
(a) dedicated to use as part of the street so specified; and

- (b) revested in the Crown under section 55 of the *Land Administration Act 1997*,
 - if the land —
 - (c) has no buildings thereon on the date the new street alignment is prescribed; or
 - (d) is on or after that date cleared of buildings and other obstructions.
 - (6) Notwithstanding land is dedicated and revested as provided in subsection (5), the local government may, subject to rights, if any, reserved to the previous owners of the land at the time it was acquired by the local government, lease that land or a portion of it to the owner of the land upon which it abuts as if the land or the portion had been acquired by the local government.
 - (7) The local government shall pay compensation to the owner of the land, portion of which is dedicated and revested under subsection (5), but the compensation payable by the local government is limited to the amount by which the remainder of the land is depreciated in value by the portion being so dedicated and revested.
 - (8) If a question arises as to the amount of the compensation or the day on which the buildings, works, and other obstructions, have been cleared from the land, the question is determinable only on a reference to arbitration.
 - (9) Immediately land has been revested under subsection (5), the local government shall cause written notice of the revesting to be served —
 - (a) on the Registrar of Titles, if the land is subject to the provisions of the *Transfer of Land Act 1893*; or
 - (b) on the Registrar of Deeds and Transfers if the land is not subject to the provisions of that Act,
- and the Registrar of Titles or the Registrar of Deeds and Transfers, as the case may be, shall record the revesting in appropriate manner.

- (10) In this section the term **building** does not include a fence.
- (11) When the provisions of subsection (5) do not apply to a street or portion thereof, with respect to land that is affected by the new street alignment and which lies between that alignment and the old street alignment the following provisions apply —
- (a) the land remains under the control of the owner thereof unless and until the local government purchases or otherwise acquires the land or the land is acquired under Part 9 of the *Land Administration Act 1997*, for the purpose of widening the street;
 - (b) no compensation or purchase money may be claimed or is payable in respect of the land until the land is so acquired or purchased.

[Section 364 inserted: No. 90 of 1964 s. 27; amended: No. 74 of 1995 s. 9.70; No. 14 of 1996 s. 4; No. 31 of 1997 s. 142; No. 24 of 2000 s. 23; No. 11 of 2007 s. 12; No. 19 of 2010 s. 62(3); No. 19 of 2011 s. 156(2); No. 47 of 2011 s. 16.]

[Part XIII (s. 365-370) deleted: No. 74 of 1995 s. 9.70.]

[Part XIV (s. 371, 372) deleted: No. 74 of 1995 s. 9.70.]

Part XV — Buildings

[Division 1 (s. 373) deleted: No. 24 of 2011 s. 153(1).]

[Division 1A (s. 373A and 373B) deleted: No. 19 of 2011 s. 156(3).]

[Divisions 2-4 (s. 374-380) deleted: No. 24 of 2011 s. 153(2).]

[Division 5 heading deleted: No. 17 of 1984 s. 14.]

[381, 382. Deleted: No. 74 of 1973 s. 7.]

[Divisions 6-18 (s. 383-421) deleted: No. 24 of 2011 s. 153(2).]

[Divisions 18A and 19 (s. 421A-432) deleted: No. 55 of 2004 s. 683.]

[Division 20 (s. 433-435) deleted: No. 24 of 2011 s. 153(2).]

[Part XVI (s. 436) deleted: No. 74 of 1995 s. 9.70.]

[Part XVII (s. 437-440, 440A) deleted: No. 74 of 1995 s. 9.70.]

[Part XVIII (s. 441-444) deleted: No. 74 of 1995 s. 9.70.]

[Part XIX (s. 445, 446, 446A) deleted: No. 74 of 1995 s. 9.70.]

Part XX — Cattle trespass, pounds, poundkeepers and rangers

447. Local government regarded as owner of streets etc. and unfenced land abutting

For the purpose of this Part, a local government is to be regarded as the owner and occupier of streets, ways, reserves, bridges, ferries, foreshores, jetties, wharves, other public places, and unenclosed land abutting them within its district.

[Section 447 amended: No. 14 of 1996 s. 4.]

448. Cattle grazing on streets etc. without local government's consent, status of and may be impounded

Cattle driven along or on to a street, or way, or place mentioned in section 447, for the purpose of grazing, without the consent of the local government, are to be regarded as trespassing on the street, way, or other place, and may be impounded by the local government.

[Section 448 amended: No. 14 of 1996 s. 4.]

449. Pounds, establishing; poundkeepers and rangers, appointing

A local government may establish and maintain one or more public pounds, and may appoint fit and proper persons to be keepers of those pounds and may appoint a ranger or rangers.

[Section 449 amended: No. 14 of 1996 s. 4.]

450. Pounds, poundkeepers and rangers, notice and proof of etc.

The local government having the care, control, and management of a public pound shall cause local public notice to be given of the establishment of the public pound, and the appointment or removal of poundkeepers and rangers, and a notice so given is *prima facie* evidence that the pound has been lawfully established, or that a poundkeeper or ranger has been lawfully appointed or removed, as the case may be.

s. 451

[Section 450 amended: No. 14 of 1996 s. 4; No. 16 of 2019 s. 76.]

451. Closing pounds and dismissing poundkeepers or rangers

- (1) The local government having the care, control and management of a public pound may close the pound and dismiss the poundkeeper and rangers.
- (2) The local government shall cause local public notice of the intended closing of a pound to be given.

[Section 451 amended: No. 14 of 1996 s. 4; No. 16 of 2019 s. 77.]

452. Pounds, construction of; poundkeepers, duties of

- (1) The local government having the care, control, and management of a public pound shall cause it to be properly enclosed, and so adapted that provision is made for keeping cattle with contagious or infectious diseases segregated from cattle free from those diseases while impounded.
- (2) The keeper of a public pound commits an offence if he —
 - (a) does not keep the pound clean and in good repair; or
 - (b) knowingly keeps or permits to be kept in the pound cattle infected with a contagious or infectious disease in the same enclosure with cattle not so infected; or
 - (c) does not supply the cattle for the time being impounded with a sufficiency of wholesome food at least twice a day, once before 9 a.m., and once after 4 p.m.; or
 - (d) accepts cattle into the pound when the holding capacity of the pound is exhausted.

Penalty: \$40.

[Section 452 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 14 of 1996 s. 4.]

453. Shelter and water for cattle in pounds to be provided

The local government having the care, control, and management, of a public pound shall —

- (a) cause adequate shelter for cattle impounded in it to be provided and maintained;
- (b) cause a constant supply of wholesome water to be provided and maintained in the pound by means of troughs or by other means so as to afford cattle while impounded in it free and constant access to the water.

[Section 453 amended: No. 14 of 1996 s. 4.]

454. Impounded cattle not to be milked etc. without owner's consent etc.

A person commits an offence, if —

- (a) without the authority and consent of the owner of the cattle he works or uses cattle impounded in a public pound; or
- (b) not being the keeper of the public pound or the owner of the animal, or a person authorised to do so by the poundkeeper or owner, he milks a cow or goat impounded in a public pound,

and is liable to a minimum penalty of \$4, and a maximum penalty of \$80 for the offence and shall in addition pay to the owner of the animal such sum as a court of summary jurisdiction, at the hearing of the charge, decides is just and reasonable for the owner's compensation and cost, and orders him to pay to the owner.

[Section 454 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 59 of 2004 s. 141; No. 84 of 2004 s. 80.]

455. Pound book, information in and access to etc.

- (1) The local government having the care, control, and management, of a public pound shall supply the keeper of it with a copy of this Act and with a pound book having pages in the form in Schedule 1.

s. 455

- (2A) The poundkeeper shall make entries, in a legible handwriting, in the pound book, stating with respect to cattle impounded in the pound, the particulars indicated in Schedule 1.
- (2B) A person to whom cattle impounded in the pound are delivered shall sign the pound book in the appropriate place.
- (2C) On the last day of each month, the poundkeeper shall transmit to the chief executive officer of the local government, a true copy of the entries made in the pound book during the month.
- (3) The pound book is the property of the local government.
- (4) The poundkeeper shall deliver the book to the chief executive officer of the local government whenever required by the local government to do so, and whether so required or not, immediately prior to ceasing to hold office as poundkeeper.
- (5A) The poundkeeper shall keep the pound book and a copy of so much of this Act as relates to cattle trespass, pounds and poundkeepers, at or near the pound, and shall make them available for inspection at reasonable times by persons requesting him to do so.
- (5B) The chief executive officer, if required, shall provide extracts from the pound book and a certificate signed by him that the extracts are from the pound book, upon payment of 20 cents or such other sum as is prescribed by the regulations, for every 100 words or part of 100 words of the extract.
- (6) A poundkeeper commits an offence if he —
 - (a) wilfully delays making an entry in the pound book as required by this Act; or
 - (b) knowingly makes a false entry in the pound book; or
 - (c) erases or destroys an entry previously made in the pound book.

[Section 455 amended: No. 113 of 1965 s. 4(1); No. 14 of 1996 s. 4; No. 19 of 2010 s. 21(2) and 62(3).]

456. Fees etc. for pound, notice of

The local government having the care, control, and management, of the pound shall cause to be erected and maintained in proper repair, in a conspicuous part of the pound, a board having painted on it, in legible black characters on a white ground, a table of the fees and charges authorised by this Act to be charged, and a table of the rates at which damages may be claimed under this Act for trespass of cattle, and the holding capacity of the pound.

[Section 456 amended: No. 14 of 1996 s. 4.]

457. Unclaimed money, how poundkeeper and local government to deal with

(1) In this section,

unclaimed money means money which has been received by the keeper of a public pound in respect of the sale of cattle or the carcasses of cattle and which has not been claimed by the person entitled to it.

(2) Where the keeper of a public pound has held unclaimed money for a period of 35 days, he shall on the last day of the month in which that period of 35 days expires, pay the unclaimed money, and render a true account of it, to the chief executive officer of the local government having the care, control, and management, of the pound.

(3) The local government shall pay the money into the trust fund.

(4) If at the expiration of 2 years from the day on which the local government receives unclaimed money from the poundkeeper, it has not been claimed by the person entitled to it, the local government may pay the money into its municipal fund, and when so paid into the municipal fund, the money becomes the property of the local government.

[Section 457 amended: No. 27 of 1994 s. 9; No. 14 of 1996 s. 4.]

458. Trespassing cattle, powers to impound etc.

- (1) Cattle found trespassing upon land may be impounded in the nearest suitable public pound by the owner or occupier of the land or by a ranger.
- (2A) A person who is a ranger appointed to do so by the local government, or an employee of, or other person authorised by, the local government, may impound cattle —
 - (a) found wandering, straying, or lying upon a street, way, or place mentioned in section 447; or
 - (b) found wandering, straying, or lying, upon vacant Crown land.
- (2B) The ranger, employee, or authorised person so impounding cattle may claim ranger's fees at the rate set out in Schedule 2 in respect of each animal which belongs to the same owner and which is impounded by him, notwithstanding that more animals than one of the same owner are impounded at the one time, and the sum may be recovered in the same manner as the poundkeeper's fees and charges.
- (2C) Cattle found on a street which comprises a boundary of the district or which abuts the district may be so impounded by the ranger, employee or authorised person, notwithstanding that the place on which the cattle are so found is outside the district.
- (3) The occupier of enclosed land may seize and impound in the nearest suitable pound —
 - (a) cattle found wandering, straying, or lying, upon a street, abutting the enclosed land of the occupier; or
 - (b) cattle found feeding off the enclosed land whether through or over a fence or otherwise notwithstanding that the cattle are upon the street.
- (4) A person may seize and impound in the nearest suitable pound cattle found straying or at large or unlawfully tethered or depastured in a street, or other public place within a city, town or township.

[Section 458 amended: No. 14 of 1996 s. 4; No. 19 of 2010 s. 21(2) and 62(3).]

459. Trespassing cattle, destruction of in certain cases

Where cattle trespassing are not impounded, and it is proved to the satisfaction of a justice that it is not possible to impound the cattle except at an undue expense, and that the owner of the cattle is unknown or cannot be found, the justice may order the destruction of the cattle in such manner as he thinks fit, and may, if the animal is a horse, mare, filly, foal, gelding, colt, camel, bull, bullock, cow, heifer, steer, calf, ass, or mule, order the production and delivery to a police constable of the hide of the animal and by the order give such direction as to the disposal of the hide as he thinks fit, and an order so made has effect according to its tenor and is not subject to appeal.

460. Trespassing cattle, impounding of in other than public pound etc.

- (1) Where there is not a public pound situated within 5 km of the land, or where the holding capacity of any such pound is exhausted, the owner or occupier of land on which cattle are found trespassing or in respect of which the provisions of section 458(3) apply may impound the cattle in a convenient and suitable place —
 - (a) upon his land; or
 - (b) by arrangement with the owner of any adjacent land, upon that land.
- (2) A person impounding cattle under the provisions of subsection (1) shall, within 24 hours of that impounding —
 - (a) if the owner of the cattle is known to him, give to the owner of the cattle, or leave at his usual or last known place of abode in the State, notice of the impounding, specifying, with respect to the cattle, the same particulars as are, by section 466 required to be specified in the notice given to the keeper by a person impounding cattle in the public pound;

- (b) if the owner of the cattle is unknown to him, give to the keeper of the nearest public pound the same notice specifying the same particulars with respect to the cattle as is, by that section required to be given to the keeper by a person impounding cattle in the public pound.
- (3) A person impounding cattle under the provisions of subsection (1) shall cause the cattle to be fed and maintained while they are impounded.
- (3AA) If the owner of the cattle has not at the expiration of the period of 72 hours paid to the owner or occupier causing the cattle to be impounded the amount of damages which he is entitled to claim under this Act in respect of the trespass of the cattle, together with charges for the sustenance of the cattle whilst so impounded, at the same rates as are chargeable by the keeper of the nearest public pound, the person who caused the cattle to be impounded may —
 - (a) impound the cattle in the nearest suitable public pound; or
 - (b) arrange with the local government for a sale of the cattle to be carried out by a person appointed by the local government at the place where the cattle are impounded or at such other place as the local government directs and in the same manner as if the cattle had been impounded under paragraph (a) in a public pound established and maintained by that local government.
- (3a) Where a local government is requested by the owner or occupier of land within its district who has caused cattle to be impounded under this section to arrange for a sale of the cattle to be carried out by a person appointed by the local government, the local government shall make the requisite arrangements accordingly and shall cause a sale to be held and the money received in respect of the sale to be dealt with as though the cattle had been impounded in a public pound which was established and maintained by that local government.
- (4) The owner or occupier so impounding cattle or causing cattle to be impounded may claim and recover in respect of the cattle so

impounded sustenance charges in respect of the sustenance of the cattle whilst impounded by him or at his request at the rates chargeable by the keeper of the nearest public pound, in addition to damages recoverable for the trespass of the cattle on his land.

- (5) If any entire horse, ass, or bull above the age of one year shall be found trespassing without a keeper on any land, the owner of such land may castrate such cattle if unbranded, and if the owner thereof be unknown.
- (6) In every case where any cattle shall have been castrated in accordance with the foregoing provisions, no compensation shall be given to the owner of such cattle for such castration.
- (7) The above enactments shall be cumulative, and not be a bar to any claim for any compensation for damage or to any penalty which may have accrued by reason of such trespass, unless such compensation shall have been claimed or determined on the hearing of a charge of trespass.

[Section 460 amended: No. 94 of 1972 s. 4; No. 105 of 1973 s. 14; No. 14 of 1996 s. 4; No. 84 of 2004 s. 80; No. 19 of 2010 s. 62(3).]

461. Unlawful impounding, offence

A person who impounds cattle unlawfully or in a place other than one authorised by this Act as place in which cattle may be impounded commits an offence.

462. Fees etc. for impounded cattle (Sch. 3)

- (1) A poundkeeper may charge, as poundage fees for cattle impounded under the provisions of this Act, the fees specified in Schedule 3, and for the sustenance of the cattle while impounded, sustenance charges at the rates specified in that Schedule, according to the description in that Schedule of the cattle impounded.
- (2) Those fees and charges are chargeable for each day during which the cattle remain impounded, and where they are

impounded for part of a day but not for the whole of the day, the part is to be regarded as a whole day.

[Section 462 amended: No. 19 of 2010 s. 21(2).]

463. Damage by trespassing cattle, rates for (Sch. 4)

- (1) If cattle are found trespassing on land, the owner or occupier of the land may claim damages in respect of the trespass at the rates for damage by trespass specified in Schedule 4, according to the description of the cattle, and the description contained in that Schedule of the land or crop on which the trespass is committed.
- (2) If cattle are found trespassing upon unenclosed land —
 - (a) after 3 days' notice in writing requiring the owner of the cattle to prevent them from continuing to trespass upon the land has been given to the owner of the cattle by the owner or occupier of the land, either by being delivered personally or by being left for him at his usual or last known place of abode in the State; or
 - (b) after 14 days' local public notice requiring the owner of the cattle to prevent them from continuing to trespass on the land and describing the land by the names and numbers of the locations or lots or other precise and accurate description has been given,

the owner or occupier of the land may lawfully claim damages in respect of the trespass at the same rate which he could lawfully claim if the land upon which the cattle were found trespassing was enclosed.

- (3) If, for the purposes of subsection (2)(b), the owner or occupier of the land requests the local government of the district in which the land is situated to publish a notice on the local government's official website, the local government must comply with the request.

[Section 463 amended: No. 19 of 2010 s. 21(2); No. 16 of 2019 s. 78.]

464. Fees etc. in Sch. 2, 3 and 4, local government may vary

A local government having the care, control, and management of a pound may, from time to time, increase, decrease or otherwise vary the poundage fees, trespass fees, ranger's fees, and sustenance charges specified in Schedules 2, 3 and 4 in respect of the public pound but only on and after the day on which local public notice of the increase or variation is first given by the local government.

[Section 464 amended: No. 42 of 1984 s. 56; No. 14 of 1996 s. 4; No. 19 of 2010 s. 21(2); No. 16 of 2019 s. 79.]

465. Cattle to be restored to owner on payment or tender of amount claimed

- (1) If cattle found trespassing upon land have been seized for the purpose of being impounded, the owner of the cattle, or a person authorised by him to do so, may pay or tender to the person having charge of the cattle before the cattle have been actually impounded sums claimed and payable under this Act in respect of the cattle, whether for damage by trespass, sustenance, or ranger's fees, or in respect of the impounding, and upon the payment or tender being made to the person having charge of the cattle he shall deliver them up to the owner or the authorised person paying or tendering the sums so claimed.
- (2) If the person who has charge of the cattle is a person mentioned in section 458(2A), and the sums claimed are paid to him, he shall pay the money to the keeper of the public pound in which he intended to impound the cattle when he delivered them to the person paying the sums, and shall give to the poundkeeper such information relating to the cattle and the payment as is necessary to enable the poundkeeper to record in the pound book entries relating to the cattle and the payment, and the poundkeeper shall make those entries and issue his receipt acknowledging receipt of the payment and stating the particulars in respect of which it is made.

[Section 465 amended: No. 19 of 2010 s. 62(3).]

466. Person impounding cattle in public pound to notify poundkeeper

A person impounding cattle in a public pound shall give notice to the keeper of the pound specifying —

- (a) the number and kinds of the cattle impounded; and
- (b) the name of the owner, if known, or of the supposed owner of the cattle, or stating the fact that he is unknown; and
- (c) the place where the cattle were found trespassing; and
- (d) the sum, if any, claimed for damage by trespass of the cattle and for their sustenance, if any, while impounded on the land of the person by whom the cattle were impounded; and
- (e) the sum, if any, paid as ranger's fees in respect of the cattle.

467. Poundkeeper's functions as to impounded cattle

- (1) The keeper of a public pound shall receive into his custody cattle impounded in the pound and shall detain them in his custody, whether in the pound or elsewhere, until they are released, sold, or otherwise disposed of, in accordance with the provisions of this Act.
- (2) The poundkeeper is responsible to the owner of cattle impounded for loss or damage sustained by the poundkeeper's wilful act or neglect, or the wilful act or neglect of any of his servants, but not otherwise, until the cattle are released, sold, or otherwise disposed of, in accordance with the provisions of this Act.

468. Impounded cattle, notice of to be displayed at pound

- (1) The keeper of a public pound, when and as soon as cattle are impounded in the pound, shall post a written notice on a board in a conspicuous part of the pound, setting forth a description of the cattle.

- (2) The poundkeeper shall keep the notice so posted until the cattle have been released, sold, or otherwise disposed of, according to the provisions of this Act.

469. Unclaimed impounded cattle, notice of to be given

- (1) If cattle impounded in a public pound are not claimed by the owner or by a person on his behalf within 24 hours after they were impounded, the poundkeeper shall give notice in accordance with the requirements of this section of the impounding.
- (2) If the owner of cattle so impounded is known to the poundkeeper, he shall give written notice of the impounding to the owner by causing it to be delivered to the owner personally, or by causing it to be left for or posted to him at his usual or last known place of residence in the State.
- (3) Where the poundkeeper gives the notice of impounding by causing it to be delivered to the owner personally, or by causing it to be left at the owner's usual or last known place of residence, the poundkeeper shall cause notice to be so delivered or left within 48 hours of the time when the cattle were impounded, and where the poundkeeper causes the notice to be given by posting it, the poundkeeper shall cause the notice to be sent not later than by the earliest post after the expiration of 24 hours from the time of the impounding.
- (4) In the notice the poundkeeper shall state —
- (a) the same particulars as are by section 466 required to be given to the poundkeeper by the person impounding cattle; and
 - (b) the sums claimed in respect of the cattle as trespass fees, ranger's fees, poundage fees, sustenance charges, and other expenses incurred up to the time of giving the notice; and
 - (c) that if the cattle are not claimed by the person entitled to them, they will be sold or otherwise disposed of in accordance with this Act.

s. 470

- (5) If the owner of cattle impounded is unknown to the poundkeeper, the poundkeeper shall, as soon as possible after the expiration of 24 hours from the time of impounding the cattle cause local public notice of the impounding to be given in the form in Schedule 5.
- (6) If a poundkeeper knowingly and wilfully incorrectly, or in an insufficient manner, describes impounded cattle in a notice or advertisement required or permitted by this Part to be given or published, or in the notice or advertisement knowingly and wilfully fixes a time for the sale of cattle earlier than provided by this Act, the poundkeeper commits an offence.

Penalty: \$40.

[Section 469 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 19 of 2010 s. 21(2); No. 16 of 2019 s. 80.]

470. Service of s. 469 notice, charges for

- (1) A poundkeeper may charge —
 - (a) the sum of 10 cents or such other sum as is prescribed by the regulations for delivering or sending by post the notice of impounding; and
 - (b) the sum of 75 cents or such other sum as is prescribed by the regulations for giving local public notice of the impounding; and
 - (c) expenses paid by him in respect of the publication of the notice.
- (2) A poundkeeper may also charge for the delivery of the notice, by himself or by a person employed or engaged by him for that purpose, the sum of 20 cents or such sum as is prescribed by the regulations for every kilometre of the distance to the place at which the notice is delivered or left from the pound in which the cattle to which the notice relates are impounded, but where notice of impounding is, by section 469, permitted to be sent by post, and is sent by post, the poundkeeper may charge for the delivery to the place of posting of the notice 20 cents or such other sum as is prescribed by the regulations for every kilometre

or part thereof of the distance from the pound to the nearest place available for posting it.

[Section 470 amended: No. 113 of 1965 s. 4(1); No. 94 of 1972 s. 4; No. 65 of 1974 s. 18; No. 16 of 2019 s. 81.]

471. Cattle to be released on payment of damages and poundkeeper's fees and charges

The keeper of a public pound —

- (a) upon payment being made to him in respect of cattle impounded, of his lawful fees and charges, and the sums, if any, claimed for damage by trespass, or payable as ranger's fees; or
- (b) upon receipt of a statutory declaration sworn by a person entitled to claim a sum mentioned in section 466(d) that he has been paid or withdraws his claim for that sum, and on payment being made to the poundkeeper of the lawful fees and charges payable to the poundkeeper, and on payment of ranger's fees, if any, in respect of cattle impounded;

shall release the cattle from, and deliver them at, the pound to the owner of them or to a person authorised by the owner to receive them; but no poundkeeper is required so to release and deliver cattle except between the hours of sunrise and sunset, nor until payment is so made or waived.

472. Payment under protest where amount claimed deemed excessive

- (1) If the owner of cattle impounded is of opinion that the sum claimed by the person impounding them is excessive, the owner may under protest in writing pay to the poundkeeper the sum so claimed, and also the fees and charges due to the poundkeeper in respect of the cattle and immediately upon the payment being so made the poundkeeper shall release from, and deliver at the pound, the cattle to the owner or person authorised by him to receive them.

- (2) If the owner brings an action against the poundkeeper or the person impounding the cattle for the recovery of so much of the amount so paid as is claimed to be excessive, the Court before which the action is brought may, if of opinion that the action has been brought as soon after the release of the cattle as reasonably practicable, order the poundkeeper or the person impounding the cattle to return to the owner so much of money paid by him as exceeds the damages or fees and charges lawfully due in respect of the cattle, and an order so made is not subject to appeal.

473. Ranger's or trespass fees received by poundkeeper to be paid to ranger etc.

Where the keeper of a public pound has received on account of a person ranger's fees or trespass fees, he shall on demand made by the person pay the fees to him, but to the extent only that they are lawfully chargeable.

474. Unclaimed impounded cattle, sale or disposal of etc.

- (1) If impounded cattle are not released from the pound —
- (a) where notice of the impounding has been given to or left for the owner, within 3 days of the notice being so given or left; or
 - (b) where notice of the impounding has been given by post, within 7 days of the time when the notice was posted; or
 - (c) where local public notice of the impounding has been given, within 7 days after the notice was first given,

the poundkeeper may sell the cattle by public auction if local public notice of the time and place of the sale and the cattle to be sold has been given at least 3 days before the day of the sale.

- (2A) Where it appears to a justice that giving notice and advertising the sale of cattle impounded under the provisions of this Act would involve greater expense than the value of the cattle impounded, or that by reason of the condition or health of the cattle, they should be sold as quickly as possible, he may make an order directing that the giving of notice, other than that required by section 468, and that the advertising be dispensed

with, and directing that the cattle be sold at such time and in such manner and under such conditions as he thinks fit.

- (2B) Subsection (2A) does not prejudice enforcement of liability against the owner of the cattle in respect of a penalty or payment of lawful fees, charges, and damages under this Part, and they may be recovered in a court of competent jurisdiction.
- (3A) Where it appears to a justice, after inspection of impounded cattle that —
- (a) if the cattle were held for the period and notice of sale advertised in manner prescribed by this Part the cattle would not be likely to realise on sale sufficient to pay the poundage fees, expenses of sale, and other lawful charges payable under this Act in connection with the impounding of the cattle; and
 - (b) that an immediate sale under subsection (2A) would not be likely to realise those fees and charges,

and the owner of the cattle does not appear and pay those fees and charges or give security to the satisfaction of the justice for the payment of such further fees, charges, and expenses as may be awarded in subsequent proceedings under this Act, the justice may make an order dispensing with the giving of notice, other than that required by section 468, and authorising the immediate destruction or disposal of the cattle and the disposal of the carcasses in such manner as the justice thinks fit.

- (3B) Destruction or disposal of the cattle or carcasses pursuant to an order so made does not prejudice enforcement of liability against the owner of the cattle in respect of a penalty or payment of lawful fees, charges, and damages under this Part and they may be recovered in a court of competent jurisdiction.
- (4) Where a sale is authorised by or under this section, unless an order made by a justice directs otherwise —
- (a) only the poundkeeper or a person appointed for that purpose by the local government may conduct the sale; and

- (b) the poundkeeper or other person so appointed shall conduct the sale only at the public pound where the cattle are impounded or at another place nominated by the mayor or president; and
 - (c) the poundkeeper or other person so appointed shall sell the cattle to the highest bidder at auction unless where a reserve price is fixed, his bid is less than the reserve price; and
 - (d) the poundkeeper or other person so appointed shall commence the sale at the time fixed by the poundkeeper in the notice so published and posted.
- (5) If the poundkeeper or person so appointed is of opinion that the cattle to be offered for sale are of a value greater in amount than that of the total of the fees, charges, costs, and expenses, chargeable under the Act in respect of the cattle, he may fix a reserve price on the cattle not exceeding that total.
- (6) The person who impounded the cattle, the keeper of the pound, or a member of the council of the local government or the chief executive officer of the local government shall not either personally or by another person purchase cattle impounded in the pound.
- (7) The keeper of a public pound shall, on the sale of an animal which has been impounded in the pound label it with an identifier in accordance with the *Biosecurity and Agriculture Management Act 2007*.
Penalty: \$200.
- (8) In selling or offering cattle or carcasses for sale under this Part a poundkeeper or person appointed by the local government to sell them does not require a licence under the *Auctioneers Act 1921*³, and the provisions of that Act do not apply to him in so selling or offering for sale.
- (9) An order made under this section by a justice has effect according to its tenor, and is not subject to appeal.

[Section 474 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 14 of 1996 s. 4; No. 57 of 1997 s. 83(5); No. 50 of 2003 s. 77(2); No. 24 of 2007 s. 91; No. 84 of 2004 s. 80; No. 19 of 2010 s. 62(3); No. 16 of 2019 s. 82.]

475. Unsold impounded cattle, JP may order destruction of etc.

- (1) If impounded cattle offered for sale are not sold, a justice may certify that he does not consider the cattle of sufficient value to pay the cost of further maintaining them, and may order that the cattle forthwith be killed and the carcasses sold or otherwise disposed of in such manner as he thinks fit and specified in the order.
- (2) The justice shall issue the order in writing, and the person obtaining the order shall deliver it to the poundkeeper of the pound in which the cattle are impounded.
- (3) An order made under this section by a justice has effect according to its tenor, and is not subject to appeal.

476. Purchaser not bound to prove regularity of sale

A purchaser of cattle or of a carcass sold under the provisions of this Part is not bound to prove that the sale was regular or that the provisions of this Part were complied with, and is not affected by default or irregularity in respect of the sale.

477. Fees etc. not recovered from sale of cattle etc., recovery of by poundkeeper

- (1) If impounded cattle offered for sale are not sold, or if the sale of the cattle or of the carcasses of the cattle does not realise a sufficient sum to pay his lawful fees and charges, the poundkeeper may recover the fees and charges or such portion of them as remains unpaid, from the owner of the cattle by action in a court of competent jurisdiction, and if the owner cannot be found or the poundkeeper cannot recover the fees and charges or the portion remaining unpaid from the owner, he may in the same manner recover the fees and charges or the portion

s. 478

remaining unpaid from the local government having the care, control, and management of the pound.

- (2) It is defence to an action so brought to show that a notice required by this Part to be given by the poundkeeper with respect to the cattle has not been given.

[Section 477 amended: No. 14 of 1996 s. 4.]

478. Dying etc. impounded cattle, destruction of etc.

- (1) If the mayor, president, or chief executive officer, of the local government having the care, control, and management of the pound or a justice, after inspecting cattle impounded in a pound, or found on a street, way, or place mentioned in section 447, is of opinion that the cattle are in a dying state, or are injured, diseased, or so weak as not to be likely to recover, he may order the cattle, if not claimed within 24 hours of the time of issuing the order, which time he shall specify in the order, to be killed, and the carcasses sold or otherwise disposed of in such manner as he thinks fit and specifies in the order.
- (2) The person issuing the order shall issue the order in writing, and the person obtaining the order shall deliver it
- (a) if the cattle are impounded, to the poundkeeper of the pound in which the cattle are impounded; or
 - (b) if the cattle are found on a street, way, or place mentioned in section 447, to the chief executive officer of the local government.
- (3) An order made under this section has effect according to its tenor, and is not subject to appeal.

[Section 478 amended: No. 14 of 1996 s. 4.]

479. Sale proceeds, application of

The price of cattle, or the carcass of cattle, sold under the provisions of this Part shall be paid by the person purchasing them to the poundkeeper and shall be applied by the poundkeeper —

- (a) firstly, in payment to the auctioneer at the sale, if he is not the poundkeeper, of a commission of 5% or such other per centum as is prescribed by the regulations of the gross amount realised; and
- (b) secondly, in payment to himself of the lawful fees and charges payable to him under this Part in respect of the cattle or carcass; and
- (c) thirdly, in payment of the sum due to the ranger or other person by whom the cattle were impounded; and
- (d) fourthly, as to the balance then remaining —
 - (i) in payment to the owner of the cattle where he is known and demands payment of it to him; or
 - (ii) where the owner is not known in payment as directed by section 457.

[Section 479 amended: No. 19 of 2010 s. 62(3).]

480. Trespassing goats, pigs and poultry, destruction of

[(1) deleted]

- (2) Where the owner or a person in charge of enclosed land —
 - (a) has given notice in writing to the owner of goats, pigs, birds, or poultry, of his intention to destroy goats, pigs, birds or poultry found trespassing on the land, he may kill by any means, except by the use of poison, goats, pigs, birds or poultry, which are the property of the owner to whom he has given the notice and which he finds trespassing on the land; or
 - (b) has advertised twice in 2 or more newspapers published in the State and circulating in the locality his intention to destroy goats, pigs, birds or poultry found trespassing on the land, he may kill by any means except by the use of poison, goats, pigs, birds or poultry found trespassing on the land;

and, if not sooner claimed by the owner of the animal or bird, may 6 hours after killing it remove, bury, or destroy its carcass.

[Section 480 amended: No. 99 of 1985 s. 26.]

481. Cattle not to be driven from land etc. without notice to owner

- (1) No person shall drive cattle from the land, or out of the herds, of another person without first giving notice to him or his agent, overseer, or bailiff, of the time he intends to drive the cattle away.
- (2) A person —
 - (a) who has not so given notice of his intention to drive away cattle and who —
 - (i) drives cattle from the land, or out of the herds, of another person; or
 - (ii) enters upon the land of another person for the purpose of driving cattle from the land;
 - or
 - (b) who having so given the notice drives from the land, or out of the herds of another person without that other person's authority, cattle other than his own,

commits an offence.

Penalty: \$800.

[Section 481 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20.]

482. Offences as to impounded etc. cattle and pounds

- (1) A person who —
 - (a) unlawfully rescues or releases or attempts to rescue or release cattle lawfully impounded or seized for the purpose of being impounded; or
 - (b) damages a pound lawfully established, whether cattle are or are not impounded in it; or

- (c) commits pound-breach by reason of which cattle may escape from a pound;

commits an offence and is liable to a penalty not exceeding \$400, together with charges and expenses incurred in respect of the impounding.

- (2) In proceedings in respect of an offence mentioned in this section, proof that cattle so rescued, released, or escaping, were within 48 hours of the time of the rescue, release, or escape, found in the possession or on the lands, or with a herd of a person, is *prima facie* evidence that the rescue, release, or pound-breach, was made or committed by that person.
- (3) A person who does or threatens to do an injury, or causes or threatens to cause a detriment, to a poundkeeper or ranger with the intention of preventing him from, or hindering him in, doing an act which, as such, he is lawfully entitled to do, or because he has, as such, done an act which he is lawfully entitled to do, or with the intention of compelling him to do an act which, as such, he is lawfully entitled to abstain from doing, or because, as such, he has abstained from doing an act which, as such, he is lawfully entitled to abstain from doing, commits an offence.

Penalty: \$400.

[Section 482 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 50 of 2003 s. 77(3).]

483. Removing fence etc. to allow cattle trespass etc., offence

A person who unlawfully removes or takes down a fence, rail, or slip-panel, or opens a gate, for the purpose of allowing cattle to trespass upon or escape from enclosed land, commits an offence.

Penalty: \$400.

[Section 483 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20.]

484. Cattle straying etc. in public place, offence by owner

- (1) If the owner of cattle —

- (a) permits the cattle to stray; or
- (b) permits the cattle to be at large; or
- (c) tethers the cattle; or
- (d) depastures the cattle;

in a street or other public place, he commits an offence.

Penalty: \$200.

- (2) If cattle are found straying, or at large, or tethered, or depastured, in a street, or other public place, the owner of the cattle is to be regarded for the purposes of this section as having permitted the cattle to so stray or be at large or to have so tethered or depastured the cattle.
- (3) If the owner of the cattle cannot be found, the person in charge or apparently in charge of the cattle is regarded for the purposes of this section as the owner.
- (4) In proceedings relating to an offence mentioned in this section, an averment in the charge that a person is the owner, or person in charge or apparently in charge, of the cattle concerned, is regarded as proved in the absence of proof to the contrary.
- (5) For the purposes of this section cattle in the charge of a person are to be regarded as being at large if the cattle —
 - (a) are on a street, or other public place, which street or public place is in a city, town or townsite; and
 - (b) do not travel at the rate of at least 8 km a day in a direct line,unless —
 - (c) the day is that on which a market is held for the sale of cattle or the preceding day; and
 - (d) the cattle are travelling to the market at a less rate.
- (6) Subsection (5) does not affect the decision of the question as to whether cattle are at large in a street or other public place elsewhere than in a city, town or townsite, or in circumstances other than those mentioned in that subsection.

[Section 484 amended: No. 113 of 1965 s. 4(1); No. 81 of 1972 s. 20; No. 94 of 1972 s. 4; No. 84 of 2004 s. 80; No. 19 of 2010 s. 62(2).]

485. Actions for full compensation for trespass not prevented

The provisions of this Part do not affect the right of the owner of land from suing in a court of competent jurisdiction for damages, at the rates specified in Schedule 4, or at the rates in force for the time being at the public pound nearest to the land, or for any other damages, in respect of trespass by cattle on the land.

[Section 485 amended: No. 19 of 2010 s. 21(2).]

[Part XXI (s. 486-501) deleted: No. 74 of 1995 s. 9.70.]

*[Part XXII: s. 502-505, 508-511 deleted: No. 74 of 1995 s. 9.70;
s. 506, 507 deleted: No. 27 of 1994 s. 11.]*

[Part XXIII (s. 512-521A) deleted: No. 74 of 1995 s. 9.70.]

*[Part XXIV: s. 522-525, 526-531AA deleted: No. 74 of 1995 s. 9.70;
s. 525A deleted: No. 42 of 1987 s. 25.]*

*[Part XXV: s. 531A-534, 535, 537-544, 545A, 546-560, 562-597
deleted: No. 74 of 1995 s. 9.70;
s. 534A, 536 deleted: No. 76 of 1978 s. 91;
s. 545 deleted: No. 76 of 1978 s. 96;
s. 561 deleted: No. 5 of 1977 s. 5.]*

[Part XXVI (s. 598-624A) deleted: No. 74 of 1995 s. 9.70.]

*[Part XXVII: s. 625-637, 639-641 deleted: No. 74 of 1995 s. 9.70;
s. 638 deleted: No. 103 of 1982 s. 11.]*

Part XXVIII — Miscellaneous

[Division 1 (s. 642-660) deleted: No. 74 of 1995 s. 9.70.]

*[Division 2: s. 661, 663-665B deleted: No. 74 of 1995 s. 9.70;
s. 662 deleted: No. 126 of 1987 s. 118.]*

[666, 667. Deleted: No. 24 of 2011 s. 154.]

[668-669F. Deleted: No. 74 of 1995 s. 9.70.]

670. Offence of failing to comply with Act

A person who does not do a thing, which by or under this Act, he is required or directed to do, and a person who does a thing which by or under this Act he is prohibited from doing, commits an offence.

[671-677. Deleted: No. 74 of 1995 s. 9.70.]

[Divisions 3 and 3A (s. 677A-678B) deleted: No. 74 of 1995 s. 9.70.]

[Division 4 (s. 679-681) deleted: No. 74 of 1995 s. 9.70.]

682. Act not to affect right of Crown

Anything which, if this Act were not in operation, might be done in the exercise of a right reserved to the Crown or a person representing the Crown and relating to or affecting land alienated from the Crown, may still be done in the exercise of the right, notwithstanding that authority to do it is conferred by this Act upon a local government or other authority.

[Section 682 amended: No. 14 of 1996 s. 4.]

[683. Deleted: No. 74 of 1995 s. 9.70.]

684. Arbitration for s. 364(8), provisions for

Where under section 364(8) provision is made for determination of a question or matter only on a reference to arbitration —

- (a) the provisions of the *Commercial Arbitration Act 2012*, apply in respect of the reference and the arbitration; and
- (b) the determination shall be made by 2 arbitrators, one to be appointed by each party, or under that Act in default of appointment, by a party; and
- (c) if the parties have not signed or otherwise assented to an agreement to refer the question or matter to arbitration, the question or matter shall nevertheless be deemed the subject of a reference under that Act.

[Section 684 amended: No. 21 of 1968 s. 9; No. 109 of 1985 s. 3(1); No. 14 of 1996 s. 4; No. 24 of 2011 s. 155; No. 23 of 2012 s. 45.]

[685, 686. Deleted: No. 74 of 1995 s. 9.70.]

[687. Deleted: No. 24 of 2011 s. 156.]

[688-694. Deleted: No. 74 of 1995 s. 9.70.]

[Part XXIX (s. 695-729) deleted: No. 74 of 1995 s. 9.70.]

[Part XXX (s. 730-737) deleted: No. 74 of 1995 s. 9.70.]

Schedule 1 — Poundkeeper's book

[s. 455(1)]

[Heading inserted: No. 19 of 2010 s. 21(3).]

RELEASED, SOLD OR DESTROYED	Signature and address of person receiving cattle released		
	Loss on Sale		
	Profit on Sale		
	Amount received for	Total	
		Other charges	
		Trespass	
		Sales	
	To whom delivered or proceeds paid		
	If destroyed, by whose order		
	Whether Released or Sold		
	Date and Time		
IMPOUNDED	Charges Payable	Total	
		Selling charges	
		Advertising, etc.	
		Trespass	
		Sustenance	
		Impounding	
		Ranger	
	Time and mode of giving notice		
	Owner or supposed Owner		
	For what cause		
	By whom impounded		
	Description of Cattle colours and brands		
	Date and Time		

[Schedule 1, formerly Fifteenth Schedule Part 1, renumbered as Schedule 1 and amended: No. 19 of 2010 s. 21(3).]

Schedule 2 — Ranger's fees

[s. 458(2B)]

[Heading inserted: No. 19 of 2010 s. 21(4).]

	If impounded after 6 a.m. and before 6 p.m. \$	If impounded after 6 p.m. and before 6 a.m. \$
(1) Entire horses, mules, asses, camels, bulls or boars, per head	4.00	8.00
(2) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head	2.00	4.00
(3) Wethers, ewes, lambs, goats, per head	0.40	0.60

No charge is payable in respect of a suckling animal under the age of 6 months running with its mother.

The above fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 km. Where the distance is more than 3 km, an additional charge of 10 cents for each 1.5 km or part thereof in excess of 3 km shall be paid to the ranger in respect of each animal impounded other than a suckling animal as provided.

If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable.

[Schedule 2, formerly Fifteenth Schedule Part 2, amended: No. 113 of 1965 s. 8(1); No. 94 of 1972 s. 4; renumbered as Schedule 2 and amended: No. 19 of 2010 s. 21(4).]

Schedule 3 — Poundage fees and sustenance charges

[s. 462(1)]

[Heading inserted: No. 19 of 2010 s. 21(5).]

Table of poundage fees for cattle impounded

	First 24 hours or part \$	Subsequently each 24 hours or part \$
(1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years, per head	2.00	0.50
(2) Entire horses, mules, asses, camels, bull or boars under the age of 2 years	1.00	0.25
(3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head	0.50	0.10
(4) Wethers, ewes, lambs, goats, per head	0.20	0.10

No charge is payable in respect of a suckling animal under the age of 6 months running with its mother.

If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable.

Table of charges for sustenance of cattle impounded

	For each 24 hours or part
(1) Entire horses, mules, asses, camels, bulls, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, or calves, per head	0.75
(2) Pigs of any description, per head	0.50
(3) Rams, wethers, ewes, lambs or goats, per head	0.20

No charge is payable in respect of a suckling animal under the age of 6 months running with its mother.

If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable.

[Schedule 3, formerly Fifteenth Schedule Part 3, amended: No. 113 of 1965 s. 8(1); renumbered as Schedule 3 and amended: No. 19 of 2010 s. 21(5).]

Schedule 4 — Rates for damage by trespass by cattle

[s. 463(1)]

[Heading inserted: No. 19 of 2010 s. 21(6).]

Description of cattle	Trespass in enclosed growing crop of any kind, or garden or enclosure from which the crop has not been removed or in an enclosed public cemetery or sanitary site	Trespass in an unenclosed paddock or meadow of grass or of stubble	Trespass in other enclosed land	Trespass in other unenclosed land
	\$	\$	\$	\$
1. Entire horses, mares, geldings, fillies, colts, foals, bulls, oxen, steers, heifers, calves, asses, mules, or camels — per head	2.00	0.40	1.00	0.03
2. Pigs of any description — per head	2.00	0.40	1.00	0.03
3. Sheep of any description — per head	0.20	0.10	0.10	0.01
4. Goats — per head	0.20	0.10	0.10	0.01

No damage is payable in respect of a suckling animal under the age of 6 months running with its mother.

If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable.

[Schedule 4, formerly Fifteenth Schedule Part 4, amended: No. 38 of 1962 s. 29; No. 113 of 1965 s. 4(1); renumbered as Schedule 4 and amended: No. 19 of 2010 s. 21(6).]

[s. 469(5)]

Impounded at _____ (here state the place), the following
(here describe the number and kind of cattle, colours and brands (if any)). If not
claimed, will be sold on _____ (here state the date of proposed
sale).

Poundkeeper

[Twenty-seventh Schedule deleted: No. 103 of 1982 s. 13.]

Notes

- ¹ This is a compilation of the *Local Government (Miscellaneous Provisions) Act 1960* and includes the amendments made by the other written laws referred to in the following table ^{4,5}. The table also contains information about any reprint.

Compilation table

Short title	Number and year	Assent	Commencement
<i>Local Government Act 1960</i> ⁶	84 of 1960 (9 Eliz. II No. 84)	20 Dec 1960	1 Jul 1961 (see s. 2 and <i>Gazette</i> 10 Feb 1961 p. 385)
<i>Local Government Act Amendment Act 1961</i>	72 of 1961 (10 Eliz. II No. 72)	28 Nov 1961	28 Nov 1961
<i>Local Government Act Amendment Act 1962</i>	38 of 1962 (11 Eliz. II No. 38)	29 Oct 1962	29 Oct 1962
<i>Local Government Act Amendment Act (No. 2) 1963</i>	68 of 1963 (12 Eliz. II No. 68)	17 Dec 1963	17 Dec 1963
<i>Local Government Act Amendment Act (No. 2) 1964</i>	90 of 1964 (13 Eliz. II No. 90)	14 Dec 1964	1 Feb 1965 (see s. 2 and <i>Gazette</i> 15 Jan 1965 p. 289)
<i>Local Government Act Amendment Act 1965</i>	32 of 1965	21 Oct 1965	21 Oct 1965
<i>Local Government Act Amendment Act (No. 3) 1965</i>	63 of 1965	19 Nov 1965	19 Nov 1965
<i>Local Government Act Amendment Act (No. 2) 1965</i>	70 of 1965	25 Nov 1965	25 Nov 1965
<i>Local Government Act Amendment Act (No. 4) 1965</i>	82 of 1965	7 Dec 1965	7 Dec 1965
<i>Decimal Currency Act 1965</i>	113 of 1965	21 Dec 1965	Act other than s. 4-9: 21 Dec 1965 (see s. 2(1)); s. 4-9: 14 Feb 1966 (see s. 2(2))
<i>Local Government Act Amendment Act (No. 2) 1966</i>	83 of 1966	12 Dec 1966	12 Dec 1966
<i>Local Government Act Amendment Act 1966</i>	96 of 1966	12 Dec 1966	13 Jan 1967 (see s. 2 and <i>Gazette</i> 13 Jan 1967 p. 35)

Short title	Number and year	Assent	Commencement
<i>Local Government Act Amendment Act 1967</i>	32 of 1967	17 Nov 1967	Act other than s. 24 and 26: 22 Dec 1967 (see s. 2 and <i>Gazette</i> 22 Dec 1967 p. 3531); s. 24 and 26: 1 Jul 1968 (see s. 2 and <i>Gazette</i> 22 Dec 1967 p. 3531)
Reprint of the <i>Local Government Act 1960</i> approved 3 May 1968 (not in a Volume) (includes amendments listed above)			
<i>Local Government Act Amendment Act 1968</i>	21 of 1968	16 Oct 1968	16 Oct 1968
<i>Local Government Act Amendment Act 1969</i>	35 of 1969	19 May 1969	19 May 1969
<i>Local Government Act Amendment Act (No. 4) 1969</i>	83 of 1969	17 Nov 1969	12 Dec 1969 (see s. 2 and <i>Gazette</i> 12 Dec 1969 p. 4001)
<i>Local Government Act Amendment Act (No. 5) 1969</i>	107 of 1969	25 Nov 1969	23 Jan 1970 (see s. 2 and <i>Gazette</i> 23 Jan 1970 p. 138)
<i>Local Government Act Amendment Act 1970</i>	16 of 1970	29 Apr 1970	29 Apr 1970
<i>Acts Amendment (Commissioner of State Taxation) Act 1970 Pt. V</i>	21 of 1970	8 May 1970	1 Jul 1970 (see s. 2 and <i>Gazette</i> 26 Jun 1970 p. 1831)
<i>Local Government Act Amendment Act (No. 2) 1970</i>	49 of 1970	8 Oct 1970	8 Oct 1970
<i>Local Government Act Amendment Act (No. 5) 1970</i>	80 of 1970	30 Nov 1970	12 Feb 1971 (see s. 2 and <i>Gazette</i> 12 Feb 1971 p. 379)
<i>Local Government Act Amendment Act (No. 6) 1970</i>	120 of 1970	10 Dec 1970	10 Dec 1970
<i>Local Government Act Amendment Act 1971</i>	66 of 1971	22 Dec 1971	22 Dec 1971
<i>Age of Majority Act 1972 s. 6(2)</i>	46 of 1972	18 Sep 1972	1 Nov 1972 (see s. 2 and <i>Gazette</i> 13 Oct 1972 p. 4069)
<i>Local Government Act Amendment Act (No. 3) 1972</i>	81 of 1972	20 Nov 1972	2 Mar 1973 (see s. 2 and <i>Gazette</i> 2 Mar 1973 p. 573)
<i>Metric Conversion Act 1972</i>	94 of 1972 (as amended)	4 Dec 1972	Relevant amendments (see First Sch. ⁷) took effect on

Short title	Number and year	Assent	Commencement
	by No. 19 and 83 of 1973)		1 Jul 1973 (see s. 4(2) and <i>Gazette</i> 4 May 1973 p. 1110). Relevant amendments (see Third Sch. 7) took effect on 8 Feb 1974 (see s. 4(2) and <i>Gazette</i> 8 Feb 1974 p. 354)
<i>Acts Amendment (Road Safety and Traffic) Act 1973 Pt. II</i>	12 of 1973	25 May 1973	26 Oct 1973 (see s. 2 and <i>Gazette</i> 26 Oct 1973 p. 4049)
<i>Local Government Act Amendment Act (No. 2) 1973</i>	21 of 1973	6 Jun 1973	6 Jun 1973
Reprint of the <i>Local Government Act 1960</i> approved 9 Aug 1973 (includes amendments listed above except those in the <i>Metric Conversion Act 1972</i> Third Sch.)			
<i>Local Government Act Amendment Act (No. 3) 1973</i>	74 of 1973	17 Dec 1973	1 Apr 1975 (see s. 2 and <i>Gazette</i> 20 Dec 1974 p. 5591)
<i>Local Government Act Amendment Act (No. 4) 1973</i>	105 of 1973	4 Jan 1974	5 Apr 1974 (see s. 2 and <i>Gazette</i> 5 Apr 1974 p. 1180)
<i>Ministers of the Crown (Statutory Designations) and Acts Amendment Act 1974 Pt. IV</i>	27 of 1974	29 Oct 1974	1 Dec 1974 (see s. 2 and <i>Gazette</i> 6 Dec 1974 p. 5204)
<i>Local Government Act Amendment Act 1974</i>	65 of 1974	9 Dec 1974	s. 1, 2 and 26: 9 Dec 1974 (see s. 2(2)); Act other than s. 1, 2 and 26: 14 Feb 1975 (see s. 2(1) and <i>Gazette</i> 14 Feb 1975 p. 506)
<i>Local Government Act Amendment Act 1975</i>	36 of 1975	16 May 1975	16 May 1975
<i>Local Government Act Amendment Act (No. 2) 1975</i>	65 of 1975	24 Oct 1975	s. 1-8 and 10-17: 12 Dec 1975 (see s. 2 and <i>Gazette</i> 12 Dec 1975 p. 4483-4); s. 9: 19 Mar 1976 (see s. 2 and <i>Gazette</i> 19 Mar 1976 p. 779)
<i>Local Government Act Amendment Act (No. 3) 1975</i>	78 of 1975	14 Nov 1975	1 Jul 1976 (see s. 2 and <i>Gazette</i> 12 Dec 1975 p. 4484)
<i>Local Government Act Amendment Act (No. 4) 1976</i>	30 of 1976	9 Jun 1976	9 Jun 1976

Short title	Number and year	Assent	Commencement
<i>Local Government Act Amendment Act (No. 3) 1976</i>	46 of 1976	10 Sep 1976	24 Dec 1976 (see s. 2 and <i>Gazette</i> 24 Dec 1976 p. 5029)
<i>Local Government Act Amendment Act (No. 5) 1976</i>	97 of 1976	12 Nov 1976	Act other than s. 3, 6, 13-15, 22-25 and 29-32: 12 Nov 1976 (see s. 2(1)); s. 3, 6 and 22-25: 25 Mar 1977 (see s. 2(2) and <i>Gazette</i> 25 Mar 1977 p. 830); s. 13-15 and 29-32: 1 Aug 1977 (see s. 2(2) and <i>Gazette</i> 25 Mar 1977 p. 830)
<i>Local Government Act Amendment Act (No. 6) 1976</i>	124 of 1976	2 Dec 1976	4 Mar 1977 (see s. 2 and <i>Gazette</i> 4 Mar 1977 p. 652)
<i>Acts Amendment (Pensioners Rates Rebates and Deferments) Act 1977 Pt. I</i>	5 of 1977	30 Sep 1977	1 Jul 1977 (see s. 2)
<i>Local Government Act Amendment Act 1977</i>	7 of 1977	30 Sep 1977	30 Sep 1977
Reprint of the Local Government Act 1960 approved 21 Nov 1977 (includes amendments listed above)			
<i>Local Government Act Amendment Act (No. 2) 1977</i>	56 of 1977	23 Nov 1977	Act other than s. 11: 23 Nov 1977 (see s. 2(1)); s. 11: 16 Dec 1977 (see s. 2(2) and <i>Gazette</i> 16 Dec 1977 p. 4655)
<i>Local Government Act Amendment Act (No. 2) 1978</i>	31 of 1978	22 May 1978	22 May 1978
<i>Acts Amendment and Repeal (Valuation of Land) Act 1978 Pt. X</i>	76 of 1978	20 Oct 1978	1 Jul 1979 (see s. 2 and <i>Gazette</i> 11 May 1979 p. 1211)
<i>Local Government Act Amendment Act (No. 3) 1978</i>	82 of 1978	27 Oct 1978	Act other than s. 12: 27 Oct 1978 (see s. 2(1)); s. 12: 1 Jul 1979 (see s. 2(2) and <i>Gazette</i> 22 Jun 1979 p. 1678)
<i>Mining Act 1978 s. 3</i>	107 of 1978	8 Dec 1978	1 Jan 1982 (see s. 2(2) and <i>Gazette</i> 11 Dec 1981 p. 5085)

Short title	Number and year	Assent	Commencement
<i>Local Government Act Amendment Act (No. 3) 1979</i>	57 of 1979	12 Nov 1979	12 Nov 1979
<i>Local Government Act Amendment Act 1979</i> ⁸	61 of 1979	12 Nov 1979	3 Apr 1980 (see s. 2 and <i>Gazette</i> 3 Apr 1980 p. 1043)
<i>Local Government Act Amendment Act (No. 4) 1979</i>	100 of 1979	21 Dec 1979	21 Dec 1979
<i>Local Government Amendment Act 1980</i>	68 of 1980	26 Nov 1980	Act other than s. 3 and 14-26: 26 Nov 1980 (see s. 2(1)); s. 3 and 14-26: 1 Jan 1981 (see s. 2(2) and <i>Gazette</i> 24 Dec 1980 p. 4349)
<i>Local Government Amendment Act (No. 2) 1981</i>	24 of 1981	26 May 1981	26 May 1981
<i>Local Government Amendment Act 1981</i>	27 of 1981 (as amended by No. 60 of 1981 s. 31)	26 May 1981	13 Nov 1981 (see s. 2 and <i>Gazette</i> 13 Nov 1981 p. 4677)
<i>Local Government Amendment Act (No. 3) 1981</i> ⁹	60 of 1981	13 Oct 1981	s. 6: 26 May 1981 (see s. 2(2)); Act other than s. 5(b), 6, 7, 17, 18, 23, 25(c), 28 and 29: 13 Oct 1981 (see s. 2(1)); s. 5(b), 7, 17, 18, 23, 25(c), 28 and 29: 16 Apr 1982 (see s. 2(3) and <i>Gazette</i> 16 Apr 1982 p. 1277)
<i>Companies (Consequential Amendments) Act 1982</i> s. 28	10 of 1982	14 May 1982	1 Jul 1982 (see s. 2(1) and <i>Gazette</i> 25 Jun 1982 p. 2079)
<i>Local Government Amendment Act 1982</i>	43 of 1982	27 May 1982	s. 4 and 5: 12 Nov 1979 (see s. 2(2)); Act other than s. 4-6: 27 May 1982 (see s. 2(1)); s. 6: 1 Jul 1983 (see s. 2(3) and <i>Gazette</i> 24 Jun 1983 p. 1977)
<i>Local Government Amendment Act (No. 3) 1982</i>	62 of 1982	28 Sep 1982	Act other than s. 6: 28 Sep 1982 (see s. 2(1)); s. 6: 7 Jan 1983 (see s. 2(2) and <i>Gazette</i> 7 Jan 1983 p. 3)

Short title	Number and year	Assent	Commencement
<i>Local Government Amendment Act (No. 4) 1982</i> ¹⁰	103 of 1982	24 Nov 1982	Act other than s. 4-13: 24 Nov 1982 (see s. 2(1)); s. 5 and 6: 17 Dec 1982 (see s. 2(2) and <i>Gazette</i> 17 Dec 1982 p. 4826); s. 4, 7-13: 6 May 1983 (see s. 2(3) and <i>Gazette</i> 6 May 1983 p. 1426)
Reprint of the <i>Local Government Act 1960</i> approved 24 Jun 1983 (includes amendments listed above except those in the <i>Local Government Amendment Act 1982</i> s. 6)			
<i>Local Government Amendment Act 1983</i>	6 of 1983	11 Aug 1983	11 Aug 1983
<i>Acts Amendment (Asbestos Related Diseases) Act 1983</i> Pt. VI	84 of 1983	22 Dec 1983	19 Jan 1984 (see s. 2)
<i>Local Government Amendment Act 1984</i>	17 of 1984	31 May 1984	1 Jul 1984 (see s. 2 and <i>Gazette</i> 29 Jun 1984 p. 1754)
<i>Acts Amendment (Mining Tenements) (Rating) Act 1984</i> Pt. II	25 of 1984	31 May 1984	s. 5(1): 1 Jan 1982 (see s. 2(2)); Pt. II other than s. 5(1): 31 May 1984 (see s. 2(1))
<i>Local Government Amendment Act (No. 2) 1984</i> ¹¹	42 of 1984 (as amended by No. 79 of 1984 Pt. III)	20 Jun 1984	s. 1-2 and 31-62: 20 Jun 1984 (see s. 2(1)); s. 3, 8-10, 12-19 and 30: 15 Nov 1984 (see s. 2(2)); s. 4-7, 11, 20-29: 20 Mar 1985 (see s. 2(3))
<i>Acts Amendment (Local Government Electoral Provisions) Act 1984</i> Pt. II	79 of 1984	14 Nov 1984	20 Mar 1985 (see s. 2(2))
<i>Local Government Amendment Act 1985</i> ¹²	35 of 1985	6 May 1985	s. 1 and 2: 6 May 1985; Act other than s. 1, 2, 5, 6, 10-16, 20, 23 and 24: 24 May 1985 (see s. 2 and <i>Gazette</i> 24 May 1985 p. 1757); s. 5, 6, 10-16, 20, 23 and 24: 1 Jul 1985 (see s. 2 and <i>Gazette</i> 24 May 1985 p. 1757)
<i>Acts Amendment (Financial Administration and Audit) Act 1985</i> s. 3	98 of 1985	4 Dec 1985	1 Jul 1986 (see s. 2 and <i>Gazette</i> 30 Jun 1986 p. 2255)

Short title	Number and year	Assent	Commencement
<i>Local Government Amendment Act (No. 2) 1985</i> ¹³	99 of 1985	4 Dec 1985	s. 1 and 2: 4 Dec 1985; Act other than s. 1 and 2: 13 Dec 1985 (see s. 2 and <i>Gazette</i> 13 Dec 1985 p. 4758)
<i>Local Government Amendment Act (No. 3) 1985</i> ¹⁴	105 of 1985	7 Dec 1985	7 Dec 1985 (see s. 2)
<i>Commercial Arbitration Act 1985</i> s. 3(1)	109 of 1985	7 Dec 1985	1 Apr 1986 (see s. 2 and <i>Gazette</i> 28 Feb 1986 p. 605)
<i>Local Government Amendment Act 1986</i> ¹⁵	9 of 1986	15 Jul 1986	Act other than s. 5: 1 Jul 1986 (see s. 2(1)); s. 5: 15 Jul 1986 (see s. 2(2))
<i>Town Planning and Development Amendment Act 1986</i> s. 13 ¹⁶	26 of 1986	29 Jul 1986	29 Jul 1986 (see s. 2(1))
<i>Local Government Amendment Act 1987</i> ^{17, 18}	42 of 1987	3 Jul 1987	s. 23-25 and 36: 1 Jul 1987 (see s. 2(2)); s. 1-3 and 32: 3 Jul 1987 (see s. 2(1)); Act other than s. 1-3, 6-10, 23-25, 32, 33 and 36: 24 Jul 1987 (see s. 2(3) and <i>Gazette</i> 24 Jul 1987 p. 2813); s. 33: 31 Jul 1987 (see s. 20(2) of the <i>Interpretation Act 1984</i>); s. 6-10: 31 Dec 1987 (see s. 2(3) and <i>Gazette</i> 31 Dec 1987 p. 4567)
<i>Acts Amendment (Land Administration) Act 1987</i> Pt. XIII	126 of 1987	31 Dec 1987	16 Sep 1988 (see s. 2 and <i>Gazette</i> 16 Sep 1988 p. 3637)
<i>Local Government Amendment Act 1988</i> ¹⁹	10 of 1988	6 Jul 1988	Act other than s. 4-7, 9 and 10: 6 Jul 1988 (see s. 2(1)); s. 4-7, 9 and 10: 16 Sep 1988 (see s. 2(2) and <i>Gazette</i> 16 Sep 1988 p. 3637)
<i>Local Government Amendment Act (No. 2) 1988</i>	39 of 1988	30 Nov 1988	s. 1 and 2: 30 Nov 1988; Act other than s. 1, 2, 6, 7 and 11: 17 Feb 1989 (see s. 2 and <i>Gazette</i> 17 Feb 1989 p. 457); s. 6, 7 and 11: 28 Jul 1989 (see s. 2 and <i>Gazette</i> 28 Jul 1989 p. 2259)

Short title	Number and year	Assent	Commencement
<i>R & I Bank Act 1990</i> s. 45(1)	73 of 1990	20 Dec 1990	1 Jan 1991 (see s. 2(2) and <i>Gazette</i> 28 Dec 1990 p. 6369)
<i>Building and Construction Industry Training Fund and Levy Collection Act 1990</i> s. 33	76 of 1990	20 Dec 1990	1 Jul 1991 (see s. 2 and <i>Gazette</i> 28 Jun 1991 p. 3101)
<i>Acts Amendment (Heritage Council) Act 1990</i> Pt. 2 Div. 3	97 of 1990	22 Dec 1990	25 Feb 1991 (see s. 2 and <i>Gazette</i> 22 Feb 1991 p. 868)
<i>Local Government Amendment Act (No. 2) 1990</i> ²⁰	100 of 1990	22 Dec 1990	s. 1 and 2: 22 Dec 1990; s. 3, 12, 17 and 18: 22 Dec 1990 (see s. 2(2)); s. 11: 11 Jan 1991 (see s. 2(1) and <i>Gazette</i> 11 Jan 1991 p. 43); Act other than s. 1-4, 11-18: 19 Jan 1991 (see s. 2(3) and <i>Interpretation Act 1984</i> s. 20); s. 4: 8 Feb 1991 (see s. 2(1) and <i>Gazette</i> 8 Feb 1991 p. 575); s. 13-16: 20 Mar 1992 (see s. 2(1) and <i>Gazette</i> 20 Mar 1992 p. 1239)
<i>Reserves and Land Revestment Act 1991</i> s. 23	57 of 1991	17 Dec 1991	17 Dec 1991 (see s. 2)
<i>Rates and Charges (Rebates and Deferments) Act 1992</i> s. 52	31 of 1992	19 Jun 1992	1 Jul 1992 (see s. 2 and <i>Gazette</i> 26 Jun 1992 p. 2643)
<i>Local Government (Superannuation) Amendment and Repeal Act 1993</i> Pt. 2 ²¹	2 of 1993	18 Aug 1993	1 Jul 1993 (see s. 2)
<i>Financial Administration Legislation Amendment Act 1993</i> s. 11	6 of 1993	27 Aug 1993	1 Jul 1993 (see s. 2(1))
<i>Acts Amendment (Annual Valuations and Land Tax) Act 1993</i> s. 13 ²²	17 of 1993	29 Nov 1993	29 Nov 1993 (see s. 2)
<i>Plant Diseases Amendment Act 1993</i> s. 20	40 of 1993	20 Dec 1993	24 Jun 1994 (see s. 2 and <i>Gazette</i> 24 Jun 1994 p. 2819)

Short title	Number and year	Assent	Commencement
<i>R & I Bank Amendment Act 1994 s. 13</i>	6 of 1994	11 Apr 1994	26 Apr 1994 (see s. 2(2) and <i>Gazette</i> 26 Apr 1994 p. 1743)
<i>Local Government Amendment Act 1994</i> ²³	27 of 1994	23 Jun 1994	1 Jul 1994 (see s. 2)
<i>Local Government (Superannuation) Legislation Amendment Act 1994 Pt. 2</i> ²⁴	60 of 1994	7 Nov 1994	24 Dec 1994 (see s. 2 and <i>Gazette</i> 23 Dec 1994 p. 7070)
<i>Acts Amendment (Local Government and Valuation of Land) Act 1994 Pt. 2</i> ²⁵	69 of 1994	9 Dec 1994	s. 3-6: 9 Dec 1994 (see s. 2(1)); s. 12: 1 May 1995 (see s. 2(2) and <i>Gazette</i> 21 Apr 1995 p. 1357); s. 7-11 and 13-15: 1 Jul 1995 (see s. 2(2) and <i>Gazette</i> 21 Apr 1995 p. 1357)
<i>Local Government Amendment (Elections) Act 1994 Pt. 2</i>	70 of 1994	9 Dec 1994	9 Dec 1994 (see s. 2)
<i>Statutes (Repeals and Minor Amendments) Act 1994 s. 4</i>	73 of 1994	9 Dec 1994	9 Dec 1994 (see s. 2)
<i>Energy Corporations (Transitional and Consequential Provisions) Act 1994 s. 109</i>	89 of 1994	15 Dec 1994	1 Jan 1995 (see s. 2(2) and <i>Gazette</i> 23 Dec 1994 p. 7069)
<i>Acts Amendment (Fines, Penalties and Infringement Notices) Act 1994 Pt. 13</i>	92 of 1994	23 Dec 1994	1 Jan 1995 (see s. 2(1) and <i>Gazette</i> 30 Dec 1994 p. 7211)
<i>Planning Legislation Amendment Act (No. 2) 1994 s. 46(1)-(4)</i>	84 of 1994	13 Jan 1995	1 Mar 1995 (see s. 2 and <i>Gazette</i> 21 Feb 1995 p. 567)
<i>Bank of Western Australia Act 1995 s. 44</i>	14 of 1995	4 Jul 1995	1 Dec 1995 (see s. 2(3) and <i>Gazette</i> 29 Nov 1995 p. 5529)
<i>Local Government Amendment Act 1995</i>	18 of 1995	4 Jul 1995	4 Jul 1995 (see s. 2)
<i>Caravan Parks and Camping Grounds Act 1995 s. 33</i>	34 of 1995	29 Sep 1995	1 Jul 1997 (see s. 2 and <i>Gazette</i> 20 Jun 1997 p. 2805)

Short title	Number and year	Assent	Commencement
<i>Water Agencies Restructure (Transitional and Consequential Provisions) Act 1995</i> s. 188	73 of 1995	27 Dec 1995	1 Jan 1996 (see s. 2(2) and <i>Gazette</i> 29 Dec 1995 p. 6291)
<i>Local Government Act 1995</i> s. 9.70 ²⁶	74 of 1995	9 Jan 1996	1 Jul 1996 (see s. 1.2)
<i>Sentencing (Consequential Provisions) Act 1995</i> s. 68 (item relating to s. 399(3)) ²⁷	78 of 1995	16 Jan 1996	4 Nov 1996 (see s. 2 and <i>Gazette</i> 25 Oct 1996 p. 5632)
<i>Local Government (Consequential Amendments) Act 1996</i> s. 4 ²⁸	14 of 1996	28 Jun 1996	1 Jul 1996 (see s. 2)
Reprint of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> as at 18 Sep 1996 (includes amendments listed above except those in the <i>Caravan Parks and Camping Grounds Act 1995</i> and the <i>Sentencing (Consequential Provisions) Act 1995</i>)			
<i>Financial Legislation Amendment Act 1996</i> s. 64	49 of 1996	25 Oct 1996	25 Oct 1996 (see s. 2(1))
<i>Home Building Contracts Amendment Act 1996</i> s. 7	72 of 1996	13 Nov 1996	1 Feb 1997 (see s. 2 and <i>Gazette</i> 24 Jan 1997 p. 543)
<i>Transfer of Land Amendment Act 1996</i> s. 153(1) and (2)	81 of 1996	14 Nov 1996	14 Nov 1996 (see s. 2(1))
<i>Acts Amendment (Land Administration) Act 1997</i> Pt. 40 and s. 142 ²⁹	31 of 1997	3 Oct 1997	30 Mar 1998 (see s. 2 and <i>Gazette</i> 27 Mar 1998 p. 1765)
<i>Statutes (Repeals and Minor Amendments) Act 1997</i> s. 83	57 of 1997	15 Dec 1997	15 Dec 1997 (see s. 2(1))
<i>Local Government Amendment Act 1998</i> s. 29	1 of 1998	26 Mar 1998	26 Mar 1998 (see s. 2(1))
<i>Statutes (Repeals and Minor Amendments) Act (No. 2) 1998</i> s. 46(1), (5) and (6) ³⁰	10 of 1998	30 Apr 1998	30 Apr 1998 (see s. 2(1))
Reprint of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> as at 28 Jul 1999 (includes amendments listed above)			

Short title	Number and year	Assent	Commencement
<i>Statutes (Repeals and Minor Amendments) Act 2000 s. 23</i>	24 of 2000	4 Jul 2000	4 Jul 2000 (see s. 2)
<i>Home Building Contracts Amendment Act 2002 s. 21</i>	37 of 2002	20 Nov 2002	20 Nov 2002 (see s. 2)
<i>Sentencing Legislation Amendment and Repeal Act 2003 s. 77</i>	50 of 2003	9 Jul 2003	15 May 2004 (see s. 2 and <i>Gazette</i> 14 May 2004 p. 1445)
<i>Courts Legislation Amendment and Repeal Act 2004 s. 141</i> ³¹	59 of 2004 (as amended by No. 2 of 2008 s. 77(9))	23 Nov 2004	1 May 2005 (see s. 2 and <i>Gazette</i> 31 Dec 2004 p. 7128)
<i>State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004 Pt. 2 Div. 75</i> ^{32, 33}	55 of 2004	24 Nov 2004	1 Jan 2005 (see s. 2 and <i>Gazette</i> 31 Dec 2004 p. 7130)
<i>Criminal Procedure and Appeals (Consequential and Other Provisions) Act 2004 s. 80</i> ³⁴	84 of 2004 (as amended by No. 2 of 2008 s. 78(2)(d))	16 Dec 2004	2 May 2005 (see s. 2 and <i>Gazette</i> 31 Dec 2004 p. 7129 (correction in <i>Gazette</i> 7 Jan 2005 p. 53))
Reprint 7: The Local Government (Miscellaneous Provisions) Act 1960 as at 16 Sep 2005 (includes amendments listed above)			
<i>Limitation Legislation Amendment and Repeal Act 2005 s. 23</i>	20 of 2005	15 Nov 2005	15 Nov 2005 (see s. 2(1))
<i>Planning and Development (Consequential and Transitional Provisions) Act 2005 Pt. 2 Div. 3</i> ³⁵	38 of 2005	12 Dec 2005	9 Apr 2006 (see s. 2 and <i>Gazette</i> 21 Mar 2006 p. 1078)
<i>Liquor and Gaming Legislation Amendment Act 2006 s. 114</i>	73 of 2006	13 Dec 2006	7 May 2007 (see s. 2(2) and <i>Gazette</i> 1 May 2007 p. 1893)
<i>Financial Legislation Amendment and Repeal Act 2006 s. 4</i>	77 of 2006	21 Dec 2006	1 Feb 2007 (see s. 2(1) and <i>Gazette</i> 19 Jan 2007 p. 137)

Short title	Number and year	Assent	Commencement
<i>Local Government (Miscellaneous Provisions) Amendment Act 2007</i>	11 of 2007	29 Jun 2007	s. 1 and 2: 29 Jun 2007; s. 3 and 4: 25 Aug 2007 (see s. 2 and <i>Gazette</i> 24 Aug 2007 p. 4317); s. 5-14: 1 Jul 2008 (see s. 2 and <i>Gazette</i> 6 Jun 2008 p. 2179)
<i>Biosecurity and Agriculture Management (Repeal and Consequential Provisions) Act 2007</i> s. 91	24 of 2007	12 Oct 2007	1 May 2013 (see s. 2(2) and <i>Gazette</i> 5 Feb 2013 p. 823)
<i>Local Government (Miscellaneous Provisions) Amendment (Smoke Alarms) Act 2007</i>	34 of 2007	21 Dec 2007	18 Jan 2008
Reprint 8: The Local Government (Miscellaneous Provisions) Act 1960 as at 1 Aug 2008 (includes amendments listed above except those in the <i>Biosecurity and Agriculture Management (Repeal and Consequential Provisions) Act 2007</i>)			
<i>Standardisation of Formatting Act 2010</i> s. 21, 49 and 62	19 of 2010	28 Jun 2010	11 Sep 2010 (see s. 2(b) and <i>Gazette</i> 10 Sep 2010 p. 4341)
<i>Building Services (Registration) Act 2011</i> s. 156	19 of 2011	22 Jun 2011	s. 156(1) and (4): 29 Aug 2011 (see s. 2(b) and <i>Gazette</i> 26 Aug 2011 p. 3475-6); s. 156(2) and (3): 2 Apr 2012 (see s. 2(b) and <i>Gazette</i> 30 Mar 2012 p. 1549)
<i>Building Act 2011</i> s. 151-156	24 of 2011	11 Jul 2011	2 Apr 2012 (see s. 2(b) and <i>Gazette</i> 13 Mar 2012 p. 1033)
<i>Statutes (Repeals and Minor Amendments) Act 2011</i> s. 16	47 of 2011	25 Oct 2011	26 Oct 2011 (see s. 2(b))
Reprint 9: The Local Government (Miscellaneous Provisions) Act 1960 as at 8 Jun 2012 (includes amendments listed above except those in the <i>Biosecurity and Agriculture Management (Repeal and Consequential Provisions) Act 2007</i>)			
<i>Commercial Arbitration Act 2012</i> s. 45 it. 13	23 of 2012	29 Aug 2012	7 Aug 2013 (see s. 1B(b) and <i>Gazette</i> 6 Aug 2013 p. 3677)
<i>Local Government Legislation Amendment Act 2019</i> Pt. 3	16 of 2019	5 Jul 2019	6 Jul 2019 (see s. 2(c))

² Repealed by the *Stock (Brands and Movement) Act 1970*, which is now known as the *Stock (Identification and Movement) Act 1970*.

- ³ Repealed by the *Auction Sales Act 1973* s. 3(1).
- ⁴ Marginal notes in the *Local Government (Miscellaneous Provisions) Act 1960* referring to legislation of this State and of other jurisdictions have been omitted from this compilation.
- ⁵ The *Licensed Surveyors Amendment Act 1996* s. 28 does not have effect because the relevant provision was repealed by the *Local Government Act 1995* s. 9.70.
- ⁶ Now known as the *Local Government (Miscellaneous Provisions) Act 1960*; short title changed (see note under s. 1).
- ⁷ The Schedule to the *Metric Conversion Act 1972* was redesignated as the First Schedule by the *Metric Conversion Act Amendment Act 1973*. The Third Schedule was inserted by the *Metric Conversion Act Amendment Act (No. 2) 1973*.
- ⁸ The *Local Government Act Amendment Act 1979* s. 3(2) is a transitional provision that is of no further effect.
- ⁹ The *Local Government Amendment Act (No. 3) 1981* s. 18(2) is a savings provision that is of no further effect.
- ¹⁰ The *Local Government Amendment Act (No. 4) 1982* s. 14 is a transitional provision that is of no further effect.
- ¹¹ The *Local Government Amendment Act (No. 2) 1984* s. 40(2), (3), (4) and (5), 44(2) and 53(2) are transitional provisions that are of no further effect.
- ¹² The *Local Government Amendment Act 1985* s. 9, a validation provision, and s. 25, a transitional provision, are of no further effect.
- ¹³ The *Local Government Amendment Act (No. 2) 1985* s. 23(2) is a validation provision that is of no further effect.
- ¹⁴ The *Local Government Amendment Act (No. 3) 1985* s. 4 is a validation provision that is of no further effect.
- ¹⁵ The *Local Government Amendment Act 1986* s. 4, an application provision, and s. 21, a validation provision, are of no further effect.
- ¹⁶ The *Town Planning and Development Amendment Act 1986* s. 8(2) is a validation provision that is of no further effect.
- ¹⁷ The *Local Government Amendment Act 1987* s. 32(2) is a validation provision.
- ¹⁸ The *Local Government Amendment Act 1987* s. 35 and 36 are transitional provisions that are of no further effect.
- ¹⁹ The *Local Government Amendment Act 1988* s. 12(2) is a validation provision that is of no further effect.
- ²⁰ The *Local Government Amendment Act (No. 2) 1990* s. 18 is a transitional provision that is of no further effect.
- ²¹ The *Local Government (Superannuation) Amendment and Repeal Act 1993* Pt. 4 contains transitional provisions.

- ²² The *Acts Amendment (Annual Valuations and Land Tax) Act 1993* s. 3, an application provision, and s. 7, a transitional and savings provision, are of no further effect.
- ²³ The *Local Government Amendment Act 1994* s. 3, 39, 40 and 41 are transitional provisions that are of no further effect.
- ²⁴ The *Local Government (Superannuation) Legislation Amendment Act 1994* s. 7, 8, 9 and 10 are transitional provisions.
- ²⁵ The *Acts Amendment (Local Government and Valuation of Land) Act 1994* s. 5 is a validation provision that is of no further effect.
- ²⁶ The *Local Government Act 1995* Sch. 9.2 cl. 4 is a savings provision of no further effect. It was affected by the *Local Government (Consequential Amendments) Act 1996* Sch. 1 (see under heading **Local Government (Miscellaneous Provisions) Act 1960** the item relating to sections 157, 159 and 160).
- ²⁷ The amendments in the *Sentencing (Consequential Provisions) Act 1995* s. 68 (items relating to s. 523(1) and 672) did not have effect because those provisions were repealed by the *Local Government Act 1995* s. 9.70.
- ²⁸ The *Local Government (Consequential Amendments) Act 1996* s. 7 and 8 are transitional provisions that are of no further effect.
- ²⁹ The *Acts Amendment (Land Administration) Act 1997* s. 66(2), (3) and (4) and 67(2), (3) and (4) are transitional provisions that are of no further effect.
- ³⁰ Balance of section 46 of the *Statutes (Repeals and Minor Amendments) Act (No. 2) 1998* is inoperative because of previous amendments effected as follows:
section 46(2) and (4) were repealed by the *Local Government Act 1995* s. 70;
section 46(3) and (9) were amended by the *Local Government (Consequential Amendments) Act 1996* Sch. 1 (as amended by the *Statutes (Repeals and Minor Amendments) Act 1997*);
section 46(7) and (8) were amended by the *Statutes (Repeals and Minor Amendments) Act 1997* s. 83(3) and (4).
- ³¹ The portion of the *Courts Legislation Amendment and Repeal Act 2004* Sch. 1 cl. 94 that would have amended s. 430(2)(a) was deleted by the *Criminal Law and Evidence Amendment Act 2008* s. 77(9).
- ³² The *State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004* Pt. 5, the *State Administrative Tribunal Act 2004* s. 167 and 169, and the *State Administrative Tribunal Regulations 2004* r. 28 and 42 deal with certain transitional issues, some of which may be relevant for this Act.
- ³³ The *State Administrative Tribunal Regulations 2004* r. 34 and 55 read as follows:

34. Local Government (Miscellaneous Provisions) Act 1960

- (1) In this regulation —

commencement day means the day on which the *State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004* Part 2 Division 75 comes into operation.

- (2) If a matter has been partly or fully heard, but not determined, under the *Local Government (Miscellaneous Provisions) Act 1960* Part XV Division 19 immediately before the commencement day —
- (a) the Act section 167(4)(b) does not apply; and
 - (b) the matter is to continue to be dealt with as if the *Local Government (Miscellaneous Provisions) Act 1960* Part XV Division 19 as in force immediately before the commencement day continued to apply.

55. Local Government (Miscellaneous Provisions) Act 1960

- (1) In this regulation —
- commencement day** means the day on which the *State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004* section 683 comes into operation;
- (2) If a local law made under the *Local Government (Miscellaneous Provisions) Act 1960* section 433 and the *Local Government Act 1995* is expressed as conferring on a person a right to appeal under the *Local Government (Miscellaneous Provisions) Act 1960* Part XV Division 19 against a decision, that local law is to be taken to give a right on or after the commencement day to apply to the State Administrative Tribunal for a review of that decision.

³⁴ The portion of the *Criminal Procedure and Appeals (Consequential and Other Provisions) Act 2004* s. 82 that would have amended this Act was deleted by the *Criminal Law and Evidence Amendment Act 2008* s. 78(2)(d).

³⁵ The *Planning and Development (Consequential and Transitional Provisions) Act 2005* s. 14(3) and (4) read as follows:

- (3) Despite the repeal of section 295 of the *Local Government (Miscellaneous Provisions) Act 1960*, section 295(4) and (4a) of that Act continue to apply in relation to the disposal of land where the subdivision of the land was approved before the coming into operation of this section.
- (4) Until minimum standards of construction and drainage are fixed under section 169 of the *Planning and Development Act 2005*, the minimum standards fixed under section 295(3a) of the *Local Government (Miscellaneous Provisions) Act 1960* apply for the purposes of the *Planning and Development Act 2005* as if they had been fixed under that Act.

Defined terms

Defined terms

*[This is a list of terms defined and the provisions where they are defined.
The list is not part of the law.]*

Defined term	Provision(s)
building	364(10)
building operation	364(3A)
unclaimed money	457(1)



Shire of
Katanning

Heart of the Great Southern

Volunteer Bushfire Brigade Guidelines and Procedures

FIRE SEASON 2025/26



Heart of the Great Southern

CONTENTS

GENERAL NOTES / RECOMMENDED FUTURE CHANGES	4
--	---

FIRE AND EMERGENCY SERVICES AUTHORITY OF WESTERN AUSTRALIA ACT 1998.....	5
--	---

Protection from personal and vicarious liability

Section 37 FES Act 1998

- (1) Subject to subsection (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.

1. VOLUNTEER BUSHFIRE BRIGADES	5
--------------------------------------	---

1.1 Establishment of a Bushfire Brigade.....	6
--	---

1.2 Name and Officers of a Bushfire Brigade	6
---	---

1.3 Composition of Bushfire Brigade.....	6
--	---

1.4 Annual General Meeting	7
----------------------------------	---

1.5 Dissolution of a Bushfire Brigade	7
---	---

2. RULES GOVERNING THE OPERATION OF BUSHFIRE BRIGADES.....	7
--	---

2.1 Objects of Bushfire Brigades	7
--	---

2.2 Management of Bushfire Brigade	7
--	---

2.3 Meetings of Bushfire Brigade	8
--	---

2.4 Disagreements.....	8
------------------------	---

2.5 Notices.....	8
------------------	---

3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS.....	9
--	---

3.1 Rules to Govern	9
---------------------------	---

3.2 Equal Opportunity	9
-----------------------------	---

3.3 Work Health and Safety.....	10
---------------------------------	----

3.4 Code of Conduct.....	11
--------------------------	----

4. COMMITTEE.....	11
-------------------	----

4.1 Bushfire Advisory Meeting	11
-------------------------------------	----

4.2 Quorum	12
------------------	----

4.3 Voting	12
------------------	----

4.4 Bushfire Advisory Committee recommendations	12
---	----

4.5 Meetings.....	12
-------------------	----

4.6 Election of Committee Members	13
---	----

4.7 Use of Council Meeting Facilities.....	13
--	----

4.8 Minutes.....	13
------------------	----

4.9 Reports to the Bushfire Advisory Committee	13
--	----

4.10 Appointment of Fire Control Officers.....	13
--	----

5. TRAINING OF MEMBERS	13
------------------------------	----

5.1 Training Officer	13
----------------------------	----

5.2 Basic Training.....	13
-------------------------	----

5.3 Completion of the Firefighters Course	13
---	----

5.4	Training Expenses	14
6.	BUSHFIRE BRIGADE MEMBERSHIPS.....	14
6.1	Types.....	14
6.2	Application for Membership	14
6.3	Process for Application for Membership.....	14
6.4	Decision on application for membership	14
6.5	Termination to Membership	15
7.	ADMINISTRATION	15
7.1	Fire Occurrence Reports.....	15
7.2	Centralising Ordering.....	15
8.	CLOTHING AND FOOTWEAR	15
9.	COMMUNICATIONS.....	15
9.1	Radio Network for Fire Fighting Communications	15
9.2	Maintenance of Radios.....	16
10.	PURCHASING OF FIRE FIGHTING EQUIPMENT	16
10.1	Purchases.....	16
10.2	Foam	16
10.3	Fast Fill Trailers	16
11.	APPLIANCE SHIRE/ DFES	16
11.1	Tasking of Equipment	16
11.2	Mechanical Repairs / Damage	16
11.3	Servicing.....	16
11.4	Licensing and Insurance	17
11.5	Housing.....	17
11.6	Private Use.....	17
11.7	Fuel	17
11.8	Vehicle Logbooks	17
11.9	Location and Operational Status of the Brigade's Appliances	17
11.10	Manning of the Fire Fighting Appliances.....	17
11.11	Drivers Licence.....	17
11.12	Driving Guidelines.....	18
11.13	Incident Controller Equipment Requests	18
12.	ELECTRICAL EXPENSES	18
13.	INSURANCE COVER.....	18
14.	COUNCIL WORK FORCE – FIRE FIGHTING	19
15.	PROTECTIVE BURNING BY BRIGADES ON ANY LAND	19
16.	ROADSIDE BURNING	19
17.	FIRES OUTSIDE SHIRE BOUNDARIES	19
18.	WELFARE	19
18.1	Meals	19
18.2	Peer Support.....	19

18.3 Debrief.....	19
19.EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.....	19
20.ROLES AND RESPONSIBILITIES.....	19
21.COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS	20
22.BUSHFIRE ACT INFRINGEMENTS.....	20
23.HARVEST AND VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS.....	21
24 TOTAL FIRE BAN	21
25.PERMITS TO BURN PROCEDURE.....	21
26.MORNING RADIO SCHEDS	21
FIRE/INCIDENT REPORTS	30
Initial Notification.....	33
 Attachments:	
Bushfire Operational Procedure (BOP)	23-45
Road Verge Burning Procedure	41-42
 Shire of Katanning Code of Conduct	 47-63

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

Shire of Katanning Bushfire Local Law March 1987

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.

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 December 2023
September 2024	Update Information	CESM in consultation with CBFCO, DCBCO, BFAC	
November 2024	Updated Agency Terminology, and new SOP Lithium – Ion Battery Fires	CESM in consultation with CBFCO, DCBFCO and BFAC	Endorsed by Council November 2024
September 2025	Update of Information	CESM in consultation with CBFCO, DCBFCO and BFAC	

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.
DBCA – Department for Biodiversity, Conservation and Attractions.
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 ENVIRONMENT 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. Usually this is the FCO/Capt.

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.

Volunteers have 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.

Refer to the Shire of Katanning Code of Conduct page 47-63

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 pre-season 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. Within 4 months of becoming a member.
- 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 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 firefighting member when undertaking normal brigade activities as defined Section 35A of the Act.
- e) Not to be assigned ranks under the Departments 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. Who in turn will forward to the DFES Regional Office for processing. Once processed, the member will receive a Induction Form to complete also with the Bushfire Brigade Local Law and the Bushfire Guidelines and Procedures Manual.

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. Eg having not completed basic training within nominated time frame.

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 instillation 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 by submitting a workorder.

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 channels.

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 trained persons (1-3) 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 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 DFES 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 Duty Officer 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. Payment of machinery hire will not be made unless correct procedure is followed including completing the Machinery Log Sheet before engagement.

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 FES Act 1998.

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 FES Act 1998.

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 principal 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.

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)

CONTENTS

Incident Notification Procedures.....	B1
Driving Guidelines for Bush Fire Brigades.....	B2
Personnel Protective Equipment	B3
Australasian Inter Services Incident Management System AIIMS	B4
Alcohol Consumption.....	B5
Fire Reports.....	B6
Closure of Roads to Assist Wildfire Suppression	B7
Response to Wildfires at Rubbish Tips.....	B8
Call out Procedure.....	B9
Fire Lighter Fuel.....	B10
Accident / Property Losses Reporting.....	B11
Electrical Hazards.....	B12
Entrapment by Fire.....	B13
Burnover Blanket.....	B14
Red Flag Warning.....	B15
Automatic Vehicle Locator.....	B16
Roadside Burning Procedure.....	B17
Aboriginal Cultural Heritage Act 1972.....	B18
Lithium-Ion Battery Fires.....	B19
Stand Alone Power Systems.....	B20
 Shire of Katanning - Code of Conduct.....	 Page 47

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 been 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)
- 1.5 As soon as practicable the Incident Controller is to request that all non-trained (spontaneous volunteers) leave the fire ground.

Bushfire Operational Procedure

2

DRIVING GUIDELINES

A. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL IN A DFES APPLIANCE

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. The siren may be turned off on rural roads if there is no traffic.
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:-

Registered trained brigade members on the fire ground will 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 REGISTERED TRAINED 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. Helmet.

EQUIVALENT STANDARD FOR SPONTANIOUS VOLUNTEERS is cotton/woollen long trousers, long sleeve shirt, safety boots, Fire Gloves, Goggles and Smoke Mask or Fill 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 DBCA, 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 or the Regional Duty Officer.
- The establishment of what resource are already on the fire ground and if additional resources are required at the particular fire incident.
- Request spontaneous volunteers to leave as soon as practicable.

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 / her 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.

Health Directive

Brigade Members must adhere to the directions by the State Chief Health Officer given to Emergency Service Volunteers eg Covid when setting up incident structures.

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

6

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 IRS.**

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, with police being notified.

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

Bushfire Operational Procedure

7

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

8

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 are to remain clear of the danger zone, remain up-wind of incident. Attend to adjacent vegetation fires **if it is safe to do so**.

NOTE

If the 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

9

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

10

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 submit to the OSH Committee 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 possible 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

14

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

15

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

16

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 in the appliance for further information.
- Any issues with the system please contact the CESM to follow up.

Bushfire Operational Procedure

17

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

18

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 disturb the area.

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

The local contact is Julie Hayden from the Badgebup Aboriginal Rangers and she can be contacted on 0427992 910.

Bushfire Operational Procedure

19

Lithium – Ion Battery Response

Call 000 explaining the situation and requesting support.

Background

Devices such as phones, tablets, power banks, computers, toys, appliances, tools, electric bikes, scooters, and cars can contain lithium-ion (Li-ion) batteries and are prolific in society.

On a larger scale, community battery hubs, off grid properties, industrial battery banks and other battery energy storage systems (BESS) are becoming more common. DFES has seen a significant rise in the number of fires involving Li-ion batteries.

Defensive Tactics:

Allowing the battery to burn itself out is the preferred option if there are no other exposures at risk.

- Keep clear of the fog/vapour cloud if it is omitted, as this is not steam.

If not sufficiently cooled, thermal runaway may continue, and the battery can have secondary ignitions. In addition, adjacent cells may also undergo thermal runaway if heat propagation from the initial cell is not controlled. Therefore, cooling the cells in a battery pack is essential to prevent heat propagation and extinguish fires from a single cell. Large quantities of water may be required (at least 4000 litres) to cool large batteries for up to 15 minutes (250L @ 7 bar x 15 mins = 3750 litres). If available, check temperatures with a Thermal Imaging Camera (TIC) after a further 15 minutes.

Under no circumstances should salt water or any other additive (foam) be introduced into the battery or container.

Note – Carbon dioxide and Dry chemical powder extinguishers may extinguish the flames, but have no cooling effect, therefore creating a flammable vapour cloud risk.

This may require extended periods of monitoring. Visible flame may continue for over 90 minutes. Once self-extinguished and all cells have completely burnt out, the battery will not reignite but will continue to off-gas and have elevated temperatures for some time afterwards.

When ambient temperature is reached, the battery should be monitored for another 60 minutes to confirm no further rises in temperature.

Bushfire Operational Procedure

20

Stand-alone Power System Fire Response

PURPOSE

This procedure is to assist responders attending to fire incidents within or around a Stand-alone Power Systems.

INTRODUCTION

These units are increasing across the landscape, with a number being located within the Shire of Broomehill Tambellup. This procedure will assist with safety when Stand-alone Power Systems have either been impacted by fire or a fire has started within the system itself.

PROCEDURE

In the event of a fire approaching or within the fence SPS area, Please follow these steps.

- Do not attempt to fight the fire within the fenced enclosure.
- Contact Triple 000 immediately
- Report the fire to Western Power on 13 13 51
- **Do not** squirt water on the power system.
- If safe to do so (outside the enclosure) minimise the spread of the fire, for example by wetting down surrounding vegetation.

SMOKE IS EXTREMELY TOXIC, STAY CLEAR OF THE SMOKE AT ALL TIMES



Shire of
Katanning

Code of Conduct

Contents

<u>1</u>	<u>Introduction</u>	50
1.1	<u>Statutory environment</u>	50
1.2	<u>Application</u>	50
<u>2</u>	<u>Values/vision/mission</u>	51
<u>3</u>	<u>Code of Conduct</u>	51
3.1	<u>Role of Employees</u>	51
3.2	<u>Principles affecting employment by the Shire of Katanning</u>	52
3.3	<u>Personal Behaviour</u>	52
3.4	<u>Honesty and Integrity</u>	53
3.5	<u>Performance of Duties</u>	53
3.6	<u>Compliance with Lawful and Reasonable Directions, Decisions and Policies</u>	53
3.7	<u>Administrative and Management Practices</u>	53
3.8	<u>Intellectual Property</u>	54
3.9	<u>Recordkeeping</u>	54
3.10	<u>Dealing with Other Employees</u>	54
3.11	<u>Dealing with community</u>	54
3.12	<u>Professional Communications</u>	54
3.13	<u>Personal Communications and Social Media</u>	54
3.14	<u>Personal Presentation</u>	55
3.15	<u>Gifts</u>	55
3.16	<u>Conflict of Interest</u>	58
3.17	<u>Secondary Employment</u>	58
3.18	<u>Disclosure of Financial Interests</u>	59
3.19	<u>Disclosure of Interests Relating to Impartiality</u>	60
3.20	<u>Use and Disclosure of Information</u>	61
3.21	<u>Improper or Undue Influence</u>	61
3.22	<u>Use of Shire of Katanning Resources</u>	62
3.23	<u>Use of Shire of Katanning Finances</u>	62
3.24	<u>Reporting of Suspected Breaches of the Code of Conduct</u>	63
3.25	<u>Handling of Suspected Breaches of the Code of Conduct</u>	63
3.26	<u>Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour</u>	63
3.27	<u>Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour</u>	63

Introduction

The Shire of Katanning (Shire) Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Katanning's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Katanning or engaged by the Shire of Katanning under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

Values/vision/mission



Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*

- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Katanning

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Katanning's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Katanning;
- (b) perform their duties impartially and in the best interests of the Shire of Katanning, uninfluenced by fear or favour;

- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Katanning and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Katanning.

Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Line Manager or the CEO in accordance with this Code and the Shire of Katanning's policies.

Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Katanning's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Katanning.

Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Executive Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Katanning, whether or not they agree with or approve of them.

Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Katanning upon its creation unless otherwise agreed by separate contract.

Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Katanning's Recordkeeping Plan.

Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Katanning's policies and management directives regarding workplace behaviour and occupational safety and health.
- (c) Employee behaviour should reflect the Shire of Katanning's values and contribute towards creating and maintaining a safe and supportive workplace.

Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Katanning services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably in accordance with the Shire of Katanning's Customer Service Charter.

Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Katanning's activities should reflect the status, values and objectives of the Shire of Katanning.
- (b) Communications should be accurate, polite and professional.

Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on

behalf of the Shire of Katanning, its Council Members, employees or contractors, which breach this Code.

- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Katanning's relevant policies, management directives and procedures.

Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$50 but less than \$300; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996*, the CEO has chosen not to determine a lesser amount.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,

of each other gift accepted within the one year period.

- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Katanning's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Katanning, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Katanning, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
- (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
- (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or

- (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
- (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Katanning except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Katanning's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Katanning.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Use of Shire of Katanning Resources

(a) In this clause –

Shire of Katanning resources includes local government property and services provided or paid for by the Shire of Katanning;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

(b) Employees will:

- (i) be honest in their use of the Shire of Katanning resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire of Katanning's resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- (iii) not use the Shire of Katanning's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Use of Shire of Katanning Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Katanning's finances.
- (b) Employees will use Shire of Katanning finances only within the scope of their authority.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire of Katanning's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.

- (f) Employees will ensure that any use of Shire of Katanning finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Katanning's Recordkeeping Plan.

Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Line Manager, any Executive Manager or the CEO, in accordance with the Shire of Katanning's Grievances, Investigations and Resolution Management Directive.

Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Katanning policies and procedures, depending on the nature of the suspected breach.

Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Katanning's Grievances, Investigations and Resolution Management Directive
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Katanning's Public Interest Disclosure Procedures, published on the Shire of Katanning's website.

Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Katanning policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control Box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Unit:	CEO Office
Reviewer:	Chief Executive Officer	Decision Maker:	CEO
Compliance Requirements:			
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996		
Document Management:			
Synergy Ref:		Review Frequency:	As required
Version #	Date	Action:	
1.	1 April 2023	Approved by the Chief Executive Officer	

☐ I have read and understood the Shire of Katanning's Code of Conduct

Staff Name

Staff Signature

Date



**Council Meetings
2025**

 Ordinary Council
 Public Holidays

November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			

Council Meetings
2026

Ordinary Council
Public Holidays

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	10	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

May

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		