

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2016

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 July 2016

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,211,200	2,293,900	2,295,189.49	1,289	0.1%	
	3,154,900	11,265	7,059.74	(4,205)	(59.6%)	
9	3,000	0	0.00	0		
	238,400	71,336	80,368.86	9,033	11.2%	
	0	0	0.00	0		
	67,700	2,100	2,161.79	62	2.9%	
	83,000	58,470	58,424.20	(46)	(0.1%)	
Total	5,758,200	2,437,071	2,443,204.08	6,133		
Operating Expense						
	(1,820,300)	(179,259)	(179,723.84)	(465)	(0.3%)	
	(2,513,600)	(111,925)	(117,016.09)	(5,091)	(4.4%)	
	(182,400)	(4,453)	(4,983.57)	(531)	(10.6%)	
	(1,042,600)	(86,644)	0.00	86,644	100.0%	▼
	(11,200)	0	(803.79)	(804)	(100.0%)	
	(162,500)	(118,950)	(115,592.09)	3,358	2.9%	
9	(119,900)	0	0.00	0		
	(79,000)	(15)	(372.65)	(358)	(96.0%)	
Total	(5,931,500)	(501,246)	(418,492.03)	82,754		
Funding Balance Adjustment						
	1,042,600	86,644	0.00	(86,644)	(100.0%)	▼
9	116,900	0	0.00	0		
	0	0	0.00	0		
Net Operating	986,200	2,022,469	2,024,712.05	2,243		
Capital Revenues						
7	3,638,700	0	0.00	0		
9	869,000	35,500	35,264.45	(236)	(0.7%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,546,100	0	0.00	0		
Total	7,253,800	35,500	35,264.45	(236)		
Capital Expenses						
	0	0	0.00	0		
11	(4,206,500)	(35,000)	(42,401.48)	(7,401)	(17.5%)	
11	(1,477,200)	(48,000)	(49,183.64)	(1,184)	(2.4%)	
11	0	0	0.00	0		
11	(2,563,900)	(35,000)	(31,038.46)	3,962	12.8%	
11	(344,500)	0	0.00	0		
	(52,000)	0	0.00	0		
	(50,000)	0	0.00	0		
8	(854,800)	0	0.00	0		
Total	(9,548,900)	(118,000)	(122,623.58)	(4,624)		
Net Capital	(2,295,100)	(82,500)	(87,359.13)	(4,859)		
Total Net Operating + Capital	(1,308,900)	1,939,969	1,937,352.92	(2,616)		
Opening Funding Surplus(Deficit)	1,308,900	1,308,900	1,237,344.88	(71,555)	(5.8%)	
Closing Funding Surplus(Deficit)	0	3,248,869	3,174,697.80	(74,171)		
	0	0	0.00			

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 July 2016

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	32,100	0	234.54	235	100.00%	
	4,086,500	2,296,023	2,297,370.63	1,348	0.06%	
	98,500	64,550	56,869.98	(7,680)	(13.50%)	
	1,100	0	236.00	236	100.00%	
	55,300	0	0.00	0		
	54,100	4,280	3,080.00	(1,200)	(38.96%)	
	76,700	60,500	60,584.09	84	0.14%	
	1,712,600	1,750	769.09	(981)	(127.54%)	
	3,159,300	2,300	2,707.09	407	15.04%	
	56,200	4,753	14,491.10	9,738	67.20%	
	64,500	2,915	6,861.56	3,947	57.52%	
Total	9,396,900	2,437,071	2,443,204.08	6,133		
Operating Expense						
	(748,400)	(62,372)	(61,491.43)	881	1.43%	
	(269,400)	(25,009)	(23,929.57)	1,079	4.51%	
	(221,600)	(24,546)	(17,343.25)	7,203	41.53%	
	(60,300)	(3,701)	(2,480.68)	1,220	49.19%	
	(71,600)	(2,825)	(2,215.64)	609	27.50%	
	(109,700)	(8,332)	(2,860.56)	5,471	191.27%	
	(432,800)	(15,965)	(14,616.52)	1,348	9.23%	
	(827,700)	(50,603)	(37,903.04)	12,700	33.51%	▼
	(2,948,500)	(189,841)	(148,155.46)	41,686	28.14%	▼
	(214,500)	(14,692)	(8,640.15)	6,052	70.04%	
	(27,000)	(103,360)	(98,855.73)	4,504	4.56%	
Total	(5,931,500)	(501,246)	(418,492.03)	82,754		
Funding Balance Adjustment						
	1,042,600	86,644	0.00	(86,644)	(100.00%)	▼
	116,900	0	0.00	0		
Net Operating	4,624,900	2,022,469	2,024,712.05	2,243		
Capital Revenues						
	869,000	35,500	35,264.45	(236)	(0.67%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
	1,546,100	0	0.00	0		
Total	3,615,100	35,500	35,264.45	(236)		
Capital Expenses						
	0	0	0.00	0		
	(4,206,500)	(35,000)	(42,401.48)	(7,401)	(17.46%)	
	(1,477,200)	(48,000)	(49,183.64)	(1,184)	(2.41%)	
	0	0	0.00	0		
	(2,563,900)	(35,000)	(31,038.46)	3,962	12.76%	
	(344,500)	0	0.00	0		
	(52,000)	0	0.00	0		
	(50,000)	0	0.00	0		
	(854,800)	0	0.00	0		
Total	(9,548,900)	(118,000)	(122,623.58)	(4,624)		
Net Capital	(5,933,800)	(82,500)	(87,359.13)	(4,859)		
Total Net Operating + Capital	(1,308,900)	1,939,969	1,937,352.92	(2,616)		
	1,308,900	1,308,900	1,237,344.88	(71,555)	(5.78%)	
	0	3,248,869	3,174,697.80	(74,171)		
	0	0	0.00			

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 July 2016

	Actual 2015/16	C/fwd 1 July 2015
CURRENT ASSETS		
Cash	1,825,192.20	2,206,941.54
Receivables	2,969,113.71	525,826.58
Inventories - Stock on Hand	25,537.91	17,813.56
TOTAL CURRENT ASSETS	4,819,843.82	2,750,581.68
CURRENT LIABILITIES		
Creditors and Provisions	809,810.47	677,151.25
Borrowings	51,977.02	51,977.02
TOTAL CURRENT LIABILITIES	861,787.49	729,128.27
NET CURRENT ASSETS	3,958,056.33	2,021,453.41
NON-CURRENT ASSETS		
Receivables	40,144.09	40,144.09
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	14,509,606.72	14,076,857.91
Infrastructure Assets	111,377,426.12	110,439,940.79
TOTAL NON-CURRENT ASSETS	126,343,041.67	124,972,807.53
NON-CURRENT LIABILITIES		
Creditors and Provisions	37,053.50	37,053.50
Borrowings	152,007.22	152,007.22
TOTAL NON-CURRENT LIABILITIES	189,060.72	189,060.72
NET ASSETS	130,112,037.28	126,805,200.22
EQUITY		
Accumulated Surplus	30,988,219.34	28,515,494.90
Reserves - Asset Revaluation	97,856,903.52	97,856,903.52
Reserves - Cash Backed	1,266,914.42	1,248,942.08
TOTAL EQUITY	130,112,037.28	127,621,340.50

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 July 2016

1: REPORT ON SIGNIFICANT VARIANCES

OPERATING EXPENSE

Depreciation

Depreciation has not been allocated to the asset register in July, as end of year processes (including the fair value revaluation of Plant and Equipment at 30 June 16) are still being allocated. Once the end of year audit is finalised, and no further adjustments are required to the asset register, depreciation for this year will be allocated.

Variance	
Timing	Permanent
■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 July 2016

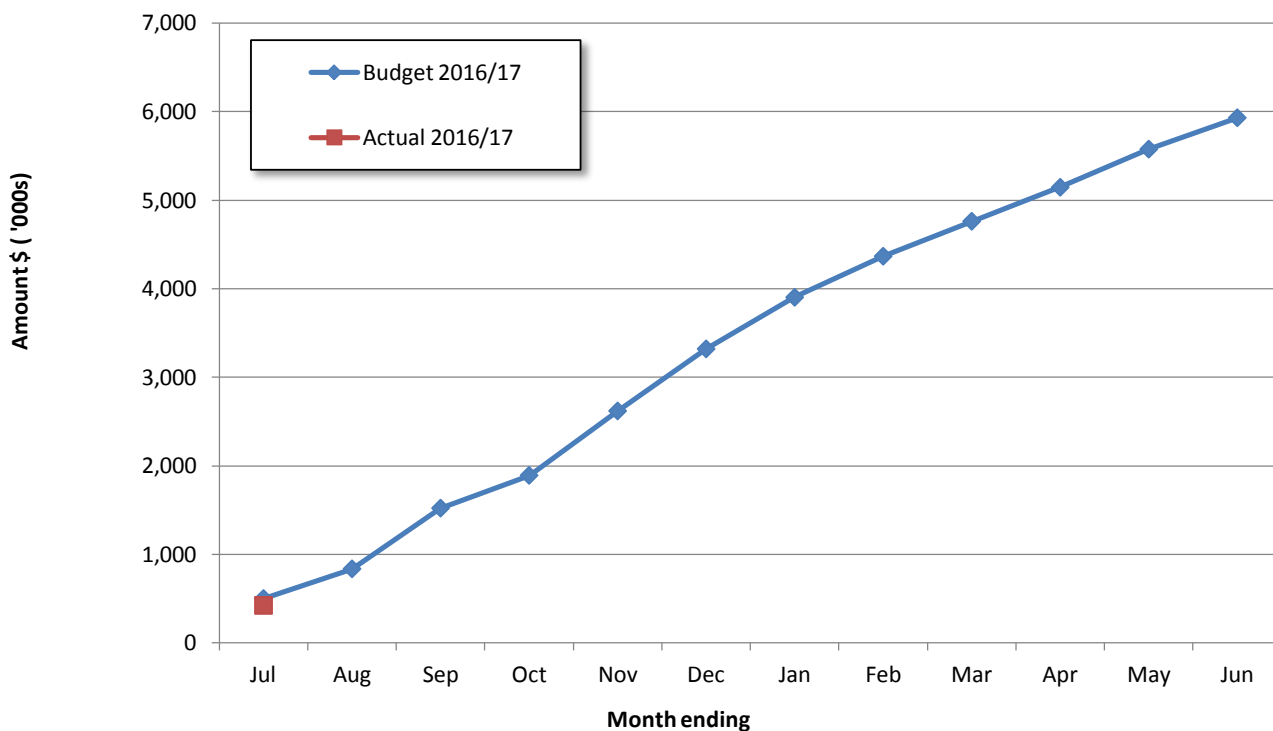
1: REPORT ON SIGNIFICANT VARIANCES

	Variance	
	Timing	Permanent
OPERATING EXPENSE		
Recreation & Culture		
The variance is the result of depreciation for July not being allocated.		
This will be done once the end of year audit is finalised, and no further adjustments to the asset register are required.	■	
Transport		
The variance is the result of depreciation for July not being allocated.		
This will be done once the end of year audit is finalised, and no further adjustments to the asset register are required.	■	

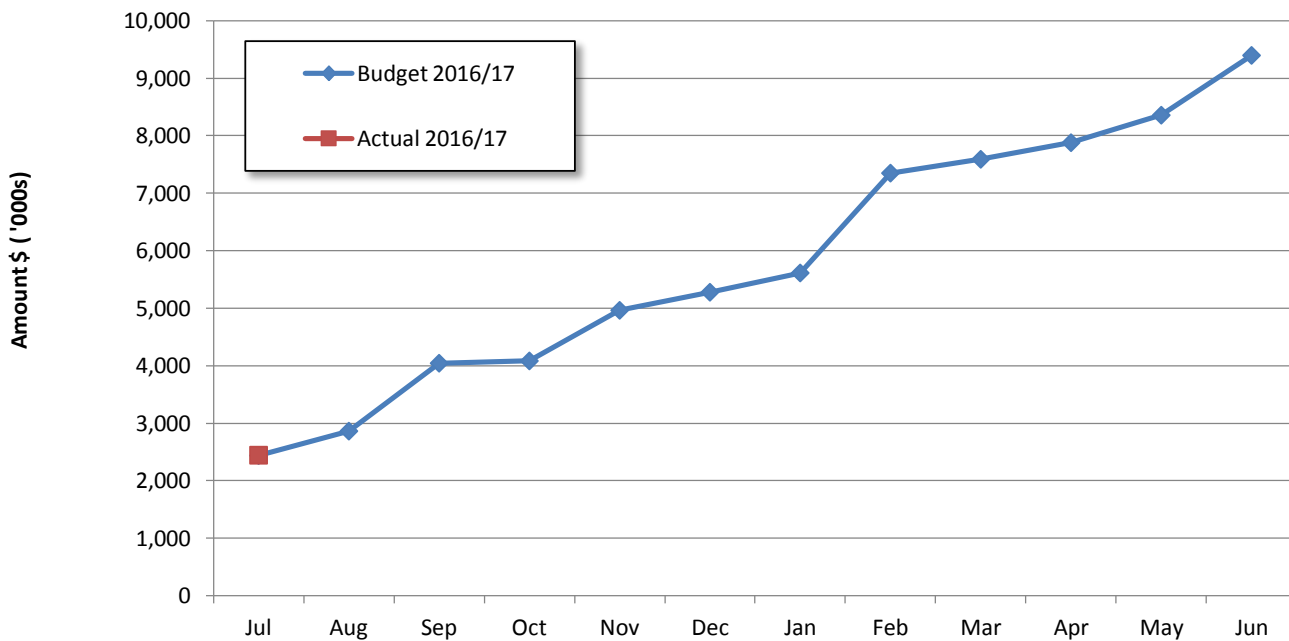
**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016**

2: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



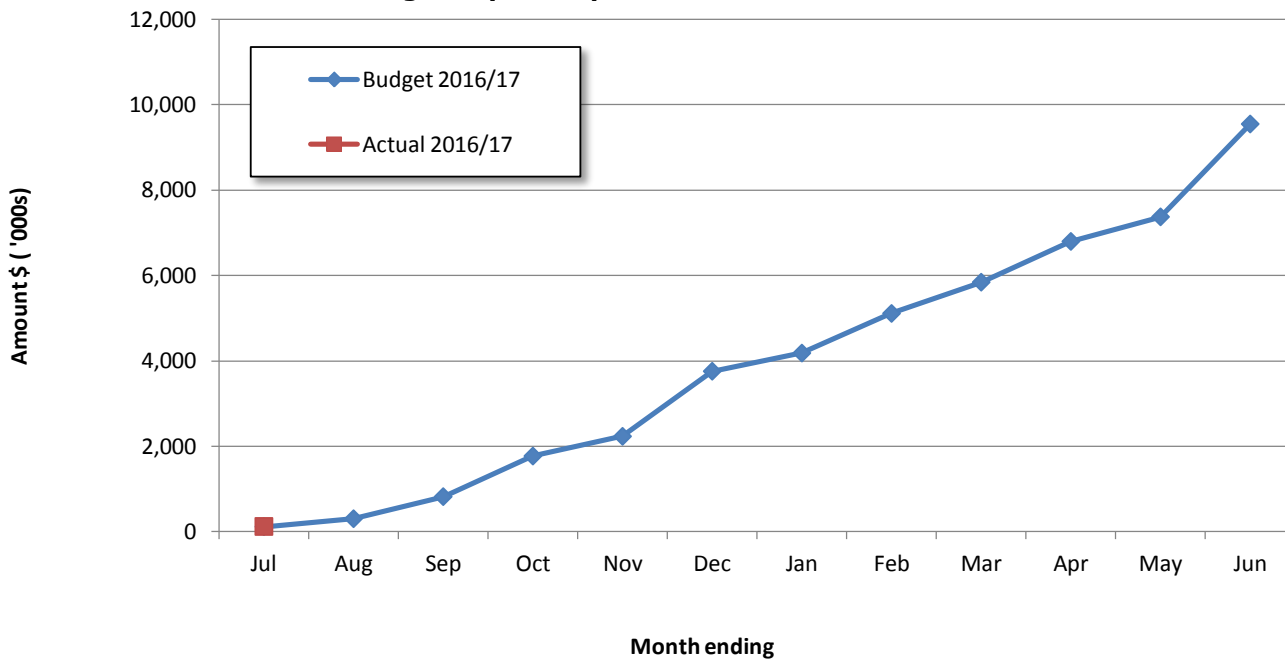
Budget Operating Revenues -v- Actual



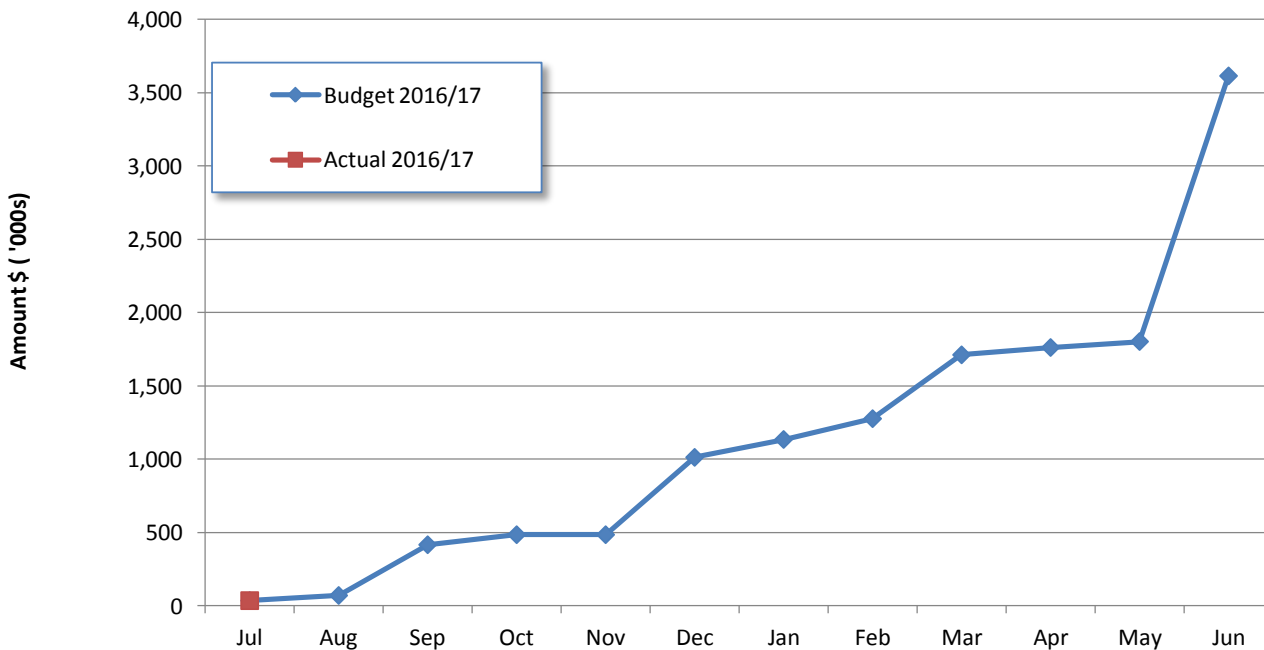
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

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 31 July 2016

3: NET CURRENT FUNDING POSTION

	Note	Actual 2015/16	C/fwd 1 July 2016
		\$	\$
Current Assets			
Cash Unrestricted		(473,037.41)	(91,288.07)
Cash Restricted - Unspent Grants	7	1,031,315.19	1,031,315.19
Cash Restricted - Reserves	8	1,266,914.42	1,266,914.42
Receivables - Rates and Rubbish	5	2,544,112.03	189,179.91
Receivables - Other	5	74,921.32	30,588.52
Inventories		25,537.91	17,813.56
Accruals and Provisions		306,058.15	306,058.15
		4,775,821.61	2,750,581.68
Less: Current Liabilities			
Payables		(284,294.72)	(230,071.07)
Net GST & PAYG		12,505.96	46,169.32
Accruals and Provisions		(62,420.63)	(62,420.63)
		(334,209.39)	(246,322.38)
Less: Cash Restricted - Reserves	8	(1,266,914.42)	(1,266,914.42)
Net Current Funding Position		3,174,697.80	1,237,344.88

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

4: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		(474,537.41)	489,836.26		15,298.85	Bendigo	
Trust Fund	133 905 067				374,616.63	374,616.63	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
(b) Term Deposits								
1 Reserve Funds	1974870	2.60%		1,266,914.42		1,266,914.42	Bendigo	27/09/2016
2 VROC CLGF - Aged Accommodation	2006770	1.85%			720,460.46	720,460.46	Bendigo	29/08/2016
3 CLGF 2012/13	1969245	2.30%		335,955.86		335,955.86	Bendigo	22/08/2016
4 GSDC Grant - Pavilion	1971854	2.60%		205,523.07		205,523.07	Bendigo	23/09/2016
Total			(473,037.41)	2,298,229.61	1,095,077.09	2,920,269.29		

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

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

2 Southern Link VROC - CLGF Aged Accommodation

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

3 Country Local Government Fund 2012/13

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

4 Great Southern Development Commission - Regional Grants Scheme

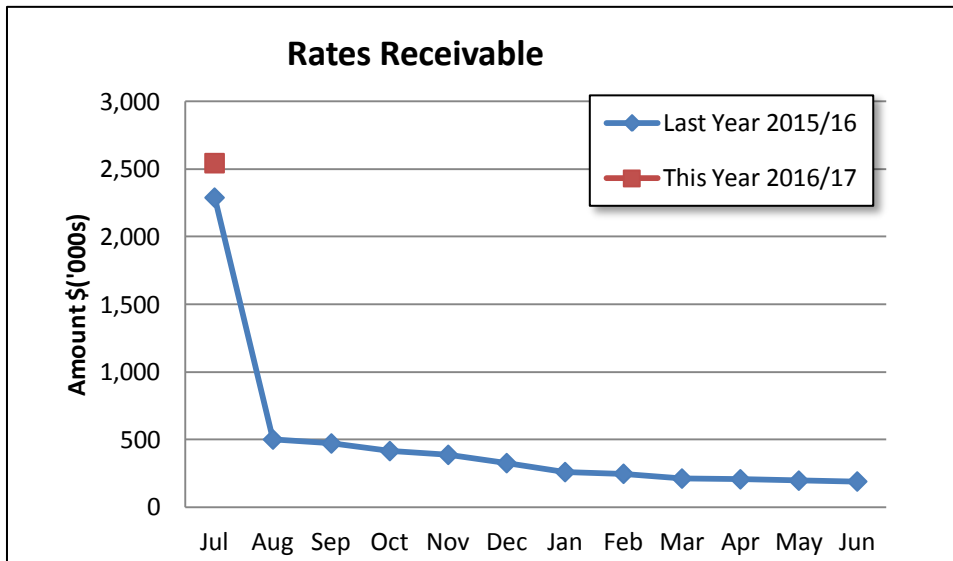
The GSDC have provided funding towards redevelopment of the Tambellup Pavilion. The funds have been invested until such time as they are required.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

5: RECEIVABLES

Rates & Rubbish

	Actual 2016/17	c/fwd 1 July 2016
	\$	\$
Opening Arrears Previous Years	189,179.91	203,674.82
Rates Levied this year	2,356,313.16	2,245,338.99
Less Collections to date	(1,381.04)	(2,259,833.90)
Equals Current Outstanding	2,544,112.03	189,179.91
Net Rates Collectable	2,544,112.03	189,179.91
% Collected	0.05%	92.28%



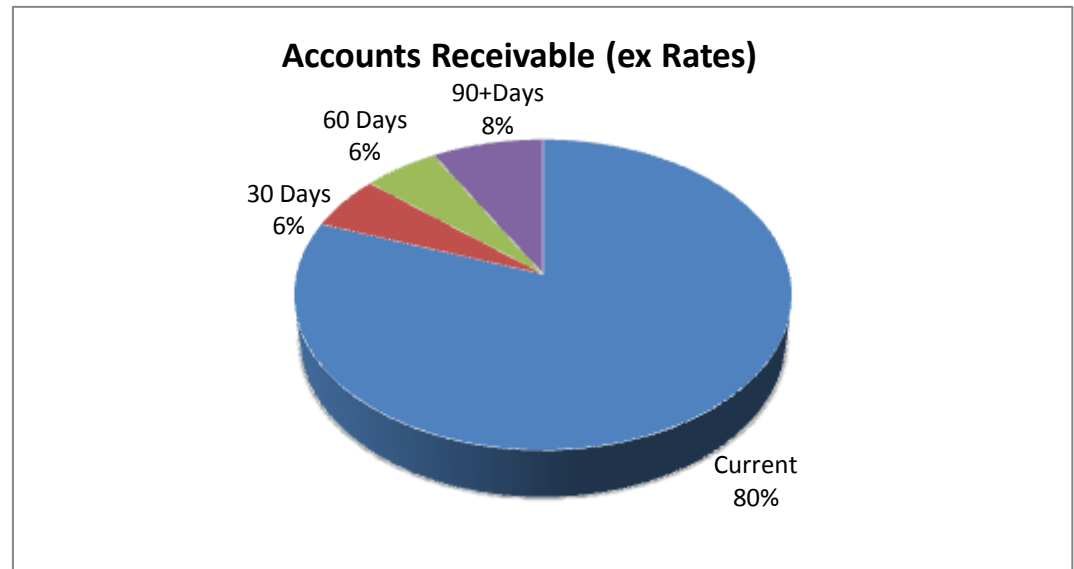
Comments/Notes - Receivables Rates and Rubbish

Rates and charges were levied on 29 July 2016.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	184.52	4,502.06	4,465.04	6,572.06
Pensioner Rebates	59.22			
Emergency Services Levy	64,138.42			
Total Outstanding	64,382.16	4,502.06	4,465.04	6,572.06

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 31 July 2016

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 - 14 July 2016	150701		\$	\$	\$
						0
						0
						0
						0
						0
						0
						0
	Closing Funding Surplus (Deficit)			0	0	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

7: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2016	Received 2016/17	Expended 2016/17	Closing Balance
		\$	\$	\$	\$
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	40,009.09	0.00	0.00	40,009.09
RECREATION & CULTURE					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	42,000.00	0.00	0.00	42,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	31,179.62	0.00	0.00	31,179.62
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
Dept Sport & Recreation	Kidsport Program	6,029.00	0.00	0.00	6,029.00
TRANSPORT					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	146,044.09	0.00	0.00	146,044.09
TOTALS		1,031,315.19	0.00	0.00	1,031,315.19

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

8: CASH BACKED RESERVES

	YTD Actual 2016/17	Adopted Budget 2016/17
(a) Leave Reserve		
<i>To be used to meet the Councils Long Service Leave liability for its employees.</i>		
Opening Balance	105,788.86	105,800
Amount Set Aside / Transfer to Reserve	0.00	35,000
Amount Used / Transfer from Reserve	0.00	(80,900)
Interest Received	0.00	2,000
	105,788.86	61,900
(b) Plant Reserve		
<i>To be used to assist with purchase of major plant items.</i>		
Opening Balance	47,451.48	47,500
Amount Set Aside / Transfer to Reserve	0.00	550,000
Amount Used / Transfer from Reserve	0.00	(579,000)
Interest Received	0.00	4,000
	47,451.48	22,500
(c) Building Reserve		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	360,117.79	424,400
Amount Set Aside / Transfer to Reserve	0.00	100,000
Amount Used / Transfer from Reserve	0.00	(389,400)
Interest Received	0.00	9,000
	360,117.79	144,000
(d) Computer Reserve		
<i>To be used for the replacement or upgrade of computer hardware and software.</i>		
Opening Balance	37,401.77	37,400
Amount Set Aside / Transfer to Reserve	0.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	0.00	600
	37,401.77	48,000
(e) Tambellup Recreation Ground & Pavilion Reserve		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	265,711.10	265,700
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(254,800)
Interest Received	0.00	6,000
	265,711.10	16,900
(f) Broomehill Recreation Complex Reserve		
<i>To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.</i>		
Opening Balance	55,283.28	55,100
Amount Set Aside/Transfer to Reserve	0.00	8,600
Amount Used/Transfer from Reserve	0.00	(7,000)
Interest Received	0.00	1,500
	55,283.28	58,200

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

8: CASH BACKED RESERVES

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

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

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

	YTD Actual 2016/17	Adopted Budget 2016/17
Opening Balance	202,440.34	202,400
Amount Set Aside/Transfer to Reserve	0.00	100,000
Amount Used/Transfer from Reserve	0.00	(200,000)
Interest Received	0.00	1,000

202,440.34	103,400
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Total Cash Backed Reserves

1,266,914.42	640,700.00
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Summary of Transfers To and (From) Cash Backed Reserves**Transfers to Reserves**

Leave Reserve	0.00	37,000
Plant Reserve	0.00	554,000
Building Reserve	0.00	109,000
Computer Reserve	0.00	10,600
Tambellup Rec Ground & Pavilion Reserve	0.00	6,000
Broomehill Rec Complex Reserve	0.00	10,100
Building Maintenance Reserve	0.00	1,200
Sandalwood Villas Reserve	0.00	10,900
Broomehill Synthetic Bowling Green Replacement Reserve	0.00	9,300
Refuse Sites Post Closure Management Reserves	0.00	5,200
Lavieville Lodge Reserve	0.00	500
Townscape Plan Implementation Reserve	0.00	101,000
	0.00	854,800

Transfers from Reserves

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

Total Transfer to/(from) Reserves

0.00	(691,300)
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All of the above reserve accounts are supported by money held in financial institutions.

Comments - Cash Backed Reserves

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

9: ASSET DISPOSALS

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

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17
PLANT & EQUIPMENT						
<i>Governance</i>						
Chief Executive Officers vehicle - OTA	0.00	41,500	0.00	40,600	0.00	(900)
Chief Executive Officers vehicle - OTA (2nd changeover)	0.00	41,500	0.00	40,600	0.00	(900)
Chief Executive Officers vehicle - OTA (3rd changeover)	0.00	41,500	0.00	40,800	0.00	(700)
Manager Corporate Services vehicle - BH000	0.00	36,000	0.00	35,000	0.00	(1,000)
Manager Corporate Services vehicle - BH000 (2nd changeover)	0.00	36,000	0.00	35,000	0.00	(1,000)
<i>Transport</i>						
Iveco Stralis Truck - TA092	0.00	168,600	0.00	100,000	0.00	(68,600)
Caterpillar Vibrating Roller BH001	0.00	70,000	0.00	50,000	0.00	(20,000)
Manager Works vehicle - 1TA	0.00	45,000	0.00	46,000	0.00	1,000
Manager Works vehicle - 1TA (2nd changeover)	0.00	45,000	0.00	46,000	0.00	1,000
Manager Works vehicle - 1TA (3rd changeover)	0.00	45,000	0.00	46,000	0.00	1,000
Parks & Gardens Utility - TA052	0.00	30,500	0.00	28,000	0.00	(2,500)
Works Supervisors vehicle - TA001	0.00	43,000	0.00	40,600	0.00	(2,400)
Works Supervisors vehicle - TA001 (2nd changeover)	0.00	43,000	0.00	40,600	0.00	(2,400)
Works Supervisors vehicle - TA001 (3rd changeover)	0.00	43,000	0.00	40,800	0.00	(2,200)
Parks & Gardens Utility - BH009	0.00	28,100	0.00	28,000	0.00	(100)
Maintenance Crew Dual Cab - BH00	0.00	38,500	0.00	35,500	0.00	(3,000)
Maintenance Crew Dual Cab - BH00 (2nd changeover)	0.00	38,500	0.00	35,500	0.00	(3,000)
Mechanics Utility - BH014	0.00	36,000	0.00	25,000	0.00	(11,000)
Construction Crew Dual Cab - BH003	0.00	57,600	0.00	57,500	0.00	(100)
Construction Crew Dual Cab - BH003 (2nd changeover)	0.00	57,600	0.00	57,500	0.00	(100)
	0.00	985,900	0.00	869,000	0.00	(116,900)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	YTD Actual 2016/17	Budget 2016/17
	0.00	3,000
	0.00	(119,900)
	0.00	(116,900)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

10: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
GENERAL PURPOSE FUNDING				
Rate Revenue	2,280,200	(203,200)	2,297,350.80	(17,861.60)
General Purpose Funding	1,762,700	0	0.00	0.00
Other General Purpose Funding	43,600	(66,200)	19.83	(6,067.97)
TOTAL GENERAL PURPOSE FUNDING	4,086,500	(269,400)	2,297,370.63	(23,929.57)
GOVERNANCE				
Members Of Council	20,600	(660,600)	0.00	(61,182.30)
Administration General	2,500	0	234.54	0.00
Other Governance	9,000	(87,800)	0.00	(309.13)
TOTAL GOVERNANCE	32,100	(748,400)	234.54	(61,491.43)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	94,600	(183,500)	56,657.48	(15,581.27)
Animal Control	3,900	(33,600)	212.50	(1,761.98)
Other Law, Order & Public Safety	0	(4,500)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	98,500	(221,600)	56,869.98	(17,343.25)
HEALTH				
Maternal & Infant Health	600	(15,200)	0.00	(738.56)
Health Inspection & Administration	500	(30,200)	236.00	(1,624.65)
Preventative Services - Pest Control	0	(14,900)	0.00	(117.47)
Other Health	0	0	0.00	0.00
TOTAL HEALTH	1,100	(60,300)	236.00	(2,480.68)
EDUCATION & WELFARE				
Other Education	55,300	(61,600)	0.00	(2,215.64)
Other Welfare	0	(10,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	55,300	(71,600)	0.00	(2,215.64)
HOUSING				
Staff Housing	0	0	0.00	0.00
Other Housing	54,100	(109,700)	3,080.00	(2,860.56)
TOTAL OTHER HOUSING	54,100	(109,700)	3,080.00	(2,860.56)
COMMUNITY AMENITIES				
Household Refuse	64,200	(261,400)	60,514.09	(4,369.69)
Protection Of The Environment	2,500	(2,500)	0.00	0.00
Town Planning & Regional Development	5,000	(59,800)	0.00	(4,698.61)
Other Community Amenities	5,000	(51,700)	70.00	(3,413.68)
Public Conveniences	0	(57,400)	0.00	(2,134.54)
Urban Stormwater Drainage	0	0	0.00	0.00
Sewerage	0	0	0.00	0.00
TOTAL COMMUNITY AMENITIES	76,700	(432,800)	60,584.09	(14,616.52)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

10: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
RECREATION & CULTURE				
Public Halls & Civic Centres	1,671,300	(128,900)	309.09	(13,301.33)
Other Sport & Recreation	41,200	(581,700)	460.00	(20,298.63)
Libraries	100	(83,900)	0.00	(3,218.80)
Other Culture	0	(33,200)	0.00	(1,084.28)
Television Rebroadcasting	0	0	0.00	0.00
TOTAL RECREATION & CULTURE	1,712,600	(827,700)	769.09	(37,903.04)
TRANSPORT				
Road Construction	1,943,600	0	0.00	0.00
Streets Roads Bridges & Depot Maint	1,193,500	(2,886,100)	920.00	(142,250.43)
Traffic Control	22,200	(62,400)	1,787.09	(5,905.03)
TOTAL TRANSPORT	3,159,300	(2,948,500)	2,707.09	(148,155.46)
ECONOMIC SERVICES				
Rural Services	0	(4,800)	0.00	0.00
Tourism & Area Promotion	17,000	(88,100)	286.37	(3,756.63)
Building Control	13,200	(61,300)	13,283.95	(1,761.98)
Other Economic Services	26,000	(60,300)	920.78	(3,121.54)
TOTAL ECONOMIC SERVICES	56,200	(214,500)	14,491.10	(8,640.15)
OTHER PROPERTY & SERVICES				
Private Works	25,000	(22,500)	36.36	(7,409.21)
Public Works Overhead	0	0	2,268.00	(20,950.26)
Plant Operation Costs	35,000	0	4,372.68	(40,346.53)
Workers Compensation	0	0	184.52	(184.52)
Salaries & Wages	0	0	0.00	(27,715.21)
Unclassified	4,500	(4,500)	0.00	(2,250.00)
TOTAL OTHER PROPERTY & SERVICES	64,500	(27,000)	6,861.56	(98,855.73)
TOTAL OPERATING	9,396,900	(5,931,500)	2,443,204.08	(418,492.03)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

11: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GOVERNANCE					
Tambellup Admin Building - Generator backup	P&E	0	(21,200)	0.00	0.00
Tambellup Admin Building - seal rear carpark, remove tree	I-O	0	(20,000)	0.00	0.00
Tambellup Admin Building - shelter/shade in staff carpark	L&B	0	(15,000)	0.00	0.00
Broomehill Archive Repository - replace 3 airconditioners	P&E	0	(8,000)	0.00	(10,092.73)
Plant Replacement					
Holden Caprice Sedan OTA (CEO) * 3 changeovers	P&E	122,000	(135,000)	0.00	0.00
Holden Colorado Wagon BH000 (MCS) * 2 changeovers	P&E	70,000	(82,000)	0.00	0.00
Total		192,000	(281,200)	0.00	(10,092.73)
HEALTH					
Tambellup Infant Health Clinic - replace kitchen cupboards	L&B	0	(9,000)	0.00	0.00
Total		0	(9,000)	0	0
HOUSING					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(389,400)	0.00	(2,195.00)
Total		0	(404,400)	0.00	(2,195.00)
RECREATION & CULTURE					
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	(50,000)	0.00	(6,700.00)
Tambellup Pavilion - redevelopment	L&B	0	(3,600,000)	0.00	(33,506.48)
Tambellup Oval - replace fencing along Cremasco Rd	I-O	0	(10,000)	0.00	0.00
Broomehill Recreation Complex - oval lighting	I-O	0	(21,000)	0.00	0.00
Broomehill Oval Dam (Bignells property - pump)	I-O	0	(27,000)	0.00	0.00
Holland Park - erect fixed shade structure over playground	L&B	0	(39,800)	0.00	0.00
Diprose Park - soft fall under junior playground	I-O	0	(25,000)	0.00	0.00
Diprose Park - shade structure over junior playground	I-O	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area - carry over	L&B	0	(6,000)	0.00	0.00
Broomehill Museum - replace roof	L&B	0	(19,500)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Total		0	(3,829,300)	0.00	(40,206.48)
TRANSPORT					
Buildings					
Tambellup Depot - Washdown Bay	L&B	0	(35,000)	0.00	0.00
Plant Replacement					
Iveco Stralis	P&E	100,000	(340,000)	0.00	0.00
Caterpillar Vibrating Roller	P&E	50,000	(180,000)	0.00	0.00
Side Tipping Trailer	P&E	0	(75,000)	0.00	0.00
Toyota Hilux Dual Cab 1TA * 3 changeovers	P&E	138,000	(150,000)	0.00	0.00
Holden Colorado Utility TA052	P&E	28,000	(38,000)	0.00	0.00
Toyota Hilux Dual Cab TA001* 3 changeovers	P&E	122,000	(135,000)	0.00	0.00
Holden Colorado Utility BH009	P&E	28,000	(38,000)	0.00	0.00
Holden Colorado Dual Cab BH00 * 2 changeovers	P&E	71,000	(80,000)	35,264.45	(39,090.91)
Holden Colorado Utility BH014	P&E	25,000	(35,000)	0.00	0.00
Toyota Landcruiser BH003 * 2 changeovers	P&E	115,000	(130,000)	0.00	0.00
Sundry Plant	P&E	0	(30,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

11: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
TRANSPORT					
<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>Townscape</i>					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	0.00
<i>Road Construction</i>					
Regional Road Group					
Gnowangerup-Tambellup Road - reseal - SLK 18.69 to 20.88	I-R	0	(108,800)	0.00	0.00
Pallinup South Road - construct & seal - SLK 6.30 to 9.30	I-R	0	(415,500)	0.00	0.00
Punchmirup South Road - stabilise & seal - SLK 0.00 to 6.32	I-R	0	(193,500)	0.00	0.00
Broomehill-Kojonup Road - stabilise & seal - SLK 26.30 to 28.20	I-R	0	(97,700)	0.00	0.00
Warrenup Road - construct & seal - SLK 4.60 to 6.75	I-R	0	(290,400)	0.00	0.00
Commodity Routes					
Beejenup Road - gravel sheet - SLK 0.00 to 4.00 - <i>carry over</i>	I-R	0	(110,800)	0.00	(30,863.46)
Beejenup Road - widen & gravel resheet - SLK 11.45 to 18.27	I-R	0	(258,500)	0.00	0.00
Nardlah Road - construct & seal - SLK 0.00 to 5.40	I-R	0	(301,500)	0.00	0.00
Roads to Recovery					
Punchmirup North Road - gravel sheet - SLK 0.04 to 4.00 - <i>carry o</i>	I-R	0	(69,300)	0.00	(175.00)
Tieline North Road - widen & resheet - SLK 0.00 to 5.02	I-R	0	(138,800)	0.00	0.00
Flat Rocks Road - reseal - SLK 8.73 to 19.00	I-R	0	(199,800)	0.00	0.00
Bridgeworks					
Pallinup Rd - bridge 4241	I-R	0	(309,300)	0.00	0.00
Total		677,000	(4,029,900)	35,264.45	(70,129.37)
ECONOMIC SERVICES					
Banner Poles - Tourist Layby Broomehill	I-O	0	(5,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(17,800)	0.00	0.00
Broomehill Caravan Park - upgrade reticulation	I-O	0	(15,000)	0.00	0.00
Total		0	(38,300)	0.00	0.00
Total		869,000	(8,592,100)	35,264.45	(122,623.58)
LAND HELD FOR RESALE					
	LR	0	0	0	0.00
LAND & BUILDINGS					
	L&B	0	(4,206,500)	0.00	(42,401.48)
PLANT & EQUIPMENT					
	P&E	869,000	(1,477,200)	35,264.45	(49,183.64)
FURNITURE & EQUIPMENT					
	F&E	0	0	0.00	0.00
INFRASTRUCTURE - ROADS					
	I-R	0	(2,563,900)	0.00	(31,038.46)
INFRASTRUCTURE - PARKS					
	I-O	0	(344,500)	0.00	0.00
		869,000	(8,592,100)	35,264.45	(122,623.58)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

11: CAPITAL DISPOSALS AND ACQUISITIONS

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RESERVE TRANSFERS - from/(to)				
Leave Reserve	80,900	(37,000)	0.00	0.00
Plant Replacement Reserve	579,000	(554,000)	0.00	0.00
Building Reserve	389,400	(109,000)	0.00	0.00
Computer Reserve	0	(10,600)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve	254,800	(6,000)	0.00	0.00
Broomehill Rec Complex Reserve	7,000	(10,100)	0.00	0.00
Building Maintenance Reserve	35,000	(1,200)	0.00	0.00
Sandalwood Villas Reserve	0	(10,900)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,300)	0.00	0.00
Refuse Sites Post Closure Management Reserve	0	(5,200)	0.00	0.00
Lavieville Lodge Reserve	0	(500)	0.00	0.00
Townscape Plan Implementation Reserve	200,000	(101,000)	0.00	0.00
	1,546,100	(854,800)	0.00	0.00
LOANS				
Loan Repayments	0	(52,000)	0.00	0.00
Proceeds from New Loans	1,150,000	0	0.00	0.00
Self Supporting Loans	50,000	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	1,200,000	(102,000)	0.00	0.00
TOTAL CAPITAL	3,615,100	(9,548,900)	35,264.45	(122,623.58)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

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 2016	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,400.00	350.00	0.00	1,750.00
Key Bonds	300.00	0.00	0.00	300.00
Equipment Bonds	0.00	300.00	(200.00)	100.00
House Bonds	880.00	0.00	0.00	880.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	28,085.67	0.00	0.00	28,085.67
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	3,800.97	0.00	0.00	3,800.97
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
Planning Approval Bond	5,000.00	0.00	0.00	5,000.00
Southern Link VROC	794,738.75	1,208.44	(75,486.73)	720,460.46
YMCA - A Smart Start Program	311,425.99	0.00	0.00	311,425.99
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	4,566.70	8,932.20	0.00	13,498.90
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	1,159,973.18	10,790.64	(75,686.73)	1,095,077.09

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 July 2016
Presented to Council on 18 August 2016

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3195	05/07/2016	PETTY CASH	Petty Cash reimbursement - Tambellup office	369.05	
3196	08/07/2016	SHIRE OF KOJONUP	EHO Resource Sharing May - June 2016	106.25	
3197	08/07/2016	SYNERGY	Electricity usage 22/04/16 to 24/06/16	6,155.35	
3198	08/07/2016	TAMBELLUP DELI	Fuel usage June 2016 OTA/BH000, newspapers, groceries	723.97	
3199	13/07/2016	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux BH00	64.70	
3200	22/07/2016	MARLO FARMS	Purchase of 800m gravel - South Pallinup Rd	1,760.00	
3201	22/07/2016	SYNERGY	Street lighting 25/05/16 to 24/06/16	2,604.15	
3202	22/07/2016	TELSTRA	Mobile charges J. Trezona 02/06/16 to 01/07/16	71.20	
3203	22/07/2016	WATER CORPORATION	Water usage 27/05/16 to 29/06/16 Jam Ck Rd Standpipe	2.26	
3204	28/07/2016	DEPARTMENT OF TRANSPORT	Annual Licence Renewal All Plant	7,864.20	
3205	29/07/2016	SHIRE OF KOJONUP	Recoup from VROC funding - Independent Living Seniors Accom.	83,035.40	
EFT7969	08/07/2016	AARON PARNELL	Lavieville Grounds Maintenance June 2016 4.5 hrs	180.00	
EFT7970	08/07/2016	ALBANY MONUMENTAL MASONS	Supply & install granite panel to BH War Memorial	678.81	
EFT7971	08/07/2016	COALCLIFF PLANT HIRE	Hire Side Tipper 5 days	962.50	
EFT7972	08/07/2016	COURIER AUSTRALIA	Freight - Toner, Roller parts, Rates Notices, Toilet Rolls	52.31	
EFT7973	08/07/2016	CS LEGAL	Debt Recovery Fees Landgate search	24.60	
EFT7974	08/07/2016	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin Postage June 2016	45.00	
EFT7975	08/07/2016	KATANNING AUTO CENTRE	Fuel trailer - remove trailer stand, fit jockey wheel, fit lamps	1,617.75	
EFT7976	08/07/2016	LANDGATE	Rural UV Interim Valuations	158.00	
EFT7977	08/07/2016	MONASH ELECTRICAL SERVICES	Set up Oval floodlight to run on Genset	1,148.29	
EFT7978	08/07/2016	SHIRE OF CUBALLING	Building Surveyor Services & travel June 2016	3,931.80	
EFT7979	08/07/2016	TAMBELLUP G & T MOTORS	Unleaded fuel, Jerry cans x 2, Cap	170.35	
EFT7980	08/07/2016	WARREN BLACKWOOD WASTE	Management of Transfer Stations	17,816.40	
EFT7981	08/07/2016	WESTRAC EQUIPMENT PTY LTD	Resistor for Multi Roller	277.31	
EFT	12/07/2016	SALARIES & WAGES	Wages for fortnight ending 8 July 2016	50,589.57	
EFT7982	18/07/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7983	18/07/2016	CHILD SUPPORT AGENCY	Payroll deductions	505.20	
EFT7984	18/07/2016	LGRCE UNION	Payroll deductions	61.50	

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 July 2016
Presented to Council on 18 August 2016

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7985	18/07/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7986	19/07/2016	LGIS	Property Insurance premiums to 30/06/17 - first instalment	85,019.54	
EFT7987	19/07/2016	LGIS INSURANCE BROKING	Motor vehicle Insurance premiums to 30/06/17	69,306.66	
EFT7988	22/07/2016	BILL GIBBS EXCAVATIONS	WANDRRA AGRN 696 - Gravel Screening, mobilisation of plant	54,897.71	
EFT7989	22/07/2016	CALTEX STAR CARD	Fuel usage 1TA June 2016	284.11	
EFT7990	22/07/2016	GRAY CARTER	WANDRRA AGRN696 - supply plant & labour for roadworks	35,037.75	
EFT7991	22/07/2016	HANSON CONSTRUCTIONS MATERIALS	WANDRRA AGRN696 - Rock for Batter Protection	9,610.25	
EFT7992	22/07/2016	HEWER CONSULTING SERVICES	WANDRRA AGRN 696 - Project Management June 2016	13,801.35	
EFT7993	22/07/2016	MONASH ELECTRICAL SERVICES	Install Security Lights to BH Depot	6,376.65	
EFT7994	22/07/2016	RIVERHILL CONTRACTING	WANDRRA AGRN696 - supply plant & labour for drainage works	27,324.00	
EFT7995	22/07/2016	RON WRIGHT	AGRN 696 Storm damage repairs Loader Screening gravel	14,960.01	
EFT	26/07/2016	SALARIES & WAGES	Wages for fortnight ending 22 July 2016	49,013.11	
EFT7996	27/07/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7997	27/07/2016	CHILD SUPPORT AGENCY	Payroll deductions	418.67	
EFT7998	27/07/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7999	27/07/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8000	29/07/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni Fund - Recoup from Shire of Kojonup from VROC Funding for ILSA construction		75,486.73
EFT8001	29/07/2016	LOUISE CRISTINELLI	Refreshments for Council meetings & office kitchen	262.27	
DD4257.1	12/07/2016	WA SUPER	Payroll deductions	13,720.47	
DD4257.2	12/07/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	69.20	
DD4257.3	12/07/2016	MTAA SUPER	Superannuation contributions	172.95	
DD4257.4	12/07/2016	REST SUPERANNUATION	Superannuation contributions	194.72	
DD4268.1	26/07/2016	WA SUPER	Payroll deductions	13,436.55	
DD4268.2	26/07/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	70.61	
DD4268.3	26/07/2016	MTAA SUPER	Superannuation contributions	216.49	
DD4268.4	26/07/2016	REST SUPERANNUATION	Superannuation contributions	194.72	
				576,705.21	75,486.73

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 July 2016
Presented to Council on 18 August 2016

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
CREDIT CARDS			Description	Amount	
	14/07/2016	June 2016	Stationery items	21.65	
			Refreshments & groceries - Council meetings & office kitchen	183.53	
			Fuel - OTA	71.02	
			Registrations & parking - Institute of Public Admin Awards	1,501.15	
			Fuel - BH000	55.96	
			Card Fees	8.00	
			Total Credit Cards	1,841.31	

PART 4 – ENGINEERING

<i>Policy No:</i>	4.1 ROAD CONSTRUCTION AND MINIMUM STANDARDS
<i>Policy Objective</i>	To assist in achieving a uniformity of road conditions and serve as a guideline to staff when developing works programmes.
<i>Minute No:</i>	081008
<i>Date of adoption:</i>	13th October 2008
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

ROAD CONSTRUCTION

The primary objectives are to:

- a) Provide a safe, efficient and effective road system for the Shire;
- b) Facilitate the upgrading of existing roads to standardised widths, alignments and standards of construction;
- c) Provide sufficient road reserve width to accommodate all required public utilities required now and into the future as part of a Road Construction; and
- d) Provide a rational and consistent basis for the construction of roads and any financial contributions required for such construction.

The Shire of Broomehill-Tambellup Functional Road Hierarchy consists of 5 category types,

- Local Distributer of Regional Significance.
- Local Distributer
- Access 1
- Access 2
- Town Streets

Local Distributer of Regional Significance

Minimum 10 metre gravel formation with a minimum 7.0 metre wide sealed running surface and 1.5 m shoulders within a minimum 20 metre wide road reserve.

Local Distributer

Minimum 10 metre gravel formation with a minimum 7.0 metre wide running surface and 1.5 m shoulders within a minimum 20 metre wide road reserve.

Access 1

Minimum 8 metre gravel formation with a minimum 7.0 metre wide paved running surface and 0.5 m shoulders within a minimum 20 metre wide road reserve.

Access 2

Minimum 6 metre formed road within a 20 metre wide road reserve.

Town Streets

These are defined in the Liveable Neighbourhoods Guide as Access Streets and Laneway/Service Lane.

Town Access Streets

Pavements shall be sealed with a minimum width of 7.2 metres between kerbs within a minimum 20 metre wide road reserve. The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ("T" turning heads are not acceptable) Concrete/asphalt footpath on at least one side of the road shall connect to existing footpaths.

Industrial, Commercial and Thoroughfares

Pavements shall be subject to a minimum seal width of 7.2 metres between kerbs within a minimum 20 metre wide road reserve. Unsealed gravel footpath on sides of the road to connect to existing footpaths where possible.

Rural Residential

Pavements shall be subject to a minimum width of 7.2 metres within a minimum 20 metre wide road reserve. Unsealed gravel footpath to one side of the road to connect to existing footpaths where possible.

The Shire of Broomehill-Tambellup recognizes the Main Roads Standards 501 Pavements Specifications for road construction.

OTHER DESIGN STANDARDS

Pavement Thickness

Gravel Road

- The standard subgrade thickness shall be a minimum of 150mm (compacted).
- The standard gravel pavement thickness shall be a minimum of 150mm (compacted).

Sealed Road

- The standard subgrade thickness shall be a minimum of 150mm (compacted).
- The standard gravel pavement thickness shall be a minimum of 200mm (compacted).

Working Layer – Minimum thickness

The thickness of any working layer shall be no less than 150mm (compacted).

Crossfall

Sufficient crossfall should be provided to allow easy run-off of water from the surface to prevent potholes from developing. If too great a crossfall is applied, the surface material will be prone to scouring and erosion. For dual carriageway, two way crossfalls should meet with a crown. This will assist in preventing the development of potholes in the road centre. For single lane carriageways, it may be best to have single crossfall for ease of grading during regular maintenance.

Generally,

- for unsealed roads, a crossfall of 4 - 5% shall apply,
- for sealed roads, a crossfall of 3-4% shall apply,
- for shoulders on straights, the crossfall of road shoulders may be up to 2% steeper than the crossfall of the traffic lane it flanks, and
- for shoulders on curves with superelevated pavements, both shoulders can be superelevated to crossfalls not less than the pavement crossfalls.

Widths - Unsealed Shoulders on Sealed Roads

The purpose of shoulders is to:

- give lateral support to the pavement,
- carry surface water away from the pavement,
- give extra width for traffic to stop or stand for emergency use,
- allow overtaking or passing movements, particularly on single lane pavements, and
- create a sense of open space, and therefore increase the effective use of traffic lanes.

Shoulder widths on future sealed roads should ideally be 1.5m on each side, although this can be reduced to 1.0m on dual lane minor roads. This recommended standard will be applied to existing roads as part of a future upgrade/reconstruction to that road.

Drainage Works

Table Drains

Table drains should be a minimum of 300m below the gravel pavement layer.

Drains should be free of all vegetation and obstructions, to allow for free drainage and improved sight distances.

Culverts

Culvert bedding should comprise of cement stabilised gravel or sand (40kg of cement per cubic metre of loose gravel) in a minimum thickness of 150mm (compacted).

Culvert backfill should comprise of cement stabilised gravel in a maximum working thickness of 150mm (compacted).

For sealed roads, the cement stabilised gravel should be constructed up to the finished level and the seal coat applied.

For unsealed roads, the cement stabilised backfill should be constructed to 150mm below the finished road level.

Box Culvert Cases

All new and/or replaced box culverts are to have a continuous concrete slab base.

Headwalls

All culverts, headwalls shall be constructed of concrete or grouted stone pitched headwalls comprising of wingwalls, aprons and cut off walls.

For culverts greater than 750mm diameter or height, the headwalls shall be steel reinforced.

Batters

In shallow cuttings - up to 3m depth, cut batters are usually flattened for improved appearance beyond that required for stability purposes.

Batters should be no steeper than 3 to 1.

Slope Benches

On high batters, exceeding 10m vertical height, or where batters are constructed of unstable material, consideration should be given to the provision of benches.

Benches are beneficial for:

- eliminating the need to flatten the batter slope in the interests of stability,
- reducing scour on the batter face,
- minimising the possibility of rock falling onto the pavement,
- improving the appearance of the cutting,

Road Upgrading

The Shire may request contributions from developers to upgrade existing roads as a condition of approval of adjoining applications.

ROAD CONSTRUCTION SPECIFICATION

If the proposed subdivision or development is located on an unsealed road, Council may determine that the developer shall contribute towards road construction or upgrade to connect the development to the nearest sealed road the upgrade may include services and drainage.

PROVISION OF SUBDIVISIONAL ROADS AND ASSOCIATED CIVIL WORKS

1. Preliminary

- 1.1. It is the responsibility of subdividers who have received conditional approval which includes the provision of roads and associated civil works to deliver to Council's Chief Executive Officer (CEO) full drawings designs and information which would enable the CEO to make a decision on approving this work.
- 1.2. A Consulting Engineer or qualified practicing Civil Engineer or person with relevant experience or qualification approved by the CEO, must be engaged to prepare detailed design drawings and specifications sufficient to show exact details of materials, locations (both horizontal and vertical) and construction methods of all physical features such as, but not limited to, roads, drainage, sewage, earthworks, landscaping, signage (regulatory and directional), guideposts and all necessary works.
- 1.3. Plans need to be submitted to the CEO for approval following amendment and revision (if required).
- 1.4. If the subdivider does not accept Council's requirements the subdivider may appeal to the Minister for Planning and Infrastructure within 30 days. The State

Administrative Appeals Tribunal is the sole arbiter on the matter as per the Local Government Miscellaneous Provisions Act, Clause 2.95.

- 1.5. When an approved plan is available the subdivider may call tenders or engage a contractor of their choice.
- 1.6. A bond to the value of 7.5% of the total cost of the work shall be paid to Council to cover any defects which may arise in the first 12 months after clearance of the relevant Planning Commission condition(s) relating to roads and/or drainage, landscaping or any other details included within the Council or CEO approved plans or specifications. The bond may take the form of a payment to Council or alternatively an irrevocable Bank Guarantee. Unused portions of the bond are refundable.
- 1.7. It is the subdividers responsibility to ensure that the contractor engaged has the capacity to fully complete the work in accordance with the approved plans and to the applied standards.
- 1.8. If day to day site supervision is to be provided by the Consulting Engineer or Site Supervisor, the subdivider must pay to the Council an amount of 1½% of the total cost of construction as estimated by Council, to cover the costs incurred by Council through activities such as officer attendance at site meetings/inspections etc. If day to day site supervision is not provided by the Consulting engineer or Site Supervisor then the amount required is 3%.
- 1.9. Public access to all or part of the roads as applicable within the subdivision will not be allowed until a certificate of completion from the Consulting Engineer is given and accepted by the CEO.
- 1.10. Clearance of the subdivision by the CEO shall be granted at such time as the subdivisional civil works are fully completed, all other relevant conditions set by the Planning Commission are satisfied, supervision fee (1.5% or 3%) paid, and the 7.5% retention bond is in place as per clause (e) above.
Clearance may also be granted to an uncompleted subdivision whereby bonds will be negotiated to cover the cost of the incomplete works or relevant conditions. This will be decided, at the discretion of the CEO, on a case by case basis however generally bonds will only be permitted where the majority of the work or the majority of the relevant conditions set by the Planning Commission have been satisfied.
Bonds will be held until such time as the outstanding issues are completed to the satisfaction of the CEO. The amount of the bond will be determined based on the value of the work subject to the bond plus 20%.

2. CONTRIBUTIONS TO UPGRADING ADJOINING AND FEEDER ROADS

- 2.1. Subdivisions which increase the volume of traffic on Council controlled roads may attract a contribution from the subdivider for the upgrading of the Council road.

- 2.2. In instances where a subdivision attracts a road upgrading condition, the CEO shall specify and justify the work in the response to the Planning Commission. Depending upon the size and scale of the proposed subdivision the CEO is to either stipulate the specific road upgrading requirements (eg; upgrade 'x' road to 6m seal from intersection with 'y' road to entrance of proposed internal access road of subdivision) or a financial contribution towards the future upgrading of the subject road. In some instances the size of the subdivision will generate such a significant increase in traffic volume on an existing road that a total (100%) contribution towards the upgrading of the road will be required. This is to allow appeal by the subdivider through the normal appeal process.
- 2.3. All financial contributions received from subdividers not expended in the same year as receipt are to be placed in reserve and quarantined for use on the nominated road

3. OUTLINE SPECIFICATION FOR BITUMEN CONSTRUCTION

3.1. General

All work should be carried out to the complete satisfaction of the Shire of Broomehill-Tambellup and in accordance with best accepted engineering practice. As a guide, developers should refer to the text "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division), ISBN 0-646-36284-4.

3.2. Design

A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work. It is important that subdividers establish road standards with the Shire before commencing design.

3.3. Design Drawings

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

3.4. Cross sections shall be included for all roads.

The design shall be forwarded to the CEO for approval in two hard copies containing minimum drawing size A1 unless specifically approved. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

All geometric design will be based on a minimum Design Speed of 80km/h unless ground conditions make this impossible. Where this occurs the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

3.5. Drainage

Drainage detail should be specific and include constructional detail of all structures being utilised.

Storm water should be discharged as soon as possible onto the land surface or to a natural water course. Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the CEO. All storm water drainage is to be designed in accordance with Australian Rainfall and Runoff 1997 and the relevant Austroads Guides.

Flow widths along kerb lines are not to exceed 2.0m from the face of kerb and water velocity is not to exceed the scour velocity of the road and kerb surface.

All drainage discharge points shall be protected against erosion approved by the CEO.

All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipe such as PVC or polypropylene) for the proposed installation situation. Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc., shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

3.6. Earthworks & Formation

Subgrade

Roads shall be formed and compacted true to location, level and graded as shown on the design drawings.

All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable angles of repose.

All material used in fills must be capable of compaction as per Main Roads Western Australia specifications.

The CEO reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

3.7. Pavement Design

Road base material shall be laterite gravel (or other approved material) taken from a pit approved by the CEO.

Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications.

Details submitted in the design shall include the materials and the pavement structure being proposed. Road base depth shall be not less than 200mm compacted unless approved by the Shire or justified by laboratory test results on the sub-grade and base material.

3.8. Surface Treatment

The Consulting Engineer shall submit a seal design to the CEO giving full details of the proposed seal treatment(s).

Seals shall conform to Main Roads Western Australia specifications.

No seal shall be applied prior to the seal design being approved by the CEO. The approval process will include an inspection of the base course.

4. OUTLINE SPECIFICATION FOR UNSEALED (GRAVEL) CONSTRUCTION

4.1. General

All work should be carried out to the complete satisfaction of the Shire of Broomehill-Tambellup and in accordance with best accepted engineering practice. As a guide, developers should refer to the texts "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division), ISBN 0-646-36284-4 and ARRB's 'Unsealed Road Manual – Guidelines for Good Practice'.

4.2. Design

A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work.

It is important that subdividers establish road standards with the Shire before commencing design

4.3. Design Drawings

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible. The design shall be forwarded to the CEO for approval in two hard copies minimum drawing size A1 unless specifically approved. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

All geometric design is to be based on a minimum Design Speed of 80km/h unless ground conditions make this impossible. Where this occurs the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

4.4. Drainage

Generally drainage on gravel roads will consist of open drains with culverts with headwall structures installed transversely beneath the road surface.

Drainage detail should be specific and include constructional detail of all structures being utilised.

Storm water should be discharged as soon as possible onto the land surface or to a natural water course.

Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the CEO. All storm water drainage is to be designed in accordance with Australian Rainfall and Runoff 1997 and the relevant Austroads Guides.

All drainage discharge points shall be protected against erosion in a manner approved by the CEO. All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipe such as PVC or polypropylene) for the proposed installation situation.

Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc., shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

4.5. Earthworks & Formation

Subgrade Roads shall be formed and compacted true to location, level and grade as shown on the design drawings.

All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable angles of repose.

All material used in fills must be capable of compaction as per Main Roads Western Australia specifications. The CEO reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

4.6. Pavement Design

Road base material shall be laterite gravel (or other Shire approved material) taken from a pit approved by the Shire. Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications.

Details submitted in the design shall include the materials and the pavement structure being proposed.

Crossfalls shall not be less than 4%. Road base depth shall be not less than 200mm compacted unless approved by the Shire or justified by laboratory test results on the sub-grade and base material.

4.7. Surface Treatment

The surface shall be water bound, compacted and shaped as per the design to give a smooth and solid running course with a minimum of loose material.

5. SUBDIVISIONAL ROAD REQUIREMENTS

5.1. Internal Roads (Access Roads)

The full cost of all internal roads will be at the cost of the developer. The standard of road will conform to Council's Road Standards, and the level of construction will be as dictated by the number of lots serviced, terrain, number of spur roads, and potential traffic generated.

5.2. Servicing by Existing Roads

When subdivisional lots are permitted to be serviced by existing roads a contribution will be required to upgrade the road to an acceptable standard dictated by the number of lots and the volume of potential additional traffic.

5.3. Feeder Road Upgrading (District Distributor B Roads)

Where subdivisional roads connect to an existing Shire feeder road which is of a standard inadequate for the potential traffic after the subdivision is fully developed, a contribution sufficient to raise that standard to an acceptable level will be required after taking into consideration future contributions from other adjacent subdividable land. NOTE: A feeder road standard not less than that required for the internal road provided for the subdivision will be required.

5.4. Major Feeder Road Connection (Primary Distributor, District Distributor A or Regional Distributor Roads)

Where subdivisional roads connect to an existing major feeder road (eg. highway or secondary road) already adequate in standard, a contribution will be required for any traffic controlling treatments, containing drainage, entry treatments, and dealing with specific safety problems such as visibility, signage etc. Where the feeder road is a highway or secondary road under the control of Main Roads Western Australia approval from Main Roads Western Australia is required prior to submission of design drawings to the Shire.

5.5. Connecting Road Presently Not Existing

Where a subdivision is created which will require connection to a feeder road or highway and no formed road exists then the full cost of this connecting road to a standard dictated by the number of created lots and potential volume of traffic generated will be required.

5.6. Additional or Connecting Roads

Where contributions have been assessed in accordance with this Policy, Council reserves the right to fully utilise the contribution on the section of adjoining or connecting road with the greatest priority.

5.7. Road Standards

- 5.7.1.** Minimum Gravel Track - Farm gate situation servicing 1 - 4 rural properties. A formed road sheeted with suitable pavement material where required - minimum width 6.0 metres.
- 5.7.2.** Standard Gravel Road - Typical rural road servicing 5 - 10 rural properties. Formed road with a gravel pavement minimum width 8.0 metres.
- 5.7.3.** Bitumen - 6 metre - Acceptable for short internal spur road only when servicing maximum 5 lots.
- 5.7.4.** Bitumen - 6 metre without Kerbs - Minimum main internal road for Special Rural subdivision. Kerbing required for drainage, traffic control and entry only.
- 5.7.5.** Bitumen - 6 metre with Kerbs - Minimum Residential standard. Minimum standard for Special Residential.
- 5.7.6.** Bitumen - 7.4 metre without Kerbs - Main internal Special Rural/Residential road if planned to be extended as a feeder road. Kerbing required for drainage, traffic control and entry only.
- 5.7.7.** Bitumen - 7.4 metre with Kerbs - Main internal distributor in a large Special Rural/Residential subdivision. Residential distributor road.

6. CROSSOVERS

- 6.1. Under Schedule 9.1, Clause 7 (3) of the Local Government Act 1995, regulations may authorise a local government to require a person to make or repair a crossing from public thoroughfare to: a) private land that the person owns or occupies, or b) a private thoroughfare servicing private land that the person owns or occupies, and if the person fails to do so, to do so itself and recover 50% of the cost as a debt due from the person.
- 6.2. The Council wishes to encourage land owners to install vehicle crossovers in a timely manner. To encourage the installation of crossings by landowners, the Council will offer a subsidy towards the cost. Payment of up to half of the cost for a standard 4.0 metres urban and 6 metres wide rural crossing from the road surface to the front boundary of the property. Council's contribution shall not exceed the maximum of \$1,000 reimbursement.
- 6.3. The Manager of Works will inspect and prepare a standard specification which shall be the basis for calculation of a subsidy payment. The Manager of Works shall approve the specification for the different circumstances within the shire and each crossing must be constructed in accordance with Shire's specifications, the remaining cost shall be payable by the property owner.
- 6.4. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of that property owner.

7. FOOTPATHS

Council recognises the importance of footpaths and dual use paths. There is greater demand than funds available to meet all proposals for footpath and dual use path provision. This policy is to establish how priority will be allocated and standards established.

- Footpaths and dual use paths will be constructed in accordance with the priorities established in the Shire of Broomehill Tambellup footpath plan.
- Paths are to be constructed to the Austroads Standards Part 6A: Pedestrian and Cyclist Paths

8. VERGE CLEARING

8.1. Relevant Legislation

The Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004 govern the activities that will impact on native vegetation. This legislation is relevant to the Shire, setting limitations for road infrastructure works, and landowners who wish to undertake work in road reserves.

8.2. Designated Maintenance Corridor

The Environmental Protection legislation, in particular Regulation 5, Item 22 Clearing for maintenance in existing transport corridors (Environmental Protection [Clearing of Native Vegetation] Regulations 2004) provides that local government can carry out activities to maintain and protect the integrity of road infrastructure within the designated maintenance corridor.

8.3. Road Construction Operations

Where necessary, the Shire will make application for the appropriate clearing permits from the Department of Environment Regulation (DER) prior to undertaking any road construction. Conditions of the permit will be complied with including special considerations for declared rare flora and/or fauna if any has been identified as present in the maintenance corridor.

Rural road widening is to be carried out according to the requirements of the Council but will take into consideration the preservation of roadside vegetation wherever possible by clearing only one side of the road.

Clearing vegetation in narrow road reserves during times of road construction or road improvements, the shire may seek approval from the land holder to remove an existing fence to clear all vegetation from within the road reserve and erect a new fence to an agreed standard by both parties.

Any tree remaining within the road reserve but outside the limits of clearing which upon assessment is considered unsafe and likely to fall upon the roadway may be cleared and disposed of.

8.4. Road Maintenance Operations

The Shire's road maintenance program includes grading, slashing, herbicide application, pruning, drain cleaning, drainage improvements, bitumen resealing, bitumen shoulder grading and gravel re-sheeting.

Road maintenance activities will be contained within the Maintenance Corridor, which comprises the running surface, shoulder, table drain and batter to the tip of the back slop.

When major weed control works are to be undertaken, including areas outside the Maintenance Corridor, consultation may occur with the Department of Parks and Wildlife, DER and local catchment management groups.

As part of the Shire's annual road program, unsealed shoulders subject to significant traffic will require periodic grading and gravel re-sheeting. During this process all grasses and vegetation will be removed and disposed of prior to operation.

Some maintenance grading requires occasional clearing of vegetation to accommodate the machine and ensure road safety, however, where possible this will be minimised.

Drains can be mechanically cleared and maintained with a grader, or slashed if covered with grass. Drains inaccessible to mechanical equipment may require maintenance with hand tools or approved herbicides. In the cases where these practices will not provide for an acceptable level of drainage the use of excavation equipment may be used.

Requests received from members of the public relating to exclusion of a road reserve/section of road reserve adjacent to their property from the spraying program, should be forwarded in writing to the Chief Executive Officer for consideration to be placed on the 'Do Not Spray' register.

8.5. Removal of Dangerous Vegetation

Occasionally it is necessary to remove a dangerous tree/vegetation that pose/s an imminent threat to public safety, such as impeding sight along the roadway or a tree that has been subject to storm damage and is threatening to fall over a fenceline or a roadway.

Following inspection by a Shire Officer, any tree removal will be in accordance with Environmental Protection (Clearing of Native Vegetation) Regulations.

8.6. Services and Utilities

Alignment of services is to be encouraged to minimise impact on roadside vegetation where possible.

Under the Utility Providers Code of Practice for Western Australia, utility providers are to liaise with the Shire of Broomehill-Tambellup regarding the positioning of services and the reinstatement and rehabilitation of disturbed areas.

All materials are to be removed from the road verge, by the utility providers, on the completion of works. The trenches, if relevant, are to be backfilled, adequately compacted and trimmed.

Water Pipes under Roads

Applications from landowners to lay water pipes under roads that are in the control of the Shire of Broomehill-Tambellup shall be in writing and include a location sketch.

The Chief Executive Officer has delegated authority to grant approval. The approval is to be confirmed in writing and will include the following conditions:-

- Installation of pipes under the road will be done by Council Works staff with costs to be met by the landowner
- If the pipe is to go through a culvert it must include provisions for the pipe to be moved from time to time to allow for Council maintenance of the road and culvert
- The pipe to be maintained in good order by the landowner to prevent any adverse impact on the road.
- Markers to be placed adjacent to each side of the roadway stating "Water Pipe Line". These signs to be permanently maintained by landowner
- Native Vegetation Act will require landowners to enquire to Council whether placement of pipe will be in a significant site zone.

8.7. Unauthorised Clearing and/or Activities Within Rural Road Reserves

Clearing of a rural road verge or unmade road reserve without the relevant permits is prohibited.

Penalties may also apply in accordance with the Environmental Protection legislation. No works shall be undertaken in rural road reserves without written approval from the Shire of Broomehill-Tambellup. This includes planting (including native species), drainage work, fencing, spraying, burning off, clearing vegetation or seed collection.

No material (eg firewood) is to be removed from road reserves other than by the Shire as part of its works program.

8.8. Maintenance Area

If approved, landowners may only work on the areas of road verge which fall outside the Maintenance Corridor. This is the portion of the verge from the tip of the back slope to the property boundary/fenceline. The Council will take all care not to damage any portion of the rural road reserve from the back slope to the fenceline, however, landowners will also acknowledge that the Council does not accept any responsibility for any loss or damage to vegetation or areas of the road reserve that may occur due to road maintenance or construction activities.

8.9. Fenceline Clearing or removal of trees over fencelines/boundaries

Landowners wishing to remove vegetation from road verges that has impacted on their property or boundary fenceline, or seeking permission to clear an area of the road verge for a boundary fenceline, should apply in writing to the Shire for permission to do so.

SHIRE OF BROOMEHILL-TAMBELLUP

BUILDING SURVEYOR

Month: Jul-16

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms
7/07/2016	Shire visit. Checked on projects in the shire for compliance with the approved drawings. Gave out building advice to applicants and continued to process paperwork in keeping with legislation and the new forms that the Building Commission have issued.	8.00	17.00	9.00	325
8/07/2016	Finalised the swimming pool register and started research on legislative requirements for pool compliance.	13.00	15.00	2.00	
12/07/2016	Spoke with the shire regarding the Tambellup Sporting Complex plans and procedure.	11.00	11.15	0.25	
12/07/2016	Started to print, process and check plans for the Tambellup Sporting Complex.	14.30	16.15	1.75	
13/07/2016	Continued to process the Building Permit for the new Tambellup Sporting Complex.	6.00	7.00	1.00	
13/07/2016	Finalised the Building Permit for the construction of the Tambellup Sporting Complex and got ready to issue.	10.30	12.30	2.00	
14/07/2016	Delivered the building permit to the Tambellup office for the new Sporting Complex in Tambellup.	14.30	15.30	1.00	65
21/07/2016	Shire visit. Checked on the progress of applications and added supplied future information to do with energy efficiency. Continued to progress applications and issued a Building Permit for a new dwelling on the Broomehill-Gnowangerup Road in Broomehill.	8.00	17.00	9.00	326
25/07/2016	Talked to the owner of a Lot on McGuire Road, Broomehill Village concerning a proposal to put a dwelling on this location and the requirements. Dealt with some information required for the St John Ambulance Building in Tambellup.	15.00	16.30	1.50	
27/07/2016	Responded to an email enquiry concerning a project on the Great Southern Highway.	10.00	10.15	0.25	
29/07/2016	Sent off Reports and did Agenda items for Council with activity statements.	8.00	9.00	1.00	
TOTALS				28.75	716

Broomehill-Tambellup	0007	28.75	\$110.00	\$3,162.50	0008	716	\$0.95	\$680.20	\$3,842.70	
Authorised by Darryle Baxter MAIBS <i>D Baxter</i> MAIBS Principal Building Surveyor										
Date 29-7-2016										

SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity Month Ending July 2016

Building permit number	Approval date	Unique property identifier	Site lot number	Site street number	Site street name	Site suburb name	Nature of work	Approval value	Floor area
BHT 201617001	CDC 8-7-2016 BP 13-7-2016		290		EAST STREET	TAMBELLUP	CONSTRUCT SPORTS CENTRE	\$3,819,460.39	680
BHT 201617002	CDC 13-7-2016 BP 21-7-2016	A 6011	3	1552	BROOMEHILL GNOWANGERUP ROAD	BROOMEHILL EAST	NEW TRANSPORTABLE DWELLING	\$ 263,446.00	194
								\$4,082,906.39	



SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM

for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
GOVERNANCE							
BH Administration Building							
Rectify roof/ceiling issues	9,000	9,000					
Replace 3 Airconditioners	8,000		8,000		10,093		Replace 4 air-conditioners
General Maintenance	3,000	3,000					
Total	20,000	12,000	8,000		10,093	9,907	
TA Administration Building							
Shelter/Shade for Staff Carpark			15,000				
General Maintenance	3,000	3,000					
Total	18,000	3,000	15,000				
HEALTH							
TA Infant Health Clinic							
Replace kitchen sink & cupboards	9,000		9,000				
Remove rainwater tank, install sump for drainage	3,000	3,000					
General Maintenance	1,500	1,500			220		Repair rear window frames & repaint; paint laundry ceiling; replace flyscreen in window
Total	13,500	4,500	9,000		220	13,280	
STAFF HOUSING							
20 Henry Street							
Renovation bathroom/laundry - c/over	15,000		15,000				
Paint Guttering	1,000	1,000					
General Maintenance	2,000	2,000					
Total	18,000	3,000	15,000				
27 East Terrace							
Paint window surrounds							
Replace carpets throughout	5,800	5,800					
Replace rainwater tank	3,700	3,700					
Re-wad ceiling in kitchen/living area - c/over	1,200	1,200					
General Maintenance	2,000	2,000			627		Install deadlocks to front & rear doors
Total	12,700	12,700	0		627	12,073	

SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM

for the year ending 30 June 2017



Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
18 Henry Street							
General Maintenance	2,000	2,000					
Total	2,000	2,000	0				
STAFF HOUSING							
38 Ivy Street							
Replace carpet in passage							
Leach drain repairs							
Internal / External paint	8,000	8,000					
Replace Carpets in lounge and bedrooms	3,400	3,400					
General Maintenance	2,000	2,000					
Total	13,400	13,400	0				
11 Lavarock Street							
General Maintenance	2,000	2,000					
Total	2,000	2,000	0				
1 Janus Street							
External Painting							
General Maintenance	2,000	2,000					
Total	2,000	2,000	0				
OTHER HOUSING							
SANDALWOOD VILLAS							
Unit 1, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 2, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 3, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 4, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				



SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM

for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
Unit 5, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
SANDALWOOD VILLAS							
Unit 6, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
LAVIEVILLE LODGE							
Unit 1, Lavieville Lodge							
Extend colourbond down northern side of Unit 1 carport	1,200	1,200					
General Maintenance	1,500	1,500					
Total	2,700	2,700	0				
Unit 2, Lavieville Lodge							
General Maintenance	1,500	1,500					
Total	1,500	1,500	0				
Unit 3, Lavieville Lodge							
General Maintenance	1,500	1,500					
Total	1,500	1,500	0				
Unit 4, Lavieville Lodge							
Realign Driveway of Unit 4 carport	1,200	1,200					
General Maintenance	1,500	1,500					
Total	2,700	2,700	0				
COMMUNITY AMENITIES							
Holland Park Toilets							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
Diprose Park Toilets							
Apply anti-graffiti paint	2,400	2,400					
General Maintenance	3,000	3,000					
Total	5,400	5,400	0				
Norrish Street (disability access) Public Toilets							
Relocate RV Dump Point from Tamb Caravan Park	5,000	5,000					
General Maintenance	3,000	3,000			290		Replace window
Total	8,000	8,000	0		290	7,710	



SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM

for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
RECREATION & CULTURE							
BH Hall							
Painting front wall (brickwork painted 14/15, woodwork in 15/16)							
Front verandah repairs							
Extend hand rail and improve platform - northern exit door	3,700	3,700					
General Maintenance	5,000	5,000					
Total	8,700	8,700	0				
TA Hall							
Seal asbestos in projector room	1,000	1,000					
Roof repairs (grant funded)				6,700			Completed
Replace vinyl in Lesser Hall verandah	3,000	3,000					
General Maintenance	5,000	5,000			703		Replace window in gents toilet; replace floorboard
Total	9,000	9,000	0	6,700	703	8,297	
BH Recreation Complex							
External painting (woodwork)							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
TA Pavillion							
General Maintenance	0	0			261		Replace glass in refrigerator door
Total	0	0	0		261	-261	
BH RSL Hall							
Install access ramp to sliding door & pave surrounds							
Replace sliding door							
Replace patio - including verandah beams							
General Maintenance	2,500	2,500					
Total	2,500	2,500	0				
Tambellup RSL Hall							
General Maintenance	500	500					
Total	500	500	0				
Tambellup Youth Centre							
General Maintenance	500	500					
Total	500	500	0				

SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM

for the year ending 30 June 2017



Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
RECREATION & CULTURE							
Tambellup CRC & Library							
Repair ceiling in reception area - c/over	6,000		6,000				
General Maintenance	2,500	2,500					
Total	8,500	2,500	6,000				
Broomehill Museum							
Repair (seal & paint raw asbestos in lean-to walls) - c/over	1,000	1,000					
Replace 2 windows on west side							
Repair & paint woodwork to external windows (eastern side)	5,000	5,000					
Replace roof	19,500		19,500				
Repair office ceiling and walls	4,500	4,500					
Removal of Trees (white ant affected)	1,500	1,500					
General Maintenance	2,000	2,000					
Total	33,500	14,000	19,500				
Tambellup Museum - Station Masters Residence							
Painting Exterior Woodwork, Oil Verandah Floor c/over	3,600	3,600					
Install fencing around back veranda & yard (installed 13/14 invoiced 15/16)							
General Maintenance	2,000	2,000			15		Padlock for rear fence
Total	5,600	5,600	0		15	5,585	
ECONOMIC SERVICES							
BH Caravan Park							
Table & seating for Gazebo	2,000	2,000					
General Maintenance	3,000	3,000			69		Fire Extinguisher for laundry
Total	5,000	5,000	0		69	4,931	
TA Caravan Park							
General Maintenance	0	0					
Total	0	0	0				
TA Railway Station Building							
Repair ridge capping, replace broken tiles - c/over	600	600					
Replace Gutter & Fascia, rectify sagging roof - c/over	17,800		17,800				
General Maintenance	2,000	2,000					
Total	20,400	2,600	17,800				

SHIRE OF BROOMEHILL-TAMBELLUP BUILDING MAINTENANCE PROGRAM
for the year ending 30 June 2017



Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Actual 2016-17	Variance (budget to quote/actual)	Comment
ECONOMIC SERVICES							
Bendigo Bank							
Rectify woodwork above verandah roof	5,000	5,000					
Rectify subsidence in tellers floor (corner)	1,000	1,000					
General Maintenance	2,500	2,500					
Total	8,500	8,500	0				
TOTAL BUILDING MAINTENANCE & CAPITAL WORKS	238,100	147,800	90,300				
TOTAL GRANT FUNDED WORKS				6,700			

BROOMEHILL-TAMBELLUP LIBRARY REPORT JULY 2016

New Members

Tambellup 1 Broomehill 0

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

0-2 Snooze With Hairy Maclary by Lynley Dodd

2-3 Wild Pa by Claire Saxby

4-5 Steve Goes to Carnival by Joshura Button & Robyn Wells

Statistics

Tambellup *Issues*

58 Books A
 19 DVD A
 CD A
 6 LP A
 Games J
 21 Books J
 9 DVD J
 CD J
 3 Renewals A&J
 E Resources
 1 Better Beginnings Resource Kit

Broomehill *Issues*

40 Books A
 18 DVD A
 6 CD A
 1 LP A
 1 Books J
 17 DVD J
 0 CD J
 44 Renewals A&J
 0 Better Beginnings Resource Kit
 12 E Resources

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

The State Library Book Exchange arrived at Tambellup 1st June 2016 and Broomehill 25th July 2016.

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

Tambellup Broomehill 0

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

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
July	51	31	39	31	3	4	0	0

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
July	24	25	21	7	1	0	0	0

Business Plan

Business Plan Priorities

- **Operational Response in All Shires when appropriate.**
- **Management of UCL/UMR**
- **Management of LG Bushland**
- **Training of Bushfire Brigades**

1. PREVENTION

Develop practices for fire management on local government bushland in all shires.

UCL and private property compliance has been high on the agenda again this season due to state wide media and the “Shared Responsibility” and recent fires. It’s great to see property owners taking some responsibility and community members reporting those that don’t comply.

Preseason correspondence was sent to properties that did not comply last year across both shires to assist with reducing the time lag on inspections and completing the works. This worked well and again reduced the hours spent locating and re inspecting areas from last season. Articles were placed in the local media newsletters and on Facebook sites. There were a number of non-compliant properties requiring contractors to conduct works under Section 33 of the Bushfires Act these properties are repeat offenders from last year and in some instances the year before. Quotes were obtained from local contractors to conduct this work.

Mitigation work (slashing) on UCL land within the Shire of Katanning has been completed by private contractors. Due to limited funding for mitigation works we needed to prioritise the high risk areas. The Shire of Broomehill – Tambellup completed a large number of the UCL works within the town site. Due to left over funds in the UCL budget the Shire of BHT was allocated additional dollars to cover all slashing that had been conducted once separate PIN numbers had been matched to block locations.

Bushfire Area Prone Mapping across both shires in relation to parkland cleared areas within town site areas was submitted, though did note on launch of the mapping a number of areas we asked to be removed were still included as being Bushfire Prone.

Reviewed the Fire Requirement Notice in conjunction with the Fire Control Officers so it’s ready to go out with the Rates Notice. Katanning’s notice had a number of changes including the commencement date of the Restricted Burning Period.

Answered inquiries from property owners from both Shires on mitigation matters and issues as arose.

To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact

General information has been circulated through the local community Newsletters, Newspapers and Facebook.

- Prohibited / Restricted Burning Period
- Smoke Alarms
- Difference between a Total Fire Ban and a HVMB
- Compliance
- Preparing for the Bushfire Season
- Suspicious Fires
- Winter Home Fire Safety
- Earthquake

Conducted a Fire Extinguisher Session for the School Holiday Program for the children attending KLC. They were shown how to operate a dry power extinguisher and basic home fire safety. In a couple of cases the extinguisher was larger than the child. We received great feedback from a number of parents.

General information – Prepare, Act, Survive pamphlets are available from the Shire Office, Library and Tourist Information Centre as well as information / links can be obtained from the Shire website and the CRC's.

Continued working with the Fire Investigation Officers, FRS and local Police regarding suspicious fires within the Katg town site. Co-ordinated response to the fire locations on receiving the 000 call from FRS. Patrolling the incident area with two Shire workers led to the apprehension of a juvenile by the Police.

All Weather Warnings, HVMB, TFB and Emergency Services Briefing distributed to relevant agencies.

Recorded and checked all Permits to Burn during the RBT for the both Shires. There was an issue with one permit and that has been addressed at Brigade level.

Katanning - 57 Permits in total 15/16.

Broomehill - Tambellup - 32 permits in total 15/16.

2. PREPAREDNESS

Training, Bushfire Meeting Attendance, Exercises and activities related to preparedness.

The Regional Training Calendar was circulated with a number of courses being run locally that include Intro to Bushfire Fighting and Fire Control Officer.

The following courses were run in the local area and made available to all volunteers, with myself and the local Area or District Manager conducting the training.

- 1 x Intro to Bushfire Fighting Katanning - cancelled due to lack of numbers
- 1 x Intro to Bushfire Fighting Tambellup – with participants from Tambellup, Wagin SES.
- 1 x Fire Control Officer Katanning - with participants from Tambellup and Wagin.

Have spoken with Katanning Central and Broomehill Central as they will require Pre-season Training on the new deluge system and in air cab that has been fitted.

DFES have developed a new training platform for all courses as well as a pathway volunteers need to complete to attend a set course. This required volunteers to log onto the site and register for the local course being run. To make this easier I am completing this for the volunteers that wish to attend a course as there are a number of processes that are required to gain attendance. Due to a number of changes a 'Shire Certificate' has been drafted to present to those that attend courses locally as currently the Intro to Bushfire is not on the Brigade pathway and we need to capture brigade training at the Shire level and record. Regional Staff have been working with the Training Centre to try and address a number of concerns.

There are a number of training courses still to take place if interest is shown - Intro to Structure Fire Fighting and AIIIMS.

I assisted the DFES Area Manager training the local Fire and Rescue Service in Bushfire Fighting.

Check Water Bomber equipment at Katanning Airstrip and place foam cart battery on charger fortnightly until the season broke. Maintenance will be done before October.

Attended a Red Cross Meeting and spoke to the group on Bushfire preparedness and other topics they had in relation to emergency services.

Conducted a Presentation to TAFE students on Bushfire Preparedness.

Maintain Brigades mobilization SMS system.

Distributed through the Shire SMS system as requires HVMB, TFB.

Ordering and distributed PPE including Bushfire fighting foam, helmets, gloves and smoke masks across both Shire as required.

Coordinated and completed paper work for WAERN Radio faults throughout the season with work being ongoing. Continuing to monitored radio interference issue on CH230 and reporting to comms techs.

Circulated WAERN Radio tender from DFES to local Auto Electricians.

Maintenance of Shire fire appliance and buildings as required. Organised pest contractor to spray Broomehill Station for spiders.

The Katanning Central Station door has been completed after a number of issues securing a contractor to complete the work.

Maintaining SMS Contact list for the Shire of Katanning and as required for BHT.

Assisted in monitoring and maintenance of Katanning Standpipes that are strategically places throughout the shire as required.

Assisted with locating a derelict house for FRS BA Training and attended training evening.

Both the Katanning Central and Broomehill Central Fire Appliances have been equipped with the new fire protection deluge system and the in air cab.

Radio West interview in relation to Bushfire Awareness Session.

Co-ordinated and implemented between WaPol and St Johns a notification procedure for the landing of Rescue Chopper 65 at the KLC.

Meeting Attendance

I attended a number of meetings during the past 7 months these have included:

- 2 x LEMC Meeting Broomehill Tambellup – and conducted an exercise.
- 3 x Bushfire Meeting. 1 x Katg, 2 x BHT
- 2 x LEMC Meeting Katanning, Woodanilling and Shire of Kent. – and conducted an exercise.
- 1 x DOAC Meeting Narrogin.
- 3 x DFES Regional Staff Meeting.
- 2 x staff meetings Broomehill Tambellup
- 1 x CEMO.
- 1 x CESM Forum
- Migrant Resource Centre
- Equal Opportunity Commission Workshop – Katg
- Katg Central Brigade Station meeting update – Contractor
- EHO – Derelict properties – Katg.

- Supported Katg CBFCO in role as Training rep for the Great Southern Region.
- CESM Review.

These exclude general day to day meetings.

3. RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies. To support the community in its own response to emergencies.

The **Katanning Bushfire Brigades** have responded to 17 bushfires in total for the financial year 15/16. These fires have been ignited by the following:

- 4 x Control Burns, which were not controlled.
- 1 x Header Fire
- 1 x Power Pole v Bird
- 3 x Stolen Cars Dumped
- 2 x Deliberate
- 3 x Accidental
- 1 x Investigation only
- 2 x Lightning

Katanning Central attended a deliberately lit fire last week south of Katanning town site.

The **Broomehill Tambellup Bushfire Brigades** have responded to 17 fire incidents for the financial year 15/16. These fires have been ignited by the following:

- 3 x Control Burns, which were not controlled
- 9 x Lightning Fires
- 1 x Bearing failure on a chaser bin.
- 1 x Re ignition from past burn.
- 1 x Unknown – private refuse site
- 1 x Pole top
- 1 x Cooking Fire

Broomehill West attended a car fire last week on the Broomehill /Kojonup Rd.

CESM Response – I have supported brigades at incident in both Shires with Spot Weather Forecasts as required organising resources and completing Incident Reports.

I have assisted brigades / Shires with being on site at the following incidents.

Katanning - Truck rollover north of town.

BHT – Chemical fire explosion and recovery, west of Broomehill.

BHT - Storm Damage trees over road.

Katanning – Support SES with partial roof off house due to damaging winds.

Also responded to a number of fires within the town site with FRS while suspicious fires were being lit.

4. RECOVERY

To assist the community, employees and volunteers affected by major emergency to recover effectively and efficiently

Volunteers are aware of the counselling Services and Peer support for volunteers.

Assisted in coordination and recovery of the Broomehill Chemical Explosion and followed up with property owner and neighbouring property owner on clean-up process in conjunction with EHO and DER to decontaminate the site. The final report for this incident has been submitted to the Shire BHT for recording.

Updated and submitted the Katanning Local Emergency Arrangements and Recovery Arrangements to the District State Emergency Management Committee for endorsement.

Completed the Annual Report for the Shire of Katanning LEMC

5. SPECIAL PROJECTS

To assist local government and DFES with special projects that mitigates the impact of incidents on the community.

Migrant Refugee education – ongoing with Migrant Resource Centre as time allows.

AWARE Funding – Katanning.

Co-ordinated the AWARE Funding Workshop ‘CaLD Community Preparedness’ for the LEMC. The workshop was a success with a broad scope of agencies attending looking at treatment options to better understand and prepare the CaLD Groups. The Report has been submitted to the DEMC and the acquittal completed and signed off.

Identifying and recording critical infrastructure for the LEMC e.g. Timber bridges, comms towers and historical sites.

6, ADMINISTRATION DUTIES

Compiled and distributed Agenda for all BFAC meetings and Katanning’s LEMC meetings as well as taking and compiling Minutes of Meetings.

Circulating corresponded as required – Safety Circulars, Bushfire Brigade Assoc updates.

Admin duties are ongoing with updating Brigade membership records in conjunction with brigade officers.

Completing Fire Reports on behalf of the Bushfire Brigades.

PPE (jacket / pants, smoke mask, goggles, gloves, boots, helmet) were ordered through individual members in the Shire of Katanning. All PPE distributed has been recorded as per previous years.

In the last fortnight closed off the final insurance claim for the Moonie Hills Fire.

Receive a spreadsheet of available LGGS funds for managing brigade purchases as required. The LGGS is completed by the Finance Dept, with my input as required.

7, Personal Development

I have completed the following incidents and training since February.

- Trainer Assessor (3 days Perth)
- Incident Controller Level 1 (3 days Denmark)
- WAERN Radio - Trainer and Assessor (signed off after answering questions on a phone hookup)
- FESMAPS - (Trained during DFES Staff meeting)
- E academy - (Trained during DFES Staff meeting)
- Public Information Officer (3 days Perth)

8, Overview

CESM vehicle change over occurred 21st June from the Triton to an Isuzu D-Max.

My Review was conducted at Katanning with the following items being discussed.

- Business Plan overall.

As of 1st AUGUST the following Hrs are recorded.

- 69.60 RDO
- 86 TIL
- 73.95 Annual Leave
- 103.78 Sick Leave

