

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2015

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SHIRE OF BROOMEHILL-TAMBELLUP
Financial Report
for the period 1 July 2015 to 31 July 2015

Operating Revenue & Expenditure

GENERAL PURPOSE FUNDING

Municipal Fund

Council held the following balances in its Municipal Fund accounts at 31 July 2015 –

Operating Account	\$1,148,921.78
Term Deposit (CLGF Water Projects)	\$157,652.72
Term Deposit (CLGF 12/13)	\$374,889.00
Term Deposit (GSDC Grant - Pavilion)	\$200,000.00
Total Balance	\$1,881,463.50

Rate Revenue

Rates were levied on 24 July 2015 –

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

Rates are due by 4.00pm on Friday 28 August 2015, and the discount period closes at 4.00pm on Friday 21 August 2015. Further detail on rates outstanding is shown at Note 5 "Receivables".

General Purpose Funding

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

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

Country Local Government Fund 2012/13

Councils allocation from this pool was received during May, 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 held in a Term Deposit until they are required.

GOVERNANCE

General Administration

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

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.

SHIRE OF BROOMEHILL-TAMBELLUP
Financial Report
for the period 1 July 2015 to 31 July 2015

Operating Revenue & Expenditure

HOUSING

Staff Housing

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

Other Housing

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

COMMUNITY AMENITIES

Household Refuse

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

Transfer Stations

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

Other Community Amenities

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

RECREATION & CULTURE

Public Halls & Civic Centres

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

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

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.

SHIRE OF BROOMEHILL-TAMBELLUP
Financial Report
for the period 1 July 2015 to 31 July 2015

Operating Revenue & Expenditure

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

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

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

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

Bridge Maintenance

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

Traffic Control

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

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 31 July 2015

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 31 July 2015

Capital Revenue & Expenditure

GOVERNANCE

HOUSING

New Executive Residence

COMMUNITY AMENITIES

TRANSPORT

Plant Replacement

Road Construction

ECONOMIC SERVICES

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 July 2015

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,105,000	2,182,400	2,179,105.55	(3,294)	(0.2%)	
	1,232,800	133,186	141,987.39	8,801	6.2%	
9	0	0	0.00	0		
	256,900	68,457	68,370.43	(87)	(0.1%)	
	0	0	0.00	0		
	61,400	2,566	1,265.34	(1,301)	(102.8%)	
	79,900	54,349	62,582.27	8,233	13.2%	
Total	3,736,000	2,440,958	2,453,310.98	12,353		
Operating Expense						
	(1,858,700)	(166,630)	(158,798.18)	7,832	4.9%	
	(1,512,800)	(105,426)	(107,171.82)	(1,746)	(1.6%)	
	(171,000)	(7,916)	(7,836.03)	80	1.0%	
	(1,254,500)	(104,526)	0.00	104,526	100.0%	▼
	(12,100)	0	(22.91)	(23)	(100.0%)	
	(172,000)	(119,950)	(111,155.14)	8,795	7.9%	
9	(160,900)	(9,600)	0.00	9,600	100.0%	
	(75,600)	(1,456)	(862.35)	594	68.8%	
Total	(5,217,600)	(515,504)	(385,846.43)	129,658		
Funding Balance Adjustment						
	1,254,500	104,526	0.00	(104,526)	(100.0%)	▼
9	160,900	9,600	0.00	(9,600)	(100.0%)	
	0	0	0.00	0		
Net Operating	(66,200)	2,039,580	2,067,464.55	27,885		
Capital Revenues						
7	2,265,500	0	0.00	0		
9	461,500	65,000	74,625.52	9,626	12.9%	
	1,550,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,244,200	0	0.00	0		
Total	5,521,200	65,000	74,625.52	9,626		
Capital Expenses						
	0	0	0.00	0		
11	(3,776,500)	(2,700)	(12,394.01)	(9,694)	(78.2%)	
11	(1,076,900)	(87,000)	(80,016.44)	6,984	8.7%	
11	0	0	0.00	0		
11	(1,967,800)	(60,000)	(54,545.47)	5,455	10.0%	
11	(199,500)	0	0.00	0		
	(99,700)	0	0.00	0		
	0	0	0.00	0		
8	(473,800)	0	0.00	0		
Total	(7,594,200)	(149,700)	(146,955.92)	2,744		
Net Capital	(2,073,000)	(84,700)	(72,330.40)	12,370		
Total Net Operating + Capital	(2,139,200)	1,954,880	1,995,134.15	40,254		
Opening Funding Surplus(Deficit)	2,139,200	2,139,200	2,077,986.23	(61,214)	(2.9%)	
Closing Funding Surplus(Deficit)	0	4,094,080	4,073,120.38	(20,960)		
	0	0	0.00			

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 July 2015

Note	Adopted Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	27,500	0	10,420.95	10,421	100.00%	▲
	3,064,300	2,185,575	2,180,543.23	(5,032)	(0.23%)	
	89,400	59,666	56,582.78	(3,083)	(5.45%)	
	1,100	0	0.00	0		
	500	0	0.00	0		
	117,300	2,700	3,059.50	360	11.75%	
	74,200	60,950	59,940.64	(1,009)	(1.68%)	
	794,900	1,150	632.73	(517)	(81.75%)	
	1,643,400	125,083	135,639.36	10,556	7.78%	
	54,900	1,918	3,224.22	1,306	40.51%	
	134,000	3,916	3,267.57	(648)	(19.84%)	
Total	6,001,500	2,440,958	2,453,310.98	12,353		
Operating Expense						
	(717,200)	(67,828)	(67,875.46)	(47)	(0.07%)	
	(245,200)	(24,732)	(26,492.02)	(1,760)	(6.64%)	
	(176,300)	(26,474)	(31,676.26)	(5,202)	(16.42%)	
	(56,000)	(2,499)	(3,634.04)	(1,135)	(31.23%)	
	(16,800)	0	0.00	0		
	(88,600)	(6,907)	(2,927.99)	3,979	135.90%	
	(422,300)	(32,213)	(29,804.27)	2,409	8.08%	
	(852,100)	(68,318)	(46,493.62)	21,824	46.94%	▼
	(2,400,700)	(182,867)	(82,558.64)	100,308	121.50%	▼
	(216,900)	(18,230)	(16,466.64)	1,763	10.71%	
	(25,500)	(85,436)	(77,917.49)	7,519	9.65%	
Total	(5,217,600)	(515,504)	(385,846.43)	129,658		
Funding Balance Adjustment						
	1,254,500	104,526	0.00	(104,526)	(100.00%)	▼
	160,900	9,600	0.00	(9,600)	(100.00%)	
Net Operating	2,199,300	2,039,580	2,067,464.55	27,885		
Capital Revenues						
	461,500	65,000	74,625.52	9,626	12.90%	
	1,550,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
	1,244,200	0	0.00	0		
Total	3,255,700	65,000	74,625.52	9,626		
Capital Expenses						
	0	0	0.00	0		
	(3,776,500)	(2,700)	(12,394.01)	(9,694)	(78.22%)	
	(1,076,900)	(87,000)	(80,016.44)	6,984	8.73%	
	0	0	0.00	0		
	(1,967,800)	(60,000)	(54,545.47)	5,455	10.00%	
	(199,500)	0	0.00	0		
	(99,700)	0	0.00	0		
	0	0	0.00	0		
	(473,800)	0	0.00	0		
Total	(7,594,200)	(149,700)	(146,955.92)	2,744		
Net Capital	(4,338,500)	(84,700)	(72,330.40)	12,370		
Total Net Operating + Capital	(2,139,200)	1,954,880	1,995,134.15	40,254		
	2,139,200	2,139,200	2,077,986.23	(61,214)	(2.95%)	
Closing Funding Surplus(Deficit)	0	4,094,080	4,073,120.38	(20,960)		
	0	0	0.00			

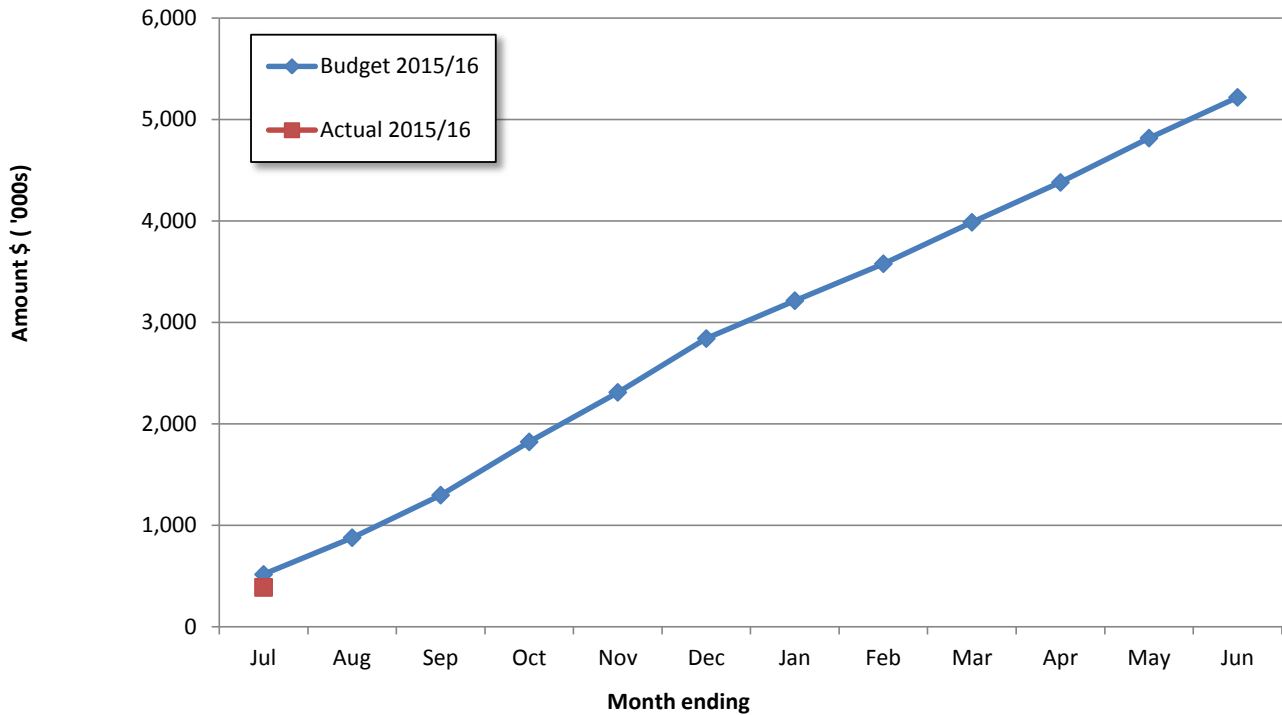
SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 July 2015

	Actual 2015/16	C/fwd 1 July 2015
CURRENT ASSETS		
Cash	2,951,941.04	3,156,810.40
Receivables	2,424,713.08	626,175.85
Inventories - Stock on Hand	44,494.92	32,823.81
TOTAL CURRENT ASSETS	5,421,149.04	3,815,810.06
CURRENT LIABILITIES		
Creditors and Provisions	456,190.22	825,915.54
Borrowings	49,648.20	49,648.20
TOTAL CURRENT LIABILITIES	505,838.42	875,563.74
NET CURRENT ASSETS	4,915,310.62	2,940,246.32
NON-CURRENT ASSETS		
Receivables	42,641.08	42,641.08
Financial Assets - Held to Maturity	175,864.74	175,864.74
Property, Plant and Equipment	14,042,205.07	14,024,420.14
Infrastructure Assets	32,468,984.14	32,414,438.67
Inventories - Land Held for Resale	240,000.00	240,000.00
TOTAL NON-CURRENT ASSETS	46,969,695.03	46,897,364.63
NON-CURRENT LIABILITIES		
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
NET ASSETS	51,621,064.29	49,573,669.59
EQUITY		
Accumulated Surplus	30,387,797.21	28,320,332.66
Reserves - Asset Revaluation	19,984,325.00	19,984,325.00
Reserves - Cash Backed	1,248,942.08	1,248,942.08
TOTAL EQUITY	51,621,064.29	49,553,599.74

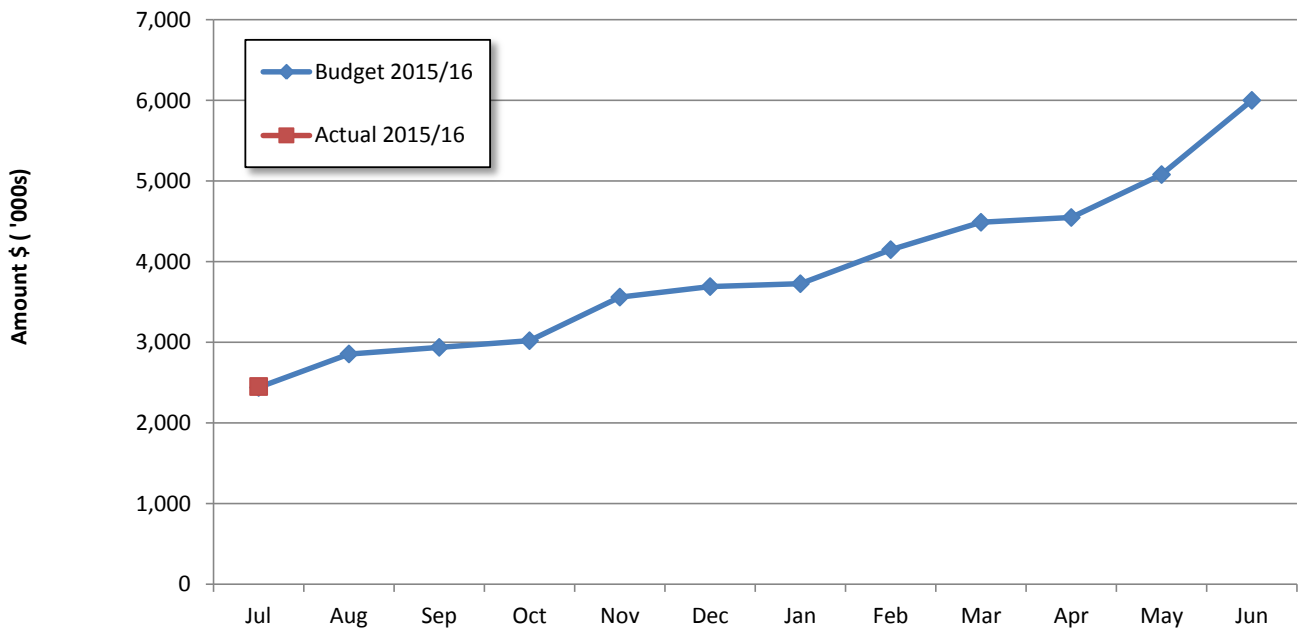
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

2: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



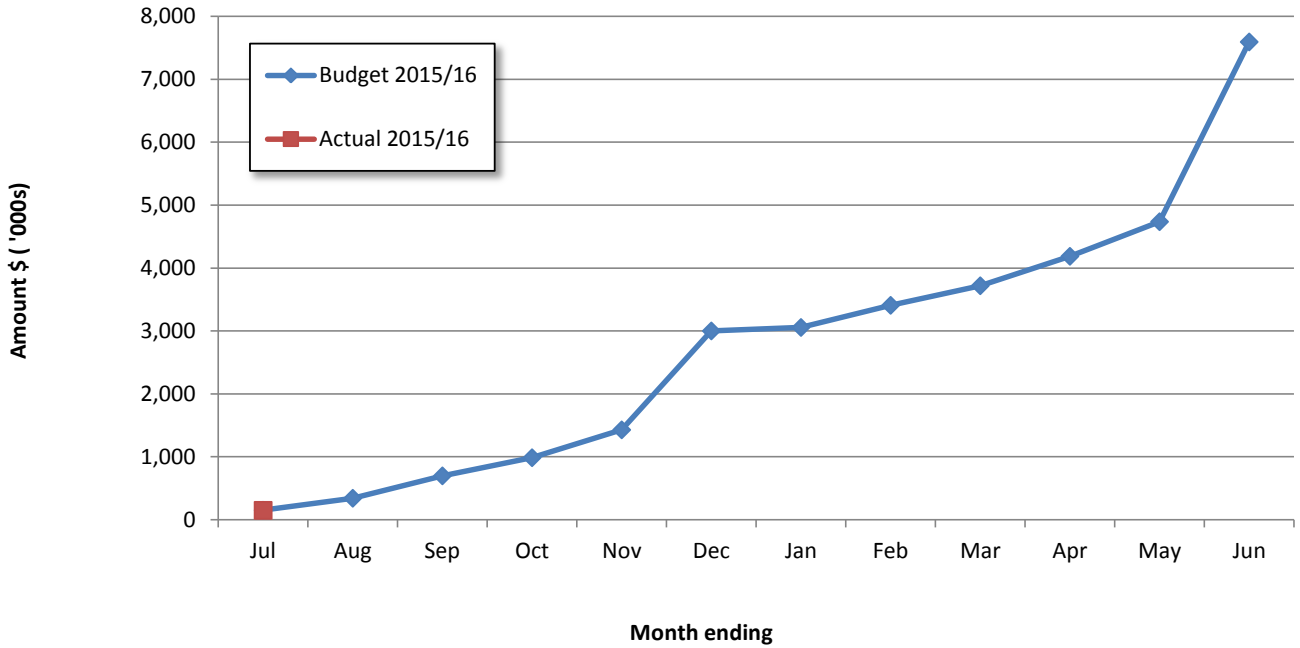
Budget Operating Revenues -v- Actual



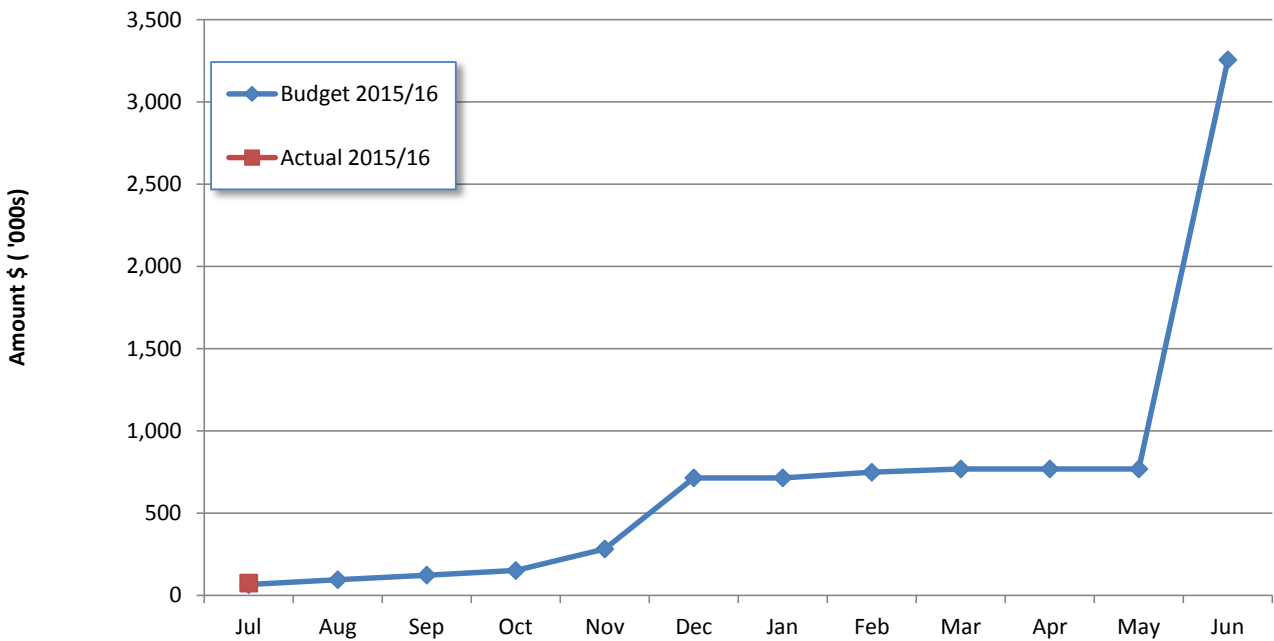
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

2: Graphical Representation - Source Statement of Financial Activity

Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

3: NET CURRENT FUNDING POSTION

	Note	Actual 2015/16	C/fwd 1 July 2015
		\$	\$
Current Assets			
Cash Unrestricted		560,995.63	797,299.70
Cash Restricted - Unspent Grants	7	1,142,003.33	1,110,568.62
Cash Restricted - Reserves	8	1,248,942.08	1,248,942.08
Receivables - Rates and Rubbish	5	2,288,953.11	200,838.62
Receivables - Other	5	86,937.13	401,994.33
Inventories		44,494.92	32,823.81
Accruals and Provisions		2,522.95	2,522.95
		5,374,849.15	3,794,990.11
Less: Current Liabilities			
Payables		(427.65)	(158,130.66)
Net GST & PAYG		25,474.65	(232,097.45)
Accruals and Provisions		(77,833.69)	(77,833.69)
		(52,786.69)	(468,061.80)
Less: Cash Restricted - Reserves	8	(1,248,942.08)	(1,248,942.08)
Net Current Funding Position		4,073,120.38	2,077,986.23

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

4: CASH AND INVESTMENTS

	Purpose	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits									
1	Term Deposit	Reserve Funds	1640002	2.65%		1,248,942.08	1,248,942.08	Bendigo	24/09/2015
2	Term Deposit	VROC Water Grants	1673792	2.30%		120,214.09	120,214.09	Bendigo	31/08/2015
3	Term Deposit	CLGF - Water Grants	1634425	2.55%		157,652.72	157,652.72	Bendigo	18/08/2015
4	Term Deposit	CLGF 2012/13	1641087	2.70%		374,889.00	374,889.00	Bendigo	23/12/2015
5	Term Deposit	GSDC - Pavilion	1641090	2.70%		200,000.00	200,000.00	Bendigo	23/12/2015
	Total			0.00	1,406,594.80	120,214.09	1,526,808.89		

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 Water Grants

The VROC Country Local Government Funds relate to the amounts that have been designated to the Shires of Cranbrook, Kojonup and Plantagenet for their Water Harvesting Projects. These funds are held in the Trust Fund.

Broomehill-Tambellup's allocation from this pool are required to be kept in the Municipal Fund and do not form part of this investment.

3 Regional CLGF - Water Grants

Council's allocation through the VROC for the Stormwater Harvesting and Waste Water Reuse projects are held in this investment, until such time as the funds are required

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

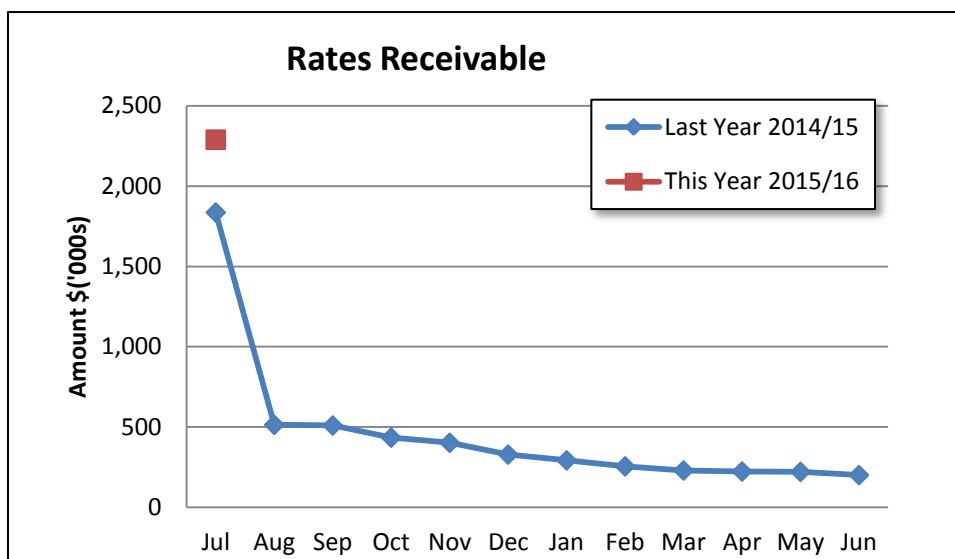
The GSDC have provided funding towards redevelopment of the Tambellup Pavilion. The funds have been invested until such time as they are required.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

5: RECEIVABLES

Rates & Rubbish

	Actual 2015/16	c/fwd 1 July 2015
	\$	\$
Opening Arrears Previous Years	200,838.62	187,039.43
Rates Levied this year	2,244,090.94	2,127,118.91
<u>Less</u> Collections to date	(155,976.45)	(2,113,319.72)
Equals Current Outstanding	2,288,953.11	200,838.62
Net Rates Collectable	2,288,953.11	200,838.62
% Collected	6.38%	91.32%



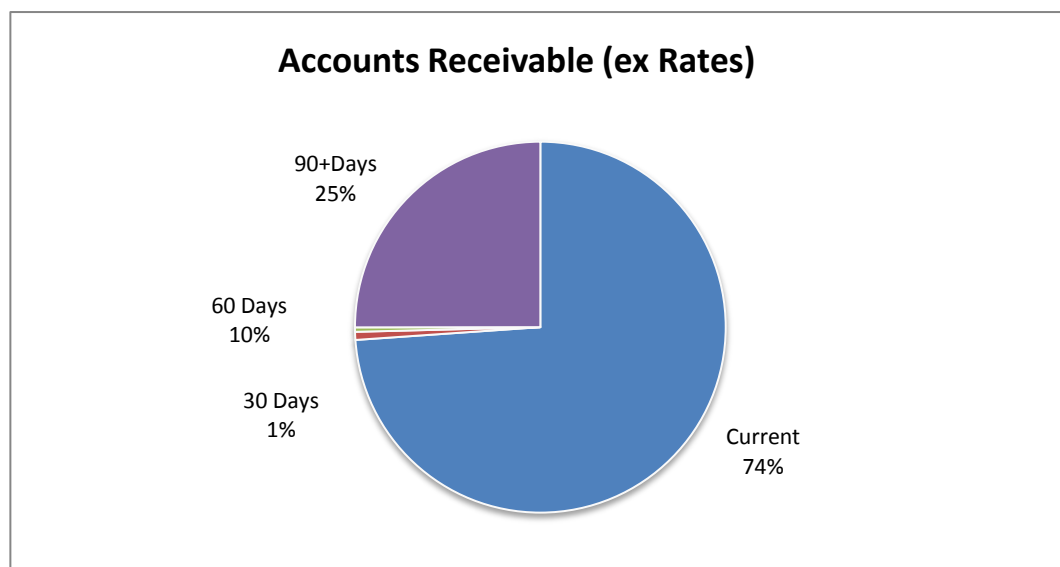
Comments/Notes - Receivables Rates and Rubbish

Rates and charges were levied on 24 July 2015, and are due by the close of business on Friday 28 August 2015.
 The 5% discount is available if rates and charges are paid in full by the close of

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	1,467.78	608.93	333.58	21,749.13
Pensioner Rebates	5,798.38			
Emergency Services Levy	56,979.33			
	64,245.49	608.93	333.58	21,749.13
		Total Outstanding		86,937.13

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

GL Account Code	Description	Council Res	Classification	Increase in Available Cash	Decrease in Available Cash	Balance
	Balanced Budget Adopted - 16 July 2015			\$	\$	\$ 0
	Closing Funding Surplus (Deficit)			0	0	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

7: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2015	Received 2015/16	Expended 2015/16	Closing Balance
		\$	\$	\$	\$
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	50,000.00	0.00	0.00	50,000.00
COMMUNITY AMENITIES					
Country Local Govt Fund - Regional	Stormwater Harvesting - TA Oval Tanks	87,064.69	0.00	0.00	87,064.69
Country Local Govt Fund - Regional	Stormwater Harvest - infrastructure CBH dam	77,450.54	0.00	0.00	77,450.54
RECREATION & CULTURE					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	50,000.00	0.00	0.00	50,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	80,000.00	0.00	0.00	80,000.00
Country Local Govt Fund 2012/13	Tambellup Pavillion - Redevelopment	194,889.00	0.00	0.00	194,889.00
Great Southern Development Commission	Tambellup Pavillion - Redevelopment	200,000.00	0.00	0.00	200,000.00
TRANSPORT					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2014/15	91,379.28	0.00	(59,944.57)	31,434.71
TOTALS		1,201,947.90	0.00	(59,944.57)	1,142,003.33

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

8: CASH BACKED RESERVES

	YTD Actual 2015/16	Adopted Budget 2015/16
(a) Leave Reserve		
<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	0.00	30,000
Amount Used / Transfer from Reserve	0.00	(49,200)
Interest Received	0.00	1,500
	76,711.32	59,200
(b) Plant Reserve		
<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	0.00	230,000
Amount Used / Transfer from Reserve	0.00	(270,000)
Interest Received	0.00	1,500
	73,609.15	35,100
(c) Building Reserve		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	499,380.52	492,500
Amount Set Aside / Transfer to Reserve	0.00	100,000
Amount Used / Transfer from Reserve	0.00	(500,000)
Interest Received	0.00	9,000
	499,380.52	101,500
(d) Computer Reserve		
<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	0.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	0.00	500
	26,583.56	37,100
(e) Tambellup Recreation Ground & Pavilion Reserve		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	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	0.00	8,000
	389,011.50	8,800
(f) Broomehill Recreation Complex Reserve		
<i>To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.</i>		
Opening Balance	53,640.37	53,700
Amount Set Aside/Transfer to Reserve	0.00	8,600
Amount Used/Transfer from Reserve	0.00	(9,000)
Interest Received	0.00	1,500
	53,640.37	54,800

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

8: CASH BACKED RESERVES

	YTD Actual 2015/16	Adopted Budget 2015/16
(g) Broomehill Village Hall Replacement Reserve <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	0.00	(8,000)
Interest Received	0.00	0
	8,034.42	0
(h) Building Maintenance Reserve <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	0.00	1,000
	51,372.26	32,300
(i) Sandalwood Villas Reserve <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	0.00	800
	38,717.95	49,400
(j) Broomehill Synthetic Bowling Green Replacement Reserve <i>To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.</i>		
Opening Balance	26,835.28	26,800
Amount Set Aside/Transfer to Reserve	0.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	500
	26,835.28	35,900
(k) Refuse Sites Post Closure Management Reserve <i>To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.</i>		
Opening Balance	5,045.75	5,000
Amount Set Aside/Transfer to Reserve	0.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	100
	5,045.75	10,100
(l) Lavieville Lodge Reserve <i>To be utilised towards maintenance of the 4 units at Lavieville Lodge</i>		
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	0.00	45,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	900
	0.00	45,900
Total Cash Backed Reserves	1,248,942.08	470,100

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

8: CASH BACKED RESERVES

Summary of Transfers To and (From) Cash Backed Reserves

Transfers to Reserves

	YTD Actual 2015/16	Adopted Budget 2015/16
Leave Reserve	0.00	31,500
Plant Reserve	0.00	231,500
Building Reserve	0.00	109,000
Computer Reserve	0.00	10,500
Tambellup Rec Ground & Pavilion Reserve	0.00	8,000
Broomehill Rec Complex Reserve	0.00	10,100
Broomehill Village Hall Replacement Reserve	0.00	0
Housing Maintenance Reserve	0.00	1,000
Aged Accommodation Reserve	0.00	12,100
Synthetic Bowling Green Replacement Reserve	0.00	9,100
Refuse Sites Post Closure Management Reserves	0.00	5,100
Lavieville Lodge Reserve	0.00	45,900
	0.00	473,800

Transfers from Reserves

Leave Reserve	0.00	(49,200)
Plant Reserve	0.00	(270,000)
Building Reserve	0.00	(500,000)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	(388,000)
Broomehill Rec Complex Reserve	0.00	(9,000)
Broomehill Village Hall Replacement Reserve	0.00	(8,000)
Housing Maintenance Reserve	0.00	(20,000)
Aged Accommodation Reserve	0.00	0
Synthetic Bowling Green Replacement Reserve	0.00	0
Refuse Sites Post Closure Management Reserves	0.00	0
Lavieville Lodge Reserve	0.00	0
	0.00	(1,244,200)

Total Transfer to/(from) Reserves

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

	YTD Actual 2015/16	Adopted Budget 2015/16
	0.00	(770,400)

Comments - Cash Backed Reserves

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

9: ASSET DISPOSALS

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

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2015/16	Budget 2015/16	YTD Actual 2015/16	Budget 2015/16	YTD Actual 2015/16	Budget 2015/16
PLANT & EQUIPMENT						
<i>Governance</i>						
Holden Caprice - OTA	0.00	39,500	0.00	34,000	0.00	(5,500)
Holden Colorado - BH000	0.00	34,500	0.00	30,000	0.00	(4,500)
<i>Recreation & Culture</i>						
Toro 360 Mower	0.00	28,200	0.00	15,000	0.00	(13,200)
<i>Transport</i>						
Caterpillar 12H Grader - TA18	0.00	139,800	0.00	80,000	0.00	(59,800)
Isuzu Gigamax Truck - BH002	0.00	109,800	0.00	75,000	0.00	(34,800)
6x4 Fuel Trailer	0.00	700	0.00	500	0.00	(200)
Ford Ranger Dual Cab - 1TA	0.00	42,600	0.00	33,000	0.00	(9,600)
Holden Colorado Utility - TA052	0.00	31,400	0.00	28,000	0.00	(3,400)
Ford Ranger Dual Cab - TA001	0.00	40,500	0.00	32,000	0.00	(8,500)
Holden Colorado Utility - BH009	0.00	28,600	0.00	28,000	0.00	(600)
Holden Colorado Dual Cab - BH00	0.00	33,500	0.00	31,000	0.00	(2,500)
Holden Colorado Utility - BH014	0.00	34,300	0.00	25,000	0.00	(9,300)
Toyota Landcruiser dual cab - BH003	0.00	59,000	0.00	50,000	0.00	(9,000)
	0.00	622,400	0.00	461,500	0.00	(160,900)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	YTD Actual 2015/16	Budget 2015/16
Profit on Asset Disposals	0.00	0
Loss on Asset Disposals	0.00	(160,900)
	0.00	(160,900)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

10: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2014/2015	Amended Budget Expense 2014/2015	Actual Revenue 2014/2015	Actual Expense 2014/2015
GENERAL PURPOSE FUNDING				
Rate Revenue	2,165,800	(185,100)	2,180,309.41	(20,048.27)
General Purpose Funding	860,000	0	0.00	0.00
Other General Purpose Funding	38,500	(60,100)	233.82	(6,443.75)
TOTAL GENERAL PURPOSE FUNDING	3,064,300	(245,200)	2,180,543.23	(26,492.02)
GOVERNANCE				
Members Of Council	16,000	(629,900)	0.00	(65,343.25)
Administration General	2,500	0	10,420.95	0.00
Other Governance	9,000	(87,300)	0.00	(2,532.21)
TOTAL GOVERNANCE	27,500	(717,200)	10,420.95	(67,875.46)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	85,500	(138,000)	56,480.28	(29,132.88)
Animal Control	3,900	(31,800)	102.50	(2,543.38)
Other Law, Order & Public Safety	0	(6,500)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	89,400	(176,300)	56,582.78	(31,676.26)
HEALTH				
Maternal & Infant Health	600	(12,900)	0.00	(519.74)
Health Inspection & Administration	500	(31,000)	0.00	(2,990.22)
Preventative Services - Pest Control	0	(12,100)	0.00	(124.08)
Other Health	0	0	0.00	0.00
TOTAL HEALTH	1,100	(56,000)	0.00	(3,634.04)
EDUCATION & WELFARE				
Other Education	500	(6,800)	0.00	0.00
Other Welfare	0	(10,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	500	(16,800)	0.00	0.00
HOUSING				
Staff Housing	0	0	0.00	(82.67)
Other Housing	117,300	(88,600)	3,059.50	(2,845.32)
TOTAL OTHER HOUSING	117,300	(88,600)	3,059.50	(2,927.99)
COMMUNITY AMENITIES				
Household Refuse	63,700	(276,100)	59,766.37	(21,141.21)
Protection Of The Environment	2,000	(2,000)	0.00	0.00
Town Planning & Regional Development	4,000	(54,900)	147.00	(5,238.32)
Other Community Amenities	4,500	(38,700)	27.27	(1,290.57)
Public Conveniences	0	(47,200)	0.00	(2,134.17)
Urban Stormwater Drainage	0	(3,400)	0.00	0.00
Sewerage	0	0	0.00	0.00
TOTAL COMMUNITY AMENITIES	74,200	(422,300)	59,940.64	(29,804.27)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

10: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2014/2015	Amended Budget Expense 2014/2015	Actual Revenue 2014/2015	Actual Expense 2014/2015
RECREATION & CULTURE				
Public Halls & Civic Centres	727,000	(172,600)	172.73	(12,028.46)
Other Sport & Recreation	67,800	(584,900)	460.00	(30,065.95)
Libraries	100	(67,400)	0.00	(2,575.10)
Other Culture	0	(27,200)	0.00	(1,824.11)
Television Rebroadcasting	0	0	0.00	0.00
TOTAL RECREATION & CULTURE	794,900	(852,100)	632.73	(46,493.62)
TRANSPORT				
Road Construction	1,486,000	0	0.00	0.00
Streets Roads Bridges & Depot Maint	134,200	(2,343,800)	133,820.00	(76,290.94)
Traffic Control	23,200	(56,900)	1,819.36	(6,267.70)
TOTAL TRANSPORT	1,643,400	(2,400,700)	135,639.36	(82,558.64)
ECONOMIC SERVICES				
Rural Services	0	(3,100)	0.00	(871.36)
Tourism & Area Promotion	15,200	(100,200)	1,842.28	(8,135.81)
Building Control	14,200	(58,000)	441.16	(2,704.75)
Other Economic Services	25,500	(55,600)	940.78	(4,754.72)
TOTAL ECONOMIC SERVICES	54,900	(216,900)	3,224.22	(16,466.64)
OTHER PROPERTY & SERVICES				
Private Works	25,000	(22,500)	627.12	(5,211.56)
Public Works Overhead	70,000	0	0.00	(28,678.09)
Plant Operation Costs	35,000	0	2,640.45	(30,900.49)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(11,627.35)
Unclassified	4,000	(3,000)	0.00	(1,500.00)
TOTAL OTHER PROPERTY & SERVICES	134,000	(25,500)	3,267.57	(77,917.49)
TOTAL OPERATING	6,001,500	(5,217,600)	2,453,310.98	(385,846.43)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

11: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
GOVERNANCE					
Holden Statesman Sedan - OTA (CEO)	P&E	34,000	(47,000)	0.00	0.00
Holden Colorado Wagon - BH000 (MCS)	P&E	30,000	(42,000)	33,636.36	(36,300.00)
Broomehill Admin Building - solar energy	P&E	0	(50,000)	0.00	0.00
Tambellup Admin Building - generator backup	P&E	0	(20,000)	0.00	0.00
		64,000	(159,000)	33,636.36	(36,300.00)
HOUSING					
20 Henry Street - Replace laundry & bathroom benches	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tamb	L&B	0	(400,000)	0.00	0.00
		0	(415,000)	0.00	0.00
COMMUNITY AMENITIES					
Stormwater Harvesting - Tamb Oval	I-P	0	(87,000)	0.00	0.00
Stormwater Harvesting - Bhill CBH catchment to Complex	I-P	0	(77,500)	0.00	0.00
		0	(164,500)	0.00	0.00
RECREATION & CULTURE					
Bhill Hall - refurb under stage area	L&B	0	(50,000)	0.00	0.00
Tamb Hall - repair roof, upgrade ablutions	L&B	0	(80,000)	0.00	0.00
Tamb Pavilion - redevelopment	L&B	0	(3,000,000)	0.00	(1,743.75)
Broomehill Rec Complex - storage room	L&B	0	(27,000)	0.00	0.00
Bhill RSL Hall - sliding door/access ramp/paving	L&B	0	(7,500)	0.00	(2,688.00)
Bhill 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
Tamb CRC - repair ceiling in reception area	L&B	0	(6,000)	0.00	0.00
Tambellup CRC - development of rear yard	L&B	0	(10,000)	0.00	0.00
Bhill Museum - replace 2 windows west side	L&B	0	(19,500)	0.00	0.00
Subdivision Costs - No1 Dam	L&B	0	(10,000)	0.00	0.00
Plant Replacement					
Toro 360 Mower	P&E	15,000	(40,000)	0.00	0.00
		15,000	(3,301,500)	0.00	(4,431.75)
TRANSPORT					
Buildings					
Machinery Shed - Tambellup Depot	L&B	0	(100,000)	0.00	(1,962.26)
Tambellup Depot - Washdown Bay	L&B	0	(20,000)	0.00	0.00
Plant Replacement					
Caterpillar 12H Grader TA18	P&E	80,000	(350,000)	0.00	0.00
Isuzu Gigamax BH002	P&E	75,000	0	0.00	0.00
Water Tank	P&E	0	(65,000)	0.00	0.00
NEW 6 tonne Truck	P&E	0	(120,000)	0.00	0.00
6x4 Fuel Trailer	P&E	500	(20,000)	0.00	0.00
Ford Ranger Wildtrak 1TA	P&E	33,000	(45,000)	40,989.16	(43,716.44)
Holden Colorado Utility TA052	P&E	28,000	(38,000)	0.00	0.00
Ford Ranger Utility TA001	P&E	32,000	(45,000)	0.00	0.00
Holden Colorado Utility BH009	P&E	28,000	(38,000)	0.00	0.00
Holden Colorado Dual Cab BH00	P&E	31,000	(40,000)	0.00	0.00
Holden Colorado Utility BH014	P&E	25,000	(35,000)	0.00	0.00
Toyota Landcruiser Dual Cab BH003	P&E	50,000	(60,000)	0.00	0.00
Portable Traffic Lights	P&E	0	(7,900)	0.00	0.00
Sundry Plant	P&E	0	(14,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

11: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
TRANSPORT					
<i>Footpaths</i>					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
<i>Road Construction</i>					
Regional Road Group					
Gnowangerup-Tambellup Rd - reseal	I-R	0	(173,900)	0.00	0.00
Toolbrunup Rd - stabilise patches & seal	I-R	0	(162,200)	0.00	0.00
Pallinup South Rd - construct & seal	I-R	0	(103,400)	0.00	0.00
Broomehill-Kojonup Rd - widen culvert	I-R	0	0	0.00	(320.90)
Roads to Recovery					
Pindellup Rd - widen & resheet	I-R	0	(85,000)	0.00	(50,224.57)
Punchmirup North Rd - gravel sheet	I-R	0	(241,200)	0.00	0.00
Norrish Rd - gravel sheet	I-R	0	(146,400)	0.00	0.00
Toolbrunup Rd - gravel sheet	I-R	0	(117,900)	0.00	0.00
Townscape - footpath upgrades, kerbing & drainage	I-R	0	(248,400)	0.00	0.00
Commodity Routes					
Nardlah Rd - gravel resheet / reseal 900m	I-R	0	(32,000)	0.00	(4,000.00)
Beejenup Rd - gravel sheet	I-R	0	(123,400)	0.00	0.00
Bridgeworks					
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
		382,500	(2,965,700)	40,989.16	(100,224.17)
ECONOMIC SERVICES					
Banner Poles - Tourist Layby Broomehill	I-P	0	(5,500)	0.00	0.00
Signage - Tourist Info Bays Bhill & Tamb	I-P	0	(4,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(5,000)	0.00	0.00
Accrued Expenditure - Bendigo Bank verandah	L&B	0	0	0.00	(6,000.00)
		0	(15,000)	0.00	(6,000.00)
TOTAL		461,500	(7,020,700)	74,625.52	(146,955.92)
LAND HELD FOR RESALE					
	LR	0	0	0	0.00
LAND & BUILDINGS					
	L&B	0	(3,776,500)	0.00	(12,394.01)
PLANT & EQUIPMENT					
	P&E	461,500	(1,076,900)	74,625.52	(80,016.44)
FURNITURE & EQUIPMENT					
	F&E	0	0	0.00	0.00
INFRASTRUCTURE - ROADS					
	I-R	0	(1,967,800)	0.00	(54,545.47)
INFRASTRUCTURE - PARKS					
	I-P	0	(199,500)	0.00	0.00
		461,500	(7,020,700)	74,625.52	(146,955.92)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

11: CAPITAL DISPOSALS AND ACQUISITIONS

	Adopted Budget Revenue 2015/16	Adopted Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
RESERVE TRANSFERS - from/(to)				
Leave Reserve	49,200	(31,500)	0.00	0.00
Plant Replacement Reserve	270,000	(231,500)	0.00	0.00
Building Reserve	500,000	(109,000)	0.00	0.00
Computer Reserve	0	(10,500)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve	388,000	(8,000)	0.00	0.00
Broomehill Rec Complex Reserve	9,000	(10,100)	0.00	0.00
Broomehill Village Hall Replacement Reserve	8,000	0	0.00	0.00
Housing Maintenance Reserve	20,000	(1,000)	0.00	0.00
Aged Accommodation Reserve	0	(12,100)	0.00	0.00
Synthetic Bowling Green Replacement Reserve	0	(9,100)	0.00	0.00
Refuse Sites Post Closure Management Reserve	0	(5,100)	0.00	0.00
Lavieville Lodge Reserve	0	(45,900)	0.00	0.00
	1,244,200	(473,800)	0.00	0.00
LOANS				
Loan Repayments	0	(49,700)	0.00	0.00
Proceeds from New Loans	1,550,000	0	0.00	0.00
Self Supporting Loans	0	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	1,550,000	(99,700)	0.00	0.00
TOTAL CAPITAL	3,255,700	(7,594,200)	74,625.52	(146,955.92)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

11: TRUST FUND

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

Description	Opening Balance 1 July 2014	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,875.00	25.00	0.00	1,900.00
Key Bonds	1,100.00	0.00	0.00	1,100.00
Equipment Bonds	0.00	0.00	0.00	0.00
House Bonds	880.00	1,130.00	0.00	2,010.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	9,794.94	11,471.60	0.00	21,266.54
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	600.00	(197,778.04)	1,791,233.94
YMCA - A Smart Start Program	391,876.10	0.00	0.00	391,876.10
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	2,409,096.23	13,226.60	(197,778.04)	2,224,544.79

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 July 2015
Presented to Council on 20 August 2015

Financial Management Regulations No. 12 & No. 13

10.02 -
Cheque List July 2015

TRUST FUND

Chq/EFT	Date	Name	Description	Amount
EFT6988	29/07/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Municipal Fund - Shire of Kojonup recoup (and final claim) from VROC Stormwater & Waste Water Reuse funds	197,778.04
Total Trust Fund				<u>197,778.04</u>

MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
2869	08/07/2015	BUILDING COMMISSION	Building Services Levies collected June 2015	260.00
2870	08/07/2015	CONSTRUCTION TRAINING FUND	Construction Training Fund Levy June 2015	583.50
2871	08/07/2015	AUSTRALIAN RURAL ROAD GROUP INC	Annual membership 2014/2015	500.00
2872	08/07/2015	SYNERGY	Electricity usage 23/4/2015-23/06/2015	5,885.00
2873	08/07/2015	TELSTRA	CEO mobile phone usage 2/5/15 - 1/6/15	70.00
2874	08/07/2015	WATER CORPORATION	Water use and service 17/4/15 - 17/6/15	444.70
2875	17/07/2015	ANDREW THOMAS BRADSHAW	Gravel extraction 4000m3 - Pindellup Road	8,800.00
2876	17/07/2015	AUSTRALIA POST	BT Times July 2015	65.40
2877	17/07/2015	DEPARTMENT OF LANDS	Lease L235920 - 500 Garrity Street, 1/7/2015 - 31/12/2015	1,650.00
2878	17/07/2015	DEPARTMENT OF TRANSPORT	License and third party insurance to 31/07/2016 - all vehicles	5,694.00
2879	17/07/2015	GREAT SOUTHERN FUEL SUPPLIES	22,000L Diesel	28,587.46
2880	17/07/2015	CANCELLED		0.00
2881	17/07/2015	SHIRE OF KOJONUP	EHO services for June 2015	1,924.33
2882	17/07/2015	SQUIRE PATTON BOGGS	Legal fees for Native Title claim March-June 2015	106.41
2883	17/07/2015	SYNERGY	Electricity usage 25/5/15-24/6/15	3,078.45
2884	17/07/2015	TAMBELLUP CRC	Broomehill-Tambellup telephone directories x600 copies	1,375.00
2885	17/07/2015	TAMBELLUP DELI	June 2015 fuel purchases, newspapers, groceries	388.50
2886	17/07/2015	TELSTRA	Use and service charges to 01/07/2015	2,585.75
2887	17/07/2015	WATER CORPORATION	Water usage and charges to 31/8/2015	2,106.36
2888	27/07/2015	DEPARTMENT OF TRANSPORT	New registration for Ford Ranger utility 1TA	192.80
2889	30/07/2015	BARNESBY FORD	Changeover Ford Wildtrak 1TA	3,212.30
2890	30/07/2015	SHIRE OF KATANNING	Contribution to CESM 01/01/2015 - 30/06/2015	9,183.83

MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
2891	30/07/2015	TELSTRA	Manager of Works mobile phone usage to 10/7/2015	99.99
2892	30/07/2015	WATER CORPORATION	Repairs to damaged water main 4/3/2015 - Garrity St, Tamb	1,796.10
2893	30/07/2015	SYNERGY	Electricity usage 23/04/2015 - 23/06/2015	530.35
2894	30/07/2015	SHIRE OF KOJONUP	Shire of Kojonup recoup (and final claim) from VROC Stormwater & Waste Water Reuse funds	217,555.85
EFT6884	08/07/2015	ALBANY CITY HOLDEN	15,000km service - Holden Colorado BH000	319.21
EFT6885	08/07/2015	ALBANY LOCK SERVICE	Cash drawer lock replacement with 11 keys	79.85
EFT6886	08/07/2015	BEST OFFICE SYSTEMS	Minimum charge Broomehill copier	45.00
EFT6887	08/07/2015	BRISKLEEN SUPPLIES	Cleaning products	27.50
EFT6888	08/07/2015	BROOMEHILL HOCKEY CLUB	Kidsport vouchers 2015 season	990.00
EFT6889	08/07/2015	BTW SPRAY SHOP	HP85 Davey Pressure pump for Bhill Complex	890.00
EFT6890	08/07/2015	BUNBURY TRUCKS	Guard wheel stud	83.31
EFT6891	08/07/2015	BURGESS RAWSON	Water usage/annual rates - Station Masters Res, Railway Building & Norrish St public toilets	780.32
EFT6892	08/07/2015	COALCLIFF PLANT HIRE	Drainage work at Tambellup West Road	60,075.40
EFT6893	08/07/2015	COURIER AUSTRALIA	Freight- parts, filters, stationery, rates/final notices	183.26
EFT6894	08/07/2015	FAST FINISHING SERVICES	Binding Council & Committee minutes	154.00
EFT6895	08/07/2015	GOOP TRADING T/as Broomehill Post Office & Hardware	Postage June 2015	75.55
EFT6896	08/07/2015	GREAT SOUTHERN FLOORCOVERINGS	Install carpet tiles - Tamb Lesser Hall verandah area	4,300.00
EFT6897	08/07/2015	GREAT SOUTHERN TOYOTA	1x switch for beacon	31.55
EFT6898	08/07/2015	HEWER CONSULTING SERVICES	Data collection & update for Roman 2 Asset Management System	5,192.00
EFT6899	08/07/2015	JUDY STEWART	Reimburse MCS mobile phone charges 16/5/15 - 15/6/15	90.00
EFT6900	08/07/2015	KATANNING GLAZING & SECURITY	Install screen doors to TA and BH waste transfer stations	1,504.00
EFT6901	08/07/2015	KATANNING LOGISTICS	Freight for roof iron - Tamb depot shed	344.52
EFT6902	08/07/2015	KJB PLUMBING & GAS	Repair leaking basin and toilet - public toilets	330.00
EFT6903	08/07/2015	LANDGATE	GRV Interim Valuations	300.13
EFT6904	08/07/2015	LEASECHOICE PTY LTD	Photocopier charges 15/5/15-14/6/15	403.34
EFT6905	08/07/2015	LW HULL	Spray roadside suckers	1,509.60
EFT6906	08/07/2015	M & MP BUILDERS	Building maintenance - 11 Lavarock St, 38 Ivy St, 1 Janus St, Bhill Caravan Park, Public Conveniences, Bhill Museum	2,277.57
EFT6907	08/07/2015	MARIE SHERIDAN	Catering June 2015 Council meeting	340.00
EFT6908	08/07/2015	MICHELLE SLARKE	Broomehill Machinery Collection Significant Assessment	3,511.20
EFT6909	08/07/2015	MIDALIA STEEL ALBANY	Steel for Tamb depot shed	268.81
EFT6910	08/07/2015	NARDLAH GRAZING CO	Nardlah Road - resheeting 6500m3 gravel	28,600.00

MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
EFT6911	08/07/2015	PEP BUILDING IMPROVEMENTS	Progress payment for Tamb depot shed, erect gazebo at Bhill Caravan Park	17,985.00
EFT6912	08/07/2015	PLASTICS PLUS	Wheelie bins, wheels & posts	1,088.41
EFT6913	08/07/2015	QFH MULTIPARTS	Hose and fittings - Isuzu BH002, 12M grader BH006, gate valve for Crawford St standpipe	405.43
EFT6914	08/07/2015	R & L BITUMEN REPAIR SERVICE	Kerbing - taper on Gnow-Tamb/GS Hwy intersection	3,933.05
EFT6915	08/07/2015	SHIRE OF CUBALLING	Building services and travel for June 2015	3,078.05
EFT6916	08/07/2015	SHIRE OF PLANTAGENET	1/3 Contribution - Establish Road Agreement for a Regional Council for road construction & maintenance	1,853.13
EFT6917	08/07/2015	SOUTH WEST PRINT GROUP	2600x Purchase order labels	265.00
EFT6918	08/07/2015	STARTRACK EXPRESS	Freight for signs	71.56
EFT6919	08/07/2015	STATE LIBRARY OF WA	Freight Recoup 2014-15 Financial Year	584.68
EFT6920	08/07/2015	SUNNY SIGN COMPANY PTY LTD	1000x pavement markers	990.00
EFT6921	08/07/2015	TAMBELLUP G & T MOTORS	Snatch strap plus freight, May fuel and parts	1,578.60
EFT6922	08/07/2015	THINK WATER ALBANY	Repairs to irrigation - Bhill Caravan Park	1,653.07
EFT6923	08/07/2015	TRUCK CENTRE WA PTY LTD	1x brake booster bracket, 2x hoses	538.67
EFT6924	08/07/2015	UHY HAINES NORTON	PO3720 - 2014/2015 Rates comparison report	203.50
EFT6925	08/07/2015	UNITED TOOLS	PO3829 - 1x Hitachi AW150 pressure cleaner	299.00
EFT6926	08/07/2015	WESTRAC EQUIPMENT PTY LTD	PO3871 - various caps, couplings, primary element filter	2,063.69
EFT	14/07/2015	SALARIES & WAGES	Wages for fortnight ending 10 July 2015	47,509.07
EFT6927	14/07/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	350.00
EFT6928	14/07/2015	CHILD SUPPORT AGENCY	Payroll deductions	421.25
EFT6929	14/07/2015	LGRCE UNION	Payroll deductions	41.00
EFT6930	14/07/2015	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00
DD3718.1	14/07/2015	WA SUPER	Payroll deductions	10,094.57
EFT6931	17/07/2015	BENARA NURSERIES	Plants for town centre reserve, Tamb	547.25
EFT6932	17/07/2015	BOC LIMITED	Annual cylinder rent - oxygen, acetylene and argoshield	771.14
EFT6933	17/07/2015	COURIER AUSTRALIA	Freight - Parts, signage	69.98
EFT6934	17/07/2015	GRAY & LEWIS	Planning advice - consulting services 1/6/2015 - 30/6/2015	302.50
EFT6935	17/07/2015	GRAY CARTER	Water truck dry hire - Nardlah Rd	4,400.00
EFT6936	17/07/2015	GREAT SOUTHERN WASTE DISPOSAL	BH & TA Rubbish Collection 28/5/2015 - 25/06/2015	2,269.68
EFT6937	17/07/2015	IT VISION AUSTRALIA PTY LTD	Renew SynergySoft & Universe Annual License fees to 30/06/2015	32,432.40
EFT6938	17/07/2015	ITVISION USER GROUP	Annual subscription 2015/2016	715.00
EFT6939	17/07/2015	KATANNING GLAZING & SECURITY	Upgrade window/door locks for new Residential Tenancy Act requirements - residential properties	2,406.00

MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
EFT6940	17/07/2015	KATANNING JUNIOR FOOTBALL CLUB	Kidsport vouchers 2015 season	45.00
EFT6941	17/07/2015	KERRICK INDUSTRIAL EQUIPMENT	1x dual floor tool for vaccuum cleaner	46.20
EFT6942	17/07/2015	KJB PLUMBING & GAS	Replace damaged gate valve - Crawford St standpipe	247.50
EFT6943	17/07/2015	LANDMARK	Star pickets to organise signs - depot	524.13
EFT6944	17/07/2015	LGIS	Insurance premium renewals - Property & Workcare (first instalments), Bushfire Volunteers, Public Liability, Fidelity	90,989.39
EFT6945	17/07/2015	LINCOLNS	Audit of GSDC final acquittal report for TILSA project	1,100.00
EFT6946	17/07/2015	ROAD SIGNS AUSTRALIA	Signs	40.70
EFT6947	17/07/2015	SHIRE OF PLANTAGENET	Contribution towards VROC Executive Salary 01April-30 June2015	2,785.43
EFT6948	17/07/2015	SOUTH WEST ISUZU	Fuel & oil filters	289.28
EFT6949	17/07/2015	STAPLES AUSTRALIA P/L	Stationery order	501.17
EFT6950	17/07/2015	T-QUIP	Toro mower - 9pcs blade, 3x oil filter	280.95
EFT6951	17/07/2015	THE WORKWEAR GROUP	Admin uniforms	108.90
EFT6952	17/07/2015	WA LOCAL GOVERNMENT ASSOCIATION	Training - Preparing Agendas & Minutes L Cristinelli	522.50
EFT6953	17/07/2015	WARREN BLACKWOOD WASTE	Management of BH & TA Transfer stations, bin hire June 2015	16,041.51
EFT6954	17/07/2015	WESTRAC EQUIPMENT PTY LTD	Service kit Vib roller, travel to repair Skid Steer	1,325.60
EFT6955	17/07/2015	LGIS INSURANCE BROKING	Insurance premium renewals - Motor Vehicle, Goods in Transit, Personal Accident, Travel, Management Liability	60,013.59
EFT6956	21/07/2015	AUSTRALIAN TAXATION OFFICE	Business Activity Statement for June 2015	234,561.00
EFT6957	21/07/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup GST on invoices paid from Trust Fund for Hidden Treasures	2,985.88
EFT	29/07/2015	SALARIES & WAGES	Wages for fortnight ending 24 July 2015	47,209.88
EFT6958	29/07/2015	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	350.00
EFT6959	29/07/2015	CHILD SUPPORT AGENCY	Payroll deductions	421.38
EFT6960	29/07/2015	LGRCE UNION	Payroll deductions	41.00
EFT6961	29/07/2015	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00
DD3733.1	28/07/2015	WA SUPER	Payroll deductions	10,291.94
EFT6962	30/07/2015	A.D. CONTRACTORS PTY. LTD.	Supply 3,300Lt Catamol	4,827.90
EFT6963	30/07/2015	ALBANY OFFICE PRODUCTS DEPOT	Fellowes Binding machine, Fellowes A3 Guillotine	1,297.00
EFT6964	30/07/2015	BLACK STUMP ELECTRICAL	Install surge protectors for electrical gates - Sandalwood Villas	337.55
EFT6965	30/07/2015	BURGESS RAWSON	Railway Building rent 1/8/2015 - 31/7/2016	1,650.00
EFT6966	30/07/2015	COURIER AUSTRALIA	Freight - signs, office foot rests	59.63
EFT6967	30/07/2015	CS LEGAL	Debt collection fees	1,579.39
EFT6968	30/07/2015	HOWARD + HEAVER ARCHITECTS	Revision of plans and costings - TA Sports Pavilion	1,918.13
EFT6969	30/07/2015	JR & A HERSEY PTY LTD	Spray mark (white, yellow, pink), dustmasks, safety glasses	1,658.14

MUNICIPAL FUND

Chq/EFT	Date	Name	Description	Amount
EFT6970	30/07/2015	JUDY STEWART	Reimburse MCS mobile phone charges 16/6/2015-15/7/2015	90.00
EFT6971	30/07/2015	KATANNING STOCK & TRADING	Gloves, hand fork, pruner, drain covers, garden hoses	175.55
EFT6972	30/07/2015	LANDMARK	Grey cement - culverts & headwalls	225.18
EFT6973	30/07/2015	LEASECHOICE PTY LTD	Photocopier charges 15/6/2015 - 14/7/2015	331.24
EFT6974	30/07/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2015-2016 Council Corporate Membership subscription	1,920.00
EFT6975	30/07/2015	MARIE SHERIDAN	Catering for July 2015 Council meeting	340.00
EFT6976	30/07/2015	METROCOUNT	Ball drivers & batteries for road counters	248.60
EFT6977	30/07/2015	PEP BUILDING IMPROVEMENTS	Replace verandah posts & surrounding woodwork - Bendigo Bank, replace sliding door Bhill RSL	10,568.80
EFT6978	30/07/2015	ST JOHN AMBULANCE	First Aid training 1/7/2015 - works crew	1,194.00
EFT6979	30/07/2015	STAPLES AUSTRALIA P/L	5x Kensington foot rests	231.94
EFT6980	30/07/2015	STARTRACK EXPRESS	Freight - Parts (hose)	74.48
EFT6981	30/07/2015	STATION MOTORS HOLDEN	Changeover Holden Colorado Wagon BH000	2,930.00
EFT6982	30/07/2015	TAMBELLUP POST CAFE	Postage for March, April & May 2015	1,589.15
EFT6983	30/07/2015	THINK WATER ALBANY	Retic fittings	198.29
EFT6984	30/07/2015	TW & AH PROUT	Catering for morning tea - Lavieville Lodge handover	160.00
EFT6985	30/07/2015	TYREPOWER KATANNING	Tyre & puncture repairs 12M Grader BH004, repair puncture Roller BH005	1,809.00
EFT6986	30/07/2015	WA LOCAL GOVERNMENT ASSOCIATION	WALGA subscriptions for 2015/16 - Association, Local Laws, Tax Service, Roman 2, Guide to Local Govt Act, Workplace Solutions	18,432.70
EFT6987	30/07/2015	WESTRAC EQUIPMENT PTY LTD	Travel charge for battery replacement	466.47
Total Municipal Fund				<u>1,074,018.95</u>

CREDIT CARDS

Description	Amount
14/07/2015 JUNE 2015	
Fuel - BH000	261.32
Accommodation Records training - M Lloyd-Woods	930.20
Building Mtce - toilet seat Diprose Park	41.58
Fuel - OTA	54.00
Taxi fares & meals - National General Assembly Canberra	191.80
Refreshments & groceries for meetings & kitchen	234.55
Bank Charges (card fees etc)	8.00
Total Credit Cards	<u>1,721.45</u>

Customer Feedback

Your views are important

We believe our customers deserve a high quality service, delivering prompt and useful information. We welcome and value your feedback, be it a request for action, constructive complaint or a compliment.

Please discuss your feedback with staff you have been dealing with in the first instance, to enable them to address your concerns.

If you are unhappy with the outcome your feedback has received you may contact or speak with the staff member's manager or the Chief Executive Officer.

The Shire encourages you to express your views on the services provided. By telling us what services have been beneficial and how others could be improved, we can ensure our standard of customer service will meet your expectations.

If we can help please contact us:

Administration Offices

Tambellup

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Broomehill

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BROOMEHILL VILLAGE WA 6318

By Telephone: 9825 3555

By Fax: 9825 1152

By Email: mail@shirebt.wa.gov.au

10.03 - Review of
Customer Service
Charter



Customer Service Charter

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Customer Service Charter

The Shire of Broomehill-Tambellup's commitment to you.....

Our Customer Service Charter reflects our commitments in the quality of service which is provided to you.

Our Charter will be regularly reviewed and adapted to meet the changing needs of our customers.

Our Mission

Meeting the needs of all the community and visitors, by providing leadership and facilitating the provision of services and facilities.

Our Customers

People who have dealings with the Shire of Broomehill-Tambellup, including:

- ◆ Residents, ratepayers, business proprietors, community, sporting and recreation clubs and associations;
- ◆ Visitors to the Shire of Broomehill-Tambellup;
- ◆ Employees, Contractors and Volunteers within the Shire of Broomehill-Tambellup; and
- ◆ Government departments and non-government agencies and organisations.

Development Applications:

We will:

- ◆ Register applications upon receipt (providing that they contain all the required information and fees);
- ◆ Process complete building applications which do not require referral to other parties within 10 working days;
- ◆ Process other building applications within 20 working days of receipt of referral advice;
- ◆ Process compliant planning applications for developments of a minor nature or impact within 20 working days;
- ◆ Process other planning applications within 6 to 8 weeks depending on external referrals including public advertising;
- ◆ Process complete on site effluent disposal applications within 20 working days; and
- ◆ Advise persons who make a submission on a Town Planning Scheme Amendment that their submission has been received, within 5 working days.

Service Requests

(A Service Request is defined as a person's demand for a service or action to be undertaken by the Shire)

We will:

- ◆ Make safe urgent road and footpath defects within 24 hours of notification and carry out routine minor footpath and road repairs within 5 working days;
- ◆ Respond to routine Service Requests or complaints within 2 working days of them being received;
- ◆ Respond to Private Works requests within forty eight hours of them being received and advise when the works will be scheduled to be completed; and
- ◆ Give you at least 24 hours' warning notice if we need to carry out repair works in your street which affect your property (other than emergencies).

We will achieve our commitment to you by:

- ◆ Progressively reviewing and improving forms, systems and procedures from a customer's perspective;
- ◆ Conducting regular customer service Employee training programs;
- ◆ Incorporating customer service improvements into all Business Plans;
- ◆ Making the development of positive customer service attitudes part of the annual performance review program for all Employees;
- ◆ Progressively improving access to our services for people with disabilities and people from culturally and linguistically diverse backgrounds;
- ◆ Making information available in alternative formats for people with specific requirements;
- ◆ Improving access to Council information by utilising a wide range of information media including regular newsletters to residents, Welcome Pack for new residents and electronic access to the Shire's website; and
- ◆ Ensuring all complaints are dealt with fairly, quickly and equitably.

You can assist us by:

- ◆ Having a notepad and pen by the phone when you call the Shire;
- ◆ Providing accurate and complete details when phoning us with any queries or requests for assistance;
- ◆ Phoning to make an appointment if you have a complex enquiry or need to see a specific officer;
- ◆ Phoning the officer nominated on correspondence sent to you and quoting the reference number of the letter;
- ◆ Being clear and concise with your requests and being prepared with relevant information;
- ◆ Treating employees with the same courtesy and respect given to you, and formally recognising excellent customer service;
- ◆ Acknowledging that the Shire may not have the authority to deal with your request/complaint and may need to refer you to another agency/organisation.

Service Standards (in person)

We will:

- ◆ Promptly attend to you at all times in a professional, polite and attentive manner;
- ◆ Listen attentively in order to understand your needs;
- ◆ Aim to attend and complete your request at the time of your visit;
- ◆ When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment;
- ◆ Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication; and
- ◆ Always be appropriately dressed.

Service Standards (on the telephone)

We will:

- ◆ Promptly answer all telephone calls during working hours;
- ◆ Introduce ourselves over the phone by name and provide a direct contact number for future communications, if necessary;
- ◆ Reply to telephone enquiries on the same day or the next working day, as appropriate;
- ◆ Take personal responsibility to reduce the transfer of calls and inform you of any delays if you are 'on hold'; and
- ◆ Utilise voice mail if desk is unattended.

Service Standards (in writing, including emails)

We will:

- ◆ Acknowledge your written request within 10 working days of receipt;
- ◆ Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
- ◆ Write to you in clear, concise language that is easily understood; and
- ◆ Send out standard information within 24 hours of the request being received.

Service Standards (in general)

We will:

Advise you of the progress of your request at least every 15 working days, until the matter is resolved.

<i>Policy No:</i>	1.7 CUSTOMER SERVICE
<i>Policy Objective:</i>	To recognise Council's commitment to optimum customer service.
<i>Minute No:</i>	081008
<i>Date of adoption:</i>	13th October 2008
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	16th February 2012

Policy Statement:

Council is committed to meeting the needs of its community and visitors by providing leadership and facilitating the provision of services and facilities. Council acknowledges the rights of both customers and staff to be treated respectfully, for viewpoints to be acknowledged and enquiries addressed through quality customer service.

Our customers are those people who have dealings with the Shire of Broomehill-Tambellup including, but not limited to: residents; ratepayers; business proprietors; community sporting and recreation clubs and associations; visitors to the Shire; employees, contractors and volunteers within the Shire; government departments and non-government agencies and organisations.

Council's Customer Service Charter outlines the customer service standards Council sets for itself and affirms Council's commitment to providing quality services.

Scope:

Council's Customer Service policy applies to the whole of the organisation.

Customer Feedback

Your views are important

We believe our customers deserve a high quality service, delivering prompt and useful information. We welcome and value your feedback, be it a request for action, constructive complaint or a compliment.

Please discuss your feedback with staff you have been dealing with in the first instance, to enable them to address your concerns.

If you are unhappy with the outcome your feedback has received you may contact or speak with the staff member's manager or the Chief Executive Officer.

The Shire encourages you to express your views on the services provided. By telling us what services have been beneficial and how others could be improved, we can ensure our standard of customer service will meet your expectations.

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Shire of
**Broomehill
Tambellup**
looking forward

10.03 - Review of
Customer Service
Updated August
2015

Customer Service Charter

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BROOMEHILL VILLAGE WA 6318

Telephone: 9825 3555

Fax: 9825 1152

Email: mail@shirebt.wa.gov.au

Website: www.shirebt.wa.gov.au

Customer Service Charter

The Shire of Broomehill-Tambellup's commitment to you.....

Our Customer Service Charter reflects our commitment to the quality of service which is provided to you.

Our Charter is regularly reviewed and adapted to meet the changing needs of our customers.

Our Mission

Meeting the needs of all the community and visitors, by providing leadership and facilitating the provision of services and facilities.

Our Customers

People who have dealings with the Shire of Broomehill-Tambellup, including but not limited to:

- ◆ Residents, ratepayers, business proprietors, community, sporting and recreation clubs and associations;
- ◆ Visitors to the Shire of Broomehill-Tambellup;
- ◆ Employees, Contractors and Volunteers within the Shire of Broomehill-Tambellup; and
- ◆ Government departments and non-government agencies and organisations.

Development Applications:

We will:

- ◆ Register applications upon receipt (providing that they contain all the required information and fees);
- ◆ We will process standard building and planning applications that can be dealt with under delegated authority within statutory timeframes.
- ◆ Acknowledge complex planning applications within five (5) working days and keep you informed at each stage as the application progresses.
- ◆ Advise persons who make a submission on a Town Planning Scheme Amendment that their submission has been received, within 5 working days.

Service Requests

(A Service Request is defined as a person's **request** for a service or action to be undertaken by the Shire)

We will:

- ◆ Make safe urgent road and footpath defects within 24 hours of notification and carry out routine minor footpath and road repairs **as soon as practicable**;
- ◆ Respond to routine Service Requests or complaints within 2 working days of them being received;
- ◆ Respond to Private Works requests within forty eight hours of them being received and advise when the works will be scheduled to be completed; and
- ◆ Give you at least 24 hours' warning notice if we need to carry out repair works in your street which affect your property (other than emergencies).

We will achieve our commitment to you by:

- ◆ Progressively reviewing and improving forms, systems and procedures from a customer's perspective and conducting regular customer service employee training programs;
- ◆ Incorporating customer service improvements into all Business Plans;
- ◆ Making the development of positive customer service attitudes part of the annual performance review program for all employees;
- ◆ Progressively improving access to our services for people with disabilities and people from culturally and linguistically diverse backgrounds;
- ◆ Making information available in alternative formats for people with specific requirements;
- ◆ Improving access to Council information by utilising a wide range of information media including regular newsletters to residents, Welcome Pack for new residents and electronic access to the Shire's website; and
- ◆ Ensuring all complaints are dealt with fairly, quickly and equitably **and in accordance with procedure**.

You can assist us by:

- ◆ Having a notepad and pen by the phone when you call the Shire;
- ◆ Providing accurate and complete details when phoning us with any queries or requests for assistance;
- ◆ Phoning to make an appointment if you have a complex enquiry or need to see a specific officer;
- ◆ Phoning the officer nominated on correspondence sent to you and quoting the reference number of the letter;
- ◆ Being clear and concise with your requests and being prepared with relevant information;
- ◆ **Participating in community consultation processes**;
- ◆ Treating employees with the same courtesy and respect given to you, and formally recognising excellent customer service;
- ◆ Acknowledging that the Shire may not have the authority to deal with your request/complaint and may need to refer you to another agency/organisation.

Service Standards (in person)

We will:

- ◆ Promptly attend to you at all times in a professional, polite and attentive manner;
- ◆ Listen attentively in order to understand your needs;
- ◆ Aim to attend and complete your request at the time of your visit;
- ◆ When enquiries of a technical or specialist nature are made at a Customer Service Centre, ensure that the appropriate employee is called, if available, or that contact is made **promptly** to arrange an appointment;
- ◆ **Respect your privacy and keep your information confidential in accordance with relevant legislation;**
- ◆ Ensure all employees who have face-to-face contact with customers wear a name badge for ease of communication; and
- ◆ Always be appropriately dressed.

Service Standards (on the telephone)

We will:

- ◆ Promptly answer all telephone calls during working hours;
- ◆ Introduce ourselves over the telephone by name and provide a direct contact number for future communications, if necessary;
- ◆ Reply to telephone enquiries on the same day or the next working day, as appropriate;
- ◆ Take personal responsibility to reduce the transfer of calls and inform you of any delays if you are 'on hold'; and
- ◆ Utilise voice mail if desk is unattended.

Service Standards (in writing, including emails)

We will:

- ◆ Acknowledge your written request **in a timely manner;**
- ◆ Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
- ◆ Write to you in clear, concise language that is easily understood; and
- ◆ Send out standard information **as soon as possible.**
- ◆ We suggest that , if your enquiry is urgent, you telephone our office on 98 253555.

Service Standards (in general)

We will advise you of the progress of your request **on a regular basis** until the matter is resolved.

Abusive Customers/Unacceptable Behaviours:

Unacceptable behaviours include the following:

- ◆ Any act or written or verbal abuse including that of a discriminatory nature;
- ◆ Threatening behaviour or intimidation;
- ◆ Serious or persistent harassment;
- ◆ Damage to property; or
- ◆ Behaviour that causes anyone to feel upset, threatened, frightened or physically at risk.

Any situation involving the above may result in communication being limited or terminated and Police being contacted. On occasions when communication is limited or ceased, the decision will be communicated in writing to the person.

<i>Policy No:</i>	1.7 CUSTOMER SERVICE
<i>Policy Objective:</i>	To recognise the Council's commitment to the operation of a fair complaints management process in the Shire.
<i>Minute No:</i>	081008
<i>Date of adoption:</i>	13th October 2008
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	16th February 2012

Policy Statement:

The Council is committed to the provision of a customer service which acknowledges the rights of both customers and staff to be treated with respect and their viewpoints to be acknowledged and addressed.

The CEO is responsible for developing an organisational culture which accepts complaints as an opportunity to improve service to the community. In doing this, the CEO will establish, maintain, monitor and report on, if requested, a complaints or grievance management system which:

- Ensures commitment to efficient and reasonable resolution of complaints.
- Ensures the privacy and fair treatment of all parties.
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.

<i>Policy No:</i>	1.20 COMPLAINTS
<i>Policy Objective:</i>	To recognise Council's commitment to a fair complaints and grievance management process in the Shire.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

Policy Statement:

The Shire of Broomehill-Tambellup is committed to providing quality customer service to all its stakeholders and internal customers; however, recognises that, from time to time, customers may wish to provide feedback including that which constitutes a complaint or grievance associated with Council's services or facilities.

The Chief Executive Officer is responsible for developing an organisational culture which accepts complaints as an opportunity to improve service to the community. In doing this, the CEO will establish, maintain, monitor and report on, if requested, a complaints or grievance management system which:

- Ensures commitment to efficient and reasonable resolution of complaints.
- Ensures the privacy and fair treatment of all parties.
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.
- Responds promptly to all complaints it receives.

A procedure exists for dealing with both internal and external complaints and grievances and is included in the induction process for all employees. Council's Customer Service Charter advises customers on how to provide feedback to Council on its services and facilities.

Scope:

Council's Complaints Policy applies to the whole of the organisation.

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- Ensures the privacy and fair treatment of all parties.
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.

<i>Policy No:</i>	1.15 COMMUNITY ENGAGEMENT POLICY
<i>Policy Objective:</i>	To affirm the Council’s commitment to the principals of community engagement and consolidate and enhance its practice.
<i>Minute No:</i>	130407
<i>Date of adoption:</i>	18 April 2013
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

1. PURPOSE

Effective community engagement allows us to tap into wider perspectives, sources of information and potential solutions to improve decisions and services. It also provides the basis for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

The Shire of Broomehill-Tambellup commits to using community engagement to:

- Strengthen relationships between the council and the community by allowing for clear and honest communication, improving the understanding of each other’s opinions, concerns, restrictions and strengths.
- Help encourage ownership within the community over strategies, projects and decisions. This community ownership can support long-term sustainability of projects and initiatives.
- Helping the council develop an understanding of the make-up, characteristics, needs and priorities of the community.
- Searching for solutions, information, and opportunities that the council could not develop on its own. There is a wealth of information within the community and engagement allows the council to access this for the development of strategies and policies.

It is important that the community understands that there are many factors that impact on a council decision being made.

Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the decision making process.

The level of engagement that is selected for the process will also impact on how the data is used within the council and the decision-making process.

If a difference occurs between community input and the council’s final decision, the reasons will be clearly and unambiguously stated.

2. SCOPE

2.1 When will community engagement be used?

Different issues and situations will require different engagement levels and methods. Different levels of decision making requiring different approaches to consultation include:

- **Site specific** – matters about a particular site such as a change in use or sale of a property, excluding matters that need to be decided under the *Planning and Development Act 2005*.
- **Area improvement** – Matters that affect people in a specific area or neighbourhood.
- **Service planning for entire municipality** – To develop or improve a service that would see a significant change in the level of service.
- **Policy development** – To develop or improve policies or the council's position on particular matters. This does not include internal operating matters.
- **Key strategic issues/major development** – A project that, because of its size, could impact on the finances or the future of the whole municipality.
- **Strategic plans for the shire** – Establishing the decision-making framework for the council, for example, the Corporate Plan.
- **Legislative requirements** – this refers to all prescribed activity under the *Local Government Act (1995)* and any other relevant Acts.

2.2 Community engagement methods

The five levels of engagement used within the Shire of Broomehill-Tambellup are based on the IAP2 spectrum for public participation and are detailed below;

Inform

Goal: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions

Promise: We will keep you informed

Examples: Fact sheets, websites, open houses, media campaigns, project bulletins

Consult

Goal: To obtain public feedback on analysis, alternatives, and/or decisions

Promise: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

Examples: Public comment, focus groups, surveys, public meetings, targeted feedback (eg specific stakeholders)

Involve

Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered

Promise: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision

Examples: Workshops, project/strategy planning, steering committees, deliberative polling

Collaborate

Goal: To partner with the public in each aspect of the decision including the development of alternatives, and the identification of the preferred solution

Promise: We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible

Examples: Community advisory committees

Empower

Goal: *Public make recommendations to Council*

Promise: *Council will consider the recommendations.*

Examples: *Council committees with delegated decision-making authority*

The IAP2 Spectrum includes 'empower' as level of community engagement, whereby final decision making is in the hands of the public. Under the Local Government Act 1995, the only way community members could make decisions would be if Council delegated decision-making authority to a committee in accordance with Section 5.8 of the Act, and this is permissible for matters that relate to Shire property or a Shire event. Therefore the Shire will not use the Empower category in its Community Engagement Matrix.

3. POLICY

The Shire of Broomehill-Tambellup **must** use community engagement methods when:

- It is required by legislation
- An issue may have potential impacts on the health, safety or well-being of any community member

The Shire of Broomehill-Tambellup **should** use community engagement methods when:

- Any proposed changes will impact on current users or customers of a council service or facility;
- Any proposed changes will affect the rights or entitlements of community members, including minority groups;
- There is potential impact on surrounding neighbours;
- It wants to identify community issues, needs and priorities;
- It wants to monitor customer satisfaction with council's services facilities;
- There is a level of controversy or conflict or sensitivity about a particular issue;

The council is committed to ensuring that all community engagement processes will be delivered in a manner that allows community members to identify the issue and input into the process. Council aims for the participation of 500 or 10% of residents (whichever is fewer), and a minimum of two documented community engagement mechanisms will be used.

The official consultation period, during which the council will receive submissions on documents, strategies and policies, will be a minimum of three weeks and a maximum of six. This is in addition to the community engagement period that is conducted prior to the development of the document.

The community will receive a minimum of two weeks' notice for any community engagement methods that requires them to attend or participate in events outside their ordinary routine.

Where appropriate, community engagement methods will be held at various locations throughout the shire.

We commit to the following level of engagement appropriate for each circumstance.

	Strategic plan	Policy development	Site specific	Service planning	Area improvement	Legislative requirements
Inform	1	3	1	2	1	1
Consult	2	3	3	2	2	3
Involve	3	3	3	3	3	3
Collaborate	4	4	4	4	3	5
Empower	5	5	5	5	5	5

1 = every time

2 = in most circumstances

3 = depending on program/issue/timing

4 = on the odd occasion

5 = very rarely

The Shire of Broomehill-Tambellup is also committed to ensuring that data and information gathered via community engagement methods forms a vital component of its decision-making process.

3.1 Use of information and data

There are many factors that impact on a council decision being made. Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the decision making process.

The level of engagement that is selected for the process will also impact on how the data is used within the council and the decision-making process. If a difference

occurs between community input and the council's final decision, the reasons will be clearly and unambiguously stated.

As part of its commitment to the effectiveness of engagement, the council's associated decision-making process will be evaluated after a final decision has been made.

Community engagement information and data will also be used within the organisation where appropriate. This is of course except for information that is restricted due to privacy considerations.

4. RELATED POLICIES

Management Practice 1.6: Public Relations - Press Releases

5. RELATED LEGISLATION

5.1 *Planning and Development Act 2005*, Shire of Broomehill Town Planning Scheme No. 1, Shire of Tambellup Town Planning Scheme No. 2

The Shire of Broomehill-Tambellup has a number of obligations under the above to advertise or 'give notice' of planning applications and amendments to the Town Planning Schemes which are set out under the *Planning and Development Act 2005*.

5.2 *Local Government Act 1995*

The *Local Government Act 1995* outlines provisions for the rights of people to make submissions to Council.

There are minimum requirements for submissions depending on the matter for which Council is seeking community opinion.

Some of the documents governed by the *Local Government Act 1995* include:

- Council Strategic Plan
- Local Laws
- Road Closures
- Intention to Sell
- Intention to Lease

6. REFERENCES

Management Practice: Community Engagement Framework 2013

7. REVIEW

~~This policy will be reviewed two years from the date of adoption, with operational amendments as required in accordance with the council's/CEO's approval.~~

<i>Policy No:</i>	1.16 ORGANISATIONAL RISK MANAGEMENT POLICY
<i>Policy Objective:</i>	To ensure compliance with the Integrated Planning requirements of the <i>Local Government Act (1995) Section 5.56(2), Local Government (Audit) Regulations 1996</i> amended 2013 and Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework
<i>Minute No:</i>	140505
<i>Date of adoption:</i>	15th May 2014
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

Policy Statement:

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995) Section 5.56(2), Local Government (Audit) Regulations 1996* amended 2013 and Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework.

Definition of Risk:

AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives.”

- A risk is often specified in terms of an event or circumstance and the consequences that may flow from it.
 - ~ An effect may be positive, negative, or a deviation from the expected.
 - ~ An objective may be financial, related to health and safety, or defined in other terms..
- Risk Management is defined as the application of coordinated activities to direct and control an organisation with regard to risk.

Principles – Framework - Process

The Shire of Broomehill-Tambellup considers risk management to be an essential management function in its operations. They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic and operational planning
- Expenditure of large sums of money
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change
- The management of sensitive issues

Risk management objectives

- The achievement of organisational goals and objectives.
- Compliance with Local Government Act (1995) Regulation S5.56(2)
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council and the Shire.
- Application of equal opportunity principles in the workforce and the community

Responsibilities

- Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff effectively manage the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review

The Organisation will develop and implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's Executive and Council as appropriate

Significant or Extreme Risks will be reported to the Council Audit and Risk Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.

<i>Policy No:</i>	1.18 INTERNAL CONTROL
<i>Policy Objective:</i>	To ensure that appropriate internal controls are implemented in order to: 1. Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and 2. Ensure that the Shire's assets are safe from loss due to fraud and mismanagement
<i>Minute No:</i>	141113
<i>Date of adoption:</i>	20th November 2014
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

Policy Statement

The Council will, through the CEO, ensure that appropriate and efficient internal controls are in place covering:

1. Staffing and segregation of duties;
2. Information technology;
3. Documented procedures and processes covering the recording, reporting and authorisation of transactions; and
4. Monitoring performance and adherence.

<i>Policy No:</i>	1.19 LEGISLATIVE COMPLIANCE
<i>Policy Objective:</i>	To ensure that the Shire of Broomehill-Tambellup complies with legislative requirements
<i>Minute No:</i>	141114
<i>Date of adoption:</i>	20th November 2014
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

Background

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Broomehill-Tambellup has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government and Communities and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.

Policy Statement

The Council will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Council.

These processes and structures will aim to:-

- a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
- b) Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.
- c) Provide people with the resources to identify and remain up-to-date with new legislation.
- d) Establish a mechanism for reporting non-compliance.
- e) Review accidents, incidents and other situations where there may have been noncompliance.
- f) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles and Responsibilities

a) Councillors and Committee Members

Councillors and Committee members have a responsibility to be aware and abide by legislation applicable to their role.

b) Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

c) Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of noncompliance that they become aware of.

Implementation of Legislation

The Council will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

LEGISLATIVE COMPLIANCE PROCEDURES

1. Identifying Current Legislation

The Council accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at www.slp.wa.gov.au. Direct access to this site is provided from the Council's networked computers.

2. Identifying New or Amended Legislation

a) Western Australian Government Gazette

The Council receives hard copies of the WA Government Gazette which publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are distributed to Senior Staff and other designated staff. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

b) Department of Local Government

The Council receives regular circulars from the Department of Local Government on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the CEO and relevant Council officers for implementation.

c) Department of Planning

The Council receives Planning Bulletins from the Department of Planning on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the relevant Council officers for implementation.

d) Western Australian Local Government Association (WALGA)

The Council receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

3. Obtaining advice on Legislative Provisions

The Council will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, WALGA or the relevant initiating government department for advice.

4. Informing Council of Legislative Change

If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation. The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

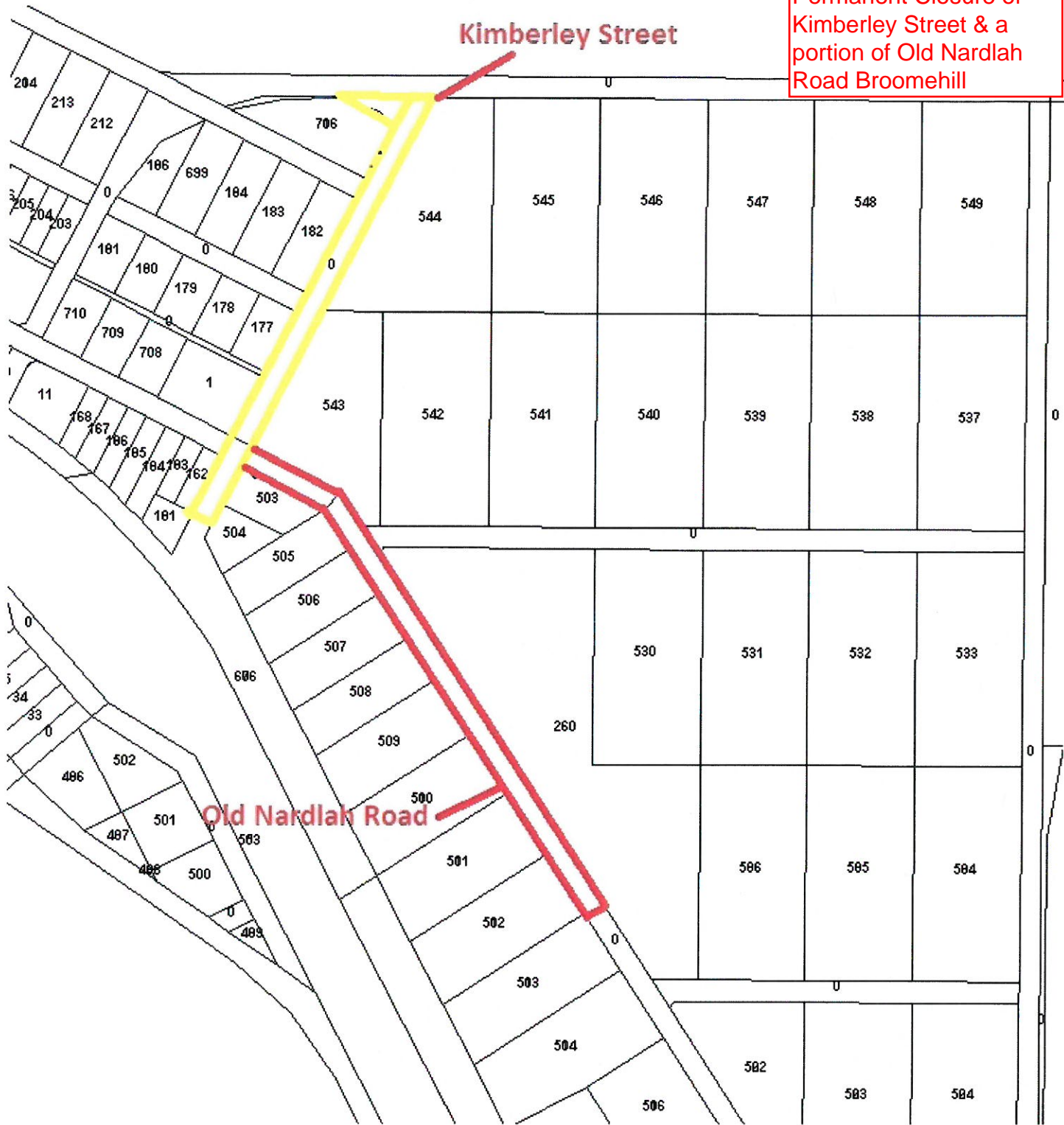
5. Review of Incidents and Complaints of Non-compliance

The Council shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

All instances of non-compliance shall be reported immediately to the supervising manager. The supervising manager shall determine the appropriate response and then report the matter to the relevant Manager. The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department. The CEO will also take the necessary steps to improve compliance systems.

10.12-Proposed
Permanent Closure of
Kimberley Street & a
portion of Old Nardlah
Road Broomehill





10.12-Proposed Closure of Kimberley Street and a portion of Old Nardlah Road Broomehill -Copy of Map showing proposed closures



10.12 - Proposed closure of
 Kimberley street & a portion of Old
 Nardlah Road Broomehill
 Submissions 1 & 2

①



ABN: 50 860 676 021

Enquiries: Murray Flett on 9892 0549
 Our Ref: 04/12909 D15#393934
 Your Ref: OCR1574179

14 July 2015

Chief Executive Officer
 Shire of Broomehill Tambellup
 46-48 Norrish Street
 TAMBELLUP WA 6320

Dear Joanne,

PROPOSED ROAD CLOSURE - KIMBERLEY STREET AND PART OF OLD NARDLAH ROAD, BROOMEHILL

Thank you for your letter dated 6 July 2015 requesting comment from Main Roads concerning the proposed road closures in the Broomehill town site.

I am pleased to advise that Main Roads raises no objection to these proposed road closures as this proposal does not impact on any Main Road.

If you require any further information please contact Murray Flett on 9892 0549. In reply please quote file reference 04/12909.

Yours sincerely

Murray Flett

A/NETWORK MANAGER

SHIRE OF BROOMEHILL- TAMBELLUP RECEIVED
16 JUL 2015
ICR 1575679
Rec No: _____
File No: <u>ED86 RD 105</u>
GDA: _____
Action By: <u>CEO</u>



Government of Western Australia
Department of Planning

Great Southern Region

Your ref: OCR1574179
Our ref: 402/05/05/0001P
Enquiries: Melinda Lyons (9892 7304)

17 July 2015

Shire of Broomehill Tambellup
46-48 Norrish St
Tambellup WA 6320

Dear Joanne,

PROPOSED ROAD CLOSURE, BROOMEHILL

I refer to your letter dated 6 July 2015 seeking comment on the above-mentioned matter.

Department of Planning have no objection to the proposed closure of either Kimberley Street or Old Nardlah Rd. The location and length of the proposed road closures are appropriate within the context of the existing CBH facility.

Prior to the local government supporting disposal of either of the closed roads to CBH, it is recommended that the crossovers of adjoining landholders which enter the roads are removed and that any servicing infrastructure within the road reserves are relocated or protected via an easement.

Please do not hesitate to contact this office if you wish to discuss the above comments in relation to the proposed road closure. Queries can be directed to Melinda Lyons (Planning Officer) on 98927304 or by email to Melinda.Lyons@planning.wa.gov.au

Yours faithfully,

STEPHEN PETERSEN
REGIONAL MANAGER
GREAT SOUTHERN REGION
REGIONAL PLANNING & STRATEGY

SHIRE OF BROOMEHILL-TAMBELLUP
RECEIVED
22 JUL 2015
JCR 15756 90
Rec No: _____
File No: <u>RJ 86 #</u> <u>RJ 105</u>
GDA: _____
Action By: <u>CEO</u>



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T: (08) 9326 4911 F: (08) 9326 4595
www.westernpower.com.au
Electricity Networks Corporation ABN 18 540 492 861

SHIRE OF BROOMEHILL-
TAMBELLUP
RECEIVED

27 JUL 2015

JCR1575702

Rec No: _____

File No: RJ 86 #
RJ 105

GDA: _____

Action By: CEO

10.12-Proposed closure of
Kimberley street & a portion
Old Nardlah Road
Broomehill - Submission
No 3

Our ref: 13129589
Contact: Tasha Adams

22/7/2015

Shire of Broomehill Tambellup
46 – 48 Norrish St
Tambellup, WA 6320

Dear Sir, Madam

Proposed Road Closure of Kimberley St and a portion of Nardlah Rd, Broomehill Village.

Western Power does not have any objection at this time to the above proposal, however we would appreciate being kept informed of developments. As there are overhead powerlines and/or underground cables adjacent to or traversing the property the following should be considered, prior to any works commencing at the site above site/development/property or if any alignments, easements or clearances are encroached or breached.

Working in proximity to Western Power Distribution Lines

All work must comply with Worksafe Regulations 3.64 – Guidelines for work in the vicinity of overhead powerlines. If any work is to breach the minimum safe working distances a Request to Work in Vicinity of Powerlines form must be submitted.

For more information on the type and locations of assets please submit a Dial Before You Dig enquiry at www.1100.com.au.

For more information on this please visit the website links below

<http://www.westernpower.com.au/safety-working-near-electricity.html>

www.commerce.wa.gov.au/worksafe

If you require further information on our infrastructure in a digital format please complete the request for Spatial Data. For a copy of the form please email dqit@westernpower.com.au.

If you require relocation or removal of our infrastructure please complete the application for relocation or removal of Western Power assets (attached to this letter).

Please note that Western Power must be contacted on 13 10 87, or complete a Design and Access Offer Application form at <https://services.westernpower.com.au/online/econ/do/Dqa>, if the proposed works involve:

- (a) Any changes to existing ground levels around poles and structures.
- (b) Working under overhead powerlines and/or over underground cables.

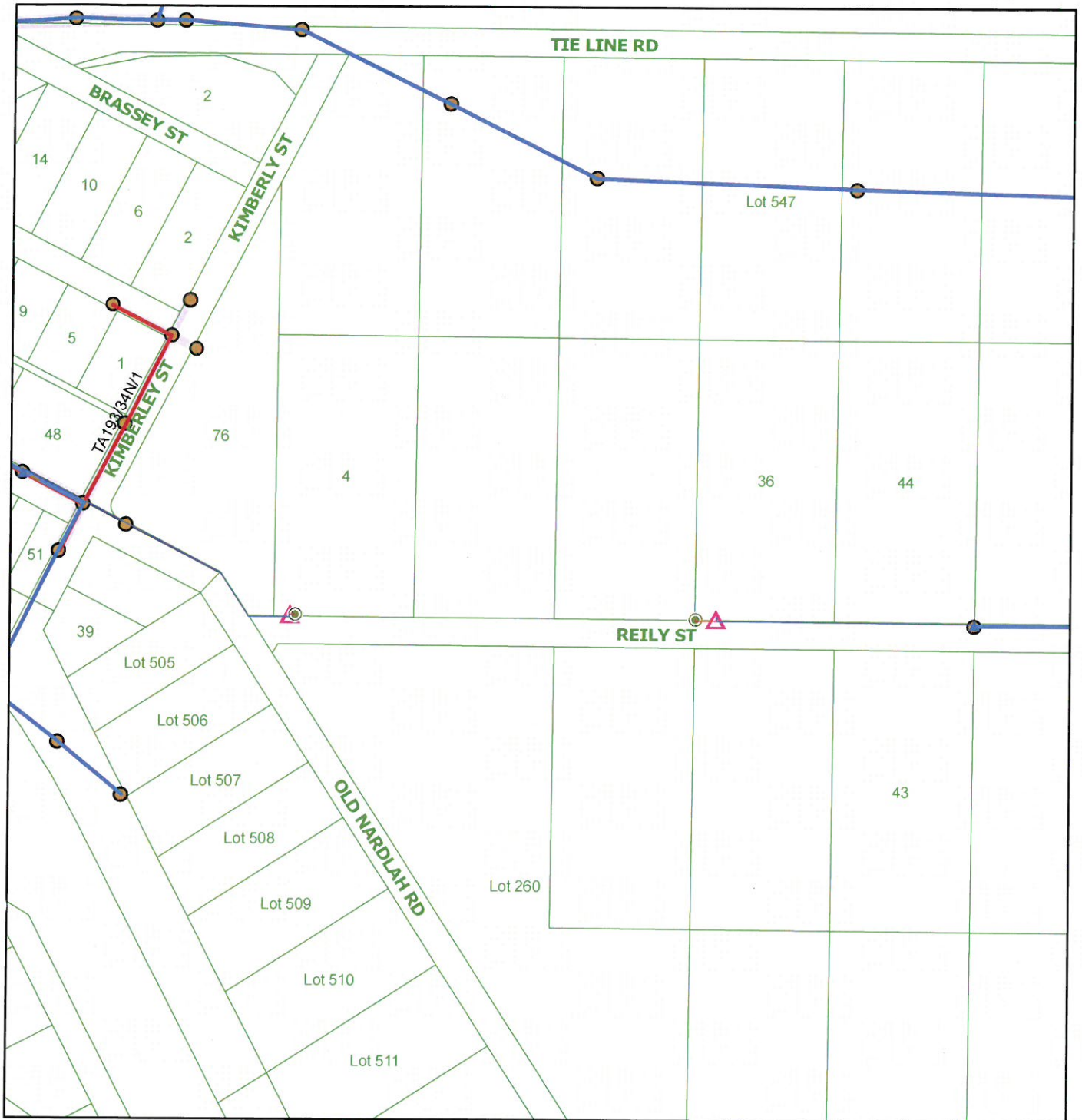
Western Power is obligated to point out that any change to the existing (power) system, if required, is the responsibility of the individual developer.

Kind Regards



Tasha Adams
Data Quality and Improvement Team

Proposed Road Closure



Legend	
66kV Cable *	Street Light Circuit OH
Transmission overhead	Street Light Pilot OH
HV Cable Pole Termination	Pole
High Voltage Cable	Pillar
Distribution HV Overhead	Transformer Site
LV Cable Pole Termination	Ring Main Unit
Low Voltage Cable	Duct
Distribution LV Overhead	Design Boundary *
Street Light Circuit Cable	
Street Light Pilot Cable	

Scale 1:4,000

Privately owned cables NOT SHOWN
(including house services)

This map is INDICATIVE ONLY.
Hand exposure via pothole
method is MANDATORY.



Date: 22/07/2015



Your ref : OCR1574179
Our ref : 0065/10
Enquiries : Shelley Brindal P 9326 2510 E shelly.brindal@pta.wa.gov.au

29th July 2015

Shire of Broomehill Tambellup
46-48 Norrish Street
Tambellup WA 6320

Attention: Joanne Trezona

SHIRE OF BROOMEHILL- TAMBELLUP RECEIVED
04 AUG 2015
ICR1585732
Rec No: _____
File No: <u>RJ 86</u>
<u>RJ 105</u>
GDA: _____
Action By: <u>CEO</u>

Dear Joanne,

Proposed Closure of Roads - Kimberley Street & part of Old Nardlah Road.

I refer to your letter dated 9th July to close Kimberley Street and portion of Old Nardlah Road.

The PTA has no objections to the proposal, however please note that the land adjoining Old Nardlah Road is Reserve 33613 managed by the PTA. CBH has a 99 year lease with PTA over this site.

Therefore the Shire may include the land in Reserve 33613 and we may then consider its inclusion in the CBH lease or alternatively, and preferably, CBH can approach the Department of Lands to lease the land separately.

Yours faithfully

Jelena Sostaric
Project Officer
INFRASTRUCTURE PLANNING AND LAND SERVICES

10.12 - Proposed closure of Kimberley Street & a portion of Old Nardlah Road Broomehill - Submission No 4

1/2
Letter to SHIRE

DEAR SHIRE
RE: PROPOSED CLOSURE OF ^{KIMBERLEY,} ^{B/H &} ^{OLD NARDLAH RD}
AND C.B.H. TRAIN ISSUES

WE ARE WRITING TO YOU IN
 REFERENCE TO THE "PROPOSED
 CLOSURE OF _____ RDS" TO
 ALLOW C.B.H. ACCESS.

In comment to the above, as
 RESIDENTS AND RATE PAYERS, WE
 OPPOSE THIS PROPOSAL. THIS WILL
 UNCONVENIENCE US BY BLOCKING
 ACCESS OUT OF OUR BACK LANEWAY
 WE OFTEN HAVE TO GO THAT WAY
 WITH A TRAILER.

ALSO, IN THE UNFORTUNATE EVENT
 OF A BUSIFIRE, WE MAY NEED
 ACCESS TO GET OUT THAT WAY,
 THAT WOULD BE IMPOSSIBLE
 TO GET OUT THAT WAY BY VEHICLE.

**SCHEDULE OF SUBMISSIONS
PROPOSED CLOSURE OF KIMBERLEY STREET BROOMEHILL
AND
A PORTION OF OLD NARDLAH ROAD BROOMEHILL**

No	Name/Address	Summary of Submission	Council Comment
1	Main Roads WA PO Box 503 ALBANY WA 6330	<ul style="list-style-type: none"> • No objection to the proposed closure of either road 	Noted
2	Department of Planning PO Box 1108 ALBANY WA 6330	<ul style="list-style-type: none"> • No objection to the proposed closure of either road • DoP recommend that crossovers of adjoining landholders be removed • Any servicing infrastructure within the road reserve be relocated or protected by easement 	<p>Noted Noted</p> <p>CBH has written indicating that they will extend the existing easement through Lot 48 to include the relevant section of Kimberley Street where the Water Corporation's infrastructure crosses the road reserve. CBH have confirmed in writing that the Water Corporation is in agreement with the extension of the existing easement.</p>
3	Western Power GPO Box L921 PERTH WA 6842	<ul style="list-style-type: none"> • No objection to the proposed closure of either road • Requested that Western Power guidelines to be considered prior to the commencement of any development that would encroach within their easements or standard clearances for power lines 	Noted Noted

No	Name/Address	Summary of Submission	Council Comment
4	Public Transport Authority PO Box 8124 PERTH BUSINESS CENTRE WA 6849	<ul style="list-style-type: none"> • No objection to the proposed closure of either road • PTA advise that the Shire may include the land in Reserve 33613 which is currently leased by CBH however the preferred option is for the land to be disposed of to CBH 	Noted Noted
5	Deborah Beynon 44 Keith Street BROOMEHILL WA 6318 (Comments received as part of general complaint)	<ul style="list-style-type: none"> • Oppose the proposal • Inconvenient as it will block access out of their back laneway with a trailer • May need to access that way out of their property by vehicle in the event of a bushfire 	Noted Noted Noted

<i>Policy No:</i>	1.4 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
<i>Policy Objective:</i>	To provide for the appointment of an Acting CEO when the CEO is on leave or otherwise absent.
<i>Minute No:</i>	081008
<i>Date of adoption:</i>	13th October 2008
<i>Date of Amendment:</i>	15th December 2011

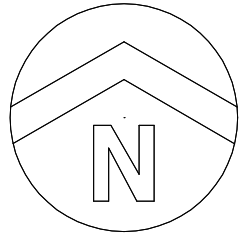
Policy Statement

For the purposes of section 5.36(2) of the Local Government Act 1995 Council is satisfied that the Manager Corporate Services is suitably qualified to be appointed to the position of Acting Chief Executive Officer.

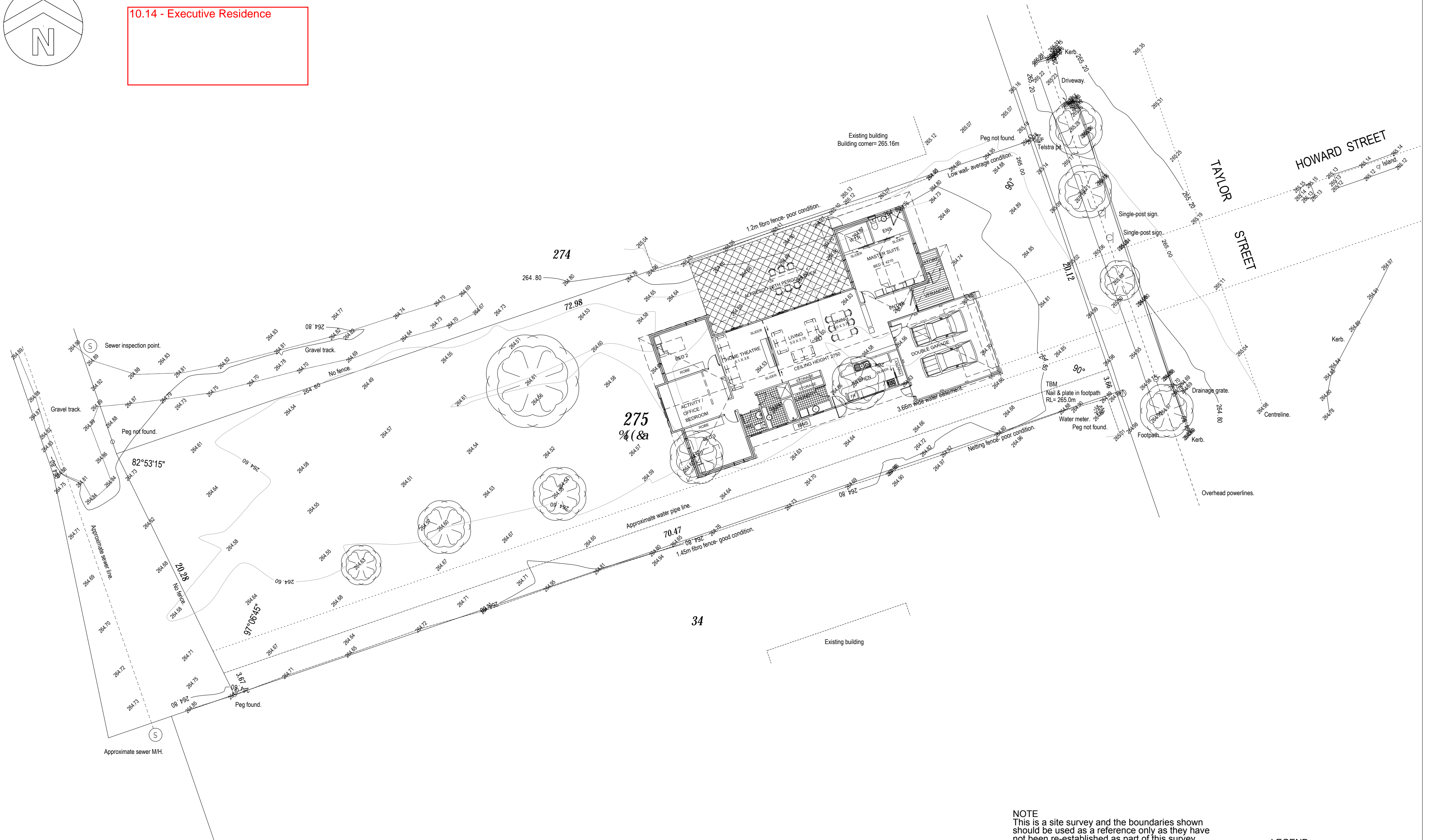
This policy is activated when the Chief Executive Officer will be absent for five consecutive working days (including public holidays) or more.

When the Manager Corporate Services is acting in the position of Chief Executive Officer the Manager Corporate Services shall be paid a salary at the rate of 75% of the difference of the salaries of the two positions. All other employment contract conditions for the Manager Corporate Services remain as is.

10.13 - Review of Policy - 1.4 -
Appointment of Acting Chief
Executive Officer



10.14 - Executive Residence



NOTE
This is a site survey and the boundaries shown should be used as a reference only as they have not been re-established as part of this survey.

Areas & dimensions are subject to final survey.

Station heights are AHD.

Sewer information is as supplied by the Water Corporation of W.A. and has not been surveyed on site.

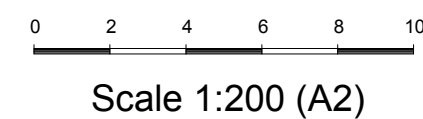
KERB - barrier kerb (fair condition)

SEWER - yes
WATER - yes
POWER - yes
TELSTRA - yes
GAS - not sighted

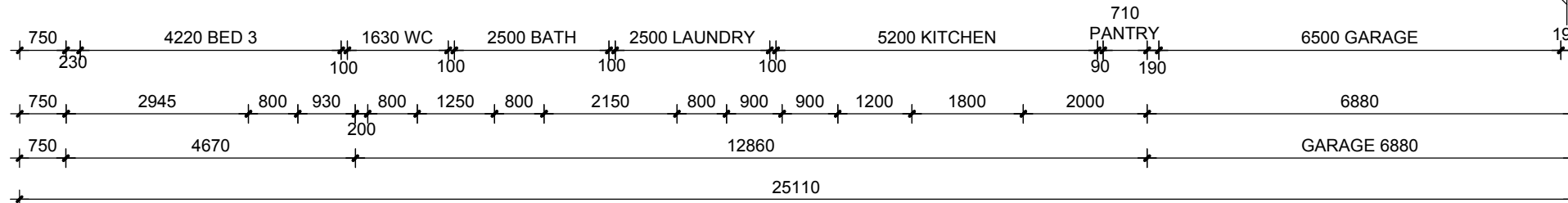
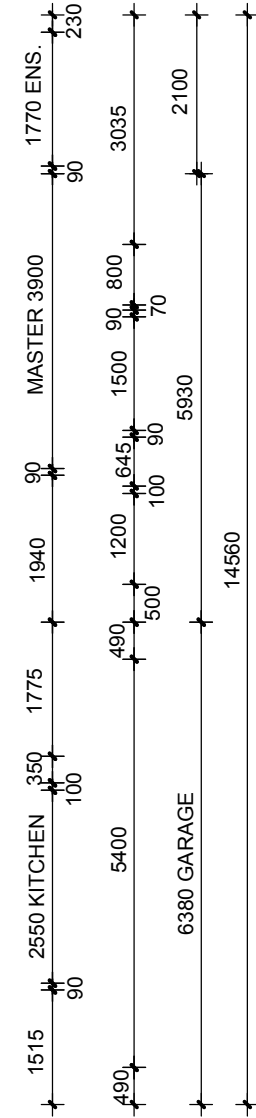
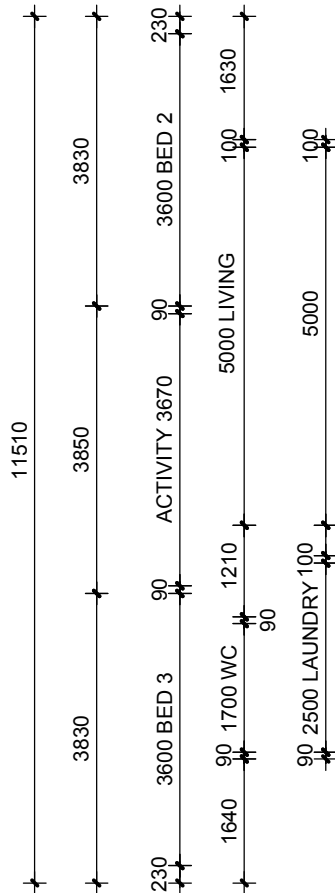
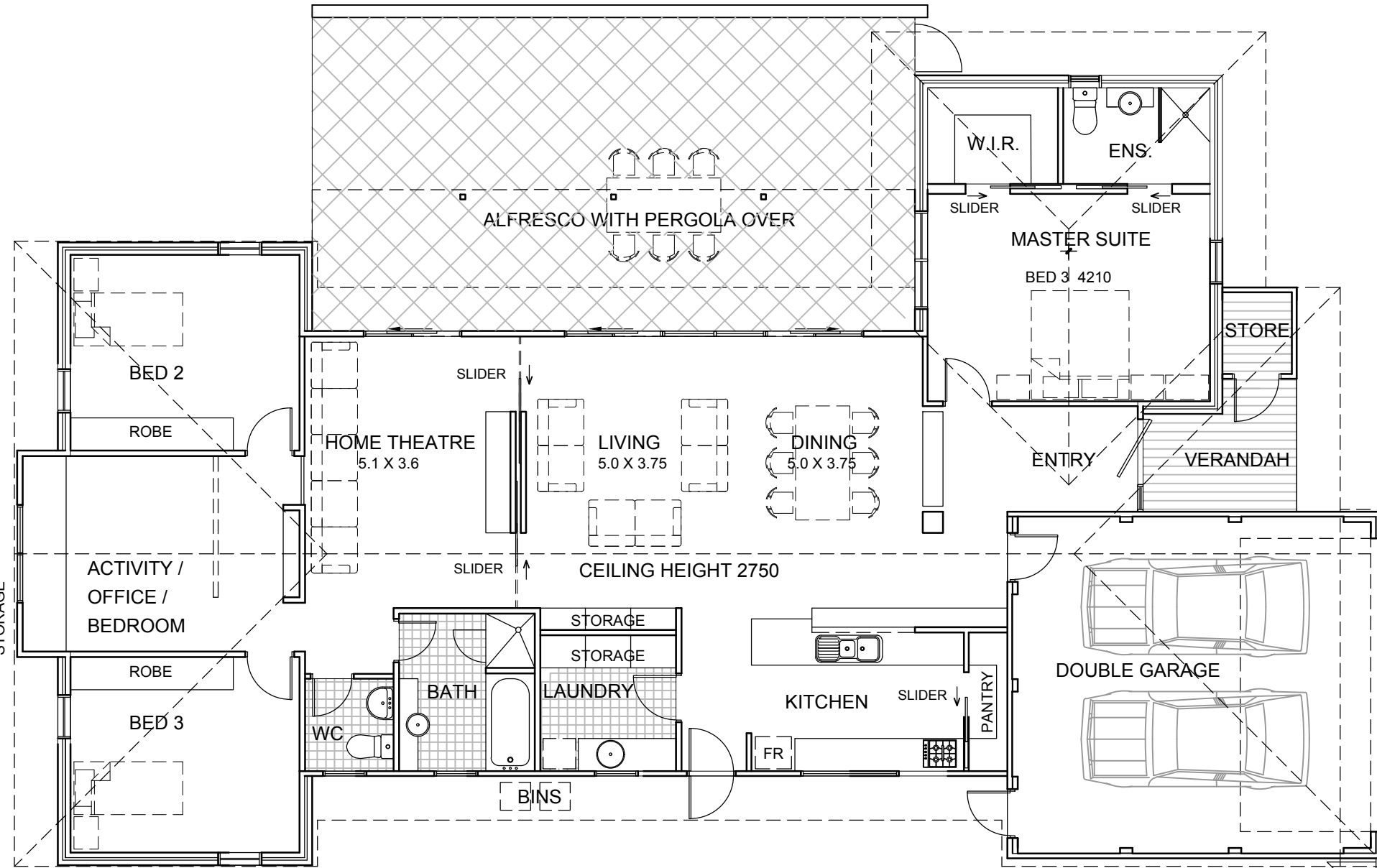
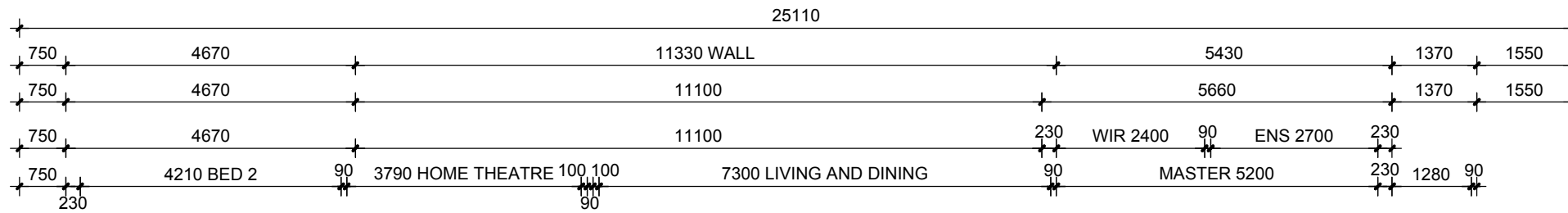
LEGEND

- FENCE
- TOP OF BANK
- BOTTOM OF BANK
- OVERHEAD POWERLINE
- ROAD CENTRELINE
- WATER METER/CONNECTION
- POWER DOME
- SEWER CONNECTION
- SURVEY CONTROL

CLIENT: H + H ARCHITECTS		LOT: 275 (H63) TAYLOR STREET, TAMBELLUP	
PLAN: 224165	C/T Vol/Fol: 2121-6	AUTHORITY: BROOMEHILL - TAMBELLUP	SHEET 1 OF 1
SCALE: 1:200 (A2)	MAP REF: SEE SMARTPLAN	JOB NUMBER: D737	SHEET SIZE A2
		SURVEY DATE: 21/07/2015	



JOHN KINNEAR & ASSOCIATES
Consulting Surveyors
45 COLLIE STREET
PO BOX 293
ALBANY WA 6331
PHONE (08) 9842 1353 FAX (08) 9842 1570
IWA DEC REG 51416



AREA	
HOUSE	199 sqm
VERANDAH	8.27sqm
GARAGE	44.1sqm



TAMBELLUP CEO'S HOUSE

TAYLOR STREET TAMBELLUP
SHIRE OF BROOMEHILL / TAMBELLUP

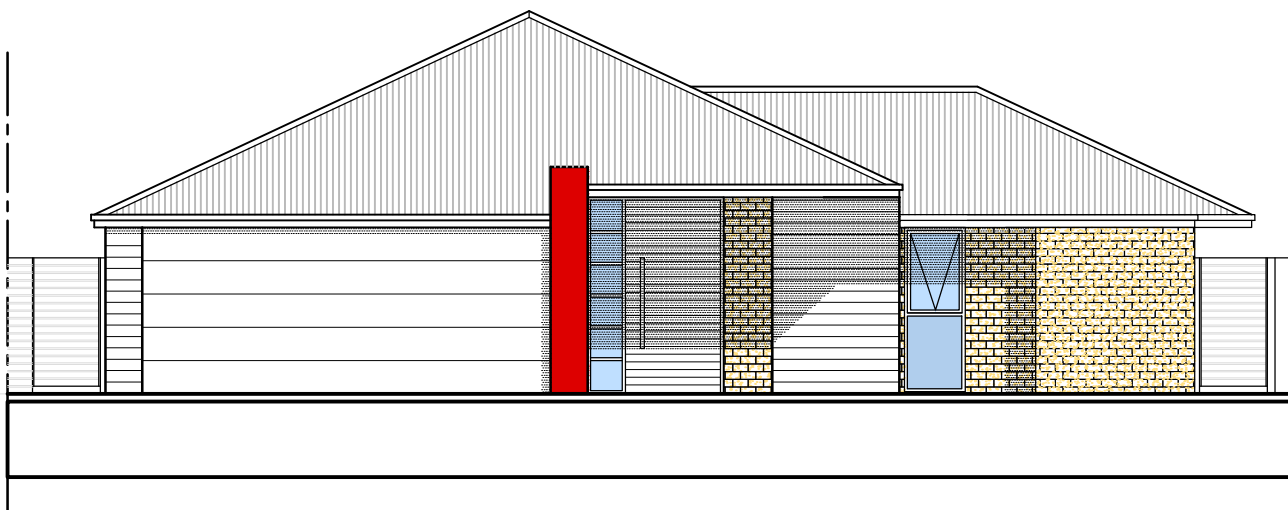
DRAWING No SK 1
DRAWING SCALE 1:100 @ A3
JOB NUMBER 2142-15
DATE 03.08.2015
DRAWN -



58 SERPENTINE RD, ALBANY WA 6330
PO BOX 5427, ALBANY WA 6332
ADMIN@HHARCHITECTS.COM.AU
WWW.HHARCHITECTS.COM.AU
08 9842 5558



WEST ELEVATION SCALE 1:100



EAST ELEVATION SCALE 1:100



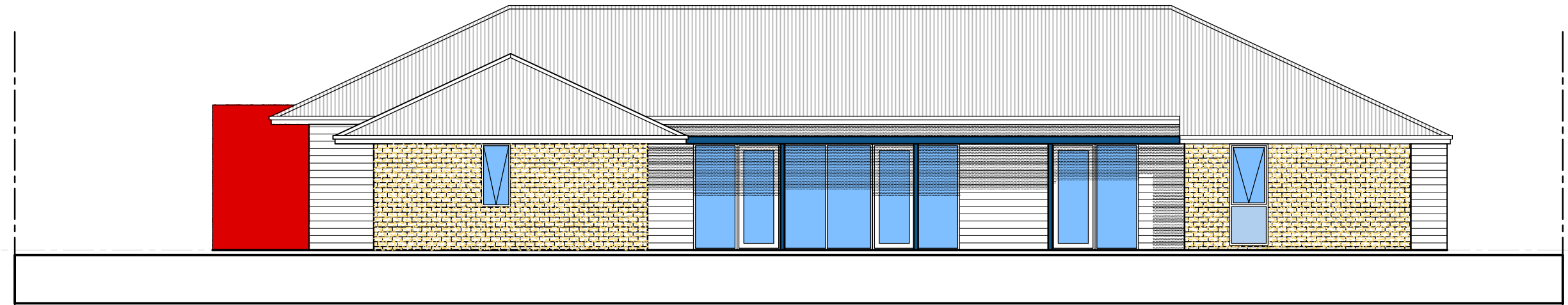
TAMBELLUP CEO'S HOUSE

TAYLOR STREET TAMBELLUP
SHIRE OF BROOMEHILL / TAMBELLUP

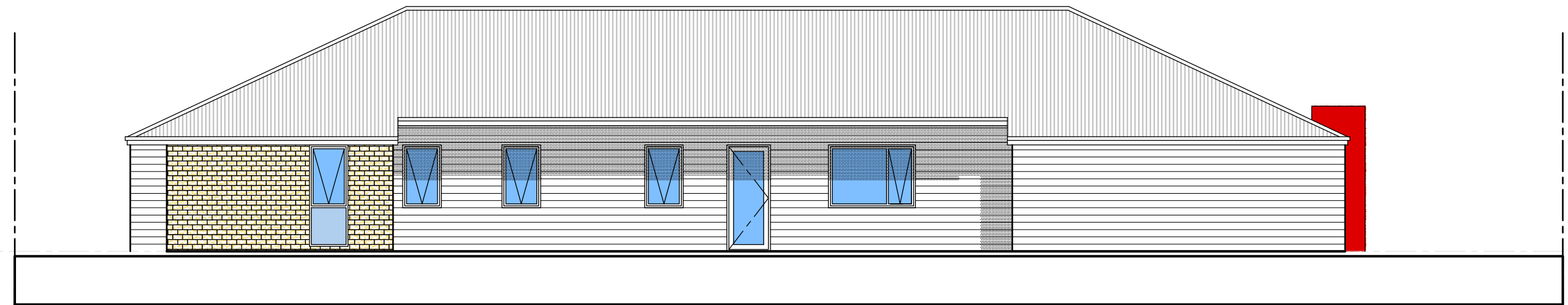
DRAWING No SK 3
DRAWING WEST AND EAST ELEVATION
SCALE 1:100 @ A3
JOB NUMBER 2142-15
DATE 03.08.2015
DRAWN -

H+H architects

58 SERPENTINE RD, ALBANY WA 6330
PO BOX 5427, ALBANY WA 6332
ADMIN@HHARCHITECTS.COM.AU
WWW.HHARCHITECTS.COM.AU
08 9842 5558



NORTH ELEVATION SCALE 1:100



SOUTH ELEVATION SCALE 1:100



TAMBELLUP CEO'S HOUSE

TAYLOR STREET TAMBELLUP
SHIRE OF BROOMEHILL / TAMBELLUP

DRAWING No	SK 2
DRAWING	NORTH AND SOUTH ELEVATION
SCALE	1:100 @ A3
JOB NUMBER	2142-15
DATE	03.08.2015
DRAWN	-

H+H architects

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PO BOX 5427, ALBANY WA 6332
ADMIN@HHARCHITECTS.COM.AU
WWW.HHARCHITECTS.COM.AU
08 9842 5558

SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity Month Ending July 2015

Building permit number	Approval date	Unique property identifier	Site lot number	Site street name	Site suburb name	Nature of work	Approval value	Floor area
BHT 201516001	2/07/2015	A 173	294	NORRISH STREET	TAMBELLUP	CONSTRUCT PATIO AND ENCLOSE	\$ 19,500.00	83.2
BHT201516002	7/07/2015	A 6033	437	NARDLAH ROAD	BROOMEHILL	CONSTRUCT F/GLASS BELOW GROUND S/POOL AND FENCE	\$ 43,175.00	55
BHT 201516003	23/07/2015	A 6103	375	SPENCER ROAD	BROOMEHILL VILLAGE	CONSTRUCT DOMESTIC GARAGE	\$ 4,800.00	48
BHT 201516004	30/07/2015	A 6011	253	BROOMEHILL GNOWANGERUP ROAD	BROOMEHILL EAST	PELLET SHED FOR PRIMARY PRODUCTION ON FARM	N/A	792
BHT 201516005	30/07/2015	A 6011	253	BROOMEHILL GNOWANGERUP ROAD	BROOMEHILL EAST	PELLET SHED FOR PRIMARY PRODUCTION ON FARM	N/A	792

SHIRE OF BROOMEHILL-TAMBELLUP

BUILDING SURVEYOR

Month: **JULY**

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms		
1/07/2015	Dealt with an enquiry concerning the requirements for planning permission on a shed in the special rural area of Broomehill Village.	11.30	12.00	0.50			
2/07/2015	Shire visit. Proceeded to process and issue a building permit for an enclosed patio at 4 Norrish Street, Tambellup. Checked on the progress of applications in the shire for compliance with the approved plans.	7.30	17.00	9.50	327		
6/07/2015	Started to process a swimming pool installation application for 333 Nardlah Road Broomehill. Retrieved information and maps from Landgate and assessment number from the shire office. Registered application and started to process this for the issue of the building permit.	14.00	16.15	2.25			
7/07/2015	Downloaded and looked at a proposal for a new toilet block at the Broomehill Primary School for the Education Department.	7.00	7.30	0.50			
7/07/2015	Sourced information for the secure fencing of a swimming pool in the Shire of Broomehill-Tambellup which will be added to the building application when this application is issued in the form of a Building Permit.	7.30	7.45	0.25			
7/07/2015	Proceeded to process and issue a Building Permit for a swimming pool at 333 Nardlah Road Broomehill. Spoke to the owner of Lot 375 Spencer Road Broomehill Village about his shed application and some extra information concerning the construction of the shed.	10.30	12.45	2.25			
13/07/2015	Responded to an email enquiry to do with safety provisions in shire buildings.	10.15	10.30	0.25			
16/07/2015	Shire visit. Issued a building permit for the swimming pool in Broomehill. Checked on the progress of projects in the Shire of Boomehill-Tambellup and gave out information to applicants within the shire.	8.00	17.00	9.00	332		
17/07/2015	Attended a Building Seminar in Perth regarding the use of glass - windows and sliding doors in the built environment as conducted by the Australian Window Association.	8.00	21.00	2.50	80		
20/07/2015	Responded to a phone enquiry from a rate payer concerning the issuing of building permits.	14.00	14.15	0.25			
22/07/2015	Responded to an email enquiry concerning a building issue.	12.30	12.45	0.25			
23/07/2015	Called in to the Tambellup and Broomehill Offices to pick up planning approvals and the envelopes to be able to process projects that have been granted planning approval by Council and are ready to have their Building Permits issued.	14.15	15.15	1.00	65		
24/07/2015	Registered and started to process a building application for a new shed-garage at Lot 375 Spencer Road Broomehill Village. Started to work on a BA17 for Woodyarrup Pelletising Plant on Gnowangerup Road.	7.00	8.45	1.75			
27/07/2015	Spoke to the applicant and arranged for extra information to be supplied for a shed at 375 Spencer Road Broomehill Village.	13.15	13.45	0.50			
28/07/2015	Called in to the office to retrieve the plans for the Woodyarrup Pelletising Plant and to sort out this project and finalise it.	14.45	15.45	1.00	65		
29/07/2015	Compiled and issued the BA17 and BA10 for the Woodyarrup Pelletising Plant.	13.00	14.00	1.00			
31/07/2015	End of Month Reports- Activity Statement, Agenda Item and Building Statistics for July 2015.	10.00	11.00	1.00			
TOTALS						33.75	869

Broomehill-Tambellup	0007	33.75	\$99.00	\$3,341.25	0008	869	\$0.95	\$825.55	\$4,166.80
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Authorised by Darryle Baxter MAIBS *D Baxter* MAIBS

Principal Building Surveyor

Date 31-7-2014



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
GOVERNANCE							
BH Administration Building							
General Maintenance	2,500	2,500	0		200	2,300	Removal of roof safe fixtures
Total	2,500	2,500	0		200	2,300	
TA Administration Building							
General Maintenance	3,000	3,000			42	2,958	Vacuum cleaner head
Total	3,000	3,000	0		42	2,958	
HEALTH							
TA Infant Health Clinic							
General Maintenance	1,500	1,500					
Total	1,500	1,500	0				
STAFF HOUSING							
20 Henry Street							
Renovation bathroom/laundry	15,000		15,000				C/Over from 2014-15 Upgrade security - windows & doors
General Maintenance	2,000	2,000			234	1,766	
Total	17,000	2,000	15,000		234	1,766	
27 East Terrace							
Replace/repair front door	1,000	1,000					Upgrade security - windows & doors
Paint window surrounds	1,000	1,000					
Re-wad ceiling in kitchen/living area	1,200	1,200					
General Maintenance	2,000	2,000			1,312	688	
Total	5,200	5,200	0		1,312	688	
18 Henry Street							
General Maintenance	2,000	2,000					
Total	2,000	2,000	0				
38 Ivy Street							
Replace carpet in passage	1,600	1,600					Upgrade security - windows & doors
General Maintenance	2,000	2,000			374	1,626	
Total	3,600	3,600	0		374	1,626	
11 Lavarock Street							
General Maintenance	2,000	2,000			104	1,896	Upgrade security - windows & doors
Total	2,000	2,000	0		104	1,896	



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
1 Janus Street							<i>Upgrade security - windows & doors</i>
External Painting	1,200	1,200					
General Maintenance	2,000	2,000			383	1,617	
Total	3,200	3,200	0		383	1,617	
OTHER HOUSING							
Unit 1, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 2, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 3, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 4, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 5, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 6, Sandalwood Villas							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 1, Lavieville Lodge							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 2, Lavieville Lodge							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 3, Lavieville Lodge							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				
Unit 4, Lavieville Lodge							
General Maintenance	1,000	1,000					
Total	1,000	1,000	0				



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
COMMUNITY AMENITIES							
Holland Park Toilets							
General Maintenance	3,000	3,000			24	2,976	<i>Baby Change Facility sign & freight for same</i>
Total	3,000	3,000	0		24	2,976	
Diprose Park Toilets							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
Norrish Street (disabled access) Public Toilets							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
RECREATION & CULTURE							
BH Hall							
Painting front wall (brickwork painted 14/15, woodwork in 15/16)	2,000	2,000					
Front verandah repairs	5,000	5,000					
General Maintenance	5,000	5,000					
Total	12,000	12,000	0				
TA Hall							
Install gas piping from main cylinder to southern side (heaters)	3,600	3,600					<i>C/Over from 2014-15 Completed awaiting payment Clear basin drain blockage</i>
Install RCD's to light circuits	2,600	2,600					
General Maintenance	5,000	5,000			90	4,910	
Total	11,200	11,200	0		90	4,910	
BH Recreation Complex							
External painting (woodwork)	6,700	6,700					
General Maintenance	3,000	3,000					
Total	9,700	9,700	0				
TA Pavilion							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
BH RSL Hall							
Install access ramp to sliding door & pave surrounds	5,000		5,000				<i>C/Over from 2014-15</i>
Replace sliding door	2,500		2,500				
Replace patio - including verandah beams	5,500		5,500				<i>C/Over from 2014-15</i>
General Maintenance	2,500	2,500					
Total	15,500	2,500	13,000				



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
Tambellup RSL Hall							
General Maintenance	500	500					
Total	500	500	0				
Tambellup Youth Centre							
General Maintenance	500	500					
Total	500	500	0				
Tambellup CRC & Library							
Repair ceiling in reception area	6,000		6,000				<i>C/Over from 2014-15</i>
General Maintenance	2,500	2,500					
Total	8,500	2,500	6,000				
BH Museum							
Repair (seal & paint raw asbestos in lean-to walls)	1,000	1,000					<i>C/Over from 2014-15</i>
Replace mortar - loose bricks, lintel & repair lean-to walls	4,000	4,000					<i>C/Over from 2014-15</i>
Replace 2 windows on west side	19,300		19,300				<i>C/Over from 2014-15</i>
General Maintenance	2,000	2,000					
Total	26,300	7,000	19,300				
TA Station Masters Building - Museum							
Painting Exterior Woodwork, Oil Verandah Floor	3,600	3,600					
General Maintenance	2,000	2,000					
Total	5,600	5,600	0				
ECONOMIC SERVICES							
BH Caravan Park							
General Maintenance	3,000	3,000					
Total	3,000	3,000	0				
TA Caravan Park							
General Maintenance	2,000	2,000					
Total	2,000	2,000	0				
TA Railway Station Building							
Repair ridge capping, replace broken tiles	600	600					
Replace Gutter & Fascia	5,000		5,000				
General Maintenance	2,000	2,000					
Total	7,600	2,600	5,000				
Bendigo Bank							
Replace verandah posts, associated woodwork & paint	0				6,000	-6,000	<i>C/Over from 2014-15</i>
General Maintenance	2,500	2,500					
Total	2,500	2,500	0		6,000	-6,000	
TOTAL BUILDING MAINTENANCE	166,900	108,600	58,300	0	8,763	14,737	

BROOMEHILL-TAMBELLUP LIBRARY REPORT JULY 2015

New Members

Tambellup 2 Broomehill 2

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

- 0-2 Grug And His Music by Ted Prior
- 2-3 Let's Play by Gabriel Alborozo
- 4-5 The Bush Concert by Helga Visser

Statistics

Tambellup *Issues*

39 Books A
 Cassette A
 25 DVD A
 CD A
 4 LP A
 Games J
 51 Books J
 20 DVD J
 Video J
 CD Rom J
 Cassette J
 3 Renewals A&J
 2 Better Beginnings Resource Kit

Broomehill *Issues*

57 Books A
 26 DVD A
 10 CD A
 3 LP A
 10 Books J
 16 DVD J
 0 CD J
 22 Renewals A&J
 0 Better Beginnings Resource Kit
 7 E Resources

Regional LP Bulk Loan (exchanged every 3 Months) Waiting for new rotation to start.

The State Library Book Exchange arrived at Tambellup on 9th July 2015 and Broomehill 26 June 2015

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
July	64	49	43	44	11	5	3	0

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
July	22	14	13	9	2	2	0	0

On Tuesday 21st July 2015 Tambellup library held a Better Beginnings training session which was presented by Kat and Michelle from the State Library and attended by six other library staff. It was a very informative and successful morning.