

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2015

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
for the period 1 July 2015 to 30 November 2015

**Operating Revenue & Expenditure**

**GENERAL PURPOSE FUNDING**

Municipal Fund

Council held the following balances in its Municipal Fund accounts at 30 November 2015 –

Operating Account	\$2,124,044.72
Term Deposit (CLGF 12/13)	\$374,889.00
Term Deposit (GSDC Grant - Pavilion)	\$200,000.00
<b>Total Balance</b>	<b>\$2,698,933.72</b>

Further detail in relation to the above investments is shown at Note 4: Cash and Investments

Rate Revenue

Rates were levied on 24 July 2015 –

Rates	\$2,184,880.94
ESL	\$54,400.00
Rubbish	<u>\$59,210.00</u>
	<b>\$2,298,490.94</b>

The discount period ended on 21 August 2015, and a total of \$76,841 in discount has been granted (budget (\$77,000)). At the end of November, roughly 84% in rates and charges had been collected. Some 84 assessments have taken up the option to pay by either 2 or 4 instalments, the balance of these assessments total around \$142,920. The second (and final) payment on the 2 instalment plan is due on 4 January 2016, and the second instalment on the 4 instalment plan is due 28 October 2015.

Further detail on rates outstanding is shown at Note 5: Receivables

General Purpose Funding

Council receives Financial Assistance Grants (FAGS) each year from the WA Local Government Grants Commission (WALGGC). The allocations are determined by WALGGC taking into consideration a number of factors which includes population, demographics, location, road network etc. The grants are paid in quarterly instalments in August, November, February and May each year.

An advance instalment of FAGS was paid on 30 June 2015 equating to approximately 50% of Councils allocation for 2015/16. The remainder of our allocation will be spread over the four quarterly payments.

Country Local Government Fund 2012/13

Councils allocation from this pool was received during May 2015, and has been allocated to the Broomehill Admin Building (\$50,000 for solar energy), Broomehill Hall (\$50,000 for building improvements), Tambellup Hall (\$80,000 for building improvements) and Tambellup Pavilion (\$194,889 towards redevelopment). The funds are carried forward as part of the 30 June 2015 surplus, and are held in a Term Deposit until such time they are required.

**GOVERNANCE**

General Administration

Expenditure associated with the administrative functions of the Council are allocated into this program, and are then distributed across the whole organisation as a percentage of the estimated time spent by staff performing their duties (ie: time spent on Fire Brigade matters is allocated to Other Law, Order & Public Safety).

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 November 2015**

**Operating Revenue & Expenditure**

**LAW, ORDER & PUBLIC SAFETY**

Fire Prevention

Revenue shown is from the annual ESL charge which is levied with the rates each year. The ESL Levy was increased for 2015/16 to \$68 per assessment. The levy is paid to FESA in quarterly instalments during the year and this is shown as an expense.

ESL grant funding is received in quarterly instalments and is used to purchase items such as protective clothing and equipment for brigade members, bushfire injury insurance.

Animal Control

Council engages the services of the Ranger from the Shire of Kojonup who attends the Broomehill and Tambellup townsites as required.

**HOUSING**

Staff Housing

Maintenance of Staff Housing is allocated to this program, then distributed to the program in which the staff are employed (ie Parks & Gardens staff housing expenses are allocated to Recreation & Culture, Admin staff to General Administration etc).

Other Housing

Operations and maintenance for the 6 units at Sandalwood Villas and the 4 units at Lavieville Lodge is reported under this program.

**COMMUNITY AMENITIES**

Household Refuse

Revenue shown is from the annual Household and Commercial collection charges levied with rates each year. Expenditure relates to the costs associated with engaging Contractors to undertake the rubbish and recycling collections and maintenance to the Broomehill and Tambellup tips.

Transfer Stations

Provision for the payment of costs to Warren Blackwood Waste for management of both the Broomehill and Tambellup transfer stations.

Other Community Amenities

Included under this heading is maintenance to the Broomehill, Pindellup and Tambellup cemeteries.

**RECREATION & CULTURE**

Public Halls & Civic Centres

Maintenance of Councils public buildings, including the Town Halls and recreation facilities. Revenue is shown from the hiring of these facilities.

Redevelopment of the Tambellup Pavilion has been carried over into the 2015/16 budget to commence during this year. Grant funding of \$700,000 has been confirmed from the Department of Sport and Recreation (CSRFF). Council is holding \$200,000 from the Great Southern Development Commission and \$194,889 from the 2012/13 Country Local Government Fund towards the project. Other sources of funding are still being explored and applied for, however Council has made provision to raise a loan for \$1.5million should we not be successful in attracting additional grant funding.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 November 2015**

**Operating Revenue & Expenditure**

Other Recreation and Sport

Includes maintenance to all parks, gardens and reserves within the Shire. Maintenance and upkeep of the Broomehill and Tambellup ovals.

Libraries

Provision is made for the payment of the management fee to the Tambellup CRC to provide the library service in Tambellup.

**TRANSPORT**

Road Construction

Revenue shown is the grant funding that Council will be receiving towards road construction projects for the year. Funding sources for the road construction program include the Regional Road Group, Roads to Recovery, MRWA Commodity Routes. Expenditure on road construction is shown in the capital section.

Federal Funds are provided through the Department of Infrastructure and Transport under the Roads to Recovery (R2R) Program. The program runs for a five year period, and the current program ends 30 June 2019.

In 2015/2016, all local governments are set to receive a double allocation from the R2R pool. Councils allocation is \$579,300. In addition to this, further funding has been allocated to R2R in the 2015/16 Federal Budget which is the result of reintroduction of CPI linked fuel excise. This measure will see additional funding provided through Roads to Recovery for the 2015/16 and 2016/17 years.

In 2015/16, Councils total allocation from Roads to Recovery is \$827,700. Expenditure of this funding is shown in the capital section, and has been allocated to the following projects:-

- Punchmirup North Road – gravel sheet 9.16kms;
- Norrish Road – gravel sheet 5.00kms;
- Toolbrunup Road – gravel sheet 3.00kms; and
- Townscape – footpath upgrades, kerbing and drainage.

The Programme Procedures for the Roads to Recovery Programme state that funds can be utilised on footpaths when the works proposed are part of a wider road project. Projects to solely upgrade footpaths are not eligible. The works proposed will correct drainage and water flow issues and will prevent pooling of water in town streets which will ultimately affect the roads sub-structure. Footpaths will be upgraded as part of the work proposed.

Bridge Maintenance

Funding of \$154,700 is carried over from the previous year. Funding from the WA Local Government Grants Commission was received in 2014/2015 to undertake repairs to Bridge 4233 on Broomehill-Kojonup Road (\$174,000) and Bridge 4241 on Pallinup Road (\$290,000). The refurbishment works will be undertaken by Main Roads WA on behalf of Council. MRWA have requested that the funding be carried over into 2015/2016 as the works could not be complete by 30 June 2015.

Traffic Control

Provision of police licensing services from the Broomehill and Tambellup offices. Revenue is received from the commissions paid by the Department of Transport to continue to provide this service to the community.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
for the period 1 July 2015 to 30 November 2015

**Operating Revenue & Expenditure**

**ECONOMIC SERVICES**

Tourism & Area Promotion

This heading includes maintenance of both the Broomehill and Tambellup caravan parks. Council has agreed to provide a contribution to the Hidden Treasures Committee of \$4,000.

Building Control

The Building Surveyor is contracted from the Shire of Cuballing and visits Broomehill and Tambellup twice monthly, or more regularly if required.

Other Economic Services

Water and electricity charges for the standpipes throughout the Shire are allocated under this heading, as is maintenance to the Community Bank and Railway buildings.

**OTHER PROPERTY & SERVICES**

Public Works Overheads

Public Works Overheads is expenditure relating to the Works Crew (ie insurances, protective clothing, superannuation etc). Expenses such as insurance and protective clothing are incurred during the first few months in the new year, however the costs are allocated through the payroll to the various jobs undertaken by the Works Crew over the full twelve months. These costs are monitored throughout the year to ensure the correct rates are applied.

Plant Operation Costs

Plant Operation costs is expenditure relating to the maintenance and operation of Councils plant items. Expenses such as insurance and vehicle registrations are incurred during the first few months in the new year, however the costs are allocated through the payroll to the various jobs undertaken by the Works Crew over the full twelve months. These costs are monitored throughout the year to ensure that the correct rates are applied to the plant items.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
for the period 1 July 2015 to 30 November 2015

**Capital Revenue & Expenditure**

**GOVERNANCE**

Holden Colorado 7 BH000 has been changed over, the net cost \$2,663.

Holden Caprice OTA has been changed over, the net cost \$2,727.

**HOUSING**

New Executive Residence

Site classifications & feature surveys have been undertaken by Consultants in preparation for construction of the new residence. Howard + Heaver Architects have been engaged as project managers to oversee construction of the residence.

**RECREATION & CULTURE**

Tambellup Pavilion Redevelopment

Howard + Heaver Architects have provided concept designs and have been engaged as project managers to oversee construction. The proposed design is available for public comment until the end of November.

Broomehill Museum

The 2 windows on the western side of the building have finally been replaced! The work was undertaken by Prandi Builders.

**TRANSPORT**

Machinery Shed

Construction of the new machinery shed at the Tambellup Depot is progressing well.

Road Construction

Resheeting on Pindellup Road is now complete. These works are carried over from 2014/15 and are funded by Roads to Recovery.

Gravel sheeting on Toolbrunup Road is nearing completion.

Gravel has been sourced from local farmers for the resheeting projects. John Davis and Ron Wright have been engaged to push up the gravel at the various locations.

**RESERVE TRANSFERS**

Transfers have been made to (and from) the following reserves, in accordance with the 2015/16 Budget –

Leave Reserve	\$30,000	
Plant Replacement Reserve	\$230,000	
Building Reserve	\$100,000	
Broomehill Rec Complex Reserve	\$8,600	
Computer Reserve	\$10,000	
Broomehill Synthetic Bowling Green Reserve	\$8,600	
Refuse Sites Post Closure Management Reserve	\$5,000	
Broomehill Village Hall Reserve	-8,119	from Reserve

In addition to the above transfers, all interest earned on the investment is reinvested proportionately into each Reserve Fund.

Council included in the 2015/16 Budget closure of the Broomehill Village Hall Reserve once the balance was transferred from the Reserve. The amount shown above represents the closing balance of this account. The funds have been expended on maintenance of the Broomehill Hall, which includes painting of the front wall and repairs to the verandah.

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

**By Nature or Type**

**For the Period Ended 30 November 2015**

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	2,105,000	2,105,000	2,106,014.20	1,014	0.0%	
	1,232,800	664,130	657,186.44	(6,944)	(1.1%)	
9	0	0	772.37	772	100.0%	
	256,900	134,116	128,513.89	(5,602)	(4.4%)	
	0	0	0.00	0		
	61,400	24,231	28,708.90	4,478	15.6%	
	79,900	65,821	73,649.68	7,829	10.6%	
<b>Total</b>	<b>3,736,000</b>	<b>2,993,298</b>	<b>2,994,845.48</b>	<b>1,547</b>		
<b>Operating Expense</b>						
	(1,858,700)	(788,970)	(828,442.31)	(39,472)	(4.8%)	
	(1,512,800)	(597,845)	(467,960.25)	129,885	27.8%	▼
	(171,000)	(61,390)	(55,153.54)	6,236	11.3%	
	(1,254,500)	(522,647)	(432,113.23)	90,534	21.0%	▼
	(12,100)	(600)	(642.29)	(42)	(6.6%)	
	(172,000)	(172,000)	(153,447.46)	18,553	12.1%	▼
9	(160,900)	(73,200)	(25,983.51)	47,216	181.7%	▼
	(75,600)	(31,680)	(25,778.21)	5,902	22.9%	
<b>Total</b>	<b>(5,217,600)</b>	<b>(2,248,332)</b>	<b>(1,989,520.80)</b>	<b>258,811</b>		
<b>Funding Balance Adjustment</b>						
	1,254,500	522,647	432,113.23	(90,534)	(21.0%)	▼
9	160,900	73,200	25,211.14	(47,989)	(190.3%)	▼
	0	0	0.00	0		
<b>Net Operating</b>	<b>(66,200)</b>	<b>1,340,813</b>	<b>1,462,649.05</b>	<b>121,836</b>		
<b>Capital Revenues</b>						
7	2,265,500	491,400	403,033.00	(88,367)	(21.9%)	▼
9	461,500	332,000	327,230.95	(4,769)	(1.5%)	
	1,550,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,244,200	8,000	8,119.41	119	1.5%	
<b>Total</b>	<b>5,521,200</b>	<b>831,400</b>	<b>738,383.36</b>	<b>(93,017)</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0		
11	(3,776,500)	(103,500)	(96,618.44)	6,882	7.1%	
11	(1,076,900)	(343,000)	(363,222.50)	(20,223)	(5.6%)	
11	0	0	0.00	0		
11	(1,967,800)	(423,800)	(334,886.91)	88,913	26.6%	▼
11	(199,500)	(67,000)	(43,528.03)	23,472	53.9%	▼
	(99,700)	(4,600)	(4,575.28)	25	0.5%	
	0	0	0.00	0		
8	(473,800)	(404,400)	(405,480.11)	(1,080)	(0.3%)	
<b>Total</b>	<b>(7,594,200)</b>	<b>(1,346,300)</b>	<b>(1,248,311.27)</b>	<b>97,989</b>		
<b>Net Capital</b>	<b>(2,073,000)</b>	<b>(514,900)</b>	<b>(509,927.91)</b>	<b>4,972</b>		
<b>Total Net Operating + Capital</b>	<b>(2,139,200)</b>	<b>825,913</b>	<b>952,721.14</b>	<b>126,808</b>		
Opening Funding Surplus(Deficit)	2,139,200	2,139,200	2,070,512.04	(68,688)	(3.3%)	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>2,965,113</b>	<b>3,023,233.18</b>	<b>58,120</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			

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

**By Reporting Program**

**For the Period Ended 30 November 2015**

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	27,500	2,500	19,367.55	16,868	87.09%	▲
	3,064,300	2,593,950	2,605,006.35	11,056	0.42%	
	89,400	74,521	77,653.74	3,133	4.03%	
	1,100	250	236.00	(14)	(5.93%)	
	500	0	0.00	0		
	117,300	67,000	21,077.94	(45,922)	(217.87%)	▼
	74,200	65,200	67,725.61	2,526	3.73%	
	794,900	27,590	18,249.52	(9,340)	(51.18%)	
	1,643,400	609,815	550,516.49	(59,299)	(10.77%)	▼
	54,900	17,292	25,439.11	8,147	32.03%	
	134,000	26,580	12,606.17	(13,974)	(110.85%)	▼
<b>Total</b>	<b>6,001,500</b>	<b>3,484,698</b>	<b>3,397,878.48</b>	<b>(86,820)</b>		
<b>Operating Expense</b>						
	(717,200)	(312,377)	(264,319.97)	48,057	18.18%	▼
	(245,200)	(101,546)	(107,032.03)	(5,486)	(5.13%)	
	(176,300)	(71,618)	(94,600.65)	(22,983)	(24.29%)	▲
	(56,000)	(22,196)	(25,455.03)	(3,259)	(12.80%)	
	(16,800)	(4,300)	(5,300.00)	(1,000)	(18.87%)	
	(88,600)	(36,653)	(40,316.74)	(3,664)	(9.09%)	
	(422,300)	(170,680)	(147,881.18)	22,799	15.42%	▼
	(852,100)	(350,081)	(343,659.31)	6,422	1.87%	
	(2,400,700)	(997,324)	(867,491.09)	129,833	14.97%	▼
	(216,900)	(89,068)	(87,137.94)	1,930	2.21%	
	(25,500)	(92,489)	(6,326.86)	86,162	1361.85%	▼
<b>Total</b>	<b>(5,217,600)</b>	<b>(2,248,332)</b>	<b>(1,989,520.80)</b>	<b>258,811</b>		
<b>Funding Balance Adjustment</b>						
	1,254,500	522,647	432,113.23	(90,534)	(20.95%)	▼
9	160,900	73,200	25,211.14	(47,989)	(190.35%)	▼
<b>Net Operating</b>	<b>2,199,300</b>	<b>1,832,213</b>	<b>1,865,682.05</b>	<b>33,469</b>		
<b>Capital Revenues</b>						
9	461,500	340,000	327,230.95	(12,769)	(3.90%)	
	1,550,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
8	1,244,200	0	8,119.41	8,119	100.00%	
<b>Total</b>	<b>3,255,700</b>	<b>340,000</b>	<b>335,350.36</b>	<b>(4,650)</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0		
11	(3,776,500)	(103,500)	(96,618.44)	6,882	7.12%	
11	(1,076,900)	(343,000)	(363,222.50)	(20,223)	(5.57%)	
11	0	0	0.00	0		
11	(1,967,800)	(423,800)	(334,886.91)	88,913	26.55%	▼
11	(199,500)	(67,000)	(43,528.03)	23,472	53.92%	▼
	(99,700)	(4,600)	(4,575.28)	25	0.54%	
	0	0	0.00	0		
8	(473,800)	(404,400)	(405,480.11)	(1,080)	(0.27%)	
<b>Total</b>	<b>(7,594,200)</b>	<b>(1,346,300)</b>	<b>(1,248,311.27)</b>	<b>97,989</b>		
<b>Net Capital</b>	<b>(4,338,500)</b>	<b>(1,006,300)</b>	<b>(912,960.91)</b>	<b>93,339</b>		
<b>Total Net Operating + Capital</b>	<b>(2,139,200)</b>	<b>825,913</b>	<b>952,721.14</b>	<b>126,808</b>		
Opening Funding Surplus(Deficit)	2,139,200	2,139,200	2,070,512.04	(68,688)	(3.32%)	
3	<b>0</b>	<b>2,965,113</b>	<b>3,023,233.18</b>	<b>58,120</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BALANCE SHEET**  
For the Period Ended 30 November 2015

	Actual 2015/16	C/fwd 1 July 2015
<b>CURRENT ASSETS</b>		
Cash	4,210,919.19	3,156,810.40
Receivables	462,644.67	608,080.84
Inventories - Stock on Hand	66,819.29	32,823.81
TOTAL CURRENT ASSETS	4,740,383.15	3,797,715.05
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	430,675.77	838,089.51
Borrowings	45,072.92	49,648.20
TOTAL CURRENT LIABILITIES	475,748.69	887,737.71
<b>NET CURRENT ASSETS</b>	<b>4,264,634.46</b>	<b>2,909,977.34</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	42,641.08	42,641.08
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	13,987,403.70	14,076,857.91
Infrastructure Assets	110,583,095.56	110,439,940.79
TOTAL NON-CURRENT ASSETS	125,029,005.08	124,975,304.52
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	59,957.12	59,957.12
Borrowings	203,984.24	203,984.24
TOTAL NON-CURRENT LIABILITIES	263,941.36	263,941.36
<b>NET ASSETS</b>	<b>129,029,698.18</b>	<b>127,621,340.50</b>
<b>EQUITY</b>		
Accumulated Surplus	29,526,491.88	28,515,494.90
Reserves - Asset Revaluation	97,856,903.52	97,856,903.52
Reserves - Cash Backed	1,646,302.78	1,248,942.08
TOTAL EQUITY	<b>129,029,698.18</b>	<b>127,621,340.50</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 30 November 2015**

**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING EXPENSE</b>		
<b>Materials &amp; Contracts</b>		
External consultants have been utilised (or are planned to be engaged) to provide assistance for various requirements including asset management, Roman2, townscape planning etc and payments for their services has not been as high as anticipated to date.	■	
<b>Depreciation (Non Current Assets)</b>		
Depreciation rates for Infrastructure Assets have been reviewed and applied to the asset register. Residual values for the components of road assets have been calculated. As a result, depreciation for the Infrastructure class is significantly lower than anticipated. The impact of the revaluation of Infrastructure for fair value was difficult to estimate. Fortunately, the result is better than anticipated.		■
<b>Insurance Expenses</b>		
The Insurance premiums for Councils buildings have been lower than anticipated.		■
<b>Loss on Asset Disposal</b>		
The variance is due to the timing of changeovers of plant and equipment.	■	
<b>CAPITAL REVENUE</b>		
<b>Grants, Subsidies &amp; Contributions</b>		
Progress claims have been received for the first 40% in Regional Road Group funding. A progress instalment has been received from Roads to Recovery, which is based on the expenditure incurred to date and the estimated expense to be incurred in the coming quarter.	■	
<b>CAPITAL EXPENDITURE</b>		
<b>Infrastructure - Roads</b>		
The road construction program is underway. Resheeting on Pindellup Road (carried over from 14/15) is complete. Other construction projects are progressing	■	
<b>Infrastructure - Other</b>		
Variations to the scope of works for the CLGF funded water projects have been approved. Works on these projects will recommence to enable the approved deadline of 31 December 2015 to be met.	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 30 November 2015**

**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING REVENUE</b>		
<b>Governance</b>		
Council has received its 'Members Experience Dividend' from Local Government Insurance services.	■	
<b>Housing</b>		
The transfer of surplus funds from the former Tambellup Senior Citizens Unit Management Committee has not yet been transferred to the Council. It is anticipated that this will occur during December, when outstanding cheques have been presented.	■	
<b>Other Property &amp; Services</b>		
To date, the Manager of Works hasn't been assisting the Shire of Katanning as often as in the previous year.	■	
<b>OPERATING EXPENSE</b>		
<b>Governance</b>		
Payments to external Consultants for assistance with update and review of Councils Integrated Planning documents has not occurred as the services have not yet been required.		
<b>Law, Order &amp; Public Safety</b>		
There has been a significant increase in the amount of depreciation allocated to Plant & Equipment under the Fire Prevention program. This is due to the Broomehill Fire Truck being replaced in 2014/15.		■
<b>Community Amenities</b>		
Depreciation on Infrastructure Assets is not as high as anticipated, which is the impact of the revaluation of this asset class for fair value.		■
<b>Transport</b>		
Depreciation on Infrastructure Assets is not as high as anticipated, which is the impact of the revaluation of this asset class for fair value.		■
<b>Other Property &amp; Services</b>		
Public Works Overheads are currently underallocated, which is not unusual at this early stage in the financial year. Costs incurred in relation to employment of the Works Crew are allocated across the various jobs/programs in which they work over the full financial year. Some costs, such as insurance, are incurred at the start of the year and are re-allocated through the payroll over twelve months.	■	
Plant Operation Costs are currently overallocated, and the internal charge out rates will be reviewed, and adjusted, over the coming months.	■	
<b>CAPITAL REVENUE</b>		
<b>Grants, Subsidies &amp; Contributions</b>		
Progress claims have been received for the first 40% in Regional Road Group funding. A progress instalment has been received from Roads to Recovery, which is based on the expenditure incurred to date and the estimated expense to be incurred in the coming quarter.	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 30 November 2015**

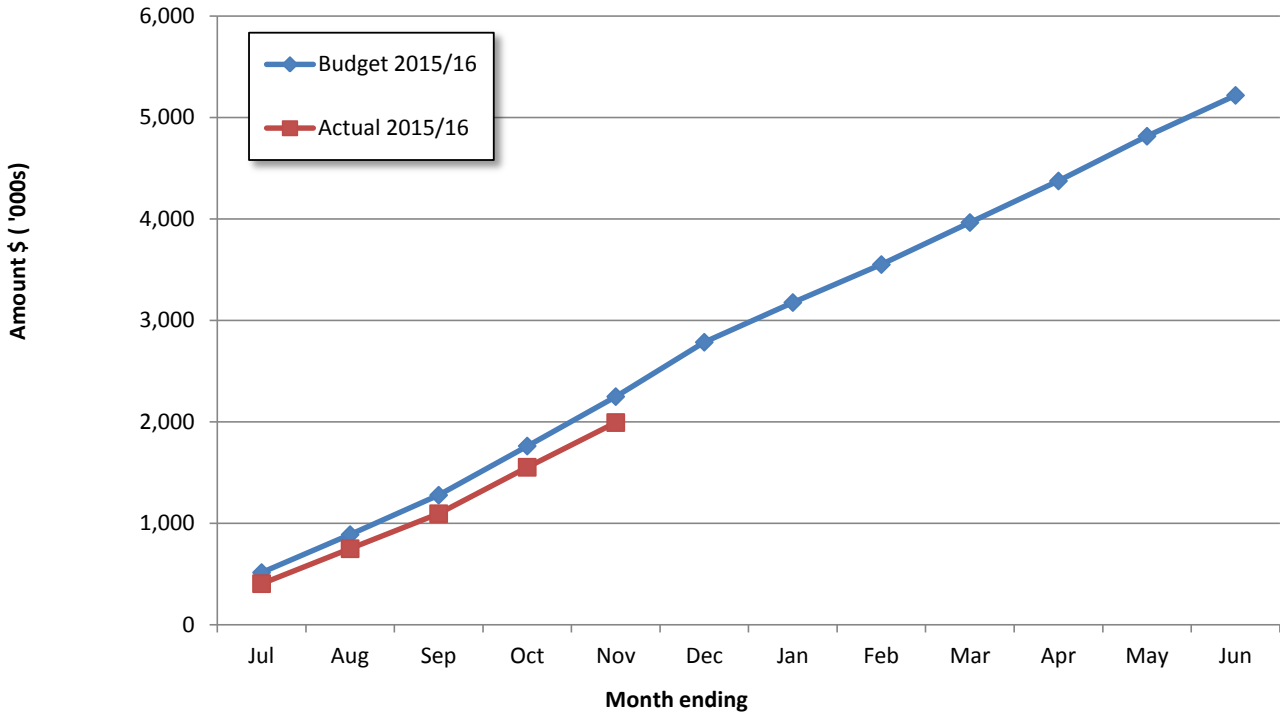
**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>CAPITAL EXPENDITURE</b>		
<b>Infrastructure - Roads</b>		
The road construction program is underway. Resheeting on Pindellup Road (carried over from 14/15) is complete. Other construction projects are progressing	■	
<b>Infrastructure - Other</b>		
Variations to the scope of works for the CLGF funded water projects have been approved. Works on these projects will recommence to enable the approved deadline of 31 December 2015 to be met.	■	

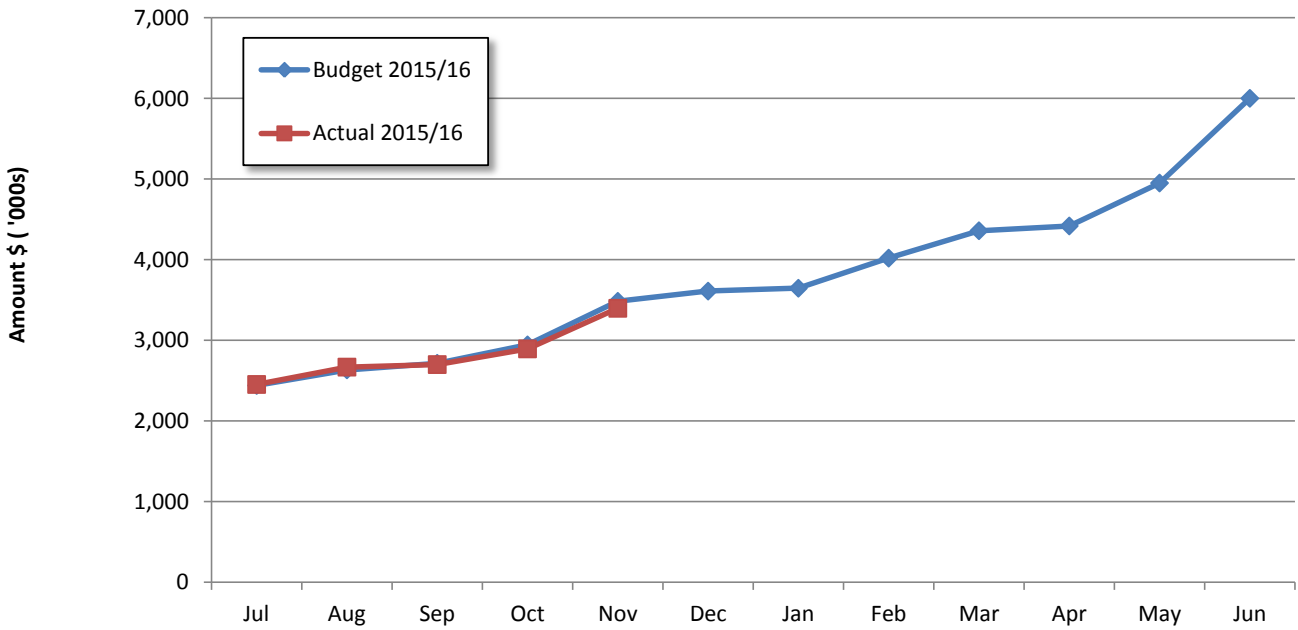
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 November 2015**

**2: Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



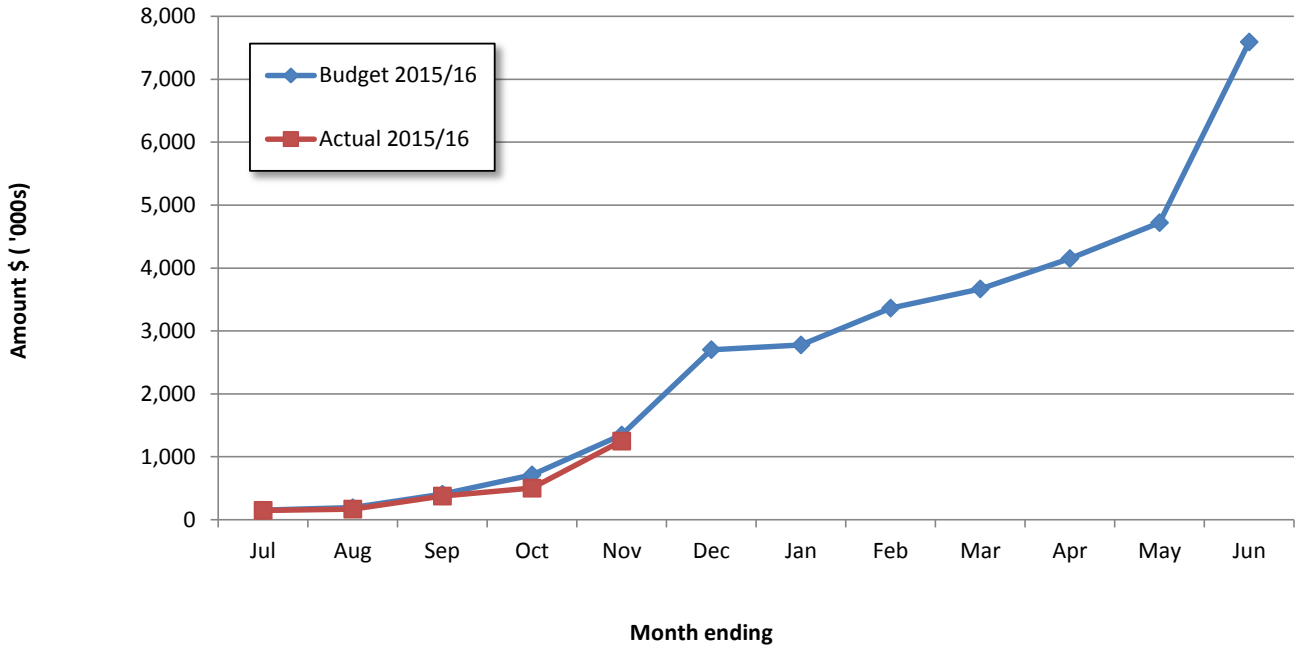
**Budget Operating Revenues -v- Actual**



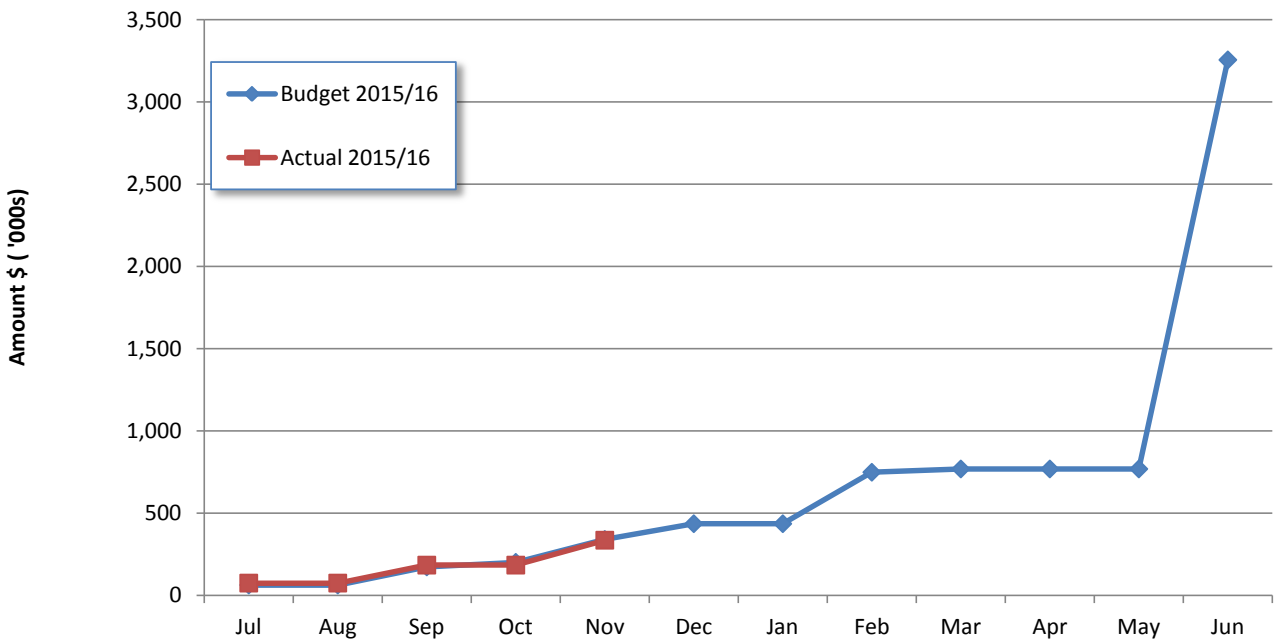
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 November 2015**

**2: Graphical Representation - Source Statement of Financial Activity**

**Budget Capital Expenses -v- Actual**



**Budget Capital Revenue -v- Actual**



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**3: NET CURRENT FUNDING POSTION**

	Note	Actual 2015/16	C/fwd 1 July 2015
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		1,356,916.96	705,911.42
Cash Restricted - Unspent Grants	7	1,207,699.45	1,201,956.90
Cash Restricted - Reserves	8	1,646,302.78	1,248,942.08
Receivables - Rates and Rubbish	5	389,297.66	203,674.82
Receivables - Other	5	19,653.44	396,883.07
Inventories		66,819.29	32,823.81
Accruals and Provisions		7,903.15	7,522.95
		4,694,592.73	3,797,715.05
<b>Less: Current Liabilities</b>			
Payables		(8,114.58)	(158,130.66)
Net GST & PAYG		(7,692.19)	(232,097.45)
Accruals and Provisions		(9,250.00)	(88,032.82)
		(25,056.77)	(478,260.93)
Less: Cash Restricted - Reserves	8	(1,646,302.78)	(1,248,942.08)
<b>Net Current Funding Position</b>		<b>3,023,233.18</b>	<b>2,070,512.04</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**4: CASH AND INVESTMENTS**

	Purpose	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>									
1 Term Deposit	Reserve Funds	1640002	2.35%		1,646,302.78		1,646,302.78	Bendigo	24/02/2016
2 Term Deposit	VROC CLGF - Aged Accom	1727187	2.35%			1,566,566.62	1,566,566.62	Bendigo	25/01/2016
3 Term Deposit	CLGF - Water Grants				0.00		0.00	Bendigo	<i>Closed</i>
4 Term Deposit	CLGF 2012/13	1641087	2.70%		374,889.00		374,889.00	Bendigo	23/12/2015
5 Term Deposit	GSDC - Pavilion	1641090	2.70%		200,000.00		200,000.00	Bendigo	23/12/2015
<b>Total</b>				<b>0.00</b>	<b>1,646,302.78</b>	<b>1,566,566.62</b>	<b>3,212,869.40</b>		

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

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

**2 Southern Link VROC - CLGF Aged Accommodation**

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

**3 Regional CLGF - Water Grants**

This investment has been closed and the funds transferred back to the Municipal bank account.

**4 Country Local Government Fund 2012/13**

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

**5 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.



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

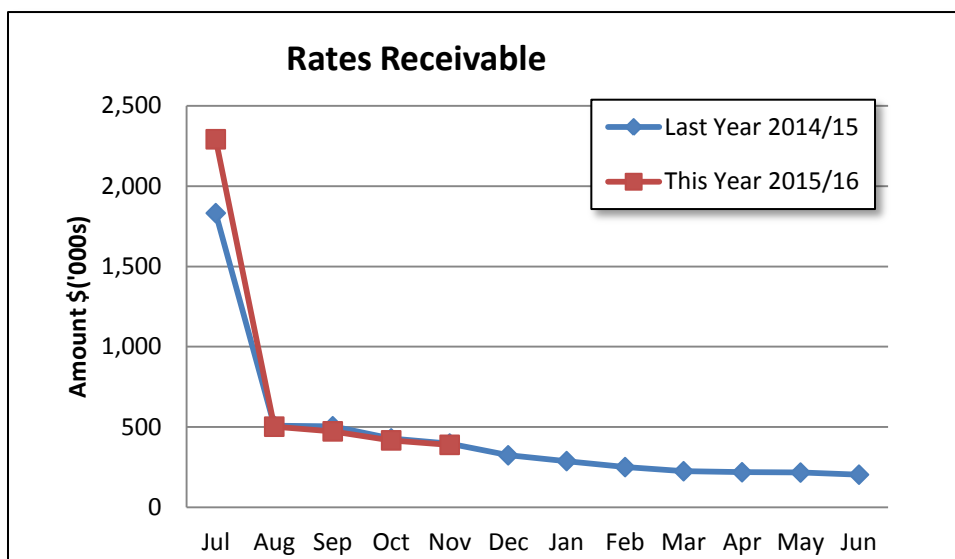
**5: RECEIVABLES**

**Rates & Rubbish**

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

	Actual 2015/16	c/fwd 1 July 2015
	\$	\$
Opening Arrears Previous Years	203,674.82	182,580.61
Rates Levied this year	2,245,384.28	2,127,118.91
<u>Less</u> Collections to date	(2,059,761.44)	(2,106,024.70)
<b>Equals Current Outstanding</b>	<b>389,297.66</b>	<b>203,674.82</b>
<b>Net Rates Collectable</b>	<b>389,297.66</b>	<b>203,674.82</b>
% Collected	84.10%	91.18%

**Net Rates Collectable**  
 % Collected



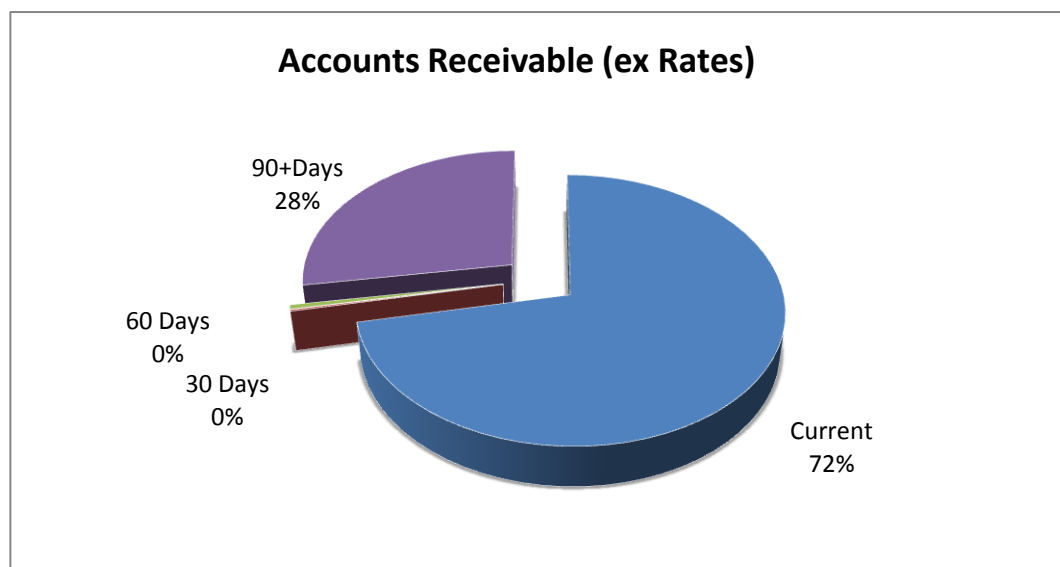
Comments/Notes - Receivables Rates and Rubbish

**Accounts Receivable**

Sundry Debtors  
 Pensioner Rebates  
 Emergency Services Levy

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	2,007.11	44.36	124.33	6,782.94
Pensioner Rebates	424.58			
Emergency Services Levy	15,270.12			
	<b>17,701.81</b>	<b>44.36</b>	<b>124.33</b>	<b>6,782.94</b>
<b>Total Outstanding</b>				<b>24,653.44</b>

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 30 November 2015**

**6: 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 - 16 July 2015			\$	\$	\$ 0
	Closing Funding Surplus (Deficit)			0	0	0

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**7: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2015	Received 2015/16	Expended 2015/16	Closing Balance
		\$	\$	\$	\$
<b>GOVERNANCE</b>					
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
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	50,000.00	0.00	0.00	50,000.00
<b>COMMUNITY AMENITIES</b>					
Country Local Govt Fund - Regional	Stormwater Harvesting - TA Oval	87,064.69	0.00	0.00	87,064.69
Country Local Govt Fund - Regional	Stormwater Harvest - infrastructure CBH dam	77,450.54	0.00	(43,558.03)	33,892.51
<b>RECREATION &amp; CULTURE</b>					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	50,000.00	0.00	0.00	50,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	80,000.00	0.00	0.00	80,000.00
Country Local Govt Fund 2012/13	Tambellup Pavillion - Redevelopment	194,889.00	0.00	0.00	194,889.00
Great Southern Development Commission	Tambellup Pavillion - Redevelopment	200,000.00	0.00	0.00	200,000.00
<b>TRANSPORT</b>					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2014/15	91,388.28	0.00	(91,388.28)	0.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	0.00	242,393.00	(242,393.00)	0.00
Main Roads WA	Regional Road Group funding	0.00	122,640.00	(8,308.46)	114,331.54
Main Roads WA	Commodity Route funding	0.00	38,000.00	(11,642.68)	26,357.32
<b>TOTALS</b>		<b>1,201,956.90</b>	<b>403,033.00</b>	<b>(397,290.45)</b>	<b>1,207,699.45</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Adopted Budget 2015/16
<b>(a) Leave Reserve</b>		
<i>To be used to meet the Councils Long Service Leave liability for its employees.</i>		
Opening Balance	76,711.32	76,900
Amount Set Aside / Transfer to Reserve	30,000.00	30,000
Amount Used / Transfer from Reserve	0.00	(49,200)
Interest Received	815.39	1,500
	<b>107,526.71</b>	<b>59,200</b>
<b>(b) Plant Reserve</b>		
<i>To be used to assist with purchase of major plant items.</i>		
Opening Balance	73,609.15	73,600
Amount Set Aside / Transfer to Reserve	230,000.00	230,000
Amount Used / Transfer from Reserve	0.00	(270,000)
Interest Received	782.20	1,500
	<b>304,391.35</b>	<b>35,100</b>
<b>(c) Building Reserve</b>		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	499,380.52	492,500
Amount Set Aside / Transfer to Reserve	100,000.00	100,000
Amount Used / Transfer from Reserve	0.00	(500,000)
Interest Received	5,312.06	9,000
	<b>604,692.58</b>	<b>101,500</b>
<b>(d) Computer Reserve</b>		
<i>To be used for the replacement or upgrade of computer hardware and software.</i>		
Opening Balance	26,583.56	26,600
Amount Set Aside / Transfer to Reserve	10,000.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	282.87	500
	<b>36,866.43</b>	<b>37,100</b>
<b>(e) Tambellup Recreation Ground &amp; Pavilion Reserve</b>		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	389,011.50	388,800
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(388,000)
Interest Received	4,136.75	8,000
	<b>393,148.25</b>	<b>8,800</b>
<b>(f) Broomehill Recreation Complex Reserve</b>		
<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	53,640.37	53,700
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	(9,000)
Interest Received	569.71	1,500
	<b>62,810.08</b>	<b>54,800</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Adopted Budget 2015/16
<b>(g) Broomehill Village Hall Replacement Reserve</b> <i>To be used for the replacement of the existing Broomehill Village Hall or refurbishment of the existing facility.</i>		
Opening Balance	8,034.42	8,000
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	(8,119.41)	(8,000)
Interest Received	84.99	0
	<b>0.00</b>	<b>0</b>
<b>(h) Building Maintenance Reserve</b> <i>To be used to fund building maintenance requirements for all Council owned buildings</i>		
Opening Balance	51,372.26	51,300
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(20,000)
Interest Received	545.82	1,000
	<b>51,918.08</b>	<b>32,300</b>
<b>(i) Sandalwood Villas Reserve</b> <i>To be utilised towards maintenance of the 6 units at Sandalwood Villas</i>		
Opening Balance	38,717.95	37,300
Amount Set Aside/Transfer to Reserve	0.00	11,300
Amount Used/Transfer from Reserve	0.00	0
Interest Received	411.68	800
	<b>39,129.63</b>	<b>49,400</b>
<b>(j) Broomehill Synthetic Bowling Green Replacement Reserve</b> <i>To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.</i>		
Opening Balance	26,835.28	26,800
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	285.52	500
	<b>35,720.80</b>	<b>35,900</b>
<b>(k) Refuse Sites Post Closure Management Reserve</b> <i>To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.</i>		
Opening Balance	5,045.75	5,000
Amount Set Aside/Transfer to Reserve	5,000.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	53.12	100
	<b>10,098.87</b>	<b>10,100</b>
<b>(l) Lavieville Lodge Reserve</b> <i>To be utilised towards maintenance of the 4 units at Lavieville Lodge</i>		
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	0.00	45,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	900
	<b>0.00</b>	<b>45,900</b>
<b>Total Cash Backed Reserves</b>	<b>1,646,302.78</b>	<b>470,100</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**8: CASH BACKED RESERVES****Summary of Transfers To and (From) Cash Backed Reserves****Transfers to Reserves**

	YTD Actual 2015/16	Adopted Budget 2015/16
Leave Reserve	30,815.39	31,500
Plant Reserve	230,782.20	231,500
Building Reserve	105,312.06	109,000
Computer Reserve	10,282.87	10,500
Tambellup Rec Ground & Pavilion Reserve	4,136.75	8,000
Broomehill Rec Complex Reserve	9,169.71	10,100
Broomehill Village Hall Replacement Reserve	84.99	0
Building Maintenance Reserve	545.82	1,000
Sandalwood Villas Reserve	411.68	12,100
Broomehill Synthetic Bowling Green Replacement Reserve	8,885.52	9,100
Refuse Sites Post Closure Management Reserves	5,053.12	5,100
Lavieville Lodge Reserve	0.00	45,900
	<b>405,480.11</b>	<b>473,800</b>

**Transfers from Reserves**

Leave Reserve	0.00	(49,200)
Plant Reserve	0.00	(270,000)
Building Reserve	0.00	(500,000)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	(388,000)
Broomehill Rec Complex Reserve	0.00	(9,000)
Broomehill Village Hall Replacement Reserve	(8,119.41)	(8,000)
Building Maintenance Reserve	0.00	(20,000)
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
	<b>(8,119.41)</b>	<b>(1,244,200)</b>

**Total Transfer to/(from) Reserves**

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

	<b>397,360.70</b>	<b>(770,400)</b>
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**Comments - Cash Backed Reserves**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**9: ASSET DISPOSALS**

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

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2015/16	Budget 2015/16	YTD Actual 2015/16	Budget 2015/16	YTD Actual 2015/16	Budget 2015/16
<b>PLANT &amp; EQUIPMENT</b>						
<i><b>Governance</b></i>						
Holden Caprice - OTA	40,111.18	39,500	39,472.73	34,000	(638.45)	(5,500)
Holden Colorado - BH000	35,236.23	34,500	33,636.36	30,000	(1,599.87)	(4,500)
<i><b>Recreation &amp; Culture</b></i>						
Toro 360 Mower	0.00	28,200	0.00	15,000	0.00	(13,200)
<i><b>Transport</b></i>						
Caterpillar 12H Grader - TA18	0.00	139,800	0.00	80,000	0.00	(59,800)
Isuzu Gigamax Truck - BH002	0.00	109,800	0.00	75,000	0.00	(34,800)
6x4 Fuel Trailer	0.00	700	0.00	500	0.00	(200)
Ford Ranger Dual Cab - 1TA	43,255.90	42,600	40,989.16	33,000	(2,266.74)	(9,600)
Ford Ranger Dual Cab - 1TA	43,647.98	0	43,905.43	0	257.45	0
Holden Colorado Utility - TA052	31,355.73	31,400	24,545.45	28,000	(6,810.28)	(3,400)
Ford Ranger Dual Cab - TA001	40,661.01	40,500	38,181.82	32,000	(2,479.19)	(8,500)
Holden Colorado Utility - BH009	28,559.31	28,600	21,818.18	28,000	(6,741.13)	(600)
Holden Colorado Dual Cab - BH00	33,538.76	33,500	28,090.91	31,000	(5,447.85)	(2,500)
Holden Colorado Utility - BH014	0.00	34,300	0.00	25,000	0.00	(9,300)
Toyota Landcruiser dual cab - BH003	56,075.99	59,000	56,590.91	50,000	514.92	(9,000)
	<b>352,442.09</b>	<b>622,400</b>	<b>327,230.95</b>	<b>461,500</b>	<b>(25,211.14)</b>	<b>(160,900)</b>

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

YTD Actual 2015/16	Budget 2015/16
772.37	0
(25,983.51)	(160,900)
<b>(25,211.14)</b>	<b>(160,900)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**10: OPERATING REVENUE AND EXPENSE**

	Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,165,800	(185,100)	2,157,549.17	(80,627.20)
General Purpose Funding	860,000	0	430,663.50	0.00
Other General Purpose Funding	38,500	(60,100)	16,793.68	(26,404.83)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,064,300</b>	<b>(245,200)</b>	<b>2,605,006.35</b>	<b>(107,032.03)</b>
<b>GOVERNANCE</b>				
Members Of Council	16,000	(629,900)	12,572.40	(228,716.05)
Administration General	2,500	0	6,645.15	0.00
Other Governance	9,000	(87,300)	150.00	(35,603.92)
<b>TOTAL GOVERNANCE</b>	<b>27,500</b>	<b>(717,200)</b>	<b>19,367.55</b>	<b>(264,319.97)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	85,500	(138,000)	74,888.08	(84,955.92)
Animal Control	3,900	(31,800)	2,765.66	(8,892.19)
Other Law, Order & Public Safety	0	(6,500)	0.00	(752.54)
<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>89,400</b>	<b>(176,300)</b>	<b>77,653.74</b>	<b>(94,600.65)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(12,900)	0.00	(4,578.33)
Health Inspection & Administration	500	(31,000)	236.00	(6,482.62)
Preventative Services - Pest Control	0	(12,100)	0.00	(14,394.08)
Other Health	0	0	0.00	0.00
<b>TOTAL HEALTH</b>	<b>1,100</b>	<b>(56,000)</b>	<b>236.00</b>	<b>(25,455.03)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	500	(6,800)	0.00	(5,300.00)
Other Welfare	0	(10,000)	0.00	0.00
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>500</b>	<b>(16,800)</b>	<b>0.00</b>	<b>(5,300.00)</b>
<b>HOUSING</b>				
Staff Housing	0	0	1,107.94	(164.02)
Other Housing	117,300	(88,600)	19,970.00	(40,152.72)
<b>TOTAL OTHER HOUSING</b>	<b>117,300</b>	<b>(88,600)</b>	<b>21,077.94</b>	<b>(40,316.74)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,700	(276,100)	61,230.04	(82,847.85)
Protection Of The Environment	2,000	(2,000)	244.18	(121.47)
Town Planning & Regional Development	4,000	(54,900)	2,998.65	(22,742.59)
Other Community Amenities	4,500	(38,700)	3,252.74	(24,928.76)
Public Conveniences	0	(47,200)	0.00	(17,240.51)
Urban Stormwater Drainage	0	(3,400)	0.00	0.00
Sewerage	0	0	0.00	0.00
<b>TOTAL COMMUNITY AMENITIES</b>	<b>74,200</b>	<b>(422,300)</b>	<b>67,725.61</b>	<b>(147,881.18)</b>



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**10: OPERATING REVENUE AND EXPENSE**

	Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	727,000	(172,600)	1,759.09	(79,184.37)
Other Sport & Recreation	67,800	(584,900)	16,472.25	(225,928.07)
Libraries	100	(67,400)	18.18	(29,531.80)
Other Culture	0	(27,200)	0.00	(9,015.07)
Television Rebroadcasting	0	0	0.00	0.00
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>794,900</b>	<b>(852,100)</b>	<b>18,249.52</b>	<b>(343,659.31)</b>
<b>TRANSPORT</b>				
Road Construction	1,486,000	0	403,033.00	0.00
Streets Roads Bridges & Depot Maint	134,200	(2,343,800)	138,732.37	(842,526.39)
Traffic Control	23,200	(56,900)	8,751.12	(24,964.70)
<b>TOTAL TRANSPORT</b>	<b>1,643,400</b>	<b>(2,400,700)</b>	<b>550,516.49</b>	<b>(867,491.09)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(3,100)	0.00	(3,208.97)
Tourism & Area Promotion	15,200	(100,200)	7,580.44	(38,092.71)
Building Control	14,200	(58,000)	8,711.42	(26,361.51)
Other Economic Services	25,500	(55,600)	9,147.25	(19,474.75)
<b>TOTAL ECONOMIC SERVICES</b>	<b>54,900</b>	<b>(216,900)</b>	<b>25,439.11</b>	<b>(87,137.94)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	25,000	(22,500)	827.11	(16,370.63)
Public Works Overhead	70,000	0	0.00	(16,199.27)
Plant Operation Costs	35,000	0	11,122.81	45,733.13
Workers Compensation	0	0	656.25	(6,362.74)
Salaries & Wages	0	0	0.00	(11,627.35)
Unclassified	4,000	(3,000)	0.00	(1,500.00)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>134,000</b>	<b>(25,500)</b>	<b>12,606.17</b>	<b>(6,326.86)</b>
<b>TOTAL OPERATING</b>	<b>6,001,500</b>	<b>(5,217,600)</b>	<b>3,397,878.48</b>	<b>(1,989,520.80)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GOVERNANCE</b>					
Holden Statesman Sedan - OTA (CEO)	P&E	34,000	(47,000)	39,472.73	(42,200.00)
Holden Colorado Wagon - BH000 (MCS)	P&E	30,000	(42,000)	33,636.36	(36,300.00)
Broomehill Admin Building - solar energy	P&E	0	(50,000)	0.00	0.00
Tambellup Admin Building - generator backup	P&E	0	(20,000)	0.00	0.00
		<b>64,000</b>	<b>(159,000)</b>	<b>73,109.09</b>	<b>(78,500.00)</b>
<b>HOUSING</b>					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(400,000)	0.00	(6,401.02)
		<b>0</b>	<b>(415,000)</b>	<b>0.00</b>	<b>(6,401.02)</b>
<b>COMMUNITY AMENITIES</b>					
Stormwater Harvesting - Tamb Oval	I-P	0	(87,000)	0.00	0.00
Stormwater Harvesting - Bhill CBH catchment to Complex	I-P	0	(77,500)	0.00	(43,528.03)
		<b>0</b>	<b>(164,500)</b>	<b>0.00</b>	<b>(43,528.03)</b>
<b>RECREATION &amp; CULTURE</b>					
Broomehill Hall - refurb under stage area	L&B	0	(50,000)	0.00	0.00
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	(80,000)	0.00	0.00
Tambellup Pavilion - redevelopment	L&B	0	(3,000,000)	0.00	(8,438.67)
Broomehill Rec Complex - storage room	L&B	0	(27,000)	0.00	0.00
Broomehill RSL Hall - sliding door/access ramp/paving	L&B	0	(7,500)	0.00	(2,688.00)
Broomehill RSL Hall - replace patio	L&B	0	(5,500)	0.00	0.00
Diprose Park - soft fall under junior playground	I-P	0	(25,000)	0.00	0.00
Diprose Park - shade structure over junior playground	L&B	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area	L&B	0	(6,000)	0.00	0.00
Tambellup CRC - development of rear yard	L&B	0	(10,000)	0.00	0.00
Broomehill Museum - replace 2 windows west side	L&B	0	(19,500)	0.00	(17,590.91)
Subdivision Costs - No1 Dam	L&B	0	(10,000)	0.00	0.00
<b>Plant Replacement</b>					
Toro 360 Mower	P&E	15,000	(40,000)	0.00	0.00
		<b>15,000</b>	<b>(3,301,500)</b>	<b>0.00</b>	<b>(28,717.58)</b>
<b>TRANSPORT</b>					
<b>Buildings</b>					
Machinery Shed - Tambellup Depot	L&B	0	(100,000)	0.00	(61,499.84)
Tambellup Depot - Washdown Bay	L&B	0	(20,000)	0.00	0.00
<b>Plant Replacement</b>					
Caterpillar 12H Grader TA18	P&E	80,000	(350,000)	0.00	0.00
Isuzu Gigamax BH002	P&E	75,000	0	0.00	0.00
Water Tank	P&E	0	(65,000)	0.00	0.00
NEW 6 tonne Truck	P&E	0	(120,000)	0.00	0.00
6x4 Fuel Trailer	P&E	500	(20,000)	0.00	0.00
Ford Ranger Wildtrak 1TA	P&E	33,000	(45,000)	40,989.16	(43,716.44)
Ford Ranger Wildtrak 1TA	P&E	0	0	43,905.43	(44,814.52)
Holden Colorado Utility TA052	P&E	28,000	(38,000)	24,545.45	(31,206.36)
Ford Ranger Utility TA001	P&E	32,000	(45,000)	38,181.82	(40,567.00)
Holden Colorado Utility BH009	P&E	28,000	(38,000)	21,818.18	(28,600.00)
Ford Ranger Dual Cab BH00	P&E	31,000	(40,000)	28,090.91	(38,090.91)
Holden Colorado Utility BH014	P&E	25,000	(35,000)	0.00	0.00
Toyota Landcruiser Dual Cab BH003	P&E	50,000	(60,000)	56,590.91	(57,727.27)

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>TRANSPORT</b>					
<i>Plant Replacement (continued)</i>					
Portable Traffic Lights	P&E	0	(7,900)	0.00	0.00
Sundry Plant	P&E	0	(14,000)	0.00	0.00
<i>Footpaths</i>					
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
<i>Road Construction</i>					
<b>Regional Road Group</b>					
Gnowangerup-Tambellup Rd - reseal	I-R	0	(173,900)	0.00	0.00
Toolbrunup Rd - stabilise patches & seal	I-R	0	(162,200)	0.00	0.00
Pallinup South Rd - construct & seal	I-R	0	(103,400)	0.00	(8,233.46)
<b>Roads to Recovery</b>					
Pindellup Rd - widen & resheet	I-R	0	(85,000)	0.00	(78,756.74)
Punchmirup North Rd - gravel sheet	I-R	0	(241,200)	0.00	(84,952.56)
Norrish Rd - gravel sheet	I-R	0	(146,400)	0.00	(38,740.98)
Toolbrunup Rd - gravel sheet	I-R	0	(117,900)	0.00	(108,590.49)
Townscape - footpath upgrades, kerbing & drainage	I-R	0	(248,400)	0.00	0.00
<b>Commodity Routes</b>					
Nardlah Rd - gravel resheet / reseal 900m	I-R	0	(32,000)	0.00	(4,000.00)
Beejenup Rd - gravel sheet	I-R	0	(123,400)	0.00	(11,612.68)
<b>Bridgeworks</b>					
Broomehill -Kojonup Rd - bridge 4233	I-R	0	(174,000)	0.00	0.00
Pallinup Rd - bridge 4241	I-R	0	(290,000)	0.00	0.00
		<b>382,500</b>	<b>(2,965,700)</b>	<b>254,121.86</b>	<b>(681,109.25)</b>
<b>ECONOMIC SERVICES</b>					
Banner Poles - Tourist Layby Broomehill	I-P	0	(5,500)	0.00	0.00
Signage - Tourist Info Bays Bhill & Tamb	I-P	0	(4,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(5,000)	0.00	0.00
		<b>0</b>	<b>(15,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>					
		<b>461,500</b>	<b>(7,020,700)</b>	<b>327,230.95</b>	<b>(838,255.88)</b>
<b>LAND HELD FOR RESALE</b>					
	LR	0	0	0	0.00
<b>LAND &amp; BUILDINGS</b>					
	L&B	0	(3,776,500)	0.00	(96,618.44)
<b>PLANT &amp; EQUIPMENT</b>					
	P&E	461,500	(1,076,900)	327,230.95	(363,222.50)
<b>FURNITURE &amp; EQUIPMENT</b>					
	F&E	0	0	0.00	0.00
<b>INFRASTRUCTURE - ROADS</b>					
	I-R	0	(1,967,800)	0.00	(334,886.91)
<b>INFRASTRUCTURE - PARKS</b>					
	I-P	0	(199,500)	0.00	(43,528.03)
		<b>461,500</b>	<b>(7,020,700)</b>	<b>327,230.95</b>	<b>(838,255.88)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

	Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RESERVE TRANSFERS - from/(to)</b>				
Leave Reserve	49,200	(31,500)	0.00	(30,815.39)
Plant Replacement Reserve	270,000	(231,500)	0.00	(230,782.20)
Building Reserve	500,000	(109,000)	0.00	(105,312.06)
Computer Reserve	0	(10,500)	0.00	(10,282.87)
Tambellup Rec Ground & Pavilion Reserve	388,000	(8,000)	0.00	(4,136.75)
Broomehill Rec Complex Reserve	9,000	(10,100)	0.00	(9,169.71)
Broomehill Village Hall Replacement Reserve	8,000	0	8,119.41	(84.99)
Building Maintenance Reserve	20,000	(1,000)	0.00	(545.82)
Sandalwood Villas Reserve	0	(12,100)	0.00	(411.68)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,100)	0.00	(8,885.52)
Refuse Sites Post Closure Management Reserve	0	(5,100)	0.00	(5,053.12)
Lavieville Lodge Reserve	0	(45,900)	0.00	0.00
	<b>1,244,200</b>	<b>(473,800)</b>	<b>8,119.41</b>	<b>(405,480.11)</b>
<b>LOANS</b>				
Loan Repayments	0	(49,700)	0.00	(4,575.28)
Proceeds from New Loans	1,550,000	0	0.00	0.00
Self Supporting Loans	0	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	<b>1,550,000</b>	<b>(99,700)</b>	<b>0.00</b>	<b>(4,575.28)</b>
<b>TOTAL CAPITAL</b>	<b>3,255,700</b>	<b>(7,594,200)</b>	<b>335,350.36</b>	<b>(1,248,311.27)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2015**

**11: TRUST FUND**

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

Description	Opening Balance 1 July 2015	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,875.00	2,525.00	(3,500.00)	<b>900.00</b>
Key Bonds	1,100.00	300.00	(900.00)	<b>500.00</b>
Equipment Bonds	0.00	200.00	(200.00)	<b>0.00</b>
House Bonds	880.00	1,280.00	(1,280.00)	<b>880.00</b>
Nomination Deposits	0.00	240.00	(240.00)	<b>0.00</b>
Prepaid Cemetery Fees	588.00	0.00	0.00	<b>588.00</b>
Hidden Treasures	9,794.94	33,971.60	(6,984.20)	<b>36,782.34</b>
Broomehill Liaison Group	1,243.74	0.00	0.00	<b>1,243.74</b>
Fire Prevention	3,800.97	0.00	0.00	<b>3,800.97</b>
Youth Support Donations	130.00	0.00	0.00	<b>130.00</b>
Tourism Donations	43.83	0.00	0.00	<b>43.83</b>
Roadwise	329.18	0.00	0.00	<b>329.18</b>
Building Retention Bonds	2,456.49	0.00	0.00	<b>2,456.49</b>
Planning Approval Bond	5,000.00	0.00	0.00	<b>5,000.00</b>
Southern Link VROC	1,988,411.98	18,402.01	(439,397.38)	<b>1,567,416.61</b>
YMCA - A Smart Start Program	391,876.10	0.00	(35,625.10)	<b>356,251.00</b>
Unclaimed Monies (2003)	1,566.00	0.00	0.00	<b>1,566.00</b>
	<b>2,409,096.23</b>	<b>56,918.61</b>	<b>(488,126.68)</b>	<b>1,977,888.16</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 30 November 2015**  
**Presented to Council on 17 December 2015**  
*Financial Management Regulations No. 12 & No. 13*

**TRUST FUND**

Chq/EFT	Date	Name	Description	Amount
430	06/11/2015	CHRISTINE GROVES	Refund Hall Bond	550.00
431	20/11/2015	B.D. COVENTRY & SONS	Refund Hall Bond	550.00
EFT7294	24/11/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Municipal Fund - Recoup from Shires of Cranbrook & Kojonup for progress claims from VROC CLGF Funding for Aged Accommodation projects	
				73,356.67
<b>Total Trust Fund</b>				<b>74,456.67</b>

**MUNICIPAL FUND**

Chq/EFT	Date	Name	Description	Amount
2969	04/11/2015	DEPARTMENT OF TRANSPORT	New registration for 2015 Holden Caprice OTA	263.65
2970	05/11/2015	DEPARTMENT OF TRANSPORT	New registration for Holden Colorady utility BH009	250.35
2971	06/11/2015	BUILDING COMMISSION	Building Service Levy Collected for October 2015	169.95
2972	06/11/2015	CONSTRUCTION TRAINING FUND	Construction Training Fund Levy Collected for October 2015	45.75
2973	09/11/2015	PETTY CASH	Petty cash reimbursement - Tambellup	351.75
2974	11/11/2015	AUSTRALIA POST	BT Times November 2015	70.00
2975	11/11/2015	BARNESBY FORD	Changeover Ford Ranger 'Wildtrak' 1TA	1,000.00
2976	11/11/2015	GREAT SOUTHERN DEVELOPMENT COMMISSION	Contribution to SEGRA 2016 conference	1,650.00
2977	11/11/2015	GREAT SOUTHERN FUEL SUPPLIES	22,000 litres diesel, drums Solvent, Kero, AdBlue	27,607.02
2978	11/11/2015	MURRAY LEONARD COOKE	Repairs for BH Town Hall front verandah roof	3,351.70
2979	11/11/2015	ORIGIN ENERGY	LPG Facility fee - TA Town Hall to Oct 2016	130.00
2980	11/11/2015	STATE LAW PUBLISHER	Government Gazette subscription renewal 2016	1,202.00
2981	11/11/2015	SYNERGY	Electricity usage 25/9/2015 - 24/10/2015	10,312.60
2982	11/11/2015	TAMBELLUP DELI	Fuel & newspapers purchased October 2015	423.28
2983	11/11/2015	THE CORNER SHOP MUSEUM INC.	Reimburse Public & Products Liability Insurance 2015/16	779.47
2984	11/11/2015	WATER CORPORATION	Water usage to 15/10/2015, water charges to 15/10/2015	5,960.45
2985	11/11/2015	WEST AUSTRALIAN NEWSPAPERS LTD	Advert for bush Fire Directory in Great Sthn Herald	120.00
2986	19/11/2015	GRAHAM'S SMALL MOTOR CENTRE	10x edger blades	120.00
2987	19/11/2015	KDS GARDEN CENTRE	Plants - naturalisation ceremony & tree planting Peacerun (TA Primary School)	47.90
2988	19/11/2015	TELSTRA	Usage charges to 01/11/2015, Service charges to 01/12/2015	2,776.45
2989	19/11/2015	WATER CORPORATION	Water usage to 6/11/2015, water charges to 31/10/2015	1,799.76
2990	20/11/2015	ANGLICAN PARISH OF ST ANDREWS KATANNING	Donation towards hire of Bhill Hall for Church Service 29 Nov	250.00
2991	20/11/2015	BROOMEHILL PRIMARY SCHOOL	Donation towards Student book award 2015, contribution to bus hire for swimming lessons	1,144.00
2992	23/11/2015	SHIRE OF CRANBROOK	Recoup from VROC CLGF Aged Accommodation funding	25,359.33
2993	23/11/2015	SYNERGY	Electricity Charges 20 Aug 15 to 20 Oct 15	633.15

## MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
2994	27/11/2015	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux BH014	232.75
EFT7224	02/11/2015	DEPARTMENT OF ENVIRONMENT REGULATION	Annual License Fee - Broomehill Waste Management Facility	268.50
EFT7225	02/11/2015	DEPARTMENT OF ENVIRONMENT REGULATION	Annual License fee for Tambellup Waste Management Facility	268.50
EFT7226	02/11/2015	KYM CROSBY	Councillor Allowances for Meeting Fees & ICT - Jul to Oct 2015	2,333.34
EFT	03/11/2015	SALARIES & WAGES	Wages fortnight ended 30 Oct 2015	50,357.89
EFT7227	03/11/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	350.00
EFT7228	03/11/2015	CHILD SUPPORT AGENCY	Payroll deductions	601.45
EFT7229	03/11/2015	LGRCE UNION	Payroll deductions	61.50
EFT7230	03/11/2015	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00
EFT7231	11/11/2015	A.D. CONTRACTORS PTY. LTD.	Supply 7,400Lts Emulsion	10,500.60
EFT7232	11/11/2015	AARON PARNELL	Gardening at Lavieville Lodge	180.00
EFT7233	11/11/2015	ALBANY CITY MOTORS	1x service kit	279.26
EFT7234	11/11/2015	AUSROAD SYSTEMS PTY LTD	3x set solenoid coil - Jetpatcher	721.05
EFT7235	11/11/2015	BLACK STUMP ELECTRICAL	Resolve issues with gate at Sandalwood Villas	354.20
EFT7236	11/11/2015	BURGESS RAWSON	Water usage & rates - Station Masters Res	305.35
EFT7237	11/11/2015	CALTEX STAR CARD	Fuel purchase Oct 2015	169.00
EFT7238	11/11/2015	COURIER AUSTRALIA	Freight - Stock - bolts, washers,clamps; parts - service kit	107.35
EFT7239	11/11/2015	ETICUP GRAZING CO.	Tree mulching - Nth Punchmirup Rd, Norrish Rd	52,629.50
EFT7240	11/11/2015	FORPARK AUSTRALIA	1x Toddler swing seat - Diprose Park	118.80
EFT7241	11/11/2015	GLOBE AUSTRALIA PTY LTD	Dynafoog Carbi 2620/2630	287.10
EFT7242	11/11/2015	GOOP TRADING T/as Broomehill Post Office & Hardware	Postage October 2015, 200x Drum Muster pamphlets	97.50
EFT7243	11/11/2015	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Chainsaw course 20th November 2015 - Samuel Oclarit	185.40
EFT7244	11/11/2015	HARBOUR SOFTWARE PTY LTD	Docs on Tap Annual Subscription	3,237.08
EFT7245	11/11/2015	HOWARD + HEAVER ARCHITECTS	Architectural Services - Tamb Pavilion & Exec Residence	9,770.66
EFT7246	11/11/2015	KATANNING GLAZING & SECURITY	Replace windows - Tamb Museum, Tamb Depot	755.88
EFT7247	11/11/2015	KJB PLUMBING & GAS	Repair leaking water fountain - Diprose Park	594.00
EFT7248	11/11/2015	KOJONUP AUTO ELEC SERVICES	Repair air con - Iveco truck	349.25
EFT7249	11/11/2015	PEP BUILDING IMPROVEMENTS	Materials for Depot shed construction	16,742.46
EFT7250	11/11/2015	QFH MULTIPARTS	Thermal fogging mosquito ULV 20Lt	2,987.41
EFT7251	11/11/2015	RAY FORD SIGNS	Update Council honour board	15.40
EFT7252	11/11/2015	ROAD SIGNS AUSTRALIA	Bolts, nuts, security bolts, brackets, L-clamps	1,133.00
EFT7253	11/11/2015	RYDGES PERTH	Accom & meals CEO - LGMA Annual State Conference	876.00
EFT7254	11/11/2015	SHIRE OF PLANTAGENET	Contribution toward VROC Exec Officers' salary - July to Sept15	2,830.38
EFT7255	11/11/2015	SKIPPER TRUCK PARTS	Service kit	558.27
EFT7256	11/11/2015	SOUTHERN TOOL AND FASTENER CO	1x lance, plus freight	135.00
EFT7257	11/11/2015	STATION MOTORS HOLDEN	Changeover Holden Colorado dual cab BH009	2,623.70
EFT7258	11/11/2015	STEWART & HEATON CLOTHING CO PTY LTD	Fire brigade - protective clothing	6,063.05
EFT7259	11/11/2015	T-QUIP	1x complete set of cutting deck, deck liner	6,022.80
EFT7260	11/11/2015	TAMBELLUP G & T MOTORS	Sept 2015 parts, fuel	1,134.20
EFT7261	11/11/2015	THINK WATER ALBANY	Supply and install solar pump	27,277.29

## MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
EFT7262	11/11/2015	TW & AH PROUT	Catering for the October 2015 Council meeting	250.00
EFT7263	11/11/2015	TYREPOWER KATANNING	Tyres - 12H grader, Cat Roller	4,326.95
EFT7264	11/11/2015	WESTRAC EQUIPMENT PTY LTD	5x fuel injectors	5,719.22
EFT	17/11/2015	SALARIES & WAGES	Wages fortnight ended 13 Nov 2015	48,644.96
EFT7265	19/11/2015	AARON PARNELL	Gardening at Lavieville Lodge	180.00
EFT7266	19/11/2015	BOVELL SURVEYS PTY LTD	Bhill & Tamb Towncape feature survey	3,883.00
EFT7267	19/11/2015	BROOMEHILL CONTRACTORS PTY LTD	Bus hire to Gilberts Winery Kendenup	242.00
EFT7268	19/11/2015	BTW SPRAY SHOP	Hose clamp, lump end, Teflon tape, super cell	348.05
EFT7269	19/11/2015	COURIER AUSTRALIA	Freight - parts	221.64
EFT7270	19/11/2015	GILBERT WINES	Catering Kym Crosby farewell dinner	1,207.00
EFT7271	19/11/2015	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Chain of responsibility training 21/10/2015	1,500.00
EFT7272	19/11/2015	GREAT SOUTHERN TOYOTA	Check and repair electrical fault - Toyota Hilux BH00	36.30
EFT7273	19/11/2015	HINT OF TINT PAINTING & DECORATING	Painting of guttering, framework and windows Bhill Hall	2,992.00
EFT7274	19/11/2015	KJB PLUMBING & GAS	Repair TA depot standpipe	587.50
EFT7275	19/11/2015	KRISTY BOYLE	BT Times Nov 2015	261.25
EFT7276	19/11/2015	LANDMARK	1x 3/4 tap & nipple	23.54
EFT7277	19/11/2015	LGIS INSURANCE BROKING	2014/2015 Motor Vehicle Premium adjustment	2,960.21
EFT7278	19/11/2015	LINCOLNS	Audit fee for year end 30 June 2015 - includes audit of Roads to Recovery funding, deferred rates listing	11,550.00
EFT7279	19/11/2015	RON WRIGHT	Construct dam - Broomehill	19,948.50
EFT7280	19/11/2015	SHIRE OF CUBALLING	Building Services - October 2015	5,087.20
EFT7281	19/11/2015	SHIRE OF KOJONUP	Recoup from VROC CLGF Aged Accommodation funding	55,333.01
EFT2782	19/11/2015	CANCELLED		-
EFT7283	19/11/2015	STATION MOTORS HOLDEN	Changeover Holden Colorado TA001, Holden Caprice OTA	10,460.00
EFT7284	19/11/2015	TAMBELLUP G & T MOTORS	October 2015 account - parts, fuel	1,121.20
EFT7285	19/11/2015	TYREPOWER KATANNING	Puncture repair Isuzu TA386, repair & new tyre Isuzu BH002	1,496.90
EFT7286	19/11/2015	WARREN BLACKWOOD WASTE	Management of BH & TA transfer stations for October 2015	14,544.04
EFT7287	19/11/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	350.00
EFT7288	19/11/2015	CHILD SUPPORT AGENCY	Payroll deductions	543.29
EFT7289	19/11/2015	LGRCE UNION	Payroll deductions	61.50
EFT7290	19/11/2015	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00
EFT7291	23/11/2015	ALBANY CAMERA HOUSE	4 x security cameras	1,596.00
EFT7292	23/11/2015	CS LEGAL	Legal fees for debt recovery	105.60
EFT7293	24/11/2015	BENDIGO BANK	Reserve Transfers in accordance with 2015/16 Budget	384,080.59
EFT7295	27/11/2015	ABA SECURITY	Monitoring of security system 12/11/2015 - 11/02/2016	82.50
EFT7296	27/11/2015	ALLROAD MOTOR BODY BUILDERS	Repairs to repair tipper on Mack Truck	1,714.09
EFT7297	27/11/2015	BAMLEY PTY LTD	PO4088 - Spray exterior for pests (spiders, ants, earwigs)	1,782.00
EFT7298	27/11/2015	BROOMEHILL CRICKET CLUB (BHCC)	Kidsport voucher - 2015/16 Club fees	170.00
EFT7299	27/11/2015	BTW SPRAY SHOP	Supply fitting and hose to fit diaphragm pump	40.90
EFT7300	27/11/2015	CHRIS OKEEFE CONSTRUCTION COSTINGS	Quantity surveyor - Executive house construction	825.00



## MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
EFT7301	27/11/2015	CS LEGAL	Debt recovery fees	82.50
EFT7302	27/11/2015	GRAY & LEWIS	Town Planning Consulting services October 2015	907.50
EFT7303	27/11/2015	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Traffic refresher course Kathy Brigg 27/10/2015	240.00
EFT7304	27/11/2015	GREAT SOUTHERN WASTE DISPOSAL	BH & TA Rubbish Collection 24/9/15 - 29/10/15	3,247.20
EFT7305	27/11/2015	HOWARD + HEAVER ARCHITECTS	Architectural services - design Executive Residence, final defects inspection Sandalwood Villas	3,396.25
EFT7306	27/11/2015	KATANNING PLANT HIRE AND CONCRETE SUPPLIES	Supply 25MPA concrete - depot machinery shed	6,534.00
EFT7307	27/11/2015	KJB PLUMBING & GAS	Instal new shower rose in Tamb Pavilion, repairs/mtce to Public Toilets, install tap/plumbing to kitchen sink at Youth Centre	1,217.50
EFT7308	27/11/2015	LANDMARK	Aqua-K Othrine for mozzie fogging, chem for roadside spraying	6,744.16
EFT7309	27/11/2015	LW HULL	Roadside spraying Sept 2015, Spraying broadleaf, beetles Ovals	9,656.00
EFT7310	27/11/2015	MARIE SHERIDAN	Catering for November 2015 Council meeting	380.00
EFT7311	27/11/2015	METROCOUNT	2x USB Comms cables for road counters	232.10
EFT7312	27/11/2015	MOTEL LE GRANDE	Meals & Accom N Bin Issa (OSH Reps refresher course)	118.00
EFT7313	27/11/2015	PRANDI BUILDERS	Annual gutter cleaning Shire buildings 2015	6,600.00
EFT7314	27/11/2015	QFH MULTIPARTS	Hose and fittings	196.10
EFT7315	27/11/2015	SHIRE OF KATANNING	Contribution to CESM - July to October 2015	6,339.00
EFT7316	27/11/2015	SHIRE OF KOJONUP	EHO Resource sharing Jul - Oct 2015	1,213.54
EFT7317	27/11/2015	STAPLES AUSTRALIA P/L	Stationery Order	1,217.49
EFT7318	27/11/2015	CANCELLED		-
EFT7319	27/11/2015	STERIHEALTH	Print fee - invoice 1427468 and statement	16.50
DD3867.1	03/11/2015	WA SUPER	Direct Debit - Superannuation Contributions	10,973.81
DD3867.2	03/11/2015	REST SUPERANNUATION	Direct Debit - Superannuation Contributions	103.47
DD3885.1	17/11/2015	WA SUPER	Direct Debit - Superannuation Contributions	10,722.82
DD3885.2	17/11/2015	REST SUPERANNUATION	Direct Debit - Superannuation Contributions	89.72
<b>Total Municipal Fund</b>				<b><u>944,517.03</u></b>

## CREDIT CARDS

	Description	Amount
14/11/2015	October 2015	
	Fuel - OTA	110.02
	Fuel - BH000	132.88
	Fire Brigade/Harvest Ban SMS	46.20
	Refreshments for Council meetings, office kitchen groceries	768.33
	Stationery - cards, frame, 2016 Diary	48.94
	Meals - LGMA conference	102.90
	Card Fees	8.00
<b>Total Credit Cards</b>		<b><u>1,217.27</u></b>



# DELEGATIONS REGISTER

Reviewed  
November 2014



## FOREWORD

### DELEGATION OF SOME POWERS AND DUTIES TO CHIEF EXECUTIVE OFFICER

#### **Local Government Act 1995 – Section 5.42**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43 and this power of delegation.*  
\* *Absolute majority required.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

It is important to note that not all delegations in this Register are delegations made under the Local Government Act 1995. Although the Local Government Act 1995 allows delegation only to the Chief Executive Officer, other Acts allow delegations to be made direct to other employees, eg Health Act, Dog Act. In some instances other Acts do not give the authority for the person delegated the power to sub-delegate. In these instances if the delegation is made to the CEO, the CEO could not sub-delegate. This Register attempts to ensure delegations are made to the employee whose task it is to enforce the Act concerned.

### LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICERS

#### **Local Government Act 1995 – Section 5.43**

*A local government cannot delegate to a CEO any of the following powers or duties:-*

- (a) *any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.99 or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (h) *any power or duty that requires the approval of the Minister or the Governor; or*
- (i) *such other powers or duties as may be prescribed.*

## CHIEF EXECUTIVE OFFICER MAY DELEGATE POWERS AND DUTIES TO OTHER EMPLOYEES

### **Local Government Act 1995 – Section 5.44**

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

### **ACTING THROUGH ANOTHER PERSON**

### **Local Government Act 1995 – Section 5.45 (2)**

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) *a CEO from performing any of his or her functions by acting through another person.*

*The key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

The functions of a local government are spelt out in Section 3.1, “General Function” and Division 2 and Division 3 of Part 3 of the *Local Government Act 1995*.

The functions of the CEO are set out in Section 5.41 of the *Local Government Act 1995*. The CEO can act through another person by giving instructions to that person to undertake one or more of those functions.

#### *Acting Through Example:*

Function of the CEO - S5.41 (g) of the Local Government Act

CEO includes in the job description of the Deputy Chief Executive Officer that he or she shall -

“Review the performance of each employee under his/her supervision who is employed for a term of more than one year at least once in relation to every year of the employment”.

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## PART 1 - ADMINISTRATION

<b>Delegation Number</b>	<b>1.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Entering into contracts of Insurance</b>
Delegate	Chief Executive Officer
Sub-delegate	

*Delegation:*

The Chief Executive Officer is delegated the authority to enter into appropriate contracts of insurance.

Approval of Council is required before entering into contract for any new forms of insurance

*Reporting Requirements:*

Copies of all contracts are to be placed on the appropriate file.

*Adoption/Review:*

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44.
Legislative Power or Duty Delegated	Local Government Act 1995 – S6.7(2)
Delegation Subject	<b>Public Liability Insurance Claims</b>
Delegate	Chief Executive Officer
Sub-Delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of the Shire.

In cases where liability is accepted, payment may only be made up to the value of the Shire’s relevant insurance excess amount and then only upon receipt of a release form.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>1.3</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act - s9.10
Delegation Subject	<b>Appointment of Authorised Persons</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to appoint (in writing) persons or classes of persons to be authorised for the purposes of performing particular functions.

Authorisations are to be made for the following purposes -

- Authorise an employee to remove and impound any goods in accordance with Section 3.39.
- For the giving of a notice to the owner of a vehicle in accordance with s9.13.
- For the issuing of infringement notices under s9.16
- For receiving payment of a modified penalty (infringement notice) under s9.17.
- For extending the period of time within which a modified penalty may be paid under s9.19
- For giving a notice requiring certain things to be done by the owner or occupier of land under s3.25(1).
- For doing anything necessary to achieve, so far as practicable, the purposes for which a notice was given s3.26
- For lawfully entering land, premise or thing under s3.31(2).
- To undertake the functions of an authorised person under the –
  - Activities on Thoroughfares and Public Places and Trading Local Law 2008
  - Dogs Local Law 2008
  - Local Government property Local Law 2008.
  - Cat Act 2011

\* NB A person authorised under s9.16 is not eligible to be authorised under s9.17, s9.19 and s9.20

Reporting Requirements:

Copies of the written appointments are to be placed on the person’s personal file.

Adoption Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.4</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s9.24
Delegation Subject	<b>Enforcement and Legal Proceedings</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to appoint persons to initiate prosecutions on behalf of Shire under the Local Government Act 1995 and Shire’s Local Laws.

Reporting Requirements:

Copies of all appointments are to be placed on the appropriate file and the person’s personal file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.46, 3.47, 3.47A and 3.48
Delegation Subject	<b>Impounding and Sale of Animals and Goods</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

Delegation:

The Chief Executive Officer is delegated the authority to:

1. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
2. Sell confiscated or uncollected goods in accordance with Section 3.47.
3. Humanely destroy an impounded animal if ill or injured in accordance with Section 3.47A
4. Take action to recover expenses in accordance with Section 3.48.

The Chief Executive Officer may dispose of any vehicles, animals or goods that have been impounded, seized or confiscated only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.

The Chief Executive Officer is authorized pursuant to Section 5.43(b) of the Local Government Act 1995 to accept any tender up to the value of \$5,000. Tenders for amounts exceeding \$5,000 shall be referred to the Council for consideration.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.6</b>
Legislative Power to Delegate	Local Government Act 1995 s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.58
Delegation Subject	<b>Property – Acquisition and Disposal</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to acquire property and services (other than land) valued at an amount not exceeding \$100,000, whether or not a tender process is undertaken, providing that appropriate provision is made in the Shire's annual budget.

The Chief Executive Officer is delegated authority to dispose of property (other than land) with a market value not exceeding \$20,000 or if the goods are disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000. Appropriate budget provision must have been included in the Shire's annual budget.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file and a report presented to Council.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.7</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 – clause 3.15
Delegation Subject	<b>Liquor, Sale from Shire Property</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

Delegation:

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Shire and to approve applications to consume liquor on property under the care, control and management of Shire.

The Chief Executive Officer shall have regard to the following:

1. Permission to serve liquor on property under the control of Shire expires at 1am
2. That liquor not be served from barrel containers situated on the dance floor or foyer space in any hall under the control of Shire.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.8</b>
Legislative power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Contract Variations</b>
Delegated to	Chief Executive Officer
Sub-delegated to	Not to be sub-delegated

Delegation:

The Chief Executive Officer is delegated the authority to approve minor variations to contracts entered into by the Shire, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the annual budget.

Reporting Requirements:

Copies of all variations are to be placed on the appropriate file and contract register and a report presented to Council.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.9</b>
Legislative Power to Delegate	Local Government Act - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18
Delegation Subject	<b>Execution of Documents</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

Where:

- a) the Council has authorized entering into a formal contract, or
- b) a formal contract is authorized under a delegated authority from the Council,  
or
- c) a formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operation of the Shire,

The Chief Executive Officer is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents without further reference to Council.

In executing documents the Chief Executive Officer is to have regard for Council Management Practice 1.1 “Execution of Documents”.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.10</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 – clause 3.13(1)(a)
Delegation Subject	<b>Hall Hire</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

**Delegation:**

The Chief Executive Officer is delegated authority to accept or reject applications for the hire of the Shire Hall and other Shire owned facilities. In exercising this delegation, the Chief Executive Officer shall have regard to the following:

1. Hirers are to pay a bond which is set by Council at its annual budget, the bond being refundable upon clearance by the Chief Executive Officer.
2. The application of the bonds is at the discretion of the Chief Executive Officer and they are not to apply to:
  - (a) Blue Light Discos
  - (b) Broomehill and Tambellup Primary School
  - (c) Tambellup Senior Citizens Christmas Lunch
  - (d) Agricultural Society – Tambellup Show

In approving the hire of Shire halls and Sports Pavilions the Chief Executive Officer is to have regard for Council Policy 1.2 – “Use of Shire Facilities”, and Management Practice 1.7 – “Hire of Equipment-Shire Halls & Sports Pavilions”.

**Reporting Requirements:**

Copies of all documentation approving the hire are to be placed on the appropriate file.

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>1.11</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.58(5)(d) Local Government (Function and General) Regulations 1996 – Regulation 30(3)
Delegation Subject	<b>Surplus Materials, Equipment, Tools etc</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Shire Depot, or any other fair means, items of surplus equipment, materials, tools etc which are no longer required, or are outmoded, or are no longer serviceable. This delegation applies only to items with an estimated value less than \$5,000.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file and Asset Register amended.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.12</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18
Delegation Subject	<b>Applying for Grants &amp; Subsidies</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council. In exercising the delegated authority the following conditions shall be observed.

1. The grant/subsidy shall not be accepted without Councils endorsement.
2. The undertaking is to be in accordance with Councils established strategic objectives.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.13</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Functions and General) Regulations 1996 - Regulation 11
Delegation Subject	<b>Inviting Tenders for Providing Goods and Services</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to proceed with the inviting of tenders for the purchase of goods and services that are listed in the **Adopted** annual budget. The invitation will be in accordance with legislative requirements and subject to any Council Policy

Reporting Requirements:

Copy of the invitation to be placed on the appropriate file and recorded in the Tender Register and a Report presented to Council for acceptance of the tender.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.14</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Functions and General) Regulations 1996 - Regulation 14(2a)
Delegation Subject	<b>Determining the Criteria for Assessing Tenders</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the power to determine in writing the criteria for assessing which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996.

Reporting Requirements:

Copy of the documentation is to be placed on the appropriate file and recorded in the Tender Register.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.15</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.25(1)
Delegation Subject	<b>Certain Things to be Done in Respect of Land</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice on behalf of the Shire requiring them to do something that is specified in Schedule 3.1 to the land.

Reporting Requirements:

Record of all transactions and the notice are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.16</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.26(2)
Delegation Subject	<b>Making a Person Comply with a Notice Requiring Certain Things to be Done on Land</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

If a person who is given a notice under s3.25(1) fails to comply with the notice the Chief Executive Officer is delegated the authority to do anything considered necessary to achieve, so far as practicable, the purposes for which the notice was given.

Reporting Requirements:

Record of all transactions and the notice are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.17</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.34(1)
Delegation Subject	<b>Powers of Entry</b>
Delegate	Chief Executive Officer
Sub-delegate	Not to be sub-delegated

Delegation:

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.18</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	All Local Laws in operation in the Shire of Broomehill-Tambellup.
Delegation Subject	<b>Administer the Shire's Local Laws</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the Shire so as to administer the Shires Local Laws as required by s3.18(1) of the Local Government Act 1995.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>1.19</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.41
Delegation Subject	<b>General Competence Powers</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

Delegation:

Following the adoption of the annual budget the Chief Executive Officer is delegated authority to use management discretion in:-

- 1) Implementing expenditure and income programs contained in the budget the detail of which has been finalised
- 2) Authorising overtime

Provided that expense accounts are contained within the annual budget allocations and subject to compliance with the *Local Government Act 1995* section 5.41(d) and Council's policy statements

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 20 October 2011

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.20</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.42
Delegation Subject	<b>Hidden Treasures of the Great Southern - Agreement to use office space within the Broomehill administration building</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to annually review the renewal of a non commercial Agreement with 'Hidden Treasures of the Great Southern' (Group) for the Group's usage of office space within the Shire's Broomehill administration building for the purpose of:

- Storing 'Hidden Treasures of the Great Southern' archival material.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file/s.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 20 October 2011

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>1.21</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.42
Delegation Subject	<b>Use of the Shire Logo</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The use of the Shire of Broomehill-Tambellup logo:

- a) Shall be in accordance with the guidelines contained in the publication "Our Identity" and
- b) Is not permitted by any other person or organisation without the written approval of the Shire of Broomehill-Tambellup.

Council has by Absolute Majority, delegated to the Chief Executive Officer authority to grant approvals in regard to item 3(b) above.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file/s.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 November 2010

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

## PART 2 - FINANCE

<b>Delegation Number</b>	<b>2.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.39(2), s6.49, s6.50(1) & (2), s6.56(1), s6.76(4), s6.76(5), s6.60(2) & (4), s6.64.
Delegation Subject	<b>General Rates Issues</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is hereby delegated the performance of the following functions of the Shire:

1. The discharge of the obligations specified in Section 6.39(2) of the Local Government Act 1995 (Rates Records).
2. Entering into an agreement in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. The time allowed for the payment of the rate before it becomes in arrear 6.50(1) & (2) of the Local Government Act 1995.
4. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
6. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6).
7. Requiring a lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with 6.60(2) & (4) of the Local Government Act 1995.
8. Commence proceedings under Section 6.64 of the Local Government Act 1995 to recover rates owing to Shire. (Subject to S5.43(d) of the Local Government Act 1995).

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44.
Legislative Power or Duty Delegated	Local Government act 1995 – s6.14(1)
Delegation Subject	<b>Investment of Surplus Funds</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

Delegation:

The Chief Executive Officer is delegated authority to:

- (1) Temporarily invest surplus funds with various banking institutions as provided for under s16 of the Trustees Act 1962.
- (2) Establish and document internal control procedures to be followed by employees to ensure control over investments as required by Local Government (Financial Management) Regulations 1996 – Regulation 19.
- (3) A list of institutions be **Reviewed** annually.

Reporting Requirements:

Details of investments made are to be reported monthly to Council as part of the financial report.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.3</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.9(4)
Delegation Subject	<b>Transfer money held in the Trust Fund</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to determine whether money held in the Trust Fund for more than 10 years will be transferred to the Municipal Fund.

In making the determination the Chief Executive Officer is to have regard for Section 6.9(4) of the Local Government Act.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.4</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Donations</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to approve discretionary donations to a maximum value of \$200 per application.

Subject to budgetary availability and subject also to, in the opinion of the Chief Executive Officer, the donation bringing credit to the Shire of Broomehill-Tambellup and that any such donations be in addition to those approved specifically by Council as part of the budgetary process subsequent to donation applications being called for in conjunction with that process.

Reporting Requirements:

Copies of all approvals are to be placed on the appropriate file and elected members advised in the Information Bulletin.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Financial Management) Regulations 1996 – Regulation 12(1)
Delegation Subject	<b>Creditors, Payment of</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services Manager Finance and Assets

Delegation:

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

- (1) The payee's name
- (2) The amount of the payment
- (3) The date of the payment
- (4) Sufficient information to identify the transaction.

Reporting Requirements:

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>2.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.12(1)(b) & (c)
Delegation Subject	<b>Write-Off Money Owing</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the Shire to a maximum of \$200.00.

This delegation does not apply to waiving or granting concessions on any amount of money owing in respect of rates and service charges. (s6.12(2)) with the exception of Penalty Interest where the Chief Executive Officer is delegated authority to write off amounts under \$20.00.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.7</b>
Legislative Power to Delegate	Local Government Act - s5.42
Legislative Power or Duty Delegated	Local Government (Financial Management) Regulations 1996 – Regulation 11(1)
Delegation Subject	<b>Payment of accounts electronically</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services Manager Finance and Assets

**Delegation:**

The Chief Executive Officer is delegated authority to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services money or other benefits may be obtained.

Making payment by cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds is subject to the following conditions

1. Council cheques are to be signed by the Chief Executive Officer (or Acting Chief Executive Officer) and counter signed by one other authorised officer
2. An EFT payment relating to payroll, be authorised by two authorised officers; and
3. That EFT payments other than payroll, be authorised by two officers as authorised to sign Council cheques

**Reporting Requirements:**

A list of payments is to be presented to Council at the next ordinary meeting of Council and is to be recorded in the minutes of the meeting at which it is presented

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.8</b>
Legislative Power to Delegate	Local Government Act - s5.42
Legislative Power or Duty Delegated	Local Government (Administration) Regulations 1996 – Regulation 32
Delegation Subject	<b>Reimburse Expenses of Councillors</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to reimburse all reasonable expenses to Councillors incurred whilst attending conferences, seminars and training courses approved by Council and other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.

Consideration is to be given to Council Policy 1.11 Elected Member Training and Professional Development Policy

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.9</b>
Legislative Power to Delegate	Local Government Act
Legislative Power or Duty Delegated	Local Government Act 1995 (section 5.42)
Delegation Subject	<b>Signing and Issuing of Purchase Orders</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services Manager Finance and Assets Manager of Works

Delegation:

That in terms of the Local Government Act 1995 section 5.42, the delegation of powers and duties for the signing and issuing of Council's purchase orders be delegated to the Chief Executive Officer.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>2.10</b>
Legislative Power to Delegate	Local Government Act
Legislative Power or Duty Delegated	Local Government Act 1995 (section 6.20)
Delegation Subject	<b>Sign schedule documents for loans raised under the WA Treasury Corporation's Master Lending Agreement</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Assets

Delegation:

That the Chief Executive Officer be delegated authority to sign schedule documents for loans raised under the WA Treasury Corporation's Master Lending Agreement and/or give instructions thereunder on behalf of the Shire of Broomehill-Tambellup.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 17 April 2014

## PART 3 - ENGINEERING

<b>Delegation Number</b>	<b>3.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>Permits, Road Trains and Extra Mass</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

The Chief Executive Officer is delegated authority to grant permission for use of heavy vehicles as categorised under the Restricted Access Vehicle Network scheme on local roads, in accordance with conditions as imposed by the Shire of Broomehill-Tambellup and Main Roads WA.

Persons seeking approval must hold the appropriate current RAV permit as issued by Main Roads WA.

*Adoption/Review:*

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Removed** by Council at its Ordinary Meeting held on 20 November 2014

**Amended and reinstated** by Council at its Ordinary Meeting held on 20 November 2014.

<b>Delegation Number</b>	<b>3.2</b>
Legislative Power to Delegate	Local Government Act 995 – s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>Traffic Regulatory Signs</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to make application to Main Roads WA for approval to install stop and give-way signs at such places as the Chief Executive Officer considers warranted and on receipt of the necessary approval the Chief Executive Officer is authorised to arrange to have the appropriate signs erected in accordance with the provisions of the approval.

The Chief Executive Officer is further delegated to arrange installation of “School Bus Stop” signs (in accordance with AS 1742) and other appropriate traffic regulatory signs at such places as the Chief Executive Officer considers necessary.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.51(3)
Delegation Subject	<b>Public Thoroughfares – Fixing or Altering Levels of Alignments or Drainage onto Adjoining Land</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to give the required notices before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>3.4</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.53(3)
Delegation Subject	<b>Control of Unvested Facilities</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

If an unvested facility lies within two or more districts, the Chief Executive Officer is delegated authority to agree on its control and management.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file and Council advised of the agreement.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50(1)
Delegation Subject	<b>Road Closures, Temporary (Not exceeding 4 weeks)</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to temporarily close a street or a portion of a street for a period not exceeding 4 weeks.

Closures are to be made if the Chief Executive Officer is of the opinion that by reason of heavy rain a street or road is likely to be damaged by the passage of traffic generally or traffic of any particular class.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50A
Delegation Subject	<b>Road Closures, Temporary (Repairs and Maintenance)</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to temporarily close a street or a portion of a street, without giving public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users.

Reporting Requirements:

Each closure is to be recorded on the timesheets.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.7</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>School Bus Bays</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to determine any applications to construct bus bays as a safety measure with the applicants to meet all costs involved in the construction of such bays including school bus turn-about.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.8</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 12(1)
Delegation Subject	<b>Approve Crossover Construction</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the power to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to Regulation 12(1) of the Local Government (Uniform Local Provisions) Regulations 1996.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.1 (11) – “Road Construction & Maintenance Minimum Standards – Crossovers” and Management Practice 5.2 - “Culverts, Crossings and Entrances”.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.9</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 13(1) & (2)
Delegation Subject	<b>Requirement to Construct or Repair Crossover</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>3.10</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>Removal of Street Trees</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to authorise the removal of any tree on any townsite street or road reserve where the street or road is under the care, control and maintenance of the Shire. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists.

This delegation may also be exercised when removal of the tree/s is needed due to pending roadworks.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.4 “Clearing of vegetation for Road Construction”.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

## PART 4 - BUILDING HEALTH AND PLANNING

<b>Delegation Number</b>	<b>4.1</b>
Legislative Power to Delegate	Local Government (Miscellaneous Provisions) Act 1960 - Section 374AAB(1)
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 374(1)
Delegation Subject	<b>Building - Approve or Refuse Plans and Specifications</b>
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer



<b>Delegation Number</b>	<b>4.2</b>
Legislative Power to Delegate	Local Government (Miscellaneous Provisions) Act 1960 - s374AAB(1)
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 374(1a)
Delegation Subject	<b>Building – Extension of Time to Complete</b>
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 401A(1)
Delegation Subject	<b>Building - Works Unlawful</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.4</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 374A
Delegation Subject	<b>Building - Demolition Licenses</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s403(4)
Delegation Subject	<b>Buildings - Dangerous</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s408(1)
Delegation Subject	<b>Buildings - Neglected</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.7</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - s374C(1), (2) & (3)
Delegation Subject	<b>Building – Certificates of Classification</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.8</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s377
Delegation Subject	<b>Building – Deposit Materials on a Street</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014 and replaced with Delegation 4.12 - Authorised Officer

<b>Delegation Number</b>	<b>4.9</b>
Legislative Power to Delegate	Section 26 of the Health Act 1911
Legislative Power or Duty Delegated	Section 26 of the Health Act 1911
Delegation Subject	<b>Authorisation of the Environmental Health Officer</b>
Delegate	Environmental Health Officer
Sub-delegate	Nil

Delegation:

That authority be delegated to the Environmental Health Officer for the Shire of Broomehill-Tambellup, pursuant to Section 26 of the Health Act 1911, to carry out within its district the provisions of the Act and regulations, local laws, and orders made there under and to exercise and discharge all or any of the powers and functions of the local government pursuant to that legislation.

This empowers the Environmental Health Officer to sign such documents and initiate appropriate legal action on behalf of the Shire when a breach of the Health Act, related legislation and the Shire's Health Local Law is identified.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>4.10</b>
Legislative Power to Delegate	Town Planning Scheme Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 3.2
Delegation Subject	<b>Signs and Hoardings</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme and the Local Laws of the Shire and where an application does not comply with the Scheme or the Local Laws of the Shire, the application is to be refused.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.2 “Advertising and Portable Direction Signs”.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>4.11</b>
Legislative Power to Delegate	Food Act 2008
Legislative Power or Duty Delegated	Section 65, 66, 67, 110, 112, 222(1) (b), 123(1), 123(2), 126(2), 126(3), 126(6) and 126(7) of the Food Act 2008
Delegation Subject	<b>Appointment of Authorised Officers</b>
Delegate	Chief Executive Officer and Authorised Officer
Sub-delegate	Nil

That pursuant to the following Sections of the Food Act 2008, authority be delegated to the Chief Executive to perform the functions listed:

- a) Section 122(1) – Appoint Authorised Officers;
- b) Sections 123(1) and 123(2) – Issue certificates of authority to Authorised Officers;
- c) Section 126(2) – Appoint Designated Officers to issue infringement notices;
- d) Sections 126(3) – Appoint Designated Officers to receive payment from infringement notices;
- e) Sections 126(6) and 126(7) – Appoint Designated Officers to extend the payment for infringement notices or revoke infringement notices.

That pursuant to the Food Act 2008 the Authorised officer is delegated authority to perform the functions listed:

- a) Issue prohibition notices in accordance with Section 65 of the Food Act 2008;
- b) Clear and remove prohibition notices in accordance with Section 66 of the Food Act 2008;
- c) Provide written notification not to issue a certificate of clearance in accordance with Section 67 of the Food Act 2008; and
- d) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with the Sections 110 and 112 of the Food Act 2008.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 19 August 2010

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>4.12</b>
Legislative Power to Delegate	Building Act 2011
Legislative Power or Duty Delegated	Building Act 2011 sec 96(3) and sec 127
Delegation Subject	<b>Authorised Officer</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Delegation:

The Chief Executive Officer is delegated authority to exercise all the powers and duties of a permit authority as defined by the Building Act 2011.

The Chief Executive Officer is an authorised officer for the purposes of the Building Act 2011 in relation to building and incidental structures located, or proposed to be located, in the district of the Shire of Broomehill-Tambellup.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 20 November 2014

## PART 5 - OTHER

<b>Delegation Number</b>	<b>5.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – Schedule 9.1, clause 5(1) Local Government (Uniform Local Provisions) Regulations 1996 – Regulation 9
Delegation Subject	<b>Gate Permits</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

The Chief Executive Officer is delegated the authority to determine applications for permission to erect gates or other devices across public thoroughfares under Shire control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying.

*Reporting Requirements:*

Copies of all applications are to be placed on the appropriate file.

*Adoption/Review:*

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008
Delegation Subject	<b>Street Appeals</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services

Delegation:

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50 Road Traffic (Events on Roads) Regulations 1991
Delegation Subject	<b>Events on Roads</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

Exercise of the delegation is subject to s3.50 of the Local Government Act 1995.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.4</b>
Legislative Power to Delegate	Bush Fires Act 1954 - s48(1)
Legislative Power or Duty Delegated	Bush Fires Act 1954 – s33(1) Annual Firebreak Notice.
Delegation Subject	<b>Firebreaks – Alternative Positions</b>
Delegate	Chief Executive Officer
Sub-delegate	Not Permitted

Delegation:

The Chief Executive Officer is delegated the authority to:

1. approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on the land.
2. approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land shall be limited to approval periods of twelve (12) months only except where natural obstructions are the reason for landholders being granted an exemption to comply with the Firebreak Notice and in such circumstances it will not be necessary to obtain an annual exemption for as long as the natural obstruction remains as it was at the time of granting of the exemption.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.5</b>
Legislative Power to Delegate	Bush Fires Act 1954 - s48(1)
Legislative Power or Duty Delegated	Bush Fires Act 1954 – s17(7) & (8) and s18(5)
Delegation Subject	<b>Burning – Prohibited and Restricted Times (Variations)</b>
Delegate	Chief Executive Officer
Sub-delegate	Not Permitted

Delegation:

The Chief Executive Officer is delegated the authority to amend the Restricted Burning and Prohibited Burning periods subject to this delegation only being used at the request of the Chief Bush Fire Control Officer.

(Variation can only be made after consultation with an authorised DEC Officer, if forest land is situated in the district.)

Note – This authority may be delegated jointly to the Shire President and Chief Bush Fire Control Officer under section 17(10) of the Bush Fires Act.

Reporting Requirements:

Copies of all variations are to be placed on the appropriate file and Councillors to be advised through the Information Bulletin.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014



<b>Delegation Number</b>	<b>5.6</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 5.13
Delegation Subject	<b>Burning of Roadsides</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to approve applications submitted by the relevant Fire Control Officer/s to burn a road verge vested in the care, control and management of the Shire.

In exercising this delegation the Chief Executive Officer is to have regard to Council Management Practice 7.4 - “Roadside Burning Policy”.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.7</b>
Legislative Power to Delegate	Bush Fires Act 1954 – s48(1)
Legislative Power or Duty Delegated	Bush Fires Act 1954 - s59(3)
Delegation Subject	<b>Taking Proceedings for Offences – Bush Fires Act</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.8</b>
Legislative Power to Delegate	Bush Fires Act 1954 - s48(1)
Legislative Power or Duty Delegated	Bush Fires Act 1954 - s13(4)
Delegation Subject	<b>Handover of Control of Bushfires</b>
Delegate	Chief Executive Officer
Sub-delegate	Not permitted

Delegation:

The Chief Executive Officer is delegated the authority to request Fire and Emergency Services to authorise a bush fire liaison officer to take control of all operations in relation to a bushfire burning in the district.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.9</b>
Legislative Power to Delegate	Dog Act 1976 – s29(1)
Legislative Power or Duty Delegated	Dog Act 1976 and Dog Act Regulations 1976
Delegation Subject	<b>Proceedings under Dog Act</b>
Delegate	Chief Executive Officer Manager of Corporate Services Manager of Works Works Supervisor Ranger
Sub-delegate	Not permitted

Delegation:

To exercise on behalf of the local government the powers conferred on an authorised person by the Dog Act and Dog Regulations.

Any proceedings under the Dog Act and Dog Regulations, whether civil or penal, may only be taken with the approval of the Chief Executive Officer.

This delegation also enables the persons authorised by this delegation to issue infringement notices pursuant to the provisions of Section 29 of the Act.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.10</b>
Legislative Power to Delegate	Dog Act 1976 – s29(1)
Legislative Power or Duty Delegated	Dog Act 1976 and Dog Act Regulations 1976
Delegation Subject	<b>Withdrawal of Infringement Notices issued under Dog Act</b>
Delegate	Chief Executive Officer
Sub-delegate	No legislative power to sub-delegate

Delegation:

The Chief Executive Officer is delegated the authority to exercise on behalf of the local government the powers conferred on an authorised person by the Dog Act to withdraw infringement notices issued under the Dog Act and Dog Regulations.

Limitations placed on an authorised person under the Dog Act withdrawing infringement notices by Regulation 13(7) of the Dog Regulations 1976.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.11</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.54
Delegation Subject	<b>Wildflower Picking</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to determine all applications for the picking of wildflowers on Shire reserves.

This delegation is to be exercised in relation to reserves outside of the townsites within the Shire.

The harvesting of the Broombush (Melaleuca Uncinata) on Shire controlled land and vested reserves is prohibited.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

<b>Delegation Number</b>	<b>5.12</b>
Legislative Power to Delegate	Cat Act 2011 – s44(1)
Legislative Power or Duty Delegated	Cat Act 2011
Delegation Subject	<b>Proceedings under Cat Act 2011</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Corporate Services Manager of Works Works Supervisor Ranger

Delegation:

To exercise on behalf of the local government the powers conferred on an authorised person by the Cat Act 2011 (Act).

Any proceedings under the Act, whether civil or penal, may only be taken with the approval of the Chief Executive Officer.

This delegation also enables the persons authorised by this delegation to issue infringement notices pursuant to the provisions of Sections 62 to 67 of the Act.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 16 May 2013

**Reviewed** by Council at its Ordinary Meeting held on 20 November 2014

**(Recommended) List of Addition Information**

**APPLICATION FORM:**

1. Signature of the owner on the planning application form as one of the owners of the land.

**WRITTEN:**

1. Clarification on the exact nature of activities to occur on site, the extent of the business that will be conducted on site, and advice on any mobile activities that will be conducted off site.
2. Hours (opening times) and days of operation
3. List of all proposed dog services
4. The maximum number of dogs to be accommodated on site at any one time and how many hours they will likely be on site for (ie staggered appointment or all day holding areas).
5. Whether any dog boarding is proposed, maximum number of dogs to be boarded and period for boarding or written confirmation on :
  - The maximum number of hours a dog will be in a holding pen
  - That dogs are only held on the day being groomed and will not be boarded for any overnight periods.
6. The total area to be occupied by the business (including wash areas, grooming areas, holding pens).
7. Size of each dog holding area (in metres), & maximum number of dogs per holding pen or run.
8. Number of employees and whether all employees reside in the dwelling on the Lot.
9. A Management Plan or information addressing waste collection, management (of dog faeces) and waste water disposal from cleaning holding pens. Advice on where wastewater will be directed to from dog washing and holding pen areas.

Note: Demonstrate a commitment / knowledge to meet necessary health requirements – require some apparatus for waste water (eg a single septic tank for dog washing area to be discharged into its own leach drain separated from any residential leach drain).

10. List of all products to be used on site for dog washing and cleaning, including any chemicals. Include advice on quantities and where they will be stored.
11. Information addressing noise and potential dog barking.

Note: If more detailed information is lodged the site will be inspected by the Shire Environmental Health Officer. Please note that the Shire may require lodgement of a noise report by a suitably qualified noise consultant if Council has concerns over potential noise emissions.



10. Site photographs of the mobile dog wash area, proposed grooming area, and buildings to be used as holding pens and runs. Information on whether pens have concrete floors.
11. Any supporting information such as courses or qualifications of the applicant.
12. Information on fencing of lot boundaries for securing all dogs on site.

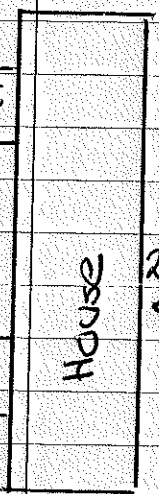
**PLANS:**

1. A revised scaled and detailed site plan that includes:
  - All lot boundaries and dimensions
  - All road frontages
  - All existing buildings and dimensioned distances to the nearest property boundary
  - Driveway and parking areas
  - The size and location of all areas to be used on site for the business & the use of each area (eg holding pen, grooming, washing)
  - The maximum number of dogs in each designated 'lockable holding pen'. The site plan submitted does not show any area for a mobile dog wash or the location of any dog grooming / wash areas.
  - The plan shall include the total area (m<sup>2</sup>) proposed to be used for the business. A Home Occupation allows for a maximum of 20m<sup>-2</sup>. A Rural Home Business allows for a maximum area of 200m<sup>2</sup>.
2. A scaled plan showing the distance between any building to be used for the business and the nearest dwelling on any adjacent lot.
3. A detailed floor plan of the dog grooming / wash areas.

SHIRE OF BROOMEHILL-  
TAMBELLUP  
RECEIVED  
13 NOV 2015

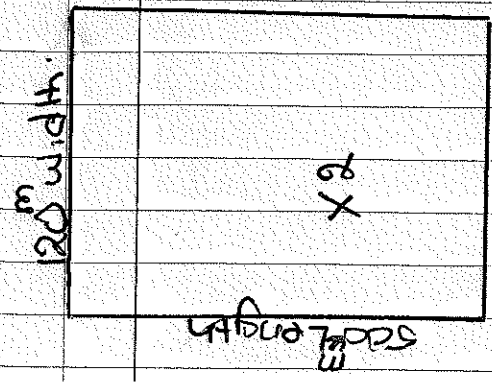
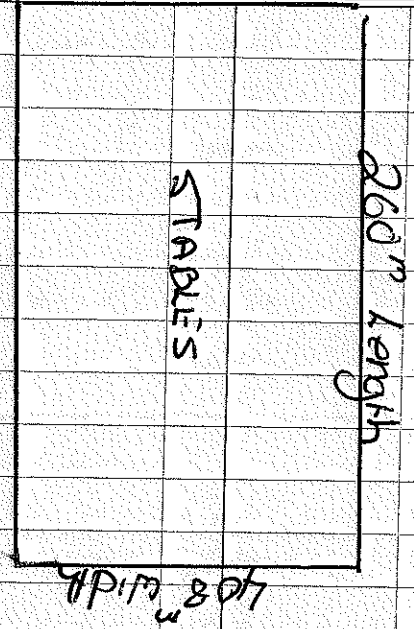
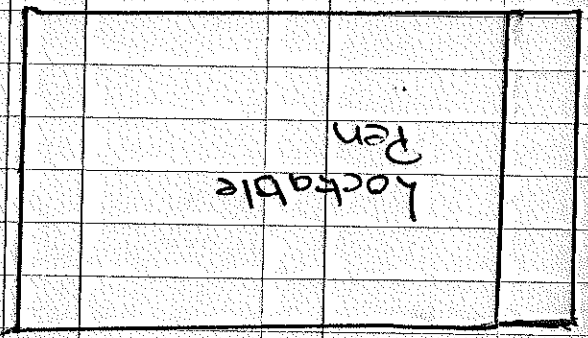
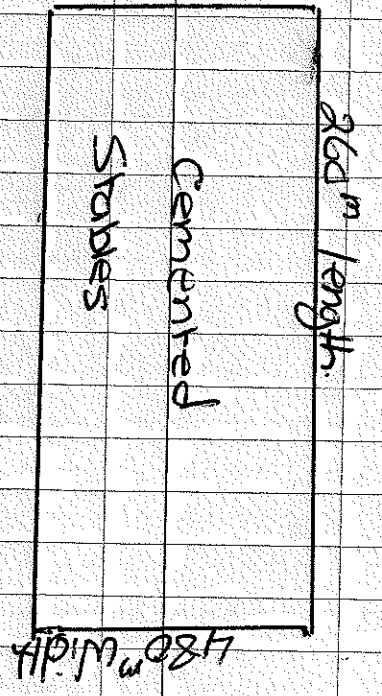
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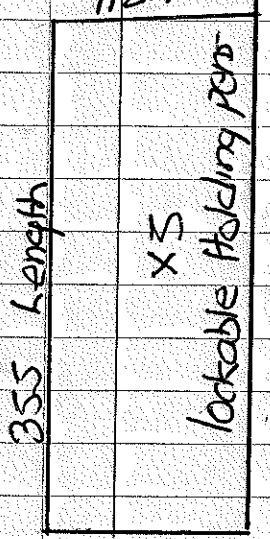


FENCE 2.5M FROM HOUSE

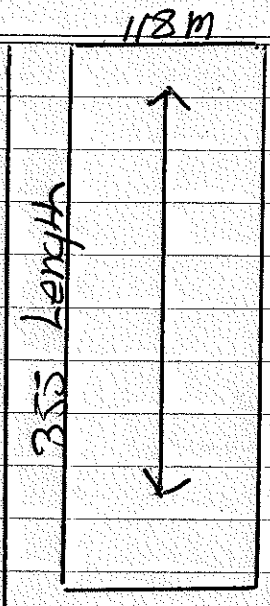
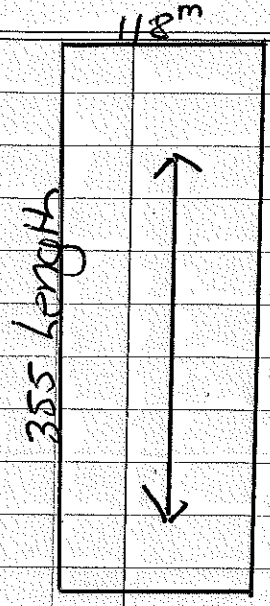
25 metre to stables



Full length walkway  
lockable Gates each end

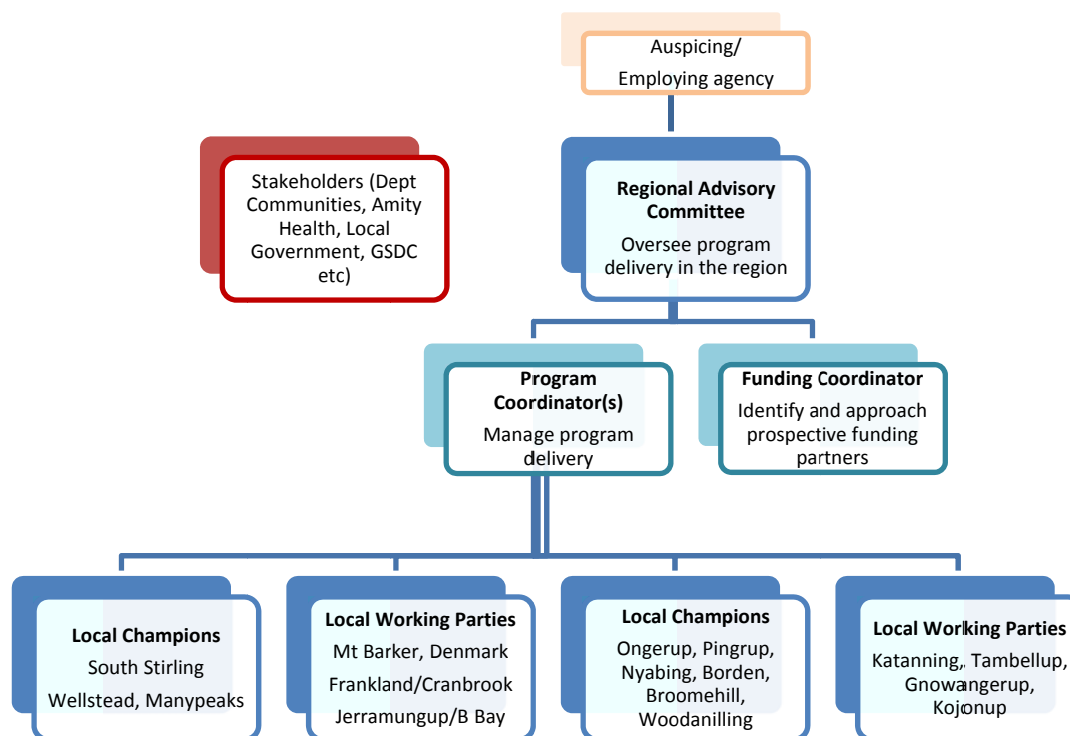


Gate Under cover walk way



x In total there is 11 x Lockable holding pens  
 x All holding pens are half covered over top & sides

## A Smart Start – Proposed Management Structure



### SUMMARY OF PROPOSED ROLES

#### **Auspicing/Employing agency (Shire of Broomehill-Tambellup TBC)**

- Manage high level administration (funding acquittals, audits etc)
- Employ (but not manage day to day activities of) the coordinators

#### **Regional Advisory Committee (RAC) (Chaired by Jo Webb)**

- Oversee program delivery in the region
- Monitor, guide and provide advice to the coordinators in program delivery.
- Facilitate information sharing across the region and between coordinators.

#### **Funding Coordinator**

- Seek and secure ongoing funding for the program (corporate and/or mainstream).

#### **Coordinators**

- Locally based with the flexibility to react to local needs as they arise and support local working parties/champions.
- Facilitate the expansion of A Smart Start into new communities in the Great Southern through identification and support of local champions.
- Guided by a Regional Advisory Committee.

#### **Local Working Parties/Champions**

- Work with the coordinators to address local needs (information sessions, skills etc).
- Secure local in-kind and fundraising as needed for additional activities/needs within those communities.
- Connect with the local community to encourage participation and ensure the distribution of resources. Support the RAC in approaches to their Local Governments to ensure contributions are relevant to community size and activity.

**SHIRE OF BROOMEHILL-TAMBELLUP****BUILDING SURVEYOR****Month: NOVEMBER**

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms
4/11/2015	Answered an enquiry concerning the issuing of a building permit for a new pool.	13.30	13.45	0.25	
5/11/2015	Shire visit. Gave out advice and checked on swimming pool site at 12 Crowden Street, Tambellup. Checked up on the ongoing paperwork for projects and started to process a new application for a dwelling in Broomehill West.	8.00	17.00	9.00	318
9/11/2015	Started to process an application for a swimming pool in Tambellup.	7.00	7.30	0.50	
9/11/2015	Printed off extra information that was supplied for the swimming pool and continued with the processing of the application.	14.15	15.00	0.75	
10/11/2015	Finalised and issued a building permit for a swimming pool at 12 Crowden Street, Tambellup.	10.30	12.00	1.50	
12/11/2015	Dropped off a building license for 12 Crowden Street, Tambellup at the Broomehill Office so that it can be issued.	9.10	9.25	0.25	
18/11/2015	Dealt with a rating enquiry from a resident concerning his developments in Broomehill not being completed. Advised that he would need to get a building permit to finish off dwellings or they would be deemed complete.	11.45	12.00	0.25	
19/11/2015	Shire visit. Processed a building application for Moore Road Broomehill ready for issue and then started on a shed project for Broomehill Village. Continued to process paperwork to comply with legislation.	8.00	17.00	9.00	318
20/11/2015	Processed and issued a building permit for a Shed at 53 India Street, Broomehill Village.	7.00	8.30	1.50	
24/11/2015	Finalised and prepared to issue the building permit for a shed in Broomehill Village.	8.30	9.00	0.50	
31/11/15	End of month reports and statements.	8.00	9.00	1.00	
<b>TOTALS</b>				<b>24.50</b>	<b>636</b>

Broomehill-Tambellup	0007	24.50	\$99.00	\$2,425.50	0008	636	\$0.95	\$604.20	\$3,029.70
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Authorised by Darryle Baxter MAIBS *D Baxter* MAIBS

Principal Building Surveyor

Date 31-11-2015

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**SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity Month Ending November 2015**

Building permit number	Approval date	Unique property identifier	Site lot number	Site street name	Site suburb name	Nature of work	Approval value	Floor area
<b>BHT 201516015</b>	<b>20/11/2015</b>	<b>A 3056</b>	<b>8828</b>	<b>MOORE ROAD</b>	<b>BROOMEHILL</b>	<b>NEW DWELLING</b>	<b>\$600,000.00</b>	<b>667</b>
<b>BHT 201516016</b>	<b>10/11/2015</b>	<b>A 220</b>	<b>25</b>	<b>CROWDEN ROAD</b>	<b>TAMBELLUP</b>	<b>BUILD ABOVE GROUND SWIMMING POOL AND FENCE</b>	<b>\$ 6,000.00</b>	<b>24</b>
<b>BHT 201516017</b>	<b>20/11/2015</b>	<b>A 590</b>	<b>679</b>	<b>INDIA STREET</b>	<b>BROOMEHILL VILLAGE</b>	<b>DOMESTIC SHED</b>	<b>\$ 15,000.00</b>	<b>54</b>
							<b>\$621,000.00</b>	



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BUILDING MAINTENANCE PROGRAM**  
*for the year ending 30 June 2016*

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>GOVERNANCE</b>							
<b>BH Administration Building</b>							
General Maintenance	2,500	2,500	0		735	1,765	Removal of roof safe fixtures; fire equipment check; repairs to safe door; <i>gutter cleaning</i>
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>735</b>	<b>1,765</b>	
<b>TA Administration Building</b>							
General Maintenance	3,000	3,000			463	2,537	Vacuum cleaner head; barrels for locks & installation; fire equipment check; <i>gutter cleaning</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>463</b>	<b>2,537</b>	
<b>HEALTH</b>							
<b>TA Infant Health Clinic</b>							
General Maintenance	1,500	1,500			285		Fire equipment check & service; <i>gutter cleaning</i>
<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>		<b>285</b>		
<b>STAFF HOUSING</b>							
<b>20 Henry Street</b>							
Renovation bathroom/laundry	15,000		15,000				C/Over from 2014-15 Upgrade security - windows & doors; <i>gutter cleaning</i>
General Maintenance	2,000	2,000			408	1,592	
<b>Total</b>	<b>17,000</b>	<b>2,000</b>	<b>15,000</b>		<b>408</b>	<b>1,592</b>	
<b>27 East Terrace</b>							
Replace/repair front door	1,000	1,000					<i>Completed</i>
Paint window surrounds	1,000	1,000			1,034		
Re-wad ceiling in kitchen/living area	1,200	1,200					
General Maintenance	2,000	2,000			2,190	-190	Upgrade security - windows & doors; replace gas tubing to gas bottles; replace flyscreens & frames; <i>pest control; gutter cleaning</i>
<b>Total</b>	<b>5,200</b>	<b>5,200</b>	<b>0</b>		<b>2,190</b>	<b>-190</b>	
<b>18 Henry Street</b>							
General Maintenance	2,000	2,000			328		<i>Pest control; gutter cleaning</i>
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>328</b>		



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BUILDING MAINTENANCE PROGRAM**  
*for the year ending 30 June 2016*

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>38 Ivy Street</b>							
Replace carpet in passage	1,600	1,600					
General Maintenance	2,000	2,000			702	1,298	Upgrade security - windows & doors; pest control; gutter cleaning; replace shower head
<b>Total</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>		<b>702</b>	<b>1,298</b>	
<b>11 Lavarock Street</b>							
General Maintenance	2,000	2,000			432	1,568	Upgrade security - windows & doors; pest control; gutter cleaning
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>432</b>	<b>1,568</b>	
<b>1 Janus Street</b>							
External Painting	1,200	1,200					
General Maintenance	2,000	2,000			771	1,229	Upgrade security - windows & doors; keys cut; pest control; gutter cleaning; keys cut
<b>Total</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>		<b>771</b>	<b>1,229</b>	
<b>OTHER HOUSING</b>				9,125			
<b>Unit 1, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 2, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 3, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 4, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 5, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 6, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			332		% Check issue with southern side electrical gate; pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>332</b>		
<b>Unit 1, Lavieville Lodge</b>							
General Maintenance	1,000	1,000			224		Pest control; gutter cleaning
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>				





**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BUILDING MAINTENANCE PROGRAM**  
*for the year ending 30 June 2016*

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>Unit 2, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		463		Replace sink plug baskets; <i>pest control</i> ; <i>gutter cleaning</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>463</b>		
<b>Unit 3, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		224		<i>Pest control</i> ; <i>gutter cleaning</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>224</b>		
<b>Unit 4, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		233		Replace toilet seat; <i>pest control</i> ; <i>gutter cleaning</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>233</b>		
<b>COMMUNITY AMENITIES</b>							
<b>Holland Park Toilets</b>							
General Maintenance	3,000	3,000	0		464	2,536	Baby Change Facility sign & freight for same; investigate issue with auto night light; light globes; <i>gutter cleaning</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>464</b>	<b>2,536</b>	
<b>Diprose Park Toilets</b>							
General Maintenance	3,000	3,000	0		158		<i>Gutter cleaning</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>158</b>		
<b>Norrish Street (disabled access) Public Toilets</b>							
General Maintenance	3,000	3,000	0		716		Toilet roll dispenser; 2 x syringe disposal units; pair of tongs; <i>repair leaking toilets</i> ; <i>clear blocked pipes</i> ; <i>gutter cleaning</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>716</b>		
<b>RECREATION &amp; CULTURE</b>							
<b>BH Hall</b>							
Painting front wall (brickwork painted 14/15, woodwork in 15/16)	2,000	2,000			1,780		<i>Completed</i>
Front verandah repairs	5,000	5,000			3,047		<i>Completed (CLGF/RES funded)</i>
General Maintenance	5,000	5,000	0		230		Fire equipment check; <i>gutter cleaning</i>
<b>Total</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>		<b>5,057</b>		
<b>TA Hall</b>							
Install gas piping from main cylinder to southern side (heaters)	3,600	3,600					C/Over from 2014-15
Install RCD's to light circuits	2,600	2,600			2,283		<i>Completed</i>
General Maintenance	5,000	5,000	0		1,276	3,724	Clear basin drain blockage; disconnect & remove roof floodlights; fire equipment check; repair toilet; replace kitchen utensils; replace corroded pipe; <i>gutter cleaning</i> ; <i>urn</i> ; <i>incidentals</i>
<b>Total</b>	<b>11,200</b>	<b>11,200</b>	<b>0</b>		<b>3,559</b>	<b>3,724</b>	



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BUILDING MAINTENANCE PROGRAM**  
*for the year ending 30 June 2016*

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>BH Recreation Complex</b>							
External painting (woodwork)	6,700	6,700			6,433		Completed
General Maintenance	3,000	3,000			206		Fire equipment check; gutter cleaning
<b>Total</b>	<b>9,700</b>	<b>9,700</b>	<b>0</b>		<b>6,639</b>		
<b>TA Pavilion</b>							
General Maintenance	3,000	3,000			1,043		Repair toilet leak; fire equipment check; replace shower rose; gutter cleaning; window replacement
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>1,043</b>		
<b>BH RSL Hall</b>							
Install access ramp to sliding door & pave surrounds	5,000		5,000				C/Over from 2014-15
Replace sliding door	2,500		2,500				C/Over from 2014-15
Replace patio - including verandah beams	5,500		5,500				
General Maintenance	2,500	2,500			158		Gutter cleaning
<b>Total</b>	<b>15,500</b>	<b>2,500</b>	<b>13,000</b>				
<b>Tambellup RSL Hall</b>							
General Maintenance	500	500			158		Gutter cleaning
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>				
<b>Tambellup Youth Centre</b>							
General Maintenance	500	500			736		Fire equipment check; install tap to kitchen sink; gutter cleaning
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>		<b>736</b>		
<b>Tambellup CRC &amp; Library</b>							
Repair ceiling in reception area	6,000		6,000				C/Over from 2014-15
General Maintenance	2,500	2,500			206		Fire equipment check; gutter cleaning
<b>Total</b>	<b>8,500</b>	<b>2,500</b>	<b>6,000</b>		<b>206</b>		
<b>BH Museum</b>							
Repair (seal & paint raw asbestos in lean-to walls)	1,000	1,000					C/Over from 2014-15
Replace mortar - loose bricks, lintel & repair lean-to walls	4,000	4,000					C/Over from 2014-15
Replace 2 windows on west side	19,300		19,300		17,591		Completed
General Maintenance	2,000	2,000			158		Gutter cleaning
<b>Total</b>	<b>26,300</b>	<b>7,000</b>	<b>19,300</b>		<b>17,749</b>		
<b>TA Station Masters Building - Museum</b>							
Painting Exterior Woodwork, Oil Verandah Floor	3,600	3,600					
General Maintenance	2,000	2,000			182		Fire equipment check; gutter cleaning
<b>Total</b>	<b>5,600</b>	<b>5,600</b>	<b>0</b>		<b>182</b>		
<b>ECONOMIC SERVICES</b>							
<b>BH Caravan Park</b>							
General Maintenance	3,000	3,000			549		Repair door to men's toilet; fire equipment check; unblock drain; repair broken stormwater drain; replace shower curtain; gutter cleaning
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>549</b>		
<b>TA Caravan Park</b>							
General Maintenance	2,000	2,000			549		Gutter cleaning; replace window pane
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>549</b>		



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BUILDING MAINTENANCE PROGRAM**  
*for the year ending 30 June 2016*

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>TA Railway Station Building</b>							
Repair ridge capping, replace broken tiles	600	600			720		Completed
Replace Gutter & Fascia	5,000		5,000				Replace window panes x 2; gutter cleaning
General Maintenance	2,000	2,000			1,025		
<b>Total</b>	<b>7,600</b>	<b>2,600</b>	<b>5,000</b>		<b>1,745</b>		
<b>Bendigo Bank</b>							
Replace verandah posts, associated woodwork & paint	0				6,000	-6,000	C/Over from 2014-15
General Maintenance	2,500	2,500			158		Gutter cleaning
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>6,158</b>	<b>-6,000</b>	
<b>TOTAL BUILDING MAINTENANCE</b>	<b>166,900</b>	<b>108,600</b>	<b>58,300</b>	<b>0</b>	<b>54,736</b>	<b>10,059</b>	

## BROOMEHILL-TAMBELLUP LIBRARY REPORT NOVEMBER 2015

### New Members

Tambellup 2                      Broomehill 1

### The Sunday Times Little Book Club ([www.thelittlebigbookclub.com.au](http://www.thelittlebigbookclub.com.au))

0-2 Seaside Sandcastle by Natalie Marshall  
 2-3 Noni The Pony Goes To The Beach by Alison Lester  
 4-5 Perfect by Danny Parker & Freya Blackwood

### Statistics

#### Tambellup *Issues*

39 Books      A  
 23 DVD        A  
           CD        A  
 11 LP         A  
           Games    J  
 18 Books     J  
 18 DVD       J  
           CD        J  
 0 Renewals A&J  
           E Resources  
 1 Better Beginnings Resource Kit

#### Broomehill *Issues*

23 Books      A  
 12 DVD        A  
 14 CD         A  
           LP         A  
           5 Books    J  
           3 DVD       J  
           CD        J  
 28 Renewals A&J  
           1 Better Beginnings Resource Kit  
 21 E Resources

**Regional LP Bulk Loan** (exchanged every 4 Months) Rotated end of December 2015.

**The State Library Book Exchange** arrived at Tambellup on 16th November 2015 and Broomehill 5th November 2015.

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

Tambellup 0      Broomehill 1

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

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
November	14	4	3	9	9	9	0	4

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
November	33	16	19	16	3	2	0	0