

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2016

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Operating Revenue & Expenditure**

**GENERAL PURPOSE FUNDING**

Municipal Fund

Council held the following balances in its Municipal Fund accounts at 30 April 2016

Operating Account	\$1,090,583.10
Term Deposit (CLGF 12/13)	\$334,613.74
Term Deposit (GSDC Grant - Pavilion)	\$202,677.81
<b>Total Balance</b>	<b>\$1,627,874.65</b>

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

Rate Revenue

Rates were levied on 24 July 2015 –

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

The discount period ended on 21 August 2015, and a total of \$76,841 in discount has been granted (budget (\$77,000)). At the end of April, 91.55% in rates and charges had been collected.

A list of overdue rate debtors has been forwarded to CS Legal, and a letter of demand has been issued. Those ratepayers that take no action following receipt of this correspondence will be pursued for recovery of all outstanding monies.

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

General Purpose Funding

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

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

Country Local Government Fund 2012/13

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

**GOVERNANCE**

General Administration

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Operating Revenue & Expenditure**

**LAW, ORDER & PUBLIC SAFETY**

Fire Prevention

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

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

Animal Control

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

**HOUSING**

Staff Housing

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

Other Housing

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

A contribution of around \$45,000 has been received from the former Tambellup Senior Citizens Unit Management Committee Inc. upon their dissolution and transfer of Lavieville Lodge to the Shire. These funds have been transferred into a reserve for the specific purpose of future maintenance to the Lavieville Lodge units.

**COMMUNITY AMENITIES**

Household Refuse

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

Transfer Stations

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

In 2015 Council tendered for the provision of waste collection services and operation of the two transfer stations. Warren Blackwood Waste were successful in their submission and were awarded a contract for a 5 year period, which commenced 1 February 2016, with the option of a 2yr + 2yr extension.

Other Community Amenities

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Operating Revenue & Expenditure**

**RECREATION & CULTURE**

Public Halls & Civic Centres

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

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

Council has been successful in its application for Federal Funding through the 'National Stronger Regions Fund' and will receive \$950,000 towards the Pavilion project. This funding will reduce the amount of the loan Council intends to raise to see the project to fruition.

Tenders have been called for construction of the Pavilion and bowling green, and close on 11 May 2016. Council will discuss the submissions and award the tender at the ordinary meeting on 19 May 2016.

Demolition of the existing facility will commence prior to 30 June and construction of the new building and bowling green will need to be carried over into the 2016/2017 budget.

Other Recreation and Sport

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

Libraries

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

**TRANSPORT**

Road Construction

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

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

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

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

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Operating Revenue & Expenditure**

**TRANSPORT**

Council, at its December 2015 meeting, reallocated \$248,400 of its Roads to Recovery Funding from the Townscape project and will utilise \$47,600 of the funds to seal and kerb a section of Taylor Street in Tambellup, and the balance of \$200,800 will be utilised towards the 1/3 required for the Main Roads Regional Road Group projects. The additional Roads to Recovery funding is required to be expended by 30 June 2016 and cannot be carried over into future years. Townscape projects do not fit within the criteria of the Roads to Recovery programme.

By reallocating Roads to Recovery to the Road Group projects, it frees up Council's own funds for implementation of the Townscape project. Council resolved to establish a new Townscape Implementation Reserve with the \$200,800 so the funds will be available in future years to implement the Townscape Plans.

*Council has been successful in obtaining additional funding of \$175,829 from the Regional Road Group to extend the works scheduled on Pallinup South Road. Council is required to match 1/3 of this amount (\$87,915), and at the February 2016 meeting reallocated Roads to Recovery funds from the Punchmirup Road sheeting to achieve this.*

Bridge Maintenance

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

Traffic Control

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

**ECONOMIC SERVICES**

Tourism & Area Promotion

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

Building Control

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

Other Economic Services

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Operating Revenue & Expenditure**

**OTHER PROPERTY & SERVICES**

Public Works Overheads

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

Plant Operation Costs

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Capital Revenue & Expenditure**

**GOVERNANCE**

Plant Replacement

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

Holden Colorado 7 BH000 has been changed over twice, the net cost for both is \$6,300.

Broomehill Admin Building – Solar Energy

The photovoltaic system has been installed on the Broomehill Admin Building for a total cost of \$9,990.91.

Councils allocation from the CLGF was used to carry out the refurb. Council will need to consider a variation to the CLGF Agreement to reallocate the balance of funds.

**HOUSING**

New Executive Residence

Site classifications & feature surveys have been undertaken by Consultants in preparation for construction of the new residence. Howard + Heaver Architects have been engaged as project managers to oversee construction of the residence, and the tender has been awarded to Wauters Enterprises who commenced site works during March.

**COMMUNITY AMENITIES**

Stormwater Harvesting projects

The projects funded by the Regional allocation from the Country Local Government Fund are complete. There was a balance of \$37,664 in unspent grant funding which was transferred back to VROC grants held in the Trust Fund for reallocation within the VROC partners. This funding was required to be fully expended by 31 March and the acquittal reports are presently being prepared.

**RECREATION & CULTURE**

Broomehill Hall – refurb under stage area

This work is complete and the total cost is \$8,000. Councils allocation from the CLGF was used to carry out the refurb. Council will need to consider a variation to the CLGF Agreement to reallocate the balance of funds.

Tambellup Hall – repair roof, upgrade ablutions

The ablutions have been complete and a contractor has been engaged to undertake the roof repairs. These works are funded by Councils allocation from the CLGF.

Tambellup Pavilion Redevelopment

Howard + Heaver Architects have provided concept designs and have been engaged as project managers to oversee construction. Tenders have been called and close on 11 May 2016. Council will award the tender at the meeting on 19 May 2016.

Broomehill Museum

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

Plant Replacement

The Toro 360 mower has been changed over, the net changeover being \$27,500 which is slightly higher than budgeted.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 30 April 2016**

**Capital Revenue & Expenditure**

**TRANSPORT**

Machinery Shed

Construction of the new machinery shed at the Tambellup Depot is now complete, with Monash Electrical wiring up the shed and installing exterior security lights at the end of April. Construction of the shed is funded by a transfer from the Building Reserve.

Plant Replacement

Council has taken delivery of the new Caterpillar 12M grader, the net cost being \$260,300 which is fully funded by a transfer from the Plant Reserve.

The Isuzu Giga truck was sold at auction through Pickles Auctions and Council received proceeds from the sale of \$75,045.

The 16,000 litre water tank has been fabricated by Allroads Motor Body Builders.

An Isuzu FRR850 was purchased from Albany City Motors in February, and fabrication of the body was done by Allroads. The total cost was \$111,278 which is a saving of \$8,722 on our budget estimate of \$120,000.

Road Construction

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

Other road construction projects are nearing completion, and are on track to be finished by 30 June.

**RESERVE TRANSFERS**

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

Leave Reserve	\$30,000
Plant Replacement Reserve	\$230,000
Building Reserve	\$100,000
Broomehill Rec Complex Reserve	\$8,600
Computer Reserve	\$10,000
Broomehill Synthetic Bowling Green Reserve	\$8,600
Refuse Sites Post Closure Management Reserve	\$5,000
Lavieville Lodge Reserve	\$45,541
Townscape Plan Implementation Reserve	\$200,800
Broomehill Village Hall Reserve	(\$8,119) from Reserve

In addition to the above transfers, all interest earned on Reserves is reinvested. Total interest earned on Reserves to date is \$31,412, which is higher than budgeted due to the Pavilion funds not being drawn down on.

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 30 April 2016**

Note	Amended Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	2,105,000	2,105,000	2,105,270.90	271	0.0%	
	1,271,500	1,018,358	994,728.82	(23,629)	(2.4%)	
9	3,000	3,000	2,998.87	(1)	(0.0%)	
	256,900	223,800	211,937.78	(11,862)	(5.6%)	
	0	0	0.00	0		
	67,400	53,566	64,594.31	11,028	17.1%	▲
	86,400	82,698	82,785.14	87	0.1%	
<b>Total</b>	<b>3,790,200</b>	<b>3,486,422</b>	<b>3,462,315.82</b>	<b>(24,106)</b>		
<b>Operating Expense</b>						
	(1,885,600)	(1,577,450)	(1,559,027.71)	18,422	1.2%	
	(1,501,800)	(1,101,284)	(912,165.27)	189,119	20.7%	▼
	(171,000)	(143,279)	(125,143.91)	18,135	14.5%	▼
	(1,052,200)	(876,802)	(860,476.37)	16,326	1.9%	
	(12,100)	(6,800)	(7,610.77)	(811)	(10.7%)	
	(170,500)	(170,500)	(153,447.46)	17,053	11.1%	▼
9	(155,800)	(152,500)	(158,589.29)	(6,089)	(3.8%)	
	(75,600)	(67,674)	(102,589.48)	(34,915)	(34.0%)	▲
<b>Total</b>	<b>(5,024,600)</b>	<b>(4,096,289)</b>	<b>(3,879,050.26)</b>	<b>217,239</b>		
<b>Funding Balance Adjustment</b>						
	1,052,200	876,802	860,476.37	(16,326)	(1.9%)	
9	152,800	149,500	155,590.42	6,090	3.9%	
	0	0	0.00	0		
<b>Net Operating</b>	<b>(29,400)</b>	<b>416,435</b>	<b>599,332.35</b>	<b>182,897</b>		
<b>Capital Revenues</b>						
7	3,391,300	1,100,600	938,156.00	(162,444)	(17.3%)	▼
9	946,700	861,700	855,987.76	(5,712)	(0.7%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,244,200	378,000	362,151.41	(15,849)	(4.4%)	
<b>Total</b>	<b>6,782,200</b>	<b>2,340,300</b>	<b>2,156,295.17</b>	<b>(184,005)</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0		
11	(4,374,600)	(308,600)	(256,914.85)	51,685	20.1%	▼
11	(1,532,100)	(1,435,400)	(1,325,848.20)	109,552	8.3%	
11	0	0	0.00	0		
11	(1,942,800)	(948,000)	(735,022.27)	212,978	29.0%	▼
11	(199,500)	(174,500)	(130,494.93)	44,005	33.7%	▼
	(49,700)	(29,300)	(29,263.01)	37	0.1%	
	(50,000)	0	0.00	0		
8	(674,600)	(656,900)	(669,953.13)	(13,053)	(1.9%)	
<b>Total</b>	<b>(8,823,300)</b>	<b>(3,552,700)</b>	<b>(3,147,496.39)</b>	<b>405,204</b>		
<b>Net Capital</b>	<b>(2,041,100)</b>	<b>(1,212,400)</b>	<b>(991,201.22)</b>	<b>221,199</b>		
<b>Total Net Operating + Capital</b>	<b>(2,070,500)</b>	<b>(795,965)</b>	<b>(391,868.87)</b>	<b>404,096</b>		
Opening Funding Surplus(Deficit)	2,070,500	2,070,500	2,070,512.04	12	0.0%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,274,535</b>	<b>1,678,643.17</b>	<b>404,108</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			

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

**By Reporting Program**

**For the Period Ended 30 April 2016**

Note	Amended Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	61,900	56,750	41,111.26	(15,639)	(38.04%)	▼
	3,078,000	2,847,450	2,855,641.97	8,192	0.29%	
	91,400	91,116	96,632.48	5,516	5.71%	
	1,100	500	354.00	(146)	(41.24%)	
	8,400	4,450	250.00	(4,200)	(1680.00%)	
	118,300	103,800	87,313.64	(16,486)	(18.88%)	▼
	74,200	71,900	74,320.42	2,420	3.26%	
	1,761,500	61,720	40,952.19	(20,768)	(50.71%)	▼
	1,832,800	1,232,282	1,101,620.50	(130,662)	(11.86%)	▼
	54,900	47,886	41,731.27	(6,155)	(14.75%)	
	99,000	69,168	60,544.09	(8,624)	(14.24%)	
<b>Total</b>	<b>7,181,500</b>	<b>4,587,022</b>	<b>4,400,471.82</b>	<b>(186,550)</b>		
<b>Operating Expense</b>						
	(712,900)	(539,346)	(474,339.20)	65,007	13.70%	▼
	(249,000)	(200,311)	(191,097.68)	9,213	4.82%	
	(215,200)	(181,412)	(177,300.69)	4,111	2.32%	
	(56,200)	(43,183)	(38,571.87)	4,611	11.95%	
	(24,700)	(11,190)	(10,081.45)	1,109	11.00%	
	(90,100)	(75,248)	(71,367.64)	3,880	5.44%	
	(393,400)	(320,521)	(318,788.82)	1,732	0.54%	
	(895,800)	(748,193)	(706,374.39)	41,819	5.92%	
	(2,140,600)	(1,776,315)	(1,682,254.10)	94,061	5.59%	
	(217,500)	(176,327)	(166,004.39)	10,323	6.22%	
	(29,200)	(24,243)	(42,870.03)	(18,627)	(43.45%)	▲
<b>Total</b>	<b>(5,024,600)</b>	<b>(4,096,289)</b>	<b>(3,879,050.26)</b>	<b>217,239</b>		
<b>Funding Balance Adjustment</b>						
	1,052,200	876,802	860,476.37	(16,326)	(1.90%)	
	152,800	149,500	155,590.42	6,090	3.91%	
<b>Net Operating</b>	<b>3,361,900</b>	<b>1,517,035</b>	<b>1,537,488.35</b>	<b>20,453</b>		
<b>Capital Revenues</b>						
	946,700	861,700	855,987.76	(5,712)	(0.67%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
	1,244,200	378,000	362,151.41	(15,849)	(4.38%)	
<b>Total</b>	<b>3,390,900</b>	<b>1,239,700</b>	<b>1,218,139.17</b>	<b>(21,561)</b>		
<b>Capital Expenses</b>						
		0	0.00	0		
	(4,374,600)	(308,600)	(256,914.85)	51,685	20.12%	▼
	(1,532,100)	(1,435,400)	(1,325,848.20)	109,552	8.26%	
	0	0	0.00	0		
	(1,942,800)	(948,000)	(735,022.27)	212,978	28.98%	▼
	(199,500)	(174,500)	(130,494.93)	44,005	33.72%	▼
	(49,700)	(29,300)	(29,263.01)	37	0.13%	
	(50,000)	0	0.00	0		
	(674,600)	(656,900)	(669,953.13)	(13,053)	(1.95%)	
<b>Total</b>	<b>(8,823,300)</b>	<b>(3,552,700)</b>	<b>(3,147,496.39)</b>	<b>405,204</b>		
<b>Net Capital</b>	<b>(5,432,400)</b>	<b>(2,313,000)</b>	<b>(1,929,357.22)</b>	<b>383,643</b>		
<b>Total Net Operating + Capital</b>	<b>(2,070,500)</b>	<b>(795,965)</b>	<b>(391,868.87)</b>	<b>404,096</b>		
Opening Funding Surplus(Deficit)	2,070,500	2,070,500	2,070,512.04	12	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,274,535</b>	<b>1,678,643.17</b>	<b>404,108</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			

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

	Actual 2015/16	C/fwd 1 July 2015
<b>CURRENT ASSETS</b>		
Cash	2,924,463.00	3,156,810.40
Receivables	313,623.70	608,080.84
Inventories - Stock on Hand	76,445.34	32,823.81
TOTAL CURRENT ASSETS	3,314,532.04	3,797,715.05
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	405,757.26	838,089.51
Borrowings	20,385.19	49,648.20
TOTAL CURRENT LIABILITIES	426,142.45	887,737.71
<b>NET CURRENT ASSETS</b>	<b>2,888,389.59</b>	<b>2,909,977.34</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	42,641.08	42,641.08
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	14,256,387.45	14,076,857.91
Infrastructure Assets	110,836,636.95	110,439,940.79
TOTAL NON-CURRENT ASSETS	125,551,530.22	124,975,304.52
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	59,957.12	59,957.12
Borrowings	203,984.24	203,984.24
TOTAL NON-CURRENT LIABILITIES	263,941.36	263,941.36
<b>NET ASSETS</b>	<b>128,175,978.45</b>	<b>127,621,340.50</b>
<b>EQUITY</b>		
Accumulated Surplus	28,762,331.13	28,515,494.90
Reserves - Asset Revaluation	97,856,903.52	97,856,903.52
Reserves - Cash Backed	1,556,743.80	1,248,942.08
TOTAL EQUITY	<b>128,175,978.45</b>	<b>127,621,340.50</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 30 April 2016**

**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING REVENUE</b>		
<b>Interest Earnings</b>		
Interest earned on the Reserve funds has been higher than anticipated, which can be attributed to funds not being drawn upon from the Building Reserve for the construction of the executive residence, and the Tambellup Pavilion Reserve for the new pavilion.	■	
<b>OPERATING EXPENSE</b>		
<b>Materials &amp; Contracts</b>		
External consultants have been utilised (or are planned to be engaged) to provide assistance for various requirements including asset management, Roman2, townscape planning etc and payments for their services has not been as high as anticipated to date.	■	
<b>Utilities</b>		
Expenditure on services such as telephone, electricity and water for Councils Buildings parks and reserves has not been as high as expected to date.		■
<b>Insurance Expenses</b>		
The Insurance premiums for Councils buildings have been lower than anticipated.		■
<b>Loss on Asset Disposal</b>		
The variance is due to the timing of changeovers of plant and equipment.	■	
<b>Other Expenditure</b>		
Councils Stormwater Harvesting projects are complete, and a surplus of funds was unexpended in the vicinity of \$37,600. As the project completion deadline for the funding was 31 December 2015, the surplus funds were required to be transferred to the Trust Fund for redistribution within the VROC.		■
<b>CAPITAL REVENUE</b>		
<b>Grants, Subsidies and Contributions</b>		
Progress claims are submitted to Main Roads WA for Regional Road Group funded works. The first 40% in funding has been received, and progress claims have been submitted for the second 40%. It is anticipated this will be received towards the end of May.	■	
Roads to Recovery funding is received in instalments, and the balance of Councils allocation for the 2015/16 year will be received in May.	■	
<b>CAPITAL EXPENDITURE</b>		
<b>Land and Buildings</b>		
Council has awarded the tender for construction of the Executive Residence to Wauters Enterprises, and site works have commenced.	■	
Upgrade of the ablutions in the Tambellup Hall are complete, as is the understage area at the Broomehill Hall. Roof repairs to the Tambellup Hall will commence in May/June.	■	
<b>Infrastructure - Roads</b>		
The wet weather has interfered with the reseals planned for this year. All being well, the contractor is booked for the end of May to do the seal on Pallinup South Road and reseal on Gnowangerup/Tambellup Road.	■	
The works included in the 2015/16 road program are on track to be complete by 30 June.		
<b>Infrastructure - Other</b>		
The CLGF funded Stormwater Harvesting projects are complete, and Council did not expend all of its allocated grant funding. The surplus funds required to be transferred back to the Trust Fund for redistribution within the VROC.		■



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

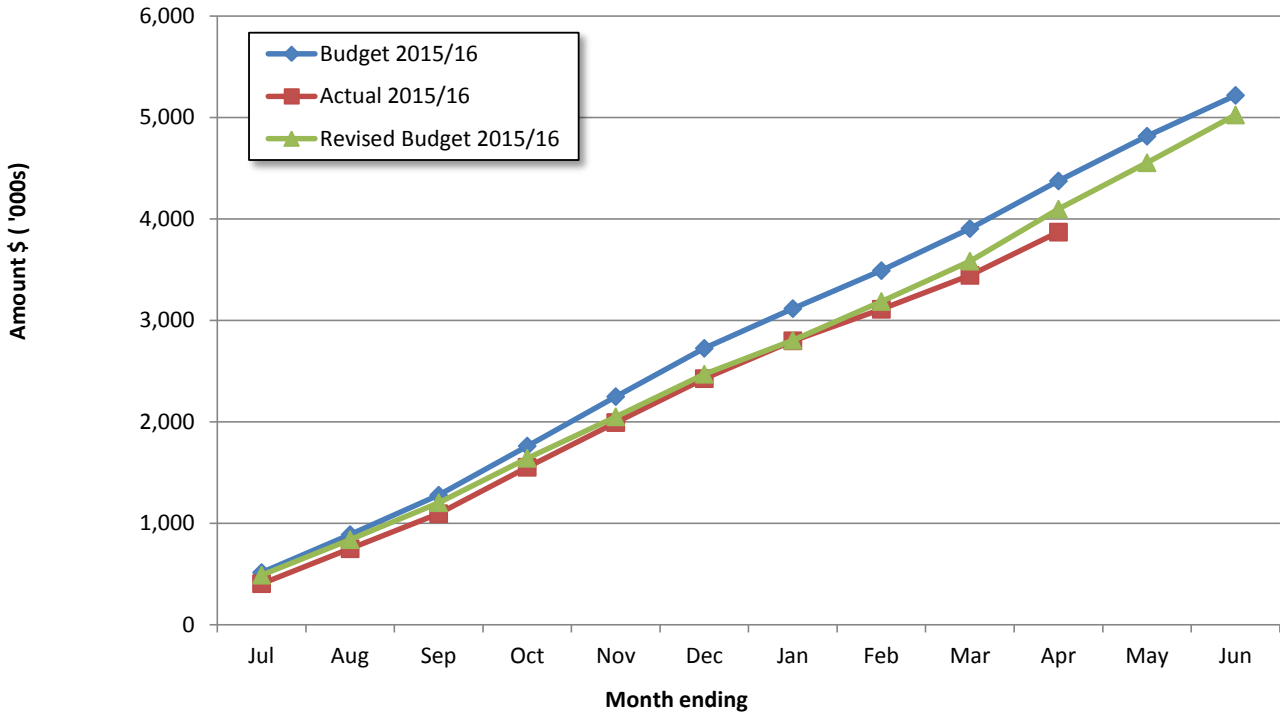
**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Governance</b>		
Funding to purchase a generator backup for the Tambellup Admin Building is still being sourced. Provision was included in the budget to purchase a generator for \$20,000 funded 50/50 between Council and a grant provider.	■	
<b>Housing</b>		
The budget was prepared on a higher occupancy of the units at Sandalwood Villas. The variance is the result of only 3 units being occupied.		■
<b>Recreation &amp; Culture</b>		
Funding from the CSRFF was approved to construct a storeroom at the Broomehill Recreation Complex. The funding is provided on the basis of 1/3 CSRFF, 1/3 Broomehill Complex and the remaining 1/3 from the Reserve. The estimated construction cost was \$27,000. The funding has not yet been received.	■	
<b>Transport</b>		
Progress claims are submitted to Main Roads WA for Regional Road Group funded works. The first 40% in funding has been received, and progress claims have been submitted for the second 40%. It is anticipated this will be received towards the end of May.	■	
Roads to Recovery funding is received in instalments, and the balance of Councils allocation for the 2015/16 year will be received in May.	■	
<b>OPERATING EXPENSE</b>		
<b>Governance</b>		
Provision was made to engage external consultants to provide assistance for various requirements surrounding Integrated Planning (mainly asset management) and payments for their services has not been as high as anticipated to date.	■	
<b>Other Property &amp; Services</b>		
An amount of \$11,627 is carried forward from the previous financial year for wages accrued from the last pay in June 2015. This accrual will be reversed as part of the end of year processes at 30 June 2016.	■	
<b>CAPITAL EXPENDITURE</b>		
<b>Land and Buildings</b>		
Council has awarded the tender for construction of the Executive Residence to Wauters Enterprises, and site works have commenced.	■	
Upgrade of the ablutions in the Tambellup Hall are complete, as is the understage area at the Broomehill Hall. Roof repairs to the Tambellup Hall will commence in May/June.	■	
<b>Infrastructure - Roads</b>		
The wet weather has interfered with the reseals planned for this year. All being well, the contractor is booked for the end of May to do the seal on Pallinup South Road and reseal on Gnowangerup/Tambellup Road.	■	
The works included in the 2015/16 road program are on track to be complete by 30 June.		
<b>Infrastructure - Other</b>		
The CLGF funded Stormwater Harvesting projects are complete, and Council did not expend all of its allocated grant funding. The surplus funds required to be transferred back to the Trust Fund for redistribution within the VROC.		■

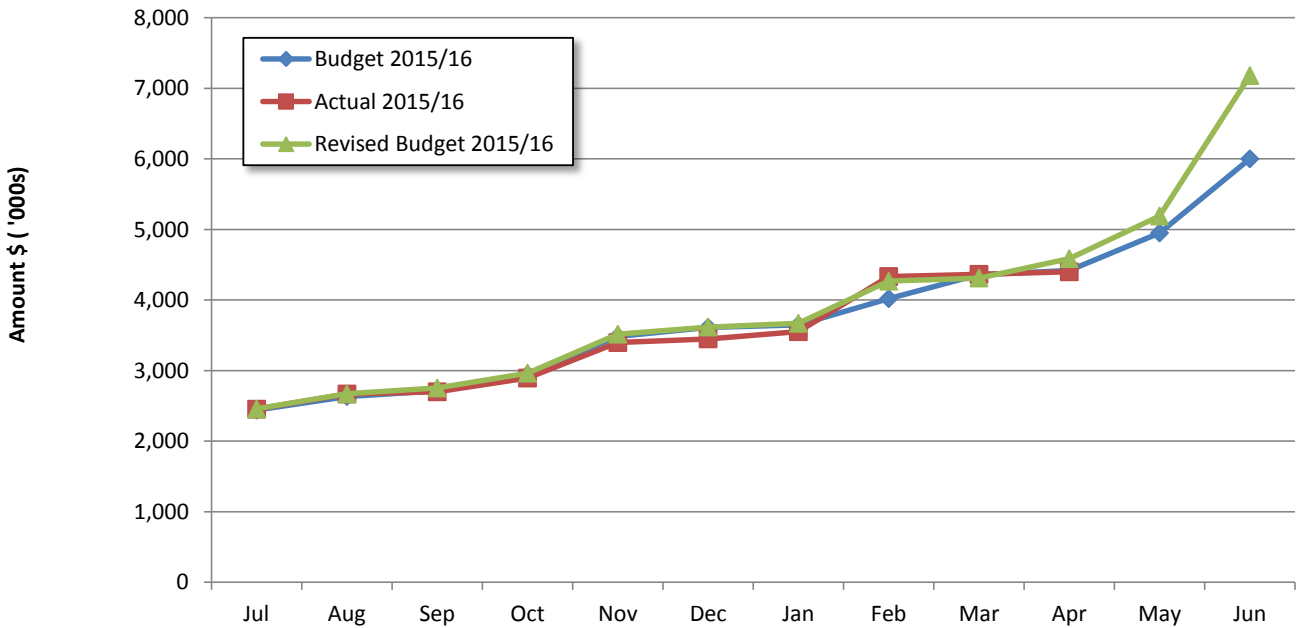
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2016**

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

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



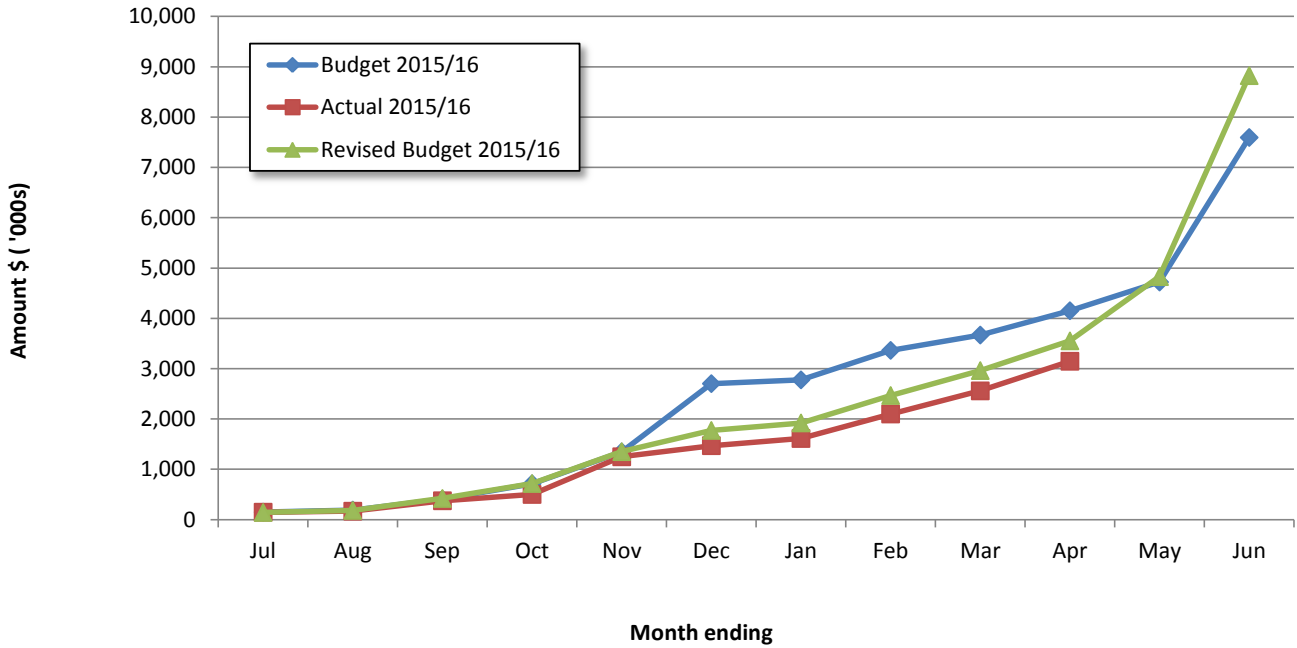
**Budget Operating Revenues -v- Actual**



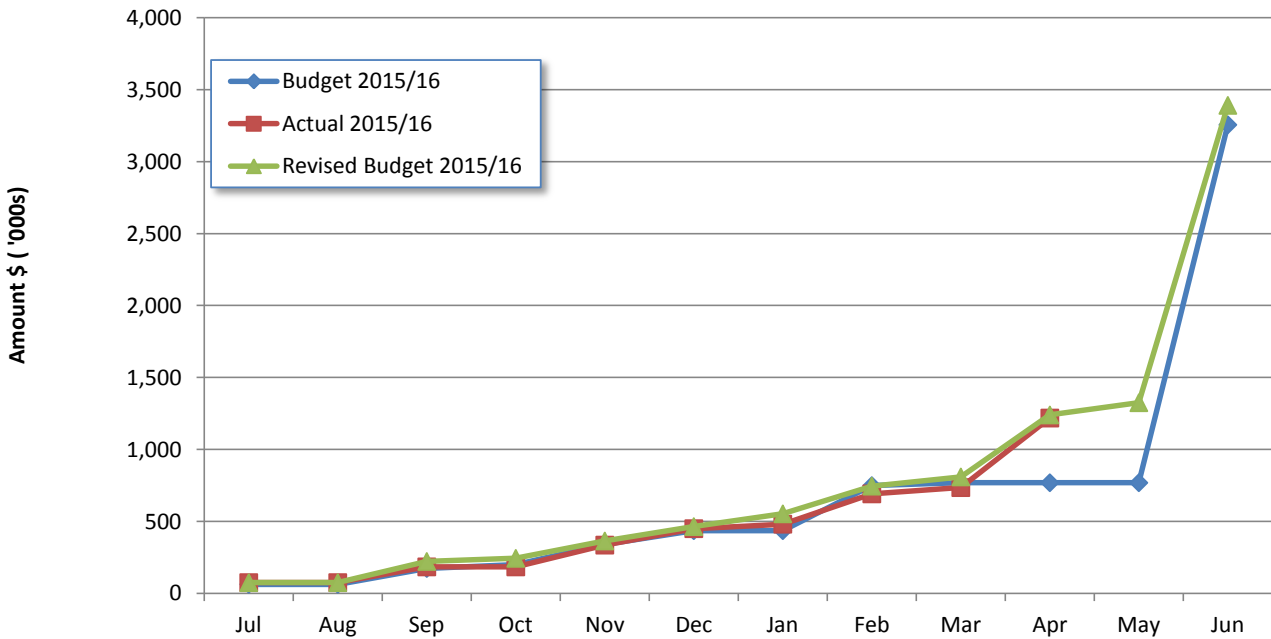
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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 30 April 2016**

**3: NET CURRENT FUNDING POSTION**

	Note	Actual 2015/16	C/fwd 1 July 2015
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		147,990.07	705,911.42
Cash Restricted - Unspent Grants	7	1,219,729.13	1,201,956.90
Cash Restricted - Reserves	8	1,556,743.80	1,248,942.08
Receivables - Rates and Rubbish	5	207,018.53	203,674.82
Receivables - Other	5	17,031.94	396,883.07
Inventories		76,445.34	32,823.81
Accruals and Provisions		7,903.15	7,522.95
		3,232,861.96	3,797,715.05
<b>Less: Current Liabilities</b>			
Payables		(3,750.43)	(158,130.66)
Net GST & PAYG		48,741.83	(232,097.45)
Accruals and Provisions		(42,466.39)	(88,032.82)
		2,525.01	(478,260.93)
Less: Cash Restricted - Reserves	8	(1,556,743.80)	(1,248,942.08)
<b>Net Current Funding Position</b>		<b>1,678,643.17</b>	<b>2,070,512.04</b>

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

**4: CASH AND INVESTMENTS**

	Purpose	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>									
1 Term Deposit	Reserve Funds	1916694	2.40%		1,556,743.80		1,556,743.80	Bendigo	27/06/2016
2 Term Deposit	VROC CLGF - Aged Accom	1921233	2.10%			1,219,577.55	1,219,577.55	Bendigo	30/05/2016
3 Term Deposit	CLGF - Water Grants				0.00		0.00	Bendigo	<i>Closed</i>
4 Term Deposit	CLGF 2012/13	1913316	2.40%		334,613.74		334,613.74	Bendigo	21/06/2016
5 Term Deposit	GSDC - Pavilion	1641090	2.80%		202,677.81		202,677.81	Bendigo	23/06/2016
<b>Total</b>				<b>0.00</b>	<b>1,556,743.80</b>	<b>1,219,577.55</b>	<b>2,776,321.35</b>		

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

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

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

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

**3 Regional CLGF - Water Grants**

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

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

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

**5 Great Southern Development Commission - Regional Grants Scheme**

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

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

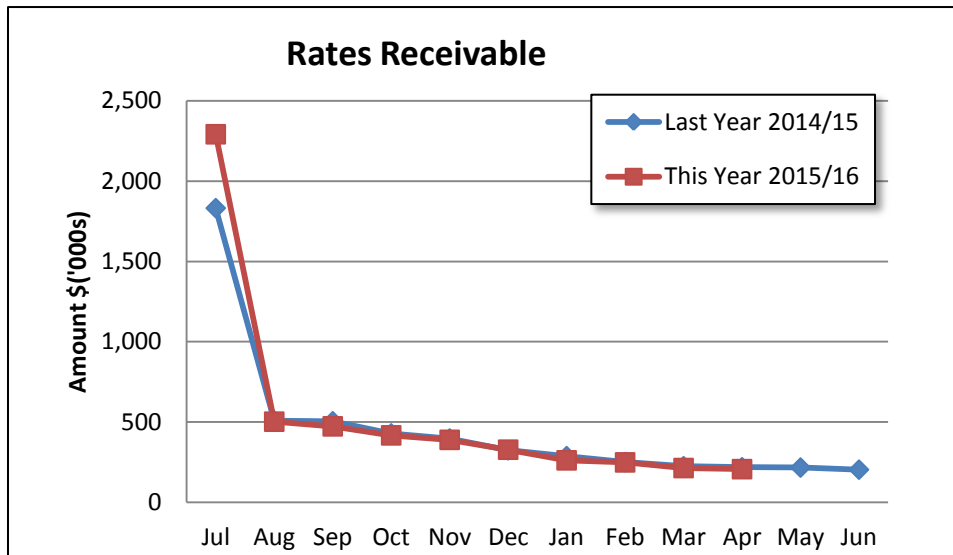
**5: RECEIVABLES**

**Rates & Rubbish**

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

	Actual 2015/16	c/fwd 1 July 2015
	\$	\$
Opening Arrears Previous Years	203,674.82	182,580.61
Rates Levied this year	2,245,338.99	2,127,118.91
<u>Less</u> Collections to date	(2,241,995.28)	(2,106,024.70)
<b>Equals Current Outstanding</b>	<b>207,018.53</b>	<b>203,674.82</b>
<b>Net Rates Collectable</b>	<b>207,018.53</b>	<b>203,674.82</b>
% Collected	91.55%	91.18%

**Net Rates Collectable**  
 % Collected



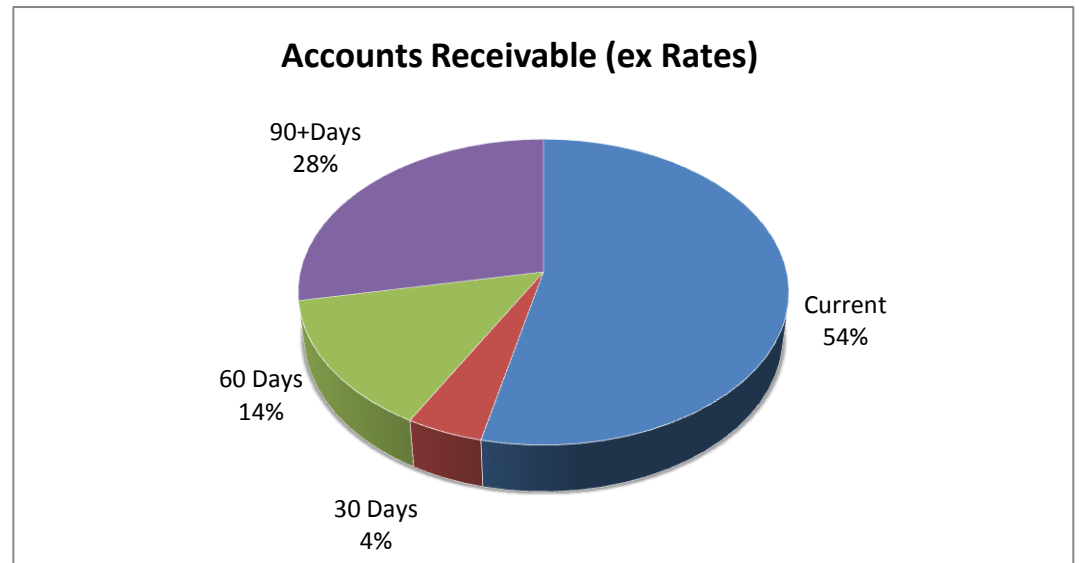
Comments/Notes - Receivables Rates and Rubbish

**Accounts Receivable**

Sundry Debtors  
 Pensioner Rebates  
 Emergency Services Levy

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	1,191.96	986.27	3,070.60	6,166.95
Pensioner Rebates	429.47			
Emergency Services Levy	10,186.69			
	<b>11,808.12</b>	<b>986.27</b>	<b>3,070.60</b>	<b>6,166.95</b>
		<b>Total Outstanding</b>		
				<b>22,031.94</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 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
	<b>Balanced Budget Adopted - 16 July 2015</b>	<b>150713</b>		\$	\$	\$ 0
	<b>Budget Review as at 31 January 2016</b>	<b>160216</b>				0
03002.73	Ex Gratia Rates		Operating Revenue	7,700		7,700
03240.85	Interest on Investments - Municipal Fund		Operating Revenue	6,000		13,700
04001.73	Members - Reimbursements		Operating Revenue	11,400		25,100
04202.79	Admin General - Other Sundry Income		Operating Revenue	6,500		31,600
04301.07	Admin General - Recruitment Costs		Operating Expenses		(19,000)	12,600
04120.74	VROC - Reimbursements		Operating Revenue	16,500		29,100
04126.16	Asset Management Plan - Contract Services		Operating Expenses	10,000		39,100
05021.73	Other Fire Prevention - Contributions		Operating Revenue	2,000		41,100
05103.13	ESL Grant Clothing & Equip - Minor Equip		Operating Expenses		(3,500)	37,600
05121.13	Fire Prevention - Minor Equipment		Operating Expenses		(2,000)	35,600
05121.60	Fire Prevention - Insurances		Operating Expenses	1,500		37,100
08002.74	A Smart Start - Reimbursements		Operating Revenue	7,900		45,000
08104.01	A Smart Start - Salaries & Wages		Operating Expenses		(7,200)	37,800
08104.02	A Smart Start - Superannuation		Operating Expenses		(700)	37,100
09001.74	Staff Housing - Reimbursements		Operating Revenue	1,000		38,100
09126.16	Lavieville Lodge - Contract Services		Operating Expenses		(1,500)	36,600
11007.72	Tambellup Pavilion - Grants Non Operating		Capital Revenue	950,000		986,600
11152.74	Other Recreation & Sport - Reimbursements		Operating Revenue	4,600		991,200
11153.71	Kidsport - Grants Operating		Operating Revenue	12,000		1,003,200
11253.16	Kidsport - Contract Services		Operating Expenses		(12,000)	991,200
12159.71	Direct Grant - Grants Operating		Operating Revenue	10,600		1,001,800
12250.16	Maintenance Other - Contract Services		Operating Expenses		(30,000)	971,800
12250.17	Maintenance Other - Professional Services		Operating Expenses	30,000		1,001,800
12228.16	Roman Road Inventory - Contract Services		Operating Expenses	20,000		1,021,800
14100.74	Public Works Overheads - Reimbursements		Operating Revenue		(35,000)	986,800
04351	Asset Disposals - Plant & Equipment (Exec vehicles)		Capital Revenue	42,700		1,029,500
04351	Asset Purchases - Plant & Equipment (Exec vehicles)		Operating Expenses		(25,800)	1,003,700
CAP9	Tambellup Pavilion - Redevelopment		Capital Expenses		(600,000)	403,700
CAP25	Broomehill Museum - windows		Capital Expenses	1,900		405,600

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 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
				\$	\$	\$
12300	Asset Disposal - Isuzu Gigamax BH002		Capital Revenue	5,000		<b>410,600</b>
12300	Asset Disposal - Plant & Equipment (light vehicles)		Capital Revenue	437,500		<b>848,100</b>
12300	Asset Purchases - Plant & Equipment (light vehicles)		Capital Revenue		(429,400)	<b>418,700</b>
RR17	Taylor Street - seal & kerbing		Capital Expenses		(47,600)	<b>371,100</b>
R2R	Townscape - footpaths upgrades, kerb		Capital Expenses	248,400		<b>619,500</b>
Reserves	Transfers to Reserve		Capital Expenses		(200,800)	<b>418,700</b>
Loans	Proceeds from New Loans		Capital Revenue		(350,000)	<b>68,700</b>
Surplus	Carried Forward 1 July 2015		Opening Surplus(Deficit)		(68,700)	<b>0</b>
	<b>February 2016 Ordinary Meeting</b>					
RR14	Punchmirup North Road	<b>160306</b>	Capital Expenses	87,900		<b>87,900</b>
12004.72	Regional Road Group Grants	<b>160306</b>	Capital Revenue	175,800		<b>263,700</b>
RG30	Pallinup South Road	<b>160306</b>	Capital Expenses		(263,700)	<b>0</b>
<b>Closing Funding Surplus (Deficit)</b>				<b>2,096,900</b>	<b>(2,096,900)</b>	<b>0</b>



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

**7: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2015	Received 2015/16	Expended 2015/16	Closing Balance
		\$	\$	\$	\$
<b>GOVERNANCE</b>					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	50,000.00	0.00	(9,990.91)	40,009.09
<b>COMMUNITY AMENITIES</b>					
Country Local Govt Fund - Regional	Stormwater Harvesting - TA Oval	87,064.69	0.00	(87,064.69)	0.00
Country Local Govt Fund - Regional	Stormwater Harvest - infrastructure CBH dam	77,450.54	0.00	(77,450.54)	0.00
<b>RECREATION &amp; CULTURE</b>					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	50,000.00	0.00	(8,000.00)	42,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	80,000.00	0.00	(30,613.64)	49,386.36
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	0.00	12,000.00	(3,220.00)	8,780.00
<b>TRANSPORT</b>					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2014/15	91,388.28	0.00	(91,388.28)	0.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	0.00	777,516.00	(489,445.91)	288,070.09
Main Roads WA	Regional Road Group funding	0.00	122,640.00	(122,640.00)	0.00
Main Roads WA	Commodity Route funding	0.00	38,000.00	(12,569.80)	25,430.20
<b>TOTALS</b>		<b>1,201,956.90</b>	<b>950,156.00</b>	<b>(932,383.77)</b>	<b>1,219,729.13</b>

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

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Amended Budget 2014/2015
<b>(a) Leave Reserve</b>		
<i>To be used to meet the Councils Long Service Leave liability for its employees.</i>		
Opening Balance	76,711.32	76,900
Amount Set Aside / Transfer to Reserve	30,000.00	30,000
Amount Used / Transfer from Reserve	0.00	(49,200)
Interest Received	1,934.24	1,500
	<b>108,645.56</b>	<b>59,200</b>
<b>(b) Plant Reserve</b>		
<i>To be used to assist with purchase of major plant items.</i>		
Opening Balance	73,609.15	73,600
Amount Set Aside / Transfer to Reserve	230,000.00	230,000
Amount Used / Transfer from Reserve	(260,300.00)	(270,000)
Interest Received	3,949.40	1,500
	<b>47,258.55</b>	<b>35,100</b>
<b>(c) Building Reserve</b>		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	499,380.52	492,500
Amount Set Aside / Transfer to Reserve	100,000.00	100,000
Amount Used / Transfer from Reserve	(93,732.00)	(500,000)
Interest Received	11,602.65	9,000
	<b>517,251.17</b>	<b>101,500</b>
<b>(d) Computer Reserve</b>		
<i>To be used for the replacement or upgrade of computer hardware and software.</i>		
Opening Balance	26,583.56	26,600
Amount Set Aside / Transfer to Reserve	10,000.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	666.53	500
	<b>37,250.09</b>	<b>37,100</b>
<b>(e) Tambellup Recreation Ground &amp; Pavilion Reserve</b>		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	389,011.50	388,800
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(388,000)
Interest Received	8,226.95	8,000
	<b>397,238.45</b>	<b>8,800</b>
<b>(f) Broomehill Recreation Complex Reserve</b>		
<i>To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.</i>		
Opening Balance	53,640.37	53,700
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	(9,000)
Interest Received	1,223.57	1,500
	<b>63,463.94</b>	<b>54,800</b>

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

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Amended Budget 2014/2015
<b>(g) Broomehill Village Hall Replacement Reserve</b> <i>To be used for the replacement of the existing Broomehill Village Hall or refurbishment of the existing facility.</i>		
Opening Balance	8,034.42	8,000
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	(8,119.41)	(8,000)
Interest Received	84.99	0
	<b>0.00</b>	<b>0</b>
<b>(h) Building Maintenance Reserve</b> <i>To be used to fund building maintenance requirements for all Council owned buildings</i>		
Opening Balance	51,372.26	51,300
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(20,000)
Interest Received	1,085.95	1,000
	<b>52,458.21</b>	<b>32,300</b>
<b>(i) Sandalwood Villas Reserve</b> <i>To be utilised towards maintenance of the 6 units at Sandalwood Villas</i>		
Opening Balance	38,717.95	37,300
Amount Set Aside/Transfer to Reserve	0.00	11,300
Amount Used/Transfer from Reserve	0.00	0
Interest Received	819.17	800
	<b>39,537.12</b>	<b>49,400</b>
<b>(j) Broomehill Synthetic Bowling Green Replacement Reserve</b> <i>To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.</i>		
Opening Balance	26,835.28	26,800
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	657.26	500
	<b>36,092.54</b>	<b>35,900</b>
<b>(k) Refuse Sites Post Closure Management Reserve</b> <i>To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.</i>		
Opening Balance	5,045.75	5,000
Amount Set Aside/Transfer to Reserve	5,000.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	157.52	100
	<b>10,203.27</b>	<b>10,100</b>
<b>(l) Lavieville Lodge Reserve</b> <i>To be utilised towards maintenance of the 4 units at Lavieville Lodge</i>		
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	45,541.00	45,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	185.42	900
	<b>45,726.42</b>	<b>45,900</b>

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

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

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

	YTD Actual 2015/16	Amended Budget 2014/2015
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	200,800.00	200,800
Amount Used/Transfer from Reserve	0.00	0
Interest Received	818.48	0
	<b>201,618.48</b>	<b>200,800</b>

**Total Cash Backed Reserves**

<b>1,556,743.80</b>	<b>670,900</b>
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**Summary of Transfers To and (From) Cash Backed Reserves****Transfers to Reserves**

Leave Reserve	31,934.24	31,500
Plant Reserve	233,949.40	231,500
Building Reserve	111,602.65	109,000
Computer Reserve	10,666.53	10,500
Tambellup Rec Ground & Pavilion Reserve	8,226.95	8,000
Broomehill Rec Complex Reserve	9,823.57	10,100
Broomehill Village Hall Replacement Reserve	84.99	0
Building Maintenance Reserve	1,085.95	1,000
Sandalwood Villas Reserve	819.17	12,100
Broomehill Synthetic Bowling Green Replacement Reserve	9,257.26	9,100
Refuse Sites Post Closure Management Reserves	5,157.52	5,100
Lavieville Lodge Reserve	45,726.42	45,900
Townscape Plan Implementation Reserve	201,618.48	200,800
	<b>669,953.13</b>	<b>674,600</b>

**Transfers from Reserves**

Leave Reserve	0.00	(49,200)
Plant Reserve	(260,300.00)	(270,000)
Building Reserve	(93,732.00)	(500,000)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	(388,000)
Broomehill Rec Complex Reserve	0.00	(9,000)
Broomehill Village Hall Replacement Reserve	(8,119.41)	(8,000)
Building Maintenance Reserve	0.00	(20,000)
Sandalwood Villas Reserve	0.00	0
Broomehill Synthetic Bowling Green Replacement Reserve	0.00	0
Refuse Sites Post Closure Management Reserves	0.00	0
Lavieville Lodge Reserve	0.00	0
Townscape Plan Implementation Reserve	0.00	0
	<b>(362,151.41)</b>	<b>(1,244,200)</b>

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

<b>307,801.72</b>	<b>(569,600)</b>
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*All of the above reserve accounts are supported by money held in financial institutions.*

**Comments - Cash Backed Reserves**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 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 2015/16	Amended Budget 2015/16	YTD Actual 2015/16	Amended Budget 2015/16	YTD Actual 2015/16	Amended Budget 2015/16
<b>PLANT &amp; EQUIPMENT</b>						
<i><b>Governance</b></i>						
Holden Caprice - OTA	40,111.18	41,500	39,472.73	39,500	(638.45)	(2,000)
Holden Colorado - BH000	35,236.23	36,600	33,636.36	33,600	(1,599.87)	(3,000)
Holden Colorado - BH000	36,186.83	38,600	31,288.64	33,600	(4,898.19)	(5,000)
<i><b>Recreation &amp; Culture</b></i>						
Toro 360 Mower	35,164.42	28,200	15,650.00	15,000	(19,514.42)	(13,200)
<i><b>Transport</b></i>						
Caterpillar 12H Grader - TA18	139,842.71	139,800	80,000.00	80,000	(59,842.71)	(59,800)
Isuzu Gigamax Truck - BH002	110,291.25	109,800	75,045.45	80,000	(35,245.80)	(29,800)
6x4 Fuel Trailer	0.00	700	0.00	500	0.00	(200)
Ford Ranger Dual Cab - 1TA	43,255.90	43,000	40,989.16	40,900	(2,266.74)	(2,100)
Ford Ranger Dual Cab - 1TA	43,647.98	43,600	43,905.43	43,900	257.45	300
Ford Ranger Dual Cab - 1TA	44,791.39	44,800	46,818.18	46,900	2,026.79	2,100
Toyota Hilux Dual Cab - 1TA	43,622.47	43,600	43,409.09	41,000	(213.38)	(2,600)
Toyota Hilux Dual Cab - 1TA	0.00	43,600	0.00	41,000	0.00	(2,600)
Holden Colorado Utility - TA052	31,355.73	31,400	24,545.45	24,500	(6,810.28)	(6,900)
Ford Ranger Dual Cab - TA001	40,661.01	40,100	38,181.82	38,200	(2,479.19)	(1,900)
Holden Colorado Dual Cab - TA001	40,503.01	40,500	38,181.82	38,200	(2,321.19)	(2,300)
Toyota Hilux Dual Cab - TA001	45,845.91	45,000	43,636.36	44,000	(2,209.55)	(1,000)
Toyota Hilux Dual Cab - TA001	0.00	45,000	0.00	44,000	0.00	(1,000)
Holden Colorado Utility - BH009	28,559.31	28,400	21,818.18	21,800	(6,741.13)	(6,600)
Holden Colorado Dual Cab - BH00	33,538.76	33,500	28,090.91	28,000	(5,447.85)	(5,500)
Toyota Hilux dual cab - BH00	37,667.95	39,500	35,909.09	38,000	(1,758.86)	(1,500)
Holden Colorado Utility - BH014	34,086.68	34,000	29,090.91	29,000	(4,995.77)	(5,000)
Toyota Landcruiser dual cab - BH003	56,075.99	56,000	56,590.91	56,600	514.92	600
Toyota Landcruiser dual cab - BH003	57,696.82	57,300	56,090.91	55,000	(1,605.91)	(2,300)
Toyota Hilux single cab - TA005	33,436.65	35,000	33,636.36	33,500	199.71	(1,500)
	<b>1,011,578.18</b>	<b>1,099,500</b>	<b>855,987.76</b>	<b>946,700</b>	<b>(155,590.42)</b>	<b>(152,800)</b>

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

YTD Actual 2015/16	Amended Budget 2013/2014
2,998.87	3,000
(158,589.29)	(155,800)
<b>(155,590.42)</b>	<b>(152,800)</b>

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

**10: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,173,500	(187,900)	2,163,072.43	(142,869.48)
General Purpose Funding	860,000	0	645,995.25	0.00
Other General Purpose Funding	44,500	(61,100)	46,574.29	(48,228.20)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,078,000</b>	<b>(249,000)</b>	<b>2,855,641.97</b>	<b>(191,097.68)</b>
<b>GOVERNANCE</b>				
Members Of Council	27,400	(635,600)	16,407.86	(430,053.45)
Administration General	9,000	0	7,944.65	0.00
Other Governance	25,500	(77,300)	16,758.75	(44,285.75)
<b>TOTAL GOVERNANCE</b>	<b>61,900</b>	<b>(712,900)</b>	<b>41,111.26</b>	<b>(474,339.20)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	87,500	(176,600)	92,911.82	(157,172.34)
Animal Control	3,900	(32,100)	3,720.66	(18,910.10)
Other Law, Order & Public Safety	0	(6,500)	0.00	(1,218.25)
<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>91,400</b>	<b>(215,200)</b>	<b>96,632.48</b>	<b>(177,300.69)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(12,900)	0.00	(8,900.92)
Health Inspection & Administration	500	(31,200)	354.00	(13,422.63)
Preventative Services - Pest Control	0	(12,100)	0.00	(16,248.32)
Other Health	0	0	0.00	0.00
<b>TOTAL HEALTH</b>	<b>1,100</b>	<b>(56,200)</b>	<b>354.00</b>	<b>(38,571.87)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	8,400	(14,700)	250.00	(10,081.45)
Other Welfare	0	(10,000)	0.00	0.00
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>8,400</b>	<b>(24,700)</b>	<b>250.00</b>	<b>(10,081.45)</b>
<b>HOUSING</b>				
Staff Housing	1,000	0	1,107.94	(164.02)
Other Housing	117,300	(90,100)	86,205.70	(71,203.62)
<b>TOTAL OTHER HOUSING</b>	<b>118,300</b>	<b>(90,100)</b>	<b>87,313.64</b>	<b>(71,367.64)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,700	(244,400)	63,349.78	(182,671.73)
Protection Of The Environment	2,000	(2,000)	244.18	(2,948.77)
Town Planning & Regional Development	4,000	(55,700)	4,781.00	(42,803.66)
Other Community Amenities	4,500	(40,700)	5,945.46	(53,705.65)
Public Conveniences	0	(47,200)	0.00	(36,659.01)
Urban Stormwater Drainage	0	(3,400)	0.00	0.00
Sewerage	0	0	0.00	0.00
<b>TOTAL COMMUNITY AMENITIES</b>	<b>74,200</b>	<b>(393,400)</b>	<b>74,320.42</b>	<b>(318,788.82)</b>

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

**10: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	1,677,000	(172,600)	6,172.73	(126,448.74)
Other Sport & Recreation	84,400	(628,300)	34,710.01	(499,095.36)
Libraries	100	(67,700)	69.45	(64,287.91)
Other Culture	0	(27,200)	0.00	(16,542.38)
Television Rebroadcasting	0	0	0.00	0.00
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>1,761,500</b>	<b>(895,800)</b>	<b>40,952.19</b>	<b>(706,374.39)</b>
<b>TRANSPORT</b>				
Road Construction	1,661,800	0	938,156.00	0.00
Streets Roads Bridges & Depot Maint	147,800	(2,082,700)	145,558.87	(1,635,797.07)
Traffic Control	23,200	(57,900)	17,905.63	(46,457.03)
<b>TOTAL TRANSPORT</b>	<b>1,832,800</b>	<b>(2,140,600)</b>	<b>1,101,620.50</b>	<b>(1,682,254.10)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(3,100)	0.00	(3,875.83)
Tourism & Area Promotion	15,200	(100,500)	11,658.92	(74,228.57)
Building Control	14,200	(58,300)	11,922.28	(50,610.79)
Other Economic Services	25,500	(55,600)	18,150.07	(37,289.20)
<b>TOTAL ECONOMIC SERVICES</b>	<b>54,900</b>	<b>(217,500)</b>	<b>41,731.27</b>	<b>(166,004.39)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	25,000	(22,600)	29,310.06	(31,392.49)
Public Works Overhead	35,000	(3,300)	53.20	(19,016.70)
Plant Operation Costs	35,000	(300)	24,748.71	28,598.63
Workers Compensation	0	0	6,432.12	(6,432.12)
Salaries & Wages	0	0	0.00	(11,627.35)
Unclassified	4,000	(3,000)	0.00	(3,000.00)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>99,000</b>	<b>(29,200)</b>	<b>60,544.09</b>	<b>(42,870.03)</b>
<b>TOTAL OPERATING</b>	<b>7,181,500</b>	<b>(5,024,600)</b>	<b>4,400,471.82</b>	<b>(3,879,050.26)</b>

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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GOVERNANCE</b>					
Holden Statesman Sedan - OTA (CEO)	P&E	39,500	(42,200)	39,472.73	(42,200.00)
Holden Colorado Wagon - BH000 (MCS)	P&E	33,600	(36,300)	33,636.36	(36,300.00)
Holden Colorado Wagon - BH000 (MCS)	P&E	33,600	(36,300)	31,288.64	(34,925.00)
Broomehill Admin Building - solar energy	P&E	0	(50,000)	0.00	(9,990.91)
Tambellup Admin Building - generator backup	P&E	0	(20,000)	0.00	0.00
		<b>106,700</b>	<b>(184,800)</b>	<b>104,397.73</b>	<b>(123,415.91)</b>
<b>HOUSING</b>					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(400,000)	0.00	(16,946.52)
		<b>0</b>	<b>(415,000)</b>	<b>0.00</b>	<b>(16,946.52)</b>
<b>COMMUNITY AMENITIES</b>					
Stormwater Harvesting - Tamb Oval	I-P	0	(87,000)	0.00	(54,656.41)
Stormwater Harvesting - Bhill CBH catchment to Complex	I-P	0	(77,500)	0.00	(69,435.61)
Stormwater Harvesting - Tanks at Tamb Oval	I-P	0	0	0.00	(5,026.91)
		<b>0</b>	<b>(164,500)</b>	<b>0.00</b>	<b>(129,118.93)</b>
<b>RECREATION &amp; CULTURE</b>					
Broomehill Hall - refurb under stage area	L&B	0	(50,000)	0.00	(8,000.00)
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	(80,000)	0.00	(30,613.64)
Tambellup Pavilion - redevelopment	L&B	0	(3,600,000)	0.00	(77,343.27)
Broomehill Rec Complex - storage room	L&B	0	(27,000)	0.00	0.00
Broomehill RSL Hall - sliding door/access ramp/paving	L&B	0	(7,500)	0.00	(2,688.00)
Broomehill RSL Hall - replace patio	L&B	0	(5,500)	0.00	0.00
Diprose Park - soft fall under junior playground	I-P	0	(25,000)	0.00	0.00
Diprose Park - shade structure over junior playground	L&B	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area	L&B	0	(6,000)	0.00	0.00
Tambellup CRC - development of rear yard	L&B	0	(10,000)	0.00	(10,000.00)
Broomehill Museum - replace 2 windows west side	L&B	0	(17,600)	0.00	(17,590.91)
Subdivision Costs - No1 Dam	L&B	0	(10,000)	0.00	0.00
<b>Plant Replacement</b>					
Toro 360 Mower	P&E	15,000	(40,000)	15,650.00	(43,150.00)
		<b>15,000</b>	<b>(3,899,600)</b>	<b>15,650.00</b>	<b>(189,385.82)</b>
<b>TRANSPORT</b>					
<b>Buildings</b>					
Machinery Shed - Tambellup Depot	L&B	0	(100,000)	0.00	(93,732.51)
Tambellup Depot - Washdown Bay	L&B	0	(20,000)	0.00	0.00
<b>Plant Replacement</b>					
Caterpillar 12H Grader TA18	P&E	80,000	(350,000)	80,000.00	(340,300.00)
Isuzu Gigamax BH002	P&E	80,000	0	75,045.45	0.00
Water Tank	P&E	0	(65,000)	0.00	(63,896.74)
NEW 6 tonne Truck	P&E	0	(120,000)	0.00	(111,278.39)
6x4 Fuel Trailer	P&E	500	(20,000)	0.00	(11,909.09)
Ford Ranger Wildtrak 1TA	P&E	40,900	(43,700)	40,989.16	(43,716.44)
Ford Ranger Wildtrak 1TA	P&E	43,900	(44,800)	43,905.43	(44,814.52)
Toyota Hilux SR5 Dual Cab 1TA	P&E	46,900	(43,600)	46,818.18	(43,636.36)
Toyota Hilux SR5 Dual Cab 1TA	P&E	41,000	(46,000)	43,409.09	(44,318.18)
Toyota Hilux SR5 Dual Cab 1TA	P&E	41,000	(46,700)	43,636.36	(44,909.09)
Holden Colorado Utility TA052	P&E	24,500	(31,200)	24,545.45	(31,206.36)
Ford Ranger Utility TA001	P&E	38,200	(40,600)	38,181.82	(40,567.00)
Toyota Hilux SR5 Dual Cab TA001	P&E	38,200	(45,900)	38,181.82	(45,909.09)
Toyota Hilux SR5 Dual Cab TA001	P&E	44,000	(46,000)	0.00	0.00
Toyota Hilux SR5 Dual Cab TA001	P&E	44,000	(46,000)	0.00	0.00



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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>TRANSPORT</b>					
<i>Plant Replacement (continued)</i>					
Holden Colorado Utility BH009	P&E	21,800	(28,600)	21,818.18	(28,600.00)
Ford Ranger Dual Cab BH00	P&E	28,000	(38,000)	28,090.91	(38,090.91)
Toyota Hilux Dual Cab BH00	P&E	38,000	(42,000)	35,909.09	(39,090.91)
Holden Colorado Utility BH014	P&E	29,000	(36,600)	29,090.91	(36,630.12)
Toyota Landcruiser Dual Cab BH003	P&E	56,600	(57,700)	56,590.91	(57,727.27)
Toyota Landcruiser Dual Cab BH003	P&E	55,000	(58,000)	56,090.91	(57,681.82)
Toyota Hilux Utility TA005	P&E	33,500	(35,000)	33,636.36	(35,000.00)
Portable Traffic Lights	P&E		(7,900)	0.00	0.00
Sundry Plant	P&E	0	(14,000)	0.00	0.00
<i>Footpaths</i>					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
<i>Road Construction</i>					
<b>Regional Road Group</b>					
Gnowangerup-Tambellup Rd - reseal	I-R	0	(173,900)	0.00	(140,335.03)
Toolbrunup Rd - stabilise patches & seal	I-R	0	(162,200)	0.00	(144,425.92)
Pallinup South Rd - construct & seal	I-R	0	(367,100)	0.00	(95,012.75)
<b>Roads to Recovery</b>					
Pindellup Rd - widen & resheet	I-R	0	(85,000)	0.00	(87,242.68)
Punchmirup North Rd - gravel sheet	I-R	0	(153,300)	0.00	(85,879.68)
Norrish Rd - gravel sheet	I-R	0	(146,400)	0.00	(39,668.10)
Toolbrunup Rd - gravel sheet	I-R	0	(117,900)	0.00	(116,443.81)
Taylor Street - seal & kerb	I-R	0	(47,600)	0.00	(4,221.04)
<b>Commodity Routes</b>					
Nardlah Rd - gravel resheet / reseal 900m	I-R	0	(32,000)	0.00	(9,253.46)
Beejenup Rd - gravel sheet	I-R		(123,400)	0.00	(12,539.80)
<b>Council Funds</b>					
Townscape - footpath upgrades, kerbing & drainage	I-R	0	0	0.00	0.00
<b>Bridgeworks</b>					
Broomehill -Kojonup Rd - bridge 4233	I-R	0	(174,000)	0.00	0.00
Pallinup Rd - bridge 4241	I-R	0	(290,000)	0.00	0.00
		<b>825,000</b>	<b>(3,370,100)</b>	<b>735,940.03</b>	<b>(1,988,037.07)</b>
<b>ECONOMIC SERVICES</b>					
Banner Poles - Tourist Layby Broomehill	I-P	0	(5,500)	0.00	0.00
Signage - Tourist Info Bays Bhill & Tamb	I-P	0	(4,500)	0.00	(1,376.00)
Tambellup Railway Station - replace gutters & fascia	L&B	0	(5,000)	0.00	0.00
		<b>0</b>	<b>(15,000)</b>	<b>0.00</b>	<b>(1,376.00)</b>
<b>TOTAL</b>					
		<b>946,700</b>	<b>(8,049,000)</b>	<b>855,987.76</b>	<b>(2,448,280.25)</b>
<b>LAND HELD FOR RESALE</b>					
	LR	0	0	0	0.00
<b>LAND &amp; BUILDINGS</b>					
	L&B	0	(4,374,600)	0.00	(256,914.85)
<b>PLANT &amp; EQUIPMENT</b>					
	P&E	946,700	(1,532,100)	855,987.76	(1,325,848.20)
<b>FURNITURE &amp; EQUIPMENT</b>					
	F&E	0	0	0.00	0.00
<b>INFRASTRUCTURE - ROADS</b>					
	I-R	0	(1,942,800)	0.00	(735,022.27)
<b>INFRASTRUCTURE - PARKS</b>					
	I-P	0	(199,500)	0.00	(130,494.93)
		<b>946,700</b>	<b>(8,049,000)</b>	<b>855,987.76</b>	<b>(2,448,280.25)</b>

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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RESERVE TRANSFERS - from/(to)</b>				
Leave Reserve	49,200	(31,500)	0.00	(31,934.24)
Plant Replacement Reserve	270,000	(231,500)	260,300.00	(233,949.40)
Building Reserve	500,000	(109,000)	93,732.00	(111,602.65)
Computer Reserve	0	(10,500)	0.00	(10,666.53)
Tambellup Rec Ground & Pavilion Reserve	388,000	(8,000)	0.00	(8,226.95)
Broomehill Rec Complex Reserve	9,000	(10,100)	0.00	(9,823.57)
Broomehill Village Hall Replacement Reserve	8,000	0	8,119.41	(84.99)
Building Maintenance Reserve	20,000	(1,000)	0.00	(1,085.95)
Sandalwood Villas Reserve	0	(12,100)	0.00	(819.17)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,100)	0.00	(9,257.26)
Refuse Sites Post Closure Management Reserve	0	(5,100)	0.00	(5,157.52)
Lavieville Lodge Reserve	0	(45,900)	0.00	(45,726.42)
Townscape Plan Implementation Reserve	0	(200,800)	0.00	(201,618.48)
	<b>1,244,200</b>	<b>(674,600)</b>	<b>362,151.41</b>	<b>(669,953.13)</b>
<b>LOANS</b>				
Loan Repayments	0	(49,700)	0.00	(29,263.01)
Proceeds from New Loans	1,200,000	0	0.00	0.00
Self Supporting Loans	0	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	<b>1,200,000</b>	<b>(99,700)</b>	<b>0.00</b>	<b>(29,263.01)</b>
<b>TOTAL CAPITAL</b>	<b>3,390,900</b>	<b>(8,823,300)</b>	<b>1,218,139.17</b>	<b>(3,147,496.39)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 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 2015	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,875.00	5,125.00	(6,500.00)	500.00
Key Bonds	1,100.00	750.00	(1,600.00)	250.00
Equipment Bonds	0.00	300.00	(200.00)	100.00
House Bonds	880.00	1,280.00	(1,280.00)	880.00
Nomination Deposits	0.00	240.00	(240.00)	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	9,794.94	37,445.87	(17,305.00)	29,935.81
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
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	1,988,411.98	70,472.24	(839,306.67)	1,219,577.55
YMCA - A Smart Start Program	391,876.10	0.00	(91,438.10)	300,438.00
Broomehill Dramatic Society	0.00	3,917.86	(500.00)	3,417.86
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	<b>2,409,096.23</b>	<b>119,530.97</b>	<b>(958,369.77)</b>	<b>1,570,257.43</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 30 April 2016**  
**Presented to Council on 19 May 2016**

*Financial Management Regulations No. 12 & No. 13*

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
436	08/04/2016	JJ & AE LETTER	Refund bond for hire of plate compactor		100.00
437	08/04/2016	WA FARMERS	Refund Pavilion bonds		550.00
438	28/04/2016	B.D. COVENTRY & SONS	Refund Hall bonds		550.00
3103	04/04/2016	J BLACKWOOD & SON	Cleaning products - paper roll towels	79.66	
3104	04/04/2016	TAMBELLUP CRC	Contribution to CRC Yard Development Project	11,000.00	
3105	07/04/2016	BUILDING COMMISSION	Building Services Levy collected March 2016	792.84	
3106	08/04/2016	AUSTRALIA POST	April BT Times postage	70.00	
3107	08/04/2016	J BLACKWOOD & SON	Cleaning products - public toilets	231.20	
3108	08/04/2016	ST LUKE'S FAMILY PRACTICE	Pre employment medical for Herby Harvard	121.00	
3109	08/04/2016	TAMBELLUP DELI	Newspapers, fuel & groceries March 2016	338.87	
3110	08/04/2016	TOWN OF BASSENDEAN MEMORIAL LIBRARY	Lost library book	26.40	
3111	08/04/2016	WATER CORPORATION	Water charges Feb & March - No 1 Dam Jam Creek Rd	890.46	
3112	12/04/2016	CITY OF ALBANY	Lunch with City of Canning CEO in Albany 11/03/2016	30.00	
3113	12/04/2016	CUT-N-COTE	Adhesive, 4pce Pick & hook set for workshop	141.80	
3114	12/04/2016	GREAT SOUTHERN FUEL SUPPLIES	15,000lts Diesel for TA Depot	15,328.57	
3115	12/04/2016	KATANNING INTERNATIONAL RULES BASKETBALL ASSOC.	Kidsport Applications x 2	120.00	
3116	12/04/2016	KATANNING JUNIOR BASKETBALL ASSOCIATION	Kidsport Applicants x 30	1,770.00	
3117	12/04/2016	SHIRE OF KOJONUP	Recoup from VROC Aged Accommodation funds held in Trust	66,720.15	
3118	12/04/2016	SYNERGY	Streetlighting usage 25/01/16 tp 24/02/16	2,357.25	
3119	12/04/2016	TAMBELLUP DELI	Newspapers, fuel & groceries February 2016	565.62	
3120	12/04/2016	WATER CORPORATION	Water usage 04/01/16 to 04/03/16	3,640.29	
3121	13/04/2016	PETTY CASH	Petty Cash reimbursement - Broomehill	786.15	
3122	15/04/2016	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux TA005	133.15	
3123	19/04/2016	CANCELLED	Printing error	-	
3124	19/04/2016	PETER BARNESBY	1300 Cubic metres Gravel - Pindellup Rd	3,080.00	
3125	19/04/2016	SHIRE OF KOJONUP	Recoup from VROC Water Harvesting funds held in Trust	41,430.33	
3126	19/04/2016	SYNERGY	Streetlighting usage 25/02/16 to 24/03/16	2,203.61	
3127	19/04/2016	TELSTRA	Phone charges 29/02/16 to 01/04/16	2,644.45	
3128	19/04/2016	WATER CORPORATION	Water usage & Sewerage charges Lavieville Lodge to 05/04/16	1,235.88	

10.02 - Creditors Accounts Paid - April 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3129	19/04/2016	ELSJE WILLIAMSON	Refund of rent paid in advance due to vacating unit	450.00	
3130	21/04/2016	HANSON CONSTRUCTIONS MATERIALS	Crusher Dust & 14mm Aggregate Bhill/Koji Rd, 14mm	13,609.63	
3131	21/04/2016	MOONIES HILL BUS SERVICE	Hire of Bus & Driver for Road Inspections	850.08	
3132	21/04/2016	SHIRE OF CRANBROOK	Recoup from VROC Aged Accommodation funds held in Trust	87,105.29	
3133	21/04/2016	SYNERGY	Electricity usage 19/02/16 to 13/04/16	1,864.15	
3134	21/04/2016	WATER CORPORATION	Water usage to 05/04/16 Water charges to 30/04/16	5,602.28	
3135	28/04/2016	PETTY CASH	Petty Cash reimbursement - Tambellup	353.45	
3136	29/04/2016	GREAT SOUTHERN FUEL SUPPLIES	Diesel 20000lts TA / BH Depot	20,792.20	
3137	29/04/2016	HANSON CONSTRUCTIONS MATERIALS	14mm Aggregate - Pallinup South Rd seal	6,031.42	
3138	29/04/2016	SHIRE OF KOJONUP	Recoup from VROC Aged Accommodation funds held in Trust	88,543.73	
3139	19/04/2016	CANCELLED	Printing error	-	
3140	19/04/2016	CANCELLED	Printing error	-	
3141	19/04/2016	SYNERGY	Adjustment for Synergy acc for Street lighting - incorrect amount processed	100.00	
EFT7650	04/04/2016	AARON PARNELL	Lavieville Grounds Maintenance	200.00	
EFT7651	04/04/2016	ALBANY HYDRAULICS	Air-gun nozzles x 2	219.89	
EFT7652	04/04/2016	BAMLEY PTY LTD	Pest control Ants & Spiders	143.00	
EFT7653	04/04/2016	BEST OFFICE SYSTEMS	Travel to repair Tambellup Office Copier	137.50	
EFT7654	04/04/2016	COALCLIFF PLANT HIRE	Dry hire Multi Roller x 5 days	1,650.00	
EFT7655	04/04/2016	COURIER AUSTRALIA	Freight on Valve, removal tool/ fittings/cleaning goods	87.22	
EFT7656	04/04/2016	FAST FINISHING SERVICES	Binding Council Minutes Aug 2015 - Jan 2016	155.10	
EFT7657	04/04/2016	PRANDI BUILDERS	Progress claim #1 for TA Hall Ablutions renovation 75%	33,675.00	
EFT7658	04/04/2016	PREMIER SMASH REPAIRS	Supply & install Windscreen BH000	321.00	
EFT7659	04/04/2016	QFH MULTIPARTS	Hose & fittings for Bucket Broom	443.76	
EFT7660	04/04/2016	RECHARGE-IT (Danai Pty Ltd)	Refill printer cartridges	71.00	
EFT7661	04/04/2016	RON BACK	Review & Report on Financial Management Systems	3,693.40	
EFT7662	04/04/2016	RON WRIGHT	Gravel pit rehabilitation - Palmers	1,061.50	
EFT7663	04/04/2016	SHIRE OF KATANNING	Contribution to Community Emergency Services Manager to 31 Dec 2015	3,063.13	
EFT7664	04/04/2016	SOUTHERN TOOL AND FASTENER CO	Bottle Jack for TA092 20,000kg	55.00	
EFT7665	04/04/2016	STATE WIDE TURF SERVICES	Vertimow & sweep TA Oval	4,688.42	
EFT7666	04/04/2016	WESTRAC EQUIPMENT PTY LTD	Cutting Edges for all graders, wear plates, adaptor & coupling for 930K Loader	12,316.89	
EFT	05/04/2016	SALARIES & WAGES	Wages for fortnight ending 1 April 2016	50,016.48	
EFT7667	05/04/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	

10.02 - Creditors Accounts Paid - April 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7668	05/04/2016	CHILD SUPPORT AGENCY	Payroll deductions	330.04	
EFT7669	05/04/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7670	05/04/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7671	05/04/2016	MAIN ROADS WESTERN AUSTRALIA	Return Road Project Grant paid in error	96,800.00	
EFT7672	08/04/2016	ALBANY SECURITY SUPPLIES	New lock for shed door	254.74	
EFT7673	08/04/2016	AUSROAD SYSTEMS PTY LTD	Seal Kit for Jetpatcher	365.64	
EFT7674	08/04/2016	BAMLEY PTY LTD	Annual Termite Inspection and Travel	4,345.00	
EFT7675	08/04/2016	BLACK STUMP ELECTRICAL	Install lights at Broomehill Caravan Park gazebo	2,563.09	
EFT7676	08/04/2016	COOK'S TOURS PTY LTD	Advertising in Cooks Tours	340.00	
EFT7677	08/04/2016	COURIER AUSTRALIA	Freight - parts, PPE, cleaning products	74.65	
EFT7678	08/04/2016	GERALDINE MERRICK	Catering for Beyond Gardens Seminar 03-04-2016	385.00	
EFT7679	08/04/2016	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin postage for March 2016	151.50	
EFT7680	08/04/2016	KRISTY BOYLE	April BT Times	247.50	
EFT7681	08/04/2016	LGIS RISK MANAGEMENT	Great Sthn Regional Risk Coordination Programme	4,379.10	
EFT7682	08/04/2016	MARKETFORCE	Tender ad for storm damage March 2016	874.09	
EFT7683	08/04/2016	SHIRE OF KATANNING	Contribution to Community Emergency Services Manager to 31 March 2016	3,724.46	
EFT7684	08/04/2016	T-QUIP	Changeover Toro 360 Groundmaster mower	30,250.00	
EFT7685	08/04/2016	WA LOCAL GOVERNMENT ASSOCIATION	Advertising for disposal of 2 items, PTT15 & P12H2	715.00	
EFT7686	08/04/2016	WESTRAC EQUIPMENT PTY LTD	Sender unit for Cat Vibrating Roller	97.33	
EFT7687	08/04/2016	CANCELLED			-
EFT7688	11/04/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer balance of Water Harvesting Funds to Trust Fund	37,663.94	
EFT7689	12/04/2016	GNOWANGERUP COMMUNITY RESOURCE CENTRE	Hidden Treasures Admin Contract to 31 March 2016		3,310.35
EFT7690	12/04/2016	A.D. CONTRACTORS PTY. LTD.	Emulsion - Gnow/Tamb road sealing	2,696.10	
EFT7691	12/04/2016	APC STORAGE SOLUTIONS PTY LTD	Shelving for TA Office records storeroom	52.44	
EFT7692	12/04/2016	BEST OFFICE SYSTEMS	2 x Print Cartridges for BH Licensing Printer	395.50	
EFT7693	12/04/2016	CALTEX STAR CARD	Fuel usage March 2016 1TA	65.00	
EFT7694	12/04/2016	COLAS WEST AUSTRALIA PTY LTD	Supply & spray bitumen/spreader truck hire - Toolbrunup Rd & Gnow/Tamb Rd reseals	73,497.60	
EFT7695	12/04/2016	G & M DETERGENTS	Tru Wipes x 4 Rolls	64.00	
EFT7696	12/04/2016	HEWER CONSULTING SERVICES	Project Management WANDRRA - Service to complete Flood damages claim March 2016	2,656.50	
EFT7697	12/04/2016	KATANNING PLANT HIRE AND CONCRETE SUPPLIES	Supply Concrete - Tamb depot machinery shed	1,421.20	
EFT7698	12/04/2016	KOJONUP TYRE SERVICE	Tyres x 8 for BHT125	5,489.00	
EFT7699	12/04/2016	LANDMARK	20lt Antievap, 1kg Metsulfuron	296.66	

10.02 - Creditors Accounts Paid - April 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7700	12/04/2016	LW HULL	Roadside spraying, BH & TA Ovals/Townsite/Tips spraying	3,789.80	
EFT7701	12/04/2016	MARKETFORCE	Advertising CEO Position	4,199.06	
EFT7702	12/04/2016	SHIRE OF CUBALLING	Building Services, Labour & Travel. February 2016	7,668.35	
EFT7703	12/04/2016	SOUTHERN TOOL AND FASTENER CO	Battery Drill for Workshop	744.26	
EFT7704	12/04/2016	TAMBELLUP G & T MOTORS	Unleaded fuel, spark plug, air hose fitting, Crimps, Spray bottle, hand cleaner	443.60	
EFT7705	12/04/2016	TRUCK CENTRE WA PTY LTD	Iveco TA092 repair LH door window, Mack BHT125 check reverse lights & repair air brake hose	492.48	
EFT7706	12/04/2016	WARREN BLACKWOOD WASTE	Management of Waste Transfer Stn March 2016 BH & TA	18,769.50	
EFT	19/04/2016	SALARIES & WAGES	Wages for fortnight ending 15 April 2016	50,573.34	
EFT7707	19/04/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7708	19/04/2016	CHILD SUPPORT AGENCY	Payroll deductions	330.04	
EFT7709	19/04/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7710	19/04/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7711	19/04/2016	A.D. CONTRACTORS PTY. LTD.	Emulsion - Taylor Street	5,392.20	
EFT7712	19/04/2016	BKW CO-OP	Submersible pump for septic tanks at Holland Park toilets	250.00	
EFT7713	19/04/2016	COALCLIFF PLANT HIRE	1 x day hire Multi Roller/ Demob	1,419.00	
EFT7714	19/04/2016	HARVEY NORMAN ELECTRICS ALBANY	Mobile phone for MOW, USB's for data backup	1,356.00	
EFT7715	19/04/2016	HOWARD + HEAVER ARCHITECTS	Tamb Pavilion - Architectural Services/Construction Costing/Soil & Concrete testing/ Site Inspection	23,400.30	
EFT7716	19/04/2016	MOORE STEPHENS	Financial Reporting/ Management Reporting Workshops K. O'Neill 12-13 May 2016	2,640.00	
EFT7717	19/04/2016	MOUNT BARKER VETERINARY HOSPITAL	2 x Microchips for Dog Pound	39.66	
EFT7718	19/04/2016	SOUTHERN TOOL AND FASTENER CO	Tip & swivel joint for Pressure cleaner	42.77	
EFT7719	19/04/2016	STAPLES AUSTRALIA P/L	Office Stationery order	921.02	
EFT7720	19/04/2016	THINK WATER ALBANY	Retic fittings Tambellup Office	399.76	
EFT7721	19/04/2016	WESTRAC EQUIPMENT PTY LTD	Purchase 2016 12M Grader/ Trade-in 12H Grader	286,330.00	
EFT7722	20/04/2016	KATHY BRIGG	Reimburse Accom & Meals for Licensing training 4-8 April	646.70	
EFT7723	20/04/2016	LOUISE CRISTINELLI	Refreshments for Council meetings & kitchen groceries	185.52	
EFT7724	21/04/2016	AARON PARNELL	Lavieville Grounds Maintenance	200.00	
EFT7725	21/04/2016	ALBANY MONUMENTAL MASONS	Install Albany Granite Panel to Bhill War Memorial	678.81	
EFT7726	21/04/2016	ALLROAD MOTOR BODY BUILDERS	Repair Loader Bucket	1,070.69	
EFT7727	21/04/2016	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LandMobile Licence 341882/1	108.00	
EFT7728	21/04/2016	BEVAN LANG	Repair Link at Fairfield Road tower	577.50	
EFT7729	21/04/2016	BURGESS RAWSON	Water usage & rates for Station Masters Res to 30/04/16	578.45	



10.02 - Creditors Accounts Paid - April 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7730	21/04/2016	COURIER AUSTRALIA	Freight BH Library Exchange/ Toner	32.81	
EFT7731	21/04/2016	GERALDINE MERRICK	Catering for Lunch for Road Inspections	187.00	
EFT7732	21/04/2016	GLOBE AUSTRALIA PTY LTD	Coil for Fogger	225.50	
EFT7733	21/04/2016	GRAY & LEWIS	Consulting Services 01/03/16 to 30/03/16	756.25	
EFT7734	21/04/2016	GRAY CARTER	Hire Water Truck & operator	6,022.50	
EFT7735	21/04/2016	KJB PLUMBING & GAS	Install Submersible Pump in septic tanks at Holland Pk toilets	220.00	
EFT7736	21/04/2016	KOJONUP TYRE SERVICE	2 x Tyres for TA092	1,267.00	
EFT7737	21/04/2016	STAPLES AUSTRALIA P/L	hole punch	32.01	
EFT7738	21/04/2016	WESTRAC EQUIPMENT PTY LTD	Repair Steering BH004/ Travel	5,857.51	
EFT7739	26/04/2016	TAMBELLUP TENNIS CLUB	Refund key bonds for Tamb Pavilion		400.00
EFT7740	29/04/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Municipal Fund for recoups to Shire of Cranbrook and Kojonup from VROC Aged Accommodation funds		218,597.85
EFT7741	29/04/2016	ALLROAD MOTOR BODY BUILDERS	Iveco TA092 - Repairs to Hydraulics, Supply Gear Pump Kit, Relief Valve	5,280.03	
EFT7742	29/04/2016	BEST OFFICE SYSTEMS	Bhill copier Minimum charge 23/03/16 to 3/04/16	49.50	
EFT7743	29/04/2016	BETTA ROADS PTY LTD	Polycom x 12 - Pallinup South Rd sealing	3,564.00	
EFT7744	29/04/2016	COALCLIFF PLANT HIRE	Supply labour & parts to repair hire Roller	2,830.00	
EFT7745	29/04/2016	COURIER AUSTRALIA	Freight on Door latch linkage/Cutting tip & nut/ Service kit/ Fittings Pressure Cleaner/ Brushes	313.21	
EFT7746	29/04/2016	DESIGNER DIRT	Garden mix 13 tonne	780.00	
EFT7747	29/04/2016	GREAT SOUTHERN TOYOTA	Changeover Toyota Hilux Single Cab Ute TA005	1,500.00	
EFT7748	29/04/2016	HOWARD + HEAVER ARCHITECTS	Architectural Services/ Energy Assess/Design Devel/Schematic Design - Tambellup Pavilion	16,643.00	
EFT7749	29/04/2016	JUDY STEWART	MCS Mobile charges 16/03/16 to 15/04/16	73.00	
EFT7750	29/04/2016	LEASECHOICE PTY LTD	Photocopier charges March 2016	1,318.52	
EFT7751	29/04/2016	MARIE SHERIDAN	Catering Council Meeting April 2016	380.00	
EFT7752	29/04/2016	NETREGISTRY	Domain Renewal to 26/06/18 shirebt.wa.gov.au	47.85	
EFT7753	29/04/2016	PEP BUILDING IMPROVEMENTS	Install stormwater downpipe under footpath to road verge - Bendigo Bank building	2,316.60	
EFT7754	29/04/2016	QFH MULTIPARTS	Hose & fittings for Tyre Roller	484.19	
EFT7755	29/04/2016	SHIRE OF PLANTAGENET	Contribution VROC Executive Officer Salary to 31/03/16	2,830.38	
EFT7756	29/04/2016	SOUTHERN TOOL AND FASTENER CO	Fittings for Float Trailer	82.80	
EFT7757	29/04/2016	STAPLES AUSTRALIA P/L	Office Chair for BH Office	312.82	
EFT7758	29/04/2016	T-QUIP	Mower blades x 27 BH007	743.80	



10.02 - Creditors Accounts Paid - April 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7759	29/04/2016	TAMBELLUP POST CAFE C/- BETH TREZONA	Postage charges Jan to Mar 2016 / Catering Building Inspections, Minister Simpson visit, Load Restraint training	2,243.10	
EFT7760	29/04/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Municipal Fund for recoup to Shire of Kojonup from VROC Water Harvesting Funds		37,663.94
DD4085.1	05/04/2016	WA SUPER	Payroll deductions	11,853.27	
DD4085.2	05/04/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	91.79	
DD4115.1	19/04/2016	WA SUPER	Payroll deductions	11,791.85	
DD4115.2	19/04/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	86.14	
DD4115.3	19/04/2016	MTAA SUPER	Superannuation contributions	194.72	
				<b>1,258,294.24</b>	<b>261,172.14</b>

**CREDIT CARDS**

	Description	Amount
14/04/2016	March 2016	
	Harvest Ban/Road Closures SMS	346.34
	Refreshments & groceries Council meetings & kitchen	480.12
	Fuel OTA	223.02
	Stationery - self inking stamps	189.60
	Building maintenance - cockroach baits	9.29
	Accommodation in Kojonup for K Williams interview	105.00
	Fuel BH000	253.15
	Card Fees	8.00
<b>Total Credit Cards</b>		<b>1,614.52</b>

## PART 2 - EMPLOYEES

<i>Policy No:</i>	<b>2.1 EQUAL OPPORTUNITY</b>
<i>Policy Objective:</i>	<b>To maintain a workforce where all employees are treated equally</b>
<i>Minute No:</i>	<b>120209</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	<b>16<sup>th</sup> February 2012</b>
<i>Date of Review:</i>	

### **Policy:**

This Shire recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal employment opportunity and diversity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, and religious or political convictions. This policy applies to all elected members, employees and contractors to the Shire.

All employment training with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to prospective employees and engaging a diverse workforce provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity and diversity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. *Ideally, our objective is for our workforce to reflect a diverse demographic that includes a broad range of age groups, abilities and cultural backgrounds while meeting the skill requirements of the organisation.* The Shire recognises the value of differences in staff profiles as well as similarities; strives to adopt an inclusive approach and appreciates that a diverse workforce may adapt more readily to the changing expectations and needs of the community.

The CEO is responsible for developing and implementing procedures, practices or guidelines to deal with harassment, perceived harassment or discrimination.

<i>Policy No:</i>	<b>2.2 OCCUPATIONAL SAFETY AND HEALTH</b>
<i>Policy Objective:</i>	<b>To providing a safe and healthy work environment for all employees, contractors, visitors and volunteers.</b>
<i>Minute No:</i>	<b>081008</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	<b>15<sup>th</sup> March 2012</b>
<i>Legislative basis:</i>	<b>Occupational Safety and Health Act 1994 Occupational Safety and Health Regulations 1996</b>
<i>Date of Review:</i>	<b>21<sup>st</sup> May 2015</b>

**Policy Statement:**

Council is committed to providing a safe and healthy work environment for all employees, contractors, visitors and volunteers.

The Shire encourages a consultative process to improve safety within the workplace and will provide the time and resources required to minimise the risk of injury, harm or damage to the Shire's employees and property.

Safety is considered a shared responsibility and the Shire will strive to ensure the compliance and integrity of this policy is maintained.

To achieve this, the CEO will allocate responsibilities and accountabilities to all levels of persons within the Shire to ensure the following:

- An annual reduction of workplace injury and disease.
- The provision and maintenance of a safe workplace, plant and systems of work.
- The identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.
- A safety culture where best practice initiatives are entrenched in daily business activities.
- Compliance with the relevant Occupational Safety and Health Legislation, Standards and Codes of Practice.

<i>Policy No:</i>	<b>2.6 FITNESS FOR WORK POLICY</b>
<i>Policy Objective:</i>	<b>To provide a safe working environment and duty of care for employees under the Occupational Health &amp; Safety Act 1984</b>
<i>Minute No:</i>	<b>100616</b>
<i>Date of adoption:</i>	<b>22<sup>nd</sup> June 2010</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	<b>15<sup>th</sup> March 2012</b>

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

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

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

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

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

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

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

<i>Policy No:</i>	<b>2.5 STAFF BENEFITS</b>
<i>Policy Objective:</i>	<b>To provide for consistency of employment conditions for all staff</b>
<i>Minute No:</i>	<b>081008</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	<b>15<sup>th</sup> March 2012</b>

***Policy statement:***

Council recognises that to attract employees the Shire must have employment conditions which are fair and provide incentive and opportunity. To achieve this, Council will:

**Housing:**

Provide good quality housing which contains *as per Council's Housing and Land Strategy as follows:*

*Housing Replacement Strategies 4 and 5:***4. Strategy**

*It is recommended that the base preferred specification for future staff housing construction, other than executive housing, be:*

- *3 bedroom, 2 bathroom, 2 living areas*
- *Built in robes to bedrooms*
- *Covered outdoor area and 2 car carport and shed*
- *Solar hot water system*

**5. Strategy**

*It is recommended that the base preferred specification for future executive staff housing construction be:*

- *Four Bedroom, 2 bathroom and a study*
- *Two car fully enclosed garage*
- *Two living areas, dining room, outdoor/alfresco area*
- *All bedrooms to have built in or walk in robes*
- *Sufficient linen/storage or at least large cupboard areas*
- *Solar hot water system*
- *Fully paved and landscaped outdoor areas*
- *Reverse cycle air conditioning*

*Housing rentals will be subsidised and include window treatments, reticulated lawn and garden areas and provision of a rainwater tank.*

- ~~window treatments;~~
- ~~carpets to bedrooms, lounge and family rooms;~~
- ~~vinyl to meals and kitchen floors or tiles;~~
- ~~tiles to WC, bathroom and laundry areas;~~

- ~~bathroom to have vanity cupboards;~~
- ~~suitable linen, kitchen and storage cupboards;~~
- ~~solid fuel or gas heaters;~~
- ~~solar hot water systems with electric booster;~~
- ~~fully reticulated lawn and garden areas;~~
- ~~carport and/or garage;~~
- ~~garden shed;~~
- ~~built in wardrobes in bedrooms;~~
- ~~4,500 litre rain water tank (1000 gallons)~~

Provide a subsidised rental;

### **Relocation expenses**

~~The Shire will provide financial assistance to employees moving to the Shire by reimbursing all or part of their relocation expenses.~~

~~Relocation expenses will be reimbursed to a maximum of \$2,000, with 50% of the relocation expenses paid in advance and the remaining portion paid on provision of receipts.~~

### **Telephones**

The Shire will provide financial assistance to employees who require a telephone connection to their private residence for Shire purposes and will reimburse any employee for telephone charges incurred undertaking Shire business.

### **Superannuation**

*Council offers up to an extra 5% of an employee's fortnightly wage to a complying superannuation fund (in addition to the legislated requirement and conditional on the employee making a matching contribution) – see Council Policy 2.11 – Employee Superannuation.*

<i>Policy No:</i>	<b>2.7 ELECTRONIC MAIL POLICY</b>
<i>Policy Objective:</i>	<b>To provide consistency for all staff in keeping of electronic mail records.</b>
<i>Minute No:</i>	<b>100616</b>
<i>Date of adoption:</i>	<b>22<sup>nd</sup> June 2010</b>
<i>Date of Amendment:</i>	<b>19<sup>th</sup> July 2012</b>
<i>Date of Review:</i>	

Electronic mail (e-mail) has become an important means of communication around the world. It offers an effective form of transmission that combines the informal, instantaneous and direct person to person contact of a conversation or telephone call with the permanence and non-intrusive nature of a letter or minute. E-mail can travel the world in seconds and a message can be distributed to individuals or larger groups with equal ease. It has the advantage that it is easy to use and is more economical than both paper and telecommunications.

E-mail is the preferred means of exchanging standard administrative and technical information and other informal correspondence. It should not be used for formal documents recording significant decisions or approvals or which otherwise warrant becoming part of the permanent record. Email should not be a substitute for other communication methods such as telephone, facsimile, or face to face meetings that would be more effective. E-mail should be viewed as merely another means of communication. Classified or in-confidence information should only be transmitted by e-mail where the entire network, from sender to receiver, has the necessary security classification. Messages to external addressees which would be sent via the Internet or other unsecured networks should be UNCLASSIFIED only.

E-mail should not be used for sending messages that are abusive, obscene, libellous and insulting or in bad taste. It is inappropriate for e-mail to be used for personal messages or for the creation and/or the distribution of jokes, cartoons, discriminatory or other inappropriate material including pornography and will be addressed according to Council's Harassment, Bullying and Discrimination policy.

Staff must be individually responsible for e-mails that they create and/or receive and will be held accountable for messages issued in their name. All Managers should ensure that e-mail facilities and services in their work areas are used suitably and in accordance with this policy.

The Chief Executive Officer and Manager Corporate Services are responsible for policy associated with e-mail, inherent to the Shire of Broomehill-Tambellup local area network. Responsibilities include:

- a. the usefulness and maintenance of e-mail within the Council and with satellite centres and external addressees;
- b. ensuring that any new e-mail system is compatible with local government standards; and
- c. providing any necessary training and support for all email users.

<i>Policy No:</i>	<b>2.8 HARASSMENT, BULLYING AND DISCRIMINATION POLICY</b>
<i>Policy Objective:</i>	<b>To provide a best practice approach to prevent harassment, bullying and discrimination in the workplace.</b>
<i>Minute No:</i>	<b>100616</b>
<i>Date of adoption:</i>	<b>22<sup>nd</sup> June 2010</b>
<i>Date of Amendment:</i>	<b>19<sup>th</sup> July 2012</b>
<i>Date of Review:</i>	

### ***Introduction***

The Shire of Broomehill-Tambellup recognises that everybody has the right to be treated with respect and dignity at work. The purpose of this Policy is to:

1. Eliminate harassment (including bullying, sexual, racial vilification and victimisation) and discrimination;
2. Ensure all staff, clients and visitors are aware of their roles and responsibilities to ensure the Shire provides a safe and inclusive workplace;
3. Encourage prompt resolution of complaints confidentially and effectively; and
4. Ensure that the Shire complies with its legal responsibilities in accordance with legislation.

### **Scope**

This Policy applies to all staff, clients and visitors to the Shire of Broomehill-Tambellup.

### **Process**

The Shire is required under legislation to develop and implement programs designed to remove harassment, bullying and discrimination from the workplace.

### **Policy**

The Shire of Broomehill-Tambellup considers workplace harassment, bullying and discrimination as unacceptable; it will not be tolerated under any circumstances.

Any reports of this matter are to be treated seriously and investigated promptly, confidentially and impartially. The Shire encourages Staff to report incidents early to prevent an escalation of the situation and to facilitate a positive resolution.

Managers and supervisors must ensure that employees or witnesses, who make complaints, are not victimised.

Where a person is found to have harassed or bullied another person, following a formal complaint, they may face disciplinary steps under the grievance procedures.



## **DEFINITIONS**

### **1. Bullying**

Is unwelcome and offensive behaviour that intimidates, humiliates and/or undermines a person or group. Bullying, which is a form of workplace harassment, generally involves a persistent pattern of behaviour over a period of time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insults, spreading false or malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.

### **2. Confidentiality**

Refers to information kept in trust and only those people directly involved in the concern or who are involved in resolving a complaint will be provided with information about a complaint. There may be a need to disclose confidential information in circumstances where a matter is considered to involve a criminal action or a breach of the Shire's duty of care and in such cases the information will be divulged only to those who need to know.

### **3. Discrimination**

Is treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity legislation prohibits discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious or political convictions, gender history, impairment, age or sexual orientation. Victimisation is also treated as an unlawful act.

### **4. Duty of Care**

The Shire has a legal obligation to provide staff, clients and visitors with a safe workplace, which is free from harassment and discrimination. Complaints may, therefore, need to be referred, in cases involving staff, to the CEO.

### **5. Harassment**

Unacceptable conduct that consists of unwelcome and uninvited comments or actions that intimidate, offend, humiliate or embarrass a person or a group of persons. Equal opportunity legislation prohibits harassment on the grounds of sex, race and/or disability.

### **6. Natural Justice**

Refers to a process that is fair to all parties and free of bias. The principles include the right for an affected person to be heard before any decision which has the potential to affect them is made, the right to be informed of allegations made, the right of response, the right to representation and consistency regarding the Shire's approach to such issues.

### **7. Racial Harassment**

Occurs when a person is threatened, abused, insulted or taunted in relation to their race or by association, descent or nationality, colour, language or ethnic origin, or a racial characteristic. It may include derogatory remarks about people from particular countries or races, disparaging remarks about someone's accent or manner of

speaking, mockery of skin colour or appearance, or displays of material prejudicial to a particular race and racial jokes.

### **8. Racial Vilification**

Involves the incitement of racial hatred or harassment by statements or public acts.

### **9. Sexual Harassment**

Is any verbal or physical sexual conduct that is unwelcome and uninvited that humiliates, intimidates or offends and that, in the circumstances, a reasonable person would have anticipated the conduct would have such an effect. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.

### **10. Victimisation**

Includes any unfavourable treatment of a person as a result of their involvement in a complaint. Unfavourable treatment could include: adverse changes to the work environment, denial of access to resources, work opportunities or training, refusing to provide information, ignoring the person, dismissal or refusing to renew a contract of employment.

### **11. Principles**

- Harassment, bullying, discrimination and victimisation should not be confused with legitimate comment and advice regarding standards of work, workplace behaviour or feedback on work or performance given appropriately by managers or supervisors.
- In dealing with complaints, the rights of all individuals should be respected and confidentiality maintained.
- Both the person making the complaint and the person against whom the complaint is made will receive information, support and assistance in accordance with the principles of natural justice.
- Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, is to be victimised. Victimisation of people making complaints will be treated as seriously as the original behaviour giving rise to the complaint.
- All staff, clients and visitors are expected to participate in the complaint resolution process in good faith.
- All complainants have the right to have their complaint heard in an external forum.

### **12. Peer Support**

Advice and support to complainants, respondents, managers and supervisors on conciliation of complaints; may include internal investigations.

#### ***Support and advice***

The Shire of Broomehill-Tambellup recognises that the experiences of being harassed, bullied or being accused of bullying are highly stressful and emotional. We are committed to ensuring that our staff have access to free, confidential counselling with LGIS.

Staff wishing to access this counselling should contact LGIS directly on **9483 8888**. *LGIS is located at Level 3, 170 Railway Parade, West Leederville.*

## **RELATIONSHIP TO LEGISLATION AND OTHER POLICIES**

Under the *Occupational Safety and Health Act (1984)*, the Shire has a responsibility to ensure the safety and health of all employees.

Under the *State Equal Opportunity Act (1984)* and the *Equal Employment Opportunity Act* an employer is required to ensure that people are not discriminated against on a range of grounds. The employer is also responsible to ensure that the workplace is free of sexual harassment. The *Workers Compensation and Injury Management Act 1981* provides for employees injured at work.

<i>Policy No:</i>	<b>2.10 CODE OF CONDUCT FOR EMPLOYEES</b>
<i>Policy Objective:</i>	<b>Provides the Shire of Broomehill-Tambellup employees with guidelines for acceptable professional conduct.</b>
<i>Minute No:</i>	<b>111211</b>
<i>Date of adoption:</i>	<b>15<sup>th</sup> December 2011</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

## **1. PREAMBLE**

The Code of Conduct (Code) provides employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses ethical responsibility and encourages greater transparency and accountability.

Shire employees are subject to the statutory provisions of the *Local Government Act 1995* and associated Regulations and are committed to conducting themselves in a manner that supports both the Code and their statutory obligations.

## **2. SHIRE OF BROOMEHILL-TAMBELLUP**

Employees must commit to the Shire's values when carrying out their respective duties.

### **RESPECT**

We will value and acknowledge everyone's contribution by:

- ❖ working co-operatively with our colleagues, community and stakeholders;  
and
- ❖ respecting the individual, and their roles, while working and living in the Shire.

### **EXCELLENCE**

We will:

- ❖ commit to providing excellent customer service with a 'can do' approach. It is our 'can do' attitude that is built into our actions and behaviours and allows us to be responsive to our changing environment.

### **ACCOUNTABILITY**

We will take responsibility for our actions and behaviour by:

- ❖ being ethical and acting with integrity;
- ❖ providing open and transparent decision making; and
- ❖ providing good governance that addresses legislative and organisational compliance.

### **LEADERSHIP**

We will provide clear direction and inspire people to reach their full potential by:

- ❖ leading by example, with a professional pride in our Shire;

- ❖ setting the Shire's direction by providing guidance and helping people be the best they can be.

### **3. ROLES AND RELATIONSHIPS AT THE SHIRE OF BROOMEHILL-TAMBELLUP**

The relationship between Council and the employees is unique and it is important that employees understand the roles and relationships that exist within the Shire, in order to achieve good governance.

#### **3.1 Role of Council**

The Role of Council is prescribed in the *Local Government Act 1995* and it provides that Council:

- a) directs and controls the local government's affairs;
- b) is responsible for the performance of the Shire's functions;
- c) oversees the allocation of the Shire's finances and resources; and
- d) determines the Shire's policies.

#### **3.2 Role of Councillors**

The primary role of a councillor is to represent the interests of the community and the future direction of the Shire.

The *Local Government Act 1995 (Act)* sets out the role of a councillor as:

- a) representing the interests of electors, ratepayers and residents of the Shire;
- b) providing leadership and guidance to the community in the district;
- c) facilitating communication between the community and council; and
- d) participating in the Shire's decision-making processes at council and committee meetings; and
- e) performing such other functions as are given to a councillor by this *Act* or any other written law.

#### **3.3 Role of Employees**

The role of employees is determined by the functions of the Chief Executive Officer (CEO) which are prescribed in the *Local Government Act 1995*. The CEO's functions are to:

- a) advise the Council in relation to the functions of a local government under the *Act* and other written laws;
- b) ensure that advice and information is available to the Council so that informed decisions can be made;
- c) cause council decisions to be implemented;
- d) manage the day to day operations of the Shire;
- e) liaise with the President on the Shire's affairs and the performance of its functions;
- f) speak on behalf of the Shire if the President agrees;
- g) be responsible for the employment, management supervision, direction and dismissal of other employees;
- h) ensure that records and documents of the local government are properly kept;

- i) perform any other function specified or delegated by the local government or imposed under this *Act* or any other written law as a function to be performed by the CEO.

### **3.4 Relationship between Councillors and Employees**

The Shire is a corporate entity made up of Councillors and employees working together in the interests of the community they serve. To be effective, Councillors and employees should work as a team where Councillors and employees have a mutual respect for and co-operate with each other to jointly and collaboratively achieve the Shire's goals and vision. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- ❖ accept that their role is a leadership, not a management or administrative one;
- ❖ acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- ❖ refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility; and
- ❖ likewise, staff are to respect the Councillors and the role that they have and refrain from criticising in a way that casts aspersions on their competence and credibility.

## **4. RESPECTING EACH OTHER**

The Shire of Broomehill-Tambellup is committed to maintaining a supportive work environment in which all employees are able to carry out their employment in an environment which promotes job satisfaction and allows them to reach their full potential.

To this end, employees are expected to conduct themselves in a manner that promotes a workplace culture that is respectful, free of harassment, intimidation, bias and discrimination of any kind.

This is achieved by abiding by the Shire's policy relating to Equal Employment Opportunity, which has been developed to comply with the *Equal Opportunity Act 1984*.

### **Relevant Documents**

Policy 2.1 - Equal Opportunity in the Workplace

### **4.1 Drug and alcohol use**

Substance abuse is not tolerated at the Shire of Broomehill-Tambellup. Drug and/or alcohol abuse can have a devastating effect on a person's health and safety. Employees who are under the influence of alcohol or drugs while at work can endanger not only themselves, but others.

The Council permits responsible drinking at approved functions and events. However, the Council strictly prohibits the use, possession, purchase, sale or distribution of any illegal drug or controlled substance while performing Council business.

### **Relevant Documents**

Employee Induction Manual

## **5.1 Conflict of Interests**

A conflict of interest arises in a situation where there is an actual (or perceived) private or personal interest in a matter sufficient to influence objectivity when exercising official duties or responsibilities.

Employees should be impartial when performing all aspects of their duties and responsibilities. Employees must ensure that they avoid any conflict or resolve any incompatibility that may arise with their own personal interests. Where any conflict arises between personal interests and the interests of the Shire, such conflict must be resolved in favour of the public interest.

Any employee who has a material personal interest in an issue they are dealing with must promptly advise his/her supervisor in writing of the interest. Any future dealings on the matter, by the employee concerned, shall only be in accordance with their supervisor's direction.

Conflicts affecting financial and impartiality interests are the subject of strict statutory controls and penalties. Certain categories of employees – in particular those delegated authority – are required to lodge annual or primary returns. In addition, the Council has discretion, in the interests of openness and accountability, to require other categories of employees to lodge annual or primary returns.

Employees who are engaged in other paid employment or contract work, in addition to their employment at the Shire of Broomehill-Tambellup, should ensure this work is in no direct or indirect conflict of interest with Shire business. It is also important to consider whether the additional work might negatively affect their work performance at the Shire. If in doubt about any potential conflict of interest, contact your supervisor.

## **5.2 Disclosure of Interest (affecting impartiality)**

Employees are required to disclose any interest where it could, or could reasonably be perceived to, adversely influence their objectivity in exercising official duties for the Shire. An interest could arise from kinship, friendship or membership of an association.

Where an employee has an interest in any matter to be discussed at a council or committee meeting at which they will be present, they must disclose the nature of the

interest either in written notice to the CEO before the meeting or immediately before the matter is discussed at the meeting.

Alternatively, if the employee has given, or intends to give, advice in respect of any matter to be discussed at a council meeting or council endorsed committee meeting at which they will not be present, they must disclose the nature of any interest they may have in writing to the CEO before the meeting or at the time the advice is given.

The written notice that is given to the CEO is then passed onto the person presiding over the meeting who, immediately before the matter to which the disclosure relates is discussed, brings the notice and its contents to the attention of the persons present.

If an employee fails to disclose an interest because they did not know the matter in which he or she had an interest would be discussed at the meeting, they are to do so as soon as possible after becoming aware of the discussion of the matter at the meeting.

## **6. USE OF INFORMATION**

Openness in the provision and dissemination of information is standard practice at the Shire.

However, certain information may be confidential or sensitive and, therefore, not appropriate for a wider audience. Where confidentiality is necessary to protect the privacy or rights of individuals or organisations, information must not be released to anyone other than the person who is entitled to receive it or needs access to it for the proper discharge of their functions.

If an employee has access to a confidential file, they must ensure that it is properly secured at all times and that it is accessible only to those that have the appropriate authorisation.

Furthermore, employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who may use it in such a way.

## **7. INTELLECTUAL PROPERTY**

Intellectual property deals with the ownership of creative rights such as copyright, design, patents and trademarks. As a general rule, if any particular work is created by an employee in the course of their employment, it is the property of the Shire; that is, the Shire is the owner of the intellectual property concerned.

## **8. PUBLIC COMMENT**

From time to time an employee may be approached by the media for comment about Shire activities. No employee, other than those authorised by the Chief Executive



Officer, has approval to respond to any enquiry from the media without directing it, in the first instance, to the CEO.

This includes providing “on” or “off” the record comments to the media on matters pertaining to the Shire and its Council.

## **9. GIFTS AND CONTRIBUTIONS TO TRAVEL**

There may be circumstances when an employee is offered a ‘gift’ from a person external to the organisation. While an employee should avoid accepting any gift, reward or benefit, if there is a perception that the purpose is to influence them in relation to the performance of their work at the Shire, there are clear provisions in legislation that allow the acceptance of what is referred to as ‘notifiable gifts’.

Before accepting any gift, it is important that employees are aware of the following requirements. In understanding the obligations of employees, it is important to differentiate between ‘prohibited gifts’ and notifiable gifts. For the purpose of understanding the following definitions, a *local government discretion* means anything that cannot be undertaken without an authorisation of the Shire of Broomehill-Tambellup or by way of commercial dealing with the Shire of Broomehill-Tambellup. **The following clauses ‘Prohibited Gift’ and ‘Notifiable Gift’ apply to any employee.**

### **Prohibited Gift**

A ‘prohibited gift’ is a gift worth \$300 or more, **where local government discretion is involved (see immediately below)**. In addition, where two or more gifts are given to an employee, by the same person within a six month period and their total worth is \$300 or more, this is also classified as a prohibited gift.

Employees are not, under any circumstances, permitted to accept a prohibited gift from a person who:

- ❖ is undertaking or seeking to undertake an activity involving a local government discretion; or
- ❖ it is reasonable to believe is intending to undertake an activity involving a local government discretion.

### **Notifiable Gift**

A ‘Notifiable Gift’ is a gift worth between \$50 and \$300. In addition, where two or more gifts are given to an employee, by the same person within a six month period and their total worth is between \$50 and \$300, this is also classified as a notifiable gift.

An employee is permitted to accept a ‘notifiable gift’ from a person who:

- ❖ is undertaking or seeking to undertake an activity involving a local government discretion; or
- ❖ it is reasonable to believe is intending to undertake an activity involving a local government discretion,

provided that they notify the CEO within ten (10) days of accepting the gift, of the acceptance. In notifying the CEO in writing, the employee must provide the following information:

- a) the name of the person who gave the gift;
- b) the date on which the gift was accepted;
- c) a description, and estimated value, of the gift;
- d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- e) if the gift is one of two or more gifts received from the same person within a six month period and within the prescribed amount of \$50 and \$300, then a description, estimated value and date of acceptance of each gift is required.

This information is collated on a 'Register of Notifiable Gifts' which the CEO is to maintain.

If the gift has a value of \$50 or less it is considered to be exempt for the purposes of this section. As a consequence, you do not have to report such a gift.

Exempt gifts may include:

- ❖ trinket gifts of an insignificant nature i.e. pens, key-rings, diaries etc.
- ❖ minor items of apparel i.e. ties, hats, t-shirts etc.
- ❖ minor items of a promotional nature, i.e. mugs etc.
- ❖ provision of food and refreshments;
- ❖ goods and materials obtained at the attendance of courses.

### ***An employee who is defined as a 'Relevant Person'***

*(a relevant person being a designated employee as defined under s.5.74 of the Local Government Act 1995 i.e.; the Chief Executive Officer; employees with delegated power and duties under Part 5, Division 4 of the Local Government Act 1995; employees who are members of committees comprising elected members and employees; and other employees as nominated by the local government to be a designated employee)*

*Relevant persons are required to have notifiable gifts with a value of >\$200 and <\$300 also disclosed on their local government's website register (in addition to the local government's 'Register of Notifiable Gifts').*

*Gifts worth >\$200 to relevant persons, where there is no local government discretion or perception of same (non-notifiable), and contributions to travel worth >\$200, are required to be disclosed on the local government's website register as well as on their annual return.*

*For contributions to travel, the disclosure must include the same information as for gifts as well as a description and date of the travel, and be disclosed to the CEO within 10 days of receipt.*

*Exclusions include: where the donor is a relative; the gift is via a will; or is a contribution to travel and where, in the instance of a contribution to travel, the gift is: from Commonwealth, State or Local Government funds; the donor is a relative;*

during the ordinary course of occupation unrelated to duties as an employee; or from a political party where the employee is a member and travelling for political activity or to represent the party.

## **1. MAINTAINING BOOKS AND RECORDS**

Minimum record keeping requirements are prescribed. Accurate and complete record keeping is a core aspect of the Shire's corporate professionalism and is everyone's responsibility.

To meet this standard, it is essential to maintain detailed records to accurately reflect decision-making processes, financial transactions, contractual and other legal commitments.

## **2. PROTECTING THE SHIRE'S ASSETS**

It is in everyone's best interests to ensure that the Shire of Broomehill-Tambellup's resources are used effectively and economically.

When using Shire's assets, employees will:

- ❖ be scrupulously honest in their use and shall not misuse them or permit their misuse by another person;
- ❖ use them effectively and economically in the course of their duties; and
- ❖ not use them for private purposes (other than as part of a contract of employment), unless properly authorised and approved.

### **11.1 Computer and other communications resources**

Generally, the use of the Shire's computer or communications resources by employees is restricted to employment related purposes. However, limited personal use of these facilities is also permitted, provided it does not interfere with the performance of the employee's duties and responsibilities and does not involve illegal or unethical behaviour.

Employees must take all due care to maintain the security and privacy of these resources.

#### **Relevant Documents**

Policy 2.7 – Electronic Mail

### **11.2 Contractual and other commitments**

Signing a contract or entering into a commitment on behalf of the Shire, is a serious matter. Employees should not enter into any agreement or commitment unless you are authorised to do so.

A full understanding of the nature and extent of the commitment should be made in all arrangements or transactions which have legal consequences.

### **11.3 Tendering and contracts**

The Council is committed to 'best value for money' when procuring goods and services through any competitive process involving the calling of expressions of interest, public tenders and quotations. Employees engaged in procurement should ensure they obtain value for money and are accountable for their actions.

The Local Government (Functions and General) Regulations 1996 and Shire policy provide strict guidelines in this regard. Similarly, the *Local Government Act 1995* provides a clear statement of requirements concerning the sale of Shire assets and procedures to be followed.

## **3. PERFORMANCE OF DUTIES AND COMPLIANCE WITH LAWFUL ORDERS**

Employees have a responsibility to ensure that they carry out their work efficiently, economically and effectively, and to a standard that reflects favourably both on the Council and its staff.

Employees must comply with any lawful order given to them by a fellow employee who has the authority to make or give such an order. Should an employee have any doubts as to the propriety of any such order being given, the matter should be taken up with their Supervisor/Manager or the person who gave the order. If resolution cannot be reached then the employee shall follow the grievance procedures outlined in the Council's Employee Induction Manual.

Likewise, employees will ensure compliance with the Council's lawful policies and procedures.

## **4. USING THE CODE**

All employees must abide by the Council's Code of Conduct and display professional conduct at all times.

Many of the matters covered by this Code are also the subject of Council policy statements or legislation. Relevant policies and legislation have been identified in specific sections of this Code for ease of reference. Policies can be found in the Council's Policy Manual. In the course of undertaking their duties at the Shire of Broomehill-Tambellup, employees should make themselves aware of all relevant policies and legislation.

In some cases, breaches of the Code have disciplinary consequences – some of which are serious and warrant dismissal. Such breaches of the Code will be managed in accordance with the *Workplace Relations Act 1996*, Shire of Broomehill-Tambellup Workplace Agreement and other relevant legislation, including the *Corruption and Crime Commission Act 2003*, where appropriate. In addition, provisions of an employee's contract of employment (whether expressed in a written contract, an industrial award or another document) are relevant.

If an employee knows of a situation or incident that they feel may violate this Code, they are obliged to report it in accordance with the following procedures. These matters will always be treated in an objective, professional and confidential manner.

## **5. MAKING A COMPLAINT**

The Shire takes any alleged breaches of the Code seriously and would encourage any person who has reason to believe that an employee of the Shire has committed a breach of this Code to make a complaint in accordance with Council procedures.

### **14.1 Corruption and Crime Commission Act 2003**

*The Corruption and Crime Commission Act 2003* provides that matters of misconduct and/or corruption may be reported to the Corruption and Crime Commission.

Employees should be aware that where a breach is considered 'misconduct' in accordance with s.4 of the *Corruption and Crime Commission Act 2003*, the CEO is required to notify the Corruption and Crime Commission, which has powers to act on misconduct allegations.

### **14.2 Public Interest Disclosure Act 2003**

Employees should be aware of the *Public Interest Disclosure Act 2003*, which provides people who make disclosures of public interest information with certain immunities, protections and remedies and imposes certain responsibilities.

Anyone making a disclosure under the *Public Interest Disclosure Act 2003* will not incur any civil or criminal liability for doing so and will not be liable for any disciplinary action under a written law.

## **6. FURTHER INFORMATION**

Employees with any queries regarding the Code should direct their queries to the CEO.

## PART 6 - OTHER

<i>Policy No:</i>	<b>6.1 TOURISM AND AREA PROMOTION</b>
<i>Policy Objective:</i>	<b>To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.</b>
<i>Minute No:</i>	<b>081008</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	<b>19<sup>th</sup> July 2012</b>
<i>Date of Review:</i>	

Council, in setting its long-term objectives, will develop its role as a catalyst for co-ordinating marketing efforts for the development of tourism in the Shire.

It is the policy of Council that it will:

- ensure that, in promoting the area as a tourist destination, the natural beauty and tranquillity of the Shire is not destroyed;
- work with the relevant statutory authorities to establish and promote natural and historical attractions, at the same time ensuring that they are not destroyed;
- encourage tourist orientated commercial development, particularly development of a “country style” nature; to rationalise the placement of such facilities and to endeavour to ensure they harmonise with the existing tourist facilities and the natural environment;
- promote residents pride in the area by such means as town beautification and encouragement of residents to know and understand their district attractions and assets etc;
- ensure that tourism funding is spent to the best advantage, avoiding duplication;
- carry out direction promotion of tourist facilities and events where appropriate;
- apply for such grants as may be deemed appropriate to assist in attaining any or all of the above objectives;
- foster and create a community awareness of the benefits of tourism within the Shire;
- provide the basic facilities and infrastructure sufficient to encourage development; and
- ensure that facilities within the area are adequate to cater for visitors and residents.

To achieve this, Council will:

- Provide an adequate budget allocation for tourism expenditure;
- Assist (financially and by other means) tourist organizations or events which have the potential to develop tourism in the Shire;
- Encourage representation or Regional Tourist Associations and seek representation on local tourist organizations;

- The formulation of its planning regulations will have regard to the requirements of tourist development;
- Review planning instruments, for example, Strategic Plans and Town Plans, to take into consideration policies on tourism and other leisure related issues;
- When preparing local laws will have regard to their impact on tourism and the balanced development of the Shire;
- Encourage tourism product development and investment throughout the Shire and will facilitate the development application process;
- Ensure the welfare of the whole community when supporting tourism development and the provision of facilities;
- Assessment of tourism developments will consider the social, cultural, economic and environment impact of the proposal within the area;
- Initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries;
- Encourage the landscaping of residential and commercial centres within the Shire;
- Where practical support the enhancement of specific natural features, conservation area, areas of outstanding beauty, and recognise items of heritage significance;
- Support the development of appropriate scenic routes and lookouts;
- Where a need for a tourism facility has been identified, Council may consider taking an entrepreneurial role in the establishment of those facilities if, and only if, private enterprise displays no interest in the provision of those facilities; and
- Support and approve, where appropriate, quality, seasonal entrepreneurial entertainment and attractions.



<i>Policy No:</i>	<b>6.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS</b>
<i>Policy Objective:</i>	<ul style="list-style-type: none"> <li>• To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer</li> <li>• To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer</li> </ul>
<i>Minute No:</i>	<b>131213</b>
<i>Date of adoption:</i>	<b>19 December 2013</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

## **INTRODUCTION**

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

In accordance with Occupational Safety and Health legislation, Council has a duty of care to all its brigade volunteers to provide as safe a working environment as possible. This extends to ensuring Fire Control Officers are appropriately skilled to manage a fire incident, and the volunteers assisting.

Establishing the rules for the appointment of Fire Control Officers will assist in meeting Council's obligations for duty of care.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

## **POLICY STATEMENT**

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.
3. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.
4. Nominations of Bush Fire Control Officers from Brigades should be endorsed by the Bush Fire Advisory Committee for recommendation to Council by 1 May each year.
5. A Bush Fire Control Officer, other than the Chief or Deputy Chief Bush Fire Control Officer shall not issue a Permit to Burn for land within another Shire of Broomehill-Tambellup Bush Fire Brigade district unless mutual agreement exists between the Bush Fire Control Officers concerned.



<i>Policy No:</i>	<b>6.3 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – HOUSING ALLOCATIONS FOR NON-LOCAL APPLICANTS</b>
<i>Policy Objective:</i>	<b>To ensure fair and transparent allocation of ILSA housing for non-local applicants.</b>
<i>Minute No:</i>	<b>140905</b>
<i>Date of adoption:</i>	<b>18 September 2014 - Effective from 3 October 2014</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

## **INTRODUCTION**

Within Council's Housing Management Manual, reference is made to ILSA Management Practice 1 wherein applications for tenancy of Council's ILSA units may be considered from non-local applicants.

## **POLICY STATEMENT**

Preference will be given to Tambellup and Broomehill residents; however, if ILSA unit vacancies exist for more than three months, applications for tenancy of ILSA housing will be considered from people outside the Tambellup and Broomehill catchment area providing they meet the other housing allocation criteria requirements.

<i>Management Practice No:</i>	<b>7.3</b>
<i>Subject:</i>	<b>SHIRE OWNED EQUIPMENT AT A WILD FIRE</b>
<i>Objective:</i>	<b>To establish the process for the use of Shire owned equipment at a wild fire.</b>
<i>Minute No:</i>	<b>081117</b>
<i>Date of adoption:</i>	<b>20<sup>th</sup> November 2008</b>
<i>Date of Amendment:</i>	

***Management Practice:***

- The Fire Control Officer (FCO) or person in control of the fire, is to determine if the equipment is required
- The FCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire
- Requests for Shire equipment are to be for assistance in the containment and control of wildfires
- Requests from landowners to assist in “mopping up” procedures will be charged at private works rates.

<i>Policy No:</i>	<b>SHIRE OWNED EQUIPMENT AT A WILDFIRE</b>
<i>Policy Objective:</i>	<b>To assist in control of wildfires by making Council equipment available</b>
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

***Policy Statement:***

Council is committed to ensuring the safety of the community, particularly in regard to fire prevention and response. It is acknowledged that on occasions, the use of Council's heavy machinery may be required to assist in containing and controlling a fire.

Subject to approval being granted by the Chief Executive Officer the Shire will endeavour to make its equipment available for this purpose.

Assistance provided in 'mopping up' activities where requested by landowners will be charged to the landowner at current private works rates.

Reference: Management Practice 7.3 – Shire Owned Equipment at a Wildfire  
Policy 4.8 – Private Works  
Bush Fires Act 1954 s.28

<i>Management Practice No:</i>	<b>1.7</b>
<i>Subject:</i>	<b>HIRE OF EQUIPMENT – SHIRE HALLS AND SPORTS PAVILIONS</b>
<i>Objective:</i>	<b>To ensure that the users of the equipment from Shire Halls and Sports Pavilions treat the equipment in a proper manner and leave them in a clean and tidy state for the next user.</b>
<i>Minute No:</i>	<b>081117</b>
<i>Date of adoption:</i>	<b>20<sup>th</sup> November 2008</b>
<i>Date of Amendment:</i>	

**Management Practice:****Tambellup Hall**

- The Tambellup Hall equipment is available for use as part of the fee for hiring of the building.
- Under no circumstances is the equipment available for hire away from the premises
- The equipment is not to be transferred to other Shire venues to boost numbers.

**Broomehill Hall and Tambellup Sports Pavilions**

- The equipment in these buildings is available for hire as part of the fee for hiring of the building.
- The equipment is available for hire and use away from the premises
- Use of equipment away from the premises is at the CEOs discretion.
- Hire costs of equipment will be determined as part of the annual budget process.

<i>Management Practice No:</i>	<b>1.8</b>
<i>Subject:</i>	<b>TAMBELLUP CARAVAN PARK ABLUTION BLOCK</b>
<i>Objective:</i>	<b>To control the use of the Tambellup Caravan Park Ablution Block and provide for its long term maintenance.</b>
<i>Minute No:</i>	<b>081117</b>
<i>Date of adoption:</i>	<b>20<sup>th</sup> November 2008</b>
<i>Date of Amendment:</i>	

**Management Practice:**

That the following be Councils' policy relating to the use of the Tambellup Caravan Park Ablution block

- All tenants of the Caravan Park have the full use of the ablution block as part of the daily Caravan Park hire rate
- Individuals may hire the facility for a prescribed fee at the discretion of the CEO. The fee for this service to be determined from time to time by the Council
- Use of the ablution block by local or visiting sporting clubs/teams is not permitted
- Council Reserves the right to consider exceptional circumstances.

<i>Policy No:</i>	<b>HIRE OF EQUIPMENT – SHIRE HALLS</b>
<i>Policy Objective:</i>	<b>To ensure that equipment provided for use in Council facilities is maintained in appropriate quantities and condition for the purpose of the facilities.</b>
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

***Policy Statement:***

Council is committed to providing and maintaining facilities of an appropriate standard within Broomehill and Tambellup, for use by members of the community.

To achieve this, the following arrangements will be implemented:

**Broomehill and Tambellup Halls**

- The equipment in the Broomehill and Tambellup Halls is available for use as part of the fee for hiring of the facility.
- Hire fees for facilities will be considered annually as part of Council's budget process.
- Under no circumstances is the equipment available for hire away from the facility.
- The equipment is not to be transferred to other Shire facilities to boost numbers.
  
- A limited number of older style tables and chairs stored in the cloak room at the Broomehill Hall are available for hire and use away from the premises.
- Hire costs of this equipment will be determined as part of the annual budget process.

## SHIRE OF BROOMEHILL-TAMBELLUP

### GENERAL SHIRE INFORMATION

The Shire of Broomehill-Tambellup covers an area of around 2813 square kilometers, and has a population of over 1100 people. The Shire administration office is located in Tambellup; all general enquiries should be directed to the Tambellup office in the first instance. At both the Broomehill and Tambellup offices, staff are able to carry out vehicle and drivers licensing requirements, dog and cat registrations and payments, and payment of Shire accounts.

The Broomehill Public Library is located at the Broomehill Shire office while the Tambellup Library is located at the Tambellup Community Resource Centre.

Administration Office:	46-48 Norrish St, Tambellup WA 6320
Business Hours:	8.30am - 4.30pm Monday to Friday
Telephone:	08 9825 3555 Facsimile: 08 9825 1152
Email:	<a href="mailto:mail@shirebt.wa.gov.au">mail@shirebt.wa.gov.au</a>
Website:	<a href="http://www.shirebt.wa.gov.au">www.shirebt.wa.gov.au</a>
Broomehill Public Library	08 9825 3555
Tambellup Community Resource Centre and Library	08 9825 1177

### STAFF

Chief Executive Officer	Joanne Trezona
Manager, Works	Glen Brigg
Manager, Corporate Services	Judy Stewart
Manager, Finance and Assets	Kay O'Neill
Works Supervisor	John Farmer
Strategic Support & Projects Officer	Pam Hull
Executive Assistant	Louise Cristinelli
Finance/Rates Officer	Kim Hobbs
Finance/Administration Officer	Kathy Brigg
Works Administration Assistant	Coral Green
Customer Service Officers	Siegrid Reed
	Marni Lloyd-Woods
Community Emergency Services Manager	Cindy Pearce

### COUNCIL ELECTIONS

Councillor elections are held every two years with the next election to be held in October 2017. Details regarding enrolment on the electoral roll, Councillor vacancies, opening date for nomination and date of election will be advertised in the local community newsletter *BT Times* and the *West Australian*.

To be able to vote in this election, residents must be enrolled on the State Electoral Roll. Non-resident owners and occupiers of rateable property in the Shire of Broomehill-Tambellup are eligible to vote if they are on the State Electoral Roll, but must submit an Enrolment Eligibility Claim form to the Shire, as enrolment is not automatic. Please contact the Shire for further information.

### BUILDING SERVICES

Most building activity within the Shire can only be undertaken with the approval of Council. Building application forms are available from the Council office on request. The Shire of

Broomehill-Tambellup has engaged the services of a Building Surveyor, who is available to assist with any building related matter. Please contact the Shire office for more information.

### **HEALTH SERVICES**

The Environmental Health Officer is responsible for the implementation of the Health Act and other related legislation, in particular food handling and control legislation applicable to shops and eating-places.

The Environmental Health Officer also controls other general health matters relating to home building. Septic systems cannot be installed in any part of the Shire without the prior approval of the Environmental Health Officer. Application forms are available at the Shire office on request.

### **ANIMAL CONTROL**

All dogs over the age of three (3) months old are required by State legislation to be registered and microchipped, including all farm dogs. All new dogs, that is pups and other dogs being registered for the first time, and dogs where ownership is changing will need to be microchipped.

All cats over the age of six (6) months are required by State legislation to be microchipped, sterilised and registered.

The following fees apply for registrations in the Shire of Broomehill-Tambellup:

<b>Description</b>	<b>1 year</b>	<b>3 years</b>	<b>Life Time</b>
<b>Unsterilised Dog or Bitch</b>	<b>\$50.00</b>	<b>\$120.00</b>	<b>\$250</b>
<b>Sterilised Dog or Bitch</b>	<b>\$20.00</b>	<b>\$42.50</b>	<b>\$100</b>
<b>Working Dog</b>	<b>\$12.50</b>	<b>\$30.00</b>	
<b>Working Dog Sterilised</b>	<b>\$5.00</b>	<b>\$10.65</b>	
<b>Registration of Cat</b>	<b>\$20.00</b>	<b>\$42.50</b>	<b>\$100</b>
<b>Approval to breed cats \$100.00 (per cat)</b>			

The limit of the number of dogs which may be kept on any premises is as follows:

- (a) Premises within a townsite - 2 dogs over the age of three months and the young of those dogs under that age;
- (b) Premises outside a townsite - 4 dogs over the age of three months and the young of those dogs under that age.

Pensioners receive a 50% rebate on the above fees. Council staff must sight the pensioner concession card at time of registration.

To register a sterilised dog or cat, a certificate of sterilisation from a vet must be produced.

All registrations are due on 31<sup>st</sup> October each year.

Council has engaged the services of a Ranger who visits the Shire on a regular basis. Should you require any further information on your responsibilities, registration or local dog or cat laws, please contact the Shire office.

### **PRIVATE WORKS**

Council has a range of plant and equipment and qualified operators available for private works.

All requests must be made through the Administration office in the first instance. Please contact the Shire office for more information.

## **EMERGENCY MANAGEMENT**

Council is required by legislation to have an Emergency Management Plan in place, outlining procedures and resources available to respond in the event of an emergency situation in our communities. The Emergency Management Plan was adopted by Council in April 2010 and is available on the Shire's website [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au). Copies are also available for perusal at the Administration offices in Broomehill and Tambellup.

A Local Emergency Management Committee has been formed involving representatives from key agencies in both communities who will be responsible for implementing the Plan in the event of an emergency. The committee meets on a quarterly basis to test and monitor the Plan to ensure its continued relevance to the Broomehill and Tambellup communities.

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# **SHIRE OF BROOMEHILL -TAMBELLUP FIRE BREAK ORDER**

## **2016 - 2017**

### **BUSH FIRE NOTICE AND INFORMATION**

#### **Notice to all Owners and/or Occupiers of land within the Shire of Broomehill-Tambellup.**

In accordance with section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order. This order is made to advise individual land owners that it is their responsibility for fire prevention.

The penalty for non-compliance with this notice is a maximum fine of \$1000, and notwithstanding prosecution, Council may enter upon the land and carry out required work at the owner's/occupier's expense.

**An inspection of fire breaks and hazard removal will be carried out in Rural and Urban areas on or after 19th September each year.**

**BUSH FIRES ACT 1954**  
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**2016 - 2017**

**PART ONE - FIRE BREAK ORDER**

- 1.0 LAND ZONED RESIDENTIAL, TOWN CENTRE, INDUSTRIAL (Townsite land)**  
During the period from **31st October 2016 to 15th April 2017** inclusive you shall have fire breaks in the following positions:
- 1.1** On land which is 4000 square metres (one acre) or less in area, you shall remove all flammable material from the whole of the land, except live standing trees.
- 1.2 Land which exceeds 4000 square metres**  
On land which is 4000 sq metres (1 acre) or more in area, clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. The height of all grass on the land is to be less than 150mm in height.
- 2.0 LAND ZONED RURAL RESIDENTIAL/SPECIAL RURAL (Townsite and Suburban areas)**  
During the period from **31st October 2016 to 15th April 2017** inclusive you shall have fire breaks in the following positions:
- 2.1** Clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height. Properties will be inspected and orders may be issued.
- 3.0 LAND ZONED FARMING - HOMESTEADS, BUILDINGS, HAYSTACKS, BULK FUEL, DRUMS & LIQUID PETROLEUM**
- 3.1** During the period from **31st October 2016 to 15th April 2017** inclusive, you shall have firebreaks at least 5 metres wide, if provided by burning, cultivating or chemical spraying, or 10 metres wide if provided by being closely grazed or mowed to the satisfaction of the Bush Fire Control Officer, in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non flammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations. Provided that wherever 10 metre wide alternative is chosen, the outer 3 metres of the 10 metre area must be totally free of any flammable material and where mowing is the method used, all residue of the mowing process must be removed from the area.
- 3.2 Crops**  
Firebreaks around crops are not compulsory however landowners are strongly encouraged to maintain voluntary firebreaks.
- 3.3 Boundary Firebreaks**  
Boundary firebreaks are not compulsory within the Shire of Broomehill-Tambellup Rural Area. Council or its agents may establish firebreaks at strategic points in the Broomehill and Tambellup Suburban Areas and town sites.
- 4.0 LAND GREATER THAN 40 HECTARES**  
The owner/occupier must have a mobile fire fighting unit (self-propelled, towed or slip-on) in good working order, with a minimum capacity of 400 litres.

## GENERAL INFORMATION

If it is considered impractical for any reason to clear firebreaks on any land as required by this notice, you may apply to Council or its duly authorised officers for permission to provide firebreaks in alternative positions or to take alternative action to abate fire areas on the land. If permission is not granted by Council or its duly authorised officers, you shall comply with the requirements of the notice.

**PLEASE NOTE:** Following the method adopted by Council to inspect the firebreaks in this notice, it is not necessary for the council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

## HAZARD REDUCTION

Landowners are advised that inspections of properties may be carried out prior to **19th September** each year and Orders for any Hazard Reduction will be served by **1 October** each year requiring that the necessary work be undertaken prior to **1st November of that year**.

Failure to comply with Hazard Reduction Orders will result in the work being undertaken by Council or its agents at the landowners' expense.

Hazard reduction may be effected by stocking, clearing, slashing, burning or firebreaks to the area Fire Control Officer's satisfaction.

## DEFINITIONS

For the purpose of this notice:

**Bush:** Includes trees, bushes, plants, stubble, scrub and undergrowth of all kinds whatsoever alive or dead and whether standing or not standing and also part of a tree, bush, plant or undergrowth and whether severed therefrom or not so severed.

**Haystack:** Means any collection of hay including round bales stacked or placed together.

## PLANTATION FIREBREAKS

**NOTICE** to all owners and /or occupiers of land, within the Shire of Broomehill-Tambellup, currently planted, or proposed to be planted, as a Hardwood or Softwood plantation or tree farm.

**PURSUANT** to the powers contained in Section 33 of the Bush Fires Act 1954 you are hereby required on all Hardwood or Softwood PLANTATIONS/TREE FARMS owned or occupied by you, to plough, cultivate, scarify, burn, chemically spray or otherwise clear of all inflammable material, FIREBREAKS of dimensions as set out in this notice.

**FIREBREAKS** shall be installed on all PLANTATION/TREE FARMS by **31st October** annually and shall be maintained and kept clear as required by this notice until **15th April** each year.

### 1.0 BOUNDARY FIREBREAKS

**1.1** Firebreaks shall be constructed fifteen (15) metres wide on the boundaries of all Plantations, Tree Farms or such other location as may be agreed to by the Council, in accordance with the requirements of definition - specification 2.2.

**1.2** Firebreaks shall be constructed around Plantation Compartments of approximately thirty (30) hectares, in accordance with the requirements of definition—specification 2.3.

### 2.0 DEFINITIONS - SPECIFICATIONS

**2.1 Plantations/Tree Farms** - A plantation tree farm is defined as an area exceeding 3 hectares within *townsites* or an area exceeding 10 hectares within *rural* areas of trees planted for *commercial purposes*.

**2.2 Boundary Firebreaks - Fifteen (15) metre requirement -**

A boundary firebreak is defined as an area clear of all inflammable material both on ground and vertically, from the boundary inwards ten (10) metres and from this point to the first line of trees at fifteen (15) metres being a strip five (5) metres wide, maintained in a low fuel condition, eg. short grass and clear vertically, of all low overhanging branches at least four (4) metres from ground level.

**2.3 Planting Compartments** - A planting compartment is defined as an individual area of approximately thirty (30) hectares surrounded by firebreaks cleared of all inflammable material six (6) metres wide, with a vertical clearance of all overhanging branches at least four (4) metres upwards from ground level to allow unrestricted access for firebreak maintenance and fire fighting equipment at all times.

**3.0 FIRE PROTECTION OF PRIVATE HARDWOOD/SOFTWOOD PLANTATIONS**

As per the Plantation Fire Protection Guidelines adopted by the Great Southern Advisory Committee. Copies of these Plantation Guidelines may be obtained from the Council office. All hardwood and softwood plantations within the Council must comply with the Plantation Fire Protection Guidelines unless approval to vary these conditions has been granted by the Council.

**4.0 FIRE EQUIPMENT STANDARDS** - As per the Fire Equipment Standards specified in the Plantation Fire Protection Guidelines, where insufficient brigade fire fighting equipment is available for plantation fire protection or where plantation growers do not participate in the community based plantation fire equipment scheme, the following equipment levels are required.

**5.0 DEFINITIONS:**

**Fast Attack** relates to a 1 tonne 4x4 vehicle carrying minimum of 400 litres of water

**2.4 Medium Duty** relates to a 4x4 truck carrying 2000 litres of water

**3.4 Heavy Duty** relates to a 4x4 truck carrying 3000 litres of water

Appliances are to be equipped to Bush Fire Service of WA standards.

Plantation Area (ha)	Fast Attack Min 400L Capacity	2.4 Medium Duty Unit Min 2000L Capacity	3.4 Heavy Duty Unit 3000L Capacity
Up to 100	1		
101 to 1000		1	
1001 plus			1

**HARVESTING, SWATHING AND BALING OF STUBBLE**

It is hereby notified for public information that pursuant to the powers granted under regulation 38A of the Bush Fires Act, a person shall not operate or suffer the operation of a grain harvesting machine or a machine used for swathing or baling of stubble, on any land within the Shire of Broomehill-Tambellup except in accordance with the following specified condition.

**HARVESTING** – As per the Bush Fires Act it is now compulsory that an engine powered unit and not less than 400 litres of water be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. Fire fighting unit must be situated in, or adjacent to, the paddock being harvested at all times

**SWATHERS AND BALERS** - Are subject to the same conditions as harvesting during operations from **31st October 2016**.

**EXCEPTION:** It is not compulsory to have a fire unit in attendance during the swathing of canola.

**TRACK/ROCK CHAINING** - All persons are required to obtain a permit from your Fire Control Officer to Track/Rock chain during the Restricted and Prohibited Burning Periods.

**BY ORDER OF THE COUNCIL**

**JOANNE M TREZONA**  
**CHIEF EXECUTIVE OFFICER**

## **VEHICLE AND MACHINERY MOVEMENT BANS IN THE SHIRE OF BROOMEHILL-TAMBELLUP**

The following definitions shall apply on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulation 28A and 38B of the Bush Fires Act.

### ***Laneway/Roadway (non-gazetted)***

A laneway roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of six metres wide. Overhanging vegetation must be pruned back so as to not come into contact with parts of a vehicle.

### ***Registered On and Off Loading Area***

A registered On and Off Loading area is defined as an area free of inflammable material, save live standing trees to a radius of 20 metres from the edge of the storage facility, and has written approval of the Council to be used as such.

### ***Prescribed Fire Fighting Unit***

A mobile fire fighting unit is defined of having a minimum water carrying capacity of 400 litres, fitted with a minimum of six (6) metres of nineteen (19) millimeter diameter fire fighting hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations.

### ***Harvest Ban***

A ban on the operation of all grain harvesting machines within a Shire or part of a Shire and during a time, as specified in a notice or broadcast (Reg 38A).

### ***A Ban on the Movement of all Vehicles and Machines and the Operation of Internal Combustion Engines***

A ban on the movement of all vehicles and machinery and the operation of internal combustion engines within a Shire or part of a Shire and during a time as specified in a notice or broadcast (Reg 38A & B) with the exception of the movement of vehicles and machinery on main gazetted roads, laneways and yards. The following activities are permitted, provided these comply with specified conditions:

### ***Regulated Activities***

- 1.** Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by Council on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility. A mobile fire fighting unit shall be in attendance at all times while the site is in use during the ban period.  
(Please note that an owner or occupier of a site may appeal to the Chief Fire Control Officer in cases where approval was not granted or granted subject to additional conditions).
- 2.** Water carting for stock and domestic purpose provided it is accompanied by a prescribed fire fighting unit, or alternatively, the water carting vehicle is a prescribed fire fighting unit.  
(400L of water must be retained on the vehicle at all times).
- 3.** All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a prescribed fire fighting unit.
- 4.** All necessary carting of livestock provided that such a vehicle is accompanied by a prescribed mobile fire fighting unit.
- 5.** Activities which receive specific exemptions from Council or the Chief Bush Fire Control Officer (CBFCO).

All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines after approval has been granted by the Area Fire Control Officer. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that the approval may not be granted. If approval is given, the

CBFCO may suspend the approval immediately subject to severe Bush Fire conditions as determined by the CBFCO.

***THE ISSUE OF A PERMIT TO LOAD AND OFFLOAD GRAIN, FERTILISER AND FEED FROM A REGISTERED SITE DOES NOT ABSOLVE THE OWNER / OCCUPIER OF THE SITE FROM LIABILITY FOR DAMAGES INCURRED AS A RESULT OF FIRE EMANATING FROM THE SITE OR CAUSED AS A RESULT OF ACTIVITIES ON THE SITE.***

**BY ORDER OF THE COUNCIL**

**JOANNE M TREZONA  
CHIEF EXECUTIVE OFFICER**

DRAFT

## THE BUSHFIRES ACT, 1954

The following information is to be read in conjunction with the Bush Fire Notice.

### 1. IMPORTANT DATES TO REMEMBER

<b>19th September 2016:</b>	Commencement of Restricted Burning Period.
<b>1st November 2016:</b>	Commencement of Prohibited Burning Period.
<b>14th February 2017:</b>	Close of Prohibited Burning Period.
<b>15th April 2017:</b>	Close of Restricted Burning Period.
<b>14th April – 17th April 2017:</b>	<b>EASTER – BURNING PROHIBITED</b>

### 2. RESTRICTED BURNING PERIOD 19TH SEPTEMBER TO 31ST OCTOBER 2016 AND 15TH FEBRUARY TO 15TH APRIL 2017 (all dates inclusive).

(Permits will not be issued for logs/ stumps/ timber heaps during period **19th September – 31st October 2016**)

The law requires a person shall not set fire to the bush during the Restricted Burning times unless they have:

1. Obtained a permit in writing from a Bush fire Control Officer.
2. Notified all neighbours and a Bush Fire Control Officer.
3. Notified an officer of the Department of Environment & Conservation if the fire will be within 3km of a DPaW reserve

The following conditions must be complied when burning is carried out:

1. At least three able bodied persons must be in attendance.
2. The fire may not be lit on a day on which a “catastrophic”, “extreme”, “severe” or “very high” danger forecast has been issued for the district.
3. The fire may not be lit on a Sunday or public holiday.
4. At least one prescribed fire unit must be in attendance.
5. Any other conditions that are prescribed by the Fire Control Officer.

### 3. PROHIBITED BURNING PERIOD 1ST NOVEMBER 2016 TO 14TH FEBRUARY 2017 (DATES INCLUSIVE)

Only protective burning can be carried out during the prohibited burning time and under the following conditions:

1. No burning permitted after December 20th .
2. All burning must be carried out between the hours of 6.00pm and midnight of the same day.
3. All conditions of Restricted Burning must be complied with.
4. A permit to burn must be obtained.

### 4. PROTECTIVE BURNING

*Burning to protect a Dwelling, House, other building or a stack of produce (section 23).* Section 18 of the Act must be complied with by constructing two plough firebreaks at least 2.5 metres wide and not more than 100 metres from the property to be protected.

Any protective burning that is to be carried out within the Prohibited Burning Period, from 1st November to 20th December 2016 (refer 3.1), is to be carried out between the hours of 6.00pm and midnight.

*Burning road reserve and burning to protect pasture or crop (section 23).* Section 18 of the Act must be complied with. In the case of burning carried out on the road reserve (only after written authorisation from the CEO) the bush will be burnt between the constructed portion of the road and established fire break on the adjoining land. In the case of burning being carried out on the private grassland the bush shall be burnt between the firebreaks that are not more than 200 metres apart and each of which is not less than 2.5 metres in width.



5. **BURNING TO COLLECT CLOVER BURR (Section 24 & Reg. 18 to 22B).**  
Burning to collect clover burr must be with a special permit issued by the Chief Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.
6. **NOXIOUS WEEDS AND DISEASED PLANTS (SECTION 26 & 26A Reg. 26 to 36A).**  
You are requested to contact your Chief Fire Control Officer, Deputy Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.  
**A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.**
7. **OPERATION OF TRACTORS AND SELF PROPELLED HEADERS (Section 27 Reg. 37A to 38A)**  
During the Restricted and Prohibited Burning Times, all tractors and self propelled headers must not be used unless the exhaust system, if not mounted vertically, is horizontal or on any plane above the horizontal, a minimum of two metres above ground level. The system must be maintained in a sound and efficient condition and fitted with a spark arrester.  
**A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.**
8. **OPERATIONS OF CHAFF CUTTING PLANTS (Regulation 39)**  
During the Restricted and Prohibited Burning Times, a fire extinguisher together with a container holding no less than 400 litres of water must be provided at the site where any chaff cutting plant is operating. A Brigade Fire Control Officer may make any other conditions which must be carried out by the operator.
9. **WHEN A FIRE ESCAPES**  
In the event of a fire escaping beyond the boundaries of the land in respect of which a permit to burn has been granted, the holder of such a permit shall, if possible, immediately notify the nearest authorised officer and within 24 hours of the Suppression of such fire, shall report in writing the full circumstances causing such escape to the authorised officer by whom the permit was granted.
10. **CHRISTMAS DAY**  
**Harvesting and the carting of grain are banned on Christmas day throughout the Broomehill-Tambellup Shire.**
11. **EASTER**  
**Burning is prohibited during the Easter period from Good Friday to Easter Monday inclusive.**
12. **SWATHERS AND BALERS**  
Swathers and Balers are subject to the same conditions as harvesting, i.e. a mobile and operational fire fighting unit having a capacity of at least 400 litres in attendance during operations from 31<sup>st</sup> October until the end of the Restricted Burning Period.
13. **OXYACETYLENE, ARC WELDERS, ANGLE GRINDERS AND OTHER POWER EQUIPMENT**  
Operation of Oxyacetylene, arc welders, angle grinders and other power equipment during Restricted Burning Periods require the work site to be adequately cleared of inflammable material prior to the use of the above mentioned equipment and an appropriate fire extinguisher in attendance.
14. **HARVEST BAN ZONES**  
**The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as EASTERN ZONE and WESTERN ZONE. Any harvest ban imposed on a specific zone will also INCLUDE BOTH TOWNSITES by default. The boundary between the two zones will be along the Great Southern Highway. Please refer to the map in this booklet for more information.**



**By Order of the Council  
JOANNE TREZONA  
CHIEF EXECUTIVE OFFICER**

DRAFT

**SHIRE OF BROOMEHILL-TAMBELLUP****FOR ALL EMERGENCIES PHONE 000****POLICE:** TAMBELLUP 9825 1003, KATANNING 9821 1888**SHIRE:** 9825 3555**ON THE FIREGROUND - USE UHF RADIO CHANNEL 5****VHF RADIO CHANNEL:** Repeater 322 Tambellup, 231 Broomehill**HARVEST BAN HOTLINE: (08) 9825 1042**

		Phone	Mobile	Call Sign
<b>Chief Fire Control Officer</b>	Ben Hewson	9821 0205	0417 969 975	BT1
<b>Deputy Chief Fire Control Officer</b>	Ian Cunningham	9825 3061	0428 253 062	BT2
<b>Deputy Chief Fire Control Officer</b>	Wayne Newbey		0429 674 182	BT3
<b>Fire Weather Officers</b>	As Above			
<b>Community Emergency Services Manager</b>	Cindy Pearce		0417 071 567	Central Great Southern CESM

**BROOMEHILL EAST**

		Call Sign	Phone	Mobile
<b>Captain/FCO</b>	Gavin Guerini	BH EAST 1	9824 1012	0488 241 012
1 <sup>st</sup> Lt	Craig Dewar	BH EAST 2	9824 1257	0429 100 239
2 <sup>nd</sup> Lt	Scott Thompson	BH EAST 3	9824 1243	0428 916 131
3 <sup>rd</sup> Lt	Mark Paganoni	BH EAST 4	9824 1316	0427 383 817
	Luke Simpson	BH EAST 5	9825 1537	0427 251 257
	Nathan Heron	BH EAST 6	9824 1322	0427 212 272
	Craig Bignell	BH EAST 7	9824 1253	0408 341 253
Secretary	Nathan Heron		9824 1322	0427 212 272

**BROOMEHILL WEST**

<b>Captain/FCO</b>	Warrick McMahon	BH WEST 1	9821 0255	0428 316 386
1 <sup>st</sup> Lt	Anthony Witham	BH WEST 2	9824 1087	0428 241 087
2 <sup>nd</sup> Lt	Dave Kinsey	BH WEST 3	9825 3118	0428 552 633
3 <sup>rd</sup> Lt	Jerome Hardie	BH WEST 4	9824 1239	0427 181 341
	Ed Anderson	BH WEST 5		0428 221 591
Secretary	Andrew Woithe		9824 1200	0428 241 232

**BROOMEHILL CENTRAL**

<b>Captain/FCO</b>	Lara Hugill	CENTRAL 1		0477 802 368
1 <sup>st</sup> Lt	Peter Guazzelli		9824 1309	0439 241 309
2 <sup>nd</sup> Lt	Jonathon Webster			0429 441 246
3 <sup>rd</sup> Lt	Neil Tears			0417 939 684
Emergency Contact	Bob Vesey			0407 949 542
Secretary	Dave Dilley		9824 1123	0409 518 415

**TAMBELLUP EAST**

<b>Captain/FCO</b>	Kim Oliver	TA EAST 1	9825 8257	0427 258 157
1 <sup>st</sup> Lt	Andrew Leonhardt	TA EAST 2	9825 8203	0437 208 427
2 <sup>nd</sup> Lt	Mario Cristinelli	TA EAST 3	9825 8262	0427 258 118
3 <sup>rd</sup> Lt	Al Clark	TA EAST 4	9825 8204	0488 258 204
	Luke Patterson	TA EAST 5	9825 8120	0427 258 222
	Chris Rumble	TA EAST 6	9825 8188	0428 368 205
	Carl Letter	TA EAST 7	9825 8270	0427 282 053
	Ray Squibb	TA EAST 8	9825 8260	0407 984250
Secretary	Mario Cristinelli		9825 8262	0427 258 118

**TAMBELLUP WEST**

<b>Captain/FCO</b>	Jarrold Thorn	TA WEST 1	9825 3018	0428 906 310
1 <sup>st</sup> Lt	Derek Sadler	TA WEST 2		0439 521 127
2 <sup>nd</sup> Lt	Nick Lockyer	TA WEST 3	9825 1162	0429 104 129
3 <sup>rd</sup> Lt	Rhys Brown	TA WEST 4		0428 993 309
	Nigel Sheridan	TA WEST 5	9825 3145	0427 253 097
	John Cristinelli	TA WEST 6	9825 1159	0428 916 833
	Ken Schlueter	TA WEST 7	9825 1023	0427 251 400
	Colin Bradshaw	TA WEST 8	9824 1256	0428 241 043
	Brett Green	TA WEST 9	9825 3048	0428 253 048
	Tony Cristinelli	TA WEST 10	9825 3021	0437 253 021
Secretary	Amy Schlueter			0428 301 877

**TAMBELLUP VFES**

<b>Captain/FCO</b>	Laurie Hull	TAMBELLUP 1	9825 1176	0428 251 177
1 <sup>st</sup> Lt	Phillip Hams		9825 1133	0427 251 113
2 <sup>nd</sup> Lt	Paul Plant		9825 1662	0427 258 241
3 <sup>rd</sup> Lt	Geoff Hams	TAMBELLUP 3	9825 1009	
Secretary	Pam Hull		9825 1176	

**DUAL FIRE CONTROL OFFICERS**

<b>Shire of Cranbrook</b>	Andrew Leonhardt, Kim Oliver, Carl Letter, Nick Lockyer
<b>Shire of Gnowangerup</b>	Kim Oliver, Al Clark, Carl Letter, Mark Paganoni
<b>Shire of Katanning</b>	Warrick McMahan, Mark Paganoni
<b>Shire of Kojonup</b>	Warrick McMahan, Nigel Sheridan

## ***WHAT YOU NEED TO KNOW...***

### **BUSH & GRASS ON ANY LAND**

Burning of bush and grass is totally prohibited between **November 1st - February 14th inclusive**, except for small heaps of garden refuse as described below. For all other fires, permits are required between **September 19th - October 31st inclusive** and between **February 15th - April 15th inclusive**.

### **BROADCAST OF FIRE BANS**

**Shire's Harvest Ban Hotline – 9825 1042** recorded message stating what type of ban is currently in place in the Shire and the Restricted and Prohibited Burning Period Times.

**ABC Radio** - will broadcast harvest bans every day at 10.05am, 11.05am, 12.35pm and 2.05pm.

**SMS Messages** of harvest and vehicle movement bans are sent to mobiles as soon as the information is received. Contact the Shire office (9825 3555) if you would like to receive notification of harvest and movement bans by SMS.

Please do not rely on only one method of advice for Harvest Ban notification. A number of areas of the Shire have limited mobile reception, and as such, SMS messaging is not always an effective form of notification. The Shire's Harvest Ban Hotline is updated as soon as information is received and should be used as a reliable source of information.

Similarly, if you feel weather conditions are deteriorating but have not received advice of a ban through text message or radio broadcast, please contact your brigade Fire Control Officer or check the Harvest Ban Hotline.

### **HARVEST BAN ZONES**

The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as **EASTERN ZONE** and **WESTERN ZONE**, with the boundary between the two zones being along the **Great Southern Highway**. Any harvest ban imposed on a specific zone will also **INCLUDE BOTH TOWNSITES** by default. Please refer to the map in this booklet for more information.

### **FIRE DANGER**

**No burning of any type is permitted, including incinerator, on days of CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.**

### **HOW TO OBTAIN PERMITS**

Burning permits can be obtained from the Chief Fire Control Officer, Deputy Chief Fire Control Officers and Bush Fire Brigade Fire Control Officers. When applying for a permit you will be required to provide house and lot numbers and the street/road of the property for which the permit is to apply.

### **WHEN AND HOW TO BURN GARDEN REFUSE AND RUBBISH**

**From November 1st to February 14th inclusive**, small heaps (up to one cubic metre of garden refuse) may be burnt on the ground between **6.00pm and 11.00pm**, **BUT ONLY AFTER** a 5 metre wide firebreak has been cleared around the fire and at least one able bodied person is in attendance at all times. The fire must be completely extinguished by midnight on the same day.

**Burning is PROHIBITED on days of CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.**

### **HINTS FOR BURNING:**

- 1. Advise the permit issuing officer when you intend to burn.**
2. Do not light fires on a hot windy day. Check the fire danger forecast.
3. Do not try to burn more than you can control.
- 4. INFORM YOUR NEIGHBOURS.**

5. Make sure sparks and smoke will not affect neighbours washing, or open windows.
6. Do not burn wet or green garden clippings, tyres, plastics and chemicals as they are likely to cause dense, acrid smoke and cause inconvenience to neighbours.
7. Do not burn bottles, aerosol cans, etc as they are likely to explode.
8. Cut or rake long grass around trees, buildings and fences before burning.
9. Burn against the wind.
10. On sloping blocks burn from the top down.
11. Have a hose or spray pack to dampen down fierce fires.

Composting of garden refuse is a preferred option to burning and is a more environmentally friendly alternative.

**ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE**

All Brigades welcome people who are prepared to join and assist in fire prevention and fire fighting. Further information can be obtained by contacting your local Brigade Fire Control Officer, Bush Fire Brigade Secretary or the Shire of Broomehill-Tambellup, phone 9825 3555. Induction training is available and recommended for all new volunteers.

**BARBECUES AND INCINERATORS**

Gas and Electric barbecues are permitted at any time.

**SOLID FUEL BARBECUES AND INCINERATORS ARE PROHIBITED ON DAYS OF CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER. ALWAYS CHECK WITH THE FIRE CONTROL OFFICER FIRST.**

***PENALTIES***

***MAJOR OFFENCES MAY RESULT IN COURT ACTION  
WITH FINES RANGING FROM \$500 TO \$11,000***

## **GENERAL INFORMATION**

Fire Control Officers are the only persons permitted to issue permits.

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Harvesting on Christmas Day is not permitted  
within the Shire.

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**THERE IS NO EXCEPTION OR PROVISION FOR  
UNLICENSED FIRE VEHICLES TO BE TAKEN  
OVER OR ONTO ROADS IN ANY SITUATION**

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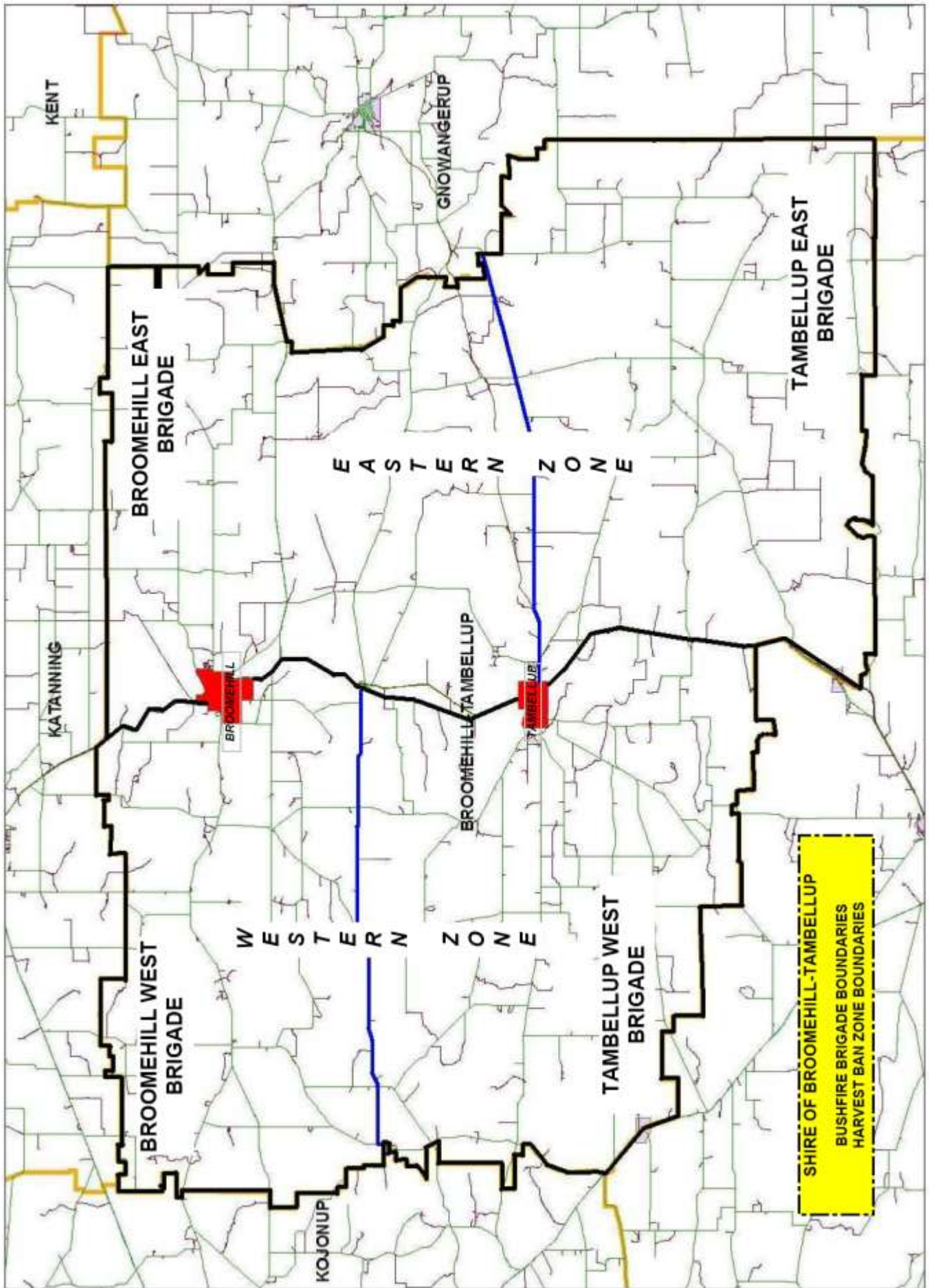
It is the intention of the shire to enforce the Fire Break Order  
on all lots within the townsite and on rural land.

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### **SUMMER VACATIONS**

Please notify Shire Office or Fire Captains if you will be out of the district  
and if any of your plant would be available in case of fire.

**NOTHING IN THE FOREGOING SHALL BE DEEMED TO  
RELIEVE ANY PERSON FROM LIABILITY FOR  
ACTIONABLE DAMAGE**





# SHIRE OF BROOMEHILL-TAMBELLUP

## Application for Registration as an Authorised Loading and Off Loading site for Grain during Fire Danger Days

**Fire Season 2016/2017**

**Registration Fee of \$55-00 must be paid at time of lodging application.**

Owner / Occupier Name	
Residential Address	
Postal Address	
Location Number of Site:	
Nearest Road:	Locality:

**Please attach diagram of location and site to this application.**

Minimum specifications for a registered loading / offloading site are:

- an area free of inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility;
- a constructed roadway or laneway between the site and the made gazetted road clear of all inflammable material to a width of six metres.

Loading and offloading on this site as well as travel to and from this site is permitted during vehicle movement bans provided that a mobile operational fire fighting unit (as specified in Council's regulations) is in attendance during loading and offloading operations and accompanies the vehicle on laneways between the registered site and a made gazetted road. (Please note that additional fire safety conditions may be specified).

**The above site and laneways does / does not meet minimum conditions (delete as appropriate).**

Inspected by..... Rank.....

Date.....

Comments or Additional Conditions

.....

.....

.....

.....

**This registration must be reviewed annually.**





10.18 - Review of Ten Year Plant Replacement Program



SHIRE OF BROOMEHILL-TAMBELLUP  
10 YEAR PLANT REPLACEMENT PROGRAM

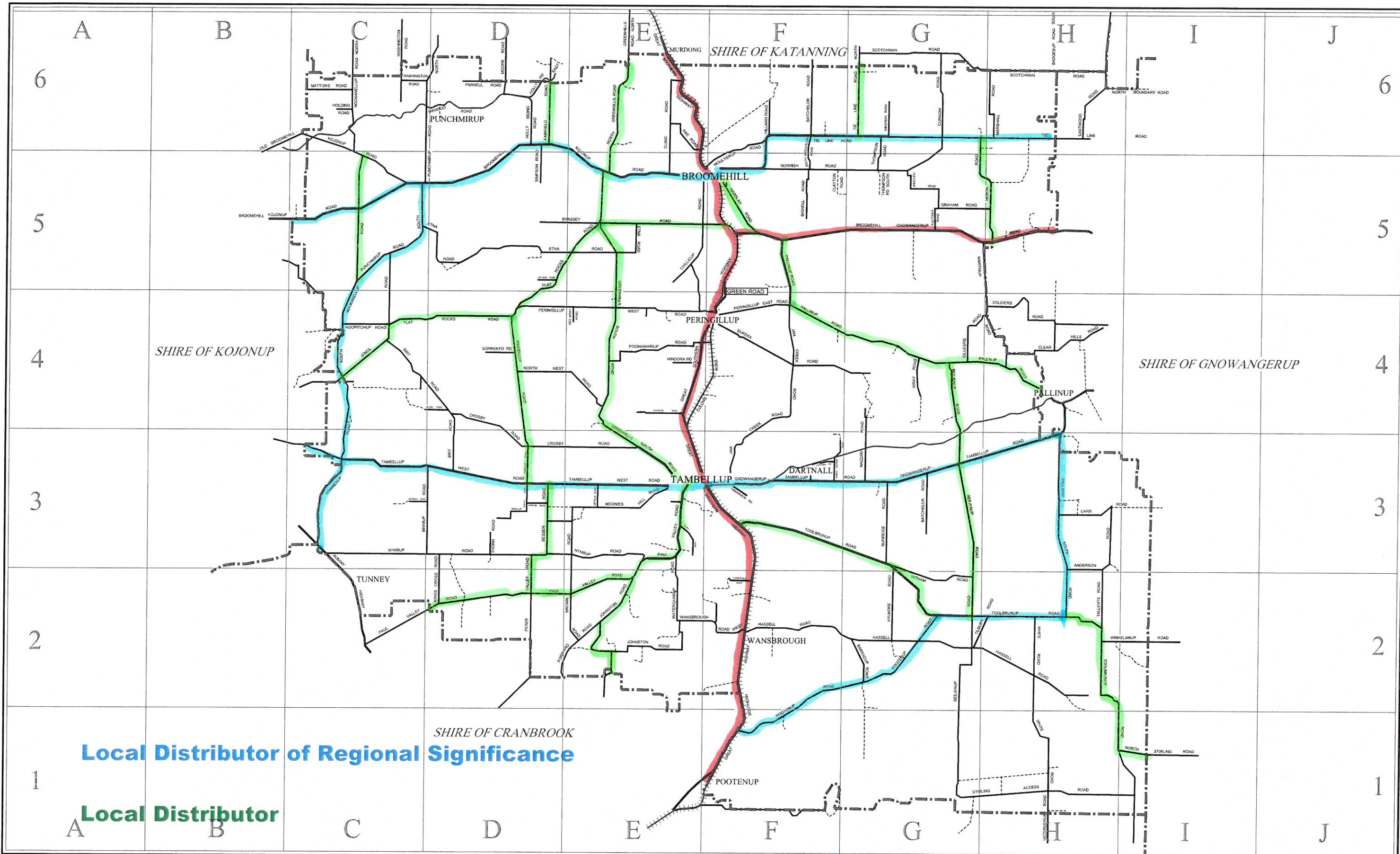
FLEET #	REGO	PLANT ITEM	PURCHASE DATE	REPLACE (years)	LOAN EXPIRES	PURCHASE PRICE	TOTAL 16/17	TOTAL 17/18	TOTAL 18/19	TOTAL 19/20	TOTAL 20/21	TOTAL 21/22	TOTAL 22/23	TOTAL 23/24	TOTAL 24/25	TOTAL 25/26
<b>MOWERS</b>																
PTORO2	BHT84	Toro / Finishing Mower	2013	5 yrs		37,500			-45,000					-45,000		
									10,000					10,000		
PTORO3	BH007	Toro 360	2016	3yr		34,800			-45,000			-45,000			-45,000	
		Tractor/Mower							15,000			15,000			15,000	
<b>UTILITIES</b>																
PCAR59	1TA	Toyota Fortuner	2016	25,000km		44,900	-150,000	-150,000	-150,000	-150,000	-150,000	-150,000	-150,000	-150,000	-150,000	-150,000
		<i>* provision for 3 changeovers per year</i>					138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000
PUTE57	TA052	Holden Colorado LX single cab	2015	30,000km		31,787	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-35,000
							28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000
PUTE67	TA001	Toyota Hilux dual cab	2015	30,000km		44,900	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000
		<i>* provision for 3 changeovers per year</i>					122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000
PUTE61	BH009	Holden Colorado DX single cab (tipper body)	2015	30,000km		28,600	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000	-38,000
							28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000
PUTE66	BH00	Toyota Hilux dual cab	2015	35,000km		33,795	-80,000	-80,000	-80,000	-80,000	-80,000	-80,000	-80,000	-80,000	-80,000	-80,000
		<i>* provision for 2 changeovers per year</i>					71,000	71,000	71,000	71,000	71,000	71,000	71,000	71,000	71,000	71,000
PUTE62	BH014	Toyota Hilux single cab	2015	30,000km		36,363	-35,000	-35,000	-35,000	-35,000	-35,000	-35,000	-35,000	-35,000	-35,000	-35,000
							25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
PUTE65	BH003	Toyota Landcruiser crew cab	2015	30,000km		57,727	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000
		<i>* provision for 2 changeovers per year</i>					115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000
PUTE68	TA005	Toyota Hilux single cab	2016	30,000km		37,000			-40,000			-40,000			-40,000	
									25,000			25,000			25,000	
<b>CARS</b>																
PCAR57	OTA	Holden Caprice	2015	20,000km		43,307	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000	-135,000
		<i>* provision for 3 changeovers per year</i>					122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000
PCAR58	BH000	Holden Colorado 7 wagon	2016	20,000km		36,318	-82,000	-82,000	-82,000	-82,000	-82,000	-82,000	-82,000	-82,000	-82,000	-82,000
		<i>* provision for 2 changeovers per year</i>					70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
<b>ROAD BROOMS</b>																
PBROOM1		Caterpillar Road Broom	2010	10 yrs		29,403					-35,000					
											5,000					
PANGBR		Himac Road Broom (skid Steer)	2013	10 yrs		7,740							-8,000			
													2,000			
PBKTBR		Himac bucket Broom	2013	10 yrs		6,430							-8,000			
													2,000			

10.18 - Review of Ten Year Plant Replacement Program



SHIRE OF BROOMEHILL-TAMBELLUP  
10 YEAR PLANT REPLACEMENT PROGRAM

FLEET #	REGO	PLANT ITEM	PURCHASE DATE	REPLACE (years)	LOAN EXPIRES	PURCHASE PRICE	TOTAL 16/17	TOTAL 17/18	TOTAL 18/19	TOTAL 19/20	TOTAL 20/21	TOTAL 21/22	TOTAL 22/23	TOTAL 23/24	TOTAL 24/25	TOTAL 25/26
<b>TRAILERS</b>																
PTLR7		3 axle Float Trailer	2009	15 yrs		71,159									-120,000	
															30,000	
PTLR4	1TCY 082	Papas Tandem Fuel Trailer	1982			2,714		-20,000								
								500								
TANKER1	TA2129	Fuel Tanker	*1982	Retain		2,000										
PBH010	BH010	6X4 fuel trailer	*1981													
PTLR16	1TMR361	Side Tipping Quad Dog	2012	10 yrs		108,000							-110,000			
													30,000			
NEW		Side Tipping Trailer		10 yrs			-75,000									
<b>MISC</b>																
PBH012	BH012	Isuzu Fire Truck (1995)	*2014	10 yrs		97,042										
PGTR	TA417	John Deere 6x4 Gator (spray unit)	2010	10 yrs		21,006			-35,000							
									5,000							
PSLA		Slasher														
PWATER		Water tank	2016	10 years												-65,000
NEW		Tree Grab for 930G Loader		15 years					-40,000							
		Misc. minor plant		annually			-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000
			* 2nd hand													
<b>TOTAL PURCHASES</b>							<b>-579,000</b>	<b>-493,500</b>	<b>-414,000</b>	<b>-434,000</b>	<b>-514,000</b>	<b>-639,000</b>	<b>-486,000</b>	<b>-519,000</b>	<b>-489,000</b>	<b>-426,000</b>
<b>PURCHASE FINANCING</b>																
		Plant Reserve Opening Balance					47,863	27,831	42,248	136,382	211,928	208,606	80,236	102,939	92,983	112,878
		Purchases					-579,000	-493,500	-414,000	-434,000	-514,000	-639,000	-486,000	-519,000	-489,000	-426,000
		Transfer from Municipal Fund					550,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
		Interest	3.00%				8,968	7,917	8,134	9,546	10,679	10,629	8,704	9,044	8,895	9,193
		Reserve Funds Utilised					579,000	493,500	414,000	434,000	514,000	639,000	486,000	519,000	489,000	426,000
		Loan Funding														
		Municipal Funds Utilised					0	0	0	0	0	0	0	0	0	0
<b>CLOSING BALANCE of RESERVE FUND</b>							<b>27,831</b>	<b>42,248</b>	<b>136,382</b>	<b>211,928</b>	<b>208,606</b>	<b>80,236</b>	<b>102,939</b>	<b>92,983</b>	<b>112,878</b>	<b>196,071</b>

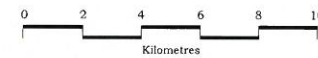


**Local Distributor of Regional Significance**

**Local Distributor**

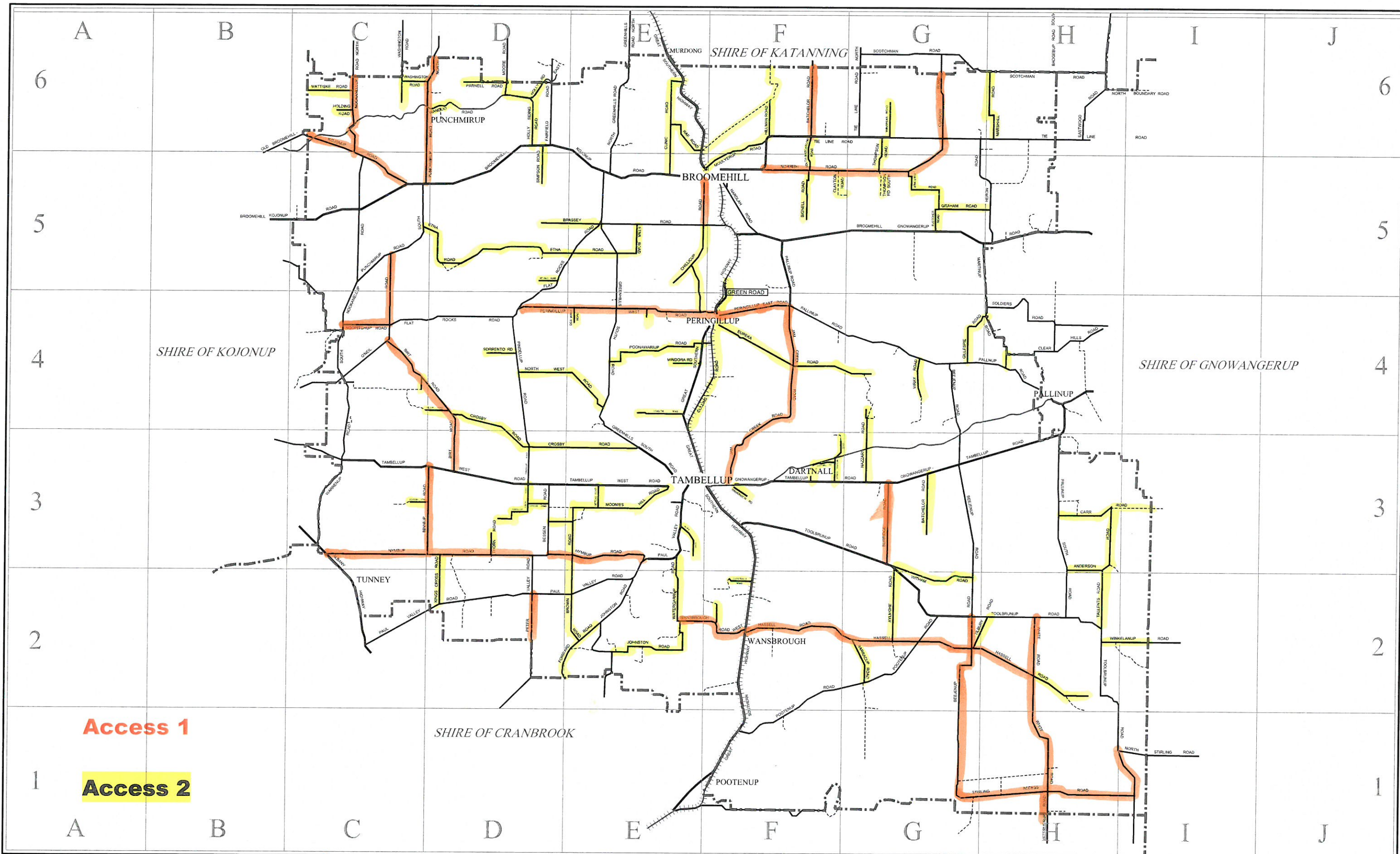
**SHIRE OF BROOMEHILL-TAMBELLUP  
FIRE MAP**

- SEALED ROADS.....
- PAVED ROADS.....
- FORMED ROADS.....
- RAILWAY.....
- HOMESTEAD.....
- SHIRE BOUNDARY.....
- GRID LINES AND REFERENCES.....
- DAMS.....



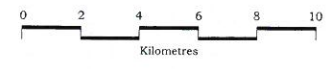
PLAN PREPARED BY:  
**DEVELOPMENT CARTOGRAPHICS**  
CARTOGRAPHIC DRAFTING AND PRESENTATION GRAPHICS  
10/885 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101  
TEL: (08) 9472 1346 FAX: (08) 9472 1596  
DATE: JUNE 2009





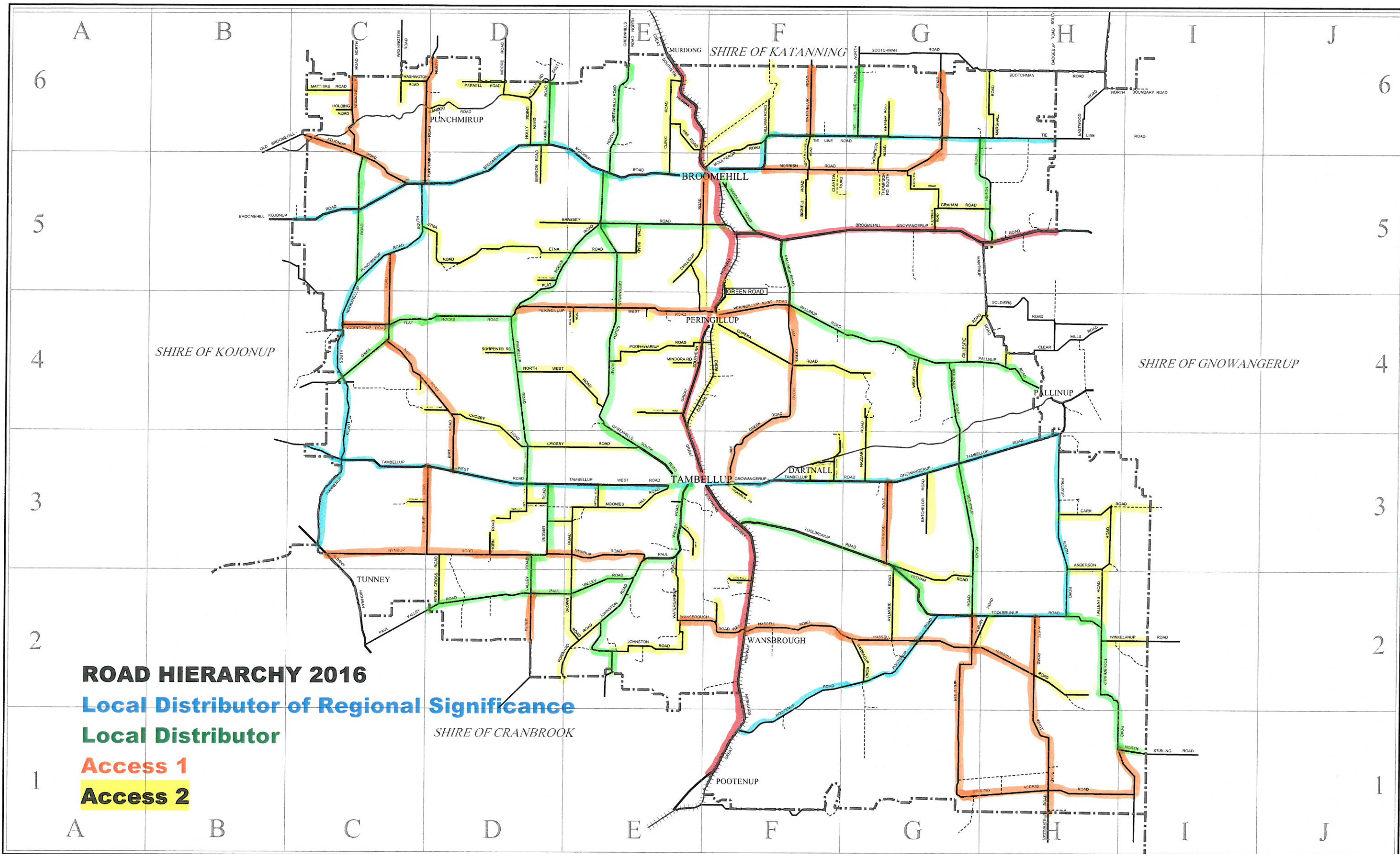
**SHIRE OF BROOMEHILL-TAMBELLUP**  
FIRE MAP

- SEALED ROADS.....
- PAVED ROADS.....
- FORMED ROADS.....
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**ROAD HIERARCHY 2016**

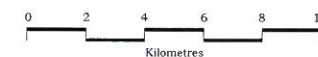
**Local Distributor of Regional Significance**

**Local Distributor**

**Access 1**

**Access 2**

SHIRE OF BROOMEHILL-TAMBELLUP  
FIRE MAP



PLAN PREPARED BY:  
**DEVELOPMENT CARTOGRAPHICS**  
CARTOGRAPHIC DRAFTING AND PRESENTATION GRAPHICS  
10/885 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101  
TEL: (08) 9472 1346 FAX: (08) 9472 1596  
DATE: JUNE 2009

10.19.2 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
1	BROOMEHILL - KOJONUP RD	Local Distributor of Regional Significance	30.83	163.2	Jun-14	Yes	5	1
5	TIE LINE RD	Local Distributor of Regional Significance	23.37	131.1	Jan-12	Yes	5	1
14	JOURNAL ST	Local Distributor of Regional Significance	0.34				5	1
58	WARRENUP RD	Local Distributor of Regional Significance	0.00 to 9.41	141 69.2	Jan 12 Jan 16	Yes	4◆	1
58	WARRENUP RD	Local Distributor of Regional Significance	9.41 to 29.7	27	May-12	Yes	3◆	1
205	TOOLBRUNUP RD	Local Distributor of Regional Significance	16.90 to 26.21	154.00	Jan-16	Yes	6◆	1
208	PALLINUP SOUTH RD	Local Distributor of Regional Significance	13.32	95.4	Jan-16	Yes	6◆	1
212	POOTENUP RD	Local Distributor of Regional Significance	17.53	134.2	Dec-13	Yes	7◆	1
294	GNOWANGERUP-TAMBELLUP RD	Local Distributor of Regional Significance	26.27	145.2 111.8 121.4 470	Jan 13 Aug 15 Aug 15 Dec 14	Yes	7◆	1
297	TAMBELLUP WEST RD	Local Distributor of Regional Significance	29.45	110.2 66	Dec 13 Aug 15	Yes	7◆	1
3	FLAT ROCKS RD	Local Distributor	22.35	67.9	Apr-09		5	2
8	PALLINUP RD	Local Distributor	24.47	12	Jul-12		4◆	2
10	BRASSEY RD	Local Distributor	0 to 9.16	24.1	Nov-11		4◆	2
11	GREENHILLS SOUTH RD	Local Distributor	22.25	48.7	Nov-11		4◆	2
12	NORTH GREENHILLS RD	Local Distributor	8.40	55.70	May-12		4◆	2
15	NARDLAH RD	Local Distributor	5.38	70.4	Dec-13		2	2
16	HERON RD	Local Distributor	8.01	9.7	Oct-12		6◆	2
23	NOOKANELLUP RD	Local Distributor	0 to 8.94	46.4	Jan-10		3	2
27	FAIRFIELD RD	Local Distributor	4.80	107.30	May-12		5	2
37	TIELINE NORTH RD	Local Distributor	5.08	23	Oct-12		5	2
40	O'NEILL RD	Local Distributor	5.33	14.6	Sep-12		3◆	2
41	BEEJENUP RD	Local Distributor	0 to 18.5	104	Jan-16		4◆	2
46	PINDELLUP RD	Local Distributor	12.22	28.6	Jun-09		4◆	2
203	PAUL VALLEY RD	Local Distributor	25.02				4◆	2
205	TOOLBRUNUP RD	Local Distributor	0.00 to 16.90	49.70	Jul-12		6◆	2
205	TOOLBRUNUP RD	Local Distributor	26.21 to 38.50	151.6 112.2	Dec 13 Jan 13		6◆	2
206	NYMBUP RD	Local Distributor	14.97 to 16.12				2◆	2
214	BESSEN RD	Local Distributor	5.07				4◆	2
217	JOHNSTON RD	Local Distributor	0.00 to 7.67				4◆	2
225	PETER VALLEY RD	Local Distributor	0 to 2.82				2◆	2
247	NEWTON RD	Local Distributor	1.42					2

10.19.2 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
250	NORRISH ST	Local Distributor	0.00 to 0.43	21	Mar-12		4◆	2
277	STIRLING NORTH RD	Local Distributor	2.00				6◆	2
295	NORTH TCE	Local Distributor	0.00 to 0.17				4◆	2
2	OLD BROOMEHILL-KOJONUP RD	Access 1	8.43	11.6	Nov-11		5	3
4	PUNCHMIRUP NORTH RD	Access 1	9.2	23.3	Jul-12		4◆	3
6	CHILICUP RD	Access 1	0.00 to 3.1	29.6 18.2	Jan 13 Aug 13			3
7	WEST PERINGILLUP RD	Access 1	14.01	36.4 16.6	Jun 09 May 12		4◆	3
17	NORRISH RD	Access 1	14.13	22.6 26.4	May 09 Nov 12		3	3
22	PERINGILLUP EAST RD	Access 1	5.64	11	Jun-09		4◆	3
24	NORTH NOOKANELLUP RD	Access 1	5.72	11.3	Sep-12		6◆	3
28	JAM CREEK RD	Access 1	15.54	27.60	Nov-12		4◆	3
31	BATCHELOR NORTH RD	Access 1	5.01	11.3	Nov-12			3
38	CURNOW RD	Access 1	0.00 to 2.50	29.9	Sep-12		3◆	3
38	CURNOW RD	Access 1	2.50 to 4.66					3
41	BEEJENUP RD	Access 1	18.5 to 32.6				2◆	3
47	PALOMAR RD	Access 1	5.13	26.3	Jul-13		4◆	3
49	NGOPITCHUP RD	Access 1	3.32	20.3	Feb-14			3
50	BIRT ROAD	Access 1	11.48	29.4	Mar-09		3	3
105	OLD NARDALAH RD	Access 1	1.22					3
204	HASSELL RD	Access 1	24.69	19.00	Jul-09		4◆	3
206	NYMBUP RD	Access 1	0.0 to 14.97	17.7	Jun-09		2◆	3
206	NYMBUP RD	Access 1	16.12 to 23.51				2◆	3
215	BURRIDGE RD	Access 1	5.9				7	3
216	WHITE RD	Access 1	13.15				6◆	3
219	WANSBROUGH WEST RD	Access 1	5.64				4◆	3
221	STIRLING ACCESS	Access 1	16.2	14.4	Nov-11		2◆	3
225	PETER VALLEY RD	Access 1	2.82 to 6.12	14.60	Jul-12		4	3
228	BINNIUP RD	Access 1	6.35				4◆	3
231	YETEMERUP RD	Access 1	1.94				6	3
283	STIRLING ACCESS SOUTH ROAD	Access 1	1.65	10.8	May-14			3
296	CREMASCO ROAD	Access 1	0.82					3
6	CHILICUP RD	Access 2	3.1 to 8.41					4



Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
10	BRASSEY RD	Access 2	9.16 to 15.09				4◆	4
18	ETNA RD	Access 2	20.07	11	Oct-12			4
20	MOULYERUP RD	Access 2	4.95	32.7	Sep-12			4
21	EUREKA RD	Access 2	11.67	17	Oct-12		4◆	4
29	GILLESPIE RD	Access 2	4.32	5	Mar-13		4◆	4
30	MARTINUP RD	Access 2	0.96	9	Apr-16		4◆	4
36	MARSHALL RD	Access 2	4.96	9.2	Mar-13		5	4
39	THOMPSON RD	Access 2	2.51	5 11.4	Apr 16 May 15			4
42	CLINIC RD	Access 2	7.58	16.7	Sep-12			4
43	HOLLY SIDING RD	Access 2	5.3	9.8 11.2	Mar 13 Jul 13			4
44	HOLLY EAST RD	Access 2	2.09	8.6	Apr-16			4
45	GRAHAM RD	Access 2	3.72	1.4	Aug-13			4
48	FLETCHER RD	Access 2	6.59	14.3	Feb-14			4
54	STOCK ROUTE RD	Access 2	3.52	12.8	May-15			4
55	POONAWARIUP RD	Access 2	7.63	9.4	Oct-12			4
57	SIMPSON RD	Access 2	2.57	14.4	Apr-16			4
59	WASHINGTON RD	Access 2	2.55	9.8	Feb-14			4
60	WASHINGTON SOUTH RD	Access 2	1.34					4
61	WRAY RD	Access 2	2.86	18	Jul-13			4
63	GREEN RD	Access 2	2.17	9.4	Jul-13			4
64	HILLMAN RD	Access 2	2.57	8.8	Jul-13			4
65	WINSPEAR RD	Access 2	1.72	6.3	Oct-12			4
66	COLLINS RD	Access 2	8.19	8.4	Jul-13			4
69	HOLLAND TK	Access 2	8.93	4.4	Apr-16			4
70	DES WRAY RD	Access 2	1.08	6.8	Jul-13			4
71	BIGNELL RD	Access 2	2.72	25.4	Apr-16		4◆	4
72	HOLDING RD	Access 2	1.17	28.4	Jul-13			4
73	SORRENTO RD	Access 2	6.18	9.4	Feb-14			4
74	WITHAMS RD	Access 2	1.37	6	Apr-16			4
75	MATTISKE RD	Access 2	2.43					4
76	PARNELL RD	Access 2	2.62	11	Aug-15			4
77	CEMETERY RD	Access 2	3.48	14	Jan-14			4
83	MOORE RD	Access 2	0.95					4
87	SOUTH BATCHELOR RD	Access 2	2.48	17.4	May-14			4
89	RAE RD	Access 2	3.41	3.2	Jul-13			4
90	GRAHAM'S WELL RD	Access 2	2.88					4

10.19.2 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
91	SOUTH THOMPSON RD	Access 2	1.76					4
92	CLAYTON RD	Access 2	1.73					4
93	KOMANI RD	Access 2	0.6					4
94	WANDOO RD	Access 2	1.03					4
95	LOMBARDIA RD	Access 2	0.66				2	4
100	MINDORA RD	Access 2	1.35				2	4
104	MARTINUP RD (B)	Access 2	3.04				4◆	4
207	CROSBY RD	Access 2	14.25				2◆	4
211	NORTH WEST RD	Access 2	7.35				2◆	4
213	TILBURY RD	Access 2	2.50					4
217	JOHNSTON RD	Access 2	7.67 to 15.35				4◆	4
222	WATERGARRUP RD	Access 2	4.70	21.90	Apr-09		4◆	4
223	MOONIES HILL RD	Access 2	10.33					4
224	BROWN RD	Access 2	8.90					4
229	AYLMORE RD	Access 2	5.30				4◆	4
230	BARRECUP RD	Access 2	3.34					4
232	KINGS CROSS RD	Access 2	3.60				4◆	4
234	WITHAM RD	Access 2	6.20					4
235	ANDERSON RD	Access 2	7.33				4◆	4
236	CARR RD	Access 2	6.88					4
237	SPRIGG SIMPSON RD	Access 2	3.14					4
238	NAZZARI RD	Access 2	4.63	9.2	Jun-14			4
239	HANKINSON RD	Access 2	2.41					4
240	ALLEN RD	Access 2	1.98					4
241	CRISTINELLI RD	Access 2	1.77					4
242	BATCHELOR RD	Access 2	3.05	8.5	Mar-12			4
244	DARTNALL RD	Access 2	2.90	5.00	May-14			4
245	GITTENS RD	Access 2	1.64					4
248	HILDER RD	Access 2	1.68					4
249	BOWMAN RD	Access 2	1.85					4
268	TRIMMER SOAK RD	Access 2	4.75					4
269	HODGSON RD	Access 2	1.77					4

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
270	HAMILLA RD	Access 2	1.61					4
271	WINKELANUP RD	Access 2	1.13				2◆	4
272	PINDELLUP SOUTH RD	Access 2	4.05					4
273	DIPROSE RD	Access 2	1.54					4
274	THORN RD	Access 2	1.34					4
279	TALLENTS RD	Access 2	4.23	5.8	Jun-14			4
280	FORWARD RD	Access 2	2.39					4
290	DAWSON RD	Access 2	0.70					4
293	LEHMANN RD	Access 2	1.10					4
13	INDIA ST	Town	1.06					Town
19	IVY ST	Town	0.72					Town
25	JANUS ST	Town	0.34					Town
26	ANNICE ST	Town	0.14					Town
32	LATHAM ST	Town	0.36					Town
33	LEVEN ST	Town	0.14					Town
34	KEITH ST	Town	0.5					Town
35	LAVATER ST	Town	0.28					Town
51	JAVELIN ST	Town	0.91					Town
52	JANITOR ST	Town	0.22					Town
53	JOURNAL LA	Town	0.22					Town
56	JEWEL ST	Town	0.22					Town
67	LEADER ST	Town	0.21					Town
68	KEETLEY ST	Town	0.1					Town
85	NONAME RD	Town	0.61					Town
86	KIMBERLEY ST	Town	0.46					Town
88	JETSAM ST	Town	0.34					Town
96	MORGAN RD	Town	0.37					Town
97	MCGUIRE RD	Town	1.53					Town
98	NELSON RD	Town	1.20					Town
99	LEATHLEY ST	Town	0.80					Town
101	HASSELL ST	Town	0.26					Town
102	COMPLEX DRIVEWAY	Town	0.47					Town

10.19.2 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
103	SPENCER RD	Town	1.16					Town
201	BIRT ST	Town	0.12					Town
202	COUSINS ST	Town	0.24					Town
250	NORRISH ST	Town	0.43 to 1.26					Town
251	CROWDEN ST	Town	0.32					Town
252	TAYLOR ST	Town	0.83					Town
253	HENRY ST	Town	0.57					Town
255	HOWARD ST	Town	0.14					Town
256	EAST TCE	Town	0.40					Town
257	GEORGE ST	Town	0.13					Town
258	PARNELL ST	Town	0.41					Town
259	SAGGERS ST	Town	1.29					Town
260	BRIDGE ST	Town	0.21					Town
261	PARKER ST	Town	0.18					Town
262	ROURKE ST	Town	0.54					Town
263	CRAWFORD ST	Town	0.60					Town
264	GORDON ST	Town	0.16					Town
265	DONALD ST	Town	0.32					Town
266	LOVEGROVE ST	Town	0.53					Town
267	BROWN ST	Town	0.42					Town
275	INDIGO DR	Town	0.18					Town
281	UN-NAMED	Town	2.20					Town
282	KORENG PL	Town	0.08					Town
285	TEMBY ROAD	Town	1.43					Town
286	CEMETERY ROAD	Town	0.19					Town
287	GRAVEL PIT RD	Town	1.05					Town
288	RAILWAY ACCESS RD	Town	0.19					Town
291	DIPROSE AVE	Town	0.83					Town
292	TEMBY ST	Town	1.03					Town
295	NORTH TCE	Town	0.17 to 0.26					Town

\* Note ♦ indicates conditions attached to RAV Network rating

10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
1	BROOMEHILL - KOJONUP RD	Local Distributor of Regional Significance	30.83	163.2	Jun-14	Yes	5	1
2	OLD BROOMEHILL-KOJONUP RD	Access 1	8.43	11.6	Nov-11		5	3
3	FLAT ROCKS RD	Local Distributor	22.35	67.9	Apr-09		5	2
4	PUNCHMIRUP NORTH RD	Access 1	9.2	23.3	Jul-12		4◆	3
5	TIE LINE RD	Local Distributor of Regional Significance	23.37	131.1	Jan-12	Yes	5	1
6	CHILICUP RD	Access 1	0.00 to 3.1	29.6	Jan 13			3
6	CHILICUP RD	Access 2	3.1 to 8.41	18.2	Aug 13			4
7	WEST PERINGILLUP RD	Access 1	14.01	36.4	Jun 09			3
8	PALLINUP RD	Local Distributor	24.47	16.6	May 12		4◆	2
10	BRASSEY RD	Local Distributor	0 to 9.16	12	Jul-12		4◆	2
10	BRASSEY RD	Access 2	9.16 to 15.09	24.1	Nov-11		4◆	4
11	GREENHILLS SOUTH RD	Local Distributor	22.25	48.7	Nov-11		4◆	2
12	NORTH GREENHILLS RD	Local Distributor	8.40	55.70	May-12		4◆	2
13	INDIA ST	Town	1.06					Town
14	JOURNAL ST	Local Distributor of Regional Significance	0.34				5	1
15	NARDLAH RD	Local Distributor	5.38	70.4	Dec-13		2	2
16	HERON RD	Local Distributor	8.01	9.7	Oct-12		6◆	2
17	NORRISH RD	Access 1	14.13	22.6	May 09			3
18	ETNA RD	Access 2	20.07	26.4	Nov 12		3	4
19	IVY ST	Town	0.72	11	Oct-12			Town
20	MOULYERUP RD	Access 2	4.95	32.7	Sep-12			4
21	EUREKA RD	Access 2	11.67	17	Oct-12		4◆	4
22	PERINGILLUP EAST RD	Access 1	5.64	11	Jun-09		4◆	3
23	NOOKANELLUP RD	Local Distributor	0 to 8.94	46.4	Jan-10		3	2
24	NORTH NOOKANELLUP RD	Access 1	5.72	11.3	Sep-12		6◆	3
25	JANUS ST	Town	0.34					Town
26	ANNICE ST	Town	0.14					Town
27	FAIRFIELD RD	Local Distributor	4.80	107.30	May-12		5	2
28	JAM CREEK RD	Access 1	15.54	27.60	Nov-12		4◆	3
29	GILLESPIE RD	Access 2	4.32	5	Mar-13		4◆	4
30	MARTINUP RD	Access 2	0.96	9	Apr-16		4◆	4
31	BATCHELOR NORTH RD	Access 1	5.01	11.3	Nov-12			3
32	LATHAM ST	Town	0.36					Town
33	LEVEN ST	Town	0.14					Town
34	KEITH ST	Town	0.5					Town
35	LAVATER ST	Town	0.28					Town

10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
36	MARSHALL RD	Access 2	4.96	9.2	Mar-13		5	4
37	TIELINE NORTH RD	Local Distributor	5.08	23	Oct-12		5	2
38	CURNOW RD	Access 1	0.00 to 2.50	29.9	Sep-12		3 ♦	3
38	CURNOW RD	Access 1	2.50 to 4.66					3
39	THOMPSON RD	Access 2	2.51	5 11.4	Apr 16 May 15			4
40	O'NEILL RD	Local Distributor	5.33	14.6	Sep-12		3 ♦	2
41	BEEJENUP RD	Local Distributor	0 to 18.5	104	Jan-16		4 ♦	2
41	BEEJENUP RD	Access 1	18.5 to 32.6				2 ♦	3
42	CLINIC RD	Access 2	7.58	16.7	Sep-12			4
43	HOLLY SIDING RD	Access 2	5.3	9.8 11.2	Mar 13 Jul 13			4
44	HOLLY EAST RD	Access 2	2.09	8.6	Apr-16			4
45	GRAHAM RD	Access 2	3.72	1.4	Aug-13			4
46	PINDELLUP RD	Local Distributor	12.22	28.6	Jun-09		4 ♦	2
47	PALOMAR RD	Access 1	5.13	26.3	Jul-13		4 ♦	3
48	FLETCHER RD	Access 2	6.59	14.3	Feb-14			4
49	NGOPITCHUP RD	Access 1	3.32	20.3	Feb-14			3
50	BIRT ROAD	Access 1	11.48	29.4	Mar-09		3	3
51	JAVELIN ST	Town	0.91					Town
52	JANITOR ST	Town	0.22					Town
53	JOURNAL LA	Town	0.22					Town
54	STOCK ROUTE RD	Access 2	3.52	12.8	May-15			4
55	POONAWARIUP RD	Access 2	7.63	9.4	Oct-12			4
56	JEWEL ST	Town	0.22					Town
57	SIMPSON RD	Access 2	2.57	14.4	Apr-16			4
58	WARRENUP RD	Local Distributor of Regional Significance	0.00 to 9.41	141 69.2	Jan 12 Jan 16	Yes	4 ♦	1
58	WARRENUP RD	Local Distributor of Regional Significance	9.41 to 29.7	27	May-12	Yes	3 ♦	1
59	WASHINGTON RD	Access 2	2.55	9.8	Feb-14			4
60	WASHINGTON SOUTH RD	Access 2	1.34					4
61	WRAY RD	Access 2	2.86	18	Jul-13			4
63	GREEN RD	Access 2	2.17	9.4	Jul-13			4
64	HILLMAN RD	Access 2	2.57	8.8	Jul-13			4
65	WINSPEAR RD	Access 2	1.72	6.3	Oct-12			4
66	COLLINS RD	Access 2	8.19	8.4	Jul-13			4
67	LEADER ST	Town	0.21					Town
68	KEETLEY ST	Town	0.1					Town

10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
69	HOLLAND TK	Access 2	8.93	4.4	Apr-16			4
70	DES WRAY RD	Access 2	1.08	6.8	Jul-13			4
71	BIGNELL RD	Access 2	2.72	25.4	Apr-16		4◆	4
72	HOLDING RD	Access 2	1.17	28.4	Jul-13			4
73	SORRENTO RD	Access 2	6.18	9.4	Feb-14			4
74	WITHAMS RD	Access 2	1.37	6	Apr-16			4
75	MATTISKE RD	Access 2	2.43					4
76	PARNELL RD	Access 2	2.62	11	Aug-15			4
77	CEMETERY RD	Access 2	3.48	14	Jan-14			4
83	MOORE RD	Access 2	0.95					4
85	NONAME RD	Town	0.61					Town
86	KIMBERLEY ST	Town	0.46					Town
87	SOUTH BATCHELOR RD	Access 2	2.48	17.4	May-14			4
88	JETSAM ST	Town	0.34					Town
89	RAE RD	Access 2	3.41	3.2	Jul-13			4
90	GRAHAMS WELL RD	Access 2	2.88					4
91	SOUTH THOMPSON RD	Access 2	1.76					4
92	CLAYTON RD	Access 2	1.73					4
93	KOMANI RD	Access 2	0.6					4
94	WANDOO RD	Access 2	1.03					4
95	LOMBARDIA RD	Access 2	0.66				2	4
96	MORGAN RD	Town	0.37					Town
97	MCGUIRE RD	Town	1.53					Town
98	NELSON RD	Town	1.20					Town
99	LEATHLEY ST	Town	0.80					Town
100	MINDORA RD	Access 2	1.35				2	4
101	HASSELL ST	Town	0.26					Town
102	COMPLEX DRIVEWAY	Town	0.47					Town
103	SPENCER RD	Town	1.16					Town
104	MARTINUP RD (B)	Access 2	3.04				4◆	4
105	OLD NARDALAH RD	Access 1	1.22					3
201	BIRT ST	Town	0.12					Town
202	COUSINS ST	Town	0.24					Town
203	PAUL VALLEY RD	Local Distributor	25.02				4◆	2
204	HASSELL RD	Access 1	24.69	19.00	Jul-09		4◆	3
205	TOOLBRUNUP RD	Local Distributor of Regional Significance	16.90 to 26.21	154.00	Jan-16	Yes	6◆	1

10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
205	TOOLBRUNUP RD	Local Distributor	0.00 to 16.90	49.70	Jul-12		6◆	2
205	TOOLBRUNUP RD	Local Distributor	26.21 to 38.50	151.6 112.2	Dec 13 Jan 13		6◆	2
206	NYMBUP RD	Local Distributor	14.97 to 16.12				2◆	2
206	NYMBUP RD	Access 1	0.0 to 14.97	17.7	Jun-09		2◆	3
206	NYMBUP RD	Access 1	16.12 to 23.51				2◆	3
207	CROSBY RD	Access 2	14.25				2◆	4
208	PALLINUP SOUTH RD	Local Distributor of Regional Significance	13.32	95.4	Jan-16	Yes	6◆	1
211	NORTH WEST RD	Access 2	7.35				2◆	4
212	POOTENUP RD	Local Distributor of Regional Significance	17.53	134.2	Dec-13	Yes	7◆	1
213	TILBURY RD	Access 2	2.50					4
214	BESSEN RD	Local Distributor	5.07				4◆	2
215	BURRIDGE RD	Access 1	5.9				7	3
216	WHITE RD	Access 1	13.15				6◆	3
217	JOHNSTON RD	Local Distributor	0.00 to 7.67				4◆	2
217	JOHNSTON RD	Access 2	7.67 to 15.35				4◆	4
219	WANSBROUGH WEST RD	Access 1	5.64				4◆	3
221	STIRLING ACCESS	Access 1	16.2	14.4	Nov-11		2◆	3
222	WATERGARRUP RD	Access 2	4.70	21.90	Apr-09		4◆	4
223	MOONIES HILL RD	Access 2	10.33					4
224	BROWN RD	Access 2	8.90					4
225	PETER VALLEY RD	Local Distributor	0 to 2.82				2◆	2
225	PETER VALLEY RD	Access 1	2.82 to 6.12	14.60	Jul-12		4	3
228	BINNIUP RD	Access 1	6.35				4◆	3
229	AYLMORE RD	Access 2	5.30				4◆	4
230	BARRECUP RD	Access 2	3.34					4
231	YETEMERUP RD	Access 1	1.94				6	3
232	KINGS CROSS RD	Access 2	3.60				4◆	4
234	WITHAM RD	Access 2	6.20					4
235	ANDERSON RD	Access 2	7.33				4◆	4
236	CARR RD	Access 2	6.88					4
237	SPRIGG SIMPSON RD	Access 2	3.14					4
238	NAZZARI RD	Access 2	4.63	9.2	Jun-14			4



10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
239	HANKINSON RD	Access 2	2.41					4
240	ALLEN RD	Access 2	1.98					4
241	CRISTINELLI RD	Access 2	1.77					4
242	BATCHELOR RD	Access 2	3.05	8.5	Mar-12			4
244	DARTNALL RD	Access 2	2.90	5.00	May-14			4
245	GITTENS RD	Access 2	1.64					4
247	NEWTON RD	Local Distributor	1.42					2
248	HILDER RD	Access 2	1.68					4
249	BOWMAN RD	Access 2	1.85					4
250	NORRISH ST	Local Distributor	0.00 to 0.43	21	Mar-12		4◆	2
250	NORRISH ST	Town	0.43 to 1.26					Town
251	CROWDEN ST	Town	0.32					Town
252	TAYLOR ST	Town	0.83					Town
253	HENRY ST	Town	0.57					Town
255	HOWARD ST	Town	0.14					Town
256	EAST TCE	Town	0.40					Town
257	GEORGE ST	Town	0.13					Town
258	PARNELL ST	Town	0.41					Town
259	SAGGERS ST	Town	1.29					Town
260	BRIDGE ST	Town	0.21					Town
261	PARKER ST	Town	0.18					Town
262	ROURKE ST	Town	0.54					Town
263	CRAWFORD ST	Town	0.60					Town
264	GORDON ST	Town	0.16					Town
265	DONALD ST	Town	0.32					Town
266	LOVEGROVE ST	Town	0.53					Town
267	BROWN ST	Town	0.42					Town
268	TRIMMER SOAK RD	Access 2	4.75					4
269	HODGSON RD	Access 2	1.77					4
270	HAMILLA RD	Access 2	1.61					4
271	WINKELANUP RD	Access 2	1.13				2◆	4
272	PINDELLUP SOUTH RD	Access 2	4.05					4

10.19.3 - Roads List

Road	Name	Hierarchy	Total slk	Traffic Count	Traffic Count Date	Roads 2030	RAV Category	Hierarchy Rating
273	DIPROSE RD	Access 2	1.54					4
274	THORN RD	Access 2	1.34					4
275	INDIGO DR	Town	0.18					Town
277	STIRLING NORTH RD	Local Distributor	2.00				6◆	2
279	TALLENTS RD	Access 2	4.23	5.8	Jun-14			4
280	FORWARD RD	Access 2	2.39					4
281	UN-NAMED	Town	2.20					Town
282	KORENG PL	Town	0.08					Town
283	STIRLING ACCESS SOUTH ROAD	Access 1	1.65	10.8	May-14			3
285	TEMBY ROAD	Town	1.43					Town
286	CEMETERY ROAD	Town	0.19					Town
287	GRAVEL PIT RD	Town	1.05					Town
288	RAILWAY ACCESS RD	Town	0.19					Town
290	DAWSON RD	Access 2	0.70					4
291	DIPROSE AVE	Town	0.83					Town
292	TEMBY ST	Town	1.03					Town
293	LEHMANN RD	Access 2	1.10					4
294	GNOWANGERUP-TAMBELLUP RD	Local Distributor of Regional Significance	26.27	145.2 111.8 121.4 470	Jan 13 Aug 15 Aug 15 Dec 14	Yes	7◆	1
295	NORTH TCE	Local Distributor	0.00 to 0.17				4◆	2
295	NORTH TCE	Town	0.17 to 0.26					Town
296	CREMASCO ROAD	Access 1	0.82					3
297	TAMBELLUP WEST RD	Local Distributor of Regional Significance	29.45	110.2 66	Dec 13 Aug 15	Yes	7◆	1

\* Note ◆ indicates conditions attached to RAV Network rating

Road	Name	End Term	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2025	RAV Category	WANDRRA Expenditure 30/06/2013	Expenditure 30/06/2013	Capital 30.06.2013	WANDRRA Expenditure to 30/06/2014	Expenditure to 30/06/2014	Capital 30/06/2014	Expenditure to 30/06/2015	Capital to 30/06/2015	Expenditure to 30/04/2016	Capital to 30/04/2016
1	BROOMEHILL - KOJONUP RD		0	0.38	Sealed	163.2	Jun-14	Yes	Net 5	119277.02	39586.31	383792.53	18490.00	38154.26	465409.3	31624.42		28534.23	
1	BROOMEHILL - KOJONUP RD		0.38	0.74	Sealed			Yes	Net 5										
1	BROOMEHILL - KOJONUP RD		0.74	12.5	Sealed			Yes	Net 5										
1	BROOMEHILL - KOJONUP RD		12.5	14.5	Sealed			Yes	Net 5										
1	BROOMEHILL - KOJONUP RD		14.5	20.5	Sealed			Yes	Net 5										
1	BROOMEHILL - KOJONUP RD		20.5	21.6	Sealed			Yes	Net 5										
1	BROOMEHILL - KOJONUP RD		21.6	26.87	Sealed			Yes	Net 5								225117.58		
1	BROOMEHILL - KOJONUP RD	Western Shire Boundary	26.87	30.83	Sealed			Yes	Net 5								181456.83		
2	OLD BROOMEHILL-KOJONUP RD		0	0.02	Sealed	11.6	Nov-11		Net 5	43041.19	8470.50			3458.26		7584.43		11756.90	
2	OLD BROOMEHILL-KOJONUP RD	Western Shire Boundary	0.02	8.43	Gravel				Net 5										
3	FLAT ROCKS RD		0	8.74	Gravel	67.9	Apr-09	Yes	Net 3	65477.74	29162.54		10875.08	10925.67		40623.18		18875.06	
3	FLAT ROCKS RD		8.74	11.74	Sealed			Yes	Net 3					5645.54					
3	FLAT ROCKS RD		11.74	18.64	Sealed			Yes	Net 3										
3	FLAT ROCKS RD		18.64	22.35	Sealed			Yes	Net 3										
4	PUNCHMIRUP NORTH RD		0	0.04	Sealed	23.3	Jul-12		Net 4(wc)	30507.03	6481.97					5660.44		4819.20	
4	PUNCHMIRUP NORTH RD	Northern Shire Boundary	0.04	9.2	Gravel				Net 4(wc)										85969.68
5	TIE LINE RD		0	5.79	Sealed	131.1	Jan-12	Yes	Net 5		6897.47	115569.30	64946.60	5183.95		9308.43		14832.75	
5	TIE LINE RD		5.79	8.1	Sealed			Yes	Net 5										
5	TIE LINE RD		8.1	10.85	Sealed			Yes	Net 5										
5	TIE LINE RD		10.85	17.97	Sealed			Yes	Net 5										
5	TIE LINE RD		17.97	18.9	Sealed			Yes	Net 5										
5	TIE LINE RD		18.9	23.37	Sealed	35.8	Aug-15	Yes	Net 5										
6	CHILICUP RD		0	1.22	Sealed	29.6	Jan-13				6001.29		3380.00	3466.87		5081.04		9011.54	
6	CHILICUP RD	Dead End	1.22	8.41	Gravel	18.2	Aug-13												
7	WEST PERINGILLUP RD		0	0.61	Gravel	36.4	Jun-09		Net 4(wc)		1224.77			2050.76		11498.54		5395.64	
7	WEST PERINGILLUP RD		0.61	0.69	Sealed	16.6	May-12		Net 4(wc)										
7	WEST PERINGILLUP RD		0.69	13.99	Gravel				Net 4(wc)										
7	WEST PERINGILLUP RD	Flat Rocks Road No. 3	13.99	14.01	Sealed				Net 4(wc)										
8	PALLINUP RD		0	5.06	Sealed			Yes	Net 4(wc)		18439.85		50680.00	13308.16		18514.20		17814.84	
8	PALLINUP RD		5.06	19.5	Gravel	12	Jul-12	Yes	Net 4(wc)						121400.01				
8	PALLINUP RD	SE Cnr Loc 1533 Bdy Tambellup	19.5	24.47	Gravel			Yes	Net 4(wc)										
9	PUNCHMIRUP SOUTH RD		0	3.07	Sealed	27	May-12		Net 4(wc)	46483.43	4831.97		10875.08	3583.41		1709.75		215.02	
9	PUNCHMIRUP SOUTH RD		3.07	6.33	Sealed				Net 4(wc)										
9	PUNCHMIRUP SOUTH RD	Nookanellup Rd No. 23	6.33	9.41	Gravel				Net 4(wc)										
10	BRASSEY RD		0	6.33	Gravel	24.1	Nov-11		Net 4(wc)		14109.69			3828.15		13298.98		10481.13	
10	BRASSEY RD		6.33	9.16	Gravel				Net 4(wc)										
10	BRASSEY RD	Dead End	9.16	15.09	Gravel				Net 4(wc)										
11	GREENHILLS SOUTH RD		0	0.3	Sealed	48.7	Nov-11		Net 4(wc)		3983.92		33299.14	9848.27		22144.47		21221.05	
11	GREENHILLS SOUTH RD		0.3	6.38	Gravel				Net 4(wc)										
11	GREENHILLS SOUTH RD		6.38	14.64	Gravel				Net 4(wc)										
11	GREENHILLS SOUTH RD		14.64	14.79	Sealed				Net 4(wc)										
11	GREENHILLS SOUTH RD		14.79	18.15	Gravel				Net 4(wc)										
11	GREENHILLS SOUTH RD		18.15	20.25	Sealed				Net 4(wc)										
11	GREENHILLS SOUTH RD		20.25	20.49	Sealed				Net 4(wc)										
11	GREENHILLS SOUTH RD	Tambellup West Road	20.49	22.25	Sealed				Net 4(wc)										
12	NORTH GREENHILLS RD		0	2.90	Sealed	55.7	May-12	Yes	Net 4(wc)		3139.65			3745.61		6434.11	255317.16	276.26	
12	NORTH GREENHILLS RD	Katanning Shire Boundary	2.90	8.40	Sealed			Yes	Net 4(wc)										
13	INDIA ST		0	0.36	Gravel						6074.15			1052.83		1793.78		3577.38	
13	INDIA ST		0.36	0.43	Sealed														
13	INDIA ST		0.43	0.55	Sealed														
13	INDIA ST	Jetsam Street No. 88	0.55	1.06	Sealed														
14	JOURNAL ST	Javelin Street No. 51	0	0.34	Sealed						887.35			1412.77		1480.35		3242.40	
15	NARDLAH RD		0	4.53	Gravel	70.4	Dec-13		Net 2		8619.63		10955.00	14053.99		12277.66	223279.19	4391.65	9843.46
15	NARDLAH RD		4.53	5.38	Sealed				Net 2										

Road	Name	End Term	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2025	RAV Category	WANDRRA Expenditure 30/06/2013	Expenditure 30/06/2013	Capital 30.06.2013	WANDRRA Expenditure to 30/06/2014	Expenditure to 30/06/2014	Capital 30/06/2014	Expenditure to 30/06/2015	Capital to 30/06/2015	Expenditure to 30/04/2016	Capital to 30/04/2016
16	HERON RD		0	7.95	Gravel	9.7	Oct-12		Net 6(wc)		6405.50		10985.00	5963.88		3869.12		4896.24	
16	HERON RD	Broomehill-Gnowangerup Rd M5	7.95	8.01	Sealed				Net 6(wc)										
17	NORRISH RD		0	14.20	Gravel	22.6	May-09		Net 3		20131.45		20835.00	6260.97		9708.56		13081.90	39743.10
17	NORRISH RD		14.20	17.45	Sealed				Net 3										
17	NORRISH RD		17.45	17.47	Asphalt				Net 3										
17	NORRISH RD	Great Southern Highway M31	17.47	18.10	Sealed	26.4	Nov-12		Net 3										
18	ETNA RD	Brassey Rd No. 10	0	20.07	Gravel	11	Oct-12				8926.26		85080.92	3168.55		69409.41		9107.68	
19	IVY ST		0	0.38	Sealed						2212.17			1017.45		714.30		4362.90	
19	IVY ST	Kojonup Road No. 1	0.38	0.72	Sealed														
20	MOULYERUP RD		0	0.07	Sealed	32.7	Sep-12				6853.69		5980.00	1384.23		9445.50		2216.16	
20	MOULYERUP RD		0.07	0.27	Sealed														
20	MOULYERUP RD	Tie Line Rd No. 5	0.27	4.95	Gravel														
21	EUREKA RD	Near SE Shire boundary	0	11.67	Gravel	17	Oct-12		Net 4(wc)		1869.45		610.00	3104.78		3990.07		10878.08	
22	PERINGILLUP EAST RD	Pallinup Rd No. 8	0	5.64	Gravel	11	Jun-09		Net 4(wc)		665.62		8775.00	2099.06		872.63		3774.90	
23	NOOKANELLUP RD		0	6.82	Gravel	46.4	Jan-10		Net 3	62382.43	10316.47	100918.28		10700.59	123728.83	20755.98		3894.26	
23	NOOKANELLUP RD		6.82	7.32	Gravel				Net 3										
23	NOOKANELLUP RD	O'Neill Rd No. 40	7.32	16.32	Gravel				Net 3										
24	NORTH NOOKANELLUP RD	Sh Boundary with Katanning	0	5.72	Gravel	11.3	Sep-12		Net 6(wc)	18994.62	9146.46			571.21		3006.91		15764.58	
25	JANUS ST	Javelin Street No. 51	0	0.34	Sealed						1878.75			807.16		1859.17		548.02	
26	ANNICE ST	Ivy St No. 19	0	0.14	Sealed						113.40					114.76			
27	FAIRFIELD RD	NE Cnr Loc 1419	0	4.80	Sealed	107.3	May-12		Net 7(wc)		3105.39			607.55	118169.78	3676.80		1296.62	
28	JAM CREEK RD		0	0.25	Sealed	27.6	Nov-12				4188.21		32690.00	5335.17		4648.23		18685.18	
28	JAM CREEK RD	Peringillup East Rd No. 22	0.25	15.54	Gravel				Net 4(wc)										
29	GILLESPIE RD	Pallinup Rd No. 8	0	4.32	Gravel	5	Mar-13				2352.74		6410.00	2384.19		3128.85		2055.63	
30	MARTINUP RD	Broomehill-Gnowangerup Rd M5	0	0.96	Gravel	9	Apr-16		Net 4(wc)		753.66		10530.00	1884.23		3244.12		4115.72	
31	BATCHELOR NORTH RD	NW Cnr Loc 229	0	5.01	Gravel	11.3	Nov-12				6883.44		6665.00	5163.49		3459.65		2389.38	
32	LATHAM ST		0	0.18	Gravel						682.06			16022.85		45.90			
32	LATHAM ST	Lavater St No. 35	0.18	0.36	Sealed														
33	LEVEN ST	Lavater St No. 35	0	0.14	Sealed						92.39							106.92	
34	KEITH ST		0	0.56	Gravel					300.00	873.82			628.43		343.63		380.44	
34	KEITH ST	Leven St No. 33	0.56	0.57	Sealed														
35	LAVATER ST		0	0.21	Sealed						3439.58					947.69		353.94	
35	LAVATER ST	Leathley St No. 99	0.21	0.28	Gravel														
36	MARSHALL RD		0	0.02	Sealed	9.2	Mar-13		Net 5		4192.77		9315.00	2360.43		2257.30		2611.42	
36	MARSHALL RD	Scotsman Rd	0.02	4.96	Gravel				Net 5										
37	TIELINE NORTH RD	NW Loc 7290	0	5.08	Gravel	23	Oct-12		Net 5		4929.96		4525.00	1170.05		4364.78		11911.10	
38	CURNOW RD	NW Koj Loc 4218	0	4.66	Gravel	29.9	Sep-12				4701.94		8255.00			2567.41		2145.98	
39	THOMPSON RD		0	0.02	Sealed	5	Apr-16				2555.23			953.90		1241.33		1489.28	
39	THOMPSON RD	Norrish Rd No. 17	0.02	2.51	Gravel	11.4	May-15												
40	O'NEILL RD	Flat Rocks Road No. 3'	0	5.33	Gravel	14.6	Sep-12		net 3 (wc)	18923.70	2243.47			1045.60		1984.85		6449.12	
41	BEEJENUP RD		0	5.25	Gravel	30.2	May-14		Net 5(wc)	59820.00	30189.91		15640.00	45482.14		38239.24		21692.72	12569.80
41	BEEJENUP RD		5.25	7.42	Gravel				Net 5(wc)										
41	BEEJENUP RD		7.42	7.47	Sealed				Net 5(wc)								12633.90		
41	BEEJENUP RD		7.47	18.25	Gravel	104	Jan-16		Net 5(wc)										
41	BEEJENUP RD		18.25	18.77	Sealed				Net 5(wc)										
41	BEEJENUP RD	Stirling Access No. 221	18.77	32.60	Gravel				Net 5(wc)										
42	CLINIC RD	Great Southern Highway M31	0	7.58	Gravel	16.7	Sep-12				5745.23		15515.00	2136.51		3820.92		4088.69	
43	HOLLY SIDING RD		0	0.01	Sealed	9.8	Mar-13			31613.87	2870.80			1511.51		2195.05		3664.36	
43	HOLLY SIDING RD	Moore Rd No. 83	0.01	5.30	Gravel	11.2	Jul-13												
44	HOLLY EAST RD	Fairfield Rd No. 27	0	2.09	Gravel	8.6	Apr-16				118.28			566.93		602.46		825.36	
45	GRAHAM RD	Fletcher Rd No. 48	0	3.72	Gravel	1.4	Aug-13				2220.55		500.00	4083.52		2486.31		2218.04	
46	PINDELLUP RD		0	7.42	Gravel	28.6	Jun-09		Net 4(wc)		10790.67		28415.00	2702.00		6980.46	200611.72	23781.40	103175.18
46	PINDELLUP RD		7.42	7.57	Sealed				Net 4(wc)										
46	PINDELLUP RD		7.57	9	Gravel				Net 4(wc)										
46	PINDELLUP RD		9	12.19	Gravel				Net 4(wc)										

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46	PINDELLUP RD	Flat Rocks Rd No. 3	12.19	12.22	Sealed				Net 4(wc)										
47	PALOMAR RD	Flat Rocks Rd No. 3	0	5.13	Gravel	26.3	Jul-13		Net 4(wc)	13005.78	2305.10			3948.22		2028.13		2008.96	
48	FLETCHER RD	Norrish Rd No. 17	0	6.59	Gravel	14.3	Feb-14				8666.74		2240.00	6550.91		3028.46		3831.40	
49	NGOPITCHUP RD	Nookanellup Rd No. 23	0	3.32	Gravel	20.6	Feb-14				678.71			1542.93		125.97		4449.84	
50	BIRT ROAD	O'Neill Rd No. 40	0	11.48	Gravel	29.4	Mar-09		Net 3		8142.10		11520.00	724.25		6846.79		7814.92	
51	JAVELIN ST		0	0.42	Sealed						552.70			220.65		534.30			
51	JAVELIN ST		0.42	0.64	Sealed														
51	JAVELIN ST	McGuire Rd No. 97	0.64	0.91	Sealed														
52	JANITOR ST	Javelin Street No. 51	0	0.22	Sealed						536.53			1079.35		692.50		433.60	
53	JOURNAL LA	Javelin Street No. 51	0	0.22	Gravel													229.26	
54	STOCK ROUTE RD	West Peringillup Rd No. 7	0	3.52	Gravel	12.8	May-15				326.61			1124.15		2934.64		4699.91	
55	POONAWARIUP RD		0	4.18	Gravel	9.4	Oct-12				1950.48			466.71		963.66		997.21	
55	POONAWARIUP RD		4.18	4.24	Sealed														
55	POONAWARIUP RD	Great Southern Highway M31	4.24	7.63	Gravel														
56	JEWEL ST	Jetsam Street No. 88	0	0.22	Sealed						1007.34			98.55					
57	SIMPSON RD	Dead End	0	2.57	Gravel	14.4	Apr-16				2655.44			934.09		1422.12		1616.18	
58	WARRENUP RD		0	0.26	Sealed	141	Jan-12		Net 3(wc)	16487.56	8412.92	71089.35	23273.56	6353.53	63440.09	32339.63		32507.28	
58	WARRENUP RD		0.26	6.75	Gravel	69.2	Jan-16		Net 3(wc)								123756.42		
58	WARRENUP RD		6.75	7.17	Sealed				Net 3(wc)										
58	WARRENUP RD	Nookanellup Rd No 23	7.17	12.91	Gravel				Net 3(wc)										
59	WASHINGTON RD	Northern Shire Boundary	0	2.55	Gravel	9.8	Feb-14			15920.82	619.92			188.31		858.67		2346.62	
60	WASHINGTON SOUTH RD	Farm Access Rd	0	1.34	Gravel					11365.59	973.75			985.54		997.40		152.84	
61	WRAY RD	NE Cnr Koj Loc 666	0	2.86	Gravel	18	Jul-13				887.63			974.65		678.80		777.86	
63	GREEN RD	Great Southern Highway M31	0	2.17	Gravel	9.4	Jul-13				426.60		1800.00			511.86		3166.46	
64	HILLMAN RD	Holland Tk No 69	0	2.57	Gravel	8.8	Jul-13				2006.10					253.48		519.68	
65	WINSPEAR RD		0	0.01	Sealed	6.3	Oct-12				1589.68					972.48		752.28	
65	WINSPEAR RD	NE Koj Loc 7217	0.01	1.72	Gravel														
66	COLLINS RD		0	4.86	Gravel	8.4	Jul-13				1928.43		17360.00	2382.15		2575.35		6728.27	
66	COLLINS RD	Great Southern Highway M31	4.86	8.19	Gravel														
67	LEADER ST	Linden St	0	0.21	Sealed									98.55					
68	KEETLEY ST	Latham St No 32	0	0.1	Gravel														
69	HOLLAND TK	Northern Shire Boundary	0	8.93	Gravel	4.4	Apr-16				3774.92					224.39		4245.86	
70	DES WRAY RD	SE Cnr Koj Loc 4525	0	1.08	Gravel	6.8	Jul-13				514.86					917.95		472.34	
71	BIGNELL RD	SW Cnr Koj Loc 5875	0	2.72	Gravel	25.4	Apr-16		Net 4(wc)		2760.17			561.26		1417.42		1647.00	
72	HOLDING RD	SE cnr Loc 314	0	1.17	Gravel	28.4	Jul-13			8985.16	1271.35					475.55		338.34	
73	SORRENTO RD	Dead End	0	6.18	Gravel	9.4	Feb-14				1298.68			353.40		1058.41		660.54	
74	WITHAMS RD	Koj Loc 8781	0	1.37	Gravel	6	Apr-16				108.98					1480.28		305.68	
75	MATTISKE RD	SW Cnr Koj Loc 1797	0	2.43	Gravel					13917.88	1541.34					990.86		565.55	
76	PARNELL RD	NE Cnr Loc 332	0	2.62	Gravel	11	Aug-15			28318.87	1231.71			420.62		2130.23		1105.18	
77	CEMETERY RD	Brassey Rd No. 10	0	3.48	Gravel	14	Jan-14				3030.35			494.01		1684.83		983.18	
83	MOORE RD	Parnell Rd No 76	0	0.95	Gravel					4029.32	114.15			2342.86		823.01		384.56	
85	NONAME RD	NE Cnr Loc 2400	0	0.61	Gravel														
86	KIMBERLEY ST		0	0.08	Gravel														
86	KIMBERLEY ST	Norrish Rd No. 17	0.08	0.46	Sealed														
87	SOUTH BATCHELOR RD	Norrish Rd No. 17	0	2.48	Gravel	17.4	May-14				3129.39		2380.00	169.81		1156.90		36.20	
88	JETSAM ST	Javelin Street No. 51	0	0.34	Gravel														
89	RAE RD	Clinic Rd No 42	0	3.41	Gravel	3.2	Jul-13				1766.92			186.20		6855.72		2275.34	
90	GRAHAMS WELL RD	NE Cnr Loc 2389	0	2.88	Gravel						421.60			295.71		532.94		636.56	
91	SOUTH THOMPSON RD	SE Cnr Loc 5223	0	1.76	Gravel														
92	CLAYTON RD	SW Cnr Loc 5223	0	1.73	Gravel						332.44			28.00		213.48		155.38	
93	KOMANI RD	Western Side Loc 1851	0	0.6	Gravel						408.65			124.90				259.84	
94	WANDOO RD	Dead End	0	1.03	Gravel					6973.40	4103.98	8874.00		1414.26		1095.58		1035.26	
95	LOMBARDIA RD	NW Cnr Loc 4771	0	0.66	Gravel														
96	MORGAN RD	Chilicup Rd No 6	0	0.37	Gravel						892.28			129.97		677.51		262.72	

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97	MCGUIRE RD		0	0.16	Sealed						1080.04			420.61		827.62		1786.14	
97	MCGUIRE RD	Dead End	0.16	1.53	Gravel														
98	NELSON RD	McGuire Rd No. 97	0	1.20	Gravel						1455.69			249.81		400.72		942.40	
99	LEATHLEY ST	Moulyerup Rd No 20	0	0.80	Gravel													86.69	
100	MINDORA RD	SE Cnr Loc 6707	0	1.35	Gravel						131.20					316.19		1021.08	
101	HASSELL ST	India St No 13	0	0.26	Sealed						1843.75			244.80					
102	COMPLEX DRIVEWAY	Sports Complex	0	0.47	Sealed														
103	SPENCER RD	Dead End	0	1.16	Gravel						386.56			295.71		997.97		2190.23	
104	MARTINUP RD (B)	Pallinup Boundary Rd	0	3.04	Gravel				Net 4(wc)		948.81			713.98		185.02		866.36	
105	OLD NARDALAH RD		0	0.31	Gravel						1249.52								
105	OLD NARDALAH RD		0.31	1.01	Sealed														
105	OLD NARDALAH RD	Norrish Rd No. 17	1.01	1.22	Gravel														
201	BIRT ST	Cousins St No 202	0	0.12	Sealed											146.48		1011.32	
202	COUSINS ST	Crawford St No 263	0	0.24	Sealed									25.35					
203	PAUL VALLEY RD		0	0.79	Sealed			Yes	Net 4(wc)		9165.95		48105.62	17787.59		20699.40		14103.45	
203	PAUL VALLEY RD		0.79	1.22	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD		1.22	3.65	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD		3.65	6.01	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD		6.01	6.45	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD		6.45	9.44	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD		9.44	17.27	Gravel			Yes	Net 4(wc)										
203	PAUL VALLEY RD		17.27	17.67	Sealed			Yes	Net 4(wc)										
203	PAUL VALLEY RD	SE Loc 6633/CB South boundary	17.67	25.02	Gravel			Yes	Net 4(wc)										
204	HASSELL RD		0	8.20	Gravel	19	Jul-09		Net 4(wc)	48715.00	5712.35		80.00	14198.25		19282.73		24171.90	
204	HASSELL RD	SE Cnr Loc 2752	8.20	24.69	Gravel				Net 4(wc)										
205	TOOLBRUNUP RD		0	16.90	Sealed	49.7	Jul-12	Yes	Net 6(wc)	37030.00	23146.10		20354.28	21812.49		48404.49		27768.20	
205	TOOLBRUNUP RD		16.90	23.98	Sealed	154	Jan-16	Yes	Net6(wc)										149765.92
205	TOOLBRUNUP RD		23.98	26.21	Sealed			Yes	Net6(wc)										
205	TOOLBRUNUP RD		26.21	28.95	Sealed	151.6	Dec-13	Yes	Net 6(wc)										
205	TOOLBRUNUP RD		28.95	32.73	Gravel	112.2	Jan-13	yes	Net6(wc)										
205	TOOLBRUNUP RD		32.73	32.84	Sealed			Yes	Net 6(wc)										
205	TOOLBRUNUP RD		25.98	32.73	Gravel			Yes	Net 6(wc)										
205	TOOLBRUNUP RD		32.73	32.84	Sealed			Yes	Net 6(wc)										
205	TOOLBRUNUP RD		32.84	33.98	Gravel			Yes	Net 6(wc)										
205	TOOLBRUNUP RD		33.98	35.98	Gravel			Yes	Net 6(wc)										132176.31
205	TOOLBRUNUP RD	Stirling Road North No 277	35.98	38.5	Gravel			Yes	Net 6(wc)										
206	NYMBUP RD		0	0.02	Sealed	17.7	Jun-09		Net 2(wc)		8946.28		101508.73	21323.85		17980.40		29186.63	
206	NYMBUP RD		0.02	23.48	Gravel				Net 2(wc)										
206	NYMBUP RD	Paul Valley Road No 203	23.48	23.51	Sealed				Net 2(wc)										
207	CROSBY RD		0	5.15	Gravel				Net 2(wc)		11699.47		23745.00	2144.40		9826.94		5708.80	
207	CROSBY RD	Birt Rd No 50	5.15	14.25	Gravel				Net 2(wc)										
208	PALLINUP SOUTH RD		0	13.29	Gravel	95.4	Jan-16		Net 6(wc)	15230.00	18508.02			44065.08		16133.34		30199.94	104965.04
208	PALLINUP SOUTH RD	Gnowangerup Tambellup Rd	13.29	13.32	Sealed														
211	NORTH WEST RD		0	4.97	Gravel						4605.34		11575.00	478.45		1835.37		855.94	
211	NORTH WEST RD		4.97	5.06	Sealed														
211	NORTH WEST RD	Pindellup Rd No 46	5.06	7.35	Gravel				Net 2 (wc)										
212	POOTENUP RD		0	7.54	Sealed	134.2	Dec-13	Yes	Net 7 (WC)		12738.33	90160.97	23172.80	15317.12		2869.32		3770.16	
212	POOTENUP RD		7.54	14	Sealed			Yes	Net 7 (WC)										
212	POOTENUP RD		14	16.03	Sealed	4.2	Apr-16	Yes	Net 7 (WC)										
2152	POOTENUP RD		16.03	17.49	Sealed			Yes	Net 7 (WC)										
212	POOTENUP RD	Great Southern Highway M31	17.49	17.53	Sealed			Yes	Net 7 (WC)										
213	TILBURY RD	Hassell Rd No 204	0	2.50	Gravel						2706.83			331.65		576.94			
214	BESSEN RD		0	0.03	Sealed				Net 4(wc)		1011.31			4160.13		1806.02		4362.90	
214	BESSEN RD		0.03	1.39	Gravel				Net 4(wc)										



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214	BESSEN RD	Nymbup Rd No. 206	1.39	5.07	Gravel				Net 4(wc)										
215	BURRIDGE RD		0	5.87	Gravel				Net 7		1836.84		9130.00	8644.63		1976.08		7741.64	
215	BURRIDGE RD	Gnowangerup Tambellup Rd	5.87	5.90	Sealed				Net 7										
216	WHITE RD	Stirling Access No. 221	0	13.15	Gravel				Net 6(wc)	23332.71	26533.40			8824.23		13044.54		3436.16	
217	JOHNSTON RD		0	6.39	Gravel			Yes	Net 4(wc)		6810.03		21587.50	11094.58		6207.70		31296.45	
217	JOHNSTON RD		6.39	6.54	Sealed			Yes	Net 4(wc)										
217	JOHNSTON RD	Wansbrough West Rd No 219	6.54	15.35	Gravel			Yes	Net 4(wc)										
219	WANSBROUGH WEST RD	Watergarrup Rd No 222	0	5.64	Gravel				Net 4(wc)		1598.98			3619.26		1550.92		1256.86	
221	STIRLING ACCESS	Beejenup Rd No 41	0	16.2	Gravel	14.4	Nov-11		Net 2(wc)	4750.00	3605.06		320.00	2547.06		19590.08		2055.16	
222	WATERGARRUP RD		0	0.90	Gravel	21.9	Apr-09		Net 4(wc)		2373.51			8819.52		2140.92		2318.02	
222	WATERGARRUP RD		0.9	1.08	Sealed				Net 4(wc)										
222	WATERGARRUP RD	Wansbrough West Rd No 219	1.08	4.70	Gravel				Net 4(wc)										
223	MOONIES HILL RD	Bessen Rd No 214	0	10.33	Gravel						1274.75			3572.49		3195.57		4073.32	
224	BROWN RD	Forward Rd No 280	0	8.90	Gravel						1005.56			3824.61		4836.57		1914.34	
225	PETER VALLEY RD		0	2.60	Gravel				Net 2(wc)		2214.98		15958.29	7764.09		8599.76		4740.49	
225	PETER VALLEY RD		2.60	2.99	Sealed				Net 2(wc)										
225	PETER VALLEY RD	NE Cnr Loc 6487/Shire Boundary	2.99	8.85	Gravel	14.6	Jul-12		Net 2(wc)										
228	BINNIUP RD	Nymbup Rd No. 206	0	6.35	Gravel				Net 4(wc)		2629.51			7748.45		3538.31		11237.40	
229	AYLMORE RD	Hassell Rd No 204	0	5.30	Gravel				Net 4(wc)	4100.00	2545.44		260.00	2787.22		3989.56		1707.60	
230	BARRACUP RD	Hassell Rd No 204	0	3.34	Gravel					4350.00	2172.28			2728.20		1257.08		2455.40	
231	YETEMERUP RD	SE Loc 4449/Cranbrook Shire Boundary	0	1.94	Gravel					4050.00	524.84			9863.74		1664.34			
232	KINGS CROSS RD	Nymbup Rd No. 206	0	3.60	Gravel				Net 4(wc)		1149.01			1994.92		2528.97		4261.24	
234	WITHAM RD	Beejenup Rd No 41	0	6.20	Gravel					7550.00	5603.80			6239.06		6528.53		16900.12	
235	ANDERSON RD	Pallinup South Rd No 208	0	7.33	Gravel				Net 4(wc)	9975.00	5273.88			4824.14		5171.73		11791.67	
236	CARR RD	SE Loc 4020/Gnowangerup South boundary	0	6.88	Gravel					4950.00	1288.80		520.00	3523.91		4671.91		421.40	
237	SPRIGG SIMPSON RD	ne Cnr Loc 792	0	3.14	Gravel						1297.51			443.58		803.09		1493.78	
238	NAZZARI RD	NE Cnr Loc 2193	0	4.63	Gravel	9.2	Jun-14				274.06			2677.90		1972.26		2576.26	
239	HANKINSON RD	Nth Cnr Loc 4049	0	2.41	Gravel						2855.78			1232.38		557.78		9798.98	
240	ALLEN RD	Gate at East Bdy Loc 2459	0	1.98	Gravel						0.00								
241	CRISTINELLI RD	SW Cnr Loc 1503	0	1.77	Gravel						1132.90			772.23				501.88	
242	BATCHELOR RD		0	0.03	Sealed	8.5	Mar-12				1207.50			1456.87		404.09		1429.95	
242	BATCHELOR RD	East Bdy Loc 4472	0.03	3.05	Gravel														
244	DARTNALL RD	Sprigg Simpson Rd No 237	0	2.90	Gravel	5	May-14				414.69			1134.57		396.72		1421.03	
245	GITTENS RD	Moonies Hill Rd No 223	0	1.64	Gravel						462.78			2020.03		869.46		1032.62	
247	NEWTON RD	SW Loc 2721/Cranbrook Sh Bdy	0	1.42	Gravel			Yes			470.25			972.84		150.60		259.84	
248	HILDER RD	NE Cnr Loc 5218	0	1.68	Gravel						1319.13					126.74		259.84	
249	BOWMAN RD	East Bdy Loc 6298	0	1.85	Gravel						490.73			317.45				984.92	
250	NORRISH ST		0	0.43	Sealed	21	Mar-12				7752.92			13023.79		4019.79		9588.84	
250	NORRISH ST	Parnell St No 258	0.43	1.26	Sealed														
251	CROWDEN ST		0	0.26	Sealed						3099.48			315.35		575.12		963.20	
251	CROWDEN ST	East Tce No 256	0.26	0.32	Sealed														
252	TAYLOR ST		0	0.1	Sealed						26632.64			12047.04		4408.32		17215.81	4626.04
252	TAYLOR ST		0.1	0.46	Sealed														
252	TAYLOR ST	Parnell St No 258	0.46	0.83	Sealed														
253	HENRY ST		0	0.16	Sealed						329.97			1653.52		402.86		483.98	
253	HENRY ST	Gnowangerup Tambellup Rd	0.16	0.57	Sealed														
255	HOWARD ST	East Tce No 256	0	0.14	Sealed						222.15			1173.89		1734.40			
256	EAST TCE	Henry St No 253	0	0.40	Sealed						835.84			615.08		1546.57		637.44	
257	GEORGE ST	East Tce No 256	0	0.13	Sealed						807.38			98.55		47.74		352.14	
258	PARNELL ST		0	0.15	Sealed						488.40			827.99					
258	PARNELL ST		0.15	0.28	Gravel														
258	PARNELL ST	Near East Bdy Tambellup T/S	0.28	0.41	Sealed														
259	SAGGERS ST		0	0.36	Sealed						504.49			1014.32		938.36		250.58	
259	SAGGERS ST	Saggers Pool Park Area	0.36	1.29	Gravel														

Road	Name	End Term	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2025	RAV Category	WANDRRA Expenditure 30/06/2013	Expenditure 30/06/2013	Capital 30.06.2013	WANDRRA Expenditure to 30/06/2014	Expenditure to 30/06/2014	Capital 30/06/2014	Expenditure to 30/06/2015	Capital to 30/06/2015	Expenditure to 30/04/2016	Capital to 30/04/2016
260	BRIDGE ST		0	0.02	Sealed						92.90			1557.81		278.22		706.96	
260	BRIDGE ST		0.02	0.12	Sealed														
260	BRIDGE ST	Donald St No 265	0.12	0.21	Gravel														
261	PARKER ST		0	0.1	Sealed						393.99			452.98		2755.07		3986.02	
261	PARKER ST	Gnowangerup Tambellup Rd	0.1	0.18	Sealed														
262	ROURKE ST		0	0.37	Sealed						0.00					702.36		161.56	
262	ROURKE ST	Lot 144/145 Tambellul T/S	0.37	0.54	Sealed														
263	CRAWFORD ST	Taylor St No 252	0	0.60	Sealed						1408.63			472.56		1213.05		254.72	
264	GORDON ST		0	0.04	Gravel						1095.84							86.46	
264	GORDON ST	Great Southern Highway M31	0.04	0.16	Sealed														
265	DONALD ST	Gordon St No 264	0	0.32	Gravel						263.14			369.80		287.33		247.30	
266	LOVEGROVE ST	Lot 100/101 Tambellup T/S	0	0.53	Gravel						0.00			325.96		229.60			
267	BROWN ST	Paul Valley Road No 203	0	0.42	Sealed						0.00							161.56	
268	TRIMMER SOAK RD	NE Cnr Loc 2253	0	4.75	Gravel						371.55								
269	HODGSON RD		0	1.67	Gravel						218.30			170.81					
269	HODGSON RD		1.67	1.72	Sealed														
269	HODGSON RD	Gordon River	1.72	1.77	Gravel														
270	HAMILLA RD	Loc 4343/Cranbrook Sh Bdy	0	1.61	Gravel					4840.00	153.28		80.00	644.80		1988.66		7470.43	
271	WINKELANUP RD	Nth Bdy Loc 3498	0	1.13	Gravel					760.00	109.15			723.23		126.74		17355.30	
272	PINDELLUP SOUTH RD	East Bdy Loc 2287	0	4.05	Gravel						0.00			635.40		606.10			
273	DIPROSE RD	Bessen Rd No 214	0	1.54	Gravel						1001.70								
274	THORN RD	NW Cnr Loc 2796	0	1.34	Gravel						939.00			262.61		139.10		285.32	
275	INDIGO DR	Indigo Dr	0	0.18	Gravel						0.00								
277	STIRLING NORTH RD	Gnowangerup Sh Bdy	0	2.00	Gravel				Net 6 (wc)	2850.00	153.28			2470.12		125.97		440.70	
279	TALLENTS RD	Anderson Rd No 235	0	4.23	Gravel	5.8	Jun-14				3080.91			3759.01		2270.92		6044.59	
280	FORWARD RD	End at Gate	0	2.39	Gravel						1061.38			545.42		495.00		1590.28	
281	UN-NAMED	Nazzari Rd No 38	0	2.20	Gravel						64.15								
282	KORENG PL	Lot 9/349	0	0.08	Sealed						226.04			1022.11					
283	STIRLING ACCESS SOUTH ROAD	Southern Shire Boundary	0	1.65	Gravel	10.8	May-14			25830.00	1577.57			8035.81		8895.64			
285	TEMBY ROAD	North Boundary Loc 3268	0	1.43	Gravel						393.64							421.62	
286	CEMETERY ROAD	Cemetery	0	0.19	Sealed						0.00			129.97					
287	GRAVEL PIT RD	Gravel Pit Eastern Boundary TS	0	1.05	Gravel						0.00								
288	RAILWAY ACCESS RD	Norrish St (Sth) No 250	0	0.19	Sealed						0.00								
290	DAWSON RD	Dead End	0	0.70	Gravel						0.00								
291	DIPROSE AVE	Temby St No 292	0	0.83	Gravel						0.00					236.50		620.14	
292	TEMBY ST		0	0.74	Gravel						0.00								
292	TEMBY ST	Paul Valley Road No 203	0.74	1.03	Gravel														
293	LEHMANN RD	NE Cnr Loc 169	0	1.10	Gravel						109.15			823.43		380.20		977.12	
294	GNOWANGERUP-TAMBELLUP RD		0	0.02	Sealed	145.2	Jan-13	Yes	Net 7(wc)	909.09	36572.47	414766.99	29437.42	26769.07	295362.05	14453.81		11467.76	
294	GNOWANGERUP-TAMBELLUP RD		0.02	3.9	Sealed			Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		3.9	6.6	Sealed	111.8	Aug-15	Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		6.6	12.91	Sealed			Yes	Net 7(wc)										143942.53
294	GNOWANGERUP-TAMBELLUP RD		12.91	16.8	Sealed			Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		16.8	18.52	Sealed			Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		18.52	21.8	Sealed	121.4	Aug-15	Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		21.8	22.1	Sealed			Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		22.1	25.77	Sealed	470	Dec-14	Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD		25.77	26.14	Sealed			Yes	Net 7(wc)										
294	GNOWANGERUP-TAMBELLUP RD	Great Southern Highway M31	26.14	26.27	Sealed			Yes	Net 7(wc)								41548.64		
295	NORTH TCE		0	0.18	Sealed						753.18			1758.26		18051.49		1948.42	
295	NORTH TCE	Great Southern Highway M31	0.18	0.26	Sealed														
296	CREMASCO ROAD		0		Gravel											368.24		135.24	
297	TAMBELLUP WEST RD		0	0.02	Sealed	110.2	Dec-13	Yes	Net 7(wc)		40425.86	209317.54	23731.71	42164.16	858088.58	82311.45		38852.79	
297	TAMBELLUP WEST RD		0.02	1.5	Sealed			Yes	Net 7(wc)										



Road	Name	End Term	slk Start	slk End	Pavement Type	Traffic Count	Traffic Count Date	Roads 2025	RAV Category	WANDRRA Expenditure 30/06/2013	Expenditure 30/06/2013	Capital 30.06.2013	WANDRRA Expenditure to 30/06/2014	Expenditure to 30/06/2014	Capital 30/06/2014	Expenditure to 30/06/2015	Capital to 30/06/2015	Expenditure to 30/04/2016	Capital to 30/04/2016
297	TAMBELLUP WEST RD		1.5	5	Sealed			Yes	Net 7(wc)								392063.56		
297	TAMBELLUP WEST RD		5	7.68	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		7.68	8.5	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		8.5	12.1	Sealed			Yes	Net 7(wc)								416823.65		
297	TAMBELLUP WEST RD		12.1	12.8	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		12.3	15.6	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		12.8	15.6	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		15.6	18.4	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		18.4	21.71	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		21.71	22.6	Sealed			Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		22.6	26.6	Sealed	66	Aug-15	Yes	Net 7(wc)										
297	TAMBELLUP WEST RD		26.6	29.45	Sealed			Yes	Net 7(wc)										
										815047.21	704568.86	1394488.96	862366.73	659908.50	2045598.64	866165.34	2072608.65	819737.96	786777.06

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

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms		
4/04/2016	Professional Development - Attended two building seminars in Perth about implementation of the new Bush Fire Legislation and the changes to the building code.	5.30	19.00	3.00	100		
7/04/2016	Professional Development - Attended a seminar in Perth on Timber development to 25 meters high (Fire Rated).	5.30	19.30	3.00	100		
8/04/2016	Shire visit. Dispensed information concerning the new arrangements for the BAL assessments of each property to conform with the new legislation for planning and building. Processed an application and continued with ongoing projects.	8.00	17.00	9.00	316		
13/04/2016	Responded to an email enquiry and supplied a solution for a development application that will be forthcoming soon.	7.00	7.30	0.50			
14/04/2016	Completed a Survey for BAL fire maps for the DFES.	7.00	7.15	0.25			
14/04/2016	Answered an enquiry concerning the development of a small holding that could possibly be constructed on a 2 acre lot 20 km from town. Bit of a hypothetical situation.	9.15	9.45	0.50			
21/04/2016	Shire visit. Continued to process paperwork and checked on work that is ongoing. Had a quick look at the new Tambellup Sports Centre plans to be ready for the application when it comes in.	8.00	17.00	9.00	317		
28/04/2016	Inspected the building site at a property on Broomehill-Gnowangerup Road for BAL assessment requirements.	14.30	15.30	1.00	10		
29/04/2016	Answered an enquiry concerning the development of a small holding that could possibly be constructed on a 2 acre lot 20 km from town. Bit of a hypothetical situation.			3.00	80		
<b>TOTALS</b>						29.25	923

Broomehill-Tambellup	0007	29.25	\$99.00	\$2,895.75	0008	923	\$0.95	\$876.85	\$3,772.60	
Authorised by Darryle Baxter MAIBS <u><i>D Baxter</i></u> MAIBS Principal Building Surveyor Date 30-4-2016										



12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>GOVERNANCE</b>							
<b>BH Administration Building</b>							
Photovoltaic system to roof							Completed - grant funded
General Maintenance	2,500	2,500	0		1,870	630	Removal of roof safe fixtures; fire equipment check; repairs to safe door; gutter cleaning; repairs to airconditioner; RCD testing; <i>termite inspection</i>
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>1,870</b>	<b>630</b>	
<b>TA Administration Building</b>							
General Maintenance	3,000	3,000	0		801	2,199	Vacuum cleaner head; barrels for locks & installation; fire equipment check; gutter cleaning; RCD testing; <i>termite inspection; shelving</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>801</b>	<b>2,199</b>	
<b>HEALTH</b>							
<b>TA Infant Health Clinic</b>							
General Maintenance	1,500	1,500	0		415		Fire equipment check & service; gutter cleaning; <i>termite inspection</i>
<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>		<b>415</b>		
<b>STAFF HOUSING</b>							
<b>20 Henry Street</b>							
Renovation bathroom/laundry	15,000		15,000				C/Over from 2014-15 - contract awarded
General Maintenance	2,000	2,000			716	1,284	Upgrade security - windows & doors; gutter cleaning; paint ceiling; <i>termite inspection</i>
<b>Total</b>	<b>17,000</b>	<b>2,000</b>	<b>15,000</b>		<b>716</b>	<b>1,284</b>	
<b>27 East Terrace</b>							
Replace/repair front door	1,000	1,000					Repair completed, varnish to be applied
Paint window surrounds	1,000	1,000			1,034		Completed
Re-wad ceiling in kitchen/living area	1,200	1,200					Contract awarded
General Maintenance	2,000	2,000			2,344	-344	Upgrade security - windows & doors; replace gas tubing to gas bottles; replace flyscreens & frames; pest control; gutter cleaning; <i>termite inspection</i>
<b>Total</b>	<b>5,200</b>	<b>5,200</b>	<b>0</b>		<b>2,344</b>	<b>-344</b>	

12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>18 Henry Street</b>							
General Maintenance	2,000	2,000			482		Pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>482</b>		
<b>38 Ivy Street</b>							
Replace carpet in passage	1,600	1,600					Contract awarded, installation scheduled
General Maintenance	2,000	2,000			3,687	-1,687	Upgrade security - windows & doors; pest control; gutter cleaning; replace shower head; repair blinds; ballast for septic system; repair leach drain; joine for septic; termite inspection
<b>Total</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>		<b>3,687</b>	<b>-1,687</b>	
<b>11 Lavarock Street</b>							
General Maintenance	2,000	2,000			1,228	772	Upgrade security - windows & doors; pest control; gutter cleaning; repair stove; termite inspection
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>1,228</b>	<b>772</b>	
<b>1 Janus Street</b>							
External Painting	1,200	1,200					Contract awarded, work commenced
General Maintenance	2,000	2,000			925	1,075	Upgrade security - windows & doors; keys cut; pest control; gutter cleaning; keys cut; termite inspection
<b>Total</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>		<b>925</b>	<b>1,075</b>	
<b>OTHER HOUSING</b>				9,125			
<b>Unit 1, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		
<b>Unit 2, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		
<b>Unit 3, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		
<b>Unit 4, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		
<b>Unit 5, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		

12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>Unit 6, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			453		% Check issue with southern side electrical gate; pest control; gutter cleaning; <i>termite inspection</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>453</b>		
<b>Unit 1, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		714		Pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; <i>termite inspection</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>				
<b>Unit 2, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		1,162		Replace sink plug baskets; pest control; gutter cleaning; repair earthing issue; install soft nightlight; aircon service; <i>termite inspection</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>1,162</b>		
<b>Unit 3, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		715		Pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; <i>termite inspection</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>715</b>		
<b>Unit 4, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		724		Replace toilet seat; pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; <i>termite inspection</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>724</b>		
<b>COMMUNITY AMENITIES</b>							
<b>Holland Park Toilets</b>							
General Maintenance	3,000	3,000	0		1,639	1,361	Baby Change Facility sign & freight for same; investigate issue with auto night light; light globes; gutter cleaning; toilet roll dispensers; replace tap; modify locks; replace toilet roll holders; <i>submersible pump for septic &amp; installation</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>1,639</b>	<b>1,361</b>	

12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>Diprose Park Toilets</b>							
General Maintenance	3,000	3,000			538		Gutter cleaning; replace urinal cistern; termite inspection
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>538</b>		
<b>Norrish Street (disabled access) Public Toilets</b>							
General Maintenance	3,000	3,000			1,122		Toilet roll dispenser; 2 x syringe disposal units; pair of tongs; repair leaking toilets; clear blocked pipes; gutter cleaning; repair tap; termite inspections
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>1,122</b>		
<b>RECREATION &amp; CULTURE</b>							
<b>BH Hall</b>							
Painting front wall (brickwork painted 14/15, woodwork in 15/16)	2,000	2,000			1,780		Completed
Front verandah repairs	5,000	5,000			3,047		Completed (CLGF/RES funded)
General Maintenance	5,000	5,000			440		Fire equipment check; gutter cleaning; termite inspection
<b>Total</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>		<b>5,267</b>		
<b>TA Hall</b>							
Install gas piping from main cylinder to southern side (heaters)	3,600	3,600			3,318		Completed
Install RCD's to light circuits	2,600	2,600			2,283		Completed
Renovation of ablutions (CAPITAL WORKS)							Final touches to be completed - facilities are functional
General Maintenance	5,000	5,000			4,011	989	Clear basin drain blockage; disconnect & remove roof floodlights; fire equipment check; repair toilet; replace kitchen utensils; replace corroded pipe; gutter cleaning; urn; incidentals; secure broken louvres; erect fence for gas bottle; oven lighter; service fire extinguishers; repair leaking tap; replace window; block vent near gas cylinder; replace electrical switch cover; termite inspection
<b>Total</b>	<b>11,200</b>	<b>11,200</b>	<b>0</b>		<b>9,612</b>	<b>989</b>	
<b>BH Recreation Complex</b>							
External painting (woodwork)	6,700	6,700			6,433		Completed
General Maintenance	3,000	3,000			502		Fire equipment check; gutter cleaning; service fire extinguishers; termite inspection and treatment
<b>Total</b>	<b>9,700</b>	<b>9,700</b>	<b>0</b>		<b>6,935</b>		
<b>TA Pavilion</b>							
General Maintenance	3,000	3,000			2,044		Repair toilet leak; fire equipment check; replace shower rose; gutter cleaning; window replacement; service fire extinguishers; improve bar roller door security; replace window
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>2,044</b>		

12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>BH RSL Hall</b>							
Install access ramp to sliding door & pave surrounds	5,000		5,000				C/Over from 2014-15 - contract awarded - completed & awaiting account
Replace sliding door	2,500		2,500				C/Over from 2014-15 - completed, yet to receive account
Replace patio - including verandah beams	5,500		5,500				Contract awarded - works commenced
General Maintenance	2,500	2,500			248		Gutter cleaning; termite inspection
<b>Total</b>	<b>15,500</b>	<b>2,500</b>	<b>13,000</b>				
<b>Tambellup RSL Hall</b>							
General Maintenance	500	500			158		Gutter cleaning
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>				
<b>Tambellup Youth Centre</b>							
General Maintenance	500	500			818		Fire equipment check; install tap to kitchen sink; gutter cleaning; service fire extinguisher; RCD testing; termite inspection
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>		<b>818</b>		
<b>Tambellup CRC &amp; Library</b>							
Repair ceiling in reception area	6,000		6,000				C/Over from 2014-15
General Maintenance	2,500	2,500			402		Fire equipment check; gutter cleaning; service fire extinguishers; termite inspection
<b>Total</b>	<b>8,500</b>	<b>2,500</b>	<b>6,000</b>		<b>402</b>		
<b>BH Museum</b>							
Repair (seal & paint raw asbestos in lean-to walls)	1,000	1,000					C/Over from 2014-15 sourcing another contractor
Replace mortar - loose bricks, lintel & repair lean-to walls	4,000	4,000					C/Over from 2014-15 sourcing another contractor
Replace 2 windows on west side	19,300		19,300		17,591		Completed
General Maintenance	2,000	2,000			308		Gutter cleaning; termite inspection
<b>Total</b>	<b>26,300</b>	<b>7,000</b>	<b>19,300</b>		<b>17,899</b>		
<b>TA Station Masters Building - Museum</b>							
Painting Exterior Woodwork, Oil Verandah Floor	3,600	3,600					Contract awarded
Supply & Erect fence at rear of Station Master's Residence					2,691		Account received & paid - 2014/15 work
General Maintenance	2,000	2,000			1,062		Fire equipment check; gutter cleaning; service fire extinguisher; termite inspection; repairs to awning, paving and verandah
<b>Total</b>	<b>5,600</b>	<b>5,600</b>	<b>0</b>		<b>3,753</b>		



12.04 - Building Maintenance Program



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>ECONOMIC SERVICES</b>							
<b>BH Caravan Park</b>							
General Maintenance	3,000	3,000			3,463		Repair door to men's toilet; fire equipment check; unblock drain; repair broken stormwater drain; replace shower curtain; gutter cleaning; parts & repairs to industrial washing machine; service fire extinguisher; repair cistern; install gazebo lights; termite inspection
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>3,463</b>		
<b>TA Caravan Park</b>							
General Maintenance	2,000	2,000			561		Gutter cleaning; replace window pane; service fire extinguisher
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>561</b>		
<b>TA Railway Station Building</b>							
Repair ridge capping, replace broken tiles	600	600			720		Completed
Replace Gutter & Fascia	5,000		5,000				Contract awarded
General Maintenance	2,000	2,000			1,567		Replace window panes x 2; gutter cleaning; replace glass in two door panels; termite inspection
<b>Total</b>	<b>7,600</b>	<b>2,600</b>	<b>5,000</b>		<b>2,287</b>		
<b>Bendigo Bank</b>							
Replace verandah posts, associated woodwork & paint	0				6,000	-6,000	C/Over from 2014-15 completed
General Maintenance	2,500	2,500			1,648		Gutter cleaning; termite inspection; install stormwater downpipe under footpath to verge
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>7,648</b>	<b>-6,000</b>	
<b>TOTAL BUILDING MAINTENANCE</b>	<b>166,900</b>	<b>108,600</b>	<b>58,300</b>	<b>0</b>	<b>39,032</b>	<b>279</b>	

**BROOMEHILL-TAMBELLUP LIBRARY REPORT APRIL 2016****New Members**

Tambellup 0                      Broomehill 2

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

0-2 Twinkle, Twinkle Little Star by Jane Taylor &amp; Mandy Foot

2-3 Echinda Jim Went For a Swim by Phil Cummings

4-5 Let's Play by Herve Tullet

**Statistics**Tambellup *Issues*

37 Books      A

14 DVD        A

CD        A

4 LP          A

Games     J

35 Books     J

11 DVD       J

CD        J

Renewals A&amp;J

E Resources

Better Beginnings Resource Kit

Broomehill *Issues*

46 Books     A

20 DVD       A

9 CD          A

4 LP          A

6 Books      J

9 DVD        J

1 CD          J

13 Renewals A&amp;J

0 Better Beginnings Resource Kit

5 E Resources

**Regional LP Bulk Loan** (exchanged every 4 Months) New Units available 1st May 2016.**The State Library Book Exchange** arrived at Tambellup 4th April 2016 and Broomehill 26th April 2016.**LB55'S** (Damaged or Lost Stock we are charged for by The State Library )

Tambellup 0      Broomehill 0

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

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
April	41	29	26	23	3	3	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
April	25	20	20	27	1	1	0	0



# BUSHFIRE ADVISORY MEETING

19<sup>th</sup> APRIL 2016

**THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST  
FOR PEOPLE WITH DISABILITY.**

LD100315/1

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Bushfire Advisory Meeting**  
**held at the Broomehill Recreation Centre**  
**on Tuesday 19<sup>th</sup> APRIL 2016 commencing at 7.15pm.**

**1. Attendance and Apologies**

Present:	Ray Squibb (Chair)	CBFCO Shire of Broomehill-Tambellup
	Ben Hewson	DCBFCO Shire of Broomehill-Tambellup
	Ian Cunningham	DCBFCO Shire of Broomehill Tambellup
	Gavin Guerini	FCO / Capt Broomehill East
	Laurie Hull	Tambellup VFES
	Mick Trezona	OIC VFES
	Ken Schlueter	Lt Tambellup West
	Carl Letter	Lt Tambellup East
	Mario Cristinelli	Lt Tambellup East
	Andy Webster	FCO/ Capt Broomehill Central
	Scott Thompson	Lt Broomehill East
	Anthony Witham	FCO Broomehill West
	Cindy Pearce	CESM

**Apologies:** Andrew Woithe, Andrew Leonhardt, Brett Green, Jarrod Thorn, Nigel Sheridan, Kim Oliver, Wayne Newby

**DFES Officers:** Steve Mc Donald, Damien Buswell

**Guests:** Mitch Davies - DPaW

**2. Confirmation of Minutes**

**Confirmation of the minutes for the meeting held on the 19<sup>th</sup> October 2015**

**MOVED:** Anthony Witham

**SECONDED:** Laurie Hull

**3. Business Arising: Nil**

**4. DPaW Officer – Mitch Davies - Fire response on DPaW land.**  
See Attached Report

**5. Nomination for positions as follows;**

**Chief Bushfire Control Office –**

Scott Thompson nominated Ben Hewson  
SECONDED: Anthony Witham CARRIED

**Deputy Chief Bushfire Officer –**

Ben Hewson nominated Ian Cunningham  
SECONDED: Laurie Hull CARRIED

**Deputy Chief Bushfire Officer -**

Gavin Guerini nominated Wayne Newby  
SECONDED: Andy Webster CARRIED

**Fire Control Officer –**

**The following Fire Control Officers be appointed:**

Kim Oliver - Tambellup East  
Jarrod Thorn – Tambellup West  
Warrick Mc Mahan – Broomehill West  
Gavin Guerini – Broomehill East  
Laurie Hull – Tambellup VESU  
Lara Hugill – Broomehill Central

**MOVE:** Scott Thompson **SECONDED:** Ken Schlueter

**Fire Weather Officers – As appointed Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer 1, Deputy Chief Bushfire Control Officer 2.**

**6. Reports**

**Chief Bushfire Control Officer - Ray Squibb**

- Very few incidents with the largest being the Tambellup West fire. Tambellup West crew was well organised and we had a massive turn out from the area.
- Radios well used during the season. Mobile phones are a positive.
- Thanks to Ben, Ian and Cindy for their support. CESM position is working very well and takes a lot of pressure off us during the season and Cindy is always there to answer questions or assist.
- Gnowangerup has permits until the end of May, it's a credit to us on how we manage things.

**Deputy Chief Bushfire Control Office - Ben Hewson**

- Thanks to Ray for being CBFCO.

**Deputy Chief Bushfire Control Officer – Ian Cunningham**

- Nil

**Broomehill East – Gavin Guerini**

- Thanks to Ray for a job well done.
- Gavin will do another year as FCO, with Luke Simpson taking on the role next year.
- 3 Fires – Power Pole, Lightning and a chaff pile.
- Would like a Fast Fill Pump and a H/Held Radio is required.
- Fuel card will be split across the Brigade Officers.
- Brigade would like to see no protective burning done during Nov. (discuss in general business)

**Broomehill West – Anthony Witham**

- Few fires and lightning strikes.
- Warrick is the new FCO with the brigade changing positions every 2 years.
- Hand held radio required for the brigade
- Well done Ray

**Broomehill Central – Andy Webster**

- Quiet year
- Couple of Fire Reports with burning in back yards.
- Lara Hugill has been appointed the new FCO.
- Thank you to Ray and Cindy.

**Tambellup East – Mario Cristinelli**

- Thanks to Ray.
- 6 fires caused by lightning, one tractor.
- Radio operators the same as last year.
- Hand Held radio required.

**Tambellup West – Ian Cunningham**

- Brigade meeting well attended.
- Hot spot for fires.
- Can we get text messages out quicker on bad days with location of fire.
- How are we going to manage the Fuel Cards.
- Thanks to Ray.
- Brigade would like another Hand Held Radio.
- Scott Thompson raised concerns re turn out and that we need the location of the fire asap.

- Generic message could be sent to all on the system to notify them there is a fire in the area.
- Look at reviewing SMS list.

**Tambellup Town** – Laurie Hull

- 9 fires, including a false alarm with the local hotel and the Tambellup West fire.
- Thanks to Ray, Damien and Cindy.

**CESM** - Cindy Pearce

See attached report.

**DFES** – Steve McDonald

Thanks to Ray

See attached report.

**7. General Business**

**Fuel Cards** – To be addressed at brigade level as to how they are going to manage them.

**Ken Schlueter** – Been involved in fire fighting for about 43 years and have seen many changes. Many have not seen large fires and how do we engage and educate under a controlled environment the younger volunteers. Protective burning, mowing grazing and spaying all has its place in protection of assets. Protective burning works well for asset protection.

Mobile phones v radio network – don't rely on text messages as they sometimes don't get through and get received some 35 minutes later. Pick up a phone and ring people to make sure the message has been received.

Additional Hand Held radios would be good.

Radio scheds in the morning used to include rain over night so it gave a broad picture of where rain has fallen in the shire. Also can we include who is around the area so we are not trying to contact people that are not there.

**Protection Burning** - There was a discussion on cancelling protective burning and as it's in the Bushfire Act it cannot be changed as such but can be managed by Permit.

**Moonie Hills Fire Debrief** –

Ken Schlueter – brother attended the fire and is a volunteer fire fighter from Yallingup. His point of view was it was organised chaos with a job well done.

We need to work on the following points:

- How to attack a fire from the flanks



- Start to direct traffic to areas required with local people, as they know local area.
- There are limited or no communications. Discussing this so we can improve for the future.
- If you are working on an area, stay there until it's totally under control and let someone know when you leave. Otherwise we have flanks that may not have anyone working on without realizing it.
- Blacking out is most important. Concentrate on mopping up on the edge that could push out if the wind changes, making that edge a head fire.
- How do we teach younger guys.

Laurie Hull – Cranbrook Shire works on CH 9 and was not on our channel. There is a new smoke mask available that is working very well.

**Bushfire Brigades controlled by DFES** - Ray asked the question of Steve. The Commissioner has made a submission to the Ferguson review and at present that is all we know. A general discussion was held.

**Andy Webster** – Broomehill standpipe on the Kojonup Rd has a very slow flow rate, can this be looked at. CESM will follow up.

Burning of town blocks is needed as fuel is building with continued slashing. Are we able to burn? CESM / Steve replied – private property can be burnt under direction of the property owner, though a form needs to be completed by the property owner for insurance. Shire land can be burnt under direction with a burn prescription and UCL can be burnt in consultation with DPaW. Pre season letters in relation to compliance will include that the brigade can conduct burning for the property owner as part of the fuel reduction. This will also assist the brigade in gaining experience with the truck and burning. Blocks to be identified and works schedule to be put in place for future.

Ray thanked all for attending  
**Meeting Closed 9.50 pm.**



## **Report for Broomehill - Tambellup Shire Bushfire Advisory Committee**

**19th April 2016**

### **Fires**

It has been a relatively quiet bushfire season for Parks and Wildlife in the Wheatbelt with only 6 fires effecting DPaW estate with the majority being caused by lightning in November.

Staff and crews have been very busy attending fires at Esperance, Mount Solis, Waroona and Collie etc. On several occasions most Parks and Wildlife resources have been deployed out of the region only leaving a light unit in each work centre.

There has been rumours circulating again that Parks and Wildlife will prosecute anyone that enters a Reserve or National Park with machinery to extinguish a bushfire. I can assure the committee that this is not the case and FCO's are protected under the bushfires Act. As an Agency all we ask is that the FCO rings the on-call Duty Officer so payment of hired machinery can be authorised and Parks and Wildlife assistance provided.

### **Prescribed Fire**

The Autumn burn program consists of 10 burns in the Great Southern. Burning commenced two weeks ago with 3 burns being completed including. We hope to resume burning again next week depending on the weather.

### **Fire Access Tracks**

Have been lucky to get Bushfire Mitigation funding this year and are doing upgrade works to fire trails between Williams and Cranbrook. Start of work delayed as notification of funding was late and been waiting on Dieback mapping to be completed. Work has commenced but has been a little start stop due to rain.

### **Stirling Range National Park**

On detection of a fire in or threatening to enter the park contact the Regional Duty Officer through the Albany Office 98424500 during and after hours. Make the call early so if in doubt notify. Consider water bombers straight away.

Second contact would be the Senior Ranger at SRNP John Abbott 98279230, also by the WAERN Radio channel 522 Moir Hill.



Dieback is a big issue in the park so all vehicles must be clean on entry, this includes H/Duties and light units.

All heavy machinery to be clean down before work commences on any fire line suppression activities, and needs to be inspected by a DPaW officer to ensure that it is clean to Departmental standards.

Much of the critical endangered Flora is threatened by Dieback, when machinery is likely to be engaged in fire control activities a representative of the Nat Cons team is assigned to assist in the fire line construction works and where possible fire breaks will avoid the known flora sites.

There are number of planned burn with in the SRNP

ALB 006 Fire management Cell, 25, 24, 19(Cell 25 ignition commenced 2015)

ALB 007 Fire management Cell 3(ignition commenced 2015)

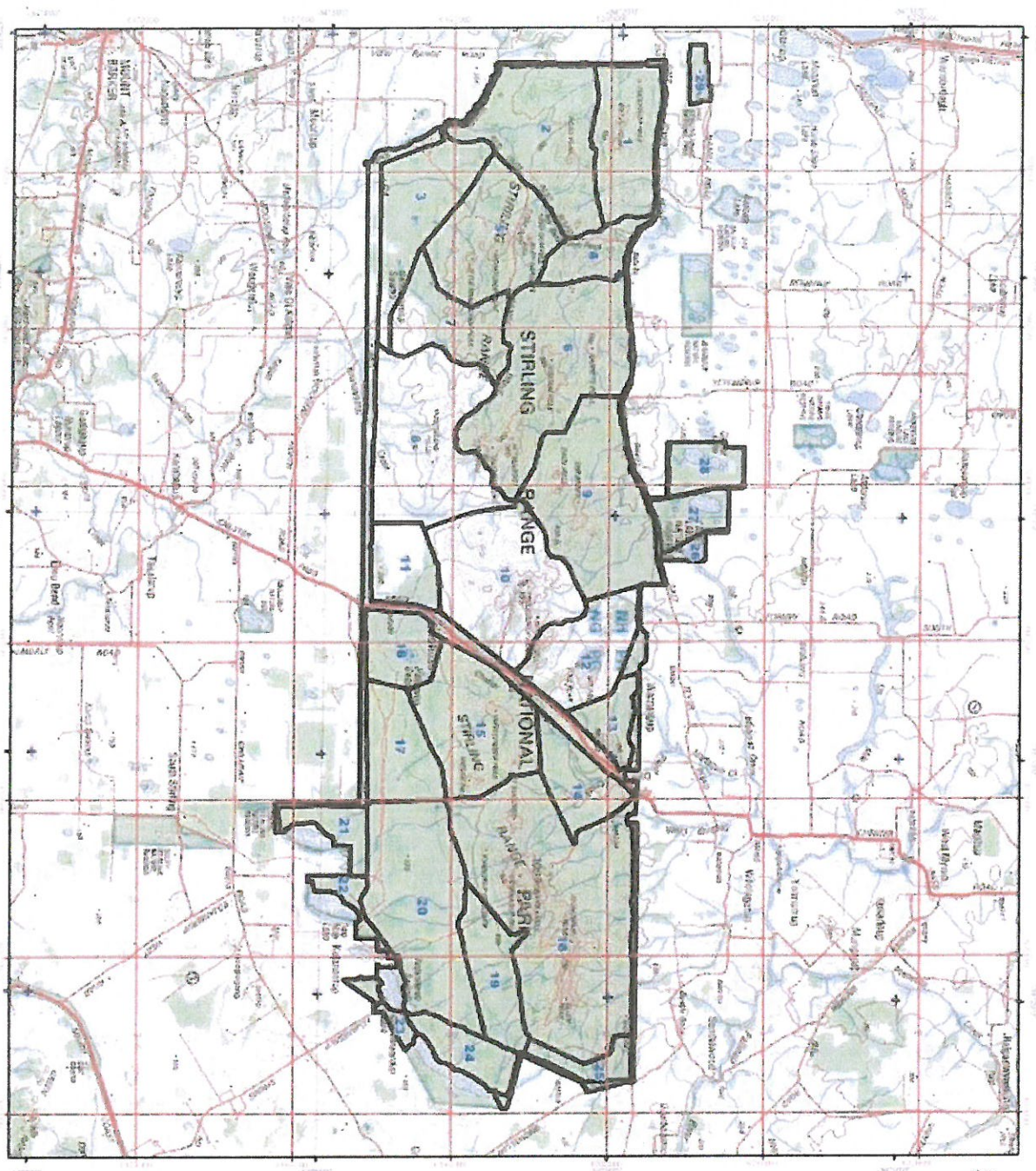
ALB 001 Fire management Cell 17

ALB 035 Fire management Cell 8

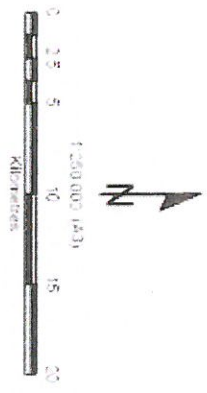
ALB 008 Fire management Cell 9



# SRNP Fire Management Cells



Detailed sheets at 1:60,000 scale available from the Department of Environment and Conservation. The Dept. of Environment and Conservation does not guarantee that this map is a true and accurate representation of the land and its features at the time of printing. Users of this map should be aware that the map is not a legal document.



Projection: Universal Transverse Mercator  
 MGA Zone 50 (Eastern GDA94)


  
 Prepared by: Meg Forde  
 Under the Direction of  
 Kerstin Richardson  
 Chief of Centre of Expertise of  
 Environment and Conservation

Version: 1.0 | Date: 19th April 2016

CESM Report to Broomehill - Tambellup BFAC Tuesday 19<sup>th</sup> April 2016

**Training** – Running 2 Intro to Bushfire Courses in August and Sept as well as an AIMS Awareness course in Sept. We have one FCO that needs to complete FCO Training. Structural Awareness Course can be run over a couple of hour in the evening or when time suits. This course gives you the basics on what to do and what not to do in a house fire situation (defensive). You will be the first arriving before VES / FRS arrives to take the lead.

Looking at running a Fire Awareness day in Broomehill – Tambellup covering preparation of your property / home, if you decide to stay and defend or leave early and what you need to do before and after the fire impacts. What to do if you are trapped by a fire in a car.

**Permits Issued Since 15<sup>th</sup> Feb – 17**

Thanks for sending Permits in for shire records, if you have outstanding permits please send them in for records. Some of them have been a bit sparse in detail so I have attached a copy for you to refer to if needed.

**Fire Reports**

Broomehill East - 4

Broomehill Central - 5

Tambellup West - 3

Tambellup East - 9

VES – 2

**Brigade Officer Information update to Shire Fire Break Notice.**

A couple of issues that we need to keep in mind when responding to incidents especially the fires when we you are the first arriving Officer. What assets or critical infrastructure are or will be in immediate threat. The shire are currently placing this info on a spread sheet, eg timber bridges comms tower etc.

ESL – We have been able to obtain another \$3000 for next year as we had an over spend.

**Chemical Fire – Overview of the Chemical Fire and what farm chemicals were on site.**

I was activated to attend the Yarloop fire for a week and filled the role of Strike Team Leader and then Sector Commander on the South West section of the fire, working with volunteers from Brookton, Wandering Kojonup and Mt Barker. Main issue was access with small paddocks and large number of drains reducing vehicle movement.

\$2.36 Million has been acquitted from the regional wildfire fund for support to the Norman Beach, Esperance and Mt Cooke fires to name a few.



PERMIT: 11266

*Cancelled*

**PERMIT TO SET FIRE TO THE BUSH**

Subject to the provisions of the *Bush Fires Act 1954*, and the regulations made thereunder and to the due observance and performance of the conditions endorsed on this permit including the provisions of section 18 of the said Act permission is hereby granted to

M Smith

of Roberts Rd

to set fire to the bush on locations 247

on the following date/s 1-4 - 3-4 2016

Note — This permit is not valid during a declared prohibited burning time and is issued subject to the provisions of section 46 of the *Bush Fires Act* and may be revoked or suspended by a bush fire control officer if, in his opinion, the fire, if lit, would become a source of danger.

A bush fire control officer is not compelled to inspect an area to be burnt before issuing a permit to burn. The onus lies on the person not only to comply with the provision of the *Bush Fires Act*, but also to ensure there is no danger of the fire escaping. The issue of this permit in no way affects that responsibility.

**Plan and any special conditions to be observed:—**

Action required by permit holder prior to lighting ( <u>in addition to reverse</u> )-	Permit issuer to ✓ tick if applicable
Notify DEC office ph:	
In attendance throughout burn until completely extinguished:	
Hose (running water)	
Knapsacks (indicate No.)	
Fire Appliance - (specify 600 litre slip-on, 2.4 or other)	
Grader or Tractor and Plough	
Personnel Required - Minimum 3 or indicate number.....if more required	✓
A firebreak of ..... metres completely surrounding area to be burnt	
Notify the Local Government in whose district this permit relates of the intention to burn (see over) Reg 15B (2)-(5)	✓
Notify the owner or occupier of all land adjoining land to which this permit relates (see over) Reg 15B (2)-(5)	✓
Wind strength less than (indicate in km/h):	
Wind direction:	
Not to be lit before ..... hours or after ..... hours.	
Other conditions:	

Dated this 1<sup>st</sup> day of Apr 2016

Signed \_\_\_\_\_  
Bush Fire Control Officer

**NOTE: THIS PERMIT IS NOT VALID ON DAYS OF FORECAST  
CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH DANGER.  
IMPORTANT: SEE OVER FOR CONDITIONS AND YOUR OBLIGATIONS.**

PERMIT: 39005

## PERMIT TO SET FIRE TO THE BUSH

Subject to the provisions of the *Bush Fires Act 1954*, and the regulations made thereunder and to the due observance and performance of the conditions endorsed on this permit including the provisions of section 18 of the said Act permission is hereby granted to

M.....  
.....

to set fire to the bush on locations .....  
on the following date/s 17<sup>TH</sup> MARCH TO (INCLUDING) 23<sup>RD</sup> MARCH 2016

Note — This permit is not valid during a declared prohibited burning time and is issued subject to the provisions of section 46 of the *Bush Fires Act* and may be revoked or suspended by a bush fire control officer if, in his opinion, the fire, if lit, would become a source of danger.

A bush fire control officer is not compelled to inspect an area to be burnt before issuing a permit to burn. The onus lies on the person not only to comply with the provision of the *Bush Fires Act*, but also to ensure there is no danger of the fire escaping. The issue of this permit in no way affects that responsibility.

**Plan and any special conditions to be observed:—**

Action required by permit holder prior to lighting (in addition to reverse)-	Permit issuer to ✓ tick if applicable
Notify DPAW office ph:	
In attendance throughout burn until completely extinguished:	✓ YES
Hose (running water)	
Knapsacks (indicate No.)	
Fire Appliance - (specify 600 litre slip-on, 2.4 or other)	TRUCK 2000L
Grader or Tractor and Plough	
Personnel Required - Minimum 3 or indicate number.....if more required	3 ✓ YES
A firebreak of <u>2</u> metres completely surrounding area to be burnt	✓ YES
Notify the Local Government in whose district this permit relates of the intention to burn (see over) Reg 15B (2)-(5)	NO ✓
Notify the owner or occupier of all land adjoining land to which this permit relates (see over) Reg 15B (2)-(5)	✓ YES
Wind strength to be less than (indicate in km/h):	25 KM/HR
Wind direction:	
Not to be lit before ..... hours or after ..... hours.	
Other conditions:	
Specific details of what is permitted to be burnt <u>CEREAL WINDROWS ONLY</u>	

Dated this 17<sup>TH</sup> day of MARCH 2016

Name ..... Signature .....

Bush Fire Control Officer

**NOTE: THIS PERMIT IS NOT VALID ON DAYS OF FORECAST CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH DANGER.**

**IMPORTANT: SEE OVER FOR CONDITIONS AND YOUR OBLIGATIONS.** →





**DFES COUNTRY OPERATIONS REPORT TO SHIRE OF BROOMEHILL-TAMBELLUP BUSH FIRE ADVISORY COMMITTEE MEETING OF 19<sup>th</sup> APRIL 2016.**

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Fellow Fire Fighters,

The following report has been compiled in order to draw Brigade members' attention to some issues which may be of interest.

**TRAINING.**

**Volunteer Fire Fighter Training**

DFES Great Southern has prepared its training calendar for 2016. I can still pencilled in training for your Shire based upon advice received from. Should you require any training or specialised courses, please let either Cindy or myself know.

**OPERATIONS**

**2015/2016 Fire Season**

It has been, once again a very busy fire season both within region and assistance to other regions.

The Esperance Fires in November 2015 and the Waroona/Yarloop fires earlier this year being the most notable, unfortunately the tragic loss of Life & Property is never easy to deal with but it should be a reminder to us all how fragile we are and the dangers posed to us when dealing with fires of this magnitude.

There were also fires in Wandering Shire, Plantagenet Shire where a Burn Over occurred and another fire in Esperance that required a regional response from staff and the volunteers throughout.

**MIR'S**

The Lower Hotham/O'Sullivan & Esperance MIR reports have been released and can be found on the DFES website for those interested, attached is the executive summary and recommendations from both for your information

**Comprehensive Crew Protection Project**

Brigades will be having their Appliances retrofitted with additional elements of the Comprehensive Crew Protection Project. In order to use some of the additional facilities provided, eg The Retrofitted Water Deluge System and Draeger OXY3000 In Cab Air System, a number of NUCOM sheets have been prepared to serve as training resources for Brigades. Moreover there are additional training videos available via the Volunteer Portal.

Once Brigade appliances have been fitted, I am sure we can provide the required training elements for this equipment.

Please stay safe.

Regards,

Steve

STEPHEN MCDONALD

DISTRICT OFFICER (RURAL)– GREAT SOUTHERN

GREAT SOUTHERN REGION

Lower Hotham / Northcliffe Fires !

## 1 Executive Summary

The Department of Fire and Emergency Services (DFES) engaged the Nous Group (Nous) to conduct an independent major incident review (MIR) of the Lower Hotham and O'Sullivan bushfires occurring in January and February of 2015. The response to these incidents was jointly managed by DFES, the Department of Parks and Wildlife (P&W) and Local Government resources. This review is designed to identify key lessons learned in relation to how these agencies managed and responded to these incidents, and provide recommendations to improve the response to similar incidents in future.

The South West of Western Australia (WA) experienced a high level of bushfire activity during the 2014/15 season, of which the Lower Hotham and O'Sullivan incidents were the most significant. This reflects a trend of increasing risk of bushfires in the region resulting from climate change, high fuel loads and rising populations in the rural urban interface. In response to this trend, a number of changes to emergency management arrangements have been made to clarify accountability and enable inter-agency approaches. Despite the scale and complexity of the Lower Hotham and O'Sullivan incidents, the resulting losses were relatively few. This reflected aspects of the agencies' response that went well as well as some instances of favourable changes in weather conditions. The scale and complexity of these incidents offers the chance to consider opportunities for improving the effectiveness of the agency response to major fire incidents in the context of the recent and emerging changes in the emergency management landscape. This MIR was focused on the response of DFES, P&W and Local Government to the fires and was informed by desktop review and stakeholder consultation.

The objective of this MIR was to understand the aspects of the incident response that worked well and should be built upon and to highlight any issues that can be improved upon. In particular, the review intended to address:

- the context of the incident
- the effectiveness of the Incident Management Team (IMT)'s decision making and timeliness to coordinate and manage operational activities
- the effectiveness of Command, Control, Coordination and Communication at Incident, Regional and State level
- the effectiveness of relevant legislation, policies, plans, procedures and guides
- the effectiveness of operational vertical communications from the incident ground through all operational levels to the State Operations Centre
- the impact and progress against recommendations of previous MIRs.

The MIR identified three root causes that were the key determinants of any shortfall in the effectiveness of the agency response to the Lower Hotham and O'Sullivan incidents. These were:

- **Differences in the resourcing of the Incident Management Teams (IMTs):** There were striking differences in the effectiveness of the management and coordination of operations in the response to the Lower Hotham and O'Sullivan incidents. While the response to any major incident creates challenges, the reports of agency personnel and volunteers and a review of key incident documentation indicates that there were some notable gaps in the Lower Hotham response. Many of these gaps were driven by break downs in IMT functions, which occurred due to inadequate resourcing of the IMT. In contrast, the O'Sullivan IMT was well resourced and, as a result, functioned more effectively.
- **Break downs in key systems, processes and policies:** There were a number of instances where key systems, processes and policies broke down. The most important of these break downs were in the deployment and tracking of resources, vertical communication of information and the



application of the traffic management policy. These break downs caused frustrations in operations and sometimes exposed firefighters and communities to higher levels of risk.

- **Differences in culture, expertise and approaches of agencies constraining collaboration:** The response to the Lower Hotham and O'Sullivan incidents was managed by a mix of DFES, P&W and Local Government personnel, including volunteer services. There were many examples of DFES and P&W working well together, particularly where relationships were already established. However, differences in the agencies' culture, expertise and approaches constrained collaboration in some instances. Less than optimal collaboration sometimes impacted the effectiveness of the response to the incidents.

Many recommendations for improving all aspects of managing the fire hazard have been made by previous reviews in WA and in other jurisdictions. Some of these are relevant to the response to the Lower Hotham and O'Sullivan incidents, as has been noted throughout the key findings for recent MIRs. It is apparent from the key findings of the Lower Hotham and O'Sullivan MIR that addressing the root causes of the effectiveness of the response requires a joint effort between agencies, in particular between DFES, P&W and Local Government. The challenge is in identifying the most promising opportunities for agencies to focus their joint effort and then collaborating effectively to implement these opportunities. Collaboration is most likely to be successful where it focuses on a small number of opportunities that will have the greatest impact. With this in mind, the MIR recommends that agencies focus their efforts on three priorities to deliver an improved inter-agency response to future major fire incidents. The three recommendations and their benefits are shown below.

#### Recommendation 1

##### Establish multi-agency preformed IMTs

An effective IMT for large and complex fire incidents requires the capacity and expertise of multiple agencies. Establishing multi-agency preformed IMTs will have three main benefits:

- adequate IMT resources can be deployed with ease
- strong working relationships will be built between IMT members
- common approaches to incident management and fire response can be embedded.

#### Recommendation 2

##### Clarify the role of the ROC and SOC and their reporting relationships

The ROC and SOC have important coordination roles under the State Emergency Management Arrangements to support both the incident and the broader region and state. Clarifying the role of the ROC and SOC, their reporting relationships, and how the command structures of other agencies are integrated, will have three main benefits:

- the ROC and SOC can perform their functions effectively
- no inconsistencies, gaps or duplication in the activities of the IMT, ROC and SOC
- transparency of incident management

#### Recommendation 3

##### Develop an integrated inter-agency resource management system

Large and complex fire incidents require resources from multiple agencies. Developing an integrated inter-agency resource management system will have three main benefits:

- identifying potential resources will be more straightforward
- the status and location of resource deployments can be tracked
- planning of deployments can take into account all relevant information

# ESPERANCE FIRES

## 1 Executive Summary

The Department of Fire and Emergency Services (DFES) engaged the Nous Group (Nous) to conduct an independent major incident review (MIR) of the Esperance district fires, including the Cascades, Merivale and Cape Arid complex fires, which occurred in November 2015. The response to these incidents was jointly managed by DFES, the Department of Parks and Wildlife (P&W) and Local Government. This review is designed to identify key lessons in relation to how these agencies responded to and managed these incidents, and provide recommendations to improve the response to similar incidents in the future.

The Esperance district fires had a significant impact on the local community, including the tragic loss of four lives<sup>1</sup>, as well as widespread agricultural losses, 16 property losses and damage to public infrastructure. Those involved in developing this MIR extend our condolences to the local community, in particular the family and friends of those who lost their lives in the fires.

A number of contextual factors contributed to the intensity of the Esperance district fires. Changes in farming practices in the Esperance region have resulted in more widespread and higher yield cropping areas, creating higher fuel loads across a larger area prior to harvest. Weather conditions over the preceding winter and spring had contributed to high and combustible fuel loads, including higher crop yields. Adverse weather conditions in November 2015 resulted in a high level of fire activity across the southern part of Western Australia (WA). In the Esperance region, catastrophic weather conditions on 17 November resulted in a significant escalation of the Cascades, Merivale and Cape Arid fires, including the major run of the Cascades fire. These conditions resulted in challenging fire behaviour, with the Cascades fire in particular having unusually high intensities and rates of spread for a grassland fire. It is thought to be the hottest grassland fire in WA's recorded history, and possibly in Australia's recorded history.

Notwithstanding the significant impact of the fires, and in particular the tragic loss of life, the response to the Esperance District fires was perceived to be broadly well managed, given the scale of the incident, unpredictable fire behaviour and extreme conditions experienced during the fire. It is unlikely that the Cascades fire could have been prevented from breaking out onto farmland, given the time and resources available and the catastrophic weather conditions. The Cascades fire is universally believed to have been unstoppable for the 4-5 hours of its major run through farmland, until weather conditions improved.

Nevertheless, the experience of the Esperance district fires provides a valuable opportunity to improve the management of future fire incidents. The MIR makes three overarching findings in relation to the management of the Esperance district fires, these are:

- **It was difficult to mobilise and maintain the initial response because the fires occurred in remote areas.** Esperance is in a remote part of WA, with limited government agency resources dedicated to fire management. This means that there are not enough government officers in place to staff an Incident Management Team (IMT) for a significant fire. The pattern of fires and predicted adverse weather conditions across the state meant that external resources were initially not available, and when they were deployed the remoteness of the fires meant it took time to get them in place. As a result, the IMT was under-resourced during the escalation of these fires, which impacted on its effectiveness. While this had a significant personal impact on those responsible for managing the initial response, the lack of resources is unlikely to have changed the overall outcomes of the fires.

<sup>1</sup> Please note this MIR does not discuss the four fatalities. As at the date of this MIR, fatalities resulting from the Esperance district bushfires are being investigated by the coronial inquest into the same incident.



- **While regional support was strong, the ability of the State Operations Centre (SOC) to support the response was compromised by system and process failures.** The response to a major fire incident requires support at the regional and state level, particularly in coordinating resource requirements. However, some issues with sharing of information between agencies resulted in the SOC being unable to maintain a strategic overview of state-wide fire activity and resource requirements. The challenge in understanding strategic resource requirements was exacerbated by insufficient people in key management roles in the SOC and IMT. In contrast, regional agencies worked well together to support the response through the Regional Operations Centre (ROC), district emergency management arrangements and inter-agency liaison groups.
- **Despite these resourcing challenges the response was generally well managed, although there are some clear areas for improvement.** The Cascades and Merivale fires started on Unallocated Crown Land (UCL), for which responsibility for managing fire is diffused across multiple agencies. Mitigation on UCL outside of townsites is the responsibility of P&W, whereas response is the responsibility of Local Government, creating discontinuity in managing fire. Communications infrastructure was unreliable, which led to information gaps between the fireground and IMT. There were also a number of reoccurring issues with systems and processes that have been identified in previous reviews that continue to frustrate the response to fire.

The most significant findings of the MIR relate to managing resources in remote locations, in the context of increasing risk posed by bushfires. This raises questions about how government agencies must work together to most effectively use available resources to manage fire. The MIR makes three overarching recommendations, each with three specific elements:

Figure 1: Summary of recommendations

Recommendation 1: A unified and integrated fire sector across the whole fire hazard	Recommendation 2: Resourcing models appropriate to local needs, including fire risk and remoteness	Recommendation 3: Resolve reoccurring issues with systems and processes
1.1 Coordinated and targeted mitigation of fire risk 1.2 Co-designed arrangements that support a unified response to fire 1.3 Review of institutional arrangements in the fire sector	2.1 Structures to incorporate local knowledge and situational awareness into the fire response 2.2 Flexible pre-formed multi-agency IMTs 2.3 Appropriate and scalable resourcing models for remote locations	3.1 IAP formats and processes appropriate to the nature of the emergency response 3.2 Cross agency resource management system 3.3 Live resource tracking system that can be used by all response agencies

These recommendations reflect opportunities for improvement that are known across the fire response agencies, and have been highlighted in previous major incident reviews in WA. In most of these areas, attempts have already been made to address the issues, both by individual agencies and through the Inter-agency Bushfire Management Committee (IBMC). However, the experience of the Esperance District fires indicates that there is still further work to be done. The fire response agencies, in particular DFES, P&W and Local Government, must take a collaborative and active approach to addressing opportunities for improvement. Successful implementation of the recommendations will require dedicated resources from all of the agencies with responsibilities for managing fire. Ultimately, this will improve the ability of the WA fire sector to manage future major fire incidents.

**Methodological approach to the MIR of the Esperance District fires**

The MIR is intended to provide a factual assessment of the management of the WA fire sector's management of the incident, and from this to identify practical recommendations that can strengthen the WA fire sector's capacity to manage future major fire incidents. The objective of this MIR as stated by DFES is to understand the aspects of the event that worked well and should be built on and highlight any issues that can be improved upon. In particular, the MIR will address the following:

- understand and document the context of the incident
- the effectiveness of the Incident Management Team's decision making and timeliness to coordinate and manager operational activities
- the effectiveness of Command, Control, Coordination and Communication at Incident, Regional, State and Agency Level
- the compliance of responding agencies with relevant legislation, policies, endorsed actions and measures, agency plans and associated procedures and guides
- the effectiveness of operational horizontal and vertical communications from the incident ground through and across all operational levels
- the effectiveness and timeliness of communicating situational awareness across agencies.

The MIR used a combination of desktop review and stakeholder consultation (including single and group interviews, focus groups and workshops) to inform the findings and recommendations of the MIR of the Esperance District fires. The use of multiple data sources enabled a comprehensive understanding of the management of the fires from which to develop robust findings and recommendations. The MIR reviewed documents and materials that could usefully inform the MIR of the Esperance District fires.

This included the following documents:

- Relevant state policies and legislation, including the Bush Fires Act, the State Emergency Management Plan *Westplan – Fire*, State Emergency Management Policies, and IBMC<sup>2</sup> endorsed actions and measures.
- Departmental specific policies and procedures, including the DFES Western Australian Fire & Emergency Services (WAFES) Manual and Operational Directives and P&W policies
- Incident documentation, such as Incident Action Plans (IAPs) and associated documents, Regional Situation Reports, meeting minutes
- Records and attachments from the WebEOC Information Logs and Request Logs<sup>3</sup>
- Written submissions received from agency personnel and volunteers associated with the response
- Information relating to the bush fire risk conditions, such as mitigation measures, information on land use practices, and weather conditions.

<sup>2</sup> The IBMC includes representation from DFES, P&W, the OBRM, WALGA and WA Police.

<sup>3</sup> WebEOC is a web-enabled system used for Incident management by DFES, WA Police and the Department of Health. In 2008, SEMC endorsed the use of WebEOC as the preferred crisis information management system for emergency management agencies in WA. Currently, DFES uses the Information Log, the Request Log, the State Preparedness Board and the Incident Action Plan. WebEOC is used to facilitate vertical communication of situational awareness, operational information and resource requirements between the IMT, ROC/MOC and SOC.



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The desktop review was partially completed prior to the stakeholder consultation to provide a baseline understanding of the context of the incidents and to guide stakeholder consultation. Areas of interest revealed through stakeholder consultation were then investigated through further desktop review.

Stakeholders to be consulted for the MIR were identified through DFES, P&W and Local Government representatives. Face to face consultations with stakeholders were held in Albany, Esperance and Perth, with telephone consultations held as required. The groups of stakeholders consulted included:

- **State Operations Centre (SOC)<sup>4</sup>**: A focus group was held with DFES personnel involved in the SOC and further interviews were held with DFES and P&W personnel involved in the SOC and related state level DFES functions.
- **Regional Operations Centre (ROC)<sup>5</sup>**: A mixture of focus groups and interviews were held with DFES and P&W personnel involved in the Great Southern and Lower South West ROCs.
- **Incident Management Team (IMT)<sup>6</sup>**: A mixture of focus groups and interviews were held with DFES, P&W and Local Government personnel involved in the IMT.
- **Firefighting response**: A mixture of focus groups and interviews were held with people involved in the firefighting response, including volunteers and volunteer association representatives. Written feedback from volunteers was also provided through volunteer associations and through DFES District Officers.
- **Inter-agency coordination groups and support agencies**: A mixture of focus groups and interviews were held with members of the combined Incident Support Group (ISG) and Operational Area Support Group (OASG), and with support agencies identified through the All Hazards Liaison Group.
- **Local government**: A focus group was held with Local Government representatives.
- **Office of Bushfire Risk Management (OBRM)**: An interview was held with the OBRM.

In addition to stakeholder consultation, briefings were provided to the DFES Deputy Commissioners and to a cross-agency reference group (consisting of DFES, P&W, Local Government and State Emergency Management Committee (SEMC) representatives) at key points in the MIR to test the emerging themes and key findings.

A complete list of the agencies and organisations that provided input to the MIR is contained in Appendix C.

<sup>4</sup> The SOC maintains overall command, control and coordination of resources, maintains an overview of available resources and maintains a strategic overview of the resourcing requirements and incident activity across the state. (DFES, *WAFES Manual Part Three: State Operations Centre*)

<sup>5</sup> The ROC coordinates operational resources at a regional level (DFES, *WAFES Manual Part Five: Regional Operations Centre*). The Esperance District fires were coordinated through the Great Southern ROC in Albany.

<sup>6</sup> An IMT is a group of incident management personnel led by the Incident controller, who are responsible for the overall management of an incident. (SEMC, *Incident Management: State Emergency Management Policy No.4.1, 2013*)