

2018



SHIRE OF EXMOUTH

# Attachments

Ordinary Council Meeting – 23 August 2018





## SHIRE OF EXMOUTH



## BUSH FIRE BRIGADES LOCAL LAW 2018

## BUSH FIRES ACT 1954

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## SHIRE OF EXMOUTH

## BUSH FIRE BRIGADES LOCAL LAW

## BUSH FIRES ACT 1954

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Exmouth resolved on *[insert date]* to make the following local law.

## PART 1 - PRELIMINARY

## 1.1 Citation

This local law may be cited as the Shire of Exmouth Bush Fire Brigades Local Law.

## 1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means any member as defined in Section Part 4 – Brigade Membership, clause 4.1.;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**Bush Fire Advisory Committee**” means the persons appointed to a bush fire advisory committee under and in accordance with section 67 of the Act,

“**Bush Fire Brigade**” means a “bush fire brigade” as defined in section 7 of the Act;

“**Bush Fire Control Officer**” means a Bush Fire Control Officer appointed under the Act.

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the Chief Executive Officer of the local government;

“**Chief Bush Fire Control Officer**” means the Chief Bush Fire Control Officer appointed under the Act;

“**Council**” means the Council of the local government;

“**Department**” means the department of the Public Service principally assisting in the administration of the *Fire and Emergency Services Act 1998*;

“**District**” means the area within the boundary of the Shire of Exmouth;

“**fire fighting member**” means a registered member of a brigade and is defined in clause 4.2;



**“local government”** means the Shire of Exmouth;

**“Regulations”** means Regulations made under the Act; and

**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) a Training Officer;
  - (f) an Equipment Officer;
  - (g) a Secretary;
  - (h) a Treasurer;
- means a person holding that position in a bush fire brigade.

### **1.3 Repeal**

The *Bush Fire Brigades Local Law* adopted by the Shire of Exmouth and published in the Government Gazette on 30 October 2012 is repealed.

### **1.4 Application**

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT AND CANCELLATION OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

#### **2.2 Name and officers of a bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”).
  - (c) appoint—
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Secretary;
    - (vii) a Treasurer; and
    - (ix) any other position(s) deemed necessary for the effective management of brigade activities (e.g. Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1) (c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

### *Division 2 – Command at a fire*

#### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of a bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.



- (2) Where a bushfire control officer is in attendance at a fire which the members of a bushfire brigade have command of, under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over all other persons fighting the fire and is to issue instructions as to the methods and tactics to be adopted by the fire fighters.

### ***Division 3 – Application of Rules to a brigade***

#### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

### ***Division 4 – Transitional***

#### **2.5 Existing bush fire brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date of this Local Law, then on and from the commencement date –
  - (a) The bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law: and
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules on the commencement day.
- (2) In this clause *commencement day* means the day on which this local law comes into operation.

### ***Division 5 – Cancellation of a bush fire brigade***

#### **2.6 Cancellation of a bush fire brigade registration**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules.

#### **2.7 New arrangement after cancellation of registration**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made by the local government in respect of the brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### ***Division 1 – Local government responsibility***

#### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Bush fire brigade to be supplied with Act**

The local government is to supply each Bush Fire Control Officer and each bush fire brigade with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other

written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### ***Division 2 – Chief Bush Fire Control Officer***

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions of the CEO, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or his/her nominated representative may attend as a non-voting representative of the local government and/or the Department, at any meeting of a bush fire brigade.

#### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment, protective clothing and training levels.
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers; and
- (d) ensure that bush fire brigades are registered with the local government and the Department, and that lists of brigade members are maintained.

### ***Division 3 – Bush Fire Advisory Committee***

#### **3.6 Functions of Advisory Committee**

If a Bush Fire Advisory Committee has been appointed, it is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as may be appointed by the local government from time to time.

#### **3.7 Advisory Committee to consider brigade motions**

The Bush Fire Advisory Committee shall consider any motion received from a bush fire brigade and may make a recommendation to the local government in relation to any motion supported by the Bush Fire Advisory Committee.

### ***Division 4 – Appointment of Bush Fire Control Officers***

#### **3.8 Local Government to have regard to nominees for Bush Fire Control Officers**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by any bush fire brigade pursuant to clause 3.12 but is not bound to appoint the persons so nominated.

#### **3.9 Local government to advise Bush Fire Advisory Committee of appointments**

Within one month of the local government being advised of persons nominated by bush fire brigades pursuant to clause 3.11 to serve as bush fire control officers, the local government is to advise the



Bush Fire Advisory Committee of the persons appointed by the local government as bush fire control officers.

### ***Division 5 – Annual general meetings of bush fire brigades***

#### **3.10 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of June each year.

#### **3.11 Nomination of Bush Fire Control Officer to Bush Fire Advisory Committee**

Subject to clause 3.6, at the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the Bush Fire Control Officer for the brigade area until the next annual general meeting.

#### **3.12 Notification of elected office bearers**

The Secretary is to forward a list of elected office bearers and contact details from the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month of the annual general meeting.

## **PART 4 – BRIGADE MEMBERSHIP**

### **4.1. Membership of a bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) trainee members;
- (c) associate members;
- (d) cadet members;
- (e) honorary life members; and
- (f) other membership categories that individual brigades may implement.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal brigade activities.

### **4.3 Trainee members**

Non-qualified members joining a bush fire brigade shall be classified as trainee members until assessed as competent in bush firefighting.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member, who complies with the Department's Child Protection policy when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;

- (e) ineligible to vote at brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure;
- (g) to be administered in accordance with the Bush Fire Operating Procedures.

#### **4.5 Associate members**

Associate members are non operational members of a brigade who are not otherwise classified as a fire fighting member, trainee member or cadet member.

#### **4.6 Honorary life member**

The brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

#### **4.7 Notification of membership**

- (1) All completed applications for membership forms are to be submitted to the Chief Bush Fire Control Officer within one week of the application being made in accordance with clause 2.2(b) of the Rules.
- (2) As soon as practicable after the bush fire brigade annual general meeting, the Chief Bush Fire Control Officer will supply all bush fire brigades with a list of current membership. The bush fire brigades shall review those details and report any anomalies back to the Chief Bush Fire Control Officer within one month.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and training; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in bush fire brigade area**

Not later than 31 January in each year, the bush fire brigade is to report to the local government the quantity and quality of all protective clothing, equipment and appliances of the brigade.

#### **6.3 Funding from Local Government**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 January in order to be considered in the next following local government budget.



## 6.5 Consideration in the local government budget

The local government –

- (a) may approve or refuse an application for funding depending upon its assessment of budget priorities for the year in question; and
- (b) shall advise bush fire brigades of the final outcome pertaining to their individual requests for funding.

### FIRST SCHEDULE

#### RULES GOVERNING THE OPERATION OF BRIGADES

##### PART 1 - PRELIMINARY

###### 1.1 Interpretation

- (1) Unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in this local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
  - “simple majority”** means a majority of more than 50% of members of:
    - (a) brigade members of a bush fire brigade, present in person or by proxy; if the majority is required at a meeting of the bush fire brigade; or
    - (b) brigade officers of the bush fire brigade, present in person or by proxy, if the majority is required at a meeting of the committee.
  - “absolute majority”** means a majority of more than 50% of the number of:
    - (a) brigade members of a bush fire brigade, whether in attendance at the meeting or not; if the majority is required at a meeting of the bush fire brigade; or
    - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the committee..
  - “Committee”** means the Committee of the bush fire brigade;
  - “local law”** means the Shire of Exmouth Bush Fire Brigades Local Law; and
  - “normal brigade activities”** is defined by section 35A of the Act.

##### PART 2 – OBJECTIVES AND MEMBERSHIP OF A BUSH FIRE BRIGADE

###### 2.1 Objectives of a brigade

The objectives of the bush fire brigade are to carry out –

- (a) normal brigade activities; and
- (b) the functions of the bush fire brigade as specified in the Act, the Regulations and this local law.

###### 2.2 Applications for membership

Applications for membership of a bush fire brigade shall:

- (a) be made in the form as determined by the local government from time to time;
- (b) be submitted to the Secretary of the relevant bush fire brigade, who shall forward a copy of the application to the Chief Bush Fire Control Officer within one week of the application being submitted; and
- (c) shall be determined by the Committee of the bush fire brigade, having regard to any advice received from the Chief Bush Fire Control Officer in relation to the application.

### **2.3 Conditions of membership**

- (1) Members of a bush fire brigade shall comply with the Bush Fire Operating Procedures, the local government's Code of Conduct and the Department's Code of Conduct in carrying out normal brigade activities;
- (2) In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –
  - (a) the qualifications required;
  - (b) a requirement to serve a probationary period;
  - (c) procedures to be employed by the Committee, in assessing an application for membership,
 and the Committee is to determine applications for membership in accordance with any such policy.

### **2.4 Decision on application for membership**

- (1) Subject to clause 2.2, the Committee may -
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written notice of the refusal, as soon as practicable after the decision is made, to the applicant and advise the applicant that he or she has the right to object to the local government.

### **2.5 Department to be notified of registrations**

If any application for membership to a bush fire brigade is approved, the local government is to supply details of the approved application to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

### **2.6 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the CEO, the Committee, or the Chief Bush Fire Control Officer, circumstances warrant suspending the member.
- (2) Without limiting the generality of sub-clause (1), a member of a bush fire brigade may be suspended in the event the member:
  - (a) Contravenes the Act, the Regulations, the Bush Fire Operating Procedures, this local law or the bush fire brigade policies;
  - (b) displaying conduct detrimental to the interests of the bush fire brigade and or local government;
  - (c) has performed an unsafe act that jeopardizes the safety of the member or others;
  - (d) has been charged by the Police for a criminal offence and is awaiting court proceedings; or
  - (e) has acted in such a manner as to cause harm or distress to other brigade members.
- (3) The suspended member may be excluded immediately from all normal brigade activities or any specified bush fire brigade duties and activities.
- (4) The Brigade Captain or Chief Bush Fire Control Officer must notify the member, in writing, advising of the suspension period and reasons for suspension.
- (5) The period of suspension shall be up to a maximum of three (3) consecutive months and shall be determined by the Committee or the Chief Bush Fire Control Officer
- (6) Upon the expiry of the period of suspension the Committee or the Chief Bush Fire Control Officer may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or

- (c) reinstate the membership.

## **2.7 Termination of membership**

- (1) Membership of the brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is dismissed by the Committee or Chief Bush Fire Control Officer, by reason of:
    - (i) failing to comply with the aims and objectives of the bush fire brigade;
    - (ii) failing to comply with the Act, the Regulations, the Bush Fire Operating Procedures, the local law or the bush fire brigade policies whilst;
    - (iii) displaying conduct detrimental to the interests of the bush fire brigade, the local government and or the Department;
    - (iv) being convicted of a criminal offence that in the opinion of the Chief Bush Fire Control Officer would ordinarily exclude the member from joining a brigade; or
    - (v) acting in such a manner as to cause harm or distress to other brigade members by their activities;
  - (d) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member who, in the opinion of the Committee or the Chief Bush Fire Control Officer, has not adequately fulfilled his or her role within the bush fire brigade, and has not responded to any written correspondence requesting that he or she state their intentions, within twenty-one (21) days, shall be deemed to have resigned from the bush fire brigade.
- (3) Where a membership is terminated, all property owned by the bush fire brigade; the local government or the Department that is held by or in the possession of the person whose membership has been terminated, shall be returned to the bush fire brigade or Local Government Administration Centre.

## **2.8 Member has right of defense**

A bush fire brigade member is not to be dismissed under clause 2.7(1)(c), or have his or her membership terminated under clauses 2.6(6)(b), without being given the opportunity to meet with the Committee or Chief Bush Fire Control Officer and respond to any allegations which might give grounds for dismissal or termination of membership.

## **2.9 Existing liabilities to continue**

- (2) The resignation, or dismissal of a member under clause 2.7 or the suspension or termination of a member under clause 2.6, does not affect any liability of the bush fire brigade member arising prior to the date of resignation, dismissal, suspension or termination as the case may be.

## **2.10 Objection Rights**

- (1) A person whose -
  - (a) application for membership is refused under clause 2.4(1)(b);
  - (b) membership is terminated under clauses 2.7(1)(c)(d) or clause 2.6(6)(b); or
  - (c) membership is suspended under clause 2.6(1) or clause 2.6(2);
 has a right of objection to the local government Chief Executive Officer.
- (2) Where a person lodges an objection to the local government Chief Executive Officer pursuant to sub-clause(1), the local government Chief Executive Officer may dispose of the objection by -

- (a) dismissing the objection;
  - (b) varying the decision objected to; or
  - (c) revoking the decision objected to, with or without –
    - (i) substituting for it another decision; or
    - (ii) referring the matter, with or without directions, for another decision by the Committee or Chief Bush Fire Control Officer
- (3) No further right of review is available under this local law in respect of a decision made by a local government Chief Executive Officer pursuant to subclause (2).

### **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

#### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

#### **3.2 Captain**

- (1) The Captain is the most senior operational member of the brigade.
- (2) Subject to subclause (3) below, the Captain is to preside at all meetings.
- (3) In the absence of the Captain, the meeting is to be presided by the next senior operational person.
- (4) The Captain is responsible for the efficient administration of the brigade.

#### **3.4 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the brigade which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive donations and monies on behalf of the brigade, and remit them to the Treasurer upon receipt;
  - (e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.

#### **3.5 Treasurer**

The Treasurer is to –

- (a) receive donations and monies from the Secretary, and deposit all monies to the credit of the brigade's bank account;
- (b) pay accounts as authorised by the brigade;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the brigade; and
- (e) report on the financial position at meetings of the brigade and or Committee.



### **3.6 Equipment Officer**

The Equipment Officer is responsible for the inspection and maintenance of all equipment and appliances as directed by the brigade Captain.

### **3.7 Storage of equipment**

The Equipment Officer may store part or all of the equipment of the brigade at a place approved by the Chief Bush Fire Control Officer.

## **PART 4 – COMMITTEE**

### **4.1 Management of a bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of a bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to approve the annual budget for the brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Membership of Committee**

- (1) The Committee of the bush fire brigade is to consist of the Captain, First Lieutenant, President, Secretary, Treasurer, 2 other brigade members and any other brigade members as may be determined by the Committee from time to time.
- (2) The Committee members are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.

### **4.3 Termination of Committee membership**

- (1) Any Committee member may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special general meeting called for such a purpose.

- (2) If a position becomes vacant prior to the commencement of the annual general meeting, then the bush fire brigade is to elect a person to fill the vacancy at a special general meeting within 4 weeks of the vacancy occurring.
- (3) The local government is to be advised of the removal of a committee member from office pursuant to subclause (1), or the election of a person to fill a vacancy pursuant to subclause (2) within seven (7) days.

## **PART 5 – MEETINGS OF THE BRIGADE**

### **5.1 General meetings**

- (1) General meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and the Chief Bush Fire Control Officer.

### **5.2 Special General meetings**

- (1) The Secretary is to call a special general meeting when 5 or more brigade members request one in writing or where this local law requires such a meeting.
- (2) At least 14 days' notice of a special general meeting is to be given by the Secretary to all brigade members and the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special general meeting beyond that specified in the notice given under subclause (3) in relation to that meeting.

### **5.3 Annual General meeting**

- (1) At least 14 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) deal with any general business arising from the previous annual general meeting; and
  - (e) deal with any business approved by the President.

### **5.4 Notice of a meeting**

- (1) Notices of meetings of the bush fire brigade are to be in writing and may be:
  - (a) sent by ordinary post to the registered address of each brigade member;
  - (b) given in person to each brigade member;
  - (c) by email; and or
  - (d) by notice published in a newspaper circulating in the area of the bush fire brigade
- (2) The notice of a meeting shall:
  - (a) Set out the date, time and place of the meeting;
  - (b) Set out particulars of motions of which notice has been given; and

(c) In the case of special meetings, set out particulars of the business to be transacted.

- (3) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (4) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting, the subject of notice or any resolutions passed at the meeting.

## **5.5 Quorum**

- (1) Except for meetings of the Committee, the quorum for a meeting of a bush fire brigade is—
  - (a) Where membership is 3 or less—100% of members;
  - (b) Where membership is 4 or more, but less than 8—3 members;
  - (c) Where membership is 8 or more, but less than 12—4 members;
  - (d) Where membership is 12 or more, but less than 20—5 members; or
  - (e) Where membership is 20 or more— 25% of members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.
- (3) Should a quorum not be present, all matters requiring urgent decision are to be referred to the CBFCO for decision.
- (4) If a meeting ceases to have a quorum at any time, the presiding member is too immediately —
  - (a) Close the meeting; or
  - (b) Adjourn the meeting for not more than 30 minutes, after which the meeting is to be closed if a quorum is not achieved within that time.

## **5.6 Voting**

- (1) Each brigade member is to have one vote, however in the event of an equality of votes, the President (or person presiding) may exercise a casting vote.
- (2) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members.

# **PART 6 – MEETINGS OF COMMITTEE**

## **6.1 Meetings of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President or the Secretary, may convene a meeting of the Committee at any time.
- (3) Where a Committee member cannot be contacted, a notice of meeting of the Committee is to be in writing and may be:
  - (a) sent by ordinary post to the registered address of the Committee member; or
  - (b) sent by email;
 7 days prior to the meeting.

- (4) Where the business is of an urgent nature and subclause (3) is not reasonable, upon request from the President or Secretary, the Chief Bush Fire Control Officer will determine if the meeting of the Committee is to be held or not.

## **6.2 Quorum**

- (1) The quorum for a Committee meeting is five members of the Committee present in person.
- (2) No business is to be transacted at a meeting of the Committee without a quorum of Committee members.
- (3) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of Committee members who are present in person or by proxy at the meeting.

## **6.3 Voting**

Each committee member is to have one vote, however in the case of an equality of votes, the President (or person presiding) may exercise an additional casting vote.

# **PART 7 – GENERAL ADMINISTRATION MATTERS**

## **7.1 Funds**

The funds of a bush fire brigade are to be used solely for the purpose of promoting the objectives of the bush fire brigade.

## **7.2 Financial year**

The financial year of a bush fire brigade is to commence on 1 May and is to end on 30 April of the following year.

## **7.3 Banking**

- (1) The funds of a bush fire brigade are to be placed in the bush fire brigade's bank account and are to be drawn on only by:
  - (a) cheques signed jointly by any 2, of the President, Captain, Secretary or Treasurer; or
  - (b) authorised use of electronic banking by the Secretary or Treasurer in accordance with sub-clause (2).
- (2) For the purposes of subclause (1)(b), any 2 of the President, Captain, Secretary or Treasurer may authorise in writing the use of electronic banking to draw on the funds of a bush fire brigade.

## **7.4 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or the Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or the Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the member shall not vote on that matter.



## **7.5 Dispute Resolution**

- (1) Any dispute between brigade members shall be referred to either the Captain or to the Committee for resolution.
- (2) Where a dispute referred under subclause (1) is considered by the Captain or the Committee to concern the general interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the dispute to a general meeting, a special general meeting or to an annual general meeting of the bush fire brigade.
- (3) Where a dispute referred under subclause (2) is not resolved, the Captain or the Committee shall refer the dispute to the Chief Bush Fire Control Officer for resolution.
- (4) Where a dispute referred under subclause (3) is not resolved, the Chief Bush Fire Control Officer shall refer the dispute to the CEO and the Department. The CEO is the final authority on matters affecting the bush fire brigade, and may resolve any dispute which is not resolved under subclause (1), (2) or (3). A determination of a dispute by the CEO is final.

## **7.6 Auditing**

- (1) The bush fire brigade shall supply to the local government the full financial records of the bush fire brigade for the financial year not more than 7 days after the end of that financial year.
- (2) The local government appointed auditor is to audit the financial records of the bush fire brigade and is to certify to their correctness or otherwise and provide a report to the Committee.

# **PART 8 – NOTICES AND PROXIES**

## **8.1 Notices**

- (1) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be given by –
  - (a) Personal delivery; or
  - (b) Post; or
  - (c) Email.

## **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice, in the form of that appearing in this clause, to the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the non-attending member of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the non-attending member of the proxy.

- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate, but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**"PROXY****[INSERT NAME] BUSH FIRE BRIGADE****[ANNUAL] [EXTRAORDINARY] [SPECIAL] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,

Being a brigade member appoint \_\_\_\_\_ to be  
my proxy and vote on my behalf at the meeting of the bush fire  
brigade to be held on [insert date] and at any adjournment of  
it. The proxy shall vote as follows:

MOTION	FOR	AGAINST	ABSTAIN
--------	-----	---------	---------

1. ....

2. ....

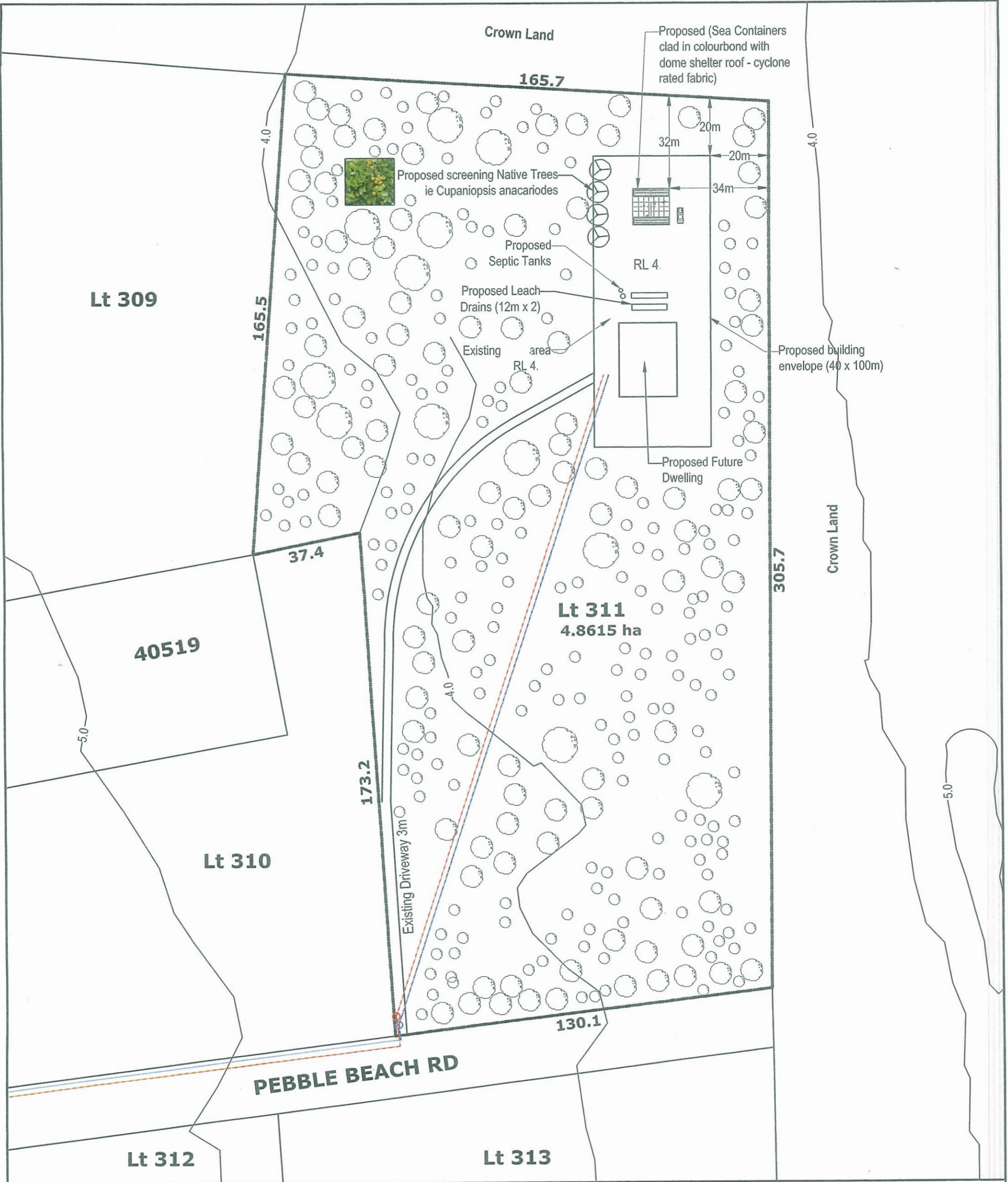
If there is no instruction to the proxy as to the way to vote, the  
proxy shall exercise her or his discretion as to how to vote or  
whether to vote at all. In respect of any vote taken at the  
meeting on a matter which does not appear on the agenda, the  
proxy shall exercise her or his discretion as to the way he or  
she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned  
to the Secretary of the bush fire brigade (or the presiding  
member) prior to the commencement of the meeting for  
which the proxy is valid.

Dated this      day of                      20\_\_\_\_



LEGEND

- Existing Water Mains
- Existing Water Pipe
- Existing Electric Cable
- Existing vegetation (Indicative only)

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All areas and dimensions shown on this drawing are subject to survey.

**SHEET TITLE:**  
SITE PLAN -  
PROPOSED SHED

**PROJECT ADDRESS:**  
LOT 311 EXMOUTH-MINILYA  
RD, EXMOUTH WA 6707

**CLIENT:** THOMAS

**SCALE:** 1:1200 A3

**DATE:** 19 MARCH 2018

**DRAWN BY:** K KEMP

**JOB No.** RT-001

**SHEET:** 1/3 **REV.** 1



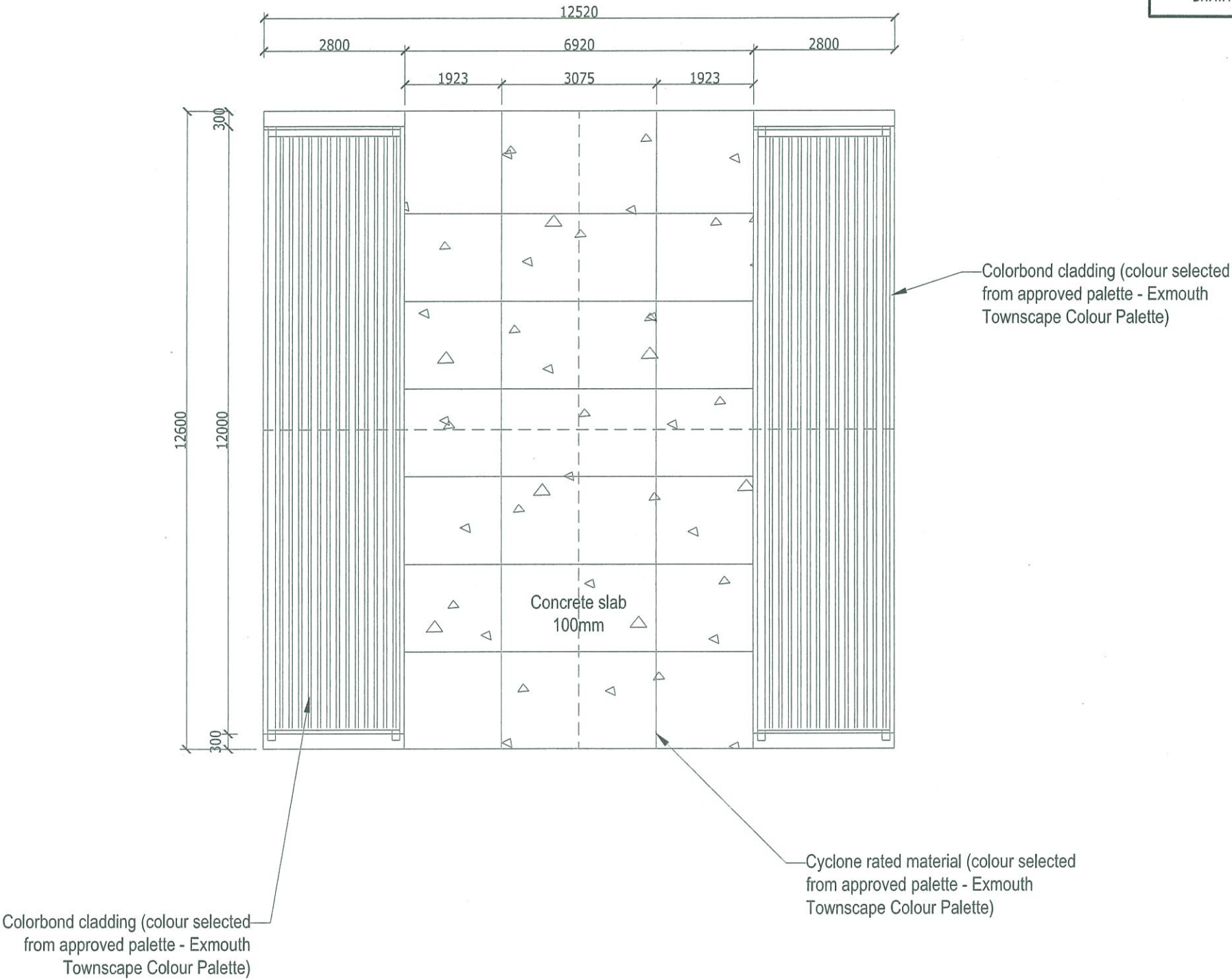
po box 534  
margaret river wa 6285  
m 0428569059  
karin@fronds.com.au



FLOOR PLAN - DOME SHELTER

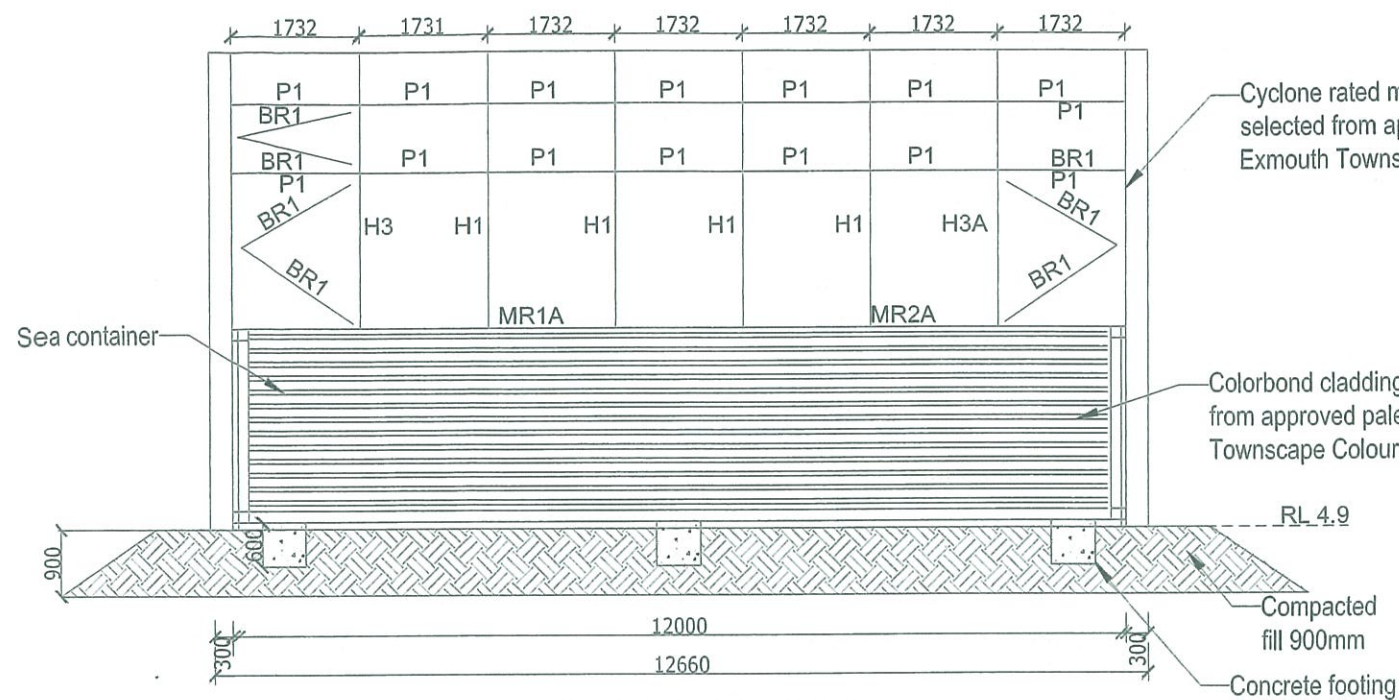
1:100

**NOTES**  
DO NOT SCALE DRAWINGS - IF IN DOUBT ASK.  
ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED.  
CONFIRM ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.  
ALL WORKS TO COMPLY WITH LOCAL REQUIREMENTS.  
BUILDING CODES OF AUSTRALIA AND AUSTRALIAN STANDARDS.  
DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.

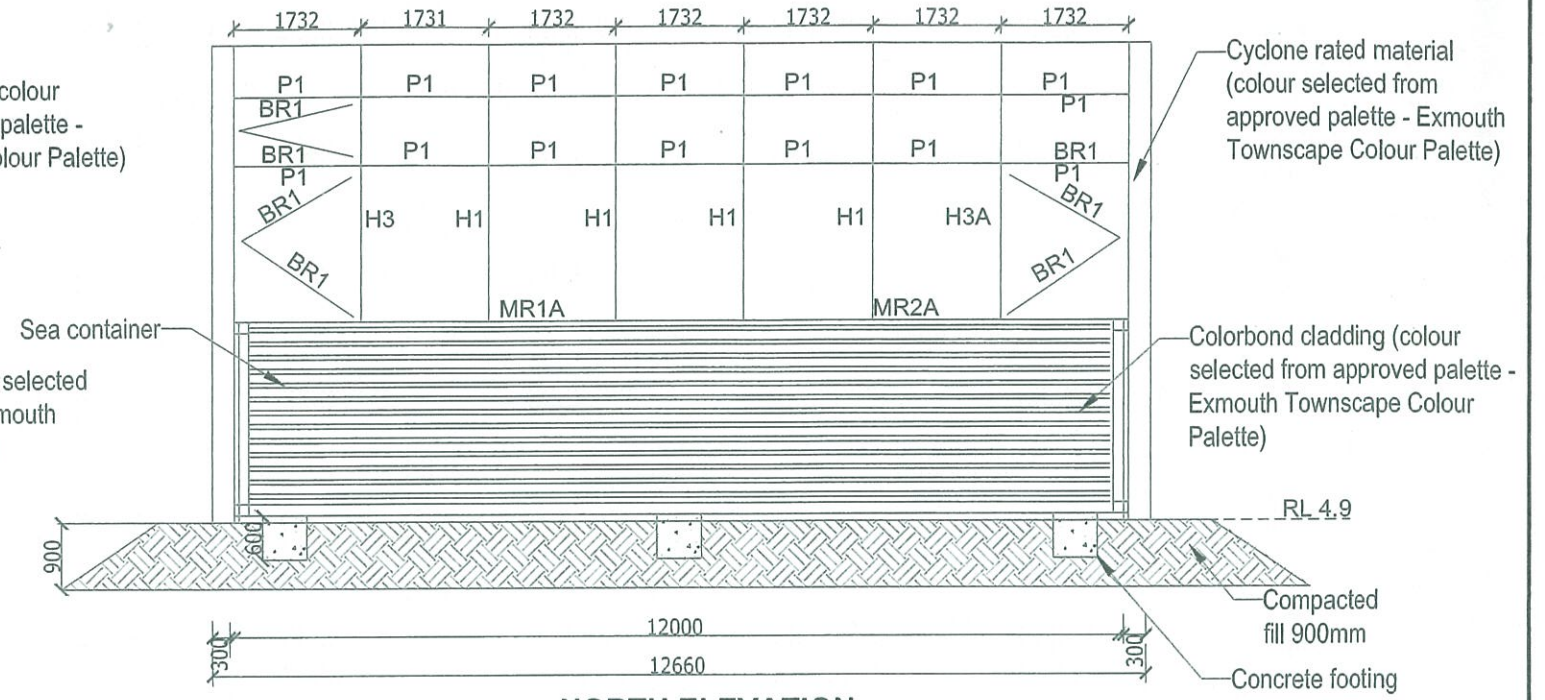


**NOTE:**  
ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.  
CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE.

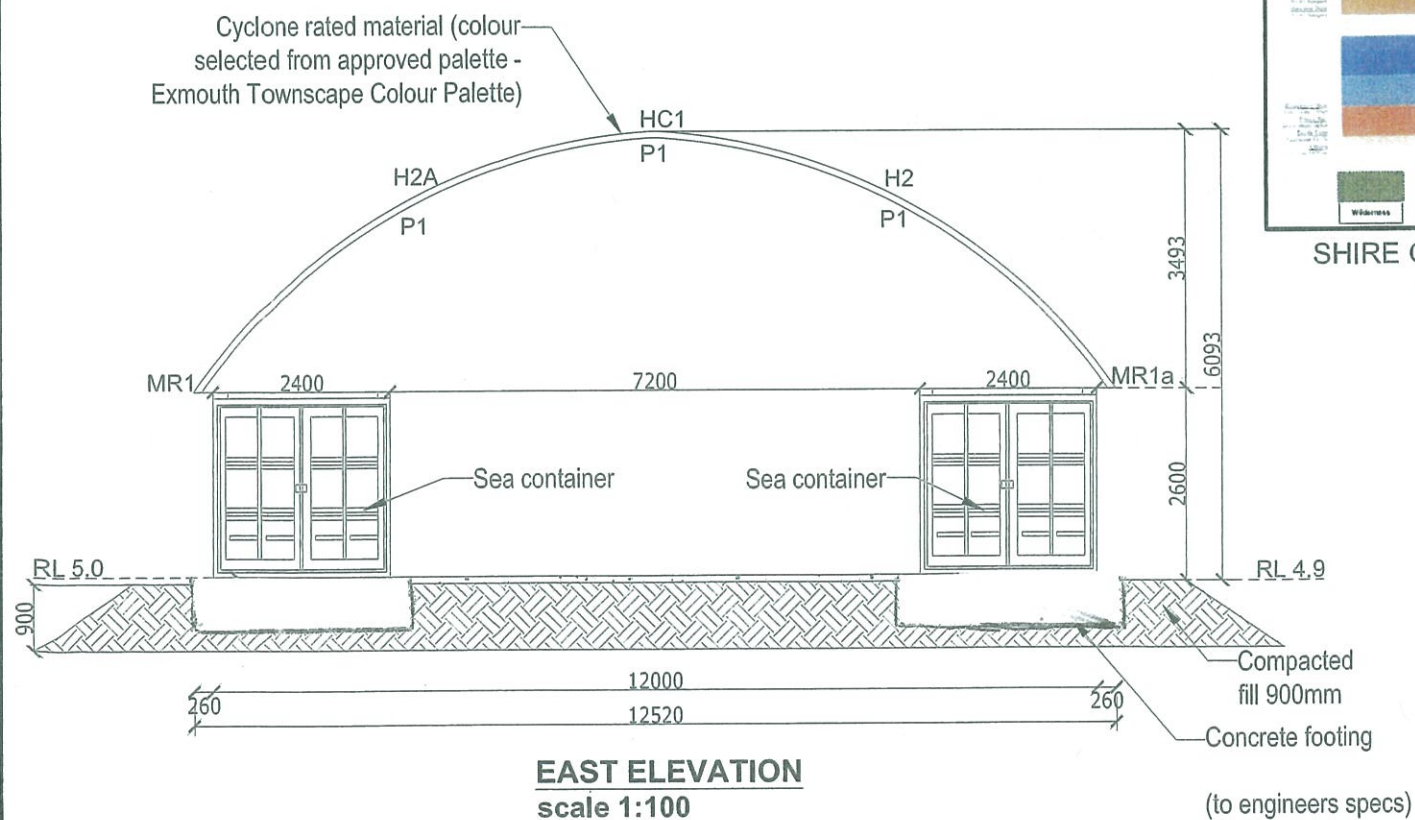




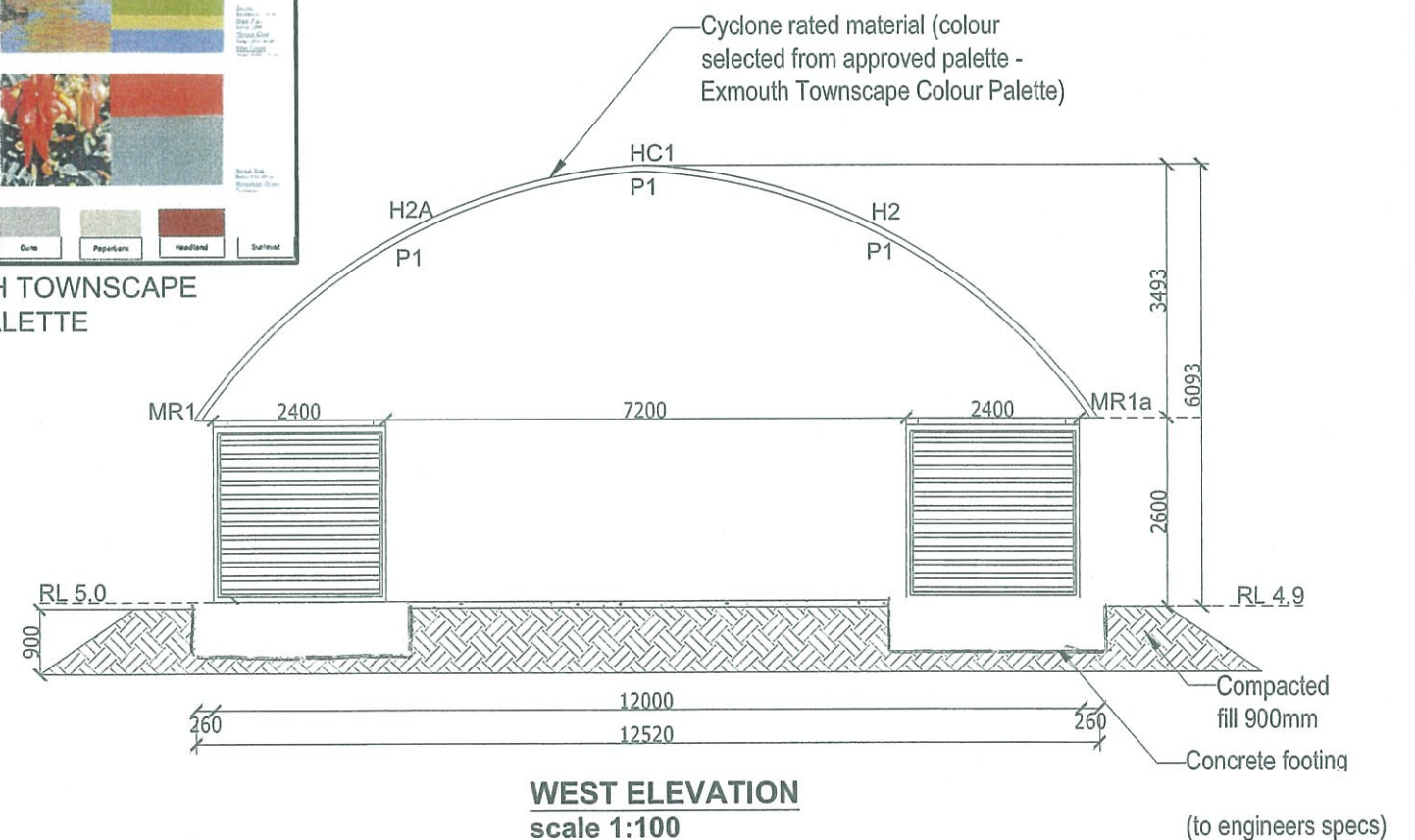
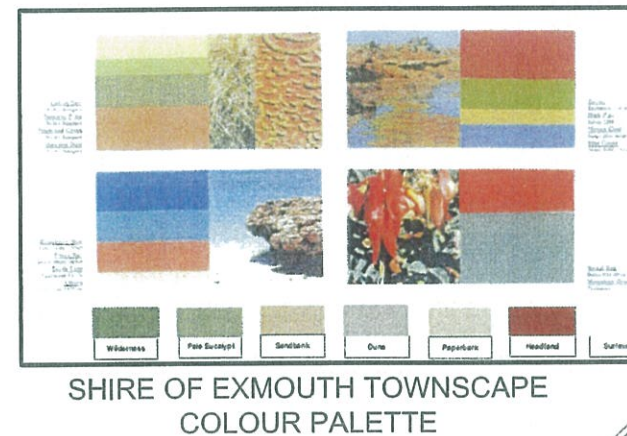
**SOUTH ELEVATION**  
scale 1:100



**NORTH ELEVATION**  
scale 1:100



**EAST ELEVATION**  
scale 1:100



**WEST ELEVATION**  
scale 1:100



po box 594  
margaret river wa 6285  
m 0428560059  
karin@fronds.com.au

**SHEET TITLE:**  
PROPOSED DOME  
SHELTER  
**ELEVATIONS**

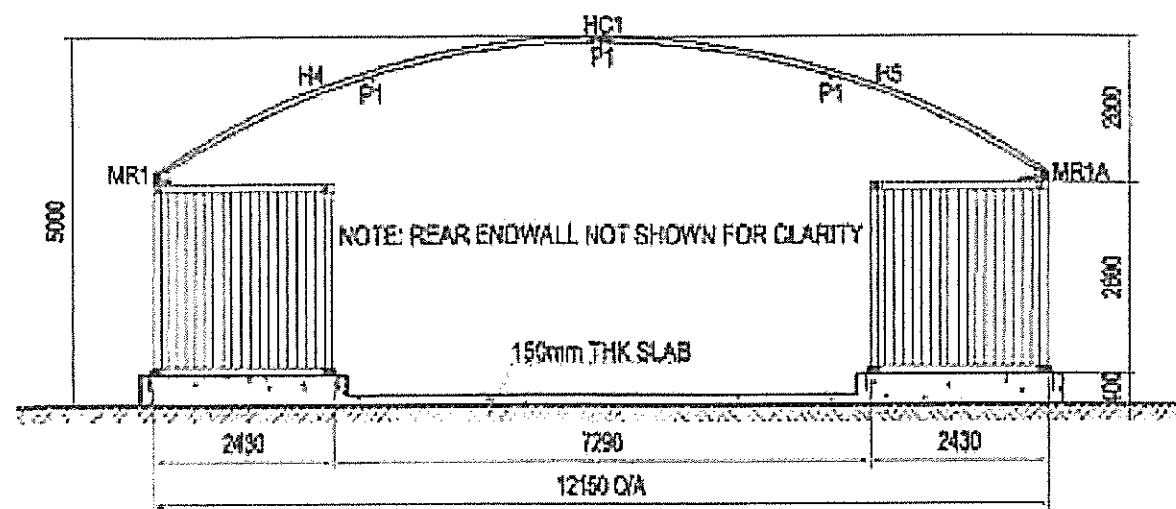
**PROJECT ADDRESS:**  
LOT 311 EXMOUTH MINILYA RD  
EXMOUTH WA 6707

**CLIENT:** THOMAS  
**DATE:** 3 AUGUST 2018  
**JOB No.** RT-001

**SCALE:** 1:100 A3  
**DRAWN BY:** K KEMP  
**SHEET:** 1/3 **REV.** 1

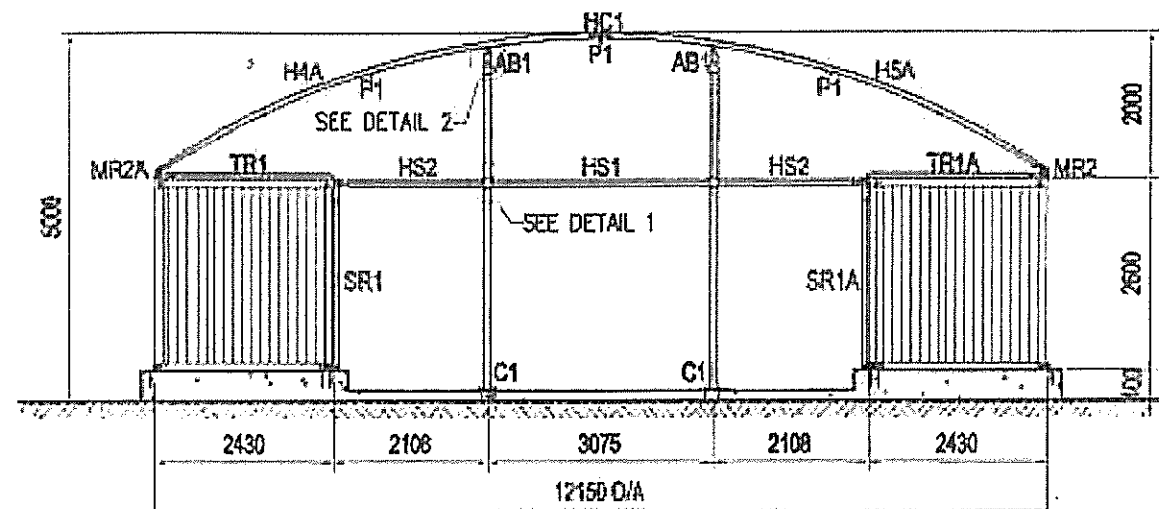
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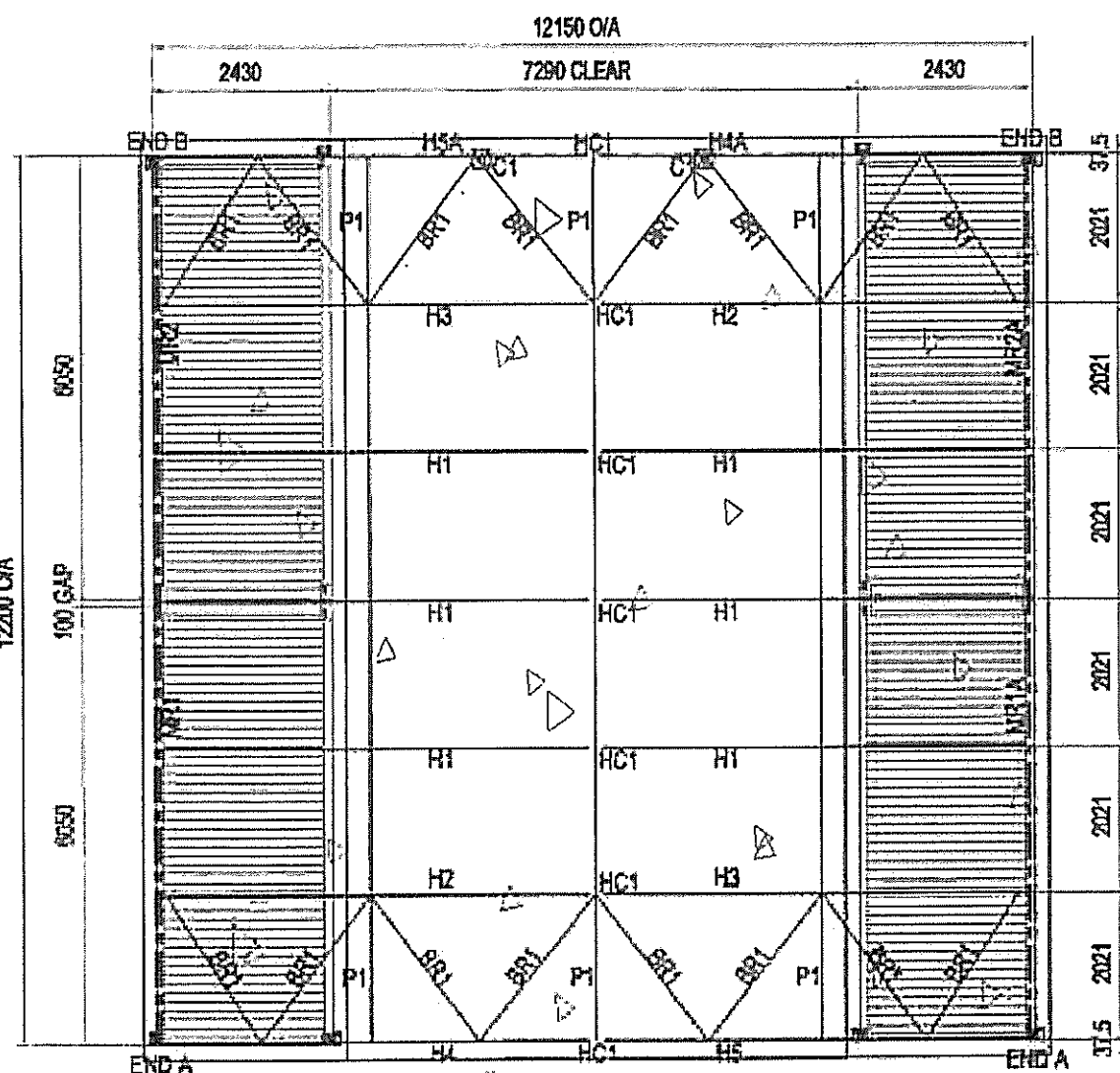
**EAST ELEVATION**

SCALE 1:100



**WEST ELEVATION**

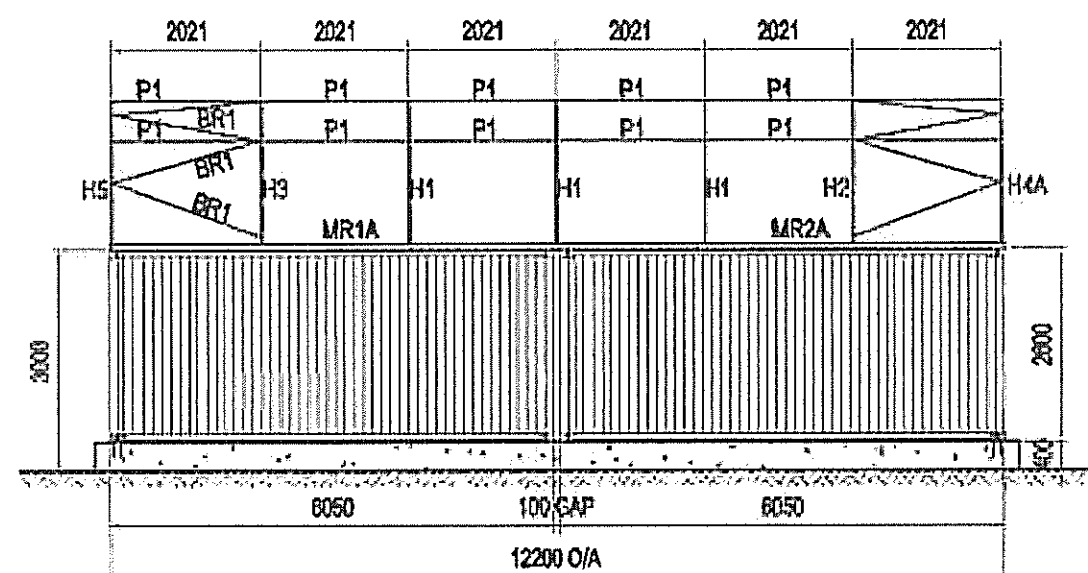
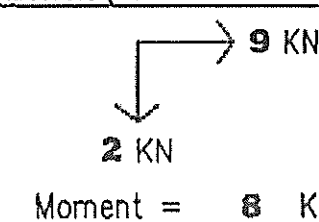
SCALE 1:100



**PLAN VIEW**

SCALE 1:100

**REACTIONS (AT BASE OF COLL)**



**NORTH ELEVATION**

SCALE 1:100

- GENERAL NOTES:**
1. ALL HOLLOW SECTIONS SHALL BE GRADE MINIMUM 350 STEEL (U.N.O) AND SHALL COMPLY WITH AS1183
  2. ALL HOOP MEMBERS SHALL BE GRADE 450 STEEL (U.N.O)
  3. ALL MILD STEEL MEMBERS SHALL BE GRADE 250-300 STEEL (U.N.O) AND SHALL COMPLY WITH AS3678 & AS3679.
  4. WELDING TO COMPLY WITH AS1554, CATEGORY SP
  5. ALL BOLTING SHALL BE HIGH STRENGTH BOLTING TO AS1252 UNLESS NOTED OTHERWISE, GALVANIZED FINISH
  6. FINISH TREATMENT TO STEELWORK AS PER SPECIFICATION

- NOTES:**
1. DESIGN IS BASED ON AUSTRALIAN STANDARDS AS1170.2.
  2. THE CONDITION OF THE CONTAINERS SHALL BE GOOD TO ENSURE STRUCTURAL INTEGRITY OF THE WELD BETWEEN THE MOUNTING RAIL, PACKER PLATE AND THE CONTAINERS.
  3. TARE WEIGHT OF CONTAINER 2500kg.
  4. DESIGN WORKING LIFE OF 25 YEARS.

**MEMBER SCHEDULE:**

1	MR1-MR2A	75x75x4.0 SHS MOUNTING RAIL
2	H1-H5A	75x75x4.0 SHS HOOP
3	P1	33.7x2.0 CHS PURLIN
4	BR1	42.4x2.0 CHS BRACE
5	C1	150x100x4.0 RHS COLUMN
6	HS1-HS2	75x75x3.0 SHS HORIZONTAL SUPPORT
7	SR1-SR1A	75x75x3.0 SHS SIDE RAIL
8	TR1-TR1A	75x75x4.0 EA TARP RAIL

TERRAIN CATEGORY: **2.0**  
IMPORTANCE LEVEL: **1.0**

WIND REGION (DOMESHETER WITH TARP):  
**'D' - STRUCTURE** **'B' - FOOTINGS/BALLAST**

**BALLAST REQUIREMENTS:**  
= **3.3 T/LM** DISTRIBUTED EVENLY (TOTAL)

**HOLD DOWN REQUIREMENTS:**  
20ft CONTAINER = **5.32 T** PER CORNER

**REACTIONS (AT BASE OF CONTAINER):**  
20ft CONTAINER **50 KN**  
**15 KN**

**ENGINEER'S NAME:** ALI ALEAHMAD  
**ENGINEER'S SIGNATURE:**   
**ENGINEER'S AUSTRALIA MEMBERSHIP NUMBER:** 3316844  
**CONTRACTOR:** DOMESHETER AUSTRALIA  
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8 GREAT EASTERN HIGHWAY, CUNDERDIN WES A3 AUSTRALIA 6407  
TEL: 9635 2000 08 96351900  
EMAIL: drafting@domesheter.com.au

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TEL: 9635 2000 08 96351900  
EMAIL: drafting@domesheter.com.au

**CMDs 12m LOW-BOW REGION 'D'**

**DRAWING NO.** 0291900\_E01.B **REV:** 2

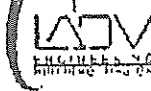





1. MINIMUM ALLOWABLE SOIL BEARING PRESSURE ASSUMED **150 KPA.**
2. MINIMUM ALLOWABLE SOIL COHESION ASSUMED **75 KPA.**
3. CONCRETE STRENGTH SHALL BE MINIMUM **25 MPA.**

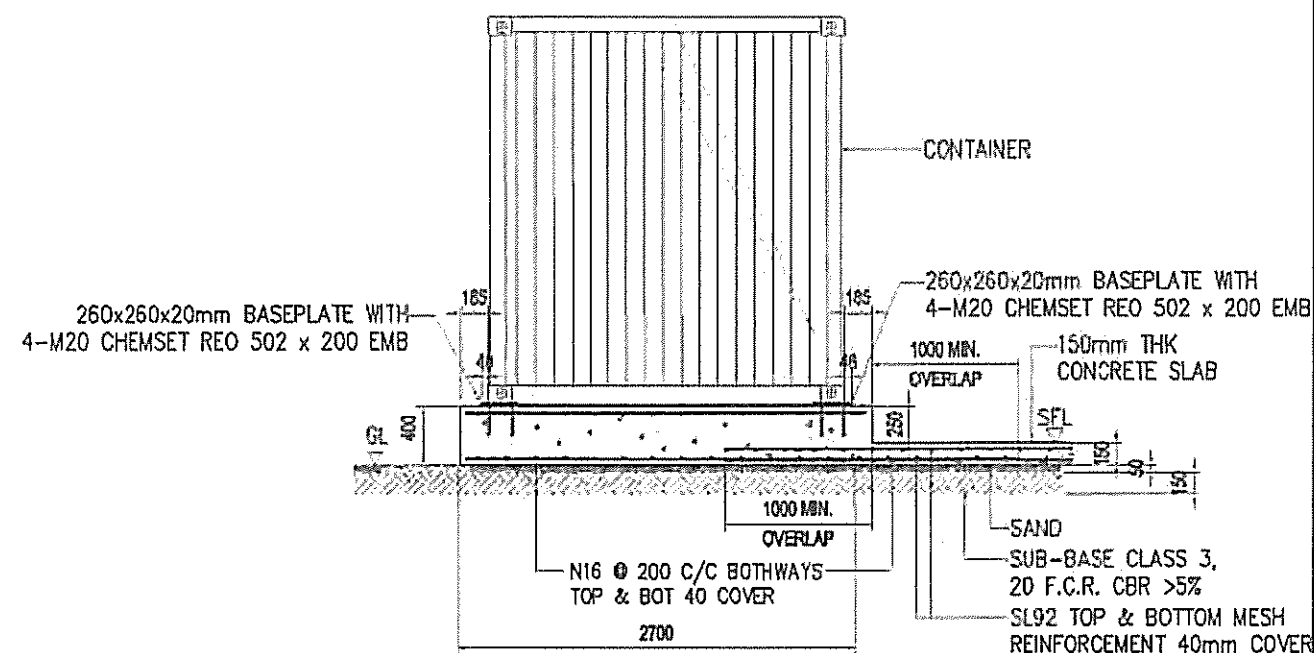
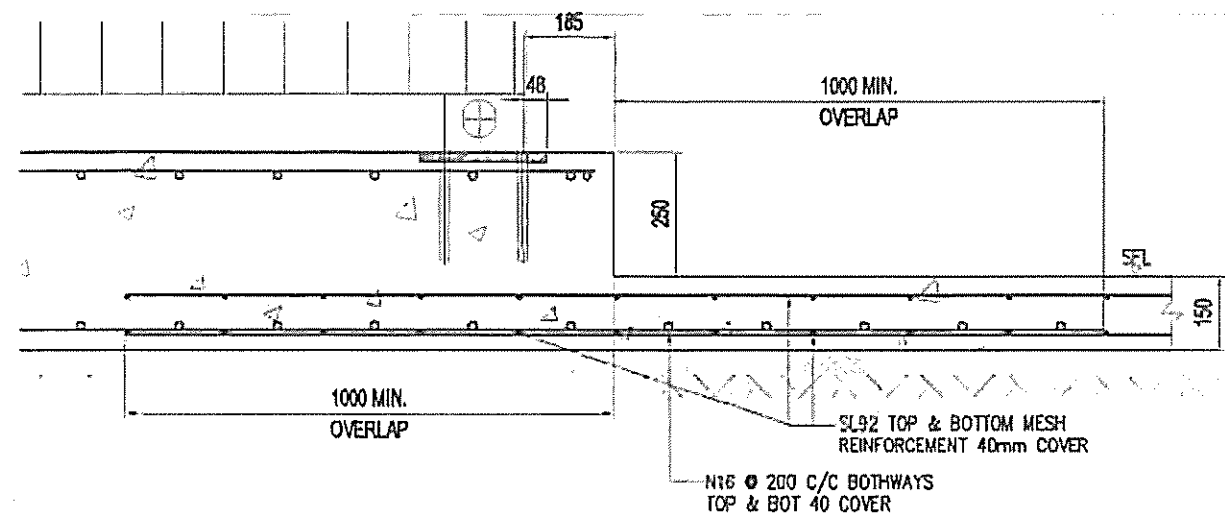
CONTAINER MOUNTED DOME  
SHELTER - FOUNDATION PLAN

0	1	2	3	4	5
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### OPTION #1: USING ANGLE BRACKET

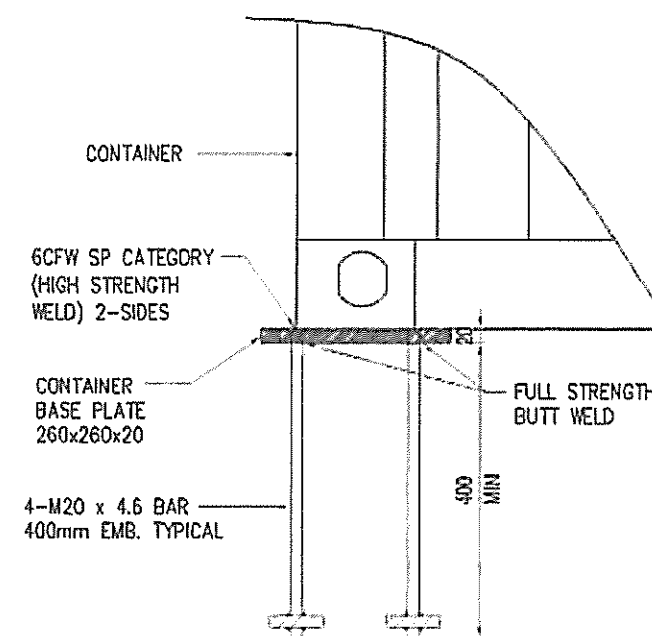
	- Structural Engineering - Civil Engineering - Building Design - Architectural Drafting - Project Management	SATYAPATI LAYAKI ECP 1st yr 1992 ANZ 23428 251917  DOME LADV'S DIRECTOR AND REGISTERED ARCHITECT ARCH (Building) SACASAI  PO Box 181 Geelong VIC 3200 mob 0403 752604 email layak@domeshelter.com.au			
<b>ENGINEER'S NAME:</b>					
ALI ALEAHMAD					
<b>ENGINEER'S SIGNATURE:</b>		<b>DATE SIGNED:</b>			
		11/9/17			
<b>ENGINEER'S AUSTRALIA MEMBERSHIP NUMBER:</b>		<b>JOB REF. NO:</b>			
3316844		DS1157			
<b>CONTRACTOR</b>		<b>DOMESHILTER AUSTRALIA</b>			
 DOMESHILTER AUSTRALIA SUSIDARUKU OF ANZ GROUP		8 GREAT EASTERN HIGHWAY, CUNDERDIN WESTERN AUSTRALIA 6407 TEL: 9835 2000 FAX: 08 98351900 EMAIL: drafting@domeshilter.com.au			
<b>CIENT:</b>					
<b>PROJECT TITLE:</b>					
CONTAINER MOUNTED DOMESHELTER REGION D WELDED RAIL 12m LOW BOW x 12.2m CONTAINER IN					
<b>TERRAIN CATEGORY (IMPORTANCE LEVEL)</b>		<b>'WIND' REGION</b>			
2.0	1.0	'B' - STRUCTURE 'B' - FOOTING/BALLAST'			
<b>PROJECT LOCATION:</b>					
<b>DRAWING TITLE:</b>					
FOUNDATION PLAN (WITH ANGLE BRACKET)					
	NAME	SIGNATURE	DATE	SCALE:	PROJECT NO:
DRAWN	RAD		11 SEP 2017	1:100	
CHK'D	MAM		11 SEP 2017	SHEET SIZE:	
APPVD	TRF		11 SEP 2017	A3	
<small>* THE OWNERSHIP OF THIS DOCUMENT IS THE PROPERTY OF THE COMPANY THAT ISSUED IT AND MUST BE RETURNED TO THEM ON DEMAND. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN MILLIMETERS.</small>				DO NOT SCALE DRAWING	
DRAWING NO.				D2919DD_E03 B	
				REV: 2	



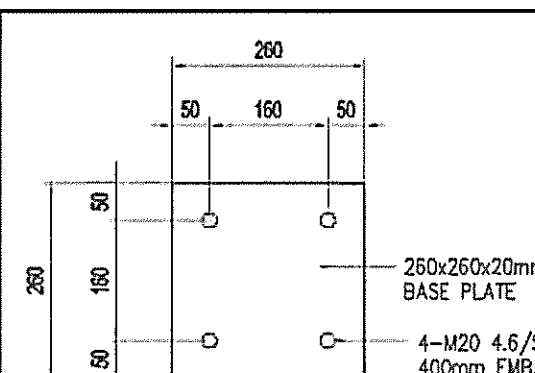
TYPICAL DETAIL SECTION OF  
PAD FOOTING & SLAB

1  
E06.8 SCALE 1:50

CMD5 12m LOW-BOW REGION 'D'








CONTAINER-BASEPLATE CONNECTION DETAIL  
SCALE 1:10

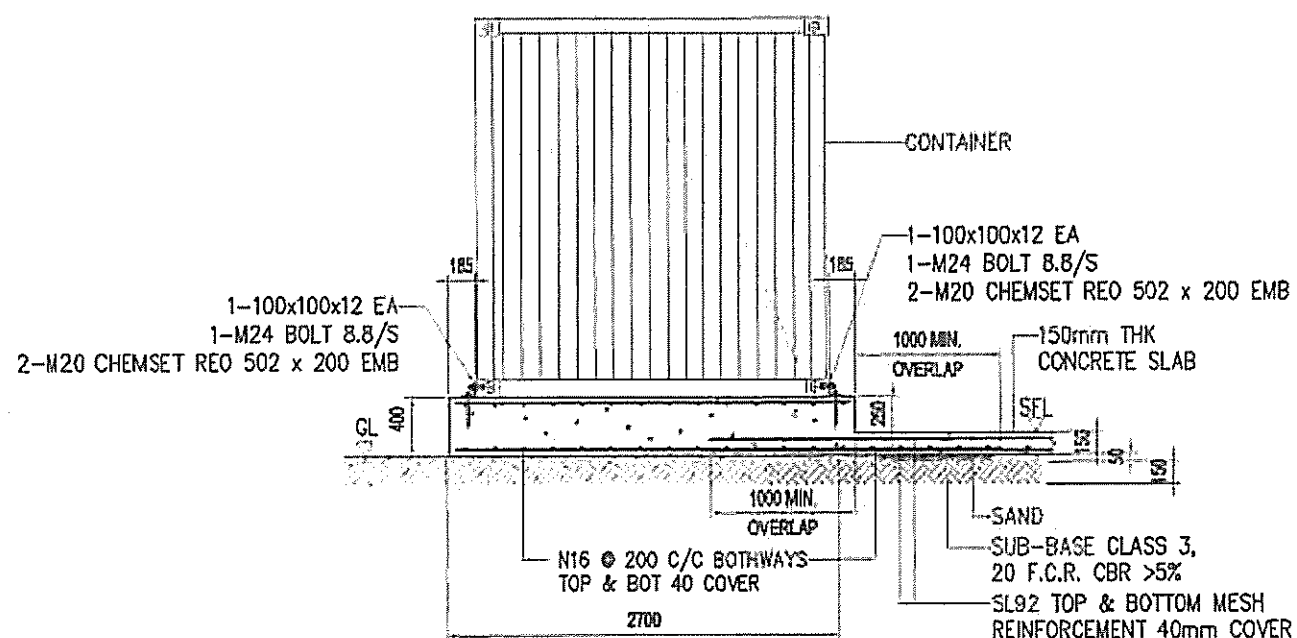


CONTAINER BASE PLATE  
SCALE 1:10

OPTION #2: USING WELDED BASEPLATE

		• Structural Engineering • Civil Engineering • Building Design • Architectural Drafting • Project Management	
<b>ENGINEER'S NAME:</b> ALI ALEAHMAD		<b>ENGINEER'S SIGNATURE:</b> 	
<b>ENGINEER'S AUSTRALIA MEMBERSHIP NUMBER:</b> 3316844		<b>DATE SIGNED:</b> 11/9/17	
<b>CONTRACTOR:</b> DOMESHETER AUSTRALIA 8 GREAT EASTERN HIGHWAY, CUNDERDIN WESTERN AUSTRALIA 6407 TEL: 9635 2000 FAX: 08 96351900 EMAIL: drafting@domesheter.com.au		<b>JOB REF. NO.:</b> DS1157	
<b>CLIENT:</b>			
<b>PROJECT TITLE:</b> CONTAINER MOUNTED DOMESHETER REGION D WELDED RAIL 12m LOW BOW x 12.2m CONTAINER IN			
<b>TERRAIN CATEGORY:</b> 2.0	<b>IMPORTANCE LEVEL:</b> 1.0	<b>WIND REGION:</b> 'D' - STRUCTURE 'B' - FOOTING/BALLAS'	
<b>PROJECT LOCATION:</b>			
<b>DRAWING TITLE:</b> PAD FOOTING AND SLAB DETAILS			
<b>DRAWN:</b> RAD	<b>SIGNATURE:</b> 	<b>DATE:</b> 11 SEP 2017	<b>SCALE:</b> 1:50
<b>CHK'D:</b> MAM	<b>SIGNATURE:</b> 	<b>DATE:</b> 11 SEP 2017	<b>SHEET SIZE:</b> A3
<b>APPV'D:</b> TRF	<b>SIGNATURE:</b> 	<b>DATE:</b> 11 SEP 2017	<b>PROJECT NO.:</b>
THE OWNERSHIP OF THE COPYRIGHT IN THIS DRAWING IS RESERVED BY AND GROUP WHOSE PROPERTY MUST BE PROTECTED BY ANY USER OR REPRODUCTION OF THE DRAWING OR ANY PART THEREOF.			DO NOT SCALE DRAWING UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN MILLIMETERS.
<b>DRAWING NO.:</b> D2919DD_E07.8		<b>REV:</b> 2	









TYPICAL DETAIL SECTION OF  
PAD FOOTING & SLAB

FD38 SCALE 1:50

1. THE BUILDING SITE IS TO BE STRIPPED OF ALL ORGANIC MATERIAL AND THE SUB-GRADE IS TO BE PROOF ROLLED AND PREPARED AS PER SOIL ENGINEERS RECOMMENDATIONS. ANY SOFT OR UNSOUND AREAS FOUND MUST BE REMOVED PRIOR TO PLACEMENT OF COMPACTED FILL.
2. ALL FILLING IS TO BE LAID IN 150mm MAXIMUM LAYERS AND COMPACTED TO 98% STANDARD COMPACTION DENSITY. THE SOIL CONSULTANT IS TO APPROVE THE MATERIAL USED FOR FILLING AND IS TO SUPERVISE PLACING OF COMPACTED FILL.
3. ALL PAD FOOTING EXCAVATIONS ARE TO BE BACKFILLED UP TO FINISHED SURFACE LEVEL PRIOR TO FIXING OF ANY ROOF TARP.


	REINFORCED CONCRETE	RFM -	RECOMMENDED FOUNDATION
	STEEL PLATE	SFL -	MATERIAL STRUCTURAL FINISH LEVEL
	SAND	CL -	GROUND LINE
	EARTH FILL	MIN. EMB. -	MINIMUM EMBEDMENT
		SC -	SAW CUT

1. FOUNDATION MATERIAL IS TO BE APPROVED BEFORE POURING CONCRETE FOR A SAFE BEARING CAPACITY OF 150 KPa FOR PAD FOOTINGS.
2. SUB-GRADE UNDER SLAB IS TO BE APPROVED FOR A MINIMUM CBR VALUE OF 5.0% AND OR MODULUS OF SUB-GRADE REACTION OF 38Kpa
3. CONCRETE STRENGTH:  
FOOTINGS / SLAB 25 MPa
4. DESIGN LIVE LOAD:  
AXLE LOAD = 9 TONNE
5. THE GROUND SLABS ARE TO BE POURED ON 0.2mm MOISTURE BARRIER OVER 50mm MINIMUM BED OF COMPACTED SAND
6. LAP SLAB MESH 250mm MIN. IN BOTH DIRECTIONS OR EQUIVALENT FOR HARC MESH. LAP ALL TRENCH MESH 500mm MIN. REFER TO GENERAL NOTES FOR REINFORCEMENT CONCRETE COVER DETAILS.
7. ALL STEPS IN STRIP FOOTINGS UP TO 700mm HIGH TO BE IN ACCORDANCE WITH AUSTRALIAN STANDARD AS2870
8. PROVIDE 2- N16 x 2000mm LONG CORNER BARS TIED TO THE TOP MESH AND LOCATED DIAGONALLY ACROSS ALL RE-ENTRANT SLAB CORNERS. WHERE CONSTRUCTION JOINTS ARE LOCATED AT RE-ENTRANT SLAB CORNERS, THE CORNER BARS MAY NOT BE REQUIRED. CORNER BARS ARE TO BE ROTATED OR COGGED TO BE FREE OF ANY ADJACENT JOINTS OR SAW CUTS.
9. ALL SLAB GRADING TO ARCHITECT'S DETAILS
10. WHERE FOOTINGS ARE TO BE POURED ON OR ADJACENT TO THE SITE BOUNDARY, THE BUILDER IS TO CHECK THE DEPTH OF ANY EXISTING ADJACENT FOOTINGS AND OR SERVICES AND ADVISE ENGINEER PRIOR TO EXCAVATING OR POURING ANY NEW FOOTINGS.

## CMDS 12m LOW-BOW REGION 'D'



## OPTION #1: USING ANGLE BRACKET



- Structural Engineering
- Civil Engineering
- Building Design
- Architectural Drafting
- Project Management

ENGINEER'S NAME:

ALI ALEAHMAD

ENGINEER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_

11/9/17

## ENGINEERS AUSTRALIA

JOE REF. NO.

MEMBERSHIP NUMBER:

2246944

001157

CONTRACTOR

**POWERHELTER AUSTRALIA**



**DUMESHESTER AUSTRALIA**  
8 GREAT EASTERN HIGHWAY

**Don-Ekateri**

CUNDERDIN WESTERN AUSTRALIA 6407

**DomeShelter**  
 防核 防化 防生物 防辐射

TEL: 9635 2000 FAX: 08 96351900  
EMAIL: [drafting@domasheltar.com.au](mailto:drafting@domasheltar.com.au)

[illegible]

EMAIL: [info@mycounselingcenter.com](mailto:info@mycounselingcenter.com)

**CLIENTS:**

PROJECT TITLE:




**CONTAINER MOUNTED DOMESHELTER REGION D  
WELDED RAIL 12m LOW BOW x 12.2m CONTAINER IN**

TERRAIN CATEGORY	IMPORTANCE LEVEL	WIND REGION
<b>2.0</b>	<b>1.0</b>	<b>'D' - STRUCTURE</b> <b>'E' - FOOTING/BALLAS</b>

PROJECT LOCATION:

DRAWING TITLE:

### PAD FOOTING AND SLAB DETAILS

	NAME	SIGNATURE	DATE	SCALE:	PROJECT NO.
DRAWN	RAD		11 SEP 2017	1:50	
CHECK'D	MAM		11 SEP 2017	SHEET SIZE:	
APPV'D	TRF		11 SEP 2017	A3	

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DRAWING NO.		D2919DD E04 8
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REV: 2

# Bushfire Attack Level Assessment Report

Prepared by a BPAD Accredited Practitioner



Fire Protection Association Australia Life Property Environment



## Working on Fire Planning Pty Ltd Bushfire Attack Level (BAL) Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2009 (Incorporating Amendment Nos 1, 2 and 3). All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


### Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference		
			311	Minilya – Exmouth Road		
Local government area	Suburb				State	Postcode
	EXMOUTH				WA	6707
	Shire of Exmouth					
Main BCA class of the building	Class 10a	Use(s) of the building		Equipment and Vehicle Storage		
Description of the building or works	2 x 12 metre sea containers with a dome roof over to store large machinery.					

### Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
1	1.0	10 July 2018	29 July 2018

### BPAD Accredited Practitioner Details

Name Peter J. Bidwell	Reviewer: D. Deeley's FPAA BPAD L2 accreditation currently under review, see Appendix 2.
Company Details  INTEGRATED FIRE MANAGEMENT Working On Fire Planning Pty Ltd ABN: 42 623 954 316 PO Box 1249 Bibra Lake DC WA 6965 planning.australia@workingonfire.com www.workingonfireplanning.com.au	

Authorised Practitioner Stamp

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.



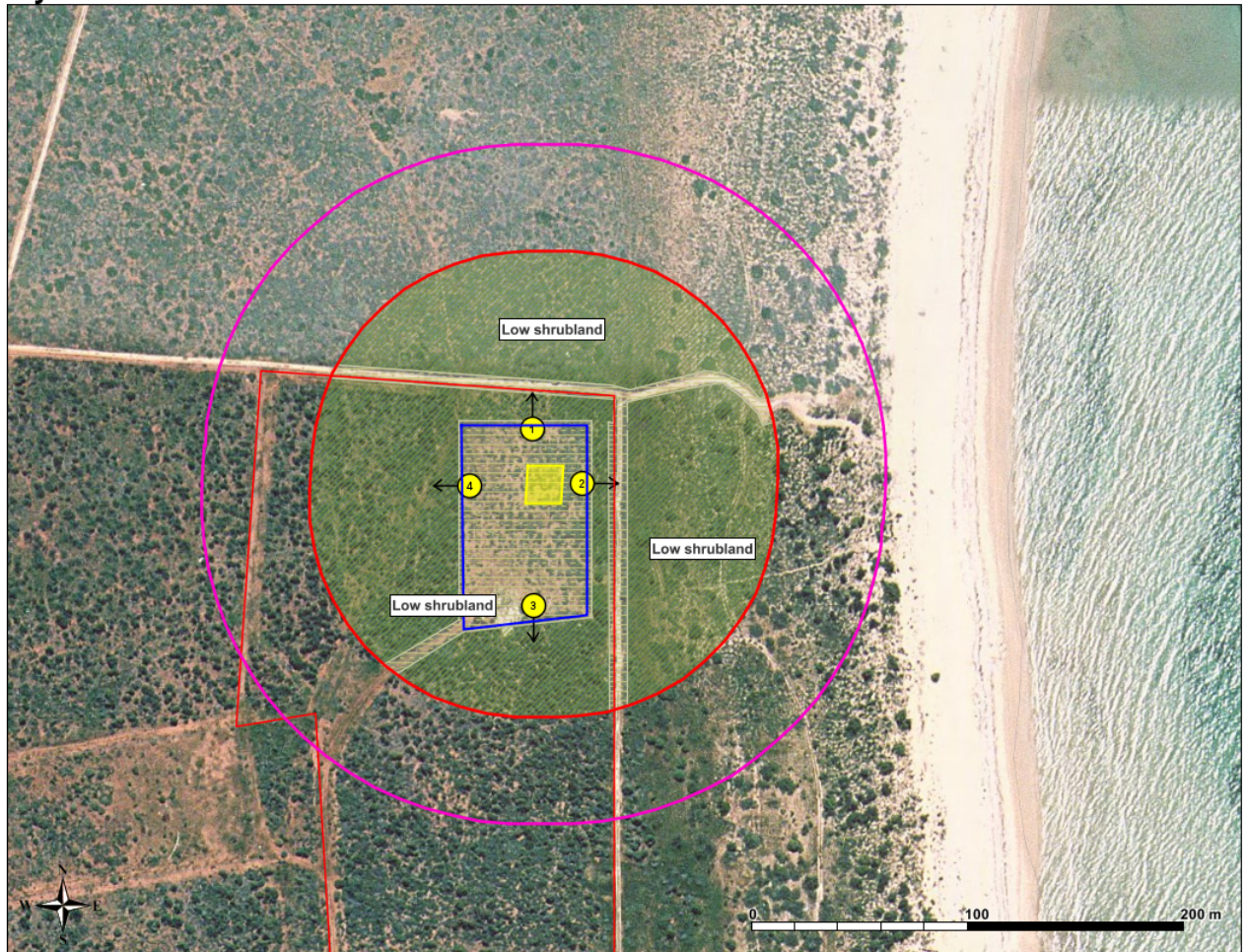
## Site Assessment & Site Plans

The assessment of this site / development was undertaken on 10 July 2018 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2009 Simplified Procedure (Method 1).

### Lot 311 Minilya - Exmouth Road

#### Legend

- 150m survey**
  - 150m Survey
- 100m survey**
  - 100m Survey
- Property boundary**
  - Lot Boundary
- Lots**
  - Building Envelope
- Buildings**
  - Storage Facility
- 100m Veg Survey**
  - C. Shrubland, 0
  - Excluded, e, 0
- Property Boundaries**
  -
- State Roads**
  -
- Other Roads**
  -



Map Printed from WALGA Environmental Planning Tool on Mon Jul 30 09:19:46 WST 2018

## Vegetation Classification

All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2009. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.


Photo ID:	1	Plot:	1	
Vegetation Classification or Exclusion Clause				
Class C Shrubland - Low shrubland C-12				
Description / Justification for Classification				
Typical arid shrubland less than 2 metres high with greater than 30% foliage cover. Also contains native grasses.				




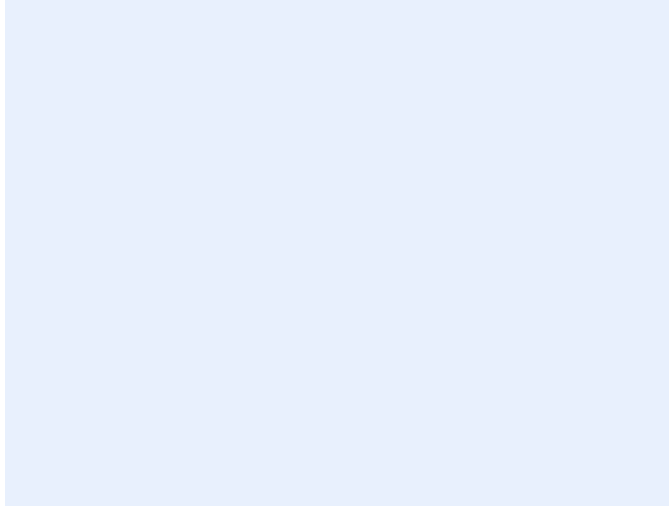
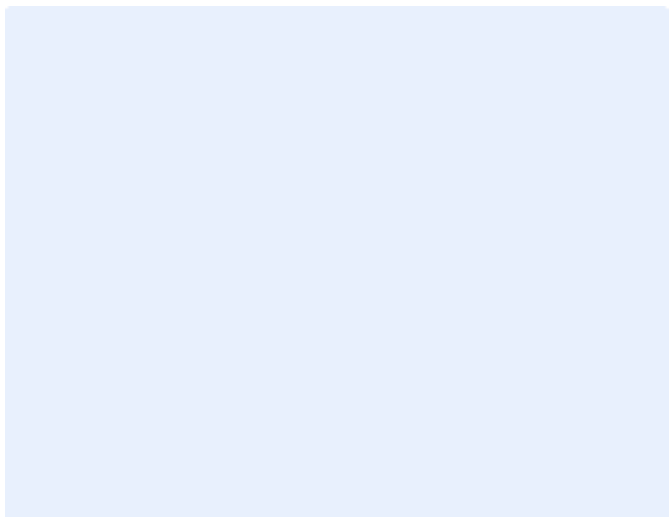
Photo ID:	2	Plot:	2	
Vegetation Classification or Exclusion Clause				
Class C Shrubland - Low shrubland C-12				
Description / Justification for Classification				
Typical arid shrubland less than 2 metres high with greater than 30% foliage cover. Also contains native grasses.				



Photo ID:	3	Plot:	3	
Vegetation Classification or Exclusion Clause				
Class C Shrubland - Low shrubland C-12				
Description / Justification for Classification				
				
Photo ID:	4	Plot:	4	
Vegetation Classification or Exclusion Clause				
Class C Shrubland - Low shrubland C-12				
Description / Justification for Classification				
Typical arid shrubland less than 2 metres high with greater than 30% foliage cover. Also contains native grasses.				
Photo ID:		Plot:		
Vegetation Classification or Exclusion Clause				
Select Classification				
Description / Justification for Classification				

## Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

### Fire Danger Index

FDI 40 ☐

Table 2.4.5

FDI 50 ☐

Table 2.4.4

FDI 80 ☒

Table 2.4.3

FDI 100 ☐

Table 2.4.2

## Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class C Shrubland	0	20	BAL – 12.5
2	Class C Shrubland	0	20	BAL – 12.5
3	Class C Shrubland	0	20	BAL – 12.5
4	Class C Shrubland	0	20	BAL – 12.5

Table 1: BAL Analysis

## Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis.

### Determined Bushfire Attack Level

**BAL – 12.5**

**Note:-** All the building envelope has been cleared previously but requires re-slashing for 19 metres around the proposed building.

See Schedule 1 below, in relation to the retention of some shrub species within the Asset Protection Zone.

## DISCLAIMER

The determinations and recommendations in this report are based on the requirements of Australian Standards 3959 – 2009, (Construction of Buildings in Bushfire prone Areas) and State Planning Policy 3.7, (Planning in Bushfire Prone Areas and appendices). This assessment has been undertaken in good faith and has been based on the site conditions apparent at the time of inspection, and other information provided by the client or their agents. Construction of the dwelling to the prescribed BAL level will not on its own guarantee that a building will not be destroyed or damaged by a bushfire. The consultant has no control over the subsequent actions of the home owner in the construction, development and maintenance of a property, which in the event of a bushfire may contribute to loss or damage. Accordingly the consultant, local government authority, their servants or agents shall not be held accountable for any damage to property, loss or other consequence as a result of the services provided or determinations in this report.



## ADDITIONAL INFORMATION FOR THE CLIENT

### BUSHFIRE ATTACK LEVELS AND CORRESPONDING SECTIONS FROM AS 3959-2009

Bushfire Attack Level (BAL)	Classified vegetation within 100 m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section
BAL-LOW	See Clause 2.2.3.2	There is insufficient risk to warrant any specific construction requirements	4
BAL-12.5	$\leq 12.5 \text{ kW/m}^2$	Ember attack.	3 & 5
BAL-19	$> 12.5 \text{ kW/m}^2$ $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux	3 & 6
BAL-29	$> 19 \text{ kW/m}^2$ $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux	3 & 7
BAL-40	$> 29 \text{ kW/m}^2$ $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL-FZ	$> 40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9

### RADIANT HEAT THRESHOLDS OF PAIN AND IGNITION FROM AS 3959-2009

In a bushfire, radiant heat levels may be unsafe for humans and could also ignite combustible materials in the vicinity. Table G1 provides an indication of the potential effects of radiant heat levels on both humans and selected materials to assist the reader in understanding the implications of the different BALs.

**TABLE G1 - TYPICAL RADIANT HEAT INTENSITIES FOR VARIOUS PHENOMENA**

PHENOMENA	KW/M2
Pain to humans after 10 s to 20 s	4
Pain to humans after 3 s	10
Ignition of cotton fabric after a long time (piloted) (see Note 2)	13
Ignition of timber after a long time 13 (piloted) (see Note 2)	13
Ignition of cotton fabric after a long time (non-piloted) (see Note 3)	25
Ignition of timber after a long time (non-piloted) (see Note 3)	25
Ignition of gabardine fabric after a long time (non-piloted) (see Note 3)	27
Ignition of black drill fabric after a long time (non-piloted) (see Note 3)	38
Ignition of cotton fabric after 5 s (non-piloted) (see Note 3)	42
Ignition of timber in 20 s (non-piloted) (see Note 3)	45
Ignition of timber in 10 s (non-piloted) (see Note 3)	55

**NOTES:**

1. Source AS 1530.4—2005.
2. Introduction of a small flame to initiate ignition.
3. Flame not introduced to initiate ignition.

## HOW TO PROCEED WITH THIS DOCUMENT

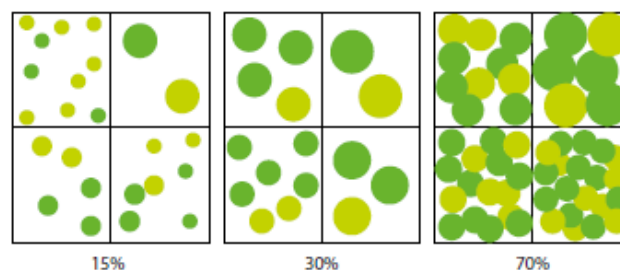
1. If you have been issued with a BAL report that requires **no further clearing / thinning**, this document can be submitted with your application for Development Approval **and** your application for Building Approval with your local authority.
2. If you need to amend the vegetation on your lot to achieve a maximum allowable BAL-29, clearing and thinning of vegetation may be required. In this case all vegetation amendments must be completed and a further site inspection carried out by the bushfire consultant. A **Final BAL Report** can then be issued **at additional cost**. The final BAL report will enable the completion of a compliance certificate by your builder / building inspector. This can then be submitted to your local authority for Building Approval.

Vegetation thinning standards outlined below provide an indication of the requirements for Asset Protection Zones as prescribed in State Planning Policy 3.7. These are the minimum standards required on sites that require vegetation amendments to achieve acceptable BAL levels. **Your Local Authority may prescribe additional or modified standards:**

### SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 16: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

**Appendix 1: Plans and Drawings**

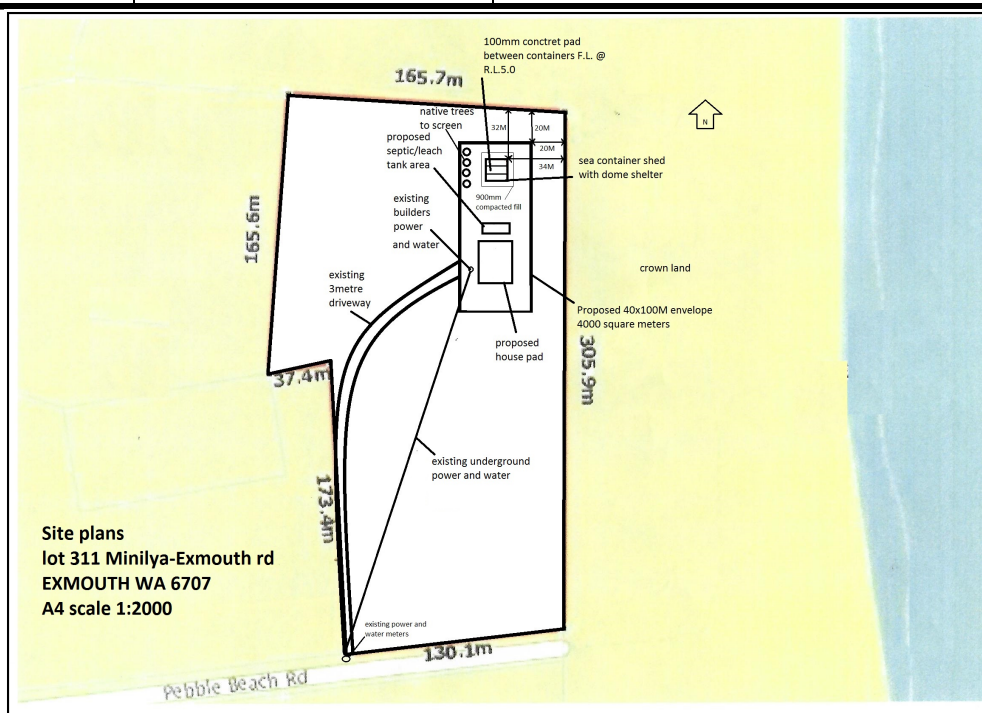
Plans and drawings relied on to determine the bushfire attack level

**Drawing / Plan Description** Plan supplied by the Lot Owner

**Job Number 1**

**Revision**

**Date of Revision**



Appendix 2 Reviewer's accreditation details.

## **WORKING ON FIRE PLANNING** **INTEGRATED FIRE MANAGEMENT**

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### To Whom It May Concern

Dr David Deeley Managing Director of Working On Fire Planning (WOFP) has completed the requirements required to gain accreditation as a Level 2 Bushfire Practitioner under the Fire Protection Authority of Australia's (FPAA) BPAD scheme.

David's application is currently under review by the FPAA's accreditation and licensing section, and does not yet appear in the on-line accredited practitioner register.

Should you require verification of this claim, please do not hesitate to contact the FPAA at:

Accreditation & Licensing, Fire Protection Association Australia. T 03 8892 3185

Yours faithfully.

A handwritten signature in black ink, appearing to read 'D Deeley'.

Dr David M Deeley  
Managing Director  
27 April, 2018

Working On Fire Planning Pty Ltd  
ABN: 42 623 954 316  
PO Box 1249, Bibra Lake DC, WA 6965  
[planning.australia@workingonfire.com](mailto:planning.australia@workingonfire.com)  
[www.workingonfireplanning.com.au](http://www.workingonfireplanning.com.au)

## MONTHLY LIST OF PAYMENTS - JULY 2018

The following schedule of accounts have been paid under delegation by the CEO since the previous Council meeting. Checks have been carried out to verify prices, computations and costing.

## Municipal Account:

Cheque numbers 13552-13561	-\$	39,541.00
Direct Debits and EFT Payments EFT13503- EFT13629	-\$	1,276,959.28
Credit Card Purchases	-\$	2,128.11
<b>Total Municipal Account</b>	<b>-\$</b>	<b>1,318,628.39</b>

## Trust Account:

Cheque numbers	\$	-
EFT Payments	\$	-
<b>Total Trust Account</b>	<b>\$</b>	<b>-</b>

**TOTAL PAYMENTS - JULY 2018**    **-\$**    **1,318,628.39**

Method	Date	Name	Description	Municipal Account	Trust Account
13552	04/07/2018	TELSTRA CORPORATION	UTILITIES	-\$ 580.61	
13553	06/07/2018	EXMOUTH SENIOR CITIZENS CLUB	DONATION ANNUAL CRAFT FAIR	-\$ 250.00	
13555	16/07/2018	TELSTRA CORPORATION	UTILITIES	-\$ 1,098.89	
13556	25/07/2018	TELSTRA CORPORATION	UTILITIES	-\$ 8,325.01	
13557	25/07/2018	WATER CORPORATION	UTILITIES	-\$ 2,904.38	
13558	26/07/2018	TELSTRA CORPORATION	UTILITIES	-\$ 767.98	
13559	30/07/2018	DEPARTMENT OF HOUSING	UTILITIES	-\$ 90.77	
13560	30/07/2018	PIVOTEL SATELLITE PTY LTD	UTILITIES	-\$ 31.00	
13561	30/07/2018	WATER CORPORATION	UTILITIES	-\$ 25,492.36	
			<b>TOTAL CHEQUES</b>	<b>-\$ 39,541.00</b>	<b>\$ -</b>
DD4563.1	02/07/2018	WESTPAC BANKING CORPORATION	BANK FEES	-\$ 320.91	
DD4563.2	02/07/2018	WESTNET PTY LTD	UTILITIES	-\$ 404.78	
DD4563.3	02/07/2018	MAIA FINACIAL PTY LIMITED (former ALLEASING PTY LTD)	LEASING FEES FOR AIRPORT XRAY	-\$ 52,433.52	
DD4563.4	02/07/2018	AVDATA	SERVICE FEES AND CHARGES FOR LANDING FEES AT EXMOUTH AERODROME JUNE 2018	-\$ 4,645.64	
DD4563.6	02/07/2018	DEPARTMENT OF HOUSING	RENT	-\$ 1,288.30	
DD4530.1	04/07/2018	WA LOCAL GOVERNMENT SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS WEEK ENDING 4.7.18	-\$ 32,322.81	
DD4563.5	09/07/2018	BBS DEBT COLLECTIONS	DEBT COLLECTION FEES	-\$ 5.50	
DD4555.1	18/07/2018	WA LOCAL GOVERNMENT SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS WEEK ENDING 18.7.18	-\$ 32,107.77	
DD4563.7	25/07/2018	WESTNET PTY LTD	UTILITIES	-\$ 49.99	
DD4568.1	26/07/2018	TELSTRA CORPORATION	UTILITIES	-\$ 69.95	
			<b>TOTAL DIRECT DEBITS</b>	<b>-\$ 123,649.17</b>	<b>\$ -</b>
EFT13503	17/07/2018	ACCESS SERVICES GROUP	EQUIPMENT PARTS	-\$ 99.02	
EFT13504	17/07/2018	AFFORDABLE SIGNS	SIGNAGE	-\$ 220.00	
EFT13505	17/07/2018	AIRTECH PTY LTD - MECHANICAL SERVICES	AIRCONDITIONING REPAIRS NINGALOO CENTRE	-\$ 544.50	
EFT13506	17/07/2018	ALL-OZ BUILDING SOLUTIONS	SUPPLY AND INSTALL DOOR FOR HELIPORT	-\$ 1,738.00	
EFT13507	17/07/2018	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	DEPOT CONSUMABLES	-\$ 3,131.55	
EFT13508	17/07/2018	AUSTRALIA POST	POSTAGE JUNE 2018	-\$ 371.04	
EFT13509	17/07/2018	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-\$ 474.77	
EFT13510	17/07/2018	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	-\$ 10,752.00	
EFT13511	17/07/2018	CALTEX STARMART EXMOUTH	MOTOR VEHICLE PARTS	-\$ 6,538.00	
EFT13512	17/07/2018	CAPRICORN PEST CONTROL	TREATMENT TO WASTE WATER TREATMENT PONDS	-\$ 638.00	
EFT13513	17/07/2018	CENTAMAN SYSTEMS PTY LTD T/A JONAS LEISURE	SUPPLY AND INSTALL CENTAMAN ENTRY SYSTEM SOFTWARE	-\$ 13,645.50	
EFT13514	17/07/2018	CJ LORD BUILDING AND RENOVATION WA PTY LTD	POOL KIOSK OFFICE AND FIRST AID ROOM RENOVATIONS	-\$ 33,946.00	
EFT13515	17/07/2018	DEPARTMENT OF DEFENCE - TREASURY AND BANKING	POTABLE WATER	-\$ 255.20	
EFT13516	17/07/2018	ERA CONTRACTORS	REPAIRS TO SLIDING DOORS AND FIRE PANEL NINGALOO CENTRE	-\$ 5,801.87	
EFT13517	17/07/2018	EXMOUTH AUTO AND MARINE ELECTRICS	MOTOR VEHICLE PARTS	-\$ 91.95	
EFT13518	17/07/2018	EXMOUTH AUTOMOTIVE AND BOATING SERVICES	ANNUAL COMPLIANCE INSPECTION 1DXH161 COMMUTER BUS	-\$ 218.30	
EFT13519	17/07/2018	EXMOUTH BETTA ELECTRICAL & GAS	AQUARIUM APPLIANCES, FRIDGE AND FREEZER	-\$ 2,025.75	
EFT13520	17/07/2018	EXMOUTH BOWLING CLUB	VOLUNTEER WEEK CELEBRATIONS 22.5.18 HIRE OF CLUBROOMS, SUPPLY DRINKS AND GREEN FEES	-\$ 327.80	
EFT13521	17/07/2018	EXMOUTH CHAMBER OF COMMERCE AND INDUSTRY	ANNUAL MEMBERSHIP FEES 2018/2019	-\$ 220.00	
EFT13522	17/07/2018	EXMOUTH CIVIL PTY LTD	SUPPLY & DELIVER MRWA GRADE A ROADBASE	-\$ 15,363.54	
EFT13523	17/07/2018	EXMOUTH ENGINEERING	FABRICATE STORM COVER LID FOR NINGALOO CENTRE	-\$ 465.76	
EFT13524	17/07/2018	EXMOUTH FREIGHT SERVICES	FREIGHT FOR FORKLIFT	-\$ 2,035.00	

Method	Date	Name	Description	Municipal Account	Trust Account
EFT13525	17/07/2018	EXMOUTH FUEL SUPPLIES	FUEL	-\$ 236.19	
EFT13526	17/07/2018	EXMOUTH IGA	CONSUMABLES FOR JUNE 2018	-\$ 416.80	
EFT13527	17/07/2018	EXMOUTH TENNIS CLUB	USAGE OF OVERFLOW TOILETS	-\$ 2,312.50	
EFT13528	17/07/2018	EXMOUTH WHOLESALERS	AIRPORT CONSUMABLES FOR JUNE 2018	-\$ 7,568.27	
EFT13529	17/07/2018	EXY PLUMBING & CONTRACTING	PUMP OUT TANTABIDDI PUBLIC TOILETS SEPTIC TANK	-\$ 5,983.45	
EFT13530	17/07/2018	FOXTEL CABLE TELEVISION PTY LTD	FOXTEL FOR AIRPORT 25.6.18 - 24.7.18	-\$ 155.00	
EFT13531	17/07/2018	FREEMAN RYAN DESIGN PTY LTD	RETENTION CLAIM - DESIGN CONSTRUCT CONTRACT	-\$ 74,295.33	
EFT13532	17/07/2018	FUSION FABRICATION & MARINE	MOTOR VEHICLE REPAIRS	-\$ 220.00	
EFT13533	17/07/2018	GREY EAGLE HOLDINGS PTY LTD T/a Exmouth Tyre & Diesel Services	MOTOR VEHICLE REPAIRS	-\$ 3,117.80	
EFT13534	17/07/2018	GRONBEK SECURITY	PADLOCK	-\$ 383.16	
EFT13535	17/07/2018	HOME TIMBER AND HARDWARE	CONSUMABLES FOR JUNE 2018 DEPOT	-\$ 2,744.30	
EFT13536	17/07/2018	HORIZON POWER - ACCOUNTS	UTILITIES	-\$ 42,228.43	
EFT13537	17/07/2018	ILLUMINART PRODUCTIONS PTY LTD	50 YEAR CELEBRATIONS PROMOTIONAL VIDEO	-\$ 1,935.00	
EFT13538	17/07/2018	INMARSAT AUSTRALIA PTY LTD	UTILITIES	-\$ 124.14	
EFT13539	17/07/2018	INSTANT WEIGHT PTY LTD	FREIGHT	-\$ 457.20	
EFT13540	17/07/2018	IT VISION	RENEWAL OF SYNERGYSOFT & UNIVERSE ANNUAL LICENSE FEES 1/7/18 TO 30/6/19	-\$ 57,315.72	
EFT13541	17/07/2018	IXOM OPERATIONS PTY LTD	MONTHLY CHLORINE FEE POOL JUNE 2018	-\$ 613.80	
EFT13542	17/07/2018	JASON SIGNMAKERS	SIGNAGE	-\$ 10,803.10	
EFT13543	17/07/2018	STAFF	REIMBURSEMENT OF RECRUITMENT COSTS	-\$ 434.77	
EFT13544	17/07/2018	LANDGATE	TITLE SEARCHES	-\$ 103.85	
EFT13545	17/07/2018	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	-\$ 19.40	
EFT13546	17/07/2018	M P ROGERS & ASSOCIATES	TANTABIDDI BOAT RAMP CONSULTANT WORK	-\$ 12,490.72	
EFT13547	17/07/2018	MANDURAH JETTY CONSTRUCTION	BUNDEGI BOAT RAMP INFRASTRUCTURE UPGRADES	-\$ 141,479.80	
EFT13548	17/07/2018	MIRCO BROS PTY LTD	FARMYARD LAYER PELLETS	-\$ 105.00	
EFT13549	17/07/2018	NGT LOGISTICS PTY LTD	FREIGHT	-\$ 4,651.47	
EFT13550	17/07/2018	NINGALOO BUILDING AND RENOVATIONS	REIMBURSE FEES BUILDING PERMIT NOT REQUIRED	-\$ 168.50	
EFT13551	17/07/2018	NINGALOO CARAVAN & HOLIDAY RESORT	UTILITIES	-\$ 7,430.65	
EFT13552	17/07/2018	NINGALOO IGA	CONSUMABLES JUNE 2018	-\$ 135.59	
EFT13553	17/07/2018	NINGALOO NECTAR	WATER	-\$ 108.00	
EFT13554	17/07/2018	NORCAPE BUILDING COMPANY	BUILDING REPAIRS	-\$ 4,147.00	
EFT13555	17/07/2018	NORWEST CRANE HIRE #2 PTY LTD	AIRPORT SKIPBIN HIRE JUNE 2018	-\$ 1,808.40	
EFT13556	17/07/2018	R&L COURIERS	FREIGHT	-\$ 77.00	
EFT13557	17/07/2018	SCOPE BUSINESS IMAGING	PHOTOCOPIER CHARGES FOR JUNE 2018	-\$ 766.89	
EFT13558	17/07/2018	SEARLE CONSULTING PTY LTD	BUNDEGI BOAT RAMP CATWALK REHABILITATION CONSULTANCY	-\$ 10,862.50	
EFT13559	17/07/2018	SKIPPER TRANSPORT PARTS	MOTOR VEHICLE PARTS	-\$ 813.29	
EFT13560	17/07/2018	SML ENTERPRISES PTY LTD	REPAIRS TO AIRPORT FIRE ALARM	-\$ 649.00	
EFT13561	17/07/2018	SPYKER BUSINESS SOLUTIONS	MONTHLY IT SUPPORT JUNE 2018	-\$ 9,624.68	
EFT13562	17/07/2018	STEVENS MCGANN WILLCOCK & COPPING (SMW&C)	PROGRESS CLAIM 19 - BRIEF DEVELOPMENT, DESIGN MECHANICAL SYSTEMS & TENDER DOCUMENTS	-\$ 4,455.00	
EFT13563	17/07/2018	TACKLE WORLD EXMOUTH (BLUE WATER)	MATTING NINGALOO CENTRE	-\$ 139.40	
EFT13564	17/07/2018	TALIS CONSULTANTS PTY LTD	WASTE SERVICES AND TENDER MANAGEMENT	-\$ 9,423.99	
EFT13565	17/07/2018	THE WEST AUSTRALIAN NEWSPAPER	SUBSCRIPTION TO PAPERS 17.7.18 TO 9.10.18	-\$ 72.00	
EFT13566	17/07/2018	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	-\$ 238.16	
EFT13567	17/07/2018	TOLL IPEC	FREIGHT	-\$ 24.34	
EFT13568	17/07/2018	TONY HOWARD DESIGNS/ CREATIVE TONES	FINAL SIGNAGE FOR NINGALOO CENTRE	-\$ 3,980.00	
EFT13569	17/07/2018	VISUAL CONTRAST	NINGALOO VISITOR CENTRE SIGNAGE	-\$ 4,376.60	
EFT13570	17/07/2018	WA COUNTRY HEALTH SERVICE - MIDWEST	PRE EMPLOYMENT STAFF RECRUITMENT	-\$ 337.40	
EFT13571	17/07/2018	WAYNE BRIAN FINLAY	REFUND DEVELOPMENT APPROVAL PA51/18 REPLACE PATIO NOT REQUIRED	-\$ 147.00	
EFT13572	17/07/2018	WESTRAC PTY LTD	MOTOR VEHICLE PARTS	-\$ 700.72	
EFT13573	17/07/2018	WIRTGEN AUSTRALIA PTY LTD	MOTOR VEHICLE PARTS	-\$ 6,197.31	
EFT13574	17/07/2018	WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	-\$ 454.51	
EFT13575	17/07/2018	ZIPFORM PTY LTD	PRINTING	-\$ 1,260.93	
EFT13576	17/07/2018	WESTERN AUSTRALIAN TREASURY CORP.	LOAN REPAYMENT	-\$ 7,768.00	
EFT13577	25/07/2018	AUSTRALIAN TAXATION OFFICE	BAS JUNE 2018	-\$ 80,638.00	
EFT13578	25/07/2018	LGIS INSURANCE BROKING	VEHICLE PLANT INSURANCE 30.6.18 TO 30.6.19	-\$ 78,717.34	
EFT13579	25/07/2018	LGISWA	LGIS PROPERTY COVER 30.6.18 TO 30.6.19	-\$ 258,620.46	
EFT13580	30/07/2018	ALCOLIZER PTY LTD	MOUTHPIECES FOR ALCOLIZER TESTER	-\$ 572.00	
EFT13581	30/07/2018	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-\$ 474.77	
EFT13582	30/07/2018	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	-\$ 77,897.00	

Method	Date	Name	Description	Municipal Account	Trust Account
EFT13583	30/07/2018	BAY BEANS PTY LTD	STAFF CONSUMABLES	-\$ 300.86	
EFT13584	30/07/2018	BBS DEBT COLLECTIONS	DEBT COLLECTION	-\$ 1,478.50	
EFT13585	30/07/2018	BOYA EQUIPMENT	EQUIPMENT PARTS	-\$ 169.05	
EFT13586	30/07/2018	BUCHER MUNICIPAL PTY LTD	MOTOR VEHICLE PARTS	-\$ 911.46	
EFT13587	30/07/2018	STAFF	REIMBURSEMENT OF RECRUITMENT COSTS	-\$ 94.30	
EFT13588	30/07/2018	CASTROL AUSTRALIA PTY LTD	HYDRAULIC OIL	-\$ 2,949.54	
EFT13589	30/07/2018	CLOCKWORK PRINT	BUSINESS CARDS	-\$ 187.00	
EFT13590	30/07/2018	DAIMLER TRUCKS PERTH	MOTOR VEHICLE PARTS	-\$ 2,822.22	
EFT13591	30/07/2018	DIGGA-WEST & EARTHPARTS WA	ROACK AUGER FOR EX7712 CATERPILLAR SKID LOADER	-\$ 649.00	
EFT13592	30/07/2018	ERA CONTRACTORS	HOUSING REPAIRS	-\$ 1,041.07	
EFT13593	30/07/2018	EVENTS INDUSTRY ASSOCIATION(WA) INCORPORATED	EVENTS INDUSTRY ASSOCIATION PREMIUM MEMBERSHIP PRO RATA JUNE-DECEMBER 2018	-\$ 280.00	
EFT13594	30/07/2018	EXMOUTH BETTA ELECTRICAL & GAS	LED TV FOR ENTRY TO GALLERIES NINGALOO CENTRE	-\$ 1,799.00	
EFT13595	30/07/2018	EXMOUTH CIVIL PTY LTD	MOBILISE SHIRE EXCAVATOR FROM REFUSE SITE TO TANTABIDDI BOAT RAMP	-\$ 770.00	
EFT13596	30/07/2018	EXMOUTH ENGINEERING	WELD WATER COUPLING	-\$ 160.00	
EFT13597	30/07/2018	EXMOUTH INDUSTRIAL SERVICES (EIS)	FABRICATE HYDRAULIC HOSE FOR TORO RIDE ON MOWER	-\$ 283.41	
EFT13598	30/07/2018	EXMOUTH WHOLESALERS	STAFF CONSUMABLES	-\$ 2,679.63	
EFT13599	30/07/2018	EXY PLUMBING & CONTRACTING	HOUSING REPAIRS	-\$ 4,128.13	
EFT13600	30/07/2018	FUSION FABRICATION & MARINE	WELD AND REINFORCE AUGER WITH EXTRA BRACING	-\$ 162.00	
EFT13601	30/07/2018	HORIZON POWER - ACCOUNTS	UTILITIES	-\$ 97.24	
EFT13602	30/07/2018	IT VISION USER GROUP INC.	IT VISION USER GROUP SUBSCRIPTION JULY 18 TO JUNE 19	-\$ 748.00	
EFT13603	30/07/2018	STAFF	UTILITIES REIMBURSEMENTS	-\$ 291.67	
EFT13604	30/07/2018	STAFF	FUEL AND ACCOMMODATION REIMBURSEMENT RECRUITMENT	-\$ 470.26	
EFT13605	30/07/2018	LANDGATE	SLIP SUBSCRIPTION SERVICES ANNUAL CHARGE	-\$ 2,273.00	
EFT13606	30/07/2018	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	-\$ 19.40	
EFT13607	30/07/2018	MARKETFORCE	PUBLIC NOTICES ADVERTISING PILBARA NEWS DIFFERENTIAL RATING	-\$ 277.29	
EFT13608	30/07/2018	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	BATTERY FOR MALL SWEEPER	-\$ 2,412.00	
EFT13609	30/07/2018	NGT LOGISTICS PTY LTD	FREIGHT	-\$ 74.25	
EFT13610	30/07/2018	NINGALENS FESTIVAL INC	DONATION TOWARDS FILM WORKSHOP FOR THE NINGALEN FILM FESTIVAL	-\$ 1,000.00	
EFT13611	30/07/2018	RESENE PAINTS (AUSTRALIA) LIMITED	AQUARIUM MAINTENANCE	-\$ 1,135.03	
EFT13612	30/07/2018	SCENT AUSTRALIA PTY LTD	MONTH OF JULY AMBIENT SCENTING FOR NINGALOO CENTRE	-\$ 143.00	
EFT13613	30/07/2018	SCOPE BUSINESS IMAGING	SERVICE PLAN FOR PHOTOCOPIER ADMINISTRATION FOR MAY 2018	-\$ 987.85	
EFT13614	30/07/2018	SIGMA CHEMICALS	HOSE CUFF	-\$ 24.60	
EFT13615	30/07/2018	SKIPPER TRANSPORT PARTS	MOTOR VEHICLE PARTS	-\$ 2,274.09	
EFT13616	30/07/2018	SML ENTERPRISES PTY LTD	SUPPLY AND INSTALL 2 X ACCESS CONTROL DOOR UNITS TO BRIEFING ROOMS AT LEARMONTH HELIPORT	-\$ 5,852.00	
EFT13617	30/07/2018	ST JOHN AMBULANCE EXMOUTH	SES TRAUMA FIRST AID KIT SUPPLIES AND SERVICING FEE	-\$ 417.77	
EFT13618	30/07/2018	STAFF	ANNUAL RENEWAL PROFESSIONAL MEMBERSHIP	-\$ 550.00	
EFT13619	30/07/2018	TACKLE WORLD EXMOUTH (BLUE WATER)	EQUIPMENT FOR AQUARIUM	-\$ 319.89	
EFT13620	30/07/2018	THE HONDA SHOP	PARTS FOR MINOR EQUIPMENT DEPOT	-\$ 79.57	
EFT13621	30/07/2018	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	-\$ 91.10	
EFT13622	30/07/2018	TOLL IPEC	FREIGHT	-\$ 293.53	
EFT13623	30/07/2018	TOTALLY WORKWEAR MIDLAND	STAFF PROTECTIVE UNIFORM WEAR	-\$ 585.32	
EFT13624	30/07/2018	TOURISM COUNCIL WESTERN AUSTRALIA	ATAP RENEWAL FEE 18/19 4-8 FTE	-\$ 540.00	
EFT13625	30/07/2018	TRUSCOTT MEMORIAL CLUB	COMMUNITY DEVELOPMENT FUND - INTEREST FREE LOAN TRUSCOTT MEMORIAL CLUB FOR CAPITAL WORKS AND REFURBISHMENT	-\$ 60,000.00	
EFT13626	30/07/2018	WALGA	WALGA SUBSCRIPTIONS 1 JULY TO 30 JUNE 2019 COUNCILS CONNECT	-\$ 7,330.00	
EFT13627	30/07/2018	WESTRAC PTY LTD	PARTS FOR CATERPILLAR 120M GRADER EX3320	-\$ 516.83	
EFT13628	30/07/2018	WIRTGEN AUSTRALIA PTY LTD	PARTS FOR VIBRATING ROLLER EX7708	-\$ 1,332.87	
EFT13629	30/07/2018	WORKWEAR GROUP PTY LTD	UNIFORMS	-\$ 123.20	
			TOTAL EFT PAYMENTS	-\$ 1,153,310.11	\$ -
	04/07/2018	QANTAS AIRWAYS LTD	FLIGHTS FOR COUNCILLOR TO PERTH FOR LOCAL GOVERNMENT WEEK 1/8/18 TO 4/8/18	-\$ 666.10	
	07/07/2018	QANTAS AIRWAYS LTD	FLIGHTS FOR CEO TO PERTH FOR LOCAL GOVERNMENT WEEK 31/7/18 TO 4/08/18	-\$ 565.89	
	19/07/2018	BAMBOO NOMINEES	CONSUMABLES	-\$ 38.58	
	30/07/2018	RENTAL COVER RENTAL CAR.COM	HIRE CAR FOR CEO PERTH FOR LOCAL GOVERNMENT WEEK 31/7/18 TO 4/08/18 INSURANCE	-\$ 100.70	
	30/07/2018	RENTAL CAR.COM	HIRE CAR FOR CEO PERTH FOR LOCAL GOVERNMENT WEEK 31/7/18 TO 4/08/18 RENTAL CHARGE	-\$ 140.29	
			TOTAL CREDIT CARD CEO	-\$ 1,511.56	
	29/07/2018	CREDIT CARD FEE	FEES	-\$ 12.16	
			TOTAL CREDIT CARD EMCS	-\$ 12.16	



Method	Date	Name	Description	Municipal Account	Trust Account
	02/07/2018	ENVIRONMENTAL HEALTH SHENTON PAR AUS	RADIATION SAFETY ACT LICENCE FOR AIRPORT	-\$ 150.00	
	05/07/2018	FACEBK *RWCYEGNBP2 fb.me/ads IRL	ADVERTISING	-\$ 10.30	
	06/08/2018	SETON GREYSTANCES AUS	INFORMATION SIGN FRAMES AND STANDS FOR NINGALOO CENTRE	-\$ 99.00	
	10/07/2018	SPOTIFY	NINGALOO CENTRE MUSIC - MONTHLY RENEWAL	-\$ 11.99	
	11/07/2018	PERTH SCIENTIFIC EQ MALAGA AUS	CHLORIDE FOR AQUARIUM	-\$ 233.20	
	17/07/2018	MEGA MUSIC AUSTRALIA MYAREE AUS	USB CHARGER AND HDMI REPEATER MINOR EQUIPEMENT FOR NINGALOO CENTRE	-\$ 79.95	
	25/07/2018	EXMOUTH BETTA HOME	USB CABLE POOL COMPUTER	-\$ 19.95	
			<b>TOTAL CREDIT CARD EMCC</b>	<b>-\$ 604.39</b>	
			<b>TOTAL CREDIT CARD PURCHASES</b>	<b>-\$ 2,128.11</b>	<b>\$ -</b>
			<b>TOTAL PAYMENTS - JULY 2018</b>	<b>-\$ 1,318,628.39</b>	<b>\$ -</b>



# Monthly Financial Report

For the period ended

## July 2018

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**SHIRE OF EXMOUTH**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 July 2018**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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## **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 7th April 2018  
Prepared by: Manager of Finance and Administration  
Reviewed by: Director of Corporate Services

## **BASIS OF PREPARATION**

### **REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 JULY 2018**

**STATUTORY REPORTING PROGRAMS**

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
<b>ECONOMIC SERVICES</b>	To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control Council overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**STATUTORY REPORTING PROGRAMS**

	Ref	18/19 Annual	18/19 YTD	YTD	Var. \$	Var. %	
	Note	Budget	Budget	Actual	(b)-(a)	(b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	982,735	982,735	<b>2,917,381</b>	1,934,646	197%	
<b>Revenue from operating activities</b>							
Governance		8,200	683	<b>0</b>	(683)	(100%)	
General Purpose Funding - Rates	5	3,375,907	3,370,841	<b>3,371,447</b>	606	0%	
General Purpose Funding - Other		1,083,369	15,260	<b>7,486</b>	(7,774)	(51%)	
Law, Order and Public Safety		41,570	872	<b>840</b>	(32)	(4%)	
Health		39,622	3,299	<b>4,857</b>	1,558	47%	
Education and Welfare		1,600	133	<b>0</b>	(133)	(100%)	
Housing		59,932	4,990	<b>5,034</b>	44	1%	
Community Amenities		1,202,223	781,284	<b>764,514</b>	(16,770)	(2%)	
Recreation and Culture		811,178	104,109	<b>144,602</b>	40,493	39%	▲
Transport		5,251,439	442,407	<b>8,019</b>	(434,388)	(98%)	▼
Economic Services		239,377	19,943	<b>2,710</b>	(17,233)	(86%)	▼
Other Property and Services		17,830	1,484	<b>1,534</b>	50	3%	
		<b>12,132,247</b>	<b>4,745,305</b>	<b>4,311,043</b>			
<b>Expenditure from operating activities</b>							
Governance		(801,710)	(59,202)	<b>(59,457)</b>	(255)	(0%)	
General Purpose Funding		(125,436)	(10,449)	<b>(2,801)</b>	7,648	73%	
Law, Order and Public Safety		(402,714)	(33,537)	<b>(25,377)</b>	8,160	24%	
Health		(162,194)	(13,508)	<b>(16,348)</b>	(2,840)	(21%)	
Education and Welfare		(87,179)	(7,252)	<b>(8,545)</b>	(1,293)	(18%)	
Housing		0	88	<b>(5,482)</b>	(5,570)	6330%	
Community Amenities		(2,075,357)	(172,268)	<b>(81,050)</b>	91,218	53%	▲
Recreation and Culture		(5,328,224)	(441,285)	<b>(273,806)</b>	167,479	38%	▲
Transport		(5,292,390)	(440,985)	<b>(314,330)</b>	126,655	29%	▲
Economic Services		(590,885)	(49,215)	<b>(28,336)</b>	20,879	42%	▲
Other Property and Services		(15,000)	(1,218)	<b>(56,941)</b>	(55,723)	(4575%)	▼
		<b>(14,881,089)</b>	<b>(1,228,831)</b>	<b>(872,472)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		3,244,304	270,309	<b>0</b>	(270,309)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(173,040)	14,417	<b>0</b>	(14,417)	(100%)	▼
<b>Amount attributable to operating activities</b>		<b>322,422</b>	<b>3,801,200</b>	<b>3,438,572</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	4,141,718	345,140	<b>605,291</b>	260,151	75%	▲
Proceeds from Disposal of Assets	6	122,319	0	<b>0</b>	0		
Capital Acquisitions	7	(5,122,702)	(426,882)	<b>120,317</b>	547,199	128%	▲
<b>Amount attributable to investing activities</b>		<b>(858,665)</b>	<b>(81,742)</b>	<b>725,607</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		55,000	0	<b>0</b>	0		
Transfer from Reserves	9	860,284	0	<b>0</b>	0		
Advances to Community Groups		(60,000)	(60,000)	<b>(60,000)</b>	0	0%	
Repayment of Debentures	8	(263,832)	0	<b>(5,099)</b>	(5,099)		
Transfer to Reserves	9	(1,037,307)	0	<b>(3,555)</b>	(3,555)		
<b>Amount attributable to financing activities</b>		<b>(445,855)</b>	<b>(60,000)</b>	<b>(68,654)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>637</b>	<b>4,642,193</b>	<b>7,012,906</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

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



## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2018

### REVENUE

#### RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**BY NATURE OR TYPE**

	Ref Note	18/19 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	982,735	982,735	<b>2,917,381</b>	1,934,646	197%	▲
<b>Revenue from operating activities</b>							
Rates	5	3,370,107	3,370,841	<b>3,371,447</b>	606	0%	
Specified Area Rates	5	47,293	47,293	<b>51,670</b>	4,377	9%	
Operating Grants, Subsidies and Contributions	10	1,131,745	18,038	<b>1,976</b>	(16,062)	(89%)	▼
Fees and Charges		7,368,108	1,287,806	<b>878,765</b>	(409,041)	(32%)	▼
Interest Earnings		164,655	13,677	<b>6,518</b>	(7,159)	(52%)	
Other Revenue		43,400	2,281	<b>666</b>	(1,615)	(71%)	
Profit on Disposal of Assets	6	6,939	578	<b>0</b>			
		<b>12,132,247</b>	<b>4,740,514</b>	<b>4,311,043</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(6,481,084)	(539,962)	<b>(311,042)</b>	228,920	42%	▲
Materials and Contracts		(3,086,655)	(257,053)	<b>(150,922)</b>	106,131	41%	▲
Utility Charges		(930,734)	(77,510)	<b>(79,069)</b>	(1,559)	(2%)	
Depreciation on Non-Current Assets		(3,244,304)	(270,309)	<b>0</b>	270,309	100%	▲
Interest Expenses		(84,129)	(3,790)	<b>1,093</b>	4,883	129%	
Insurance Expenses		(466,353)	(38,825)	<b>(323,418)</b>	(284,593)	(733%)	▼
Other Expenditure		(407,851)	(26,387)	<b>(9,114)</b>	17,273	65%	▲
Loss on Disposal of Assets	6	(179,979)	(14,995)	<b>0</b>			
		<b>(14,881,089)</b>	<b>(1,228,831)</b>	<b>(872,472)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,244,304	270,309	<b>0</b>	(270,309)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(173,040)	14,417	<b>0</b>	(14,417)	(100%)	▼
<b>Amount attributable to operating activities</b>		<b>322,422</b>	<b>3,796,409</b>	<b>3,438,572</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	4,141,718	345,140	<b>605,291</b>	260,151	75%	▲
Proceeds from Disposal of Assets	6	122,319	0	<b>0</b>	0		
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(5,122,702)	(426,882)	<b>120,317</b>	547,199	128%	▲
<b>Amount attributable to investing activities</b>		<b>(858,665)</b>	<b>(81,742)</b>	<b>725,607</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		55,000	0	<b>0</b>	0		
Transfer from Reserves	9	860,284	0	<b>0</b>	0		
Advances to Community Groups		(60,000)	(60,000)	<b>(60,000)</b>	0	0%	
Repayment of Debentures	8	(263,832)	0	<b>(5,099)</b>	(5,099)		
Transfer to Reserves	9	(1,037,307)	0	<b>(3,555)</b>	(3,555)		
<b>Amount attributable to financing activities</b>		<b>(445,855)</b>	<b>(60,000)</b>	<b>(68,654)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>637</b>	<b>4,637,402</b>	<b>7,012,906</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (*Long-term Benefits*)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 Jul 2017	Year to Date Actual 31 Jul 2018
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,689,059	1,915,641	2,070,394
Cash Restricted	3	6,437,450	6,029,820	6,441,006
Receivables - Rates	4	302,096	212,948	4,674,900
Receivables - Debtors	4	1,261,982	1,045,071	524,918
Loans receivable		59,000	54,000	59,000
Interest / ATO Receivable		104,844	54,844	52,806
Inventories		28,847	42,012	28,847
Accrued Income/Payments in Advance		(544,253)	66,589	0
		10,339,024	9,420,925	13,851,871
<b>Less: Current Liabilities</b>				
Payables		(759,171)	(1,914,305)	(321,906)
ATO Payable		(166,022)	(137,999)	(17,053)
Provisions - employee		(779,782)	(822,969)	(779,782)
Long term borrowings		(263,832)	(248,900)	(258,733)
		(1,968,807)	(3,124,173)	(1,377,474)
<b>Unadjusted Net Current Assets</b>		<b>8,370,218</b>	<b>6,296,752</b>	<b>12,474,396</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(6,437,450)	(6,029,820)	(6,441,006)
Less: Loans receivable		(59,000)	(54,000)	(59,000)
Add: Provisions - employee		779,782	822,969	779,782
Add: Long term borrowings		263,832	248,900	258,733
<b>Adjusted Net Current Assets</b>		<b>2,917,381</b>	<b>1,284,801</b>	<b>7,012,905</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD**

**Surplus(Deficit)**

**\$7.01 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$1.28 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Recreation and Culture	40,493	39%	▲	Permanent	One-off lease compensation - UWA
Transport	(434,388)	(98%)	▼	Timing	Landing Fees not invoices at time of reporting
Economic Services	(17,233)	(86%)	▼	Timing	Lease not invoiced at time of reporting
<b>Expenditure from operating activities</b>					
Community Amenities	91,218	53%	▲	Timing	Employee allocations to be redefined and Depreciation not allocated at time of reporting
Recreation and Culture	167,479	38%	▲	Timing	Employee allocations to be redefined and Depreciation not allocated at time of reporting
Transport	126,655	29%	▲	Timing	Employee allocations to be redefined and Depreciation not allocated at time of reporting
Economic Services	20,879	42%	▲	Timing	Employee and Asset allocations to be redefined
Other Property and Services	(55,723)	(4575%)	▼	Timing	Employee and Asset allocations to be redefined
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contribu	260,151	75%	▲	Timing	Income in advance from Main Roads WA
Capital Acquisitions	547,199	128%	▲	Timing	Recognition of prior year commitment. Capital works program not commenced at time of reporting
<b>Financing Activities</b>	0	0%			

**KEY INFORMATION**

During the first month of reporting, the main movement is accruals and allocations not undertaken.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

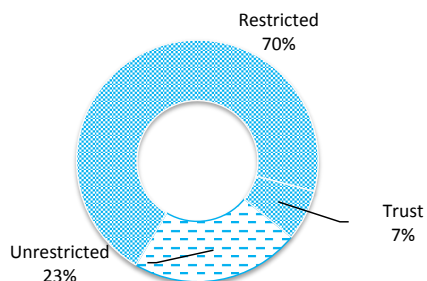
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	4,048			4,048			
<b>At Call Deposits</b>							
Municipal Fund	2,066,346			2,066,346	Westpac	0.50%	At Call
Reserve Fund		2,141,006		2,141,006	Westpac	0.50%	At Call
Trust Fund			70,073	70,073	Westpac	0.50%	At Call
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	0						
Reserve Investment - 31 Day Notice		1,300,000		1,300,000	Westpac	2.45%	
Reserve Investment - Term Deposit		1,000,000		1,000,000	Westpac	2.72%	30-Aug-18
Reserve Investment - Term Deposit		2,000,000		2,000,000	Westpac	2.71%	28-Aug-18
Trust Investment - Term Deposit			550,000	550,000			
<b>Total</b>	<b>2,070,394</b>	<b>6,441,006</b>	<b>620,073</b>	<b>9,127,424</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



**Total Cash**

**\$9.13 M**

**Unrestricted**

**\$2.07 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 July 2018	31 Jul 18
	\$	\$
Opening Arrears Previous Years	329,022	302,096
Levied this year	4,176,213	3,423,117
Plus Interim Rates	20,304	0
Plus Back Rates	2,140	0
Less Collections to date	(4,185,565)	(989,706)
Equals Current Outstanding	342,115	<b>4,714,919</b>
Less Deferred Pensioners	(40,018)	(40,018)
<b>Net Rates Collectable</b>	<b>302,096</b>	<b>4,674,900</b>
% Collected	92.44%	26.57%

KEY INFORMATION

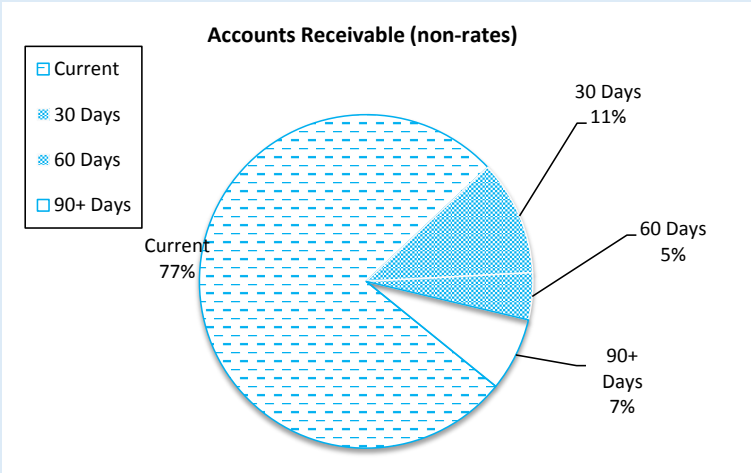
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	368,094	53,259	21,693	33,985	477,030
Percentage	77%	11%	5%	7%	
<b>Balance per Trial Balance</b>					
Sundry debtors					524,918
GST receivable					52,806
Loans receivable - clubs/institutions					59,000
<b>Total Receivables General Outstanding</b>					<b>636,724</b>
<b>Amounts shown above include GST (where applicable)</b>					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Collected	Rates Due
<b>27%</b>	<b>\$4,674,900</b>



<b>Debtors Due</b>
<b>\$636,724</b>
<b>Over 30 Days</b>
<b>23%</b>
<b>Over 90 Days</b>
<b>7%</b>



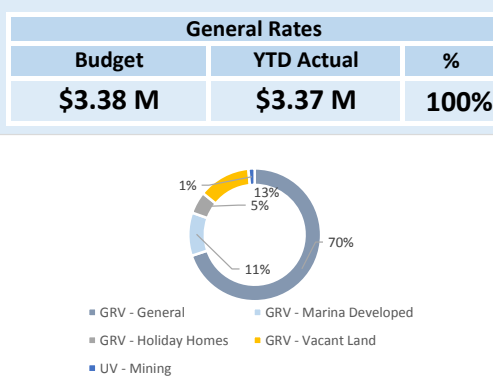
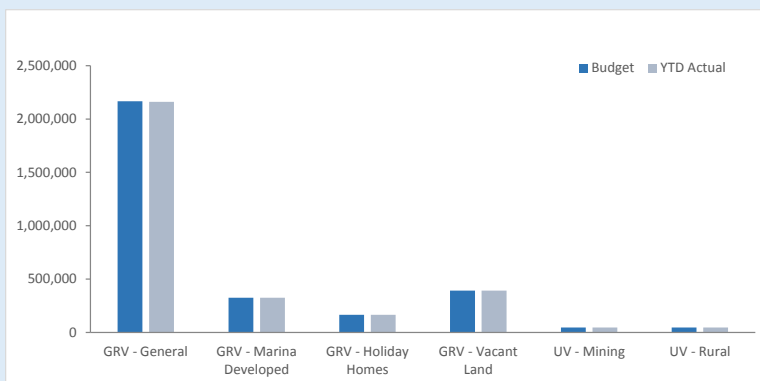
General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - General	0.072200	1165	29,946,749	2,162,155	5,000		2,167,155	2,161,785			2,161,785
GRV - Marina Developed	0.099300	93	3,280,860	325,789			325,789	325,789			325,789
GRV - Holiday Homes	0.102100	64	1,623,700	165,780			165,780	165,780			165,780
GRV - Vacant Land	0.012170	228	3,117,450	392,781			392,781	392,781			392,781
UV - Mining	0.156800	12	300,515	47,121			47,121	47,121			47,121
UV - Rural	0.078400	7	581,880	45,541			45,541	45,541			45,541
	Minimum \$										
GRV - General	910	66	527,130	60,060			60,060	60,970			60,970
GRV - Marina Developed	910	1	0	910			910	910			910
GRV - Holiday Homes	910	0	0	0			0	0			0
GRV - Vacant Land	910	177	893,460	161,070			161,070	161,070			161,070
UV - Mining	500	18	23,912	9,000			9,000	9,000			9,000
UV - Rural	700	1	5,800	700			700	700			700
Sub-Totals		1,832	40,301,456	3,370,907	5,000	0	3,375,907	3,371,447	0	0	3,371,447
Discount							0				
Concession							0				
Amount from General Rates							3,375,907				3,371,447
Ex-Gratia Rates							0				-
Total General Rates							3,375,907				3,371,447
Specified Area Rates											
GRV Marina - Specified Rate	0.013100		3,609,199				47,293	51,670			51,670
Total Specified Area Rates			3,609,199	0			47,293	51,670	0	0	51,670
Totals							3,423,200				3,423,117

#### SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

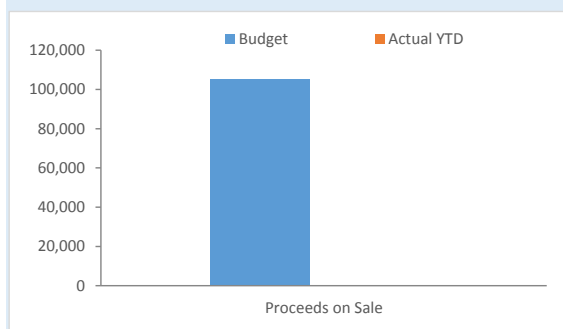
#### KEY INFORMATION

Rate notices issued on 30 July 2018.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>COMMUNITY AMENITIES</b>									
PE00048	2010 Rubbish Truck EX4574	47,716	10,000		(37,716)				
PE00042	2007 Cat Loader EX8843	46,830	21,600		(25,230)				
<b>TRANSPORT</b>									
PE00250	2015 Holden Colorado 1GEX694	34,955	15,000		(19,955)				
PE00026	Iveco Water Truck EX7709	47,887	21,200		(26,687)				
PE00043	Cat Bobcat Skid Loader EX7712	15,676	6,400		(9,276)				
PE00058	2011 Toyota Hilux 4x2 S/Cab EX042	14,355	4,590		(9,765)				
PE00077	Mazda 2WD Ute EX7795	9,128	4,590		(4,538)				
<b>ECONOMIC SERVICES</b>									
PE00238	2015 Holden Colorade 300SEX	34,439	15,000		(19,439)				
PE00052	2001 Mitsubishi Challenger 1EWJ65	13,966	2,000		(11,966)				
<b>OTHER PROPERTY &amp; SERVICES</b>									
PE00239	2014 Holden Colorado 3EX	30,407	15,000		(15,407)				
		<b>247,643</b>	<b>105,380</b>	<b>0</b>	<b>(142,263)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$105,380</b>	<b>\$0</b>	<b>0%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018

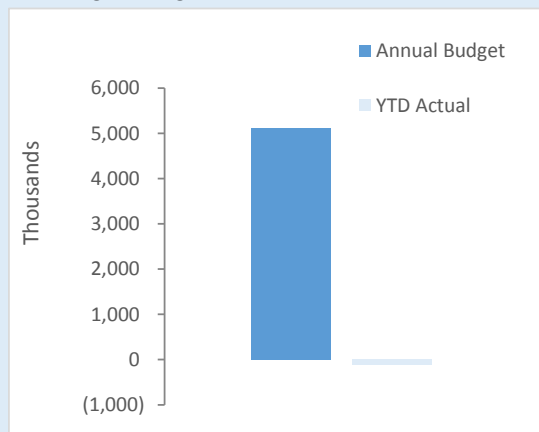
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	790,000	65,831	(51,128)	(116,959)
Plant & Equipment	1,137,000	94,747	0	(94,747)
Furniture & Equipment	112,500	9,374	(69,189)	(78,563)
Infrastructure - Roads	2,469,318	205,775	0	(205,775)
Infrastructure - Other	613,884	51,155	0	(51,155)
<b>Capital Expenditure Totals</b>	<b>5,122,702</b>	<b>426,882</b>	<b>(120,317)</b>	<b>(547,199)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions				0
Borrowings	0	0	(60,000)	(60,000)
Other (Disposals & C/Fwd)	122,319	0	0	0
Cash Backed Reserves				
Infrastructure Reserve	0	0	0	0
Pensioner Unit Maintenance Reserve	215,000	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	4,745,383	426,882	(60,317)	(487,199)
<b>Capital Funding Total</b>	<b>5,122,702</b>	<b>426,882</b>	<b>(120,317)</b>	<b>(547,199)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

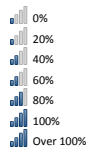
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.12 M</b>	<b>-\$.12 M</b>	<b>-2%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$ . M</b>	<b>\$ . M</b>	

Capital Expenditure Total  
Level of Completion Indicators



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

Complete # Level of completion indicator, please see table at the end of this note for further detail.

		Account				Variance	
		Number	Annual Budget	YTD Budget	YTD Actual	(Under)/Over	
Capital Expenditure							
Land							
Buildings			790,000	65,831	(51,128)		
0.00		SES Bushfire Brigade Shed - Construction of new shed	A056002	140,000	11,666	0	140,000
0.00		Staff Housing Buildings - Painting/Flooring/ Windo Treatments	A125001	75,000	6,250	0	75,000
0.00		Toy Library Shed - Construction of new shed	A125301	20,000	1,666	0	20,000
0.11		Ningaloo Centre - Finalisation of Ningaloo Centre Building	A119003	420,000	35,000	(51,128)	471,128
0.00		Recreation Hall - Internal building works	A112001	10,000	833	0	10,000
0.00		Learmonth Building - Upgrade arrivals and lighting	A126800	55,000	4,583	0	55,000
0.00		Old Administration Building - Upgrade power connection	A125011	70,000	5,833	0	70,000
Plant & Equipment			1,137,000	94,747	0		
0.00		Iveco Acco Water Truck EX7709	A125105	407,000	33,916	0	407,000
		Cat Bobcat EX7712					
		Toyota Dual Cab EX042					
		Maxda ZWD Ute (P055)					
		Streel Drum Roller					
0.00		Excavator at Waste Site	A125517	250,000	20,833	0	250,000
0.00		Rubbish Truck	A125532	410,000	34,166	0	410,000
0.00		Learmonth - Carpark ticketing machines	A126201	45,000	3,750	0	45,000
0.00		Water Dispensing Unit	A134003	20,000	1,666	0	20,000
0.00		Sweeper for undercover area EDHS	A117002	5,000	416	0	5,000
Furniture & Equipment			112,500	9,374	(69,189)		
1.00		Lefroy Street Units - Upgrade Furniture		0	0	0	0
0.55		Ningaloo Centre - Fit out Office Space	A119007	40,000	3,333	(49,453)	89,453
0.23		Software/ Hardware - Aquarium	A119005	66,500	5,541	(19,736)	86,236
0.00		Photocopier	A125148	6,000	500	0	6,000
Infrastructure - Roads			2,469,318	205,775	0		
0.00		Footpath/Kerbing	A125321	80,000	6,666	0	80,000
0.00		Murat Road - widen, redesign intersection, flood mitigation, path	A125201	1,750,000	145,833	0	1,750,000
0.00		R4R Road Selaing	A125213	192,018	16,001	0	192,018
0.00		Yardie Creek Road - Road shoulder and seal edge works	A125203	417,300	34,775	0	417,300
0.00		Street Lights	A124001	30,000	2,500	0	30,000
Infrastructure - Other			613,884	51,155	0		
0.00		Sanctuary Bore - New bore & casing	A114100	30,000	2,500	0	30,000
0.00		Sanctuary Bore - Replace tank	A114101	15,000	1,250	0	15,000
0.00		Waste Site -Construction of Septage Ponds	A101012	166,884	13,907	0	166,884
0.00		Beach Carparks - Joint DBCA & Shire upgrades	A115150	10,000	833	0	10,000
0.00		Bird Deterrent System and Shed	A117008	22,000	1,833	0	22,000
0.00		Broadcasting Tower Improvements - Replace 2 guide wires	A117502	15,000	1,250	0	15,000
0.00		Learmonth Facility - Apron extension	A125322	115,000	9,583	0	115,000
0.00		Learmonth Facility - Fuel mitigation for runway	A126009	80,000	6,666	0	80,000
0.00		Exmouth Airport - Gravel sheeting & bitumen for runway	A127006	120,000	10,000	0	120,000
0.00		Town Mall - Digital signage	A134201	40,000	3,333	0	40,000
0.02		TOTAL CAPITAL ACQUISITIONS		5,122,702	426,882	(120,317)	5,243,019

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings	Principal 30-Jun-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Loan 77 - Snapper Loop Land	47,955				47,955	47,955	0		4,640
Loan 80 - Staff Dwellings	677,075			5,099	62,535	671,976	614,540	2,669	33,565
<b>Community Amenities</b>									
Loan 81 - Rubbush Truck	331,881				80,013	331,881	251,868		9,413
<b>Recreation and Culture</b>									
Loan 82 - Ningaloo Centre	947,628				54,130	947,628	893,498		32,868
<b>Other Property and Services</b>									
Loan 76 - 1 Bennett Street	258,253				19,199	258,253	239,054		13,709
	2,262,792	0	0	5,099	263,832	2,257,693	1,998,960	2,669	94,195
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
SSL Squash Club 2010	7,500				2,500	7,500	5,000		
SSL Golf Club 2012	2,000				2,000	2,000	0		
SSL Bowling Club 2012	40,000				40,000	40,000	0		
SSL EGFC 2013	31,500				10,500	31,500	21,000		
SSL Golf Club 2016	32,000				4,000	32,000	28,000		
SSL Truscott Club 2018		(60,000)	(60,000)			60,000	60,000		
	113,000	(60,000)	(60,000)	0	59,000	173,000	114,000	0	0
<b>Total</b>	2,375,792	(60,000)	(60,000)	5,099	322,832	2,430,693	2,112,960	2,669	94,195

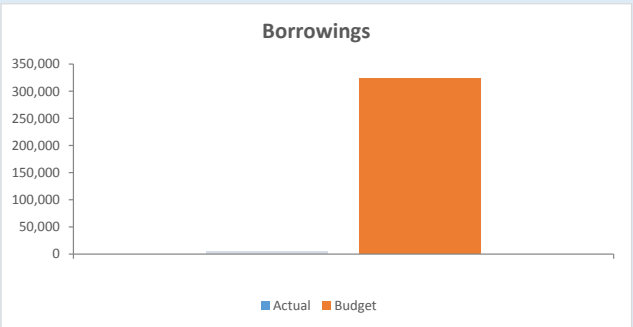
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



<b>Principal Repayments</b>	<b>\$5,099</b>
<b>Interest Earned</b>	<b>\$6,518</b>
<b>Reserves Bal</b>	<b>\$6.21 M</b>
<b>Interest Expense</b>	<b>\$2,669</b>
<b>Loans Due</b>	<b>\$2.43 M</b>



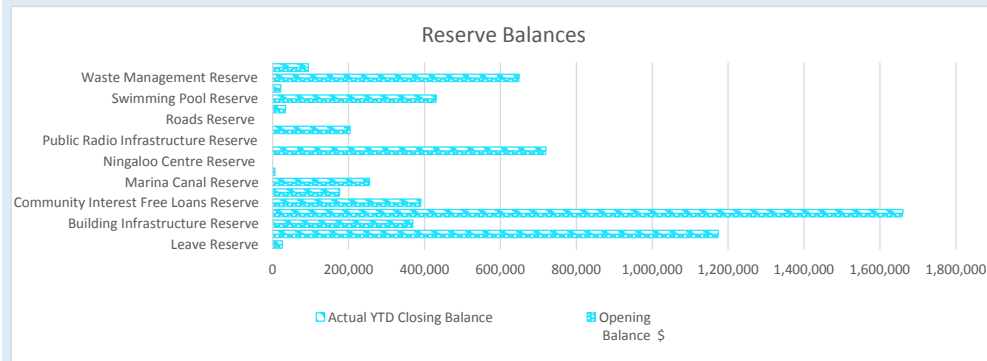
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	25,575	3,817	141	0		0	0	29,392	25,716
Aviation Reserve	1,173,441	17,545	650	0		(215,000)	0	975,986	1,174,091
Building Infrastructure Reserve	369,174	5,520	205	0		0	0	374,694	369,379
Community Development Fund Reserve	1,659,472	24,807	919	0		(40,000)	0	1,644,279	1,660,391
Community Interest Free Loans Reserve	390,299	5,836	216	0		(60,000)	0	336,135	390,515
Insurance/Natural Disasters Reserve	176,386	2,637	98	0		0	0	179,023	176,483
Marina Canal Reserve	255,079	3,825	141	46,000		0	0	304,904	255,221
Marina Village Asset Replacement Reserve	5,986	90	3	26,226		0	0	32,302	5,990
Ningaloo Centre Reserve	0	0	0	150,000		0	0	150,000	0
Plant Reserve	719,476	900	399	350,000		(350,000)	0	720,376	719,875
Public Radio Infrastructure Reserve	0	0	0	5,000		0	0	5,000	0
Rehabilitation Reserve	204,013	3,050	113	0		0	0	207,063	204,126
Roads Reserve	0	0	0	280,700		0	0	280,700	0
Shire Staff Housing Reseve	34,016	509	19	0		0	0	34,525	34,035
Swimming Pool Reserve	430,562	6,738	239	0		0	0	437,300	430,800
Town Planning Scheme Reserve	21,063	315	12	0		0	0	21,378	21,075
Waste Management Reserve	648,924	4,094	360	100,000		(101,000)	0	652,018	649,284
Unspent Grants & Contributions Reserve	94,284	0	41	0		(94,284)	0	(0)	94,325
	<b>6,207,751</b>	<b>79,683</b>	<b>3,555</b>	<b>957,926</b>	<b>0</b>	<b>(860,284)</b>	<b>0</b>	<b>6,385,076</b>	<b>6,211,306</b>

KEY INFORMATION



Grants and Contributions

	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Operating grants, subsidies and contributions</b>				
Grants Commission - <i>General Purpose / Untied Road Grant</i>	886,690	0	0	
FESA - <i>ESL Grant BFB - BFB Operations</i>	0	0	396	
FESA - <i>ESL Grant SES - SES Operations</i>	28,575	0	0	
Ningaloo Centre Contributions	0	0	47	
Ningaloo Centre Funding	20,000	1,666	0	
Main Roads WA - <i>Direct Grant</i>	55,980	4,665	0	
Resource Companies - <i>Community Engagement Grants</i>	125,000	10,416	0	
Diesel Fuel Subsidy	15,500	1,291	1,533	
<b>Operating grants, subsidies and contributions Total</b>	<b>1,131,745</b>	<b>18,038</b>	<b>1,976</b>	
<b>Non-operating grants, subsidies and contributions</b>				
FESA - <i>ESL Grant BFB - Bush Fire Brigade Shed</i>	140,000	11,666	0	
Royalties 4 Regions - <i>Ningaloo Centre Final Claim</i>	1,416,000	118,000	0	
Regional Development Australia - <i>Ningaloo Centre Final Claim</i>	300,000	25,000	0	
Dept of Transport - <i>Roads to Recovery Program</i>	192,018	16,001	0	
Main Roads WA - <i>Murat Road Funding</i>	1,750,000	145,833	605,291	
Main Roads WA - <i>Yardie Creek Funding</i>	278,200	23,183	0	
RADS - <i>Learmonth Airport Apron Upgrade</i>	57,500	4,791	0	
Lotterywest - <i>Community Engagement Funding</i>	8,000	666	0	
<b>Non-operating grants, subsidies and contributions Total</b>	<b>4,141,718</b>	<b>345,140</b>	<b>605,291</b>	
<b>Grand Total</b>	<b>5,273,463</b>	<b>363,178</b>	<b>607,267</b>	

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2018**

**NOTE 11  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Jul 2018
	\$	\$	\$	\$
Hall & Rec Centre Bonds	4,950	500		5,450
Olma Funding	2,423			2,423
Forum Travel Fund	2,990			2,990
NADC	11,335			11,335
Council Nomination Fees	80			80
Cyclone Baptist Needy Fund	2,800			2,800
Sundries	8,544			8,544
Building/Planning Bonds	73,400			73,400
Youth Affairs	1,401			1,401
Cash in Lieu POS	169,420			169,420
BCITF	312			312
BSL Levy	276	185		461
Jaurabi Coastal Park	59,400			59,400
Unclaimed Monies	7,637			7,637
Bond Deed Exmouth Marina Holdings	18,186			18,186
Key Bonds	800	50		850
Staff Housing Bonds	0			0
Donations for Other Organisations	135			135
Ingleton St Reserve 29086 (20A/152)	205,249			205,249
Exmouth Volunteer Fire & Rescue	50,000			50,000
	<b>619,338</b>	<b>735</b>	<b>0</b>	<b>620,073</b>

**KEY INFORMATION**

