

## **11.4 Corporate and Community Services Attachments**

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## **11.4 Corporate and Community Services**

### **11.4.1 LIST OF PAYMENTS FOR AUGUST 2018**

Attachment 1 – List of Payments for August 2018

# List of Payments for the Month of August 2018

Chq/EFT	Date	Name	Description	Amount
42327	07/08/2018	Newsxpress Margaret River	Subscriptions	\$ 132.20
42328	07/08/2018	Petty Cash Augusta Historical Museum	Petty Cash Recoup	\$ 267.45
42329	07/08/2018	Water Corporation	Usage and Service Charges	\$ 232.45
42330	14/08/2018	City Of Bunbury	School Holiday Activities	\$ 320.40
42331	14/08/2018	Newsxpress Margaret River	Subscriptions	\$ 281.90
42332	14/08/2018	Water Corporation	Usage and Service Charges	\$ 334.57
42333	21/08/2018	Water Corporation	Usage and Service Charges	\$ 10,169.89
42334	28/08/2018	Petty Cash - Margaret River	Petty Cash Recoup	\$ 283.55
42335	28/08/2018	Southern Cross Austereo	Radio Advertising	\$ 3,949.00
42336	28/08/2018	Water Corporation	Usage and Service Charges	\$ 8,352.83
<b>Total Cheques for Aug 18</b>				<b>\$ 24,324.24</b>

EFT	Date	Name	Description	Amount
EFT66239	02/08/2018	Amanda Price	Reimbursement PAYG Tax	\$ 538.00
EFT66240	07/08/2018	Ian Earl	Councillor Allowance	\$ 1,877.92
EFT66241	07/08/2018	Julia Meldrum	Councillor Allowance	\$ 2,717.92
EFT66242	07/08/2018	Michael Robert Smart	Councillor Allowance	\$ 1,877.92
EFT66243	07/08/2018	Cr Naomi Godden	Councillor Allowance	\$ 1,877.92
EFT66244	07/08/2018	Pam Townshend	Councillor Allowance	\$ 5,704.47
EFT66245	07/08/2018	Cr Pauline Mcleod	Councillor Allowance	\$ 1,877.92
EFT66246	07/08/2018	Peter Lane	Councillor Allowance	\$ 1,877.92
EFT66247	07/08/2018	34 Degrees Blue (Tenardi Family Trust)	Kiosk Stock	\$ 162.00
EFT66248	07/08/2018	ALS Library Services	Library Stock	\$ 245.17
EFT66249	07/08/2018	AMPAC Debt Recovery (WA) Pty Ltd	Legal Fees	\$ 517.00
EFT66250	07/08/2018	APRA (Australasian Performing Right Association Ltd)	Licence	\$ 1,231.81
EFT66251	07/08/2018	Alana Holben	Gym Classes	\$ 200.00
EFT66252	07/08/2018	Amanda Jane Grimwood	Crossover Subsidy	\$ 285.00
EFT66253	07/08/2018	Amanda Russell	Crossover Subsidy	\$ 285.00
EFT66254	07/08/2018	Andrew John Ryder	Ranger Contract Services	\$ 2,530.00
EFT66255	07/08/2018	Arbor Guy	Tree Management	\$ 1,716.00
EFT66256	07/08/2018	Atlas Linen Southwest	Dry Cleaning	\$ 154.25
EFT66257	07/08/2018	Augusta Hardware - Town	Hardware Supplies	\$ 51.75
EFT66258	07/08/2018	Augusta Margaret River Districts Football Club	Venue Hire	\$ 1,100.50
EFT66259	07/08/2018	Augusta Newsagency	Subscriptions	\$ 49.00
EFT66260	07/08/2018	Aussie Telecom Pty Ltd	Software Licence	\$ 373.37
EFT66261	07/08/2018	Australian Institute Of Management	Training	\$ 725.00
EFT66262	07/08/2018	Australian Services Union	Union Fees	\$ 3,097.90
EFT66263	07/08/2018	Australian Taxation Office - PAYG	PAYG Tax	\$ 104,977.00
EFT66265	07/08/2018	Bowbright Cleaning	Cleaning Contractor	\$ 3,653.60
EFT66266	07/08/2018	Brownes Foods Operations Pty Ltd	Staff Amenities	\$ 100.73
EFT66267	07/08/2018	Building Commission (Department of Mines, Industry Regulation and Safety)	Building Commission Return	\$ 11,374.69
EFT66268	07/08/2018	Bunnings Group Limited	Hardware Supplies	\$ 331.94
EFT66269	07/08/2018	Caravan Industry Association Western Australia (inc)	Subscription	\$ 1,980.00
EFT66270	07/08/2018	Cemeteries & Crematoria Association of WA	Membership	\$ 120.00
EFT66271	07/08/2018	Climatic Service Pty Ltd	Air Con Maintenance	\$ 148.50
EFT66272	07/08/2018	Cobie Field	Umpire Fees	\$ 64.00
EFT66273	07/08/2018	Cookies Galore	Kiosk Stock	\$ 243.50
EFT66274	07/08/2018	Craven Foods	Kiosk Stock	\$ 315.96
EFT66275	07/08/2018	Department Of Planning, Lands And Heritage	Licence	\$ 220.00
EFT66276	07/08/2018	Down South Wholesalers	Wholesale Supplies	\$ 715.94
EFT66277	07/08/2018	Elgas	Usage and Service Charges	\$ 539.18
EFT66278	07/08/2018	Enviroflow Plumbing & Gas	Plumbing Contractor	\$ 2,487.07
EFT66279	07/08/2018	Flexi Staff Pty Ltd	Labour Hire	\$ 1,863.87
EFT66280	07/08/2018	Geographe Petroleum	Fuel	\$ 27,481.40
EFT66281	07/08/2018	Go Go On Hold	Subscription	\$ 414.00
EFT66282	07/08/2018	Gozzi's Gas & Plumbing Service	Plumbing Contractor	\$ 317.66
EFT66283	07/08/2018	Graeme William Davis	Museum Curator Honorarium	\$ 600.00
EFT66284	07/08/2018	Guardian First Aid And Fire (Accidental Health & Safety)	First Aid Supplies	\$ 649.34
EFT66285	07/08/2018	Innoviv Pty Ltd ATF Chapman Family Trust	Consultancy Services	\$ 3,685.00
EFT66286	07/08/2018	International Mowers Pty Ltd	Plant Maintenance	\$ 5,654.55
EFT66287	07/08/2018	Jan Quirk	Umpire Fees	\$ 64.00
EFT66288	07/08/2018	Jason Signmakers	Signage	\$ 133.10

## List of Payments for the Month of August 2018

EFT66289	07/08/2018	Jetline Kerbing Contractors	Kerbing Contractors	\$ 7,139.00
EFT66290	07/08/2018	Kim Poh-Lei Cargill	Sponsorship	\$ 200.00
EFT66291	07/08/2018	Kleenheat Gas	Usage and Service Charges	\$ 260.62
EFT66292	07/08/2018	Kmart Busseton	Consumables	\$ 526.75
EFT66293	07/08/2018	Lions Club Of Cowaramup	Contribution	\$ 2,500.00
EFT66294	07/08/2018	Living Springs	Water Supply	\$ 108.25
EFT66295	07/08/2018	Local Government Professionals Australia WA	Training	\$ 5,319.00
EFT66296	07/08/2018	Malatesta Road Paving And Hot Mix	Road Maintenance	\$ 9,253.82
EFT66297	07/08/2018	Margaret River Bookshop	Library Stock	\$ 26.98
EFT66298	07/08/2018	Margaret River Irrigation - Summerworld Pty Ltd	Parts and Supplies	\$ 2,093.98
EFT66299	07/08/2018	Margaret River Mini Earthworks	Earthworks	\$ 3,982.00
EFT66300	07/08/2018	Margaret River Pestman	Pest Control	\$ 295.00
EFT66301	07/08/2018	Margaret River Picture Framing & Art Studio	Picture Framing	\$ 320.00
EFT66302	07/08/2018	Margaret River Steel Products	Steel Modifications	\$ 358.11
EFT66303	07/08/2018	Margaret River Tilt Tray and Towing Service	Vehicle Recovery	\$ 110.00
EFT66304	07/08/2018	Margaret River Timber and Hardware	Hardware Supplies	\$ 953.33
EFT66305	07/08/2018	Margaret River Windscreens	Plant Maintenance	\$ 450.00
EFT66306	07/08/2018	Margritz Cleaning	Cleaning Contractor	\$ 951.95
EFT66307	07/08/2018	Matthew Cuthbert	Reimbursement	\$ 122.00
EFT66308	07/08/2018	Modern Window Cleaning	Window Cleaning	\$ 4,950.00
EFT66309	07/08/2018	Nicole Fucci	Crossover Subsidy	\$ 285.00
EFT66310	07/08/2018	OCE Corporate (Office Cleaning Experts T/A)	Cleaning Contractor	\$ 32,728.74
EFT66311	07/08/2018	Patty Dazzler's	Refreshments	\$ 250.00
EFT66312	07/08/2018	Pay-plan Pty Ltd (Salary Packaging Administration Supplier's Record)	Salary Sacrifices	\$ 213.58
EFT66313	07/08/2018	Rebecca Walker	Crossover Subsidy	\$ 285.00
EFT66314	07/08/2018	Rent A Fence Pty Ltd	Equipment Rental	\$ 3,811.50
EFT66315	07/08/2018	Repco Margaret River	Parts and Supplies	\$ 329.73
EFT66316	07/08/2018	River Fresh IGA	Grocery Supplies	\$ 32.94
EFT66317	07/08/2018	Ruth Levett	Reimbursement	\$ 80.50
EFT66318	07/08/2018	Salvatore Caruso	Refund	\$ 147.00
EFT66319	07/08/2018	Scope Business Imaging	Copy Charges	\$ 5,146.87
EFT66320	07/08/2018	Simon Quirk	Umpire Fees	\$ 32.00
EFT66321	07/08/2018	Southern Lock And Security	Lock and Security Services	\$ 210.85
EFT66322	07/08/2018	Southern Workwear And Ammo	Protective Clothing	\$ 162.00
EFT66323	07/08/2018	Sports Power Margaret River	Sports Equipment	\$ 48.96
EFT66324	07/08/2018	Sportsworld of WA	Sports Equipment	\$ 132.00
EFT66325	07/08/2018	St John Ambulance Association Margaret River	Training	\$ 160.00
EFT66326	07/08/2018	Staley Food and Packaging	Kiosk Stock	\$ 86.63
EFT66327	07/08/2018	State Library Of WA	Library Stock	\$ 990.00
EFT66328	07/08/2018	Synergy	Usage and Service Charges	\$ 204.60
EFT66329	07/08/2018	Synnott Mulholland Management Services Pty Ltd	Consultancy Services	\$ 495.00
EFT66330	07/08/2018	Telstra	Usage and Service Charges	\$ 1,295.48
EFT66331	07/08/2018	The Garden Basket	Grocery Supplies	\$ 36.72
EFT66332	07/08/2018	Toll Ipec - (Courier Australia)	Freight	\$ 23.05
EFT66333	07/08/2018	Tyrepower Limited	Tyres	\$ 173.50
EFT66334	07/08/2018	VIP Home Services (Shane Anthony Hermon)	Lawn Mowing	\$ 646.00
EFT66335	14/08/2018	34 Degrees Blue (Tenardi Family Trust)	Kiosk Stock	\$ 202.50
EFT66336	14/08/2018	Airport Lighting Specialist	Parts and Supplies	\$ 660.83
EFT66337	14/08/2018	Alana Holben	Gym Classes	\$ 400.00
EFT66338	14/08/2018	Aloha Painting	Painting Contractor	\$ 753.50
EFT66339	14/08/2018	Alpha Motivation	Training	\$ 895.00
EFT66340	14/08/2018	Altech Chemicals Limited	Refund	\$ 403.67
EFT66341	14/08/2018	Arbor Guy	Tree Maintenance	\$ 31,304.35
EFT66342	14/08/2018	Atlas Linen Southwest	Dry Cleaning	\$ 376.14
EFT66343	14/08/2018	Augusta Community Resource Centre Inc	Advertising	\$ 125.00
EFT66344	14/08/2018	Australia Post	Postage	\$ 2,116.46
EFT66345	14/08/2018	Australian Coastal Councils Association Inc	Membership	\$ 1,317.40
EFT66346	14/08/2018	Auzzie Vac	Building Maintenance	\$ 285.00
EFT66347	14/08/2018	B & B Street Sweeping Pty Ltd	Street Sweeping	\$ 14,356.56
EFT66348	14/08/2018	Bang the Table Pty Ltd	Software Licence	\$ 17,050.00
EFT66349	14/08/2018	Belinda Browning	Reimbursement	\$ 170.50
EFT66350	14/08/2018	Benara Nurseries	Horticultural Supplies	\$ 1,262.78
EFT66351	14/08/2018	Bendigo Telco Ltd	Usage and Service Charges	\$ 3,816.03
EFT66352	14/08/2018	Bowbright Cleaning	Cleaning Contractor	\$ 1,756.80
EFT66353	14/08/2018	Brownes Foods Operations Pty Ltd	Staff Amenities	\$ 89.72
EFT66354	14/08/2018	Bryn Renae Clarke	Reimbursement	\$ 160.00
EFT66355	14/08/2018	Bunbury CJD Equipment Pty Ltd	Plant and Equipment	\$ 89,947.00

## List of Payments for the Month of August 2018

EFT66356	14/08/2018	Bunnings Group Limited	Hardware Supplies	\$ 252.78
EFT66357	14/08/2018	CSJV Cowaramup	Bond Refund	\$ 8,696.00
EFT66358	14/08/2018	Chubb Australia Ltd	Fire and Security Services	\$ 66.00
EFT66359	14/08/2018	Coca-cola Amatil	Kiosk Stock	\$ 543.24
EFT66360	14/08/2018	Cowara Contractors Pty Ltd	Road Maintenance	\$ 3,346.75
EFT66361	14/08/2018	Cowaramup Agencies	Ground Maintenance	\$ 44.55
EFT66362	14/08/2018	Craven Foods	Kiosk Stock	\$ 509.52
EFT66363	14/08/2018	Department Of Education	Rapids Landing School Oval Contribution	\$ 352,000.00
EFT66364	14/08/2018	Department Of Transport	Licence	\$ 40.70
EFT66365	14/08/2018	Department of Transport	Vehicle Search Fees	\$ 20.40
EFT66366	14/08/2018	Depiazzi & Sons Garden Supplies	Horticultural Supplies	\$ 2,178.66
EFT66367	14/08/2018	Digital Education Services (Digitales)	Library Stock	\$ 225.81
EFT66368	14/08/2018	Dormakaba Australia Pty Ltd	Building Maintenance	\$ 396.00
EFT66369	14/08/2018	Down South Wholesalers	Wholesale Supplies	\$ 755.51
EFT66370	14/08/2018	Dr Chloe Lovelidge	Employee Health Programs	\$ 320.00
EFT66371	14/08/2018	E - Station Pty Ltd	E-Station Maintenance	\$ 22.00
EFT66372	14/08/2018	Earlyworks	Subscription	\$ 221.71
EFT66373	14/08/2018	Eileen De San Miguel	Refund	\$ 220.00
EFT66374	14/08/2018	Electrical Distributors Wa	Parts and Supplies	\$ 118.80
EFT66375	14/08/2018	Enviroflow Plumbing & Gas	Plumbing Contractor	\$ 2,131.40
EFT66376	14/08/2018	Environmental Health Australia (WA) Inc	Training	\$ 3,040.00
EFT66377	14/08/2018	Envirostruct Pty Ltd T/a Tectonics Building Design	Building Contractor	\$ 9,460.00
EFT66378	14/08/2018	Espresso Essential WA	Library Stock	\$ 937.75
EFT66379	14/08/2018	Everyday Potted Plants	Horticultural Supplies	\$ 1,150.33
EFT66380	14/08/2018	Fire Protection Association Australia	Training	\$ 1,660.00
EFT66381	14/08/2018	Flexi Staff Pty Ltd	Labour Hire	\$ 2,364.62
EFT66382	14/08/2018	Foxtel Management Pty Ltd	Subscriptions	\$ 130.00
EFT66383	14/08/2018	GFG Consulting (Glen Flood Group Pty Ltd T/as)	Consultancy Services	\$ 8,412.25
EFT66384	14/08/2018	Gary Evershed	Reimbursement	\$ 70.00
EFT66385	14/08/2018	Gozzi's Gas & Plumbing Service	Plumbing Contractor	\$ 209.00
EFT66386	14/08/2018	Great Southern Hotel / All Seasons Perth	Accommodation	\$ 90.00
EFT66387	14/08/2018	Guardian First Aid And Fire (Accidental Health & Safety)	First Aid Supplies	\$ 93.90
EFT66388	14/08/2018	Harry Byrne Wykman (Peacetree Permaculture and Edible Landscapes)	Workshop	\$ 690.00
EFT66389	14/08/2018	Hart Sport	Sport Equipment	\$ 923.00
EFT66390	14/08/2018	IBM Australia Limited	Software Licence	\$ 695.20
EFT66391	14/08/2018	Jay Bearsby	Reimbursement	\$ 50.40
EFT66392	14/08/2018	Karridale Contractors Pty Ltd	Equipment Hire	\$ 231.00
EFT66393	14/08/2018	Kennards Hire	Equipment Hire	\$ 880.00
EFT66394	14/08/2018	Key2creative	Website Maintenance	\$ 770.00
EFT66395	14/08/2018	Kmart Busselton	Consumables	\$ 67.00
EFT66396	14/08/2018	Kurt Laney	Refund	\$ 1,585.07
EFT66397	14/08/2018	Landmark	Ground Maintenance	\$ 273.10
EFT66398	14/08/2018	Lauren Bidesi	Reimbursement	\$ 158.46
EFT66399	14/08/2018	Lawn Control	Lawn Mowing	\$ 495.00
EFT66400	14/08/2018	Leeuwin Transport	Freight	\$ 1,012.70
EFT66401	14/08/2018	Lightning Ridge Electrical Contracting	Electrical Contractor	\$ 132.50
EFT66402	14/08/2018	Lions Club Of Leeuwin	Playground Equipment	\$ 1,098.00
EFT66403	14/08/2018	Little Monsters Play Centre	Holiday Program	\$ 222.00
EFT66404	14/08/2018	Local Government Compliance Association Inc (West Aust Local Government Compliance Officer)	Training	\$ 125.00
EFT66405	14/08/2018	Local Government Professionals Australia WA	Training	\$ 1,778.00
EFT66406	14/08/2018	Machine Control Solutions Pty Ltd (WA Diesel Services )	Plant Maintenance	\$ 4,182.04
EFT66407	14/08/2018	Margaret River Bookshop	Library Stock	\$ 1,233.41
EFT66408	14/08/2018	Margaret River Law	Legal Fees	\$ 256.60
EFT66409	14/08/2018	Margaret River Mowers & Chainsaws	Equipment Maintenance	\$ 478.95
EFT66410	14/08/2018	Margaret River Office Products Depot	Stationery	\$ 58.78
EFT66411	14/08/2018	Margaret River Retravision	Electrical Goods	\$ 1,300.00
EFT66412	14/08/2018	Margaret River Steel Products	Steel Modifications	\$ 333.30
EFT66413	14/08/2018	Margaret River Tilt Tray and Towing Service	Vehicle Recovery	\$ 429.00
EFT66414	14/08/2018	Margaret River Timber and Hardware	Hardware Supplies	\$ 131.75
EFT66415	14/08/2018	Milmar Distributors	Stationery	\$ 43.00
EFT66416	14/08/2018	Motorpass (Wex Australia Pty Ltd)	Fuel	\$ 2,174.69
EFT66417	14/08/2018	Naturaliste Hygiene Services	Hygiene Services	\$ 1,154.80
EFT66418	14/08/2018	Nicholls Machinery	Plant Maintenance	\$ 142.36
EFT66419	14/08/2018	Nigel Anderson	Reimbursement	\$ 4.48

## List of Payments for the Month of August 2018

EFT66420	14/08/2018	Noongar Boodja Language Cultural Aboriginal Corporation	Library Stock	\$ 265.00
EFT66421	14/08/2018	OCE Corporate (Office Cleaning Experts T/A)	Cleaning Contractor	\$ 5,441.79
EFT66422	14/08/2018	Pay-plan Pty Ltd (Salary Packaging Administration Supplier's Record)	Salary Sacrifices	\$ 9,551.38
EFT66423	14/08/2018	Perth Energy - CPks, CAC, Rec	Usage and Service Charges	\$ 40,040.23
EFT66424	14/08/2018	Perth Energy - Library	Usage and Service Charges	\$ 2,004.72
EFT66425	14/08/2018	Planning Institute Australia	Training	\$ 930.00
EFT66426	14/08/2018	Public Libraries Australia	Membership	\$ 395.00
EFT66427	14/08/2018	Quality Press	Consumables	\$ 89.98
EFT66428	14/08/2018	Quality Traffic Management Pty Ltd	Traffic Management	\$ 9,058.50
EFT66429	14/08/2018	Qube Logistics Pty Ltd	Freight	\$ 397.97
EFT66431	14/08/2018	Reece Pty Ltd	Plumbing Supplies	\$ 100.32
EFT66432	14/08/2018	River Fresh IGA	Grocery Supplies	\$ 185.50
EFT66433	14/08/2018	Ross Shepherd Carpentry Service	Carpentry Services	\$ 2,502.50
EFT66434	14/08/2018	Scott Print	Printing	\$ 6,068.70
EFT66435	14/08/2018	South West Isuzu	Plant Maintenance	\$ 222.06
EFT66436	14/08/2018	Southern Workwear And Ammo	Protective Clothing	\$ 798.80
EFT66437	14/08/2018	Stallard Corp Pty Ltd (RR Unit Trust)	Rates Refund	\$ 1,176.21
EFT66438	14/08/2018	State Housing Commission (Department Of Housing)	Refund	\$ 669.70
EFT66439	14/08/2018	State Law Publisher -Department Of Premier & Cabinet	Advertising	\$ 178.20
EFT66440	14/08/2018	Synergy	Usage and Service Charges	\$ 22,739.30
EFT66441	14/08/2018	Telstra	Usage and Service Charges	\$ 7,793.52
EFT66442	14/08/2018	The Garden Basket	Grocery Supplies	\$ 40.45
EFT66443	14/08/2018	Toll Ipec - (Courier Australia)	Freight	\$ 336.74
EFT66444	14/08/2018	Transwa (Public Transport Authority)	TransWA Return	\$ 515.18
EFT66445	14/08/2018	True Blue Turf	Horticultural Supplies	\$ 2,022.00
EFT66446	14/08/2018	Tyrepower Limited	Plant Maintenance	\$ 1,012.31
EFT66447	14/08/2018	WA Local Government Assoc (WALGA)	Subscriptions and Training	\$ 39,759.21
EFT66448	14/08/2018	Wayne Webb	Consultancy Services	\$ 970.00
EFT66449	14/08/2018	Welcome Site (Zanphire Pty Ltd)	Toilet Hire	\$ 1,963.50
EFT66450	14/08/2018	Winc Australia Pty Ltd (former Staples)	Stationery	\$ 221.60
EFT66451	14/08/2018	Wood & Grieve Engineers	Consulting Engineers	\$ 1,575.75
EFT66452	14/08/2018	Yahava Margaret River (Recreation Centre)	Kiosk Stock	\$ 140.00
EFT66453	16/08/2018	Woolworths Limited	Grocery Supplies	\$ 3,082.52
EFT66454	20/08/2018	BP Australia Pty Ltd	Fuel Supply	\$ 6,400.45
EFT66455	21/08/2018	34 Degrees Blue (Tenardi Family Trust)	Kiosk Stock	\$ 121.50
EFT66456	21/08/2018	ALS Library Services	Library Stock	\$ 77.25
EFT66457	21/08/2018	AMPAC Debt Recovery (WA) Pty Ltd	Legal Fees	\$ 1,167.71
EFT66458	21/08/2018	Aloha Painting	Painting Contractor	\$ 3,479.50
EFT66459	21/08/2018	Amity Signs And Industrial Products	Signage	\$ 261.80
EFT66460	21/08/2018	Amy Smith	Reimbursement	\$ 410.14
EFT66461	21/08/2018	Andrew John Ryder	Ranger Services	\$ 3,286.25
EFT66462	21/08/2018	Annie Riordan	Training	\$ 60.00
EFT66463	21/08/2018	Antony John Warrilow	Refund	\$ 1,600.00
EFT66464	21/08/2018	Arbor Guy	Tree Maintenance	\$ 29,013.05
EFT66465	21/08/2018	Arrow Bronze	Badges	\$ 463.98
EFT66466	21/08/2018	Augusta First National Real Estate	Rent	\$ 133.46
EFT66467	21/08/2018	Australian Taxation Office - PAYG	PAYG Tax	\$ 106,068.00
EFT66468	21/08/2018	Auzzie Vac	Gutter Cleaning	\$ 120.00
EFT66469	21/08/2018	BCITF	BCITF Return	\$ 6,697.00
EFT66470	21/08/2018	BGC Construction Pty Ltd	Building Contractor	\$ 152,159.65
EFT66471	21/08/2018	BHE Welding & Fabrication	Welding and Fabrication	\$ 1,174.54
EFT66472	21/08/2018	BSA   Maintain (Burke Air Pty Ltd)	Air Con Maintenance	\$ 841.50
EFT66473	21/08/2018	Brownes Foods Operations Pty Ltd	Staff Amenities	\$ 84.47
EFT66474	21/08/2018	Bunbury Bearings	Parts and Supplies	\$ 495.55
EFT66475	21/08/2018	Bunnings Group Limited	Hardware Supplies	\$ 338.95
EFT66476	21/08/2018	CSSTECH Group Pty Ltd	Consumables	\$ 40.80
EFT66477	21/08/2018	Coca-cola Amatil	Kiosk Stock	\$ 144.48
EFT66478	21/08/2018	Cr Naomi Godden	Reimbursement	\$ 433.55
EFT66479	21/08/2018	Data #3 Limited	Software Licence	\$ 17,297.17
EFT66480	21/08/2018	Department Of Local Government, Sport And Cultural Industries	Legal Fees	\$ 4,494.60
EFT66481	21/08/2018	Diesel & Hydraulic Services South West	Plant Maintenance	\$ 125.48
EFT66482	21/08/2018	Domus Nursery	Horticultural Supplies	\$ 1,015.58
EFT66483	21/08/2018	Doust Enterprises WA Pty Ltd	Road Maintenance	\$ 5,050.00
EFT66484	21/08/2018	Down South Mini Earthmovers	Earthworks	\$ 11,132.00

## List of Payments for the Month of August 2018

EFT66485	21/08/2018	Down South Wholesalers	Wholesale Supplies	\$ 172.50
EFT66486	21/08/2018	Dr Chloe Lovelidge	Employee Health Programs	\$ 320.00
EFT66487	21/08/2018	Dunsborough & Margaret River Hearing	Recruitment	\$ 82.50
EFT66488	21/08/2018	E - Station Pty Ltd	E-Station Maintenance	\$ 550.00
EFT66489	21/08/2018	Felton Industries	Minor Equipment	\$ 4,292.20
EFT66490	21/08/2018	Fennessys Motors Pty Ltd	Plant and Equipment	\$ 113,049.45
EFT66491	21/08/2018	Flexi Staff Pty Ltd	Labour Hire	\$ 2,653.26
EFT66492	21/08/2018	Gary Evershed	Reimbursement	\$ 440.87
EFT66493	21/08/2018	Goodfellas Cafe/Tuck Shop	Refreshments	\$ 218.00
EFT66494	21/08/2018	Gozzi's Gas & Plumbing Service	Plumbing Contractor	\$ 99.00
EFT66495	21/08/2018	Griffin Valuation Advisory	Consultancy Services	\$ 5,060.00
EFT66496	21/08/2018	Hazard Warning Concepts	Equipment Maintenance	\$ 477.00
EFT66497	21/08/2018	Hougoumont Hotel	Accommodation	\$ 175.00
EFT66498	21/08/2018	Ixom Operations Pty Ltd (Orica )	Chemical Supplies	\$ 1,861.20
EFT66499	21/08/2018	Jason Signmakers	Signage	\$ 72.60
EFT66500	21/08/2018	Jayde Warentini Tiopira	Refund	\$ 295.00
EFT66501	21/08/2018	Kennards Hire	Equipment Hire	\$ 878.00
EFT66502	21/08/2018	Kenneth George Wrigglesworth	Fee Refund	\$ 800.00
EFT66503	21/08/2018	Kestral Computing Pty Ltd	Software Licence	\$ 13,753.30
EFT66504	21/08/2018	Landgate	Land Schedules	\$ 1,550.92
EFT66505	21/08/2018	Landmark	Ground Maintenance	\$ 304.90
EFT66506	21/08/2018	Leeuwin Tyres	Plant Maintenance	\$ 3,270.00
EFT66507	21/08/2018	Lgis Insurance Broking	Insurance	\$ 295.46
EFT66508	21/08/2018	Lightning Ridge Electrical Contracting	Electrical Contractor	\$ 13,097.49
EFT66509	21/08/2018	Local Government Professionals Australia WA	Training	\$ 370.00
EFT66510	21/08/2018	Malatesta Road Paving And Hot Mix	Road Maintenance	\$ 80,814.00
EFT66511	21/08/2018	Margaret River - Cowaramup Electrical Service	Electrical Contractor	\$ 1,586.75
EFT66512	21/08/2018	Margaret River Engineering And Supplies	Engineering and Supplies	\$ 35.04
EFT66513	21/08/2018	Margaret River Junior Football Club	Kidsport Vouchers	\$ 100.00
EFT66514	21/08/2018	Margaret River Mini Earthworks	Earthworks	\$ 2,200.00
EFT66515	21/08/2018	Margaret River Mowers & Chainsaws	Plant Maintenance	\$ 157.00
EFT66516	21/08/2018	Margaret River Netball Association	Kidsport Voucher	\$ 150.00
EFT66517	21/08/2018	Margaret River Office Products Depot	Stationery	\$ 237.17
EFT66518	21/08/2018	Margaret River Produce And Rural	Minor Equipment	\$ 270.60
EFT66519	21/08/2018	Margaret River Rise Pty Ltd	Bond Refund	\$ 85,615.49
EFT66520	21/08/2018	Margaret River Steel Products	Steel Modifications	\$ 78.38
EFT66521	21/08/2018	Margaret River Timber and Hardware	Hardware Supplies	\$ 34.88
EFT66522	21/08/2018	Metal Artwork Creations	Staff Identification	\$ 25.30
EFT66523	21/08/2018	Mikmarns Landscapes	Landscaping Services	\$ 11,577.20
EFT66524	21/08/2018	O'Neills Service Centre	Plant Maintenance	\$ 320.50
EFT66525	21/08/2018	PathWest Laboratory Medicine WA	Recruitment	\$ 35.00
EFT66526	21/08/2018	Porter Consulting Engineers	Consulting Engineers	\$ 52,800.00
EFT66527	21/08/2018	Quality Traffic Management Pty Ltd	Traffic Management	\$ 14,616.25
EFT66528	21/08/2018	Repco Margaret River	Parts and Supplies	\$ 2,949.54
EFT66529	21/08/2018	River Fresh IGA	Grocery Supplies	\$ 188.99
EFT66530	21/08/2018	River Hotel Cellars	Entertainment	\$ 102.98
EFT66531	21/08/2018	Rockmaster Hydraulics	Plant Maintenance	\$ 284.80
EFT66532	21/08/2018	Ronlea Anne Chick	Rates Refund	\$ 764.16
EFT66533	21/08/2018	Sheila Joan Greenwell	Animal Control	\$ 155.00
EFT66534	21/08/2018	Signet Pty Ltd	Field Marking	\$ 758.01
EFT66535	21/08/2018	Small Engine Worx	Plant Maintenance	\$ 1,474.00
EFT66536	21/08/2018	Sonja Pienaar	Reimbursement	\$ 96.00
EFT66537	21/08/2018	South Regional Tafe	Venue Hire	\$ 80.00
EFT66538	21/08/2018	South West Compressors	Plant Maintenance	\$ 377.94
EFT66539	21/08/2018	South West Computable	Computer Equipment	\$ 387.00
EFT66540	21/08/2018	Southern Workwear And Ammo	Protective Clothing	\$ 159.90
EFT66541	21/08/2018	Southwest Working Life Association INC	Membership	\$ 200.00
EFT66542	21/08/2018	Spraymow Services (Echo Field Pty Ltd)	Landcare Services	\$ 1,708.52
EFT66543	21/08/2018	St John Ambulance Association Margaret River	Training	\$ 160.00
EFT66544	21/08/2018	Stacey Hutt	Reimbursement	\$ 88.35
EFT66545	21/08/2018	Staley Food and Packaging	Kiosk Stock	\$ 155.50
EFT66546	21/08/2018	Synergy	Usage and Service Charges	\$ 1,810.50
EFT66547	21/08/2018	Task Exchange Pty Ltd	Software Licence	\$ 5,317.40
EFT66548	21/08/2018	Toll Ipec - (Courier Australia)	Freight	\$ 129.67
EFT66549	21/08/2018	Tutt Bryant Equipment (Perth)	Parts and Supplies	\$ 647.84
EFT66550	21/08/2018	Veronica Ruth Ninham	Refund of Excess Rates	\$ 794.16
EFT66551	21/08/2018	WA Local Government Assoc (WALGA)	Training	\$ 145.00
EFT66552	21/08/2018	Westrac Pty Ltd	Equipment Maintenance	\$ 234.06

## List of Payments for the Month of August 2018

EFT66553	21/08/2018	Winc Australia Pty Ltd (former Staples)	Stationery	\$ 618.20
EFT66554	21/08/2018	Workforce (Road Services) International Pty Ltd	Road Maintenance	\$ 1,597.20
EFT66639	28/08/2018	34 Degrees Blue (Tenardi Family Trust)	Kiosk Stock	\$ 202.50
EFT66640	28/08/2018	3E Consulting Engineers Pty Ltd	Consultancy Services	\$ 1,430.00
EFT66641	28/08/2018	A B C Filter Exchange	Equipment Maintenance	\$ 38.50
EFT66642	28/08/2018	ACS-Marcomm	Equipment Maintenance	\$ 1,036.20
EFT66643	28/08/2018	Amity Signs And Industrial Products	Signage	\$ 6,853.00
EFT66644	28/08/2018	Arbor Guy	Tree Maintenance	\$ 11,671.55
EFT66645	28/08/2018	Asb Marketing Pty Ltd	Promotional Products	\$ 1,676.95
EFT66646	28/08/2018	Augusta & Districts Glass & Glazing	Building Maintenance	\$ 210.00
EFT66647	28/08/2018	BSA   Maintain (Burke Air Pty Ltd)	Air Con Maintenance	\$ 1,823.25
EFT66648	28/08/2018	Barry Pell	Consultancy Services	\$ 1,831.20
EFT66649	28/08/2018	Blazon Displays	Minor Equipment	\$ 216.59
EFT66650	28/08/2018	Boc LTD	Chemical Supplies	\$ 107.08
EFT66651	28/08/2018	Brooks Hire Service Pty Ltd	Equipment Hire	\$ 7,306.46
EFT66652	28/08/2018	Brownes Foods Operations Pty Ltd	Staff Amenities	\$ 100.73
EFT66653	28/08/2018	Bunnings Group Limited	Hardware Supplies	\$ 98.90
EFT66654	28/08/2018	Busselton Motors	Plant and Equipment	\$ 27,696.50
EFT66655	28/08/2018	Cleanaway - Shire - 53789018	Waste Management	\$ 42,030.79
EFT66656	28/08/2018	Coca-cola Amatil	Kiosk Stock	\$ 24.43
EFT66657	28/08/2018	Cookies Galore	Kiosk Stock	\$ 270.50
EFT66658	28/08/2018	Craven Foods	Kiosk Stock	\$ 1,075.64
EFT66659	28/08/2018	Creative Corner Inc	Sponsorship	\$ 11,000.00
EFT66660	28/08/2018	DirectComms Pty Ltd	Software Licence	\$ 369.72
EFT66661	28/08/2018	Down South Wholesalers	Wholesale Supplies	\$ 1,125.14
EFT66662	28/08/2018	Easifleet Management	Lease Charge	\$ 826.26
EFT66663	28/08/2018	Emerge Environmental Services Pty Ltd	Environmental Services	\$ 6,361.88
EFT66664	28/08/2018	Fennessys Motors Pty Ltd	Plant Maintenance	\$ 2,076.00
EFT66665	28/08/2018	Frontline Fire and Rescue	Fire and Rescue Supplies	\$ 249.70
EFT66666	28/08/2018	Good Things Foundation Ltd	Refund	\$ 55.00
EFT66667	28/08/2018	Gordon Yelverton Wilson	Refreshments	\$ 195.60
EFT66668	28/08/2018	Gozzi's Gas & Plumbing Service	Plumbing Contractor	\$ 18,813.18
EFT66669	28/08/2018	Hanrahan Construction	Building Contractor	\$ 32,704.43
EFT66670	28/08/2018	Instant Racking	Minor Equipment	\$ 1,582.00
EFT66671	28/08/2018	It Vision	Software Licence	\$ 12,584.00
EFT66672	28/08/2018	Ixom Operations Pty Ltd (Orica )	Chemical Supplies	\$ 270.07
EFT66673	28/08/2018	Jason Signmakers	Signage	\$ 1,885.40
EFT66674	28/08/2018	Julia Meldrum	Councillor Expense Reimbursement	\$ 489.16
EFT66675	28/08/2018	Just Home Margaret River Inc	Contribution	\$ 22,000.00
EFT66676	28/08/2018	Kim Michael Hewson	Sponsorship	\$ 200.00
EFT66677	28/08/2018	Lightning Ridge Electrical Contracting	Electrical Contractor	\$ 3,600.07
EFT66678	28/08/2018	Lions Club Of Leeuwin	Playground Equipment	\$ 321.52
EFT66679	28/08/2018	Lisa Mary Bell	Planning Contract Services	\$ 780.00
EFT66680	28/08/2018	Local Government Professionals Australia WA	Membership	\$ 185.00
EFT66681	28/08/2018	Local Health Authorities Analytical Committee	Analytical Services	\$ 3,802.81
EFT66682	28/08/2018	Lombardi Pty Ltd	Plant Maintenance	\$ 123.75
EFT66683	28/08/2018	Main Roads Western Australia (Operating Account)	Refund of unspent Grant Funds	\$ 5,846.00
EFT66684	28/08/2018	Margaret River Bookshop	Library Stock	\$ 29.69
EFT66685	28/08/2018	Margaret River Mowers & Chainsaws	Equipment Maintenance	\$ 2,729.10
EFT66686	28/08/2018	Margaret River Naturals Pty Ltd	Landcare Services	\$ 1,212.75
EFT66687	28/08/2018	Margaret River Steel Products	Steel Modifications	\$ 1,867.25
EFT66688	28/08/2018	Michael Robert Short	Carpentry Services	\$ 440.00
EFT66689	28/08/2018	Mikmarns Landscapes	Landscaping Services	\$ 1,859.00
EFT66690	28/08/2018	Murray David Levis	Refund	\$ 307.00
EFT66691	28/08/2018	Nicole Joy Launderers	Sponsorship	\$ 200.00
EFT66692	28/08/2018	PFD Food Service Pty Ltd	Kiosk Stock	\$ 137.25
EFT66693	28/08/2018	Pay-plan Pty Ltd (Salary Packaging Administration Supplier's Record)	Salary Sacrifices	\$ 10,849.66
EFT66694	28/08/2018	Prestige Panel Repairs And Spray Painting	Vehicle Maintenance	\$ 1,000.00
EFT66695	28/08/2018	Procure Locksmiths	Locksmith	\$ 3,426.00
EFT66696	28/08/2018	Quality Traffic Management Pty Ltd	Traffic Management	\$ 11,108.90
EFT66697	28/08/2018	Rachel Runco	Reimbursement	\$ 3,000.00
EFT66698	28/08/2018	Repco Margaret River	Parts and Supplies	\$ 56.44
EFT66699	28/08/2018	River Fresh IGA	Grocery Supplies	\$ 22.27
EFT66700	28/08/2018	Ross Shephard Carpentry Service	Carpentry Services	\$ 2,871.00
EFT66701	28/08/2018	Rustic Nature Play	Playground Equipment	\$ 30,219.50
EFT66702	28/08/2018	South West Computable	Computer Equipment	\$ 132.90
EFT66703	28/08/2018	South West Isuzu	Equipment Maintenance	\$ 128.75



## List of Payments for the Month of August 2018

EFT66704	28/08/2018	South West Safety (The Fox Family Trust ATF)	Recruitment	\$ 357.50
EFT66705	28/08/2018	Southern Workwear And Ammo	Protective Clothing	\$ 877.00
EFT66706	28/08/2018	Spraymow Services (Echo Field Pty Ltd)	Landcare Services	\$ 698.94
EFT66707	28/08/2018	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Management	\$ 21,540.78
EFT66708	28/08/2018	Superstock Food Services Pty Ltd	Kiosk Stock	\$ 244.50
EFT66709	28/08/2018	Synergy	Usage and Service Charges	\$ 4,827.90
EFT66710	28/08/2018	T-Quip	Equipment Maintenance	\$ 345.20
EFT66711	28/08/2018	Telstra	Usage and Service Charges	\$ 2,690.44
EFT66712	28/08/2018	The Foodroom	Refreshments	\$ 188.50
EFT66713	28/08/2018	The Garden Basket	Grocery Supplies	\$ 89.98
EFT66714	28/08/2018	Valvoline (Australia) Pty Ltd	Plant Maintenance	\$ 543.62
EFT66715	28/08/2018	Vinepower- Margaret River Tree Planting And Landcare Services	Landcare Services	\$ 9,805.67
EFT66716	28/08/2018	West Australian Newspapers Ltd	Advertising	\$ 500.00
EFT66717	28/08/2018	Western Australia Police Service	Recruitment	\$ 63.60
EFT66718	28/08/2018	Westrac Pty Ltd	Parts and Supplies	\$ 359.47
EFT66719	28/08/2018	Winc Australia Pty Ltd (former Staples)	Stationery	\$ 2,573.51
EFT66720	28/08/2018	Yahava Margaret River (Recreation Centre)	Kiosk Stock	\$ 175.00
<b>Total EFTs for Aug 18</b>				<b>\$ 2,180,664.23</b>

DD	Date	Name	Description	Amount
	01/08/2018	Macquarie Equipment Rentals Pty Limited	Lease Payment	\$ 725.46
	01/08/2018	Western Australian Treasury Corporation	Loan Payment	\$ 5,217.46
	01/08/2018	Waterlogic Australia Pty Ltd	Water Supply	\$ 128.88
	02/08/2018	Payroll	Payroll F/E 31.07.18	\$ 345,772.95
	03/08/2018	Caterpillar Financial Australia Limited	Lease Payment	\$ 1,428.63
	05/08/2018	Westminster National	Lease Payment	\$ 1,184.73
	09/08/2018	Capital Finance	Lease Payment	\$ 4,110.98
	10/08/2018	CSG Finance	Lease Payment	\$ 792.00
	10/08/2018	Fines Enforcement Registry	Legal Fees	\$ 825.50
	14/08/2018	WA Super	Superannuation contributions	\$ 55,854.62
	14/08/2018	Asgard	Payroll deductions	\$ 883.87
	14/08/2018	AMP Superannuation Limited	Superannuation contributions	\$ 137.91
	14/08/2018	Retail Employees Superannuation Trust	Superannuation contributions	\$ 730.56
	14/08/2018	Retirement Wrap	Payroll deductions	\$ 409.05
	14/08/2018	Austsafe Superannuation Fund	Superannuation contributions	\$ 322.83
	14/08/2018	BT Super for Life (Superwrap)	Payroll deductions	\$ 1,191.42
	14/08/2018	Onepath Masterfund	Payroll deductions	\$ 1,098.71
	14/08/2018	Commonwealth Bank Group Super	Payroll deductions	\$ 436.28
	14/08/2018	WA Super	Superannuation contributions	\$ 484.84
	14/08/2018	WA Super	Superannuation contributions	\$ 484.84
	14/08/2018	Wealth Personal Superannuation and Pension Fund	Payroll deductions	\$ 535.63
	14/08/2018	UniSuper	Payroll deductions	\$ 893.46
	14/08/2018	Kinetic Superannuation	Payroll deductions	\$ 283.48
	14/08/2018	Sunsuper Superannuation Fund	Payroll deductions	\$ 400.99
	14/08/2018	Australian Catholic Superannuation and Retirement Fund	Superannuation contributions	\$ 272.23
	14/08/2018	Bendigo Superannuation Plan	Superannuation contributions	\$ 74.02
	14/08/2018	AMP Retirement Trust	Payroll deductions	\$ 454.18
	14/08/2018	Cbus	Payroll deductions	\$ 435.57
	14/08/2018	First State Super	Superannuation contributions	\$ 222.96
	14/08/2018	AustralianSuper	Payroll deductions	\$ 3,135.08
	14/08/2018	Colonial First State Investments Limited	Superannuation contributions	\$ 814.55
	14/08/2018	HOSTPLUS Superannuation Fund	Superannuation contributions	\$ 562.86
	15/08/2018	SG Fleet	Lease Payment	\$ 14,486.88
	15/08/2018	De Lage Landen	Lease Payment	\$ 1,621.75
	16/08/2018	Western Australian Treasury Corporation	Loan Payment	\$ 23,610.61
	16/08/2018	RMS (Aust) Pty Ltd	Subscriptions	\$ 99.00
	16/08/2018	Payroll	Payroll F/E 14.08.18	\$ 348,950.79
	17/08/2018	Capital Finance	Lease Payment	\$ 13,495.11
	22/08/2018	Western Australian Treasury Corporation	Loan Payment	\$ 10,145.81
	23/08/2018	Komatsu Corporate Finance	Lease Payment	\$ 3,724.73
	23/08/2018	Komatsu Corporate Finance	Lease Payment - Excess Hours	\$ 3,378.10
	25/08/2018	Easifleet Management	Loan Payment	\$ 9,859.17
	28/08/2018	Western Australian Treasury Corporation	Loan Payment	\$ 19,865.14
	28/08/2018	WA Super	Superannuation contributions	\$ 55,644.28

## List of Payments for the Month of August 2018

	28/08/2018	Asgard	Payroll deductions	\$ 897.81
	28/08/2018	AMP Superannuation Limited	Superannuation contributions	\$ 118.20
	28/08/2018	Retail Employees Superannuation Trust	Superannuation contributions	\$ 967.93
	28/08/2018	Retirement Wrap	Payroll deductions	\$ 387.52
	28/08/2018	Austsafe Superannuation Fund	Superannuation contributions	\$ 322.83
	28/08/2018	BT Super for Life (Superwrap)	Payroll deductions	\$ 1,112.70
	28/08/2018	Onepath Masterfund	Payroll deductions	\$ 1,114.60
	28/08/2018	Commonwealth Bank Group Super	Payroll deductions	\$ 448.83
	28/08/2018	WA Super	Superannuation contributions	\$ (484.84)
	28/08/2018	WA Super	Superannuation contributions	\$ (484.84)
	28/08/2018	Wealth Personal Superannuation and Pension Fund	Payroll deductions	\$ 593.76
	28/08/2018	UniSuper	Payroll deductions	\$ 798.27
	28/08/2018	Sunsuper Superannuation Fund	Payroll deductions	\$ 588.13
	28/08/2018	Australian Catholic Superannuation and Retirement Fund	Superannuation contributions	\$ 272.23
	28/08/2018	Bendigo Superannuation Plan	Superannuation contributions	\$ 69.79
	28/08/2018	AMP Retirement Trust	Payroll deductions	\$ 456.60
	28/08/2018	Cbus	Payroll deductions	\$ 435.57
	28/08/2018	First State Super	Superannuation contributions	\$ 222.96
	28/08/2018	HOSTPLUS Superannuation Fund	Superannuation contributions	\$ 672.83
	28/08/2018	AustralianSuper	Payroll deductions	\$ 3,321.64
	28/08/2018	Colonial First State Investments Limited	Superannuation contributions	\$ 839.60
	29/08/2018	Western Australian Treasury Corporation	Loan Payment	\$ 4,386.47
	30/08/2018	Les Mills Australia	Subscription	\$ 760.54
	30/08/2018	Payroll	Payroll F/E 28.08.18	\$ 345,631.46
	30/08/2018	Payroll	Payroll F/E 28.08.18	\$ 489.35
<b>Total Direct Debits for Aug 18</b>				<b>\$ 1,299,127.84</b>

<b>Total Payments for Aug 18</b>	<b>\$ 3,504,116.31</b>
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## Transfers to and from Municipal Account (CMA - Cash Management Account)

	2/07/2018	Transfer	Tsf from Muni to Trust- Jul 18 Reconciliation	\$ 870,669.66
<b>Total Transfers for Aug 18</b>				<b>\$ 870,669.66</b>

## Corporate Credit Card - No Cheque Payments in Aug 18

## **11.4 Corporate and Community Services**

### **11.4.2 FINANCIAL ACTIVITY STATEMENT REPORT – AUGUST 2018**

Attachment 1 – Monthly Financial Report consisting of:

- a) Notes to and forming part of the Statement of Financial Activity
- b) Financial Reports by Business Units



## **NOTES TO STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 31 August 2018**

**SHIRE OF AUGUSTA MARGARET RIVER**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE PERIOD ENDING 31 August 2018**

	2017-18 Last Year Actual \$	2018-19 Approved Budget \$	2018-19 YTD Budget \$	2018-19 YTD Actual \$
<b>REVENUES</b>				
Rates	20,524,980	21,400,660	21,245,660	21,109,412
Operating Grants, Subsidies And Contributions	2,412,186	1,281,929	201,471	233,187
Fees & Charges	9,678,816	9,822,552	4,822,983	4,986,328
Service Charges	4,333	4,333	4,333	4,000
Interest Received	1,009,731	943,421	156,400	166,875
Other Income	190,678	27,700	500	0
	<b>33,820,724</b>	<b>33,480,595</b>	<b>26,431,347</b>	<b>26,499,802</b>
<b>EXPENSES</b>				
Employee Expenses	(14,258,895)	(14,686,312)	(2,714,479)	(2,632,615)
Materials & Contracts	(7,984,401)	(9,326,709)	(2,199,650)	(1,555,622)
Utilities	(1,031,636)	(1,019,146)	(158,347)	(141,892)
Depreciation	(9,114,195)	(9,146,640)	0	0
Interest Paid	(485,860)	(529,642)	(106,983)	(106,836)
Insurances	(592,577)	(615,473)	(391,022)	(385,551)
Other Expenses	(542,067)	(758,636)	(111,043)	(59,651)
	<b>(34,009,631)</b>	<b>(36,082,558)</b>	<b>(5,681,524)</b>	<b>(4,882,167)</b>
	(188,907)	(2,601,963)	20,749,824	21,617,635
Non-Operating Grants, Subsidies And Contributions	8,374,650	7,664,592	166,000	165,636
Fair value adjustments to financial assets at fair value through profit or loss				
Profit On Sale Of Assets	47,511	2,000	0	0
Gain On Investments	0	0	0	0
Loss On Sale Of Assets	(1,598,110)	(149,042)	(52,864)	0
<b>NET RESULT</b>	<b>6,635,144</b>	<b>4,915,587</b>	<b>20,862,960</b>	<b>21,783,271</b>
Other Comprehensive Income	0	0	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>6,635,144</b>	<b>4,915,587</b>	<b>20,862,960</b>	<b>21,783,271</b>

**SHIRE OF AUGUSTA MARGARET RIVER**  
**STATEMENT OF CASH FLOWS**  
**FOR THE PERIOD ENDING 31 August 2018**

	NOTE	2018-19 Approved Budget \$	2018-19 YTD Actual \$
<b>Cash Flows From Operating Activities</b>			
<b>Receipts</b>			
Rates		18,325,260	4,575,349
Operating Grants, Subsidies and Contributions		1,526,355	233,187
Fees and Charges		8,723,750	1,640,798
Service Charges		4,333	4,000
Interest Earnings		659,427	166,875
Goods and Services Tax		56,964	(194,920)
Other Income		13,000	0
		29,309,089	6,425,289
<b>Payments</b>			
Employee Costs		(13,566,610)	(2,778,427)
Materials and Contracts		(7,359,802)	(3,158,463)
Utility Charges		(1,106,864)	(141,892)
Insurance Expenses		(578,087)	(385,551)
Interest expenses		(550,982)	(135,725)
Goods and Services Tax		0	372,706
Other Expenditure		(418,562)	(59,651)
		(23,580,907)	(6,287,003)
<b>Net Cash Provided By (Used In) Operating Activities</b>		5,728,182	138,286
<b>Cash Flows from Investing Activities</b>			
Payments for Purchase of Property, Plant & Equipment		(6,542,435)	(662,303)
Payments for Construction of Infrastructure		(7,247,267)	(759,404)
Advances to Community Groups		0	0
Non Operating Grants, Subsidies and Contributions used for the Development of Assets		5,393,686	165,636
Proceeds from Sale of Plant & Equipment		1,160,228	2,648
Proceeds from Disposal of Infrastructure		0	0
Revaluation of Land Held for Resale		0	0
Proceeds from Sale of Investment		0	0
<b>Net Cash Provided By (Used In) Investing Activities</b>		(7,235,788)	(1,253,423)
<b>Cash Flows from Financing Activities</b>			
Repayment of Debentures		(641,677)	(159,593)
Repayment of Bonds		0	0
Advances to Community Groups		(50,000)	0
Proceeds from Self Supporting Loans		13,036	6,094
Proceeds from New Debentures		1,081,600	0
<b>Net Cash Provided By (Used In) Financing Activities</b>		402,959	(153,499)
<b>Net Increase (Decrease) in Cash Held</b>		(1,104,647)	(1,268,636)
Cash at Beginning of Year		14,337,720	34,242,729
<b>Cash and Cash Equivalents at the End of the Period</b>	7	13,233,073	32,974,093

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

# **SHIRE OF AUGUSTA MARGARET RIVER**

## **NOTES TO STATEMENT OF FINANCIAL ACTIVITY**

### **FOR THE PERIOD ENDING 31 August 2018**

#### **1a STATEMENT OF OBJECTIVES**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

##### **COMMUNITY VISION**

Our Vision "Adapt to changing climate, environment and social dynamics and celebrate a sense of place for our local Indigenous culture and our multicultural and creative community."

Our Mission is to protect the natural environment, strengthen our communities, foster local economic prosperity, and responsibly manage the community's infrastructure and assets."

Our core values of Honesty, Commitment, Respect and Courage guide our behaviour and decision making as people and as an organisation and how we strive to lead and serve our community.

Terms used within the Financial Statements and elsewhere within this report to classify income and expenditure are:

##### **GOVERNANCE**

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

##### **GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

##### **LAW, ORDER, PUBLIC SAFETY**

Supervision of various by-laws, fire prevention, emergency services and animal control.

##### **HEALTH**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

##### **EDUCATION AND WELFARE**

Care of families and children, contributions to education and other welfare.

##### **HOUSING**

Operation of staff and rental housing. However, the Shire has no housing of this nature.

##### **COMMUNITY AMENITIES**

Rubbish collection and disposal services, recycling, septic tank inspection services, environmental protection initiatives, administration of town planning and regional development services and the operation of other community amenities.

##### **RECREATION AND CULTURE**

Provision and maintenance of halls, swimming areas, recreation and sporting areas, reserves, re-broadcasting services, libraries, museums and other cultural activities.

##### **TRANSPORT**

Construction and maintenance of streets, roads, bridges, drainage works, footpaths, parking, traffic control, aerodromes and water transport facilities.

##### **ECONOMIC SERVICES**

Provision of rural services, tourism and area promotion, building control, saleyards, plant nursery, landcare, water and public utility services.

##### **OTHER PROPERTY & SERVICES**

Private works operations, general administration overheads, public works overheads, plant operating costs and any other unclassified items.

**SHIRE OF AUGUSTA MARGARET RIVER  
NOTES TO STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 August 2018**

**1b AMENDMENTS TO ADOPTED BUDGET**

Description	Resolution	Meeting Date	COA/Job	Amount
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<u>Pre-Budget Review</u>				
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<u>Post-Budget Review</u>				
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<b>DEFICIT/(SURPLUS)</b>				
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**0**



**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**2. ACQUISITION OF ASSETS BY TYPE/BUSINESS UNIT**

The following assets have been purchased during 2018-19

Business Unit	Land & Buildings	Plant & Equip't	Furn. & Equip't	Infrast. - Other	Infrast. - Roads	TOTAL
Members of Council						0
Chief Executive Officer			0			0
Director, Corporate & Community						0
Director, Sustainable Development						0
Director, Infrastructure Services			0			0
Finance						0
Records						0
Corporate Services			0			0
Customer Relations		0	0			0
Information Technology			(92)			(92)
Human Resources		0				0
Community Development	0	0		0		0
Emergency Management	(48,072)	0		0		(48,072)
Beach Lifeguards		0				0
Rangers	0	0		(450)		(450)
Libraries			0			0
Health		0	0			0
Outside School Hours Care			0	(3,653)		(3,653)
Waste Services	0	0	0	0		0
Landcare						0
Town Planning		0				0
Community Buildings	(279,687)			0		(279,687)
MR Recreation Centre	(4,864)	0	0			(4,864)
Augusta Recreation Centre	0	0		0		0
Cultural Centre	0	0				0
Gloucester Park	0	0	0	0		0
Parks and Gardens				(421,647)		(421,647)
Asset Services		0		0		0
Construction of Roads					(308,045)	(308,045)
Plant Program		(329,588)				(329,588)
Caravan Parks	0	0		(25,610)		(25,610)
Building Control		0				0
Public Works Overheads			0			0
Maintenance of Roads						0
Plant Operation Costs						0
Other Property and Services	0					0
<b>TOTALS</b>	<b>(332,623)</b>	<b>(329,588)</b>	<b>(92)</b>	<b>(451,360)</b>	<b>(308,045)</b>	<b>(1,421,707)</b>

**2. ACQUISITION OF ASSETS BY TYPE/PROGRAM**

Program	Land & Buildings	Plant & Equip't	Furn. & Equip't	Infrast. - Other	Infrast. - Roads	TOTAL
Governance	0	0	(92)	0	0	(92)
General Purpose Funding						0
Law, Order, Public Safety	(48,072)	0	0	(450)	0	(48,522)
Health	0	0	0	0	0	0
Education and Welfare	0	0	0	(3,653)	0	(3,653)
Community Amenities	0	0	0	0	0	0
Recreation and Culture	(284,551)	0	0	(421,647)	0	(706,198)
Transport	0	(329,588)	0	0	(308,045)	(637,633)
Economic Services	0	0	0	(25,610)	0	(25,610)
Other Property and Services	0	0	0	0	0	0
<b>TOTALS</b>	<b>(332,623)</b>	<b>(329,588)</b>	<b>(92)</b>	<b>(451,360)</b>	<b>(308,045)</b>	<b>(1,421,707)</b>

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**3. DISPOSAL OF ASSETS BY TYPE/BUSINESS UNIT**

The following plant/vehicles were disposed of during 2018-19

Business Unit	Historical Value	Accum. Deprecn.	Written Down	Sale Proceeds	(Profit) / Loss
Members of Council	0	0	0	0	0
CEO	0	0	0	0	0
Director, Corporate & Community	0	0	0	0	0
Director, Sustainable Development	0	0	0	0	0
Director, Infrastructure Services	0	0	0	0	0
Finance	0	0	0	0	0
Records	0	0	0	0	0
Corporate Services	0	0	0	0	0
Customer Relations	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Community Development	0	0	0	0	0
Emergency Management	0	0	0	0	0
Beach Lifeguards	0	0	0	0	0
Rangers	0	0	0	0	0
Libraries	0	0	0	0	0
Health	0	0	0	0	0
Outside School Hours Care	0	0	0	0	0
Waste	0	0	0	0	0
Landcare	0	0	0	0	0
Town Planning	0	0	0	0	0
Community Buildings	0	0	0	0	0
MR Recreation Centre	0	0	0	0	0
Augusta Recreation Centre	0	0	0	0	0
Cultural Centre	0	0	0	0	0
Gloucester Park	0	0	0	0	0
Parks and Gardens	0	0	0	0	0
Asset Services	0	0	0	0	0
Construction	0	0	0	0	0
Plant Program	0	(2,648)	2,648	2,648	0
Caravan Parks	0	0	0	0	0
Building Control	0	0	0	0	0
Public Works Overheads	0	0	0	0	0
Maintenance of Roads	0	0	0	0	0
Plant Operation Costs	0	0	0	0	0
Other Property & Services	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>(2,648)</b>	<b>2,648</b>	<b>2,648</b>	<b>0</b>

**3. DISPOSAL OF ASSETS BY TYPE/PROGRAM**

Program	Historical Value	Accum. Deprecn.	Written Down	Sale Proceeds	(Profit) / Loss
Governance	0	0	0	0	0
General Purpose Funding	0	0	0	0	0
Law, Order, Public Safety	0	0	0	0	0
Health	0	0	0	0	0
Education and Welfare	0	0	0	0	0
Housing	0	0	0	0	0
Community Amenities	0	0	0	0	0
Recreation and Culture	0	0	0	0	0
Transport	0	(2,648)	2,648	2,648	0
Economic Services	0	0	0	0	0
Other Property and Services	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>(2,648)</b>	<b>2,648</b>	<b>2,648</b>	<b>0</b>

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**4a. DEPRECIATION OF ASSETS BY TYPE/BUSINESS UNIT**

The following depreciation was expensed during 2018-19

Business Unit	Land & Buildings	Plant & Equip't	Furn. & Equip't	Infrast. - Other	Infrast. - Roads	TOTAL
Members of Council		0				0
Chief Executive Officer			0			0
Director, Corporate & Community						0
Director, Sustainable Development						0
Director, Infrastructure Services						0
Finance						0
Records		0				0
Customer Services		0				0
Customer Relations		0				0
Information Technology		0				0
Human Resources			0			0
Community Development			0			0
Emergency Management		0				0
Rangers		0				0
Libraries		0				0
Health		0	0			0
Outside School Hours Care		0				0
Waste Services		0				0
Town Planning		0				0
Community Buildings	0					0
MR Recreation Centre		0				0
Cultural Centre		0				0
Augusta Recreation Centre		0				0
Gloucester Park		0				0
Beach Lifeguards		0				0
Parks and Gardens		0				0
Asset Services			0			0
Landcare			0			0
Construction of Roads						0
Plant Program						0
Caravan Parks		0				0
Building Control						0
Public Works Overheads		0				0
Maintenance of Roads					0	0
Plant Operation Costs		0				0
Other Property and Services						0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**4c BORROWING COSTS (INTEREST PAID)**

	2018-19 Approved Budget \$	2018-19 Amended Budget \$	2018-19 YTD Budget \$	2018-19 YTD Actual \$
Debentures ( <i>refer note 5(a)</i> )	(468,642)	(468,642)	(106,983)	(106,836)

**4d RENTAL CHARGES**

Operating Leases	(346,662)	(346,662)	(68,863)	(73,898)
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**4e INTEREST EARNINGS**

Investments	200,400	200,400	33,400	42,739
Interest on Reserves	450,000	450,000	75,000	66,991
Supertowns Interest	70,000	70,000	13,000	13,430
Interest on Self Supporting Loans	21	21	0	0
ESL Penalty Interest	2,000	2,000	0	326
Non Payment-Penalty Interest	90,000	90,000	5,000	11,147
Deferred Rate Interest	1,000	1,000	0	0
Instalment Interest	130,000	130,000	30,000	32,241
	<u>943,421</u>	<u>943,421</u>	<u>156,400</u>	<u>166,875</u>

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**5. DEBENTURE REPAYMENTS**

5. DEBENTURE REPAYMENTS				Principal 1-Jul-18	New Loans 2018-19	Principal Repayments		Principal Outstanding		Interest Repayments		Gvt Gtee Fee	
					2018-19	2018-19	2018-19	2018-19	2018-19	2018-19	2018-19	2018-19	2018-19
Loan No.	Purpose	Maturity	Interest Rate	Actual \$	Annual Budget \$	Annual Budget \$	YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$	YTD Actual \$
	Community Amenities												
184	Augusta Town Toilets	2019	5.46%	11,349		11,349	2,780	0	8,569	390	155	68	0
186	MR Memorial Toilet Block	2019	5.97%	23,164		23,164	0	0	23,164	871	0	139	0
188	DEC Augusta Water Wheel Toilets	2020	6.12%	19,936		11,132	0	8,804	19,936	968	0	120	0
	Recreation & Culture												
164	Aquatic Centre	2020	7.05%	206,755		87,891	21,400	118,864	185,355	12,286	3,592	1,241	0
174	Cowaramup Recreation Centre	2024	6.36%	212,224		31,603	7,715	180,621	204,509	12,754	3,321	1,273	0
183	SSL Augusta Bowling Club	2018	6.37%	1,338		1,338	0	0	1,338	21	0	8	0
185	MR Recreation Centre Solar Power	2019	5.46%	8,827		8,827	2,162	0	6,665	303	120	53	0
187	MR Recreation Centre (stage 1)	2024	6.68%	248,138		34,821	0	213,318	248,138	15,715	0	1,489	0
189	MR Recreation Centre (stage 2)	2020	6.12%	131,354		73,346	0	58,008	131,354	6,377	0	788	0
192	Cultural Centre Redevelopment	2033	3.48%	1,100,000		56,900	14,041	1,043,100	1,085,959	37,543	9,570	6,600	0
193	MR Youth Precinct	2027	2.97%	334,850		30,981	7,660	303,869	327,190	9,602	2,486	2,009	0
194	Asbestos Program	2028	3.20%	1,000,000		86,276	21,312	913,724	978,688	30,972	8,000	6,000	0
195	Cultural Centre Redevelopment	2033	3.58%		500,000	12,720	0	487,280		8,899	0	2,497	
	Economic Services												
173	Augusta Rural Transaction Centre	2024	6.36%	169,778		25,283	6,172	144,496	163,606	10,203	2,657	1,019	0
173A	Augusta Rural Transaction Centre	2024	6.39%	154,106		21,792	0	132,314	154,106	9,332	0	925	0
179	Gnarabup Café	2024	6.39%	176,121		24,905	0	151,216	176,123	10,665	0	1,057	0
181	Gnarabup Café	2026	6.22%	109,924		10,961	2,677	98,963	107,247	6,585	1,709	660	0
	Governance												
191	Civic & Admin Building long term	2032	5.15%	5,842,640		300,440	73,675	5,542,200	5,768,965	295,156	75,224	35,056	0
				9,750,506	500,000	853,730	159,593	9,396,777	9,590,915	468,642	106,836	61,000	0
Self Supporting Loans				1,338	0	1,338	0	0	1,338	21	0	8	0
Shire Loans				9,749,168	500,000	852,392	159,593	9,396,777	9,589,577	468,621	106,836	60,992	0
				9,750,506	500,000	853,730	159,593	9,396,777	9,590,915	468,642	106,836	61,000	

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**6. RESERVES - Cash Backed**

Code	Description	Opening Balance		Transfers To		Interest Recd		Transfers From		Closing Balance	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
6301	Plant Reserve	1,225,169	1,225,169	200,000		19,499	4,087	530,000		914,668	1,229,256
6321	Community Grants Reserve	22,555	22,555	6,000		359	76			28,914	22,631
6331	Emergency Services Reserve	192,150	192,150			3,058	641	20,000		175,208	192,791
6340	Developer Contributions Reserve	1,195,380	1,175,089	200,000		19,025	3,920	431,607		982,798	1,179,009
6351	Biodiversity Reserve	55,391	55,391			882	184			56,273	55,575
6541	Augusta Revitalisation Reserve			320,000				280,000		40,000	
6661	Affordable Housing Fund Reserve	61,454	61,454			978	205	45,000		17,432	61,659
6662	Community Loan Reserve	162,924	162,924	11,317		2,593	544			176,834	163,468
6663	Cedarvale Reserve	229,943	229,943			3,660	767			233,603	230,710
6665	Parking Reserve	154,575	154,575			2,460	516			157,035	155,091
6666	Infrastructure Assets Contributions Reserve	1,548,690	1,548,690			24,648	5,166	283,000		1,290,338	1,553,856
6667	Gloucester Park Reserve		0								0
6668	Staff Leave Reserve	404,880	404,880			6,444	1,351			411,324	406,231
6669	Public Open Space Reserve	89,653	89,653			1,427	299			91,080	89,952
6670	Limesand Pits Reserve	63,634	63,634			1,013	212			64,647	63,846
6671	Cemeteries Reserve	10,774	10,774			171	36			10,945	10,810
6672	Caravan Park Upgrade Reserve	1,123,150	1,123,150	200,000		17,876	3,747	647,490		693,536	1,126,897
6673	Waste Management Reserve	9,281,316	9,281,316	850,000		147,716	30,964			10,279,032	9,312,280
6674	Self Insurance Reserve	268,330	298,330			4,271	995			272,601	299,325
6676	Augusta Recreation Reserves Reserve										
6677	Community Facility Reserve	4,876,702	4,622,681			77,615	7,082	4,408,000		546,317	4,629,763
6678	Gravel Pits Reserve	455,933	455,934			7,256	1,521	50,000		413,189	457,455
6679	Recreation Centres Reserve	18,106	18,106	2,500		288	60			20,894	18,166
6681	Old Settlement Reserve	30,436	30,436	33,000		484	102			63,920	30,538
6682	Margaret River CBD Redevelopment Reserve	6,803,128	6,803,128	770,000		108,275	17,946	2,550,000		5,131,403	6,821,074
6683	Youth Facilities Reserve			2,000						2,000	
6684	Roads Reserve										
Total		28,274,273	28,029,962	2,594,817	0	449,998	80,421	9,245,097	0	22,073,991	28,110,383

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**6. RESERVES - Cash Backed (continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Reserve**

- To be used for the purchase of plant, vehicles and equipment.

**Community Grants Reserve**

- Funds received from the sale of vehicle licence plates, etc are provided as community grants.

**Emergency Services Reserve**

- To be used to support the provision of emergency services in the Shire.

**Developer Contributions Reserve**

- Funds received and used in accordance with the Developer Contributions Plan.

**Biodiversity Reserve.**

- To be used for the funding of Biodiversity Initiatives.

**Augusta Revitalisation Reserve**

- To be used for funding capital projects in the Augusta town-site.

**Affordable Housing Fund**

-Expenditure on capital and improvements of infrastructure within the Cowaramup Townsite and the area covered by the West Cowaramup Townsite Strategy as determined by the Shire.

**Community Loan Reserve**

- Interest free funding for eligible groups involved with sporting and cultural activities.

**Cedarvale Reserve**

- Funds allocated to meet Council's obligations in respect of the agreement with Cedarvale for the Gnarabup site and future foreshore rehabilitation required at Prevelly and Gnarabup.

**Margaret River CBD Reserve**

- Development and maintenance of the Margaret River Business District

**Parking Reserve**

- To be used to fund future car parking requirements.

**Road Asset Reserve**

- To be used to fund future road and drainage maintenance and construction requirements.

**Gloucester Park Reserve**

**Staff Leave Reserve**

- to be used to fund annual and long service leave requirements.

**Public Open Space Reserve**

- To be used to fund future public open space requirements.

**Limesand Pits Reserve**

- Rehabilitation and development of the Boranup, Redgate and any other Shire limesand pits.

**Cemeteries Reserve**

- To be used for the upgrade of cemeteries.

**Caravan Park Upgrade Reserve**

- To be used for the upgrading of Caravan Parks.

**Waste Management Reserve**

- To be used to fund future waste facility and plant requirements.

**Self Insurance Reserve**

- Used to fund self insurance, workers compensation performance risk, risk management and other related employee and organisational activities.

**Augusta Recreation Reserves Reserve**

- Funds from the sale of recreation reserves in Augusta are reserved for future recreation works in Augusta.

**Community Facility Reserve**

- To be used for the construction and major maintenance of buildings.

**Gravel Pits Reserve**

- Rehabilitation and development of the Shire's gravel and other related resource reserves.

**Recreation Centres Reserve**

- Income from advertising signs is reserved for future improvements to facilities.

**Old Settlement Reserve**

- Income from the lease of this site is to be used for the maintenance of the site.

**Margaret River CBD Redevelopment Reserve**

- To be used for funding capital projects in the Margaret River CBD and town-site.

**Youth Facilities Reserve**

- To be used to renew and develop youth facilities in the Shire.

**Roads Reserve**

- To be used for the renewal of rural and urban roads.

The majority of the Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are available.

All of the cash backed reserve amounts are to be supported by money held in financial institutions.

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**7. NET CURRENT ASSETS**

<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>
<b>Last Year</b>	<b>Approved</b>	<b>YTD</b>
<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>

**Composition of Estimated Net Current Asset Position**

**CURRENT ASSETS**

Cash - Unrestricted	4,079,152	1,282,033	4,863,710
Cash - Restricted Reserves	24,977,201	11,951,040	28,110,383
Cash - Restricted	936,097	0	
<b>Cash and Cash Equivalents</b>	<b>29,992,450</b>	<b>13,233,073</b>	<b>32,974,093</b>
Other Financial Assets	0	0	0
Receivables	1,727,333	635,886	22,002,514
Inventories	91,789	382,811	147,679
	<b>31,811,572</b>	<b>14,251,770</b>	<b>55,124,286</b>

**LESS: CURRENT LIABILITIES**

Payables and Provisions	(4,788,297)	(4,592,248)	(4,292,855)
	<b>(4,788,297)</b>	<b>(4,592,248)</b>	<b>(4,292,855)</b>

<b>NET CURRENT ASSET POSITION</b>	<b>27,023,275</b>	<b>9,659,522</b>	<b>50,831,431</b>
Less: Cash - Restricted Reserves	(24,977,201)	(11,951,040)	(28,110,383)
Less: Loans - Clubs/Institutions	(12,386)		
Add: Provisions and Current Loan Liability	2,297,818	2,291,518	2,632,604

<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>4,331,506</b>	<b>0</b>	<b>25,353,652</b>
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**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**8. RATING INFORMATION**

RATE TYPE		Number	Rate in	Rate	Interim	Back	Total	Budget	Budget	Budget	Budget
Differential general rate / general rate		of	\$	Revenue	Rates	Rates	Revenue	Rate	Interim	Back	Total
		Properties	Value	\$	\$	\$	\$	\$	\$	\$	\$
<b>Rate Code</b>	<b>Gross rental valuations</b>										
1	Residential GRV	4,892	81,652,710	8,570,025	(8,526)	4,489	8,565,988	8,496,774	150,000	20,000	8,666,774
2	Residential GRV Vacant	279	3,552,570	714,287	985	1,283	716,555	720,427	0	0	720,427
4	Rural Residential GRV	645	13,199,732	1,327,114	(488)	(1,234)	1,325,392	1,327,854	0	0	1,327,854
5	Rural Residential GRV Vacant	150	1,731,450	338,857	0	0	338,857	340,589	0	0	340,589
9,10,11	Commercial, Industrial & Tourism	1,086	39,046,223	4,854,187	(1,591)	678	4,853,274	4,828,987	0	0	4,828,987
	<b>Unimproved valuations</b>										
3	UV Rural	782	518,657,000	2,380,636	(3,585)	717	2,377,768	2,375,802	0	0	2,375,802
8	Rural Strate Titled Vineyard	0	0	0	0	0	0	0	0	0	0
13	UV 1 (one non rural use)	111	71,555,000	410,511	0	117	410,628	418,560	0	0	418,560
23	UV 2 (two non rural uses)	22	13,358,000	91,970	0	0	91,970	91,433	0	0	91,433
33	UV 3 (over two non rural uses)	16	13,431,000	107,878	0	0	107,878	107,878	0	0	107,878
43	UV Conservation	71	59,109,000	265,163	(34)	(135)	264,993	267,608	0	0	267,608
	<b>Sub-Total</b>	8,054	815,292,685	19,060,628	(13,241)	5,915	19,053,302	18,975,912	150,000	20,000	19,145,912
	<b>Minimum payment</b>										
	<b>Minimum</b>										
	<b>\$</b>										
	<b>Gross rental valuations</b>										
	Residential GRV	1,302	4,132,569	511,686	0	0	511,686	514,290	0	0	514,290
	Residential GRV Vacant	1,302	2,847,320	843,696	0	0	843,696	893,172	0	0	893,172
	Rural Residential GRV	1,585	2,008,710	226,655	0	0	226,655	228,240	0	0	228,240
	Rural Residential GRV Vacant	1,585	177,360	41,210	0	0	41,210	41,210	0	0	41,210
	Commercial, Industrial & Tourism	1,399	1,572,843	283,997	0	0	283,997	285,396	0	0	285,396
	<b>Unimproved valuations</b>										
	UV Rural	1,461	35,810,570	226,455	0	0	226,455	230,838	0	0	230,838
	Rural Strate Titled Vineyard	858	2,700,000	31,746	0	0	31,746	31,746	0	0	31,746
	UV 1 (one non rural use)	1,461	1,218,000	8,766	0	0	8,766	8,766	0	0	8,766
	UV 2 (two non rural uses)	1,461	0	0	0	0	0	0	0	0	0
	UV 3 (over two non rural uses)	1,461	0	0	0	0	0	0	0	0	0
	UV Conservation	1,406	3,764,000	21,090	0	0	21,090	21,090	0	0	21,090
	<b>Sub-Total</b>	1,626	54,231,372	2,195,301	0	0	2,195,301	2,254,748	0	0	2,254,748
		9,680	869,524,057	21,255,929	(13,241)	5,915	21,248,603	21,230,660	150,000	20,000	21,400,660
	Movement in Excess Rates						(139,191)				
	<b>Total amount raised from general rate</b>						<b>21,109,412</b>				21,400,660
	Interest, instalment and other charges						75,997				
	<b>Total Rates Revenue</b>						<b>21,185,410</b>				

**SHIRE OF AUGUSTA MARGARET RIVER**  
**NOTES TO STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2018**

**9. GRANTS AND CONTRIBUTIONS REVENUE**

Account Code	2018-19 Approved Budget	2018-19 YTD Actual	2018-19 Expected	Comments
<b>67 GRANTS OPERATING</b>	<b>1,042,433.00</b>	<b>185,383.25</b>	<b>1,042,933.00</b>	
1CD750 Operating Grant Income MUN	22,500.00		22,500.00	
1DC750 Grants and Contributions MUN	20,000.00		20,000.00	
1ED750 OSHC Operating Grant MUN	82,500.00	22,500.00	82,500.00	
1EM750 Operating Grants - ESL MUN	32,036.00		32,036.00	
1FP750 Fire Prevention Operating Grant MUN	213,413.00		213,413.00	
1GF750 General Finance Operating Grant MUN	585,484.00	160,883.25	585,484.00	
1GF830 Fuel Tax Credits MUN	60,000.00		60,000.00	
1LC750 Landcare Operating Grants MUN	25,000.00		25,000.00	
1LI750 Libraries Operating Grants MUN	1,500.00	2,000.00	2,000.00	
<b>70 GRANTS CAPITAL</b>	<b>7,457,092.00</b>	<b>(2,530.55)</b>	<b>7,457,092.00</b>	
1CR750 Construction - Capital Grants MUN	2,114,039.00	(2,530.55)	2,114,039.00	\$5.3K Grant funds returned to MRWA
1FP760 Fire Prevention Capital Grant MUN	810,578.00		810,578.00	
1GD750 Capital Grant Income MUN	332,207.00		332,207.00	
1HA750 Community Buildings Capital Grant MUN	4,155,268.00		4,155,268.00	
1TY760 Capital Grants and Contributions MUN	45,000.00		45,000.00	
<b>73 CONTRIBUTIONS &amp; REIMBURSEMENTS OPERATING</b>	<b>239,496.00</b>	<b>46,319.88</b>	<b>257,201.41</b>	
1CC740 Contributions and Reimbursements MUN	1,300.00		1,300.00	
1CD770 Community Development Income MUN	5,455.00	4,430.67	5,455.00	
1ED860 OSHC Inclusion Support Programme MUN	15,500.00	115.00	15,500.00	
1ED880 Community Support - Sustainability Assistance MUN		1,310.00	1,310.00	
1FI830 Salary Package FBT Contributions MUN	9,741.00		9,741.00	
1FP740 Fire Prevention Operating Contributions (non ESL) MU	60,000.00		60,000.00	
1FP750 Fire Prevention Operating Grant MUN		318.45	318.45	
1GD740 Parks & Gardens Operating Contributions MUN	4,400.00		4,400.00	
1GF830 Fuel Tax Credits MUN		12,222.41	12,222.41	
1GF860 General Finance Contributions & Reimbursements MU	21,600.00	9,949.20	21,600.00	
1GP860 Gloucester Park Contributions & Reimbursements MU	33,000.00	6,248.50	33,000.00	
1IR750 Indoor Recreation Contributions & Reimbursements M	23,000.00		23,000.00	
1IT820 Sundry Income MUN		400.00	400.00	
1LC740 Landcare Contributions & Reimbursements MUN		954.55	954.55	
1MC740 Contributions MUN	500.00		500.00	
1RA690 Costs of Recovery of Rates MUN	30,000.00	7,871.10	30,000.00	
1RG860 Private Strategic Firebreak Recoveries MUN	15,000.00		15,000.00	
1SW860 Workers Compensation Recovered MUN	20,000.00		20,000.00	
1TY740 Asset Services Contributions & Reimbursements MUN		2,500.00	2,500.00	
<b>74 CONTRIBUTIONS CAPITAL</b>	<b>207,500.00</b>	<b>168,166.72</b>	<b>207,500.00</b>	
1FP770 Fire Prevention Capital Contributions MUN	7,500.00		7,500.00	
1TP740 Planning & Development Capital Contributions MUN	200,000.00	168,166.72	200,000.00	
<b>Grant Total - Grants &amp; Contributions</b>	<b>8,946,521.00</b>	<b>397,339.30</b>	<b>8,964,726.41</b>	



## **BUSINESS UNIT FINANCIAL REPORTS**

**FOR THE PERIOD ENDING 31 August 2018**

REVENUE - General Purpose Funding										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
RA61	60		Rates Levied	20,268,436	21,230,660	13,797	21,230,660	21,116,738	0	
RA62	60		Interim Rates Levied	242,166	150,000	(13,241)	0	(13,241)	(13,241)	Timing: Landgate schedules to be processed in September
RA63	88		ESL Penalty Interest	4,026	2,000	140	0	326	0	
RA64	84		Rates Instalment Admin Fee	80,598	80,000	17,960	10,000	18,104	0	
RA65	88		Non-Payment Penalty Interest	110,402	90,000	4,999	5,000	11,147	0	
RA66	87		Deferred Rates Interest	858	1,000	0	0	0	0	
RA67	60		Back Rates	14,378	20,000	(2,672)	15,000	5,915	0	
RA68	88		Rates Instalment Interest	138,163	130,000	32,036	30,000	32,241	0	
RA69	73		Costs of Recovery of Rates	41,065	30,000	1,144	5,000	7,871	0	
RA70	84		Property Search Fee	33,906	24,000	3,287	4,000	6,308	0	
RA81	84		Fees and Charges (GST free)	411	1,000	0	0	0	0	
RA82	84		Sundry Income	9,040	11,000	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>20,943,450</b>	<b>21,769,660</b>	<b>57,451</b>	<b>21,299,660</b>	<b>21,185,410</b>		
<b>OPERATING EXPENDITURE</b>										
RA01	01		Salaries	(155,784)	(180,518)	(16,355)	(34,715)	(35,652)	0	
RA01	06		Accrued Leave	(14,782)	(11,726)	(902)	(2,255)	(2,255)	0	
RA02	02		Superannuation	(22,229)	(24,336)	(1,707)	(4,680)	(4,215)	0	
RA04	05		Training	(324)	(6,362)	0	0	(168)	0	
RA05	03		Workers Compensation	(2,293)	(2,002)	(169)	(385)	(338)	0	
RA12	38		Subscriptions/Publications	(165)	(500)	0	(500)	0	0	
RA15	08		Printing & Stationery	(9,770)	(17,000)	(4,923)	(8,500)	(4,923)	0	
RA22	19		Public Relations	(2,243)	(3,000)	0	(500)	0	0	
RA29	16		Contract Services	(57,756)	(35,000)	(1,554)	(5,000)	(3,957)	0	
RA50			<b>Special Projects</b>	<b>(188,893)</b>	<b>(37,000)</b>	<b>(1,397)</b>	<b>(2,000)</b>	<b>(1,397)</b>	<b>0</b>	
	23	RAT01	GRV Revaluation	(145,989)	0	0	0	0	0	
	23	RAT02	UV Revaluation/Landgate & Sub Division	(18,362)	(20,000)	0	0	0	0	
	23	RAT03	Landgate Interim Schedules	(23,860)	(16,000)	(1,037)	(2,000)	(1,037)	0	
	23	RAT04	Searches	(683)	(1,000)	(360)	0	(360)	0	
RA55	43		Write-Offs	(5,136)	(2,000)	(33)	0	(49)	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(459,373)</b>	<b>(319,444)</b>	<b>(27,039)</b>	<b>(58,535)</b>	<b>(52,954)</b>		
<b>Business Unit Totals</b>										
			Operating Income	20,943,450	21,769,660	57,451	21,299,660	21,185,410	0	
			Operating Expenses	(459,373)	(319,444)	(27,039)	(58,535)	(52,954)	0	
			Capital Income						0	
			Capital Expenditure						0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>20,484,077</b>	<b>21,450,216</b>	<b>30,412</b>	<b>21,241,125</b>	<b>21,132,455</b>	<b>0</b>	

GENERAL FINANCING - General Purpose Funding										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
GF71	71		Rental Income	50,312	62,833	4,646	9,028	9,292	0	
GF75	67		Operating Grant Income	1,279,041	585,484	160,883	146,371	160,883	0	
GF81	84		Sundry Income (GST) Free	91	0	50	0	50	0	
GF82	84		Other Income	17,814	2,980	0	510	273	0	
GF83	73		Fuel Tax Credits	65,146	60,000	4,289	10,000	12,222	0	
GF84	72		Service Fee - Underground Power	4,333	4,333	0	4,333	4,000	0	
GF85	86		Interest on Reserves	389,987	450,000	33,524	75,000	66,991	0	
GF85	88		Interest on Investments	287,580	200,400	20,236	33,400	42,739	0	
GF86	73		Reimbursements	47,673	21,600	3,929	3,600	9,949	0	
GF87	84		Property Recoveries (GST Free)	53,374	35,068	0	2,285	118	0	
GF88	88		Interest Rec'd on Self Supporting Loans	314	21	0	0	0	0	
GF89	88		Interest - WATC OCDF	78,399	70,000	6,719	13,000	13,430	0	
GF42	31		Profit on Sale of Investments	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>2,274,065</b>	<b>1,492,719</b>	<b>234,277</b>	<b>297,527</b>	<b>319,949</b>		
<b>OPERATING EXPENDITURE</b>										
GF09	34		Interest on Loans	(429,677)	(468,621)	(20,019)	(106,983)	(106,836)	0	
GF10	34		Government Guarantee Fee	(55,891)	(61,000)	0	0	0	0	
GF21	33		Bank Fees	(73,752)	(75,000)	(2,521)	(6,000)	(5,959)	0	
GF50	34		Interest Paid on Self Supporting Loans	(292)	(21)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(559,612)</b>	<b>(604,642)</b>	<b>(22,540)</b>	<b>(112,983)</b>	<b>(112,794)</b>		
<b>CAPITAL INCOME</b>										
6310			Principal loans received	2,450,000	500,000	0	0	0	0	
			<b>Self Supporting Loans recovered</b>							
6831			Augusta Bowling Club	5,147	0	0	0	0	0	
			<b>Interest Free Loans Recovered</b>							
6812			Augusta Golf Club	2,554	2,554	2,554	2,554	2,554	0	
6814			Community Resource Centre	5,000	5,000	2,500	2,500	2,500	0	
6815			MR & Districts Agricultural Society		1,040	1,040	1,040	1,040	0	
6816			Gracetown Tennis Club		723	0	0	0	0	
6817			Augusta Margaret River Districts Football Club		2,000	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>2,462,701</b>	<b>511,317</b>	<b>6,094</b>	<b>6,094</b>	<b>6,094</b>		
<b>CAPITAL EXPENDITURE</b>										
4884			Principal loan repayments	(573,134)	(852,392)	(43,206)	(159,594)	(159,593)	0	
4894			Principal SS loan repayments	(5,147)	(1,338)	0	0	0	0	
			<b>Interest Free Loan Advances</b>							
6815			MR & Districts Agricultural Society	(5,200)	0	0	0	0	0	
6816			Gracetown Tennis Club	(3,615)	0	0	0	0	0	
6817			Augusta Margaret River Districts Football Club	(10,000)	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(597,096)</b>	<b>(853,730)</b>	<b>(43,206)</b>	<b>(159,594)</b>	<b>(159,593)</b>		
<b>Business Unit Totals</b>										
			<b>Operating Income</b>	<b>2,274,065</b>	<b>1,492,719</b>	<b>234,277</b>	<b>297,527</b>	<b>319,949</b>	<b>0</b>	
			<b>Operating Expenses</b>	<b>(559,612)</b>	<b>(604,642)</b>	<b>(22,540)</b>	<b>(112,983)</b>	<b>(112,794)</b>	<b>0</b>	
			<b>Capital Income</b>	<b>2,462,701</b>	<b>511,317</b>	<b>6,094</b>	<b>6,094</b>	<b>6,094</b>	<b>(0)</b>	
			<b>Capital Expenditure</b>	<b>(597,096)</b>	<b>(853,730)</b>	<b>(43,206)</b>	<b>(159,594)</b>	<b>(159,593)</b>	<b>0</b>	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>3,580,058</b>	<b>545,664</b>	<b>174,625</b>	<b>31,044</b>	<b>53,655</b>	<b>22,611</b>	

MEMBERS OF COUNCIL - Governance											
COA	IE	JOB	ET	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>											
MC73	84			Election Nominations	80	0	0	0	0	0	
MC74	73			Contributions	99	500	0	125	0	0	
<b>TOTAL OPERATING INCOME</b>					<b>179</b>	<b>500</b>	<b>0</b>	<b>125</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>											
MC11	27			Mobile Telephone	(344)	(360)	(30)	(60)	(59)	0	
MC12	38			Subscriptions/Publications	(500)	(500)	0	(500)	0	0	
MC17	09			Consumables	(213)	(600)	(600)	(100)	(625)	0	
MC23	05			Conferences & Training	(18,458)	(14,000)	(132)	(3,000)	(132)	0	
MC24	37			Functions & Receptions	(11,133)	(13,500)	(620)	(1,000)	(968)	0	
MC25	19			Advertising	(183)	(500)	0	0	0	0	
MC35				Election Expenses	(39,930)	0	0	0	0	0	
MC40	98			Vehicle Expenses	(2,041)	(3,960)	(85)	(660)	(778)	0	
MC43	39			Members Sitting Fees & Allowances	(204,630)	(209,304)	(17,437)	(34,884)	(34,873)	0	
MC44	44			Donations	(9,563)	(21,300)	(143)	0	(143)	0	
MC50				<b>Special Projects</b>	<b>(22,413)</b>	<b>(105,000)</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	
	16	MOC3		Visit from Haining	(9,413)	0	0	0	0	0	
	16	MOC6		Contribution to MRCCI WIFI Project	(3,000)	(10,000)	0	0	0	0	
	16	MOC12		Contribution to Cowaramup Hall and Reserves Association for Cowaramup Hall works	0	(40,000)	0	0	0	0	
	16	MOC13		Indigenous Consultation	0	(45,000)	0	0	0	0	
	16	MOC14		CEO Performance Review	0	(10,000)	0	(10,000)	0	0	
MC51	39			Councillor Expenses Reimbursed (Travel, Accommodation, Childcare, etc)	(20,020)	(24,200)	(923)	(3,200)	(2,397)	0	
MC98	51			Depreciation	0	0	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>					<b>(329,429)</b>	<b>(393,224)</b>	<b>(19,968)</b>	<b>(53,404)</b>	<b>(39,974)</b>		
<b>CAPITAL INCOME</b>											
<b>TOTAL CAPITAL INCOME</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>											
<b>TOTAL CAPITAL EXPENDITURE</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>											
				Operating Income	179	500	0	125	0	(125)	
				Operating Expenses	(329,429)	(393,224)	(19,968)	(53,404)	(39,974)	13,430	
				Capital Income	0	0	0	0	0	0	
				Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>					<b>(329,249)</b>	<b>(392,724)</b>	<b>(19,968)</b>	<b>(53,279)</b>	<b>(39,974)</b>	<b>13,305</b>	

CEO - Governance										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
CE74	73		LGCOG Conference Delegate Registrations	45,003	0	0	0	0	0	
CE86	73		Reimbursements	13,500	0	0	0	0	0	
CE87	84		Fees and Charges	16,724	0	1	0	1	0	
<b>TOTAL OPERATING INCOME</b>				<b>75,226</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
<b>OPERATING EXPENDITURE</b>										
CE01	01		Salaries	(413,561)	(531,062)	(32,871)	(102,127)	(79,267)	22,860	Timing: Sustainable Economy Officer position to be recruited
CE01	06		Accrued Leave	(49,958)	(45,006)	(3,462)	(8,655)	(8,655)	0	
CE02	02		Superannuation	(48,692)	(60,060)	(3,767)	(11,550)	(9,475)	0	
CE03	17		Consultant	(12,651)	(10,000)	0	0	0	0	
CE04	05		Training	(12,008)	(14,106)	(2,480)	0	(3,174)	0	
CE05	03		Workers Compensation	(6,040)	(5,992)	(507)	(1,152)	(1,014)	0	
CE06	04		Uniforms	(174)	0	0	0	0	0	
CE07	07		Recruitment	0	(40,000)	0	0	0	0	
CE11	27		Mobile Telephone	(1,981)	(4,320)	(169)	(320)	(1,321)	0	
CE12	38		Subscriptions/Publications	(29,309)	(44,660)	(1,753)	(26,260)	(27,763)	0	
CE14	17		Organisational Development	(11,701)	(14,900)	(1,000)	(3,700)	(3,864)	0	
CE17	09		Consumables	(84)	(1,000)	(20)	(100)	(20)	0	
CE22	19		Public Relations	(110,066)	(168,500)	(2,436)	(8,500)	(19,136)	(10,636)	Timing: Projects commenced
CE24	37		Functions & Refreshments	(2,301)	(6,500)	(695)	(150)	(695)	0	
CE37	24		Legal Expenses	(9,364)	(10,000)	(4,086)	0	(4,086)	0	
CE40	98		Vehicle Operating Expenses	(246)	0	0	0	(349)	0	
CE41	08		Fringe Benefits Tax	(3,946)	(3,480)	(286)	(580)	(573)	0	
CE50			<b>Special Projects</b>	<b>(284,127)</b>	<b>(396,000)</b>	<b>(40,000)</b>	<b>(41,000)</b>	<b>(41,857)</b>	<b>0</b>	
	16	CEO03	Legislative Reviews	(10,800)	(13,500)	0	0	0	0	
	16	CEO11	Iconic Events	(134,973)	(127,500)	(40,000)	(40,000)	(40,000)	0	
	44	CEO13	Regional Economic Development	(19,250)	(50,000)	0	0	0	0	
	16	CEO14	Cultural Centre QS and Business Planning	(1,118)	(15,000)	0	0	0	0	
	16	CEO15	Local Events	(51,525)	(73,000)	0	(1,000)	0	0	
	16	CEO18	Assistance for Economic Projects	0	(20,000)	0	0	0	0	
	16	CEO21	LGCOG Conference 2018	(38,960)	0	0	0	(1,857)	0	
	16	CEO22	Welcome to Country video	0	(12,000)	0	0	0	0	
	16	CEO23	Contribution to Regional Airport	0	(25,000)	0	0	0	0	
	16	CEO24	Shire Website refresh	0	(40,000)	0	0	0	0	
CE98	51		Depreciation	(774)	(1,200)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(996,984)</b>	<b>(1,356,786)</b>	<b>(93,533)</b>	<b>(204,094)</b>	<b>(201,250)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	75,226	0	1	0	1	1	
			Operating Expenses	(996,984)	(1,356,786)	(93,533)	(204,094)	(201,250)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(921,757)</b>	<b>(1,356,786)</b>	<b>(93,532)</b>	<b>(204,094)</b>	<b>(201,249)</b>	<b>0</b>	

DIRECTOR CORPORATE & COMMUNITY SERVICES - Governance										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
DC75	67		Grants and Contributions	0	20,000	0	0	0	0	
DC81	93		Sundry Income	6,480	0	0	0	0	0	
DC82	84		Augusta Museum Takings	7,530	7,500	0	1,000	411	0	
<b>TOTAL OPERATING INCOME</b>				<b>14,010</b>	<b>27,500</b>	<b>0</b>	<b>1,000</b>	<b>411</b>		
<b>OPERATING EXPENDITURE</b>										
DC01	01		Salaries	(238,095)	(251,408)	(18,433)	(48,348)	(48,240)	0	
DC01	06		Accrued Leave	(29,010)	(21,580)	(1,660)	(4,150)	(4,150)	0	
DC02	02		Superannuation	(26,057)	(27,064)	(2,099)	(5,204)	(5,252)	0	
DC04	05		Training	(7,853)	(9,426)	(241)	0	(1,575)	0	
DC05	03		Workers Compensation	(3,108)	(2,836)	(240)	(546)	(480)	0	
DC11	27		Mobile Telephone	(755)	(2,280)	(1,260)	(160)	(1,319)	0	
DC12	38		Subscriptions/Publications	(2,148)	(2,320)	(483)	(500)	(483)	0	
DC17	09		Consumables	(215)	(400)	0	(50)	1	0	
DC24	37		Refreshments	(64)	(300)	0	0	(9)	0	
DC37	24		Legal and Professional Advice	(7,000)	(10,000)	0	0	0	0	
DC42	44		Donations	(850)	(1,500)	0	(200)	0	0	
DC43	44		Sponsorships	(12,400)	(8,500)	(600)	(4,500)	(2,800)	0	
DC44	44		<b>Contributions/Donations/Sponsorships</b>	<b>(57,793)</b>	<b>(104,156)</b>	<b>(1,188)</b>	<b>0</b>	<b>(2,181)</b>	<b>0</b>	
	44	DCD02	Augusta Historical Museum	(13,089)	(26,032)	(1,188)	0	(2,181)	0	
	44	DCD10	South West Academy of Sports	(4,000)	(4,400)	0	0	0	0	
	44	DCD21	Margaret River Historical Society	(9,000)	(9,000)	0	0	0	0	
	44	DCD23	Gracetown Progress Association	(5,000)	(5,000)	0	0	0	0	
	44	DCD25	Augusta Centennial Hall	(5,000)	(5,000)	0	0	0	0	
	44	DCD26	Cowaramup Hall Reserves & Residents	(11,374)	(11,374)	0	0	0	0	
	44	DCD28	Karridale Hall Management Committee	(2,720)	(1,500)	0	0	0	0	
	44	DCD30	Rosa Brook Sporting and Cultural Facilities	(1,500)	(1,500)	0	0	0	0	
	44	DCD34	Alexandra Bridge Hall & Social Committee	(1,500)	(1,500)	0	0	0	0	
	44	DCD43	Margaret River Regional Environment Ctr	0	(30,000)	0	0	0	0	
	44	DCD44	Augusta Community Resource Centre	0	(6,650)	0	0	0	0	
	44	DCD45	Rotary Club of Margaret River	0	(1,200)	0	0	0	0	
	44	DCD46	Margaret River Community Centre - Little Languages program	0	(1,000)	0	0	0	0	
DC50	44		<b>Special Projects</b>	<b>(25,160)</b>	<b>(57,000)</b>	<b>0</b>	<b>(15,000)</b>	<b>(252)</b>	<b>14,748</b>	Timing: refer below
	16	DCC14	Financial Ratios Review	(3,820)	(5,000)	0	0	0	0	
	16	DCC18	Community Infrastructure Report	(14,860)	(15,000)	0	(15,000)	0	15,000	Timing: Project in progress
	16	DCC19	Scott River Economic Study	0	(35,000)	0	0	(252)	0	
	16	DCC21	Every Club Project	0	(2,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(410,508)</b>	<b>(498,770)</b>	<b>(26,204)</b>	<b>(78,658)</b>	<b>(66,740)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	14,010	27,500	0	1,000	411	0	
			Operating Expenses	(410,508)	(498,770)	(26,204)	(78,658)	(66,740)	11,918	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(396,499)</b>	<b>(471,270)</b>	<b>(26,204)</b>	<b>(77,658)</b>	<b>(66,328)</b>	<b>11,330</b>	



DIRECTOR SUSTAINABLE DEVELOPMENT - Governance									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
DP82	83	Sundry Income	1,000	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
DP01	01	Salaries	(491,575)	(501,072)	(33,295)	(96,360)	(90,140)	0	
DP01	06	Accrued Leave	(51,795)	(44,224)	(3,402)	(8,504)	(8,505)	0	
DP02	02	Superannuation	(55,186)	(55,444)	(4,325)	(10,662)	(11,174)	0	
DP03	17	Consultant	(6,641)	(10,000)	0	(2,000)	0	0	
DP04	05	Training	(7,067)	(14,142)	(144)	0	(618)	0	
DP05	03	Workers Compensation	(6,592)	(5,668)	(480)	(1,090)	(960)	0	
DP06	04	Protective Clothing	0	(300)	0	0	0	0	
DP11	27	Mobile Telephone	(1,110)	(4,000)	(78)	(300)	(163)	0	
DP12	38	Subscriptions & Publications	(928)	(4,600)	(651)	(2,000)	(651)	0	
DP17	09	Consumables	(73)	(600)	0	(100)	0	0	
DP20	15	Equipment Repairs & Maintenance	0	(500)	0	(50)	0	0	
DP22	19	Public Relations	(2,777)	(3,000)	0	(100)	0	0	
DP24	37	Refreshments	(192)	(300)	0	(50)	0	0	
DP25	16	Legal Fees	(53,298)	(32,000)	(257)	(3,000)	(1,386)	0	
DP26	16	Legal Projects	0	(10,000)	0	(1,000)	0	0	
DP58	12	Minor Equipment	0	(500)	0	(100)	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(677,279)</b>	<b>(686,350)</b>	<b>(42,632)</b>	<b>(125,316)</b>	<b>(113,596)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	1,000	0	0	0	0	0	
		Operating Expenses	(677,279)	(686,350)	(42,632)	(125,316)	(113,596)	0	
		Capital Income	0	0	0	0	0	0	
		Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(676,279)</b>	<b>(686,350)</b>	<b>(42,632)</b>	<b>(125,316)</b>	<b>(113,596)</b>	<b>0</b>	

DIRECTOR INFRASTRUCTURE SERVICES - Governance									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
DI82	84	Sundry Income	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
DI01	01	Salaries	(187,424)	(295,450)	(18,426)	(56,817)	(48,777)	0	
DI01	06	Accrued Leave	(21,083)	(22,450)	(1,727)	(4,317)	(4,317)	0	
DI02	02	Superannuation	(19,626)	(32,902)	(1,893)	(6,327)	(4,693)	0	
DI03	16	Consultant	0	(10,000)	0	0	0	0	
DI04	05	Training	(275)	(11,714)	0	0	0	0	
DI05	03	Workers Compensation	(2,719)	(3,314)	(280)	(637)	(560)	0	
DI06	04	Protective Clothing	(149)	(250)	0	(100)	0	0	
DI07	07	Recruitment	(7,717)	0	0	0	0	0	
DI11	27	Mobile Telephone	(2,892)	(2,160)	(87)	(160)	(147)	0	
DI12	38	Subscriptions & Publications	0	(1,400)	0	(250)	0	0	
DI17	09	Consumables	(175)	(300)	0	(50)	0	0	
DI20	15	Equipment Repairs & Maintenance	(106)	(300)	0	(50)	0	0	
DI24	37	Refreshments	(5)	(300)	(27)	(50)	(27)	0	
DI25	16	Legal Expenses	0	(5,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(242,171)</b>	<b>(385,540)</b>	<b>(22,441)</b>	<b>(68,758)</b>	<b>(58,521)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	0	0	0	0	0	0	
		Operating Expenses	(242,171)	(385,540)	(22,441)	(68,758)	(58,521)	10,237	
		Capital Income	0	0	0	0	0	0	
		Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(242,171)</b>	<b>(385,540)</b>	<b>(22,441)</b>	<b>(68,758)</b>	<b>(58,521)</b>	<b>10,237</b>	

FINANCE - Governance										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
FI82	93		Discounts & Rebates	60,606	6,200	0	0	0	0	
FI83	73		Salary Package FBT Contributions	9,741	9,741	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>73,146</b>	<b>15,941</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
FI01	01		Salaries	(297,046)	(321,516)	(21,279)	(61,830)	(54,649)	0	
FI01	06		Accrued Leave	(36,774)	(27,196)	(2,092)	(5,230)	(5,230)	0	
FI02	02		Superannuation	(34,818)	(37,854)	(2,940)	(7,279)	(6,922)	0	
FI04	05		Training	(13,952)	(16,194)	(1,368)	0	(1,368)	0	
FI05	03		Workers Compensation	(4,211)	(3,628)	(307)	(698)	(614)	0	
FI06	04		Uniforms	(300)	0	0	0	0	0	
FI07	38		Recruitment	(756)	0	0	0	0	0	
FI13	30		Insurance	(462,033)	(473,593)	0	(250,142)	(252,874)	0	
FI17	09		Consumables	0	(500)	0	0	0	0	
FI27	16		Insurance claims	(2,800)	0	0	0	0	0	
FI29	16		Contract Services	(41,517)	(48,500)	(160)	0	(160)	0	
FI30	16		Special Projects	(11,234)	(3,000)	0	0	0	0	
FI41	08		FBT - Salary Packaging	(9,741)	(9,741)	(1,082)	(2,164)	(2,164)	0	
FI55	16		Procurement	(1,453)	(24,000)	(45)	0	(45)	0	
FI58	12		Minor Equipment	0	(500)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(916,635)</b>	<b>(966,222)</b>	<b>(29,273)</b>	<b>(327,343)</b>	<b>(324,026)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	73,146	15,941	0	0	0	0	
			Operating Expenses	(916,635)	(966,222)	(29,273)	(327,343)	(324,026)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(843,488)</b>	<b>(950,281)</b>	<b>(29,273)</b>	<b>(327,343)</b>	<b>(324,026)</b>	<b>0</b>	

<b>RECORDS - Governance</b>									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
RE81	84	Fees and Charges (GST free)	330	0	60	0	90	0	
RE82	84	Sundry Income	590	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>920</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>90</b>		
<b>OPERATING EXPENDITURE</b>									
RE01	01	Salaries	(136,252)	(150,126)	(11,192)	(28,871)	(28,878)	0	
RE01	06	Accrued Leave	(13,173)	(12,440)	(957)	(2,392)	(2,392)	0	
RE02	02	Superannuation	(18,796)	(21,138)	(1,467)	(4,065)	(3,651)	0	
RE04	05	Training	(1,075)	(1,960)	0	0	0	0	
RE05	03	Workers Compensation	(1,942)	(1,690)	(143)	(325)	(286)	0	
RE12	38	Subscriptions & Publications	(995)	(1,015)	0	(1,015)	0	0	
RE14	17	Organisational Development	(189)	0	0	0	0	0	
RE17	09	Consumables	0	(675)	0	0	0	0	
RE18	20	Equipment Lease	(3,224)	(3,468)	0	(867)	0	0	
RE20	15	Equipment Repairs & Maintenance	0	(400)	0	0	0	0	
RE29	16	Contract Services	0	(1,000)	0	0	0	0	
RE98	51	Depreciation	(573)	(720)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(176,219)</b>	<b>(194,632)</b>	<b>(13,759)</b>	<b>(37,535)</b>	<b>(35,208)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	920	0	60	0	90		
		Operating Expenses	(176,219)	(194,632)	(13,759)	(37,535)	(35,208)		
		Capital Income	0	0	0	0	0		
		Capital Expenditure	0	0	0	0	0		
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(175,298)</b>	<b>(194,632)</b>	<b>(13,699)</b>	<b>(37,535)</b>	<b>(35,118)</b>	<b>0</b>	

# CORPORATE SERVICES - Governance

COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
CS82		Sundry Income	2,158	1,500	0	500	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>2,158</b>	<b>1,500</b>	<b>0</b>	<b>500</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
CS10	27	Telephone	(30,888)	(31,000)	(2,553)	(5,100)	(5,580)	0	
CS15	13	Stationery	(8,924)	(14,400)	(3,901)	(2,400)	(4,400)	0	
CS15	14	Paper/Printing	(12,841)	(18,600)	0	(3,100)	0	0	
CS16	18	Postage	(51,769)	(60,000)	(2,402)	(2,000)	(2,750)	0	
CS17	09	Consumables - General	(3,190)	(2,400)	(310)	(400)	(365)	0	
CS17	13	Consumables - Coffee	(3,450)	(3,600)	(257)	(600)	(355)	0	
CS17	20	Consumables - Hire (Water Disp)	(1,395)	(1,400)	(117)	(230)	(234)	0	
CS20	15	Equipment Repairs & Maintenance	(150)	(1,000)	0	0	0	0	
CS35	25	Utilities - Electricity & Energy	(73,927)	(75,840)	(7,617)	(16,140)	(15,317)	0	
CS35	26	Utilities - Water	(48,166)	(40,400)	(1,104)	(2,800)	(1,104)	0	
CS40	98	Vehicle Operating Costs	(18,232)	(18,000)	(392)	(3,000)	(1,721)	0	
CS58	12	Minor Equipment	(67)	(5,000)	0	0	0	0	
CS98	51	Depreciation	(869)	(1,200)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(253,867)</b>	<b>(272,840)</b>	<b>(18,654)</b>	<b>(35,770)</b>	<b>(31,828)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
CS97	55	Furniture & Equipment	0	(10,000)	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	2,158	1,500	0	500	0		
		Operating Expenses	(253,867)	(272,840)	(18,654)	(35,770)	(31,828)		
		Capital Income	0	0	0	0	0		
		Capital Expenditure	0	(10,000)	0	0	0		
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(251,709)</b>	<b>(281,340)</b>	<b>(18,654)</b>	<b>(35,270)</b>	<b>(31,828)</b>		

CUSTOMER RELATIONS - Customer Relations										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
CR81	84		Fees and Charges (GST free)	11,600	12,000	0	0	200	0	
CR82	90		DoT Commissions	184,632	180,000	13,522	30,000	27,886	0	
CR83	90		Transwa Commissions	1,045	600	95	100	168	0	
CR84	84		Other Fees and Charges	1,559	1,200	15	200	105	0	
<b>TOTAL OPERATING INCOME</b>				<b>198,836</b>	<b>193,800</b>	<b>13,631</b>	<b>30,300</b>	<b>28,359</b>		
<b>OPERATING EXPENDITURE</b>										
CR01	01		Salaries	(396,434)	(423,694)	(30,733)	(81,479)	(76,212)	0	
CR01	06		Accrued Leave	(45,988)	(40,456)	(3,112)	(7,780)	(7,780)	0	
CR02	02		Superannuation	(51,259)	(51,468)	(3,651)	(9,898)	(9,943)	0	
CR04	05		Training	(4,200)	(9,700)	0	0	0	0	
CR05	03		Workers Compensation	(5,614)	(4,834)	(409)	(929)	(818)	0	
CR06	04		Staff Uniforms	(3,525)	(4,200)	0	0	0	0	
CR07	07		Recruitment	(1,321)	0	(155)	0	(187)	0	
CR11	27		Mobile Telephone	(344)	(1,530)	(30)	(1,230)	(59)	0	
CR12	38		Subscriptions & Publications	(947)	(1,150)	0	0	(44)	0	
CR20	09		Equipment Repairs & Maintenance	0	(1,000)	0	0	0	0	
CR49	09		Stock - Special Series number plates	(5,000)	(6,000)	0	0	0	0	
CR58	09		Minor Equipment	(2,492)	(2,700)	(280)	(600)	(280)	0	
CR98	51		Depreciation	(748)	(1,200)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(517,871)</b>	<b>(547,932)</b>	<b>(38,370)</b>	<b>(101,916)</b>	<b>(95,323)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
CR97	16		Purchase of Asset	(4,189)	(5,000)	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(4,189)</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	198,836	193,800	13,631	30,300	28,359	0	
			Operating Expenses	(517,871)	(547,932)	(38,370)	(101,916)	(95,323)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	(4,189)	(5,000)	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(323,225)</b>	<b>(359,132)</b>	<b>(24,739)</b>	<b>(71,616)</b>	<b>(66,964)</b>	<b>0</b>	

INFORMATION COMMUNICATION TECHNOLOGY - Governance										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
IT82	73		Sundry Income	10,024	0	400	0	400	0	
<b>TOTAL OPERATING INCOME</b>				<b>10,024</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>400</b>		
<b>OPERATING EXPENDITURE</b>										
IT01	01		Salaries	(158,072)	(159,042)	(9,037)	(30,585)	(28,186)	0	
IT01	06		Accrued Leave	(15,915)	(12,688)	(976)	(2,440)	(2,440)	0	
IT02	02		Superannuation	(18,064)	(16,770)	(1,412)	(3,225)	(3,523)	0	
IT04	05		Training	(9,490)	(11,180)	0	0	0	0	
IT05	03		Workers Compensation	(2,043)	(1,794)	(151)	(345)	(302)	0	
IT06	04		Staff Uniforms	(300)	0	0	0	0	0	
IT10	27		Telephone	(43,965)	(50,680)	(3,933)	(8,380)	(4,433)	0	
IT11	27		Mobile Telephone	(4,309)	(3,984)	(471)	(484)	(723)	0	
IT12	38		Subscriptions & Publications	(802)	(1,098)	0	(650)	(680)	0	
IT15	14		Printing & Stationery	(65,423)	(70,800)	(9,389)	(12,000)	(9,417)	0	
IT18	20		Equipment Leasing	(168,874)	(156,708)	(6,484)	(35,905)	(35,838)	0	
IT19	16		Software Licenses	(443,371)	(462,594)	(47,799)	(222,659)	(206,968)	0	
IT20	15		Equipment Repairs & Mtce.	(14,406)	(9,154)	0	(800)	0	0	
IT29	16		Contract Services	(6,030)	(34,440)	0	0	0	0	
IT40	98		Vehicle Operating Expenses	(6,484)	(5,720)	(173)	(1,120)	(770)	0	
IT41	08		Fringe Benefits Tax	(1,235)	(1,200)	(94)	(200)	(188)	0	
IT50	16		Special Projects	(49,343)	(94,687)	0	(11,062)	0	11,062	Timing: projects delayed
IT58	12		Minor Equipment	(22,880)	(35,500)	0	(3,500)	(45)	0	
IT98	51		Depreciation	(25,945)	(30,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,056,950)</b>	<b>(1,158,039)</b>	<b>(79,918)</b>	<b>(333,355)</b>	<b>(293,514)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
IT97	55		Furniture & Equipment	0	(138,000)	(92)	(130,000)	(92)	129,908	
	55	ICT001	Monitor for Council Chambers	0	(8,000)	0	0	0	0	
	55	ICT002	Replacement of Production Servers and Storage with Nutanix System	0	(130,000)	(92)	(130,000)	(92)	129,908	Timing: Awaiting invoice
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>(138,000)</b>	<b>(92)</b>	<b>(130,000)</b>	<b>(92)</b>		
<b>Business Unit Totals</b>										
			Operating Income	10,024	0	400	0	400	0	
			Operating Expenses	(1,056,950)	(1,158,039)	(79,918)	(333,355)	(293,514)	39,841	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	(138,000)	(92)	(130,000)	(92)	129,908	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(1,046,927)</b>	<b>(1,296,039)</b>	<b>(79,610)</b>	<b>(463,355)</b>	<b>(293,206)</b>	<b>170,149</b>	

HUMAN RESOURCES - Governance									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
HR82	93	Sundry Income	39,000	20,000	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>39,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
HR01	01	Salaries	(376,831)	(407,834)	(30,011)	(78,429)	(79,070)	0	
HR01	06	Accrued Leave	(47,343)	(35,892)	(2,761)	(6,902)	(6,902)	0	
HR02	02	Superannuation	(47,070)	(51,260)	(4,086)	(9,858)	(9,922)	0	
HR04	05	Training	(3,642)	(16,234)	0	0	(1,950)	0	
HR05	03	Workers Compensation	(5,163)	(4,616)	(391)	(888)	(782)	0	
HR06	04	Staff Uniforms	(474)	(800)	0	0	0	0	
HR07	07	Recruitment Expenses	(3,292)	0	0	0	0	0	
HR08	07	Employee Health Programs	(11,359)	(18,000)	(640)	(1,667)	(1,090)	0	
HR11	27	Mobile Telephone	(2,951)	(5,380)	(170)	(2,980)	(1,404)	0	
HR12	38	Subscriptions & Publications	(13,545)	(16,840)	(344)	(14,000)	(12,344)	0	
HR14	37	Organisational Development	(27,725)	(23,000)	0	0	(1,375)	0	
HR17	09	Consumables	(4,840)	(1,700)	(17)	0	(17)	0	
HR22	01	Employee Recognition	(11,962)	(12,600)	(231)	(2,100)	(3,955)	0	
HR24	37	Refreshments	(627)	(2,000)	(58)	(200)	(147)	0	
HR26	37	OSH Initiatives	(28,599)	(27,000)	0	(7,500)	0	0	
HR29	16	Contract Services	0	(12,520)	0	(420)	0	0	
HR40	98	Vehicle Operating Expenses	(7,814)	(7,500)	(214)	(1,250)	(1,073)	0	
HR41	08	Fringe Benefits Tax	(3,161)	(2,784)	(233)	(464)	(465)	0	
HR51	01	Workforce Planning	(1,305)	0	0	0	0	0	
HR55	01	Employee Paid Leave Other	(8,474)	(20,000)	(3,165)	(3,333)	(3,165)	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(606,178)</b>	<b>(665,960)</b>	<b>(42,320)</b>	<b>(129,991)</b>	<b>(123,659)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	39,000	20,000	0	0	0	0	
		Operating Expenses	(606,178)	(665,960)	(42,320)	(129,991)	(123,659)	0	
		Capital Income	0	0	0	0	0	0	
		Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(567,178)</b>	<b>(645,960)</b>	<b>(42,320)</b>	<b>(129,991)</b>	<b>(123,659)</b>	<b>0</b>	



# COMMUNITY PLANNING & DEVELOPMENT - Governance

COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
CD71	84		Zone Room Café Lease fees	0	11,250	0	0	0	0	
CD72	84		MRYP Hall Hire Income	0	2,112	0	0	0	0	
CD74	73		Contributions	290	0	0	0	0	0	
<b>CD75</b>	<b>67</b>		<b>Grant Income</b>	<b>31,102</b>	<b>22,500</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	
	67	CDI107	National Youth Week Grant	0	1,500	0	0	0	0	
	67	CDI144	National Seniors Week - COTA	1,000	1,000	0	0	0	0	
	67	CDI147	LDAG Strive Round 1	2,785	3,000	0	0	0	0	
	67	CDI148	LDAG Strive Round 4	0	3,000	0	0	0	0	
	67	CDI149	LDAG Strive Round 9	0	3,000	0	0	0	0	
	67	CDI153	LDAG Operating Funds	0	1,000	0	1,000	0	0	
	67	CDI164	Thank a Volunteer 2017	1,000	1,000	0	0	0	0	
	67	CDI168	National Reconciliation Week	0	5,000	0	0	0	0	
	67	CDI169	Yculture - Community Arts WA	4,000	4,000	0	0	0	0	
CD77	73		Community Development Income	1,720	5,455	4,272	4,000	4,431	0	
CD79	84		Zone Room Hire Income	4,798	2,600	131	500	270	0	
<b>TOTAL OPERATING INCOME</b>				<b>37,910</b>	<b>43,917</b>	<b>4,402</b>	<b>5,500</b>	<b>4,701</b>		
<b>OPERATING EXPENDITURE</b>										
CD01	01		Salaries	(312,460)	(322,660)	(26,122)	(62,050)	(62,782)	0	
CD01	06		Accrued Leave	(30,199)	(26,546)	(2,042)	(5,105)	(5,105)	0	
CD02	02		Superannuation	(34,958)	(34,946)	(2,726)	(6,721)	(6,684)	0	
CD04	05		Training	(7,557)	(8,132)	(420)	0	(4,079)	0	
CD05	03		Workers Compensation	(4,085)	(3,628)	(307)	(698)	(614)	0	
CD06	04		Protective Clothing	(110)	(1,000)	(237)	0	(237)	0	
CD07	07		Recruitment	(7,804)	(1,000)	0	0	0	0	
CD11	27		Mobile Telephone	(1,803)	(2,544)	(48)	(424)	(96)	0	
CD12	38		Subscriptions & Publications	(1,667)	(648)	(168)	(150)	(168)	0	
CD15	13		Printing & Stationery	0	(245)	0	(45)	0	0	
CD17	09		Consumables	(783)	(1,000)	0	(100)	0	0	
CD20	15		Equipment Repairs & Mtce.	(4,261)	(3,000)	0	(500)	0	0	
CD24	37		Refreshments	(737)	(720)	0	(120)	0	0	
<b>CD39</b>	<b>16</b>		<b>Integrated Planning</b>	<b>(26,581)</b>	<b>(31,000)</b>	<b>0</b>	<b>(1,600)</b>	<b>0</b>	<b>0</b>	
	16	COM115	Community Engagement (incl. media, publications etc.)	(6,665)	(10,000)	0	(1,600)	0	0	
	16	COM118	Key Performance Measurement	(5,950)	(14,500)	0	0	0	0	
	16	COM156	Council Strategic Planning Day	(6,660)	(2,500)	0	0	0	0	
	16	COM157	Design of Corporate Documents	0	(4,000)	0	0	0	0	
<b>CD42</b>	<b>16</b>		<b>Youth</b>	<b>(28,366)</b>	<b>(73,500)</b>	<b>(960)</b>	<b>(5,700)</b>	<b>(5,509)</b>	<b>0</b>	
	16	COM106	Events	(8,483)	(6,000)	(915)	0	(915)	0	
	16	COM107	National Youth Week Festival	0	(1,500)	0	0	0	0	
	16	COM114	Implementing the Youth Plan	(4,029)	(22,000)	(45)	(4,000)	(4,595)	0	
	16	COM169	Yculture - Community Arts WA	0	(4,000)	0	0	0	0	
	16	COM181	Youth Mental Health Services Partnership	0	(10,000)	0	(1,700)	0	0	
	16	COM190	Youth Partnerships	0	(30,000)	0	0	0	0	
<b>CD43</b>	<b>16</b>		<b>Capacity Building</b>	<b>(19,999)</b>	<b>(53,917)</b>	<b>(2,914)</b>	<b>(25,417)</b>	<b>(2,914)</b>	<b>22,503</b>	
	16	COM122	Community Facilities Working Group	(9)	(1,000)	0	(400)	0	0	
	16	COM123	Community group and volunteering support (inc. CNG )	(182)	(3,000)	0	(500)	0	0	

# COMMUNITY PLANNING & DEVELOPMENT - Governance

COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	COM124	National Volunteer Week	(960)	(700)	0	0	0	0	
	16	COM160	Augusta Historical Society Digital Project	0	(12,492)	0	(12,492)	0	12,492	Timing: awaiting Lotterywest grant outcome
	16	COM161	Feasibility Studies (Augusta, Cowaramup, Witchcliffe)	(2,975)	(20,000)	0	(5,000)	0	0	
	16	COM164	Thank a Volunteer	(3,377)	(5,000)	0	0	0	0	
	16	COM173	CLGF Community Development Scholarship - CD Officer	(2,901)	(1,140)	0	(1,140)	0	0	
	16	COM174	CLGF Community Development Scholarship - Director CCS	(3,882)	(215)	(195)	(215)	(195)	0	
	16	COM175	CLGF Community Development Scholarship - C&C Planner	(2,371)	(1,670)	(220)	(1,670)	(220)	0	
	16	COM176	DLGSC - Cowaramup Community Garden Lions Centennial Project Grant	0	(8,700)	(2,500)	(4,000)	(2,500)	0	
CD46	09		<b>MRYP Facilities</b>	(8,472)	(9,000)	(444)	(1,330)	(444)	0	
	Var	COM177	Building Maintenance	0	(1,000)	0	0	0	0	
	16	COM178	Building Operations	(3,842)	(8,000)	(444)	(1,330)	(444)	0	
CD47	16		<b>Safer Communities</b>	(23,044)	(53,000)	(20,000)	(23,500)	(20,030)	0	
	16	COM126	Community education programs	(772)	(2,000)	0	(500)	0	0	
	16	COM129	Emergency Recovery	(1,074)	(1,000)	0	(500)	0	0	
	16	COM131	Homelessness and Crisis Accommodation coordination	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	0	
	16	COM188	Osmington Recovery Expenses	(430)	0	0	0	(30)	0	
	16	COM189	Community Resilience Plan	0	(5,000)	0	0	0	0	
	16	COM191	Osmington Community Recovery	0	(25,000)	0	(2,500)	0	0	
CD48	16		<b>Disability Access &amp; Inclusion</b>	(9,415)	(20,000)	0	(3,300)	0	0	
	16	COM135	Support to community groups	(470)	(1,000)	0	(300)	0	0	
	16	COM136	Implementing the DAIP	(486)	(18,000)	0	(3,000)	0	0	
	16	COM183	Community Events	0	(1,000)	0	0	0	0	
CD49	16		<b>Arts &amp; Culture</b>	(7,260)	(43,000)	0	(1,000)	0	0	
	16	COM140	Art on Loan Program	(1,250)	(6,000)	0	0	0	0	
	16	COM168	National Reconciliation Week	0	(6,000)	0	0	0	0	
	16	COM180	Indigenous Engagement	0	(6,000)	0	(1,000)	0	0	
	16	COM184	Review the Creative Blueprint	0	(10,000)	0	0	0	0	
	16	COM185	Street Art Community Collaboration Project	0	(15,000)	0	0	0	0	
CD50	44		<b>Special Projects</b>	(21,914)	(10,000)	0	(1,000)	(11)	0	
	16	COM147	LDAG Grant Strive Round 1	(750)	(3,000)	0	0	0	0	
	16	COM148	LDAG Grant Strive Round 4	0	(3,000)	0	0	0	0	
	16	COM149	LDAG Grant Strive Round 9	0	(3,000)	0	0	0	0	
	16	COM153	LDAG Operating Grant	0	(1,000)	0	(1,000)	0	0	
	16	COM179	MRYP Opening 3rd June 2018	(18,387)	0	0	0	(11)	0	
CD51	16		<b>Age Friendly</b>	(2,646)	(3,000)	0	(1,000)	0	0	
	16	COM144	National Seniors Week	(1,484)	(1,000)	0	(1,000)	0	0	
	16	COM145	Age Friendly Community Plan	0	(2,000)	0	0	0	0	
CD52	44		<b>Annual Community Development Grants</b>	(9,739)	(10,000)	0	0	0	0	
CD40	10		Vehicle Operating Expenses	(10,946)	(10,080)	(354)	(1,680)	(1,034)	0	

COMMUNITY PLANNING & DEVELOPMENT - Governance										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
CD41	08		Fringe Benefits Tax	(2,164)	(2,940)	(244)	(490)	(489)	0	
CD56	09		Minor Equipment	(15,255)	0	0	0	0	0	
CD98	51		Depreciation	(1,854)	(2,400)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(594,080)</b>	<b>(727,906)</b>	<b>(56,986)</b>	<b>(141,930)</b>	<b>(110,196)</b>		
<b>CAPITAL INCOME</b>										
CD70	70		<b>Capital Grants</b>	<b>1,393,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	70	CDI151	<i>Lotterywest grant - MR Youth Precinct</i>	<i>1,393,126</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	70	CDI152	<i>Building Better Regions Fund grant - MR Youth Precinct</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
CD80	74		<b>Capital Contributions</b>	<b>42,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	74	CDI200	<i>MR Lions - Contribution to MR Youth Precinct</i>	<i>40,909</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	74	CDI201	<i>Community Contributions to MR Youth Precinct</i>	<i>1,288</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
CD91	95		Proceeds from Sale of Assets	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>1,435,323</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
CD88	16		<b>Buildings</b>	<b>(6,995)</b>	<b>(62,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	16	COM186	<i>MRYP Hall renewal</i>	<i>0</i>	<i>(41,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	COM187	<i>Zone Room upgrades</i>	<i>0</i>	<i>(21,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
CD89	16		<b>Infrastructure</b>	<b>(2,475,363)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(2,482,358)</b>	<b>(62,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			<b>Operating Income</b>	37,910	43,917	4,402	5,500	4,701	0	
			<b>Operating Expenses</b>	(594,080)	(727,906)	(56,986)	(141,930)	(110,196)	31,734	
			<b>Capital Income</b>	1,435,323	0	0	0	0	0	
			<b>Capital Expenditure</b>	(2,482,358)	(62,000)	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(1,603,204)</b>	<b>(745,989)</b>	<b>(52,584)</b>	<b>(136,430)</b>	<b>(105,495)</b>	<b>30,935</b>	

EMERGENCY MANAGEMENT & FIRE PREVENTION - Law, Order and Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>Emergency Management</b>										
<b>OPERATING INCOME</b>										
EM75	67		Operating Grants - ESL	59,497	32,036	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>59,497</b>	<b>32,036</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
EM10	27		Telephone - SES Landline & Internet	0	0	(410)	0	(410)	0	
EM11	27		Mobile Telephone	(1,853)	(1,692)	(32)	(282)	(128)	0	
EM13	30		Insurance	(1,856)	(1,880)	0	(1,880)	(1,721)	0	
EM20	09		Equipment Repairs & Mtce.	(2,614)	(3,000)	(352)	(500)	(352)	0	
EM28	16		Building Maintenance	(5,700)	0	0	0	0	0	
EM29			SES Other Goods & Services	(2,805)	(6,000)	(160)	(1,000)	(160)	0	
EM35	25		Utilities	0	0	0	0	0	0	
EM40	98		Vehicle Operating Expenses	(16,061)	(20,000)	(222)	(3,000)	(1,653)	0	
EM58	09		Non Capital Equipment	(9,722)	(10,143)	0	0	(582)	0	
			<b>SES LGGS Scheme Approved Application</b>		<b>(42,715)</b>	<b>(1,176)</b>	<b>(6,662)</b>	<b>(5,006)</b>		
EM90	50		Profit/Loss on Assets	0	0	0	0	0	0	
EM98	51		Depreciation	(31,984)	(36,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(72,596)</b>	<b>(78,715)</b>	<b>(1,176)</b>	<b>(6,662)</b>	<b>(5,006)</b>		
<b>CAPITAL INCOME</b>										
EM74	74		Contributions - Capital	22,705	0	0	0	0		
EM76	70		Capital Grants - ESL	61,260	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>83,965</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
EM93	55		Plant & Equipment	(83,965)	0	0	0	0		
	55	EMC001	Vehicle replacement 86SES	(61,260)	0	0	0	0	0	
	55	EMC003	SES Rescue Trailer 1TPY757	(22,705)	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(83,965)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Fire Prevention</b>										
<b>OPERATING INCOME</b>										
FP72	73		Fire Prevention Insurance Claims	1,850	0	0	0	0	0	
FP73	67		Other Grants	152,820	0	0	0	0		
FP74	73		Contributions (non ESL)	76,764	60,000	0	0	0	0	
FP75	67		Operating Grants - ESL	330,077	213,413	318	0	318		
	67	FPI012	ESL Operating Grant & Supplementary Grant	326,891	213,413	0	0	0	0	
	73	FPI018	Reimbursement of electricity - Cwp Mens Shed	3,186	0	318	0	318	0	
<b>TOTAL OPERATING INCOME</b>				<b>561,511</b>	<b>273,413</b>	<b>318</b>	<b>0</b>	<b>318</b>		
<b>OPERATING EXPENDITURE</b>										
			<b>BFB LGGS Scheme Funding</b>							
FP06	04		Protective Clothing	(37,289)	(36,000)	0	(6,000)	0	0	
FP13	30		Insurance	(61,568)	(74,000)	24	(74,000)	(65,355)	0	
FP20	15		Equipment Repairs & Maintenance	(12,744)	(16,000)	0	(2,666)	0	0	
FP28	16		Building Maintenance	(15,346)	(9,000)	(668)	(1,500)	(668)	0	
FP31			Bush Fire Brigades Other Goods and Services	(19,644)	(17,000)	(265)	(2,942)	(481)	0	
FP35	25		Utilities	(26,755)	(28,000)	(1,867)	(4,666)	(3,300)	0	
FP40	98		Vehicle Operating Expenses	(78,316)	(55,000)	(4,600)	(9,166)	(10,985)	0	
FP58	12		Non-Capital Equipment	(28,523)	(49,550)	(227)	(6,500)	(227)	0	

EMERGENCY MANAGEMENT & FIRE PREVENTION - Law, Order and Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
			<b>BFB LGGS Scheme Approved Application</b>		<b>(284,550)</b>	<b>(7,603)</b>	<b>(107,440)</b>	<b>(81,017)</b>		
FP01	01		Salaries	(104,599)	(99,490)	(8,029)	(19,133)	(20,501)	0	
FP01	06		Accrued Leave	(8,718)	(8,372)	(644)	(1,610)	(1,610)	0	
FP02	02		Superannuation	(8,158)	(10,164)	(689)	(1,954)	(1,724)	0	
FP04	05		Training/Conferences	(381)	(5,000)	0	0	0	0	
FP05	03		Workers Compensation	(1,253)	(1,118)	(95)	(215)	(190)	0	
FP07	07		Recruitment	(3,986)	(3,000)	(58)	(500)	(140)	0	
FP11	27		Mobile Telephone	(944)	(3,400)	(66)	(220)	(132)	0	
FP12	38		Subscription	(1,805)	(2,000)	0	0	(660)	0	
FP18	15		CESM Vehicle Leasing	(14,695)	(23,000)	(1,376)	(3,832)	(2,850)	0	
FP19	15		CESM Vehicle Operating Costs	(2,857)	(7,000)	(247)	(1,166)	(247)	0	
<b>FP29</b>	<b>16</b>		<b>Contract Services</b>	<b>(251,571)</b>	<b>(119,550)</b>	<b>(1,598)</b>	<b>(14,322)</b>	<b>(2,191)</b>	<b>12,131</b>	Timing: Burn season commenced
	16	<i>FRE07</i>	<i>Community Fire and Emergency Services Support</i>	<i>(6,406)</i>	<i>(7,200)</i>	<i>0</i>	<i>(490)</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE08</i>	<i>Maintain Strategic Firebreaks</i>	<i>(6,449)</i>	<i>(15,000)</i>	<i>0</i>	<i>(2,500)</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE10</i>	<i>Plan &amp; Undertake Hazard Reduction Burns on Council Land</i>	<i>(15,590)</i>	<i>(15,000)</i>	<i>0</i>	<i>(2,500)</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE11</i>	<i>Fire contribution - plant and equipment mobilisation</i>	<i>(19,576)</i>	<i>(10,000)</i>	<i>0</i>	<i>(1,666)</i>	<i>(163)</i>	<i>0</i>	
	16	<i>FRE12</i>	<i>Refilling Emergency Water Supplies</i>	<i>(769)</i>	<i>(10,000)</i>	<i>(83)</i>	<i>(1,666)</i>	<i>(147)</i>	<i>0</i>	
	16	<i>FRE13</i>	<i>City of Bunbury SWLGEMA Admin Fee</i>	<i>0</i>	<i>(350)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE14</i>	<i>BFAC/ LEMC Committee Support</i>	<i>(1,644)</i>	<i>(3,000)</i>	<i>(309)</i>	<i>0</i>	<i>(309)</i>	<i>0</i>	
	16	<i>FRE15</i>	<i>Support to fire fighting activities - water and food</i>	<i>(5,871)</i>	<i>(8,000)</i>	<i>(1,206)</i>	<i>(1,334)</i>	<i>(1,572)</i>	<i>0</i>	
	16	<i>FRE16</i>	<i>Communications</i>	<i>0</i>	<i>(6,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE21</i>	<i>Council Emergency Services building driveway and drainage maintenance</i>	<i>0</i>	<i>(25,000)</i>	<i>0</i>	<i>(4,166)</i>	<i>0</i>	<i>0</i>	
	16	<i>FRE22</i>	<i>BFB Stations - Installation of motorised garage doors</i>	<i>0</i>	<i>(20,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
FP32	15		Maintenance of Council Emergency Water Supplies	(10,245)	(17,500)	0	(2,918)	(215)	0	
FP98	51		Depreciation	(428,127)	(450,000)	0	0	0	0	
			<b>Shire Funded</b>		<b>(749,594)</b>	<b>(12,803)</b>	<b>(45,870)</b>	<b>(30,460)</b>		
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,117,524)</b>	<b>(1,034,144)</b>	<b>(20,406)</b>	<b>(153,310)</b>	<b>(111,477)</b>		
<b>CAPITAL INCOME</b>										
<b>FP76</b>	<b>70</b>		<b>Grant Income</b>	<b>647,447</b>	<b>810,578</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	70	<i>FPI021</i>	<i>Cowaramup Fire Station Extension</i>	<i>0</i>	<i>50,978</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	70	<i>FPI030</i>	<i>Rosa Brook 3.4 Fire Appliance</i>	<i>0</i>	<i>567,600</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	70	<i>FPI031</i>	<i>Witchcliffe Light Tanker Fire Appliance</i>	<i>0</i>	<i>178,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	70	<i>FPI032</i>	<i>Wallcliffe BFB Station Extension (DFES)</i>	<i>0</i>	<i>14,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
<b>FP77</b>	<b>74</b>		<b>Capital Contributions</b>	<b>15,000</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	74	<i>FPI024</i>	<i>Cowaramup BFB Contribution to Station extension</i>	<i>0</i>	<i>5,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	74	<i>FPI028</i>	<i>Kudardup BFB Contribution to Station extension</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	74	<i>FPI033</i>	<i>Wallcliffe BFB Contribution to Station Extension</i>	<i>0</i>	<i>2,500</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
<b>TOTAL CAPITAL INCOME</b>				<b>662,447</b>	<b>818,078</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL EXPENDITURE</b>										
<b>FP88</b>	<b>16</b>		<b>Land &amp; Buildings</b>	<b>(231,387)</b>	<b>(126,500)</b>	<b>(30,260)</b>	<b>0</b>	<b>(48,072)</b>	<b>(48,072)</b>	

EMERGENCY MANAGEMENT & FIRE PREVENTION - Law, Order and Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	FP005	Gracetown Bush Fire Brigade Extension	(44,443)	0	0	0	0	0	
	16	FP021	Cowaramup Fire Station Extension	(1,680)	(110,000)	(30,260)	0	(48,072)	(48,072)	Timing: Project in progress
	16	FP022	Kudardup Fire Station Extension	(39,650)	0	0	0	0	0	
	16	FP023	Rosa Brook Fire Station Extension	(145,615)	0	0	0	0	0	
	16	FP032	Wallcliffe BFB Station Extension	0	(16,500)	0	0	0	0	
FP89	16		Infrastructure	(34,943)	(20,000)	0	0	0	0	
	16	FP010	Bush Fire Danger Signs	(34,943)	(20,000)	0	0	0	0	
FP93	55		Plant & Equipment	(487,297)	(745,600)	0	0	0	0	
	55	FP030	Rosa Brook 3.4 Fire Appliance	0	(567,600)	0	0	0	0	
	55	FP031	Witchcliffe Light Tanker Fire Appliance	0	(178,000)	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(753,627)	(892,100)	(30,260)	0	(48,072)		
Business Unit Totals										
			Operating Income	621,007	305,449	318	0	318	0	
			Operating Expenses	(1,190,120)	(1,112,859)	(21,582)	(159,972)	(116,484)	43,488	
			Capital Income	746,412	818,078	0	0	0	0	
			Capital Expenditure	(837,592)	(892,100)	(30,260)	0	(48,072)	(48,072)	
TOTAL FOR BUSINESS UNIT				(660,292)	(881,432)	(51,524)	(159,972)	(164,237)	0	

RANGERS - Law Order & Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
			<b>Infringements</b>							
RI60	83		Infringement Suspense	152	0	0	0	0	0	
RI61	83		Dog Infringements	14,319	18,000	1,520	3,000	2,202	0	
RI62	83		Parking Infringements	11,200	14,400	500	2,400	2,000	0	
RI63	83		Illegal Camping Infringements	9,100	6,000	0	0	225	0	
RI64	83		Bushfire Infringements	17,750	15,000	250	0	250	0	
RI65	83		Litter Infringements	0	1,000	0	0	400	0	
RI66	83		Cat Infringements	0	0	0	0	0	0	
RI67	83		Stock Infringements	0	200	0	0	0	0	
RI68	83		Other Infringement charges	1,441	1,000	60	0	137	0	
			<b>Rangers</b>							
RG79	83		Fines & Penalties	14,916	19,800	864	3,300	2,351	0	
RG80	84		Licenses/Permits (GST Free)	54,713	60,000	2,695	10,000	4,710	0	
RG81	84		Fees and Charges (GST free)	5,555	0	624	0	1,221	0	
RG82	84		Sundry Income	3,779	3,000	968	0	1,505	0	
RG86	73		Private Strategic Firebreak Recoveries	2,740	15,000	0	0	0	0	
<b>RG87</b>	<b>84</b>		<b>Fees &amp; Charges</b>	<b>71,422</b>	<b>58,300</b>	<b>8,186</b>	<b>7,400</b>	<b>11,491</b>		
	84	RFC01	Cowaramup Niche wall	6,242	2,000	0	400	620	0	
	84	RFC02	Karridale Cemetery	16,177	15,000	0	2,000	0	0	
	84	RFC03	Margaret River Cemetery	32,217	25,000	6,409	2,500	8,269	0	
	84	RFC04	Animal Trap Hire	172	1,500	0	300	0	0	
	84	RFC05	Vehicle Control	850	1,200	100	200	100	0	
	84	RFC06	Permits	0	0	0	0	0	0	
	84	RFC07	Animal Control - GST Inc	2,242	3,000	27	500	102	0	
	84	RFC08	Animal Control - GST Exempt	12,312	10,000	1,500	1,500	2,250	0	
	84	RFC15	Fire Control Administration Fee	931	0	0	0	0	0	
	84	RFC16	Vehicle Impound Fees	280	600	150	0	150	0	
<b>TOTAL OPERATING INCOME</b>				<b>207,086</b>	<b>211,700</b>	<b>15,667</b>	<b>26,100</b>	<b>26,491</b>		
<b>OPERATING EXPENDITURE</b>										
RG01	01		Salaries	(398,566)	(370,214)	(27,262)	(71,195)	(68,100)	0	
RG01	06		Accrued Leave	(43,457)	(36,230)	(2,787)	(6,967)	(6,967)	0	
RG02	02		Superannuation	(47,650)	(45,552)	(3,129)	(8,760)	(8,543)	0	
RG04	05		Training & Conferences	(3,394)	(7,372)	0	0	0	0	
RG05	03		Workers Compensation	(5,276)	(4,226)	(358)	(813)	(716)	0	
RG06	04		Protective Clothing	(7,441)	(6,000)	0	(1,500)	0	0	
RG07	07		Recruitment	(2,284)	0	0	0	0	0	
RG11	27		Mobile Telephone	(8,922)	(6,000)	(295)	(1,000)	(572)	0	
RG16	13		Printing & Stationery	(8,323)	(14,000)	0	0	0	0	
RG17	09		Consumables	(924)	(3,000)	0	(500)	(235)	0	
RG20	15		Equipment Repairs & Mtce.	(799)	(2,400)	(443)	(400)	(902)	0	
RG24	37		Refreshments & Entertainment	(387)	(1,000)	(29)	(200)	(29)	0	
RG25	19		Advertising	(6,729)	(6,000)	(216)	(500)	(216)	0	
<b>RG29</b>	<b>16</b>		<b>Contract Services</b>	<b>(50,342)</b>	<b>(75,000)</b>	<b>(6,608)</b>	<b>(22,800)</b>	<b>(7,508)</b>	<b>15,293</b>	Timing: of projects
	16	RNG01	Section 33 Works	(3,508)	(15,000)	0	0	0	0	
	16	RNG02	Contract Services Other	(36,978)	0	(120)	0	(220)	0	

RANGERS - Law Order & Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	RNG03	Local laws for Cats, Fencing, Camping and Dogs	(4,325)	(10,000)	0	0	0	0	
	16	RNG05	Dog Exercise Area Review and Implementation	(5,532)	(5,000)	0	(5,000)	0	0	
	16	RNG06	Cemetery Management Plan	0	(15,000)	0	(5,000)	0	0	
	16	RNG08	Abandoned vehicle towing	0	(5,000)	0	(800)	0	0	
	16	RNG09	Shire Firebreaks	0	(5,000)	0	(2,000)	0	0	
	16	RNG10	Fire Restriction signage changeovers	0	(5,000)	0	0	0	0	
	16	RNG11	Short-term Contract Ranger	0	(15,000)	(6,488)	(10,000)	(7,288)	0	
RG37	24		Legal Fees	(4,780)	(8,400)	(846)	(1,400)	(1,077)	0	
RG40	98		Vehicle Operating Expenses	(49,261)	(45,000)	(2,549)	(7,500)	(6,088)	0	
RG48	09		Animal Control Expenses	(2,253)	(7,500)	(155)	(1,875)	(216)	0	
RG49	16		<b>Burials Expenditure</b>	<b>(20,825)</b>	<b>(33,150)</b>	<b>(3,922)</b>	<b>(6,075)</b>	<b>(3,922)</b>	<b>0</b>	
	16	CME03	Cowaramup Niche wall	(1,953)	(2,250)	(422)	(375)	(422)	0	
	16	CME04	Karridale Cemetery	(5,588)	(12,150)	0	(2,025)	0	0	
	16	CME05	Margaret River Cemetery	(13,285)	(18,750)	(3,500)	(3,675)	(3,500)	0	
RG50	16		<b>Projects</b>	<b>0</b>	<b>(15,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	16	RNG07	Firebreak Software implementation	0	(15,000)	0	0	0	0	
RG58	12		Non-Capital Equipment	(3,346)	(13,000)	0	(1,000)	0	0	
RG98	51		Depreciation	(2,685)	(3,600)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(667,645)</b>	<b>(702,644)</b>	<b>(48,598)</b>	<b>(132,485)</b>	<b>(105,088)</b>		
<b>CAPITAL INCOME</b>										
RG91	95		Proceeds of Sale of Assets	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
RG88	55		<b>Buildings</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	55	RG008	Upgrade - Animal Care Facility	0	(10,000)	0	0	0	0	
RG89	55		<b>Infrastructure</b>	<b>0</b>	<b>(30,000)</b>	<b>0</b>	<b>0</b>	<b>(450)</b>	<b>0</b>	
	55	RG002	Cemetery Infrastructure Works	0	(20,000)	0	0	0	0	
	55	RG009	Dog Exercise Area Upgrades - Signage and Equipment	0	(10,000)	0	0	(450)	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>(40,000)</b>	<b>0</b>	<b>0</b>	<b>(450)</b>		
<b>Business Unit Totals</b>										
			<b>Operating Income</b>	207,086	211,700	15,667	26,100	26,491	0	
			<b>Operating Expenses</b>	(667,645)	(702,644)	(48,598)	(132,485)	(105,088)	27,397	
			<b>Capital Income</b>	0	0	0	0	0	0	
			<b>Capital Expenditure</b>	0	(40,000)	0	0	(450)	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(460,559)</b>	<b>(530,944)</b>	<b>(32,931)</b>	<b>(106,385)</b>	<b>(79,047)</b>	<b>27,338</b>	



BEACH LIFEGUARDS Law Order & Public Safety										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
OPERATING INCOME										
TOTAL OPERATING INCOME				0	0	0	0	0		
OPERATING EXPENDITURE										
BL01	01		Salaries	(70,718)	(90,569)	0	0	0	0	
BL01	06		Accrued Leave	(3,241)	(2,931)	0	0	0	0	
BL02	02		Superannuation	(7,268)	(9,141)	(287)	0	(430)	0	
BL03	17		Consultant	0	0	0	0	0	0	
BL04	05		Training	(160)	(3,100)	0	0	0	0	
BL05	03		Workers Compensation	(1,115)	(969)	(82)	0	(164)	0	
BL07	07		Recruitment	(729)	(700)	0	0	0	0	
BL11	27		Mobile Phone	(687)	(660)	(60)	(100)	(119)	0	
BL17	09		Consumables	(1,808)	(1,300)	0	0	0	0	
BL20	16		Equipment Repairs and Maintenance	(180)	(1,000)	0	0	0	0	
BL25	16		Advertising	0	(500)	0	0	0	0	
BL28	16		Building Maintenance	(908)	(2,500)	0	0	0	0	
BL40	15		Vehicle Operating Expenses	(346)	(5,350)	0	(50)	(45)	0	
BL50	16		Special Projects	0	(5,000)	0	0	0	0	
	16	BLS01	Surf Lifesaving WA Report	0	(5,000)	0	0	0		
BL56	12		Minor Equipment	(850)	(2,500)	0	0	0	0	
BL98	51		Depreciation	0	0	0	0	0	0	
TOTAL OPERATING EXPENDITURE				(88,010)	(126,220)	(428)	(150)	(757)		
CAPITAL INCOME										
TOTAL CAPITAL INCOME				0	0	0	0	0		
CAPITAL EXPENDITURE										
BL93	55		Plant & Equipment	0	0	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				0	0	0	0	0		
Business Unit Totals										
			Operating Income	0	0	0	0	0	0	
			Operating Expenses	(88,010)	(126,220)	(428)	(150)	(757)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
TOTAL FOR BUSINESS UNIT				(88,010)	(126,220)	(428)	(150)	(757)	0	

LIBRARIES Recreation and Culture										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
LI75	67		Grants	2,560	1,500	500	1,500	2,000	0	
LI81	84		Fees and Charges (GST free)	8,570	9,000	966	1,500	1,713	0	
LI87	84		Fees & Charges	28,782	28,200	2,564	4,700	4,735	0	
<b>TOTAL OPERATING INCOME</b>				<b>39,913</b>	<b>38,700</b>	<b>4,029</b>	<b>7,700</b>	<b>8,449</b>		
<b>OPERATING EXPENDITURE</b>										
LI01	01		Salaries	(562,357)	(580,086)	(43,015)	(111,555)	(109,178)	0	
LI01	06		Accrued Leave	(43,006)	(44,070)	(3,390)	(8,475)	(8,475)	0	
LI02	02		Superannuation	(70,166)	(65,974)	(5,886)	(12,687)	(14,069)	0	
LI04	05		Training	(7,574)	(9,443)	(136)	0	(136)	0	
LI05	03		Workers Compensation	(7,180)	(6,500)	(550)	(1,250)	(1,100)	0	
LI06	04		Staff Uniforms	(2,720)	(3,500)	0	0	0	0	
LI07	07		Recruitment	(697)	0	0	0	0	0	
LI10	27		Telephone	0	(490)	0	(80)	0	0	
LI11	27		Mobile Telephone	(1,124)	(3,530)	(105)	(200)	(201)	0	
LI12	38		Subscriptions & Publications	(23,690)	(24,800)	(909)	(4,000)	(4,620)	0	
LI15	14		Printing & Stationery	(14,110)	(14,350)	(495)	(2,390)	(495)	0	
LI16	18		Postage	(3,522)	(2,000)	0	0	0	0	
LI17	09		Consumables	(6,384)	(7,400)	(1,418)	(770)	(1,526)	0	
LI18	20		Equipment Lease	0	0	0	0	0	0	
LI20	15		Equipment Repairs & Maintenance	(1,645)	(500)	(43)	0	(43)	0	
LI22	19		Public Relations	(6,705)	(6,900)	(253)	(834)	(1,153)	0	
LI24	37		Functions & Refreshments	(1,955)	(2,000)	(97)	(300)	(97)	0	
LI25	19		Advertising	(1,982)	(3,000)	0	(500)	0	0	
LI26	16		Building Operations	0	(48,445)	(3,517)	(8,074)	(7,170)	0	
LI28	15		Building Maintenance	(2,232)	(2,876)	(173)	0	(181)	0	
LI29	16		Contract Services	(44,681)	0	0	0	0	0	
LI35	25		Electricity Charges	(16,204)	(18,864)	(1,822)	(3,144)	(3,322)	0	
LI49	22		Stock	(63,542)	(66,717)	(2,123)	(10,853)	(2,576)	0	
LI50	17		Special Projects	(11,182)	(11,500)	0	(1,500)	0	0	
LI51	41		Travelling & Accommodation	(1,204)	(2,496)	0	(416)	0	0	
LI58	12		Non-Capital Equipment	(4,769)	(2,000)	0	(500)	0	0	
LI98	51		Depreciation	(53,448)	(60,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(952,077)</b>	<b>(987,441)</b>	<b>(63,931)</b>	<b>(167,528)</b>	<b>(154,343)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
LI97			Furniture & Equipment	0	(16,000)	0	(16,000)	0	16,000	Timing: Quotes being sought, expected delivery Jan
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>(16,000)</b>	<b>0</b>	<b>(16,000)</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			<b>Operating Income</b>	39,913	38,700	4,029	7,700	8,449	0	
			<b>Operating Expenses</b>	(952,077)	(987,441)	(63,931)	(167,528)	(154,343)	0	
			<b>Capital Income</b>	0	0	0	0	0	0	
			<b>Capital Expenditure</b>	0	(16,000)	0	(16,000)	0	16,000	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(912,164)</b>	<b>(964,741)</b>	<b>(59,902)</b>	<b>(175,828)</b>	<b>(145,894)</b>	<b>29,934</b>	

ENVIRONMENTAL HEALTH - Health and Administration										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
HI80	84		Food Premises Registrations and Annual Fees (GST free)	62,095	68,700	(281)	61,167	59,491	0	
HI81	84		Fees and Charges (GST free)	48,109	43,875	1,958	10,117	18,444	0	
HI87	84		Health Fees & Charges	600	2,540	0	560	0	0	
HI88	84		Event Fees & Charges	11,157	8,800	444	1,000	648	0	
<b>TOTAL OPERATING INCOME</b>				<b>121,961</b>	<b>123,915</b>	<b>2,121</b>	<b>72,843</b>	<b>78,584</b>		
<b>OPERATING EXPENDITURE</b>										
HI01	01		Salaries	(341,952)	(399,632)	(29,514)	(76,852)	(66,751)	10,101	Timing/Perm: Vacant EHO position/LSL taken
HI01	06		Accrued Leave	(48,238)	(41,080)	(3,160)	(7,900)	(7,900)	0	
HI02	02		Superannuation	(38,320)	(45,422)	(3,461)	(8,735)	(8,220)	0	
HI04	05		Training	(8,477)	(12,600)	(1,529)	0	(1,529)	0	
HI05	03		Workers Compensation	(5,376)	(4,576)	(387)	(880)	(774)	0	
HI06	04		Protective Clothing	(616)	(1,000)	(196)	(250)	(196)	0	
HI07	07		Recruitment	(5,007)	0	0	0	(283)	0	
HI11	27		Mobile Telephone	(4,118)	(5,760)	(1,162)	(1,960)	(1,349)	0	
HI12	38		Subscriptions & Publications	(1,827)	(3,050)	(1,327)	(1,850)	(1,327)	0	
HI17	09		Consumables	(476)	(2,040)	0	(340)	0	0	
HI20	15		Equipment Repairs & Maintenance	(2,427)	(3,960)	0	(660)	0	0	
HI24	37		Refreshments	(252)	(1,500)	(97)	(250)	(97)	0	
HI25	19		Advertising	(247)	(2,040)	0	(340)	0	0	
HI29	16		Contract Services	(22,540)	(18,000)	(3,457)	(4,500)	(3,457)	0	
HI40	98		Vehicle Operating Expenses	(14,165)	(13,000)	(778)	(2,500)	(1,961)	0	
HI41	08		Fringe Benefits Tax	(531)	0	0	0	0	0	
HI50			Special Projects	0	(10,000)	0	(2,000)	0	0	
	16	HIS01	Implementation of ROAM	0	(10,000)	0	(2,000)	0	0	
HI58	12		Minor Equipment	(1,291)	(2,040)	0	(340)	0	0	
HI98	51		Depreciation	(3,986)	(4,320)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(499,847)</b>	<b>(570,020)</b>	<b>(45,068)</b>	<b>(109,357)</b>	<b>(93,845)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
HI97			Furniture & Equipment	0	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	121,961	123,915	2,121	72,843	78,584	0	
			Operating Expenses	(499,847)	(570,020)	(45,068)	(109,357)	(93,845)	15,512	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(377,885)</b>	<b>(446,105)</b>	<b>(42,947)</b>	<b>(36,514)</b>	<b>(15,261)</b>	<b>21,253</b>	

OUTSIDE SCHOOL HOURS CARE - Education and Welfare										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
ED75	67		Grant Income	0	82,500	22,500	20,625	22,500	0	
	67	EDG02	CCCF - Community Support Grant	0	37,500	0	9,375	0	0	
	67	EDG03	CCCF - Sustainability Support Grant	0	45,000	22,500	11,250	22,500	11,250	Timing: Grant paid half yearly
ED81	84		Fees and Charges (GST free)	429,886	353,000	32,155	50,000	81,333	31,333	Perm: School holidays care July & new subsidy arrangements
ED82	84		Sundry Income - Creche (GST free)	10,227	10,800	722	1,800	1,603	0	
ED86	73		Inclusion Support Programme	14,354	15,500	1,484	1,750	1,599	0	
ED87	84		Sundry Income	1,061	1,500	195	200	195	0	
ED88	73		Community Support - Sustainability Assistance	1,310	0	1,310	0	1,310	0	
<b>TOTAL OPERATING INCOME</b>				<b>456,838</b>	<b>463,300</b>	<b>58,366</b>	<b>74,375</b>	<b>108,540</b>		
<b>OPERATING EXPENDITURE</b>										
ED01	01		Salaries	(304,485)	(217,334)	(18,755)	(41,795)	(56,729)	(14,934)	Timing: Care staffing offset by ED81
ED01	06		Accrued Leave	(23,184)	(13,182)	(1,014)	(2,535)	(2,535)	0	
ED02	02		Superannuation	(39,461)	(22,856)	(3,176)	(4,396)	(8,359)	0	
ED03	17		Consultant	(2,300)	0	0	0	0	0	
ED04	05		Training & Conferences	(2,884)	(7,212)	(136)	0	(136)	0	
ED05	03		Workers Compensation	(2,820)	(2,404)	(203)	(462)	(406)	0	
ED06	04		Staff Uniforms	(779)	(1,300)	0	(750)	0	0	
ED07	07		Recruitment	(1,855)	0	(502)	0	(502)	0	
ED11	27		Mobile Telephone	(366)	(480)	(30)	(80)	(106)	0	
ED12	38		Subscriptions, Memberships & Licences	0	0	0	0	0	0	
ED17	09		Consumables	(10,514)	(10,250)	(560)	(2,100)	(560)	0	
ED20	15		Equipment Repairs & Maintenance	(655)	(5,400)	0	(900)	0	0	
ED24	37		Refreshments	(9,668)	(9,500)	(828)	(1,500)	(1,249)	0	
ED25	19		Advertising	(2,884)	(2,750)	0	(750)	0	0	
ED26			Vacation Care Activities	0	(13,500)	(56)	(2,500)	(2,549)	0	
ED29	16		Contract Services	(27,930)	(12,000)	(493)	(2,000)	(3,831)	0	
ED40	10		Vehicle Operating Expenses	(2,960)	(2,700)	(66)	(450)	(780)	0	
ED45	15		Building Maintenance	(742)	(5,400)	0	(900)	0	0	
ED50			Special Projects	0	(100,000)	0	(25,750)	0	25,750	
	16	EDS01	Forward Planning for Additional OSHC Facility	0	(17,500)	0	(17,500)	0	17,500	Timing: Scheduled for February
	16	EDS02	CCCF - Community Support Grant	0	(37,500)	0	(3,750)	0	0	
	16	EDS03	CCCF - Sustainability Support Grant	0	(45,000)	0	(4,500)	0	0	
ED58	09		Minor Equipment	(5,162)	(8,500)	(246)	(750)	(246)	0	
ED98	51		Depreciation	(4,661)	(4,200)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(443,311)</b>	<b>(438,968)</b>	<b>(26,065)</b>	<b>(87,618)</b>	<b>(77,987)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
ED89	55		Infrastructure Assets	(6,109)	0	(3,653)	0	(3,653)	0	
ED97	55		Furniture & Equipment	0	(7,500)	0	(7,500)	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(6,109)</b>	<b>0</b>	<b>(3,653)</b>	<b>0</b>	<b>(3,653)</b>		
<b>Business Unit Totals</b>										
			Operating Income	456,838	463,300	58,366	74,375	108,540	34,165	
			Operating Expenses	(443,311)	(438,968)	(26,065)	(87,618)	(77,987)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	(6,109)	0	(3,653)	0	(3,653)	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>7,418</b>	<b>24,332</b>	<b>28,648</b>	<b>(13,243)</b>	<b>26,900</b>	<b>40,143</b>	

WASTE SERVICES - Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
WA78	84		Sales - Mulch	4,818	3,000	114	500	295	0	
WA79	84		Domestic Recycling Bin Sales	20,061	13,800	1,400	2,300	3,570	0	
	84	RBIN01	Recycling Bin Sales	12,080	10,500	840	1,750	2,100	0	
	84	WBIN01	Waste Bin Sales	7,981	3,300	560	550	1,470	0	
WA80	77		Recycling Sales	98,184	60,000	19,530	0	19,530	19,530	Timing: Bulk Scrap metal & Battery sales
WA82	84		Sundry Income	75,981	0	0	0	0	0	
WA86	84		Transfer Station Site Charges	11,069	11,220	533	1,870	1,450	0	
	84	WTC01	Cowaramup Transfer Station	6,140	6,000	380	1,000	948	0	
	84	WTC02	Kudardup Transfer Station	3,242	3,600	93	600	232	0	
	84	WTC03	Alexandra Bridge Transfer Station	872	900	20	150	182	0	
	84	WTC04	Rosa Brook Transfer Station	814	720	40	120	89	0	
WA88	76		Domestic Collection	1,666,198	1,787,080	(6,213)	1,767,080	1,836,123	0	
WA89	84		Commercial Disposal	502,734	460,000	23,277	76,667	67,085	0	
WA94	84		Refuse Site Charges	124,467	150,000	9,966	25,000	22,166	0	
	84	WRC01	Davis Road Waste Facility	124,303	150,000	9,966	25,000	22,166		
	84	WRC02	Domestic Rural Waste Passes	164	0	0	0	0		
WA95	77		Kerbside Recycling Charges	416,017	438,940	(1,193)	431,440	457,338	0	
WA96	75		Waste Facility Maintenance Rate	1,930,343	1,940,000	102	1,940,000	1,935,902	0	
WA97	84		Sullage Disposal Fees	40,646	63,000	1,755	10,500	5,360	0	
<b>TOTAL OPERATING INCOME</b>				<b>4,890,517</b>	<b>4,927,040</b>	<b>49,272</b>	<b>4,255,357</b>	<b>4,348,819</b>		
<b>OPERATING EXPENDITURE</b>										
WA01	01		Salaries Unallocated	(248,388)	(304,484)	(18,810)	(58,554)	(48,778)	0	
WA01	06		Accrued Leave	(66,808)	(53,106)	(4,084)	(10,213)	(10,210)	0	
WA02	02		Superannuation	(76,104)	(76,196)	(5,600)	(14,654)	(13,859)	0	
WA04	05		Training & Conferences	(31,314)	(5,700)	(1,624)	0	(1,820)	0	
WA05	03		Workers Compensation	(8,346)	(7,356)	(622)	(1,414)	(1,827)	0	
WA06	04		Staff Uniforms	(1,121)	(1,500)	0	(250)	0	0	
WA07	07		Recruitment	(1,194)	0	(75)	0	(75)	0	
WA11	27		Mobile Telephone	(344)	(1,860)	(30)	(1,560)	(59)	0	
WA12	38		Subscriptions & Publications	(6,254)	(600)	0	0	0	0	
WA13	42		Licenses	(5,696)	(7,500)	0	(1,500)	(1,218)	0	
WA14	16		Waste Education	(16,841)	(27,600)	(231)	(4,600)	(431)	0	
WA16	16		Printing & Stationery	0	(11,400)	(6,264)	0	(6,264)	0	
WA20	15		Equipment Repairs & Maintenance	(40,118)	(39,600)	0	0	0	0	
WA40	98		Vehicle Operating Exps	(14,451)	(14,100)	(1,594)	(2,500)	(3,209)	0	
WA41	8		Fringe Benefits Tax	386	(360)	(32)	(60)	(64)	0	
WA58	12		Minor Equipment	0	(2,000)	0	(330)	0	0	
WA98	51		Depreciation	(83,563)	(84,000)	0	0	0	0	
WA99	99		Waste Overhead Recovery	398,145	390,806	25,538	75,155	56,380	(18,775)	Timing of works
				<b>(202,011)</b>	<b>(246,556)</b>	<b>(13,429)</b>	<b>(20,480)</b>	<b>(31,435)</b>		
WA50			<b>Special Projects</b>	<b>(175,151)</b>	<b>(381,040)</b>	<b>(13,946)</b>	<b>(52,340)</b>	<b>(17,538)</b>	<b>34,802</b>	Timing: refer below
	16	WASP01	Environmental Improvement Planning	0	(15,000)	0	(5,000)	0	0	

WASTE SERVICES - Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	WASP02	Environmental Monitoring Davis Road	(20,847)	(22,000)	(5,784)	0	(3,903)	0	
	16	WASP03	Waste site reviews and specialist advice	(99,113)	(290,000)	(8,163)	(40,000)	(13,635)	26,365	Timing: Project on target, awaiting invoice
	16	WASP05	Landfill Closure Management Plan - operational	(1,760)	(20,000)	0	0	0	0	
	16	WASP07	Extend inert waste tipping area	(38,885)	(20,040)	0	(3,340)	0	0	
	16	WASP09	Residential Waste Audit	(11,385)	(2,000)	0	(2,000)	0	0	
	16	WASP10	Commercial Waste Audit	(3,162)	(2,000)	0	(2,000)	0	0	
	16	WASP11	Implementation of Bin Management System	0	(10,000)	0	0	0	0	
WA54			<b>Waste Collection</b>	<b>(698,264)</b>	<b>(802,200)</b>	<b>(50,970)</b>	<b>(133,700)</b>	<b>(101,570)</b>	<b>32,130</b>	Timing: refer below
	16	RUB1	Kerbside Recycling Collection	(276,717)	(318,900)	(19,143)	(53,150)	(39,143)	14,007	Timing: Participation less than budgeted
	16	RUB2	Domestic Refuse Collection	(421,547)	(483,300)	(31,827)	(80,550)	(62,427)	18,123	Timing: Participation less than budgeted
WA55			<b>Waste Disposal Facilities</b>	<b>(998,789)</b>	<b>(1,042,000)</b>	<b>(63,518)</b>	<b>(209,138)</b>	<b>(148,992)</b>	<b>60,146</b>	Timing: refer below
	Var	WD01	Davis Road Putrescible Waste Area	(364,078)	(350,000)	(27,245)	(67,319)	(61,383)	0	
	Var	WD02	Davis Road Inert Waste Area	(88,524)	(100,000)	(4,606)	(19,213)	(9,741)	0	
	Var	WD03	Davis Road Recycled Waste Area	(113,809)	(100,000)	(5,565)	(19,234)	(9,227)	10,007	Timing: Seasonal weather issues
	Var	WD04	Davis Road General	(366,074)	(360,000)	(25,075)	(69,255)	(54,268)	14,987	Timing: Seasonal weather issues
	Var	WD12	Earthworks	(25,853)	(30,000)	0	(5,787)	(533)	0	
	Var	WD13	Team meetings	(4,969)	(6,000)	(696)	(1,000)	(1,294)	0	
	Var	WD14	Litter Control	(9,581)	(15,000)	0	(2,883)	0	0	
	Var	W004	Waste Facility Fence Maintenance	0	(10,000)	(49)	(1,915)	(49)	0	
	Var	W006	Waste Facility Signage	(1,640)	(10,000)	0	(1,915)	(488)	0	
	Var	WD10	Wallis Rd Sullage Disposal Facility	(15,461)	(50,000)	(282)	(9,617)	(1,009)	0	
	Var	W012	Contributions - Charity Stores Passes	(8,800)	(11,000)	0	(11,000)	(11,000)	0	
WA56			<b>Transfer Station Facilities</b>	<b>(282,716)</b>	<b>(340,000)</b>	<b>(17,828)</b>	<b>(65,383)</b>	<b>(41,313)</b>	<b>24,070</b>	Timing: budget profile
	Var	WD05	Poole Road Transfer Station	(75,302)	(80,000)	(4,144)	(15,404)	(9,087)	0	
	Var	WD06	Alexander Bridge Transfer Station	(64,337)	(80,000)	(4,532)	(15,383)	(10,209)	0	
	Var	WD07	Rosa Brook Transfer Station	(67,601)	(80,000)	(4,255)	(15,383)	(10,353)	0	
	Var	WD08	Cowaramup Transfer Station	(61,945)	(80,000)	(4,062)	(15,383)	(9,576)	0	
	Var	WD09	East Augusta Disposal Site	(13,532)	(20,000)	(835)	(3,830)	(2,088)	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(2,356,932)</b>	<b>(2,811,796)</b>	<b>(159,692)</b>	<b>(481,041)</b>	<b>(340,848)</b>		
<b>CAPITAL INCOME</b>										
WA75	70		Capital Grant Income	(26,450)	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>(26,450)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
WA70			<b>Infrastructure Waste Management</b>	<b>(41,134)</b>	<b>(920,000)</b>	<b>0</b>	<b>(15,000)</b>	<b>0</b>		
	16	WAS24	Landfill Fencing	0	(150,000)	0	0	0	0	
	16	WAS26	Davis Rd Drainage	(1,284)	(100,000)	0	0	0	0	
	16	WAS27	Cap active landfill area	(4,091)	(25,000)	0	0	0	0	
	16	WAS29	Sealing Davis Rd internal roads	(33,003)	(30,000)	0	(15,000)	0	15,000	Timing: Works to be scheduled
	16	WAS35	Active Cell preparation & progressive rehabilitation	(1,831)	(300,000)	0	0	0	0	
	16	WAS42	Leachate Pond Project	(925)	(300,000)	0	0	0	0	

WASTE SERVICES - Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	WAS43	Davis Rd Site Water Bore	0	(15,000)	0	0	0	0	
WA71			Furniture & Equipment	(60,345)	(68,000)	0	(18,000)	0		
	16	WAS38	Hooklift Bins x 5	(36,250)	(50,000)	0	0	0	0	
	09	WAS39	2 x 20' Sea Containers for Dome Shelter	(5,545)	0	0	0	0	0	
	09	WAS40	Dome Shelter for BOMAG	(9,150)	0	0	0	0	0	
	09	WAS41	Data Weighing Pads (Pair)	(9,400)	0	0	0	0	0	
	09	WAS44	Point of Sale (POS) System	0	(6,000)	0	(6,000)	0	0	
	09	WAS46	Bin Lifter	0	(12,000)	0	(12,000)	0	12,000	Timing: Investigating options
WA72			Buildings	0	(20,000)	0	(20,000)	0		
	16	WAS45	Transportable Offices for 2 Sites	0	(20,000)	0	(20,000)	0	20,000	Timing: Awaiting Transfer Station Feasibility Study results
WA93			Plant & Equipment	0	0	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(101,479)	(1,008,000)	0	(53,000)	0		
Business Unit Totals										
			Operating Income	4,890,517	4,927,040	49,272	4,255,357	4,348,819	0	
			Operating Expenses	(2,356,932)	(2,811,796)	(159,692)	(481,041)	(340,848)	140,193	
			Capital Income	(26,450)	0	0	0	0	0	
			Capital Expenditure	(101,479)	(1,008,000)	0	(53,000)	0	53,000	
TOTAL FOR BUSINESS UNIT				2,405,656	1,107,244	(110,420)	3,721,316	4,007,970	0	

TOWN PLANNING - Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
TP79	83		Fines & Penalties	0	0	300	0	300	0	
TP81	84		Fees and Charges (GST free)	264,512	300,000	26,335	50,000	53,755	0	
TP87	84		Fees & Charges (GST Inc)	16,765	18,360	781	3,060	1,397	0	
<b>TOTAL OPERATING INCOME</b>				<b>281,277</b>	<b>318,360</b>	<b>27,416</b>	<b>53,060</b>	<b>55,452</b>		
<b>OPERATING EXPENDITURE</b>										
TP01	01		Salaries	(617,447)	(663,676)	(50,527)	(127,630)	(123,197)	0	
TP01	06		Accrued Leave	(78,264)	(58,046)	(4,465)	(11,163)	(11,163)	0	
TP02	02		Superannuation	(79,401)	(80,314)	(5,989)	(15,445)	(14,608)	0	
TP03	17		Consultant	0	0	0	0	0	0	
TP04	05		Training/Conferences	(15,675)	(20,620)	(5,082)	0	(5,082)	0	
TP05	03		Workers Compensation	(9,173)	(7,514)	(635)	(1,445)	(1,270)	0	
TP06	04		Protective Clothing	0	(600)	0	(300)	0	0	
TP07	16		Recruitment	(1,139)	0	0	0	0	0	
TP11	27		Mobile Telephone	(2,183)	(1,400)	(87)	(230)	(173)	0	
TP12	38		Subscriptions & Publications	(1,119)	(1,400)	0	(600)	0	0	
TP15	16		Printing & Stationery	0	(5,000)	0	(1,000)	0	0	
TP24	37		Refreshments	(596)	(1,200)	(111)	(204)	(180)	0	
TP25	16		Advertising	(2,314)	(1,350)	(753)	(300)	(753)	0	
TP29	16		Contract Staff	(4,790)	(10,000)	(780)	(2,500)	(780)	0	
TP40	10		Vehicle Operating Expenses	(27,583)	(26,112)	(1,198)	(4,352)	(4,064)	0	
TP41	08		Fringe Benefits Tax	(11,759)	(11,340)	(944)	(1,890)	(1,887)	0	
<b>TP50</b>	<b>16</b>		<b>Special Projects</b>	<b>(95,690)</b>	<b>(199,000)</b>	<b>(1,788)</b>	<b>(25,000)</b>	<b>(7,065)</b>	<b>17,935</b>	Timing: refer below
	16	TNP16	Sustainability Initiatives	(69,128)	(63,000)	(520)	(10,500)	(7,580)	0	
	16	TNP18	Developer Contributions Study	(13,160)	(15,000)	0	0	0	0	
	16	TNP22	Witchcliffe Wastewater Treatment Review	0	(5,000)	0	0	0	0	
	16	TNP30	Affordable Housing Strategy Site	0	(12,000)	0	0	0	0	
	16	TNP31	LPS/LPS1 Review	(7,493)	(54,000)	(1,268)	(12,000)	(1,512)	10,488	Timing: Expenses to date less than anticipated
	16	TNP32	Review of Holiday House Policy as directed by Council - 11/4/2018	0	(25,000)	0	0	0	0	
	16	TNP33	Finalise Climate change response plan	0	(25,000)	0	(2,500)	0	0	
	16	TNP34	Preparation of Bushfire Emergency Evacuation Plan Template	(5,909)	0	0	0	2,027	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(947,132)</b>	<b>(1,087,572)</b>	<b>(72,359)</b>	<b>(192,059)</b>	<b>(170,221)</b>		
<b>CAPITAL INCOME</b>										
TP74	74		Grants/Contributions Capital	435,459	200,000	119,243	25,000	168,167	143,167	Timing: Development occurring at a higher rate than anticipated
<b>TOTAL CAPITAL INCOME</b>				<b>435,459</b>	<b>200,000</b>	<b>119,243</b>	<b>25,000</b>	<b>168,167</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	281,277	318,360	27,416	53,060	55,452	0	
			Operating Expenses	(947,132)	(1,087,572)	(72,359)	(192,059)	(170,221)	21,838	
			Capital Income	435,459	200,000	119,243	25,000	168,167	143,167	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(230,397)</b>	<b>(569,212)</b>	<b>74,300</b>	<b>(113,999)</b>	<b>53,397</b>	<b>167,396</b>	



LANDCARE Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
LC74	73		Contributions	0	0	955	0	955	0	
LC75	67		Operating Grant Income	1,950	25,000	0	0	0	0	
LC82	73		Sundry Income	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>1,950</b>	<b>25,000</b>	<b>955</b>	<b>0</b>	<b>955</b>		
<b>OPERATING EXPENDITURE</b>										
LC01	01		Salaries	(103,847)	(112,776)	(9,093)	(21,688)	(21,994)	0	
LC01	06		Accrued Leave	(13,895)	(10,246)	(838)	(1,971)	(2,095)	0	
LC02	02		Superannuation	(14,199)	(14,624)	(1,107)	(2,812)	(2,754)	0	
LC04	05		Training	(86)	(2,000)	0	0	(68)	0	
LC05	03		Workers Compensation	(1,454)	(1,276)	(121)	(246)	(242)	0	
LC06	04		Uniforms	(168)	0	0	0	0	0	
LC11	27		Mobile Telephone	(1,678)	(600)	(48)	(100)	(106)	0	
LC12	38		Subscriptions & Publications	0	0	0	0	0	0	
LC20	09		Equipment Repairs & Maintenance	0	0	0	0	0	0	
LC24	37		Refreshments	(182)	0	0	0	0	0	
LC25	16		Advertising	(62)	0	0	0	0	0	
LC29	16		Contract Services	(33,764)	0	0	0	0	0	
LC44	44		Contributions toward operations	(88,000)	(88,000)	0	0	0	0	
LC50	16		<b>Special Projects</b>	<b>(177,552)</b>	<b>(438,676)</b>	<b>(11,880)</b>	<b>(45,676)</b>	<b>(11,524)</b>	<b>34,152</b>	Timing: refer below
	16	LCA18	Community Education/Enviro programs	(1,681)	(1,000)	0	0	(135)	0	
	16	LCA22	Management Plans for Reserves	(16,400)	(15,000)	0	0	0	0	
	16	LCA23	Reserve Management	(11,679)	(60,000)	(2,016)	(3,000)	(2,016)	0	
	16	LCA36	Coastal Brushing (SWCC)	(2,226)	0	0	0	0	0	
	44	LCA37	EMF Grants - External	(74,122)	(125,676)	(7,075)	(25,676)	(7,075)	18,601	Timing: grant requests
		WK0524	2017-18 Donovan Street environmental research book	(7,075)		(7,075)		(7,075)		
	16	LCA38	EMF- Internal (Budget)	0	(100,000)	0	(5,000)	0	0	
	16	LCA40	Environmental Stewardship and Grants	(7,120)	(12,000)	0	(12,000)	0	12,000	Timing: to commence later than forecast
	16	LCA41	EMF - Woody Weeds removal & workshops	(8,943)	0	0	0	491	0	
	16	LCA43	EMF - Landscape Scale Rehabilitation	(16,908)	0	(1,956)	0	(1,956)	0	
	16	LCA44	EMF - Rain Garden Rehabilitation	(11,482)	0	(833)	0	(833)	0	
	16	LCA47	EMF - Sediment Control	(12,935)	0	0	0	0	0	
	16	LCA48	EMF - Local provenance seed collection	(5,000)	0	0	0	0	0	
	16	LCA49	EMF - Reserve management implementation	(9,057)	0	0	0	0	0	
	16	LCA50	Streams and Wetlands Fund	0	(125,000)	0	0	0	0	
	16	LCA51	Works under Bond undertaken by Shire	0	0	0	0	0	0	
		WK0725	Bakers Close	0		0		0		
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(434,887)</b>	<b>(668,198)</b>	<b>(23,086)</b>	<b>(72,493)</b>	<b>(38,783)</b>		

LANDCARE Community Amenities										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>CAPITAL INCOME</b>										
LC76	70		Capital Grant Income	0	0	0	0	0		
				0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				0	0	0	0	0		
<b>CAPITAL EXPENDITURE</b>										
				0	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				0	0	0	0	0		
<b>Business Unit Totals</b>										
			Operating Income	1,950	25,000	955	0	955	0	
			Operating Expenses	(434,887)	(668,198)	(23,086)	(72,493)	(38,783)	33,710	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				(432,937)	(643,198)	(22,132)	(72,493)	(37,829)	34,664	

COMMUNITY BUILDINGS - Recreation and Culture										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
HA82	84		Sundry Income	3,922	0	212	0	423	0	
<b>TOTAL OPERATING INCOME</b>				<b>16,611</b>	<b>0</b>	<b>212</b>	<b>0</b>	<b>423</b>		
<b>OPERATING EXPENDITURE</b>										
HA01	01		Salaries	(125,801)	(170,016)	(10,722)	(32,696)	(26,150)	0	
HA01	06		Accrued Leave	(16,118)	(17,744)	(1,365)	(3,412)	(3,412)	0	
HA02	02		Superannuation	(19,215)	(22,880)	(1,833)	(4,400)	(4,049)	0	
HA03	17		Consultants	(21,272)	(40,000)	0	0	0	0	
HA04	05		Training	(3,210)	(3,520)	(273)	0	(273)	0	
HA05	03		Workers Compensation	(1,830)	(1,950)	(165)	(375)	(330)	0	
HA06	04		Protective Clothing	(131)	(450)	0	0	0	0	
HA11	27		Mobile Telephone	(2,154)	(3,600)	(98)	(600)	(195)	0	
HA12	38		Subscriptions & Publications	0	(673)	0	0	(500)	0	
HA17	09		Consumables	(109)	(200)	0	0	0	0	
HA20	15		Equipment Repairs & Maintenance	(53)	(200)	0	0	0	0	
HA25	19		Advertising	0	(500)	0	0	0	0	
HA27	16		Insurance Claims	(12,688)	0	0	0	0	0	
HA40	08		Vehicle Operating Expenses	(9,437)	(10,800)	(1,357)	(1,800)	(2,166)	0	
HA41	08		Fringe Benefits Tax	(1,769)	(2,100)	(176)	(350)	(351)	0	
HA28			<b>Community Building Maintenance</b>	<b>(481,103)</b>	<b>(489,273)</b>	<b>(23,927)</b>	<b>(81,398)</b>	<b>(46,556)</b>	<b>34,842</b>	Timing: Reactive maintenance not required
HA29			<b>Community Building Cleaning</b>	<b>(422,579)</b>	<b>(436,479)</b>	<b>(34,357)</b>	<b>(70,114)</b>	<b>(63,241)</b>	<b>0</b>	
HA50	16		<b>Special Projects</b>	<b>(58,835)</b>	<b>(70,000)</b>	<b>(45,400)</b>	<b>(30,000)</b>	<b>(45,448)</b>	<b>0</b>	
		CBS109	ACM (asbestos) monitoring and management	(28,835)	(25,000)	(400)	0	(448)	0	
		CBS141	Community Resource Centre building renewal	(30,000)	(45,000)	(45,000)	(30,000)	(45,000)	(15,000)	Timing: Full payment made
HA90			Profit (Loss) on disposal of assets	(23,626)	0	0	0	0	0	
HA98			Depreciation	(677,909)	(684,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,877,839)</b>	<b>(1,954,385)</b>	<b>(119,673)</b>	<b>(225,145)</b>	<b>(192,671)</b>		
<b>CAPITAL INCOME</b>										
HA74	74		<b>Contributions for Asset Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
HA75	70		<b>Grants for Development of Assets</b>	<b>2,500,000</b>	<b>4,155,268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	70	HIG09	Grant for Cultural Centre	2,500,000	3,750,000	0	0	0	0	
	70	HIG11	Lotterywest Grant for Cowaramup Hall	0	405,268	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>2,500,000</b>	<b>4,155,268</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
HA88	16		<b>Land and Buildings</b>	<b>(2,232,836)</b>	<b>(10,289,595)</b>	<b>(167,112)</b>	<b>(901,406)</b>	<b>(279,687)</b>		
	16	CBS95	Cultural Centre Redevelopment	(1,000,404)	(8,463,390)	(138,369)	(520,639)	(150,538)	370,101	Timing: construction cash flow revised and varies to version used for budget profile
	16	CBS131	BM 1052 Margaret River Cultural Centre - Power upgrade - include carryover (\$30k) from CBS114	(42,941)	(75,000)	0	0	0	0	
	16	CBS132	BM 4014 Margaret River Rivermouth Toilet Block - Upgrade septic system, relocate leach drains and upgrade male toilets	0	(80,000)	(18,423)	(20,000)	(18,423)	0	
	16	CBS142	Western Pavillion works - replace existing glass with compliant safety glass	(8,592)	0	0	0	0	0	

COMMUNITY BUILDINGS - Recreation and Culture										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	CBS143	Augusta Recreation Centre asbestos removal & reinstatement	(395,550)	(395,000)	0	(295,000)	(100,406)	194,594	Timing: Project nearing completion, expect perm underspend due to adjusted carryover
	16	CBS144	Margaret River Football Club asbestos removal & reinstatement	(327,110)	0	0	0	0	0	
	16	CBS145	Augusta Bowling Club asbestos removal and reinstatement	(117,294)	(42,167)	0	(42,167)	0	42,167	Timing: Quotes sought for completion of works
	16	CBS146	Turner Caravan Park asbestos removal and reinstatement	(2,894)	(38,000)	0	0	0	0	
	16	CBS147	Upgrade of Fearn Ave toilet block	(286,120)	0	0	0	0	0	
	16	CBS148	Augusta Cennntennial Hall Foyer and Green Room Carpet replacment	(2,318)	0	0	0	0	0	
	16	CBS149	Rotary Park toilet renewal	(8,480)	0	0	0	0	0	
	16	CBS150	Zone Room commercial grease trap	(11,246)	0	0	0	0	0	
	16	CBS151	Cowaramup Hall - various works, incl. connection to	(29,886)	(830,450)	(10,320)	(8,600)	(10,320)	0	
	16	CBS152	Zone Room Kiosk services upgrades	0	0	0	0	0	0	
	16	CBS153	Zone Room painting	0	(5,000)	0	(5,000)	0	0	
	16	CBS154	Cultural Centre Fly Tower works to prevent fretting	0	(110,000)	0	0	0	0	
	16	CBS155	Old Settlement Blacksmith Shed Roof Replacement	0	(10,000)	0	(10,000)	0	0	
	16	CBS156	MR Karate Club floor replacement	0	(35,000)	0	0	0	0	
	16	CBS157	MR CRC Asbestos Removal as per 15 year ACM Removal Plan	0	(24,000)	0	0	0	0	
	16	CBS158	Gnarabup Toilet renewal works	0	(70,000)	0	0	0	0	
	16	CBS159	Asbestos removal and replacement works	0	(111,588)	0	0	0	0	
HA89	16		Infrastructure	(42,168)	(55,000)	0	0	0	0	
	16	CBS140	Fire Hydrant for Aquatic Centre	(42,168)	(55,000)	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(2,275,004)	(10,344,595)	(167,112)	(901,406)	(279,687)		
Business Unit Totals										
			Operating Income	16,611	0	212	0	423	0	
			Operating Expenses	(1,877,839)	(1,954,385)	(119,673)	(225,145)	(192,671)	32,473	
			Capital Income	2,500,000	4,155,268	0	0	0	0	
			Capital Expenditure	(2,275,004)	(10,344,595)	(167,112)	(901,406)	(279,687)	621,719	
TOTAL FOR BUSINESS UNIT				(1,636,232)	(8,143,712)	(286,573)	(1,126,551)	(471,935)	654,616	

<b>MARGARET RIVER RECREATION CENTRE - Recreation and Culture</b>							
DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>							
Operating Grants	25,973	23,000	0	0	0	0	
Insurance Claim Payout	4,386	0	0	0	0	0	
Sundry Income	2,286	2,500	0	2,500	1,818	0	
Sales - Café and Kiosk	118,603	128,900	11,862	19,200	20,872	0	
Fees and Charges	651,262	675,500	55,653	104,000	117,640	13,640	Timing: Dept of Education invoicing
<b>TOTAL OPERATING INCOME</b>	<b>802,510</b>	<b>829,900</b>	<b>67,514</b>	<b>125,700</b>	<b>140,330</b>		
<b>OPERATING EXPENDITURE</b>							
Salaries	(881,222)	(872,520)	(67,755)	(167,792)	(171,899)	0	
Accrued Leave	(113,039)	(67,404)	(5,185)	(12,962)	(12,962)	0	
Superannuation	(96,780)	(99,334)	(7,640)	(19,103)	(19,446)	0	
Consultant	(16,175)	0	0	0	0	0	
Training	(18,579)	(25,012)	(573)	0	(3,532)	0	
Workers Compensation	(11,666)	(9,776)	(827)	(1,880)	(1,654)	0	
Protective Clothing	(3,660)	(6,000)	(1,974)	(2,000)	(1,959)	0	
Recruitment Expenses	(3,165)	0	0	0	0	0	
Telephone	(318)	(504)	0	(84)	0	0	
Mobile Telephone	(4,118)	(3,560)	(160)	(360)	(321)	0	
Subscriptns/Publicatns	(19,475)	(21,354)	(1,929)	(3,800)	(2,863)	0	
Printing & Stationery	0	(1,200)	0	(200)	0	0	
Consumables	(24,655)	(24,310)	(2,184)	(4,564)	(3,413)	0	
Equipment Lease/rent	(60,087)	(56,000)	(13,453)	(14,000)	(14,112)	0	
Equip Repairs & Maint	(49,757)	(60,050)	(3,771)	(11,400)	(4,032)	0	
Refreshments & Receptions	(479)	(1,000)	0	(250)	0	0	
Advertising	(14,708)	(16,680)	(3,868)	(3,030)	(3,868)	0	
Insurance Claims	(4,386)	0	0	0	0	0	
Building Maintenance	(84,309)	(98,542)	(10,308)	(12,244)	(13,711)	0	
Building Operations	0	(63,600)	(3,096)	(10,750)	(4,357)	6,393	Timing: not required to date
Contract Services	(73,868)	(14,880)	(910)	(2,740)	(2,134)	0	
Chemicals	(21,062)	(26,075)	(1,859)	(5,315)	(4,467)	0	
Utilities	(163,321)	(195,900)	(21,522)	(35,900)	(37,459)	0	
Utilities - Water	(35,065)	(38,500)	(5,073)	(6,125)	(5,073)	0	
Vehicle Operating Exps	(7,203)	(6,960)	(97)	(1,160)	(801)	0	
Fringe Benefits Tax	(174)	(600)	(58)	(100)	(116)	0	
Café Expenses	(34,205)	(35,000)	(3,470)	(6,000)	(6,869)	0	
Kiosk Stock	(51,122)	(55,500)	(3,815)	(9,250)	(5,443)	0	
Special Projects	(38,087)	(55,500)	(250)	(2,500)	(845)	0	
Non-Capital Equipment	(39,098)	(36,033)	(3,406)	(17,283)	(5,640)	11,643	Timing: not required to date
Profit (Loss) on Disposal of Assets	(147,505)	0	0	0	0	0	
Depreciation	(351,213)	(373,404)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>(2,368,501)</b>	<b>(2,265,198)</b>	<b>(163,184)</b>	<b>(350,792)</b>	<b>(326,977)</b>		
<b>CAPITAL INCOME</b>							
Grants for Development of Assets	0	0	0	0	0	0	
Proceeds from Disposal of Assets	909	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>	<b>909</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>							
Purchase of Asset	(434,034)	(75,000)	(4,864)	(12,000)	(4,864)	0	
- Fitness Centre	0	(7,000)	0	(7,000)	0	0	
- Aquatic Centre	(418,144)	(53,000)	(4,864)	0	(4,864)	0	
- Indoor Rec Centre	(15,890)	(15,000)	0	(5,000)	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>(434,034)</b>	<b>(75,000)</b>	<b>(4,864)</b>	<b>(12,000)</b>	<b>(4,864)</b>		
<b>Business Unit Totals</b>							
Operating Income	802,510	829,900	67,514	125,700	140,330	14,630	
Operating Expenses	(2,368,501)	(2,265,198)	(163,184)	(350,792)	(326,977)	0	
Capital Income	909	0	0	0	0	0	
Capital Expenditure	(434,034)	(75,000)	(4,864)	(12,000)	(4,864)	0	
<b>TOTAL FOR BUSINESS UNIT</b>	<b>(1,999,116)</b>	<b>(1,510,298)</b>	<b>(100,534)</b>	<b>(237,092)</b>	<b>(191,511)</b>	<b>45,581</b>	

INDOOR SPORTS										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
IR72	73		Insurance Claim Payout	4,386	0	0	0	0	0	
IR75	67		Grants Operating	22,973	23,000	0	0	0	0	
IR81	84		Sundry Income	2,286	2,500	0	2,500	1,818	0	
IR82	84		Sales - Cafe	68,427	68,900	8,247	10,100	13,968	0	
IR83	84		Sales - Kiosk	50,175	60,000	3,615	9,100	6,904	0	
IR87	84		Fees and Charges	121,652	126,000	7,105	18,000	26,882	0	
<b>TOTAL OPERATING INCOME</b>				<b>269,901</b>	<b>280,400</b>	<b>18,967</b>	<b>39,700</b>	<b>49,572</b>		
<b>OPERATING EXPENDITURE</b>										
IR01	01		Salaries	(174,178)	(190,216)	(16,192)	(36,580)	(36,355)	0	
IR01	06		Accrued Leave	(12,662)	(13,910)	(1,070)	(2,675)	(2,675)	0	
IR02	02		Superannuation	(22,186)	(23,116)	(1,815)	(4,446)	(4,364)	0	
IR03	16		Consultant	(2,775)	0	0	0	0	0	
IR04	05		Training	(1,612)	(4,520)	0	0	(1,580)	0	
IR05	03		Workers Compensation	(2,243)	(2,120)	(179)	(408)	(358)	0	
IR06	04		Protective Clothing	(735)	(2,000)	(450)	0	(450)	0	
IR07	07		Recruitment	(1,380)	0	0	0	0	0	
IR10	27		Telephone	(318)	(504)	0	(84)	0	0	
IR11	27		Mobile Telephone	(4,118)	(3,560)	(160)	(360)	(321)	0	
IR12	38		Subscriptions and Publications	(2,570)	(3,100)	0	0	0	0	
IR17	09		Consumables	(11,673)	(8,600)	(1,412)	(1,434)	(1,924)	0	
IR19	16		Software Licences	0	0	0	0	0	0	
IR20	15		Equipment Repairs and Maintenance	(15,746)	(17,050)	(936)	(2,450)	(1,049)	0	
IR24	37		Refreshments and Receptions	(479)	(1,000)	0	(250)	0	0	
IR25	19		Advertising	(5,568)	(7,200)	(3,868)	(1,200)	(3,868)	0	
IR27	16		Insurance Claim	(4,386)	0	0	0	0	0	
IR28	16		Building Maintenance	(27,576)	(49,620)	(7,384)	(4,120)	(9,517)	0	
IR29	16		Contract Services	(63,997)	(6,240)	(160)	(1,300)	(384)	0	
IR30	21		Chemicals	(349)	0	0	0	0	0	
IR35	25		Electricity Charges	(12,452)	(11,400)	(818)	(1,900)	(1,518)	0	
IR35	26		Water Charges	(397)	(500)	(335)	(125)	(335)	0	
IR36	16		Building Operations	0	(61,800)	(3,096)	(10,450)	(3,817)	0	
IR40	98		Vehicle Operating Expenses	(7,203)	(6,960)	(97)	(1,160)	(801)	0	
IR41	08		Fringe Benefits Tax	(174)	(600)	(58)	(100)	(116)	0	
IR48	22		Cafe Stock	(34,205)	(35,000)	(3,470)	(6,000)	(6,660)	0	
IR49	22		Kiosk Stock	(51,122)	(55,500)	(3,815)	(9,250)	(5,443)	0	
IR50	16		Special Projects	(36,096)	(43,000)	(250)	(2,500)	(845)	0	
	16	IRS01	Kidsport Applications	(35,959)	(23,000)	(250)	(2,500)	(845)	0	
	16	IRS02	Trophies and Promotional Items	(136)	0	0	0	0	0	
	16	IRS03	Sports Masterplan	0	(20,000)	0	0	0	0	
IR58	12		Non-Capital Equipment	(11,638)	(13,900)	(2,607)	(3,850)	(4,684)	0	
IR90			Profit (Loss) on Sale of Assets	27	0	0	0	0	0	
IR98	51		Depreciation	(126,869)	(144,000)	0	0	0	0	
			<b>Café</b>	<b>(88,328)</b>	<b>(67,554)</b>	<b>(6,805)</b>	<b>(13,469)</b>	<b>(17,185)</b>	<b>0</b>	
IC01	01		Café Salaries	(68,646)	(49,960)	(5,253)	(9,608)	(13,324)	0	
IC01	06		Café Accrued Leave	(3,765)	(2,900)	(223)	(558)	(558)	0	

INDOOR SPORTS										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
IC02	02		Café Superannuation	(10,031)	(6,748)	(793)	(1,298)	(1,966)	0	
IC05	03		Café Workers Compensation	(626)	(546)	(47)	(105)	(94)	0	
IC12	38		Café Licences & Fees	0	0	0	0	(209)	0	
IC17	09		Café Consumables	(5,260)	(7,400)	(489)	(1,900)	(1,033)	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(723,008)</b>	<b>(772,970)</b>	<b>(54,977)</b>	<b>(104,111)</b>	<b>(104,249)</b>		
<b>CAPITAL INCOME</b>										
IR91	95		Proceeds from Sale of Assets	909	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>909</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
IR88	55		Buildings	0	(15,000)	0	(5,000)	0	0	
	16	IRC003	Basketball kiosk conversion	0	(5,000)	0	(5,000)	0	0	
	16	IRC004	Upgrade dry change rooms	0	(10,000)	0	0	0	0	
IR93	55		Plant & Equipment	0	0	0	0	0	0	
IR97	55		Furniture & Equipment	(15,890)	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(15,890)</b>	<b>(15,000)</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	269,901	280,400	18,967	39,700	49,572	0	
			Operating Expenses	(723,008)	(772,970)	(54,977)	(104,111)	(104,249)	0	
			Capital Income	909	0	0	0	0	0	
			Capital Expenditure	(15,890)	(15,000)	0	(5,000)	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(468,088)</b>	<b>(507,570)</b>	<b>(36,011)</b>	<b>(69,411)</b>	<b>(54,677)</b>	<b>14,734</b>	

AQUATIC CENTRE										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
AC87	81		Fees and Charges	251,519	253,500	22,581	38,000	41,568	0	
AC76	67		Operating Grant Income	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>251,519</b>	<b>253,500</b>	<b>22,581</b>	<b>38,000</b>	<b>41,568</b>		
<b>OPERATING EXPENDITURE</b>										
AC01	01		Salaries	(402,349)	(384,630)	(30,919)	(73,967)	(78,783)	0	
AC01	06		Accrued Leave	(74,831)	(32,954)	(2,535)	(6,337)	(6,337)	0	
AC02	02		Superannuation	(43,872)	(41,364)	(3,534)	(7,954)	(9,064)	0	
AC03	17		Consultant	(13,400)	0	0	0	0	0	
AC04	05		Training	(9,500)	(12,826)	0	0	(1,260)	0	
AC05	03		Workers Compensation	(5,777)	(4,354)	(368)	(837)	(736)	0	
AC06	04		Protective Clothing/Uniform	(1,975)	(2,500)	(1,525)	(1,500)	(1,525)	0	
AC07	07		Recruitment	(901)	0	0	0	0	0	
AC12	38		Subscriptions and Publications	(120)	(855)	0	0	0	0	
AC15	13		Printing and Stationary	0	(1,200)	0	(200)	0	0	
AC17	09		Consumables	(5,948)	(6,040)	(164)	(990)	(557)	0	
AC20	15		Equipment Repairs and Maintenance	(28,405)	(33,000)	(710)	(6,000)	(345)	0	
AC25	19		Advertising	(3,513)	(3,000)	0	(500)	0	0	
AC27	09		Insurance Claims	0	0	0	0	0	0	
AC28	09		Building Maintenance	(50,303)	(36,000)	(2,925)	(6,000)	(3,754)	0	
AC29	16		Contract Services	(4,389)	0	0	0	0	0	
AC30	21		Chemicals	(20,714)	(26,075)	(1,859)	(5,315)	(4,467)	0	
AC35	25		Utilities - Electricity & Energy	(150,869)	(184,500)	(20,704)	(34,000)	(35,941)	0	
AC35	26		Utilities - Water	(34,668)	(38,000)	(4,738)	(6,000)	(4,738)	0	
AC36	16		Building Operations	0	(1,800)	0	(300)	(540)	0	
AC50	16		Special Projects	0	(12,500)	0	0	0	0	
	16	ACS001	Master plan for LTS/Hydrotherapy pool	0	(7,500)	0	0	0	0	
	16	ACS002	Roof renovation / repair consultant	0	(5,000)	0	0	0	0	
AC58	12		Non-Capital Equipment	(4,986)	(5,100)	(799)	(1,500)	(799)	0	
AC90	50		Profit/Loss on Disposal of Assets	(147,533)	0	0	0	0	0	
AC98	51		Depreciation	(222,559)	(227,004)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,226,612)</b>	<b>(1,053,702)</b>	<b>(70,780)</b>	<b>(151,400)</b>	<b>(148,847)</b>		
<b>CAPITAL INCOME</b>										
AC75	70		Capital Grant Income	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
AC88	16		Buildings	(8,756)	(33,000)	(4,864)	0	(4,864)	0	
	16	ACC006	Replacement Tile floor in eating area	0	(25,000)	0	0	0	0	
	16	ACC007	Additional Beam seating in aquatic centre	0	(8,000)	(4,864)	0	(4,864)	0	
AC93	55		Plant & Equipment	(409,388)	0	0	0	0	0	
AC97	55		Furniture & Equipment	0	(20,000)	0	0	0	0	
	09	ACC008	Pool Inflatable	0	(13,500)	0	0	0	0	
	09	ACC009	Replacement Lane Ropes (Asset#60)	0	(6,500)	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(418,144)</b>	<b>(53,000)</b>	<b>(4,864)</b>	<b>0</b>	<b>(4,864)</b>		
<b>Business Unit Totals</b>										
			Operating Income	251,519	253,500	22,581	38,000	41,568	0	
			Operating Expenses	(1,226,612)	(1,053,702)	(70,780)	(151,400)	(148,847)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	(418,144)	(53,000)	(4,864)	0	(4,864)	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(1,393,237)</b>	<b>(853,202)</b>	<b>(53,063)</b>	<b>(113,400)</b>	<b>(112,142)</b>	<b>0</b>	



GROUP FITNESS and GYM										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
FC75	67		Operating Grant Income	3,000	0	0	0	0	0	
FC87	84		Fees and Charges	278,091	296,000	25,967	48,000	49,190	0	
<b>TOTAL OPERATING INCOME</b>				<b>281,091</b>	<b>296,000</b>	<b>25,967</b>	<b>48,000</b>	<b>49,190</b>		
<b>OPERATING EXPENDITURE</b>										
FC01	01		Salaries	(236,048)	(247,714)	(15,391)	(47,637)	(43,437)	0	
FC01	06		Accrued Leave	(21,781)	(17,640)	(1,357)	(3,392)	(3,392)	0	
FC02	02		Superannuation	(20,691)	(28,106)	(1,498)	(5,405)	(4,051)	0	
FC04	05		Training	(7,466)	(7,666)	(573)	0	(692)	0	
FC05	03		Workers Compensation	(3,020)	(2,756)	(233)	(530)	(466)	0	
FC06	04		Uniforms	(950)	(1,500)	0	(500)	15	0	
FC07	07		Recruitment	(884)	0	0	0	0	0	
FC12	38		Subscriptions, Publications & Memberships	(16,786)	(17,399)	(1,929)	(3,800)	(2,863)	0	
FC17	09		Consumables	(1,774)	(2,270)	(119)	(240)	101	0	
FC18	20		Equipment lease/rental	(60,087)	(56,000)	(13,453)	(14,000)	(14,112)	0	
FC19	16		Software Licence	0	0	0	0	0	0	
FC20	15		Equipment Repairs and Maint	(5,606)	(10,000)	(2,125)	(2,950)	(2,638)	0	
FC25	19		Advertising	(5,627)	(6,480)	0	(1,330)	0	0	
FC28	09		Building Maintenance	(6,430)	(12,922)	0	(2,124)	(440)	0	
FC29	16		Contract Services	(5,483)	(8,640)	(750)	(1,440)	(1,750)	0	
FC36	16		Building Operations	0	0	0	0	0	0	
FC50			Special Projects	(1,991)	0	0	0	0	0	
FC58	12		Minor Equipment	(22,473)	(17,033)	0	(11,933)	(157)	11,776	Timing: Not required to date
FC98	51		Depreciation	(1,785)	(2,400)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(418,882)</b>	<b>(438,526)</b>	<b>(37,427)</b>	<b>(95,281)</b>	<b>(73,881)</b>		
<b>CAPITAL INCOME</b>										
FC76	70		Capital Grant Income	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
FC89	55		Building	0	0	0	0	0	0	
FC93	56		Plant & Equipment	0	0	0	0	0	0	
FC97	56		Furniture & Equipment	0	(7,000)	0	(7,000)	0	0	
		FCC001	Rehab Pulley Machine	0	(7,000)	0	(7,000)	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>(7,000)</b>	<b>0</b>	<b>(7,000)</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	281,091	296,000	25,967	48,000	49,190	0	
			Operating Expenses	(418,882)	(438,526)	(37,427)	(95,281)	(73,881)	21,400	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	(7,000)	0	(7,000)	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(137,791)</b>	<b>(149,526)</b>	<b>(11,460)</b>	<b>(54,281)</b>	<b>(24,691)</b>	<b>29,590</b>	

CULTURAL CENTRE										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
CC74	73		Contributions and Reimbursements	8,280	1,300	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>8,280</b>	<b>1,300</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
CC20	15		Equipment Repairs & Maintenance	0	(5,000)	0	0	0	0	
CC21	16		Removal and Relocation Expenses	(18,380)	(15,500)	(500)	(1,000)	(1,000)	0	
CC28	16		Building & Grounds Maintenance	(777)	0	0	0	0	0	
CC29	16		Contract Services	(244,307)	(246,507)	0	(246,507)	(245,281)	0	
CC35	25		Utilities	(6,579)	(1,300)	0	0	0	0	
CC90			Profit/(Loss) on disposal of asset	(1,277,411)	0	0	0	0	0	
CC98	51		Depreciation	(205,883)	(210,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,753,337)</b>	<b>(478,307)</b>	<b>(500)</b>	<b>(247,507)</b>	<b>(246,281)</b>		
<b>CAPITAL INCOME</b>										
CC75	70		Capital Grant Income	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
CC88	55		Buildings	0	0	0	0	0	0	
CC93	55		Plant & Equipment	0	0	0	0	0	0	
CC97	16		Furniture & Equipment	0	(70,000)	0	0	0	0	
	16	CCC01	Cultural Centre Kitchen Equipment	0	(20,000)	0	0	0	0	
	16	CCC02	Cultural Centre Furnishings	0	(50,000)	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>(70,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	8,280	1,300	0	0	0	0	
			Operating Expenses	(1,753,337)	(478,307)	(500)	(247,507)	(246,281)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	(70,000)	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(1,745,057)</b>	<b>(547,007)</b>	<b>(500)</b>	<b>(247,507)</b>	<b>(246,281)</b>	<b>0</b>	

AUGUSTA RECREATION										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
AR87	84		Fees and Charges	29,460	41,500	3,006	7,000	4,040	0	
<b>TOTAL OPERATING INCOME</b>				<b>29,460</b>	<b>41,500</b>	<b>3,006</b>	<b>7,000</b>	<b>4,040</b>		
<b>OPERATING EXPENDITURE</b>										
AR01	01		Salaries	(19,883)	(23,790)	(2,294)	(4,575)	(3,824)	0	
AR01	06		Accrued Leave	(1,040)	(1,130)	(87)	(217)	(217)	0	
AR02	02		Superannuation	(1,988)	(2,458)	(229)	(473)	(229)	0	
AR03	17		Consultant	(5,635)	0	0	0	0	0	
AR05	03		Workers Compensation	(288)	(260)	(22)	(50)	(44)	0	
AR17	09		Consumables	(1,860)	(2,500)	0	(900)	(157)	0	
AR18	15		Equipment Leasing	0	(16,800)	0	(2,800)	0	0	
AR20	15		Equipment Repairs & Maintenance	(5,538)	(6,000)	(855)	(1,000)	(1,093)	0	
AR25	19		Advertising	(968)	(7,630)	(114)	(230)	(114)	0	
AR28	16		Building Maintenance	(18,158)	(27,400)	(1,727)	(13,900)	(962)	12,938	Timing: Tiling scheduled for September
AR29	16		Contract Services	(3,852)	0	0	0	0	0	
AR30	21		Chemicals	(1,838)	(2,450)	(9)	(350)	(68)	0	
AR35	25		Utilities	(8,236)	(8,400)	(799)	(1,400)	(1,499)	0	
AR36	16		Building Operations	0	(7,200)	0	(1,200)	(540)	0	
AR50	16		Special Projects	0	(8,500)	0	0	0	0	
	16	ARS01	Augusta Civic Park Masterplan	0	(8,500)	0	0	0	0	
AR58	12		Minor Equipment	(2,865)	(4,600)	(1,121)	(2,800)	(3,672)	0	
AR90	50		Loss on Disposal of Assets	(26,040)	0	0	0	0	0	
AR98	51		Depreciation	(46,404)	(48,396)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(144,593)</b>	<b>(167,514)</b>	<b>(7,257)</b>	<b>(29,895)</b>	<b>(12,419)</b>		
<b>CAPITAL INCOME</b>										
AR75	70		Capital Grants	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
AR88	55		Land and Buildings	(50,840)	(13,500)	0	(13,500)	0	13,500	Timing: RFQs to be prepared
	16	ARB02	Storage Shed for Football & Cricket clubs	0	(8,500)	0	(8,500)	0	0	
	16	ARB03	Repaint Croquet/Tennis Clubrooms and install safety glass doors	0	(5,000)	0	(5,000)	0	0	
AR89	55		Infrastructure	0	(10,000)	0	0	0	0	
	16	ARB04	Tennis Club Fencing	0	(10,000)	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(50,840)</b>	<b>(23,500)</b>	<b>0</b>	<b>(13,500)</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	29,460	41,500	3,006	7,000	4,040	0	
			Operating Expenses	(144,593)	(167,514)	(7,257)	(29,895)	(12,419)	17,476	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	(50,840)	(23,500)	0	(13,500)	0	13,500	
				<b>(165,973)</b>	<b>(149,514)</b>	<b>(4,251)</b>	<b>(36,395)</b>	<b>(8,379)</b>	<b>28,016</b>	

GLOUCESTER PARK										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
GP72	73		Insurance claim payout	0	0	0	0	0	0	
GP86	80		Reimbursements	28,535	33,000	5,102	5,500	6,249	0	
GP87	84		Fees and Charges	44,640	41,500	(309)	27,250	18,703	0	
<b>TOTAL OPERATING INCOME</b>				<b>73,174</b>	<b>74,500</b>	<b>4,793</b>	<b>32,750</b>	<b>24,952</b>		
<b>OPERATING EXPENDITURE</b>										
GP03	17		Consultant	(26,120)	0	0	0	0	0	
GP20	15		Equipment Repairs and Maintenance	(19,897)	0	0	0	0	0	
GP26	16		Building Operations	0	(3,000)	0	(500)	0	0	
GP27	09		Insurance Claims	0	0	0	0	0	0	
GP28	15		Building Maintenance	(9,191)	(10,300)	0	(1,300)	(165)	0	
GP30	09		Line Marking Paint	(3,797)	(5,000)	(689)	(1,000)	(689)	0	
GP29	16		Contract Services	(460)	0	0	0	0	0	
GP35	25		Utilities	(33,850)	(42,500)	(3,030)	(7,000)	(6,030)	0	
GP36	16		Infrastructure Maintenance	0	(17,500)	0	0	(90)	0	
GP50	16		Special Projects	0	(28,000)	(213)	(3,000)	(1,488)	0	
	16	GPP01	Western Pavilion Planning	0	(8,000)	0	(3,000)	(1,275)	0	
	16	GPP02	Masterplan Stage 1 Reporting	0	(20,000)	(213)	0	(213)	0	
GP58	16		Non-Capital Equipment	(2,600)	0	0	0	0	0	
GP90			Profit (Loss) on Disposal of Assets	(33,288)	0	0	0	0	0	
GP98	51		Depreciation	(127,763)	(128,004)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(256,965)</b>	<b>(234,304)</b>	<b>(3,932)</b>	<b>(12,800)</b>	<b>(8,462)</b>		
<b>CAPITAL INCOME</b>										
GP74	74		Grants and Contributions	13,030	0	0	0	0	0	
GP91	95		Proceeds on disposal of assets	233,500	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>246,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
GP88	16		Land and Buildings	(38,535)	0	0	0	0	0	
GP89	16		Infrastructure	(253,308)	(49,000)	0	(18,000)	0	18,000	
		GPS025	Margaret River Bowling Club greens	(246,530)	0	0	0	0	0	
		GPS027	Cowaramup Oval Cricket Pitch replacement	(4,678)	0	0	0	0	0	
		GPS028	Replacement Fence Western Oval	0	(21,000)	0	0	0	0	
		GPS029	Cowaramup BMX Club Track Upgrade	0	(18,000)	0	(18,000)	0	18,000	Timing: Project to commence Dec/Jan
		GPS031	Player Boxes for Seating LWO	0	(10,000)	0	0	0	0	
		GPS032	MRYP fence realignment (football oval)	(2,100)	0	0	0	0	0	
GP93	55		Plant & Equipment	0	0	0	0	0	0	
GP97	16		Furniture & Equipment	0	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>(291,843)</b>	<b>(49,000)</b>	<b>0</b>	<b>(18,000)</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	73,174	74,500	4,793	32,750	24,952	0	
			Operating Expenses	(256,965)	(234,304)	(3,932)	(12,800)	(8,462)	0	
			Capital Income	246,530	0	0	0	0	0	
			Capital Expenditure	(291,843)	(49,000)	0	(18,000)	0	18,000	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(229,104)</b>	<b>(208,804)</b>	<b>861</b>	<b>1,950</b>	<b>16,489</b>	<b>14,539</b>	

PARKS and GARDENS - Recreation and Culture										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
GD72	73		Insurance claim payout	1,475	0	0	0	0	0	
GD74	73		Contributions - Operating	4,360	4,400	0	0	0	0	
	73	GDG06	Other Contributions to Assets	4,360	4,400	0	0	0	0	
	73	GDG07	Water Corporation reimbursement of Rendall Weir agreement	0	0	0	0	0	0	
	73	GDG08	DoE contribution to maintenance of Rapids Landing Primary School Oval	0	0	0	0	0	0	
	73	GDG23	Lions Club contribution for Cemetery works	0	0	0	0	0	0	
	73	GDG24	Rotary Club contribution to Rotary Park works	0	0	0	0	0	0	
	73	GDG26	Contributions to Gracetown Basketball Half-court	0	0	0	0	0	0	
GD82	84		Sundry Income	0	0	0	0	0	0	
GD90	94		Profit on Disposal of Assets	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>5,835</b>	<b>4,400</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
GD52			<b>Reserve Maintenance</b>	<b>(1,624,052)</b>	<b>(1,580,842)</b>	<b>(79,237)</b>	<b>(240,290)</b>	<b>(159,490)</b>	<b>80,800</b>	Timing: refer below
		RGP1	Gloucester Park Surrounds	(98,973)	(66,600)	(3,817)	(8,880)	(4,584)	0	
		RGP2	Western Playing Fields	(50,143)	(57,363)	(1,753)	(9,562)	(4,727)	0	
		RGP3	Nippers Oval	(28,665)	(19,442)	(744)	(2,162)	(3,068)	0	
		RGP4	AMR Football/Playground Area	(1,313)	(2,400)	(243)	(400)	(404)	0	
		RGP5	Main Oval	(47,005)	(33,163)	(1,437)	(4,734)	(4,269)	0	
		RGP6	Skate Park & Surrounds	(7,021)	(50,001)	(849)	(8,334)	(2,314)	0	
		RMR01	MR Townsite Area Gardens - Reserves Maintenance	(368,797)	(383,041)	(13,682)	(63,840)	(34,605)	29,235	Timing: Staff diverted to storm damage.
		RMR02	Prevelly/Gnarabup Townsite Gardens - Reserves Maintenance	(66,800)	(49,812)	(3,503)	(8,302)	(6,514)	0	
		RMR03	Street & Reserve Furniture Mntnc - Reserves Maintenance	(15,922)	(4,728)	(804)	(786)	(2,684)	0	
		RMR04	Gracetown Townsite Area Gardens - Reserves Maintenance	(30,369)	(33,214)	(992)	(5,538)	(1,316)	0	
		RMR05	Playground Inspections & Mtce - Reserves Maintenance	(28,330)	(21,408)	(6,000)	(3,566)	(8,868)	0	
		RMR06	Witchcliffe Townsite Area Gardens - Reserves Maintenance	(22,788)	(22,464)	(750)	(3,744)	(2,139)	0	
		RMR07	Riverslea Subdivision New Parks Mtce - Reserves Maintenance	(75,003)	(53,640)	(3,690)	(8,942)	(11,869)	0	
		RMR08	Cowaramup Townsite Area Gardens - Reserves Maintenance	(148,288)	(104,160)	(5,734)	(17,360)	(8,846)	0	
		RMR09	MR Office Surrounds - Reserves Maintenance	(36,456)	(24,000)	(713)	(4,000)	(1,131)	0	
		RMR10	Augusta Townsite Area Gardens - Reserves Maintenance	(202,156)	(213,361)	(12,048)	(35,562)	(26,387)	0	
		RMR12	MR Library Surrounds - Reserves Maintenance	(5,964)	(11,034)	(1,967)	(1,104)	(5,405)	0	
		RMR13	Augusta Admin Building Surrounds - Reserves Maintenance	(6,282)	(7,883)	0	(1,316)	(863)	0	
		RMR14	Other Council Bldgs/Hall Surrounds - Reserves Maintenance	(9,081)	(7,799)	0	(1,302)	(989)	0	
		RMR15	Rails to Trails - Reserve Maintenance	0	(15,000)	0	0	0	0	

PARKS and GARDENS - Recreation and Culture										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
		RMR16	Events Assistance - Reserves Maintenance	(1,934)	(2,519)	0	(420)	0	0	
		RMR17	Surfer's Point Precinct Maintenance	(92,062)	(75,505)	(1,637)	(12,584)	(2,889)	0	
		RMRAU1	Par 3 Golf Course - Reserve Maintenance	(9,220)	(9,647)	(590)	(1,608)	(1,377)	0	
		RMRAU2	Croquet Club - Reserve Maintenance	(4,248)	(4,165)	(540)	(692)	(540)	0	
		RMRAU3	Augusta Main Oval - Reserve Maintenance	(13,909)	(14,064)	(290)	(2,344)	(869)	0	
		RMRAU5	General Grounds - Reserve Maintenance	(8,389)	(12,000)	0	(2,002)	0	0	
		RES07	Brookfield Subdivision - Reserve Maintenance	(97,910)	(108,001)	(11,164)	(18,000)	(15,100)	0	
		RES08	Margaret River Foreshore - Reserve Maintenance	(2,969)	(2,099)	(44)	(350)	(73)	0	
		RES09	Molloy Island - Reserve Maintenance	0	(500)	0	0	0	0	
		RES10	Bioretention Basin Maintenance	(995)	(3,001)	0	(502)	(190)	0	
		RES40	Parkwater Subdivision	(34,694)	(19,200)	(1,207)	(3,200)	(1,838)	0	
		RES41	Rapids Landing subdivision	(19,826)	(29,999)	(452)	(1,968)	(635)	0	
		RES65	Rapids Landing Oval Maintenance	0	0	(4,158)	0	(4,158)	0	
		RES42	Rural Sports Facilities	(4,283)	(5,856)	0	(978)	(165)	0	
		RMR20	Oval Top Dressing	(29,402)	(50,428)	0	0	0	0	
		RMR21	Reserve on Redgate Subdivision	(8,574)	(10,082)	(375)	(1,682)	(375)	0	
		RMR22	Street and Christmas Tree Lights	(16,387)	(12,607)	0	0	0	0	
		RMR23	Lower Western Oval - Reserve Maintenance	(868)	(13,500)	0	0	0	0	
		RMR24	Cowaramup Oval - Reserves Maintenance	(29,028)	(27,156)	(55)	(4,526)	(300)	0	
GD54			<b>Cemetery Maintenance</b>	<b>(27,767)</b>	<b>(12,594)</b>	<b>(1,200)</b>	<b>(3,506)</b>	<b>(2,829)</b>	<b>0</b>	
		CEM01	Karridale Cemetery Grounds	(4,090)	(4,153)	0	(692)	(631)	0	
		CEM02	Margaret River Cemetery Grounds	(23,678)	(8,441)	(1,200)	(2,814)	(2,198)	0	
GD56			<b>Townsite Road Reserves Mtce.</b>	<b>(295,140)</b>	<b>(293,261)</b>	<b>(30,871)</b>	<b>(63,614)</b>	<b>(45,973)</b>	<b>17,641</b>	Timing: refer below
		TRM1	Verge Maintenance-Townsites	(201,761)	(153,000)	(9,037)	(25,500)	(18,764)	0	
		TRM2	Dangerous Tree Mtce.	(93,107)	(92,461)	(21,833)	(15,412)	(27,209)	(11,797)	Timing: Excessive seasonal storm damage
		TRM3	Street Tree Planting-Townsites	(105)	(43,000)	0	(21,502)	0	21,502	Timing: New stock not yet required.
		TRM4	Weed Removal Townsites	(167)	(4,800)	0	(1,200)	0	0	
GD58			<b>Recycled Water Maintenance</b>	<b>(33,388)</b>	<b>(25,747)</b>	<b>(402)</b>	<b>(9,090)</b>	<b>(402)</b>	<b>0</b>	
		REW01	Inspection and Testing	(657)	(1,499)	0	0	0	0	
		REW02	Repairs and maintenance	(32,731)	(15,158)	(402)	0	(402)	0	
		REW03	Vertidrainage	0	0	0	0	0	0	
		REW04	Annual service Charge - Water Corp	0	(9,090)	0	(9,090)	0	0	
GD59			<b>Fire Management Shire Parks/Reserves</b>	<b>(91,342)</b>	<b>(75,000)</b>	<b>(1,119)</b>	<b>0</b>	<b>(1,119)</b>	<b>0</b>	
		RFM01	Fire Management Shire Parks/Reserves	(91,342)	(75,000)	(1,119)	0	(1,119)	0	
GD60			<b>Structures on Reserves</b>	<b>(1,885)</b>	<b>(3,520)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		EVM01	Margaret River EV Charging Station	(1,090)	(1,260)	0	0	0	0	
		EVM02	Augusta EV Charging Station	(585)	(1,260)	0	0	0	0	
		ILS1	Illuminated Sign - Cultural Centre	(210)	(1,000)	0	0	0	0	
GD61			<b>Natural Areas Maintenance</b>	<b>0</b>	<b>0</b>	<b>(38,745)</b>	<b>0</b>	<b>(38,977)</b>	<b>(38,977)</b>	Timing: refer below

PARKS and GARDENS - Recreation and Culture										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
		NAM01	Reserve Management Plans	0	0	(527)	0	(759)	0	
		NAM02	Planting	0	0	(37,669)	0	(37,669)	(37,669)	Perm: To be adjusted at MidYear Review
		NAM03	Spraying for Weed Control	0	0	0	0	0	0	
		NAM04	Other Weed Control	0	0	(549)	0	(549)	0	
GD98	51		Depreciation	(590,556)	(564,000)	0	0	0	0	
TOTAL OPERATING EXPENDITURE				(2,665,605)	(2,554,964)	(151,573)	(316,500)	(248,788)		
CAPITAL INCOME										
GD73	74		Contributions to Asset Development	24,000	0	0	0	0	0	
GD75	70		Capital Grant Income	0	332,207	0	0	0	0	
	70	GDG25	CSRFF Grant for Lower Western Oval	0	332,207	0		0		
TOTAL CAPITAL INCOME				24,000	332,207	0	0	0		
CAPITAL EXPENDITURE										
GD89			Infrastructure Assets	(796,110)	(2,835,149)	(66,398)	0	(421,647)		
		RES119	Play equipment replacement annual program	(104,189)	(250,000)	(58,478)	0	(91,177)	(91,177)	Timing: Projects carried over commenced
		RES120	Recycled water reticulation expansion	(19,416)	0	0	0	0	0	
		RES126	Annual Allocation for POS infrastructure renewal	(121,668)	(100,000)	0	0	0	0	
		RES127	Annual Allocation for Garden Renewal Planting	(24,792)	0	0	0	0	0	
		RES128	Annual Allocation for Cemetery Works	(17,404)	(10,000)	0	0	0	0	
		RES129	West Cowaramup POS upgrade	(1,015)	(45,000)	0	0	0	0	
		RES132	Annual Allocation for POS improvement	(58,958)	(50,000)	0	0	0	0	
		RES133	Gloucester Park Improvements	0	0	0	0	0	0	
		RES139	Gloucester Park - Lower Western Oval development	(6,577)	(1,168,999)	(299)	0	(299)	0	
		RES141	Rapids Landing School POS Development	(6,873)	(426,150)	(1,518)	0	(3,462)	0	
		RES142	Wallcliffe Road road reserve works in front of MRYP	(14,766)	(120,000)	(6,103)	0	(6,710)	0	
		RES143	Rapids Landing School Oval	(320,000)	(320,000)	0	0	(320,000)	(320,000)	Timing: DoE second instalment
		RES144	Margaret River Cemetery Shelter	(100,452)	0	0	0	0	0	
		RES145	Half Court Basketball - Gracetown	0	(25,000)	0	0	0	0	
		RES146	HEART Project Landscaping	0	(70,000)	0	0	0	0	
		RES147	JAD Landscaping	0	(250,000)	0	0	0	0	
GD96			P&G Capital Expenditure - Donated Assets	0	0	0	0	0		
TOTAL CAPITAL EXPENDITURE				(796,110)	(2,835,149)	(66,398)	0	(421,647)		
Business Unit Totals										
			Operating Income	5,835	4,400	0	0	0	0	
			Operating Expenses	(2,665,605)	(2,554,964)	(151,573)	(316,500)	(248,788)	67,712	
			Capital Income	24,000	332,207	0	0	0	0	
			Capital Expenditure	(796,110)	(2,835,149)	(66,398)	0	(421,647)	(421,647)	
TOTAL FOR BUSINESS UNIT				(3,431,880)	(5,053,506)	(217,972)	(316,500)	(670,436)	(353,936)	



ASSET SERVICES - Transport										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
TY74	73		Contributions	1,140	0	2,500	0	2,500	0	
TY75	67		<b>Operating Grant Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
TY82	84		Sundry Income	11,343	1,200	515	200	515	0	
TY81	84		Fees and Charges (GST free)	104,254	90,000	2,557	20,000	36,005	16,005	Timing: Annual Fees invoiced
TY87	84		Fees & Charges (GST Inc)	13,160	14,400	945	2,000	1,836	0	
<b>TOTAL OPERATING INCOME</b>				<b>129,897</b>	<b>105,600</b>	<b>6,516</b>	<b>22,200</b>	<b>40,856</b>		
<b>OPERATING EXPENDITURE</b>										
TY01	01		Salaries	(383,159)	(452,960)	(34,820)	(87,108)	(85,146)	0	
TY01	06		Accrued Leave	(49,425)	(44,160)	(3,397)	(8,492)	(8,492)	0	
TY02	02		Superannuation	(52,293)	(55,458)	(3,953)	(10,665)	(9,858)	0	
TY03	17		Consultant	(6,524)	(25,000)	0	(5,000)	0	0	
TY04	05		Training	(1,028)	(5,220)	0	0	0	0	
TY05	03		Workers Compensation	(5,564)	(5,174)	(437)	(995)	(874)	0	
TY06	04		Uniforms	(276)	(500)	0	(83)	(134)	0	
TY11	27		Mobile Telephone	(3,862)	(5,520)	(164)	(320)	(280)	0	
TY12	38		Subscriptions & Publications	(2,509)	(2,346)	(685)	(391)	(685)	0	
TY17	09		Consumables	(65)	(600)	0	(100)	0	0	
TY20	15		Equipment Repairs & Maintenance	(414)	(650)	0	(108)	0	0	
TY24	37		Refreshments	(15)	(300)	0	(50)	0	0	
TY25	19		Advertising	(247)	(800)	0	(133)	0	0	
TY35	25		Utilities - Street Lighting	(243,906)	(252,000)	(20,391)	(42,000)	(41,059)	0	
TY35	26		Utilities - Dump Point Water Charges	(231)	(600)	0	(600)	0	0	
TY36	42		Licence fees	(438)	(500)	(41)	(83)	(41)	0	
TY37	17		Land Administration fees	(2,939)	(4,000)	(354)	(667)	(400)	0	
TY40	98		Vehicle Operating Expenses	(6,587)	(9,000)	(958)	(1,500)	(2,401)	0	
TY41	08		Fringe Benefits Tax	(1,107)	(1,620)	(135)	(270)	(270)	0	
TY50	16		<b>Special Projects</b>	<b>(143,630)</b>	<b>(262,300)</b>	<b>(4,727)</b>	<b>(55,100)</b>	<b>(9,672)</b>	<b>45,428</b>	Timing: refer below
	16	TYA12	<i>Licensed surveyor for land administration</i>	<i>0</i>	<i>(6,000)</i>	<i>0</i>	<i>(1,000)</i>	<i>0</i>	<i>0</i>	
	16	TYA13	<i>Auditors for grant acquittal</i>	<i>0</i>	<i>(1,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA14	<i>Asset data collection/asset management plan preparation</i>	<i>(120,652)</i>	<i>(75,500)</i>	<i>(4,727)</i>	<i>(21,100)</i>	<i>(9,672)</i>	<i>11,428</i>	Timing: Project ongoing
	16	TYA34	<i>Annual paths and trails planning</i>	<i>(3,268)</i>	<i>(60,000)</i>	<i>0</i>	<i>(20,000)</i>	<i>0</i>	<i>20,000</i>	Timing: Commencement delayed
	16	TYA39	<i>Drainage Investigation</i>	<i>(5,800)</i>	<i>(15,000)</i>	<i>0</i>	<i>(3,000)</i>	<i>0</i>	<i>0</i>	
	16	TYA45	<i>Aboriginal Heritage Surveys</i>	<i>(4,550)</i>	<i>(30,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA46	<i>Resolution of Land Encroachment Issues</i>	<i>0</i>	<i>(4,800)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA47	<i>Alexandra Bridge Campground Foreshore Plan</i>	<i>0</i>	<i>(15,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA49	<i>Capes Region Boating Strategy update</i>	<i>0</i>	<i>(10,000)</i>	<i>0</i>	<i>(10,000)</i>	<i>0</i>	<i>0</i>	
	16	TYA50	<i>Concept Plan for Wallcliffe Road lookout area</i>	<i>0</i>	<i>(10,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA51	<i>Margaret River Precinct Masterplan</i>	<i>0</i>	<i>(20,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
	16	TYA52	<i>Pavement testing of Bussell Hwy (main street)</i>	<i>0</i>	<i>(15,000)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
TY51	53		Crossover Rebates	(9,405)	(5,100)	(1,140)	(850)	(1,710)	0	
TY98	51		Depreciation	(2,720)	(3,000)	0	0	0	0	



ASSET SERVICES - Transport										
COA	IE	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
TOTAL OPERATING EXPENDITURE				(916,344)	(1,136,808)	(71,204)	(214,516)	(161,023)		
CAPITAL INCOME										
TY76	70		Capital Grant Income	8,450	45,000	0	0	0		
	70	TYG22	WA Bicycle Network grant for path extension to MREC	0	45,000	0	0	0	0	
TY91	95		Proceeds from Sale of Assets	0	0	0	0	0	0	
TOTAL CAPITAL INCOME				8,450	45,000	0	0	0		
CAPITAL EXPENDITURE										
TY88	16		Land	0	(170,000)	0	0	0		
	16	TIA33	Purchase of land for Margaret River trail	0	(170,000)	0	0	0	0	
TY89	16		Infrastructure Assets	(82,243)	(200,000)	0	0	0		
	16	TIA24	Bridle Trail implementation	(6,995)	(23,000)	0	0	0	0	
	16	TIA26	Augusta Interpretation Plan implementation	(360)	(50,000)	0	0	0	0	
	16	TIA27	Trails signage implementation	(858)	(20,000)	0	0	0	0	
	16	TIA32	Gnarabup coastal erosion project	(29,260)	(62,000)	0	0	0	0	
	16	TIA34	Path extension to MREC - contribution to Department of Education	0	(45,000)	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(82,243)	(370,000)	0	0	0		
Business Unit Totals										
			Operating Income	129,897	105,600	6,516	22,200	40,856	18,656	
			Operating Expenses	(916,344)	(1,136,808)	(71,204)	(214,516)	(161,023)	53,493	
			Capital Income	8,450	45,000	0	0	0	0	
			Capital Expenditure	(82,243)	(370,000)	0	0	0	0	
TOTAL FOR BUSINESS UNIT				(860,239)	(1,356,208)	(64,687)	(192,316)	(120,166)	72,150	

CONSTRUCTION - Transport									
COA	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
<b>TOTAL OPERATING INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
CR90		Profit (Loss) on Disposal of Assets	0	0	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL INCOME</b>									
CR74	74	Restricted Contributions	40,163	0	0	0	0	0	
CR75		Grants	3,198,264	2,114,039	(5,315)	141,000	(2,531)	(143,531)	
	CRG03	Regional Roads Group	1,616,548	1,626,061	(5,315)	0	(2,531)	0	
	CRG05	Main Roads Direct	134,274	141,000	0	141,000	0	(141,000)	Timing: Grant request to be submitted to MRWA
	CRG06	Roads to Recovery	912,857	0	0	0	0	0	
	CRG09	Other Construction	0	116,000	0	0	0	0	
	CRG13	MRWA Bridge Grant	270,277	0	0	0	0	0	
	CRG14	Lotterywest for Wadandi Track	120,000	50,000	0	0	0	0	
	CRG17	Recreational Boating Facilities Scheme	0	97,500	0	0	0	0	
	CRG21	RBFS Grant for Ellis St Jetty Precinct	83,478	83,478	0	0	0	0	
	CRG22	Contribution for Cowaramup Primary School Carpark - Department of Education	60,830	0	0	0	0	0	
CR76		Construction - Non Cash Contributions (Developer Donated)	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>			<b>3,238,427</b>	<b>2,114,039</b>	<b>(5,315)</b>	<b>141,000</b>	<b>(2,531)</b>		
<b>CAPITAL EXPENDITURE</b>									
CR89		New Infrastructure	0	0	0	0	0	0	
CR94		Infrastructure Upgrades	(824,326)	(4,088,867)	(135,650)	(191,660)	(161,105)		
		Drainage Expansion		(142,207)	0	(50,000)	0	50,000	Timing: Program still to commence
		Path - Expansion		(970,000)	(2,326)	0	(3,110)	0	
		Carpark Expansion		(176,660)	(122,427)	(121,660)	(123,442)	0	
		Streetscape		(2,550,000)	(10,897)	(10,000)	(34,553)	(24,553)	Timing: Program commenced
		Kerb Expansion		0	0	0	0	0	
		Depot Expansion		(80,000)	0	(10,000)	0	0	
		Foreshore Facilities		(170,000)	0	0	0	0	
		Airport Upgrading		0	0	0	0	0	
CR95		Infrastructure Renewals	(4,963,528)	(4,184,707)	(76,642)	0	(146,939)		
		Bridge Preservation		0	1,164	0	1,164	0	

<b>CONSTRUCTION - Transport</b>									
COA	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
		Road Preservation		(132,615)	(3,911)	0	(4,207)	0	
		Road Rehabilitation		(2,837,092)	(60,348)	0	(78,118)	(78,118)	Timing: Warner Glen Rd design
		Rural - Gravel Resheeting		(600,000)	0	0	0	0	
		Path - Preservation		(150,000)	0	0	0	0	
		Drainage - Preservation		(100,000)	0	0	0	0	
		Kerb - Preservation		(75,000)	(11,219)	0	(11,282)	(11,282)	Timing: Seasonal works
		Foreshore Preservation		(290,000)	0	0	(52,167)	(52,167)	Timing: Gnarabup Boat Ramp
CR96		Construction - Non Cash Assets (Developer Donated)	0	0	0	0	0		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>(5,787,854)</b>	<b>(8,273,574)</b>	<b>(212,291)</b>	<b>(191,660)</b>	<b>(308,045)</b>		
<b>Business Unit Totals</b>									
		Operating Income	0	0	0	0	0	0	
		Operating Expenses	0	0	0	0	0	0	
		Capital Income	3,238,427	2,114,039	(5,315)	141,000	(2,531)	(143,531)	
		Capital Expenditure	(5,787,854)	(8,273,574)	(212,291)	(191,660)	(308,045)	(116,385)	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>(2,549,428)</b>	<b>(6,159,535)</b>	<b>(217,606)</b>	<b>(50,660)</b>	<b>(310,575)</b>	<b>(259,915)</b>	
Variance comments are on the jobs report on the following pages.									

# CONSTRUCTION - Transport

COA	JOB	DESCRIPTION	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>DEVELOPMENT OF ASSETS</b>								
CR89		INFRASTRUCTURE NEW	0	0	0	0		
<b>TOTAL CR89</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
CR94		INFRASTRUCTURE UPGRADES	(4,088,867)	(135,650)	(191,660)	(161,105)		
		<b>DRAINAGE EXPANSION</b>						
	DEN14	Drainage upgrade & expansion projects	(92,207)	0	0	0	0	
	DEN18	Wallcliffe Rd Stormwater drainage works (CAC Precinct)	(50,000)	0	(50,000)	0	50,000	Timing: Linked to Cultural Centre project
			<b>(142,207)</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>		
		<b>PATH - EXPANSION</b>						
	PXN002	Rails to Trails Cowaramup to Augusta Stage 1 (Gnarawary to Redgate Rd )	(100,000)	0	0	0	0	
	PXN003	Margaret River Trail Caves Rd to Rivermouth	(150,000)	(720)	0	(727)	0	
	PXN012	Path Expansion Annual Allocation	(250,000)	(1,606)	0	(2,383)	0	
	PXN013	Flinders Bay to Cape Leeuwin Lighthouse Path - Stage 2	(450,000)	0	0	0	0	
	PXN016	Darch Trail - Halcyon Drive to Pedestrian Bridge	(20,000)	0	0	0	0	
			<b>(970,000)</b>	<b>(2,326)</b>	<b>0</b>	<b>(3,110)</b>		
		<b>CARPARK EXPANSION</b>						
	CPN13	Disability parking bay upgrades	(10,000)	0	0	0	0	
	CPN14	Renew retaining wall - Fearn Ave car park	(20,000)	0	0	0	0	
	CPN15	Cowaramup Primary School Parking	(121,660)	(122,427)	(121,660)	(123,442)	0	
	CPN16	Margaret River Youth Precinct - Eastern Carpark	0	0	0	0	0	
	CPN17	Carpark Design & Development - Fearn Ave	(25,000)	0	0	0	0	
			<b>(176,660)</b>	<b>(122,427)</b>	<b>(121,660)</b>	<b>(123,442)</b>		
		<b>STREETSCAPE</b>						
	STS07	Margaret River Main Street Upgrade	(2,550,000)	(10,897)	(10,000)	(34,553)	(24,553)	Timing: Design & Tender specs
			<b>(2,550,000)</b>	<b>(10,897)</b>	<b>(10,000)</b>	<b>(34,553)</b>		
		<b>KERB EXPANSION</b>						
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>DEPOT EXPANSION</b>						
	DEX08	Depot Safety Improvements	(20,000)	0	0	0	0	
	DEX10	Margaret River Depot Asphalt Works	(50,000)	0	0	0	0	
	DEX11	MR Depot Shade Structure	(10,000)	0	(10,000)	0	0	
			<b>(80,000)</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>		
		<b>FORESHORE FACILITIES</b>						
	FFS16	Ellis Street Boat Ramp Finger Jetty	(144,000)	0	0	0	0	
	FFS20	Ellis Street Jetty Precinct - 20 boat trailer parking bays	0	0	0	0	0	
	FFS21	Flinders Bay Boatramp Handrails	(26,000)	0	0	0	0	
			<b>(170,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>AIRPORT UPGRADING</b>						
	AUA01	Augusta Airport Crossover Reimbursements	0	0	0	0	0	

# CONSTRUCTION - Transport

COA	JOB	DESCRIPTION	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	MRA03	Margaret River Aerodrome Improvements	0	0	0	0	0	
			0	0	0	0	0	
<b>TOTAL CR94</b>			<b>(4,088,867)</b>	<b>(135,650)</b>	<b>(191,660)</b>	<b>(161,105)</b>		
CR95		<b>INFRASTRUCTURE RENEWALS</b>	<b>(4,184,707)</b>	<b>(76,642)</b>	<b>0</b>	<b>(146,939)</b>		
		<b>BRIDGE PRESERVATION</b>						
	CAR17	Westbay Creek Road Bridge	0	(1,164)	0	(1,164)	0	
			0	(1,164)	0	(1,164)		
		<b>ROAD PRESERVATION</b>						
	X998	Asphalt overlays	(82,615)	(2,486)	0	(2,632)	0	
	X999	Rural Reseals	(50,000)	(1,425)	0	(1,575)	0	
			(132,615)	(3,911)	0	(4,207)		
		<b>ROAD REHABILITATION</b>						
	RRN030	Warner Glen Road reconstruction	(750,000)	(55,050)	0	(71,196)	(71,196)	Timing: Survey & Design
	RRN045	Rosa Brook Road reconstruction	(75,000)	(312)	0	(589)	0	
	RRN111	Carters Road reconstruction	(90,000)	(86)	0	(555)	0	
	RRN112	Rosa Glen Road reconstruction	(60,000)	(2,815)	0	(2,815)	0	
	RRN114	Wallcliffe Road Reconstruction works	(600,000)	(64)	0	(662)	0	
	RRN122	Boojidup Road reconstruction	(669,092)	(2,020)	0	(2,205)	0	
	RRN522	Surfers Point Road Kerb & Path	(200,000)	0	0	(46)	0	
	RRN399	Ashton Street reconstruction	(168,000)	0	0	0	0	
	RRN674	Extension of Heppingstone View to Allnutt Terrace	(180,000)	0	0	(49)	0	
			(2,837,092)	(60,348)	0	(78,118)		
		<b>RURAL - GRAVEL RESHEETING</b>						
	T998	Miscellaneous Gravel Resheeting	(450,000)	0	0	0	0	
	T999	Miscellaneous Gravel Reshouldering	(150,000)	0	0	0	0	
			(600,000)	0	0	0		
		<b>PATH - PRESERVATION</b>						
	PAP10	Annual Path Renewal Program	(100,000)	0	0	0	0	
	PAP11	Annual Pedestrian structure works	(50,000)	0	0	0	0	
			(150,000)	0	0	0		
		<b>DRAINAGE - PRESERVATION</b>						
	D020	Drainage renewal projects	(100,000)	0	0	0	0	
			(100,000)	0	0	0		
		<b>KERB - PRESERVATION</b>						
	KEP01	Staged kerb replacement	(75,000)	(11,219)	0	(11,282)	(11,282)	Timing: Seasonal works
			(75,000)	(11,219)	0	(11,282)		
		<b>FORESHORE PRESERVATION</b>						
	FFS17	Foreshore walls Augusta - stage 1	(10,000)	0	0	0	0	

## CONSTRUCTION - Transport

COA	JOB	DESCRIPTION	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	FFS18	Marine structures preservation	(230,000)	0	0	(52,167)	(52,167)	Timing: Procurement of materials for Gnarabup Boat Ramp
	FFS19	Alexandra Bridge campground riverside platform	(40,000)	0	0	0	0	
	FFS22	Gracetown jetty additional fenders	(10,000)	0	0	0	0	
			(290,000)	0	0	(52,167)		
		GRAVEL RESERVES						
			0	0	0	0		
		AIRPORT PRESERVATION						
			0	0	0	0	0	
			0	0	0	0		
TOTAL CR95			(4,184,707)	(76,642)	0	(146,939)		
TOTAL DEVELOPMENT OF ASSETS			(8,273,574)	(212,291)	(191,660)	(308,045)	0	

MAINTENANCE - Transport										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
MR87	93		Private Works Income	20,893	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>20,893</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
MR27			Insurance Claim	0	0	0	0	0	0	
MR29			Road Maintenance	(1,007,241)	(1,034,828)	(82,161)	(172,472)	(161,760)	0	
MR30			Roads - Ancillary	(705,618)	(656,117)	(158,251)	(109,352)	(274,346)	(164,994)	Timing/Perm: Works related to storm damage
MR31			Signs	(197,551)	(177,573)	(17,084)	(37,930)	(25,760)	12,170	Timing: Staff diverted to storm damage
MR33			Carpark	(35,154)	(27,622)	(1,908)	(4,606)	(5,139)	0	
MR34			Paths	(99,645)	(93,873)	(1,961)	(15,644)	(5,849)	0	
MR35			Drainage	(320,120)	(330,143)	(61,965)	(115,930)	(108,038)	0	
MR36			Bridge	(120,849)	(131,009)	(2,466)	(17,088)	(5,764)	11,324	Timing: Inclement weather
MR37			Airstrip	(14,391)	(24,920)	(2,684)	(4,156)	(4,660)	0	
MR38			Foreshore Facilities	(53,395)	(35,639)	(2,631)	(5,944)	(5,696)	0	
MR39			Waste Collection - Public Space	(265,161)	(246,863)	(14,951)	(41,144)	(35,874)	0	
MR40			Rehabilitation of Resource Pits	(1,310)	(50,000)	0	0	0	0	
MR42			Dump Points	(1,798)	0	0	0	0	0	
MR53			Environmental Incident Cleanup	(2,259)	0	0	0	0	0	
MR54			Private Works	(24,343)	0	0	0	0	0	
MR98			Depreciation	(5,705,914)	(5,700,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(8,554,748)</b>	<b>(8,508,587)</b>	<b>(346,061)</b>	<b>(524,266)</b>	<b>(632,887)</b>		
<b>CAPITAL INCOME</b>										
MR74	74		Contributions	0	0	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	20,893	0	0	0	0	0	
			Operating Expenses	(8,554,748)	(8,508,587)	(346,061)	(524,266)	(632,887)	(108,621)	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(8,533,855)</b>	<b>(8,508,587)</b>	<b>(346,061)</b>	<b>(524,266)</b>	<b>(632,887)</b>	<b>(108,621)</b>	

# MAINTENANCE - Transport

COA	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING EXPENDITURE</b>									
MR29		<b>ROADS - MAINTENANCE</b>	<b>(1,007,241)</b>	<b>(1,034,828)</b>	<b>(82,161)</b>	<b>(172,472)</b>	<b>(161,760)</b>	<b>0</b>	
		<b>ROAD MAINTENANCE</b>	<b>(1,007,241)</b>	<b>1,034,828</b>	<b>(82,161)</b>	<b>(172,472)</b>	<b>(161,760)</b>		
MR30		<b>ROADS - ANCILLARY</b>	<b>(705,618)</b>	<b>(656,117)</b>	<b>(158,251)</b>	<b>(109,352)</b>	<b>(274,346)</b>	<b>(164,994)</b>	Timing: refer below
	RMA1	Urban Street Sweeping - Roads Ancillary	(94,603)	(81,936)	(8,101)	(13,656)	(8,101)	0	
	RMA2	Tree Pruning - Roads Ancillary	(218,485)	(239,364)	(30,690)	(39,894)	(40,572)	0	
	RMA3	Dangerous Tree Removal - Roads Ancillary	(60,197)	(44,462)	0	(7,410)	0	0	
	RMA4	Verge Spraying - Roads Ancillary	(25,760)	(25,501)	0	(4,250)	(229)	0	
	RMA5	Storm Damage Cleanup - Roads Ancillary	(306,573)	(264,854)	(105,385)	(44,142)	(210,162)	(166,020)	Timing: Severe weather events. Possibly will require mid year budget review.
	RMA6	Vehicle Accident Cleanup	0	0	(40)	0	(40)	0	
	RMA7	Survey & Design - Roads Ancillary	0	0	0	0	0	0	
	RMA8	Spraying for Weed Control	0	0	0	0	0	0	
	RMA9	Other Weed Control	0	0	(14,035)	0	(15,242)	(15,242)	Perm: Natural Areas Weed Control. Requires budget review.
MR31		<b>SIGNS</b>	<b>(197,551)</b>	<b>(177,573)</b>	<b>(17,084)</b>	<b>(37,930)</b>	<b>(25,760)</b>	<b>12,170</b>	
	RCFS	Signs - Community	(9,603)	(10,766)	(334)	(1,796)	(733)	0	
	COAS	Signs - Coastal Warning	(9,425)	(10,081)	0	(1,682)	0	0	
	TRFS	Signage - Traffic	(148,914)	(126,725)	(9,187)	(21,120)	(16,684)	0	
	DIRS	Directional Signage	(29,609)	(20,001)	(7,564)	(3,332)	(8,343)	0	
	BANS	Banner Poles - Changeover of Banners	0	(10,000)	0	(10,000)	0	0	
MR33		<b>CARPARK</b>	<b>(35,154)</b>	<b>(27,622)</b>	<b>(1,908)</b>	<b>(4,606)</b>	<b>(5,139)</b>	<b>0</b>	
	CEAU	Augusta Carpark Maintenance	(9,466)	(4,594)	(871)	(766)	(2,026)	0	
	CEGP	Gnarabup/Prevelly Carparks	(5,447)	(10,113)	0	(1,686)	(173)	0	
	CEMR	Margaret River Carparks	(10,496)	(8,306)	(1,037)	(1,384)	(2,919)	0	
	CE00	Other Carparks	(9,746)	(4,609)	0	(770)	(21)	0	
MR34		<b>PATHS</b>	<b>(99,645)</b>	<b>(93,873)</b>	<b>(1,961)</b>	<b>(15,644)</b>	<b>(5,849)</b>	<b>0</b>	
	FPMT	Footpath Slab Replacement	(72,486)	(64,770)	(828)	(10,796)	(2,015)	0	
	FCBD	CBD Special Area Paths	(4,325)	(7,051)	(450)	(1,174)	(845)	0	
	FPGNAR	Gnarabup Foreshore - Path Maintenance	(18,800)	(10,519)	(470)	(1,752)	(1,736)	0	
	FMTRAI	Rails To Trails - Footpath Maintenance	(4,034)	(11,533)	(213)	(1,922)	(1,253)	0	
MR35		<b>DRAINAGE</b>	<b>(320,120)</b>	<b>(330,143)</b>	<b>(61,965)</b>	<b>(115,930)</b>	<b>(108,038)</b>	<b>0</b>	
	GULL	Gully Eduction	(51,272)	(40,322)	(5,098)	(6,720)	(5,098)	0	
	DRMU	Urban General - Drainage Maintenance	(80,146)	(107,101)	(6,223)	(17,852)	(17,417)	0	
	DRMR	Rural General - Drainage Maintenance	(188,702)	(182,720)	(50,644)	(91,358)	(85,523)	0	
MR36		<b>BRIDGE</b>	<b>(120,849)</b>	<b>(131,009)</b>	<b>(2,466)</b>	<b>(17,088)</b>	<b>(5,764)</b>	<b>11,324</b>	



# MAINTENANCE - Transport

COA	JOB	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	CAR1	Misc. Routine Bridge Mtce.	(66,033)	(96,823)	(1,340)	(11,390)	(2,382)	0	
	CAR2	Rails To Trails Bridge Structure Repairs	(4,321)	(9,999)	0	(1,666)	(2,078)	0	
	CAR3	Coastal Bridges/Walkways/Platforms	(48,070)	(20,145)	(1,126)	(3,358)	(1,304)	0	
	CAR4	Bridge Structural Inspections & Testing	(2,425)	(4,042)	0	(674)	0	0	
MR37		<b>AIRSTRIP</b>	<b>(14,391)</b>	<b>(24,920)</b>	<b>(2,684)</b>	<b>(4,156)</b>	<b>(4,660)</b>	<b>0</b>	
	AIR1	Margaret River Airstrip	(8,407)	(15,000)	(456)	(2,502)	(2,115)	0	
	AIR2	Augusta Airstrip	(5,983)	(9,920)	(2,228)	(1,654)	(2,545)	0	
MR38		<b>FORESHORE FACILITIES</b>	<b>(53,395)</b>	<b>(35,639)</b>	<b>(2,631)</b>	<b>(5,944)</b>	<b>(5,696)</b>	<b>0</b>	
	BOA1	Ellis St Boat Ramp	(1,080)	(1,014)	0	(170)	0	0	
	BOA2	Ellis Street Jetty	(10,076)	(1,014)	0	(170)	(86)	0	
	BOA3	Flinders Bay Boat Ramp	(7,196)	(1,902)	0	(318)	0	0	
	BOA4	Flinders Bay Swimming Jetty	(739)	(942)	0	(158)	0	0	
	BOA5	Steps/Platforms/Fencing/Retaining Walls	(23,954)	(15,000)	(2,452)	(2,502)	(5,042)	0	
	BOA6	Minor Boat Ramps - Various	(177)	(943)	0	(156)	0	0	
	BOA7	Gnarabup Boat Ramp	(8,394)	(10,000)	(179)	(1,668)	(568)	0	
	BOA8	Gracetown Boat Ramp	(1,335)	(1,840)	0	(306)	0	0	
	BOA9	Turner St Jetty	(89)	(943)	0	(156)	0	0	
	BOA12	East Augusta Jetties	(354)	(2,041)	0	(340)	0	0	
MR39		<b>WASTE COLLECTION PUBLIC SPACE</b>	<b>(265,161)</b>	<b>(246,863)</b>	<b>(14,951)</b>	<b>(41,144)</b>	<b>(35,874)</b>	<b>0</b>	
	BINS	Street Bins - Purchase And Replacement	(27,912)	(25,199)	(40)	(4,200)	(40)	0	
	WCPS	Waste Collection Public Space	(237,249)	(221,664)	(14,910)	(36,944)	(35,834)	0	
MR40		<b>REHABILITATION OF RESOURCE PITS</b>	<b>(1,310)</b>	<b>(50,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	GRAV	Gravel Pits	(1,310)	(50,000)	0	0	0	0	
MR42		<b>DUMP POINTS</b>	<b>(1,798)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	DMP1	Dump Point 1 - Margaret River	(1,798)	0	0	0	0	0	
MR53		<b>ENVIRONMENTAL INCIDENT CLEANUP</b>	<b>(2,259)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	WP168	Hamelin Bay Whale Beaching	(2,259)	0	0	0	0	0	
		<b>Maintenance</b>	<b>(2,824,490)</b>	<b>(2,808,587)</b>	<b>(346,061)</b>	<b>(524,266)</b>	<b>(632,887)</b>		

PLANT PROGRAM - Transport										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
RP90	94		Profit on Disposal of Assets	47,511	2,000	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>47,511</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
RP58	12		Non Capital Equipment	(20,341)	(20,000)	(7,054)	0	(9,323)	0	
RP50	50		Loss On Disposal Of Assets	(31,973)	(149,042)	0	(52,864)	0	52,864	Timing: Plant to go to Auction in Sept
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(52,314)</b>	<b>(169,042)</b>	<b>(7,054)</b>	<b>(52,864)</b>	<b>(9,323)</b>		
<b>CAPITAL INCOME</b>										
RP91	95		Proceeds from Sale of Assets	283,851	197,182	0	131,000	2,648	(128,352)	Timing: Plant to go to Auction in Sept
<b>TOTAL CAPITAL INCOME</b>				<b>283,851</b>	<b>197,182</b>	<b>0</b>	<b>131,000</b>	<b>2,648</b>		
<b>CAPITAL EXPENDITURE</b>										
RP93			<b>Plant &amp; Equipment</b>	<b>(1,769,315)</b>	<b>(1,459,090)</b>	<b>(329,588)</b>	<b>(646,090)</b>	<b>(329,588)</b>		
			<b>Heavy Replacements</b>	<b>(891,259)</b>	<b>(763,090)</b>	<b>(162,843)</b>	<b>(320,090)</b>	<b>(162,843)</b>		
	55	RPP113	Light Truck (replacement for AU14863)	0	(81,073)	(81,073)	(81,073)	(81,073)	0	
	55	RPP132	Replace Multipac mult tyred roller with tow behind free roller	0	(69,442)	0	(69,442)	0	69,442	Timing: Awaiting delivery
	55	RPP133	Replace Charterhouse Turf Tidy	0	(36,155)	0	(36,155)	0	36,155	Timing: Awaiting delivery
	55	RPP134	Replace Dog Trailer	0	(81,770)	(81,770)	(81,770)	(81,770)	0	
	55	RPP139	Replace 9 tonne tag along pig trailer	0	(51,650)	0	(51,650)	0	51,650	Timing: Delivery October
	55	RPP154	Replace P100722 Howard Procut Mower	0	(10,000)	0	0	0	0	
	55	RPP155	Replace P100724 Howard Procut Mower	0	(10,000)	0	0	0	0	
	55	RPP156	Replace P121206 3 Gang Reel Mower	0	(25,000)	0	0	0	0	
	55	RPP157	Replace P16658 Boxtop Tandem Trailer	0	(6,000)	0	0	0	0	
	55	RPP158	Replace P1TJH772 Tandem Axle Tipping Semi Trailer	0	(65,000)	0	0	0	0	
	55	RPP159	Replace P28764 Single Cab Truck Tray	0	(55,000)	0	0	0	0	
	55	RPP160	Replace P30194 Toro Mower Groundmaster 360	0	(50,000)	0	0	0	0	
	55	RPP161	Replace P28765 Crew Cab Tip Truck	0	(90,000)	0	0	0	0	
	55	RPP162	Replace P17085 Tilt Trailer	0	(12,000)	0	0	0	0	
	55	RPP163	Replace P27698 9T Tip Truck	0	(120,000)	0	0	0	0	
			<b>Light Replacements</b>	<b>(375,047)</b>	<b>(243,000)</b>	<b>(166,746)</b>	<b>(243,000)</b>	<b>(166,746)</b>		

PLANT PROGRAM - Transport										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	55	RPP165	Replace P29046 4WD Utility	0	(38,000)	(34,529)	(38,000)	(34,529)	0	
	55	RPP166	Replace P29047 4WD Utility	0	(38,000)	(34,529)	(38,000)	(34,529)	0	
	55	RPP167	Replace 29048 4WD Utility	0	(38,000)	(38,356)	(38,000)	(38,356)	0	
	55	RPP168	Replace P29096 4WD Crewcab	0	(38,000)	(34,529)	(38,000)	(34,529)	0	
	55	RPP169	Replace P29112 4WD Crewcab	0	(38,000)	0	(38,000)	0	38,000	Timing: Awaiting delivery
	55	RPP170	Replace P29215 AWD Wagon	0	(28,000)	0	(28,000)	0	28,000	Timing: To be ordered
	55	RPP171	Replace P29216 Sedan	0	(25,000)	(24,804)	(25,000)	(24,804)	0	
	55	RPP174	Replace P31367 Ranger vehicle written off	0	0	0	0	0	0	
			New Capital	(488,809)	(433,000)	0	(83,000)	0		
	55	RPP164	Ford Ranger Utility	0	(38,000)	0	(38,000)	0	38,000	Timing: Awaiting delivery
	55	RPP172	Grader (Replacement of leased Grader)	0	(350,000)	0	0	0	0	
	55	RPP173	Vehicle or Single Cab Utility for Works	0	(45,000)	0	(45,000)	0	45,000	Timing: Awaiting delivery
			Minor Capital Items	(14,200)	(20,000)	0	0	0		
	55	RPPM	Asset Purchases over \$5,000	(14,200)	(20,000)	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(1,769,315)	(1,459,090)	(329,588)	(646,090)	(329,588)		
Business Unit Totals										
			Operating Income	47,511	2,000	0	0	0	0	
			Operating Expenses	(52,314)	(169,042)	(7,054)	(52,864)	(9,323)	43,541	
			Capital Income	283,851	197,182	0	131,000	2,648	(128,352)	
			Capital Expenditure	(1,769,315)	(1,459,090)	(329,588)	(646,090)	(329,588)	316,502	
TOTAL FOR BUSINESS UNIT				(1,490,267)	(1,428,950)	(336,642)	(567,954)	(336,263)	231,691	

CARAVAN PARKS - Economic Services										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>All Parks</b>										
<b>OPERATING INCOME</b>										
AB71	71		Alexandra Bridge Income	57,543	57,120	766	1,600	1,584	0	
FB71	71		Flinders Bay Caravan Park Income	624,150	681,360	4,849	8,500	7,461	0	
FB82	84		Flinders Bay Caravan Park Sundry Income	6,208	7,038	0	0	0	0	
TU71	71		Turner Caravan Park Income	1,343,228	1,414,356	32,308	68,500	75,507	0	
TU82	84		Turner Caravan Park Sundry Income	14,887	16,320	340	800	752	0	
<b>TOTAL OPERATING INCOME</b>				<b>2,046,017</b>	<b>2,176,194</b>	<b>38,263</b>	<b>79,400</b>	<b>85,304</b>		
<b>OPERATING EXPENDITURE</b>										
TU01	01		Salaries	(575,311)	(627,096)	(26,000)	(120,596)	(57,012)	63,584	Timing: Seasonal fluctuation
TU01	06		Accrued Leave	(36,147)	(42,666)	(3,282)	(8,205)	(8,205)	0	
TU02	02		Superannuation	(67,668)	(70,810)	(4,051)	(13,617)	(9,956)	0	
TU04	05		Training & Conferences	(2,528)	(4,252)	0	0	0	0	
TU05	03		Workers Compensation	(7,693)	(6,980)	(590)	(1,342)	(1,180)	0	
TU06	04		Protective Clothing & Uniforms	(5,378)	(3,366)	(145)	0	(432)	0	
TU07	07		Recruitment	(2,149)	0	0	0	0	0	
TU10	27		Telephone	(4,871)	(4,824)	(216)	(1,344)	(378)	0	
TU15	09		Printing & Stationery - all parks	(162)	(2,300)	(128)	0	(128)	0	
TU17	09		Consumables - all parks	(36,796)	(41,208)	(144)	(3,000)	(340)	0	
TU20	16		Equipment Repairs & Maintenance	(26,367)	(27,815)	(1,325)	(1,970)	(1,325)	0	
TU25	16		Advertising - all parks	(9,079)	(16,779)	(2,173)	(3,000)	(3,825)	0	
TU26	16		Building Operations	0	(8,000)	(842)	(1,000)	(1,292)	0	
TU28	16		Building Maintenance	(23,663)	(21,000)	(7,863)	(1,500)	(7,863)	0	
TU29	16		Contract Services	(5,331)	0	0	0	0	0	
TU35	25		Utilities - Electricity & Energy	(101,024)	(105,660)	(4,107)	(6,950)	(7,107)	0	
TU35	26		Utilities - Water Charges	(133,670)	(113,950)	(9,659)	(15,250)	(9,659)	0	
TU36	16		Landscaping Maintenance	(34,737)	(34,800)	(1,799)	(25,900)	(1,799)	24,102	Timing: Seasonal fluctuation
TU37	16		Legal	0	(5,000)	0	0	0	0	
TU40	10		Vehicle Operating Expenses	(25,588)	(21,000)	(496)	(2,500)	(1,809)	0	
TU50	16		Infrastructure Maintenance	(44,103)	(42,000)	(47)	(24,350)	(3,488)	20,862	Timing: Awaiting Draft Masterplan Report
TU55	16		Waste Services	(34,518)	(41,200)	(828)	(1,500)	(843)	0	
TU58	09		Non-Capital Equipment	(59,512)	(37,350)	(185)	0	(185)	0	
TU98	51		Depreciation	(98,160)	(108,000)	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(1,392,722)</b>	<b>(1,386,056)</b>	<b>(63,881)</b>	<b>(232,024)</b>	<b>(116,824)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
TU88	16		<b>Buildings</b>	<b>(657,055)</b>	<b>(540,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	16	TCP63	Second stage of Chalets	0	(500,000)	0	0	0	0	
	16	TCP64	Detailed buildings design/certification Turner Caravan Park	0	(40,000)	0	0	0	0	
TU89	16		<b>Infrastructure</b>	<b>(228,859)</b>	<b>(409,490)</b>	<b>(25,610)</b>	<b>0</b>	<b>(25,610)</b>	<b>(25,610)</b>	

CARAVAN PARKS - Economic Services										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
	16	TCP46	Internal Road Upgrades	(29,646)	(50,000)	0	0	0	0	
	16	TCP58	Western Power Upgrade	(39,078)	(109,490)	0	0	0	0	
	16	TCP61	Internal power infrastructure	(35,225)	(50,000)	(6,600)	0	(6,600)	0	
	16	TCP62	Water and Sewerage Infrastructure	(2,779)	(50,000)	0	0	0	0	
	16	FBA031	Utility services renewal (standpipes, electrical services)	(60,097)	0	(19,010)	0	(19,010)	(19,010)	Perm: Completion of 2017-18 project
	16	ABR12	Water Supply upgrade	0	(20,000)	0	0	0	0	
	16	TCP65	Drainage upgrades - Turner CPk	0	(50,000)	0	0	0	0	
	16	TCP66	Detailed Design and Engineering Turner Caravan Park	0	(80,000)	0	0	0	0	
TOTAL CAPITAL EXPENDITURE				(885,915)	(949,490)	(25,610)	0	(25,610)		
Business Unit Totals										
			Operating Income	2,046,017	2,176,194	38,263	79,400	85,304	0	
			Operating Expenses	(1,392,722)	(1,386,056)	(63,881)	(232,024)	(116,824)	0	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	(885,915)	(949,490)	(25,610)	0	(25,610)	0	
TOTAL FOR BUSINESS UNIT				(232,620)	(159,352)	(51,227)	(152,624)	(57,130)	95,494	

<b>BUILDING CONTROL - Economic Services</b>									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
BU81	84	Fees and Charges (GST free)	258,939	239,500	19,671	38,250	36,802	0	
BU82	84	Sundry Income	1,460	0	0	0	168	0	
BU88	84	Swimming Pool Inspection Fee	0	8,700	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>260,398</b>	<b>248,200</b>	<b>19,671</b>	<b>38,250</b>	<b>36,970</b>		
<b>OPERATING EXPENDITURE</b>									
BU01	01	Salaries	(112,170)	(116,846)	(9,768)	(22,471)	(23,721)	0	
BU01	06	Accrued Leave	(16,053)	(11,168)	(859)	(2,148)	(2,148)	0	
BU02	02	Superannuation	(14,188)	(12,974)	(1,447)	(2,495)	(3,182)	0	
BU03	17	Consultant	(3,810)	(20,000)	0	0	0	0	
BU04	05	Training & Conferences	(1,227)	(2,806)	(125)	0	(398)	0	
BU05	03	Workers Compensation	(1,742)	(1,326)	(113)	(255)	(226)	0	
BU06	04	Protective Clothing	0	(408)	0	(204)	0	0	
BU11	27	Mobile Telephone	(1,547)	(1,224)	(48)	(204)	(96)	0	
BU12	38	Subscriptions & Publications	(3,568)	(2,748)	0	(458)	(500)	0	
BU40	10	Vehicle Operating Expenses	(4,728)	(4,920)	(312)	(820)	(978)	0	
BU41	08	Fringe Benefits Tax	(1,493)	(1,200)	(102)	(200)	(203)	0	
BU60	16	Swimming Pool Inspections	0	0	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(160,526)</b>	<b>(175,620)</b>	<b>(12,773)</b>	<b>(29,255)</b>	<b>(31,451)</b>		
<b>CAPITAL INCOME</b>									
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	260,398	248,200	19,671	38,250	36,970	0	
		Operating Expenses	(160,526)	(175,620)	(12,773)	(29,255)	(31,451)	0	
		Capital Income	0	0	0	0	0	0	
		Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>99,872</b>	<b>72,580</b>	<b>6,898</b>	<b>8,995</b>	<b>5,519</b>	<b>0</b>	

PUBLIC WORKS OVERHEADS - Other Property and Services										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
WO82	73		Sundry Income	328	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
WO01	01		Salaries	(631,937)	(621,116)	(44,994)	(119,446)	(117,612)	0	
WS01	01		Salaries-Survey & Design	(130,939)	(66,300)	(10,158)	(12,750)	(27,232)	(14,482)	Perm/Timing: Coordinator hours not allocated to jobs.
WO01	06		Accrued Leave	(75,523)	(60,020)	(4,617)	(11,542)	(11,542)	0	
WO02	02		Superannuation	(80,811)	(75,164)	(6,258)	(14,454)	(16,334)	0	
WO04	05		Training	(44,365)	(49,874)	(3,205)	0	(4,204)	0	
WO05	03		Workers Compensation	(42,242)	(35,722)	(3,021)	(6,869)	(6,042)	0	
WO06	04		Protective Clothing	(31,061)	(25,000)	(1,779)	(2,000)	(2,352)	0	
WO07	07		Recruitment	(3,784)	0	0	0	0	0	
WO11	27		Mobile Telephone	(18,825)	(17,400)	(1,887)	(2,400)	(2,807)	0	
WO17	09		Consumables	(30,067)	(24,000)	(3,211)	(3,000)	(3,543)	0	
WO20	15		Equipment Repairs & Maintenance	(622)	(4,000)	0	(1,000)	(930)	0	
WO24	37		Refreshments	0	0	(192)	0	(192)	0	
WO25	19		Advertising	(1,120)	(4,000)	0	0	0	0	
WO29	16		Contract Services	0	(12,500)	0	0	0	0	
WO35	25		Utilities	(18,398)	(20,000)	(3,526)	(3,500)	(3,526)	0	
WO36	06		Grounds Maintenance	(93,624)	(42,000)	(2,480)	(7,000)	(5,626)	0	
WO40	98		Vehicle Operating Expenses	(179,873)	(165,000)	(8,092)	(27,000)	(24,839)	0	
WO41	08		Fringe Benefits Tax	(23,838)	(21,180)	(1,764)	(3,530)	(3,528)	0	
WO59	01		Unallocated Works Payroll	(262,193)	(230,110)	(12,800)	(44,255)	(32,081)	12,174	Timing: of leave
WO59	06		Accrued Leave	(310,084)	(260,140)	(20,012)	(50,026)	(50,030)	0	
WO60	02		Other - Superannuation	(287,785)	(308,282)	(23,107)	(59,285)	(57,521)	0	
WO98	51		Depreciation	(37,998)	(39,000)	0	0	0	0	
WO99	99		Less: WOH Allocated	2,146,196	2,005,790	103,891	127,690	181,512	53,822	Timing: of jobs
<b>TOTAL OPERATING EXPENDITURE</b>				<b>(158,890)</b>	<b>(75,018)</b>	<b>(47,211)</b>	<b>(240,367)</b>	<b>(188,430)</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
WO97	55		Furniture & Equipment	0	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	328	0	0	0	0	0	
			Operating Expenses	(158,890)	(75,018)	(47,211)	(240,367)	(188,430)	51,937	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>(158,562)</b>	<b>(75,018)</b>	<b>(47,211)</b>	<b>(240,367)</b>	<b>(188,430)</b>	<b>51,937</b>	

PLANT OPERATING COSTS - Other Property and Services										
COA	IE	Job	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>										
OC82	73		Sundry Income	9,081	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>				<b>9,081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>										
OC02	02		Superannuation	(18,411)	(22,424)	(1,446)	(4,312)	(3,597)	0	
OC03	17		Consultant	0	(20,000)	0	0	0	0	
OC04	05		Training	0	(3,000)	0	0	0	0	
OC05	03		Workers Compensation	(2,494)	(2,380)	(201)	(458)	(402)	0	
OC11	27		Mobile Phone	(422)	(480)	(30)	(80)	(59)	0	
OC13	30		Insurances & Licences	(64,077)	(66,000)	(2,249)	(65,000)	(65,602)	0	
OC17	10		Fuel & Oils	(401,996)	(384,000)	(35,130)	(51,000)	(62,799)	(11,799)	Timing: Seasonal variation
OC18	20		Leased Plant	(239,356)	(189,954)	(19,550)	(32,958)	(38,060)	0	
OC20	01		Repairs & Parts - Labour	(151,934)	(209,950)	(7,954)	(40,375)	(21,809)	18,566	Timing: No major breakdowns
OC20	11		Repairs & Parts - Materials	(320,245)	(300,000)	(22,966)	(50,000)	(30,319)	19,681	Timing: No major breakdowns
OC20	99		Repairs & Parts - Overhead	(36,320)	(83,980)	(1,916)	(16,150)	(5,397)	10,753	Timing: No major breakdowns
OC40	98		Plant Operating Costs	(3,885)	(4,800)	(402)	(800)	(707)	0	
OC58	12		Non-Capital Equipment	(3,051)	(5,000)	0	0	0	0	
OC59	06		Other Labour Costs	(35,852)	(18,954)	(4,465)	(3,645)	(6,652)	0	
OC98	51		Plant Depreciation	(630,458)	(609,996)	0	0	0	0	
OC99	98		Less: POC Allocated	2,058,344	2,130,126	127,265	220,612	289,624	69,012	Timing:
<b>TOTAL OPERATING EXPENDITURE</b>				<b>149,843</b>	<b>209,208</b>	<b>30,957</b>	<b>(44,166)</b>	<b>54,221</b>		
<b>CAPITAL INCOME</b>										
<b>TOTAL CAPITAL INCOME</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>										
			Operating Income	9,081	0	0	0	0	0	
			Operating Expenses	149,843	209,208	30,957	(44,166)	54,221	98,387	
			Capital Income	0	0	0	0	0	0	
			Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>				<b>158,924</b>	<b>209,208</b>	<b>30,957</b>	<b>(44,166)</b>	<b>54,221</b>	<b>98,387</b>	



OTHER PROPERTY & SERVICES - Other Property and Services									
COA	IE	DESCRIPTION	2017-18 Last Year Actual	2018-19 Approved Budget	Month of August	YTD BUDGET	YTD ACTUAL	>10% & > \$10,000	COMMENTS
<b>OPERATING INCOME</b>									
SW60	73	Income - Gravel Pit Wallis Rd	77,071	0	0	0	0	0	
SW61	73	Income - Grit Pit Kudardup (1 Bussell Hwy)	5,266	0	0	0	0	0	
SW62	73	Income - Gravel Pit Davis Rd	0	0	0	0	0	0	
SW63	73	Income - Mulch	0	0	0	0	0	0	
SW64	93	Land Held for Resale - Write Up	0	0	0	0	0	0	
SW82	73	Sundry Income	26,826	0	0	0	0	0	
SW83	73	Income - Lime Pit - Redgate	0	0	0	0	0	0	
SW86	73	Workers Compensation Recovered	18,603	20,000	0	2,000	0	0	
SW90	94	Profit on Sale of Assets	0	0	0	0	0	0	
<b>TOTAL OPERATING INCOME</b>			<b>127,766</b>	<b>20,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>		
<b>OPERATING EXPENDITURE</b>									
SW35	16	Expenses - Lime Pit - East Augusta	0	(20,000)	0	0	0	0	
SW38	16	Expense - Gravel Pit Wallis Rd	(854)	(1,000)	0	0	0	0	
SW50	01	Workers Compensation Paid	(19,848)	(20,000)	0	(2,000)	0	0	
SW51		RDO Control Account	4,816	0	421	0	(2,911)	0	
SW37	17	Land sale costs	(1,200)	(10,000)	0	0	0	0	
SW49	93	Land Held for Resale write down	(61,000)	0	0	0	0	0	
SW90	50	Profit (Loss) on Disposal of Assets	0	0	0	0	0	0	
<b>TOTAL OPERATING EXPENDITURE</b>			<b>(78,087)</b>	<b>(51,000)</b>	<b>421</b>	<b>(2,000)</b>	<b>(2,911)</b>		
<b>CAPITAL INCOME</b>									
SW91	95	Proceeds from Sale of Assets	65,700	1,260,000	0	0	0	0	
<b>TOTAL CAPITAL INCOME</b>			<b>65,700</b>	<b>1,260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURE</b>									
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Business Unit Totals</b>									
		Operating Income	127,766	20,000	0	2,000	0	0	
		Operating Expenses	(78,087)	(51,000)	421	(2,000)	(2,911)	0	
		Capital Income	65,700	1,260,000	0	0	0	0	
		Capital Expenditure	0	0	0	0	0	0	
<b>TOTAL FOR BUSINESS UNIT</b>			<b>115,380</b>	<b>1,229,000</b>	<b>421</b>	<b>0</b>	<b>(2,911)</b>	<b>0</b>	

## **11.4 Corporate and Community Services**

### **11.4.3 HOUSING ADVOCACY OFFICER PROJECT FOUR REPORT AND FIRST YEAR REVIEW**

Attachment 1 – Just Home Margaret River Quarter 4 Report April – June  
2018

Attachment 2 – Just Home first year review of Augusta Margaret River  
Housing Advocacy Project

Attachment 3 – Just Home year on financial statements and year two budget

# Just Home Margaret River

## Housing Advocacy Project

Quarterly report to the Shire of Augusta Margaret River for the period 1 April 2018 to 30 June 2018

### 1. Overview of Housing Advocacy Officer activities in this period

The Just Home Housing Advocacy Officer (HAO) has had a busy few months. In addition to supporting clients in an ongoing manner, the One Year Reflection process of the Housing Advocacy Project was completed. When the HAO contacted all HAP clients to invite them to participate in a reflection interview, contact with the HAO often initiated new enquires and needs. These were addressed as they arose by the HAO.

In this quarter the HAO raised public awareness of homelessness by participating in ABC South West Radio interview, giving a presentation to Margaret River Lions which resulted in a donation to the Housing Advocacy Project for Year 2, and a newspaper article. The Just Home HAO continues to build strong relationships with multiple agencies to share information and collaborate, including GP Down South, the CEO of Mercy Foundation and CEO of Pat Thomas (Mandurah-based Women's shelter). The HAO also participated in the initial crisis response and attended the early meetings for the community recovery response to the Osmington event. The HAO also continues to give a rural perspective where appropriate to state and nationwide advocacy organisations, such as Shelter WA, Tenancy WA, Anti Poverty Network and Homelessness WA.

### 2. Number of clients assisted in this period

Period: 01.04.2018 - 30.06.2018

New Clients	10	Enquiries - no further action yet	2
Open/ongoing - received services	23	Referrals/waitlist (not yet intake)	
<b>Total Clients received services in this period</b>		<b>33</b>	

### 3. Aggregated demographic data of new clients who received services

Age	Male	Female	Other gender
0-18	0	0	0
18-25	0	0	0
25-35	3	1	0
35-45	1	0	0
45-60	1	2	0
60+	1	1	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>0</b>

<b>Length of residence in AMR</b>	<b>Male</b>	<b>Female</b>
Less than 1 year	0	0
1-2	0	0
2-5	0	0
5-10	0	2
10+	6	2
<b>Total</b>	<b>6</b>	<b>4</b>

<b>Place of Birth</b>	<b>Male</b>	<b>Female</b>
Australia	6	1
New Zealand	0	1
United States	0	1
Indonesia	0	1
<b>Total</b>	<b>6</b>	<b>4</b>

<b>Lives with children or wants to, dependant of housing</b>	<b>Male</b>	<b>Female</b>
Children	2	2
<b>Total</b>	<b>2</b>	<b>2</b>

<b>Relationship status</b>	<b>Male</b>	<b>Female</b>
Single	6	4
Married/de facto	0	0
<b>Total</b>	<b>6</b>	<b>4</b>

<b>Education</b>	<b>Male</b>	<b>Female</b>
Didn't complete primary School	0	0
Completed some high school	6	1
Completed Year 12	0	2
Completed TAFE Certificate	0	0
Completed University	0	1

<b>Literacy assistance required</b>	<b>Male</b>	<b>Female</b>
Requires Assistance English 2 <sup>nd</sup>	0	1
Required Literacy assistance	0	0
Requires Numeracy assistance	0	0

<b>Co-existing factors</b>	<b>Male</b>	<b>Female</b>
Mental Health	5	1
Health*	2	0
Disability - client identified	2	0
Disability - pension/NDIS	2	0
Family Violence*	1	1
Alcohol and other Drug	1	0

\*Health - client has been hospitalised in the past 12 months and or requires ongoing treatments effecting employment and or housing or is eligible for pension due to health issues

\*Family Violence - where the incidence of violence is in relation to current risk of/homelessness

\*Mental Health issues are current or have impacted in relation to current risk of homelessness

<b>Sleeping arrangement at time of Intake</b>	<b>Male</b>	<b>Female</b>
No bed/street/swag	2	
Car	1	
Tent	1	
Couch surf/street		1
Staying with family/not appropriate/crowded etc.	2	
Short term accommodation/ imminent eviction		
Caravan short term/ unsafe / eviction		
Caravan long term		
House share		
Private rental (unable to sustain)		2
Department of Communities - Housing		
Department of Communities - (eviction imminent)		1
<b>Total</b>	<b>6</b>	<b>4</b>

#### 4. Referrals undertaken for new clients

<b>Incoming Referrals</b>	
<b>Client Intake</b>	
Newspaper Article	0
Just Home Committee	1
MRCC	2
MR Soupie	1
Community Mental Health	1
Shire	1
Community member	3
Department housing	1
<b>Enquiries/Referrals*</b>	
AMR Shire	1
Department of Housing	9
Police	1
Advocacy South West	2
Child Protection	1
Waratah DV counselling	1
MRCC	4
Relationships Australia 4 Families	1
Legal Aid	2
Accord West	1
General Practitioner/Medical Centre	4
Private Psychologist	2
St John of God - Alcohol and other drugs	2

Community Mental Health	3
Department of Transport	1
Richmond Wellbeing	2
Baptist Care	1
Lions	1
Bunbury APU	1
Vinnies	1
CARE (AOD Rehab)	1
Margaret River hospital	2
Allied Health	1
Silver Vines	1

\*Please note the enquires/referrals section is where a client has been referred and is either ineligible (lives outside the region) or has not been contactable/does not wish to participate

## 5. Service Provision for all clients in this period

	Male	Female
Intake	6	4
Housing Exploration Barriers	5	3
Strength based	4	2
Long term Planning	2	2
Informal Financial counselling, budgeting	1	6
Provision of crisis information	3	4
DoCH Provide Information	2	4
Provided Application	2	3
Provided Advocacy	2	4
Provided Transport		
Completed Application	1	1
Bond loan assistance, information	1	
Risk Assessments	3	2
Advocacy Support provided:		
Mental Health	4	2
Health	2	1
Disability	2	
Domestic Violence		
CPFS	1	
Police	1	
Private rentals		1
Legal	1	1
Provide information		
NDIS - provide support/enquiry	1	
AMR Shire advocacy		1
Conflict resolution	1	1

**Glossary of Terms/Abbreviations**

**DoCH** - Department of Communities Housing

**CPFS** - Child Protection and Family Support

**MRCC** - Margaret River Community Center

**Soupie** - Soup Kitchen (part of Margaret River Community Center)

**NDIS** - National Disability Insurance Scheme



**Just Home Margaret River Inc.**

*Our vision is secure, stable shelter for all.*

## **First Year Review of Augusta-Margaret River Housing Advocacy Project**

August 2018



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## Acknowledgements

Just Home Margaret River Inc. acknowledges that we live and work on the land of the Wardandi first peoples. We pay our respects to elders past, present and emerging, and we acknowledge that sovereignty has never been ceded.

Just Home thanks the following organisations for their generous financial and/or in-kind support for the Housing Advocacy Project in 2017-2018:

- Shire of Augusta Margaret River
- Mercy Foundation
- Margaret River Soup Kitchen
- Margaret River Community Centre
- Margaret River Professional Social Work Collective
- Sustainable Settlements Pty Ltd
- Street Smart

This report was published in August 2018.

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## EXECUTIVE SUMMARY

In July 2017, Just Home Margaret River commenced a three-year pilot Housing Advocacy Project (HAP), with an employed, 15-hour per week Housing Advocacy Officer (HAO) who supports individuals and families experiencing homelessness and housing stress in Augusta-Margaret River (AMR). At the end of the first year of the HAP, Just Home conducted a participatory evaluation/review of the program. The First Year Review examined the trends, strengths and challenges of the HAP, and identified actions to improve the program.

The First Year Review involved participatory action research, whereby people with experience of homelessness actively led and conducted the research. We undertook interviews with nine HAP clients; a participatory workshop with 16 HAP clients and Just Home members; a stakeholder survey with local agencies, completed by 12 people; and analysis of aggregated data for all 41 HAP clients between 1 July 2017 and 30 June 2018. These methods considered services provided by the HAP, and quality, timeliness, effectiveness and outcomes of the HAP. A total of 32 people participated in the Review.

## FINDINGS

### Trends in homelessness and unaffordability of housing in Augusta-Margaret River

The median rental price in AMR is \$300 per week (2016 Census); which, as a ratio of median income, classifies AMR as 'severely unaffordable', comparable to Melbourne. Review participants reported lowest available rental prices in AMR of \$200/week for a single-room granny flat, \$250/week for a one-bedroom house, \$300/week for a three-bedroom house, and \$110/week for an unpowered tent site. These prices were considered unaffordable for people on a Centrelink benefit or a low income. Anglicare's *Rental Affordability Snapshot 2018*<sup>1</sup> found that of the 144 private rental properties identified in the Busselton-Margaret River area, none were affordable for a single parent with one child on Newstart, none for a single person on an aged pension, and none for a single person on a disability pension. There are also 112 public housing dwellings in AMR, with a waitlist of up to eight years.

The HAO observed that housing affordability is affected by seasonal rental occupancy, high occupancy of rental properties, and often higher rental prices in warmer months (October-May), due to peak levels of tourists, and seasonal workers in hospitality, vineyard and agricultural industries. Share houses and makeshift rooms are advertised for seasonal workers at very high prices for often low-quality housing. We also suspect that informal short-stay accommodation has reduced availability of spare rooms, converted sheds, semi-detached dwellings and small cottages for local single people requiring low-cost rentals.

### Trends in Housing Advocacy Project clients

The HAP collects demographic and service data for all its clients. A total of 41 AMR community members accessed the HAP between 1 July 2017 and 30 June 2018, including 17 women and 24 men. Most clients were aged above 26. A small proportion of HAP clients had resided in AMR for less than one year (n=8), while 12 clients had resided in AMR for between 2 and 10 years, and almost half of the clients (n=18) had lived in AMR for more than 10 years. Over 70% of clients were born in Australia, and nearly all were single. Education levels varied, with 18 clients completing some primary or secondary education, while eight clients had completed Year 12 (mostly females), seven clients completed TAFE, and eight clients (mostly males) completed a university degree.

Eleven clients (mainly females) had children who lived with them, and several clients had part custody of children who were unable to sleep over due to lack of housing. A handful of clients (n=5), mostly males, required literacy and numeracy assistance. Many clients had co-existing issues, particularly mental health (16 males, 9 females), health (10 males, 3 females), and alcohol and other

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<sup>1</sup> Anglicare 2018, *Rental Affordability Snapshot 2018*. Available from <http://www.anglicare.asn.au/our-work/research-reports/the-rental-affordability-snapshot>

drugs (7 males, 5 females). Disability featured for 12 clients (mainly males), and family violence was present for four males and four females.

At the time of HAP intake, 26 clients had sleeping arrangements that would classify as homeless, and 15 of these clients had 'chronic homelessness' (homeless for more than six months). Eight people were sleeping on the street (6 male, 3 female); three males were sleeping in their car; two males were sleeping in a tent; three females were couchsurfing; three males were sleeping in an unsafe environment with family; and five males and one female were sleeping in a caravan (short-term, unsafe or eviction imminent). Additionally, four people (1 male, 3 female) were staying in short term accommodation with imminent eviction. The remaining 11 HAP clients were at risk of homelessness, living in a private rental they were unable to sustain or at risk of eviction (2 male, 5 female); house share (1 male); and Department of Communities housing (1 male, 2 female; imminent eviction for 1 female).

HAP figures indicate particular difficulties in accessing affordable housing for older males aged 40-65 who were casual labourers in physical industries and struggling to be employed, and aged pensioners aged 60+ who, due to relationship breakdown or death of a partner, are now budgeting as a single person and cannot afford basic rental accommodation.

### **Housing Advocacy Project services**

During 2017-2018, the HAO established strong relationships, rapport, positive communication and ongoing collaboration with clients, supporting clients with the following:

- exploring housing circumstances and options, including barriers and planning;
- navigating Department of Communities-Housing, including providing information, applications, advocacy, transport, completing application, and seeking bond assistance;
- mental health advocacy;
- informal financial counselling and budgeting;
- providing information, referrals and advocacy to crisis services and other agencies; and
- supporting clients to access and maintain private rentals.

The HAO conducts intensive work with a handful of particularly complex clients.

### **Outcomes for clients**

Fourteen HAP clients accessed improved housing by 30 June 2018. Eight clients accessed private rental (including two chronically homeless clients and three homeless clients); one homeless client reunited with their partner; one chronically homeless client was assisted by a community member; one client in housing stress moved away and found an affordable private rental; and one client in housing stress accessed a more appropriate share house. Furthermore, two HAP clients prevented eviction from their DoC-H housing. Meanwhile, 17 clients finished 2017-18 with the same housing situation as intake – of whom seven continue to be chronically homeless and one continues to be homeless. One chronically homeless client's situation worsened to sleeping on the street. Eight of the 11 clients experiencing housing stress at intake are still experiencing housing stress. We do not have data for 10 clients. We note that although the housing situation improved for 14 clients, we are not assured that their housing is secure, affordable or appropriate.

### **Strengths of HAP**

The Review found that the HAO is 'very easy' or 'easy' to access, and very approachable, understanding and professional, with a high quality of service and communication. The most common way for clients to access the HAP was through community members, Just Home committee members or the Margaret River Community Centre. Survey results showed the HAO's response time is fast (11/12 respondents) and nearly all respondents were very satisfied (n=8) or satisfied (n=2) with the outcome.

A key strength of the HAP is supporting clients to navigate public, community, private and informal housing. In particular, the HAO supported 25 clients to navigate the Department of Communities-Housing (DoC-H), providing information (n=25), providing application (n=17), advocacy (n=22),

transport (n=1), completing application (n=6) and bond assistance (n=4). The HAO advocated for two clients already in DoC-H to prevent eviction. Another key strength of the HAP is providing clients with information and advocacy to other services. Most common outward referrals or advocacy were to DoC-H and Centrelink. The HAO also completed formal and informal suicide risk assessments, mental health assessments and requesting GPs to support clients with a Mental Health Care Plan and referral to appropriate mental health service. HAO has also assisted some clients to use technology such as computers, and connected some clients to community groups and opportunities. The HAO also supported clients to participate in Just Home volunteering activities.

### **Challenges with HAP**

The client data, interviews and workshop data overwhelmingly indicate that there are not any affordable houses or accommodation options for people experiencing homelessness in Augusta-Margaret River. There is no available crisis, emergency or public housing for our clients, and private rentals are too expensive. Several Review participants shared their frustration at the long waitlist for DoC-H (up to eight years), and that applying to the DoC-H list does not resolve their current housing issues. The Review data also suggests that the HAO's allocation of 15 hours per week is insufficient for the high demand, caseload and complexity of the HAP. A minimum of 20 hours (3 days per week) was proposed.

### **DISCUSSION**

The Review data indicate that HAO has developed a professional and reliable Housing Advocacy Project. The HAO has developed strong relationships with local support service providers, including mental health, charities, churches, counselling, health, employment and disabilities support services. In addition to providing support to navigate public, community, private and informal housing options, the HAO supported clients with information, referral, advocacy and support to manage the numerous complex issues that are related to clients' housing situations, such as accessing National Disability Insurance Scheme, financial management and budgeting, and accessing mental health services.

A significant proportion of the HAO's workload involved supporting HAP clients (n=25) to navigate the Department of Communities-Housing. DoC-H is extremely frustrating for HAP clients, due to the long waitlist for public housing in AMR. DoC-H appears to have an attitude that there is not enough need for public housing in AMR; however, HAP clients have indicated minimal motivation to apply for DoC-H due to the long wait list, and difficulty in accessing the closest DoC-H office in Busselton, 50km from Margaret River. DoC-H have declined Just Home's requests for long-term AMR residents experiencing homelessness to be allocated priority housing in the community. The HAP data also highlights that private rentals in AMR are unaffordable for clients.

The HAP has provided extensive support for clients across a range of areas. However, Just Home concludes that the HAP is limited by the severe lack of affordable and appropriate housing options for AMR community members experiencing homelessness or housing stress.

### **SUGGESTED ACTIONS MOVING FORWARD**

Based on the Review findings, we suggest the following actions for the HAP moving forward:

1. That the high HAP workload is managed with more hours and funding for the HAO, delegating non-essential tasks to volunteers, and more peer support and training for the HAO.
2. That Just Home and the HAO work towards increased low-cost housing options in AMR, including more social housing, promoting housesharing, and Spare Keys partnerships.
3. That the HAO facilitates social activities for HAP clients.
4. That Just Home advocates for a generalist social worker in AMR.

## 1. INTRODUCTION

In July 2017, Just Home Margaret River commenced a three-year pilot Housing Advocacy Project (HAP) in Augusta-Margaret River (AMR). The HAP is a person-focussed advocacy program with an employed, 15-hour per week Housing Advocacy Officer (HAO) position to provide support to individuals and families experiencing homelessness and housing stress.

The Augusta-Margaret River Housing Advocacy Project aims to achieve the following:

- Actively contribute to programs and activities to improve local access to housing services;
- Provide information, referral, advocacy and support to help resolve difficulties for community members in accessing and maintaining affordable, appropriate, secure and accessible housing in Augusta-Margaret River;
- Implement locally-developed strategies to prevent homelessness and improve access to affordable, appropriate, secure and accessible housing in Augusta-Margaret River, including public, private, emergency, community and other forms of housing;
- Generate community awareness and compassion about homelessness and housing stress, and facilitate community provision of informal crisis accommodation and affordable short and long-term housing to people in need;
- Manage the Margaret River Soup Kitchen's crisis accommodation caravan program to provide accommodation to people in need of emergency housing;
- Support the self-determination of people with personal experience of homelessness and housing stress to address their own housing issues; and,
- Maintain a database of service users to monitor the rates, experiences and issues of homelessness and housing stress in the Augusta-Margaret River area.

In 2017-18, Just Home received funding for this project from Augusta Margaret River Shire, Mercy Foundation, Margaret River Soup Kitchen, Street Smart, and a local philanthropist, with in-kind support from Margaret River Community Centre. Representatives of these organisations participate in the HAP Steering Committee to guide the project.

As part of its funding agreement with Mercy Foundation, in June 2018 Just Home conducted a participatory evaluation/review process at the end of the first year of the project. The aim of the Review was to examine the trends, strengths and challenges of the HAP after its first year of operation and identify actions to improve the program.

### 1.1 Overview of this First Year Review report

The Review considers four key themes:

- Trends of clients presenting at Just Home's Housing Advocacy Project
- Experiences with Just Home's Housing Advocacy Project
- General access and experiences of other services
- Possible actions for the HAP moving forward

This report shares the process and findings of this Review process. The report is structured with a Review Methodology; Review Results; Discussion; Recommendations and Actions; and Conclusion. Appendices are available at the end of the report.

## 2. FIRST YEAR REVIEW METHODOLOGY AND PROCESS

### 2.1 Review approach (methodology)

In keeping with the community-based process to develop the Housing Advocacy Project, Just Home used Participatory Action Research (PAR) to reflect on the HAP's first year. PAR involves people affected by an issue actively leading and conducting the research. Just Home representatives (including some with experience of homelessness) worked with HAP clients to collaboratively collect and analyse the data and make recommendations. Just Home will use the findings to revise the HAP and undertake new actions for housing justice in AMR.

### 2.2 Review methods

The First Year Review involved four methods:

- 1. Client interviews:** HAP clients were invited to participate in a phone or face-to-face interview with a Just Home representative. Questions considered experiences of homelessness, experiences with the HAP and other services, and Just Home's movement (see Appendix 1 for questions). Data on Just Home's movement is not shared here.
- 2. Workshop with Just Home members and clients:** A four-hour workshop was held with HAP clients and Just Home committee representatives to discuss the findings from the interviews, analyse the data and develop recommendations for the HAP.
- 3. Stakeholder survey:** An anonymous survey was sent to agencies and supporters about the quality, timeliness and effectiveness of the HAP (see Appendix 2 for questions).
- 4. HAP data:** We aggregated data for all 41 HAP clients between 1 July 2017 and 30 June 2018, considering experiences of homelessness, services provided, and outcomes.

To protect participants' identity and protect them from harm, participants were explained the Review process and signed a consent form. All data was confidential and de-identified (names removed) in analysis and reporting. Survey results were anonymous. Clients could access the HAP and social workers if issues arose while participating.

### 2.3 Review participants (sample)

All 2017-18 HAP clients were invited by phone to participate in an interview and Review workshop, and approximately 75% of those who responded were interested. We randomly selected 10 clients to interview (one did not complete), and 13 clients attended the workshop. We invited other agencies and partners to complete the stakeholder survey.

**Table 1: Number of people involved in the HAP First Year Review**

METHOD	Men	Women	Unknown gender	TOTAL
Interview only	3	1		4
Workshop only	1	10		11
Interview and workshop	4	1		5
Stakeholder survey			12	12
<b>TOTAL</b>	<b>8</b>	<b>12</b>	<b>12</b>	<b>32</b>

A total of 32 people participated in the First Year Review, including 17 HAP clients, 3 Just Home committee members, and 12 survey respondents. The sleeping situations of the nine interviewees included tents (2 male); half-built caravan on someone else's property (1 male); short-term rental after several years in tents, car and caravans (1 male); share house after several months camping (1 male); insecure housing and stress due to rental costs (2 female; 1 male); Department of Communities-Housing (DoC-H) dwelling (1 male). Sleeping situations of workshop participants included an unpowered granny flat, DoC-H, and the street. The 12 survey respondents were from not-for-profit organisations (n=9), a university (n=1), a 'lifestyle retirement farm' (n=1), and an AMR community group (n=1).

### 3. FIRST YEAR REVIEW RESULTS

This section shares the findings of the First Year Review.

#### 3.1 Trends in HAP clients

A total of 41 Augusta-Margaret River community members accessed the Housing Advocacy Project between 1 July 2017 and 30 June 2018, including 17 women and 24 men.

##### 3.1.1 Demographic trends

This section shares numerous tables with demographic information about the 41 HAP clients in 2017-18, including their age, place of birth, length of residence in AMR, living situation with children, relationship status, education level, literacy assistance required, co-existing factors, and sleeping arrangement at the time of intake.

**Table 2: Age and gender of HAP clients, 2017-2018**

AGE	Male	Female	Other gender	Total
0-18	0	0	0	0
19-25	0	2	0	2
26-35	7	4	0	11
36-45	5	4	0	9
46-60	6	4	0	10
61+	6	3	0	9
<b>Total</b>	<b>24</b>	<b>17</b>	<b>0</b>	<b>41</b>

**Table 3: Selected demographic data for HAP clients, 2017-18**

DEMOGRAPHIC DATA	Male	Female	Total
<b>Length of residence in AMR</b>			
Less than 1 year	3	5	8
1 to 2	2	1	3
2 to 5	7	0	7
5 to 10	2	3	5
10+	10	8	18
<b>Total</b>	<b>24</b>	<b>17</b>	<b>41</b>
<b>Place of birth</b>			
Australia	20	10	30
United Kingdom	3	1	4
New Zealand	0	3	3
United States	0	1	1
Indonesia	0	1	1
Germany	0	1	1
Netherlands	1	0	1
<b>Total</b>	<b>24</b>	<b>17</b>	<b>41</b>
<b>Relationship status</b>			
Single	23	16	39
Married/de facto	1	1	2
<b>Total</b>	<b>24</b>	<b>17</b>	<b>41</b>
<b>Highest education level</b>			
Completed some primary school	1	2	3
Completed some high school	10	5	15
Completed Year 12	2	6	8
Completed TAFE Certificate	4	3	7
Completed University	7	1	8
<b>Total</b>	<b>24</b>	<b>17</b>	<b>41</b>

The demographic data in Table 3 shows that there were more male HAP clients than female clients, and most clients were aged above 26. Only a small proportion of clients had resided in AMR for less than one year (n=8), while 12 clients had resided in AMR for between 2 and 10 years, and almost half of the HAP clients (n=18) had lived in AMR for more than 10 years. Over 70% of clients were born in Australia, and nearly all clients were single. Education levels were varied, with 18 clients completing some primary or secondary education, while eight clients had completed Year 12 (mostly females), seven clients completed TAFE certification, and eight clients (mostly males) completed a university degree.

**Table 4: Complex factors for HAP clients, 2017-18**

COMPLEX FACTORS	Male	Female	Total
<b>Lives with children or wants to, dependant of housing</b>			
Has children who don't live with them	1	1	2
Has children who live with them	3	8	11
Children in inappropriate conditions*	2	0	2
Part custody, children are unable to sleep over due to housing	3	3	6
<b>Total</b>	<b>9</b>	<b>12</b>	<b>21</b>
<b>Literacy assistance required</b>			
Requires Assistance English 2 <sup>nd</sup>	0	1	1
Required Literacy assistance	4	1	5
Requires Numeracy assistance	4	1	5
<b>Co-existing factors</b>			
Mental Health	16	9	25
Health*	10	3	13
Disability – client identified	10	2	12
Disability- pension/NDIS	9	1	10
Family Violence*	4	4	8
Alcohol and other Drug	7	5	12

\*Children in inappropriate conditions: includes cars, shelters and vans that are not weather proof and/ or unsafe houses, Child Protection involvement primary reason housing

\*Mental Health issues are self-identified, and are current or have affected current risk of homelessness

\*Health: client has been hospitalised in the past 12 months and or requires ongoing treatments affecting employment and/or housing or is eligible for pension due to health issues

\*Family Violence: where the incidence of violence is in relation to current risk of/ homelessness

Table 4 highlights some complex factors for HAP clients. Eleven clients (mainly females), had children who lived with them, while several clients had part custody of children but they were unable to sleep over due to lack of housing. A handful of clients (n=5), mostly males, required literacy and numeracy assistance. Many clients had co-existing factors with their housing issues, particularly mental health (n=16 males, n=9 females), health (n=10 males, n=3 females), and alcohol and other drugs (n=7 males, n=5 females). Disability also featured for some clients (mainly males), and family violence was present for four males and four females.

## 3.2 Experiences of homelessness and housing stress

### 3.2.1 Sleeping arrangements for HAP clients

Just Home has previously documented local experiences of homelessness and housing stress in Augusta-Margaret River, and these reports are available upon request. Just Home aligns with the Australian Bureau of Statistics definition of homelessness<sup>2</sup>, of being without a 'home' that provides a

<sup>2</sup> Australian Bureau of Statistics 2012, 4922.0 - Information Paper - A Statistical Definition of Homelessness, 2012 (online). Available from:



sense of security, stability, privacy, safety, and the ability to control living space. According to the ABS, homelessness includes the following sleeping arrangements:

- Sleeping rough (eg, on the street, without a roof)
- Sleeping in an improvised dwelling (such as a verandah)
- Sleeping in a tent
- Sleeping in a car
- Needing crisis accommodation but not able to access any
- Sleeping in temporary accommodation such as 'couch surfing' or a refuge
- Sleeping in an overcrowded house
- Sleeping in a caravan or caravan park
- Sleeping in a hostel

In comparison, Just Home understands housing stress as living situations for the bottom 40% of income earners where rent costs more than 30% of one's income, and these households have difficulty paying rent. It can also include short-term unstable accommodation, an imminent eviction, or living in an inappropriate housing situation that is unsustainable. In the HAP, people experiencing housing stress are at high risk of homelessness.

The following table shares the sleeping arrangements of 41 HAP clients at the time of intake.

**Table 5: Sleeping arrangements for HAP clients at time of intake, 2017-18**

Sleeping arrangement at time of Intake	Male	Female	Total
No bed/ street/ swag	6	3	9
Car	3		3
Tent/ shelter	2		2
Couch surf/ free temporarily		3	3
Staying with family/ conflict unsafe	3		3
Short term accommodation/ imminent eviction	1	3	4
Caravan short term/ unsafe / eviction	5	1	6
Caravan long term			
House share	1		1
Private rental (unable to sustain, eviction)	2	5	7
Department of Communities - Housing	1	1	2
Department of Communities –(eviction imminent)		1	1
<b>Total</b>	<b>24</b>	<b>17</b>	<b>41</b>

At the time of intake, 26 HAP clients had sleeping arrangements that would classify as homeless. Eight people were sleeping on the street (6 male, 3 female); three males were sleeping in their car; two males were sleeping in a tent; three females were couchsurfing; three males were sleeping in an unsafe environment with family; and five males and one female were sleeping in a caravan (short-term, unsafe or eviction imminent). Furthermore, four people (1 male, 3 female) were staying in short term accommodation with imminent eviction. The remaining 11 HAP clients were at risk of homelessness, living in a private rental they were unable to sustain or at risk of eviction (2 male, 5 female); house share (1 male); and Department of Communities housing (1 male, 2 female, of which 1 female had imminent eviction).

### 3.2.2 Trends in homelessness and housing affordability in Augusta Margaret River

#### *Housing Advocacy Officer observations*

Just Home's Housing Advocacy Officer observed the following contextual trends in homelessness and housing unaffordability in Augusta-Margaret River over the 2017-18 period.

Margaret River as a regional location has multiple factors impacting seasonal residential rental occupancy and pricing. While other city and regional locations are reporting a stabilisation of rental prices or decrease, Margaret River has high occupancy rates of available rentals and no decreases in rent have been seen yet.

Tourism is one of the leading local industries, providing hospitality, food, beverages, tours and accommodation for visitors. During the warmer months from October to May, the town has peak numbers for tourists and peak levels of seasonal workers arriving for employment in the hospitality, vineyard and agricultural industry. During this peak time, rental properties are often advertised for 6-month leases at considerably higher prices. Share houses and makeshift rooms are advertised for seasonal workers at incredibly high prices often for low quality housing. For example, we have observed lounge rooms or sleep-outs being divided with sheets hanging from the roof to sleep multiple workers who are each charged \$150 per week.

It is suspected that informal 'share economy' opportunities (such as AirBnB) has impacted on the availability of spare rooms, converted sheds, semi-detached living arrangements and small cottages for local single people requiring low cost rent options. Previously, property owners were renting these accommodation options to local long-term tenants at affordable weekly prices. However, it is now fairly simple via an online platform like AirBnB or Stayz to rent these options out as short-stay the accommodation, and make up to 500% more profit renting per night.

Our figures show a significant number of older males aged 40-65 who were casual labourers in physical industries is now physically struggling to compete for work against younger, stronger and fitter workers. Furthermore, the culmination of casual employment contracts, cash work and working under their own ABN over 30 + years has resulted in lower investment in superannuation.

The slow but consistent raises in rent prices have seen many people aged over 60 struggling to pay rent. With no increases in government payments many elderly are living on slim margins. Our clients in this age group are not reaching out for help early enough and often continue to pay rent and sacrificing other expenses. Many are not eating well, and do not use heating or cooling as they are unable to afford the bills. This is resulting in weight loss, stress, depression, isolation and other poor health outcomes. Some of our clients were previously surviving to pay rent whilst living with a partner. However, due to relationship breakdown or death of their partner, they are now budgeting as a single person and as there are so few properties available for \$250- \$300 per week, even the most basic accommodation is out of their price range. Many people's superannuation plans have not adequately allowed for the unprecedented raises in rent in the past five years.

Although there is low representation from the under 25 years category in Just Home's client data, there is anecdotal information and some informal referrals that suggest young people are also struggling with housing. They are more likely to be able to 'crash' or 'couchsurf' with friends who have share houses compared with older generations who are less likely to have extra people stay in their house intermittently. The Housing Advocacy Officer has developed strong relationships with Margaret River High School and the Margaret River Hospital providing support for workers who are engaged with young people, although this has not resulted in formal intakes to the HAP.

Finally, experiences of homelessness in AMR vary, with the most common forms of homelessness including camping in the bush, sleeping in cars, couchsurfing, sleeping on the street, and living in insecure caravans. People who live in temporary shelters in summer comfortably are uncomfortable and unsafe in winter due to storms, and shelters have been destroyed by falling branches. With no local crisis accommodation, people experiencing homelessness regularly access the MR Hospital for overnight stays and meals.

### ***Review participant observations***

Although individual experiences of homelessness were not the main focus of the HAP First Year Review, interview participants shared numerous concerns about accommodation in Augusta-Margaret River. They were particularly concerned about prices for rent in the private market. The

median rental price in Augusta-Margaret River is \$300 per week (2016 Census). Figures provided by a local real estate agent show average prices for different types of private rentals in AMR:

- One bedroom unit: \$290/week
- 2 bedroom unit: \$295-\$310/week
- 3 bedroom house or unit: \$350-\$395/week
- Granny flat: \$280-\$295/week

On 21 August 2018, Realestate.com reported the following median rental prices across private rental properties advertised on their website for Margaret River: 2 bedroom house or house is \$330/week; 3 bedroom house is \$388/week; 4 bedroom house is \$480/week. The overall median rental price of \$400/week was \$50 higher than the median rental price in Busselton (\$350/week), a community 50 km to the north with a higher median income and more homelessness and housing services than Margaret River.

Just Home has also contacted local caravan parks, and found that winter rates for a powered site for a caravan or tent range from \$120 to \$280 per week, with most parks charging \$250 per week. However, most caravan parks in AMR do not allow for long-term stays. Winter rates for a bed in an eight-bed dorm at a local backpackers range from \$30 to \$50 per night, or \$180 to \$350 per week.

Review participants reported the cheapest possible prices for rentals they had witnessed in AMR, such as \$200/week for a single room granny flat, \$300/week for a three-bedroom house, \$110/week for an unpowered tent site, and \$250/week for a single bedroom house. However, we note that these prices are very rare, are usually for poor quality homes, and often involve informal arrangements with other requirements such as caring for animals or maintenance work. The average rental prices and rare cheaper prices were both considered unaffordable when people were receiving a pension or on a low income, and are financially inaccessible for HAP clients.

Other accommodation issues for Review participants included:

- the worries that people have day to day about maintaining their housing, such as loss of jobs and ability to pay rent; rental house being sold; and rent increases;
- concerns with caravan laws and maximum stay in vans;
- concerns that living in the bush might damage the environment;
- the impact of issues within the private property where they are sleeping temporarily, such as domestic violence and stress; and,
- stigmas associated with some housing options. One participant shared her experience of being asked by the caravan park operator, 'what do you do all day?'.

### **3.2.3 The desire for stable housing**

Review participants explained that stable housing would benefit them enormously, providing a 'sense of security', reducing pre-existing anxieties, improve and maintain mental and physical health, reduce emotional stress, provide a 'stable base from which to be a balanced, healthy father', and be happier. One participant said that with stable housing he wouldn't have 'panic attacks about storm fronts and goods being ruined' currently experienced with his sleeping arrangement in the bush, and another said that secure housing would take 'a load off my mind'. A female interviewee also stated that secure housing would mean that she doesn't need to move. A male interviewee explained that stable housing,

*helped me to get grounded and routine. It was hard to study without housing. It was also hard to work. Now I'm grounded. I can connect to community, and I have better mental health.*

Review participants' housing preferences varied, including a private, small self-contained 1 x 1 unit; a tiny house; community dwelling with shared resources; 3 x 1 house with shed for storage, and separate bedrooms for children; retirement village; and a small property to do farm work. One

participant wanted 'anything with walls and a roof, no common walls', and another said 'I don't mind as long as I can afford it'.

### 3.3 Experiences with Just Home's Housing Advocacy Project

Between 1 July 2017 and 30 June 2018, the Housing Advocacy Officer provided a part-time (15 hours per week) service to support community members experiencing homelessness and housing stress. Client data shows the extent of services provided by the HAO to 41 HAP clients in 2017-18.

**Table 6: Service provision for all HAP clients, 2017-18**

SERVICE	Male	Female	Total
Intake	24	17	41
Housing Exploration      Barriers	17	14	31
Strength based		10	24
Long term planning	14	8	22
Informal Financial counselling, budgeting	8	12	20
Provision of crisis information	10	8	18
DoC-H    Provide information	13	12	25
Provided application	8	9	17
Provided advocacy	13	9	22
Provided transport	0	1	1
Completed application	5	1	6
Bond loan assistance, information	3	1	4
Risk assessments	13	4	17
<b>Advocacy support provided</b>			
Mental health	17	7	24
Health	2	3	5
Disability	9	1	10
DV	1	1	2
CPFS	4		4
Police	6		6
Private rentals	12	5	17
Legal	5	4	9
Provide information	3	3	6
NDIS- provide support/enquiry	4	6	10
AMR Shire advocacy	2	1	3
Conflict resolution	7	4	11

The table shows that key services provided by the HAO included:

- exploring housing circumstances and options with clients, including barriers, strengths based, and long term planning;
- supporting clients to navigate Department of Communities-Housing, including providing information, applications, advocacy, transport, completing application, and providing information about bond assistance;
- mental health advocacy support;
- informal financial counselling and budgeting;
- providing information, referrals and advocacy to crisis services and other agencies; and
- supporting clients to access and maintain private rentals.

The key aim of the HAP is to support clients to access secure, affordable and appropriate housing. The following table shows known changes in housing situations for HAP's clients during 2017-18.

**Table 7: Changes in housing situation for HAP clients, between intake and 30 June 2018**

<b>HOUSING SITUATION</b>	<b>Housing situation at 30 June 2018</b>								<b>TOTAL</b>
<b>Housing situation at intake (after 1 July 2017)</b>	Same	Community member assisting	Private rental	Share house	Moved away	Reunited with partner	Street	Not known	<b>Total number</b>
<b>Chronic homelessness (6 months or more)</b>	7	1	2		1		1	3	<b>15</b>
<b>Homeless (less than 6 months)</b>	1		3			1		6	<b>11</b>
<b>DoC-H*</b>	3								<b>3</b>
<b>Housing stress*</b>	5		3	1	1			1	<b>11</b>
<b>Safe</b>	1								<b>1</b>
<b>TOTAL</b>	<b>17</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>41</b>

\*DoC-H: Of the three clients in DoC-H dwellings, two clients prevented eviction.

\* Housing stress: includes difficulty paying rent; short-term accommodation; eviction imminent; or living in an inappropriate housing situation that is unsustainable.

Table 7 shows that twelve HAP clients accessed improved housing by 30 June 2018. Eight clients accessed private rental (including two chronically homeless clients and three homeless clients); one homeless client reunited with their partner; one chronically homeless client was assisted by a community member; one client in housing stress moved away and found an affordable private rental; and one client in housing stress accessed a more appropriate share house. Furthermore, two HAP clients prevented being evicted from their DoC-H housing. The table also shows that 17 clients finished 2017-18 with the same housing situation as intake. Of these 17 clients, seven continue to be chronically homeless and one continues to be homeless. One chronically homeless client's situation worsened to sleeping on the street. Eight of the 11 clients experiencing housing stress at intake are still experiencing housing stress. We do not have data for 10 clients.

HAO reports that her contribution to the improvement in housing for 12 clients and prevention of DoC-H eviction for two clients included home visits and conflict management, support clients to access other services and referrals, supporting access to furniture, support to search for private accommodation, and advocacy with DoC-H. We note that although the housing situation improved for 14 clients, we cannot be assured that their housing is secure, affordable or appropriate. Ongoing support and monitoring is required to support these clients to maintain their housing and avoid homelessness.

### 3.3.1 Strengths of the Housing Advocacy Project

In general, the Review data suggests that client experiences with the Housing Advocacy Project were positive. One client stated, 'If you need help, you definitely want to see them'. Another felt that in this first year of the HAP, Just Home has 'laid a good foundation to make sure the next foundation is just as strong'. The key challenge identified with the HAP is that there is not enough affordable housing or social housing in AMR to meet the needs of people experiencing homelessness or housing stress. The issues with the service were not the service itself, but the lack of accommodation options in the community.

The Review data indicates a number of key strengths of the Housing Advocacy Program, including accessibility and professionalism; navigating Department of Communities - Housing; Accessing and maintaining other housing; provides information about other services; supporting clients to access other services; teaching skills; and connecting community and networking.

#### ***Accessibility and professionalism***

Client intake data recorded how clients accessed the HAP, shared in Table 8.

**Table 8: How did clients access HAP in 2017-18?**

Form of intake	No. of HAP clients
Newspaper Article	5
Just Home Committee	9
MRCC	9
MR Soupie	3
ACCORD WEST	2
Community Mental Health	1
Church Group	1
AMR Shire	1
Centrelink	1
Hospital	2
CPFS (Child Protection)	1
Relationships Australia	1
Community member	3
Department of Communities-Housing	2
<b>TOTAL</b>	<b>41</b>

Table 8 shows that the most common way for clients to access the HAP was through a recommendation from community members, Just Home committee members or the Margaret River Community Centre.

The interview and workshop data indicates that the HAO is accessible for clients, described as 'easy' or 'very easy' to access. She was described as 'being a phone call away [which] is much more than other services offer', and that she is 'understanding', 'not hard' and 'so calm'. Participants appreciated that with Just Home they were able to 'talk to one person, not ten' – there were no mixed messages from multiple staff members. One participant described the HAO as 'very polite, professional and well-presented'. Another interviewee remarked that it was positive to chat to the HAO, and 'the service is fantastic but if there is no public housing I'm still stuck in a tent'. Another interviewee stated that the HAO was 'very approachable', and that access was made easier by the fact she works on the same days that the Soup Kitchen is open.

In the stakeholder survey, the most common way for survey respondents to make contact with the HAO was email (n=9). Phonecalls (n=6) and community meetings (n=5) were also quite common, along with a Just Home meeting (n=4). Four survey respondents had referred a client to the HAO, and three survey respondents had a shared client with HAO, or the HAO has been an advocate supporting clients using the respondent's service.

Data from the stakeholder survey indicates that 100% of respondents (n=12) found that it was very easy to access and make contact with the HAO. Furthermore, 11 respondents said that the HAO's response time was very fast (one said her response time was fast), and 12 respondents said her conduct was very professional, and the quality of the service and communication was high. When asked, 'Did you get the outcome you hoped for?', eight respondents were very satisfied, two respondents were satisfied, one respondent was somewhat satisfied, and one respondent was not satisfied.

Survey respondents provided positive descriptions of the HAO, such as 'always positive and helpful', 'doing a great job', 'very dedicated with limited resources available in the south west', and that the HAO is 'very aware of the issue around housing and wants to find long term solutions'. One survey respondent stated,

*Katie is always very professional and willing to assist. She has a very clear understanding of the broad issues facing her community which affect their housing outcomes and her ability to articulate these issues is excellent. Her willingness to participate in research to assist the community with which she works is outstanding.*

Another described the HAO as 'very kind hearted, aware of other issues in the community and works with a caring mind and heart'.

### ***Navigating Department of Communities – Housing***

The HAP client data shows that the HAO supported 25 clients to navigate Department of Communities-Housing (DoC-H), providing information (n=25), providing application (n=17), advocacy (n=22), transport (n=1), completing application (n=6) and bond assistance (n=4). Notably, the HAO advocated for two clients already in the DoC-H system to prevent eviction. The interview and workshop data suggests that a key strength of the HAP is supporting community members to navigate the Department of Communities – Housing (DoC-H). This includes supporting clients with completing their application for DoC-H; navigating the DoC-H system; and providing support to people already within the DoC-H system. A female participant said that the HAO's advocacy with DoC-H has 'helped me be taken seriously and not get pushed around by the Department'. She said that the HAO has helped her resolve her issue with the Department.

Participants also identified an inequality in the DoC-H system, where the Housing Advocacy Officer is often treated better than the clients for whom she is advocating. A female participant explained that the Department would listen to the HAO, whereas 'they just treat (me) like a number'.

### ***Accessing and maintaining other forms of housing***

The client data shows that 12 clients were supported by the HAP to access improved housing, and two DoC-H clients were supported to maintain their public housing tenancy. Three interviewees indicated that the HAO has assisted them to access or maintain other housing options. One interviewee received support to complete an application to Baptistcare housing. Another shared that the HAO 'helped me to keep the house I'm in', and another identified that the Just Home network helped them access housesitting opportunities. One interviewee also mentioned that Just Home's involvement with the MR Community Centre caravan program is 'somewhat comforting'.

A survey respondent positively described Katie's support to clients needing to access housing:

*As the agency providing office space and also regularly supporting clients accessing Just Home and our own service, I have consistently found Katie to be empathic, professional and motivated to ensure as comprehensive as possible supports being offered to her clients. I feel she gives her clients a clear idea of the type of support she is able to provide and assists them to understand the practical realities of limited access to affordable housing in the area.*

### ***Provides information about other services***

The client data, interviewees and workshop participants identified that the HAO provides information about other services to clients. This includes information about accessing services, how social services work, and alternative routes to access the system. Workshop participants also identified that the HAO assists clients to navigate misinformation about existing services. The individualised focus means that the HAO can be responsive to individual needs. As one participant said, 'Just Home was a sounding board to find out issues I need help with'.

### ***Supporting clients to access other services***

Table 6, presented earlier in the report, shares HAP client data for referrals and advocacy that the HAO made during 2017-18. It shows that the most common outward referrals or advocacy from the HAP were to support clients with Department of Communities-Housing, and support or information regarding Centrelink payments. Another key area affected by housing stress and homelessness was clients' mental health. The HAO completed formal and informal suicide risk assessments, mental health assessments and requested their GP to support with a Mental Health Care Plan and referral to appropriate mental health service/ practitioner.

The interview and workshop data validates these statistics, indicating that the HAO supported clients to access other services through writing referrals, emailing other services, accessing a mental health care plan, and accessing other health services.

The following table shows the agencies with which the HAO had the most engagement during 2017-18, for enquiries, outward referrals, advocacy or shared clients:



**Table 9: Agencies that HAO engaged with for enquiries, referrals, advocacy and shared clients, 2017-18**

Agencies engaged with HAO for enquiries/ referrals / shared clients	No. of people (HAP clients and non-HAP clients) for whom HAO and agency engaged
AMR Shire	4
Department of Housing	25
Police	6
Advocacy South West	9
Child Protection	6
Centrelink	19
Waratah	2
MR Community Centre	15
NDIS	11
Out Care	1
Family Dispute Resolution	2
Relationships Australia 4 Families	2
Ruah	3
Street Doctors	1
Tuart House	2
Foundation Housing	1
Legal Aid	5
Mental Health Law Centre	1
LAMP	1
Accord West	9
General Practitioner/ Medical Centre	10
Private Psychologist	4
South West Counselling	1
St John of God - Alcohol and other drugs	3
Community Mental Health	3
Department of Transport	1
Richmond Wellbeing	2
Baptist Care	1
MR Lions	1
Bunbury APU	1
Vinnies	1
CARE (AOD Rehab)	1
Margaret River Hospital	4
Allied Health	3
Silver Vines	2
BESS	1

### ***Teaching skills***

The workshop identified that the HAO has taught clients to use technology such as computers and systems. For example, the HAO provided a workshop participant with technical support for advocacy.

### ***Connecting community and networking***

As a grassroots position within a grassroots organisation, the HAO is well-connected to the community. One interviewee indicated that through information provided by HAO, she connected with services such as the multicultural group and the Soup Kitchen. One survey respondent indicated that they hope to work together with Just Home in the future.

### 3.3.2 Challenges with Housing Advocacy Project

The interview and workshop data identified some challenges with the Housing Advocacy Project. The overwhelming issue was that there are almost no housing or accommodation options for clients who access the Housing Advocacy Officer.

#### ***No houses or accommodation are available***

The client data, interviews and workshop data overwhelmingly indicate that there are not any affordable houses or accommodation options for people experiencing homelessness in Augusta Margaret River. There is no accommodation available to support our clients, and private rentals are too expensive. This is reinforced with recent data from Anglicare's *Rental Affordability Snapshot 2018*, which found that of the 144 private rental properties identified in the Busselton-Margaret River area, none were affordable for a single parent with one child on Newstart, none for a single person on an aged pension, and none for a single person on a disability pension. Several participants shared their frustration at the long waitlist for DoC-H accommodation (up to 8 years), and that getting on the DoC-H list does not resolve their housing issues.

Some interviewees identified caravans as a temporary fix between houses, but the three Soup Kitchen caravans were not available for them or there was nowhere to put them. Workshop participants also described issues with local caravan parks, who generally won't let local people experiencing homelessness stay long-term. One participant shared that the only available accommodation option for him required access to transport, but public transport is not available in our community. Another participant said that the HAO was unable to help him because 'I wasn't put into any category that fit my housing situation'. An interviewee and a survey respondent identified that some options are available out of town (such as farm stays), but they require transport and are therefore inaccessible.

Due to the severe lack of affordable housing and secure accommodation options in our community, one participant described the HAO as 'helpful but couldn't really help' when it came to actually housing our clients. However, we do note our client data that 14 out of 41 clients had improved housing situations by 30 June 2018.

A survey respondent articulated the challenges for the HAO in supporting clients to access housing:

*Katie is doing a great job considering the complexity of securing safe affordable housing in Margaret River/Augusta and the issues clients experiencing homelessness present with. Dealing with the bureaucracy of being able to follow through with innovative and creative ideas to address homelessness in the region I believe must be very frustrating. Katie always professional in her role and clear in what is needed to move toward progressing these ideas to fruition.*

#### ***Insufficient hours for the workload***

The Review data suggests that 15 hours per week is insufficient for the Housing Advocacy Officer. Participants raised concerns that the position is not full-time, and that it is not casual/flexible. A minimum of 20 hours (3 days per week) was proposed as necessary for the case load.

#### ***Empowering approach***

Just Home takes a solidarity approach with our work, which means working in partnership with community members to help them address their housing needs. One participant highlighted her frustration that the HAO would not ring the caravan park on her behalf, and that she was told she would 'need to do it yourself'.

### 3.3.3 Other skills and support needed by clients

Participants identified a number of other skills and support they need to address their housing issues:

- Assistance to access housing, including getting on the WA public housing list; completing housing forms; and support at an interview for housing.
- Legal support

- Support with health issues, including mental health issues
- Understanding the process of social services and knowledge of its working
- Transport
- Financial support, including phone credit and food vouchers
- Wood / heating
- Free camping
- Computer and internet skills
- Small business skills
- Further education and employment

While the HAO can provide some of this support (such as supporting with accessing housing), much of this work is outside the scope of the HAP and Just Home's remit.

### 3.4 Access and experiences of other services

Interview and workshop participants discussed the other services they already accessed, and services in the Busselton and Bunbury that would be more accessible if they were available in AMR. This information was collected to inform service provision by Just Home and other organisations, and inform advocacy for increased social services in our community.

**Table 10: Services that Review participants currently access and services that could be more accessible**

Services that First Year Review participants already access	Services in Busselton and Bunbury that would be more accessible if available in AMR
<ul style="list-style-type: none"> <li>• Facebook page: Margaret River Accommodation, Rental, Rooms, Couchsurfing</li> <li>• Just Home</li> <li>• Sensis (NDIS provider)</li> <li>• Churches: Surfside Church; Baptist Church craft</li> <li>• MR Soup Kitchen</li> <li>• Vinnies</li> <li>• Woolworths (fundraising support)</li> <li>• Lions (food vouchers and fundraising)</li> <li>• Centrelink support at the Kip McGrath office (this is not a customer service office)</li> <li>• Department of Communities-Housing waitlist</li> <li>• Keystart</li> <li>• Accord West outreach to MR</li> <li>• Samworth St housing</li> <li>• Department of Immigration</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Communities-Housing – a local office</li> <li>• Not-for-profit housing services such as Accord West</li> <li>• A 'real' Centrelink customer service office</li> <li>• Emergency dentist and bulk-billing dental support</li> <li>• Disability services</li> <li>• A court to lodge documents, get birth certificate etc</li> <li>• Hospital</li> <li>• Full-time job support agency</li> <li>• Churches to open their doors</li> </ul>

This table indicates that HAP clients are already connected to a number of local services, acknowledging that there are very few housing-specific services in the community. The table also shows the need for a greater presence of services in AMR, particularly Department of Communities (housing, disabilities), community housing providers, and a properly-serviced Centrelink office. We recognise that lack of affordable public transport makes it extremely difficult for HAP clients to access services in Busselton and Bunbury.

## 4. DISCUSSION

This section discusses the key findings from the Review, within the seven aims of the Housing Advocacy Project.

### **4.1 Actively contribute to programs and activities to improve local access to housing services**

The Review data indicate that HAO has developed a professional and reliable Housing Advocacy Project. Feedback from the stakeholder survey indicates that the HAO has developed strong positive relationships with local support service providers, including mental health, charities, churches, counselling, health, employment and disabilities support services. The HAO has collaborated with these agencies, and communicated and shared knowledge of local issues and strengths. Through these relationships, significant referrals and advocacy were undertaken, with some shared clients with other agencies. Regarding housing services, HAO assisted and referred clients to access ACCORD West (local housing support provider), Department of Communities-Housing, and private housing.

The data also indicate that there is active participation, volunteering and positions on the Just Home committee from members experiencing homelessness and housing stress (historically and current). People experiencing homelessness referred others they met sleeping rough to visit the HAO.

### **4.2 Provide information, referral, advocacy and support to help resolve difficulties for community members in accessing and maintaining affordable, appropriate, secure and accessible housing in Augusta Margaret River**

A total of 41 clients accessed the service, and the data shows that support and advocacy of varying degrees was provided. In addition to providing support to access housing (discussed further in section 4.3), the HAO supported clients with information, referral, advocacy and support to manage the numerous complex issues that are related to clients housing situations, such as accessing NDIS, financial management and budgeting, and accessing mental health services. The HAO conducts intensive work with a handful of particularly complex clients. The data suggests that the HAO established strong relationships, rapport, positive communication and ongoing collaboration with local people experiencing homelessness and housing stress.

### **4.3 Implement locally-developed strategies to prevent homelessness and improve access to affordable, appropriate, secure and accessible housing in Augusta Margaret River, including public, private, emergency, community and other forms of housing.**

The HAP was developed in 2015-2017 through participatory action research with AMR community members experiencing homelessness. The role and focus of the position has always been informed by people with lived experience of homelessness in our community. During its first year in 2017-18, the HAO worked in partnership with 41 clients to support their housing needs, including 15 people experiencing chronic homelessness, 11 people experiencing homelessness, 3 people in the DoC-H system, 11 people at risk of homelessness (housing stress), and 1 person in a safe housing situation. HAO uses a solidarity and empowerment model to support clients to identify their needs and implement actions.

HAO assisted and referred clients to access ACCORD West (local housing support provider), Department of Communities-Housing, and private housing. HAO also supported clients to search for private housing, and access furniture and bond assistance.

A significant proportion of the HAO's workload involved supporting HAP clients (n=25) to navigate the Department of Communities-Housing, including providing information and application forms, advocacy to DoC-H, supporting clients to complete applications forms and seek bond assistance. The HAO reports some challenges engaging with DoC-H to acknowledge that homelessness and housing unaffordability is a considerable issue in AMR. DoC-H has declined the HAO's requests for increased

presence of DoC-H in the community to receive applications and field basic enquiries (as the closest office is Busselton, 50km), even with the offer of a free office space for a monthly, six-monthly or annual DoC-H visit to Margaret River. There appears to be an attitude that there is not enough need for public housing in AMR; however, HAP clients have indicated minimal motivation to apply for DoC-H due to the long wait list, and difficulty in accessing the DoC-H office. DoC-H have also declined Just Home's requests for long-term residents experiencing homelessness to be allocated priority housing in the community. Just Home will continue to advocate the importance of ageing in place, community connection and localised public housing for isolated people to stay close to their few strong connections for their wellbeing.

On a positive note, Just Home and DoC-H have established a smoother process to assist clients in preparing paperwork for applications (housing list or bond applications), whereby clients can collect all documents in MR, have them signed by a Justice of the Peace, scanned and sent to DoC-H. HAO has also built positive rapport with individual housing officers / case managers.

During the 2017-18 period, twelve HAP clients were able to improve their housing situation, and two clients in DoC-H prevented eviction. The Review data indicates that the limited number of hours for the HAO (15 hours) was insufficient to provide intensive support to individuals to maintain tenancy, and a referral to a more specialised agency was made where appropriate. Furthermore, and most concerning, the HAP is limited by the lack of affordable and appropriate housing options for AMR community members experiencing homelessness or housing stress.

#### **4.4 Generate community awareness and compassion about homelessness and housing stress, and facilitate community provision of informal crisis accommodation and affordable short and long-term housing to people in need**

During 2017-18, the HAO engaged in ongoing activities to increase community awareness of homelessness and housing stress. The HAO was interviewed for three local newspaper articles, with a focus on increasing awareness about rising housing costs. HAO also participated in three radio interviews with ABC South West. The HAO also gave a presentation at Margaret River Lions Clubs and Margaret River Rotary, which increased knowledge of homelessness it's causes and increased compassion. Just Home also held a stall at the annual Margaret River Agricultural Show to increase community awareness.

HAO has provided ongoing support and communication with the AMR Shire regarding people experiencing homelessness, which has resulted in increased Shire staff and rangers' knowledge of appropriate language to use around homelessness, increasing awareness of compassionate actions and supporting staff where advice has been requested.

The HAO has been collecting data around needs for crisis housing. In the First Year Review Workshop, clients identified the need for crisis accommodation and interim housing between homelessness and permanent housing as there are currently no crisis accommodation facilities in AMR. Several models were proposed, including: make-shift sleeping spaces and a safe sleeping place run by volunteer professionals; a 2-bedroom unit for crisis; a generalist crisis accommodation house / boarding house, such as an 8-bedroom house; a collection of chalets with a caretaker's cottage; an eco-village / community owned caravan park; a men's space for perpetrators of violence; and funds to pay for overnight accommodation for people in crisis. The workshop did not finalise the option that would be most effective in our community. Further research and consultation is required to find an appropriate model for crisis housing, as it is still unclear about the type of crisis housing would be most versatile, affordable and appropriate to meet all needs.

The Just Home committee and HAO have investigated a number of ways to connect Just Home members with community members who may own spare cottages or properties and be willing to support local people struggling with subsidised rent. Just Home has been trying to find a legally-appropriate model where the Just Home member is supported, safe and empowered whilst ensuring the landlord is also safe and supported. Just Home has sought legal advice and has been advised that there is a significant liability for the organisation to be a conduit that connects clients with private

landlords, and that it is not appropriate for Just Home to undertake this role. This has been a significant hurdle to achieving private accommodation opportunities for Just Home clients.

#### **4.5 Manage the Margaret River Soup Kitchen's crisis accommodation caravan program to provide accommodation to people in need of emergency housing**

The Review data suggests that caravans are a feasible option for temporary or crisis accommodation for some people; albeit, that the clients must find private land to place the caravans. The HAO is responsible for supporting the Margaret River Soup Kitchen's caravan program. There have been delays with making caravans available for Just Home clients, as the Margaret River Community Centre (who own the caravans) has been busy with a significant renovation project. Some vans are in need of repairs, safety checks and other logistical issues. The ongoing challenge of where to park the vans will continue to be an issue that will need to be negotiated case by case.

#### **4.6 Support the self-determination of people with personal experience of homelessness and housing stress to address their own housing needs**

It has been a priority of the Housing Advocacy Officer to provide more intensive interventions to a smaller number of people focussing on those who have long term and repeated experiences of homelessness. The HAO uses a strengths based empowerment model where the client selects their own housing aspirations and the HAO supports the person to identify and reduce barriers, increase support systems and access government funding and structures that will assist the client. The Review data suggests that this approach has been very welcomed by clients, and is effective in building relationships to support long-term changes. For example, the HAO worked intensively with a client who has been homeless for several years to apply for public housing and get on the DoC-H waitlist. This was an enormous achievement after many months of attempts to complete an application. We believe the HAO provides a safe and nurturing environment for the client to identify and explore behaviours, past experiences and issues that may need attention to increase their success in housing long term.

#### **4.7 Maintain a database of service users to monitor the rates, experiences and issues of homelessness and housing stress in the Augusta Margaret River area.**

The HAO has established an electronic database to collect demographic data of clients experiencing homelessness and housing stress, and document and monitor the services that the HAO provides. There have been no major challenges with collecting data. A privacy policy was created, paper forms are stored correctly and we have utilised basic spreadsheets that have de-identified information. There have been slight changes in the types of data was collected at the start of the project in comparison to mid-year, and heading into the program's second year the information required will be reviewed and practices of recording information will be improved. The HAO reports that it is often difficult to follow up data and results with people who don't have phones or consistent addresses.

The HAO has developed a methodology to collect data of as many local community members experiencing homelessness and housing stress as possible, to continue informing our advocacy and further connect our housing justice community. The HAO will launch the program later in 2018.

The HAP has provided insight into local experiences of homelessness and housing stress, and the demographic data of people experiencing these issues. In particular, Just Home has identified the following trends and issues:

- More than 80% of people experiencing homelessness or housing stress who accessed the HAP have lived in AMR for more than one year, and nearly half of the 41 clients have lived in AMR for more than 10 years. This data challenges notions that people experiencing homelessness in AMR are transient or not from our community.
- Nearly 60% of HAP clients have completed Year 12, and 36% of clients have a TAFE or university qualification. Many HAP clients have held long-term employment in the past or currently.

- Over half the HAP clients have children. Just Home is concerned about the intergenerational impacts of homelessness and housing stress, particularly when children are unable to live with their parent/s due to lack of appropriate housing.
- The sleeping arrangements of HAP clients indicate a wide range of informal sleeping arrangements. We are particularly concerned about the safety, health and wellbeing of the 20 HAP clients who are sleeping in the street, in their car, in tents or caravans, particularly during winter months.
- Homelessness and housing stress often co-exists with other issues. In particular, more than 60% of the HAP clients self-identified as having mental health challenges. We believe that mental health may be one of the causes of homelessness for some people, while homelessness is often the cause of mental ill-health for other people, due to housing instability and isolation, and the stresses involved in finding housing and paying rent. In any case, it is clear that access to secure, long-term, appropriate and affordable housing will support HAP clients to manage their mental health.
- Other trends in HAP data suggest housing risks for older males aged 40-65 who are casual labourers and struggling to find employment with minimal superannuation reserves, and pensioners over 60 unable to afford rising rental prices.
- There is very low to no availability of rental properties in AMR that are affordable for people receiving a Centrelink pension or low income. There is also a lack of crisis accommodation and very long wait time for public housing. This means that it is very difficult for community members experiencing homelessness or housing stress to find accommodation that is appropriate, affordable and secure. We have identified numerous factors that affect affordability of housing in AMR, particularly the low supply of rental properties due to high visitor numbers, seasonal workers, high unoccupancy rates (30%, 2016 Census), and the growing 'share economy' whereby residents rent spare bedrooms and granny flats for short-stay accommodation rather than long-term rentals.

Appendix 3 provides a table reporting the outcomes of the Housing Advocacy Project against the impact indicators outlined in our funding application to Mercy Foundation.

## 5. RECOMMENDATIONS AND ACTIONS

This section shares the recommendations and actions that came from the First Year Review participants, HAP Steering Committee and the HAO. Where appropriate, they will be integrated into the Housing Advocacy Project.

### 5.1 Recommendations

**Recommendation 1: That the high HAO workload is managed through allocating more hours and funding to the HAO position, delegating non-essential parts of the HAO to volunteers, and increasing peer support and training for the HAO.**

Interviewees, workshop participants and survey respondents suggested that more funding is needed to support Just Home's work, including the HAP and other projects. One participant stated, 'more donations means better results in housing people'. One survey respondent stated, 'please extend funding if possible as Margaret River needs this service'. This recommendation can only be achieved through additional funding, and increasing Just Home's volunteer base.

The HAO also requested increased peer support from other professionals in the community, and training opportunities to keep her up-to-date about the rapidly-changing housing sector.

The HAP Steering Committee and HAO agree with this recommendation. Just Home is committed to identifying additional funding and resources for the position.

**Recommendation 2: That the HAO further support clients by providing character and situation references.**

Participants suggested that the HAO provide references to support clients to access housing, jobs and other support.

The HAP Steering Committee and HAO acknowledge clients' intentions for this support. It is recognised that it may not be appropriate for the HAO to provide character references, but highlights that the HAO can provide situation references for clients through her advocacy.

**Recommendation 3: That Just Home and the HAO work towards increased low-cost housing options in Augusta-Margaret River.**

Participants identified that we need housing options for clients, including government services and interim housing. In addition to the construction of low-cost housing and crisis accommodation, participants identified the following options:

- Engage with farmers to rent out unused houses cheaply in exchange for houses to be improved (engage local tradies to assist)
- Investigate opportunities for holiday homeowners to 'donate' accommodation time, particularly in winter when there are less visitors, for a tax deduction or other benefit.
- Promote a house share network

The HAP Steering Committee, HAO and Just Home will explore opportunities for creative housing solutions, while acknowledging legal liabilities and resources constraints that may limit Just Home's capacity to implement these suggestions.

**Recommendation 4: That the HAO facilitate social activities for HAP clients.**

Participants suggested a number of events and social activities that Just Home could organise for HAP clients and community members, in order to increase social interaction and community connectedness:

- A Just Home plot at the MR Community Garden to produce food and engage in community
- Art and photography activities
- Music jam sessions
- Annual Just Home events, such as lunch/dinner/movies; Winter Solstice event for the longest day of the year



- Link with existing opportunities with other agencies such as LAMP's art group, Transition MR's weekly morning tea at Organic Garden, Men's Sheds, Op Shops,
- Activities with food, such as bbqs, cooking food together, and teaching each other cooking skills (such as international cuisine).
- Skill-development activities, including learning how to build tiny homes

The HAO also recommended that her role integrates social activities for clients.

The HAP Steering Committee, HAO and Just Home support this recommendation within the resources and scope of the HAP. Just Home will seek volunteers and further resources to support social activities to be implemented in the community.

**Recommendation 5: That Just Home engage with other organisations to advocate for a full-time generalist social work position in Augusta Margaret River.**

The HAP Steering Committee, HAO and Just Home have identified that there is a severe gap in local services for a generalist social worker who can support community members to manage intersecting and complex issues such as mental health, financial management, employment and family violence. Numerous government and non-government services have left Augusta-Margaret River over the past 15 years, with a trend towards recentralisation of services in Bunbury and sometimes Busselton. Just Home and the HAO will commence community discussions and advocacy to progress this recommendation.

## 5.2 Actions

The following table outlines actions that Just Home and the HAO have decided are practicable and appropriate for the HAP to undertake to address these recommendations.

**Table 11: Actions for Just Home and the Housing Advocacy Officer**

Theme	Action	Responsibility
<b>Increase resources for HAO</b>	Increase Just Home's membership and volunteer base to support HAO with non-essential tasks.	Just Home
	Seek increased funding for the HAP from other sources and grants.	Just Home
	Seek peer support and training opportunities for the HAO	HAO and Just Home
<b>Housing</b>	Investigate opportunities for holiday home owners and women's refuges to participate in Spare Keys program	Just Home
	Invite Department of Communities-Housing representatives to attend a Housing Advocacy Program Steering Committee meeting.	HAO
	Facilitate opportunities for community members to network and build potential housesharing relationships	HAO
	Continue advocating for increased social housing and affordable housing in AMR	Just Home
<b>Social activities</b>	Develop a communication process with Just Home members to promote activities and events	Just Home
	Develop a Just Home plot at the MR Community Garden	Just Home
	Construct a pin-up board at the Just Home office to <ul style="list-style-type: none"> <li>• promote events and activities</li> <li>• advertise donations of goods and services such as couches, cleaning</li> </ul>	HAO
	Trial social activities for Just Home members and clients	HAO and Just Home
<b>Social work services</b>	Commence conversations and advocacy in the community for the development of a generalist social worker in AMR	Just Home

## 6. CONCLUSION

This report has shared the findings of the First Year Review of the Housing Advocacy Project. It considers the findings of interviews with nine HAP clients; a participatory workshop with 16 HAP clients and Just Home committee members; a survey with 12 local agencies; and the aggregated data from 41 HAP clients in 2017-18. We identify two key conclusions from this Review.

Firstly, the HAP is easy to access, approachable, professional and provides a high quality service and support for people experiencing homelessness and housing stress. With an enormous caseload of 41 clients for a 15-hour per week service, the HAP is clearly needed in our community. The HAP has provided extensive support to clients experiencing homelessness and housing stress, including exploring housing circumstances and options, navigating Department of Communities-Housing and private rentals, mental health advocacy, financial management, and providing information, referrals and advocacy to crisis services and other agencies. This has resulted in some positive outcomes for some clients. The Review findings strongly indicate that the HAP needs additional resources in order for the HAO to provide a comprehensive service for clients experiencing homelessness and housing stress. It is also clear that more generalist social worker resources are required in Augusta-Margaret River to support community members manage intersecting, complex issues such as mental health, financial management, family violence, employment and disability.

Secondly, it is clear that a key cause of homelessness and housing stress in AMR is the severe lack of social housing and affordable housing. It is almost impossible for people receiving a Centrelink benefit or on a low income to find an affordable rental in our community. While this is a national phenomena, we identify that the affordability and availability of rental housing in AMR is affected by the seasonal tourism industry, influx of seasonal workers for hospitality, vineyard and agricultural industries, and the increase in residents renting spare rooms, ancillary dwellings and standalone houses for informal short-stay accommodation. The Review data shows that homelessness and housing stress are prominent issues in Augusta Margaret River. Diverse experiences of homelessness amongst HAP clients included sleeping on the street, in a car, in a tent or caravan and couch surfing, and the lack of affordable housing options means that such sleeping arrangements are often long-term. The housing system in AMR is clearly failing low-income peoples.

Just Home Margaret River is committed to Housing First – an internationally successful model that immediately provides housing to someone who is homeless, followed by other support services such as mental health and employment programs. Research around the world has found that this model has significantly reduced rates of homelessness, and when housing is addressed, other co-existing issues can often be resolved or managed. In AMR, housing is extremely difficult to access for people experiencing homelessness and housing stress. Without stable, secure and affordable housing, it is very difficult for people experiencing homelessness or housing stress to address co-existing issues such as mental ill-health, family violence, drug and alcohol misuse, and unemployment. Importantly, the HAO estimates that almost 90% of the 41 HAP clients would not have difficulties maintaining a long-term rental property, if they could afford it. Only about five clients are complex cases that would require ongoing work and support to maintain their housing.

The findings of the First Year Review of the Housing Advocacy Project indicate that AMR requires long-term solutions to address the severe lack of social housing and affordable housing. Without access to affordable rental properties, it will continue to be difficult for the HAP to house community members experiencing homelessness or housing stress.

This Review affirms the importance of the HAP and the need to continue this program with increased resources and capacity. The findings also reinforce that structural change is required to significantly increase social housing and affordable housing in Augusta-Margaret River to address homelessness and housing stress.

## Appendix 1: Client interview questions

### *General experiences of homelessness in AMR*

1. Please give a short story of your experience of homelessness in AMR (invite participants to film it if they wish)
2. How would stable housing benefit you?
  - a. What type of dwelling would you like to live in?

### *Experiences with Just Home's Housing Advocacy Project*

3. How did you hear about the Housing Advocacy program?
4. How easy or difficult did you find it to access and use the Housing Advocacy service?
5. Has Just Home helped you with your housing situation?
  - a. If yes, how has Just Home supported you as an individual/family
  - b. If no, why wasn't Just Home's service helpful?
6. Describe your relationship with Just Home. How do you feel about Just Home?
7. How can Just Home improve our Housing Advocacy program?

### *General access and experiences of other services*

8. What other housing services do you access?
9. What services in Busselton or Bunbury would be more accessible if they were available in AMR?
10. What other skills and support do you need to address your housing issues?

### *Experiences and engagement in Just Home's community movement for housing justice*

11. Do you want to be part of Just Home's movement for housing justice? (Yes, No).
  - a. If yes, how would you like to be part of Just Home's movement?
12. How could you connect with the Just Home community and wider community?
13. Are you interested in participating in social activities to build community?
  - a. If yes, what sort of activities?

## Appendix 2: Stakeholder survey

1. What best describes your organisation?
  - Charity, Volunteer group
  - Community group
  - Church, Spiritual beliefs
  - Not for profit organisation
  - Combined/ mixed funding
  - Private business
  - Local government
  - State government
  - Federal Government
  - Other:
2. What contact have you had with Just Home's Housing Advocacy Officer, Katie Gray? (select all that apply)
  - Community meeting
  - Phone call
  - Email
  - Just Home meeting
  - Donated goods, supported Just Home
  - Funding body, donates to Just Home
  - Referred a client to Just Home
  - I received a referral from Just Home
  - Shared client, both supporting
  - Just Home uses my service
  - Just Home Housing Advocacy Officer has been an advocate supporting clients using my service
  - Other:
3. How easy was it for you to access/make contact with the Housing Advocacy Officer?  
Very Difficult                      1                      2                      3                      4                      Very Easy
4. How quick was the response / reply time?  
Too Slow                      1                      2                      3                      4                      Very Fast
5. Was the Housing Advocacy Officer's conduct professional?  
Unprofessional                      1                      2                      3                      4                      Very professional
6. What was the quality of service and communication you received?  
Low quality                      1                      2                      3                      4                      High Quality
7. Did you get the outcome you hoped for?  
Not satisfied                      1                      2                      3                      4                      Very Satisfied
8. Do you have any problems, concerns or issues with the Just Home Housing Advocacy Officer that you would like to raise? (please give a brief description)
9. Do you have any compliments or positive experiences with the Just Home Housing Advocacy Officer that you would like to share? (please give a brief description)
10. Do you have any suggestions for actions we can take to improve the Housing Advocacy Project?
11. Do you have any suggestions of service gaps that Just Home may be able to provide for people experiencing homelessness in Augusta-Margaret River?

### Appendix 3: Report against impact indicators

As outlined in our funding application to Mercy Foundation, the First Year Review measured the following impacts of the Housing Advocacy Project

**Table 12: Report against impact indicators**

Outcome/Impact	How outcomes will be measured	Results
Data is collected regarding the rates and experiences people experiencing homelessness and housing stress in Augusta Margaret River, disaggregated by gender, age, disability and other relevant indicators.	A database is established with demographic data of service users.	A database of data of service users was established. Data was aggregated 3-monthly and annually.
Community members experiencing chronic homelessness receive information, referral, advocacy and support to help resolve difficulties in accessing and maintaining appropriate and affordable housing.	Number of community members who access the program each month, reported in program data collection system.	41 people accessed the HAP over the 12-month period.
	Feedback from community members regarding usefulness of the Housing Advocacy program, reported in progress reports, annual reviews and final evaluation.	Feedback from service users has been collected and is shared in the Review report.
Community members experiencing chronic homelessness access affordable and secure housing, resulting in reduced chronic homelessness and housing stress in Augusta Margaret River.	Community members experiencing chronic homelessness access safe, appropriate and affordable housing through the program.	Table 7 shows that twelve HAP clients accessed improved housing by 30 June 2018. Eight clients accessed private rental (including two chronically homeless clients and three homeless clients); one homeless client reunited with their partner; one chronically homeless client was assisted by a community member; one client in housing stress moved away and found an affordable private rental; and one client in housing stress accessed a more appropriate share house. Furthermore, two HAP clients prevented being evicted from their DoC-H housing. [Note: We do not believe that the clients have all accessed safe, appropriate and affordable housing. This is extremely difficult to attain

		for low income people in AMR].
Increased community awareness of homelessness and housing stress in Augusta Margaret River	News items about the Housing Advocacy Project (print, radio, television or online) are published regularly.	Six news items about the HAP were published, including three print items and three radio items.
	Social media posts about the Housing Advocacy Project are published regularly.	Social media posts about homelessness and/or the HAP were published at least monthly on Just Home's Facebook page.
	Service users access the program through word of mouth and/or community publicity.	Clients accessed the HAP through the Just Home committee and community members (12 clients) and newspaper articles (5 clients), as well as referrals and other means (see Table 8 for more information).
	Community members offer assistance, donations and crisis accommodation due to increased awareness.	Just Home received numerous offers of assistance from community members during 2017-18, including food parcels, donations, and offers to volunteer.
Increased community engagement to address homelessness in Augusta Margaret River	Community members volunteer in housing-related projects through Just Home and the Margaret River Community Centre.	At least 15 volunteers were involved with Just Home's projects.
	A database is developed with community members who are willing to provide crisis, short-term and long-term affordable housing to people in need.	A database was not developed with community members. Just Home has been seeking legal advice for several months for its liability in establishing this database, and this has not yet been finalised.
People with current or previous experience of homelessness develop and inform local projects to address and prevent homelessness and housing stress.	Just Home committee members and volunteers include people with current or previous experience of homelessness or housing stress.	At least six Just Home Committee members and at least 10 other Just Home volunteers have current or previous experience of homelessness.
	Project Steering Committee includes people with personal experience of homelessness and housing stress.	The HAP Steering Committee includes at least four people with personal experience of homelessness and housing stress.

<p>People with current or previous experience of homelessness have increased confidence and community connectedness.</p>	<p>People with experience of homelessness participate in public decision-making bodies, conferences and speak to the media.</p>	<p>At least 16 people with experience of homelessness have participated in public decision-making bodies, including Just Home Committee Meetings; Steering Committee Meetings; Homelessness and Affordable Housing Working Group meetings; Housing Advocacy Project review workshop. One JH member with experience of homelessness participated in the AMR Shire Community Reference Group for the Community Strategic Plan. One Just Home member with experience of homelessness participated in the Tenancy WA conference. No people with experience of homelessness participated in media interviews.</p> <p>The HAO and Just Home members participated in Curtin University research into ageing population and housing aspirations research interviews and workshops to inform policy; AMR Shire Disadvantage Analysis; AMR Shire Local Planning Scheme Review consultation meeting; The towns and villages of the future.</p>
	<p>People with experience of homelessness participate in community networks and social activities.</p>	<p>At least 10 JH clients and members with experience of homelessness participated in various community networks and social activities, including: Transition Margaret River weekly morning tea gatherings; Just Home fundraiser at Lions Margaret River; Just Home fundraiser bbqs; MR Soup Kitchen; Martin Luther King Jr. II presentation at the AMR Shire; and MR Skate Park opening.</p>

## Just Home Margaret River Housing Advocacy Project Year 1 Acquittal (2017-18)

Income 2017-18	Amount budgeted	Received as at 30 June 2018	Comments
Street Smart	\$ 1,000.00	\$ 1,000.00	
Mercy Foundation	\$ 20,000.00	\$ 15,000.00	<i>Final instalment of \$5,000 will be paid on receipt of final report to Mercy Foundation</i>
AMR Shire	\$ 20,000.00	\$ 20,000.00	
Just Home contribution	\$ 193.00	\$ 193.00	
<b>TOTAL</b>	<b>\$ 41,193.00</b>	<b>\$ 36,193.00</b>	
Expenditure	Amount budgeted	Actual expenditure	
Wages	\$ 31,935.00	\$ 33,085.11	
Wages		\$ 30,778.00	
Annual leave liability - carryover		\$ 2,307.11	
Superannuation	\$ 2,758.00	\$ 2,855.00	
Program costs	\$ 5,000.00	\$ 4,578.00	
Conference attendance		\$ 1,005.00	
HAO job ad		\$ 110.00	
Worker's Compensation Insurance		\$ 643.00	<i>2018-19 WC insurance was paid in 2017-18 financial year due to timing of invoices</i>
Office kitchen and cleaning costs		\$ 55.00	
Room hire costs (meetings)		\$ 95.00	
Safe T Card		\$ 1,393.00	
Stationary		\$ 57.00	
Training costs		\$ 45.00	
Website development		\$ 830.00	
Telephone costs		\$ 45.00	
Bookkeeping fees		\$ 300.00	
Evaluation (costs and honoraria)	\$ 1,500.00	\$ 589.00	<i>Payment of \$950 in honoraria to evaluation team members is pending finalisation of evaluation report</i>
<b>TOTAL</b>	<b>\$ 41,193.00</b>	<b>\$ 41,107.11</b>	



## **11.4 Corporate and Community Services**

### **11.4.4 FINAL ADOPTION OF BUSH FIRE VOUNTEER SERVICES POLICY**

Attachment 1 – Bush Fire Volunteer Services Policy

# CCSP26

## Bush Fire Volunteer Services Policy



September 2018

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation through all five key focus areas of the Community Strategic Plan 2036.

### Objectives

To ensure the provision of an effective volunteer bush fire firefighting service within the Shire of Augusta Margaret River

### Strategy

In supporting effective and timely delivery of this objective, the Shire will:

- Establish and maintain a bush fire organisation in accordance with Part IV of the *Bush Fires Act 1954* (as amended)
- Manage the risk for residents of the Augusta Margaret River Shire from bush fires and structural fires in rural areas, where they are not under the jurisdiction of the Department of Fire and Emergency Services (DFES)
- Provide DFES endorsed training to its Volunteer Bush Fire Brigade members
- Provide appropriate Personal Protective Clothing / Equipment to its trained Volunteer Bush Fire Brigade members
- Provide adequate insurance cover for its Volunteer Bush Fire Brigade members
- Provide and maintain to industry standards Volunteer Bush Fire Brigade buildings / infrastructure and a response vehicle fleet in line with Emergency Services Levy provision
- Provide a mobile phone and annual allowance to cover nominal travel for the Chief and Deputy Chief Bush Fire Control Officers to offset personal costs associated with fulfilling their official roles
- Involve nominated Volunteer Bush Fire Brigade representatives in the development of fire risk planning initiatives including Shire Emergency Management Arrangements, Brigade level plans and the Bush Fire Risk Management Planning (BRMP) process
- Support recruitment campaigns for Shire Volunteer Bush Fire Brigades where required
- Contribute to the development and implementation of community preparedness and prevention activities
- Administer the Bush Fire Advisory Committee (BFAC) in partnership with the Chief Bush Fire Control Officer, or nominated Deputy, and use as a forum to develop capacity of Brigades and resolve issues

BUSH FIRE VOLUNTEER SERVICES POLICY

- Administer the Local Emergency Management Committee (LEMC) and invite participation from Chief Bush Fire Control Officer (or nominated proxy) to assist emergency management planning, coordination and delivery, with a focus on bush fire services.

Besides dealing with fires, the Volunteer Bush Fire Brigades will be available to assist at other emergencies, but only when reasonably possible, without any obligation to do so and not where another organisation has that task as its primary duty and does not need the brigades' assistance.

## Application

Responsibility for the implementation of this Policy is delegated to the Shire's Community Emergency Services Manager. Responsibility for the coordination of firefighting activities is delegated to the Shire's Chief Bush Fire Control Officer.

The Policy is to be reviewed every three years.

Document and version control table		
<b>Strategic outcome</b>	Goals 1 -5	
<b>Responsible Directorate</b>	CEO	
<b>Authority of original issue</b>	Council	
<b>Date of original issue</b>	15 August 2015	
<b>Contact officer</b>	Community Emergency Services Manager	
<b>Date of next review</b>	July 2021	
<b>Document No.</b>	COR/11	
Version	Date issued	Brief description
1.0	15/08/2015	Initial Issue
2.0	19/09/2018	Full review and template update

## **11.4 Corporate and Community Services**

### **11.4.5 PROPOSAL FOR TRANSITION OF BUSH FIRE BRIGADES TO DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

Attachment 1 – Draft Transition Framework for the Transfer and Management of the Shire of Augusta Margaret River Bush Fire Brigades to Department of Fire and Emergency Services Brigades

Attachment 2 - Letter from Commissioner of Fire & Emergency Services from the Steering Committee – 16 December 2016

Attachment 3 - Letter from Wallcliffe Fire Brigade Captain to CEO – 15 February 2018

Attachment 4 - DFES Directive 5.3 – VFES Administration document

Attachment 5 - Full email questionnaire with current Baldivis VFES Captain, Neil Chaplin

Attachment 6 - Council Briefing Presentation – 12 September 2018

# **Draft Transition Framework for the Transfer and Management of the Shire of Augusta Margaret River Bush Fire Brigades to Department of Fire and Emergency Services Volunteer Fire and Emergency Services Brigades**

## **1. Purpose**

This framework is intended to identify and document the respective roles and responsibilities of the Augusta Margaret River Volunteer Bush Fire Brigade (BFB) volunteers, the Shire of Augusta Margaret River (the Shire) and the Department of Fire and Emergency Services (DFES) should it be considered appropriate to transition, maintain and support the Augusta Margaret River Volunteer Bush Fire Brigades to DFES Volunteer Fire and Emergency Services Brigades. The Framework also outlines the reporting structure and compliance requirements to which the Augusta Margaret River VFES members, the Shire and DFES will agree to adhere to.

## **2. Objectives**

- 2.1 To consider preferred model should the local government (LG) and its Bush Fire Brigade volunteers consider transitioning from LG management to DFES management.
- 2.2 To document an agreed reporting structure for the possible Augusta Margaret River VFES.
- 2.3 To clearly identify the responsibilities and obligations to be undertaken by all parties should the local government (LG) and its Bush Fire Brigade volunteers consider transitioning from LG management to DFES management.

## **3. Duration**

- 3.1 This frame work is intended to form part of the final Memorandum of Understanding between DFES and the Shire with the transition process being trialled over a period of two (2) years. Following the end the two (2) year trial period the Shire, DFES and the VFES Brigades will review the framework and should it be identified by all parties as successful, the transfer of capital assets and other identified requirements to finalise the transition will be initiated.

3.1 (a) The Steering Committee will represent the brigades at the conclusion of the trial period to discuss the suitability of the trial and make a recommendation back to BFAC for Council consideration if the transfer should be completed or not.

- 3.2 Should it be identified by all parties that the trial was unsuccessful and unable to be rectified, then all parties will work together to revert the VFES brigades back to Shire managed bushfire brigades as per the relevant legislation.

## **4. Acknowledgments and Undertakings by the Augusta Margaret River Volunteer Bush Fire Brigade Members**

- 4.1 The members of the Shire of Augusta Margaret River BFB's agree to the transition of management from the Shire to DFES as VFES Brigades and provide the emergency services roles as previously provided by the Shire BFB before the establishment of the Augusta Margaret River VFES Brigades. This includes:
  - bushfire fighting;
  - incident management;

- community safety and,
- external Structural Firefighting.

The roles currently conducted by brigades are not intended to change, unless by request of the brigade, as part of the transfer.

- 4.2 According to community needs, appropriate training and the provision of resources, the Augusta Margaret River VFES' roles may be expanded in profile. However, this will only occur through consultation with the Augusta Margaret River VFES brigades and DFES.
- 4.3 The Augusta Margaret River VFES members agree to comply with the requirements of the DFES Volunteer Fire Service Administration Manual when performing both administrative and operational functions.
- 4.4 Provide and maintain a list of all brigade assets to DFES for insurance purposes.

## **5. Acknowledgments and Undertakings by DFES During the Trial Period**

- 5.1 Under Part 3 Section 12(2)(e) and (f) of the Fire and Emergency Services Authority of Western Australia Act 1998, DFES is able to provide for the efficient transfer of management of the Shire BFB's to DFES VFES' and ensure that the members of the Augusta Margaret River VFES are supported, trained, equipped and capable of providing the emergency services roles defined in 4.1.
- 5.2 With approval of the Shire of Augusta Margaret River Council and its volunteer Bush Fire Brigade Members accept the transition of all ten (10) current volunteer Bush Fire Brigades and associated members, to become Volunteer Fire and Emergency Service (VFES) Brigades and members.
  - 5.2 (a) DFES will not close, amalgamate or create any additional VFES Brigades without agreement from the Augusta Margaret River VFES Brigades.
  - 5.2 (b) DFES will not change the existing brigade response areas without agreement from the Augusta Margaret River VFES Brigades.
- 5.3 Undertake all financial obligations associated with the operations, maintenance and management of the Augusta Margaret River VFES.
  - 5.3 (a) Reimburse the Shire for building and appliance insurance payments of the Augusta Margaret River BFB premises and appliances.
- 5.4 Maintain the existing Augusta Margaret River BFB facilities located at;
  - Sunset Boulevard, Cowaramup
  - Salter Street, Gracetown
  - Rosa Brook Road, Rosa Brook
  - Wallcliffe Road, Wallcliffe
  - Resort Place, Prevelly
  - Redgate Road, Witchcliffe
  - Chapman Road, Karridale
  - Kudardup Road, Kudardup

- Brockman Highway, Alexandra Bridge
  - Warrior Way, Molloy Island
  - Pericles Street, East Augusta
- 5.5 Maintain and manage the replacement schedule for all of the Shire's BFB appliances. Through the use of ESL funding reimburse the Shire for the costs related to the insurance of the Shire's BFB appliances.
- 5.6 Maintain all of the Augusta Margaret River VFES assets contained within the BFB facilities in line with the ESL process.
- 5.7 Provide and maintain operational and non-operational uniforms, on a fair wear and tear basis, for the use by the Augusta Margaret River VFES volunteers. The uniforms will be consistent with those of all other VFES units in WA.
- 5.8 Cover the cost of utilities used at the Augusta Margaret River BFB facilities for the purpose of VFES activities. This includes telephone, power gas and water etc.
- 5.9 Provide relevant insurance policies, including personal accident cover (which includes the member, private equipment and private vehicles) vehicle and contents insurance for all registered VFES members, vehicles and equipment.
- 5.10 Provide the Augusta Margaret River VFES with guidance and support in relation to administration, financial management, incident management and response requirements through the provision of adequate DFES staffing.
- 5.10 (a) Two (2) Area Officer positions (see appendix 1);
- Current Area Officer Leeuwin
  - Create an additional Area Officer position on a 24month contract - if the current Shire of Augusta Margaret River CESM holds appropriate competencies then they should be afforded first priority to act in the new position.  
The additional Area Officer may be positioned at the Margaret River Shire office for the 24 month trial period. DFES will be responsible for any related administrative or office costs.
- 5.10 (b) Create an additional administration officer position on a 24 month contract, based at the LSW region headquarters, to assist with the maintenance of the VFES brigades and regional requirements.
- 5.11 Provide relevant emergency services training to ensure the Augusta Margaret River VFES volunteers are capable of fulfilling the emergency services roles as authorised and outlined in the DFES Pathways and training programs.
- 5.11 (a) DFES will provide assistance to VFES members to enable them to achieve the relevant Pathway level applicable to their position. The Pathways program is transitional and DFES will not restrict current members "ranks" due to their training levels.

- 5.12 DFES will maintain a register containing the details of the Augusta Margaret River VFES members.
- 5.13 DFES will support the Shire in fire mitigation activities on Shire reserves by allowing VFES units to participate in suitable fire mitigation activities.
- 5.14 DFES will continue to utilise local knowledge in the form of VFES volunteers when managing emergency incidents within the Shire of Augusta Margaret River.
- 5.15 DFES will host a quarterly officer's operational meeting that incorporates all ten (10) VFES brigades and the two local VFRS brigades if appropriate.
- 5.16 DFES will continue to maintain the provision and maintenance of the existing WAERN radio allocation within the Shire of Augusta Margaret River.
- 5.17 DFES will continue to liaise with the Augusta Margaret River VFES brigades in relation to out of area deployment of resources to ensure adequate resources are maintained within the Shire of Augusta Margaret River.
- 5.18 Work with the VFES Brigades to develop suitable administrative and operational documentation for the effective management of the VFES Brigades in a local context. – This will still incorporate DFES SOPs, SAPs, Procedures, Policy and the VFES Admin Guide.

## **6. Acknowledgments and Undertakings by DFES Following a Successful Trial Period**

- 6.1 DFES will continue to maintain and support all ten (10) VFES Brigades.
  - 6.1 (a) DFES will not close, amalgamate or create any additional VFES Brigades without agreement from the Augusta Margaret River VFES Brigades.
  - 6.1 (b) DFES will not change the existing brigade response areas without agreement from the Augusta Margaret River VFES Brigades.
- 6.2 Undertake all financial obligations associated with the operations, maintenance and management of the Augusta Margaret River VFES Brigades.
- 6.3 Work with the Shire to transfer ownership of the existing Augusta Margaret River BFB facilities and relevant land to DFES, this includes the BFB facilities located at;
  - Sunset Boulevard, Cowaramup
  - Salter Street, Gracetown
  - Rosa Brook Road, Rosa Brook
  - Wallcliffe Road, Wallcliffe
  - Resort Place, Prevelly
  - Redgate Road, Witchcliffe
  - Chapman Road, Karridale
  - Kudardup Road, Kudardup
  - Brockman Highway, Alexandra Bridge
  - Warrior Way, Molloy Island
  - Pericles Street, East Augusta



- 6.4 Work with the Shire to transfer the ownership for all of the Shire's twenty five (25) ESL funded BFB appliances and three (3) BFB support trailers to DFES.
- 6.4 (a) DFES will not remove any of the existing BFB appliances or support trailers from the VFES brigades without agreement from the Augusta Margaret River VFES Brigades.
- 6.5 Include all of the transferred BFB Facilities and Fleet Assets on the DFES Strategic Asset Management Plan (SAMP) and provide relevant insurance on these facilities and assets.
- 6.6 Continue to maintain all Augusta Margaret River VFES assets contained within the VFES facilities.
- 6.7 Continue to provide and maintain operational and non-operational uniforms, on a fair wear and tear basis, for the use by the Augusta Margaret River VFES volunteers. The uniforms will be consistent with those of all other VFES units in WA.
- 6.8 Install signage to all new and existing equipment, vehicles and buildings that are used by the Augusta Margaret River VFES units for emergency services purposes.
- 6.9 Cover the cost of utilities used at the Augusta Margaret River VFES units for the purpose of VFES activities. This includes telephone, power gas and water etc.
- 6.10 Provide relevant insurance policies, including personal accident cover (which includes the member, private equipment and private vehicles) vehicle and contents insurance for all registered VFES members, vehicles and equipment.
- 6.11 Continue to provide the Augusta Margaret River VFES with guidance and support in relation to administration, financial management, incident management and response requirements through the provision of adequate DFES staffing.
- 6.11 (a) Two (2) Area Officer positions (see appendix 1);
- Current Area Officer Leeuwin
  - Maintain the additional Area Officer position on a permanent basis as part of the DFES LSW Regional Management Structure. A performance review will be undertaken by DFES during the trial to determine the suitability of appointing the current CESM fulfilling the Acting Area Officer role.
- The additional Area Officer will be positioned at an appropriate DFES facility within the Shire.
- 6.11 (b) During the trial, a Business Case will be undertaken to determine whether the additional administration officer position, based at the LSW region headquarters, will continue full time permanent.
- 6.12 Continue to provide relevant emergency services training to ensure the Augusta Margaret River VFES volunteers are capable of fulfilling the emergency services roles as authorised and outlined in the DFES Pathways and training programs.

- 6.12 (a) DFES will continue to provide assistance to VFES members to enable them to achieve the relevant Pathway level applicable to their position. The Pathways program is transitional and DFES will not restrict current members “ranks” due to their training levels.
- 6.13 DFES will maintain a register containing the details of the Augusta Margaret River VFES members.
- 6.14 DFES will continue to support the Shire in fire mitigation activities on Shire reserves by allowing VFES units to participate in suitable fire mitigation activities.
- 6.15 DFES will continue to utilise local knowledge in the form of VFES volunteers when managing emergency incidents within the Shire of Augusta Margaret River.
- 6.16 DFES will provide a representative for the Shire of Augusta Margaret River BFAC or other similar meeting if requested.
- 6.17 DFES will continue to host a quarterly officers operational meeting that incorporates all twelve (12) DFES brigades within the Shire of Augusta Margaret River.
- 6.18 DFES will continue to maintain the provision and maintenance of the existing WAERN radio allocation within the Shire of Augusta Margaret River.
- 6.19 DFES will continue to liaise with the Augusta Margaret River VFES brigades in relation to out of area deployment of resources to ensure adequate resources are maintained within the Shire of Augusta Margaret River.

## **7. Acknowledgments and Undertakings by the Shire During the Trial Period**

- 7.1 With approval of DFES and the Shire’s volunteer Bush Fire Brigade Members support the transition of all ten (10) current volunteer Bush Fire Brigades and associated members to Volunteer Fire and Emergency Service (VFES) Brigades and members.
- 7.2 The Shire acknowledges that it will no longer receive all of the Local Government Grant Scheme funding previously provided to the ten (10) Bush Fire Brigades, which will now be administered by DFES.
- 7.3 The Shire will lease the existing Augusta Margaret River Bush Fire Brigade facilities as identified in section 5.4 to DFES at no cost for the purpose of maintaining VFES services to the local community.
- 7.4 Maintain the insurance for all of the existing BFB facilities and appliances. All associated insurance costs are to be sent to DFES for reimbursement.
- 7.5 The Shire will continue to actively promote the Augusta Margaret River VFES brigades and community safety information within Augusta Margaret River through local media, community events and general information dissemination.
- 7.6 The Shire will host a BFAC meeting to discuss matters for Council consideration. This may include fuel management, firebreak notices, bushfire emergency management policy and other matters as required. Terms of Reference to be confirmed by the Shire.

- 7.7 The Shire will continue to manage its emergency management and bushfire mitigation responsibilities within the Shire of Augusta Margaret River as per relevant legislation such as the Bushfires Act 1954 and Emergency Management Act 2005.
- 7.7 (a) This will include the appointment of a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer(s) and Fire Control Officers as required for the purpose of bushfire mitigation and permit issuing as per the Bush Fires Act 1954.
- 7.7 (b) Create a Local Law so that the appointed Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer(s) and Fire Control Officers will be non-operational unless they have been appointed as officers under the VFES management structure as per appendix 1 and 2 or requested to provide incident support by DFES.
- 7.7 (c) Suspend the CESM MOU with DFES for the two (2) year trial and employ an emergency management officer (or relevant similar position) on a 24 month contract to manage the Shire's emergency management and bushfire mitigation responsibilities.
- 7.8 The Shire will host the additional DFES Area Officer at the Shire Administration Building in Margaret River for the trial period. DFES will cover related administration and office costs.

## **8. Acknowledgments and Undertakings by the Shire Following a Successful Trial Period**

- 8.1 With approval of DFES and VFES Brigades deregister the Shire's current BFB's.
- 8.2 Commence, with assistance from DFES, the transfer of all BFB facilities, appliances, support trailers and required/appropriate land to DFES at no cost for the purpose of maintaining VFES services to the local community.
- 8.3 The Shire will continue to actively promote the Augusta Margaret River VFES brigades and community safety information within Augusta Margaret River through local media, community events and general information dissemination.
- 8.4 The Shire will host a BFAC meeting to discuss matters for Council consideration. This may include fuel management, firebreak notices, bushfire emergency management policy and other matters as required. Terms of Reference to be confirmed by the Shire.
- 8.5 The Shire will continue to manage its emergency management and bushfire mitigation responsibilities within the Shire of Augusta Margaret River as per relevant legislation such as the Bushfires Act 1954 and Emergency Management Act 2005.
- 8.5 (a) This will include the appointment of a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer(s) and Fire Control Officers as required for the purpose of bushfire mitigation and permit issuing as per the Bush Fires Act 1954.
- 8.5 (b) Create a Local Law so that the appointed Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer(s) and Fire Control Officers will be non-

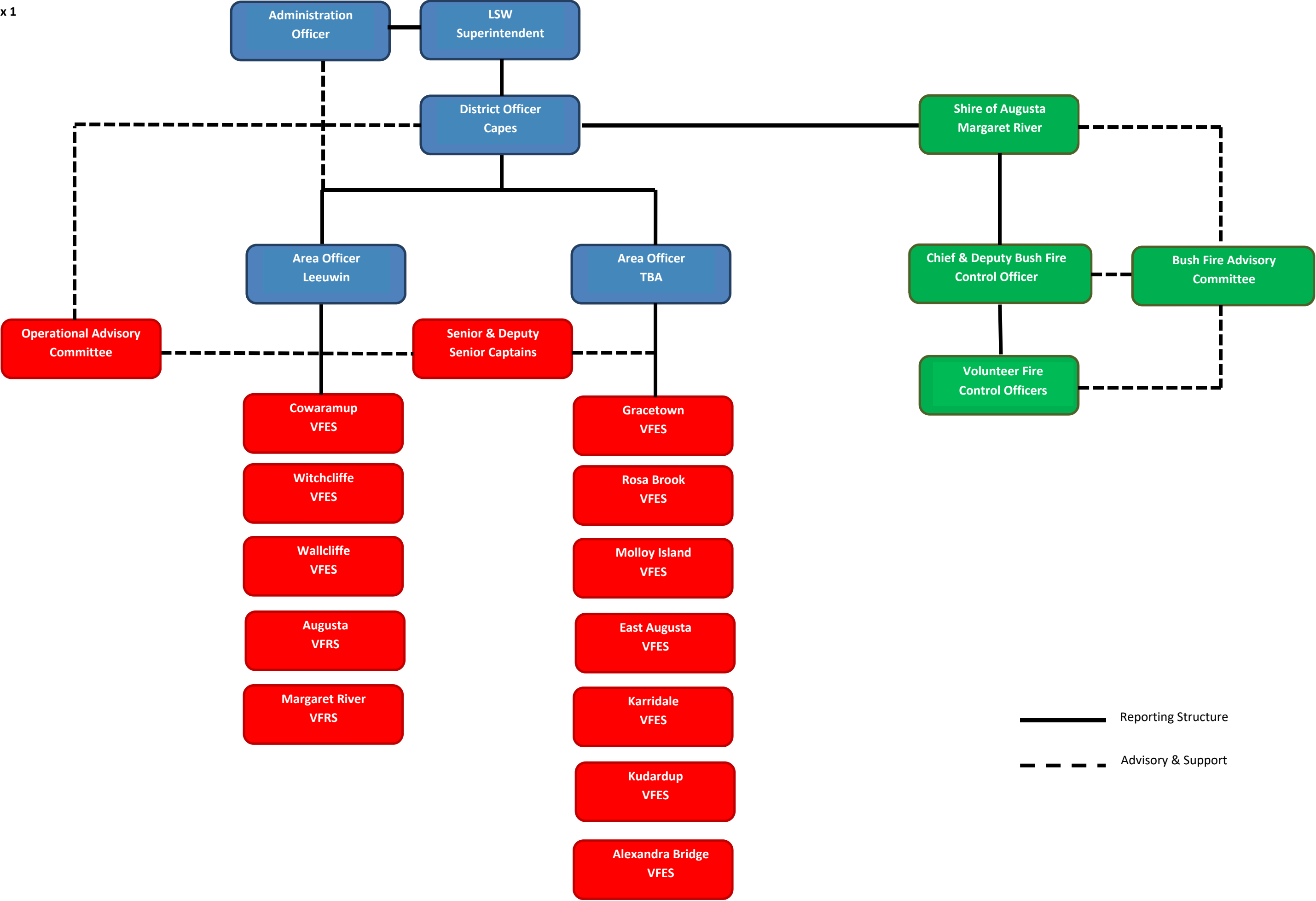
operational unless they have been appointed as officers under the VFES management structure as per appendix 1 and 2 or requested to provide incident support by DFES.

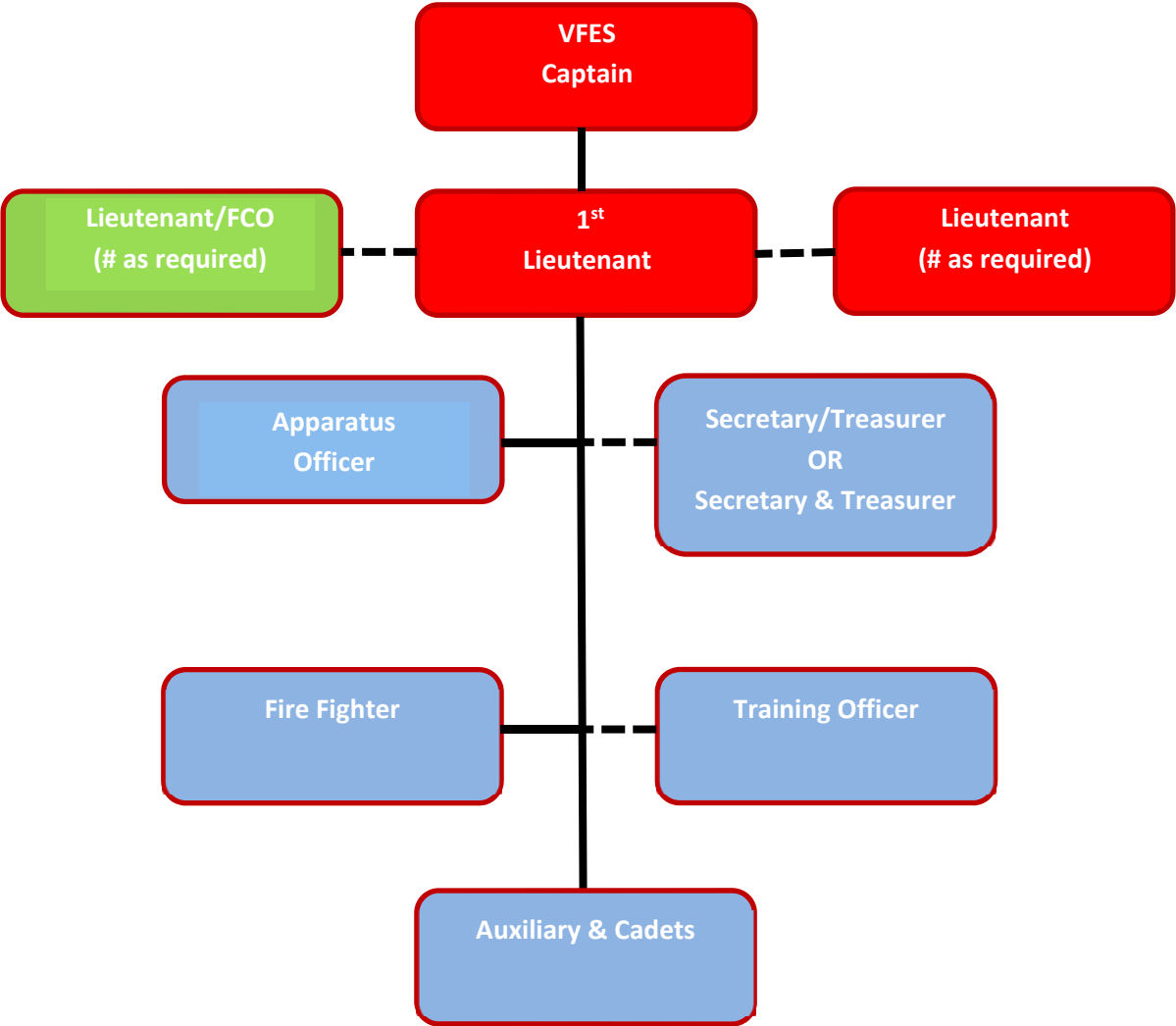
- 8.5 (c) Employ an emergency management officer (or relevant similar position) to manage the Shire's emergency management and bushfire mitigation responsibilities.

## **9. VFES Senior Captain:**

- 9.1 To provide a common link between DFES and the VFES brigades, the VFES brigades with DFES approval can elect a Volunteer Senior Captain and Deputy Senior Captain whose role **may include:**

- Provide assistance and support to an Incident management Team (IMT), through local knowledge and volunteer assistance at emergency incidents.
- Provide assistance in coordinating crew deployments and rotations amongst the Augusta Margaret River VFES brigades for emergency incidents within or outside the Shire of Augusta Margaret River.
- Represent the collected VFES brigades in the form of a volunteer representative at relevant forums and meetings as required by DFES.
- Help determine suitable resourcing of assets for response to emergency situations within or outside the Shire of Augusta Margaret River.
- If suitable the Volunteer Senior Captain and Deputy Senior Captain may also fulfil the Chief and Deputy Chief Bush Fire Control Officer positions if appointed by the Shire.





———— Reporting Structure  
- - - - - Advisory & Support

## WHY?

The Steering Committee and the Bush Fire Brigades also want to understand the benefits of change and fundamentally the benefits of being managed by DFES.

There are a number of key benefits which may result from the change of brigade management by Local Government to DFES which includes;

1. DFES' primary focus is on Emergency Prevention, Preparedness and Response which aligns with the roles and responsibilities of emergency services such as bush fire brigades.
2. Brigades will be afforded an Area Officer whose core role is to support the volunteers through training and operational response. To further improve support, AO ratio will improve from the current 1:10 (CESM) to 1:7 with a new AO position created.

In addition to the above, roles currently undertaken by the CESM such as reviewing and advising on Fire Management Plans, Emergency Management support of LEMC, Hazard Reduction Planning on Shire Reserves, administration of LGGS (including SES), etc. will not be undertaken by the Area Officer. This will increase available time to support VFES brigades;

3. Each brigade will receive 3 x AO visits per year to enhance skills, knowledge and support administration requirements;
4. VFES brigades will receive Operational Efficiency Payments;
5. Escalation of incidents from Level 1 through to Level 2 & 3 will be seamless as DFES will be Controlling Agency for all incidents. The administrative process of transferring control will not be required. Through enhanced day to day support, DFES will have improved relationships with local knowledge;
6. All brigades across the Shire can develop an individually tailored management structure as per the VFES Admin Guide – Example appendix 2.
7. Support for local administration will improve with the addition of an Area Officer and additional Administration Support Officer;
8. Greater access to DFES support staff (community engagement, training etc) as the VFES brigades will be a DFES responsibility.
9. Access to dress uniforms if desired.
10. **The brigades are now in a position to develop the structure they will be in rather than being placed into a pre made structure at a later date with little or no consultation.**

**YOU CURRENTLY HAVE THE OPPORTUNITY TO DETERMINE YOUR FUTURE!**



Doc No: 1244308  
File: EMS/2  
Date: 21 DEC 2016



Our Ref: 01792-03 16/002660

Mr Gary Evershed  
Chief Executive Officer  
Shire of Augusta Margaret River  
PO Box 61  
MARGARET RIVER WA 6285

Dear Mr Evershed

#### **UPDATE RECEIVED FROM STEERING COMMITTEE**

I write to you as a follow on from the letter sent on the 4 May 2016 regarding the Shire of Augusta Margaret River's (the Shire) request for the Department of Fire and Emergency Services (DFES) to participate in a Steering Committee to consider preferred options should the Local Government (LG) and its Bush Fire Brigades want to transition from being managed by the LG to DFES.

The DFES representatives on the Steering Committee have advised me that at the Shire's Council Meeting on the 14 September 2016, the following motion was passed:

*Prior to any decision being made on a proposed pilot program for the transfer of the Shire's Bush Fire Brigades to DFES, the Council adopts the following process to be communicated to all parties on the Steering Committee and BFAC being:*

- a) That the draft Transition Framework for the Transfer and Management of the Shire's Bush Fire Brigades be finalised and presented to the CEO;*
- b) That the CEO seeks independent external advice from other local governments and relevant parties and provides that feedback to the Bush Fire Brigades and the Steering Committee and to Councillors;*
- c) That an interim report be provided to Council on whether to progress the pilot proposal for the transfer of Bush Fire Brigades to DFES; and*
- d) Council determines whether to proceed further with the proposal.*

As articulated previously, it is pleasing to see that the Shire and the local volunteers are taking a proactive approach and are actively considering the benefits and disadvantages of the proposed management models that may be implemented for the Bushfire Brigades within the Shire.



DFES is committed to ensuring the best possible outcome is achieved by all parties. If you require any further assistance or require any advice regarding this proposal, please don't hesitate to contact DFES Lower South West Superintendent John Tillman at any time.

Yours sincerely



**WAYNE GREGSON APM**  
**COMMISSIONER**

16 December 2016



## Wallcliffe Volunteer Fire Brigade

ABN: 71 826 672 180



Gary Evershed  
CEO  
Augusta Margaret River Shire

15-2-18

Dear Gary,

Thanks for agreeing to meet with brigade representatives to discuss the transition of the Wallcliffe Fire Brigade from a dual registered [LGA / DFES] to a DFES Volunteer Fire and Emergency Services [VFES] brigade.

We understand the meeting is to take place in your office on Monday the 26<sup>th</sup> of February between 11:00 AM and 12:00 PM.

To assist with the discussion please find below points that have been raised by our members during our deliberations last year which saw members unanimously support this transition proposal at a meeting on the 30<sup>th</sup> of August 2017.

As previously mentioned this decision in no way reflects on the hard work done by the Shires BFAC's Steering Committee on restructuring brigades or general discussion about the formation of a State Rural Fire Service which could take place, in some form, after this current fire season. We have been informed that if a RFS is formed VFES brigades and LG Bushfire Brigades will come under the RFS/DFES stream as they currently do so we don't foresee any issues there. We see our Brigade as a unique brigade with a unique set of circumstances and we see this as a natural progression which will benefit all our 78 members.

555 Wallcliffe Road, Margaret River WA 6285  
PO Box 537, Margaret River WA 6285  
Tel. 08 9757 3692; Fax. 08 9757 2951  
E: [wallcliffefb@inet.com.au](mailto:wallcliffefb@inet.com.au) or find us on facebook

Reasons for change:

1. We are of the opinion that the existing dual registration of our brigade has led to confusion and duplication for our volunteer members, some DFES staff, COMCEN, other emergency services and the general public. There is no current "pigeon hole" in the DFES structure for Dual Registered Brigades. DFES currently call us a VFES brigade even though we do not have, and don't want a Road Rescue or Hazmat capability. To add to the confusion we currently have one of our five LG vehicles housed in a DFES Gazetted area and our DFES vehicle housed in a LG area.
2. The administration of our brigade necessitates running two sets of books and bank accounts and the ordering of resources, equipment and repairs has to be duplicated. This is time consuming for our volunteer secretary/treasurer and maintenance officer. The VFES administrative model utilizes DFES Directive 5.3 and with the help of a very supportive Emergency Services Volunteer Association [ESVA] and the other 36 VFES Brigades this new model would be a vast improvement.
3. As a dual registered Brigade we have two separate lists relating to training qualifications and membership. These lists have to be correlated and updated regularly by our volunteer members in conjunction with the Shires CESM and our DFES Area Officer.
4. Currently new members nominating for membership have to duplicate the paperwork. This requires two different types of Police Clearances, ID card applications and in some cases two different medical checks.
5. With the Dual System there is confusion amongst members when relating to volunteer insurance cover offered when dealing with both Local Government and State Government Insurers.
6. The Brigades existing profile as a "Rural Defensive Brigade" and our members training qualifications better align with the VFES model. The DFES Directive 5.3 also gives us better flexibility on how we operate as a brigade.
7. The bulk of our brigade tenure is currently located between two DFES Gazetted Fire Districts, the Margaret River Gazetted District which is looked after by the Margaret River Volunteer Fire and Rescue Service and the Prevelly Gazetted District which comes under the control of the Wallcliffe Volunteer Fire and Rescue Service. Both of these Gazetted Districts come within DFES tenure. When our members operate in our gazetted district they must be aware that they are operating under a different Act. This necessitates a change of SOP's, chain of command and members PPE, all which adds to confusion and the potential for safety breaches.


8. Our tenure between these two gazetted districts is seeing the density of population increasing with special rural blocks being re-subdivided down to 1 hectare and in some cases building clusters as low as 2000m<sup>2</sup>. Our current Preparedness and Response activities into these Rural Interface areas would be enhanced if we were operating within one single DFES structure. [note attached aerial plan]
9. The brigade with its 6 appliances, 65 active fire fighters and 13 Auxiliary members has an asset value of approximately \$2.5M. We feel that a restructure of our brigade would better reflect our community's expectations as to what they want from the increasing money they pay via the ESL for their local fire brigade.

We appreciate that this transition proposal will involve discussion with other parties. Please be aware that there is nothing new about changing the structure of a brigade. There are many Local Governments who have gone down this path and I am sure that the Regional DFES staff as well as the Emergency Services Volunteer Association can give you guidance in relation to this matter.

We look forward to our meeting on the 26<sup>th</sup> of February.

Yours sincerely

Rob Barnett – Captain.

	<b>OD 5 - ADMINISTRATION</b>
	<b>Directive 5.3 – VFES Administration</b>

### Release Authority

This directive is released under the authority of the Commissioner of the Department of Fire and Emergency Services of Western Australia.

### Application

The sections within this Directive apply to the following groups of the DFES Operations portfolio.

SECTION	APPLICATION
Introduction	
Legislative Framework	
Initial Mobilising	
Initial Actions of 1st Arriving Officer	
Subsequent Actions	
Safety	
Special Risks	


### Intellectual Property Rights

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	<b>OD 5 - ADMINISTRATION</b>
	<b>Directive 5.3 – VFES Administration</b>

## Introduction

1. Volunteer Fire & Emergency Service (VFES) members serve their community by providing a commitment in time, knowledge, expertise and service on a voluntary basis through operational & non-operational roles which contribute to a safer community. Members will work together as a committed team in accordance with Department of Fire and Emergency Services (DFES) values.

The VFES is a multi-functional emergency services unit that is capable of performing any combination of the following roles:

- Bushfire Fighting
- Defensive Structural Firefighting
- Land Search
- Road Accident Rescue
- Hazardous Materials Recovery
- Storm Damage
- Cyclone
- Structural Collapse
- Air Search
- Communications
- Resource Coordination
- Structural Firefighting
- Fire Support
- Vertical Rescue
- Road Accident Assistance
- Evacuation
- Flood
- Earthquake
- Building Repair
- Sea Search Support
- Logistical Support
- Community Safety Education

2. **Role of a VFES.** The roles delivered by a VFES are determined by the DFES Regional Superintendent, in consultation with the VFES members. When determining the roles of a VFES, the DFES Regional Superintendent considers:

- the emergency service requirements of the community;
- the willingness of the VFES members to obtain qualifications to perform certain roles; and
- the resources available to ensure the roles are performed with appropriate training, vehicles and equipment.

HMA roles for emergencies, which had previously fallen under the jurisdiction of the SES, BFB, VFRS, VFS and/or VES, will be **delivered** by the VFES.

3. **Background.** The VFES was established by amalgamating the services previously provided by:

- Volunteer Fire Services, and
- Volunteer Emergency Services

Historically, a Volunteer Fire Service was established by amalgamating the services previously provided by a:

- Bush Fire Service (BFS) Brigade, and
- Volunteer Fire and Rescue Service (VFRS) Brigade.



A Volunteer Emergency Service was established by amalgamating the services previously provided by a:

- State Emergency Service (SES) Unit; or
- Volunteer Marine Rescue Services (VMRS) Group; and
- Bush Fire Brigade (BFB); or
- Volunteer Fire and Rescue Service Brigade (VFRS).

4. **Representation.** VFES members are represented by the Emergency Services Volunteer Association (ESVA) whose purpose is driven by the following principles:

- Safety;
- Participation;
- Communication;
- Respect; and
- Community

## Legislated Responsibilities

5. **Legal Recognition and Legislative Protection.** VFES and their volunteer members are established in the *Department of Fire and Emergency Services of Western Australia Act 1998* (the Act).

Part 3 of the Act establishes VFES and provides VFES volunteers with the powers and functions they may need to combat emergency incidents.

Section 37 of the Act provides VFES members with protection from liability for all actions performed in good faith under the Act.

Sections 38A and 38C ensure that members of the public cannot impersonate a VFES Volunteer or obstruct VFES operations without incurring penalties.

For further information on the legislation related to VFES, please contact the DFES Legal and Legislation Officer, DFES Governance and Strategy Command.

6. **Criteria for the Establishment / Approval of a VFES.** VFES roles will be mandated by DFES according to capability requirements as identified through a formal risk assessment.

DFES must carefully consider a number of issues before agreeing to establish a VFES. This includes the community's emergency services requirements, the existing emergency services in the community and resource availability, allocation and potential duplication. However, as a general guide, the criteria for the establishment of a VFES are as follows:

- A VFES may be formed if the volunteer members of the existing emergency services request the amalgamation of the services into a VFES. If there is a Local Government contribution to the existing emergency services, the Local Government must also approve the establishment of the VFES.
- A new VFES will only be formed when it has been identified through conducting a risk to resource assessment and approved by DFES.
- The establishment of a VFES requires the approval and formal endorsement of the DFES Commissioner.

7. **Application to Establish a VFES.** The process to apply for the establishment of a VFES is as follows:

- If two or more DFES emergency services (SES, VFES, BFB, and VFRS) want to amalgamate their resources to form a VFES, the Captain of the respective services must apply in writing to the DFES Commissioner. The application must be signed by the heads of each separate emergency services entity wanting to amalgamate to establish the VFES.
- The DFES Commissioner will discuss the VFES application with the DFES Regional Superintendent and, if further information is required, with the Captains of the respective services.
- The DFES Commissioner will advise the VFES in writing as to whether the formation of a VFES is considered appropriate and has been approved.

8. **VFES Memorandum of Understanding (MOU).** A MOU will be developed to document respective roles and obligations in relation to the establishment and maintenance of a VFES. The MOU will be drafted by DFES, in consultation with the VFES and the Local Government (where the Local Government is a party to the MOU).

The signatories to the MOU will usually comprise of:

- the VFES;
- DFES; and
- the respective Local Government.

9. **Unit Profiles.** Unit profiles are determined through the assessment of the historic and current annual incident attendance. Profiles are used to determine unit individual qualification levels, and annual payments and subsidies.

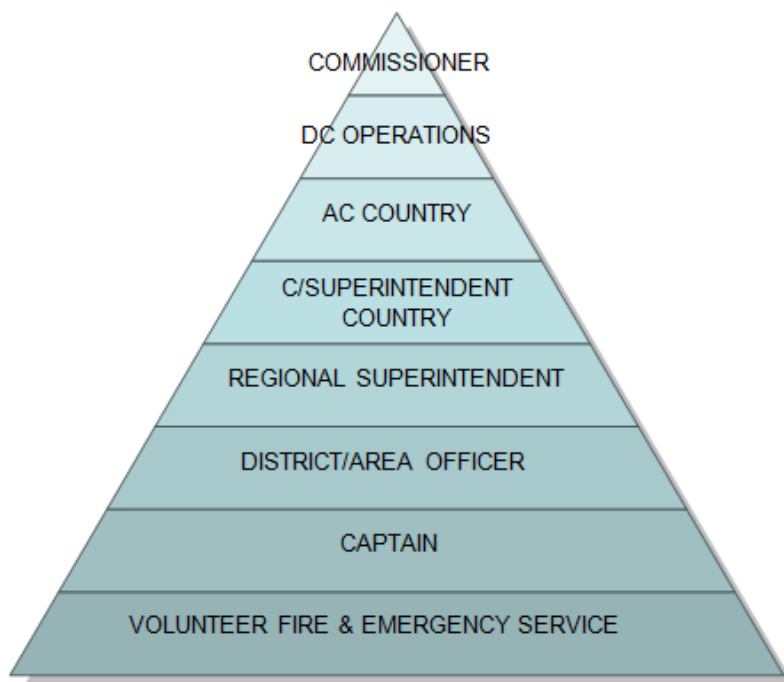
Unit profiles are set as follows;

Profile	Total Incidents
1	101+
2	51-100
3	1-50

Units are required to maintain a minimum number of qualified individuals to meet levels established against the unit profile. The training requirements are determined by Operations Command.

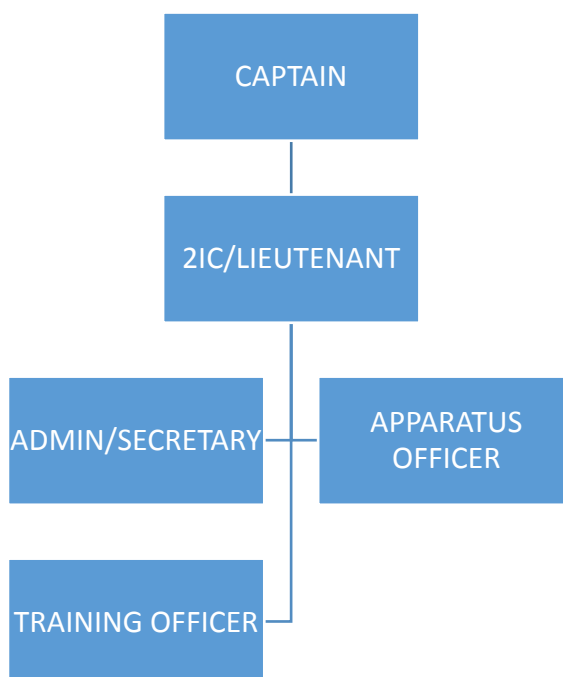
## VFES Structure

10. **VFES Reporting Structure.** The VFES reporting structure has been developed to ensure VFES volunteers have a simple, efficient and effective method of contacting relevant DFES staff to ensure the requirements of the VFES are met. The primary purpose of the VFES is to support and assist its own community to prevent, prepare for and respond to emergency incidents.



DFES requests that VFES members contact DFES through their Captain. This ensures that DFES has one identifiable point of contact who has been elected by the volunteers and who accurately represents the volunteer's views.

The Captain is asked to contact the DFES District/Area Officer as a first point of contact for all VFES issues. If the specific matter cannot be resolved by the DFES District/Area Officer then the Regional Superintendent will be brought in to assist. In the event that the Regional Superintendent is not able to resolve the issue, the appropriate person in the DFES chain of command will be asked to intervene and provide advice.



11. **VFES Office Bearers.** Office bearers are the members of a VFES who are elected to perform core functions within the Unit. Capable, enthusiastic and committed office bearers are vital to the successful and long term operations of a VFES.

Every VFES is to elect the following office bearers as required depending on the role of the Unit:

- Captain;
- 2IC Lieutenant;
- Apparatus Officer
- Administration Officer (Secretary/Treasurer); and
- Training Officer.

Procedures for the election of Office Bearers is provided at [Annex A](#). The recommended roles and responsibilities of the office bearers are outlined below.

### **Captain**

- Manage the affairs and activities of the Service.
- Maintain discipline and ensure compliance with these Rules and all DFES Regulations and Policies and/or any directions given by DFES.
- Take command, in the absence of a Lieutenant at an incident.
- Stand an Active Member down from an incident, if said members' actions are putting themselves or others at risk.
- Ensure all members are adequately trained to perform their duties.
- Ensure that all equipment, plant and buildings are kept clean, in good condition and, where applicable, ready for immediate use.
- Ensure hydrants within Fire District are maintained.
- Ensure participation in community based risk management and public education activities.
- Ensure that proper financial records are kept and presented at Service meetings.
- Maintain close liaison with other groups that also provide emergency services to the community and with members of other interested groups in the community.

### **Lieutenant**

- To comply with directions of the Captain.
- To take control at an incident, they are qualified for.
- To perform the duties of the Captain in his/her absence.
- To maintain an inventory of property.
- To record and provide information about training and other activities.
- To ensure that records and information about incidents attended are provided to the appropriate people and organisations.
- To be responsible for the maintenance of the hydrants in the Fire District, recording maintenance and immediately reporting to the Captain any defects.
- To identify relevant risks in the local community and to be responsible for the development and documentation of plans that enable the service to be prepared for and to respond to those risks.
- To specialise in particular role e.g. Road Crash, Search, Bushfire, Cliff Rescue, etc.

### **Apparatus Officer**

- To comply with the directions of the Captain and Lieutenants.
- Assist the Lieutenants in the performance of their duties and to perform those duties in a Lieutenants absence.

- Be responsible for the Apparatus and Equipment, Plant and Buildings, keeping them clean and in good condition.
- Report immediately to the Captain any defects to any Apparatus and Equipment, Plant and Buildings.
- Ensure that all uniforms and protective clothing are maintained in good condition.
- Ensure all new members have the appropriate Personal Protective Clothing (PPC) and Personal Protective Equipment (PPE).

#### **Administration Officer (Secretary/Treasurer)**

- To comply with the directions of the Captain.
- Be responsible for and keep current all books and documents.
- Ensure all financials correct and have audited once per year. (This can be done by two (2) people who are not a signatory on any of the Services accounts).
- Submit an audited report at the Annual General Meeting.
- Maintain financial records and provide an income & expenditure report at each meeting.
- Maintain a membership list which includes emergency contacts, medals awarded, record of attendance.
- Deal promptly with any correspondence received.
- Attend all meetings and record minutes.
- Provide to DFES any required forms or reports.
- At each meeting make available all books, papers or other documents.
- Before resigning from Office return to Captain any funds, books, papers or documents held.

#### **Training Officer**

- Comply with management directions.
- Be responsible for the development of a Training Calendar, in conjunction with DFES Manager and Captain.
- Deliver appropriate training when required.
- Keep members fully informed of training available.
- Ensure training records are up to date
- Provide advice to all new members on aspects of training.
- Raise any training concerns with the Captain, who will then address the issue with DFES Manager.
- In consultation with the Captain establish a training program for Probationary and Junior members.

12. **VFES Organisational Structure.** Other than the mandatory positions discussed above, VFES members may elect any number of additional office bearers that they consider necessary to the successful operations of their VFES. For instance, many VFES's choose to appoint an Equipment Officer, Media Officer and/or Logistics Officer. A number of VFES's have also chosen to have a designated Fire Officer, who takes charge during fire related incidents, and a designated Rescue Officer, who takes charge during rescue related incidents.

These remaining VFES office bearer positions have deliberately been left to the discretion of the VFES's. This is because every community is different and operates with those subtle differences. VFES members need to consider what types of roles they need fulfilled to make their VFES operate effectively, and to select office bearers accordingly.

## Membership

### 13. Categories of VFES Membership.

A VFES may contain members from the

following categories:

**Active members** – Active members are members of a VFES who the VFES Captain and the DFES District/Area Officer consider have the appropriate training and abilities to combat an emergency at the face of an incident. Examples of active functions include firefighting, vertical rescue, marine rescue, HAZMAT etc.

The roles and responsibilities are:

- When alerted to an incident, proceed promptly to Unit or to the incident, with appropriate PPE/PPC.
- To perform duties required of them at an incident and remain on duty until relieved or dismissed.
- To keep apparatus, plant and buildings in good clean condition as directed.
- To take part in training programs that ensures they are proficient in the use of appliances and equipment.
- To understand and comply with Policies and Procedures, both local and DFES.
- To attend meetings and training.

**Support members** – Support members are members of a VFES who assist with the combat of an emergency away from the face of the incident. Support functions include radio monitoring, communications, catering and peer support etc.

The roles and responsibilities are:

- To be available to attend incidents and provide those members with support services such as assistance with equipment, radio monitoring, catering etc.
- To take part, from time to time in training programs.
- To understand and comply with Policies and Procedures, both local and DFES.
- To attend meetings
- To do any other duty agreed to between the Captain and support members.

**Reserve members** – Reserve members are members of a VFES who have been active members in the past yet have chosen to step down from active membership. The roles and responsibilities are:

- To be available to attend and assist at an incident as required.
- Maintain a level of training and take part in training programs.
- To understand and comply with Policies and Procedures, both local and DFES.

**Probationary members** – When a person applies to become a member of a VFES, and that person has never been a member of any other emergency services unit, the person is to be a probationary member for three months. At the end of the three month probationary period, the VFES Captain and the DFES District/Area Officer will, in consultation with the VFES members, determine whether the probationary member is to become a full time active or support member of the VFES.

The roles and responsibilities are:

- To take part in the Induction program.
- To take part in Training programs.
- To understand and comply with Policies and Procedures, both local and DFES.
- To attend meetings and training.

Until their training is completed a probationary member performs duties as directed by the Captain or an Officer. Probationary members attend meetings at which they may take part in discussions but cannot vote on motions.

Where the new member of the VFES has previously served with a VFRS Brigade, BFB, SES or VFES Unit, the VFES Captain and the DFES District/Area Officer will determine whether or not the new member will be required to serve the three month probationary period.

Application for probationary membership is approved in accordance with the application process. The Captain shall inform DFES that he/she is satisfied that the proposed member is able to perform appropriately the duties required. When there is a vacancy for a Probationary member, preference should be given to applicants who have been a junior member.

A member may only be appointed on probation for a period of 3-6 months. At any time during probation and prior to a member being confirmed as an Active member probation may be terminated for a breach of conduct or failure to meet the meeting and training requirements. This will be at the discretion of the Captain and senior officers of the VFES. Alternatively, the probation period may be extended a further 3 months if deemed appropriate by the Captain and senior officers.

A Probationary member does not become an Active Member until they have completed their core training and the Captain is satisfied the member can perform his/her duties appropriately. The member must then be approved at a general meeting of the VFES.

**Junior members** – Junior members are VFES members who have reached 12 years of age and are under 17 years of age. Junior members under 16 years of age are considered to be in a “training” program and are not permitted to attend incidents but may take part in training, support functions or participate in a youth development program. The minimum joining age for an operational volunteer member is 16 years and applicants aged 16-17 must have parental/guardian consent as well as authorisation from the Captain, that the young person is able to perform appropriate operational tasks.

All junior members require the written consent of their parent/guardian.

The roles and responsibilities are:

- To comply with the directions of the Captain or other Officer.
- To take part in training programs conducted for junior members in relation to appliances, equipment, policies and procedures.
- To attend appropriate Unit meetings.
- To assist in keeping apparatus, plant and buildings in good clean condition.

An applicant who is eligible to be registered as a junior member may instead be registered as a Probationary member if;

- The applicant has reached 16 years of age.
- The applicant has written consent from his/her parent or guardian.
- The Captain has informed DFES that he/she is satisfied that the proposed member is able to perform appropriately the duties required.

Junior members are required to fill out application forms before joining. Juniors will not normally be required to undergo the medical examination, unless they indicate on the application any pre-existing medical conditions.

All applications for junior membership are to be approved by DFES District/Area Officer.

Juniors should be allowed to attend training sessions provided it is assessed as suitable to be undertaken by a junior and prior approval of Captain has been obtained.

Juniors are members' and must therefore comply with all DFES Regulations and Policies, Local Rules or any direction given by an Officer.

Subject to medical provisions relating to new members, a Junior who has reached 16 years of age and has the written consent of his/her parent or guardian, and the Captain is satisfied the junior is capable, may become an Active member.

It is recommended that a Junior member who has reached 16 years of age and wishes to become an Active member, be placed on Probationary status for at least three (3) months as per any new member.

14. **Application Process – VFES Membership.** The application process and related forms are provided in [Annex B](#).

## Administration

### 15. **Inductions.**

The DFES and VFES are committed to inducting all new volunteers into the organisation, in order that they have a smooth integration into their role and become operationally competent. Induction programs which are well planned, conducted and evaluated will enable new volunteers to learn the culture and requirements of a VFES.

This section applies to designated volunteers who are responsible for inductions as prescribed by the Captain and management committee. All new volunteers are to be inducted in a manner as outlined in this document.

It is the responsibility of the Captain and management committee to ensure that;

- An Officer is assigned to be responsible for arranging the induction of new members.
- All new volunteers participate in the induction program.

It is the responsibility of the assigned officer to ensure that;

- An induction kit is provided (hard copy or electronic)
- The induction kit is kept up to date.
- The quality of the induction process is maintained.

The assigned officer must schedule all new volunteers to attend an induction process as soon as is practicable ensuring all necessary resources are available.

The Officer should work through the induction checklist for each new volunteer and ensure the new volunteer signs the induction sheet.

A “mentor” should also be assigned to assist the new volunteer during the first 3 to 6 months. The mentor should provide support, give advice on matters arising, answer questions, give practical tips, introduce other members, be involved in giving feedback, etc.



16. **Standard Operating Procedures.** When VFES attend any incidents under the responsibility of DFES they are required to adhere to DFES's Standard Operating procedures and Standard Administration Procedures (SOP's & SAP's).

17. **VFES Uniforms.** VFES members will wear the designated uniform when performing DFES operational and DFES non-operational activities. DFES is responsible for the provision and replacement of VFES operational and non-operational uniforms. The allocation of uniforms will be dependent upon the roles and responsibilities performed by the specific VFES.

If VFES members need to place an order for uniforms, the VFES Captain is to fill in the online request form and then forward onto the DFES District/Area Officer for approval. An item of uniform will not be provided to a VFES member if either the VFES member or the DFES District/Area Officer considers that the item is not necessary or will not be used.

18. **Physical & Medical Requirements.** A member is not eligible to be registered unless the member has satisfied Physical and Medical requirements determined by DFES. Different Physical or Medical requirements may be determined for different categories of membership. DFES are liable for any cost incurred by a member in taking a Physical or Medical examination.

19. **Volunteer Criminal History Check.** All new members who register to join a VFES, **after** the formal establishment date of the VFES, will be subject to police clearance. A police record does not necessarily preclude a person from becoming a member of a VFES.

Application for Volunteer Criminal History Check form is available here:

[Volunteer National Police Check application form](#)

20. **Working With Children.** DFES is committed to the wellbeing and safety of all children (persons under 18 years of age) whilst involved in the activities of a VFES and will actively ensure a safe and protective environment is maintained at all times.

A VFES must ensure all members are aware of the DFES Working with Children Checks Policy (Policy Statement Number 70) and DFES Child Protection Policy (Policy Statement Number 68).

[DFES Policy 68 – Child Protection](#)

[DFES Policy 70 – Working With Children Checks](#)

Children must be supervised and accompanied by an adult/s at all times whilst involved in any VFES activities. There must always be either 2 adults or 2 children present in every situation and all DFES activities must have at least 2 adult members. The ratio of adult supervisors to children shall be at least 1:10

An Active member, under 18 years of age, may not ride in a DFES vehicle unless there are 2 other members in that vehicle.

21. **Working with Children Checks (WWC).** Service members are required to undergo a WWC if they are involved in "child related work" as defined in Legislation, which involves contact with children in relation to certain categories of child related work.

Contact includes training young members in service activities, undertaking school visits, coaching junior sport, school bus driving etc. (not just Emergency Services related activities.)

However, if the children in the VFES are only training with the adult Volunteer members and not undertaking specific instruction for younger members, the adult members are NOT required to undergo a WWC Check.

Further information is available at [Annex C](#).

**22. Leave of Absence.** A Volunteer may, in writing to the Captain, apply for any leave of absence. The Captain may approve or reject any application for a period of less than 6 months. When an application for leave of absence is for a period greater than 6 months, the Captain shall forward application to DFES for approval or rejection, along with his/her recommendation.

Junior members may apply in writing to the Captain for any period of leave of absence.

A member will be deemed to be on Leave of Absence if they have not met the minimum commitment requirements at activities and meetings. After a 3 month absence the Administration Officer will notify the member in writing of the Captains determination.

**23. Return from Leave of Absence.** At the end of Leave of Absence or at any point during the Leave of Absence if a member wishes to resume being an Active member they are to contact the Captain. The Captain will make arrangements to provide any training support required to bring the member up to the necessary competencies and knowledge levels before being deemed ready to attend incidents.

**24. Leave of Absence for More Than 6 Months.** After an absence of 6 months the inactive member will be deemed to have resigned unless written arrangements are in place, such as changing member status to Support. In relation to this instruction the Captain or designated Office Bearer will make an attempt to contact the member. If there is no response within 14 days an email or letter will be sent to their last known address requesting they make contact. Membership will be terminated if a member fails to acknowledge correspondence within 14 days of the correspondence being sent.

**25. Change of Information.** If there is a need to change your contact details, you can use the link below to access the required form.

[Volunteer Personal Details – Change Request](#)

**26. Resignation of Membership.** Officers and Members wishing to retire from the VFES shall send their resignation in writing to the Captain.

**27. Conduct Requirements for Members.** Conduct requirements for members of Volunteer Fire and Emergency VFES's are found in the DFES Code of Conduct, this manual and Unit rules.

The DFES Code of Conduct applies to all employees, volunteers, contractors, consultants or anyone who exercises power, or controls resources, for or on behalf of DFES.

[DFES Policy 30 – Code of Conduct](#)

**28. Suspension or Termination of Membership.** Occasionally there may be a requirement to suspend or terminate a volunteer's membership of a VFES Unit where they fail to meet the required standards of conduct and/or personal behaviour.

Possible reasons to terminate or suspend a membership may include, but are not limited to:

- A failure to perform the duties of the position; or

- A failure to meet the behaviour and integrity standards required; or
- Non-compliance with DFES or the units/brigades policies, rules or procedures; or
- Disruptive or negative behaviour that impacts on fellow volunteers.

In the event that there is a requirement to suspend or terminate a volunteer's membership the process must be fair and transparent. Therefore, when suspension or termination is being considered, the following procedures must be followed:

1. Where the Captain or other senior officer of the VFES, considers that on complaint or otherwise a member of the brigade has:
  - breached the Code of Conduct,
  - been charged and/or convicted of a serious offence,
  - disobeyed an order,
  - been insubordinate,
  - under the influence of drugs or alcohol,
  - used obscene or abusive language, or
  - engaged in conduct that does not meet the standards required of a member of the VFES,
 they may temporarily suspend the member.

2. Where Captain considers it appropriate and necessary to temporarily suspend a member of the VFES they must provide notice in writing to the volunteer outlining the reasons within 7 days.

In a case of a complaint about a volunteer, the volunteer should be provided with the allegations in sufficient detail to be able to respond in a reasonable time.

3. The VFES Unit Executive consisting of all the senior officers shall convene a meeting as soon as practicable where the accused volunteer member must be allowed to make submissions (either written or orally) regarding the allegations and any proposed sanction. The member must be allowed adequate time during the meeting to provide this submission.

Possible outcomes of any meeting to discuss a volunteer's behavior may have the following outcomes:

- No further action;
- Counselling or other improvements action;
- Suspension;
- Termination of membership.

Whatever the outcome of the meeting, the Captain shall advise the volunteer of the decision in writing.

4. In the event the Executive Committee resolve to terminate the volunteers membership, the Captain will advise the volunteer of the decision, in writing, as soon as practicable. The volunteer will cease to be a member of the VFES 14 days after being served this notice.
5. A VFES member whose membership is suspended or terminated under this section may appeal the decision. The intention to appeal must be in writing to the DFES Regional Superintendent within 14 days of receiving notice of the decision.
6. In the instance of an appeal, the DFES Regional Superintendent will conduct a review of all available information related to the termination and will inform the member, in writing, of the appeal outcome.

7. The DFES Regional Superintendent must approve all termination of membership decisions by a VFES.
8. When a decision to terminate a membership has been finalised, the Captain is to advise the DFES District/Area Officer in writing, including all the membership details of the terminated member. The DFES District/Area Officer will process the information accordingly.

Confidentiality - Any complaint management process must maintain the confidentiality of all parties. Meetings should be held in private, records made, documented and stored securely. Any decisions must be communicated to all parties. Matters should not be discussed or decided on in Unit/Brigade meetings. The complaint management process must be documented and capable of review.

The DFES Conduct and Discipline outlines procedures and guidelines for managing inappropriate behaviour. Further advice or assistance is available from the following:

- DFES District/Area Officer
- DFES Professional Standards

29. **Grievance.** The DFES Grievance Policy outlines procedures for grievance and dispute resolution. Further advice or assistance is available from the following:

- DFES Wellness Branch or Chaplain
- DFES Grievance Coordinator

[DFES Policy 10 - Grievance](#)

## Training

30. **Responsibility and Delivery of Training.** DFES, in conjunction with the Local Government, will ensure VFES members are provided with appropriate emergency services training and will facilitate such training as required. The training will be to a standard and frequency so as to ensure that members of the VFES are competent to perform the roles designated to their Unit in their VFES MOU.

DFES is a Registered Training Organisation (RTO) and provides professional development services for volunteers to enhance their operational and organisational skills within their communities. DFES also delivers non-accredited training as well as nationally recognised courses and qualifications. To view the qualifications, units of competency and accredited courses on their RTO scope of registration, visit: [www.training.gov.au](http://www.training.gov.au) (RTO code 1938).

31. **Application and Enrolment.** Volunteers are required to complete a course application form to access any DFES courses. As a RTO, DFES is required to request specific information for national reporting requirements. This means volunteers may also be required to complete an enrolment form for some courses. All volunteers will be provided with a copy of the DFES code of practice and course confirmation upon enrolment.

32. **Course Information.** DFES offer information on the courses that are available, refer to the relevant pathways link through the DFES volunteer portal. Volunteers are encouraged to review the course information prior to application as this will include course outcomes and pathway.

33. **National Recognition.** DFES recognises Australian Qualification Framework (AQF) qualifications and statements of attainment issued by other RTO's. Volunteers must submit

evidence of their previous training to have it recognised prior to commencement of the training program. See the national recognition procedures for more details on how to submit your evidence and how the process is conducted.

34. **Recognition of Prior Learning.** Recognition of Prior Learning (RPL) is the acknowledgement of competencies obtained through formal training, work experience and life experience. It is the volunteers' responsibility to gather sufficient evidence to support an application for RPL.

RPL is also referred to as an "assessment only" pathway. It recognises that a volunteer has previous experience and may be ready to proceed to assessment without attending the formal training component of the relevant course. Volunteers will be required to demonstrate their competence through an assessment. DFES offers RPL's to volunteers at no charge. Volunteers may only apply for RPL for units of competency or qualifications within their pathway.

35. **Training Requirements for Volunteers.** DFES will determine the training that is required to be undertaken by the volunteers of a VFES in relation to the performance and functions of the VFES. DFES is to give notice to the Captain of any training that is required to be undertaken or any change made by DFES to that training. The Captain is to ensure that members undertake training in accordance with requirements of the service profile.

36. **Training Schedule.** Active and probationary members shall be trained in the duties concerning appliances, apparatus and plant, or other drills at least once a month and at such times as DFES District/Area Officer or Captain may direct. Active reserve members shall attend periodic drills and practices at such times as directed by the Captain. A recognised training drill would be practical work in extinguishing fires, dealing with hazardous materials, rescue operations or other drills for at least an hour. Each service may appoint its own days for training drills.

## Finance

37. **VFES Funding.** VFES will be 100% funded by Western Australia's Emergency Services Levy (ESL) and administered through DFES.

The levy, subject to DFES's overall priorities, will cover costs such as:

- the provision of buildings and facilities;
- the maintenance and insurance of VFES buildings;
- the provision of fleet appliances as part of a rolling replacement program;
- the maintenance and insurance of VFES vehicles and equipment;
- fuel cards for VFES vehicles;
- training for VFES members;
- travel to and from DFES incidents, functions and forums
- Pre-set Conference Bridge Telephone System charges; and
- VFES telephone, electricity, and gas costs.

It is the responsibility of the VFES members to ensure the VFES vehicles, equipment, facilities and uniforms are kept clean and not subjected to deliberate damage or other irresponsible actions.

38. **Payment for VFES Goods and Services.** The following outlines how essential VFES goods and services are to be purchased.

<b>PURCHASING VFES VEHICLES</b>	<p>To ensure VFES volunteers are provided with the vehicles required to perform their designated emergency VFES's roles, and that those vehicles are safe and reliable:</p> <ul style="list-style-type: none"> <li>• DFES is responsible for purchasing VFES vehicles.</li> <li>• VFES vehicles are placed on DFES's asset register database which assists DFES to determine the replacement date for the vehicle.</li> <li>• When the vehicle is due for replacement, the DFES District/Area Officer will contact the VFES Captain to discuss the details of the replacement and manage the process.</li> </ul>
<b>PURCHASING VFES EQUIPMENT</b>	<p>To ensure VFES volunteers are provided with the equipment required to perform their designated emergency VFES's roles, and that this equipment is safe and reliable, DFES is responsible for payment of VFES equipment; however, the purchase process used to obtain the equipment may vary according to practicalities in the community.</p>

39. **Equipment and Other Items Valued at Over \$250.** Major or more expensive equipment is placed on DFES's asset register database, which assists DFES to determine the replacement date for the equipment. When the equipment is due for replacement, the DFES District/Area Officer will contact the VFES Captain to discuss the details of the replacement.

However, in the instance that a VFES must make an urgent purchase of an expensive item (a purchase over \$250) **one** of the following three options must be followed:

**OPTION 1**

1. The VFES Captain nominates a local or external supplier and sets up an account with this supplier under the name "Department of Fire and Emergency VFES's of Western Australia."
2. The supplier sends the account to the VFES.
3. The VFES Captain sign the invoice and forward it to the DFES District/Area Officer.
4. The DFES District/Area Officer either pays the account immediately with her or his corporate credit card or forwards the account to DFES Finance for payment. The method of payment chosen will depend on how quickly the supplier needs to be paid.

**OPTION 2**

1. The VFES Captain to nominate a local or external supplier and advise the DFES District/Area Officer accordingly.
2. The DFES District/Area Officer telephones the supplier, orders the product and pays for it with her or his corporate credit card.

**OPTION 3**

1. The VFES purchases the product with cash from a local supplier.
2. The VFES Captain sends an invoice, made out to DFES, to the DFES District/Area Officer.
3. The DFES District/Area Officer reimburses the VFES the amount paid.

**NOTE: There are GST implications associated with this option.**

40. **Equipment and Other Items Valued at Under \$250.** If a VFES needs to purchase a product that costs less than \$250, **one** of the following three options must be followed:

**OPTION 1**

1. VFES Captain nominates a local supplier and sets up an account with this supplier under the name "Department of Fire and Emergency VFES's of Western Australia."  
The supplier sends the account to the VFES.
3. The VFES Captain sign the invoice and forward it to the DFES District/Area Officer.
4. The DFES District/Area Officer either pays the account immediately with her or his corporate credit card or forwards the account to DFES Finance for payment. The method of payment chosen will depend on how quickly the supplier needs to be paid.

**OPTION 2**

1. The VFES Captain nominate a local supplier and advise the DFES District/Area Officer accordingly.
2. The DFES District/Area Officer telephones the supplier, orders the product and pays for it with her or his corporate credit card.

**OPTION 3**

1. The VFES purchases the product with cash from a local supplier.
2. The VFES Captain sends an invoice, made out to DFES, to the DFES District/Area Officer.
3. The DFES District/Area Officer reimburses the VFES the amount paid.

**NOTE: There are GST implications associated with this option.**

41. **Servicing VFES Vehicles.** To ensure regular and high quality mechanical servicing for all VFES vehicles, and that those vehicles are maintain as safe and reliable, DFES is responsible for servicing of VFES vehicles.

When a VFES vehicle requires servicing, the following process must be followed:

1. The VFES Captain nominates a VFES provider and sets up an account with this supplier under the name "Department of Fire and Emergency VFES's of Western Australia"
2. The VFES provider sends the account to the VFES.
3. The VFES Captain to sign the invoice and forward it to the DFES District/Area Officer.
4. The DFES District/Area Officer forwards the account to DFES Finance for payment.

42. **Fuel Card.** All VFES will be issued with a fuel card. Most VFES will be able to use the fuel card both locally and outside of the local area. Some VFES will not be able to use the fuel card locally if they do not have a local supplier who accepts fuel cards. However, it is expected that most VFES will be able to use the fuel card outside of the local area.

In the instance of fuel cards:

1. DFES will issue a fuel card for each appliance.
2. The account for the fuel card will be sent directly to DFES and DFES will pay the account.
3. Fuel card usage will be monitored through regular odometer readings.

43. **Fuel Accounts.** When a VFES does not have access to a local fuel supplier who accepts fuel cards, DFES will set up an account with a local supplier nominated by the VFES Captain. The VFES will use the account to obtain fuel locally. A fuel card will be used to obtain fuel outside of the local area.

When obtaining fuel through an established account, the following process must be followed:

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|----|---|
| 1. | The VFES Captain nominates a VFES provider and sets up an account with this supplier under the name "Department of Fire and Emergency VFES of Western Australia." |
| 2. | The fuel supplier sends the account to the VFES.  |
| 3. | The VFES Captain to sign the invoice and forward it to the DFES District/Area Officer.  |
| 4. | The DFES District/Area Officer forwards the account to DFES Finance for payment.  |

44. **Insurance.** DFES provides personal accident insurance cover for registered VFES volunteers, while they are performing VFES roles and activities. The insurance cover is held by DFES with its insurer, RiskCover. This insurance cover/policy is very similar to workers compensation benefits normally provided to injured employees under the *Workers Compensation and Rehabilitation Act 1981*. In addition the policy provides several superior benefits to volunteers.

Some significant benefits for volunteers are:

<b>Medical Expenses</b>	Reasonable hospital, medical and ancillary expenses are paid. Once a Workers Compensation claim is accepted by the insurer, medical expenses will be paid directly to the VFES provider. This will mean volunteers are not required to pay accounts and involve Medicare or private medical funds for recoup of expenses.
<b>Wages Recoup</b>	A weekly rate will be calculated as 1% of the total of the "Prescribed Amount." Payments will not exceed the claimant's weekly income at the time of injury. This benefit is superior to workers compensation provisions for wages.
<b>Travelling Expenses</b>	Reasonable travelling and accommodation expenses incurred while obtaining medical treatment will be met by DFES's insurer.
<b>Loss of Employment</b>	Where an injured worker is certified fit for normal duties but has lost employment, up to 26 weekly payments can be made to assist with re skilling and/or re-employment.

Should there be a requirement for a VFES member to lodge a claim it is important to advise your DFES District/Area Officer who will inform the Regional Superintendent and DFES Health and Safety Services (HSS) as soon as practical to allow early interaction by them. Early intervention by HSS after an injury can assist volunteers to access appropriate medical treatment, rehabilitation and other related support programs. HSS also works closely with the injured volunteer's employer to establish suitable return to work plans.

For further information please contact any member of the HSS Branch either on (08) 9395 9754 or (08) 9395 9826.

45. **Operational Efficiency Payments (OEP).** DFES recognises and values the commitment and dedication of emergency VFES's volunteers in Western Australia. These volunteers sacrifice their own personal time to ensure they are trained, equipped and prepared to assist their community during an emergency incident. In addition, some volunteers spend significant amounts of time educating the community and assisting it to prevent and/or prepare for emergency incidents.

In appreciation of the significant amount of time and effort volunteers contribute towards ensuring their VFES operates effectively and efficiently, DFES has developed a reward based payment system for VFES.



The VFES Payment system awards a VFES a certain amount of money for ensuring certain services are performed. The services are based on a VFES's legislative functions and activities (as they are listed under Section 18O (2) of the *Department of Fire and Emergency VFES's of Western Australia Act 1998*) and are generally related to prevention, preparedness or response. Each activity is allocated a percentage of the total amount that a VFES may be able to claim as its VFES Payment.

VFES Payments provide VFES with an additional amount of money per annum which may be used to improve or provide equipment or other resources required by the VFES.

46. **Payment Application.** District/Area Officers must have conducted a minimum of 3 Brigade visits each financial year and completed the Manager Inspection Checklist.

[OPS-DM-CHK-VOL – Manager Inspection Checklist](#)

To apply for a VFES Payment, the District/Area Officer must compile the information outlined from the previous 3 visits and then complete the final Brigade Activity Payment Summary checklist. It is important that all relevant information on the application form is completed.

[OPS-DM-SUM-FIN – Activity Payment Summary](#)

DFES District/Area Officers are available to provide additional advice and assistance with regards to the type of activities that are eligible for VFES Payments.

Once the application form is completed, the District/Area Officer is to forward the form to the DFES Regional Superintendent for approval. If there are any queries regarding the application, the DFES District/Area Officer will contact the Captain for clarification.

The DFES District/Area Officer will advise the Captain of the VFES Payment amount that will be paid to the VFES and DFES Finance will ensure the amount is paid accordingly once DC Operations has formally signed off.

## Rewards and Recognition

47. **General.** VFES members are eligible for a range of emergency service awards as described in the DFES Reward and Recognition Handbook. For further information refer to the Rewards and Recognition site.

[Rewards and Recognition Program](#)

DFES volunteers, DFES employees and Volunteer Association Committee members are invited to submit nominations for any of the applicable categories via their DFES District/Area Officer.

48. **Long Service Awards.** DFES Long Service Medals will be awarded to members of a VFES who have provided 5 years of continuous or aggregated voluntary service, and for each subsequent five years, up to 55 years.

If a volunteer was a member of a Bush Fire Service, Volunteer Fire and Rescue Service or State Emergency Service which became a VES or VFS, then this service shall be counted as service towards the VFES Medal.

**Directive 5.3 Administrative Procedures****ANNEX A****Definitions**

**Active Members:** A qualified member trained and engaged in full operational duties

**Probationary Member:** A proposed new member who is undertaking preliminary training and assessment prior to formal acceptance.

**Reserve Member:** A member with the correct competencies, yet is not involved in full service functions.

**Support Member:** A member who carries out non-operational roles.

**Junior Member:** A person who has reached 12 years of age and is under 18 years of age.

**Officer:** A member who holds Command or Officer Position.

**Service:** A Volunteer Fire & Emergency Service (VFES).

**Membership**

Membership can consist of Active, Probationary, Reserve, Support and Junior members.

The Active members are to include Captain, Lieutenants, Apparatus & Training Officers.

The number and categories of memberships may vary dependent upon the VFES needs.

DFES will approve the number and categories of membership that will apply to each Service.

For the purpose of this rule, a Member of a Service who has been granted leave of absence for a period greater than 6 months is not counted as a member whilst on leave.

**Joining**

A person may join as a Probationary or Junior member if;

- The person is eligible to be registered in that category of membership.
- In the case of a Probationary member, the persons' application for membership is approved by the Service. Individual Services can determine by Local Rule how this is approved, i.e.: Captain Only, Management Committee, full membership.

**Register of Members**

A register of members shall be kept in a form that the DFES Commissioner considers appropriate, and include details of the member's name, address, date of birth, occupation, unit/brigade, category of membership and training records.

**VFES Rules**

A VFES may make, amend or repeal at any time Local Rules relating to administration and internal management.

A rule, or an amendment to or repeal of a rule, has no effect unless written notification of the rule, amendment or repeal has been given to the FES Commissioner. Upon receiving such notice, the FES Commissioner may direct the rule, amendment or revocation be rescinded.

A rule has no effect to the extent that it is inconsistent with a written direction given to the VFES by the FES Commissioner.

The method of creating local rules will be determined by individual VFES's, but **ALL** local rules should only be approved at an Annual General Meeting or a Special General Meeting.

A local rule may only be amended or repealed at an Annual General Meeting or Special General Meeting.

**NO** local rule may contravene a DFES Policy, Procedure, or Regulation.

### Process for Acceptance and Approval of Local Rules

Once a VFES decides to adopt local rules, the following steps need to put in place;

- Prepare a draft of those rules.
- Where there is already a set of accepted rules (i.e. Constitutional), it should check them against these “model” rules, the Act and Regulations and identify any differences.
- Submit an updated or new draft to a meeting for discussion and consideration.
- Approve the draft rules at an Annual General Meeting or Special General Meeting.
- Submit draft rules through the DFES chain of command for approval.
- There after the VFES should operate in accordance with the agreed and accepted rules.

### Compliance with DFES Directions and Rules

For a VFES to operate in an effective manner rules need to be in place. These are in addition to Procedures & Guidelines outlined in the FES Act 1998, FES Regulations 1998 and the Emergency Management Act 2006.

A member is to comply with;

- A written direction given by DFES including the “Code of Conduct” Circulars and other Policies and Doctrines (Standard Operating Procedures).
- A local rule made by the VFES.

A Local rule has no effect if it is inconsistent with any DFES Policy or Direction.

### Meetings

Subject to this clause, a VFES may hold meetings on such days and at such times and places as fits the VFES.

It is recommended to hold at least four (4) meetings per year.

Once a year each VFES is to hold an Annual General Meeting (AGM), where by ballot, Office Bearers are elected.

A Special General Meeting may be convened, at any time, by the Captain or an Officer.

The Administration Officer, under the direction of the Captain or Officer will convene the Special General Meeting in writing/ email.

The Administration Officer must convene a Special General Meeting, in writing/email if requested to do so by at least five (5) members who are **NOT** Probationary or junior members.

A Special General Meeting must be held within fourteen (14) days of the request being received by the Administration Officer.

Notice of Annual General Meeting and any Special General Meeting must be given to ALL members of the VFES, other than junior, fourteen (14) days prior to meeting in writing/ email.

All meeting notices must include: Date, Time, Place and an Agenda.

### Meeting Procedure

Meetings will be chaired by either the Captain or Lieutenant.

The recommended number of Active members constituting a quorum shall be 50% plus 1. This does not include Probationary and Junior members.

Subject to The Act, Regulations and Directions issued from time to time by DFES, a motion for decision at a meeting will be decided by majority votes of members present at meeting. Each member, excluding Probationary and Junior, at the meeting has 1 vote on any motion. In the event of an equal vote the Chair shall have casting vote.

The Administration Officer is to ensure accurate records of meeting procedures are kept.

Subject to this clause, the Act and Regulations and any such Directive from DFES, a meeting will be conducted in such manner as the VFES shall determine. The normal rules of debate will be adhered to during the course of any meeting. **i.e.: EVERYONE is entitled to their say.**

### **Management Committee**

A VFES may choose to have a Management Committee that will meet one week prior to meetings, or as required.

The Management Committee may consist of;

- Captain
- Lieutenant
- Administration Officer
- Apparatus Officer
- Training Officer

Members of the Management Committee will be elected at the AGM and serve for one (1) year or as determined by the VFES's Local Rules. The Committee will be responsible for the financial affairs, general management of the administrative affairs and disciplinary matters. The Captain will preside over these meetings and in his/her absence a committee member will be chosen.

A quorum will be 50% plus 1. A decision carried by vote of 50% plus 1 will be the decision of the Committee. Each member is entitled to one vote on a matter arising, with Chair having casting vote.

The Management Committee must keep minutes of their meetings. The Management Committee can appoint a VFES member to fill a casual vacancy. A member of the Committee is eligible, on expiration of their 1 year term, to be reappointed.

### **Election Procedure**

The Administration Officer must, at least fourteen (14) days before Elections are due to be held, give written notice (either Post or Electronically) advising the day elections are due to be held and call for nominations of candidates for election.

A Member who is eligible to be nominated for election to a particular position shall be nominated by one (1) member and have the nomination seconded by another Member. Family members should not nominate each other for Office.

A nomination may be made by lodging a written nomination with the Administration Officer before the Election Day, or by oral nomination immediately before the commencement of the relevant election. Nominees must sign or indicate acceptance of their nomination.

Where a supplementary election is required, then:

- The Administration Officer must call a Special General Meeting at which the election will be held. Fourteen (14) days' notice must be given to each member informing them of the upcoming election and inviting nominations of candidates for the election.
- A member who is eligible to be nominated for election into that particular position shall be nominated by one (1) person and seconded by another.
- A nomination must be made in written and lodged with the Administration Officer before the Election Day or by oral nomination immediately prior to the commencement of the relevant election.

### **Voting and Ballots**

Voting is to be by Secret Ballot on written forms.

Ballots do not need to be held where there is only one nomination.

Where there are two (2) or more nominations a simple majority vote will be used to determine the election.

Where there is three (3) or more candidates for a position the following will occur;

- Several votes will initially be used to eliminate the candidate/s with the lowest number of votes.
- When the field has been reduced to two (2) a simple majority vote will be used to separate the final candidates.

### **Election of Office Bearers**

Nomination of members into VFES Office Bearer positions is extremely important. The Officer roles are crucial to the success of the VFES and are depended upon to perform vital roles and responsibilities.

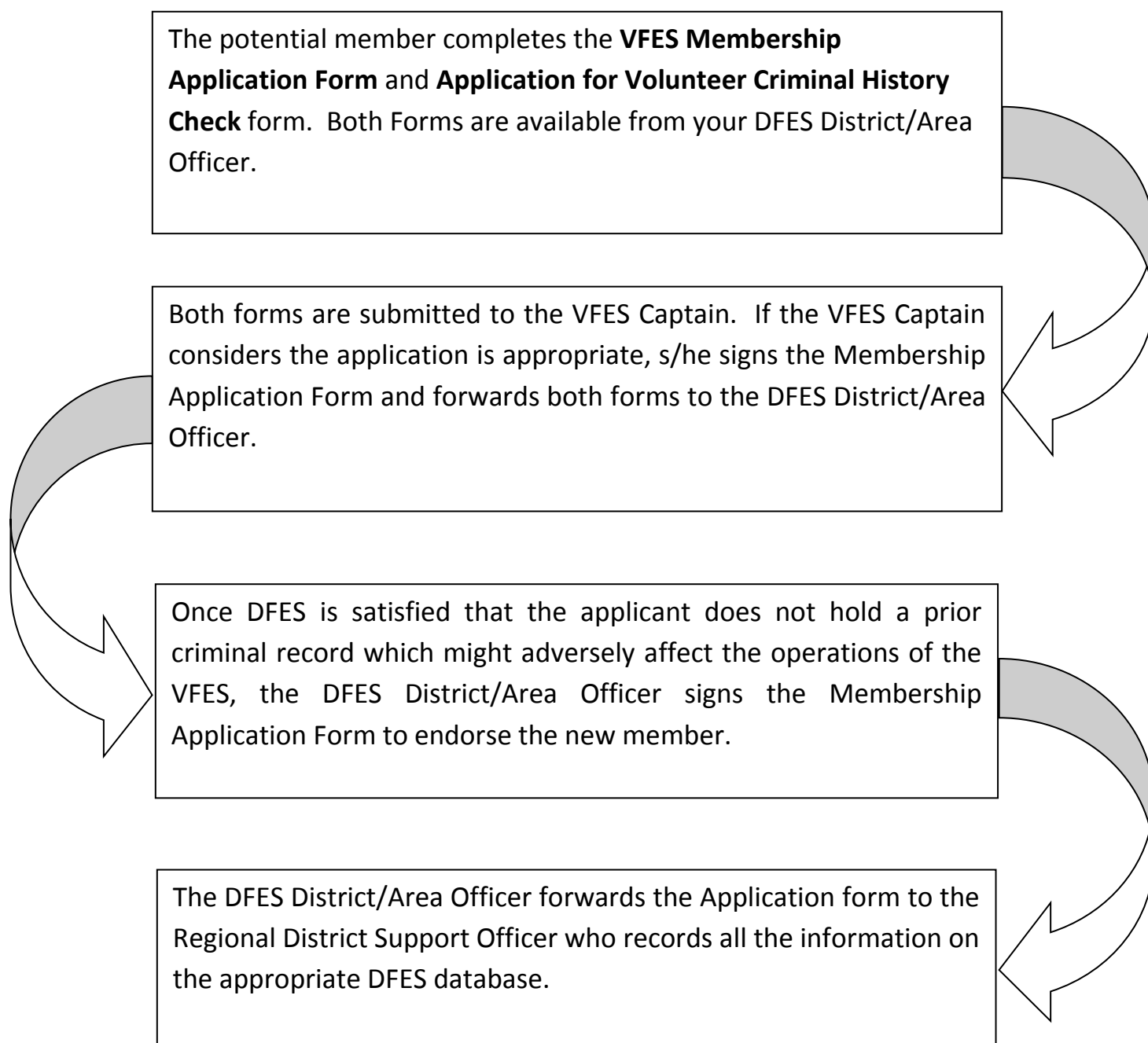
VFES members nominating for an officer role should have the necessary experience and qualifications required to fulfil the role.

Every VFES shall meet in June in each year, and elect by ballot the VFES's officers. Election for Office is to be by secret ballot. Only active members of a VFES are eligible to be elected as the VFES's officers. The active, active reserve and support members of a VFES are eligible to vote in the election of the VFES's officers.

Officers shall hold office for the term of one year until the next annual election. In the event of an officer resigning or being removed from office, or ceasing to be a member of the VFES during the year, the VFES shall forthwith in meeting fill the vacancy by ballot. The officer elected shall hold office until the ensuing AGM.

VFES's may make their own rules or resolutions with regard to the date and method of nominating for the position of officers.

Secretaries of VFES's shall, within 7 days of such elections report to the FES Commissioner the result thereof.



[VFES Application for Membership](#)  
[Volunteer National Police Check](#)

**Directive 5.3 Working With Children FAQ's****ANNEX C**

The Working with Children (Criminal Record Checking) Act 2004 aims to protect children in Western Australia by deterring people from working with Children where they have criminal records that indicate they may harm children and preventing people with such records who do apply for work that involves children, from working with children in either a paid or voluntary capacity.

The WWC Card is only one strategy to better protect children. Volunteers are required to read the DFES Child Protection Policy Statement Number 68 and DFES Working with Children Policy Statement Number 70. In addition to visiting the WWC website, to familiarise themselves with additional information around working with young people and more specifically who requires a WWC, and any exemptions.

[www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

**Frequently Asked Questions**

**Q.** Where a Service has a volunteer aged 16 or 17 years, do their colleagues require a WWC?

**A.** If a child (A person under 18 years of age) trains with adult volunteer members only (ie not in a specific program for young people), this is not considered "child related work" in accordance with the definition provided in the Legislation and therefore does NOT require the adult volunteer members to have a WWC Card. Similarly the Adult Trainers who are providing the training to the WHOLE group do not require a WWC Card.

However, if the Trainer was to take any members under 18 years of age off to one side to undertake a specific training then that training for them, then that training activity would be regarded as "child related work" and would require the Trainer to apply for a WWC.

**Q.** Do adult volunteer members attending school visits as part of the Services Community Engagement Activities require a WWC Card?

**A.** There may be some circumstances where a WWC is required. If the Service visits the School to speak to students a WWC is required unless the adult volunteer is the parent of a child attending the same school. However, if the students were to visit the volunteer Unit a WWC Card is NOT required for members.

**Q.** When filling out a WWC Card Application, what is the correct category to choose? (Different categories apply for different duties and environments).

**A.** Those Volunteer members who undertake school visits or who provide specific junior training or similar to a volunteer less than 18 years of age would need to apply under Category 3. Adult volunteers who coach junior competitions would apply under category 12.

**Q.** Can a Child attend an overnight training Course/Camp/Competition?

**A.** Yes, but the DFES Child Protection Policy states that adult members should never sleep in closed quarters with a child/children, unless a second Adult is present.

**Q.** Is there a ratio of children to adults?

**A.** At least 2 adults are required at all times and a ratio of at least 1 adult to 10 children is the standard. Some activities such as water based require a ratio of 1 adult to 5 children.

**Q.** Can children be alone in a vehicle with an adult volunteer?

**A.** DFES Child Protection Policy states that we should never be in a situation where there is only 1 adult and 1 child. This is to protect both child and adult. Always ensure 1 adult – 2 children or 2 adults – 1 child.

**Q.** Can the Captain or other Volunteer member pick up a child member-?

- During school times?

**A.** As per Education Act 1999, young people (up to the age of 17 years & 6 months) enrolled at any Education system is NOT to be taken out of school during school hours.

- After School?

**A.** DFES Child Protection Policy states that an Adult volunteer member should not transport children without parent or guardian consent and not be alone with the child.

**Q.** Given the DFES Child Protection Policy states adult members cannot be “alone” with a child at any time. Does this mean anyone under 18 cannot be turned out in a light tanker or similar vehicle that has only 2 seats, but can attend in an appliance that has 3 seats.

**A.** Correct, however the Appliance with 3 seats MUST also have 3 crew members. This is to protect the child as well as the adult.



**DOCUMENT HISTORY**

VERSION	DATE	DESCRIPTION OF CHANGE
1.0	Apr 16	New document developed by the ESVA and DFES Operations.
1.1	Jun 16	Updates to Suspension or Termination of Membership and Rewards and Recognition sections.

**From:** [Brigade Captain](#)  
**To:** [Chris Lloyd](#)  
**Subject:** Re: VFES transition experience  
**Date:** Thursday, 19 July 2018 2:57:14 PM  
**Attachments:** [Outlook-eru54zhw.png](#)

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G'day Chris,

Good to talk yesterday and I hope I managed to answer some of the questions. I believe DFES has also made a request to Trevor Wise who was the Captain during the transition itself to provide some feedback, although I am not aware 'if' that request has been made, just heard through Rik Mills..... :-) Please see answers/explanation below. As I said yesterday always happy to talk you through anything on the mobile and if the brigades want a Q&A session we can make a trip down (either in Riks work car or a private car) to one central point and do an hour or two of explaining and answering questions.

•  
d the LG endorse the transition of the brigade and what reasoning or justification was provided? We had approached the City and DFES for the previous several years about transitioning. This was mainly based around the expanding suburb (30,000+ people) and the need for an offensive BA brigade as a local response. The 'final straw' came when we had a fully involved house fire with possible life involvement (possible suicide attempt) and Rockingham had been committed right up until that call came in. If Rockingham had still been committed for another 20 minutes the next nearest brigade would have been 15-20 minutes. The LG were supportive and attended all our transition meetings (the CBFEO and the CEO rep) Were any pro's and cons listed to aid the decision making of council and/or DFES? As per above the biggest pro was the ability to get BA. DFES did spell out the ease of supply of uniform and equipment after transition (and 99% have been correct).

How was the transition period? Your experiences and any issues or challenges? The transition period was/is a challenge mainly for the building issues (see question below) however there were other challenges ensuring that all the brigade were involved in the process. We had to make sure that people understood just because they might not be getting the BA qualification at the moment it doesn't mean they aren't part of the process. We made sure that all matters were discussed at general meetings and every member had a say (if required) and were included in any voting. If it was something to do with urban firefighting we just explained why the brigade/community needed it and everyone was behind it. While there were some comments behind the scenes from some of the old boys about "losing" the BFB everyone could see Baldivis has moved on from 'only' needing a BFB to now needing something much more substantial and at the final vote no one voted against the transition. Another challenge we had was we were also very active during the 'tin rattle' up in the CBD (possibly not an issue down your way) however this formed a large part of our income each year. We were told during the transition that the OEP would be 'around' \$9000 which we took at face value. For this we needed to do 3 DO drills a year (not previously done), provide hard copy VPOWER sheets for each vehicle each week (these were done, but not kept the way we now keep them) and we also had to service 100% of the hydrants in the Baldivis fire district - this is approx. 900 hydrants! (I

had never seen 100% complete as a BFB) - anyway after achieving all of that after the first 12 months we are then told the OEP is actually only \$3000 (it's \$9000 for a VFRS brigade). That did NOT go down well. The ESVA has taken this up and I believe it is currently with the commissioner however still not signed off yet (another 12 months later!)

Now that you have had time to act as a VFES brigade, was it successful and why? I think the transition has been very successful and I think a lot of that can be put down to the fact that we have NEVER excluded anyone from any of the training. Even if we are doing BA drills we make sure there are jobs for those that don't have the qualification. We need this skill anyway at an incident because we can't get (generally) the HSR full of just Urban firefighters so we need the rural guys and girls to know about collecting, setting up salvage sheets, what tools we need to make entry, that we need an emergency line of 40/60 on the front lawn and how to flake it. Everyone is involved in urban firefighting much like they are in the rural environment; it is only 2-4 people that get to go inside. We have even trained the rural guys on DBAs so they know what/how to read fire panels.

Any change to the Gazetted Fire District? (how do FCO's acting on behalf of the LG and VFES brigades work together if outside the GFD?) There was no change to the GFD. The FCOs were a lesson learnt. The City 'removed' the FCOs from the brigade as part of the transition (we had 3) so we now have none and as such anything that requires the city intervention we can only request through ComGen to contact the CBFCD (which is usually the next day after hours!) We are also finding our way through things like HRB etc at the moment. If it is possible to leave FCOs as a VFES (and I think it is) it is definitely something I would say 'lesson learnt!'

LG's have good access to grants, funding etc. through the CESM – are you still receiving enough operating \$ and do you have access to grants? Any projects etc. are now funded through the DO/DFES. Since transitioning we have had our roller doors automated so I am assuming there is still cash there via some means. I haven't asked how the DO does it, so long as projects happen (if approved) then I am not too worried. I do not know the intricate details of access to LGGS etc. and if we can or not

Did the Fire Station belong to the LG and is there any MOU in place with LG for buildings, assets or other? And what are they if there is? Glad you asked this question! The fire station belonged to the City but was on a peppercorn lease (\$1 per year) parcel of land from the adjoining school. The city was happy with the commercial arrangement for the transfer of the building to DFES however the school wasn't happy for DFES to be paying \$1 per year. Without getting in the commercial in confidence aspects of it, it is with the lawyers (and has been since before transition) but is almost there. We have had a deal with the City and DFES that as it is still a LG building then any work required (maintenance or installing of roller doors) would be done by the city contractors (approved by DFES) and the City would invoice DFES for the cost (so the City was doing the work but DFES was paying the bill). We wanted a MOU between the City, DFES and us, however were told by DFES that they "Don't do them anymore" so no we don't have one. As there is no MOU we made sure that all the transition meetings were minuted and are now using them as a "you said....." if we need to. Because the building isn't a DFES building we have hampered in things like the BA cleaning room. There were (are) plans to convert an office into a clean BA service room, as we are currently using the store room (with jerry cans of fuel, hydrant paint etc.). Until the building is signed over to DFES they are unable to make changes as they are

unwilling to commit funds "just in case" the negotiations fail.

Service levels with DFES vs LG when you were a BFB. We barely saw DFES (until at 3rd alarm) as a BFB. We still have and have had some very senior and experienced fire fighters (such as Rik) in our brigade and as such we usually didn't even see the CBFCO until (at least) 2nd alarm or sometimes 3rd alarm unless we asked for him. The support (admin/logs) behind the scenes was quite good from the LG and we rarely waited for PPC, servicing or equipment etc.

Thank you for your assistance,

Neil Chaplin - 166233

Captain

Baldivis fire station



PO Box 4253

Baldivis, WA

6171

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**From:** Chris Lloyd <clloyd@amrshire.wa.gov.au>

**Sent:** Wednesday, 18 July 2018 4:50:34 PM

**To:** Brigade Captain

**Subject:** VFES transition experience

Hi Neil,

Firstly, I have to mention that the Shire of Augusta Margaret River investigation into the transition of our BFB's over to VFES brigades was initiated by the brigades themselves. I have been tasked by the Shire's CEO to investigate the positives and negatives, experiences of other LG's involved in similar transitions and also provide a report to council with recommendations on the Shire's and the Brigade Steering Committee's behalf.

To assist with my report, can you please provide me with a statement or quote on your experience when Baldivis BFB transitioned to a DFES-VFES brigade.

A couple of points I am interested in (if possible):

- Did the LG endorse the transition of the brigade and what reasoning or justification was provided?
- Were any pro's and cons listed to aid the decision making of council and/or DFES?
- How was the transition period? Your experiences and any issues or challenges?
- Now that you have had time to act as a VFES brigade, was it successful and

why?

- Any change to the Gazetted Fire District? (how do FCO's acting on behalf of the LG and VFES brigades work together if outside the GFD?)
- LG's have good access to grants, funding etc. through the CESM – are you still receiving enough operating \$ and do you have access to grants?
- Did the Fire Station belong to the LG and is there any MOU in place with LG for buildings, assets or other? And what are they if there is?
- Service levels with DFES vs LG when you were a BFB

Thanks mate, an overview of your experiences in the transition process and now that you are a VFES brigade would be much appreciated! If you get time a bit of a brief statement on each of the above would be awesome!

Much appreciated and thanks for the offer to come down to talk to the guys, I will keep this in mind and mention it to the brigade steering committee.

**Chris Lloyd**

Community Emergency Services Manager

**Natural | Connected | Prosperous**

T 08 9780 5285 | F 08 9757 2512 | M 0419 905 285

[clloyd@amrshire.wa.gov.au](mailto:clloyd@amrshire.wa.gov.au) | [amrshire.wa.gov.au](http://amrshire.wa.gov.au)



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# **Proposed Transition - Local Government Bush Fire Brigades to DFES**







## Current Brigade Ownership

• Alexandra Bridge	LG BFB	
• Cowaramup	LG BFB	DFES VFRS
• East Augusta	LG BFB	
• Gracetown	LG BFB	
• Karridale	LG BFB	
• Kudardup	LG BFB	
• Molloy Island	LG BFB	
• Rosa Brook	LG BFB	
• Wallcliffe	LG BFB	DFES VFRS
• Witchcliffe	LG BFB	DFES VFRS





# Volunteer driven proposal

## Timeline

**2013** – Bush Fire Advisory Committee (BFAC) agreed to review and consider transfer of ownership of BFB's to DFES

**2014** – BFAC recommendation carried for council to allow CEO to contact DFES to find facts about transfer

**2016** – 17 February BFAC and 23 March Council Meeting

CEO contacted the Commissioner for Fire and Emergency Services to request establishment of steering committee (Shire led)

Steering Committee supported by DFES Commissioner



# Steering Committee

## 1 June 2016 – First Meeting

- Draft model of chain of command / structure requested
- Draft transition framework document prepared by the Chief Bush Fire Control Officer and Community Emergency Services Manager
- Brigades reviewed framework and document was adjusted

## 17 August 2016 – Steering Committee update to BFAC

- 14 September 2016, report provided to council on the update from BFAC



## Brigade Interest (8/2) Following 17 August BFAC meeting

For the framework:

- Cowaramup
- Gracetown
- Rosa Brook
- Witchcliffe
- Wallcliffe
- Karridale
- Kudardup
- Molloy Island

Against:

- Alexandra Bridge (Advised not interested in transition process, but will go with majority)
- East Augusta (Still had further questions of the process)



## 14 September 2016 – Council Meeting

Prior to any decision being made on a proposed pilot program for the transfer of the Shire's Bush Fire Brigades to DFES, adopts the following process to be communicated to all parties on the Steering Committee and BFAC being:

- a) That the draft Transition Framework for the Transfer and Management of the Shire's Bush Fire Brigades be finalised and presented to the CEO;
- b) That the CEO seeks independent external advice from other local governments and relevant parties and provides that feedback to the Bush Fire Brigades and the Steering Committee and to Councillors;
- c) That an interim report be provided to Council on whether to progress the pilot proposal for the transfer of Bush Fire Brigades to DFES; and
- d) Council determines whether to proceed further with the proposal.



# Rural Fire Division

September 14, 2016 to August 7, 2017

**Enquiry into Waroona Fires January 2016  
Ferguson report recommendation 15 stated –**

*The State Government to create a Rural Fire Service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level.*

**Transition Proposal on hold while waiting for State Government Decision**



# Wallcliffe VBFB and VFRS

**August 9 2017**

Letter to CEO wishing to transition to DFES as a Volunteer Fire and Emergency Services (VFES) Brigade.

**February 26, 2018**

Wallcliffe volunteer executives meet with CEO to continue the proposal for the transition for that brigade.

Agreement from CESM to follow up on recommendation items from September 14, 2016 Council Meeting



# Why do Wallcliffe BFB want to transition?

## Gordon Temby

Member for 33 years

Current Shire Bushfire Ready facilitator

DFES Volunteer Liaison Officer

Former Chief and Deputy Bushfire Control Officer

Former Shire Training Coordinator





# Why? (Pro's and Cons)

## PRO's

- Centralised Fire and Emergency Services Agency
- Reduction of risk to council from the management of BFB's
- DFES primary focus is Preparedness Prevention Response Recovery – better aligns with emergency services such as VFES
- Brigades would be afforded a DFES Area Officer (improved level of support 1:10 CESM vs 1:6 AO)
- VFES brigades receive Operational Efficiency Payments
- Escalation of incidents will be seamless (DFES will be controlling agency for all incidents)
- Greater access to DFES support staff, uniforms, training, OHS
- Entire Local Government Area could be designated a Gazetted Fire District





# Why?

## PRO's (continued)

- VFES administration allows brigades to individually tailor their management structure
- Reduction of Shire budget allocated to supporting BFB's
- With transfer of brigades, the Shire will have the opportunity to reallocate its 50% of CESM funding

**An Emergency Management Officer could continue the Shire's *Emergency Management and Bush Fires Act/Regs* legislative requirements such as:**

- Local Emergency Management Arrangements
- Bushfire Risk Management Planning (Shire Reserves Mitigation)
- Local Emergency Management Committee
- Bush Fire Advisory Committee
- Town Planning – Advise on Bushfire Management Plans
- Recovery - Local Government



# Why?

## CONS

- BFB's Contribute to Shire branding and reputation
- BFB sense of ownership for management of fuels on Shire Reserves and private property
- Volunteer Chief/Deputy Bush Fire Control Officer's would no longer be operational
- Fire Control Officer's would now be permit issuers only
- Gazetted Fire Districts may change current ESL categories for some properties – e.g. increase in rates



## Local Governments contacted who have transferred BFB's

- Shire's of Wyndham East Kimberley, Broome, Derby West Kimberley and Halls Creek (MOU, 3 year trial completed have now transitioned)
- Shire of Jerramungup (Bremer Bay SES and BFB)
- Shire of Ravensthorpe (Hopetoun BFB)
- City of Rockingham (Baldivis BFB and VFRS)
- Shire of Dandaragan (Cervantes BFB and VFRS)
- City of Swan (Bullsbrook BFB and VFRS)



## Other current VFES brigades in WA

- Ballidu Volunteer Fire and Emergency Services (amalgamation of VFRS and BFB)
- Beacon Volunteer Fire and Emergency Services (amalgamation of BFB and VFRS)
- Coral Bay Volunteer Fire and Emergency Services (SES and BFB)
- Eucla Volunteer Fire and Emergency Services (SES and BFB)
- Fitzroy Crossing Volunteer Fire and Emergency Services (SES and BFB)
- Halls Creek Volunteer Fire and Emergency Services (SES and BFB)
- Hyden Volunteer Fire and Emergency Services
- Kondinin Volunteer Fire and Emergency Services
- Marble Bar Volunteer Fire and Emergency Services (BFB)
- Morawa Volunteer Fire and Emergency Services (VFRS and BFB)
- Onslow Volunteer Fire and Emergency Services
- Port Hedland Volunteer Fire and Emergency Services (VFRS and BFB)
- Tambellup Volunteer Fire and Emergency Services (BFB)
- Tammin Volunteer Fire and Emergency Services (VFRS and BFB)
- Trayning Volunteer Fire and Emergency Services (SES and BFB)
- Waroona Volunteer Fire and Emergency Services (VFRS and BFB)
- York Volunteer Fire and Emergency Services (SES and BFB)



# Recommendations

## That Council:

- 1) Supports all 10 BFB's should they decide as majority, to transition over to DFES as VFES brigades.
  - a) DFES, Local Government and Bush Fire Brigades to agree on and develop a MOU for the transition of brigades
  - b) Trial the transition for 2 years. Council retains buildings, vehicles and equipment and if brigades are satisfied a formal handover should occur after the agreed timeframe.
- 2) *If recommendation 1 not supported.*

That council specifically supports the transition of the Wallcliffe Bushfire Brigade to DFES as a VFES Brigade.





# Questions?



## **11.4 Corporate and Community Services**

### **11.4.7 SPORTS AND RECREATION ADVISORY COMMITTEE MEETING MINUTES 1 AUGUST 2018**

Attachment 1 – Unconfirmed Sports and Recreation Advisory Committee  
Meeting Minutes 1 August 2018

# Sports and Recreation Advisory Committee Meeting

## Minutes

For the meeting held  
Wednesday 1 August 2018  
Margret River Council Chambers  
41 Wallcliffe Road, Margaret River  
Commencing at 7.00pm



## Notice of Meeting

Please be advised that the next meeting of the Augusta Margaret River Sport and Recreation Advisory Committee will be held on 17 October 2018 in Margaret River Council Chambers, 41 Wallcliffe Road, Margaret River commencing at 7.00pm

This meeting is open to members of the public.

If you are unable to attend the meeting, please contact Hannah Waters, Executive Assistant Corporate and Community Services.

Contact Number: 9780 5638

Email Address: [hwaters@amrshire.wa.gov.au](mailto:hwaters@amrshire.wa.gov.au)

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## **1.0 Declaration of opening**

The meeting was declared open at 7.00pm

## **2.0 Attendance/Apologies/Non-attendance**

### **2.1 Attendance**

#### **Committee Members – 9 for a quorum**

Nick Dornan	:	Augusta Golf Club
Brian Warbey	:	Chairperson/Margaret River and Districts Agricultural Society
Mark Barrett-Lennard	:	Augusta Margaret River Junior Football Association
Graeme Lance	:	Margaret River Bowling Club
Jeanette Smith	:	Margaret River Hockey Club
Paul Creaney	:	Margaret River Karate
Colin Clarke	:	Margaret River Tennis Club
Sharon Schaafsma	:	Margaret River Pony Club
Ian Newton	:	Margaret River Gropers Rugby Club
Campbell Chalmers	:	Margaret River Recreational Surfers
Kathleen O'Shea	:	Margaret River Underwater Hockey Club Inc
Michael Sorensen	:	Hawks Cricket Club
Steven Lord	:	Margaret River Basketball Association
Matt Jarvis	:	Margaret River Little Athletics

#### **Council Staff Members**

Dylan Brown	:	Chairperson/Recreation Operations Manager (ROM)
Seb Miller	:	Coordinator Recreation Services
Shane Bacskai	:	Senior Technical Advisor – Parks and Gardens
Hannah Waters	:	Executive Assistant Corporate and Community Services - Minutes

#### **Observers**

Sarah Hall	:	Cowaramup BMX
Steffen Schulz	:	Margaret River Underwater Hockey Club Inc
Natalie Fox	:	Margaret River Swim Squad
Sharon Brown	:	Recreation Administration Officer
Debbie Story	:	Margaret River Hockey Club

### **2.2 Apologies**

Gary (Fred) Yates	:	Augusta Margaret River Football Club (Hawks)
Jack Shephard	:	Augusta Margaret River Football Club (Hawks) (proxy)
Sarah Kissell	:	Margaret River Roller Derby
Ian Earl	:	Councillor
Eloise Jarvis	:	Margaret River Netball Association
Mignon Birch	:	Arts Margaret River
Annie Riordan	:	Director Corporate and Community Services (DCCS)
Carly Scott	:	Margaret River Netball Association
Kane Goodwin	:	Football Margaret River
Charlie Cox	:	Football Margaret River (proxy)
Martin Keen	:	Margaret River Senior High School
Miles Mottershead	:	Margaret River Junior Cricket Club
Julia Meldrum	:	Councillor

### **2.3 Non Attendance**

Leith Gregory	:	Cowaramup Tennis Club
Dean Campbell	:	Margaret River BMX

**3.0 Question time for the public**

Nil

**4.0 Disclosure of members' interest**

Nil

**5.0 Confirmation of minutes of previous meeting**

**5.1 Sports and Recreation Advisory Committee Minutes: 6 June 2018**

**RECOMMENDATION**

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That the unconfirmed minutes of the Sports and Recreation Advisory Committee Meeting 6 June 2018 be confirmed as a true and correct record of the meeting.

**Moved: Colin Clarke**

**Seconded: Jeanette Smith**

**Carried: All**

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## 6.0 Matters arising from previous minutes

### 6.1 Live Action List

203	7 February 2018	<p>Synthetic turf removed from the Margaret River Bowling Club. Delegates to forward any requests for purchase or suggested use of the material through to <a href="mailto:recreation@amrshire.wa.gov.au">recreation@amrshire.wa.gov.au</a>.</p> <p>4/4/18: There has been quite a bit of interest in purchasing the turf and we hope to have the bulk of it removed by winter.</p> <p>6/6/18: A small amount of turf has already been purchased and a couple of other sporting groups have expressed interest for different projects. McLeod Wines are looking at purchasing the remaining turf so it should all be removed from site by the end of next month.</p> <p>1/8/18: There a plans for the remainder of the turf, although due to the weight of the wet material it will remain onsite throughout the rest of winter.</p>	Clubs and associations	
207	6 June 2018	<p>Queries submitted by the Margaret River Recreational Surfers requesting follow up:</p> <ol style="list-style-type: none"> <li>1. The public need notification if high shark risk occurs—at the moment there is no communication / notification</li> <li>2. Early response and imminent threat removal actioned in case of shark attack</li> <li>3. Improvement of signage with a more up to date reporting system- do we need a text warning like we have for storms or fires?</li> <li>4. Shark attack tourniquets at beaches?</li> <li>5. An improved and unified carcass removal strategy</li> <li>6. Improved monitoring [with drone implementation and possibly water patrols] – especially in high shark advisory levels</li> </ol> <p>6/6/18: Ranger Coordinator - The Department of Primary Industries and Regional Development have organised a debrief on 27 June 2018 to discuss the learnings from the response to the April shark bite incidents. Each organisation will have the opportunity to present on their role in the incident response and outline strengths, weakness, opportunities and threats (including OSH). All questions/discussion to be held at the end of the presentations. The meeting will be concluded with proposed future actions required. Following the meeting, Shire staff will be in a better position to provide an informative response.</p> <p>Organisations invited include:</p> <ul style="list-style-type: none"> <li>• Department of Primary Industries and Regional Development</li> <li>• Shire of Augusta Margaret River</li> </ul>	ROM	

Shire Of Augusta Margaret River  
Sports and Recreation Advisory Committee Meeting Minutes: 1 August 2018

		<ul style="list-style-type: none"> <li>• Department of Biodiversity, Conservation and Attractions</li> <li>• Margaret River Police</li> </ul> <p>20/7/18: The Community Emergency Services Manager has requested the meeting minutes from the Department of Primary Industries and Regional Development (debrief organiser). The minutes have not been distributed yet. Information will be provided as it comes to hand.</p> <p>1/8/18: No further information received to date.</p>		
208	6 June 2018	<p>Customer Service Requests need to be lodged through the Customer Service Team for any infrastructure, grounds or works requests. Committee members were asked to remind their individual clubs and associations that the Works and Grounds Teams were not to be approached directly with requests.</p> <p>Customer Service Requests can be lodged:</p> <ul style="list-style-type: none"> <li>• Phone: 9780 5255</li> <li>• Email: <a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a></li> </ul> <p>1/8/18: Completed. The ROM has discovered that once requests are completed there is no automatic follow up in the system to notify the submitter. Investigations into closing the feedback loop are underway.</p>	Clubs and associations	
209	6 June 2018	Minutes Secretary to draft a letter from the Shire thanking Gary Gibbon and acknowledging his long tenure on the Sports and Recreation Advisory Committee	Minute Secretary	Complete
210	1 August 2018	All clubs and associations to forward a copy of their current insurance policies through the Shire. They can be emailed to the minute secretary: <a href="mailto:hwaters@amrshire.wa.gov.au">hwaters@amrshire.wa.gov.au</a>	Clubs and associations	
211	1 August 2018	Minute Secretary to email Margaret River Underwater Hockey CommunityCONNECT contact information.	Minute Secretary	Complete
212	1 August 2018	Minutes Secretary to contact clubs and associations requesting the contact details for club and association Presidents and Secretaries.	Minute Secretary	
213	1 August 2018	Minutes Secretary to contact clubs and associations requesting the SRAC contact list be updated with current delegate and proxy details.	Minute Secretary	

## **7.0 Reports from Shire Officers and Delegates**

### **7.1 Recreation Operations Manager Update – Dylan Brown**

I would like to request all clubs send a copy of their current insurance policies through to the Shire for record keeping purposes. They can be emailed through to Executive Assistant Corporate and Community Services, Hannah Waters: [hwaters@amrshire.wa.gov.au](mailto:hwaters@amrshire.wa.gov.au)

Thank you

#### **Aquatic Centre**

- Works to the dehumidifier have now been completed
  - The new pool hall heating and ventilation system utilises a water-cooled heat recovery system to provide an energy efficient method of heating and dehumidifying the hall.
  - The system consists of a heat pump, supply air heating air handling unit, exhaust air heat recovery air handling unit and two buffer tanks and pumps
  - The heat recovery process employs a water-cooled screw compressor heat pump, which recovers heat from the pool hall via the exhaust air-handling unit into an air / water heat exchanger
  - By using this heat recovered from the pool hall the performance and efficiency of the heat pump is vastly improved in winter conditions
  - The heat pump then heats up the water from the exhaust air coil via the vapour compression process (type air conditioning process of compressing and evaporating refrigerant) and in turn heats the incoming outside air via the supply air handling units and delivers it to the pool hall
  - Unlike the previous recirculating system the new system operates at 100% outside air to assist in the removal of chloramines from the pool hall and improve indoor environment quality
  - Humidity is controlled via the high airflow exchange of lower humidity outside air into the pool hall
  - The heating of the air also reduces its relative humidity and allows it to extract more moisture from the pool hall
  - The system is very modular in design and could be reconfigured to suit a revised pool hall layout if required (the existing duct work would likely need to change to suit the new layout) and the typical life expectancy of the system is approximately 25 years
- The Centre has also completed the renovation of the tapware in the change rooms. It is specially designed to comply with intensive use and is resistant to vandalism
- Both of these changes will allow the centre to reduce water consumption and cost
- The Centre recently celebrated its 20<sup>th</sup> operation anniversary. We had Hit FM do a live show and many activities for the public. The event was a huge success attended by over 700 people

#### **Outside School Hours Care**

- We are working with the new Childcare Care Subsidy system and Proda in relation to new fees and charges
- Activities are planned around the reduction of available space in Court 3

#### **Gloucester Park**

- The tender period for RFT 11-18 Lower Western Oval Redevelopment has closed and assessment has been completed. A report will be submitted to the Ordinary Council Meeting being held 8 August 2018. Works are expected to commence two weeks after the award of contract
- The tender for the lighting has been uploaded to the WALGA equote system. We are working on two different lighting plans, one for LED and one for HID
- The asbestos removal from Augusta Recreation Centre has achieved practical completion

- Consolation with clubs will commence soon in relation to the finishing of the Lower Western Oval (player benches, lights etc.)

#### **Sports Stadium**

- The Recreation Coordinator is working with internal clubs for the court booking during winter. Communication is the key
- Planning for the new financial year included some upgrades to the dry side change rooms. New hooks have been installed and we are looking at increased lighting and new bench seating
- New player benches have been purchased for the courts
- Court 3 has had the old cricket net removed as part of the building upgrade

Note: The Department of Mines, Industry Regulation and Safety have just released a Sport and Recreation Clubs Checklist (Attachment 7.1.1) please forward a copy onto your executive committees for review.

### **8.0 General Business**

#### **8.1 Request to state name and club prior to report**

Could delegates please state their name and the club / association they represent prior to delivering their report. This ensures that new members or club proxy's are able to follow the meeting.

Chairperson suspended Standing Orders and brought agenda item 8.3 Updates from the Clubs up the agenda to be addressed.

### **8.3 Updates from the clubs**

#### **8.3.1 Margaret River Underwater Hockey Club**

- The MRUWH club recently held its AGM. We were pleased with the high attendance at the meeting and new additions to our expanding committee. We have, for example, a relatively new player joining the committee as our Shire Representative and a former junior player as our Fundraising Coordinator
- A long time club member, Clare Gleeson, was recently elected President of UWH WA. We are really excited to have a regional player taking on this role and know that she will be an advocate for the smaller, regional clubs at a state and national level
- Currently, four of our members are competing at the UWH Worlds in Canada. For one player, this is their first participation at an international event. Note: The ladies masters team came away with a silver medal
- There has been lots of interest in our junior games which start up again soon with older junior players continuing to assist the adult coaches. Two juniors, Maybelle Barr and James Iredale, are currently training for the Trans Tasman competition in New Zealand
- Finally, our club has recently consulted with Shire staff and Councillors regarding the lane hire costs for this financial year. We are pleased with the outcome and would like to thank the Shire for listening to us
- We are having problems with the Shire's CommunityCONNECT website and are seeking the contact person at the Shire

#### **8.3.2 Arts Margaret River**

- Nothing to report

#### **8.3.3 Senior Technical Officer – Parks and Gardens, Shane Bacskai**

- Pretty quiet out there at the moment due to the weather, more rolling going on than mowing
- Main oval centre corridor pretty wet, but the wings are more firm
- There appears to be some bent goal posts at the Northern end of the main oval after the recent storm events. We are talking with the supplier and awaiting on some information
- Nippers Oval wet in the traditional spots, but holding coverage



- Western playing fields holding coverage and draining well
- Our new tractor has arrived, awaiting for the vertimower to be delivered, and sourcing a new roller mower this financial year
- Preparing for Spring maintenance, weed control, fertilising, beetle control and gearing up for more aeration in mid-November
- Less rabbits but more pink and grey Galahs, who have a fetish for goal squares!

#### **8.3.4 Margaret River and Districts Agricultural Society**

- Now that the redevelopment has commenced, the committee and commence planning this year's show, knowing what space is available to us
- We have abandoned the inside sections of our show for the year and have offered those trade exhibitors who usually have indoor space the opportunity to move outside for the year
- The tug of war will be on again and all the usual events and attractions will be there
- We have a very new committee and it will be a challenging year

#### **8.3.5 Margaret River Gropers Rugby Club**

- The club is doing well leading up to finals
- We are trying to turn the club around and make it more user friendly and activate as a social club in town
- We already have several other clubs using the space including Darts and are linking socially with Hockey

#### **8.3.6 Margaret River Bowling Club**

- The club is currently dormant with a lot of our members up North
- We are building a new website and engaging with the community through social media
- Corporate Bowls currently has 128 participants every Wednesday
- We want to be more proactive within the community promoting Corporate Bowls so for the first time the club is now on Facebook
- As a club we are concerned about the security of the greens and protection from vandalism
- We are seeking quotes for security cameras as a priority for the club that will be monitored full time through a computer system

#### **8.3.7 Augusta Margaret River Junior Football Association**

- Finals will be coming up in September
- All age groups from Auskick through to 11's and 12's are all running successfully
- At the Landmark Carnival (Bunbury to the lower South West) held during the Term 2 holidays, the year 6 - 8 teams performed well and the year 8 team won
- The girls from the South West Football league are doing well
- It has been a pretty successful year all round across all levels

#### **8.3.8 Margaret River Hockey Club**

- The Hook into Hockey program has just finished and the wind up was held Monday
- It attracted 20 kids this year who all received a participation medal
- We are looking forward to them coming back to the sport next year
- The season is going along well and the Seniors are headed to the finals in September

#### **8.3.9 Augusta Golf Club**

- The season is going along well
- We have lots of members going North for the winter

- The volunteers looking after the course are doing a great job, clearing debris off course
- The club is progressing well we now have solar power generation up and running and NBN has been connected

#### **8.3.10 Margaret River Swim Club**

- Everything is going along well
- The pool upgrades have had a major impact on us with huge improvements to the air quality and pool temperature. Thanks to the Shire
- Some members will be attending a Swim WA meet being held in Joondalup
- We now have quite a few of the kids interested in more competitive events
- The club meets are growing and we need more lane space and time. At the moment we are managing to negotiate to meet the need
- We are doing well and getting more interest all the time

#### **8.3.11 Margaret River Tennis Club**

- Tennis is in the off season

Question: The fencing between the Tennis Club and sheds running N/S, what is happening with that and when is it coming down?

ROM: The South West Football League charge clubs a fee for each game. South West Football League charge an entry fee for each home game. The money goes back directly to the South West Football League. Clubs charge an entry fee to help offset the fees. The fence was erected in an attempt to stop cars driving through the long jump pits and avoiding the fee. The fencing will be removed during the second week of September.

#### **8.3.12 Margaret River Karate Club**

- Thank you to Margaret River Netball for giving up court space for the last week August
- Thank you to Seb and Shire for assisting with the international and national competition being held in August
- We have attracted 110 competitors over 3 days
- There will be 47 internationals attending
- The other states have let us down a bit in terms of sending competitors
- Only one country has had problems sending attendees and that is Nepal. Six competitors have had their visas rejected as they were incorrectly filled in or they applied for the wrong type of visa. We still have two competitors from Nepal that will be coming
- We are purchasing two new mats, one for the competition
- Flooring issues are an ongoing concern and we are waiting the outcome of the 2018-19 Shire budget in relation to the floor replacement at the club

#### **8.3.13 Margaret River Pony Club**

- Ticking along well
- Representatives from our junior pony club will be attending the state championships for dressage
- Some of our adult members will be going to the Dressage championships at the end of the month
- Our final competition for the year will be held on the 7 October on Gloucester Park
- Going forward we will need to discuss with Shane and Dylan if future competitions can continue to be held on Gloucester Park

#### **8.3.14 Cowaramup BMX**

- We are in the off season now
- The club are waiting to hear back about grant applications that have been submitted for the track upgrade

#### **8.3.15 Margaret River Recreational Surfers**

- No issues or anything to report at the moment

#### **8.3.16 Margaret River Little Athletics**

- We are in the off season so there is nothing to report

#### **8.3.17 Hawks Cricket Club**

- I have just come from the AGM
- We have a new committee of energised people looking forward to the new season
- I remain the SRAC representative

#### **8.3.18 Margaret River Basketball Association**

- Currently in the off season
- We are looking at a rebrand including new uniforms
- Still hunting sponsors
- The club will be looking at introducing merchandise to try and bring some money into the club

#### **8.3.19 ROM**

- The President of the Football Margaret River was asked to step down and I recently met with the new club representatives
- It was a great meeting and I wish the club every success in the future

Note: During a site meeting within the Gloucester Park Precinct, we came across quite a lot of drug paraphernalia including six exposed needles up around the cattle shed. There has been an ongoing problem in the area and the Police are aware. If you see anything please report it to the Police so we can keep the area as safe as we can.

Augusta Margaret River Junior Football Association: Is there an update on the Rapids Landing School Oval and the Parkwater Oval?

Senior Technical Officer – Parks and Gardens: There has been a lot of water run off onto the Rapids Landing Oval from the school causing erosion. Extensive works including landscaping and a tree buffer will need to be installed. The cricket wicket looks quite good though. We anticipate works to be complete between now and Christmas but do not have a set hand over date yet.

We have met with a drainage company in relation to the Parkwater Oval however, we haven't received an update as yet.

The Chairperson introduced a new general business agenda item, Committee Communication.

#### **8.4 Committee Communication**

There has recently been some issues with the transfer of information between SRAC delegates and their executive committees. While the immediate issue has been resolved, I believe that it would be a good idea to create a secondary email contact list so information can be directly exchanged with all relevant stakeholders.

I will ask the Minutes Secretary to contact clubs and associations requesting the contact details for club and association Presidents and Secretaries in addition to updating the SRAC contact list with current delegate and proxy details.

The Chairperson introduced a new general business agenda item, Notice of Motion for Non-attendance to meetings.

#### **8.5 Notice of motion - Non-attendance to meetings**

Attendance at Margaret River Sports and Recreation Advisory Committee meetings is compulsory for all clubs / groups. If a representative is not present at three meetings in a row and has not provided a letter of explanation for consideration then a vote will be taken at the next meeting and the club / group membership will cease forthwith. If a club wishes to re-join the committee, they must once more request membership and submit all relevant details.

A vote on the membership of the following two clubs will be held at the next SRAC meeting:

- Augusta Golf Club
- Margaret River Basketball

Augusta Golf Club: Apologies my wife has been very ill for the past nine months, which has been my focus. I will send an email to the Minute Secretary for the next SRAC meeting. Could it also be noted that it is a dangerous drive at night from Augusta to Margaret River and some consideration about the activation of clubs within Augusta or a meeting per year once again being held in Augusta may assist with attendance.

The Chairperson reinstated Standing Orders and item 8.2 was addressed.

## **8.2 Request for committee support for Department for Local Government, Sport and Culture funding – Margaret River Hockey Club**

Proposed joint Hockey and Tennis field - Please see attachments 8.2.1, 8.2.2 and 8.2.3.

Jeanette Smith presented the committee with a draft plan showing a shared tennis and hockey facility along with a possible area to relocate the long jump pits.

Impacts to the club and project specifics:

- Reduce the travel burden and expense for families involved in Hockey as they are currently travelling up to Busselton upwards of two times a week to train and play
- Continued growth of the sport within the community
- A synthetic half hockey pitch would be available locally for training
- The pitch would be lit pitch for training
- The plans show the pitch off set so it doesn't impinge on the road infrastructure - to orientate the pitch over the current road infrastructure would greatly increase costs
- The pitch would be suitable for a modified half game competition for years three to five
- Fencing would be erected around the facility

The committee discussed potential impacts and challenges of the suggested plans including:

- The offset courts don't fit within the tennis club's long term expansion plans
- The lights would be an issue for the existing tennis courts
- Hockey and little athletics require further discussion surrounding the relocation of the long jump pits and the possibility of using gates
- The tennis club are happy to provide in-principal support for the plan however further consultation and work on the plans is required
- The ROM confirmed that although developer contributions have been allocated to the advancement of the draft Gloucester Park Masterplan (the Masterplan has never formally been endorsed by Council). It is anticipated that plans for the developer contributions to be utilised within the Gloucester Park Precinct will be finalised this financial year, culminating in Gloucester Park Masterplan endorsed by Council.

Motion proposed by Jeanette Smith

That the sports and recreation advisory committee give in principle support to the Margaret River Hockey club requesting that the Shire of Augusta Margaret River support them pursuing a feasibility study to establish a multi-use shared facility adjacent to the current tennis club courts.

Nick Dornan moved an alternative motion recognising the Tennis Club's long term expansion plans based on historical draft concept plans of the Gloucester Park Masterplan.

Alternative motion

That the sports and recreation advisory committee give in principle support to the Margaret River Hockey club requesting that the Shire of Augusta Margaret River support them pursuing a feasibility study to establish a multi-use shared facility adjacent to the current tennis club courts. The study should recognise the Margaret River Tennis Club's pre-existing claim to the area for future expansion as recognised in previous plans.

#### **RECOMMENDATION**

That the Sports and Recreation Advisory Committee give in principle support to the Margaret River Hockey Club Inc. requesting that the Shire of Augusta Margaret River support them pursuing a feasibility study to establish a multi-use shared facility adjacent to the current tennis club courts. The study should recognise the Margaret River Tennis Club's pre-existing claim to the area for future expansion as recognised in previous plans.

**Moved: Jeanette Smith**

**Seconded: Nick Dornan**

**Carried: All**

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ROM: I will be in touch with all relevant clubs in relation to the Lower Western Oval progression to determine gate and bin locations, player boxes and disabled access.

#### **9.0 Matters for which the meeting may be closed (Confidential Items)**

Nil

#### **10.0 Closure of meeting**

The Chairperson noted their absence for the next meeting and confirmed that Colin Clark the Deputy Chairperson will be presiding.

The meeting was closed at 8.15pm



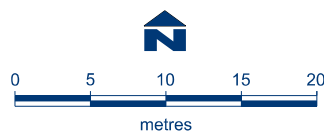


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#### LEGEND

- PROPOSED HOCKEY COURT
- PROPOSED TENNIS COURT
- COMBINED REQUIRED AREA

**DRAFT**

Title: **PROPOSED HOCKEY FIELD AREA & SHARED TENNIS COURTS - DRAFT CONCEPT PLAN**

Date: **JULY 2018**

Scale: **1:500@A3**

Revision No: **A**

**Halsall & Associates**

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