

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2017

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**SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY**

By Nature or Type

For the Period Ended 30 November 2017

Note	Adopted Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,322,100	2,322,100	2,322,140.20	40	0.0%	
	4,614,400	1,162,915	912,808.96	(250,106)	(27.4%)	▼
10	2,000	0	0.00	0		
	280,700	127,380	121,053.09	(6,327)	(5.2%)	
	0	0	0.00	0		
	56,800	20,000	22,079.96	2,080	9.4%	
	83,000	69,895	72,194.47	2,299	3.2%	
Total	7,359,000	3,702,290	3,450,276.68	(252,013)		
Operating Expense						
	(1,913,800)	(844,324)	(813,907.45)	30,417	3.7%	
	(5,258,000)	(1,495,565)	(1,168,767.16)	326,798	28.0%	▼
	(177,900)	(57,503)	(60,581.30)	(3,078)	(5.1%)	
	(1,114,000)	(464,101)	0.00	464,101	100.0%	▼
	(54,300)	(23,550)	(26,534.42)	(2,984)	(11.2%)	
	(174,000)	(174,000)	(154,440.94)	19,559	12.7%	▼
10	(125,700)	(25,000)	0.00	25,000	100.0%	▼
	(78,600)	(28,045)	(23,814.73)	4,230	17.8%	
Total	(8,896,300)	(3,112,088)	(2,248,046.00)	864,042		
Funding Balance Adjustment						
	1,114,000	464,101	0.00	(464,101)	(100.0%)	▼
10	123,700	25,000	0.00	(25,000)	0.0%	
	0	0	0.00	0	0.0%	
Net Operating	(299,600)	1,079,303	1,202,230.68	122,928		
Capital Revenues						
8	3,704,800	1,150,700	1,446,952.00	296,252	20.5%	▲
10	980,000	274,000	370,427.17	96,427	0.0%	
12	0	0	0.00	0	0.0%	
9	977,400	0	0.00	0	0.0%	
Total	5,662,200	1,424,700	1,817,379.17	392,679		
Capital Expenses						
	0	0	0.00	0	0.0%	
12	(977,500)	(740,000)	(1,070,248.05)	(330,248)	(30.9%)	▲
12	(1,538,000)	(476,500)	(527,098.37)	(50,598)	0.0%	
12	0	0	0.00	0	0.0%	
12	(3,030,400)	(527,500)	(538,560.00)	(11,060)	(2.1%)	
12	(295,000)	(80,000)	(80,492.00)	(492)	0.0%	
12	(82,300)	(19,000)	(19,018.48)	(18)	0.0%	
9	(734,200)	(4,550)	(7,903.02)	(3,353)	0.0%	
Total	(6,657,400)	(1,847,550)	(2,243,319.92)	(395,770)		
Net Capital	(995,200)	(422,850)	(425,940.75)	(3,091)		
Total Net Operating + Capital	(1,294,800)	656,453	776,289.93	119,837		
Opening Funding Surplus(Deficit)	1,294,800	1,294,800	1,623,405.14	328,605	20.2%	▲
4	0	1,951,253	2,399,695.07	448,442		

**SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY**

By Reporting Program

For the Period Ended 30 November 2017

Note	Adopted Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	32,000	13,400	13,427.91	28	0.21%	
	3,248,300	2,798,330	2,799,697.45	1,367	0.05%	
	104,200	80,700	75,930.76	(4,769)	(6.28%)	
	1,100	250	0.00	(250)	0.00%	
	80,100	31,800	10,758.80	(21,041)	0.00%	
	59,600	23,415	27,162.35	3,747	13.80%	
	77,700	66,000	70,859.24	4,859	6.86%	
	796,400	294,020	459,062.11	165,042	35.95%	▲
	6,513,900	1,505,315	1,407,068.18	(98,247)	(6.98%)	
	38,000	13,095	10,674.34	(2,421)	(22.68%)	
	112,500	26,665	22,587.54	(4,077)	(18.05%)	
Total	11,063,800	4,852,990	4,897,228.68	44,239		
Operating Expense						
	(736,600)	(233,330)	(216,704.65)	16,625	7.67%	
	(266,900)	(110,535)	(94,964.86)	15,570	16.40%	▼
	(219,500)	(76,346)	(65,847.67)	10,498	15.94%	▼
	(62,900)	(26,459)	(18,270.78)	8,188	44.82%	
	(98,900)	(35,890)	(35,406.88)	483	1.36%	
	(118,500)	(51,755)	(17,808.73)	33,946	190.62%	
	(402,400)	(158,267)	(144,924.53)	13,342	9.21%	
	(1,033,600)	(485,586)	(470,252.61)	15,333	3.26%	
	(5,699,500)	(1,781,084)	(1,056,011.88)	725,072	68.66%	▼
	(203,000)	(76,973)	(57,431.69)	19,541	34.03%	▼
	(54,500)	(75,863)	(70,421.72)	5,441	7.73%	
Total	(8,896,300)	(3,112,088)	(2,248,046.00)	864,042		
Funding Balance Adjustment						
	1,114,000	464,101	0.00	(464,101)	(100.00%)	▼
10	123,700	25,000	0.00	(25,000)	0.00%	
	0	0	0.00	0		
Net Operating	3,405,200	2,230,003	2,649,182.68	419,180		
Capital Revenues						
10	980,000	274,000	370,427.17	96,427	0.00%	
	0	0	0.00	0	0.00%	
9	977,400	0	0.00	0	0.00%	
Total	1,957,400	274,000	370,427.17	96,427		
Capital Expenses						
	0	0	0.00	0	0.00%	
12	(977,500)	(740,000)	(1,070,248.05)	(330,248)	(30.86%)	▲
12	(1,538,000)	(476,500)	(527,098.37)	(50,598)	0.00%	
12	0	0	0.00	0	0.00%	
12	(3,030,400)	(527,500)	(538,560.00)	(11,060)	(2.05%)	
12	(295,000)	(80,000)	(80,492.00)	(492)	0.00%	
	(82,300)	(19,000)	(19,018.48)	(18)	0.00%	
9	(734,200)	(4,550)	(7,903.02)	(3,353)	0.00%	
Total	(6,657,400)	(1,847,550)	(2,243,319.92)	(395,770)		
Net Capital	(4,700,000)	(1,573,550)	(1,872,892.75)	(299,343)		
Total Net Operating + Capital	(1,294,800)	656,453	776,289.93	119,837		
Opening Funding Surplus(Deficit)	1,294,800	1,294,800	1,623,405.14	328,605	20.24%	▲
4	0	1,951,253	2,399,695.07	448,442		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 November 2017

	Actual 2017/18	C/fwd 1 July 2017
CURRENT ASSETS		
Cash	2,755,627.36	2,204,025.40
Receivables	957,056.39	669,298.60
Inventories - Stock on Hand	92,576.64	56,547.61
TOTAL CURRENT ASSETS	3,805,260.39	2,929,871.61
CURRENT LIABILITIES		
Creditors and Provisions	844,394.62	753,198.79
Borrowings	63,267.14	82,285.62
TOTAL CURRENT LIABILITIES	907,661.76	835,484.41
NET CURRENT ASSETS	2,897,598.63	2,094,387.20
NON-CURRENT ASSETS		
Receivables	55,460.17	55,460.17
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	17,109,314.84	15,823,620.48
Infrastructure Assets	113,310,779.29	112,750,502.40
TOTAL NON-CURRENT ASSETS	130,867,419.04	129,021,447.79
NON-CURRENT LIABILITIES		
Creditors and Provisions	68,073.95	68,073.95
Borrowings	1,219,721.60	1,219,721.60
TOTAL NON-CURRENT LIABILITIES	1,287,795.55	1,287,795.55
NET ASSETS	132,477,222.12	129,828,039.44
EQUITY		
Accumulated Surplus	34,671,671.85	32,030,392.19
Reserves - Asset Revaluation	96,805,551.83	96,805,551.83
Reserves - Cash Backed	999,998.44	992,095.42
TOTAL EQUITY	132,477,222.12	129,828,039.44

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 2017

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 2017

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 2017

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 2017

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.

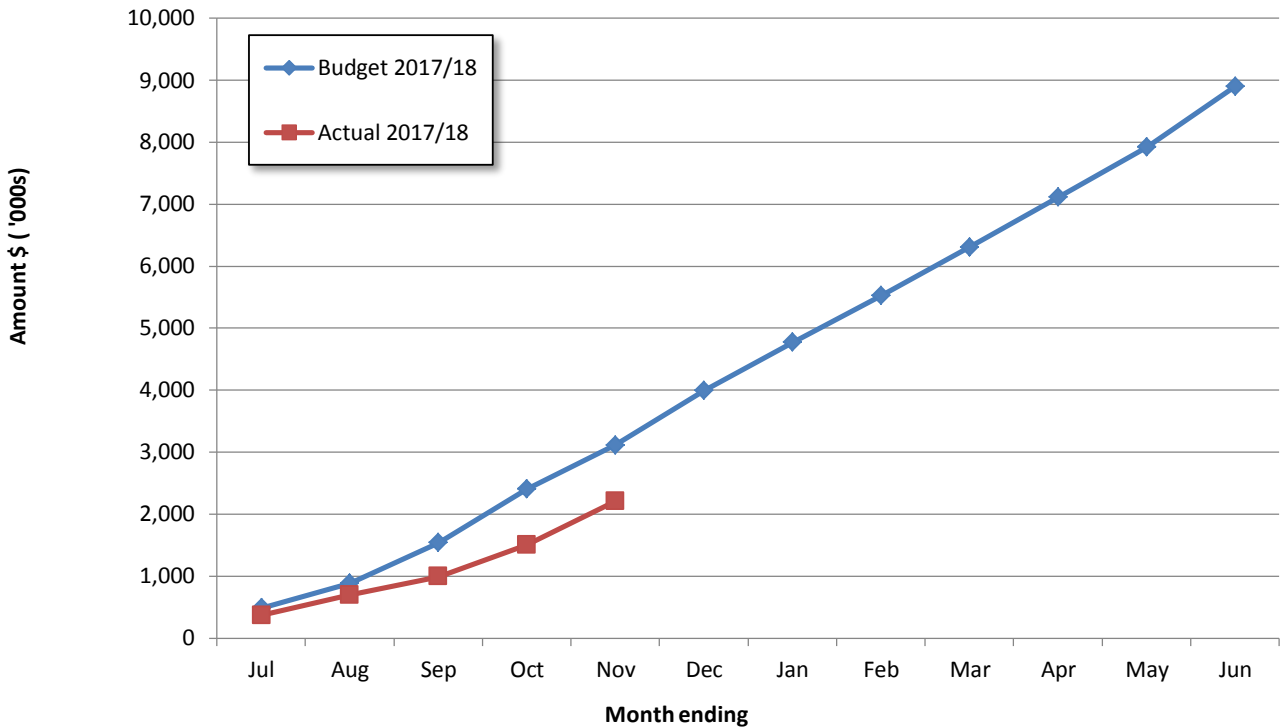
The material variance adopted by Council for the 2017/18 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Recreation & Culture - \$165,042 / 35.95%		
The final instalment of funding through the Dept Sport & Recreation CSRFF program (\$175,000) has been received for the Tambellup Pavilion, which has been received earlier than anticipated.	✓	
OPERATING EXPENSES		
General Purpose Funding - \$15,570 / 16.40%		
Law, Order & Public Safety - \$10,498 / 15.94%		
Transport - \$725,072 / 68.66%		
Economic Services - \$19,541 / 34.03%		
Depreciation has not been allocated yet in 2017/18 as the financial reports for the 2016/17 year are being finalised, which in turn affects the re-allocation of Admin expenditure across the whole organisation. This variance will be rectified once the financial statements for 30 June are finalised.	✓	
Transport - \$725,072 / 68.66%		
Depreciation has not been allocated yet in 2017/18 as the asset register is being finalised for the the 2016/17 year. The majority of depreciation allocated from the asset register falls into this program, which captures plant/equipment and road infrastructure.	✓	
FUNDING BALANCE ADJUSTMENT		
Depreciation - (\$464,101) / (\$100%)		
Depreciation has not been allocated yet in 2017/18 as the asset register is being finalised for the 2016/17 year. Once the financials are signed off, depreciation will be processed throughout the ledger.	✓	
CAPITAL EXPENSES		
Land and Buildings - (\$330,248) / (\$30.86%)		
The variance has arisen from the timing of receipt of progress claims for the Tambellup Pavilion around the end of financial year. The variance will be addressed in the February 2018 budget review, and funds reallocated from the surplus carried forward.		✓
OPENING FUNDING SURPLUS/(DEFICIT)		
\$328,605 / 20.24%		
The surplus carried forward from 30 June 2017 is higher than budgeted, and largely relates to the timing of progress claims for the Tambellup Pavilion around the end of financial year. Once the Auditors have signed off the 2016/17 financials Council can address the variance between budget and actual through the annual budget review. This will be presented to the February meeting.		✓

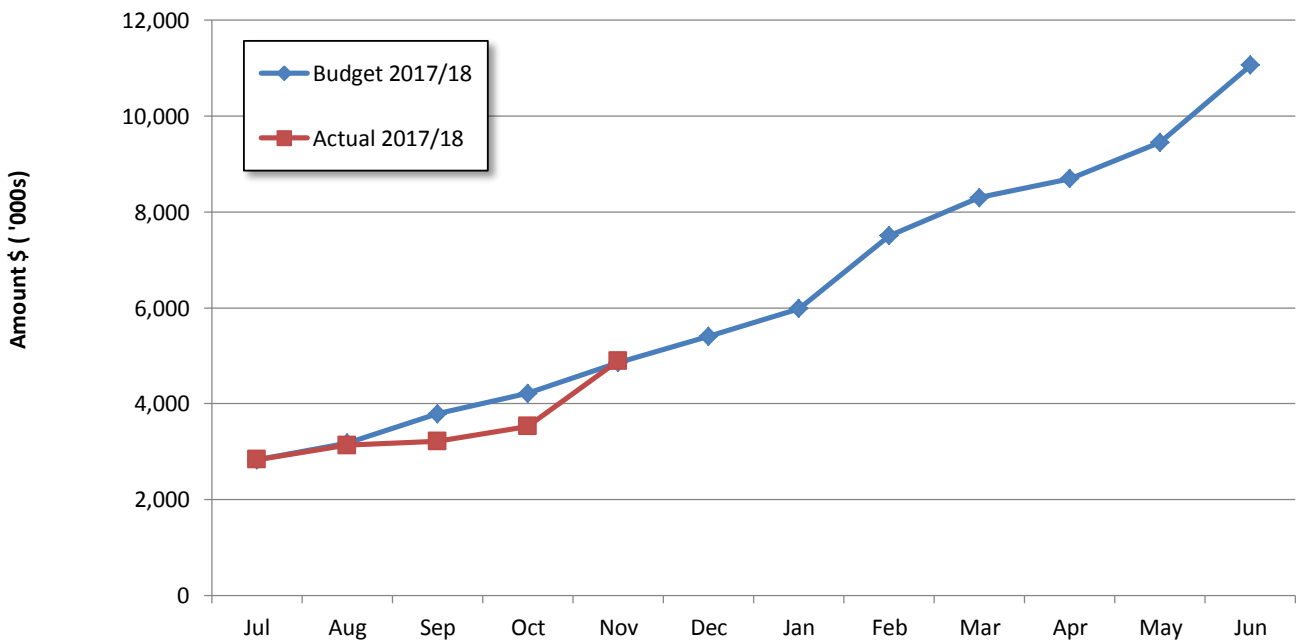
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



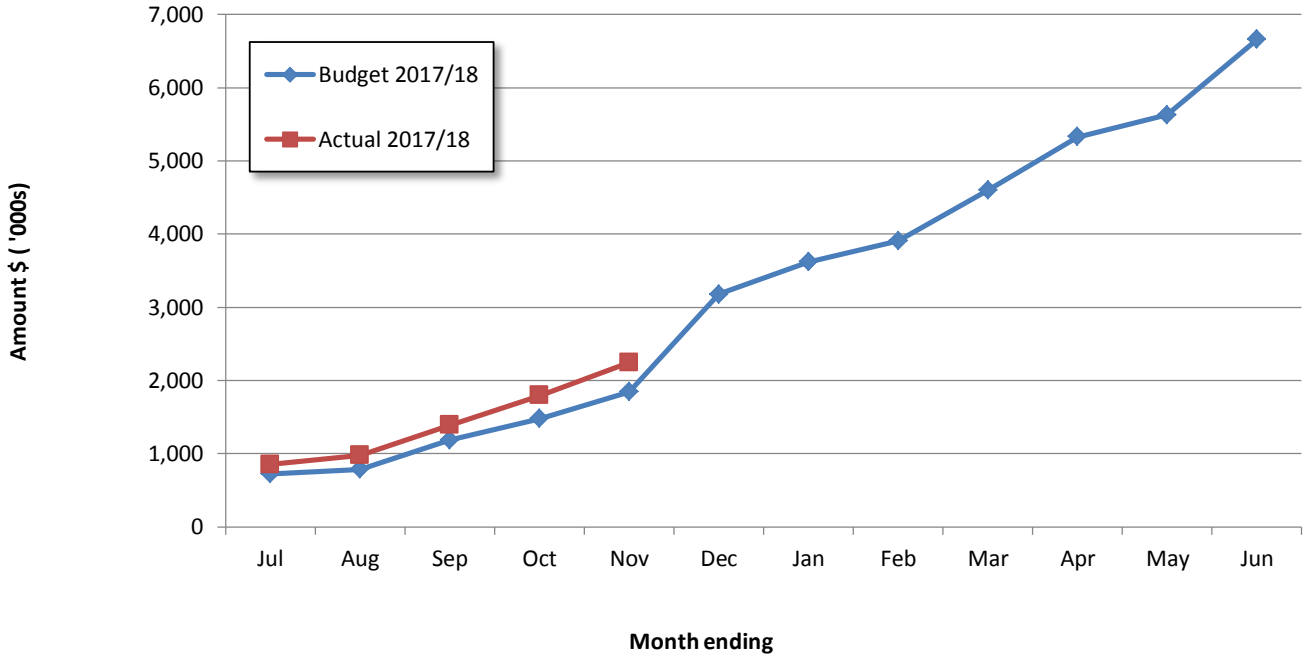
Budget Operating Revenues -v- Actual



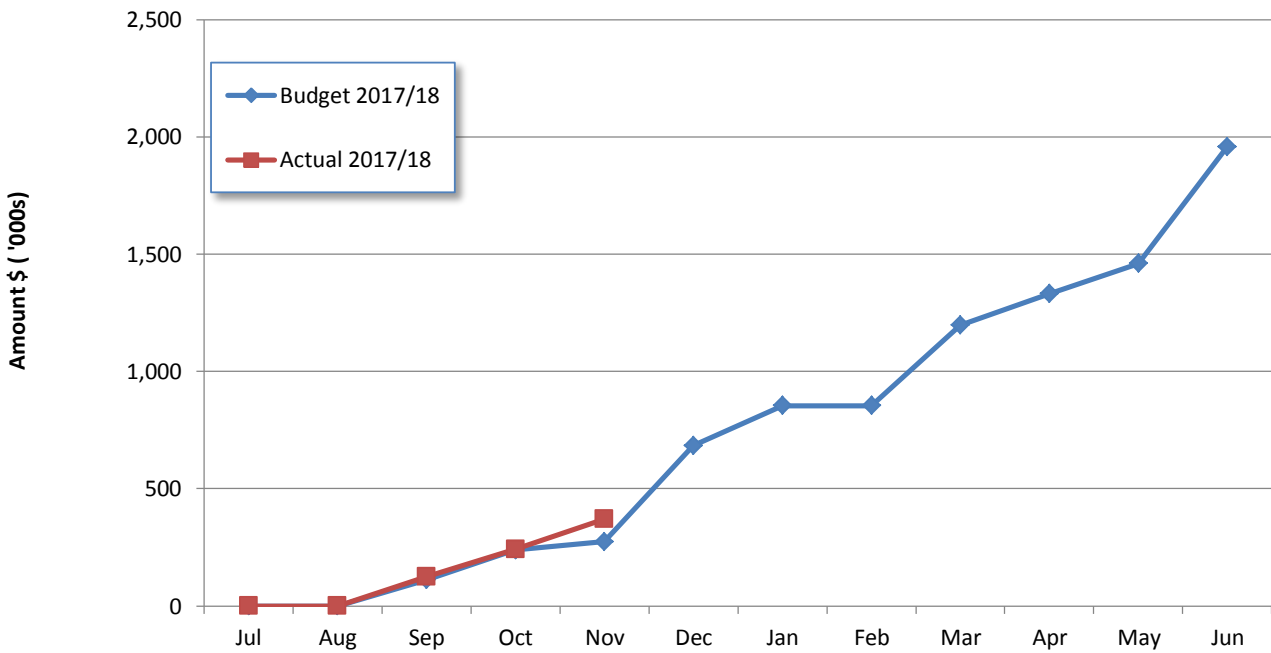
**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017**

3: Graphical Representation - Source Statement of Financial Activity

Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

4: NET CURRENT FUNDING POSTION

	Note	Actual 2017/18	C/fwd 1 July 2017
		\$	\$
Current Assets			
Cash Unrestricted		1,063,272.06	1,026,444.59
Cash Restricted - Unspent Grants	8	692,356.86	185,485.39
Cash Restricted - Reserves	9	999,998.44	992,095.42
Receivables - Rates and Rubbish	6	470,261.18	211,823.65
Receivables - Other	6	278,610.99	228,027.47
Inventories		92,576.64	56,547.61
Accruals and Provisions		102,410.67	120,605.82
		3,699,486.84	2,821,029.95
Less: Current Liabilities			
Payables		(270,310.69)	(203,361.61)
Net GST & PAYG		9,624.89	36,939.75
Accruals and Provisions		(39,107.53)	(39,107.53)
		(299,793.33)	(205,529.39)
Less: Cash Restricted - Reserves	9	(999,998.44)	(992,095.42)
Net Current Funding Position		2,399,695.07	1,623,405.14

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		1,061,772.06	692,356.86		1,754,128.92	Bendigo	
Trust Fund	133 905 067				284,579.27	284,579.27	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
(b) Term Deposits								
Reserve Funds	2117689	2.35%		999,998.44		999,998.44	Bendigo	29/10/2017
Total			1,063,272.06	1,692,355.30	284,579.27	3,040,206.63		

Comments/Notes - Investments**a) Cash Deposits**

The balance reported for the Municipal Fund is the reconciled closing balance of the bank account at the end of the period. The closing balance takes into account unrepresented items at the end of the reporting period.

b) Term Deposits**Reserve Funds**

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

**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017**

6: RECEIVABLES

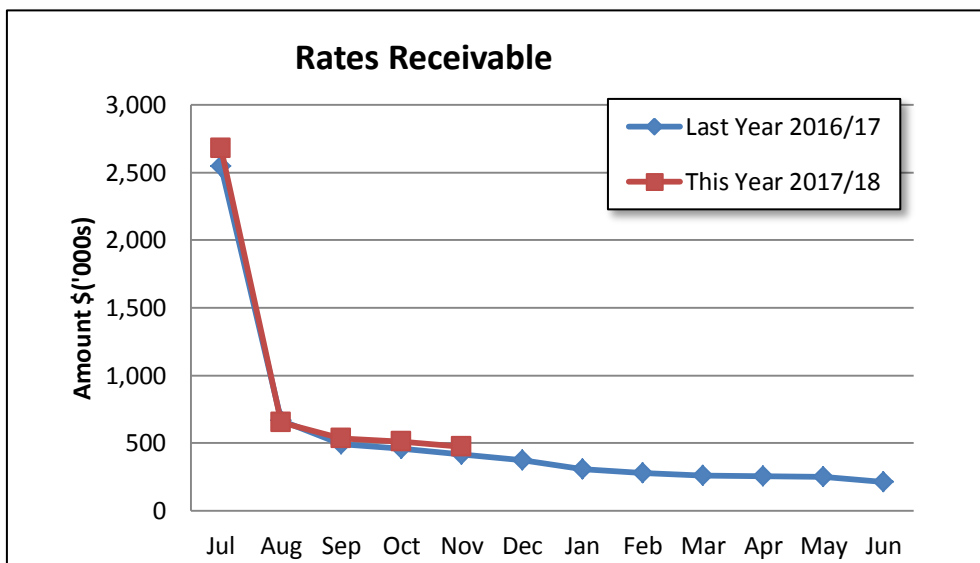
Rates & Rubbish

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

Actual 2017/18	c/fwd 1 July 2017
\$	\$
211,823.65	191,666.15
2,473,694.72	2,358,073.39
(2,215,257.19)	(2,337,915.89)
470,261.18	211,823.65
470,261.18	211,823.65
82.49%	91.69%

Net Rates Collectable

% Collected



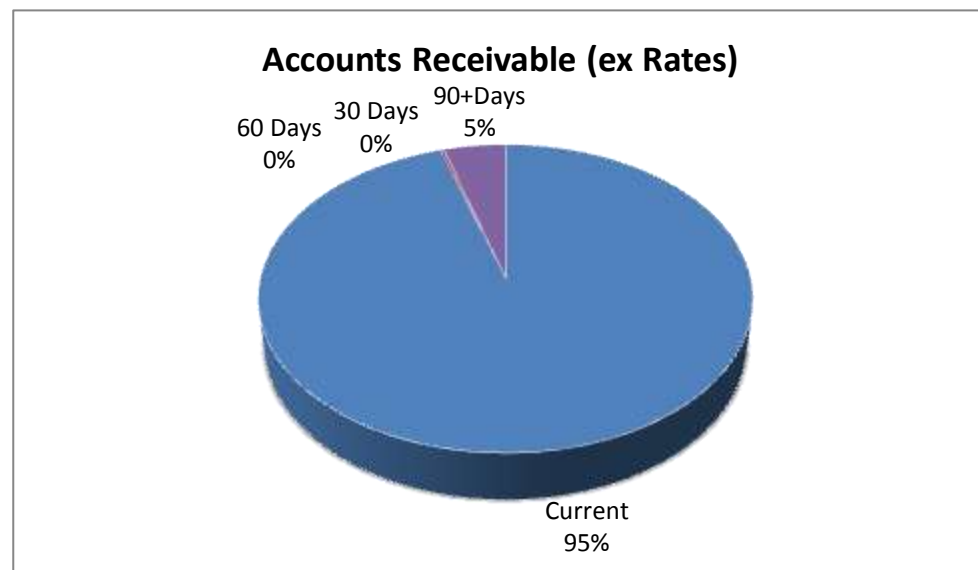
Comments/Notes - Receivables Rates and Rubbish

72 assessments are on 2 or 4 instalment plans, the value of rates still to be received from these ratepayers is around \$114,133. All other outstanding rate debtors have been forwarded to Ampac for recovery. CS Legal is handling longer outstanding cases where action has already commenced.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	250,493.89	748.14	-	13,007.12
Pensioner Rebates	812.62			
Emergency Services Levy	18,549.22			
	269,855.73	748.14	-	13,007.12
		Total Outstanding		283,610.99

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Current - WANDRRA AGRN743 Claim 3 was submitted to Main Roads WA at the end of November. The first milestone payment for the Water Harvesting funds for the Washdown Bay at the Tambellup Depot was submitted during the month.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 - 20 July 2017	150701				0
	Closing Funding Surplus (Deficit)			0	0	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2017	Received 2017/18	Expended 2017/18	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					
Dept Sport & Recreation	Kidsport Program	1,154.00	3,000.00	(3,330.00)	824.00
Dept Sport & Recreation	Tambellup Pavilion	0.00	175,000.00	(175,000.00)	0.00
National Stronger Regions Fund	Tambellup Pavilion	0.00	237,500.00	(237,500.00)	0.00
Lotterywest	Tambellup Pavilion - fitout	0.00	37,850.00	(37,850.00)	0.00
TRANSPORT					
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2016/17	97,500.00	0.00	(97,500.00)	0.00
WA Country Health Service	Kerbing Reinstatement Project - Bhill & Tamb	25,000.00	0.00	(25,000.00)	0.00
WA Local Government Grants Commission	Bridge Funding - bridge 4326 Tamb West Rd	0.00	131,000.00	0.00	131,000.00
WA Local Government Grants Commission	Bridge Funding - bridge 4233 Bhill-Koji Rd	0.00	170,000.00	0.00	170,000.00
Dept Infrastructure & Regional Development	Roads to Recovery 2017/18	0.00	260,098.00	(120,111.97)	139,986.03
Main Roads WA	Regional Road Group 2017/18	0.00	420,504.00	(246,788.56)	173,715.44
Dept Water & Environment Regulation	Water Harvesting - Tamb Depot Washdown Bay	0.00	15,000.00	0.00	15,000.00
TOTALS		185,485.39	1,449,952.00	(943,080.53)	692,356.86

Comments - Grants and Contributions

Bridge funding provided by the WA Local Govt Grants Commission is matched by 1/3 in funding from Main Roads WA.

The required works are undertaken by Main Roads WA approved contractors.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

9. CASH BACKED RESERVES

	Budget 2017/18				Actual 2017/18			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	104,800	37,000	(94,400)	47,400	104,815.74	835.35	0.00	105,651.09
Plant Reserve	88,300	504,000	(538,000)	54,300	88,287.06	703.37	0.00	88,990.43
Building Reserve	116,300	118,000	(75,000)	159,300	116,260.15	926.24	0.00	117,186.39
Computer Reserve	48,400	10,600	(35,000)	24,000	48,413.28	385.67	0.00	48,798.95
Tambellup Rec Ground & Pavilion Reserve	39,500	6,500	0	46,000	39,474.61	314.54	0.00	39,789.15
Broomehill Rec Complex Reserve	65,300	9,600	0	74,900	65,293.41	520.02	0.00	65,813.43
Building Maintenance Reserve	54,000	800	(35,000)	19,800	53,904.77	429.14	0.00	54,333.91
Sandalwood Villas Reserve	48,700	10,900	0	59,600	58,764.95	467.85	0.00	59,232.80
Bhill Synthetic Bowling Green Reserve	36,200	9,300	0	45,500	45,804.80	365.12	0.00	46,169.92
Refuse Sites Post Closure Management Reserve	10,200	5,200	0	15,400	15,552.73	124.07	0.00	15,676.80
Lavieville Lodge Reserve	45,900	10,800	0	56,700	46,986.99	374.60	0.00	47,361.59
Townscape Plan Implementation Reserve	306,500	4,000	(200,000)	110,500	308,536.93	2,457.05	0.00	310,993.98
Tambellup Synthetic Bowling Green Reserve	0	7500	0	7,500	0.00	0.00	0.00	0.00
	964,100	734,200	(977,400)	720,900	992,095.42	7,903.02	0.00	999,998.44

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

Reserve name

Leave Reserve	- to be used to meet the Councils Long Service Leave liability for its employees.
Plant Reserve	- to be used for the purchase of major plant items.
Building Reserve	- to be used to finance replacement or repair of Council buildings, and costs associated with subdivision and development of land.
Computer Reserve	- to be used for the replacement or upgrade of computer hardware and software.
Tambellup Recreation Ground & Pavilion Reserve	- to be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.
Broomehill Recreation Complex Reserve	- to be used for works at the Broomehill Recreation Complex in agreeance with the Complex Management Committee
Building Maintenance Reserve	- to be used to fund building maintenance requirements for all Council owned buildings.
Sandalwood Villas Reserve	- to be utilised towards upgrade and maintenance of the 6 units at Sandalwood Villas.
Broomehill Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.
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
Lavieville Lodge Reserve	- to be utilised towards upgrade and maintenance of the 4 units at Lavieville Lodge.
Townscape Plan Implementation Reserve	- to be used for implementation of the Townscape Plans for the Broomehill and Tambellup townsites.
Tambellup Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Tambellup Sportsground

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

10. DISPOSALS OF ASSETS

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

	Budget 2017/18				Actual 2017/18			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
<i>Governance</i>								
Toyota Landcruiser Wagon - OTA	55,000	48,800	0	(6,200)			0	0
Toyota Landcruiser Wagon - OTA	55,000	48,600	0	(6,400)			0	0
Toyota Landcruiser Wagon - OTA	55,000	48,600	0	(6,400)			0	0
Holden Colorado Wagon - BH000	38,000	36,000	0	(2,000)			0	0
Holden Colorado Wagon - BH000	38,000	36,000	0	(2,000)			0	0
<i>Transport</i>								
Caterpillar grader BH004	168,000	100,000	0	(68,000)			0	0
Caterpillar Skid Steer BHT92	42,000	30,000	0	(12,000)			0	0
Stabiliser attachment for skid steer	12,400	10,000	0	(2,400)			0	0
Toyota Hilux extra cab 1TA	47,000	45,000	0	(2,000)			0	0
Toyota Hilux extra cab 1TA	47,000	45,000	0	(2,000)			0	0
Toyota Hilux single cab TA052	36,000	36,000	0	0			0	0
Toyota Landcruiser Single Cab TA001	60,000	58,500	0	(1,500)			0	0
Toyota Landcruiser Single Cab TA001	60,000	58,500	0	(1,500)			0	0
Holden Colorado Utility - BH009	26,300	23,000	0	(3,300)			0	0
Toyota Hilux Dual Cab - BH00	38,000	36,000	0	(2,000)			0	0
Toyota Hilux dual cab - BH00	38,000	36,000	0	(2,000)			0	0
Toyota Landcruiser single cab - BH014	60,000	58,500	0	(1,500)			0	0
Toyota Landcruiser single cab - BH014	60,000	58,500	0	(1,500)			0	0
Toyota Landcruiser dual cab - BH003	60,000	58,500	0	(1,500)			0	0
Toyota Landcruiser dual cab - BH003	60,000	58,500	0	(1,500)			0	0
Toyota Hilux single cab- TA005	33,000	35,000	2,000	0			0	0
<i>Economic Services</i>								
Lot 19 Taylor Street, Tambellup	15,000	15,000	0	0			0	0
	1,103,700	980,000	2,000	(125,700)	0	0	0	0
By Class:								
Land and Buildings	15,000	15,000	0	0	0	0	0	0
Plant and Equipment	1,088,700	965,000	2,000	(125,700)	0	0	0	0
	1,103,700	980,000	2,000	(125,700)	0	0	0	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2017/18	Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
GENERAL PURPOSE FUNDING				
Rate Revenue	2,395,700	(201,000)	2,378,979.45	(69,759.87)
General Purpose Funding	822,300	0	412,219.00	0.00
Other General Purpose Funding	30,300	(65,900)	8,499.00	(25,204.99)
TOTAL GENERAL PURPOSE FUNDING	3,248,300	(266,900)	2,799,697.45	(94,964.86)
GOVERNANCE				
Members Of Council	16,000	(664,200)	10,175.61	(213,326.43)
Administration General	7,000	0	3,252.30	0.00
Other Governance	9,000	(72,400)	0.00	(3,378.22)
TOTAL GOVERNANCE	32,000	(736,600)	13,427.91	(216,704.65)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	99,700	(175,500)	73,058.22	(49,200.67)
Animal Control	4,500	(42,000)	2,872.54	(16,302.32)
Other Law, Order & Public Safety	0	(2,000)	0.00	(344.68)
TOTAL LAW,ORDER & PUBLIC SAFETY	104,200	(219,500)	75,930.76	(65,847.67)
HEALTH				
Maternal & Infant Health	600	(13,800)	0.00	(3,018.28)
Health Inspection & Administration	500	(29,900)	0.00	(7,988.43)
Preventative Services - Pest Control	0	(19,200)	0.00	(7,264.07)
TOTAL HEALTH	1,100	(62,900)	0.00	(18,270.78)
EDUCATION & WELFARE				
Other Education	77,600	(83,900)	10,758.80	(35,406.88)
Other Welfare	2,500	(15,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	80,100	(98,900)	10,758.80	(35,406.88)
HOUSING				
Staff Housing	0	0	0.00	427.50
Other Housing	59,600	(118,500)	27,162.35	(18,236.23)
TOTAL OTHER HOUSING	59,600	(118,500)	27,162.35	(17,808.73)
COMMUNITY AMENITIES				
Household Refuse	64,700	(253,300)	62,201.83	(85,738.36)
Protection Of The Environment	1,000	(1,000)	2,163.91	(1,992.46)
Town Planning & Regional Development	5,000	(58,800)	930.20	(18,457.35)
Other Community Amenities	7,000	(42,700)	5,563.30	(23,453.12)
Public Conveniences	0	(46,600)	0.00	(15,283.24)
TOTAL COMMUNITY AMENITIES	77,700	(402,400)	70,859.24	(144,924.53)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2017/18	Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
RECREATION & CULTURE				
Public Halls & Civic Centres	712,800	(314,600)	451,586.35	(160,430.73)
Other Sport & Recreation	83,500	(607,500)	7,167.65	(267,673.08)
Libraries	100	(84,800)	308.11	(28,495.38)
Other Culture	0	(26,700)	0.00	(13,653.42)
TOTAL RECREATION & CULTURE	796,400	(1,033,600)	459,062.11	(470,252.61)
TRANSPORT				
Road Construction	2,887,800	0	981,602.00	0.00
Streets Roads Bridges & Depot Maint	3,603,900	(5,637,700)	418,144.05	(1,032,813.12)
Traffic Control	22,200	(61,800)	7,322.13	(23,198.76)
TOTAL TRANSPORT	6,513,900	(5,699,500)	1,407,068.18	(1,056,011.88)
ECONOMIC SERVICES				
Rural Services	0	(5,700)	0.00	(1,211.06)
Tourism & Area Promotion	9,300	(86,400)	4,562.66	(20,791.61)
Building Control	11,700	(64,400)	1,012.87	(18,449.54)
Other Economic Services	17,000	(46,500)	5,098.81	(16,979.48)
TOTAL ECONOMIC SERVICES	38,000	(203,000)	10,674.34	(57,431.69)
OTHER PROPERTY & SERVICES				
Private Works	65,000	(50,000)	2,396.73	(3,795.07)
Public Works Overhead	3,000	0	0.00	31,944.19
Plant Operation Costs	40,000	0	19,961.16	(63,698.56)
Workers Compensation	0	0	229.65	(229.65)
Salaries & Wages	0	0	0.00	(32,357.18)
Unclassified	4,500	(4,500)	0.00	(2,285.45)
TOTAL OTHER PROPERTY & SERVICES	112,500	(54,500)	22,587.54	(70,421.72)
TOTAL OPERATING	11,063,800	(8,896,300)	4,897,228.68	(2,248,046.00)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2017/18	Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
GOVERNANCE					
Tambellup Admin Building - shelter/shade in staff carpark	L&B	0	(10,000)	0.00	(16,501.82)
Upgrade Computer Server & Software, install secure server cabin	P&E	0	(35,000)	0.00	0.00
Plant Replacement					
Toyota Landcruiser Wagon (CEO) - OTA (3 changeovers)	P&E	146,000	(156,000)	0.00	0.00
Holden Colorado Wagon (MCS) - BH000 (2 changeovers)	P&E	72,000	(85,000)	36,363.75	(48,673.75)
Total		218,000	(286,000)	36,363.75	(65,175.57)
LAW, ORDER & PUBLIC SAFETY					
Tambellup Fire Shed - extension over front sealed area	L&B	0	(10,000)	0.00	0.00
Total		0	(10,000)	0.00	0.00
HOUSING					
27 East Terrace - replace ceiling in kitchen/dining	L&B	0	(7,500)	0.00	0.00
Total		0	(7,500)	0.00	0.00
RECREATION & CULTURE					
Tambellup Pavilion - redevelopment	L&B	0	(650,000)	0.00	(960,448.00)
Tambellup Oval - replace fencing along Cremasco Rd	I-O	0	(10,000)	0.00	0.00
Holland Park - shade structure over playground (carry over instal	L&B	0	(15,000)	0.00	(19,936.84)
Diprose Park - shade structure over junior playground	I-O	0	(55,000)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Broomehill Oval - drainage	I-O	0	(30,000)	0.00	(35,091.72)
Broomehill Recreation Complex - construction of dam, upgrade p	L&B	0	(83,000)	0.00	0.00
Tambellup Hall - replace kitchen ceiling	L&B	0	(5,000)	0.00	0.00
Total		0	(858,000)	0.00	(1,015,476.56)
TRANSPORT					
Buildings					
Tambellup Depot - washdown bay	L&B	0	(122,000)	0.00	(14,535.64)
Plant Replacement					
Caterpillar Grader - BH004	P&E	100,000	(350,000)	0.00	0.00
Caterpillar Skid Steer - BHT92	P&E	30,000	(170,000)	43,000.00	(157,007.00)
Stabiliser Attachment for Skid Steer	P&E	10,000	(39,000)	0.00	(180.00)
Toyota Hilux Extra Cab (MOW) - 1TA (2 changeovers)	P&E	90,000	(100,000)	89,699.80	(92,881.62)
Toyota Hilux Single Cab - TA052	P&E	36,000	(38,000)	30,000.00	(34,343.00)
Toyota Landcruiser Dual Cab - TA001 (2 changeovers)	P&E	117,000	(125,000)	58,636.36	(59,545.45)
Holden Colorado Utility BH009	P&E	23,000	(40,000)	24,545.45	(42,998.94)
Toyota Hilux Dual Cab - BH00 (2 changeovers)	P&E	72,000	(80,000)	33,636.36	(39,271.43)
Toyota Landcruiser Single Cab - BH014 (2 changeovers)	P&E	117,000	(125,000)	54,545.45	(44,888.09)
Toyota Landcruiser Dual Cab - BH003 (2 changeovers)	P&E	117,000	(125,000)	0.00	0.00
Toyota Hilux Single Cab - TA005	P&E	35,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(30,000)	0.00	0.00
~ 4,000 litre Water Tank for TA386	P&E	0	0	0.00	(7,309.09)
Townscape					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	(45,400.28)
Road Construction					
Gnowangerup-Tambellup Rd - surface correction & reseal	I-R	0	(345,000)	0.00	(2,538.89)
Broomehill-Kojonup Rd - reseal	I-R	0	(246,300)	0.00	(2,357.50)
Tambellup West Rd - stabilise patches & reseal	I-R	0	(73,200)	0.00	(2,592.25)
Broomehill-Kojonup Rd - stabilise patches & reseal	I-R	0	(22,900)	0.00	(2,913.43)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2017/18	Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
TRANSPORT					
Road Construction					
Pallinup South Rd - construct & seal to 7.0m	I-R	0	(511,500)	0.00	(256,511.97)
Gnowangerup-Tambellup Rd - install culvert	I-R	0	(58,200)	0.00	(28,413.50)
Warrenup Rd - construct & seal to 7.0m	I-R	0	(393,000)	0.00	(74,165.24)
Beejenup Rd - widen & gravel resheet - (carry over)	I-R	0	(207,500)	0.00	(185,442.94)
Toolbrunup Rd - reseal	I-R	0	(302,500)	0.00	(54,605.78)
Tambellup West Rd / Warrenup Rd intersection	I-R	0	(99,800)	0.00	(2,357.50)
Nardlah Rd / Broomehill-Gnowangerup intersection	I-R	0	(40,000)	0.00	(2,446.50)
Add back Job Depreciation	I-R	0	172,500	0.00	75,785.50
Bridgeworks					
Broomehill-Kojonup Rd - Bridge # 4233	I-R	0	(510,000)	0.00	0.00
Tambellup West Rd - Bridge # 4326	I-R	0	(393,000)	0.00	0.00
Total		747,000	(4,614,400)	334,063.42	(1,076,920.54)
OTHER PROPERTY & SERVICES					
Sale of lot 8 Taylor St, Tambellup	L&B	15,000	0	0.00	0.00
Purchase lots 5/6 Crowden St, lots 8/19 Street Tambellup	L&B	0	(65,000)	0.00	(58,825.75)
Total		15,000	(65,000)	0.00	(58,825.75)
Total		980,000	(5,840,900)	370,427.17	(2,216,398.42)
LAND HELD FOR RESALE					
	LR	0	0	0.00	0.00
LAND & BUILDINGS					
	L&B	15,000	(977,500)	0.00	(1,070,248.05)
PLANT & EQUIPMENT					
	P&E	965,000	(1,538,000)	370,427.17	(527,098.37)
INFRASTRUCTURE - ROADS					
	I-R	0	(3,030,400)	0.00	(538,560.00)
INFRASTRUCTURE - PARKS					
	I-O	0	(295,000)	0.00	(80,492.00)
		980,000	(5,840,900)	370,427.17	(2,216,398.42)
RESERVE TRANSFERS - from/(to)					
Leave Reserve		94,400	(37,000)	0.00	(835.35)
Plant Replacement Reserve		538,000	(504,000)	0.00	(703.37)
Building Reserve		75,000	(118,000)	0.00	(926.24)
Computer Reserve		35,000	(10,600)	0.00	(385.67)
Tambellup Rec Ground & Pavilion Reserve		0	(6,500)	0.00	(314.54)
Broomehill Rec Complex Reserve		0	(9,600)	0.00	(520.02)
Building Maintenance Reserve		35,000	(800)	0.00	(429.14)
Sandalwood Villas Reserve		0	(10,900)	0.00	(467.85)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,300)	0.00	(365.12)
Refuse Sites Post Closure Management Reserve		0	(5,200)	0.00	(124.07)
Lavieville Lodge Reserve		0	(10,800)	0.00	(374.60)
Townscape Plan Implementation Reserve		200,000	(4,000)	0.00	(2,457.05)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,500)	0.00	0.00
		977,400	(734,200)	0.00	(7,903.02)
LOANS					
Loan Repayments		0	(82,300)	0.00	(19,018.48)
Proceeds from New Loans		0	0	0.00	0.00
		0	(82,300)	0.00	(19,018.48)
TOTAL CAPITAL		1,957,400	(6,657,400)	370,427.17	(2,243,319.92)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 2017	Amount Received	Amount Paid	Closing Balance
Hall Bonds	500.00	1,500.00	(1,500.00)	500.00
Key Bonds	250.00	0.00	0.00	250.00
Equipment Bonds	0.00	200.00	(200.00)	0.00
House Bonds	880.00	680.00	(680.00)	880.00
Nomination Deposits	0.00	480.00	(480.00)	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	32,700.45	20,000.00	(2,243.84)	50,456.61
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	834.27	4,000.00	0.00	4,834.27
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	0.00	0.00	0.00	0.00
Southern Link VROC	0.00	0.00	0.00	0.00
YMCA - A Smart Start Program	258,405.16	0.00	(56,027.13)	202,378.03
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	11,355.92	0.00	0.00	11,355.92
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	318,850.24	26,860.00	(61,130.97)	284,579.27

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 November 2017
Presented to Council on 15 December 2017

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
454	20/11/2017	B.D. COVENTRY & SONS	Refund Tambellup Hall Bond		550.00
455	20/11/2017	CARL LETTER	Refund Nomination Deposit - 2017 Council Elections		80.00
456	20/11/2017	JUDITH ANDERSON	Refund Equipment Hire Bond		200.00
457	20/11/2017	KELLY HOLZKNECHT	Refund Nomination Deposit - 2017 Council Elections		80.00
458	20/11/2017	LYNTHIA FLOWERS	Refund Nomination Deposit - 2017 Council Elections		80.00
459	20/11/2017	MONICA NAZZARI	Refund Nomination Deposit - 2017 Council Elections		80.00
460	20/11/2017	TAMBELLUP P&C ASSOCIATION INC.	Refund Tambellup Hall Bond		550.00
3600	01/11/2017	ORIGIN ENERGY	LP Gas Facility Fee. Oct 2017 - Sept 2018. TA Hall	69.00	
3601	01/11/2017	STATE LAW PUBLISHER	Advertising Govt Gazette - Bushfires Act/Firebreak Order	764.53	
3602	01/11/2017	SYNERGY	Electricity usage 22/08/17 to 16/10/17	3,215.50	
3603	01/11/2017	TAMBELLUP HOTEL	Refreshments - Council meetings/Councillor farewells	314.00	
3604	03/11/2017	CITY OF ALBANY	Great Southern Integrated Planning & Reporting Peer Support Program - 2017/18 Contribution	3,300.00	
3605	03/11/2017	WATER CORPORATION	Water usage 11/08/17 to 18/10/17 Water charges to 31/10/17	6,995.80	
3606	06/11/2017	DEPARTMENT OF TRANSPORT	New registration for Toyota Landcruiser TA001	307.25	
3607	13/11/2017	ROMA BAXTER	Temporary rent reduction due to faulty shower 30Oct to 12Nov17	120.00	
3608	13/11/2017	AUSTRALIA POST	Postage November 2017 BT Times	70.30	
3609	13/11/2017	GREAT SOUTHERN FUEL SUPPLIES	15,800 lts Diesel TA Depot	24,574.37	
3610	13/11/2017	SYNERGY	Electricity usage 25/08/17 to 25/10/17 - various properties	5,232.50	
3611	13/11/2017	TAMBELLUP DELI	October 2017 - groceries Office, Depot & Works Managers Mtg, Newspapers, Fuel	422.87	
3612	14/11/2017	GNOWANGERUP SHIRE MEDICAL PRACTICE	Preplacement Medical. C. Cantwell	150.00	
3613	14/11/2017	ORIGIN ENERGY	LPG Facility fee - 27 East Tce.	69.00	
3614	14/11/2017	SHIRE OF JERRAMUNGUP	Great Southern Housing Initiative - contribution towards Consultant Services	198.61	
3615	14/11/2017	SYNERGY	Electricity usage 11/08/17 to 19/10/17 - various properties	2,702.15	
3616	14/11/2017	TAMBELLUP P&C ASSOCIATION INC.	DrumMuster October 2017. 2982 Units @ \$0.25	745.50	
3617	14/11/2017	WATER CORPORATION	Replace Meter Crawford St Standpipe, Water usage Greenhills Rd Standpipe	1,910.04	
3618	14/11/2017	PETTY CASH	Petty Cash Reimbursement - Broomehill & Tambellup Offices	772.10	
3619	15/11/2017	DEPARTMENT OF TRANSPORT	New registration & Plate change - Isuzu light tipper truck BH009	330.70	

11.02 - Creditors Accounts Paid - November 2017

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3620	20/11/2017	J BLACKWOOD & SON	Cleaning products	1,282.96	
3621	20/11/2017	SYNERGY	Electricity usage 02/10/17 to 01/11/17 Streetlighting	2,218.55	
3622	20/11/2017	TELSTRA	Phone usage to 01/11/17 Service charges to 01/12/17	2,300.85	
3623	20/11/2017	WATER CORPORATION	Water usage to 31/10/17 Water charges to 31/12/17	1,404.11	
3624	22/11/2017	DEPARTMENT OF TRANSPORT	New registration for Toyota Landcruiser OTA	335.75	
3625	27/11/2017	DEPARTMENT OF TRANSPORT	New registration for Ford Wildtrak 1TA	304.80	
3626	28/11/2017	ASHDOWN-INGRAM	Manifold Gauge & Digital Thermometer	544.50	
3627	28/11/2017	GREAT SOUTHERN FUEL SUPPLIES	Oil Drum Pump	38.81	
3628	28/11/2017	ROMA BAXTER	Temporary rent reduction due to faulty shower 13-26Nov17	120.00	
3629	30/11/2017	DEPARTMENT OF TRANSPORT	New Registration for Toyota Landcruiser BH003	301.70	
EFT9568	01/11/2017	BETTA ROADS PTY LTD	120 x 2kg Polycom - Pallinup Sth Rd, Warrenup Rd	71,280.00	
EFT9569	01/11/2017	COURIER AUSTRALIA	Freight: Coolant, Library, Pliers, Lift Arm Assy BH007, Tail light, Brake linings, Relay BHT125	102.97	
EFT9570	01/11/2017	DUGGIN'S	Works staff Clothing - annual allocations	10,641.60	
EFT9571	01/11/2017	GERALDINE'S RESTAURANT	Catering October Council Meeting (Councillor farewells),	1,346.50	
EFT9572	01/11/2017	HANSON CONSTRUCTIONS MATERIALS	WANDRRA AGRN743 300-700mm rock for headwalls - various roads	8,088.29	
EFT9573	01/11/2017	KATANNING CHERRY PICKER HIRE	Tree Trimming - Bhill & Tamb street trees as req'd	4,510.00	
EFT9574	01/11/2017	KATANNING GYMNASTICS CLUB	Kidsport Voucher	115.00	
EFT9575	01/11/2017	KATANNING PLANT HIRE AND CONCRETE SUPPLIES	Supply concrete for Pram Ramps/ Crossovers - Taylor & Norrish St	1,100.00	
EFT9576	01/11/2017	MONASH ELECTRICAL SERVICES	Repairs to: TAWest Rd standpipe controller, fault Diprose Park pump, controller TA Oval, Solar lights	585.75	
EFT9577	01/11/2017	NARROGIN FORD	Changeovers: Toyota Hilux BH00 to Ford Ranger dual cab, Toyota Landcruiser BH014 to Ford Ranger extra cab, Toyota Hilux TA052 to Ford Ranger single cab	352.77	
EFT9578	01/11/2017	QFH MULTIPARTS	Couplers & fittings - Skid Steer Roller Attachment	885.61	
EFT9579	01/11/2017	SOUTHERN TOOL AND FASTENER CO	Supply pump for 4000lt Water Tank	2,600.00	
EFT9580	01/11/2017	STATE WIDE TURF SERVICES	Subsurfacing draining with 765mm frain coil - Bhill Oval	32,670.00	
EFT9581	01/11/2017	THE WORKWEAR GROUP	Admin uniforms	33.14	
EFT9582	01/11/2017	TOLL TRANSPORT PTY LTD	Freight/ Storage Brochures - Hidden Treasures (recoup from Trust)	193.28	
EFT9583	01/11/2017	TRUCKLINE ALBANY	Tool - Oil seal Installer	97.08	
EFT9584	01/11/2017	WA CONTRACT RANGER SERVICES PTY LTD	Microchip fee for re-homed dog	55.00	
EFT9585	01/11/2017	WESTRAC EQUIPMENT PTY LTD	Brake Disc - BH005	2,321.15	
EFT9586	03/11/2017	BEST OFFICE SYSTEMS	Minimum charge 23/09/17 to 23/10/17	49.50	
EFT9587	03/11/2017	CAMPBELLS EARTHMOVING	Maintenance Grading - McGuire, Spencer, Nelson, Chillicup, Ngopitchup & Warrenup Roads	3,968.25	
EFT9588	03/11/2017	GOOP TRADING T/as Broomehill Post Office & Hardware	Postage October 2017 BH Admin	84.51	
EFT9589	03/11/2017	HANSON CONSTRUCTIONS MATERIALS	10mm & 14mm Aggregate - Warrenup Rd	26,943.43	

11.02 - Creditors Accounts Paid - November 2017

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT9590	03/11/2017	IMPRINT PLASTIC	3 x Laminated Badges for Councillors	52.80	
EFT9591	03/11/2017	ITVISION USER GROUP	Membership Subscription 2017/2018	715.00	
EFT9592	03/11/2017	J&S CASTLEHOW ELECTRICAL SERVICES	Tamb Pavilion - Install modulator for TV's, extend lead to main hall & program	1,966.25	
EFT9593	03/11/2017	JUDY STEWART	Reimburse Mobile charges 16/09/17 to 15/10/17	70.00	
EFT9595	03/11/2017	PAINT RITE DECOR	Painting - 1 Janus St	3,685.00	
EFT9596	03/11/2017	RON WRIGHT	Push up & mix gravel - Pallinup Sth Road	6,435.00	
EFT9597	03/11/2017	SOUTH WEST ISUZU	V-Belts TA06	69.34	
EFT9598	03/11/2017	T-QUIP	Spindle Shaft BH007	75.55	
EFT9599	03/11/2017	TAMBELLUP POST CAFE C/- BETH TREZONA	Postage September 2017	461.05	
EFT9600	03/11/2017	THINK WATER ALBANY	Retic hose & fittings for landscaping - TA Pavilion	675.31	
EFT9601	03/11/2017	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 16/10/17 to 26/10/17	958.37	
EFT9602	03/11/2017	WESTRAC EQUIPMENT PTY LTD	Supply water spray kit for Skid Steer Stabiliser Attachment	700.70	
EFT9603	03/11/2017	WINC AUSTRALIA PTY LIMITED	Whiteboard on Stand - BH Central Brigade	335.93	
EFT9604	08/11/2017	ALBANY FINANCE	Payroll deductions FE 13 Oct 2017 & 27 Oct 2017	530.00	
EFT9605	08/11/2017	CHILD SUPPORT AGENCY	Payroll deductions FE 13 Oct 2017 & 27 Oct 2017	731.68	
EFT9606	08/11/2017	LGRCE UNION	Payroll deductions FE 13 Oct 2017 & 27 Oct 2017	123.00	
EFT9607	08/11/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions FE 13 Oct 2017 & 27 Oct 2017	945.00	
EFT9608	13/11/2017	A SMART START GREAT SOUTHERN INC	A Smart Start (recoup from Trust Fund) recoup for stationery items	367.36	
EFT9609	13/11/2017	JSPENCER DESIGN	A Smart Start (recoup from Trust Fund) Flash Cards - edit text/add logos	120.00	
EFT9610	13/11/2017	PRE-EMPTIVE STRIKE	A Smart Start (recoup from Trust Fund) IT consultancy - upgrades to systems for various reporting options	1,595.00	
EFT9611	13/11/2017	ALBANY FINANCE	Payroll deductions FE 10 Nov 2017	265.00	
EFT9612	13/11/2017	CHILD SUPPORT AGENCY	Payroll deductions FE 10 Nov 2017	365.84	
EFT9613	13/11/2017	LGRCE UNION	Payroll deductions FE 10 Nov 2017	61.50	
EFT9614	13/11/2017	A.D. CONTRACTORS PTY. LTD.	1900 lts Emulsion - Toolbrunup Rd	2,696.10	
EFT9615	13/11/2017	COURIER AUSTRALIA	Freight: Brake linings, Circuit Breaker, Spindle, Coolant, Card Readers, Guide Posts & Markers	862.42	
EFT9616	13/11/2017	DX PRINT GROUP PTY LTD	Purchase Order Books x 50	851.40	
EFT9617	13/11/2017	GRAY CARTER	WANDRRA AGRN743 - Plant & Labour to repair storm damage	103,955.50	
EFT9618	13/11/2017	GREAT SOUTHERN TOYOTA	20,000km Service Toyota Landcruiser OTA	2,014.83	
EFT9619	13/11/2017	JS ROADSIDE PRODUCTS	Steelflex Posts White x 500, Culvert Markers x 250	25,932.50	
EFT9620	13/11/2017	KATANNING LOGISTICS	Freight on kitchenware & furniture - TA Pavilion	478.06	
EFT9621	13/11/2017	KOJONUP TYRE SERVICE	Tyre TA001, Repair Grader Tyre BH004	521.20	
EFT9622	13/11/2017	LINCOLNS	Audit fee for Roads to Recovery Acquittal to 30/06/17	880.00	
EFT9623	13/11/2017	LW HULL	Roadside Spraying - various roads	7,437.30	
EFT9624	13/11/2017	SHIRE OF KOJONUP	EHO Resoource Sharing May to Aug 2017	3,211.00	

11.02 - Creditors Accounts Paid - November 2017

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT9625	13/11/2017	TAMBELLUP G & T MOTORS	Unleaded fuel, Brake Bleeder, Tyre Repairs, Tyre, Batteries, Plugs, Sockets	1,691.05	
EFT9626	13/11/2017	THE TROPHY SHOP	Engraved plaque - M. Batchelor	13.60	
EFT9627	13/11/2017	WATERMAN IRRIGATION PTY LTD	Upgrade controllers in Standpipes	2,124.54	
EFT9628	13/11/2017	WINC AUSTRALIA PTY LIMITED	25 x 4pack AA Batteries for Security Cameras	493.35	
EFT9629	13/11/2017	WOOD & GRIEVE ENGINEERS	Consultant Engineering Services 21/01/17 to 23/06/17	6,878.85	
EFT9630	14/11/2017	AARON PARNELL	Grounds Maintenance Lavieville	260.00	
EFT9631	14/11/2017	ABA SECURITY	Bhill Admin - Monitor Alarm System 12/11/17 to 11/02/18	82.50	
EFT9632	14/11/2017	ARTEIL (WA)	1x Office Chair. TA Admin	496.10	
EFT9633	14/11/2017	BLUESTEEL ENTERPRISES PTY LTD	Boots, Gloves, Respirators, Goggles. Bushfire Brigade PPE	3,223.75	
EFT9634	14/11/2017	BURGESS RAWSON	Water & sewerage rates 14Aug to 18 Oct17 - Station Masters Res	228.07	
EFT9635	14/11/2017	CALTEX STAR CARD	Fuel usage October 2017 OTA, 1TA	1,201.25	
EFT9636	14/11/2017	GRAY CARTER	WANDRRA AGRN743 Plant & Labour to repair storm damage.	110,396.00	
EFT9637	14/11/2017	HEWER CONSULTING SERVICES	WANDRRA AGRN743 Project Management	17,424.58	
EFT9638	14/11/2017	HOWARD + HEAVER ARCHITECTS	Tamb Pavilion Architectural Services - Mechanical Engineering to 100% & site visit (Statewide Building Cert)	6,605.01	
EFT9639	14/11/2017	KRISTY BOYLE	Preparation & editing - BT Times November 2017	302.50	
EFT9640	14/11/2017	LANDGATE	Property land enquiry for rates - October 2017	75.90	
EFT9641	14/11/2017	LGIS INSURANCE BROKING	2016-2017 Motor Vehicle Premium adjustment - Kenworth Truck	1,279.88	
EFT9642	14/11/2017	METROCOUNT	12 x Batteries for Traffic Counters + freight.	451.00	
EFT9643	14/11/2017	SHIRE OF CUBALLING	Building Surveyor Services + travel October 2017	3,565.70	
EFT9644	14/11/2017	TAMBELLUP POST CAFE C/- BETH TREZONA	Catering Light lunch - CEO & President 01/09/17	30.00	
EFT9645	14/11/2017	WA LOCAL GOVERNMENT ASSOCIATION	Councillor training - Serving on Council (Cr Holzknacht & Cr Letter), Meeting Procedures & Debating (Cr Nazzari)	1,545.00	
EFT9646	14/11/2017	WARREN BLACKWOOD WASTE	Management of Transfer Stations. October 2017	17,344.22	
EFT9647	14/11/2017	WEST AUSTRALIAN NEWSPAPERS LTD	Advertising Bushfire Directory 19/10/17 in GSH	120.00	
EFT9648	14/11/2017	WINC AUSTRALIA PTY LIMITED	Stationery Order	903.34	
EFT9649	20/11/2017	BOC LIMITED	1 x G Size Argoshield. Cylinder rent for Oxy, Acetylene, Argoshield. 28/09/17 to 28/10/17	139.11	
EFT9650	20/11/2017	EDWARDS MOTORS PTY LTD	Hose for fuel line. Chainsaw	9.00	
EFT9651	20/11/2017	JS ROADSIDE PRODUCTS	WANDRRA AGRN743 Steelflex Posts x 250	8,153.75	
EFT9652	20/11/2017	KATANNING RETICULATION & PUMP SUPPLIES	2 x Solenoid Coils - Diprose Park	40.80	
EFT9653	20/11/2017	KOJONUP AUTO ELECTRICS	Check & re-gas aircon + travel. TA06	405.70	
EFT9654	20/11/2017	LANDMARK	Stormpro Pipe - Marshall, Curnow, Tieline Nth, Winspear, Heron, Warrenup Roads / Rapid set cement Pallinup Sth Rd / Chemical roadside spraying / Dog food for pound	8,518.05	
EFT9655	20/11/2017	NEIL TEARS T/A COUNTRYSIDE HOMES	Repair Fascia boards - Bhill Hall	6,301.90	
EFT9656	20/11/2017	PLASTICS PLUS	10 x Green Wheelie Bins + 10 Yellow lids	1,180.00	

11.02 - Creditors Accounts Paid - November 2017

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT9657	20/11/2017	RAY FORD SIGNS	Gold lettering to update Honour Board	48.18	
EFT9658	20/11/2017	RON WRIGHT	WANDRRA AGRN743 Push up Gravel & McGuires pit	60,274.50	
EFT9659	20/11/2017	TRUCKLINE ALBANY	20m Rubber Mat - Float Trailer	649.22	
EFT9660	20/11/2017	ABBEY SERGEANT	Refund Equipment Hire Bond		200.00
EFT9661	20/11/2017	MARK PAGANONI	Refund Nomination Deposit - 2017 Council Elections		80.00
EFT9662	20/11/2017	MICHAEL BATCHELOR	Refund Nomination Deposit - 2017 Council Elections		80.00
EFT9663	20/11/2017	NEVILLE WITHAM	Refund Equipment Hire Bond		200.00
EFT9664	21/11/2017	A.D. CONTRACTORS PTY. LTD.	1900 lts Emulsion. TA-Gnow Rd	2,696.10	
EFT9665	21/11/2017	ALBANY CITY MOTORS	Changeover Holden Colorado ute BH009 with Isuzu 150 Cab Chassis with 3 way tipper	20,298.83	
EFT9666	21/11/2017	BKW CO-OP	Steel for Workshop, Trolley Truck, Extension Bar, Under-tray Tank BH014	357.05	
EFT9667	21/11/2017	BLIGHT'S AUTO ELECTRICS	UHF Radio Repairs BH006	153.00	
EFT9668	21/11/2017	BURANDO HILL	Adaptors & Hose Joiners for Skid Steer Stabiliser Attachment	140.50	
EFT9669	21/11/2017	CENTRAL REGIONAL TAFE	Reptile Handling Course. O. Kay, D. Powell, L. Wildblood	1,347.21	
EFT9670	21/11/2017	COURIER AUSTRALIA	Freight: Hydraulic Motor, Lab tests, PO Books, Water tank, Fire	65.91	
EFT9671	21/11/2017	EDWARDS MOTORS PTY LTD	Whippersnipper Heads & Cord	228.00	
EFT9672	21/11/2017	HANSON CONSTRUCTIONS MATERIALS	10mm & 14mm Aggregate - Pallinup Sth Rd	31,494.42	
EFT9673	21/11/2017	KATANNING GLAZING & SECURITY	Repair windscreen panel on Roller + travel. BH001	955.90	
EFT9674	21/11/2017	KATANNING PLANT HIRE AND CONCRETE SUPPLIES	Supply Concrete to Carport 31/10/17 TA Admin	1,815.00	
EFT9675	21/11/2017	KATANNING STOCK & TRADING	4 x 500N Gas Stays	244.00	
EFT9676	21/11/2017	KOJONUP AUTO ELECTRICS	Replace Compressor & re-gas Air Con + travel. BH006	686.55	
EFT9677	21/11/2017	ROAD SIGNS AUSTRALIA	Sign Poles - Heron, Stirling Access, Beejenup & Pallinup Sth Roads	1,912.90	
EFT9678	21/11/2017	THINK WATER ALBANY	Repairs to retic on TA Oval + travel	1,134.82	
EFT9679	21/11/2017	WA LOCAL GOVERNMENT ASSOCIATION	Advertising for Disposal of Grader BH004	574.64	
EFT9680	21/11/2017	WESTRAC EQUIPMENT PTY LTD	Service Kit BH013	3,661.70	
EFT9681	21/11/2017	WINC AUSTRALIA PTY LIMITED	Stationery Order	5.91	
EFT9682	23/11/2017	AUSTRALIAN TAXATION OFFICE	Business Activity Statement October 2017	21,332.00	
EFT9683	28/11/2017	ADVANCED TRAFFIC MANAGEMENT	Prepare Traffic Management Plan - Bhill-Gnow/Nardlah Rd Intersection	97.90	
EFT9684	28/11/2017	ALBANY HYDRAULICS	Hydraulic Motor + freight. CAT Broom	2,010.66	
EFT9685	28/11/2017	BUDGET MOTEL	Accommodation & Meals - attendees at Snake Handling Course	396.80	
EFT9686	28/11/2017	CAMTRANS ALBANY PTY LTD	3 x Pallets Besser Blocks - Streetscaping Norrish St	1,435.50	
EFT9687	28/11/2017	DESIGNER DIRT	13m Native Mulch	555.75	
EFT9688	28/11/2017	ELITE STEEL FABRICATION	Supply labour & materials to fabricate Water Tank for TA386	14,905.65	
EFT9689	28/11/2017	HANSON CONSTRUCTIONS MATERIALS	10mm Aggregate - Pallinup Sth Rd	24,430.65	
EFT9690	28/11/2017	JUDY STEWART	Reimburse Mobile charges. 16/10/17 to 15/11/17	70.00	
EFT9691	28/11/2017	NEWMAN'S CONCRETE	40 Concrete Sleepers - TA Pavilion	5,632.00	
EFT9692	28/11/2017	RM SMITH & SONS	Supply labour & materials for 2 x Crossovers at Ambulance Bldg	2,464.00	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT9693	28/11/2017	SOUTHERN'S WATER TECHNOLOGY	Supply & install 2 x 250KL Tanks - TA Depot - 50% Deposit (Water Harvesting project)	15,854.00	
EFT9694	28/11/2017	T-QUIP	Rollers, Pulleys, Blades, Parts for Mower Deck. BH007	961.55	
EFT9695	28/11/2017	WESTRAC EQUIPMENT PTY LTD	30 Cutting Edges for Graders.	13,056.41	
EFT9696	30/11/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer Lotterywest Funding received for A Smart Start to Trust Fund	28,229.00	
EFT9697	30/11/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup from Trust Fund - A Smart Start expenditure (Solum Wheatbelt Solutions/A Smart Start Committee/JSpencer Designs/Pre-Emptive Strike)		33,004.33
EFT	13/11/2017	SALARIES & WAGES	Wages for fortnight ending 10 Nov 2017	55,336.18	
EFT	27/11/2017	SALARIES & WAGES	Wages for fortnight ending 24 Nov 2017	58,895.96	
DD4996.1	14/11/2017	WA SUPER	Superannuation contributions FE 10 Nov 2017	11,758.54	
DD4996.2	14/11/2017	MTAA SUPER	Superannuation contributions FE 10 Nov 2017	204.58	
DD4996.3	14/11/2017	REST SUPERANNUATION	Superannuation contributions FE 10 Nov 2017	204.58	
DD4996.4	14/11/2017	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions FE 10 Nov 2017	106.70	
DD4996.5	14/11/2017	HESTA SUPER FUND	Superannuation contributions FE 10 Nov 2017	89.44	
DD5037.1	28/11/2017	WA SUPER	Superannuation contributions FE 24 Nov 2017	12,021.87	
DD5037.2	28/11/2017	MTAA SUPER	Superannuation contributions FE 24 Nov 2017	204.58	
DD5037.3	28/11/2017	REST SUPERANNUATION	Superannuation contributions FE 24 Nov 2017	204.58	
DD5037.4	28/11/2017	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions FE 24 Nov 2017	106.70	
DD5037.5	28/11/2017	HESTA SUPER FUND	Superannuation contributions FE 24 Nov 2017	58.89	
				1,000,138.38	35,184.33

CREDIT CARDS

			Description	Amount
October	14/11/2017	Chief Executive Officer	Apple Store - 3 x Cr iPads / Covers	2,429.70
			Uniforms	1,068.50
			Fuel - OTA	314.11
			Monthly Card Fee	4.00
Total CEO				3,816.31
October	14/11/2017	Manager Corporate Services	Groceries - Council meetings & office kitchen	512.80
			Accommodation & meals - training	484.97
			Farewell Gifts - retiring Councillors	800.00
			Stationery	11.95
			Fuel BH000	277.55
			Monthly Card Fee	4.00
Total MCS				2,091.27
Total Credit Card Purchases				5,907.58



SHIRE OF BROOMEHILL-TAMBELLUP

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made on 20 December 2012.

BETWEEN:

The Shire of Broomehill-Tambellup

AND:

Broomehill Playgroup

This Memorandum of Understanding is made between the Shire of Broomehill-Tambellup and Broomehill Playgroup for the unrestricted use of the Broomehill RSL Hall building free of charge with the understanding that:

The **Broomehill Playgroup** will:

1. Maintain the gardens and lawns
 - Prune, care for and replace any plants as necessary
 - Negotiate with the Shire of Broomehill-Tambellup (Shire) for removal of trees or plants that may be dead, hazardous, in the way of alterations or no longer wanted
 - Notify the Shire if tree lopping or large tree limbs need removing
2. Clean and care for toilets, building and its fixtures (Shire of Broomehill-Tambellup fixtures/appliances include: stove, chairs, tables, shelving and heater. Broomehill Playgroup fixtures/appliances include: small refrigerator and microwave)
 - Keep floorings, walls, doors, and windows in a clean and tidy manner
 - Negotiate with the Shire of Broomehill-Tambellup when re-painting/re-flooring e.g.; lino etc is considered necessary
 - Clean the toilets on a weekly basis when using the facility
3. Seek approval from the Shire of Broomehill-Tambellup before making any alterations to the building or grounds e.g.; adding or removing any equipment or fixtures.
4. Negotiate with the Shire of Broomehill-Tambellup for the part/joint payment of any large desirable alterations to the building or grounds e.g.; re-painting/re-flooring. If any alterations or additions are desired, a wish-list

should be submitted to the Shire, for budget consideration, by 01st March each year.

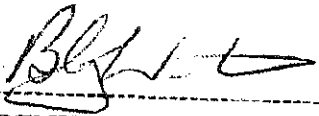
5. Notify the Shire of Broomehill-Tambellup of any damages to the buildings and grounds, vandalism, faulty or hazardous fixtures.

The Shire of Broomehill-Tambellup will:

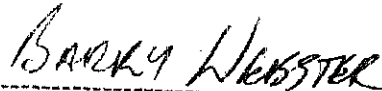
1. Garden and Lawns
 - Water any lawn and gardens, as necessary
 - Pay for water consumption
 - Mow and edge lawn areas when necessary
 - Fix damages to or replace all exterior fixtures, doors, windows, fencing and brickwork, if necessary
 - If notified, dispose of large amounts of garden debris
2. Building and Fixtures
 - Pay for electricity, gas and water consumption
 - Annually inspect the building and grounds
 - Consider all proposals presented to it by the Broomehill Playgroup

This Memorandum of Understanding is for review a minimum of once every five years but may be amended at any time with the approval of both parties.

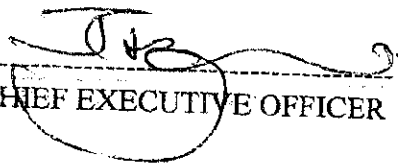
Signed on behalf of the
SHIRE OF BROOMEHILL-TAMBELLUP



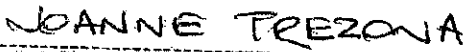
PRESIDENT



NAME (printed)



CHIEF EXECUTIVE OFFICER

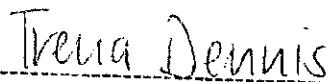


NAME (printed)

Signed on behalf of the
BROOMEHILL PLAYGROUP



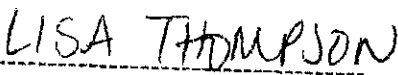
CHAIRPERSON/PRESIDENT



NAME (printed)



SECRETARY



NAME (printed)



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 to Council, 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; and
2. 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.

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

1. ~~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; and
2. Management of the units as per operating guidelines determined by Council;

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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:

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<i>Policy No:</i>	2.6 FITNESS FOR WORK POLICY
<i>Policy Objective:</i>	To provide a safe working environment and duty of care for employees under the Occupational Health & Safety Act 1984
<i>Minute No:</i>	100616
<i>Date of adoption:</i>	22nd June 2010
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	19th May 2016

Policy: The Shire of Broomehill-Tambellup is committed to the safety and health of its employees and has a duty of care under the Occupational Health and Safety Act, 1984 to provide a safe working environment. The Shire of Broomehill-Tambellup also recognises that this duty is incumbent on all employees and extends to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and /or alcohol, or being in any other way impaired for work, is condemned by the Shire of Broomehill-Tambellup. In order to ensure that this duty is fulfilled, the Shire of Broomehill-Tambellup have implemented this policy in the interests of occupational safety and health.

Those who are suspected or found to be under the influence of drugs or alcohol at work will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this policy will be appropriately counselled and, depending on the severity of their actions, may also stand the consequence of suspension without pay or instant dismissal.

It is the responsibility of the direct supervisor or manager to detect if an employee is displaying signs of impaired work performance. It is the responsibility of employees to ensure they do not attend work in a manner which will affect their work performance that could endanger work colleagues, members of the public or cause damage to Council equipment.

The Shire of Broomehill-Tambellup believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the affected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of the Shire of Broomehill-Tambellup who is interested in receiving counselling services should seek approval from the Chief Executive Officer.

<i>Policy No:</i>	2.6 Fitness for Work Policy
<i>Policy Objective:</i>	To provide a safe working environment and duty of care for employees under the Occupational Health & Safety Act 1984
<i>Minute No:</i>	100616
<i>Date of adoption:</i>	22nd June 2010
<i>Date of Amendment:</i>	19th May 2016
<i>Date of Review:</i>	14th September 2017

Policy Statement

Purpose

The Shire is committed to safety as the major priority for all of its operations. The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

The purpose of this policy is to ensure that all staff are fit for work by:

- Implementing a fair and proactive alcohol and other drugs screening program
- Ensuring staff understand that they are responsible for reporting any instances where they believe that they are unfit for work to prevent incidents, rather than

This will contribute to the safety and health of all employees and contractors of the Shire of Broomehill Tambellup.

The Shire of Broomehill-Tambellup's Commitment

The Shire of Broomehill-Tambellup is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and or other drugs in excess of specified standards whilst at work. The underlying principles of the Shire of Broomehill-Tambellup are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Broomehill-Tambellup.

The Shire of Broomehill-Tambellup and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage become an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Broomehill-Tambellup in any capacity.

The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

All employees are expected to comply with the Shire of Broomehill-Tambellup's Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Reporting Requirements

Under the Occupational Safety and Health Act 1984, Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

It is expected when being prescribed medication that workers indicate to the medical professional what the nature of their work is so the medical practitioner may have opportunity to prescribe the most appropriate medication to reduce impact on safety performance.

The categories of drugs and substances prohibited by the Shire of Broomehill Tambellup are outlined as per the Australian Standard AS 4308 for drugs of abuse.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Shire of Broomehill-Tambellup premises), may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

Prescribed and Over the Counter Medications:

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their

supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so. The categories of drugs and substances prohibited by the Shire of Broomehill-Tambellup are outlined as per the Australian Standard AS 4308 for drugs of abuse.

Consumption of Alcohol on the Premises

Except in situations where the Shire of Broomehill-Tambellup holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

Routine shire endorsed activities are, but not limited to, council meeting attendance, Christmas parties, leaving and work anniversary parties, project conclusions, and routine social club functions/meetings.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Shire of Broomehill-Tambellup will allow an employee to access any accrued personal or annual leave they are undergoing treatment and;
- The Shire of Broomehill-Tambellup will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Responsibilities

The Shire of Broomehill-Tambellup considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the Shire of Broomehill-Tambellup is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire of Broomehill-Tambellup may also manage the issue by:

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and

- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.
- Ensure cessation of all physical and computer based work;
- Ensure cessation of all use of equipment and machinery (including plant and mobile plant);
- Ensure cessation of dealing with enquiries and advisory functions to the members of the public

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment & Testing

If the Shire of Broomehill-Tambellup has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

If the Shire of Broomehill-Tambellup suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- Direct an employee undergo drug and alcohol testing administered by a representative of the Shire of Broomehill Tambellup. (The Shire of Broomehill Tambellup person conducting the testing must be appropriately trained/qualified); A non-negative oral drug test result, administered by a trained Shire Representative may result in a referral to an independent NATA (National Association of Testing Authorities) accredited laboratory nominated by the Shire for a urine test confirmation.
- Require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Broomehill-Tambellup.
- Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine. Other testing may be used if urine samples are unattainable.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Broomehill-Tambellup may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Broomehill-Tambellup may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Broomehill-Tambellup.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Broomehill-Tambellup engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

Consequences of Breaching this Policy

An employee engaged by the Shire of Broomehill-Tambellup who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Code of Conduct

REFERENCES

- Occupational Safety and Health Act 1984
- ISO 31000 Risk management - Principles and Guidelines

Policy Number

Policy Version

Policy Review Date

LOT 253 (1302) BROOMEHILL-GNOWANGERUP ROAD BROOMEHILL EAST 6318



PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION DECIDING TO PREPARE A LOCAL PLANNING SCHEME

**SHIRE OF BROOMEHILL-TAMBELLUP
LOCAL PLANNING SCHEME NO. 3**

1. Council resolves to prepare Local Planning Scheme No. 3 to apply to the whole of the Shire of Broomehill-Tambellup pursuant to Section 19, Division 1, Part 4, Planning and Development (Local Planning Schemes) Regulations 2015; and
2. Council endorses the following Statement of Intent, Aims and Format of Local Planning Scheme No. 3:

Statement of Intent:

To prepare a new local planning scheme to apply to all land within the Shire of Broomehill-Tambellup as shown on the Scheme Area Map. The intent of the new Scheme is to implement the Shire's Local Planning Strategy.

Proposed Aims of the Scheme:

The Aims of the Scheme provided below are purposefully broad enough to deliver the Shire's Local Planning Strategy;

The aims of the new local planning scheme are to:

- (a) encourage an appropriate balance between economic and social development, conservation of the natural environment, provision of infrastructure and services, and improvements in lifestyle and amenity;
- (b) zone sufficient land for residential purposes and encourage the development of appropriate housing design and diversity in housing choice;
- (c) provide sufficient zoned land for commercial, retail, industrial and civic uses, suitable to service long term growth of the Shire;
- (d) implement strategic planning for the municipality, in particular the recommendations of the Shire's local planning strategy and relevant State strategies;
- (e) reserve certain portions of land required for public purposes;
- (f) zone the balance of the land within the Scheme Area for purposes described in the Scheme as recommended by the Shire's local planning strategy;
- (g) define the uses and types of development to be permitted on land within the Scheme Area; and
- (h) control and regulate the development and use of land throughout the District.

Format of the Scheme:

The format of the new local planning scheme will be in accordance with the Model Scheme Provision and is proposed to be a Local Planning Scheme applying the whole District within the Shire.

Dated this _____ day of _____ 2017

CHIEF EXECUTIVE OFFICER

**Resolution of a local government to prepare or
adopt a new Local Planning Scheme**

Regulation 19(1) *Planning and Development Act 2005*

RESOLUTION TO PREPARE OR ADOPT A LOCAL PLANNING SCHEME

For the entire district of the

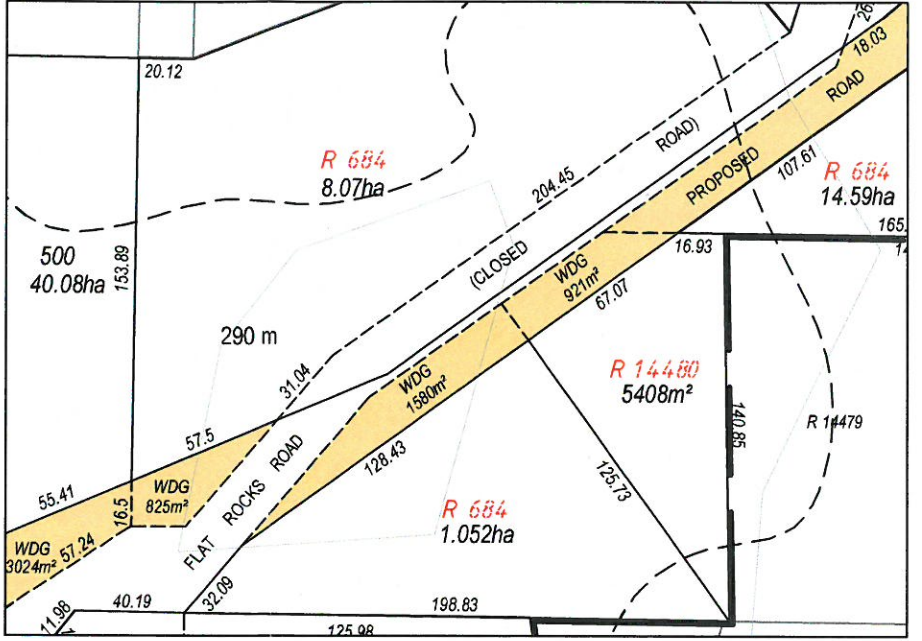
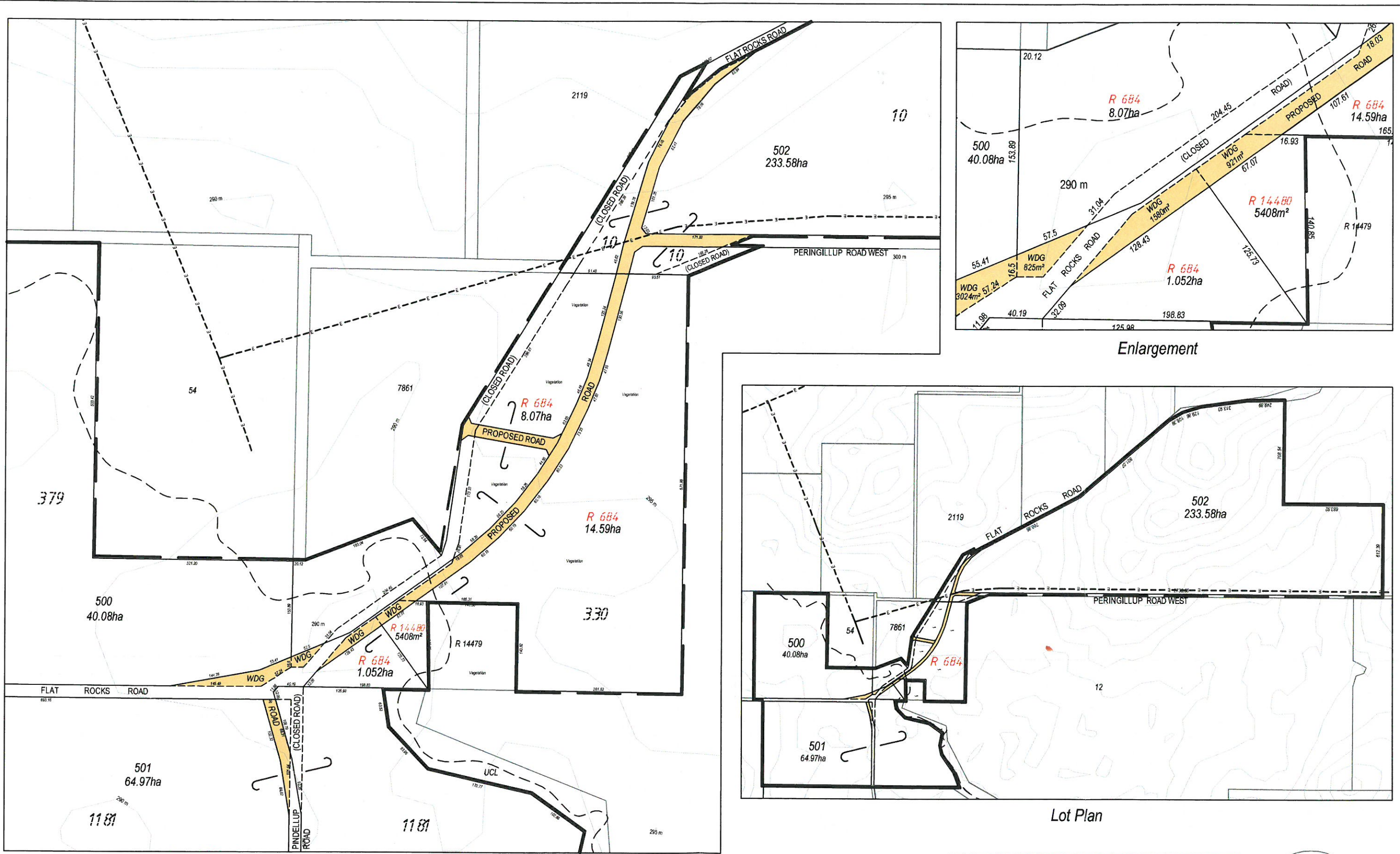
SHIRE OF BROOMEHILL-TAMBELLUP

LOCAL PLANNING SCHEME NO. 3

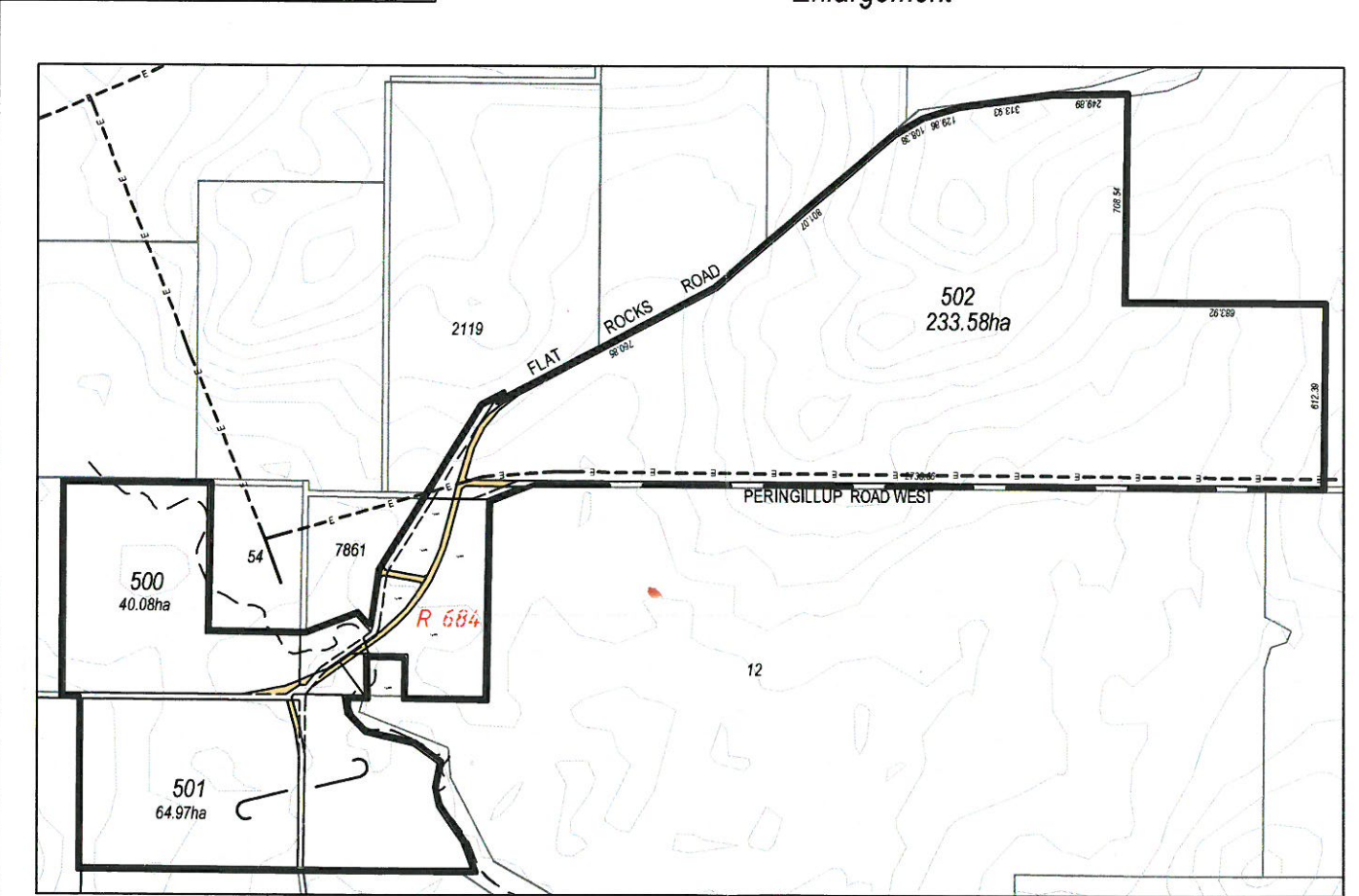
Resolved that the local government, pursuant to section 72 of the *Planning and Development Act 2005*, prepare the above Local Planning Scheme with reference to the entire area within the Shire of Broomehill-Tambellup to be referred to as the Scheme Area Map.

Dated this day of 2017

.....
(Chief Executive Officer)



Enlargement



Lot Plan

Enlargement

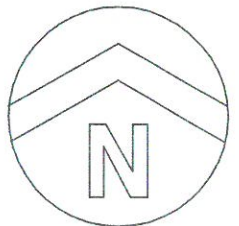
JOHN KINNEAR & ASSOCIATES
 Consulting Surveyors
 114 ABERDEEN STREET
 PO BOX 293
 ALBANY WA 6331
 PHONE (08) 9842 1353 FAX (08) 9842 1570
 ABN 43 094 693 473
 EMAIL jka@kalb.com

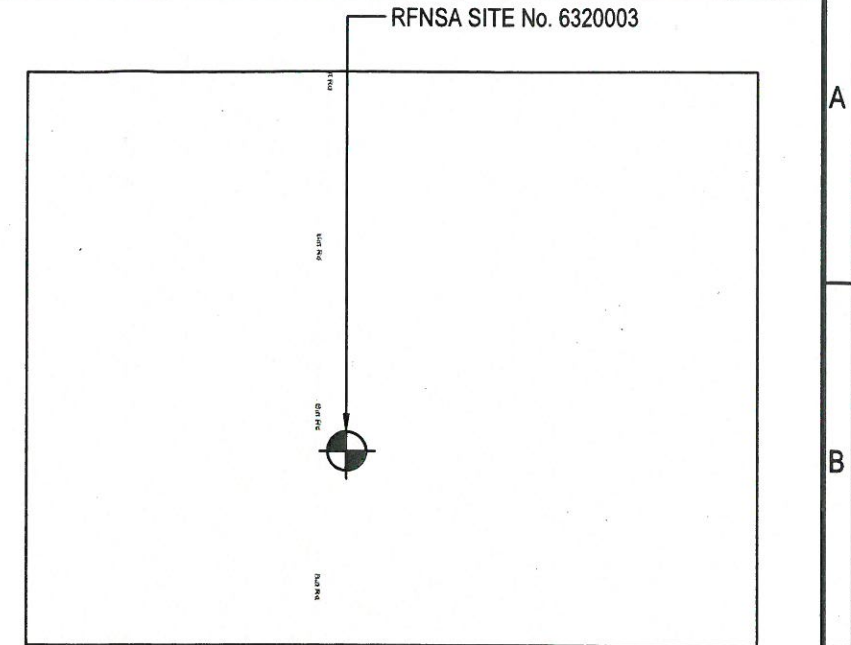
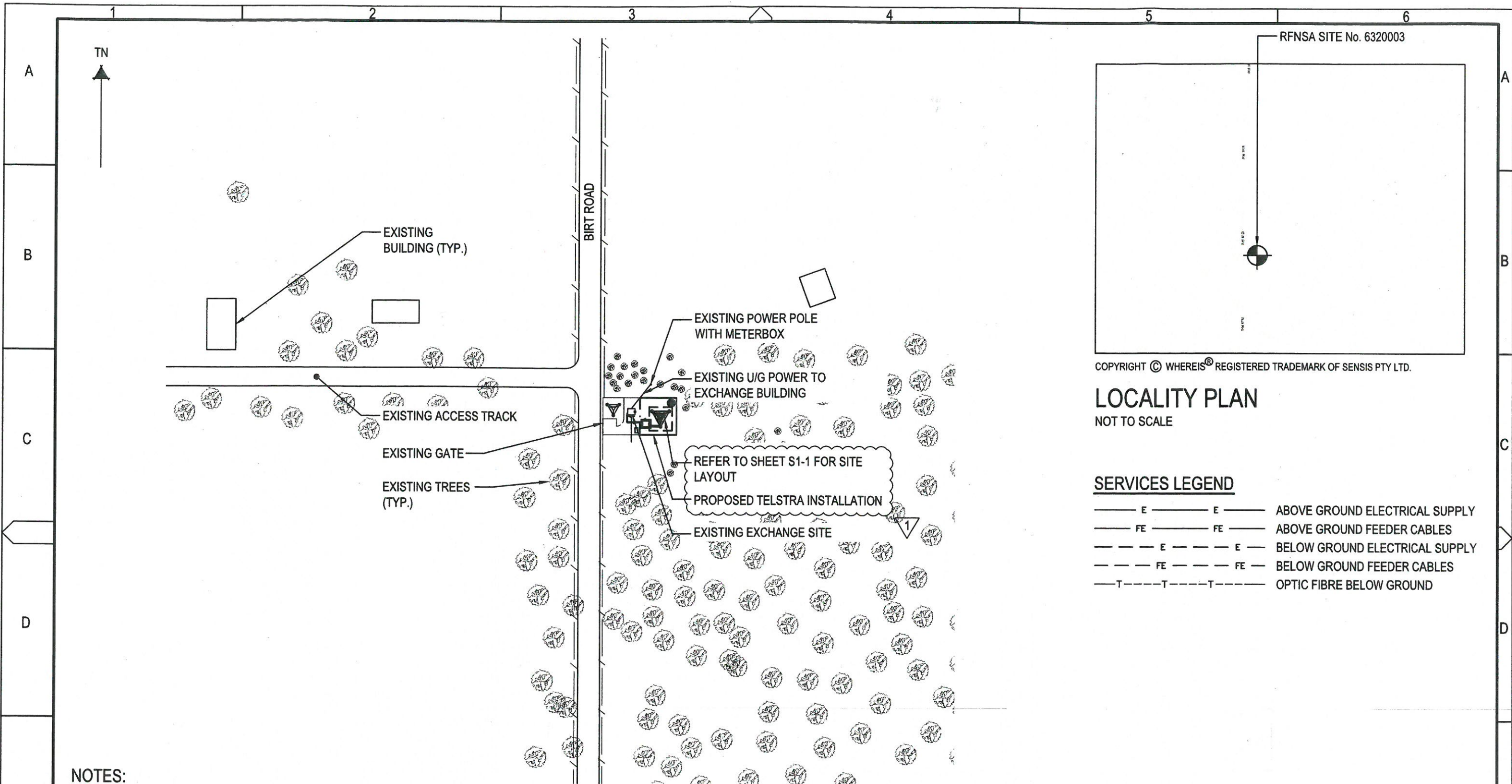
PROPOSED ROAD RE-ALIGNMENT		
LOTS 10, 330, 379, 1181 & 7311, FLAT ROCKS ROAD		
BROOMEHILL WEST, SHIRE OF BROOMEHILL-TAMBELLUP		
NOTE: DISTANCES & AREAS SUBJECT TO SURVEY	Date: Nov. 2017	DWG B884 - SHEET 2/3

- Power Lines
- River
- Road

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE 08-Nov-2017	FILE 155904
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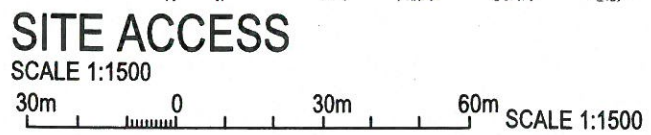
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LOCALITY PLAN
NOT TO SCALE

SERVICES LEGEND

— E —	— E —	ABOVE GROUND ELECTRICAL SUPPLY
— FE —	— FE —	ABOVE GROUND FEEDER CABLES
- - - E - - -	- - - E - - -	BELOW GROUND ELECTRICAL SUPPLY
- - - FE - - -	- - - FE - - -	BELOW GROUND FEEDER CABLES
- - - T - - -	- - - T - - -	OPTIC FIBRE BELOW GROUND

- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
 3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
 4. CLEAR ALL VEGETATION WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.



NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

PRELIMINARY

DO NOT SCALE

PROPERTY DESCRIPTION
PART OF LOT 3464 ON DP 130280
VOL 1701 FOLIO 764
SHIRE OF BROOMEHILL-TAMBELLUP

SITE STRUCTURE CO-ORDINATES (GDA94) GPS READING ACCURACY: ± 10m CENTRE OF TOWER	
LATITUDE	GDA 94 -34.02377
LONGITUDE	GDA 94 117.44488

servicestream
MOBILE COMMUNICATIONS
Level 3, 7-9 Tanunda Drive, Rivervale WA 6103
T +61 8 9355 7500 | F +61 8 9355 5100 | www.servicestream.com.au

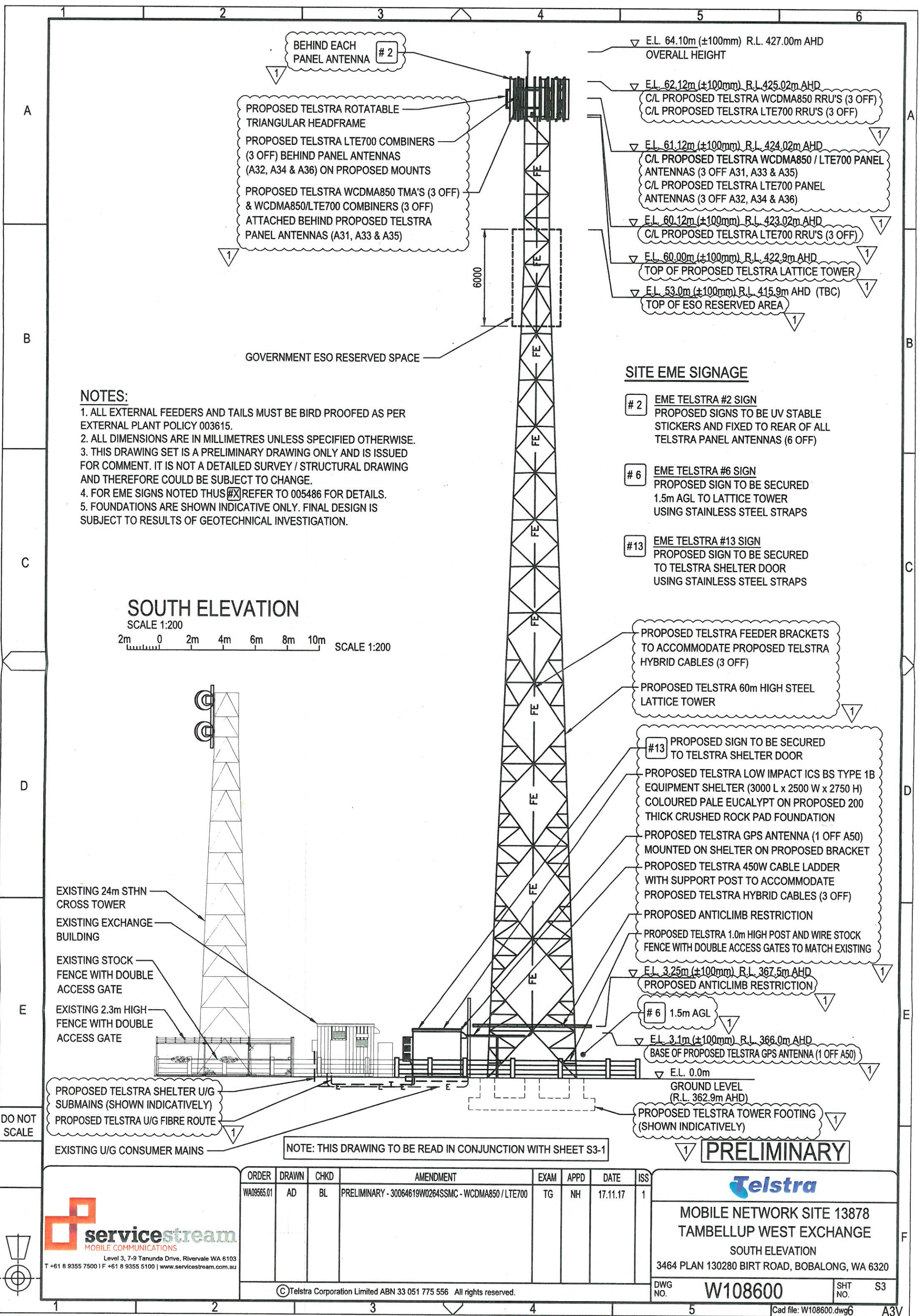
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WA09565.01	AD	BL	PRELIMINARY - 30064619W0264SSMC - WCDMA850 / LTE700	TG	NH	17.11.17	1

MOBILE NETWORK SITE 13878
TAMBELLUP WEST EXCHANGE
SITE ACCESS AND LOCALITY PLAN
3464 PLAN 130280 BIRT ROAD, BOBALONG, WA 6320

DWG NO.	W108600	SHT NO.	S1
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Telstra Networks Wireless program Delivery Template - 017866902 Issue 11.4 XX/XX/2015

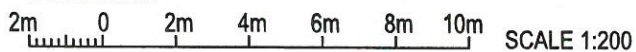


NOTES:

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
4. FOR EME SIGNS NOTED THUS #X REFER TO 005486 FOR DETAILS.
5. FOUNDATIONS ARE SHOWN INDICATIVE ONLY. FINAL DESIGN IS SUBJECT TO RESULTS OF GEOTECHNICAL INVESTIGATION.

SOUTH ELEVATION

SCALE 1:200



SITE EME SIGNAGE

- # 2 EME TELSTRA #2 SIGN
PROPOSED SIGNS TO BE UV STABLE STICKERS AND FIXED TO REAR OF ALL TELSTRA PANEL ANTENNAS (6 OFF)
- # 6 EME TELSTRA #6 SIGN
PROPOSED SIGN TO BE SECURED 1.5m AGL TO LATTICE TOWER USING STAINLESS STEEL STRAPS
- # 13 EME TELSTRA #13 SIGN
PROPOSED SIGN TO BE SECURED TO TELSTRA SHELTER DOOR USING STAINLESS STEEL STRAPS

PRELIMINARY

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3-1

servicestream
MOBILE COMMUNICATIONS
Level 3, 7-9 Tanunda Drive, Rivervale WA 6103
T +61 8 9355 7500 | F +61 8 9355 5100 | www.servicestream.com.au

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09565.01	AD	BL	PRELIMINARY - 30064619W0264SSMC - WCDMA850 / LTE700	TG	NH	17.11.17	1

Telstra
MOBILE NETWORK SITE 13878
TAMBELLUP WEST EXCHANGE
SOUTH ELEVATION
3464 PLAN 130280 BIRT ROAD, BOBALONG, WA 6320

DWG NO.	W108600	SHT NO.	S3
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Telstra Networks Wireless program Delivery Template - 01786602 issue 11.4 XX/XX/2015



BUSH FIRE BRIGADE

STANDARD OPERATING PROCEDURES

and

STANDARD ADMINISTRATION PROCEDURES

2017-2018



Bush Fire Brigade

STANDARD OPERATING PROCEDURES

CONTENTS

SOP	Title	Adopted	Reviewed
1	Incident Announcements	18 December 2008	15 December 2017
2	Wildfire Operational Management	18 December 2008	15 December 2017
3	Personal Protective Equipment	18 December 2008	15 December 2017
4	Incident Control System	18 December 2008	15 December 2017
5	Drugs & Alcohol	18 December 2008	15 December 2017
6	Road Closures	18 December 2008	15 December 2017
7	Fire Appliances Maintenance & Modification	18 December 2008	15 December 2017
8	Drip Torches	18 December 2008	15 December 2017
9	Fire Appliances Outside Municipality Boundaries	18 December 2008	15 December 2017
10	Bush Fire Radio Network	18 December 2008	15 December 2017
11	Fuel Reduction Burns	18 December 2008	15 December 2017
12	Driving Guidelines	18 December 2008	15 December 2017
13	Media & Police Statements	18 December 2008	15 December 2017
14	Electrical Hazards	18 December 2008	15 December 2017
15	Shire Owned Equipment at a Wildfire	19 March 2009	15 December 2017
16	Entrapment at Bushfire – Burnover Procedure	21 August 2014	15 December 2017
17	Automatic Vehicle Locator - AVL	15 December 2017	15 December 2017
18	Burnover Blankets	21 August 2014	15 December 2017
19	Red Flag Warnings	21 August 2014	15 December 2017
20	Addendum - Brigades responding to fires that may be suspicious		

STANDARD OPERATING PROCEDURE

1

INCIDENT ANNOUNCEMENTS

PURPOSE

- To provide Brigades with a standard method for the announcement of fire calls.
- To provide for efficient identification and dispatching of resources to an incident.

INTRODUCTION

When an emergency turnout is announced, a standard format should be used so that the recipients become familiar with the method used to deliver the call and the information required to attend the incident is given in a clear concise manner.

Calls may be received directly from members of the public, or through the '000' service. The Chief Fire Control Officer and Shire CEO are registered for the '000' service.

CALL RECEIPT

- The Shire or a Fire Control Officer receives the call.
- The caller is questioned to determine the location and type of incident.
- The information received is dispatched to the CBFCO
- The nearest Brigade for the incident is determined.
- The responsible Brigade is mobilised to the incident. All brigades are registered with DFES SMS Callout system. The CBFCO, Deputy CBFCO or Brigade FCO is to contact DFES Communications Centre (ComCen) on 1800 198 140, with details of incident and requesting turn out message be sent.
- For all incidents, CBFCO is to contact ComCen on 1800 198 140 advising of brigade activation.

DISPATCH METHOD

- CBFCO mobilises the required resources.
- Upon notification of mobilisation, Brigade members shall advise the CBFCO of estimated time of arrival (ETA) at incident by radio or phone.
- Upon arrival at incident site wherever possible, Brigade members shall advise the Incident Controller on site of their arrival by radio or in person
- As soon as is practicable the Incident Controller will provide details to the CBFCO such as location and direction of fire, entry points, fuel loadings, weather conditions and estimated number of units present, further units required and location of water refill site.
- Within 30 minutes of arrival, the Incident Controller will provide updated details to CBFCO as outlined in (4).
- The Incident Controller shall notify CBFCO when the incident is resolved.
- CBFCO to notify ComCen on 1800 198 140 of Brigade stand down. At this point an incident number is generated, for inclusion on Fire Incident Report. (See Standard Administration Procedure 2 – Incident Reports)

All brigades are registered with DFES SMS Callout system, activated through DFES Communication Centre.

PROCEDURE FOR SMS ACTIVATION

There are two SMS systems in place within the Shire:

The **Shire SMS** system is used for the following:

- Implementing and removing Harvest and Vehicle Movement Bans
- Notifying the community of Total Fire Bans
- Notifying the community of road closures
- Or other relevant information

The **DFES SMS** system is set up as brigade groups and can be used for the following:

- Notify a Brigade to respond to a fire
- Notify Brigade members of meeting and training activities

Activation of both SMS systems can be done through the CBFCO, CESM or Shire staff.

AGENCY NOTIFICATION

Where the Shire is the Controlling Agency at an incident, Chief Bush Fire Control Officer shall notify the following:

CESM

Shire of Broomehill-Tambellup office

DFES Communications Centre – 1800 198 140

Tambellup Police

Tambellup or Katanning St John's Ambulance

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fires Act 1954, Emergency Management Act 2005

DRAFT

STANDARD OPERATING PROCEDURE

2

WILDFIRE OPERATIONAL MANAGEMENT

PURPOSE

To ensure that appropriate management procedures are adopted during wildfires.

INTRODUCTION

This Standing Operational Procedure is to provide Incident Controllers in charge of wildfires guidance on safe and effective operations. Whilst safe and effective operations cannot be guaranteed, it is in the interests of the Incident Controller to gather incident information and interpret that information in a manner that will ensure that safety considerations are, or have been taken into account.

MANAGEMENT METHOD

- Approach the incident from the safest known available direction and conduct a size up.
- Brief crews with known details of the call.
- The officer in charge of the first arriving appliance or a Brigade Radio Operator shall assume control until a Fire Control Officer arrives on site.
- Consider sectorising and how many sectors are required.
- Allocate UHF radio channels to suit
- Consider setting up a forward control point for incoming appliances.
- Provide a Situation Report (SitRep) to Chief Bush Fire Control Officer (CBFCO) including:
 - Incident location
 - Fire spread and direction
 - Fire ground entry points
 - Fuel loadings
 - Weather conditions
 - Estimated appliances required
 - Location of water refill sites
- Determine if any persons are in danger and protect or evacuate to a safe location.
- Determine if any property is in danger and what can be done to safely protect it.
- Consider the use of earth moving equipment to contain the fire.
- Consider a spot weather forecast by contacting the Community Emergency Services Manager (CESM) on 0417 071 567.

- Consider the use of water bombing to assist in the strategic suppression of the fire. Activate water bombers by contacting the CESM on 0417 071 567.
- Continue to provide SitReps as initiated to CBFCO or as required.
- Conduct mop up and black out activities to make the fire safe.

CHIEF BUSH FIRE CONTROL OFFICER

Where the Shire is the Controlling Agency at an incident, the CBFCO shall provide SitRep information to the following as required:

AUTHORITY	CONTACT
Community Emergency Services Manager (CESM)	0417 071 567
Department of Parks & Wildlife (DPaW) Narrogin (if fire is on DPaW land)	9881 9200
Tambellup Police	9825 1003
Tambellup St John's Ambulance	0427 251 004
Katanning St John's Ambulance	9821 1011
Shire of Broomehill-Tambellup Offices	9825 3555

Contact DFES Duty Officer early in the incident for ongoing support and authorisation for expense reimbursement. Retrospective authorisation cannot be made.

If the fire is on DPaW land contact the Narrogin office early in the incident for support and authorisation for expense reimbursement the duty officer can be contacted on 9881 9200.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	SOP 4 Australasian Interservice Incident Management System
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Bush Fires Act 1954

STANDARD OPERATING PROCEDURE

3

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To ensure a minimum standard of protective clothing is worn at all times on any fire ground.

INTRODUCTION

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-fire fighting task.

PREFERRED STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Overalls (one or two piece);
Safety Boots;
Helmet; and
Gloves, Goggles and Smoke Mask

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Cotton/woollen long trousers;
Long sleeve shirt; and
Enclosed boots.

GENERAL

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual fire fighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances.
- The appearance and conduct of the Shire's Bushfire Brigade members whilst wearing operational dress is to be such that will not cause any criticism upon the Shire of Broomehill-Tambellup.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Safety Health & Welfare Act and Regulations

DRAFT

STANDARD OPERATING PROCEDURE

4

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

PURPOSE

To provide Brigades with a system of command, control and coordination at incidents.

INTRODUCTION

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents that occur, someone must assume control and devote their time and energy to managing the situation.

The Shire of Broomehill-Tambellup recognizes AIIMS as best practice and intends to adopt the system in the future. Training of fire brigade members will be required to fully understand the various roles within the system.

SHIRE SPECIFIC ROLES

A rough guide to AIIMS roles shall be as follows:

ICS FUNCTION	OFFICER
Incident Controller	Chief Bushfire Control Officer
Operations Officer	FCO on site
Logistics Officer	Shire Administration
Planning Officer	DFES
Public Information Officer	Shire President/CEO

PROPOSED AIIMS METHOD

Upon arrival at a fire incident, the Officer in Charge of the first arriving crew will assume responsibility as Operations Officer until relieved by an officer from the agency responsible for the fire. The relieving officer may be a DPaW officer, a DFES officer or a more senior Bushfire Brigade Officer.

The Incident Controller is to ensure that all the following areas are dealt with when an incident is active:

- A reconnaissance of the incident site is conducted to:
- Determine the appropriate control structure.
- Determine the operational requirements.
- Determine the communication requirements.
- Identify the extent and predict the likely spread of the incident.
- Delegate designated positions to capable personnel.
- Ensure that Incident Control Plans are in place.
- Briefings are to be carried out when changing over personnel.
- Consider scaling the incident up if the incident size and impact increases and consider scaling the incident down if the incident size and impact reduces.

The provision of an Incident Report is the responsibility of the Operations Officer and the responsible Controlling Agency i.e. Shire of Broomehill-Tambellup. A report should be provided to the Emergency Coordinator [OIC Tambellup Police], CBFCO and DFES Albany.

Understandably, the size of the fire and the amount of resources involved will dictate the size of the AIIMS management function, which is entirely flexible. The AIIMS structure may be no more than a FCO with a map on the bonnet of his vehicle.

NOTE

The Incident Controller is to take all reasonable steps to ensure the safety of all personnel.

Where the size of the fire incident so dictates, Brigades should request assistance from the Shire of Broomehill-Tambellup or DFES Great Southern Office to establish and maintain an AIIMS structure for a fire incident.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Fire Brigades Act 1942, Bush Fires Act 1954 Emergency Management Act 2005

STANDARD OPERATING PROCEDURE

5

DRUGS & ALCOHOL

PURPOSE

To provide a standard procedure to manage drug and alcohol related incidents within the Shire's Bush Fire Brigades.

INTRODUCTION

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications not only for the individual but also the Shire. Some implications that could occur are:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individual's care (as driver, member of a team or managing an incident).
- Compromise your position within the Shire's Brigade.
- Compromise the Shire because they allowed you to represent them whilst you were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the Occupational Health, Safety and Welfare Act and Regulations, the individual also has a responsibility to look after their own well-being.

PROCEDURE

Since drugs and alcohol have the ability to impair the judgment and reactions of an individual and firefighters invariably put themselves in positions of accepted risk, it is essential that 'acceptable risk' does not become an 'unacceptable risk'. The following procedure must be complied with to ensure that firefighters do not compromise their individual right to work in the safest environment possible.

ILLCIT DRUGS

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where illicit drugs have been taken.

If a firefighter or officer is aware that another firefighter or officer is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

ALCOHOL

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where alcohol has been consumed.

Consumption of alcohol during or prior to commencing firefighting duties is not acceptable. It is inappropriate for any person to put another person at risk as a result of impaired judgment or reactions attributable to the consumption of alcohol.

It is unacceptable to allow firefighters to undertake an active firefighting role at an incident knowing they have consumed alcohol.

PRESCRIBED DRUGS

If an individual is taking prescribed drugs that make them drowsy or functionally impaired, they must:

- Not take part in firefighting duties at an incident.
- Not take part in operational training activities.
- Notify the Incident Controller of the effects
- Take responsibility for their own safety and welfare and not compromise safety and welfare of others.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Act 1974 Occupational Health Safety and Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

6

ROAD CLOSURES

PURPOSE

To provide instruction to Incident Controllers on the procedure to be undertaken when road closures are necessary to assist with wildfire suppression.

INTRODUCTION

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation in which volunteers can find themselves. More fire fighters have been killed or injured in this situation than any other fire fighting activity.

Where a road closure would directly or indirectly assist a Shire of Broomehill-Tambellup Brigade in its efforts to extinguish or control a bush fire, the road may be closed by a Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by the most senior member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES.

TRAFFIC MANAGEMENT

Extreme caution must be taken and one of the following authorities must be contacted immediately to provide Traffic Management:-

AUTHORITY	CONTACT
Tambellup Police	9825 1003
Main Roads WA (if involved)	9892 0555
Shire Office	9825 3555
Shire Works Manager	0418 955 642

VOLUNTEERS CONTROLLING TRAFFIC

Shire of Broomehill-Tambellup volunteer fire-fighters may only control traffic when wearing proper fire-fighting attire, ie. yellow overalls and:-

- Operating under the direct instruction of a qualified Traffic Control Officer; or
- Authorised by the Incident Controller.

AGENCY NOTIFICATION

When any road is required to be closed to assist in wildfire suppression, the following authorities shall be notified:

AUTHORITY	CONTACT
TAMBELLUP POLICE	9825 1003
SHIRE OF BROOMEHILL-TAMBELLUP	9825 3555
MAIN ROADS WA (if involved)	9892 0555
DEPARTMENT OF FIRE & EMERGENCY SERVICES ALBANY	9845 5000
ABC RADIO ALBANY	9842 4020 (Tel) 9842 4099 (Fax)
RADIOWEST	9821 2972 (Tel) 9821 4055 (Fax)

INSPECTION

A Road Inspection is required to be conducted by an authorised officer before the road is reopened.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Fire Brigades Act 1942 Bush Fires Act 1954 Emergency Management Act 2005

STANDARD OPERATING PROCEDURES

7

FIRE APPLIANCES

MAINTENANCE & MODIFICATION

PURPOSE

To ensure that all Shire appliances and equipment is maintained in faultless condition.

INTRODUCTION

As emergency appliances and equipment is predominantly used in hazardous and high-pressure situations, it is essential that the reliability and integrity of both is maintained to a high standard so as not to place any firefighter in danger due to equipment failure.

OPERATING LEVEL MAINTENANCE

The Shire of Broomehill-Tambellup is responsible for the Operating Level Maintenance of Shire owned fire appliances. In this context Operating Level Maintenance includes:

- Checking vehicle tyre pressures.
- Checking & replenishing radiator fluid levels for the vehicle engine and pump motor (where fitted).
- Checking & replenishing lubricant levels on the vehicle and pump engines.
- Checking & replenishing brake & clutch master cylinder fluid levels.
- Checking & replenishing windscreen washer fluid.
- Checking the operation of all vehicle lights, emergency lights & sirens.
- Checking the operation of the WAERN Bushfire Radio including external speaker (where fitted).
- Checking & replenishing battery electrolyte levels.
- Cleaning of vehicles.
- Checking the presence of all appliance stowage & its serviceability.
- Checking the operation of fire pumps, valves, sprays, nozzles & hose reels.
- Reporting any defective or unserviceable appliance items to the Brigade FCO.
- Check burnover blankets are available and stowed properly.
- Checking Water Deluge System.
- Checking the condition and stowage of the In Cab Air.

The brigade appliance in Tambellup is owned by DFES and the responsibility for these checks lies with the Tambellup Volunteer Emergency Service Unit.

DEPOT LEVEL MAINTENANCE

All major servicing and maintenance of the Broomehill Central Fire Truck is the responsibility of the Shire. During this inspection assessments will be made on any future remedial maintenance for the fire appliances.

All servicing and maintenance of vehicles associated with the Tambellup Volunteer Emergency Service Unit is the responsibility of DFES Albany.

MODIFICATIONS TO FIRE APPLIANCES

Brigades should not undertake the modification of the Shire's Fire Appliances, without the express permission of the Shire of Broomehill-Tambellup. Contravention of this policy could jeopardise insurance coverage or be in breach of Grant Agreement undertakings made with the Bush Fire Service.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

8

DRIP TORCHES

PURPOSE

To provide a standard procedure to manage the safe use and maintenance of a drip torch.

INTRODUCTION

The drip torch is to be used for prescribed burning and authorised lighting activities only. The drip torch is a container holding a fuel mixture that drips from a nozzle over a lighted wick, dripping burning liquid onto the fuel to be ignited.

PROCEDURE

When preparing to use the drip torch, the operator should:

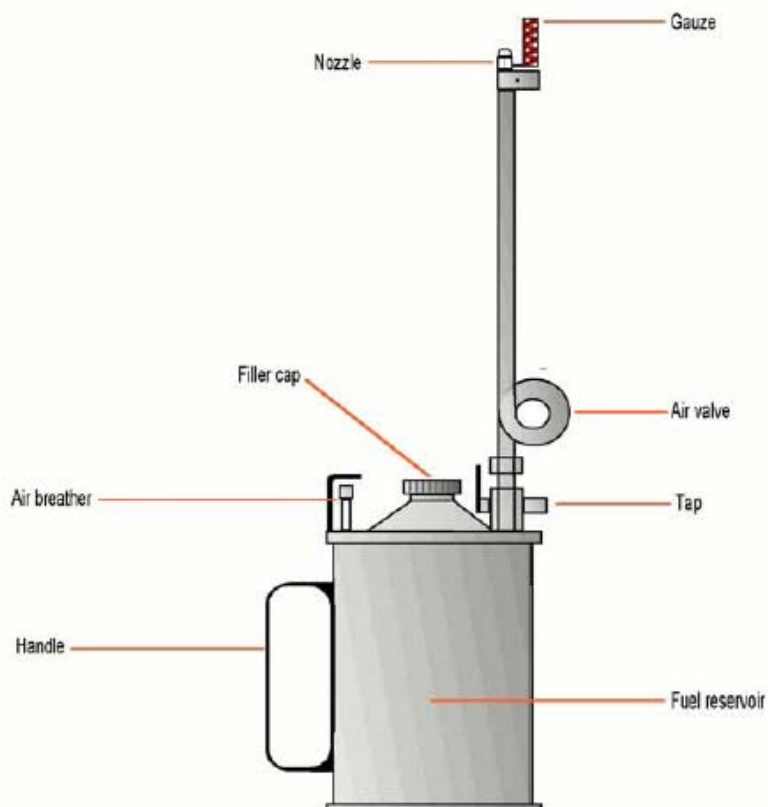
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation and complete the burn under the direction of the officer in charge.
- When not in use, stand the torch upright and ensure that the flame is extinguished.
- When not in use, ensure that the torch is stored upright in a secure position.
- When not in use, ensure that the fuel tap is maintained in the closed position.
- Fuel for drip torches must be premixed at a location separate to any incident ground.
- Fuel for drip torches must be premixed in a recommended flammable liquid fuel container, stored away from the incident and clearly marked.
- Ensure regular maintenance is undertaken and report any defects.
- The fuel mixture is to be 25% Petrol and 75% Diesel as per manufacturer's instructions.

Only qualified and experienced firefighters should use the drip torch.

NOTE

All backburn operations must be authorised by the Incident Controller

The wick will remain hot for some time after it has been extinguished



RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

9

FIRE APPLIANCES OUTSIDE MUNICIPALITY BOUNDARIES

PURPOSE

To provide a procedure for the deployment of Shire resources outside of the Shire of Broomehill-Tambellup.

INTRODUCTION

The Shire of Broomehill-Tambellup's Bushfire Brigade appliances are primarily intended for use in fire suppression and control within the municipality's boundaries. Notwithstanding, there will be occasions where the Brigade fire vehicle will be used to attend and assist with fire suppression in neighbouring Shires at the discretion of the Shire of Broomehill-Tambellup.

APPROVAL CONSIDERATIONS

Approval should be obtained from the Chief Bush Fire Control Officer, or Chief Executive Officer prior to deployment of any Shire appliance to incidents outside the Shire of Broomehill-Tambellup

Prior to granting approval the authorising officer shall have regard to the following:

- The appliance shall not be required within the Broomehill or Tambellup district at that time.
- The deployment of the appliance shall not decrease response capabilities to fires in the Broomehill or Tambellup district.
- There are brigade members available to crew the appliance.
- The period of time that the appliance will be required.
- Arrangements for shift changes for personnel crewing the appliance.
- Crews are suitably experienced to attend the incident-type.
- Brigade appliances are not to travel outside the Shire boundary except to attend fires.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

10

BUSH FIRE RADIO NETWORK

PURPOSE

To ensure that the Shire's emergency radio network is operated at all times in a professional and efficient manner.

INTRODUCTION

The Shire of Broomehill-Tambellup presently uses VHF radio communications through the WA Emergency Radio Network to provide communications for its Bushfire Brigades.

The radio network is supported by two repeater sites at Fairfield Road and Jam Creek Road. The Shire of Broomehill-Tambellup Bushfire Association utilises VHF Channel 322 (Tambellup) and 231 (Broomehill) for its strategic operational communications and UHF Channel 5 for its fire site operational communications.

In the event that the Shire of Broomehill-Tambellup Bush Fire communications fails permission can be requested to use the following VHF Channels

Cranbrook East	WAERN Channel 163
Cranbrook West	WAERN Channel 162
Gnowangerup	WAERN Channel 200
Katanning	WAERN Channel 230
Kojonup	WAERN Channel 234

USE RESTRICTIONS

Because the Shire's radio network is an emergency facility, Bush Fire Brigades should only use it for:

- Official Bushfire Brigade operations, training & administration purposes, OR
- Any other genuine emergency purposes.

The Shire of Broomehill-Tambellup Bush Fire Radio Network is not to be used for private purposes other than genuine emergencies.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

11

FUEL REDUCTION BURNS

PURPOSE

To ensure that all fuel reduction burns comply with the appropriate legislative and safety requirements.

PRIVATE PROPERTY

Brigades intending to carry out protective or hazard reduction burns should be aware that they should do so under the direction of the Shire of Broomehill-Tambellup, to ensure they remain covered by Council's insurance.

Approval from the Shire is required to ensure that the Brigade involved does not become liable in any way for damage to property as a result of the burn.

With regard to private property burns it is not enough to simply have the owner or neighbour's permission to conduct the burn.

ROAD VERGES

All road verge burning shall be carried out in accordance with Council Policy and the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All burning embers and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

Brigades wishing to conduct verge burns on roads which are under the control of Main Roads Western Australia (MRWA) should contact MRWA direct for approvals.

RESERVES

All reserve burning shall be carried out in accordance with the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All 'wicks' and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	SAP 6 Fuel Reduction Burning – Road Verges
COUNCIL POLICY	Part 6 – 6.4 Roadside Burning
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Main Roads Act 1930 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999

STANDARD OPERATING PROCEDURE

12

DRIVING GUIDELINES

PURPOSE

To ensure that formal brigade appliances are operated in a safe manner.

INTRODUCTION

Bush Fire Brigades have a high profile as an emergency service provider within the community. To maintain that high profile, personnel using vehicles must adhere to vehicle policy with a clear understanding of the guidelines.

It should be noted that exemptions from the Road Traffic Code 2000 apply to formal brigade appliances only.

EXEMPTION TO ROAD TRAFFIC CODE 2000

While travelling to and from a fire (on public roads), the Shire of Broomehill-Tambellup bush fire appliances should only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts.

The drivers and passengers of fire fighting appliances are legally exempt from the requirement of the Road Traffic Code 2000 to wear seat belts “when engaged in fire fighting activity”. However for safety reasons it is strongly recommended that drivers and passengers in the Shire of Broomehill-Tambellup fire appliances wear available seat belts wherever possible.

An exemption to the Road Traffic Code 2000 exists which allows personnel to travel in the load space of a private fire fighting vehicle when ‘engaged in fire fighting activity on the fire ground’. This exemption **does not apply** when travelling to and from the fire scene. All fire fighting personnel in private fire units should travel to and from the fire ground in the cab of the vehicle wearing seatbelts where provided.

GUIDELINES

- All drivers must hold a current and appropriate class of driving license necessary for the appliance being driven.
- A register of Drivers’ Licenses shall be maintained for all Shire volunteers driving Shire-owned emergency vehicles.
- Drivers holding “P” Plates may drive appliances as part of Driver Training; however, they are not to drive to or at emergency/incidents.
- Drivers are not to operate any fire appliance for longer than a 12-hour shift.

- Drivers are not to exceed 20km over the allocated speed limit of the road on which the vehicle is travelling.

CODE 1

Unit to respond with due haste - life/property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. SIREN (if fitted to vehicle) to be used during travel to incident as appropriate.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. ALL Traffic Lights and Road Traffic Signals/Signs to be obeyed unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at ALL times.

CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. NO emergency warning lights or sirens are to be used.
2. ALL Road Traffic Codes to be complied with.

DRIVING REQUIREMENTS FOR OFF-ROAD USE

1. Minimum speed to be used to ensure safety of occupants.
2. Exhaust brake where fitted to be engaged at all times.

GENERAL

1. Bush Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
5. Smoke hazard signs to be installed on roads where Bush Fire Brigades are operating.
6. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

13

MEDIA & POLICE STATEMENTS

PURPOSE

To provide standard arrangements for the provision of statements to the media and police regarding incidents.

INTRODUCTION

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police inquiries and/or presentation to a Coroner's inquest.

During large-scale incidents media also seek personnel to make statements.

POLICE STATEMENTS

Statements are not to be submitted, presented or made either verbally or in writing directly to any police officer in regards to any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

MEDIA STATEMENTS

No Shire employees or volunteers are authorised to speak on behalf of the Shire to the media.

All media statement requests should be referred to the Chief Executive Officer or Shire President.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	Part 1 – 1.23 Public relations – Media Releases
DELEGATION	
LEGISLATION	Local Government Act 1995

DRAFT

STANDARD OPERATING PROCEDURE

14

ELECTRICAL HAZARDS

PURPOSE

To provide personnel with a standard and safe procedure for incidents where electricity may be hazardous to personnel, casualties and/or bystanders.

INTRODUCTION

Electricity is a major hazard to firefighters, as it will be encountered at many structural fires and bush fires. All precautions at any incident where electrical hazards exist must be taken.

PROCEDURE

- Identify any electrical hazards that are present.
- Keep personnel and members of the public away from electrical hazards.
- Determine a safe distance from the electrical hazard.
- Electricity should always be disconnected:
 - When the situation is unknown.
 - At any time that water is to be applied within a structure.
 - At any time firefighters are at risk.
 - On adjacent buildings if it is reasonably expected that the fire may impinge on them.

STRUCTURAL FIRES

If the electricity is to be disconnected, it is the responsibility of the Operations Officer to check that power is switched off at the main board and that the fuses have been removed (where possible).

When disconnecting the power supply:

- The switch is to be operated with the back of the hand at arm's length.
- The head is to be turned away to avoid possible flash injuries.

240 VOLT POWER GENERATED BY SOLAR PANELS

All Emergency Service responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Advice for DOCEP recommends the following procedure for isolating power at properties with solar panels installed:

- Switch off the main isolating switch and all circuit breakers and remove all fuses at the main switchboard. Also check to see if there is an inverter isolator switch for the solar panel system; if not,
- Inspect the property to see if any solar panels and / or backup generators are installed on the property (should be visible and near to main property).
- Seek local knowledge and obtain advice on where the system may be isolated.
- If local knowledge is not available, locate the inverter/generator main switch or change over switch and isolate by turning off (this switch is usually at the main switchboard).
- Wait for further support from experienced personnel.

POWER LINES/POLE TOP FIRES

When wires have made contact with the ground:

- On arrival at the incident treat all wires in contact with the ground as though they are “live”.
- Record Pole identification Number (PIN) and advise DFES Communications Centre.
- Do not park appliances or position equipment beneath overhead power lines.
- Keep well clear of wires that are in contact with the ground.
- Locate wire ends to ensure source is not being transferred through another conductor eg steel fence, vehicle, etc.

Maintain the minimum safety distance (10 metres for low voltage wires) and wait for the arrival of Western Power.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Health Safety and Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

15

SHIRE OWNED EQUIPMENT AT A WILDFIRE

PURPOSE

To establish a procedure for the call out of Shire equipment to a fire.

INTRODUCTION

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Council-owned plant and equipment is available to assist in the containment of a fire.

PROCEDURE

- The Fire Control Officer (FCO) or person in control of the fire, is to determine if the equipment is required
- The FCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.
- If the Chief Executive Officer is unavailable, authority for the use of plant and equipment will be delegated to the Works Manager, or Manager Corporate Services .
- Requests for Shire equipment are to be for assistance in the containment and control of wildfires
- Requests from landowners to assist in "mopping up" procedures will be charged at private works rates.
- If land tenure is DPAW/Unallocated Crown Land/Unmanaged Reserves contact the relevant agency to enable the Shire to claim payment for equipment use.

RELEVANT INFORMATION	
ADOPTED	19 March 2009
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Local Government Act 1995

STANDARD OPERATING PROCEDURE

16

ENTRAPMENT AT BUSHFIRE BURN OVER PROCEDURE

PURPOSE

To provide a standard procedure to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely burnover of their appliance.

INTRODUCTION

This is a requirement from the investigation of the Black Cat Creek incident, that all DFES appliances' be fitted with 3 burnover blankets and Water Deluge System, In Cab Air, AVL and volunteers trained in the use of the above protection equipment.

PROCEDURE

When preparing for entrapment at a bushfire:

- Ensure crews are initially briefed on the task and risks.
- Ensure crews remain aware of the current and forecast situation.
- Appliances will maintain 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with the due reference to LACES:
 - L – Lookouts
 - A – Awareness
 - C – Communication
 - E – Escape Routes
 - S – Safety Zones
- Ensure all crew understand the concept of the '*dead man zone*'.
- Activate the EMERGENCY AVL BUTTON as per training.
- Transmit 'EMERGENCY MESSAGE'.
- Activate beacons/emergency waring devices and siren.
- Notify Incident Controller of the location and situation.
- Request aerial assistance (water bomber/helitacs) if available.
- Branch operators are to close down all branches and place them on the ground. All crews are to return to the vehicle.
- Close down and remove the delivery lines at the pump
- Park appliance on burn/cleared area in a position that affords as much protection as possible for the crew (e.g. rear of the appliance facing the fire front).
- Close all doors, windows and air vents and leave the engine running on fast idle.

- Conduct a head count to ensure all the crew are present and mount the appliance.
- Take cover in the cabin. Activate Water Deluge System from the APPLIANCE.
- Dress in full PPE. Activate the In Cab Air as per training.
- Crew to cover with blanket/protection.
- **STAY INSIDE THE VEHICLE.**
- Wait for the fire front to pass. Immediately after the fire front has passed, account for all the crew and check the vehicle for damage.
- **NOTE** – *Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.*

WHAT TO EXPECT

As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and ember. Radiated heat will transfer directly to inside the cabin.

- Smoke gradually gets inside the vehicle and fumes will be released from the interior of the appliance.
- Stay as close to the floor as possible.

Fuel tanks are very unlikely to explode.

Fuel jerries and drip torches not fitted with anti-explosive mesh may however be at risk.

AFTER THE FIRE FRONT HAS PASSED

Stay in the vehicle until the fire front has passed and the temperature has dropped outside.

- Once the fire front has passed and the temperature has dropped cautiously exit the vehicle. (Be careful – internal parts will be extremely hot.)
- Take portable radios (VHF and UHF)
- Take first aid kits and oxy-viva (if part of the stowage)
- Move to a safe area
- Stay covered in PPE and blankets, continue to drink water and await assistance.
- Send a SitRep to the Incident Controller, if possible.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

17

Automatic Vehicle Locator - AVL

PURPOSE

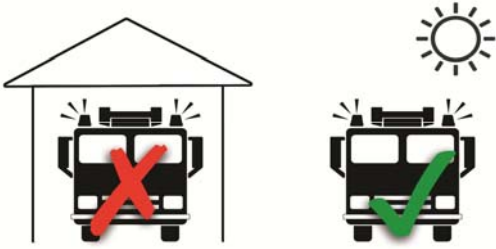


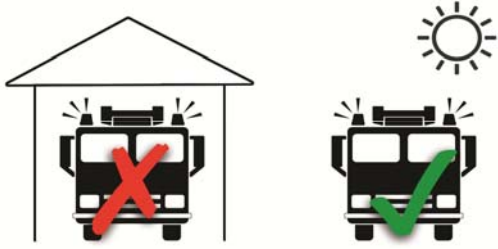
These procedures include an overview of the AVL system and how to update the system. The Broomehill Central Volunteer Bushfire Brigade appliance is fitted with an AVL, with the CESM managing 2 portable units for the Shire.

INTRODUCTION

The AVL System provides real- time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records vehicle location, speed, and if lights and sirens have or are being activated. DFES Officers CESM's and authorised brigade members have access to the link to track appliance locations across the State.

PROCEDURE

- Testing of the AVL system is to be carried out on a **MONTHLY** basis to keep the system updated with new soft wear. See diagram on how to test the system.
- The system is connected to the 3G network and if this is not available the system will link to the satellite.
- Under normal conditions the light will be showing green.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn red until DFES Communications has acknowledged, then the light will show green again. Once activated DFES Communications will contact the Incident Controller for that fire, the Duty Officer for the region or the Community Emergency Services Manager to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Communications on 1800 198 140 to notify them of the mistake.
- Refer to Operational Brochure and general information sheet that is located in the Broomehill Central Bushfire for further information.
- Any issues with the system please contact the CESM to follow up.

STEP	PROCESS
<p>1</p>	<p>Make sure your vehicle is parked outside the shed or situated in the open.</p> 
<p>2</p>	<p>The Emergency Duress Button must be showing a solid green light (not flashing) to indicate AVL unit is in NextG Mobile Phone coverage before the unit can commence test mode.</p> 
<p>3</p>	<p>Push the Emergency Duress Button 4 times in quick concessions within 4 seconds (1 push per 1 second)</p>  <p>The Emergency Duress Button will start flashing green and red lights to indicate the unit is in test mode. Once testing is complete the Emergency Duress Button will return to a solid green light.</p>
<p>4</p>	<p>Leave the vehicle parked outside the shed or situated in the open for another 30 minutes before returning it back into the shed. This is to facilitate any software updates required for the AVL unit – it is important the vehicle battery remains un-isolated.</p> 

RELEVANT INFORMATION	
ADOPTED	15 December 2017
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

18

BURNOVER BLANKETS

PURPOSE

To provide a standard procedure for firefighters in the use of burnover blankets.

INTRODUCTION

Burnover blankets are a piece of equipment for protecting firefighters out on the fireline. The blankets are made from a light weight, patented material and are 2m x 2m in size. Installation of burnover blankets in all DFES appliances is a requirement from the investigation of the Black Cat Creek incident. Volunteers are to be trained in burnover blanket entrapment procedures.

PROCEDURE

- Ensure LACES is implemented at all times.
- Locate the burnover blanket in the appliance. The burnover blankets are housed in a red protective sleeve or bag in a fixed position appropriate to the appliance and must not be relocated.
- Obtain the burnover blanket from its storage bag by lifting the flap and remove the vacuum packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways.
- Remove the burnover blanket from the plastic cover.
- Unfold the burnover blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- After the burnover, conduct post-burnover procedures.
- Used burnover blankets should be left with the vehicle for examination in any investigation that may follow.
- Do not attempt to replace or reuse the used burnover blanket.
- Know the location of the burnover blankets in your appliance or vehicle.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

DRAFT

STANDARD OPERATING PROCEDURE

19

RED FLAG WARNING

PURPOSE

To provide a standard procedure for firefighters for the red flag warning.

INTRODUCTION

Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

PRINCIPLES

- Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.
- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

PROCEDURES

The standard message text of a Red Flag Warning is as follows:

'RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed on to all personnel under your command

ACKNOWLEDGE'

RECORDING, RECEIPT & ACKNOWLEDGEMENT

- All Red Flag Warning issued through the incident chain of command are to be recorded in incident diaries.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	15 December 2017
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

20

ADDENDUM

BRIGADES RESPONDING TO FIRES THAT MAY BE SUSPICIOUS

The priority of fire crews will always be extinguishing the blaze, saving life, property and environment. This should always be the priority. The preservation of what may be the crime scene will always come in under this.

There is no expectation from police that they want volunteers or DFES staff to turn into crime scene experts but will be extremely grateful for any assistance that can be provided in preserving the scene until police arrive.

ON THE WAY TO THE FIRE

Take note of vehicles and people you see – time, vehicle rego, description, direction of travel.

ON ARRIVAL AND FIRE CREW OBSERVATIONS

Do not let people into the incident area.

Minimise resources required to gain control over the entire scene.

Are there people in the immediate area – what are they wearing, carrying?

Even if it seems irrelevant note it anyway.

Secure the area around tyre marks, shoe impression, gate / fencing entry cuts. etc

Where was the fire most intense on arrival?

Was there more than one ignition point?

TAPE OFF AND SECURE SCENE

In consideration of establishing a crime scene before police arrive, they would like the obvious fire area where the fire occurred, and double that area taped off. This will be the crime scene, not always possible but desirable.

If onlookers give you information write it down and record their names as they may leave the area before the police arrive.

If possible have someone wait on site until police arrive so the scene stays secure.

Bush Fire Brigade STANDARD ADMINISTRATION PROCEDURES

CONTENTS

SAP	Title	Adopted	Reviewed
1			
2	Incident Reports	18 December 2008	15 December 2017
3	Harvest Bans	18 December 2008	15 December 2017
4	Occupational Health & Safety Reporting	18 December 2008	15 December 2017
5	Firebreak Inspections	18 December 2008	15 December 2017
6	Fuel Reduction Burns – Road Verges	18 December 2008	15 December 2017
7	Permits To Set Fire To The Bush	18 December 2008	15 December 2017
8	Fuel Reduction Burns - Reserves	18 December 2008	15 December 2017

STANDARD ADMINISTRATION PROCEDURE

1

FIREBREAK EXEMPTIONS

PURPOSE

To provide an administration procedure to enable the approval of fire protection measures alternate to the requisitions of the Shire's Firebreak Order.

INTRODUCTION

GUIDELINES

RELEVANT INFORMATION	
ADOPTED	
REVIEW	
SOP/SAP	SAP 5 Firebreak Inspections
COUNCIL POLICY	
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

2

INCIDENT REPORTS

PURPOSE

To ensure that accurate records of all fire incidents within the municipality are reported and that reports are submitted to the appropriate agencies and officers.

INTRODUCTION

It is a requirement of the Bush Fire Act 1954 that all fire incidents within a local government are reported and that such reports are provided to the Department of Fire and Emergency Services no less than once per financial year.

FIRE/INCIDENT REPORTS

Fire Control Officers are to complete a Fire/Incident Report Form every time their Brigade is mobilised in response to any fire incident or false alarm.

The Incident Report should include the Incident Number generated by DFES Communication Centre (ComCen) – phone 1800 198 140. This is obtained by the CBFCO or Fire Control Officer at the conclusion of the incident.

The Controlling (primary) brigade is required to complete and submit both the 'Bushfire' and 'Attendance' reports. Assisting brigades are required to complete and submit the 'Attendance' report.

Once completed, reports are to be submitted to the Shire of Broomehill-Tambellup, for recording and on forwarding to DFES Albany and the CBFCO.

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the report should be submitted within seven days of the fire/incident.

SUSPICIOUS FIRES

Where Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, they should complete a Wildfire Attendance & Information Report. The report should be forwarded to the Shire within 24 hours of the fire.

The purpose of this latter report is to assist the Arson Squad with its investigations. Should you require a Wildfire Attendance & Information Report, please contact the CESM.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	15 December 2017
SOP/SAP	SOP 4 AIIMS
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

3

HARVEST BANS

PURPOSE

To detail a procedure for the implementation and lifting of Harvest Bans within the district.

INTRODUCTION

The authority to impose and lift Harvest Bans within the Shire of Broomehill-Tambellup is delegated to the Chief and Deputy Bush Fire Control Officers.

The Chief Executive Officer shall be authorised to notify agencies and surrounding Shires as required of any ban imposed.

PROCEDURE

Immediately following the decision to IMPOSE or LIFT a Harvest Ban and/or Movement of Vehicle Ban (clearly ascertain which) the authorised officer shall complete the Notification of Harvest Ban Form and forward it to:

AGENCY	PHONE	FAX
ABC Radio Perth (by email as per procedure)	harvestbans@abc.net.au	
Radio West (email)		

The Broomehill Recreational Complex
PO Box 19
BROOMEHILL WA 6318

Keith Williams
Chief Executive Officer
The Broomehill-Tambellup Shire
46-48 Norrish Road
TAMBELLUP WA 6320

1st December, 2017

Dear Keith,

The Broomehill Recreational Complex is requesting assistance from the Broomehill-Tambellup Shire to contribute towards the construction of a purpose-built seating Pavilion on the oval at the Broomehill Complex.

The current seating facility has become unsafe for viewing and does not meet the needs for spectator safety and comfort. Extensive consultation has been undertaken with the Broomehill Cricket Club, Broomehill Hockey Club and the Broomehill Primary School to access what facility is required at the oval to provide adequate shelter from the weather elements, enough seating to cater for events and sufficient storage to accommodate all Club's needs. Both Clubs have identified this project as a priority through their 5-year plans.

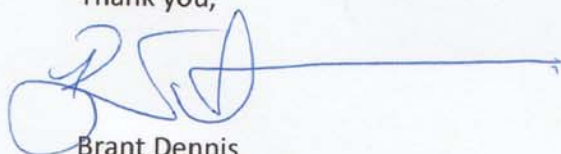
The Broomehill Recreational Complex will be applying for a grant in February through the Department of Sport and Rec to help fund the facility. We believe that the funding will be broken into one third Government funds, one third Complex funds and one third Shire funds.

The Broomehill Complex has explored the possibility to fundraise a significant amount of its portion of the funds through a share cropping arrangement with a member. The amount of land available is approximately 50 ha and we have already arranged seed, fertilizer and equipment donations to facilitate the project.

The Complex has arranged extensive structural drawings of the Pavilion and all Clubs have approved the proposed drafts. Consultation with Mr Daryle Baxter has been initially undertaken but further approval will need to be sought going forward. Local builders have been asked to provide a quote for the project and the available quotes are attached.

The Broomehill Recreational Complex has extensively planned this project over the last 3 years and believes it will be a valuable asset to the Complex going forward and all who use the facility. I would like to thank the Shire for its support with previous projects and its consideration of this project.

Thank you,



Brant Dennis
President
BHRC

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BROOMEHILL VILLAGE

Broomehill Rec Complex

© Copyright Western Australia Land Information Authority



Landgate

Landgate

Landgate

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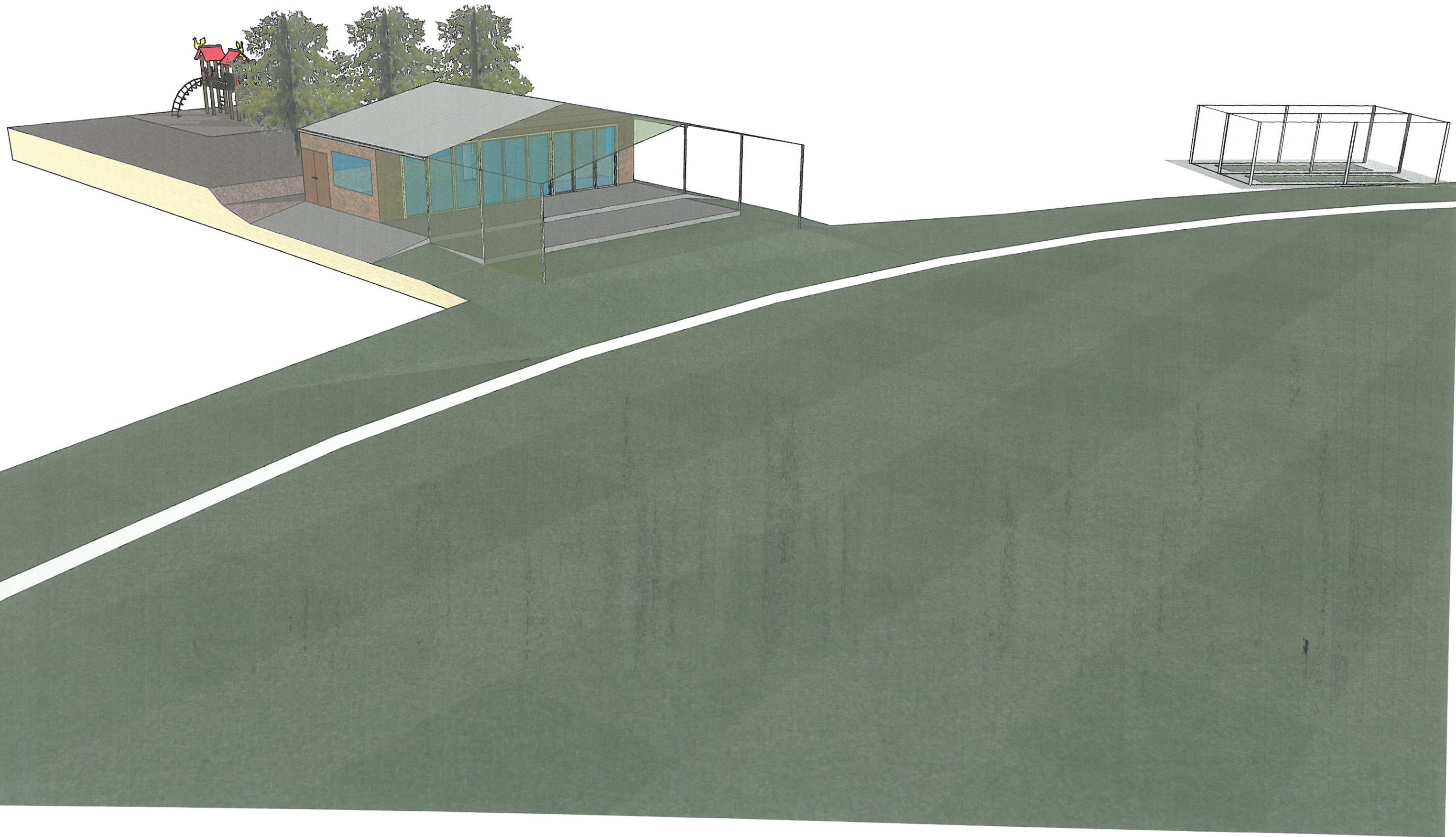
Landgate

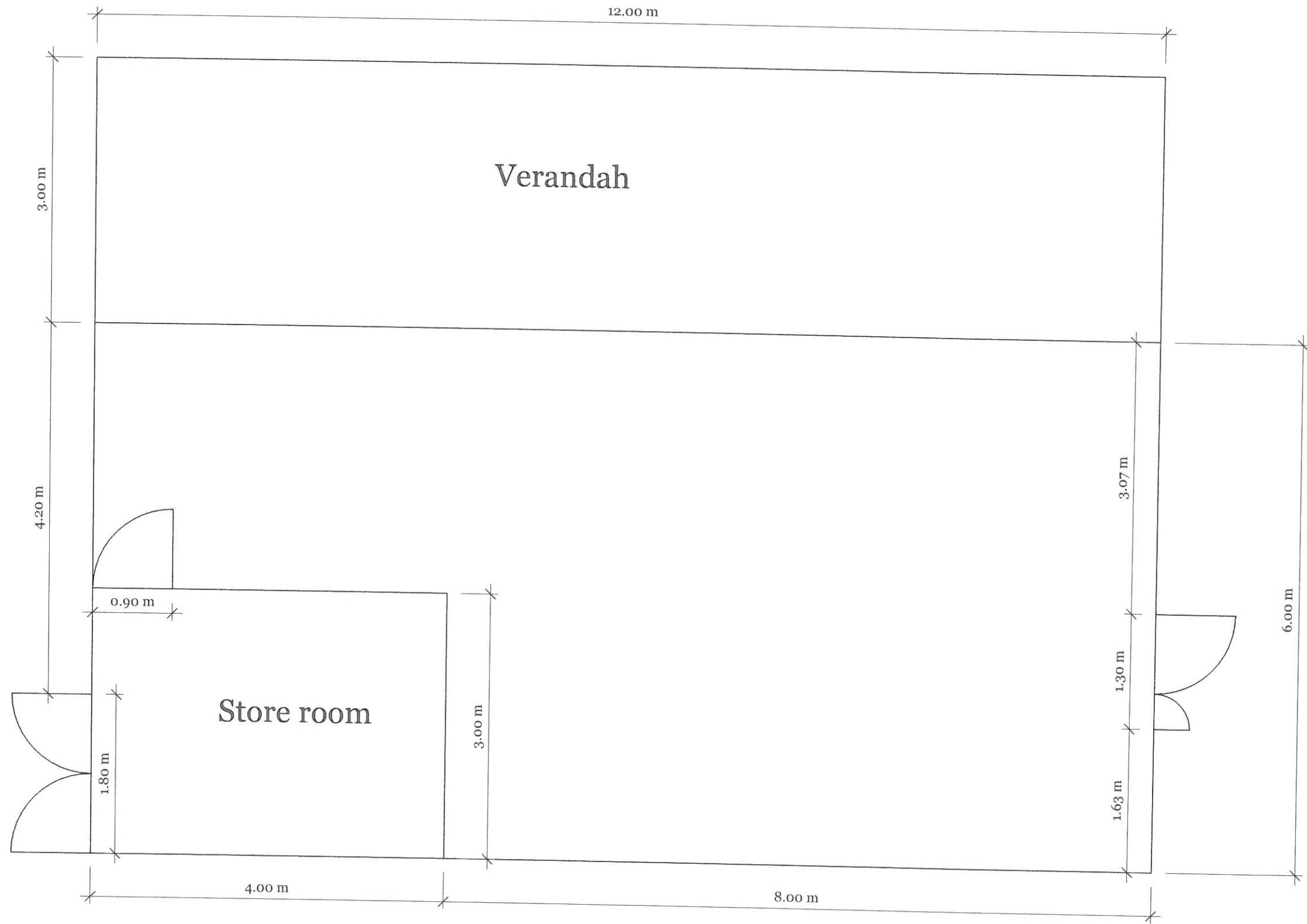
Shire of Broomehill-Tambellup

Proposed location of pavilion

© Copyright Western Australia Land Information Authority







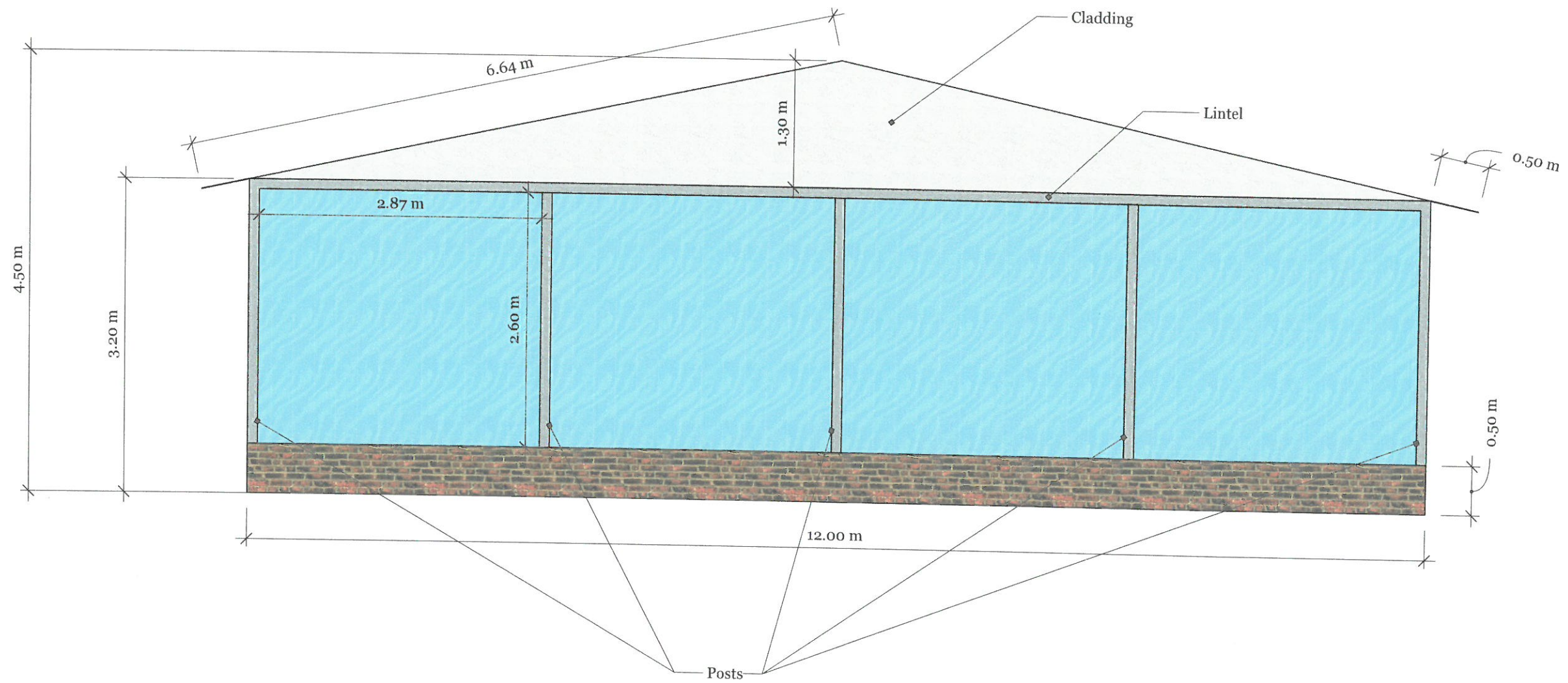
Floor Plan

1:50

Broomehill Pavillion

REVISIONS	
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4
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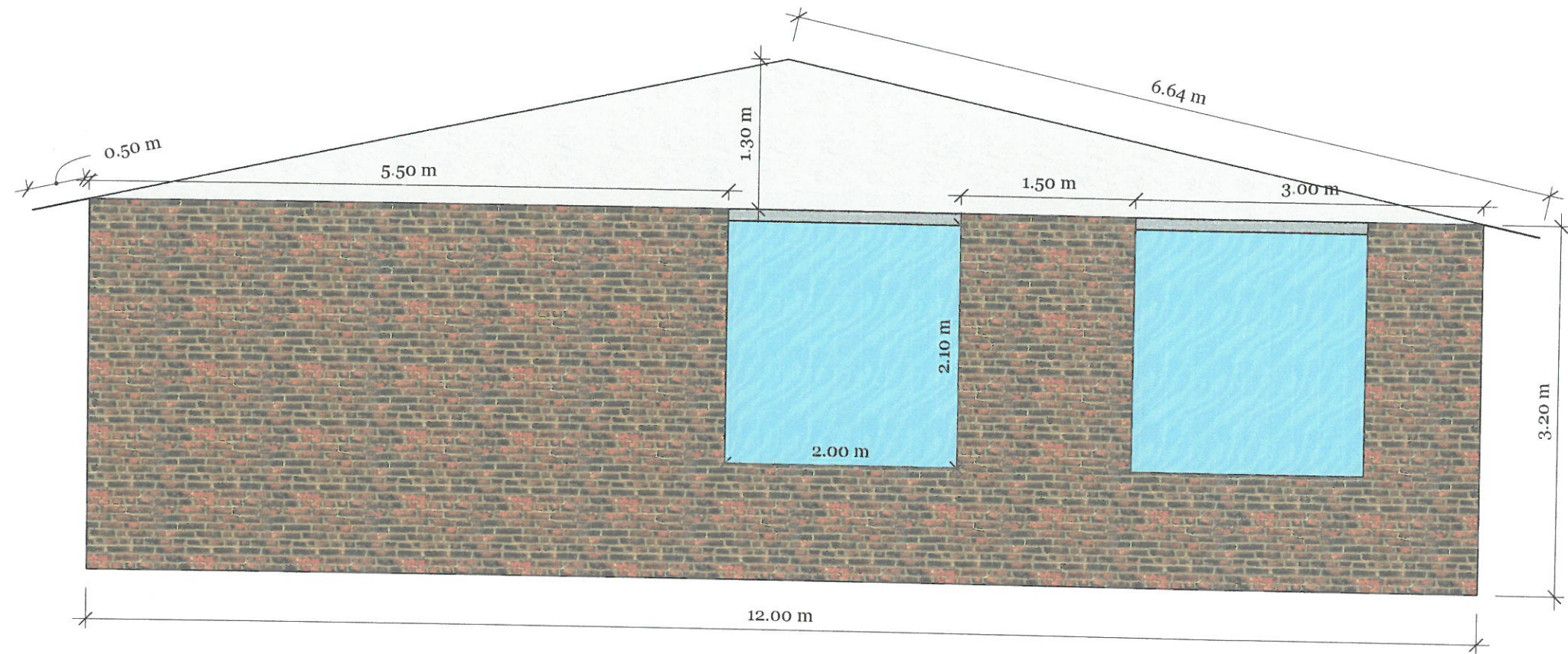
Front (South) Elevation

1:50

Broomehill Pavillion

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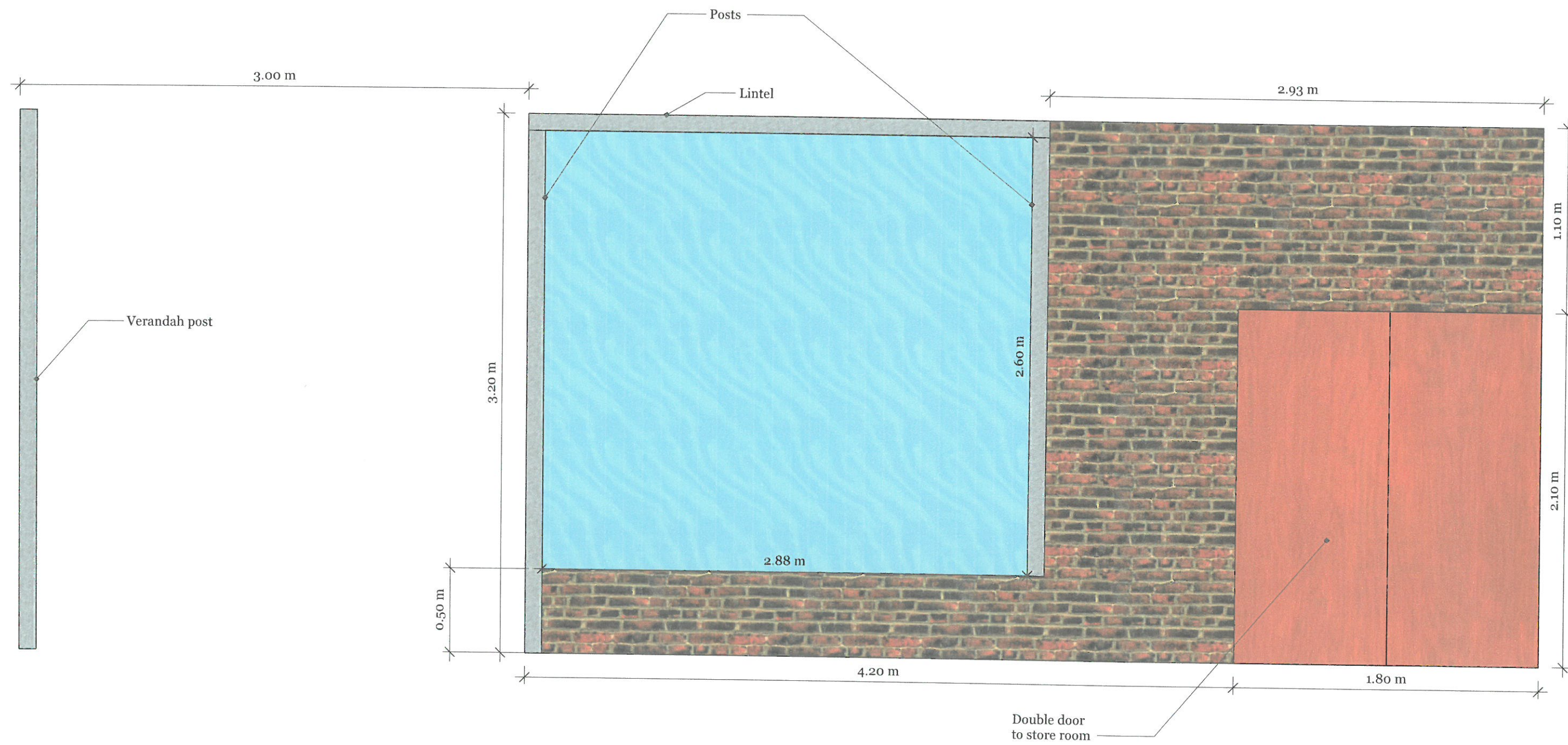
Rear (North) Elevation

1:50

Broomehill Pavillion

REVISIONS	
MM/DD/YY	REMARKS
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5

A 01



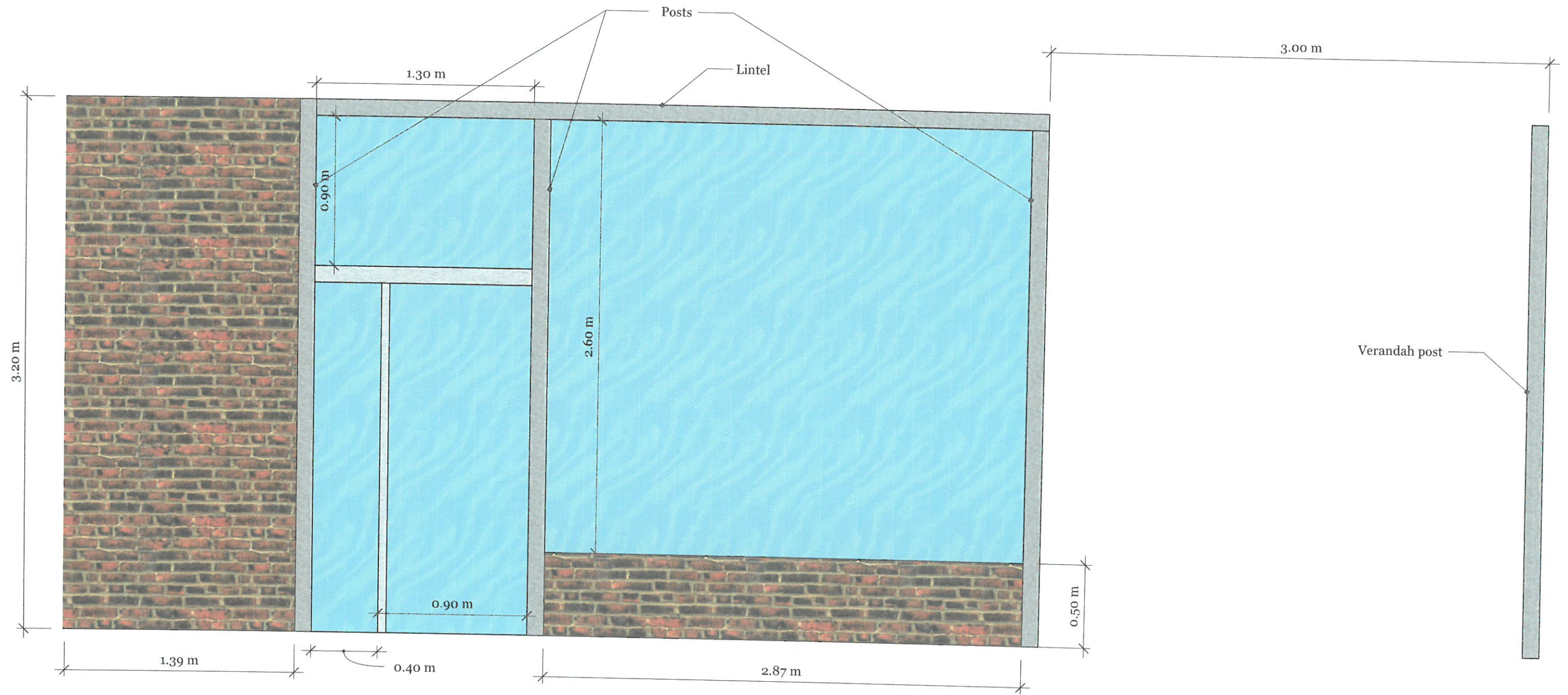
East Elevation

1:25

Broomehill Pavillion

REVISIONS	
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4	...
5	...

A 01



West Elevation

1:25

Broomehill Pavillion

REVISIONS

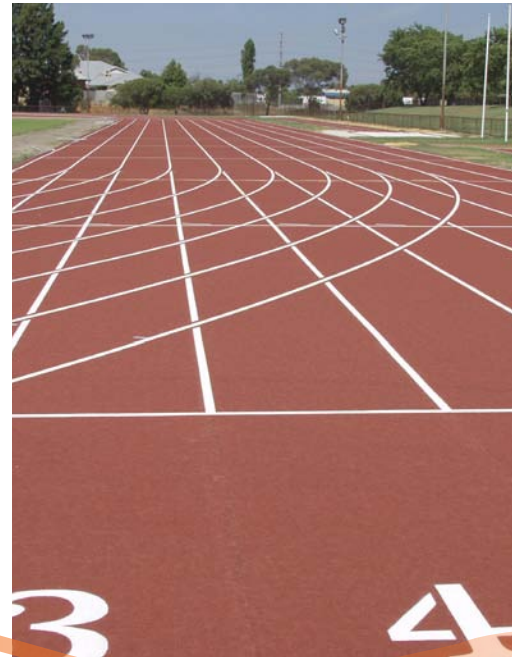
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A 01



Department of
Sport and Recreation

Community Sporting and Recreation Facilities Fund



Guidelines for Applicants

2018 - 2019 Funding Round

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About CSRFF

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide financial assistance to community groups and LGAs to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through CSRFF, the Western Australian Government will invest \$12 million in the 2018-2019 financial year towards the development of quality physical environments in which people can enjoy sport and recreation. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

DSR will assess the total eligible cost of your project (excluding GST) from the information provided.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the Development Bonus section of the application form. Meeting Development Bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost.

Priority consideration

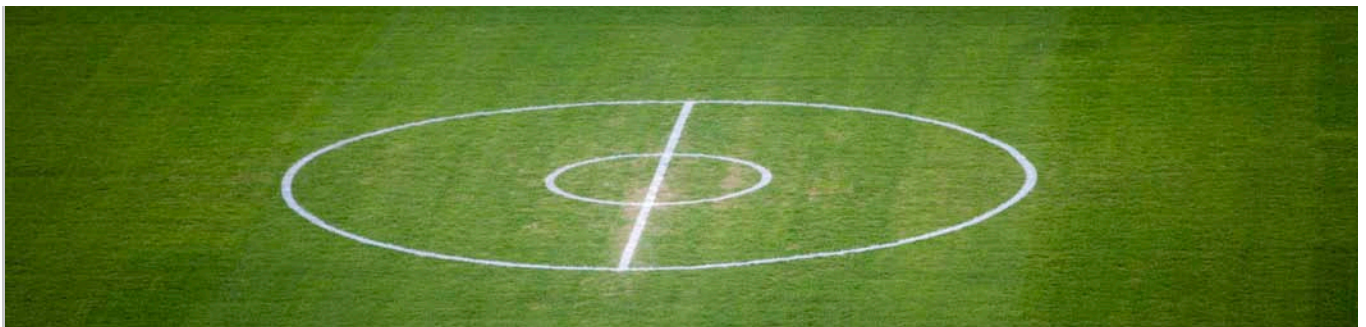
CSRFF can fund new or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Examples of projects which will be considered for funding include:

- New Playing surfaces—ovals, courts synthetic surfaces etc.
- Floodlighting.
- Change rooms and ablutions.
- Sports storage.
- Clubrooms including social space, kitchen, administration areas and viewing areas. Please note that these areas have a minimal impact on physical activity and would be considered a lower priority.
- Resurfacing of existing sports surfaces. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years, and will be considered a low priority for funding. If supported a resurfacing project may attract a reduced funding percentage.

. Funds will not be available for:

- Projects that commence before approvals are announced.
- Development of privately owned facilities.
- Arts, music, craft and non-physical recreation facilities.
- Facilities considered to be a full State Government responsibility proposed by either government departments, schools or parents and citizen associations, unless there is demonstrated community sporting and recreation need/benefit commensurate with the funding request.
- Recurring maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, carparks and access roads.
- Playgrounds.
- Bikeways or pathways.
- Non land-based facilities, e.g. boat launching ramps, ocean pools and marinas.
- Non-fixed equipment.
- Fixed sports specific equipment (e.g. electronic targets, scoreboards).
- Facilities or fixtures for the express purpose of serving alcohol.
- Projects that do not meet Australian Standards and National Construction Code.
- Projects that have already received a CSRFF grant and are seeking an additional grant to meet cost increases.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- Projects that have State Government funding in excess of 66.66% of the total project cost.
- Local government overheads, project administration and project management (unless expressly approved in the grant agreement).



Level of funding available

An amount of \$12 million will be allocated in the 2018-2019 financial year.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. DSR will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

Through a Development Bonus, some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the development bonus section of the application form. Meeting development bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost.

The Department of Sport and Recreation will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

The department does not guarantee you will receive the full amount of financial assistance requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of your project will be funded.

There is no obligation on your local government authority to make any contribution to a community group project.

State Government funding for any project cannot exceed two thirds of the total project cost, unless a development bonus is approved.

Voluntary labour

Voluntary labour is work undertaken by people, without compensation or reward.

The value of work undertaken by volunteers can be included in the applicant's contribution. Voluntary labour is allowable up to \$50,000 in value, however the grantee's cash contribution must match any non-cash contribution to the project.

Administration of projects, preparation of applications, claim forms, documentation, etc, is not recognised as a claimable item. In general LGA staff hours will not be recognised.

Voluntary labour can be classified as follows:

Unskilled

General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person and labourers.

Skilled

A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.

Professional

A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar.

Charge-out rates

- Unskilled voluntary labour is calculated at a rate no greater than \$25 per hour.
- Skilled voluntary labour is calculated at a rate of up to \$40 per hour.
- Professional voluntary labour is calculated at a rate of up to \$60 per hour.
- Voluntary labour must be recorded on a Schedule of Voluntary Labour, which must be endorsed by the LGA (Appendix 16). This can be included as part of the overall project cost when making a claim.

Donated materials

Donated materials can be recognised as part of an applicant's contribution (see examples at the end of this section). Donated materials must be recorded on a Schedule of Donated Materials, which must be endorsed by the LGA (Appendix 17).

There is no limit on donated materials, however the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Any LGA cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution, not as voluntary labour or donated materials. However, certain services are considered to be part of the LGAs normal function, i.e. Shire Engineers and Administration/Finance staff, and costs associated will not be recognised.

Donated materials may not be recognised where:

- The donor is the supplier or contractor involved in the project. It is essential that the applicant completes a valid tender process before considering donations or discounts related to suppliers and contractors.

NB: If the supplier or contractor provides materials at the 'wholesale' price or lower, then the difference between the retail price and the wholesale price may be recognised as a donation, (i.e. it has to be demonstrated that the donor is foregoing their profit component in favour of the applicant/project).

- The intent is to prevent suppliers or contractors simply 'scaling up' components or project costs to secure a greater level of grant.
- The applicant is to provide satisfactory supporting evidence to establish the value of donated material, e.g. A letter or an invoice from the supplier stating the value of the donation and how or on what basis the valuation was made.
- Cash donations form part of a grantee's cash contribution.
- Donated land - neither a LGA nor an applicant can claim donated land as part of their contribution.
- Land purchased by the applicant - the funds spent by an applicant on purchasing the land for the facility is not allowable as part of the applicants contribution.
- The donation is a sponsorship.

Examples of voluntary labour/donated materials

There are a variety of voluntary labour and/or donated materials combinations possible. Applicants must first estimate the total cost of the project and then work backwards to see if the method by which they intend to fund the project is allowable. The most important rules are:

1. CSRFF contribution will not exceed 1/2 of the GST exclusive project cost (or the percentage of funding approved as per application).
2. The applicant's non-cash contribution must be matched by the applicant's cash contribution. LGA donations in cash or kind are treated as cash contributions by the applicant.
3. Voluntary Labour cannot exceed \$50,000.

How do I apply?

You must contact your nearest Department of Sport and Recreation Office to discuss your project in order to be eligible for funding. There are nine regional offices located throughout Western Australia. See page 14 for your nearest Department of Sport and Recreation office.

Application forms are available from your nearest Department of Sport and Recreation office (regional WA) and local government authority (metro area only). A draft for information purposes can be downloaded from the department's website www.dsr.wa.gov.au/csrffapplication.

Eligibility – who can apply?

Applicants must be either a local government authority or a not for profit sport, recreation or community organisation incorporated under the *WA Associations Incorporation Act 1987* and have an Australian Business Number (ABN). Clubs must demonstrate equitable access to the public on a short term and casual basis.

The land on which the facility is to be developed must be one of the following:

- Crown reserve.
- Land owned by a public authority.
- Municipal property.
- Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.

Small grants

Small Grants will be awarded to projects involving a basic level of planning. The total project cost for Small Grants must not exceed \$200,000. Grants given in this category must be claimed by 15 June in the relevant financial year. Please see page 11 for an overview of the Small Grants Application Process.

Examples of Small Grant projects:

- Cricket pitch and practice wickets.
- Storage upgrades.
- Changerooms refurbishments.
- Safety fences for sport and recreation facilities, i.e. motor sports.
- Small floodlighting projects.
- Court resurfacing or upgrades.
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000).
- Various planning studies to a maximum grant amount of \$25,000.

Value of total project	\$7,500–\$200,000 exclusive of GST.
Value of grant	Minimum Grant of \$2,500. Maximum Grant of \$66,666 Note the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, Small Grant projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by a Small Grant will be simple and generally readily accessible to the local community.
Impact on the community	Projects are generally local in scale.
Grant funds	Grant funds for Small Grant projects must be claimed by 15 June in the relevant financial year. Under the CSRFF Small Grants program applicants can receive an upfront payment of their grant. Payment will be made to an applicant upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the department.

Annual Grants

Annual Grants will be awarded to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$200,001–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Examples of Annual Projects:

- Upgrades to clubrooms/pavilions.
- Large floodlighting projects.
- Court or bowling green construction.
- Reticulation system for a grassed playing field.

Value of total project	\$200,001–\$500,000, exclusive of GST.
Value of grant	Minimum Grant of \$66,667 Maximum Grant of \$166,666 Note the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, Annual Projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by an Annual Grant will be simple and generally readily accessible to the local community. Some fundamental research and planning may be required. Applicants for Annual Grants are required to address the questions in the application form. Consultation with DSR will assist in understanding what is required.
Impact on the community	Projects are generally neighbourhood to district level in scale.
Grant funds	Grant funds for annual projects must be claimed in the next financial year.



Forward Planning Grants

Forward Planning Grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,000 and may be allocated in one or a combination of the years in the next triennium.

Examples of Forward Planning Grant Projects:

- Multipurpose leisure/recreation centre.
- Swimming pool – new or major upgrade including heating to allow increased use.
- Construction of large synthetic fields.
- Playing field construction.
- Clubroom – new or major upgrade.
- Large ablution block/change rooms.

Funding availability	<p>Most applicants request funding in the first year but few achieve any physical progress. Major projects require time to prepare and for appropriate processes to be followed.</p> <p>Applicants are given the opportunity to indicate their preferred year(s) of claim on the application form, however, as funds are limited, there is no guarantee that their preferred year(s) of claim will coincide with the year of offer. It may also be necessary to allocate funding to some larger projects over two or three financial years. Most projects will have funding allocated in Years 2 or 3 of the triennium.</p> <p>Where applicants request funding in Year 1, all planning documentation must be in place to allow such progress to occur, e.g. architectural drawings, building approvals, other funding.</p>
Value of total project	\$500,001 and over, exclusive of GST.
Value of grant	<p>Minimum Grant of \$166,667.</p> <p>Maximum Grant of \$2,000,000.</p>
Management	Projects will usually require a full-time or part-time manager to be assigned to the facility in order to control usage and maintenance.
Planning process	<p>The skills required to plan this type of project will be highly developed in a technical and/or administrative sense – some expertise may need to be obtained from outside the local community. Applicants are required to address the questions in the application form. Comprehensive research and planning will be required.</p> <p>It is anticipated that Forward Planning projects will require between one and three years to complete from start to finish.</p> <p>Projects of regional significance should have been identified within a regional sport and recreation facilities plan and are supported by a range of local governments.</p>
Impact on the community	Projects will generally be of either district or regional level.

Sustainability initiatives

\$1 million is allocated each round out of the \$12 million available to projects that demonstrate sustainability principles/outcomes. Sustainability principles include reduction in energy or water use, minimisation of building waste, green-building design, efficient pool heating and capacity to self-fund maintenance. Only upgrades to existing facilities will be considered as part of this allocation. The maximum sustainability initiative grant available is \$500,000.

The department encourages all new facilities to incorporate sustainability initiatives in their design.

Aboriginal projects

\$500,000 is notionally allocated each round out of the \$12 million available to projects that provide sport and recreation infrastructure to remote Aboriginal communities and regional communities with a significant aboriginal population.

Assessment of application

Throughout the planning process you must liaise with Department of Sport and Recreation officers to ensure that you adequately address the assessment criteria and that information in your application can be clearly understood. The emphasis of the assessment factors is on a planned approach to facility provision and will require the applicant to demonstrate need and to consider planning, design, and management issues to substantiate the need for the proposed project.

Officers assessing applications will provide a rating against the level of project consultation. Where no consultation has occurred, the rating will be zero which will affect your chances of obtaining a grant. To apply for a development bonus, you MUST contact your nearest DSR office in order to determine whether you are eligible to apply.

The Key Principles of Facility Provision

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed. Your application will be assessed on the quality of information you provide and how well this information meets the key assessment criteria. You must answer each question in the application form and supply all requested information.

Assessments have been based on the following criteria:

- Project justification.
- Planned approach.
- Community consultation.
- Management planning.
- Access and opportunity.
- Design.
- Financial viability.
- Coordination.
- Potential to increase physical activity.
- Sustainability.

Further details are available in the Department of Sport and Recreation's document 'Key Principles of Facilities Provision' available through your local Department of Sport and Recreation office or on the website www.dsr.wa.gov.au/keyprinciples.

Joint provision and shared use of facilities is a priority consideration for CSRFF support. It is not a scheme to ensure separate facilities of equal standard for all clubs. It is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Projects must also demonstrate that they can be delivered within the funding period. Projects will be assessed against the scope, time and budget being proposed. You must demonstrate that your project will be completed within the nominated timeframe.

Local Government Authority involvement

Applicants must liaise with their LGA regarding planning and building approvals pertinent to their project. Your local government authority will assess all relevant applications and is to rank applications in priority order for the municipality.

No distinctions should be made in the ranking, between LGA's, applicants, forward planning or annual projects.

State Sporting Association involvement

Applicants must liaise with their State Sporting Association to discuss the project. State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly on information related to technical design issues.

Advice from all of the above forms part of the assessment of your project.

Your application form, together with the supporting documentation required, must be submitted to your local council by the relevant date outlined in the application process and timeline section. Please note that many LGAs will close the application period sooner to accommodate council meeting schedules. It is recommended that you check the closing date for CSRFF applications with your local government to avoid missing out.

Application process and timeline

Annual/Forward Planning grants

<p>JUNE 2017</p>	<ul style="list-style-type: none"> Advertising in The West Australian and regional newspapers. Application forms available from LGA (metro area only) and DSR Regional offices (regional WA only).
<p>AUGUST 2017</p>	<ul style="list-style-type: none"> Mid to end August closing date (check with your local government authority (LGA) for local closing date which may be prior to August). Applications lodged at LGA by the last working day in August, or sooner if required by your LGA.
<p>SEPTEMBER 2017</p>	<ul style="list-style-type: none"> Applications are assessed by LGA staff and recommendations prepared Applications presented at LGA Council Meeting. Applications lodged at the Department of Sport and Recreation’s metropolitan and regional offices by 4pm on 29 September 2017.
<p>OCTOBER 2017</p>	<ul style="list-style-type: none"> Applications are assessed by DSR and State Sporting Associations.
<p>NOVEMBER 2017</p>	<ul style="list-style-type: none"> CSRFF Advisory Committee considers applications and makes recommendations.
<p>DECEMBER/JANUARY 2017</p>	<ul style="list-style-type: none"> Hon Minister considers recommendations and grants approvals Successful/unsuccessful applicants notified.



Small Grants

WINTER		SUMMER	
February 2018		July 2018	
<ul style="list-style-type: none"> Advertising in The West Australian and regional newspapers. Application forms available from LGA (metro only) and DSR Regional offices (regional WA only). Applications to be lodged at LGA by the end of the month. Applicants should check the closing date with their LGA, as they do vary. 			
March 2018		August 2018	
<ul style="list-style-type: none"> Applications are assessed by LGA staff and recommendations prepared. LGAs are required to rate and rank all applications they receive in order of priority. Applications presented at LGA Council Meeting. Applications must be lodged at DSR Regional offices by 4pm on the last working day of the month. 			
April 2018		September 2018	
<ul style="list-style-type: none"> Applications are assessed by DSR and State Sporting Associations. 			
May/June 2018		October/November 2018	
<ul style="list-style-type: none"> Small Grants Committee considers applications and makes recommendations to the Minister. Hon Minister for Sport and Recreation considers recommendations and grants approvals. Successful/unsuccessful applicants notified. 			

Conditions of grant

Funding under this program is administered in accordance with the Grant Agreement, which is executed by successful applicants. An abridged version of the Grant Agreements is below— please note actual conditions may differ at time of grant acceptance:

- The State Government's grant will only be available up to 15 June in the financial year(s) in which it is offered (see above) and is only for use on the project approved. Grants not claimed in the year of offer may be forfeited.
- A grant will not exceed one-third of the completed project cost (excluding GST), or the maximum grant offered, whichever is the lesser. Note: if a development bonus was approved the above principle applies to that percentage. DSR will assess the total eligible cost of your project (excluding GST) from the information provided.
- Where the grantee is an incorporated community group or a local government and is registered for GST, payments will be 'grossed up' by 10% of the grant amount (see point 5 below). The Department of Sport and Recreation (DSR) will issue a Recipient Created Tax Invoice (RCTI) with the grant payment.
- Where the grantee is an incorporated community group and is not registered for GST, grant payments will not be 'grossed up' by 10% of the grant amount.
- With regard to Recipient Created Tax Invoices (RCTI), the Department and the grantee agree that:
 - the recipient can issue tax invoices in respect of the supplies;
 - the supplier will not issue tax invoices in respect of the supplies;
 - the supplier acknowledges that it is registered for GST when it enters into the agreement and that it will notify the recipient if it ceases to be registered;
 - the recipient acknowledges that it is registered when it enters into the agreement and that it will notify the supplier if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the Commissioner's determination of the classes of invoices that recipients may issue; and
 - the recipient must not issue a document that would otherwise be a RCTI, on or after that date when the recipient or the supplier has failed to comply with any of the requirements of the Commissioner's determination of the classes of invoices that recipients may issue.

6. Projects must comply with all laws and applicable building or construction codes, including access for persons with a disability, National Construction Code and other legislation.
7. Before calling tenders, expression of interest or signing contracts, final plans and specifications must be submitted to DSR, with any other required documentation, to ensure consistency with the original approval. Subsequent alterations of plans or specifications must also be submitted to DSR for approval.
8. If the grant exceeds \$20,000, grantees must demonstrate to DSR that more than one quote has been sourced, prior to commencement of construction.
9. Projects with a total project cost over \$250,000 or those deemed necessary by DSR are required to erect signage in accordance with the current CSRFF Signage Style Guide during construction periods. This cost should be incorporated into project expenditure. Applicants must email the design and dimensions of the construction signage to ensure its compliance with the current CSRFF Signage Style Guide to csrff@dsr.wa.gov.au. Please include any other relevant information such as location of the sign and other associated signage being erected regarding the project. This guide and signage artwork is available on the DSR's website: www.finance.wa.gov.au or by contacting csrff@dsr.wa.gov.au.
10. For all grants the grantee is required to invite their DSR Regional Manager to sit on any Project Management Committee and acknowledge that this officer will have voting rights.
11. Subject to all criteria being met and DSR written approval, projects can commence at any time following the announcement of approval. The grant allocated to your project must be claimed by 15 June of the year in which it is offered.
12. CSRFF is a reimbursement system. Funds must be spent and receipts presented. Only project expenditure which commenced after approvals were announced will be recognised for payment. Claims must be supported with detail (receipts) satisfying audit or Financial Management Act (FMA) and Auditor Generals Act 2006 requirements.
13. A grant may be claimed when the project is 100% complete, all payments have been acquitted, a copy of the Building Permit and a copy of the Certificate of Occupancy have been forwarded to DSR, as appropriate.
14. Applicants are now able to claim 25% of their grant upon the signing of a major works contract. 50% of the grant may then be claimed once expenditure has reached 50%. The final 25% of the grant is to be claimed upon the completion of the project. It is important to note that the CSRFF program still primarily operates on a reimbursement basis. Grantees are required to demonstrate that the expenditure of funds has occurred prior to submitting a claim for payment.
15. Under the CSRFF Small Grants program applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the department.
16. Major projects may arrange staged payments.
17. Voluntary Labour can be a maximum of one-third of the project cost, but cannot exceed \$50,000. Unskilled labour is calculated at \$25 per hour, skilled labour at \$40 per hour and professional labour at \$60 per hour.
18. Grantees are required to retain financial acquittal statements for at least three years following the date of final claim. The parties agree that, despite any provision of the Conditions of Grant to the contrary, the powers and responsibilities of the Auditor General under the FMA are not limited or affected by the Conditions of Grant.
19. Grantees agree that the completed project may be randomly audited by DSR or the Office of the Auditor General, or his representative, against the submission and agreed Conditions of Grant. They also agree to assist with any research, evaluation, promotion and usage of the project as requested.
20. At the completion of the project, grantees accept that they will be required to display signage acknowledging the State Government's contribution to the project.
21. Grantees are required to keep complete, up-to-date, accurate and detailed written records.
22. Grantees must provide DSR with a detailed written report outlining the project's progress every 90 business days or upon request from DSR.
23. Neither the State or nor any agent, instrumentality or emanation of the State shall be liable in negligence for the success or otherwise fo the project or responsible for any losses or financial shortfalls based on the project.
24. In an Event of Default, the State may terminate this agreement. Successful applicants should carefully read the terms of the Grant Agreement prior to acceptance.

State Government recognition

The WA government, through DSR, provides a significant contribution to the sustainability and development of the sport and recreation industry. This is achieved through financial assistance and the provision of expertise, advice and services. It is important that recipients of this support recognise the WA State Government contribution during the funding relationship.

Projects with a total project cost over \$250,000 or those deemed necessary by DSR are required to erect signage in accordance with the current CSRFF Signage Style Guide during construction periods. This cost should be incorporated into project expenditure. This guide and signage artwork is available on the DSR's website: www.finance.wa.gov.au. or by contacting csrff@dsr.wa.gov.au.

Applicants must email the design and dimensions of the construction signage to ensure to its compliance with the current CSRFF Signage Style Guide to csrff@dsr.wa.gov.au. Please include any other relevant information such as location of the sign and other associated signage being erected regarding the project.

Accordingly, successful applicants are required to abide by the Grant Acknowledgement Requirements. This information is available on the department's website www.dsr.wa.gov.au.

Privacy Act

All information provided to the department and gathered during the grant assessment process will be stored on a database that will only be accessed by departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act 1998 (Commonwealth)* and the *Freedom of Information Act 1992*.

Other reference material

There are publications available on the department's website which will assist you in preparing your application. These are available on www.dsr.wa.gov.au.

Suggested publications are:

- Needs Assessment Guide
- Feasibility Study Guides.
- Life Cycle Cost Guidelines.
- Asset Management Guide.
- Decision-Making Guide for Facilities.
- Management Plan Guide.
- Guide to Project Design Brief.
- Focus papers.
- Case studies.
- Synthetic surfaces study

Department of Sport and Recreation Regional Offices

Metropolitan

246 Vincent Street
Leederville
PO Box 329, Leederville WA 6903
Telephone (08) 9492 9700
Facsimile (08) 9492 9711
Email info@dsr.wa.gov.au

Gascoyne

4 Francis Street, Carnarvon
PO Box 140, Carnarvon WA 6701
Telephone (08) 9941 0900
Facsimile (08) 9941 0999
Email gascoyne@dsr.wa.gov.au

Goldfields

106 Hannan Street, Kalgoorlie
PO Box 1036, Kalgoorlie WA 6430
Telephone (08) 9022 5800
Facsimile (08) 9022 5899
Email goldfields@dsr.wa.gov.au

Great Southern

22 Collie Street
Albany WA 6330
Telephone (08) 9892 0100
Facsimile (08) 9892 0199
Email greatsouthern@dsr.wa.gov.au

Kimberley

Unit 2, 23 Coghlan Street, Broome
PO Box 1476, Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Email kimberley@dsr.wa.gov.au

Mid West

1st Floor
268-270 Foreshore Drive
Telephone (08) 9956 2100
Facsimile (08) 9956 2199
Email midwest@dsr.wa.gov.au

Peel

Suite 94,
16 Dolphin Drive, Mandurah
PO Box 1445, Mandurah WA 6210
Telephone (08) 9550 3100
Facsimile (08) 9550 3199
Email peel@dsr.wa.gov.au

Pilbara

Karratha Leisureplex
Dampier Highway
PO Box 941, Karratha WA 6714
Telephone (08) 9182 2100
Facsimile (08) 9182 2199
Email pilbara@dsr.wa.gov.au

South West

80A Blair Street, Bunbury
PO Box 2662, Bunbury WA 6231
Telephone (08) 9792 6900
Facsimile (08) 9792 6999
Email southwest@dsr.wa.gov.au

Wheatbelt

Northam

298 Fitzgerald Street, Northam
PO Box 55, Northam WA 6401
Telephone (08) 9690 2400
Facsimile (08) 9690 2499
Email wheatbelt@dsr.wa.gov.au

Narrogin

Government Offices
Level 2, 11-13 Park Street, Narrogin
PO Box 54, Narrogin WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363
Email wheatbelt@dsr.wa.gov.au

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction	WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
1	BROOMEHILL - KOJONUP RD	0	0.38	Sealed			Yes	Net 5	1	1986	Seal	7320.00	43428.26				
1	BROOMEHILL - KOJONUP RD	0.38	0.74	Sealed			Yes	Net 5	1	1990	Seal					15753.04	
1	BROOMEHILL - KOJONUP RD	0.74	12.5	Sealed			Yes	Net 5	1	2009	Reseal						
1	BROOMEHILL - KOJONUP RD	12.5	14.5	Sealed			Yes	Net 5	1	2014	Reseal						
1	BROOMEHILL - KOJONUP RD	14.5	20.5	Sealed			Yes	Net 5	1	2013	Seal						2357.50
1	BROOMEHILL - KOJONUP RD	20.5	21.6	Sealed			Yes	Net 5	1	2014	Reseal						2913.43
1	BROOMEHILL - KOJONUP RD	21.6	26.87	Sealed	154.8	Jan-15	Yes	Net 5	1	2013	Widen & Seal						
1	BROOMEHILL - KOJONUP RD	26.87	30.83	Sealed	163.2	Jun-14	Yes	Net 5	1	2014	Widen & Seal			107198.92			
2	OLD BROOMEHILL-KOJONUP RD	0	0.02	Sealed	11.6	Nov-11		Net 5	3	1986	Seal		3981.23			4741.74	
2	OLD BROOMEHILL-KOJONUP RD	0.02	8.43	Gravel				Net 5	3	Pre 1991							
3	FLAT ROCKS RD	0	8.74	Gravel	67.9	Apr-09	Yes	Net 5	2	Pre 1991			37885.35			17555.24	
3	FLAT ROCKS RD	8.74	11.74	Sealed			Yes	Net 5	2	2012	Reseal						
3	FLAT ROCKS RD	11.74	18.64	Sealed			Yes	Net 5	2	Pre 1991							
3	FLAT ROCKS RD	18.64	22.35	Sealed			Yes	Net 5	2	2011	Reseal						
4	PUNCHMIRUP NORTH RD	0	0.04	Sealed	23.3	Jul-12		Net 4(wc)	3	1990	Seal	2730.00	3159.62	109111.05		2340	
4	PUNCHMIRUP NORTH RD	0.04	9.2	Gravel				Net 4(wc)	3	Pre 1991							
5	TIE LINE RD	0	5.79	Sealed	131.1	Jan-12	Yes	Net 5	1	2013	Reseal		28506.35		130223.61	1655.8	
5	TIE LINE RD	5.79	8.1	Sealed	135.8	Jan-15	Yes	Net 5	1	2009	Reseal						
5	TIE LINE RD	8.1	10.85	Sealed			Yes	Net 5	1	2011	Reseal						
5	TIE LINE RD	10.85	17.97	Sealed			Yes	Net 5	1	2010	Reseal						
5	TIE LINE RD	17.97	18.9	Sealed			Yes	Net 5	1	1997	Seal						
5	TIE LINE RD	18.9	23.37	Sealed	35.8	Aug-15	Yes	Net 5	1	2011	Reseal						
6	CHILICUP RD	0	1.22	Sealed	29.6	Jan-13			3	1990	Seal		5880.06			3049.08	
6	CHILICUP RD	1.22	8.41	Gravel	18.2	Aug-13			3	pre 1991							
7	WEST PERINGILLUP RD	0	0.61	Gravel	36.4	Jun-09		Net 4(wc)	3	pre 1991			13343.56			6204.84	
7	WEST PERINGILLUP RD	0.61	0.69	Sealed	16.6	May-12		Net 4(wc)	3	1996	Seal						
7	WEST PERINGILLUP RD	0.69	13.99	Gravel				Net 4(wc)	3	pre 1991							
7	WEST PERINGILLUP RD	13.99	14.01	Sealed				Net 4(wc)	3	1990	Seal						
8	PALLINUP RD	0	5.06	Sealed			Yes	Net 4(wc)	2	1989	Reseal		19090.70			9593.16	
8	PALLINUP RD	5.06	19.5	Gravel	12	Jul-12	Yes	Net 4(wc)	2	2013	Resheet						
8	PALLINUP RD	19.5	24.47	Gravel			Yes	Net 4(wc)	2	2014	Widen & Resheet						
9	PUNCHMIRUP SOUTH RD	0	3.07	Sealed	27	May-12		Net 4(wc)	1	1993	Seal		1159.62	196904.38			
9	PUNCHMIRUP SOUTH RD	3.07	6.33	Sealed				Net 4(wc)	1	1997	Seal						
9	PUNCHMIRUP SOUTH RD	6.33	9.41	Gravel				Net 4(wc)	1	pre 1991							
10	BRASSEY RD	0	6.33	Gravel	24.1	Nov-11		Net 4(wc)	2	pre 1991			2334.64			3326.72	
10	BRASSEY RD	6.33	9.16	Gravel				Net 4(wc)	2	2010	Resheet						
10	BRASSEY RD	9.16	15.09	Gravel				Net 4(wc)	4	pre 1991							
11	GREENHILLS SOUTH RD	0	0.3	Sealed				Net 4(wc)	2	1990	Seal	3315.00	28949.66			7334.48	
11	GREENHILLS SOUTH RD	0.3	6.38	Gravel	46.6	May-16		Net 4(wc)	2	2011	Widen & Resheet						
11	GREENHILLS SOUTH RD	6.38	14.64	Gravel				Net 4(wc)	2	pre 1991							
11	GREENHILLS SOUTH RD	14.64	14.79	Sealed				Net 4(wc)	2	1994	Seal						
11	GREENHILLS SOUTH RD	14.79	18.15	Gravel				Net 4(wc)	2	pre 1991							
11	GREENHILLS SOUTH RD	18.15	20.25	Sealed				Net 4(wc)	2	1994	Seal						
11	GREENHILLS SOUTH RD	20.25	20.49	Sealed				Net 4(wc)	2	1993	Seal						
11	GREENHILLS SOUTH RD	20.49	22.25	Sealed				Net 4(wc)	2	1994	Seal						
12	NORTH GREENHILLS RD	0	2.90	Sealed	55.7	May-12	Yes	Net 4(wc)	2	2015	Reseal	26890.00	1089.28			1959.38	
12	NORTH GREENHILLS RD	2.90	8.40	Sealed			Yes	Net 4(wc)	2	2015	Reseal						
13	INDIA ST	0	0.36	Gravel					Town	pre 1991			987.52			849.23	
13	INDIA ST	0.36	0.43	Sealed					Town	1990	Seal						
13	INDIA ST	0.43	0.55	Sealed					Town	1993	Seal						
13	INDIA ST	0.55	1.06	Sealed					Town	1990	Seal						
14	JOURNAL ST	0	0.34	Sealed					1	1990	Seal		754.98			334.57	
15	NARDLAH RD	0	4.53	Gravel	131.6	Jan-15		Net 2	2	2015	Resheet		3259.59	323285.12		161.28	
15	NARDLAH RD	4.53	5.38	Sealed				Net 2	2	2015	Reseal						2446.50
16	HERON RD	0	7.95	Gravel	9.7	Oct-12		Net 6(wc)	2	pre 1991		1267.50	3984.14			2251.5	
16	HERON RD	7.95	8.01	Sealed				Net 6(wc)	2	2011	Seal						
17	NORRISH RD	0	14.20	Gravel	22.6	May-09		Net 3	3	pre 1991		2827.50	11473.88			3466.72	
17	NORRISH RD	14.20	17.45	Sealed				Net 3	3	1990	Seal						

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction	WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
17	NORRISH RD	17.45	17.47	Asphalt				Net 3	3	2007	Seal						
17	NORRISH RD	17.47	18.10	Sealed	26.4	Nov-12		Net 3	3	2009	Seal						
18	ETNA RD	0	20.07	Gravel	11	Oct-12			4	pre 1991							
19	IVY ST	0	0.38	Sealed					Town	1990	Seal		6087.48			4989.72	
19	IVY ST	0.38	0.72	Sealed					Town	1993	Seal		1509.72			206.91	
20	MOULYERUP RD	0	0.07	Sealed	32.7	Sep-12			4	1986	Seal		6342.66			1170.00	
20	MOULYERUP RD	0.07	0.27	Sealed					4	1990	Seal						
20	MOULYERUP RD	0.27	4.95	Gravel					4	pre 1991							
21	EUREKA RD	0	11.67	Gravel	17	Oct-12		Net 4(wc)	4	pre 1991		1365.00	9580.20			3350.52	
22	PERINGILLUP EAST RD	0	5.64	Gravel	11	Jun-09		Net 4(wc)	3	pre 1991		877.50	2318.81			1981.76	
23	NOOKANELLUP RD	0	6.82	Gravel	46.4	Jan-10		Net 3	2				8653.84			1755.00	
23	NOOKANELLUP RD	6.82	7.32	Gravel				Net 3	2	2009	Resheet						
23	NOOKANELLUP RD	7.32	16.32	Gravel				Net 3	2	2014	Resheet						
24	NORTH NOOKANELLUP RD	0	5.72	Gravel	11.3	Sep-12		Net 6(wc)	3	pre 1991			16823.02			1401.64	
25	JANUS ST	0	0.34	Sealed					Town	1990	Seal		2142.16			284.27	
26	ANNICE ST	0	0.14	Sealed					Town	1995	Seal		182.70				
27	FAIRFIELD RD	0	4.80	Sealed	107.3	May-12		Net 5	2	2014	Reseal	652.50	1902.74			291.48	
28	JAM CREEK RD	0	0.25	Sealed	27.6	Nov-12		Net 4(wc)	3	1991	Seal	2730.00	24150.82			6457.48	
28	JAM CREEK RD	0.25	15.54	Gravel				Net 4(wc)	3	pre 1991							
29	GILLESPIE RD	0	4.32	Gravel	5	Mar-13		Net 4(wc)	4	pre 1991		585.00	4240.18			1968.98	
30	MARTINUP RD	0	0.96	Gravel	9	Apr-16		Net 4(wc)	4	pre 1991		292.50	3907.48			1404.84	
31	BATCHELOR NORTH RD	0	5.01	Gravel	11.3	Nov-12			3	pre 1991		877.50	2005.38		45367.50	462.38	
32	LATHAM ST	0	0.18	Gravel					Town	Pre 1991							
32	LATHAM ST	0.18	0.36	Sealed					Town	1990	Seal						
33	LEVEN ST	0	0.14	Sealed					Town	1990	Seal						
34	KEITH ST	0	0.56	Gravel					Town	Pre 1991						206.91	
34	KEITH ST	0.56	0.57	Sealed					Town	1990	Seal						
35	LAVATER ST	0	0.21	Sealed					Town	1990	Seal					387.00	
35	LAVATER ST	0.21	0.28	Gravel					Town	Pre 1991							
36	MARSHALL RD	0	0.02	Sealed	9.2	Mar-13		Net 5	4	1990	Seal	1462.50	3833.64		108545.00	2171.54	
36	MARSHALL RD	0.02	4.96	Gravel				Net 5	4	Pre 1991							
37	TIELINE NORTH RD	0	5.08	Gravel	63.8	May-16		Net 5	2	Pre 1991		975.00	29908.51		164414.77	4284.88	
38	CURNOW RD	0	2.50	Gravel	29.9	Sep-12		Net 3(wc)	3	Pre 1991		975.00	3180.54		70555.00	1509.72	
38	CURNOW RD	2.50	4.66	Gravel					3	pre 1991							
39	THOMPSON RD	0	0.02	Sealed	5	Apr-16			4	1986	Seal	487.50	770.80			390.00	
39	THOMPSON RD	0.02	2.51	Gravel	11.4	May-15			4	Pre 1991							
40	O'NEILL RD	0	5.33	Gravel	14.6	Sep-12		net 3 (wc)	2	Pre 1991			3980.64			5274.30	
41	BEEJENUP RD	0	5.25	Gravel	62.8	Jan-15		Net 4(wc)	2	Pre 1991		44250.00	18889.58	98147.89		10653.85	
41	BEEJENUP RD	5.25	7.42	Gravel				Net 4(wc)	2	1998	Resheet						
41	BEEJENUP RD	7.42	7.47	Sealed				Net 4(wc)	2	1987	Seal						
41	BEEJENUP RD	7.47	18.25	Gravel	104	Jan-16		Net 4(wc)	2	pre 1991				108009.42			185442.94
41	BEEJENUP RD	18.25	18.50	Sealed				Net 4(wc)	2	2002	Seal						
41	BEEJENUP RD	18.50	18.77	Sealed				Net 2(WC)	3	2002	Seal						
41	BEEJENUP RD	18.77	32.60	Gravel				Net 2(wc)	3	1998	Resheet						
42	CLINIC RD	0	7.58	Gravel	16.7	Sep-12			3	Pre 1991		7310.00	1171.98			1757.44	
43	HOLLY SIDING RD	0	0.01	Sealed	9.8	Mar-13			4	1990	Seal	5520.00	2197.76			481.61	
43	HOLLY SIDING RD	0.01	5.30	Gravel	11.2	Jul-13			4	Pre 1991							
44	HOLLY EAST RD	0	2.09	Gravel	8.6	Apr-16			4	Pre 1991			95.88				
45	GRAHAM RD	0	3.72	Gravel	2.8	Mar-14			4	Pre 1991		780.00	1100.57			699.82	
46	PINDELLUP RD	0	7.42	Gravel	28.6	Jun-09		Net 4(wc)	2	2015	Resheet		16832.83			5818.57	
46	PINDELLUP RD	7.42	7.57	Sealed				Net 4(wc)	2	1998	Seal						
46	PINDELLUP RD	7.57	9	Gravel				Net 4(wc)	2	2015	Resheet						
46	PINDELLUP RD	9	12.19	Gravel				Net 4(wc)	2	pre 1991							
46	PINDELLUP RD	12.19	12.22	Sealed				Net 4(wc)	2	1990	Seal						
47	PALOMAR RD	0	5.13	Gravel	26.3	Jul-13		Net 4(wc)	3	Pre 1991			5719.94			1529.64	
48	FLETCHER RD	0	6.59	Gravel	14.3	Feb-14			4	Pre 1991		780.00	2861.02			487.50	
49	NGOPITCHUP RD	0	3.32	Gravel	25	Aug-14			3	Pre 1991			2834.12			1335.00	
50	BIRT ROAD	0	11.48	Gravel	29.4	Mar-09		Net 3	3	Pre 1991			13884.60			4680.20	

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction
51	JAVELIN ST	0	0.42	Sealed					Town	2008	Reseal
51	JAVELIN ST	0.42	0.64	Sealed					Town	1990	Seal
51	JAVELIN ST	0.64	0.91	Sealed					Town	1999	Seal
52	JANITOR ST	0	0.22	Sealed					Town	1990	Seal
53	JOURNAL LA	0	0.22	Gravel					Town	Pre 1991	
54	STOCK ROUTE RD	0	3.52	Gravel	12.8	May-15			4	Pre 1991	
55	POONAWARIUP RD	0	4.18	Gravel	9.4	Oct-12			4	Pre 1991	
55	POONAWARIUP RD	4.18	4.24	Sealed					4	1990	Seal
55	POONAWARIUP RD	4.24	7.63	Gravel					4	Pre 1991	
56	JEWEL ST	0	0.22	Sealed					Town	1993	Seal
57	SIMPSON RD	0	2.57	Gravel	14.4	Apr-16			4	Pre 1991	
58	WARRENUP RD	0	0.26	Sealed	141	Jan-12	Yes	Net 4(wc)	1	1998	Seal
58	WARRENUP RD	0.26	6.75	Gravel	69.2	Jan-16	Yes	Net 4(wc)	1	2014	Resheet
58	WARRENUP RD	6.75	7.17	Sealed			Yes	Net 4(wc)	1	1996	Seal
58	WARRENUP RD	7.17	9.41	Sealed			Yes	Net 4(wc)	1	2014	Widen & Resheet
58	WARRENUP RD	9.41	12.91	Gravel			Yes	Net 3(wc)	1	2014	Widen & Resheet
59	WASHINGTON RD	0	2.55	Gravel	9.8	Feb-14			4	Pre 1991	
60	WASHINGTON SOUTH RD	0	1.34	Gravel	5.3	Jun-16			4	Pre 1991	
61	WRAY RD	0	2.86	Gravel	18	Jul-13			4	Pre 1991	
63	GREEN RD	0	2.17	Gravel	9.4	Jul-13			4	Pre 1991	
64	HILLMAN RD	0	2.57	Gravel	8.8	Jul-13			4	Pre 1991	
65	WINSPEAR RD	0	0.01	Sealed	6.3	Oct-12			4	1986	Seal
65	WINSPEAR RD	0.01	1.72	Gravel					4	Pre 1991	
66	COLLINS RD	0	4.86	Gravel	8.4	Jul-13			4	Pre 1991	
66	COLLINS RD	4.86	8.19	Gravel					4	1996	Resheet
67	LEADER ST	0	0.21	Sealed					Town	1990	Seal
68	KEETLEY ST	0	0.1	Gravel					Town	Pre 1991	
69	HOLLAND TK	0	8.93	Gravel	4.4	Apr-16			4	Pre 1991	
70	DES WRAY RD	0	1.08	Gravel	6.8	Jul-13			4	Pre 1991	
71	BIGNELL RD	0	2.72	Gravel	27	Mar-15		Net 4(wc)	4	Pre 1991	
72	HOLDING RD	0	1.17	Gravel	28.4	Jul-13			4	Pre 1991	
73	SORRENTO RD	0	6.18	Gravel	9.4	Feb-14			4	Pre 1991	
74	WITHAMS RD	0	1.37	Gravel	8.4	May-15			4	Pre 1991	
75	MATTISKE RD	0	2.43	Gravel	7.4	Jun-16			4	Pre 1991	
76	PARNELL RD	0	2.62	Gravel	11	Aug-15			4	Pre 1991	
77	CEMETERY RD	0	3.48	Gravel	108	Jan-15			4	Pre 1991	
83	MOORE RD	0	0.95	Gravel	10.7	Jun-16			4	Pre 1991	
85	NONAME RD	0	0.61	Gravel					Town	Pre 1991	
86	KIMBERLEY ST	0	0.08	Gravel					Town	1996	
86	KIMBERLEY ST	0.08	0.46	Sealed					Town	1996	Seal
87	SOUTH BATCHELOR RD	0	2.48	Gravel	17.4	May-14			4	Pre 1991	
88	JETSAM ST	0	0.34	Gravel					Town	Pre 1991	
89	RAE RD	0	3.41	Gravel	3.2	Jul-13			4	Pre 1991	
90	GRAHAMS WELL RD	0	2.88	Gravel					4	Pre 1991	
91	SOUTH THOMPSON RD	0	1.76	Gravel	1.9	Jun-16			4	Pre 1991	
92	CLAYTON RD	0	1.73	Gravel					4	Pre 1991	
93	KOMANI RD	0	0.6	Gravel	8.9	Jun-16			4	Pre 1991	
94	WANDOO RD	0	1.03	Gravel	25	Jun-16			4	2011	Realign
95	LOMBARDIA RD	0	0.66	Gravel	2.3	Jun-16		Net 2	4	Pre 1991	
96	MORGAN RD	0	0.37	Gravel	15.4	Jun-16			Town	Pre 1991	
97	MCGUIRE RD	0	0.16	Sealed					Town	1999	Seal
97	MCGUIRE RD	0.16	1.53	Gravel					Town	2008	Resheet
98	NELSON RD	0	1.20	Gravel					Town	2008	
99	LEATHLEY ST	0	0.80	Gravel					Town	Pre 1991	
100	MINDORA RD	0	1.35	Gravel				Net 2	4	Pre 1991	
101	HASSELL ST	0	0.26	Sealed	59.7	Aug-16			Town	1993	Double Seal
102	COMPLEX DRIVEWAY	0	0.47	Sealed					Town	1990	Seal
103	SPENCER RD	0	1.16	Gravel					Town	2008	

WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
	662.24				
	573.00			206.91	
	3367.74				
	2709.46			3295.04	
	76.41			309.82	
1140.00	682.50			487.50	
	35739.22			31782.21	
		359276.03			74165.24
	1329.15			780.00	
	312.70				
	709.38			118.50	
	397.60			292.62	
	715.06			143.30	
390.00	748.58		3100.00	1157.00	
	2894.99			2427.72	
	361.76				
	1189.16			805.08	
487.50	13722.44			585.00	
	716.26			390.00	
	1859.68			715.98	
	219.72			585.00	
	44.96			390.00	
	403.78			104.40	
	197.76				
	268.71			85.70	
	1678.16				
	74.70			696.58	
	2522.29				
	427.42			74.70	
	155.43			236.40	
	3280.74			585.00	
	38.23				
	754.52			420.36	
	3129.45			1170.94	
	540.74			307.68	
	52.20				
	1341.80			175.80	
	127.34				
	546.05			307.68	

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction	WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
104	MARTINUP RD (B)	0	3.04	Gravel				Net 4(wc)	4	Pre 1991							
105	OLD NARDALAH RD	0	0.31	Gravel					3	Pre 1991		1330.95			352.76		
105	OLD NARDALAH RD	0.31	1.01	Sealed					3	1990	Seal				195.00		
105	OLD NARDALAH RD	1.01	1.22	Gravel					3	Pre 1991							
201	BIRT ST	0	0.12	Sealed					Town	1991	Seal						
202	COUSINS ST	0	0.24	Sealed					Town	1991	Seal						
203	PAUL VALLEY RD	0	0.79	Sealed			Yes	Net 4(wc)	2	2002	Reseal		30525.68		14386.20		
203	PAUL VALLEY RD	0.79	1.22	Sealed	99	May-16	Yes	Net 4(wc)	2	1974	Seal						
203	PAUL VALLEY RD	1.22	3.65	Sealed			Yes	Net 4(wc)	2	2002	Reseal						
203	PAUL VALLEY RD	3.65	6.01	Sealed			Yes	Net 4(wc)	2	1974	Seal						
203	PAUL VALLEY RD	6.01	6.45	Sealed			Yes	Net 4(wc)	2	1993	Seal						
203	PAUL VALLEY RD	6.45	9.44	Sealed			Yes	Net 4(wc)	2	2011	Reseal						
203	PAUL VALLEY RD	9.44	17.27	Gravel			Yes	Net 4(wc)	2	1997							
203	PAUL VALLEY RD	17.27	17.67	Sealed			Yes	Net 4(wc)	2	2002	Seal						
203	PAUL VALLEY RD	17.67	25.02	Gravel			Yes	Net 4(wc)	2	Pre 1991							
204	HASSELL RD	0	8.20	Gravel	19	Jul-09		Net 4(wc)	3	1998	Resheet	260178.29	8083.81		10252.06		
204	HASSELL RD	8.20	24.69	Gravel				Net 4(wc)	3	1991							
205	TOOLBRUNUP RD	0	16.90	Sealed	151.6	Jan-14		Net 6(wc)	1	1983	Seal						
205	TOOLBRUNUP RD	16.90	23.98	Sealed	154	Jan-16	Yes	Net6(wc)	1	1997	Reseal	18012.80	55947.52		18533.80	54605.78	
205	TOOLBRUNUP RD	23.98	26.21	Sealed			Yes	Net6(wc)	1	2000	Seal						
205	TOOLBRUNUP RD	26.21	28.95	Sealed	151.6	Dec-13		Net 6(wc)	2	2001	Seal						
205	TOOLBRUNUP RD	28.95	32.73	Gravel	112.2	Jan-13		Net6(wc)	2	Pre 1991							
205	TOOLBRUNUP RD	32.73	32.84	Sealed				Net 6(wc)	2	1997	Reseal						
205	TOOLBRUNUP RD	25.98	32.73	Gravel				Net 6(wc)	2	Pre 1991							
205	TOOLBRUNUP RD	32.73	32.84	Sealed				Net 6(wc)	2	1997	Reseal						
205	TOOLBRUNUP RD	32.84	33.98	Gravel				Net 6(wc)	2	Pre 1991							
205	TOOLBRUNUP RD	33.98	35.98	Gravel				Net 6(wc)	2	2012	Resheet						
205	TOOLBRUNUP RD	35.98	38.5	Gravel				Net 6(wc)	2	Pre 1991							
206	NYMBUP RD	0	0.02	Sealed	17.7	Jun-09		Net 2(wc)	3	1991	Seal		60612.45		15423.94		
206	NYMBUP RD	0.02	23.48	Gravel				Net 2(wc)	3	Pre 1991							
206	NYMBUP RD	23.48	23.51	Sealed				Net 2(wc)	3	2002	Seal						
207	CROSBY RD	0	5.15	Gravel				Net 2(wc)	4	1995	Resheet		13047.46		6059.62		
207	CROSBY RD	5.15	14.25	Gravel				Net 2(wc)	4	1991							
208	PALLINUP SOUTH RD	0	13.29	Gravel	95.4	Jan-16	Yes	Net 6(wc)	1	2011	Widen & Resheet	139072.67	37374.46	464832.05	2536.90	256511.97	
208	PALLINUP SOUTH RD	13.29	13.32	Sealed			Yes	Net 6(wc)	1	2000	Reseal						
211	NORTH WEST RD	0	4.97	Gravel				Net 2(wc)	4	Pre 1991			8611.73		2957.02		
211	NORTH WEST RD	4.97	5.06	Sealed				Net 2 (wc)	4	1991	Seal						
211	NORTH WEST RD	5.06	7.35	Gravel				Net 2 (wc)	4	Pre 1991							
212	POOTENUP RD	0	7.54	Sealed	134.2	Dec-13	Yes	Net 7 (WC)	1	2008	Seal	157998.95	33957.28		17464.50		
212	POOTENUP RD	7.54	14	Sealed			Yes	Net 7 (WC)	1	2013	Reseal						
212	POOTENUP RD	14	16.03	Sealed	4.2	Apr-16	Yes	Net 7 (WC)	1	2010	Seal						
212	POOTENUP RD	16.03	17.49	Sealed			Yes	Net 7 (WC)	1	2002	Seal						
212	POOTENUP RD	17.49	17.53	Sealed			Yes	Net 7 (WC)	1	2001	Seal						
213	TILBURY RD	0	2.50	Gravel					4	Pre 1991		2000.00	1182.00		112.68		
214	BESSEN RD	0	0.03	Sealed				Net 4(wc)	2	1987	Seal		5498.26		4743.34		
214	BESSEN RD	0.03	1.39	Gravel				Net 4(wc)	2	Pre 1991							
214	BESSEN RD	1.39	5.07	Gravel				Net 4(wc)	2	1998	Resheet						
215	BURRIDGE RD	0	5.87	Gravel				Net 7	3	Pre 1991		1560.00	22716.56		4773.76		
215	BURRIDGE RD	5.87	5.90	Sealed				Net 7	3	1991	Seal						
216	WHITE RD	0	13.15	Gravel				Net 6(wc)	3	Pre 1991		58585.00	46047.37		2471.80		
217	JOHNSTON RD	0	6.39	Gravel			Yes	Net 4(wc)	2	Pre 1991			40805.48		9523.66		
217	JOHNSTON RD	6.39	6.54	Sealed			Yes	Net 4(wc)	2	1994	Seal						
217	JOHNSTON RD	6.54	15.35	Gravel			Yes	Net 4(wc)	4	Pre 1991							
219	WANSBROUGH WEST RD	0	5.64	Gravel				Net 4(wc)	3	Pre 1991			5977.22		5200.68		
221	STIRLING ACCESS	0	16.2	Gravel	14.4	Nov-11		Net 2(wc)	3	Pre 1991			7081.07		3780.42		
222	WATERGARRUP RD	0	0.90	Gravel	21.9	Apr-09		Net 4(wc)	4	Pre 1991			4516.64		6122.25		
222	WATERGARRUP RD	0.9	1.08	Sealed				Net 4(wc)	4	1997	Seal						
222	WATERGARRUP RD	1.08	4.70	Gravel				Net 4(wc)	4	Pre 1991							

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction
223	MOONIES HILL RD	0	10.33	Gravel					4	Pre 1991	
224	BROWN RD	0	8.90	Gravel					4	Pre 1991	
225	PETER VALLEY RD	0	2.60	Gravel				Net 2(wc)	2	Pre 1991	
225	PETER VALLEY RD	2.60	2.82	Sealed				Net 2(wc)	2	2011	Reseal
225	PETER VALLEY RD	2.82	2.99	Sealed				Net 4	3	2011	Reseal
225	PETER VALLEY RD	2.99	6.12	Gravel				Net 4	3	Pre 1991	
225	PETER VALLEY RD	6.12	8.85	Gravel	14.6	Jul-12		Net 2(wc)	2	Pre 1991	
228	BINNIUP RD	0	6.35	Gravel				Net 4(wc)	3	Pre 1991	
229	AYLMORE RD	0	5.30	Gravel				Net 4(wc)	4	1996	Resheet
230	BARRACUP RD	0	3.34	Gravel					4	Pre 1991	
231	YETEMERUP RD	0	1.94	Gravel				Net 6	3	Pre 1991	
232	KINGS CROSS RD	0	3.60	Gravel				Net 4(wc)	4	Pre 1991	
234	WITHAM RD	0	6.20	Gravel					4	Pre 1991	
235	ANDERSON RD	0	7.33	Gravel				Net 4(wc)	4	Pre 1991	
236	CARR RD	0	6.88	Gravel					4	Pre 1991	
237	SPRIGG SIMPSON RD	0	3.14	Gravel					4	Pre 1991	
238	NAZZARI RD	0	4.63	Gravel	9.2	Jun-14			4	Pre 1991	
239	HANKINSON RD	0	2.41	Gravel					4	Pre 1991	
240	ALLEN RD	0	1.98	Gravel					4	Pre 1991	
241	CRISTINELLI RD	0	1.77	Gravel	12.6	May-16			4	Pre 1991	
242	BATCHELOR RD	0	0.03	Sealed	8.5	Mar-12			4	1991	Seal
242	BATCHELOR RD	0.03	3.05	Gravel					4	Pre 1991	
244	DARTNALL RD	0	2.90	Gravel	5	May-14			4	Pre 1991	
245	GITTENS RD	0	1.64	Gravel					4	Pre 1991	
247	NEWTON RD	0	1.42	Gravel					2	Pre 1991	
248	HILDER RD	0	1.68	Gravel					4	Pre 1991	
249	BOWMAN RD	0	1.85	Gravel					4	Pre 1991	
250	NORRISH ST	0	0.43	Sealed	21	Mar-12		Net 4(wc)	2	1991	Seal
250	NORRISH ST	0.43	1.26	Sealed					Town	1997	Reseal
251	CROWDEN ST	0	0.26	Sealed					Town	1994	Seal
251	CROWDEN ST	0.26	0.32	Sealed					Town	1991	Seal
252	TAYLOR ST	0	0.1	Sealed					Town	1994	Seal
252	TAYLOR ST	0.1	0.46	Sealed					Town	1980	Reseal
252	TAYLOR ST	0.46	0.83	Sealed					Town	1991	Seal
253	HENRY ST	0	0.16	Sealed					Town	1994	Seal
253	HENRY ST	0.16	0.57	Sealed					Town	1980	Seal
255	HOWARD ST	0	0.14	Sealed					Town	1998	Reseal
256	EAST TCE	0	0.40	Sealed					Town	1997	Reseal
257	GEORGE ST	0	0.13	Sealed					Town	1994	Seal
258	PARNELL ST	0	0.15	Sealed					Town	1991	Seal
258	PARNELL ST	0.15	0.28	Gravel					Town	Pre 1991	
258	PARNELL ST	0.28	0.41	Sealed					Town	1998	Seal
259	SAGGERS ST	0	0.36	Sealed					Town	2011	Reseal
259	SAGGERS ST	0.36	1.29	Gravel					Town	Pre 1991	
260	BRIDGE ST	0	0.02	Sealed					Town	1987	Seal
260	BRIDGE ST	0.02	0.12	Sealed					Town	1991	Seal
260	BRIDGE ST	0.12	0.21	Gravel					Town	Pre 1991	
261	PARKER ST	0	0.1	Sealed					Town	1998	Reseal
261	PARKER ST	0.1	0.18	Sealed					Town	1998	Seal
262	ROURKE ST	0	0.37	Sealed					Town	1991	Seal
262	ROURKE ST	0.37	0.54	Sealed					Town	2000	seal
263	CRAWFORD ST	0	0.60	Sealed					Town	1991	Seal
264	GORDON ST	0	0.04	Gravel					Town	Pre 1991	
264	GORDON ST	0.04	0.16	Sealed					Town	1991	Seal
265	DONALD ST	0	0.32	Gravel					Town	Pre 1991	
266	LOVEGROVE ST	0	0.53	Gravel					Town	Pre 1991	
267	BROWN ST	0	0.42	Sealed					Town	1994	Seal
268	TRIMMER SOAK RD	0	4.75	Gravel					4	Pre 1991	

WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
	7820.44			3368.72	
	4396.06			4905.82	
	5154.92			3986.90	
	8609.90			5721.18	
4310.91	1584.77			7807.88	
37723.64	715.70			409.00	
	705.20			757.00	
	3575.25			2107.58	
12000.00	2113.82			4715.37	
69910.21	4975.92			3198.04	
	4728.46			885.14	
	2639.46			2388.30	
	7348.22			1962.62	
	1085.04			236.40	
	1761.74			1504.62	
487.50	3397.60			2294.27	
	2858.84			1685.64	
	1885.66			955.01	
	491.10			1581.46	
	1922.66			262.50	
	1405.74			781.58	
	6380.56			4085.76	
	790.16			2494.31	
	29106.32			2863.41	
	5535.81			1352.09	
				1174.73	
	535.53			206.91	
	6445.70			360.25	
	636.30				
	3321.38				
				77.36	
	445.08			288.48	
	732.52			361.64	
	470.60			77.36	
	7227.86				
	427.44			171.28	
	763.48			242.18	
	708.15				

Road	Name	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Council Rating	Year of Last Construction	Last Construction
269	HODGSON RD	0	1.67	Gravel					4	Pre 1991	
269	HODGSON RD	1.67	1.72	Sealed					4	1994	Seal
269	HODGSON RD	1.72	1.77	Gravel					4	Pre 1991	
270	HAMILLA RD	0	1.61	Gravel					4	Pre 1991	
271	WINKELANUP RD	0	1.13	Gravel				Net 2(wc)	4	Pre 1991	
272	PINDELLUP SOUTH RD	0	4.05	Gravel					4	Pre 1991	
273	DIPROSE RD	0	1.54	Gravel					4	Pre 1991	
274	THORN RD	0	1.34	Gravel	3	Jul-14			4	Pre 1991	
275	INDIGO DR	0	0.18	Gravel					Town	1998	Resheet
277	STIRLING NORTH RD	0	2.00	Gravel	12.2	Jul-14		Net 6 (wc)	2	Pre 1991	
279	TALLENTS RD	0	4.23	Gravel	5.8	Jun-14			4	Pre 1991	
280	FORWARD RD	0	2.39	Gravel					4	Pre 1991	
281	UN-NAMED	0	2.20	Gravel					Town	Pre 1991	
282	KORENG PL	0	0.08	Sealed					Town	1991	Seal
283	STIRLING ACCESS SOUTH ROAD	0	1.65	Gravel	10.8	May-14			3	Pre 1991	
285	TEMBY ROAD	0	1.43	Gravel					Town	Pre 1991	
286	CEMETERY ROAD	0	0.19	Sealed					Town	1998	Reseal (2)
287	GRAVEL PIT RD	0	1.05	Gravel					Town	Pre 1991	
288	RAILWAY ACCESS RD	0	0.19	Sealed					Town	1985	Seal
290	DAWSON RD	0	0.70	Gravel					4	Pre 1991	
291	DIPROSE AVE	0	0.83	Gravel					Town	Pre 1991	
292	TEMBY ST	0	0.74	Gravel					Town	1993	Resheet
292	TEMBY ST	0.74	1.03	Gravel					Town	Pre 1991	
293	LEHMANN RD	0	1.10	Gravel					4	Pre 1991	
294	GNOWANGERUP-TAMBELLUP RD	0	0.02	Sealed	145.2	Jan-13	Yes	Net 7(wc)	1	1994	Reseal
294	GNOWANGERUP-TAMBELLUP RD	0.02	3.9	Sealed			Yes	Net 7(wc)	1	2013	Widen Seal
294	GNOWANGERUP-TAMBELLUP RD	3.9	6.6	Sealed	111.8	Aug-15	Yes	Net 7(wc)	1	2014	Widen & Seal
294	GNOWANGERUP-TAMBELLUP RD	6.6	12.91	Sealed			Yes	Net 7(wc)	1	2009	Widen Seal
294	GNOWANGERUP-TAMBELLUP RD	12.91	16.8	Sealed	95.6	May-16	Yes	Net 7(wc)	1	2008	Reseal
294	GNOWANGERUP-TAMBELLUP RD	16.8	18.52	Sealed			Yes	Net 7(wc)	1	1987	Reseal
294	GNOWANGERUP-TAMBELLUP RD	18.52	21.8	Sealed	121.4	Aug-15	Yes	Net 7(wc)	1	2010	Reseal
294	GNOWANGERUP-TAMBELLUP RD	21.8	22.1	Sealed			Yes	Net 7(wc)	1	2014	Reseal
294	GNOWANGERUP-TAMBELLUP RD	22.1	25.77	Sealed			Yes	Net 7(wc)	1	2009	Reseal
294	GNOWANGERUP-TAMBELLUP RD	25.77	26.14	Sealed			Yes	Net 7(wc)	1	2011	Reseal
294	GNOWANGERUP-TAMBELLUP RD	26.14	26.27	Sealed			Yes	Net 7(wc)	1	1980	Reseal
295	NORTH TCE	0	0.18	Sealed				Net 4(wc)	2	1980	Reseal
295	NORTH TCE	0.18	0.26	Sealed					Town	1963	Seal
296	CREMASCO ROAD	0	0.82	Gravel					3		
297	TAMBELLUP WEST RD	0	0.02	Sealed	110.2	Dec-13	Yes	Net 7(wc)	1	1994	Seal
297	TAMBELLUP WEST RD	0.02	1.5	Sealed			Yes	Net 7(wc)	1	2010	Reseal
297	TAMBELLUP WEST RD	1.5	5	Sealed			Yes	Net 7(wc)	1	2015	Widen Seal
297	TAMBELLUP WEST RD	5	7.68	Sealed			Yes	Net 7(wc)	1	2013	Reseal
297	TAMBELLUP WEST RD	7.68	8.5	Sealed			Yes	Net 7(wc)	1	1985	Reseal
297	TAMBELLUP WEST RD	8.5	12.1	Sealed			Yes	Net 7(wc)	1	2014	Widen & Seal
297	TAMBELLUP WEST RD	12.1	12.8	Sealed			Yes	Net 7(wc)	1	1998	Reseal
297	TAMBELLUP WEST RD	12.3	15.6	Sealed			Yes	Net 7(wc)	1	2013	Reseal Edges
297	TAMBELLUP WEST RD	12.8	15.6	Sealed			Yes	Net 7(wc)	1	1995	Reseal
297	TAMBELLUP WEST RD	15.6	18.4	Sealed			Yes	Net 7(wc)	1	2014	Reseal
297	TAMBELLUP WEST RD	18.4	21.71	Sealed	71.6	May-16	Yes	Net 7(wc)	1	2010	Reseal
297	TAMBELLUP WEST RD	21.71	22.6	Sealed			Yes	Net 7(wc)	1	1997	Reseal
297	TAMBELLUP WEST RD	22.6	26.6	Sealed	66	Aug-15	Yes	Net 7(wc)	1	2014	Widen & Seal
297	TAMBELLUP WEST RD	26.6	29.45	Sealed			Yes	Net 7(wc)	1	2014	Reseal

WANDRRA Expense 30/06/2017	Expenditure 30/06/2017	Capital 30/06/2017	WANDRRA Expense 30/11/2017	Expenditure to 30/11/2017	Capital to 30/11/2017
	546.99				
	572.34			239.00	
	810.65			118.51	
	1598.24				
	713.98			434.50	
	561.88				
42017.50	3675.15			690.3	
	1094.90			1251.28	
	156.60				
	907.00				
	721.00				
				780.00	
				231.18	
	1380.46			954.88	
29820.00	39456.74			9105.77	
					28413.50
					2538.89
		184540.55			
	1019.56			43.60	
	907.58				
	21908.53			50884.49	
					2357.50
					2592.25
949964.97	1083000.30	1951305.41	522205.88	451501.35	614345.50