

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2016

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY

By Nature or Type

For the Period Ended 30 November 2016

	Note	Adopted Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,211,200	2,211,200	2,208,026.59	(3,173)	(0.1%)	
Grants, Subsidies and Contributions		3,154,900	1,629,780	1,276,464.80	(353,315)	(27.7%)	▼
Profit on Asset Disposal	9	3,000	1,000	0.00	(1,000)	(100.0%)	
Fees and Charges		238,400	131,545	134,647.15	3,102	2.3%	
Service Charges		0	0	0.00	0		
Interest Earnings		67,700	26,700	31,400.78	4,701	15.0%	
Other Revenue		83,000	69,810	68,473.26	(1,337)	(2.0%)	
Total		5,758,200	4,070,035	3,719,012.58	(351,022)		
Operating Expense							
Employee Costs		(1,820,300)	(840,765)	(948,528.68)	(107,764)	(11.4%)	▲
Materials and Contracts		(2,513,600)	(1,200,531)	(927,057.04)	273,474	29.5%	▼
Utilities Charges		(182,400)	(62,414)	(50,301.57)	12,112	24.1%	▼
Depreciation (Non-Current Assets)		(1,042,600)	(433,557)	(421,166.76)	12,390	2.9%	
Interest Expenses		(11,200)	(350)	(1,123.31)	(773)	(68.8%)	
Insurance Expenses		(162,500)	(162,500)	(158,327.07)	4,173	2.6%	
Loss on Asset Disposal	9	(119,900)	(4,400)	(24,842.58)	(20,443)	(82.3%)	▲
Other Expenditure		(79,000)	(41,445)	(34,615.21)	6,830	19.7%	
Total		(5,931,500)	(2,745,962)	(2,565,962.22)	180,000		
Funding Balance Adjustment							
Add Back Depreciation		1,042,600	433,557	421,166.76	(12,390)	(2.9%)	
(Profit)/Loss on Asset Disposal	9	116,900	3,400	24,842.58	21,443	86.3%	▲
Adjust Provisions and Accruals		0	0	0.00	0		
Net Operating		986,200	1,761,030	1,599,059.70	(161,970)		
Capital Revenues							
Grants, Subsidies and Contributions	7	3,638,700	895,400	955,073.00	59,673	6.2%	
Proceeds from Disposal of Assets	9	869,000	185,100	332,100.99	147,001	44.3%	▲
Proceeds from New Debentures		1,200,000	0	0.00	0		
Proceeds from Advances		0	0	0.00	0		
Self-Supporting Loan Principal		0	0	0.00	0		
Transfer from Reserves	9	1,546,100	300,000	24,605.00	(275,395)	(1119.3%)	▼
Total		7,253,800	1,380,500	1,311,778.99	(68,721)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0		
Land and Buildings	11	(4,206,500)	(993,200)	(1,160,467.30)	(167,267)	(14.4%)	▲
Plant and Equipment	11	(1,477,200)	(227,000)	(406,751.08)	(179,751)	(44.2%)	▲
Furniture and Equipment	11	0	0	0.00	0		
Infrastructure - Roads	11	(2,563,900)	(954,400)	(552,563.14)	401,837	72.7%	▼
Infrastructure - Other	11	(344,500)	(47,000)	(11,430.79)	35,569	311.2%	▼
Repayment of Debentures		(52,000)	(4,900)	(4,875.14)	25	0.5%	
Advances to Community Groups		(50,000)	0	0.00	0		
Transfer to Reserves	8	(854,800)	(6,900)	(829,444.97)	(822,545)	(99.2%)	▲
Total		(9,548,900)	(2,233,400)	(2,965,532.42)	(732,132)		
Net Capital		(2,295,100)	(852,900)	(1,653,753.43)	(800,853)		
Total Net Operating + Capital		(1,308,900)	908,130	(54,693.73)	(962,824)		
Opening Funding Surplus(Deficit)		1,308,900	1,308,900	1,239,849.12	(69,051)	(5.6%)	
Closing Funding Surplus(Deficit)	3	0	2,217,030	1,185,155.39	(1,031,875)		
		0	0	0.00			

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY

By Reporting Program
For the Period Ended 30 November 2016

	Note	Adopted Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		32,100	21,800	7,099.53	(14,700)	(207.06%)	▼
General Purpose Funding		4,086,500	3,159,945	3,161,491.12	1,546	0.05%	
Law, Order and Public Safety		98,500	79,720	72,553.66	(7,166)	(9.88%)	
Health		1,100	500	698.00	198	28.37%	
Education and Welfare		55,300	20,000	24,038.90	4,039	16.80%	
Housing		54,100	22,325	18,555.06	(3,770)	(20.32%)	
Community Amenities		76,700	66,850	68,943.20	2,093	3.04%	
Recreation and Culture		1,712,600	184,140	197,823.15	13,683	6.92%	
Transport		3,159,300	1,366,900	1,071,666.82	(295,233)	(27.55%)	▼
Economic Services		56,200	19,675	25,887.16	6,212	24.00%	
Other Property and Services		64,500	23,580	25,328.98	1,749	6.91%	
Total		9,396,900	4,965,435	4,674,085.58	(291,349)		
Operating Expense							
Governance		(748,400)	(334,004)	(297,845.82)	36,158	12.14%	▼
General Purpose Funding		(269,400)	(118,656)	(119,396.59)	(741)	(0.62%)	
Law, Order and Public Safety		(221,600)	(107,833)	(80,742.20)	27,091	33.55%	▼
Health		(60,300)	(25,737)	(24,979.27)	758	3.03%	
Education and Welfare		(71,600)	(24,725)	(28,338.90)	(3,614)	(12.75%)	
Housing		(109,700)	(45,460)	(40,000.46)	5,460	13.65%	
Community Amenities		(432,800)	(172,494)	(146,427.74)	26,066	17.80%	▼
Recreation and Culture		(827,700)	(322,508)	(321,159.38)	1,349	0.42%	
Transport		(2,948,500)	(1,414,081)	(1,405,984.02)	8,097	0.58%	
Economic Services		(214,500)	(88,768)	(83,226.95)	5,541	6.66%	
Other Property and Services		(27,000)	(91,696)	(17,860.89)	73,835	413.39%	▼
Total		(5,931,500)	(2,745,962)	(2,565,962.22)	180,000		
Funding Balance Adjustment							
Add back Depreciation		1,042,600	433,557	421,166.76	(12,390)	(2.94%)	
(Profit)/Loss on Asset Disposal	9	116,900	3,400	24,842.58	21,443	86.31%	▲
Net Operating		4,624,900	2,656,430	2,554,132.70	(102,297)		
Capital Revenues							
Proceeds from Disposal of Assets	9	869,000	185,100	332,100.99	147,001	44.26%	▲
Proceeds from New Debentures		1,200,000	0	0.00	0		
Proceeds from Advances		0	0	0.00	0		
Self-Supporting Loan Principal		0	0	0.00	0		
Transfer from Reserves	8	1,546,100	300,000	24,605.00	(275,395)	(1119.26%)	▼
Total		3,615,100	485,100	356,705.99	(128,394)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0		
Land and Buildings	11	(4,206,500)	(993,200)	(1,160,467.30)	(167,267)	(14.41%)	▲
Plant and Equipment	11	(1,477,200)	(227,000)	(406,751.08)	(179,751)	(44.19%)	▲
Furniture and Equipment	11	0	0	0.00	0		
Infrastructure Assets - Roads	11	(2,563,900)	(954,400)	(552,563.14)	401,837	72.72%	▼
Infrastructure Assets - Other	11	(344,500)	(47,000)	(11,430.79)	35,569	311.17%	▼
Repayment of Debentures		(52,000)	(4,900)	(4,875.14)	25	0.51%	
Payment of Self-Supporting Loan		(50,000)	0	0.00	0		
Transfer to Reserves	8	(854,800)	(6,900)	(829,444.97)	(822,545)	(99.17%)	▲
Total		(9,548,900)	(2,233,400)	(2,965,532.42)	(732,132)		
Net Capital		(5,933,800)	(1,748,300)	(2,608,826.43)	(860,526)		
Total Net Operating + Capital		(1,308,900)	908,130	(54,693.73)	(962,824)		
Opening Funding Surplus(Deficit)		1,308,900	1,308,900	1,239,849.12	(69,051)	(5.57%)	
Closing Funding Surplus(Deficit)	3	0	2,217,030	1,185,155.39	(1,031,875)		
		0	0	0.00			

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 November 2016

	Actual 2016/17	C/fwd 1 July 2016
CURRENT ASSETS		
Cash	2,709,956.61	2,206,941.54
Receivables	608,027.00	574,500.14
Inventories - Stock on Hand	31,846.16	17,813.56
TOTAL CURRENT ASSETS	3,349,829.77	2,799,255.24
CURRENT LIABILITIES		
Creditors and Provisions	527,003.10	726,574.81
Borrowings	47,101.88	51,977.02
TOTAL CURRENT LIABILITIES	574,104.98	778,551.83
NET CURRENT ASSETS	2,775,724.79	2,020,703.41
NON-CURRENT ASSETS		
Receivables	40,144.09	40,144.09
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	14,547,817.27	13,505,244.99
Infrastructure Assets	111,479,566.61	111,169,036.91
TOTAL NON-CURRENT ASSETS	126,483,392.71	125,130,290.73
NON-CURRENT LIABILITIES		
Creditors and Provisions	37,053.50	37,053.50
Borrowings	152,007.22	152,007.22
TOTAL NON-CURRENT LIABILITIES	189,060.72	189,060.72
NET ASSETS	129,070,056.78	126,961,933.42
EQUITY		
Accumulated Surplus	29,356,095.07	28,052,811.68
Reserves - Asset Revaluation	97,642,207.32	97,642,207.32
Reserves - Cash Backed	2,071,754.39	1,266,914.42
TOTAL EQUITY	129,070,056.78	126,961,933.42

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1: (a) Nature or Type Classifications

REVENUES

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

Refers 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.

Interest Earnings

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

Other Revenue / Income

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

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.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1: (a) Nature or Type Classifications

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, telephone or water services.

Insurance

All insurance premiums - excluding worker's compensation which is 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.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1: (b) Reporting Program Classifications (Function / Activity)

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

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

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 Shire activities.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control; mosquito control and maintenance of the Infant Health Clinic in Tambellup

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

Assistance to the Broomehill and Tambellup Primary Schools; support of the "A Smart Start" program.

HOUSING

Objective:

To provide and maintain staff housing, and accommodation for 'well aged' seniors in the Community.

Activities:

Provision and maintenance of staff housing; and the Independent Living Seniors accommodation in Tambellup.

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

Rubbish collection services; operation of the tip sites and waste transfer stations; administration of the Town Planning Scheme; Cemetery maintenance at Broomehill, Tambellup and Pindellup cemeteries; public conveniences and protection of the environment.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1: (b) Reporting Program Classifications (Function / Activity)

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resources which will assist with the social well-being of the Community.

Activities:

Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill Library and support to the Tambellup Community Resource centre for management of the Tambellup library. Museums and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the Community.

Activities:

Construction and maintenance of streets, roads and bridges. Cleaning and lighting of streets; maintenance of the Broomehill and Tambellup works depots. Provision of the Department of Transport licensing services to the Community.

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

Tourism and area promotion, including operation of the Broomehill Caravan Park. Provision of rural services which includes noxious weed control, vermin control and standpipes. Provision of Building

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

Private works operations; public works overhead costs; plant operation costs and unclassified items.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 November 2016

2: REPORT ON SIGNIFICANT 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 2016/17 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Governance		
Lotterywest grant funding for the generator installed at the Tambellup Admin Building has not yet been received. The generator was installed during November. Once final payment has been made to Mt Barker Electrical an aquittal will be submitted to Lotterywest for the funds.	■	
Transport		
Both WANDRRA crews were stood down over August/September and recommenced works during October. This has resulted in reimbursements from WANDRRA being less than anticipated when preparing the budget.	■	
OPERATING EXPENSES		
Governance		
Grant funding from the Amalgamation process is being held for consolidation of the two Town Planning Schemes. No expenditure has been incurred to date for this.	■	
Funding received in 2011/12 from the Dept Local Government for preparation of the Strategic Community Plan (SCP) was not fully expended and Council still holds a balance of \$11,400. These funds will be utilised on the review of SCP which will be undertaken early in 2017.	■	
Law, Order & Public Safety		
Insurances for fire brigade volunteers and associated vehicles has been lower than anticipated.		■
Community Amenities		
Expenditure under this heading has not been as high as anticipated to date.	■	
Other Property & Services		
Plant Operation Costs are presently over-allocated which highlights that the internal charge out rates for plant and equipment are too high. These rates are currently being reviewed and re-allocations to the costings across the works program will be made to reflect the new rates.	■	
CAPITAL REVENUE		
Proceeds from Disposal of Assets		
A number of light vehicles have been traded sooner than anticipated. These changeovers were included in the budget and plant replacement program and are within budget.	■	
Transfers from Reserves		
The Reserve Fund investment matured in November, and the transfer from the Building Reserve that was anticipated to be made this month was not as a final invoice for the new house was not received prior to the investment maturing. The investment next matures in February 2017.	■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 November 2016

2: REPORT ON SIGNIFICANT 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 2016/17 year is \$10,000 or 10% whichever is the greater.

CAPITAL EXPENDITURE**Land and Buildings**

Construction of the Tambellup Pavilion is progressing, expenditure on this project is slightly higher than anticipated. The new house is complete, with final payment to be made during December.

Plant & Equipment

A number of light vehicles have been traded sooner than anticipated. These changeovers were included in the budget and plant replacement program and are within budget.

Infrastructure - Roads

Recent weather conditions have seen the works crew undertaking reactive road maintenance which has prevented progression of the road construction program.

Infrastructure - Other

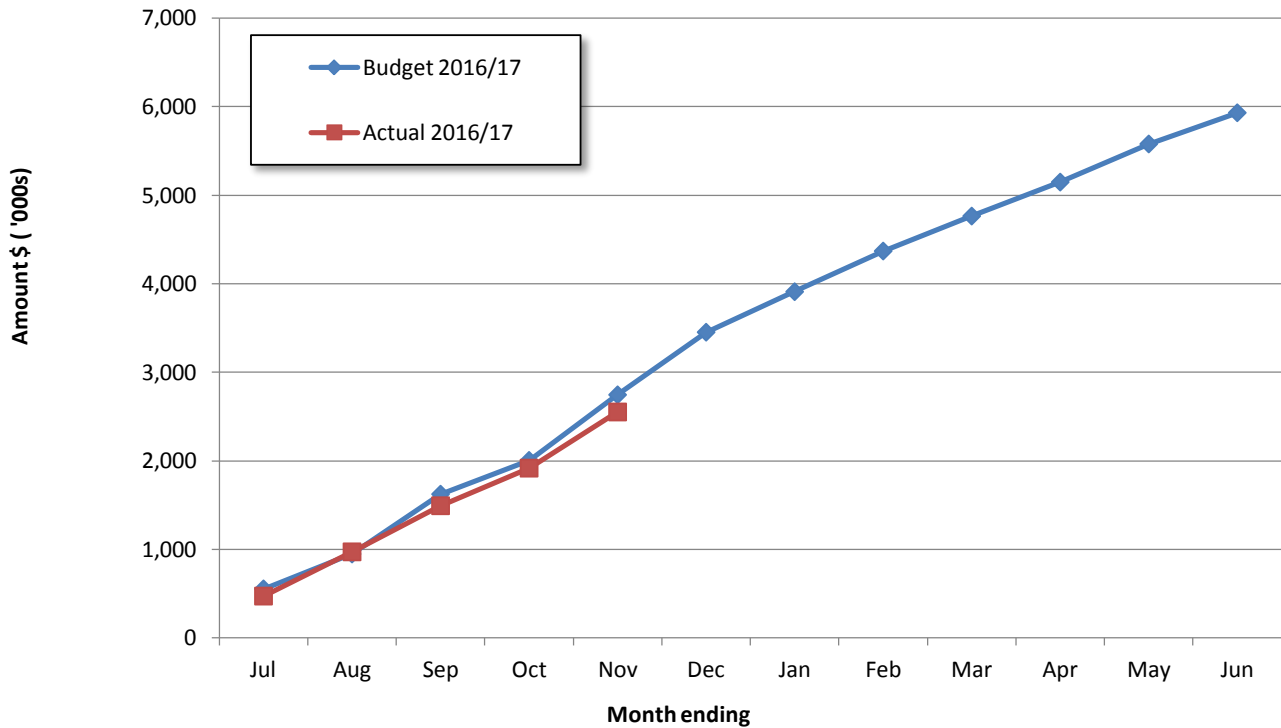
It was expected that the new pump at Bignells Dam, servicing the Broomehill oval, was to be complete during November. Thinkwater have ordered the pump and will be installing this during December.

Variance	
Timing	Permanent
■	
■	
■	
■	

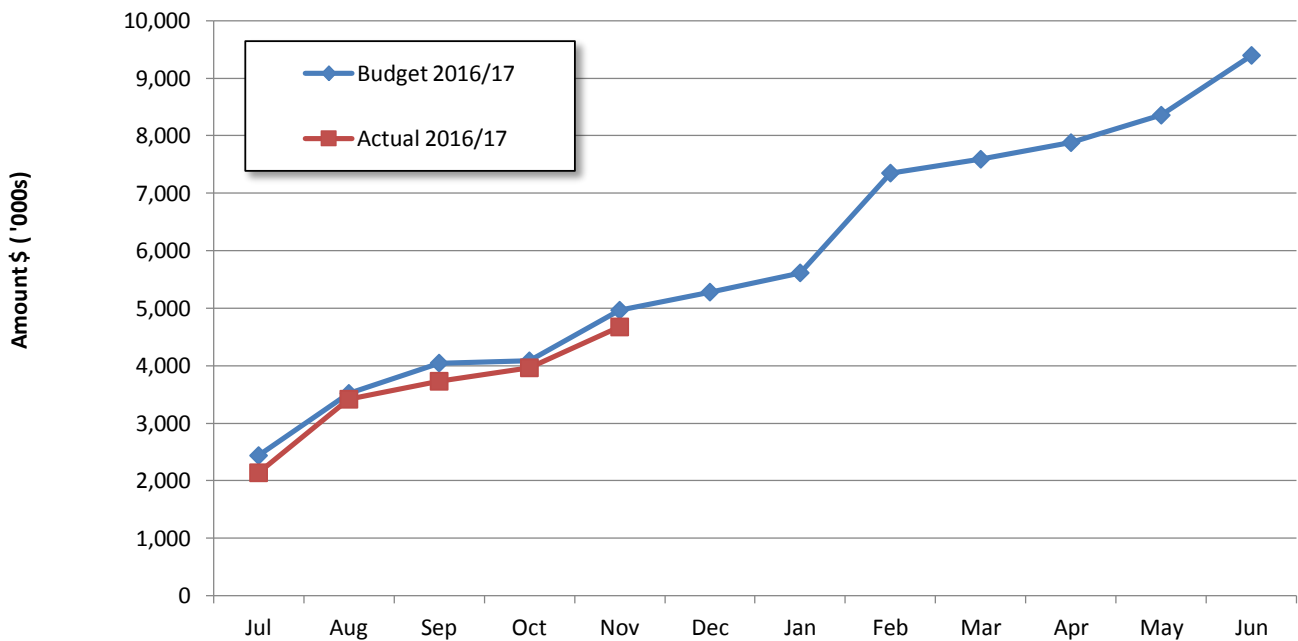
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual

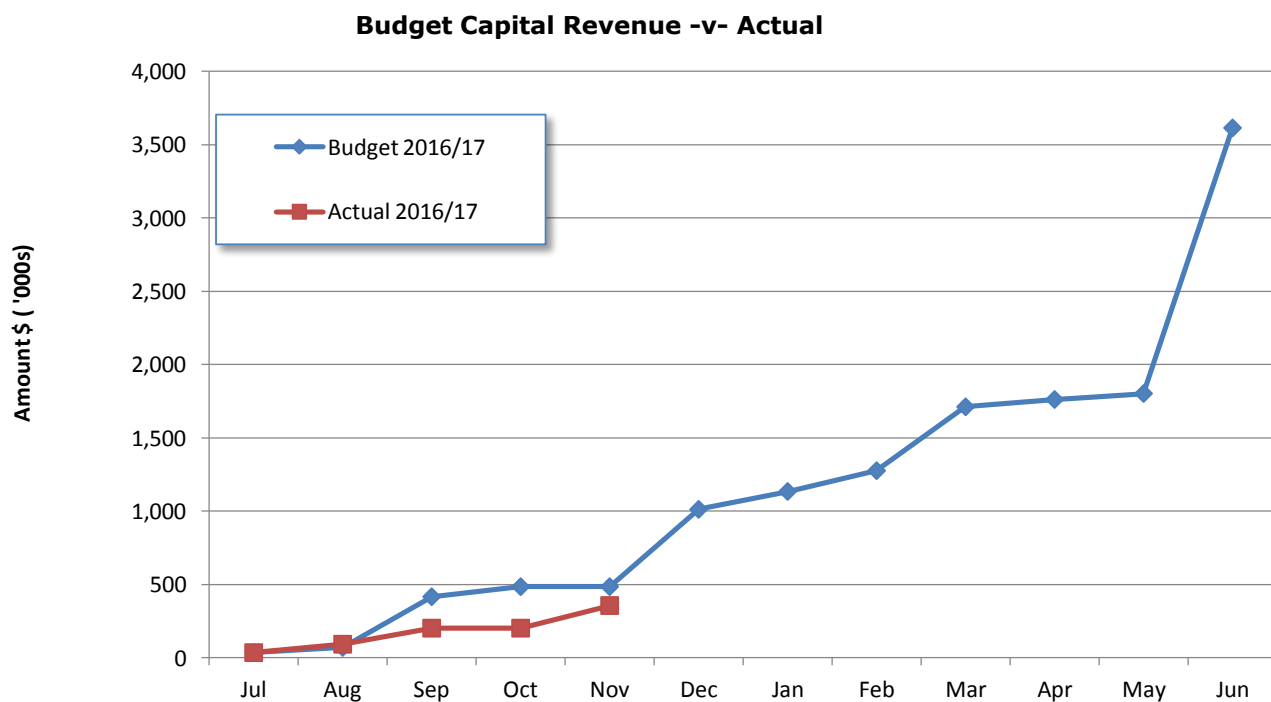
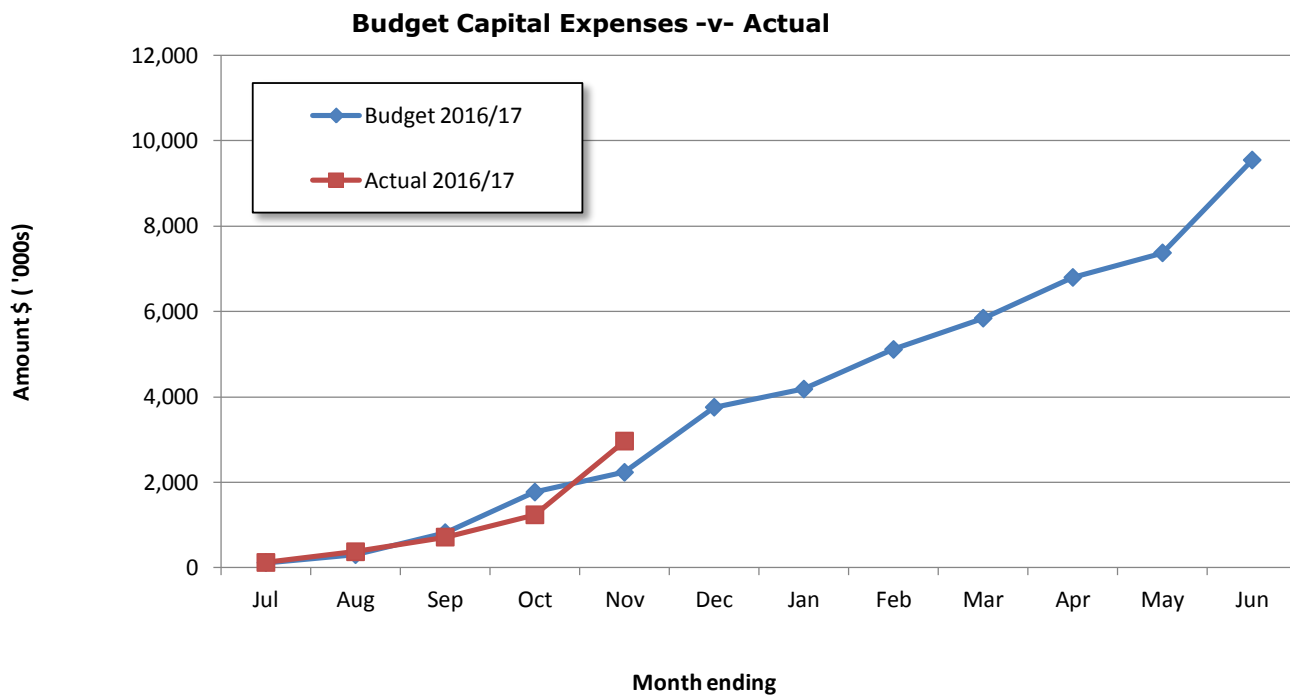


Budget Operating Revenues -v- Actual



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

3: Graphical Representation - Source Statement of Financial Activity



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

4: NET CURRENT FUNDING POSTION

	Note	Actual 2016/17	C/fwd 1 July 2016
		\$	\$
Current Assets			
Cash Unrestricted		(409,538.10)	(91,288.07)
Cash Restricted - Unspent Grants	7	1,047,740.32	1,031,315.19
Cash Restricted - Reserves	8	2,071,754.39	1,266,914.42
Receivables - Rates and Rubbish	5	417,385.54	191,666.15
Receivables - Other	5	59,303.05	30,606.52
Inventories		31,846.16	17,813.56
Accruals and Provisions		578.39	306,058.15
		3,219,069.75	2,753,085.92
Less: Current Liabilities			
Payables		(29,859.15)	(230,071.07)
Net GST & PAYG		67,699.18	46,169.32
Accruals and Provisions		0.00	(62,420.63)
		37,840.03	(246,322.38)
Less: Cash Restricted - Reserves	8	(2,071,754.39)	(1,266,914.42)
Net Current Funding Position		1,185,155.39	1,239,849.12

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		(411,038.10)	727,456.19		316,418.09	Bendigo	
Trust Fund	133 905 067				261,791.62	261,791.62	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
(b) Term Deposits								
1 Reserve Funds	2117689	2.35%		2,071,754.39		2,071,754.39	Bendigo	28/02/2017
2 VROC CLGF - Aged Accommodation	2091877	1.70%			386,095.96	386,095.96	Bendigo	30/11/2016
3 CLGF 2012/13	2084556	2.50%		320,284.13		320,284.13	Bendigo	24/04/2017
4 GSDC Grant - Pavilion				0.00		0.00		CLOSED
Total			(409,538.10)	3,119,494.71	647,887.58	3,357,844.19		

Comments/Notes - Investments

1 Reserve Funds

Councils Reserve Funds are held collectively in one investment. Further detail in relation to Councils Reserve Funds are shown in Note 9.

2 Southern Link VROC - CLGF Aged Accommodation

The VROC Country Local Government Funds relate to the amounts that have been designated to the Shires of Cranbrook and Kojonup for construction of Aged Accommodation units.

3 Country Local Government Fund 2012/13

Councils allocation from the 2012/13 CLGF has been invested until such time as the funds are required.

4 Great Southern Development Commission - Regional Grants Scheme

The GSDC have provided funding towards redevelopment of the Tambellup Pavilion. The funds have been invested until such time as they are required.

This grant funding has been fully expended on construction of the new Pavilion. On maturity of the investment on 23 November 2016, the balance was transferred back to the Municipal Fund and the term deposit closed.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

6: RECEIVABLES**Rates & Rubbish**

Opening Arrears Previous Years
 Rates Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

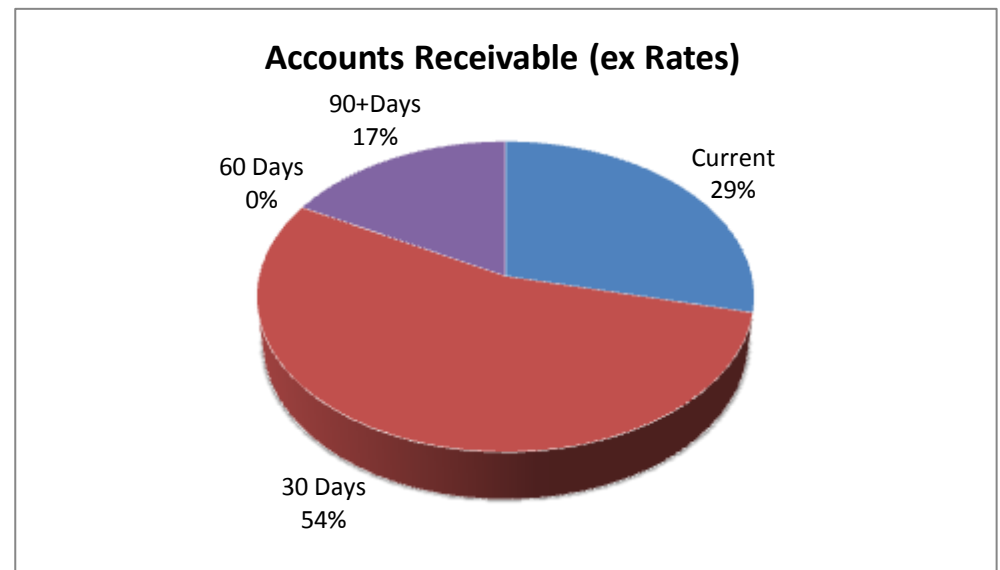
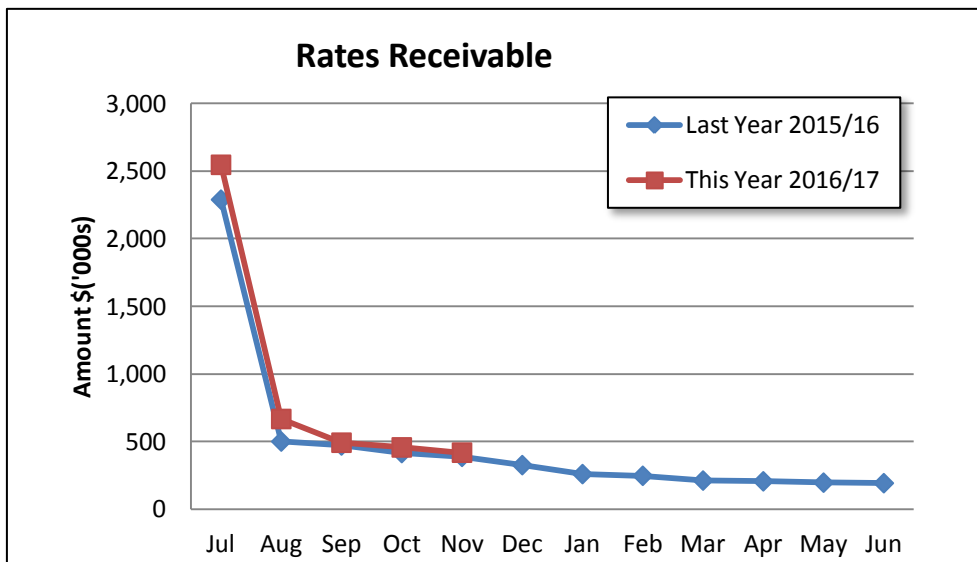
% Collected

Actual 2016/17	c/fwd 1 July 2016
\$	\$
191,666.15	203,674.82
2,358,220.80	2,245,338.99
(2,132,501.41)	(2,257,347.66)
417,385.54	191,666.15
417,385.54	191,666.15
83.63%	92.17%

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	1,927.93	34,855.63	11.00	10,961.80
Pensioner Rebates	446.07			
Emergency Services Levy	16,100.62			
	18,474.62	34,855.63	11.00	10,961.80
		Total Outstanding		64,303.05

Amounts shown above include GST (where applicable)

**Comments/Notes - Receivables Rates and Rubbish**

Rates and charges were levied on 29 July 2016.
 The second payment on the four instalment plan is due on 2 November 2016.

Comments/Notes - Receivables General

Main Roads WA were invoiced during October for private works undertaken to install the Pallinup Road bridge.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

GL Account Code	Description	Council Res	Classification	Increase in Available Cash	Decrease in Available Cash	Balance
	Balanced Budget Adopted - 14 July 2016	150701		\$	\$	\$
CAP103	Dirpose Park - soft fall under junior playground	161104	Capital Expenses	25,000		25,000
CAP122	Holland Park - fixed shade structure	161104	Capital Expenses		(25,000)	0
						0
Closing Funding Surplus (Deficit)				25,000	(25,000)	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2016	Received 2016/17	Expended 2016/17	Closing Balance
		\$	\$	\$	\$
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
RECREATION & CULTURE					
Country Local Govt Fund 2012/13	Tambellup Pavillion - Redevelopment	308,077.71	0.00	0.00	308,077.71
Great Southern Development Commission	Tambellup Pavillion - Redevelopment	200,000.00	0.00	(200,000.00)	0.00
Dept Sport & Recreation	Kidsport Program	6,029.00	0.00	(875.00)	5,154.00
Dept Sport & Recreation	CSRFF - Tambellup Pavilion	0.00	175,000.00	(175,000.00)	0.00
Co-operative Bulk Handling	Solar pump - Bhill Complex Dam	0.00	13,500.00	0.00	13,500.00
TRANSPORT					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	108,044.09	0.00	(74,511.19)	33,532.90
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2016/17	0.00	229,100.00	(39,521.95)	189,578.05
Main Roads WA	Commodity Route Funding 2015/16	38,000.00	0.00	(38,000.00)	0.00
Main Roads WA	Regional Road Group Funding 2015/16 (carry over)	0.00	50,486.00	(50,486.00)	0.00
Main Roads WA	Regional Road Group Funding 2016/17	0.00	322,987.00	(196,253.73)	126,733.27
Main Roads WA	Commodity Route Funding 2016/17	0.00	164,000.00	(164,000.00)	0.00
TOTALS		1,031,315.19	955,073.00	(938,647.87)	1,047,740.32

Comments - Grants and ContributionsCountry Local Government Fund 2012/13

Council had previously allocated portion of this funding towards building improvements at both the Broomehill and Tambellup Town Halls, and for installation of solar energy on the Broomehill Admin Building. These projects are now complete, and Council resolved at the August 2016 meeting to reallocate the unspent funding to the Tambellup Pavilion.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

9: CASH BACKED RESERVES**(a) Leave Reserve**

To be used to meet the Councils Long Service Leave liability for its employees.

Opening Balance	105,788.86	105,800
Amount Set Aside / Transfer to Reserve	35,000.00	35,000
Amount Used / Transfer from Reserve	(24,605.00)	(80,900)
Interest Received	1,022.46	2,000

117,206.32	61,900
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(b) Plant Reserve

To be used to assist with purchase of major plant items.

Opening Balance	47,451.48	47,500
Amount Set Aside / Transfer to Reserve	550,000.00	550,000
Amount Used / Transfer from Reserve	0.00	(579,000)
Interest Received	459.19	4,000

597,910.67	22,500
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(c) Building Reserve

To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.

Opening Balance	360,117.79	424,400
Amount Set Aside / Transfer to Reserve	100,000.00	100,000
Amount Used / Transfer from Reserve	0.00	(389,400)
Interest Received	3,481.23	9,000

463,599.02	144,000
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(d) Computer Reserve

To be used for the replacement or upgrade of computer hardware and software.

Opening Balance	37,401.77	37,400
Amount Set Aside / Transfer to Reserve	10,000.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	361.23	600

47,763.00	48,000
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(e) Tambellup Recreation Ground & Pavilion Reserve

To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.

Opening Balance	265,711.10	265,700
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(254,800)
Interest Received	2,567.77	6,000

268,278.87	16,900
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(f) Broomehill Recreation Complex Reserve

To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.

Opening Balance	55,283.28	55,100
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	(7,000)
Interest Received	533.88	1,500

64,417.16	58,200
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SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

9: CASH BACKED RESERVES**(g) Building Maintenance Reserve**

To be used to fund building maintenance requirements for all Council owned buildings

Opening Balance	52,672.08	52,700
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(35,000)
Interest Received	509.39	1,200
	53,181.47	18,900

(h) Sandalwood Villas Reserve

To be utilised towards maintenance of the 6 units at Sandalwood Villas

Opening Balance	47,649.78	48,700
Amount Set Aside/Transfer to Reserve	0.00	10,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	460.41	900
	48,110.19	59,600

(i) Broomehill Synthetic Bowling Green Replacement Reserve

To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.

Opening Balance	36,239.78	36,200
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	350.21	700
	45,189.99	45,500

(j) Refuse Sites Post Closure Management Reserve

To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.

Opening Balance	10,245.16	10,200
Amount Set Aside/Transfer to Reserve	5,000.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	99.18	200
	15,344.34	15,400

(k) Lavieville Lodge Reserve

To be utilised towards maintenance of the 4 units at Lavieville Lodge

Opening Balance	45,913.00	45,900
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	0
Interest Received	443.27	500
	46,356.27	46,400

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

9: CASH BACKED RESERVES**(I) Townscape Plan Implementation Reserve**

To be utilised for implementation of the Townscape Plans for the Broomehill and Tambellup townsites

Opening Balance	202,440.34	202,400
Amount Set Aside/Transfer to Reserve	100,000.00	100,000
Amount Used/Transfer from Reserve	0.00	(200,000)
Interest Received	1,956.75	1,000
	304,397.09	103,400

Total Cash Backed Reserves

2,071,754.39	640,700.00
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Summary of Transfers To and (From) Cash Backed Reserves**Transfers to Reserves**

Leave Reserve	36,022.46	37,000
Plant Reserve	550,459.19	554,000
Building Reserve	103,481.23	109,000
Computer Reserve	10,361.23	10,600
Tambellup Rec Ground & Pavilion Reserve	2,567.77	6,000
Broomehill Rec Complex Reserve	9,133.88	10,100
Building Maintenance Reserve	509.39	1,200
Sandalwood Villas Reserve	460.41	10,900
Broomehill Synthetic Bowling Green Replacement Reserve	8,950.21	9,300
Refuse Sites Post Closure Management Reserves	5,099.18	5,200
Lavieville Lodge Reserve	443.27	500
Townscape Plan Implementation Reserve	101,956.75	101,000
	829,444.97	854,800

Transfers from Reserves

Leave Reserve	(24,605.00)	(80,900)
Plant Reserve	0.00	(579,000)
Building Reserve	0.00	(389,400)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	(254,800)
Broomehill Rec Complex Reserve	0.00	(7,000)
Building Maintenance Reserve	0.00	(35,000)
Sandalwood Villas Reserve	0.00	0
Broomehill Synthetic Bowling Green Replacement Reserve	0.00	0
Refuse Sites Post Closure Management Reserves	0.00	0
Lavieville Lodge Reserve	0.00	0
Townscape Plan Implementation Reserve	0.00	(200,000)
	(24,605.00)	(1,546,100)

Total Transfer to/(from) Reserves

804,839.97	(691,300)
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All of the above reserve accounts are supported by money held in financial institutions.

Comments - Cash Backed Reserves

Councils Reserves are held collectively in one investment with the Bendigo Bank.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

10: ASSET DISPOSALS

The following assets have been disposed of during the period under review:

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17
PLANT & EQUIPMENT						
<i>Governance</i>						
Chief Executive Officers vehicle - OTA	41,898.94	41,500	40,000.00	40,600	(1,898.94)	(900)
Chief Executive Officers vehicle - OTA (2nd changeover)	0.00	41,500	0.00	40,600	0.00	(900)
Chief Executive Officers vehicle - OTA (3rd changeover)	0.00	41,500	0.00	40,800	0.00	(700)
Manager Corporate Services vehicle - BH000	43,050.54	36,000	31,882.00	35,000	(11,168.54)	(1,000)
Manager Corporate Services vehicle - BH000 (2nd changeover)	0.00	36,000	0.00	35,000	0.00	(1,000)
<i>Transport</i>						
Iveco Stralis Truck - TA092	0.00	168,600	0.00	100,000	0.00	(68,600)
Caterpillar Vibrating Roller BH001	0.00	70,000	0.00	50,000	0.00	(20,000)
Manager Works vehicle - 1TA	44,966.04	45,000	44,545.45	46,000	(420.59)	1,000
Manager Works vehicle - 1TA (2nd changeover)	46,122.47	45,000	44,545.45	46,000	(1,577.02)	1,000
Manager Works vehicle - 1TA (3rd changeover)	0.00	45,000	0.00	46,000	0.00	1,000
Parks & Gardens Utility - TA052	0.00	30,500	0.00	28,000	0.00	(2,500)
Works Supervisors vehicle - TA001	43,966.32	43,000	43,181.82	40,600	(784.50)	(2,400)
Works Supervisors vehicle - TA001 (2nd changeover)	0.00	43,000	0.00	40,600	0.00	(2,400)
Works Supervisors vehicle - TA001 (3rd changeover)	0.00	43,000	0.00	40,800	0.00	(2,200)
Parks & Gardens Utility - BH009	0.00	28,100	0.00	28,000	0.00	(100)
Maintenance Crew Dual Cab - BH00	37,500.00	38,500	35,264.45	35,500	(2,235.55)	(3,000)
Maintenance Crew Dual Cab - BH00 (2nd changeover)	0.00	38,500	0.00	35,500	0.00	(3,000)
Mechanics Utility - BH014	33,671.14	36,000	33,409.09	25,000	(262.05)	(11,000)
Construction Crew Dual Cab - BH003	59,970.28	57,600	57,272.73	57,500	(2,697.55)	(100)
Construction Crew Dual Cab - BH003 (2nd changeover)	0.00	57,600	0.00	57,500	0.00	(100)
Water Tank 14,500 litres	5,797.84	0	2,000.00	0	(3,797.84)	0
	356,943.57	985,900	332,100.99	869,000	(24,842.58)	(116,900)
Summary						
Profit on Asset Disposals					0.00	3,000
Loss on Asset Disposals					(24,842.58)	(119,900)
					(24,842.58)	(116,900)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

11: OPERATING REVENUE AND EXPENSE

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GENERAL PURPOSE FUNDING				
Rate Revenue	2,280,200	(203,200)	2,263,497.70	(88,186.98)
General Purpose Funding	1,762,700	0	880,633.50	0.00
Other General Purpose Funding	43,600	(66,200)	17,359.92	(31,209.61)
TOTAL GENERAL PURPOSE FUNDING	4,086,500	(269,400)	3,161,491.12	(119,396.59)
GOVERNANCE				
Members Of Council	20,600	(660,600)	3,337.50	(281,652.19)
Administration General	2,500	0	3,762.03	0.00
Other Governance	9,000	(87,800)	0.00	(16,193.63)
TOTAL GOVERNANCE	32,100	(748,400)	7,099.53	(297,845.82)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	94,600	(183,500)	68,901.75	(59,893.36)
Animal Control	3,900	(33,600)	3,651.91	(17,374.79)
Other Law, Order & Public Safety	0	(4,500)	0.00	(3,474.05)
TOTAL LAW, ORDER & PUBLIC SAFETY	98,500	(221,600)	72,553.66	(80,742.20)
HEALTH				
Maternal & Infant Health	600	(15,200)	0.00	(5,340.80)
Health Inspection & Administration	500	(30,200)	698.00	(10,816.13)
Preventative Services - Pest Control	0	(14,900)	0.00	(8,822.34)
Other Health	0	0	0.00	0.00
TOTAL HEALTH	1,100	(60,300)	698.00	(24,979.27)
EDUCATION & WELFARE				
Other Education	55,300	(61,600)	24,038.90	(28,338.90)
Other Welfare	0	(10,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	55,300	(71,600)	24,038.90	(28,338.90)
HOUSING				
Staff Housing	0	0	0.00	(546.17)
Other Housing	54,100	(109,700)	18,555.06	(39,454.29)
TOTAL OTHER HOUSING	54,100	(109,700)	18,555.06	(40,000.46)
COMMUNITY AMENITIES				
Household Refuse	64,200	(261,400)	62,740.80	(83,972.32)
Protection Of The Environment	2,500	(2,500)	1,001.82	(836.55)
Town Planning & Regional Development	5,000	(59,800)	1,340.60	(23,395.29)
Other Community Amenities	5,000	(51,700)	3,859.98	(18,901.14)
Public Conveniences	0	(57,400)	0.00	(19,322.44)
Urban Stormwater Drainage	0	0	0.00	0.00
Sewerage	0	0	0.00	0.00
TOTAL COMMUNITY AMENITIES	76,700	(432,800)	68,943.20	(146,427.74)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

11: OPERATING REVENUE AND EXPENSE

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RECREATION & CULTURE				
Public Halls & Civic Centres	1,671,300	(128,900)	177,526.34	(60,855.70)
Other Sport & Recreation	41,200	(581,700)	20,264.99	(216,974.41)
Libraries	100	(83,900)	31.82	(34,770.67)
Other Culture	0	(33,200)	0.00	(8,558.60)
Television Rebroadcasting	0	0	0.00	0.00
TOTAL RECREATION & CULTURE	1,712,600	(827,700)	197,823.15	(321,159.38)
TRANSPORT				
Road Construction	1,943,600	0	766,573.00	0.00
Streets Roads Bridges & Depot Maint	1,193,500	(2,886,100)	297,265.43	(1,376,581.08)
Traffic Control	22,200	(62,400)	7,828.39	(29,402.94)
TOTAL TRANSPORT	3,159,300	(2,948,500)	1,071,666.82	(1,405,984.02)
ECONOMIC SERVICES				
Rural Services	0	(4,800)	0.00	(2,951.34)
Tourism & Area Promotion	17,000	(88,100)	3,085.49	(30,058.61)
Building Control	13,200	(61,300)	16,544.80	(33,805.90)
Other Economic Services	26,000	(60,300)	6,256.87	(16,411.10)
TOTAL ECONOMIC SERVICES	56,200	(214,500)	25,887.16	(83,226.95)
OTHER PROPERTY & SERVICES				
Private Works	25,000	(22,500)	7,464.55	(55,485.74)
Public Works Overhead	0	0	2,814.56	(8,041.17)
Plant Operation Costs	35,000	0	14,865.35	75,998.44
Workers Compensation	0	0	184.52	(367.21)
Salaries & Wages	0	0	0.00	(27,715.21)
Unclassified	4,500	(4,500)	0.00	(2,250.00)
TOTAL OTHER PROPERTY & SERVICES	64,500	(27,000)	25,328.98	(17,860.89)
TOTAL OPERATING	9,396,900	(5,931,500)	4,674,085.58	(2,565,962.22)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

12: CAPITAL DISPOSALS AND ACQUISITIONS**GOVERNANCE**

Tambellup Admin Building - Generator backup
Tambellup Admin Building - seal rear carpark, remove tree
Tambellup Admin Building - shelter/shade in staff carpark
Broomehill Archive Repository - replace 3 airconditioners

Plant Replacement

Holden Caprice Sedan OTA (CEO) * 3 changeovers
Holden Colorado Wagon BH000 (MCS) * 2 changeovers

HEALTH

Tambellup Infant Health Clinic - replace kitchen cupboards

HOUSING

20 Henry Street - Laundry/bathroom renovation
Executive Residence 63 Taylor St Tambellup

RECREATION & CULTURE

Tambellup Hall - repair roof, upgrade ablutions
Tambellup Pavilion - redevelopment
Tambellup Oval - replace fencing along Cremasco Rd
Broomehill Recreation Complex - oval lighting
Broomehill Oval Dam - Solar Pump (Bignells dam)
Holland Park - erect fixed shade structure over playground
Diprose Park - soft fall under junior playground
Diprose Park - shade structure over junior playground
Tambellup CRC - repair ceiling in reception area - carry over
Broomehill Museum - replace roof
Subdivision costs - No 1 Dam

TRANSPORT**Buildings**

Tambellup Depot - Washdown Bay

Plant Replacement

Iveco Stralis
Caterpillar Vibrating Roller
Side Tipping Trailer
Toyota Hilux Dual Cab 1TA * 3 changeovers
Holden Colorado Utility TA052
Toyota Hilux Dual Cab TA001* 3 changeovers
Holden Colorado Utility BH009
Holden Colorado Dual Cab BH00 * 2 changeovers
Holden Colorado Utility BH014
Toyota Landcruiser BH003 * 2 changeovers
Sundry Plant
~ Mozzie Fogger
~ Cemetery - shoring for graves
~ Sale of surplus water tank

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
P&E	0	(21,200)	0.00	(14,000.00)
I-O	0	(20,000)	0.00	(3,893.86)
L&B	0	(15,000)	0.00	0.00
P&E	0	(8,000)	0.00	(10,092.73)
P&E	122,000	(135,000)	40,000.00	(56,181.82)
P&E	70,000	(82,000)	31,882.00	(35,518.36)
Total	192,000	(281,200)	71,882.00	(119,686.77)
L&B	0	(9,000)	0.00	0.00
Total	0	(9,000)	0.00	0.00
L&B	0	(15,000)	0.00	0.00
L&B	0	(389,400)	0.00	(69,019.48)
Total	0	(404,400)	0.00	(69,019.48)
L&B	0	(50,000)	0.00	0.00
L&B	0	(3,600,000)	0.00	(1,091,447.82)
I-O	0	(10,000)	0.00	0.00
I-O	0	(21,000)	0.00	0.00
I-O	0	(27,000)	0.00	(391.48)
L&B	0	(39,800)	0.00	0.00
I-O	0	(25,000)	0.00	0.00
I-O	0	(21,000)	0.00	0.00
L&B	0	(6,000)	0.00	0.00
L&B	0	(19,500)	0.00	0.00
L&B	0	(10,000)	0.00	0.00
Total	0	(3,829,300)	0.00	(1,091,839.30)
L&B	0	(35,000)	0.00	0.00
P&E	100,000	(340,000)	0.00	0.00
P&E	50,000	(180,000)	0.00	0.00
P&E	0	(75,000)	0.00	0.00
P&E	138,000	(150,000)	89,090.90	(99,545.45)
P&E	28,000	(38,000)	0.00	0.00
P&E	122,000	(135,000)	43,181.82	(46,818.18)
P&E	28,000	(38,000)	0.00	0.00
P&E	71,000	(80,000)	35,264.45	(39,090.91)
P&E	25,000	(35,000)	33,409.09	(36,136.36)
P&E	115,000	(130,000)	57,272.73	(57,727.27)
P&E	0	(30,000)	0.00	0.00
P&E	0	0	0.00	(4,821.82)
P&E	0	0	0.00	(6,818.18)
P&E	0	0	2,000.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
TRANSPORT					
Footpaths					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
Townscape					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	0.00
Road Construction					
Regional Road Group					
Gnowangerup-Tambellup Road - reseal - SLK 18.69 to 20.88	I-R	0	(108,800)	0.00	(7,485.78)
Pallinup South Road - construct & seal - SLK 6.30 to 9.30	I-R	0	(415,500)	0.00	(119,359.22)
Punchmirup South Road - stabilise & seal - SLK 0.00 to 6.32	I-R	0	(193,500)	0.00	(40,514.17)
Broomehill-Kojonup Road - stabilise & seal - SLK 26.30 to 28.20	I-R	0	(97,700)	0.00	(9,035.92)
Warrenup Road - construct & seal - SLK 4.60 to 6.75	I-R	0	(290,400)	0.00	(15,523.64)
Commodity Routes					
Beejenup Road - gravel sheet - SLK 0.00 to 4.00 - <i>carry over</i>	I-R	0	(110,800)	0.00	(44,450.52)
Beejenup Road - widen & gravel resheet - SLK 11.45 to 18.27	I-R	0	(258,500)	0.00	(66,738.64)
Nardlah Road - construct & seal - SLK 0.00 to 5.40	I-R	0	(301,500)	0.00	(145,340.92)
Roads to Recovery					
Punchmirup North Road - gravel sheet - SLK 0.04 to 4.00 - <i>carry over</i>	I-R	0	(69,300)	0.00	(57,072.42)
Tieline North Road - widen & resheet - SLK 0.00 to 5.02	I-R	0	(138,800)	0.00	(37,755.13)
Flat Rocks Road - reseal - SLK 8.73 to 19.00	I-R	0	(199,800)	0.00	(1,379.32)
Taylor St - reseal/kerbing - carry over 2015/16	I-R	0	0	0.00	(7,907.46)
Bridgeworks					
Pallinup Rd - bridge 4241	I-R	0	(309,300)	0.00	0.00
Total		677,000	(4,029,900)	260,218.99	(843,521.31)
ECONOMIC SERVICES					
Banner Poles - Tourist Layby Broomehill	I-O	0	(5,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(17,800)	0.00	0.00
Broomehill Caravan Park - upgrade reticulation	I-O	0	(15,000)	0.00	(7,145.45)
Total		0	(38,300)	0.00	(7,145.45)
Total					
		869,000	(8,592,100)	332,100.99	(2,131,212.31)
LAND HELD FOR RESALE					
LR		0	0	0	0.00
LAND & BUILDINGS					
L&B		0	(4,206,500)	0.00	(1,160,467.30)
PLANT & EQUIPMENT					
P&E		869,000	(1,477,200)	332,100.99	(406,751.08)
FURNITURE & EQUIPMENT					
F&E		0	0	0.00	0.00
INFRASTRUCTURE - ROADS					
I-R		0	(2,563,900)	0.00	(552,563.14)
INFRASTRUCTURE - PARKS					
I-O		0	(344,500)	0.00	(11,430.79)
		869,000	(8,592,100)	332,100.99	(2,131,212.31)

RESERVE TRANSFERS - from/(to)

Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
80,900	(37,000)	24,605.00	(36,022.46)
579,000	(554,000)	0.00	(550,459.19)
389,400	(109,000)	0.00	(103,481.23)
0	(10,600)	0.00	(10,361.23)
254,800	(6,000)	0.00	(2,567.77)
7,000	(10,100)	0.00	(9,133.88)
35,000	(1,200)	0.00	(509.39)
0	(10,900)	0.00	(460.41)
0	(9,300)	0.00	(8,950.21)
0	(5,200)	0.00	(5,099.18)
0	(500)	0.00	(443.27)
200,000	(101,000)	0.00	(101,956.75)
1,546,100	(854,800)	24,605.00	(829,444.97)
0	(52,000)	0.00	(4,875.14)
1,150,000	0	0.00	0.00
50,000	0	0.00	0.00
0	(50,000)	0.00	0.00
1,200,000	(102,000)	0.00	(4,875.14)

Loan Repayments
Proceeds from New Loans
Self Supporting Loans
Payment of Self Supporting Loan

TOTAL CAPITAL

3,615,100	(9,548,900)	356,705.99	(2,965,532.42)
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SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

13: 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 1 July 2016	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,400.00	1,050.00	(1,950.00)	500.00
Key Bonds	300.00	50.00	(100.00)	250.00
Equipment Bonds	0.00	300.00	(300.00)	0.00
House Bonds	880.00	0.00	0.00	880.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	28,085.67	0.00	(10,604.09)	17,481.58
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	3,800.97	0.00	0.00	3,800.97
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
Planning Approval Bond	5,000.00	0.00	0.00	5,000.00
Southern Link VROC	794,738.75	4,916.42	(532,288.18)	267,366.99
YMCA - A Smart Start Program	311,425.99	45,894.00	(34,297.35)	323,022.64
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	4,566.70	15,243.60	0.00	19,810.30
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	1,159,973.18	67,454.02	(579,539.62)	647,887.58

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 November 2016
Presented to Council on 15 December 2016

Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3307	02/11/2016	COATES HIRE	Hire of drum roller for 1 week - Pallinup South Road	1,392.01	
3308	04/11/2016	SYNERGY	Electricity usage 23/08/16 to 20/10/16	5,373.15	
3309	04/11/2016	TAMBELLUP P&C ASSOCIATION INC.	DrumMuster October 2016 3208 Units @ \$0.25	802.00	
3310	08/11/2016	AUSTRALIA POST	Postage BT Times November 2016	72.00	
3311	08/11/2016	CUT-N-COTE	Liquid nails	16.11	
3312	08/11/2016	GREAT SOUTHERN FUEL SUPPLIES	16,000lts Diesel 10,000 TA Depot/ 6,000 BH Depot	18,837.17	
3313	08/11/2016	J BLACKWOOD & SON	Fire Brigade Gloves & Goggles	1,617.26	
3314	08/11/2016	ORIGIN ENERGY	LPG Facility Fee to Oct 2017 27 East Tce	67.00	
3315	08/11/2016	SYNERGY	Electricity usage 23/08/16 to 20/10/16 TA Sportsground	98.55	
3316	08/11/2016	TAMBELLUP DELI	October 2016 Admin Milk, Depot Milk & Coffee, Newspapers	271.15	
3317	08/11/2016	WATER CORPORATION	Water usage to 31/10/16. Lavieville Units	903.11	
3318	08/11/2016	WEST AUSTRALIAN NEWSPAPERS LTD	Advertising Bushfire Directory 20/10/16 in GSH	120.00	
3319	15/11/2016	MURRAY BOWMAN	Rates refund for assessment A854 - subdivision/sale of land	1,456.81	
3320	16/11/2016	DEPARTMENT OF TRANSPORT	New registration for Toyota Landcruiser 1TA	308.40	
3321	18/11/2016	DEPARTMENT OF TRANSPORT	Plate remake - special series 1TA	114.30	
3322	18/11/2016	J BLACKWOOD & SON	6 x Spray bottles	18.94	
3323	18/11/2016	SYNERGY	Electricity usage 25/09/16 to 24/10/16 Streetlighting	2,500.95	
3324	22/11/2016	COATES HIRE	Additional 1 days hire of drum roller	232.01	
3325	22/11/2016	GREAT SOUTHERN FUEL SUPPLIES	1 x 200lt Bio Trans Truck Wash, 1 x 200lt Kerosene	1,267.39	
3326	22/11/2016	J BLACKWOOD & SON	Toilet Rolls, Paper towel	181.23	
3327	22/11/2016	SHIRE OF KOJONUP	Recoup from VROC CLGF funds - Independent Living Units	50,633.94	
3328	22/11/2016	TAMBELLUP CRC	Library Management. - 01/07/16 to 31/12/16	18,150.00	
3329	22/11/2016	TELSTRA	Phone usage to 01/11/16 Service charges to 01/12/16	2,304.75	
3330	22/11/2016	WATER CORPORATION	Water usage to 07/11/16. Water charges to 31/12/16	944.34	
3331	24/11/2016	G & W THORN	Purchase of 5,000m gravel - Warrenup Road	11,000.00	
3332	24/11/2016	GA & CA GROVES	Purchase 8,000m gravel - Beejenup Road	17,600.00	
3333	24/11/2016	IAN R PALMER	Purchase 2,000m gravel - Broomehill Kojonup Road	4,400.00	
3334	24/11/2016	LANGAWEIRA CO	Purchase 8,000m gravel - Tieline North Road	17,600.00	
3335	28/11/2016	DEPARTMENT OF TRANSPORT	New registration for Toyota Landcruiser tray top BH003	362.60	
3336	30/11/2016	CITY OF ALBANY	SLWA Regional Subsidy 2016/17 Regional Library Activity Plan	1,405.80	
3337	30/11/2016	CUT-N-COTE	Hitch Pin BHT1624	99.45	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3338	30/11/2016	GREAT SOUTHERN FUEL SUPPLIES	15,000lts Diesel TA Depot	16,577.55	
3339	30/11/2016	SYNERGY	Electricity usage 26/08/16 to 28/10/16 BH Admin	716.05	
EFT8323	01/11/2016	SCINTEX	Vehicle mounted Industrial Fogger	5,304.00	
EFT8324	31/10/2016	SHIRE OF BROOMEHILL-TAMBELLUP	October payment	-	
EFT	01/11/2016	SALARIES & WAGES	Wages for fortnight ending 28 October 2016	55,419.91	
EFT8325	03/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8326	03/11/2016	CHILD SUPPORT AGENCY	Payroll deductions	356.02	
EFT8327	03/11/2016	LGRCE UNION	Payroll deductions	61.50	
EFT8328	03/11/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8329	03/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - recoup from A Smart Start funding - wages/super for Co-ordinators FE 16 Sept to 28 Oct 2016		19,734.50
EFT8330	04/11/2016	BEST OFFICE SYSTEMS	Minimum charge to 23/10/16 - Broomehill photocopier	49.50	
EFT8331	04/11/2016	BETTA ROADS PTY LTD	54 x 2kg Polycom - Nardlah Rd	32,076.00	
EFT8332	04/11/2016	BURGESS RAWSON	Water usage 11/08/16 to 17/10/16 Station Masters Residence	230.05	
EFT8333	04/11/2016	ELITE STEEL FABRICATION	Fabricate Grave shoring	7,500.00	
EFT8334	04/11/2016	FULTON HOGAN	4 x 1000kg Bulka Bags EZ Street Cold Mix	2,816.00	
EFT8335	04/11/2016	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin Postage October 2016	32.60	
EFT8336	04/11/2016	GRAY CARTER	AGRN696 Supply Plant to repair flood damage - Hassell Rd	54,483.00	
EFT8337	04/11/2016	GREAT SOUTHERN TOYOTA	Supply Toyota GXL Prado OTA / Trade Holden Caprice	22,196.56	
EFT8338	04/11/2016	HARBOUR SOFTWARE PTY LTD	Docs on Tap Annual Subscription fee. 29/11/16 to 27/11/17	3,316.50	
EFT8339	04/11/2016	LANDGATE	SLIP Subscription Services	2,468.40	
EFT8340	04/11/2016	LINCOLNS	Audit fee for annual audit 30 June 2016, Roads to Recovery acquittal, deferred rates	13,750.00	
EFT8341	04/11/2016	MARIE SHERIDAN	Catering October 2016 Council Meeting 20/10/16	380.00	
EFT8342	04/11/2016	MINEHAN AGENCIES PTY LTD	20lt Bio Solvent plus freight - Jetpatcher	368.50	
EFT8343	04/11/2016	OZWASHROOM	4 x Handwash Dispensers plus freight TA Hall	195.95	
EFT8344	04/11/2016	PALOMAR FARMING	Roadside mulching Beejenup Rd, Tieline North Rd, Warrenup Rd	84,488.25	
EFT8345	04/11/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	Travel to TA to reconfigure Servers & Synergy issues	770.00	
EFT8346	04/11/2016	PREVIEW INDUSTRIES AUSTRALIA PTY LTD	Archive box liners plus postage	62.26	
EFT8347	04/11/2016	SHIRE OF KATANNING	Drainage pipes Pallinup Sth Rd	10,450.00	
EFT8348	04/11/2016	SOUTHERN TOOL AND FASTENER CO	3/4 Drive Ratchet, Hose	350.00	
EFT8349	04/11/2016	T-QUIP	Drive Belt x 3 BH007	404.50	
EFT8350	04/11/2016	TW & AH PROUT	1 x Night Accommodation for PCS 20/10/16	95.00	
EFT8351	04/11/2016	WARREN BLACKWOOD WASTE	Management of Transfer Stations BH & TA October 2016	12,698.40	
EFT8352	04/11/2016	WESTRAC EQUIPMENT PTY LTD	Turbo Timers x 3: BH004, BH006, TA281	835.16	
EFT8353	08/11/2016	A.D. CONTRACTORS PTY. LTD.	Supply 1900 lts Emulsion	2,696.10	
EFT8354	08/11/2016	CALTEX STAR CARD	Fuel usage Oct 2016 OTA / 1TA	516.62	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8355	08/11/2016	COURIER AUSTRALIA	Freight on Drive belts, V-belts / Air Filters / Cleaning order/ Turbo Timer/ 4 x 1000kg Cold Mix	3,278.73	
EFT8356	08/11/2016	FULTON HOGAN	4 x 1000kg Bulka Bags EZStreet Cold Mix	2,816.00	
EFT8357	08/11/2016	HANSON CONSTRUCTIONS MATERIALS	7-5mm Aggregate 107.00 tonne Pallinup Sth Rd	15,541.55	
EFT8358	08/11/2016	JACKI HARMER	Delivery of Kidsport Program, reimburse purchase of food/fuel (funded program)	527.70	
EFT8359	08/11/2016	KEYBROOK UTILITY SERVICES	Remove vinyl floorcovering from rear Lesser Hall	2,260.00	
EFT8360	08/11/2016	KJB PLUMBING & GAS	Replace U-bend under sink - Bhill Caravan Park	110.00	
EFT8361	08/11/2016	KOJONUP TYRE SERVICE	Tyre repair for BH005, New tyre for BH004	1,525.50	
EFT8362	08/11/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2016-2017 Membership Subscription LGMA K. Williams	513.00	
EFT8363	08/11/2016	MONASH ELECTRICAL SERVICES	Repair lights Railway footpath BH	221.65	
EFT8364	08/11/2016	PEP BUILDING IMPROVEMENTS	Inspect & tighten bolts on Flag Pole - Bhill Admin	88.00	
EFT8365	08/11/2016	RON WRIGHT	Stockpile gravel (Palmer's Pit) for Bhill-Koji Rd	9,817.50	
EFT8366	08/11/2016	SHIRE OF CUBALLING	Building Surveyor Services & travel October 2016	3,514.60	
EFT8367	08/11/2016	T-QUIP	Bearings x 2 BH007	300.20	
EFT8368	08/11/2016	TAMBELLUP G & T MOTORS	Workshop Supplies, Unleaded fuel, 2-Stroke Oil, Battery, On-Off Switch, Fix tyre/ Patch	624.60	
EFT8369	08/11/2016	TAMBELLUP JUNIOR FOOTBALL CLUB	Kidsport Vouchers Registration fees 2016 Season - 11x Auskick	440.00	
EFT8370	08/11/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 30/09/16 to 24/10/16	1,449.25	
EFT	15/11/2016	SALARIES & WAGES	Wages for fortnight ending 11 November 2016	55,618.66	
EFT8371	15/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8372	15/11/2016	CHILD SUPPORT AGENCY	Payroll deductions	356.02	
EFT8373	15/11/2016	LGRCE UNION	Payroll deductions	61.50	
EFT8374	15/11/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8375	18/11/2016	A.D. CONTRACTORS PTY. LTD.	1900lts Emulsion Office Carpark	2,696.10	
EFT8376	18/11/2016	ARCHIVAL SURVIVAL	Archive box liners returned - Freight charge	11.94	
EFT8377	18/11/2016	ARMADILLO GROUP PTY LTD	Flow meter for fuel bowser TA Depot	431.20	
EFT8378	18/11/2016	ARROW BRONZE	Supply Standard Bronze Plaque - niche wall Tamb Cemetery	418.99	
EFT8379	18/11/2016	BKW CO-OP	Steel Formwork for Taylor St	243.00	
EFT8380	18/11/2016	BLACK STUMP ELECTRICAL	Re-program gate - Sandalwood Villas	137.50	
EFT8381	18/11/2016	FAST FINISHING SERVICES	Binding Council Minutes Feb 2016 - June 2016	155.10	
EFT8382	18/11/2016	GREENWAY ENTERPRISES	2 x Secateurs, 2 x Cultivators	207.35	
EFT8383	18/11/2016	HANSON CONSTRUCTIONS MATERIALS	Aggregate - Nardlah Rd, Pallinup South Rd	27,531.91	
EFT8384	18/11/2016	HARLEY DYKSTRA	Feature Surveys: intersection Nardlah/Bhill-Gnow Rd, survey radius for Warrenup Rd corner	3,059.38	
EFT8385	18/11/2016	HOWARD + HEAVER ARCHITECTS	Tamb Pavilion Contract Admin to 20%, C & S Civil - site visit	7,260.00	
EFT8386	18/11/2016	KATANNING GLAZING & SECURITY	Reglaze window at Railway Station	289.90	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8387	18/11/2016	KRISTY BOYLE	Preparation of November 2016 BT Times	275.00	
EFT8388	18/11/2016	LANDMARK	Ultra Max Roundup, Uptake spray, fence droppers for gravel pit	1,865.62	
EFT8389	18/11/2016	LGIS	Lavieville Lodge Insurance premium adjustment for 2015/16	1,913.55	
EFT8390	18/11/2016	LW HULL	Roadside spraying - various rural roads throughout Shire	9,916.80	
EFT8391	18/11/2016	MONASH ELECTRICAL SERVICES	Repairs to Jetpatcher TA06	370.32	
EFT8392	18/11/2016	MR FIX IT MT BARKER	Service Air Conditioners - all buildings	2,455.00	
EFT8393	18/11/2016	PEP BUILDING IMPROVEMENTS	Prepare & concrete Crossover at 63 Taylor St	946.00	
EFT8394	18/11/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	IT support - rectify issues with user profile, maintenance of server & rectify slowness in Synergy	3,102.50	
EFT8395	18/11/2016	QFH MULTIPARTS	20lt Thermal Fogging ULV Insecticide	2,887.28	
EFT8396	18/11/2016	ST JOHN AMBULANCE TAMBELLUP SUB-CENTRE	First Aid Course 20/09/16 W. Newnham	320.00	
EFT8397	18/11/2016	T-QUIP	6 x V-Belts BH007	562.90	
EFT8398	18/11/2016	THINK WATER ALBANY	Supply & install Retic to Bhll Caravan Park	8,489.77	
EFT8399	18/11/2016	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Soil tests - Tamb Oval	429.00	
EFT8400	18/11/2016	PETER RUNDLE ROE CAMPAIGN	Registration for Campaign Launch - 22 Nov 2016, Cr Sheridan & CEO	40.00	
EFT8401	22/11/2016	A.D. CONTRACTORS PTY. LTD.	3800lts Emulsion Gnow-Tamb Rd	5,392.20	
EFT8402	22/11/2016	AARON PARNELL	Lavieville Grounds Maintenance November 2016	180.00	
EFT8403	22/11/2016	ABA SECURITY	Monitor Alarm System. 12/11/16 to 11/02/17	82.50	
EFT8404	22/11/2016	BKW CO-OP	Submersible pump for RV Dump Point	250.00	
EFT8405	22/11/2016	BLACK STUMP ELECTRICAL	Replace Security light - Lavieville Lodge	412.50	
EFT8406	22/11/2016	CAMPBELLS EARTHMOVING	Form up & drainage works - Pallinup Sth Rd	8,151.00	
EFT8407	22/11/2016	COURIER AUSTRALIA	Freight - toner, cleaning order, V-Belts BH007, Secateurs/Cultivators	61.66	
EFT8408	22/11/2016	DESIGNER DIRT	12m cubic Garden Mix - for various parks & gardens	720.00	
EFT8409	22/11/2016	ESPLANADE HOTEL	Meals & Accommodation LGMA Conference - MCS	852.45	
EFT8410	22/11/2016	GRAY CARTER	WANDRRA AGRN696 - Repair flood damage - Hassell Rd	46,948.00	
EFT8411	22/11/2016	GREAT SOUTHERN TOYOTA	Supply Toyota Landcruiser GXL Single Cab Ute 1TA/ Trade Hilux	10,059.02	
EFT8412	22/11/2016	HANSON CONSTRUCTIONS MATERIALS	Aggregate - Nardlah Rd, Pallinup South Rd	17,952.65	
EFT8413	22/11/2016	HEWER CONSULTING SERVICES	WANDRRA ARGN696 - complete flood damages claim to 31 Oct 2016	1,050.50	
EFT8414	22/11/2016	KATANNING PANEL BEATING	Supply & fit Windscreen 1TA	363.00	
EFT8415	22/11/2016	KOJONUP AUTO ELECTRICS	Service Air Con BH001	344.10	
EFT8416	22/11/2016	LANDMARK	6 x Posts - fencing McGuires gravel pit - TieLine Rd	230.17	
EFT8417	22/11/2016	MARINDUST SALES	2 x Flagpoles BH & TA	1,183.60	
EFT8418	22/11/2016	PUBLIC LIBRARIES WA Inc	PLWA Membership 2016-2017	165.00	
EFT8419	22/11/2016	RECHARGE-IT (Danai Pty Ltd)	1 new Black Toner, 1 Remanufactured Black Toner	196.00	
EFT8420	22/11/2016	ROAD SIGNS AUSTRALIA	2 x Quad Stands for Signage - parks & gardens	55.00	
EFT8421	22/11/2016	SHIRE OF CRANBROOK	Recoup from VROC CLGF funds - Independent Living Units	80,561.36	
EFT8422	22/11/2016	SHIRE OF PLANTAGENET	Contribution to Regional EHO 01/10/16 to 20/10/16	624.40	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8423	22/11/2016	SOUTHERN TOOL AND FASTENER CO	Torque Multiplier	898.22	
EFT8424	22/11/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 02/11/16 & 08/11/16	794.75	
EFT8425	22/11/2016	WESTRAC EQUIPMENT PTY LTD	Fuel Line BH001	395.10	
EFT8426	24/11/2016	AB CROSBY & CO	Purchase 4,500m gravel - Nardlah Road	9,900.00	
EFT8427	24/11/2016	NORTH STIRLING DOWNS PTY LTD	WANDRRA AGRN696 - purchase of 20,000m gravel	44,000.00	
EFT8428	28/11/2016	BENDIGO BANK	Transfers to Reserve Funds in accordance with 2016/17 budget	792,595.00	
EFT	29/11/2016	SALARIES & WAGES	Wages for fortnight ending 25 November 2016	55,508.05	
EFT8429	29/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8430	29/11/2016	CHILD SUPPORT AGENCY	Payroll deductions	356.02	
EFT8431	29/11/2016	LGRCE UNION	Payroll deductions	61.50	
EFT8432	29/11/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8433	30/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - recoups from Shires of Cranbrook and Kojonup from VROC CLGF held in Trust for Independent Living Units		119,268.45
EFT8434	30/11/2016	PRE-EMPTIVE STRIKE	A Smart Start - design, development & installation of database, call out & consulting services	3,371.50	
EFT8435	30/11/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - recoup from A Smart Start funding for Pre-Emptive Strike payment		7,369.40
EFT8436	30/11/2016	ALLROAD MOTOR BODY BUILDERS	Monthly hire Side Tipper 20/11/16 to 19/12/16	4,100.00	
EFT8437	30/11/2016	BENARA NURSERIES	Plants for 63 Taylor St	526.53	
EFT8438	30/11/2016	BEST OFFICE SYSTEMS	Minimum Charge to 23/11/16 - Bhill photocopier	49.50	
EFT8439	30/11/2016	BETTA ROADS PTY LTD	60 x 2kg Polycom - Pallinup Sth Rd	35,640.00	
EFT8440	30/11/2016	BLACK STUMP ELECTRICAL	Repairs to heater - Tamb Hall	552.53	
EFT8441	30/11/2016	BLIGHT'S AUTO ELECTRICS	Repair lights on Fire Truck BH012	187.50	
EFT8442	30/11/2016	BOOT ROCK BOBTRAK & FARM WORKS	Re-align & extend fence McGuires gravel pit - TieLine Rd	2,642.75	
EFT8443	30/11/2016	BRENTON STEWART ELECTRICS	Connect power & alarm to septic tanks - 1 Janus St	1,486.05	
EFT8444	30/11/2016	DOMUS NURSERY	Plants for 63 Taylor St	215.29	
EFT8445	30/11/2016	GREAT SOUTHERN TOYOTA	10,000km Service OTA	335.51	
EFT8446	30/11/2016	HANSON CONSTRUCTIONS MATERIALS	Aggregate - Nardlah Rd	3,177.03	
EFT8447	30/11/2016	JACKI HARMER	Delivery of Kidsport Program, reimburse purchase of food/fuel (funded program)	1,493.93	
EFT8448	30/11/2016	MARIE SHERIDAN	Catering for Council Meeting November 2016	340.00	
EFT8449	30/11/2016	METROCOUNT	12 x Batteries for Traffic Counters plus freight	451.00	
EFT8450	30/11/2016	RIVERHILL CONTRACTING	WANDRRA AGRN696 Drainage repair works - Pootenup Rd	23,182.50	
EFT8451	30/11/2016	STEWART & HEATON CLOTHING CO PTY LTD	Fire Brigade Clothing PPE	937.34	
EFT8452	30/11/2016	T-QUIP	Cutting deck parts, blades, rollers, shaft BH007	1,020.15	
EFT8453	30/11/2016	TRUCKLINE ALBANY	Rubber Mat for Dollies & Trailers	548.74	
EFT8454	30/11/2016	WAUTERS ENTERPRISES PTY LTD	Tamb Pavilion Progress Claim	381,981.73	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8455	30/11/2016	WESTERN POWER	Upgrade Power supply to TA Pavilion	63,263.00	
EFT8456	30/11/2016	WESTRAC EQUIPMENT PTY LTD	Wiper blades for Graders, Coupling for Skidsteer, Backhoe	1,417.39	
DD4414.1	01/11/2016	WA SUPER	Superannuation contributions - FE 28 Oct 2016	10,916.44	
DD4414.2	01/11/2016	MTAA SUPER	Superannuation contributions - FE 28 Oct 2016	199.59	
DD4414.3	01/11/2016	REST SUPERANNUATION	Superannuation contributions - FE 28 Oct 2016	199.59	
DD4414.4	01/11/2016	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions - FE 28 Oct 2016	106.70	
DD4429.1	15/11/2016	WA SUPER	Superannuation contributions - FE 11 Nov 2016	10,928.86	
DD4429.2	15/11/2016	MTAA SUPER	Superannuation contributions - FE 11 Nov 2016	199.59	
DD4429.3	15/11/2016	REST SUPERANNUATION	Superannuation contributions - FE 11 Nov 2016	199.59	
DD4429.4	15/11/2016	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions - FE 11 Nov 2016	106.70	
DD4455.1	29/11/2016	WA SUPER	Superannuation contributions - FE 25 Nov 2016	10,887.03	
DD4455.2	29/11/2016	MTAA SUPER	Superannuation contributions - FE 25 Nov 2016	199.59	
DD4455.3	29/11/2016	REST SUPERANNUATION	Superannuation contributions - FE 25 Nov 2016	199.59	
DD4455.4	29/11/2016	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions - FE 25 Nov 2016	106.70	
				2,310,329.06	146,372.35

CREDIT CARDS

	Description	Amount
14/11/2016	October 2016	
	New registration - Toyota Hilux TA001	356.35
	Fuel BH000	188.94
	Groceries - Council meetings & Office Kitchen	360.92
	Staff Uniforms	648.00
	PPE for Cleaners - knee pads	52.45
	Parks & Gardens - vandal proof tap head	9.90
	Refund registration Emergency Mgt workshop - MCS (cancelled)	(700.00)
	Card Fees	8.00
Total Credit Cards		924.56

Sandalwood Villas**30/6/17****30/11/2016****30/6/2016****30/6/2015****BUDGET****Revenue**

09002

74 Reimbursements

500.00

18.22

648.45

0.00

80 Rent

35,000.00

8,100.00

31,500.00

27,450.00

35,500.00**8,118.22****32,148.45****27,450.00****Expense**

09125

01 Salaries & Wages

3,000.00

1,029.91

2,395.55

3,472.79

15 Repairs & Maintenance

7,000.00

2,842.86

3,224.08

6,337.68

16 Contract Services

2,000.00

483.09

1,935.46

0.00

60 Insurance

3,400.00

3,264.46

3,293.94

3,260.80

65 Electricity & Gas

1,900.00

263.08

1,526.69

1,796.12

66 Water Charges

8,000.00

2,672.42

8,234.80

6,681.05

98 Plant Operating Costs

2,000.00

204.00

1,782.00

594.00

99 Public Works Overheads

3,000.00

919.59

2,395.45

3,462.23

30,300.00**11,679.41****24,787.97****25,604.67**

Variance

5,200.00

-

3,561.19

7,360.48

1,845.33

Independent Living Seniors Accommodation – Terms of Reference

The Committee will consist of five members made up of three elected members and two community members. A quorum for the Committee shall be three members.

To investigate and make recommendations, where appropriate, on the following:

1. Review of the management structure and operating guidelines for the management of existing and future Council owned units within the Shire of Broomehill-Tambellup;
2. Make recommendations to Council on any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time;
3. Management of the units as per operating guidelines determined by Council;
4. Community membership of the Committee will be reviewed to coincide with the Local Government ordinary election cycle. Nominations for community membership will be advertised with Council making the final selection.

2. ALLOCATION OF HOUSING

2.1 *Housing Allocation Guidelines*

(MP1)

Eligibility Criteria

All applicants for ILSA are to satisfy the following eligibility criteria:

a. Age:

Tenants must be 55 years of age or older. In the event that a tenant's spouse/partner is younger than 55 years of age and the age eligible tenant passes away or vacates their unit, the younger spouse/partner's eligibility to remain will be assessed on an application by application basis. The otherwise ineligible younger spouse/partner will not be named on the original tenancy agreement.

b. Previous Tenancy History with ILSA:

Previous Debt - Where an applicant for a tenancy is in debt to the Shire and the debt is not subject to an approved payment plan arrangement, the tenant shall not be eligible for tenancy of the ILSA property unless approved by Council.

Previous Eviction – Where an applicant for a tenancy has previously been subject to eviction from an ILSA property, for failure to pay or for breach of agreement, they shall not be eligible as an ILSA tenant unless approved by Council.

c. Residency Status

Tenants must hold Australian Citizenship or have permanent residency status.

d. Independence

Tenants must be able to live independently (with external support if required).

e. Local identification

Tenants must, where possible, be able to be identified as a person local to the Shire of Broomehill-Tambellup.

“Need Based” Criteria

An applicant may make an application for a unit that has been purpose built for disabled persons and be given priority if a disability is verified by a medical professional. Council may also consider applications made as a result of extreme hardship (e.g.; persons displaced due to natural catastrophe). Any decision made is at the discretion of Council.

Proof of Identity

An applicant must provide proof of identity (see MP2) when applying for tenancy.

Refusal of application

The Shire can refuse an application for tenancy if criteria are not met or cease to be met.

If someone younger than 55 years of age applies to be placed on the Waiting List they will be asked to re-apply at age 55.



State Government

Equal Employment Opportunity Management Plan

Creating a workplace that is equitable and diverse

Agency Name: Shire of Broomehill-Tambellup

Plan Life: 2017 to 2019

EEO Outcomes to be achieved during the period of the plan

Existing	To be Reviewed	Proposed	Tick box indicates my authority has:
			<ul style="list-style-type: none"> <u>existing</u> initiatives in place initiatives in place that need <u>to be reviewed</u> <u>proposed</u> initiatives that are yet to be developed.
Outcome 1: The organisation values EEO and diversity and the work environment is free from sexual and racial harassment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values, business planning processes and human resource workforce plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance management criteria for managers includes an ability to recruit a diverse workforce and promote an inclusive work culture.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation of strategies within this EEO Management Plan occurs throughout the organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is an effective grievance resolution process where staff are able to raise concerns and issues.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.
Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organisational structure and job design provide career paths for all diversity groups.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and selection practices provide appropriate flexibility for all diversity groups.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.

Outcome 3: Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographic data is systematically collected to monitor and report on progress of all diversity groups.						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diversity objectives are identified to reflect the agency's business needs.						
			<p>Strategies have been developed to improve employment outcomes for the following diversity groups:</p> <table><tr><td><input checked="" type="checkbox"/> Women in Management</td><td><input checked="" type="checkbox"/> People from Culturally Diverse Backgrounds</td></tr><tr><td><input checked="" type="checkbox"/> Indigenous Australians</td><td><input checked="" type="checkbox"/> Youth</td></tr><tr><td><input checked="" type="checkbox"/> People with a Disability</td><td><input type="checkbox"/> Other (please specify): Click here to enter text.</td></tr></table> <p>(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).</p>	<input checked="" type="checkbox"/> Women in Management	<input checked="" type="checkbox"/> People from Culturally Diverse Backgrounds	<input checked="" type="checkbox"/> Indigenous Australians	<input checked="" type="checkbox"/> Youth	<input checked="" type="checkbox"/> People with a Disability	<input type="checkbox"/> Other (please specify): Click here to enter text.
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<input checked="" type="checkbox"/> People with a Disability	<input type="checkbox"/> Other (please specify): Click here to enter text.								

Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are communicated to all staff.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.

CEO LEADERSHIP STATEMENT

It is with pleasure I present to you the **The Shire of Broomehill-Tambellup's EEO Management Plan for 2017-2019**. This EEO Management Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework. Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery. Our EEO Management Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our Plan is a live document that we will continue to develop and build on for our future success. Council ~~has recently~~ added Outcome 7 to its Disability Access and Inclusion Plan in 2014, ~~this Outcome covers~~ addressing administrative matters pertaining to equal opportunity in the areas of obtaining and maintaining employment, ~~and is concerned with~~ job opportunities, workforce requirements and development opportunities. **Human resource management criteria in position descriptions now include reference to Council's EEO Policy.**

All staff are encouraged to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

CEO Name: Keith Williams

CEO Signature:

Date:



State Government

Equal Employment Opportunity Management Plan

Creating a workplace that is equitable and diverse

Agency Name: Shire of Broomehill-Tambellup

Plan Life: 2015 to 2017

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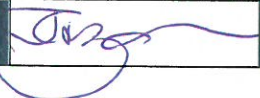
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All staff are encouraged to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

CEO Name: Joanne Trezona

CEO Signature:



Date:

22.12.2014

BAR	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor - in front of bar	Vinyl	Dark grey	Loam	Concrete
	Floor - behind bar	Non slip vinyl	Umber	Elephant	
	Walls	Paint	Cotton Sheets	Luna Rock	
	Ceilings	Plasterboard	Cotton Sheets		
	Windows	Blinds	Fog		
	Bar top	Fibre cement - clear sealed	Fibre cement		
	Bar front	Timber acoustic plank	Armidale cedar	Fibre cement	
MEETING ROOM & HALL	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor	Carpet Tile	Stone		
	Entry mat	Mat	Mouse grey		
	Walls	Paint	Luna Rock		
	Ceilings	Timber acoustic plank	Armidale cedar		
	Windows	Blinds	Fog		
KIDS ROOM	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor	Carpet Tile	Stone		
	Walls	Paint	Retro Gold	Storm Cloud	
	Ceilings	Plasterboard	Cotton Sheets		
	Windows	Blinds	Fog		
KITCHEN	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor	Non slip vinyl	Umber	Elephant	
	Walls	Paint	Cotton Sheets	Luna Rock	
	Wall tile	Tile	Matte white		
	Cabinetry fronts	Laminate	Sarsen Grey	Alpaca	
	Cabinetry top	Stainless Steel	Stainless steel		
	Ceilings	Plasterboard	Cotton Sheets		

CHANGEROOMS	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor - wet areas	Tile	Matte white		
	Floor - changerooms	Rubber sheet	Lhasa		
	Walls	Paint	Cotton Sheets	Luna Rock	
	Wall tile	Tile	White		
	Vanity	Laminate	Natural snow		
	Shower & toilet partitions	Laminate	Grey		
	Shower & toilet doors	Laminate	Tangerine	Yellow	
	Changeroom hook rail	Laminate	Tangerine	Yellow	
	Changeroom seats	Laminate	Grey		
EXTERNAL	LOCATION	ITEM	OPTION 1	OPTION 2	OPTION 3
	Floor	Coloured concrete	Terracotta Red & Charcoal	Red Brick & Charcoal	
	Walls	Paint	Tinker & Spice of Life	Strap & Oodnadatta Track	



Broomehill Primary School

Bushfire Plan 2016-2017

D16/0504366

Broomehill Primary School**BUSHFIRE PLAN (2016-2017)****Index**

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Introduction

This plan is for **Broomehill Primary School** and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

Overview

Broomehill Primary is a small school of 56 students. Some students live within the town site although majority access the school by bus due to living on surrounding farms. This is the same for staff members.

Due to the size of the school, Broomehill Primary does not have a Deputy Principal. On occasions when the Principal is not present at the school, The Manager Corporate Services assumes the “in charge” status. On the rare occasion that both the Principal and Registrar are not on the school site, a Senior teacher takes responsibility.

In terms of risk assessment, the school is bordered by bushland on three sides; the fourth side is a street that leads onto town housing.

There is no medical or Police presence in town, the closest being either Katanning which is 23km away or Tambellup 22 km in the other direction.

There is one evaporative air conditioner at the school- situated in the Library BER building.

General Information

This Bushfire Plan (BP) has been developed during Term 3 of each year after consultation with:

- families of students attending the School;
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager).

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide to Bushfire* (refer Appendix A).

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency including:

- on days of Total Fire Ban;
- Catastrophic fire danger rating;
- when there is a fire in the local district;
- when a bushfire is threatening or impacting on the site; and
- during the period immediately after a bushfire has impacted on the site (known as the ‘Recovery Phase’).

Where applicable, a building is nominated as the **Safer Location** building for this school.

- This building has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

Distribution

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office.

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year in the region.

The Principal or delegated officer will publish a copy of the school's bushfire plan on the schools website at the beginning of Term 1 each year.

- Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

[illegible]

Communication

There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the school's bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. A copy of the school's bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the *Principal's Guide to Bushfire*.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. *(Research shows that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regards to bushfire survival plans or household preparedness assessments.)*
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for a Communication Plan, Appendix E for sample emergency contacts and Appendix F for a sample telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The Department of Education Incident Controller (normally the Deputy Director General Schools or delegated officer) will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director.
- The Principal is to notify staff and parents of closure using emergency contacts and the telephone tree. See also the draft letter to parents in Appendix A7 of the *Principal's Guide to Bushfire* advising of pre-emptive closure, being mindful of parents' level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email, ensuring they have a mobile phone contact number for the school (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.

Page 6 of 20

- The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your area.
- The Emergency WA website provides up to date information on fire events. Refer to <http://www.emergency.wa.gov.au/> .

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.emergencyalert.gov.au>).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfire* advising of pre-emptive Closure – Appendix A7).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. bus contractors, out of hours users, P&C) should be advised of reopening.

Types of Fire Event

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **BP** will be activated.

1. Total Fire Ban

In the event of a Total Fire Ban the **BP** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.

The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority the school/college is able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information required is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting www.dfes.wa.gov.au.

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

In the event of a catastrophic weather warning the **BP** will be invoked as per the flow chart at Appendix B (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

2.1 Planned Pre-emptive Closure

Regional executive directors will contact principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give principals as much notice as possible to prepare written documentation for parents. Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. The Regional Executive Director confirms with the principal the final decision to close the school no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General Schools makes the final decision as to whether or not a planned closure of public schools is to proceed, based on DFES's advice.

2.2 During a Planned Closure

The principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a phone number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **BP** will be invoked by way of the school siren (or hand held siren) (***add your school's site specific alert tone***).

3.1. Bushfire – Watch community

During a bushfire, emergency services provide as much information as possible through a number of different channels.

There are three levels of warning:

- **ADVICE;**
- **WATCH AND ACT;** and
- **EMERGENCY WARNING.**

These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. Download a copy of DFES bushfire warning table from:

http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf

If the school is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management Plan* immediately.

3.1.1 Advice

An **ADVICE** provides you with information on a bushfire that is not threatening lives or property, but may be causing smoke near schools.

The actions required are to, turn off evaporative air conditioners, undertake regular checks, patrol of the school for bushfire activity and pay special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A **WATCH AND ACT** message tells you the fire conditions are changing and there is a possible threat to lives and schools.

The principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances, it may not be safe to evacuate.

3.1.3 Emergency Warning

An **EMERGENCY WARNING** is the highest level of warning and indicates **immediate** danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen – there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The Principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters will still be working to put out the last remnants of the fire and making the area safe, so

it is important to remain vigilant in case the situation changes. It may still not be safe to leave to school to return home. Emergency services will advise when school students and/or staff can be released to go home.

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

Has the evacuation to the off-site safer location been approved and how long will it take to get there?

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed **and evaporative air coolers turned off**.
- Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to Primary Assembly Area (dry oval) See Appendix C for evacuation plan.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off (o1 only- in the library)** Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the Department of Education Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents of the closure using the emergency contact list (see Appendix D for Communication Plan).

The Department of Education Incident Controller will, in consultation with the Regional Executive Director, identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Department's Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for the school during recovery are

- Health and Safety of individuals;
- Social Recovery; and
- Physical (Structural) Recovery.

General

- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.


Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you and your staff do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*.

APPENDICES

Appendix A: COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
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Principals should be thoroughly familiar with their current plans for dealing with bushfires.

All staff members should be aware of their responsibilities in accordance with the plans.

MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable(☐)

Evidence

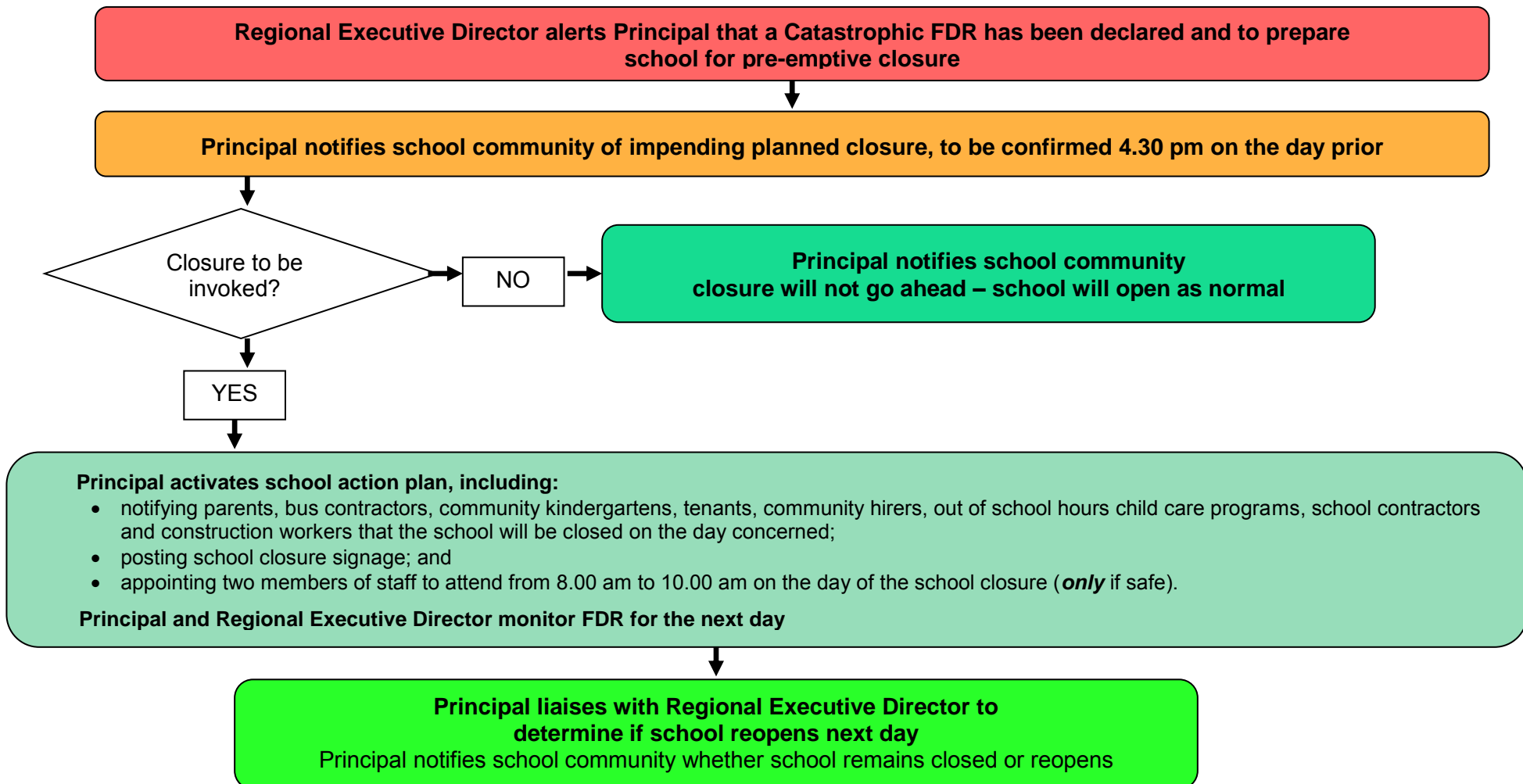
The School <i>Emergency and Critical Incident Management Plan</i> provides a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	√	<i>S:\AdminShared\Administration Staff\100 Administration\108 Planning\Risk Management\2016</i>
Principal is thoroughly familiar with the schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.	√	<i>October 2016</i>
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	√	<i>Staff meeting Term 3, 2016 and newsletter sent to parents/carers with bushfire information Term 3, 2016</i>
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.	√	Emailed 04.11. 2016
Schools on the Bushfire Zone Register have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency.		
The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area), and incorporated their feedback into the plans (as required).	√	Meeting 04.11.2016
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.		
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (www.emergencyalert.gov.au).	√	
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	√	Term 3, 2016
Schools know how to turn off evaporative air conditioner		

units, including awareness of the location of the switches, and how to close roof vents.		
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	√	
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from late October to April in southern WA and June to late October in northern WA. Note this is a minimum of three drills per year.	√	Scheduled for week after meeting with DFES on 07.11.2016
School has a correctly functioning emergency warning or alert system.	√	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.		
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	√	
First aid equipment is available and staff members trained in first aid have been identified.	√	Kit replenished Term 3, 2016
Evacuation kit should be checked at least once per term.	√	By School Officer
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required)	√	
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.		
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).	√	
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.		

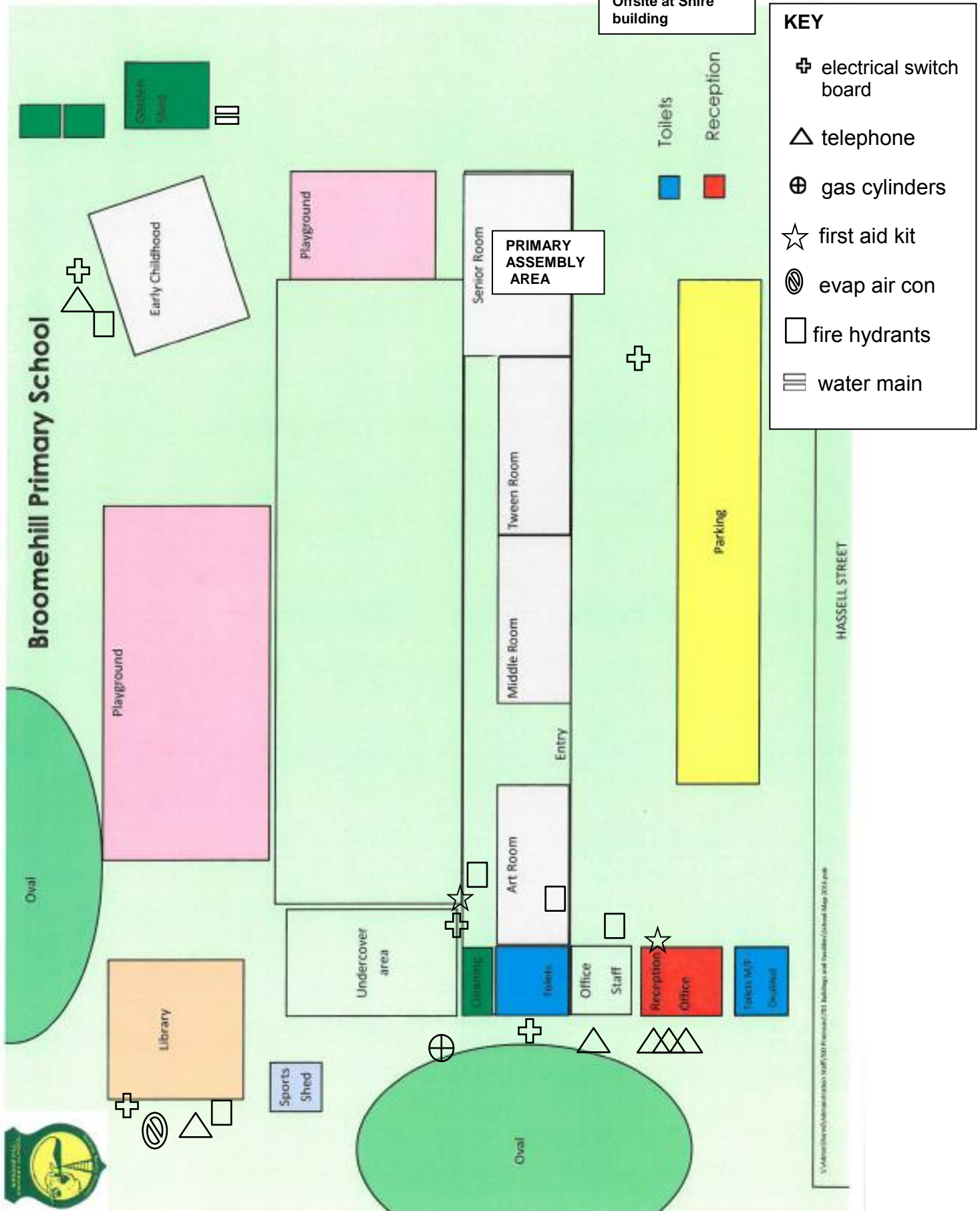
Appendix B: Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

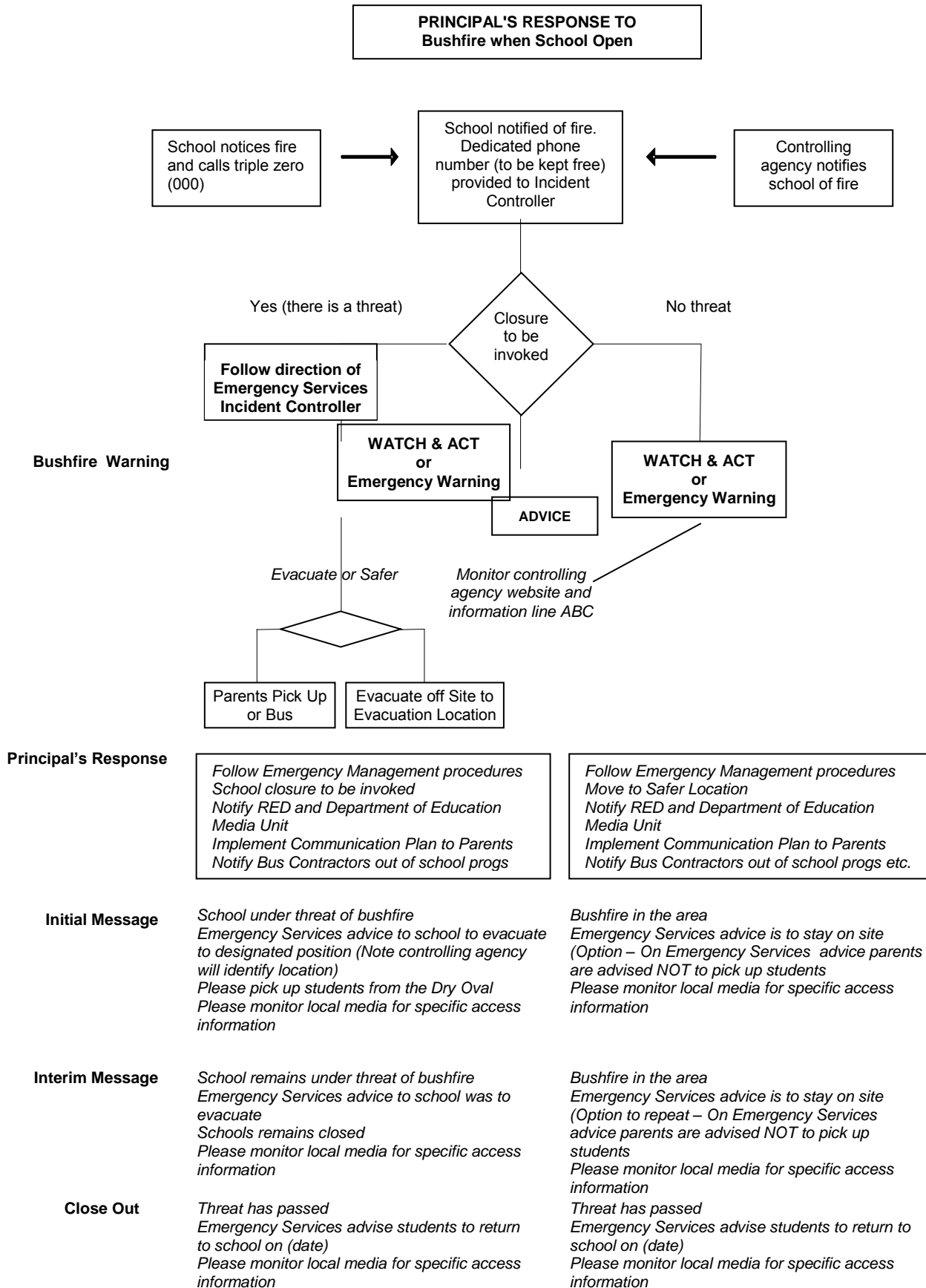
PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



Appendix C: School Site Plan and Evacuation Routes



Appendix D: Communication Plan



Appendix E: Emergency Response Contact List (CONFIDENTIAL)

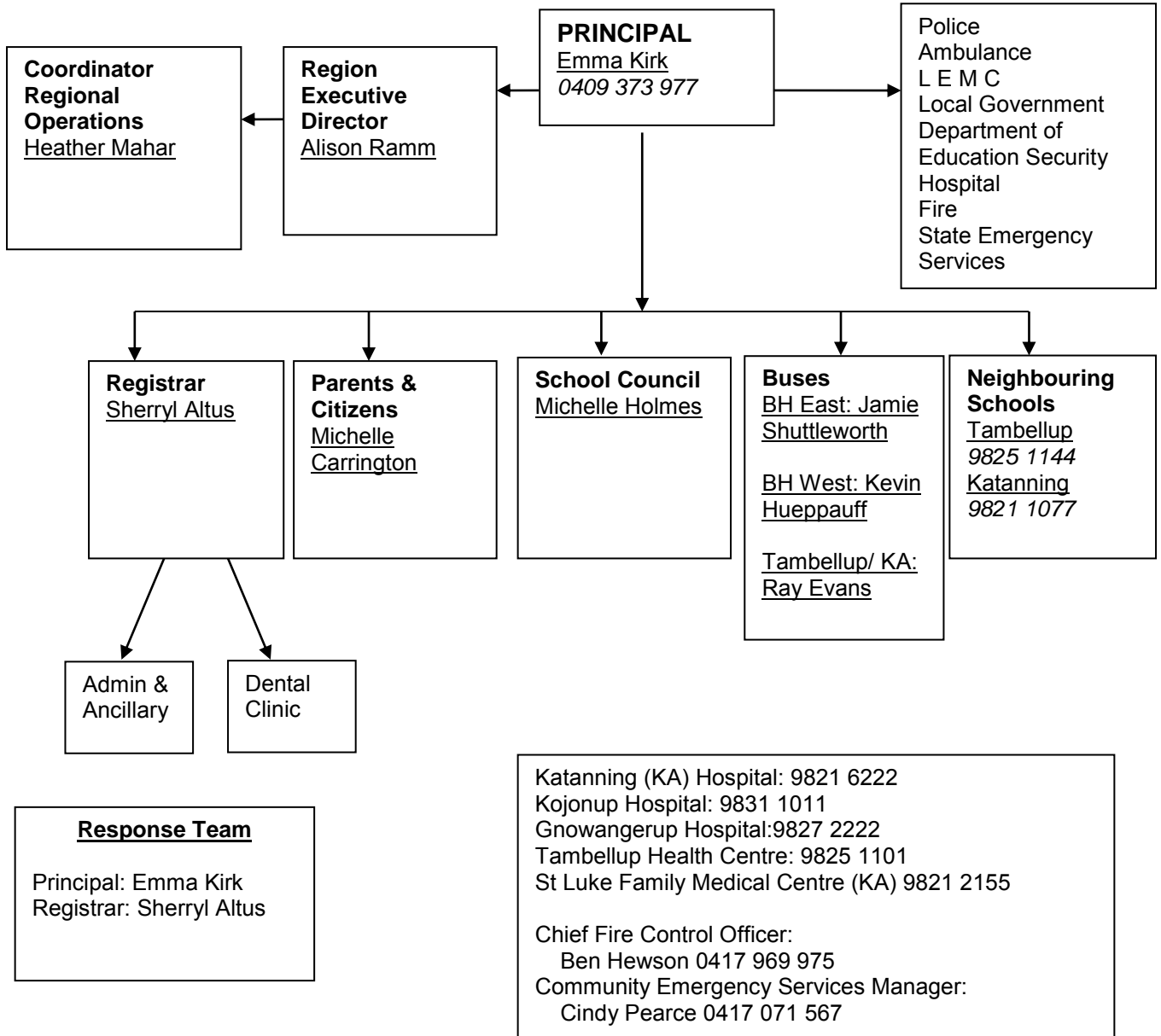
EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Local: 13 14 44 Tambellup: 9825 1003	Evacuation: Principal Invacuation: Principal	Continuous handbell or short whistle blasts
Ambulance / Hospital Local Ambulance	Katanning: 9821 6222 Gnowangerup: 9827 2222 Kojonup: 9831 1011	Checking Rooms	Registrar: Sherryl Altus Principal: Emma Kirk
Fire	000	Marshalling Evacuation: oval Invacuation: classrooms	Teachers Teachers
Bus Contractors BH East: BH West: Tambellup/KA:	Jamie Shuttleworth Kevin Hueppauff Ray Evans		
Power Outage Western Power/ Synergy	13 13 51	Accredited FIRST AID Officers	Staff member Name(s)
State Emergency Service	13 25 00	Communication	Principal /Registrar
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR Name: Allison Ramm		Reporting and Review	Principal
PRINCIPAL	Name Emma Kirk	mobile: 0409 373 977	
REGISTRAR	Name Sherryl Altus	mobile:	

**In the case of an EMERGENCY
Call
000**

Some details deleted for confidentiality purposes

Appendix F: Communication Tree (CONFIDENTIAL)

Some details deleted for confidentiality purposes



Parent/ Family Communication Tree

Deleted for confidentiality purposes

Broomehill PS DUTIES FOR EVACUATION PERSONNEL	
ROLE	DUTY
Emergency Signal	Continuous air horn
Assembly Area	Senior Room *
PRINCIPAL or SITE MANAGER (INCIDENT CONTROLLER UNTIL ARRIVAL OF POLICE/DFES TO ADVISE EVACUATION LOCATION)	<p>Assess situation</p> <p>Collect the evacuation kit and two-way radios from staff room.</p> <p>Raise alarm (air horn) throughout school and complete final sweep of buildings.</p> <p>Check toilets & disabled toilet, art store room.</p> <p>Proceed to designated assembly area.</p> <p>Check for damage, gas leaks, power failure and any other hazard.</p> <p>Monitor situation and ensure that no-one returns to any building unless authorised to do so after consultation with emergency services.</p> <p>Advise Regional Executive Director.</p> <p>Advise shire to activate SMS message to parents.</p> <p>Advise DFES and await their instructions</p>
PRINCIPAL	Checkpoint officer or delegate this role
REGISTRAR	<p>Complete sweep of administration block, collect class rolls and Visitor Register, Lock administration block.</p> <p>Collect first aid kit and medicines from fridge.</p> <p>Assist principal or site manager with sweep of school.</p> <p>Call 000, upon instructions from on-site incident controller.</p> <p>Notify administration upon instruction from on-site incident controller.</p> <p>Proceed to designated assembly area.</p> <p>Maintain Emergency and Critical Incident Diary (kept in evacuation kit)</p> <p>Sound stand down signal (air horn) when instructed.</p>
FIRST AID OFFICER	Proceed to designated assembly area. Assist any sick students.
TEACHERS TEACHERS ON DOTT	<p>Carry personal mobile phone</p> <p>Escort students, volunteers and any other persons in their charge to the designated assembly area.</p> <p>Collect class roll from registrar. Check class list.</p> <p>Confirm details with principal. Communicate with mobile if necessary.</p> <p>Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the designated assembly area.</p> <p>Collect first aid kit and medicines from fridge.</p>
EAs	Assist teachers to assemble students to the designated assembly area.
GARDENER (if on site)	Proceed to designated assembly area.
VISITORS	All visitors must go to the designated assembly area and report to the registrar, so they can be marked as present in Visitors' Book.

Teachers and other staff who are replacing absent staff should ensure they familiarise themselves with the emergency evacuation procedures which can be located in the relief file and staffroom.

*Senior Room is the Primary assembly area as it is a brick building, away from bushland, has sink and fans inside and sheltered/ enclosed from any embers. DFES will advise the school if there is a need to move students to the secondary assembly area which is the shire building- off school grounds.

SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity month ending November 2016

Building permit number	Approval date	Unique property identifier	Site lot number	Site street number	Site street name	Nature of work	Approval value	Floor area	Outer wall material	Roof material	Floor material	Frame material
BHT 201617007	21/11/2016	A 6051	415	155	Mc GUIRE ROAD	RECOGNIZE EXISTING STRUCTURES	\$ 20,000.00	120	STEEL SHEET	STEEL SHEET	CONCRETE	STEEL & TIMBER
							\$ 20,000.00					



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
GOVERNANCE								
BH Administration Building								
Rectify roof/ceiling issues	9,000	9,000						Work awarded
Replace 3 air conditioners	8,000		8,000			10,093		4 air-conditioners replaced
General Maintenance	3,000	3,000				36		Fire extinguisher service
Total	20,000	12,000	8,000		0	10,129	9,871	
TA Administration Building								
Shelter/shade for staff car park	15,000		15,000					Quotes requested
Hard wired generator	10,601		10,601	10,600				Work awarded
General Maintenance	3,000	3,000				316		Fire extinguisher service; clear blockage to stormwater drain
Total	28,601	3,000	25,601	10,600	0	316	28,285	
HEALTH								
TA Infant Health Clinic								
Replace kitchen sink and cupboards	9,000		9,000					Quotes requested
Remove rainwater tank, install sump for drainage	3,000	3,000						Work awarded
General Maintenance	1,500	1,500				454		Repair rear window frames & repaint; paint laundry ceilings; replace flyscreen in window; fire extinguisher service; <i>replace front door screen, repair front</i>
Total	13,500	4,500	9,000		0	454	13,046	
STAFF HOUSING								
20 Henry Street								
Renovation bathroom/laundry c/over	15,000		15,000					Work awarded
Paint guttering	1,000	1,000						Work awarded
General Maintenance	2,000	2,000						
Total	18,000	3,000	15,000		0	0	18,000	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
27 East Terrace								
Replace carpets throughout	5,800	5,800						Quotes received
Replace rainwater tank	3,700	3,700						Work awarded
Replace ceiling in kitchen/living area c/over	1,200	1,200						Work awarded
General Maintenance	2,000	2,000				1,702		Install deadlocks to front & rear doors; install security door
Total	12,700	12,700	0		0	1,702	10,998	
18 Henry Street								
General Maintenance	2,000	2,000						
Total	2,000	2,000	0		0	0	2,000	
38 Ivy Street								
Internal/External paint	8,000	8,000						Quotes requested
Replace carpets in lounge and bedrooms	3,400	3,400						Quotes received
General Maintenance	2,000	2,000				275		Clear gutter and blocked downpipe
Total	13,400	13,400	0		0	275	13,125	
11 Lavarock Street								
General Maintenance	2,000	2,000						
Total	2,000	2,000	0		0	0	2,000	
1 Janus Street								
General Maintenance	2,000	2,000				4,557		Pump out septic; form pump pit, supply & connect submersible pump, seal septic tanks; leach drain segments, fittings & earthworks; repair eave
Total	2,000	2,000	0		0	4,557	-2,557	
OTHER HOUSING								
Unit 1, Sandalwood Villas								
General Maintenance	1,000	1,000				549		Re-align gate; replace and install motion sensors; line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	549	451	
Unit 2, Sandalwood Villas								
General Maintenance	1,000	1,000				549		Re-align gate; replace and install motion sensors; line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	186	814	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
Unit 3, Sandalwood Villas								
General Maintenance	1,000	1,000				549		Re-align gate; replace and install motion sensors; line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	549	451	
Unit 4, Sandalwood Villas								
General Maintenance	1,000	1,000				473		Replace PTR Valve in HWS; line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	473	527	
Unit 5, Sandalwood Villas								
General Maintenance	1,000	1,000				363		Line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	363	637	
Unit 6, Sandalwood Villas								
General Maintenance	1,000	1,000				363		Line gazebo roof; <i>add external power point</i>
Total	1,000	1,000	0		0	363	637	
Unit 1, Lavieville Lodge								
Extend Colorbond down northern side of Unit 1 carport	1,200	1,200						Quotes received
General Maintenance	1,500	1,500						
Total	2,700	2,700	0		0	0	2,700	
Unit 2, Lavieville Lodge								
General Maintenance	1,500	1,500						
Total	1,500	1,500	0		0	0	1,500	
Unit 3, Lavieville Lodge								
General Maintenance	1,500	1,500						
Total	1,500	1,500	0		0	0	1,500	
Unit 4, Lavieville Lodge								
Realign driveway of Unit 4 carport	1,200	1,200						Quotes received
General Maintenance	1,500	1,500						
Total	2,700	2,700	0		0	0	2,700	
COMMUNITY AMENITIES								
Holland Park Toilets								
General Maintenance	3,000	3,000						
Total	3,000	3,000	0		0	0	3,000	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
Diprose Park Toilets								
Apply anti graffiti paint	2,400	2,400						Quotes requested
General Maintenance	3,000	3,000				157		Repair leaking toilet cistern; padlock for toilet roll holder; <i>ladies/gents signage</i>
Total	5,400	5,400	0		0	157	5,243	
Norrish Street (disabled access) Public Toilets								
Relocate RV dump point from Tambellup Caravan Park	5,000	5,000				1,790		Completed
General Maintenance	3,000	3,000				518		Replace window; Sharps containers & signage; repair leaking cisterns
Total	8,000	8,000	0		0	2,308	5,692	
RECREATION & CULTURE								
BH Hall								
Extend hand rail and improve platform - northern exit door	3,700	3,700						Quotes received
General Maintenance	5,000	5,000				179		Fire extinguisher service
Total	8,700	8,700	0		0	179	8,521	
TA Hall								
Seal asbestos in projector room	1,000	1,000						<i>Quote requested to remove asbestos</i>
Roof repairs (grant funded)				6,700				Completed
Replace vinyl in Lesser Hall verandah	3,000	3,000						<i>Quotes received</i>
General Maintenance	5,000	5,000				2,311		Replace window in gents toilet; replace floorboard; fire extinguisher service; repair power points in kitchen; replace door handle & lock to theatre room; repair holes in store room & main hall floor; <i>changeover of faulty urn</i>
Total	9,000	9,000	0	6,700	0	2,311	6,689	
BH Recreation Complex								
General Maintenance	3,000	3,000				290		Skylights cleaned (by BH Complex Committee); termite inspection
Total	3,000	3,000	0		0	290	2,710	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
TA Pavilion								
General Maintenance	0	0				261		Replace glass in refrigerator door (prior to sale)
Total	0	0	0		0	261	-261	
BH RSL Hall								
General Maintenance	2,500	2,500						
Total	2,500	2,500	0		0	0	2,500	
Tambellup RSL Hall								
General Maintenance	500	500						
Total	500	500	0		0	0	500	
Tambellup Youth Centre								
General Maintenance	500	500				119		Fire extinguisher service
Total	500	500	0		0	119	381	
Tambellup CRC & Library								
Repair ceiling in reception area c/over	6,000		6,000					Work awarded
General Maintenance	2,500	2,500				768		Fire extinguisher service; repair fretting brickwork and damaged door; install defib cabinet and smoke alarms
Total	8,500	2,500	6,000		0	768	7,732	
BH Museum								
Repair & paint woodwork to external windows (eastern)	5,000	5,000						Quotes requested
Replace roof	19,500		19,500					Quotes requested
Repair office ceilings and walls c/over	4,500	4,500						Work awarded
Removal of trees (white ant affected)	1,500	1,500				1,350		Completed
General Maintenance	2,000	2,000				190		Termite inspection
Total	32,500	13,000	19,500		0	1,540	30,960	
TA Station Master's Building - Museum								
Painting Exterior Woodwork, Oil Verandah Floor c/over	3,600	3,600						Work awarded
General Maintenance	2,000	2,000				221		Padlock for rear fence gate; fire extinguisher service; repair faulty light
Total	5,600	5,600	0		0	221	5,379	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
ECONOMIC SERVICES								
BH Caravan Park								
Table & seating for gazebo	2,000	2,000				2,332		Completed
General Maintenance	3,000	3,000				397		Fire extinguisher for laundry; repair holes in wall; replace soap dish; regrout showers; <i>sharps signage</i> ; test & tag dryer
Total	5,000	5,000	0		0	2,729	2,271	
TA Caravan Park								
General Maintenance								
Total	0	0	0		0	0	0	
TA Railway Station Building								
Replace Gutter & Fascia c/over	17,800		17,800					Quotes requested
General Maintenance	2,000	2,000						
Total	19,800	2,000	17,800		0	0	19,800	
Bendigo Bank								
Rectify woodwork above verandah roof	5,000	5,000						Quotes requested/received
General Maintenance	2,500	2,500						
Total	7,500	7,500	0		0	0	7,500	
TOTAL BUILDING MAINTENANCE/CAPITAL WORKS	246,101	145,200	100,901	17,300	0	30,326	215,775	

BROOMEHILL-TAMBELLUP LIBRARY REPORT NOVEMBER 2016

New Members

Tambellup 1 Broomehill 3

The Sunday Times Little Book Club (www.thelittlebigbookclub.com.au)

0-2 Christmas by Fhiona Galloway

2-3 Christmas Wombat by Jackie French & Bruce Whatley

4-5 Nuddy Ned's Christmas Kes Gray & Garry Parsons

Statistics

Tambellup *Issues*

36 Books A
 23 DVD A
 CD A
 4 LP A
 Games J
 30 Books J
 8 DVD J
 CD J
 15 Renewals A&J
 E Resources
 2 Better Beginnings Resource Kit

Broomehill *Issues*

13 Books A
 4 DVD A
 1 CD A
 2 LP A
 6 Books J
 3 DVD J
 0 CD J
 16 Renewals A&J
 2 Better Beginnings Resource Kit
 3 E Resources

Regional LP Bulk Loan (exchanged every 4 Months) New Units available until December 2016.

The State Library Book Exchange arrived at Tambellup 10th November 2016 and Broomehill 28th November 2016.

LB55'S (Damaged or Lost Stock we are charged for by The State Library)

Tambellup 0 Broomehill 0

Monthly Inter Library Loan (ILL's) Statistics report for BROOMEHILL

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
November	22	5	4	5	3	2	0	1

Monthly Inter Library Loan (ILL's) Statistics report for TAMBELLUP

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
November	60	46	43	37	2	2	0	0