

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2017

TABLE OF CONTENTS

Statement of Financial Activity

- by Nature or Type

- by Reporting Program

Balance Sheet

Note 1 (a) Nature or Type Classifications

(b) Reporting Program Classifications (Function / Activity)

Note 2 Report on Significant Variances

Note 3 Graphical Representation

Note 4 Net Current Funding Position

Note 5 Cash and Investments

Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

Note 12 Capital Disposals and Acquisitions

Note 13 Trust

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 28 February 2017

	Note	Amended Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,206,200	2,206,200	2,208,026.59	1,827	0.1%	
Grants, Subsidies and Contributions		3,167,100	1,981,200	1,855,914.20	(125,286)	(6.8%)	
Profit on Asset Disposal	10	11,500	11,500	12,601.85	1,102	8.7%	
Fees and Charges		288,800	228,528	211,378.54	(17,149)	(8.1%)	
Service Charges		0	0	0.00	0		
Interest Earnings		67,700	41,150	47,685.30	6,535	13.7%	
Other Revenue		83,000	75,320	73,097.58	(2,222)	(3.0%)	
Total		5,824,300	4,543,898	4,408,704.06	(135,194)		
Operating Expense							
Employee Costs		(1,948,100)	(1,324,425)	(1,361,169.93)	(36,745)	(2.7%)	
Materials and Contracts		(2,566,600)	(1,528,111)	(1,469,980.69)	58,130	4.0%	
Utilities Charges		(178,900)	(121,177)	(91,839.41)	29,338	31.9%	▼
Depreciation (Non-Current Assets)		(1,042,600)	(694,500)	(669,714.78)	24,785	3.7%	
Interest Expenses		(11,200)	(5,850)	(6,619.29)	(769)	(11.6%)	
Insurance Expenses		(162,800)	(162,800)	(158,327.07)	4,473	2.8%	
Loss on Asset Disposal	10	(95,100)	(22,800)	(37,246.45)	(14,446)	(38.8%)	▲
Other Expenditure		(89,000)	(70,290)	(58,818.10)	11,472	19.5%	▼
Total		(6,094,300)	(3,929,953)	(3,853,715.72)	76,237		
Funding Balance Adjustment							
Add Back Depreciation		1,042,600	694,500	669,714.78	(24,785)	(3.7%)	
(Profit)/Loss on Asset Disposal	10	83,600	11,300	24,644.60	13,345	54.1%	▲
Adjust Provisions and Accruals		0	0	0.00	0		
Net Operating		856,200	1,319,745	1,249,347.72	(70,397)		
Capital Revenues							
Grants, Subsidies and Contributions	8	3,791,700	1,375,900	1,478,673.00	102,773	7.0%	
Proceeds from Disposal of Assets	10	983,300	606,300	758,100.99	151,801	20.0%	▲
Proceeds from New Debentures		1,200,000	1,150,000	1,150,000.00	0	0.0%	
Proceeds from Advances		0	0	0.00	0		
Self-Supporting Loan Principal		0	0	0.00	0		
Transfer from Reserves	9	1,513,100	951,400	964,605.00	13,205	1.4%	
Total		7,488,100	4,083,600	4,351,378.99	267,779		
Capital Expenses							
Land Held for Resale		0	0	0.00	0		
Land and Buildings	12	(4,333,500)	(1,654,500)	(1,847,301.14)	(192,801)	(10.4%)	▲
Plant and Equipment	12	(1,560,500)	(1,174,000)	(1,333,476.21)	(159,476)	(12.0%)	▲
Furniture and Equipment	12	0	0	0.00	0		
Infrastructure - Roads	12	(2,398,800)	(1,422,900)	(1,170,066.39)	252,834	21.6%	▼
Infrastructure - Other	12	(309,500)	(52,500)	(46,076.10)	6,424	13.9%	
Repayment of Debentures		(52,000)	(25,700)	(25,690.11)	10	0.0%	
Advances to Community Groups		(50,000)	0	0.00	0		
Transfer to Reserves	9	(879,800)	(841,000)	(840,060.28)	940	0.1%	
Total		(9,584,100)	(5,170,600)	(5,262,670.23)	(92,070)		
Net Capital		(2,096,000)	(1,087,000)	(911,291.24)	175,709		
Total Net Operating + Capital		(1,239,800)	232,745	338,056.48	105,311		
Opening Funding Surplus(Deficit)		1,239,800	1,239,800	1,239,849.12	49	0.0%	
Closing Funding Surplus(Deficit)	4	0	1,472,545	1,577,905.60	105,361		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY

By Reporting Program

For the Period Ended 28 February 2017

Note	Amended Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	33,600	24,700	22,617.44	(2,083)	(9.21%)	
	4,082,100	3,612,819	3,618,088.35	5,269	0.15%	
	101,000	90,380	83,202.26	(7,178)	(8.63%)	
	1,100	500	698.00	198	28.37%	
	55,300	35,300	36,501.15	1,201	3.29%	
	54,100	36,130	27,677.96	(8,452)	(30.54%)	
	76,700	70,900	71,239.98	340	0.48%	
	1,731,100	497,460	471,151.05	(26,309)	(5.58%)	
	3,307,300	1,422,300	1,437,808.53	15,509	1.08%	
	66,200	44,734	31,847.38	(12,887)	(40.46%)	▼
	107,500	84,575	86,544.96	1,970	2.28%	
Total	9,616,000	5,919,798	5,887,377.06	(32,421)		
Operating Expense						
	(749,000)	(484,054)	(398,871.20)	85,183	21.36%	▼
	(269,400)	(173,895)	(171,762.15)	2,133	1.24%	
	(229,100)	(162,799)	(128,870.70)	33,928	26.33%	▼
	(60,300)	(40,058)	(31,230.19)	8,828	28.27%	
	(71,600)	(45,800)	(43,510.80)	2,289	5.26%	
	(110,600)	(73,156)	(68,001.85)	5,154	7.58%	
	(432,800)	(284,317)	(232,026.39)	52,291	22.54%	▼
	(832,700)	(537,671)	(503,185.34)	34,486	6.85%	
	(3,053,300)	(1,832,547)	(2,014,341.23)	(181,794)	(9.02%)	
	(224,500)	(156,666)	(133,225.23)	23,441	17.59%	▼
	(61,000)	(138,990)	(128,690.64)	10,299	8.00%	▼
Total	(6,094,300)	(3,929,953)	(3,853,715.72)	76,237		
Funding Balance Adjustment						
	1,042,600	694,500	669,714.78	(24,785)	(3.70%)	
	83,600	11,300	24,644.60	13,345	54.15%	▲
Net Operating	4,647,900	2,695,645	2,728,020.72	32,376		
Capital Revenues						
	983,300	606,300	758,100.99	151,801	20.02%	▲
	1,200,000	1,150,000	1,150,000.00	0	0.00%	
	0	0	0.00	0		
	0	0	0.00	0		
	1,513,100	951,400	964,605.00	13,205	1.37%	
Total	3,696,400	2,707,700	2,872,705.99	165,006		
Capital Expenses						
		0	0.00	0		
	(4,333,500)	(1,654,500)	(1,847,301.14)	(192,801)	(10.44%)	▲
	(1,560,500)	(1,174,000)	(1,333,476.21)	(159,476)	(11.96%)	▲
	0	0	0.00	0		
	(2,398,800)	(1,422,900)	(1,170,066.39)	252,834	21.61%	▼
	(309,500)	(52,500)	(46,076.10)	6,424	13.94%	
	(52,000)	(25,700)	(25,690.11)	10	0.04%	
	(50,000)	0	0.00	0		
	(879,800)	(841,000)	(840,060.28)	940	0.11%	
Total	(9,584,100)	(5,170,600)	(5,262,670.23)	(92,070)		
Net Capital	(5,887,700)	(2,462,900)	(2,389,964.24)	72,936		
Total Net Operating + Capital	(1,239,800)	232,745	338,056.48	105,311		
	1,239,800	1,239,800	1,239,849.12	49	0.00%	
Closing Funding Surplus(Deficit)	0	1,472,545	1,577,905.60	105,361		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 28 February 2017

	Actual 2016/17	C/fwd 1 July 2016
CURRENT ASSETS		
Cash	2,875,419.43	2,206,941.54
Receivables	444,789.34	574,500.14
Inventories - Stock on Hand	36,622.33	17,813.56
TOTAL CURRENT ASSETS	3,356,831.10	2,799,255.24
CURRENT LIABILITIES		
Creditors and Provisions	1,070,638.91	726,574.81
Borrowings	26,286.91	51,977.02
TOTAL CURRENT LIABILITIES	1,096,925.82	778,551.83
NET CURRENT ASSETS	2,259,905.28	2,020,703.41
NON-CURRENT ASSETS		
Receivables	40,144.09	40,144.09
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	15,631,919.61	13,505,244.99
Infrastructure Assets	111,986,821.76	111,169,036.91
TOTAL NON-CURRENT ASSETS	128,074,750.20	125,130,290.73
NON-CURRENT LIABILITIES		
Creditors and Provisions	37,053.50	37,053.50
Borrowings	1,302,007.22	152,007.22
TOTAL NON-CURRENT LIABILITIES	1,339,060.72	189,060.72
NET ASSETS	128,995,594.76	126,961,933.42
EQUITY		
Accumulated Surplus	30,211,017.74	28,052,811.68
Reserves - Asset Revaluation	97,642,207.32	97,642,207.32
Reserves - Cash Backed	1,142,369.70	1,266,914.42
TOTAL EQUITY	128,995,594.76	126,961,933.42

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 28 February 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 28 February 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 28 February 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 Services.

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 28 February 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 2016/17 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Economic Services		
Revenue from the sale of water from the standpipes has been lower than anticipated, this can be attributed to increased rainfall over the last few months.		■
OPERATING EXPENSES		
Governance		
Grant funding from the Amalgamation process is being held for consolidation of the two Town Planning Schemes. No expenditure has been incurred so far in 2016/17.	■	
Funding received in 2011/12 from the Dept Local Government for preparation of the Strategic Community Plan (SCP) was not fully expended and Council still holds a balance of \$11,400. These funds will be utilised on the review of SCP which will be undertaken early in 2017.	■	
Depreciation allocated to furniture and equipment is significantly reduced which is the result of the revaluation of this asset class at 30 June 2016.		■
Law, Order & Public Safety		
The ESL collected is remitted to Dept Fire & Emergency Services quarterly, the amount of the remittances to date is lower than expected.	■	
The Shire of Katanning has not yet invoiced for our contribution towards the CESM position.	■	
Community Amenities		
Expenditure under this heading has not been as high as anticipated to date, and relates to the timing of receipt of invoices for the refuse collection and transfer station management.	■	
Economic Services		
Water usage from the standpipes has not been as high as anticipated, due to the heavier than usual rainfall over the last few months.		■
Other Property & Services		
Public Works Overheads are currently underallocated which is a result of the works crew taking annual leave over January. Public Works Overheads are allocated as a percentage of each employees wage through the payroll directly to the jobs being undertaken. The payment of annual leave is a direct overhead cost and is allocated into the Public Works Overheads program. Once staff return to their normal working hours the allocation of these costs will again catch up.	■	
CAPITAL REVENUE		
Proceeds from Disposal of Assets		
The variance relates to the timing of changeovers for light vehicles, which have all been included in the budget and are within budgeted amounts.	■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 28 February 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 2016/17 year is \$10,000 or 10% whichever is the greater.

CAPITAL EXPENDITURE**Land and Buildings**

Construction of the Tambellup Pavilion is progressing, expenditure on this project is higher than anticipated. The Exec House is complete, with final payment made during December.

Plant & Equipment

The variance relates to the timing of changeovers for light vehicles, which have all been included in the budget and are within budgeted amounts.

Infrastructure - Roads

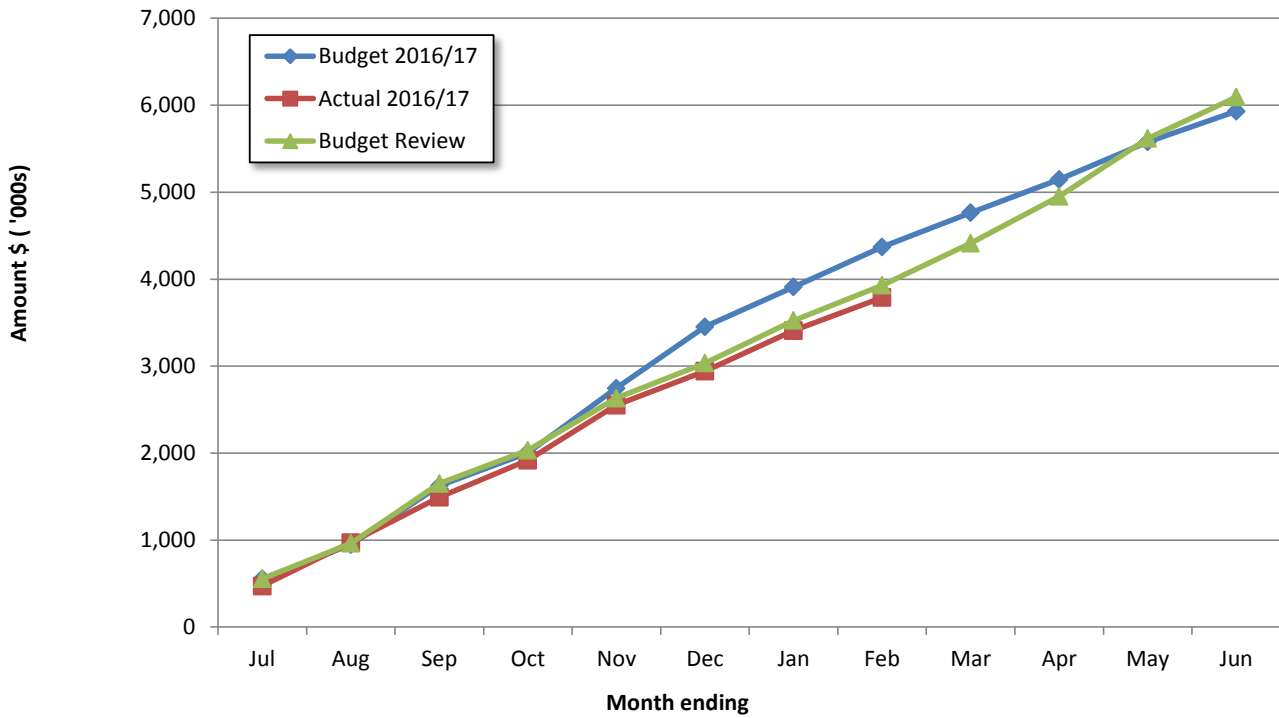
Wet conditions prior to the Christmas break and January/February this year interrupted the road construction program. The works crew have undertaken more reactive road maintenance. It is anticipated that the road construction program will be complete by 30 June 2017.

Variance	
Timing	Permanent
■	
■	
■	

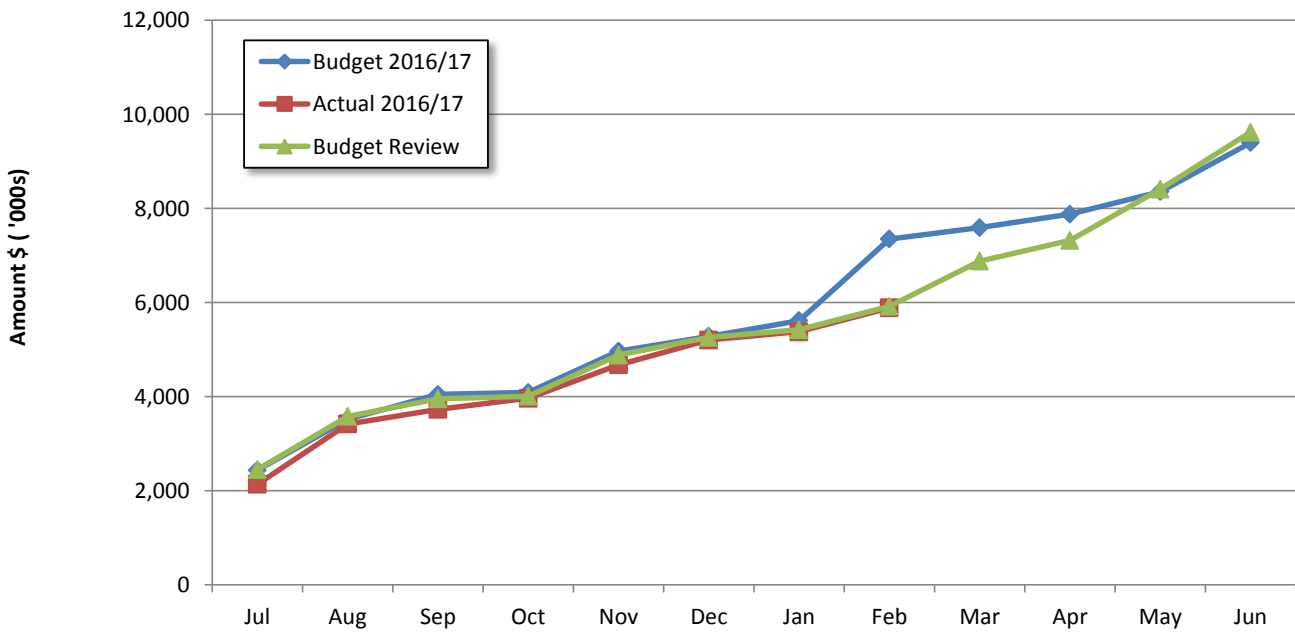
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



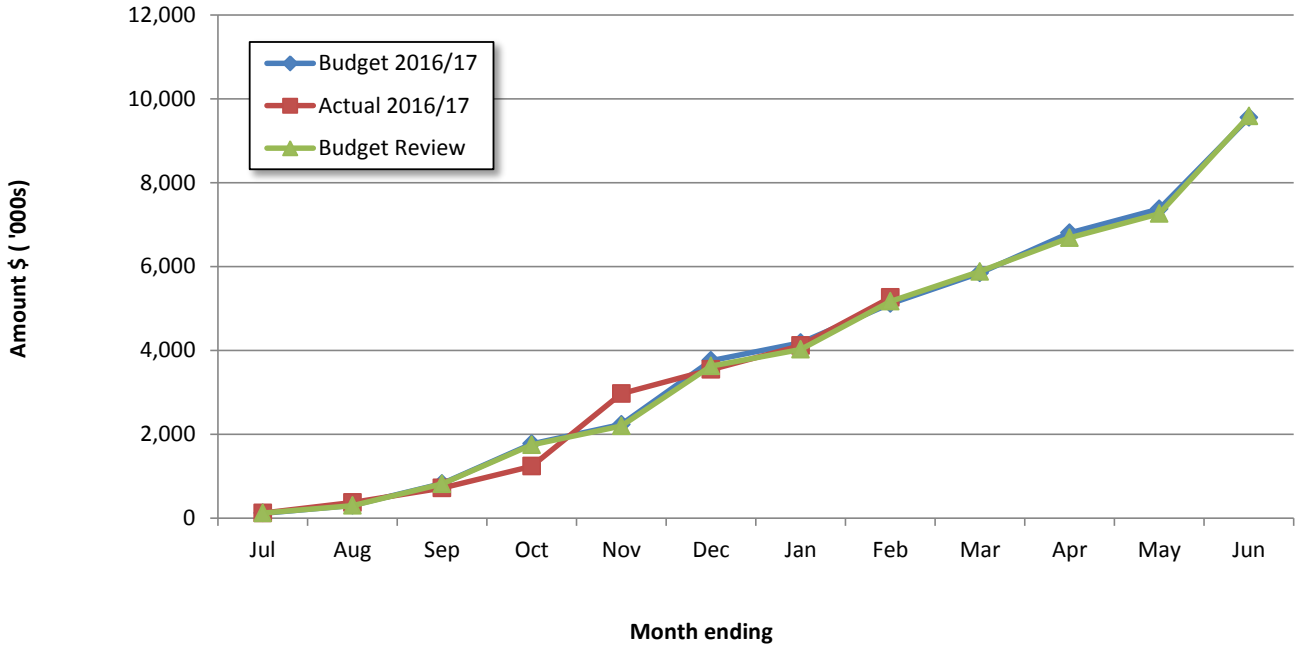
Budget Operating Revenues -v- Actual



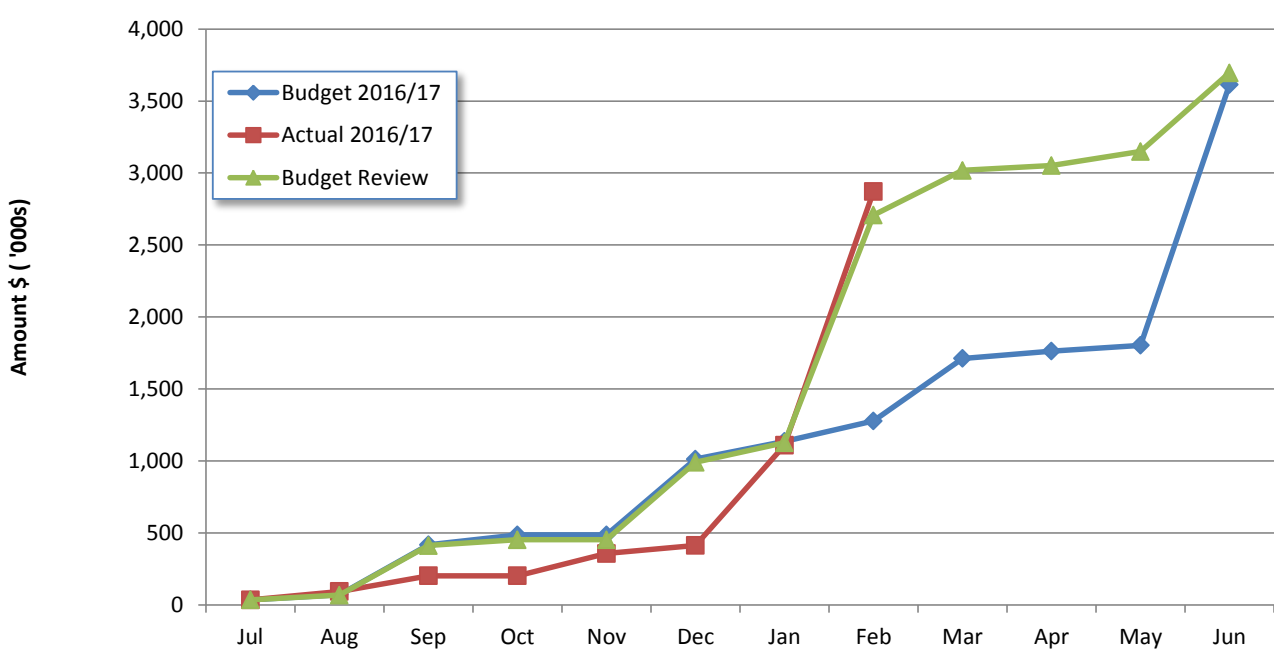
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

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 28 February 2017

4: NET CURRENT FUNDING POSTION

	Note	Actual 2016/17	C/fwd 1 July 2016
		\$	\$
Current Assets			
Cash Unrestricted		992,751.70	(91,288.07)
Cash Restricted - Unspent Grants	7	740,298.03	1,031,315.19
Cash Restricted - Reserves	8	1,142,369.70	1,266,914.42
Receivables - Rates and Rubbish	5	278,858.51	191,666.15
Receivables - Other	5	24,238.61	30,606.52
Inventories		36,622.33	17,813.56
Accruals and Provisions		578.39	306,058.15
		3,215,717.27	2,753,085.92
Less: Current Liabilities			
Payables		(573,367.25)	(230,071.07)
Net GST & PAYG		77,925.28	46,169.32
Accruals and Provisions		0.00	(62,420.63)
		(495,441.97)	(246,322.38)
Less: Cash Restricted - Reserves	8	(1,142,369.70)	(1,266,914.42)
Net Current Funding Position		1,577,905.60	1,239,849.12

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		991,251.70	420,013.90		1,411,265.60	Bendigo	
Trust Fund	133 905 067				393,267.08	393,267.08	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
(b) Term Deposits								
1 Reserve Funds	2117689	2.35%		1,142,369.70		1,142,369.70	Bendigo	28/06/2017
2 VROC CLGF - Aged Accommodation					0.00	0.00		CLOSED
3 CLGF 2012/13	2084556	2.50%		320,284.13		320,284.13	Bendigo	24/04/2017
4 GSDC Grant - Pavilion				0.00		0.00		CLOSED
Total			992,751.70	1,882,667.73	393,267.08	3,268,686.51		

Comments/Notes - Investments**1 Reserve Funds**

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

2 Southern Link VROC - CLGF Aged Accommodation

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

This grant funding has been fully recouped by the Shires of Cranbrook and Kojonup.

3 Country Local Government Fund 2012/13

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

4 Great Southern Development Commission - Regional Grants Scheme

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

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

**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017**

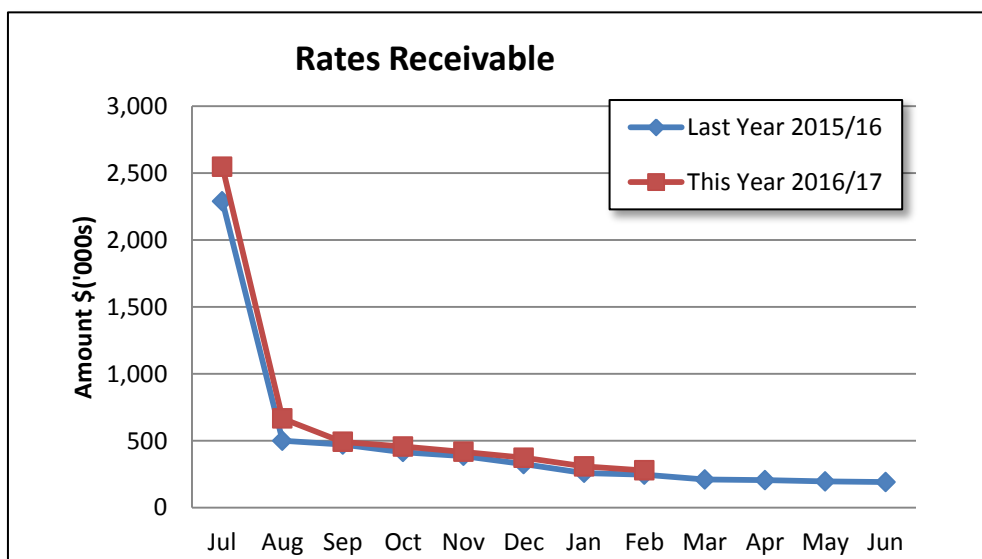
6: RECEIVABLES

Rates & Rubbish

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

	Actual 2016/17	c/fwd 1 July 2016
	\$	\$
Opening Arrears Previous Years	191,666.15	203,674.82
Rates Levied this year	2,358,173.83	2,245,338.99
<u>Less</u> Collections to date	(2,270,981.47)	(2,257,347.66)
Equals Current Outstanding	278,858.51	191,666.15
Net Rates Collectable	278,858.51	191,666.15
% Collected	89.06%	92.17%

Net Rates Collectable
% Collected



Comments/Notes - Receivables Rates and Rubbish

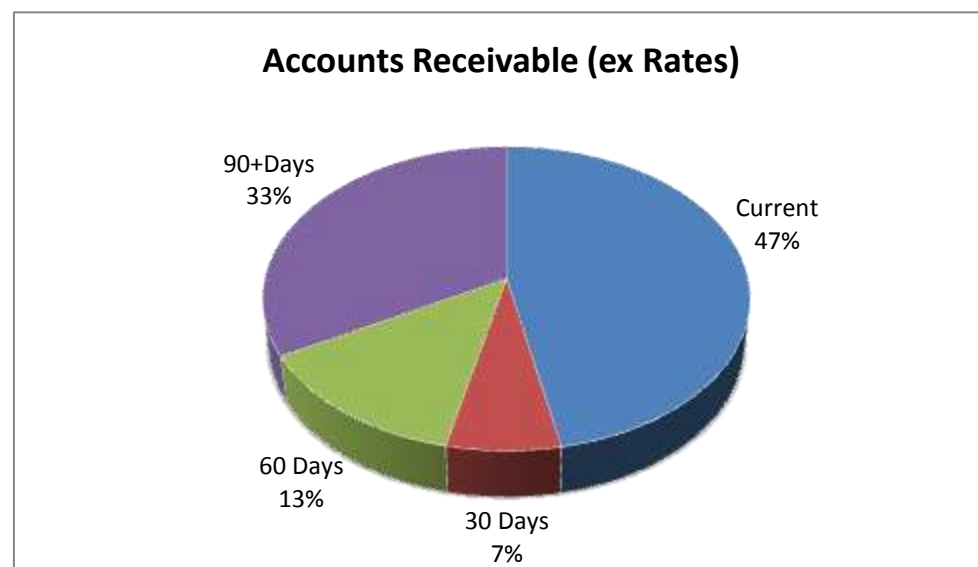
Rates and charges were levied on 29 July 2016.
The final payment for the four instalment plan is due on 2 March 2017.

Accounts Receivable

Sundry Debtors
Pensioner Rebates
Emergency Services Levy

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	146.76	1,957.98	3,916.00	9,672.63
Pensioner Rebates	1,476.32			
Emergency Services Levy	12,068.92			
	13,692.00	1,957.98	3,916.00	9,672.63
			Total Outstanding	29,238.61

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 - 14 July 2016	150701		\$	\$	\$
CAP103	Dirpose Park - soft fall under junior playground	161104	Capital Expenses	25,000		25,000
CAP122	Holland Park - fixed shade structure	161104	Capital Expenses		(25,000)	0
	Budget Review at 31 Jan 17 - adopted 16 February 2017					
03002.73	Rates - Ex Gratia	170206	Operating Revenue	1,600		1,600
03005.70	Disount - Rates	170206	Operating Expenses		(5,000)	(3,400)
03011.83	Admin Fee - Instalments	170206	Operating Revenue	400		(3,000)
03229.71	FAGS - General Purpose	170206	Operating Revenue	6,000		3,000
03230.71	FAGS - Local Roads	170206	Operating Revenue		(7,400)	(4,400)
04001.73	Members of Council - contributions	170206	Operating Revenue		(5,000)	(9,400)
04101.60	Members of Council - insurances	170206	Operating Expenses		(600)	(10,000)
04201.74	Admin General - reimbursements	170206	Operating Revenue	3,500		(6,500)
04202.74	Admin General (no GST) - reimbursements	170206	Operating Revenue	3,000		(3,500)
05021.74	Other Fire Prevention - reimbursements	170206	Operating Revenue	2,500		(1,000)
05103.13	ESL Grant Clothing & Access - minor equipment	170206	Operating Expenses		(2,300)	(3,300)
05121.16	Other Fire Prevention - contract services	170206	Operating Expenses		(2,500)	(5,800)
05121.60	Other Fire Prevention - insurances	170206	Operating Expenses	2,300		(3,500)
05301.16	Animal Control - contract services	170206	Operating Expenses		(5,000)	(8,500)
09120.15	Housing 18 Ivy Street - repairs & maintenance	170206	Operating Expenses		(1,200)	(9,700)
09122.01	Housing 1 Janus Street - salaries & wages	170206	Operating Expenses		(2,500)	(12,200)
09122.15	Housing 1 Janus Street - repairs & maintenance	170206	Operating Expenses		(6,000)	(18,200)
09122.98	Housing 1 Janus Street - plant operation costs	170206	Operating Expenses		(2,000)	(20,200)
09122.99	Housing 1 Janus Street - public works overheads	170206	Operating Expenses		(2,500)	(22,700)
09300.10	Staff Housing Allocation	170206	Operating Expenses	14,200		(8,500)
09126.15	Lavieville Lodge - repairs & maintenance	170206	Operating Expenses		(900)	(9,400)
11007.71	Tambellup Pavilion - grants operating	170206	Operating Revenue	5,000		(4,400)
11080.16	Tambellup Hall - contract services	170206	Operating Expenses		(2,300)	(6,700)
11241.16	Tambellup Pavilion - contract services	170206	Operating Expenses		(5,000)	(11,700)
11241.60	Tambellup Pavilion - insurances	170206	Operating Expenses		(2,000)	(13,700)
11241.65	Tambellup Pavilion - electricity & gas	170206	Operating Expenses	3,500		(10,200)
11152.72	Other Recreation & Sport - grants non-operating	170206	Capital Revenue	13,500		3,300
11271.10	Staff Housing Allocation	170206	Operating Expenses		(1,200)	2,100
11526.15	Broomehill Museum - repairs & maintenance	170206	Operating Expenses	2,000		4,100

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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
				\$	\$	\$
12004.72	Regional Road Group - grants non-operating	170206	Capital Revenue	50,500		54,600
12157.72	Other Road Maintenance - grants non-operating	170206	Capital Revenue	89,000		143,600
12226.01	Road Maintenance - salaries & wages	170206	Operating Expenses		(51,400)	92,200
12226.16	Road Maintenance - contract services	170206	Operating Expenses		(20,000)	72,200
12226.25	Road Maintenance - road materials	170206	Operating Expenses	20,000		92,200
12226.98	Road Maintenance - plant operation costs	170206	Operating Expenses		(34,800)	57,400
12226.99	Road Maintenance - public works overheads	170206	Operating Expenses		(51,400)	6,000
12250.16	Other Road Maintenance - contract services	170206	Operating Expenses	25,000		31,000
12255.15	Broomehill Depot - repairs & maintenance	170206	Operating Expenses		(4,000)	27,000
12259.10	Staff Housing Allocation	170206	Operating Expenses		(13,000)	14,000
13302.83	Construction Training Fund Levy - fees & charges	170206	Operating Revenue	7,000		21,000
13303.83	Building Services Levy - fees & charges	170206	Operating Revenue	3,000		24,000
13377.59	Construction Training Fund Levy - sundry expenses	170206	Operating Expenses		(7,000)	17,000
13378.59	Building Services Levy - sundry expenses	170206	Operating Expenses		(3,000)	14,000
14001.83	Private Works - fees & charges	170206	Operating Revenue	40,000		54,000
14051.01	Private Works - salaries & wages	170206	Operating Expenses		(10,000)	44,000
14051.16	Private Works - contract services	170206	Operating Expenses		(4,000)	40,000
14051.98	Private Works - plant operation costs	170206	Operating Expenses		(10,000)	30,000
14051.99	Private Works - public works overheads	170206	Operating Expenses		(10,000)	20,000
14100.74	Public Works Overheads - reimbursements	170206	Operating Revenue	3,000		23,000
CAP115	Tamb Admin Building - seal rear carpark	170206	Capital Expenses	10,000		33,000
CAP116	Tamb Admin Building - shade in staff carpark	170206	Capital Expenses		(10,000)	23,000
CAP117	Bhill Archive Repository - replace airconditioners	170206	Capital Expenses		(2,000)	21,000
04351	Plant Replacement - purchase admin vehicles	170206	Capital Expenses		(32,000)	(11,000)
04251	Plant Replacement - trade admin vehicles	170206	Capital Revenue	31,000		20,000
CAP126	Housing 18 Ivy Street - fencing back yard	170206	Capital Expenses		(5,000)	15,000
CAP49	Tamb Hall - repair roof, upgrade ablutions	170206	Capital Expenses	50,000		65,000
CAP9	Tamb Pavilion - redevelopment	170206	Capital Expenses		(50,000)	15,000
CAP121	Bhill Oval Dam (Bignells) - install pump	170206	Capital Expenses		(8,000)	7,000
12300	Tamb Depot - washdown bay	170206	Capital Expenses		(87,000)	(80,000)
12300	Plant Replacement - purchases	170206	Capital Expenses		(49,300)	(129,300)
12161	Plant Replacement - trades	170206	Capital Revenue	83,300		(46,000)
CR6	Beejenup Road - widen & resheet	170206	Capital Expenses		(34,000)	(80,000)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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
				\$	\$	\$
RR18	Tieline North Road - widen & resheet	170206	Capital Expenses		(700)	(80,700)
RR19	Flat Rocks Road - reseal	170206	Capital Expenses	199,800		119,100
CAP125	Bhill Caravan Park - reticulation	170206	Capital Expenses	8,000		127,100
	Plant Reserve - transfer from	170206	Capital Revenue		(33,000)	94,100
	Tamb Rec Ground & Pavilion Reserve	170206	Capital Expenses		(25,000)	69,100
	Surplus / (Deficit) 1 July 2016	170206	Opening Surplus(Deficit)		(69,100)	0
Closing Funding Surplus (Deficit)				702,100	(702,100)	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2016	Received 2016/17	Expended 2016/17	Closing Balance
		\$	\$	\$	\$
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Lotterywest	Generator for Tamb Admin Building	0.00	10,600.00	(10,600.00)	0.00
RECREATION & CULTURE					
Country Local Govt Fund 2012/13	Tambellup Pavillion & Bowling Green	308,077.71	0.00	0.00	308,077.71
Great Southern Development Commission	Tambellup Pavillion & Bowling Green	200,000.00	0.00	(200,000.00)	0.00
Dept Infrastructure & Regional Development	National Stronger Regions Fund - Tambellup Pavilion	0.00	237,500.00	(237,500.00)	0.00
Dept Sport & Recreation	Kidsport Program	6,029.00	0.00	(3,105.00)	2,924.00
Dept Sport & Recreation	CSRFF - Tambellup Pavilion & Bowling Green	0.00	175,000.00	(175,000.00)	0.00
Co-operative Bulk Handling	Solar pump - Bhill Complex Dam	0.00	13,500.00	(13,500.00)	0.00
Stronger Communities Program	Holland Park shade structure	0.00	15,000.00	0.00	15,000.00
TRANSPORT					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	(298,246.00)	11,087.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	108,044.09	0.00	(108,044.09)	0.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2016/17	0.00	229,100.00	(40,682.75)	188,417.25
Main Roads WA	Commodity Route Funding 2015/16	38,000.00	38,000.00	(76,000.00)	0.00
Main Roads WA	Regional Road Group Funding 2015/16 (carry over)	0.00	50,486.00	(50,486.00)	0.00
Main Roads WA	Regional Road Group Funding 2016/17	0.00	446,987.00	(317,787.68)	129,199.32
Main Roads WA	Commodity Route Funding 2016/17	0.00	250,000.00	(238,738.64)	11,261.36
WA Country Health Service	Kerbing Reinstatement Project - Bhill & Tamb	0.00	12,500.00	0.00	12,500.00
TOTALS		1,031,315.19	1,478,673.00	(1,769,690.16)	740,298.03

Comments - Grants and ContributionsCountry Local Government Fund 2012/13

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

9: CASH BACKED RESERVES

	YTD Actual 2016/17	Amended Budget 2016/17
(a) Leave Reserve		
<i>To be used to meet the Councils Long Service Leave liability for its employees.</i>		
Opening Balance	105,788.86	105,800
Amount Set Aside / Transfer to Reserve	35,000.00	35,000
Amount Used / Transfer from Reserve	(24,605.00)	(80,900)
Interest Received	1,717.93	2,000
	117,901.79	61,900
(b) Plant Reserve		
<i>To be used to assist with purchase of major plant items.</i>		
Opening Balance	47,451.48	47,500
Amount Set Aside / Transfer to Reserve	550,000.00	550,000
Amount Used / Transfer from Reserve	(335,200.00)	(546,000)
Interest Received	4,005.11	4,000
	266,256.59	55,500
(c) Building Reserve		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	360,117.79	424,400
Amount Set Aside / Transfer to Reserve	100,000.00	100,000
Amount Used / Transfer from Reserve	(350,000.00)	(389,400)
Interest Received	5,262.58	9,000
	115,380.37	144,000
(d) Computer Reserve		
<i>To be used for the replacement or upgrade of computer hardware and software.</i>		
Opening Balance	37,401.77	37,400
Amount Set Aside / Transfer to Reserve	10,000.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	644.79	600
	48,046.56	48,000
(e) Tambellup Recreation Ground & Pavilion Reserve		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	265,711.10	265,700
Amount Set Aside/Transfer to Reserve	0.00	25,000
Amount Used/Transfer from Reserve	(254,800.00)	(254,800)
Interest Received	3,453.75	6,000
	14,364.85	41,900
(f) Broomehill Recreation Complex Reserve		
<i>To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.</i>		
Opening Balance	55,283.28	55,100
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	(7,000)
Interest Received	916.23	1,500
	64,799.51	58,200

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

9: CASH BACKED RESERVES

	YTD Actual 2016/17	Amended Budget 2016/17
(g) Building Maintenance Reserve		
<i>To be used to fund building maintenance requirements for all Council owned buildings</i>		
Opening Balance	52,672.08	52,700
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(35,000)
Interest Received	825.03	1,200
	53,497.11	18,900
(h) Sandalwood Villas Reserve		
<i>To be utilised towards maintenance of the 6 units at Sandalwood Villas</i>		
Opening Balance	47,649.78	48,700
Amount Set Aside/Transfer to Reserve	0.00	10,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	745.84	900
	48,395.62	59,600
(i) Broomehill Synthetic Bowling Green Replacement Reserve		
<i>To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.</i>		
Opening Balance	36,239.78	36,200
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	618.33	700
	45,458.11	45,500
(j) Refuse Sites Post Closure Management Reserve		
<i>To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.</i>		
Opening Balance	10,245.16	10,200
Amount Set Aside/Transfer to Reserve	5,000.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	189.98	200
	15,435.14	15,400
(k) Lavieville Lodge Reserve		
<i>To be utilised towards maintenance of the 4 units at Lavieville Lodge</i>		
Opening Balance	45,913.00	45,900
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	0
Interest Received	718.59	500
	46,631.59	46,400

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

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

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

	YTD Actual 2016/17	Amended Budget 2016/17
Opening Balance	202,440.34	202,400
Amount Set Aside/Transfer to Reserve	100,000.00	100,000
Amount Used/Transfer from Reserve	0.00	(200,000)
Interest Received	3,762.12	1,000
	306,202.46	103,400

Total Cash Backed Reserves

1,142,369.70	698,700
---------------------	----------------

Summary of Transfers To and (From) Cash Backed Reserves**Transfers to Reserves**

Leave Reserve	36,717.93	37,000
Plant Reserve	554,005.11	554,000
Building Reserve	105,262.58	109,000
Computer Reserve	10,644.79	10,600
Tambellup Rec Ground & Pavilion Reserve	3,453.75	31,000
Broomehill Rec Complex Reserve	9,516.23	10,100
Building Maintenance Reserve	825.03	1,200
Sandalwood Villas Reserve	745.84	10,900
Broomehill Synthetic Bowling Green Replacement Reserve	9,218.33	9,300
Refuse Sites Post Closure Management Reserves	5,189.98	5,200
Lavieville Lodge Reserve	718.59	500
Townscape Plan Implementation Reserve	103,762.12	101,000
	840,060.28	879,800

Transfers from Reserves

Leave Reserve	(24,605.00)	(80,900)
Plant Reserve	(335,200.00)	(546,000)
Building Reserve	(350,000.00)	(389,400)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	(254,800.00)	(254,800)
Broomehill Rec Complex Reserve	0.00	(7,000)
Building Maintenance Reserve	0.00	(35,000)
Sandalwood Villas Reserve	0.00	0
Broomehill Synthetic Bowling Green Replacement Reserve	0.00	0
Refuse Sites Post Closure Management Reserves	0.00	0
Lavieville Lodge Reserve	0.00	0
Townscape Plan Implementation Reserve	0.00	(200,000)
	(964,605.00)	(1,513,100)

Total Transfer to/(from) Reserves

(124,544.72)	(633,300)
---------------------	------------------

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

Comments - Cash Backed Reserves

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

11: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2016/17	Amended Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GENERAL PURPOSE FUNDING				
Rate Revenue	2,277,200	(203,200)	2,269,101.22	(125,741.00)
General Purpose Funding	1,761,300	0	1,320,950.25	0.00
Other General Purpose Funding	43,600	(66,200)	28,036.88	(46,021.15)
TOTAL GENERAL PURPOSE FUNDING	4,082,100	(269,400)	3,618,088.35	(171,762.15)
GOVERNANCE				
Members Of Council	15,600	(661,200)	13,937.50	(368,384.18)
Administration General	9,000	0	8,679.94	0.00
Other Governance	9,000	(87,800)	0.00	(30,487.02)
TOTAL GOVERNANCE	33,600	(749,000)	22,617.44	(398,871.20)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	97,100	(186,000)	79,234.72	(98,026.75)
Animal Control	3,900	(38,600)	3,967.54	(25,515.31)
Other Law, Order & Public Safety	0	(4,500)	0.00	(5,328.64)
TOTAL LAW,ORDER & PUBLIC SAFETY	101,000	(229,100)	83,202.26	(128,870.70)
HEALTH				
Maternal & Infant Health	600	(15,200)	0.00	(7,889.63)
Health Inspection & Administration	500	(30,200)	698.00	(13,711.36)
Preventative Services - Pest Control	0	(14,900)	0.00	(9,629.20)
Other Health	0	0	0.00	0.00
TOTAL HEALTH	1,100	(60,300)	698.00	(31,230.19)
EDUCATION & WELFARE				
Other Education	55,300	(61,600)	36,501.15	(43,510.80)
Other Welfare	0	(10,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	55,300	(71,600)	36,501.15	(43,510.80)
HOUSING				
Staff Housing	0	0	0.00	(2,913.37)
Other Housing	54,100	(110,600)	27,677.96	(65,088.48)
TOTAL OTHER HOUSING	54,100	(110,600)	27,677.96	(68,001.85)
COMMUNITY AMENITIES				
Household Refuse	64,200	(261,400)	63,208.37	(139,524.43)
Protection Of The Environment	2,500	(2,500)	1,001.82	(836.55)
Town Planning & Regional Development	5,000	(59,800)	1,490.60	(36,218.58)
Other Community Amenities	5,000	(51,700)	5,539.19	(26,993.21)
Public Conveniences	0	(57,400)	0.00	(28,453.62)
Urban Stormwater Drainage	0	0	0.00	0.00
Sewerage	0	0	0.00	0.00
TOTAL COMMUNITY AMENITIES	76,700	(432,800)	71,239.98	(232,026.39)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

11: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2016/17	Amended Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RECREATION & CULTURE				
Public Halls & Civic Centres	1,676,300	(134,700)	422,728.17	(91,336.69)
Other Sport & Recreation	54,700	(582,900)	48,386.51	(359,521.95)
Libraries	100	(83,900)	36.37	(41,636.36)
Other Culture	0	(31,200)	0.00	(10,690.34)
Television Rebroadcasting	0	0	0.00	0.00
TOTAL RECREATION & CULTURE	1,731,100	(832,700)	471,151.05	(503,185.34)
TRANSPORT				
Road Construction	1,994,100	0	1,014,573.00	0.00
Streets Roads Bridges & Depot Maint	1,291,000	(2,990,900)	410,808.01	(1,972,661.78)
Traffic Control	22,200	(62,400)	12,427.52	(41,679.45)
TOTAL TRANSPORT	3,307,300	(3,053,300)	1,437,808.53	(2,014,341.23)
ECONOMIC SERVICES				
Rural Services	0	(4,800)	0.00	(3,490.02)
Tourism & Area Promotion	17,000	(88,100)	4,980.05	(56,879.70)
Building Control	23,200	(71,300)	17,602.56	(48,324.74)
Other Economic Services	26,000	(60,300)	9,264.77	(24,530.77)
TOTAL ECONOMIC SERVICES	66,200	(224,500)	31,847.38	(133,225.23)
OTHER PROPERTY & SERVICES				
Private Works	65,000	(56,500)	57,553.19	(55,423.17)
Public Works Overhead	3,000	0	2,814.56	(30,680.87)
Plant Operation Costs	35,000	0	23,558.22	(10,002.40)
Workers Compensation	0	0	368.99	(368.99)
Salaries & Wages	0	0	0.00	(27,715.21)
Unclassified	4,500	(4,500)	2,250.00	(4,500.00)
TOTAL OTHER PROPERTY & SERVICES	107,500	(61,000)	86,544.96	(128,690.64)
TOTAL OPERATING	9,616,000	(6,094,300)	5,887,377.06	(3,853,715.72)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Amended Budget Revenue 2016/17	Amended Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GOVERNANCE					
Tambellup Admin Building - Generator backup	P&E	0	(21,200)	0.00	(21,201.29)
Tambellup Admin Building - seal rear carpark	I-O	0	(10,000)	0.00	(5,139.17)
Tambellup Admin Building - shelter/shade in staff carpark	L&B	0	(25,000)	0.00	(560.95)
Broomehill Archive Repository - replace 3 airconditioners	P&E	0	(10,000)	0.00	(10,092.73)
Plant Replacement					
Holden Caprice Sedan OTA (CEO) * 3 changeovers	P&E	158,000	(176,000)	95,272.73	(120,545.46)
Holden Colorado Wagon BH000 (MCS) * 2 changeovers	P&E	65,000	(73,000)	31,882.00	(35,518.36)
Total		223,000	(315,200)	127,154.73	(193,057.96)
HEALTH					
Tambellup Infant Health Clinic - replace kitchen cupboards	L&B	0	(9,000)	0.00	0.00
Total		0	(9,000)	0.00	0.00
HOUSING					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(389,400)	0.00	(355,042.70)
18 Ivy Street - fencing back yard	L&B	0	(5,000)	0.00	0.00
Total		0	(409,400)	0.00	(355,042.70)
RECREATION & CULTURE					
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	0	0.00	0.00
Tambellup Pavilion - redevelopment	L&B	0	(3,650,000)	0.00	(1,466,276.68)
Tambellup Oval - replace fencing along Cremasco Rd	I-O	0	(10,000)	0.00	0.00
Broomehill Recreation Complex - oval lighting	I-O	0	(21,000)	0.00	0.00
Broomehill Oval Dam - Solar Pump (Bignells dam)	I-O	0	(35,000)	0.00	(33,791.48)
Holland Park - erect fixed shade structure over playground	L&B	0	(64,800)	0.00	(25,420.81)
Diprose Park - soft fall under junior playground	I-O	0	0	0.00	0.00
Diprose Park - shade structure over junior playground	I-O	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area - carry over	L&B	0	(6,000)	0.00	0.00
Broomehill Museum - replace roof	L&B	0	(19,500)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Total		0	(3,837,300)	0.00	(1,525,488.97)
TRANSPORT					
Buildings					
Tambellup Depot - Washdown Bay	L&B	0	(122,000)	0.00	0.00
Plant Replacement					
Iveco Stralis	P&E	100,000	(340,000)	0.00	(338,497.00)
Caterpillar Vibrating Roller	P&E	58,000	(155,000)	58,000.00	(153,200.00)
Side Tipping Trailer	P&E	0	(75,000)	0.00	0.00
Toyota Hilux Dual Cab 1TA * 3 changeovers	P&E	122,000	(150,000)	121,363.63	(140,909.09)
Holden Colorado Utility TA052	P&E	28,000	(36,500)	28,409.09	(36,590.91)
Toyota Hilux Dual Cab TA001* 3 changeovers	P&E	86,000	(106,000)	88,409.09	(107,931.82)
Holden Colorado Utility BH009	P&E	0	0	0.00	0.00
Holden Colorado Dual Cab BH00 * 2 changeovers	P&E	106,800	(116,800)	71,173.54	(77,727.27)
Holden Colorado Utility BH014	P&E	89,500	(96,000)	90,909.09	(95,909.09)
Toyota Landcruiser BH003 * 2 changeovers	P&E	170,000	(175,000)	170,681.82	(175,909.09)
Sundry Plant	P&E	0	(30,000)	0.00	0.00
~ Mozzie Fogger	P&E	0	0	0.00	(4,821.82)
~ Cemetery - shoring for graves	P&E	0	0	0.00	(6,818.18)
~ Steel Fuel tank with solar panel & pump	P&E	0	0	0.00	(7,804.10)
~ Sale of surplus water tank	P&E	0	0	2,000.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Amended Budget Revenue 2016/17	Amended Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
TRANSPORT					
Footpaths					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
Townscape					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	0.00
Road Construction					
Regional Road Group					
Gnowangerup-Tambellup Road - reseal - SLK 18.69 to 20.88	I-R	0	(108,800)	0.00	(7,485.78)
Pallinup South Road - construct & seal - SLK 6.30 to 9.30	I-R	0	(415,500)	0.00	(219,843.47)
Punchmirup South Road - stabilise & seal - SLK 0.00 to 6.32	I-R	0	(193,500)	0.00	(43,810.05)
Broomehill-Kojonup Road - stabilise & seal - SLK 26.30 to 28.20	I-R	0	(97,700)	0.00	(9,589.60)
Warrenup Road - construct & seal - SLK 4.60 to 6.75	I-R	0	(290,400)	0.00	(15,883.78)
Commodity Routes					
Beejenup Road - gravel sheet - SLK 0.00 to 4.00 - carry over	I-R	0	(110,800)	0.00	(78,769.69)
Beejenup Road - widen & gravel resheet - SLK 11.45 to 18.27	I-R	0	(292,500)	0.00	(66,738.64)
Nardlah Road - construct & seal - SLK 0.00 to 5.40	I-R	0	(301,500)	0.00	(296,045.62)
Roads to Recovery					
Punchmirup North Road - gravel sheet - SLK 0.04 to 4.00 - carry over	I-R	0	(69,300)	0.00	(85,526.05)
Tieline North Road - widen & resheet - SLK 0.00 to 5.02	I-R	0	(139,500)	0.00	(38,544.65)
Flat Rocks Road - reseal - SLK 8.73 to 19.00	I-R	0	0	0.00	(1,675.60)
Taylor St - reseal/kerbing - carry over 2015/16	I-R	0	0	0.00	(7,907.46)
Bridgeworks					
Pallinup Rd - bridge 4241	I-R	0	(309,300)	0.00	(298,246.00)
Total		760,300	(4,001,100)	630,946.26	(2,316,184.76)
ECONOMIC SERVICES					
Banner Poles - Tourist Layby Broomehill	I-O	0	(5,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(17,800)	0.00	0.00
Broomehill Caravan Park - upgrade reticulation	I-O	0	(7,000)	0.00	(7,145.45)
Total		0	(30,300)	0.00	(7,145.45)
Total		983,300	(8,602,300)	758,100.99	(4,396,919.84)
LAND HELD FOR RESALE					
	LR	0	0	0	0.00
LAND & BUILDINGS					
	L&B	0	(4,333,500)	0.00	(1,847,301.14)
PLANT & EQUIPMENT					
	P&E	983,300	(1,560,500)	758,100.99	(1,333,476.21)
FURNITURE & EQUIPMENT					
	F&E	0	0	0.00	0.00
INFRASTRUCTURE - ROADS					
	I-R	0	(2,398,800)	0.00	(1,170,066.39)
INFRASTRUCTURE - PARKS					
	I-O	0	(309,500)	0.00	(46,076.10)
Total		983,300	(8,602,300)	758,100.99	(4,396,919.84)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Amended Budget Revenue 2016/17	Amended Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RESERVE TRANSFERS - from/(to)				
Leave Reserve	80,900	(37,000)	24,605.00	(36,717.93)
Plant Replacement Reserve	546,000	(554,000)	335,200.00	(554,005.11)
Building Reserve	389,400	(109,000)	350,000.00	(105,262.58)
Computer Reserve	0	(10,600)	0.00	(10,644.79)
Tambellup Rec Ground & Pavilion Reserve	254,800	(31,000)	254,800.00	(3,453.75)
Broomehill Rec Complex Reserve	7,000	(10,100)	0.00	(9,516.23)
Building Maintenance Reserve	35,000	(1,200)	0.00	(825.03)
Sandalwood Villas Reserve	0	(10,900)	0.00	(745.84)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,300)	0.00	(9,218.33)
Refuse Sites Post Closure Management Reserve	0	(5,200)	0.00	(5,189.98)
Lavieville Lodge Reserve	0	(500)	0.00	(718.59)
Townscape Plan Implementation Reserve	200,000	(101,000)	0.00	(103,762.12)
	1,513,100	(879,800)	964,605.00	(840,060.28)
LOANS				
Loan Repayments	0	(52,000)	0.00	(25,690.11)
Proceeds from New Loans	1,150,000	0	1,150,000.00	0.00
Self Supporting Loans	50,000	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	1,200,000	(102,000)	1,150,000.00	(25,690.11)
TOTAL CAPITAL	3,696,400	(9,584,100)	2,872,705.99	(5,262,670.23)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 2016	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,400.00	1,550.00	(1,950.00)	1,000.00
Key Bonds	300.00	100.00	(100.00)	300.00
Equipment Bonds	0.00	500.00	(500.00)	0.00
House Bonds	880.00	460.00	(460.00)	880.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	28,085.67	35,500.00	(17,627.99)	45,957.68
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	3,800.97	0.00	(2,966.70)	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	5,000.00	0.00	(5,000.00)	0.00
Southern Link VROC	794,738.75	5,832.43	(800,571.18)	0.00
YMCA - A Smart Start Program	311,425.99	45,894.00	(46,759.60)	310,560.39
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	4,566.70	15,243.60	0.00	19,810.30
Rates - held in trust upon sale of property	0.00	4,149.34	0.00	4,149.34
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	1,159,973.18	109,229.37	(875,935.47)	393,267.08

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 28 February 2017
Presented to Council on 16 March 2017

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
445	27/02/2017	BOND ADMINISTRATOR	Transfer bond for 63 Taylor Street, Tambellup		460.00
3391	02/02/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Rate refund A172 - 2 Norrish St Tambellup - transfer to Trust	4,149.34	
3392	02/02/2017	BUILDING COMMISSION	Building Services Levy collected for January 2017	113.30	
3393	02/02/2017	CONSTRUCTION TRAINING FUND	Construction Training Fund Levy collected for January 2017	39.75	
3394	07/02/2017	CJD EQUIPMENT PTY LTD	Supply 2016 Kenworth T409 Prime Mover	372,346.70	
3395	08/02/2017	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux Tray Top TA052	248.05	
3396	09/02/2017	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux Extra Cab 1TA	221.75	
3397	09/02/2017	DEPARTMENT OF TRANSPORT	New registration Toyota Landcruiser TA001	247.05	
3398	13/02/2017	DEPARTMENT OF TRANSPORT	New registration for 2016 Kenworth truck	205.00	
3399	15/02/2017	PETTY CASH	Petty Cash recoup Tambellup	371.25	
3400	27/02/2017	CUT-N-COTE	2 Ply Form, Screws, Beams for Headwalls - Pallinup Sth Rd	2,042.95	
3401	27/02/2017	ST JOHN AMBULANCE BELMONT	First Aid Kit Supplies	220.81	
3402	27/02/2017	SYNERGY	Electricity usage - Streetlighting 07/12/16 to 24/01/17	2,157.55	
3403	27/02/2017	TAMBELLUP DELI	Fuel Usage January 2017 OTA / BH000, newspapers, groceries	308.05	
3404	27/02/2017	WEST AUSTRALIAN NEWSPAPERS LTD	Advertising Australia Day/ Sandalwood Villas	460.00	
3405	27/02/2017	GRAHAM'S SMALL MOTOR CENTRE	Sprocket & chain for Polesaw	68.00	
3406	27/02/2017	GREAT SOUTHERN FUEL SUPPLIES	200lt Recosol, 200lt Kerosene, 4 x Couplers	1,494.30	
EFT	07/02/2017	SALARIES & WAGES	Wages for fortnight ending 3 Feb 2017	57,270.11	
EFT8668	10/02/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	460.00	
EFT8669	10/02/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8670	10/02/2017	CHILD SUPPORT AGENCY	Payroll deductions	365.84	
EFT8671	10/02/2017	LGRCE UNION	Payroll deductions	61.50	
EFT8672	15/02/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - wages/super/travel A Smart Start Co-ordinators - FEs 9 Dec 2016 to 3 Feb 2017		12,462.25
EFT8673	15/02/2017	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - final recoups from Shires of Cranbrook & Kojonup from VROC CLGF for ILSA construction		140,834.49
EFT	21/02/2017	SALARIES & WAGES	Wages for fortnight ending 17 Feb 2017	53292.35	
EFT8674	23/02/2017	CALTEX STAR CARD	Star card purchases & card fees for January 2017	697.82	
EFT8675	23/02/2017	GRAY CARTER	WANDRRA AGRN696 - Flood Damage Repairs White Rd/ Tallents Rd	71,021.50	
EFT8676	23/02/2017	GRIFFIN VALUATION ADVISORY	50% of agreed fee for Valuation Services - Land and Buildings	6,545.00	

10.02 - Creditors Accounts Paid - February 2017

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8677	23/02/2017	KESTON TECHNOLOGIES	Business Case for Great Southern Housing initiative - claim 1	6,267.80	
EFT8678	23/02/2017	WESTRAC EQUIPMENT PTY LTD	Changeover for Caterpillar Roller	104,720.00	
EFT8679	27/02/2017	ALLROAD MOTOR BODY BUILDERS	Safety Glasses	270.00	
EFT8680	27/02/2017	BAMLEY PTY LTD	Spray exterior for Ants - TA Admin	110.00	
EFT8681	27/02/2017	BTW SPRAY SHOP	Hose Reel for Water Trailer	569.00	
EFT8682	27/02/2017	BURANDO HILL	Elbow Fitting for Water Trailer	7.28	
EFT8683	27/02/2017	COURIER AUSTRALIA	Freight - cleaning products, IT backup drives, parts	67.29	
EFT8684	27/02/2017	DANIELS HEALTH Pty Ltd	1 x Bio Can, 1 x Wall Safe for Bio Can - Norrish St Toilets	134.42	
EFT8685	27/02/2017	EVERTRANS	Wheel Alignment TA092	915.20	
EFT8686	27/02/2017	GNOWANGERUP COMMUNITY RESOURCE CENTRE	Advertising Sandalwood Villas	65.40	
EFT8687	27/02/2017	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin Postage - January 2017	51.00	
EFT8688	27/02/2017	GRAY & LEWIS	Consulting Services December 2016 Moonies Hill Windfarm	1,890.63	
EFT8689	27/02/2017	GREAT SOUTHERN TOYOTA	Changeovers - Landcruiser BH003, Landcruiser BH014, seat covers, filters	6,365.07	
EFT8690	27/02/2017	HANSON CONSTRUCTIONS MATERIALS	Rock 176.16 tonne - Pallinup Sth Rd (WANDRRA&construction works)	12,994.91	
EFT8691	27/02/2017	I SWEEP TOWN AND COUNTRY	Streetsweeping BH & TA	2,384.80	
EFT8692	27/02/2017	KJB PLUMBING & GAS	Repair leaking toilet - Diprose Park	88.00	
EFT8693	27/02/2017	KOJONUP AUTO ELECTRICS	Re-gas Air Con BH001	293.55	
EFT8694	27/02/2017	MARKETFORCE	Advertising - Wind Farm	591.28	
EFT8695	27/02/2017	MJB INDUSTRIES	Pallinup Sth Rd - 8x900mm rubber rings, 12x1200mm rubber rings	156.64	
EFT8696	27/02/2017	MONASH ELECTRICAL SERVICES	Install ceiling fan 20 Henry St - relocate power point 63 TaylorSt	1,208.25	
EFT8697	27/02/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	Daily monitoring & management of IT systems - January 2017	85.00	
EFT8698	27/02/2017	PINGRUP COMMUNITY RESOURCE CENTRE	Advertising - Sandalwood Villas x 3 mths	90.00	
EFT8699	27/02/2017	QFH MULTIPARTS	Spiral Guard / 2" Gate Valve for standpipe	547.80	
EFT8700	27/02/2017	SHIRE OF CUBALLING	Building Surveyor Services plus travel January 2017	2,559.15	
EFT8701	27/02/2017	SHIRE OF PLANTAGENET	Contribution to Regional EHO 21/10/16 to 31/12/16	504.90	
EFT8702	27/02/2017	ST JOHN AMBULANCE TAMBELLUP SUB-CENTRE	First Aid Kit OTA	25.00	
EFT8703	27/02/2017	T & E WREFORD'S	Air Brake Hose & fitting TA092	78.10	
EFT8704	27/02/2017	TAMBELLUP POST CAFE C/- BETH TREZONA	Postage charges January 2017 - TA Admin/ BT Times	399.30	
EFT8705	27/02/2017	THE WORKWEAR GROUP	Admin uniforms	291.50	
EFT8706	27/02/2017	THINK WATER ALBANY	Sprinklers for TA Oval	688.96	
EFT8707	27/02/2017	TRUCK CENTRE WA PTY LTD	Elbow Exhaust Pipe BHT125	483.81	
EFT8708	27/02/2017	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 12/01/17 to 12/02/17	1,683.00	
EFT8709	27/02/2017	WARREN BLACKWOOD WASTE	Management of Transfer Stations January 2017 Bhll & Tamb	17,174.04	
EFT8710	27/02/2017	WOOD & GRIEVE ENGINEERS	Professional Consulting Engineering Services 07/12/16 to 20/01/17	2,179.38	
EFT8711	27/02/2017	AARON PARNELL	Grounds Maintenance Lavieville February 2017	240.00	
EFT8712	27/02/2017	ABA SECURITY	Monitor Alarm System 12/02/17 to 11/05/17	82.50	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8713	27/02/2017	ALEX BURNS & CO	Hose Fitting TA092	120.03	
EFT8714	27/02/2017	ALLROAD MOTOR BODY BUILDERS	Mack truck - supply & fit new 8-port Pneumatic Box	1,047.06	
EFT8715	27/02/2017	BUNBURY TRUCKS	Centre Bearing TA092	152.12	
EFT8716	27/02/2017	COURIER AUSTRALIA	Freight - cutting tips, brake cylinder, shield flex, wrench	150.85	
EFT8717	27/02/2017	GERALDINE MERRICK (NANGEZ CATERING)	Catering for Sharps Training - 09/02/17	84.00	
EFT8718	27/02/2017	GREAT SOUTHERN TOYOTA	Changeover - Landcruiser TA001, Hilux 1TA, Hilux TA052	36,475.00	
EFT8719	27/02/2017	HANSON CONSTRUCTIONS MATERIALS	WANDRRA AGRN696 Rock 89.20 tonne - Pallinup Sth Rd	6,939.94	
EFT8720	27/02/2017	KATANNING INTERNATIONAL RULES BASKETBALL ASSOC	Kidsport Vouchers x 3	210.00	
EFT8721	27/02/2017	KOJONUP TYRE SERVICE	Tyres x 8 TA092 / Tyres x 4 BHT125 / Tyre Repair BH013	5,502.00	
EFT8722	27/02/2017	LANDMARK	2 x Measuring Jugs	29.26	
EFT8723	27/02/2017	LW HULL	Spray India St Dam, Diprose Park, TA Oval	775.00	
EFT8724	27/02/2017	PHONOGRAPHIC PERFORMANCES CO OF AUST	TA Hall Licence - Music for Public Performance	86.44	
EFT8725	27/02/2017	ROAD SIGNS AUSTRALIA	1 x HazChem Sign, Tamb Depot Chem Shed	33.00	
EFT8726	27/02/2017	STAPLES AUSTRALIA P/L	2 x UPS for desktop computers	398.82	
EFT8727	27/02/2017	T-QUIP	Shield-Flex x 3	212.45	
EFT8728	27/02/2017	TAMBELLUP G & T MOTORS	Unleaded fuel, oil, jockey wheel, fuel OTA, clamps, pin, filter	383.15	
EFT8729	27/02/2017	THE WORKWEAR GROUP	Admin uniforms	206.30	
EFT8730	27/02/2017	WESTRAC EQUIPMENT PTY LTD	28 x Cutting Tips TA281	1,380.31	
EFT	28/02/2017	SALARIES & WAGES	Interim Pay FE 17 Feb 2017	4,804.34	
DD4600.1	07/02/2017	WA SUPER	Payroll deductions	11,188.80	
DD4600.2	07/02/2017	MTAA SUPER	Superannuation contributions	199.59	
DD4600.3	07/02/2017	REST SUPERANNUATION	Superannuation contributions	363.33	
DD4600.4	07/02/2017	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	56.91	
DD4634.1	21/02/2017	WA SUPER	Payroll deductions	10,956.38	
DD4634.2	21/02/2017	MTAA SUPER	Superannuation contributions	199.59	
DD4634.3	21/02/2017	REST SUPERANNUATION	Superannuation contributions	199.59	
DD4635.1	28/02/2017	WA SUPER	Superannuation contributions	351.69	
DD4635.2	28/02/2017	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	53.35	
				823,530.23	153,756.74

CREDIT CARDS

	Description	Amount
28/02/2017	January 2017	
	Staff Salary Sacrifice - computer	3,385.00
	Retic/garden mtce - 63 Taylor Street	44.10
	Fuel BH000	288.90
	Card Fees - CEO & MCS	8.00
Total Credit Cards		3,726.00



Broomehill-Tambellup - Compliance Audit Return 2016

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		Kay O'Neill
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Kay O'Neill
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Kay O'Neill
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Kay O'Neill
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Kay O'Neill



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	There are no delegations to Committees	Kay O'Neill
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Kay O'Neill
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Kay O'Neill
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Kay O'Neill
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A		Kay O'Neill
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Kay O'Neill
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Last reviewed 17 December 2015	Kay O'Neill
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Kay O'Neill
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Kay O'Neill
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Last review 17 December 2015	Kay O'Neill
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Kay O'Neill
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes	17 December 2015	Kay O'Neill
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Kay O'Neill

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Kay O'Neill
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No decisions were made under this section during the period under review	Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Kay O'Neill
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	No new elected members during the period under review	Kay O'Neill
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Kay O'Neill
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Kay O'Neill
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Kay O'Neill
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Kay O'Neill
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Kay O'Neill
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Kay O'Neill
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Kay O'Neill
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Kay O'Neill
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Kay O'Neill
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Kay O'Neill
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Kay O'Neill

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Council did not dispose of property within this time period	Kay O'Neill
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Kay O'Neill

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	There was no election in the period under review	Kay O'Neill

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Kay O'Neill
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit Committee is not delegated with any powers or duties	Kay O'Neill
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Kay O'Neill
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Kay O'Neill
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Kay O'Neill
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters were raised in the Auditors report that required action to be taken	Kay O'Neill
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Kay O'Neill
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Kay O'Neill
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Kay O'Neill
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Kay O'Neill
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Kay O'Neill
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Kay O'Neill
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Kay O'Neill



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Kay O'Neill
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Kay O'Neill
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Kay O'Neill
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes	The Council, through their HR Consultant, complied with this requirement	Kay O'Neill
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	There are no designated senior employees	Kay O'Neill

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints officer	Kay O'Neill
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Kay O'Neill
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Kay O'Neill
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Kay O'Neill
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Kay O'Neill
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Kay O'Neill



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11 (1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11 (2)).	Yes		Kay O'Neill
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Kay O'Neill
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Kay O'Neill
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Kay O'Neill
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Kay O'Neill
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Kay O'Neill
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Kay O'Neill
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Kay O'Neill
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Kay O'Neill
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Kay O'Neill
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No expressions of interest called for	Kay O'Neill
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Kay O'Neill
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Kay O'Neill
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	No	No panels of pre-qualified suppliers were established	Kay O'Neill
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Kay O'Neill
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Kay O'Neill
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Kay O'Neill
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Kay O'Neill
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Kay O'Neill
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Kay O'Neill
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Kay O'Neill
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Kay O'Neill
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Kay O'Neill

COPY ONLY

**STRATEGIC RISK REGISTER
SHIRE OF BROOMEHILL-TAMBELLUP**

Risk No	Risk	Risk Type	Inherent risk Score	Control Processes/Mitigation	Control Rating	Residual Risk Score	Specific Risks Identified	Management Action Planned	Key Dates	Completed
1. ASSET RISKS										
1.2	Key Asset break down	Asset Risks - Computer virus, power or water outage	Moderate	* Operational Plans and Procedures	Moderate	Moderate	The prevalence of emails containing suspicious or dangerous attachments (viruses) has increased considerably.	* Procedures and practices have been developed * Council's provider (PCS) has implemented restrictions on types of file attachments that can be received * The matter is discussed through the Administration staff meeting process	Ongoing	
1.5	Failure to manage assets for the future	Failure to plan and manage the financial lifecycle of assets	High	* Long Term Financial Plan (10 Years) * Asset Management Plan * Housing and Land Strategy * Asbestos Management Plan * Asbestos Register * ROMANII * Ten Year Plant Replacement Program	Good	Moderate	Tambellup Sporting Pavilion has an aged asbestos roof that is showing signs of failing and needs replacement Old Depot Shed adjacent to the Museum in Broomehill is in a poor state of repair and items housed in the shed are not appropriately stored to enable safe access. Flat Rocks Tennis Club is in a poor state of repair presenting a risk to people visiting the site. Reduction in financial assistance from State and Federal Governments for road programs affects the Shire's ability to effectively maintain its road network.	* The asbestos roof at the Tambellup Sporting Pavilion is near the end of its useful life and is now showing signs of deterioration (flaking asbestos). Provision was made in the 2014-2015 budget and remedial treatment of an appropriate sealant was applied as an interim measure. * Planning is underway to replace the building and build a new sporting pavilion. * Appropriate notices are attached to the building advising of the asbestos content * Tender documentation for the replacement of the building will include a requirement for suitably qualified contractors to deal with the asbestos * Liaising with the Museum Committee on Significance Assessment of the items housed in the shed and succession planning to determine future storage requirements and options. * Building Committee to conduct inspection to determine course of action. * Representation on Regional Roads Group Committee	* Sealant to be applied before end of Dec 2014 * Construction of new building anticipated to start 2015/2016	* Sealant application completed October 2014 ✓ * Old building was demolished May/June 2016, asbestos risk eliminated. * Construction of new building commenced August 2016. * Significance Assessment received by Council August 2015.
1.6	Tambellup Sports Pavilion Upgrade	Financial Management Risk - budget blowouts Reputation	Moderate	* Contracted price * Project management by H&H	Good	Low	Variations to contracted price may blow out budget. Community backlash about increased cost	* Management of project to be undertaken by H&H Architects who are experienced in this role. Liaison with Shire as required.	* Construction commenced August 2017	
3. FINANCIAL MANAGEMENT RISKS										
3.2	Failure to met financial obligations	Financial Management Risks - Budget blowouts or overpayments	Extreme	* Long Term Financial Plan * Corporate Business Plan * Annual Budget * Monthly Reporting and monitoring * Council purchasing policy	Excellent	Moderate	There are a number of risks in entering into contracts for works and services, with most risks being financial	* Annual Budget approved by Council * Monthly financial reports to Council * Scope of works and timelines developed when required * Consideration to be given to seeking legal advice on complex or high value contracts	Ongoing	

**STRATEGIC RISK REGISTER
SHIRE OF BROOMEHILL-TAMBELLUP**

Risk No	Risk	Risk Type	Inherent risk Score	Control Processes/Mitigation	Control Rating	Residual Risk Score	Specific Risks Identified	Management Action Planned	Key Dates	Completed
4. CORPORATE GOVERNANCE RISKS										
4.2	Ineffective political leadership	Corporate Governance Risks - Not fulfilling strategic/operational goals	Moderate	* Local Government Act and Regulations * Corruption and Crime Act * Standing Orders Local Law * Code of Conduct * Membership of WALGA	Good	Low	Local Government elections are held every two years. As there is the potential for half of the elected cohort to be changed this increases the risk for ineffectual leadership until knowledge and experience is gained by the new members.	* Training and development is made available to elected members * New Councillor Training is conducted as soon as possible after elections * Regular updates provided to the CEO on emerging issues	Ongoing	
5. HUMAN RESOURCES RISKS										
5.2	Ineffective organisational development	Human Resources Risks - Inadequate staffing levels and retention of staff	High	* Workforce plan * Clear organisational structure (that is aligned to the Community Strategic Plan) * Performance and Development Reviews * Training * Code of Conduct	Good	Moderate		* Annual Staff Performance and development reviews are undertaken * Review of the Workforce Plan	Ongoing	
5.4	Skills and knowledge management	Loss of skills and knowledge in key staff positions	High	* Workforce plan * Clear organisational structure (that is aligned to the Community Strategic Plan) * Performance and Development Reviews * Training * Policy developed to provide for Acting CEO position when required	Good	Moderate	Retention of key staff with specific skills and knowledge is important to the effective operation of the organisation. An issue identified throughout the industry is the difficulty experienced in attracting suitably qualified staff to Local Government.	* Succession Planning in all areas of operation * Review of Workforce Plan * Ongoing staff training and development * Annual Staff Performance and development reviews are undertaken	Ongoing	
5.7	Failure to adequately protect the health and safety of staff	Human Resources Risks - OSH Act breaches and workers injury	Extreme	* OSH Committee * Organisational policies and procedures * Procurement procedure requires contractor safety commitment * Contractor induction	Good	High		* Regular OSH Committee and Toolbox meetings * Regular workplace inspections * OSH Audits * Quarterly OSH updates provided to Council	Ongoing Quarterly Ongoing	
7. LEGAL COMPLIANCE RISKS										
7.1	Failure to comply with legal obligations	Legal Compliance Risks - Statutory Law breaches	High	* Policy and procedures developed to assist with compliance * Delegations reviewed by Council annually * Monitoring of regulatory and statutory changes via the Government Gazette	Good	Moderate	The introduction of the "Chain of Responsibility" legislation recognises the responsibilities of others in the road transport chain in addition to the driver and operator. In the event of a breach, all persons within the Chain of Responsibility will need to demonstrate that they had (within their own respective roles) taken all reasonable steps to prevent the breach.	* Review of Delegations * Training of all staff involved in the Chain of Responsibility	Ongoing TAFE training 2015 then ongoing	
8. BUSINESS CONTINUITY RISKS										
8.1	Ineffective emergency management	Business Continuity Risks - Disruption to operations	Extreme	* Emergency evacuation procedures * Business Continuity Plan * Local Emergency Management Arrangements	Excellent	Moderate		* Biennial review of the Emergency Management Plan * Quarterly meetings of the LEMC * One multi -agency exercise per year to test the plan and its effectiveness	Ongoing Ongoing Annually	

Shire Appetite and Risk Tolerance Tables

Consequences

This table is to be used when assessing the potential impact of an activity, issue or strategy. A further risk assessment that may include specialist consultation or research should be conducted in a more formal manner for any element of the above that is perceived to be Major – Extreme.

DESCRIPTION	FINANCIAL	HEALTH	REPUTATION	OPERATION	ENVIRONMENT	COMPLIANCE	PROJECT
Insignificant	<Less than \$10,000	No injuries or illness	Unsubstantiated, low impact, low profile or "no news" item	Little impact	Little impact	Minor breach of policy, or process requiring approval or variance	Small variation to cost, timelines, scope or quality of objectives and required outcomes
Minor	\$10,000 – 50,000	First Aid treatment	Substantiated, low impact, low news item	Inconvenient delays	Minor damage or contamination	Breach of policy, process or legislative requirement requiring attention of minimal damage control	5-10% increase in time or cost or variation to scope or objective requiring managers approval
Major	\$50,000- \$250,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables	Environmental damage requiring restitution or internal cleanup	Breach requiring internal investigation, treatment or moderate damage control	10 -20 % increase in time or cost or variation to scope or objective requiring Senior Management approval
Critical	\$250,000 - \$500,000	Extensive injuries or disabilities	Substantiated, organisational embarrassment, high impact news profile, third party actions	Non-achievement of major deliverables	Minor Breach of legislation / significant contamination or damage requiring third party assistance	Breach resulting in external investigation or third party actions resulting in tangible loss and some damage to reputation	20 — 50 % increase in time or cost or significant variation to scope or objective requiring restructure of project and Senior Management or Council approval
Extreme	More than \$500,000	Death or permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non-achievement of major deliverables	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	>50% increase in cost or timeline, or inability to meet project objectives requiring the project to be abandoned or redeveloped.

The following likelihood table assists you to prioritise risk management activities and should be used in conjunction with this risk tolerance table.

Likelihood

RISK LEVEL	DESCRIPTION	PRESUMPTIONS	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

Analysis Matrix

This table takes the findings from the Likelihood and Consequences tables and allows you to calculate a potential risk rating. Once treatments are in place, the same process takes place taking into account those treatments being in place. This gives you the residual risk that goes into a risk register, and assists in determining priorities and informs decision making

Consequence Likelihood		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
		Almost Certain A	H	H	E	E
Likely B	M	H	H	H	E	E
Possible C	L	M	H	H	E	E
Unlikely D	L	L	M	H	E	E
Rare E	L	L	M	H	H	H

Responsibility Legend

- E** - **Extreme Risk** – **Audit and Risk Committee (ARC) Attention**
- H** - **High risk** – **Senior management attention ARC awareness**
- M** - **Moderate Risk** – **Management responsibility must be specified**
- L** - **Low Risk** - **Manage by routine procedures at operational level**

LAVIEVILLE LODGE AND SANDALWOOD VILLAS

HANDBOOK FOR TENANTS



LAVIEVILLE LODGE
ONE BEDROOM UNITS – GEORGE STREET



SANDALWOOD VILLAS
TWO BEDROOM UNITS – TAYLOR STREET

MISSION STATEMENT

To assist our community’s aged persons to continue living independently within our community in quality, sustainable housing.

INDEX

<u>SUBJECT</u>	<u>PAGE NO.</u>
Welcome/History	3
Management.....	4
Administration.....	5
Tenancy.....	8
Repairs and Maintenance.....	14
Working Together.....	21
Vacation of Units.....	25
Appendix A – Emergency and Contacts List.....	28
Appendix B - Map of gardening area for tenant responsibility.....	29

ACRONYMS & ABBREVIATIONS

CEO	-	Chief Executive Officer
MCS	-	Manager Corporate Services
PCR	-	Property Condition Report
Agreement	-	Residential Tenancy Agreement
Act	-	<i>Residential Tenancy Act 1987</i>

WELCOME

Welcome to the Shire of Broomehill-Tambellup's Independent Living Seniors Accommodation. This Handbook has been provided to answer some of the questions you may have from time to time, during your tenancy. Council wishes tenants an enjoyable stay in either Lavieville Lodge or Sandalwood Villas.

HISTORY

The Lavieville Lodge land was bequeathed, by Mr Michael Collins Snr, to the Tambellup Memorial Community Centre Committee (Community Committee) for the purpose of establishing centrally located retirement accommodation within walking distance of sporting facilities. Mr Collins Snr passed away in 1968 having farmed in the district (at 'Lavieville Farm') upon his return from World War 1 where he had been stationed at Lavieville, a village in France situated a short distance from where he served in the Battle of Bullecourt.

At a public meeting in October 1974, the Senior Citizens Welfare Committee was formed for the purpose of providing suitable accommodation for aged persons in Tambellup. In March 1975 the bequeathed land was transferred from the Community Committee to the Senior Citizens Welfare Committee. The units, known as 'Lavieville Lodge' in honour of Mr Collins Snr's generous donation of the land, were constructed in 1978/79 and opened in March 1979. A significant portion of the funds for the construction of the units was provided by the Commonwealth Government along with generous donations from the Tambellup community and the then Shire of Tambellup. Changes were made to the Committee's constitution in 2004 and the Committee name also changed at that time to become the Tambellup Senior Citizens Unit Management Committee. In 2015 ownership and management of Lavieville Lodge was transferred to the Shire of Broomehill-Tambellup.

Completed in 2014, Sandalwood Villas are the culmination of many years of work by the Shire of Broomehill-Tambellup, and previously the Shire of Tambellup, to address an identified need for the provision of quality, permanent accommodation for our senior residents. The units have been funded by a mix of Federal, State and Local Government funding, along with much valued contributions from the Tambellup Senior Citizens Unit

Management Committee, the Bendigo Bank Tambellup Cranbrook Community Bank branch, and other community groups.

MANAGEMENT

The Independent Living Seniors Accommodation (ILSA) is owned and managed by the Shire of Broomehill-Tambellup with Council staff responsible for day to day operations under the guidance of Policies and Procedures established by Council. The ILSA Committee of Council (consisting of three elected Councillors and two Council appointed community representatives) makes recommendation to Council on matters relevant to the ILSA units.

Your first point of contact, should you have any queries that are not answered in this Handbook, is the Manager of Corporate Services (MCS) based at the Shire administration office in Norrish Street, Tambellup. However, if you cannot reach the MCS, you are encouraged to speak with the Shire's Chief Executive Officer (CEO) who will endeavour to assist you. Contact details are as follows:

Telephone	-	0898 253555
Facsimile	-	0898 251152
Mail/In Person	-	46-48 Norrish Street, Tambellup WA 6320
Email	-	mcs@shirebt.wa.gov.au

The ILSA is managed in accordance with the provisions of the *Residential Tenancies Act 1987* which relates to all rental housing in Western Australia.



ADMINISTRATION

All tenants, prior to moving in, are provided with a copy of the following documents:

- Residential Tenancy Agreement (signed by both parties);
- Property Condition Report (signed by both parties);
- Receipt for Security Bond (and, if processed prior to moving in, a Record of Payment of Security Bond from the Department of Commerce)
- *Residential Tenancies Act 1987 (Act)*;
- Handbook for Tenants; and
- Laminated list of emergency and other relevant contacts.

Your Residential Tenancy Agreement (Agreement), Property Condition Report and Record of Payment of Security Bond are important documents and should be stored safely – a copy of each of these documents is also kept at the Shire’s Tambellup administration office.

Residential Tenancy Agreement

Your Agreement sets out your rights and responsibilities as a tenant in accordance with the *Act*.

Property Condition Report

Before signing your Residential Tenancy Agreement and collecting the keys to your unit, a Property Condition Report (PCR) will be completed. This document details the condition of the property before you move in and will be used to judge the condition of the property during tenancy and if and when you decide to vacate. You will be given a copy of the PCR after which you will have 14 days to compare its contents with the condition of the unit and bring any differences you feel exist, to the Shire’s attention. Once both parties are satisfied that the PCR reflects the condition of your unit, both parties will sign the document to demonstrate agreement on the condition of the property at the beginning of the tenancy.



Security Bond

The Shire will charge a security bond as per the *Act*. Your bond is the equivalent of four weeks' rent and is paid by you to cover any costs which you may be liable for at the end of your tenancy. Upon receipt of the bond money, it is forwarded (by the Shire) to the Bond Administrator (Department of Commerce) and held until such time as you leave the premises. The Shire reserves the right to increase a security bond amount in line with any rental increase, in accordance with the *Act*.

Where a bond has been paid, a tenant shall not fail or refuse to pay any rent due under a Residential Tenancy Agreement with the intention that the amount of such rent be recovered by the owner from the security bond paid by the tenant.

If, at the end of your tenancy, the cost of any damage exceeds your bond payment, you will be liable to pay any extra costs. Security Bond processes and steps are followed in accordance with the *Act*. The Shire aims to finalise all accounts within six weeks of vacation of the property. Any accounts for repairs, cleaning etc will include details of work done. The Shire will advise tenants of any adjustment to their Security Bond by providing a 'Notice to Previous Tenant – Security Bond Adjustment' with a Form 4 – Joint Application for Disposal of Security Bond which incorporates Security Bond adjustments. You are required to sign the Form 4 and return it to the Shire office. A short delay period between vacation of the property and repayment of the bond will occur due to the process required to have the money released through the Bond Administrator.

In the event of a dispute and if both parties are unable to reach an agreement, then action can be taken in the Magistrate's Court nearest to the property and that Court will make an order as to how the bond money is to be paid out. If you refuse to sign the disposal form or the Shire cannot contact you, the Shire may apply to the Magistrate's Court by lodging an Application for

Disposal of Security Bond Money (Form 6). If you don't respond when sent a copy of Form 6, the Court may then issue an order for the release of the security bond after seven days.

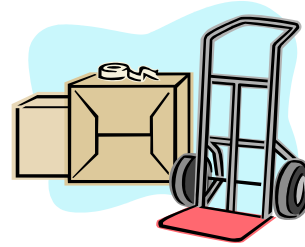
Rent

During the first two weeks of an Agreement, you are not required to pay more than two weeks' rent in advance. The method of payment for rent is direct debit. Where applicable, the Shire will request tenants make a cash payment for the number of days between the commencement of a tenancy and the commencement of direct debit. After two weeks, the Agreement can change to an advance payment (where set out in the Agreement) with payments on a weekly, fortnightly or four-weekly ~~or calendar monthly~~ basis or any other period as agreed by the Shire and the tenant. Receipts will not be issued for payments received through direct debit; however, quarterly Rental Account Statements will be provided.

~~Rental on all units occupied by tenants under an Agreement~~ will be reviewed on an annual basis ~~in line with all of Council's fees and charges~~, in accordance with the *Local Government Act 1995*. Rent will not be increased within a six month period of the commencement of the tenancy and there must be at least six months between each consequential rental increase. When a rent review demonstrates that an increase in rent is justified, Shire staff will send the tenant a letter giving 60 days' prior notice of that increase.

~~Keeping of pets incurs an increase to the rental charge of \$10.00 per week per unit.~~

Tenants should contact the Shire if they have any difficulties in meeting their rental obligations.



TENANCY

Rights and Responsibilities

Tenants must not use the premises or cause or permit the premises to be used for any illegal purposes; cause or permit a nuisance; or use the premises for any other purpose than as a residence.

The responsibilities of tenant/s (signatories to the Residential Tenancy Agreement) are as follows:

- a tenant must abide by the conditions of the Agreement and the Residential Tenancy Act, if continuation of the tenancy is to be assured;
- a tenant is to ensure that the terms of this Agreement are complied with by the occupants and visitors on the premises;
- a tenant must pay a security bond (four weeks' rent);
- a tenant must pay the agreed rental amount on time (two weeks in advance);
- a tenant is responsible for the payment of utility and communication charges;
- a tenant may not do anything on the premises, or permit someone else entering the premises with the tenant's permission to do anything on the premises, which causes a nuisance;
- A tenant must not allow any anti-social behaviour in or around the premises including but not restricted to loud music, swearing, drunken behaviour, uncontrolled parties, fighting, acts of physical violence, unwanted entry into neighbouring properties;
- Injure and/or threaten any Shire officer acting in an official capacity;
- a tenant must not cause or permit any interference with the reasonable peace, comfort or privacy of another person who resides in the immediate vicinity of the premises;

- a tenant shall not intentionally or negligently cause or permit damage to the property;
- a tenant must not use the premises or permit the premises to be used for illegal purposes;
- a tenant is responsible for keeping the premises clean and undamaged and their own garden and yard maintained;
- a tenant must pay for all damage and neglect (tenant liability) not deemed ‘fair wear and tear’;
- a tenant is responsible for all costs associated with the maintenance of the property due to neglect, misuse, wilful damage and rubbish removal - these costs will be charged as tenant liability;
- a tenant must report damage within 3 working days, to the Shire. Where there are concerns of health or safety, damage should be reported as soon as possible;
- tenants must not affix any fixture or make any renovation, alteration or addition to the premises without the prior noted consent of the Committee. Such consent must not be unreasonably withheld;
- tenants must not keep unlicensed or un-roadworthy vehicles on the premises without the noted consent of the Committee;
- a tenant must abide by the by-laws governing the area and any other applicable bylaws;
- tenants must maintain the property as their principal place of residence and advise the Committee if leaving the property vacant for more than four weeks;
- the Committee, at its discretion, will give permission for a tenant to be absent from a property for *up to* a continual three month period (in accordance with insurance requirements), providing that rent continues to be paid as per usual practice;
- tenants must advise the Committee if a household member leaves the unit and must obtain permission from the Committee if another person enters the household on a longer than four week basis;
- tenants are to cooperate fully with the Committee to undertake property inspections;
- ~~tenants *must not* keep animals on the premises;~~
- tenants may apply to keep a small, quiet animal on the premises – keeping of a pet is subject to prior approval by Council and incurs an increase in rental charge of \$10.00 per week per unit;
- tenants must leave the premises, at the end of the tenancy, free of all rubbish including any vehicles;

- tenants may not sub-let a unit;
- tenants are not to authorise the installation of pay television services without obtaining written Council approval;
- tenants must not store hazardous materials in/on the property; and
- tenants are responsible for the eradication of vermin (rats and mice) and cockroaches.

The Shire also has responsibilities under the contractual obligations of tenancy. These are:

- to provide security of tenure to tenants who abide by the conditions of their Residential Tenancy Agreement and the *Act*;
- to receive rents and issue receipts for cash;
- provide prompt response to requests for repairs and maintenance;
- attend emergency repairs within 24 hours where possible;
- to provide possession of property which is clean and in good repair;
- be fair in deciding liability for damage other than fair wear and tear;
- to advise tenants promptly of any matters requiring their attention, cooperation or action;
- to provide a tenant with quiet enjoyment of property;
- to provide secure premises;
- to insure the property (this *does not* include a tenant's contents) and provide public liability insurance;
- to provide and maintain the property in a reasonable state of repair and to be responsible for all maintenance and repairs that is not due to neglect, misuse, wilful damage and rubbish;
- to comply with relevant building, health and safety laws;
- to provide the tenant with a copy of their Residential Tenancy Agreement;
- to ensure privacy and confidentiality of tenants;
- to inspect the property on a three monthly basis and to maintain contact with the tenant for asset management purposes (regularity may be lessened at the discretion of the Committee);
- to treat the tenant without favour or prejudice;
- to treat the tenant with courtesy and understanding at all times;
- to inform the tenant of in-house and external support services and assistance programs in circumstances where they may be relevant;

- (where appropriate) to ensure staff are trained in the principal aspects of Indigenous culture;
- to have annual termite checks undertaken by a qualified person;
- to conduct external spraying for ants and spiders, by a qualified person, on an annual basis; and
- to remove bird and wasp nests and beehives.

Condition of the Property

A tenant's obligations include:

- keeping the premises in a reasonable state of cleanliness;
- notifying the Shire, as soon as practicable, of any damage to the premises;
- ensuring there is no damage to the property caused by intentional or negligent action;
- reporting damage to the Shire as soon as possible, where there are concerns for health or safety;
- ensuring the premises are not used for any illegal purpose;
- ensuring urgent or non-urgent maintenance or repairs to the premises, fixtures or chattels belonging to the Shire, are not performed without the prior written consent of the Shire;
- continuing to pay rent under all circumstances, even if the Shire fails to do maintenance and repairs (if the tenant stops paying rent they are breaching the *Residential Tenancy Agreement* and the Shire can take action);
- upkeep of the garden belonging to their individual unit;
- eradication of vermin (rats and mice) and cockroaches; and
- replacing consumables such as light bulbs and plants (the latter within the tenant's individual unit garden areas and with the Committee's prior approval - see map defining areas of responsibility for tenants [Appendix B]).

The Shire's obligations include:

- providing the property in a reasonable state of cleanliness at commencement of tenancy;

- providing, at commencement of tenancy, and maintaining the property in a reasonable state of repair having regard to the housing age, character and prospective life;
- complying with requirements in respect to health and safety, in so far as they apply to the property;
- responsibility for the cost of all repairs and maintenance required on a property due to general wear and tear (this excludes all repairs and maintenance required due to neglect, misuse, wilful damage and litter);
- annual spraying for ants and spiders by a suitably qualified person;
- annual termite checks by a suitably qualified person;
- removal of bird and wasp nests and beehives;
- ensuring that repairs and maintenance are provided in an efficient and timely manner to maintain the life of the property and that repairs and maintenance are equitable between tenants and across properties; and
- gardening within common areas - see map defining areas of responsibility for tenants (Appendix B).

Insurance

The Shire is responsible for insuring the buildings and any property that belongs to the Shire as well as public liability.

Tenants are encouraged to insure, and are responsible for insuring, their own personal effects.

Neighbours

Tenants have a right to the quiet enjoyment of their home and immediate surroundings. Tenants and their visitors **and any pets** should not be a nuisance to their neighbours (this may include noises or threats that disturb or worry neighbours).

If you feel your neighbours unfairly disturb you, you should first have a polite discussion with the neighbour explaining the problem in a pleasant, unthreatening tone of voice. If this fails, please contact the Manager of Corporate Services (MCS) or, in their absence, the Chief Executive Officer. The Shire will do what it can to solve the problem in a fair and understanding manner; however, if it is unable to satisfactorily settle a

matter, it may resort to calling for the assistance of other agencies; for example, the Police.

Visitors

Visitors are people who live elsewhere, but who stay with you for a short time. Visits for up to two weeks do not require permission from the Shire; however, if you intend to have visitors staying for longer than two weeks, you need to apply through the MCS for approval and obtain permission in writing. Please note that tenants are liable for the behaviour of their guests and will be liable for any damage their guests may cause.

Telephones

Private telephones can be installed at personal cost to tenants.

Inspections

A periodic inspection will be undertaken by the Shire every three months (or less regularly, at the Shire's discretion). Also, by discretion of the Shire, more regular inspections may occur, in accordance with the *Act*. Inspections will be documented by completing a PCR. Fourteen days' notice will be provided prior to an inspection and a copy of the PCR provided to tenants following the inspection; the PCR should be signed by both parties. Should any matters need attendance by a tenant, a 'Notice to Tenant – Attention to Property Required' letter will be forwarded.

Reasons for conducting inspections include:

- To provide you with the opportunity to discuss any issues you may have with your unit;
- For the Shire to check that everything is in working order;
- To identify any maintenance issues;
- To ensure that the property is being kept in a clean and tidy condition which meets the Shire's expectations.

You may also request an inspection if you wish to ensure that the property is up to standard prior to vacating or transferring; please arrange a suitable time with the MCS if you wish to do this.

Parking

Parking is available for one car in each carport (limit of one car per unit). If you own more than one vehicle, it will need to be parked/housed elsewhere. Visitors only may park in the parking area designated for visitors.

Rental Reviews

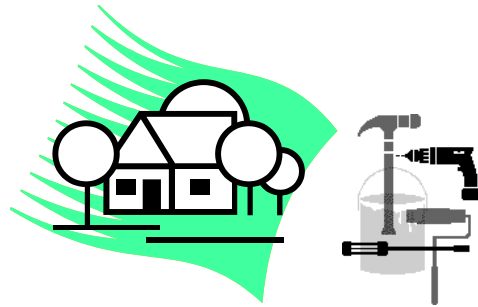
Rental reviews are carried out annually. Following a review, the MCS will provide written advice of any change to rental amounts, giving at least sixty days' notice of any change.

The written advice will state the date that a change in rental will occur and tenants need to advise their relevant bank/organisation of the altered amount and the date from which the alteration is to apply, as quickly as possible, to ensure a timely transition from one amount to another. Tenants should also, without delay, provide a copy of the Shire's letter of advice to Centrelink, where applicable, and request that Centrelink amend any Commonwealth Rent Assistance it provides in line with any changes made to the rental amount, to take effect as per the date stated in the letter.



Utility Charges

Tenants pay for their own electricity and water charges and are responsible for all telephone charges. The Shire pays for security lighting and all water used by the Shire's gardener (Shire and common areas only).



REPAIRS AND MAINTENANCE

If you are a tenant moving into a new unit (i.e.; the first tenant to occupy a particular unit), please bring any defects to our attention as soon as possible as your unit may still be under a Builder's Contract and we may be able to have the issue resolved by the Builder.

Repairs and maintenance is the repair or maintenance or replacement of items of like type. This is as opposed to refurbishment or renovation, which are the installation or addition of new appliances or facilities. Repairs and maintenance fall under the following categories:

- day-to-day
- emergency
- vacated
- planned
- minimal (where the property is scheduled for demolition or redevelopment)

Responsive Repairs and Maintenance Procedure

The Shire aims to ensure that repairs and maintenance:

- are provided in an efficient and timely manner;
- are of sufficient quality;
- assist in maintaining the life of the property; and
- are equitable between tenants and across properties.

- Refer to *Condition of the Property* information for a summary of the Shire's and the tenant's obligations.

The following repairs and maintenance will be considered URGENT and will be initiated promptly as a priority:

- electrical repairs and maintenance that are health threatening;
- plumbing repairs and maintenance that are threatening; and
- security repairs and maintenance when the tenant's safety/security is at risk.

The Shire aims to have general repairs and maintenance carried out as soon as practicable. Some day-to-day maintenance (such as a hot water system or a stove not working) will be treated as a priority. Especially in cases where contractors will be charging travel costs to the Shire, staff will seek to make cost effective use of the contractor. Staff will assess whether any planned or routine maintenance pertaining to the units can be brought forward if there appears to be a need to do so or whether same can be delayed until the planned timing.

The tenant must report damage to the premises as soon as possible but, at the latest, within three days of the occurrence. When advised of the need for repairs, staff will attempt to arrange the service as soon as possible in order of reporting date. Where repairs are urgent; that is, creating a risk to people, work will be carried out within 24 hours if possible. The tenant is responsible for all costs associated with the maintenance of the property due to neglect, misuse, willful damage and rubbish removal.

When visiting a property a tradesperson/contractor is requested to:

- park in the street or designated parking area;
- make contact with the tenant, provide identification and explain the reason for calling;
- seek the tenant's permission to enter the property;
- take all necessary steps and reasonable precautions to prevent any damage or loss to the occupant's possessions, property or personal effects. Any damage or loss should be reported to the Shire immediately. Any reimbursement by the contractor to the tenant for any damage or loss caused will be by the mutual agreement of the two parties concerned.

When visiting a property a tradesperson/contractor is requested to *not*:

- smoke within the Shire’s property;
- be under the influence of drugs or alcohol when entering the property or while performing work for the Shire;
- accept or provide drugs or alcohol from the occupants of the property or induce any occupants of the house to partake in any such activity;
- use offensive language when conducting business with the Shire or its tenants;
- in action or words do or say things that could be interpreted as intimidating or discriminatory;
- discuss or divulge information with the tenants in relation to the Shire’s business or activities;
- discuss or divulge with any other person any private details concerning the occupants of the units;
- advise the occupants of any financial details concerning the contract or the cost of works carried out;
- make any public comments concerning the policies of the Shire or its contracting system.

Right of Entry

A tradesperson/contractor may enter the premises without consent in a genuine emergency (e.g.; to carry out urgent repairs or to protect the premises from damage). Contractors must have the express approval of the Shire to enter premises in such circumstances.

A Code of Conduct for Contractors will be included in any Contractor agreements for ongoing contractors.

Urgent/emergency maintenance (after Shire hours)

In cases of after hours urgency (e.g.; electrical or water issues that are considered unsafe and cannot reasonably wait until Shire office hours resume), tenants may call the Shire’s preferred contractors (as listed at the end of this Handbook). In these instances, the contractor and tenant must advise Shire staff, during the next available office hours, of any contractor work that has occurred after hours.

Day to Day Maintenance

Tenants should inform the MCS as soon as practicable and within three days, of any repairs required to the property, in accordance with tenancy law (in the MCS's absence, please inform the CEO). Repairs and maintenance arising from fair wear and tear are the responsibility of the Shire. Fair wear and tear means the reasonable use of the property by the tenant and the ordinary effects of usage and natural forces; that is, the gradual and expected deterioration to fixtures and fittings caused by normal usage over time.

Examples:

Fair Wear and Tear

- Vinyl and/or carpet wear in corridors and other heavy traffic areas
- A lock that is broken because it is old and worn out
- Paint flaking or paint discoloured over time
- Plaster cracks due to building settling
- Tiles that have lifted in high traffic areas
- Worn tap washers and minor plumbing repairs
- Fraying flyscreens
- Repairs to cupboards, etc
- Worn enamel and rust stains on the bath or basin

Non Fair Wear and Tear – Wilful or Neglected Damage

- Cigarette burns or stains to carpet or vinyl
- A lock broken by tenants because they forgot/misplaced their keys
- Fire damage from cooking, heating, or candles
- Holes in the wall or door
- Removing, disabling or damaging smoke detectors
- Water damage to vanity cupboards that has been ongoing
- Damage that has worsened due to not reporting

Long Term Maintenance

The Shire makes provision for long term maintenance and will work with the tenant to minimise inconvenience when such maintenance takes place. Examples of long term maintenance include, but are not limited to:

- Replacement of fittings and equipment (e.g.; floor coverings);
- Painting; or
- Hot Water System replacement.

The Shire strives to address repair and maintenance problems as quickly as possible but is, at times, limited by availability of appropriate tradespeople/contractors. The Shire will use suitably qualified local tradespeople/contractors, wherever possible.

Priority Maintenance

Some day-to-day maintenance (such as a hot water system or stove malfunction) will be treated as a priority. The Shire will attempt to complete priority repairs within 48 hours of being notified; again, in line with the availability of suitably qualified tradespeople.

Regular Maintenance

As well as responding when things are broken or damaged, the Shire will undertake regular maintenance work to its properties in the interests of maintaining the good and safe condition of your unit. This falls broadly into two categories: cyclical and long term. Cyclical maintenance is work that we plan in advance to take place at regular intervals during the year. For example, once a year we carry out pest inspections (termites etc) and we have gutters cleaned out biannually. We also have fire equipment and RCD's/Smoke Alarms serviced regularly.

Tenant Liability

The tenant must pay for repairs to the Shire's property when those repairs have become necessary through neglect, misuse or wilful damage. A tenant is **not** responsible for damage caused by someone they do not know, as long as they report the damage to the Police as soon as it is noticed and the tenant provides the Shire with a Police incident report number. The Shire is responsible for the costs of repairing and maintaining any fixtures such as air-conditioners except for when damage is caused by neglect, misuse or wilful damage.

Persistent damage or failure to pay tenant liability may result in termination of the tenancy.



Emergencies

The MCS will normally deal with your calls about maintenance. In cases of an emergency where you are **not able or it is not practical** to contact the MCS or the CEO, please refer to your laminated list of local emergency services and tradespeople/contractors. This list is made available in laminated form and is also located at the end of this Handbook as Appendix A. Examples of emergencies include, but are not limited to:

- Tree/tree branch fallen or blown onto roof of unit
- Broken external windows
- Fire Damage
- Electrical Faults
- Burst pipes or blocked drains.

The Shire will attempt to arrange emergency repairs within 24 hours of being notified; however, may be limited by availability of appropriate emergency services and/or tradespeople.

Posters, Pictures and Paintings

It is appreciated that posters, pictures and paintings help to ‘make a house a home’. Tenants are not discouraged from displaying these items and the like; however, the Shire will place a number of hooks on walls and the tenant should limit the hanging of the above mentioned items to those hooks in place at the beginning of their tenancy. Should it be necessary, on a tenant’s departure, to arrange repairs to the unit as a result of any other hooks/fixtures a tenant may have added or the overloading of existing hooks, the tenant may be charged for those repairs or, in the instance that a security bond has been paid, may have monies deducted to cover such costs. Please bear in mind the load (weight) you apply to the hooks provided.

Fixtures

As per Tenancy Agreements, a tenant must not affix any fixture or make any renovation, alteration or addition to the premises without prior noted consent of the Committee.

Lost Keys

The tenant is responsible for the replacement of any lost keys. If you lose keys, please contact the MCS who will arrange for a new set of keys to be cut at your expense.

In some cases, locks may have to be replaced if keys are lost. If this happens, the tenant must pay for the lock replacement. Locks cannot be changed without the express permission of the MCS or CEO. If a locksmith is required to attend to replace a lock (either during or after hours) so that you can gain access to your property, payment of the call out fee will also be your responsibility. Please contact the MCS or CEO about lost keys as soon as possible.

Should a lock become unusable, as a course of natural use or fair wear and tear, the Shire will arrange its replacement as quickly as possible.



Pests and Vermin

The Shire arranges annual checks for white ants (termites), by an appropriately qualified pest and vermin eradicator. A suitably qualified person also sprays the exterior of all units for spiders, ants and other pests. Tenants are asked to contact the MCS, as soon as possible at other times, should they notice termites, bird/wasp nests, bee hives or a swarm of bees.

The tenant is responsible for the eradication of all other household pests/vermin including cockroaches, fleas, and mice, except where the

infestation occurs within one month of a tenant moving into the unit. In this instance, the tenant should contact the MCS who will organise appropriate assistance to deal with the eradication of the pest.

WORKING TOGETHER

Statement of Tenants' Rights

Tenants have the right to:

- fair and non-discriminatory treatment;
- be treated with respect;
- consultation on major changes that may affect their tenancy;
- a fair and equitable grievance and appeals process; and
- an advocate in their dealings with the Shire.

Assignment or sub-letting

As per the Agreement, tenants may not assign the tenant's interest under their Agreement or sub-let the premises.



St John Ambulance – Spare Key Holders/Duress Alarms

You may wish to arrange for the St John Ambulance call centre (000) to have contact details of people who tenants have designated to hold spare keys to their unit. In the event that you place a call to St John Ambulance, this service allows call centre staff to advise local ambulance volunteers of contact details for people who have a spare key to your unit. Should ambulance volunteers not be able to enter, or suspect they may not be able to enter your unit, on arrival (for example; because you may not be able to unlock your door when they arrive), they may contact your spare key holders

to assist. Due to the urgency usually associated with ambulance calls, it is suggested that, if you wish to use this service, your designated spare key holders (a minimum of two contacts unlikely to be away from home/work at the same time) should be residents within the Tambellup townsite. Tenants are welcome to take up this offer anytime during their tenancy; simply contact the MCS, during office hours. Personal duress alarms are a way of alerting someone that you require urgent assistance; tenants are encouraged to purchase an alarm if they feel it would be beneficial. Likewise, local police are happy to hold a key to access your property when they are available; if wishing to take up this service, please contact our local police – 98 251003.



Grievances/Complaints and Appeals for Tenants

Tenants should, in the first instance, contact the Shire's MCS to attempt to resolve a grievance or make a complaint. The Department of Commerce (Consumer Protection) - 1300 304054 - may consider complaints, offer advice to parties and assist in settling disputes. The Department's role is one of mediation and conciliation; however, it does not issue orders or make determinations. Other bodies that can hear some types of complaints include the Equal Opportunity Commission and the WA Police.

An appeals process ensures that any customer concerns about the Shire's decisions are dealt with in a fair and open manner before an Appeals Committee. A tenant has the right to appeal most of the Shire's decisions relating to the ILSA, including but not limited to:

- an application for accommodation;
- removal from the Waiting List;
- transfer applications;
- rental arrears; and
- tenant liability for repairs or any other charges.

If you wish to appeal a decision you may request an Appeal Notice form from the Shire office and lodge it within 14 days of receiving written notification of a decision – please contact the Shire if you wish to complete an Appeal Notice form or, alternatively, a written letter will be accepted. If a tenant fails to lodge a written notice within the above timeframe, no further action can be taken and the original action will stand. Appeals will be considered within 14 days of lodgement; you have a right to attend the hearing of their appeal and be given the opportunity to present your case (you may bring an advocate or friend if you wish). Arrangements may be made for a telephone conference hearing if you are unable to attend in person. If you, as the appellant, fails to attend or keep such an appointment without providing adequate reason, the matter will proceed, be considered and a decision based on documentary evidence. Any decision will be final and binding and will be communicated to you within seven days of the outcome. Tenant Liability appellants will be advised that they may proceed to the Small Dispute Division of the Local Court (where the amount of the claim is not more than \$10,000), if they are unhappy with a decision. Further information can be obtained by contacting the Shire or referring to the Department of Commerce and Consumer Protection.

Exceptions

Decisions that have general application and, therefore, apply to all customers, cannot be appealed.

Confidentiality

The Shire undertakes to keep tenants well informed, to respect their privacy and to keep personal details about tenants confidential (e.g.; personal effects seen during Property Inspection Reports, personal information) unless there is a legal or public responsibility to do otherwise.

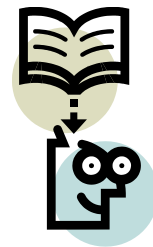
Feedback from Tenants

The Shire is always interested to hear the views of its tenants, in relation to the units. Tenants may wish to make constructive comments to the MCS or CEO, or to put comments in writing to the Shire. The Shire will seek feedback (where possible) from tenants, via a survey, when they end their tenancy. This can provide useful information for the Shire on matters such as: reason for ending a tenancy, condition of the property, satisfaction of the

tenant with the rent management system and responses and processes for repairs and maintenance.

Of interest to Seniors:

- Home and Community Care (HACC) – contact HACC Coordinator, Katanning District Hospital (Community Health) 98 216800
- Meals on Wheels – contact Katanning District Hospital 98 216222
- Seniors’ Exercise Classes - Tuesdays 9.30 – 10.30 at Tambellup Masonic Lodge – contact Rita Chadbourne 98 251167
- Seniors’ Card Playing - Wednesdays from 1.00pm at Tambellup CWA Hall – contact Rita Chadbourne 98 251167
- Seniors’ Day Club – 1st Friday of each month from 1.30pm at Tambellup CWA Hall – contact Rita Chadbourne 98 251167
- Community Resource Centre (CRC):
 - Soup & Sweets (lunch) followed by a movie (once a month during winter)
 - Bingo (contact the CRC staff for further information)



BROOMEHILL & TAMBELLUP TELEPHONE DIRECTORIES

are updated by and available from the

TAMBELLUP COMMUNITY RESOURCE CENTRE

\$3 PER COPY

(as at March 2017)



VACATION OF UNIT

Vacating your Unit

If you intend to vacate your Unit you must give at least 21 days' written notice. This needs to be advised, in writing, to the MCS who will then arrange for a joint property inspection using a Property Condition Report (Report); this Report is to be signed by both parties following the inspection. The Shire will provide you with a copy of the *Tenants Guide to Vacating Premises*. You are responsible for the property until the keys have been handed over to the Shire (this occurs following the final inspection). If you depart the premises and have failed to attend an arranged property inspection, the above procedure will be followed without your signature to the Report, noting the tenant as absent. The outgoing Report will be compared with the original ingoing Report and any maintenance costs or outstanding service charges will be deducted from the amount of security bond to be refunded.

If the unit is damaged or not clean, a charge may be incurred by you or deducted from the security bond to cover any repairs and/or other expenses as a result of the Shire needing to repair damage or clean the unit.

Rent will be charged up to and including the date of your 21 days' notice expiration and will continue to be charged until your keys are returned, in person, to the MCS (please do not post) and a satisfactory Property Inspection Report is in hand, signed by both parties. If keys fail to be returned, you will be charged for the cost of replacing the locks at your vacated property.

On moving out, you are required to ensure:

- The property is in a clean and sound condition;
- You have removed all of your possessions; and
- You have arranged disconnection and final meter readings for your electricity, telephone and water services -

- Residents must notify Telstra, or their provider, for finalisation of telephone line rental, usage and any other telecommunication costs that may have been associated with the unit during their tenancy (telephone Telstra – 132200 to arrange);
- Residents must finalise their Electricity account (telephone Synergy 131353 to arrange);
- Residents must contact the Water Corporation to advise of the agreed date of vacation of the unit and to arrange a final water usage/meter reading as of that date.

Evictions

The Shire will abide by the *Residential Tenancies Act 1987* and endeavour to work closely with tenants, in a supportive manner, to assist with their tenancies. Tenants will only be evicted as a last resort.

If you, as a tenant, receive a Breach Notice (breach of Residential Tenancy Agreement) from the Shire, you must treat it seriously and contact the MCS or CEO immediately.

Reasons for Breach Notices include, but are not limited to:

- Not paying rent on time;
- Upsetting/disturbing neighbours;
- Antisocial behaviour;
- Keeping your property in poor condition;
- Damaging the Shire's, or other tenants', property.

Tenants should be aware that failure to remedy a breach may eventually lead to an eviction.

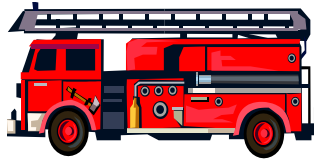
Security Bonds

Refer to *Administration* section.

Abandoned Goods

If you leave personal items behind, after you have vacated the unit, the Shire will follow the procedures outlined in the *Residential Tenancies Act 1987*.

We recommend that you do not leave any personal items behind or, if you do, you advise the Shire of what your intentions are with regard to these items; otherwise, the *Residential Tenancies Act 1987* guidelines will be enacted. Likewise, please talk to our MCS or CEO if you cannot take some belongings with you.

APPENDIX A**EMERGENCIES (only).....Dial 000****(ask for Police, Fire, or Ambulance services)****LOCAL CONTACTS:****Tambellup Police 98 251003**

(Albany Police may answer and, if necessary, contact a Tambellup officer on your behalf)

Tambellup Health Centre.....98 251101

(Monday to Friday excluding public holidays)

Katanning Hospital.....98 216222

(24 hours per day, 7 days per week)

Gnowangerup District Hospital98 272222

(24 hours per day, 7 days per week)

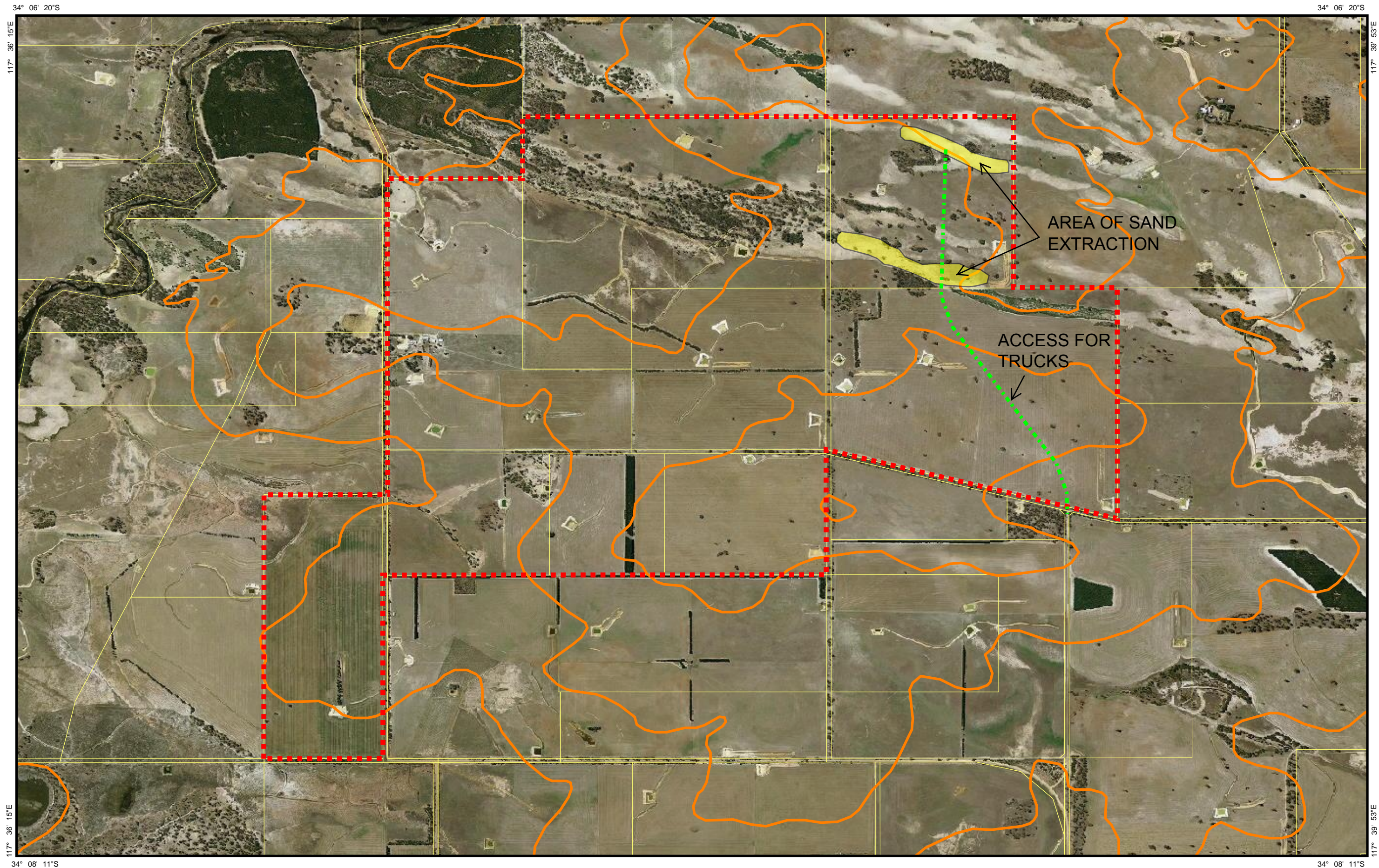
Shire of Broomehill-Tambellup.....98 253555

(9.00am to 4.30pm Monday to Friday except public holidays)

In the event that a situation may require the attendance of a **tradesperson**, please contact the Manager of Corporate Services in the first instance – **98 253555**. In an **emergency**, please contact the following:

Plumber (KJB Plumbing – James).....0419 909794, 98 241514**Electrician** (Monash Electrical Services – Alan).....0419 192918, 98 511911

Builder (PEP Building Improvements – Paul).....0427 258241, 98 251662
(M & MP Builders – Malcolm)0428 271399, 98 271399



Extractive Industry Watergarrup Road

Created: 19 January 2017 Job Number: 52950200

Scale: NOT TO SCALE

Datum: Geocentric Datum of Australia

Projection: GDA 94



This map is a pictorial representation of Landgate datasets and is intended to be an overview of general geospatial information. While Landgate has made every effort to ensure the accuracy and completeness, it does not give any guarantee or take responsibility for errors or omissions in the information shown hereon. Reliance should only be placed on the original survey documents held at Landgate. This map may not show all information available in the original survey documents. Landgate does not accept any liability for any loss or damage incurred as a result of the use or reliance upon the information in this map.

Extractive Industry Watergarrup Road



Legend

	Freeways and National Highways		Main Roads		Minor Roads		Closed Roads		Bridges / Crossings / Ferry
	Other Roads - On Off Ramps		Other Roads - PCFEAT		Roundabout		Other Roads - Other 150k		Tracks
	Railway Lines		Misc Railway		Railway Stations		Runways		Misc Transport
	Lakes / Dams / Rivers		Contours		Spot Heights		Towns		Local Government Authority
	Localities		MV-36		Crown Allotment Districts		Townsites		Ward Boundaries
	School Districts		School Locations		Other POI - Airports		Cadastre Parcels		Cadastre Parcels (Reserves)
	Cadastre Address		Unsurveyed Road Frontage - Lot		Surveyed Road Frontage - Lot		Unsurveyed Boundary - Lot		Surveyed Boundary - Lot
	Easement Unsurveyed - Easement		Easement Surveyed - Easement		Easement Construct Unsurveyed - Easement		Easement Construct Surveyed - Easement		MHWM Unsurveyed - Water
	MHWM Surveyed - Water		Cadastral Grouped Unsurveyed - Lot		Cadastral Grouped Surveyed - Lot		HWM Unsurveyed - Water		HWM Surveyed - Water
	LWM Unsurveyed - Water		LWM Surveyed - Water		Nautical Line Unsurveyed - Water		Nautical Line Surveyed - Water		Urban
	Urban Deferred		Central City Area		Industrial		Special Industrial		Private Recreation
	Rural		Rural - Water Protection		Primary Regional Roads		Other Regional Roads		Waterways
	Parks & Recreation		Parks and Recreation (Restricted)		Railways		Port Installations		State Forests
	Civic & Cultural		Controlled Access Highways		Important Regional Roads		Public Purposes		

This map is a pictorial representation of Landgate datasets and is intended to be an overview of general geospatial information. While Landgate has made every effort to ensure the accuracy and completeness, it does not give any guarantee or take responsibility for errors or omissions in the information shown hereon. Reliance should only be placed on the original survey documents held at Landgate. This map may not show all information available in the original survey documents. Landgate does not accept any liability for any loss or damage incurred as a result of the use or reliance upon the information in this map

MAP USER INFORMATION

MAP PROJECTION Geocentric Datum of Australia 1994 (Longitude)

DATA SOURCES Shared Land Information Platform

CADASTRAL HORIZONTAL ACCURACY & BOUNDARIES

+/- 1.0 millimetre at map scale for areas/boundaries that have not been spatially upgraded (this translates to 2 metres at 1:2 000 and 250 metres at 1:250 000).
 +/- 0.2 metres in spatially upgraded urban areas.
 +/- 2.0 metres in spatially upgraded rural areas.
 +/- 10.0 metres in spatially upgraded pastoral/remote areas.

MOSAIC INFORMATION 1

Name: TAMBELLUP_2429_FEB_2016_MOSAI C.ECW
 Capture Date: 28/02/2016
 Ground Measurement: 0.5
 Scanned Resolution: -
 Capture Scale: 65000
 Accuracy (+/-): 5.0

MOSAIC INFORMATION 3

Name: -
 Capture Date: -
 Ground Measurement: -
 Scanned Resolution: -
 Capture Scale: -
 Accuracy (+/-): -

MOSAIC INFORMATION 2

Name: -
 Capture Date: -
 Ground Measurement: -
 Scanned Resolution: -
 Capture Scale: -
 Accuracy (+/-): -

MOSAIC INFORMATION 4

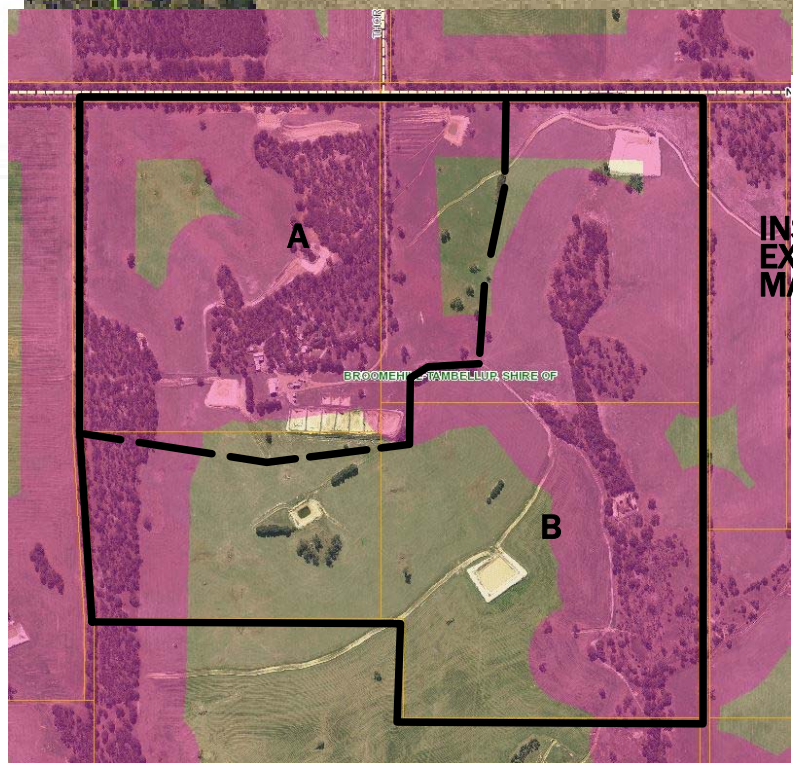
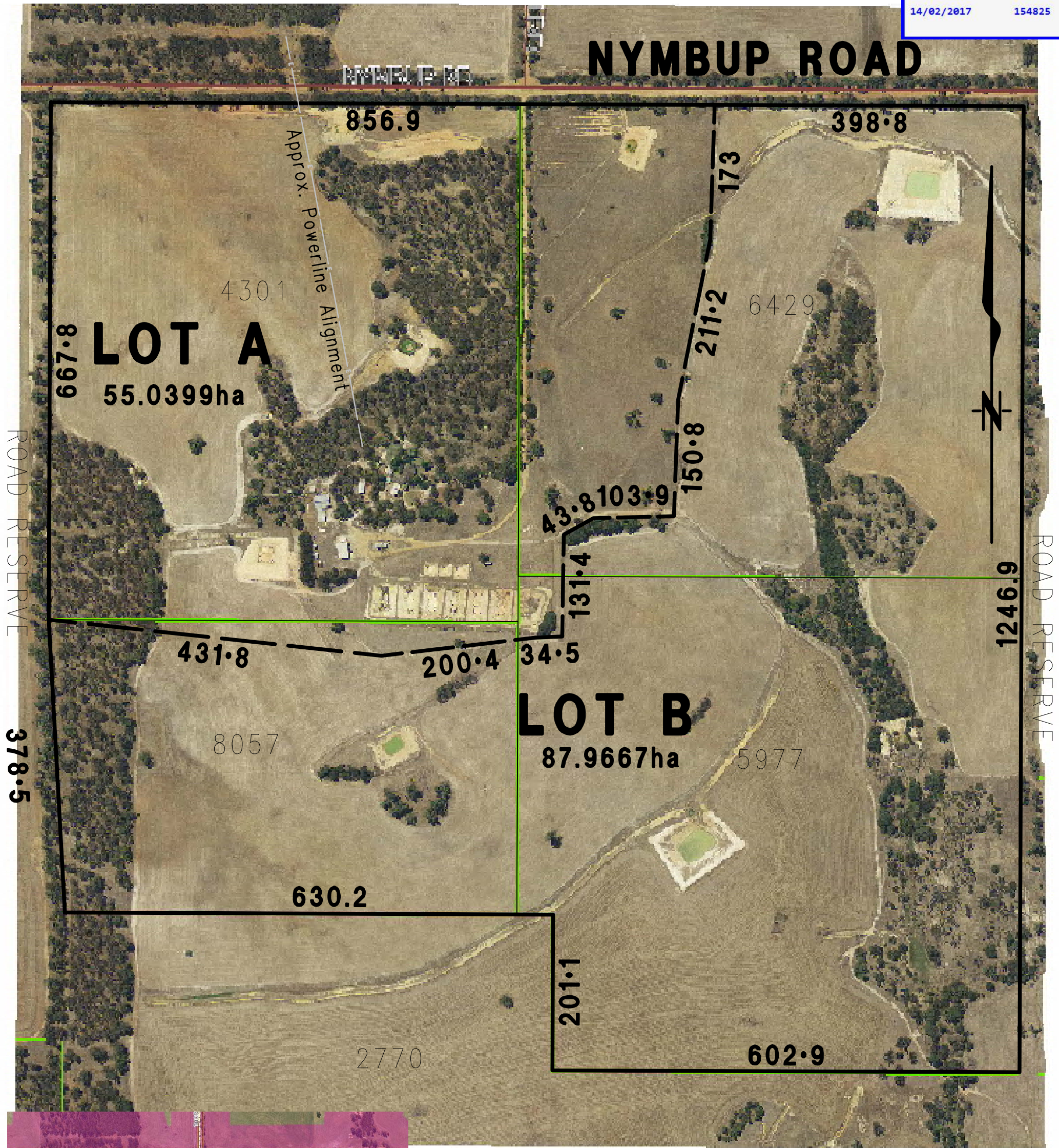
Name: -
 Capture Date: -
 Ground Measurement: -
 Scanned Resolution: -
 Capture Scale: -
 Accuracy (+/-): -

Digital orthophotos are available from Landgate's Online Shop
 Internet: www.landgate.wa.gov.au
 Tel: (08) 9273 7373
 email: sales@landgate.wa.gov.au

Digital cadastral and tenure information is available from Landgate's Geospatial Products and Services
 Tel: (08) 9273 7045 Fax: (08) 9273 7655
 email: geodata@landgate.wa.gov.au

Printed: Thursday, 19 January 2017
 Our Ref: 52950200
 © Western Australian Land Information Authority 2017

DEPARTMENT OF PLANNING	
DATE	FILE
14/02/2017	154825



SCALE 1:5000 ON A3 SIZE PAPER
0 50 100 200m

Version B: WAPC edits

CALDWELL LAND SURVEYS

email: aaron@caldwellsurveys.com.au

SCALE @ A3 1:5000



**Proposed Freehold Subdivision
Nymbup Road, Moonies Hill**

9-2-17

LOTS A and B
to be created from:

- LOT 4301 on DP127644 (40.47ha)
- LOT 8057 on DP144899 (22.48ha)
- LOT 6429 on DP141806 (53.17ha)
- LOT 5977 on DP138202 (40.47ha)

Drawing No.
2016-104-01B

SHIRE OF BROOMEHILL-TAMBELLUP

BUILDING SURVEYOR

Month: Feb-17

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms	
1/02/2017	Received a phone call regarding a development at the Broomehill Sports Oval. Drew up a concept plan for the Committee.	7.00	8.00	1.00		
2/02/2017	Worked on plans for the new shed at the Broomehill Sports Oval. Left approved plans at the office and proceeded with office work for the shire. Registered and issued a building permit for a resident on Etna Road, Broomehill.	7.30	17.00	9.50	343	
3/02/2017	Drew up a block plan for the new shed at the Broomehill Sports Oval. Sent the plan to the applicants for approval and checking with the altered design, so that this can then be presented to council for approval.	7.00	8.00	1.00		
9/02/2017	Proceeded with drawings for the Broomehill Sports Oval.	7.00	8.30	1.50		
16/02/2017	Shire visit. Received two applications for relocation of transportable units on site in Tambellup. Received new plans for a possible extension for a dwelling in the South of the Shire. Checked on a project at Holly Siding for a big dwelling. Drew up concept plans for an extension at the Emergency Services Unit shed in Tambellup.	8.00	17.00	9.00	344	
17/02/2017	Drew plans for a project in Broomehill-Tambellup shire.	7.00	8.00	1.00		
17/02/2016	Processed and got ready to issue the Building Permit for the relocation of two transportable units to Lot 1 Gnowangerup-Tambellup Road, Tambellup.	9.00	12.00	3.00		
18/02/2017	Started to process an application for an addition to an existing dwelling on Brown Road, Tambellup.	7.00	9.15	2.25		
23/02/2017	Called in and picked up the plans for a development on McGuire Road, Broomehill Village. Sourced the Assessment number from the office for the processing of the application on Brown Road, Tambellup.	14.30	15.30	1.00	65	
24/02/2017	Finalised the paper work for the application on Brown Road, Tambellup and got ready to print and issue.	7.00	8.15	1.25		
24/02/2017	Finalised and got ready to print up the development application on Lot 1 Gnowangerup-Tambellup Road, Tambellup.	16.00	16.45	0.75		
27/02/2017	Entered details of the building activity on the Building Commission web site.	7.00	8.00	1.00		
27/02/2017	Printed the building permits for the two applications to relocate transportable units to their locations in Tambellup.	12.00	13.45	1.75	34	
28/02/2017	Completed end of month reports and agenda item with costing report sheet.	16.00	17.00	1.00		
TOTALS					35.00	786

Broomehill-Tambellup	0007	35.00	\$110.00	\$3,850.00	0008	786	\$0.95	\$746.70	\$4,596.70
----------------------	------	-------	----------	------------	------	-----	--------	----------	------------

Authorised by Darryle Baxter MAIBS *D Baxter* MAIBS

Principal Building Surveyor

Date 28-2-2017

SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity month ending February 2017

Building permit number	Approval date	Unique property identifier	Site lot number	Site street number	Site street name	Nature of work	Approval value	Floor area	Outer wall material	Roof material	Floor material	Frame material
BHT 201617011	17/02/2017	A 309	1	3766	TAMBELLUP GNOWANGERUP ROAD	RELOCATE TRANSPORTABLE ROOMS	\$ 19,000.00	155.5	TIMBER	STEEL SHEET	TIMBER	TIMBER
BHT 201617012	24/02/2017	A 653	108	67	BROWN ROAD	RELOCATE TRANSPORTALBE HOUSE EXTENSION	\$ 19,000.00	69.6	STEEL SHEETS	STEEL SHEET	TIMBER	TIMBER
							\$ 38,000.00					



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
GOVERNANCE							
BH Administration Building							
Rectify roof/ceiling issues	9,000	9,000					Work awarded
Replace 3 air conditioners	8,000		8,000		10,093	-2,093	4 air-conditioners replaced
General Maintenance	3,000	3,000			1,640	1,360	Fire extinguisher service; repair flagpole; service aircon; service aircons, repair small hole in ext wall; gutter cleaning; RCD testing; <i>service duress alarm & fire panel & replace battery; re-fix wiring conduit in undercover carpark</i>
Total	20,000	12,000	8,000		11,733	8,267	
TA Administration Building							
Shelter/shade for staff car park	15,000		15,000				Quotes requested; re-designed
Hard wired generator	10,601		10,601	10,600	10,601	0	Completed
General Maintenance	3,000	3,000			2,055	945	Fire extinguisher service; clear blockage to stormwater drain; service air cons; gutter cleaning; RCD testing; stabilise shelving in records room; <i>pest control;</i> <i>lighting repairs</i>
Total	28,601	3,000	25,601	10,600	12,656	15,945	
HEALTH							
TA Infant Health Clinic							
Replace kitchen sink and cupboards	9,000		9,000				<i>Work in progress</i>
Remove rainwater tank, install sump for drainage	3,000	3,000					Work awarded
General Maintenance	1,500	1,500			763	737	Repair rear window frames & repaint; paint laundry ceilings; replace flyscreen in window; fire extinguisher service; replace front door screen, repair front gate hinge; service air con; gutter cleaning; RCD testing
Total	13,500	4,500	9,000		763	12,737	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
STAFF HOUSING							
20 Henry Street							
Renovation bathroom/laundry c/over	15,000		15,000				Work awarded/supplies onsite
Paint guttering	1,000	1,000					Work awarded
General Maintenance	2,000	2,000			1,023	977	Service air con; gutter cleaning; pest spraying; RCD testing; <i>install ceiling fan to patio area</i>
Total	18,000	3,000	15,000		1,023	16,977	
27 East Terrace							
Replace carpets throughout	5,800	5,800			5,349	451	Completed
Replace rainwater tank	3,700	3,700			3,676	24	Installed
Replace ceiling in kitchen/living area c/over	1,200	1,200					Work awarded
General Maintenance	2,000	2,000			2,716	-716	Install deadlocks to front & rear doors; install security door; service air con; gutter cleaning; repairs to sliding windows& internal door rollers; pest spraying; RCD testing
Total	12,700	12,700	0		11,741	959	
18 Henry Street							
General Maintenance	2,000	2,000			1,194	806	Service air con; gutter cleaning; pest spraying; replace downlights; RCD testing
Total	2,000	2,000	0		1,194	806	
38 Ivy Street							
Internal/External paint	8,000	8,000			2,134	5,866	Work awarded; <i>External paint completed</i>
Replace carpets in lounge and bedrooms	3,400	3,400			3,570	-170	Completed
General Maintenance	2,000	2,000			769	1,231	Clear gutter and blocked downpipe; service air con; gutter cleaning; pest spraying; RCD testing
Total	13,400	13,400	0		6,473	6,927	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
11 Lavarock Street							
General Maintenance	2,000	2,000			855	1,145	Service air con; re-attach loose pelmet; gutter cleaning; pest spraying; RCD testing; <i>Repair RCD fault</i>
Total	2,000	2,000	0		855	1,145	
1 Janus Street							
General Maintenance	2,000	2,000			6,634	-4,634	Pump out septic; form pump pit, supply & connect submersible pump, seal septic tanks; leach drain segments, fittings & earthworks; repair eave; service air con; power & alarm to septic tanks; power & alarm to septic tank; replace batten holder on patio; gutter cleaning; pest spraying; RCD testing
Total	2,000	2,000	0		6,634	-4,634	
OTHER HOUSING							
Unit 1, Sandalwood Villas							
General Maintenance	1,000	1,000			765	235	Re-align gate; replace and install motion sensors; line gazebo roof; add external power point; re-program gate to auto shut; gutter cleaning
Total	1,000	1,000	0		765	235	
Unit 2, Sandalwood Villas							
General Maintenance	1,000	1,000			765	235	Re-align gate; replace and install motion sensors; line gazebo roof; add external power point; re-program gate to auto shut; gutter cleaning
Total	1,000	1,000	0		186	814	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
Unit 3, Sandalwood Villas							
General Maintenance	1,000	1,000			765	235	Re-align gate; replace and install motion sensors; line gazebo roof; add external power point; re-program gate to auto shut; gutter cleaning
Total	1,000	1,000	0		765	235	
Unit 4, Sandalwood Villas							
General Maintenance	1,000	1,000			647	353	Replace PTR Valve in HWS; line gazebo roof; add external power point; gutter cleaning
Total	1,000	1,000	0		647	353	
Unit 5, Sandalwood Villas							
General Maintenance	1,000	1,000			537	463	Line gazebo roof; add external power point; gutter cleaning
Total	1,000	1,000	0		537	463	
Unit 6, Sandalwood Villas							
General Maintenance	1,000	1,000			537	463	Line gazebo roof; add external power point; gutter cleaning
Total	1,000	1,000	0		537	463	
Unit 1, Lavieville Lodge							
Extend Colorbond down northern side of Unit 1 carport	1,200	1,200					Work awarded
General Maintenance	1,500	1,500			142	1,358	Replace weather seal and repair locks on doors
Total	2,700	2,700	0		142	2,558	
Unit 2, Lavieville Lodge							
General Maintenance	1,500	1,500			412	1,088	Replace door rollers & seals to windows
Total	1,500	1,500	0		412	1,088	
Unit 3, Lavieville Lodge							
General Maintenance	1,500	1,500			0		
Total	1,500	1,500	0		0	1,500	
Unit 4, Lavieville Lodge							
Realign driveway of Unit 4 carport	1,200	1,200					Quotes received - awaiting clarification of re-positioning/extension
General Maintenance	1,500	1,500			433	1,067	Replace door rollers and seals to windows
Total	2,700	2,700	0		433	2,267	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
COMMUNITY AMENITIES							
Holland Park Toilets							
General Maintenance	3,000	3,000			703	2,297	Vandalproof tap key; gutter cleaning; replace 3 toilet roll holders with vandal proof holders
Total	3,000	3,000	0		703	2,297	
Diprose Park Toilets							
Apply anti graffiti paint	2,400	2,400					Work awarded
General Maintenance	3,000	3,000			560	2,440	Repair leaking toilet cistern; padlock for toilet roll holder; ladies/gents signage; liquid nails for signage; vandal proof tap handle; liquid nails for signage; repair mens toilet; gutter cleaning; <i>repair leaking toilet</i>
Total	5,400	5,400	0		560	4,840	
Norrish Street (disabled access) Public Toilets							
Relocate RV dump point from Tambellup Caravan Park	5,000	5,000			2,017	2,983	Completed
General Maintenance	3,000	3,000			899	2,101	Replace window; Sharps containers & signage; repair leaking cisterns; vandalproof tap; gutter cleaning; RCD testing; <i>sharps containers and holder</i>
Total	8,000	8,000	0		2,916	5,084	
RECREATION & CULTURE							
BH Hall							
Extend hand rail and improve platform - northern exit door	3,700	3,700					Quotes received
General Maintenance	5,000	5,000			708	4,292	Fire extinguisher service; rectify sharp edge on servery; gutter cleaning; RCD testing
Total	8,700	8,700	0		708	7,992	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
TA Hall							
Seal asbestos in projector room	1,000	1,000			2,345	-1,345	Completed
Roof repairs (grant funded)				6,700			Completed
Replace vinyl in Lesser Hall verandah	3,000	3,000			3,704	-704	Removal of existing flooring containing asbestos; <i>new floorcovering installed</i>
General Maintenance	5,000	5,000			6,416	-1,416	Replace window in gents toilet; replace floorboard; fire extinguisher service; repair power points in kitchen; replace door handle & lock to theatre room; repair holes in store room & main hall floor; changeover of faulty urn; remove vinyl floorcovering; knee pads; heater repairs; <i>replace louvre window in Lesser Hall ladies toilet; remove powerboard containing asbestos; repair/install security lighting to rear of Halls and stage</i>
Total	9,000	9,000	0	6,700	12,465	-3,465	
BH Recreation Complex							
General Maintenance	3,000	3,000			1,842	1,158	Skylights cleaned (by BH Complex Committee); termite inspection; gutter cleaning; repair underground power for lights, RCD testing
Total	3,000	3,000	0		1,842	1,158	
TA Pavilion							
General Maintenance	0	0			261	-261	Replace glass in refrigerator door (prior to sale)
Total	0	0	0		261	-261	
BH RSL Hall							
General Maintenance	2,500	2,500			374	2,126	Gutter cleaning; toilet keys cut; pest spraying; RCD testing
Total	2,500	2,500	0		374	2,126	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
Tambellup RSL Hall							
General Maintenance	500	500			158	342	Gutter cleaning
Total	500	500	0		158	342	
Tambellup Youth Centre							
General Maintenance	500	500			368	132	Fire extinguisher service; gutter cleaning; RCD testing
Total	500	500	0		368	132	
Tambellup CRC & Library							
Repair ceiling in reception area c/over	6,000		6,000				Work awarded
General Maintenance	2,500	2,500			1,108	1,392	Fire extinguisher service; repair fretting brickwork and damaged door; install defib cabinet and smoke alarms; gutter cleaning; RCD testing
Total	8,500	2,500	6,000		1,108	7,392	
BH Museum							
Repair & paint woodwork to external windows (eastern)	5,000	5,000					Work awarded
Replace roof	19,500		19,500				Work awarded
Repair office ceilings and walls c/over	4,500	4,500					Work awarded
Removal of trees (white ant affected)	1,500	1,500			1,350	150	Completed
General Maintenance	2,000	2,000			439	1,561	Termite inspection; gutter cleaning; RCD testing
Total	32,500	13,000	19,500		1,789	30,711	
TA Station Master's Building - Museum							
Painting Exterior Woodwork, Oil Verandah Floor c/over	3,600	3,600					Work awarded
General Maintenance	2,000	2,000			470	1,530	Padlock for rear fence gate; fire extinguisher service; repair faulty light; gutter cleaning; RCD testing
Total	5,600	5,600	0		470	5,130	
ECONOMIC SERVICES						0	



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

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote)	COMMENT
BH Caravan Park							
Table & seating for gazebo	2,000	2,000			2,332	-332	Completed
General Maintenance	3,000	3,000			2,018	982	Fire extinguisher for laundry; repair holes in wall; replace soap dish; regrout showers; sharps signage; test & tag dryer; replace u bend under external sink; replace doorlock & handle; gutter cleaning; globes; RCD testing; <i>investigate odour in pipeworks</i>
Total	5,000	5,000	0		4,350	650	
TA Caravan Park							
General Maintenance							
Total	0	0	0		0	0	
TA Railway Station Building							
Replace Gutter & Fascia c/over	17,800		17,800				Re-considered - quote called for section of gutter facing Norrish St
General Maintenance	2,000	2,000			603	1,397	Replace window; gutter cleaning; RCD testing
Total	19,800	2,000	17,800		603	19,197	
Bendigo Bank							
Rectify woodwork above verandah roof	5,000	5,000					Quotes received/safety plan requested
General Maintenance	2,500	2,500			759	1,741	Repair floor joists; gutter cleaning; RCD testing
Total	7,500	7,500	0		759	6,741	
TOTAL BUILDING MAINTENANCE/CAPITAL WORKS	246,101	145,200	100,901	17,300	86,930	159,171	

BROOMEHILL-TAMBELLUP LIBRARY REPORT FEBRUARY 2017

New Members

Tambellup 4 Broomehill 0

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

0-2 Hello Little Babies by Alison Lester
 2-3 Millie-Mae and the Windy Day by Natalie Marshall
 4-5 Florette by Anna Walker

Statistics

Tambellup *Issues*

51 Books A
 6 DVD A
 CD A
 10 LP A
 Games J
 28 Books J
 9 DVD J
 CD J
 7 Renewals A&J
 E Resources
 1 Better Beginnings Resource Kit

Broomehill *Issues*

27 Books A
 14 DVD A
 1 CD A
 2 LP A
 1 Books J
 2 DVD J
 0 CD J
 5 Renewals A&J
 1 Better Beginnings Resource Kit
 20 E Resources

Regional LP Bulk Loan (exchanged every 4 Months) New Units available until April 2017.

The State Library Book Exchange arrived at Tambellup 1st February 2017 and Broomehill 14th February 2017.

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

Tambellup 0 Broomehill 0

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

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
February	4	4	5	15	0	1	0	0

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
February	84	41	32	26	3	2	0	0