

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2016

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Operating Revenue & Expenditure**

**GENERAL PURPOSE FUNDING**

Cash and Investments

At 31<sup>st</sup> May, Council holds \$1,191,979 in restricted cash in its Municipal Fund. The funds are held for a specific project/purpose and cannot be utilized towards any other projects for which they were originally intended.

Detailed information on the Grants and Contributions received, and held as restricted cash, is shown at Note 7.

Council's individual allocation from the Country Local Government Fund 2012/13 pool has been transferred into a Term Deposit, and will be drawn upon as the funds are required. This has been allocated to the following projects –

Tambellup Pavilion	\$194,889
Bhill Admin Building – Solar Energy	\$50,000
Tambellup Hall – roofing repairs, ablutions upgrade	\$80,000
Broomehill Hall – fitout under stage area	\$50,000

The application to the Great Southern Development Commission for funding to assist with redevelopment of the Tambellup Pavilion was successful, and the GSDC has paid the grant of \$200,000 to Council. These funds have also been transferred into a Term Deposit to be drawn upon when they are required.

Further detail in relation to the above investments is shown at Note 4: Cash and Investments

Rate Revenue

Rates were levied on 24 July 2015 –

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

The discount period ended on 21 August 2015, and a total of \$78,562 in discount has been granted (budget \$77,000). At the end of May, 91.90% in rates and charges had been collected.

Further detail on rates outstanding is shown at Note 5: Receivables

General Purpose Funding

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

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

**GOVERNANCE**

General Administration

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Operating Revenue & Expenditure**

**LAW, ORDER & PUBLIC SAFETY**

Fire Prevention

Revenue shown is from the annual ESL charge which is levied with the rates each year. The ESL Levy was increased for 2015/16 to \$68 per assessment. The levy is paid to FESA in quarterly instalments during the year and this is shown as an expense.

ESL grant funding is received in quarterly instalments and is used to purchase items such as protective clothing and equipment for brigade members, bushfire injury insurance.

Animal Control

Council engages the services of the Ranger from the Shire of Kojonup who attends the Broomehill and Tambellup townsites as required.

**HOUSING**

Staff Housing

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

Other Housing

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

A contribution of around \$45,000 has been received from the former Tambellup Senior Citizens Unit Management Committee Inc. upon their dissolution and transfer of Lavieville Lodge to the Shire. These funds have been transferred into a reserve for the specific purpose of future maintenance to the Lavieville Lodge units.

**COMMUNITY AMENITIES**

Household Refuse

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

Transfer Stations

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

In 2015 Council tendered for the provision of waste collection services and operation of the two transfer stations. Warren Blackwood Waste were successful in their submission and were awarded a contract for a 5 year period, which commenced 1 February 2016, with the option of a 2yr + 2yr extension.

Other Community Amenities

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Operating Revenue & Expenditure**

**RECREATION & CULTURE**

Public Halls & Civic Centres

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

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

Council has been successful in its application for Federal Funding through the 'National Stronger Regions Fund' and will receive \$950,000 towards the Pavilion project. This funding will reduce the amount of the loan Council intends to raise to see the project to fruition.

Tenders have been called for construction of the Pavilion and bowling green, and close on 11 May 2016. Council will discuss the submissions and award the tender at the ordinary meeting on 19 May 2016.

Demolition of the existing facility will commence prior to 30 June and construction of the new building and bowling green will need to be carried over into the 2016/2017 budget.

Other Recreation and Sport

Includes maintenance to all parks, gardens and reserves within the Shire. Maintenance and upkeep of the Broomehill and Tambellup ovals.

Libraries

Provision is made for the payment of the management fee to the Tambellup CRC to provide the library service in Tambellup.

**TRANSPORT**

Road Construction

Revenue shown is the grant funding that Council will be receiving towards road construction projects for the year. Funding sources for the road construction program include the Regional Road Group, Roads to Recovery, MRWA Commodity Routes. Expenditure on road construction is shown in the capital section.

Federal Funds are provided through the Department of Infrastructure and Transport under the Roads to Recovery (R2R) Program. The program runs for a five year period, and the current program ends 30 June 2019.

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

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

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Operating Revenue & Expenditure**

**TRANSPORT**

Council, at its December 2015 meeting, reallocated \$248,400 of its Roads to Recovery Funding from the Townscape project and will utilise \$47,600 of the funds to seal and kerb a section of Taylor Street in Tambellup, and the balance of \$200,800 will be utilised towards the 1/3 required for the Main Roads Regional Road Group projects. The additional Roads to Recovery funding is required to be expended by 30 June 2016 and cannot be carried over into future years. Townscape projects do not fit within the criteria of the Roads to Recovery programme.

By reallocating Roads to Recovery to the Road Group projects, it frees up Council's own funds for implementation of the Townscape project. Council resolved to establish a new Townscape Implementation Reserve with the \$200,800 so the funds will be available in future years to implement the Townscape Plans.

*Council has been successful in obtaining additional funding of \$175,829 from the Regional Road Group to extend the works scheduled on Pallinup South Road. Council is required to match 1/3 of this amount (\$87,915), and at the February 2016 meeting reallocated Roads to Recovery funds from the Punchmirup Road sheeting to achieve this.*

Bridge Maintenance

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

Traffic Control

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

**ECONOMIC SERVICES**

Tourism & Area Promotion

This heading includes maintenance of both the Broomehill and Tambellup caravan parks. Council has agreed to provide a contribution to the Hidden Treasures Committee of \$4,000.

Building Control

The Building Surveyor is contracted from the Shire of Cuballing and visits Broomehill and Tambellup twice monthly, or more regularly if required.

Other Economic Services

Water and electricity charges for the standpipes throughout the Shire are allocated under this heading, as is maintenance to the Community Bank and Railway buildings.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Operating Revenue & Expenditure**

**OTHER PROPERTY & SERVICES**

Public Works Overheads

Public Works Overheads is expenditure relating to the Works Crew (ie insurances, protective clothing, superannuation etc). Expenses such as insurance and protective clothing are incurred during the first few months in the new year, however the costs are allocated through the payroll to the various jobs undertaken by the Works Crew over the full twelve months. These costs are monitored throughout the year to ensure the correct rates are applied.

Plant Operation Costs

Plant Operation costs is expenditure relating to the maintenance and operation of Councils plant items. Expenses such as insurance and vehicle registrations are incurred during the first few months in the new year, however the costs are allocated through the payroll to the various jobs undertaken by the Works Crew over the full twelve months. These costs are monitored throughout the year to ensure that the correct rates are applied to the plant items.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Capital Revenue & Expenditure**

**GOVERNANCE**

Plant Replacement

Holden Caprice OTA has been changed over, the net cost \$2,727.

Holden Colorado 7 BH000 has been changed over twice, the net cost for both is \$6,300.

Broomehill Admin Building – Solar Energy

The photovoltaic system has been installed on the Broomehill Admin Building for a total cost of \$9,990.91. Councils allocation from the CLGF was used to carry out the installation. Council will need to consider a variation to the CLGF Agreement to reallocate the balance of funds.

**HOUSING**

New Executive Residence

Howard + Heaver Architects have been engaged as project managers to oversee construction of the residence. The tender was awarded to Wauters Enterprises who are progressing with the construction.

**COMMUNITY AMENITIES**

Stormwater Harvesting projects

The projects funded by the Regional allocation from the Country Local Government Fund are complete. There was a balance of \$37,664 in unspent grant funding which was transferred back to VROC grants held in the Trust Fund for reallocation within the VROC partners. This funding was required to be fully expended by 31 March and the acquittal reports are presently being prepared.

**RECREATION & CULTURE**

Broomehill Hall – refurb under stage area

This work is complete and the total cost is \$8,000. Councils allocation from the CLGF was used to carry out the refurb. Council will need to consider a variation to the CLGF Agreement to reallocate the balance of funds.

Tambellup Hall – repair roof, upgrade ablutions

The ablutions have been complete and a contractor has been engaged to undertake the roof repairs. These works are funded by Councils allocation from the CLGF.

Tambellup Pavilion Redevelopment

Howard + Heaver Architects have provided concept designs and have been engaged as project managers to oversee construction. Tenders were awarded at the May Council meeting.

Broomehill Museum

The 2 windows on the western side of the building have finally been replaced! The work was undertaken by Prandi Builders.

Plant Replacement

The Toro 360 mower has been changed over, the net changeover being \$27,500 which is slightly higher than budgeted.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Financial Report**  
**for the period 1 July 2015 to 31 May 2016**

**Capital Revenue & Expenditure**

**TRANSPORT**

Machinery Shed

Construction of the new machinery shed at the Tambellup Depot is now complete, with Monash Electrical wiring up the shed and installing exterior security lights at the end of April. Construction of the shed is funded by a transfer from the Building Reserve.

Plant Replacement

Council has taken delivery of the new Caterpillar 12M grader, the net cost being \$260,300 which is fully funded by a transfer from the Plant Reserve.

The Isuzu Giga truck was sold at auction through Pickles Auctions and Council received proceeds from the sale of \$75,045.

The 16,000 litre water tank has been fabricated by Allroads Motor Body Builders.

An Isuzu FRR850 was purchased from Albany City Motors in February, and fabrication of the body was done by Allroads. The total cost was \$111,278 which is a saving of \$8,722 on our budget estimate of \$120,000.

Road Construction

Resheeting on Pindellup Road is now complete. These works are carried over from 2014/15 and are funded by Roads to Recovery.

Other road construction projects are nearing completion, and are on track to be finished by 30 June.

**RESERVE TRANSFERS**

Transfers have been made to (and from) the following reserves, in accordance with the 2015/16 Budget –

Leave Reserve	\$30,000
Plant Replacement Reserve	\$230,000
Building Reserve	\$100,000
Broomehill Rec Complex Reserve	\$8,600
Computer Reserve	\$10,000
Broomehill Synthetic Bowling Green Reserve	\$8,600
Refuse Sites Post Closure Management Reserve	\$5,000
Lavieville Lodge Reserve	\$45,541
Townscape Plan Implementation Reserve	\$200,800
Broomehill Village Hall Reserve	(\$8,119) from Reserve

In addition to the above transfers, all interest earned on Reserves is reinvested. Total interest earned on Reserves to date is \$31,412, which is higher than budgeted due to the Pavilion funds not being drawn down on.

Council included in the 2015/16 Budget closure of the Broomehill Village Hall Reserve once the balance was transferred from the Reserve. The amount shown above represents the closing balance of this account. The funds have been expended on maintenance of the Broomehill Hall, which includes painting of the front wall and repairs to the verandah.

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

Note	Amended Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	2,105,000	2,105,000	2,103,803.72	(1,196)	(0.1%)	
	1,271,500	1,240,369	1,218,259.83	(22,109)	(1.8%)	
9	3,000	3,000	2,998.87	(1)	(0.0%)	
	256,900	240,155	228,113.23	(12,042)	(5.3%)	
	0	0	0.00	0		
	67,400	56,633	67,105.98	10,473	15.6%	▲
	86,400	84,549	85,528.17	979	1.1%	
<b>Total</b>	<b>3,790,200</b>	<b>3,729,706</b>	<b>3,705,809.80</b>	<b>(23,896)</b>		
<b>Operating Expense</b>						
	(1,885,600)	(1,755,459)	(1,738,245.50)	17,214	1.0%	
	(1,501,800)	(1,279,527)	(1,009,635.14)	269,892	26.7%	▼
	(171,000)	(152,303)	(139,065.35)	13,238	9.5%	
	(1,052,200)	(964,497)	(951,937.47)	12,560	1.3%	
	(12,100)	(6,800)	(7,610.77)	(811)	(10.7%)	
	(170,500)	(170,500)	(153,447.46)	17,053	11.1%	▼
9	(155,800)	(155,800)	(158,589.29)	(2,789)	(1.8%)	
	(75,600)	(68,737)	(103,085.54)	(34,349)	(33.3%)	▲
<b>Total</b>	<b>(5,024,600)</b>	<b>(4,553,623)</b>	<b>(4,261,616.52)</b>	<b>292,006</b>		
<b>Funding Balance Adjustment</b>						
	1,052,200	964,497	951,937.47	(12,560)	(1.3%)	
9	152,800	152,800	155,590.42	2,790	1.8%	
	0	0	0.00	0		
<b>Net Operating</b>	<b>(29,400)</b>	<b>293,380</b>	<b>551,721.17</b>	<b>258,341</b>		
<b>Capital Revenues</b>						
7	3,391,300	1,461,900	1,150,671.00	(311,229)	(27.0%)	▼
9	946,700	861,700	855,987.76	(5,712)	(0.7%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
9	1,244,200	378,000	362,151.41	(15,849)	(4.4%)	
<b>Total</b>	<b>6,782,200</b>	<b>2,701,600</b>	<b>2,368,810.17</b>	<b>(332,790)</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0		
11	(4,374,600)	(579,600)	(359,413.95)	220,186	61.3%	▼
11	(1,532,100)	(1,439,400)	(1,325,848.20)	113,552	8.6%	
11	0	0	0.00	0		
11	(1,942,800)	(1,028,000)	(1,001,447.01)	26,553	2.7%	
11	(199,500)	(199,500)	(130,494.93)	69,005	52.9%	▼
	(49,700)	(29,300)	(29,263.01)	37	0.1%	
	(50,000)	0	0.00	0		
8	(674,600)	(656,900)	(669,953.13)	(13,053)	(1.9%)	
<b>Total</b>	<b>(8,823,300)</b>	<b>(3,932,700)</b>	<b>(3,516,420.23)</b>	<b>416,280</b>		
<b>Net Capital</b>	<b>(2,041,100)</b>	<b>(1,231,100)</b>	<b>(1,147,610.06)</b>	<b>83,490</b>		
<b>Total Net Operating + Capital</b>	<b>(2,070,500)</b>	<b>(937,720)</b>	<b>(595,888.89)</b>	<b>341,831</b>		
Opening Funding Surplus(Deficit)	2,070,500	2,070,500	2,070,512.04	12	0.0%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,132,780</b>	<b>1,474,623.15</b>	<b>341,843</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			

**SHIRE OF BROOMEHILL-TAMBELLUP  
STATEMENT OF FINANCIAL ACTIVITY**

**By Reporting Program**

**For the Period Ended 31 May 2016**

Note	Amended Budget 2015/16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	61,900	56,950	42,062.45	(14,888)	(35.39%)	▼
	3,078,000	3,066,625	3,071,922.07	5,297	0.17%	
	91,400	91,283	97,028.97	5,746	5.92%	
	1,100	1,100	354.00	(746)	(210.73%)	
	8,400	6,425	250.00	(6,175)	(2470.00%)	
	118,300	111,200	92,385.15	(18,815)	(20.37%)	▼
	74,200	72,800	77,321.57	4,522	5.85%	
	1,761,500	284,240	42,662.53	(241,577)	(566.25%)	▼
	1,832,800	1,375,616	1,318,258.53	(57,357)	(4.35%)	
	54,900	51,283	44,613.63	(6,669)	(14.95%)	
	99,000	74,084	69,621.90	(4,462)	(6.41%)	
<b>Total</b>	<b>7,181,500</b>	<b>5,191,606</b>	<b>4,856,480.80</b>	<b>(335,125)</b>		
<b>Operating Expense</b>						
	(712,900)	(624,434)	(515,433.49)	109,001	21.15%	▼
	(249,000)	(224,301)	(221,903.10)	2,398	1.08%	
	(215,200)	(195,324)	(187,034.62)	8,289	4.43%	
	(56,200)	(47,406)	(43,987.03)	3,419	7.77%	
	(24,700)	(17,945)	(14,034.60)	3,910	27.86%	
	(90,100)	(81,907)	(76,811.73)	5,095	6.63%	
	(393,400)	(355,767)	(356,369.79)	(603)	(0.17%)	
	(895,800)	(816,630)	(778,924.74)	37,705	4.84%	
	(2,140,600)	(1,956,916)	(1,858,730.54)	98,185	5.28%	
	(217,500)	(196,341)	(180,552.22)	15,789	8.74%	
	(29,200)	(36,652)	(27,834.66)	8,817	31.68%	
<b>Total</b>	<b>(5,024,600)</b>	<b>(4,553,623)</b>	<b>(4,261,616.52)</b>	<b>292,006</b>		
<b>Funding Balance Adjustment</b>						
	1,052,200	964,497	951,937.47	(12,560)	(1.32%)	
	152,800	152,800	155,590.42	2,790	1.79%	
<b>Net Operating</b>	<b>3,361,900</b>	<b>1,755,280</b>	<b>1,702,392.17</b>	<b>(52,888)</b>		
<b>Capital Revenues</b>						
	946,700	861,700	855,987.76	(5,712)	(0.67%)	
	1,200,000	0	0.00	0		
	0	0	0.00	0		
	0	0	0.00	0		
	1,244,200	378,000	362,151.41	(15,849)	(4.38%)	
<b>Total</b>	<b>3,390,900</b>	<b>1,239,700</b>	<b>1,218,139.17</b>	<b>(21,561)</b>		
<b>Capital Expenses</b>						
		0	0.00	0		
	(4,374,600)	(579,600)	(359,413.95)	220,186	61.26%	▼
	(1,532,100)	(1,439,400)	(1,325,848.20)	113,552	8.56%	
	0	0	0.00	0		
	(1,942,800)	(1,028,000)	(1,001,447.01)	26,553	2.65%	
	(199,500)	(199,500)	(130,494.93)	69,005	52.88%	▼
	(49,700)	(29,300)	(29,263.01)	37	0.13%	
	(50,000)	0	0.00	0		
	(674,600)	(656,900)	(669,953.13)	(13,053)	(1.95%)	
<b>Total</b>	<b>(8,823,300)</b>	<b>(3,932,700)</b>	<b>(3,516,420.23)</b>	<b>416,280</b>		
<b>Net Capital</b>	<b>(5,432,400)</b>	<b>(2,693,000)</b>	<b>(2,298,281.06)</b>	<b>394,719</b>		
<b>Total Net Operating + Capital</b>	<b>(2,070,500)</b>	<b>(937,720)</b>	<b>(595,888.89)</b>	<b>341,831</b>		
Opening Funding Surplus(Deficit)	2,070,500	2,070,500	2,070,512.04	12	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,132,780</b>	<b>1,474,623.15</b>	<b>341,843</b>		
	<b>0</b>	<b>0</b>	<b>0.00</b>			

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

	Actual 2015/16	C/fwd 1 July 2015
<b>CURRENT ASSETS</b>		
Cash	2,837,073.23	3,156,810.40
Receivables	275,518.11	608,080.84
Inventories - Stock on Hand	21,085.30	32,823.81
TOTAL CURRENT ASSETS	3,133,676.64	3,797,715.05
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	428,921.88	838,089.51
Borrowings	20,385.19	49,648.20
TOTAL CURRENT LIABILITIES	449,307.07	887,737.71
<b>NET CURRENT ASSETS</b>	<b>2,684,369.57</b>	<b>2,909,977.34</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	42,641.08	42,641.08
Inventories - Land Held for Resale	240,000.00	240,000.00
Financial Assets	175,864.74	175,864.74
Property, Plant and Equipment	14,315,092.54	14,076,857.91
Infrastructure Assets	111,055,394.60	110,439,940.79
TOTAL NON-CURRENT ASSETS	125,828,992.96	124,975,304.52
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	59,957.12	59,957.12
Borrowings	203,984.24	203,984.24
TOTAL NON-CURRENT LIABILITIES	263,941.36	263,941.36
<b>NET ASSETS</b>	<b>128,249,421.17</b>	<b>127,621,340.50</b>
<b>EQUITY</b>		
Accumulated Surplus	28,835,773.85	28,515,494.90
Reserves - Asset Revaluation	97,856,903.52	97,856,903.52
Reserves - Cash Backed	1,556,743.80	1,248,942.08
TOTAL EQUITY	<b>128,249,421.17</b>	<b>127,621,340.50</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 31 May 2016**

**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING REVENUE</b>		
<b>Interest Earnings</b>		
Interest earned on the Reserve funds has been higher than anticipated, which can be attributed to funds not being drawn upon from the Building Reserve for the construction of the executive residence, and the Tambellup Pavilion Reserve for the new pavilion.		■
<b>OPERATING EXPENSE</b>		
<b>Materials &amp; Contracts</b>		
Provision was made to engage external consultants to provide assistance for various requirements including asset management, Roman2, townscape planning etc and payment for their services has not been as high as anticipated to date.		■
<b>Insurance Expenses</b>		
The Insurance premiums for Councils buildings have been lower than anticipated.		■
<b>Other Expenditure</b>		
Councils Stormwater Harvesting projects are complete, and a surplus of funds was unexpended in the vicinity of \$37,600. As the project completion deadline for the funding was 31 December 2015, the surplus funds were required to be transferred to the Trust Fund for redistribution within the VROC.		■
<b>CAPITAL REVENUE</b>		
<b>Grants, Subsidies and Contributions</b>		
Progress claims are submitted to Main Roads WA for Regional Road Group funded works. The balance of Regional Road Group funds will be claimed mid June.	■	
<b>CAPITAL EXPENDITURE</b>		
<b>Land and Buildings</b>		
Wauters Enterprises have been awarded the tender for construction of the Executive Residence, which is well underway. Completion of construction will need to be carried into the 2016/17 budget. This is fully funded by the Building Reserve.	■	
Upgrade of the ablutions in the Tambellup Hall are complete, as is the understage area at the Broomehill Hall. Roof repairs to the Tambellup Hall will commence in June.	■	
<b>Infrastructure - Other</b>		
The CLGF funded Stormwater Harvesting projects are complete, and Council did not expend all of its allocated grant funding. The surplus funds required to be transferred back to the Trust Fund for redistribution within the VROC.		■



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 31 May 2016**

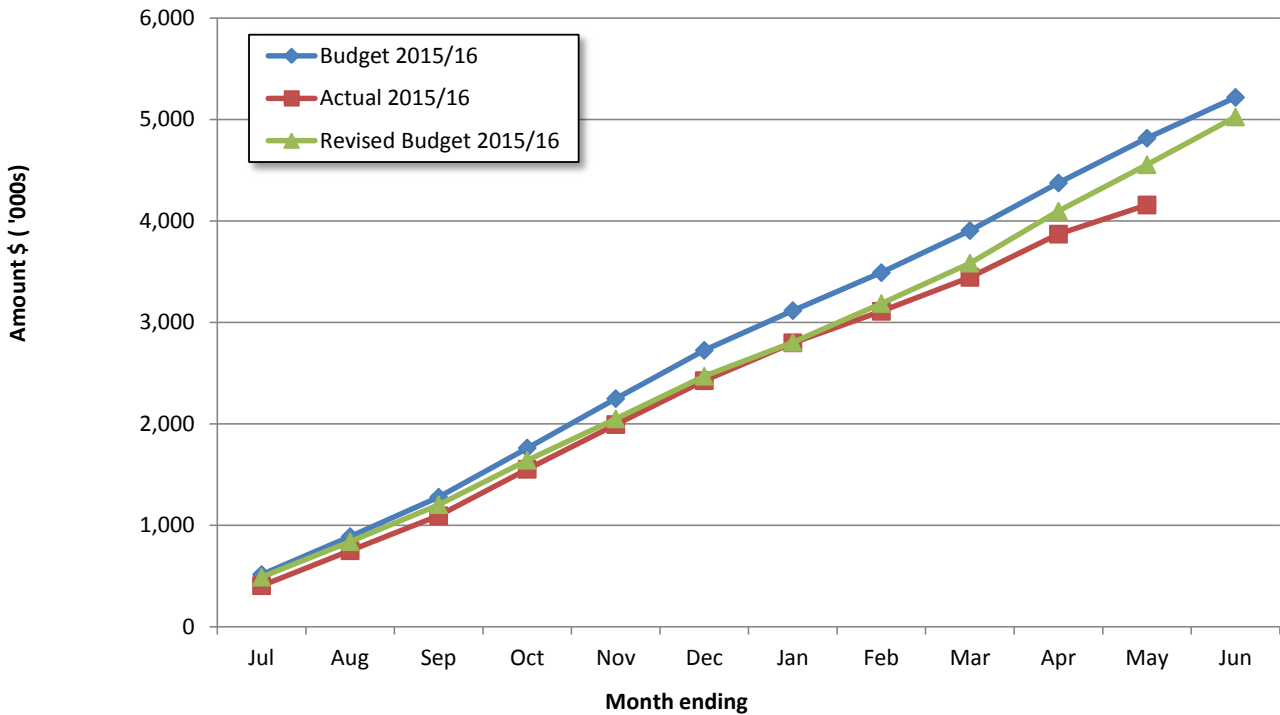
**1: REPORT ON SIGNIFICANT VARIANCES**

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Governance</b>		
An application has been submitted to Lotterywest to purchase a generator backup for the Tambellup Admin Building. Provision has been included to purchase a generator for \$20,000 and will be funded 50/50 between Council and Lotterywest.	■	
<b>Housing</b>		
The budget was prepared on a higher occupancy of the units at Sandalwood Villas. The variance is the result of only 3 units being occupied.		■
<b>Recreation &amp; Culture</b>		
Funding from the CSRFF was approved to construct a storeroom at the Broomehill Recreation Complex. The funding is provided on the basis of 1/3 CSRFF, 1/3 Broomehill Complex and the remaining 1/3 from the Reserve. The estimated construction cost was \$27,000. The funding has not yet been received.	■	
A condition of the CSRFF funding for the Tambellup Pavilion includes provision for Council to receive 25% of the grant upon signing the funding agreement and commencement of the project. It was anticipated this would occur in May, however due to the contract not being finalised, payment will be made in June.	■	
<b>OPERATING EXPENSE</b>		
<b>Governance</b>		
Provision was made to engage external consultants to provide assistance for various requirements surrounding Integrated Planning (mainly asset management) and payments for their services has not been as high as anticipated to date.		■
<b>CAPITAL EXPENDITURE</b>		
<b>Land and Buildings</b>		
Wauters Enterprises have been awarded the tender for construction of the Executive Residence, which is well underway. Completion of construction will need to be carried into the 2016/17 budget. This is fully funded by the Building Reserve.	■	
Upgrade of the ablutions in the Tambellup Hall are complete, as is the understage area at the Broomehill Hall. Roof repairs to the Tambellup Hall will commence in June.	■	
<b>Infrastructure - Other</b>		
The CLGF funded Stormwater Harvesting projects are complete, and Council did not expend all of its allocated grant funding. The surplus funds required to be transferred back to the Trust Fund for redistribution within the VROC.		■

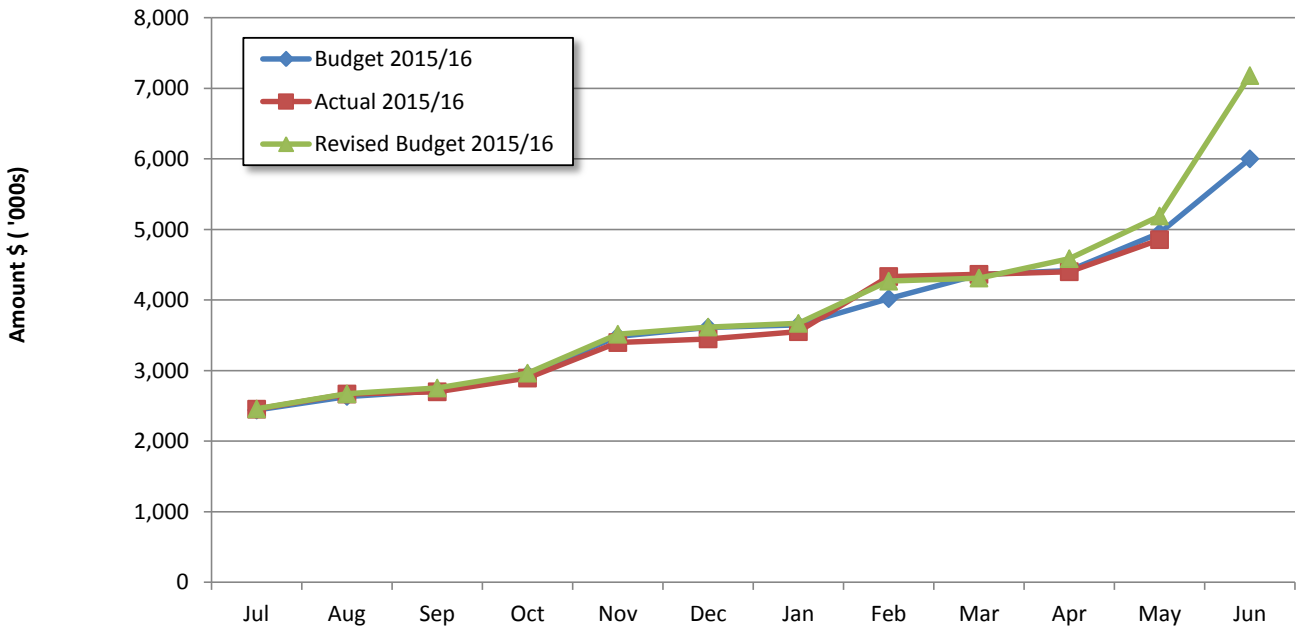
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2016**

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

**Budget Operating Expenses -v- YTD Actual**



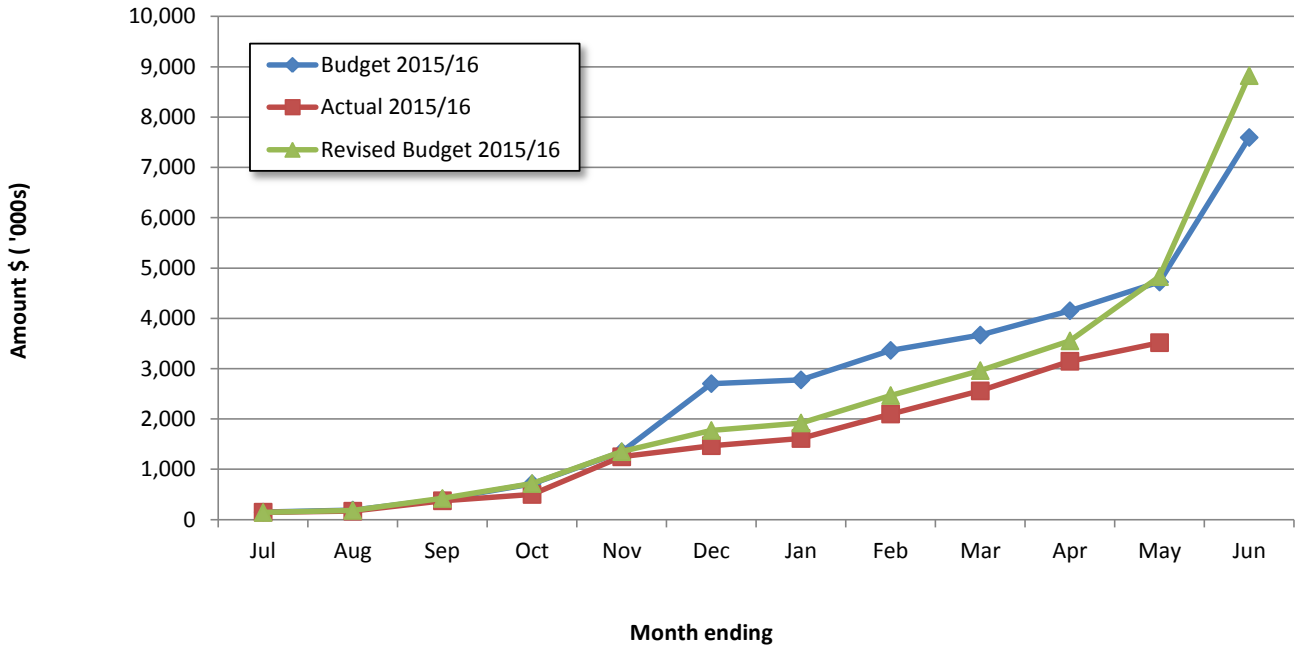
**Budget Operating Revenues -v- Actual**



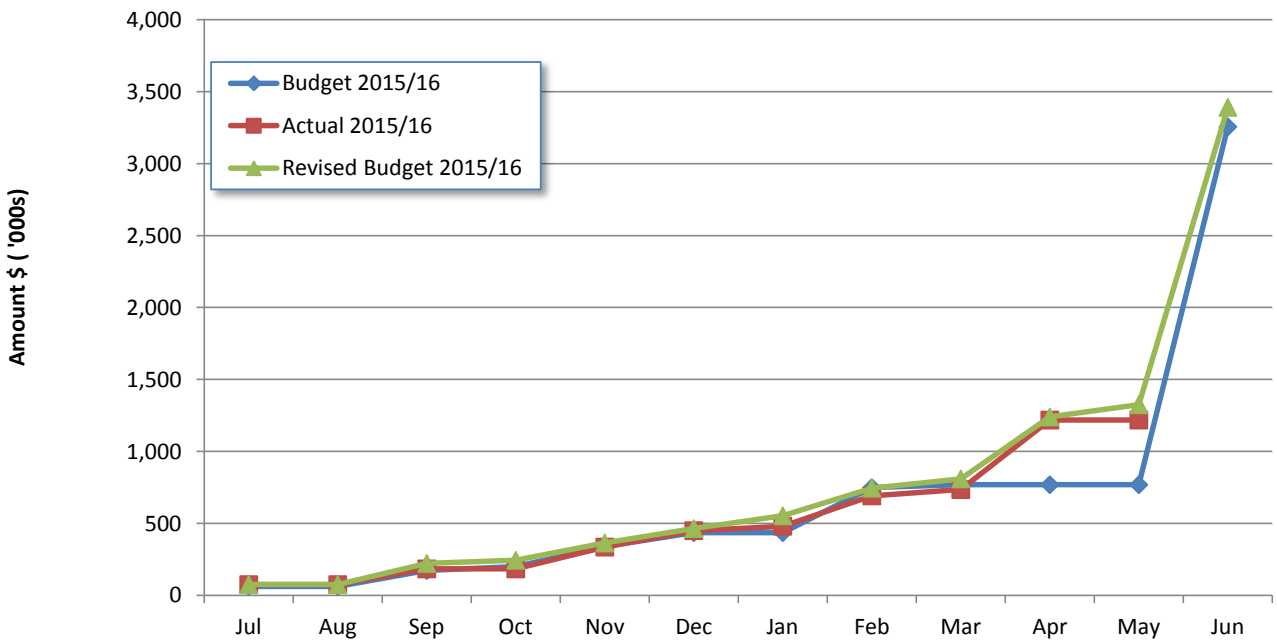
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

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

**Budget Capital Expenses -v- Actual**



**Budget Capital Revenue -v- Actual**



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

**3: NET CURRENT FUNDING POSTION**

	Note	Actual 2015/16	C/fwd 1 July 2015
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		88,349.65	705,911.42
Cash Restricted - Unspent Grants	7	1,191,979.78	1,201,956.90
Cash Restricted - Reserves	8	1,556,743.80	1,248,942.08
Receivables - Rates and Rubbish	5	198,327.21	203,674.82
Receivables - Other	5	26,720.76	396,883.07
Inventories		21,085.30	32,823.81
Accruals and Provisions		7,903.15	7,522.95
		3,091,109.65	3,797,715.05
<b>Less: Current Liabilities</b>			
Payables		(2,729.18)	(158,130.66)
Net GST & PAYG		(14,547.13)	(232,097.45)
Accruals and Provisions		(42,466.39)	(88,032.82)
		(59,742.70)	(478,260.93)
Less: Cash Restricted - Reserves	8	(1,556,743.80)	(1,248,942.08)
<b>Net Current Funding Position</b>		<b>1,474,623.15</b>	<b>2,070,512.04</b>

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

**4: CASH AND INVESTMENTS**

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Fund	133904987		86,849.65	654,688.23		741,537.88	Bendigo	
Trust Fund	133905067				351,802.28	351,802.28	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
<b>(b) Term Deposits</b>								
1 Reserve Funds	1916694	2.40%		1,556,743.80		1,556,743.80	Bendigo	27/06/2016
2 VROC CLGF - Aged Accommodation	1948323	1.85%			1,066,231.59	1,066,231.59	Bendigo	29/06/2016
3 CLGF 2012/13	1913316	2.40%		334,613.74		334,613.74	Bendigo	21/06/2016
4 GSDC Grant - Pavilion	1641090	2.80%		202,677.81		202,677.81	Bendigo	23/06/2016
<b>Total</b>			<b>88,349.65</b>	<b>2,748,723.58</b>	<b>1,418,033.87</b>	<b>4,255,107.10</b>		

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

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

**2 Southern Link VROC - CLGF Aged Accommodation**

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

**3 Country Local Government Fund 2012/13**

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

**4 Great Southern Development Commission - Regional Grants Scheme**

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

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

**5: RECEIVABLES**

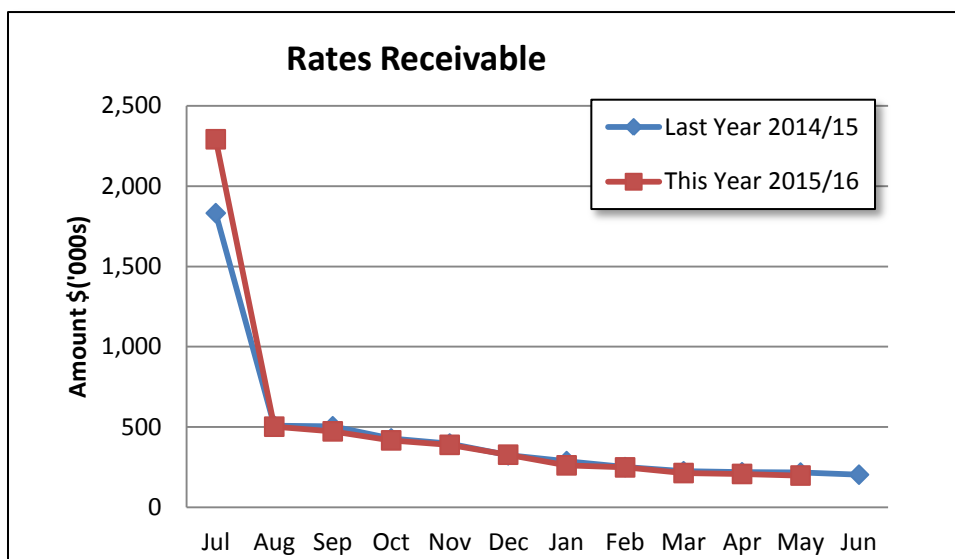
**Rates & Rubbish**

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

Actual 2015/16	c/fwd 1 July 2015
\$	\$
203,674.82	182,580.61
2,245,338.99	2,127,118.91
(2,250,686.60)	(2,106,024.70)
<b>198,327.21</b>	<b>203,674.82</b>
<b>198,327.21</b>	<b>203,674.82</b>
91.90%	91.18%

**Net Rates Collectable**

% Collected



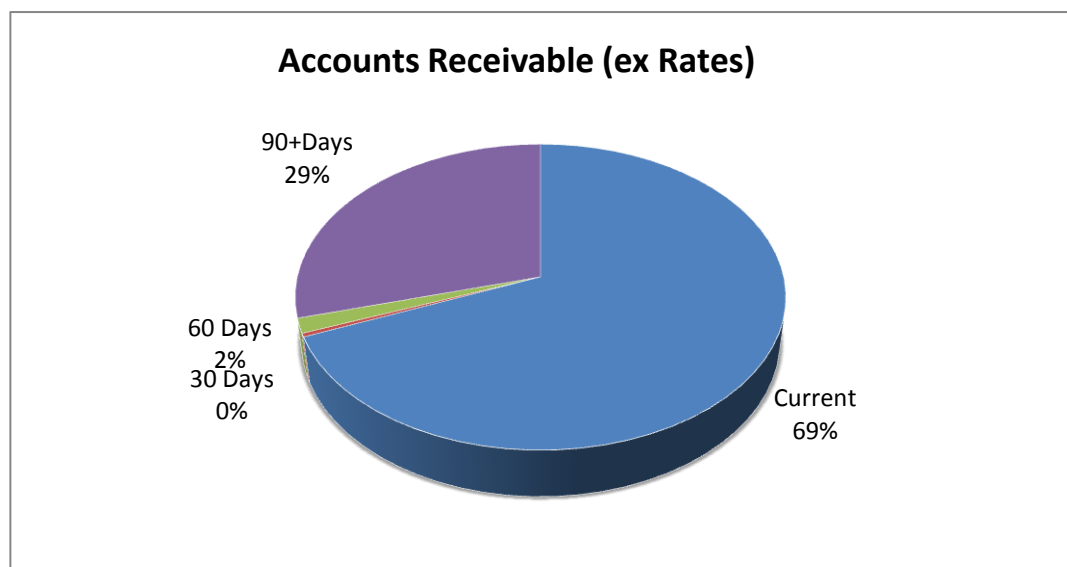
Comments/Notes - Receivables Rates and Rubbish

**Accounts Receivable**

Sundry Debtors  
Pensioner Rebates  
Emergency Services Levy

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	11,615.78	117.90	493.32	9,286.47
Pensioner Rebates	429.47			
Emergency Services Levy	9,777.82			
	<b>21,823.07</b>	<b>117.90</b>	<b>493.32</b>	<b>9,286.47</b>
		<b>Total Outstanding</b>		
				<b>31,720.76</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

**6: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

GL Account Code	Description	Council Res	Classification	Increase in Available Cash	Decrease in Available Cash	Balance
	<b>Balanced Budget Adopted - 16 July 2015</b>	<b>150713</b>		\$	\$	\$ 0
	<b>Budget Review as at 31 January 2016</b>	<b>160216</b>				0
03002.73	Ex Gratia Rates		Operating Revenue	7,700		<b>7,700</b>
03240.85	Interest on Investments - Municipal Fund		Operating Revenue	6,000		<b>13,700</b>
04001.73	Members - Reimbursements		Operating Revenue	11,400		<b>25,100</b>
04202.79	Admin General - Other Sundry Income		Operating Revenue	6,500		<b>31,600</b>
04301.07	Admin General - Recruitment Costs		Operating Expenses		(19,000)	<b>12,600</b>
04120.74	VROC - Reimbursements		Operating Revenue	16,500		<b>29,100</b>
04126.16	Asset Management Plan - Contract Services		Operating Expenses	10,000		<b>39,100</b>
05021.73	Other Fire Prevention - Contributions		Operating Revenue	2,000		<b>41,100</b>
05103.13	ESL Grant Clothing & Equip - Minor Equip		Operating Expenses		(3,500)	<b>37,600</b>
05121.13	Fire Prevention - Minor Equipment		Operating Expenses		(2,000)	<b>35,600</b>
05121.60	Fire Prevention - Insurances		Operating Expenses	1,500		<b>37,100</b>
08002.74	A Smart Start - Reimbursements		Operating Revenue	7,900		<b>45,000</b>
08104.01	A Smart Start - Salaries & Wages		Operating Expenses		(7,200)	<b>37,800</b>
08104.02	A Smart Start - Superannuation		Operating Expenses		(700)	<b>37,100</b>
09001.74	Staff Housing - Reimbursements		Operating Revenue	1,000		<b>38,100</b>
09126.16	Lavieville Lodge - Contract Services		Operating Expenses		(1,500)	<b>36,600</b>
11007.72	Tambellup Pavilion - Grants Non Operating		Capital Revenue	950,000		<b>986,600</b>
11152.74	Other Recreation & Sport - Reimbursements		Operating Revenue	4,600		<b>991,200</b>
11153.71	Kidsport - Grants Operating		Operating Revenue	12,000		<b>1,003,200</b>
11253.16	Kidsport - Contract Services		Operating Expenses		(12,000)	<b>991,200</b>
12159.71	Direct Grant - Grants Operating		Operating Revenue	10,600		<b>1,001,800</b>
12250.16	Maintenance Other - Contract Services		Operating Expenses		(30,000)	<b>971,800</b>
12250.17	Maintenance Other - Professional Services		Operating Expenses	30,000		<b>1,001,800</b>
12228.16	Roman Road Inventory - Contract Services		Operating Expenses	20,000		<b>1,021,800</b>
14100.74	Public Works Overheads - Reimbursements		Operating Revenue		(35,000)	<b>986,800</b>
04351	Asset Disposals - Plant & Equipment (Exec vehicles)		Capital Revenue	42,700		<b>1,029,500</b>
04351	Asset Purchases - Plant & Equipment (Exec vehicles)		Operating Expenses		(25,800)	<b>1,003,700</b>
CAP9	Tambellup Pavilion - Redevelopment		Capital Expenses		(600,000)	<b>403,700</b>
CAP25	Broomehill Museum - windows		Capital Expenses	1,900		<b>405,600</b>

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

**6: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

GL Account Code	Description	Council Res	Classification	Increase in Available Cash	Decrease in Available Cash	Balance
				\$	\$	\$
12300	Asset Disposal - Isuzu Gigamax BH002		Capital Revenue	5,000		<b>410,600</b>
12300	Asset Disposal - Plant & Equipment (light vehicles)		Capital Revenue	437,500		<b>848,100</b>
12300	Asset Purchases - Plant & Equipment (light vehicles)		Capital Revenue		(429,400)	<b>418,700</b>
RR17	Taylor Street - seal & kerbing		Capital Expenses		(47,600)	<b>371,100</b>
R2R	Townscape - footpaths upgrades, kerb		Capital Expenses	248,400		<b>619,500</b>
Reserves	Transfers to Reserve		Capital Expenses		(200,800)	<b>418,700</b>
Loans	Proceeds from New Loans		Capital Revenue		(350,000)	<b>68,700</b>
Surplus	Carried Forward 1 July 2015		Opening Surplus(Deficit)		(68,700)	<b>0</b>
	<b>February 2016 Ordinary Meeting</b>					
RR14	Punchmirup North Road	<b>160306</b>	Capital Expenses	87,900		<b>87,900</b>
12004.72	Regional Road Group Grants	<b>160306</b>	Capital Revenue	175,800		<b>263,700</b>
RG30	Pallinup South Road	<b>160306</b>	Capital Expenses		(263,700)	<b>0</b>
<b>Closing Funding Surplus (Deficit)</b>				<b>2,096,900</b>	<b>(2,096,900)</b>	<b>0</b>



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

**7: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2015	Received 2015/16	Expended 2015/16	Closing Balance
		\$	\$	\$	\$
<b>GOVERNANCE</b>					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	0.00	10,325.87
Country Local Govt Fund 2012/13	Solar Energy - Broomehill Admin Building	50,000.00	0.00	(9,990.91)	40,009.09
<b>COMMUNITY AMENITIES</b>					
Country Local Govt Fund - Regional	Stormwater Harvesting - TA Oval	87,064.69	0.00	(87,064.69)	0.00
Country Local Govt Fund - Regional	Stormwater Harvest - infrastructure CBH dam	77,450.54	0.00	(77,450.54)	0.00
<b>RECREATION &amp; CULTURE</b>					
Country Local Govt Fund 2012/13	Broomehill Hall - Building Improvements	50,000.00	0.00	(8,000.00)	42,000.00
Country Local Govt Fund 2012/13	Tambellup Hall - Building Improvements	80,000.00	0.00	(30,613.64)	49,386.36
Country Local Govt Fund 2012/13	Tambellup Pavillion - Redevelopment	194,889.00	0.00	0.00	194,889.00
Great Southern Development Commission	Tambellup Pavillion - Redevelopment	200,000.00	0.00	0.00	200,000.00
Dept Sport & Recreation	Kidsport Program	0.00	12,000.00	(3,935.00)	8,065.00
<b>TRANSPORT</b>					
WA Local Govt Grants Commission	Bridge Funding	309,333.00	0.00	0.00	309,333.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2014/15	91,388.28	0.00	(91,388.28)	0.00
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2015/16	0.00	827,700.00	(566,664.26)	261,035.74
Main Roads WA	Regional Road Group funding	0.00	284,971.00	(284,971.00)	0.00
Main Roads WA	Commodity Route funding	0.00	38,000.00	(12,569.80)	25,430.20
<b>TOTALS</b>		<b>1,201,956.90</b>	<b>1,162,671.00</b>	<b>(1,172,648.12)</b>	<b>1,191,979.78</b>

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

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Amended Budget 2015/16
<b>(a) Leave Reserve</b>		
<i>To be used to meet the Councils Long Service Leave liability for its employees.</i>		
Opening Balance	76,711.32	76,900
Amount Set Aside / Transfer to Reserve	30,000.00	30,000
Amount Used / Transfer from Reserve	0.00	(49,200)
Interest Received	1,934.24	1,500
	<b>108,645.56</b>	<b>59,200</b>
<b>(b) Plant Reserve</b>		
<i>To be used to assist with purchase of major plant items.</i>		
Opening Balance	73,609.15	73,600
Amount Set Aside / Transfer to Reserve	230,000.00	230,000
Amount Used / Transfer from Reserve	(260,300.00)	(270,000)
Interest Received	3,949.40	1,500
	<b>47,258.55</b>	<b>35,100</b>
<b>(c) Building Reserve</b>		
<i>To be used to finance replacement of Council buildings, and costs associated with subdivision and development of land.</i>		
Opening Balance	499,380.52	492,500
Amount Set Aside / Transfer to Reserve	100,000.00	100,000
Amount Used / Transfer from Reserve	(93,732.00)	(500,000)
Interest Received	11,602.65	9,000
	<b>517,251.17</b>	<b>101,500</b>
<b>(d) Computer Reserve</b>		
<i>To be used for the replacement or upgrade of computer hardware and software.</i>		
Opening Balance	26,583.56	26,600
Amount Set Aside / Transfer to Reserve	10,000.00	10,000
Amount Used / Transfer from Reserve	0.00	0
Interest Received	666.53	500
	<b>37,250.09</b>	<b>37,100</b>
<b>(e) Tambellup Recreation Ground &amp; Pavilion Reserve</b>		
<i>To be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.</i>		
Opening Balance	389,011.50	388,800
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(388,000)
Interest Received	8,226.95	8,000
	<b>397,238.45</b>	<b>8,800</b>
<b>(f) Broomehill Recreation Complex Reserve</b>		
<i>To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.</i>		
Opening Balance	53,640.37	53,700
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	(9,000)
Interest Received	1,223.57	1,500
	<b>63,463.94</b>	<b>54,800</b>

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

**8: CASH BACKED RESERVES**

	YTD Actual 2015/16	Amended Budget 2015/16
<b>(g) Broomehill Village Hall Replacement Reserve</b> <i>To be used for the replacement of the existing Broomehill Village Hall or refurbishment of the existing facility.</i>		
Opening Balance	8,034.42	8,000
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	(8,119.41)	(8,000)
Interest Received	84.99	0
	<b>0.00</b>	<b>0</b>
<b>(h) Building Maintenance Reserve</b> <i>To be used to fund building maintenance requirements for all Council owned buildings</i>		
Opening Balance	51,372.26	51,300
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(20,000)
Interest Received	1,085.95	1,000
	<b>52,458.21</b>	<b>32,300</b>
<b>(i) Sandalwood Villas Reserve</b> <i>To be utilised towards maintenance of the 6 units at Sandalwood Villas</i>		
Opening Balance	38,717.95	37,300
Amount Set Aside/Transfer to Reserve	0.00	11,300
Amount Used/Transfer from Reserve	0.00	0
Interest Received	819.17	800
	<b>39,537.12</b>	<b>49,400</b>
<b>(j) Broomehill Synthetic Bowling Green Replacement Reserve</b> <i>To be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.</i>		
Opening Balance	26,835.28	26,800
Amount Set Aside/Transfer to Reserve	8,600.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	657.26	500
	<b>36,092.54</b>	<b>35,900</b>
<b>(k) Refuse Sites Post Closure Management Reserve</b> <i>To meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires.</i>		
Opening Balance	5,045.75	5,000
Amount Set Aside/Transfer to Reserve	5,000.00	5,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	157.52	100
	<b>10,203.27</b>	<b>10,100</b>
<b>(l) Lavieville Lodge Reserve</b> <i>To be utilised towards maintenance of the 4 units at Lavieville Lodge</i>		
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	45,541.00	45,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	185.42	900
	<b>45,726.42</b>	<b>45,900</b>

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

**8: CASH BACKED RESERVES****(m) Townscape Plan Implementation Reserve**

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

	YTD Actual 2015/16	Amended Budget 2015/16
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	200,800.00	200,800
Amount Used/Transfer from Reserve	0.00	0
Interest Received	818.48	0
	<b>201,618.48</b>	<b>200,800</b>

**Total Cash Backed Reserves**

<b>1,556,743.80</b>	<b>670,900</b>
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**Summary of Transfers To and (From) Cash Backed Reserves****Transfers to Reserves**

Leave Reserve	31,934.24	31,500
Plant Reserve	233,949.40	231,500
Building Reserve	111,602.65	109,000
Computer Reserve	10,666.53	10,500
Tambellup Rec Ground & Pavilion Reserve	8,226.95	8,000
Broomehill Rec Complex Reserve	9,823.57	10,100
Broomehill Village Hall Replacement Reserve	84.99	0
Building Maintenance Reserve	1,085.95	1,000
Sandalwood Villas Reserve	819.17	12,100
Broomehill Synthetic Bowling Green Replacement Reserve	9,257.26	9,100
Refuse Sites Post Closure Management Reserves	5,157.52	5,100
Lavieville Lodge Reserve	45,726.42	45,900
Townscape Plan Implementation Reserve	201,618.48	200,800
	<b>669,953.13</b>	<b>674,600</b>

**Transfers from Reserves**

Leave Reserve	0.00	(49,200)
Plant Reserve	(260,300.00)	(270,000)
Building Reserve	(93,732.00)	(500,000)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	(388,000)
Broomehill Rec Complex Reserve	0.00	(9,000)
Broomehill Village Hall Replacement Reserve	(8,119.41)	(8,000)
Building Maintenance Reserve	0.00	(20,000)
Sandalwood Villas Reserve	0.00	0
Broomehill Synthetic Bowling Green Replacement Reserve	0.00	0
Refuse Sites Post Closure Management Reserves	0.00	0
Lavieville Lodge Reserve	0.00	0
Townscape Plan Implementation Reserve	0.00	0
	<b>(362,151.41)</b>	<b>(1,244,200)</b>

**Total Transfer to/(from) Reserves**

<b>307,801.72</b>	<b>(569,600)</b>
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*All of the above reserve accounts are supported by money held in financial institutions.*

**Comments - Cash Backed Reserves**

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

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

**9: ASSET DISPOSALS**

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

	Net Book Value		Sale Proceeds		Profit(Loss)	
	YTD Actual 2015/16	Amended Budget 2015/16	YTD Actual 2015/16	Amended Budget 2015/16	YTD Actual 2015/16	Amended Budget 2015/16
<b>PLANT &amp; EQUIPMENT</b>						
<i><b>Governance</b></i>						
Holden Caprice - OTA	40,111.18	41,500	39,472.73	39,500	(638.45)	(2,000)
Holden Colorado - BH000	35,236.23	36,600	33,636.36	33,600	(1,599.87)	(3,000)
Holden Colorado - BH000	36,186.83	38,600	31,288.64	33,600	(4,898.19)	(5,000)
<i><b>Recreation &amp; Culture</b></i>						
Toro 360 Mower	35,164.42	28,200	15,650.00	15,000	(19,514.42)	(13,200)
<i><b>Transport</b></i>						
Caterpillar 12H Grader - TA18	139,842.71	139,800	80,000.00	80,000	(59,842.71)	(59,800)
Isuzu Gigamax Truck - BH002	110,291.25	109,800	75,045.45	80,000	(35,245.80)	(29,800)
6x4 Fuel Trailer	0.00	700	0.00	500	0.00	(200)
Ford Ranger Dual Cab - 1TA	43,255.90	43,000	40,989.16	40,900	(2,266.74)	(2,100)
Ford Ranger Dual Cab - 1TA	43,647.98	43,600	43,905.43	43,900	257.45	300
Ford Ranger Dual Cab - 1TA	44,791.39	44,800	46,818.18	46,900	2,026.79	2,100
Toyota Hilux Dual Cab - 1TA	43,622.47	43,600	43,409.09	41,000	(213.38)	(2,600)
Toyota Hilux Dual Cab - 1TA	0.00	43,600	0.00	41,000	0.00	(2,600)
Holden Colorado Utility - TA052	31,355.73	31,400	24,545.45	24,500	(6,810.28)	(6,900)
Ford Ranger Dual Cab - TA001	40,661.01	40,100	38,181.82	38,200	(2,479.19)	(1,900)
Holden Colorado Dual Cab - TA001	40,503.01	40,500	38,181.82	38,200	(2,321.19)	(2,300)
Toyota Hilux Dual Cab - TA001	45,845.91	45,000	43,636.36	44,000	(2,209.55)	(1,000)
Toyota Hilux Dual Cab - TA001	0.00	45,000	0.00	44,000	0.00	(1,000)
Holden Colorado Utility - BH009	28,559.31	28,400	21,818.18	21,800	(6,741.13)	(6,600)
Holden Colorado Dual Cab - BH00	33,538.76	33,500	28,090.91	28,000	(5,447.85)	(5,500)
Toyota Hilux dual cab - BH00	37,667.95	39,500	35,909.09	38,000	(1,758.86)	(1,500)
Holden Colorado Utility - BH014	34,086.68	34,000	29,090.91	29,000	(4,995.77)	(5,000)
Toyota Landcruiser dual cab - BH003	56,075.99	56,000	56,590.91	56,600	514.92	600
Toyota Landcruiser dual cab - BH003	57,696.82	57,300	56,090.91	55,000	(1,605.91)	(2,300)
Toyota Hilux single cab - TA005	33,436.65	35,000	33,636.36	33,500	199.71	(1,500)
	<b>1,011,578.18</b>	<b>1,099,500</b>	<b>855,987.76</b>	<b>946,700</b>	<b>(155,590.42)</b>	<b>(152,800)</b>

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

YTD Actual 2015/16	Amended Budget 2013/2014
2,998.87	3,000
(158,589.29)	(155,800)
<b>(155,590.42)</b>	<b>(152,800)</b>

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

**10: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,173,500	(187,900)	2,164,010.87	(167,396.77)
General Purpose Funding	860,000	0	861,327.00	0.00
Other General Purpose Funding	44,500	(61,100)	46,584.20	(54,506.33)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,078,000</b>	<b>(249,000)</b>	<b>3,071,922.07</b>	<b>(221,903.10)</b>
<b>GOVERNANCE</b>				
Members Of Council	27,400	(635,600)	16,761.50	(466,223.14)
Administration General	9,000	0	8,542.20	0.00
Other Governance	25,500	(77,300)	16,758.75	(49,210.35)
<b>TOTAL GOVERNANCE</b>	<b>61,900</b>	<b>(712,900)</b>	<b>42,062.45</b>	<b>(515,433.49)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	87,500	(176,600)	93,070.81	(163,133.08)
Animal Control	3,900	(32,100)	3,958.16	(22,115.13)
Other Law, Order & Public Safety	0	(6,500)	0.00	(1,786.41)
<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>91,400</b>	<b>(215,200)</b>	<b>97,028.97</b>	<b>(187,034.62)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(12,900)	0.00	(9,834.41)
Health Inspection & Administration	500	(31,200)	354.00	(15,747.07)
Preventative Services - Pest Control	0	(12,100)	0.00	(18,405.55)
Other Health	0	0	0.00	0.00
<b>TOTAL HEALTH</b>	<b>1,100</b>	<b>(56,200)</b>	<b>354.00</b>	<b>(43,987.03)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	8,400	(14,700)	250.00	(14,034.60)
Other Welfare	0	(10,000)	0.00	0.00
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>8,400</b>	<b>(24,700)</b>	<b>250.00</b>	<b>(14,034.60)</b>
<b>HOUSING</b>				
Staff Housing	1,000	0	1,107.94	(164.02)
Other Housing	117,300	(90,100)	91,277.21	(76,647.71)
<b>TOTAL OTHER HOUSING</b>	<b>118,300</b>	<b>(90,100)</b>	<b>92,385.15</b>	<b>(76,811.73)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,700	(244,400)	63,413.43	(205,974.45)
Protection Of The Environment	2,000	(2,000)	3,181.68	(2,948.77)
Town Planning & Regional Development	4,000	(55,700)	4,781.00	(48,002.82)
Other Community Amenities	4,500	(40,700)	5,945.46	(58,600.20)
Public Conveniences	0	(47,200)	0.00	(40,843.55)
Urban Stormwater Drainage	0	(3,400)	0.00	0.00
Sewerage	0	0	0.00	0.00
<b>TOTAL COMMUNITY AMENITIES</b>	<b>74,200</b>	<b>(393,400)</b>	<b>77,321.57</b>	<b>(356,369.79)</b>

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

**10: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	1,677,000	(172,600)	6,607.72	(140,495.32)
Other Sport & Recreation	84,400	(628,300)	35,963.54	(555,929.50)
Libraries	100	(67,700)	91.27	(66,298.65)
Other Culture	0	(27,200)	0.00	(16,201.27)
Television Rebroadcasting	0	0	0.00	0.00
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>1,761,500</b>	<b>(895,800)</b>	<b>42,662.53</b>	<b>(778,924.74)</b>
<b>TRANSPORT</b>				
Road Construction	1,661,800	0	1,150,671.00	0.00
Streets Roads Bridges & Depot Maint	147,800	(2,082,700)	146,938.87	(1,806,516.22)
Traffic Control	23,200	(57,900)	20,648.66	(52,214.32)
<b>TOTAL TRANSPORT</b>	<b>1,832,800</b>	<b>(2,140,600)</b>	<b>1,318,258.53</b>	<b>(1,858,730.54)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(3,100)	0.00	(3,875.83)
Tourism & Area Promotion	15,200	(100,500)	12,898.03	(82,137.14)
Building Control	14,200	(58,300)	11,922.28	(55,758.08)
Other Economic Services	25,500	(55,600)	19,793.32	(38,781.17)
<b>TOTAL ECONOMIC SERVICES</b>	<b>54,900</b>	<b>(217,500)</b>	<b>44,613.63</b>	<b>(180,552.22)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	25,000	(22,600)	31,562.79	(33,408.80)
Public Works Overhead	35,000	(3,300)	53.20	9,588.39
Plant Operation Costs	35,000	(300)	27,573.79	17,045.22
Workers Compensation	0	0	6,432.12	(6,432.12)
Salaries & Wages	0	0	0.00	(11,627.35)
Unclassified	4,000	(3,000)	4,000.00	(3,000.00)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>99,000</b>	<b>(29,200)</b>	<b>69,621.90</b>	<b>(27,834.66)</b>
<b>TOTAL OPERATING</b>	<b>7,181,500</b>	<b>(5,024,600)</b>	<b>4,856,480.80</b>	<b>(4,261,616.52)</b>

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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>GOVERNANCE</b>					
Holden Statesman Sedan - OTA (CEO)	P&E	39,500	(42,200)	39,472.73	(42,200.00)
Holden Colorado Wagon - BH000 (MCS)	P&E	33,600	(36,300)	33,636.36	(36,300.00)
Holden Colorado Wagon - BH000 (MCS)	P&E	33,600	(36,300)	31,288.64	(34,925.00)
Broomehill Admin Building - solar energy	P&E	0	(50,000)	0.00	(9,990.91)
Tambellup Admin Building - generator backup	P&E	0	(20,000)	0.00	0.00
		<b>106,700</b>	<b>(184,800)</b>	<b>104,397.73</b>	<b>(123,415.91)</b>
<b>HOUSING</b>					
20 Henry Street - Laundry/bathroom renovation	L&B	0	(15,000)	0.00	0.00
Executive Residence 63 Taylor St Tambellup	L&B	0	(400,000)	0.00	(63,651.02)
		<b>0</b>	<b>(415,000)</b>	<b>0.00</b>	<b>(63,651.02)</b>
<b>COMMUNITY AMENITIES</b>					
Stormwater Harvesting - Tamb Oval	I-P	0	(87,000)	0.00	(54,656.41)
Stormwater Harvesting - Bhill CBH catchment to Complex	I-P	0	(77,500)	0.00	(69,435.61)
Stormwater Harvesting - Tanks at Tamb Oval	I-P	0	0	0.00	(5,026.91)
		<b>0</b>	<b>(164,500)</b>	<b>0.00</b>	<b>(129,118.93)</b>
<b>RECREATION &amp; CULTURE</b>					
Broomehill Hall - refurb under stage area	L&B	0	(50,000)	0.00	(8,000.00)
Tambellup Hall - repair roof, upgrade ablutions	L&B	0	(80,000)	0.00	(30,613.64)
Tambellup Pavilion - redevelopment	L&B	0	(3,600,000)	0.00	(133,137.87)
Broomehill Rec Complex - storage room	L&B	0	(27,000)	0.00	0.00
Broomehill RSL Hall - sliding door/access ramp/paving	L&B	0	(7,500)	0.00	(2,688.00)
Broomehill RSL Hall - replace patio	L&B	0	(5,500)	0.00	0.00
Diprose Park - soft fall under junior playground	I-P	0	(25,000)	0.00	0.00
Diprose Park - shade structure over junior playground	L&B	0	(21,000)	0.00	0.00
Tambellup CRC - repair ceiling in reception area	L&B	0	(6,000)	0.00	0.00
Tambellup CRC - development of rear yard	L&B	0	(10,000)	0.00	(10,000.00)
Broomehill Museum - replace 2 windows west side	L&B	0	(17,600)	0.00	(17,590.91)
Subdivision Costs - No1 Dam	L&B	0	(10,000)	0.00	0.00
<b>Plant Replacement</b>					
Toro 360 Mower	P&E	15,000	(40,000)	15,650.00	(43,150.00)
		<b>15,000</b>	<b>(3,899,600)</b>	<b>15,650.00</b>	<b>(245,180.42)</b>
<b>TRANSPORT</b>					
<b>Buildings</b>					
Machinery Shed - Tambellup Depot	L&B	0	(100,000)	0.00	(93,732.51)
Tambellup Depot - Washdown Bay	L&B	0	(20,000)	0.00	0.00
<b>Plant Replacement</b>					
Caterpillar 12H Grader TA18	P&E	80,000	(350,000)	80,000.00	(340,300.00)
Isuzu Gigamax BH002	P&E	80,000	0	75,045.45	0.00
Water Tank	P&E	0	(65,000)	0.00	(63,896.74)
NEW 6 tonne Truck	P&E	0	(120,000)	0.00	(111,278.39)
6x4 Fuel Trailer	P&E	500	(20,000)	0.00	(11,909.09)
Ford Ranger Wildtrak 1TA	P&E	40,900	(43,700)	40,989.16	(43,716.44)
Ford Ranger Wildtrak 1TA	P&E	43,900	(44,800)	43,905.43	(44,814.52)
Toyota Hilux SR5 Dual Cab 1TA	P&E	46,900	(43,600)	46,818.18	(43,636.36)
Toyota Hilux SR5 Dual Cab 1TA	P&E	41,000	(46,000)	43,409.09	(44,318.18)
Toyota Hilux SR5 Dual Cab 1TA	P&E	41,000	(46,700)	43,636.36	(44,909.09)
Holden Colorado Utility TA052	P&E	24,500	(31,200)	24,545.45	(31,206.36)
Ford Ranger Utility TA001	P&E	38,200	(40,600)	38,181.82	(40,567.00)
Toyota Hilux SR5 Dual Cab TA001	P&E	38,200	(45,900)	38,181.82	(45,909.09)
Toyota Hilux SR5 Dual Cab TA001	P&E	44,000	(46,000)	0.00	0.00
Toyota Hilux SR5 Dual Cab TA001	P&E	44,000	(46,000)	0.00	0.00



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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>TRANSPORT</b>					
<i>Plant Replacement (continued)</i>					
Holden Colorado Utility BH009	P&E	21,800	(28,600)	21,818.18	(28,600.00)
Ford Ranger Dual Cab BH00	P&E	28,000	(38,000)	28,090.91	(38,090.91)
Toyota Hilux Dual Cab BH00	P&E	38,000	(42,000)	35,909.09	(39,090.91)
Holden Colorado Utility BH014	P&E	29,000	(36,600)	29,090.91	(36,630.12)
Toyota Landcruiser Dual Cab BH003	P&E	56,600	(57,700)	56,590.91	(57,727.27)
Toyota Landcruiser Dual Cab BH003	P&E	55,000	(58,000)	56,090.91	(57,681.82)
Toyota Hilux Utility TA005	P&E	33,500	(35,000)	33,636.36	(35,000.00)
Portable Traffic Lights	P&E		(7,900)	0.00	0.00
Sundry Plant	P&E	0	(14,000)	0.00	0.00
<i>Footpaths</i>					
Taylor St East (south of Gnow-Tamb Rd)	I-R	0	(20,000)	0.00	0.00
Journal St (west of Henry Jones Building)	I-R	0	(50,000)	0.00	0.00
<i>Road Construction</i>					
<b>Regional Road Group</b>					
Gnowangerup-Tambellup Rd - reseal	I-R	0	(173,900)	0.00	(175,531.60)
Toolbrunup Rd - stabilise patches & seal	I-R	0	(162,200)	0.00	(156,290.95)
Pallinup South Rd - construct & seal	I-R	0	(367,100)	0.00	(263,608.55)
<b>Roads to Recovery</b>					
Pindellup Rd - widen & resheet	I-R	0	(85,000)	0.00	(81,242.68)
Punchmirup North Rd - gravel sheet	I-R	0	(153,300)	0.00	(85,879.68)
Norrish Rd - gravel sheet	I-R	0	(146,400)	0.00	(84,618.54)
Toolbrunup Rd - gravel sheet	I-R	0	(117,900)	0.00	(118,443.81)
Taylor Street - seal & kerb	I-R	0	(47,600)	0.00	(4,221.04)
<b>Commodity Routes</b>					
Nardlah Rd - gravel resheet / reseal 900m	I-R	0	(32,000)	0.00	(19,070.36)
Beejenup Rd - gravel sheet	I-R		(123,400)	0.00	(12,539.80)
<b>Council Funds</b>					
Townscape - footpath upgrades, kerbing & drainage	I-R	0	0	0.00	0.00
<b>Bridgeworks</b>					
Broomehill -Kojonup Rd - bridge 4233	I-R	0	(174,000)	0.00	0.00
Pallinup Rd - bridge 4241	I-R	0	(290,000)	0.00	0.00
		<b>825,000</b>	<b>(3,370,100)</b>	<b>735,940.03</b>	<b>(2,254,461.81)</b>
<b>ECONOMIC SERVICES</b>					
Banner Poles - Tourist Layby Broomehill	I-P	0	(5,500)	0.00	0.00
Signage - Tourist Info Bays Bhill & Tamb	I-P	0	(4,500)	0.00	(1,376.00)
Tambellup Railway Station - replace gutters & fascia	L&B	0	(5,000)	0.00	0.00
		<b>0</b>	<b>(15,000)</b>	<b>0.00</b>	<b>(1,376.00)</b>
<b>TOTAL</b>					
		<b>946,700</b>	<b>(8,049,000)</b>	<b>855,987.76</b>	<b>(2,817,204.09)</b>
<b>LAND HELD FOR RESALE</b>					
	LR	0	0	0	0.00
<b>LAND &amp; BUILDINGS</b>					
	L&B	0	(4,374,600)	0.00	(359,413.95)
<b>PLANT &amp; EQUIPMENT</b>					
	P&E	946,700	(1,532,100)	855,987.76	(1,325,848.20)
<b>FURNITURE &amp; EQUIPMENT</b>					
	F&E	0	0	0.00	0.00
<b>INFRASTRUCTURE - ROADS</b>					
	I-R	0	(1,942,800)	0.00	(1,001,447.01)
<b>INFRASTRUCTURE - PARKS</b>					
	I-P	0	(199,500)	0.00	(130,494.93)
		<b>946,700</b>	<b>(8,049,000)</b>	<b>855,987.76</b>	<b>(2,817,204.09)</b>

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

**11: CAPITAL DISPOSALS AND ACQUISITIONS**

	Amended Budget Revenue 2015/16	Amended Budget Expense 2015/16	Actual Revenue 2015/16	Actual Expense 2015/16
<b>RESERVE TRANSFERS - from/(to)</b>				
Leave Reserve	49,200	(31,500)	0.00	(31,934.24)
Plant Replacement Reserve	270,000	(231,500)	260,300.00	(233,949.40)
Building Reserve	500,000	(109,000)	93,732.00	(111,602.65)
Computer Reserve	0	(10,500)	0.00	(10,666.53)
Tambellup Rec Ground & Pavilion Reserve	388,000	(8,000)	0.00	(8,226.95)
Broomehill Rec Complex Reserve	9,000	(10,100)	0.00	(9,823.57)
Broomehill Village Hall Replacement Reserve	8,000	0	8,119.41	(84.99)
Building Maintenance Reserve	20,000	(1,000)	0.00	(1,085.95)
Sandalwood Villas Reserve	0	(12,100)	0.00	(819.17)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,100)	0.00	(9,257.26)
Refuse Sites Post Closure Management Reserve	0	(5,100)	0.00	(5,157.52)
Lavieville Lodge Reserve	0	(45,900)	0.00	(45,726.42)
Townscape Plan Implementation Reserve	0	(200,800)	0.00	(201,618.48)
	<b>1,244,200</b>	<b>(674,600)</b>	<b>362,151.41</b>	<b>(669,953.13)</b>
<b>LOANS</b>				
Loan Repayments	0	(49,700)	0.00	(29,263.01)
Proceeds from New Loans	1,200,000	0	0.00	0.00
Self Supporting Loans	0	0	0.00	0.00
Payment of Self Supporting Loan	0	(50,000)	0.00	0.00
	<b>1,200,000</b>	<b>(99,700)</b>	<b>0.00</b>	<b>(29,263.01)</b>
<b>TOTAL CAPITAL</b>	<b>3,390,900</b>	<b>(8,823,300)</b>	<b>1,218,139.17</b>	<b>(3,516,420.23)</b>

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

**11: TRUST FUND**

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

Description	Opening Balance 1 July 2015	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,875.00	5,125.00	(6,500.00)	500.00
Key Bonds	1,100.00	750.00	(1,600.00)	250.00
Equipment Bonds	0.00	300.00	(200.00)	100.00
House Bonds	880.00	1,280.00	(1,280.00)	880.00
Nomination Deposits	0.00	240.00	(240.00)	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	9,794.94	37,445.87	(20,749.30)	26,491.51
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	3,800.97	0.00	0.00	3,800.97
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
Planning Approval Bond	5,000.00	0.00	0.00	5,000.00
Southern Link VROC	1,988,411.98	72,647.43	(994,827.82)	1,066,231.59
YMCA - A Smart Start Program	391,876.10	0.00	(91,438.10)	300,438.00
Broomehill Dramatic Society	0.00	3,917.86	(500.00)	3,417.86
Wauters Enterprises - Retention Exec. House	0.00	4,566.70	0.00	4,566.70
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	<b>2,409,096.23</b>	<b>126,272.86</b>	<b>(1,117,335.22)</b>	<b>1,418,033.87</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 31 May 2016**  
**Presented to Council on 16 June 2016**

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3142	10/05/2016	CANCELLED		-	
3143	10/05/2016	SADLERS BUTCHERS	Sausages for TA-Gnow Kidsport Program 03/05/16	33.00	
3144	10/05/2016	SYNERGY	Electricity usage 20/02/16 to 26/04/16	5,488.90	
3145	17/05/2016	AUSTRALIA POST	Postage BT Times May 2016	70.00	
3146	17/05/2016	HANSON CONSTRUCTIONS MATERIALS	10mm Aggregate - Gnow/Tamb Rd	12,570.86	
3147	17/05/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Retention 5% on progress payment to Wauters Enterprises - Transfer to Trust Fund	4,566.70	
3148	17/05/2016	SYNERGY	Electricity Streetlighting 25/03/16 to 24/04/16	3,244.70	
3149	17/05/2016	TAMBELLUP DELI	Fuel OTA, BH000 & Kidsport program, papers, milk	516.10	
3150	17/05/2016	WATER CORPORATION	Water usage to 02/05/16 annual charges to 30/06/16	3,131.37	
3151	19/05/2016	SYNERGY	Electricity usage 27/02/16 to 05/05/16	280.75	
3152	19/05/2016	TELSTRA	Mobile charges CEO	71.20	
3153	19/05/2016	SHIRE OF KOJONUP	EHO Resource Sharing Mar/ April 2016	1,297.26	
3154	19/05/2016	TELSTRA	Phone charges - usage to 01/05/16 Service charges to 01/06/16	2,348.60	
3155	19/05/2016	WINDSOR LODGE COMO	Meals & Accom. - K. O'Neill Finance Workshops	419.00	
3156	20/05/2016	PETTY CASH	Petty Cash Reimbursement - Tambellup Office	394.40	
3157	31/05/2016	TELSTRA	CEO Telephone Allowance - May2016	200.00	
3158	31/05/2016	GREAT SOUTHERN FUEL SUPPLIES	Adblue x 210Lt	534.82	
3159	31/05/2016	SHIRE OF KOJONUP	Recoup from VROC CLGF funding - Aged Accom.	38,714.77	
3160	31/05/2016	TAMBELLUP GOLF CLUB INC	Kidsport vouchers	115.00	
EFT	03/05/2016	SALARIES & WAGES	Wages for fortnight ending 29 April 2016	51,014.93	
EFT7761	03/05/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7762	03/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	330.04	
EFT7763	03/05/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7764	03/05/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7765	04/05/2016	AUSTRALIAN TAXATION OFFICE	Fringe Benefits Tax Return 1 April 2015 to 31 March 2016	662.56	
EFT7766	10/05/2016	ANNE LAKE CONSULTANCY	Consulting Services Feb - April 2016 CEO Recruitment	10,582.00	
EFT7767	10/05/2016	CALTEX STAR CARD	Fuel usage 1TA April 2016	56.00	
EFT7768	10/05/2016	CIVIL AND STRUCTURAL ENGINEERS	Structural Design & Document - TA Pavilion	29,150.00	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 31 May 2016**  
**Presented to Council on 16 June 2016**

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7769	10/05/2016	COURIER AUSTRALIA	Freight on Mower Blades/ Storage shelves/ Cutting tips	73.15	
EFT7770	10/05/2016	DORIS HANSEN	Services provided to TA-Gnow Kidsport Program 18/04/16	100.00	
EFT7771	10/05/2016	DOWNER EDI WORKS PTY LTD	Emulsion - Toolbrunup Road bitumen patch	2,573.25	
EFT7772	10/05/2016	GOOP TRADING T/as Broomehill Post Office & Hardware	BH Admin Postage for April 2016	11.00	
EFT7773	10/05/2016	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Chainsaw Course S. Oclarit	139.34	
EFT7774	10/05/2016	HOWARD + HEAVER ARCHITECTS	TA Pavilion Contract Documentation to 50%	27,225.00	
EFT7775	10/05/2016	IMPRINT PLASTIC	1 x Laminated Badge for K. Williams CEO	23.10	
EFT7776	10/05/2016	JETBLACK CREATIVE MEDIA	Website Updates April 2016	396.00	
EFT7777	10/05/2016	MARKETFORCE	Advertising Tenders for TA Pavilion & Bowling Green	953.26	
EFT7778	10/05/2016	STAPLES AUSTRALIA P/L	Stationery order	17.60	
EFT7779	10/05/2016	WESTRAC EQUIPMENT PTY LTD	Brushes for road broom	1,204.32	
EFT7780	17/05/2016	AARON PARNELL	Lavieville Grounds Maintenance	200.00	
EFT7781	17/05/2016	BENARA NURSERIES	Plants for Tamb Cemetery, Sheridans Garden, Holland Park, Tourist Layby Bhill, Tamb Rail Reserve	3,283.83	
EFT7782	17/05/2016	BLACK STUMP ELECTRICAL	Replace fluoro cover Tamb Admin, 11 Lavarock St, repair RCD fault & wire in new septic pump Public Conveniences Bhill	1,003.41	
EFT7783	17/05/2016	BLIGHT'S AUTO ELECTRICS	Supply & fit Electric Brake Control to BH003	650.00	
EFT7784	17/05/2016	COURIER AUSTRALIA	Freight on Office chair, cutting tips	67.36	
EFT7785	17/05/2016	GREAT SOUTHERN GYMSPORTS	Kidsport Voucher	100.00	
EFT7786	17/05/2016	LANDMARK	2 x 110lt Wetter, Jambro clips/applicator for Cemetery fence	1,537.55	
EFT7787	17/05/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	Age Friendly Communities Workshop - P. Hull 29/04/16	55.00	
EFT7788	17/05/2016	SHIRE OF CUBALLING	Building Services Labour & Travel April 2016	3,772.60	
EFT7789	17/05/2016	SOUTH WEST PRINT GROUP	Business Cards x 500 Keith Williams	167.35	
EFT7790	17/05/2016	TAMBELLUP G & T MOTORS	Fuel, Chain oil, grease, Pin, Hand cleaner, Cut off wheel, UHF fittings, Tygon tubing	650.45	
EFT7791	17/05/2016	WARREN BLACKWOOD WASTE	Management of Transfer Stations April 2016	12,698.40	
EFT7792	17/05/2016	WAUTERS ENTERPRISES PTY LTD	Progress payment for construction of Executive Residence	45,210.33	
EFT7793	17/05/2016	WESTERN STABILISERS PTY LTD (Corrigin)	Wet mixing of Basecourse/ Mobilisation	33,607.20	
EFT7794	17/05/2016	WESTRAC EQUIPMENT PTY LTD	Parts for Loader Bucket	1,231.73	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 31 May 2016**  
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*Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13*

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT	17/05/2016	SALARIES & WAGES	Wages for fortnight ending 13 May 2016	54,475.63	
EFT7795	17/05/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7796	17/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	330.04	
EFT7797	17/05/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7798	17/05/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7799	19/05/2016	ABA SECURITY	Monitoring Security System BH Admin 12/05/16 to 11/08/16	82.50	
EFT7800	19/05/2016	BENARA NURSERIES	Trees 10 x 90Lt for Town Reserves	1,980.00	
EFT7801	19/05/2016	BEST OFFICE SYSTEMS	Travel to fix TA Admin copier. Replace Rollers in Trays	70.00	
EFT7802	19/05/2016	BURANDO HILL	Bearings for TA06 Jetpatcher	103.18	
EFT7803	19/05/2016	CAMPBELLS EARTHMOVING	Gravel resheeting - Nardlah & Norrish Roads, maintenance grading various roads	19,943.00	
EFT7804	19/05/2016	COALCLIFF PLANT HIRE	Hire Vibe Roller & Multi Roller/ Mobilisation	8,027.25	
EFT7805	19/05/2016	DEPARTMENT OF SPORT AND RECREATION	Contribution GS Sport & Recreation Facilities Plan	550.00	
EFT7806	19/05/2016	DORIS HANSEN	Services provided to Gnow-Tamb Kids Sports Program	50.00	
EFT7807	19/05/2016	GERALDINE MERRICK	Catering for VROC Meeting 11/05/2016	191.00	
EFT7808	19/05/2016	GRAY & LEWIS	Consulting Services April 2016	680.63	
EFT7809	19/05/2016	GREAT SOUTHERN FLOORCOVERINGS	Remove carpet in hallway, replace with vinyl plank 38 Ivy St	1,600.00	
EFT7810	19/05/2016	GREAT SOUTHERN TOYOTA	Service 10000km 1TA	453.98	
EFT7811	19/05/2016	HIMAC INDUSTRIES	Brush Sets x 2 for Angle Broom	2,816.00	
EFT7812	19/05/2016	HOWARD + HEAVER ARCHITECTS	CEO Residence Contract Admin, Site visit 29/04/16	1,141.25	
EFT7813	19/05/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. LTD	Copy of International Infrastructure Management Manual	540.82	
EFT7814	19/05/2016	LANDGATE	Rural UV Gen Vals 2015/16 - annual UV revaluation	7,350.75	
EFT7815	19/05/2016	MATHEW BERRIGAN	Repair Roller Door 38 Ivy St	132.00	
EFT7816	19/05/2016	MONASH ELECTRICAL SERVICES	Repair Sensor Lights TA Admin Building, RCD testing Lavieville Lodge & Sandalwood Villas	1,257.41	
EFT7817	19/05/2016	MOORE STEPHENS	Local Government Rates Comparison Report	209.00	
EFT7818	19/05/2016	MOUNT BARKER FOOTBALL CLUB	Kidsport Vouchers	500.00	
EFT7819	19/05/2016	ROAD SIGNS AUSTRALIA	Sports Pavilion Signage	195.80	
EFT7820	19/05/2016	T-QUIP	Mower Blades x 10 BH007	359.00	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 31 May 2016**  
**Presented to Council on 16 June 2016**

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7821	19/05/2016	TRUCK CENTRE WA PTY LTD	Chrome Nut & Fuel Cap for BHT125	175.05	
EFT7822	19/05/2016	WARREN BLACKWOOD WASTE	Waste Collection April 2016	4,475.64	
EFT7823	19/05/2016	WESTRAC EQUIPMENT PTY LTD	Mirror & Light BH006/ Mirror for BH005	898.93	
EFT7824	19/05/2016	ALLROAD MOTOR BODY BUILDERS	Hire side-tipping trailer - Pallinup Sth, Nardlah & Norrish Roads	3,117.40	
EFT7825	19/05/2016	COURIER AUSTRALIA	Freight on Shelves/ Blades/ Gas Struts/ Mirror & Light	45.74	
EFT7826	19/05/2016	SOLUTIONS IT	Replac Apple iPad G. Sheridan	389.00	
EFT7827	19/05/2016	WESTRAC EQUIPMENT PTY LTD	Service kit for BH004	1,432.44	
EFT7828	20/05/2016	HANSON CONSTRUCTIONS MATERIALS	14mm Aggregate - Gnow/Tamb Road	2,826.49	
EFT7829	30/05/2016	CASSANDRA HUGHES	Hidden Treasures - postage, farewell gift for Di Holly		144.30
EFT7830	30/05/2016	GNOWANGERUP COMMUNITY RESOURCE CENTRE	Hidden Treasures - Admin contract 1 April to 30 June 2016		3,300.00
EFT7831	30/05/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Transfer to Muni - Recoups from Shire of Cranbrook and Kojonup from VROC CLGF (Aged Accom).		155,521.15
EFT	31/05/2016	SALARIES & WAGES	Wages for fortnight ending 27 May 2016	49,516.23	
EFT7832	31/05/2016	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	300.00	
EFT7833	31/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	330.04	
EFT7834	31/05/2016	LGRCE UNION	Payroll deductions	61.50	
EFT7835	31/05/2016	SOUTHERN ABORIGINAL CORPORATION	Payroll deductions	340.00	
EFT7836	31/05/2016	A.D. CONTRACTORS PTY. LTD.	Hire Low Loader for Mobilisation for Hire Multi Roller	660.00	
EFT7837	31/05/2016	COLAS WEST AUSTRALIA PTY LTD	Supply bitumen & spreader truck for sealing - Pallinup Sth & Gnow/Tamb Roads	94,441.57	
EFT7838	31/05/2016	HEWER CONSULTING SERVICES	Project Management - WANDRRA - April 2016	5,883.46	
EFT7839	31/05/2016	HINT OF TINT PAINTING & DECORATING	Exterior Painting - 1 Janus St BH	1,155.00	
EFT7840	31/05/2016	HOWARD + HEAVER ARCHITECTS	TA Pavilion Architectural Services - Quantity Surveyor & Electrical Consultant	3,850.00	
EFT7841	31/05/2016	JUDY STEWART	Reimburse MCS mobile charges 16/04/16 to 15/05/16	73.00	
EFT7842	31/05/2016	KATANNING CHERRY PICKER HIRE	Remove tree Hassell St Bhill	3,982.00	
EFT7843	31/05/2016	KJB PLUMBING & GAS	Reset Hot Water temperature Unit 2 Lavieville Lodge	330.00	
EFT7844	31/05/2016	MONASH ELECTRICAL SERVICES	Install Security Light to Garden Shed TA Depot	4,481.90	
EFT7845	31/05/2016	QFH MULTIPARTS	Hose & fittings for Tree Grab	565.80	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 31 May 2016**  
**Presented to Council on 16 June 2016**

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT7846	31/05/2016	SHIRE OF CRANBROOK	Recoup from VROC CLGF funding - Aged Accom.	132,358.49	
EFT7847	31/05/2016	SOUTHERN TOOL AND FASTENER CO	Chainsaw Sprocket, Chain, Bar, Files	712.16	
EFT7848	31/05/2016	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 13/05/16 & 18/05/16	1,192.12	
DD4146.1	03/05/2016	WA SUPER	Payroll deductions	12,076.53	
DD4146.2	03/05/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	40.95	
DD4146.3	03/05/2016	MTAA SUPER	Superannuation contributions	172.95	
DD4161.1	17/05/2016	WA SUPER	Payroll deductions	12,147.08	
DD4161.2	17/05/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	74.84	
DD4161.3	17/05/2016	MTAA SUPER	Superannuation contributions	216.49	
DD4177.1	31/05/2016	WA SUPER	Payroll deductions	11,648.81	
DD4177.2	31/05/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	64.96	
DD4177.3	31/05/2016	MTAA SUPER	Superannuation contributions	194.72	
				<b>757,417.72</b>	<b>158,965.45</b>

CREDIT CARDS			Description	Amount
14/05/2016	April 2016		Fuel - OTA	137.01
			Refreshments for Council meetings & office kitchen	147.12
			Message Media - SMS fire brigades, road closures etc	669.73
			Fuel - BH000	182.62
			Card Fees	8.00
			<b>Total Credit Cards</b>	<b>1,144.48</b>



SHIRE OF BROOMEHILL  
TAMBELLUP  
RECEIVED  
30 MAY 2016  
Rec No: IFM1656795  
File No: ADM0058  
GDA: \_\_\_\_\_  
Action By: Kay / June Agenda.



27 May 2016

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

Dear Joanne

**Interim/Planning Audit for the year ended 30 June 2016**

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We confirm having conducted our interim/planning audit in May 2016 and concluded on Wednesday 24 May 2016. This report is for the purpose of providing feedback to Council.

Interim/planning audit testing assesses risk and checks control systems and data entry procedures. This is an essential process confirming ultimate reliance on financial reports.

Prior to reporting findings we remind council and management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit, and these include the use of testing, collusion and the fact that the most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable - not absolute - assurance that the financial systems of the Shire are functioning reliably.

The following systems were reviewed during our visit; **bank reconciliations, payroll, receipts systems, payments systems, revenue systems, rates, debtors & creditors subsidiary, plant operation costs and private works overheads.**

We now provide feedback as follows:

**Bank Reconciliations**

Bank reconciliations are performed on a monthly basis. All required reports are being retained on file.

- 2 -

**Payments System**

Our testing confirmed controls over payments made are adequate. The payment system clearly evidences adherence to the appropriate internal control practices.

**Receipts System**

Our testing confirmed the appropriate audit trails exist for receipts and we are satisfied that the receipt system clearly evidences adherence to the appropriate internal control practices.

**Payroll**

Our testing confirmed the appropriate audit trails existing for the payroll system and we are satisfied that it clearly evidences adherence to the appropriate internal control practices.

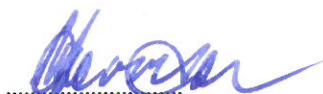
**Rates, Debtors & Creditors Subsidiary Ledgers**

Our testing of rates, debtors and creditors subsidiary ledgers confirmed the appropriate subsidiary ledger reconciliations to general ledger are being generated and reviewed.

We would like to thank Kay and the accounts staff for their co-operation through out the audit.

Should you have any matters you would like to discuss please do not hesitate to contact Paul Gilbert, Chris Martain or myself.

Kind Regards



**Russell Harrison**  
PARTNER

Enc.

<i>Policy No:</i>	<b>2.4 GRATUITY AND REDUNDANCY PAYMENTS</b>
<i>Policy Objective:</i>	<b>To recognise an employee's length of service and contribution by payment on retirement or voluntary redundancy of an amount over and above the employee's legal entitlement.</b>
<i>Minute No:</i>	<b>081008</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	<b>15<sup>th</sup> March 2012</b>
<i>Date of Review:</i>	

**Purpose**

To describe the circumstances in which gratuity and redundancy payments may be made to staff.

**Policy****1. Gratuities**

Council will consider the payment of a gratuity to any employee of ten years or more standing who is leaving the service of the Shire ~~either~~ for retirement purposes. ~~or as a voluntary redundancy.~~

In considering this matter, Council will give particular regard to:

- a) the employee's history and length of employment with the Shire
- b) the employee's sick leave record,
- c) performance review reports from the previous three years; and
- d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following gratuity:

- a payment up to the maximum permitted by the Local Government Act 1995 section 5.50, and Local Government (Administration) Regulations (regulation 19A).
- ~~(a) A payment to the employee of four weeks' pay for every year of service to a maximum of one year's salary, or~~
- ~~(b) A payment based on unused sick leave entitlements.~~

Employees leaving to take up another position elsewhere will not be eligible for a gratuity payment but may, at the discretion of the CEO, be eligible for a gift up to the value of \$100 for every year of service.

**2. Voluntary Redundancies**

In the event of council seeking applications for voluntary redundancy from specific staff or classes of staff, council will have regard to the following when determining a redundancy package:

- a) the employee's history and length of employment with the Shire
- b) the employee's sick leave record,
- c) performance review reports from the previous three years; and

- d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following redundancy payment, in addition to the employment Award or Agreement conditions:

- ~~• An over-award payment to the employee of up to four weeks' pay for every year of service to a maximum of one year's salary;~~
- a payment up to the maximum permitted by the Local Government Act 1995 section 5.50, and Local Government (Administration) Regulations (regulation 19A).

<i>Policy No:</i>	<b>2.9 EMERGENCY SERVICE LEAVE</b>
<i>Policy Objective:</i>	<b>To provide employees who participate in volunteer emergency service organisations access to leave for the purpose of active service or training with the emergency service organisation.</b>
<i>Minute No:</i>	<b>110909</b>
<i>Date of adoption:</i>	<b>15<sup>th</sup> September 2011</b>
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

***Policy Statement:***

Council recognises that the participation of employees in volunteer emergency service organisations is a positive and vital role in the community.

To support employees who are members of an approved volunteer emergency organisation (such as St John Ambulance, State Emergency Service, Volunteer Bush Fire Brigade or Volunteer Fire and Emergency Service), paid leave of up to 38 hours per calendar year will be granted for the purpose of participating in training or active service of the volunteer emergency organisation, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements.

Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification where possible, and have the leave approved by the Chief Executive Officer or Manager of Works. Employees granted leave under this Policy will be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave under this Policy must provide certification that they have become members of a recognised volunteer emergency service organisation.

<i>Policy No:</i>	<b>2.3 CORPORATE UNIFORM AND APPROPRIATE DRESS</b>
<i>Policy Objective:</i>	<b>To establish a professional dress standard for its staff that is in keeping with customer and corporate expectations, and legislative requirements.</b>
<i>Minute No:</i>	<b>081008</b>
<i>Date of adoption:</i>	<b>13<sup>th</sup> October 2008</b>
<i>Date of Amendment:</i>	<b>15<sup>th</sup> March 2012</b>
<i>Date of Review:</i>	

**Policy statement:**

Council recognises the importance of corporate identity and dress appropriate to the work and conditions, and legislative requirements of the Occupational Safety and Health Act 1984, and encourages Shire employees to wear the local government industry uniform.

**Administration staff**

To support a corporate dress standard, the cost of the approved uniform will be subsidised to a maximum as determined as part of the annual budget process.

New employees, after successfully completing their three month probationary period, are entitled to purchase uniforms from Councils preferred supplier within the provision determined in the Annual Budget.

**Works staff**

Personal protective clothing as described below will be purchased by Council from its preferred supplier as determined annually following adoption of the budget.

In accordance with s.19 (1)d of the *Occupational Safety and Health Act 1984*, new works employees will be provided with a high visibility vest, a wide brim hat, one pair of safety sunglasses and one pair of boots with protective caps on commencement of duties with the Shire.

Following completion of the compulsory three month probationary period, new employees will be entitled to receive 5 high visibility shirts, 2 high visibility jumpers and 3 pairs of trousers.

The annual top up allocation to works employees will consist of 3 pairs of trousers, 3 high visibility jumpers, 3 high visibility shirts and a pair of boots with protective caps.

High visibility jackets and vests may be available at the discretion of the Chief Executive Officer and subject to budget allocation.

<i>Policy No:</i>	<b>CEMETERY - EXHUMATION</b>
<i>Policy Objective:</i>	<b>To establish the works that will be undertaken by the Shire if an exhumation is requested at a cemetery within the Shire.</b>
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

**POLICY STATEMENT:**

Under Section 58 and 59 of the *Cemeteries Act 1986*, Council may be requested to carry out an exhumation at a cemetery within the Shire.

Acknowledging that Council staff are not trained in this task, the extent of works that will be completed are as follows:

- The Shire will open the grave and dig down to the coffin lid;
- The Shire will fill the grave once the coffin is removed;
- The charge for these works will be as per the Shire's Schedule of Fees and Charges, which is amended from time to time.

The person making the application for the exhumation must arrange for a suitably qualified person to bring the coffin to the top of the ground.

The applicant is responsible for all associated costs in relation to bringing the coffin to the top of the ground.



<i>Policy No:</i>	<b>ROADSIDE BURNING</b>
<i>Policy Objective:</i>	<b>To protect the flora and fauna and ensure that the roadsides are not denigrated through over burning.</b>
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	

**POLICY STATEMENT:**

The burning of vegetative matter on any roads, streets or ways under the care and control of the Shire of Broomehill-Tambellup must be authorised by the Council (under delegation to the Chief Executive Officer) in accordance with the *Activities in Thoroughfares and Public Places and Trading Local Law 2008*.

Authorisation will be conditional upon the following:

- a) Roadside burning should only be carried out if no other practical options for fire hazard management are available;
- b) Burning is only to be permitted at the conclusion of the Restricted Burning Period (unless a permit has been authorised by a Shire of Broomehill-Tambellup authorised Fire Control Officer);
- c) The applicant to comply with all requirements of the *Bush Fires Act 1954*;
- d) All sites must be inspected by a Shire of Broomehill-Tambellup Bush Fire Brigade Fire Control Officer (FCO) and, if necessary, any requirements detailed by the FCO (recorded on the application form) adhered to;
- e) The applicant to ensure the protection of standing timber and to protect and preserve natural vegetation on road reserves wherever possible. No burning of well-conserved or semi-conserved bush areas may occur without authorisation from the Council;
- f) The burning of the roadside will not cause any direct or indirect damage to declared rare flora or fauna;
- g) No damage is caused to fences, roads, road furniture, drainage structures, public utilities or other property in the vicinity;
- h) If an application has been received from a resident/land owner, road verge burning may only occur adjacent to that resident/land owner's property;
- i) A maximum 2km strip may be burnt per applicant per year;
- j) The applicant installs the appropriate traffic warning devices;
- k) No obstruction of roadways or drainage channels by fallen trees or other debris occurs;
- l) Consideration should be given to the potential for smoke pollution; and
- m) The fire must be attended at all times until the burn is completely safe and the fire is out.





## AS 3959 Bushfire Attack Level (BAL) Assessment Report

This report has been prepared by a representative from Structerre Consulting Engineers using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2009 (Incorporating Amendment No 1, 2 and 3) All enquiries related to information and conclusion presented in this report must be forwarded to the representative whose details appear below.

Client details	
Client	GREG EVANS
Number	

Site Details			
Address	374 SOUTH PALINUP RD		
Suburb	TAMBELLUP	State	WA
Local Government	CITY OF TAMBELLUP		
Building Type	CLASS 1A		

Report Details	
Job Number	S794292
Assessment Date	12/4/2016
Report Date/Version	17 May 2016 V2

Structerre Consulting Engineers Representative	
Name	Kate Evans
Employee Title	Regional Soils Coordinator
Signature	
Accreditation No: BPAD36640 Accreditation Expiry Date: April 2017	

WA | QLD | NSW | VIC



DOC: GS4.1.8 REV 2

JOB No: S794292

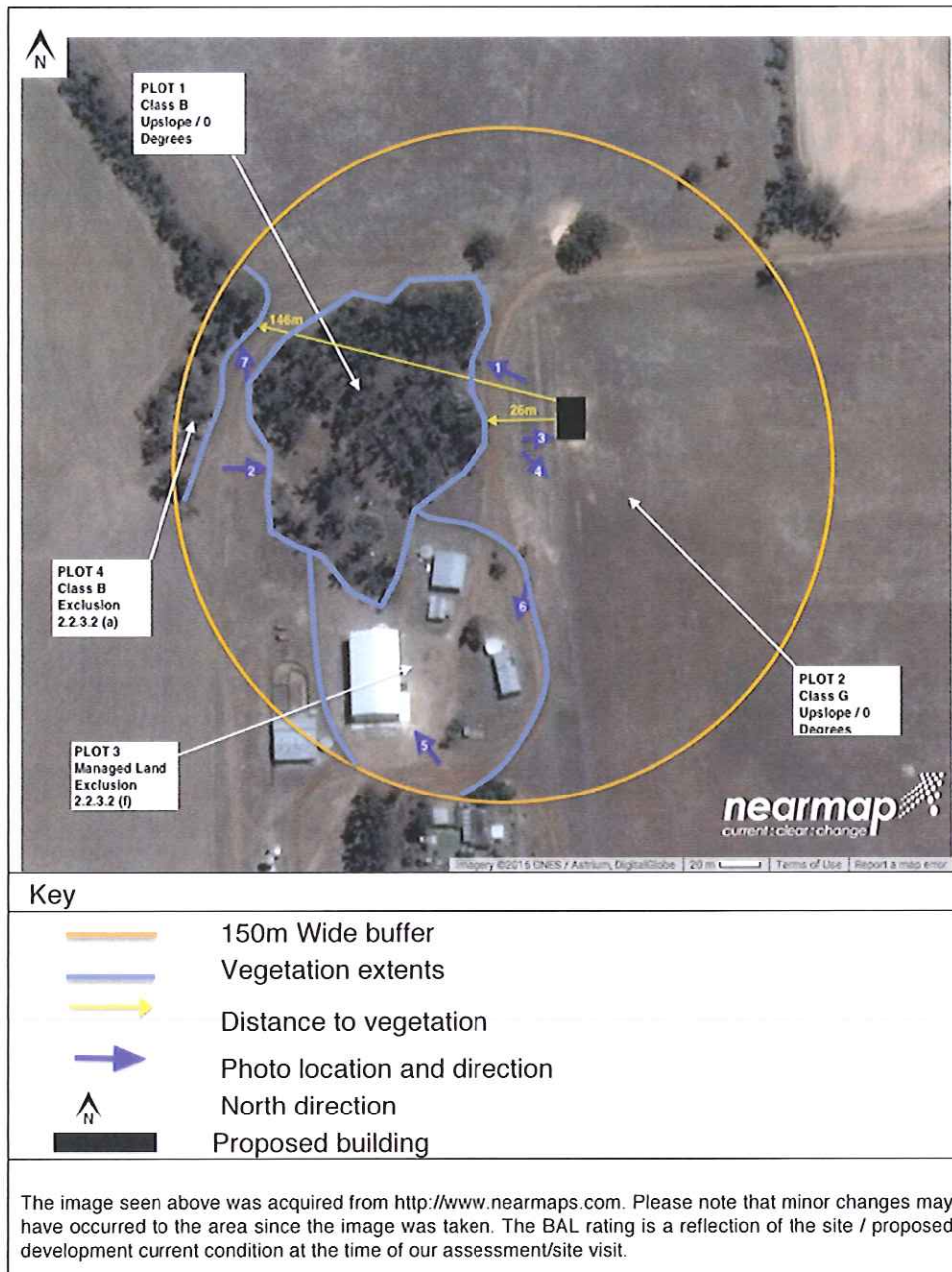
PROJECT ADDRESS: LOT 374 SOUTH PALINUP RD  
TAMBELLUP

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### 1.0 SITE ASSESSMENT & SITE PLANS







The assessment of this site / development was undertaken on 15/4/2016 for the purpose of determining the Bushfire Attack Level (BAL) in accordance with AS 3959 – 2009 Simplified Procedure (Method 1).





## 2.0 VEGETATION CLASSIFICATION

All vegetation within 100m of the site/proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2009. Each distinguishable vegetation area with the potential to determine the bushfire level is identified below.

Plot 1 Class B Woodland	
Photo 1	Photo 2
	
Plot 2 Class G Grassland	
Photo 3	Photo 4
	
Plot 3 Managed land / Low Threat Vegetation	
Photo 5	Photo 6
	

**Plot 4 Class B Woodland Exclusion 2.2.3.2 (a)**

Photo 7



### 3.0 RELEVANT FIRE DANGER INDEX

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with jurisdictional variation applicable to the site.

		<b>FDI 80</b> 🌍 <b>Table 2.4.3</b>	
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### 4.0 POTENTIAL BUSHFIRE IMPACTS

The potential bushfire impact to the site / proposed development from each of the identified vegetation areas are identified below.

Plot	Vegetation Classification	Effective slope	Separation	Exclusions	BAL
1	Class B - Woodland	Upslope / 0 degrees	26 m	None	19
2	Class G - Grassland	Upslope / 0 degrees	0m	None	FZ
3	Managed Land / Low Threat Vegetation	-	-	2.2.3.2 (e) & (f)	Low
4	Class B – Woodland	Upslope / 0 degrees	146m	2.2.3.2 (a)	Low

Exclusions apply to AS3959-2009 pg15 sections 2.2.3.2

With the modification of Plot 1 to achieve a separation distance of 30m and of Plot 2 to achieve a separation distance of 17m, to be managed in accordance with Clause 2.2.3.2 (e) or (f) as outlined in Appendix B in Structerre BAL Report S794292 dated 3 May 2016, the overall BAL rating can be reduced to 12.5.



## 5.0 DETERMINED BUSHFIRE ATTACK LEVEL (BAL)

The Determined Bushfire Attack level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis and based on the modifications.

Determined Bushfire Attack Level
----------------------------------

<b>BAL – 12.5</b>
-------------------



## 6.0 EXPLANATORY NOTES

A bushfire attack level (BAL) Assessment is a means of measuring the severity of a buildings potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating, and the subsequent building construction standards, are directly referenced from the Australian Standard AS3959-2009 construction of buildings in bushfire prone areas.

The BAL rating is determined through identification and assessment of the following parameters

- Fire Danger index (FDI) Rating; assumed to be FDI-80 for WA;
- All classified vegetation **within 100m** of the subject building;
- Separation distance between the building and the classified vegetation source/s; and
- Slope of the land under the classified vegetation.

AS3959-2009 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction; this is shown in the table below.

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Sections (within AS 3959-2009)
<b>BAL-LOW</b>	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements.	4
<b>BAL-12.5</b>	$\leq 12.5\text{kW/m}^2$	Ember attack.	3 & 5
<b>BAL-19</b>	$\geq 12.5\text{kW m}^2$ to $\leq 19\text{kW m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux.	3 & 6
<b>BAL-29</b>	$\geq 19\text{kW m}^2$ to $\leq 29\text{kW m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux.	3 & 7
<b>BAL-40</b>	$\geq 29\text{kW m}^2$ to $\leq 40\text{kW m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames.	3 & 8
<b>BAL-FZ</b>	$> 40\text{kW m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack.	3 & 9

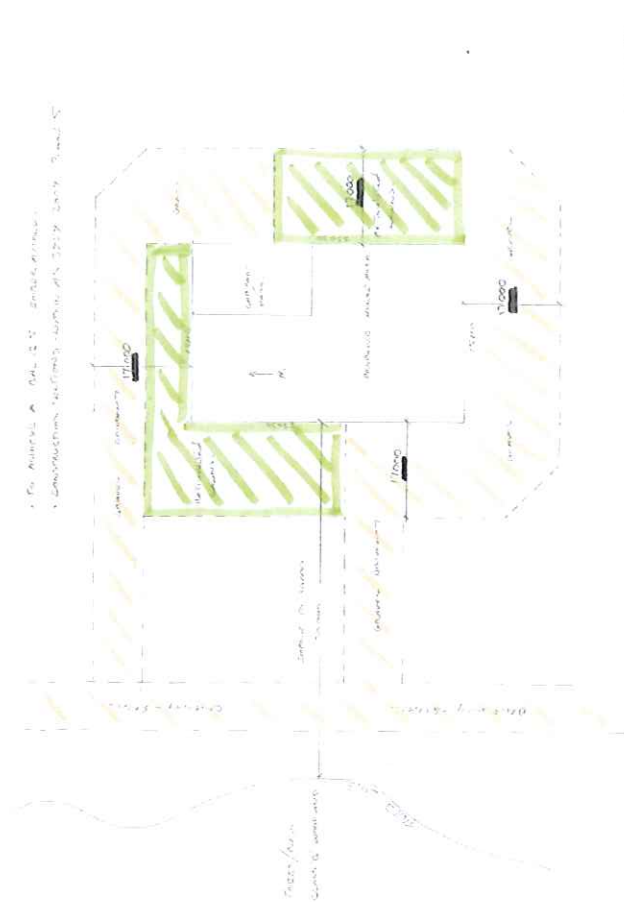
Reference: AS 3959 Construction of buildings in bushfire-prone areas Table 3.1

This report is valid for a period of 12 months from the date of issue.

## APPENDIX A: PROPOSED SITE PLAN

Whilst AS 3959 sets out to improve the performance of buildings when subjected to bushfire attack in a designated bushfire-prone area, it does not guarantee that a building will survive a bushfire event on every occasion.

This reassessment has been conducted in conjunction with the site plans provided by the client \ as provided in Appendix A, and is limited to the surrounding environment within 100m of the proposed building at the time of the assessment only.









All Mesh Screening throughout building to:

- Have maximum aperture of 2mm.
- Be made from corrosion-resistant steel, aluminium or bronze.

Frames supporting mesh to be made from metal OR bush-fire resisting timber (see Appendix F of AS3959).

Screening of openable portions of all windows is required in ALL BAL's.

### **CHECKLIST FOR BAL 12.5 – TO BE COMPLETED BY GREG EVANS**

#### **SECTION 5 - CONSTRUCTION OF BUSHFIRE ATTACK LEVEL 12.5 (BAL-12.5)**

##### **5.1 GENERAL INFORMATION**

##### **5.2 SUBFLOOR SUPPORTS – NOT APPLICABLE**

(Please tick appropriate box below)

##### **5.3 FLOORS**

<b>Options</b>	
Min 85mm Concrete Slab on Ground; or	✓
Other.	

##### **5.4 EXTERNAL WALLS**

<b>Options</b>		
Non – combustible Material (min 90mm); or	Full or masonry veneer; or	✓
	Precast or in situ walls of concrete or aerated concrete; or	
	Earth wall including mud brick	
Timber logs of a species with a density of 680 kg/m <sup>3</sup> or greater at a 12 % moisture content; of a minimum nominal overall thickness of 90mm and a minimum thickness of 70mm; and gauge planed; or		
Cladding that is fixed externally to a timber-framed or a steel-framed wall and is:	Non-combustible material; or	
	Fibre-cement a min of 6mm thick; or	
	Bushfire-resisting timber (Appendix F); or	
	Timber species from Paragraph E1, (Appendix E); or	
	Any combination of the above;	
<b>Compulsory</b>		



Vents, Joints and weepholes – to be max 3mm OR screened with a mesh max aperture of 2mm. (corrosion resistant steel or bronze.)	✓
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## 5.5 EXTERNAL GLAZED ELEMENTS

### WINDOWS

Options			
Bushfire shutters; or			
External Mesh Screening; or			
Alternative Window Requirements	Bushfire-resisting Timber (Appendix F) Frame. (within 400mm from ground); or		
	Timber Species Paragraph E2 (Appendix E) Frame (within 400mm from ground); or		
	Metal –Reinforced PVC-U Frame (within 400mm from ground); or		
	Metal (within 400mm from ground)		✓
	Compulsory		
	Glazing within 400mm from ground.	Grade A Safety glass min 4mm thick.	✓
	Glazing other than 400mm from ground.	Annealed glass.	✓
	External fitted hardware for opening and closing to be metal.		✓
Openable portions of window to be screened internally or externally.		✓	

### SIDE HUNG EXTERNAL DOORS

Options			
Bushfire shutter; or		<i>N/A</i>	
External Mesh Screening; or			
Alternative Door Requirements:	Non-combustible; or		
	Solid Timber min 35mm thick within 400mm from ground; or		
	Hollow core protected externally by mesh or screen; or		
	Hollow core with a non-combustible kickplate on the outside for the first 400mm above the threshold; or		
	Fully framed glazed door where frame is made from non-combustible materials or Specific timber species from Appendix E.		



<b>Compulsory</b>			
	Glazing within 400mm from ground.	Grade A Safety glass min 4mm thick.	
	Glazing other than 400mm from ground.	Annealed glass.	
	Within 400mm from ground door Frames to be made from:	Bushfire-resisting timber (Appendix F); or	
		Timber species Paragraph E2 (Appendix E); or	
		Metal; or	
		Metal- Reinforced PVC-U.	
	Doors to be tight-fitting.		
	Weather strips, draught excluders or draught seals to be installed at the base of all side hung external doors.		

### SLIDING DOORS

<b>Options</b>			
	Bushfire shutter; or		
	External Mesh Screening; or		✓
Alternative Sliding Door Requirements:	<b>Compulsory</b>		
	Min Grade A safety glass complying with AS 1288.		✓
	Tight-fitting in frames.		✓
	Frames to be made from:	Bushfire-resisting timber (Appendix F); or	
		Timber species from Paragraph E2 (Appendix E); or	
		Metal; or	✓
		Metal-reinforcing PVC-U.	
	Screens not required for openable portion of door – however if they are screened it must be in accordance with the above specifications for screens.		✓

### GARAGE DOORS





Options		N/A
Lower portion within 400mm from ground is to be made from:	Non-combustible material; or	
	Bushfire-resisting timber (Appendix F); or	
	Min 6mm Fibre Cement Sheet; or	
	Timber species from Paragraph E1 (Appendix E); or	
	Combination of the above.	
Compulsory		
Panel lift, tilt doors or side-hung doors to be fitted with suitable weather strips, draught excluders, draught seals or guide tracks, max gap no greater than 3mm.		
Roller doors to have guide tracks max gap 3mm and fitted with nylon brush in contact with the door.		
Vehicle doors to not include ventilation slots.		

### 5.6 ROOFS

Non-combustible Metal Roof	Fully sarked except that foil-backed insulation blankets may be installed over battens.	✓
	Any gaps >3mm (such as under corrugations) sealed at the fascia or wall line and at valleys, hips and ridges by screening mesh, mineral wool, non-combustible material or a combination of the above.	✓
Roof/wall junction sealed by fascia or eaves lining (to prevent greater than 3mm opening) or by sealing between the top of the wall and the underside of the roof and between the rafters at the line of the wall.		
Roof ventilation openings to be fitted with ember guards made from non-combustible material or a mesh or perforated sheet with a maximum aperture of 2mm, made of corrosion resistant steel, bronze or aluminium.		
Alfresco and porch roof to satisfy requirements as per main roof.		✓
Roof penetrations to have max 3mm gap. The material used to seal shall be non-combustible.		✓
All overhead glazing to be min Grade A safety glass complying with AS 1288.		N/A
Evaporative cooling units shall be fitted with non-combustible butterfly closers as close as practicable to the roof level or the unit shall be fitted with non-combustible covers with a mesh or perforated sheet with a maximum aperture of 2mm, made of corrosion-resistant steel, bronze or aluminium.		N/A
Eaves linings, fascias and gables	Gables as per external wall – 5.4	N/A
	Eaves ventilation openings fitted with ember guards or mesh if greater than 3mm.	✓
Gutters and downpipes – If applicable gutter and valley leaf guards shall be non-combustible. Box gutters to be non-combustible and flashed at the junction with the non-combustible roof material.		✓



**5.7 VERANDAS, DECKS, STEPS, RAMPS AND LANDINGS**

Options	
Brick Paved; or	
Slab on ground; or	✓
Other.	

**5.8 WATER AND GAS SUPPLY**

If above ground to be metal.	✓
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Reference: AS 3959 Construction of buildings in bushfire-prone areas

Date: 17/05/16

Engineer: Huy Nguyen

Structerre Reference Number: C221856

*Enclosed:*

*Appendix E of AS 3959-2009*

*Appendix F of AS 3959-2009*

APPENDIX E  
 TIMBER SPECIES AND DENSITIES  
 (Normative)

**E1 GENERAL CONSTRUCTION**

A1 | Timber that is in solid, laminated or reconstituted form with a density of 750 kg/m<sup>3</sup> or  
 A3 | greater at 12 percent moisture content is suitable for construction where specified in  
 Sections 5, 6 and 7.

NOTE: Examples of suitable timber species are listed in Table E1, Appendix E.

Densities of timber species not listed in Table E1 may be found in AS 1720.2.

Many of the timber species listed in Table E1 from various regions of Australia may not be available in all areas.

**TABLE E1**  
**TIMBER SPECIES WITH A DENSITY OF**  
**750 kg/m<sup>3</sup> OR GREATER**

A2 |

Standard trade name	Botanical name
Ash, Crow's	Flindersia australis
Ash, silvertop	Eucalyptus sieberi
Balau (selangan batu)	Shorea spp.
Bangkirai	Shorea laevifolia
Belian	Eusideroxylon zwageri
Blackbutt	Eucalyptus pilularis
A1   Blackbutt, New England	Eucalyptus andrewsii
	Eucalyptus campanulata
Box, brush	Lophostemon confertus
Box, grey	Eucalyptus microcarpa
Box, grey, coast	Eucalyptus bosistoana
Box, white-topped	Eucalyptus quadrangulata
Box, yellow	Eucalyptus melliodora
Brownbarrel	Eucalyptus fastigata
Candlebark	Eucalyptus rubida
Gum, blue, southern	Eucalyptus globulus
Gum, blue, Sydney	Eucalyptus saligna
Gum, grey	Eucalyptus propinqua
Gum, grey, mountain	Eucalyptus cypellocarpa
A1   Gum, Maiden's	Eucalyptus maidenii
Gum, manna	Eucalyptus viminalis
A1   Gum, red, forest	Eucalyptus tereticornis
Gum, red, river	Eucalyptus camaldulensis
Gum, rose	Eucalyptus grandis

(continued)

TABLE E1 (continued)

Standard trade name	Botanical name
Gum, spotted	Corymbia maculata
	Corymbia henryi
	Corymbia citriodora
Gum, sugar	Eucalyptus cladocalyx
Hardwood, Johnstone River	Backhousia bancroftii
Ironbark, grey	Eucalyptus paniculata
Ironbark, red	Eucalyptus sideroxylon
Jarra	Eucalyptus marginata
Kapur	Dryobalanops spp.
Karri	Eucalyptus diversicolor
Kempas	Koompassia malaccensis
Keruing	Dipterocarpus spp.
Kwila (Merbau)	Intsia bijuga
Mahogany red	Eucalyptus resinifera
Mahogany, southern	Eucalyptus botryoides
Mahogany, white	Eucalyptus acmenoides
Messmate	Eucalyptus obliqua
Messmate, Gympie	Eucalyptus cloeziana
Northern Box (Pelawan)	Tristaniopsis spp.
Oak, American	Quercus spp.
Peppermint, narrow-leaved	Eucalyptus australiana
Satinay	Syncarpia hillii
Stringybark, Blackdown	Eucalyptus sphaerocarpa
Stringybark, blue-leaved	Eucalyptus agglomerata
Stringybark, brown	Eucalyptus baxteri
Stringybark, silvertop	Eucalyptus laevopinea
Stringybark, white	Eucalyptus eugenioides
A1   Stringybark, yellow	Eucalyptus muelleriana
Tallowwood	Eucalyptus microcorys
Turpentine	Syncarpia glomulifera
A1   Woollybutt	Eucalyptus longifolia

## E2 WINDOWS AND DOORS

A1 | Timber species with a density of 650 kg/m<sup>3</sup> or greater at a 12 percent moisture content is suitable for window joinery, door frames and the framing surrounding any glazing where specified in Sections 5 and 6. Examples of suitable timber species are listed in Table E2.

Densities of timber species not listed in Table E2 may be found in AS 1720.2.

Many of the timber species listed in Table E2 from various regions of Australia may not be available in all areas.



**TABLE E2**  
**SOME TIMBER SPECIES WITH A DENSITY**  
**OF 650 kg/m<sup>3</sup> OR GREATER**

	Standard trade name	Botanical name
	Ash, alpine	<i>Eucalyptus delegatensis</i>
	Ash, Crow's	<i>Flindersia australis</i>
	Ash, mountain	<i>Eucalyptus regnans</i>
	Ash, silvertop	<i>Eucalyptus sieberi</i>
	Balau (selangan batu)	<i>Shorea</i> spp.
	Bangkirai	<i>Shorea laevifolia</i>
	Beech, myrtle	<i>Nothofagus cunninghamii</i>
	Belian	<i>Eusideroxylon zwageri</i>
	Blackbutt	<i>Eucalyptus pilularis</i>
A1	Blackbutt, New England	<i>Eucalyptus andrewsii</i>
		<i>Eucalyptus campanulata</i>
	Blackwood	<i>Acacia melanoxylon</i>
A1	Box, brush	<i>Lophostemon confertus</i>
	Box, grey	<i>Eucalyptus microcarpa</i>
	Box, grey, coast	<i>Eucalyptus bosistoana</i>
	Box, white-topped	<i>Eucalyptus quadrangulata</i>
	Box, yellow	<i>Eucalyptus melliadora</i>
	Brownbarrel	<i>Eucalyptus fastigata</i>
	Candlebark	<i>Eucalyptus rubida</i>
A1	Cypress	<i>Callitris glaucophylla</i>
	Gum, blue, southern	<i>Eucalyptus globulus</i>
	Gum, blue, Sydney	<i>Eucalyptus saligna</i>
	Gum, grey	<i>Eucalyptus propinqua</i>
	Gum, grey, mountain	<i>Eucalyptus cypellocarpa</i>
A1	Gum, Maiden's	<i>Eucalyptus maidenii</i>
	Gum, manna	<i>Eucalyptus viminalis</i>
	Gum, mountain	<i>Eucalyptus dalrympleana</i>
A1	Gum, red, forest	<i>Eucalyptus tereticornis</i>
	Gum, red, river	<i>Eucalyptus camaldulensis</i>
	Gum, rose	<i>Eucalyptus grandis</i>
	Gum, shinning	<i>Eucalyptus nitens</i>
	Gum, spotted	<i>Corymbia maculata</i>
		<i>Corymbia henryi</i>
		<i>Corymbia citriodora</i>
	Gum, sugar	<i>Eucalyptus cladocalyx</i>
	Hardwood, Johnstone River	<i>Backhousia bancroftii</i>
	Ironbark, grey	<i>Eucalyptus paniculata</i>

(continued)

TABLE E2 (continued)

Standard trade name	Botanical name
Ironbark, red	<i>Eucalyptus sideroxylon</i>
Jarrah	<i>Eucalyptus marginata</i>
Kapur	<i>Dryobalanops</i> spp.
Karri	<i>Eucalyptus diversicolor</i>
Kempas	<i>Koompassia malaccensis</i>
Keruing	<i>Dipterocarpus</i> spp.
Kwila (Merbau)	<i>Intsia bijuga</i>
Mahogany, Philippine red, dark	<i>Shorea</i> spp.
Mahogany red	<i>Eucalyptus resinifera</i>
Mahogany, southern	<i>Eucalyptus botryoides</i>
Mahogany, white	<i>Eucalyptus acmenoides</i>
Messmate	<i>Eucalyptus obliqua</i>
Messmate, Gympie	<i>Eucalyptus cloeziana</i>
Northern Box (Pelawan)	<i>Tristaniopsis</i> spp.
Oak , American	<i>Quercus</i> spp.
Peppermint, narrow-leaved	<i>Eucalyptus australiana</i>
Pine, celery-top	<i>Phyllocladus asplenifolius</i>
Pine, slash	<i>Pinus elliotii</i>
Ramin	<i>Gonystylus</i> spp.
Rosewood, New Guinea	<i>Pterocarpus indicus</i>
Satinay	<i>Syncarpia hillii</i>
Stringybark, Blackdown	<i>Eucalyptus sphaerocarpa</i>
Stringybark, blue-leaved	<i>Eucalyptus agglomerata</i>
Stringybark, brown	<i>Eucalyptus baxteri</i>
Stringybark, silvertop	<i>Eucalyptus laevopinea</i>
Stringybark, white	<i>Eucalyptus eugenoides</i>
A1   Stringybark, yellow	<i>Eucalyptus muelleriana</i>
Tallowwood	<i>Eucalyptus microcorys</i>
Taun	<i>Pometia pinnata</i>
Turpentine	<i>Syncarpia glomulifera</i>
Vitex, New Guinea	<i>Vitex cofassus</i>
A1   Woollybutt	<i>Eucalyptus longifolia</i>

## APPENDIX F BUSHFIRE-RESISTING TIMBER

(Normative)

### F1 GENERAL

A3 | Bushfire-resisting timber is timber that is in solid, laminated or reconstituted form is deemed to be acceptable to withstand exposure up to a BAL—29 condition.

Timber may be 'bushfire-resisting' by means of one or more of—

- (a) the inherent properties of the material itself;
- (b) being impregnated with fire-retardant chemicals; *or*
- (c) the application of fire-retardant coatings or substrates.

### F2 TESTING

The following apply:

- (a) To satisfy the requirements for bushfire-resisting timber, timber shall be tested in accordance with AS/NZS 3837 and shall meet the following criteria:
  - (i) The maximum heat release rate shall be not greater than 100 kW/m<sup>2</sup>.
  - (ii) The average heat release rate for 10 min following ignition shall be not greater than 60 kW/m<sup>2</sup> when the material is exposed to an irradiance level of 25 kW/m<sup>2</sup>.
- (b) Where the timber has been altered by chemicals, the test samples shall be subjected to the regime of accelerated weathering described in Paragraph F3 except that where the timber is protected from the weather, as described in AS 1684.2 and AS 1684.3 (for example, cladding protected by a veranda), accelerated weathering of the test samples is not required before being tested to AS/NZS 3837.

External timbers are deemed to be protected if they are covered by a roof projection (or similar) at 30 degrees or greater to the vertical and they are well detailed and maintained (painted or stained and kept well ventilated).

A2 | NOTE: The purpose of testing is to assess timber performance rather than to simulate a bushfire. The irradiance set for the test is not to be considered to be correlated to the BAL.

### F3 ACCELERATED WEATHERING

Where accelerated weathering is required before testing to AS/NZS 3837, external fire-retardant-coated substrates shall be subjected to the ASTM D2898 Method B weathering regime, with the water flow rate modified to be the same as that within ASTM D2898 Method A.

### A2 | F4 BUSHFIRE-RESISTING SPECIES

Some species have been tested and have met the requirements of Paragraph F2 above.

NOTE: For bushfire-resisting species, see Appendix H.



# Local Emergency Management Arrangements

**May 2016**

- Public Copy  
 Restricted Copy

LD090516/1

**SHIRE OF BROOMEHILL-TAMBELLUP  
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Broomehill-Tambellup Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....  
Cr Garry Sheridan  
Chairperson  
Broomehill-Tambellup LEMC

24 May 2016

Endorsed by Council (Resolution No.     )

Date

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## **Distribution**

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Organisation	No Copies
Shire Administration Offices	2
LEMC Chairperson / Shire President – Shire of Broomehill-Tambellup	1
OIC - Tambellup Police	1
CEO – Shire of Broomehill-Tambellup	1
Chief Bushfire Control Officer	1
Manager of Works – Shire of Broomehill-Tambellup	1
Manager of Corporate Services - Shire of Broomehill-Tambellup	1
OIC – Volunteer Fire and Emergency Service	1
Station Officer – St Johns Ambulance Sub Centre Tambellup	1
District Emergency Management Committee (DEMC)	1
Local Government Library – Broomehill & Tambellup	2
Tambellup Primary School	1
Broomehill Primary School	1
Tambellup Health Centre	1
Great Southern DEMC Executive Officer	1



**Amendment Record**

No.	Date	Amendment Details	By
1	Pre – 2003	Initial Plan	OIC Tambellup
2	Dec 2003	Re-issue	
3	Aug 2008	Draft Complete re-write	Shire
4	July 2010	Adoption of new Plan	Shire
5	March 2011	Update of contacts and resources list	Shire
6	October 2012	Update of contacts and resources list	Shire
7	December 2012	Update of contacts and resources list	Shire
8	October 2013	Update of contacts and resources list	Shire
9	June 2014	Update of Contacts and resources list	Shire
10	September 2014	Update of Contacts and resources list	Shire
11	December 2014	Update of Contacts and resources list	Shire
12	March 2015	Update of Contacts and resources list	Shire
13	May 2015	Update of Contacts and resources list	Shire
14	August 2015	Update of Contacts and resources list	Shire
15	November 2015	Update of Contacts and resources list	Shire
16	February 2016	Update of Contacts and resources list	Shire
17	May 2016	Full review of Arrangements	Shire

## **Glossary of Terms**

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary

**COMBAT AGENCY** – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency’s functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act]. A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – See **RISK MANAGEMENT**.

**COMPREHENSIVE APPROACH** – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* ‘disaster cycle’, ‘disaster phases’ and ‘PPRR’

**CONTROLLING AGENCY** – an agency nominated to control the response activities to a specified type of emergency.

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

**DISTRICT** – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**EMERGENCY** – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- a. Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b. Preparedness – preparation for response to an emergency
- c. Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- d. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

**HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of, or damage to, property or any part of the environment;and is prescribed by *Emergency Management Regulations 2006*

**HAZARD MANAGEMENT AGENCY (HMA)** – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LIFELINES** – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

**LOCAL EMERGENCY COORDINATOR (LEC)** - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – means a committee established under section 38 of the *Emergency Management Act 2005*.

**MUNICIPALITY** – Means the district of the Shire of Broomehill-Tambellup

**OPERATIONAL AREA (OA)** – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

**RESPONSE** – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

**RECOVERY** – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

**RISK** – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SUPPORT ORGANISATION** – A public authority or other person who or which, because of the agency’s functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies’ which minimize the potential harm to the community.

**VULNERABILITY** – The degree of susceptibility and resilience of the community and environment to hazards. \* The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

**General Acronyms Used in these Arrangements**

<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>CPFS</b>	Department for Child Protection and Family Support
<b>DAFWA</b>	Department of Agriculture & Food WA
<b>P&amp;W</b>	Department of Parks and Wildlife
<b>DEMC</b>	District Emergency Management Committee
<b>ECC</b>	Emergency Coordination Centre
<b>DFES</b>	Department of Fire and Emergency Services
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>VFES</b>	Volunteer Fire & Emergency Service
<b>WAPOL</b>	WA Police

## **PART 1 INTRODUCTION**

### **1.1 Authority**

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Broomehill-Tambellup Local Emergency Management Committee and approved by the Shire of Broomehill-Tambellup.

### **1.2 Community Consultation**

These Arrangements have been developed in consultation with the Broomehill-Tambellup LEMC as representatives of the respective communities and agencies.

### **1.3 Document Availability**

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire of Broomehill-Tambellup Administration offices:  
46-48 Norrish St, Tambellup WA 6320  
30360 Great Southern Hwy, Broomehill WA 6318
- Shire of Broomehill-Tambellup's website [www.shirebt.wa.gov.au/shire/publications](http://www.shirebt.wa.gov.au/shire/publications)
- Stakeholder and LEMC agencies and organisations
- Related committees
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

### **1.4 Area Covered (Context)**

The Shire of Broomehill-Tambellup is situated in the Great Southern area southwest of Perth and north of Albany. It is bordered by the Shires of Gnowangerup to the east, Cranbrook to the south, Kojonup to the west and Katanning to the north. The Broomehill townsite is approximately 300 km by road south southwest of Perth (via Katanning) and 140 km from Albany. The townsite of Tambellup is 120 kms north of the coastal City of Albany and 20 kms south of Broomehill.

The Shire has a total area of 281,300 ha, (2,813 km<sup>2</sup>) consisting of agricultural and pastoral land, Crown land and reserves and the townsites of Broomehill and Tambellup. The population of the Broomehill townsite is estimated at 300 people and 450 for the Tambellup townsite. The primary administration centre is located at Tambellup with a satellite office maintained at Broomehill.

The Broomehill-Tambellup community has amenities such as two primary schools, a visiting doctor to Tambellup, a hospital is located at Katanning and a Nursing Post at Tambellup, several retail shops and a variety of sporting facilities.

## **Climate**

Rainfall is mainly during the winter and spring months and averages 470 mm. Temperatures range from moderate in winter up to 40°C plus in the summer. Burning Restrictions occur between October and April each year to prevent fires occurring in the district during the summer season.

## **Local Industries**

Business and Industry within Broomehill-Tambellup is based upon traditional broadacre agriculture pursuits and support services. Within the rural sector a range of support and contract services such as contract spraying, shearing, mulesing, super spreading are available.

Based on the 2010-11 census conducted by the Australian Bureau of Statistics, the Gross Regional Product (GRP) of the Broomehill-Tambellup LG is \$53 million. In 2013-14 the estimated GRP increased to \$79 million.

The ABS amalgamates the gross value of agricultural production (GVAP) for the statistical area (SA2) of Kojonup, which includes the shires of Kojonup, Broomehill-Tambellup and Cranbrook. The GVAP for the Kojonup statistical area for the period 2010-11 is estimated to be \$236.2 million.

Based on the proportion of the cleared agricultural area within the Broomehill-Tambellup LG relative to the cleared agricultural area within the Kojonup statistical area, it is estimated that the GVAP for Broomehill-Tambellup was \$79.2 million for 2010-11. Of this it is estimated that \$28.6 million is attributed to the grains industry while \$50.7 million is derived from livestock sales and livestock products (wool).

### **1.5 Aim**

The aim of the Shire of Broomehill-Tambellup Local Emergency Management Arrangements is to set out local emergency management arrangements within the Shire. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

### **1.6 Purpose**

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).



## 1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district of the Shire of Broomehill-Tambellup;
- b) This document covers areas where the Shire of Broomehill-Tambellup (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Broomehill-Tambellup's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) Shire of Broomehill-Tambellup's (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## 1.8 Related Documents & Arrangements

### 1.8.1 Local Emergency Management Policies

- Policy 1.23 – Public Relations – Media Releases
- Management Practice: 7.3 Shire Owned Equipment at a Wildfire
- Management Practice: 7.4 Roadside Burning Policy

### 1.8.2 Existing Plans & Arrangements

Local Plans

**Table 1.1**

Document	Owner	Location	Date
Broomehill-Tambellup Evacuation Plan	Shire of Broomehill-Tambellup/WAPOL	Shire Administration and Tambellup Police	2015
Broomehill-Tambellup Welfare Plan	Shire of Broomehill-Tambellup/DCPFS	Shire Administration and DCPFS	2015
Broomehill Primary School Emergency & Critical Incident Management Plan	Broomehill Primary School	Broomehill Primary School	2016
Tambellup Primary School Emergency & Critical Incident Management Plan	Tambellup Primary School	Tambellup Primary School	2016
Chemical Stock Manifest	Landmark	In manifest box, Bridge St Tambellup	2016
Shire of Broomehill-Tambellup Standard Operating Procedures for Bushfire Brigades	Shire of Broomehill-Tambellup	Shire Administration Chief, Deputy Fire Control Officers	2015

## 1.9 Agreements, Understandings & Commitments

**Table 1.2**

Parties to the Agreement		Summary of the Agreement	Special Considerations
DCP	Coles Supermarkets	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.

### 1.10 Special Considerations

The special considerations that are likely to impact on the successful implementation of these emergency management arrangements in times of emergency are;

- school holidays – April, July, September, December-January
- seeding – May, June
- bush fire season – October - April
- harvest - November, December, January
- Christmas holidays - December, January
- Spring months – tourist traffic during wildflower season. Mainly through-traffic.

At Christmas time and school holidays many residents are away on holidays causing a reduction in services and volunteers for Ambulance and Fire & Emergency Services.

### 1.11 Resources

[Please refer to Appendix 1– Resources register](#)

### 1.12 Roles & Responsibilities

#### Local roles and responsibilities

**Table 1.3: Local roles and responsibilities**

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Broomehill-Tambellup are defined in s.36 of <a href="#">The Act</a> .
Local emergency coordinator	The responsibilities of the LEC are defined in s.36 of <a href="#">The Act</a> . <i>The LEC is the Officer in Charge – Tambellup Police.</i>
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. <i>The Local Recovery Coordinator is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>

Local role	Description of responsibilities
LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility. <i>The LG Welfare Liaison Officer is the Manager Corporate Services of the Shire of Broomehill-Tambellup (or as delegated).</i>
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA. <i>The LG Liaison Officer to the ISG/IMT is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
Local government – Incident management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</li> </ul>

### LEMC roles and responsibilities

The Shire of Broomehill-Tambellup has established a Local Emergency Management Committee (LEMC) under section 38(1) of the [Emergency Management Act 2005](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues, they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. <i>The LEMC Chair is the President of the Shire of Broomehill-Tambellup.</i>
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including:                             <ul style="list-style-type: none"> <li>○ Meeting agenda;</li> <li>○ Minutes and action lists;</li> <li>○ Correspondence;</li> <li>○ Maintain committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;                             <ul style="list-style-type: none"> <li>○ Annual Report;</li> <li>○ Annual Business Plan;</li> <li>○ Maintain Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul> <i>The LEMC Executive Officer is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated.)</i>

### Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the <a href="#">Emergency Management Regulations 2006</a>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appointment of Hazard Management Officers [s55 Act]</li> <li>• Declare / Revoke Emergency Situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the Westplan for that hazard [SEMP 2.2]</li> <li>• Ensure effective transition to recovery by Local Government</li> </ul>
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version:2011)</p>

## PART 2 PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

### 2.1 LEMC Membership

- Chairperson (President - Shire of Broomehill-Tambellup or other delegated person)
- Deputy Chair/Local Emergency Coordinator (Officer in Charge – Tambellup Police)
- Executive Officer (Chief Executive Officer – Shire of Broomehill-Tambellup, or other delegated person)
- Representatives from local organisations as appointed
- Representatives from welfare agencies as appointed
- Representatives from service providers as appointed

[A comprehensive list of LEMC Membership and contact details can be found at Appendix 2 – Contacts.](#)

### 2.2 Meeting Schedule

The LEMC meets four times a year in accordance with State Emergency Management Policy 2.5 – ‘Emergency Management in Local Government Districts’. Meetings are held as follows;

Date & Time	Location
Second Tuesday in August	Tambellup Council Chambers
Second Tuesday in November	Tambellup Council Chambers
Second Tuesday in February	Tambellup Council Chambers
Second Tuesday in May	Tambellup Council Chambers

### 2.3 LEMC Constitution & Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

#### a. Every meeting:

- i. Confirmation of local emergency management arrangements contact details and key holders;
- ii. Review of any post-incident reports and post exercise reports generated since last meeting;
- iii. Progress of emergency risk management process;
- iv. Progress of treatment strategies arising from emergency risk management process;
- v. Progress of development or review of local emergency management arrangements; and
- vi. Other matters determined by the local government.

#### b. First quarter:

- i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- ii. Begin developing annual business plan.

**c. Second quarter:**

- i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- ii. Finalisation and approval of annual business plan.

**d. Third quarter:**

- i. Identify emergency management projects for possible grant funding.

**e. Fourth quarter:**

- i. National and State funding nominations.

**2.4 Annual Reporting**

The Executive Officer will complete the Annual Report in accordance with Policy.

**2.5 The Annual Business Plan**

The LEMC will develop an Annual Business Plan as directed by SEMC.

**2.6 Emergency Risk Management**

In 2010 the Broomehill – Tambellup LEMC and the community undertook a risk assessment of the Shire of Broomehill- Tambellup utilising emergency risk management models based on the Australian/New Zealand Standard for Risk Management 4360: 2004. The subsequent output of this process has resulted in a Risk Statement Register and a Risk Treatment Schedule. This information is included in this 2016 LEMA review document.

***In 2016 a review of the risk assessment was commenced. Once finalised, the resulting Risk Statement Register and Risk Treatment Schedule will be incorporated into the LEMA and circulated as an update to all stakeholders.***

The Broomehill-Tambellup LEMC in consultation with the community will conduct a review of the risk analysis for the communities every 5 years in accordance with SEMP 2.9.

[A comprehensive list of risks and treatments can be found at Appendix 3 – Risk Register.](#)

## PART 3 SUPPORT TO RESPONSE

### 3.1 Risks – Emergencies Likely to Occur

**Table 3.1**

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Air Transport Accident	WA Police	WA Police	St John VFES/SES	DCPFS	Air Crash	
Earthquake	DFES	DFES	VFES/SES St John	DCPFS	Earthquake	
Animal and Plant Biosecurity	DAFWA	DAFWA	DAFWA	LG	Animal and Plant Biosecurity	
Hazardous Material Incident	DFES	DFES	VFES/SES St John	LG DCPFS	HAZMAT	
Human Epidemic	WA Health	WA Health	St John	DCPFS	Human Epidemic	
Rail Transport Accident	Brookfield Rail	Brookfield Rail	St John VFES	LG	Brookfield Rail Crash Emergencies	
Road Transport Accident	WA Police	WA Police	VFES St John	DCPFS LG	Road Crash	
Storm Damage	DFES	DFES	VFES/SES St John	DCPFS LG	Storm	
Fire	DFES	DFES	VFES BFB DPAW St John	DCPFS LG	Fire	
<i>From 2016 review</i>						
Heatwave	WA Health	WA Health	St John	DCPFS	Heatwave	
Energy Supply Disruption	Western Power	Public Utilities Office	Western Power		Electricity Supply Disruption	

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Broomehill-Tambellup resources and assistance in emergency management. The Shire of Broomehill-Tambellup is



committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### **3.2 Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

#### **Triggers for an ISG**

The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Operational Management'. These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

#### **Membership of an ISG**

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

#### **Frequency of Meetings**

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

#### **Location of ISG Meetings**

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

**Location One      Shire of Broomehill-Tambellup**  
**Address            46-48 Norrish St, Tambellup 6320**

	Name	Phone (Work)	Phone (Mobile)
1 <sup>st</sup> Contact	CEO	9825 3555	0471 253555
2 <sup>nd</sup> Contact	Manager Corporate Services	9825 3555	0428 573525

**Location Two      Broomehill Recreational Complex**  
**Address            77 Tieline Rd, Broomehill 6318**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Brant            Dennis (President)	9824 1214	0409 086093
2 <sup>nd</sup> Contact	Colleen        Paganoni (Secretary)	9824 1338	0428 241338

### **3.3 Media Management and Public Information.**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

#### **Public Warning Systems**

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

#### **Local Systems**

The Shire of Broomehill-Tambellup has in place an SMS system for notification of harvest bans and road closures. Residents are able to register their mobile phone number to receive notifications. The Shire of Broomehill-Tambellup manages this system – phone 9825 3555.

All Volunteer Bushfire Brigades and the Tambellup Volunteer Fire and Emergency Service have SMS paging systems operational through DFES. These are activated in an emergency through the '000' service, or through DFES Regional Office in Albany – phone 9845 5000.

While the SMS systems are able to be used for other emergency-related purposes, effectiveness in some areas of the shire is limited by inconsistent mobile coverage.

A recorded phone message service (9825 1042) is utilised by the Shire when Harvest and Vehicle Movement Bans are imposed through fire danger periods. The phone number for this service is well circulated within the Broomehill and Tambellup communities, and to neighbouring shires. In the event of an emergency this service will be utilised to provide updated information to the community. The service is managed by the Shire of Broomehill-Tambellup – phone 9825 3555.

Community notice boards are in place in both Broomehill and Tambellup:

- Corner India and Journal St Broomehill
- Tambellup Post Office, Norrish St Tambellup.

The Shire’s website ([www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au)) will also be utilised to provide relevant information and updates to the public in a timely manner. The website is maintained by Shire staff – phone 9825 3555. Alternatively, the website can be maintained by external consultants Jetblack Marketing & Communications – phone 9842 8321.

#### **DFES Public Info Line**

DFES operates a public information line and website for natural hazards. Access to this is via the DFES Duty Officer – 9845 5000.

#### **Radio**

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth	Ph 13 99 94	Fax 08 9220 2911
ABC South Coast Albany	Ph 9842 4011	Fax 08 9842 4099
ABC Bunbury	Ph 9792 2711	

#### **Other Radio**

Radio West/Hot FM broadcasts on 918AM and 100.5FM respectively.

Radio West Albany	Ph 9842 2783	Fax 08 9841 8565
Radio West Narrogin	Ph 9811 4000	Fax 08 9881 3166
Radio West Bunbury	Ph 9791 2359	Fax 08 9792 2799

Great Southern Radio – Wagin    98612500 or mobile 0439 956175

#### **Television**

GWN (Bunbury)	08 9721 4466 (phone)	08 9792 2932 (fax)
WIN (Albany)	08 9842 8024 (phone)	08 9842 9067 (fax)
WIN (Perth)	08 9449 9999 (phone)	08 9449 9900 (fax)

### **3.4 Critical Infrastructure**

The emergency risk assessment process will result in a list of identified infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

*The review of the risk assessment was commenced in 2016. Once finalised, a list of critical infrastructure will be included within these arrangements.*

[A comprehensive list of critical infrastructure can be found at Appendix 4 – Critical Infrastructure.](#)

### **3.5 Evacuation**

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

[Refer Appendix 5 – Evacuation Plan](#)

### **3.6 Evacuation Planning Principles**

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

**State Emergency Management Policy 4.7 ‘Community Evacuation’ should be consulted when planning evacuation.**

#### **Management**

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation.

**Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages.** This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

### 3.7 Special Needs Groups

The following table identifies groups within the Shire of Broomehill-Tambellup community which may need assistance or special consideration during an evacuation;

Organisation	Number of People	Contact	Address & Phone	Evacuation Plan in place?
Tambellup Primary School	85	Principal	Taylor St, Tambellup Phone: 9825 1144	Yes
Broomehill Primary School	60	Principal	Hassell St, Broomehill Phone: 9824 1250	Yes
Seniors Units - Tambellup	4	Shire	George St, Tambellup	No
Seniors Units - Tambellup	Up to 12	Shire	Taylor St, Tambellup	No

### 3.8 Hazard Specific Refuge Sites

Not documented

### 3.9 Routes & Maps

Should a major emergency occur the following highways/roads could be blocked and alternative arrangements will have to be implemented to allow community and emergency vehicle access:

#### Roads - Tambellup

Tambellup West Road  
Gnowangerup - Tambellup Road  
Great Southern Highway

#### Roads – Broomehill

Broomehill - Kojonup Road  
Tieline Road  
Broomehill-Jerramungup Road  
Great Southern Highway

These routes will become the priority for repair.

[Refer to Appendix 8 – Maps & Demographics.](#)

### 3.10 Welfare

The Department for Child Protection (DCP) has the role of managing welfare. DCP has developed a Local Welfare Emergency Management Plan for the Shire of Broomehill-Tambellup. Copies may be obtained from:

- DCPFS, 2 Duke St, Albany WA 6330
- Shire of Broomehill-Tambellup, 46-48 Norrish St Tambellup WA 6320

[Refer to Appendix 7 – Welfare Plan.](#)

### **3.11 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the DCP District Director to

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Management Group when required

### **3.12 Local Welfare Liaison Officer**

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

*The Local Welfare Liaison Officer is the Manager of Corporate Services, or other delegated person.*

### **3.13 State & National Registration & Enquiry**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

A number of Red Cross members in Broomehill and surrounding districts have completed training to assist with registrations. [Refer to Appendix 2 – Contacts.](#)

### **3.14 Animals (including assistance animals)**

Shire staff may open the pound at the Shire Depot to house domestic animals (dogs, cats) during an evacuation.

Arrangements have been made with a number of landowners in the shire for the use of portable stockyards if required. [Refer to Appendix 1 – Resource Register.](#)



### 3.15 Welfare Centres

#### List of Pre-Determined Welfare Centres

##### Primary Centres

##### Tambellup

<b>Centre</b> : Tambellup Town Hall	<b>Contact</b> : Shire 9825 3555, CEO 0471 253555
<b>Address</b> : Norrish St, Tambellup	
<b>General Purpose Capacity</b> : Standing : 200; Sleeping XX ; Duration (days) XX	
<b>Comments</b> : Parking at rear of hall off Taylor Street. Town Hall is adjacent to Shire Offices. Only one shower. Suitable for small pets only on grounds.	

<b>Centre</b> : Tambellup Sports Pavilion	<b>Contact</b> : To be confirmed
<b>Address</b> : 10 East Terrace, Tambellup	
<b>General Purpose Capacity</b> :	
<b>Comments</b> : <i>New facility under construction (commence June 2016) – information to be updated on completion.</i> Facility adjoins oval, adequate parking. Pet friendly.	

##### Broomehill

<b>Centre</b> : Broomehill Town Hall	<b>Contact</b> : Shire 9825 3555, CEO 0471 253555
<b>Address</b> : 30362 Great Southern Highway, Broomehill	
<b>General Purpose Capacity</b> : Standing : 322; Sleeping XX; Duration (days) XX	
<b>Comments</b> : Parking at rear, adjacent to Shire Offices, no showers – suitable for only small pets on grounds.	

<b>Centre</b> : Broomehill Recreation Centre	<b>Contact</b> : President or Secretary <a href="#">(refer Appendix 2 for up to date contacts)</a>
<b>Address</b> : 77 Tie Line Rd, Broomehill	
<b>General Purpose Capacity</b> : Standing : 124; Sleeping XX; Duration (days) XX	
<b>Comments</b> : Surrounded by bush (bushfire risk) – adjacent to oval, plenty of parking, pet friendly. Showers.	

**Alternative Primary Centres (Outside the Shire of Broomehill-Tambellup)**

<b>Centre</b> : Katanning Leisure Centre	<b>Contact</b> : Shire of Katanning 9821 9999 Sam Davis, Manager of Community and Recreation Services 0429 571 007 KLC: 9821 4399, Jenny Cristinelli, Centre Manager
<b>Address</b> : Pemble St, Katanning	
<b>General purpose capacity</b> : 2500 (standing); 1000 (sleeping); Duration - up to 5 days	
<b>Comments</b> : Large facility with multiple showers and toilets, commercial kitchen and multiple rooms. Low fire or flood risk surrounded by ovals and in high area of town. Pet friendly with stables and stock pens on site, also large grass areas. 500 parking bays plus potential parking on oval.	

<b>Centre</b> : Mt Barker Recreation Centre	<b>Contact</b> : Shire of Plantagenet 9892 1111 Jo Weekes 0447 091 159 Fiona Saurin 0407 511 748
<b>Address</b> : Albany Hwy & Woogenellup Rd Mt Barker	
<b>General purpose capacity</b> : 600; emergency 1500	
<b>Comments</b> : Not pet friendly; reliable mobile phone reception; landline connected; disabled toilet <i>*next to Mount Barker Community College - 230 ha operational farm; sheds for storage.</i>	

**3.16 Financial Arrangements**

[State Emergency Management Policy \(SEMP 4.2\)](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of [SEMP 4.2](#), the Shire of Broomehill-Tambellup is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Broomehill-Tambellup occurs to ensure the desired level of support is achieved.

## **PART 4 RECOVERY**

[Please refer to Appendix 6 – Local Recovery Management Plan](#)

## Part 5 EXERCISING AND REVIEWING

### 5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### 5.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

### 5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

### 5.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the 1<sup>st</sup> May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'. (SEMP 3.1 s.23)

### **5.5 Review of Local Emergency Management Arrangements**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

### **5.6 Review of Local Emergency Management Committee Positions**

The Shire of Broomehill-Tambellup in consultation with the parent organisation of members shall determine the term and composition of LEMC positions (SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

### **5.7 Review of Resources Register**

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

## Appendices

### Appendix 1: Resource Register

#### CONTRACT EQUIPMENT REGISTER

NAME	CONTACT	EQUIPMENT AVAILABLE
Bootrock Bobtrack: Peter Guazzelli	9824 1309 0439 241309	Truck, skid steer, small grader, 7000lt water truck, slasher
Greg Holly	9821 0068 0427 210067	Truck, mini excavator
Gray Carter	0429 983836	Truck, water tank, grader, loader
Andrew Gibbons	0428 229613	Front end loader, large generator
Murray Hobbs	0427 916466	Grader

#### SHIRE OF BROOMEHILL-TAMBELLUP EQUIPMENT LIST

Graders	3
Trucks (heavy)	2
Trucks (light)	2
Water Tank 9000ltrs	1
FEL & tree rake	1
Backhoe	1
Prime Mover and float	1
Skid steer	1
Water Pump and hoses (3inch)	1
Chainsaws	2
Generators	1
Fire Truck 4.4 (Broomehill – 4x4, 4000lt capacity)	1
Brigade Resources	Standpipe trailers/fast fill pumps x 4

#### TAMBELLUP VFES EQUIPMENT LIST

Mobile stand pipe	1
Water Pump and hoses (3inch)	1
Fire Truck 2.4 (4x4, 2000lt capacity)	1
Generator	2
Rescue trailer	Inc hydraulic cutting equipment, acroprops, portable lighting, traffic cones and emergency signage, rescue equipment, chainsaw



**WELFARE & SUPPORT RESOURCES**

NAME	ADDRESS	PHONE	FAX
<b>Medical</b>			
AMBULANCE		000	
HOSPITAL – Katanning		9821 6222	
HOSPITAL - Kojonup		9831 1011	
HOSPITAL - Gnowangerup		9827 2222	
HOSPITAL – Mt Barker		9851 1422	
Tambellup Health Centre		9825 1101	
Katanning Pharmacy		9821 1677	
Gnowangerup Pharmacy		9827 1046	
Mt Barker Pharmacy		9851 1010	
St Lukes Family Medical Centre	Katanning	9821 2155	
	Kojonup	9831 0622	
Gnowangerup Medical Centre		9827 1116	
Mt Barker Medical Centre		9851 1566	
<b>Food and Catering</b>			
Broomehill Hotel	Gt Southern Hwy Broomehill	9824 1222	
Broomehill Recreation Complex	Tieline Road Broomehill (Colleen Paganoni)	9824 1338 0418 950277	
Broomehill CWA	India Street Broomehill	9824 1354	
Henry Jones Winery & Cafe	Cnr India St & Journal St Broomehill (Jim Witham)	9824 1513	
Tambellup Bowling Club	Taylor Street Tambellup (Trevor Prout)	9825 1182	
Tambellup CWA	Henry St, Tambellup (Anne-Marie Lockyer)	9825 1054	
Tambellup Golf Club	Rourke St, Tambellup (Kay O'Neill)	0409 762212	
Tambellup Deli	Norrish St, Tambellup	9825 1105	
Tambellup Hotel	Garrity St, Tambellup	9825 1010	
Tambellup Post Office Cafe	Norrish Street Tambellup	9825 1169	
Tambellup Sports Pavilion	Sports Ground, East Tce, Tambellup (Shire)	9825 3555	
Tambellup Hall	Norrish St, Tambellup (Shire)	9825 3555	

<b>Fuel</b>			
Tambellup G & T Motors	Gt Southern Hwy Tambellup	9825 1009	9825 1191
Tambellup Deli	Norrish St Tambellup	9825 1105	9825 1105
Shire of Broomehill-Tambellup	Broomehill Depot – Tieline Road (Diesel only)	9825 3555	
	Tambellup Depot – Bridge Street (Diesel only)	9825 3555	
<b>Mechanical</b>			
G & T Motors Tambellup		9825 1009	
Shire of Broomehill-Tambellup		9825 3555	
<b>Transport (Bus Hire)</b>			
T & L Lay		9825 1717 0429 651751	
Kevin Hueppauff		9824 1218 0429 138755	
Suzanne Leckie		0407 271525	
<b>Animal Welfare</b>			
Department of Agriculture and Food WA	Dore St, Katanning (Trudy Clarke)	0428 930876	
<b>Portable Stock Yards</b>			
Scott Thompson	Nardlah Rd, Broomehill Contact: Aaron Steve Scott	0428 241222 0438 241311 0428 916131	
Department of Agriculture and Food WA	Research Station, Nyabing Rd Katanning Contact: Eileen O’Neill Trudy Clarke	0428 941160 0428 930876	
Garry Sheridan	Warrenup Rd, Tambellup Contact: Garry Nigel	0417 184977 0427 253097	
<b>Counselling and Welfare Services</b>			
Southern Agcare		9827 1552	
Department for Child Protection & Family Services	25 Duke Street, Albany WA 6330	9845 7909	9842 1356

**Appendix 2: Contacts****Broomehill-Tambellup Local Emergency Management Committee**

<b>NAME</b>	<b>ORGANISATION</b>	<b>ADDRESS</b>	<b>PHONE (W)</b>	<b>PHONE (H)(M)</b>	<b>FAX</b>	<b>EMAIL</b>
<b>Garry Sheridan</b>	Shire President Shire of Broomehill-Tambellup <i>Chair LEMC</i>	46 Norrish Street Tambellup	-	9825 3093 0417 184977	9825 3006	shergraz@westnet.com.au
<b>Sgt Shannon McGeown</b>	Officer in Charge - Tambellup Police <i>Deputy Chair LEMC Local Emergency Coordinator</i>	Gnowangerup Road Tambellup	9825 1003 000	0439 963283	9825 1213	Shannon.McGeown@police.wa.gov.au
<b>Joanne Trezona</b>	Chief Executive Officer Shire of Broomehill-Tambellup <i>LEMCA Executive Officer Local Recovery Coordinator</i>	46 Norrish Street Tambellup	9825 3555	9825 1114 0471 253555	9825 1152	ceo@shirebt.wa.gov.au
<b>Judy Stewart</b>	Manager Corporate Services Shire of Broomehill-Tambellup <i>Local Welfare Liaison Officer</i>	46 Norrish Street Tambellup	9825 3555	0428 573525	9825 1152	mcs@shirebt.wa.gov.au
<b>Neville Blackburn</b>	District Emergency Services Officer Department of Child Protection & Family Support <i>Local Welfare Coordinator</i>	25 Duke St Albany	9841 0744	0438 934827		Neville.Blackburn@cpfs.wa.gov.au
<b>Bryan Trezona</b>	Officer in Charge Tambellup VFES Unit	Gnowangerup Rd Tambellup	-	9825 1114 0417 099855		mickt51@hotmail.com
<b>Trevor Prout</b>	St John Ambulance Assn. Tambellup	Rourke Street Tambellup	000	9825 1182 0427 251004		tprout@katel.net.au
<b>Glen Brigg</b>	Manager of Works Shire of Broomehill-Tambellup	46 Norrish St Tambellup	9825 3555	9825 1092 0418 955642	9825 1152	works@shirebt.wa.gov.au
<b>Health Sister</b>	Tambellup Health Centre	Norrish St Tambellup	9825 1101	0427 384614		Adrienne.bowman@health.wa.gov.au
<b>Laurie Hull</b>	Fire Captain Tambellup VFES Unit	Paul Valley Rd Tambellup	-	0428 251177	9825 1176	sandyridge@westnet.com.au

NAME	ORGANISATION	ADDRESS	PHONE (W)	PHONE (H)(M)	FAX	EMAIL
<b>Ben Hewson</b>	Chief Fire Control Officer Broomehill-Tambellup Volunteer Fire Brigades	333 Holly Siding Rd Broomehill	9821 0205	0417 969975		birkby@bigpond.com
<b>Emma King</b>	Principal Tambellup Primary School	Taylor St Tambellup	9825 1144			Emma.King@education.wa.edu.au
<b>Emma Kirk</b>	Principal Broomehill Primary School	Hassell St Broomehill	9824 1250			Emma.Lemon@education.wa.edu.au
<b>Trudy Clarke</b>	Veterinary Officer – Dept Agriculture and Food WA	Dore St Katanning	9821 3333	0428 930876		trudy.clarke@agric.wa.gov.au
<b>Eileen O'Neill</b>	Dept Agriculture and Food WA	Dore St Katanning	9821 3333	0428 941160		eileen.oneill@agric.wa.gov.au
<b>Gail Blasczyk</b>	Department of Child Protection & Family Support – Team Leader Katanning	Amherst St Katanning	9821 6500			gail.blasczyk@cpfs.wa.gov.au
<b>Cindy Pearce</b>	Community Emergency Services Manager Shire of Broomehill-Tambellup	46 Norrish Street Tambellup	9825 3555	0417 071567		cindy.pearce@dfes.wa.gov.au
<b>Anne Guazzelli</b>	Red Cross, Broomehill Primary School	Keith St Broomehill	9824 1309	0488 620453		Anne.Guazzelli@education.wa.edu.au

**HAZARD SPECIFIC CONTACTS**

<b>HAZARD</b>	<b>HMA</b>	<b>CONTACT</b>
Air Transport Incident	WA Police	000 Tambellup – 9825 1003 Katanning – 9821 1888 13 14 44
Cliff Collapse	DFES – State Emergency Service	132 500
Earthquake	DFES – State Emergency Service	132 500
Exotic Animal Disease Exotic Plant Disease	Dept. Agriculture & Food WA	Animal - 1800 675 888 (24 hours) Plant – 1800 084 881
Fire – DPaW land	Combat - Dept. Parks & Wildlife	DPaW Narrogin Office - 98 819200
Fire – Rural land, Shire of Broomehill-Tambellup	Combat - Shire of Broomehill- Tambellup BFB	000
Fire - Urban	Combat - DFES – Fire and Rescue Service	000
Flood	DFES – State Emergency Service	132 500
Hazardous Materials Incident (HAZMAT)	DFES – Fire and Rescue Service	000
Human Epidemic	Health Department of WA	1800 022 222
Land Search and Rescue	WA Police	000 Tambellup – 9825 1003 Katanning – 9821 1888 13 14 44
Rail Transport Incidents	WA Police	000 Tambellup – 9825 1003 Katanning – 9821 1888 13 14 44
Road Transport Incidents	WA Police	000 Tambellup – 9825 1003 Katanning – 9821 1888 13 14 44
Reservoir /Dam Collapse	Water Corporation WA	13 13 75
Storm/ Tempest	DFES – State Emergency Service	132 500

## EMERGENCY SERVICES CONTACTS

AGENCY	CONTACT	PHONE	MOBILE
Ambulance		000	
Hospital – Katanning		9821 6222	
Hospital – Kojonup		9831 1011	
Hospital – Gnowangerup		9827 2222	
Hospital – Mt Barker		9851 1422	
Tambellup Health Centre		9825 1101	0427 384614
Police – Tambellup		9825 1003	0439 963283
Police – Katanning		9821 1888	
Police		131 444	
Water Corporation	Public Information Line	131 375	
	Katanning	9821 5445	John Dibble - Albany 9842 4211 Neil Poett - 0429 086 503
Western Power	Public Information Line	131 351	
	Katanning	131 353	9891 1900
Telstra Fault Line		132 203	
Main Roads WA		138 138	
Brookfield Rail	Train Control - Emergency only	9212 2800 1800 150107	
DFES – Great Southern		9845 5000	
Katanning Pharmacy		9821 1677	
Gnowangerup Pharmacy		9827 1046	
Mt Barker Pharmacy		9851 1010	
Kojonup Pharmacy		9831 1035	
St Lukes Family Medical Centre	Katanning	9821 2155	
	Kojonup	9831 0622	
Gnowangerup Medical Centre	Gnowangerup	9827 1116	
Mt Barker Medical Centre	Mt Barker	9851 1566	
Department of Agriculture and Food (DAFWA)	10 Dore St Katanning Vet/Animal Welfare Exotic Plant Disease Hotline Emergency Animal Diseases Watch Hotline	9821 3333  1800 084 881  1800 675 888	0427 817008 (OIC - A/h) 0428 930876
Department of Child Protection and Family Services	Amherst St Katanning 25 Duke St, Albany	9821 6500 9845 7909	0438 934827
Department of Housing & Works	Daping Street Katanning	9821 1822	
Department of Defence	Beaufort Street Katanning	9821 1341	
Department of Parks and Wildlife	Dore St Katanning	9821 1296	

Community Health Regional Office	Katanning	9821 6280	
Shire of Katanning	Austral Terrace Katanning	9821 4200	
Shire of Kojonup	Albany Hwy, Kojonup	9831 2400	
Shire of Gnowangerup	Yougenup Rd, Gnowangerup	9827 1007	
Shire of Cranbrook	Gathorne St, Cranbrook	9826 1008	
Shire of Plantagenet	Lowood Rd, Mt Barker	9892 1111	



**RECOVERY SPECIFIC CONTACTS**

<b>AGENCY</b>		<b>CONTACT</b>
Department for Child Protection & Family Services	Albany Katanning	9845 7909 9821 6500
Broomehill Recreational Complex	Colleen Paganoni Brant Dennis	0418 950277 0409 086093
Red Cross	Broomehill	0488 944416 0428 241370
Country Women's Association	Broomehill Tambellup	0488 944416 9825 1054
Centrelink		132 468
Western Power	Faults, emergencies, restoration times General enquiries	131 351 131 087
Telstra		
Water Corporation	General Enquiries	131 385
Southern Agcare	Gnowangerup	9827 1552
Relationships Australia		1300 364 277
Department of Agriculture & Food WA	Katanning Site Manager	9821 3333 0427 817008
Child Health Service	8 Austral Terrace Katanning Tambellup Health Centre	9821 1881 9825 1101
Great Southern Population Health	Francis St, Katanning	9821 6280
Great Southern Mental Health	Francis St, Katanning	9821 6341
Great Southern Aboriginal Health	Francis St, Katanning	9821 6370
Disability Services Commission	68 Clive Street Katanning	9821 1627
Home & Community Care	68 Clive Street Katanning	9821 2099
Department of Corrective Services	Clive Street Katanning	9821 2114
Tambellup Lions Club	Andrew Bradshaw Allan Willmott	9825 3046 9825 8289
Department of Housing and Works	Katanning	9891 1800
Department of Parks & Wildlife	Katanning	9821 1296
WA Country Health Service	Great Southern	9892 2672
Department of Education		
WA Police	Tambellup	9825 1003 131 444
Southern Aboriginal Corporation		9821 2890
Small Business Centre Great Southern		9841 8809

## VOLUNTEER BUSHFIRE BRIGADE INFORMATION - 2016-2017

## SHIRE OF BROOMEHILL-TAMBELLUP FOR ALL EMERGENCIES PHONE 000

POLICE: TAMBELLUP 9825 1003, KATANNING 9821 1888

SHIRE: 9825 3555

### ON THE FIREGROUND - USE UHF RADIO CHANNEL 5

VHF RADIO CHANNEL: Repeater 322 Tambellup, 231 Broomehill

### HARVEST BAN HOTLINE: (08) 9825 1042

		Phone	Mobile	Call Sign
<b>Chief Fire Control Officer</b>	Ben Hewson	9821 0205	0417 969 975	BT1
<b>Deputy Chief Fire Control Officer</b>	Ian Cunningham	9825 3061	0428 253 062	BT2
<b>Deputy Chief Fire Control Officer</b>	Wayne Newbey		0429 674 182	BT3
<b>Fire Weather Officers</b>	As Above			
<b>Community Emergency Services Manager</b>	Cindy Pearce		0417 071 567	Central Great Southern CESM

<b>BROOMEHILL EAST</b>		<b>Call Sign</b>	<b>Phone</b>	<b>Mobile</b>
<b>Captain/FCO</b>	Gavin Guerini	BH EAST 1	9824 1012	0488 241 012
1 <sup>st</sup> Lt	Craig Dewar	BH EAST 2	9824 1257	0429 100 239
2 <sup>nd</sup> Lt	Scott Thompson	BH EAST 3	9824 1243	0428 916 131
3 <sup>rd</sup> Lt	Mark Paganoni	BH EAST 4	9824 1316	0427 383 817
	Luke Simpson	BH EAST 5	9825 1537	0427 251 257
	Nathan Heron	BH EAST 6	9824 1322	0427 212 272
	Craig Bignell	BH EAST 7	9824 1253	0408 341 253
Secretary	Nathan Heron		9824 1322	0427 212 272

<b>BROOMEHILL WEST</b>				
<b>Captain/FCO</b>	Warrick McMahon	BH WEST 1	9821 0255	0428 316 386
1 <sup>st</sup> Lt	Anthony Witham	BH WEST 2	9824 1087	0428 241 087
2 <sup>nd</sup> Lt	Dave Kinsey	BH WEST 3	9825 3118	0428 552 633
3 <sup>rd</sup> Lt	Jerome Hardie	BH WEST 4	9824 1239	0427 181 341
	Ed Anderson	BH WEST 5		0428 221 591
Secretary	Andrew Woithe		9824 1200	0428 241 232

**BROOMEHILL CENTRAL**

<b>Captain/FCO</b>	Lara Hugill	CENTRAL 1		0477 802 368
1 <sup>st</sup> Lt	Peter Guazzelli		9824 1309	0439 241 309
2 <sup>nd</sup> Lt	Jonathon Webster			0429 441 246
3 <sup>rd</sup> Lt	Neil Tears			0417 939 684
Emergency Contact	Bob Vesey			0407 949 542
Secretary	Dave Dilley		9824 1123	0409 518 415

**TAMBELLUP EAST**

<b>Captain/FCO</b>	Kim Oliver	TA EAST 1	9825 8257	0427 258 157
1 <sup>st</sup> Lt	Andrew Leonhardt	TA EAST 2	9825 8203	0437 208 427
2 <sup>nd</sup> Lt	Mario Cristinelli	TA EAST 3	9825 8262	0427 258 118
3 <sup>rd</sup> Lt	Al Clark	TA EAST 4	9825 8204	0488 258 204
	Luke Patterson	TA EAST 5	9825 8120	0427 258 222
	Chris Rumble	TA EAST 6	9825 8188	0428 368 205
	Carl Letter	TA EAST 7	9825 8270	0427 282 053
	Ray Squibb	TA EAST 8	9825 8260	0407 984250
Secretary	Mario Cristinelli		9825 8262	0427 258 118

**TAMBELLUP WEST**

<b>Captain/FCO</b>	Jarrold Thorn	TA WEST 1	9825 3018	0428 906 310
1 <sup>st</sup> Lt	Derek Sadler	TA WEST 2		0439 521 127
2 <sup>nd</sup> Lt	Nick Lockyer	TA WEST 3	9825 1162	0429 104 129
3 <sup>rd</sup> Lt	Rhys Brown	TA WEST 4		0428 993 309
	Nigel Sheridan	TA WEST 5	9825 3145	0427 253 097
	John Cristinelli	TA WEST 6	9825 1159	0428 916 833
	Ken Schlueter	TA WEST 7	9825 1023	0427 251 400
	Colin Bradshaw	TA WEST 8	9824 1256	0428 241 043
	Brett Green	TA WEST 9	9825 3048	0428 253 048
	Tony Cristinelli	TA WEST 10	9825 3021	0437 253 021
Secretary	Amy Schlueter			0428 301 877

**TAMBELLUP VFES**

<b>Captain/FCO</b>	Laurie Hull	TAMBELLUP 1	9825 1176	0428 251 177
1 <sup>st</sup> Lt	Phillip Hams		9825 1133	0427 251 113
2 <sup>nd</sup> Lt	Paul Plant		9825 1662	0427 258 241
3 <sup>rd</sup> Lt	Geoff Hams	TAMBELLUP 3	9825 1009	
Secretary	Pam Hull		9825 1176	

### **Appendix 3: Risk Register**

To be provided when Risk Review is complete

**Appendix 4: Critical Infrastructure**

ITEM	LOCATION	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Information to be updated at completion of Risk Management Project review.					

## **Appendix 5: Evacuation Plan**



# **Local Emergency Evacuation Plan**

**June 2014**



Prepared by: Simon BICKERS

Approved by LEMC: 24 June 2014

Reviewed Date: 15 January 2014

This plan forms a sub-plan to the Shire of Broomehill-Tambellup Local Emergency Management Arrangements. They have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Broomehill-Tambellup Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

..... 24 June 2014  
Cr Garry Sheridan  
Chairperson  
Shire of Broomehill-Tambellup LEMC

Endorsed by Council (Resolution No. 140708) 17 July 2014

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## Amendment Record

No.	Date	Amendment Details	By
1	16/01/2014	Draft Issued	BICKERS 9651
2	12/03/2014	Update of terminology	BICKERS 9651
3	08/06/2014	Update of naming standards	BICKERS 9651
4	24/5/2016	Update contact details	Shire
5			
6			
7			
8			
9			
10			
11			
12			

## PART 1 – INTRODUCTION

### Context for Emergency Evacuation in Western Australia

*“Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community. It involves the movement of people to a safer location. However, to be effective it must be correctly planned and executed. The process of evacuation is usually considered to include the return of the affected community.”* EMA Manual 11 ‘Evacuation Planning’

The Western Australia Emergency Management Framework details specific roles and responsibilities in order to effect an evacuation of a community. Essentially the Hazard Management Agency is responsible for all aspects of evacuation. The Hazard Management Agency may task other agencies to carry certain aspects of the evacuation on their behalf.

In order to ensure the flexibility/adaptability to expansive variables, it is not possible to develop a ‘tactical’ evacuation plan prior to the onset of a hazard. Considerations at the time may include; the nature and extent of the hazard, the anticipated speed and direction of the onset of the hazard, the number and category of people needing to be evacuated, evacuation priorities and the availability of resources at the time.

Whenever evacuation is being considered the Department for Child Protection and Family Support shall be contacted early and involved in the process. This is because they have the mandated role of receiving evacuees at welfare centres and providing welfare support. The agency will need a lead time (which should consider issues such as remoteness, access and the particulars of the communities) to make the necessary arrangements for this to occur.

### 1.1 Authority to Plan

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Shire of Broomehill-Tambellup Local Emergency Management Committee and approved by the Shire of Broomehill-Tambellup. These Arrangements form a sub-plan to the Shire of Broomehill-Tambellup Local Emergency Management Arrangements.

### 1.2 Aim

The aim of the Local Emergency Evacuation Planning Arrangements is to provide a Hazard Management Agency planning an evacuation within the Shire of Broomehill-Tambellup with the tools and information that may be required to effect an evacuation.

### 1.3 Purpose

The purpose of these Arrangements is to;

- Identify State legislation that may effect evacuations
- Identify State Emergency Management Polices effecting evacuation
- Identify responsible agencies for evacuation

- Outline the relationship between this plan (evacuation) and other local and State Emergency Management Plans
- Outline the relationship between this plan and the Shire of Broomehill-Tambellup Local Emergency Management Arrangements.

#### **1.4 Scope**

These Arrangements are to ensure there is a comprehensive local understanding of evacuation arrangements within the Shire of Broomehill-Tambellup. Furthermore;

- These Arrangements apply to the local government district of the Shire of Broomehill-Tambellup
- These Arrangements must be read in conjunction with the documents outlined in 'Related Documents and Arrangements'
- These Arrangements are designed to enable a Hazard Management Agency with the framework to develop a tactical evacuation plan in the event of an emergency.

#### **1.5 Related Documents & Arrangements**

These Local Emergency Evacuation Planning Arrangements must be read in conjunction with the following documents;

1. Shire of Broomehill-Tambellup Local Emergency Management Arrangements
2. Wapol Evacuation Planning Template
3. Shire of Broomehill-Tambellup Local Recovery Management Plan
4. WESTPLAN Welfare
5. WESTPLAN Public Information
6. WESTPLAN Recovery
7. State Emergency Management Policy 4.1 'Operational Management'
8. State Emergency Management Policy 4.7 'Community Evacuation'
9. State Emergency Management Policy 4.4 'Recovery Coordination'
10. State Emergency Management Procedures Manual 'Operational Procedure 13 – 'OP 13 Emergency Situation Declaration'.
11. State Emergency Management Procedures Manual 'Operational Procedure 4 – 'OP 4 Appointment of Hazard Management Officers'
12. State Emergency Management Procedures Manual 'Operational Procedure 7 – 'OP 7 Community Evacuation'
13. State Emergency Management Procedures Manual 'Operational Procedure 17 – 'OP 17 Direction of Movement or Evacuation'

#### **1.6 Reference Material**

Refer to Emergency Management Australia Manual 11 – 'Evacuation Planning' for further reference information.

## 1.7 Evacuation Process

The evacuation process consists of 5 stages;

1. Decision to evacuate
2. Warning
3. Withdrawal
4. Shelter
5. Return

Diagrammatically this process is represented by;

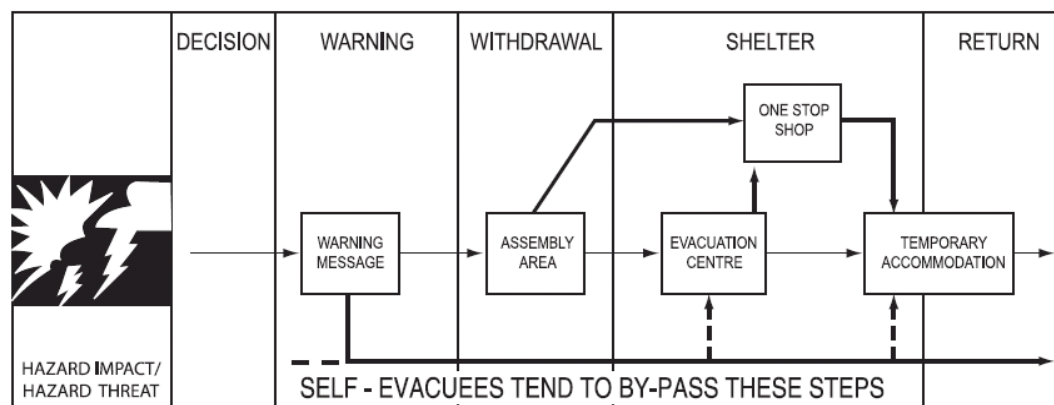


Figure 2:1—The Evacuation Process EMA Manual 11 'Evacuation Planning

## 1.8 Alternative to Evacuation

*“Although evacuation is considered an important element of emergency response which may be effective in many situations, there will be occasions when it may be assessed that people would be safer to stay and shelter in place. Depending on the nature of the hazard, measures such as closing windows, isolation of air conditioning systems and listening to the radio and/or TV to receive information can be taken to reduce vulnerability”.* EMA Manual 11 'Evacuation Planning'

## 1.9 Roles and Responsibilities

- **Hazard Management Agency / Incident Controller**

The Hazard Management Agency is responsible for all aspects of the evacuation. This includes; making the decision to evacuate, planning the evacuation, communicating the plan to the community and other support organisations, arranging required resources and liaising with other organisations. The Hazard Management Agency may at its discretion task other agencies with any aspect or aspects of the evacuation process.

- **Combat Agencies**

Agencies with specific expertise, knowledge or resources may be tasked with certain aspects of the evacuation process. This tasking will be authorised by the Incident Controller and agencies should not go beyond the scope of these arrangements and commence evacuations/operations without approval.



- **Support Organisations**

Agencies such as the Department for Child Protection and Family Support have specified roles and responsibilities under the WA Emergency Management Framework. Incident Controllers must be aware of these parameters.

## **PART 2 – EVACUATION PLANNING CONSIDERATIONS**

Evacuation is a complex process that has a potential to place a number of people at risk during the implementation cycle. Proper planning can reduce these risks.

### **2.1 Authority to Evacuate**

The legal standing for a hazard management agency to implement an evacuation must be clearly understood. This will establish the parameters for the planning to occur. This is further discussed in Part 3.

### **2.2 Self Evacuation**

When threatened by a hazard many people will make their own decision to self evacuate if given good information of the impending hazard. There are benefits to self evacuation, such as: reduced pressure on resources and being able to focus on other areas such as special needs groups. Proactively publicising suitable routes and encouraging people to go of their own accord should be considered, however, there will be some cases where people will be safer from a hazard by sheltering in place. In which case, this message needs to be clearly communicated to the community.

### **2.3 Community Education & Awareness**

Consider any education or awareness that may have been conducted in the community prior to the event. This may have an impact – positive or negative – on the community's willingness and understanding to evacuate. It will ensure that any decision to leave or to shelter in place is made with due consideration to many factors of the event, especially that of prior planning/preparedness.

### **2.4 Risk to Emergency Workers**

In cases where emergency workers are conducting evacuations close to the hazard – such as door knocking – consider the risk they may be exposed to and consider alternative methods such as State Alert to reduce the risk.

### **2.5 Security of the Evacuated Area**

Security of a person/s place after they have left may concern some people and influence their decision/actions. Communications may include statements about securing the area before/after the passage of the hazard until the return of evacuees.

### **2.6 People Relocating Under Stress**

Evacuation planners should take into account people acting in stressful situations may not respond as anticipated. In these cases people need to be treated with

compassion and understanding. Clear instructions and guidance will help with this issue.

### **2.7 Coordination and Communication**

Conducting the evacuation process may require a collaborative effort, drawing resources from different agencies. In these cases clear communication and coordination guidelines need to be issued. A separate communications plan may be a useful tool.

### **2.8 Media Management**

The Hazard Management Agency is responsible for managing all aspects of the media. The tactical evacuation plan developed by the Incident Management Team in response to a specific hazard must include a section detailing how the media is going to be kept informed/used, by whom, and if this requires a specific person in the Incident Management Team/Incident Support Group.

### **2.9 Special Needs Groups**

Within a community there may be a number of special needs groups such as schools, day care centres, nursing homes or culturally and linguistically diverse (CALD) communities. These are identified in the Shire of Broomehill-Tambellup Local Emergency Management Arrangements. These groups are considered to be a low mobility group for the purpose of evacuation and, as such, will/may require special consideration and assistance with evacuation.

### **2.10 Time Management**

Large populations, rural areas and others may require more time to evacuate than closely populated areas. Similarly the effect of masses of people leaving an area may cause traffic congestion increasing the time taken. During the planning phase consideration should be given to time as a factor effecting evacuation. This may require the process to be staged or a different approach taken. Hazard specific time critical information must be considered. For example the 'Rate of Spread' of a bushfire may determine how much time is available to conduct an evacuation.

### **2.11 Welfare Centre Locations**

Consider the location and suitability of welfare centres. The Department for Child Protection and Family Support should be involved in determining the most appropriate centre for the number of evacuees. Refer to Appendix 8 for a list of Evacuation Centres within the Shire of Broomehill-Tambellup.

### **2.12 Resources**

Consider the resources required to conduct what is being planned. A list of local resources is available in the Shire of Broomehill-Tambellup Local Emergency Management Arrangements and Tambellup Emergency Management Resource Log.

## PART 3 – DECISION TO EVACUATE

### 3.1 Authority to Evacuate

Hazard Management Agencies and Incident Controllers making the decision to evacuate a community should be aware of the legislation that gives them the authority to act. Various agencies hazard specific legislation may provide certain powers under certain circumstances. In some cases the Emergency Management Act 2005 may provide some powers for evacuation if an emergency situation has been declared. In summary this allows;

- Pursuant to section 50, an emergency situation may be declared by the Hazard Management Agency
- The Hazard Management Agency must appoint Hazard Management Officers under section 55
- Pursuant to section 67 a Hazard Management Officer may direct any person, animals or vehicles.

#### NOTE:

1. A Hazard Management Agency declaring an Emergency Situation must follow the procedures set out under the State Emergency Management Procedures Manual 'Operational Procedure 13 – 'OP 13 Emergency Situation Declaration' and use the associated forms.
2. A Hazard Management Agency appointing a Hazard Management Officer must follow the procedures set out under the State Emergency Management Procedures Manual 'Operational Procedure 4 – 'OP 4 Appointment of Hazard Management Officers' and use the associated forms.
3. A Hazard Management Officer issuing directions must follow the procedures set out under the State Emergency Management Procedures Manual 'Operational Procedure 17 – 'OP 17 Direction of Movement or Evacuation'
4. Access to this information is via the EM Extranet – a password login is required  
-  
<https://extranet.fesa.wa.gov.au/sites/emwa/DocumentLibrary/Pages/StateEmergencyManagement.aspx>

### 3.2 Risk Management

Consideration needs to be given to exposing people evacuating to any risks during the movement of people out of the area. For example: are they going near the fire or smoke, and will there be traffic management issues? A risk assessment of the plan should occur on completion of the plan and as the plan is developed to ensure the plan does not expose people to a greater risk.

### 3.3 Available Lead Time

Consider the time frame to conduct the evacuation and how will this impact on the methods used. Consider if there is time for a door knock approach or will ABC Local Radio and State Alert be more suitable or safer. In consideration of the largely rural and dispersed population within the Shire of Broomehill-Tambellup, media should be

the preference in disseminating evacuation information where door knocking may be most effective in urban, specifically urban or rural interface environments.

### **3.4 Time and Resources**

Consider the time the evacuation will take and the resources required. Conducting an evacuation is time consuming and resource dependent. The movement of evacuees may also have secondary effects such as blocking road networks for personnel dealing with the hazard.

### **3.5 Egress Routes**

Carefully consider the routes people will be taking away from the hazard. Are the roads suitable e.g. road surfaces, bridge loadings etc. Are there any potential 'choke points' where traffic will become congested? Will there be any other issues such as smoke or water across the road?

### **3.6 Safety of Emergency Workers**

Will sending emergency workers into an area to conduct an evacuation put them at risk from the hazard or will the movement of evacuees cause safety issues?

### **3.7 Available Resources**

Will the resources required to conduct an evacuation be available? Is there a need to re-consider the evacuation plan dependent on resource availability?

### **3.8 Available Information**

Are the evacuation decisions being made on the best and most timely and accurate available information?

### **3.9 Area of Evacuation**

Is the area residential and densely populated or rural and sparsely populated? If door knocking an area consider the time and resources it will take to move through an area.

### **3.10 Special Needs Groups**

Are there any special needs or low mobility groups such as schools, day-care centres, CALD groups or nursing homes etc in the area to be evacuated?

## **PART 4 -- WARNINGS**

The message warning of the evacuation that goes to the community must be structured to provide timely and effective information. All warnings should give as much time as possible for people to leave the hazard impact area.

### **4.1 Roles and Responsibilities**

The Hazard Management Agency is responsible for creating and disseminating all communications via the media, especially dealing with evacuation. The Incident Controller shall authorise the release of any messages.

### **4.2 Warning Messages**

When creating any messages warning the community of any impending evacuation consider the following;

- Authority – who is issuing the message
- Consistency – using the same format for the message if it is repeated
- Accuracy – information must be accurate and timely. Errors in information can cause people to doubt subsequent warnings.
- Clarity – the message must be clear and in simple language
- Level of Certainty – the message must be delivered with confidence in the message being given.
- Level of Detail – the message must contain sufficient information for people to action
- Clear Guidance – the message must give people clear instruction on what is needed to be done.
- Repetition of Warnings – if possible repeat the message and if possible use more than one delivery method (e.g. State Alert & ABC Local Radio). This can increase the effectiveness of the message.
- Impact Areas – clearly state the affected area.
- Methods of Information Dissemination – There are several methods of disseminating information.
- Information Dissemination for Special Needs Groups – The Local Emergency Management Arrangement detail Special Needs Groups within the local government area. Ensure you have effective communication with these groups. This may require additional resources such as interpreters.

Some communication methods such as State Alert have pre-determined messages. When required the details of the incident and actions required are inserted into the message. Each Hazard Management Agency has internal procedures for accessing State Alert.

Appendix 6 and 7 contain template media releases which may be considered.

## **PART 5 -- WITHDRAWAL**

The withdrawal stage of the evacuation process involves the removal of people from the hazard impact zone to a safer area.

### **5.1 Roles & Responsibilities**

The Hazard Management Agency is responsible for managing the withdrawal stage; however, this section may have been delegated to another organisation. If this is the case, the Incident Controller must ensure this has been documented and clearly been communicated to all people involved in managing the evacuation.

### **5.2 Control and Coordination**

The agency that has control for and is coordinating the evacuation must be communicated to all parties involved in the evacuation process.

### **5.3 Evacuation Priorities**

While planning the evacuation consider the available lead time, available resources and any special needs groups (identified in the Shire of Broomehill-Tambellup Local Emergency Management Arrangements). Are there areas which need to be evacuated first, second etc?

### **5.4 Resources**

Consider the available resources such as vehicles, communications, human-power, and time, as limited resources may necessitate a more self-reliant evacuation and use of private transport. A list of resources is contained in the Broomehill-Tambellup Emergency Management Resource Log.

### **5.5 Access / Egress Routes**

Suitable routes need to be identified, clearly marked and communicated. Consider items such as the movement of the hazard, traffic 'choke points', suitability of road surface conditions and bridge loads.

### **5.6 Phasing**

To avoid congestion and clear special needs groups is there a need to stage/phase the evacuation. You could phase by area, street or suburb.

### **5.7 Assembly Area / Staging Area**

In some cases there may be a need to have people gather in a certain location before moving them on to another location. There can be several reasons for this such as easing/controlling traffic or the use of resources such as buses.

## **PART 6 – SHELTER**

During the planning phase the Hazard Management Agency should have had close liaison with the Department for Child Protection and Family Support. This is because the Department for Child Protection and Family Support should be able to advise the most suitable location for a welfare centre to be opened.

Arrangements should have been made to open a suitable venue and enact the Local Welfare Plan and other relevant section of the Local Emergency Management Arrangements to fulfil the 'shelter' section of the evacuation process.

## **PART 7 -- RETURN**

Return is the final stage of the evacuation process. It involves the safe return of evacuees to their place of origin. The return process is closely linked to the recovery process. This section must also be read in conjunction with the Broomehill-Tambellup Local Recovery Management Plan.

### **7.1 Roles & Responsibilities**

The Hazard Management Agency is to determine when and how the evacuees are to be returned.

### **7.2 Considerations for a Safe Return**

Returning evacuees to an affected area should occur as soon as practical so the recovery process can begin, however, prior to allowing evacuees to return to an affected area the following should occur;

- **Affected Area Assessment**  
A detailed assessment of the affected area must be completed. The assessment may consider;
  - If any hazard exists
  - If the hazard may return
  - Safety of structures, trees, power poles etc
  - Availability of suitable facilities such as:
    - Accommodation
    - Utilities
    - Hygiene facilities
- **Evacuees Return Criteria**  
The following items should be considered prior to allowing the return of evacuees;
  - The mental state of evacuees – are they prepared for what is going to come
  - The physical state of evacuees – are they able to physically cope with a changed environment
  - Time away from the impacted area – have evacuees decided to 'move on'



- The distance from temporary shelter – should they return directly or in stages
- The appointment of outreach workers to provide support for the community and gauge the response and needs of the affected population
- **Support Services**

Before evacuees should be returned an assessment of the availability of support services and essential infrastructure should be considered, such as;

  - the management of unsafe structures
  - Provision of temporary shelter
  - Provision of essential services (power, water, sewerage, communications)
  - Provision of welfare services including counselling and health services
  - Financial services including insurance issues, government support
  - A publicised communication strategy – how are people going to be kept informed during recovery.
  - Continued counselling
  - Social needs
  - Spiritual needs.

## APPENDIX 1 DECISION TO EVACUATE CONSIDERATIONS (HMA)

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have legal ramifications been considered?				
Numbers Affected	How many people may be required to evacuate and from what areas/suburbs?				
	What will the impact be to business/ tourism?				
Secondary Risks	What is the risk to the evacuees during movement?				

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Staging/ Assembly	Do evacuated people require staging/assembly areas?				
Transport	What transport resources and routes are available to move the evacuees?				
Security	How will the evacuated area be secured?				
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
	What arrangements/policy exists relating to the particular threat?				
	Is evacuation absolutely necessary or is it safer for people to shelter at home?				

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to the emergency responders - while carrying out the evacuation/s?				
Risk to Responders	What are the risks to the emergency responders while carrying out the evacuation/s?				
Shelter	Do all evacuees require shelter?				
Resources	What resources are required and are they sufficient to carry out the evacuation in a safe and timely manner?				

## APPENDIX 2 WARNING CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorisation of Warning	Who authorises the issue of a warning and who authorises the content?				
Methods to Inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	What resources/ personnel are needed for an affective warning – door knock?				
	Who is responsible for sending the message and activating the warning system?				
Special Needs	Which special needs groups will need to warned & who is				

	responsible for the warning?				
--	------------------------------	--	--	--	--

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
	Where can interpreters be found if needed?				
	How many persons need to be warned?				
	What transport is available for - those without, and where can they obtain it?				
	What access/egress routes are they to use/follow?				
Pets	What are the arrangements for pets/other animals?				



Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Instructions	<p>What instructions for home and personal property?</p> <p>Consider: not to use phones, turn off gas/electricity, secure property.</p>				
	<p>What are they to take/not to take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, and battery operated radio.</p>				

### APPENDIX 3 WITHDRAWAL CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By
Who is to control/coordinate the withdrawal stage?				
What public information has/will been given on the Evacuation and the Welfare Centres?				
What resources are available/required? Consider: PA Systems, transport including ambulances/ motor/trucks/buses/air craft, interpreters.				
What access/egress routes are to be used?				

Factor	Considerations	Actions	Responsible Authority	Completion By
Can the routes be properly controlled and are they clearly defined?				
Do you intend registering all those leaving?				
Can breakdowns and other blockages along the route be quickly cleared?				
Who is responsible for assisting with any special needs groups?				
What checks are to be made on premises to ensure all persons have evacuated?				

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>
Has security for the evacuated area been arranged?				
What arrangements have been made for pets/other animals left behind?				
Can vehicle parking at Assembly Areas/Welfare Centres be controlled?				
What are the arrangements for the National Registration Inquiry System implementation?				

### APPENDIX 4 SHELTER CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Has Department of Child Protection and Family Support been notified?				
	Is the Welfare Centre Register up-to-date?				
Which Centres	Which of the Welfare Centres will be opened?				
	Can the Centres cope with the expected number of evacuees and if not what are the options?				
Centre Management	Who is to activate/manage/staff the Welfare Centre?				
	Are those persons likely to be available at short notice?				

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Duration	How long are the evacuees likely to need to use the Centre?				
Facilities	What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, heating/cooling, medical triage				
	Can families remain together?				

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Welfare Arrangements	What are the catering and welfare arrangements and can they cope?				
	Is food/clothing readily available?				
Other Services	What other services may be required? Considerations: information services, communication with relatives.				
Advise other Agencies	Have relevant welfare agencies been informed of evacuation?				
	If evacuees are to be registered at the centre, who is responsible for activating process?				
Pets	What will you do with pets that are brought to the Centre?				

**APPENDIX 5 RETURN CONSIDERATIONS CHECKLIST (HMA)**

<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Authority	Who has the authority to order a return?				
	Who controls/co-ordinates the return?				
Staggered Return	Will the return be staggered?				
Safety	Can the people safely return?				
	Has an 'affected area assessment' been completed per Part 7?				
Transport	What transport is available to return the people?				
	Are utilities available to support the community?				



Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Have relevant support/welfare agencies been notified of the order to return?				
Ongoing Support	Can people return to homes to clean up/assist but then return to Welfare Centres for food and sleep?				

## APPENDIX 6 EMERGENCY EVACUATION MEDIA INFORMATION - WARNING

MEDIA RELEASE (No 0001, 0002, 0003 etc)

Date:

Time:

### WARNING - Insert type & name of incident

This is an official media release issued by the (insert Hazard Management Authority)

On .....(insert date & time) a .....(state type of emergency) was reported that affects the locality of .....

The following emergency services have so far responded (list attending agencies):

- 
- 

Information as of (insert time) is:

- Roads closed.....
- Risk type  Poor visibility  Toxic fumes  Other .....
- What is the hazard? .....
- Direction of hazard?.....
- What/who is at risk?.....
- What is the rate of travel of hazard? .....
- Other.....

For a life threatening emergency – call 000.

People are advised to listen to ABC Radio on (insert channel) for further updates.

Residents currently outside the area who are trying to decide if they should return to their homes should first check that it is safe to do so.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct.

For information about the emergency, please call (insert details):

Emergency workers are working hard to minimize the situation and Police will be monitoring security of the area.

Other important information:

Evacuation: insert details of evacuation message here.

Signed..... (Incident Controller)

Name (block capitals).....

## APPENDIX 7 EMERGENCY EVACUATION MEDIA INFORMATION POST EMERGENCY

### MEDIA RELEASE

(Post Emergency 0001, 0002, 0003 etc)

This is an official media release issued by the (insert Hazard Management Authority)

On .....(insert date & time) a .....(state type of emergency) was reported that affects the locality of .....

This was a serious emergency, however, we are pleased to advise that the situation is now under control and the threat has passed.

Residents are advised that (delete as applicable):

- They should stay on their property until advised it is safe to move around the roads.
- It is safe to move around the roads at low speeds.

Residents already in the area should contact the following numbers for information:

- For emergency assistance to deal with property damage – call the VES on 132 500
- If someone is injured or sick (non-life threatening) – call Health Direct 1800 022 222.
- For problems with electrical or scheme water supply – contact Western Power or Water Corporation.
- Contact the Council:
  - For help in containing roaming stock, or replacing fences
  - Dealing with injured wildlife
  - To clear fallen trees across roads

Signed.....

Name (block capitals)..... (Incident Controller)

## APPENDIX 8 EVACUATION CENTRES IN THE SHIRE OF BROOMEHILL-TAMBELLUP

Name	Address	Air- Condi- tioned	Priority	Cyclone	Status	Contact	Alt Contact	Capacity	Coordinates
Broomehill Recreational Centre	77 Tieline Road Broomehill WA 6318	No	Primary	No	Long Term	Jerome Hardie (Committee – President) 0427 181341	Colleen Paganoni (Committee – Secretary) 98241338 (24/7)	124	Longitude 117.648731 Latitude -33.838759
Broomehill Town Hall	30362 Great Southern Highway Broomehill WA 6318	No	Primary	No	Long Term	Shire 9825 3555 AH (CEO) 0471 253555	CEO 0471 253555	322	Longitude 117.638866 Latitude -33.84423
Tambellup Sports Pavilion	10 East Terrace Tambellup WA 6320	No	Primary	No	Long Term	Shire 9825 3555 AH (CEO) 0471 253555	CEO 0471 253555	168	Longitude 117.645542 Latitude -34.043083
Tambellup Town Hall	46 Norrish St Tambellup WA 6320	No	Primary	No	Long Term	Shire 9825 3555 AH (CEO) 0471 253555	CEO 0471 253555	200	Longitude 117.641513 Latitude -34.043821
Tambellup Business Centre	198 Tambellup West Rd Tambellup WA 6320	Yes	Primary	No	Long Term	Trevor Prout 9825 1220 A/H 98251182	Trevor Prout 98251182		Longitude 117.373211 Latitude -34.02.35.771

**Appendix 6: Recovery Management Plan**



# **Local Recovery Management Plan**

**May 2016**

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## **PART 1: INTRODUCTION**

Following the impact of a hazard on a community within the Shire of Broomehill-Tambellup, there may be the need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a. reconstruction of the physical infrastructure; and
- b. restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

### **1.1 Authority and Planning Responsibility**

This plan is part of the Shire of Broomehill-Tambellup's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005.

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

### **1.2 Aim**

The aim of this plan is to detail the recovery management arrangements for the Shire of Broomehill-Tambellup.

### **1.3 Objectives**

The objectives of the plan are to:

- a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- b. establish a basis for coordination between agencies that may become involved in the recovery effort;
- c. provide a framework for recovery operation; and
- d. provide guidelines for the operation of the recovery management arrangements.

### **1.4 Scope**

The scope of this recovery plan is limited to the boundaries of the Shire of Broomehill-Tambellup and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

### **1.5 Recovery Management Principles and Concepts**

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual "Disaster Recovery". Both of these documents are available from the Shire's Recovery Coordinator.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

- a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- b. The community has a 'right to know', as information is an essential part of the recovery process;
- c. Every person has a right to effective assistance until long-term recovery is achieved;

- d. Both the affected person and the community have a responsibility to account for financial and material resources used;
- e. The community has a right to know the criteria for the determination of financial support and grants; and
- f. The community has a right to expect the maintenance of family cohesion.

## **PART 2: RELATED DOCUMENTS AND ARRANGEMENTS**

The following documents are related to this plan:

Shire of Broomehill-Tambellup Local Emergency Management Arrangements  
Local Evacuation Plan  
Local Welfare Plan

### **2.1 Agreements, Understandings and Commitments**

The following agreements (Memorandums of Understanding) are in place between the Shire of Broomehill-Tambellup and other local governments, organisations or industries in relation to the provision of additional resources in recovery management.

<b>Other Party</b>	<b>Nature of agreement</b>	<b>Special Considerations</b>	<b>Reference details</b>
Nil			

## **PART 3: RESOURCES**

The resources available and contact details for recovery have been identified and are included in Appendix 2.

The following table identifies suitable Local Recovery Coordination Centres in the local government area. Where these locations are unavailable or deemed unsuitable the Local Recovery Committee will designate an alternate location as soon as possible and publicise it after it is established:

**Location One**                      **Shire of Broomehill-Tambellup**  
**Address**                              **46-48 Norrish St, Tambellup 6320**

	<b>Name</b>	<b>Phone (Work)</b>	<b>Phone (Mobile)</b>
<b>1<sup>st</sup> Contact</b>	CEO	9825 3555	0471 253555
<b>2<sup>nd</sup> Contact</b>	Manager Corporate Services	9825 3555	0428 573525
Resources: Phone, fax, internet, printer/copier, whiteboards, adequate workspace			

**Location Two**                      **Broomehill Recreational Complex**  
**Address**                              **77 Tieline Rd, Broomehill 6318**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Brant Dennis (President)	9824 1214	0409 086093
2 <sup>nd</sup> Contact	Colleen Paganoni (Secretary)	9824 1338	0428 241338
Resources: Phone, internet, whiteboards, adequate workspace			

### 3.1 Financial Arrangements

Assets of the Shire of Broomehill-Tambellup are insured annually. Recovery activities may be funded through the following avenues:

- Shire general revenue or cash reserves, as per *Local Government Act 1995 s6.8(1)(b) and (c), s6.1(2) and s6.20(2)*.

The State Emergency Management Plan for State level Recovery Coordination (Westplan-Recovery Coordination) outlines the States recovery funding arrangements. Relief programs include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State level Recovery Coordination (Westplan- Recovery Coordination, 2014).

### Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

### Donations of Service and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

### Donations of Goods

The donations of goods to assist victims to recover from an emergency may be arranged by non government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

## PART 4: ROLES AND RESPONSIBILITIES

### 4.1 Organisation and Responsibilities

The recovery management organisation for the Shire of Broomehill-Tambellup is based on the following:

- a. Local Recovery Coordinator;
- b. Local Recovery Committee; and
- c. Other participating organisations and community groups.

## **4.2 Responsibilities**

### **Local Recovery Coordinator**

The Chief Executive Officer of the Shire of Broomehill-Tambellup has been appointed as the Local Recovery Coordinator in accordance with the Emergency Management Act 2005, S 41.

(4). The Manager of Corporate Services will act in the role when the primary appointee is unavailable when an emergency occurs.

### **Role**

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

### **Functions**

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

Appendix 3 of this Plan provides a Local Recovery Coordinator/Coordinating Group Action Checklist

## **Local Recovery Committee**

### **Composition**

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- Shire Chief Executive Officer\*\*/ Shire President
  - Local Recovery Coordinator\*\* (Executive Chair)
  - Local Emergency Coordinator (WA Police)
  - Local Welfare Coordinator and/or Department for Child Protection representative
  - Relevant Hazard Management Agency representative
  - Lifeline Agencies Representatives (where appropriate)
  - plus other members drawn from government and non government organisations, including community groups with a role to play in the recovery process.
- (\*\* positions highlighted could be the same person)

### **Role**

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

### **Functions**

- Establishing subcommittees as required;
- Assessing requirements, based on the impact assessment, for recovery activities
- relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning and goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery Agencies;
- Ensuring a coordinated multi agency approach to community recovery.
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

### **Local Recovery Coordinating Group Subcommittees (Where Required)**

It may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordinating Group by addressing specific components of the recovery process.

Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

1. Community (Social)
2. Infrastructure (Built)
3. Environment (Natural)
4. Finance (Economic)

Suggested roles and functions for the Subcommittees can be found at Appendix 4.

### **4.3 Responsibilities of Participating Organisations**

#### **Shire of Broomehill-Tambellup**

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provides the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

#### **Hazard Management Agency**

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

#### **Department of Agriculture & Food WA**

Where there is significant impact to the agricultural industry, the Department of Agriculture and Food WA will:

- Assist in undertaking a physical and an economic impact and needs assessment of the affected industry members.
- This would include the provision of advice on the destruction and disposal of livestock as required to meet both animal welfare and environmental guidelines.
- Administer applications for the primary producer package to assist primary producers as per the WANDRRA.
- Administer compensation that producers may be eligible for based on either the Emergency Animal Disease Response Agreement (EADRA) or the Emergency Plant Pest Response Deed (ERPPD).

#### **Department for Child Protection**

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

### **Lifeline Agencies**

- a. Provide a representative to the Local Recovery Committee;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

## **PART 5: MANAGEMENT ARRANGEMENTS**

### **Handover – Response to Recovery**

The Hazard Management Agency is responsible for commencing the recovery process. As the response to the incident concludes the recovery phase will be handed to the local government. Appendix 5 contains a 'Handover from Response to Recovery' document which should be used by both parties to affect the handover process.

**Advice** – The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

### **Activation**

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

### **Method of Operations**

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- b. In major events, recovery management may be passed to the Shire of Broomehill-Tambellup via the Local Recovery Committee working through the designated Local Recovery Coordinator.
- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

## **Recovery Activities and Strategies**

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

### **Activities**

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

### **Strategies**

#### **Community Involvement Strategies**

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

#### **Recovery Information Strategies**

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters



### **Recovery Assistance Strategies**

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

### **Accountability Strategies**

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

### **Strategies for Grants, Loans and Gifts**

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

### **Strategies to Maintain Family Cohesion**

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

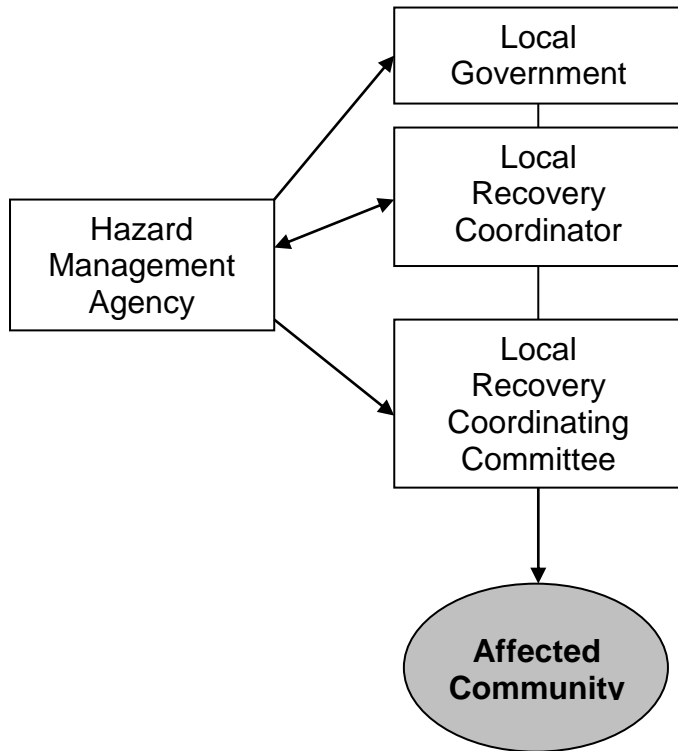
### **Stand Down/Debriefs/Post Operation Reports**

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities capability to manage the services improve.

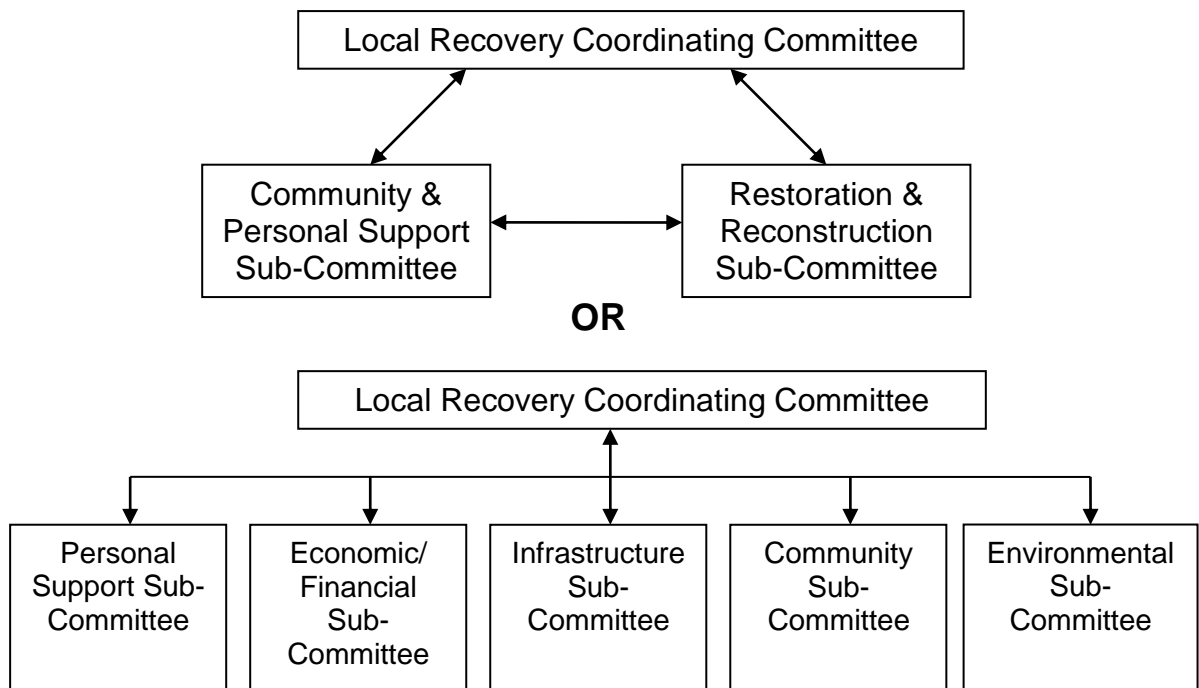
The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

**Appendix 1 Local Recovery Organisation**

**Initial Recovery Management Structure (during response)**



**Recovery Committee Structures (following handover from HMA to LRC)**  
(depending upon community impact and complexity of event)



## Appendix 2 Recovery Contacts

AGENCY		CONTACT
Department for Child Protection & Family Services	Albany Katanning	9845 7909 9821 6500
Red Cross	Broomehill	0488 944416 0428 241370
Country Women's Association	Broomehill Tambellup	0488 944416 9825 1054
Centrelink		132 468
Western Power	Faults, emergencies, restoration times General enquiries	131 351 131 087
Telstra		
Water Corporation	General Enquiries	131 385
Southern Agcare	Gnowangerup	9827 1552
Relationships Australia		1300 364 277
Department of Agriculture & Food WA	Katanning Site Manager	9821 3333 0427 817008
Child Health Service	8 Austral Terrace Katanning Tambellup Health Centre	9821 1881 9825 1101
Great Southern Population Health	Francis St, Katanning	9821 6280
Great Southern Mental Health	Francis St, Katanning	9821 6341
Great Southern Aboriginal Health	Francis St, Katanning	9821 6370
Disability Services Commission	68 Clive Street Katanning	9821 1627
Home & Community Care	68 Clive Street Katanning	9821 2099
Department of Corrective Services	Clive Street Katanning	9821 2114
Tambellup Lions Club		9825 3046 9825 8289
Department of Housing and Works	Katanning	9891 1800
Department of Parks & Wildlife	Katanning	9821 1296
WA Country Health Service	Great Southern	9892 2672
Department of Education		
WA Police		9825 1003
Southern Aboriginal Corporation		9821 2890
Small Business Centre Great Southern		9841 8809

### Appendix 3 Local Recovery Coordinator/Local Recovery Coordinating Committee

<b>Transition From Response:</b>	<b>OK</b>
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
<b>Management Structure (the LRCC Shall):</b>	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
<b>Promote Community Involvement (the LRCC shall):</b>	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
<b>Impact Assessment -managerial issues (the LRCC shall):</b>	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
<b>Inspections and Needs Assessments - technical focus (the LRCC shall):</b>	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	

Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> <li>• how and who will gather the information (single comprehensive survey)</li> <li>• how information will be shared</li> <li>• how information will be processed and analysed</li> <li>• how the data will be verified (accuracy, currency and relevance)</li> </ul>	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
<b>Data Management (the LRCC shall):</b>	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
<b>State Government Involvement (the LRCC shall):</b>	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
<b>Public Information (the LRCC shall):</b>	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> <li>• Recovery Coordination centre</li> <li>• spokesperson/s</li> <li>• identifying and adopting key message priorities</li> <li>• using a single publicised website for all press releases</li> </ul>	
Develop processes for: <ul style="list-style-type: none"> <li>• media liaison and management (all forms e.g. print, and electronic)</li> <li>• briefing politicians</li> <li>• alternative means of communication e.g. public meetings, mailbox fliers, advertising</li> <li>• communicating with community groups</li> <li>• meeting specialist needs</li> <li>• formatting press releases</li> <li>• developing and maintaining a website</li> <li>• ensuring feedback is sought, integrated and acknowledged</li> </ul>	
Monitor print and broadcast media, and counter misinformation.	
<b>Rehabilitation and Assistance (the LRCC shall):</b>	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	

Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
<b>Implementation of Reduction Measures (the LRC shall plan to):</b>	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> <li>• identify essential services and facilities in high-risk areas</li> <li>• consider the restoration options in the event of their becoming dysfunctional</li> </ul>	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
<b>Financial Management (the LRCC shall):</b>	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
<b>Reporting (the LRCC shall plan to):</b>	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
<b>Managed Withdrawal (the LRCC shall plan to):</b>	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

## **Appendix 4 Sample Recovery Committee Role Statements**

### **COMMUNITY (OR SOCIAL) SUBCOMMITTEE**

#### Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

### **ENVIRONMENT (OR NATURAL) SUBCOMMITTEE**

#### Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

### **INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE**

#### Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

### **FINANCE (OR ECONOMIC) SUBCOMMITTEE**

#### Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

#### Functions

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - o ensure the principles of equity, fairness, simplicity and transparency apply;
  - o ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
  - o recognise the extent of loss suffered by individuals;

- o complement other forms of relief and assistance provided by government and the private sector;
- o recognise immediate, short, medium and longer term needs of affected individuals;
- o ensure the privacy of individuals is protected at all times;
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

### **Sample LMDRF Eligibility Criteria and Levels of Financial Assistance**

*(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville-Mt Helena Fire on 12 January 2014)*

#### **Owners/Owner Occupiers**

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- **Level One** – shall apply in those instances where the house/house and contents have been totally destroyed
- **Level Two** – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable
- **Level Three** – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

#### **Occupiers**

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- **Level Four** – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed
- **Level Five** – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.



## **Appendix 5 Transition From Response to Recovery Form**

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

### **Section 1: Incident details**

<b>Incident/Emergency Name:</b>	
<b>Incident/Emergency Number:</b>	
<b>Incident Controller Name &amp; Contact</b>	
<b>Hazard Management Agency:</b>	
<b>Local Recovery Coordinator Name &amp; Contact:</b>	
<b>Date and Time of Handover Meeting:</b>	
<b>Description of Affected Area:</b>	
<b>Map Attached:</b>	Y/N
<b>Other Local Government Areas Affected:</b>	

## **Section 2: Impact Assessment**

1. Has any **residential** property been damaged or destroyed?

**Yes** Go to question 1a

**No** Go to question 2

1a. Record any available information about damage or losses to residential properties.

<b>Number of Residential Properties <u>Damaged</u>:</b>	
<b>Notes:</b>	
<b>Number of Residential Properties <u>Destroyed</u>:</b>	
<b>Notes:</b>	

Include an attachment of any additional damage.

2. Has any **commercial or industrial** property been damaged or destroyed?

**Yes** Go to question 2a

**No** Go to question 3

2a. Record any available information about damage or losses to commercial or industrial properties.

<b>Number of Commercial or Industrial Properties <u>Damaged</u>:</b>	
<b>Notes:</b>	
<b>Number of Commercial or Industrial Properties <u>Destroyed</u>:</b>	
<b>Notes:</b>	

Include an attachment of any additional damage

3. Have any **rural, pastoral or primary producer** properties been damaged or destroyed?

**Yes** Go to question 3a

**No** Go to question 4

3a. Record any available information about damage or losses to **rural, pastoral or primary producer** properties.

<b>Number of Rural, Pastoral or Primary Producer Properties <u>Damaged</u>:</b>	
<b>Notes:</b>	
<b>Number of Rural, Pastoral or Primary Producer Properties <u>Destroyed</u>:</b>	

<b>Notes:</b>	
---------------	--

Include an attachment of any additional damage

4. Have any **essential services** been disrupted?

**Yes** Go to question 4a

**No** Go to question 5

4a. Record any available information about damage or losses to essential services.

Service Type	Location	Contact person	Estimated restoration time
Gas			
Phone			
Power			
Roads			
Water			
Other			

5. Are there any road blocks in place?

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6. Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

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**Section 3: Evacuation/Welfare**

7. Was an **evacuation** or **relocation** undertaken?

**Yes** Go to question 7a

**No** Go to question 11

7a. Has a welfare centre(s) been established?

**Yes** Go to question 7b

**No** Go to question 8

7b. Details of welfare centre(s):

Address:

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---

Estimated number of evacuees:

---

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Notes:

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8. How many properties were evacuated?

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9. When will evacuees be allowed back into the affected area?

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10. Is there any other relevant information regarding the evacuation of people within the area?

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## **Section 4: Confirmation**

11. Transition report details:

### **REPORT PREPARED BY:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

### **HANDED OVER BY:**

#### **Incident Controller**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

### **HANDED OVER TO:**

#### **Local Recovery Coordinator**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

### Appendix 6 Operational Sequence Guide/Checklist

Situation	Organisation/Action
<p><b>ALERT (Transition)</b> On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p><b>HMA</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.</li> <li>• Include Local Recovery Coordinators/local governments in briefings/Incident Management Group.</li> </ul> <p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support.</li> <li>• Advise and liaise with LRCC members.</li> </ul>
<p><b>ACTIVATION</b> Requirement for Local level coordination of recovery identified/requested</p>	<p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees.</li> </ul> <p><b>LRC</b></p> <ul style="list-style-type: none"> <li>• Arrange for conduct of on-site assessment, if appropriate.</li> <li>• Maintain links with affected organisations for the identification and coordination of the provision of recovery support.</li> </ul>
<p><b>STAND DOWN</b> On completion of Local coordinated recovery activities.</p>	<p><b>LOCAL GOVERNMENT/LRC</b></p> <ul style="list-style-type: none"> <li>• Ensure handover of responsibility for ongoing recovery activities to a managing agency.</li> <li>• Advise LEC and LRC members of stand-down</li> <li>• Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group</li> <li>• Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.</li> </ul>

## **Appendix 7 Action Recovery Plan Template**

### **Action Recovery Plan**

The Shire of Broomehill-Tambellup has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan, however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

**(Name of community) Local Recovery Coordinating Committee**

**Action Recovery Plan**

**Emergency:** (type and location) .....

**Date of Emergency:** .....

**Section 1**

**Introduction**

Background on the nature of the emergency or incident

- Aim or purpose of the plan
- Authority for plan

**Section 2**

**Assessment of Recovery Requirements**

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

**Section 3**

**Organisational Aspects**

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

**Section 4**

**Operational Aspects**

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

**Section 5**

**Administrative Arrangements**

- Administration of recovery funding and other general financial issues



- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

**Section 6**

**Conclusion**

Summarises goals, priorities and timetable of plan.

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Signed by: \_\_\_\_\_  
Chairperson, Local Recovery Coordinating Committee

Date: \_\_\_\_\_

## **Appendix 8 Local Recovery Committee Standard Reporting Template**

### **LOCAL RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – <Emergency Situation>**

<insert Name> Local Recovery Coordinating Committee  
Report No: .....

To: Chairman, SRCC/State Recovery Coordinator

**Situation Update:** *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

**Proposed Activities:** *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

**Special Assistance:**

**Requirements:** *Includes support from other agencies, LRCC intervention with priorities.*

**Financial Issues:** *May include support from LRCC for additional funding from Treasury.*

**Recommendations:**

**Name & Signature:**

**Title:**

### Appendix 9 Post Incident Analysis Pro forma

ISSUE	COMMENT	RECOMMENDATIONS
<b>Management</b>		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Adminstration structure effective.		
Reporting relationships clear ? ( <i>Did you know who to report to?</i> )		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade		

<b>Inter-agency liaison</b> Were there any issues working/liaising with other organisations?		
<b>Emergency Management - Recovery Support Arrangements</b> Are relevant Agency/Organisation arrangements established/current?		

**Appendix 7: Welfare Plan**



Government of Western Australia  
Department for Child Protection  
and Family Support

Emergency Services



GOVERNMENT OF  
WESTERN AUSTRALIA

**SHIRE OF BROOMEHILL-  
TAMBELLUP**

**LOCAL EMERGENCY  
MANAGEMENT PLAN FOR  
THE PROVISION OF WELFARE  
SUPPORT**

PREPARED BY

**THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY  
SUPPORT**

AND TABLED AT THE

**LOCAL EMERGENCY MANAGEMENT COMMITTEE on**

**10<sup>th</sup> November 2015**

**THIS PLAN CAN BE ACTIVATED FOR HAZARDS DEFINED UNDER  
WESTPLANS E.G. WESTPLAN - CYCLONE, WESTPLAN - FIRE.**

**TO ACTIVATE THIS PLAN CALL THE DEPARTMENT FOR CHILD  
PROTECTION AND FAMILY SUPPORT'S LOCAL OFFICE ON 9841 0777  
AND AFTER HOURS CRISIS CARE ON 1800 199 008**

LOCAL WELFARE PLAN  
SHIRE OF BROOMEHILL-TAMBELLUP

**Department for Child Protection and Family Support**

**LOCAL EMERGENCY  
MANAGEMENT PLAN FOR THE  
PROVISION OF WELFARE SUPPORT**

**Amendment Record**

**Proposals for amendment of this plan should be forwarded to:**

Neville Blackburn  
District Emergency Services Officer  
Great Southern District  
Department for Child Protection and Family Support  
25 Duke St, Albany, WA, 6330  
Phone : 9845 7909    Mobile : 0438 934 827  
Email : [Neville.blackburn@cpfs.wa.gov.au](mailto:Neville.blackburn@cpfs.wa.gov.au)

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	May 2015	Developed new Local Welfare Plan	Neville Blackburn
1	November 2015	Amended draft to LEMC for endorsement	Neville Blackburn
2	May 2016	Update contact details	Shire
3			
4			
5			
6			

**LOCAL WELFARE PLAN**  
**SHIRE OF BROOMEHILL-TAMBELLUP**

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## Part 1 Introduction

### 1.1 Outline

Welfare is defined as providing immediate and ongoing support services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The *Emergency Management Act 2005* defines a Support Organisation as ‘a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions.’<sup>1</sup>.

The State WESTPLAN - Welfare is the responsibility of the Department for Child Protection and Family Support (the Department) as are each Local Emergency Management Plan for the Provision of Welfare Support, known as the Local Welfare Plan. This Local Welfare Plan outlines the arrangements that apply in local circumstances, and as far as is practicable is consistent with the arrangements detailed in WESTPLAN - Welfare.

The Department is committed to protect and care for children and young people who are in need, and support families and individuals who are at risk or crisis. This plan provides for a community centered approach to emergency management and will coordinate the resources required to support local emergency management arrangements. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency, and may require coordination at both the local and state level. The plan is based on the utilisation of existing local resources and to supplement these resources when required from the state level.

Terminology used in this plan has the meaning prescribed by Section 3 of the *Emergency Management Act 2005*, unless stated otherwise.

### 1.2 Aim, Objectives and Scope

This plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- Outline the arrangements and structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- Establish the principles for planning for the provision of welfare support at the local level.

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein, using an ALL HAZARDS approach. Hazards refers

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<sup>1</sup> *Emergency Management Act 2005, Part 1, Section 6 (4)*

<p>LOCAL WELFARE PLAN SHIRE OF BROOMEHILL-TAMBELLUP</p>
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to hazards defined under WESTPLANS e.g. WESTPLAN – Cyclone, WESTPLAN – Fire, WESTPLAN – Storm, WESTPLAN - HAZMAT.

Local Governments can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators (Local Government Welfare Coordinators). If they do this in consultation with the Department, the Department's Coordinators referred to in this plan will revert to a support coordination role. See 3.1.3 Local Government Welfare Support Response below for more information.

If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services six functional areas have been identified: Emergency Accommodation, Emergency Catering, Emergency Clothing and Personal Requisites, Personal Support Services, Registration and Reunification and Financial Assistance.

### **1.3 Related Documents**

Other documents related to this plan include:

- *Emergency Management Act 2005*
- State Emergency Management Policies
- WESTPLAN - Welfare
- WESTPLAN - Registration and Reunification
- WESTPLAN - Recovery Coordination
- WESTPLAN – Reception
- WANDRRA Determination
- The Shire of Broomehill-Tambellup's Local Emergency Management Arrangements and Sub-Plans

<p>LOCAL WELFARE PLAN SHIRE OF BROOMEHILL-TAMBELLUP</p>
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## **Part 2 Planning and Preparedness**

### **2.1 Authority and Plan Responsibilities**

The development and maintenance of this plan is allocated to the Department's District Emergency Services Officer, in consultation with members of the Local Emergency Welfare Coordination Group, if there is one.

This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services. A contact list of the organisations that constitute the Emergency Welfare Coordination Group is provided in Appendix 2.

### **2.2 Exercise and Review Period**

The Department's District Emergency Services Officer will ensure that this plan is exercised in accordance with the State Emergency Management Policy 3.1– Emergency Management Exercises (SEMP 3.1); i.e. the formal activation of this plan to respond to an emergency, or exercised at least annually.

This plan will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

### **2.3 Responsibility for Preparedness**

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

- 2.3.1 The Department's Emergency Services Coordinator ensuring the Department's capacity to respond effectively to emergencies state-wide;
- 2.3.2 The Department's District Emergency Services Officers and/or Welfare Coordinators appointed by the Department's District Director managing this responsibility at the local level;
- 2.3.3 Emergency Welfare Coordination Groups assisting District Emergency Services Officers and/or Welfare Coordinators with their responsibilities at the local level;
- 2.3.4 Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond and provide support;
- 2.3.5 Other government and non-government agencies are identified to provide further support as required; and
- 2.3.6 Recognition that Local Government may appoint their own Local Government Welfare Coordinator to coordinate welfare services – see 3.1.3 Local Government Welfare Support Response below.

### **2.4 Organisational Roles and Responsibilities**

Each of the six welfare functional areas is managed by the Department with the assistance of other organisations that have agreed to responsibilities under that functional area - see Appendix 3, Organisational Roles and Responsibilities. Where

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an organisation is unable to meet its responsibilities, the Department shall, on being advised, make alternative arrangements.

In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

All organisational staff and volunteers assisting the Department in accordance with this plan are required to comply with the Department's policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.

## 2.5 Planning and Arrangements

The six welfare functional areas are:

2.5.1 Emergency Accommodation – See Appendix 4

2.5.2 Emergency Catering – See Appendix 5

2.5.3 Emergency Clothing and Personal Requisites – See Appendix 6

2.5.4 Personal Support Services – See Appendix 7

2.5.5 Registration and Reunification -

- (1) Policy governing the delivery of this function is detailed in WESTPLAN - Registration and Reunification.
- (2) Welfare Coordinators need to be familiar with WESTPLAN - Registration and Reunification to ensure that arrangements are in place to activate it.

2.5.6 Financial Assistance - The provision of financial assistance to those affected by emergencies who are eligible and in need.

- (1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and is determined at the time of the emergency.
- (2) Financial assistance **may** include:
  - (a) The Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) - Personal Hardship and Distress Relief Payments;
  - (b) Other forms of emergency assistance available at the time.

## 2.6 Welfare Representatives and Coordinators

Welfare Coordinators are appointed as follows:

2.6.1 The Department's State Welfare Coordinator

The title "State Welfare Coordinator" is the Department's representative appointed by the Director General, and is responsible for the coordination of all emergency welfare support services at the state level.

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#### 2.6.2 The Department's Emergency Services Coordinator

The Emergency Services Coordinator is an appointed officer of the Department, whose function is to ensure the preparedness of the Department to carry out its emergency management functions. The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency.

#### 2.6.3 The Department's District Welfare Representatives' responsibilities include the following:

- (1) The District Director, or proxy, to represent the Department on District Emergency Management Committees (DEMCs);
- (2) Ensure the arrangements of this plan are clearly understood at the district level;
- (3) Clarify the Department's policy on emergency welfare matters where required;
- (4) Refer matters of a contentious nature to state level for resolution; and
- (5) Represent the Department on Operational Area Support Groups (OASGs), as required in the response phase.

#### 2.6.4 The Department's Welfare Coordinators

The Welfare Coordinator shall be a nominated officer of the Department within the Local Government area. Where the Department is not located within the Local Government area the Department, in conjunction with the LEMC, will formally appoint a suitable person as the Welfare Coordinator. The nominated person will be clearly identified in the respective local emergency management arrangements.

The responsibilities of the Welfare Coordinator include the following:

- (1) Establish and manage the activities of the Emergency Welfare Coordination Groups, where determined appropriate by the District Director;
- (2) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (3) Represent the Department and the emergency welfare function on the LEMCs and Local Recovery Committees;
- (4) Ensure staff and volunteers of the Department and supporting agencies are trained and exercised in their welfare responsibilities;
- (5) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

<p>LOCAL WELFARE PLAN</p> <p>SHIRE OF BROOMEHILL-TAMBELLUP</p>
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- (6) Represent the Department on the Incident Support Group (ISG) when required in the response phase.

#### 2.6.5 Local Government Welfare Coordinators – see 3.1.3

- (1) Local Government Welfare Coordinators are the nominated representatives of Local Governments. They assist the Department's Welfare Coordinators who have overall coordination of welfare services during emergencies.
- (2) Local Governments can elect to prepare their own welfare arrangements and appoint their own Local Government Welfare Coordinators. If they do this in consultation with the Department, the Department's Welfare Coordinator will act as a support to the Local Government Welfare Coordinator, and may activate the Local Welfare Plan, or components thereof, as requested by the Local Government Welfare Coordinator.
- (3) If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

## 2.7 Special Considerations

### 2.7.1 Children, Organisations, Educational and Care Facilities

Organisations such as women's refuges, men's hostels, group homes; educational and care facilities with responsibility for the care, supervision or provision of services to children or their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre, continuing to supervise and provide services to their children or clients and liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

During an emergency unaccompanied children without direct parental or responsible adult supervision should be brought to the attention of the Department; or evacuated to a welfare centre and into the care of the Department.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, should be considered at the local level and included in local emergency management arrangements.

### 2.7.2 Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups

Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups should be considered at the local level, and any specific local requirements included in the LEMAs.



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The Department prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups to ensure they have suitable plans and response capabilities in place prior to an emergency to cater for these groups' needs.

## **2.8 Resource Support**

The Department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator.

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion. At the State Government level this will be undertaken through the State Recovery Committee. The Department shall be represented on both levels of recovery coordination where required.

## **2.9 Training**

Training, both internally and inter-agency, will be advised by the member agencies of the Emergency Welfare Coordination Groups. Training is provided so staff and volunteers of the Department and supporting agencies are provided with opportunities to have the necessary skills to ensure the provision of services under this plan.

## **2.10 Community Information**

In collaboration with Emergency Welfare Coordination Group members, community awareness and education strategies for dissemination of all relevant information into communities may be developed, and may include fact sheets, brochures and community guides.



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## Part 3 Response

### 3.1 Responsibility for Response

#### 3.1.1 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department through the designated State and Local Welfare Coordinators. The Department prioritises its response in line with its operational capacity and relies on all government agencies, and non-government agencies if available, to provide assistance when requested.

#### 3.1.2 Support Agency Officers

During response/recovery activities Support Agency Officers are provided by each of the participating organisations to assist the Welfare Coordinator in the management of the welfare response. These Support Agency Officers will need to be located at the Welfare Centre as required, and the agencies are recorded in Appendix 2.

#### 3.1.3 Local Government Welfare Support Response

In smaller, non-complex events, and in some regional and remote areas where Local Government Welfare Coordinators are elected, the Department's Welfare Coordinator will revert to a support coordination role. It is incumbent on the Local Government to officially record and formally notify the Department, and provide information the Department may require should a Local Government Welfare Coordinator be elected.

Any expenditure by Local Governments under this section would need to be requested and considered by the Department, prior to the financial cost being incurred as outlined in Section 3.8 Financial Arrangements for Response below.

The Department will support a Local Government in the welfare support response until any of the following actions were to occur;

- (1) The Local Government advises the Department that it was no longer able to adequately provide the welfare support response;
- (2) The welfare support response becomes a multi-agency and complex response requiring state level support; or
- (3) The Department's District Director or State Welfare Coordinator determines it is in the best interest of the community and/or the Department to assume the control of the welfare support response.

In any of the above actions, the Local Government should prepare a handover of all welfare support response information to the Department, who would then assume control of providing welfare support services.

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### 3.2 Notification

The activation procedures detailed hereunder relate to local level arrangements, involving the Welfare Coordinator, the Local Government and the relevant Hazard Management Agency (HMA)/Controlling Agency.

- (1) The first indication that this support plan may need to be activated will come from one of two sources as follows:
  - (a) A HMA/Controlling Agency may identify the need to activate this support plan to help manage an emergency; and/or
  - (b) The Welfare Coordinator, based on information provided from the Department's Emergency Services Coordinator, may identify the need to activate this support plan.
- (2) Regardless of who first identifies the need, the HMA/Controlling Agency and the Welfare Coordinator shall confer and agree that the support plan should be activated. Once this decision is made the Welfare Coordinator shall activate and manage the plan accordingly.
- (3) The Department's Emergency Services Unit On Call Duty Officer should be contacted on 0418 943 835 to advise of the situation.

### 3.3 Stages of Activation

The plan will normally be activated in stages as per the Department's Standard Operating Procedures – see Appendix 12. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

#### 3.3.1 Stage 1 - Alert.

- (a) Participating organisations are alerted by the Welfare Coordinator;
- (b) Participating organisations alert their own personnel;
- (c) Additional information allowing organisations time to arrange preliminary preparations is provided;
- (d) Key personnel are briefed on action to be taken;
- (e) The Welfare Centre is prepared for activation if required; and
- (f) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.

#### 3.3.2 Stage 2 - Activation.

- (a) The Welfare Centre is activated if required;
- (b) Participating organisations are called out by the Welfare Coordinator and nominated Support Agency Officers proceed to the Welfare Centre;

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- (c) Welfare Support services are provided under the coordination of the Welfare Coordinator;
- (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Welfare Coordinator and participating organisations; and
- (e) Welfare Support requirements are monitored and reviewed.

### 3.3.3 Stage 3 - Stand Down.

Stand Down is to occur when the decision has been made by the HMA/Controlling Agency and the Welfare Coordinator to close the welfare centre, and there are no more evacuees left in the centre. Welfare Support Services may continue beyond this time at the discretion of the Welfare Coordinator. Ongoing services will be monitored by the Department's Emergency Services Coordinator, and participating agencies will be responsible for submitting ongoing and debrief reports to the Welfare Coordinator.

- (a) Participating welfare organisations are informed of the stand down by the Welfare Coordinator;
- (b) Participating organisations stand down in accordance with relevant procedures for each organisation;
- (c) Organisations are to advise the Welfare Coordinator when stand down has been completed;
- (d) The Welfare Coordinator advises participating agencies of debriefing arrangements;
- (e) The Local Welfare Centre and/or Welfare Coordination Centre is closed down; and
- (f) The Welfare Coordinator conducts a debrief, prepares and distributes Post Operation Reports in accordance with SEMC Policy 4.3, see 3.9 Post Operation Report below. After an activation a review of this Local Welfare Plan is conducted by the District Emergency Services Officer.

## 3.4 Levels of Response

The activation of the Local Welfare Plan will be at the request of the HMA/Controlling Agency and/or by the Welfare Coordinator, see 3.3 Stages of Activation above. The level of response will be determined by the Welfare Coordinator on the basis of information supplied by the HMA/Controlling Agency or the Emergency Coordinator. The Welfare Coordinator, or suitable proxy, will attend and/or provide advice to the Incident Support Group (ISG) where required.

## 3.5 Incident Management System

The Department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System (AIIMS). However, current internal Department and participating agency management procedures shall continue to operate.

<b>LOCAL WELFARE PLAN</b> <b>SHIRE OF BROOMEHILL-TAMBELLUP</b>
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### **3.6 Public Information and Media Management**

The HMA/Controlling Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan). All non-welfare matters will be referred to the HMA/Controlling Agency.

The Department and other participating support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. Departmental staff must have approval from the Department's District Director and Corporate Communications and Marketing before having contact with the media.

### **3.7 Activation of Other WESTPLANS in Support of This Plan**

Other plans may be activated to support this plan including, but not limited to, WESTPLAN – Registration and Reunification and WESTPLAN – Recovery Coordination. The procedures for activating these plans are included in the respective plans.

### **3.8 Financial Arrangements for Response**

Financial arrangements for activation of this plan will be as outlined in State Emergency Management Policy 4.2 Funding for Emergencies (SEMP 4.2), unless other arrangements are negotiated and approved by the State Welfare Coordinator. All expenditure under this plan must be approved by the Department's Emergency Services Coordinator.

### **3.9 Post Operation Reports**

The Welfare Coordinator prepares and writes the Post Operation Report. Support agencies may be asked to provide feedback to the Department's Welfare Coordinator which may be used in the preparation of the Post Operation Report. The Post Operation Report is the Department's internal report and the whole report or parts thereof may be distributed to appropriate organisations and agencies.

LOCAL WELFARE PLAN  
SHIRE OF BROOMEHILL-TAMBELLUP

## Part 4 Recovery

### 4.1 Recovery Assessment

The *Emergency Management Act 2005* defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

In order to facilitate the effective coordination of the welfare recovery process, it is essential that an assessment of the welfare recovery requirements be conducted as soon as possible after the impact of an event.

The Department is responsible for the provision of Welfare Support in the Response and Recovery phases of an emergency.

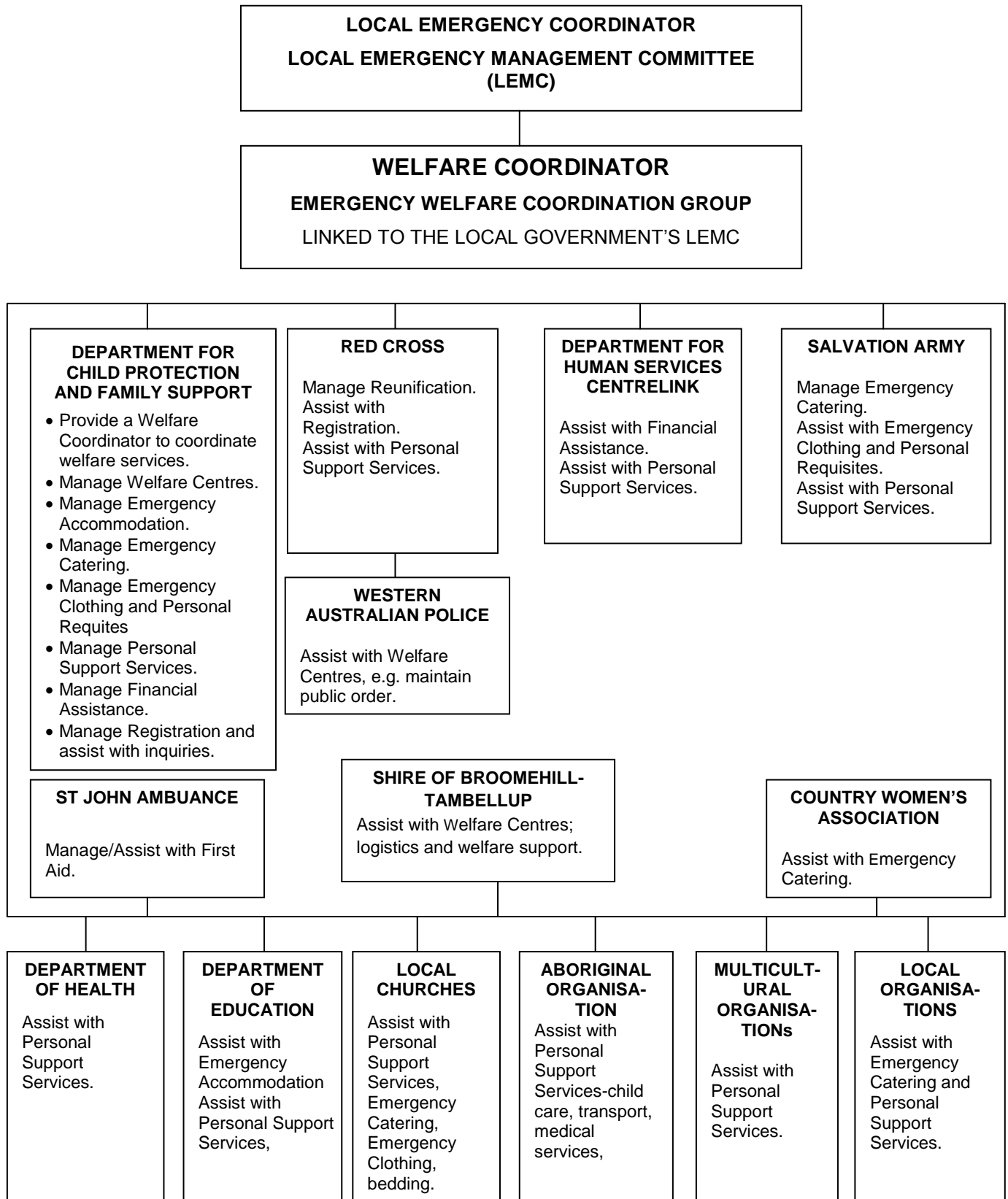
### 4.2 Responsibility for Recovery

Local Governments are responsible for managing recovery following an emergency affecting the community in its Local Government district, in accordance with WESTPLAN - Recovery Coordination.

The transition from Response to Recovery will be at the discretion of the Incident Controller of the HMA/Controlling Agency who should advise the Department of such transition as soon as possible.

**LOCAL WELFARE PLAN  
SHIRE OF BROOMEHILL-TAMBELLUP**

**Appendix 1 – Local Emergency Welfare Coordination**



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## Appendix 2 – Shire of Broomehill-Tambellup Emergency Welfare Coordination Group

Organisation	Representative	Day Contact Details	A/H Contact Details	Postal/Email Address
Department for Child Protection and Family Support	Lorna Woodward Local Welfare Coordinator	9841 0777 0428 384 355	9853 1174	<a href="mailto:Lorna.woodward@cpfs.wa.gov.au">Lorna.woodward@cpfs.wa.gov.au</a>
25 Duke St Albany	Neville Blackburn - District Emergency Services Officer	9845 7909 0438 934 827	0407 475 345	<a href="mailto:Neville.blackburn@cpfs.wa.gov.au">Neville.blackburn@cpfs.wa.gov.au</a>
Shire of Broomehill / Tambellup	Shire Office	9825 3555		
	CEO	9825 3555	0471 253555	<a href="mailto:ceo@shirebt.wa.gov.au">ceo@shirebt.wa.gov.au</a>
	Judy Stewart Manager Corporate Services	9825 3555	0428 573 525	<a href="mailto:mcs@shirebt.wa.gov.au">mcs@shirebt.wa.gov.au</a>
	Pam Hull Strategic Support & Projects Officer	9825 3555		<a href="mailto:projects@shirebt.wa.gov.au">projects@shirebt.wa.gov.au</a>
	Cindy Pearce Community Emergency Services Manager	9821 9950	0417 071 567	<a href="mailto:cindy.pearce@dfes.wa.gov.au">cindy.pearce@dfes.wa.gov.au</a>
Australian Red Cross	Perth – 24 hour emergency contact	0408 930 811 Ring to contact local team		
	Carole Johnson (Broomehill)	9824 1354	0488 944 416	<a href="mailto:Carole354@hotmail.com">Carole354@hotmail.com</a>
WA Police Tambellup (Includes Broomehill)	OIC Sgt Shannon McGeown	9825 1003 (option 4)		
	1/C Jayden (Jay) Hockey			
St John Ambulance  Contact CPFS ESU Unit on 0418 943 835 to approve cost before contacting SJA	Tambellup Sub-Centre (Trevor Prout)	9825 1182		



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Department of Health – Great Southern  Warden Ave, Albany	David Naughton Regional Director  Kylie Oliver – Operations Manager GS Mental Health Albany Team Clinic Manager  Katanning Hospital	9892 2222 9892 2672 D/L  9892 2325 0429 884 468  9892 2440 0428 699 271  9821 6222		<a href="mailto:David.Naughton@health.wa.gov.au">David.Naughton@health.wa.gov.au</a>
Salvation Army Emergency Services Unit  152-160 North Rd Albany	Paul Beardsley  John & Elisabeth Barber (Catering)	9841 1068  9841 1035 (h) 0457 411 035		<a href="mailto:paul.beardsley@aus.salvationarmy.org">paul.beardsley@aus.salvationarmy.org</a> <a href="mailto:Ebarber0016@gmail.com">Ebarber0016@gmail.com</a>
Disability Services Commission  75 Albany Hwy Albany	Sherylle.Baker – Area Manager	9845 5708 0429 154 524		<a href="mailto:Sherylle.Baker@dsc.wa.gov.au">Sherylle.Baker@dsc.wa.gov.au</a>
Department for Human Services - Centrelink	Wendy Tysoe - Manager  Andrea Parker Snr Social Wkr	6819 6530 0427 426 553  6819 6582 0429 121 849	0409 448 378 (pers mobile)	<a href="mailto:wendy.tysoe@humanservices.gov.au">wendy.tysoe@humanservices.gov.au</a> <a href="mailto:andrea.parker@humanservices.gov.au">andrea.parker@humanservices.gov.au</a>
DFES – GS District / SEMC Secretariat	Adam Smith - Community Engagement Management Officer (CEMO)	9845 5007 0429 104 007		<a href="mailto:Adam.Smith@semc.wa.gov.au">Adam.Smith@semc.wa.gov.au</a>
Country Womens Association (CWA)	Carole Johnson (Broomehill) Anne-Marie Lockyer (Tambellup)	9824 1354  9825 1054	0488 944 416	<a href="mailto:Carole354@hotmail.com">Carole354@hotmail.com</a>
Tambellup Community Resource Centre (CRC)	34 Norrish St Tambellup	9825 1177		<a href="mailto:tambellup@crc.net.au">tambellup@crc.net.au</a>



<p>LOCAL WELFARE PLAN SHIRE OF BROOMEHILL-TAMBELLUP</p>
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### Appendix 3 – Organisational Roles and Responsibilities

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations, the State Welfare Emergency Committee and the Department.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level to suit the capabilities and availability of welfare organizations. The roles and responsibilities are then reflected in this plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Welfare Coordinator. Ultimately, the Department for Child Protection and Family Support is responsible for these functions where no Welfare Support Agency assistance is available, subject to Part 3 of this plan.

***Please note the following List of Agencies are state level agencies as per the State Westplan – Welfare. DESOs will need to identify appropriate agencies at the local level; negotiate with each of them appropriate Roles and Responsibilities and record accordingly below. Please keep this list of agencies in alphabetical order.***

Aboriginal Affairs (Department of)

Adventist Development and Relief Agency (ADRA)

Child Protection and Family Support (Department for)

Council of Churches

Country Women's Association (CWA)

Disability Services Commission

Education (Department of)

Health (Department of)

Human Services (Department of) – Centrelink

Shire of Broomehill/Tambellup

Multicultural Interests (Office of)

Red Cross (Australia)

Salvation Army

St John Ambulance

Volunteering WA

WA Police

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**CHILD PROTECTION AND FAMILY SUPPORT (DEPARTMENT FOR)**

- a. Role:
- To coordinate all functional areas in the emergency welfare response during emergencies.
- b. Responsibility:
- (1) Appoint the Welfare Coordinator to support each Local Government area/s;
  - (2) If applicable, establish and manage the activities of the (*insert local name*) Emergency Welfare Coordination Group including the provision of secretariat support;
  - (3) Provide staff and operate Welfare Centres if required;
  - (4) Coordinate all welfare resources utilised under this plan;
  - (5) Coordinate the welfare functional areas of:
    - (a) Emergency Accommodation;
    - (b) Emergency Catering;
    - (c) Emergency Clothing and Personal Requisites;
    - (d) Personal Support Services;
    - (e) Registration and Reunification; and
    - (f) Financial Assistance;
  - (6) Provide representatives to various emergency management committees and coordination groups as required.

**ABORIGINAL AFFAIRS (DEPARTMENT OF) (DAA)/LOCAL ABORIGINAL ORGANISATIONS**

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Provide strategic policy advice regarding the provision of emergency welfare services to indigenous members and communities; and
  - (3) Assist with other welfare functional areas where agreed.

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**ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)**

- a. Role:
- Assist with the welfare functional area of Emergency Accommodation; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required ;
  - (2) Manage short to medium term accommodation services; and
  - (3) Assist with other welfare functional areas where agreed.

**COUNCIL OF CHURCHES/LOCAL CHURCHES/CHURCH MINISTERS FELLOWSHIP**

- a. Role:
- Assist with the welfare functional area of Personal Support Services; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer at the Welfare Centre if required;
  - (2) Assist with the functional area of Personal Support Services at Welfare Centres where available; and
  - (3) Assist with other welfare functional areas where agreed.

**COUNTRY WOMEN'S ASSOCIATION (CWA)**

- a. Role:
- Assist with the welfare functional area of Emergency Catering.
  - Assist with the welfare functional area of Personal Support Services;
  - Assist with the welfare functional area of Emergency Clothing and Personal Requisites; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Assist with the provision of Emergency Catering at Welfare Centres;
  - (3) Assist with the provision of Personal Support Services;

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- (4) Assist with the provision of Emergency Clothing and Personal Requisites; and
- (5) Assist with other welfare functional areas where agreed.

**DISABILITY SERVICES COMMISSION (DSC)**

a. Role:

- Assist with the welfare functional area of Personal Support Services.
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide access to staff to assist with Personal Support Services where agreed and available;
- (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; and
- (4) Assist with other welfare functional areas where agreed.

**EDUCATION (DEPARTMENT OF) (DoE)**

a. Role:

- Assist with the welfare functional area of Emergency Accommodation;
- Assist with the welfare functional area of Personal Support Services;
- Assist with the welfare functional area of Emergency Catering; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required ;
- (2) Provide access to facilities for Emergency Accommodation where available;
- (3) Provide access to facilities for Emergency Catering where available;
- (4) Provide access to staff to assist with Personal Support Services where agreed and available; and
- (5) Assist with other welfare functional areas where agreed.

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**HEALTH (DEPARTMENT OF) (DoH)**

- a. Role:
- Assist with the welfare functional area of Personal Support Services, in particular specialist counselling services; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan;
  - (3) Provide health response as outlined in WESTPLAN - Health;
  - (4) Assist with the provision of Personal Support Services at Welfare Centres; and
  - (5) Assist with other welfare functional areas where agreed.

**HUMAN SERVICES (DEPARTMENT OF) - CENTRELINK**

- a. Role:
- Assist with the welfare functional area of Financial Assistance;
  - Assist with the welfare functional area of Personal Support Services; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Provide Financial Assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;
  - (3) Provide support services or referral advice to appropriate agencies; and
  - (4) Assist with other welfare functional areas where agreed.

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**SHIRE OF BROOMEHILL-TAMBELLUP**

- a. Role:
- Assist with the welfare functional area of Emergency Accommodation; and
  - Assist with other welfare functional areas where agreed / Ranger Services (negotiated with Local Authority).
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres; and
  - (3) Assist with other welfare functional areas where agreed.

**MULTICULTURAL INTERESTS (OFFICE OF) (OoMI)/LOCAL MULTICULTURAL GROUPS**

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; and
  - (3) Assist with other welfare functional areas where agreed.

**RED CROSS (AUSTRALIAN)**

- a. Role:
- Manage the welfare functional area of Registration and Reunification.
  - Assist with the welfare functional area of Personal Support Services; and
  - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Assist with Registration at Welfare Centres;
  - (3) Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;

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- (4) Manage and operate the Registration and Reunification System;
- (5) Assist with the provision of Personal Support Services; and
- (6) Assist with other welfare functional areas where agreed.

**SALVATION ARMY**

a. Role:

- Manage the welfare functional area of Emergency Catering;
- Manage the welfare functional area of Emergency Clothing and Personal Requisites;
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide Emergency Catering at Welfare Centres;
- (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required;
- (4) Assist with the provision of Personal Support Services; and
- (5) Assist with other welfare functional areas where agreed.

**ST. JOHN AMBULANCE (First Aiders) - PLEASE CALL CPFS'S ESU - 0418 943 835 TO APPROVE COST BEFORE CONTACTING SJA. If an ambulance is required please call 000/112/106.**

a. Role:

- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer /s as required;
- (2) Provide qualified First Aiders at Welfare Centres, where required; and
- (3) Assist with other welfare functional areas where agreed.

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**VOLUNTEERING WA**

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment;
  - (3) Manage affiliated and spontaneous non-affiliated Volunteers; and
  - (4) Assist with other welfare functional areas where agreed.

**WA POLICE**

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
  - (2) Maintain public order where required; and
  - (3) Assist with other welfare functional areas where agreed.



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## Appendix 4 – Local Welfare Centres

The management of Evacuation is the responsibility of the HMA/ Controlling Agency in charge of the emergency. It is the responsibility of Local Governments to ensure the provision of facilities for use as Welfare Centres in an emergency (*DFES Local EM Arrangements Development Guide 2009 page 32*). The Department works in partnership with Local Governments and establishes and manages Welfare Centres on behalf of the HMA/Controlling Agency. The Department appoints a Welfare Centre Coordinator to coordinate welfare services at the Welfare Centre.

Emergency Accommodation is the provision of temporary shelter for persons rendered homeless by an emergency or due to evacuation from an emergency, ranging from short term emergency shelter to medium term accommodation determined by the Department.

Accommodation facilities, such as government owned or managed or private residential facilities may be utilised when available and appropriate. A list of pre-determined Welfare Centres should be negotiated and maintained by the Department's District Emergency Services Officer and is included in this Appendix, together with Appendix 4A Emergency Accommodation Services.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons, known as a Welfare Centre. Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'One Stop Shops') and Accommodation Centres.
- (2) Welfare Centres are pre-determined by the Department in partnership with the Local Government/s' Local Emergency Management Committees (LEMCs). The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including the Department) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.
- (3) The pre-determined Welfare Centres are recorded on the State Welfare Centre Database which HMAs/Controlling Agencies have access to, in Local Governments' LEMAs and in relevant Local Welfare Plans.

The activation of which pre-determined Welfare Centre to utilise for all hazards is through consultation with the respective Local Emergency Coordinator, the HMA/Controlling Agency, the Department's Welfare Coordinator and the relevant Local Government to ensure the safety of evacuees, welfare centre staff and volunteers. Therefore, the Department will not establish Welfare Centres in Bushfire *Emergency Warning* areas, and will only establish Welfare Centres in Bushfire *Watch and Act* areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so.

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The HMA/Controlling Agency must consult with the Department's Welfare Coordinator and the Local Government regarding the activation of Welfare Centres as part of the assessment of the integrity and suitability of buildings, particularly in cyclone areas and for other hazards such as storm surge and flood.

- (4) In smaller, non-complex events, and in some regional and remote areas where the Local Government Welfare Coordinator has been approved by the Department, any expenditure under this arrangement would need to be requested and considered by the Department prior to the financial cost being incurred, as outlined in Section 3.8 Financial Arrangements for Response above.

Where Local Governments elect to make their own arrangements to establish and manage Welfare Centres, without consultation with the Department, they do so **at their own expense**.

- (5) The Department will take responsibility for the premises utilised as Welfare Centres and shall exercise reasonable care in the conduct of its activities and agrees to replace or reimburse for supplies used in the operation of the Welfare Centre.

The Department staffs and operates Welfare Centres on behalf of the relevant HMA/Controlling Agency. In the event of any claim for unusual damage incurred as a result of the use of facility as a Welfare Centre, the Department will facilitate processes with the HMA/Controlling Agency to respond to the claim.

The owner/s of the facilities agree to utilise their building insurance, in the event of damage resulting from the actual disaster event to the structure of the building.

The Department will utilise contract cleaners or pay for the use of the usual cleaners to restore the facilities directly utilised as a Welfare Centres back to serviceable condition.

- (6) In some circumstances the HMA/Controlling Agency may need to exercise powers within the *Emergency Management Act 2005* to acquire such suitable facilities for use in the event of an emergency (as deemed necessary).

**Please note the following:**

- In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.
- Some special groups may need their own secure section in a welfare centre, or a separate welfare centre.
- Organisations, educational and care facilities, e.g. aged, special needs, with responsibility for the care, supervision or provision of services to children or

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their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre and continuing to supervise and provide services to their children or clients, liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

- Welfare centres will only accept Assistance Dogs e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs.
- If a school needs to evacuate they would try to evacuate to another school as a first option. Schools would use resources within the school such as gym mats, blankets if they had them, any food in school canteens etc. However if these resources weren't available and the Department had spare items, these items would be shared with the school. If schools and the Department didn't have these resources available, the Department would share any information on sourcing items from Appendices in this Local Welfare Plan.

**See over for the list of Pre-determined Welfare Centres.**

LOCAL WELFARE PLAN  
SHIRE OF BROOMEHILL-TAMBELLUP

## List of Pre-Determined Welfare Centres

### Primary Centres

#### Tambellup

<b>Centre</b> : Tambellup Sports Pavilion	<b>Contact</b> : Shire 9825 3555, (CEO) 0471 253555
<b>Address</b> : 10 East Terrace, Tambellup	
<b>General Purpose Capacity</b> : Standing : 168; Sleeping <b>XX</b> ; Duration (days) <b>XX</b>	
<b>Comments</b> : Adjoining oval, adequate parking and pet friendly	

<b>Centre</b> : Tambellup Town Hall	<b>Contact</b> : Shire 9825 3555, (CEO) 0471 253555
<b>Address</b> : Norrish St, Tambellup	
<b>General Purpose Capacity</b> : Standing : 200; Sleeping <b>XX</b> ; Duration (days) <b>XX</b>	
<b>Comments</b> : Parking at rear of hall off Taylor Street. Town Hall is adjacent to Shire Offices. Only one shower. Suitable for small pets only on grounds.	

#### Broomehill

<b>Centre</b> : Broomehill Town Hall	<b>Contact</b> : Shire 9825 3555, (CEO) 0471 253555
<b>Address</b> : 30362 Great Southern Highway, Broomehill	
<b>General Purpose Capacity</b> : Standing : 322; Sleeping <b>XX</b> ; Duration (days) <b>XX</b>	
<b>Comments</b> : Parking at rear, adjacent to Shire Offices, no showers – suitable for only small pets on grounds	

<b>Centre</b> : Broomehill Recreation Centre	<b>Contact</b> : Shire 9825 3555, (CEO) 0471 253555
<b>Address</b> : 77 Tie Line Rd, Broomehill	
<b>General Purpose Capacity</b> : Standing : 124; Sleeping <b>XX</b> ; Duration (days) <b>XX</b>	
<b>Comments</b> : Surrounded by bush (bushfire risk) – adjacent to oval, plenty of parking, pet friendly.	

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### Alternative Primary Centres (Outside the Shire of Broomehill/Tambellup)

<b>Centre</b> : Katanning Leisure Centre	<b>Contact</b> Sam Davis, Manager of Community and Recreation Services 0429 571 007 KLC: 9821 4399, Jenny Cristinelli, Centre Manager
<b>Address</b> : Pemble St, Katanning	
<b>General purpose capacity</b> : 2500 (standing); 1000 (sleeping); Duration - up to 5 days	
<b>Comments</b> : Large facility with multiple showers and toilets, commercial kitchen and multiple rooms. Low fire or flood risk surrounded by ovals and in high area of town. Pet friendly with stables and stock pens on site, also large grass areas. 500 parking bays plus potential parking on oval.	

<b>Centre</b> : Mt Barker Recreation Centre	<b>Contact</b> : Shire 9892 1111 Jo Weekes 0447 091 159 Fiona Saurin 0407 511 748
<b>Address</b> : Albany Hwy & Woogenellup Rd	
<b>General purpose capacity</b> : 600; emergency 1500	
<b>Comments</b> : Not pet friendly; reliable mobile phone reception; landline connected; disabled toilet	

*\*next to Mount Barker Community College -230 ha operational farm; sheds for storage.*

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### **Appendix 4A – Alternative Accommodation Services:**

In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate the Department would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities. PLEASE ENSURE ACCOMMODATION PROVIDERS HAVE ABNs – providers cannot receive payment without one.

Please contact the On Call Duty Officer of CPFS's Emergency Service Unit – 0418 943 835 – to seek approval for use of commercial accommodation.

In a larger emergency CPFS may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the On Call Duty Officer of CPFS's Emergency Services Unit – 0418 943 835 and the Officer will activate ADRA if appropriate.

<b>Name</b>	<b>Address</b>	<b>Contact Details</b>	<b>After Hours Contact</b>
<b>Hotels/Motels</b>			
Broomehill Imperial Hotel	Great Southern Highway, Broomehill	9824 1222	
Broomehill Caravan Park (Shire)	Cnr Journal & Morgan Sts Broomehill	9825 3555	0427 253 073
Tambellup Bed and Breakfast (3 rooms)	27 Garrity St Tambellup	9825 1182	
Tambellup Caravan Park (Shire)	East Tce Tambellup	9825 3555	
Tambellup Hotel	Garrity St Tambellup	9825 1010	

**LOCAL WELFARE PLAN**  
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## Appendix 5 – Emergency Catering Services

The establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged under this plan.

- (1) Depending on the numbers involved and the length of time catering is required, this may be met through the following:
  - (a) voluntary groups such as the Salvation Army, Country Women's Association (CWA) or local service clubs;
  - (b) fast food outlets;
  - (c) Meals-on-Wheels; or
  - (d) Hospital/Hotel/Motel/Public Catering services.
- (2) Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.
- (3) A resource list of catering agencies and other options should be maintained by the District Emergency Services Officer and is included in this Appendix.

Name	Address	Contact Details	After Hours Contact
Salvation Army Emergency Services Unit  152-160 North Rd Albany	John & Elisabeth Barber	0457 411 035	9841 1035 (h)
Country Women's Association (CWA)	Carole Johnson (Broomehill) Anne Marie Lockyer (Tambellup)	9824 1354  9825 1054	0488 944 416

### WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Anthony Bodycoat, Mgr Service Delivery, Water Corporation-Albany Regional Office	Bottled Water	9842 4272	0427 192 307
Phil Kneebone (Perth)			0407 778 425

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## **Appendix 6 – Personal Requisites – Supply Information and Retail Outlets**

The provision of essential clothing and personal requisites, such as toiletry packs, to persons affected by an emergency.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.
- (3) The use of 'recycled' clothing is a last resort.
- (4) A resource list of emergency clothing and personal requisites suppliers should be maintained by the District Emergency Services Officer and is included in Appendix 6 of this plan. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

<b>Name</b>	<b>Address</b>	<b>Contact Details</b>	<b>After Hours Contact</b>
<b>Supermarkets/General Stores</b>			
Tambellup Deli	Norrish St, Tambellup	9825 1105	
<b>Fuel Outlets</b>			
G & T Motors	Great Southern Hwy, Tambellup	9825 1009	
Tambellup Deli	Norrish St, Tambellup	9825 1105	
<b>Mattresses, Bedding, Clothing, Toiletries etc</b>			
CPFS Emergency Services Unit	Mattresses from stores in Perth. Allow 6-8 hours	ESU On Call Phone	0418 943 835
<b>Hardware Stores</b>			
Landmark	Bridge St Tambellup	9825 1430	



**LOCAL WELFARE PLAN**  
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## Appendix 7 – Personal Support Services

The provision of Personal Support Services, including practical assistance, emotional support, basic first aid services, information, referral, advocacy, advice, counselling, child care and psychological services, is to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

- (1) Departmental officers will work with other specialist agencies in providing this service. These include specialised counselling and psychological services, childcare facilities and self-help groups.
- (2) Referral to information and advisory services on matters which may include other relief measures not necessarily provided by the Department, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.
- (3) A list of relevant agencies and services should be maintained by the District Emergency Services Officer and is included in this Appendix.

<b>Name</b>	<b>Contact Person and Address</b>	<b>Contact Details</b>	<b>After Hours Contact</b>
<b>Advocacy and Counselling Services</b>			
CPFS Psychology Services, Albany	Judith Fall Mahsa Anderson	9841 0777	
Department of Health – Great Southern	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271	
Dept of Human Services - Centrelink	Wendy Tysoe - Manager	6819 6530 0427 426 553	
	Andrea Parker - Snr Social Wkr	6819 6582 0429 121 849	
Anglicare	Tim Christie	9845 6666	
<b>Special Needs Interest Groups</b>			
Disability Services Commission	Sherylle Baker – Area Manager	9845 5708 0429 154 524	

<b>LOCAL WELFARE PLAN</b>
<b>SHIRE OF BROOMEHILL-TAMBELLUP</b>

<b>Name</b>	<b>Contact Person and Address</b>	<b>Contact Details</b>	<b>After Hours Contact</b>
<b>Translation, Interpretive and Hearing (AUSLAN) Services</b>			
Translating and Interpreting Service (TIS)	24 hour Service	13 14 50	
<b>Medical Treatment</b>			
Tambellup Health Centre	Norrish St, Tambellup	9825 1101	
Katanning Hospital	Clive St, Katanning	9821 6222	
Albany Health Campus	30 Warden Ave Spencer Park	9892 2222	
Royal Flying Doctor Service	Medical Emergency Calls (24 hours)	1800 625 800	
Health Direct	24 hour service	1800 022 222	
Poisons Information Centre	24 hour service	13 1126	
<b>Chemists/Pharmacists (Nearest Chemist - none in Shire)</b>			
Gnowangerup	40km		
Katanning	45km		
Kojonup	60km		
<b>Taxis</b>			
<b>Buses</b>			
Trans WA Rail and Coach	P: 1300 662 205	1300 662 205	

**LOCAL WELFARE PLAN**  
**SHIRE OF BROOMEHILL-TAMBELLUP**

### Appendix 8 – Key Personnel and Contact Lists:

Organisation	Name	Work Contact	After Hours Contact
<b>Department for Child Protection and Family Support – Albany Office</b>	Lorna Woodward Local Welfare Coordinator	9841 0777 0428 384 355	9853 1174
District Director	Jan Wilkinson	0400 113 412	0426 622 442
District Emergency Services Officer	Neville Blackburn	0438 934 827	0407475 345
Aboriginal Practice Leader			
CPFS Emergency Services Unit	Kim Dean – Director	9222 2804 Fax 9380 6161	0439 934 175
<b>On Call Phone – all hours</b>	<b>Emergency Services Unit</b>	<b>0418 943 835</b>	
Department for Child Protection and Family Support	Crisis Care	1800 199 008	1800 199 008
	Corporate Communications (Angelika Fawcett)	0413 557 887	0413 557 887
<b>Shire of Broomehill/Tambellup</b>	Shire Office	9825 3555	
	CEO	9825 3555	0471 253 555
	Judy Stewart Manager Corporate Services	9825 3555	0428 573 525
	Pam Hull Strategic Support & Projects Officer	9825 3555	
	Cindy Pearce Community Emergency Services Manager	9821 9950	0417 071 567
<b>WA Police – Tambellup (covers Broomehill)</b>	OIC Sgt Shannon McGeown	9825 1003 (option 4)	
<b>Tambellup VES Unit</b>	Bryan Trezona	0417 099 855	
<b>SEMC Secretariat–GS Region</b>	Adam Smith - SEMO	0429 104 007	
<b>DFES Regional Office</b>	Daniel Austin - Superintendent	9845 5000	
<b>State Emergency Services</b>		<b>132 500</b>	

**LOCAL WELFARE PLAN**  
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<b>(SES)</b>			
<b>Dept. of Agriculture and Food (DAFWA)</b>	Trudy Clarke Eileen O'Neill	Katanning Office 9821 3333	
<b>Department of Health – Great Southern</b>	David Naughton	9892 2222 9892 2672 D/L	
<b>Department of Health – Great Southern – Mental Health</b>	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271	
<b>DFES Public Information Line</b>	<a href="http://www.dfes.wa.gov.au/Pages/default.aspx">www.dfes.wa.gov.au/Pages/default.aspx</a>	1300 657 209	
<b>Main Roads WA Customer Care Centre</b>	Primary public contact point for road closure information	138 138	<a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>

<b>LIFELINES</b>	<b>PHONE/FAX</b>
Western Power	Ph 13 1351 Fax 9345 8822
Alinta Gas	131 352
Water Corporation	131 375
Main Roads Western Australia (MRWA)	PH138138 Fax 93234400
Public Transport Authority	9326 2000 or 9220 9999
Telstra	132 203
Optus	131 344
SES	132500

<b>LOCAL WELFARE PLAN</b> <b>SHIRE OF BROOMEHILL-TAMBELLUP</b>
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### Appendix 9 – Other Services/Supplies

Name	Type of Services/Supplies	Contact Details	After Hours Contact
<b>Rubbish and Waste Removal</b>			
<b>Equipment Hire</b>			
<b>Sanitary Disposal / Bins</b>			

### Appendix 10 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police were not available a security company/guard and patrol services could be contacted.

Name	Services/Address	Contact Details Day & After Hours
Accord Security	66 Austral Ter, Katanning	0448 991 225

LOCAL WELFARE PLAN  
SHIRE OF BROOMEHILL-TAMBELLUP

## Appendix 11 – Distribution List:

### Department for Child Protection and Family Support

#### Stored Electronically at :

- GREAdata(S: Drive)/LOCAL WELFARE PLANS (CURRENT)
- P: Drive/Emergency Management/Local Welfare Plans/Country/Great Southern

#### Hard Copies Stored at :

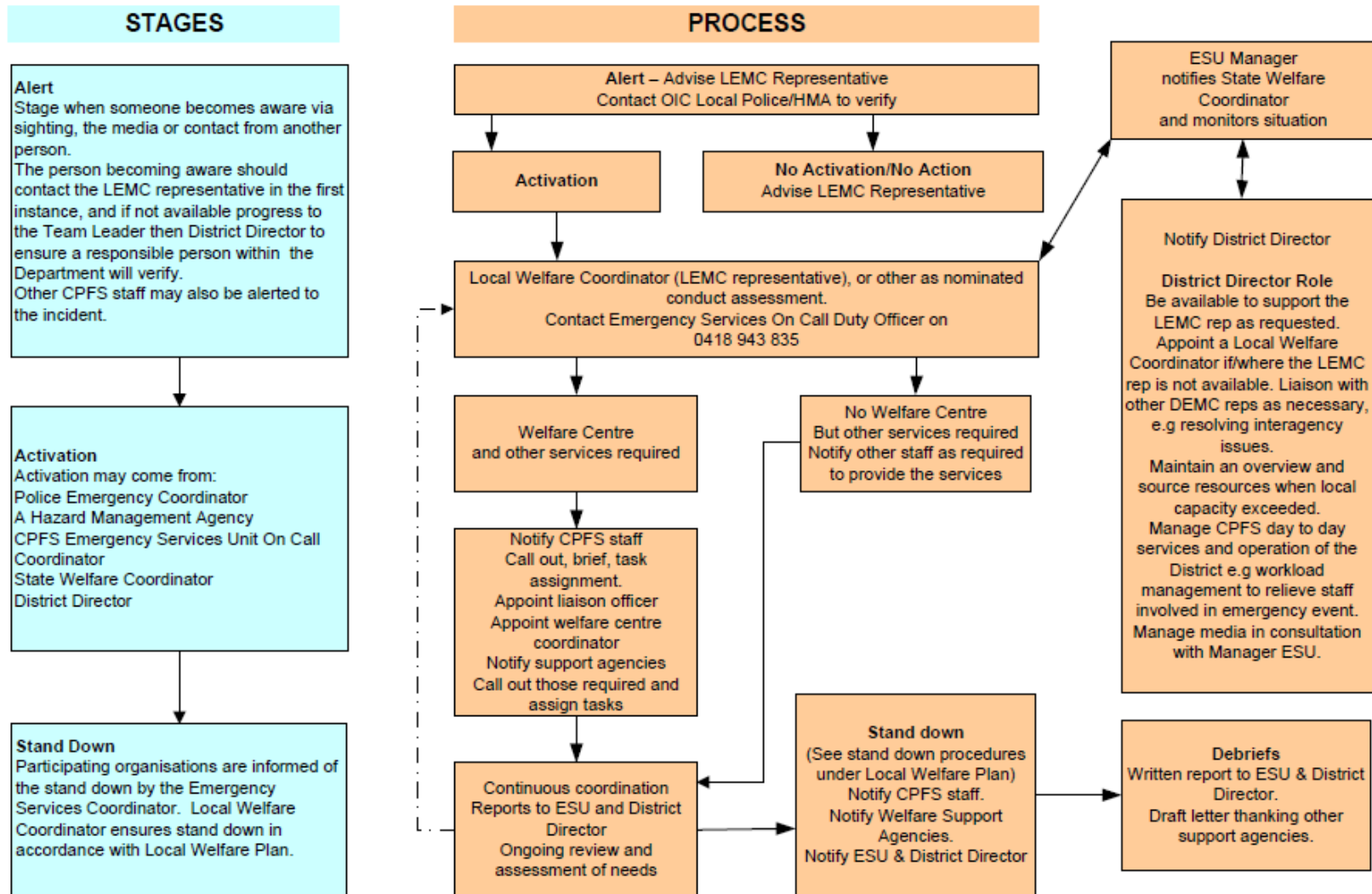
- Barnesby Drive Office with DESO (Purple Lever Arch Files in DESO Cabinet)

#### Local Emergency Management Committee

- Submitted to the Shire of Broomehill-Tambellup LEMC

**LOCAL WELFARE PLAN**  
**SHIRE OF BROOMEHILL-TAMBELLUP**

**Appendix 12 – The Department’s Standard Operating Procedures:**



<p>LOCAL WELFARE PLAN SHIRE OF BROOMEHILL-TAMBELLUP</p>
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## Appendix 13 – Glossary

In accordance with SEMC State Emergency Management Plans Development Guide, only terms and acronyms used in this document which are not identified in the Emergency Management Western Australia Glossary are included here.

**EMERGENCY SERVICES COORDINATOR** – an appointed officer of the Department for Child Protection and Family Support authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements.

**FUNCTIONAL TEAM LEADER** (Usually within the Local Welfare Centre) – a person tasked to coordinate the delivery of service provision for one of the 6 (six) Welfare defined functional areas (Accommodation, Catering, etc). The term Functional Team Leader relates to the specific task to be performed not the title of the incumbent (i.e. the Functional Team Leader may be a Department Team Leader, Manager, Project officer but is performing the task of Functional Team Leader)

**LOCAL GOVERNMENT WELFARE COORDINATOR** – the nominated representative of the Local Government Authority which has elected to assume the responsibility to coordinate the welfare response during emergencies, and liaise with the Welfare Coordinator of the Department.

**REGISTRATION** – The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in a Welfare Centre or other location under the authority of the Emergency Services.

**STATE WELFARE COORDINATOR** – the nominated representative of the Director General, Department for Child Protection and Family Support, with the responsibility to coordinate the welfare response to emergencies.

**SUPPORT AGENCY OFFICER** – are officers from each Welfare Support Agency provided to the Department to assist in the management of the welfare response, as outlined in Section 3.1.3 of this plan.

**WELFARE CENTRE** – any centre established for the purpose of provision of emergency welfare support services to persons affected by an emergency. The facility may be named an Evacuation Centre, Accommodation Centre, Relief Centre, Recovery Centre, One-Stop-Shop or other name as appropriate. For the purposes of this plan all such facilities are classified as a Local Welfare Centre.

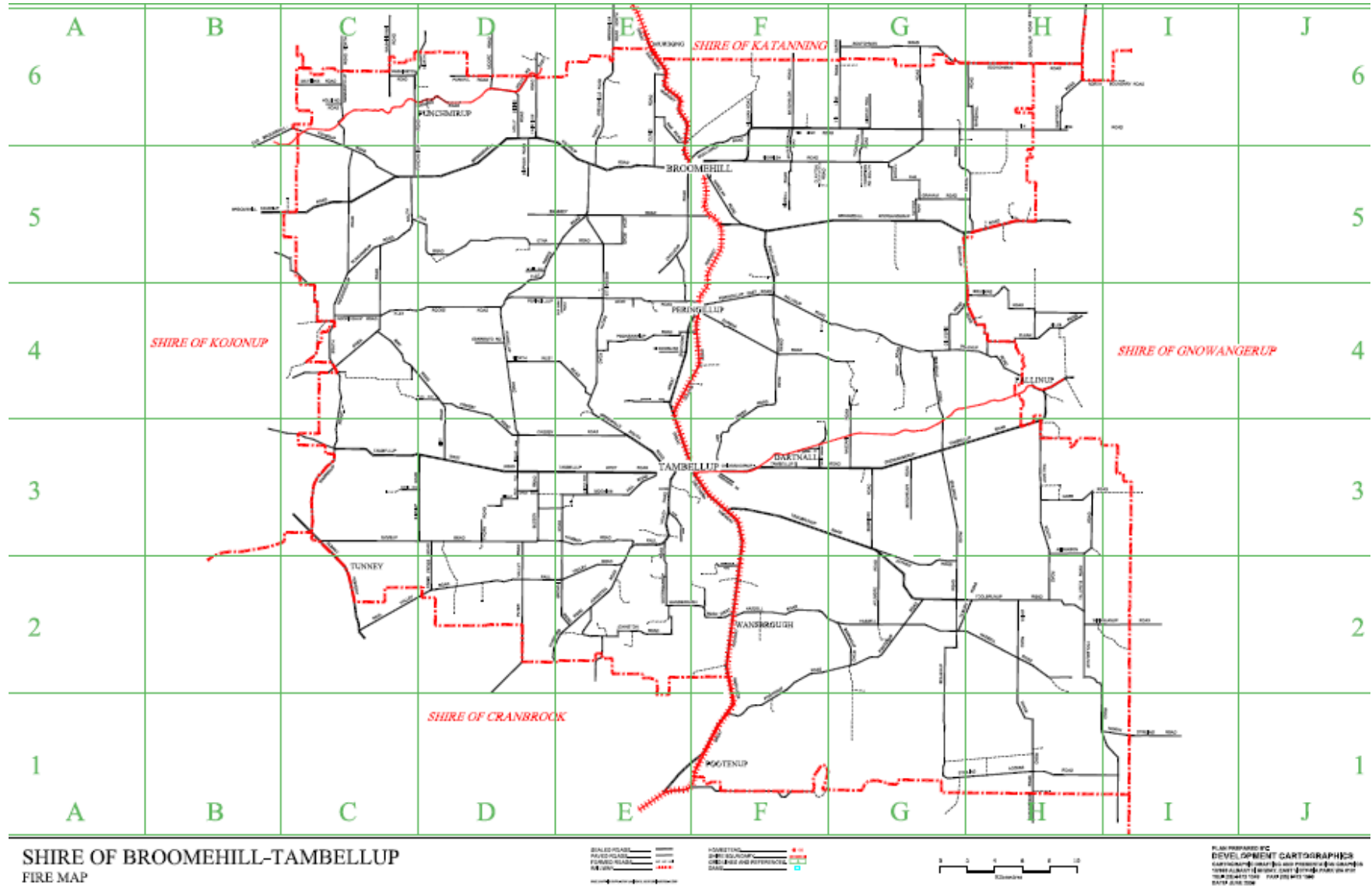
**WELFARE CENTRE COORDINATOR** – a person appointed by the District Director or Welfare Coordinator to manage the functioning of a Welfare Centre. Usually a senior Department for Child Protection and Family Support staff member.

**WELFARE COORDINATOR** – are the Department's staff member appointed by the District Director for the Department and have responsibilities as outlined in Section 2.6 of this plan.

**WELFARE SUPPORT AGENCY** – a participating organisation whose response in an emergency is to provide assistance to functions under this plan.



**Appendix 8: Maps and Demographics**



## Demographics – Shire of Broomehill-Tambellup

Source: Australian Bureau of Statistics 2011 data: [www.abs.gov.au](http://www.abs.gov.au)

Age	Broomehill-Tambellup (S)
0-4 years	100
5-14 years	203
15-24 years	88
25-54 years	482
55-64 years	132
65 and over	134
<b>Total population</b>	<b>1139</b>
<b>Median age</b>	<b>37</b>

The median age of people in Broomehill-Tambellup (S) (Local Government Areas) was 37 years. Children aged 0 - 14 years made up 26.9% of the population and people aged 65 years and over made up 11.1% of the population.

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

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms				
5/05/2016	Shire visit. Checked on items that are ongoing in the Shire. Processed applications and made enquiries as to the progress of projects.	8.00	17.00	9.00	334				
6/05/2016	Followed up on an email enquiry.	16.00	16.15	0.25					
9/05/2016	Answered an enquiry concerning the need for a building license to re-roof a dwelling from tile to tin. This work will need a building permit to be issued to proceed.	10.00	10.30	0.50					
10/05/2016	Answered a fence enquiry concerning the type of fence and where to put it, the legalities and the concerns.	15.45	16.00	0.25					
11/05/2016	Responded to an email enquiry concerning shire sheds.	10.10	10.25	0.25					
13/05/2016	Started to get locations and photos of all the swimming pools in the Shire of Broomehill-Tambellup for records.	6.00	7.00	1.00					
13/05/2016	Continued with getting locations of swimming pools in the Shire of Broomehill-Tambellup.	10.00	11.30	1.50					
13/05/2016	Talked to an applicant about his development in Broomehill.	14.00	14.15	0.25					
19/05/2016	Shire visit. Checked on projects that are under way in the Shire of Broomehill-Tambellup and closed projects that have been completed and gave to staff to file. Continued to provide assistance to rate payers for their possible construction and suggested options that they had not considered.	8.00	17.00	9.00	333				
23/05/2016	Processed and issued 2 BA14's for Mezzanine Decks in Council Properties.	13.00	17.00	4.00	34				
24/05/2016	Helped prospective builders of a dwelling in India Street with concepts and the requirements to comply with the Building Codes and Planning requirements for the Shire of Broomehill-Tambellup.	9.30	10.15	0.75					
25/05/2016	Attended a First Aid Seminar in Narrogin for ongoing professional development.	8.00	16.30	2.00					
26/05/2016	Dropped off building permits for the Tambellup Depot at Broomehill.	9.10	9.25	0.25					
27/05/2016	Compiled end of month reports and sent off required information.	10.00	11.00	1.00					
<b>TOTALS</b>						<b>30.00</b>	<b>701</b>		

Broomehill-Tambellup	0007	30.00	\$99.00	\$2,970.00	0008	701	\$0.95	\$665.95	\$3,635.95	
Authorised by Darryle Baxter MAIBS <i>D Baxter</i> MAIBS Principal Building Surveyor Date 27-5-2016										

## SHIRE OF BROOMEHILL-TAMBELLUP - Yearly Activity Month Ending May 2016

Building permit number	Approval date	Unique property identifier	Site lot number	Site street name	Site suburb name	Nature of work	Approval value	Floor area
BHT 201516027	CBC 23-5-16 BA10 23-5-16	A 4074	46	DONALD STREET	TAMBELLUP	ACKNOWLEDGEMENT OF MEZZAMINE DECK TO STRUCTURE	\$ 19,000.00	60
BHT 201516028	CBC 23-5-16 BA10 23-5-16	A 165	48	GORDON STREET	TAMBELLUP	ACKNOWLEDGEMENT OF MEZZAMINE DECK TO STRUCTURE	\$ 15,000.00	40
							\$ 34,000.00	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>GOVERNANCE</b>							
<b>BH Administration Building</b>							
Photovoltaic system to roof							Completed - grant funded
General Maintenance	2,500	2,500	0		1,870		Removal of roof safe fixtures; fire equipment check; repairs to safe door; gutter cleaning; repairs to airconditioner; RCD testing; termite inspection
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>1,870</b>	<b>630</b>	
<b>TA Administration Building</b>							
General Maintenance	3,000	3,000	0		1,699		Vacuum cleaner head; barrels for locks & installation; fire equipment check; gutter cleaning; RCD testing; termite inspection; shelving; <i>replace fluoro cover in storeroom; replace globes t/out admin office and repair external sensor lights</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>1,699</b>	<b>1,301</b>	
<b>HEALTH</b>							
<b>TA Infant Health Clinic</b>							
General Maintenance	1,500	1,500	0		415		Fire equipment check & service; gutter cleaning; termite inspection
<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>		<b>415</b>	<b>1,085</b>	
<b>STAFF HOUSING</b>							
<b>20 Henry Street</b>							
Renovation bathroom/laundry	15,000		15,000				C/Over from 2014-15 - contract awarded
General Maintenance	2,000	2,000			716		Upgrade security - windows & doors; gutter cleaning; paint ceiling; termite inspection
<b>Total</b>	<b>17,000</b>	<b>2,000</b>	<b>15,000</b>		<b>716</b>	<b>16,284</b>	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>27 East Terrace</b>							
Replace/repair front door	1,000	1,000					Repair completed, varnish to be applied Completed
Paint window surrounds	1,000	1,000			1,034		
Re-wad ceiling in kitchen/living area	1,200	1,200					
General Maintenance	2,000	2,000			2,344		Upgrade security - windows & doors; replace gas tubing to gas bottles; replace flyscreens & frames; pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>5,200</b>	<b>5,200</b>	<b>0</b>		<b>2,344</b>	<b>2,856</b>	
<b>18 Henry Street</b>							
General Maintenance	2,000	2,000			482		Pest control; gutter cleaning; termite inspection
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>482</b>	<b>1,518</b>	
<b>38 Ivy Street</b>							
Replace carpet in passage	1,600	1,600			1,600		<i>Completed</i>  Upgrade security - windows & doors; pest control; gutter cleaning; replace shower head; repair blinds; ballast for septic system; repair leach drain; joiner for septic; termite inspection; <i>replace passage carpet with vinyl planking; repairs to garage roller door</i>
General Maintenance	2,000	2,000			3,819		
<b>Total</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>		<b>3,819</b>	<b>-219</b>	
<b>11 Lavarock Street</b>							
General Maintenance	2,000	2,000			1,471		Upgrade security - windows & doors; pest control; gutter cleaning; repair stove; termite inspection; <i>replace kitchen fluoro</i>
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>1,471</b>	<b>529</b>	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>1 Janus Street</b>							
External Painting	1,200	1,200			1,155		<i>Completed</i>
General Maintenance	2,000	2,000			925		
<b>Total</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>		<b>925</b>	<b>2,275</b>	
<b>OTHER HOUSING</b>							
<b>Unit 1, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			494		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>494</b>	<b>506</b>	
<b>Unit 2, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			604		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing; reset HWS temp</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>604</b>	<b>396</b>	
<b>Unit 3, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			494		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>494</b>	<b>506</b>	
<b>Unit 4, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			604		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing; repairs to HWS</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>604</b>	<b>396</b>	
<b>Unit 5, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			494		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>494</b>	<b>506</b>	
<b>Unit 6, Sandalwood Villas</b>							
General Maintenance	1,000	1,000			494		% Check issue with southern side electrical gate; pest control; gutter cleaning; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>494</b>	<b>506</b>	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>Unit 1, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		755		Pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>755</b>	<b>245</b>	
<b>Unit 2, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		1,203		Replace sink plug baskets; pest control; gutter cleaning; repair earthing issue; install soft nightlight; aircon service; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>1,203</b>	<b>-203</b>	
<b>Unit 3, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		756		Pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>756</b>	<b>244</b>	
<b>Unit 4, Lavieville Lodge</b>							
General Maintenance	1,000	1,000	0		765		Replace toilet seat; pest control; gutter cleaning; install RCD; repair earthing issue; aircon service; termite inspection; <i>RCD testing</i>
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		<b>765</b>	<b>235</b>	
<b>COMMUNITY AMENITIES</b>							
<b>Holland Park Toilets</b>							
General Maintenance	3,000	3,000	0		2,064		Baby Change Facility sign & freight for same; investigate issue with auto night light; light globes; gutter cleaning; toilet roll dispensers; replace tap; modify locks; replace toilet roll holders; submersible pump for septic & installation; <i>find RCD fault and wire in new septic pump</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>2,064</b>	<b>936</b>	





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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>Diprose Park Toilets</b>							
General Maintenance	3,000	3,000			538		Gutter cleaning; replace urinal cistern; termite inspection
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>538</b>	<b>2,462</b>	
<b>Norrish Street (disabled access) Public Toilets</b>							
General Maintenance	3,000	3,000			1,122		Toilet roll dispenser; 2 x syringe disposal units; pair of tongs; repair leaking toilets; clear blocked pipes; gutter cleaning; repair tap; termite inspections
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>1,122</b>	<b>1,878</b>	
<b>RECREATION &amp; CULTURE</b>							
<b>BH Hall</b>							
Painting front wall (brickwork painted 14/15, woodwork in 15/16)	2,000	2,000			1,780		Completed
Front verandah repairs	5,000	5,000			3,047		Completed (CLGF/RES funded)
General Maintenance	5,000	5,000			440		Fire equipment check; gutter cleaning; termite inspection
<b>Total</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>		<b>5,267</b>	<b>6,733</b>	
<b>TA Hall</b>							
Install gas piping from main cylinder to southern side (heaters)	3,600	3,600			3,318		Completed
Install RCD's to light circuits	2,600	2,600			2,283		Completed
Renovation of ablutions (CAPITAL WORKS)							Final touches to be completed - facilities are functional
General Maintenance	5,000	5,000			4,111		Clear basin drain blockage; disconnect & remove roof floodlights; fire equipment check; repair toilet; replace kitchen utensils; replace corroded pipe; gutter cleaning; urn; incidentals; secure broken louvres; erect fence for gas bottle; oven lighter; service fire extinguishers; repair leaking tap; replace window; block vent near gas cylinder; replace electrical switch cover; termite inspection; <i>repair cistern inlet valve</i>
<b>Total</b>	<b>11,200</b>	<b>11,200</b>	<b>0</b>		<b>9,712</b>	<b>1,488</b>	
<b>BH Recreation Complex</b>							
External painting (woodwork)	6,700	6,700			6,433		Completed
General Maintenance	3,000	3,000			502		Fire equipment check; gutter cleaning; service fire extinguishers; termite inspection and treatment;
<b>Total</b>	<b>9,700</b>	<b>9,700</b>	<b>0</b>		<b>6,935</b>	<b>2,765</b>	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>TA Pavilion</b>							
General Maintenance	3,000	3,000			2,044		Repair toilet leak; fire equipment check; replace shower rose; gutter cleaning; window replacement; service fire extinguishers; improve bar roller door security; replace window
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>2,044</b>	<b>956</b>	
<b>BH RSL Hall</b>							
Install access ramp to sliding door & pave surrounds	5,000		5,000				C/Over from 2014-15 - contract awarded - a/c to be paid
Replace sliding door	2,500		2,500		2,688		Completed
Replace patio - including verandah beams	5,500		5,500				Contract awarded - works commenced - a/c to be paid
General Maintenance	2,500	2,500			248		Gutter cleaning; termite inspection
<b>Total</b>	<b>15,500</b>	<b>2,500</b>	<b>13,000</b>		<b>2,936</b>	<b>12,564</b>	
<b>Tambellup RSL Hall</b>							
General Maintenance	500	500			158		Gutter cleaning
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>		<b>158</b>	<b>342</b>	
<b>Tambellup Youth Centre</b>							
General Maintenance	500	500			818		Fire equipment check; install tap to kitchen sink; gutter cleaning; service fire extinguisher; RCD testing; termite inspection
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>		<b>818</b>	<b>-318</b>	
<b>Tambellup CRC &amp; Library</b>							
Repair ceiling in reception area	6,000		6,000				C/Over from 2014-15
General Maintenance	2,500	2,500			402		Fire equipment check; gutter cleaning; service fire extinguishers; termite inspection
<b>Total</b>	<b>8,500</b>	<b>2,500</b>	<b>6,000</b>		<b>402</b>	<b>8,098</b>	
<b>BH Museum</b>							
Repair (seal & paint raw asbestos in lean-to walls)	1,000	1,000					C/Over from 2014-15 sourcing another contractor
Replace mortar - loose bricks, lintel & repair lean-to walls	4,000	4,000					C/Over from 2014-15 sourcing another contractor
Replace 2 windows on west side	19,300		19,300		17,591		Completed
General Maintenance	2,000	2,000			308		Gutter cleaning; termite inspection
<b>Total</b>	<b>26,300</b>	<b>7,000</b>	<b>19,300</b>		<b>17,899</b>	<b>8,401</b>	



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

Description of Works	BUDGET 2015/2016	OPERATING	CAPITAL	Accepted Quote (yet to be paid)	Actual 2015-16	Variance (budget to quote/actual)	COMMENT
<b>TA Station Masters Building - Museum</b>							
Painting Exterior Woodwork, Oil Verandah Floor	3,600	3,600					Contract awarded
Supply & Erect fence at rear of Station Master's Residence					2,691		Account received & paid - 2014/15 work
General Maintenance	2,000	2,000			1,062		Fire equipment check; gutter cleaning; service fire extinguisher; termite inspection; repairs to awning, paving and verandah
<b>Total</b>	<b>5,600</b>	<b>5,600</b>	<b>0</b>		<b>3,753</b>	<b>1,847</b>	
<b>ECONOMIC SERVICES</b>							
<b>BH Caravan Park</b>							
General Maintenance	3,000	3,000			3,602		Repair door to men's toilet; fire equipment check; unblock drain; repair broken stormwater drain; replace shower curtain; gutter cleaning; parts & repairs to industrial washing machine; service fire extinguisher; repair cistern; install gazebo lights; termite inspection; <i>check and test dryer</i>
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		<b>3,602</b>	<b>-602</b>	
<b>TA Caravan Park</b>							
General Maintenance	2,000	2,000			561		Gutter cleaning; replace window pane; service fire extinguisher
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>		<b>561</b>	<b>1,439</b>	
<b>TA Railway Station Building</b>							
Repair ridge capping, replace broken tiles	600	600			720		Completed
Replace Gutter & Fascia	5,000		5,000				Contract awarded
General Maintenance	2,000	2,000			1,567		Replace window panes x 2; gutter cleaning; replace glass in two door panels; termite inspection
<b>Total</b>	<b>7,600</b>	<b>2,600</b>	<b>5,000</b>		<b>2,287</b>	<b>5,313</b>	
<b>Bendigo Bank</b>							
Replace verandah posts, associated woodwork & paint	0				6,000		C/Over from 2014-15 completed
General Maintenance	2,500	2,500			1,648		Gutter cleaning; termite inspection; install stormwater downpipe under footpath to verge
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>		<b>7,648</b>	<b>-5,148</b>	
<b>TOTAL BUILDING MAINTENANCE</b>	<b>166,900</b>	<b>108,600</b>	<b>58,300</b>	<b>0</b>	<b>88,150</b>	<b>78,750</b>	

**BROOMEHILL-TAMBELLUP LIBRARY REPORT MAY 2016****New Members**

Tambellup 4                      Broomehill 1

**The Sunday Times Little Book Club** ([www.thelittlebigbookclub.com.au](http://www.thelittlebigbookclub.com.au))

0-2 Nest by Jorey Hurley

2-3 The Snow Wombat by Susannah Chambers &amp; Mark Jackson

4-5 Gary by Leila Rudge

**Statistics**Tambellup *Issues*

56 Books      A

25 DVD        A

CD        A

7 LP          A

Games     J

28 Books     J

5 DVD        J

CD        J

1 Renewals   A&amp;J

E Resources

Better Beginnings Resource Kit

Broomehill *Issues*

34 Books     A

4 DVD        A

8 CD         A

2 LP         A

8 Books     J

9 DVD        J

0 CD         J

15 Renewals A&amp;J

0 Better Beginnings Resource Kit

4 E Resources

**Regional LP Bulk Loan** (exchanged every 4 Months) New Units available 1st May 2016.**The State Library Book Exchange** arrived at Tambellup 5th May 2016 and Broomehill 24th May 2016.**LB55'S** (Damaged or Lost Stock we are charged for by The State Library )

Tambellup 1      Broomehill 0

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

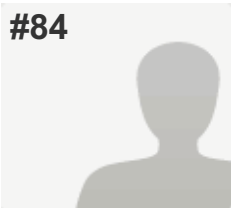
Month	Z3950	Requester (Broomehill)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
May	15	7	10	12	9	11	0	0

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

Month	Z3950	Requester (Tambellup)			Responder (Other Libraries)			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
May	37	28	21	12	4	4	0	0

## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

#84

**COMPLETE**

**Collector:** Email Invitation (Email)  
**Started:** Tuesday, June 07, 2016 5:15:30 PM  
**Last Modified:** Thursday, June 09, 2016 10:50:01 AM  
**Time Spent:** Over a day  
**Email:** mcs@shirebt.wa.gov.au  
**IP Address:** 139.130.133.248

## PAGE 2: Your details

<b>Q1: Name of public authority:</b>	Shire of Broomehill-Tambellup
<b>Q2: Type of public authority:</b>	Local government
<b>Q3: Name of contact person:</b>	Judy Stewart
<b>Q4: Phone number:</b>	0898253555
<b>Q5: Email:</b>	mcs@shirebt.wa.gov.au

## PAGE 4: Outcome 1: Services and events

<b>Q6: Total number of strategies that were planned (whether implemented or not):</b>	5
<b>Q7: Number of strategies that were implemented:</b>	5
<b>Q8: Number of strategies implemented that were effective:</b>	5
<b>Q9: Number of strategies implemented that were average:</b>	0
<b>Q10: Number of strategies implemented that were ineffective:</b>	0
<b>Q11: Number of strategies implemented that have not yet been evaluated:</b>	0

**Q12: Describe your organisation's strategies or provide a case study for DAIP Outcome 1:**

Strategy 1: Ensure that people with disability are consulted on their need for services and the accessibility of current services

Strategy 2: Monitor Shire services to ensure equitable access and inclusion

Strategy 3: Develop links between the DAIP and other Shire plans and strategies

Strategy 4: Ensure that events, whether provided or funded, are accessible to people with disability

Strategy 5: Improve access to the information in the library

## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

## PAGE 5: Outcome 2: Buildings and other facilities

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<b>Q13: Total number of strategies that were planned (whether implemented or not):</b>	5
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<b>Q14: Number of strategies that were implemented:</b>	5
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<b>Q15: Number of strategies implemented that were effective:</b>	5
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<b>Q16: Number of strategies implemented that were average:</b>	0
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<b>Q17: Number of strategies implemented that were ineffective:</b>	0
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<b>Q18: Number of strategies implemented that have not yet been evaluated:</b>	0
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**Q19: Describe your organisation's strategies or provide a case study for DAIP Outcome 2:**

Strategy 1: Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need

Strategy 2: Ensure that all new or redevelopment works provide access to people with disability, where practicable

Strategy 3: Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location

Strategy 4: Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues

Strategy 5: Ensure that all recreational areas are accessible

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## PAGE 6: Outcome 3: Information

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<b>Q20: Total number of strategies that were planned (whether implemented or not):</b>	3
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<b>Q21: Number of strategies that were implemented:</b>	3
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<b>Q22: Number of strategies implemented that were effective:</b>	3
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<b>Q23: Number of strategies implemented that were average:</b>	0
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<b>Q24: Number of strategies implemented that were ineffective:</b>	0
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<b>Q25: Number of strategies implemented that have not yet been evaluated:</b>	0
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## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

**Q26: Describe your organisation's strategies or provide a case study for DAIP Outcome 3:**

Strategy 1: Ensure that the community is aware that Shire information is available in alternative formats upon request

Strategy 2: Improve employee awareness of accessible information needs and how to provide information in other formats

Strategy 3: Ensure that the Shire's website meets contemporary good practice

**PAGE 7: Outcome 4: Level and quality of service**

**Q27: Total number of strategies that were planned (whether implemented or not):** 2

**Q28: Number of strategies that were implemented:** 2

**Q29: Number of strategies implemented that were effective:** 2

**Q30: Number of strategies implemented that were average:** 0

**Q31: Number of strategies implemented that were ineffective:** 0

**Q32: Number of strategies implemented that have not yet been evaluated:** 0

**Q33: Describe your organisation's strategies or provide a case study for DAIP Outcome 4:**

Strategy 1: Ensure that Elected Members and employees are aware of access needs and can provide appropriate services

Strategy 2: Improve community awareness of disability and access issues

**PAGE 8: Outcome 5: Complaints**

**Q34: Total number of strategies that were planned (whether implemented or not):** 1

**Q35: Number of strategies that were implemented:** 1

**Q36: Number of strategies implemented that were effective:** 1

**Q37: Number of strategies implemented that were average:** 0

**Q38: Number of strategies implemented that were ineffective:** 0

**Q39: Number of strategies implemented that have not yet been evaluated:** 0

## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

**Q40: Describe your organisation's strategies or provide a case study for DAIP Outcome 5:**

Strategy 1: Ensure that grievance mechanisms are accessible for people with disability and are acted upon

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**PAGE 9: Outcome 6: Consultation**

<b>Q41: Total number of strategies that were planned (whether implemented or not):</b>	2
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<b>Q42: Number of strategies that were implemented:</b>	2
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<b>Q43: Number of strategies implemented that were effective:</b>	2
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<b>Q44: Number of strategies implemented that were average:</b>	0
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<b>Q45: Number of strategies implemented that were ineffective:</b>	0
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<b>Q46: Number of strategies implemented that have not yet been evaluated:</b>	0
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**Q47: Describe your organisation's strategies or provide a case study for DAIP Outcome 6:**

Strategy 1: Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes

Strategy 2: Ensure that people with disability are aware of and can access other established consultative processes

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**PAGE 10: Outcome 7: Employment**

<b>Q48: Total number of strategies that were planned (whether implemented or not):</b>	2
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<b>Q49: Number of strategies that were implemented:</b>	2
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<b>Q50: Number of strategies implemented that were effective:</b>	2
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<b>Q51: Number of strategies implemented that were average:</b>	0
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<b>Q52: Number of strategies implemented that were ineffective:</b>	0
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<b>Q53: Number of strategies implemented that have not yet been evaluated:</b>	0
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**Q54: Describe your organisation's strategies or provide a case study for DAIP Outcome 7:**

Strategy 1: Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining people with disability

Strategy 2: Ensure policies and procedures are regularly reviewed

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## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

## PAGE 11: Agents and Contractors

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**Q55: For 2015–2016, how have you informed Agents and Contractors about your DAIP?** Provided a copy of your agency DAIP,  
Provided a link to the DAIP on your website

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**Q56: Other (please describe):** *Respondent skipped this question*

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**Q57: How do Agents and Contractors report progress of outcomes to you?** *Respondent skipped this question*

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**Q58: Other (please explain):**

Nil reports

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**Q59: Please provide a description of any significant DAIP strategies undertaken by your organisation's Agents and Contractors in 2015–2016.**

Nil strategies; however, contractors were engaged to improve access into the Broomehill RSL Hall currently used by a local playgroup and a tender has been awarded for the replacement of the Tambellup Pavilion where improvements will include significantly better access for people with disability.

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## PAGE 12: Challenges in implementing your DAIP

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**Q60: What challenges did you experience with strategies that were planned but not implemented?** *Respondent skipped this question*

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**Q61: Other (please explain):**

Not applicable

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**Q62: If you would like to provide more information about the challenges your organisation faced, please do so below.**

Not applicable

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## PAGE 13: Confirm your answers

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**Q63: Is the information provided in this report representative of your organisation, and not you as an individual or your position?** Yes

## PAGE 14: Answers not confirmed

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**Q64: Is the information provided in this report representative of your organisation, and not you as an individual or your position?** *Respondent skipped this question*

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Disability Access and Inclusion Plan (DAIP) Progress Reporting 2015-2016

PAGE 15: Feedback

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**Q65: How would you rate your overall satisfaction with the quality of service provided to your organisation by the Access and Inclusion branch?**

Satisfaction with quality of service provided

Very Satisfied

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**Q66: Do you have any comments or feedback?**

As per contact made in previous reporting year

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PAGE 18: Ready to lodge your report

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**Q67: My DAIP progress report is complete and I wish to lodge it with the Disability Services Commission**

Yes

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