

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2016

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

Note	Adopted Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,211,200	2,211,200	2,210,356.23	(844)	(0.0%)	
	3,154,900	642,955	637,409.76	(5,545)	(0.9%)	
9	3,000	0	0.00	0		
	238,400	85,812	95,452.49	9,640	10.1%	
	0	0	0.00	0		
	67,700	8,850	6,525.27	(2,325)	(35.6%)	
	83,000	60,270	60,119.43	(151)	(0.3%)	
Total	5,758,200	3,009,087	3,009,863.18	776		
Operating Expense						
	(1,820,300)	(315,939)	(342,543.42)	(26,604)	(7.8%)	
	(2,513,600)	(292,595)	(321,579.18)	(28,984)	(9.0%)	
	(182,400)	(24,519)	(15,974.60)	8,544	53.5%	
	(1,042,600)	(173,288)	(170,755.42)	2,533	1.5%	
	(11,200)	0	(803.79)	(804)	(100.0%)	
	(162,500)	(118,950)	(115,592.09)	3,358	2.9%	
9	(119,900)	(1,000)	(4,933.10)	(3,933)	(79.7%)	
	(79,000)	(21,185)	(30,103.57)	(8,919)	(29.6%)	
Total	(5,931,500)	(947,476)	(1,002,285.17)	(54,809)		
Funding Balance Adjustment						
	1,042,600	173,288	170,755.42	(2,533)	(1.5%)	
9	116,900	1,000	4,933.10	3,933	79.7%	
	0	0	0.00	0		
Net Operating	986,200	2,235,899	2,183,266.53	(52,632)		
Capital Revenues						
7	3,638,700	509,800	712,473.00	202,673	28.4%	▲
9	869,000	70,500	92,537.18	22,037	23.8%	▲
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,546,100	0	0.00	0		
Total	7,253,800	580,300	805,010.18	224,710		
Capital Expenses						
	0	0	0.00	0		
11	(4,206,500)	(115,000)	(205,847.33)	(90,847)	(44.1%)	▲
11	(1,477,200)	(89,000)	(106,910.91)	(17,911)	(16.8%)	▲
11	0	0	0.00	0		
11	(2,563,900)	(100,000)	(60,731.92)	39,268	64.7%	▼
11	(344,500)	0	0.00	0		
	(52,000)	0	0.00	0		
	(50,000)	0	0.00	0		
8	(854,800)	0	0.00	0		
Total	(9,548,900)	(304,000)	(373,490.16)	(69,490)		
Net Capital	(2,295,100)	276,300	431,520.02	155,220		
Total Net Operating + Capital	(1,308,900)	2,512,199	2,614,786.55	102,588		
Opening Funding Surplus(Deficit)	1,308,900	1,308,900	1,239,849.12	(69,051)	(5.6%)	
Closing Funding Surplus(Deficit)	0	3,821,099	3,854,635.67	33,537		
	0	0	0.00			

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

Note	Adopted Budget 2016/17	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	32,100	300	476.36	176	37.02%	
	4,086,500	2,699,861	2,697,745.78	(2,115)	(0.08%)	
	98,500	64,800	57,582.12	(7,218)	(12.53%)	
	1,100	250	472.00	222	47.03%	
	55,300	5,000	0.00	(5,000)	(100.00%)	
	54,100	9,010	7,504.41	(1,506)	(20.06%)	
	76,700	63,200	64,818.32	1,618	2.50%	
	1,712,600	4,500	177,976.34	173,476	97.47%	▲
	3,159,300	658,900	687,096.20	28,196	4.10%	
	56,200	7,236	17,064.09	9,828	57.60%	
	64,500	5,830	11,600.56	5,771	49.74%	
Total	9,396,900	3,518,887	3,722,336.18	203,449		
Operating Expense						
	(748,400)	(104,295)	(100,605.57)	3,689	3.67%	
	(269,400)	(40,594)	(42,479.80)	(1,886)	(4.44%)	
	(221,600)	(46,412)	(47,078.97)	(667)	(1.42%)	
	(60,300)	(6,759)	(4,571.96)	2,187	47.84%	
	(71,600)	(5,650)	(7,719.65)	(2,070)	(26.81%)	
	(109,700)	(18,214)	(12,643.63)	5,570	44.06%	
	(432,800)	(51,683)	(45,669.13)	6,014	13.17%	
	(827,700)	(94,046)	(100,162.43)	(6,116)	(6.11%)	
	(2,948,500)	(465,102)	(530,465.81)	(65,364)	(12.32%)	▲
	(214,500)	(32,289)	(33,762.23)	(1,473)	(4.36%)	
	(27,000)	(82,432)	(77,125.99)	5,306	6.88%	
Total	(5,931,500)	(947,476)	(1,002,285.17)	(54,809)		
Funding Balance Adjustment						
	1,042,600	173,288	170,755.42	(2,533)	(1.48%)	
	116,900	1,000	4,933.10	3,933	79.73%	
Net Operating	4,624,900	2,745,699	2,895,739.53	150,041		
Capital Revenues						
	869,000	70,500	92,537.18	22,037	23.81%	▲
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
	1,546,100	0	0.00	0		
Total	3,615,100	70,500	92,537.18	22,037		
Capital Expenses						
	0	0	0.00	0		
	(4,206,500)	(115,000)	(205,847.33)	(90,847)	(44.13%)	▲
	(1,477,200)	(89,000)	(106,910.91)	(17,911)	(16.75%)	▲
	0	0	0.00	0		
	(2,563,900)	(100,000)	(60,731.92)	39,268	64.66%	▼
	(344,500)	0	0.00	0		
	(52,000)	0	0.00	0		
	(50,000)	0	0.00	0		
	(854,800)	0	0.00	0		
Total	(9,548,900)	(304,000)	(373,490.16)	(69,490)		
Net Capital	(5,933,800)	(233,500)	(280,952.98)	(47,453)		
Total Net Operating + Capital						
	(1,308,900)	2,512,199	2,614,786.55	102,588		
	1,308,900	1,308,900	1,239,849.12	(69,051)	(5.57%)	
	0	3,821,099	3,854,635.67	33,537		
	0	0	0.00			

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

	Actual 2016/17	C/fwd 1 July 2016
CURRENT ASSETS		
Cash	4,397,461.88	2,206,941.54
Receivables	1,106,117.24	574,500.14
Inventories - Stock on Hand	29,299.18	17,813.56
TOTAL CURRENT ASSETS	5,532,878.30	2,799,255.24
CURRENT LIABILITIES		
Creditors and Provisions	845,411.32	726,574.81
Borrowings	51,977.02	51,977.02
TOTAL CURRENT LIABILITIES	897,388.34	778,551.83
NET CURRENT ASSETS	4,635,489.96	2,020,703.41
NON-CURRENT ASSETS		
Receivables	40,144.09	40,144.09
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	13,649,592.97	13,505,244.99
Infrastructure Assets	111,129,953.39	111,169,036.91
TOTAL NON-CURRENT ASSETS	125,235,555.19	125,130,290.73
NON-CURRENT LIABILITIES		
Creditors and Provisions	37,053.50	37,053.50
Borrowings	152,007.22	152,007.22
TOTAL NON-CURRENT LIABILITIES	189,060.72	189,060.72
NET ASSETS	129,681,984.43	126,961,933.42
EQUITY		
Accumulated Surplus	30,772,862.69	28,052,811.68
Reserves - Asset Revaluation	97,642,207.32	97,642,207.32
Reserves - Cash Backed	1,266,914.42	1,266,914.42
TOTAL EQUITY	129,681,984.43	126,961,933.42

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

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

Refer 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, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as 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 August 2016

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, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

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 August 2016

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 August 2016

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 August 2016

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.

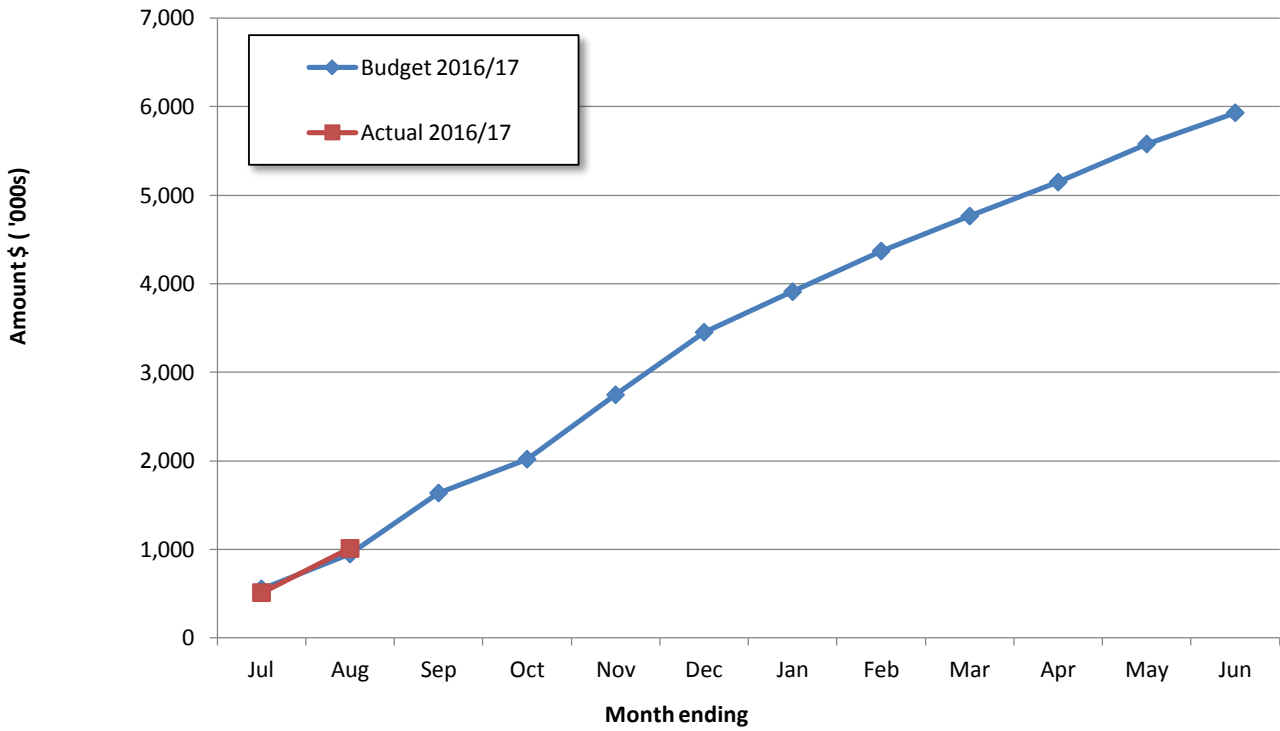
The material variance adopted by Council for the 2016/17 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Recreation & Culture		
An instalment of \$175,000 from Department of Sport & Recreation CSRFF funding for the Tambellup Pavilion has been received. The balance will be paid as construction of the new facility meets the agreed milestones, in accordance with the funding agreement.	■	
OPERATING EXPENSES		
Transport		
Recent weather conditions have seen the works crew undertaking reactive road maintenance which has prevented progression of the road construction program. The result is higher than anticipated expenditure under this Program at this early stage of the year.	■	
CAPITAL REVENUE		
Proceeds from Disposal of Assets		
The Toyota Landcruiser has been traded, which occurred earlier than anticipated and results in a higher amount reported under this heading.	■	
CAPITAL EXPENDITURE		
Land & Buildings		
Construction of the new residence is progressing well with an estimated completion date in early October.	■	
Wauters Enterprises have commenced the retaining wall for the new bowling green at the Tambellup Oval.		
Plant & Equipment		
The Toyota Landcruiser has been traded, which occurred earlier than anticipated. The changeover is included in the 16/17 budget, and plant replacement program.	■	
Infrastructure - Roads		
Recent weather conditions have seen the works crew undertaking reactive road maintenance which has prevented progression of the road construction program.	■	

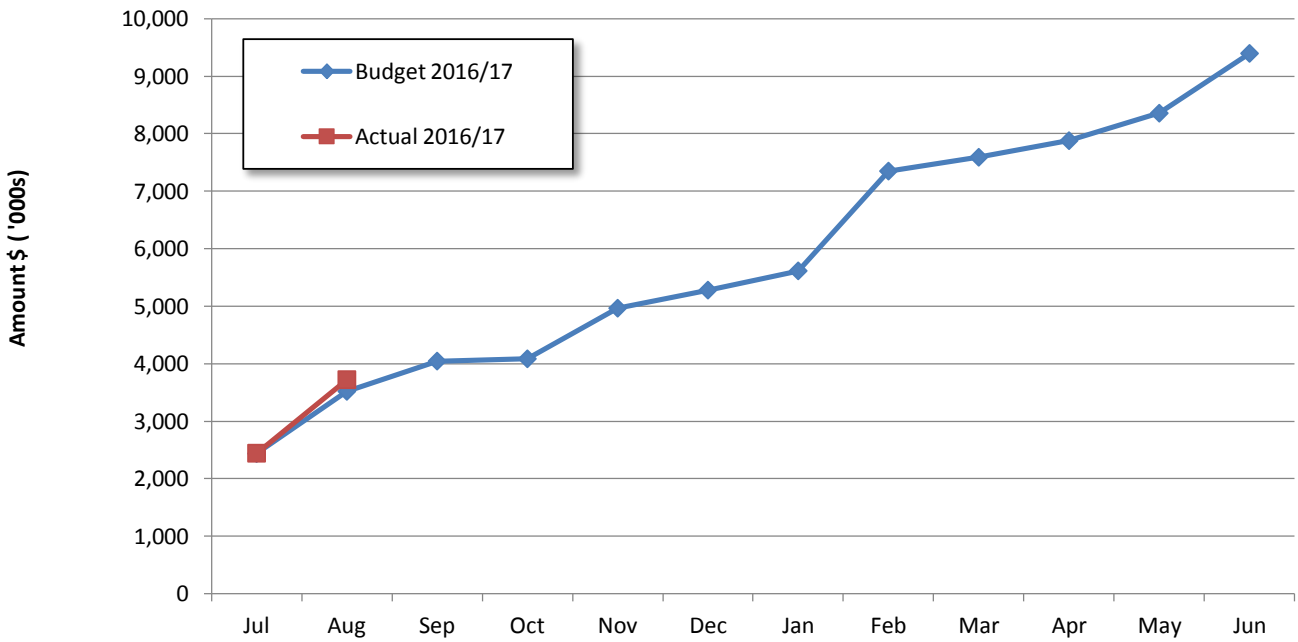
**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2016**

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual

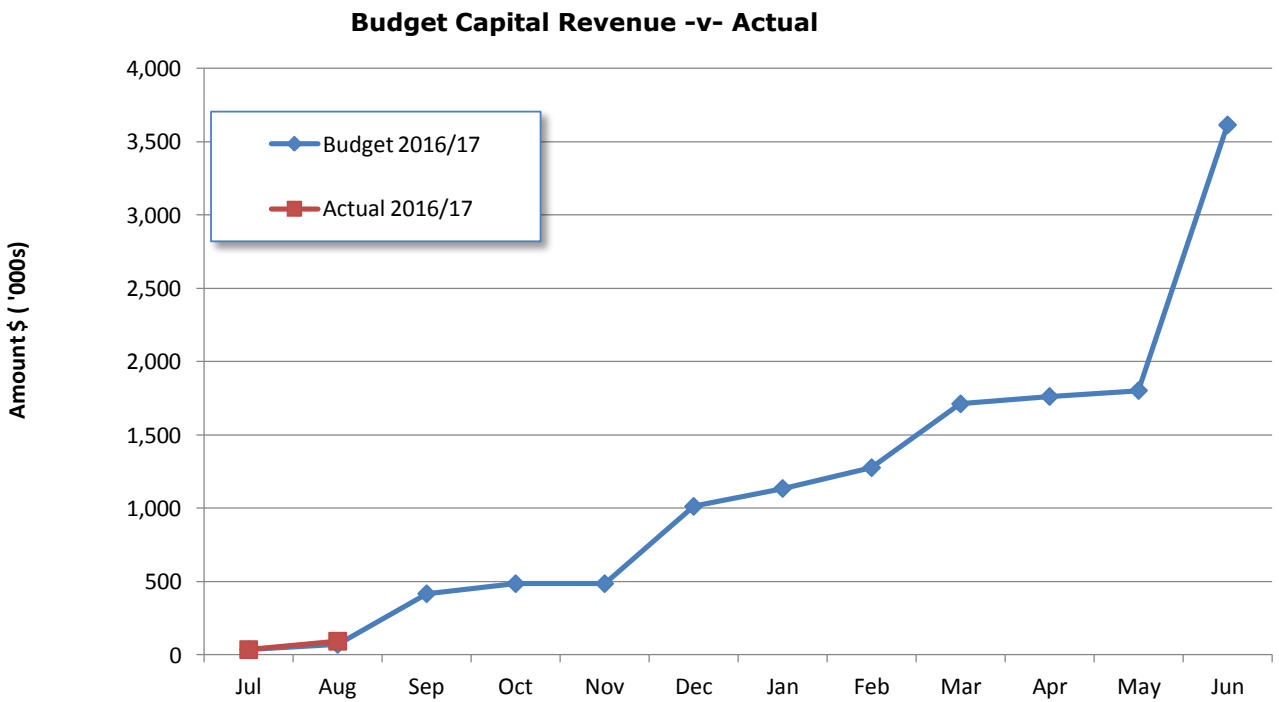
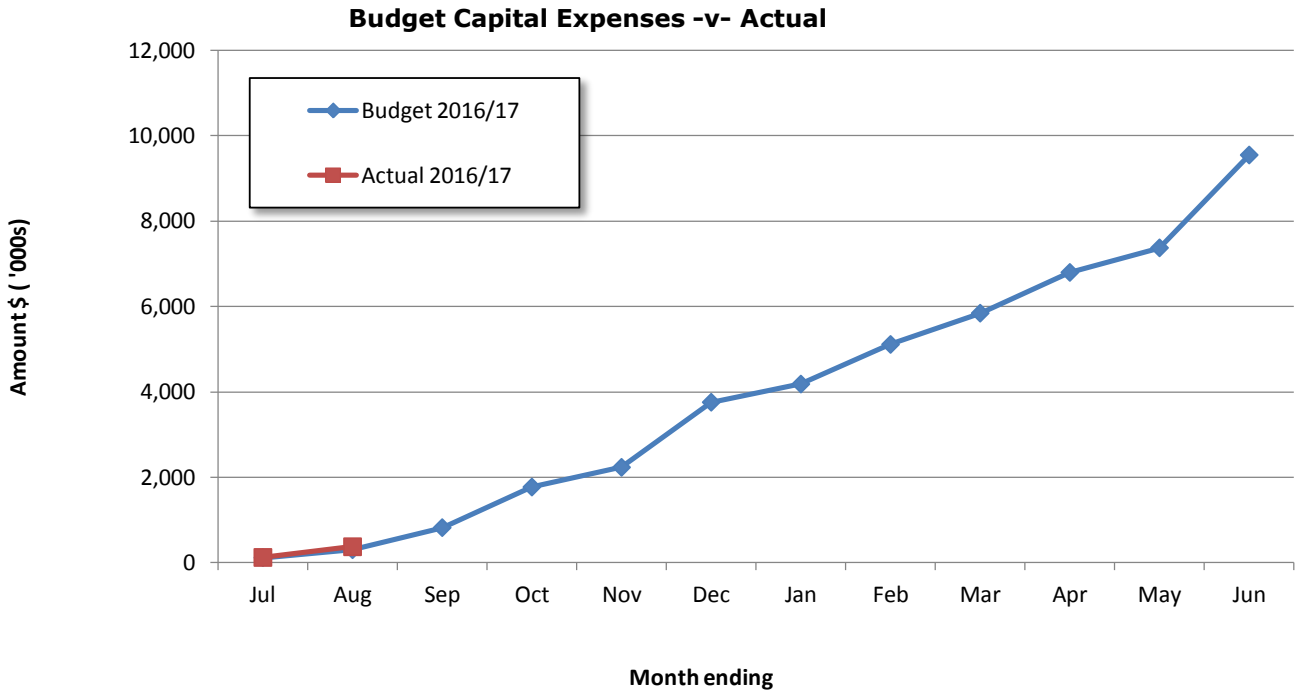


Budget Operating Revenues -v- Actual



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

3: Graphical Representation - Source Statement of Financial Activity



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

4: NET CURRENT FUNDING POSTION

	Note	Actual 2016/17	C/fwd 1 July 2016
		\$	\$
Current Assets			
Cash Unrestricted		1,426,838.08	(91,288.07)
Cash Restricted - Unspent Grants	7	1,703,709.38	1,031,315.19
Cash Restricted - Reserves	8	1,266,914.42	1,266,914.42
Receivables - Rates and Rubbish	5	667,278.34	191,666.15
Receivables - Other	5	86,538.17	30,606.52
Inventories		29,299.18	17,813.56
Accruals and Provisions		306,058.15	306,058.15
		5,486,635.72	2,753,085.92
Less: Current Liabilities			
Payables		(237,751.35)	(230,071.07)
Net GST & PAYG		(64,913.65)	46,169.32
Accruals and Provisions		(62,420.63)	(62,420.63)
		(365,085.63)	(246,322.38)
Less: Cash Restricted - Reserves	8	(1,266,914.42)	(1,266,914.42)
Net Current Funding Position		3,854,635.67	1,239,849.12

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

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		1,425,338.08	1,160,917.92		2,586,256.00	Bendigo	
Trust Fund	133 905 067				420,160.63	420,160.63	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
(b) Term Deposits								
1 Reserve Funds	1974870	2.60%		1,266,914.42		1,266,914.42	Bendigo	27/09/2016
2 VROC CLGF - Aged Accommodation	2006770	1.85%			721,592.47	721,592.47	Bendigo	29/09/2016
3 CLGF 2012/13	1969245	2.30%		337,268.39		337,268.39	Bendigo	24/10/2016
4 GSDC Grant - Pavilion	1971854	2.60%		205,523.07		205,523.07	Bendigo	23/09/2016
Total			1,426,838.08	2,970,623.80	1,141,753.10	5,539,214.98		

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

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

2 Southern Link VROC - CLGF Aged Accommodation

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

3 Country Local Government Fund 2012/13

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

4 Great Southern Development Commission - Regional Grants Scheme

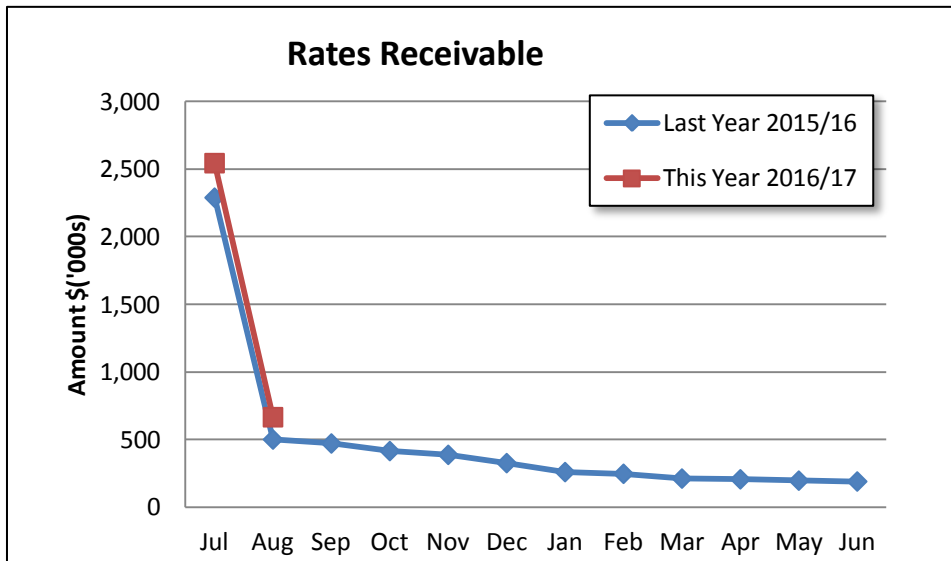
The GSDC have provided funding towards redevelopment of the Tambellup Pavilion. The funds have been invested until such time as they are required.

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

6: RECEIVABLES

Rates & Rubbish

	Actual 2016/17	c/fwd 1 July 2016
	\$	\$
Opening Arrears Previous Years	189,179.91	203,674.82
Rates Levied this year	2,357,723.16	2,245,338.99
Less Collections to date	(1,884,597.21)	(2,259,833.90)
Equals Current Outstanding	662,305.86	189,179.91
Net Rates Collectable	662,305.86	189,179.91
% Collected	74.00%	92.28%



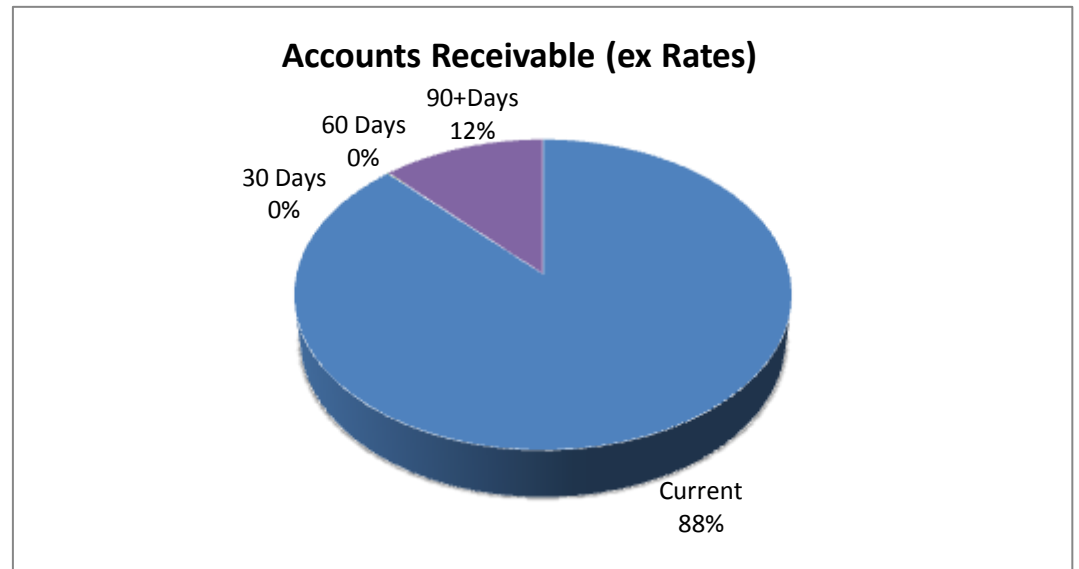
Comments/Notes - Receivables Rates and Rubbish

Rates and charges were levied on 29 July 2016.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	42,761.61	-	67.95	11,035.30
Pensioner Rebates	11,764.44			
Emergency Services Levy	25,908.87			
	80,434.92	-	67.95	11,035.30
		Total Outstanding		91,538.17

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

GL Account Code	Description	Council Res	Classification	Increase in Available Cash	Decrease in Available Cash	Balance
	Balanced Budget Adopted - 14 July 2016	150701		\$	\$	\$
						0
						0
						0
						0
						0
						0
						0
	Closing Funding Surplus (Deficit)			0	0	0

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

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2016	Received 2016/17	Expended 2016/17	Closing Balance
		\$	\$	\$	\$
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	40,009.09	0.00	0.00	40,009.09
RECREATION & CULTURE					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	42,000.00	0.00	0.00	42,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	31,179.62	0.00	0.00	31,179.62
Country Local Govt Fund 2012/13	Tambellup Pavillion - Redevelopment	194,889.00	0.00	0.00	194,889.00
Great Southern Development Commission	Tambellup Pavillion - Redevelopment	200,000.00	0.00	0.00	200,000.00
Dept Sport & Recreation	Kidsport Program	6,029.00	0.00	(385.00)	5,644.00
Dept Sport & Recreation	CSRFF - Tambellup Pavilion	0.00	175,000.00	0.00	175,000.00
TRANSPORT					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	108,044.09	0.00	(1,693.81)	106,350.28
Main Roads WA	Commodity Route Funding 2015/16	38,000.00	0.00	(38,000.00)	0.00
Main Roads WA	Regional Road Group Funding 2016/17	0.00	373,473.00	0.00	373,473.00
Main Roads WA	Commodity Route Funding 2016/17	0.00	164,000.00	0.00	164,000.00
TOTALS		1,031,315.19	712,473.00	(40,078.81)	1,703,709.38

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

9: CASH BACKED RESERVES

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

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

9: CASH BACKED RESERVES

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

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

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

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

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

202,440.34	103,400
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Total Cash Backed Reserves

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

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

Transfers from Reserves

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

Total Transfer to/(from) Reserves

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

Comments - Cash Backed Reserves

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

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

10: ASSET DISPOSALS

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

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17	YTD Actual 2016/17	Budget 2016/17
PLANT & EQUIPMENT						
<i>Governance</i>						
Chief Executive Officers vehicle - OTA	0.00	41,500	0.00	40,600	0.00	(900)
Chief Executive Officers vehicle - OTA (2nd changeover)	0.00	41,500	0.00	40,600	0.00	(900)
Chief Executive Officers vehicle - OTA (3rd changeover)	0.00	41,500	0.00	40,800	0.00	(700)
Manager Corporate Services vehicle - BH000	0.00	36,000	0.00	35,000	0.00	(1,000)
Manager Corporate Services vehicle - BH000 (2nd changeover)	0.00	36,000	0.00	35,000	0.00	(1,000)
<i>Transport</i>						
Iveco Stralis Truck - TA092	0.00	168,600	0.00	100,000	0.00	(68,600)
Caterpillar Vibrating Roller BH001	0.00	70,000	0.00	50,000	0.00	(20,000)
Manager Works vehicle - 1TA	0.00	45,000	0.00	46,000	0.00	1,000
Manager Works vehicle - 1TA (2nd changeover)	0.00	45,000	0.00	46,000	0.00	1,000
Manager Works vehicle - 1TA (3rd changeover)	0.00	45,000	0.00	46,000	0.00	1,000
Parks & Gardens Utility - TA052	0.00	30,500	0.00	28,000	0.00	(2,500)
Works Supervisors vehicle - TA001	0.00	43,000	0.00	40,600	0.00	(2,400)
Works Supervisors vehicle - TA001 (2nd changeover)	0.00	43,000	0.00	40,600	0.00	(2,400)
Works Supervisors vehicle - TA001 (3rd changeover)	0.00	43,000	0.00	40,800	0.00	(2,200)
Parks & Gardens Utility - BH009	0.00	28,100	0.00	28,000	0.00	(100)
Maintenance Crew Dual Cab - BH00	37,500.00	38,500	35,264.45	35,500	(2,235.55)	(3,000)
Maintenance Crew Dual Cab - BH00 (2nd changeover)	0.00	38,500	0.00	35,500	0.00	(3,000)
Mechanics Utility - BH014	0.00	36,000	0.00	25,000	0.00	(11,000)
Construction Crew Dual Cab - BH003	59,970.28	57,600	57,272.73	57,500	(2,697.55)	(100)
Construction Crew Dual Cab - BH003 (2nd changeover)	0.00	57,600	0.00	57,500	0.00	(100)
	97,470.28	985,900	92,537.18	869,000	(4,933.10)	(116,900)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

YTD Actual 2016/17	Budget 2016/17
0.00	3,000
(4,933.10)	(119,900)
(4,933.10)	(116,900)

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

11: OPERATING REVENUE AND EXPENSE

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GENERAL PURPOSE FUNDING				
Rate Revenue	2,280,200	(203,200)	2,255,750.89	(31,649.78)
General Purpose Funding	1,762,700	0	440,316.75	0.00
Other General Purpose Funding	43,600	(66,200)	1,678.14	(10,830.02)
TOTAL GENERAL PURPOSE FUNDING	4,086,500	(269,400)	2,697,745.78	(42,479.80)
GOVERNANCE				
Members Of Council	20,600	(660,600)	0.00	(100,221.44)
Administration General	2,500	0	476.36	0.00
Other Governance	9,000	(87,800)	0.00	(384.13)
TOTAL GOVERNANCE	32,100	(748,400)	476.36	(100,605.57)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	94,600	(183,500)	56,727.12	(40,249.54)
Animal Control	3,900	(33,600)	855.00	(6,829.43)
Other Law, Order & Public Safety	0	(4,500)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	98,500	(221,600)	57,582.12	(47,078.97)
HEALTH				
Maternal & Infant Health	600	(15,200)	0.00	(1,823.01)
Health Inspection & Administration	500	(30,200)	472.00	(2,539.94)
Preventative Services - Pest Control	0	(14,900)	0.00	(209.01)
Other Health	0	0	0.00	0.00
TOTAL HEALTH	1,100	(60,300)	472.00	(4,571.96)
EDUCATION & WELFARE				
Other Education	55,300	(61,600)	0.00	(7,719.65)
Other Welfare	0	(10,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	55,300	(71,600)	0.00	(7,719.65)
HOUSING				
Staff Housing	0	0	0.00	(3.04)
Other Housing	54,100	(109,700)	7,504.41	(12,640.59)
TOTAL OTHER HOUSING	54,100	(109,700)	7,504.41	(12,643.63)
COMMUNITY AMENITIES				
Household Refuse	64,200	(261,400)	62,115.00	(23,962.68)
Protection Of The Environment	2,500	(2,500)	0.00	0.00
Town Planning & Regional Development	5,000	(59,800)	0.00	(8,359.77)
Other Community Amenities	5,000	(51,700)	2,703.32	(7,954.52)
Public Conveniences	0	(57,400)	0.00	(5,392.16)
Urban Stormwater Drainage	0	0	0.00	0.00
Sewerage	0	0	0.00	0.00
TOTAL COMMUNITY AMENITIES	76,700	(432,800)	64,818.32	(45,669.13)

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

11: OPERATING REVENUE AND EXPENSE

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RECREATION & CULTURE				
Public Halls & Civic Centres	1,671,300	(128,900)	176,826.34	(26,908.22)
Other Sport & Recreation	41,200	(581,700)	1,150.00	(62,688.72)
Libraries	100	(83,900)	0.00	(6,228.10)
Other Culture	0	(33,200)	0.00	(4,337.39)
Television Rebroadcasting	0	0	0.00	0.00
TOTAL RECREATION & CULTURE	1,712,600	(827,700)	177,976.34	(100,162.43)
TRANSPORT				
Road Construction	1,943,600	0	537,473.00	0.00
Streets Roads Bridges & Depot Maint	1,193,500	(2,886,100)	146,156.00	(519,952.56)
Traffic Control	22,200	(62,400)	3,467.20	(10,513.25)
TOTAL TRANSPORT	3,159,300	(2,948,500)	687,096.20	(530,465.81)
ECONOMIC SERVICES				
Rural Services	0	(4,800)	0.00	0.00
Tourism & Area Promotion	17,000	(88,100)	657.29	(10,997.67)
Building Control	13,200	(61,300)	13,879.50	(15,123.10)
Other Economic Services	26,000	(60,300)	2,527.30	(7,641.46)
TOTAL ECONOMIC SERVICES	56,200	(214,500)	17,064.09	(33,762.23)
OTHER PROPERTY & SERVICES				
Private Works	25,000	(22,500)	36.36	(7,866.86)
Public Works Overhead	0	0	2,606.55	(17,265.97)
Plant Operation Costs	35,000	0	8,773.13	(21,843.43)
Workers Compensation	0	0	184.52	(184.52)
Salaries & Wages	0	0	0.00	(27,715.21)
Unclassified	4,500	(4,500)	0.00	(2,250.00)
TOTAL OTHER PROPERTY & SERVICES	64,500	(27,000)	11,600.56	(77,125.99)
TOTAL OPERATING	9,396,900	(5,931,500)	3,722,336.18	(1,002,285.17)

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
GOVERNANCE					
Tambellup Admin Building - Generator backup	P&E	0	(21,200)	0.00	0.00
Tambellup Admin Building - seal rear carpark, remove tree	I-O	0	(20,000)	0.00	0.00
Tambellup Admin Building - shelter/shade in staff carpark	L&B	0	(15,000)	0.00	0.00
Broomehill Archive Repository - replace 3 airconditioners	P&E	0	(8,000)	0.00	(10,092.73)
Plant Replacement					
Holden Caprice Sedan OTA (CEO) * 3 changeovers	P&E	122,000	(135,000)	0.00	0.00
Holden Colorado Wagon BH000 (MCS) * 2 changeovers	P&E	70,000	(82,000)	0.00	0.00
Total		192,000	(281,200)	0.00	(10,092.73)
HEALTH					
Tambellup Infant Health Clinic - replace kitchen cupboards	L&B	0	(9,000)	0.00	0.00
Total		0	(9,000)	0	0
HOUSING					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(389,400)	0.00	(60,428.85)
Total		0	(404,400)	0.00	(60,428.85)
RECREATION & CULTURE					
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	(50,000)	0.00	(6,700.00)
Tambellup Pavilion - redevelopment	L&B	0	(3,600,000)	0.00	(138,718.48)
Tambellup Oval - replace fencing along Cremasco Rd	I-O	0	(10,000)	0.00	0.00
Broomehill Recreation Complex - oval lighting	I-O	0	(21,000)	0.00	0.00
Broomehill Oval Dam (Bignells property - pump)	I-O	0	(27,000)	0.00	0.00
Holland Park - erect fixed shade structure over playground	L&B	0	(39,800)	0.00	0.00
Diprose Park - soft fall under junior playground	I-O	0	(25,000)	0.00	0.00
Diprose Park - shade structure over junior playground	I-O	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area - carry over	L&B	0	(6,000)	0.00	0.00
Broomehill Museum - replace roof	L&B	0	(19,500)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Total		0	(3,829,300)	0.00	(145,418.48)
TRANSPORT					
Buildings					
Tambellup Depot - Washdown Bay	L&B	0	(35,000)	0.00	0.00
Plant Replacement					
Iveco Stralis	P&E	100,000	(340,000)	0.00	0.00
Caterpillar Vibrating Roller	P&E	50,000	(180,000)	0.00	0.00
Side Tipping Trailer	P&E	0	(75,000)	0.00	0.00
Toyota Hilux Dual Cab 1TA * 3 changeovers	P&E	138,000	(150,000)	0.00	0.00
Holden Colorado Utility TA052	P&E	28,000	(38,000)	0.00	0.00
Toyota Hilux Dual Cab TA001* 3 changeovers	P&E	122,000	(135,000)	0.00	0.00
Holden Colorado Utility BH009	P&E	28,000	(38,000)	0.00	0.00
Holden Colorado Dual Cab BH00 * 2 changeovers	P&E	71,000	(80,000)	35,264.45	(39,090.91)
Holden Colorado Utility BH014	P&E	25,000	(35,000)	0.00	0.00
Toyota Landcruiser BH003 * 2 changeovers	P&E	115,000	(130,000)	57,272.73	(57,727.27)
Sundry Plant	P&E	0	(30,000)	0.00	0.00

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
TRANSPORT					
<i>Footpaths</i>					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
<i>Townscape</i>					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	0.00
<i>Road Construction</i>					
Regional Road Group					
Gnowangerup-Tambellup Road - reseal - SLK 18.69 to 20.88	I-R	0	(108,800)	0.00	0.00
Pallinup South Road - construct & seal - SLK 6.30 to 9.30	I-R	0	(415,500)	0.00	0.00
Punchmirup South Road - stabilise & seal - SLK 0.00 to 6.32	I-R	0	(193,500)	0.00	0.00
Broomehill-Kojonup Road - stabilise & seal - SLK 26.30 to 28.20	I-R	0	(97,700)	0.00	0.00
Warrenup Road - construct & seal - SLK 4.60 to 6.75	I-R	0	(290,400)	0.00	0.00
Commodity Routes					
Beejenup Road - gravel sheet - SLK 0.00 to 4.00 - <i>carry over</i>	I-R	0	(110,800)	0.00	(60,556.92)
Beejenup Road - widen & gravel resheet - SLK 11.45 to 18.27	I-R	0	(258,500)	0.00	0.00
Nardlah Road - construct & seal - SLK 0.00 to 5.40	I-R	0	(301,500)	0.00	0.00
Roads to Recovery					
Punchmirup North Road - gravel sheet - SLK 0.04 to 4.00 - <i>carry o</i>	I-R	0	(69,300)	0.00	(175.00)
Tieline North Road - widen & resheet - SLK 0.00 to 5.02	I-R	0	(138,800)	0.00	0.00
Flat Rocks Road - reseal - SLK 8.73 to 19.00	I-R	0	(199,800)	0.00	0.00
Bridgeworks					
Pallinup Rd - bridge 4241	I-R	0	(309,300)	0.00	0.00
Total		677,000	(4,029,900)	92,537.18	(157,550.10)
ECONOMIC SERVICES					
Banner Poles - Tourist Layby Broomehill	I-O	0	(5,500)	0.00	0.00
Tambellup Railway Station - replace gutters & fascia	L&B	0	(17,800)	0.00	0.00
Broomehill Caravan Park - upgrade reticulation	I-O	0	(15,000)	0.00	0.00
Total		0	(38,300)	0.00	0.00
Total		869,000	(8,592,100)	92,537.18	(373,490.16)
LAND HELD FOR RESALE					
	LR	0	0	0	0.00
LAND & BUILDINGS					
	L&B	0	(4,206,500)	0.00	(205,847.33)
PLANT & EQUIPMENT					
	P&E	869,000	(1,477,200)	92,537.18	(106,910.91)
FURNITURE & EQUIPMENT					
	F&E	0	0	0.00	0.00
INFRASTRUCTURE - ROADS					
	I-R	0	(2,563,900)	0.00	(60,731.92)
INFRASTRUCTURE - PARKS					
	I-O	0	(344,500)	0.00	0.00
		869,000	(8,592,100)	92,537.18	(373,490.16)

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Adopted Budget Revenue 2016/17	Adopted Budget Expense 2016/17	Actual Revenue 2016/17	Actual Expense 2016/17
RESERVE TRANSFERS - from/(to)				
Leave Reserve	80,900	(37,000)	0.00	0.00
Plant Replacement Reserve	579,000	(554,000)	0.00	0.00
Building Reserve	389,400	(109,000)	0.00	0.00
Computer Reserve	0	(10,600)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve	254,800	(6,000)	0.00	0.00
Broomehill Rec Complex Reserve	7,000	(10,100)	0.00	0.00
Building Maintenance Reserve	35,000	(1,200)	0.00	0.00
Sandalwood Villas Reserve	0	(10,900)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,300)	0.00	0.00
Refuse Sites Post Closure Management Reserve	0	(5,200)	0.00	0.00
Lavieville Lodge Reserve	0	(500)	0.00	0.00
Townscape Plan Implementation Reserve	200,000	(101,000)	0.00	0.00
	1,546,100	(854,800)	0.00	0.00
LOANS				
Loan Repayments	0	(52,000)	0.00	0.00
Proceeds from New Loans	1,150,000	0	0.00	0.00
Self Supporting Loans	50,000	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	1,200,000	(102,000)	0.00	0.00
TOTAL CAPITAL	3,615,100	(9,548,900)	92,537.18	(373,490.16)

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

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 2016	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,400.00	550.00	(550.00)	1,400.00
Key Bonds	300.00	0.00	0.00	300.00
Equipment Bonds	0.00	300.00	(200.00)	100.00
House Bonds	880.00	0.00	0.00	880.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	28,085.67	0.00	0.00	28,085.67
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	3,800.97	0.00	0.00	3,800.97
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
Planning Approval Bond	5,000.00	0.00	0.00	5,000.00
Southern Link VROC	794,738.75	2,340.45	(75,486.73)	721,592.47
YMCA - A Smart Start Program	311,425.99	45,894.00	0.00	357,319.99
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	4,566.70	8,932.20	0.00	13,498.90
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	1,159,973.18	58,016.65	(76,236.73)	1,141,753.10

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 August 2016
Presented to Council on 15 September 2016

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3206	01/08/2016	AUSTRALIA POST	Postage BT Times x 200 July 2016	70.00	
3207	01/08/2016	GRAHAM'S SMALL MOTOR CENTRE	15 Sets Honda Blades & Bolts, 2 Wheels	388.00	
3208	01/08/2016	GREAT SOUTHERN FUEL SUPPLIES	Diesel 16000 lts TA Depot 5000 lts BH Depot	23,931.60	
3209	01/08/2016	J BLACKWOOD & SON	Cleaning products	33.83	
3210	01/08/2016	TELSTRA	Usage charges to 01/07/16 Service charges to 01/08/16	2,469.59	
3211	01/08/2016	WATER CORPORATION	Water usage 02/05/16 to 08/07/16 Water charges to 31/08/16	1,861.77	
3212	11/08/2016	AUSTRALIAN RURAL ROAD GROUP INC	Australian Rural Road Group Annual Membership 2016/2017	500.00	
3213	11/08/2016	CUT-N-COTE	Sign "Long Vehicle"	103.50	
3214	11/08/2016	DEPARTMENT OF LANDS	Lease fee 01/07/16 to 30/12/16 Lot 500 Garrity St	2,475.00	
3215	12/08/2016	DEPARTMENT OF TRANSPORT	New registration for Holden Colorado 7 BH000	406.30	
3216	17/08/2016	BUILDING COMMISSION	Building Services Levy collected for July 2016	4,331.43	
3217	17/08/2016	CONSTRUCTION TRAINING FUND	Construction Training Fund levy collected	8,422.42	
3218	17/08/2016	AUSTRALIA POST	Postage BT Times August 2016	70.00	
3219	17/08/2016	SYNERGY	Electricity usage 25/06/16 to 24/07/16	3,555.85	
3220	17/08/2016	TAMBELLUP DELI	July 2016 - Fuel usage BH000 & OTA, newspapers, groceries	344.62	
3221	17/08/2016	WATER CORPORATION	Water usage 29/06/16 to 29/07/16 Jam Ck Rd Standpipe	31.25	
3222	17/08/2016	GREAT SOUTHERN FUEL SUPPLIES	200Lt Recosol R55	547.80	
3223	17/08/2016	TELSTRA	Phone usage charges to 01/08/16 Service charges to 01/09/16	2,384.31	
3224	23/08/2016	PETTY CASH	Petty cash reimbursement - Tambellup	329.35	
3225	26/08/2016	LINDA HEWSON	Donation towards hire of Broomehill Hall for Long Table Lunch	250.00	
3226	26/08/2016	PETTY CASH	Petty Cash reimbursement - Tambellup	313.60	
3227	26/08/2016	TELSTRA	CEO Telephone Allowance August 2016	200.00	
3228	29/08/2016	GREAT SOUTHERN FUEL SUPPLIES	210Lt Adblue	267.41	
3229	29/08/2016	SYNERGY	Electricity usage 27/05/16 to 10/08/16	852.05	
3230	31/08/2016	DEPARTMENT OF TRANSPORT	New registration for Toyota Hilux BH014	386.90	
3231	31/08/2016	ANNE BLACKBURNE-KANE	Refund credit on rate assessment A592	200.59	
EFT8002	01/08/2016	AUSROAD SYSTEMS PTY LTD	Arrow Board, Linear Actuator Throttle & Patrol Sign Actuator for Jetpatcher	4,813.68	
EFT8003	01/08/2016	BKW CO-OP	Steel for Fuel Trailer	174.00	
EFT8004	01/08/2016	COALCLIFF PLANT HIRE	Hire Side Tipper 4 days 20/06/16 to 30/06/16	962.50	

10.02 - Creditors Accounts Paid - August 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8005	01/08/2016	COURIER AUSTRALIA	Freight on Toilet Rolls, Wear Plates for Loader, Lever for Roller	106.44	
EFT8006	01/08/2016	GNOWANGERUP JUNIOR FOOTBALL CLUB	Kidsport Vouchers	71.00	
EFT8007	01/08/2016	GRAY & LEWIS	Town Planning Consulting Services June 2016	835.18	
EFT8008	01/08/2016	GREAT SOUTHERN TOYOTA	2016 SR Toyota Hilux Dual Cab Ute BH00 (insurance claim w/off)	43,278.10	
EFT8009	01/08/2016	JUDY STEWART	MCS mobile charges 16/06/16 to 15/07/16	73.00	
EFT8010	01/08/2016	KRISTY BOYLE	Preparation of July 2016 BT Times	247.50	
EFT8011	01/08/2016	LANDMARK	4 x Bundles Droppers	602.37	
EFT8012	01/08/2016	MR FIX IT MT BARKER	BH Admin Office/Archives - replace Air Conditioners	11,102.00	
EFT8013	01/08/2016	PRANDI BUILDERS	Final claim on works to Tamb Hall Ablutions	12,657.41	
EFT8014	01/08/2016	SHIRE OF KATANNING	Contribution to CESM 01/04/16 to 30/06/16	4,436.96	
EFT8015	01/08/2016	THE WORKWEAR GROUP	Admin uniforms	146.69	
EFT8016	01/08/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 20/06/16, 28/06/16 & 07/07/16	1,566.12	
EFT8017	01/08/2016	WESTRAC EQUIPMENT PTY LTD	Wear Plates for Loader	664.71	
EFT	09/08/2016	SALARIES & WAGES	Wages for fortnight ending 5 August 2016	51,838.77	
EFT8018	09/08/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8019	09/08/2016	CHILD SUPPORT AGENCY	Payroll deductions	356.02	
EFT8020	09/08/2016	LGRCE UNION	Payroll deductions	61.50	
EFT8021	09/08/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8022	11/08/2016	ALBANY CITY MOTORS	Service Kits for TA386 & TA017	136.90	
EFT8023	11/08/2016	ALLROAD MOTOR BODY BUILDERS	Set up hydraulic lines on Dolly to enable use with Side Tipper	801.86	
EFT8024	11/08/2016	ARGOS FIRE SAFETY	1.5kg DCP Fire Extinguisher BH Cvan Park	75.90	
EFT8025	11/08/2016	ARROW BRONZE	Tamb Cemetery Niche Wall Plaque	418.33	
EFT8026	11/08/2016	BAMLEY PTY LTD	Spray interior BH Fire Shed for spiders	55.00	
EFT8027	11/08/2016	BOC LIMITED	Annual Cylinder rent. Oxygen, Acetylene, Argoshield	555.56	
EFT8028	11/08/2016	BUNBURY TRUCKS	Coolant Reservoir for TA092	383.99	
EFT8029	11/08/2016	BURANDO HILL	Hose, fittings, Cam lock for Fuel Trailer	118.04	
EFT8030	11/08/2016	BURGESS RAWSON	Retail Rent 01/08/16 to 31/07/17 Railway Building	1,650.00	
EFT8031	11/08/2016	DOWNER EDI WORKS PTY LTD	Cold Mix 12.6 tonnes	2,573.25	
EFT8032	11/08/2016	EDWARDS MOTORS PTY LTD	Service Kit for TA052	241.65	
EFT8033	11/08/2016	GREAT SOUTHERN TOYOTA	Aux Switches x 2 BH00	66.00	
EFT8034	11/08/2016	HIMAC INDUSTRIES	Trencher Adjustment Kit	102.30	
EFT8035	11/08/2016	HOWARD + HEAVER ARCHITECTS	Architectural Services CD to 100%	27,087.55	
EFT8036		CANCELLED		0.00	
EFT8037	11/08/2016	ITVISION USER GROUP	User Group Membership Subscription 2016/2017	715.00	
EFT8038	11/08/2016	KATANNING GLAZING & SECURITY	Replace window in Gents toilet, Tamb Lesser Hall	1,115.15	

10.02 - Creditors Accounts Paid - August 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8039	11/08/2016	LINCOLNS	Audit Acquittal of final CLGF 2011-2012 VROC Storm Water Harvesting Project	1,155.00	
EFT8040	11/08/2016	LW HULL	Spray Ovals NPK & Broadleaf	560.00	
EFT8041	11/08/2016	MARIE SHERIDAN	Cater for Council Meeting July 2016	380.00	
EFT8042	11/08/2016	PALOMAR FARMING	Roadside mulching Beejenup Rd Sth	37,999.50	
EFT8043	11/08/2016	PEP BUILDING IMPROVEMENTS	Tamb Hall & Lesser Hall Roof Repairs	8,503.00	
EFT8044	11/08/2016	PLASTICS PLUS	Green wheelie bins, 6 x fuel containers	1,280.90	
EFT8045	11/08/2016	TRUCK CENTRE WA PTY LTD	Service Kit BHT125	1,014.53	
EFT8046	11/08/2016	TYREPOWER KATANNING	Wheel Alignment TA017	225.00	
EFT8047	11/08/2016	WA LOCAL GOVERNMENT ASSOCIATION	WALGA Subscriptions: Governance, Local Laws, Employee Relations, Tax Services, Assn Membership	13,984.39	
EFT8048	17/08/2016	SHARNETTE FARMER	Refund Tambellup Hall Bonds		550.00
EFT8049	17/08/2016	AARON PARNELL	Lavieville Grounds Maintenance July 2016	200.00	
EFT8050	17/08/2016	ALBANY PRINTERS	Invitations for CEO Retirement	95.00	
EFT8051	17/08/2016	ALBANY RECORDS MANAGEMENT	Destruction of 18 Archive Boxes	128.70	
EFT8052	17/08/2016	BEST OFFICE SYSTEMS	Minimum charge - Bhill copier	49.50	
EFT8053	17/08/2016	BILL GIBBS EXCAVATIONS	WANDRRA - AGRN 696 Gravel Screening Sth Pallinup Rd	11,558.25	
EFT8054	17/08/2016	BLACK STUMP ELECTRICAL	Change Air-cons to standard circuit breakers	340.04	
EFT8055	17/08/2016	BOC LIMITED	Oxygen Industrial E2 Size	46.82	
EFT8056	17/08/2016	CALTEX STAR CARD	Fuel usage July 2016 1TA	61.00	
EFT8057	17/08/2016	COURIER AUSTRALIA	Freight on Service Kit TA386/BHT125, Water Pump TA092, 208Lt Oil	257.17	
EFT8058	17/08/2016	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin Postage July 2016	275.00	
EFT8059	17/08/2016	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	OSH Refresher Course: E. Farmer, R.Riley, A. Hankinson	3,598.00	
EFT8060	17/08/2016	I SWEEP TOWN AND COUNTRY	Street sweeping - Broomehill & Tambellup	2,384.80	
EFT8061	17/08/2016	KJB PLUMBING & GAS	Replace Internal water meter on Standpipe	440.00	
EFT8062	17/08/2016	KOJONUP JUNIOR FOOTBALL CLUB	Kidsport Vouchers	140.00	
EFT8063	17/08/2016	KRISTY BOYLE	Preparation of August 2016 BT Times	275.00	
EFT8064	17/08/2016	LANDGATE	Minimum charge - interim rate valuations	64.70	
EFT8065	17/08/2016	LANDMARK	WANDRRA AGRN696 - 5 x Pallets Cement	2,815.64	
EFT8066	17/08/2016	LEASECHOICE PTY LTD	Photocopier charges - Tambellup copier	1,342.35	
EFT8067	17/08/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2016-2017 Council Corporate Membership Subscription	2,047.50	
EFT8068	17/08/2016	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical Services 2016-2017	495.00	
EFT8069	17/08/2016	RON WRIGHT	Side Tipper hire - Beejenup Rd - 27 June to 7 July	29,914.50	
EFT8070	17/08/2016	SOUTHERN TOOL AND FASTENER CO	Whippersnipper Heads & Cord	242.60	
EFT8071	17/08/2016	STAPLES AUSTRALIA P/L	Stationery supplies, Mobile Display Panels x 2	2,602.07	
EFT8072	17/08/2016	STATE LIBRARY OF WA	Library- Charges for lost/damaged books 2016-2017	436.70	

10.02 - Creditors Accounts Paid - August 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8073	17/08/2016	TAMBELLUP G & T MOTORS	July 2016 Fuel usage 1TA; Workshop Supplies	322.45	
EFT8074	17/08/2016	TAMBELLUP POST CAFE C/- BETH TREZONA	Catering DFES Training 02/07/16	225.00	
EFT8075	17/08/2016	TRUCK CENTRE WA PTY LTD	Air Drier Kit BHT125	137.94	
EFT8076	17/08/2016	WARREN BLACKWOOD WASTE	Management of Transfer Stations July 2016	17,174.04	
EFT8077	17/08/2016	WESTRAC EQUIPMENT PTY LTD	Service Kit for TA281	3,423.02	
EFT8078	17/08/2016	WILSONS SIGN SOLUTIONS	Jarrah Nameplate K. Williams	176.00	
EFT8079	17/08/2016	WOOD & GRIEVE ENGINEERS	Engineering Services July 2015 to July 2016	5,826.98	
EFT8080	17/08/2016	ABA SECURITY	Monitoring of Security System 12/08/16 to 11/11/16	82.50	
EFT8081	17/08/2016	ALLROAD MOTOR BODY BUILDERS	Hire Side Tipper 20/07/16 to 19/08/16	4,100.00	
EFT8082	17/08/2016	BAMLEY PTY LTD	6 monthly Termite Inspection - Bhill Rec. Complex	528.00	
EFT8083	17/08/2016	GERALDINE MERRICK	Catering for Dog Handling Course - 10/08/16	220.00	
EFT8084	17/08/2016	GREAT SOUTHERN TOYOTA	10,000km Service 1TA	376.73	
EFT8085	17/08/2016	KATANNING JUNIOR FOOTBALL CLUB	Kidsport Voucher	45.00	
EFT8086	17/08/2016	KATANNING NETBALL ASSOCIATION	Kidsport Vouchers	200.00	
EFT8087	17/08/2016	PREMIER SMASH REPAIRS	Excess on Insurance Claim. TA386	300.00	
EFT8088	17/08/2016	RECHARGE-IT (Danai Pty Ltd)	Refill printer cartridges	198.00	
EFT8089	17/08/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 13/07/16 to 10/08/16	2,384.25	
EFT8090		CANCELLED		0.00	
EFT8091	23/08/2016	GRAY CARTER	WANDRRA - AGRN696 - Supply Plant to repair flood damage	49,852.00	
EFT8092	23/08/2016	IT VISION AUSTRALIA PTY LTD	Synergy Soft & Universe Annual Fees 01/07/16 to 30/06/17	33,394.90	
EFT8093	23/08/2016	RIVERHILL CONTRACTING	WANDRRA - AGRN696 Supply Plant & Labour for drainage works	63,492.00	
EFT8094	23/08/2016	RON WRIGHT	WANDRRA - AGRN696 Storm damage repairs Sth Pallinup Rd	9,135.50	
EFT8095		CANCELLED		0.00	
EFT	23/08/2016	SALARIES & WAGES	Wages for fortnight ending 19 August 2016	50,470.12	
EFT8096	26/08/2016	SHIRE OF KOJONUP	Registrations for Hollow Log golf day - 30 September 2016	640.00	
EFT8097	29/08/2016	ANNE LAKE CONSULTANCY	EBA Re-negotiation/ Travel	6,182.00	
EFT8098	29/08/2016	ARGOS FIRE SAFETY	Inspect & service Fire Extinguishers	2,379.30	
EFT8099	29/08/2016	BURGESS RAWSON	Station Masters Residence - Water & Sewage Rates 01/07/16 to 31/08/16 - usage to 11/08/16	151.35	
EFT8100	29/08/2016	CAMPBELL BECK'S SMART SHOP	Print & reframe photos of Councillors	100.00	
EFT8101	29/08/2016	COURIER AUSTRALIA	Freight on Service Kit TA281/ BH001/ Nozzle Assy BH004/ Display Panels	395.96	
EFT8102	29/08/2016	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Chainsaw Course. Ian Havard 16/08/16	139.34	
EFT8103	29/08/2016	GREAT SOUTHERN TOYOTA	Changeover Toyota Landcruiser BH003	525.29	
EFT8104	29/08/2016	HOWARD + HEAVER ARCHITECTS	Architectural Services CEO Residence	1,574.38	
EFT8105	29/08/2016	JR & A HERSEY PTY LTD	Riggers Gloves/ Cable Ties, Wire brush, Rags, Stanley Knife	342.10	

10.02 - Creditors Accounts Paid - August 2016

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT8106	29/08/2016	JUDY STEWART	MCS Mobile charges 16/07/16 to 15/08/16	73.00	
EFT8107	29/08/2016	KATANNING GLAZING & SECURITY	Supply & install Crimsafe door to front entrance - 27 East Tce	1,075.00	
EFT8108	29/08/2016	KJB PLUMBING & GAS	Install pump pit, submersible pump, connect pump & seal tanks. 1 Janus St	1,287.00	
EFT8109	29/08/2016	LANDMARK	Stormpro Pipe - Peter Valley, Paul Valley, Nymbup Roads	4,266.71	
EFT8110	29/08/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	Travel - IT Support/ Server Maintenance	770.00	
EFT8111	29/08/2016	SOUTHERN TOOL AND FASTENER CO	4 x Whippersnipper Heads	160.00	
EFT8112	29/08/2016	STAPLES AUSTRALIA P/L	Table Knives x 13 boxes - Tamb Hall	261.12	
EFT8113	29/08/2016	TRUCK CENTRE WA PTY LTD	Valve Kit for BHT125	315.47	
EFT8114	29/08/2016	TW & AH PROUT	1 x Night Accommodation PCS (Server Maintenance)	95.00	
EFT8115	29/08/2016	WA LOCAL GOVERNMENT ASSOCIATION	Local Govt Week Convention registrations - Councillors & CEO	6,996.97	
EFT8116	29/08/2016	WATERMAN IRRIGATION PTY LTD	Supply & install Flow Meter - standpipe Bhill-Koji Rd	1,136.30	
EFT8117	29/08/2016	WESTRAC EQUIPMENT PTY LTD	Service Kit for BH001	829.57	
EFT8118	31/08/2016	CHILD SUPPORT AGENCY	Payroll deductions	356.02	
EFT8119	31/08/2016	LGRCE UNION	Payroll deductions	61.50	
EFT8120	31/08/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT8121	31/08/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT8122	31/08/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Trust Fund - "A Smart Start" Lotterywest Funding	45,894.00	
DD4282.1	09/08/2016	WA SUPER	Payroll deductions	13,757.62	
DD4282.2	09/08/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	36.72	
DD4282.3	09/08/2016	MTAA SUPER	Superannuation contributions	194.72	
DD4282.4	09/08/2016	REST SUPERANNUATION	Superannuation contributions	194.72	
DD4311.1	23/08/2016	WA SUPER	Payroll deductions	13,750.93	
DD4311.2	23/08/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	62.14	
DD4311.3	23/08/2016	MTAA SUPER	Superannuation contributions	194.72	
DD4311.4	23/08/2016	REST SUPERANNUATION	Superannuation contributions	162.07	
				697,435.71	550.00

CREDIT CARDS

	Description	Amount
14/08/2016 July 2016	Fuel - 1TA	220.65
	Refreshments & groceries - Council Meetings & kitchen	165.60
	Fuel - BH000	196.33
	Padlock - Station Masters residence	14.98
	Card Fees	8.00
Total Credit Cards		605.56



BUSH FIRE BRIGADE

STANDARD OPERATING PROCEDURES

and

**STANDARD ADMINISTRATION
PROCEDURES**

2016-2017



Bush Fire Brigade

STANDARD OPERATING PROCEDURES

CONTENTS

SOP	Title	Adopted	Reviewed
1	Incident Announcements	18 December 2008	15 September 2016
2	Wildfire Operational Management	18 December 2008	15 September 2016
3	Personal Protective Equipment	18 December 2008	15 September 2016
4	Incident Control System	18 December 2008	15 September 2016
5	Drugs & Alcohol	18 December 2008	15 September 2016
6	Road Closures	18 December 2008	15 September 2016
7	Fire Appliances Maintenance & Modification	18 December 2008	15 September 2016
8	Drip Torches	18 December 2008	15 September 2016
9	Fire Appliances Outside Municipality Boundaries	18 December 2008	15 September 2016
10	Bush Fire Radio Network	18 December 2008	15 September 2016
11	Fuel Reduction Burns	18 December 2008	15 September 2016
12	Driving Guidelines	18 December 2008	15 September 2016
13	Media & Police Statements	18 December 2008	15 September 2016
14	Electrical Hazards	18 December 2008	15 September 2016
15	Shire Owned Equipment at a Wildfire	19 March 2009	15 September 2016
16	Entrapment at Bushfire – Burnover Procedure	21 August 2014	15 September 2016
17	Burnover Blankets	21 August 2014	15 September 2016
18	Red Flag Warnings	21 August 2014	15 September 2016
19	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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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:

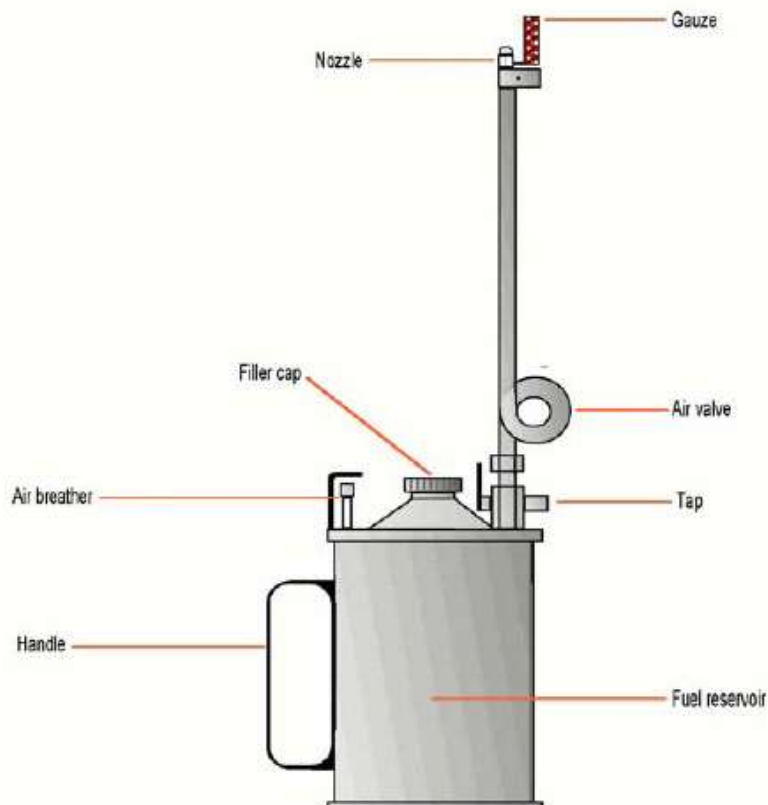
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation 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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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 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*'.
- Transmit 'EMERGENCY MESSAGE'.
- Activate beacons/emergency warning 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 (except for personal protection lines).
- 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 cabin.
- 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
- 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	15 September 2016
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

17

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	15 September 2016
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

18

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	15 September 2016
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE 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

CONTENTS

SAP	Title	Adopted	Reviewed
1			
2	Incident Reports	18 December 2008	15 September 2016
3	Harvest Bans	18 December 2008	15 September 2016
4	Occupational Health & Safety Reporting	18 December 2008	15 September 2016
5	Firebreak Inspections	18 December 2008	15 September 2016
6	Fuel Reduction Burns – Road Verges	18 December 2008	15 September 2016
7	Permits To Set Fire To The Bush	18 December 2008	15 September 2016
8	Fuel Reduction Burns - Reserves	18 December 2008	15 September 2016

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	15 September 2016
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/after hours - email	matthewstrans@wn.com.au	
Halls Haulage (email)	admin@hallshaulage.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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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	15 September 2016
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



Our Ref: 00195-03

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

SHIRE OF BROOMEHILL- TAMBELLUP RECEIVED 12 SEP 2016 Rec No: _____ File No: _____ GDA: _____ Action By: _____

Dear Ms Trezona

IDENTITY CARDS FOR BUSH FIRE SERVICE VOLUNTEERS

You may be aware that the Waroona Special Inquiry has recommended that:

"The Department of Fire and Emergency Services to issue a photo identification card to DFES members, members of Bush Fire Brigades, volunteer emergency services, Incident Management Teams, forestry industry brigade members and Networked Government Agency members." (Recommendation 13).

Notwithstanding the recommendation, DFES does not have legislative authority for the administration of Bush Fire Brigades. It is therefore, appropriate that DFES seek your consent for DFES to issue your Bush Fire Brigade members with an identity (ID) card.

The ID card will have the following features:

- Bush Fire Service logo
- Name of the respective Local Government
- Photograph of volunteer
- Volunteer membership number
- Expiry Date

The proposed card designs are provided in Attachment 1 for your information.

DFES intends that the ID cards will have a degree of future proofing to accommodate the anticipated technologies which are realistically expected to come on line within the next 3 – 5 years. In the first instance, this is likely to be a card reading functionality which will be added to the Automatic Vehicle Location (AVL) device on a plug in basis.

The costs of the roll out of ID cards will be met by DFES and will be undertaken in two phases.

In Phase 1, DFES is keen to progress this recommendation by giving priority to issuing ID cards to those registered volunteers in the high bush fire risk areas of the outer Metropolitan areas, South West, Lower South West, Goldfields and Great Southern regions in the first instance.

To facilitate the roll out of Phase 1, your bushfire brigades' membership list will be sent to the existing email DFES has as your Local Government contact; mail@shirebt.wa.gov.au by COB September 14, 2016 (If this is no longer the correct email address for communications in relation to volunteer information please forward the new address to reports@dfes.wa.gov.au).

The email sent from DFES will contain a secured excel spreadsheet containing your bushfire membership information. The PIN or password to unlock this file is **642560**. Please advise DFES by 30 September 2016 of any changes to the information by updating the spreadsheet and sending it back to reports@dfes.wa.gov.au. If you do not supply an updated list of members by this date, it will be assumed that the list provided to you is accurate.

Phase 2 of the ID card project - arrangements for issuing ID cards to volunteers in the remaining regions as well as the longer term management of volunteer ID cards - will be subject to a more detailed assessment. You will be informed as more information about potential solutions comes to hand.

DFES has been consulting with the Association for Volunteer Bush Fire Brigades (AVBFB) about ID cards. The AVBFB have advised that they are supportive of DFES rolling out ID cards to their members.

If you would like any further information about this matter, please contact Director Human Resources, Karen Roberts on 9395 9361.

You can confirm your approval for DFES to issue ID cards to registered Bush Fire Brigades members by responding via email to volunteering@dfes.wa.gov.au or Karen.Roberts@dfes.wa.gov.au. Your response by 30 September 2016 would be appreciated. If you do not respond, DFES will deem that you do not wish DFES to issue your Bush Fire Brigade members with an ID card.

Yours sincerely,



WAYNE GREGSON APM
COMMISSIONER

2 September 2016

CC: CBFCO
DFES Regional Superintendent

Attachment 1. ID Card Design
Attachment 2. – Membership List

Proposed ID Card Design – Bush Fire Brigade



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

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms
1/08/2016	Entered data and sent off new forms to the Building Commission Data Collection for all building activity.	10.30	12.00	1.50	
5/08/2016	Shire visit. Continued to process applications.	8.00	17.00	9.00	343
9/08/2016	Started to process an application for a farm shed at 2825 Paul Valley Road Tambellup.	13.00	14.00	1.00	
19/08/2016	Shire visit. Met with the owners of 2825 Paul Valley Road Tambellup regarding the new shed they are erecting on their farm. Continued to process other applications and processed this work.	8.00	17.00	9.00	342
22/08/2016	Started to get paperwork in order for the new Car Port at the Shire office. Still need more information concerning this project.	7.00	7.45	0.75	
23/05/2016	Finalised project for the shed at 2825 Paul Valley Road with the owners and Auspan Builders.	13.00	14.30	1.50	
24/08/2016	Dropped off the building permit at the Shire office for 2825 Paul Valley Road and Auspan Builders so that it can be issued when paid for.	14.00	15.00	1.00	65
29/08/2016	Dealt with an enquiry concerning the demolition of the 'St John Ambulance' building.	11.00	11.15	0.25	
31/08/2016	End of month reports for the month of August 2016.	10.00	11.00	1.00	
	TOTALS			25.00	750

Broomehill-Tambellup	0007	25.00	\$110.00	\$2,750.00	0008	750	\$0.95	\$712.50	\$3,462.50	
Authorised by Darryle Baxter MAIBS <u><i>D Baxter</i></u> MAIBS Principal Building Surveyor Date 31-8-2016										

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

Building permit number	Approval date	Unique property identifier	Site lot number	Site street number	Site street name	Site suburb name	Nature of work	Approval value	Floor area
BHT 201617003	19/08/2016	A 601	545	2311	PAUL VALLEY ROAD	TAMBELLUP	CONSTRUCT SHED	\$ 121,000.00	648
								\$ 121,000.00	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
GOVERNANCE								
BH Administration Building								
Rectify roof/ceiling issues	9,000	9,000						Work awarded
Replace 3 air conditioners	8,000		8,000			10,093		4 air-conditioners replaced
General Maintenance	3,000	3,000				36		Fire extinguisher service
Total	20,000	12,000	8,000		0	10,129	9,871	
TA Administration Building								
Shelter/shade for staff car park	15,000		15,000					Quotes requested
Hard wired generator	10,601		10,601	10,600				Work awarded
General Maintenance	3,000	3,000				166		Fire extinguisher service
Total	28,601	3,000	25,601	10,600	0	166	28,435	
HEALTH								
TA Infant Health Clinic								
Replace kitchen sink and cupboards	9,000		9,000					Quotes requested
Remove rainwater tank, install sump for drainage	3,000	3,000						Work awarded
General Maintenance	1,500	1,500				244		Repair rear window frames & repaint; paint laundry ceilings; replace flyscreen in window; fire extinguisher service
Total	13,500	4,500	9,000		0	244	13,256	
STAFF HOUSING								
20 Henry Street								
Renovation bathroom/laundry c/over	15,000		15,000					Work awarded
Paint guttering	1,000	1,000						Work awarded
General Maintenance	2,000	2,000						
Total	18,000	3,000	15,000		0	0	18,000	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
27 East Terrace								
Replace carpets throughout	5,800	5,800						Quotes requested
Replace rainwater tank	3,700	3,700						Work awarded
Replace ceiling in kitchen/living area c/over	1,200	1,200						Work awarded
General Maintenance	2,000	2,000				1,702		Install deadlocks to front & rear doors; install security door
Total	12,700	12,700	0		0	1,702	10,998	
18 Henry Street								
General Maintenance	2,000	2,000						
Total	2,000	2,000	0		0	0	2,000	
38 Ivy Street								
Internal/External paint	8,000	8,000						Quotes requested
Replace carpets in lounge and bedrooms	3,400	3,400						Quotes requested
General Maintenance	2,000	2,000						
Total	13,400	13,400	0		0	0	13,400	
11 Lavarock Street								
General Maintenance	2,000	2,000						
Total	2,000	2,000	0		0	0	2,000	
1 Janus Street								
General Maintenance	2,000	2,000				1,287		Form pump pit, supply & connect submersible pump, seal septic tanks
Total	2,000	2,000	0		0	1,287	713	
OTHER HOUSING								
Unit 1, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	
Unit 2, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	
Unit 3, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	
Unit 4, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
Unit 5, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	
Unit 6, Sandalwood Villas								
General Maintenance	1,000	1,000						
Total	1,000	1,000	0		0	0	1,000	
Unit 1, Lavieville Lodge								
Extend Colorbond down northern side of Unit 1 carport	1,200	1,200						<i>Quotes requested</i>
General Maintenance	1,500	1,500						
Total	2,700	2,700	0		0	0	2,700	
Unit 2, Lavieville Lodge								
General Maintenance	1,500	1,500						
Total	1,500	1,500	0		0	0	1,500	
Unit 3, Lavieville Lodge								
General Maintenance	1,500	1,500						
Total	1,500	1,500	0		0	0	1,500	
Unit 4, Lavieville Lodge								
Realign driveway of Unit 4 carport	1,200	1,200						<i>Quotes requested</i>
General Maintenance	1,500	1,500						
Total	2,700	2,700	0		0	0	2,700	
COMMUNITY AMENITIES								
Holland Park Toilets								
General Maintenance	3,000	3,000						
Total	3,000	3,000	0		0	0	3,000	
Diprose Park Toilets								
Apply anti graffiti paint	2,400	2,400						<i>Quotes requested</i>
General Maintenance	3,000	3,000				100		<i>Repair leaking toilet cistern</i>
Total	5,400	5,400	0		0	100	5,300	
Norrish Street (disabled access) Public Toilets								
Relocate RV dump point from Tambellup Caravan Park	5,000	5,000						Work awarded
General Maintenance	3,000	3,000				290		Replace window
Total	8,000	8,000	0		0	290	7,710	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
RECREATION & CULTURE								
BH Hall								
Extend hand rail and improve platform - northern exit door	3,700	3,700						Quotes requested
General Maintenance	5,000	5,000				179		Fire extinguisher service
Total	8,700	8,700	0		0	179	8,521	
TA Hall								
Seal asbestos in projector room	1,000	1,000						Work awarded
Roof repairs (grant funded)				6,700				Completed
Replace vinyl in Lesser Hall verandah	3,000	3,000						
General Maintenance	5,000	5,000				882		Replace window in gents toilet; replace floorboard; fire extinguisher service
Total	9,000	9,000	0	6,700	0	882	8,118	
BH Recreation Complex								
General Maintenance	3,000	3,000				290		Skylights cleaned (by BH Complex Committee); termite inspection
Total	3,000	3,000	0		0	290	2,710	
TA Pavilion								
General Maintenance	0	0				261		Replace glass in refrigerator door (prior to sale)
Total	0	0	0		0	261	-261	
BH RSL Hall								
General Maintenance	2,500	2,500						
Total	2,500	2,500	0		0	0	2,500	
Tambellup RSL Hall								
General Maintenance	500	500						
Total	500	500	0		0	0	500	
Tambellup Youth Centre								
General Maintenance	500	500				119		Fire extinguisher service
Total	500	500	0		0	119	381	



SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING MAINTENANCE/CAPITAL WORKS PROGRAMME
for the year ending 30 June 2017

Description of Works	BUDGET 2016/2017	OPERATING	CAPITAL	Grant funded projects	Accepted Quote (yet to be paid)	Actual 2016-17	Variance (budget to quote/actual)	COMMENT
Tambellup CRC & Library								
Repair ceiling in reception area c/over	6,000		6,000					Work awarded
General Maintenance	2,500	2,500				48		Fire extinguisher service
Total	8,500	2,500	6,000		0	48	8,452	
BH Museum								
Repair & paint woodwork to external windows (eastern)	5,000	5,000						Quotes requested
Replace roof	19,500		19,500					Quotes requested
Repair office ceilings and walls c/over	4,500	4,500						Work awarded
Removal of trees (white ant affected)	1,500	1,500				1,350		Completed
General Maintenance	2,000	2,000				190		Termite inspection
Total	32,500	13,000	19,500		0	1,540	30,960	
TA Station Master's Building - Museum								
Painting Exterior Woodwork, Oil Verandah Floor c/over	3,600	3,600						Work awarded
General Maintenance	2,000	2,000				39		Padlock for rear fence gate; fire extinguisher service
Total	5,600	5,600	0		0	39	5,561	
ECONOMIC SERVICES								
BH Caravan Park								
Table & seating for gazebo	2,000	2,000						Installed - yet to pay account
General Maintenance	3,000	3,000				69		Fire extinguisher for laundry
Total	5,000	5,000	0		0	69	4,931	
TA Caravan Park								
General Maintenance								
Total	0	0	0		0	0	0	
TA Railway Station Building								
Replace Gutter & Fascia c/over	17,800		17,800					Quotes requested
General Maintenance	2,000	2,000						
Total	19,800	2,000	17,800		0	0	19,800	
Bendigo Bank								
Rectify woodwork above verandah roof	5,000	5,000						Quotes requested
General Maintenance	2,500	2,500						
Total	7,500	7,500	0		0	0	7,500	
TOTAL BUILDING MAINTENANCE/CAPITAL WORKS	246,101	145,200	100,901	17,300	0	17,345	228,756	

BROOMEHILL-TAMBELLUP LIBRARY REPORT AUGUST 2016

New Members

Tambellup 8 Broomehill 0

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

0-2 Ten Little Owls by Renee Tremi

2-3 That's Not Mine by Anna Kang & Christopher Weyant

4-5 Sir Lilypad by Anna Kemp & Sara Ogilvie

Statistics

Tambellup *Issues*

35 Books A
 14 DVD A
 CD A
 7 LP A
 Games J
 18 Books J
 10 DVD J
 CD J
 3 Renewals A&J
 E Resources
 1 Better Beginnings Resource Kit

Broomehill *Issues*

35 Books A
 16 DVD A
 2 CD A
 3 LP A
 10 Books J
 9 DVD J
 0 CD J
 33 Renewals A&J
 0 Better Beginnings Resource Kit
 11 E Resources

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

The State Library Book Exchange arrived at Tambellup 8th August 2016 and Broomehill 17th August 2016.

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

Tambellup 0 Broomehill 0

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

Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
August	33	20	18	24	2	2	0	0

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
August	38	37	35	43	3	3	1	0