

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2018

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 October 2018

Note	Amended Budget 2018/19	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,417,500	2,417,500	2,404,483.43	(13,017)	(0.5%)	
	3,040,100	478,332	418,906.93	(59,425)	(14.2%)	▼
10	436,100	0	0.00	0		
	256,600	129,222	144,338.07	15,116	10.5%	▲
	54,600	9,250	9,916.27	666	6.7%	
	92,800	77,962	74,559.38	(3,403)	(4.6%)	
Total	6,297,700	3,112,266	3,052,204.08	(60,062)		
Operating Expense						
	(1,872,500)	(719,303)	(755,700.36)	(36,397)	(4.8%)	
	(3,490,900)	(674,166)	(561,325.93)	112,840	20.1%	▼
	(190,800)	(61,315)	(46,762.80)	14,552	31.1%	▼
	(1,129,600)	(376,484)	0.00	376,484	100.0%	▼
	(58,700)	(26,100)	(26,633.18)	(533)	(2.0%)	
	(168,400)	(168,400)	(152,421.56)	15,978	10.5%	▼
10	(122,400)	(3,700)	0.00	3,700	100.0%	
	(88,000)	(28,660)	(27,078.06)	1,582	5.8%	
Total	(7,121,300)	(2,058,128)	(1,569,921.89)	488,206		
Funding Balance Adjustment						
	1,129,600	376,484	0.00	(376,484)	(100.0%)	▼
10	(313,700)	3,700	0.00	(3,700)	(100.0%)	
	0	0	0.00	0	0.0%	
Net Operating	(7,700)	1,434,322	1,482,282.19	47,960		
Capital Revenues						
8	3,755,500	468,000	335,967.00	(132,033)	(39.3%)	▼
10	1,886,000	212,500	233,215.12	20,715	8.9%	
9	1,803,600	0	0.00	0		
Total	7,445,100	680,500	569,182.12	(111,318)		
Capital Expenses						
	0	0	0.00	0	0.0%	
12	(3,067,500)	(39,000)	(51,746.46)	(12,746)	(24.6%)	▲
12	(1,499,000)	(257,600)	(363,251.49)	(105,651)	0.0%	
12	0	0	0.00	0	0.0%	
12	(2,656,200)	(240,000)	(278,241.84)	(38,242)	(13.7%)	▲
12	(327,000)	(3,000)	(2,966.98)	33	1.1%	
12	(59,300)	(19,800)	(19,788.77)	11	0.1%	
9	(1,728,300)	0	0.00	0		
Total	(9,337,300)	(559,400)	(715,995.54)	(156,596)		
Net Capital	(1,892,200)	121,100	(146,813.42)	(267,913)		
Total Net Operating + Capital	(1,899,900)	1,555,422	1,335,468.77	(219,953)		
	1,892,500	1,892,500	1,892,463.43	(37)	(0.0%)	
4	(7,400)	3,447,922	3,227,932.20	(219,990)		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 October 2018

Note	Amended Budget 2018/19	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
Governance	36,000	20,000	20,278.60	279	1.37%	
General Purpose Funding	3,411,600	2,702,540	2,635,976.09	(66,564)	(2.53%)	
Law, Order and Public Safety	117,200	79,350	76,931.98	(2,418)	(3.14%)	
Health	1,100	500	472.00	(28)	(5.93%)	
Education and Welfare	64,800	17,000	0.00	(17,000)	(100.00%)	▼
Housing	2,342,700	24,800	24,236.87	(563)	(2.32%)	
Community Amenities	80,700	65,400	65,551.88	152	0.23%	
Recreation and Culture	58,000	7,350	8,203.33	853	10.40%	
Transport	3,654,800	623,132	491,352.44	(131,780)	(26.82%)	▼
Economic Services	224,800	20,962	39,382.29	18,420	46.77%	▲
Other Property and Services	61,500	19,232	25,785.60	6,554	25.42%	
Total	10,053,200	3,580,266	3,388,171.08	(192,095)		
Operating Expense						
Governance	(692,800)	(225,601)	(174,463.80)	51,137	29.31%	▼
General Purpose Funding	(262,900)	(88,610)	(95,939.90)	(7,330)	(7.64%)	
Law, Order and Public Safety	(227,700)	(76,980)	(60,653.22)	16,327	26.92%	▼
Health	(54,600)	(11,428)	(10,024.95)	1,403	14.00%	
Education and Welfare	(83,600)	(24,964)	(20,218.61)	4,745	23.47%	
Housing	(91,100)	(29,024)	(14,209.52)	14,814	104.26%	
Community Amenities	(426,500)	(139,979)	(104,606.40)	35,373	33.81%	▼
Recreation and Culture	(1,118,700)	(396,507)	(353,496.07)	43,011	12.17%	▼
Transport	(3,922,100)	(823,835)	(524,428.44)	299,407	57.09%	▼
Economic Services	(208,100)	(81,386)	(66,971.13)	14,415	21.52%	▼
Other Property and Services	(33,200)	(159,814)	(144,909.85)	14,904	10.29%	▼
Total	(7,121,300)	(2,058,128)	(1,569,921.89)	488,206		
Funding Balance Adjustment						
Add back Depreciation	1,129,600	376,484	0.00	(376,484)	100.00%	
(Profit)/Loss on Asset Disposal	(313,700)	3,700	0.00	(3,700)	(100.00%)	
Adjust Provisions and Accruals	0	0	0.00	0		
Net Operating	3,747,800	1,902,322	1,818,249.19	(84,073)		
Capital Revenues						
Proceeds from Disposal of Assets	1,886,000	212,500	233,215.12	20,715	8.88%	
Transfer from Reserves	1,803,600	0	0.00	0		
Total	3,689,600	212,500	233,215.12	20,715		
Capital Expenses						
Land Held for Resale	0	0	0.00	0	0.00%	
Land and Buildings	(3,067,500)	(39,000)	(51,746.46)	(12,746)	(24.63%)	▲
Plant and Equipment	(1,499,000)	(257,600)	(363,251.49)	(105,651)	(29.08%)	▲
Furniture and Equipment	0	0	0.00	0	0.00%	
Infrastructure Assets - Roads	(2,656,200)	(240,000)	(278,241.84)	(38,242)	(13.74%)	▲
Infrastructure Assets - Other	(327,000)	(3,000)	(2,966.98)	33	1.11%	
Repayment of Debentures	(59,300)	(19,800)	(19,788.77)	11	0.06%	
Transfer to Reserves	(1,728,300)	0	0.00	0		
Total	(9,337,300)	(559,400)	(715,995.54)	(156,596)		
Net Capital	(5,647,700)	(346,900)	(482,780.42)	(135,880)		
Total Net Operating + Capital	(1,899,900)	1,555,422	1,335,468.77	(219,953)		
Opening Funding Surplus(Deficit)	1,892,500	1,892,500	1,892,463.43	(37)	(0.00%)	
Closing Funding Surplus(Deficit)	(7,400)	3,447,922	3,227,932.20	(219,990)		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 October 2018

	Actual 2018/19	C/fwd 1 July 2018
CURRENT ASSETS		
Cash	3,450,253.72	2,242,880.07
Receivables	913,139.97	1,142,472.82
Inventories - Stock on Hand	18,683.21	15,693.36
TOTAL CURRENT ASSETS	4,382,076.90	3,401,046.25
CURRENT LIABILITIES		
Creditors and Provisions	480,838.51	835,276.63
Borrowings	39,500.73	59,289.50
TOTAL CURRENT LIABILITIES	520,339.24	894,566.13
NET CURRENT ASSETS	3,861,737.66	2,506,480.12
NON-CURRENT ASSETS		
Receivables	62,453.44	62,453.44
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	62,764.08	62,764.08
Property, Plant and Equipment	16,083,331.29	15,901,548.46
Infrastructure Assets	116,456,554.49	116,175,345.67
TOTAL NON-CURRENT ASSETS	132,881,103.30	132,418,111.65
NON-CURRENT LIABILITIES		
Creditors and Provisions	88,933.99	88,933.99
Borrowings	1,160,432.10	1,160,432.10
TOTAL NON-CURRENT LIABILITIES	1,249,366.09	1,249,366.09
NET ASSETS	135,493,474.87	133,675,225.68
EQUITY		
Accumulated Surplus	36,710,641.95	34,892,392.76
Reserves - Asset Revaluation	97,724,374.16	97,724,374.16
Reserves - Cash Backed	1,058,458.76	1,058,458.76
TOTAL EQUITY	135,493,474.87	133,675,225.68

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1: (a) Nature or Type Classifications

REVENUES

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, facility hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Includes rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments and interest on rate arrears.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1: (a) Nature or Type Classifications

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, information technology and communications expenses, advertising, memberships, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas, telephone or water services.

Insurance

All insurance premiums - excluding worker's compensation which is included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1: (b) Reporting Program Classifications (Function / Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Shire activities.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control; mosquito control and maintenance of the Infant Health Clinic in Tambellup

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

Assistance to the Broomehill and Tambellup Primary Schools; support of the "A Smart Start" program.

HOUSING

Objective:

To provide and maintain staff housing, and accommodation for 'well aged' seniors in the Community.

Activities:

Provision and maintenance of staff housing; and the Independent Living Seniors accommodation in Tambellup.

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

Rubbish collection services; operation of the tip sites and waste transfer stations; administration of the Town Planning Scheme; Cemetery maintenance at Broomehill, Tambellup and Pindellup cemeteries; public conveniences and protection of the environment.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1: (b) Reporting Program Classifications (Function / Activity)

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resources which will assist with the social well-being of the Community.

Activities:

Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill Library and support to the Tambellup Community Resource centre for management of the Tambellup library. Museums and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the Community.

Activities:

Construction and maintenance of streets, roads and bridges. Cleaning and lighting of streets; maintenance of the Broomehill and Tambellup works depots. Provision of the Department of Transport licensing services to the Community.

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

Tourism and area promotion, including operation of the Broomehill Caravan Park. Provision of rural services which includes noxious weed control, vermin control and standpipes. Provision of Building

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

Private works operations; public works overhead costs; plant operation costs and unclassified items.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 October 2018

2: REPORT ON SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
<p>Education & Welfare A recoup is yet to be made from the Trust fund for A Smart Start expenses.</p>	✓	
<p>Transport WANDRRA works recommenced in September and a claim for expenditure incurred in September/October will be submitted in November</p>	✓	
<p>Economic Services Contractors have been utilising the Broomehill Caravan Park over the last 4-5 months resulting in an increase in revenue under this heading.</p>		✓
OPERATING EXPENSES		
<p>Governance Asset depreciation has not been allocated this year as the asset register for the previous financial year is being finalised, and the financial statements for 30 June are yet to be audited.</p>	✓	
<p>Law, Order & Public Safety Expenditure has not been as high as anticipated to date.</p>	✓	
<p>Community Amenities Payment for management of the Transfer Stations and household refuse collection has not been as high as anticipated to date.</p>	✓	
<p>Recreation & Culture Asset depreciation has not been allocated this year as the asset register for the previous financial year is being finalised. The majority of depreciation relates to road assets, which is reported under this program</p>	✓	
<p>Transport Asset depreciation has not been allocated this year as the asset register for the previous financial year is being finalised. The majority of depreciation relates to road assets, which is reported under this program</p>	✓	
<p>WANDRRA works recommenced in September, expenditure incurred has not been as high as anticipated.</p>	✓	
<p>Other Property & Services Plant Operation Costs are underallocated which is normal for this early stge in the year. Expenses such as vehicle registrations and insurance are paid at the start of the financial year, and the costs allocated over the full 12 months. Allocation of plant costs are processed through the payroll based on usage, and the allocation rates are monitored over the year.</p>	✓	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 October 2018

2: REPORT ON SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

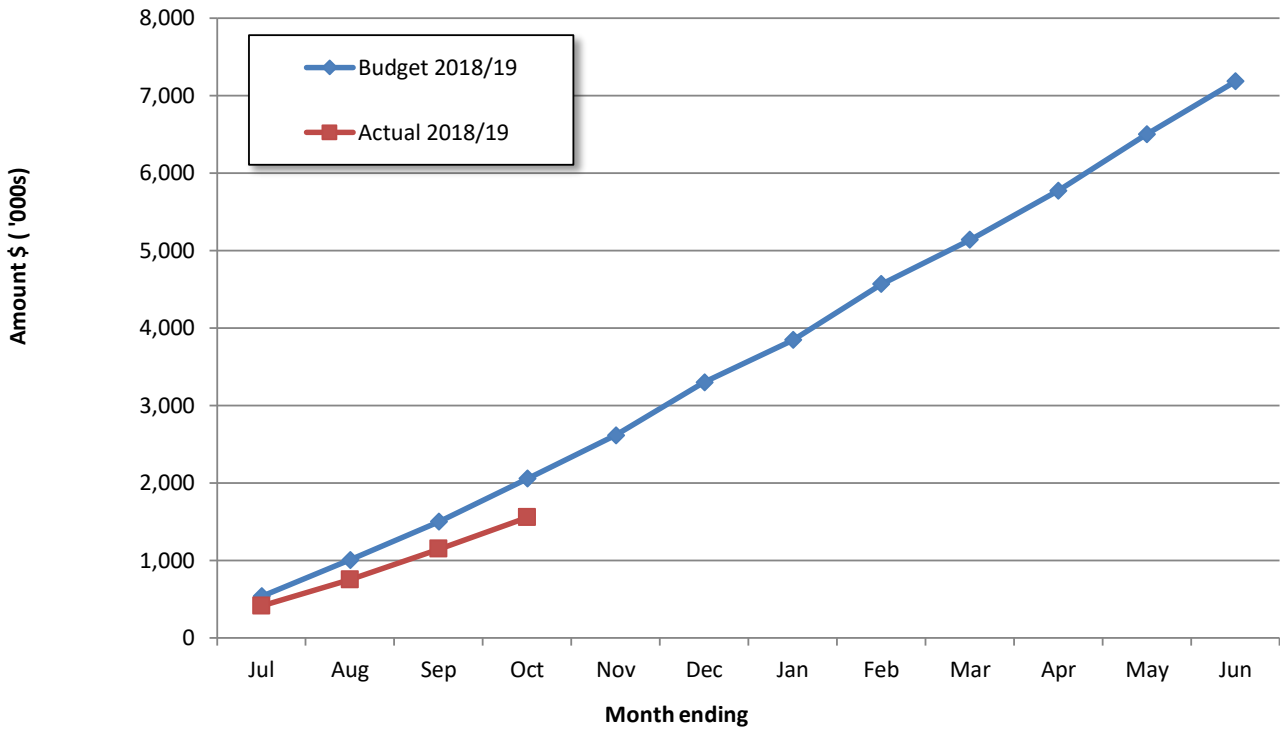
The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
CAPITAL EXPENSES		
Land and Buildings Completion of the washdown bay at the Tambellup Depot.		✓
Infrastructure - Roads The carry over jobs from 2017/18 are nearing completion, and materials have been purchased for the construction planned for the coming year.	✓	

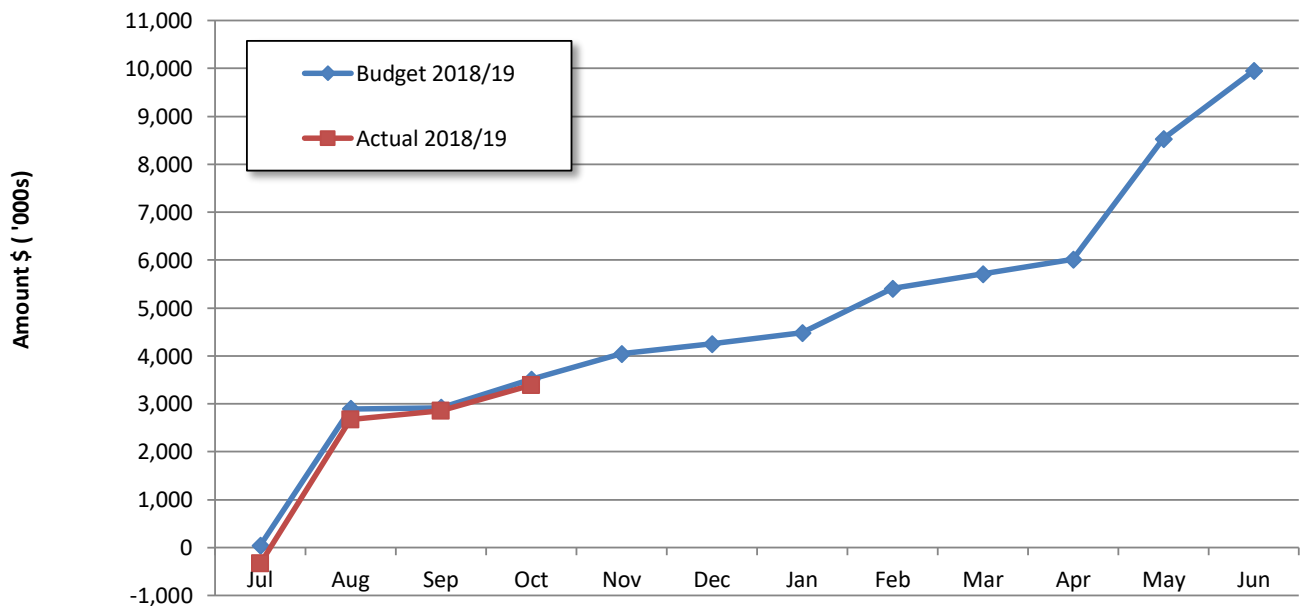
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual

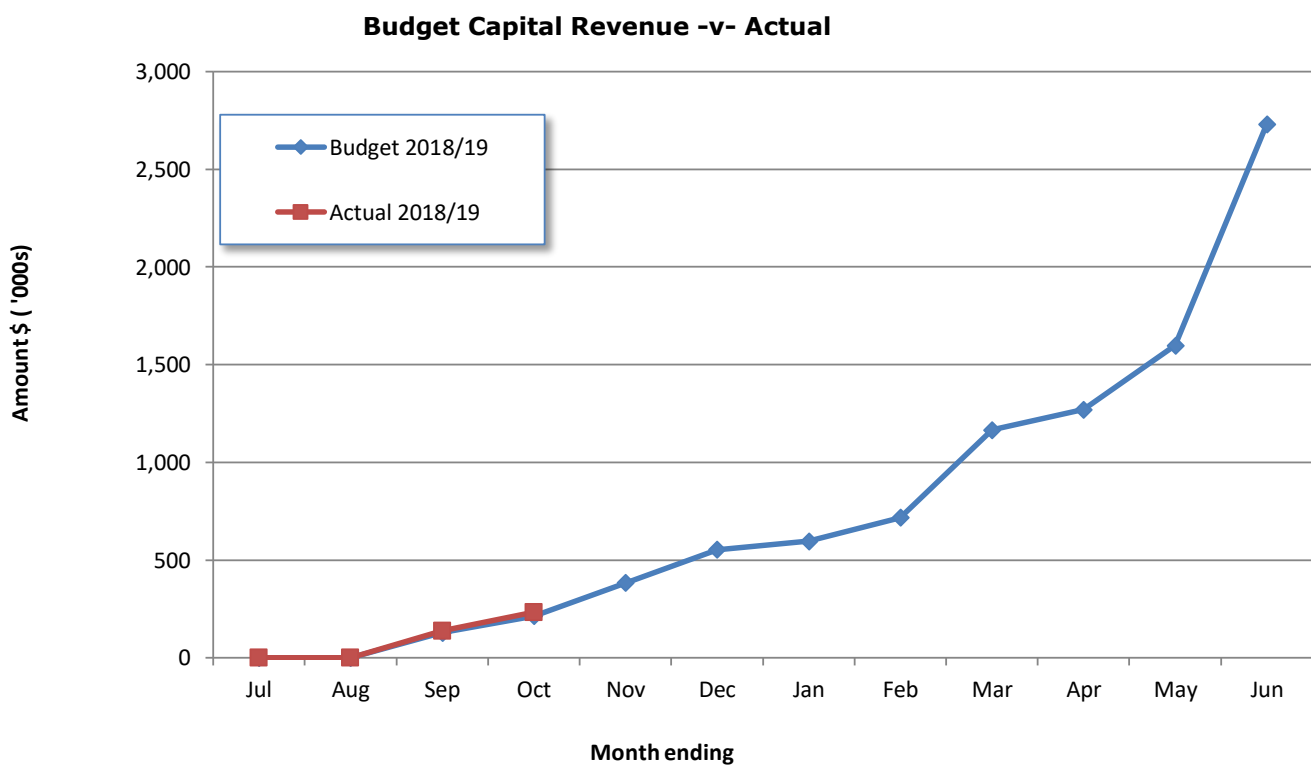
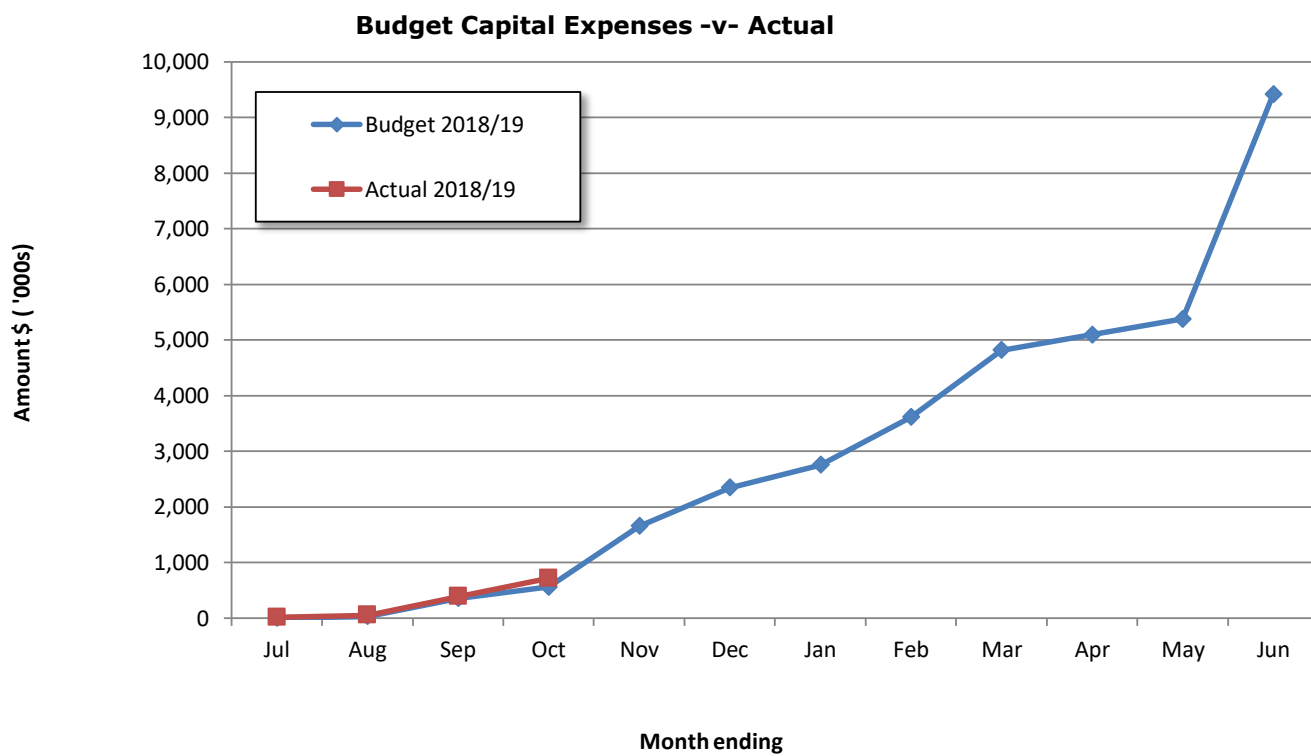


Budget Operating Revenues -v- Actual



**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018**

3: Graphical Representation - Source Statement of Financial Activity



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

4: NET CURRENT FUNDING POSTION

	Note	Actual 2018/19	C/fwd 1 July 2018
		\$	\$
Current Assets			
Cash Unrestricted		1,376,026.94	501,120.29
Cash Restricted - Unspent Grants	8	1,015,768.02	683,301.02
Cash Restricted - Reserves	9	1,058,458.76	1,058,458.76
Receivables - Rates and Rubbish	6	436,642.70	210,694.51
Receivables - Other	6	424,119.28	329,972.55
Inventories		18,683.21	15,693.36
Accruals and Provisions		4,982.76	474,260.60
		4,334,681.67	3,273,501.09
Less: Current Liabilities			
Payables		(2,611.25)	(257,063.98)
Net GST & PAYG		(45,679.46)	57,045.69
Accruals and Provisions		0.00	(122,560.61)
		(48,290.71)	(322,578.90)
Less: Cash Restricted - Reserves	9	(1,058,458.76)	(1,058,458.76)
Net Current Funding Position		3,227,932.20	1,892,463.43

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		1,374,526.94	1,015,768.02		2,390,294.96	Bendigo	
Trust Fund	133 905 067				255,924.16	255,924.16	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds		1.70%		1,058,458.76		1,058,458.76	Bendigo	28/11/2018
Total			1,376,026.94	2,074,226.78	255,924.16	3,706,177.88		

Comments/Notes - Investments**a) Cash Deposits**

The balance reported for the Municipal Fund is the reconciled closing balance of the bank account at the end of the period. The closing balance takes into account unrepresented items at the end of the reporting period.

b) Term Deposits**Reserve Funds**

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

6: RECEIVABLES

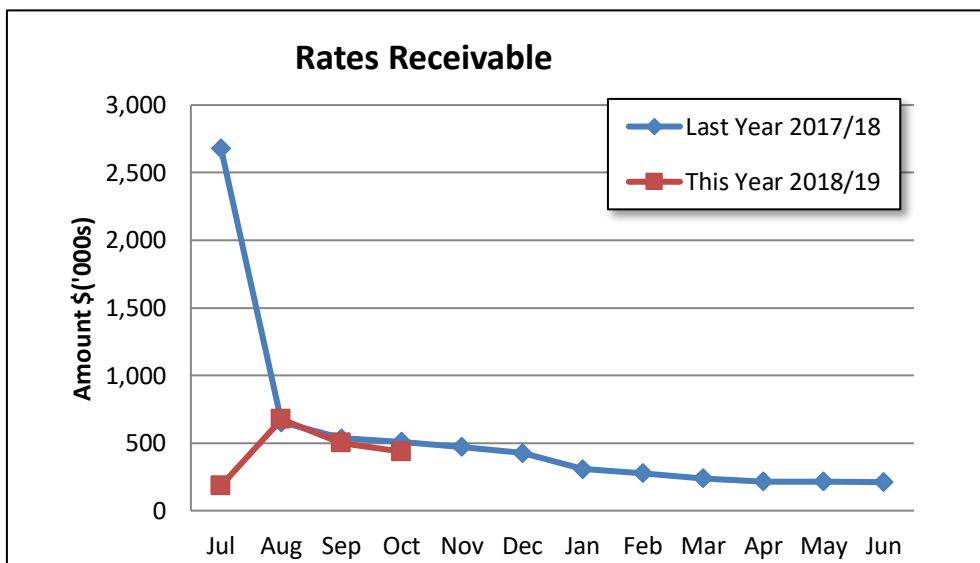
Rates & Rubbish

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

Actual 2018/19	c/fwd 1 July 2018
\$	\$
210,694.51	211,823.65
2,571,106.02	2,474,686.12
(2,345,157.83)	(2,475,815.26)
436,642.70	210,694.51
436,642.70	210,694.51
% Collected	84.30% 92.16%

Net Rates Collectable

% Collected



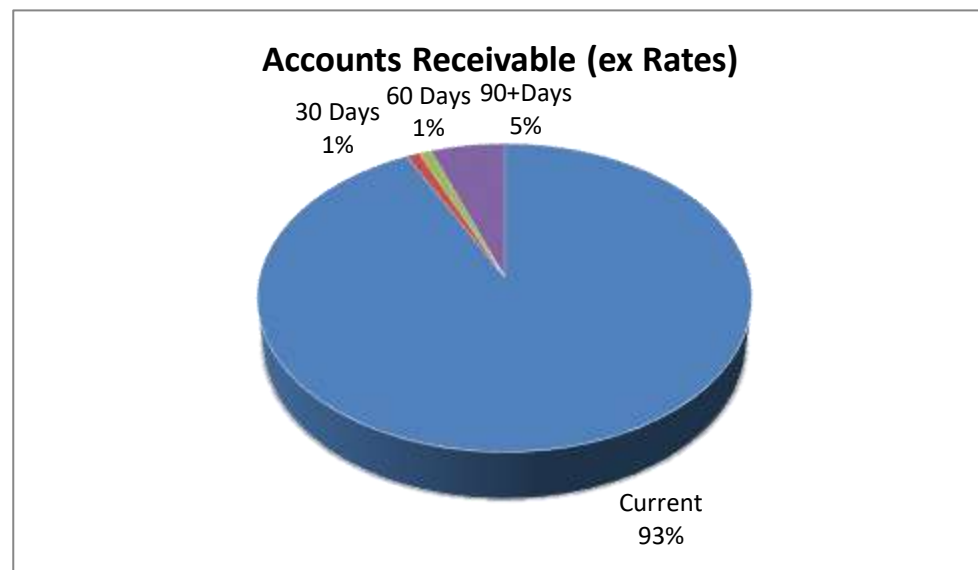
Comments/Notes - Receivables Rates and Rubbish

Rates and charges were levied in July in the 2017/18 year, and in 2018/19 they were raised in August, hence the variance in the graphic above.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	377,786.57	4,142.91	3,870.00	23,681.26
Pensioner Rebates	-			
Emergency Services Levy	19,638.54			
	397,425.11	4,142.91	3,870.00	23,681.26
		Total Outstanding		429,119.28

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Current - progress claims for Regional Road Group projects were submitted in October.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
		Balanced Budget Adopted - 26 July 2018					0
	SURPLUS	Surplus / (Deficit) 1 July 2018	Reduced surplus carried forward	2,144,400	1,892,500	(251,900)	(251,900)
03229.71	Revenue	Financial Assistance Grants - general purpose	Increase in final allocation for 2018/19	540,800	576,200	35,400	(216,500)
03230.71	Revenue	Financial Assistance Grants - local roads	Increase in final allocation for 2018/19	283,600	293,200	9,600	(206,900)
12159.71	Revenue	Main Roads WA - direct grant	Increase in allocation for 2018/19	84,300	143,800	59,500	(147,400)
12228.16	Expense	Roman Road Inventory	Reduction in anticipated expenditure	(20,000)	(10,000)	10,000	(137,400)
12226.16	Expense	Road Maintenance - contract services	Reduction in provision for roadside clearing	(150,000)	(100,000)	50,000	(87,400)
15171.4	Expense	Plant Reserve - transfer to	Reduced transfer into Reserve	(500,000)	(420,000)	80,000	(7,400)
Closing Funding Surplus (Deficit)				2,383,100	2,375,700	(7,400)	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2018	Received 2018/19	Expended 2018/19	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	10,138.14	0.00	(3,500.00)	6,638.14
TRANSPORT					
WA Local Government Grants Commission	Bridge Funding - bridge 4326 Tamb West Rd	262,000.00	0.00	0.00	262,000.00
WA Local Government Grants Commission	Bridge Funding - bridge 4233 Bhill-Koji Rd	340,000.00	0.00	0.00	340,000.00
Main Roads WA	Regional Road Group 2017/18	19,657.36	0.00	0.00	19,657.36
Main Roads WA	Regional Road Group 2018/19	0.00	335,967.00	0.00	335,967.00
TOTALS		683,301.02	335,967.00	(3,500.00)	1,015,768.02

Comments - Grants and Contributions

Bridge funding provided by the WA Local Govt Grants Commission is matched by 1/3 in funding from Main Roads WA.
The required works are undertaken by Main Roads WA approved contractors.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

9. CASH BACKED RESERVES

	Amended Budget 2018/19				Actual 2018/19			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	60,900	51,800	(57,300)	55,400	60,902.50	0.00	0.00	60,902.50
Plant Reserve	212,100	424,000	(588,000)	48,100	212,057.22	0.00	0.00	212,057.22
Building Reserve	156,200	1,058,000	(958,300)	255,900	156,180.33	0.00	0.00	156,180.33
Computer Reserve	31,800	11,000	0	42,800	31,796.57	0.00	0.00	31,796.57
Tambellup Rec Ground & Pavilion Reserve	45,400	6,000	0	51,400	45,400.11	0.00	0.00	45,400.11
Broomehill Rec Complex Reserve	75,400	9,900	0	85,300	75,429.02	0.00	0.00	75,429.02
Building Maintenance Reserve	20,100	17,000	0	37,100	20,084.77	0.00	0.00	20,084.77
Sandalwood Villas Reserve	70,200	11,500	0	81,700	70,174.43	0.00	0.00	70,174.43
Bhill Synthetic Bowling Green Reserve	55,500	9,600	0	65,100	55,513.80	0.00	0.00	55,513.80
Refuse Sites Post Closure Management Reserve	21,000	5,500	0	26,500	20,954.53	0.00	0.00	20,954.53
Lavieville Lodge Reserve	58,100	11,200	0	69,300	58,139.16	0.00	0.00	58,139.16
Townscape Plan Implementation Reserve	244,300	105,000	(200,000)	149,300	244,326.32	0.00	0.00	244,326.32
Tambellup Synthetic Bowling Green Reserve	7500	7800	0	15,300	7,500.00	0.00	0.00	7,500.00
	1,058,500	1,728,300	(1,803,600)	983,200	1,058,458.76	0.00	0.00	1,058,458.76

In accordance with council resolutions in relation to each reserve account, the purpose for which the funds are set aside are as follows:

Reserve name

Leave Reserve	- to be used to meet the Councils Long Service Leave liability for its employees.
Plant Reserve	- to be used for the purchase of plant and equipment in accordance with the Plant Replacement Program.
Building Reserve	- to be used to finance replacement, major repair or construction of new Shire buildings, and costs associated with subdivision of land.
Computer Reserve	- to be used for the replacement or upgrade of computer hardware and software.
Tambellup Recreation Ground & Pavilion Reserve	- to be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.
Broomehill Recreation Complex Reserve	- to be used for works at the Broomehill Recreation Complex in agreeance with the Complex Management Committee
Building Maintenance Reserve	- to be used to fund building maintenance requirements for all Shire owned buildings.
Sandalwood Villas Reserve	- to be utilised towards upgrade and maintenance of the 6 units at Sandalwood Villas.
Broomehill Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.
Refuse Sites Post Closure Management Reserve	- to meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires
Lavieville Lodge Reserve	- to be utilised towards upgrade and maintenance of the 4 units at Lavieville Lodge.
Townscape Plan Implementation Reserve	- to be used for implementation of the Townscape Plans for the Broomehill and Tambellup townsites.
Tambellup Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Tambellup Sportsground

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

10. DISPOSALS OF ASSETS

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

	Budget 2017/18				Actual 2017/18			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance								
Ford Ranger XLT dual cab - OTA	49,300	48,600	0	(700)	0.00	0.00	0.00	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)	0.00	0.00	0.00	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	48,724.25	47,892.06	0.00	(832.19)
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	0.00	0.00	0.00	0.00
Housing								
1 Janus Street, Broomehill	155,200	280,000	124,800	0	0.00	0.00	0.00	0.00
11 Lavarock Street, Broomehill	130,600	200,000	69,400	0	0.00	0.00	0.00	0.00
20 Henry Street, Tambellup	135,600	220,000	84,400	0	0.00	0.00	0.00	0.00
27 East Terrace, Tambellup	92,200	240,000	147,800	0	0.00	0.00	0.00	0.00
Transport								
Isuzu FRR600 truck TA017	62,900	25,000	0	(37,900)	0.00	0.00	0.00	0.00
Isuzue FRR500 tipper truck TA386	53,000	25,000	0	(28,000)	0.00	0.00	0.00	0.00
Caterpillar PR300 roller BH005	42,000	50,000	8,000	0	0.00	0.00	0.00	0.00
Toro Mower BHT84	22,800	10,000	0	(12,800)	0.00	0.00	0.00	0.00
Toro Mower BH007	28,600	15,000	0	(13,600)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak dual cab 1TA	44,900	43,300	0	(1,600)	44,754.20	45,556.27	802.07	0.00
Ford Ranger Wildtrak dual cab 1TA	44,900	43,300	0	(1,600)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak dual cab 1TA	44,900	43,400	0	(1,500)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA052	36,700	35,000	0	(1,700)	0.00	0.00	0.00	0.00
Ford Ranger XLT dual cab - TA001	43,700	41,600	0	(2,100)	43,671.90	43,452.84	0.00	(219.06)
Ford Ranger XLT dual cab - TA001	43,700	41,700	0	(2,000)	0.00	0.00	0.00	0.00
Ford Ranger XLT dual cab - TA001	43,700	41,700	0	(2,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	36,200	35,000	0	(1,200)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	36,200	35,000	0	(1,200)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	42,600	41,000	0	(1,600)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	42,600	41,000	0	(1,600)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)	0.00	0.00	0.00	0.00
Toyota Hilux single cab - TA005	36,500	35,000	0	(1,500)	0.00	0.00	0.00	0.00
Economic Services								
Lot 19 Taylor Street, Tambellup	15,000	15,000	0	0	0.00	0.00	0.00	0.00
	1,569,000	1,881,000	434,400	(122,400)	137,150.35	136,901.17	802.07	(1,051.25)
By Class:								
Land and Buildings	528,600	955,000	426,400	0	0.00	0.00	0.00	0.00
Plant and Equipment	1,040,400	926,000	8,000	(122,400)	137,150.35	136,901.17	802.07	(1,051.25)
	1,569,000	1,881,000	434,400	(122,400)	137,150.35	136,901.17	802.07	(1,051.25)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

11: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2018/19	Amended Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
GENERAL PURPOSE FUNDING				
Rate Revenue	2,514,300	(202,100)	2,417,817.15	(74,503.19)
General Purpose Funding	869,400	0	217,370.25	0.00
Other General Purpose Funding	27,900	(60,800)	788.69	(21,436.71)
TOTAL GENERAL PURPOSE FUNDING	3,411,600	(262,900)	2,635,976.09	(95,939.90)
GOVERNANCE				
Members Of Council	16,000	(628,200)	11,291.89	(167,990.08)
Administration General	11,000	0	8,986.71	0.00
Other Governance	9,000	(64,600)	0.00	(6,473.72)
TOTAL GOVERNANCE	36,000	(692,800)	20,278.60	(174,463.80)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	113,100	(184,900)	74,560.08	(47,207.11)
Animal Control	4,100	(41,800)	2,371.90	(12,777.31)
Other Law, Order & Public Safety	0	(1,000)	0.00	(668.80)
TOTAL LAW,ORDER & PUBLIC SAFETY	117,200	(227,700)	76,931.98	(60,653.22)
HEALTH				
Maternal & Infant Health	600	(16,100)	0.00	(1,880.59)
Health Inspection & Administration	500	(22,900)	472.00	(5,182.66)
Preventative Services - Pest Control	0	(15,600)	0.00	(2,961.70)
TOTAL HEALTH	1,100	(54,600)	472.00	(10,024.95)
EDUCATION & WELFARE				
Other Education	62,300	(68,600)	0.00	(19,673.16)
Other Welfare	2,500	(15,000)	0.00	(545.45)
TOTAL EDUCATION & WELFARE	64,800	(83,600)	0.00	(20,218.61)
HOUSING				
Staff Housing	1,151,400	0	0.00	165.00
Other Housing	1,191,300	(91,100)	24,236.87	(14,374.52)
TOTAL OTHER HOUSING	2,342,700	(91,100)	24,236.87	(14,209.52)
COMMUNITY AMENITIES				
Household Refuse	63,700	(253,200)	61,595.11	(47,997.18)
Protection Of The Environment	2,000	(2,000)	2,320.68	(2,123.31)
Town Planning & Regional Development	5,000	(73,700)	147.00	(27,302.14)
Other Community Amenities	10,000	(44,700)	1,489.09	(13,253.36)
Public Conveniences	0	(52,900)	0.00	(13,930.41)
TOTAL COMMUNITY AMENITIES	80,700	(426,500)	65,551.88	(104,606.40)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

11: OPERATING REVENUE AND EXPENSE

	Amended Budget Revenue 2018/19	Amended Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
RECREATION & CULTURE				
Public Halls & Civic Centres	13,400	(259,200)	5,163.98	(106,289.51)
Other Sport & Recreation	44,200	(735,000)	3,009.34	(210,882.80)
Libraries	400	(88,200)	30.01	(31,503.19)
Other Culture	0	(36,300)	0.00	(4,820.57)
TOTAL RECREATION & CULTURE	58,000	(1,118,700)	8,203.33	(353,496.07)
TRANSPORT				
Road Construction	1,718,800	0	335,967.00	0.00
Streets Roads Bridges & Depot Maint	1,913,800	(3,867,100)	147,958.01	(504,555.34)
Traffic Control	22,200	(55,000)	7,427.43	(19,873.10)
TOTAL TRANSPORT	3,654,800	(3,922,100)	491,352.44	(524,428.44)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(239.86)
Tourism & Area Promotion	192,600	(88,500)	28,367.77	(37,186.27)
Building Control	12,200	(63,400)	4,370.15	(16,107.79)
Other Economic Services	20,000	(54,700)	6,644.37	(13,437.21)
TOTAL ECONOMIC SERVICES	224,800	(208,100)	39,382.29	(66,971.13)
OTHER PROPERTY & SERVICES				
Private Works	20,000	(18,700)	5,555.80	(5,178.83)
Public Works Overhead	1,500	0	963.00	(2,926.96)
Plant Operation Costs	40,000	0	9,713.78	(87,429.52)
Workers Compensation	0	0	9,553.02	(11,408.24)
Salaries & Wages	0	0	0.00	(35,716.30)
Unclassified	0	(14,500)	0.00	(2,250.00)
TOTAL OTHER PROPERTY & SERVICES	61,500	(33,200)	25,785.60	(144,909.85)
TOTAL OPERATING	10,053,200	(7,121,300)	3,388,171.08	(1,569,921.89)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Amended Budget Revenue 2018/19	Amended Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
GOVERNANCE					
Tambellup Admin Building - solar energy	P&E	0	(10,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab (CEO) - OTA (3 changeovers)	P&E	146,000	(156,000)	42,313.95	(43,223.05)
Holden Colorado Wagon (MFA) - BH000 (2 changeovers)	P&E	88,000	(98,000)	47,892.06	(48,801.15)
Total		234,000	(264,000)	90,206.01	(92,024.20)
HOUSING					
27 East Terrace - replace ceiling in kitchen/dining	L&B	0	(7,500)	0.00	0.00
Independent Living Units - Broomehill	L&B	0	(1,280,000)	0.00	0.00
Staff housing - Broomehill	L&B	0	(500,000)	0.00	0.00
Staff housing - Broomehill	L&B	0	(475,000)	0.00	0.00
Staff housing - Tambellup	L&B	0	(475,000)	0.00	0.00
Sale of 1 Janus Street, Broomehill	L&B	280,000	0	0.00	0.00
Sale of 11 Lavarock Street, Broomehill	L&B	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	L&B	220,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	L&B	240,000	0	0.00	0.00
Total		940,000	(2,737,500)	0.00	0.00
COMMUNITY AMENITIES					
Transfer Stations - bin lifters (2x)	P&E	0	(20,000)	0.00	0.00
Total		0	(20,000)	0.00	0.00
RECREATION & CULTURE					
Tambellup Oval - replace fencing along Cremasco Rd (c/over)	I-O	0	(10,000)	0.00	0.00
Diprose Park - drainage improvements and shade over junior play	I-O	0	(55,000)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Tambellup Hall - replace kitchen ceiling (c/over)	L&B	0	(5,000)	0.00	0.00
Crawford Street basketball court - extend surface, improve lighting	I-O	0	(32,000)	0.00	0.00
Total		0	(112,000)	0.00	0.00
TRANSPORT					
Buildings					
Tambellup Depot - washdown bay	L&B	0	0	0.00	(23,216.99)
Tambellup Depot - oil shed/oil disposal system	L&B	0	(50,000)	0.00	(28,529.47)
Tambellup Depot - workshop hoist	P&E	0	(35,000)	0.00	0.00
Plant Replacement					
Isuzu FRR600 truck - TA017	P&E	25,000	(95,000)	0.00	0.00
Isuzu FRR500 tipper truck - TA386	P&E	25,000	(85,000)	0.00	0.00
Caterpillar Multi Tyred Roller - BH005	P&E	50,000	(200,000)	54,000.00	(155,400.00)
Toro Finishing Mower - BHT84	P&E	10,000	(45,000)	0.00	0.00
Toro 360 Mower - BH007	P&E	15,000	(45,000)	0.00	0.00
Ford Ranger Wildtrak dual cab (MOW) - 1TA (3 changeovers)	P&E	130,000	(140,000)	45,556.27	(46,465.36)
Ford Ranger Single Cab - TA052	P&E	35,000	(40,000)	0.00	0.00
Ford Ranger XLT dual cab - TA001 (3 changeovers)	P&E	125,000	(135,000)	43,452.84	(44,361.93)
Ford Ranger dual cab - BH00 (2 changeovers)	P&E	70,000	(80,000)	0.00	0.00
Ford Ranger extra cab - BH014 (2 changeovers)	P&E	82,000	(90,000)	0.00	0.00
Ford Ranger dual cab - BH003 (2 changeovers)	P&E	90,000	(100,000)	0.00	0.00
Ford Escape wagon - TA005	P&E	35,000	(40,000)	0.00	0.00
Forklift	P&E	0	(20,000)	0.00	(25,000.00)
John Deere Gator - TA417	P&E	5,000	(35,000)	0.00	0.00
Sundry Plant	P&E	0	(30,000)	0.00	0.00
Townscape					
Townscape Plan - Broomehill & Tambellup	I-O	0	(200,000)	0.00	(2,966.98)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Amended Budget Revenue 2018/19	Amended Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
TRANSPORT					
Road Construction					
Gnowangerup-Tambellup Road - reseal - carry over 17/18	I-R	0	(46,000)	0.00	(29,498.31)
Broomehill-Kojonup Road - reseal - carry over 17/18	I-R	0	(65,800)	0.00	(39,211.69)
Pallinup South Road - construct & seal	I-R	0	(495,000)	0.00	(170,045.31)
Warrenup Road - construct & seal	I-R	0	(356,500)	0.00	(14,048.45)
Broomehill-Kojonup Road - stabilise patches & reseal	I-R	0	(203,400)	0.00	(32,573.97)
Tambellup West Road - reconstruct & seal	I-R	0	(60,600)	0.00	(4,041.35)
Tambellup West Road - stabilise patches & reseal	I-R	0	(144,400)	0.00	(7,802.76)
Roads to Recovery					
Flat Rocks Road - construct & seal 3km	I-R		(324,000)	0.00	0.00
Morgan Road - seal	I-R	0	(71,800)	0.00	0.00
McGuire Road - seal	I-R	0	(40,000)	0.00	0.00
Taylor Street - drainage design	I-R	0	(10,000)	0.00	0.00
Commodity Routes					
Toolbrunup Road - reseal - carry over 17/18	I-R	0	(40,000)	0.00	0.00
Black Spot					
Tamb West Rd / Warrenup Rd intersection - sight distance - carry	I-R	0	(20,000)	0.00	0.00
Add back Job Depreciation	I-R	0	159,300	0.00	18,980.00
Footpaths					
Footpath Plan	I-R		(35,000)	0.00	0.00
Bridgeworks					
Broomehill-Kojonup Rd - Bridge # 4233	I-R	0	(510,000)	0.00	0.00
Tambellup West Rd - Bridge # 4326	I-R	0	(393,000)	0.00	0.00
Total		697,000	(4,121,200)	143,009.11	(604,182.57)
ECONOMIC SERVICES					
Tambellup Caravan Park - investigate development of former Bo	I-O	0	(10,000)	0.00	0.00
Design - Holland Track Interpretive Centre & incorporate existing	I-O	0	(20,000)	0.00	0.00
Chalets - Broomehill Caravan Park	L&B	0	(255,000)	0.00	0.00
Total		0	(285,000)	0.00	0.00
OTHER PROPERTY & SERVICES					
Subdivision costs Lot 22 Taylor Street	L&B	0	(10,000)	0.00	0.00
Sale of Lot 8 Taylor St, Tambellup	L&B	15,000	0	0.00	0.00
Total		15,000	(10,000)	0.00	0.00
Total		1,886,000	(7,549,700)	233,215.12	(696,206.77)
LAND HELD FOR RESALE					
	LR	0	0	0.00	0.00
LAND & BUILDINGS					
	L&B	955,000	(3,067,500)	0.00	(51,746.46)
PLANT & EQUIPMENT					
	P&E	931,000	(1,499,000)	233,215.12	(363,251.49)
INFRASTRUCTURE - ROADS					
	I-R	0	(2,656,200)	0.00	(278,241.84)
INFRASTRUCTURE - PARKS					
	I-O	0	(327,000)	0.00	(2,966.98)
		1,886,000	(7,549,700)	233,215.12	(696,206.77)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Amended Budget Revenue 2018/19	Amended Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
RESERVE TRANSFERS - from/(to)				
Leave Reserve	57,300	(51,800)	0.00	0.00
Plant Replacement Reserve	588,000	(424,000)	0.00	0.00
Building Reserve	958,300	(1,058,000)	0.00	0.00
Computer Reserve	0	(11,000)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve	0	(6,000)	0.00	0.00
Broomehill Rec Complex Reserve	0	(9,900)	0.00	0.00
Building Maintenance Reserve	0	(17,000)	0.00	0.00
Sandalwood Villas Reserve	0	(11,500)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,600)	0.00	0.00
Refuse Sites Post Closure Management Reserve	0	(5,500)	0.00	0.00
Lavieville Lodge Reserve	0	(11,200)	0.00	0.00
Townscape Plan Implementation Reserve	200,000	(105,000)	0.00	0.00
Tambellup Synthetic Bowling Green Replacement Reserve	0	(7,800)	0.00	0.00
	1,803,600	(1,728,300)	0.00	0.00
LOANS				
Loan Repayments	0	(59,300)	0.00	(19,788.77)
Proceeds from New Loans	0	0	0.00	0.00
	0	(59,300)	0.00	(19,788.77)
TOTAL CAPITAL	3,689,600	(9,337,300)	233,215.12	(715,995.54)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

13: TRUST FUND

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

Description	Opening Balance 1 July 2018	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,050.00	2,750.00	(3,400.00)	400.00
Key Bonds	300.00	50.00	(200.00)	150.00
Equipment Bonds	0.00	250.00	0.00	250.00
House Bonds	440.00	0.00	0.00	440.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	(588.00)	0.00
Hidden Treasures	60,264.20	16,000.00	0.00	76,264.20
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	4,834.27	0.00	0.00	4,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
YMCA - A Smart Start Program	180,178.21	0.00	(19,928.96)	160,249.25
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	260,991.12	19,050.00	(24,116.96)	255,924.16

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

Delegation:

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

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

Reporting Requirements:

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

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 20 April 2017

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

Delegation:

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

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

- ~~1. Council cheques are to be signed by two authorised officers;~~
 - ~~2. An EFT payment relating to payroll be authorised by two authorised officers; and~~
 - ~~3. That EFT payments other than payroll be authorised by two officers as authorised to sign Council cheques~~
- All transactions are to be authorised by two signatories, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.
 - Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

Primary and Secondary Signatories

1. Authorised Primary signatories are the Chief Executive Officer and the Manager Finance and Administration.
2. Authorised Secondary signatories are the Executive Assistant and the Finance/Rates Officer.

Reporting Requirements:

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

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 20 April 2017



Agreement between the Shire of Broomehill-Tambellup and Mr Dawson Patterson and Mr Rowland Sprigg

- Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked 'B' on the attached map) between 01st May 2019 and 31st October 2019;
- Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore 'B' between the hours of 10.00pm and 6.00am in the months of November 2018 through to April 2019 inclusive;
- Messrs Patterson and Sprigg will adhere to the following conditions with regard to the aforementioned Bore:
 - maintain, at their cost, the submersible pump;
 - pay the power costs of the Bore;
 - regularly check the condition of the pump and tank;
 - have a spare submersible pump on hand in case of pump failure;
- This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and
- Council reserves the right to withdraw this approval.

SIGNED on behalf of the
SHIRE OF BROOMEHILL-TAMBELLUP
in the presence of:

Scott Thompson
Shire President

Keith Williams
Chief Executive Officer

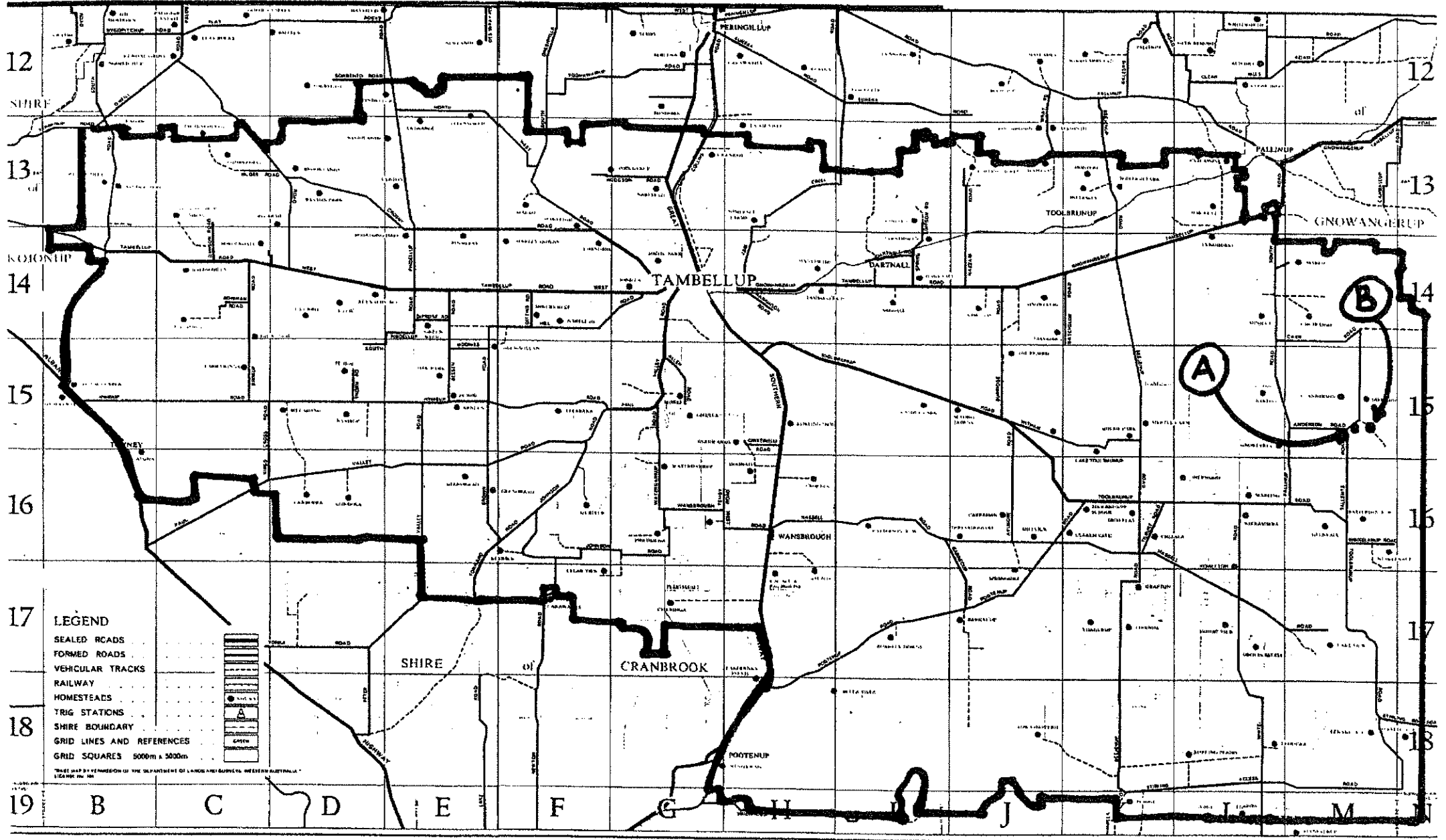
SIGNED

Dawson Patterson

Rowland Sprigg

Dated: ____ / ____ / ____

8.



KATANNING BROOMEHILL TAMBELLUP

cartocustom
 SUBIACO BUSINESS CENTRE
 SUITE 5 / 834 KAY STREET
 SUBIACO WA 6000
 DATE: OCTOBER 1997
 TELEPHONE: (08) 9396 8377
 FACSIMILE: (08) 9396 8373



BUSH FIRE BRIGADE

STANDARD OPERATING PROCEDURES

and

STANDARD ADMINISTRATION PROCEDURES

2018-2019



Bush Fire Brigade

STANDARD OPERATING PROCEDURES

CONTENTS

SOP	Title	Adopted	Reviewed
1	Incident Announcements	18 December 2008	22 October 2018
2	Wildfire Operational Management	18 December 2008	22 October 2018
3	Personal Protective Equipment	18 December 2008	22 October 2018
4	Incident Control System	18 December 2008	22 October 2018
5	Drugs & Alcohol	18 December 2008	22 October 2018
6	Road Closures	18 December 2008	22 October 2018
7	Fire Appliances Maintenance & Modification	18 December 2008	22 October 2018
8	Drip Torches	18 December 2008	22 October 2018
9	Fire Appliances Outside Municipality Boundaries	18 December 2008	22 October 2018
10	Bush Fire Radio Network	18 December 2008	22 October 2018
11	Fuel Reduction Burns	18 December 2008	22 October 2018
12	Driving Guidelines	18 December 2008	22 October 2018
13	Media & Police Statements	18 December 2008	22 October 2018
14	Electrical Hazards	18 December 2008	22 October 2018
15	Shire Owned Equipment at a Wildfire	19 March 2009	22 October 2018
16	Entrapment at Bushfire – Burnover Procedure	21 August 2014	22 October 2018
17	Automatic Vehicle Locator - AVL	15 December 2017	22 October 2018
18	Burnover Blankets	21 August 2014	22 October 2018
19	Red Flag Warnings	21 August 2014	22 October 2018
20	Addendum - Brigades responding to fires that may be suspicious		

STANDARD OPERATING PROCEDURE

1

INCIDENT ANNOUNCEMENTS

PURPOSE

- To provide Brigades with a standard method for the announcement of fire calls.
- To provide for efficient identification and dispatching of resources to an incident.

INTRODUCTION

When an emergency turnout is announced, a standard format should be used so that the recipients become familiar with the method used to deliver the call and the information required to attend the incident is given in a clear concise manner.

Calls may be received directly from members of the public, or through the '000' service. The Chief Fire Control Officer and Shire CEO are registered for the '000' service.

CALL RECEIPT

- The Shire or a Fire Control Officer receives the call.
- The caller is questioned to determine the location and type of incident.
- The information received is dispatched to the CBFCO
- The nearest Brigade for the incident is determined.
- The responsible Brigade is mobilised to the incident. All brigades are registered with DFES SMS Callout system. The CBFCO, Deputy CBFCO or Brigade FCO is to contact DFES Communications Centre (ComCen) on 1800 198 140, with details of incident and requesting turn out message be sent.
- For all incidents, CBFCO is to contact ComCen on 1800 198 140 advising of brigade activation.

DISPATCH METHOD

- CBFCO mobilises the required resources.
- Upon notification of mobilisation, Brigade members shall advise the CBFCO of estimated time of arrival (ETA) at incident by radio or phone.
- Upon arrival at incident site wherever possible, Brigade members shall advise the Incident Controller on site of their arrival by radio or in person
- As soon as is practicable the Incident Controller will provide details to the CBFCO such as location and direction of fire, entry points, fuel loadings, weather conditions and estimated number of units present, further units required and location of water refill site.
- Within 30 minutes of arrival, the Incident Controller will provide updated details to CBFCO as outlined in (4).
- The Incident Controller shall notify CBFCO when the incident is resolved.
- CBFCO to notify ComCen on 1800 198 140 of Brigade stand down. At this point an incident number is generated, for inclusion on Fire Incident Report. (See Standard Administration Procedure 2 – Incident Reports)

All brigades are registered with DFES SMS Callout system, activated through DFES Communication Centre.

PROCEDURE FOR SMS ACTIVATION

There are two SMS systems in place within the Shire:

The **Shire SMS** system is used for the following:

- Implementing and removing Harvest and Vehicle Movement Bans
- Notifying the community of Total Fire Bans
- Notifying the community of road closures
- Or other relevant information

The **DFES SMS** system is set up as brigade groups and can be used for the following:

- Notify a Brigade to respond to a fire
- Notify Brigade members of meeting and training activities

Activation of both SMS systems can be done through the CBFCO, CESM or Shire staff.

AGENCY NOTIFICATION

Where the Shire is the Controlling Agency at an incident, Chief Bush Fire Control Officer shall notify the following:

CESM

Shire of Broomehill-Tambellup office

DFES Communications Centre – 1800 198 140

Tambellup Police

Tambellup or Katanning St John's Ambulance

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fires Act 1954, Emergency Management Act 2005

STANDARD OPERATING PROCEDURE

2

WILDFIRE OPERATIONAL MANAGEMENT

PURPOSE

To ensure that appropriate management procedures are adopted during wildfires.

INTRODUCTION

This Standing Operational Procedure is to provide Incident Controllers in charge of wildfires guidance on safe and effective operations. Whilst safe and effective operations cannot be guaranteed, it is in the interests of the Incident Controller to gather incident information and interpret that information in a manner that will ensure that safety considerations are, or have been taken into account.

MANAGEMENT METHOD

- Approach the incident from the safest known available direction and conduct a size up.
- Brief crews with known details of the call.
- The officer in charge of the first arriving appliance or a Brigade Radio Operator shall assume control until a Fire Control Officer arrives on site.
- Consider sectorising and how many sectors are required.
- Allocate UHF radio channels to suit
- Consider setting up a forward control point for incoming appliances.
- Provide a Situation Report (SitRep) to Chief Bush Fire Control Officer (CBFCO) including:
 - Incident location
 - Fire spread and direction
 - Fire ground entry points
 - Fuel loadings
 - Weather conditions
 - Estimated appliances required
 - Location of water refill sites
- Determine if any persons are in danger and protect or evacuate to a safe location.
- Determine if any property is in danger and what can be done to safely protect it.
- Consider the use of earth moving equipment to contain the fire.
- Consider a spot weather forecast by contacting the Community Emergency Services Manager (CESM) on 0417 071 567.

- Consider the use of water bombing to assist in the strategic suppression of the fire. Activate water bombers by contacting the CESM on 0417 071 567.
- Continue to provide SitReps as initiated to CBFCO or as required.
- Conduct mop up and black out activities to make the fire safe.

CHIEF BUSH FIRE CONTROL OFFICER

Where the Shire is the Controlling Agency at an incident, the CBFCO shall provide SitRep information to the following as required:

AUTHORITY	CONTACT
Community Emergency Services Manager (CESM)	0417 071 567
Department of Parks & Wildlife (DPaW) Narrogin (if fire is on DPaW land)	9881 9200
Tambellup Police	9825 1003
Tambellup St John's Ambulance	0427 251 004
Katanning St John's Ambulance	9821 1011
Shire of Broomehill-Tambellup Offices	9825 3555

Contact DFES Duty Officer early in the incident for ongoing support and authorisation for expense reimbursement. Retrospective authorisation cannot be made.

If the fire is on DPaW land contact the Narrogin office early in the incident for support and authorisation for expense reimbursement the duty officer can be contacted on 9881 9200.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SOP 4 Australasian Interservice Incident Management System
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Bush Fires Act 1954

STANDARD OPERATING PROCEDURE

3

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To ensure a minimum standard of protective clothing is worn at all times on any fire ground.

INTRODUCTION

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-fire fighting task.

PREFERRED STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Overalls (one or two piece);
Safety Boots;
Helmet; and
Gloves, Goggles and Smoke Mask

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Cotton/woollen long trousers;
Long sleeve shirt; and
Enclosed boots.

GENERAL

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual fire fighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances.
- The appearance and conduct of the Shire's Bushfire Brigade members whilst wearing operational dress is to be such that will not cause any criticism upon the Shire of Broomehill-Tambellup.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Safety Health & Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

4

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

PURPOSE

To provide Brigades with a system of command, control and coordination at incidents.

INTRODUCTION

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents that occur, someone must assume control and devote their time and energy to managing the situation.

The Shire of Broomehill-Tambellup recognizes AIIMS as best practice and intends to adopt the system in the future. Training of fire brigade members will be required to fully understand the various roles within the system.

SHIRE SPECIFIC ROLES

A rough guide to AIIMS roles shall be as follows:

ICS FUNCTION	OFFICER
Incident Controller	Chief Bushfire Control Officer
Operations Officer	FCO on site
Logistics Officer	Shire Administration
Planning Officer	DFES
Public Information Officer	Shire President/CEO

PROPOSED AIIMS METHOD

Upon arrival at a fire incident, the Officer in Charge of the first arriving crew will assume responsibility as Operations Officer until relieved by an officer from the agency responsible for the fire. The relieving officer may be a DPaW officer, a DFES officer or a more senior Bushfire Brigade Officer.

The Incident Controller is to ensure that all the following areas are dealt with when an incident is active:

- A reconnaissance of the incident site is conducted to:
 - Determine the appropriate control structure.
 - Determine the operational requirements.
 - Determine the communication requirements.
 - Identify the extent and predict the likely spread of the incident.
 - Delegate designated positions to capable personnel.
 - Ensure that Incident Control Plans are in place.
 - Briefings are to be carried out when changing over personnel.
 - Consider scaling the incident up if the incident size and impact increases and consider scaling the incident down if the incident size and impact reduces.

The provision of an Incident Report is the responsibility of the Operations Officer and the responsible Controlling Agency i.e. Shire of Broomehill-Tambellup. A report should be provided to the Emergency Coordinator [OIC Tambellup Police], CBFCO and DFES Albany.

Understandably, the size of the fire and the amount of resources involved will dictate the size of the AIIMS management function, which is entirely flexible. The AIIMS structure may be no more than a FCO with a map on the bonnet of his vehicle.

NOTE

The Incident Controller is to take all reasonable steps to ensure the safety of all personnel.

Where the size of the fire incident so dictates, Brigades should request assistance from the Shire of Broomehill-Tambellup or DFES Great Southern Office to establish and maintain an AIIMS structure for a fire incident.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Fire Brigades Act 1942, Bush Fires Act 1954 Emergency Management Act 2005

STANDARD OPERATING PROCEDURE

5

DRUGS & ALCOHOL

PURPOSE

To provide a standard procedure to manage drug and alcohol related incidents within the Shire's Bush Fire Brigades.

INTRODUCTION

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications not only for the individual but also the Shire. Some implications that could occur are:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individual's care (as driver, member of a team or managing an incident).
- Compromise your position within the Shire's Brigade.
- Compromise the Shire because they allowed you to represent them whilst you were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the Occupational Health, Safety and Welfare Act and Regulations, the individual also has a responsibility to look after their own well-being.

PROCEDURE

Since drugs and alcohol have the ability to impair the judgment and reactions of an individual and firefighters invariably put themselves in positions of accepted risk, it is essential that 'acceptable risk' does not become an 'unacceptable risk'. The following procedure must be complied with to ensure that firefighters do not compromise their individual right to work in the safest environment possible.

ILLCIT DRUGS

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where illicit drugs have been taken.

If a firefighter or officer is aware that another firefighter or officer is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

ALCOHOL

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where alcohol has been consumed.

Consumption of alcohol during or prior to commencing firefighting duties is not acceptable. It is inappropriate for any person to put another person at risk as a result of impaired judgment or reactions attributable to the consumption of alcohol.

It is unacceptable to allow firefighters to undertake an active firefighting role at an incident knowing they have consumed alcohol.

PRESCRIBED DRUGS

If an individual is taking prescribed drugs that make them drowsy or functionally impaired, they must:

- Not take part in firefighting duties at an incident.
- Not take part in operational training activities.
- Notify the Incident Controller of the effects
- Take responsibility for their own safety and welfare and not compromise safety and welfare of others.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Act 1974 Occupational Health Safety and Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

6

ROAD CLOSURES

PURPOSE

To provide instruction to Incident Controllers on the procedure to be undertaken when road closures are necessary to assist with wildfire suppression.

INTRODUCTION

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation in which volunteers can find themselves. More fire fighters have been killed or injured in this situation than any other fire fighting activity.

Where a road closure would directly or indirectly assist a Shire of Broomehill-Tambellup Brigade in its efforts to extinguish or control a bush fire, the road may be closed by a Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by the most senior member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES.

TRAFFIC MANAGEMENT

Extreme caution must be taken and one of the following authorities must be contacted immediately to provide Traffic Management:-

AUTHORITY	CONTACT
Tambellup Police	9825 1003
Main Roads WA (if involved)	9892 0555
Shire Office	9825 3555
Shire Works Manager	0418 955 642

VOLUNTEERS CONTROLLING TRAFFIC

Shire of Broomehill-Tambellup volunteer fire-fighters may only control traffic when wearing proper fire-fighting attire, ie. yellow overalls and:-

- Operating under the direct instruction of a qualified Traffic Control Officer; or
- Authorised by the Incident Controller.

AGENCY NOTIFICATION

When any road is required to be closed to assist in wildfire suppression, the following authorities shall be notified:

AUTHORITY	CONTACT
TAMBELLUP POLICE	9825 1003
SHIRE OF BROOMEHILL-TAMBELLUP	9825 3555
MAIN ROADS WA (if involved)	9892 0555
DEPARTMENT OF FIRE & EMERGENCY SERVICES ALBANY	9845 5000
ABC RADIO ALBANY	9842 4020 (Tel) 9842 4099 (Fax)
RADIOWEST	9821 2972 (Tel) 9821 4055 (Fax)

INSPECTION

A Road Inspection is required to be conducted by an authorised officer before the road is reopened.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Fire Brigades Act 1942 Bush Fires Act 1954 Emergency Management Act 2005

STANDARD OPERATING PROCEDURES

7

FIRE APPLIANCES

MAINTENANCE & MODIFICATION

PURPOSE

To ensure that all Shire appliances and equipment is maintained in faultless condition.

INTRODUCTION

As emergency appliances and equipment is predominantly used in hazardous and high-pressure situations, it is essential that the reliability and integrity of both is maintained to a high standard so as not to place any firefighter in danger due to equipment failure.

OPERATING LEVEL MAINTENANCE

The Shire of Broomehill-Tambellup is responsible for the Operating Level Maintenance of Shire owned fire appliances. In this context Operating Level Maintenance includes:

- Checking vehicle tyre pressures.
- Checking & replenishing radiator fluid levels for the vehicle engine and pump motor (where fitted).
- Checking & replenishing lubricant levels on the vehicle and pump engines.
- Checking & replenishing brake & clutch master cylinder fluid levels.
- Checking & replenishing windscreen washer fluid.
- Checking the operation of all vehicle lights, emergency lights & sirens.
- Checking the operation of the WAERN Bushfire Radio including external speaker (where fitted).
- Checking & replenishing battery electrolyte levels.
- Cleaning of vehicles.
- Checking the presence of all appliance stowage & its serviceability.
- Checking the operation of fire pumps, valves, sprays, nozzles & hose reels.
- Reporting any defective or unserviceable appliance items to the Brigade FCO.
- Check burnover blankets are available and stowed properly.
- Checking Water Deluge System.
- Checking the condition and stowage of the In Cab Air.

The brigade appliance in Tambellup is owned by DFES and the responsibility for these checks lies with the Tambellup Volunteer Emergency Service Unit.

DEPOT LEVEL MAINTENANCE

All major servicing and maintenance of the Broomehill Central Fire Truck is the responsibility of the Shire. During this inspection assessments will be made on any future remedial maintenance for the fire appliances.

All servicing and maintenance of vehicles associated with the Tambellup Volunteer Emergency Service Unit is the responsibility of DFES Albany.

MODIFICATIONS TO FIRE APPLIANCES

Brigades should not undertake the modification of the Shire's Fire Appliances, without the express permission of the Shire of Broomehill-Tambellup. Contravention of this policy could jeopardise insurance coverage or be in breach of Grant Agreement undertakings made with the Bush Fire Service.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

8

DRIP TORCHES

PURPOSE

To provide a standard procedure to manage the safe use and maintenance of a drip torch.

INTRODUCTION

The drip torch is to be used for prescribed burning and authorised lighting activities only. The drip torch is a container holding a fuel mixture that drips from a nozzle over a lighted wick, dripping burning liquid onto the fuel to be ignited.

PROCEDURE

When preparing to use the drip torch, the operator should:

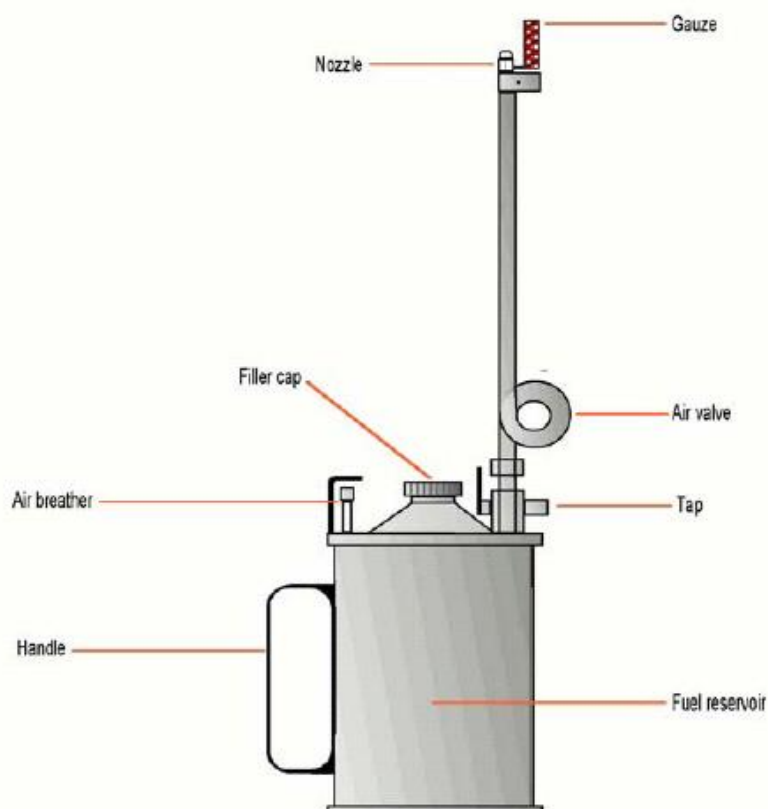
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation and complete the burn under the direction of the officer in charge.
- When not in use, stand the torch upright and ensure that the flame is extinguished.
- When not in use, ensure that the torch is stored upright in a secure position.
- When not in use, ensure that the fuel tap is maintained in the closed position.
- Fuel for drip torches must be premixed at a location separate to any incident ground.
- Fuel for drip torches must be premixed in a recommended flammable liquid fuel container, stored away from the incident and clearly marked.
- Ensure regular maintenance is undertaken and report any defects.
- The fuel mixture is to be 25% Petrol and 75% Diesel as per manufacturer's instructions.

Only qualified and experienced firefighters should use the drip torch.

NOTE

All backburn operations must be authorised by the Incident Controller

The wick will remain hot for some time after it has been extinguished



RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

9

FIRE APPLIANCES OUTSIDE MUNICIPALITY BOUNDARIES

PURPOSE

To provide a procedure for the deployment of Shire resources outside of the Shire of Broomehill-Tambellup.

INTRODUCTION

The Shire of Broomehill-Tambellup's Bushfire Brigade appliances are primarily intended for use in fire suppression and control within the municipality's boundaries. Notwithstanding, there will be occasions where the Brigade fire vehicle will be used to attend and assist with fire suppression in neighbouring Shires at the discretion of the Shire of Broomehill-Tambellup.

APPROVAL CONSIDERATIONS

Approval should be obtained from the Chief Bush Fire Control Officer, or Chief Executive Officer prior to deployment of any Shire appliance to incidents outside the Shire of Broomehill-Tambellup

Prior to granting approval the authorising officer shall have regard to the following:

- The appliance shall not be required within the Broomehill or Tambellup district at that time.
- The deployment of the appliance shall not decrease response capabilities to fires in the Broomehill or Tambellup district.
- There are brigade members available to crew the appliance.
- The period of time that the appliance will be required.
- Arrangements for shift changes for personnel crewing the appliance.
- Crews are suitably experienced to attend the incident-type.
- Brigade appliances are not to travel outside the Shire boundary except to attend fires.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

10

BUSH FIRE RADIO NETWORK

PURPOSE

To ensure that the Shire's emergency radio network is operated at all times in a professional and efficient manner.

INTRODUCTION

The Shire of Broomehill-Tambellup presently uses VHF radio communications through the WA Emergency Radio Network to provide communications for its Bushfire Brigades.

The radio network is supported by two repeater sites at Fairfield Road and Jam Creek Road. The Shire of Broomehill-Tambellup Bushfire Association utilises VHF Channel 322 (Tambellup) and 231 (Broomehill) for its strategic operational communications and UHF Channel 5 for its fire site operational communications.

In the event that the Shire of Broomehill-Tambellup Bush Fire communications fails permission can be requested to use the following VHF Channels

Cranbrook East	WAERN Channel 163
Cranbrook West	WAERN Channel 162
Gnowangerup	WAERN Channel 200
Katanning	WAERN Channel 230
Kojonup	WAERN Channel 234

USE RESTRICTIONS

Because the Shire's radio network is an emergency facility, Bush Fire Brigades should only use it for:

- Official Bushfire Brigade operations, training & administration purposes, OR
- Any other genuine emergency purposes.

The Shire of Broomehill-Tambellup Bush Fire Radio Network is not to be used for private purposes other than genuine emergencies.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

11

FUEL REDUCTION BURNS

PURPOSE

To ensure that all fuel reduction burns comply with the appropriate legislative and safety requirements.

PRIVATE PROPERTY

Brigades intending to carry out protective or hazard reduction burns should be aware that they should do so under the direction of the Shire of Broomehill-Tambellup, to ensure they remain covered by Council's insurance.

Approval from the Shire is required to ensure that the Brigade involved does not become liable in any way for damage to property as a result of the burn.

With regard to private property burns it is not enough to simply have the owner or neighbour's permission to conduct the burn.

ROAD VERGES

All road verge burning shall be carried out in accordance with Council Policy and the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All burning embers and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

Brigades wishing to conduct verge burns on roads which are under the control of Main Roads Western Australia (MRWA) should contact MRWA direct for approvals.

RESERVES

All reserve burning shall be carried out in accordance with the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All 'wicks' and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SAP 6 Fuel Reduction Burning – Road Verges
COUNCIL POLICY	Part 6 – 6.4 Roadside Burning
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Main Roads Act 1930 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999

STANDARD OPERATING PROCEDURE

12

DRIVING GUIDELINES

PURPOSE

To ensure that formal brigade appliances are operated in a safe manner.

INTRODUCTION

Bush Fire Brigades have a high profile as an emergency service provider within the community. To maintain that high profile, personnel using vehicles must adhere to vehicle policy with a clear understanding of the guidelines.

It should be noted that exemptions from the Road Traffic Code 2000 apply to formal brigade appliances only.

EXEMPTION TO ROAD TRAFFIC CODE 2000

While travelling to and from a fire (on public roads), the Shire of Broomehill-Tambellup bush fire appliances should only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts.

The drivers and passengers of fire fighting appliances are legally exempt from the requirement of the Road Traffic Code 2000 to wear seat belts “when engaged in fire fighting activity”. However for safety reasons it is strongly recommended that drivers and passengers in the Shire of Broomehill-Tambellup fire appliances wear available seat belts wherever possible.

An exemption to the Road Traffic Code 2000 exists which allows personnel to travel in the load space of a private fire fighting vehicle when ‘engaged in fire fighting activity on the fire ground’. This exemption **does not apply** when travelling to and from the fire scene. All fire fighting personnel in private fire units should travel to and from the fire ground in the cab of the vehicle wearing seatbelts where provided.

GUIDELINES

- All drivers must hold a current and appropriate class of driving license necessary for the appliance being driven.
- A register of Drivers’ Licenses shall be maintained for all Shire volunteers driving Shire-owned emergency vehicles.
- Drivers holding “P” Plates may drive appliances as part of Driver Training; however, they are not to drive to or at emergency/incidents.
- Drivers are not to operate any fire appliance for longer than a 12-hour shift.

- Drivers are not to exceed 20km over the allocated speed limit of the road on which the vehicle is travelling.

CODE 1

Unit to respond with due haste - life/property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. SIREN (if fitted to vehicle) to be used during travel to incident as appropriate.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. ALL Traffic Lights and Road Traffic Signals/Signs to be obeyed unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at ALL times.

CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. NO emergency warning lights or sirens are to be used.
2. ALL Road Traffic Codes to be complied with.

DRIVING REQUIREMENTS FOR OFF-ROAD USE

1. Minimum speed to be used to ensure safety of occupants.
2. Exhaust brake where fitted to be engaged at all times.

GENERAL

1. Bush Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
5. Smoke hazard signs to be installed on roads where Bush Fire Brigades are operating.
6. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

13

MEDIA & POLICE STATEMENTS

PURPOSE

To provide standard arrangements for the provision of statements to the media and police regarding incidents.

INTRODUCTION

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police inquiries and/or presentation to a Coroner's inquest.

During large-scale incidents media also seek personnel to make statements.

POLICE STATEMENTS

Statements are not to be submitted, presented or made either verbally or in writing directly to any police officer in regards to any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

MEDIA STATEMENTS

No Shire employees or volunteers are authorised to speak on behalf of the Shire to the media.

All media statement requests should be referred to the Chief Executive Officer or Shire President.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 1 – 1.23 Public relations – Media Releases
DELEGATION	
LEGISLATION	Local Government Act 1995

STANDARD OPERATING PROCEDURE

14

ELECTRICAL HAZARDS

PURPOSE

To provide personnel with a standard and safe procedure for incidents where electricity may be hazardous to personnel, casualties and/or bystanders.

INTRODUCTION

Electricity is a major hazard to firefighters, as it will be encountered at many structural fires and bush fires. All precautions at any incident where electrical hazards exist must be taken.

PROCEDURE

- Identify any electrical hazards that are present.
- Keep personnel and members of the public away from electrical hazards.
- Determine a safe distance from the electrical hazard.
- Electricity should always be disconnected:
 - When the situation is unknown.
 - At any time that water is to be applied within a structure.
 - At any time firefighters are at risk.
 - On adjacent buildings if it is reasonably expected that the fire may impinge on them.

STRUCTURAL FIRES

If the electricity is to be disconnected, it is the responsibility of the Operations Officer to check that power is switched off at the main board and that the fuses have been removed (where possible).

When disconnecting the power supply:

- The switch is to be operated with the back of the hand at arm's length.
- The head is to be turned away to avoid possible flash injuries.

240 VOLT POWER GENERATED BY SOLAR PANELS

All Emergency Service responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Advice for DOCEP recommends the following procedure for isolating power at properties with solar panels installed:

- Switch off the main isolating switch and all circuit breakers and remove all fuses at the main switchboard. Also check to see if there is an inverter isolator switch for the solar panel system; if not,
- Inspect the property to see if any solar panels and / or backup generators are installed on the property (should be visible and near to main property).
- Seek local knowledge and obtain advice on where the system may be isolated.
- If local knowledge is not available, locate the inverter/generator main switch or change over switch and isolate by turning off (this switch is usually at the main switchboard).
- Wait for further support from experienced personnel.

POWER LINES/POLE TOP FIRES

When wires have made contact with the ground:

- On arrival at the incident treat all wires in contact with the ground as though they are “live”.
- Record Pole identification Number (PIN) and advise DFES Communications Centre.
- Do not park appliances or position equipment beneath overhead power lines.
- Keep well clear of wires that are in contact with the ground.
- Locate wire ends to ensure source is not being transferred through another conductor eg steel fence, vehicle, etc.

Maintain the minimum safety distance (10 metres for low voltage wires) and wait for the arrival of Western Power.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Health Safety and Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

15

SHIRE OWNED EQUIPMENT AT A WILDFIRE

PURPOSE

To establish a procedure for the call out of Shire equipment to a fire.

INTRODUCTION

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Council-owned plant and equipment is available to assist in the containment of a fire.

PROCEDURE

- The Fire Control Officer (FCO) or person in control of the fire, is to determine if the equipment is required
- The FCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.
- If the Chief Executive Officer is unavailable, authority for the use of plant and equipment will be delegated to the Works Manager, or Manager Corporate Services .
- Requests for Shire equipment are to be for assistance in the containment and control of wildfires
- Requests from landowners to assist in "mopping up" procedures will be charged at private works rates.
- If land tenure is DPAW/Unallocated Crown Land/Unmanaged Reserves contact the relevant agency to enable the Shire to claim payment for equipment use.

RELEVANT INFORMATION	
ADOPTED	19 March 2009
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Local Government Act 1995

STANDARD OPERATING PROCEDURE

16

ENTRAPMENT AT BUSHFIRE BURN OVER PROCEDURE

PURPOSE

To provide a standard procedure to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely burnover of their appliance.

INTRODUCTION

This is a requirement from the investigation of the Black Cat Creek incident, that all DFES appliances' be fitted with 3 burnover blankets and Water Deluge System, In Cab Air, AVL and volunteers trained in the use of the above protection equipment.

PROCEDURE

When preparing for entrapment at a bushfire:

- Ensure crews are initially briefed on the task and risks.
- Ensure crews remain aware of the current and forecast situation.
- Appliances will maintain 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with the due reference to LACES:
 - L – Lookouts
 - A – Awareness
 - C – Communication
 - E – Escape Routes
 - S – Safety Zones
- Ensure all crew understand the concept of the '*dead man zone*'.
- Activate the EMERGENCY AVL BUTTON as per training.
- Transmit 'EMERGENCY MESSAGE'.
- Activate beacons/emergency waring devices and siren.
- Notify Incident Controller of the location and situation.
- Request aerial assistance (water bomber/helitacs) if available.
- Branch operators are to close down all branches and place them on the ground. All crews are to return to the vehicle.
- Close down and remove the delivery lines at the pump
- Park appliance on burn/cleared area in a position that affords as much protection as possible for the crew (e.g. rear of the appliance facing the fire front).
- Close all doors, windows and air vents and leave the engine running on fast idle.

- Conduct a head count to ensure all the crew are present and mount the appliance.
- Take cover in the cabin. Activate Water Deluge System from the APPLIANCE.
- Dress in full PPE. Activate the In Cab Air as per training.
- Crew to cover with blanket/protection.
- **STAY INSIDE THE VEHICLE.**
- Wait for the fire front to pass. Immediately after the fire front has passed, account for all the crew and check the vehicle for damage.
- **NOTE** – *Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.*

WHAT TO EXPECT

As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and ember. Radiated heat will transfer directly to inside the cabin.

- Smoke gradually gets inside the vehicle and fumes will be released from the interior of the appliance.
- Stay as close to the floor as possible.

Fuel tanks are very unlikely to explode.

Fuel jerries and drip torches not fitted with anti-explosive mesh may however be at risk.

AFTER THE FIRE FRONT HAS PASSED

Stay in the vehicle until the fire front has passed and the temperature has dropped outside.

- Once the fire front has passed and the temperature has dropped cautiously exit the vehicle. (Be careful – internal parts will be extremely hot.)
- Take portable radios (VHF and UHF)
- Take first aid kits and oxy-viva (if part of the stowage)
- Move to a safe area
- Stay covered in PPE and blankets, continue to drink water and await assistance.
- Send a SitRep to the Incident Controller, if possible.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

17

Automatic Vehicle Locator - AVL

PURPOSE


These procedures include an overview of the AVL system and how to update the system. The Broomehill Central Volunteer Bushfire Brigade appliance is fitted with an AVL, with the CESM managing 2 portable units for the Shire.

INTRODUCTION

The AVL System provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records vehicle location, speed, and if lights and sirens have or are being activated. DFES Officers CESM's and authorised brigade members have access to the link to track appliance locations across the State.

PROCEDURE

- Testing of the AVL system is to be carried out on a **MONTHLY** basis to keep the system updated with new software. See diagram on how to test the system.
- The system is connected to the 3G network and if this is not available the system will link to the satellite.
- Under normal conditions the light will be showing green.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn red until DFES Communications has acknowledged, then the light will show green again. Once activated DFES Communications will contact the Incident Controller for that fire, the Duty Officer for the region or the Community Emergency Services Manager to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Communications on 1800 198 140 to notify them of the mistake.
- Refer to Operational Brochure and general information sheet that is located in the Broomehill Central Bushfire for further information.
- Any issues with the system please contact the CESM to follow up.

STEP	PROCESS
1	Make sure your vehicle is parked outside the shed or situated in the open.
2	The Emergency Duress Button must be showing a solid green light (not flashing) to indicate AVL unit is in NextG Mobile Phone coverage before the unit can commence test mode.
3	<p>Push the Emergency Duress Button 4 times in quick concessions within 4 seconds (1 push per 1 second)</p>  <p>The Emergency Duress Button will start flashing green and red lights to indicate the unit is in test mode. Once testing is complete the Emergency Duress Button will return to a solid green light.</p>
4	Leave the vehicle parked outside the shed or situated in the open for another 30 minutes before returning it back into the shed. This is to facilitate any software updates required for the AVL unit – it is important the vehicle battery remains un-isolated.

RELEVANT INFORMATION	
ADOPTED	15 December 2017
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

18

BURNOVER BLANKETS

PURPOSE

To provide a standard procedure for firefighters in the use of burnover blankets.

INTRODUCTION

Burnover blankets are a piece of equipment for protecting firefighters out on the fireline. The blankets are made from a light weight, patented material and are 2m x 2m in size. Installation of burnover blankets in all DFES appliances is a requirement from the investigation of the Black Cat Creek incident. Volunteers are to be trained in burnover blanket entrapment procedures.

PROCEDURE

- Ensure LACES is implemented at all times.
- Locate the burnover blanket in the appliance. The burnover blankets are housed in a red protective sleeve or bag in a fixed position appropriate to the appliance and must not be relocated.
- Obtain the burnover blanket from its storage bag by lifting the flap and remove the vacuum packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways.
- Remove the burnover blanket from the plastic cover.
- Unfold the burnover blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- After the burnover, conduct post-burnover procedures.
- Used burnover blankets should be left with the vehicle for examination in any investigation that may follow.
- Do not attempt to replace or reuse the used burnover blanket.
- Know the location of the burnover blankets in your appliance or vehicle.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

19

RED FLAG WARNING

PURPOSE

To provide a standard procedure for firefighters for the red flag warning.

INTRODUCTION

Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

PRINCIPLES

- Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.
- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

PROCEDURES

The standard message text of a Red Flag Warning is as follows:

'RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed on to all personnel under your command

ACKNOWLEDGE'

RECORDING, RECEIPT & ACKNOWLEDGEMENT

- All Red Flag Warning issued through the incident chain of command are to be recorded in incident diaries.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

20

ADDENDUM

BRIGADES RESPONDING TO FIRES THAT MAY BE SUSPICIOUS

The priority of fire crews will always be extinguishing the blaze, saving life, property and environment. This should always be the priority. The preservation of what may be the crime scene will always come in under this.

There is no expectation from police that they want volunteers or DFES staff to turn into crime scene experts but will be extremely grateful for any assistance that can be provided in preserving the scene until police arrive.

ON THE WAY TO THE FIRE

Take note of vehicles and people you see – time, vehicle rego, description, direction of travel.

ON ARRIVAL AND FIRE CREW OBSERVATIONS

Do not let people into the incident area.

Minimise resources required to gain control over the entire scene.

Are there people in the immediate area – what are they wearing, carrying?

Even if it seems irrelevant note it anyway.

Secure the area around tyre marks, shoe impression, gate / fencing entry cuts. etc

Where was the fire most intense on arrival?

Was there more than one ignition point?

TAPE OFF AND SECURE SCENE

In consideration of establishing a crime scene before police arrive, they would like the obvious fire area where the fire occurred, and double that area taped off. This will be the crime scene, not always possible but desirable.

If onlookers give you information write it down and record their names as they may leave the area before the police arrive.

If possible have someone wait on site until police arrive so the scene stays secure.

Bush Fire Brigade STANDARD ADMINISTRATION PROCEDURES

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SAP	Title	Adopted	Reviewed
1			
2	Incident Reports	18 December 2008	15 December 2017
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STANDARD ADMINISTRATION PROCEDURE

1

FIREBREAK EXEMPTIONS

PURPOSE

To provide an administration procedure to enable the approval of fire protection measures alternate to the requisitions of the Shire's Firebreak Order.

INTRODUCTION

GUIDELINES

RELEVANT INFORMATION	
ADOPTED	
REVIEW	
SOP/SAP	SAP 5 Firebreak Inspections
COUNCIL POLICY	
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

2

INCIDENT REPORTS

PURPOSE

To ensure that accurate records of all fire incidents within the municipality are reported and that reports are submitted to the appropriate agencies and officers.

INTRODUCTION

It is a requirement of the Bush Fire Act 1954 that all fire incidents within a local government are reported and that such reports are provided to the Department of Fire and Emergency Services no less than once per financial year.

FIRE/INCIDENT REPORTS

Fire Control Officers are to complete a Fire/Incident Report Form every time their Brigade is mobilised in response to any fire incident or false alarm.

The Incident Report should include the Incident Number generated by DFES Communication Centre (ComCen) – phone 1800 198 140. This is obtained by the CBFCO or Fire Control Officer at the conclusion of the incident.

The Controlling (primary) brigade is required to complete and submit both the 'Bushfire' and 'Attendance' reports. Assisting brigades are required to complete and submit the 'Attendance' report.

Once completed, reports are to be submitted to the Shire of Broomehill-Tambellup, for recording and on forwarding to DFES Albany and the CBFCO.

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the report should be submitted within seven days of the fire/incident.

SUSPICIOUS FIRES

Where Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, they should complete a Wildfire Attendance & Information Report. The report should be forwarded to the Shire within 24 hours of the fire.

The purpose of this latter report is to assist the Arson Squad with its investigations. Should you require a Wildfire Attendance & Information Report, please contact the CESM.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SOP 4 AIIMS
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

3

HARVEST BANS

PURPOSE

To detail a procedure for the implementation and lifting of Harvest Bans within the district.

INTRODUCTION

The authority to impose and lift Harvest Bans within the Shire of Broomehill-Tambellup is delegated to the Chief and Deputy Bush Fire Control Officers.

The Chief Executive Officer shall be authorised to notify agencies and surrounding Shires as required of any ban imposed.

PROCEDURE

Immediately following the decision to IMPOSE or LIFT a Harvest Ban and/or Movement of Vehicle Ban (clearly ascertain which) the authorised officer shall complete the Notification of Harvest Ban Form and forward it to:

AGENCY	PHONE	FAX
ABC Radio Perth (by email as per procedure)	harvestbans@abc.net.au	
Radio West (email)	narrogin@radiowest.com.au	
Shire Office	9825 3555	9825 1152
SHIRE	EMAIL	
Shire of Gnowangerup	gnpshire@gnowangerup.wa.gov.au	
Shire of Kojonup	council@kojonup.wa.gov.au	
Shire of Katanning	admin@katanning.wa.gov.au	
Shire of Cranbrook	admin@cranbrook.wa.gov.au	
OTHER AGENCIES	PHONE	FAX
Southern Haulage	9851 1319	9851 1219
Matthews Kojonup	9831 1021	9831 1496
Weekends/afterhours - email	matthewstrans@wn.com.au	
Great Southern Fuels	9821 1766	9821 2700
Caltex – Link Energy	9821 1621	9821 2947

The officer imposing the Harvest Ban shall also:

- update the Shire Harvest Ban Hotline Answering Machine message
- send the appropriate Harvest Ban SMS message to registered landowners as per procedures; and
- notify the neighbouring Shire Chief Bush Fire Control Officers via VHF Radio Network or phone.

When a Harvest Ban is lifted, the Harvest Ban Hotline will be updated with the appropriate message, and surrounding shires and agencies notified by fax/email. An SMS message is to be sent to registered landowners advising of the lifting of a ban.

THE NOTIFICATION OF THE BAN BEING LIFTED IS JUST AS IMPORTANT AS THE NOTIFICATION OF THE BAN BEING IMPOSED.

NON-COMPLIANCE

Any instances of non-compliance with a Harvest Ban within the Shire must be reported to the CEO or the Chief Bushfire Control Officer.

PROSECUTION

People conducting unauthorised activities during a Harvest Ban will be liable for prosecution.

The Council and/or its duly authorised officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

4

OCCUPATIONAL SAFETY & HEALTH

INCIDENT/ACCIDENT/HAZARD REPORTING

PURPOSE

To provide a procedure for the reporting, recording and investigation of incident, accidents and hazards in accordance with the Occupation Safety Health and Welfare Act and Regulations.

INTRODUCTION

The Shire is committed to minimising the risk of injury, harm or damage to its emergency services personnel and to Brigade and Council owned property.

REPORTING

In accordance with the above, any member who has an 'Accident' or 'Near Miss' shall be required by the Association to complete an 'Accident/Incident Report' or 'Incident/Hazard Report' respectively.

ALL REPORTS SHALL BE TREATED AS CONFIDENTIAL AND INTERNAL TO THE SHIRE OF BROOMEHILL-TAMBELLUP.

INVESTIGATION

All reported incidents/hazards/accidents shall be investigated by the Chief Bush Fire Control Officer and referred to the Fire Advisory Committee to identify any gaps in procedure that may have allowed the incident to occur.

As a matter of courtesy the Fire Advisory Committee will notify the Shire Occupational Health & Safety Committee when a report is received.

The objective of the reporting process is not to attribute blame, but rather to minimise the likelihood of a repeat occurrence.

Any member needing to make a report should contact the Chief Bush Fire Control Officer.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 2 – 2.2 Occupational Safety and Health Policy
LEGISLATION	Occupational Health Safety and Welfare Act and Regulations

STANDARD ADMINISTRATION PROCEDURE

5

FIREBREAK INSPECTIONS

PURPOSE

To enforce the Shire's annual Firebreak Order.

INTRODUCTION

The Shire has a statutory responsibility to ensure that all landowners and occupiers comply with its annual Firebreak Order.

URBAN LAND (Land within a gazetted townsite)

The Shire's duly authorised officer/s shall commence inspections of all firebreaks within the Broomehill and Tambellup gazetted townsites in October, subject to seasonal conditions.

Following the ground inspection, infringements shall be drafted for all non-compliant properties. The Chief Executive Officer shall be briefed regarding non-compliant properties prior to the infringements being forwarded to landowners.

NOTE

Whilst Shire Bush Fire Brigade Volunteers may, at the request of the Shire, assist in inspection procedures they are not empowered to enforce or prosecute in relation to fire control matters. Such transactions shall be the responsibility of the Council and/or its duly authorised officer/s.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

6

FUEL REDUCTION BURNS – ROAD VERGES

PURPOSE

To provide an administration procedure for the approval of applications to conduct hazard reduction burns on Council road verges.

INTRODUCTION

The Shire may from time to time request that its Bush Fire Brigades undertake controlled burning of certain road verges as part of strategic road verge management.

APPLICATION

Where a verge is identified for burning by anyone other than the Shire a written request must be submitted to the Shire Offices.

The Chief Bush Fire Control Officer may grant permission following the consultation process.

CONSULTATION

The following shall be consulted to ascertain if they support the application to conduct a fuel reduction burn:

- Local Fire Control Officer
- Department for Agriculture and Food WA
- Department for Parks and Wildlife

PERMISSION RESTRICTIONS

- No burning to be carried out until after the opening rains.
- No burning permissions to be issued after the 1st of September.
- Burns to be not more than one kilometre long on one side of a road in any calendar year.
- The opposite side of the same road not to be burnt in the same year.
- At least seven years should lapse between burning any given area of road verge.

- Written permission to be obtained from the Shire. Upon application for permission the Shire will contact the Local Fire Control Officer to ascertain the need to burn.
- A person having obtained written permission is responsible for erecting "roadside burning" signs. The permission holder is to ensure that all fires and especially "wicks" are extinguished to prevent fire travelling to trees, etc. Standing trees are to be preserved and fire in trees to be put out.
- The roadside burning signs are to remain in place for a minimum of 48 hours after the fire is lit and returned to the Shire within five days of the burn.
- The permission holder is to remove all fallen tree branches, etc. from the formed part of the road.

In the event of a prolonged dry spell after the opening rains and conditions becoming too dry for "cool burning" Council will suspend roadside burning approvals until favourable conditions return.

APPROVALS

All approvals shall be forwarded in writing to the applicant detailing any provisions on the burn.

Copies of all approvals shall be maintained on file at the Shire for record keeping purposes.

PROSECUTION

People burning roadsides without permission or burning roadsides other than the area stated in the written permission will be liable for prosecution.

The Council and/or its duly authorized officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	Part 6 – 6.4 Roadside Burning
SOP/SAP	SOP 11 Fuel Reduction Burns
LEGISLATION	<p>Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Main Roads Act 1930 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999</p>

STANDARD ADMINISTRATION PROCEDURE

7

PERMITS TO SET FIRE TO THE BUSH

PURPOSE

To ensure that officers issuing permits abide by best practice procedures.

To ensure that records of all Permits to Set Fire to the Bush (Form 3, Bush Fires Act 1954) issued by the Shire are maintained.

INTRODUCTION

The Bush Fires Act makes provision for Fire Control Officers and duly authorized officers to issue Permits to Set Fire to the Bush.

It is a statutory requirement to keep records of permits issued over a period of one year in case of an insurance claim.

GUIDELINES

Permits should only be issued by a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officers, or Brigade Fire Control Officers in their approved area only.

Approved permits are required to be broadcast over the Shires VHF radio network prior to burning commencing.

All permits are INVALIDATED when the Bureau of Meteorology issues a 'VERY HIGH', 'SEVERE', 'EXTREME' or 'CATASTROPHIC' fire danger rating. This ruling can be changed by an authorized Fire Weather Officer if local weather conditions permit.

Permits should not be issued if the permit holder cannot be in attendance on the day after the burn.

The issuing Fire Control Officer must stress to the person to:

- NOTIFY all neighbours;
- PICK UP permit and READ conditions; and
- INSPECT the fireground the next day and when the next strong winds occur.

Two or more fire fighting units to be in attendance at all fires lit under permit. Alternative arrangements may be made for small burns within the gazetted town sites.

The issuing Fire Control Officer should write down any other conditions they believe are necessary. Permit holders must comply with these additional conditions.

Copies of all Permits to Set Fire to the Bush are to be kept for a period of one year after the fire season they pertain to, and then discarded.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
SOP/SAP	N/A
LEGISLATION	Bush Fires Act 1954

STANDARD ADMINISTRATION PROCEDURE

8

FUEL REDUCTION BURNS - RESERVES

PURPOSE

To detail a process for the administration and granting of approvals for hazard reduction burns within Shire-managed reserves.

INTRODUCTION

The Shire may from time to time request that its Bush Fire Brigades undertake controlled burning to reduce fuel loadings within Shire-managed reserves throughout the district.

APPLICATION

Where a reserve is identified for burning by anyone other than the Shire a written request must be submitted to the Shire Offices.

The Chief Bush Fire Control Officer may grant permission following the consultation process.

CONSULTATION

The following shall be consulted to ascertain if they support the application to conduct a fuel reduction burn:

- Local Fire Control Officer
- Department of Agriculture & Food WA
- Aboriginal Heritage

PERMISSION CONSIDERATIONS

When planning fuel reduction burns, due consideration is to be given to the following:

- Where large tracts of bush are involved, break the area up into cells for a rotational burning program.
- The method of burning to be applied; the practice of “ringing” a large area of bush is to be discouraged.
- Notification of adjacent landholders and other interested parties such as Department of Parks and Wildlife, DFES and plantation growers.
- The presence of Telstra, Western Power or Water Corporation installations in the area to be burnt.

- Prevailing winds and their possible effect on smoke from the fire.
- Aesthetics; in some instances it may be desirable to leave an unburnt buffer alongside main tourist roads etc.
- Appropriate time of the year to burn.
- Environmental considerations including potential erosion, weed invasion, protected flora and fauna habitat preservation

PERMISSION CONSIDERATIONS

All approvals shall be forwarded in writing to the applicant detailing the provisions of the burn.

Copies of all approvals shall be maintained on file at the Shire for record keeping purposes.

PROSECUTION

People burning Council reserves without permission or conducting reserve burns contrary to the provisions of any permissions granted will be liable for prosecution.

The Council and/or its duly authorized officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
SOP/SAP	SOP 11 Fuel Reduction Burns
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999

STORAGE CAPACITIES

EXISTING STORAGE		
'B' TYPE STORAGE		10,900 t
'L' TYPE STORAGE	(2 SILOS)	10,000 t
STEEL SILOS	(2 SILOS)	2,000 t
STEEL LOW FRAMED OPEN BULKHEAD	(01)	20,000 t
STEEL LOW FRAMED OPEN BULKHEAD	(02)	28,750 t
STEEL INT. FRAMED OPEN BULKHEAD	(03)	5,000 t
STEEL LOW FRAMED OPEN BULKHEAD	(05)	20,000 t
STEEL LOW FRAMED OPEN BULKHEAD	(06)	25,500 t
STEEL LOW FRAMED OPEN BULKHEAD	(07)	25,500 t
STEEL LOW FRAMED OPEN BULKHEAD	(08)	25,500 t
STEEL LOW FRAMED OPEN BULKHEAD	(10)	30,500 t
STEEL LOW FRAMED OPEN BULKHEAD	(11)	32,000 t
STEEL LOW FRAMED OPEN BULKHEAD - EMERGENCY	(98)	25,000 t
STEEL LOW FRAMED OPEN BULKHEAD - EMERGENCY	(99)	25,000 t

TOTAL EXISTING STORAGE 285,650 t

PROPOSED STORAGE		
1.8m INT STEEL FRAMED OPEN STORAGE	(12)	30,000 t
1.8m INT STEEL FRAMED OPEN STORAGE	(13)	30,000 t

TOTAL PROPOSED STORAGE 60,000 t

TOTAL SITE STORAGE 345,650 t

NOTE

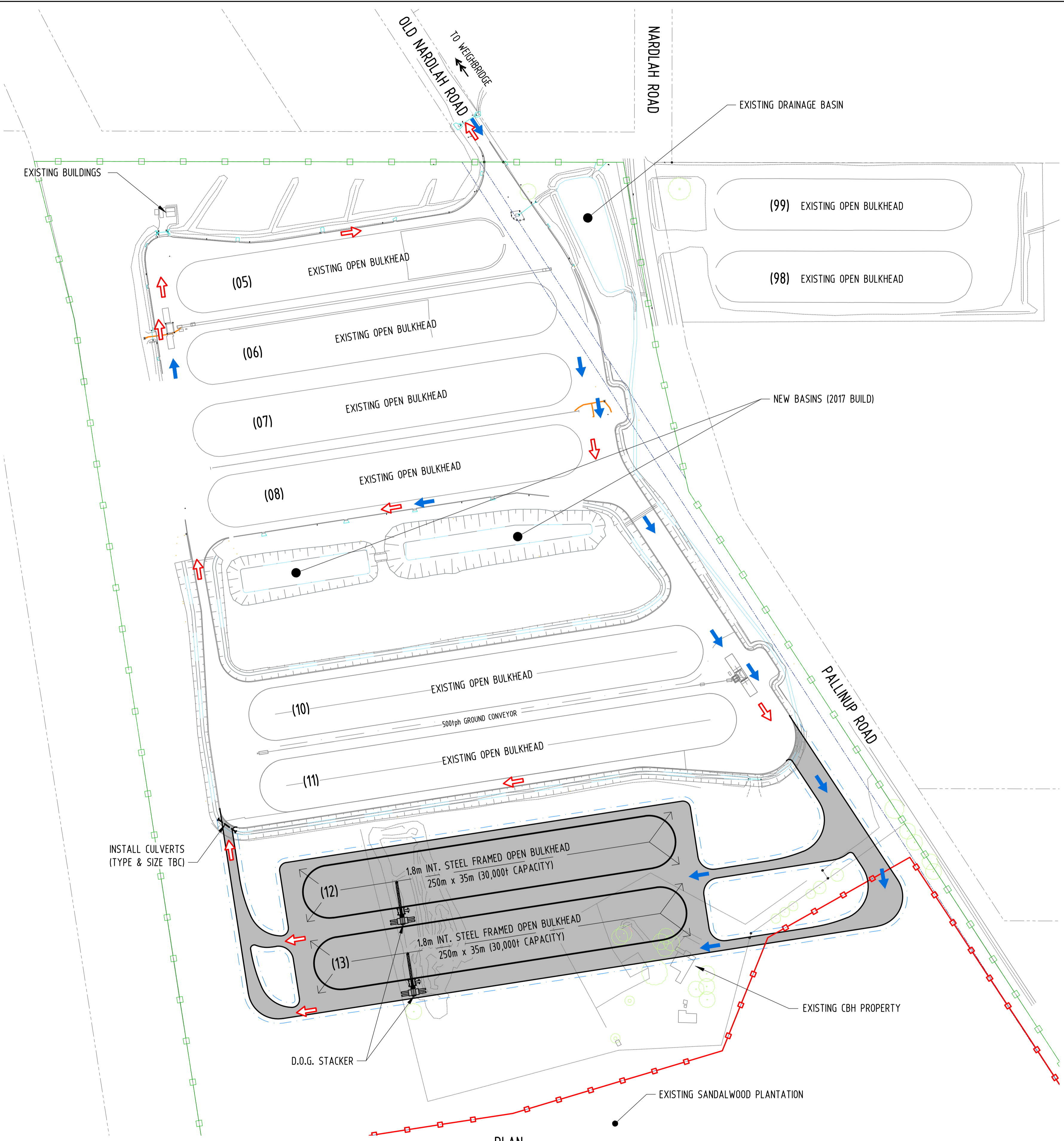
STORAGES SHOWN ARE INDICATIVE ONLY AND NOT NECESSARILY WHAT MAY BE INCORPORATED IN THE FUTURE DEVELOPMENT OF THE SITE

LEGEND

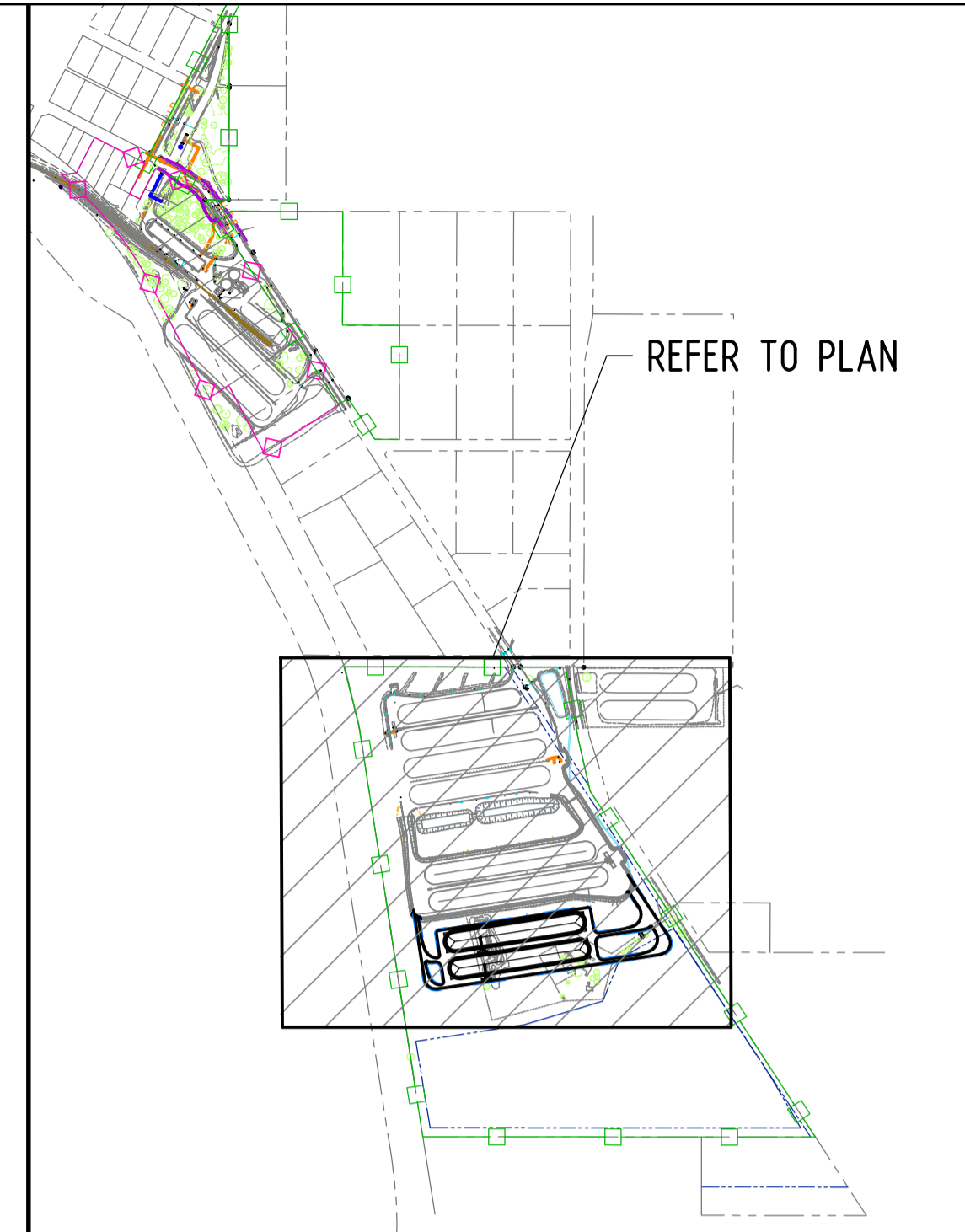
	TRAFFIC MOVEMENTS (TRUCKS FULL)
	TRAFFIC MOVEMENTS (TRUCKS EMPTY)
	DRAINAGE BASIN
	DRAINAGE (INDICATIVE)
	CULVERT (INDICATIVE)
	CADASTRAL BOUNDARY
	WATERCORP EASEMENT
	EXISTING PROPERTY FENCE
	CBH BOUNDARY
	SANDALWOOD PLANTATION BOUNDARY
	RAIL LINE
	UNDERGROUND POWER
	COMMS CABLE
	OVERHEAD POWER LINES

HATCHING LEGEND

	AREA OF NEW OBH WORKS	33,700m ²
--	-----------------------	----------------------

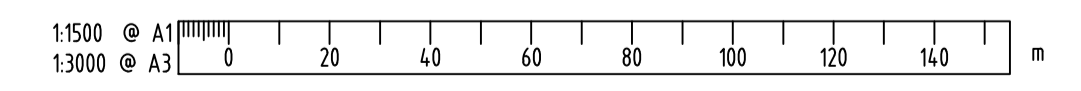


PLAN
SCALE 1:1500



KEY PLAN
NTS

PRELIMINARY ISSUE
DO NOT USE FOR CONSTRUCTION
DATE 30.10.18



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CBH GROUP HEAD OFFICE
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WEST PERTH
W.A. 6005
PH (08) 9237 9600
FAX (08) 9322 3942

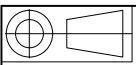
REV	DATE	REVISIONS	BY	CHK'D	APP'D
D	30.10.18	RE-ISSUED FOR REVIEW - ACCESS ROAD REALIGNED	PF		
C	19.10.18	RE-ISSUED FOR REVIEW - WEIGHBRIDGE WORKS REMOVED	PF		
B	19.09.18	RE-ISSUED FOR REVIEW - SOUTHERN D.O.G. ROAD ADDED	PF		
A	18.09.18	ISSUED AS CHECK PRINT AND FOR REVIEW	PF		

DESIGNED	DES. CHECK	DRAWN	CHECKED	APPROVED
		P. Forrest		

DRAWING TITLE
**BROOMEHILL
PRE FEASIBILITY STUDY
60,000t ADDITIONAL STORAGE - D.O.G. INLOAD
CONCEPTUAL LAYOUT No. 4**

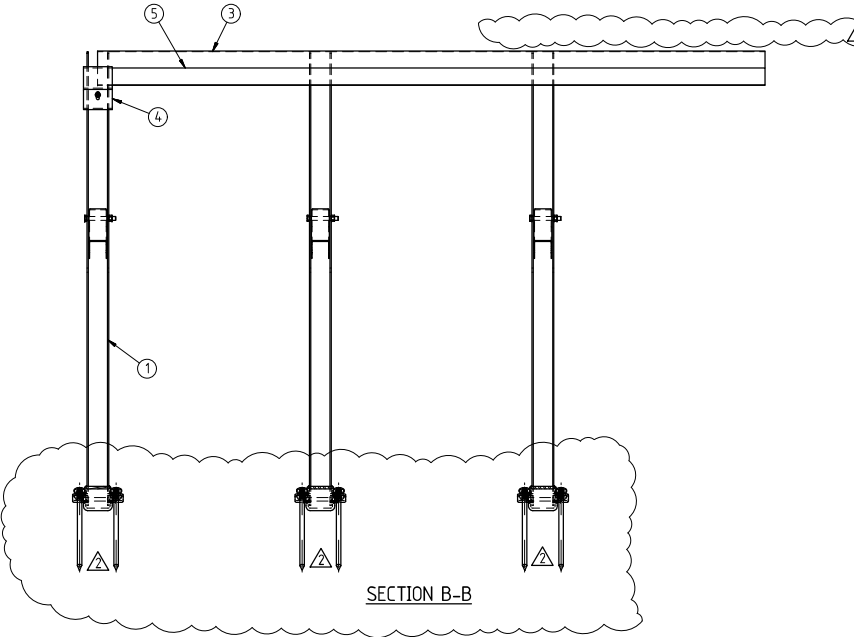
SITE	BROOMEHILL	SHEET SIZE	A1
PROJECT	M-2731	REV.	D
DRAWING NO.	2018-558-0063		

DO NOT SCALE FROM THIS DRAWING

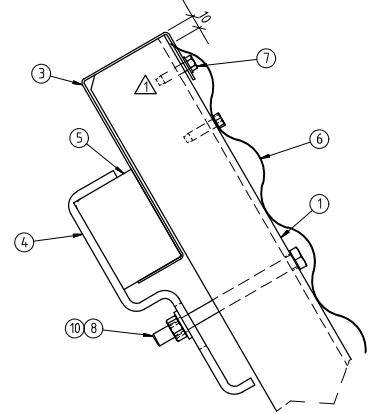


PARTS LIST (PER UNIT)

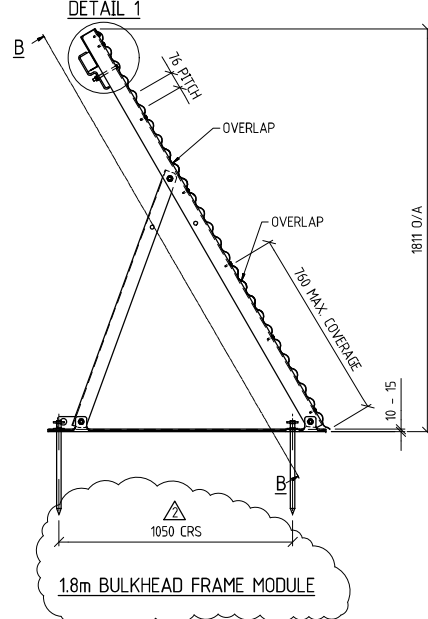
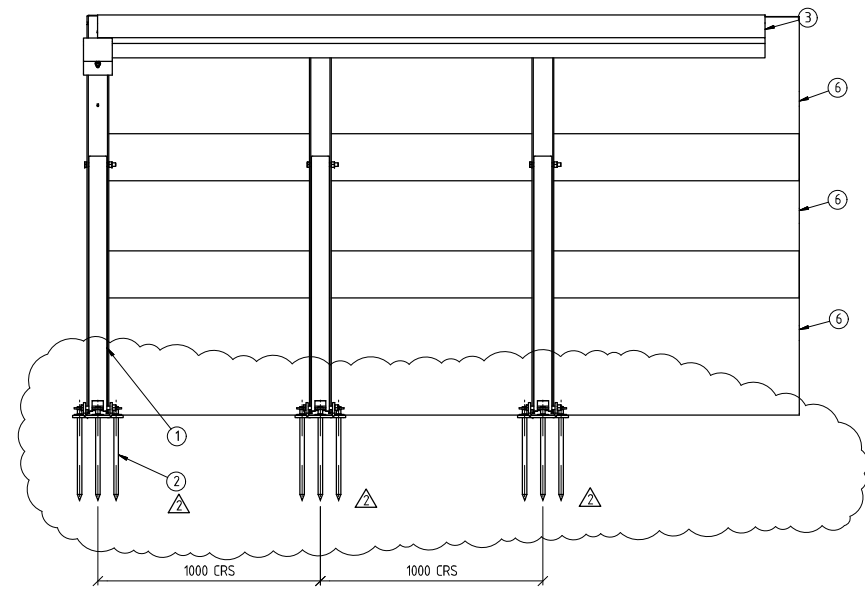
ITEM No	DESCRIPTION	WIDTH	LENGTH	QTY	CBH DRG OR SUPPLIER PART No	PROCESS	SAP Code	MASS Kg	TO DETAIL	SURFACE TREATMENT	COATING SPEC.
1	1.8m OBH FRAME ASSEMBLY			3	S-119-A0001	FITTING	N/A	36.5	Yes	N/A	N/A
2	DIA 20 STAKE		420	9	S-014-A0000	FIELD KIT	TBA	1.1	Yes	GALVANIZE	N/A
3	1.6PL PGI	300	3000	1	S-119-P0011	FAB SHEET	108015	11.4	Yes	N/A	N/A
4	6PL	130	257	1	S-119-P0012	FAB PROFILE	107901	1.6	Yes	GALVANIZE	N/A
5	TIMBER SAWN KARRI STRUC 75MMx50MMx3M	75	3000	1	S-119-P0014	FITTING	108594	6.2	No	N/A	N/A
6	CUSTOM ORB ZINC ALUMINE 0.48mm		3200	3	ROOFMART	FITTING	102860	1.4	No	N/A	N/A
7	SCREW HI-TEK HEX 14-20x22mm WITH SEAL			7		FIELD KIT	501922	0.0	No	ZP	N/A
8	M10 x 120 GALV BOLT			1		FIELD KIT	109251	0.1	No	N/A	N/A
9	M10 GALV. NUT			1		FIELD KIT	109251	0.0	No	N/A	N/A
10	M10 GALV FW			1		FIELD KIT	110164	0.0	No	N/A	N/A
11	O.B.H CONSTRUCTION SPECS. 2009				DOC'S #770663	FIELD KIT					



SECTION B-B



DETAIL 1



1.8m BULKHEAD FRAME MODULE

CIVIL WORKS NOTE:
ALL OBH FRAMES SHALL BE SUPPORTED BY CEMENT STABILISED FOUNDATIONS AS PER S000-ENG-CI-STD-0002 SECTION 'A'

- GENERAL NOTES (UNLESS NOTED OTHERWISE):
- ALL STEELWORKS, WELDING & FABRICATION TO CONFORM WITH CURRENT AS1554 CAT SP.
 - REMOVE ALL BURRS & SHARP EDGES.
 - ASSEMBLY TO BE CONTINUOUS FULLY WELDED WITH MINIMUM 3mm FILLET FOR 3mm PLATE
6mm FILLET FOR 4mm TO <12mm PLATE
8mm FILLET FOR 12mm TO <20mm PLATE
10mm FILLET FOR 20mm TO <32mm PLATE
 - ALL FASTENERS TO BE GR.8.8/TB
 - ALL STEEL PLATE & SHEET TO BE MIN. GR.250
 - ALL STRUCTURAL STEEL TO BE MIN. GR.300
 - ALL GALVANISED STEEL TO BE IN ACCORDANCE WITH AS1397 AND OF GRADE G22275 OR EQUIV.

ASSIGNED TO:	
DATE COMPLETED:	
QTY. COMPLETED:	
HOURS TAKEN:	
EST. HOURS:	
SIGNATURE:	
SURFACE TREATMENT:	N/A
COATING SPEC:	N/A
TOTAL MASS:	143.4 kg

CBH GROUP
30 DELHE STREET, WEST PERTH W.A. 6005
PH (08) 9237 9600 FAX (08) 9322 3942

REV	DATE	DESCRIPTION	BY	CHK	APP
2	23.06.2018	3 MORE STAKES ADDED AS PER ENG REQUEST	VP	MR	NT
1	16.04.2018	ORB ORIENTED, TEK SCREWS ADDED, BOLT TO 6mm	DS	DT	PC
0	31/10/2017	DESIGN BASED ON CERTIFIED DRG STD-034-0020	TTW	VP	PC

DRAWING TITLE: 1.8m PORTABLE BULKHEAD (TIMBER LOCK) FLAT BOTTOM FRAME TARP CLAMPING, TENSIONING GENERAL ARRANGEMENT

SITE: VARIOUS

PROJECT: STANDARD

DRAWING No: S-119-A0000

SHEET: 1 OF 2

REV: 2

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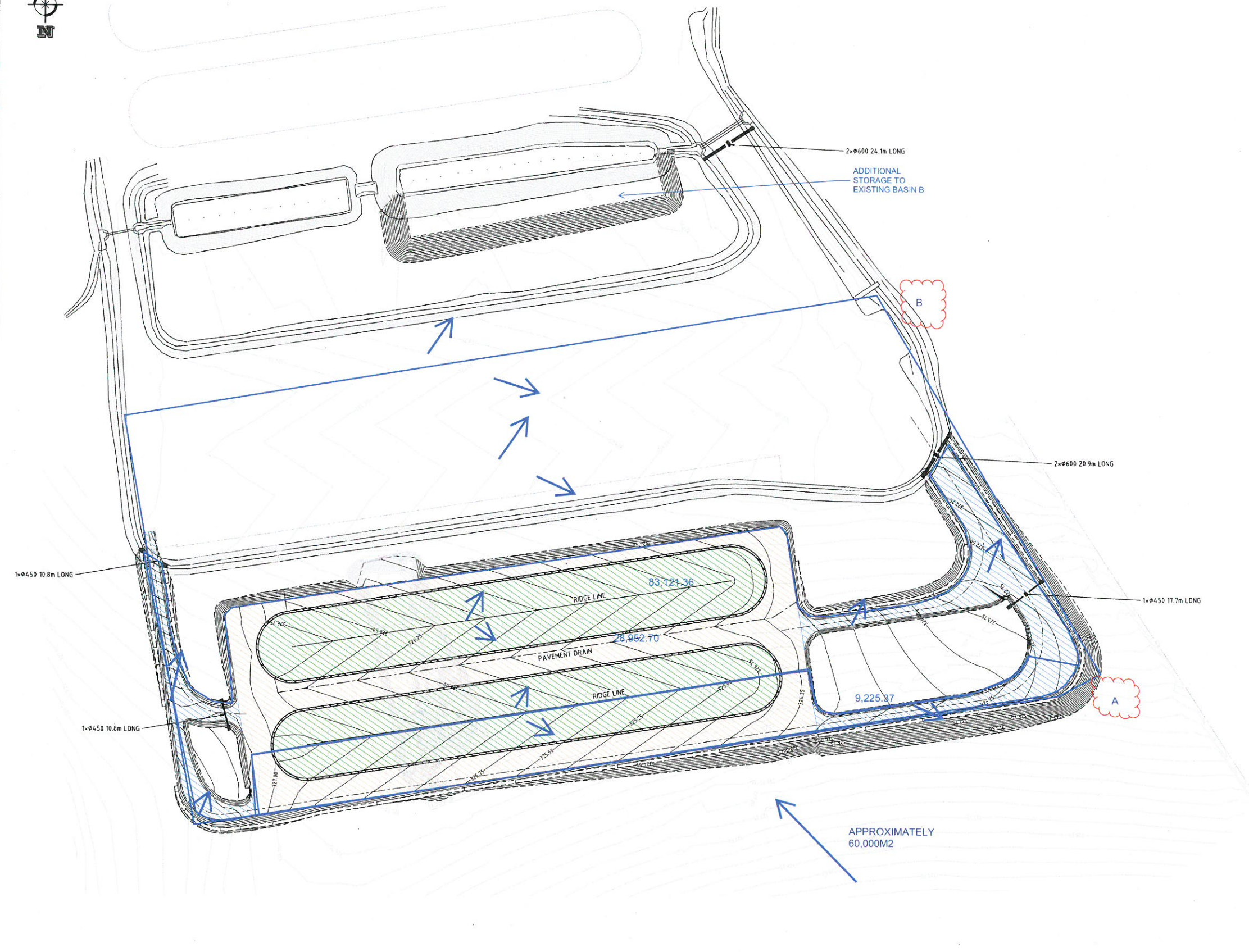


LEGEND

- (EXISTING)
 ROAD
 BANK
 CONTOUR
- (PROPOSED)
 SHOULDER
 TRAFFIC LANE
 EXTENT OF PAVEMENT
 FINISHED LEVEL
 BATTER
 CONTOUR
 BULKHEAD
 DRAINAGE LINE
 HEADWALL

PAVEMENT TYPES

- TYPE 1**
- 40mm ASPHALT COURSE
 - 240mm BASECOURSE
 - 360mm SUBBASE
 - 300 STABILIZED SUBGRADE
- TYPE 2**
- 14/7 TWO COAT SEAL
 - 200mm BASECOURSE
 - 200mm SUBBASE
 - 300 STABILIZED SUBGRADE
- TYPE 3**
- 40mm ASPHALT COURSE
 - 200mm BASECOURSE
 - 260mm SUBBASE
 - 300 STABILIZED SUBGRADE



REVISION	DESCRIPTION	DESIGN	DRAWN	CHECKED	DATE
A	INITIAL DRAWING	GS	GVJ	HM	31/10/2018

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McDowall Affleck

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 E manager@mapl.net.au
 W www.mcdowallaffleck.com.au

THIS IS ISSUED FOR

INFORMATION
COMMENT
APPROVAL
TENDER

DO NOT USE FOR ANY PURPOSE OTHER THAN THAT INDICATED

SCALE: 1:1000

SHEET SIZE: A1

DATUM: -

WAPL: N/A

ALL DIMENSIONS IN METERS DO NOT SCALE

CLIENT:	CBH GROUP	
PROJECT:	OPEN BULKHEAD EXPANSION BROOMEHILL	TITLE: GENERAL ARRANGEMENT PLAN
ENGINEER SIGN:	DRAWING NUMBER: 15945-GA01	REVISION: A

Plant Maintenance Report - November 2018

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Ford Ranger Ute			2018	2018	1 yr / 15,000km	Fitted accessories
1TA	Ford Ranger Ute			2018	2018	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	10,990	15,000	2018	2018	1 yr / 30,000 kms	
BH000	Ford Everest Trend		15000	2018	2018	1yr / 25,000 km	
BH001	CAT vibe Roller	766	1,000	2016	2017	8 yrs / 8,000 hrs	
BH002	ISUZU Flatbed Truck	20,338	35,000	2016	2016	7 yrs / 250,000km	Serviced @20,000 km
BH003	Ford Ranger D-Cab	10,000	15,000	2017	2018	1 yr / 30,000 km	
BH004	CAT 12M Grader	367	500	2017	2018	8 yrs / 8,000 hrs	
BH005	Cat multi tyre Roller	3	250	2018	2018	8 yrs / 8,000 hrs	New unit, set up
BH006	CAT 12M	6,235	6,500	2012	2012	8 yrs / 8,000 hrs	Replaced injection pump, fuel high pressure line, and speed sensor.
BH007	Toro mower	495	600	2016	2016	5 yrs / 5,000 hrs	
BH009	Izusu 150 truck	9,620	20,000	2017	2017	1 yr / 30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	2,320	2,500	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	13,870	15,000	2018	2018	1 yr / 30,000 km	
BHT0	Kenworth Truck	48,717	50,000	2016	2017	5 yrs / 250,000 km	Changed tyre, make spare tyre mount
BHT84	Toro Groundmaster 3500D mower	820	900	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	488	500	2017	2017	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	135,663	140,000	2013	2013	5 yrs / 250,000 km	Replaced Coolant reservoir, replaced rear differential sensor, checked transmission fault code (Truck Center Albany)
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	39026		2015	2015		
TA001	Ford Ranger Ute	9,197	15,000	2018	2018	1 yr / 30,000 kms	
TA005	Ford Escape Trend	8,650	15,000	2018	2018	1 yr / 30,000 kms	
TA017	Isuzu Tipper	111,543	125,000	2014	2014	5 yrs/200,000 km	Fixed exhaust pipe & fixed ignition fault
TA052	Ford Ranger S-Cab	6,303	15,000	2017	2017	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	152,718	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	2,168	2,500	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	3,508	3,500	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	68,636	70,000	2012	2012	5 yrs/200,000 km	
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator	699	800	2009	2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			Checked and adjusted wheel bearings
1TMR361	Rockwheeler Side Tipper Trailer	74,154		2012	2012		
1TMR367	Tandem Axle Dolly						

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer			2016			
	Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2016	2016		
TORO 590	BH Golf Club Mower	4238		2016	2017		
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift						