



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 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.

In order 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 on an annual basis 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 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 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, light source etc);
- surveillance of larval mosquitoes at breeding sites; and
- 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 etc.);
- ongoing consumables (such as batteries, dry ice, CO₂ gas);
- personal protective equipment (this should be provided by the LG under their duty of care to their employees);
- ongoing costs for new or existing equipment such as insurances, licences, registrations, maintenance and servicing;
- IT equipment and associated software licences; and
- general hardware and tools (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/or 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.

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; and
- 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. clearing drains and water retention basins of overgrown vegetation); and
- earthworks that are unlikely to reduce the overall mosquito problem in an area to (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, raising awareness of mosquito-borne disease and promoting mosquito avoidance prevention practices. It is particularly important in those areas where wide spread mosquito breeding exists and yet larviciding is not a practical control option.

Fight the Bite is a state-wide health promotion campaign, co-ordinated 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 (but is not limited to);

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

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 local government within the CLAG per 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; and
- Up to \$1000 of the cost of a return economy flight airfare for regional LG staff attending an approved mosquito management course.

The MCAC will not support:

- registration fees for conferences;
- occupational safety and health training programs (unless specific to mosquito management);
- accommodation;
- meals;
- transport; and/or
- 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); and/or
- external consultants (including consultants employed for program reviews and mosquito trapping and identification).

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

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

Annual budget submissions need to be completed on an Excel spreadsheet template, 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 template (Excel file) contains 4 tabs as follows:

- **Funding acquittal for previous financial year:** CLAGs are required to acquit funding from the previous financial year and report on their trust fund balance. A copy of all invoices related to CLAG funding expenditure need to be provided to the Department. 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 (northern CLAGs only), residual barrier treatments and surface oil. Written quotes must be provided for all chemical requests. 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/draining), 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 figures must be reported exclusive of GST.
- **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.

Financial acquittal and reporting requirements

Annual report

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

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 local government within the CLAG must be submitted to the Department. Individual local government annual reports will not be accepted.

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.

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.

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

This document can be made available in alternative formats on request for a person with disability.

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