

**Ordinary Meeting of Council
to be held at the
Eneabba Sportsman's Club
Eneabba Drive, Eneabba
20 September 2017
commencing at 3:00pm**

ATTACHMENTS



SHIRE OF CARNAMAH

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

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SHIRE OF CARNAMAH
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	NOTE	31/08/2017 Actual \$	31/08/2017 Y-T-D Budget \$	2017/18 Budget \$	Variances Budget to Actual %
<u>Operating</u>					
Revenues/Sources	1,2				
Governance		3,116	3,580	21,481	(12.98%)
General Purpose Funding		235,779	122,862	737,172	91.91%
Law, Order, Public Safety		183	13,337	80,019	(98.63%)
Health		131	123	736	6.72%
Education and Welfare		6,359	6,219	24,877	2.24%
Housing		50,177	39,606	237,638	26.69%
Community Amenities		116,574	22,422	134,529	419.92%
Recreation and Culture		3,486	21,367	128,202	(83.69%)
Transport		960,385	23,380	140,281	4007.69%
Economic Services		14,172	19,960	119,760	(29.00%)
Other Property and Services		23,014	9,383	56,300	145.26%
		<u>1,413,374</u>	<u>282,239</u>	<u>1,680,995</u>	<u>400.77%</u>
(Expenses)/(Applications)	1,2				
Governance		(51,586)	(46,104)	(276,622)	(11.89%)
General Purpose Funding		(25,189)	(23,954)	(143,724)	(5.16%)
Law, Order, Public Safety		(43,369)	(43,481)	(260,887)	0.26%
Health		(7,962)	(11,417)	(68,503)	30.26%
Education and Welfare		(17,118)	(13,433)	(80,596)	(27.43%)
Housing		(67,019)	(60,930)	(365,580)	(9.99%)
Community Amenities		(51,649)	(64,098)	(384,590)	19.42%
Recreation & Culture		(125,005)	(166,315)	(997,891)	24.84%
Transport		(963,069)	(412,909)	(2,477,452)	(133.24%)
Economic Services		(31,063)	(41,971)	(251,824)	25.99%
Other Property and Services		(36,821)	(422)	(2,530)	(8631.17%)
		<u>(1,419,850)</u>	<u>(885,033)</u>	<u>(5,310,198)</u>	<u>60.43%</u>
<u>Adjustments for Non-Cash</u>					
<u>(Revenue) and Expenditure</u>					
(Profit)/Loss on Asset Disposals	4	0	(4,610)	(27,657)	100.00%
Depreciation on Assets		257,643	265,433	1,592,600	(2.93%)
<u>Capital Revenue and (Expenditure)</u>					
Non-operating grants, subsidies and contributions		862,800	1,734,481	10,406,885	
Purchase Property, Plant and Equipment	3	(34,224)	(148,898)	(893,386)	77.02%
Purchase Infrastructure	3	(203,246)	(1,819,187)	(10,915,119)	88.83%
Proceeds from Disposal of Assets	4	0	0	116,000	
Repayment of Debentures	5	(12,922)	(6,360)	(38,163)	(103.17%)
Proceeds from New Debentures	5	0	0	0	
Self-Supporting Loan Principal Income		1,187	2,402	14,414	50.58%
Transfers to Reserves (Restricted Assets)	6	(2,877)	(55,037)	(330,220)	94.77%
Transfers from Reserves (Restricted Assets)	6	0	42,296	253,779	
 ADD Net Current Assets July 1 B/Fwd	7	 1,556,922	 1,556,922	 1,556,922	
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	7	<u>3,511,539</u>	<u>0</u>	<u>0</u>	
 Amount Raised from Rates	8	 <u><u>(1,954,345)</u></u>	 <u><u>(769,831)</u></u>	 <u><u>(1,893,148)</u></u>	

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

SHIRE OF CARNAMAH
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

1. SIGNIFICANT ACCOUNTING POLICIES

Please refer to Budget document.

2. REVENUES AND EXPENSES

(a) Net Result from Ordinary Activities was arrived at after:	31/08/2017 Actual \$	2017/18 Budget \$
(i) Charging as Expenses:		
Auditors Remuneration		
Audit Services	0	14,310
	<u>0</u>	<u>14,310</u>
 Depreciation By Program		
Governance	4,979	34,000
Law, Order, Public Safety	10,708	78,650
Health	17	1,000
Education and Welfare	700	4,250
Housing	15,272	79,000
Community Amenities	1,631	9,950
Recreation and Culture	22,109	123,950
Transport	160,796	955,000
Economic Services	2,482	14,800
Other Property and Services	38,951	292,000
	<u>257,643</u>	<u>1,592,600</u>
 By Class		
Land and Buildings	37,168	223,550
Furniture and Equipment	5,178	35,000
Plant and Equipment	47,185	323,750
Equipment on Reserves	2,128	13,000
Roads	155,000	930,000
Footpaths	1,633	9,800
Parks and Ovals	9,351	57,500
	<u>257,643</u>	<u>1,592,600</u>
 Borrowing Costs (Interest)		
- Debentures	1,262	10,097
	<u>1,262</u>	<u>10,097</u>
 (ii) Crediting as Revenues:		
Interest Earnings		
Investments		
- Reserve Funds	2,877	30,000
- Other Funds	1,889	12,000
Other Interest Revenue (<i>refer note 11</i>)	2,123	16,520
	<u>6,889</u>	<u>58,520</u>
 (iii) Other revenue		
Reimbursements and recoveries	0	0
Other	1,697	15,060
	<u>1,697</u>	<u>15,060</u>

SHIRE OF CARNAMAH
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

3. ACQUISITION OF ASSETS

31/08/2017
Actual
\$

2017/18
Budget
\$

The following assets are budgeted to be acquired during the year:

By Program

Governance

Computer Equipment	0	22,500
Holden Colorado 7 seater	0	53,300
Nissan X-Trail	0	39,463
Administration Building	0	12,000

Housing

Staff Housing	0	60,000
Factory Unit, GEHA & SPQ Housing	5,087	42,164

Community Amenities

Carnamah Refuse Site Fencing	0	45,000
Eneabba Refuse Site Fencing	0	20,000
Liquid Waste Pond	0	35,000
Winchester Cemetery Niche Wall	0	8,000

Recreation and Culture

Carnamah Pool	20,792	68,800
Eneabba Pool	0	32,000
Eneabba Playgroup Building	1,200	7,000
Resurfacing Netball Courts	0	26,000
Replace Water Tanks	0	49,000
Ride On Mower	0	9,481

Transport

Back Innering	0	1,193,986
Bowman St	0	103,856
Bunjil Carnamah	0	300,922
Carnamah Perenjori	0	268,574
Caron Rd	0	746,095
Gangway Rd	0	452,967
Jackson Rd	0	458,740
Lang St	0	62,713
MacPherson St	0	48,602
Niven Crescent	0	87,071
North Boundary Rd	0	434,657
Reading Rd	0	1,698,541
Starceovich Rd	0	519,717
Turner Rd	0	791,196
Waters Rd	0	222,747
Wellington Rd	0	458,269
Yarra St	0	78,391
Seal Inja St	574	94,725
Winchester East Rd Top Seal	0	132,386
Eneabba Coolimba Rd	2,572	1,600,000
Reseal Eneabba Drv	0	42,175
Carnamah Eneabba Road Widening 47.2 - 51.2 SLK	198,962	433,000
Asphalt Caron St	0	198,292
Bowman St	1,138	402,500
Toyota Kluger	0	47,663
Komatsu Loader	0	265,740
Pipe Laser	7,145	7,415
Depot Buildings	0	22,861
Economic Services		
Caravan Park - Upgrade	0	85,000
Vacant Land	0	20,000
	237,470	11,808,506

SHIRE OF CARNAMAH
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

3. ACQUISITION OF ASSETS (Continued)

	31/08/2017	2017/18
	Actual	Budget
	\$	\$
<u>By Class</u>		
Land and Buildings	27,079	447,825
Infrastructure Assets - Roads	203,246.05	10,830,119
Infrastructure Assets - Parks and Ovals	0	85,000
Plant and Equipment	7,145	423,062
Furniture and Equipment	0	22,500
	<u>237,470</u>	<u>11,808,506</u>

SHIRE OF CARNAMAH
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the year.

<u>By Program</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$
Governance						
Holden Colorado	0	28,109		0	0	1,391
Nissan X-Trail	0	25,937		0	0	(3,937)
Recreation & Culture						
John Deere Ride On Mower	0	1,371		0	0	629
Transport						
Komatsu Loader	0	6,116		0	0	33,884
Toyota Kluger (CA2)	0	26,810		0	0	(4,310)
	0	88,344	0	0	0	27,656

<u>By Class</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$
Plant & Equipment						
Holden Colorado	0	28,109		0	0	1,391
Nissan X-Trail	0	25,937		0	0	(3,937)
John Deere Ride On Mower	0	1,371		0	0	629
Komatsu Loader	0	6,116		0	0	33,884
Toyota Kluger (CA2)	0	26,810		0	0	(4,310)
	0	88,344	0	0	0	27,656

<u>Summary</u>	31/08/2017 Actual \$	2017/18 Budget \$
Profit on Asset Disposals	0	35,904
Loss on Asset Disposals	0	(8,247)
	0	27,656

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$	2017/18 Budget \$	31/08/2017 Actual \$
Housing								
Residential Dwellings (129)	218,644		23,935	5,854	194,709	212,791	9,814	1,151
	218,644	0	23,935	5,854	194,709	212,791	9,814	1,151
Self Supporting Loans								
Recreation and Culture								
Carnamah Bowling Club (134)*	35,652		9,869	4,904	25,782	30,748	194	77
Carnamah Bowling Club (135)*	15,759		4,358	2,165	11,401	13,594	89	35
	51,410	0	14,227	7,069	37,183	44,342	283	111
	270,055	0	38,163	12,922	231,892	257,132	10,097	1,262

All debenture repayments will be financed by general purpose revenue, except those marked with * which are self supporting loans.

SHIRE OF CARNAMAH
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

INFORMATION ON BORROWINGS (Continued)

5.

New Debentures - 2017/18

(b)

Particulars/Purpose	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Used Budget	Balance Unspent \$
Nil					0		0	0

Unspent Debentures

(c)

Council had no unspent debenture funds as at 30th June 2017 nor is it expected to have unspent debenture funds as at 30th June 2018.

Overdraft

(d)

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$100,000 with the Westpac Bank does exist. It is not anticipated that this facility will be required to be utilised during 2017/18.

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
6. RESERVES			
(a) Long Service Leave Reserve			
Opening Balance	176,315	176,315	153,214
Amount Set Aside / Transfer to Reserve	180	51,963	23,101
Amount Used / Transfer from Reserve	0	(52,168)	0
	<u>176,495</u>	<u>176,111</u>	<u>176,315</u>
(b) Plant Reserve			
Opening Balance	1,049,017	1,049,017	783,164
Amount Set Aside / Transfer to Reserve	1,069	100,490	265,853
Amount Used / Transfer from Reserve	0	0	0
	<u>1,050,087</u>	<u>1,149,508</u>	<u>1,049,017</u>
(c) Housing Reserve			
Opening Balance	255,271	255,271	230,603
Amount Set Aside / Transfer to Reserve	260	62,553	24,668
Amount Used / Transfer from Reserve	0	0	0
	<u>255,531</u>	<u>317,824</u>	<u>255,271</u>
(d) Town Enhancement Reserve			
Opening Balance	13,347	13,347	13,082
Amount Set Aside / Transfer to Reserve	14	133	265
Amount Used / Transfer from Reserve	0	0	0
	<u>13,360</u>	<u>13,480</u>	<u>13,347</u>
(e) Coastal Initiatives Reserve			
Opening Balance	305,457	305,457	299,396
Amount Set Aside / Transfer to Reserve	311	3,055	6,060
Amount Used / Transfer from Reserve	0.00	0	0
	<u>305,768</u>	<u>308,511</u>	<u>305,457</u>
(f) Eneabba Pool Reserve			
Opening Balance	6,815	6,815	64,509
Amount Set Aside / Transfer to Reserve	40	3,068	4,306
Amount Used / Transfer from Reserve	0	0	(62,000)
	<u>6,854</u>	<u>9,883</u>	<u>6,815</u>
(g) Factory Unit Housing Reserve			
Opening Balance	52,859	52,859	46,910
Amount Set Aside / Transfer to Reserve	54	5,529	5,950
Amount Used / Transfer from Reserve	0	0	0
	<u>52,913</u>	<u>58,388</u>	<u>52,859</u>
(h) Joint Venture Housing (SPQ's) Reserve			
Opening Balance	15,678	15,678	14,387
Amount Set Aside / Transfer to Reserve	16	1,157	1,291
Amount Used / Transfer from Reserve	0	0	0
	<u>15,694</u>	<u>16,835</u>	<u>15,678</u>
Total Reserves C/Fwd	<u>1,876,703</u>	<u>2,050,539</u>	<u>1,874,759</u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
6. RESERVES (Continued)			
Total Reserves B/Fwd	<u>1,876,703</u>	<u>2,050,539</u>	<u>1,874,759</u>
(i) Computer Reserve			
Opening Balance	64,645	64,645	43,759
Amount Set Aside / Transfer to Reserve	66	50,446	20,886
Amount Used / Transfer from Reserve	0	(20,000)	0
	<u>64,711</u>	<u>95,091</u>	<u>64,645</u>
(j) Land Subdivision Reserve			
Opening Balance	35,805	35,805	35,094
Amount Set Aside / Transfer to Reserve	36	358	710
Amount Used / Transfer from Reserve	0	0	0
	<u>35,841</u>	<u>36,163</u>	<u>35,805</u>
(k) Carnamah Pool Reserve			
Opening Balance	67,922	67,922	32,268
Amount Set Aside / Transfer to Reserve	37	3,679	35,653
Amount Used / Transfer from Reserve	0	(36,800)	0
	<u>67,958</u>	<u>34,801</u>	<u>67,922</u>
(l) Resurfacing Playing Surface Carnamah Tennis Courts			
Opening Balance	58,046	58,046	47,093
Amount Set Aside / Transfer to Reserve	59	10,580	10,953
Amount Used / Transfer from Reserve	0	0	0
	<u>58,105</u>	<u>68,627</u>	<u>58,046</u>
(m) Fair Value Asset Reserve			
Opening Balance	254,051	254,051	268,221
Amount Set Aside / Transfer to Reserve	259	2,541	5,429
Amount Used / Transfer from Reserve	0	(50,000)	(19,600)
	<u>254,310</u>	<u>206,591</u>	<u>254,051</u>
(n) Refuse Sites Reserve			
Opening Balance	208,409	208,409	204,274
Amount Set Aside / Transfer to Reserve	212	2,084	4,135
Amount Used / Transfer from Reserve	0	(50,000)	0
	<u>208,622</u>	<u>160,494</u>	<u>208,409</u>
(o) Joint Venture Housing (APU's) Reserve			
Opening Balance	26,051	26,051	25,534
Amount Set Aside / Transfer to Reserve	27	261	517
Amount Used / Transfer from Reserve	0	0	0
	<u>26,078</u>	<u>26,312</u>	<u>26,051</u>
Total Reserves C/Fwd	<u>2,592,328</u>	<u>2,678,617</u>	<u>2,589,688</u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
6. RESERVES (Continued)			
Total Reserves B/Fwd	<u>2,592,328</u>	<u>2,678,617</u>	<u>2,589,688</u>
(p) Roadworks Reserve			
Opening Balance	125,794	125,794	296,198
Amount Set Aside / Transfer to Reserve	128	1,258	115,996
Amount Used / Transfer from Reserve	0	0	(286,400)
	<u>125,922</u>	<u>127,052</u>	<u>125,794</u>
(q) Resurfacing Carnamah Bowling Greens			
Opening Balance	50,506	50,506	25,000
Amount Set Aside / Transfer to Reserve	51	25,505	25,506
Amount Used / Transfer from Reserve	0	0	0
	<u>50,558</u>	<u>76,011</u>	<u>50,506</u>
(r) Staff Leave			
Opening Balance	56,012	56,012	50,000
Amount Set Aside / Transfer to Reserve	57	5,560	6,012
Amount Used / Transfer from Reserve	0	(44,811)	0
	<u>56,069</u>	<u>16,761</u>	<u>56,012</u>
Total Reserves	<u><u>2,824,877</u></u>	<u><u>2,898,441</u></u>	<u><u>2,822,000</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

6. RESERVES (Continued)	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
SUMMARY OF RESERVE TRANSFERS			
Transfers to Reserves			
Long Service Leave Reserve	180	51,963	23,101
Plant Reserve	1,069	100,490	265,853
Housing Reserve	260	62,553	24,668
Town Enhancement Reserve	14	133	265
Coastal Initiatives Reserve	311	3,055	6,060
Eneabba Pool Reserve	40	3,068	4,306
Factory Unit Housing Reserve	54	5,529	5,950
Joint Venture Housing (SPQ's) Reserve	16	1,157	1,291
Computer Reserve	66	50,446	20,886
Land Subdivision Reserve	36	358	710
Carnamah Pool Reserve	37	3,679	35,653
Resurfacing Playing Surface Carnamah Tennis Courts	59	10,580	10,953
Fair Value Asset Reserve	259	2,541	5,429
Refuse Sites Reserve	212	2,084	4,135
Joint Venture Housing (APU's) Reserve	27	261	517
Roadworks Reserve	128	1,258	115,996
Resurfacing Carnamah Bowling Greens	51	25,505	25,506
Staff Leave	57	5,560	6,012
	<u>2,877</u>	<u>330,220</u>	<u>557,292</u>
Transfers from Reserves			
Long Service Leave Reserve	0	(52,168)	0
Plant Reserve	0	0	0
Housing Reserve	0	0	0
Town Enhancement Reserve	0	0	0
Coastal Initiatives Reserve	0	0	0
Eneabba Pool Reserve	0	0	(62,000)
Factory Unit Housing Reserve	0	0	0
Joint Venture Housing (SPQ's) Reserve	0	0	0
Computer Reserve	0	(20,000)	0
Land Subdivision Reserve	0	0	0
Carnamah Pool Reserve	0	(36,800)	0
Resurfacing Playing Surface Carnamah Tennis Courts	0	0	0
Fair Value Asset Reserve	0	(50,000)	(19,600)
Refuse Sites Reserve	0	(50,000)	0
Joint Venture Housing (APU's) Reserve	0	0	0
Roadworks Reserve	0	0	(286,400)
Resurfacing Carnamah Bowling Greens	0	0	0
Staff Leave	0	(44,811)	0
	<u>0</u>	<u>(253,779)</u>	<u>(368,000)</u>
Total Transfer to/(from) Reserves	<u>2,877</u>	<u>76,441</u>	<u>189,292</u>

**SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017**

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Plant Reserve

- for the purchase of road plant, machinery and equipment.

Housing Reserve

- providing for new dwellings and major renovations to existing dwellings.

Town Enhancement Reserve

- provision of townscape improvements as per townscape plan.

Coastal Initiatives Reserve

- at Council's discretion, and without limiting the generality of its use is for such things as planning, research and practical works which have specific or general benefit to coastal activities and the use of the coastal land and its adjacent seas

Eneabba Pool Reserve

- to be used to fund future major maintenance for the Eneabba Swimming Pool.

Factory Unit Housing Reserve

- to provide for long term maintenance of factory unit houses in Lucas Drive.

Joint Venture Housing (SPQ's) Reserve

- to provide for long term maintenance at the King St single persons units.

Computer Reserve

- to provide for the replacement of hardware and/or software.

Land Subdivision & Land Purchase Reserve

- to provide for the future of residential, commercial and industrial land.

Carnamah Pool Reserve

- to be used to fund future major maintenance for the Carnamah Swimming Pool.

Resurfacing Playing Surface Carnamah Tennis Courts

- for the future replacement of the synthetic playing surface on the Carnamah Tennis Courts

Fair Value Asset Reserve

- to be used for the future fair valuation of assets

Refuse Sites Reserve

- to be used for the future expansions of both the Carnamah and Eneabba refuse sites

Joint Venture Housing (APU's) Reserve

- to provide for long term maintenance on the Caron St aged persons units.

Roadworks Reserve

- to be used to fund future major repairs, renewals or upgrades of roads in the Shire of Carnamah.

Resurfacing Carnamah Bowling Greens

- for the future replacement of the synthetic playing surface on the Carnamah Bowling greens

Staff Leave

- to be used to fund future sick and annual leave requirements

No reserves are expected to be used within a set period as further transfers to the reserve accounts are expected

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	2,422,694	540,000	1,958,615
Cash - Restricted Reserves	2,824,877	2,898,441	2,822,000
Receivables	1,594,622	275,000	170,499
	6,842,192	3,713,441	4,951,114
LESS: CURRENT LIABILITIES			
Trade and Other Payables	(377,268)	(650,000)	(415,433)
Long Term Borrowings	25,240	(39,963)	(38,163)
Provisions	(373,161)	(260,000)	(295,475)
	(725,189)	(949,963)	(749,071)
NET CURRENT ASSET POSITION	6,117,003	2,763,478	4,202,043
Less: Cash - Restricted Reserves	(2,824,877)	(2,898,441)	(2,822,000)
Add: Current Portion of Debentures	25,240	39,963	38,163
Add: Current Portion of Long Service Leave	194,173	95,000	138,716
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>3,511,539</u>	<u>0</u>	<u>1,556,922</u>

The estimated surplus/(deficiency) c/fwd in the 2015/16 actual column represents the surplus (deficit) brought forward as at 1 July 2016.

The estimated surplus/(deficiency) c/fwd in the 2016/17 budget column represents the surplus (deficit) carried forward as at 30 June 2017.

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

8. RATING INFORMATION - 2016/17 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budgeted Revenue \$
Differential General Rate/General Rate								
GRV - Carnamah & Eneabba	0.144000	263	2,510,863	361,564	0	0	361,564	346,829
UV - Rural & Mining	0.018710	156	74,148,694	1,387,322	0	0	1,387,322	1,348,767
GRV - Mining*	0.288000	9	450,220	129,663	0	0	129,663	123,675
GRV - Rural*	0.144000	1	3,640	524	(524)	0	0	500
Sub-Totals		429	77,113,417	1,879,074	(524)	0	1,878,550	1,819,771
Minimum Payment	Minimum \$							
GRV - Carnamah & Eneabba	715	51	87,028	36,465	0	0	36,465	33,619
UV - Rural & Mining	715	38	336,932	27,170	0	0	27,170	24,912
GRV - Mining*	715	0	0	0	0	0	0	0
GRV - Rural*	496	1	2,860	496	0	0	496	497
Sub-Totals		90	426,820	64,131	0	0	64,131	59,027
Total Amount Raised from General Rate								
Write Offs/discounts/concessions (Refer note 14)								
Specified Area Rates (Note 9)							1,942,681	1,878,798
							(50,000)	0
							0	
Total Rates							1,892,681	1,878,798

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

8(a). RATING INFORMATION - 2017/18 FINANCIAL YEAR (CONTINUED)

All land except exempt land in the Shire of Carnamah is rated according to its Gross Rental Value (GRV) in townsites, gazetted mining and rural properties or Unimproved Value (UV) in the remainder of the Shire of Carnamah

The general rates detailed above for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

OBJECTIVES AND REASONS FOR DIFFERENTIAL RATING

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of Differential Rating.

Differential General Rate

Description	Characteristics	Objects	Reasons
GRV – Rural	Rural property used predominantly for non-rural purposes	To ensure all rate payers contribute an equitable share to maintaining the Shire's assets and services.	To ensure that non-rural business do not gain a financial advantage by operating outside of the town sites.
GRV – Mining	Rural property used for mining purpose with associated infrastructure	To ensure those involved in mining activities make a fair contribution towards maintaining the Shire's assets and services.	To reasonably proportion the balance of who will bear the burden of the rate revenue required with their capacity to pay.

Differential Minimum Payment

Description	Characteristics	Objects	Reasons
GRV – Rural	Rural property used predominantly for non-rural purposes	To ensure all rate payers contribute an equitable share to maintaining the Shire's assets and services.	Lower minimum for this category is required in order to comply with S6.35 (3) of the Local Government Act 1995
GRV – Mining	Rural property used for mining purpose with associated infrastructure	To ensure those involved in mining activities make a fair contribution towards maintaining the Shire's assets and services.	To ensure those involved in mining activities make a fair contribution towards maintaining the Shire's assets and services.

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

9. SPECIFIED AREA RATE - 2015/16 FINANCIAL YEAR

Council has not imposed a specified area rate for the 2016/17 financial year

10. SERVICE CHARGES - 2015/16 FINANCIAL YEAR

Council has not imposed any service charges for the 2016/17 financial year

11. FEES & CHARGES REVENUE	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
Governance	2,526	12,750	13,372
General Purpose Funding	1,035	4,540	4,738
Law, Order, Public Safety	155	12,480	4,701
Health	131	736	1,847
Education and Welfare	6,301	24,877	22,637
Housing	52,167	237,638	250,650
Community Amenities	116,574	127,928	124,892
Recreation and Culture	628	23,267	24,318
Transport	0	0	0
Economic Services	14,167	119,700	113,196
Other Property and Services	707	3,300	11,372
	<u>194,391</u>	<u>567,217</u>	<u>571,723</u>

12. RATE PAYMENT DISCOUNTS, WAIVERS AND CONCESSIONS - 2016/17 FINANCIAL YEAR

There is no discount for payment of rates within 35 days of the date of service of rate notice.

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

13. INTEREST CHARGES AND INSTALMENTS - 2016/17 FINANCIAL YEAR

		31/08/2017	2017/18	2016/17
		Actual	Budget	Actual
		\$	\$	\$
Interest on Unpaid Rates	11.0%	890	10,270	11,707
Interest on Instalments Plan	5.5%	1,233	6,250	6,037
Charges on Instalment Plan	\$30.00	750	2,940	2,930
		<u>2,873</u>	<u>19,460</u>	<u>20,674</u>

Two separate option plans will be available to ratepayers for payment of their rates:

Option 1 (Full Payment)

Full amount of rates and charges including arrears to be paid on or before 8th September 2017 or 35 days after the date of service appearing on the rate notice whichever is later.

Option 2 (4 Instalments)

First instalment to be received on or before 8th September 2017 or 35 days after the date of service appearing on the rate notice, whichever is later and including all arrears and quarter of the current rates and service charges. Second third and fourth instalments to be made on or before the 10th November 2017, 12th January 2018 and the 16th March 2018 respectively.

The cost of the instalment plans will comprise of simple interest of 5.5% p.a. calculated from the date the first instalment is due, together with an administration fee of \$10.00 for each instalment notice (i.e. \$30 for option 2).

14. PAYMENT WRITE OFFS, DISCOUNTS, WAIVERS AND CONCESSIONS

Rates write off	Write off	2017/18	2016/17	Circumstances in
Rate to which write off applies	Amount	Budget	Actual	which discount is
	\$	\$	\$	granted
GRV - Mining*	0	50,000	0	Appeal against
	<u>0</u>	<u>50,000</u>	<u>0</u>	valuation

15. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and/or the president.

	31/08/2017	2017/18	2016/17
	Actual	Budget	Actual
	\$	\$	\$
Meeting Fees	0	19,450	13,315
President's Allowance	0	3,650	3,650
Travelling Expenses	0	2,800	2,967
Telecommunications allowance	0	3,675	3,150
	<u>0</u>	<u>29,575</u>	<u>23,082</u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

16. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts.

Estimated cash at the end of the reporting period is as follows:

	31/08/2017	2017/18	2016/17
	Actual	Budget	Actual
	\$	\$	\$
Cash - Unrestricted	2,312,618	540,000	1,958,615
Cash - Unspent Grants	110,075	0	0
Cash - Restricted	2,824,877	2,898,441	2,822,000
	<u>5,247,570</u>	<u>3,438,441</u>	<u>4,780,615</u>

The following restrictions have been imposed by regulation or other externally imposed requirements:

	31/08/2017	2017/18	2016/17
	Actual	Budget	Actual
	\$	\$	\$
Long Service Leave Reserve	176,495	176,111	176,315
Plant Reserve	1,050,087	1,149,508	1,049,017
Housing Reserve	255,531	317,824	255,271
Town Enhancement Reserve	13,360	13,480	13,347
Coastal Initiatives Reserve	305,768	308,511	305,457
Eneabba Pool Reserve	6,854	9,883	6,815
Factory Unit Housing Reserve	52,913	58,388	52,859
Joint Venture Housing (SPQ's) Reserve	15,694	16,835	15,678
Computer Reserve	64,711	95,091	64,645
Land Subdivision Reserve	35,841	36,163	35,805
Carnamah Pool Reserve	67,958	34,801	67,922
Resurfacing Playing Surface Carnamah Tennis Courts	58,105	68,627	58,046
Fair Value Asset Reserve	254,310	206,591	254,051
Refuse Sites Reserve	208,622	160,494	208,409
Joint Venture Housing (APU's) Reserve	26,078	26,312	26,051
Roadworks Reserve	125,922	127,052	125,794
Resurfacing Carnamah Bowling Greens	50,558	76,011	50,506
Staff Leave	56,069	16,761	56,012
Unspent Grants	110,075	0	0
	<u>2,934,952</u>	<u>2,898,441</u>	<u>2,822,000</u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

16. NOTES TO THE STATEMENT OF CASH FLOWS

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
Net Result	1,886,205	8,670,830	3,948,687
Depreciation	257,643	1,592,600	1,493,587
(Profit)/Loss on Sale of Asset	0	(27,657)	(15,423)
(Increase)/Decrease in Receivables	(1,425,237)	(104,501)	(37,211)
Increase/(Decrease) in Payables	(1,263)	234,567	52,619
Increase/(Decrease) in Employee Provisions	0	8,241	0
Grants/Contributions for the Development of Assets	<u>(862,800)</u>	<u>(10,406,885)</u>	<u>(3,111,104)</u>
Net Cash from Operating Activities	<u><u>(145,452)</u></u>	<u><u>(32,805)</u></u>	<u><u>2,331,155</u></u>
 (c) Undrawn Borrowing Facilities Credit Standby Arrangements	 31/08/2017 Actual \$	 2017/18 Budget \$	 2016/17 Actual \$
Bank Overdraft Limit	100,000	100,000	100,000
Bank Overdraft at Balance Date	0	0	0
Credit Card Limit	9,000	9,000	9,000
Credit Card Balance at Balance Date	<u>(160)</u>	<u></u>	<u></u>
Total Amount of Credit Unused	<u><u>108,840</u></u>	<u><u>109,000</u></u>	<u><u>109,000</u></u>
 Loan Facilities			
Loan Facilities in use at Balance Date	<u><u>257,132</u></u>	<u><u>231,892</u></u>	<u><u>270,055</u></u>
 Unused Loan Facilities at Balance Date	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

16. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 1/07/2017 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31/08/2017 \$
BCITF	0			0
BRB Levy	0	62	(62)	0
Country Comfort	20	0	0	20
Key Bonds	840	0	0	840
Liquor Licensing Bonds	200	0	0	200
Councillor Nomination Deposits	0	0	0	0
Carnamah Roadwise	211	0	0	211
Sundry Trust	5,840	0	0	5,840
Unclaimed Monies	131	0	0	131
Facility Hire Bonds	0	0	0	0
DAP Assessment Fees	0	0	0	0
Standpipe Swipe Card Bonds	400	0	0	400
	<u>7,642</u>	<u>62</u>	<u>(62)</u>	<u>7,642</u>

SHIRE OF CARNAMAH
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

17. Variation Details for Statement of Financial Activity

Operating

Revenues/Sources

Governance
 General Purpose Funding
 Law, Order, Public Safety
 Health
 Education and Welfare
 Housing
 Community Amenities
 Recreation and Culture
 Transport
 Economic Services
 Other Property and Services

Timing variation
 Timing variation - Rates raised in full
 Timing variation - DFES Grant
 Timing variation
 Timing variation
 Timing variation - Private rentals raised one month in advance as per tenancy agreements
 Timing variation - Rubbish charges raised in full
 Timing variation - Season fees and grant funding
 Timing variation - First 40% of road project grants claimed up front
 Timing variation - Caravan park
 Timing variation - Reinstatement of stamp duty exemption resulting in a refund of \$18,190 in overpayment of vehicle licenses

(Expenses)/(Applications)

Governance
 General Purpose Funding
 Law, Order, Public Safety
 Health
 Education and Welfare
 Housing
 Community Amenities
 Recreation & Culture
 Transport
 Economic Services
 Other Property and Services

Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation
 Timing variation

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017
OPERATING STATEMENT**

	31/08/2017 Actual	2017/18 Budget	2016/17 Actual
OPERATING REVENUES	\$	\$	\$
Governance	3,116	19,040	33,555
General Purpose Funding	2,128,460	2,630,320	3,878,231
Law, Order, Public Safety	183	80,019	79,057
Health	131	736	1,847
Education and Welfare	6,359	24,877	22,868
Housing	50,177	237,638	255,562
Community Amenities	116,574	134,529	131,630
Recreation and Culture	3,486	127,573	124,138
Transport	97,585	107,447	432,517
Economic Services	14,172	119,760	113,273
Other Property and Services	23,014	56,300	139,930
	<u>2,443,255</u>	<u>3,538,239</u>	<u>5,212,608</u>
EXPENSES EXCLUDING			
FINANCE COSTS (Refer Notes 1,2 & 14)			
Governance	(51,586)	(273,991)	(223,361)
General Purpose Funding	(25,189)	(143,724)	(101,529)
Law, Order, Public Safety	(43,369)	(260,887)	(143,759)
Health	(7,962)	(68,503)	(41,097)
Education and Welfare	(17,118)	(80,596)	(57,698)
Housing	(65,868)	(355,765)	(348,780)
Community Amenities	(51,649)	(384,590)	(305,117)
Recreation & Culture	(124,894)	(997,609)	(866,021)
Transport	(963,069)	(2,471,835)	(2,049,327)
Economic Services	(31,063)	(251,824)	(205,645)
Other Property and Services	(36,821)	(2,530)	(891)
	<u>(1,418,588)</u>	<u>(5,291,854)</u>	<u>(4,343,225)</u>
FINANCE COSTS (Refer Notes 2 & 5)			
Law, Order, Public Safety	0	0	(32,349)
Housing	(1,151)	(9,814)	(13,456)
Recreation & Culture	(111)	(283)	(1,418)
	<u>(1,262)</u>	<u>(10,097)</u>	<u>(47,223)</u>
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS			
Transport	862,800	10,406,885	3,111,104
	<u>862,800</u>	<u>10,406,885</u>	<u>3,111,104</u>
PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)			
Governance	0	(189)	0
Recreation & Culture	0	629	741
Transport	0	27,217	14,682
	<u>0</u>	<u>27,657</u>	<u>15,423</u>
NET RESULT	1,886,205	8,670,830	3,948,687
Other Comprehensive Income			
Changes on Revaluation of non-current assets	0	0	
Total Other Comprehensive Income	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME	<u>1,886,205</u>	<u>8,670,830</u>	<u>3,948,687</u>

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017
STATEMENT OF FINANCIAL POSITION**

	31/08/2017 Actual \$	2016/17 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	5,247,570	4,780,615
Trade and Other Receivables	1,594,622	169,385
TOTAL CURRENT ASSETS	<u>6,842,192</u>	<u>4,950,000</u>
NON-CURRENT ASSETS		
Other Receivables	37,330	37,330
Inventories	18,679	18,679
Property, Plant and Equipment	8,348,483	8,405,918
Infrastructure	99,732,492	99,695,230
TOTAL NON-CURRENT ASSETS	<u>108,136,984</u>	<u>108,157,157</u>
TOTAL ASSETS	<u>114,979,176</u>	<u>113,107,156</u>
CURRENT LIABILITIES		
Trade and Other Payables	377,268	378,531
Long Term Borrowings	25,240	38,163
Provisions	373,161	373,161
TOTAL CURRENT LIABILITIES	<u>775,670</u>	<u>789,855</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	231,892	231,892
Provisions	35,539	35,539
TOTAL NON-CURRENT LIABILITIES	<u>267,431</u>	<u>267,431</u>
TOTAL LIABILITIES	<u>1,043,100</u>	<u>1,057,285</u>
NET ASSETS	<u>113,936,076</u>	<u>112,049,871</u>
EQUITY		
Retained Surplus	52,261,257	50,377,929
Reserves - Cash Backed	2,824,877	2,822,000
Reserves - Asset Revaluation (Infrastructure)	56,493,782	56,493,782
Reserves - Asset Revaluation (Plant & Equipment)	41,932	41,932
Reserves - Asset Revaluation (Parks & Ovals)	2,314,228	2,314,228
Reserves - Asset Revaluation (Land & Buildings)		
TOTAL EQUITY	<u>113,936,076</u>	<u>112,049,871</u>

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017
STATEMENT OF CASH FLOWS**

	NOTE	31/08/2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
Cash Flows From Operating Activities				
Receipts				
Rates		519,949	1,882,777	1,887,974
Operating Grants, Subsidies and Contributions		354,023	910,164	2,612,398
Fees and Charges		135,459	567,217	571,723
Interest Earnings		1,697	58,520	87,384
Goods and services tax		0.00	0	2,653
Other Revenue		6,889	15,060	13,265
		<u>1,018,017</u>	<u>3,433,738</u>	<u>5,175,397</u>
Payments				
Employee Costs		(276,440)	(1,568,325)	(1,339,806)
Materials and Contracts		(782,153)	(1,417,097)	(1,033,277)
Utility Charges		(20,804)	(299,908)	(248,463)
Interest expenses		(3,863)	(10,597)	(51,379)
Insurance Expenses		(79,065)	(114,216)	(133,647)
Other Expenditure		(1,146)	(56,400)	(37,671)
		<u>(1,163,469)</u>	<u>(3,466,543)</u>	<u>(2,844,243)</u>
Net Cash Provided By (Used In)				
Operating Activities	15(b)	<u>(145,452)</u>	<u>(32,805)</u>	<u>2,331,154</u>
Cash Flows from Investing Activities				
Payments for Development of Property, Plant & Equipment		(34,224)	(893,386)	(563,895)
Payments for Construction of Infrastructure		(203,246)	(10,915,119)	(3,945,450)
Advances to Community Groups		0		
Non-Operating Grants, Subsidies and Contributions		862,800	10,406,885	3,111,104
Proceeds from Sale of Plant & Equipment		0	116,000	42,727
Proceeds from Advances		0		
		<u>0</u>	<u></u>	<u></u>
Net Cash Provided By (Used In)				
Investing Activities		625,330	(1,285,620)	(1,355,514)
Cash Flows from Financing Activities				
Repayment of Debentures		(12,922)	(38,163)	(407,890)
Proceeds from Self Supporting Loans		0	14,414	385,495
Proceeds from New Debentures		0		
		<u>0</u>	<u></u>	<u></u>
Net Cash Provided By (Used In)				
Financing Activities		(12,922)	(23,749)	(22,395)
Net Increase (Decrease) in Cash Held		466,956	(1,342,173)	953,245
Cash at Beginning of Year		4,780,615	4,780,615	3,827,369
Cash and Cash Equivalents				
at the End of the Year	15(a)	<u>5,247,570</u>	<u>3,438,442</u>	<u>4,780,614</u>

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

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017**

FINANCIAL RATIOS

	2018	2017	2016	2015	2014	2013
Current Ratio	3.883	2.25	2.45	4.69	1.03	5.77

The above rates are calculated as follows:

Current Ratio equals

Current assets minus restricted current assets
Current liabilities minus liabilities associated
with restricted assets

Total Current Assets	6,842,192
Less Restricted Cash - Reserves	(2,824,877)
Less Restricted Cash - Grants	(110,075)
	<u>3,907,241</u>

Total Current Liabilities	775,670
Plus Estimated Creditors	450,000
Less Long Term Borrowings	(25,240)
Add Back LSL Liability	(194,173)
	<u>1,006,257</u>

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
DEBTORS OUTSTANDING > \$20.00 TRIAL BALANCE
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017**

Debtor Number	02/06/2017 >90 days	02.07.2017 >60 days	01.08.2017 >30 days	31.08.2017 Current	Total
45	6,000	1,042	-	1,774	8,816
110	-	-	-	261	261
240	-	-	-	1,540	1,540
277	-	-	-	268	268
416	-	819	944	809	2,572
461	-	-	-	53	53
541	-	-	-	12,869	12,869
609	1,833	-	-	330	2,163
614	103	203	-	-	305
692	3,188	-	-	-	3,188
745	-	-	-	174	174
795	-	-	-	48	48
804	-	-	-	283	283
861	-	-	-	55	55
867	-	755	738	-	1,493
944	-	-	-	220	220
945	-	-	-	367	367
990	444	10	-	-	454
1002	-	-	-	269	269
1009	-	-	-	466	466
1050	-	-	-	197	197
1061	-	-	-	306	306
1071	49	-	-	63	112
1073	-	-	-	91	91
1088	439	-	-	-	439
1089	494	-	-	-	494
1096	-	-	-	1,339	1,339
1124	-	-	-	483	483
1125	-	-	-	344	344
1129	100	-	-	-	100
1132	-	-	-	2,099	2,099
1133	192	551	2,105	1,658	4,505
1134	233	-	-	-	233
1143	71	51	-	517	639
1148	-	27	-	28	55
1149	-	-	285	-	285
Totals	13,146	3,456	4,072	26,911	47,585

SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
CASH AND INVESTMENT LISTING
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

RESERVE ACCOUNTS

Reserve monies held in Term Deposit # with Westpac Bank

Reserve monies held in Westpac Business Cash Reserve Account # 141480 @ 0.60%

\$0
\$2,824,877
\$2,824,877

See Note 6 for Reserve Allocations

OPERATING, CASH MANAGEMENT, TERM DEPOSIT AND TRUST ACCOUNTS

	MUNI A/c #'s	MUNI CASH	MUNI TERM DEPOSIT A/c #	MUNI TERM DEPOSIT A/c #	TRUST A/c #
	107186 & 155102	RESERVE A/c # 139874	157-095	157-108	107194
Interest Rate	0.01%	0.60%			0.01%
Maturity Date	On Call	On Call	Matured 14/4/17	Matured 16/03/17	On Call
Closing Balance	\$346,402	\$2,081,158	\$0.00	\$0	7,642
Add Outstanding Deposits	\$619				
Less Unpresented Cheques	(\$954)				
Add Till Floats	\$750				
Other Adjustments- Monies not yet receipted	(\$5,281)				
Balance As Per S.O.F.P.	\$341,536	\$2,081,158	\$0.00	\$0.00	\$7,642

INTEREST EARNT ON ACCOUNTS
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

	MUNI	MUNI MAXI INVESTMENT	MUNI TERM DEPOSIT A/c # 156770, 157095 & 157108	RESERVE	RESERVE TERM DEPOSIT
MONTH					
July	0	802	0	1,438	0
August	2	1,085	0	1,439	
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL	3	1,887	0	2,877	0

**SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017
SUMMARY RATES TRIAL BALANCE**

Ward	Total Balance	Rates		Rubbish, Sewerage & ESL Penalty			ESL		Back Rates	Legal Fees	Other Charges	Penalty Surch.	Excess Rates
		Current	Arrears	Current	Arrears	Current	Current	Arrears					
Carnamah	266,557	185,650	20,668	40,693	2,435	11,004	1,354	1,354	0	1,044	120	3,588	(0)
Eneabba	102,457	66,226	11,584	12,734	2,111	4,369	611	611	0	893	660	3,356	(87)
Indoon	735,020	728,760	0	0	2	5,712	0	0	0	0	0	545	0
Yarra	353,629	335,955	10,448	264	25	3,375	71	71	0	857	0	2,634	0
Mining	12,576	12,219	3	0	2	375	0	0	0	0	0	46	(68)
Grand Totals	1,470,239	1,328,810	42,703	53,690	4,575	24,836	2,036	2,036	0	2,794	780	10,170	(155)

% Current year rates collected to date 31.60%

% Rates collected at same time last year 18.17%

UNSPENT GRANTS RECEIVED

Funding Source	B/Fwd 16/17	Received 17/18	Grant Funds Spent	Unspent
CBH Contribution to Improvements to West Side of Town	1,156	0	0	1,156
WANDRRA Flood Damage	0	0	617,909	(617,909)
Eneabba Coolimba Rd - Upgrade	0	640,000	2,572	637,428
Bowman St - Upgrade	0	107,333	759	106,574
Carnamah Eneabba Rd - Upgrade Widen & Seal	0	115,467	132,641	(17,174)
Department of Sport & Recreation	0	0	0	0
Roads To Recovery	0	0	0	0
Total Unspent Grant Funds Received	1,156	862,800	753,881	110,075

SHIRE OF CARNAMAH
SUPPLEMENTARY INFORMATION
CREDIT CARD TRANSACTIONS
FOR THE PERIOD 1 JULY TO 31 AUGUST 2017

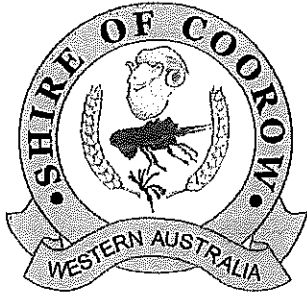
Date	Card Holder	Description	Amount
07/08/2017	Neil Hartley	City of Perth parking (Local Government Week)	23.18
29/08/2017		2 Mobile phone covers to suit Iphone 6S's	50.00
			<u>73.18</u>

Date	Card Holder	Description	Amount
	Ian Walsh	No transactions	-
			<u>-</u>

Date	Card Holder	Description	Amount
07/08/2017	Mal Pumphrey	Fuel from Coles Express Banksia Grove Toyota Kluger CA2	32.57
8/08/2017		Fuel from Coles Express Banksia Grove Toyota Kluger CA2	54.54
			<u>87.11</u>

Total Expenditure On Credit Cards

160.29



Shire of Coorow

ATTACHMENT
Ordinary Meeting
of Council
Item 10.2.1
20 September 2017

Main St
PO Box 42
Coorow WA 6515
Telephone: (08) 9952 0100
Facsimile (08) 9952 1173
Email: admin@coorow.wa.gov.au

Morcombe Rd
P.O.Box 238
Leeman WA 6514
Telephone (08) 99531388
Facsimile (08) 99531377
Email: leeman@coorow.wa.gov.au

Enquiries: Peter Crispin
Your Ref:
Our Ref: ADM0476 OCR1716261

Neil Hartley
Chief Executive Officer
Shire of Carnamah
PO Box 80
CARNAMAH WA 6517

Dear Neil

INTENTION TO DE-MERGE FROM THE JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE WITH THE SHIRE OF CARNAMAH

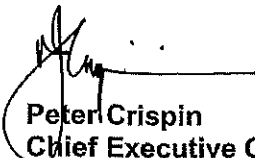
At the meeting held 16 August 2017, Council considered whether they wished to de-merge from the joint Local Emergency Management Committee with the Shire of Carnamah and resolved (6/0):

"That the intention to de-merge from the joint Local Emergency Management Committee with the Shire of Carnamah, and establish a Shire of Coorow Local Emergency Management Committee be endorsed".

Advice of this intention was also been sent to the State Emergency Management Committee and the Chairperson of the Shire of Carnamah & Coorow Local Emergency Management Committee.

If you have any questions or wish to seek further information, please contact the undersigned.

Yours Sincerely


Peter Crispin
Chief Executive Officer
24 August 2017



Local Recovery Plan Shire of Carnamah

Approved by LEMC meeting:

Date of LEMC Review Approval:

Date of LEMC Endorsement:

Date of LG Endorsement:

Review Date:

☐ Public Copy

☐ Restricted Copy



Disclaimer

Every effort has been made to ensure that information and guidance contained in this framework is appropriate for consideration and implementation by Local Governments. The information and guidance contained herein is provided in good faith and based on sources believed to be reliable and accurate at the time of the preparation and publication of this document.

The Authors and their respective officers, employees and agents do not accept legal liability or responsibility for the content of the framework; nor do the Authors accept responsibility for any consequential loss or damage arising from its application, use and reliance. A change in circumstances occurring after the initial preparation and production of this framework by the Authors and its respective officers, employees and agents may impact upon the accuracy and relevance of this framework and the information contained therein. The Local Recovery Plan and any recommendations, advice or information contained herein does not constitute legal advice, please seek advice prior to acting on the information and guidance detailed in this document. Furthermore prior to taking any action the Local Governments' Local Recovery Coordinating Group is required to consider whether the plan, actions, advice and information is appropriate, based on their circumstance(s) and within the legal framework.

Background

This sample Local Recovery Plan is developed as part of the Midwest Gascoyne Disaster Recovery Project, initiated by the District Emergency Management Committee (DEMC) in partnership with Shire of Carnamah, and funded by the State Emergency Management Committee (SEMC) Secretariat through All West Australians Reducing Emergencies (AWARE) Program.

This sample Local Recovery Plan has been prepared in conjunction with the SEMC's Local Recovery Guidelines, Dec 2014, and is provided for local governments in Midwest Gascoyne region to contextualise to suit their respective authority area.

These Arrangements have been produced and issued under the authority of S41(1) of the Emergency Management Act 2005, endorsed by the Carnamah Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Chairperson LEMC

Date

Endorsed by Council

Date

Ownership, Approval and Control

These arrangements have been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005*, endorsed by Carnamah Local Emergency Management Committee (LEMC), and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Owner	Neil Hartley	Local Recovery Coordinator		August 2017
Approved by	Neil Hartley	Chief Executive Officer		
Document controller and review authority	Grant Fidock	Emergency & Ranger Services Officer		

CONTACT OFFICER

FOR COPIES OF THIS PLAN, OR TO PROVIDE COMMENT, CONTACT:

SHIRE OF CARNAMAH

LEMC CHAIRPERSON

PO BOX

CARNAMAH WA

AMENDMENT RECORD

Number	Date	Amendment summary	Author
1	Dec 2016	Update Version	CESM
2	Jan 2017	Review and submit draft to LEMC for consideration	CESM
3	23 Jan 2017	Review updated version to reflect current EM legislation	DA-OEM
4	May 2017	Review and amendments	CESM
5	August 2017	Review	DA-OEM
6	16 August 2017	LEMC Reviewed document	LEMC
7			
8			
9			

Distribution Matrix

This document will be distributed in full including appendices to all members of the combined LEMC. A public version not containing appendices will be made available on the Carnamah website.

Distribution list	
Organisation	Number of copies
Chairperson LEMC	1
Executive Officer LEMC	1
Chief Executive Officer, Shire of Carnamah	1
WA Police, Leeman	1
WA Police, Carnamah	1
Midwest Gascoyne DEMC	1
Office of Emergency Management	1
Department of Community Services	1
Dongara, Eneabba, Mingenew Health Services	1
St John Ambulance, Carnamah Sub Centre	1
St John Ambulance, Leeman Sub Centre	1
St John Ambulance, Green Head Sub Centre	1
St John Ambulance, Eneabba Sub Centre	2
Community Paramedic, St John Ambulance	1
Chief Bush Fire Control Officer, Shire of Carnamah	1
DFES Regional Office, Geraldton	1
Leeman Volunteer Marine Rescue Service	1
Carnamah District High School	1
Leeman Primary School	1
Eneabba Primary School	1
Shire of Carnamah Administration Office	1
Coorow Volunteer Bush Fire Brigade	1
Eneabba Volunteer Bush Fire Brigade	1
Office of Emergency Management – Geraldton	1
State Emergency Service, Eneabba	1
Carnamah Volunteer Bush Fire Brigade	1
Warradarge Volunteer Bush Fire Brigade	1
Green Head Volunteer Bush Fire Brigade	1
Leeman Volunteer Bush Fire Brigade	1

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General acronyms used in this document

AWARE	All West Australians Reducing Emergencies
BFS	Bush Fire Service
CA	Controlling Agency
DCS	Department of Community Services
DEMC	District Emergency Management Committee
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NGO	Non-Government Organisation
OEM	Office of Emergency Management
OIC	Officer In Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
WANDRRA	Western Australian Natural Disaster Relief and Recovery Assistance

PART ONE: INTRODUCTION

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*)

This Local Recovery Plan is to be read in conjunction with:

- **Emergency Management Act 2005**
- **State Emergency Management Plan 2016**
- **State Emergency Management Procedures 2016**
- **Local Recovery Guidelines 2014**
- **<Carnamah Local Emergency Management Arrangements>**

1.2 Authority

This Local Recovery Plan has been prepared in accordance with the requirements of Section 41(4) of the *Emergency Management Act 2005* as a sub plan to the Shire of Carnamah Local Emergency Management Arrangements and endorsed by the LEMC. The plan has been consulted with Council members and stakeholders, and has been tabled for information and comment at the Midwest Gascoyne DEMC.

1.3 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.4 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the <Shire of Carnamah>,
- Establish a basis for the coordination of recovery activities at the local level,
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management,
- Provide a framework for recovery operations,

- Ensure effective and coordinated management of recovery operations within the Shire of Carnamah,
- Ensure the plan complies with State emergency management arrangements,
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shire of Carnamah staff whilst promoting effective liaison between all organisations, and
- Ensure community engagement throughout recovery management.

1.5 Scope

The scope of the Plan is limited to and includes:

- The geographical boundaries of the Shire of Carnamah,
- Local Emergency Management Arrangements,
- Existing legislation, plans and Local Laws,
- Statutory or agreed responsibilities,
- Relevant Shire of Carnamah supporting documents and plans, and
- Involvement of the affected community in recovery management.

PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents and arrangements are related to this Plan:

2.1 Local Government Policy

A draft policy for Local Recovery Management has been prepared by Shire of Carnamah in accordance with section 36(4) of the *Emergency Management Act 2005*, and has been tabled for noting of LEMC and Council.

Resource Attachment: Draft Local Government Policy – Local Recovery Management

2.2 Existing Plans and Arrangements

Document	Owner	Date	Location
Carnamah Local Emergency Management Arrangements	Shire of Carnamah	2017	Office of CEO
State Emergency Welfare Plan	Department of Community Services	2015	www.dcp.wa.gov.au

Bush Fire Risk Management Plan	Shire of Carnamah (endorsed July 2017)	2017	Office of the CEO (Shire of Carnamah)
Bush Fire Response Plan	Shire of Carnamah	2017	Office of CEO

Copies of these Arrangements are distributed via the following mechanisms and are available free of charge:

- Shire Administration Office
31 – 33 Macpherson Street
CARNAMAH WA 6517
- Shire's Website

2.3 Agreements, Understandings and Commitments

The following agreements (Memorandum of Understanding) are in place between Shire of Carnamah and other local governments, organisation or industries in relation to the provision of additional resources in recovery management.

Parties to these agreements	Name of Agreement	Summary of Agreement
Nil Agreements at this moment in time		

2.4 Special Considerations

Subject to the immediacy and geographical impact of a disaster, the following entities may require extraordinary consideration in the planning of recovery activities:

- Carnamah District High School;
- Eneabba Primary School;
- Yarra Yarra Village (aged accommodation);
- Large Public Events; and
- Tourists during Wildflower Season.

PART THREE: RESOURCES

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process. Shire of Carnamah resources and community resources are noted in the 'Resource and Contact Register' which is a support document to the Local Emergency Management Arrangements.

If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. This is to also include the wellbeing and communication/information needs of the community. The LRCG will source and coordinate external and internal resources, including the provision of the Shire staff.

It is also noteworthy that the communities' needs will change throughout the recovery cycle, and as such, the distribution of resources to address community impacts will need to be flexible as information continues to be received.

The Resource and Contact Register contains the following information and is available in the Resource attached plan.

3.1 Local Government Staff

Once the LRCG has been activated, all staffing matters will be coordinated by the LRC including the rostering of staff, attendance monitoring (time sheets), OH&S etc., in accordance with the Shire of Carnamah Operation Policy for Recovery Management. Staff may be involved in the operation of the Recovery Coordination Centre, Recovery Information Centre, assessments of building and environmental conditions, and clean up activities.

3.2 Local Volunteer Coordination

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources.

Visit the Volunteering WA website <https://volunteeringwa.org.au/> for more information. The Australia-New Zealand Emergency Management Committee has released a Spontaneous Volunteer Strategy available at <http://fire-com-live-wp.s3.amazonaws.com/wp-content/uploads/20160107085733/Spontaneous-Volunteer-Strategy-ANZEMC-Endorsed.pdf> which should be read in conjunction with this component.

Refer to Resource document for information.

3.3 Local Recovery Coordination Centre

It may be necessary to establish a Recovery Coordination Centre if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information and tasks. Identification of a designated location for a Recovery Coordination Centre is a pre-requisite

of recovery management. Each Local Government will provide administrative support for their Recovery Coordination Centre.

The Local Recovery Coordination Centre will be located at the <Emergency Services Centre>, if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after it has been relocated.

Centre Name	Address	Capacity and Available Resources	Contacts
Shire of Carnamah Council Chambers	31-33 MacPherson Street, CARNAMAH	Refer to Resource Register	Administration Phone: 08 9951 7000 Fax: 08 9951 1377 shire@carnamah.wa.gov.au

3.4 Recovery Information Centre / One-Stop- Shop

A Recovery Information Centre/ One-Stop-Shop will be established when required by the LRCG. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Centre will be disseminated to the community when it has been established.

A recovery centre is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster. The Recovery Information Centre may or may not be collocated with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster.

Centre Name	Address	Capacity and Available Resources	Contacts
Carnamah Hall/ Youth & Community Centre	MacPherson & Caron Sts, CARNAMAH	Refer to Resource Register	Shire of Carnamah Administration Phone: 08 9951 7000 Fax: 08 9951 1377 shire@carnamah.wa.gov.au

3.5 Financial Arrangements

The Shire of Carnamah will utilise the following with regard to financial arrangements for recovery where required:

- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community,

- Use of s6.8(1) and s6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not included in the annual budget,
- *Local Government (Financial Management) Regulations 1996* – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves, and
- Use of s6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of council.

The following arrangements have been made to fund recovery activities if necessary:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Centrelink, and
- Department of Community Services.

(Refer to State Emergency Management Preparedness Procedure 7 for more information)

3.6 Financial Management:

Financial management is a key aspect in providing support to a recovery plan and there should be a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds.

Financial Management Arrangements needs to include the following:

- Identification of funding streams (local, state and federal level),
- Prioritisation of requirements for funding,
- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector, and
- All funds regardless of their source remain subject to the *Local Government Act 1995*, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record keeping throughout.

3.7 Donations of Cash

State Emergency Management Recovery Procedure 1 outlines the policy for initiating and managing appeals and donation. The LRCG may encourage the use of Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

The commencement of an appeal fund does not override the statutory obligations, on the part of government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

3.8 Donations of Service and Labour

Any donations of service or labour to assist with the recovery from a disaster, should be administered by the affected Local Government or if established, the LRCG. Where the State Government level recovery coordination arrangements are activated under State Emergency Management Plan 6. Recovery - the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

3.9 Donations of Goods

The donations of goods to assist victims to recover from a disaster may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG.

3.10 Non-Government Organisations (NGOs)

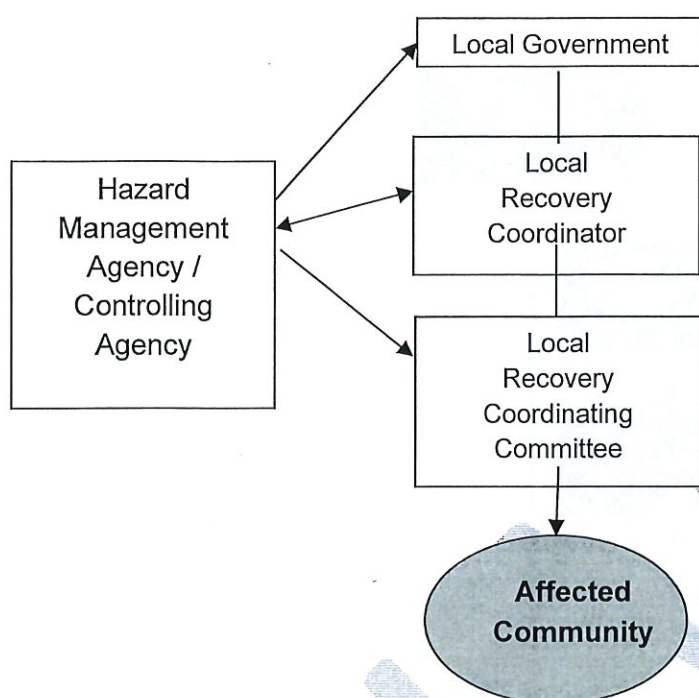
In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCG to avoid duplication of effort and confusion.

PART FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

The structure of Local Recovery Coordinating Group should be considered dynamic, as the composition and roles within the group will change depending upon the disaster being recovered from. During the response phase of the incident, the following structure is typically adopted, until the incident transitions from Response to Recovery.

Initial Recovery Management Structure *(during response phase)*

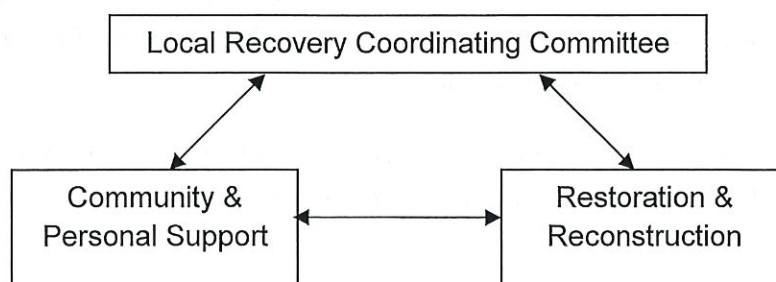


This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator being included in the HMA / CA Incident Support Group briefings and meetings.

During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e. a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral land owners or nature reserve land.

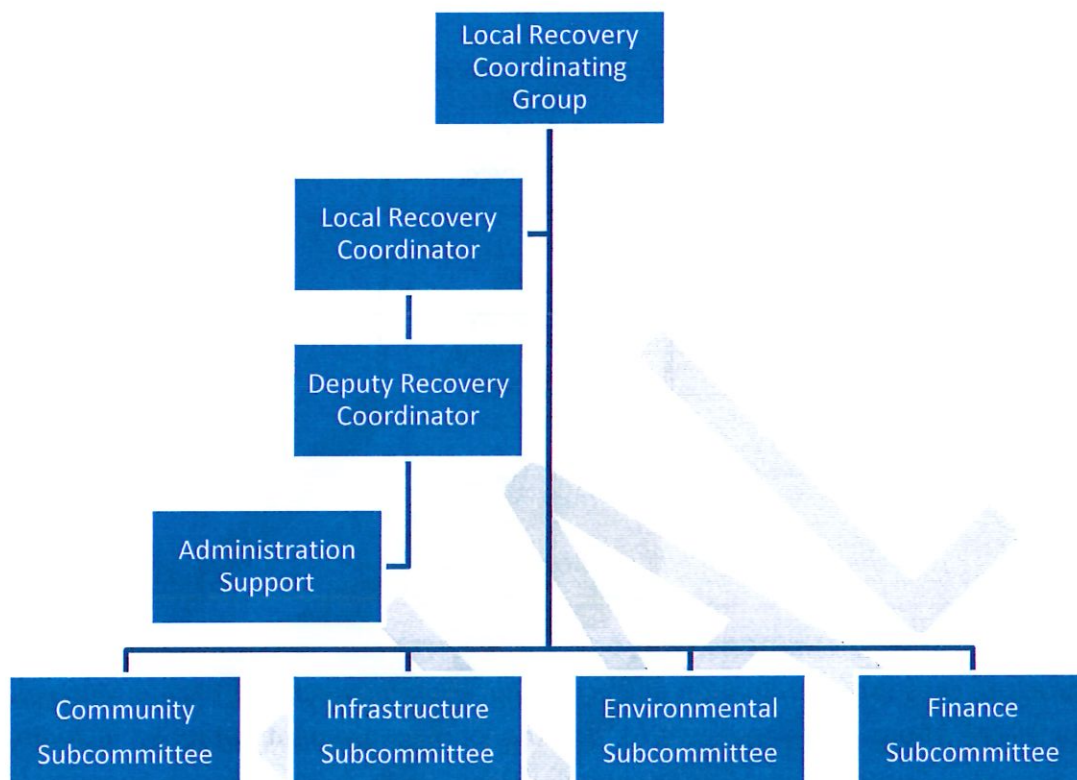
Recovery Committee Structures

(following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which can be utilised dependent upon complexity and impact of the disaster. Within this toolkit, the below

structure is applied, for which position descriptions for roles, and guidance for individual subcommittee functions is also available within the toolkit. These structures can be scaled up or back as the situation dictates.



4.2 Local Recovery Coordinator

The CEO has been appointed as the Local Recovery Coordinator (LRC) in accordance with the *Emergency Management Act 2005*, S 41. (4). The Emergency Management Officer will act in the role when the primary appointee is unavailable when an emergency occurs.

The LRC is responsible for coordinating the recovery in conjunction with the LRCG and adhering to the plans, strategies and policies determined by the LRCG.

The LRC is also responsible for preparation, maintenance, testing and implementation of recovery management arrangements in accordance with *Emergency Management Act 2005* and in consultation with local government.

A position descriptions of the Local Recovery Coordinator role, Deputy Local Recovery Coordinator and Local Recovery Coordinating Group are available in the attached Resource Document.

Resource Document: Position Descriptions of Recovery Roles

4.3 The Local Recovery Coordinating Group (LRCG)

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery processes within the community.

The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The typical composition of the group is outlined in the Local Recovery Guidelines.

The role of the LRCG is to coordinate and support local management of the recovery process within the community. Checklists for both the Local Recovery Coordinator and the Local Recovery Coordinating Group are available in the Resource document. These checklists detail tasking for each entity.

Resource Attachment: Local Recovery Coordinator & Local Recovery Coordinating Group - Action Checklists

Executive	Core Members	Co-opted Members
Chairperson (Shire President, Shire of Carnamah)	Shire of Carnamah Officers	Department of Primary Industries and Regional Development - Agriculture and Food Division.
Local Recovery Coordinator	Hazard Management Agency	
Secretary (provided by Shire of Carnamah)	Department of Health and or Environmental Health Officer	Department of Water and Environment Regulations
Local Emergency Coordinator (OIC Police)	Department for Community Services	Utilities (power, water, gas, etc.)
	Western Australia Police Service	Main Roads WA
	Community Representative/s, and if established	Education representative
	Chairpersons of sub-committees	Community Groups
		Chamber of Commerce
		St John Ambulance
		Insurance Council Rep
		Others as required.

4.4 Local Recovery Coordinating Group Subcommittees (where required)

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process.

- **Community (Social)**
- **Infrastructure (Built)**
- **Environment (Natural)**
- **Finance (Economic)**

Resource Attachment: Recovery Sub-committees Functions

PART FIVE: COMMENCEMENT OF RECOVERY

5.1 Transition from Response to Recovery

The responsibility for coordinating recovery arrangements rests with the affected local government. State level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate. (Refer to State Emergency Management Policy 6.1 for more information)

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

Resource Attachment: Comprehensive Impact Assessment from

5.2 Activation

The decision to activate the Local Recovery Plan will be made by the Chair of LRCG on the advice of the LRC. Once the plan has been agreed to be activated, the LRC & LRCG become responsible for implementation of the plan.

5.3 Operational Recovery Planning

The operational recovery plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group will develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan should include assessment and recovery requirements, organisational management, operational aspects and administrative arrangements.

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e social , infrastructural , economic and environmental disruption /or damage)

- Hazard Management Agencies
- Welfare agencies – to identify persons in need of immediate assistance;
- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff.
- Insurance assessors.

Resource Attachment : Operational Recovery Plan framework

5.4 Welfare & Health Services

Welfare is the responsibility of the Department of Community Services. The Shire of Carnamah local welfare, health and wellbeing plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCG will work closely with the local office for Department of Community Services in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency Welfare Plan

5.5 Communication

It is the responsibility of LRCG to develop an effective communication plan for recovery. Throughout the recovery process, local government is to maintain an on-going dialogue and share information with all other stakeholders and partners in the recovery process. The Shire of Carnamah has a well-defined communication strategy which recognises the different means of communication with the stakeholders.

Refer to *Australian Red Cross – Communicating in Recovery*, and *Design Tips for Communicating in Recovery*, <http://www.redcross.org.au/communicating-in-recovery.aspx> Australian Red Cross also deliver training for communicating in recovery which can be considered.

The following communication methods are used at Shire of Carnamah:

<ul style="list-style-type: none">• Circulars• Community Meetings• Local Newspapers (including “On the Mat & Eneabba Newsletter”)• ABC Local Radio	<ul style="list-style-type: none">• Email newsletters and text messaging• Posters or pamphlets• Email• Shire of Carnamah website and Intranet
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Resource Attachment : Operational Recovery Plan framework

5.6 Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Target Group	Communication Methods	Locations where will the information be provided
<ul style="list-style-type: none">• Affected community• Recovery workers and volunteers• Vulnerable groups• General public	<ul style="list-style-type: none">• Community Meetings• Local Newspapers• ABC Local Radio• Posters or pamphlets• Email• Carnamah website and Intranet	<ul style="list-style-type: none">• Community groups• LEMC• Brigades and volunteer groups• Agency networks• Potential public meeting venues• Potential one-stop-shop locations

Resource Attachment : Communication Tools

5.7 Review of the Plan

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and replaced whenever the local government considers it appropriate (*Emergency Management Act, 2005 section 42*).

According to State Emergency Management Policy No. 2.5, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the local recovery plan was implemented;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.8 Exercise

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act, 2005* section 39 and State Emergency Management Policy No. 3.1 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC & LRCG to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

5.9 Evaluation of Recovery

It is the responsibility of the LRC to Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

GLOSSARY OF TERMS

CONTROL AGENCY (also referred to as COMBAT AGENCY) - an organisation which, because of its expertise and resources, is responsible for performing an activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY COORDINATOR- is appointed by the State Emergency Coordinator for each emergency management district. The District Emergency Coordinator has responsibility to provide advice and support to the District Emergency Management Committee for the district for the development and maintenance of emergency management arrangements for its district and to carry out other emergency management functions in accordance with the directions of the State Emergency Coordinator.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- The emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006: **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organization and management of resources, training and public education. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimize the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

HAZARD MANAGEMENT AGENCY – that organisation which, because of its legislative responsibility or specialized knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to, and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

INCIDENT AREA – the area, defined by the Incident Controller, incorporating the localized community or geographical area impacted by the incident.

INCIDENT CONTROLLER – the person responsible for the overall management of the response phase, to a major emergency or disaster. In all instances the senior officer of the Hazard Management Agency will perform this function.

INCIDENT MANAGEMENT GROUP – the group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an incident. The IMG includes representation from key agencies involved in the response.

INCIDENT MANAGEMENT TEAM – the group of incident management personnel comprised of the Incident Controller and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which, health safety, comfort and economic activity depend.

EMERGENCY COORDINATOR – is appointed for the local government district by the State Emergency Coordinator. The Emergency Coordinator is responsible for providing advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting Hazard Management Agencies in the provision of a coordinated response during an

emergency in the district and carrying out other emergency management activities in accordance with the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or other person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee are to advise and assist the local government in ensuring that local emergency management arrangements are established for its area, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

RISK – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analyzing, evaluating, treating and monitoring risk.

STATE EMERGENCY COORDINATION GROUP – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

SUPPORT ORGANISATION – an organisation whose response in an emergency is either restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads W.A. etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.

Refer to the Australian Attorney-General's Department - Australian Emergency Management Glossary – Manual 3 and Western Australian Emergency Management Glossary

<https://www.ag.gov.au/EmergencyManagement/Tools-and-resources/Publications/Documents/Manual-series/manual-3-australian-emergency-glossary.pdf>

