



# A guide to the Contiguous Local Authorities Group (CLAG) funding scheme

## Introduction

The Contiguous Local Authorities Group (CLAG) funding scheme is a key component of the Department of Health's (the Department) program that assists local government with mosquito management of public health significance across Western Australia (WA). The CLAG scheme was endorsed by Cabinet in 1990 and continues to be funded by State Government.

To be eligible to receive funding through this scheme, approval to form a CLAG must first be sought by local government from the Mosquito Control Advisory Committee (MCAC). More information about CLAG formation can be accessed from the [Department's website](#).

CLAGs are required to prepare and submit an annual funding request to the Department. The MCAC will then review each application and make a funding recommendation to the Department. Funding is allocated on a priority basis to support mosquito management related activities and items that reduce the risk of mosquito-borne disease in WA.

This guide will assist those CLAGs preparing a funding submission, by providing answers to a list of commonly asked questions.

## What can be funded by the CLAG Funding Scheme?

### Chemical control strategies

Chemical control forms a significant part of most WA mosquito management programs through the application of larvicides and adulticides. The MCAC supports the appropriate use of chemicals for controlling both nuisance and vector mosquitoes.

Larvicides are the preferred chemical option as they are more effective in reducing mosquito numbers and are also more target specific than adulticides.

Note, the MCAC does not support funding towards fogging chemicals for CLAGs located in the Perth metropolitan and South West regions. For regional CLAGs, particularly those in northern WA where larviciding is not always practical or feasible, adulticides (fogging and residual barrier treatments) may be the preferred option. Fogging requests from relevant CLAGs must be adequately justified for the MCAC to consider them for funding.

The MCAC may support funding for:

- larvicides and surface oils
- adulticides (residual barrier treatments)
- adulticides (fogging) and associated diluents/carriers in eligible regional areas
- freight costs associated with the delivery of approved chemicals (due to the substantial charges that can be applied for product delivery).

## Mosquito management equipment

Funding toward the purchase of equipment specific for effective mosquito management will be considered. The initial set-up for a program can be costly for CLAGs, particularly for small local governments with limited budgets. Equipment purchases are more likely to be supported for newly established or developing CLAGs. The MCAC will consider each CLAG's application on a case-by-case basis.

The MCAC may support the purchase of equipment for (but not limited to):

- application of chemicals
- surveillance of adult mosquitoes (e.g. mosquito traps)
- mosquito identification (microscopes etc)
- surveillance of larval mosquitoes at breeding sites
- surveillance of breeding sites (drones for monitoring purposes will be considered should suitable justification be provided)
- cost of freight associated with the purchase of large equipment to regional areas may be considered on a case-by-case basis.

The MCAC will not support the purchase of the following:

- vehicles (including cars, boats, kayaks, quad bikes, forklifts etc)
- ongoing consumables (such as batteries, dry ice, CO<sub>2</sub> gas)
- personal protective equipment (this should be provided by the LG under their duty of care to their employees) and associated training
- ongoing costs for new or existing equipment such as insurances, licences, registrations, maintenance, and servicing
- IT equipment such as laptops, mobile phones, tablets etc, and associated software licences
- drones for treatment activities or contracted services for the use of drones
- general hardware, tools and machinery (not specific to mosquito management).

## Physical control strategies

Funding for earthworks will only be considered for sites currently associated with a mosquito problem, as supported by evidence (e.g. larval surveillance and adult mosquito trapping results over time). It must also be demonstrated that there are no other nearby sites contributing to the mosquito issue. This will ensure that if the site is remediated, the problem will be rectified.

Funding to assist an investigation into how to remediate a site (e.g. contour survey and proposed drainage plans) will only be considered if there is a demonstrable commitment from the CLAG to carry out the recommended remediations. Consideration must also be given to ensuring that remediation will not cause additional problems as a consequence of undertaking the works.

When a permit or licence for earthworks is required, the CLAG must have applied (or be in the process of applying) for all necessary licences/permits (e.g. environmental permits). When no permits or licences are required for earthworks, the CLAG must sign a declaration stating there are no licences or permits required for physical earthworks at the site.

Earthworks may be approved in principle by the MCAC, however funding will not be provided until all permits/licences are in place.

The MCAC may support funding for:

- remediation (filling/draining/clearing) of breeding sites
- runnelling

- contour surveys
- development of remediation plans (with CLAG commitment to fund remediation).

The MCAC is unlikely to support funding for:

- earthworks considered routine or general maintenance (e.g. weed removal, clearing drains and water retention basins of overgrown vegetation)
- earthworks that are unlikely to reduce the overall mosquito problem in an area (due to proximity of other breeding sites).

### Cultural control strategies

Cultural control strategies can have a significant impact on encouraging individuals to minimise backyard container breeding, raise awareness of mosquito-borne disease and promote mosquito avoidance prevention practices, including uptake of the JEV vaccination (in eligible regions). It is particularly important in those areas where widespread mosquito breeding exists and larviciding is not a practical control option.

Fight the Bite is a statewide health promotion campaign, coordinated by the Department, to raise awareness of the public health risks associated with mosquitoes. The campaign uses consistent messaging and branding to reinforce effective ways to prevent mosquito-borne disease. Whilst the MCAC supports Fight the Bite efforts through the CLAG funding scheme, other public education efforts will also be considered, if sufficiently justified.

Fight the Bite can be incorporated into the following situations/activities:

- **in the workplace** - partner with other units within your organisation (e.g. marketing/events, community and library/recreation teams) to promote mosquito awareness. Incorporate branding/messaging into fieldwork wear
- **local community and events** - displays at markets, concerts, outdoor movie screenings, festivals, library events, leisure centres, sporting groups and schools
- **businesses** - engage with local businesses (e.g. camping stores, petrol stations, cafes and restaurants) and appropriate events industry organisers to promote mosquito prevention practices.

The MCAC may support funding for the following items:

- advertising and community engagement (e.g. TV, radio, cinema, print and social media)
- target-specific promotional materials
- personal repellent to provide at outdoor events (for the public)
- signage/warnings in mosquito prone areas
- other public education initiatives.

The following caps apply to requests for individual specified cultural control items:

Item	Maximum order quantities (per year)
Small (50-100mL) repellent bottles	320 units per LG, per CLAG
500ml bulk repellent bottles	36 units per LG, per CLAG
Fight the Bite long sleeve shirts	2 per LG, per CLAG
Fight the Bite polo shirts	2 per LG, per CLAG

LGs can access the bulk discount pricing if they wish to order additional shirts at 100% of the cost, separate to the CLAG process. Contact the Medical Entomology team for further details.

Cultural control items (promotional materials and repellent) will only be supported by the MCAC where adequate justification has been detailed regarding how the item/s will be used to promote awareness and improve prevention practices. The following minimum information is required:

- Proposed avenues and justification for distribution of materials (e.g. community displays, events attracting patrons who reside in high risk mosquito-borne disease locations, boat ramp at known mosquito breeding site, sporting club located in high risk area)
- Target audience and estimated numbers reached

The following information shall be provided to support requests for public education initiatives:

- objectives of initiative (e.g. raise awareness, drive behaviour change, maximise JEV vaccination uptake etc)
- target group/demographic and estimated numbers reached
- mosquito-borne disease risk
- details of activities
- method of evaluation
- summary of results of evaluations of public education initiatives undertaken in preceding years (can reference information contained within annual report 'Public Education & Community Engagement Activities' section)

Supporting information can be included where prompted in the "Non-Chemical Budget" tab on the CLAG budget submission form.

## Training and development

Mosquito management is a complex task, and it is recommended that staff involved in this work undertake an appropriate training course. Building staff knowledge and expertise is critical for successful mosquito management.

Due to the potential for new mosquito management staff to commence employment (and therefore require training) outside of the standard funding submission timeframe, there is an opportunity for applications to be considered out of session. CLAGs will be alerted to this from time to time.

The MCAC may support funding for:

- Up to 100% of the registration fee for one staff member per LG within the CLAG, in a funding year. The individual needs to be directly involved in mosquito management and attend a training course approved by the Department. Please note, staff will not be eligible if they have attended a similar course in the past five years.
- Up to \$1000 of the cost of a return economy flight airfare for regional LG staff attending an approved mosquito management course. Flight costs will not be covered if the attendee's workplace is located within 500km of the course location.

The MCAC will not support funding for:

- registration fees for conferences (unless otherwise specified by the Medical Entomology team)
- work health and safety training programs (unless specific to mosquito management)
- accommodation
- meals (unless covered by the cost of course registration fees)
- transport
- other incidentals associated with attending an approved training course.

## Personnel and contract positions

The CLAG funding scheme cannot be used to finance:

- staffing positions (including short-term contracts)
- external contracts or consultants (including consultants employed for program reviews, mosquito trapping and identification, or drone use).

## How to apply for CLAG funding (CLAG budget submission)?

CLAGs can apply by submitting an annual CLAG budget submission, accompanied by an annual report (for existing CLAGs) to the Department, by the specified date.

Please note, some CLAGs are now exempt from the annual reporting requirement, if they meet the eligibility criteria. Please refer to the Annual Report section of this document for further details. Acquittal will still be required by all CLAGs, regardless of the funding amount.

Annual budget submissions need to be completed on an Excel spreadsheet template, which will be emailed to approved CLAGs by the Department each year. CLAGs need to verify pre-filled details, complete the relevant sections, and submit their application by the due date, usually in July.

The CLAG funding budget submission form (Excel file) contains 5 tabs as follows:

- **Invoices from previous financial year:** A copy of all invoices related to CLAG funding expenditure need to be provided to the Department for auditing purposes.
- **Funding acquittal for previous financial year:** CLAGs are required to acquit funding from the previous financial year and report on their Trust fund balance, if they have a Trust account. Please indicate if any interest has been accrued over the financial year. All figures must be reported exclusive of GST. This tab will calculate any carry over funds.
- **Chemical budget:** This tab is used for chemical requests including larvicides, fogging, residual barrier treatments and surface oil. Written quotes must be provided for all chemical requests, including freight. All figures must be reported exclusive of GST.
- **Non-Chemical budget:** This tab is used for non-chemical related request items including mosquito management equipment, physical control strategies (e.g. filling/drainage), cultural control strategies (e.g. advertising, signage, repellent and Fight the Bite messaging), training and any other item not captured previously. Written quotes must be provided for items. All amounts must be reported exclusive of GST. A justification summary for cultural control items, including repellent, must be provided here.
- **Budget summary for new financial year** – CLAGs will not need to add to this tab as it is automatically populated from details entered into previous tabs. Please do not over-write any cells on this tab.

## Financial acquittal and reporting requirements

### Annual report

Certain CLAGs are required to submit an annual report along with their funding submission by the specified date. This is a requirement to ensure each CLAG remains eligible to receive Departmental funding. An annual report template will be sent out to each CLAG required to submit an annual report.

CLAGs are required to use the 'Planning for the Upcoming Mosquito Season' section of the annual report to provide written justification for items requested in their funding submission. The MCAC will consider this information when assessing funding requests for the upcoming season. Note, a single annual report combining contributions from each LG within the CLAG must be submitted to the Department. Individual LG annual reports will not be accepted.

Commencing for the 2024-25 funding round, CLAGs that meet the following criteria will be exempt from annual reporting requirements:

- received a Department contribution of less than \$5,000 + GST; and
- are not located in the Kimberley region or a member of the South West helicopter program.

The Department will inform you if you are not required to submit an annual report when budget submission invitations are sent out.

Funding acquittal will still be required for those CLAGs not required to submit an annual report. Please refer to the information in the 'Funding Acquittal' section below.

### Funding acquittal

It is a requirement for CLAGs to provide a copy of all invoices related to CLAG funding expenditure. This ensures the Department can accurately calculate any surplus funding, based on actual expenditure. The MCAC must be satisfied with the level of financial reporting from the previous financial year for the CLAG to be eligible for ongoing funding.

Items purchased outside of the CLAG funding scheme (i.e. using 100% local government operational budgets) do not need to be reported here.

The *Funding Acquittal* and *Invoices* sections of the annual report template have been removed and an additional tab has been added to the budget submission form for invoice details to be provided. The requested information for each invoice should be completed and a PDF copy of the invoice inserted into the spreadsheet (see instructions on the tab).

### Unspent funds and carry over

Where CLAG funds remain unspent at the end of the financial year, the sum will be reported in the Funding Acquittal Tab of the budget submission form. The Department reserves the right to request unspent funding be returned, where appropriate.

In most cases, unspent CLAG funding will be carried over to the following financial year. The Department's contribution to the carryover will be deducted from the funding amount to be provided to the CLAG for the upcoming season. This mechanism will reduce the administration associated with requesting funding to be returned, without impacting the CLAGs financial situation.

## Contact details

All CLAGs are encouraged to contact Medical Entomology to discuss their budget submission proposals well before the due date. This will ensure CLAGs have sufficient time to provide all relevant information required for the MCAC to assess their submission. Medical Entomology can be contacted on:

- Phone: (08) 9285 5500
- Email: [medical.entomology@health.wa.gov.au](mailto:medical.entomology@health.wa.gov.au).

**Please see Appendix 1 for a checklist to assist with the Annual CLAG Funding Submission process.**



# Appendix 1

## CLAG Funding Submission Checklist

**A complete annual CLAG funding submission requires the following:**

- budget submission form (Excel spreadsheet)
- invoices from previous financial year
- annual report (unless exempt as per CLAG funding guidelines)
- supporting information for requests for promotional materials and public education initiatives

**Ensure all information in your budget submission form (Excel spreadsheet) is complete and correct by using this checklist:**

<b>Tab 1: Previous financial year invoices</b>	
Enter information for each invoice and insert PDFs of invoices (instructions on tab). Column G 'Invoice amount' will automatically calculate.	
<b>Tab 2: Funding Acquittal (previous financial year)</b>	
Enter actual amount of <i>Funding Spent (ex GST)</i> in Column C, based on invoices. Note, <i>Funding Remaining</i> and <i>CLAG Carryover</i> amounts will automatically calculate.	
Confirm information pre-filled by the Department in the <i>Trust Account Details</i> section is correct. The <i>Trust account balance with adjustments</i> will automatically calculate.	
<b>Tab 3: Chemical Budget</b>	
Estimate the <u>total</u> quantity of chemicals required for the upcoming season.	
Complete a stock take and include existing quantity of stock (check expiry dates. If out-of-date, do not include in existing quantity. Write off expired stock by noting in CLAG annual report).	
Calculate <u>actual</u> quantity of stock required (i.e. total required – existing = actual) and the equivalent number of containers/bags required.	
Request quotes from suppliers to match <u>actual</u> quantity of chemical required. Ensure costs entered into the spreadsheet are <u>exclusive</u> of GST.	
Ensure quantity required is justified in annual report (see section <i>Planning for the Upcoming Mosquito season</i> ), unless exempt from reporting requirements.	
<b>Tab 4: Non-Chemical Budget</b>	
Request quotes from suppliers (some quotes are provided by the Department and do not need to be obtained separately e.g repellent, Fight the Bite items, microscopes, mosquito traps).	
Ensure costs entered into the spreadsheet are <u>exclusive</u> of GST.	
Cultural Control Strategies - refer to the <i>Cultural Control Strategies</i> section of the CLAG funding guidelines for information requirements and caps. Provide justification in the space allocated on this tab.	
Rank items from all categories in order of priority, with 1 being highest.	
<b>Tab 5: Budget Summary</b>	
This tab is automatically filled from other tabs. No action is required.	



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