



# **Local Emergency Management Committee**

## **MINUTES**

**17 March 2020**

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Minutes of Local Emergency Management Committee meeting held in the**  
**Tambellup Council Chambers on Tuesday 17 March 2020 commencing at 10.04am.**

**1. ATTENDANCE AND APOLOGIES**

**1.1 Attendance**

Cr Mark Paganoni	Chair, Shire of Broomehill-Tambellup
Keith Williams	Shire of Broomehill-Tambellup
Michelle Carrington	WA Country Health Services
Josh Humble	Tambellup Police
Neville Blackburn	Dept. of Communities
Laurie Hull	Tambellup Volunteer Fire & Emergency Service
Tania Willmott	St John Ambulance Tambellup
Cindy Pearce	Community Emergency Services Manager
Cr Michael White	Shire of Broomehill-Tambellup
Eileen O'Neill	Dept. of Primary Industries and Regional Development
Deb Bearcroft	Broomehill Primary School
Ian Cunningham	Chief Bush Fire Control Officer
Kay O'Neill	Shire of Broomehill-Tambellup
Pam Hull	Shire of Broomehill-Tambellup (Minutes)
Visitors	
Carol Shaddick	Shire of Gnowangerup

**1.2 Apologies**

Christine Thompson	Dept. of Primary Industries and Regional Development
Adam Smith	District Emergency Management Advisor
Trevor Prout	St John Ambulance Tambellup
Bronwyn Bradshaw	St John Ambulance Tambellup

**2. CONFIRMATION OF PREVIOUS MEETING MINUTES**

2.1 Confirmation of the Minutes of the Committee meeting held on 10 December 2019.

**Moved Cr White/Neville Blackburn**

**That the Minutes of the Local Emergency Management Committee Meeting of 10 December 2019 be accepted.**

**CARRIED**

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

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## 4. STANDARD ITEMS

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### 4.1 Review of Contacts and Resources

**Attachment:** Extract from Local Emergency Management Arrangements 2016 -  
Contacts and Resources

**File Ref:** ADM0246

**Author:** PA Hull Strategic Support & Projects Officer

**Date:** 9 March 2020

**Disclosure of Interest:** Nil

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#### 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.

Experience at the recent fire incidents at Camel Lake, the Stirling Range and Katanning may provide additional information that can be incorporated into the contacts and resources listings, particularly resources available in neighbouring Shires.

#### 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

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**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.**

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## 4.2 Review of Post Incident and Post Exercise Reports

**Attachment:** Nil  
**File Ref:** ADM0246  
**Author:** PA Hull Strategic Support & Projects Officer  
**Date:** 9 March 2020  
**Disclosure of Interest:** Nil

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### 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

Nil

### 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

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**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 recommendation required – no reports presented to this meeting.**

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## **5. MATTERS FOR DECISION**

Nil

## **6. OTHER BUSINESS**

### **6.1 Telstra mobile infrastructure update**

Attachment: Local Government Update (Telstra)

The CEO Keith Williams provided an update on ongoing discussions regarding power outages at mobile phone towers in the Shire. Following recent site failures, Telstra has advised all are now back up and running.

This issue has been raised at the District (DEMC) and State Emergency Management Committee (SEMC) level, with the SEMC currently in discussions with Telstra and Western Power. There will also be discussion at the WALGA Great Southern Zone meeting on how to escalate the matter – this may require a political response.

For information – the Tambellup East tower is being upgraded to 4G, the 3G small cell in Tambellup will remain as is.

Internet provider Superloop, will be co-locating infrastructure on towers through the region for improved internet, primarily for farming practice.



## 6.2 State Emergency Management Committee – Consultation

Provided for the committee's information and feedback directly through the sharepoint site:

- Review of the State Hazard Plan HAZMAT Annex B Space Re-entry Debris (SPRED) (comment period open until 3 April 2020)  
<https://dfes.mysocialpinpoint.com.au/state-hazard-plan-hazmat-annex-b-space-re-entry-debris-spred>
- WA Managing Exercises Guideline (comment period open until 17 April 2020)  
<https://dfes.mysocialpinpoint.com.au/managing-exercises-guidelines>

## 6.3 Stirling Range/Camel Lake Fires – Overview and lessons learned

Chief Bush Fire Control Officer (CBFCO) Ian Cunningham provided an overview of this Shire's brigade's involvement with the Camel Lake fire in December 2019. Observations included:

- Operationally it was like any fire the brigades had responded to, only on a bigger scale.
- A solid knowledge of firefighting procedures and techniques, and people management skills was critical.
- The longevity of the incident provided opportunities to expand experience as it unfolded.
- Effective communication is key to successfully managing an incident like this.
- Cooperation demonstrated between the brigades from this and neighbouring Shires was excellent.
- The knowledge and experience gained at the regional bushfire exercise conducted by DFES in October 2019 was invaluable and relevant to the incident.

Carol Shaddick, from the Shire of Gnowangerup, provided an overview of the incident from the Shire's perspective. Observations included:

- The incident highlighted the effective leadership skills that are evident in brigade personnel, and that it was important to consider these traits and relative experience when brigades are succession planning.
- Reiterated that effective communication at all levels is critical.
- Police required up to date information on residents and tenants of farming properties. This information was not readily available – an update of the Shire's fire map is now planned.

Cindy Pearce, CESM, advised that Department for Primary Industry and Regional Development (DPIRD) may be able to provide updated maps. Eileen O'Neill, DPIRD, advised the information needed to consider leased properties and tenants living in farm houses.

### **ACTION: Shire to commence update of Broomehill-Tambellup fire map.**

- Evacuation centres were opened in Gnowangerup and Albany. It is considered by the Shire and local Dept. of Communities staff that Gnowangerup may not have been the best location for the residents affected, and the extent of the evacuated area was extreme – more consultation would have been appreciated.
- It was noted the delivery of the Telstra message was inconsistent. It should be noted the message service is a single tool and should not be the only source of information for residents.
- Staffing the evacuation centre in Gnowangerup was difficult, with many contacts on leave or out of the area due to Christmas/New Year. Consider neighbouring Shires – may be able to assist.
- Catering – many people were willing to help and provided food. This needs to be well controlled, in what is provided and where/how it is prepared. Department of Fire & Emergency Services utilise CWA and the Salvation Army as these organisations provide

training to staff and volunteers in commercial food preparation. Rapid Relief is on the Shire's resources list for catering.

- Internal (Shire) communications – the timing of the event meant many staff members were away on leave and not available to assist, which impacted administration and traffic control. A staff 'WhatsApp' group has now been established so all staff can be made aware of events. Establishing a central point for administration and daily conference calls for incident updates were valuable. Staff training is a priority and an application has been made for a radio repeater in the Mindaribin area of the Shire.
- Use of local knowledge and local resources is critical.
- The Shire would like to recruit a CESM – in discussion with DFES.

Ian Cunningham advised mobile phone reception in the area of Camel Lake was particularly limited, and requested consideration of Cel-Fi phone boosters to be provided to the CBFCO, Deputy and Captains of the brigades.

**ACTION: Shire to follow up.**

Cr White noted the need to manage firefighting resources wisely in responding to an incident, and provide a measured response to ensure the rest of the Shire is protected as well.

#### 6.4 Discussion Exercise – 'What if the February 2020 Katanning fire happened in Broomehill or Tambellup – how would we fare?'

Attachment: Exercise Scenario - Katanning Fire Debrief notes

Cindy Pearce (CESM) provided an overview of the response to the Katanning Fire which started just north of the Shire boundary on Friday 7 February and impacted the Katanning townsite on Saturday 8 February. Information regarding the progress and response to the fire is included in the attachment.

Neville Blackburn (Department of Communities) provided an overview of the evacuation:

- Visitors to Katanning who were in town for the Katanning Speedway competition were asked to relocate to the Katanning Recreation Centre (KRC) as the fire was going to impact the Speedway area.
- It was subsequently determined that the KRC was too close to the fire front, and the evacuation centre was relocated to Kobeelya at the north east end of Katanning townsite. Fire crews were also accommodated at Kobeelya.
- Around 350 people attended the evacuation centre following the broadcasting of the evacuation message. As the incident progressed, most people were able to return home that afternoon, with only nine residents staying overnight. By 12 noon on Sunday 9 February, the evacuation centre was closed.
- Staffing: Two staff attended from Albany, and two Red Cross volunteers from Katanning assisted. Four staff from Perth were deployed but road closures and non-familiarity with the area delayed their arrival until late Saturday night. Staff from the region were also unable to attend due to the location of the fire and the fact the centre opened on a weekend. Dept. Communities will do more work in this space, however there may be an opportunity to utilise Local Government staff from neighbouring shires who have undertaken training, particularly in providing assistance with early registration of evacuees.
- An evacuation centre was opened at the Nyabing Pavilion for people evacuating east from Katanning – this was staffed by Shire employees, with meals provided. The centre closed at 9.00pm Saturday 8 February.

- The selection of evacuation centres needs to be made in consideration of the incident and forecast conditions, and may require neighbouring centres to be utilised.
- It was noted that the evacuation message needs to contain concise messaging which reflects the progress of the incident, ie don't have people evacuating into the path of the fire.

Ian Cunningham provided some insights to the Katanning incident from his perspective as CBFCO for the Shire and responder:

- If assistance is required, call for help early. Don't wait until it's critical.
- Structure fires should be dealt with by brigades that have had the training – nor bush fire brigades.
- The Shires contacts and resources listing should be bolstered by information from the Katanning experience.

**ACTION: Contacts and Resources lists to be updated.**

- Communication networks with neighbouring Shires need to be sound – utilise Dual Fire Control Officers.

**ACTION: for discussion at Bushfire Advisory Committee**

- In an incident like Katanning (Level 2 or 3) decisions need to be made on prioritising who needs assistance and which assets are to be preserved. There will be losses.
- Response and recovery to an incident such as this is a whole community effort.
- The role, knowledge and experience of the CESM is invaluable in an incident of this type, but acknowledge the load needs to be shared across all elements of the incident.

Pam Hull (Shire of Broomehill-Tambellup) noted the suitability of the Broomehill and Tambellup evacuation centres may be questionable depending on the incident and this needs to be reflected in the review of the Local Emergency Management Arrangements and Evacuation Plan. We also need to develop a better understanding of our vulnerable communities who may need assistance to evacuate.

Cr White asked whether there was any legal method of shutting down alcohol sales in the community during an incident like the Katanning fire – he noted many people close to the fireground during the active phase and mop up who were affected by alcohol.

Cindy Pearce advised the control of bystanders can be managed by sector leaders.

Cr White noted a quicker, more effective response to animal welfare following an incident such as the Katanning fire was required. The responsibility for animal welfare lies with Department of Primary Industries and Regional Development.

Cindy Pearce noted the following personal observations:

- Lack of resources for traffic management and ineffective road closures;
- Contacts and Resources lists for contractors in the area need to be updated;
- Lack of back-up power to Incident Control Centre (shire office). Ideally backup power should be available for wifi and the Shire Depot;
- Knowledge and understanding of emergency management structure, agencies and roles should be shared across the local government;
- Information regarding access arrangements to shire buildings should be readily available
- Opportunity to use neighbouring shire staff in the incident management team – eg taking minutes, scribing etc.

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- When a fire impacts a townsite, it has a long term impact. Recovery is the responsibility of the local government, and all sectors of the community should be considered in planning recovery, especially those who are socially isolated.

Carol Shaddick advised the committee of a project undertaken by the Shire of Gnowangerup, where a folder containing relevant emergency information was distributed to residents with rates notices. This was funded through the AWARE funding program.

Cindy Pearce advised the Woodanilling community has carried out a similar exercise – the Green Bag project, where emergency information was delivered in person to residents in the townsite. This project enabled the Shire to identify vulnerable residents who may need assistance in the event of an emergency.

**ACTION: Pam Hull to investigate these projects further.**

An exercise report will be compiled and presented to the next LEMC meeting for consideration.

## 6.5 COVID 19 – WA Country Health Service update

Michelle Carrington (WA Country Health Service) provided an overview and information relating to the current Corona virus (COVID 19) pandemic and the regional/local situation.

- COVID 19 has been declared a pandemic by the World Health Organisation
- Symptoms include fever, cough, sore throat, shortness of breath
- Limited testing kits are currently available, with testing restricted to people displaying symptoms who have returned from international travel recently or have been in contact with a confirmed case. Evidence of international travel or contact with a confirmed case is required.
- Testing will be undertaken in Tambellup, for people presenting with the above risk factors.
- Currently – 78 tests have been administered in the Great Southern, with no confirmed cases.
- Employers need to plan for the incidence of staff presenting with symptoms or requiring to self-isolate.
- Reputable sources of information should be consulted, noting the information is updated frequently. Sites include:

<https://www.health.gov.au/>

For daily updates, answering your questions about the latest news, current facts and figures, travel advice, key contact and phone numbers.

[https://ww2.health.wa.gov.au/Articles/A\\_E/Coronavirus](https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus)

This includes the daily snapshot and the agency advisories

[https://ww2.health.wa.gov.au/sitecore/content/Healthy-WA/Articles/A\\_E/Coronavirus](https://ww2.health.wa.gov.au/sitecore/content/Healthy-WA/Articles/A_E/Coronavirus)

Healthy WA COVID-19 information for the public

<https://www.healthdirect.gov.au/>

Health Direct – includes information and symptom checker

[https://ww2.health.wa.gov.au/sitecore/content/Healthy-WA/Articles/N\\_R/Preventing-flu-and-other-respiratory-infections](https://ww2.health.wa.gov.au/sitecore/content/Healthy-WA/Articles/N_R/Preventing-flu-and-other-respiratory-infections)

Protect yourself from viruses information

<https://www.facebook.com/MyHealthyGreatSouthern/>

My Healthy Great Southern Facebook Page

Neville Blackburn advised the Department of Communities also has a role in the response to a pandemic in conjunction with the Department of Health, to provide welfare support to people who are in home isolation, are not self-sufficient and have no other means of support. It is expected that this will include provision of food and essential supplies.

Deb Bearcroft (Broomehill Primary School) advised schools were receiving daily updates from the Department of Education. No determination to close schools has been made yet, however the situation is being reviewed regularly. Staff have found it is important to share information with students to minimise anxiety.

Michelle's final message was to be alert but not alarmed, and to check reputable information sources regularly for updates.

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Tania Willmott (St John Ambulance) queried what measures were in place for community awareness. Michelle advised signs had been placed at the Tambellup Health Centre, and information would be submitted to the next edition of Topics.

6.6 General Business

No discussion at this meeting.

**7. NEXT MEETING AND CLOSURE**

The next meeting will be scheduled for June 2020, with the date to be confirmed. There being no further business Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 12.15pm.

# Shire of Broomehill-Tambellup

## Local Emergency Management Committee (LEMC)

### MINUTES

DATE OF MEETING: 24 March 2020

TIME OF MEETING: 3.00pm

VENUE: Tambellup Community Pavilion

TELECONFERENCE DETAILS: Nil

CORRESPONDENCE EMAIL: [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au)

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
Department of Health Federal - <https://www.health.gov.au>  
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	Cr Mark Paganoni declared the meeting open at 3.05pm.
Record of attendance	Cr Mark Paganoni (Shire), Sgt Josh Humble (WA Police), Cindy Veitch (Tambellup Primary School), Craig Beacham (Tambellup VFES), Kay O'Neill (Shire), Keith Williams (Shire), Cindy Pearce (CESM) by phone, Bronwyn Bradshaw (St John Ambulance), Pam Hull (Shire – Minutes)
Apologies	Michelle Carrington (WACHS), Deb Bearcroft (Broomehill Primary School), Ian Cunningham (CBFCO), Neville Blackburn (Dept Communities)
Confirmation of Previous Meeting Minutes	<i>Minutes of 17 March 2020 minutes to be confirmed at next meeting</i>
Confirmation of contact details	As per LEMA Contacts and Resources list

ITEM	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	Nil	
2. Standing Items	Nil	
3. HMA/Agency Reports		
HMA - Department of Health	Apology for this meeting.	
Shire of Broomehill-Tambellup (Keith Williams)	<p>Implementing Business Continuity Plan with respect to staff, operations and community facilities/services.</p> <p>Reinforcing standard measures to reduce risk (hand hygiene, social distancing, stay at home if unwell) with all staff.</p> <p>Administration: Social distancing in place at office counters, plans are in place to reduce opening hours if required but at this stage the office will remain open as far as possible. Broomehill office may close in due course. Minimal cash handling.</p> <p>Supply of PPE has been ordered – including masks, hand sanitiser, and subject to quantities received, these may be available to organisations and individuals if needed.</p> <p>Works: Staff are aware and able to implement social distancing and vehicle hygiene practices. Cleaning of public toilets will be more thorough, and staff will mist playground equipment and street furniture with disinfectant daily. Fuel stocks will be maintained.</p> <p>Procedures are in place to ensure the continuity of waste collection services. If there is any disruption the waste transfer stations may be open for extended hours, and staff will be able to assist residents who are unable to arrange for their bins to be emptied.</p> <p>Public buildings have been closed in accordance with Department of Local Government advice – including the Pavilion, Recreational Complex, Broomehill Library, Broomehill Playgroup and Tambellup Child Care.</p>	Maintain communication with local agencies re stocks of PPE



	<p>Fire permits: Cr Paganoni advised the CBFCO will cancel permits that have been issued in the event of bad weather, to minimise the risk of a fire requiring response. Cindy Pearce advised DFES has considered arrangements for incident management in light of bad weather forecast for later in the week.</p> <p>Keith Williams noted the ability for local government to provide a level of assistance to vulnerable people during the pandemic, however stressed the Shire was not able to coordinate this support. This may be a role for a community group.</p> <p>In the event the Shire is required to close down, senior administration staff members are set up to work from home. Essential services can be maintained with rotating crews.</p>	<p>Shire to contact community service organisations to determine ability to coordinate support to vulnerable people. To liaise with Dept. Communities.</p>
WA Police (Josh Humble)	<p>Observing all health protocols – social distancing at counter, disinfection controls</p> <p>Providing general advice to residents</p> <p>Leave and rostering for the next three months has been provided to District Office</p> <p>PPE – orders for masks and hand sanitisers have been submitted but these are in short supply</p> <p>The next stage where enforcement of social distancing and self-isolation is required, will be difficult.</p>	
Tambellup Primary School (Cindy Veitch)	<p>Acting on the directive of the Director General Education through Dept Health.</p> <p>Contingency plans are in place.</p> <p>Schools are currently open, parents are able to choose whether their children attend. Attendance at the moment is around 90%. Schools will only close on direction. Closure of the school will present challenges for Police.</p> <p>Hand hygiene with students is going well, social distancing is difficult.</p>	

<p>St John Ambulance (Bronwyn Bradshaw)</p>	<p>Volunteer crew numbers may be impacted, this has the potential to subsequently impact the ability for a local response.</p> <p>A recent meeting of regional Sub Centre Chairs had the following outcomes:</p> <ul style="list-style-type: none"> <li>• Priority 1 and 2 calls with respiratory symptoms – crews will respond</li> <li>• Priority 3 and 4 calls with respiratory symptoms – will be triaged by Communications Centre, with possible transfer to another centre.</li> </ul> <p>Community Transport service may be impacted – this may impact a couple of Tambellup residents who travel to Albany regularly for treatment. Will not affect Tambellup service however there may be a requirement for the community to assist with transporting these patients</p> <p>All face to face training has been cancelled.</p> <p>PPE is in short supply. A regional stocktake of PPE has been completed, and regional office will coordinate supply to centres. If no PPE is available the crew is non-operational.</p> <p>Keith Williams advised the Shire has placed an order for masks, these may be available to the local sub centre if required.</p>	
<p>Tambellup Volunteer Fire &amp; Emergency Service (Craig Beacham, Pam Hull)</p>	<p>Operating under DFES directive – response is business as usual, albeit with increased awareness of hygiene protocols and PPE. All training and meetings have been cancelled, and routine checks and maintenance is to be completed by a minimal number of personnel. Crew numbers are good at this stage but as with St John, any exposure may limit response capability, particularly with road crash rescue. Fire response will be OK.</p> <p>PPE stocks are low, regional office has done a stocktake to determine levels across the region and will coordinate supply as far as possible.</p>	

<b>4. Preparedness</b>		
4.1 Identification of vulnerable people	<p>The Tambellup Primary School has a number of students who are asthmatics. Information has been provided by parents for health record.</p> <p>Elderly residents</p> <p>Noongar community – unsure of Dept. Health message take-up</p> <p>Social isolation and its effect on individual's mental health.</p>	Shire to connect with social organisations (Lions, CWA) to determine their capacity to support vulnerable residents.
4.3 Critical services	<p>The Shire is working through its Business Continuity Plan to identify critical services to the community and ensure there are redundancies in place. Work includes waste collection, essential road repairs, cemetery to date.</p> <p>The 124 Tambellup Store is considered a critical service as the only food/grocery outlet in the Shire.</p>	Shire to maintain contact with 124 Tambellup Store proprietors
4.4 Communications	Topics, Shire website updates, CRC Facebook, (to come) Shire Facebook, emergency messaging by SMS, flyer for non-urgent information.	
<b>5. Impact Assessment</b>		
5.1 Local/regional impacts	<p>No local confirmed cases, 1 reported case in the Great Southern at this stage.</p> <p>The relative isolation of our community may be an important factor in how we are impacted, however this remains to be seen.</p>	
<b>6. Recovery</b>	<p>The recovery process should commence now, with communication to the community. It is important for the community to connect socially in whatever way is possible, while still maintaining social distancing and physical isolation.</p> <p>In time – it will be important to build connections by reopening facilities and encouraging recommencement of social activities.</p>	All members to identify any resources or activities that may be suited to those in self-isolation or quarantine to promote social connection.
<b>7. Other items</b>	Nil at this stage.	

<b>8. Details of next meeting/closure</b>	<p>It was determined that the LEMC should meet weekly at this stage, preferably through videoconferencing.</p> <p>Meetings to be held Tuesdays at 3.00pm, with special meetings to be called as required.</p> <p>There being no further business, Cr Paganoni thanked everyone for their attendance at short notice and declared the meeting closed at 3.55pm.</p>	<p>Shire to establish an appropriate online meeting platform, eg Zoom for the next meeting.</p>

# Shire of Broomehill-Tambellup

## Local Emergency Management Committee (LEMC)

### MINUTES

DATE OF MEETING: 31 March 2020

TIME OF MEETING: 3.00pm

VENUE: **By videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au)

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
Department of Health Federal - <https://www.health.gov.au>  
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	Cr White welcomed everyone to the meeting which was declared open at 3.18pm.
Record of attendance	Cr Michael White, Trevor Prout (St John Ambulance Tambellup), Robbie Minitier, Neville Blackburn (Department of Communities), John Paul Collins, Eileen O'Neill (Department of Primary Industries & Regional Development), Cindy Pearce (Community Emergency Services Manager), Josh Humble (WA Police), Keith Williams, Pam Hull (minutes) (Shire of Broomehill-Tambellup)  Louise Cristinelli – Shire of Broomehill-Tambellup - observer
Apologies	Cindy Veitch (Tambellup Primary School), Craig Beacham, Laurie Hull (Tambellup Volunteer Fire & Emergency Service), Bronwyn Bradshaw (St John Ambulance Tambellup), Gail Blaszczyk (Department of Communities), Cr Mark Paganoni

Confirmation of Previous Meeting Minutes	17 March 2020	Moved Neville Blackburn	2 <sup>nd</sup> Trevor Prout	CARRIED
	24 March 2020	Moved Cindy Pearce	2 <sup>nd</sup> Eileen O'Neill	CARRIED
Confirmation of contact details	As per extract from LEMA Contacts and Resources – updated 17 March 2020			
<b>ITEM</b>	<b>DISCUSSION/DECISION</b>			<b>ACTION</b>
<b>1. Business arising from previous Minutes</b>	Nil			
<b>2. Standing Items</b>	Nil			
<b>3. HMA/Agency Reports</b>				
St John Ambulance Tambellup (Trevor Prout)	<p>As with other agencies, a large amount of information has been received and disseminated to members.</p> <p>Local crew is operational subject to availability of appropriate PPE. Currently experiencing low stock – isolation gowns and P2 masks.</p> <p>Ongoing monitoring of crew availability.</p>			
WA Police (Josh Humble)	<p>Regional road closures are in effect from midnight 31 March, with exemptions in place for:</p> <ul style="list-style-type: none"> <li>• work purposes;</li> <li>• to transport freight;</li> <li>• to attend medical appointments;</li> <li>• to attend school or an educational institution (where necessary);</li> <li>• to those who do not have access to groceries or supplies within their region</li> <li>• catering for family members; and</li> <li>• compassionate grounds.</li> </ul> <p>At this stage roadblocks will be manned intermittently, with mobile patrols conducted. A common sense approach will be taken, however people obviously travelling for holidays will be stopped.</p>			

Department of Communities – Early Years Initiative (Robbie Miniter)	Early Years are working with LEMCs in the four local governments – Kojonup, Katanning, Broomehill-Tambellup and Gnowangerup - and also with communities directly to identify and provide support to low and middle-income earners who may be vulnerable.	
Department of Communities (Neville Blackburn)	Providing support for people in home isolation requiring assistance. Their wider role takes in working with low to medium-income earners as Robbie mentioned, and the expectation is that this will be a long term process.	
Department of Primary Industries and Regional Development (John Paul Collins)	<p>John Paul introduced himself to the LEMC, he has been appointed as Responsible Person on Site following the departure of Christine Thompson from the position and is based at the Katanning office.</p> <p>DPIRD has initiated its Business Continuity Plan, with a focus on biosecurity and animal welfare response.</p> <p>The office in Katanning is currently open, but will close at some point.</p> <p>The Katanning research facility is presently operating but is closed to the public. A backup team for the Research facility has been established.</p>	
Community Emergency Services Manager (Cindy Pearce)	<p>Volunteer bush fire brigade members have been asked to assist with manning regional roadblocks, there has been a minimal response. Police are looking at alternatives to manned roadblocks.</p> <p>Brigades have a response procedure in place in the event of fire call outs.</p>	
Shire (Keith Williams)	<p>The administration offices were closed to the public from today (31/3/2020). Staff are still onsite and members of the public are able to make appointments for face to face transactions.</p> <p>Operations are ongoing as usual, with appropriate hygiene and social distancing measures in place.</p> <p>All staff are on board, with the exception of 3 in self isolation due to potential exposure from travel/contact with travellers.</p>	

	<p>Business continuity planning has continued. Arrangements are in place for waste collection in the event the contractor is unable to provide the service.</p> <p>All Council meetings and updates will be conducted electronically from now.</p>	
Tambellup Primary School (Cindy Veitch, by email)	The only additional information is that all our students are at home and teachers are planning for on-line learning for the commencement of Term 2. Parents can use the resources provided by the education Department at Learning at home. We have rostered and staggered staff to adhere to the grouping and self-distancing rules in place.	
Tambellup Volunteer Fire & Emergency Service (Pam Hull)	<p>Members have been asked to assist with manning regional roadblocks, awaiting further information from DFES as to whether assistance is required.</p> <p>DFES is contacting Brigades and Units weekly to determine operational status. Tambellup is operational at this stage for all hazards.</p>	
<b>4. Preparedness/Response</b>		
4.1 Identification of vulnerable people	<p>Pam Hull advised the Tambellup CRC has established a Facebook page 'Broomehill-Tambellup Connect' where people can register with the CRC for assistance, or to be able to provide assistance. Members are encouraged to locate this page and share to their contacts.</p> <p>Robbie Minitier expanded on the work being done by the Early Years Initiative (EYI) in supporting low to medium income earners in the four shires they work in.</p> <p>EYI has taken the approach that all community members are vulnerable'. It has become apparent that the current message formats and on ground communications with vulnerable individuals and families is quite difficult and requires a different approach.</p>	



	<p>Minderoo Foundation and Fortescue Metals Group have allocated funds through a yet-to-be named not for profit group for a Stage 1 project to prepare care packages (health/hygiene) for distribution. The delivery model is still being finalised.</p> <p>The challenge in the community is to ensure the key messages are being delivered and heard by residents. One way to achieve this is to identify key people in the community who can connect with individuals while maintaining appropriate health protocols. Robbie and Pam to identify 'community champions' who may be able to assist.</p> <p>Josh Humble advised police would be taking a respectful approach to enforcement of restrictions on movement within the community.</p>	
4.2 Critical services	<p>Trevor Prout advised St John had received a directive to operate in teams of 2 unless the incident is a motor vehicle accident requiring additional personnel. Comms will make additional enquiries during 000 calls to establish the COVID-19 status of the job.</p> <p>If unknown, responders are to determine the nature of the call prior to entering premises, to preserve stocks of essential PPE.</p> <p>Trevor advised 2 Honeywell masks (with 2 respirators) had been received, otherwise would be using existing stocks of P2 masks.</p> <p>Keith Williams advised the Shire had submitted an order for 1000 N95 masks, which would be shared with neighbouring local governments and local emergency services as required.</p>	
4.3 Communications	<p>The Shire has recently started a Facebook page to share information with the community. The Shire's website has recently been upgraded with improved ability to share information quickly and more prominently.</p> <p>Information has been sent to Topics, the edition is due to be published today. Flyers will be considered for non-urgent information.</p>	

4.4 Other items	Nil	
<b>5. Impact Assessment</b>		
5.1 Local/regional impacts	<p>Local services are still operating, within the restrictions applying to their businesses.</p> <p>Some difficulty with access to agricultural supplies has been reported informally.</p> <p>Bendigo Bank has reduced its hours in Cranbrook due to staffing issues, Tambellup service is unchanged at this time.</p>	
<b>6. Recovery</b>	<p>Keith Williams advised that due to the closure of Council-owned community facilities (Broomehill Recreational Complex and Tambellup Community pavilion in particular) and their reduced capacity to generate funds during this period, he would be recommending that Council give consideration to reducing or postponing the payment of lease fees. This would possibly apply to Bendigo Bank as well.</p> <p>Keith also advised an element of the Drought Communities Programme that the Council is eligible for may be a local voucher program, where vouchers are distributed to residents to encourage local spending. This is also a consideration for Council.</p>	
<b>7. Other items</b>	<p>Keith Williams advised Holland and Diprose Parks had closed in accordance with directives, police assistance may be required to monitor this.</p> <p>Disinfecting street furniture including handrails, seats and bins had commenced and would be completed regularly.</p>	

<b>8. Details of next meeting/closure</b>	<p><b>Tuesday 7 April 2.00pm via videoconference.</b> (Please note change of time)</p> <p>An email invitation will be sent through on Tuesday morning.</p> <p>There being no further business, Cr White thanked all for their attendance and declared the meeting closed at 4.00pm.</p>	
<b>Attachments to minutes:</b>		
<ul style="list-style-type: none"> <li>• Contacts list from LEMA</li> </ul>		

# Shire of Broomehill-Tambellup

## Local Emergency Management Committee (LEMC)

### MINUTES

DATE OF MEETING: Tuesday 7 April 2020

TIME OF MEETING: **2.00pm**

VENUE: **By videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au)

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
 Department of Health Federal - <https://www.health.gov.au>  
 Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic	
Incident Number/Name	COVID 19	
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.	
Meeting opened & Welcome	Cr Paganoni welcomed everyone to the meeting and declared the meeting open at 2.03pm.	
Record of attendance	Cr Mark Paganoni - Shire President – Chair Cindy Pearce - Community Emergency Services Manager Trevor Prout - St John Ambulance Tambellup Rebekka Polack - Tambellup Community Resource Centre Michelle Carrington - WA Country Health Service Cindy Veitch - Tambellup Primary School	Robbie Miniter - Department of Communities – Early Years Initiative Debra Bearcroft - Broomehill Primary School Josh Humble - Tambellup Police John Paul Collins - Department of Primary Industries & Regional Development Keith Williams, Kay O'Neill, Pam Hull (Minutes) - Shire of Broomehill-Tambellup
Apologies	Neville Blackburn, Eileen O'Neill, Craig Beacham	

Confirmation of Previous Meeting Minutes	31 March 2020	Moved	Josh Humble	2 <sup>nd</sup> Trevor Prout	CARRIED
Confirmation of contact details	As per extract from LEMA Contacts and Resources – updated 31 March 2020				
<b>ITEM</b>	<b>DISCUSSION/DECISION</b>			<b>ACTION</b>	
<b>1. Business arising from previous Minutes</b>	Nil				
<b>2. HMA/Agency Report</b>					
<b>Shire of Broomehill-Tambellup</b> Keith Williams	No real issues, implementing requirements of State Government directives as required. The administration offices are closed, however appointments may be made for specific licensing transactions and other enquiries. Maintaining regular communication with WALGA and other external stakeholders to keep up to date with developments.				
<b>Broomehill Primary School</b> Debra Bearcroft	<p>Broomehill Primary School has been pupil free since Tuesday 31st March. Teachers have been making use of that time preparing and planning for Term 2 at home learning.</p> <p>Department Education: Information as per Director General: Lisa Rodgers Letter to Principals. Date: April, 2020:</p> <p>Term 2:</p> <ul style="list-style-type: none"> <li>• Schools will remain open.</li> <li>• Parents are encouraged to keep their children at home if they have capacity to do so.</li> <li>• Children who may attend school are: <ul style="list-style-type: none"> <li>Parents need to maintain employment</li> <li>Parents are essential workers.</li> <li>Vulnerable students.</li> </ul> </li> <li>• All staff will be present and on site. <ul style="list-style-type: none"> <li>Unless high risk categories: aged over 70, 60 with an underlying condition, Aboriginal over 50.</li> <li>Immunocompromised or have an underlying condition- Upon discussion with principal, arrangements can be made for them to work on site in a modified area, or Alternative Work Arrangements (AWA).</li> </ul> </li> <li>• All students will be taught, whether at home or at school.</li> </ul>				

	<ul style="list-style-type: none"> <li>•Each school context is different and learning at home provisions will be suit the individual school context.</li> <li>•Learning can be, face to face, paper/pen and digital moving forward into Term 2.</li> <li>•The health and wellbeing of all students their families, staff and their families remain our highest priority, as Principals of Public Schools.</li> </ul>	
<b>Tambellup Community Resource Centre</b> Rebekka Polack	<p>The CRC has developed two forms – one for people requiring assistance during self-isolation and one for people who are able to assist. To date six people have registered to assist and nil requiring assistance.</p> <p>A new initiative ‘Broomehill Tambellup Connect’ has commenced through Facebook.</p> <p>The CRC has reduced opening hours and the library is closed.</p>	
<b>Department of Primary Industries and Regional Development</b> John Paul Collins	<p>The Agriculture department is focusing on essential services, including biosecurity, animal welfare, traceability of livestock and management of stock at the Katanning Research Facility. The Katanning Research Facility is open by appointment only, the DPIRD office in town has low contact measures in place. Clients are encouraged to ring ahead if intending to visit, and do as much over the phone as possible.</p>	
<b>WA Country Health Service</b> Michelle Carrington	<p>Michelle Carrington advised there are currently no cases of COVID-19 in the Central Great Southern.</p> <p>A testing clinic has been established at the Katanning Hospital, accepting referrals from Tambellup. Testing in Tambellup is available on Wednesdays at the Health Centre, to date there have been no presentations. Currently it is business as usual at the Tambellup Health Centre.</p> <p>The priority at the moment is flu vaccinations, Dr Wole has commenced these and is taking bookings. Appointments can be made by contacting Aboriginal Health in Katanning.</p>	

	<p>Cr Paganoni queried the availability of testing kits in Katanning. Michelle advised the tests are available, but the issue is the turnaround time of 72 hours. It is expected there will be additional delays over the Easter break, however people undergoing testing are advised to self-isolate until test results are received.</p> <p>Robbie Miniter asked how information is being disseminated into the community. Michelle advised Aboriginal Health has completed a letter drop to residents.</p>	
<b>Tambellup Primary School</b> Cindy Veitch	<p>As per the Broomehill Primary School report. Students are using the schools existing digital platform at home, and a number of families have been provided with a device if they don't have one at home. This will continue in Term 2.</p>	
<b>Tambellup Police</b> Josh Humble	<p>Currently business as usual, officers are out of the district intermittently assisting with roadblocks in the region. Most people appear to be doing the right thing. Resourcing is currently Ok, with a decrease in reported crime which has allowed response to COVID-19 requirements.</p>	
<b>St John Ambulance Tambellup</b> Trevor Prout	<p>No update. Still waiting for PPE, otherwise business as usual.</p>	
<b>Department of Communities – Early Years Initiative</b> Robbie Miniter	<p>Robbie Miniter advised he is visiting the four communities involved with Early Years Initiative (EYI) and has observed many community members are not taking the COVID-19 situation seriously – he noted elders need to step up and reinforce the health messages. Ongoing communication is required to drive messages home. Michelle Carrington advised information had been circulated through Aboriginal Health (through the Health Centre) and Topics, but will ensure ongoing communication with the community is considered.</p> <p>The hygiene packs funded by Minderoo Foundation (refer previous LEMC minutes) are being put together. A Smart Start is developing packs containing educational resources for 3-5 year olds for distribution.</p>	

<b>Community Emergency Services Manager</b> Cindy Pearce	Business as usual. Permit burning is underway across the Shire, and there have been no fire incidents reported.  DFES is considering options for online training for volunteers during the winter period where face to face training is normally conducted.	
<b>3. Preparedness</b>		
3.1 Identification/support of vulnerable people	Nil update	
3.2 Critical services identification/ update	Nil update	
3.3 Communications update	Nil update	
3.4 Other items	Nil	
<b>4. Impact Assessment</b>		
<b>4.1 Local/regional impacts</b> Keith Williams	Local: No major impacts noted at this time, economic impacts are still to come. The Ranger is monitoring reserves in the Shire for illegal campers.  Regional: Regional CEOs, Great Southern Development Commission, Chambers of Commerce (Albany, Denmark, Katanning) have formed a discussion group to consider the impact on small business on the region.  Regular webinar briefings with relevant Ministers and Department heads have been organised by WALGA – shire staff are attending these.	
<b>5. Recovery</b>		
<b>5.1 Recovery actions in place/planned</b> Pam Hull	Pam Hull advised this item had been added to the agenda to prompt consideration of actions that are in place or may need to be developed to address the many aspects of recovery for our community now and into the future.  Currently the CRC has lead the way with the Broomehill Tambellup Connect initiative. It may be appropriate to convene a small	



	committee to steer actions. Pam to discuss with Rebekka at the CRC.	
<b>6. Other items</b>	Robbie Miniter noted a recent funeral in a neighbouring town had received approval for more attendees than the current restrictions allow. He considers education of community members in this issue is a requirement, and the State Government restrictions on the number of attendees should be implemented consistently. It was agreed by all present that requests for funerals in the Shire should comply with relevant State directives.	
<b>7. Details of next meeting/closure</b>	<p>It was agreed that weekly LEMC meetings should continue for the foreseeable future. Agendas, minutes and emailed e-meeting invitations will continue to be sent to all members.</p> <p><b>The next meeting will be held on Tuesday 14 April 2020 at 2.00pm.</b></p> <p>There being no further business, Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 2.43pm.</p>	
Attachments to minutes		
• Contacts list from LEMA		



# **Bushfire Advisory Committee**

## **MINUTES**

**30<sup>th</sup> March 2020**

**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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## 1. DECLARATION OF OPENING

**Minutes of Bushfire Advisory Committee meeting held at the  
Tambellup Council Chambers, and via Zoom app on 30 March 2020,  
commencing at 5.00pm.**

## 2. ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Cr Mark Paganoni	Chair, Shire of Broomehill-Tambellup
Ian Cunningham	Chief Bush Fire Control Officer
Wayne Newbey	Deputy Chief Bush Fire Control Officer
Kim Oliver	Deputy Chief Bush Fire Control Officer
Mario Cristinelli	Tambellup East
Derek Sadler	Tambellup West
Cindy Pearce	Community Emergency Services Manager
Keith Williams	Chief Executive Officer
Marni Lloyd-Woods	Minutes

### 2.2 Apologies

Laurie Hull, Ben Hewson, Neil Tears, Nick Lockyer, Andrew Woithe, Michael Altus, Ben Wilson, Ed Anderson

## 3. CONFIRMATION OF PREVIOUS MEETING MINUTES

### 3.1 Confirmation of the minutes of the committee meeting held on 24 October 2019

Moved Ian Cunningham, Seconded Mario Cristinelli

*That the Minutes of the Bushfire Advisory Committee Meeting of 24 October 2019 be accepted.*

**CARRIED**

## 4. STANDARD ITEMS

### 4.1 Brigade Reports

All other Brigade captain reports were not brought to the meeting, they will be sent in separately.

#### **CBFCO:**

It has been quite a busy little period. There were some stubble fires during harvest, pole top fires, lightning strikes, green waste issues at tips. Then there was the Stirling's fire. Well done to the Tambellup East Brigade for managing the Camel Lake sector. It was well run and there were some long days put in. Observing other brigades attending that fire, it looked like our brigades are very organised with a wealth of experience. Once we had that under control, a lot of units attended the Stirling's fire. It was a great team effort.

Then there was Katanning, Ian said it was the most challenging fire that he has ever been to. The conditions, a town site affected, the size, and the number of people and resources involved. On the Sunday we were asked again to run a sector. The turn out on Sunday morning was incredible. He was extremely proud to be a member of the Broomehill Tambellup community. The work put in on all days is a credit to the people who attended. Over the week 80 of our brigade members attended the fire.

We have had 2 major incidents neighbouring us. These events are occurring more frequently and straining resources. As a community we will need to all contribute to put these fires out. We will also have to work closer with our neighbouring shires to share resources.

Ian said he has enjoyed his time as chief, learning new skills and putting himself out of his comfort zone.

He would like to thank everyone for their support over the last 2 years. Cindy does an amazing job managing the brigades. The effort she puts in is incredible. She allows us to be what we are good at, and that's being firefighters. Ian thanked Keith for his support. Captains, job well done. The captains have been given a lot more responsibility under his tenure and have taken it in their stride. Ian thanked Kim, and also Wayne saying that he thinks they have worked very well together. He cannot remember too many things they have disagreed on, they have always tried to be on the same page communicating to and running the brigades. The Broomehill Tambellup fire brigades are going to be in safe hands with Wayne, Kim and their new team. Good luck guys.

## **4.2 CESM Report**

Cindy started by thanking Ian Cunningham for being a great leader as Chief over the last couple of years, with many phone calls early morning and late at night. She is sure Wayne will fill Ian's shoes well, with support from the brigade officers. She thanked all the volunteers across the Shire saying that they are great to work with and it was a very busy season with brigades attending the following number of incidents:

Broomehill Central - 5

Broomehill West – 4

Broomehill East – 6

Tambellup West – 6

Tambellup East – 5

Shire – 5

She reminded everyone that fires need to be logged when they are occurring, and she can only receive that info on the main WhatsApp group or by phone. Alternately if you would like to log them yourself with DFES Comms the number is 1800 198 140.

### **Training**

Training is on hold until further notice so there will likely be a run of training just before next fire season.

### **Fire Response Covid – 19**

We are required to take precautions when at an incident, e.g. if possible don't get into another vehicle on the fire ground and try and keep the distance required etc. There is a need to think about who will respond, as some of the older members may not wish to go out due to the current situation.

#### **4.3 DFES Report**

Nil

#### **4.4 CEO Report**

Keith thanked all brigade members for their response to not only the fires in the region, but to the ones in the neighbouring shires too. A great response from all volunteers.

The Broomehill Central fire shed tender has been awarded, and works is to start soon.

Keith thanked Ian, Cindy and Mark for their work over the season.

## 5. MATTERS FOR DISCUSSION

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### 5.1 ELECTION OF CHIEF FIRE CONTROL OFFICER AND DEPUTY FIRE CONTROL OFFICERS

**Attachment:** NIL  
**File Ref:** ADM0119  
**Author:** M Lloyd-Woods, Finance/Administration Officer  
**Date:** 25 March 2020  
**Disclosure of Interest:** Nil

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#### SUMMARY

The Committee to endorse the appointment of the Chief Brigade Fire Control Officer and the Deputy Fire Control Officers for the 2020/2021 and 2021/2022 bushfire seasons.

#### BACKGROUND

The Chief and Deputy Chief Bush Fire Control Officers are appointed by the Bushfire Advisory Committee for a two year term as per section 43 of the Bushfires Act 1954.

#### COMMENT

The Chief and deputy position are appointed on a rotation basis between Broomehill and Tambellup brigade officers.

#### CONSULTATION

Bushfire Advisory Committee  
Chief Executive Officer  
Community Emergency Services Manager  
Brigade Officers

#### STATUTORY ENVIRONMENT

*Bushfires Act 1954*

#### POLICY IMPLICATIONS

*Policy 6.2 - Appointment of Bush Fire Control Officers*

#### STRATEGIC IMPLICATIONS

Activities of the Bushfire Brigades support the Strategic Plan aspiration of 'Living in a safe community'.

#### FINANCIAL IMPLICATIONS

This issue has no financial implications for Council.

#### VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION**

***That the Bushfire Advisory Committee advises Council of the following appointments to the position of Chief Fire Control Officer and Deputy Fire Control Officers for the 2020/2021 and 2021/2022 fire seasons:***

***Chief Bushfire Control Officer – Wayne Newbey***

***Deputy Chief Bushfire Control Officer – Kim Oliver***

***Deputy Chief Bushfire Control Officer – Michael Altus***

***Moved Luke Simpson, Seconded Mario Cristinelli***

**CARRIED**



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**5.2 ENDORSEMENT OF BRIGADE FIRE CONTROL OFFICERS AND FIRE WEATHER OFFICERS**

<b>Attachment:</b>	NIL
<b>File Ref:</b>	ADM0119
<b>Author:</b>	M Lloyd-Woods, Finance/Administration Officer
<b>Date:</b>	25 March 2020
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

The Committee to endorse the appointment of Brigade Fire Control Officers and Fire Weather Officers for the 2020/2021 bushfire season.

**BACKGROUND**

Fire Control Officers and Fire Weather Officers for the Shire of Broomehill-Tambellup are appointed on an annual basis, in accordance with Section 38 of the Bushfires Act 1954.

The Chief and Deputy Chief Bush Fire Control Officers are appointed by the Bushfire Advisory Committee for a two year term. This will next be required for the 2020/2021 fire season.

Brigade Fire Control Officers are nominated by the respective Brigade annually. Fire Weather Officers are generally the Chief and Deputy Chief Bushfire Control Officers as appointed each two years.

The Department for Fire and Emergency Services has requested that the Community Emergency Services Manager be appointed as a Fire Control Officer. This assists brigades with on ground operations, administration and compliance.

Council endorsement of these appointments is required.

**COMMENT**

Brigades should nominate one member each to take the role of Brigade Fire Control Officer for a one year term.

Nominations will be forwarded to Council for endorsement and inclusion in the Fire Break Order that is produced each year.

It should be noted Council has adopted *Policy No. 6.2 - Appointment of Bush Fire Control Officers*, a copy of which is attached for information. The policy contains information on requirements for training and qualifications for incoming Fire Control Officers.

**CONSULTATION**

Community Emergency Services Manager  
Brigade Officers

**STATUTORY ENVIRONMENT**

*Bushfires Act 1954, Section 38*

**POLICY IMPLICATIONS**

*Policy 6.2 - Appointment of Bush Fire Control Officers*

**STRATEGIC IMPLICATIONS**

Activities of the Bushfire Brigades support the Strategic Plan aspiration of 'Living in a safe community'.

**FINANCIAL IMPLICATIONS**

This issue has no financial implications for Council.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

***That the Bushfire Advisory Committee advises Council that the following appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2020/2021 fire season are endorsed:***

***Fire Control Officers:***

***Broomehill East Brigade – Nathon Heron***

***Broomehill West Brigade – Ed Anderson***

***Tambellup East Brigade – Mario Cristinelli***

***Tambellup West Brigade – Nick Lockyer***

***Tambellup Volunteer Fire & Emergency Service – Laurie Hull***

***Shire of Broomehill-Tambellup Ranger – Damon Powell***

***Community Emergency Services Manager – Cindy Pearce***

***Broomehill Central Brigade have not held their AGM, all positions will remain as they are until it is held.***

***Fire Weather Officers:***

***Wayne Newbey***

***Kim Oliver***

***Michael Altus***

***Moved Wayne Newbey, Seconded Kim Oliver***

**CARRIED**

## 6. GENERAL BUSINESS

**Brigade safety – COVID-19:** Wayne asked Cindy to go over the email sent to brigades, she said the main take from it was that brigades should be trying to deter the elderly members from going out to incidents due to the COVID-19 pandemic. It is safer if they do not attend.

**Road blocks for region closures:** Cindy said that there was 1 volunteer that put their hand up.

**Council endorsement of new positions:** The new elected positions are not official until council adopt them. Therefore permits will be continued to be written out by the current season FCOs until the new ones are endorsed at the April council meeting.

**Permit period extension:** The Commissioner has gazetted the extended restricted burning season to 30 April 2020.

**Call sign changes:** A question was asked about the call signs and the timing overlap of them being changed and the publication of Councils Fire Break Order booklet. It was said that if there is an issue and what is printed in the FBO is incorrect, the correct call signs can be put in the Topics.

Wayne told everyone that it has been a job well done for the season. He thanked Ian for his mentoring and Cindy for her assistance. He also thanked the outgoing captains.

## 7. CLOSURE

There being no further business, Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 5.25pm.

# **SHIRE OF BROOMEHILL-TAMBELLUP**

## **MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 March 2020**

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- by Reporting Program

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 31 March 2020**

	Note	Revised Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>							
Rate Revenue		2,501,400	2,493,900	2,504,543.33	10,643	0.4%	
Grants, Subsidies and Contributions		1,446,700	1,112,396	1,095,644.30	(16,752)	(1.5%)	
Profit on Asset Disposal	10	556,800	1,647	0.00	(1,647)	(100.0%)	
Fees and Charges		333,500	221,732	209,988.26	(11,744)	(5.6%)	
Interest Earnings		61,500	46,247	39,302.77	(6,944)	(17.7%)	
Other Revenue		101,700	86,638	96,541.57	9,904	10.3%	
<b>Total</b>		<b>5,001,600</b>	<b>3,962,560</b>	<b>3,946,020.23</b>	<b>(16,540)</b>		
<b>Operating Expense</b>							
Employee Costs		(2,165,700)	(1,706,203)	(1,498,961.39)	207,242	13.8%	▼
Materials and Contracts		(1,868,700)	(1,320,184)	(1,102,173.62)	218,010	19.8%	▼
Utilities Charges		(228,500)	(178,725)	(201,045.53)	(22,321)	(11.1%)	▲
Depreciation (Non-Current Assets)		(1,780,700)	(1,335,411)	(1,340,249.50)	(4,839)	(0.4%)	
Interest Expenses		(65,300)	(53,300)	(53,469.59)	(170)	(0.3%)	
Insurance Expenses		(163,700)	(147,122)	(151,949.35)	(4,827)	(3.2%)	
Loss on Asset Disposal	10	(71,800)	(53,838)	0.00	53,838	100.0%	▼
Other Expenditure		(93,000)	(75,293)	(84,068.29)	(8,775)	(10.4%)	
<b>Total</b>		<b>(6,437,400)</b>	<b>(4,870,076)</b>	<b>(4,431,917.27)</b>	<b>438,159</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,780,700	1,335,411	1,340,249.50	4,839	0.4%	
(Profit)/Loss on Asset Disposal	10	(485,000)	52,191	0.00	(52,191)	(100.0%)	▼
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
<b>Net Operating</b>		<b>(140,100)</b>	<b>480,086</b>	<b>854,352.46</b>	<b>374,266</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	4,370,700	2,914,800	3,014,425.46	99,625	3.3%	
Proceeds from Disposal of Assets	10	1,846,700	190,000	186,649.09	(3,351)	(1.8%)	
Transfer from Reserves	9	1,674,700	400,000	405,600.00	5,600	1.4%	
Proceeds from New Loans		995,700	995,700	995,700.00	0	0.0%	
Proceeds - Short Term Loan Facilities		2,071,700	845,000	845,000.00	0	0.0%	
<b>Total</b>		<b>10,959,500</b>	<b>5,345,500</b>	<b>5,447,374.55</b>	<b>101,875</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(5,049,000)	(4,450,000)	(4,314,261.41)	135,739	3.1%	
Plant and Equipment	12	(1,259,400)	(370,000)	(362,965.92)	7,034	1.9%	
Furniture and Equipment	12	0	0	0.00	0		
Infrastructure - Roads	12	(1,633,700)	(1,100,000)	(824,883.56)	275,116	33.4%	▼
Infrastructure - Other	12	(404,500)	(125,000)	(115,452.30)	9,548	8.3%	
Repayment of Debentures	12	(90,900)	(51,600)	(51,656.96)	(57)	(0.1%)	
Payment of Short Term Loan Facilities		(2,071,700)	0	0.00	0		
Transfer to Reserves	9	(1,569,400)	(360,000)	(359,009.84)	990	0.3%	
<b>Total</b>		<b>(12,078,600)</b>	<b>(6,456,600)</b>	<b>(6,028,229.99)</b>	<b>428,370</b>		
<b>Net Capital</b>		<b>(1,119,100)</b>	<b>(1,111,100)</b>	<b>(580,855.44)</b>	<b>530,245</b>		
<b>Total Net Operating + Capital</b>		<b>(1,259,200)</b>	<b>(631,014)</b>	<b>273,497.02</b>	<b>904,511</b>		
Opening Funding Surplus(Deficit)		1,259,200	1,259,200	1,259,154.88	(45)	(0.0%)	
<b>Closing Funding Surplus(Deficit)</b>	4	<b>0</b>	<b>628,186</b>	<b>1,532,651.90</b>	<b>904,466</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 31 March 2020**

	Note	Revised Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>							
Governance		37,100	27,792	14,509.09	(13,283)	(91.55%)	▼
General Purpose Funding		3,499,100	3,262,640	3,255,462.42	(7,178)	(0.22%)	
Law, Order and Public Safety		545,700	112,942	133,866.54	20,925	15.63%	▲
Health		1,800	1,332	2,180.21	848	38.90%	
Education and Welfare		97,300	47,097	52,614.25	5,517	10.49%	
Housing		3,109,600	1,741,363	2,074,757.17	333,394	16.07%	▲
Community Amenities		94,500	81,741	74,152.78	(7,588)	(10.23%)	
Recreation and Culture		62,700	37,835	21,491.22	(16,344)	(76.05%)	▼
Transport		1,478,400	1,282,388	1,172,544.61	(109,843)	(9.37%)	
Economic Services		374,900	235,214	105,651.54	(129,562)	(122.63%)	▼
Other Property and Services		71,200	47,016	53,215.86	6,200	11.65%	
<b>Total</b>		<b>9,372,300</b>	<b>6,877,360</b>	<b>6,960,445.69</b>	<b>83,086</b>		
<b>Operating Expense</b>							
Governance		(642,700)	(490,569)	(390,669.63)	99,899	25.57%	▼
General Purpose Funding		(252,300)	(182,376)	(184,127.35)	(1,751)	(0.95%)	
Law, Order and Public Safety		(281,100)	(219,119)	(230,536.36)	(11,417)	(4.95%)	
Health		(50,000)	(37,422)	(24,829.44)	12,593	50.72%	▼
Education and Welfare		(111,100)	(53,667)	(32,993.58)	20,673	62.66%	▼
Housing		(137,400)	(105,898)	(107,206.41)	(1,308)	(1.22%)	
Community Amenities		(438,800)	(323,622)	(313,556.75)	10,065	3.21%	
Recreation and Culture		(1,348,500)	(1,028,117)	(925,068.92)	103,048	11.14%	▼
Transport		(2,709,200)	(2,090,034)	(1,843,896.42)	246,138	13.35%	▼
Economic Services		(279,300)	(193,888)	(223,317.44)	(29,429)	(13.18%)	▲
Other Property and Services		(187,000)	(145,364)	(155,714.97)	(10,351)	(6.65%)	
<b>Total</b>		<b>(6,437,400)</b>	<b>(4,870,076)</b>	<b>(4,431,917.27)</b>	<b>438,159</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,780,700	1,335,411	1,340,249.50	4,839	0.36%	
(Profit)/Loss on Asset Disposal	10	(485,000)	52,191	0.00	(52,191)	(100.00%)	▼
Adjust Provisions and Accruals		0	0	0.00	0		
<b>Net Operating</b>		<b>4,230,600</b>	<b>3,394,886</b>	<b>3,868,777.92</b>	<b>473,892</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	10	1,846,700	190,000	186,649.09	(3,351)	(1.80%)	
Transfer from Reserves	9	1,674,700	400,000	405,600.00	5,600	1.38%	
Proceeds from New Loans		995,700	995,700	995,700.00	0	0.00%	
Proceeds - Short Term Loan Facility		2,071,700	845,000	845,000.00	0	0.00%	
<b>Total</b>		<b>6,588,800</b>	<b>2,430,700</b>	<b>2,432,949.09</b>	<b>2,249</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(5,049,000)	(4,450,000)	(4,314,261.41)	135,739	3.15%	
Plant and Equipment	12	(1,259,400)	(370,000)	(362,965.92)	7,034	1.94%	
Furniture and Equipment	12	0	0	0.00	0	0.00%	
Infrastructure Assets - Roads	12	(1,633,700)	(1,100,000)	(824,883.56)	275,116	33.35%	▼
Infrastructure Assets - Other	12	(404,500)	(125,000)	(115,452.30)	9,548	8.27%	
Repayment of Debentures		(90,900)	(51,600)	(51,656.96)	(57)	(0.11%)	
Payment of Short Term Loan Facilities		(2,071,700)	0	0.00	0		
Transfer to Reserves	9	(1,569,400)	(360,000)	(359,009.84)	990	0.28%	
<b>Total</b>		<b>(12,078,600)</b>	<b>(6,456,600)</b>	<b>(6,028,229.99)</b>	<b>428,370</b>		
<b>Net Capital</b>		<b>(5,489,800)</b>	<b>(4,025,900)</b>	<b>(3,595,280.90)</b>	<b>430,619</b>		
<b>Total Net Operating + Capital</b>		<b>(1,259,200)</b>	<b>(631,014)</b>	<b>273,497.02</b>	<b>904,511</b>		
Opening Funding Surplus(Deficit)		1,259,200	1,259,200	1,259,154.88	(45)	(0.00%)	
<b>Closing Funding Surplus(Deficit)</b>	4	<b>0</b>	<b>628,186</b>	<b>1,532,651.90</b>	<b>904,466</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BALANCE SHEET**  
For the Period Ended 31 March 2020

	Actual 2019/20	C/fwd 1 July 2019
<b>CURRENT ASSETS</b>		
Cash	4,593,215.72	2,241,337.68
Receivables	521,428.88	925,798.52
Inventories - Stock on Hand	55,938.38	26,157.55
<b>TOTAL CURRENT ASSETS</b>	<b>5,170,582.98</b>	<b>3,193,293.75</b>
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	2,646,774.81	896,392.44
Borrowings	1,851,044.40	62,001.36
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,497,819.21</b>	<b>958,393.80</b>
<b>NET CURRENT ASSETS</b>	<b>672,763.77</b>	<b>2,234,899.95</b>
<b>NON-CURRENT ASSETS</b>		
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	19,788,759.95	15,642,398.97
Infrastructure Assets	117,716,883.32	117,772,579.70
<b>TOTAL NON-CURRENT ASSETS</b>	<b>137,857,332.14</b>	<b>133,766,667.54</b>
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	73,064.60	73,064.60
Borrowings	1,098,430.74	1,098,430.74
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,171,495.34</b>	<b>1,171,495.34</b>
<b>NET ASSETS</b>	<b>137,358,600.57</b>	<b>134,830,072.15</b>
<b>EQUITY</b>		
Accumulated Surplus	38,160,701.18	35,585,582.60
Reserves - Asset Revaluation	97,756,142.50	97,756,142.50
Reserves - Cash Backed	1,441,756.89	1,488,347.05
<b>TOTAL EQUITY</b>	<b>137,358,600.57</b>	<b>134,830,072.15</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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 31 March 2020**

**1: (a) Nature or Type Classifications**

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

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

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

**GOVERNANCE**

**Objective:**

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

**Activities:**

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

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates; general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

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

**Activities:**

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

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

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

**EDUCATION AND WELFARE**

**Objective:**

To provide services to the elderly, children and youth.

**Activities:**

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

**HOUSING**

**Objective:**

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

**Activities:**

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

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the Community.

**Activities:**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

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

**RECREATION AND CULTURE**

**Objective:**

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

**Activities:**

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

**TRANSPORT**

**Objective:**

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

**Activities:**

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

**ECONOMIC SERVICES**

**Objective:**

To assist in promoting the Shire and its economic wellbeing.

**Activities:**

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

**OTHER PROPERTY & SERVICES**

**Objectives:**

To monitor and control councils works overhead operating accounts.

**Activities:**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 31 March 2020**

**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.

	<b>Variance</b>	
	<b>Timing</b>	<b>Permanent</b>
<b>OPERATING REVENUES</b>		
<b>Governance</b> The Members Experience rebate from LGIS has not yet been received. A claim will be submitted to LGIS for this amount.	■	
<b>Law, Order &amp; Public Safety</b> A reimbursement from DFES has been received for mitigation works to reduce the fire hazard on vacant crown land in the Broomehill and Tambellup townsites.		■
<b>Housing</b> Progress claims have been received from the grant funding towards the Broomehill ILUs. Progress claims from the BBRF for milestones 1 and 2 were received in March.	■	
<b>Recreation &amp; Culture</b> Invoicing for the Broomehill Complex and Tambellup Pavilion Committee's contributions to the Bowling Green Replacement Reserves will be processed in April.	■	
<b>Transport</b> Progress claims from the Regional Road Group are submitted as the works progress.	■	
<b>Economic Services</b> BBRF funding for the cabins at the Broomehill Caravan Park has not been received, however this project has not yet commenced.	■	
<b>OPERATING EXPENSE</b>		
<b>Governance</b> Expenditure on external consultants is lower than anticipated for this time of year.	■	
<b>Health</b> Expenditure under this program has not been as high as anticipated to date.	■	
<b>Education &amp; Welfare</b> Expenditure under this program has not been as high as anticipated to date.	■	
<b>Recreation &amp; Culture</b> Wages & overhead costs aren't as high as anticipated to date, however this will catch up over the coming months.	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 31 March 2020**

**2: REPORT ON SIGNIFICANT VARIANCES**

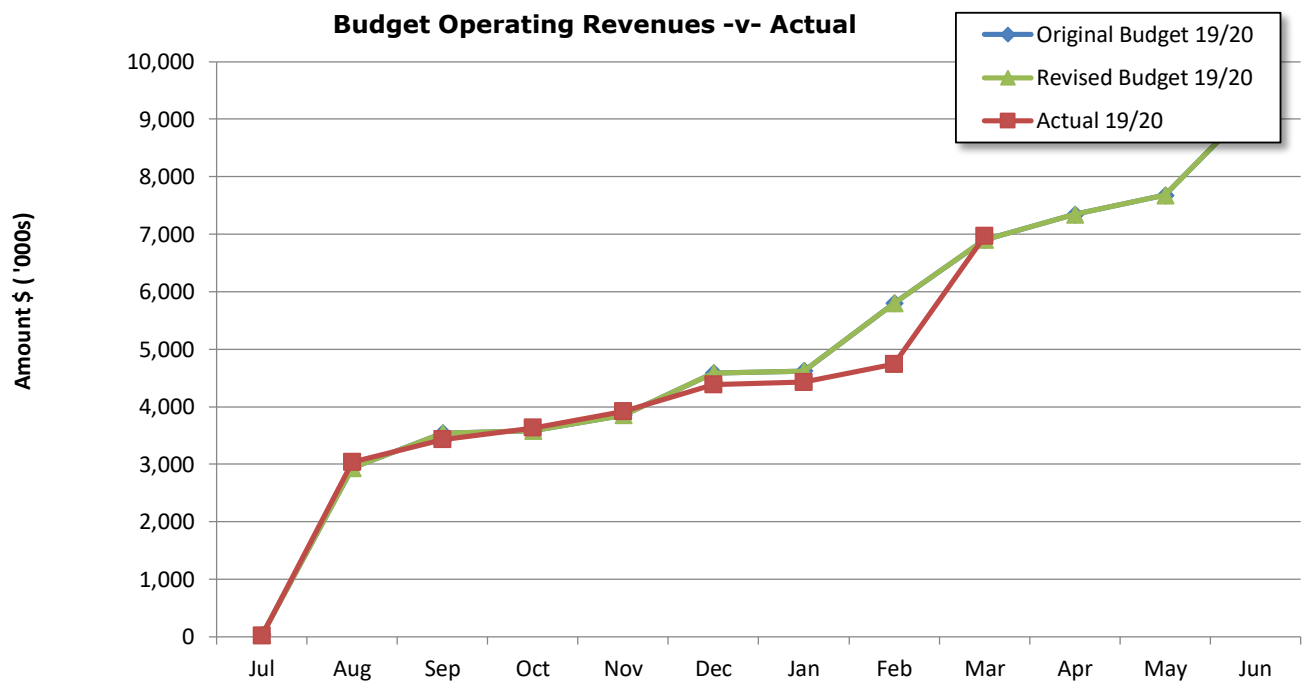
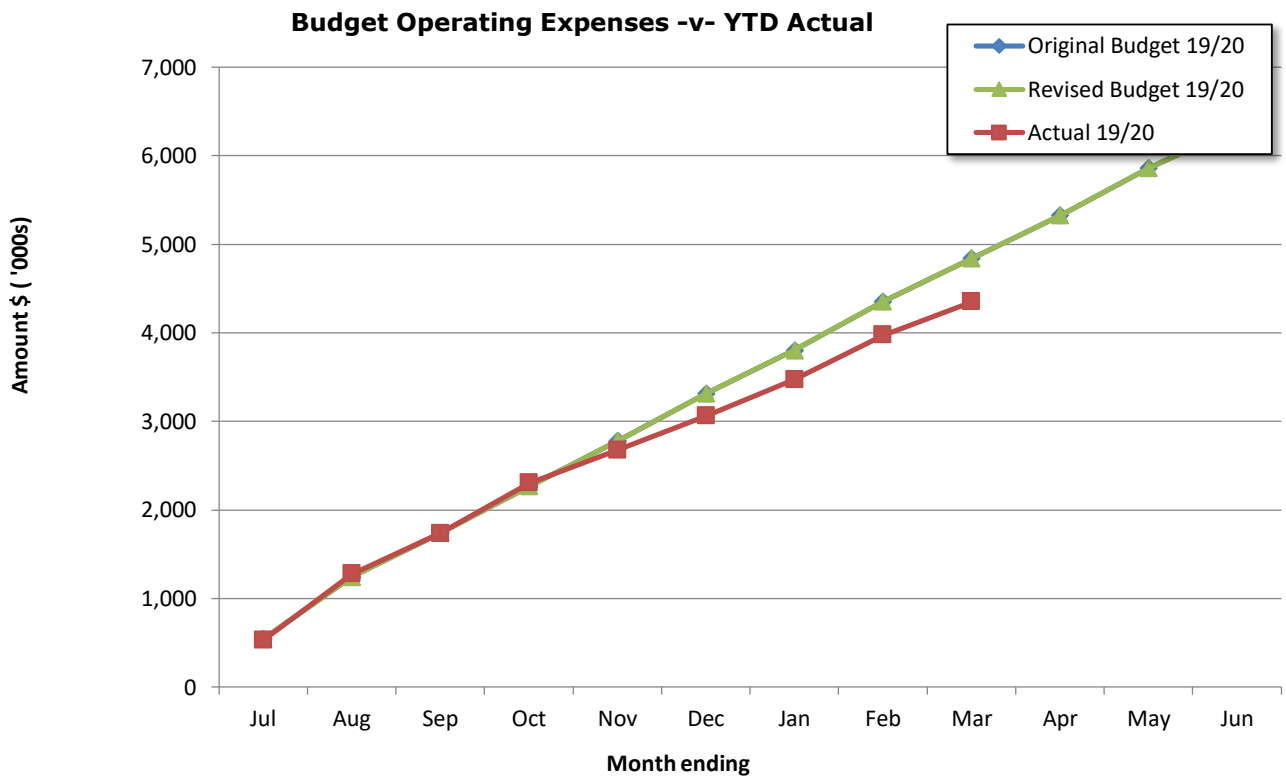
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

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

	<b>Variance</b>	
	<b>Timing</b>	<b>Permanent</b>
<b>Transport</b> Wages & overhead costs aren't as high as anticipated to date, however this will catch up over the coming months.	■	
<b>Economic Services</b> Water charges have been increased by the Water Corporation effective 1 July 2019 and usage from the standpipes is high due to the unusually dry conditions.	■	
<b>CAPITAL EXPENSE</b>  <b>Infrastructure - Roads</b> The road construction program is progressing with stabilising and reseal works planned for the last two weeks in April. The road program will be complete by 30 June 2020. No carry overs are anticipated.	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**4: NET CURRENT FUNDING POSTION**

	Note	Actual 2019/20	C/fwd 1 July 2019
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		1,027,537.74	701,485.11
Cash Restricted - Unspent Grants	8	81,000.30	51,505.52
Cash Restricted - Other Payables		2,042,920.79	0.00
Cash Restricted - Reserves	9	1,441,756.89	1,488,347.05
Receivables - Rates and Rubbish	6	305,909.82	252,395.65
Receivables - Other	6	89,159.01	511,793.90
Inventories		55,938.38	26,157.55
Accruals and Provisions		62,718.22	62,718.22
		5,106,941.15	3,094,403.00
<b>Less: Current Liabilities</b>			
Payables		(1,350.41)	(344,611.31)
Net GST & PAYG		(60,355.62)	25,615.78
Other Payables - Bonds & Deposits		(3,340.00)	0.00
Other Payables - Building Retention Bonds		(157,450.46)	0.00
Other Payables - A Smart Start		(113,955.71)	0.00
Other Payables - Great Southern Treasures		(74,699.62)	0.00
Other Payables - Great Sthn Housing Initiative		(1,693,475.00)	0.00
Accruals and Provisions		(27,905.54)	(27,905.54)
		(2,132,532.36)	(346,901.07)
Less: Cash Restricted - Reserves	9	(1,441,756.89)	(1,488,347.05)
<b>Net Current Funding Position</b>		<b>1,532,651.90</b>	<b>1,259,154.88</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**5: CASH AND INVESTMENTS**

- (a) Cash Deposits**  
Municipal Fund  
Trust Fund  
Cash on Hand  
**(b) Term Deposits**  
Reserve Funds  
**Total**

Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
133 904 987		1,026,037.74	2,123,921.09		3,149,958.83	Bendigo	
133 905 067				15,148.22	15,148.22	Bendigo	
		1,500.00			1,500.00		
	1.20%		1,441,756.89		1,441,756.89	Bendigo	21/04/2020
		<b>1,027,537.74</b>	<b>3,565,677.98</b>	<b>15,148.22</b>	<b>4,608,363.94</b>		

**Comments/Notes - Investments**

**a) Cash Deposits**

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

**b) Term Deposits**  
**Reserve Funds**

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**6: RECEIVABLES**

**Rates & Rubbish**

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

**Net Rates Collectable**

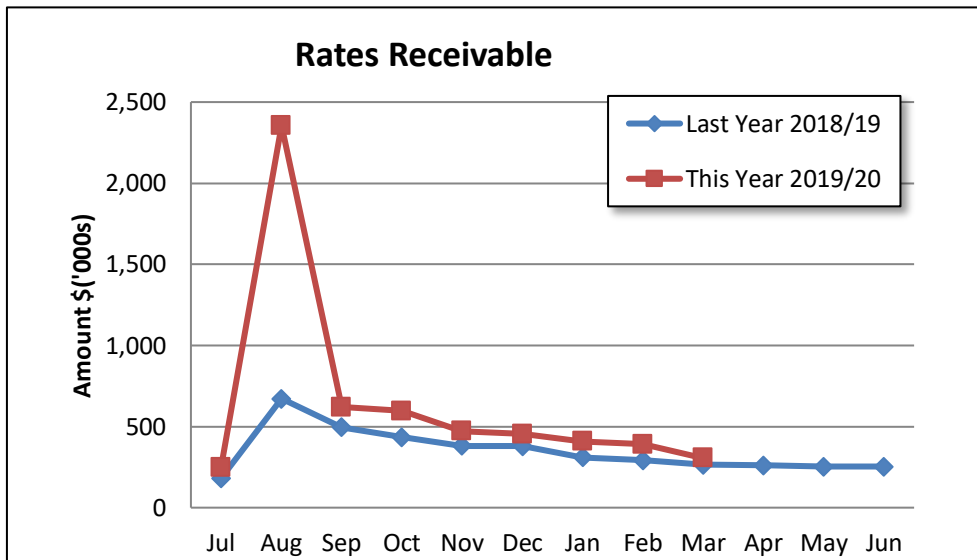
% Collected

Actual 2019/20	c/fwd 1 July 2019
\$	\$
252,395.65	210,694.51
2,661,265.05	2,571,135.72
(2,607,750.88)	(2,529,434.58)
<b>305,909.82</b>	<b>252,395.65</b>
 <b>305,909.82</b>	 <b>252,395.65</b>
89.50%	90.93%

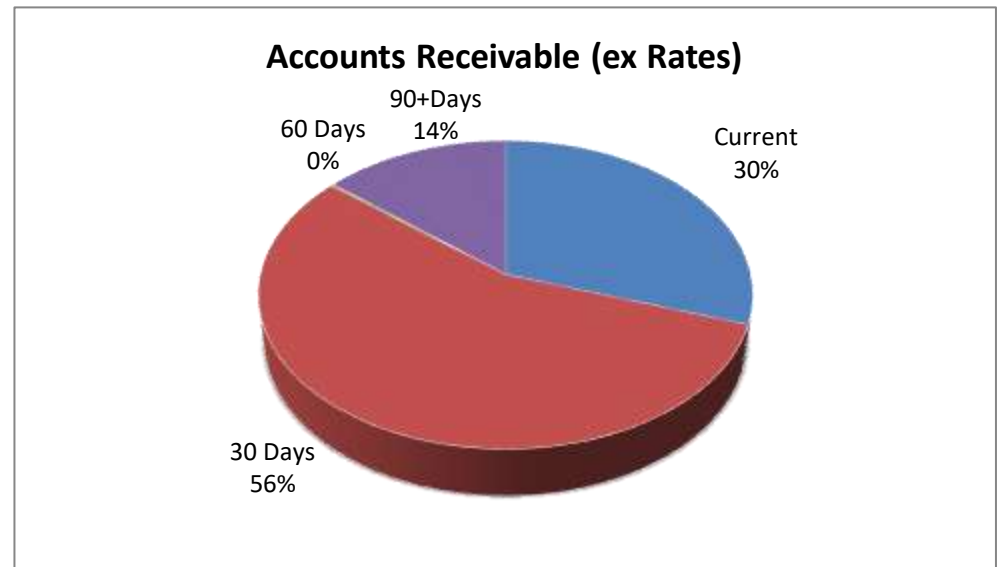
**Accounts Receivable**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	9,287.69	52,545.47	227.67	13,006.95
Pensioner Rebates	2,366.45			
Emergency Services Levy	16,724.78			
	<b>28,378.92</b>	<b>52,545.47</b>	<b>227.67</b>	<b>13,006.95</b>
		<b>Total Outstanding</b>		<b>94,159.01</b>

Amounts shown above include GST (where applicable)



*Comments/Notes - Receivables Rates and Rubbish*



*Comments/Notes - Receivables General*

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
			<b>Balanced Budget Adopted</b>					<b>0</b>
		Operating Revenue	Surplus Carried Forward	Increased surplus carried forward	1,227,000	1,259,200	32,200	32,200
			<b>GENERAL PURPOSE FUNDING</b>					32,200
	03002.73	Operating Revenue	Rates - Ex Gratia	Increase per rate in \$	65,500	67,800	2,300	34,500
	03005.70	Operating Revenue	Discount - Rates	Lower take up of discount	(100,000)	(92,500)	7,500	42,000
	03011.83	Operating Revenue	Admin Fee - Instalments	Few assessments on instalments	2,000	1,500	(500)	41,500
	03013.86	Operating Revenue	Instalment Interest	Increase in instalment interest	3,000	3,300	300	41,800
	03229.71	Operating Revenue	FAGS General Purpose	Allocations advised by WALGGC	576,200	554,300	(21,900)	19,900
	03230.71	Operating Revenue	FAGS Local Roads	Allocations advised by WALGGC	293,200	301,600	8,400	28,300
			<b>GOVERNANCE</b>					28,300
	04101.13	Operating Expense	Members - minor equipment	New Councillor ipads/laptops	(2,500)	(4,000)	(1,500)	26,800
	04101.17	Operating Expense	Members - professional services	Reduction for actual expend	(5,000)	(3,000)	2,000	28,800
	04101.55	Operating Expense	Members - meeting fees	Reduction for actual expend	(55,000)	(52,000)	3,000	31,800
	04103.15	Operating Expense	Tamb Admin Bldg - repairs & mtce	Amended bldg mtce	(25,000)	(19,500)	5,500	37,300
	04106.15	Operating Expense	Bhill Admin Bldg - repairs & mtce	Amended bldg mtce	(5,000)	(9,500)	(4,500)	32,800
	04102.17	Operating Expense	Elections - professional services	Actual cost incurred	(12,000)	(5,500)	6,500	39,300
			<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					39,300
	05021.71	Operating Revenue	Other Fire Prevention - grants	Rainwater tank for Bhill fire shed	0	4,000	4,000	43,300
	05026.82	Operating Revenue	Other Fire Prevention - fines & penalties	Infringements issued to date	500	4,300	3,800	47,100
	05301.05	Operating Expense	Animal Control - training & education	Ranger training costs	(3,000)	(5,500)	(2,500)	44,600
			<b>EDUCATION &amp; WELFARE</b>					44,600
	08201.71	Operating Revenue	Other Welfare - grants	Youth Worker funding	2,500	27,000	24,500	69,100
	08201.73	Operating Revenue	Other Welfare - contributions	Contrib from Noongar farm	0	10,000	10,000	79,100
	08303.16	Operating Expense	Youth Services - contract services	Youth Worker expenses	0	(39,500)	(39,500)	39,600
			<b>HOUSING</b>					39,600
	09004.80	Operating Revenue	Other Housing - rents	GROH Housing rent - Apr to June	0	23,000	23,000	62,600
	09128.51	Operating Expense	GROH Lot 384 Parnell St - interest on loans	Loan raised Dec 2019	0	(3,400)	(3,400)	59,200
	09129.51	Operating Expense	GROH Lot 1/22 Taylor St - interest on loans	Loan raised Dec 2019	0	(2,900)	(2,900)	56,300
	09131.51	Operating Expense	GROH Lot 2/22 Taylor St - interest on loans	Loan raised Dec 2019	0	(2,900)	(2,900)	53,400
			<b>COMMUNITY AMENITIES</b>					53,400
	10601.74	Operating Revenue	Public Conveniences - reimbursements	Insurance claim - vandalism	0	6,000	6,000	59,400
	10625.15	Operating Expense	Diprose Park toilets - repairs & mtce	Insurance claim - vandalism	(3,000)	(10,000)	(7,000)	52,400
			<b>RECREATION &amp; CULTURE</b>					52,400
	11002.73	Operating Revenue	Bhill Recreation Complex - contributions	BRC towards security	0	2,500	2,500	54,900
	11002.74	Operating Revenue	Bhill Recreation Complex - reimbursements	BRC bar fridge replacement	0	4,600	4,600	59,500

## 7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
	11007.73	Operating Revenue	Tamb Pavilion - contributions	TCPA towards security	0	2,500	2,500	62,000
	11007.81	Capital Revenue	Tamb Pavilion - non operating contributions	TCPA towards slide	0	8,000	8,000	70,000
	11077.15	Operating Expense	Bhill Recreation Complex - repairs & mtce	Amended bldg mtce	(7,000)	(14,000)	(7,000)	63,000
	11241.15	Operating Expense	Tamb Pavilion - repairs & mtce	Amended bldg mtce	(5,000)	(7,000)	(2,000)	61,000
	11225.01	Operating Expense	Parks, Gardens & Reserve - salaries & wages	Reduced wages in parks & gardens	(267,400)	(236,500)	30,900	91,900
	11526.15	Operating Expense	Bhill Museum - repairs & mtce	Amended bldg mtce (from Reserve)	(10,000)	(22,500)	(12,500)	79,400
	11526.16	Operating Expense	Bhill Museum - contract services	Amended bldg mtce (from Reserve)	0	(3,500)	(3,500)	75,900
	<b>TRANSPORT</b>							75,900
	12159.71	Operating Revenue	Direct Grant	Allocation advised by MRWA/RRG	143,800	153,800	10,000	85,900
	12226.01	Operating Expense	Road Maintenance - salaries & wages	Realloc to Lot 22 contamination	(281,100)	(253,600)	27,500	113,400
	12226.98	Operating Expense	Road Maintenance - plant operating costs	Realloc to Lot 22 contamination	(252,200)	(229,500)	22,700	136,100
	12226.99	Operating Expense	Road Maintenance - public works overheads	Realloc to Lot 22 contamination	(266,100)	(238,600)	27,500	163,600
	<b>ECONOMIC SERVICES</b>							163,600
	13153.71	Operating Revenue	Great Sthn Treasures - grants	GSDC grant - tourism implementor	0	27,400	27,400	191,000
	13230.16	Operating Expense	Great Sthn Treasures - contract services	Tourism Implementor contract	0	(27,400)	(27,400)	163,600
	13301.83	Operating Revenue	Building Services - fees & charges	Increase in fees received	5,000	12,000	7,000	170,600
	13302.83	Operating Revenue	Construction Training Fund Levy receipts	Increase in fees received	4,000	5,500	1,500	172,100
	13303.83	Operating Revenue	Building Services Levy receipts	Increase in fees received	3,000	7,000	4,000	176,100
	13377.59	Operating Expense	Construction Training Fund Levy payments	Increase in fees on-paid	(4,000)	(5,500)	(1,500)	174,600
	13378.59	Operating Expense	Building Services Levy payments	Increase in fees on-paid	(3,000)	(7,000)	(4,000)	170,600
	13451.83	Operating Revenue	Other Economic Services - fees & charges	Increase water usage & fees	20,000	35,000	15,000	185,600
	13527.66	Operating Expense	Standpipe & Bore Mtce - water charges	Increase water usage & fees	(25,000)	(55,000)	(30,000)	155,600
	<b>OTHER PROPERTY &amp; SERVICES</b>							155,600
	14703.74	Operating Revenue	Lot 22 Taylor St - reimbursements	Contamination claim unsuccessful	50,000	0	(50,000)	105,600
	14706.79	Operating Revenue	Unclassified - other sundry revenue	Sale of surplus pavers/equipment	0	8,500	8,500	114,100
	14752.01	Operating Expense	Lot 22 Taylor St - salaries & wages	Realloc from road maintenance	0	(27,500)	(27,500)	86,600
	14752.16	Operating Expense	Lot 22 Taylor St - contract services	Increased costs for consultants	(70,000)	(80,000)	(10,000)	76,600
	14752.98	Operating Expense	Lot 22 Taylor St - plant operation costs	Realloc from road maintenance	0	(22,700)	(22,700)	53,900
	14752.99	Operating Expense	Lot 22 Taylor St - public works overheads	Realloc from road maintenance	0	(27,500)	(27,500)	26,400
	<b>CAPITAL REVENUE &amp; EXPENDITURE</b>							26,400
	CAP150	Capital Expense	Broomehill Fire Shed	Rainwater tank (grant funded)	(460,000)	(464,000)	(4,000)	22,400
	CAP130	Capital Expense	27 East Tce - replace ceiling in kitchen/dining	Not required	(7,500)	0	7,500	29,900
	CAP133	Capital Expense	Tamb Hall - replace kitchen ceiling	Defer - investigate work required	(5,000)	0	5,000	34,900
	CAP149	Capital Expense	Tamb Pavilion - playground	Slide, rock work (partially funded TCPA)	0	(22,000)	(22,000)	12,900
	CAP143	Capital Expense	Tamb Caravan Park - investigate development	Not required, property sold	(10,000)	0	10,000	22,900
	14770.89	Capital Revenue	Sale of Lot 19 Taylor St, Tambellup	Funds to building reserve	0	50,000	50,000	72,900
	<b>RESERVE TRANSFERS</b>							72,900
	15172	Capital Revenue	Transfer to Building Reserve	Proceeds from Lot 19 Taylor St	(1,045,000)	(1,095,000)	(50,000)	22,900

## 7: BUDGET AMENDMENTS

**Amendments to original budget since budget adoption.**

[illegible]

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2020

**8: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2019	Received 2019/20	Expended 2019/20	Closing Balance
<b>GOVERNANCE</b>		\$			
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
<b>HOUSING</b>					
Regional Aged Accommodation Project	GSHI - Independent Living Units - Broomehill	0.00	401,385.87	(401,385.87)	0.00
Building Better Regions Fund	GSHI - Independent Living Units / GROH Housing	0.00	1,068,570.86	(1,068,570.86)	0.00
Building Better Regions Fund	GSHI - Staff Housing	0.00	521,961.14	(521,961.14)	0.00
<b>RECREATION &amp; CULTURE</b>					
Tambellup Community Pavilion Association	Purchase of slide	0.00	7,993.59	(7,993.59)	0.00
<b>TRANSPORT</b>					
Main Roads WA	Regional Road Group 2019/20	0.00	590,414.00	(580,321.96)	10,092.04
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	404,100.00	(384,697.26)	19,402.74
<b>TRANSPORT</b>					
Dept Water & Environmental Regulation	Water Harvesting project - Broomehill CBH dam	0.00	20,000.00	(20,000.00)	0.00
<b>TOTALS</b>		<b>51,505.52</b>	<b>3,014,425.46</b>	<b>(2,984,930.68)</b>	<b>81,000.30</b>

**Comments - Grants and Contributions**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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	50,911.16	0.00	132,986.81
Plant Reserve	260,200	309,000	(387,700)	181,500	260,173.44	102,658.17	(99,400.00)	263,431.61
Building Reserve	261,500	1,045,000	(958,300)	348,200	261,528.09	102,669.59	(250,000.00)	114,197.68
Information Technology Reserve	42,700	11,000	0	53,700	42,739.31	10,411.42	0.00	53,150.73
Tambellup Rec Ground & Pavilion Reserve	51,600	6,200	0	57,800	51,615.94	5,468.96	0.00	57,084.90
Broomehill Rec Complex Reserve	86,100	10,600	0	96,700	86,052.34	9,382.83	0.00	95,435.17
Building Maintenance Reserve	67,300	10,800	(40,000)	38,100	67,323.57	10,625.02	0.00	77,948.59
Sandalwood Villas Reserve	82,100	12,000	0	94,100	82,085.89	10,754.34	0.00	92,840.23
Bhill Synthetic Bowling Green Reserve	65,600	10,100	0	75,700	65,635.08	9,204.93	0.00	74,840.01
Refuse Sites Post Closure Management Reserve	26,500	5,700	0	32,200	26,554.52	5,250.35	0.00	31,804.87
Lavieville Lodge Reserve	69,700	11,700	0	81,400	69,745.55	10,646.45	0.00	80,392.00
Townscape Plan Implementation Reserve	347,500	7,000	(200,000)	154,500	347,522.10	3,024.10	(56,200.00)	294,346.20
Tambellup Synthetic Bowling Green Reserve	15,300	7,800	0	23,100	15,295.57	7,662.64	0.00	22,958.21
Tourism & Economic Development Reserve	30,000	20,300	(30,000)	20,300	30,000.00	20,339.88	0.00	50,339.88
	1,488,200	1,519,400	(1,668,700)	1,338,900	1,488,347.05	359,009.84	(405,600.00)	1,441,756.89

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 31 March 2020**

**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
<b>By program:</b>								
<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
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>By Class:</b>								
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
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**11: OPERATING REVENUE AND EXPENSE**

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,607,500	(190,300)	2,598,559.65	(135,009.64)
General Purpose Funding	855,900	0	641,917.50	0.00
Other General Purpose Funding	35,700	(62,000)	14,985.27	(49,117.71)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,499,100</b>	<b>(252,300)</b>	<b>3,255,462.42</b>	<b>(184,127.35)</b>
<b>GOVERNANCE</b>				
Members Of Council	16,000	(622,500)	10,673.70	(389,981.35)
Administration General	12,600	0	3,835.39	165.00
Other Governance	8,500	(20,200)	0.00	(853.28)
<b>TOTAL GOVERNANCE</b>	<b>37,100</b>	<b>(642,700)</b>	<b>14,509.09</b>	<b>(390,669.63)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	541,500	(206,100)	131,978.99	(158,028.96)
Animal Control	4,200	(74,000)	1,887.55	(72,507.40)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY</b>	<b>545,700</b>	<b>(281,100)</b>	<b>133,866.54</b>	<b>(230,536.36)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(13,700)	0.00	(5,845.60)
Health Inspection & Administration	1,200	(23,200)	2,180.21	(11,973.06)
Preventative Services - Pest Control	0	(13,100)	0.00	(7,010.78)
<b>TOTAL HEALTH</b>	<b>1,800</b>	<b>(50,000)</b>	<b>2,180.21</b>	<b>(24,829.44)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	60,300	(66,600)	18,038.25	(32,993.58)
Other Welfare	37,000	(44,500)	34,576.00	0.00
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>97,300</b>	<b>(111,100)</b>	<b>52,614.25</b>	<b>(32,993.58)</b>
<b>HOUSING</b>				
Staff Housing	1,304,600	0	521,961.14	(1,122.04)
Other Housing	1,805,000	(137,400)	1,552,796.03	(106,084.37)
<b>TOTAL OTHER HOUSING</b>	<b>3,109,600</b>	<b>(137,400)</b>	<b>2,074,757.17</b>	<b>(107,206.41)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,500	(250,000)	61,993.31	(186,218.73)
Protection Of The Environment	2,500	(2,500)	2,304.55	(735.68)
Town Planning & Regional Development	15,000	(75,200)	2,650.40	(51,647.42)
Other Community Amenities	7,500	(46,700)	7,204.52	(26,577.01)
Public Conveniences	6,000	(64,400)	0.00	(48,377.91)
<b>TOTAL COMMUNITY AMENITIES</b>	<b>94,500</b>	<b>(438,800)</b>	<b>74,152.78</b>	<b>(313,556.75)</b>



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**11: OPERATING REVENUE AND EXPENSE**

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	30,600	(298,500)	10,562.68	(214,661.28)
Other Sport & Recreation	32,000	(908,000)	10,915.80	(612,147.98)
Libraries	100	(91,200)	12.74	(74,848.88)
Other Culture	0	(50,800)	0.00	(23,410.78)
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>62,700</b>	<b>(1,348,500)</b>	<b>21,491.22</b>	<b>(925,068.92)</b>
<b>TRANSPORT</b>				
Road Construction	1,288,200	0	994,514.00	0.00
Streets Roads Bridges & Depot Maint	168,000	(2,653,000)	167,599.00	(1,802,489.36)
Traffic Control	22,200	(56,200)	10,431.61	(41,407.06)
<b>TOTAL TRANSPORT</b>	<b>1,478,400</b>	<b>(2,709,200)</b>	<b>1,172,544.61</b>	<b>(1,843,896.42)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(1,500)	0.00	(781.22)
Tourism & Area Promotion	235,400	(114,000)	32,884.55	(75,104.88)
Building Control	24,700	(69,200)	22,649.62	(54,354.69)
Other Economic Services	114,800	(94,600)	50,117.37	(93,076.65)
<b>TOTAL ECONOMIC SERVICES</b>	<b>374,900</b>	<b>(279,300)</b>	<b>105,651.54</b>	<b>(223,317.44)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	15,000	(14,800)	1,537.98	(4,397.85)
Public Works Overhead	2,700	0	3,167.20	71,806.73
Plant Operation Costs	45,000	0	40,169.99	(20,862.32)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(34,636.83)
Unclassified	8,500	(172,200)	8,340.69	(167,624.70)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>71,200</b>	<b>(187,000)</b>	<b>53,215.86</b>	<b>(155,714.97)</b>
<b>TOTAL OPERATING</b>	<b>9,372,300</b>	<b>(6,437,400)</b>	<b>6,960,445.69</b>	<b>(4,431,917.27)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

**GOVERNANCE**

Tambellup Admin Building - solar energy

**Plant Replacement**

Ford Ranger dual cab - OTA (3 changeovers)

Ford Everest wagon - BH000 (2 changeovers)

**LAW, ORDER & PUBLIC SAFETY**

Broomehill Fire Shed

**HOUSING**

27 East Terrace - replace ceiling in kitchen/dining

Independent Living Units - Broomehill

Staff housing - 4x2 Lathom St, Broomehill

Staff housing - 3x2 Leven St, Broomehill

Staff housing - 3x2 Taylor St, Tambellup

Sale of 1 Janus Street, Broomehill

Sale of 11 Lavarock Street, Broomehill

Sale of 20 Henry Street, Tambellup

Sale of 27 East Terrace, Tambellup

GROH Housing - 4x2 Parnell St, Tambellup

GROH Housing - 3x2 Taylor St, Tambellup

GROH Housing - 3x2 Taylor St, Tambellup

**RECREATION & CULTURE**

Diprose Park - drainage improvements and shade over junior play

Tambellup Hall - replace kitchen ceiling (c/over)

Crawford Street basketball court - extend surface, improve lighting

Tambellup Pavilion Playground

**TRANSPORT**

**Plant Replacement**

Isuzu Jetpatcher - refurbish

Isuzu FRR500 tipper truck - TA386

Excavator

Reel Mower

Ford Ranger Wildtrak dual cab - TA001 (3 changeovers)

Ford Ranger Single Cab - TA052

Ford Ranger XLT dual cab - 1TA (3 changeovers)

Isuzu NLR55 SWB Light tipper - BH009

Ford Ranger dual cab - BH00 (2 changeovers)

Ford Ranger extra cab - BH014 (2 changeovers)

Ford Ranger dual cab - BH003 (2 changeovers)

Ford Escape wagon - TA005

John Deere Gator - TA417

Sundry Plant

**TRANSPORT**

**Townscape**

Townscape Plan - Broomehill & Tambellup

**Road Construction**

Tambellup West Rd - stabilise patches & reseal SLK 23.29 to 26.51

Gnow-Tambellup Rd - stabilise patches & reseal SLK 21.06 to 26.2

Gnow-Tambellup Rd - stabilise patches & reseal SLK 9.96 to 13.21

Toolbrunup Road - stabilise patches & reseal SLK 21.44 to 23.98

		Budget Revenue 2019/20	Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
P&E		0	(15,000)	0.00	(1,481.82)
P&E		146,000	(156,000)	0.00	0.00
P&E		88,000	(98,000)	48,377.73	(49,741.36)
Total		<b>234,000</b>	<b>(269,000)</b>	<b>48,377.73</b>	<b>(51,223.18)</b>
L&B		0	(460,000)	0.00	(40,061.51)
Total		<b>0</b>	<b>(460,000)</b>	<b>0.00</b>	<b>(40,061.51)</b>
L&B		0	(7,500)	0.00	0.00
L&B		0	(1,280,000)	0.00	(1,286,666.94)
L&B		0	(520,000)	0.00	(473,517.98)
L&B		0	(490,000)	0.00	(441,125.53)
L&B		0	(490,000)	0.00	(577,216.26)
L&B		280,000	0	0.00	0.00
L&B		200,000	0	0.00	0.00
L&B		220,000	0	0.00	0.00
L&B		240,000	0	0.00	0.00
L&B		0	(550,000)	0.00	(558,301.56)
L&B		0	(500,000)	0.00	(470,422.19)
L&B		0	(500,000)	0.00	(466,319.88)
Total		<b>940,000</b>	<b>(4,337,500)</b>	<b>0.00</b>	<b>(4,273,570.34)</b>
I-O		0	(55,000)	0.00	0.00
L&B		0	(5,000)	0.00	0.00
I-O		0	0	0.00	(730.91)
I-O		0	0	0.00	(22,064.04)
Total		<b>0</b>	<b>(60,000)</b>	<b>0.00</b>	<b>(22,794.95)</b>
P&E		0	(40,000)	0.00	0.00
P&E		27,700	(75,900)	27,727.27	(84,880.29)
P&E		0	(100,000)	0.00	0.00
P&E		0	(60,000)	0.00	(61,890.00)
P&E		130,000	(140,000)	42,969.64	(47,515.09)
P&E		35,000	(40,000)	0.00	0.00
P&E		125,000	(135,000)	38,000.00	(45,620.81)
P&E		23,000	(43,000)	24,545.45	(45,307.55)
P&E		70,000	(80,000)	0.00	0.00
P&E		82,000	(90,000)	0.00	0.00
P&E		90,000	(100,000)	0.00	0.00
P&E		35,000	(40,000)	0.00	0.00
P&E		5,000	(26,500)	5,029.00	(26,529.00)
P&E		0	(20,000)	0.00	0.00
I-O		0	(200,000)	0.00	(55,242.64)
I-R		0	(161,500)	0.00	(56,230.30)
I-R		0	(195,000)	0.00	(23,172.69)
I-R		0	(195,000)	0.00	(6,100.37)
I-R		0	(273,000)	0.00	(217,016.72)

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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 Bo

Design - Holland Track Interpretive Centre & incorporate existing

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

Proceeds - Short Term Loan Facility

**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	(52,416.01)
I-R	0	(360,000)	0.00	(165,425.87)
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	(384,962.10)
I-R	0	(35,000)	0.00	0.00
I-R	0	131,500	0.00	87,777.50
Total	<b>622,700</b>	<b>(2,824,100)</b>	<b>138,271.36</b>	<b>(1,191,868.94)</b>
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	(629.56)
I-O	0	(107,500)	0.00	(37,414.71)
Total	<b>0</b>	<b>(392,500)</b>	<b>0.00</b>	<b>(38,044.27)</b>
	<b>1,796,700</b>	<b>(8,343,100)</b>	<b>186,649.09</b>	<b>(5,617,563.19)</b>
LR	0	0	0.00	0.00
L&B	940,000	(5,057,500)	0.00	(4,314,261.41)
P&E	856,700	(1,259,400)	186,649.09	(362,965.92)
I-R	0	(1,633,700)	0.00	(824,883.56)
I-O	0	(392,500)	0.00	(115,452.30)
	<b>1,796,700</b>	<b>(8,343,100)</b>	<b>186,649.09</b>	<b>(5,617,563.19)</b>
	52,700	(52,200)	0.00	(50,911.16)
	387,700	(309,000)	99,400.00	(102,658.17)
	958,300	(1,045,000)	250,000.00	(102,669.59)
	0	(11,000)	0.00	(10,411.42)
	0	(6,200)	0.00	(5,468.96)
	0	(10,600)	0.00	(9,382.83)
	40,000	(10,800)	0.00	(10,625.02)
	0	(12,000)	0.00	(10,754.34)
	0	(10,100)	0.00	(9,204.93)
	0	(5,700)	0.00	(5,250.35)
	0	(11,700)	0.00	(10,646.45)
	200,000	(7,000)	56,200.00	(3,024.10)
	0	(7,800)	0.00	(7,662.64)
	30,000	(20,300)	0.00	(20,339.88)
	<b>1,668,700</b>	<b>(1,519,400)</b>	<b>405,600.00</b>	<b>(359,009.84)</b>
	0	(62,000)	0.00	(51,656.96)
	995,700	0	995,700.00	0.00
	0	0	845,000.00	0.00
	<b>995,700</b>	<b>(62,000)</b>	<b>1,840,700.00</b>	<b>(51,656.96)</b>
	<b>4,461,100</b>	<b>(9,924,500)</b>	<b>2,432,949.09</b>	<b>(6,028,229.99)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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	2,474.00	(3,974.00)	0.00
Key Bonds	150.00	0.00	(150.00)	0.00
Equipment Bonds	0.00	0.00	0.00	0.00
House Bonds	1,940.00	0.00	(1,940.00)	0.00
Nomination Deposits	0.00	240.00	(240.00)	0.00
Great Southern Treasures	48,837.19	44,100.00	(92,937.19)	0.00
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	(2,456.49)	0.00
A Smart Start Program	131,993.96	0.00	(131,993.96)	0.00
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	71,179.70	(71,179.70)	0.00
Building Retention Bonds - K Built	0.00	60,758.36	(60,758.36)	0.00
Building Retention Bonds - NW Tears	0.00	48,500.00	(48,500.00)	0.00
Unclaimed Monies (2003)	1,566.00	0.00	(1,566.00)	0.00
	<b>202,591.86</b>	<b>228,252.06</b>	<b>(415,695.70)</b>	<b>15,148.22</b>

# Honours Nomination 2020

## Local Government Medal



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

#### FOR OUTSTANDING ACHIEVEMENT AND CONTRIBUTION TO THE LOCAL GOVERNMENT SECTOR / WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

##### ELIGIBILITY:

- President of the Association
- As a State Councillor
- As an Elected Member

##### PRESENTED IN RECOGNITION OF:

- Exceptional service which advances the goals of WALGA and / or the Local Government sector;
- Exemplary character and ongoing championing of the Local Government sector;
- The personal contribution given in pursuit of benefits for the community within the concept of Local Government;
- Outstanding achievements and/or significant contributions, both professionally and personally, in the advancement of the position and value of the Western Australian Local Government Association and/or Local Government within the wider community.

These key factors form the basis for the selection of recipients and will be applied in the nomination and selection process.

##### PRIVILEGES

- Local Government Medal, Certificate and Lapel Pin
- Complimentary registration at Association Conferences, but not including travelling, accommodation, meals or functions
- Automatic nomination for Australian Honours/Western Australia Week Awards

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dip, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## Local Government Medal

Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>NOTE:</b> <b>All Correspondence</b> <b>will be issued to this</b> <b>address</b>	<b>Title &amp; Name:</b>			<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>			
	<b>Address:</b>				
			<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>		
	<b>Mobile:</b>		<b>Email:</b>		

<b>Details of the person</b> <b>being nominated for</b> <b>an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>			<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>			
	<b>Address:</b>				
			<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>		
	<b>Mobile:</b>		<b>Email:</b>		

<b>Present/Last Local Government position</b>			
<b>Date of joining Local Government</b>			
<b>Previous Awards</b>			
<b>Length of Service of Nominee with organisation?</b>			
<b>Name (s)</b>	<b>Signature</b>	<b>Date</b>	
Local Government: (Shire/Town/City of) _____			
Nominator _____			
Co-nominator (required for nominations by Local Governments): ... ..			
Co-nominator (required for nominations by Local Governments): ... ..			
CEO sign-off (required for nominations by Local Governments): ... ..			

Please Return by Mail, Email ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or Fax (9213 2077)  
 Unsigned and/or undated nominations will not be accepted.

# Honours Nomination 2020

## Life Membership



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

**FOR LONG AND OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE LOCAL GOVERNMENT SECTOR**

**ELIGIBILITY:**

- As a State Councillor
- Years of service to the Association and to Local Government for a minimum of two election terms (i.e. 8 years).
- As an employee of the Association or a Member Local Government for a minimum of 15 years.

**PRESENTED IN RECOGNITION OF:**

- For long and outstanding service to the Association and to the Local Government sector.
- For significant achievement and/or active involvement in intergovernmental relations as a State Councillor.

**PRIVILEGES**

- Certificate of Life Membership and Lapel Pin
- Complimentary registration at Association Conference, but not including travelling, accommodation, meals or functions
- Complimentary subscription to Local Government News and Western Councillor.

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dpi, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## Life Membership

Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>NOTE:</b> <b>All Correspondence</b> <b>will be issued to this</b> <b>address</b>	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Details of the person</b> <b>being nominated for</b> <b>an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Present/Last Local Government position</b>			
<b>Date of joining Local Government</b>			
<b>Previous Awards</b>			
<b>Length of Service of Nominee with organisation?</b>			

Name (s)	Signature	Date
<b>Local Government:</b> (Shire/Town/City of) _____  <b>Nominator</b> ... ..		
<b>Co-nominator (required for nominations by Local Governments):</b> ... ..		
<b>Co-nominator (required for nominations by Local Governments):</b> ... ..		
<b>CEO sign-off (required for nominations by Local Governments):</b> ... ..		

Please Return by Mail, Email ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or Fax (9213 2077)

Unsigned and/or undated nominations will not be accepted.

Emailed nominations must be digitally signed



# Honours Nomination 2020

## Eminent Service Award



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

**FOR PERSONAL COMMITMENT, EMINENT SERVICE AND CONTRIBUTION TO THE LOCAL GOVERNMENT SECTOR OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a President or Mayor
- As a State Councillor
- As an Elected Member or employee of the Association or a member Local Government
- As an employee of a Government Agency

**PRESENTED IN RECOGNITION OF:**

- Notable contribution to the Association and/or the Local Government sector.

**PRIVILEGES**

- Eminent Service Award - certificate

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dpi, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## Eminent Service Award



Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>Note:</b> <b>All Correspondence</b> <b>will be issued to this</b> <b>address</b>	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>	<b>Facsimile:</b>		
	<b>Mobile:</b>	<b>Email:</b>		

<b>Details of the person</b> <b>being nominated for</b> <b>an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>	<b>Facsimile:</b>		
	<b>Mobile:</b>	<b>Email:</b>		

<b>Present/Last Local Government position</b>			
<b>Date of joining Local Government</b>			
<b>Previous Awards</b>			
<b>Length of Service of Nominee with organisation?</b>			
<b>Name (s)</b>	<b>Signature</b>	<b>Date</b>	
Local Government: (Shire/Town/City of _____)			
Nominator _____			
Co-nominator (required for nominations by Local Governments): ... ..			
Co-nominator (required for nominations by Local Governments): ... ..			
CEO sign-off (required for nominations by Local Governments): ... ..			

Please Return by Mail, Email ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or Fax (9213 2077)

Unsigned and/or undated nominations will not be accepted.

Emailed nominations must be digitally signed

# Honours Nomination 2020

## Long and Loyal Service Award



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

**FOR LONG SERVICE OF A HIGH DEGREE TO LOCAL GOVERNMENT, THE LOCAL GOVERNMENT SECTOR OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a State Councillor for 8 or more years
- As an Elected Member for 12 or more years

**PRESENTED IN RECOGNITION OF:**

- Outstanding service to the Association, Local Government, and/or the Local Government sector.
- Long and loyal service to the Association, Local Government, and/or the Local Government sector.

**NB: This award is for outstanding and long and loyal service from Elected Members that have at least served 12 years.**

**PRIVILEGES**

- Long and Loyal Service Award – certificate

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dpi, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## Long and Loyal Service Award

Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>NOTE:</b> <b>All Correspondence</b> <b>will be issued to this</b> <b>address</b>	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
			<b>Postcode:</b>	
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Details of the person</b> <b>being nominated for</b> <b>an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
			<b>Postcode:</b>	
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Present/Last Local Government position</b>		
<b>Date of joining Local Government</b>		
<b>Previous Awards</b>		
<b>Length of Service of Nominee with organisation?</b>		

Name (s)	Signature	Date
Local Government: (Shire/Town/City of) _____ Nominator		
Co-nominator (required for nominations by Local Governments): ... ..		
Co-nominator (required for nominations by Local Governments): ... ..		
CEO sign-off (required for nominations by Local Governments): ... ..		

Please Return by Mail, Email ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or Fax (9213 2077)

Unsigned and/or undated nominations will not be accepted.

Emailed nominations must be digitally signed

# Honours Nomination 2020

## Local Government Distinguished Officers Award



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

**FOR OUTSTANDING CONTRIBUTIONS MADE BY EMPLOYEES OF MEMBER LOCAL GOVERNMENTS TO THE LOCAL GOVERNMENT SECTOR:**

**PRESENTED IN RECOGNITION OF:**

- Demonstrating outstanding contributions to the Local Government sector.
- Leading by example, sustainable performance and highlights best practice operations for the sector
- Outstanding achievements, both professionally and personally, in the advancement of the Local Government sector.

**PRIVILEGES**

- Local Government Officer Award - Certificate

State Councillors, Zones and Member Local Governments are eligible to nominate officers for this category.

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate Officers for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Mayor/President of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the Officer you are nominating; and a colour photo, preferably a digital image (min 300 dip, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## LG Distinguished Officer Award



Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>NOTE:</b> <b>All Correspondence</b> <b>will be issued to this</b> <b>address</b>	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Details of the person being nominated for an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Present/Last Local Government position</b>			
<b>Date of joining Local Government</b>			
<b>Previous Awards</b>			
<b>Length of Service of Nominee with organisation?</b>			
<b>Name (s)</b>	<b>Signature</b>	<b>Date</b>	
Local Government: Shire/Town/City of _____ <b>Nominator</b>			
Co-nominator (required for nominations by Local Governments): ... ..			
Co-nominator (required for nominations by Local Governments): ... ..			
Mayor/President sign-off (required for nominations by Local Governments): ... ..			
State Councillor:			

Please Return by Mail, Email ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or Fax 9213 2077

Unsigned and/or undated nominations will not be accepted.

Emailed nominations must be digitally signed

# Honours Nomination 2020

## Merit Award



**Closing date: 5pm Friday, 8 May 2020**

### ELIGIBILITY

**FOR DISTINGUISHED SERVICE TO THE COMMUNITY THROUGH THE LOCAL GOVERNMENT OF THE CITY/SHIRE/TOWN OF \_\_\_\_\_**

**ELIGIBILITY:**

- As an Elected Member
- Must have served for 4 years or more

**PRESENTED IN RECOGNITION OF:**

- Committed and dedicated to the pursuit of achievement for the community of a Local Government.

**PRIVILEGES**

- Local Government Merit Award – certificate

### IMPORTANT NOTES

Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for this award can be found in the Honours Policy 2020.

- Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;
- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dpi, jpeg format). The photo should be passport type (head and shoulders).
- Please note nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

### CONTACTS

# Honours Nomination 2020

## Merit Award



Nominating Authority	
<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government

<b>Details of Nominator</b>  <b>NOTE:</b> <b>All Correspondence will be issued to this address</b>	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Details of the person being nominated for an award</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Present/Last Local Government position</b>			
<b>Date of joining Local Government</b>			
<b>Previous Awards</b>			
<b>Length of Service of Nominee with organisation?</b>			
<b>Name (s)</b>	<b>Signature</b>	<b>Date</b>	
<b>Local Government:</b> (Shire/Town/City of) _____ <b>Nominator</b> _____			
<b>Co-nominator (required for nominations by Local Governments):</b> ... ..			
<b>Co-nominator (required for nominations by Local Governments):</b> ... ..			
<b>CEO sign-off (required for nominations by Local Governments):</b> ... ..			

PLEASE RETURN by MAIL, EMAIL ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or FAX (9213 2077)  
 UNSIGNED AND/OR UNDATED NOMINATIONS **WILL NOT BE ACCEPTED.**  
Emailed Nominations Must Be Digitally Signed



# Honours Program 2020

## Policy



WALGA recognises service to Local Government by the award of the following Honours:

- Local Government Medal
- Life Membership
- Eminent Service Award (previously Certificate of Appreciation)
- Long and Loyal Service Award
- Merit Award (previously Distinguished Service Award)
- Local Government Distinguished Officers Award

### LOCAL GOVERNMENT MEDAL

**FOR OUTSTANDING ACHIEVEMENT AND CONTRIBUTION TO THE LOCAL GOVERNMENT SECTOR / WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**

#### ELIGIBILITY:

- President of the Association
- As a State Councillor
- As an Elected Member

#### PRESENTED IN RECOGNITION OF:

- Exceptional service which advances the goals of WALGA and / or the Local Government sector;
- Exemplary character and ongoing championing of the Local Government sector;
- The personal contribution given in pursuit of benefits for the community within the concept of Local Government;
- Outstanding achievements and/or significant contributions, both professionally and personally, in the advancement of the position and value of the Western Australian Local Government Association and/or Local Government within the wider community; and,

These key factors form the basis for the selection of recipients and will be applied in the nomination and selection process.

#### PRIVILEGES

- Local Government Medal, Certificate and Lapel Pin
- Complimentary registration at Association Conferences, but not including travelling, accommodation, meals or functions
- Automatic nomination for Australian Honours/Western Australia Week Awards

### LIFE MEMBERSHIP

**FOR LONG AND OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE LOCAL GOVERNMENT SECTOR**

#### ELIGIBILITY:

- As a State Councillor
- Years of service to the Association and to Local Government for a minimum of two election terms (i.e. 8 years).
- As an employee of the Association or a Member Local Government for a minimum of 15 years.

#### PRESENTED IN RECOGNITION OF:

- For long and outstanding service to the Association and to the Local Government sector.
- For significant achievement and/or active involvement in intergovernmental relations as a State Councillor.

#### PRIVILEGES

- Certificate of Life Membership and Lapel Pin
- Complimentary registration at Association Conference, but not including travelling, accommodation, meals or functions
- Complimentary subscription to Local Government News and Western Councillor.

## EMINENT SERVICE AWARD (Previously Known As Certificate Of Appreciation)

**FOR PERSONAL COMMITMENT, EMINENT SERVICE AND CONTRIBUTION TO THE LOCAL GOVERNMENT SECTOR OR THE ASSOCIATION:**

### ELIGIBILITY:

- As a President or Mayor
- As a State Councillor
- As an Elected Member or employee of the Association or a Member Local Government
- As an employee of a Government Agency

### PRESENTED IN RECOGNITION OF:

- Notable contribution to the Association and/or the Local Government sector.

### PRIVILEGES

- Eminent Service Award - Certificate

## LONG AND LOYAL SERVICE AWARD

**FOR LONG SERVICE OF A HIGH DEGREE TO LOCAL GOVERNMENT, THE LOCAL GOVERNMENT SECTOR OR THE ASSOCIATION:**

### ELIGIBILITY:

- As a State Councillor for 8 or more years
- As an Elected Member for 12 or more years

### PRESENTED IN RECOGNITION OF:

- Outstanding service to the Association, Local Government, and/or the Local Government sector.
- Long and loyal service to the Association, Local Government, and/or the Local Government sector.

**NB: This award is for outstanding long and loyal service from Elected Members that have at least served 12 years.**

### PRIVILEGES

- Long and Loyal Service Award – Certificate

## MERIT AWARD (Previously Known As The Distinguished Service Award)

**FOR DISTINGUISHED SERVICE TO THE COMMUNITY THROUGH THE LOCAL GOVERNMENT OF THE CITY/SHIRE/TOWN OF \_\_\_\_\_**

### ELIGIBILITY:

- As an Elected Member
- Must have served for 4 years or more

### PRESENTED IN RECOGNITION OF:

- Committed and dedicated to the pursuit of achievement for the community of a Local Government.

### PRIVILEGES

- Local Government Merit Award – Certificate

## LOCAL GOVERNMENT DISTINGUISHED OFFICER AWARD

**FOR OUTSTANDING CONTRIBUTIONS MADE BY EMPLOYEES OF MEMBER LOCAL GOVERNMENTS TO THE LOCAL GOVERNMENT SECTOR:**

**PRESENTED IN RECOGNITION OF:**

- Demonstrating outstanding contributions to the Local Government sector.
- Leading by example, sustainable performance and highlights best practice operations for the sector
- Outstanding achievements, both professionally and personally, in the advancement of the Local Government sector.

### PRIVILEGES

- Local Government Officer Award - Certificate

State Councillors, Zones and Member Local Governments are eligible to nominate officers for this category.

## WHO CAN NOMINATE FOR AWARDS?

Nominations for awards within the WALGA Honours program can be made by the following nominators:

- **Local Government Medal** - Available for nomination by State Council Members and Member Local Governments with a co-sign by a State Councillor.
- **Life Membership** - Available for nomination by State Council Members and Member Local Governments
- **Eminent Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Long and Loyal Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Merit Award** - Available for nomination by State Council Members and Member Local Governments
- **Local Government Distinguished Officer Award** - Available for nomination by State Council Members and Member Local Governments

### PLEASE NOTE:

State Council Members are those individuals elected to the State Council of WALGA and that nominations submitted by State Council Members do not require supporting signatures.

Eligibility to nominate persons for Honours varies between award categories. Reference should be made to the nominating authority section of the 2020 nomination forms to ensure that an eligible nominator has been identified to support the nomination.

Nominations by Member Local Governments require that the Local Government is a Member of the WA Local Government Association (WALGA). The support of the nominator (who must be an Elected Member) plus two other Elected Members is required and the nomination must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to the Association.

In the case of the Local Government Distinguished Officer Award the final sign-off should be performed by the Mayor or President of the Local Government.

## WHO CAN BE NOMINATED FOR AN AWARD?

Nominations will not be accepted for persons who have retired or ceased working for Local Government before 1 July 2017.

## NOMINATION PROCESS

Nominations will be invited and will close in May of each year.

Additional copies of Nomination forms are available by visiting; <http://www.walga.asn.au/Policy-Advice-and-Advocacy/Governance-and-Strategy/Local-Government-Honours.aspx>

The Nomination form, and any attachments, should be submitted to the Association's Secretariat either by hand, post, email or facsimile. **Emailed Nominations Must Be Dated And Digitally Signed.**

The WA Local Government Association Honours Panel will meet after the closing date for nominations and undertake to adjudicate in the selection of recipients.

Successful Honours nominees will be notified of their nomination, and arrangements will be made as appropriate in respect of the award presentation.

Nominating bodies will be advised of any unsuccessful nominations in due course.

## FURTHER ENQUIRIES

Executive Officer Governance  
WALGA  
Phone: (08) 9213 2036

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				<b>Horizon 1</b> FY 2018/19 - 2021/22 - next four years <b>Horizon 2</b> FY 2022/23 - 2027/28 - next 5 -10 years after horizon 1 is achieved											
				OPERATIONAL IMPLEMENTATION							ACTION STATUS		JANUARY-MARCH 2020 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. New website launched March 2020, new Facebook page launched 27 March 2020.		
				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 - ongoing. Adolescent mental health program 'Drum Beat' conducted for girls over 10 years. Interagency committee is working to establish the Youth Centre as an afterschool drop in centre with support from WA Police Blue Light Association. South Coast NRM application for funding to intiate the 'Strong and Proud' program in Tambellup has been approved, a collaborative steering committee (SCNRM, Shire, Police, Education, Albany Youth Support Assn) has been established to develop programs. Program is currently on hold due to COVID-19. Looking to commence Semester 2.		
						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), Topics, 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 Tender awarded for construction of new Broomehill Fire Brigade building. Bushfire support to Stirlings, Camel Lake, Katanning fires Community volunteer event well attended		
						A1.1.3.2	Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓		✓	✓	✓	✓	Scheduled meeting held 17 March 2020. The LEMC has been activated in response to COVID-19, weekly meetings have been held on 24 and 31 March 2020 and will continue weekly as long as required. All agencies indicate appropriate preparedness and business continuity arrangements are in place.
						A1.1.3.3	Provide community education on fire risks and mitigation strategies	✓	✓		✓	✓	✓	✓	CESM provides information to Topics. Bushfire Awareness session held in Broomehill at the request of residents following the Katanning fire in February 2020.
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 liaison with A Smart Start and Early years Initiative personnel to establsih links between service providers and users.		
				A1.2.1.2	Support agency delivery of services and activities	✓	✓		✓	✓	✓	✓	Ongoing liaison with agencies - inc WA Country Health Service, Relationships WA, Aboriginal Health, Mental Health, Police, CRC, Palmerston, Wanslea, Baldjamaar Foundation, Albany Youth Support Association to ensure appropriate 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	✓	✓		✓	✓	✓		An application has been submitted in conjunction with the Interagency Committee for funding to deliver a traineeship in Youth Work. Funding has been approved and recruitment for the trainee has commenced through Impact Services (6 EOIs received) however the project has been postponed until Semester 2 due to COVID-19.		
				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. Linemarking completed on Crawford St court.		
		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. Telstra confirmation of backup power supply arrangements at mobile towers in the Shire.		
				A1.2.3.2	Support external funding applications for infrastructure	✓	✓		✓	✓	✓	✓	Assistance provided to Broomehill Recreational Complex application to Cricket Australia for construction of pavilion.		
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 transferred to new employer January 2020.		
				A1.3.1.2	Investigate and initiate traineeship program – works/admin			✓		✓			Application for funding to engage trainee youth worker has been approved, however the project has been postponed due to COVID-19.		
		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	✓	✓		✓	✓	✓		The CRC has engaged a business trainee who will be working one day per week at the Shire - commencement date has been postponed also due to COVID-19.		

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		JANUARY-MARCH 2020 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) 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								
						FY 18/19	FY 19/20	FY 20/21	FY 21/22	→				
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	✓	✓	✓	✓	✓			Support for Blue Light Disco in February - postponed due to Katanning fires. Financial contribution to Tambellup CRC to host 'Tough Love' seminar Liaison and support for Bue Light and others for youth events and activities Letter of support to Tambelup CRC for application for funding for a Purple Bench	
				A1.4.1.2	Maintain facilities and infrastructure utilised by community groups	✓	✓	✓	✓	✓			Ongoing maintenance of ovals, parks, playgrounds, buldings used by local community groups and residents	
1.5	Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	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	✓	✓	✓	✓	✓			Councillors completed training modules during workshops in Nyabing February 2020.	
				A1.5.1.2	Review and communicate Council's Customer Service Charter		✓	✓					Reviewed by Adminsitration staff - February 2020. To be uploaded to Shire website.	
				A1.5.1.3	Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓	✓	✓			Annual audit report received - no adverse findings. Annual Report endorsed by Council, Electors meeting held within statutory timeframe.	
				A1.5.1.4	Demonstrate sound financial planning and management	✓	✓	✓	✓	✓			Monthly financial reports presented to Council meetings	
				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 Business Continuity Plan activated in response to COVID-19	
		S1.5.2	Engage effectively with residents and other stakeholders	A1.5.2.1	Conduct biennial Community Perceptions Survey	✓		✓		✓			2020-2021 action	
				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. New Facebook page provides opportunity for feedback through comments - these will be monitored.	
				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. Represented on regional committees including Recreation Advisory Group, Regional Roads Group, Great Southern Treasures.COVID-19 response: regional CEOs, GSDC, Chambers of Commerce are monitoring impact on small business in the region.	
		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	✓	✓	✓	✓	✓			Review of training requirements to be completed during staff reviews - to be completed in April 2020.	
				A1.5.3.2	Conduct biennial staff satisfaction survey		✓		✓	✓			Staff satisfaction survey delivered, analysis is being completed.	
				A1.5.3.3	Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓	✓	✓			OSH committee meets bimonthly, Toolbox and Admininstration staff meetings are conducted monthly.	
				A1.5.3.4	Maintain quality staff housing	✓	✓	✓	✓	✓			Maintenance completed as per annual inspection checklists and as required. Construction underway 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		JANUARY-MARCH 2020 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) 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						ON TRACK			
						FY 18/19	FY 19/20	FY 20/21	FY 21/22	→		MONITOR			
												HOLD			
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		✓	✓							Townsite directional signage from Great Southern Highway under review.
				A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓	✓	✓			Nil this quarter		
		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	✓	✓	✓	✓	✓			Nil this quarter		
		S2.1.3	Develop and support options for short stay visitor accommodation	A2.1.3.1	Investigate provision of short stay accommodation at Broomehill Caravan Park	✓	✓						Tender for design and construction of 2 caravan park cabins in Broomehill advertised December 2019, closed 23 January 2020. the tender has not been awarded - awaiting outcome to request to BBRF for extension of completion date.		
				A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup			✓	✓			Tender for the sale of Lot 19 Taylor St for use as a caravan park was awarded at the February 2020 Council meeting. No further progress at this time.			
		S2.1.4	Promote and support local and regional tourism initiatives	A2.1.4.1	Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓	✓	✓		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 continue to collaborate in consultation with Great Southern Treasures to determine a sustainable operations model going forward. Collaboration/input to the GSCORE Regional Master Trails Plan project. Draft Plan has been advertised for public comment on behalf of GSCORE and received by Council..			
				A2.1.4.2	Participate in regional tourism events where appropriate	✓	✓	✓	✓	✓		Financial support to Cockatoo Colab for post-production of 'Rain Dance'movie			
		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	✓	✓						Great Southern Housing Initiative element. Construction of and 6 houses (3 Shire employee housing, 3 Government Regional Officer Housing) is well progressed - four Tambellup houses are complete and have been handed over. Ongoing liaison with GROH to establish leases for three GROH houses.
				A2.2.1.2	Develop independent living units in Broomehill	✓	✓					Great Southern housing Initiaive element: Practical completion of Independent Living Units anticipated early in April. Three expressions of interest have been received from potential tenants.			
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	✓	✓	✓	✓	✓		Ongoing participation in Great Southern Treasures, community has provided input into GSCORE Draft Regional Trails Master Plan (RTMP). RTMP prmoted for public comment on behalf of GSCORE. Ongoing financial and inkind support of Great Southern Treasures.			
S2.2.3	Explore opportunities to release or sell land for residential development			A2.2.3.1	Review and implement Housing and Land Strategy	✓	✓	✓	✓	✓		Implementation through Great Southern Housing Initiative project -will include sale of four Shire houses. Two Broomehill houses have been listed for sale, one sold in March 2020.			
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	✓	✓	✓	✓	✓		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. Financial contribution to Broomehill Primary School for awards and bus hire.			
				A2.2.4.2	Advocate to WA Country Health Services for increased allied health services based at Tambellup Health Centre	✓	✓	✓	✓	✓		New data re usage is not available.			
2.3	Our Shire actively supports existing local business and encourages new business 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			✓	✓	✓		2020-2021 action			
				A2.3.1.2	Continue to support the Tambellup Business Centre	✓	✓	✓	✓	✓		Delegates appointed by Council to the Tambellup Business Centre Management Committee			
		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	✓	✓	✓	✓	✓		Opportunities are explored to increase local content in day to day purchasing and capital works projects. Tenders issued for Great Southern Housing Initiative, Broomehill Fire Brigade Building, Broomehill Caravan Park Cabins include condition for local spend of at least 10% of project costs.			
				A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓	✓	✓		Nil this quarter			
		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	✓	✓	✓	✓	✓		District Emergency Management Committee (through WALGA Zone Rep) has escalated the issue of power supply disruptions causing mobile telecommunications base stations to fail to the State level. The matter has also been taken up at the highest level by WA Police. Telstra confirmation of backup power supply arrangements at mobile towers in the Shire. Telstra has advised the Tambellup East tower is being upgraded to 4G.			



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						FY 18/19	FY 19/20	FY 20/21	FY 21/22	→	MONITOR						
											HOLD						
3. OUR PLACES																	
3.1	The history, heritage and culture of our communities is reflected in attractive townscales		S3.1.1	Investigate and implement options for cultural interpretation		A3.1.1.1	Consolidate existing tourism based plans for Broomehill and implement		✓	✓	✓					Drought Communitites Program funding element - implementation of historical interpretation in townsites. 2020-2021 action	
						A3.1.1.2	Explore options for the development of a Holland Track Interpretive Centre				✓	✓	✓			Drought Communitites Program funding element - Holland Track interpretive Centre, with associated townsite interpretation. 2020-2021 action	
						A3.1.1.3	Collaborate with and provide support to local history groups		✓	✓	✓	✓	✓			Provision of venues for local history group operations. Broomehill Heritage Group established. The Shire has budget provision for maintenance works to the building, to be completed in consultation with the new group.	
						A3.1.1.4	Review Tambellup Heritage Trail information signage				✓	✓				Drought Communitites Program element. 2020-2021 action	
			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		✓	✓	✓					Drought Communitites Program element. 2020-2021 action	
						A3.1.2.2	Develop and implement a maintenance program for public areas, cemeteries		✓	✓	✓	✓	✓	✓			Maintenance requirements are monitored and actioned.
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				✓	✓				2019-2020 action - to be commenced.	
						A3.2.1.2	Investigate alternative locations for landfill sites				✓	✓	✓	✓	✓		2019-2020 action - to be commenced.
						A3.2.1.3	Continue to support the Drum Muster program in Broomehill and Tambellup		✓	✓	✓	✓	✓	✓		Completed November 2019	
			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				✓	✓	✓	✓	✓		Progressing towards installation of solar system on Tambellup office. Solar elements removed from housing projects at this stage - to be reconsidered once final construction costs are known.
						A3.2.2.2	Explore and initiate community education programs eg Waterwise, recycling		✓	✓	✓	✓	✓	✓	✓		Nil this quarter
			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		✓	✓	✓	✓	✓	✓	✓		Budget provision for roadside spraying - completed for 2019. Ongong monitoring of roadside regrowth.
						A3.2.3.2	Manage vegetation in agricultural corridors		✓	✓	✓	✓	✓	✓	✓		Budget provision for roadside vegetation pruning program - ongoing works
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		✓	✓	✓	✓	✓	✓		2019-2020 road construction program underway.	
						A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements		✓	✓	✓	✓	✓	✓		Submissions to Regional Road Group and Blackspot funding programs for 2020-2021 projects. Ongoing collaboration at regional level.	
						A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes		✓	✓	✓	✓	✓	✓	✓		Amendments to RAV ratings for 2 roads supported to improve connectivity across the Shire
						A3.3.1.4	Develop and implement a Footpath Program for both towns		✓	✓	✓	✓	✓	✓	✓		Budget provision for footpath maintenance and/or replacement
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		✓	✓	✓	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019	
						A3.4.1.2	Review and implement the Asset Management Strategy		✓	✓	✓	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019	
						A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing		✓	✓	✓	✓	✓	✓		Great Southern Housing Initiative will provide new housing, older housing stock to be sold.	



## Plant Maintenance Report - April 2020

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute	15860	30,000	2020	2020	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	290	15,000	2020	2020	1 yr / 30,000 kms	New unit, fitted accessories, radio and warning beacon
BH000	Ford Everest Trend		15000	2020	2020	1yr / 25,000 km	
BH001	CAT vibe Roller	1,319	1,500	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	33,021	35,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	250	15,000	2020	2020	1 yr / 30,000 km	
BH004	CAT 12M Grader	1,500	2,000	2017	2018	8 yrs / 8,000 hrs	Serviced @1500 hrs
BH005	Cat multi tyre Roller	629	1,000	2018	2018	8 yrs / 8000 hrs	
BH006	CAT 12M	7,958	8,000	2012	2012	8 yrs / 8,000 hrs	Replaced engine oil
BH007	Toro mower	961	1000	2016	2016	5 yrs / 5,000 hrs	
BH009	Izusu 150 truck	4,736	10,000	2019	2019	1 yr / 30,000 km	Fitted Radio and spray unit
BH012	Isuzu Fire Truck		Jan-41				Checked warning beacon
BH013	Cat 444F Backhoe	2,702	3,000	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	42,756	45,000	2018	2018	1 yr / 30,000 km	Replaced trailer plug
BHT0	Kenworth Truck	96,172	100,000	2016	2017	5 yrs / 250,000 km	Replaced broken tyre (new) and replaced tyre new
BHT84	Toro Groundmaster 3500D mower	1,151	1,200	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,161	1,500	2017	2017	8 yrs / 8,000hrs	Replaced broken hose, fixed starting system fault
BHT125	Mack Curser 8 Wheel Tipper	183,810	190,000	2013	2013	5 yrs / 250,000 km	Fixed hydraulic leak, fitted 6 new tyres, fixed door latch and step
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	58455		2015	2015		
TA001	Ford Ranger Ute	15,090	15,000	2020	2020	1 yr / 30,000 kms	New unit, fitted radio and beacon
TA005	Ford Ranger Ute	200	30,000	2020	2020	1 yr / 30,000 kms	New unit, fitted radio and warning beacon
TA017	Isuzu Tipper	19,731	20,000	2019	2019	5 yrs / 200,000 km	Replaced broken spare tyre hanger & welded
TA052	Ford Ranger D-Cab	433	15,000	2020	2020	1 yr 30,000 km	New unit, fitted warning beacon
TA06	Jet Patcher Isuzu	154,559	170,000	2007	2010	8 yrs / 8,000 hrs	Fixed conveyor pulley
TA18	12M Grader	3,538	4,000	2016	2016	7 yrs / 8,000 hrs	Cleaned radiator, serviced @3500 hrs
TA281	930K Loader	4,935	5,000	2014	2014	8 yrs / 8,000 hrs	Fixed hydraulic leak, welded new bucket heel wearplates, fixed autolube fittings, replaced punctured tyre, fixed tyre leak (Kojonup Tyre Services).
TA386	Isuzu Tipper	8,020	10,000	2019	2019	5 yrs / 200,000 km	
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator		250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
1TMR367	Tandem Axle Dolly						Welded new bushing
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						Cleaned and checked leak
1TCY093	Papas Tandem Trailer						Secured water pump
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	REEL MOWER	50	500	2020	2020		INDUCTION new mower
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						Replaced adjuster bolt
	TA Pressure Washer						Fixed truck wash hose
	Polesaw						
	Honda Pump						
	Chainsaw						Serviced 3 chainsaws
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
TORO 590	BH Golf Club Mower			2016	2017		
	BH Honda Push Mower			2017	2017		
PFL	FORK LIFT	1,340	1,500				
GENSET							
STIHL	BLOWER						
BHT 1636				2017	2017		

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						

# PROPOSED FIRE STATION LOT 632 GREAT SOUTHERN HIGHWAY BROOMEHILL



WA BUILDING SURVEYORS PTY LTD

DATE:

03/04/2020

WABS REF No:

20/75

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**56 WOODLEY FARM DRIVE**

**NORTHAM W.A. 6401**

Phone (08) 9622 2816

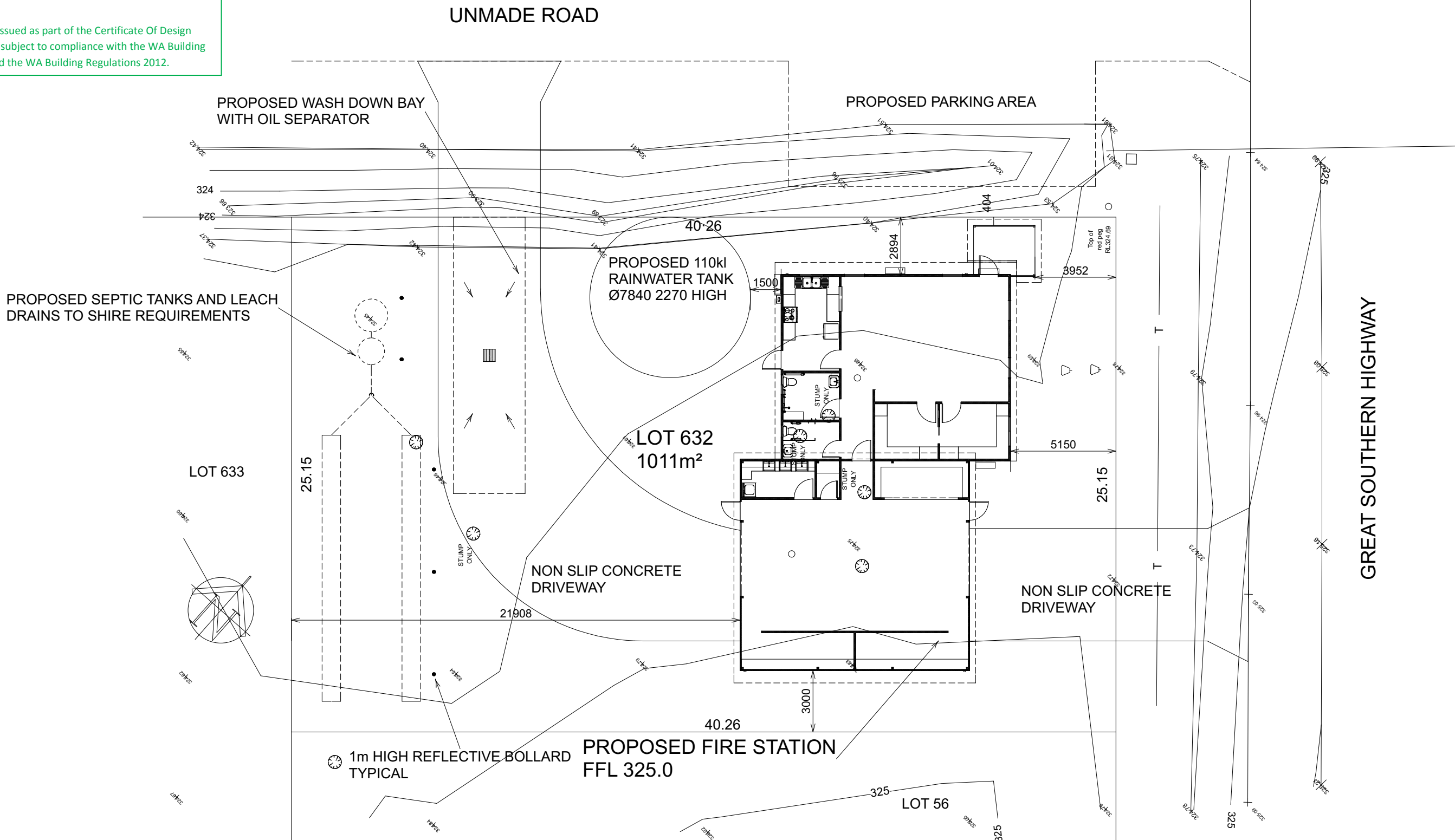
Mobile 0419 909 485

NOTE  
ALL ROOF WATER TO BE HARVESTED TO TANK

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ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
PHONE : (08) 9622 2816  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

**PROPOSED FIRE STATION  
LOT 632 GREAT SOUTHERN HIGHWAY  
BROOMEHILL**

**SITE PLAN**

DRAWN S.R.C.	DATE SEP 2019	SCALE 1:200
JOB No <b>19019</b>	SHEET No <b>1</b>	ISSUE <b>B</b>



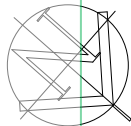
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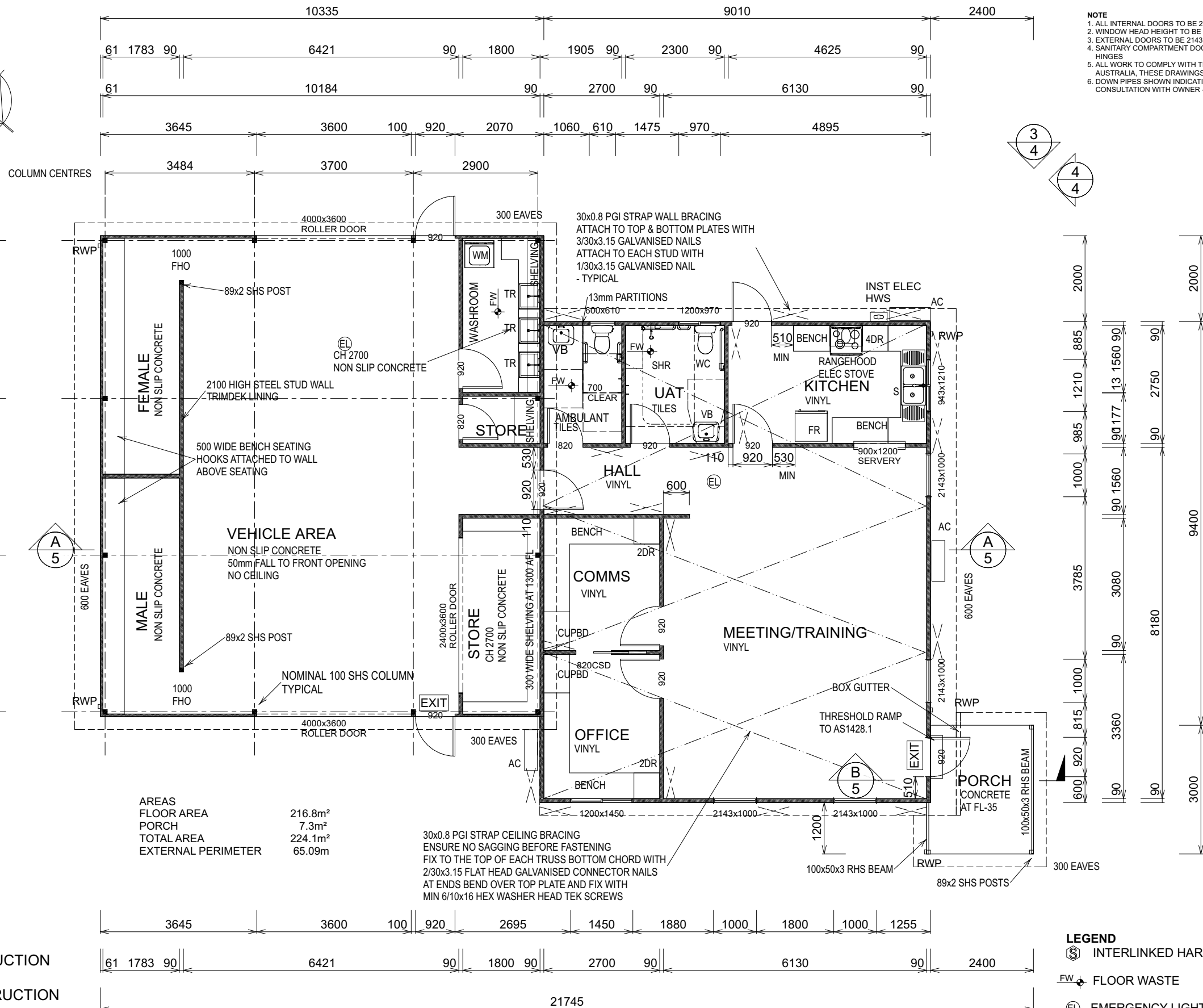
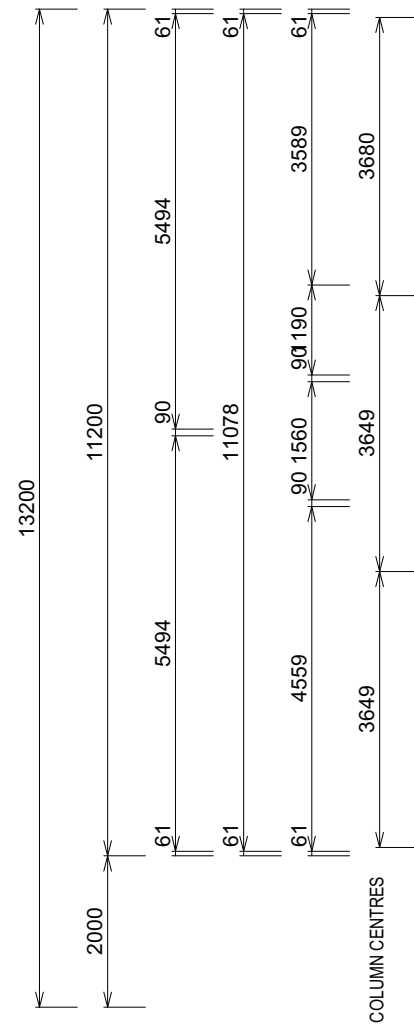
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- NOTE**
1. ALL INTERNAL DOORS TO BE 2040 HIGH UNLESS NOTED OTHERWISE
  2. WINDOW HEAD HEIGHT TO BE 2143 UNLESS NOTED OTHERWISE
  3. EXTERNAL DOORS TO BE 2143 UNLESS NOTED OTHERWISE
  4. SANITARY COMPARTMENT DOORS TO OPEN OUTWARDS, SLIDE OR HAVE LIFT OFF HINGES
  5. ALL WORK TO COMPLY WITH THE REQUIREMENTS OF THE BUILDING CODE OF AUSTRALIA, THESE DRAWINGS AND OTHER RELEVANT TECHNICAL LITERATURE
  6. DOWN PIPES SHOWN INDICATIVE ONLY. LOCATE AT DISCRETION OF ROOF PLUMBER IN CONSULTATION WITH OWNER - TO COMPLY WITH BCA REQUIREMENTS



SHED SIDE OF BUILDING  
90mm STEEL STUD FRAME CONSTRUCTION  
OFFICE SIDE OF BUILDING  
90mm TIMBER STUD FRAME CONSTRUCTION

- LEGEND**
- INTERLINKED HARD WIRED SMOKE DETECTOR
  - FLOOR WASTE
  - EMERGENCY LIGHTING

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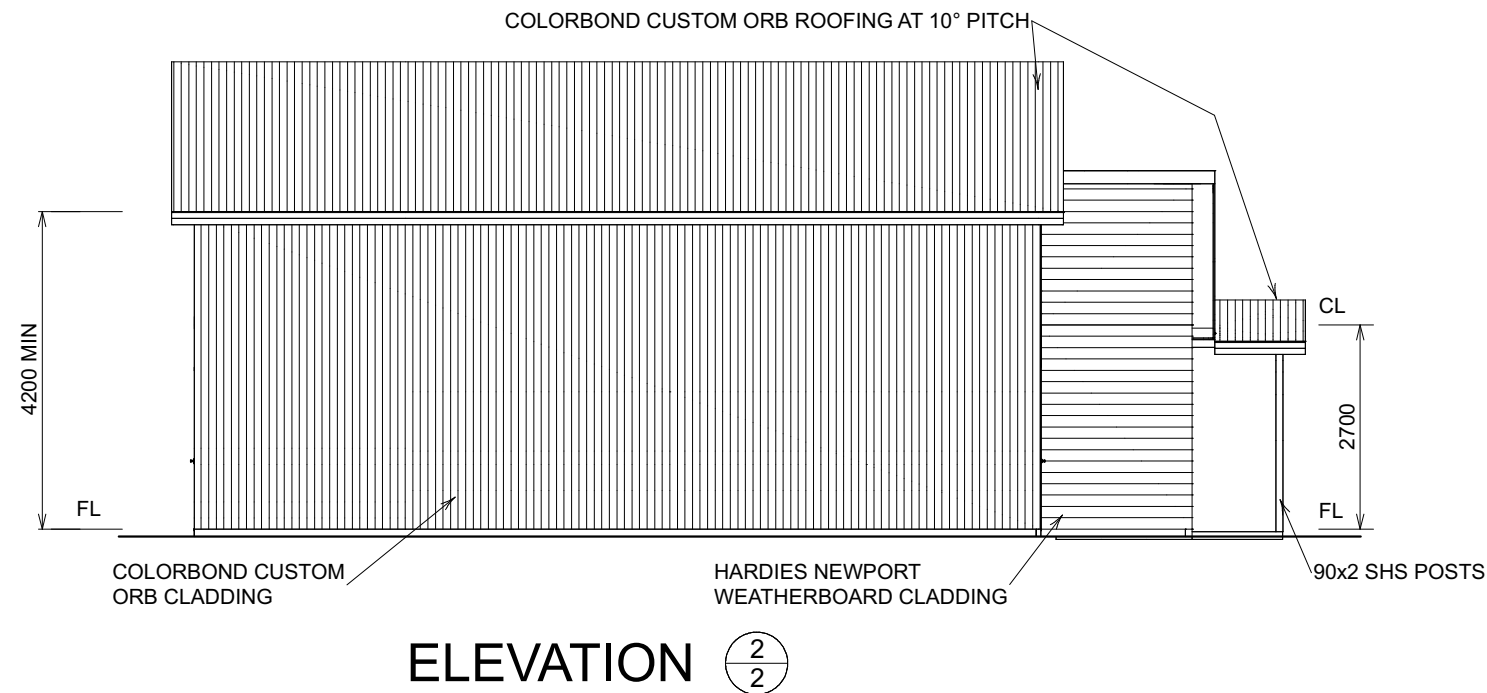
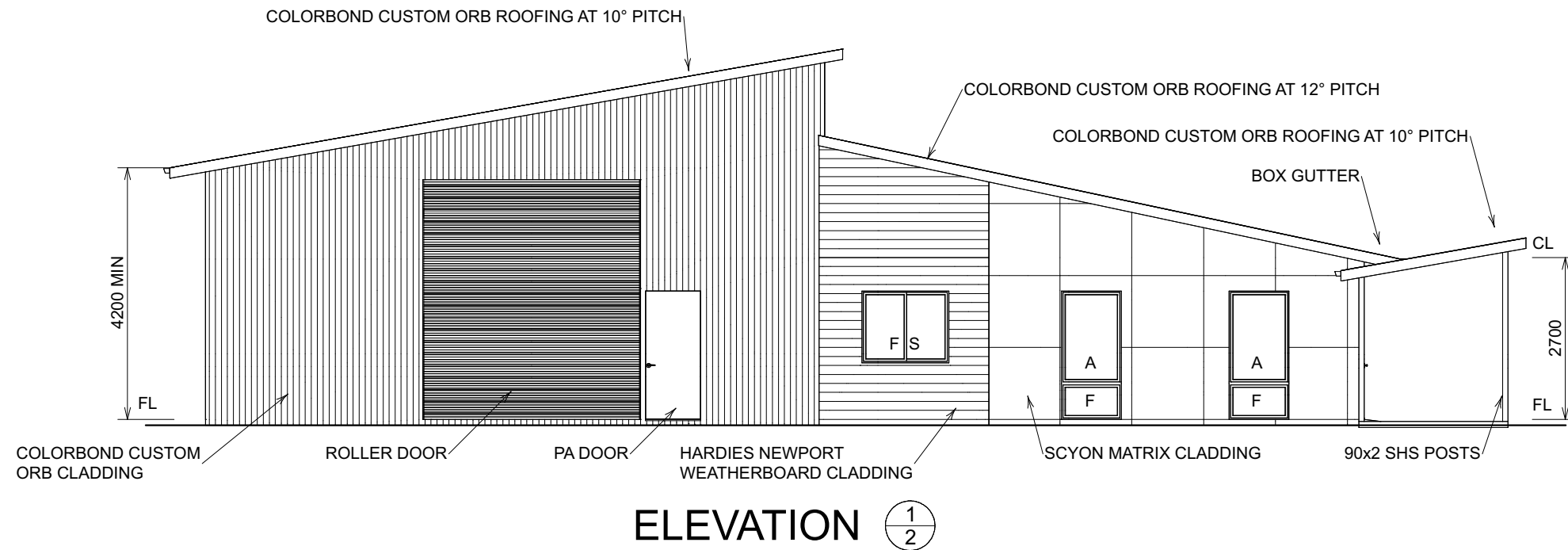
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PROPOSED FIRE STATION  
LOT 632 GREAT SOUTHERN HIGHWAY  
BROOMEHILL

**FLOOR PLAN**

DRAWN S.R.C.	DATE SEP 2019	SCALE 1:100
JOB No <b>19019</b>	SHEET No <b>2</b>	ISSUE <b>B</b>

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**DATE:** 03/04/2020 **WABS REF No:** 20/75

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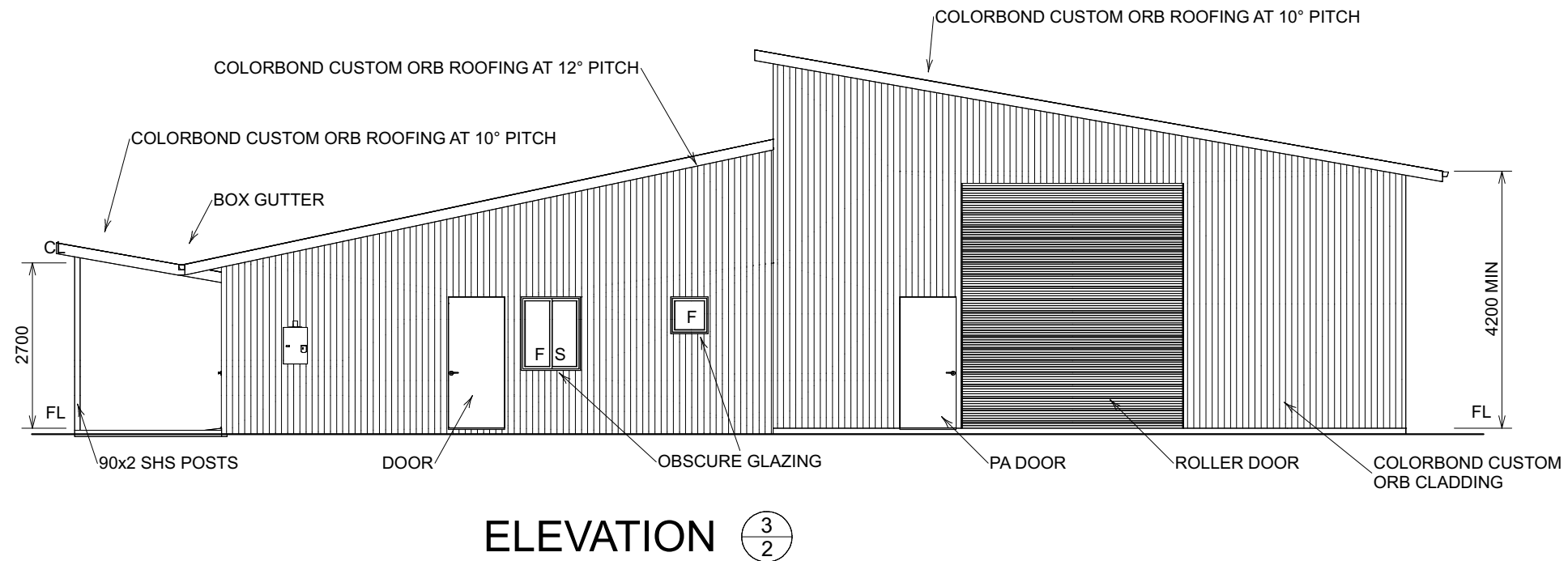
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**PROPOSED FIRE STATION  
LOT 632 GREAT SOUTHERN HIGHWAY  
BROOMEHILL**

**ELEVATIONS**

DRAWN S.R.C.	DATE SEP 2019	SCALE 1:100
JOB No <b>19019</b>	SHEET No <b>3</b>	ISSUE <b>B</b>

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**WA BUILDING SURVEYORS PTY LTD**

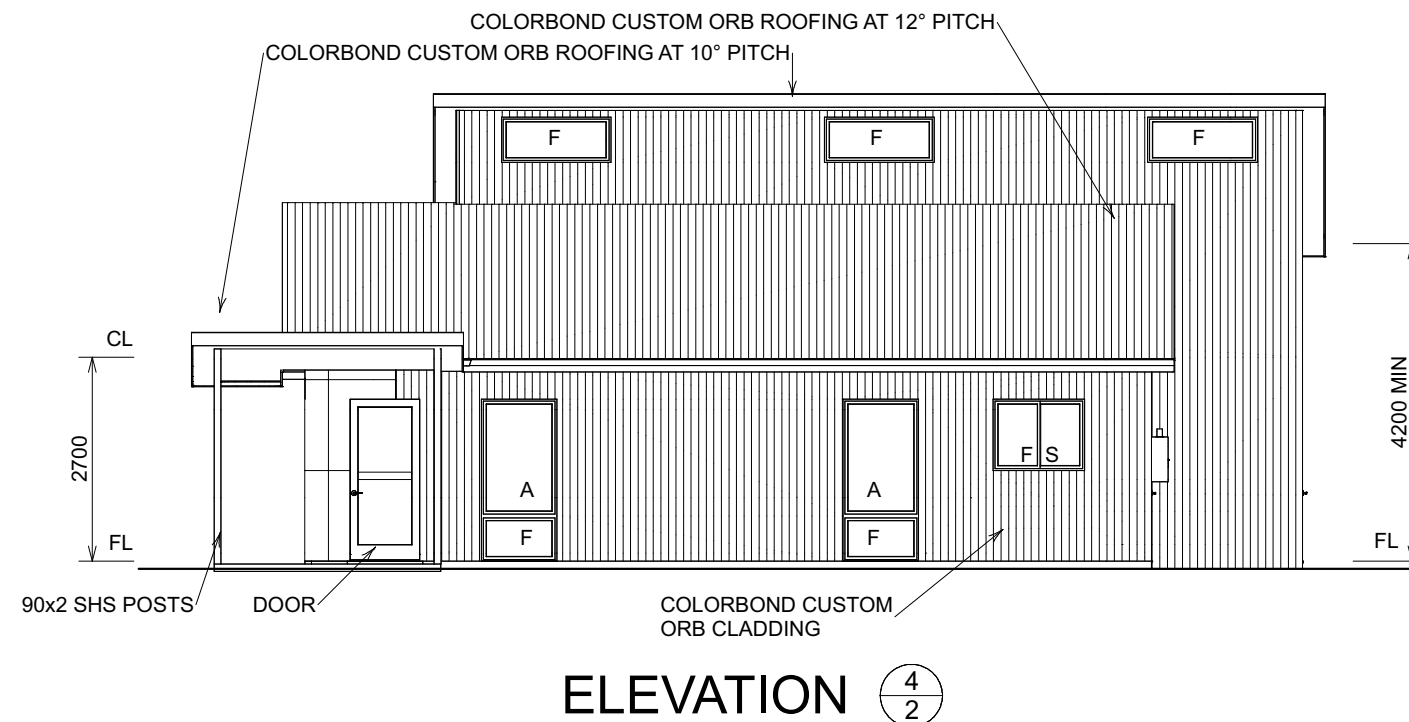
**DATE:**

03/04/2020

**WABS REF No:**

20/75

This plan is issued as part of the Certificate Of Design Compliance subject to compliance with the WA Building Act 2011 and the WA Building Regulations 2012.



BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

**A3**

MEMBER OF BUILDING DESIGNERS  
ASSOCIATION OF WESTERN AUSTRALIA



NATIONAL  
ASSOCIATION  
BUILDING  
DESIGNERS

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AMENDMENTS  
A. ISSUED FOR CLIENT REVIEW  
B. ISSUED FOR CONSTRUCTION

**AVON VALLEY DESIGN AND DRAFTING SERVICE**

ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
PHONE : (08) 9622 2816  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

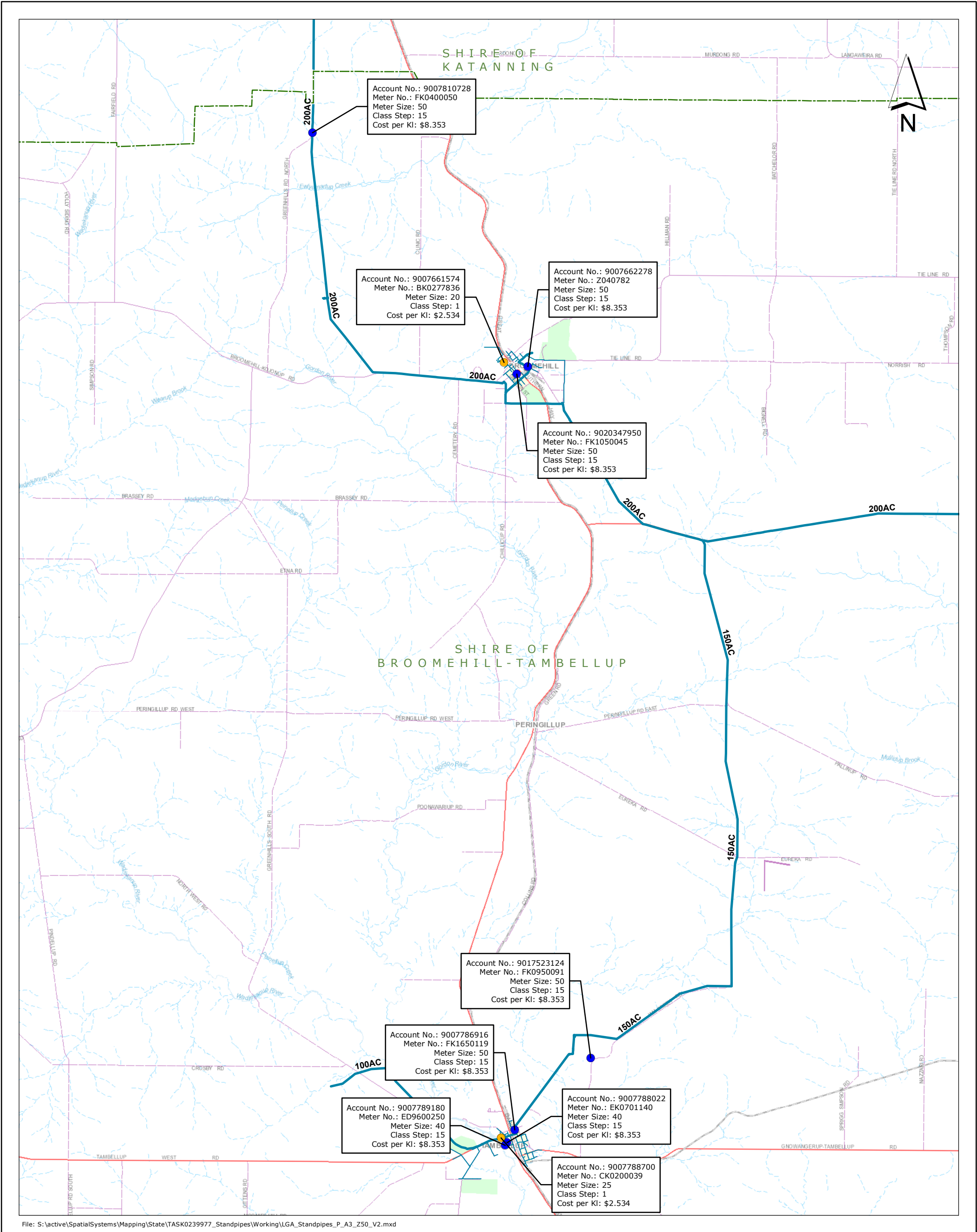
**PROPOSED FIRE STATION  
LOT 632 GREAT SOUTHERN HIGHWAY  
BROOMEHILL**

**ELEVATIONS**

DRAWN S.R.C.	DATE SEP 2019	SCALE 1:100
JOB No <b>19019</b>	SHEET No <b>4</b>	ISSUE <b>B</b>

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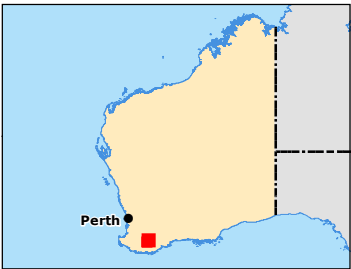




File: S:\active\SpatialSystems\Mapping\State\TASK0239977\_Standpipes\Working\LGA\_Standpipes\_P\_A3\_Z50\_V2.mxd

Water Standpipe Class

0	4	8	12
1	5	9	13
2	6	10	14
3	7	11	15



1:100,000 at A3

01000200030004000

Metres

Coordinate System: GDA 1994 MGA Zone 50

Vertical Datum: AHD

AUTHOR: CHONGV1

DATE: 15/11/2018

BRANCH: DTG - MAPPING & GEOSPATIAL

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SHIRE OF BROOMEHILL-TAMBELLUP  
Standpipe Locations