



Local Emergency Management Committee

MINUTES

24 September 2019

PLEASE NOTE – THESE MINUTES HAVE YET TO BE CONFIRMED BY THE COMMITTEE AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.

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

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SHIRE OF BROOMEHILL-TAMBELLUP
Minutes of Local Emergency Management Committee meeting held in the
Tambellup Council Chambers on Tuesday 24 September 2019 commencing at 10.10am.

1. ATTENDANCE AND APOLOGIES

1.1 Attendance

Cr Scott Thompson	Chair, Shire of Broomehill-Tambellup
Michelle Carrington	WA Country Health Services
Trevor Prout	St John Ambulance
Neville Blackburn	Dept. of Communities
Cindy Pearce	Community Emergency Services Manager
Deb Bearcroft	Broomehill Primary School
Adam Smith	District Emergency Management Advisor
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

Cr Mark Paganoni	Shire of Broomehill-Tambellup - Observer
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1.2 Apologies

Josh Humble	Tambellup Police
Christine Thompson	Dept. of Primary Industries and Regional Development
Eileen O'Neill	Dept. of Primary Industries and Regional Development
Keith Williams	Shire of Broomehill-Tambellup

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 Confirmation of the Minutes of the Committee meeting held on 11 June 2019.

Moved Cindy Pearce/Neville Blackburn

That the Minutes of the Local Emergency Management Committee Meeting of 11 June 2019 be accepted.

CARRIED 7/0

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. STANDARD ITEMS

4.1 Review of Contacts and Resources

Attachment:	Extract from Local Emergency Management Arrangements 2016 - Contacts and Resources Rapid Relief Team - information
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	28 August 2019
Disclosure of Interest:	Nil

SUMMARY

The Committee to review the contacts and resources list included in the Local Emergency Management Arrangements (LEMA) 2016.

BACKGROUND

In order for the LEMA to be utilised effectively it is essential to regularly review information that may change from time to time, including contacts and resources lists.

This item will be presented at each meeting of the Local Emergency Management Committee (LEMC).

COMMENT

Current information is attached for review. Any changes required will be incorporated into the relevant appendix of the LEMA.

Of note is the attached information provided by the Rapid Relief Team, which is based in Gnowangerup. The information is provided for consideration and addition to the resources listing if appropriate.

CONSULTATION

Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s.42

Reviewing and renewing local emergency management arrangements

(1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.

(2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Maintaining an updated contacts and resources list will lessen any risk associated with providing effective response and recovery operations.

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No recommendation required. Contacts and Resources lists will be amended as noted by the Committee.

4.2 Review of Post Incident and Post Exercise Reports

Attachment:	Nil
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	28 August 2019
Disclosure of Interest:	Nil

SUMMARY

The Committee to review post incident and post exercise reports as presented.

BACKGROUND

Review of incidents and desktop or field exercises following the event presents an opportunity to learn from experience and amend or implement procedures that improve response when required. Exercise reports are submitted to the State Emergency Management Committee for noting.

This item will be presented at each meeting of the Local Emergency Management Committee (LEMC).

COMMENT

No reports are presented to this meeting.

CONSULTATION

Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Consideration of post exercise and post incident reports allow for learnings to be communicated and implemented to lessen the potential for identified risks to occur, or to mitigate appropriately.

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No reports presented to this meeting.

5. MATTERS FOR DECISION

5.1 Critical Infrastructure Register

Attachment: Critical Infrastructure Register and maps
File Ref: ADM0246
Author: PA Hull Strategic Support & Projects Officer
Date: 28 August 2019
Disclosure of Interest: Nil

SUMMARY

The Committee to endorse the draft Critical Infrastructure Register, for inclusion into the Local Emergency Management Arrangements.

BACKGROUND

The emergency risk assessment process includes the identification of infrastructure ('Critical infrastructure') within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

A register of Critical Infrastructure is then documented within the Local Emergency Management Arrangements to ensure appropriate measures can be implemented to protect the asset in the event of an emergency.

Critical infrastructure assets may include essential services (power, water, communications), transport routes, bridges, buildings required for administration or evacuation during an incident, and also community assets that may have cultural or heritage value that are important to the community.

COMMENT

The draft Register was presented to the June 2019 LEMC meeting for consideration and circulated more recently to the Committee for comment. No feedback was received.

While the recommendation to this meeting is that the Register be endorsed as presented, it is acknowledged that it is a live document and will be maintained into the future at the Committee's direction.

CONSULTATION

CESM – Cindy Pearce
Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005
s.39 Functions of local emergency management committees

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

Moved Neville Blackburn/Trevor Prout

That the draft Critical Infrastructure Register and associated mapping be endorsed as presented for inclusion into the Local Emergency Management Arrangements.

CARRIED 7/0

Noted:

- Laminated A4 copies of maps and register to be provided to Fire Control Officers as part of their kit;
- Adam and Cindy to investigate the possibility of Shire information being input into DFES mapping system.

6. OTHER BUSINESS

6.1 Local Welfare Plan Review (Neville Blackburn)

Neville explained that the Department of Communities has responsibility for Welfare where evacuation is required, mandated by the Emergency Management Act 2005. The Local Welfare Plan (the Plan) sits within the Shire's Local Emergency Management Arrangements and incorporates the Plan and contacts/resources that relate specifically to the Shire. The Plan requires review every five years.

A copy of the Plan has been circulated to the committee previously for comment. It is intended that amendments will be made as advised, and the draft document will be provided to the next meeting with a view to endorsement for inclusion into the Local emergency Management Arrangements.

6.2 General Business

Michelle Carrington: Advised a survey will be undertaken to obtain feedback from the community about satisfaction with services provided at the Tambellup Health Centre and the changes that had been implemented over the past 12 months. Staffing of the Health Centre has been very consistent through the year, however with one nurse leaving for study purposes, a vacancy will exist for the Wednesday clinic. Engagement with indigenous families has been good.

Planning for 2020 is underway, with minor works, security and fire compliance being a focus.

Trevor Prout: Advised St John had been fairly busy, and noted a couple of significant incidents recently in town volunteers had been called to. The new building is working well, and the improved facilities had assisted to attract a couple of new volunteers.

Neville Blackburn: Animal welfare in emergencies is becoming an issue, with many people in recent large incidents turning out to evacuation centres with pets and livestock, however there were not necessarily the facilities to cater for the animals. Pam advised DPIRD had recently conducted a workshop on this topic, and while there was no formal requirement to this stage to have a Plan dealing with this, it may be something the LEMC wishes to consider. From the workshop, DPIRD staff indicated they may be able to provide a template for this. Pam to follow up.

Neville also advised a regional Evacuation exercise will be conducted at the Albany Leisure and Aquatic Centre on 19 November 2019, to be based on the evacuation of 300 people from Bremer Bay to Albany. The scenario is based on events that nearly transpired at the Bremer fires in December 2018.

Cindy Pearce: Mitigation works on Unallocated Crown Land (UCL) are being undertaken by contractors once again this year, with the Shire looking after small blocks in the townsite. The firebreak around the Broomehill Primary School will be graded as part of this program. Maintenance of areas mulched last year is being completed. Gates have been installed at the end of Rourke St to restrict public access, however the Brigade will still be able to get in if required. To date, \$40,000 has been spent. Last year the cost was \$70,000.

A Bushfire Desktop exercise will be conducted in Tambellup on 16 October 2019 with the Shires of Broomehill-Tambellup, Jerramungup and Kojonup invited to participate/observe. Local bushfire volunteers and shire staff will be involved. The scenario will include escalation to a Level 2/3 incident, handover to DFES, and de-escalation. Anyone interested is welcome to attend to observe.

The Rapid Relief Team is a worldwide charitable organisation with a hub based in Gnowangerup. They offer bulk water supply and catering to emergencies. Details will be included in the Contacts and Resources lists.

The Shire has now entered the Restricted Burning Period, permits to burn are now required. Cindy attended a workshop in Wagin on how to set up an Evacuation Centre.

The tender for the Broomehill Central Fire Brigade building has been advertised, to be constructed on the Great Southern Highway.

Participated in a State Exercise during the week of 9 October 2019.

Pump Operators training was delivered on 16 September 2019 for volunteers from Broomehill, Katanning and Woodanilling. The training was well attended and well received.

A bushfire Information Preparedness session will be held at the Tambellup CRC on 8 November.

Pam Hull: Attended the Animal Welfare in Emergencies workshop conducted by DPIRD and the Evacuation Centre workshop in Wagin. Has also registered for the three day Red Cross-delivered Community Recovery and Communicating in Recovery training to be held in Albany in October.

Also advised the Tambellup Volunteer Fire & Emergency Service is going well, with two new members recently transferring from another unit in the region. Changes to the DFES call system early this year had resulted in ineffective communication from the Comms Centre with fire calls coming through the CESM instead of direct to the Unit, and no road crash calls coming through for some time. It appears this has been resolved, with the Unit now having a Group Call facility – which has been tested in the space of a week with three road crash calls and one monitored premises fire alarm call.

The issues with the leaking roof at the Fire Shed have not yet been resolved. The Unit has been advised work will commence shortly to replace the entire roof which will alleviate the problem.

Adam Smith: Advised Local Governments in the Central Country Zone of WALGA had recently signed MOUs providing for mutual support for response and recovery activities, and considers this would be of benefit to the Great Southern Zone. Adam will discuss the matter with the Executive Officer of the Great Southern Zone.

6.3 Risk Review Project (Adam Smith)

Following on from previous workshops where risks for selected hazards were assessed, consideration of statements with a Medium or higher rating is required, to determine whether the committee is satisfied with current strategies to address the risk, or if further actions are to be considered to lower the rating.

The Committee considered the list of statements with a Medium risk rating, these were noted for updating in the Risk Register. Any requiring further consideration will be discussed at the next meeting.

It was suggested that mapping showing the 1982 Gordon River flood line should be transposed onto a townsite map to indicate vulnerable properties in case of flood. Photos from the last flooding event in Broomehill townsite are available that may assist in determining likely vulnerable properties. This information, when available, should be included in the Local Emergency Management Arrangements.

7. NEXT MEETING AND CLOSURE

Pam advised the committee that Cr Thompson had not sought re-election in this year's Local Government Elections, and as such this would be his last meeting. She thanked Cr Thompson on behalf of the committee for his input into emergency planning in the Shire and wished him well for life after Council.

The next meeting will be held in December 2019, with a date to be advised.

There being no further business, Cr Thompson thanked everyone for their attendance and closed the meeting at 12.15pm.

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2019

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LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 30 September 2019

	Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,493,900	2,493,900	2,507,616.71	13,717	0.5%	
Grants, Subsidies and Contributions		1,416,400	485,652	307,718.98	(177,933)	(57.8%)	▼
Profit on Asset Disposal	10	556,800	549	0.00	(549)	(100.0%)	
Fees and Charges		279,700	114,084	122,769.10	8,685	7.1%	
Interest Earnings		61,200	15,449	12,003.35	(3,446)	(28.7%)	
Other Revenue		93,200	73,546	68,588.53	(4,957)	(7.2%)	
Total		4,901,200	3,183,180	3,018,696.67	(164,483)		
Operating Expense							
Employee Costs		(2,194,100)	(612,401)	(557,314.14)	55,087	9.9%	
Materials and Contracts		(1,770,800)	(466,794)	(494,167.73)	(27,374)	(5.5%)	
Utilities Charges		(198,500)	(49,575)	(53,966.92)	(4,392)	(8.1%)	
Depreciation (Non-Current Assets)		(1,780,700)	(445,137)	0.00	445,137	100.0%	▼
Interest Expenses		(56,100)	(21,500)	(25,562.91)	(4,063)	(15.9%)	
Insurance Expenses		(163,700)	(101,074)	(111,026.10)	(9,952)	(9.0%)	
Loss on Asset Disposal	10	(71,800)	(17,946)	0.00	17,946	100.0%	▼
Other Expenditure		(87,500)	(25,101)	(23,662.21)	1,439	6.1%	
Total		(6,323,200)	(1,739,528)	(1,265,700.01)	473,828		
Funding Balance Adjustment							
Add Back Depreciation		1,780,700	445,137	0.00	(445,137)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(485,000)	17,397	0.00	(17,397)	(100.0%)	▼
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
Net Operating		(126,300)	1,906,186	1,752,996.66	(153,189)		
Capital Revenues							
Grants, Subsidies and Contributions	8	4,362,700	353,600	413,587.00	59,987	14.5%	▲
Proceeds from Disposal of Assets	10	1,796,700	81,000	81,134.00	134	0.2%	
Transfer from Reserves	9	1,668,700	0	0.00	0		
Proceeds from New Loans		995,700	0	0.00	0		
Total		8,823,800	434,600	494,721.00	60,121		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(5,057,500)	(900,000)	(860,820.97)	39,179	4.6%	
Plant and Equipment	12	(1,259,400)	(160,000)	(161,150.65)	(1,151)	(0.7%)	
Furniture and Equipment	12	0	0	0.00	0		
Infrastructure - Roads	12	(1,633,700)	(15,000)	(10,884.80)	4,115	37.8%	
Infrastructure - Other	12	(392,500)	(40,000)	(35,384.36)	4,616	13.0%	
Repayment of Debentures	12	(62,000)	(20,500)	(20,590.25)	(90)	(0.4%)	
Transfer to Reserves	9	(1,519,400)	(350,000)	(351,750.28)	(1,750)	(0.5%)	
Total		(9,924,500)	(1,485,500)	(1,440,581.31)	44,919		
Net Capital		(1,100,700)	(1,050,900)	(945,860.31)	105,040		
Total Net Operating + Capital		(1,227,000)	855,286	807,136.35	(48,150)		
Opening Funding Surplus(Deficit)		1,227,000	1,227,000	1,259,154.88	32,155	2.6%	
Closing Funding Surplus(Deficit)	4	0	2,082,286	2,067,076.02	(15,995)		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 September 2019

	Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		37,100	9,264	6,220.70	(3,043)	(48.92%)	
General Purpose Funding		3,503,000	2,791,020	2,803,234.03	12,214	0.44%	
Law, Order and Public Safety		537,900	74,314	65,764.50	(8,550)	(13.00%)	
Health		1,800	444	1,751.89	1,308	74.66%	
Education and Welfare		62,800	15,699	0.00	(15,699)	(100.00%)	▼
Housing		3,086,600	27,121	17,709.62	(9,411)	(53.14%)	
Community Amenities		88,500	68,247	67,873.68	(373)	(0.55%)	
Recreation and Culture		45,100	11,265	10,156.48	(1,109)	(10.91%)	
Transport		1,468,400	506,496	420,952.14	(85,544)	(20.32%)	▼
Economic Services		320,000	17,238	26,496.29	9,258	34.94%	
Other Property and Services		112,700	15,672	12,124.34	(3,548)	(29.26%)	
Total		9,263,900	3,536,780	3,432,283.67	(104,496)		
Operating Expense							
Governance		(653,700)	(181,073)	(128,944.25)	52,129	40.43%	▼
General Purpose Funding		(252,300)	(57,878)	(54,081.81)	3,796	7.02%	
Law, Order and Public Safety		(278,600)	(80,273)	(77,001.11)	3,272	4.25%	
Health		(50,000)	(12,474)	(4,548.49)	7,926	174.24%	
Education and Welfare		(71,600)	(17,889)	(9,591.62)	8,297	86.51%	
Housing		(128,200)	(61,966)	(43,337.25)	18,629	42.99%	▼
Community Amenities		(431,800)	(107,874)	(97,746.11)	10,128	10.36%	▼
Recreation and Culture		(1,354,400)	(347,339)	(247,517.57)	99,821	40.33%	▼
Transport		(2,786,900)	(696,678)	(285,599.74)	411,078	143.94%	▼
Economic Services		(216,400)	(59,296)	(59,433.57)	(138)	(0.23%)	
Other Property and Services		(99,300)	(116,788)	(257,898.49)	(141,110)	(54.72%)	▲
Total		(6,323,200)	(1,739,528)	(1,265,700.01)	473,828		
Funding Balance Adjustment							
Add back Depreciation		1,780,700	445,137	0.00	(445,137)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	10	(485,000)	17,397	0.00	(17,397)	(100.00%)	▼
Adjust Provisions and Accruals		0	0	0.00	0		
Net Operating		4,236,400	2,259,786	2,166,583.66	(93,202)		
Capital Revenues							
Proceeds from Disposal of Assets	10	1,796,700	81,000	81,134.00	134	0.17%	
Transfer from Reserves	9	1,668,700	0	0.00	0		
Proceeds from New Loans		995,700	0	0.00	0		
Total		4,461,100	81,000	81,134.00	134		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(5,057,500)	(900,000)	(860,820.97)	39,179	4.55%	
Plant and Equipment	12	(1,259,400)	(160,000)	(161,150.65)	(1,151)	(0.71%)	
Furniture and Equipment	12	0	0	0.00	0	0.00%	
Infrastructure Assets - Roads	12	(1,633,700)	(15,000)	(10,884.80)	4,115	37.81%	
Infrastructure Assets - Other	12	(392,500)	(40,000)	(35,384.36)	4,616	13.04%	
Repayment of Debentures		(62,000)	(20,500)	(20,590.25)	(90)	(0.44%)	
Transfer to Reserves	9	(1,519,400)	(350,000)	(351,750.28)	(1,750)	(0.50%)	
Total		(9,924,500)	(1,485,500)	(1,440,581.31)	44,919		
Net Capital		(5,463,400)	(1,404,500)	(1,359,447.31)	45,053		
Total Net Operating + Capital		(1,227,000)	855,286	807,136.35	(48,150)		
Opening Funding Surplus(Deficit)		1,227,000	1,227,000	1,259,154.88	32,155	2.55%	
Closing Funding Surplus(Deficit)	4	0	2,082,286	2,067,076.02	(15,995)		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 September 2019

	Actual 2019/20	C/fwd 1 July 2019
CURRENT ASSETS		
Cash	2,907,993.55	2,241,337.68
Receivables	1,211,828.54	925,798.52
Inventories - Stock on Hand	53,061.22	26,157.55
TOTAL CURRENT ASSETS	4,172,883.31	3,193,293.75
CURRENT LIABILITIES		
Creditors and Provisions	716,310.58	896,392.44
Borrowings	41,411.11	62,001.36
TOTAL CURRENT LIABILITIES	757,721.69	958,393.80
NET CURRENT ASSETS	3,415,161.62	2,234,899.95
NON-CURRENT ASSETS		
Receivables	64,723.42	64,723.42
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	70,965.45	70,965.45
Property, Plant and Equipment	16,583,236.59	15,642,398.97
Infrastructure Assets	117,818,848.86	117,772,579.70
TOTAL NON-CURRENT ASSETS	134,753,774.32	133,766,667.54
NON-CURRENT LIABILITIES		
Creditors and Provisions	73,064.60	73,064.60
Borrowings	1,098,430.74	1,098,430.74
TOTAL NON-CURRENT LIABILITIES	1,171,495.34	1,171,495.34
NET ASSETS	136,997,440.60	134,830,072.15
EQUITY		
Accumulated Surplus	37,400,415.98	35,585,582.60
Reserves - Asset Revaluation	97,756,142.50	97,756,142.50
Reserves - Cash Backed	1,840,097.33	1,488,347.05
TOTAL EQUITY	136,996,655.81	134,830,072.15

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1: (a) Nature or Type Classifications

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019**

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 Services.

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 September 2019

2: REPORT ON SIGNIFICANT VARIANCES

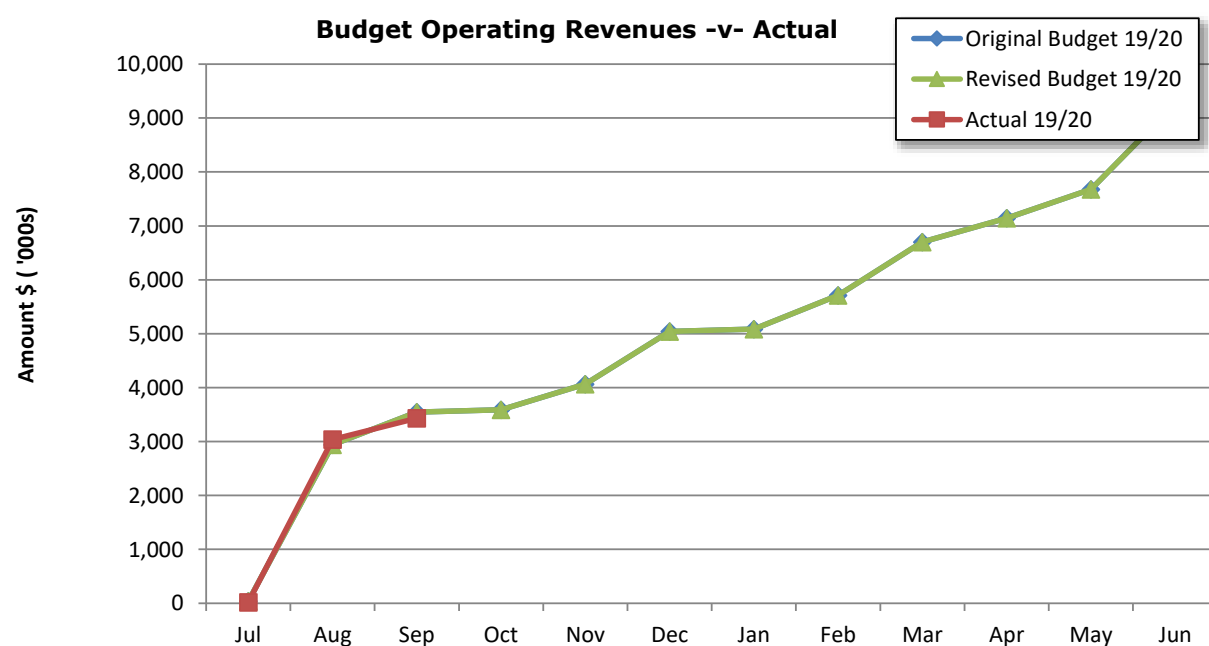
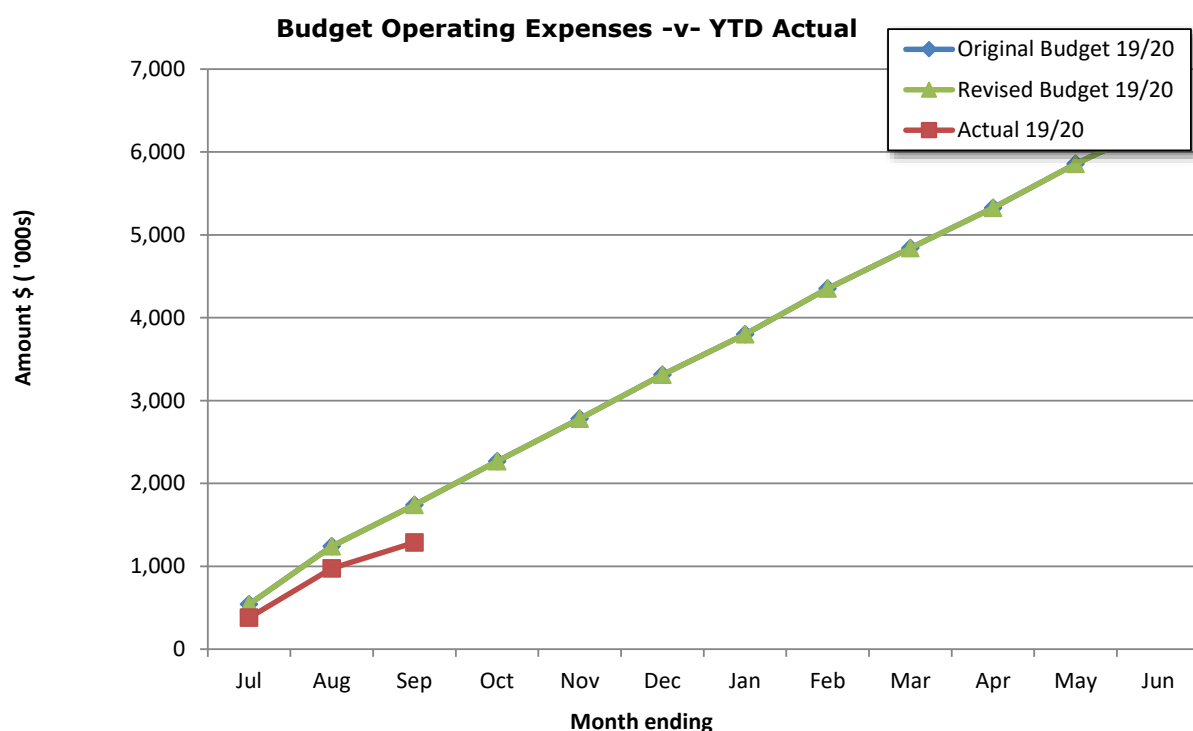
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Education and Welfare Reimbursements are made from the Trust Fund for A Smart Start employee costs. A reimbursement has not yet been processed for July to September expenses	■	
Transport Progress claims for 40% of Regional Road Group funding were submitted in September. The recoup for the Direct Grant was submitted early October.	■	
OPERATING EXPENSE		
Governance / Housing / Community Amenities / Recreation & Culture / Transport Asset depreciation has not yet been allocated as the asset register forms part of the end of year audit. Once the financial statements for 30 June 19 are signed off by the auditors, asset depreciation will be processed.	■	
Other Property & Services Public Works Overheads are the costs associated with the works crew. Costs are allocated as a percentage through the payroll system. It is not unusual for PWO to be underallocated this early in the year as some expenses are paid upfront (ie insurances) and allocated over the whole year.	■	
Plant Operation Costs are costs associated with operation of plant and equipment. Costs are allocated through the payroll system. It is not unusual for POC to be underallocated this early in the year as some expenses are paid upfront (ie insurances, licences) and allocated over the whole year.	■	
FUNDING BALANCE ADJUSTMENT		
Depreciation Asset depreciation has not yet been allocated as the asset register forms part of the end of year audit. Once the financial statements for 30 June 19 are signed off by the auditors, asset depreciation will be processed.	■	
(Profit)/Loss on Asset Disposal As with depreciation, sale of assets will not be processed in the asset register until the auditors have signed off the 30 June 19 financial statements.	■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

3: Graphical Representation - Source Statement of Financial Activity



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

4: NET CURRENT FUNDING POSTION

	Note	Actual 2019/20	C/fwd 1 July 2019
		\$	\$
Current Assets			
Cash Unrestricted		662,763.70	701,485.11
Cash Restricted - Unspent Grants	8	405,132.52	51,505.52
Cash Restricted - Reserves	9	1,840,097.33	1,488,347.05
Receivables - Rates and Rubbish	6	618,592.84	252,395.65
Receivables - Other	6	505,144.70	511,793.90
Inventories		53,061.22	26,157.55
Accruals and Provisions		64,405.11	62,718.22
		4,149,197.42	3,094,403.00
Less: Current Liabilities			
Payables		(182,815.55)	(344,611.31)
Net GST & PAYG		(31,302.98)	25,615.78
Accruals and Provisions		(27,905.54)	(27,905.54)
		(242,024.07)	(346,901.07)
Less: Cash Restricted - Reserves	9	(1,840,097.33)	(1,488,347.05)
Net Current Funding Position		2,067,076.02	1,259,154.88

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

5: CASH AND INVESTMENTS

Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Fund		661,263.70	405,132.52		1,066,396.22	Bendigo	
Trust Fund				233,066.29	233,066.29	Bendigo	
Cash on Hand		1,500.00			1,500.00		
(b) Term Deposits							
Reserve Funds	1.60%		1,840,097.33		1,840,097.33	Bendigo	23/12/2019
Total		662,763.70	2,245,229.85	233,066.29	3,141,059.84		

Comments/Notes - Investments

a) Cash Deposits

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

b) Term Deposits

Reserve Funds

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

6: RECEIVABLES

Rates & Rubbish

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

Net Rates Collectable

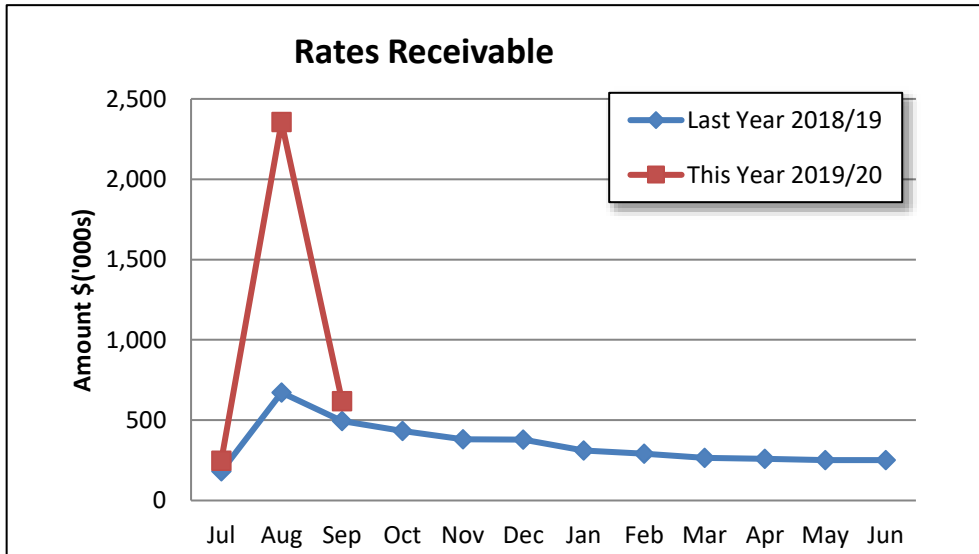
% Collected

Actual 2019/20	c/fwd 1 July 2019
\$	\$
252,395.65	210,694.51
2,660,371.53	2,571,135.72
(2,294,174.34)	(2,529,434.58)
618,592.84	252,395.65
 618,592.84	 252,395.65
78.76%	90.93%

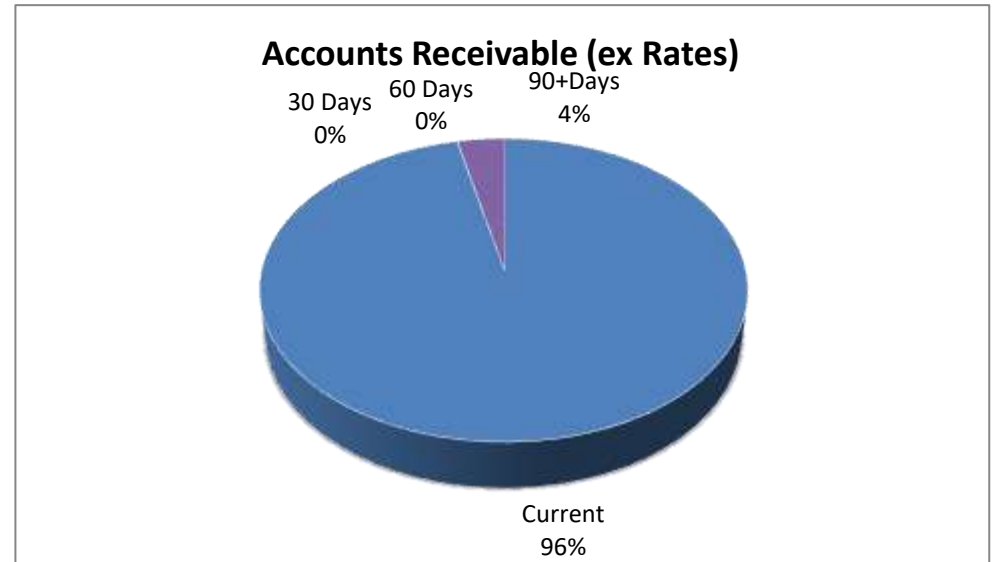
Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	466,516.29	-	237.41	17,883.35
Pensioner Rebates	656.14			
Emergency Services Levy	24,851.51			
	492,023.94	-	237.41	17,883.35
		Total Outstanding		510,144.70

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates and Rubbish



Comments/Notes - Receivables General

Regional Road Group claims for 40% of funding were submitted during September, payment i expected in October.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
			Balanced Budget Adopted					0
Closing Funding Surplus (Deficit)					0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2019	Received 2019/20	Expended 2019/20	Closing Balance
GOVERNANCE		\$			
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
TRANSPORT					
Main Roads WA	Regional Road Group 2019/20	0.00	413,587.00	(59,960.00)	353,627.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	0.00	0.00	0.00
TOTALS		51,505.52	413,587.00	(59,960.00)	405,132.52

Comments - Grants and Contributions

Bridge funding provided by the WA Local Govt Grants Commission is matched by 1/3 in funding from Main Roads WA.

The required works are undertaken by Main Roads WA approved contractors.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

9. CASH BACKED RESERVES

	Budget 2019/20				Actual 2019/20			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	82,100	52,200	(52,700)	81,600	82,075.65	50,388.47	0.00	132,464.12
Plant Reserve	260,200	309,000	(387,700)	181,500	260,173.44	101,232.39	0.00	361,405.83
Building Reserve	261,500	1,045,000	(958,300)	348,200	261,528.09	101,238.73	0.00	362,766.82
Information Technology Reserve	42,700	11,000	0	53,700	42,739.31	10,202.34	0.00	52,941.65
Tambellup Rec Ground & Pavilion Reserve	51,600	6,200	0	57,800	51,615.94	5,244.64	0.00	56,860.58
Broomehill Rec Complex Reserve	86,100	10,600	0	96,700	86,052.34	9,007.51	0.00	95,059.85
Building Maintenance Reserve	67,300	10,800	(40,000)	38,100	67,323.57	10,318.67	0.00	77,642.24
Sandalwood Villas Reserve	82,100	12,000	0	94,100	82,085.89	10,389.18	0.00	92,475.07
Bhill Synthetic Bowling Green Reserve	65,600	10,100	0	75,700	65,635.08	8,910.92	0.00	74,546.00
Refuse Sites Post Closure Management Reserve	26,500	5,700	0	32,200	26,554.52	5,125.49	0.00	31,680.01
Lavieville Lodge Reserve	69,700	11,700	0	81,400	69,745.55	10,330.66	0.00	80,076.21
Townscape Plan Implementation Reserve	347,500	7,000	(200,000)	154,500	347,522.10	1,646.24	0.00	349,168.34
Tambellup Synthetic Bowling Green Reserve	15,300	7,800	0	23,100	15,295.57	7,572.62	0.00	22,868.19
Tourism & Economic Development Reserve	30,000	20,300	(30,000)	20,300	30,000.00	20,142.42	0.00	50,142.42
	1,488,200	1,519,400	(1,668,700)	1,338,900	1,488,347.05	351,750.28	0.00	1,840,097.33

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

Reserve name

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

10. DISPOSALS OF ASSETS

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

	Budget 2019/20				Actual 2019/20			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
<i>Governance</i>			0	0			0.00	0.00
<i>Housing</i>			0	0			0.00	0.00
<i>Transport</i>			0	0			0.00	0.00
<i>Economic Services</i>			0	0			0.00	0.00
	0	0	0	0	0.00	0.00	0.00	0.00
By Class:								
Land and Buildings	0	0	0	0	0.00	0.00	0.00	0.00
Plant and Equipment	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0.00	0.00	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2019/20	Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
GENERAL PURPOSE FUNDING				
Rate Revenue	2,597,900	(190,300)	2,581,737.87	(39,365.43)
General Purpose Funding	869,400	0	213,972.50	0.00
Other General Purpose Funding	35,700	(62,000)	7,523.66	(14,716.38)
TOTAL GENERAL PURPOSE FUNDING	3,503,000	(252,300)	2,803,234.03	(54,081.81)
GOVERNANCE				
Members Of Council	16,000	(633,500)	5,336.85	(128,777.92)
Administration General	12,600	0	883.85	0.00
Other Governance	8,500	(20,200)	0.00	(166.33)
TOTAL GOVERNANCE	37,100	(653,700)	6,220.70	(128,944.25)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	533,700	(206,100)	65,672.00	(52,937.99)
Animal Control	4,200	(71,500)	92.50	(24,063.12)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	537,900	(278,600)	65,764.50	(77,001.11)
HEALTH				
Maternal & Infant Health	600	(13,700)	0.00	(1,248.31)
Health Inspection & Administration	1,200	(23,200)	1,751.89	(3,042.25)
Preventative Services - Pest Control	0	(13,100)	0.00	(257.93)
TOTAL HEALTH	1,800	(50,000)	1,751.89	(4,548.49)
EDUCATION & WELFARE				
Other Education	60,300	(66,600)	0.00	(9,591.62)
Other Welfare	2,500	(5,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	62,800	(71,600)	0.00	(9,591.62)
HOUSING				
Staff Housing	1,304,600	0	0.00	0.00
Other Housing	1,782,000	(128,200)	17,709.62	(43,337.25)
TOTAL OTHER HOUSING	3,086,600	(128,200)	17,709.62	(43,337.25)
COMMUNITY AMENITIES				
Household Refuse	63,500	(250,000)	61,785.02	(61,076.37)
Protection Of The Environment	2,500	(2,500)	1,296.14	0.00
Town Planning & Regional Development	15,000	(75,200)	588.00	(16,120.28)
Other Community Amenities	7,500	(46,700)	4,204.52	(11,459.06)
Public Conveniences	0	(57,400)	0.00	(9,090.40)
TOTAL COMMUNITY AMENITIES	88,500	(431,800)	67,873.68	(97,746.11)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2019/20	Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
RECREATION & CULTURE				
Public Halls & Civic Centres	13,000	(289,500)	2,824.55	(61,678.96)
Other Sport & Recreation	32,000	(938,900)	7,329.20	(153,029.60)
Libraries	100	(91,200)	2.73	(30,003.58)
Other Culture	0	(34,800)	0.00	(2,805.43)
TOTAL RECREATION & CULTURE	45,100	(1,354,400)	10,156.48	(247,517.57)
TRANSPORT				
Road Construction	1,288,200	0	413,587.00	0.00
Streets Roads Bridges & Depot Maint	158,000	(2,730,700)	4,140.00	(272,608.21)
Traffic Control	22,200	(56,200)	3,225.14	(12,991.53)
TOTAL TRANSPORT	1,468,400	(2,786,900)	420,952.14	(285,599.74)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	0.00
Tourism & Area Promotion	208,000	(86,600)	2,536.33	(30,146.25)
Building Control	12,200	(63,700)	21,713.62	(13,893.90)
Other Economic Services	99,800	(64,600)	2,246.34	(15,393.42)
TOTAL ECONOMIC SERVICES	320,000	(216,400)	26,496.29	(59,433.57)
OTHER PROPERTY & SERVICES				
Private Works	15,000	(14,800)	327.25	(1,598.77)
Public Works Overhead	2,700	0	2,481.20	3,938.45
Plant Operation Costs	45,000	0	9,315.89	(75,511.21)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(34,636.83)
Unclassified	50,000	(84,500)	0.00	(150,090.13)
TOTAL OTHER PROPERTY & SERVICES	112,700	(99,300)	12,124.34	(257,898.49)
TOTAL OPERATING	9,263,900	(6,323,200)	3,432,283.67	(1,265,700.01)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2019/20	Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
GOVERNANCE					
Tambellup Admin Building - solar energy	P&E	0	(15,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab - OTA (3 changeovers)	P&E	146,000	(156,000)	0.00	0.00
Ford Everest wagon - BH000 (2 changeovers)	P&E	88,000	(98,000)	48,377.73	(49,741.36)
Total		234,000	(269,000)	48,377.73	(49,741.36)
LAW, ORDER & PUBLIC SAFETY					
Broomehill Fire Shed	L&B	0	(460,000)	0.00	(2,810.00)
Total		0	(460,000)	0.00	(2,810.00)
HOUSING					
27 East Terrace - replace ceiling in kitchen/dining	L&B	0	(7,500)	0.00	0.00
Independent Living Units - Broomehill	L&B	0	(1,280,000)	0.00	(274,611.66)
Staff housing - Broomehill	L&B	0	(520,000)	0.00	(33,427.75)
Staff housing - Broomehill	L&B	0	(490,000)	0.00	(16,000.00)
Staff housing - Tambellup	L&B	0	(490,000)	0.00	(181,622.05)
Sale of 1 Janus Street, Broomehill	L&B	280,000	0	0.00	0.00
Sale of 11 Lavarock Street, Broomehill	L&B	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	L&B	220,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	L&B	240,000	0	0.00	0.00
GROH Housing - 4x2 Tambellup	L&B	0	(550,000)	0.00	(186,109.58)
GROH Housing - 3x2 Tambellup	L&B	0	(500,000)	0.00	(83,119.96)
GROH Housing - 3x2 Tambellup	L&B	0	(500,000)	0.00	(83,119.97)
Total		940,000	(4,337,500)	0.00	(858,010.97)
RECREATION & CULTURE					
Diprose Park - drainage improvements and shade over junior play	I-O	0	(55,000)	0.00	0.00
Tambellup Hall - replace kitchen ceiling (c/over)	L&B	0	(5,000)	0.00	0.00
Crawford Street basketball court - extend surface, improve lighting	I-O	0	0	0.00	(730.91)
Total		0	(60,000)	0.00	(730.91)
TRANSPORT					
Plant Replacement					
Isuzu Jetpatcher - refurbish	P&E	0	(40,000)	0.00	0.00
Isuzu FRR500 tipper truck - TA386	P&E	27,700	(75,900)	27,727.27	(84,880.29)
Excavator	P&E	0	(100,000)	0.00	0.00
Reel Mower	P&E	0	(60,000)	0.00	0.00
Ford Ranger Wildtrak dual cab - TA001 (3 changeovers)	P&E	130,000	(140,000)	0.00	0.00
Ford Ranger Single Cab - TA052	P&E	35,000	(40,000)	0.00	0.00
Ford Ranger XLT dual cab - 1TA (3 changeovers)	P&E	125,000	(135,000)	0.00	0.00
Isuzu NLR55 SWB Light tipper - BH009	P&E	23,000	(43,000)	0.00	0.00
Ford Ranger dual cab - BH00 (2 changeovers)	P&E	70,000	(80,000)	0.00	0.00
Ford Ranger extra cab - BH014 (2 changeovers)	P&E	82,000	(90,000)	0.00	0.00
Ford Ranger dual cab - BH003 (2 changeovers)	P&E	90,000	(100,000)	0.00	0.00
Ford Escape wagon - TA005	P&E	35,000	(40,000)	0.00	0.00
John Deere Gator - TA417	P&E	5,000	(26,500)	5,029.00	(26,529.00)
Sundry Plant	P&E	0	(20,000)	0.00	0.00
TRANSPORT					
Townscape					
Townscape Plan - Broomehill & Tambellup	I-O	0	(200,000)	0.00	(34,653.45)
Road Construction					
Tambellup West Rd - stabilise patches & reseal SLK 23.29 to 26.52	I-R	0	(161,500)	0.00	0.00
Gnow-Tambellup Rd - stabilise patches & reseal SLK 21.06 to 26.26	I-R	0	(195,000)	0.00	0.00
Gnow-Tambellup Rd - stabilise patches & reseal SLK 9.96 to 13.21	I-R	0	(195,000)	0.00	0.00
Toolbrunup Road - stabilise patches & reseal SLK 21.44 to 23.98	I-R	0	(273,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

12: CAPITAL DISPOSALS AND ACQUISITIONS

Road Construction

Pootenup Road - stabilise patches & reseal SLK 0.00 to 5.46

Toolbrunup Road - widen seal SLK 17.71 to 18.99

Roads to Recovery

Flat Rocks Road - construct & seal 3km

Morgan Road - seal

McGuire Road - seal

Pallinup Road - reconstruct & seal 4km

Footpaths

Footpath Plan

Add back Job Depreciation

ECONOMIC SERVICES

Tambellup Caravan Park - investigate development of former Bow

Design - Holland Track Interpretive Centre & incorporate existing t

Chalets - Broomehill Caravan Park

Water Harvesting - CBH Dam to Complex/Caravan Park

Total

LAND HELD FOR RESALE

LAND & BUILDINGS

PLANT & EQUIPMENT

INFRASTRUCTURE - ROADS

INFRASTRUCTURE - PARKS

RESERVE TRANSFERS - from/(to)

Leave Reserve

Plant Replacement Reserve

Building Reserve

Computer Reserve

Tambellup Rec Ground & Pavilion Reserve

Broomehill Rec Complex Reserve

Building Maintenance Reserve

Sandalwood Villas Reserve

Broomehill Synthetic Bowling Green Replacement Reserve

Refuse Sites Post Closure Management Reserve

Lavieville Lodge Reserve

Townscape Plan Implementation Reserve

Tambellup Synthetic Bowling Green Replacement Reseve

Tourism & Economic Development Reserve

LOANS

Loan Repayments

Proceeds from New Loans

TOTAL CAPITAL

	Budget Revenue 2019/20	Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
I-R	0	(141,600)	0.00	(519.29)
I-R	0	(360,000)	0.00	0.00
I-R	0	0	0.00	(1,289.56)
I-R	0	0	0.00	(4,031.20)
I-R	0	0	0.00	(2,016.24)
I-R	0	(404,100)	0.00	(4,283.51)
I-R	0	(35,000)	0.00	0.00
I-R	0	131,500	0.00	1,255.00
Total	622,700	(2,824,100)	32,756.27	(156,947.54)
I-O	0	(10,000)	0.00	0.00
I-O	0	(20,000)	0.00	0.00
L&B	0	(255,000)	0.00	0.00
I-O	0	(107,500)	0.00	0.00
Total	0	(392,500)	0.00	0.00
	1,796,700	(8,343,100)	81,134.00	(1,068,240.78)
LR	0	0	0.00	0.00
L&B	940,000	(5,057,500)	0.00	(860,820.97)
P&E	856,700	(1,259,400)	81,134.00	(161,150.65)
I-R	0	(1,633,700)	0.00	(10,884.80)
I-O	0	(392,500)	0.00	(35,384.36)
	1,796,700	(8,343,100)	81,134.00	(1,068,240.78)
	52,700	(52,200)	0.00	(50,388.47)
	387,700	(309,000)	0.00	(101,232.39)
	958,300	(1,045,000)	0.00	(101,238.73)
	0	(11,000)	0.00	(10,202.34)
	0	(6,200)	0.00	(5,244.64)
	0	(10,600)	0.00	(9,007.51)
	40,000	(10,800)	0.00	(10,318.67)
	0	(12,000)	0.00	(10,389.18)
	0	(10,100)	0.00	(8,910.92)
	0	(5,700)	0.00	(5,125.49)
	0	(11,700)	0.00	(10,330.66)
	200,000	(7,000)	0.00	(1,646.24)
	0	(7,800)	0.00	(7,572.62)
	30,000	(20,300)	0.00	(20,142.42)
	1,668,700	(1,519,400)	0.00	(351,750.28)
	0	(62,000)	0.00	(20,590.25)
	995,700	0	0.00	0.00
	995,700	(62,000)	0.00	(20,590.25)
	4,461,100	(9,924,500)	81,134.00	(1,440,581.31)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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 2019	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,500.00	1,650.00	(2,200.00)	950.00
Key Bonds	150.00	0.00	0.00	150.00
Equipment Bonds	0.00	0.00	0.00	0.00
House Bonds	1,940.00	0.00	0.00	1,940.00
Nomination Deposits	0.00	240.00	0.00	240.00
Hidden Treasures	48,837.19	35,500.00	(11,978.27)	72,358.92
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	4,834.27	1,000.00	0.00	5,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
YMCA - A Smart Start Program	131,993.96	0.00	0.00	131,993.96
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
Buildng Retention Bonds - RM Smith	0.00	6,262.70	0.00	6,262.70
Building Retention Bonds - K Built	0.00	0.00	0.00	0.00
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	202,591.86	44,652.70	(14,178.27)	233,066.29

<i>Policy No:</i>	2.13 MOTOR VEHICLES
<i>Policy Objective:</i>	To establish parameters for provision of motor vehicles to senior employees, general guidelines for use of Shire vehicles and facilitation for private use of vehicles, where applicable.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

Policy statement:

To provide guidance for allocation of motor vehicles to employees, used in a manner comparable to Shires with similar sized operations and responsibilities.

Policy:

It is the policy of the Shire of Broomehill-Tambellup to provide motor vehicles to employees appointed to the following positions –

- Chief Executive Officer
- Manager Finance and Administration
- Manager of Works

The type of vehicle supplied will be determined by the Chief Executive Officer, and within the provisions of the Annual Budget and Plant Replacement Program. The private use of vehicles for the above-mentioned positions will apply as part of their individual salary package or contract.

Other Employees

Private use of any vehicle by all other employees must be approved by the Chief Executive Officer or Manager of Works, prior to any use. Continued requests must be referred to the Chief Executive Officer.

General Conditions of Use

1. Smoking is strictly prohibited within Shire vehicles at all times;
2. Motor vehicles may also be provided for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;
3. Spouses or partners are permitted to drive these motor vehicles provided that this does not disrupt the Shires business for which that vehicle is allocated, in any way;
4. Other dependents or persons are not expected to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
5. Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Shire vehicles;
6. All vehicles are regarded as pool vehicles for general use by Shire employees for work related purposes during office hours; and
7. Shire provided motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business unless express written approval of the CEO is given.

Novated Leases

Salary packaging a vehicle using a novated lease is an arrangement where the employer allows an employee to include the purchase cost of a vehicle (via a novated lease) and its running costs within the employee's salary.

Employees who are allocated a Shire vehicle as part of their remuneration package, may choose to 'cash out' the vehicle component of their package and receive a vehicle allowance in lieu of a car benefit. The option to do this is only available when the employee seeks to enter into a Novated Lease arrangement.

When a Novated Lease is taken by an employee, their employment contract shall contain the following clause –

A vehicle allowance of \$_____ per annum (taxable) is provided in lieu of the provision of a motor vehicle. Allowances may be utilised to purchase a vehicle through a novated lease in accordance with the following –

- 1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise 'pool' vehicles for work or private purposes;*
- 2. The vehicle may be hired by the employer for other employee or Councillor work requirements at the discretion of the owner of the vehicle and, if so hired, may be charged at the prevailing rate provided for in the Local Government Industry Award 2010;*
- 3. In the event of damage incurred by the hirer in part 2 (above), the Shire will meet the cost of any damage or insurance excess to a maximum of \$500.*

Any arrangement under this policy is to be included in the employee's Contract of Employment.

Other Employees

Employees who are not allocated a Shire vehicle as part of their remuneration package can enter into a Novated Lease arrangement at the discretion of the CEO, provided there is no cost to the Shire of Broomehill-Tambellup. These employees are not entitled to receive a vehicle allowance.

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022 QUARTERLY REPORT FINANCIAL YEAR 2019-2020																
OUR VISION				Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life												
OUR OVERARCHING GOAL				To have a peaceful and friendly rural lifestyle with thriving towns												
OUR HORIZONS				Horizon 1 FY 2018/19 - 2021/22 - next four years Horizon 2 FY 2022/23 - 2027/28 - next 5 -10 years after horizon 1 is achieved												
				OPERATIONAL IMPLEMENTATION							ACTION STATUS		JULY-SEPTEMBER 2019 ACTION UPDATE COMMENTS			
OUR KEY RESULT AREAS and OBJECTIVES <small>(extract from Strategic Community Plan)</small>		OUR STRATEGIES <small>(extract from Strategic Community Plan)</small>		OUR ACTIONS <small>(extract from Corporate Business Plan)</small> Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier			ACTION DELIVERY TIMELINE				ON TRACK					
							FY 18/19	FY 19/20	FY 20/21	FY 21/22	↗	MONITOR				
												HOLD				
												COMPLETED				
1. OUR PEOPLE																
1.1	Our community is safe, connected, harmonious and inclusive	S1.1.1	Promote inclusive community participation and engagement in Council and community events and activities	A1.1.1.1	Utilise a range of media to promote Shire and community events and activities	✓	✓	✓	✓	✓			Topics, website, flyers, noticeboards			
				A1.1.1.2	Review Disability Access and Inclusion Plan and improve outcomes			✓	✓				2019-2020 action - to be commenced			
		S1.1.2	Encourage and support opportunities for development and participation of our youth	A1.1.2.1	Liaise with organisations and agencies (including CRC, schools, support agencies) for delivery of youth activities and programs in Broomehill and Tambellup	✓	✓	✓	✓	✓			CRC school holiday program - July, September Interagency committee is working to establish the Youth Centre as an afterschool drop in centre. Adolescent mental health program has continued in Tambellup			
				A1.1.2.2	Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓	✓	✓	✓		Ongoing promotion of youth programs in Katanning, Cranbrook and Gnowangerup via Facebook (CRC), posters, email			
		S1.1.3	Promote and support activities that enhance the community's sense of safety and wellbeing	A1.1.3.1	Liaise with and continue to support volunteer emergency services (including Bushfire Brigades, St John Ambulance, Tambellup Volunteer Fire & Emergency Service)	✓	✓	✓	✓	✓			Council delegate and admin support to Bush Fire Advisory Committee Admin support to CESM Council Policy 2.9 - Emergency Service Leave			
				A1.1.3.2	Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓	✓	✓	✓	✓		Quarterly meeting held September 2019. Critical Infrastructure listing endorsed for inclusion into Arrangements. Risk review project progressed.			
				A1.1.3.3	Provide community education on fire risks and mitigation strategies	✓	✓	✓	✓	✓	✓		CESM provides information to Topics. Bushfire Awareness session promoted for Tambellup in November.			
		1.2	Our community has services and facilities that meet our needs and expectations	S1.2.1	Support agencies to enhance locally delivered services and activities for all members of the community	A1.2.1.1	Identify requirements and advocate to improve local service provision	✓	✓	✓	✓	✓			Ongoing support for alternative school proposal Attendance at Early years Initiative planning meetings.	
						A1.2.1.2	Support agency delivery of services and activities	✓	✓	✓	✓	✓	✓		Ongoing liaison with agencies - inc Relationships WA, Aboriginal Health, Mental Health, Police, CRC, Palmerston, Wanslea, Wirrpanda Foundation, Baldjamaar Foundation to ensure adequate service delivery	
S1.2.2	Provide and promote accessible services and facilities for youth			A1.2.2.1	Identify requirements and implement/advocate to improve local service provision	✓	✓	✓	✓	✓	✓		Interagency committee has identified that a youth worker is required. Working with agencies to establish a sustainable funding model, confirm agency commitment and delivery plan.			
				A1.2.2.2	Support and facilitate upgrade of youth facilities	✓	✓	✓	✓	✓	✓		Ongoing liaison with Broomehill Recreational Complex Committee re landscaping plans for Complex surrounds. Liaison with Tambellup Community Pavilion Committee re nature playground			
S1.2.3	Advocate for quality internet and mobile infrastructure to enable access by all residents			A1.2.3.1	Liaise with service providers and advocate for infrastructure upgrades where required	✓	✓	✓	✓	✓	✓		Ongoing liaison with District Emergency Management Committee re mobile phone tower outages and potential impact during an emergency. Issue has been escalated to State level by the DEMC and WA Police.			
				A1.2.3.2	Support external funding applications for infrastructure	✓	✓	✓	✓	✓	✓		Nil this quarter			
1.3	Our community provides opportunities to enhance local employment	S1.3.1	Investigate work experience, traineeship and apprenticeship opportunities within the Shire	A1.3.1.1	Investigate and initiate Shire Mechanical apprenticeship	✓							Apprentice mechanic engaged March 2019			
				A1.3.1.2	Investigate and initiate traineeship program – works/admin			✓		✓			Horticultural traineeship completed June 2019. Administration traineeship has been suspended. To be considered early 2020, with budget provision to be made for 2020-2021.			
		S1.3.2	Advocate for Work-ready and skills development programs to be delivered in the community for youth and the unemployed	A1.3.2.1	Partner with the Tambellup CRC and others to develop and implement programs across shire	✓	✓	✓	✓	✓	✓		Ongoing liaison with service providers including Impact Services WA (indigenous employment)			
1.4	Organisations in our community demonstrate strong leadership and commitment	S1.4.1	Provide support to our community groups to achieve outcomes that benefit the community	A1.4.1.1	Support and encourage community groups to plan and deliver events, programs and services	✓	✓	✓	✓	✓	✓		Tambellup Hockey Club - in kind support for Great Southern Carnival held in July 2019 Broomehill Recreational Complex - support to improve complex surrounds prior to 30th Anniversary event - September 2019 Tambellup Agricultural Society - in kind support for Market Day to be held October 2019 Broomehill and Tambellup Primary Schools - provision of sand for sports days Rates concession granted to the Tambellup Golf Club for 2019-2020.			
				A1.4.1.2	Maintain facilities and infrastructure utilised by community groups	✓	✓	✓	✓	✓	✓		Broomehill Complex -landscaping Tambellup Pavilion - assist with nature playground construction Building Maintenance coordinator (part time) appointed. Ongoing maintenance of council-owned facilities			
		S1.5.1	Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.1	Promote and coordinate participation in Councillor training opportunities for Elected Members	✓	✓	✓	✓	✓	✓		Nil this quarter. Council elections to be conducted in October 2019, new councillors will receive induction and training. Further training opportunities to be promoted as they arise.			
				A1.5.1.2	Review and communicate Council's Customer Service Charter			✓	✓				2019-2020 action - to be commenced.			
				A1.5.1.3	Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓	✓	✓	✓		Activities completed within statutory timeframes: Primary and Annual returns submitted, budget adopted, financials to auditors by 30 September. Rates raised.			
				A1.5.1.4	Demonstrate sound financial planning and management	✓	✓	✓	✓	✓	✓		Monthly financial reports presented to Council meetings			

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022 QUARTERLY REPORT FINANCIAL YEAR 2019-2020														
OUR VISION				Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life										
OUR OVERARCHING GOAL				To have a peaceful and friendly rural lifestyle with thriving towns										
OUR HORIZONS				Horizon 1	FY 2018/19 - 2021/22 - next four years									
				Horizon 2	FY 2022/23 - 2027/28 - next 5 -10 years after horizon 1 is achieved									
				OPERATIONAL IMPLEMENTATION							ACTION STATUS		JULY-SEPTEMBER 2019 ACTION UPDATE COMMENTS	
OUR KEY RESULT AREAS and OBJECTIVES <small>(extract from Strategic Community Plan)</small>		OUR STRATEGIES <small>(extract from Strategic Community Plan)</small>		OUR ACTIONS <small>(extract from Corporate Business Plan)</small> Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		ACTION DELIVERY TIMELINE								
						FY 18/19	FY 19/20	FY 20/21	FY 21/22	↗				
1.5	Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community			A1.5.1.5	Ensure transparency of Council decision making through effective communication with residents	✓	✓	✓	✓	✓				Agendas and minutes of all meetings available for public perusal - hard copy and on the Shire's website. Summary of Council decisions from meetings and other relevant information published in Topics.
				A1.5.1.6	Effectively manage organisational risk	✓	✓	✓	✓	✓				LGIS Risk workshop planned for 2019-2020
		S1.5.2	Engage effectively with residents and other stakeholders	A1.5.2.1	Conduct biennial Community Perceptions Survey	✓		✓		✓				Survey results considered by Council at September 2019 Discussion session. Local results posted on Shire website with summary in October 2019 Topics. Next survey to be conducted in 2020-2021.
				A1.5.2.2	Promote engagement opportunities widely, and utilise a range of engagement methods to increase and encourage participation	✓	✓	✓	✓	✓				Feedback methods promoted monthly in Topics.
				A1.5.2.3	Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓	✓	✓				Ongoing participation in Southern Link VROC, lead organisation in Great Southern Housing Initiative. Collaboration with Tambellup Interagency working group, Early Years initiative working group. CEO is WALGA Zone representative on District Emergency Management Committee.
		S1.5.3	Attract and retain a quality workforce to enable effective delivery of services	A1.5.3.1	Identify and prioritise staff training needs annually	✓	✓	✓	✓	✓				Staff mini reviews conducted Sept 2019, main reviews to be conducted March 2020 for training needs identified to tie in with budget timelines.
				A1.5.3.2	Conduct biennial staff satisfaction survey		✓		✓	✓				To be completed 2019-2020
				A1.5.3.3	Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓	✓	✓				Tier 2 safety audit completed - 80% achieved. This was the target of the OSH Committee - Silver award received.
				A1.5.3.4	Maintain quality staff housing	✓	✓	✓	✓	✓				Building Maintenance coordinator (part time) appointed. Maintenance completed as required. Construction has commenced on new staff housing in Broomehill and Tambellup (Great Southern Housing Initiative)

Shire of Broomehill-Tambellup Corporate Business Plan 2018/2019 - 2021/2022 Quarterly Report Financial Year 2019-2020												
Our Vision				Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life								
Our Overarching Goal				To have a peaceful and friendly rural lifestyle with thriving towns								
Our Horizons				Horizon 1	FY 2018/19 - 2021/22 - next four years							
				Horizon 2	FY 2022/23 - 2027/28 - next 5 -10 years after horizon 1 is achieved							
				Operational Implementation							Action Status	
Our Key Result Areas and Objectives <small>(extract from Strategic Community Plan)</small>		Our Strategies <small>(extract from Strategic Community Plan)</small>		Our Actions <small>(extract from Corporate Business Plan) Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier</small>		Action Delivery Timeline					JULY-SEPTEMBER 2019 ACTION UPDATE COMMENTS	
						FY 18/19	FY 19/20	FY 20/21	FY 21/22	↗		
2. Our Economy												
2.1	Our community provides a unique tourism and visitor experience	S2.1.1	Build and promote the brands of our towns	A2.1.1.1	Review information signage across the Shire		✓	✓				
				A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓	✓	✓		2019-2020 action - to be commenced.
		S2.1.2	Support the development of initiatives, events or local experiences aimed at attracting visitors to our community	A2.1.2.1	Provide in kind support and venues to local organisations that deliver whole of community events	✓	✓	✓	✓	✓		Bloom Festival promotion, other opportunities as they arise
				A2.1.3.1	Investigate provision of short stay accommodation at Broomehill Caravan Park	✓	✓					Bloom Festival event -in kind support for planning and venue for Tambellup Market Day to be held in October
		S2.1.3	Develop and support options for short stay visitor accommodation	A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup			✓	✓			Great Southern Housing Initiative element - to be commenced. Ongoing discussion with project partners.
				A2.1.4.1	Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓	✓	✓		Council has resolved to commence a tender process to dispose of Lot 19 Taylor Street for use as a Caravan Park, with the tender criteria addressing design, construction timeframes and purchase price.
2.2	A stable population base is important to the sustainability of our community	S2.2.1	Develop and support options for diversity in housing across all generations	A2.2.1.1	Develop key worker housing in Broomehill and Tambellup	✓	✓					Budget provision for Great Southern Treasures as per request. The Shire has auspiced a successful funding application to the GSDC REDS program to engage a Tourism Enabler to support LGs and tourism providers in the region. LGs in the Shire are also collaborating in consultation with Great Southern Treasures to determine a sustainable operations model going forward. Collaboration/input to the GSCORE Regional Master Trails Plan project.
				A2.2.1.2	Develop independent living units in Broomehill	✓	✓					Support and promotion of Bloom Festival. Local information, events and content developed and promoted.
		S2.2.2	Market and promote the Shire as a destination for a visit or for relocation for an enhanced lifestyle	A2.2.2.1	Participate in regional marketing events and initiatives	✓	✓	✓	✓	✓		Great Southern Housing Initiative element. Construction of 6 houses (3 Shire employee housing, 3 Government Regional Officer Housing) has commenced, due for completion early 2020.
				A2.2.3.1	Review and implement Housing and Land Strategy	✓	✓	✓	✓	✓		Great Southern Housing Initiative element. Construction of 4 independent living units has commenced, due for completion early 2020. Expression of interest sought from community,
		S2.2.4	Support and promote local educational options and health services	A2.2.4.1	Continue financial and in kind support of A Smart Start Great Southern and local schools	✓	✓	✓	✓	✓		Participation in Great Southern Treasures
				A2.2.4.2	Advocate to WA Country Health Services for increased allied health services based at Tambellup Health Centre	✓	✓	✓	✓	✓		Implementation through Great Southern Housing Initiative project -will include sale of four Shire houses.
2.3	Our Shire actively supports existing local business and encourages newbusiness ventures	S2.3.1	Encourage and facilitate appropriate development in the Shire	A2.3.1.1	Advocate for the identification and release of light industrial land in the Shire			✓	✓	✓		Budge provision in 2019-2020 as per request. Shire continues to provide in kind support through HR services and management of GSDC funding for ASSGS. In kind support to schools as requested.
				A2.3.1.2	Continue to support the Tambellup Business Centre	✓	✓	✓	✓	✓		Data provided by WACHS July 2019 - 169 clinic appointments April-June 2019 - Nursing/Podiatry/Physio/Child Health. Also over 100 attended Flu Vac clinics. Note - data does not include GP Clinic attendances.
		S2.3.2	Develop and implement policies and initiatives to support local businesses	A2.3.2.1	Expand support for local business by the application of Buy Local and Regional Price Preference principles within Council's Purchasing Policy	✓	✓	✓	✓	✓		2020-2021 action
				A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓	✓	✓		Delegates appointed by Council to the Tambellup Business Centre Management Committee. Council granted a rates concession to the Tambellup Business Centre at the September 2019 meeting.
		S2.3.3	Advocate for improved telecommunications infrastructure in the region for industry and the community	A2.3.3.1	Liaise with local and regional stakeholders, service providers and advocate for infrastructure upgrades where required	✓	✓	✓	✓	✓		Opportunities are explored to increase local content in day to day purchasing and capital works projects. Tenders for the Key Worker Housing and Independent Living Units included a weighting for local content, including use of local trades, services and material suppliers, and accommodation for workers during the construction period.

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022 QUARTERLY REPORT FINANCIAL YEAR 2019-2020														
OUR VISION				Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life										
OUR OVERARCHING GOAL				To have a peaceful and friendly rural lifestyle with thriving towns										
OUR HORIZONS				Horizon 1	FY 2018/19 - 2021/22 - next four years									
				Horizon 2	FY 2022/23 - 2027/28 - next 5 -10 years after horizon 1 is achieved									
				OPERATIONAL IMPLEMENTATION										
OUR KEY RESULT AREAS and OBJECTIVES <small>(extract from Strategic Community Plan)</small>		OUR STRATEGIES <small>(extract from Strategic Community Plan)</small>		OUR ACTIONS <small>(extract from Corporate Business Plan)</small> Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		ACTION DELIVERY TIMELINE					ACTION STATUS		JULY-SEPTEMBER 2019 ACTION UPDATE COMMENTS	
						FY 18/19	FY 19/20	FY 20/21	FY 21/22	↗		ON TRACK		
												MONITOR		
												HOLD		
												COMPLETED		
3. OUR PLACES														
3.1	The history, heritage and culture of our communities is reflected in attractive townscapes	S3.1.1	Investigate and implement options for cultural interpretation	A3.1.1.1	Consolidate existing tourism based plans for Broomehill and implement	✓	✓	✓						
				A3.1.1.2	Explore options for the development of a Holland Track Interpretive Centre		✓	✓	✓					
				A3.1.1.3	Collaborate with and provide support to local history groups	✓	✓	✓	✓	✓				
				A3.1.1.4	Review Tambellup Heritage Trail information signage		✓	✓						
		S3.1.2	Develop, maintain and enhance town streetscapes and public areas	A3.1.2.1	Continue implementation of townscaping program in Broomehill and Tambellup	✓	✓	✓						
				A3.1.2.2	Develop and implement a maintenance program for public areas, cemeteries	✓	✓	✓	✓	✓	✓			
3.2	Our community and Council are environmentally aware and engaged	S3.2.1	Provide effective management of waste in the Shire	A3.2.1.1	Investigate implementation of a three-bin waste system		✓	✓						
				A3.2.1.2	Investigate alternative locations for landfill sites		✓	✓	✓	✓	✓			
				A3.2.1.3	Continue to support the Drum Muster program in Broomehill and Tambellup	✓	✓	✓	✓	✓	✓			
		S3.2.2	Investigate and support innovative solutions for sustainable energy and water use	A3.2.2.1	Explore and implement energy and water saving initiatives to all Shire properties		✓	✓	✓	✓	✓			
				A3.2.2.2	Explore and initiate community education programs eg Waterwise, recycling	✓	✓	✓	✓	✓	✓			
		S3.2.3	Provide effective environmental management of Council's land and reserves	A3.2.3.1	Undertake weed control on road reserves in the Shire	✓	✓	✓	✓	✓	✓			
				A3.2.3.2	Manage vegetation in agricultural corridors	✓	✓	✓	✓	✓	✓			
3.3	Our transport networks are safe and efficient	S3.3.1	Maintain a program of ongoing improvements to our transport networks	A3.3.1.1	Maintain 10 year Roads Program	✓	✓	✓	✓	✓				
				A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓	✓	✓	✓			
				A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓	✓	✓	✓			
				A3.3.1.4	Develop and implement a Footpath Program for both towns	✓	✓	✓	✓	✓	✓			
3.4	Our Council facilities and infrastructure are managed sustainably to meet current and future needs	S3.4.1	Implement a program of maintenance, servicing and renewal of Council assets to maximise life and performance	A3.4.1.1	Develop and implement sustainable levels of service for all Council facilities and public spaces	✓	✓	✓	✓	✓				
				A3.4.1.2	Review and implement the Asset Management Strategy	✓	✓	✓	✓	✓	✓			
				A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓	✓	✓	✓			

CBH Broomehill Temporary Grain Storage Site

Dust Management Plan

CBH Broomehill Temporary Grain Storage Site

DUST MANAGEMENT PLAN

Operations

Store ID: 310043234-63606

Broomehill Temporary Grain Storage Site

Dust Management Plan - Operations

1. Purpose

This management plan defines the requirements associated with the process of minimising the impact of dust emissions during operations at the Broomehill Temporary Grain Storage Site, lot 4, Nardlah Road, Broomehill.

The site will consist of two 20,000 tonne emergency open bulkheads for grain storage and associated equipment such as drive over grid and conveyer.

CBH is committed to improving the overall environmental impacts of its business, and in achieving the environmental objectives outlined in the CBH Group Health, Safety and Environmental Policy.

2. Objectives

The objectives of this dust management plan are to minimise significant impacts on amenity and environmental impact of CBH Group operational activities.

3. Scope

All operational activities undertaken at the Broomehill Temporary Grain Storage site must comply with this Dust Management Plan.

The plan will be subject to on going review and therefore will be subject to change to ensure that it remains relevant and effective in light of site performance, past results and technological advances through out the life of the site.

4. Relevant Legislation

Relevant legislation or guideline	Application
Environmental Protection Act 1986	The principal statute relevant to environmental protection in WA. It provides for the establishment of the EPA, preparation and implementation of EPPs, environmental impact assessment and approvals for new developments, licensing and permitting, and waste management
National Environmental Protection Council (Western Australia) Act 1996	Establishes National Environmental Protection Measures (NEPM)
Ambient Air Quality (NEPM)	Prescription of acceptable air pollutant concentrations
Health Act 1911	Part VII Section 182 deals with nuisance dust

Broomehill Temporary Grain Storage Site

Dust Management Plan - Operations

5. Dust Management Commitments

Dust Management will comply with *Environmental Protection Act 1986* and the relevant *National Environmental Protection Measures*.

Due to the nature of grain handling and storage, some dust can be produced from a range of activities. CBH make the following commitment to dust management:

- On-going hygiene practices during operations designed to limit the build up of dust and chaff on site;
- Existing operational dust management practices such as the ongoing covering of open grain stacks will be applied across the site;
- An ongoing review of weather conditions is undertaken during operational periods with the appropriate site management activities taken to eliminate, as far as is practicable, any causal factors;
- All site traffic is required to adhere to the site speed limit to minimise dust lift generated by vehicle movement;
- Where practicable, CBH will cover grain handling equipment to reduce fugitive dust generation;
- Loads are to be kept within designated load limits and load covers always used;
- Stockpiling operations will reduce material drop height when loading into and out of storages and/or trucks;
- Environmental issues including dust management are and will continue to be included as part of CBH induction programs for all CBH employees and contractors;
- A complaints management system, including investigation, action and feedback, will be implemented. Please refer **Incident Reporting (including complaints process)**.

6. Contacts and Responsibilities

Overall responsibility for the management of the site is with the CBH Area 16 Manager [Haylee Morton – 0429 110 612].

During operational activities the CBH Group has a designated employee assigned day to day responsibilities for the activities at the site in the position of 'Site Manager'. When the site is operational this person is also contactable directly via the CBH Broomehill Grain Storage Site [(08) 9824 1371].

Overall responsibility for the Albany Zone is with the CBH Group Albany Zone Manager [Adam Wray (08) 9845 5595].

7. Internal Reporting

All CBH employees and contractors will be required to report generation of significant dust plumes, and /or any increase in dust levels to the Site Manager.

8. Incident Reporting (including complaints process)

This section outlines the responsibilities for all concerned, not only the individual with specified tasks but all employees, contractors and visitors to CBH sites and receival points.

All hazards and/or incidents witnessed **as well as complaints received** relating to the environment must be recorded using 'SHARE' - our online reporting system. The incident and hazard reporting

Broomehill Temporary Grain Storage Site

Dust Management Plan - Operations

system is designed to automatically escalate the report to the relevant management and assign action to appropriate parties. We therefore endeavour to act upon and mitigate any issues or complaints in an effective and timely manner.

At CBH, hazards and/or incidents that require reporting and/or investigation may include but is not limited to a diesel fuel spill, chemical spill, fugitive dust emissions, and noticeable increases in the noise profile of the site or its machinery.

In addition **any complaints received** regarding dust and/or noise is immediately referred to the Site Manager, who would then notify the Area Manager or Zone Manager of the following information.

- Date of complaint
- Time of Complaint
- Location of Complaint
- Nature of Complaint
- Name of Complainant (if given)
- A summary of any action taken

For any complaint that is determined to be of a CBH environmental incident classification level 3 (moderate) or above then the Shire of Broomehill - Tambellup is to be informed of the nature of the complaint, any investigation findings, and/or remedial action taken.

9. Training

All employees and subcontractors will be required to undergo a pre work induction, outlining environmental controls to be implemented and monitored during operations. The induction will provide necessary awareness of dust management and the procedures and work practices to minimise and report dust generation and dust emissions.

Regular toolbox meetings will also be held to reinforce a positive attitude to environmental matters and to highlight any issues that arise during the course of site operations.

10. Definitions

Dust is considered to be any particle suspended within the atmosphere. Particles can range in size from as small as a few nanometres to 100 microns (um) and can become airborne through the action of wind turbulence, by mechanic disturbance of fine materials or through the release of particulate rich gaseous emissions.

Dust is measured using a variety of methods, the most common being Total Suspended Particulates (TSP), which normally measure up to 50um, and PM10 or PM2.5 (particulate matter less than 10um or 2.5um in size, respectively). Deposited matter measures the mass of any particulate falling out of suspension expressed in mass per area per time, and is the least commonly used in determining dust concentrations (Environment Australia, 1998).

Other definitions include:

Broomehill Temporary Grain Storage Site

Dust Management Plan - Operations

Nuisance Dust: Describes dust particles ranging in size from 1mm to 50um, which reduce environmental amenity without necessarily resulting in material environmental harm.

Fugitive Dust: Refers to dust derived from a mixture of sources or a source not easily defined and includes dust generated from vehicular traffic on unpaved roads, materials transport and handling and un vegetated soils and surfaces.

PM10: A criteria air pollutant consisting of small particles with an aerodynamic diameter less than or equal to a nominal 10 microns. Their small size allows them to make their way to the air sacs deep within the lungs where they may be deposited and result in adverse health effects.

PM2.5: Includes tiny particles with an aerodynamic diameter less than or equal to a nominal 2.5 microns. This fraction of particulate matter penetrates most deeply into the lungs.

11. Attachments

CBH Group Health, Safety and Environmental Policy [Store ID: 1473931053-383].



CBH HEAD OFFICE
31 DELME STREET, WEST PERTH, W.A. 6155
PH (08) 9233 9611 FAX (08) 9322 3942

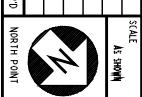
BULKWEST ENGINEERING
43 MAGILL ROAD BERA LAKE, WA 6183
TEL (08) 9236 5351 FAX (08) 9236 5379

DO NOT SCALE FROM THIS DRAWING - ASQUIN

[illegible][illegible]

REV	DATE	REVISIONS
1	11.18.18	ISSUE FOR CONSTRUCTION
A	12.12.18	ISSUE FOR REVIEW
APPROD		
CHGD		

	All	R.B.	
	All	R.B.	
	By	(H&D)	App

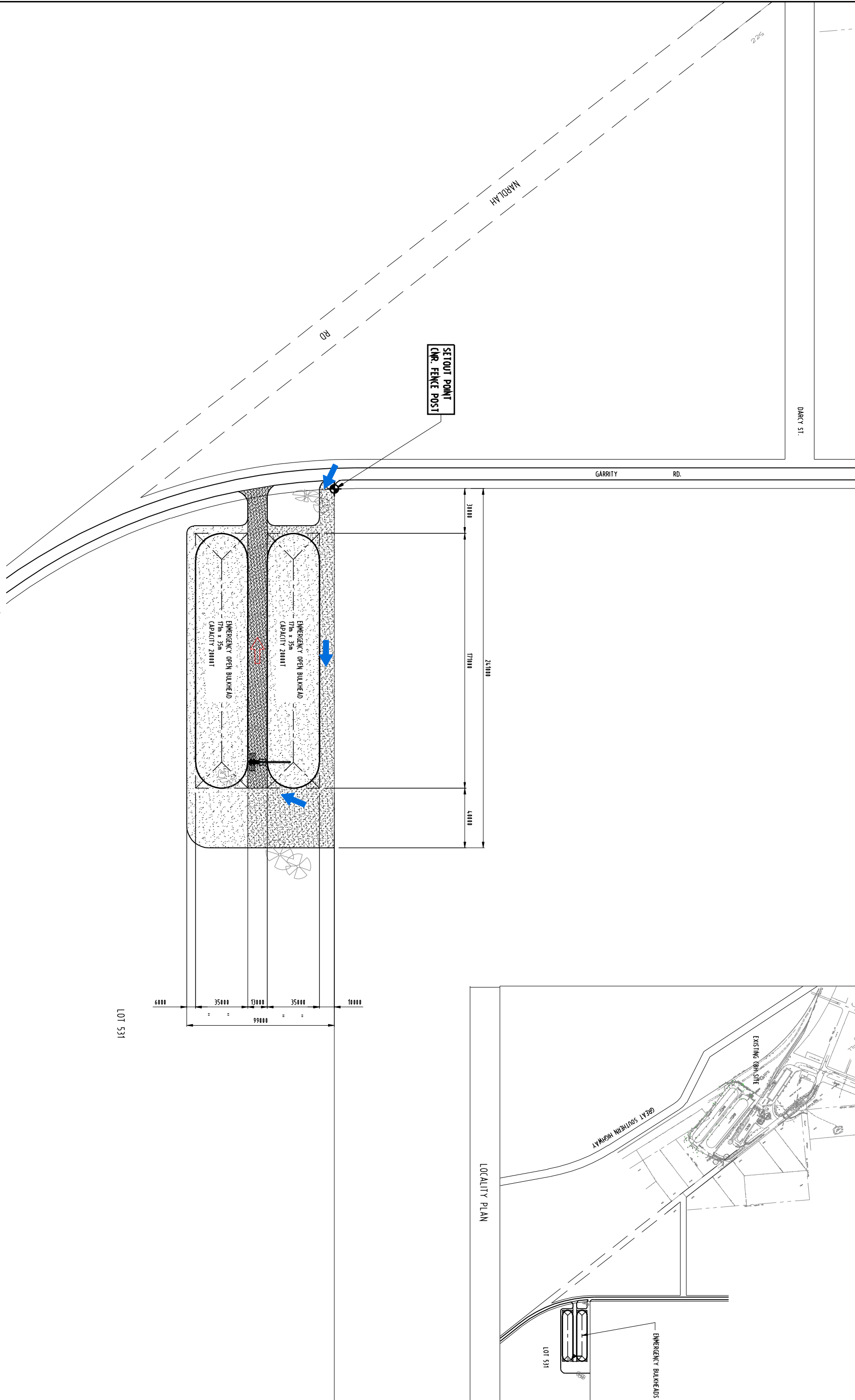
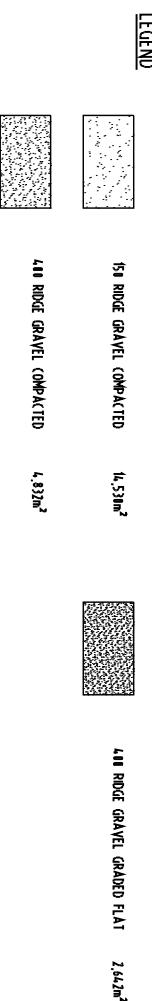


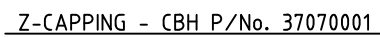
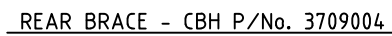
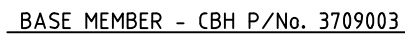
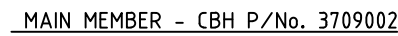
DESIGNED	Brian West	12.19.18
DRAWN	Jim	12.19.18
CHECKED	R.Boothman	12.19.18
APPROVED	J. Paineano	12.19.18

DRAWING TITLE

SITE DEVELOPMENT - OPEN STORAGE
2 x 250m EMERGENCY OPEN BULKHEAD
SITE SETOUT & PAVEMENT PLAN

SITE	BROOME HILL		SHT.	B1
PROJECT	EMERGENCY STORAGE			
DRAWING NO.	2008-558-0080			REV.
				0





(INTERMEDIATE FRAME EXCLUDING PINS AND ATTACHMENTS) - CBH P/No. 37090002

KEY PLAN



TARP CLAMP - CBH P/No. 37100001

SCALE 1:5

GENERAL NOTES	
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- | | |
|-------------|-------------------|
| | |
| | |
| | |
| .. | .. |
| DRAWING NO. | REFERENCE DRAWING |

ISSUE	DATE	APPRVD	AMENDMENT
-------	------	--------	-----------

CO-OPERATIVE BANK MANAGING LTD

CO-OPERATIVE BULK HANDLING LTD

DELHI STREET WEST BERTH

DELHI STREET WEST PERTH

PH (09)3223677

SITE	GREARWOOD
------	-----------

SPEARWOOD

PROJECT	SPEARWOOD JOB No.
---------	-------------------

CBH MANUFACTURED PARTS	
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[illegible]

TITLE	DRAWING NO	REVN
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INTERMEDIATE BULKHEAD	25 601	1
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INTERMEDIATE DOORHEAD WALL FRAMING ARRANGEMENT	95-601	1
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WALL TRAINING ARRANGEMENT & DETAILS						
	CLASS					

CLASS				
DIVISION				

	DIVISION						
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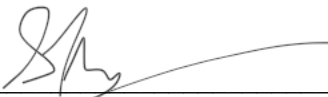


SCHEDULE 1


BROOMEHILL TOWN PLANNING SCHEME NO. 1 TAMBELLUP TOWN PLANNING SCHEME NO. 2

APPLICATION FOR PLANNING CONSENT

1. Surname of Applicant Cooperative Bulk Handling Limited
Given Names _____
Address GPO Box L886 Perth WA 6842
Contact: Ph: 08 9216 6094 Fax: _____ Mob: 0439 969 835
 2. Surname of Landowner Thompson
(if different from above)
Given Names Scott
 3. Submitted By Tim Dolling
 4. Address for Correspondence GPO Box L886 Perth WA 6842
 5. Locality of Development Broomehill East
 6. Title Details of Land Lot 4 on plan P70042 Vol. 2800 Fol. 645
 7. Name of Road Serving Property Nardlah Road
 8. State type of development, nature and size of all buildings proposed Use of the two existing
20,000 tonne capacity open bulkheads for grain storage for two years.
- General Treatment of Open Portion of the Site _____
- Details of Car Parking and Landscaping Proposals _____
- Approximate Cost of Proposed Development _____
- Estimated Time for Completion _____



Signature of Owner
(Both signatures are required if applicant is not the owner)



Signature of Applicant or Agent

Date: 19Sept2019

Date: 19 September 2019

NOTE: This form should be completed and forwarded to the Council together with 2 copies of detailed plans showing complete details of the development including a site plan showing the relationship of the land to the area generally. In areas where close development exists, or is in the course of construction, plans shall show the siting of buildings and uses on lots immediately adjoining the subject land.



SCHEDULE 3

SHIRE OF BROOMEHILL-TAMBELLUP

TOWN PLANNING SCHEME NO. 1 – BROOMEHILL

TOWN PLANNING SCHEME NO. 2 – TAMBELLUP

DECISION ON APPLICATION FOR PLANNING CONSENT

The Council having considered the application

Dated: **6 November 2018**

Submitted By: **Tim DOLLING**

On behalf of: **Co-operative Bulk Handling**

hereby advises that it has decided to:

~~REFUSE~~ / GRANT APPROVAL FOR THE DEVELOPMENT OF TWO GRAIN STORAGE BULKHEADS AT LOT 2 NARDLAH ROAD, BROOMEHILL, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. The term of this approval is limited and expires 12 months from the date of this planning consent;*
- 2. All development shall be in accordance with the submitted plans;*
- 3. Stormwater Basin 'B' shall be increased in capacity in accordance with the submitted Stormwater Management Plan to ensure compliance with this plan;*
- 4. The construction of the bulkheads shall be undertaken in accordance with a Dust Management Plan;*
- 5. Any materials removed from the site should be taken to a location agreed to in consultation with the Shire of Broomehill-Tambellup Chief Executive Officer.*



Chief Executive Officer

Date: **21 November 2018**

NOTE

- Planning consent is not an approval to commence construction. A building permit must be obtained for all work.*
- Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Scheme.*



SCHEDULE 3

SHIRE OF BROOMEHILL-TAMBELLUP

TOWN PLANNING SCHEME NO. 1 – BROOMEHILL TOWN PLANNING SCHEME NO. 2 – TAMBELLUP

DECISION ON APPLICATION FOR PLANNING CONSENT

~~REFUSE~~ / GRANT APPROVAL FOR THE EXTENSION TO THE TEMPORARY APPROVAL GRANTED BY COUNCIL ON 21 JULY 2016 FOR THE USE OF THE TWO OPEN BULKHEADS CONSTRUCTED ON LOT 4 NARDLAH ROAD, TO ALLOW THEIR USE UNTIL 30 JUNE 2019, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. Written consent of Council is required to use the bulkheads beyond 30 June 2019.*

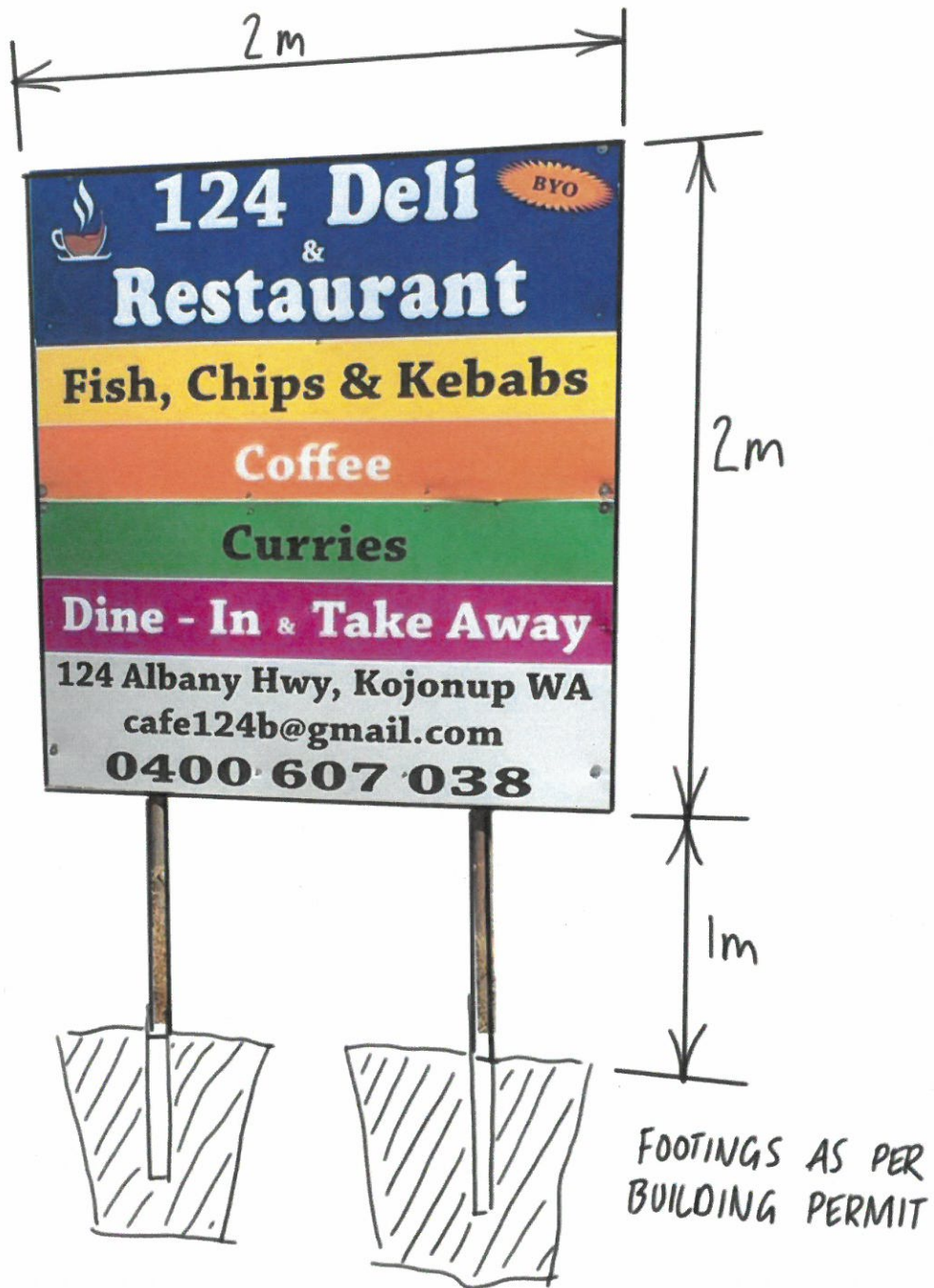


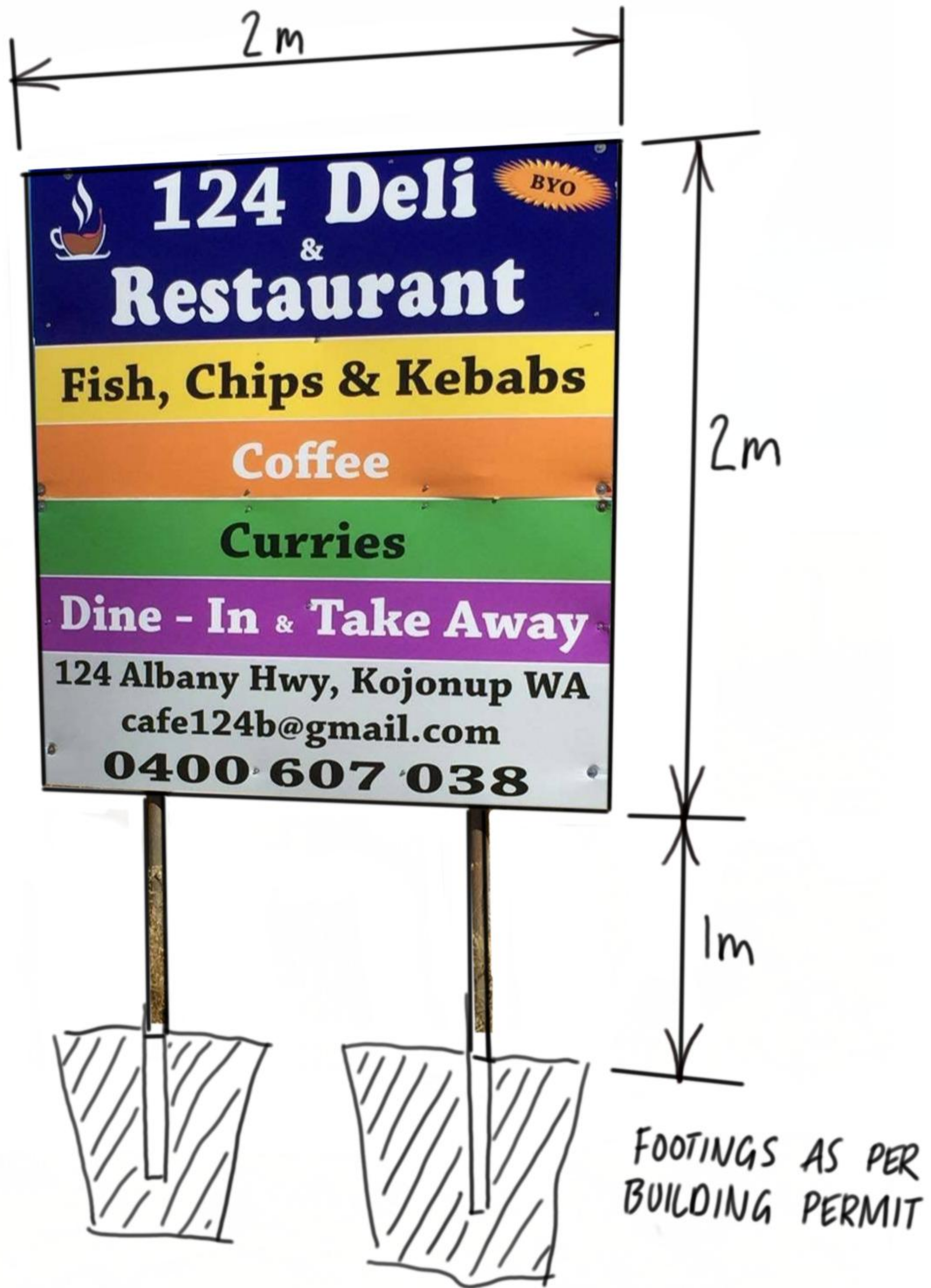
Chief Executive Officer

Date: 21 November 2018

NOTE

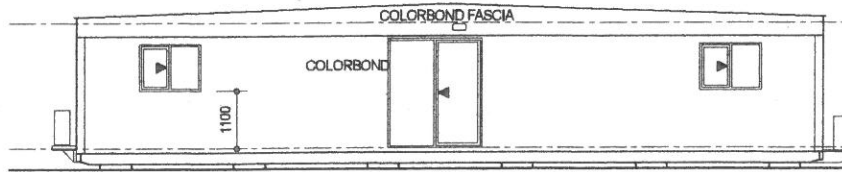
- Planning consent is not an approval to commence construction. A building permit must be obtained for all work.*
- Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Scheme.*



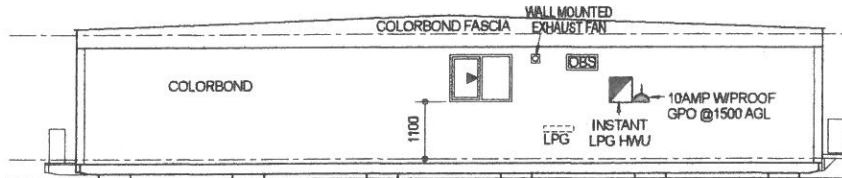






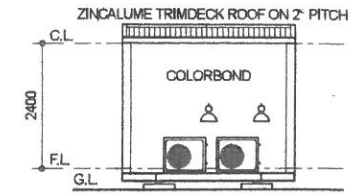


ELEVATION 1 SCALE 1:100

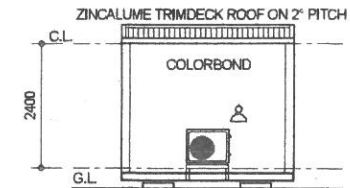


ELEVATION 3 SCALE 1:100

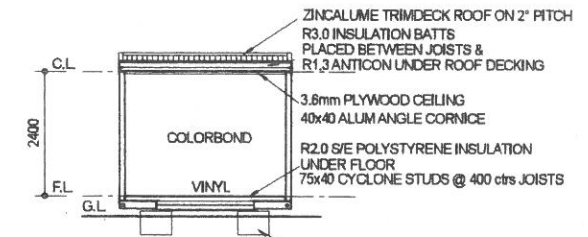
COLOUR SCHEDULE
EXTERNAL WALLS: SHALE GREY
INTERNAL WALLS: SURFMIST
FLASHINGS: DEEP OCEAN



ELEVATION 2 SCALE 1:100

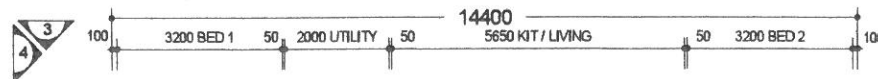


ELEVATION 4 SCALE 1:100

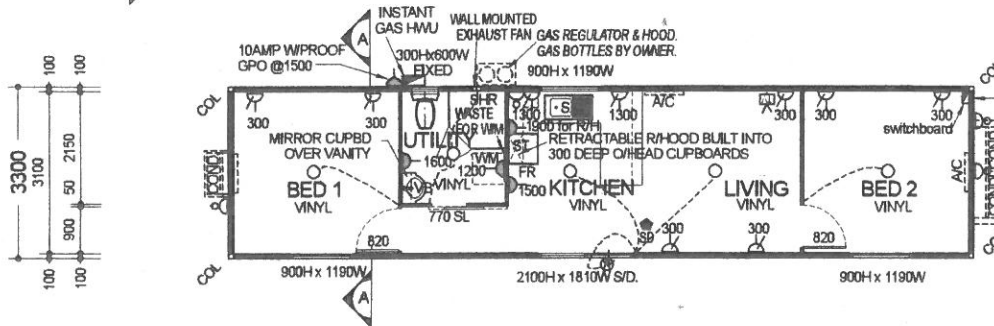


SECTION A-A SCALE 1:100

PROJECT SPECIFICATION FOR TRANSPORTABLE UNIT
FLOOR STRUCTURE
STEEL SKIDS-300UB22
FLOOR JOISTS-75x40 CYCLONE STUDS @ 400 ctrs
FLOORING-22mm AQUATITE FLOORING + 2mm VINYL
R1 SARKING UNDERFLOOR INSULATION
WALL STRUCTURE
EXTERNAL 100 THICK INSULATED BONDOR PANEL 0.6MM C/BOND FACINGS
INTERNAL 50 THICK INSULATED BONDOR PANEL 0.6MM C/BOND FACINGS
ROOF STRUCTURE
CEILING JOISTS AND PURLINS-C88x41x1.15 GALV STEEL
ROOF DECKING-ZINCALUME TRIMDEK PROFILE
INSULATION-R3.0 FIBRE BATTS BETWEEN JOISTS & R1.3 ANTICON
CEILING-PREFINISHED PLYWOOD CEILING LINING
WINDOWS
POWDER COATED ALUMINIUM FRAME
ALL WINDOWS & DOOR FRAMES TO HAVE FIXINGS DOUBLED INTERNALLY AND EXTERNALLY




COL - 100SHS 3mm COLUMNS TO EACH CORNER BOLTED TO CHASSIS AND A WELD STRAP FIXED OVER ROOF FRAME.



FLOOR & ELECTRICAL PLAN SCALE 1:100

ELECTRICAL LEGEND	
○	LIGHT: OYSTER LIGHT FITTING (LED)
⊕	LIGHT: EXTERNAL BULKHEAD: W/PROOF
⊕	GPO: 10 AMP SINGLE: HEIGHT SHOWN
⊕	GPO: 10 AMP DOUBLE: HEIGHT SHOWN
⊕	SWITCH ISOLATOR
⊕	SWITCHBOARD
⊕	EXHAUST FAN: WALL MOUNTED
⊕	TELEVISION POINT
⊕	FIRE: SMOKE DETECTOR: HARD WIRED

 Joondalup DESIGNS Email joondalupdesigns@bigpond.com Phone 08 9571 4361 Mobile 0411 513 771	CLIENT NAME:		BUILDING / DWG NAME:		STEVE'S TRANSPORTABLES GROUP PTY LTD ATF SHORTER FAMILY TRUST Steve's Mobile: 0419 955 259 Email: sshorter.1@bigpond.com Website: www.stevestransportablesperth.com	
	KEMPIN		14.4m x 3.3m 2 x 1 UNIT			
	A	ISSUED FOR APPROVAL	07.08.19	FILE NAME:		
	REV	DESCRIPTION	DATE	E:\Documents\J0219 Steves Transportables\14400x3300 2x1 Kempin.SKF	© COPYRIGHT	

Plant Maintenance Report October 2019

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute		15000	2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute		15,000	20019	2019	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	14,584	15,000	2019	2019	1 yr / 30,000 kms	
BH000	Ford Everest Trend		15000	2019	2019	1yr / 25,000 km	
BH001	CAT vibe Roller	1,028	1,500	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	26,867	35,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	19,043	30,000	2019	2019	1 yr / 30,000 km	
BH004	CAT 12M Grader	1,002	1,500	2017	2018	8 yrs / 8,000 hrs	Checked tandem drive tension, serviced @ 1000 hrs
BH005	Cat multi tyre Roller	467	500	2018	2018	8 yrs / 8000 hrs	Checked fault
BH006	CAT 12M	7,384	7,500	2012	2012	8 yrs / 8,000 hrs	Diagnosed fault & fitted sunvisor sticker
BH007	Toro mower	857	1000	2016	2016	5 yrs / 5,000 hrs	Replaced cutting deck belt, fixed gearbox in cutting deck, replaced blades
BH009	Izusu 150 truck	25,314	30,000	2017	2017	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				
BH013	Cat 444F Backhoe	2,555	3,000	2013	2013	10 yrs / 8,000 hrs	Fixed wiring on safety valve
BH014	Ford Ranger Space Cab	22,006	30,000	2018	2018	1 yr / 30,000 km	
BHT0	Kenworth Truck	75,343	70,000	2016	2017	5 yrs / 250,000 km	Serviced @ 70000km adjusted brakes
BHT84	Toro Groundmaster 3500D mower	1,020	1,050	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	906	1,000	2017	2017	8 yrs / 8,000hrs	Fixed bucket locking pin & checked fuel system
BHT125	Mack Curser 8 Wheel Tipper	160,537	180,000	2013	2013	5 yrs / 250,000 km	Serviced @ 160000km Replaced broken air hose
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	45152		2015	2015		Adjusted brakes
TA001	Ford Ranger Ute	18,002	30,000	2018	2018	1 yr / 30,000 kms	Serviced @ 15000 & rotated tyres
TA005	Ford Ranger Ute	8,641	15,000	2019	2019	1 yr / 30,000 kms	Fitted radio and warning beacon, airbag fault (Narrogen Ford)
TA017	Isuzu Tipper	6,905	10,000	2014	2014	5 yrs / 200,000 km	Fixed crane hydraulic ram
TA052	Ford Ranger D-Cab	5,981	15,000	2019	2019	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	154,019	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	3,104	3,500	2016	2016	7 yrs / 8,000 hrs	Checked tandem drive chain tension, Replaced radio aerials, replaced broken side mirrors, replaced broken teepiece hydraulic fitting, topped up hydraulic oil
TA281	930K Loader	4,355	4,500	2014	2014	8 yrs / 8,000 hrs	Fixed autolube hose and joiners & fixed mudflap extension
TA386	Isuzu Tipper	3,191	10,000	2012	2012	5 yrs / 200,000 km	
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator	1	250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		Adjusted brakes

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
1TMR367	Tandem Axle Dolly						Adjusted brakes
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						Replaced two new tyres
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						Tuned up
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2016	2016		
TORO 590	BH Golf Club Mower			2016	2017		
	BH Honda Push Mower			2017	2017		
PFL	FORK LIFT						
GENSET							
STIHL	BLOWER						