

Council

**STAFF ESTABLISHMENT – ADDITION OF A TURF
APPRENTICE**

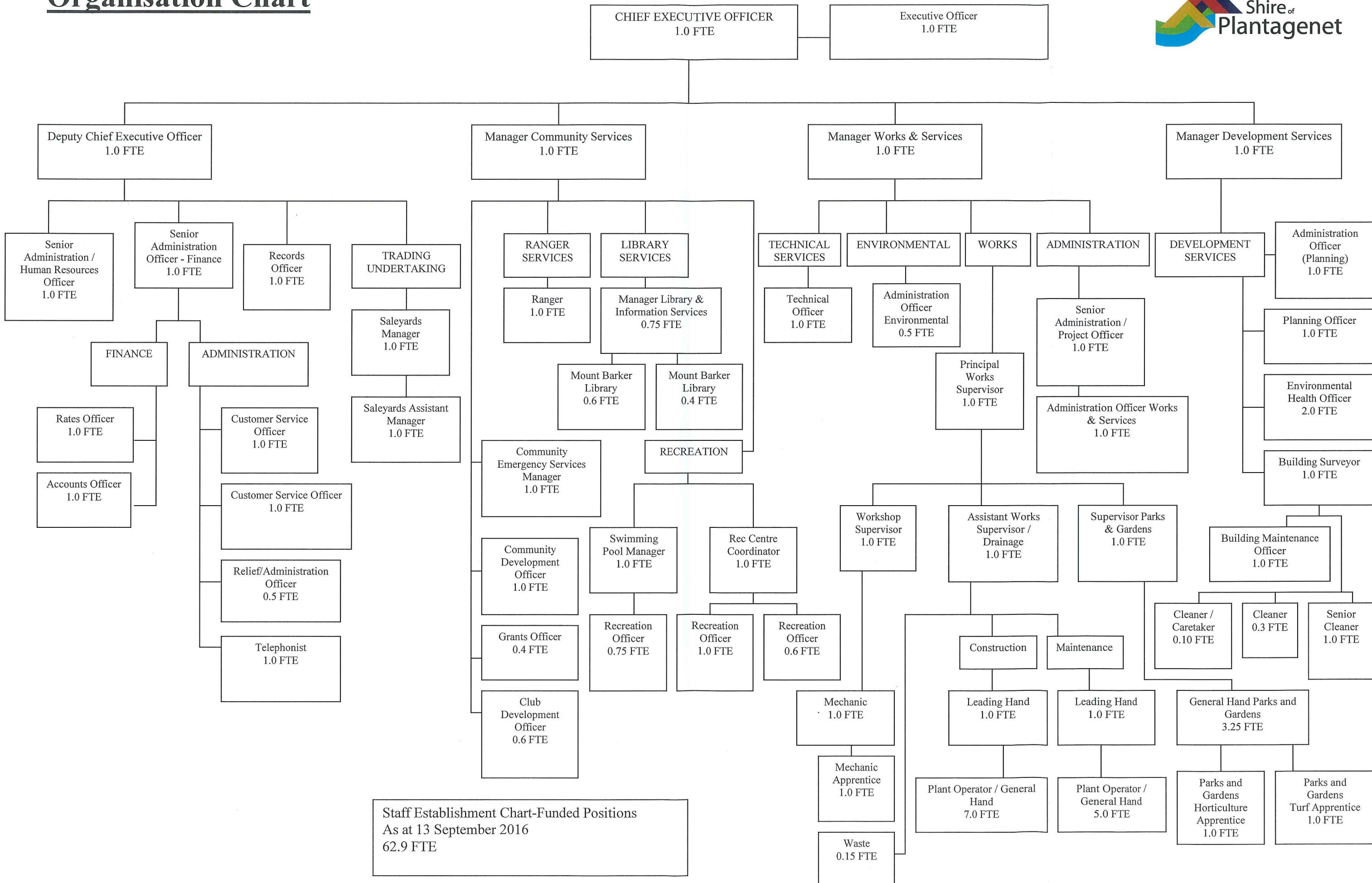
Staff Establishment Chart

Draft Memorandum of Understanding

Meeting Date: 13 September 2016

Number of Pages: 9

Organisation Chart



Memorandum of Understanding

Introduction

This Memorandum of Understanding (MOU) cancels all existing MOUs between the Frost Park User Group and the Shire of Plantagenet.

The participants of this MOU enter into this agreement with the intention of working together so that the shared facility of Frost Park is operated in a smooth, efficient and effective way and that each member is aware of their responsibilities.

The Parties

This MOU is between the following parties:

- Australian Stock Horse Society – Great Southern Branch;
- Plantagenet Riding For The Disabled WA Inc (RDA);
- Mount Barker Campdraft Club;
- Mount Barker Turf Club Inc;
- West Plantagenet Pony Club;
- Mount Barker Agricultural Society; and
- Plantagenet Company Of Archers

referred to throughout this document as the 'User Group', and

The Shire of Plantagenet

For the purpose of this MOU, the 'Multi Equine Facility Group' will comprise of:

- Australian Stock Horse Society – Great Southern Branch;
- Plantagenet Riding for the Disabled WA Inc.;
- Mount Barker Campdraft Club Inc.; and,
- Mount Barker Agricultural Society.

With the consent of the parties, other groups may be included or excluded from this agreement.

Term

This MOU will commence on 1 September 2016 and will be reviewed annually thereafter.

The Facility

Frost Park is the recreation area situated on Reserve 1790 in the town of Mount Barker.

For the purpose of this MOU the shared facility at Frost Park has been divided into ten areas to assist in the management of the precinct.

These areas are:

- Race Track;
- Steel Frame Arena/Horse Yards;
- Training Track and Training Track Stables;
- **Cricket Oval**;
- Area inside the Race Track;
- Skinner Pavilion;
- Frost/Taylor Dennis Pavilion (combined);

- Exhibition Pavilion;
- Sheep Pavilion; and
- Area around Pavilions.

The parties to this MOU commit to respecting the role of each organisation and their individual responsibilities and priorities.

1. Hire of facility

a. The grounds remain the property of the Shire of Plantagenet and will be hired to members of the User Group in accordance with the adopted fees and charges set by the Council. Hire fees will include the areas as detailed in the table below. However, the facility will not be restricted for use by the User Group only.

User Group	Areas User Group Can Access
Mount Barker Turf Club	<ul style="list-style-type: none"> • Race Track • Skinner Pavilion • Frost/Taylor Dennis Pavilion (combined) • Sheep pavilion • Exhibition Pavilion • Stalls and Vet Box • Storage Area • Stables
Multi Equine Facility Group	<ul style="list-style-type: none"> • Steel Frame Arena • Horse/Cattle yards • Sheep Pavilion (RDA use only) • Sheep Pavilion toilets • Exhibition Pavilion (as agreed with Ag Society)
Mount Barker Agricultural Society	<ul style="list-style-type: none"> • Area inside the Race Track • Exhibition Pavilion • Skinner Pavilion • Frost/Taylor Dennis Pavilion (combined) • Sheep Pavilion
Plantagenet Company of Archers	<ul style="list-style-type: none"> • Sheep Pavilion

b. The User Group will be consulted about any use of the facility and surrounding area that may conflict with the User Group's requirements.

c. The Shire of Plantagenet manages bookings of the facility. All bookings must be made through the Shire of Plantagenet for the use of the facility.

d. The User Group will submit a calendar of bookings to the Shire of Plantagenet by no later than June each year. When setting the calendar of bookings, the User Group must liaise with the members of the User Group to ensure events do not clash.

e. The User Group will provide to the Council an updated list of contacts annually.

f. Fees for use are set by the Council and will be charged as adopted.

g. A bond will be collected from users other than the User Group to cover accidental damage incurred during the hire period.

h. The Shire of Plantagenet will be responsible for undertaking any maintenance activities relating to damage incurred between hire periods.

i. The User Group acknowledges that the Shire of Plantagenet will be responsible for maintaining and replacing existing kitchen equipment and that all equipment left in the kitchen area is available for other user groups and public hirer use. The same conditions apply for any new equipment purchased.

j. The Shire of Plantagenet understands that camping may occur on the grounds during significant Multi Equine Facility Group events but where possible local accommodation shall be used.

k. The User Group must notify the Shire of Plantagenet at least one week in advance with the number of additional rubbish bins required for significant User Group events.

l. Groups who utilise gas will be required to make a \$30.00 donation for the use of this gas to the active group responsible for the gas cylinders.

m. The User Group will leave the areas they use tidy and presentable.

2. Maintenance

a. The User Group and Shire of Plantagenet undertake to maintain the Shared Facility as detailed below:

User Group	Area	User Group Responsibility
Mount Barker Turf Club	Race Track	<ul style="list-style-type: none"> • <i>Cut and maintain the grass surface during race season</i> • Maintain horse stalls and vet area • Install and dismount racing rails • Install and remove Stewards tower infrastructure • Maintain the crossover located at the southern side of the race track (near McDonald Avenue) during racing season • Report all irrigation damage / maintenance to the Shire of Plantagenet • <i>The Turf Club will acknowledge Shire staff have full responsibility for and control of all track maintenance</i> • <i>Provide source materials such as fertiliser, oil and fuel required for the maintenance of the race track</i> • <i>Maintenance of specialist Turf Club machinery</i> • <i>Provide labour if possible when requested</i>
	Frost / Taylor Dennis Pavilion	<ul style="list-style-type: none"> • Remove food and alcohol from the kitchen/bar areas • Sweep / vacuum floors after pavilion use
	Skinner Pavilion	<ul style="list-style-type: none"> • Clean toilets / showers after race meetings • Maintain the gas cylinders throughout the racing season and leave the cylinders full at the conclusion of the season
	Refrigerated Sea Container	<ul style="list-style-type: none"> • Maintain container and pay for all power bills. Access to the sea container to be limited to the Turf Club
Shire of Plantagenet		<ul style="list-style-type: none"> • Move the crossover located at the southern side of the race track (near McDonald Avenue) prior to the start of the racing season and reinstate at the conclusion of the racing season • Maintain irrigation system • Empty rubbish bins • <i>Maintain the race track including, mowing, fertilising and watering</i> • <i>Employ a staff member to maintain the race track</i> • <i>Liaise with Racing and Wagering WA turf specialists to become familiar with thoroughbred racing turf requirements</i> • <i>The Shire is not to be involved in any other aspect of the Mount Barker Turf Club's operations.</i>
Multi Equine Facility	Steel Frame Arena	<ul style="list-style-type: none"> • Remove manure in horse yards and

Group		<ul style="list-style-type: none"> where horses camp at the end of each event and stockpile. The campdraft arena may be ploughed just prior to competitive events, but not before the Annual Agricultural Show. The arena is to be left un-ploughed for the remainder of the year. At the conclusion of a Campdraft event the relevant club will level and roll the grass surface within the holding yards adjacent to steel frame arena
	Cricket Oval	<ul style="list-style-type: none"> At the conclusion of any equine event fill in divots caused by horses on the football oval Report all irrigation and lighting damage / maintenance to the Shire of Plantagenet
	Sheep Pavilion	<ul style="list-style-type: none"> This facility is only to be used by the RDA if weather conditions are not conducive to using the steel frame arena Only use the facility for RDA activities. No other equestrian activities are to take place within the Pavilion Remove all animal manure, including flooring material soiled by urine at the conclusion of each meeting Ensure appropriate insurance is in place for the use of the Pavilion RDA is responsible for ensuring the facility is 'fit for purpose' including all costs associated with this Move RDA equipment out of the way when the facility has been booked (e.g. ram sales) Comply with the requirements for the use of this area as outlined in the letter of agreement dated 4 July 2006
	Shire of Plantagenet	<ul style="list-style-type: none"> Cut and maintain the grass surface within the existing maintenance schedule (3-4 times per year). If further maintenance is required the User Group shall submit a request in writing Notify RDA of booking dates for Ram Sales and other bookings for the Sheep Pavilion
Mount Barker Agricultural Society	Whole area inside the Race Track	<ul style="list-style-type: none"> Stockpile manure after each event At the conclusion of the Horse Show fill in divots caused by horses on the football oval Report all irrigation damage / maintenance to Shire of Plantagenet
	Frost / Taylor Dennis Pavilion	<ul style="list-style-type: none"> Remove food and alcohol from the kitchen / bar areas Sweep / vacuum floors after pavilion use
	Skinner Pavilion	<ul style="list-style-type: none"> Clean toilets / showers after show events
Shire of Plantagenet		<ul style="list-style-type: none"> Provide the sand to fill in divots
Plantagenet	Sheep Pavilion	<ul style="list-style-type: none"> Clean up rubbish at the end of archery

Company of Archers		<ul style="list-style-type: none"> training/shoots • Ensure toilets are clean after use • Maintain all responsibility for archery equipment which is stored on site • Move archery equipment out of the way when the facility has been booked e.g. ram sales
Shire of Plantagenet General maintenance	Area inside the racing track	<ul style="list-style-type: none"> • Cut and maintain the grass surface
	Area around the pavilions	<ul style="list-style-type: none"> • Cut and maintain the grass surface • Maintain the irrigation system
	Frost Pavilion Skinner Pavilion Taylor Dennis Pavilion Sheep Pavilion	<ul style="list-style-type: none"> • Maintain as required / within budget



3. Watering

- a. Water is a scarce and valuable resource. The Shire of Plantagenet will be in control of operating the irrigating system. The User Group must liaise with the Shire of Plantagenet regarding a schedule for the watering of grass surfaces. All breakages or damage shall be reported to the Administration Officer – Works and Services during office hours or the Shire's After Hours Emergency phone.
- b. Water to the area within the race track, the Multi Equine Facility, is to be turned off when the facility is not in use. The master valve for the internal area is located on the west running rail adjacent to the electrical box in front of the Agricultural Society Pavilion as shown on the attached map.

4. Lighting

- a. The Shire of Plantagenet will maintain the lighting infrastructure including the replacement of globes. All maintenance requirements shall be reported to the Administration Officer - Works and Services. The Shire of Plantagenet will be responsible for the payment of all power bills.

5. Equipment Storage

- a. All equipment stored at Frost Park is at the User Group's own risk.

6. Infrastructure Insurance

- a. *Infrastructure in which the Shire of Plantagenet has an Insurable interest will be Insured appropriately. against fire, theft and damage to infrastructure will be the responsibility of the Shire of Plantagenet whilst it is in place on Shire property.* Groups must maintain their own public liability insurance applicable to their activities and provide a Certificate of Currency annually.
- b. Groups will be required to contribute to the Shire of Plantagenet's insurance excess when the Shire of Plantagenet incurs an insurance claim as a result of those groups' activities.
- c. When new infrastructure is constructed on site, groups will be required to pay the Shire of Plantagenet's insurance excess in the event of a claim on the new infrastructure.

7. Annual Meeting

- a. An annual meeting of the User Group and the Shire of Plantagenet is to occur to review and renew the MOU as necessary. The meeting will be arranged by the Shire of Plantagenet, but may be called on request by a member of the User Group.

8. Termination of land use

- a. Should the Shire of Plantagenet terminate the agreement for use of the land with the User Group, it will be required to give two years' notice of termination, in writing, to the Office Bearers of the User Group members.
- b. The Shire of Plantagenet will aim to secure another suitable site for use by parties within the User Group.
- c. After termination of land use, the Multi Equine Facility Group may remove the steel framed arena and adjoining horse yards to another location and leave the site in good condition.

9. Signatories

<p>Australian Stock Horse Society – Great Southern Branch</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p>Plantagenet Riding for the Disabled WA Inc (RDA)</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>Mount Barker Agricultural Society</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p>Mount Barker Campdraft Club</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>Mount Barker Turf Club</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p>West Plantagenet Pony Club</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>Plantagenet Company of Archers</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p>Shire of Plantagenet</p> <p>By:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>

Council

POLICY REVIEW - VEHICLE SPECIFICATIONS

I-FM-2 - Vehicle Specifications

Meeting Date: 13 September 2016

Number of Pages : 5

VEHICLE SPECIFICATIONS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Works and Services	Infrastructure	Fleet Management

OBJECTIVE

To provide a balanced light vehicle fleet (as far as practicable) which:

- a) Is fit for purpose and addresses the needs of specific roles of the Shire;
- b) Minimises vehicle ownership costs;
- c) Minimises the impact of the light vehicle fleet on the environment;
- d) Enhances the safety of staff and other road users;
- e) Addresses the requirements of individual employment contracts; and
- f) Takes advantage of the ability to tailor vehicle acquisition to attract and retain staff.

POLICY**Vehicle Selection**

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'. The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required. The light vehicle fleet should include utilities, sedans and wagons. After considering 'fit for purpose', specific vehicle selections should have regard for the following.

1. Cost of Ownership

This is determined through consideration of purchase price and likely disposal price, *Fringe Benefit Tax liabilities*, running costs (maintenance and fuel) and costs of required accessories. In determining the cost of ownership, consideration should be given to the benefits of standardising a vehicle fleet, in order to permit vehicle rotation and decrease servicing times. The ability to service vehicles at recognised service centres (without voiding warranties) within the district should also be considered as a benefit in reducing cost of ownership.

2. Safety

Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Shire. As a minimum, all sedans and wagons within the fleet are to be fitted with:

- a. Antilock Braking Systems (ABS);
- b. Electronic Stability Control (ESC); and
- c. Dual airbags.

In the case of four wheel drive utility vehicles, these should be fitted with ABS and dual airbags, with preference for utilities with ESC. All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of four stars.

3. Fuel Consumption / Vehicle Ratings

Consideration will be given to Electric or Plug-In Electric Vehicles (PHEV) if practicable. Preference will be given for diesel vehicles rather than petrol vehicles. All vehicles purchased are to have fuel consumption of no more than 10L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (or the Council). Preference will be given to vehicles with lower fuel consumption ratios and higher vehicle ratings contained in the Australian Government Green Vehicle Guide (www.greenvehicleguide.gov.au).

4. Contractual Requirements and Attraction and Retention of Staff

In determining vehicles for inclusion in the light vehicle fleet, consideration should be given to contractual obligations to individual staff (as approved by the Chief Executive Officer or the Council), as well as industry standards for individual positions and the level of positions. Any changes to contractual arrangements relating to vehicles should be referred to the Manager Works and Services by either the Chief Executive Officer or Senior Administration/Human Resources Officer once the contract is signed. Positions and vehicles types are identified below.

5. Standardisation of Vehicles

Where possible the purchase of new vehicles should be standardised across the organisation including the general use of base 'mid' range vehicles with similar features in accordance with this policy.

6. Contractual Negotiations

All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the Chief Executive Officer or the Council.

7. Standard Inclusions

The following items should be standard inclusions for every new vehicle purchased (unless otherwise approved by the Chief Executive Officer or the Council):

- a. Laminated tinted windscreens;
- b. Window tinting;
- c. Factory air conditioning;
- d. Mud flaps;
- e. Rubber floor mats;
- f. Lockable fuel cap;
- g. Electric windows;
- h. Cruise control;
- i. Headlight protectors;
- j. Seat covers for all seats;
- k. Current year compliance plates;
- l. Registration expiry of 30 June;

- m. Automatic transmission;
- n. Power steering;
- o. Approved immobiliser;
- p. Daytime running lights;
- q. Seatbelt alert system;
- r. Active head restraints;
- s. Standard spare tyre; and
- t. Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.

8. Fit for Purpose Inclusions (as approved by Chief Executive Officer or the Council)

- a. Manual transmission;
- b. Tow bar and ball with electric plug;
- c. Carpet floor mats;
- d. Cargo barriers;
- e. Bull bar;
- f. Roof rack;
- g. Tipping tray; and
- h. Spotlights.

9. Items to Retain and Re-fit

The following existing items shall be retained at changeover, to be re-fitted into the new vehicle:

- a. First ~~A~~aid ~~K~~it;
- b. Fire ~~E~~xtinguisher;
- c. PL ~~R~~egistration ~~P~~lates;
- d. Flashing lights;
- e. Dog cages (where practical);
- f. Hoist; and
- g. Radio ~~C~~ommunication ~~E~~quipment.

*Note: In a new vehicle purchased outright (where there is not a trade vehicle to remove items from), items a to c above become 'Standard' inclusions and items d to g become 'Fit for Purpose' inclusions.

10. Vehicle Purchase

The purchasing of vehicles is to occur by quotation in accordance with the Council's Purchasing Policy. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender). ~~Consideration will be given to Australian built vehicles.~~

11. Vehicle Disposal

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.

12. Vehicle Rotation

Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.

13. Policy Implementation

The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.

14. Vehicle Designation

Position	Vehicle Class
Shire President, Chief Executive Officer	Prestige large or medium sedan/wagon
Deputy Chief Executive Officer, Manager Development Services, Manager Works and Services, Environmental Health Officer, Building Surveyor, Planning Officer	Medium to large sedan, wagon, utility or SUV
Principal Works Supervisor, Assistant Works Supervisor, Supervisor Parks and Gardens, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Engineering Technical Officer	Space cab 4x4 utility
Saleyards Manager	Single cab 4x4 utility
Building Maintenance Officer, Parks and Gardens Team, Depot/Traffic Control Team, Mechanic , Workshop Supervisor, Cleaner	Single cab one tonne 2x4 utility
Cleaner	<i>One tonne utility van (panel van)</i>

ADOPTED: 10 APRIL 2007

LAST REVIEWED **4 FEBRUARY 2014**

Council

CHILD CARE FACILITIES – FEASIBILITY REPORT

Pre-Feasibility Report

Meeting Date: 13 September 2016

Number of Pages : 30



Shire of Plantagenet

Plantagenet Childcare Centre Pre-Feasibility Report



DOCUMENT CONTROL

DOCUMENT CONTROL	
Core Business Australia PO Box 797 Busselton WA 6280 Ph: +61 8 9754 1117 Mobile: +61 418 931 067 Email: bruce@corebusiness.net.au	Document: Plantagenet Childcare Centre Pre-Feasibility Report
	Project Manager: Tricia White
	Author: Tricia White
	Date: 17 June 2016
	Synopsis: This Pre-Feasibility Report has been developed to identify and assess reasonable options relating to childcare facility development within the Mount Barker town-site. This report provides a recommendation for the Shire to consider and approve a preferred option for further more detailed feasibility analysis.

DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
Version 1	20 June 2016	Fiona Saurin – Manager of Community Services	Plantagenet Childcare Centre Pre-Feasibility Report (V1).docx
Version 2			
Version 3			

Cover Photos: External view of the Wanslea Plantagenet Early Learning Childcare Centre

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1.0 Introduction

The current Childcare Centre building, located on Lot 7 Marmion Street Mount Barker, is owned by the Shire of Plantagenet (Shire) and is leased to Wanslea for the purpose of providing early year's childcare until its expiry on 22 February 2019.

Through a series of conversations between Shire, Wanslea, Mount Barker Community College (MBCC) and other community representatives it was proposed that a needs assessment / feasibility study be undertaken to investigate the current status of childcare facility provision as well as future requirements, including possible relocation.

The Shire successfully applied for external funding to undertake the project and has sought the assistance of Core Business Australia to investigate and develop:

- A pre-feasibility report determining the current need/want to redevelop and recommendation of future location; and
- The feasibility study based on the preferred option, approved by the Shire, relating to the current and future requirements of childcare facilities within Mount Barker.

1.1 Pre-Feasibility Report Purpose

This Pre-Feasibility Report has been developed to identify and assess reasonable options relating to childcare facility development within the Mount Barker town-site. This report provides a recommendation for the Shire to consider and approve a preferred option for further more detailed feasibility analysis.

This Pre-Feasibility Report assesses:

- Stakeholder needs and wants;
- Existing and potential markets;
- Demographic trends;
- Opportunities and limitations of the current facilities; and
- Alternative opportunities to redevelop.

Upon the preferred option being approved by the Shire, the full feasibility study will analyse:

- How any proposed existing or future facilities could be managed;
- Identification of the most appropriate site for facilities to maximise access (this could include the existing site or a potential future site);
- Any special facility needs that should be incorporated into the existing or any proposed future design. For example disability access, nappy change area, food preparation area etc;
- The social and financial viability of any proposed facilities;
- Risk factors relating to the proposal; and
- Long term management and facility options.

2.0 Methodology

The following methodology has been approved to undertake this project:

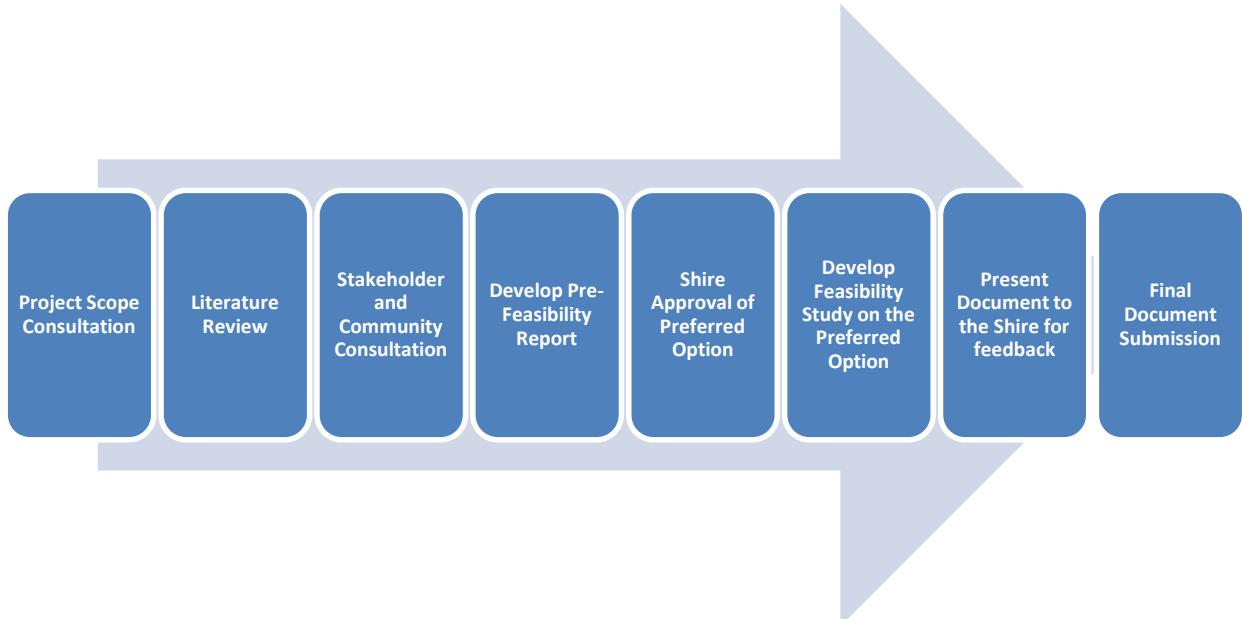


Figure 1: Methodology Diagram

3.0 Literature Review

The following documents have been reviewed and has influenced the data collated within this report (and will form a basis for the development of the full feasibility study):

- Lease Agreement for Lot 7 Marmion Street Mount Barker;
- Shire of Plantagenet Strategic Community Plan 2013 – 2023;
- Great Southern Children Services Plan;
- The Early Years Learning Framework for Australia;
- Guidelines for the Planning and Development of Childcare Facilities;
- Project Letters of Support (MBCC and Wanslea); and
- Western Australian Planning Commission: Planning Bulletin 72/2009 (Childcare Centres).

4.0 Stakeholder and Community Engagement

Key community groups, stakeholders and individuals relevant to this project were identified during the scoping meeting held with the Shire. These stakeholders were consulted using a variety of methods including:

- One-on-one meetings;
- Community survey distribution;
- Group discussion; and
- Email distribution.

Stakeholder / Community Group	Contact	Consultation Method
Shire of Plantagenet	Fiona Saurin Manager of Community Services Kirsten Perrin Community Development Officer	Consultative meeting Distribution of on-line survey link through email to Shire staff Access to survey link on Shire Web Site for community members
Wanslea (Regional Services)	Moray McSevich Executive Manager Regional Services	Consultative meeting Follow up email discussion Distribution of on-line survey link
Wanslea: Plantagenet Early Learning and Development Centre	Michelle Harris Coordinator	Consultative meeting On-site inspection (including Architect, Wanslea representative and Shire representative) Follow up email discussion Access to on-line survey link through email distribution to patrons
Mount Barker Community College	Andrew Fraser Principal	Consultative meeting Follow-up on-site meeting with Architect Access to on-line survey link through email distribution Data provided on MBCC Facebook Page
Mount Barker Community Resource Centre	Martina Meinen Manager	Consultative meeting
Mount Barker Playgroup	Veeta Playgroup President	Access to on-line survey web link through email distribution
Wiggle, Giggle and Grow Program (Library)	Kathryn Dye Library Services Coordinator	Attendance at weekly get together Provision of hard copy surveys Access to on-line survey web link
Play in the Park Program (Library)	Kathryn Dye Library Services Coordinator	Attendance at weekly get together Provision of hard copy surveys Access to on-line survey web link
Afghani Mothers Group (operates at the MBCC)	Leith Mothers Group Coordinator	Attendance at weekly get together Provision of hard copy surveys Access to on-line survey web link
Mount Barker Rec.Centre Crèche	Terri Palfrey Recreation Centre Coordinator	Provision of hard copy surveys Access to on-line survey web link

Stakeholder / Community Group	Contact	Consultation Method
Southern Regional Tafe	Ruth Mclean	Access to on-line survey web link through email distribution to Mount Barker Tafe staff
Plantagenet Community Members	Individuals	Access to survey hard copies from the Shire, Library and Rec.Centre Distribution of survey web link (email and facebook) Access to survey link on Shire Web Site for community members

Table 1: Community and Stakeholder Engagement

Information gathered from the community survey and consultative meetings have been used to form the analysis, findings and ultimately the recommendation of this pre-feasibility report. In addition:

- Meeting notes are available as Appendix A: Meeting Notes; and
- Survey results/analysis is available as Appendix C: Community Survey Results

5.0 Analysis

5.1 Stakeholder Needs and Wants

Stakeholder engagement occurred using multiple consultative methods with the community and key stakeholders as outlined in section 4 of this report.

- Stakeholder consultation meeting notes are located in Appendix A
- Community Survey Analysis is provided in Appendix C

Information from the consultation has formed the basis of findings provided for each identified option listed in sections 5.4 and 5.5 of this report.

5.2 Existing and Potential Markets

The existing Childcare Centre, operated by Wanslea, located on Marmion Street in Mount Barker is the only Childcare Centre that services the Shire of Plantagenet. Alternatively there is up to two home-based family daycare businesses currently operating from Mount Barker (note: information regarding these possible businesses is not readily available through internet search).

The existing Childcare Centre operates from 8:00am to 5:00pm Monday to Friday and caters for up to:

- Four babies (0-2 years);
- Eight toddlers (2 years – 3 years); and
- Eight children (3 years – 5 years).

There is potential for additional growth of the existing Childcare Centre in consideration that as of April 2015 the centre was operating at 55% capacity (last known figures). Attendance at the centre fluctuates depending on the age of the child (ie child leaves care to enter into main-stream schooling), place availability, general community demographic changes and child to staff ratio figures aligning with financial viability of the Centre.

The Centre is currently undertaking some direct marketing to the community to increase permanent bookings through social media. With additional strategic planning and marketing drives to inform the community of the services available it is likely that increased usage would occur.

Results from community consultation identified potential gaps in the market that could be explored. These include:

- Before School Care;
- After School Care; and
- Vacation Care.

It is likely that these services could only occur if facilities were redeveloped at the Mount Barker Community College with additional multi-purpose space available. It would be beneficial to investigate this market further through the detailed feasibility analysis.

5.3 Demographic Data and Trends

In July 2014 the Department of Local Government and Communities endorsed and commenced implementation of the Great Southern Children's Services Plan as the working document that addressed challenges faced by community managed education and care services operating in the Great Southern Region of Western Australia.

Alongside 10 other communities in the Great Southern, the Shire of Plantagenet features within this plan and outlines the key demographic data and trends relating to the area. The Plan is available for viewing through accessing the RDA Great Southern WA website at www.rdagreatsouthern.com.au.

In the interest of providing consistent, well researched information, this document has been referenced to provide relevant demographic data and trends.

5.3.1 Demographic Data and Key Findings

The following key findings are a direct summary of information provided in the above mentioned Great Southern Children's Services Plan relevant to this report:

- The Shire of Plantagenet includes the settlements of Mount Barker, Kendenup, Narrikup, Rocky Gully and Porongurup.
- The Shire is predominantly an agricultural area, with a growing winery sector which has increased its appeal as a tourism destination. The wine industry, and meat processing and farming enterprises are attracting foreign workers who relocate to Plantagenet to work and live and whilst not to the extent experienced in Katanning, the dynamic is worthy of noting.
- The population is currently just over 5,000, with 1,355 families.
- The 0-17 population cohort is slightly larger than the state's average.
- The Indigenous population rate is 3.3%.
- The median household income is \$879 per week. The median age is 42 years.
- The average annual population growth rate is forecast to trend at about 0.8%.
- The Mt Barker Community College provides for K-12.
- There are several key trends in Plantagenet presenting planning challenges. The first is a relatively high rate of secondary migration in and out of the Shire resulting in a constantly shifting population and family base. The second is the dispersion of the population. With 2,000 of the Shire's 5,000 inhabitants living in the main town of Mt Barker and the remainder in the Shire's rural surrounds the provision and accessibility of services more challenging for providers and parents and families. Families in Rocky Gully tend to access service via Frankland, which is closer than Mt Barker.

- Population forecasts suggest it is likely that there will be population growth in Plantagenet, with a predicated average annual growth rate of 0.8% and a possible rate of up to 1.6%.
- AEDC survey results indicate statistically high portion of developmentally vulnerable children in all but one domain. Other socio-economic indicates specific pockets of disadvantage, mainly in Kendenup and Mt Barker town.
- There are a high proportion of single parents under the age of 25 in parallel with proportionately low year 12 completion rates in the Shire.
- The table below shows the projected difference in the population of children aged 0 to 14 years in the Plantagenet LGA from 2006 to 2026:

	Age 0-4	Age 5-9	Age 10-14	TOTAL
Year 2006	270	340	400	1010
Year 2011	315	290	347	952
Year 2026	320	340	330	990

Table 2: Projected Population of Children 0 - 14 years (Plantagenet)

- The table below shows Plantagenet's developmental and educational statistics in comparison to the rest of the State and the Nation:

	Plantagenet	State	Australia
Community percentage children developmentally vulnerable in one or more domain (69 children surveyed)	Mt Barker 30.8% Kendenup 39.1%	23%	22%
Community percentage children developmentally vulnerable in two or more domains (69 children surveyed)	Mt Barker 15.4% Kendenup 21.7%	11.2%	10.8%
Rate participation in pre-school year before entering school (2012)	97.5%	94.4%	80.9%
Percentage of young people who are single parents aged under 25	2.8%	1.4%	1.4%
Proportion of Year 12 or equivalent completion	40.1%	47.8%	47.6%
Socio Economic Indexes for Areas (SEIFA) regional State and National rankings. There are 138 LGAs in WA	959.7 10th of 11 LGAs	102nd of 138 Peppermint Grove (1)	1,126.5 Peppermint Grove (1)

Table 3: Developmental and Educational Statistics Comparison

- The table below shows Plantagenet's social and demographic statistics:

	Plantagenet
Number of people caring for other child/children at 2011 Census	213

Plantagenet	
Number of people caring for own child at 2011 Census	782
Relative Socio-Economic Disadvantage rating: Low score indicates relatively greater disadvantage in general and, high score indicates a relative lack of disadvantage in general	2 out of 10
Index of Education and Occupation (IEO) rating: Low score indicates relatively lower education and occupation status in general and, High score indicates relatively higher education and occupation status	3 out of 10
Proportion of mothers aged 15-19 years at 2011 Census at +0.2%	0.05 – 0.09%
Proportion of single parent families with children under 15 at 2011 Census at 0.1-.25%	Mt Barker town Surrounds
Locations of households with weekly income of less than \$600/wk. at 2011 Census at 0.17%+	Mt Barker Kendenup

Table 4: Social and demographic Statistics (Plantagenet)

- As a response to the 2012 AEDC Plantagenet Community results in December 2012 the *Plantagenet Place of Learning* group first convened; this group is a strategic partnership of stakeholder organisations, the Telethon Kids Institute and the Shire of Plantagenet. Shortly after information session and forums were convened the Great Southern was identified as an appropriate study site for the *Integrated Early Years Services Project*.
- Four categories of at risk groups were identified: Migrant families, home schooling families, families new to the area, and disengaged families. These families need to be the focus of service providers. For these families regarded as at risk the Report cites anecdotal evidence that migrant families do not visit or accept home visits from the Child Health Nurse, which is generally the first contact and referral point for many mothers; this could be attributed to the cultural practice of keeping babies at home and not exposed to outside contact for 40 days after birth amongst some of the CaLD cohorts within Plantagenet and Cranbrook.
- The following SWOT analysis was developed as part of the planning and consultation phase:

Strengths	Weaknesses
<ul style="list-style-type: none"> Growing level of local communication and planning strategies at LGA level on Early Childhood and children's and parenting issues Invested local knowledge and shared interest in Early Childhood & Community development Good stock of fit-for-purpose buildings or buildings available for re-fit and use by parenting and children's support service providers when need is identified 	<ul style="list-style-type: none"> Small 0-12 population numbers dispersed throughout Shire which are currently difficult to project Dependency on community fundraising to achieve identified goals Pockets of socio-economic disadvantage Proximity to Albany results in support services focusing on area's needs as an extension of Albany, rather than as an area in its own right with particular social and demographic profile

Opportunities	Threats
<ul style="list-style-type: none"> - Further development of school transition planning and the importance of children's routines and adaptation of transition plans and to suit local needs - Potential to form a micro Early Years network and advocate on regional level for mobile providers and to align with KIAF - Integrated After-School and Vacation Care through Sounness Park sporting Complex upgrade in partnership with Denmark - Ideal site for children's and parenting support program trials 	<ul style="list-style-type: none"> - Planning projections for low 0-12 numbers in next decade - Limited attention to program trailing and/or Plan-Do-Study-Act approach to children's and parenting programs, resulting in poorly targeted or surplus to requirement support services - Over-servicing and/or inappropriate types of servicing

5.4 Opportunities and Limitations of the Current Facilities

The Plantagenet Early Learning and Development Centre is located at Lot 7 Marmion Street in Mount Barker. The Building and land space is owned by the Shire of Plantagenet and leased (through a 'peppercorn lease' arrangement) to Wanslea for the purpose of providing childcare services. The lease arrangement is due to expire on 22nd February 2019.

The Centre is open from 8:00am to 5:00pm Monday to Friday and is accessible for children aged 0 – 5 years.

The facility provides a small team of dedicated staff members as well as supports the development of the childcare industry through hosting work experience volunteers at various times.

Consultation and an on-site inspection of the facility occurred with representation from Wanslea, the Shire, Core Business and H+H Architects (full meeting notes available in appendix A) on 10th May 2016.

Discussions concluded that there are three reasonable options to be considered if the facilities were to remain at the existing location. These included:

Option A: Status Quo – continue functioning as is with the current facilities;

Option B: Extend the current facilities to allow greater internal space; and

Option C: Demolish current facility and provide a purpose built facility at the existing site.

Wanslea agreed that there is the ability to increase current numbers of child attendance as they are currently operating at about 65% capacity which fluctuates depending on school aged children transitioning from care to school as well as other demographic, work and community trends.

The license for the Centre caps child attendance numbers at four babies (0 – 2 years), eight toddlers (2 years – 3 years) and eight children (3 years – 5 years). This is due to space limitations within the facility.

Whilst the current facility is currently operational to the required licence standards and Wanslea has expressed that the facilities meet their current needs it has clear limitations for future growth and may require renovation in the future to continue providing their services to licenced standards. Therefore option A: Operating at status quo into the future is likely to create issues as demand for service access increases and facility requirements change.

Julie de Jong, Director H+H Architects, provided the following information relating to considerations and limitations of the existing site.

The existing facility could be renovated or a new facility built on its site. If the building was to be renovated, it is likely that this would involve considerable alterations and additions to improve the layout of internal spaces and to achieve current standards expected for Daycare centres. With the generous site setbacks already in place, there is ample room for extensions to the existing building, albeit with some challenges due to level changes across the site, plus the usual issues associated with altering existing buildings that have already had numerous extensions.

The main opportunities and constraints affecting the existing Daycare Facility are as follows:

- Established location, albeit not on a busy street. Due to its street setback and modest scale, the facility does not have a high street presence and is not necessarily readily identifiable or well-known even to locals. It is located approximately 1km from the town centre, but is not serviced by public transport
- Generous (informal) car-parking which readily accommodates peak drop-off and pick-up times and allows for all-day onsite staff parking. The carpark is not an engineered structure however and there is no established infrastructure for traffic management (ie. no marked bays or lanes directing vehicle flow) and no designated Disabled bay with sealed finish to current standards
- Established outdoor play spaces which are highly valued by staff, children and parents alike. There would be potential social impacts if the outdoor play spaces were modified or abandoned for a new site.
- Existing rooms allow some flexibility for different uses and allows additional Wanslea early learning/parenting programs to be co-located with Daycare functions
- Considerable upgrade costs would be involved to re-furbish the interior to improve functionality and to address current Daycare centre National Quality Standards, particularly with regard to Accessibility and toilet and laundry facilities. The internal layout of the spaces could also be greatly improved to facilitate better supervision between indoor and outdoor spaces.
- The existing administration area doubles as a reception space. Additional administration and private office/meeting areas would be desirable to improve functionality for staff, particularly in development of their activity plans, or if private meetings are required.
- The existing building has adequate storage areas, although perhaps not necessarily in the ideal locations in terms of having direct access from play areas.
- The existing kitchen is suitable for basic food preparation but is not commercial kitchen grade (as required for the preparation of meals for children in care). The appliances are all due for replacement. It is over-sized for its current use as a staff tea room.
- The staff room is currently a multi-purpose space which could have better connectivity/visual access to all internal and external play spaces (ie. for supervision), and could be larger to facilitate training programs and larger meetings. Staff should ideally have private lockers to allow them to safely store possessions whilst at work and even a break-out space.
- There is minimal ability to expand the number of children in care at the centre with the current spatial ratios possible, should this be desirable in the future.

If the existing Daycare facility was demolished and a new centre built in its place, the following opportunities and constraints should be considered:

- Operations would need to be relocated to another site for the duration of the build (this may also apply to any alterations/additions to the existing building)
- New works would necessarily involve modification to the existing infrastructure on the site, including the carpark area, the outdoor play spaces (including established trees and play structures), which would add to the cost of the project and may introduce complications in regards to onsite services, siteworks, etc.
- New building can have individual expression, and can be customised to respond to its environmental context, particularly with regard to maximising passive-solar orientation
- Potential disruption to neighbours during the construction phase
- The site is located in a designated 'Bushfire Prone Area' and by virtue of its 'vulnerable' use, may be required to be constructed to the standards outlined in AS3959. A BAL-assessment would need to be undertaken of the site to determine its BAL rating before the implications can be properly understood, but typically constructing to Bushfire standards has cost implications.

The options of either renovating or demolishing and providing a purpose built facility at the current site have merit, yet has multiple limitations to consider. Looking at the options in a broader community sense it may have greater benefit to be located at an alternate site.

5.5 Alternative Opportunities to Redevelop

In addition to the three options outlined in section 5.4 of this plan (option A, B, and C), the following reasonable options were identified through the pre-feasibility stage of project development:

Option D: Buy a residential block and provide a purpose built facility

Option C: Buy a commercial block and provide a purpose built facility

The option to purchase either residential or commercial land and construct a purpose built facility was discussed at the initial scoping meeting. The community survey response indicated that neither of these two options were preferred compared to other potential sites.

Whilst either of these two options (D and C) would ensure that the future use of the facility would likely remain for the purpose of early years childcare through lease arrangements with the Shire and the existing facility could be used throughout the construction period, allowing continued service provision, they do present additional constraints:

- Either of these option would increase the cost of project build considerably due to the requirement to purchase land which may provide restrictions and delays to project development;
- Literature reviewed indicated that residential areas were not the preferred option to build or accommodate a childcare centre due to:
 - Noise concerns
 - Increased traffic in residential zones (safety concerns and disruption to residential access)
 - Privacy for both residents and patrons
 - Ensuring the centre is conducive to the nature of a residential environment physically and visually
 - Potential for increased residential negative feedback
- Commercial sites would need to be specific to minimal noise creating industry (ie panel beater business located next to childcare facility would not be ideal)

Option D: Provide a purpose-built facility as an extension to the Mount Barker Rec.Centre

Whilst there is some merit in this location including access to parking as well as exposure from Rec.Centre patrons it is believed that the area isn't conducive to a childcare facility due to the noise made by older children that use the Centre and recreate on the oval throughout traditional 'nap time'. The area is also segregated from the kindy / pre-primary area and therefore the benefit of transitioning mechanisms would be lost.

The Rec.Centre site is considered the least viable of the three sites presented at the MBCC, as it offers none of the obvious advantages of the other two options (E and F) and therefore does not present as the preferred option to undertake further analysis.

Option E: Provide a purpose-built facility located at the Mount Barker Community College (school) adjacent to the Kindy/pre-primary area

Option F: Provide a purpose-built facility located at the Mount Barker Community College (school) on the farm area located closer to Woogenelup Road, along the schools main entry

The existing Mt Barker Community College is located on the corner of Albany Highway and Woogenellup Road, on a large site that caters for children from Kindergarten to Year 12. The site has developed in accordance with a Master Plan (first developed approx 1999), following the merging of the Mt Barker Primary School with the High School to create a large community/educational precinct. The site has been laid out to create clear zones for the Junior School, Middle School and High School aged students, with the different areas connected by landscaped play areas and circulation links. The southwest corner of the site has been developed for the Junior aged children, with the southernmost building occupied by Kindy/Pre-Primary, with associated Child Health Services located adjacent. It is proposed to locate the new Daycare centre in close proximity to the existing Kindy building, with access via the existing carpark.

The main opportunities & constraints affecting the proposed new Daycare centre on the College site are as follows:

- Consistent with objectives of Master Plan in terms of creating community/educational precinct that delivers services on a single site and therefore may not require separate Planning Approval if it is an existing 'permissible use'
- Good connectivity with the existing Kindergarten/Pre-Primary centre, allowing sharing of onsite resources and potentially a more seamless transition for children attending the Daycare to progress into formal education
- Established vehicle access/carparking could be utilised and possibly expanded if traffic flows are expected to increase. This carpark is already specific to the Kindy/Pre-Primary and not typically used by the rest of the school community.
- Could consider separate vehicle access to the new facility from Woogenellup Road, or the existing carpark could be modified to make it one-way to streamline traffic movement. It would be preferable to maintain single school gateway for legibility/way-finding and to keep traffic management simple
- New building could be site on edge of oval at a raised elevation or at the end of the existing cul-de-sac, level with the existing Kindy building. This can be determined onsite following a review of the location of concealed site services and also with regard to site drainage issues (there is a diversion drain in this locality). Both potential sites are on under-utilised land, and will therefore offer more amenity to the College
- Opportunity for new purpose-built building that combines more of Wanslea's functions in one facility, offers new quality Daycare facilities, with potential to share resources/spaces with adjoining buildings

- New building will need to be designed to respond to established architectural language of the College, particularly in regard to materials, scale, etc
- New building will be highly visible from main Albany Hwy/Woogenellup Road intersection
- Co-location with the College will allow practical service links if Wanslea pursue after-school care (children aren't required to be transported outside of school site) or parenting services (shared meeting spaces or multi-function spaces), or child health services (Health nurse already onsite)
- Existing day care centre could remain in operation (at Marmion Street) during the build, without disruption to services
- The Community College site is not in a designated Bushfire Prone Area and therefore any new structure will not be required to comply with the provisions of AS3959

Option G: Utilise as well as provide additional built space to extend the Mount Barker Community Resource Centre building to host a childcare centre.

The inspection and consultation identified that:

- Significant additional works would be required to provide the design features needed to successfully operate a childcare centre at the site including ablutions, kitchen, additional rooms to host/separate children by age, sleeping room for babies and outdoor play areas;
- The current design of the facility is not compatible to childcare even for the purpose of temporary use. Access to toilet facilities exclusive to children in an easily supervised manner does not exist;
- The area is currently being utilised for programs developed by the resource centre to assist community interaction and upskilling. This is the only area that the resource centre has to use as they have leased other areas to Southern Regional Tafe. Without access to this space service provision would not exist and the Centre may be viewed as non-viable;
- If the Resource Centre was the preferred option as a Childcare facility a sub-lease through the Mount Barker Community Resource Centre would be required. It was identified through the Coordinator that it was highly unlikely that the Board would support the proposal; and
- Parking was available and at a suitable standard.

This option is not identified as the preferred option for further analysis as multiple limitations and restrictions exist.

6.0 Recommendations

Based on the findings of this report and the consultation conducted it is recommended that the Shire approves further, more detailed feasibility analysis relating to the relocation of childcare facilities to the site known as Mount Barker Community College. This relates specifically to options identified as:

Option E: **Provide a purpose-built facility located at the Mount Barker Community College (school) adjacent to the Kindy/pre-primary area; and**

Option F: **Provide a purpose-built facility located at the Mount Barker Community College (school) on the farm area located closer to Woogenelup Road, along the schools main entry.**

In addition it is recommended that the following features are investigated as part of the detailed feasibility analysis:

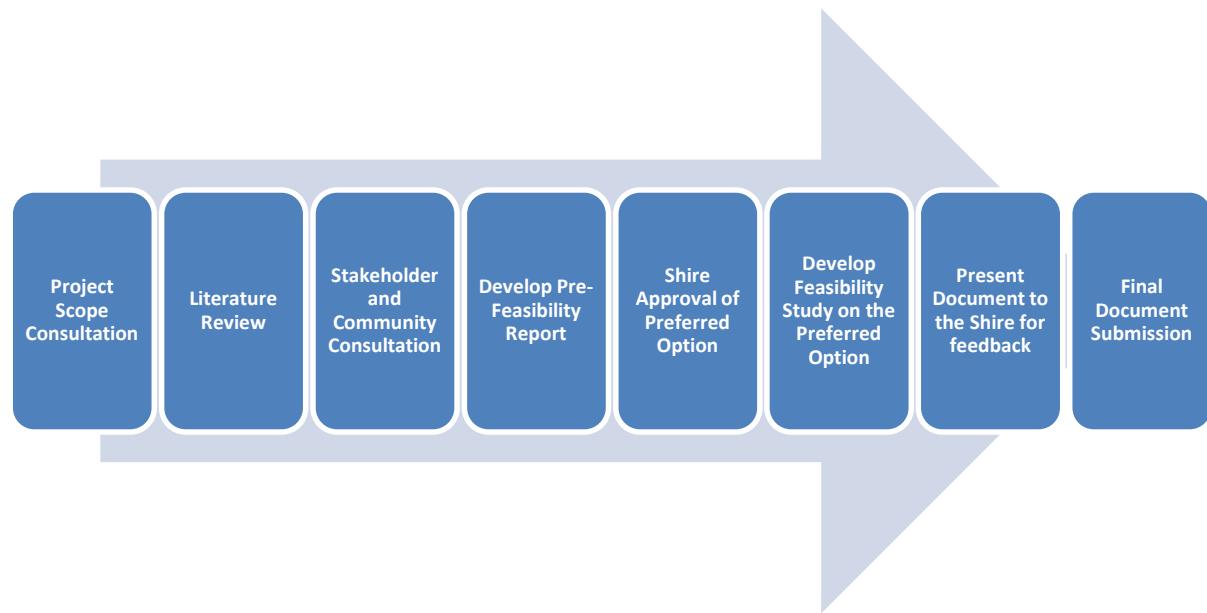
- a) Additional shared space available 'on-site' for the purpose of offering related early learning services (parent groups, play group, training, before/after school care, vacation care) as well as school programs designed to transition children from day care services and/or home care into 'main stream' schooling;
- b) Project timeline recommendations acknowledging current lease arrangements at Lot 7 Marmion Street between the Shire and Wanslea; and
- c) An 'in principle' description of leasing conditions if facilities were to be relocated/constructed at the Mount Barker Community College in the future.

7.0 Appendix A: Meeting Notes

7.1 Shire of Plantagenet

The scoping meeting to initiate this project was held on 2nd May 2016 with Shire representatives Fiona Saurin, Manager of Community Services, and Kirsten Perrin, Community Development Officer.

Project methodology was agreed to as outlined below:



The method of community consultation was changed from the initial scope outlined as a community forum to distribution of a community survey as well as one-on-one discussion with key (primary) stakeholders, which were identified as:

- Shire of Plantagenet;
- Wanslea - Regional Office;
- Wanslea - Plantagenet Early Learning Childcare Centre;
- Mount Barker Community College;
- Mount Barker Community Resource Centre.

Groups identified to provide direct survey access included:

- Mount Barker Rec.Centre Crèche parents;
- Plantagenet Early Learning Childcare Centre (Wanslea) parents;
- Mount Barker Community College parents and staff (email distribution, newsletter and facebook page);
- Wiggle, Giggle and Grow program;
- Play in the Park program;
- Mount Barker Playgroup;
- Afghan Mothers Group (MBCC);
- Southern Regional Tafe (Mount Barker);

Where available, attendance at the program to discuss the project was recommended.

The Shire provided contact details for key stakeholders and community groups.

Identification of possible (and reasonable) future options formed the basis of the scoping meeting and whilst the Shire provided multiple options it is noted that the Shire did not have a preferred option at this point and that this pre-feasibility report will assist in determining their preferred option.

Whilst it was recognised that further locations and solutions may be identified throughout the community consultation process, possible reasonable options put forward at the scoping meeting included:

- a) Status Quo – continue functioning as is with the current facilities;
- b) Extend the current facilities to allow greater internal space;
- c) Demolish the current facility and provide a purpose built facility at the existing site;
- d) Buy a residential block and provide a purpose built facility;
- e) Buy a commercial block and provide a purpose built facility;
- f) Provide a purpose-built facility as an extension to the Mount Barker Rec.Centre;
- g) Provide a purpose-built facility located at the Mount Barker Community College (school) adjacent to the Kindy/pre-primary area;
- h) Provide a purpose-built facility located at the Mount Barker Community College (school) on the farm area located closer to Woogenup Road, along the schools main entry; and
- i) Utilise as well as provide additional built space to extend the Mount Barker Community Resource Centre building to host a childcare centre.

7.2 Mount Barker Community Resource Centre

On the 4th May 2016 a site inspection and consultative meeting was held at the Mount Barker Community Resource Centre, including the Centre Coordinator Martina Meinen.

The Resource Centre was identified as a potential option to either:

- a) Relocate the Childcare Centre to on a permanent basis through utilising existing space and building on additional facilities required; or
- b) Temporarily relocate the Childcare Centre to if the preferred option for future childcare facilities resulted in replacing the current Centre at its current location with a purpose built facility.

The inspection and consultation identified that:

- Significant additional works would be required to provide the design features needed to successfully operate a childcare centre at the site including ablutions, kitchen, additional rooms to host/separate children by age, sleeping room for babies and outdoor play areas;
- The current design of the facility is not compatible to childcare even for the purpose of temporary use. Access to toilet facilities exclusive to children in an easily supervised manner does not exist;
- The area is currently being utilised for programs developed by the resource centre to assist community interaction and upskilling. This is the only area that the resource centre has to use as they have leased other areas to Southern Regional Tafe. Without access to this space service provision would not exist and the Centre may be viewed as non-viable;
- If the Resource Centre was the preferred option as a Childcare facility a sub-lease through the Mount Barker Community Resource Centre would be required. It was identified through the Coordinator that it was highly unlikely that the Board would support the proposal; and
- Parking was available and at a suitable standard.

7.3 Mount Barker Community College

The Mount Barker Community College provided an 'in principle' letter of support for the investigation of childcare facilities for Mount Barker which assisted in successfully receiving funding to undertake this feasibility process. This letter is provided in Appendix D: Letters of Support.

A consultative meeting and on-site inspection was held at the MBCC on the 6th May 2016 with Andrew Fraser, Principle, as well as Rebecca Smyth, Associate Principle (Kindy – Year 2).

A summary of information discussed at this meeting includes:

- The MBCC fully supports the investigation into childcare facilities within Mount Barker and believes that the MBCC would be an ideal location for the future Centre.
- The MBCC currently operates/hosts a number of community based programs that are designed as mechanisms to assist with transitioning children into the school environment.
- The Community Health Nurse operates from space provided in the Kindy/Pre-primary designated area.
- In the initial Masterplan for the MBCC upgrades (primary school relocation) an area was proposed to host TAFE services. This will no longer occur in the short to medium term as the TAFE has undertaken a lease at the Mount Barker Community Resource Centre.
- The MBCC believes that there are strong synergies between school/educational services as well as an early learning and development centre (childcare centre) benefits described include:
 - Transitional program development between the centre and the school
 - Partnered training opportunities
 - Provides an educational hub for the town, a 'one stop' drop off place
 - Shared learning philosophy that continues through education and school transition
 - Ability to increase childcare programs to include before and after school care as well as vacation care
 - A new facility can be purpose built acknowledging the current and potential future requirements and standards
 - The existing childcare facility can be utilised whilst construction is being undertaken and therefore will not disrupt service provision
 - An additional multi-functional room shared by the childcare centre, the MBCC and possibly other community organisations
 - Aligns with the nature and purpose of both the MBCC and a childcare centre
- Exposes older students that are attending the MBCC to the childcare industry which may prompt additional work experience or future study aspirations
- There are no residential properties in close proximity that would be affected by noise and additional traffic.
- Parking and traffic flow may be an issue if left as is and therefore should be a feature in any concept design work occurs
- Three potential areas for the location on school grounds was discussed and included:
 - Add on to the Rec.Centre: whilst there is some merit in this location including access to parking as well as exposure from Rec.Centre patrons it is believed that the area isn't conducive to a childcare facility due to the noise made by older children that use the Centre and recreate on the oval throughout traditional 'nap time'. The area is also segregated from the kindy / pre-primary area and therefore the benefit of transitioning mechanisms would be lost.
 - Located adjacent to the Kindy / Pre Primary area at the southern side of the oval area that isn't currently being used.
 - Located on the southern side of the kindy/pre-primary car parking area on the land currently used for agricultural purposes.
- Relocating the Childcare Centre to the MBCC has synergies with the 'place of learning initiative'

- Whilst the Educational Department would provide the land for the purpose of building the facility they would not fund any cost involved with infrastructure used for the sole purpose of the childcare centre. There may be opportunity to investigate joint funding for a multi-functional, shared use space.
- Upon completion of any constructions the building would then belong to the Education Department and would then be leased for the purpose of providing early childhood care.
- The lease would likely go out to tender. Therefore it does not necessarily mean that Wanslea would lease the area (Wanslea is aware of this)

An additional on-site inspection occurred on the 10th May 2016 with Andrew Fraser and Julie de Jong from H+H Architect to provide an initial site assessment based on an architectural and planning perspective. Details of Julie's assessment is provided in section 7.5 of this appendix.

7.4 Wanslea: Plantagenet Early Learning and Development Childcare Centre

Wanslea provided an 'in principle' letter of support for the investigation of childcare facilities for Mount Barker which assisted in successfully receiving funding to undertake this feasibility process. This letter is provided in Appendix D: Letters of Support.

Information relating to the project emailed to the Shire on 28th April 2015:

- Our current utilisation is 55% and over the past 2 years it also been between 40-60% with the lower percentage at the beginning of a new year before school going back and for the first few months, usually increasing to 60% by March/April;
- I anticipate the centre usage to grow as we have had a steady increase of numbers this year and particularly over the past month, I think it may increase to 65-70% by mid this year;
- Over the past 3 years we have had an increased use of Foster care children use care at the centre. These children are in foster care with families in Mt Barker and the Department for Child Protection encourages and pays the cost of care so that foster families can have respite;
- Families comment on our current facility as they particularly like our outdoor space as its roomy and exciting for children;
- The negative comments from families are the size, layout and age groupings of room as they find the rooms small and due to this we have one room for 2 age groups so 2-4 year olds in one room to try and make the room bigger, this space was 2 age groups and 2 rooms divided with concertina doors, parents preferred separated age groups so that age and development was catered for, there is a big developmental gap between 2 and 4 year olds and this can be tricky to plan and work with at times. The other concern is the lack of rooms forces us to make some operational decisions like rest time compulsory for all age groups as we do not have a sleep room for children who need a sleep or a room where no sleeping children can play;
- With the one room for 2-4 year olds we feel that we are limited to 15 children as taking more 2-3 year olds to increase it to 20 would be too many children for this open space, bathroom facilities would be hectic making routines chaotic with large numbers of children trying to wash hands and toilet.;
- The centre is not purpose built therefore having extensions and room off other rooms. Kitchen and laundry are not central to all rooms which takes staff away from children to complete tasks in those areas. The centre has many corners and areas that are tricky to supervise and can be difficult for staff to ensure the safety of children at all times. This is also a concern with people coming into the centre and staff not being able to view them from most areas of the centre. This could be a danger to staff and children;
- The centre is out of town and not good for advertising where we are and the centre;
- Not many families have been told about our proposal to move, but a few involved who work at the school feel that it is a good idea as we would be more in the public view, one stop for

- families with school children and also raise the profile of child care as a place of education as we would be in the same location; and
- Education links between school and child care are encouraged by the Australian Children's Education and Care Quality Authority through the National Quality Standards. Licensed Child care centres are governed by this authority and are rated against the standards as a requirement to hold a child care license. Quality Area 6.3, 6.3.1, 6.3.2, 6.3.4. Further information about the National Quality Standards can be found at www.acecqa.gov.au.

Summary of information discussed at the consultative meeting and on-site inspection held on the 10th May 2016:

- We are currently undertaking the 'pre-feasibility' phase of the project aimed at identifying the preferred option.
- The preferred option will be identified through stakeholder consultation, community survey and assessment of demographic data as well as facility growth statistics and future targets.
- A 'pre-feasibility' report will be submitted to the Shire of Plantagenet for approval on the recommended preferred option.
- Once the preferred option has been identified/approved a feasibility study will be developed based on the preferred location.
- The proposed completion of the study is early October 2016.
- The possible options discussed at our meeting include:
 - Status Quo – continue functioning as is with the current facilities
 - Extend the current facilities to allow greater internal space
 - Demolish the current facility and provide a purpose built facility at the existing site
 - Buy a residential block and provide a purpose built facility
 - Buy a commercial block and provide a purpose built facility
 - Provide a purpose-built facility as an extension to the Mount Barker Rec.Centre
 - Provide a purpose-built facility located at the Mount Barker Community College (school) adjacent to the Kindy/pre-primary area
 - Provide a purpose-built facility located at the Mount Barker Community College (school) on the farm area located closer to Woogenup Road, along the schools main entry
 - Utilise as well as provide additional built space to extend the Mount Barker Community Resource Centre building to host a childcare centre.
- Considerations discussed regarding the options include:
The current facilities are functioning well for the current purpose and demand however better facilities and location would be ideal for the purposes of:
 - Future growth
 - Ability to extend programs into before and after school care as well as vacation care
 - Accommodate other community and education based programs such as parent groups, parent training and advocacy, playgroups, transitional programs between childcare and Kindergarten etc.
 - Purchase of land would increase the cost of the project and may impact on the viability of the project.
 - Residential areas and town commercial areas may not fit with the nature/purpose of a childcare facility and impact neighbours as well as the facilities.
 - Having the facilities located at the Mount Barker Community College would have several advantages including passive marketing of services that could increase usage, additional programming and access, ability to grow services when required or demand is there for greater access, implementing the 'flow-philosophy' through the transition period from early years childcare through to the school.
 - Ensuring long term security of any lease arrangements to the facility (wherever the preferred location exists) is a major concern to ensure that childcare services continue to be available to the community. This would be investigated and developed further through

the process of Operational Management Planning if the project was set to proceed after the feasibility stage.

- A joint multi-purpose room was flagged and considered to be advantageous
- If the facility was relocated to the Mount Barker Community College the Education Department would provide the land that the facilities would be built on however would not provide the funding for built infrastructure, however if a joint multi-purpose room was part of the arrangement there may be consideration for some contribution.
- If facilities were to be located at the Mount Barker Community College the facilities would ultimately belong to the Education Department and therefore any lease arrangement would be between them and the Childcare organisation.
- If the facilities were to be relocated to the Mount Barker Community College it is likely that the Education Department would provide tendering opportunities to lease the facilities, therefore it does not necessarily mean that Wanslea is guaranteed to take the lease at the new facilities.
- In general the conversation directed that the preferred location for future early years childcare facilities would be best placed at the Mount Barker Community College.

7.5 **H+H Architects**

Julie de Jong, Director H + H Architects, attended on-site inspections and discussions at the Mount Barker Community College and Plantagenet Early Learning Childcare Centre (Wanslea) on 17th May 2016. The aim of her attendance was to identify initial considerations and limitations relating to architectural and planning perspectives to the main sites identified as preferred options.

Below is a summary of the key issues that Julie identified to be addressed from an architectural and planning perspective with regard to the proposed new/upgraded day care centre for Plantagenet. Key Issues:

- Amenity and function for core child care services
- Potential additional related services to be provided by Wanslea including child health initiatives, parenting support & after-school care
- Co-location with related services
- Accessibility (universal access)
- Walking distance/close to transport
- Operating hours
- Noise
- Traffic management and parking
- Functionality
- Zoning & Permissible use
- Bushfire regulations and risk
- Maintaining operations during construction period

There are currently three primary potential sites being considered for the Mt Barker Daycare, namely the existing day care site (Marmion Street); the site of the Mt Barker Community College (Woogenellup Road); and the site of the Recreation Centre (Albany Highway). The Recreation Centre site is considered the least viable, as it offers none of the obvious advantages of the other two options and therefore has not been assessed as part of this pre-feasibility stage. The two main options are reviewed in consideration of the key issues identified above:

Existing Daycare Facility (Marmion Street)

The existing facility is a nicely presented facility located on Marmion Street in Mt Barker, on a property that is currently owned by the Shire of Plantagenet. Another Shire-owned asset is located immediately

adjoining on the site to the south, which includes multiple small buildings used for storage (one is apparently condemned). There is vacant land to the north and east of the site. Residential development is located further to the south. The building is set back approximately 400m from the front boundary, with the large space in front used for car-parking.

The existing facility could be renovated or a new facility built on its site. If the building was to be renovated, it is likely that this would involve considerable alterations and additions to improve the layout of internal spaces and to achieve current standards expected for Daycare centres. With the generous site setbacks already in place, there is ample room for extensions to the existing building, albeit with some challenges due to level changes across the site, plus the usual issues associated with altering existing buildings that have already had numerous extensions.

The main opportunities and constraints affecting the existing Daycare Facility are as follows:

- Established location, albeit not on a busy street. Due to its street setback and modest scale, the facility does not have a high street presence and is not necessarily readily identifiable or well-known even to locals. It is located approximately 1km from the town centre, but is not serviced by public transport
- Generous (informal) car-parking which readily accommodates peak drop-off and pick-up times and allows for all-day onsite staff parking. The carpark is not an engineered structure however and there is no established infrastructure for traffic management (ie. no marked bays or lanes directing vehicle flow) and no designated Disabled bay with sealed finish to current standards
- Established outdoor play spaces which are highly valued by staff, children and parents alike. There would be potential social impacts if the outdoor play spaces were modified or abandoned for a new site.
- Existing rooms allow some flexibility for different uses and allows additional Wanslea early learning/parenting programs to be co-located with Daycare functions
- Considerable upgrade costs would be involved to re-furbish the interior to improve functionality and to address current Daycare centre National Quality Standards, particularly with regard to Accessibility and toilet and laundry facilities. The internal layout of the spaces could also be greatly improved to facilitate better supervision between indoor and outdoor spaces.
- The existing administration area doubles as a reception space. Additional administration and private office/meeting areas would be desirable to improve functionality for staff, particularly in development of their activity plans, or if private meetings are required.
- The existing building has adequate storage areas, although perhaps not necessarily in the ideal locations in terms of having direct access from play areas.
- The existing kitchen is suitable for basic food preparation but is not commercial kitchen grade (as required for the preparation of meals for children in care). The appliances are all due for replacement. It is over-sized for its current use as a staff tea room.
- The staff room is currently a multi-purpose space which could have better connectivity/visual access to all internal and external play spaces (ie. for supervision), and could be larger to facilitate training programs and larger meetings. Staff should ideally have private lockers to allow them to safely store possessions whilst at work and even a break-out space.
- There is minimal ability to expand the number of children in care at the centre with the current spatial ratios possible, should this be desirable in the future.

If the existing Daycare Facility was demolished and a new centre built in its place, the following opportunities and constraints should be considered:

- Operations would need to be relocated to another site for the duration of the build (this may also apply to any alterations/additions to the existing building)
- New works would necessarily involve modification to the existing infrastructure on the site, including the carpark area, the outdoor play spaces (including established trees and play

structures), which would add to the cost of the project and may introduce complications in regards to onsite services, siteworks, etc.

- New building can have individual expression, and can be customised to respond to its environmental context, particularly with regard to maximising passive-solar orientation
- Potential disruption to neighbours during the construction phase
- The site is located in a designated 'Bushfire Prone Area' and by virtue of its 'vulnerable' use, may be required to be constructed to the standards outlined in AS3959. A BAL-assessment would need to be undertaken of the site to determine its BAL rating before the implications can be properly understood, but typically constructing to Bushfire standards has cost implications.

Mt Barker Community College

The existing Mt Barker Community College is located on the corner of Albany Highway and Woogenellup Road, on a large site that caters for children from Kindergarten to Year 12. The site has developed in accordance with a Master Plan (first developed approx 1999), following the merging of the Mt Barker Primary School with the High School to create a large community/educational precinct. The site has been laid out to create clear zones for the Junior School, Middle School and High School aged students, with the different areas connected by landscaped play areas and circulation links. The southwest corner of the site has been developed for the Junior aged children, with the southernmost building occupied by Kindy/Pre-Primary, with associated Child Health Services located adjacent. It is proposed to locate the new Daycare centre in close proximity to the existing Kindy building, with access via the existing carpark.

The main opportunities & constraints affecting the proposed new Daycare centre on the College site are as follows:

- Consistent with objectives of Master Plan in terms of creating community/educational precinct that delivers services on a single site and therefore may not require separate Planning Approval if it is an existing 'permissible use'
- Good connectivity with the existing Kindergarten/Pre-Primary centre, allowing sharing of onsite resources and potentially a more seamless transition for children attending the Daycare to progress into formal education
- Established vehicle access/carparking could be utilised and possibly expanded if traffic flows are expected to increase. This carpark is already specific to the Kindy/Pre-Primary and not typically used by the rest of the school community.
- Could consider separate vehicle access to the new facility from Woogenellup Road, or the existing carpark could be modified to make it one-way to streamline traffic movement. It would be preferable to maintain single school gateway for legibility/way-finding and to keep traffic management simple
- New building could be site on edge of oval at a raised elevation or at the end of the existing cul-de-sac, level with the existing Kindy building. This can be determined onsite following a review of the location of concealed site services and also with regard to site drainage issues (there is a diversion drain in this locality). Both potential sites are on under-utilised land, and will therefore offer more amenity to the College
- Opportunity for new purpose-built building that combines more of Wanslea's functions in one facility, offers new quality Daycare facilities, with potential to share resources/spaces with adjoining buildings
- New building will need to be designed to respond to established architectural language of the College, particularly in regard to materials, scale, etc
- New building will be highly visible from main Albany Hwy/Woogenellup Road intersection
- Co-location with the College will allow practical service links if Wanslea pursue after-school care (children aren't required to be transported outside of school site) or parenting services (shared meeting spaces or multi-function spaces), or child health services (Health nurse already onsite)

- Existing day care centre could remain in operation (at Marmion Street) during the build, without disruption to services
- The Community College site is not in a designated Bushfire Prone Area and therefore any new structure will not be required to comply with the provisions of AS3959

8.0 Appendix B: Community Survey Template



Stakeholder Survey

Plantagenet Childcare Centre Feasibility Project

Survey Background (Project Background):

The Shire of Plantagenet has sought the assistance of Core Business Australia to investigate and develop a Feasibility Study in regards to the current and future requirements of Childcare facilities within Mount Barker. The current Childcare Centre building, located on Marmion Street Mount Barker, is owned by the Shire of Plantagenet and is leased to Wanslea for the purpose of providing early year's childcare.

The purpose of the Feasibility Study is to:

- Identify the need and viability of restructuring childcare facilities through assessing the opportunities and limitations of the current Centre; and if necessary
- Identify and investigate alternative options to redevelop childcare facilities within the Mount Barker town-site that takes into consideration community and stakeholder needs and wants.

Please note that funding for any physical developments has not been confirmed and there is no guarantee that any proposal will proceed.

Survey Purpose

As part of this investigation we are seeking feedback from the community and key stakeholders, through this survey, to assist with determining community needs and wants as well as viable options for future planning and implementation.

Survey Access

It is preferred that this survey is taken on-line by accessing the following survey Web link <https://www.surveymonkey.com/r/mtbchildcarecentre>, however, if you are unable to access the online survey we would appreciate your responses using the attached survey.

If you would like to discuss this project further please contact Tricia White on 0400 879 101 or email tricia@corebusiness.net.au.

Confidentiality

A contact name and address is required for validation purposes. Survey responses will be separated from the cover sheet and independently collated. Individuals will not be identified or linked to their responses.

Name of person completing survey

Address

1. What is your current position regarding usage of childcare facilities?

- Parent currently utilising the Mount Barker Wanslea Childcare Centre
- Parent currently utilising local family childcare services (not Wanslea)
- Parent currently utilising other childcare services
- Parent of child/ren under the age of 5 years not using any childcare services
- Parent with child/ren over the age of 5 only
- Interested community member without children

2. To what level do you believe that the childcare facilities located on Marmion Street caters for your current childcare needs?

- Not applicable
- Always
- Almost always
- Sometimes
- Never

Comment:

3. To what level do you believe that the childcare facilities located on Marmion Street will cater for your future childcare needs?

- Not applicable
- Always
- Almost always
- Sometimes
- Never

Comment:

4. In relation to the physical environment (building, playground, parking area) what do you consider to be the top three positive aspects of the current childcare facilities on Marmion Street?

1. _____
2. _____
3. _____

5. In relation to the physical environment (building, playground, parking area) what do you consider to be the top three limiting (or negative) aspects of the current childcare facilities on Marmion Street?

1. _____
2. _____
3. _____

6. The reason I access the childcare facilities on Marmion Street is:

- Not Applicable (I don't access facilities)

7. The reason I don't access the childcare facilities on Marmion Street is:

Not Applicable (I access facilities)

8. If the childcare facilities were re-developed into a purpose built facility where would you consider the most appropriate location to be:

At the current location on Marmion Street
 At the Mount Barker Community College
 At the Mount Barker Rec.Centre
 Provided on a vacant block of land zoned residential
 Provided on a vacant block of land zoned business/commercial
 Other: _____

9. Identify the top three (3) aspects you feel should be considered in the design of childcare facilities?

Facilities comply with legislative requirements
 Facilities are designed in consideration of future growth and demand
 Facility design incorporates ease of access and workable spaces for childcare staff
 Facilities are designed to cater for the comfort, interaction and learning environment of the child
 Facilities incorporate environmentally sustainable design, materials and equipment
 Facilities are located in an area within the town site that is fitting to the nature of childcare
 The facilities are located where minimal potential for impact exists to residential properties (noise from children playing and vehicles, increased traffic, reduced property value, loss of privacy)
 The facilities fit with neighbourhood character/purpose
 Other: _____

10. Any additional comments:

Your opinion is valuable to us. Thank-you for taking the time to complete this survey

Please return completed survey to the Shire of Plantagenet by 6th June 2016

This can be submitted to the Shire of Plantagenet Administration Office

Street Address: Lowood Road Mount Barker

Postal Address: P.O Box 48 Mount Barker

Emailed: tricia@corebusiness.net.au

9.0 Appendix C: Community Survey Results

Appendix C:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

10.0 Appendix D: Letters of Support (in principle)

- a) Wanslea
- b) Mount Barker Community College

Prepared by



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Council

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Local Emergency Management Arrangements

Shire of Plantagenet Welfare Plan

Shire of Plantagenet Local Recovery Plan

Meeting Date: 13 September 2016

Number of Pages: Separate Attachment



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Local emergency management arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of Plantagenet Local Emergency Management Committee and the Council of the Shire of Plantagenet. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

Chair

Cr Sue Etherington

Date

Endorsed by Council

<Insert resolution number>

Date

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Distribution list	
Organisation	Number of copies
Master Copy – Shire of Plantagenet	1
Shire of Plantagenet – Incident Command Centre	1
Local Emergency Coordinator	1
Western Australia Police Mount Barker	1
Department for Child Protection and Family Support	1
Plantagenet Cranbrook Health Services	1
Secretary State Emergency Management Committee (Electronic)	1
Mount Barker State Emergency Service	1
Shire of Plantagenet Bush Fire Service	1
St John Ambulance	1
Red Cross	1
Department of Parks and Wildlife	1
Mount Barker Volunteer Fire and Rescue	1

Amendment record

Number	Date	Amendment summary	Author
1	2/12/2009	Draft	Andrew Buchanan
2	10/03/2010	Adopted	Council
3	9/12/2011	Annual Review	Andrew Buchanan
4	12/09/2013	Annual contact details update	Joanne Weekes
5	21/08/2014	Annual contact details update	Joanne Weekes
6	13/08/2015	Annual contact details update	Joanne Weekes
7	04/08/2016	Full review of LEMA Welfare Plan, Recovery Plan, Evacuation Plan.	Joanne Weekes

Glossary of terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

Community emergency risk management: See risk management.

District: Means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi- agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the *Emergency Management Act 2005*

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
DP&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

Introduction

Community consultation

Community consultation has been undertaken in the form of a Community Risk Assessment Program, public opinion survey and the representation by community members within the Local Emergency Management Committee. Community consultation will form a key role in the implementation and ongoing development of these arrangements, including a Community Disaster Resilience survey.

Document availability

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office Address 48 Lowood Road Mount Barker
- Shire's Website: www.plantagenet.wa.gov.au

Area Covered

The Shire of Plantagenet is located near the southern boundary of the Great Southern Region of Western Australia, 359kms south of Perth and 50kms north of Albany. The Shire covers an area of 4,792 km² and services a community of 5069 people (*2011 census*) and encompasses the town of Mount Barker and the settlements of Narrikup, Rocky Gully, Porongurup and Kendenup.

Mount Barker, the Shire's commercial centre, lies in the middle of the Shire. It is easily accessible from Muir Highway from the south-west, Albany Highway from the north and south and Porongurup Road from the east.

The core land uses are livestock, tree farming, broad acre cropping, horticulture and viticulture.

The subject area experiences a temperate climate with an average temperature range of 6°C to 15°C in winter and 12°C to 26°C in summer however days of above 40°C are not uncommon in January and February. Rainfall is on average 740.2mm falling mostly within the months of May to September. The predominant wind directions are from the East/South-East in summer and from the West/North West in winter.

The topography of the region is dominated by gently rolling hills however the area also encompasses the Porongurup Ranges rising steeply to 670m Above Sea Level (ASL) and is bordered by the Stirling Ranges at 1095m ASL. Other

significant landforms include Mount Barrow, Mount Barker Hill and the Kalgan, Hay, Denmark, Kent and Frankland Rivers.

Located within the Shire is the Mount Barker Community College which is an integrated Kindergarten to Year 12 School. Based two kilometres north of the Mount Barker town site and surrounded by its own 230 hectare farm, the Community College now accommodates approximately 700 students.

The town site of Mount Barker boasts a supermarket, national franchise hardware store, news agency, post office, two banks and numerous small stores.

The Shire of Plantagenet is bordered by the Shires of Cranbrook, Gnowangerup, Manjimup, Denmark and the City of Albany.

Appendix 1: Shire of Plantagenet Map

Aim

The aim of the Shire of Plantagenet Emergency Management Arrangements is to document the management process of planning, response and recovery to incidents within and surrounding the Shire of Plantagenet. The overall result of this is to facilitate a coordinated and consistent approach ensuring effective and efficient utilisation of resources both physical and financial. The LEMA is the coordinating document to each HMA's management plan and standing operating procedures.

The LEMC for the Shire of Plantagenet identifies the following as the essential criteria and guiding principles for management of emergencies:

- Any loss of life is unacceptable;
- Loss of property to be minimised;
- Harm to natural environment is to be minimised;
- Harm to cultural environment is to be minimised;
- Any damage to the bio-diversity of the local government municipality is unacceptable;
- Access to the hospital must not be compromised;
- Economic loss to be minimised within the business community;
- Control Centres, evacuation areas, emergency services facilities and schools must not be compromised: and
- Ensure minimal disruption to essential services including water, power and communications.

Purpose

The purpose of these emergency management arrangements is to set out:

- a. the local government's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b;
- d. a description of emergencies that are likely to occur in the local government district;
- e. strategies and priorities for emergency management in the local government district;
- f. other matters about emergency management in the local government district prescribed by the regulations; and
- g. Other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMA's individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Plantagenet;
- This document covers areas where the Shire of Plantagenet provides support to HMAs in the event of an incident;
- This document details the Shire of Plantagenet's capacity to provide resources in support of an emergency, while still maintaining business continuity and
- The Shire of Plantagenet's responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

Related documents and arrangements

The Shire of Plantagenet has adopted the following emergency Management Policies.

Local Emergency Management Policies

- Bushfire Management and Response Plan
- Bushfire Communication Plan

Existing plans and arrangements

Local Plans

Table 1: Local plans

Document	Owner	Location	Date
Evacuation Plan	Plantagenet Cranbrook Health Services	Hospital – Langton Road Mount Barker	19/03/2015
Evacuation Plan	Mount Barker Community College	Albany Highway Mount Barker	18/02/2016

Agreements, understandings and commitments

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement
Shire of Plantagenet	Forest Industry	The Forestry Industry Federation of Western Australia has committed to providing firefighting resources to any fire involving or threatening plantations. Support will also be provided to bush fires should it be requested.
Shire of Plantagenet	Voluntary Regional Organisation of Council	Four Shires meet on a regular basis to discuss and progress regional projects.
Shire of Plantagenet	DPaW	Memorandum of Understanding for the Cooperative Multi Agency Fire Operations Operating Principles.

Should the scale of an incident or emergency situation require additional support will be requested from neighbouring Local Governments, the West Australian Local Government Association and DFES.

Special considerations

The following factors should be considered when reviewing these arrangements:

- significant increase of population and traffic during school and public holidays, summer tourist season and local events;
- the Shire is intersected by Albany Highway and the Great Southern Rail line being the major transport routes for freight and vehicular traffic between Perth and Albany; and
- the community relies very heavily upon primary producers for both employment and the economy, any impacts upon this will have a significant effect upon the community

Other considerations can be found at:

Appendix 2: Special Considerations

Resources

All resources including those from Shire of Plantagenet, various emergency services, Plantagenet Cranbrook Health Service (Mount Barker Hospital) and local contractors are listed.

Appendix 3: Resources

Roles & Responsibilities

Local roles and responsibilities

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Plantagenet are defined in Section 36 of the EM Act 2005 .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act 2005 .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

Local role	Description of Responsibilities
LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DCPFS.

LEMC roles and responsibilities

The Shire of Plantagenet has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [EM Act2005](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

- developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members

Local role	Description of responsibilities
LEMC Chair and Deputy Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ meeting agenda; ○ minutes and action lists; ○ correspondence; ○ committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; ○ Local Emergency Management Arrangements; ○ facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • participate as a member of sub-committees and working groups as required.

Agency roles and responsibilities

In the event of an emergency, the Shire of Plantagenet will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness. • control all aspects of the response to an incident. <p>During recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.</p> <p>The HMAs are prescribed in the <u>Emergency Management Regulations 2006</u>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • undertake responsibilities where prescribed for these aspects [EM Regulations] • appoint Hazard Management Officers [s55 Act] • declare / revoke emergency situation [s 50 & 53 Act] • coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] • ensure effective transition to recovery by local government.

Agency roles	Description of responsibilities
Combat Agency	A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat Agency or Support Agency.

Managing Risk

Emergency Risk Management

The LEMC in consultation with the community, identified the following hazards as the highest risk and most likely to occur within the Shire presenting a risk to the Plantagenet community, and therefore sufficient to warrant specific mitigation efforts.

- Wild Fire/Bushfire;
- Extreme weather (storm, heat wave)
- Biosecurity (animals)

The LEMC completed a risk analysis on the identified risks and copies of the risk statements are available from the Shire of Plantagenet. The LEMC may also complete further risk assessments on hazards deemed a lower risk.

Through the risk assessment process critical infrastructure was identified and a register of critical infrastructure was developed.

Appendix 4: Critical Infrastructure Register

Description of emergencies likely to occur

The following table of emergencies are likely to occur within the local government area. These have been derived from the local emergency risk management process.

Table 5: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Wildfire	LGA	DFES	BFB	DFES	Fire (2013)	Bush fire Response Plan 2014
Fire (DPaW)	DPaW	DPaW	DPaW	BFB	Fire (2013)	Bush fire Response Plan 2014
Severe Weather	SES	DFES	SES		Storm (2016)	
Biosecurity	DaFWA	DaFWA	DaFWA	LGA	Animal and Plant Biosecurity	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Emergency management strategies and priorities

Table 6: Local EM strategies and priorities

Priority	Strategy
Bush/wild fire	Annual Bush Fire Mitigation Notice reviewed annually, reduction burns, community education and Shire of Plantagenet planning process for new buildings and subdivisions.
Biosecurity-Animal	Ensure open communications with HMA the Department of Agriculture and Food Western Australia.
Storm/tempest	Weather warnings, community education.

Coordination of emergency operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Plantagenet is committed to providing support if the required resources are available. The request will be made through the Incident Support Group if and when formed.

Incident Support Group (ISG)

The ISG is convened by the Controlling Agency's appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM Policy Plan Section 5.1. These are;

- a) where an incident is designated as Level 2 or higher;
- b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the ISG.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks

Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

Appendix 5: Incident Support Group Locations

Media management and public information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Although individual agencies may wish to issue media releases for their areas of responsibility during a major emergency (e.g. Water Corporation on water issues, Western Power on power issues, etc) the release times, issues identified and content must be coordinated through the ISG to avoid conflicting messages being given to the public and must be approved by the Incident Controller.

Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The Shire of Plantagenet has a number of local public warning systems in place to support and coincide with other agencies to provide a clear and concise warning system.

Appendix 6 : Local Public Warning Systems

Finance Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Plantagenet is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and

visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Plantagenet occurs to ensure the desired level of support is achieved.

Evacuation and Welfare

Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to severe storms and bushfires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare. Future planning and coordination will seek to formalise evacuation arrangements with surrounding local governments to develop an overall evacuation plan for the region. At any time a surrounding local government may request evacuation support and utilise the Shire of Plantagenet Welfare centres as per these arrangements.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency. In extreme or uncertain circumstances all residents should be encouraged to leave.

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and implementing the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the combat agency for carrying out the evacuation and they may use the assistance of other agencies such as the SES. Whenever evacuation is being considered the Department for Child Protection and Family Services (DCPFS) must be consulted during the planning stages. DCPFS is mandated under the State Arrangements to provide immediate and ongoing supportive services to alleviate as far as practicable the effects of an emergency on affected persons

Appendix 7: Contacts

The Shire's population is spread across the district with the majority of people residing in the town sites of Mount Barker, Rocky Gully, Kendenup, Narrikup and Porongurup. Mount Barker has the largest residential population in the Shire and is also the commercial centre for the area. Therefore it should be noted that whilst the retail and business industries would attract an increase in activity in Mt Barker, some of the residential population would also travel to other centres for work or education reasons.

Of the 5069 people residing in the Shire of Plantagenet:

20% are aged under 14years

11.7% are aged 15-24

36.8% are aged 25-54

31.5% are aged over 55

(All figures are derived from the 2011 Census)

Groups Requiring Special Considerations

The groups identified below will require special consideration in the event of an evacuation. In most circumstances these will be the first groups to be relocated and may require additional resources to effect an evacuation.

Appendix 8 : Groups Requiring Special Considerations

Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare.

Appendix 9: Welfare Plan

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Registration of Evacuees

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

Within the Shire of Plantagenet the Mount Barker Red Cross branch have trained members to conduct the registration process.

Animals (including assistance animals)

Assistance animals will be accepted at all evacuation centers. The shire pound has six cages and a small feedlot. The West Australian Rangers Association and the RSPCA have access to a number of mobile dog pound units that can be mobilised to any site as required. Stock may be transferred to the Shire Saleyards which has a holding capacity of 4500 animals, with access to stock feed. The Recovery Coordinator will be responsible for coordinating the offers for and agistment of stock.

Private Animal Shelter within the Shire include:

- Halsey Boarding Kennels Albany Highway 9851 1307 capacity for 20 dogs

Welfare centres

The Shire of Plantagenet welfare centres are included in the Welfare Plan.

Appendix 9: Welfare Plan

Recovery

Appendix: 10 Recovery plan

Local Recovery Coordinator

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

Exercising, reviewing and reporting

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

Types of exercises

Some examples of exercises types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of local emergency management arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly (refer to **appendix 8**);
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

Annual reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

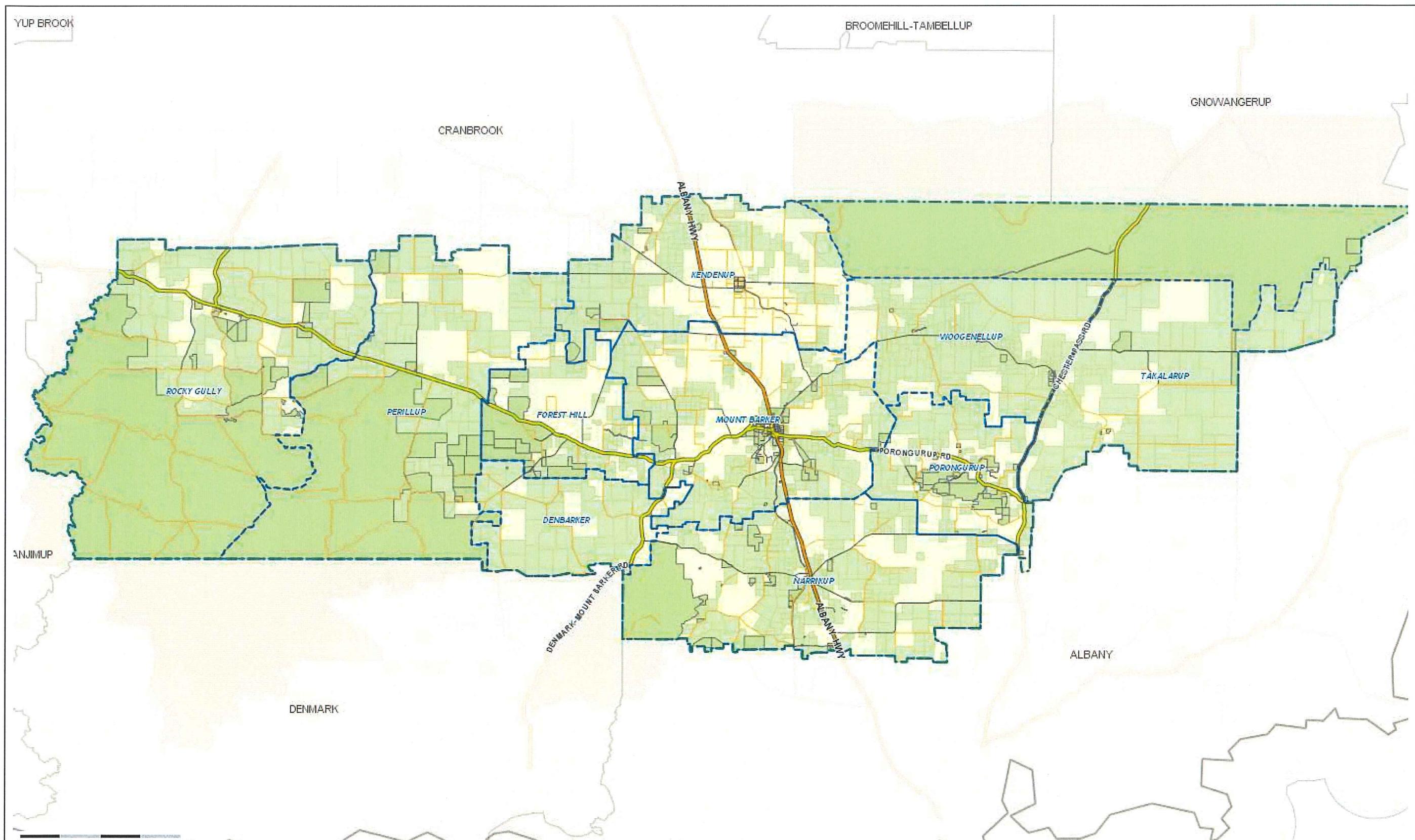
The information provided by the LEMC annual report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template

Appendices

Appendix 1: Shire of Plantagenet Map

See attached:



The Shire of Plantagenet does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Plantagenet shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Shire of Plantagenet

6/09/2016

1:400000



Appendix 2: Special Considerations

Description	Time of Year	Impact / No of people
Higher Risk of Bushfire	November to April	Reduced number of volunteers available within the community
Crop Harvesting	November to January	Reduced number of volunteers available within the community
Severe/Damage storms	July to September	
Short stay accommodation in Mount Barker and Porongurup	Wild Flower Season September to October	Population increase

Appendix 3: Resources

Shire of Plantagenet – Works Depot Plant and equipment resources

Location:	Cnr Langton Road and Muir Hwy Mount Barker	
	Contact/s	Mobile
Call out Phone	Duty Officer	0428 512 356
Chas Standish	Works Supervisor	0417 903 508
Dominic Le Cerf	Manager Works and Services	0417 181 532

Item description	Number of items
Grader	3
Front end loader	2
Skid Steer Loader (bobcat)	1
Backhoe	1
Tractor	2
Roller	2
6x4 truck (flatbed)	3
4x2 truck	3
Light vehicles (utes)	3
Chipper	1
Trailers	3

Shire of Plantagenet, Bushfire Service

Location	Throughout Shire	
	Contact	Phone:
Jo Weekes	Community Emergency Services Manager	0447 091 159 VHF268 Shire 1
Kevin Forbes	Chief Bush Fire Control Officer	0417 183 336 VHF268 Fire Chief
Roger Randal	Base Radio Operator	0438 883 018 VHF268 TN Base

Item description	Number of items
Denbarker Fire Tender (2.4B)	1
Forrest Hill Fire Tender (2.4)	1
Kendenup Fire Tender (2.4R, 3.4, 4.4)	3
Kendenup Standpipe Trailer	1
Middle Ward Fire Tender (2.4, 2.4)	2
Narpyn Fire Tender (2.4)	1
Narrikup Fire Tender (2.4, 2.4)	2
Perrilup (2.4, 2.4)	2
Perrilup Standpipe Trailer	1
Porongurup (4.4B, 4.4B, FA)	3
Porongurup Standpipe Trailer	1
Porongurup South (2.4)	1
Rocky Gully (3.4B)	1
Woogenellup (4.4)	1
Woogenellup Standpipe Trailer	1

Mount Barker State Emergency Service

Location	39 Ormond Rd Mount Barker	
Contact/s		
Base	Phone	9851 1128
Base	Fax	9851 1176
	Duty Officer	0448 511 127
Kirsten Beidatsch	Local Manager	

Item description	Number of items
Incident Command Centre	
Phone line	1
Fax	1
Computer	1
Meeting Room	2
Operations Room	1
Operational	
Active Members	11
Personnel Carrier 11 Seater	1
Equipment Trailer	1
UHF Radios	7
Base HF Radio	1
Base VHF high band	
Base UHF Radio	1
HF Radios	3
Chainsaw	1
Quick Cut Saw	1

7kVa Generator	1
3kVa Generator	1
2.5kVa Generator	1
Flood Lights	8
Tarpaulins	12
30ft Ladder	1
10ft Ladder	1
Cliff Rescue Equipment	1

Mount Barker Volunteer Fire and Rescue

Location	Lowood Road Mount Barker	
Contact/s		
Station	Phone	9851 1774
Station	Fax	9851 2794
Wes Beck	Captain	0417 476 803
Jamie Rutter	Lieutenant	0418 923 617
Jeff Drage	Secretary	0411 636 398

Item description	Number of items
Incident Command Centre	
Phone line	1
Fax	1
Computer	1
Meeting Room	1
Operations Room	1
20 Seater Bus	1
Enclosed tandem axle Trailer	1
Operational	
Active Members	
Light Tanker LT400	1
Rescue Trailer RT38	1
Urban Tanker UT12	1
Base VHF Radio	1
Handheld VHF Mid Band Radios	3
Rescue Equipment	3

HAZMAT equipment	Various
Vehicle Rescue equipment	Various
Generator	2
Scene Lighting	3

St John Ambulance Rocky Gully

Location	Rocky Gully	
Contact/s		
Bill Waud	President	9855 1560
Jo Wills		9855 1590
Ambulance		0429 123 262

Item description	Number of items
Ambulance (2 Berth)	1
Stretchers	1
Defibrillator	1
Oxy-Viva	1
Oxy-Soc	1
UHF Radio	1
Ennopac- Hydraulic Cutters (manual)	1
Ambulance Expendables	Various
Blankets+pillows	Numerous

WAPOL Mount Barker

Location	Mount Barker Road Mount Barker	
Contact/s		
Station	9851 1122	
Fax		
OIC		
Sgt Gailene Hamilton		0400 786 075

Item description	Number of items
Incident Command Centre	
Phone Lines	4
VHF High band radio	1
VHF Mid Hand-held	1
UHF Radio base	1
Hand-held police radio	4
Meeting Rooms	2
Operations room	1
Computers/Internet	Numerous
Operations	
4x4 Vehicle (UHF Radio)	1
Sedan	1
Staff	7

Plantagenet Cranbrook Health Service (Mount Barker Hospital)

Location	Lot 60/61 Langton Road Mount Barker	
Contact/s		
Reception	9822 1222	FAX: 9892 1246
Ruth Godden	DON	0427 511 423 0417 093 043
Ruth York	Operations Manager	0428 758 213

Item description	Number of items
Cars	4
22 Seater Bus	1
14 Seater Bus	1
8 seater Bus	1
Trailer	1
Beds	11
Beds (Spare)	6
Doctors	6
Nurses	37
Carers	27
Orderlies	7
Housekeeping	21
Clerical	6
General Medical Supplies	Various
Portable Ventilator	1
Jordan Frame	1
Anaesthetic facility	1

X-Ray (Chest and Limbs only)	1
Oxygen-portable	7
Entenox-portable (Pain relief)	1
Wheelchairs	18
Patient trolleys	4
Satellite Phone	1
Ambulance Radio	1
Generator (Hospital emergency supply)	1

Water Corporation Mount Barker

Location	29 Ormond Road Mount Barker	
Contact/s		
Faults Line	13 13 75	
Albany Office	9842 4211	
Jeff Fisher/Stan Sytko	9851 1110 – MB Depot	0427 387 756

Item description	Number of items
Staff	2
Vehicle with Hiab	1
Water Pumps	3
Generator	1
Oxy/Acetelene Welding set	2
Arc Welder	1
Ladder	1
600L Water tank – trailer mounted	1

Coupers – Earthmoving

Location			Barrow Road Mount Barker
Contact/s			
Geoff Couper	9851 1412	0428 511 417	
Ian Couper	9851 1481	0427 511 481	

Item description	Number of items
Bulldozer	2
Float	1

Palmer Earthmoving

Location			17 Pendeen Road Albany
Contact/s			
Office	9844 3900		
Dave Palmer	9844 3900	0428 645 212	
Jeremy Palmer		0427 645 212	

Item description	Number of items
As listed	

1. **2004 Caterpillar 322CL Excavator:** This is a 24- tonne excavator fitted with dual flow hydraulic piping. It also has a tilting quick hitch with a range of buckets and a rock hammer available on request.
2. **2002 Caterpillar 318BL Excavator:** This is a 19 tonne excavator fitted with hydraulic hammer piping. It has a standard quick hitch with a range of buckets and a rock hammer available on request.
3. **2007 Volvo EC360CL Excavator:** This is a 38 tonne excavator fitted with dual piping, craning valves, quick hitch, 1 GP 1.7m3 reinforced rock

bucket and 2.5m³ bulking batter bucket and a ripper tyne attachment on request.

4. **2006 Komatsu PC78UU-6EO Excavator:** This is a 8tonne excavator with standard buckets and a plate compactor attachment available on request.
5. **1998 Volvo L70C Loader:** This machine comes with quick hitch and has various attachments available e.g. bucket and rake.
6. **1999 Caterpillar IT28G Loader:** This machine comes with quick hitch and has various attachments available e.g. bucket, jib, forks and rake.
7. **1999 Caterpillar 950G Loader:** This machine is fitted with a 3.2m³ general-purpose bucket.
8. **2001 Caterpillar 962G Loader:** This machine is fitted with a 3.8m³ general-purpose bucket.
9. **2002 Caterpillar 966GII Loader:** This machine is fitted with load rite scales and printer along with a 4.2m³ general purpose bucket.
10. **1990 Komatsu D85A-21 Bulldozer:** This machine is between a D7 and D8 CAT equivalent and it is fitted with a multi-shank ripper and bull tilt blade etc.
11. **2005 Caterpillar D8R-2 Bulldozer:** This machine is Full mine spec fitted with a multi tyne ripper and bull tilt.
12. **1989 Caterpillar D9N Bulldozer:** This machine is fitted with a single tyne ripper and bull tilt blade, mine spec and a Savannah 6 disc moulder is available on request.
13. **2005 Caterpillar D9R Bulldozer:** This machine is Full mine spec fitted with auto grease single tyne ripper, Fire suppression, dual tilt bull blade
14. **2006 Caterpillar D9T Bulldozer:** This machine is Full mine spec, multi tyne ripper, single tilt bull blade
15. **2004 Caterpillar D10R Bulldozer:** This machine is Full mine spec,fitted with a single tyne ripper and dual tilt bull blade.
16. **2010 Terex Dump Truck:** This is a 6 tonne machine with a swivel tub.
17. **2006 Cat 740 Dump Trucks:** We have 2 x 40 tonne units available.
18. **2006 Nissan UD 6x4 Tippers:** We have 2 units available with 10m³ tip body, which are fitted with air tailgates.
19. **2008 Tandem Tipping Pig Trailers:** We have 2 units available with 10m³ bodies.

20. **Volvo FH12 Truck Semi-Tippers:** We have 2 units available with 20m³ bodies and fitted with air tailgates.
21. **Volvo FM12 Truck Semi Side-Tippers:** We have 4 units available with 25m³ bodies and fitted with K- hitch for road train operation.
22. **2007 Drake Quad Axle Low loader:** We have a Drake quad axle low loader with Hydraulic folding ramps widening to 3.6m. We also have a Drake quad and dolly trailer combination for loads up to 50tonne load / net.
23. **2008 Caterpillar 12M Grader:** This Grader comes with a 14-foot mouldboard, accu grade and hydraulic rear mounted scarifiers.
24. **2008 Caterpillar 12M Grader:** This Grader comes with a 12-foot mouldboard, hydraulic rear mounted scarifiers.
25. **2004 Caterpillar 14H Grader:** This Grader comes with a 14-foot moldboard, hydraulic rear mounted scarifies.
26. **1996 John Deere 670B Grader:** This Grader comes with a 12-foot mouldboard, hydraulic front mounted scarifiers.
27. **1991 Dynapac CA25D Roller:** This is a 14 tonne class unit fitted with a vibrating smooth drum.
28. **2010 Caterpillar CP64 Pad foot Roller:** This is a 15 tonne class unit fitted with a vibrating pad foot drum.
29. **2008 Caterpillar Pad foot Roller:** This is a 18 tonne class unit fitted with a vibrating pad foot drum.
30. **2006 Dynapac CA252A Roller:** This is a 14 tonne class unit fitted with a vibrating smooth drum and has pad foot shells available on request.
31. **2008 Caterpillar Roller:** This is a 14 tonne class unit fitted with a vibrating smooth drum.
32. **2004 Multipac Roller:** This is a dual control 24 tonne water ballasted machine.
33. **1998 Multipac Roller:** This is a dual control 20 tonne water ballasted machine.
34. **2004 Caterpillar 322CL Excavator & FAE Mulcher:** This machine can mulch vegetation while standing to ground level. The mulch is left on the ground and all nutrients are absorbed back into the environment. A cost effective way of tree removal.

35. **2004 Caterpillar 322CL Excavator & FAE UMH Mulcher with rubber tracks:** This machine has rubber tracks so it can be used on the road where bitumen damage can be avoided when mulching the verge.
36. **2002 Caterpillar 318BL Excavator & FAE UML Mulcher:** This is a slightly smaller machine, but will mulch vegetation in the same way as described above.
37. **2010 Semi Water Truck:** This is a 33,000ltr semi water truck with full complement of sprays
38. **2002 IVECO 6 x 4 Water Truck:** This truck is fitted with a self fill 15,000 Litre tank and complete with remotely adjusted high-pressure spray nozzles and dribble bar attachment.
39. **2002 IVECO 6 x 4 Water Truck:** This tipper truck is fitted with a removable 15,000 Litre tank and complete with remotely adjusted high-pressure spray nozzles and dribble bar attachment.
40. **2008 Extec C12+ Jaw Crushing Plant:** This is also a track-mounted machine, with a rapid set up time and is able to crush to 37mm minus.
41. **2008 Terex Finlay Cone Crusher C1540:** This is also a track-mounted machine, with a rapid set up time and is able to crush to 10mm minus.
42. **2008 Power Screen Warrior 1400- Heavy Duty Screening Plant** This machine has a 15x5 with punch plate screen decks, is track-mounted and can produce up to 3 different sized products at any one time.
43. **2006 Hino Service Truck:** This is a fully equipped service truck for our qualified mechanic to undertake repairs and servicing on site.
44. **2010 Caterpillar 247B2 Bobcat:** This bobcat is a 42.5hp machine. It has a 1.2m3 bucket with tilt hitch. Comes with many attachments e.g. broom, auger and trench digger.

NJ Healy and Sons

Location:	Lot 87 Albany Highway Mount Barker	
Contact/s		
Office	9851 2033	
David Healy	9851 2082	0428 910 082
Robert Healy	9851 2087	0408 512 088

Item description	Number of items
Staff	4
6 Wheel Tipper	2
PrimeMover/Tipper	1
Backhoe	1
Front End Loaders	2
Bobcat	2

Appendix 4. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Bridges	Chester Pass Road Cnr Woogenellup Road	Road bridge over river			Loss of access to sections of the community
	Muir Hwy Cnr Pardelup Road Denbarker	Road bridge over river			Loss of access to sections of the community
Electricity sub-stations	Quangellup Road	Sub-station	Western Power		
	3 Kilometers north of Mt Barker on Albany Hwy	Wind Farm	Western Power		
	High Tension Powerlines				
Water storage & treatment facilities	Mondurup Reserve entry off Marmion Street		Water Corporation		Storage facility for town water supply
	Entry Off north end Bunker Street. Mount Barker		Water Corporation		Water treatment facility.
	Rocky Gully		Water Corporation		Water storage for Rocky Gully (trucked in daily)
	Albany Hwy near Old Yerriminup Road				Albany Hwy near Old Yerriminup Road

Item	Location	Description	Owner	Contact Details	Community Impact Description
Railway Infrastructure	Railway Line				
	Narrikup Crossing	Chorekup Road			
	Narrikup Crossing	Jackson Road			
	Narrikup Crossing	Spencer Road			
	Mount Barker Crossing	Mitchell Street			
	Mount Barker Crossing	Cnr monderup Street and Albany Hwy			
	Mount Barker Crossing	Albany Hwy			
	Mount Barker Crossing	Woogenellup Road			
	Kendenup Crossing	Carbarup Road			
	Kendenup Crossing	Beverly Road			
Communications	Mount Barker Hill	Mobile phone tower, TV tower,			Loss of radio telecommunications by national broadcaster.
	Rocky Gully	Mobile phone tower			
	Kendenup	Mobile phone tower			

Item	Location	Description	Owner	Contact Details	Community Impact Description
	Takalarup	Mobile phone tower			
	30138 Albany Hwy	Mobile phone tower			
Radio Communications Installation	Tower Road Mount Barker	Radio tower site UHF site	WAPOL	9892 9300	Police response severely impacted with loss of radio communications between vehicles and Albany Station.
	Pardelup Rd, Pardelup. (on Pardelup Work Camp site)	Radio tower site	WAPOL	9892 9300	Police response severely impacted with loss of radio communications between vehicles and Albany Station.
	Takalarup	Radio tower site	WAPOL	9892 9300	Police response severely impacted with loss of radio communications between vehicles and Albany Station.
	Nayapeelyur Hill Woodlands Road Porongurup Ranges	Radio tower site	DFES – DPaW	98455 000	WAERN and DpaW - Fire response severely impacted with loss of radio communications.
	Sth of Turpin Road on Shaun Cameron property	Radio tower site	DFES	98455 000	WAERN repeater
	Mt Barrow Bevan Road	Radio tower site	Shire of Plantagenet	9892 1111	Shire mid band, lack of communication to Shire vehicles.

Item	Location	Description	Owner	Contact Details	Community Impact Description
Main Roads	Albany Highway		Main Roads WA		
	Chester Pass Road		Main Roads WA		
	Muir Hwy		Main Roads WA		
Health Facilities	Plantagenet District Hospital	Hospital and aged care facility			
Fuel Storage	IGA bulk fuel storage Lowood Road		IGA	9851 3311/ 0427 512 322	

Appendix 5: Incident Support Group meeting locations

Location one: Shire of Plantagenet Shire Office

Address: 48 Lowood Road Mount Barker

	Name	Mobile Phone	Phone
1 st Contact	Jo Weekes	0447 091 159	9892 1149
2 nd Contact	Fiona Saurin	0407 443 325	9892 1100
3 rd Contact	Rob Stewart	0429 111 748	9892 1125

Facilities Available:

- Adminstrative support
- Phone/fax
- Computer access
- Meeting rooms
- Toilets
- Tea and coffee making facilities

Location two: Mount Barker Court House

Address: 13 Mount Barker Road Mount Barker

	Name	Phone	Phone
1 st Contact	Officer In Charge	9851 1122	

Appendix 6: Local public warning systems

Description	Contact Person	Contact Number
Shire Bushfire SMS System	CESM Manager Community Service	0447 091 159 0407 443 325
Shire Public Information Line	CESM Manager Community Service	0447 091 159 0407 443 325
Public information boards	CESM Manager Community Service	0447 091 159 0407 443 325
Community notice boards	CESM Manager Community Service	0447 091 159 0407 443 325

Appendix 7: Contacts

Name	Organisation	Address	Phone	Mobile
Sgt. Gailene Hamilton	WAPOL	17 Mount Barker Road Mount Barker	9851 1122	0400 786 075
Officer In Charge	WAPOL	17 Mount Barker Road Mount Barker	9851 1122	9851 1122
Jo Weekes <u>CESM</u>	Shire of Plantagenet	Lowood Road Mount Barker	9892 1149	0447 091 159
Steve Player Ranger	Shire of Plantagenet	Lowood Road Mount Barker	9892 1137	0419 042 237
Fiona Saurin – MCS Welfare Liaison Officer	Shire of Plantagenet	Lowood Road Mount Barker	9892 1126	0407 443 325
Rob Stewart –CEO Recovery Coordinator	Shire of Plantagenet	Lowood Road Mount Barker	9892 1125	0429 111 748
Cr Ken Clements Shire President	Shire of Plantagenet	Lowood Road Mount Barker		0448 914 251
Cr Sue Etherington <u>LEMC Chair</u>	Shire of Plantagenet	Lowood Road Mount Barker	9851 1650	0417 949 081
Cr Brett Bell	Shire of Plantagenet	Lowood Road Mount Barker	9851 1599	0418 959 115
Duty Officer	DFES	5 Hercules Crescent Centennial Park	9845 5000	9845 5000
Duty Forecaster	Bureau of Meteorology		9842 2616	
Duty Manager	Main Roads	Chester Pass Rd Albany	9892 0533	
Faults and Emergencies	Water Corporation		131375	
Faults and Emergencies	Western Power		131351	
	Department of Environment	120 Albany Highway Albany	9842 4500	
	ABC Radio Albany		9842 4010	
	DAFWA	444 Albany Highway Orana	9892 8444	
	Telstra		132 200	
	WestNet Rail		9326 2111	
	Pardelup Work Camp	156 Pardelup Road Forest Hill	9851 3700	

Kevin Forbes	Chief Bush Fire Control Officer		9851 2066	0417 183 336
Norm Handasyde	Chief Fire Weather Officer		9857 6010	0417 945 773
John Russell	Deputy Chief FCO		9853 1097	0428 531 097
Roger Randall	Base Radio Operator			0438 883 018
Brian Appleby	Deputy Base Radio Operator		9851 4912	0411 016 566
Wes Beck	VFRS	Lowood Road Mount Barker		040417 476 803
Jeff Drage Secretary	VFRS, LEMC	Lowood Road Mount Barker		0411 636 398
Kirsten Beidatsch	SES, LEMC	Ormond Road Mount Barker	Duty phone	9851 4772
Administration	St John Ambulance-Mt	Mount Barker Road Mount Barker	9851 1852	
Elsa Drage	St John Ambulance-Mt	Mount Barker Road Mount Barker	9851 1942	0427 512 103
Bill Waud	St John Ambulance-	Muir's Highway Rocky Gully	9855 1560	
Bertha Steicke	CWA	12 Narpund Rd Mount Barker	9851 1386	
Neville Blackburn	CPFS	25 Duke Street Albany	9841 0777	0438 934 827
Lorna Woodward	CPFS	25 Duke Street Albany	9841 0777	0428 384 355
	Department of Water	5 Bevan Street Albany	9842 5760	
Ruth Godden	Plantagenet Cranbrook	Lot 60/61 Langton Road Mount Barker	9892 1222	0427 511 423
Terry Siva	Radiowest		9842 2783	0422 049 717
Todd Evans	Radiowest		9842 2783	0407 591 241
Nathan Watson	Albany Advertiser	165 York Street Albany	9892 8363	0425 254 473
Russ Cooper	Albany Advertiser	165 York Street Albany	9892 8317	0419 933 746
	WIN News	70 - 74 Frederick Street Albany	9842 8057	
	GWN	1 st Floor 57-59 Lockyer Ave Albany	9841 6000	
Peter & Sofica	BP Roadhouse	Mount Barker	9851 1658	9851 2700
Emergency Response Coordinator	Mainroads – Southern Road	Albany	(MRWA)13 8 138	

Tony St Jack	Southern Haulage	Albany Highway Mount Barker	9851 1319	0427 512 655
Miles Nye-Chart	Mount Barker Veterinary	69 Lowood Road Mount Barker	9851 1177	0427 426 203
Glen Jones	Centrelink		9841 9030	
Scott Coghlan	Albany Weekender	107 Stead Road Albany	9842 2788	
Paul Knight	Plantagenet Plumbing		9851 2054	0418 956 896
	Mt Barker Co-op		9851 3333	0428 454 440
Matthew Ericsson	Elders Mt Barker		9851 2285	0429 805 307
Forrest Manager	Australian Bluegum		9842 8581	
Forrest Manager	APFL		9845 3777	
Forrest Manager	FPC		9845 5630	
Forrest Manager	WAPRES		9777 2022	
	Mount Barker Chemist		9851 1010	
Doctors	Medical Centre		9892 1000	

Appendix 8: Groups Requiring Special Considerations

Description	Contact Person	Contact Number	Numbers	
Mount Barker Hospital	Cnr Langton rd and Marmion st Mount Barker	9892 1222	10	Limited mobility, medication/care dependent, require additional comfort consideration and supervision
Banksia/Langton/Overton Hostel- Aged and Palliative Care	Cnr Langton rd and Marmion st Mount Barker	9892 1234 9892 1222	39	Limited mobility, medication dependent, require additional comfort consideration, supervision and secure facility
Child Care Centre	Marmion st	9851 2020	30	Supervision, Working with children permit, ready access to amenities
Mt Barker Community College	Cnr Woogenellup rd and Albany Hwy	9851 3400	700	Grades K-12 High population concentration, additional transport and access to amenities
HACC	Lesser Hall, Memorial rd Mount Barker	9851 2015	20	Dispersed population, Limited mobility, medication dependent, require additional comfort consideration, supervision and secure facility
Pardellup Prison	Muir Highway	9851 3700	100	Must be kept separate from others, require secure facilities

Appendix 9: Welfare Plan

See separate attachment.

Appendix 10 : Recovery Plan

See separate attachment.



SHIRE OF PLANTAGENET LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

PREPARED BY
**THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY
SUPPORT**
AND TABLED AT THE
LOCAL EMERGENCY MANAGEMENT COMMITTEE on
4 August 2016

**THIS PLAN CAN BE ACTIVATED FOR HAZARDS DEFINED UNDER
WESTPLANS E.G. WESTPLAN - CYCLONE, WESTPLAN – FIRE.**

**TO ACTIVATE THIS PLAN CALL THE DEPARTMENT FOR CHILD
PROTECTION AND FAMILY SUPPORT'S LOCAL OFFICE ON 9841 0777
AND AFTER HOURS CRISIS CARE ON 1800 199 008**

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

Department for Child Protection and Family Support

**LOCAL EMERGENCY
MANAGEMENT PLAN FOR THE
PROVISION OF WELFARE SUPPORT**

Amendment Record

Proposals for amendment of this plan should be forwarded to:

Neville Blackburn
District Emergency Services Officer
Great Southern District
Department for Child Protection and Family Support
25 Duke St, Albany, WA, 6330
Phone : 9841 0744 Mobile : 0438 934 827
Email : Neville.blackburn@cpfs.wa.gov.au

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	April 2016	Total rewrite of Local Welfare Plan	Neville Blackburn
1			
2			
3			
4			
5			
6			

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

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Part 1 Introduction

1.1 Outline

Welfare is defined as providing immediate and ongoing supportive++++ services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The *Emergency Management Act 2005* defines a Support Organisation as '*a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions..*'¹.

The State WESTPLAN - Welfare is the responsibility of the Department for Child Protection and Family Support (the Department) as are each Local Emergency Management Plan for the Provision of Welfare Support, known as the Local Welfare Plan. This Local Welfare Plan outlines the arrangements that apply in local circumstances, and as far as is practicable is consistent with the arrangements detailed in WESTPLAN - Welfare.

The Department is committed to protect and care for children and young people who are in need, and support families and individuals who are at risk or crisis. This plan provides for a community centered approach to emergency management and will coordinate the resources required to support local emergency management arrangements. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency, and may require coordination at both the local and state level. The plan is based on the utilisation of existing local resources and to supplement these resources when required from the state level.

Terminology used in this plan has the meaning prescribed by Section 3 of the *Emergency Management Act 2005*, unless stated otherwise.

1.2 Aim, Objectives and Scope

This plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- Outline the arrangements and structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- Establish the principles for planning for the provision of welfare support at the local level.

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein, using an ALL HAZARDS approach. Hazards refers

¹ *Emergency Management Act 2005, Part 1, Section 6 (4)*

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to hazards defined under WESTPLANS e.g. WESTPLAN – Cyclone, WESTPLAN – Fire, WESTPLAN – Storm, WESTPLAN - HAZMAT.

Local Governments can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators (Local Government Welfare Coordinators). If they do this in consultation with the Department, the Department's Coordinators referred to in this plan will revert to a support coordination role. See 3.1.3 Local Government Welfare Support Response below for more information.

If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services six functional areas have been identified: Emergency Accommodation, Emergency Catering, Emergency Clothing and Personal Requisites, Personal Support Services, Registration and Reunification and Financial Assistance.

1.3 Related Documents

Other documents related to this plan include:

- *Emergency Management Act 2005*
- State Emergency Management Policies
- WESTPLAN - Welfare
- WESTPLAN - Registration and Reunification
- WESTPLAN - Recovery Coordination
- WESTPLAN – Reception
- WANDRRA Determination
- The Shire of Plantagenet Emergency Management Arrangements and Sub-Plans

Part 2 Planning and Preparedness

2.1 Authority and Plan Responsibilities

The development and maintenance of this plan is allocated to the Department's District Emergency Services Officer, in consultation with members of the Local Emergency Welfare Coordination Group, if there is one.

This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services. A contact list of the organisations that constitute the Emergency Welfare Coordination Group is provided in Appendix 2.

2.2 Exercise and Review Period

The Department's District Emergency Services Officer will ensure that this plan is exercised in accordance with the State Emergency Management Policy 3.1– Emergency Management Exercises (SEMP 3.1); i.e. the formal activation of this plan to respond to an emergency, or exercised at least annually.

This plan will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

2.3 Responsibility for Preparedness

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

- 2.3.1 The Department's Emergency Services Coordinator ensuring the Department's capacity to respond effectively to emergencies statewide;
- 2.3.2 The Department's District Emergency Services Officers and/or Welfare Coordinators appointed by the Department's District Director managing this responsibility at the local level;
- 2.3.3 Emergency Welfare Coordination Groups assisting District Emergency Services Officers and/or Welfare Coordinators with their responsibilities at the local level;
- 2.3.4 Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond and provide support;
- 2.3.5 Other government and non-government agencies are identified to provide further support as required; and
- 2.3.6 Recognition that Local Government may appoint their own Local Government Welfare Coordinator to coordinate welfare services – see 3.1.3 Local Government Welfare Support Response below.

2.4 Organisational Roles and Responsibilities

Each of the six welfare functional areas is managed by the Department with the assistance of other organisations that have agreed to responsibilities under that functional area - see Appendix 3, Organisational Roles and Responsibilities. Where

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an organisation is unable to meet its responsibilities, the Department shall, on being advised, make alternative arrangements.

In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

All organisational staff and volunteers assisting the Department in accordance with this plan are required to comply with the Department's policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.

2.5 Planning and Arrangements

The six welfare functional areas are:

- 2.5.1 Emergency Accommodation – See Appendix 4
- 2.5.2 Emergency Catering – See Appendix 5
- 2.5.3 Emergency Clothing and Personal Requisites – See Appendix 6
- 2.5.4 Personal Support Services – See Appendix 7
- 2.5.5 Registration and Reunification –
 - (1) Policy governing the delivery of this function is detailed in WESTPLAN - Registration and Reunification.
 - (2) Welfare Coordinators need to be familiar with WESTPLAN - Registration and Reunification to ensure that arrangements are in place to activate it.
- 2.5.6 Financial Assistance - The provision of financial assistance to those affected by emergencies who are eligible and in need.
 - (1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and is determined at the time of the emergency.
 - (2) Financial assistance **may** include:
 - (a) The Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) - Personal Hardship and Distress Relief Payments;
 - (b) Other forms of emergency assistance available at the time.

2.6 Welfare Representatives and Coordinators

Welfare Coordinators are appointed as follows:

2.6.1 The Department's State Welfare Coordinator

The title "State Welfare Coordinator" is the Department's representative appointed by the Director General, and is responsible for the coordination of all emergency welfare support services at the state level.

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2.6.2 The Department's Emergency Services Coordinator

The Emergency Services Coordinator is an appointed officer of the Department, whose function is to ensure the preparedness of the Department to carry out its emergency management functions. The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency.

2.6.3 The Department's District Welfare Representatives' responsibilities include the following:

- (1) The District Director, or proxy, to represent the Department on District Emergency Management Committees (DEMCs);
- (2) Ensure the arrangements of this plan are clearly understood at the district level;
- (3) Clarify the Department's policy on emergency welfare matters where required;
- (4) Refer matters of a contentious nature to state level for resolution; and
- (5) Represent the Department on Operational Area Support Groups (OASGs), as required in the response phase.

2.6.4 The Department's Welfare Coordinators

The Welfare Coordinator shall be a nominated officer of the Department within the Local Government area. Where the Department is not located within the Local Government area the Department, in conjunction with the LEMC, will formally appoint a suitable person as the Welfare Coordinator. The nominated person will be clearly identified in the respective local emergency management arrangements.

The responsibilities of the Welfare Coordinator include the following:

- (1) Establish and manage the activities of the Emergency Welfare Coordination Groups, where determined appropriate by the District Director;
- (2) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (3) Represent the Department and the emergency welfare function on the LEMCs and Local Recovery Committees;
- (4) Ensure staff and volunteers of the Department and supporting agencies are trained and exercised in their welfare responsibilities;
- (5) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

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- (6) Represent the Department on the Incident Support Group (ISG) when required in the response phase.

2.6.5 Local Government Welfare Coordinators – see 3.1.3

- (1) Local Government Welfare Coordinators are the nominated representatives of Local Governments. They assist the Department's Welfare Coordinators who have overall coordination of welfare services during emergencies.
- (2) Local Governments can elect to prepare their own welfare arrangements and appoint their own Local Government Welfare Coordinators. If they do this in consultation with the Department, the Department's Welfare Coordinator will act as a support to the Local Government Welfare Coordinator, and may activate the Local Welfare Plan, or components thereof, as requested by the Local Government Welfare Coordinator.
- (3) If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

2.7 Special Considerations

2.7.1 Children, Organisations, Educational and Care Facilities

Organisations such as women's refuges, men's hostels, group homes; educational and care facilities with responsibility for the care, supervision or provision of services to children or their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre, continuing to supervise and provide services to their children or clients and liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

During an emergency unaccompanied children without direct parental or responsible adult supervision should be brought to the attention of the Department; or evacuated to a welfare centre and into the care of the Department.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, should be considered at the local level and included in local emergency management arrangements.

2.7.2 Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups

Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups should be considered at the local level, and any specific local requirements included in the LEMAs.

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The Department prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups to ensure they have suitable plans and response capabilities in place prior to an emergency to cater for these groups' needs.

2.8 Resource Support

The Department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator.

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion. At the State Government level this will be undertaken through the State Recovery Committee. The Department shall be represented on both levels of recovery coordination where required.

2.9 Training

Training, both internally and inter-agency, will be advised by the member agencies of the Emergency Welfare Coordination Groups. Training is provided so staff and volunteers of the Department and supporting agencies are provided with opportunities to have the necessary skills to ensure the provision of services under this plan.

2.10 Community Information

In collaboration with Emergency Welfare Coordination Group members, community awareness and education strategies for dissemination of all relevant information into communities may be developed, and may include fact sheets, brochures and community guides.

Part 3 Response

3.1 Responsibility for Response

3.1.1 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department through the designated State and Local Welfare Coordinators. The Department prioritises its response in line with its operational capacity and relies on all government agencies, and non-government agencies if available, to provide assistance when requested.

3.1.2 Support Agency Officers

During response/recovery activities Support Agency Officers are provided by each of the participating organisations to assist the Welfare Coordinator in the management of the welfare response. These Support Agency Officers will need to be located at the Welfare Centre as required, and the agencies are recorded in Appendix 2.

3.1.3 Local Government Welfare Support Response

In smaller, non-complex events, and in some regional and remote areas where Local Government Welfare Coordinators are elected, the Department's Welfare Coordinator will revert to a support coordination role. It is incumbent on the Local Government to officially record and formally notify the Department, and provide information the Department may require should a Local Government Welfare Coordinator be elected.

Any expenditure by Local Governments under this section would need to be requested and considered by the Department, prior to the financial cost being incurred as outlined in Section 3.8 Financial Arrangements for Response below.

The Department will support a Local Government in the welfare support response until any of the following actions were to occur;

- (1) The Local Government advises the Department that it was no longer able to adequately provide the welfare support response;
- (2) The welfare support response becomes a multi-agency and complex response requiring state level support; or
- (3) The Department's District Director or State Welfare Coordinator determines it is in the best interest of the community and/or the Department to assume the control of the welfare support response.

In any of the above actions, the Local Government should prepare a handover of all welfare support response information to the Department, who would then assume control of providing welfare support services.

3.2 Notification

The activation procedures detailed hereunder relate to local level arrangements, involving the Welfare Coordinator, the Local Government and the relevant Hazard Management Agency (HMA)/Controlling Agency.

- (1) The first indication that this support plan may need to be activated will come from one of two sources as follows:
 - (a) A HMA/Controlling Agency may identify the need to activate this support plan to help manage an emergency; and/or
 - (b) The Welfare Coordinator, based on information provided from the Department's Emergency Services Coordinator, may identify the need to activate this support plan.
- (2) Regardless of who first identifies the need, the HMA/Controlling Agency and the Welfare Coordinator shall confer and agree that the support plan should be activated. Once this decision is made the Welfare Coordinator shall activate and manage the plan accordingly.
- (3) The Department's Emergency Services Unit On Call Duty Officer should be contacted on 0418 943 835 to advise of the situation.

3.3 Stages of Activation

The plan will normally be activated in stages as per the Department's Standard Operating Procedures – see Appendix 12. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

3.3.1 Stage 1 - Alert.

- (a) Participating organisations are alerted by the Welfare Coordinator;
- (b) Participating organisations alert their own personnel;
- (c) Additional information allowing organisations time to arrange preliminary preparations is provided;
- (d) Key personnel are briefed on action to be taken;
- (e) The Welfare Centre is prepared for activation if required; and
- (f) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.

3.3.2 Stage 2 - Activation.

- (a) The Welfare Centre is activated if required;
- (b) Participating organisations are called out by the Welfare Coordinator and nominated Support Agency Officers proceed to the Welfare Centre;

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- (c) Welfare Support services are provided under the coordination of the Welfare Coordinator;
- (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Welfare Coordinator and participating organisations; and
- (e) Welfare Support requirements are monitored and reviewed.

3.3.3 Stage 3 - Stand Down.

Stand Down is to occur when the decision has been made by the HMA/Controlling Agency and the Welfare Coordinator to close the welfare centre, and there are no more evacuees left in the centre. Welfare Support Services may continue beyond this time at the discretion of the Welfare Coordinator. Ongoing services will be monitored by the Department's Emergency Services Coordinator, and participating agencies will be responsible for submitting ongoing and debrief reports to the Welfare Coordinator.

- (a) Participating welfare organisations are informed of the stand down by the Welfare Coordinator;
- (b) Participating organisations stand down in accordance with relevant procedures for each organisation;
- (c) Organisations are to advise the Welfare Coordinator when stand down has been completed;
- (d) The Welfare Coordinator advises participating agencies of debriefing arrangements;
- (e) The Local Welfare Centre and/or Welfare Coordination Centre is closed down; and
- (f) The Welfare Coordinator conducts a debrief, prepares and distributes Post Operation Reports in accordance with SEMC Policy 4.3, see 3.9 Post Operation Report below. After an activation a review of this Local Welfare Plan is conducted by the District Emergency Services Officer.

3.4 Levels of Response

The activation of the Local Welfare Plan will be at the request of the HMA/Controlling Agency and/or by the Welfare Coordinator, see 3.3 Stages of Activation above. The level of response will be determined by the Welfare Coordinator on the basis of information supplied by the HMA/Controlling Agency or the Emergency Coordinator. The Welfare Coordinator, or suitable proxy, will attend and/or provide advice to the Incident Support Group (ISG) where required.

3.5 Incident Management System

The Department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System (AIIMS). However, current internal Department and participating agency management procedures shall continue to operate.

3.6 Public Information and Media Management

The HMA/Controlling Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan). All non-welfare matters will be referred to the HMA/Controlling Agency.

The Department and other participating support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. Departmental staff must have approval from the Department's District Director and Corporate Communications and Marketing before having contact with the media.

3.7 Activation of Other WESTPLANS in Support of This Plan

Other plans may be activated to support this plan including, but not limited to, WESTPLAN – Registration and Reunification and WESTPLAN – Recovery Coordination. The procedures for activating these plans are included in the respective plans.

3.8 Financial Arrangements for Response

Financial arrangements for activation of this plan will be as outlined in State Emergency Management Policy 4.2 Funding for Emergencies (SEMP 4.2), unless other arrangements are negotiated and approved by the State Welfare Coordinator. All expenditure under this plan must be approved by the Department's Emergency Services Coordinator.

3.9 Post Operation Reports

The Welfare Coordinator prepares and writes the Post Operation Report. Support agencies may be asked to provide feedback to the Department's Welfare Coordinator which may be used in the preparation of the Post Operation Report. The Post Operation Report is the Department's internal report and the whole report or parts thereof may be distributed to appropriate organisations and agencies.

Part 4 Recovery

4.1 Recovery Assessment

The *Emergency Management Act 2005* defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

In order to facilitate the effective coordination of the welfare recovery process, it is essential that an assessment of the welfare recovery requirements be conducted as soon as possible after the impact of an event.

The Department is responsible for the provision of Welfare Support in the Response and Recovery phases of an emergency.

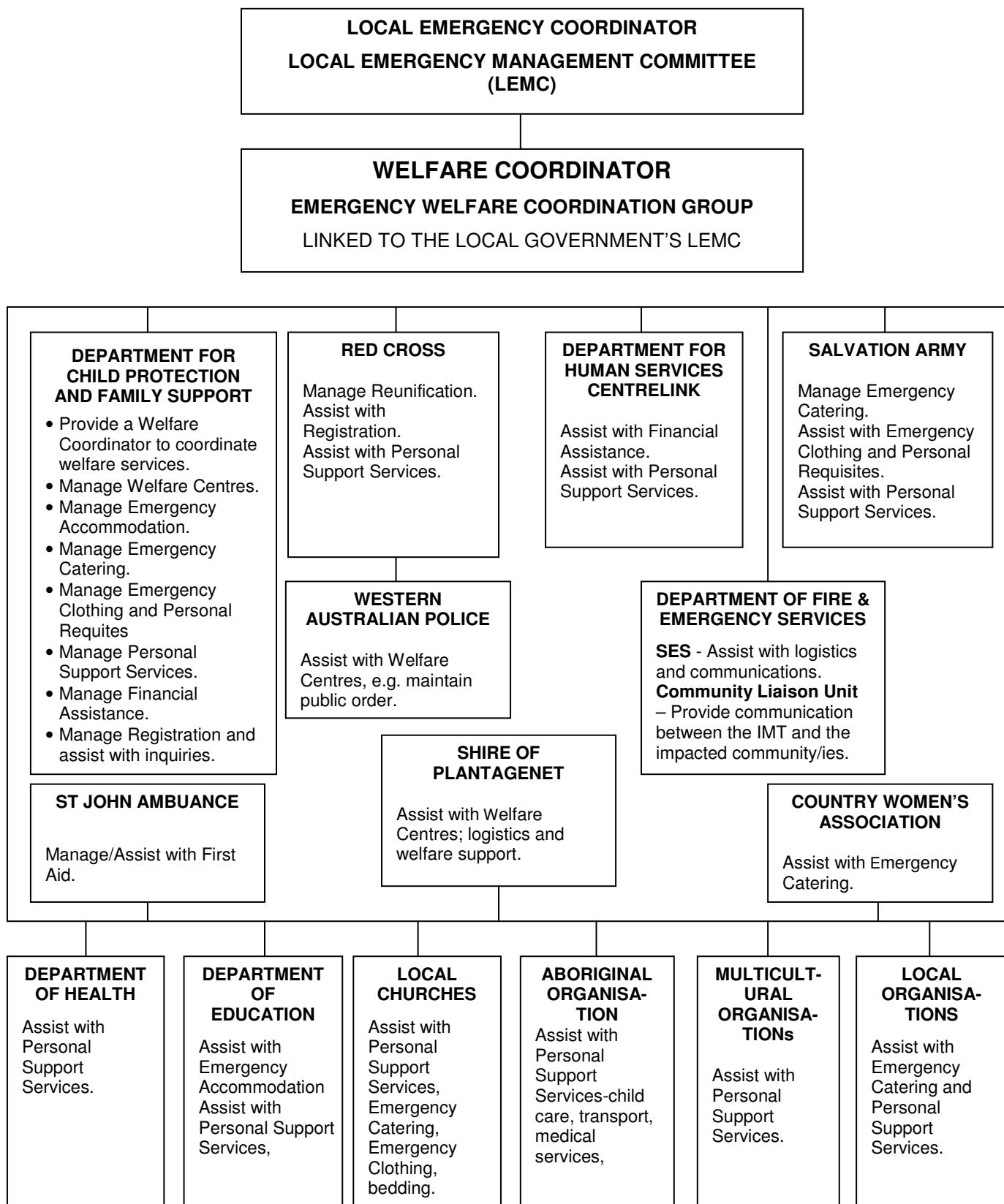
4.2 Responsibility for Recovery

Local Governments are responsible for managing recovery following an emergency affecting the community in its Local Government district, in accordance with WESTPLAN - Recovery Coordination.

The transition from Response to Recovery will be at the discretion of the Incident Controller of the HMA/Controlling Agency who should advise the Department of such transition as soon as possible.

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Appendix 1 – Local Emergency Welfare Coordination



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Appendix 2 – Shire of Plantagenet Emergency Welfare Coordination Group

Organisation	Representative	Day Contact Details	A/H Contact Details	Postal/Email Address
Department for Child Protection and Family Support 25 Duke St Albany	Lorna Woodward Local Welfare Coordinator Neville Blackburn - District Emergency Services Officer	9841 0777 0428 384 355 9845 7909 0438 934 827	9853 1174 0407 475 345	Lorna.woodward@cpfs.wa.gov.au Neville.blackburn@cpfs.wa.gov.au
Shire of Plantagenet	Rob Stewart CEO Fiona Saurin Manager Community Services Jo Weekes – Community Emergency Services Manager (CESM)	9892 1121 9892 1126 9892 1149 0447 091 159		Fiona.saurin@sop.wa.gov.au cesm@sop.wa.gov.au
Australian Red Cross	Perth – 24 hour emergency contact	0408 930 811 Ring to contact local team		
WA Police – Mount Barker	OIC Sgt Gailene Hamilton	9851 1122		
St John Ambulance Contact CPFS ESU Unit on 0418 943 835 to approve cost before contacting SJA				
Dept of Health - Plantagenet Hospital	Ruth Godden – DON	9892 1222		
Department of Health – Great Southern Region	Susan Kay - Regional Director	9892 2222 9892 2672 D/L		Susan.kay@health.wa.gov.au
Dept of Health –	Albany Team Clinic	9892 2440		

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Great Southern Mental Health	Manager	0428 699 271		
Salvation Army Emergency Services Unit	Majors Paul & Katie Beardsley	9841 1068 0408 268 143 0416 104 082		paul.beardsley@aus.salvationarmy.org Katie.beardsley@aus.salvationarmy.org
	John & Elisabeth Barber (Catering)	9841 1035 (h) 0457 411 035		Ebarber0016@gmail.com
Disability Services Commission	Sherylle.Baker – Area Manager	9845 5708 0429 154 524		Sherylle.Baker@dsc.wa.gov.au
Department for Human Services - Centrelink	Wendy Tysoe – Manager	9841 9030 0427 426 553		wendy.tysoe@humanservices.gov.au
	Andrea Parker - Snr Social Worker	9841 9082 0429 121 849		andrea.parker@humanservices.gov.au
DFES – GS District / SEMC Secretariat	Adam Smith - District Emergency Management Advisor	9845 5007 0429 104 007		Adam.Smith@semc.wa.gov.au
DFES – Community Engagement Officer	Sarah Matthews	0418 802 762		sarah.matthews@dfes.wa.gov.au
Country Womens Association (CWA)				
Department of Food & Agriculture				

Appendix 3 – Organisational Roles and Responsibilities

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations, the State Welfare Emergency Committee and the Department.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level to suit the capabilities and availability of welfare organizations. The roles and responsibilities are then reflected in this plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Welfare Coordinator. Ultimately, the Department for Child Protection and Family Support is responsible for these functions where no Welfare Support Agency assistance is available, subject to Part 3 of this plan.

Please note the following List of Agencies are state level agencies as per the State Westplan – Welfare. DESOs will need to identify appropriate agencies at the local level; negotiate with each of them appropriate Roles and Responsibilities and record accordingly below. Please keep this list of agencies in alphabetical order.

Aboriginal Affairs (Department of)

Adventist Development and Relief Agency (ADRA)

Child Protection and Family Support (Department for)

Council of Churches

Country Women's Association (CWA)

Disability Services Commission

Education (Department of)

Fire and Emergency Services (Department of) – State Emergency Service and Community Liaison Unit

Health (Department of)

Human Services (Department of) – Centrelink

Shire of Plantagenet

Multicultural Interests (Office of)

Red Cross (Australia)

Salvation Army

St John Ambulance

Volunteering WA

WA Police

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CHILD PROTECTION AND FAMILY SUPPORT (DEPARTMENT FOR)

a. Role:

- To coordinate all functional areas in the emergency welfare response during emergencies.

b. Responsibility:

- (1) Appoint the Welfare Coordinator to support each Local Government area/s;
- (2) If applicable, establish and manage the activities of the *(insert local name)* Emergency Welfare Coordination Group including the provision of secretariat support;
- (3) Provide staff and operate Welfare Centres if required;
- (4) Coordinate all welfare resources utilised under this plan;
- (5) Coordinate the welfare functional areas of:
 - (a) Emergency Accommodation;
 - (b) Emergency Catering;
 - (c) Emergency Clothing and Personal Requisites;
 - (d) Personal Support Services;
 - (e) Registration and Reunification; and
 - (f) Financial Assistance;
- (6) Provide representatives to various emergency management committees and coordination groups as required.

ABORIGINAL AFFAIRS (DEPARTMENT OF) (DAA)/LOCAL ABORIGINAL ORGANISATIONS

a. Role:

- Assist with welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide strategic policy advice regarding the provision of emergency welfare services to indigenous members and communities; and
- (3) Assist with other welfare functional areas where agreed.

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ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

a. Role:

- Assist with the welfare functional area of Emergency Accommodation; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required ;
- (2) Manage short to medium term accommodation services; and
- (3) Assist with other welfare functional areas where agreed.

COUNCIL OF CHURCHES/LOCAL CHURCHES/CHURCH MINISTERS FELLOWSHIP

a. Role:

- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer at the Welfare Centre if required;
- (2) Assist with the functional area of Personal Support Services at Welfare Centres where available; and
- (3) Assist with other welfare functional areas where agreed.

COUNTRY WOMEN'S ASSOCIATION (CWA)

a. Role:

- Assist with the welfare functional area of Emergency Catering.
- Assist with the welfare functional area of Personal Support Services;
- Assist with the welfare functional area of Emergency Clothing and Personal Requisites; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Assist with the provision of Emergency Catering at Welfare Centres;
- (3) Assist with the provision of Personal Support Services;

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- (4) Assist with the provision of Emergency Clothing and Personal Requisites; and
- (5) Assist with other welfare functional areas where agreed.

DISABILITY SERVICES COMMISSION (DSC)

- a. Role:
 - Assist with the welfare functional area of Personal Support Services.
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Provide access to staff to assist with Personal Support Services where agreed and available;
 - (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; and
 - (4) Assist with other welfare functional areas where agreed.

EDUCATION (DEPARTMENT OF) (DoE)

- a. Role:
 - Assist with the welfare functional area of Emergency Accommodation;
 - Assist with the welfare functional area of Personal Support Services;
 - Assist with the welfare functional area of Emergency Catering; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required ;
 - (2) Provide access to facilities for Emergency Accommodation where available;
 - (3) Provide access to facilities for Emergency Catering where available;
 - (4) Provide access to staff to assist with Personal Support Services where agreed and available; and
 - (5) Assist with other welfare functional areas where agreed.

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FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – STATE EMERGENCY SERVICE (SES)

a. Role:

- Provides immediate local support to the HMA/Controlling Agency and to local residents in combating a disaster;
- May be required for response/recovery actions to assist with logistical matters at the Welfare Centre if one is opened; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Coordinate all evacuation resources and establish and operate designated evacuation departure points;
- (3) Provide a DFES/SES Officer at the Welfare Centre, if and when required to assist with logistical matters resulting from the emergency/disaster, including transport of people, goods and equipment, and provision of emergency power and lighting; and
- (4) Assist with other welfare functional areas where agreed.

FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – COMMUNITY LIAISON UNIT (CLU)

a. Role:

- The Primary role of the Community Liaison Unit is to provide two way communications between the Incident Management Team (IMT) and the affected community/communities during the 'response' phase of the incident.
- The specific role and function of the Unit will vary on an incident by incident basis.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Engage 'face to face' two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre;
- (3) Support the facilitation of public meetings and other community-based communication networks to support the IMT provide the community with timely, accurate and relevant information about the incident;
- (4) Obtain local 'intelligence' and feedback from the community/communities relating to the incident and provide this to the IMT; and

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(5) Providing an interface for community members and others to request specific incident based support.

HEALTH (DEPARTMENT OF) (DoH)

a. Role:

- Assist with the welfare functional area of Personal Support Services, in particular specialist counselling services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan;
- (3) Provide health response as outlined in WESTPLAN - Health;
- (4) Assist with the provision of Personal Support Services at Welfare Centres; and
- (5) Assist with other welfare functional areas where agreed.

HUMAN SERVICES (DEPARTMENT OF) - CENTRELINK

a. Role:

- Assist with the welfare functional area of Financial Assistance;
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide Financial Assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;
- (3) Provide support services or referral advice to appropriate agencies; and
- (4) Assist with other welfare functional areas where agreed.

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a. Role:

- Assist with the welfare functional area of Emergency Accommodation; and
- Assist with other welfare functional areas where agreed / Ranger Services (negotiated with Local Authority).

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres; and
- (3) Assist with other welfare functional areas where agreed.

MULTICULTURAL INTERESTS (OFFICE OF) (OoMI)/LOCAL MULTICULTURAL GROUPS

a. Role:

- Assist with welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; and
- (3) Assist with other welfare functional areas where agreed.

RED CROSS (AUSTRALIAN)

a. Role:

- Manage the welfare functional area of Registration and Reunification.
- Assist with the welfare functional area of Emergency Catering.
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Assist with Registration at Welfare Centres;

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- (3) Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;
- (4) Manage and operate the Registration and Reunification System;
- (5) Assist with the provision of Emergency Catering at Welfare Centres;
- (6) Assist with the provision of Emergency Clothing and Personal Requisites; and
- (7) Assist with the provision of Personal Support Services; and
- (6) Assist with other welfare functional areas where agreed.

SALVATION ARMY

- a. Role:
 - Manage the welfare functional area of Emergency Catering;
 - Manage the welfare functional area of Emergency Clothing and Personal Requisites;
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Provide Emergency Catering at Welfare Centres;
 - (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required;
 - (4) Assist with the provision of Personal Support Services; and
 - (5) Assist with other welfare functional areas where agreed.

ST. JOHN AMBULANCE (First Aiders) - PLEASE CALL CPFS'S ESU - 0418 943 835 TO APPROVE COST BEFORE CONTACTING SJA. If an ambulance is required please call 000/112/106.

- a. Role:
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer /s as required;

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- (2) Provide qualified First Aiders at Welfare Centres, where required; and
- (3) Assist with other welfare functional areas where agreed.

VOLUNTEERING WA

- a. Role:
 - Assist with welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment;
 - (3) Manage affiliated and spontaneous non-affiliated Volunteers; and
 - (4) Assist with other welfare functional areas where agreed.

WA POLICE

- a. Role:
 - Assist with welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Maintain public order where required; and
 - (3) Assist with other welfare functional areas where agreed.

Appendix 4 – Local Welfare Centres

The management of Evacuation is the responsibility of the HMA/ Controlling Agency in charge of the emergency. It is the responsibility of Local Governments to ensure the provision of facilities for use as Welfare Centres in an emergency (*DFES Local EM Arrangements Development Guide 2009 page 32*). The Department works in partnership with Local Governments and establishes and manages Welfare Centres on behalf of the HMA/Controlling Agency. The Department appoints a Welfare Centre Coordinator to coordinate welfare services at the Welfare Centre.

Emergency Accommodation is the provision of temporary shelter for persons rendered homeless by an emergency or due to evacuation from an emergency, ranging from short term emergency shelter to medium term accommodation determined by the Department.

Accommodation facilities, such as government owned or managed or private residential facilities may be utilised when available and appropriate. A list of pre-determined Welfare Centres should be negotiated and maintained by the Department's District Emergency Services Officer and is included in this Appendix, together with Appendix 4A Emergency Accommodation Services.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons, known as a Welfare Centre. Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'One Stop Shops') and Accommodation Centres.
- (2) Welfare Centres are pre-determined by the Department in partnership with the Local Government/s' Local Emergency Management Committees (LEMCs). The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including the Department) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.
- (3) The pre-determined Welfare Centres are recorded on the State Welfare Centre Database which HMAs/Controlling Agencies have access to, in Local Governments' LEAs and in relevant Local Welfare Plans.

The activation of which pre-determined Welfare Centre to utilise for all hazards is through consultation with the respective Local Emergency Coordinator, the HMA/Controlling Agency, the Department's Welfare Coordinator and the relevant Local Government to ensure the safety of evacuees, welfare centre staff and volunteers. Therefore, the Department will not establish Welfare Centres in Bushfire *Emergency Warning* areas, and will only establish Welfare Centres in Bushfire *Watch and Act* areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so.

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The HMA/Controlling Agency must consult with the Department's Welfare Coordinator and the Local Government regarding the activation of Welfare Centres as part of the assessment of the integrity and suitability of buildings, particularly in cyclone areas and for other hazards such as storm surge and flood.

(4) In smaller, non-complex events, and in some regional and remote areas where the Local Government Welfare Coordinator has been approved by the Department, any expenditure under this arrangement would need to be requested and considered by the Department prior to the financial cost being incurred, as outlined in Section 3.8 Financial Arrangements for Response above.

Where Local Governments elect to make their own arrangements to establish and manage Welfare Centres, without consultation with the Department, they do so ***at their own expense***.

(5) The Department will take responsibility for the premises utilised as Welfare Centres and shall exercise reasonable care in the conduct of its activities and agrees to replace or reimburse for supplies used in the operation of the Welfare Centre.

The Department staffs and operates Welfare Centres on behalf of the relevant HMA/Controlling Agency. In the event of any claim for unusual damage incurred as a result of the use of facility as a Welfare Centre, the Department will facilitate processes with the HMA/Controlling Agency to respond to the claim.

The owner/s of the facilities agree to utilise their building insurance, in the event of damage resulting from the actual disaster event to the structure of the building.

The Department will utilise contract cleaners or pay for the use of the usual cleaners to restore the facilities directly utilised as a Welfare Centres back to serviceable condition.

(6) In some circumstances the HMA/Controlling Agency may need to exercise powers within the *Emergency Management Act 2005* to acquire such suitable facilities for use in the event of an emergency (as deemed necessary).

Please note the following:

- In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.
- Some special groups may need their own secure section in a welfare centre, or a separate welfare centre.
- Organisations, educational and care facilities, e.g. aged, special needs, with responsibility for the care, supervision or provision of services to children or

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their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre and continuing to supervise and provide services to their children or clients, liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

- Welfare centres will only accept Assistance Dogs e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs.
- If a school needs to evacuate they would try to evacuate to another school as a first option. Schools would use resources within the school such as gym mats, blankets if they had them, any food in school canteens etc. However if these resources weren't available and the Department had spare items, these items would be shared with the school. If schools and the Department didn't have these resources available, the Department would share any information on sourcing items from Appendices in this Local Welfare Plan.

See over for the list of Pre-determined Welfare Centres.

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List of Pre-Determined Welfare Centres

Primary Centre

<u>Centre</u> : Mt Barker Recreation Centre	<u>Contact</u> : Shire P: 9892 1111 Jo Weekes M: 0447 091 159 Fiona Saurin M: 0407 443 325
<u>Address</u> : Albany Hwy & Woogenellup Rd, Mount Barker	
<u>General Purpose Capacity</u> : Standing 1500; Sleeping 300	
<u>Comments</u> : Adjacent to Ovals; reliable mobile phone reception; landline connected; disabled toilet. Next to Mount Barker Community College -230 ha operational farm; sheds for storage.	

Alternative Centres

<u>Centre</u> : Frost Park Sports Ground	<u>Contact</u> : Shire P: 9892 1111 Jo Weekes M: 0447 091 159 Fiona Saurin M: 0407 443 325
<u>Address</u> : McDonald Ave, Mount Barker	
<u>General Purpose Capacity</u> : Standing 1000; Sleeping 200	
<u>Comments</u> : Animal friendly - can accommodate a number and range of animals (pens) Close to Town; good mobile reception; BBQs; moderate timber / bush surroundings (Includes Frost; Taylor Dennis; & Skinner Pavilions); no landline phone.	

<u>Centre</u> : Plantagenet District Hall	<u>Contact</u> : Shire P: 9892 1111 Jo Weekes M: 0447 091 159 Fiona Saurin M: 0407 443 325
<u>Address</u> : Cnr Muir St & Albany Hwy, Mount Barker	
<u>General Purpose Capacity</u> : Standing; Sleeping; duration –	
<u>Comments</u> : Not pet friendly; good mobile phone coverage; commercial kitchen; landline available; on Albany Hwy.	

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Alternative Primary Centres (Outside the Shire)

Centre : Albany Leisure & Aquatic Centre (ALAC)	Contact : T: 9844 2250 F: 9844 2260 Manager Recreation Services: Sam Stevens M: 0418 409 063; Direct Dial: 9841 9408 Club Development Officer : Judith Want M: 0448 876 279; Direct Dial: 9841 9419
Address : Barker Rd, Albany (off Stead Road)	
General Purpose Capacity : 1,000 persons standing; 300 persons sleeping	
Comments : built on 100 year flood plain. Commercial kitchen, fully equipped office and meeting rooms, storage areas. A number of male/female toilets/showers. Adequate parking options, adjacent to ovals for pets/campers etc. Size of complex will allow flexibility of use dependent on numbers of evacuees.	

Centre : Albany Police & Citizens Youth Centre (PCYC)	Contact: Terry Eaton P / F: 9842 1716 M: 0439 421 716
Address : 77 Sanford Rd, Albany	
General Purpose Capacity : 300 persons standing; 60 persons sleeping (?)	
Comments : area is subject to flooding – 100 year floodplain Mobile barbecue trailer; commercial kitchen 20 swags onsite; 52 parking bays; 3 buses: 24 seater; 22 seater; 12 seater, & and licensed drivers	

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Appendix 4A – Alternative Accommodation Services:

In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate the Department would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities. PLEASE ENSURE ACCOMMODATION PROVIDERS HAVE ABNs – providers cannot receive payment without one.

Please contact the On Call Duty Officer of CPFS's Emergency Service Unit – 0418 943 835 – to seek approval for use of commercial accommodation.

In a larger emergency CPFS may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the On Call Duty Officer of CPFS's Emergency Services Unit – 0418 943 835 and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
Hotels/Motels Mount Barker			
Plantagenet Hotel-Motel	9 Lowood Rd, Mt Barker	9851 1008	
Valley Views Motel	Albany Hwy Mt Barker	9851 3899	
Mount Barker Caravan Park & Cabin Accommodation	Lot 584 Albany Hwy Mt Barker (near roundabout)	9851 1691	

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Appendix 5 – Emergency Catering Services

The establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged under this plan.

- (1) Depending on the numbers involved and the length of time catering is required, this may be met through the following:
 - (a) voluntary groups such as the Salvation Army, Country Women's Association (CWA) or local service clubs;
 - (b) fast food outlets;
 - (c) Meals-on-Wheels; or
 - (d) Hospital/Hotel/Motel/Public Catering services.
- (2) Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.
- (3) A resource list of catering agencies and other options should be maintained by the District Emergency Services Officer and is included in this Appendix.

Name	Address	Contact Details	After Hours Contact
Voluntary			
Salvation Army Emergency Services Unit (North Rd, Albany)	Majors Paul & Katie Beardsley John & Elisabeth Barber (Catering)	9841 1068 0408 268 143 0416 104 082 9841 1035 (h) 0457 411 035	
Country Women's Association (CWA)	Anne Radys	9841 6253	0450 397 067
Commercial			
Mt Barker Country Bakery	18 Mondurup St, Mt Barker	9851 1000	
The Grocery Store	41 Lowood Rd, Mt Barker	9851 1029	

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Mount Barker Super IGA	14 Lowood Rd, Mount Barker	9851 3311	

Appendix 6 – Personal Requisites – Supply Information and Retail Outlets

The provision of essential clothing and personal requisites, such as toiletry packs, to persons affected by an emergency.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.
- (3) The use of 'recycled' clothing is a last resort.
- (4) A resource list of emergency clothing and personal requisites suppliers should be maintained by the District Emergency Services Officer and is included in Appendix 6 of this plan. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

Name	Address	Contact Details	After Hours Contact
Supermarkets/General Stores			
Mount Barker Super IGA	14 Lowood Rd, Mount Barker	9851 3311	
Fuel Outlets			
United Petroleum	31763 Albany Hwy, Mount Barker	9851 1222	
Mount Barker CO-OP	Lowood Rd, Mount Barker (24 hour – Starcard accepted)	9851 3311	
Mattresses, Bedding, Clothing, Toiletries etc			
Red Cross Shop	5 Mount Barker Rd, Mount Barker	9851 2100	
Duggin RN & AG	33 Lowood Rd, Mount Barker	9851 1043	
Hardware Stores			
Mitre 10	14 Lowood Rd, Mount Barker	9851 3323	

Appendix 7 – Personal Support Services

The provision of Personal Support Services, including practical assistance, emotional support, basic first aid services, information, referral, advocacy, advice, counselling, child care and psychological services, is to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

- (1) Departmental officers will work with other specialist agencies in providing this service. These include specialised counselling and psychological services, childcare facilities and self-help groups.
- (2) Referral to information and advisory services on matters which may include other relief measures not necessarily provided by the Department, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.
- (3) A list of relevant agencies and services should be maintained by the District Emergency Services Officer and is included in this Appendix.

Name	Contact Person and Address	Contact Details	After Hours Contact
Advocacy and Counselling Services			
Great Southern Mental Health Services (Albany)	Assist with personal support, counseling and psychological services	9892 2440	
Department for Child Protection and Family Support (Albany)	Counselling, welfare support & financial assistance	9841 0777	
Department for Human Services – Centrelink (Albany)	Personal support, counselling, psychological services; referral services	9841 9082 0429 121 849	
Anglicare WA –GS Region		9845 6666	
Lifeline Perth (24 hours)		131 114	
Relationships Australia		9845 7700	
Special Needs Interest Groups			
Disability Services Commission	Sherylle Baker – Area Manager	9845 5708 0429 154 524	

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

Name	Contact Person and Address	Contact Details	After Hours Contact
Translation, Interpretive and Hearing (AUSLAN) Services			
Translating and Interpreting Service (TIS)	24 hour Service	13 14 50	
Medical Treatment			
St John Ambulance	Contact CPFS ESU Unit on 0418 943 835 to approve cost before contacting SJA		
Plantagenet Hospital	Ruth Godden – DON	9892 1222	
Regional Hospital Albany	Susan Kay - Regional Director	9892 2222 9892 2672 D/L	
Royal Flying Doctor Service	Medical Emergency Calls (24 hours)	1800 625 800	
Health Direct	24 hour service	1800 022 222	
Poisons Information Centre	24 hour service	13 1126	
Chemists/Pharmacists			
Mount Barker Country Chemist	23 Lowood Rd, Mount Barker	9851 1010	
Taxis			
Mount Barker Taxis	12 Montem St, Mount Barker	9851 2332	
Buses			
Trans WA Rail and Coach	1300 662 205	1300 662 205	

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

Appendix 8 – Key Personnel and Contact Lists:

Organisation	Name	Work Contact	After Hours Contact
Department for Child Protection and Family Support – Albany Office	Lorna Woodward Local Welfare Coordinator	9841 0777 0428 384 355	9853 1174
District Director	Jan Wilkinson	0400 113 412	0426 622 442
District Emergency Services Officer	Neville Blackburn	0438 934 827	0407475 345
Aboriginal Practice Leader	Rebecca Khan		
CPFS Emergency Services Unit	Kim Dean – Director	9222 2804 F: 9380 6161	0439 934 175
On Call Phone – all hours	Emergency Services Unit	0418 943 835	
Department for Child Protection and Family Support	Crisis Care	1800 199 008	1800 199 008
	Corporate Communications	0418 951 460	0418 951 460
Shire of Plantagenet	Rob Stewart CEO	9892 1121	
	Fiona Saurin Manager Community Services	9892 1126	
	Jo Weekes –Community Emergency Services Manager (CESM)	9892 1149 0447 091 159	
WA Police – Mount Barker	OIC Sgt Gailene Hamilton	9851 1122	
SEMC Secretariat–GS Region	Adam Smith - District Emergency Management Advisor	9845 5007 0429 104 007	
DFES Regional Office	Rick Darlow Superintendent Great Southern (Albany)	9845 5000 0428 100 492	
State Emergency Services (SES)		132 500	
Dept. of Agriculture and Food (DAFWA)			
Department of Health – Plantagenet Hospital	Ruth Godden – DON	9892 1222	

LOCAL WELFARE PLAN
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Department of Health – Great Southern Region	Susan Kay - Regional Director	9892 2222 9892 2672 D/L	
Department of Health — Mental Health	Albany Team Clinic Manager	9892 2440 0428 699 271	
DFES Public Information Line	www.dfes.wa.gov.au/Pages/default.aspx	1300 657 209	
Main Roads WA Customer Care Centre	Primary public contact point for road closure information	138 138	www.mainroads.wa.gov.au

LIFELINES	PHONE/FAX
Western Power	Ph 13 1351 Fax 9345 8822
Alinta Gas	131 352
Water Corporation	131 375
Main Roads Western Australia (MRWA)	PH138138 Fax 93234400
Public Transport Authority	9326 2000 or 9220 9999
Telstra	132 203
Optus	131 344
SES	132500

**LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET**

Appendix 9 – Other Services/Supplies

Name	Type of Services/Supplies	Contact Details	After Hours Contact
Rubbish and Waste Removal			
Warren Blackwood Waste	Shire Collection Service Contractor	1800 049 193	
Equipment Hire			
Mt Barker Hire	103 Lowood Rd, Mount Barker	9851 1333	
Sanitary Disposal / Bins			

Appendix 10 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police were not available a security company/guard and patrol services could be contacted.

Name	Services/Address	Contact Details Day & After Hours
Southcoast Security Service	8 Sanford Rd Centennial Park (Albany)	9841 2691 0417 964 102 (24 hours)

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

Appendix 11 – Distribution List:

Department for Child Protection and Family Support

Stored Electronically at :

- GREAdat(S: Drive)/LOCAL WELFARE PLANS (CURRENT)
- P: Drive/Emergency Management/Local Welfare Plans/Country/Great Southern

Hard Copies Stored at :

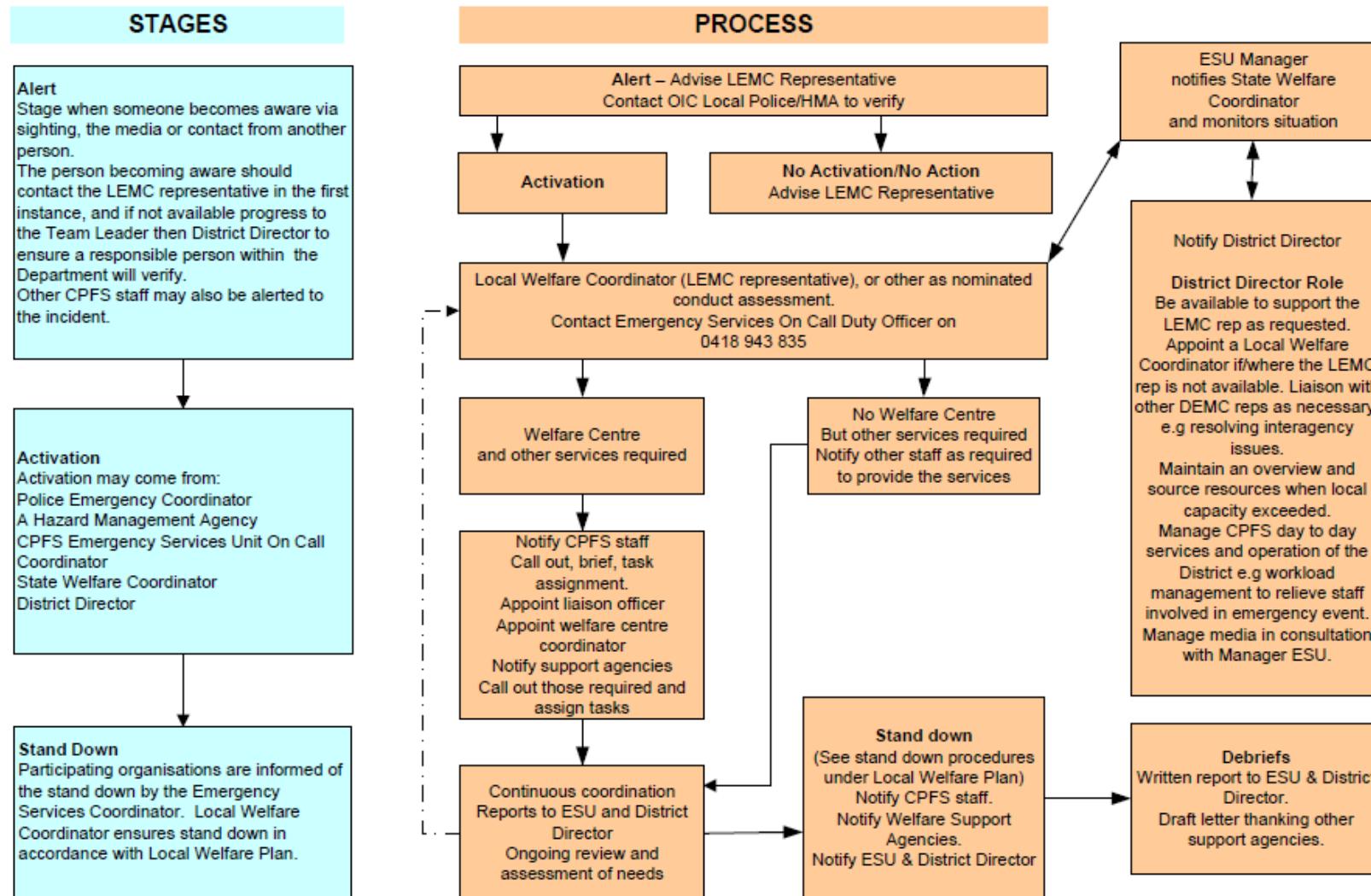
- 11 Duke St Office with DESO (Purple Lever Arch Files in DESO Cabinet)

Local Emergency Management Committee

- Submitted to the Shire of Plantagenet LEMC

LOCAL WELFARE PLAN
SHIRE OF PLANTAGENET

Appendix 12 – The Department’s Standard Operating Procedures:



Appendix 13 – Glossary

In accordance with SEMC State Emergency Management Plans Development Guide, only terms and acronyms used in this document which are not identified in the Emergency Management Western Australia Glossary are included here.

EMERGENCY SERVICES COORDINATOR – an appointed officer of the Department for Child Protection and Family Support authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements.

FUNCTIONAL TEAM LEADER (Usually within the Local Welfare Centre) – a person tasked to coordinate the delivery of service provision for one of the 6 (six) Welfare defined functional areas (Accommodation, Catering, etc). The term Functional Team Leader relates to the specific task to be performed not the title of the incumbent (i.e. the Functional Team Leader may be a Department Team Leader, Manager, Project officer but is performing the task of Functional Team Leader)

LOCAL GOVERNMENT WELFARE COORDINATOR – the nominated representative of the Local Government Authority which has elected to assume the responsibility to coordinate the welfare response during emergencies, and liaise with the Welfare Coordinator of the Department.

REGISTRATION – The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in a Welfare Centre or other location under the authority of the Emergency Services.

STATE WELFARE COORDINATOR – the nominated representative of the Director General, Department for Child Protection and Family Support, with the responsibility to coordinate the welfare response to emergencies.

SUPPORT AGENCY OFFICER – are officers from each Welfare Support Agency provided to the Department to assist in the management of the welfare response, as outlined in Section 3.1.3 of this plan.

WELFARE CENTRE – any centre established for the purpose of provision of emergency welfare support services to persons affected by an emergency. The facility may be named an Evacuation Centre, Accommodation Centre, Relief Centre, Recovery Centre, One-Stop-Shop or other name as appropriate. For the purposes of this plan all such facilities are classified as a Local Welfare Centre.

WELFARE CENTRE COORDINATOR – a person appointed by the District Director or Welfare Coordinator to manage the functioning of a Welfare Centre. Usually a senior Department for Child Protection and Family Support staff member.

WELFARE COORDINATOR – are the Department's staff member appointed by the District Director for the Department and have responsibilities as outlined in Section 2.6 of this plan.

WELFARE SUPPORT AGENCY – a participating organisation whose response in an emergency is to provide assistance to functions under this plan.



Shire of Plantagenet

Local Recovery Plan

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APPENDICES

Local Recovery Plan Resource Book

Distribution List	
Organisation	No Copies
Master Copy – Shire of Plantagenet	1
Shire of Plantagenet – Incident Command Centre	1
Local Emergency Coordinator	1
Western Australia Police Mount Barker	1
Department of Child Protection and Family Services	1
Plantagenet Cranbrook Health Services	1
Secretary State Emergency Management Committee (Electronic)	1
Mount Barker State Emergency Service	1
Shire of Plantagenet Bush Fire Service	1
St John Ambulance	1
Red Cross	1
Department of Parks and Wildlife	1
Mount Barker Volunteer Fire and Rescue	1

Amendment Record

NO.	DATE	AMENDMENT DETAILS	DOCUMENT PREPARED BY
1	May 2016	Total Rewrite	Jo Weekes
2			
3			
4			
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Part 1 – Introduction

Following the impact of a hazard on a community within the Shire of Plantagenet, there may be a need to assist the community recover from the effects of the emergency. Recovery is a coordinated process of supporting the affected community in:

- reconstruction of the physical infrastructure; and
- restoration of emotional, social, economic and physical wellbeing

The purpose of managing recovery is to assist the community attain a proper level of functioning as soon as possible. Recovery activities will normally commence in conjunction with response activities but may continue for an extended period after response activities have concluded.

1.1 Authority and Planning Responsibility

The Local Recovery Plan has been prepared in accordance with the Emergency Management Act 2005. It has been endorsed by the Shire of Plantagenet Local Emergency Management Committee (LEMC) and the Shire of Plantagenet Council. It has been tabled for information and comment with the Great Southern District Emergency Management Committee.

Section 36b of the *Emergency Management Act 2005* states:

“It is a function of a local government – to manage recovery following an emergency affecting the community in its district;”

Section 41 (4) of the *Emergency Management Act 2005* states:

“Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator”.

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Shire of Plantagenet.

1.2 Aim

The aim of this document is to detail the recovery management arrangements for the Shire of Plantagenet to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so residents can continue to function as part of the wider community.

1.3 Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Plantagenet. It details the recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

This plan is a support plan to the Shire of Plantagenet Local Emergency Management Arrangements.

1.4 Objectives

The objectives of the plan are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency
- establish a basis for coordination between agencies that may become involved in the recovery effort
- provide a framework for recovery operations
- provide guidelines for the operation of the recovery management arrangements
- ensure effective and coordinated management of recovery within the Shire of Plantagenet
- ensure the plan complies with State Emergency Management Arrangements
- identify the roles and responsibilities of Hazard Management Agency (HMA), emergency services, support organisations and the Shire of Plantagenet whilst promoting effective liaison between all organisations

1.5 Recovery Management Principles and Concepts

The arrangements comply with the recovery principles and concepts detailed in the State Emergency Management Plan^[A1] section six Recovery^[A2] and the Australian Emergency Management Handbook 'Community Recovery'.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

- The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- The community has a 'right to know', as information is an essential part of the recovery process;
- Every person has a right to effective assistance until long-term recovery is achieved;
- Both the affected person and the community have a responsibility to account for financial and material resources used;
- The community has a right to know the criteria for the determination of financial support and grants; and
- The community has a right to expect the maintenance of family cohesion.

1.6 Related Documents

To enable integrated and coordinated delivery of emergency management within the Shire of Plantagenet, these arrangements are consistent with West Australian Emergency Management Framework.

Reference should also be made to the;

- Department of Child Protection and Family Support Local Welfare Support Plan
- Shire of Plantagenet Local Emergency Management Arrangements

Part 2 – Planning

2.1 Appointments

2.1.1 Local Recovery Coordinator

The Local Recovery Coordinator for the Shire of Plantagenet is the Chief Executive Officer (CEO) or their nominee.

2.1.2 Recovery Group Members

The membership of the Recovery Group will be determined by the Recovery Coordinator based on the community needs following an emergency. Each emergency will be different and may require representation from different organisations.

2.2 Roles & Responsibilities

2.2.1 Shire of Plantagenet [A3]

The Shire of Plantagenet will undertake the following;

- Ensure that a Local Recovery Plan is prepared, maintained and tested [EM Act s.41(4)],
- appoint a Recovery Coordinator and Deputy Local Recovery Coordinator [EM Act s.41(4)],
- be responsible for ensuring a coordinated recovery;
- provide executive communications and media support to the Recovery Group;
- provide secretariat and administrative support to the Local Recovery Coordinating Group (LRCG),
- provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services)
- provide financial management support to the Recovery Group;
- prepare Business Continuity Plan to accommodate a protracted recovery process and
- coordinate the promotion of community awareness with respect to the recovery arrangements.

2.2.2 Local Recovery Coordinator [A4]

The Local Recovery Coordinator has responsibilities as follows:

- ensure the Local Recovery Plan is established;
- liaise with the controlling agency, including attending the Incident Support Group and Operations Area Support Group meetings when appropriate;
- assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies;
- provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRGC if convened;
- assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;

- determine the resources required for the recovery process in consultation with the LRCG;
- coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group (SRCG), if established;
- liaise with the SRCG on issues where state level support is required or where there are problems with services from government agencies locally,
- facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- ensure the recovery activities are consistent with the principles of community engagement;
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency
- ensure that regular reports are made to the State Recovery Coordinator on the progress of recovery.

2.2.2.1 Tasks

Execution of the above responsibilities may result in the following tasks being undertaken:

- organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- provide information to the government, community and media;
- mediate where conflicts occur during the relief and recovery process;
- develop a close and positive working relationship with the key individuals and groups in the affected community and
- be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

2.2.3 Local Recovery Coordination [A5] Group

The role of the LRCG is to coordinate and support local management of the recovery processes within the community

The Local Recovery Group is responsible for:

- establishing subcommittees as required;
- appointment of key positions within the Group and the sub-groups;
- assessing requirements, based on the impact assessment, for the recovery activities relating to social, built, environmental, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate
- developing an operational plan for the coordination of the recovery process for the event that;
 - takes account of the Shire of Plantagenet's long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access;
 - allows for the monitoring of the progress of recovery;
- facilitating the provision of services, public information, information exchange and resource acquisition;
- overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community owned and targeted to best support the recovery of impacted communities;
- providing advice to the State and Local Governments to ensure that recovery programs and services meet the needs of the community;
- monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- ensuring a coordinated multi agency approach to community recovery;
 - providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the group;
 - making appropriate recommendation, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

2.2.3.1 Composition of Local Recovery Coordination Group

The LRCG will be chaired by the Shire of Plantagenet President, the Shire of Plantagenet CEO, or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives.

Where a LRCG is established a core group of key stakeholders will be represented on the Group supported by other organisations seconded as required. The membership of the LRCG is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCG is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

- Chairperson (if not the Shire President, or the CEO, then preferably a Councillor)
- Local Recovery Coordinator (should be different to Chairperson)
- Secretary (provided by LGA)
- Local Emergency Coordinator (OIC Police)
- Local Government Officers
- Hazard Management Agency
- Department of Health and or Local Environmental Health Officer
- Department for Child Protection and Family Support
- Western Australian Police Service
- Community Representative/s; and if established
- Chairpersons of Sub-Groups
- Department of Agriculture and Food
- Department of Environment and Conservation
- Lifelines (power, water, gas, etc)
- Main Roads
- Regional Development Commission
- Education/school representative
- Community Groups
- St John's Ambulance
- Insurance representative
- Other persons/organisations as identified.

2.2.3.2 Role

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and the Local Recovery Plan.

2.2.3.3 Functions

The functions of the Group include the following:

- assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan;
- following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
- meets the immediate needs of the community;
- takes account of local government long term planning and goals;
- includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
- develops a time table for completing the major functions;
- considers the needs of youth, aged, the disabled, and non-English speaking people;
- allows for the monitoring of the progress of recovery;
- allows full community participation and access;

- effectively uses the State and Commonwealth agencies;
- provides for public access to information on the proposed programs and subsequent decisions and actions and
- allows consultation with all relevant community groups.

2.2.3.4 Responsibilities

Appointment of key positions within the Group:

- establishing sub-groups as required;
- assessing requirements for recovery activities relating to the physical, psychological and economic and environmental wellbeing of the community with the assistance of HMAs;
- facilitating the provision of services, public information, information exchange and resource acquisition;
- negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- ensuring a coordinated multi-agency approach to community recovery and
- making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

2.3 Responsibilities of Participating Organisations [A6]

2.3.1 Shire of Plantagenet

- ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)];
- appoint a Local Recovery Coordinator [EM Act s.41(4)];
- chair the LRCG
- provide secretariat and administrative support to the LRCG
- provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Officer, Community Services);
- provides the Local Recovery Management Centre & facilities and

2.3.2 Hazard Management Agency

- provide a representative to the Local Recovery Group;
- advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- initiate the recovery process;
- participate in the development of the recovery plan;
- advise the Recovery Coordinator when withdrawing from the recovery process and
- provide an impact assessment

2.3.3 Department for Child Protection and Family Support

- provide a representative to the Local Recovery Group;

- provide the welfare components of the recovery process including;
 - emergency accommodation
 - emergency catering
 - emergency clothing and personal requisites
 - personal services (including counselling)
 - registration and inquiry
 - immediate financial assistance

2.4.4 Lifeline Agencies

- provide a representative to the Local Recovery Group;
- undertake repairs and restoration of services and
- assist the recovery effort with resources and expertise available from within the service.

2.5 Local Recovery Coordination Centre

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Centre.

The location of the Recovery Coordination Centre will be the administration office of the Shire of Plantagenet.

The Local Recovery Coordination Centre is where the Local Recovery Group is based during an emergency and recovery phase, and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRC (dependant on the scale of the incident):

- Phone
- Fax
- Email

Part 3 – Commencing Recovery

3.1 Activation [A7]

The relevant Controlling Agency with the responsibility for the response to an emergency must initiate recovery activities during the response to that emergency, as per the State Emergency Management Plan section 6.4.

“The Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency.

The Controlling Agency will then liaise with the emergency affected local government to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to that local government. The “handover” arrangements should be documented.

Where an emergency is assessed by the Controlling Agency as being of sufficient magnitude to require State level recovery coordination, the HMA with the agreement of the affected local government/s, will discuss the transfer of the coordination responsibility to the State with the Chair, Recovery Services Sub-Group (RSS)”

3.2 Transition from Response

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The LRC should be called together as soon as possible for a briefing of the emergency incident even in the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

The Group will;

- align response and recovery priorities
- connect with key agencies
- understand key impacts and tasks
- identify recovery requirements and priorities as early as possible.

The Recovery Coordinator must be included in Incident Support Group (ISG) meetings from the onset.

Transition from response to recovery shall be formalised by completing of the ‘Response to Recovery Transition Handover’ form attached located in the local recovery plan resource book.

3.3 Handover – Response to Recovery

The Controlling Agency is responsible for commencing the recovery process. As the response to the incident concludes the recovery phase will be handed to the Shire of Plantagenet

It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Group, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

Where the decision is taken not to activate the plan or convene the Local Recovery Group because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Group advised accordingly.

3.4 Impact Assessment and Operational Recovery Planning

It is essential that the LRC conduct an assessment of the recovery and restoration requirements as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Controlling Agency
- Welfare agencies – to identify persons in need of immediate assistance
- LGA building inspectors and engineers
- Insurance assessors
- Business associations, e.g. Local Chamber of Commerce
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial, government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRC.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. An Action Recovery Plan Template is included at Appendix 10.

3.5 Recovery Coordination Centre

A Recovery Coordination Centre should be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks. The location and details of the centre are included at 2.5 of these arrangements.

3.6 Local Recovery Coordinating Group sub-groups

It may be appropriate to consider establishing one or more sub-groups to assist the Local Recovery Coordinator by addressing specific components of the recovery process.

The LRCG should consider the following areas when recommending priorities and ensuring work is completed:

- Infrastructure
- Economic/Financial
- Personal
- Environment
- Community

The most commonly established sub-groups and their responsibilities are detailed below:

- Restoration and reconstruction sub-group:
 - Assess requirements for the restoration of services and facilities with the assistance of responsible agencies.
 - Assess the restoration process and the reconstruction policies and programmes and facilitate reconstruction plans where required.
 - Report the progress of the restoration and reconstruction process to the Local Recovery Group.
 - Make recommendations to the Local Recovery Group.
- Community and personal support sub-group:
 - Assess the requirement for personal support services in the short, medium and long term.
 - Facilitate resources (financial and human) as required to complement/assist existing local services
 - Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved
 - Make recommendations to the Local Recovery Group

3.7 Cultural and Spiritual Factors

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities.

The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

3.8 Recovery Activities and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Group a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

Activities to be undertaken by the Group[A8]:

- Short term accommodation
- Counselling

- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

3.9 Community Involvement Strategies

Strategies can be utilised to assist in limiting the impact on the local community. Involving community members in the recovery process is important to provide them with a feeling of resilience and ownership. This can be achieved by:

- Maximising the use of local resources, groups and individuals;
- Promote prior community awareness and education;
- Involve people in their own and their community recovery;
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations;
- Create opportunities for local decision making;
- Ensure self-determination in restoration planning;
- Maintain a co-operative relationship between volunteers and imported specialists;
- Use local suppliers; and
- Empower the community as quickly as possible.

3.10 Recovery Information Strategies

- Provide regular updates on:
 - current state & extent of the disaster
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counseling;
- Provide for advocacy by agencies and organisations;
- Information may be made available to the public using a combination of the methods such as;
 - one stop shop
 - door knocks
 - information sheets
 - community newsletters
 - public meetings

3.11 Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc.
- Make food, shelter, clothing, health and emergency finance available immediately;

- Deliver services in a simple & caring manner with minimal disruption to existing processes;
- Ensure welfare centre cater for privacy and individual care;
- Ensure emergency workers receive ongoing support, debriefing, relief and rest and
- Maximise financial aid and minimise material aid.

3.12 Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources; and
- Assist the community in ensuring there is accountability in the use of resources.

3.13 Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria;
- Communicate entitlement criteria for financial support and grants immediately;
- Alterations to criteria must be communicated clearly to the community;
- Consider non-English speaking groups in designing information for grants and
- Maintain confidentiality.

3.14 Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

3.15 Public Information

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

3.16 Media

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access.

The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid

confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery sub-group will be forwarded to the LRC for release by the Chairperson. If the recovery process is of such a nature that State involvement maybe required[A9][A10], reference should be made to WESTPLAN Public Information to ensure appropriate processes are followed and adhered to.

WESTPLAN Recovery notes that State arrangements do not set out to restrict local governments from releasing media statements on recovery matters and issues being dealt with at the local level. However, it is expected that all relevant media releases will be provided to the State Recovery Coordination Group (SRCG[A11][A12]) for comment prior to the dissemination.

3.17 Visiting VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from VIPs from government and a range of other agencies.

There are a number of issues that need to be considered by the recovery manager involved with, or responsible for hosting, such visits.

Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.

Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.

Visitors should have a clear understanding of emergency management arrangements and protocols.

Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.

In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRC to ensure the visits are the most effective for both the community and the Member of Parliament.

3.18 Information Services

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those service and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a “One Stop Shop” set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means. The means commonly used are:

- leaflets
- posters
- newsletters
- information centre's
- recovery centre's
- community agencies
- radio
- newspapers
- television
- outreach visitation
- public meetings

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area;
- non-English speaking people;
- special needs groups and or individuals;
- isolated people and communities and
- secondary victims.

3.19 Public Meetings

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies.

Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery groups also provide an affected community with a mechanism to have an input into the management of the recovery process. These groups provide an important forum, ensuring local participation in the management of the recovery process.

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains

3.20 Points to Consider

- Appoint potential spokespeople to deal with the media;
- Manage public information during the transition from response to recovery when handover completed from HMA;
- Identify priority information needs;
- Develop a comprehensive media/communication strategy;
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
 - monitor print and broadcast media, and counter misinformation.

3.21 One Stop Shop

An effective method of providing the affected community with access to information and assistance is through the establishment of central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

A One Stop Shop may be established in identified Council buildings, the location and contact details will be disseminated to the community when it is established.

3.22 Managing Spontaneous Volunteers

The Shire of Plantagenet will establish a register of spontaneous volunteers. A volunteer log form is located in the local recovery plan resource book [A13]. Spontaneous volunteers will be encouraged to join established volunteer groups e.g. Blaze Aid, Red Cross.

Part 4 – Financial Management

4.1 Financial Arrangements during an Emergency Situation

It should be recognised that in the event of an emergency there may be a need for the Shire of Plantagenet to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire will need to act in its capacity as the agency responsible for recovery without funding allocated within Council's budget.

Under Section 6.8 of the *Local Government Act 1995*, the Shire President may approve emergency expenditure where requested by the Chief Executive Officer: *"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*

- *is incurred in a financial year before the adoption of the annual budget by the local government;*
- *is authorised in advance by resolution; or*
- *is authorised in advance by the Shire President or president in an emergency."*

4.2 Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

4.2.1 Declaration of Eligible Natural Disasters

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- must be an ***eligible event***; and
- the anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of \$240,000.

Eligible Events - The WANDRRA ONLY apply for those events resulting from any one, or a combination of, the following natural hazards: Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.'

Eligible Measures - The WANDRRA comprises a range of eligible measures that have been approved by the State Government. An eligible measure means an act of relief or recovery that is carried out to alleviate damage or distress arising as a direct result of a natural disaster. Measures have been categorised as described below;

- ***Category A measure*** is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.
- ***Category B measure*** is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster; Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.
- ***Category C measure*** is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.
- ***Category D measure*** is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

4.2.2 Administration and Management of the WANDRRA

The Department of ~~Fire and Emergency Services~~ [A14] is responsible for the overall administration of the WANDRRA.

4.3 Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

4.3.1 Donations of Cash: The Local Recovery Group will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

4.3.2 Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency will be administered by the Shire of Plantagenet via the Local Recovery Group in accordance with the 'Managing Spontaneous Volunteers' section of these arrangements.

4.3.3 Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

4.4 Lord Mayors Distress Relief Fund

The Lord Shire Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. Further information is available via their website: <http://appealswa.org.au/>

4.5 State Level Assistance

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRC.

Where an emergency is assessed by the Controlling Agency as being of sufficient magnitude to require State level recovery coordination, the Controlling Agency with the agreement of the affected local government/s, will discuss the transfer of the coordination responsibility to the State with the Chair, RSS.

4.6 Stand Down

The Local Recovery Coordinator shall progressively stand down participants and programs when they are no longer required

4.7 Debriefing/Post Operations Report

The LRC will arrange to debrief all participants and organisations as soon as possible after stand down and prepare a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report shall also be forwarded to the DEMC.

A report 12 months post incident to be forwarded to the State Recovery Group.

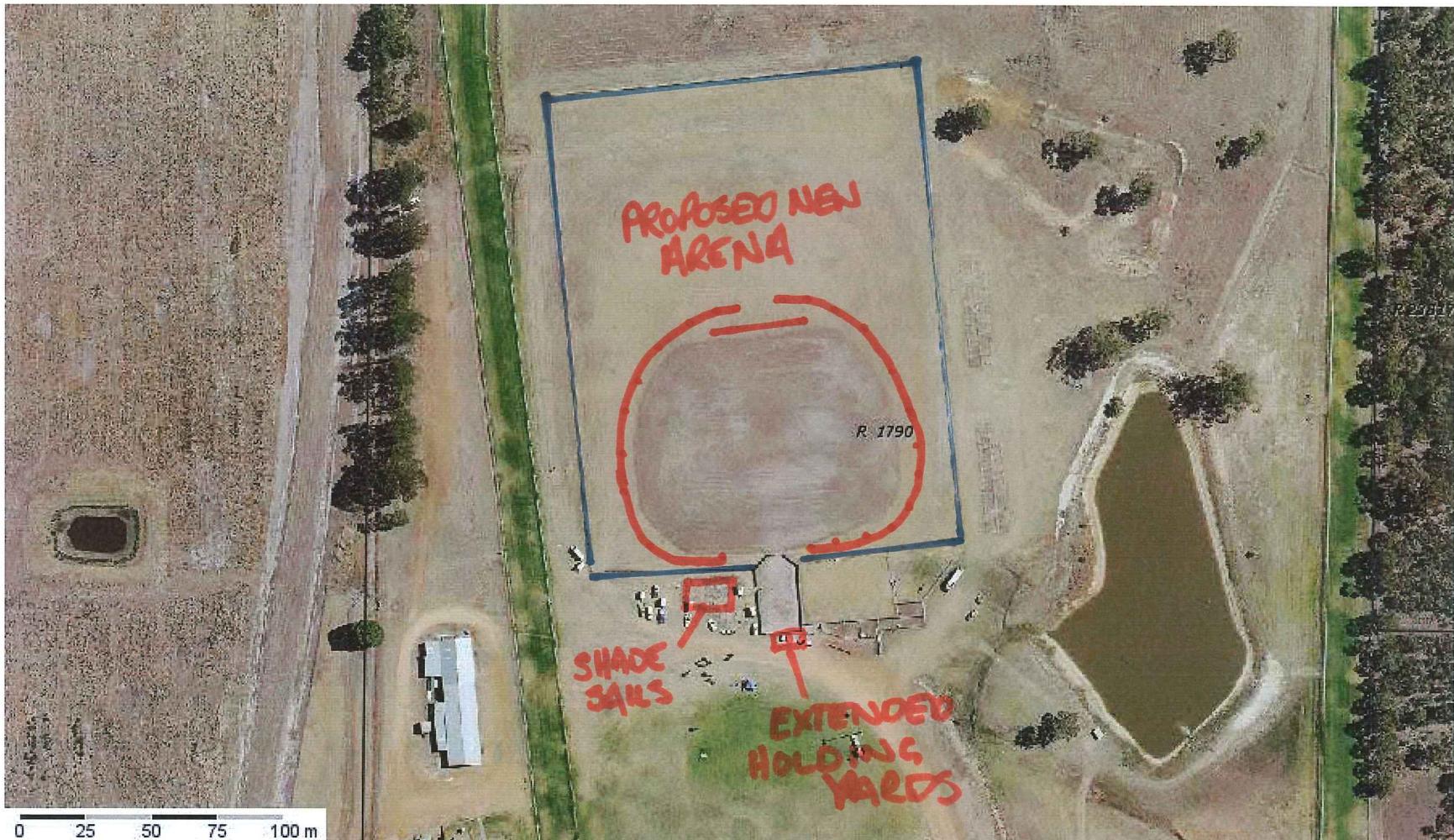
Council

**RESERVE A1790 MACDONALD AVENUE - FROST
PARK - REQUEST TO CONSTRUCT PERMANENT
STRUCTURE**

Plans for Frost Park Equine Arena

Meeting Date: 13 September 2016

Number of Pages : 5



The Shire of Plantagenet does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Plantagenet shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

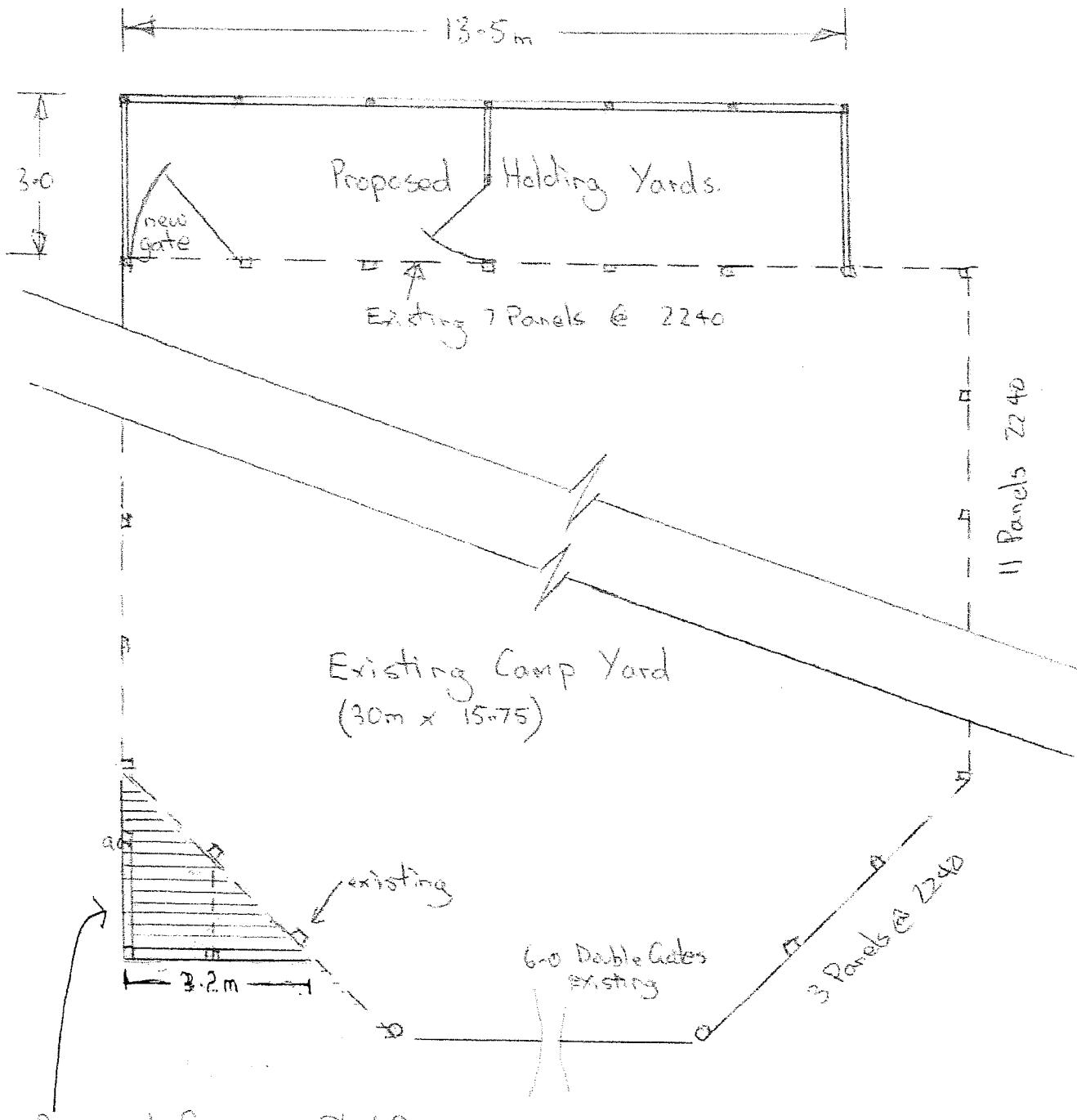
Frost Park Multi Equine Facility Arena

August 2016

1:2292



Proposed Extensions to Camp Yard, Frost Oval.



Proposed Scorers Platform.

Floor 900 high.

Handrail 900 above floor.

Steel.

15.75 Posts 3/2-4

150x50 Beater 1/4-5, 1/3-6, 1/4-8

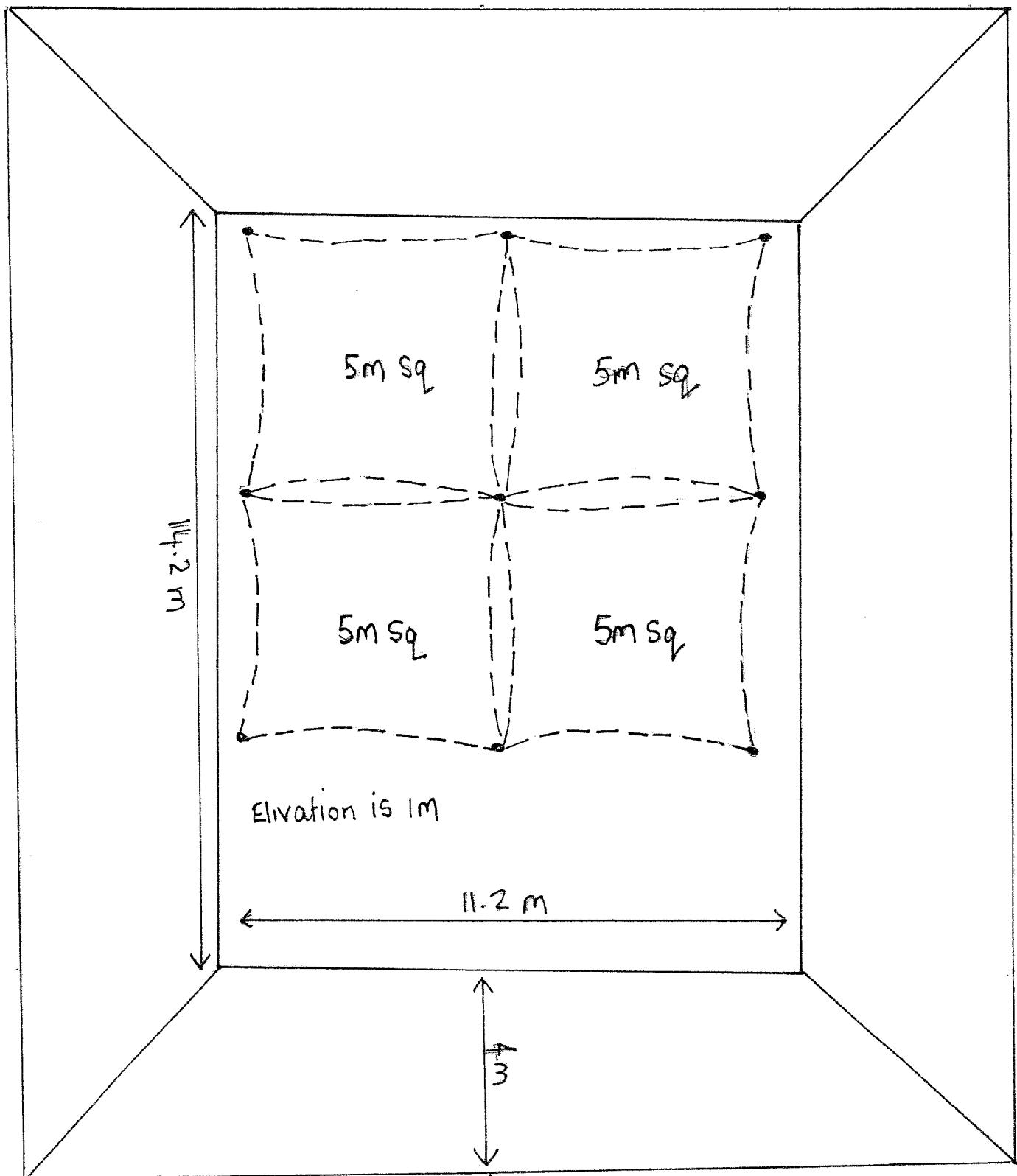
50 NB Handrail 1/3-4 1/2-7

Timber

Flooring - CCA Pine
190 x 45 9/3.06

← N

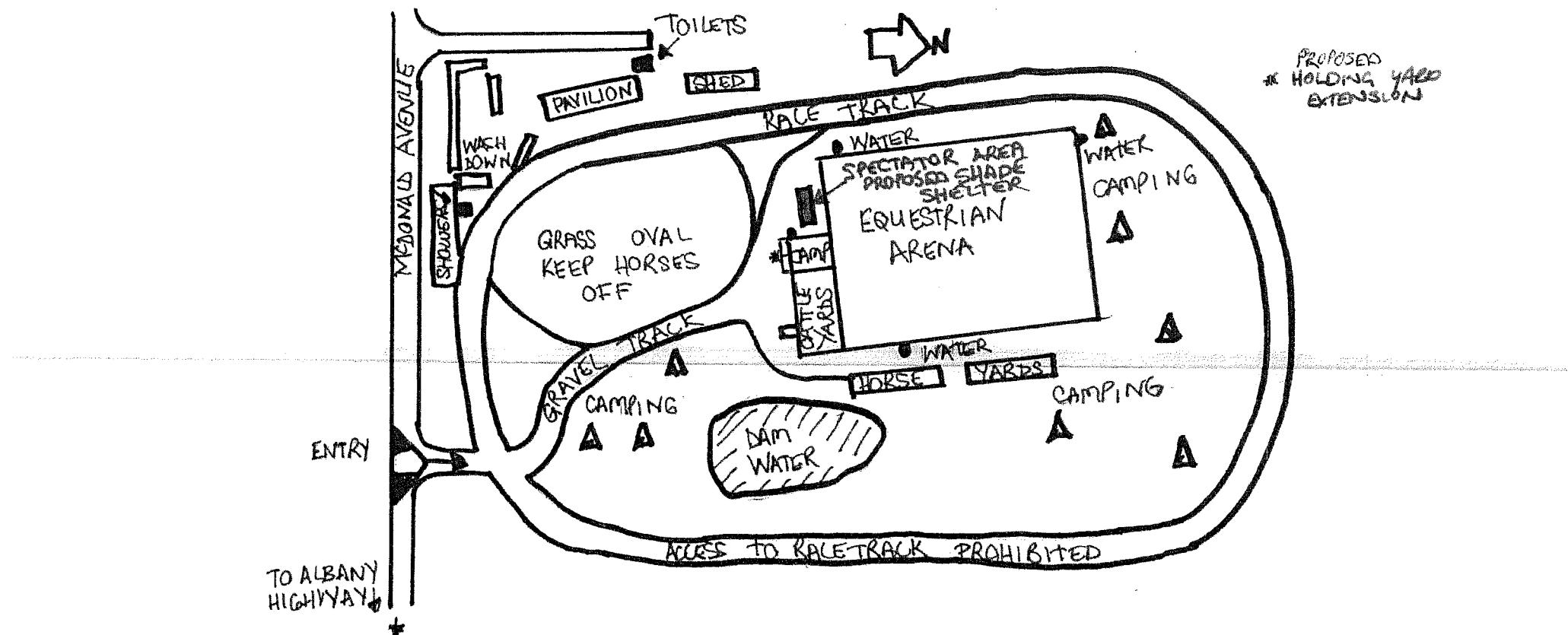
mt Barker Campdraft Club Inc
Spectator Mound



Proposed Shade Sails

august 2016

FROST OVAL - SHIRE OF PLANTAGENET



MT BARKER CAMPDRAFT CLUB INC.

Council

FINANCIAL STATEMENTS – AUGUST 2016

Financial Statements

Meeting Date: 13 September 2016

Number of Pages: Separate Attachment

FINANCIAL STATEMENTS



FOR THE PERIOD ENDING

31 August 2016

Shire of Plantagenet
Financial Statements

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REPORT BY THE CHIEF EXECUTIVE OFFICER

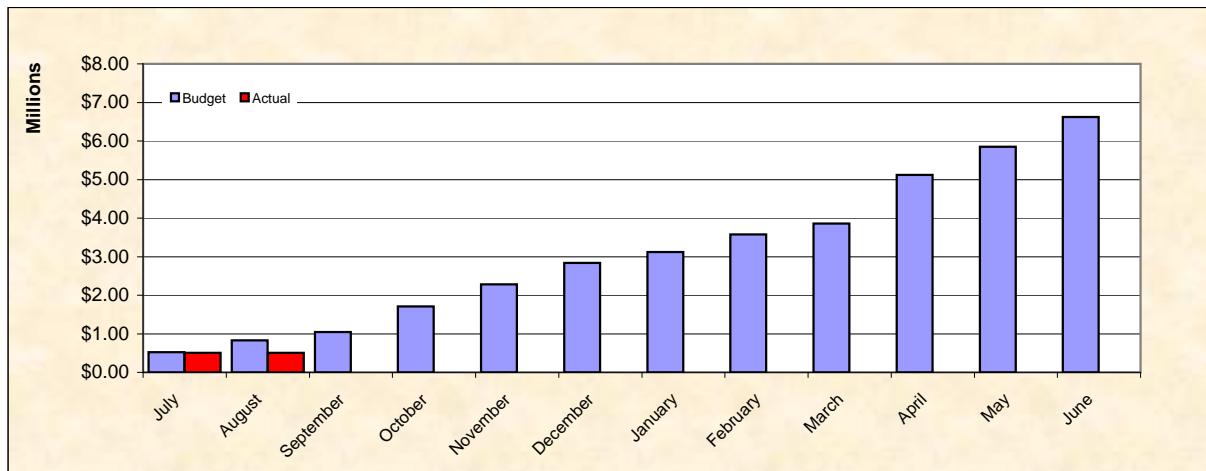
Basis of the Report

This report is prepared to meet the compliance requirements of the Local Government (Financial Management) Regulations for monthly reports and applicable Accounting Standards. The report has been prepared on an accrual basis under the convention of historical cost accounting.

The financial information in this report has been compiled to show the annual budget (original and adjusted), year to date budget and the income and expenditure for the period ended 31 August 2016. This provides a comparison of the financial performance against the forecasts for the same period. Accounts with a budget variance as specified by the Council have been identified and details are included in Note 4.

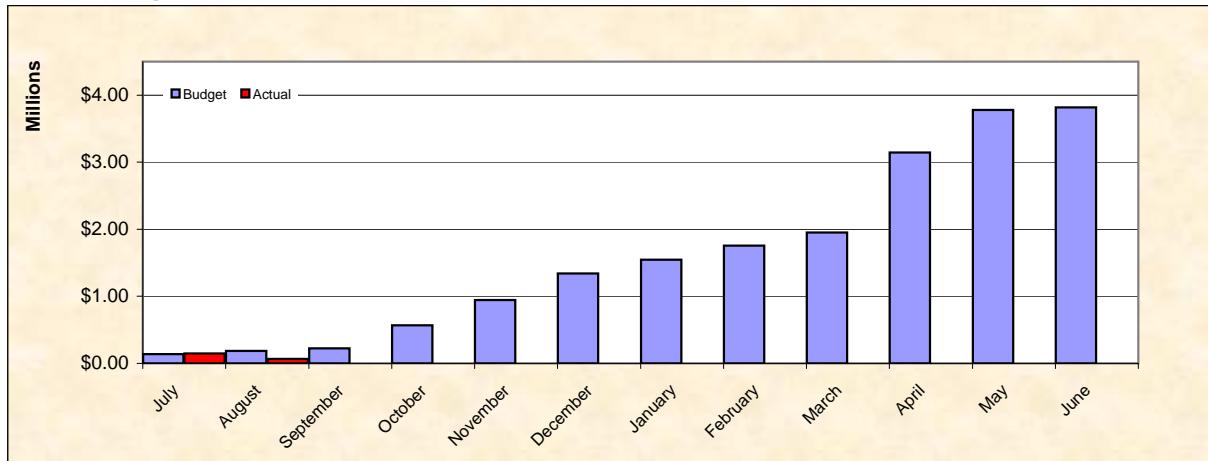
All bank account reconciliations are complete and up to date.

All Capital Projects



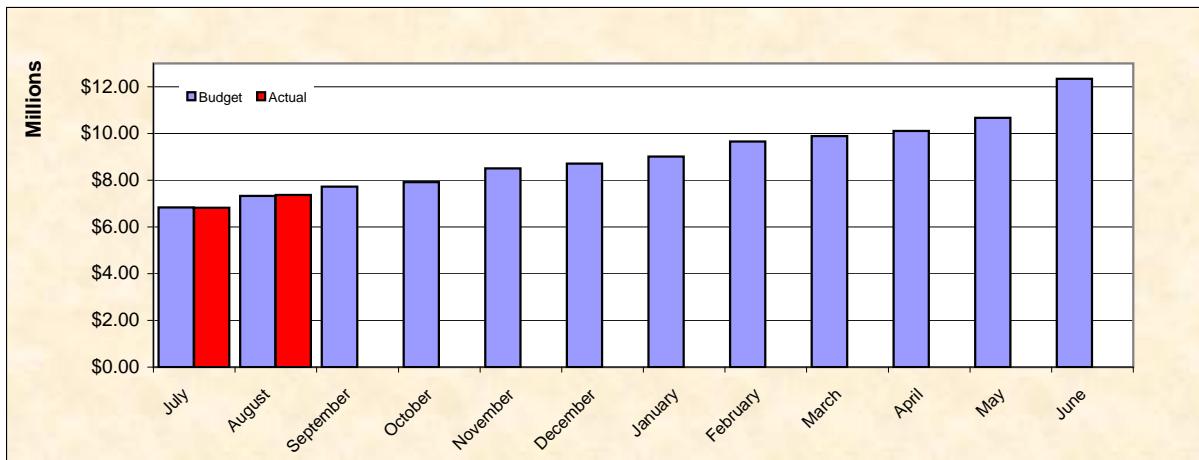
Capital outlays are currently running 39.5 under budget.

Roadworks Program



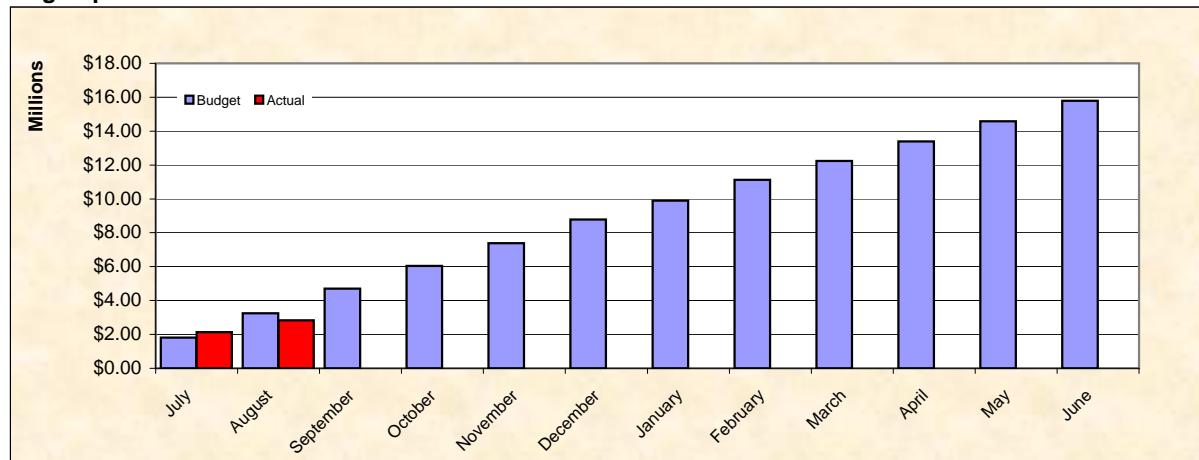
The roadworks program is currently running 64.6% under budget.

Operating Income



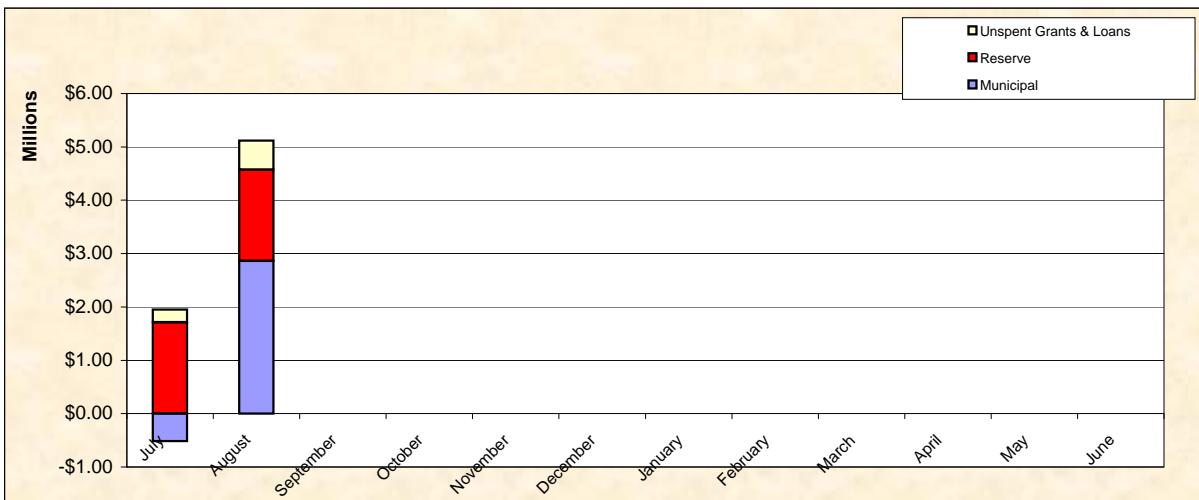
Operating income is currently running 0.5% over budget.

Operating Expenditure

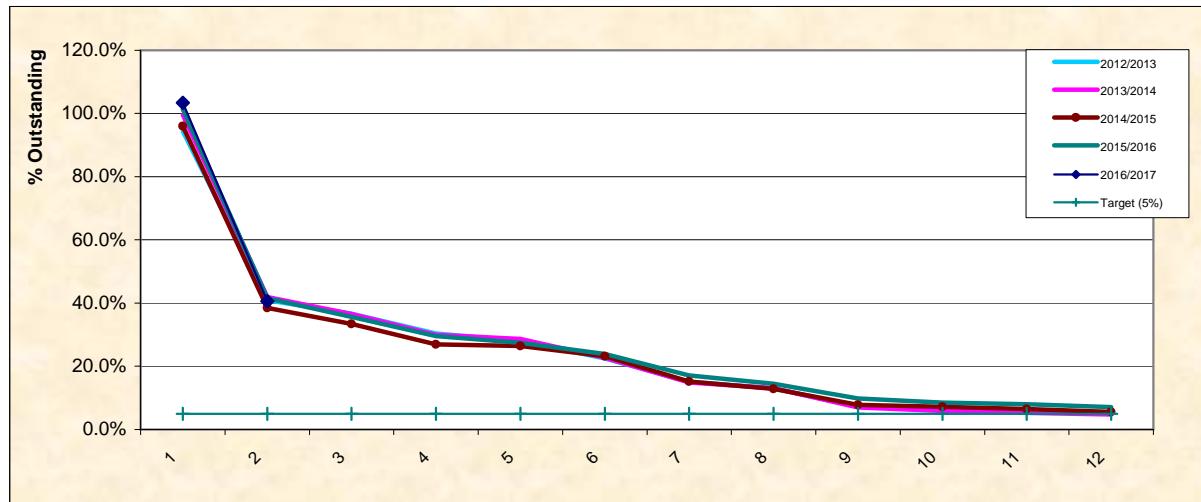


Operating Expenditure is currently running 12.4% under budget.

Cash Position



Rates Outstanding (Percent of Rates Raised)



Outstanding Rates are currently at 40.59%

Rob Stewart
Chief Executive Officer

		Original Budget 30-Jun-17	Amended Budget 30-Jun-17	Budget YTD 31-Aug-16	Actual YTD 31-Aug-16	Variance Actual to Budget YTD %
Surplus/Deficit at Start of Financial Year	\$	1,034,960	\$	1,034,960	\$	2,241,088
Revenues						
(Excluding Rates and Non-Operating Grants						
Subsidies and Contributions)						
General Purpose Funding	\$	2,021,371	\$	2,021,371	\$	433,695
Governance	\$	93,897	\$	93,897	\$	10,237
Law, Order & Public Safety	\$	192,145	\$	192,146	\$	10,344
Health	\$	139,375	\$	139,375	\$	15,267
Education & Welfare	\$	59,510	\$	59,510	\$	4,006
Community Amenities	\$	468,673	\$	468,673	\$	331,775
Recreation & Culture	\$	347,743	\$	347,743	\$	23,568
Transport	\$	1,463,276	\$	1,463,276	\$	167
Economic Services	\$	978,650	\$	978,650	\$	77,028
Other Property & Services	\$	172,949	\$	172,949	\$	15,793
	\$	5,937,589	\$	5,937,590	\$	921,878
	\$					
	\$					
Expenditure						
General Purpose Funding	\$	(378,169)	\$	(378,169)	\$	(64,513)
Governance	\$	(910,370)	\$	(910,370)	\$	(170,865)
Law, Order & Public Safety	\$	(1,079,067)	\$	(1,079,067)	\$	(241,813)
Health	\$	(363,991)	\$	(363,991)	\$	(68,066)
Education & Welfare	\$	(157,935)	\$	(157,934)	\$	(39,919)
Community Amenities	\$	(1,461,494)	\$	(1,461,495)	\$	(264,351)
Recreation & Culture	\$	(3,076,847)	\$	(3,076,847)	\$	(587,728)
Transport	\$	(6,270,786)	\$	(6,270,786)	\$	(1,390,810)
Economic Services	\$	(1,972,366)	\$	(1,972,366)	\$	(386,726)
Other Property & Services	\$	(115,176)	\$	(115,176)	\$	(25,863)
	\$	(15,786,201)	\$	(15,786,201)	\$	(3,240,653)
	\$					
	\$					
Adjustments for Non Cash Items:						
(Profit)/Loss on Asset Disposals	\$	(52,844)	\$	(52,844)	\$	13,892
Annual Leave Accrual	\$	55,258	\$	55,259	\$	9,210
Long Service Leave Accrual	\$	44,133	\$	44,135	\$	7,356
Depreciation on Assets	\$	6,540,200	\$	6,540,200	\$	1,090,033
Amount Attributable to Operating Activities	\$	(2,226,905)	\$	(2,226,901)	\$	1,042,804
	\$					
	\$					
Investing Activities						
Non-operating Grants, Subsidies and Contributions	\$	2,444,897	\$	2,444,897	\$	-
- Land & Buildings	\$	(1,073,825)	\$	(982,525)	\$	(251,197)
- Plant & Machinery	\$	(1,356,375)	\$	(1,351,375)	\$	(302,717)
- Furniture & Equipment	\$	(78,543)	\$	(114,843)	\$	(9,793)
- Infrastructure	\$	(4,094,267)	\$	(4,154,267)	\$	(250,276)
Proceeds from Disposal of Assets	\$	274,270	\$	274,770	\$	116,583
Amount Attributable to Investing Activities	\$	(3,883,844)	\$	(3,883,343)	\$	(697,399)
	\$					
	\$					
Financing Activities						
Proceeds from New Debentures	\$	-	\$	-	\$	-
Repayment of Debentures	\$	(334,653)	\$	(334,653)	\$	(28,768)
Self Supporting Loan Principal Revenue	\$	138,441	\$	138,441	\$	-
Transfers to Reserves (incl interest)	\$	(1,100,642)	\$	(1,100,642)	\$	(10,833)
Transfers from Reserves	\$	937,600	\$	878,600	\$	-
Transfers from Trust Funds	\$	58,383	\$	58,383	\$	-
Suspense Items and Other Adjustments	\$	-	\$	-	\$	5,518
Amount Attributable to Financing Activities	\$	(300,872)	\$	(359,871)	\$	(39,601)
	\$					
	\$					
LESS Net Current Assets Year to Date	\$	-	\$	-	\$	5,816,719
	\$					

For the Period Ended 31 August 2016

	Budget B/Fwd 01-Jul-16	Actual B/Fwd 01-Jul-16	Est Actual 31-Aug-16
CURRENT ASSETS			
Cash and Cash Equivalents			
Unrestricted Municipal - Cash on Hand	\$ 3,500	\$ 3,500	\$ 3,700
Unrestricted Municipal - Cash at Bank	\$ 367,572	\$ 367,572	\$ 2,860,555
Reserve Funds	\$ 1,706,448	\$ 1,706,448	\$ 1,706,448
Restricted Funds (Unspent Grants)	\$ 238,036	\$ 238,036	\$ 295,207
Restricted Funds (Unspent Loan Funds)	\$ -	\$ -	\$ 250,000
	\$ 2,315,556	\$ 2,315,556	\$ 5,115,910
Trade and Other Receivables			
Rates and Rates Rebates	\$ 377,902	\$ 377,902	\$ 2,602,259
ESL Receivable	\$ (36,064)	\$ (36,064)	\$ 48,441
Sundry Debtors	\$ 291,611	\$ 291,611	\$ 221,208
Other Receivables	\$ 140,032	\$ 140,032	\$ 145,761
GST Receivable	\$ -	\$ -	\$ (60,170)
Inventories	\$ 87,667	\$ 87,667	\$ 91,836
Provision for Doubtful Debts	\$ -	\$ -	\$ 1,655
	\$ 861,149	\$ 861,149	\$ 3,050,990
TOTAL CURRENT ASSETS	\$ 3,176,705	\$ 3,176,705	\$ 8,166,900
LESS CURRENT LIABILITIES			
Trade and Other Payables			
ESL Liability	\$ 3,817	\$ 3,817	\$ (176,216)
Sundry Creditors	\$ (413,617)	\$ (413,617)	\$ (412,036)
Other Creditors	\$ (4,097)	\$ (4,097)	\$ (57,152)
GST Liability	\$ (11,400)	\$ (11,400)	\$ 6,484
Accrued Interest on Debentures	\$ (10,000)	\$ (10,000)	\$ (4,814)
Accrued Salaries and Wages	\$ -	\$ -	\$ -
	\$ (435,297)	\$ (435,297)	\$ (643,733)
Less: Cash - Reserves & Restricted	\$ (1,706,448)	\$ (1,706,448)	\$ (1,706,448)
NET CURRENT ASSET POSITION	\$ 1,034,960	\$ 1,034,960	\$ 5,816,719

Reserve Description	Opening Balance (Est.) 1-Jul-16	Interest Earned	Transfer to Muni	Transfer to Reserve	Closing Balance 31-Aug-16
Employee Reserve	\$ 72,843	\$ -	\$ -	\$ -	\$ 72,843
Plant Replacement Reserve	\$ 672,689	\$ -	\$ -	\$ -	\$ 672,689
Drainage and Water Management Reserve	\$ 79,607	\$ -	\$ -	\$ -	\$ 79,607
Hockey Ground Carpet Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Mount Barker Swimming Pool Revitalisation Reserve	\$ 32,428	\$ -	\$ -	\$ -	\$ 32,428
Waste Management Reserve	\$ 146,679	\$ -	\$ -	\$ -	\$ 146,679
Computer Software/Hardware Upgrade Reserve	\$ 51,739	\$ -	\$ -	\$ -	\$ 51,739
Mount Barker Regional Saleyards Capital Improvements Reserve	\$ 140,883	\$ -	\$ -	\$ -	\$ 140,883
Mount Barker Regional Saleyards Operating Loss Reserve	\$ 114,918	\$ -	\$ -	\$ -	\$ 114,918
Building Renewal Reserve	\$ 178,834	\$ -	\$ -	\$ -	\$ 178,834
Outstanding Land Resumptions Reserve	\$ 35,642	\$ -	\$ -	\$ -	\$ 35,642
Natural Disaster Reserve	\$ 805	\$ -	\$ -	\$ -	\$ 805
Plantagenet Medical Centre Reserve	\$ 127,362	\$ -	\$ -	\$ -	\$ 127,362
Spring Road Roadworks Reserve	\$ 52,019	\$ -	\$ -	\$ -	\$ 52,019
Community Resource Centre Building Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Complex Shingle Roof Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Standpipe Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,706,448	\$ -	\$ -	\$ -	\$ 1,706,448

Notes:

The above reserve accounts are supported by cash held in banking institutions. All moneys set aside in a reserve account are restricted to the purpose the account was originally intended, and cannot be used for the day-to-day running of the Shire of Plantagenet. The purpose of these accounts can only be changed under specific conditions (Absolute majority of Council, Public Notice etc.)

PURPOSE OF RESERVE ACCOUNTS
Employee Entitlements Reserve

To fund sick, annual and long service leave entitlements for former staff and unplanned payments of annual leave and long service leave

Plant Replacement Reserve

To fund the purchase of works vehicles, plant and machinery

Drainage and Water Management Reserve

To fund the planning and construction of drainage and water management projects

Land Rehabilitation Reserve

For the rehabilitation of the old saleyards site on Woogenellup Road

Mount Barker Swimming Pool Revitalisation Reserve

For capital works associated with the revitalisation of the Mount Barker Memorial Swimming Pool

Waste Management Reserve

For the funding of waste management infrastructure and major items of associated plant and equipment

Computer Software/Hardware Upgrade Reserve

For the upgrade of business system software and hardware with latest versions and additional functionality

Mount Barker Regional Saleyards Capital Improvements Reserve

To fund capital works at the Mount Barker Regional Saleyards

Mount Barker Regional Saleyards Operating Loss Reserve

To require the Saleyards to operate in a self sufficient manner by retaining a proportion of operating surpluses to fund operating deficits

Building Renewal Reserve

To fund major planned building renewel projects

Outstanding Land Resumptions Reserve

For old / outstanding obligations for land resumptions associated with road realignments and the like

Natural Disaster Reserve

For the Council's proportion of natural disaster events in the Shire of Plantagenet

Plantagenet Medical Centre Reserve

For the renewal, refurbishments and improvements to the Plantagenet Medical Centre

Spring Road Roadworks Reserve

For the construction of roadworks in Spring Road, Porongurup as required by the relevant subdivision condition

Community Resource Centre Building Reserve

To contribute to the maintenance, renewal, refurbishment and improvements to the Mount Barker Community Resource Centre

Museum Complex Shingle Roof Reserve

To fund the renewal of shingle roofs on buildings at the Mount Barker Historical Museum complex

Standpipe Reserve

To fund the repair, renewal and upgrade of water standpipes

Investment Date	Identification	Form	Investment Amount	Interest Rate	Maturity Date	Status	Interest Earnings
10-May-2016	Bendigo	TD	\$ 376,539	2.50%	10-Jul-2016	Matured	\$ 1,475
11-May-2016	Bendigo 1932031	TD	\$ 500,000	2.10%	11-Jul-2016	Matured	\$ 1,922
10-May-2016	Bendigo 1930130	TD	\$ 300,000	2.65%	11-Jul-2016	Matured	\$ 1,172
10-Jul-2016	Bendigo 150294262	TD	\$ 378,014	2.50%	10-Sep-2016		
11-Jul-2016	Bendigo 1989126	TD	\$ 500,000	2.10%	11-Aug-2016	Matured	\$ 828
11-Aug-2016	Bendigo 2017670	TD	\$ 500,000	2.45%	11-Nov-2016		
25-Aug-2016	Bendigo 2029098	TD	\$ 500,000	2.40%	25-Nov-2016		
25-Aug-2016	Bendigo 2028983	TD	\$ 500,000	2.40%	25-Nov-2016		
25-Aug-2016	Bendigo 2029099	TD	\$ 500,000	2.10%	25-Oct-2016		
25-Aug-2016	CBA 36577207/1	TD	\$ 500,000	2.50%	24-Nov-2016		
25-Aug-2016	CBA 36577207/2	TD	\$ 500,000	2.50%	24-Nov-2016		
25-Aug-2016	CBA 36577207/3	TD	\$ 500,000	2.50%	24-Nov-2016		
							Total Interest Earned YTD \$ 4,569
							Total Budget YTD \$ 8,533
							Total Budget \$ 95,000

In accordance with Regulation 34 of the Local Government (Financial Management) Regulations, the Council must adopt a percentage over (or under) which a budget variance would be considered material when it reviews the monthly financial statements and accept the annual budget review.

The Council has resolved that the following be adopted for reporting material variances in assessing statements of financial activity for the 2016/2017 financial year:

1. Expenditure in excess of 10% of (monthly) budget, to a minimum of \$5,000.00.
2. Income less than 90% of (monthly) budget, to a minimum of \$5,000.00.

The following are the explanations of material variance between Budget YTD and Actual YTD figures for the current month.

	Budget Variance \$	Budget Variance %	Primary Reason
OPERATING EXPENDITURE			
Overheads - Administration			
40417.0105 Trade In Vehicle - DCEO	\$ 6,455	-40%	Lower trade in on vehicle than expected. Lower cost vehicle purchased, with lower net cost.
Health and Admin. Inspection			
20111.0130 Employee Costs - Salaries	\$ 11,258	35%	Retirement of staff member.
Unclassified			
20273.0323 Other Expenses - Communication Towers	\$ 8,475	10.1696	Repeater and Battery at Mount Barrow - Budget Review required for necessary repairs

For the Period Ended 31 August 2016

Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
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PROGRAM 3 - GENERAL PURPOSE FUNDING

RATES

Operating Expenditure

Employee Costs - Salaries	DCEO	20000.0130	\$ (61,932)	\$ (61,932)	\$ (11,910)	\$ (9,119)
Employee Costs - Superannuation	DCEO	20000.0141	\$ (5,762)	\$ (5,762)	\$ (1,108)	\$ (882)
Employee Costs - Uniforms, Clothing & Accessories	DCEO	20000.0266	\$ (400)	\$ (400)	\$ (67)	\$ -
Employee Costs - Workers Compensation Insurance	DCEO	20000.0043	\$ (1,997)	\$ (1,997)	\$ (999)	\$ (859)
Office Expenses - Printing & Stationery	DCEO	20005.0103	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -
Other Expenses - Bank Fees & Charges	DCEO	20009.0007	\$ (8,000)	\$ (8,000)	\$ (1,333)	\$ (1,024)
Other Expenses - Donations	DCEO	20009.0255	\$ (900)	\$ (900)	\$ (900)	\$ (887)
Other Expenses - FESA Levy	DCEO	20009.0256	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ -
Other Expenses - Rate Recovery / Legal Costs	DCEO	20009.0071	\$ (70,000)	\$ (70,000)	\$ (11,667)	\$ (4,343)
Other Expenses - Other Operating Costs	DCEO	20009.0312	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -
Other Expenses - Title Searches	DCEO	20009.0148	\$ (500)	\$ (500)	\$ (83)	\$ -
Other Expenses - Valuation Expenses	DCEO	20009.0156	\$ (30,000)	\$ (30,000)	\$ -	\$ (769)
Other Expenses - Refund of Overpayment	DCEO	20009.0378	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -
Admin Services Allocation	ACCOUNTANT	20017.0308	\$ (135,983)	\$ (135,983)	\$ (22,664)	\$ (22,435)
<i>Sub-total - Cash</i>			\$ (326,474)	\$ (326,474)	\$ (55,897)	\$ (40,320)
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20020.0309	\$ (185)	\$ (185)	\$ (31)	\$ -
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20020.0310	\$ (245)	\$ (245)	\$ (41)	\$ -
<i>Sub-total - Non Cash</i>			\$ (430)	\$ (430)	\$ (72)	\$ -
Total Operating Expenditure			\$ (326,904)	\$ (326,904)	\$ (55,969)	\$ (40,320)

Operating Income

General Rate GRV - Rates	DCEO	10000.0414	\$ 2,030,576	\$ 2,030,576	\$ 2,030,576	\$ 2,030,576
General Rate GRV - Prepaid Rates - Rates Paid In Advance	DCEO	10000.0415	\$ -	\$ -	\$ -	\$ -
General Rate GRV - Interim Rates and Adjustments	DCEO	10000.0490	\$ -	\$ -	\$ -	\$ 459
General Rate GRV - Write Offs	DCEO	10000.0102	\$ -	\$ -	\$ -	\$ -
General Rate UV - Rates	DCEO	10001.0414	\$ 4,381,044	\$ 4,381,044	\$ 4,381,044	\$ 4,381,042
General Rate UV - Prepaid Rates - Rates Paid In Advance	DCEO	10001.0415	\$ -	\$ -	\$ -	\$ -
General Rate UV - Interim Rates and Adjustments	DCEO	10001.0490	\$ -	\$ -	\$ -	\$ 12,758
General Rate UV - Write Offs	DCEO	10001.0102	\$ -	\$ -	\$ -	\$ -
Other Revenue - FESA Administrative Fee	DCEO	10006.0222	\$ 4,100	\$ 4,100	\$ 4,100	\$ -
Other Revenue - Reprint Rates Notice	DCEO	10006.0017	\$ -	\$ -	\$ -	\$ -
Other Revenue - Supply RSA Number	DCEO	10006.0023	\$ 200	\$ 200	\$ 33	\$ -
Other Revenue - Rate Search	DCEO	10006.0111	\$ 20,000	\$ 20,000	\$ 3,333	\$ 2,875
Rates Penalties & Fees - Instalment Admin Fee	DCEO	10004.0062	\$ 15,000	\$ 15,000	\$ 2,500	\$ 11,603
Rates Penalties & Fees - Instalment Interest	DCEO	10004.0063	\$ 20,000	\$ 20,000	\$ 3,333	\$ 15,073
Rates Penalties & Fees - Legal Costs Reimbursed	DCEO	10004.0069	\$ 65,000	\$ 65,000	\$ 10,833	\$ 7,462
Rates Penalties & Fees - Legal Costs Adjustments	DCEO	10004.0070	\$ -	\$ -	\$ -	\$ -

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Rates Penalties & Fees - Penalty Interest	DCEO	10004.0095	\$ 45,000	\$ 45,000	\$ 7,500	\$ 2,913	
Rates Penalties & Fees - Penalty Interest Adjustments	DCEO	10004.0096	\$ -	\$ -	\$ -	\$ -	
Deferred Rates - Pensioner Deferred Rates Interest	DCEO	10005.0098	\$ 1,300	\$ 1,300	\$ 217	\$ (1,529)	
Deferred ESL - Pensioner Deferred ESL Interest	ACCOUNTANT	10012.0097	\$ 70	\$ 70	\$ 12	\$ (73)	
Total Operating Income			\$ 6,582,290	\$ 6,582,290	\$ 6,443,482	\$ 6,463,158	
OTHER GENERAL PURPOSE FUNDING							
Transfers to Reserve Funds							
Transfers to Reserve Funds	DCEO	50301.0398	\$ (1,035,642)	\$ (1,035,642)	\$ -	\$ -	
Transfer Interest to Reserve Funds	DCEO	50301.0399	\$ (65,000)	\$ (65,000)	\$ (10,833)	\$ -	
Total Transfers to Reserve Funds			\$ (1,100,642)	\$ (1,100,642)	\$ (10,833)	\$ -	
Operating Expenditure							
Other Expenses - Grants Submission Fees	DCEO	20022.0257	\$ -	\$ -	\$ -	\$ -	
Interest Paid on Trust Funds	DCEO	20022.0243	\$ (500)	\$ (500)	\$ (83)	\$ -	
Admin Services Allocation	DCEO	20278.0308	\$ (50,765)	\$ (50,765)	\$ (8,461)	\$ (8,376)	
Total Operating Expenditure			\$ (51,265)	\$ (51,265)	\$ (8,544)	\$ (8,376)	
Operating Income							
Grants Commission Grant - Equalisation - Untied	DCEO	10007.0212	\$ 727,819	\$ 727,819	\$ 181,955	\$ 181,562	
Local Road Grant - Main Roads Tied Grant	DCEO	10008.0212	\$ 182,100	\$ 182,100	\$ -	\$ -	
Grants Commission Grant - Road Maintenance - Untied	DCEO	10008.0211	\$ 844,582	\$ 844,582	\$ 211,146	\$ 210,750	
Interest on Municipal Investments	DCEO	10009.0067	\$ 30,000	\$ 30,000	\$ 3,133	\$ 5,164	
Interest on Reserve Funds	DCEO	10009.0066	\$ 65,000	\$ 65,000	\$ 5,400	\$ 1,475	
Share Dividends	DCEO	10009.0221	\$ 1,200	\$ 1,200	\$ 200	\$ 1,245	
Total Operating Income			\$ 1,850,701	\$ 1,850,701	\$ 401,833	\$ 400,195	
TOTAL GENERAL PURPOSE FUNDING CAPITAL EXPENSES			\$ -	\$ -	\$ -	\$ -	
TOTAL GENERAL PURPOSE FUNDING CAPITAL INCOME			\$ -	\$ -	\$ -	\$ -	
TOTAL GENERAL PURPOSE FUNDING OPERATING EXPENSES			\$ (378,169)	\$ (378,169)	\$ (64,513)	\$ (48,696)	
TOTAL GENERAL PURPOSE FUNDING OPERATING INCOME			\$ 8,432,991	\$ 8,432,991	\$ 6,845,315	\$ 6,863,353	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
PROGRAM 4 - GOVERNANCE							
MEMBERS OF COUNCIL							
Capital Expenditure							
Purchase Vehicle - Governance	MGR WORKS	50401.0006	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ -	\$ -	\$ -	\$ -	\$ -
Capital Income							
Trade In Vehicle - Governance	MGR WORKS	40401.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure							
Other Operating Expenses - Advertising	EXEC SEC	20026.0003	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	\$ -
Other Operating Expenses - Citizenship Ceremonies	EXEC SEC	20026.0352	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	\$ -
Other Operating Expenses - Conferences & Training	DCEO	20026.0029	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ (2,849)	\$ (2,849)
Other Operating Expenses - Councillors Incidental Expenses	DCEO	20026.0031	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (3,192)	\$ (3,192)
Other Operating Expenses - Local Government Convention	DCEO	20026.0032	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (4,023)	\$ (4,023)
Other Operating Expenses - Deputy President's Allowance	DCEO	20026.0037	\$ (1,641)	\$ (1,641)	\$ (274)	\$ (274)	\$ (274)
Other Operating Expenses - Elected Members - Sitting Fees	DCEO	20026.0042	\$ (78,790)	\$ (78,790)	\$ (13,132)	\$ (13,132)	\$ (13,132)
Other Operating Expenses - President's Allowance	DCEO	20026.0081	\$ (6,565)	\$ (6,565)	\$ (1,094)	\$ (1,094)	\$ (1,094)
Other Operating Expenses - Public Liability Insurance	DCEO	20026.0108	\$ (6,200)	\$ (6,200)	\$ (3,100)	\$ (3,425)	\$ (3,425)
Other Operating Expenses - Subscriptions	DCEO	20026.0258	\$ (22,000)	\$ (22,000)	\$ (22,000)	\$ (19,310)	\$ (19,310)
Other Operating Expenses - Travelling Allowance	DCEO	20026.0084	\$ (4,000)	\$ (4,000)	\$ (667)	\$ -	\$ -
Other Operating Expenses - WALGA State Councillor Payments	DCEO	20026.0332	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	\$ -
Vehicle Running Costs - Elected Members	MGR WORKS	20401.0182	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (1,628)	\$ (1,628)
Other Expenses - Elections - Professional Services	DCEO	20025.0030	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Services Allocation	ACCOUNTANT	20402.0308	\$ (123,051)	\$ (123,051)	\$ (20,509)	\$ (20,302)	\$ (20,302)
<i>Sub-total - Cash</i>			\$ (296,247)	\$ (296,247)	\$ (78,108)	\$ (69,227)	\$ (69,227)
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20284.0034	\$ (100)	\$ (100)	\$ (17)	\$ (13)	\$ (13)
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20284.0036	\$ (4,200)	\$ (4,200)	\$ (700)	\$ (700)	\$ (700)
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20284.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (4,300)	\$ (4,300)	\$ (717)	\$ (714)	\$ (714)
Total Operating Expenditure			\$ (300,547)	\$ (300,547)	\$ (78,825)	\$ (69,941)	
Operating Income							
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10171.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue - WALGA State Councillor Receipts	DCEO	10173.0407	\$ 2,000	\$ 2,000	\$ 333	\$ 735	\$ 735
Total Operating Income			\$ 2,000	\$ 2,000	\$ 333	\$ 735	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
OTHER GOVERNANCE							
Operating Expenditure							
Employee Costs - VROC Executive Officer Salaries	CEO	20029.0130	\$ (36,254)	\$ (36,254)	\$ (6,972)	\$ (5,334)	
Employee Costs - VROC Executive Officer Superannuation	CEO	20029.0141	\$ (5,120)	\$ (5,120)	\$ (985)	\$ -	
Employee Costs - VROC Uniforms, Clothing & Accessories	CEO	20029.0266	\$ -	\$ -	\$ -	\$ -	
Employee Costs - VROC Workers Compensation Insurance	CEO	20029.0043	\$ (1,928)	\$ (1,928)	\$ (964)	\$ (830)	
Refreshments & Receptions - Meals and Refreshments	EXEC SEC	20030.0083	\$ (12,000)	\$ (12,000)	\$ (2,000)	\$ (1,859)	
Refreshments & Receptions - Presentations & Receptions	EXEC SEC	20030.0263	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (595)	
Vehicle Running Costs - Motor Vehicle Allocations	CEO	20031.0182	\$ -	\$ -	\$ -	\$ -	
Office Expenses - Minute Binding	DCEO	20032.0262	\$ (4,000)	\$ (4,000)	\$ (667)	\$ -	
Other Expenses - Additional Audit Costs	DCEO	20033.0260	\$ (7,000)	\$ (7,000)	\$ (1,167)	\$ -	
Other Expenses - Audit Fees	DCEO	20033.0259	\$ (23,000)	\$ (23,000)	\$ -	\$ -	
Other Expenses - CEO Donations	CEO	20033.0255	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Other Expenses - Community Assistance	DCEO	20033.0365	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Other Expenses - Other Operating Costs	CEO	20033.0312	\$ (7,000)	\$ (7,000)	\$ (1,167)	\$ -	
Other Expenses - Professional Services	DCEO	20033.0030	\$ -	\$ -	\$ -	\$ -	
Other Expenses - Promotional Material & Public Relations	EXEC SEC	20033.0261	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (145)	
Other Expenses - Regional Co-operation Dev. Program	CEO	20033.0367	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (1,759)	
Admin Services Allocation	ACCOUNTANT	20034.0308	\$ (378,653)	\$ (378,653)	\$ (67,109)	\$ (63,439)	
<i>Sub-total - Cash</i>			\$ (505,955)	\$ (505,955)	\$ (86,196)	\$ (73,961)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20035.0034	\$ (400)	\$ (400)	\$ (67)	\$ (67)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20035.0035	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20035.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20035.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (400)	\$ (400)	\$ (67)	\$ (67)	
Total Operating Expenditure			\$ (506,355)	\$ (506,355)	\$ (86,263)	\$ (74,028)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Revenue - Forfeited Deposits	DCEO	10018.0050	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue - Other Operating Income	EXEC SEC	10018.0232	\$ 1,000	\$ 1,000	\$ 167	\$ -	\$ -
Other Revenue - Photocopying	DCEO	10018.0100	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue - Contribution to FBT	DCEO	10018.0193	\$ 4,500	\$ 4,500	\$ 750	\$ 680	\$ 680
Other Revenue - Rental - Staff Housing	DCEO	10018.0231	\$ 3,120	\$ 3,120	\$ 520	\$ 480	\$ 480
Other Revenue - Sale of Maps & Publications	DCEO	10018.0235	\$ 300	\$ 300	\$ 50	\$ 39	\$ 39
Reimbursements - VROC Exec Officer Salaries	DCEO	10016.0219	\$ 32,477	\$ 32,477	\$ -	\$ -	\$ -
Reimbursements - LSL	DCEO	10016.0224	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursements - Other	DCEO	10016.0229	\$ 50,000	\$ 50,000	\$ 8,333	\$ 10,190	\$ 10,190
Reimbursements - Staff Uniforms	DCEO	10016.0223	\$ 500	\$ 500	\$ 83	\$ -	\$ -
Contributions - Other Contributions	DCEO	10017.0200	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Cash</i>			\$ 91,897	\$ 91,897	\$ 9,903	\$ 11,389	\$ 11,389
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10015.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 91,897	\$ 91,897	\$ 9,903	\$ 11,389	
Borrowing Costs							
Principal Repayments							
Loan Repayment - Loan No. 90 - New Admin Centre	ACCOUNTANT	50405.0331	\$ (139,380)	\$ (139,380)	\$ -	\$ -	\$ -
Total Principal Repayments			\$ (139,380)	\$ (139,380)	\$ -	\$ -	
Operating Expenditure							
Financial Expenses - Loan No. 90 - New Admin Centre	ACCOUNTANT	20405.0331	\$ (103,467)	\$ (103,467)	\$ (5,778)	\$ (3,743)	\$ (3,743)
Total Operating Expenditure			\$ (103,467)	\$ (103,467)	\$ (5,778)	\$ (3,743)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
OVERHEADS - ADMINISTRATION							
Capital Expenditure							
Administration Building (PC) - Building Renewal	BLDG SRVR	50402.0252	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (6,552)	
Purchase Vehicle - CEO	MGR WORKS	50416.0006	\$ -	\$ -	\$ -	\$ -	
Purchase Vehicle - DCEO	MGR WORKS	50417.0006	\$ (52,000)	\$ (52,000)	\$ (52,000)	\$ (41,953)	
New Computer Software	DCEO	50412.0006	\$ -	\$ -	\$ -	\$ -	
Computer Hardware Replacement Program	DCEO	50419.0006	\$ (25,000)	\$ (25,000)	\$ -	\$ -	
Refurbishment - Lot 337 Martin Street - Council Homes	BLDG SRVR	51431.0252	\$ (35,853)	\$ (35,853)	\$ (5,976)	\$ -	
Admin Building - Repaint south façade walls / timberwork	BLDG SRVR	50409.0252	\$ (6,800)	\$ (6,800)	\$ -	\$ -	
Administration Building - Install Carpet Tiles	BLDG SRVR	51679.0252	\$ (9,000)	\$ (9,000)	\$ -	\$ -	
Administration Building - Smoke Detection System	BLDG SRVR	51681.0252	\$ (7,500)	\$ (7,500)	\$ -	\$ -	
Total Capital Expenditure			\$ (146,153)	\$ (146,153)	\$ (59,642)	\$ (48,505)	
Capital Income							
Transfers from Reserve Funds	DCEO	40415.0486	\$ 18,000	\$ 18,000	\$ -	\$ -	
Trade In Vehicle - CEO	MGR WORKS	40416.0105	\$ -	\$ -	\$ -	\$ -	
Trade In Vehicle - DCEO	MGR WORKS	40417.0105	\$ 16,000	\$ 16,000	\$ 16,000	\$ 9,545	▼ \$ 6,455 -40%
Total Capital Income			\$ 34,000	\$ 34,000	\$ 16,000	\$ 9,545	
Operating Expenditure							
Employee Costs - Conferences & Training	DCEO	20047.0029	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (3,994)	
Employee Costs - Medicals & Vaccinations	DCEO	20047.0275	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Employee Costs - Relief Staff / Contractors	DCEO	20047.0264	\$ -	\$ -	\$ -	\$ -	
Employee Costs - Salaries	DCEO	20047.0130	\$ (991,279)	\$ (991,279)	\$ (190,631)	\$ (149,972)	
Employee Costs - Staff Recruitment Expenses	DCEO	20047.0138	\$ -	\$ -	\$ -	\$ -	
Employee Costs - Superannuation	DCEO	20047.0141	\$ (132,127)	\$ (132,127)	\$ (25,409)	\$ (20,085)	
Employee Costs - Travel & Accommodation	EXEC SEC	20047.0267	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (796)	
Employee Costs - Uniforms, Clothing & Accessories	DCEO	20047.0266	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ -	
Employee Costs - Long Service Leave Disbursements	DCEO	20047.0311	\$ -	\$ -	\$ -	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20047.0043	\$ (33,217)	\$ (33,217)	\$ (16,609)	\$ (14,292)	
Financial Expenses - Bank Fees & Charges	ACCOUNTANT	20276.0007	\$ (8,000)	\$ (8,000)	\$ (1,333)	\$ (1,024)	
Financial Expenses - Dishonoured Deposits	ACCOUNTANT	20276.0040	\$ (100)	\$ (100)	\$ (17)	\$ -	
Financial Expenses - GST	ACCOUNTANT	20276.0057	\$ (50)	\$ (50)	\$ (8)	\$ -	
Financial Expenses - Overdraft Interest	ACCOUNTANT	20276.0092	\$ -	\$ -	\$ -	\$ -	
Financial Expenses - Receipt Rounding	ACCOUNTANT	20276.0112	\$ (10)	\$ (10)	\$ (2)	\$ (1)	
Financial Expenses - Fringe Benefits Tax	ACCOUNTANT	20276.0265	\$ (45,000)	\$ (45,000)	\$ -	\$ (707)	
Office Expenses - Advertising	EXEC SEC	20048.0003	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ (225)	
Office Expenses - Advertising - Staff Vacancies	EXEC SEC	20048.0274	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Office Expenses - Computer Equipment Maintenance	DCEO	20048.0269	\$ (26,000)	\$ (26,000)	\$ (4,333)	\$ (5,576)	
Office Expenses - Minor Furniture & Equipment Purchases	DCEO	20048.0085	\$ (8,000)	\$ (8,000)	\$ (2,000)	\$ -	
Office Expenses - Office Equipment Maintenance	DCEO	20048.0268	\$ (13,000)	\$ (13,000)	\$ (2,167)	\$ (1,508)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Office Expenses - Other Operating Costs	DCEO	20048.0312	\$ (14,000)	\$ (14,000)	\$ (2,333)	\$ (2,407)	
Office Expenses - Postage & Freight	DCEO	20048.0271	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ (4,267)	
Office Expenses - Printing & Stationery	DCEO	20048.0103	\$ (43,000)	\$ (43,000)	\$ (15,050)	\$ (2,060)	
Office Expenses - Software Support Contracts	DCEO	20048.0270	\$ (120,000)	\$ (120,000)	\$ (20,000)	\$ (17,589)	
Office Expenses - Telephone	DCEO	20048.0144	\$ (26,000)	\$ (26,000)	\$ (4,333)	\$ (3,169)	
Other Expenses - Insurances	DCEO	20049.0064	\$ (40,000)	\$ (40,000)	\$ (25,000)	\$ (29,439)	
Other Expenses - Legal Expenses	CEO	20049.0071	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	
Other Expenses - Professional Services	DCEO	20049.0273	\$ (40,000)	\$ (40,000)	\$ (9,667)	\$ (12,250)	
Other Expenses - Strategic Plan	CEO	20049.0289	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	
Other Expenses - Subscriptions	DCEO	20049.0258	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (581)	
Other Expenses - GIS Data Upgrade	DCEO	20049.0292	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Building & Grounds (PC) - Building Maintenance	BLDG SRVR	20036.0010	\$ (35,000)	\$ (35,000)	\$ (5,833)	\$ (4,971)	
Building & Grounds (PC) - Building Operating	BLDG SRVR	20036.0011	\$ (50,000)	\$ (50,000)	\$ (13,000)	\$ (12,373)	
Building & Grounds (PC) - Staff Housing - Building Maintenance	BLDG SRVR	20411.0010	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (1,460)	
Building & Grounds (PC) - Staff Housing - Building Operating	BLDG SRVR	20411.0011	\$ (5,000)	\$ (5,000)	\$ (1,300)	\$ (1,472)	
Building & Grounds (PC) - Staff Housing - Grounds Maintenance	MGR WORKS	20411.0052	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (1,090)	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	20413.0182	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,725)	
<i>Sub-total - Cash</i>			\$ (7,743,783)	\$ (7,743,783)	\$ (358,025)	\$ (293,032)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20051.0034	\$ (35,000)	\$ (35,000)	\$ (5,833)	\$ (4,928)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20051.0035	\$ (130,000)	\$ (130,000)	\$ (21,667)	\$ (21,313)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20051.0036	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,669)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20051.0188	\$ (2,600)	\$ (2,600)	\$ (433)	\$ (431)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20051.0309	\$ (15,624)	\$ (15,624)	\$ (2,604)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20051.0310	\$ (14,650)	\$ (14,650)	\$ (2,442)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20051.0078	\$ (6,835)	\$ (6,835)	\$ (6,835)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (214,709)	\$ (214,709)	\$ (41,481)	\$ (28,341)	
Sub-total Operating Expenditure			\$ (1,958,492)	\$ (1,958,492)	\$ (399,505)	\$ (321,373)	
Less Administration Costs Allocated	ACCOUNTANT	20420.0350	\$ 1,958,492	\$ 1,958,492	\$ 399,505	\$ 324,298	
Total Operating Expenditure			\$ -	\$ -	\$ -	\$ 2,925	
TOTAL GOVERNANCE AND ADMIN. CAPITAL EXPENSES			\$ (146,153)	\$ (146,153)	\$ (59,642)	\$ (48,505)	
TOTAL GOVERNANCE AND ADMIN. CAPITAL INCOME			\$ 34,000	\$ 34,000	\$ 16,000	\$ 9,545	
TOTAL GOVERNANCE AND ADMIN. OPERATING EXPENSES			\$ (910,369)	\$ (910,369)	\$ (170,865)	\$ (144,786)	
TOTAL GOVERNANCE AND ADMIN. OPERATING INCOME			\$ 93,897	\$ 93,897	\$ 10,237	\$ 12,124	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
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PROGRAM 5 - LAW, ORDER & PUBLIC SAFETY

FIRE PREVENTION - COUNCIL

Capital Expenditure

Purchase Vehicle - Community Emergency Services Manager
 Fire Shed - Denbarker
Sub-total - Cash
 Grant Income (Non Cash) - Kendenup BFB Fire Truck
Sub-total - Non Cash
 Total Capital Expenditure

MGR WORKS	50520.0006	\$ (45,000)	\$ (45,000)	\$ -	\$ -	
MGR COMM SVCS	50529.0252	\$ (87,925)	\$ (87,925)	\$ (14,654)	\$ -	
		\$ (132,925)	\$ (132,925)	\$ (14,654)	\$ -	
CESM	50501.0006	\$ (325,000)	\$ (325,000)	\$ -	\$ -	
		\$ (325,000)	\$ (325,000)	\$ -	\$ -	
		\$ (457,925)	\$ (457,925)	\$ (14,654)	\$ -	

Capital Income

Trade In Vehicle - Community Emergency Services Manager
 Grant Income (Non Cash) - Kendenup BFB Fire Truck
 Grant Income (Non Cash) - Denbarker BFB Shed
 Total Capital Income

MGR WORKS	40520.0105	\$ 18,000	\$ 18,000	\$ -	\$ -	
MGR COMM SVCS	10511.0441	\$ 325,000	\$ 325,000	\$ -	\$ -	
MGR COMM SVCS	10511.0505	\$ 81,020	\$ 81,020	\$ -	\$ -	
		\$ 424,020	\$ 424,020	\$ -	\$ -	

Operating Expenditure

Employee Costs - Conferences & Training
 Employee Costs - Salaries
 Employee Costs - Superannuation
 Employee Costs - Workers Compensation Insurance
 Employee Costs - Uniforms, Clothing & Accessories
 Employee Costs - CESM - Reimbursable Salaries
 Employee Costs - CESM - On Costs
 Office Expenses - Advertising
 Other Expenses - Other Operating Costs
 Vehicle Running Costs - Motor Vehicle Allocations
 Fire Units - Replacement Tyres & Rims
 Fire Control & Hazard Reduction - Firebreak Inspections
 Fire Control & Hazard Reduction - Hazard Reduction
 Fire Control & Hazard Reduction - Emergency Responses
 Firebreak Enforcement - Reimbursable
 Admin Services Allocation
Sub-total - Cash

CESM	20072.0029	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
CESM	20072.0130	\$ (35,646)	\$ (35,646)	\$ (6,855)	\$ (4,299)	
CESM	20072.0141	\$ (10,258)	\$ (10,258)	\$ (1,973)	\$ (1,688)	
DCEO	20072.0043	\$ (1,158)	\$ (1,158)	\$ (579)	\$ (498)	
CESM	20072.0266	\$ (400)	\$ (400)	\$ (67)	\$ -	
MGR COMM SVCS	20072.0296	\$ (88,893)	\$ (88,893)	\$ (17,095)	\$ (12,906)	
MGR COMM SVCS	20072.0297	\$ (9,146)	\$ (9,146)	\$ (1,524)	\$ (1,246)	
CESM	20073.0003	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (393)	
CESM	20074.0312	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (3,283)	
MGR WORKS	20071.0182	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,455)	
CESM	20071.0173	\$ (7,200)	\$ (7,200)	\$ (1,200)	\$ -	
RANGER	20077.0277	\$ (14,000)	\$ (14,000)	\$ (2,333)	\$ -	
CESM	20077.0276	\$ (30,000)	\$ (30,000)	\$ (5,000)	\$ -	
CESM	20077.0379	\$ (12,000)	\$ (12,000)	\$ (2,000)	\$ -	
CESM	20077.0398	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ -	
ACCOUNTANT	20075.0308	\$ (93,425)	\$ (93,425)	\$ (15,571)	\$ (15,414)	
		\$ (340,126)	\$ (340,126)	\$ (60,530)	\$ (41,181)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20076.0034	\$ (1,500)	\$ (1,500)	\$ (250)	\$ (222)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20076.0035	\$ (31,500)	\$ (31,500)	\$ (5,250)	\$ (5,187)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20076.0036	\$ (350,000)	\$ (350,000)	\$ (58,333)	\$ (56,170)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20076.0188	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20076.0309	\$ (229)	\$ (229)	\$ (38)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20076.0310	\$ (61)	\$ (61)	\$ (10)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20076.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (383,290)	\$ (383,290)	\$ (63,882)	\$ (61,579)	
Total Operating Expenditure			\$ (723,416)	\$ (723,416)	\$ (124,412)	\$ (102,760)	
 Operating Income							
Grant Income - Emergency Services	CESM	10039.0159	\$ -	\$ -	\$ -	\$ 3,870	
Contributions - Other	CESM	10042.0200	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Fines & Penalties	CESM	10043.0049	\$ 5,000	\$ 5,000	\$ -	\$ -	
Other Revenue - CESM Reimbursable Salary & Oncost	MGR COMM SVCS	10043.0219	\$ 49,020	\$ 49,020	\$ 8,170	\$ 16,693	
Other Revenue - Fines & Penalties Adjustments	ACCOUNTANT	10043.0472	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Sale of Surplus Materials	CESM	10043.0406	\$ -	\$ -	\$ -	\$ -	
Reimbursements - Firebreaks	ACCOUNTANT	10041.0225	\$ 15,000	\$ 15,000	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 69,020	\$ 69,020	\$ 8,170	\$ 20,563	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10040.0106	\$ 1,096	\$ 1,096	\$ 183	\$ -	
<i>Sub-total - Non Cash</i>			\$ 1,096	\$ 1,096	\$ 183	\$ -	
Total Operating Income			\$ 70,116	\$ 70,116	\$ 8,353	\$ 20,563	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
EMERGENCY SERVICES LEVY							
Operating Expenditure							
<u>Bush Fire Brigades</u>							
Other Expenses - Insurances	CESM	20513.0064	\$ (64,500)	\$ (64,500)	\$ (64,500)	\$ (62,420)	
Other Expenses - Maintenance of Plant & Equipment	CESM	20513.0278	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Other Expenses - Purchase of Plant / Equipment (< \$1,200)	CESM	20513.0085	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (160)	
Other Expenses - Purchase of Plant / Equipment (> \$1,200)	CESM	20513.0333	\$ (4,000)	\$ (4,000)	\$ -	\$ -	
Other Expenses - Other Goods and Services	CESM	20513.0312	\$ (16,000)	\$ (16,000)	\$ (2,667)	\$ (698)	
Other Expenses - Uniforms, Clothing & Accessories	CESM	20513.0266	\$ (14,000)	\$ (14,000)	\$ (4,667)	\$ -	
Building & Grounds - Building Maintenance	CESM	20511.0010	\$ (1,500)	\$ (1,500)	\$ (250)	\$ (5,000)	
Building & Grounds - Utilities	CESM	20511.0011	\$ (1,500)	\$ (1,500)	\$ (250)	\$ -	
Vehicle Running Costs - Repairs & Maintenance	CESM	20512.0171	\$ (23,940)	\$ (23,940)	\$ (3,990)	\$ (1,480)	
Total Operating Expenditure			\$ (128,440)	\$ (128,440)	\$ (76,823)	\$ (69,758)	
Operating Income							
Grant Income - FESA Grant	CESM	10515.0201	\$ 95,080	\$ 95,080	\$ -	\$ -	
Contributions - Bush Fire Brigade Contributions	CESM	10516.0195	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 95,080	\$ 95,080	\$ -	\$ -	
<u>State Emergency Service:</u>							
Operating Expenditure							
Other Expenses - Insurances	CESM	20091.0064	\$ (1,000)	\$ (1,000)	\$ (500)	\$ (436)	
Other Expenses - Maintenance of Plant & Equipment	CESM	20091.0278	\$ (500)	\$ (500)	\$ (83)	\$ -	
Other Expenses - Other Operating Costs	CESM	20091.0312	\$ (9,930)	\$ (9,930)	\$ (1,655)	\$ (2,500)	
Total Operating Expenditure			\$ (11,430)	\$ (11,430)	\$ (2,238)	\$ (2,936)	
Operating Income							
Grant Revenue - Operating Grant	CESM	10055.0089	\$ 7,950	\$ 7,950	\$ 1,325	\$ -	
Reimbursements - Other	CESM	10053.0229	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 7,950	\$ 7,950	\$ 1,325	\$ -	
ANIMAL CONTROL							
Capital Expenditure							
Purchase Vehicle - Ranger	MGR WORKS	50511.0006	\$ -	\$ -	\$ -	\$ -	
Dog Pound - Repaint Barge Boards	BLDG SRVR	50542.0252	\$ -	\$ -	\$ -	\$ -	
Total Capital Expenditure			\$ -	\$ -	\$ -	\$ -	
Capital Income							
Trade In Vehicle - Ranger	MGR WORKS	40511.0105	\$ -	\$ -	\$ -	\$ -	
Total Capital Income			\$ -	\$ -	\$ -	\$ -	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Employee Costs - Conferences & Training	RANGER	20078.0029	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Employee Costs - Salaries	RANGER	20078.0130	\$ (55,982)	\$ (55,982)	\$ (10,766)	\$ (7,417)	
Employee Costs - Superannuation	RANGER	20078.0141	\$ (7,089)	\$ (7,089)	\$ (1,363)	\$ (1,032)	
Employee Costs - Uniforms, Clothing & Accessories	RANGER	20078.0266	\$ (400)	\$ (400)	\$ (67)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20078.0043	\$ (1,819)	\$ (1,819)	\$ (910)	\$ (783)	
Office Expenses - Advertising	RANGER	20079.0003	\$ (500)	\$ (500)	\$ (83)	\$ (367)	
Office Expenses - Minor Furniture & Equipment Purchases	RANGER	20079.0085	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Office Expenses - Cat Sterilisation Program	RANGER	20079.0312	\$ -	\$ -	\$ -	\$ -	
Operating Expenses - Other Operating Costs	RANGER	20080.0312	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (593)	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	20514.0182	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (657)	
Building & Grounds - Building Maintenance	RANGER	20083.0010	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Building & Grounds - Building Operating	RANGER	20083.0011	\$ (500)	\$ (500)	\$ (130)	\$ (20)	
Admin Services Allocation	ACCOUNTANT	20081.0308	\$ (49,217)	\$ (49,217)	\$ (8,203)	\$ (8,120)	
<i>Sub-total - Cash</i>			\$ (129,507)	\$ (129,507)	\$ (23,855)	\$ (18,989)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20082.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20082.0035	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (333)	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20082.0036	\$ (7,600)	\$ (7,600)	\$ (1,267)	\$ (998)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20082.0309	\$ (1,646)	\$ (1,646)	\$ (274)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20082.0310	\$ (989)	\$ (989)	\$ (165)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20082.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (12,235)	\$ (12,235)	\$ (2,039)	\$ (1,331)	
Total Operating Expenditure			\$ (141,742)	\$ (141,742)	\$ (25,894)	\$ (20,320)	
Operating Income							
Other Revenue - Dog Registrations	RANGER	10047.0041	\$ 15,000	\$ 15,000	\$ -	\$ 772	
Other Revenue - Fines & Penalties	RANGER	10047.0049	\$ 1,000	\$ 1,000	\$ 167	\$ -	
Other Revenue - Fines & Penalties Written Off	RANGER	10047.0472	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Pound Fees	RANGER	10047.0101	\$ 3,000	\$ 3,000	\$ 500	\$ 635	
Grant Revenue - Animal Control	RANGER	10049.0089	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 19,000	\$ 19,000	\$ 667	\$ 1,407	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10044.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 19,000	\$ 19,000	\$ 667	\$ 1,407	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
OTHER LAW, ORDER & PUBLIC SAFETY							
Operating Expenditure							
Employee Costs - Salaries	RANGER	20084.0130	\$ (3,860)	\$ (3,860)	\$ (742)	\$ (315)	
Employee Costs - Superannuation	RANGER	20084.0141	\$ (266)	\$ (266)	\$ (51)	\$ -	
Office Expenses - Advertising	RANGER	20085.0003	\$ (500)	\$ (500)	\$ (83)	\$ -	
Other Expenses - Roadwise	MGR WORKS	20086.0374	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Other Expenses - CCTV Camera Maintenance	BLDG SRVR	20086.0376	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (928)	
Security & Vandalism - Security & Vandalism	RANGER	20515.0280	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Admin Services Allocation	ACCOUNTANT	20087.0308	\$ (31,411)	\$ (31,411)	\$ (5,235)	\$ (5,183)	
<i>Sub-total - Cash</i>			\$ (46,037)	\$ (46,037)	\$ (7,779)	\$ (6,425)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20088.0034	\$ (8,000)	\$ (8,000)	\$ (1,333)	\$ (1,317)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20088.0035	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (3,254)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20088.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20088.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (28,000)	\$ (28,000)	\$ (4,667)	\$ (4,571)	
Total Operating Expenditure			\$ (74,037)	\$ (74,037)	\$ (12,445)	\$ (10,996)	
Operating Income							
Other Revenue - Fines & Penalties	RANGER	10051.0049	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Fines & Penalties Adjustments	RANGER	10051.0472	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ -	\$ -	\$ -	\$ -	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10048.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ -	\$ -	\$ -	\$ -	
TOTAL LAW, ORDER AND PUBLIC SAFETY CAPITAL EXPENSE			\$ (457,925)	\$ (457,925)	\$ (14,654)	\$ -	
TOTAL LAW, ORDER AND PUBLIC SAFETY CAPITAL INCOME			\$ 424,020	\$ 424,020	\$ -	\$ -	
TOTAL LAW, ORDER AND PUBLIC SAFETY OPERATING EXPENSE			\$ (1,079,065)	\$ (1,079,065)	\$ (241,813)	\$ (206,770)	
TOTAL LAW, ORDER AND PUBLIC SAFETY OPERATING INCOME			\$ 192,146	\$ 192,146	\$ 10,344	\$ 21,971	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
PROGRAM 7 - HEALTH							
HEALTH ADMIN. & INSPECTION							
Capital Expenditure							
Purchase of Vehicle - EHO	MGR WORKS	50721.0006	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ -	\$ -	\$ -	\$ -	\$ -
Capital Income							
Trade In Vehicle - EHO	MGR WORKS	40721.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure							
Employee Costs - Conferences & Training	EHO	20111.0029	\$ (2,500)	\$ (2,500)	\$ (417)	\$ -	\$ -
Employee Costs - Salaries	EHO	20111.0130	\$ (166,714)	\$ (166,714)	\$ (32,060)	\$ (43,318)	▲ \$ 11,258 35%
Employee Costs - Superannuation	EHO	20111.0141	\$ (22,356)	\$ (22,356)	\$ (4,299)	\$ (3,130)	
Employee Costs - Relief Salaries	EHO	20111.0264	\$ -	\$ -	\$ -	\$ -	
Employee Costs - Uniforms, Clothing & Accessories	EHO	20111.0266	\$ (800)	\$ (800)	\$ (133)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20111.0043	\$ (5,418)	\$ (5,418)	\$ (2,709)	\$ (2,331)	
Office Expenses - Advertising	EHO	20112.0003	\$ (500)	\$ (500)	\$ (83)	\$ -	
Office Expenses - Telephone	EHO	20112.0144	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (75)	
Other Expenses - Other Operating Costs	EHO	20113.0312	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (1,309)	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	20711.0182	\$ (14,000)	\$ (14,000)	\$ (2,333)	\$ (2,873)	
Admin Services Allocation	ACCOUNTANT	20114.0308	\$ (35,265)	\$ (35,265)	\$ (5,878)	\$ (5,818)	
<i>Sub-total - Cash</i>			\$ (253,553)	\$ (253,553)	\$ (48,913)	\$ (58,855)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20115.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20115.0035	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20115.0036	\$ (5,600)	\$ (5,600)	\$ (933)	\$ (920)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20115.0309	\$ (1,941)	\$ (1,941)	\$ (324)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20115.0310	\$ (1,094)	\$ (1,094)	\$ (182)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20115.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (8,635)	\$ (8,635)	\$ (1,439)	\$ (920)	
Total Operating Expenditure			\$ (262,188)	\$ (262,188)	\$ (50,352)	\$ (59,775)	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Revenue - Caravan Park Fees	EHO	10069.0428	\$ 400	\$ 400	\$ 67	\$ 652	
Other Revenue - Health Liquor Cert (Section 39) Fees	EHO	10069.0431	\$ 100	\$ 100	\$ 17	\$ -	
Other Revenue - Licence Fees	EHO	10069.0072	\$ 200	\$ 200	\$ 33	\$ -	
Other Revenue - Lodging Houses Fees	EHO	10069.0429	\$ 1,250	\$ 1,250	\$ 208	\$ -	
Other Revenue - Offensive Trades Fees	EHO	10069.0430	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	
Other Revenue - Other Fees	EHO	10069.0248	\$ 2,350	\$ 2,350	\$ 392	\$ 55	
Reimbursements - Salaries	EHO	10067.0219	\$ 60,525	\$ 60,525	\$ -	\$ -	
Reimbursements - Other	EHO	10067.0229	\$ 50	\$ 50	\$ 50	\$ -	
<i>Sub-total - Cash</i>			\$ 67,375	\$ 67,375	\$ 3,267	\$ 706	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10066.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 67,375	\$ 67,375	\$ 3,267	\$ 706	
PREVENTIVE SERVICES - OTHER							
Capital Expenditure							
Medical Centre (PC) - Building Renewal	BLDG SRVR	50550.0252	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Total Capital Expenditure			\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Capital Income							
Transfers from Reserve Funds	DCEO	40724.0486	\$ -	\$ -	\$ -	\$ -	
Total Capital Income			\$ -	\$ -	\$ -	\$ -	
Operating Expenditure							
Building & Grounds (PC) - Building Maintenance	BLDG SRVR	20122.0010	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Building & Grounds (PC) - Building Operating	BLDG SRVR	20122.0011	\$ (8,000)	\$ (8,000)	\$ (2,080)	\$ (1,815)	
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	20122.0052	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (267)	
Admin Services Allocation	ACCOUNTANT	20124.0308	\$ (27,804)	\$ (27,804)	\$ (4,634)	\$ (4,587)	
<i>Sub-total - Cash</i>			\$ (40,804)	\$ (40,804)	\$ (7,547)	\$ (6,669)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20125.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20125.0035	\$ (59,000)	\$ (59,000)	\$ (9,833)	\$ (9,751)	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20125.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20125.0188	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (297)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20125.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (61,000)	\$ (61,000)	\$ (10,167)	\$ (10,048)	
Total Operating Expenditure			\$ (101,804)	\$ (101,804)	\$ (17,714)	\$ (16,717)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Income - Medical Centre Lease Rental	ACCOUNTANT	10072.0230	\$ 72,000	\$ 72,000	\$ 12,000	\$ 12,056	
<i>Sub-total - Cash</i>			\$ 72,000	\$ 72,000	\$ 12,000	\$ 12,056	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10073.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 72,000	\$ 72,000	\$ 12,000	\$ 12,056	
TOTAL HEALTH CAPITAL EXPENSES			\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
TOTAL HEALTH CAPITAL INCOME			\$ -	\$ -	\$ -	\$ -	
TOTAL HEALTH OPERATING EXPENSES			\$ (363,992)	\$ (363,992)	\$ (68,066)	\$ (76,492)	
TOTAL HEALTH OPERATING INCOME			\$ 139,375	\$ 139,375	\$ 15,267	\$ 12,763	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
PROGRAM 8 - EDUCATION & WELFARE							
OLD PRE-SCHOOL (Booth Street)							
Operating Income							
Other Income	ACCOUNTANT	10811.0230	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure							
Building & Grounds (PC) - Building Operating - Preschool	BLDG SRVR	20131.0011	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (363)	\$ (363)
Sub-total - Cash			\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (363)	\$ (363)
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20130.0078	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenditure			\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (363)	\$ (363)
OTHER EDUCATION							
Operating Expenditure							
Other Expenses - Donations	DCEO	20134.0255	\$ (3,900)	\$ (3,900)	\$ (3,900)	\$ (3,900)	\$ (3,900)
Other Expenses - Disbursement of Rental	CEO	20134.0286	\$ (19,226)	\$ (19,226)	\$ (3,204)	\$ (1,457)	\$ (1,457)
Other Expenses - Early Learning and Development Feasibility Project	MCS	20134.0298	\$ (18,150)	\$ (18,150)	\$ -	\$ -	\$ -
Building & Grounds (PC) - Building Maintenance	BLDG SRVR	20811.0010	\$ (4,000)	\$ (4,000)	\$ (667)	\$ -	\$ -
Building & Grounds (PC) - Building Operating	BLDG SRVR	20811.0011	\$ (1,000)	\$ (1,000)	\$ (260)	\$ -	\$ -
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	20811.0052	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Services Allocation	ACCOUNTANT	20135.0308	\$ (4,767)	\$ (4,767)	\$ (795)	\$ (787)	\$ (787)
Sub-total - Cash			\$ (51,043)	\$ (51,043)	\$ (8,826)	\$ (6,144)	\$ (6,144)
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20136.0034	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20136.0035	\$ (7,500)	\$ (7,500)	\$ (1,250)	\$ (1,167)	\$ (1,167)
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20136.0036	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20136.0188	\$ (2,500)	\$ (2,500)	\$ (417)	\$ (452)	\$ (452)
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20136.0078	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total - Non Cash			\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,619)	\$ (1,619)
Total Operating Expenditure			\$ (61,043)	\$ (61,043)	\$ (10,492)	\$ (7,763)	\$ (7,763)
Operating Income							
Grant Income - Other Education Grants	MGR COMM SVCS	10810.0089	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income - Facilities Hire	ACCOUNTANT	10812.0046	\$ 24,033	\$ 24,033	\$ 4,006	\$ 3,641	\$ 3,641
Other Income - Contributions	ACCOUNTANT	10812.0242	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total - Cash			\$ 24,033	\$ 24,033	\$ 4,006	\$ 3,641	\$ 3,641
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10079.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 24,033	\$ 24,033	\$ 4,006	\$ 3,641	\$ 3,641



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

CHILD CARE CENTRE

Operating Expenditure

Building & Grounds (PC) - Building Maintenance
 Building & Grounds (PC) - Building Operating
 Building & Grounds (PC) - Grounds Maintenance
 Admin Services Allocation
Sub-total - Cash
 Non Cash Expenses - Depreciation - Furniture & Fittings
 Non Cash Expenses - Depreciation - Land & Buildings
 Non Cash Expenses - Depreciation - Plant & Equipment
 Non Cash Expenses - Depreciation - Infrastructure
 Non Cash Expenses - Loss on Sale of Assets
Sub-total - Non Cash
 Total Operating Expenditure

Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
BLDG SRVR	20812.0010	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	\$ -
BLDG SRVR	20812.0011	\$ (3,000)	\$ (3,000)	\$ (780)	\$ (661)	\$ -
MGR WORKS	20812.0052	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTANT	20140.0308	\$ (1,009)	\$ (1,009)	\$ (168)	\$ (195)	\$ -
		\$ (6,009)	\$ (6,009)	\$ (1,282)	\$ (856)	\$ -
ACCOUNTANT	20141.0034	\$ (500)	\$ (500)	\$ (83)	\$ -	\$ -
ACCOUNTANT	20141.0035	\$ (20,500)	\$ (20,500)	\$ (3,417)	\$ (3,354)	\$ -
ACCOUNTANT	20141.0036	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTANT	20141.0188	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (138)	\$ -
ACCOUNTANT	20141.0078	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ (22,000)	\$ (22,000)	\$ (3,667)	\$ (3,492)	\$ -
		\$ (28,009)	\$ (28,009)	\$ (4,948)	\$ (4,347)	\$ -

OTHER WELFARE

Operating Expenditure

Other Expenses - Donations
 Admin Services Allocation
Sub-total - Cash
 Non Cash Expenses - Depreciation - Furniture & Fittings
 Non Cash Expenses - Depreciation - Land & Buildings
 Non Cash Expenses - Depreciation - Plant & Equipment
 Non Cash Expenses - Loss on Sale of Assets
Sub-total - Non Cash
 Total Operating Expenditure

DCEO	20813.0255	\$ (6,500)	\$ (6,500)	\$ (6,500)	\$ (5,500)	\$ (5,500)
ACCOUNTANT	20814.0308	\$ (1,008)	\$ (1,008)	\$ (168)	\$ (167)	\$ -
		\$ (7,508)	\$ (7,508)	\$ (6,668)	\$ (5,667)	\$ -
ACCOUNTANT	20152.0034	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTANT	20152.0035	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTANT	20152.0036	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTANT	20152.0078	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ (7,508)	\$ (7,508)	\$ (6,668)	\$ (5,667)	\$ -

Operating Income

Non Cash Revenue - Profit on Sale of Assets
 Total Operating Income

ACCOUNTANT	10088.0106	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
AGED & DISABLED							
Capital Income							
Principal Repayments - Loan - Plantagenet Village Homes (SS)	ACCOUNTANT	40822.0328	\$ 115,071	\$ 115,071	\$ -	\$ -	\$ -
Total Capital Income			\$ 115,071	\$ 115,071	\$ -	\$ -	\$ -
Operating Expenditure							
Other Expenses - Donations	DCEO	20150.0255	\$ (4,550)	\$ (4,550)	\$ (4,550)	\$ (4,550)	\$ (4,550)
Admin Services Allocation	ACCOUNTANT	20145.0308	\$ (20,347)	\$ (20,347)	\$ (3,391)	\$ (3,357)	\$ (3,357)
<i>Sub-total - Cash</i>			\$ (24,897)	\$ (24,897)	\$ (7,941)	\$ (7,907)	\$ (7,907)
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20146.0034	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20146.0035	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20146.0036	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20146.0078	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Amortisation - HACC Day Centre	ACCOUNTANT	20146.0297	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenditure			\$ (24,897)	\$ (24,897)	\$ (7,941)	\$ (7,907)	\$ (7,907)
Operating Income							
Financial Income - Loan - Plantagenet Village Homes (SS)	ACCOUNTANT	10820.0328	\$ 35,477	\$ 35,477	\$ -	\$ (4,679)	\$ (4,679)
Grant Income - Collet Barker Court	ACCOUNTANT	10821.0542	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10085.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 35,477	\$ 35,477	\$ -	\$ (4,679)	\$ (4,679)
OTHER EDUCATION							
Borrowing Costs							
Principal Repayments							
Principal Repayments - Loan 93 - Plantagenet Village Homes (SS)	ACCOUNTANT	50822.0328	\$ (115,071)	\$ (115,071)	\$ (28,768)	\$ -	\$ -
Total Principal Repayments			\$ (115,071)	\$ (115,071)	\$ (28,768)	\$ -	\$ -
Operating Expenditure							
Interest Repayments - Loan 93 - Plantagenet Village Homes (SS)	ACCOUNTANT	20805.0328	\$ (35,477)	\$ (35,477)	\$ (8,869)	\$ 1,753	\$ 1,753
Total Operating Expenditure			\$ (35,477)	\$ (35,477)	\$ (8,869)	\$ 1,753	\$ 1,753
TOTAL EDUCATION AND WELFARE CAPITAL EXPENSE			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EDUCATION AND WELFARE CAPITAL INCOME			\$ 115,071	\$ 115,071	\$ -	\$ -	\$ -
TOTAL EDUCATION AND WELFARE OPERATING EXPENSE			\$ (157,934)	\$ (157,934)	\$ (39,919)	\$ (24,294)	\$ (24,294)
TOTAL EDUCATION AND WELFARE OPERATING INCOME			\$ 59,510	\$ 59,510	\$ 4,006	\$ (1,038)	\$ (1,038)



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
PROGRAM 10 - COMMUNITY AMENITIES							
DOMESTIC REFUSE COLLECTION							
Operating Expenditure							
Refuse Collection & Recycling	MGR WORKS	20159.0334	\$ (192,340)	\$ (192,340)	\$ (32,057)	\$ (33,130)	
Admin Services Allocation	ACCOUNTANT	20157.0308	\$ (23,803)	\$ (23,803)	\$ (3,967)	\$ (3,928)	
<i>Sub-total - Cash</i>			\$ (216,143)	\$ (216,143)	\$ (36,024)	\$ (37,058)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20158.0034	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (1,074)	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20158.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20158.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (1,074)	
Total Operating Expenditure			\$ (222,143)	\$ (222,143)	\$ (37,024)	\$ (38,132)	
Operating Income							
Other Revenue - Penalty Interest	ACCOUNTANT	10094.0095	\$ 500	\$ 500	\$ 83	\$ 61	
Other Revenue - Refuse Service Adjustments	ACCOUNTANT	10094.0412	\$ 500	\$ 500	\$ 83	\$ (780)	
Other Revenue - Refuse Service	ACCOUNTANT	10094.0119	\$ 304,395	\$ 304,395	\$ 304,395	\$ 304,395	
Other Revenue - Sale of Surplus Materials & Scrap	MGR WORKS	10094.0406	\$ 2,000	\$ 2,000	\$ 333	\$ 1,238	
<i>Sub-total - Cash</i>			\$ 307,395	\$ 307,395	\$ 304,895	\$ 304,915	
Total Operating Income			\$ 307,395	\$ 307,395	\$ 304,895	\$ 304,915	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
WASTE DISPOSAL SITES							
Capital Expenditure							
O'Neill Road Tip Site - e-Waste Solution	MGR WORKS	51610.0252	\$ (5,000)	\$ (5,000)	-	\$ -	
Rocky Gully Tip - Improve Ramp	MGR WORKS	51682.0252	\$ (7,000)	\$ (7,000)	-	\$ -	
Porongurup Transfer Station - Security Exclusion Fence	MGR WORKS	51683.0252	\$ (25,000)	\$ (25,000)	-	\$ -	
Total Capital Expenditure			\$ (37,000)	\$ (37,000)	-	\$ -	
Capital Income							
Transfers from Reserve Funds	DCEO	41001.0486	\$ -	\$ -	-	\$ -	
Grants & Contributions - Waste Disposal Sites	MGR COMM SVCS	41003.0450	\$ -	\$ -	-	\$ -	
Total Capital Income			\$ -	\$ -	-	\$ -	
Operating Expenditure							
Employee Costs - Salaries	MGR WORKS	20160.0130	\$ (168,015)	\$ (168,015)	\$ (32,311)	\$ (25,578)	
Employee Costs - Superannuation	MGR WORKS	20160.0141	\$ (3,218)	\$ (3,218)	\$ (619)	\$ (511)	
Employee Costs - Workers Compensation Insurance	ACCOUNTANT	20160.0043	\$ (2,583)	\$ (2,583)	\$ (1,292)	\$ (1,112)	
Employee Costs - Uniforms, Clothing & Accessories	MGR WORKS	20160.0266	\$ (400)	\$ (400)	-	\$ -	
Other Expenses - Telephone	MGR WORKS	20162.0144	\$ (500)	\$ (500)	\$ (83)	\$ (6)	
Other Expenses - Water Monitoring	MGR WORKS	20162.0285	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ -	
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	20165.0052	\$ (375,000)	\$ (375,000)	\$ (62,500)	\$ (64,136)	
Admin Services Allocation	ACCOUNTANT	20163.0308	\$ (38,880)	\$ (38,880)	\$ (6,480)	\$ (6,415)	
<i>Sub-total - Cash</i>			\$ (603,596)	\$ (603,596)	\$ (105,784)	\$ (97,758)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20164.0034	\$ -	\$ -	-	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20164.0035	\$ (10,800)	\$ (10,800)	\$ (1,800)	\$ (1,912)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20164.0036	\$ (25,500)	\$ (25,500)	\$ (4,250)	\$ (4,586)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20164.0188	\$ (8,800)	\$ (8,800)	\$ (1,467)	\$ (1,469)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20164.0078	\$ -	\$ -	-	\$ -	
<i>Sub-total - Non Cash</i>			\$ (45,100)	\$ (45,100)	\$ (7,517)	\$ (7,968)	
Total Operating Expenditure			\$ (648,696)	\$ (648,696)	\$ (113,301)	\$ (105,726)	
Operating Income							
Other Revenue - Penalty Interest	ACCOUNTANT	10816.0095	\$ -	\$ -	-	\$ 9	
Other Revenue - Fee Adjustments	ACCOUNTANT	10816.0412	\$ -	\$ -	-	\$ -	
Other Revenue - Tipping Fees	MGR WORKS	10098.0147	\$ 70,000	\$ 70,000	\$ 11,667	\$ 19,779	
<i>Sub-total - Cash</i>			\$ 70,000	\$ 70,000	\$ 11,667	\$ 19,787	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10095.0106	\$ -	\$ -	-	\$ -	
Total Operating Income			\$ 70,000	\$ 70,000	\$ 11,667	\$ 19,787	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
SANITATION OTHER							
Operating Income							
Other Income - Septic Tank Fees	EHO	11011.0408	\$ 6,500	\$ 6,500	\$ 1,083	\$ 944	
Total Operating Income			\$ 6,500	\$ 6,500	\$ 1,083	\$ 944	
PROTECTION OF THE ENVIRONMENT							
Operating Expenditure							
Abandoned Vehicles	RANGER	21015.0288	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Admin Services Allocation	ACCOUNTANT	21016.0308	\$ (1,301)	\$ (1,301)	\$ (217)	\$ (214)	
Total Operating Expenditure			\$ (4,301)	\$ (4,301)	\$ (717)	\$ (214)	
Operating Income							
Other Income - Fines & Penalties	RANGER	11012.0049	\$ -	\$ -	\$ -	\$ -	
Other Income - Reimbursements - Other	RANGER	11012.0229	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ -	\$ -	\$ -	\$ -	
TOWN PLANNING							
Capital Expenditure							
Purchase Vehicle - Mgr Development Services	MGR WORKS	51012.0006	\$ (53,000)	\$ (53,000)	\$ (53,000)	\$ (46,652)	
Purchase Vehicle - Planning Officer	MGR WORKS	51013.0006	\$ (20,275)	\$ (20,275)	\$ -	\$ -	
Total Capital Expenditure			\$ (73,275)	\$ (73,275)	\$ (53,000)	\$ (46,652)	
Capital Income							
Transfers from Reserve Funds	DCEO	41010.0486	\$ -	\$ -	\$ -	\$ -	
Trade In Vehicle - Mgr Development Services	MGR WORKS	41011.0105	\$ 30,000	\$ 30,000	\$ 30,000	\$ 28,182	
Trade In Vehicle - Planning Officer	MGR WORKS	41012.0105	\$ 19,270	\$ 19,270	\$ -	\$ -	
Total Capital Income			\$ 49,270	\$ 49,270	\$ 30,000	\$ 28,182	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Employee Costs - Conferences & Training	MGR DEV SVCS	20171.0029	\$ (3,500)	\$ (3,500)	\$ (583)	\$ (898)	
Employee Costs - Salaries	MGR DEV SVCS	20171.0130	\$ (246,913)	\$ (246,913)	\$ (47,483)	\$ (34,948)	
Employee Costs - Superannuation	MGR DEV SVCS	20171.0141	\$ (34,996)	\$ (34,996)	\$ (6,730)	\$ (5,272)	
Employee Costs - Uniforms, Clothing & Accessories	MGR DEV SVCS	20171.0266	\$ (1,200)	\$ (1,200)	\$ (200)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20171.0043	\$ (7,829)	\$ (7,829)	\$ (3,915)	\$ (3,368)	
Office Expenses - Advertising	MGR DEV SVCS	20172.0003	\$ (8,000)	\$ (8,000)	\$ (1,333)	\$ -	
Office Expenses - Telephone	MGR DEV SVCS	20172.0144	\$ (500)	\$ (500)	\$ (83)	\$ -	
Other Expenses - Boundary Surveys	MGR DEV SVCS	20173.0291	\$ -	\$ -	\$ -	\$ -	
Other Expenses - Minor Furniture & Equipment Purchases	MGR DEV SVCS	20173.0085	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Other Expenses - Cycleway Study	MGR DEV SVCS	20173.0290	\$ (7,500)	\$ (7,500)	\$ (1,250)	\$ -	
Other Expenses - Other Operating Costs	MGR DEV SVCS	20173.0312	\$ (1,500)	\$ (1,500)	\$ (250)	\$ (36)	
Other Expenses - Professional Services	MGR DEV SVCS	20173.0030	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (3,120)	
Other Expenses - Boundary Adjustments/Amalgamations	MGR DEV SVCS	20173.0019	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ -	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	21014.0182	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (2,565)	
Admin Services Allocation	ACCOUNTANT	20174.0308	\$ (72,238)	\$ (72,238)	\$ (12,040)	\$ (11,918)	
<i>Sub-total - Cash</i>			\$ (425,176)	\$ (425,176)	\$ (80,701)	\$ (62,125)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20175.0309	\$ (5,527)	\$ (5,527)	\$ (921)	\$ -	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20175.0036	\$ (10,700)	\$ (10,700)	\$ (1,783)	\$ (1,778)	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20175.0310	\$ (4,625)	\$ (4,625)	\$ (771)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20175.0078	\$ (4,767)	\$ (4,767)	\$ (4,767)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (25,619)	\$ (25,619)	\$ (8,242)	\$ (1,778)	
Total Operating Expenditure			\$ (450,795)	\$ (450,795)	\$ (88,943)	\$ (63,903)	
Operating Income							
Reimbursements - Other (Advertising)	MGR DEV SVCS	10103.0229	\$ 1,000	\$ 1,000	\$ 167	\$ -	
Reimbursements - Salaries	ACCOUNTANT	10103.0219	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Development Application Fee	MGR DEV SVCS	10105.0038	\$ 12,000	\$ 12,000	\$ 2,000	\$ 2,147	
Other Revenue - Enquiry Fee	MGR DEV SVCS	10105.0409	\$ 100	\$ 100	\$ 17	\$ -	
Other Revenue - Planning Liquor Cert (Section 40)	MGR DEV SVCS	10105.0417	\$ 200	\$ 200	\$ 33	\$ -	
Other Revenue - Rezoning Fees	MGR DEV SVCS	10105.0234	\$ 5,000	\$ 5,000	\$ 833	\$ 4,840	
Other Revenue - Subdivision Clearance	MGR DEV SVCS	10105.0139	\$ 2,000	\$ 2,000	\$ 333	\$ 365	
<i>Sub-total - Cash</i>			\$ 20,300	\$ 20,300	\$ 3,383	\$ 7,352	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10102.0106	\$ 14,478	\$ 14,478	\$ 2,413	\$ -	
Total Operating Income			\$ 34,778	\$ 34,778	\$ 5,796	\$ 7,352	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
CEMETRIES							
Capital Expenditure							
Mount Barker Cemetery - Entry Statement	MGR WORKS	51684.0252	\$ (5,000)	\$ (5,000)	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ (5,000)	\$ (5,000)	\$ -	\$ -	\$ -
Operating Expenditure							
Building & Grounds (PC) - Cemeteries Maintenance	MGR WORKS	20181.0052	\$ (80,000)	\$ (80,000)	\$ (13,333)	\$ (15,706)	\$ -
Admin Services Allocation	ACCOUNTANT	20179.0308	\$ (7,374)	\$ (7,374)	\$ (1,229)	\$ (1,217)	\$ -
<i>Sub-total - Cash</i>			\$ (87,374)	\$ (87,374)	\$ (14,562)	\$ (16,923)	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20180.0035	\$ (4,700)	\$ (4,700)	\$ (783)	\$ (782)	\$ -
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20180.0036	\$ -	\$ -	\$ -	\$ (118)	\$ -
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20180.0188	\$ (800)	\$ (800)	\$ (133)	\$ (89)	\$ -
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20180.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (5,500)	\$ (5,500)	\$ (917)	\$ (990)	\$ -
Total Operating Expenditure			\$ (92,874)	\$ (92,874)	\$ (15,479)	\$ (17,913)	\$ -
Operating Income							
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10107.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income - Cemetery Fees & Charges	ACCOUNTANT	11013.0237	\$ 50,000	\$ 50,000	\$ 8,333	\$ 3,709	\$ -
Total Operating Income			\$ 50,000	\$ 50,000	\$ 8,333	\$ 3,709	\$ -
OTHER COMMUNITY AMENITIES							
Capital Expenditure							
CCTV Expansion	MGR DEV SVCS	51485.0006	\$ (8,543)	\$ (8,543)	\$ (8,543)	\$ -	\$ -
Total Capital Expenditure			\$ (8,543)	\$ (8,543)	\$ (8,543)	\$ -	\$ -
Capital Income							
Grants & Contributions - CCTV	MGR DEV SVCS	41014.0450	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ -	\$ -	\$ -	\$ -	\$ -



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Public Conveniences (PC) - Building Maintenance	BLDG SRVR	21017.0010	\$ (7,000)	\$ (7,000)	\$ (1,167)	\$ (362)	
Public Conveniences (PC) - Building Operating	BLDG SRVR	21017.0011	\$ (19,000)	\$ (19,000)	\$ (4,940)	\$ (3,776)	
Public Conveniences (PC) - Grounds Maintenance	MGR WORKS	21017.0052	\$ -	\$ -	\$ -	\$ -	
Caravan Waste Dump Point - Maintenance	EHO	21020.0052	\$ (1,500)	\$ (1,500)	\$ (250)	\$ -	
Admin Services Allocation	ACCOUNTANT	21019.0308	\$ (9,685)	\$ (9,685)	\$ (1,614)	\$ (1,598)	
<i>Sub-total - Cash</i>			\$ (37,185)	\$ (37,185)	\$ (7,971)	\$ (5,736)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	21018.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	21018.0035	\$ (5,500)	\$ (5,500)	\$ (917)	\$ (863)	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	21018.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	21018.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (5,500)	\$ (5,500)	\$ (917)	\$ (863)	
Total Operating Expenditure			\$ (42,685)	\$ (42,685)	\$ (8,888)	\$ (6,599)	
Operating Income							
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	11015.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ -	\$ -	\$ -	\$ -	
TOTAL COMMUNITY AMENITIES CAPITAL EXPENSES			\$ (123,818)	\$ (123,818)	\$ (61,543)	\$ (46,652)	
TOTAL COMMUNITY AMENITIES CAPITAL INCOME			\$ 49,270	\$ 49,270	\$ 30,000	\$ 28,182	
TOTAL COMMUNITY AMENITIES OPERATING EXPENSES			\$ (1,461,494)	\$ (1,461,494)	\$ (264,351)	\$ (232,486)	
TOTAL COMMUNITY AMENITIES OPERATING INCOME			\$ 468,673	\$ 468,673	\$ 331,775	\$ 336,707	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
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PROGRAM 11 - RECREATION & CULTURE

PUBLIC HALLS & CIVIC CENTRES

Capital Expenditure

Halls (PC) - Building Renewal
 Plantagenet District Hall Upgrade
 Narrikup Hall - Replace Windows

Total Capital Expenditure

BLDG SRVR	51406.0252	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
MGR COMM SVCS	50424.0252	\$ (255,981)	\$ (255,981)	\$ -	\$ -	
BLDG SRVR	51685.0252	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ -	
		\$ (262,981)	\$ (262,981)	\$ (2,833)	\$ -	

Capital Income

Transfers from Reserve Funds
 Grants & Contributions - District Hall Upgrade

Total Capital Income

DCEO	41017.0486	\$ -	\$ -	\$ -	\$ -	
MGR COMM SVCS	41018.0489	\$ 247,673	\$ 247,673	\$ -	\$ -	
		\$ 247,673	\$ 247,673	\$ -	\$ -	

Operating Expenditure

Building & Grounds (PC) - Building Maintenance
 Building & Grounds (PC) - Building Operating
 Building & Grounds (PC) - Grounds Maintenance
 Other Expenses - Maintenance Project Management
 Other Expenses - Minor Furniture and Equipment
 Other Expenses - Rocky Gully Hall
 Other Expenses - Donations
 Admin Services Allocation
Sub-total - Cash

BLDG SRVR	20193.0010	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (4,354)	
BLDG SRVR	20193.0011	\$ (45,000)	\$ (45,000)	\$ (11,700)	\$ (12,149)	
MGR WORKS	20193.0052	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (3,646)	
BLDG SRVR	20190.0368	\$ -	\$ -	\$ -	\$ -	
BLDG SRVR	20190.0085	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
BLDG SRVR	20190.0360	\$ (2,000)	\$ (2,000)	\$ -	\$ -	
DCEO	20190.0255	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
ACCOUNTANT	20191.0308	\$ (38,034)	\$ (38,034)	\$ (6,339)	\$ (6,276)	
		\$ (713,034)	\$ (713,034)	\$ (22,706)	\$ (26,424)	
ACCOUNTANT	20192.0034	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (129)	
ACCOUNTANT	20192.0035	\$ (200,500)	\$ (200,500)	\$ (33,417)	\$ (33,402)	
ACCOUNTANT	20192.0036	\$ -	\$ -	\$ -	\$ -	
ACCOUNTANT	20192.0188	\$ (1,500)	\$ (1,500)	\$ (250)	\$ (250)	
ACCOUNTANT	20192.0078	\$ -	\$ -	\$ -	\$ -	
		\$ (203,000)	\$ (203,000)	\$ (33,833)	\$ (33,781)	

Total Operating Expenditure

Operating Income

Other Revenue - Kamballup Hall
 Other Revenue - Kendenup Hall
 Other Revenue - Narrikup Hall
 Other Revenue - Plantagenet District Hall
 Other Revenue - Porongurup Hall
 Other Revenue - Woogenellup Hall
Sub-total - Cash

Non Cash Revenue - Profit on Sale of Assets

Total Operating Income

ACCOUNTANT	10109.0424	\$ 100	\$ 100	\$ 17	\$ -	
ACCOUNTANT	10109.0420	\$ 500	\$ 500	\$ 83	\$ -	
ACCOUNTANT	10109.0421	\$ 200	\$ 200	\$ 33	\$ 309	
ACCOUNTANT	10109.0418	\$ 1,000	\$ 1,000	\$ 167	\$ 98	
ACCOUNTANT	10109.0423	\$ 500	\$ 500	\$ 83	\$ 520	
ACCOUNTANT	10109.0425	\$ -	\$ -	\$ -	\$ -	
		\$ 2,300	\$ 2,300	\$ 383	\$ 927	
ACCOUNTANT	10106.0106	\$ -	\$ -	\$ -	\$ -	
		\$ 2,300	\$ 2,300	\$ 383	\$ 927	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
MOUNT BARKER SWIMMING POOL							
Capital Expenditure							
Swimming Pool (PC) - Building Renewal	BLDG SRVR	51407.0252	\$ (2,500)	\$ (2,500)	\$ (417)	\$ -	
HWS Timers	POOL MGR	51410.0252	\$ (1,000)	\$ (1,000)	\$ -	\$ -	
Renew / Replace Shade Structures	POOL MGR	50427.0252	\$ (2,998)	\$ (2,998)	\$ -	\$ -	
Replace Chlorination Equipment	POOL MGR	51686.0252	\$ (7,000)	\$ (7,000)	\$ -	\$ -	
Total Capital Expenditure			\$ (13,498)	\$ (13,498)	\$ (417)	\$ -	
Capital Income							
Grants & Contributions - Swimming Pool	MGR COMM SVCS	41040.0450	\$ -	\$ -	\$ -	\$ -	
Total Capital Income			\$ -	\$ -	\$ -	\$ -	
Operating Expenditure							
Employee Costs - Conferences & Training	POOL MGR	20194.0029	\$ (3,500)	\$ (3,500)	\$ (583)	\$ (1,003)	
Employee Costs - Salaries	POOL MGR	20194.0130	\$ (150,654)	\$ (150,654)	\$ (28,972)	\$ (22,116)	
Employee Costs - Superannuation	POOL MGR	20194.0141	\$ (20,215)	\$ (20,215)	\$ (3,888)	\$ (3,288)	
Employee Costs - Uniforms, Clothing & Accessories	POOL MGR	20194.0266	\$ (1,200)	\$ (1,200)	\$ (200)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20194.0043	\$ (4,896)	\$ (4,896)	\$ (2,448)	\$ (2,107)	
Other Expenses - Professional Services	MGR COMM SVCS	20196.0030	\$ (11,500)	\$ (11,500)	\$ (11,500)	\$ (11,598)	
Other Expenses - Kiosk Supplies	POOL MGR	20196.0295	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ -	
Other Expenses - Minor Furniture & Equipment Purchases	POOL MGR	20196.0085	\$ (5,500)	\$ (5,500)	\$ (917)	\$ -	
Other Expenses - Other Operating Costs	POOL MGR	20196.0312	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (485)	
Building & Grounds (PC) - Building Maintenance	POOL MGR	20199.0010	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (45)	
Building & Grounds (PC) - Building Operating	POOL MGR	20199.0011	\$ (40,000)	\$ (40,000)	\$ (10,400)	\$ (3,937)	
Building & Grounds (PC) - Grounds Maintenance	POOL MGR	20199.0052	\$ (2,500)	\$ (2,500)	\$ (417)	\$ -	
Admin Services Allocation	ACCOUNTANT	20197.0308	\$ (43,435)	\$ (43,435)	\$ (7,239)	\$ (7,167)	
<i>Sub-total - Cash</i>			\$ (309,400)	\$ (309,400)	\$ (70,897)	\$ (51,745)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20198.0034	\$ (7,500)	\$ (7,500)	\$ (1,250)	\$ (1,449)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20198.0035	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (957)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20198.0036	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (836)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20198.0188	\$ (112,500)	\$ (112,500)	\$ (18,750)	\$ (18,804)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20198.0309	\$ (514)	\$ (514)	\$ (86)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20198.0310	\$ (1,719)	\$ (1,719)	\$ (287)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20198.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (133,233)	\$ (133,233)	\$ (22,206)	\$ (22,046)	
Total Operating Expenditure			\$ (442,633)	\$ (442,633)	\$ (93,102)	\$ (73,791)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Grant Income Subsidy - Operating Grant	POOL MGR	11100.0089	\$ 32,000	\$ 32,000	\$ -	\$ -	
Other Revenue - Entry Fees	POOL MGR	10113.0044	\$ 25,000	\$ 25,000	\$ -	\$ -	
Other Revenue - Facilities Hire	POOL MGR	10113.0046	\$ 1,000	\$ 1,000	\$ 167	\$ -	
Other Revenue - Other Fees & Charges	POOL MGR	10113.0248	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Kiosk Sales	POOL MGR	10113.0238	\$ 20,000	\$ 20,000	\$ -	\$ -	
Other Revenue - Season passes	POOL MGR	10113.0136	\$ 17,000	\$ 17,000	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 95,000	\$ 95,000	\$ 167	\$ -	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10110.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 95,000	\$ 95,000	\$ 167	\$ -	
<i>Operating Surplus / Deficit</i>							
			\$ (347,633)	\$ (347,633)	\$ (92,935)	\$ (73,791)	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
REC.CENTRE							
Capital Expenditure							
Gym & Other Equipment	MGR COMM SVCS	51111.0006	\$ (10,000)	\$ (10,000)	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ (10,000)	\$ (10,000)	\$ -	\$ -	\$ -
Capital Income							
Sale of Equipment	MGR COMM SVCS	41111.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure							
Employee Costs - Conferences & Training	REC CTR MGR	21100.0029	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	\$ -
Employee Costs - Salaries	REC CTR MGR	21100.0130	\$ (202,539)	\$ (202,539)	\$ (38,950)	\$ (26,337)	\$ -
Employee Costs - Superannuation	REC CTR MGR	21100.0141	\$ (25,925)	\$ (25,925)	\$ (4,986)	\$ (2,994)	\$ -
Employee Costs - Uniforms, Clothing & Accessories	REC CTR MGR	21100.0266	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (80)	\$ -
Employee Costs - Workers Compensation Insurance	DCEO	21100.0043	\$ (7,583)	\$ (7,583)	\$ (3,792)	\$ (3,262)	\$ -
Employee Costs - Telephone	REC CTR MGR	21101.0144	\$ (2,500)	\$ (2,500)	\$ (417)	\$ (324)	\$ -
Other Expenses - Courses & Programs	REC CTR MGR	21102.0298	\$ (8,000)	\$ (8,000)	\$ (1,333)	\$ (867)	\$ -
Other Expenses - Kiosk Supplies	REC CTR MGR	21102.0295	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	\$ -
Other Expenses - Minor Furniture & Equipment Purchases	REC CTR MGR	21102.0085	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (299)	\$ -
Other Expenses - Other Operating Costs	REC CTR MGR	21102.0312	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ (780)	\$ -
Other Expenses - School Holiday Programs	REC CTR MGR	21102.0299	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	\$ -
Building & Grounds (PC) - Building Maintenance	REC CTR MGR	21104.0010	\$ (12,000)	\$ (12,000)	\$ (2,000)	\$ (1,887)	\$ -
Building & Grounds (PC) - Building Operating	BLDG SRVR	21104.0011	\$ (30,000)	\$ (30,000)	\$ (7,800)	\$ (8,871)	\$ -
Building & Grounds (PC) - Grounds Maintenance	REC CTR MGR	21104.0052	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	\$ -
Building & Grounds - Building Renewal Projects	MGR COMM SVCS	21104.0252	\$ (34,500)	\$ (34,500)	\$ (5,750)	\$ -	\$ -
Admin Services Allocation	ACCOUNTANT	21103.0308	\$ (49,089)	\$ (49,089)	\$ (8,182)	\$ (8,100)	\$ -
<i>Sub-total - Cash</i>			\$ (410,136)	\$ (410,136)	\$ (79,542)	\$ (53,802)	\$ -
Non Cash Expenses - Amortisation	ACCOUNTANT	21105.0297	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	21105.0034	\$ (14,000)	\$ (14,000)	\$ (2,333)	\$ (1,892)	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	21105.0035	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	21105.0036	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	21105.0309	\$ (2,069)	\$ (2,069)	\$ (345)	\$ -	\$ -
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	21105.0310	\$ (1,257)	\$ (1,257)	\$ (210)	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	21105.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (17,326)	\$ (17,326)	\$ (2,888)	\$ (1,892)	\$ -
Total Operating Expenditure			\$ (427,462)	\$ (427,462)	\$ (82,429)	\$ (55,694)	\$ -

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Income - Entry Fees	REC CTR MGR	11101.0044	\$ 30,000	\$ 30,000	\$ 5,000	\$ 3,780	
Other Income - Facilities Hire	REC CTR MGR	11101.0046	\$ 6,000	\$ 6,000	\$ 1,000	\$ 156	
Other Income - Kiosk Sales	REC CTR MGR	11101.0238	\$ 10,000	\$ 10,000	\$ 1,667	\$ 348	
Other Income - Membership Fees	REC CTR MGR	11101.0410	\$ 65,000	\$ 65,000	\$ 10,833	\$ 13,823	
Other Income - Other Operating Income	REC CTR MGR	11101.0232	\$ 2,500	\$ 2,500	\$ 417	\$ 705	
Other Income - Other Programs and Courses	REC CTR MGR	11101.0477	\$ 5,000	\$ 5,000	\$ 833	\$ 600	
Grant Income - Active After School	REC CTR MGR	11108.0178	\$ -	\$ -	\$ -	\$ -	
Reimbursements - Education Dep't	REC CTR MGR	11102.0227	\$ 33,771	\$ 33,771	\$ -	\$ 3,905	
<i>Sub-total - Cash</i>			\$ 152,271	\$ 152,271	\$ 19,750	\$ 23,318	
Non Cash Revenue Recreation Centre - Profit on Sale of Assets	ACCOUNTANT	10115.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 152,271	\$ 152,271	\$ 19,750	\$ 23,318	
<i>Operating Surplus / Deficit</i>			\$ (275,191)	\$ (275,191)	\$ (62,679)	\$ (32,376)	
PARKS & RECREATION GROUNDS							
Capital Expenditure							
Sounness Park - Land Purchase (Demon Downs Payment)	MGR COMM SVCS	51475.0251	\$ (43,125)	\$ (43,125)	\$ (43,125)	\$ (43,125)	
Centenary Park - We Remember Them Memorial Park	MGR WORKS	51511.0251	\$ (28,800)	\$ (28,800)	\$ -	\$ -	
Sounness Park - Playground Equipment	MGR WORKS	51609.0251	\$ (2,169)	\$ (2,169)	\$ -	\$ -	
Frost Park and Demon Downs - Construct Dams	MGR WORKS	51567.0251	\$ (87,460)	\$ (87,460)	\$ -	\$ -	
Pump Shed - Government Dam	MGR WORKS	50428.0251	\$ (5,000)	\$ (5,000)	\$ -	\$ -	
Wilson Park - Nature Playground - Irrigation	MGR WORKS	50429.0251	\$ (5,000)	\$ (5,000)	\$ -	\$ -	
Kendenup Agricultural Grounds - Development	MGR DEV SVCS	51649.0251	\$ (4,226)	\$ (4,226)	\$ -	\$ -	
Sounness Park - Floor Cleaner	BLDG SRVR	51651.0006	\$ (3,800)	\$ (3,800)	\$ (3,800)	\$ (3,150)	
Frost Park - Building Upgrade Stage 1	BLDG SRVR	51691.0251	\$ (80,000)	\$ (80,000)	\$ -	\$ -	
Kendenup Playgroup - Retaining Wall	BLDG SRVR	51692.0251	\$ (5,000)	\$ (5,000)	\$ -	\$ -	
Mount Barker Tennis Courts - Hit Up Wall	MGR WORKS	51693.0251	\$ (12,000)	\$ (12,000)	\$ -	\$ -	
Total Capital Expenditure			\$ (276,580)	\$ (276,580)	\$ (46,925)	\$ (46,275)	
Capital Income							
Principal Repayments - Loan No 91 - Mount Barker Golf Club (SS)	ACCOUNTANT	41121.0388	\$ 23,370	\$ 23,370	\$ -	\$ -	
Transfers from Reserve Funds	DCEO	41127.0486	\$ 80,000	\$ 80,000	\$ -	\$ -	
Transfers from Trust Funds	DCEO	41122.0243	\$ 50,000	\$ 50,000	\$ -	\$ -	
Grants - Storm Water Harvesting - Frost Park	MGR COMM SVCS	41120.0203	\$ 20,881	\$ 20,881	\$ -	\$ -	
Grants - We Remember Them Memorial Park	MGR COMM SVCS	41120.0489	\$ 32,353	\$ 32,353	\$ -	\$ -	
Grants - Kendenup Agricultural Grounds Development	MGR DEV SVCS	41120.0450	\$ 48,000	\$ 48,000	\$ -	\$ -	
Total Capital Income			\$ 254,604	\$ 254,604	\$ -	\$ -	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Building Mtce (PC) - Building Maintenance	BLDG SRVR	20211.0010	\$ (40,000)	\$ (40,000)	\$ (6,667)	\$ (1,653)	
Building Mtce (PC) - Building Operating	BLDG SRVR	20211.0011	\$ (65,000)	\$ (65,000)	\$ (16,900)	\$ (13,875)	
Parks Mtce (PC) - Facilities Maintenance	MGR WORKS	20212.0047	\$ (430,000)	\$ (430,000)	\$ (71,667)	\$ (57,820)	
Parks Mtce (PC) - Facilities Operating	MGR WORKS	20212.0048	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (3,184)	
Other Expenses - Donations	DCEO	20208.0255	\$ (5,650)	\$ (5,650)	\$ (942)	\$ -	
Other Expenses - Professional Services	MGR COMM SVCS	20208.0030	\$ -	\$ -	\$ -	\$ -	
Admin Services Allocation	ACCOUNTANT	20209.0308	\$ (56,371)	\$ (56,371)	\$ (9,395)	\$ (9,301)	
<i>Sub-total - Cash</i>			\$ (622,021)	\$ (622,021)	\$ (109,737)	\$ (85,833)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20210.0034	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (125)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20210.0035	\$ (265,000)	\$ (265,000)	\$ (44,167)	\$ (44,064)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20210.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20210.0188	\$ (180,000)	\$ (180,000)	\$ (30,000)	\$ (29,751)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20210.0309	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20210.0310	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20210.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (446,000)	\$ (446,000)	\$ (74,333)	\$ (73,941)	
Total Operating Expenditure			\$ (1,068,021)	\$ (1,068,021)	\$ (184,070)	\$ (159,774)	
Operating Income							
Reimbursements - Other	DCEO	10118.0229	\$ 3,000	\$ 3,000	\$ 500	\$ -	
Contributions - Other Contributions	DCEO	10119.0200	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Facilities Hire	DCEO	10120.0046	\$ -	\$ -	\$ -	\$ 1,545	
Other Revenue - Frost Park	DCEO	10120.0426	\$ 7,000	\$ 7,000	\$ 1,167	\$ 3,664	
Other Revenue - Sounness Park	DCEO	10120.0427	\$ 5,000	\$ 5,000	\$ 833	\$ -	
Financial Income - Loan No 86 - Mount Barker Golf Club (SS)	ACCOUNTANT	11103.0329	\$ -	\$ -	\$ -	\$ -	
Financial Income - Loan No 91 - Mount Barker Golf Club (SS)	ACCOUNTANT	11103.0388	\$ 3,567	\$ 3,567	\$ -	\$ (135)	
<i>Sub-total - Cash</i>			\$ 18,567	\$ 18,567	\$ 2,500	\$ 5,074	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10117.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 18,567	\$ 18,567	\$ 2,500	\$ 5,074	
Borrowing Costs							
Principal Repayments							
Principal Repayments - Loan 94 - Sounness Park	ACCOUNTANT	51152.0467	\$ (34,740)	\$ (34,740)	\$ -	\$ -	
Total Principal Repayments			\$ (34,740)	\$ (34,740)	\$ -	\$ -	
Operating Expenditure							
Financial Expenses - Loan 94 - Sounness Park	ACCOUNTANT	20207.0467	\$ (12,154)	\$ (12,154)	\$ -	\$ (303)	
Total Operating Expenditure			\$ (12,154)	\$ (12,154)	\$ -	\$ (303)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
LIBRARY SERVICES							
Mount Barker Library & Art Gallery							
Capital Expenditure							
Building Renewal (PC)	BLDG SRVR	50406.0252	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (308)	
Total Capital Expenditure			\$ (5,000)	\$ (5,000)	\$ (833)	\$ (308)	
Operating Expenditure							
Employee Costs - Conferences & Training	LIBRARIAN	20213.0029	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Employee Costs - Salaries	LIBRARIAN	20213.0130	\$ (118,596)	\$ (118,596)	\$ (22,807)	\$ (20,532)	
Employee Costs - Superannuation	LIBRARIAN	20213.0141	\$ (13,894)	\$ (13,894)	\$ (2,672)	\$ (2,400)	
Employee Costs - Uniforms, Clothing & Accessories	LIBRARIAN	20213.0266	\$ (1,200)	\$ (1,200)	\$ (200)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	20213.0043	\$ (3,854)	\$ (3,854)	\$ (1,927)	\$ (1,658)	
Office Expenses - Advertising	LIBRARIAN	20214.0003	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Office Expenses - Office Equipment Maintenance	LIBRARIAN	20214.0268	\$ (2,500)	\$ (2,500)	\$ (417)	\$ (593)	
Office Expenses - Software Support Contracts	LIBRARIAN	20214.0270	\$ (12,000)	\$ (12,000)	\$ (6,545)	\$ -	
Office Expenses - Printing & Stationery	LIBRARIAN	20214.0103	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (45)	
Office Expenses - Telephone	LIBRARIAN	20214.0144	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (506)	
Other Expenses - Insurances	LIBRARIAN	20215.0064	\$ (500)	\$ (500)	\$ (250)	\$ (186)	
Other Expenses - Regional Library Services	LIBRARIAN	20215.0170	\$ (1,500)	\$ (1,500)	\$ (250)	\$ -	
Other Expenses - Art Restoration	LIBRARIAN	20215.0177	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Other Expenses - Local Collection	LIBRARIAN	20215.0369	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (586)	
Other Expenses - Minor Furniture & Equipment Purchases	LIBRARIAN	20215.0085	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Other Expenses - Library Programs	LIBRARIAN	20215.0298	\$ (8,500)	\$ (8,500)	\$ (1,417)	\$ (1,589)	
Other Expenses - Other Operating Costs	LIBRARIAN	20215.0312	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (725)	
Building & Grounds (PC) - Building Maintenance	BLDG SRVR	20218.0010	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (745)	
Building & Grounds (PC) - Building Operating	BLDG SRVR	20218.0011	\$ (22,000)	\$ (22,000)	\$ (5,720)	\$ (7,306)	
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	20218.0052	\$ (2,500)	\$ (2,500)	\$ (417)	\$ -	
Admin Services Allocation	ACCOUNTANT	20216.0308	\$ (76,789)	\$ (76,789)	\$ (12,798)	\$ (12,670)	
<i>Sub-total - Cash</i>			\$ (299,833)	\$ (299,833)	\$ (61,419)	\$ (49,540)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20217.0034	\$ (12,500)	\$ (12,500)	\$ (2,083)	\$ (1,916)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20217.0035	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20217.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20217.0309	\$ (2,583)	\$ (2,583)	\$ (431)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20217.0310	\$ (660)	\$ (660)	\$ (110)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20217.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (15,743)	\$ (15,743)	\$ (2,624)	\$ (1,916)	
Total Operating Expenditure			\$ (315,576)	\$ (315,576)	\$ (64,043)	\$ (51,456)	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Contributions - Other Contributions	LIBRARIAN	10123.0200	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue - Fines & Penalties	LIBRARIAN	10124.0049	\$ 1,000	\$ 1,000	\$ 167	\$ 92	\$ 75
Other Revenue - Photocopying	LIBRARIAN	10124.0100	\$ 2,000	\$ 2,000	\$ 333	\$ 528	\$ 195
Other Revenue - Other Fees & Charges	LIBRARIAN	10124.0248	\$ 500	\$ 500	\$ 83	\$ 119	\$ 36
<i>Sub-total - Cash</i>			\$ 3,500	\$ 3,500	\$ 583	\$ 739	\$ 156
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10121.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 3,500	\$ 3,500	\$ 583	\$ 739	\$ 156
<i>Operating Surplus / Deficit</i>			\$ (312,076)	\$ (312,076)	\$ (63,460)	\$ (50,717)	\$ (12,743)
OTHER RECREATION & CULTURE							
Capital Expenditure							
Recreation & Cultural Buildings (PC) - Building Renewal	BLDG SRVR	50407.0252	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	\$ -
Museum Complex - Replace Shingle Roofs	BLDG SRVR	51535.0252	\$ -	\$ -	\$ -	\$ -	\$ -
Community Recreation Centre - New Eaves to Rear of Building	BLDG SRVR	50433.0252	\$ (4,500)	\$ (4,500)	\$ (750)	\$ -	\$ -
Total Capital Expenditure			\$ (14,500)	\$ (14,500)	\$ (2,417)	\$ -	\$ -
Operating Expenditure							
Employee Costs - Salaries	MGR COMM SVCS	20220.0130	\$ (38,589)	\$ (38,589)	\$ (7,421)	\$ (5,025)	\$ (2,396)
Employee Costs - Superannuation	MGR COMM SVCS	20220.0141	\$ (4,390)	\$ (4,390)	\$ (844)	\$ (672)	\$ (172)
Other Expenses - Community Programs	MGR COMM SVCS	20221.0356	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,197)	\$ (470)
Other Expenses - Donations	DCEO	20221.0255	\$ (22,186)	\$ (22,186)	\$ (22,186)	\$ (4,900)	\$ (18,286)
Other Expenses - Other Operating Costs	MGR COMM SVCS	20221.0312	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	\$ -
Other Expenses - Club Development Program	MGR COMM SVCS	20221.0354	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses - Kidsport Program	MGR COMM SVCS	20221.0397	\$ (57,835)	\$ (57,835)	\$ (13,639)	\$ (2,975)	\$ (10,660)
Building & Grounds (PC) - Building Maintenance	BLDG SRVR	21111.0010	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	\$ -
Building & Grounds (PC) - Building Operating	BLDG SRVR	21111.0011	\$ (22,000)	\$ (22,000)	\$ (5,720)	\$ (7,185)	\$ (1,405)
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	21111.0052	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	\$ -
Admin Services Allocation	ACCOUNTANT	20222.0308	\$ (25,603)	\$ (25,603)	\$ (4,267)	\$ (4,224)	\$ (423)
<i>Sub-total - Cash</i>			\$ (193,603)	\$ (193,603)	\$ (57,911)	\$ (26,178)	\$ (31,733)
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20223.0034	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20223.0035	\$ (275,000)	\$ (275,000)	\$ (45,833)	\$ (45,884)	\$ (5,851)
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	20223.0036	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20223.0188	\$ (22,800)	\$ (22,800)	\$ (3,800)	\$ (4,456)	\$ (676)
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20223.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (297,800)	\$ (297,800)	\$ (49,633)	\$ (50,340)	\$ (665)
Total Operating Expenditure			\$ (491,403)	\$ (491,403)	\$ (107,544)	\$ (76,518)	\$ (31,026)



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Grant Income - Sport and Recreation Grants	MGR COMM SVCS	10126.0272	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Income - Kidsport Program	MGR COMM SVCS	10126.0397	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Contributions - Other Contributions	ACCOUNTANT	10127.0200	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursements - Club Development Officer Program	MGR COMM SVCS	11109.0354	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
Reimbursements - Other	MGR COMM SVCS	11109.0229	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income - Lease Rental	ACCOUNTANT	11106.0230	\$ 1,105	\$ 1,105	\$ 184	\$ -	\$ -
<i>Sub-total - Cash</i>			\$ 76,105	\$ 76,105	\$ 184	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10125.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 76,105	\$ 76,105	\$ 184	\$ -	\$ -
Principal Repayments							
Principal Repayments - Loan No 91 - MB Golf Club (SS)	ACCOUNTANT	51123.0388	\$ (23,370)	\$ (23,370)	\$ -	\$ -	\$ -
Total Principal Repayments			\$ (23,370)	\$ (23,370)	\$ -	\$ -	\$ -
Operating Expenditure							
Financial Expenses - Loan No 91 - MB Golf Club (SS)	ACCOUNTANT	21112.0388	\$ (3,567)	\$ (3,567)	\$ -	\$ (94)	\$ (94)
Total Operating Expenditure			\$ (3,567)	\$ (3,567)	\$ -	\$ (94)	\$ (94)
TOTAL RECREATION AND CULTURE CAPITAL EXPENSES			\$ (582,559)	\$ (582,559)	\$ (53,425)	\$ (46,583)	
TOTAL RECREATION AND CULTURE CAPITAL INCOME			\$ 502,277	\$ 502,277	\$ -	\$ -	
TOTAL RECREATION AND CULTURE OPERATING EXPENSES			\$ (3,076,850)	\$ (3,076,850)	\$ (587,728)	\$ (477,834)	
TOTAL RECREATION AND CULTURE OPERATING INCOME			\$ 347,743	\$ 347,743	\$ 23,568	\$ 30,058	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
PROGRAM 12 - TRANSPORT						
ROAD CONSTRUCTION						
Capital Expenditure						
Regional Road Group						
Carbarup Road - SLK 0.00 to 3.00	MGR WORKS 51652.0250	\$ (333,000)	\$ (333,000)	\$ -	\$ -	\$ -
Porongurup Road - SLK 8.20 to 17.21	MGR WORKS 51653.0250	\$ (227,690)	\$ (227,690)	\$ -	\$ -	\$ -
		\$ (560,690)	\$ (560,690)	\$ -	\$ -	\$ -
BLACKSPOT (FEDERAL)						
O'Neill Rd - Albany Hwy - Slip Lane	MGR WORKS 51612.0250	\$ (44,220)	\$ (44,220)	\$ -	\$ -	\$ -
Lake Matilda Rd - Red Gum Pass Road - Intersection	MGR WORKS 51654.0250	\$ (91,420)	\$ (91,420)	\$ -	\$ (3,879)	\$ (3,879)
Jutland / Fisher Road Intersection - Intersection	MGR WORKS 51655.0250	\$ (68,421)	\$ (68,421)	\$ -	\$ -	\$ -
		\$ (204,061)	\$ (204,061)	\$ -	\$ (3,879)	\$ (3,879)
BLACKSPOT (STATE)						
Deane Street / Oatlands Road - Intersection	MGR WORKS 51656.0250	\$ (124,127)	\$ (124,127)	\$ -	\$ -	\$ -
		\$ (124,127)	\$ (124,127)	\$ -	\$ -	\$ -
COMMODITY ROUTE FUNDING						
Takalarup Road - SLK 8.84 to 14.55	MGR WORKS 51657.0250	\$ (193,107)	\$ (193,107)	\$ -	\$ -	\$ -
		\$ (193,107)	\$ (193,107)	\$ -	\$ -	\$ -
Roads to Recovery						
Ormond Road- SLK 0.00 to 1.09	MGR WORKS 51616.0250	\$ (1,963)	\$ (1,963)	\$ -	\$ -	\$ -
Ingolby Street - SLK 0.00 to 0.96	MGR WORKS 51617.0250	\$ (1,090)	\$ (1,090)	\$ -	\$ -	\$ -
Moorilup Road - Entire length	MGR WORKS 51620.0250	\$ (32,623)	\$ (32,623)	\$ -	\$ -	\$ -
The Springs Road - SLK 8.00 to 16.23	MGR WORKS 51623.0250	\$ (66,614)	\$ (66,614)	\$ -	\$ -	\$ -
Perillup Road - SLK 9.40 to 12.45	MGR WORKS 51631.0250	\$ (46,306)	\$ (46,306)	\$ -	\$ -	\$ -
O'Neill Rd - Albany Hwy - Slip Lane	MGR WORKS 51650.0250	\$ (31,259)	\$ (31,259)	\$ -	\$ -	\$ -
Ingolby Street - SLK 0.96 to 1.35	MGR WORKS 51658.0250	\$ (21,300)	\$ (21,300)	\$ -	\$ -	\$ -
Martin Street - SLK 0.00 to 0.28	MGR WORKS 51659.0250	\$ (14,600)	\$ (14,600)	\$ -	\$ -	\$ -
Chauvel Road - SLK 2.50 to 5.30	MGR WORKS 51660.0250	\$ (126,005)	\$ (126,005)	\$ -	\$ -	\$ -
Rogers Road - SLK 0.00 to 2.99	MGR WORKS 51661.0250	\$ (37,500)	\$ (37,500)	\$ -	\$ -	\$ -
Barrow Road - SLK 11.00 to 14.91	MGR WORKS 51662.0250	\$ (38,546)	\$ (38,546)	\$ -	\$ -	\$ -
Surrey Downs Road - SLK 0.00 to 4.63	MGR WORKS 51663.0250	\$ (30,000)	\$ (30,000)	\$ -	\$ -	\$ -
Hay River Road - SLK 5.00 to 8.48	MGR WORKS 51664.0250	\$ (60,000)	\$ (60,000)	\$ -	\$ -	\$ -
Hassell Street (South End) - SLK 2.00 to 2.24	MGR WORKS 51665.0250	\$ (47,350)	\$ (47,350)	\$ (5,000)	\$ (5,731)	\$ (5,731)
Wandoor Road - SLK 0.00 to 2.43	MGR WORKS 51666.0250	\$ (40,000)	\$ (40,000)	\$ -	\$ -	\$ -
Sixpenny Road - SLK 0.00 to 2.09	MGR WORKS 51667.0250	\$ (65,200)	\$ (65,200)	\$ -	\$ -	\$ -
Mondurup Street - SLK 0.00 to 0.91	MGR WORKS 51668.0250	\$ (166,533)	\$ (166,533)	\$ -	\$ -	\$ -
Moorilup Road - SLK 0.00 to 3.38	MGR WORKS 51669.0250	\$ (128,300)	\$ (128,300)	\$ -	\$ -	\$ -
Seventh Avenue - SLK 0.00 to 0.71	MGR WORKS 51670.0250	\$ (140,032)	\$ (140,032)	\$ -	\$ -	\$ -
		\$ (1,095,221)	\$ (1,095,221)	\$ (5,000)	\$ (5,731)	\$ (5,731)

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Own Resources							
Pre Construction Future Works	MGR WORKS	51201.0250	\$ (30,000)	\$ (30,000)	\$ (5,000)	\$ (5,074)	
Shire Wide Drainage Construction	MGR WORKS	51202.0250	\$ (100,000)	\$ (100,000)	\$ (53,333)	\$ -	
Mount Barker Footpath Construction	MGR WORKS	51203.0250	\$ (70,000)	\$ (70,000)	\$ -	\$ -	
Footpath - Beverley Road, Kendenup	MGR WORKS	51624.0250	\$ (21,111)	\$ (21,111)	\$ -	\$ -	
Roadworks - Minor Renewal	MGR WORKS	51276.0250	\$ (250,000)	\$ (250,000)	\$ (50,667)	\$ (51,037)	
Oatlands Road - SLK 0.00 to 1.24	MGR WORKS	51605.0250	\$ (34,986)	\$ (34,986)	\$ (34,986)	\$ -	
Langton Road - Lowood Road to Marmion Street	MGR WORKS	51606.0250	\$ (91,322)	\$ (91,322)	\$ -	\$ -	
Oatlands Road - SLK 0.00 to 1.24	MGR WORKS	51630.0250	\$ (73,729)	\$ (73,729)	\$ (36,865)	\$ -	
Marion Street - SLK 0.00 to 0.56	MGR WORKS	51632.0250	\$ (6,394)	\$ (6,394)	\$ -	\$ -	
The Springs Road - SLK 0.00 to 8.00	MGR WORKS	51635.0250	\$ (150,835)	\$ (150,835)	\$ -	\$ -	
Seymour Road - SLK 3.75 to 8.75	MGR WORKS	51637.0250	\$ (13,904)	\$ (13,904)	\$ -	\$ -	
Lowood Road / Memorial Avenue - Roundabout Repairs	MGR WORKS	51671.0250	\$ (17,000)	\$ (17,000)	\$ -	\$ -	
Menston Street - SLK 0.00 to 1.03	MGR WORKS	51672.0250	\$ (150,000)	\$ (150,000)	\$ -	\$ -	
Settlement Road East - SLK 0.00 to 6.89	MGR WORKS	51673.0250	\$ (130,000)	\$ (130,000)	\$ -	\$ -	
Halsey Road - SLK 0.00 to 5.39	MGR WORKS	51674.0250	\$ (110,000)	\$ (110,000)	\$ -	\$ -	
Blue Lake Road - SLK 2.5 to 11.49	MGR WORKS	51675.0250	\$ (180,000)	\$ (180,000)	\$ -	\$ -	
Craddock Road - SLK 0.00 to 6.99	MGR WORKS	51676.0250	\$ (140,000)	\$ (140,000)	\$ -	\$ -	
O'Neill Road - SLK 0.00 to 2.66	MGR WORKS	51677.0250	\$ (66,200)	\$ (66,200)	\$ -	\$ -	
Albany Highway - Roundabout Approaches	MGR WORKS	51678.0250	\$ (5,000)	\$ (5,000)	\$ -	\$ -	
			\$ (1,640,481)	\$ (1,640,481)	\$ (180,851)	\$ (56,111)	
Total Capital Expenditure			\$ (3,817,687)	\$ (3,817,687)	\$ (185,851)	\$ (65,721)	
Capital Income							
Contributions to Roadworks	MGR WORKS	41205.0197	\$ -	\$ -	\$ -	\$ -	
Direct Road Grants - Black Spot Funding	MGR WORKS	41201.0008	\$ 272,072	\$ 272,072	\$ -	\$ -	
Direct Road Grants - Roads to Recovery Grants	MGR WORKS	41201.0204	\$ 915,366	\$ 915,366	\$ -	\$ -	
Direct Road Grants - TIRES/Commodity Route Grants	MGR WORKS	41201.0205	\$ 128,738	\$ 128,738	\$ -	\$ -	
Direct Road Grants - State Road Project Grants	MGR WORKS	41201.0207	\$ 373,793	\$ 373,793	\$ -	\$ -	
Transfers from Reserve Funds	DCEO	41202.0486	\$ -	\$ -	\$ -	\$ -	
Transfers from Trust Funds	DCEO	41203.0243	\$ -	\$ -	\$ -	\$ -	
Total Capital Income			\$ 1,689,969	\$ 1,689,969	\$ -	\$ -	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

ROAD MAINTENANCE

Operating Expenditure

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Other Expenses - Asset Management Strategy	MGR WORKS	21211.0303	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses - Professional Services	MGR WORKS	21211.0030	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	\$ -
Other Expenses - Outstanding Land Resumptions	MGR WORKS	21211.0306	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses - Road Safety Audits	MGR WORKS	21211.0305	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (2,833)	\$ -
Other Expenses - Roman Data Upgrade	MGR WORKS	21211.0304	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	\$ -
Other Expenses - Signs Audit	MGR WORKS	21211.0302	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (446)	\$ -
Other Expenses - Directional Signage	MGR WORKS	21211.0137	\$ (3,500)	\$ (3,500)	\$ (583)	\$ -	\$ -
Road Maintenance - General	MGR WORKS	20225.0126	\$ (1,350,000)	\$ (1,350,000)	\$ (365,000)	\$ (385,231)	\$ (20,231)
Road Maintenance - Tree Pruning	MGR WORKS	20225.0390	\$ (170,000)	\$ (170,000)	\$ (56,667)	\$ -	\$ -
Road Maintenance - Edge Patching	MGR WORKS	20225.0391	\$ (30,000)	\$ (30,000)	\$ (5,000)	\$ (198)	\$ -
Road Maintenance - Slashing and Spraying of Roads	MGR WORKS	20225.0392	\$ (30,000)	\$ (30,000)	\$ (5,000)	\$ -	\$ -
Road Maintenance - Storm Damage	MGR WORKS	20225.0039	\$ (1,064,074)	\$ (1,064,074)	\$ (354,691)	\$ (314,683)	\$ (40,368)
Contribution to Vehicle Crossovers	MGR WORKS	20225.0021	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	\$ -
Street Lighting - Other Operating Costs	MGR WORKS	20227.0312	\$ (70,000)	\$ (70,000)	\$ (11,667)	\$ (12,075)	\$ (408)
Admin Services Allocation	ACCOUNTANT	21212.0308	\$ (71,212)	\$ (71,212)	\$ (11,869)	\$ (11,749)	\$ (120)
<i>Sub-total - Cash</i>			\$ (2,812,786)	\$ (2,812,786)	\$ (814,477)	\$ (727,215)	\$ (86,262)
Non Cash Expenses - Depreciation - Roads	ACCOUNTANT	20224.0189	\$ (3,220,000)	\$ (3,220,000)	\$ (536,667)	\$ (536,483)	\$ (184)
Non Cash Expenses - Depreciation - Footpaths	ACCOUNTANT	20224.0190	\$ (75,000)	\$ (75,000)	\$ (12,500)	\$ (12,498)	\$ (1)
Non Cash Expenses - Depreciation - Drainage	ACCOUNTANT	20224.0192	\$ (163,000)	\$ (163,000)	\$ (27,167)	\$ (27,166)	\$ (1)
Non Cash Expenses - Loss on Sale of Road Assets	ACCOUNTANT	20224.0078	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Drainage Assets	ACCOUNTANT	20224.0380	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Footpath Assets	ACCOUNTANT	20224.0382	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (3,458,000)	\$ (3,458,000)	\$ (576,333)	\$ (576,147)	\$ (166)
Total Operating Expenditure			\$ (6,270,786)	\$ (6,270,786)	\$ (1,390,810)	\$ (1,303,363)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Contributions - Contributions to Signage	MGR WORKS	10134.0198	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions - Other Contributions	MGR WORKS	10134.0200	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions - Roadworks Contributions (Storm Damage)	MGR WORKS	10134.0197	\$ 1,462,276	\$ 1,462,276	\$ -	\$ -	\$ -
Other Income - Directional Signage	MGR WORKS	10135.0137	\$ 1,000	\$ 1,000	\$ 167	\$ 400	
<i>Sub-total - Cash</i>			\$ 1,463,276	\$ 1,463,276	\$ 167	\$ 400	
Non Cash Revenue - Profit on Sale of Road Assets	ACCOUNTANT	10132.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Drainage Assets	ACCOUNTANT	10132.0381	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Footpath Assets	ACCOUNTANT	10132.0383	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Parking Assets	ACCOUNTANT	10138.0106	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 1,463,276	\$ 1,463,276	\$ 167	\$ 400	
TOTAL TRANSPORT CAPITAL EXPENSES			\$ (3,817,687)	\$ (3,817,687)	\$ (185,851)	\$ (65,721)	
TOTAL TRANSPORT CAPITAL INCOME			\$ 1,689,969	\$ 1,689,969	\$ -	\$ -	
TOTAL TRANSPORT OPERATING EXPENSES			\$ (6,270,786)	\$ (6,270,786)	\$ (1,390,810)	\$ (1,303,363)	
TOTAL TRANSPORT OPERATING INCOME			\$ 1,463,276	\$ 1,463,276	\$ 167	\$ 400	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
<u>PROGRAM 13 - ECONOMIC SERVICES</u>							
RURAL SERVICES							
Capital Expenditure							
Railway Station - Agricultural Building - Airconditioning and Hot Water System	BLDG SRVR	51317.0252	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ -	
Total Capital Expenditure			\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ -	
Operating Expenditure							
Other Expenses - Donations	DCEO	21305.0255	\$ (4,800)	\$ (4,800)	\$ (4,800)	\$ -	
Other Expenses - Drum Muster	MGR WORKS	21305.0314	\$ (3,000)	\$ (3,000)	\$ (500)	\$ -	
Other Expenses - Pest Control	MGR WORKS	21305.0313	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Other Expenses - Vehicle Leases - Community Ag Ctr	ACCOUNTANT	21305.0307	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,759)	
Other Expenses - Boutique Abattoir Study	MGR DEV SVCS	21305.0543	\$ -	\$ -	\$ -	\$ -	
Admin Services Allocation	ACCOUNTANT	21306.0308	\$ (16,328)	\$ (16,328)	\$ (2,721)	\$ (2,694)	
Total Operating Expenditure			\$ (35,128)	\$ (35,128)	\$ (9,855)	\$ (4,453)	
Operating Income							
Other Income - Drum Muster	MGR WORKS	11305.0241	\$ 3,000	\$ 3,000	\$ 500	\$ -	
Other Income - Lease Rental	ACCOUNTANT	11305.0230	\$ 2,000	\$ 2,000	\$ 333	\$ -	
Grant Income - Boutique Abattoir	MGR DEV SVCS	11304.0543	\$ -	\$ -	\$ -	\$ -	
Reimbursements - Vehicles	ACCOUNTANT	11306.0228	\$ 10,000	\$ 10,000	\$ 1,667	\$ 9,406	
Total Operating Income			\$ 15,000	\$ 15,000	\$ 2,500	\$ 9,406	
FERAL PIG ERADICATION PROGRAM							
Operating Expenditure							
Employee Costs - Salaries	ACCOUNTANT	21307.0130	\$ (20,000)	\$ (20,000)	\$ (3,846)	\$ -	
Employee Costs - Superannuation	ACCOUNTANT	21307.0141	\$ (5,000)	\$ (5,000)	\$ (962)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	21307.0043	\$ (2,500)	\$ (2,500)	\$ (1,250)	\$ (1,076)	
Feral Pig Eradication (PC) - Other Operating Costs	ACCOUNTANT	21310.0312	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ -	
Other Expenses - Disbursement of Funds	ACCOUNTANT	21308.0286	\$ -	\$ -	\$ -	\$ -	
Admin Services Allocation	ACCOUNTANT	21309.0308	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (800)	
Transfer From Municipal To Trust	ACCOUNTANT	21314.0243	\$ -	\$ -	\$ -	\$ -	
Total Operating Expenditure			\$ (56,500)	\$ (56,500)	\$ (10,891)	\$ (1,876)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Contributions - Community Groups	ACCOUNTANT	11307.0474	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions - Landholder Contributions	ACCOUNTANT	11307.0199	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions - Local Government Contributions	ACCOUNTANT	11307.0473	\$ 5,000	\$ 5,000	\$ 833	\$ -	\$ -
Contributions - State & Federal Gov't Contributions	ACCOUNTANT	11307.0242	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
Grant Income - Environmental Grant	ACCOUNTANT	11308.0210	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Income - Direct Grants	ACCOUNTANT	11308.0212	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
Other Income - Recharge of Services	ACCOUNTANT	11309.0475	\$ 16,500	\$ 16,500	\$ -	\$ -	\$ -
Transfer From Trust To Municipal	ACCOUNTANT	11310.0243	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ 56,500	\$ 56,500	\$ 833	\$ -	\$ -
TOURISM & AREA PROMOTION							
Capital Expenditure							
Visitor Centre - Repaint Various Items	BLDG SRVR	51584.0252	\$ (4,000)	\$ (4,000)	\$ -	\$ -	\$ -
Public Electronic Notice Board	DCEO	51639.0006	\$ (35,000)	\$ (35,000)	\$ (17,500)	\$ (16,105)	\$ (16,105)
Total Capital Expenditure			\$ (39,000)	\$ (39,000)	\$ (17,500)	\$ (16,105)	\$ (16,105)
Operating Expenditure							
Building & Grounds (PC) - Tourist Bureau - Building Maintenance	BLDG SRVR	20244.0010	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (3,869)	\$ (3,869)
Building & Grounds (PC) - Tourist Bureau - Building Operating	BLDG SRVR	20244.0011	\$ (16,000)	\$ (16,000)	\$ (4,160)	\$ (3,458)	\$ (3,458)
Building & Grounds (PC) - Tourist Bureau - Grounds Maintenance	MGR WORKS	20244.0052	\$ (1,500)	\$ (1,500)	\$ (250)	\$ -	\$ -
Other Expenses - District & Area Promotion	CEO	21311.0370	\$ (92,040)	\$ (92,040)	\$ (15,340)	\$ (11,388)	\$ (11,388)
Admin Services Allocation	ACCOUNTANT	21312.0308	\$ (63,401)	\$ (63,401)	\$ (10,567)	\$ (10,461)	\$ (10,461)
<i>Sub-total - Cash</i>			\$ (182,941)	\$ (182,941)	\$ (31,984)	\$ (29,175)	\$ (29,175)
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	21313.0034	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	21313.0035	\$ (47,500)	\$ (47,500)	\$ (7,917)	\$ (7,554)	\$ (7,554)
Non Cash Expenses - Depreciation - Plant & Equipment	ACCOUNTANT	21313.0036	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	21313.0188	\$ (2,500)	\$ (2,500)	\$ (417)	\$ (543)	\$ (543)
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	21313.0309	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	21313.0310	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	21313.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (50,000)	\$ (50,000)	\$ (8,333)	\$ (8,097)	\$ (8,097)
Total Operating Expenditure			\$ (232,941)	\$ (232,941)	\$ (40,317)	\$ (37,272)	\$ (37,272)
Operating Income							
Other Income	ACCOUNTANT	11312.0230	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Cash</i>			\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10148.0106	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income			\$ -	\$ -	\$ -	\$ -	\$ -

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
BUILDING CONTROL							
Capital Expenditure							
Purchase Vehicle - Bldg Surveyor	MGR WORKS	51311.0006	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase Vehicle - Building Maintenance Officer	MGR WORKS	51314.0006	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase Vehicle - Cleaner	MGR WORKS	51315.0006	\$ -	\$ -	\$ -	\$ -	\$ -
Building Maintenance Shed - Shelving and Cupboards	BLDG SRVR	51640.0252	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ -	\$ -	\$ -	\$ -	\$ -
Capital Income							
Trade In Vehicle - Bldg Surveyor	MGR WORKS	41311.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Trade In Vehicle - Building Maintenance Officer	MGR WORKS	41314.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Trade In Vehicle - Cleaner	MGR WORKS	41315.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from Trust Funds	DCEO	41316.0243	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure							
Employee Costs - Conferences & Training	BLDG SRVR	20245.0029	\$ (4,500)	\$ (4,500)	\$ (750)	\$ -	\$ -
Employee Costs - Salaries	BLDG SRVR	20245.0130	\$ (142,036)	\$ (142,036)	\$ (27,315)	\$ (16,704)	\$ -
Employee Costs - Relief Staff / Contractors	BLDG SRVR	20245.0264	\$ (8,565)	\$ (8,565)	\$ (1,428)	\$ -	\$ -
Employee Costs - Superannuation	BLDG SRVR	20245.0141	\$ (34,567)	\$ (34,567)	\$ (5,761)	\$ (4,149)	\$ -
Employee Costs - Uniforms, Clothing & Accessories	BLDG SRVR	20245.0266	\$ (1,200)	\$ (1,200)	\$ (200)	\$ (1,205)	\$ -
Employee Costs - Workers Compensation Insurance	DCEO	20245.0043	\$ (7,492)	\$ (7,492)	\$ (3,746)	\$ (3,224)	\$ -
Office Expenses - Advertising	BLDG SRVR	20246.0003	\$ (500)	\$ (500)	\$ (83)	\$ -	\$ -
Office Expenses - Telephone	BLDG SRVR	20246.0144	\$ (500)	\$ (500)	\$ (83)	\$ -	\$ -
Other Expenses - BCITF Payments	BLDG SRVR	20247.0316	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (2,666)	\$ -
Other Expenses - BRB Payments	BLDG SRVR	20247.0315	\$ (7,000)	\$ (7,000)	\$ (1,167)	\$ -	\$ -
Other Expenses - Legal Expenses	BLDG SRVR	20247.0071	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses - Minor Furniture & Equipment Purchases	BLDG SRVR	20247.0085	\$ (2,500)	\$ (2,500)	\$ (417)	\$ -	\$ -
Other Expenses - Other Operating Costs	BLDG SRVR	20247.0312	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	\$ -
Other Expenses - Building Maintenance Equipment & Stock	BLDG SRVR	20247.0393	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (1,255)	\$ -
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	21316.0182	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (2,078)	\$ -
Admin Services Allocation	ACCOUNTANT	20248.0308	\$ (40,160)	\$ (40,160)	\$ (6,693)	\$ (6,626)	\$ -
<i>Sub-total - Cash</i>			\$ (287,020)	\$ (287,020)	\$ (53,976)	\$ (37,906)	\$ -
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20249.0034	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20249.0035	\$ -	\$ -	\$ -	\$ -	\$ -
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20249.0036	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (516)	\$ -
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20249.0309	\$ (1,862)	\$ (1,862)	\$ (310)	\$ -	\$ -
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20249.0310	\$ (3,191)	\$ (3,191)	\$ (532)	\$ -	\$ -
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20249.0078	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub-total - Non Cash</i>			\$ (8,053)	\$ (8,053)	\$ (1,342)	\$ (516)	\$ -
Total Operating Expenditure			\$ (295,073)	\$ (295,073)	\$ (55,318)	\$ (38,422)	\$ -

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Revenue - BCITF Levy	ACCOUNTANT	10155.0247	\$ 25,000	\$ 25,000	\$ 4,167	\$ 2,587	
Other Revenue - BCTIF Commission	ACCOUNTANT	10155.0245	\$ 500	\$ 500	\$ 83	\$ 60	
Other Revenue - BRB Commission	ACCOUNTANT	10155.0244	\$ 1,000	\$ 1,000	\$ 167	\$ 105	
Other Revenue - BRB Levy	ACCOUNTANT	10155.0246	\$ 7,000	\$ 7,000	\$ 1,167	\$ 2,773	
Other Revenue - Building Licence Fees	BLDG SRVR	10155.0009	\$ 34,000	\$ 34,000	\$ 5,667	\$ 5,669	
Other Revenue - Fines & Penalties	BLDG SRVR	10155.0049	\$ -	\$ -	\$ -	\$ -	
Other Revenue - Other Fees & Charges	BLDG SRVR	10155.0248	\$ 500	\$ 500	\$ 83	\$ 395	
Reimbursements - Salaries	BLDG SRVR	10153.0219	\$ 5,000	\$ 5,000	\$ 833	\$ -	
Reimbursements - Other	BLDG SRVR	10153.0229	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 73,000	\$ 73,000	\$ 12,167	\$ 11,588	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10152.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 73,000	\$ 73,000	\$ 12,167	\$ 11,588	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
CATTLE SALEYARDS							
Capital Expenditure							
Purchase Vehicle - Saleyards Manager	MGR WORKS	51323.0006	\$ (32,000)	\$ (32,000)	\$ -	\$ -	\$ -
Outloading Ramp Bugle Modification	SALEYARDS MGR	51538.0253	\$ (15,000)	\$ (15,000)	\$ -	\$ -	\$ -
Bitumen Repairs	SALEYARDS MGR	51585.0253	\$ (25,000)	\$ (25,000)	\$ -	\$ -	\$ -
Additional Water Source	SALEYARDS MGR	51587.0253	\$ (15,000)	\$ (15,000)	\$ -	\$ -	\$ -
Roof over Northern Dirt Pens	SALEYARDS MGR	51641.0253	\$ (420,468)	\$ (420,468)	\$ (210,234)	\$ (164,904)	\$ -
New Generator	SALEYARDS MGR	51642.0006	\$ (25,000)	\$ (25,000)	\$ -	\$ -	\$ -
New Irrigator	SALEYARDS MGR	51643.0006	\$ (10,000)	\$ (10,000)	\$ -	\$ -	\$ -
Office - Water Purification	SALEYARDS MGR	51695.0253	\$ (3,000)	\$ (3,000)	\$ -	\$ -	\$ -
Transfer Aerators to Pond 2	SALEYARDS MGR	51696.0253	\$ (5,000)	\$ (5,000)	\$ -	\$ -	\$ -
Chemical Dosing Equipment - Phosphorous Reduction	SALEYARDS MGR	51697.0253	\$ (6,000)	\$ (6,000)	\$ -	\$ -	\$ -
Total Capital Expenditure			\$ (556,468)	\$ (556,468)	\$ (210,234)	\$ (164,904)	
Capital Income							
Transfers from Reserve Funds	DCEO	41326.0486	\$ 136,000	\$ 136,000	\$ -	\$ -	\$ -
Trade In Vehicle - Saleyards Manager	MGR WORKS	41322.0105	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -
Trade-in/Sale of Equipment	SALEYARDS MGR	41323.0105	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Income			\$ 148,000	\$ 148,000	\$ -	\$ -	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Employee Costs - Conferences & Training	SALEYARDS MGR	21320.0029	\$ (4,000)	\$ (4,000)	\$ (667)	\$ -	
Employee Costs - Salaries	SALEYARDS MGR	21320.0130	\$ (243,826)	\$ (243,826)	\$ (46,890)	\$ (37,376)	
Employee Costs - Superannuation	SALEYARDS MGR	21320.0141	\$ (24,450)	\$ (24,450)	\$ (4,702)	\$ (3,645)	
Employee Costs - Travel & Accommodation	SALEYARDS MGR	21320.0267	\$ (1,500)	\$ (1,500)	\$ (250)	\$ (1,586)	
Employee Costs - Uniforms, Clothing & Accessories	SALEYARDS MGR	21320.0266	\$ (2,000)	\$ (2,000)	\$ (333)	\$ (305)	
Employee Costs - Medicals & Vaccinations	SALEYARDS MGR	21320.0275	\$ (500)	\$ (500)	\$ (83)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	21320.0043	\$ (5,000)	\$ (5,000)	\$ (2,500)	\$ (2,151)	
Office Expenses - Computer Equipment Maintenance	SALEYARDS MGR	21321.0269	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (2,414)	
Office Expenses - Other Operating Costs	SALEYARDS MGR	21321.0312	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (76)	
Office Expenses - Telephone	SALEYARDS MGR	21321.0144	\$ (5,500)	\$ (5,500)	\$ (917)	\$ (951)	
Other Expenses - Environmental Services	SALEYARDS MGR	21322.0371	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	
Other Expenses - Feed Purchases	SALEYARDS MGR	21322.0317	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Other Expenses - Insurances	SALEYARDS MGR	21322.0064	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (15,281)	
Other Expenses - Licence Fees	SALEYARDS MGR	21322.0287	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (72)	
Other Expenses - Other Operating Costs	SALEYARDS MGR	21322.0312	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (4,821)	
Other Expenses - Promotional Material & Public Relations	SALEYARDS MGR	21322.0261	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (1,538)	
Other Expenses - Tools & Sundry	SALEYARDS MGR	21322.0318	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Other Expenses - Water Monitoring	SALEYARDS MGR	21322.0285	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	
Other Expenses - Sludge Removal	SALEYARDS MGR	21322.0379	\$ -	\$ -	\$ -	\$ -	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	21326.0182	\$ (6,000)	\$ (6,000)	\$ (1,000)	\$ (679)	
Building & Grounds (PC) - Facility Maintenance	BLDG SRVR	21325.0010	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (2,515)	
Building & Grounds (PC) - Facility Operating	BLDG SRVR	21325.0011	\$ (65,000)	\$ (65,000)	\$ (16,900)	\$ (6,016)	
Admin Services Allocation	ACCOUNTANT	21323.0308	\$ (74,531)	\$ (74,531)	\$ (12,422)	\$ (12,297)	
<i>Sub-total - Cash</i>			\$ (579,307)	\$ (579,307)	\$ (140,330)	\$ (91,721)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	21324.0034	\$ (29,500)	\$ (29,500)	\$ (4,917)	\$ (4,474)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	21324.0035	\$ (456,000)	\$ (456,000)	\$ (76,000)	\$ (73,486)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	21324.0036	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (1,995)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	21324.0188	\$ (18,000)	\$ (18,000)	\$ (3,000)	\$ (2,967)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	21324.0078	\$ (2,100)	\$ (2,100)	\$ (350)	\$ -	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	21324.0309	\$ (3,041)	\$ (3,041)	\$ (507)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	21324.0310	\$ (1,553)	\$ (1,553)	\$ (259)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (530,194)	\$ (530,194)	\$ (88,366)	\$ (82,922)	
Total Operating Expenditure			\$ (1,109,501)	\$ (1,109,501)	\$ (228,696)	\$ (174,643)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Contributions - Agent Contributions	SALEYARDS MGR	11315.0218	\$ 62,500	\$ 62,500	\$ 3,851	\$ 4,054	
Other Income - Avdata Income	SALEYARDS MGR	11316.0249	\$ 18,000	\$ 18,000	\$ 3,000	\$ 2,420	
Other Income - Entry Fees	SALEYARDS MGR	11316.0044	\$ 12,800	\$ 12,800	\$ -	\$ -	
Other Income - Transit / Hay Feeding	SALEYARDS MGR	11316.0434	\$ 8,240	\$ 8,240	\$ 1,373	\$ 164	
Other Income - NLIS Tagging	SALEYARDS MGR	11316.0433	\$ 11,400	\$ 11,400	\$ 1,900	\$ 793	
Other Income - Other Operating Income	SALEYARDS MGR	11316.0232	\$ 8,500	\$ 8,500	\$ 1,417	\$ 4,110	
Other Income - Sale of Manure	SALEYARDS MGR	11316.0436	\$ 5,550	\$ 5,550	\$ 925	\$ 1,759	
Other Income - Saleyard Weigh & Pen Fees	SALEYARDS MGR	11316.0217	\$ 547,000	\$ 547,000	\$ 33,702	\$ 35,403	
Other Income - Shippers/Private Weigh	SALEYARDS MGR	11316.0476	\$ 12,360	\$ 12,360	\$ 2,060	\$ 611	
Other Income - Stock Removal	SALEYARDS MGR	11316.0435	\$ 6,300	\$ 6,300	\$ 1,050	\$ 593	
<i>Sub-total - Cash</i>			\$ 692,650	\$ 692,650	\$ 49,278	\$ 49,905	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	11317.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 692,650	\$ 692,650	\$ 49,278	\$ 49,905	
Operating Surplus / Deficit			\$ (416,851)	\$ (416,851)	\$ (179,418)	\$ (124,738)	
Borrowing Costs							
Principal Repayments							
Loan Repayment - Loan No. 95 - Saleyards Roof	ACCOUNTANT	51326.0468	\$ (22,092)	\$ (22,092)	\$ -	\$ -	
Total Principal Repayments			\$ (22,092)	\$ (22,092)	\$ -	\$ -	
Operating Expenditure							
Financial Expenses - Loan No. 95 - Saleyards Roof	ACCOUNTANT	21327.0468	\$ (6,602)	\$ (6,602)	\$ -	\$ 584	
Total Operating Expenditure			\$ (6,602)	\$ (6,602)	\$ -	\$ 584	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
OTHER ECONOMIC SERVICES							
Operating Expenditure							
Water Supply (Standpipes)	MGR WORKS	21328.0319	\$ (45,000)	\$ (45,000)	\$ (7,500)	\$ (12,143)	
Other Expenses - Other Operating Costs	MGR WORKS	21330.0312	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Other Expenses - Purchase of Waybill Books	ACCOUNTANT	21330.0320	\$ (100)	\$ (100)	\$ (17)	\$ -	
Admin Services Allocation	ACCOUNTANT	21331.0308	\$ (9,361)	\$ (9,361)	\$ (1,560)	\$ (1,544)	
<i>Sub-total - Cash</i>			\$ (56,461)	\$ (56,461)	\$ (9,410)	\$ (13,687)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	21332.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	21332.0035	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	21332.0036	\$ (4,500)	\$ (4,500)	\$ (750)	\$ (745)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	21332.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (4,500)	\$ (4,500)	\$ (750)	\$ (745)	
Total Operating Expenditure			\$ (60,961)	\$ (60,961)	\$ (10,160)	\$ (14,432)	
Operating Income							
Other Income - Permits - Trading in Thoroughfares	MGR DEV SVCS	11320.0402	\$ 500	\$ 500	\$ 83	\$ 130	
Other Income - Sale of Water	ACCOUNTANT	11320.0400	\$ 40,000	\$ 40,000	\$ 3,333	\$ 5,032	
Other Income - Sale of Waybill Books & Standpipe Cards	ACCOUNTANT	11320.0401	\$ 500	\$ 500	\$ 83	\$ 30	
<i>Sub-total - Cash</i>			\$ 41,000	\$ 41,000	\$ 3,500	\$ 5,192	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	11321.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 41,000	\$ 41,000	\$ 3,500	\$ 5,192	
VEHICLE LICENSING							
Operating Expenditure							
Employee Costs - Conferences & Training	DCEO	21340.0029	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Employee Costs - Salaries	DCEO	21340.0130	\$ (56,909)	\$ (56,909)	\$ (10,944)	\$ (8,361)	
Employee Costs - Superannuation	DCEO	21340.0141	\$ (5,335)	\$ (5,335)	\$ (1,026)	\$ (817)	
Employee Costs - Uniforms, Clothing & Accessories	DCEO	21340.0266	\$ (400)	\$ (400)	\$ (67)	\$ -	
Employee Costs - Workers Compensation Insurance	DCEO	21340.0043	\$ (1,850)	\$ (1,850)	\$ (925)	\$ (796)	
Admin Services Allocation	ACCOUNTANT	21343.0308	\$ (108,453)	\$ (108,453)	\$ (18,076)	\$ (17,893)	
<i>Sub-total - Cash</i>			\$ (173,947)	\$ (173,947)	\$ (31,204)	\$ (27,867)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	21344.0309	\$ (1,283)	\$ (1,283)	\$ (214)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	21344.0310	\$ (431)	\$ (431)	\$ (72)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (1,714)	\$ (1,714)	\$ (286)	\$ -	
Total Operating Expenditure			\$ (175,661)	\$ (175,661)	\$ (31,490)	\$ (27,867)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Income - Commission on Licensing Receipts	DCEO	11330.0403	\$ 100,000	\$ 100,000	\$ 8,667	\$ 7,813	
Other Income - Sale of Local Authority Plates	DCEO	11330.0404	\$ 500	\$ 500	\$ 83	\$ 62	
Reimbursements - Other	DCEO	11331.0229	\$ -	\$ -	\$ -	\$ -	
Reimbursements - Training	DCEO	11331.0432	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 100,500	\$ 100,500	\$ 8,750	\$ 7,875	
<i>Operating Surplus / Deficit</i>			\$ (75,161)	\$ (75,161)	\$ (22,740)	\$ (19,992)	
TOTAL ECONOMIC SERVICES CAPITAL EXPENSES			\$ (600,468)	\$ (600,468)	\$ (232,734)	\$ (181,009)	
TOTAL ECONOMIC SERVICES CAPITAL INCOME			\$ 148,000	\$ 148,000	\$ -	\$ -	
TOTAL ECONOMIC SERVICES OPERATING EXPENSES			\$ (1,972,367)	\$ (1,972,367)	\$ (386,726)	\$ (298,380)	
TOTAL ECONOMIC SERVICES OPERATING INCOME			\$ 978,650	\$ 978,650	\$ 77,028	\$ 83,967	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
<u>PROGRAM 14 - OTHER PROPERTY & SERVICES</u>							
PRIVATE WORKS							
Operating Expenditure							
Private Works Jobs (PC)	ACCOUNTANT	21350.0321	\$ (30,000)	\$ (30,000)	\$ (5,000)	\$ (4,113)	
Admin Services Allocation	ACCOUNTANT	20258.0308	\$ (15,225)	\$ (15,225)	\$ (2,538)	\$ (2,512)	
Total Operating Expenditure			\$ (45,225)	\$ (45,225)	\$ (7,538)	\$ (6,625)	
Operating Income							
Private Works Recoups	ACCOUNTANT	10159.0015	\$ 34,500	\$ 34,500	\$ 5,750	\$ 1,243	
Total Operating Income			\$ 34,500	\$ 34,500	\$ 5,750	\$ 1,243	
<i>Operating Surplus / Deficit</i>			<i>\$ (10,725)</i>	<i>\$ (10,725)</i>	<i>\$ (1,788)</i>	<i>\$ (5,382)</i>	
PUBLIC WORKS OVERHEADS							
Capital Expenditure							
Purchase Vehicle - Principal Works Supervisor	MGR WORKS	51316.0006	\$ -	\$ -	\$ -	\$ -	
Depot (PC) - Building Renewal	BLDG SRVR	51561.0254	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ -	
Depot (PC) - Seal Driveway	MGR WORKS	51698.0254	\$ (18,000)	\$ (18,000)	\$ (3,000)	\$ -	
Irrigation Locator / Decoder Meter	MGR WORKS	51645.0006	\$ (2,300)	\$ (2,300)	\$ -	\$ -	
Total Capital Expenditure			\$ (40,300)	\$ (40,300)	\$ (6,333)	\$ -	
Capital Income							
Transfers from Reserve Funds	DCEO	41401.0486	\$ -	\$ -	\$ -	\$ -	
Trade In Vehicle - Principal Works Supervisor	DCEO	41325.0105	\$ -	\$ -	\$ -	\$ -	
Total Capital Income			\$ -	\$ -	\$ -	\$ -	

DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Employee Costs - Conferences & Training	MGR WORKS	20260.0029	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (5,968)	
Employee Costs - Industry Allowances	MGR WORKS	20260.0337	\$ (36,000)	\$ (36,000)	\$ (6,000)	\$ (5,273)	
Employee Costs - Travel and Accommodation	MGR WORKS	20260.0267	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (2,036)	
Employee Costs - Medicals & Vaccinations	MGR WORKS	20260.0275	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Employee Costs - Relief Staff / Contractors	MGR WORKS	20260.0264	\$ -	\$ -	\$ -	\$ -	
Employee Costs - Salaries	MGR WORKS	20260.0130	\$ (337,494)	\$ (337,494)	\$ (64,903)	\$ (50,729)	
Employee Costs - Staff Recruitment Expenses	MGR WORKS	20260.0138	\$ (500)	\$ (500)	\$ (83)	\$ -	
Employee Costs - Superannuation	MGR WORKS	20260.0141	\$ (189,412)	\$ (189,412)	\$ (36,425)	\$ (26,882)	
Employee Costs - Uniforms, Clothing & Accessories	MGR WORKS	20260.0266	\$ (17,000)	\$ (17,000)	\$ (17,000)	\$ (162)	
Employee Costs - Workers Compensation Insurance	DCEO	20260.0043	\$ (53,042)	\$ (53,042)	\$ (26,521)	\$ (22,822)	
Outside Staff Wages (PC) - Unallocated Wages	MGR WORKS	21410.0322	\$ (401,891)	\$ (401,891)	\$ (77,287)	\$ (60,153)	
Office Expenses - Telephone	MGR WORKS	20261.0144	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,394)	
Office Expenses - Other Operating Costs	MGR WORKS	20261.0312	\$ (20,000)	\$ (20,000)	\$ (3,333)	\$ (4,474)	
Other Expenses - Subscriptions	MGR WORKS	20262.0258	\$ (3,500)	\$ (3,500)	\$ (583)	\$ -	
Other Expenses - Roman	MGR WORKS	20262.0304	\$ (7,500)	\$ (7,500)	\$ (7,500)	\$ (6,621)	
Other Expenses - Carting to Stockpile	MGR WORKS	20262.0324	\$ -	\$ -	\$ -	\$ -	
Other Expenses - Donations (Event Road Closures)	MGR WORKS	20262.0394	\$ (4,000)	\$ (4,000)	\$ (667)	\$ -	
Other Expenses - Minor Equipment	MGR WORKS	20262.0085	\$ (17,500)	\$ (17,500)	\$ (2,917)	\$ (1,517)	
Building & Grounds (PC) - Building Maintenance	MGR WORKS	20265.0010	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (4,495)	
Building & Grounds (PC) - Building Operating	MGR WORKS	20265.0011	\$ (30,000)	\$ (30,000)	\$ (7,800)	\$ (5,705)	
Building & Grounds (PC) - Grounds Maintenance	MGR WORKS	20265.0052	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ (1,593)	
Building & Grounds (PC) - Depot House - Building Maintenance	BLDG SRVR	21411.0010	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Building & Grounds (PC) - Depot House - Building Operating	BLDG SRVR	21411.0011	\$ (2,000)	\$ (2,000)	\$ (520)	\$ (319)	
Building & Grounds (PC) - Depot House - Grounds Maintenance	MGR WORKS	21411.0052	\$ (750)	\$ (750)	\$ (125)	\$ (36)	
Vehicle Running Costs - Motor Vehicle Allocations	MGR WORKS	21412.0182	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ (6,452)	
Admin Services Allocation	ACCOUNTANT	20263.0308	\$ (145,651)	\$ (145,651)	\$ (24,275)	\$ (24,031)	
<i>Sub-total - Cash</i>			\$ (1,353,240)	\$ (1,353,240)	\$ (290,439)	\$ (230,664)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20264.0034	\$ (9,200)	\$ (9,200)	\$ (1,533)	\$ (1,611)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20264.0035	\$ (67,500)	\$ (67,500)	\$ (11,250)	\$ (10,925)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20264.0036	\$ (96,000)	\$ (96,000)	\$ (16,000)	\$ (14,914)	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20264.0188	\$ (4,000)	\$ (4,000)	\$ (667)	\$ (650)	
Non Cash Expenses - Annual Leave Accrual	ACCOUNTANT	20264.0309	\$ (18,755)	\$ (18,755)	\$ (3,126)	\$ -	
Non Cash Expenses - Long Service Leave Accrual	ACCOUNTANT	20264.0310	\$ (13,660)	\$ (13,660)	\$ (2,277)	\$ -	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20264.0078	\$ (17,444)	\$ (17,444)	\$ (2,907)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (226,559)	\$ (226,559)	\$ (37,760)	\$ (28,100)	
Sub-total Operating Expenditure			\$ (1,579,799)	\$ (1,579,799)	\$ (328,199)	\$ (258,764)	
Less Public Works Overheads Allocated	ACCOUNTANT	20277.0160	\$ 1,579,799	\$ 1,579,799	\$ 328,199	\$ 256,085	
Total Operating Expenditure			\$ -	\$ -	\$ -	\$ (2,679)	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Income							
Other Income - Rental - Staff Housing	ACCOUNTANT	11411.0231	\$ 6,760	\$ 6,760	\$ 1,127	\$ 1,040	
Other Operating Income	ACCOUNTANT	11411.0232	\$ 1,500	\$ 1,500	\$ 250	\$ -	
Reimbursements - Other	ACCOUNTANT	10161.0229	\$ -	\$ -	\$ -	\$ -	
Reimbursements - Salaries	ACCOUNTANT	10161.0219	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 8,260	\$ 8,260	\$ 1,377	\$ 1,040	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10160.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 8,260	\$ 8,260	\$ 1,377	\$ 1,040	
PLANT OPERATION COSTS							
Capital Expenditure							
Heavy Plant Replacement Program	MGR WORKS	51411.0006	\$ (643,000)	\$ (643,000)	\$ (107,167)	\$ (65,986)	
Works Vehicles / Minor Plant Replacement Program	MGR WORKS	51412.0006	\$ (181,100)	\$ (181,100)	\$ (90,550)	\$ (48,700)	
Accuweigh Scale (Grader)	MGR WORKS	51647.0006	\$ (5,000)	\$ (5,000)	\$ (1,250)	\$ -	
Total Capital Expenditure			\$ (829,100)	\$ (829,100)	\$ (198,967)	\$ (114,685)	
Capital Income							
Trade In Heavy Plant	MGR WORKS	41411.0105	\$ 115,000	\$ 115,000	\$ 38,333	\$ -	
Trade In Works Vehicles / Minor Plant	MGR WORKS	41412.0105	\$ 64,500	\$ 64,500	\$ 32,250	\$ 27,600	
Transfers from Reserve Funds	DCEO	41413.0486	\$ 644,600	\$ 644,600	\$ -	\$ -	
Total Capital Income			\$ 824,100	\$ 824,100	\$ 70,583	\$ 27,600	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
Operating Expenditure							
Employee Costs - Conferences & Training	MGR WORKS	20266.0029	\$ (3,000)	\$ (3,000)	\$ (500)	\$ (120)	
Employee Costs - Workers Compensation Insurance	MGR WORKS	20266.0043	\$ (1,786)	\$ (1,786)	\$ (893)	\$ (768)	
Employee Costs - Staff Recruitment Expenses	MGR WORKS	20266.0138	\$ (500)	\$ (500)	\$ (83)	\$ -	
Employee Costs - Superannuation	MGR WORKS	20266.0141	\$ (7,509)	\$ (7,509)	\$ (1,252)	\$ (1,479)	
Employee Costs - Plant Operator Maintenance	MGR WORKS	20266.0342	\$ (60,169)	\$ (60,169)	\$ (10,028)	\$ (8,595)	
Employee Costs - Salaries (Plant Repairs)	MGR WORKS	20266.0344	\$ (42,467)	\$ (42,467)	\$ (8,167)	\$ (4,858)	
Employee Costs - Apprentice / Trainee	MGR WORKS	20266.0351	\$ (74,987)	\$ (74,987)	\$ (12,498)	\$ (14,334)	
Operating Costs - Fuels	MGR WORKS	20281.0172	\$ (250,000)	\$ (250,000)	\$ (41,667)	\$ (16,359)	
Operating Costs - Tyres	MGR WORKS	20281.0173	\$ (50,000)	\$ (50,000)	\$ (8,333)	\$ (4,655)	
Operating Costs - Major Breakdowns	MGR WORKS	20281.0174	\$ (40,000)	\$ (40,000)	\$ (6,667)	\$ (3,977)	
Operating Costs - Insurance	MGR WORKS	20281.0175	\$ (32,000)	\$ (32,000)	\$ (32,000)	\$ (23,851)	
Operating Costs - Registration	MGR WORKS	20281.0176	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (13,459)	
Operating Costs - Grease & Oil	MGR WORKS	20281.0272	\$ (15,000)	\$ (15,000)	\$ (2,500)	\$ (950)	
Operating Costs - Plant Service/Repairs	MGR WORKS	20281.0343	\$ (120,000)	\$ (120,000)	\$ (20,000)	\$ (11,542)	
Operating Costs - Air Conditioning	MGR WORKS	20281.0346	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
Operating Costs - Edges & Teeth	MGR WORKS	20281.0347	\$ (25,000)	\$ (25,000)	\$ (4,167)	\$ -	
Operating Costs - Consumables	MGR WORKS	20281.0373	\$ (10,000)	\$ (10,000)	\$ (1,667)	\$ -	
Operating Costs - Radio/Communication Equip	MGR WORKS	20281.0385	\$ (5,000)	\$ (5,000)	\$ (833)	\$ -	
<i>Sub-total - Cash</i>			\$ (752,418)	\$ (752,418)	\$ (162,087)	\$ (104,948)	
Non Cash Expenses - Depreciation - Plant, Machinery & Equip	ACCOUNTANT	20270.0036	\$ (425,000)	\$ (425,000)	\$ (70,833)	\$ (68,322)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20270.0078	\$ (9,772)	\$ (9,772)	\$ (1,629)	\$ -	
<i>Sub-total - Non Cash</i>			\$ (434,772)	\$ (434,772)	\$ (72,462)	\$ (68,322)	
Sub-total Operating Expenditure			\$ (1,187,190)	\$ (1,187,190)	\$ (234,549)	\$ (173,271)	
Less Allocated - Plant Costs Allocated	ACCOUNTANT	20282.0180	\$ 1,187,190	\$ 1,187,190	\$ 234,549	\$ 176,319	
Total Operating Expenditure			\$ -	\$ -	\$ -	\$ 3,048	
Operating Income							
Other Operating Income	ACCOUNTANT	10162.0175	\$ -	\$ -	\$ -	\$ -	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10163.0106	\$ 78,189	\$ 78,189	\$ -	\$ -	
Total Operating Income			\$ 78,189	\$ 78,189	\$ -	\$ -	



DETAILED OPERATING AND CAPITAL PROGRAMS

For the Period Ended 31 August 2016

	Responsible Officer	Account Number	Original Budget 30-Jun-2017	Amended Budget 30-Jun-2017	Budget YTD 31-Aug-2016	Actual YTD 31-Aug-2016	Variance Budget to Act YTD
UNCLASSIFIED							
Operating Expenditure							
Employee Costs - OHS Conferences & Training	DCEO	20271.0029	\$ (2,000)	\$ (2,000)	\$ (333)	\$ -	
Other Expenses - Insurance - Risk Management	DCEO	20273.0064	\$ (20,000)	\$ (20,000)	\$ (10,000)	\$ -	
Other Expenses - Occupational Health & Safety	DCEO	20273.0325	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (2,682)	
Other Expenses - Communication Towers	DCEO	20273.0323	\$ (5,000)	\$ (5,000)	\$ (833)	\$ (9,308)	▲ \$ 8,475 1017%
Other Expenses - Other Operating Costs	ACCOUNTANT	20273.0312	\$ (1,000)	\$ (1,000)	\$ (167)	\$ (409)	
Other Expenses - Stocktake Adjustments	ACCOUNTANT	20273.0165	\$ (1,000)	\$ (1,000)	\$ (167)	\$ -	
Admin Services Allocation	ACCOUNTANT	20274.0308	\$ (15,051)	\$ (15,051)	\$ (2,509)	\$ (2,483)	
<i>Sub-total - Cash</i>			\$ (49,051)	\$ (49,051)	\$ (14,842)	\$ (14,882)	
Non Cash Expenses - Depreciation - Furniture & Fittings	ACCOUNTANT	20275.0034	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20275.0035	\$ (400)	\$ (400)	\$ (67)	\$ (63)	
Non Cash Expenses - Depreciation - Land & Buildings	ACCOUNTANT	20275.0036	\$ -	\$ -	\$ -	\$ -	
Non Cash Expenses - Depreciation - Infrastructure	ACCOUNTANT	20275.0188	\$ (20,500)	\$ (20,500)	\$ (3,417)	\$ (3,417)	
Non Cash Expenses - Loss on Sale of Assets	ACCOUNTANT	20275.0078	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Non Cash</i>			\$ (20,900)	\$ (20,900)	\$ (3,483)	\$ (3,480)	
Total Operating Expenditure			\$ (69,951)	\$ (69,951)	\$ (18,325)	\$ (18,362)	
Operating Income							
Other Income - Diesel Rebate	ACCOUNTANT	11420.0405	\$ 50,000	\$ 50,000	\$ 8,333	\$ 7,018	
Other Income - Lease Rental	DCEO	11420.0230	\$ 1,000	\$ 1,000	\$ 167	\$ 955	
Other Income - Other Operating Income	DCEO	11420.0232	\$ -	\$ -	\$ -	\$ -	
Other Income - Sale of Surplus Materials & Scrap	MGR WORKS	11420.0406	\$ 1,000	\$ 1,000	\$ 167	\$ -	
Reimbursements - Other	ACCOUNTANT	10167.0229	\$ -	\$ -	\$ -	\$ -	
<i>Sub-total - Cash</i>			\$ 52,000	\$ 52,000	\$ 8,667	\$ 7,973	
Non Cash Revenue - Profit on Sale of Assets	ACCOUNTANT	10166.0106	\$ -	\$ -	\$ -	\$ -	
Total Operating Income			\$ 52,000	\$ 52,000	\$ 8,667	\$ 7,973	
TOTAL OTHER PROPERTY AND SERVICE CAPITAL EXPENSES			\$ (869,400)	\$ (869,400)	\$ (205,300)	\$ (114,685)	
TOTAL OTHER PROPERTY AND SERVICE CAPITAL INCOME			\$ 824,100	\$ 824,100	\$ 70,583	\$ 27,600	
TOTAL OTHER PROPERTY AND SERVICE OPERATING EXPENSES			\$ (115,176)	\$ (115,176)	\$ (25,863)	\$ (24,617)	
TOTAL OTHER PROPERTY AND SERVICE OPERATING INCOME			\$ 172,949	\$ 172,949	\$ 15,793	\$ 10,256	

Council

LIST OF ACCOUNTS – AUGUST 2016

List of Accounts

Meeting Date: 13 September 2016

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Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
45691	01/08/2016	Mount Barker Country Bakery	Sandwiches and Slices - Meeting with Water Corporation	\$108.00
45692	01/08/2016	Vanessa Hillman	50% Reimbursement of Gym Membership (EBA)	\$219.00
45693	01/08/2016	Cash	Petty Cash Recoup - Admin Office	\$195.55
45694	10/08/2016	Commonwealth Bank of Australia	Audit Fees - Term Deposits	\$60.00
45695	10/08/2016	Mount Barker Football Club Inc.	4th Instalment - Purchase Part of Demon Downs	\$43,125.00
45696	10/08/2016	Mount Barker Community College	Refund of Top-Up Bond - Sounness Park - 3 August 2016	\$100.00
45697	10/08/2016	Alison Kendrick	50% Reimbursement of Gym Membership (EBA)	\$252.50
45698	10/08/2016	Australian Taxation Office	Interest on FBT Charges	\$706.80
45699	10/08/2016	Mount Barker Community Resource Centre	Rent for South Regional TAFE - August 2016 (Paid by South Regional TAFE)	\$1,602.20
45700	10/08/2016	P English	Return of Bond - Frost Pavilion - 14 and 15 July 2016	\$500.00
45701	10/08/2016	Construction Training Fund	Levy Payment - June 2016 (Funded by Building Licence Fees)	\$2,321.93
45702	10/08/2016	Construction Training Fund	Shortfall of BCITF Payment (Funded by Building Licence Fees)	\$610.46
45703	10/08/2016	Albany Farm Tree Nursery	Native Plants - Centenary Park	\$162.69
45704	10/08/2016	All Saints Anglican Church	Financial Assistance Grant 2016/17 - Contribution Towards Disabled Toilet	\$3,000.00
45705	10/08/2016	Plantagenet Arts Council	Provision of 1st Prize - Plantagenet Art Prize Financial Assistance Grant 2016/17	\$1,000.00
45706	10/08/2016	Poppy's Patch	Assorted Shrubs - Wilson Park	\$240.80
45707	10/08/2016	Telstra	Telstra Account - Various	\$372.08
45708	16/08/2016	Mr J R and Mrs M Marden	Refund of Rates Overpayment - Owner Paid Twice in Error	\$1,661.70
45709	16/08/2016	Mount Barker Country Bakery	Lunch - First Aid Course for BFB Volunteers (Funded by ESL)	\$160.00
45710	19/08/2016	Ardess Nursery	Seedlings - Kendenup Skatepark	\$160.50
45711	19/08/2016	Carol's Country Store	Fuel - Works	\$27.38
45712	19/08/2016	DS and PS Pomery	Provision of Bus Transport From Kendenup Primary School to Library (Funded by Book Week Grant)	\$297.00
45713	19/08/2016	Harvey Norman - Albany	Rangehood - CEO House	\$1,373.50
45714	19/08/2016	Telstra	Telstra Account - Various	\$1,983.86
45715	19/08/2016	Toll Ipec Pty Ltd	Courier Fees	\$34.08
45716	19/08/2016	Water Corporation	Water Account - Warburton Road	\$10.29
45717	19/08/2016	Cash	Petty Cash Recoup - Admin Office	\$179.20

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
45718	19/08/2016	Cash	Petty Cash Recoup - Rocky Gully BFB (Funded by ESL)	\$169.20
45719	23/08/2016	Mount Barker Country Bakery	Morning Tea - Eric Howard Farewell	\$109.00
45720	23/08/2016	Shire of Kojonup	Hollow Log Team Registration	\$160.00
45721	23/08/2016	Mariam Diakite	Return of Bond - Frost Pavilion - 10-14 August 2016	\$300.00
45722	31/08/2016	Cash	Petty Cash Recoup - Admin Office	\$186.75
45723	31/08/2016	Cash	Petty Cash - Library	\$200.00
45724	31/08/2016	Geoff Scott	Reimbursement of High Risk Work Renewal	\$47.00
617.59-01	04/08/2016	Australian Services Union (ASU)	Staff Union Payment	\$103.20
617.60-01	04/08/2016	Child Support Agency	Staff Child Support Payment	\$788.04
617.878-01	04/08/2016	Health Insurance Fund of WA	Staff Health Insurance Payment	\$299.60
617.62-01	04/08/2016	Social Club - Inside Staff	Inside Staff Social Club Payment	\$289.00
617.63-01	04/08/2016	Workers Fund - Outside Staff	Outside Staff Social Club Payment	\$340.00
618.66-01	04/08/2016	AD Contractors	Catamol - Stock	\$851.40
618.663-01	04/08/2016	Advanced Autologic Pty Ltd	Free It and Electrical Contact Cleaner - Depot	\$259.20
618.1784-01	04/08/2016	Albany Automotive Group	Fuel and Oil Filters - Works Utes	\$273.60
618.737-01	04/08/2016	Albany Autos	Oil and Fuel Filters - Works Utes	\$228.56
618.75-01	04/08/2016	Albany Bitumen Spraying	Seal Crossovers - Hassell Street	\$4,430.80
618.76-01	04/08/2016	Albany Brake and Clutch	Brake Cylinder - Tractor	\$156.20
618.80-01	04/08/2016	Albany City Motors	Oil and Fuel Filters - Hino and Isuzu Trucks	\$124.17
618.1337-01	04/08/2016	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Recovery Fees (Recoverable through Rates)	\$4,777.30
618.862-01	04/08/2016	ArtSouth WA	Financial Assistance Grant - Southern Art and Craft Trail	\$900.00
618.100-01	04/08/2016	Australia Post - Mount Barker	Postage - July 2016	\$3,875.00
618.734-01	04/08/2016	Australian Red Cross Society	Financial Assistance Grant - Rubbish Removal Costs	\$1,100.00
618.107-01	04/08/2016	Best Office Systems	Photocopier Usage - Admin Office and Library	\$1,730.38
618.114-01	04/08/2016	BT Equipment Pty Ltd	Filters - Waste Compactor and Vibe Roller	\$788.69
618.1825-01	04/08/2016	Bullseye Plumbing and Gas	Drain Cleaning - Depot	\$275.00
618.985-01	04/08/2016	Caltex Australia Petroleum Pty Ltd	Caltex Fuel Cards - July 2016	\$1,147.65
618.130-01	04/08/2016	CJD Equipment Pty Ltd	Belt - Kenworth DAF Truck	\$56.90
618.138-01	04/08/2016	Courier Australia	Courier Fees	\$72.53
618.1245-01	04/08/2016	Datafuel Financial Systems Pty Ltd	Key Pad - Data Fuel System	\$453.20
618.1805-01	04/08/2016	Denmark Earthmoving	Flood Damage Works - Knights Rd Gravel Pit (Recoverable)	\$58,124.00
618.1555-01	04/08/2016	Denmark Gymnastics	Kidsport Membership Fees (Funded by DSR)	\$2,695.00

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
618.1806-01	04/08/2016	Denmark Traffic Management	Flood Damage Traffic Control - Moorilup Road, Fisher Road, North Woogenellup Road, Newdegate Road and Halsey Road (Recoverable)	\$13,337.23
618.345-01	04/08/2016	Downer Edi Works Pty Ltd	Cold Mix - Stock	\$735.22
618.143-01	04/08/2016	Duggins Menswear	Uniform - S Chambers, U McKiddie and M Vitler	\$975.82
618.446-01	04/08/2016	Fuel Distributors of Western Australia	Diesel - Stock	\$6,305.02
618.386-01	04/08/2016	Fulcher Contractors	Flood Damage Works - Ingoldby Street, St Jack Road, Williss Road, Knights Road, North Woogenellup Road, Jellicoe Road, Hassell Street, Warburton Road, Halsey Road, Fisher Road and Barrow Road (Recoverable)	\$138,223.88
618.642-01	04/08/2016	G K Hambley	Lawnmowing - CEO and DCEO Houses and Rear Blocks and Former Playgroup	\$814.00
618.156-01	04/08/2016	Great Southern Group Training	Apprentice Gardener Wages - A Crofts / Apprentice Mechanic Wages - R Bail	\$6,435.54
618.158-01	04/08/2016	GSR Rural Services	Poly Joiner - Saleyards	\$47.00
618.1501-01	04/08/2016	Insight Call Centre Services	After Hours Call Out Phone Service	\$155.16
618.172-01	04/08/2016	Jason Signmakers	Assorted Street Name Signs, Brackets, Nuts and Bolts	\$1,481.70
618.168-01	04/08/2016	JR and A Hersey	Drum Spill Containment Unit - Works	\$805.99
618.940-01	04/08/2016	Kleenheat Gas Pty Ltd	Annual Facility Fee - Saleyards	\$69.30
618.190-01	04/08/2016	Local Health Authorities Analytical Committee	Analytical Services 2016/17	\$1,275.36
618.194-01	04/08/2016	Marketforce	Advert - Special Council Meeting	\$170.84
618.540-01	04/08/2016	Mount Barker Community College	Recreation Centre Utilities - February 2016 to July 2016	\$6,862.60
618.207-01	04/08/2016	Mount Barker Electrics	Repair Light - Wilson Park / Supply and Install EXIT Lights and Fan - Tourist Bureau / Replace Florescent Tubes - Library / Install Sensor Light - Rec.Centre / Replace Faulty Globes - Porongurup Hall	\$3,759.90
618.209-01	04/08/2016	Mount Barker Hotel	Catering - Council Events from May 2016 to July 2016	\$1,116.00
618.771-01	04/08/2016	Mount Barker Tyre and Exhaust	Tyre Swap - Evertrans Trailer / Tyres - Fuel Tanker / Tyres - Lowloader	\$5,049.00
618.1216-01	04/08/2016	Opteon Property Group	Valuation of Mobile Plant and Assorted Equipment - Fair Value Accounting	\$7,975.00
618.1305-01	04/08/2016	Plantagenet Company of Archers	Kidsport Membership Fees (Funded by DSR)	\$180.00
618.289-01	04/08/2016	Plantagenet News	Adverts - Issue 882	\$76.50

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
618.1610-01	04/08/2016	Plantagenet Players Inc.	Financial Assistance Grant 2016/17 - Reimbursement of Rates	\$976.20
618.14-01	04/08/2016	Plantagenet Sheds and Steel	Replace Pin on Tip Bin - Mack Hook Lift Truck	\$40.93
618.857-01	04/08/2016	Plantagenet Village Homes	Financial Assistance Grant 2016/17- Contribution towards Garden Shed	\$5,005.00
618.16-01	04/08/2016	Pre-emptive Strike	Hosting of Shire Website / Installation of Monitoring, Antivirus and ShadowProtect - Admin Office, Library and Rec.Centre / Troubleshoot Records Server Problems - Admin Office	\$2,244.00
618.17-01	04/08/2016	Protector Fire Services	Supply of Fire Extinguisher - Porongurup BFB (Funded by ESL)	\$176.00
618.847-01	04/08/2016	Shire of Broomehill-Tambellup	Annual Archive Repository Contribution	\$1,935.11
618.29-01	04/08/2016	Southern Tool and Fastener Co	Fuel Pump and Oil Filter - Kanga Digger	\$99.56
618.31-01	04/08/2016	Star Track Express	Courier Fees	\$225.96
618.43-01	04/08/2016	Synergy	Synergy Account - Various	\$3,417.10
618.1067-01	04/08/2016	The Mundara Trust	Courier Fees	\$206.67
618.364-01	04/08/2016	Tim's Tyres	Tyre Repair - Loader	\$71.50
618.359-01	04/08/2016	Truckline	Rubber Buffers - Mack Hook Lift Truck	\$62.74
618.578-01	04/08/2016	Whale Plumbing and Gas	Supply and Install Inline Water Filter - Depot / Supply and Install Cistern - Porongurup Hall / Check and Repair Kendenup Standpipe	\$1,893.00
618.1089-01	04/08/2016	Wine Show of Western Australia	Wine Show Financial Assistance Grant 2016/17	\$1,100.00
618.1832-01	04/08/2016	WJ and RM Gilchrist Grader Contractor	Flood Damage Repairs - Chauvel Road, Beattie Road, Halsey Road, Fisher Road, Harwood Road, Ross Road, Moorilup Road, Newdegate Road, Wandoo Road (Recoverable)	\$21,334.51
618.863-01	04/08/2016	Youthcare Mount Barker	Financial Assistance Grant 2016/17 - Contribution towards Chaplaincy at Community College	\$4,500.00
619.1716-01	04/08/2016	ClickSuper	Staff Superannuation Payment	\$52,345.37
620.1027-01	11/08/2016	Broons	Final 70% Payment - Purchase of Broons Roller	\$34,084.05
620.446-01	11/08/2016	Fuel Distributors of Western Australia	Diesel - Stock	\$6,675.89
620.1823-01	11/08/2016	Koster's Steel Constructions Pty Ltd	Claim 3 - Saleyards Skillion Roof	\$95,342.57
621.1011-01	19/08/2016	Advertiser Print	Printing of 40 Pre-Start Checklist Books / Printing of 200 Tip Passes	\$720.00
621.73-01	19/08/2016	Air Liquide	Cylinder Rental - Depot	\$176.67

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
621.75-01	19/08/2016	Albany Bitumen Spraying	Sealing Driveways - Hassell Street, Ormond Road and Deane Street	\$15,027.10
621.85-01	19/08/2016	Albany Lock Service	Bi-Lock Keys - O'Neill Road Waste Facility / Padlock - Kendenup Agricultural Hall	\$453.75
621.88-01	19/08/2016	Albany Refrigeration	Air-Condition Maintenance - Library and Rec.Centre	\$682.00
621.513-01	19/08/2016	Albany Soil and Concrete Testing	Soil Testing - O'Neill Road Waste Facility and Intersection of Red Gum Pass Road and Lake Matilda Road	\$4,283.40
621.67-01	19/08/2016	Am Pearse and Co.	Nuts and Bolts - Trailer / Grease - Stock	\$189.70
621.1283-01	19/08/2016	Baileys	Fertiliser - Sounness Park Cricket and Football Ovals	\$1,221.00
621.671-01	19/08/2016	Bennett's Batteries	Grease - Saleyards	\$201.30
621.106-01	19/08/2016	Bertola Hire Service	Hire of Excavator - Kendenup Town Street Maintenance	\$858.00
621.1779-01	19/08/2016	BGC Cement	Rapid Set Cement - Stock	\$346.90
621.119-01	19/08/2016	Bunnings Warehouse - Albany	Rope and Pulley - Centenary Park / Generator, Circular Saw and Cordless Drill - Building Maintenance	\$1,422.57
621.122-01	19/08/2016	Cabcharge Australia Ltd	Cab Charge Service Fee	\$6.00
621.284-01	19/08/2016	Cemeteries and Crematoria Association	Ordinary Membership Renewal 2016/17	\$115.00
621.572-01	19/08/2016	Conplant Ammann Australia	Bell Housing and Belt Tensioner - Multi Tyre Roller	\$4,374.45
621.138-01	19/08/2016	Courier Australia	Courier Fees	\$67.26
621.137-01	19/08/2016	Custom Service Leasing Pty Ltd	Lease of AGWA Vehicle (Recoverable)	\$841.22
621.1587-01	19/08/2016	Department of Environment Regulation	Annual License Fee - Kendenup Waste Facility	\$275.53
621.1424-01	19/08/2016	Department of Premier and Cabinet	Adverts in Government Gazette - Ranger Authorised Officers, Dog Act Authorised Officers and Cat Act Authorised Officers	\$403.20
621.1661-01	19/08/2016	Digital Mapping Solutions	Upgrade of GIS to accommodate multiple lots	\$3,432.00
621.143-01	19/08/2016	Duggins Menswear	Safety Boots - Saleyards / Uniforms - A Watkins	\$774.89
621.145-01	19/08/2016	Elders Limited - Albany	Culverts - Town Streets	\$660.00
621.446-01	19/08/2016	Fuel Distributors of Western Australia	Diesel - Stock	\$4,411.33
621.386-01	19/08/2016	Fulcher Contractors	Clean Up Fallen Branches - Newman Road, Second Avenue and Third Avenue Kendenup	\$6,806.25
621.156-01	19/08/2016	Great Southern Group Training	Rec.Centre School Based Trainee Wages - N Bolton/ Rec.Centre School Based Trainee - D McAleese / Apprentice Mechanic Wages -R Bail / Apprentice Gardeners Wages -A Crofts	\$3,834.82
621.160-01	19/08/2016	Great Southern Sands	Hire of Multi Tyre Roller - Various Roads	\$3,564.00

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
621.167-01	19/08/2016	Healy and Sons	Cart Sand to Old Railway Shed (Recoverable - Private Works) / Hire of Bobcat and Side Tipper - Town Footpaths	\$7,924.00
621.1769-01	19/08/2016	Jaguar Cabling and Design	CCTV Server Maintenance - Admin Office	\$1,020.25
621.172-01	19/08/2016	Jason Signmakers	Street Name Signs / Sign Posts - Stock / Direction Signage - Town Streets / Signs - Sounness Park	\$7,229.42
621.1842-01	19/08/2016	Jonkerlyn Books and Gifts Direct	Purchase of Books - Library	\$78.00
621.168-01	19/08/2016	JR and A Hersey	Shovel Handles, Broom Handles, Shield and Shine and Spray and Mark - Depot Consumables	\$631.98
621.639-01	19/08/2016	K E Gregory	Window Cleaning - Library	\$160.00
621.695-01	19/08/2016	Ken Freegard Filter Cleaning	Filter Cleaning - Isuzu Tip Truck, Vibe Roller and Grader	\$51.70
621.940-01	19/08/2016	Kleenheat Gas Pty Ltd	Gas - Sounness Park (Part-Recoverable)	\$412.82
621.178-01	19/08/2016	Landgate	GRV Interim Valuations	\$746.73
621.53-01	19/08/2016	Landmark	Gripple - Depot / Posts and Rails - Centenary Park / Nozzle and Spray Tip - Gator	\$471.41
621.179-01	19/08/2016	Les Mills Body Training Systems	Monthly License Fees - August 2016	\$476.80
621.185-01	19/08/2016	LIWA Aquatics	Membership and Conference Fees - M Bird	\$630.00
621.189-01	19/08/2016	Local Government Managers Australia	2016/17 Membership - J Fathers	\$513.00
621.191-01	19/08/2016	Lorraine Distributors	Mop - Sounness Park / Mop Heads and Urn - Admin Office	\$470.35
621.707-01	19/08/2016	Marshall Mowers	Service - Mower	\$157.70
621.1024-01	19/08/2016	Meat and Livestock Australia Limited	NLRS Saleyard Market Reporting - July 2016	\$880.00
621.202-01	19/08/2016	Mount Barker Auto Electrics Pty Ltd	Globes - Grader / Repair Electrical Fault - Gator	\$869.50
621.207-01	19/08/2016	Mount Barker Electrics	Repair Extension Lead - Swimming Pool / Check RCD on Water Tank - Admin Office / Fluoro Tubes - Frost Pavilion / Check Power Point and Reset RCD - Taylor-Dennis Pavilion	\$311.36
621.208-01	19/08/2016	Mount Barker Express Freight	Courier Fees	\$148.50
621.210-01	19/08/2016	Mount Barker Newsagency	Newspapers - July 2016	\$32.40
621.960-01	19/08/2016	Mount Barker Service Centre	Inspection of Trailer for Licensing	\$131.60
621.213-01	19/08/2016	Mount Barker Tourist Bureau	Financial Assistance Grant 2016/17 - Contribution towards Portable Shop Front	\$4,540.00
621.221-01	19/08/2016	National Saleyard Quality Assurance	Membership Fee 2016/17 - Mount Barker Saleyards	\$550.00
621.283-01	19/08/2016	Nevilles Hardware and Building Supplies	Paint - Narrikup Hall	\$319.05
621.224-01	19/08/2016	Opus International Consultants	Contract Administration - Saleyards Roof	\$413.88
621.289-01	19/08/2016	Plantagenet News	Adverts - Issue 883	\$189.00

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

Cheque No.	Chq Date	Payee	Description	Amount
621.14-01	19/08/2016	Plantagenet Sheds and Steel	Fit Sliding Door to Existing Shed - Woogenellup BFB Shed (Funded by ESL) / Repair Free Roller / Hire of Boomlift - Memorial Park Flag Poles	\$6,252.95
621.16-01	19/08/2016	Pre-emptive Strike	Supply and Install Microsoft Surface Pro 4 / Resolve IT Issues - Saleyards, Rec.Centre and Admin Office	\$3,162.50
621.1786-01	19/08/2016	Prime Media Group	Television Adverts - Mount Barker Saleyards	\$811.80
621.1694-01	19/08/2016	Quality Hotel Lighthouse	Accommodation - B Smith, P McGovern and C Standish	\$1,106.00
621.1463-01	19/08/2016	Quick Shot Coffee	Coffee Beans - Council	\$60.00
621.1835-01	19/08/2016	SGS Australia	Soil Testing - O'Neill Road Waste Facility	\$518.10
621.29-01	19/08/2016	Southern Tool and Fastener Co	Chainsaw Chains	\$235.86
621.31-01	19/08/2016	Star Track Express	Courier Fees	\$392.29
621.43-01	19/08/2016	Synergy	Synergy Account - Various	\$15,265.15
621.1839-01	19/08/2016	Uniform Australia	Uniforms - Rec.Centre	\$88.10
621.1410-01	19/08/2016	United Card Services Pty Ltd	Card Fees - BFBs	\$19.80
621.1403-01	19/08/2016	Warren Blackwood Waste	Waste and Recycling Collections and Hire of Bulk Recycle Bins - July 2016	\$19,536.66
621.1346-01	19/08/2016	Wavesound Pty Ltd	Audiobooks - Library	\$349.80
621.1619-01	19/08/2016	West Gully Grazing	Assistance with Hydraulic Motor - Rocky Gully Tip	\$57.20
621.368-01	19/08/2016	Westrac	Travel and Repairs - Loader / Window and Mirror - Loader and Grader / Headlight - Grader / Shaft - Loader / Left Hand Window - Loader	\$2,336.37
621.57-01	19/08/2016	Westshred Document Disposal	Hire of Shredding Bins - Admin Office and Saleyards	\$119.90
621.578-01	19/08/2016	Whale Plumbing and Gas	Clear Blocked Drain - Saleyards	\$250.00
621.443-01	19/08/2016	Wren Oil	Waste Oil Disposal - O'Neill Road Waste Facility	\$16.50
622.59-01	24/08/2016	Australian Services Union (ASU)	Staff Union Payment	\$51.60
622.60-01	24/08/2016	Child Support Agency	Staff Child Support Payment	\$394.02
622.878-01	24/08/2016	Health Insurance Fund of WA	Staff Health Insurance Payment	\$149.80
622.62-01	24/08/2016	Social Club - Inside Staff	Inside Staff Social Club Payment	\$144.50
622.63-01	24/08/2016	Workers Fund - Outside Staff	Outside Staff Social Club Payment	\$170.00
623.1716-01	24/08/2016	ClickSuper	Staff Superannuation Payment	\$26,496.13
624.86-01	31/08/2016	Albany Office Products	Stationery - Admin Office	\$924.14
624.446-01	31/08/2016	Fuel Distributors of Western Australia	Diesel - Stock	\$5,487.75
624.204-01	31/08/2016	Mount Barker Cooperative Ltd	Co-op Account - July 2016	\$2,165.10
5000706	01/08/2016	Westnet	Internet - Various	\$519.69

Schedule of Accounts for the Month of August 2015
for the Council Meeting to be held 13 September 2016

<i>Cheque No.</i>	<i>Chq Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
5000707	14/08/2016	Corporate Charge Card	Accommodation - R Stewart - WALGA Convention / Card Fee	\$880.00
5000708	14/08/2016	Corporate Charge Card	Works and Services Manuals / Accommodation and Meal - B Smith / Magazine Subscriptions - Library / Accommodation - Cr J Oldfield and S Smith / Return Flights - Perth to Melbourne - S Smith and Wife (Part-Recoverable) / Return Flights Perth to Melbourne - Cr J Oldfield / Perth to Albany Flight - Cr J Oldfield / Registration of Domain Name / High Risk Work Licence Renewal - C Anning / Refrigerant Handing Licence Renewal - M Seaman / Card Fee	\$5,561.76
5000709	22/08/2016	Equipment Rents	Photocopier Lease - Admin Office and Library	\$1,039.50
5000710	30/08/2016	Mitsubishi	Health Officer Car Lease - August 2016 (Part Recoverable From two VROC councils)	\$660.00
5000711	31/08/2016	Mitsubishi	Health Officer Car Lease - September 2016 (Part Recoverable From two VROC councils)	\$660.00
			TOTAL	\$753,753.87

Council

**POLICY REVIEW – FINANCIAL ASSISTANCE
(OPERATING) TO INCORPORATED
ORGANISATIONS AND CLUBS**

Policy CF/DG/2 – with Amendments

Meeting Date: 13 September 2016

Number of Pages: 3

FINANCIAL ASSISTANCE (OPERATING) TO INCORPORATED ORGANISATIONS AND CLUBS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Community Funding	Donations and Grants

OBJECTIVE

To assist incorporated clubs and organisations in meeting their objectives for the benefit of the residents of Plantagenet.

POLICY

1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.
2. The Council will deal with all other applications only as part of its annual budget process. Such applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Applicants will be categorised as follows in order to assist in determining priority of funding:
 - a) Category 1 - Groups which can show that they are expending resources in maintaining or overseeing Shire facilities or equipment. Grant amounts will consider savings to the Council as a result of the Group's activities;
 - b) Category 2 - Groups which undertake tourism and economic development activities which have a positive economic benefit to the Shire. Grant amounts will consider the scope of economic benefits provided; and
 - c) Category 3 - All other applications, which should focus on provision of equipment, not administration or general operational costs.
3. With regard to Category 3 applications, the Shire provides and maintains facilities such as the swimming pool, recreation centre, halls, buildings and ovals. Modest fees are charged for the use of these facilities. The general presumption is that each user group will be responsible for operational costs such as equipment, uniforms, administration, membership, umpires, coaching etc.
4. Notwithstanding the categories listed above, the Council may decide to reimburse all or part of an organisation's annual rates and charges in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.
5. Applications from incorporated organisations or clubs must meet the following criteria to be considered:
 - a) The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;

- b) Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;
- c) The group should be actively operating and meeting on a regular basis;
- d) Applications must include a current profit and loss (income and expenditure) statement;
- e) Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered;
- f) Applications must state the reason for funding and amount required. Category 3 applications for administration or general operational costs are likely to receive a lower priority than other applications;
- g) *Applications from groups that operate a facility with sale of alcohol are likely to receive a lower priority than other applications;* and
- g)h) Applicants must show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.

6. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
7. The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation, and may exclude projects on the basis that it cannot be accommodated in the budget.
8. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.

ADOPTED: NOVEMBER 2009

LAST REVIEWED: 16 SEPTEMBER 2014