

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2022

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 May 2022

	Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,675,200	2,675,200	2,678,836.98	3,637	0.1%	
Grants, Subsidies and Contributions		1,356,200	1,339,457	2,674,955.65	1,335,499	49.9%	▲
Profit on Asset Disposal	10	235,600	235,200	0.00	(235,200)	(100.0%)	▼
Fees and Charges		468,600	437,852	382,648.51	(55,203)	(14.4%)	▼
Interest Earnings		29,400	25,310	22,272.51	(3,037)	(13.6%)	
Other Revenue		100,800	98,428	88,355.48	(10,073)	(11.4%)	▼
Total		4,865,800	4,811,447	5,847,069.13	1,035,622		
Operating Expense							
Employee Costs		(2,285,700)	(2,148,599)	(1,937,610.74)	210,988	10.9%	▼
Materials and Contracts		(1,875,000)	(1,668,245)	(1,202,693.93)	465,551	38.7%	▼
Utilities Charges		(246,700)	(226,941)	(210,699.70)	16,241	7.7%	
Depreciation (Non-Current Assets)		(1,991,700)	(1,825,561)	0.00	1,825,561	100.0%	▼
Interest Expenses		(61,500)	(55,103)	(62,516.25)	(7,413)	(11.9%)	
Insurance Expenses		(188,100)	(182,050)	(179,422.88)	2,627	1.5%	
Loss on Asset Disposal	10	(119,200)	(103,563)	0.00	103,563	100.0%	▼
Other Expenditure		(91,200)	(88,820)	(84,336.86)	4,483	5.3%	
Total		(6,859,100)	(6,298,882)	(3,677,280.36)	2,621,602		
Funding Balance Adjustment							
Add Back Depreciation		1,991,700	1,825,561	0.00	(1,825,561)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(116,400)	(131,637)	0.00	131,637	(100.0%)	
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
Net Operating		(118,000)	206,489	2,169,788.77	1,963,300		
Capital Revenues							
Grants, Subsidies and Contributions	8	2,355,900	1,249,440	1,544,369.98	294,930	19.1%	▲
Proceeds from Disposal of Assets	10	1,246,500	843,500	655,000.01	(188,500)	(28.8%)	▼
Transfer from Reserves	9	1,179,400	616,900	612,745.00	(4,155)	(0.7%)	
Total		4,781,800	2,709,840	2,812,114.99	102,275		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(1,074,500)	(319,000)	(266,462.52)	52,537	19.7%	▼
Plant and Equipment	12	(1,131,500)	(791,500)	(742,676.15)	48,824	6.6%	
Furniture and Equipment	12	(40,000)	(15,000)	(14,091.80)	908	6.4%	
Infrastructure - Roads	12	(1,783,100)	(1,349,300)	(1,120,835.06)	228,465	20.4%	▼
Infrastructure - Other	12	(1,390,500)	(428,500)	(396,078.42)	32,422	8.2%	
Repayment of Debentures	12	(127,500)	(85,900)	(86,008.13)	(108)	(0.1%)	
Transfer to Reserves	9	(893,900)	(541,225)	(534,251.59)	6,973	1.3%	
Total		(6,441,000)	(3,530,425)	(3,160,403.67)	370,021		
Net Capital		(1,659,200)	(820,585)	(348,288.68)	472,296		
Total Net Operating + Capital		(1,777,200)	(614,096)	1,821,500.09	2,435,596		
Opening Funding Surplus(Deficit)		1,777,200	1,777,200	649,900.01	(1,127,300)	(173.5%)	
Closing Funding Surplus(Deficit)	4	0	1,163,104	2,471,400.10	1,308,296		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 May 2022

	Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		50,400	46,400	28,516.23	(17,884)	(62.71%)	▼
General Purpose Funding		3,618,300	3,608,850	5,009,236.49	1,400,386	27.96%	▲
Law, Order and Public Safety		174,500	174,310	145,886.66	(28,423)	(19.48%)	▼
Health		3,500	3,190	286.60	(2,903)	(1013.05%)	
Education and Welfare		100,300	30,275	30,000.00	(275)	(0.92%)	
Housing		557,700	539,966	339,081.82	(200,884)	(59.24%)	▼
Community Amenities		164,000	112,103	106,599.75	(5,503)	(5.16%)	
Recreation and Culture		367,100	283,419	336,851.00	53,432	15.86%	▲
Transport		1,313,900	979,016	1,117,200.91	138,185	12.37%	▲
Economic Services		800,500	217,304	229,307.41	12,003	5.23%	
Other Property and Services		71,500	66,054	48,472.24	(17,582)	(36.27%)	▼
Total		7,221,700	6,060,887	7,391,439.11	1,330,552		
Operating Expense							
Governance		(578,300)	(482,417)	(468,266.53)	14,150	3.02%	
General Purpose Funding		(315,500)	(288,055)	(236,318.19)	51,737	21.89%	▼
Law, Order and Public Safety		(315,800)	(294,321)	(212,440.27)	81,881	38.54%	▼
Health		(50,900)	(46,563)	(26,359.73)	20,203	76.64%	▼
Education and Welfare		(129,500)	(118,668)	(110,225.66)	8,442	7.66%	
Housing		(220,200)	(201,667)	(125,673.34)	75,994	60.47%	▼
Community Amenities		(483,800)	(443,201)	(351,121.01)	92,080	26.22%	▼
Recreation and Culture		(1,363,300)	(1,250,618)	(841,349.44)	409,269	48.64%	▼
Transport		(3,106,500)	(2,847,471)	(869,596.37)	1,977,875	227.45%	▼
Economic Services		(257,300)	(236,914)	(210,831.85)	26,082	12.37%	▼
Other Property and Services		(38,000)	(88,987)	(225,097.97)	(136,111)	(60.47%)	▲
Total		(6,859,100)	(6,298,882)	(3,677,280.36)	2,621,602		
Funding Balance Adjustment							
Add back Depreciation		1,991,700	1,825,561	0.00	(1,825,561)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	10	(116,400)	(131,637)	0.00	131,637	(100.00%)	
Net Operating		2,237,900	1,455,929	3,714,158.75	2,258,230		
Capital Revenues							
Proceeds from Disposal of Assets	10	1,246,500	843,500	655,000.01	(188,500)	(28.78%)	▼
Transfer from Reserves	9	1,179,400	616,900	612,745.00	(4,155)	(0.68%)	
Total		2,425,900	1,460,400	1,267,745.01	(192,655)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(1,074,500)	(319,000)	(266,462.52)	52,537	19.72%	▼
Plant and Equipment	12	(1,131,500)	(791,500)	(742,676.15)	48,824	6.57%	
Furniture and Equipment	12	(40,000)	(15,000)	(14,091.80)	908	6.44%	
Infrastructure Assets - Roads	12	(1,783,100)	(1,349,300)	(1,120,835.06)	228,465	20.38%	▼
Infrastructure Assets - Other	12	(1,390,500)	(428,500)	(396,078.42)	32,422	8.19%	
Repayment of Debentures		(127,500)	(85,900)	(86,008.13)	(108)	(0.13%)	
Transfer to Reserves	9	(893,900)	(541,225)	(534,251.59)	6,973	1.31%	
Total		(6,441,000)	(3,530,425)	(3,160,403.67)	370,021		
Net Capital		(4,015,100)	(2,070,025)	(1,892,658.66)	177,366		
Total Net Operating + Capital		(1,777,200)	(614,096)	1,821,500.09	2,435,596		
Opening Funding Surplus(Deficit)		1,777,200	1,777,200	649,900.01	(1,127,300)	(173.46%)	
Closing Funding Surplus(Deficit)	4	0	1,163,104	2,471,400.10	1,308,296		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 May 2022

	Actual 2021/22	C/fwd 1 July 2021
CURRENT ASSETS		
Cash	4,751,744.27	4,519,091.92
Receivables	696,841.78	1,251,759.02
Inventories - Stock on Hand	874.98	15,817.47
TOTAL CURRENT ASSETS	5,449,461.03	5,786,668.41
CURRENT LIABILITIES		
Creditors and Provisions	2,025,823.75	4,106,037.81
Borrowings	41,567.40	127,575.53
TOTAL CURRENT LIABILITIES	2,067,391.15	4,233,613.34
NET CURRENT ASSETS	3,382,069.88	1,553,055.07
NON-CURRENT ASSETS		
Receivables	64,950.49	64,950.49
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	73,808.00	73,808.00
Property, Plant and Equipment	20,517,630.88	20,150,037.69
Infrastructure Assets	120,948,534.27	119,430,983.52
TOTAL NON-CURRENT ASSETS	141,820,923.64	139,935,779.70
NON-CURRENT LIABILITIES		
Creditors and Provisions	22,368.11	22,368.11
Borrowings	1,814,120.62	1,814,120.62
TOTAL NON-CURRENT LIABILITIES	1,836,488.73	1,836,488.73
NET ASSETS	143,366,504.79	139,652,346.04
EQUITY		
Accumulated Surplus	44,116,673.83	40,324,021.67
Reserves - Asset Revaluation	97,693,742.83	97,693,742.83
Reserves - Cash Backed	1,556,088.13	1,634,581.54
TOTAL EQUITY	143,366,504.79	139,652,346.04

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

1: (a) Nature or Type Classifications

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

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

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

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

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

HOUSING

Objective:

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

Activities:

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

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

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

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 May 2022

2: REPORT ON SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
<p>Governance A Profit on disposal of asset is estimated for changeover of admin vehicles however as the annual audit has not yet been signed off transactions in the asset register cannot be processed.</p>	■	
<p>General Purpose Funding An advance payment of 22/23 Financial Assistance Grants from the WA Grants Commission, equivalent to approximately 75% of the coming years allocation was received in April.</p>		■
<p>Law, Order & Public Safety A recoup is being prepared to DFES for mitigation works on crown land within the two townsites and will be submitted in June.</p>	■	
<p>Housing Profit on disposal of housing anticipated however as the annual financial audit has not yet been signed off transactions in the asset register cannot be processed.</p> <p>11 Lavarock St, Broomehill settled in November, 20 Henry St Tambellup settled in June and 27 East Terrace will settle in July.</p>	■	
<p>Recreation & Culture The contribution from the Broomehill Recreation Complex towards construction of the spectator pavilion was anticipated to have been received by now, however construction of this building hasn't progressed. This will be carried over into 2022/23</p> <p>Drought Communities Program funding held in the balance sheet has been transferred to revenue as expenditure is incurred on the projects. <i>Amendments to the treatment of this funding at 30 June 2021 were allocated in the budget review to bring it forward as part of the surplus, on advice from the Auditors and OAG. They have since reviewed this decision and the funds are now being brought in to revenue from the balance sheet as they are expended; as originally allocated at 30 June and budgeted for in 21/22.</i></p>		■
<p>Transport Local Roads & Community Infrastructure Program funding held in the balance sheet has been transferred to revenue as expenditure is incurred on the projects <i>Amendments to the treatment of this funding at 30 June 2021 were allocated in the budget review to bring it forward as part of the surplus, on advice from the Auditors and OAG. They have since reviewed this decision and the funds are now being brought in to revenue from the balance sheet as they are expended; as originally allocated at 30 June and budgeted for in 21/22.</i></p>		■

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 May 2022

2: REPORT ON SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING EXPENSE		
<p>General Purpose Funding Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off, which affects allocation of Admin costs across all programs. These costs are underallocated due to this.</p>	■	
<p>Law Order & Public Safety Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program. Allocation of Admin costs are also affected by depreciation not yet being allocated.</p>	■	
<p>Health Expenditure relating to the Environmental Health Officer and health inspections is lower than anticipated. Pest Control expenditure for mosquito control is lower than expected.</p>	■ ■	
<p>Housing Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program. Allocation of Admin costs are also affected by depreciation not yet being allocated.</p>	■	
<p>Community Amenities Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program. Allocation of Admin costs are also affected by depreciation not yet being allocated.</p>	■	
<p>Recreation & Culture Plant operation costs allocated to parks & gardens maintenance are lower than expected which indicates plant usage and/or internal charge out costs require review. Manual allocation for plant costs has been updated, however costs will be monitored over the remaining months.</p> <p>Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program. Allocation of Admin costs are also affected by depreciation not yet being allocated.</p>	■ ■	
<p>Transport Plant operation costs allocated to road maintenance are lower than expected which indicates plant usage and/or internal charge out costs require review. Manual allocation for plant costs has been updated, however costs will be monitored over the remaining months.</p> <p>Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program. Allocation of Admin costs are also affected by depreciation not yet being allocated.</p>	■ ■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 May 2022

2: REPORT ON SIGNIFICANT VARIANCES

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

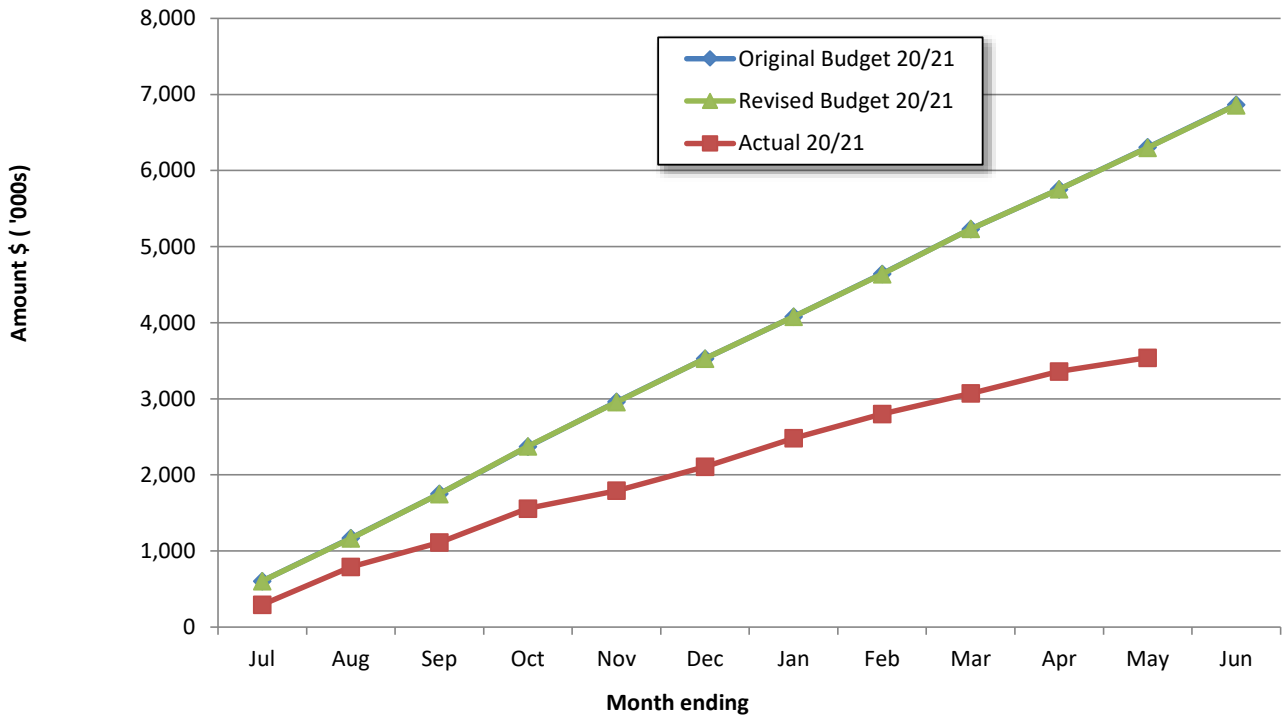
The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING EXPENSE		
<p>Other Property & Services Plant Operation Costs (POC) and Public Works Overheads (PWO) are underallocated. POC and PWO are allocated through timecard entry in payroll to the various programs where the works crew and various plant items have been working.</p>	■	
CAPITAL REVENUE		
<p>Proceeds from Disposal of Assets The house at 20 Henry St, Tambellup has sold and will settle on 2 June.</p>	■	
CAPITAL EXPENSE		
<p>Land & Buildings Internal renovation to the Tambellup Admin building has not commenced. Further consultation is required on design to gain the best outcome from the renovation. This will carry over into the 22/23 Budget.</p>	■	
<p>It is planned to enclose the underneath of the Broomehill Admin building for security of staff and restrict access. This has not yet commenced and will be carried over into the 22/23 Budget</p>	■	
<p>Infrastructure - Roads Final invoices are due for stabilising and reseal work already done. The Tieline Rd job (funded by RRG) will be carried over to 22/23 for completion.</p>	■	■

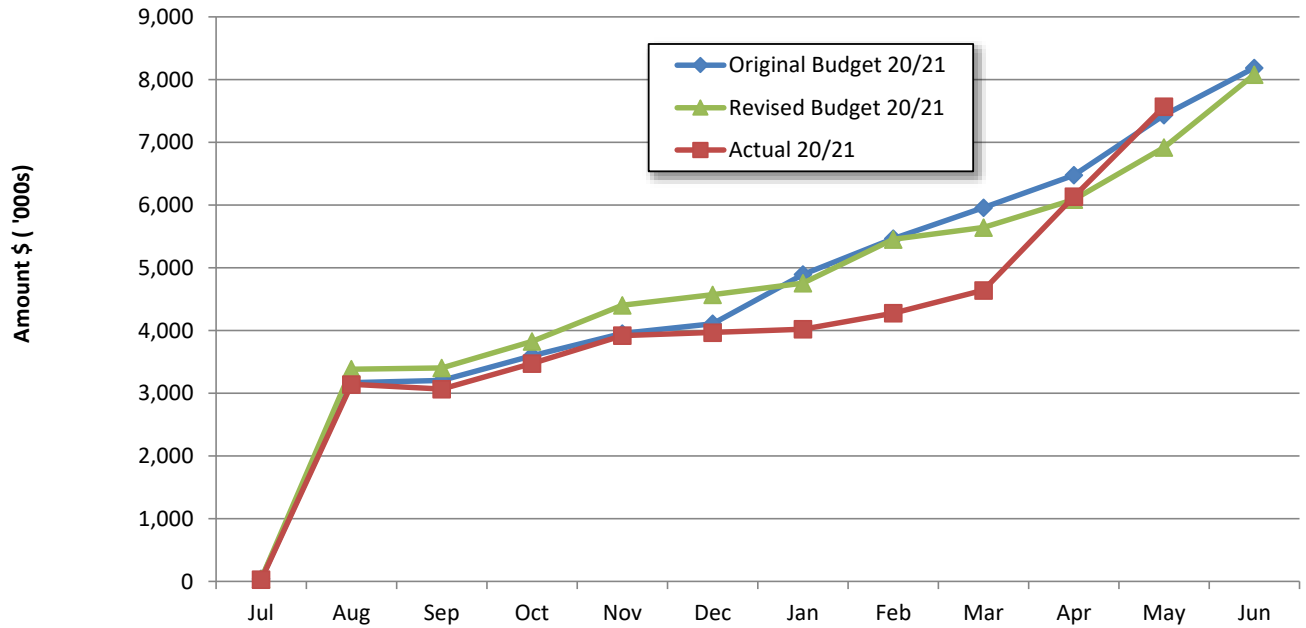
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



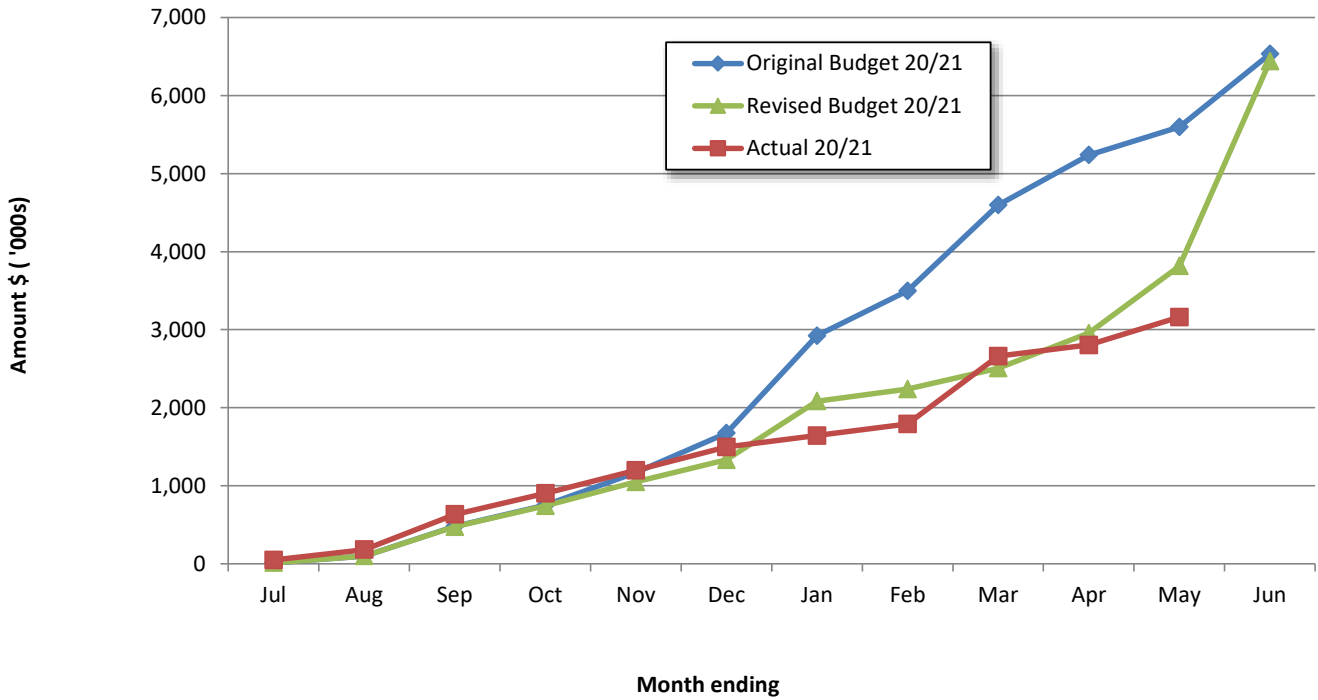
Budget Operating Revenues -v- Actual



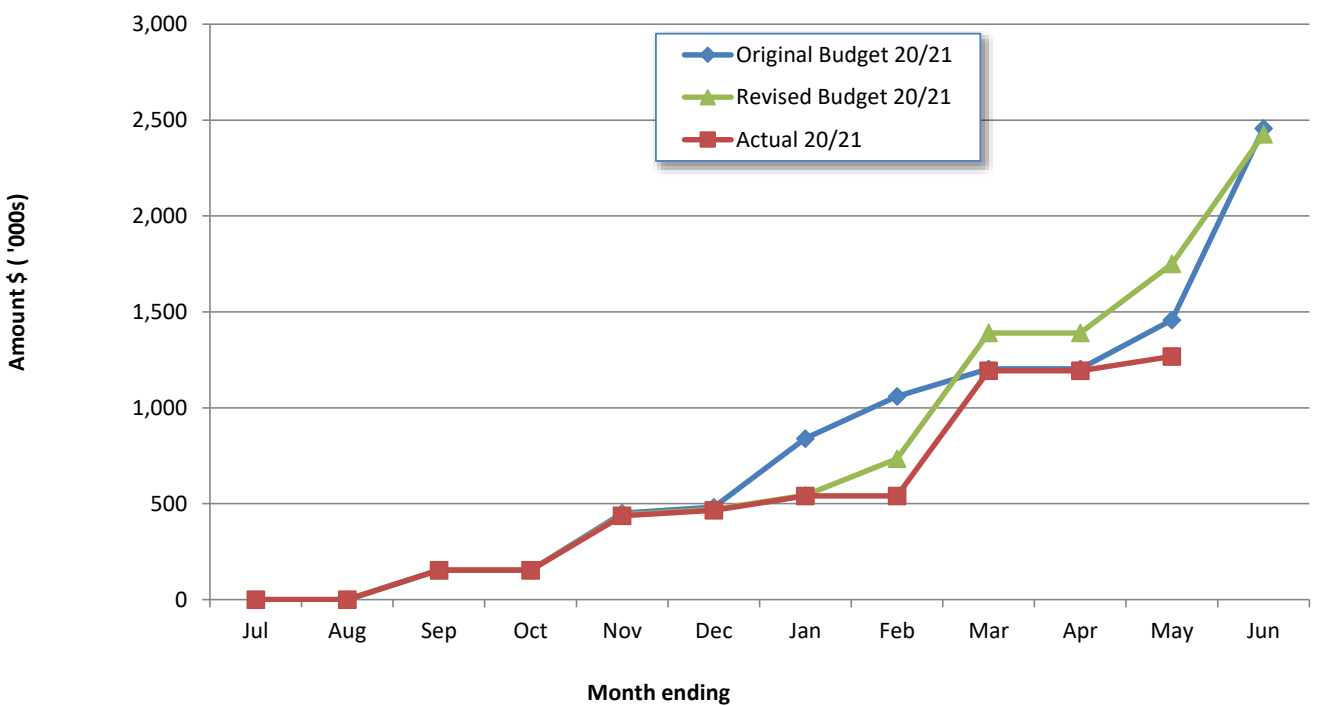
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

3: 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 2022

4: NET CURRENT FUNDING POSTION

	Note	Actual 2021/22	C/fwd 1 July 2021
		\$	\$
Current Assets			
Cash Unrestricted		1,907,504.22	291,055.91
Cash Restricted - Other Payables		1,288,151.92	2,593,454.47
Cash Restricted - Reserves	9	1,556,088.13	1,634,581.54
Receivables - Rates and Rubbish	6	235,700.85	234,727.59
Receivables - Other	6	275,762.05	790,055.34
Inventories		874.98	15,817.47
Accruals and Provisions		151,059.51	151,059.51
		5,415,141.66	5,710,751.83
Less: Current Liabilities			
Payables		417.10	(736,948.03)
Net GST & PAYG		(35,629.33)	(31,578.50)
Other Payables - Bonds & Deposits		(9,190.00)	(7,150.00)
Other Payables - Building Retention Bonds		(82,551.55)	(98,372.25)
Other Payables - Great Sthn Housing Initiative		(609,546.68)	(1,339,583.68)
Other Payables - DCP		(489,864.54)	(815,548.31)
Other Payables - LRCIP		(96,999.15)	(332,800.23)
Accruals and Provisions		(64,289.28)	(64,289.28)
		(1,387,653.43)	(3,426,270.28)
Less: Cash Restricted - Reserves	9	(1,556,088.13)	(1,634,581.54)
Net Current Funding Position		2,471,400.10	649,900.01

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		1,907,504.22	1,288,151.92		3,195,656.14	Bendigo	
Trust Fund	133 905 067				0.00	0.00	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds	3907112	0.15%		1,556,088.13		1,556,088.13	Bendigo	24/06/2022
Total			1,909,004.22	2,844,240.05	0.00	4,753,244.27		

Comments/Notes - Investments

a) Cash Deposits

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

Monies held in the Trust Fund have been reclassified following guidance from the Office of the Auditor General and now held as a current liability.

b) Term Deposits

Reserve Funds

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

6: RECEIVABLES

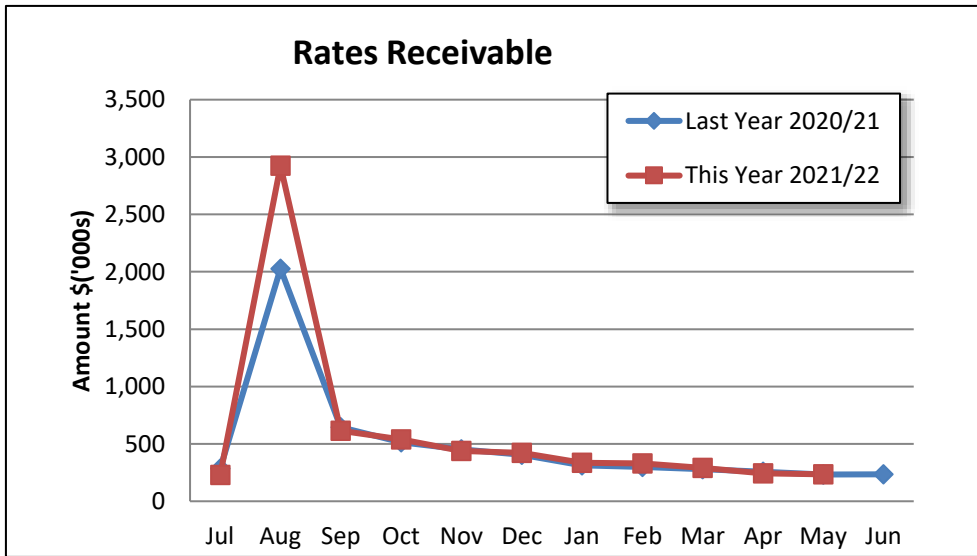
Rates & Rubbish

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

	Actual 2021/22	c/fwd 1 July 2021
	\$	\$
Opening Arrears Previous Years	234,727.59	303,494.79
Rates Levied this year	2,771,849.96	2,664,864.27
Less Collections to date	(2,770,876.70)	(2,733,631.47)
Equals Current Outstanding	235,700.85	234,727.59
Net Rates Collectable	235,700.85	234,727.59
% Collected	92.16%	92.09%

Net Rates Collectable

% Collected



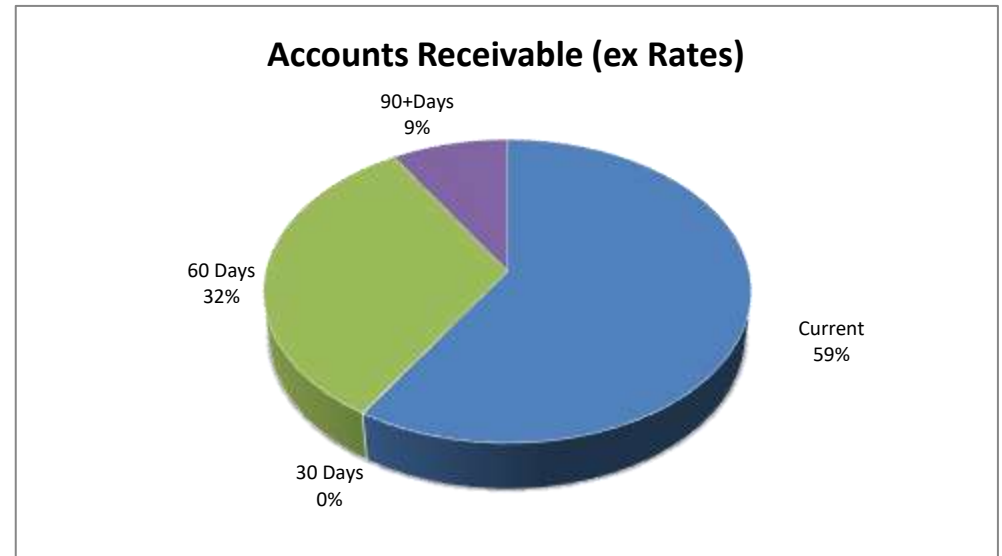
Comments/Notes - Receivables Rates and Rubbish

The variance shown in August relates to the timing of raising rates in each financial year.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	149,259.46	113.35	90,726.52	24,513.45
Pensioner Rebates	2,214.91			
Emergency Services Levy	13,934.36			
Total Outstanding	165,408.73	113.35	90,726.52	24,513.45

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

CURRENT - the final payment of funding for the Broomehill ILU's has been invoiced; a progress claim to MRWA has been submitted for Black Spot funding
60 DAYS - CBH Ex Gratia rates for 21/22 were invoiced in April

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL or JOB	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
S210801			Balanced Budget Adopted				0
			CAPITAL EXPENDITURE				0
S210901	CAP144	Capital Expense	Holland Track Interpretive Centre	Reallocate Drought Communities Program funding	32,000	0	32,000
S210901	CAP159	Capital Expense	Broomehill Rec Complex accessibility upgrades	Reallocate Drought Communities Program funding	0	(32,000)	0
M210913	CAP161	Capital Expense	Tambellup Town Square development	Reallocate Drought Communities Program funding	370,000	0	370,000
M210913	CAP153	Capital Expense	Tambellup Youth Centre	Reallocate Drought Communities Program funding	80,000		450,000
M210913	CAP127	Capital Expense	Broomehill Townscape	Reallocate Drought Communities Program funding	0	(450,000)	0
			OPENING SURPLUS/(DEFICIT)	Treatment of DCP & LRCIP unspent funds	952,600		952,600
			GENERAL PURPOSE FUNDING				952,600
048/22	03002.70	Operating Revenue	Rates - Ex Gratia	Increase in CBH ex-gratia rates per tonnage advised	2,000		954,600
048/22	03005.70	Operating Revenue	Discount - Rates	Increase take up of discount		(15,000)	939,600
048/22	03229.71	Operating Revenue	FAGS General Purpose	Allocations advised by WALGGC		(44,300)	895,300
048/22	03230.71	Operating Revenue	FAGS Local Roads	Allocations advised by WALGGC	55,000		950,300
			GOVERNANCE				950,300
048/22	04101.19	Operating Expenses	Members - advertising & promotions	Second advertising for Local Laws less than expected	5,000		955,300
048/22	04101.24	Operating Expenses	Members - legal advice	Legal advice for building contracts lower than expected	25,000		980,300
048/22	04102.17	Operating Expenses	Elections - professional services	2021 Election costs lower than estimate provided	4,500		984,800
048/22	04301.07	Operating Expenses	Admin General - recruitment costs and subsidies	Additional expense incurred for CEO recruitment		(10,000)	974,800
048/22	04301.17	Operating Expenses	Admin General - professional services	Contract temp CEO expense not utilised	10,000		984,800
			LAW, ORDER & PUBLIC SAFETY				984,800
048/22	05026.82	Operating Revenue	Other Fire Prevention - fines & penalties	Fines issued following property inspections	4,200		989,000
048/22	05121.67	Operating Expenses	Other Fire Prevention - telephone expense	Communications with Brigade members		(2,000)	987,000
048/22	05301.01	Operating Expenses	Animal Control - salaries & wages	Contract Ranger from Shire of Kojonup	20,000		1,007,000
048/22	05301.16	Operating Expenses	Animal Control - contract services	Contract Ranger from Shire of Kojonup		(5,000)	1,002,000
048/22	05301.98	Operating Expenses	Animal Control - plant operating costs	Contract Ranger from Shire of Kojonup	2,800		1,004,800
048/22	05301.99	Operating Expenses	Animal Control - public works overheads	Contract Ranger from Shire of Kojonup	7,000		1,011,800
			EDUCATION & WELFARE				1,011,800
048/22	08002.74	Operating Revenue	A Smart Start Program - reimbursements	Program funding now held in surplus at 1 July		(38,500)	973,300
048/22	08201.72	Capital Revenue	Other Welfare - grants non-operating	DCP funds reallocated to Broomehill townscape		(80,000)	893,300
048/22	08201.73	Operating Revenue	Other Welfare - contributions	Additional funding - Noongar Farm for Youth Worker program	30,000		923,300
048/22	08303.16	Operating Expenses	Youth Services - contract services	Extension of Youth Worker program to June 2022		(30,000)	893,300
			HOUSING				893,300
048/22	09001.72	Capital Revenue	Staff Housing - grants non-operating	Balance of BBRF funds for housing project	77,000		970,300
048/22	09128.15	Operating Expenses	GROH Housing 15 Parnell St - repairs & mtce	Building mtce allowance not required	3,000		973,300

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL or JOB	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
048/22	09129.15	Operating Expenses	GROH Housing 1/22 Taylor St - repairs & mtce	Building mtce allowance not required	3,000		976,300
048/22	09131.15	Operating Expenses	GROH Housing 2/22 Taylor St - repairs & mtce	Building mtce allowance not required	3,000		979,300
048/22	09132.16	Operating Expenses	Holland Court - contract services	Building mtce allowance not required	3,000		982,300
048/22	09132.60	Operating Expenses	Holland Court - insurances	Insurance premiums for 21/22		(5,300)	977,000
048/22	09132.65	Operating Expenses	Holland Court - electricity & gas	Electricity for grounds, pumps & units when vacant		(2,700)	974,300
		COMMUNITY AMENITIES					974,300
048/22	10301.83	Operating Revenue	Town Planning - fees & charges	Additional revenue from planning fees	30,000		1,004,300
048/22	10376.17	Operating Expenses	Town Planning - professional services	External Town Planning advice		(20,000)	984,300
		RECREATION & CULTURE					984,300
048/22	11002.72	Capital Revenue	Broomehill Recreation Complex - grants non-operating	Unspent DCP funds brought forward in surplus		(118,000)	866,300
048/22	11007.73	Operating Revenue	Tambellup Pavilion - contributions	Towards trophy cabinets	12,500		878,800
048/22	11241.16	Operating Expenses	Tambellup Pavilion - contract services	Additional costs incurred for trophy cabinets		(16,000)	862,800
048/22	11151.72	Capital Revenue	Other Recreation & Sport - grants non-operating	Unspent DCP funds brought forward in surplus		(299,500)	563,300
		TRANSPORT					563,300
048/22	12007.72	Capital Revenue	LRCIP - grants non-operating	Unspent LRCIP funds brought forward in surplus		(332,800)	230,500
048/22	12156.72	Capital Revenue	Grants Other - grants non-operating	Unspent DCP funds brought forward in surplus		(168,000)	62,500
048/22	12226.11	Operating Expenses	Road Maintenance - fuel & oil	Decreased expenditure	1,500		64,000
048/22	12226.16	Operating Expenses	Road Maintenance - contract services	Decreased expenditure	9,500		73,500
048/22	12228.16	Operating Expenses	RAMM Road Inventory - contract services	Decreased expenditure - no extenal consult to update data	20,000		93,500
		ECONOMIC SERVICES					93,500
048/22	13151.83	Operating Revenue	Broomehill Caravan Park - fees & charges	Constant bookings for new cabins & park	15,000		108,500
048/22	13226.01	Operating Expenses	Broomehill Caravan Park - salaries & wages	Additional wages - increased usage of facility		(15,000)	93,500
048/22	13226.99	Operating Expenses	Broomehill Caravan Park - public works overheads	Additional allocation - increased usage of facility		(7,000)	86,500
048/22	13229.16	Operating Expenses	Great Southern Treasures - contract services	Bookeeping handed over to Shire of Kojonup		(15,000)	71,500
048/22	13451.72	Capital Revenue	Other Economic Services - grants non-operating	Unspent DCP funds brought forward in surplus		(153,000)	(81,500)
048/22	13527.66	Operating Expenses	Standpipe & Bore Mtce - water charges	Lesser usage from standpipes than anticipated	20,000		(61,500)
		OTHER PROPERTY & SERVICES					(61,500)
048/22	14101.73	Operating Revenue	Public Works Overheads - contributions	Employment subsidy - cleaner	6,500		(55,000)
048/22	14758.06	Operating Expenses	Covid-19 Response - employee provisions	Approved use of covid leave per Pandemic Plan		(5,000)	(60,000)
		CAPITAL REVENUE & EXPENDITURE					(60,000)
048/22	04251	Capital Expenses	Ford Everest BHT150 - net changeover	Plant Replacement Program - funded by Plant Reserve		(4,400)	(64,400)
048/22	04251	Capital Expenses	Ford Everest BH000 - net changeover	Plant Replacement Program - funded by Plant Reserve	8,800		(55,600)
048/22	12300	Capital Expenses	Isuzu Truck BH002 - net changeover	Plant Replacement Program - funded by Plant Reserve		(12,800)	(68,400)
048/22	12300	Capital Expenses	Mack Truck BHT125 - net changeover	Plant Replacement Program - funded by Plant Reserve		(15,000)	(83,400)
048/22	12300	Capital Expenses	Ford Ranger 1TA - net changeover	Plant Replacement Program - funded by Plant Reserve		(9,800)	(93,200)
048/22	12300	Capital Expenses	Ford Ranger BH00 - net changeover	Plant Replacement Program - funded by Plant Reserve	3,700		(89,500)
048/22	12300	Capital Expenses	Ford Ranger BH003 - net changeover	Plant Replacement Program - funded by Plant Reserve	4,200		(85,300)

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL or JOB	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
048/22	12300	Capital Expenses	Ford Ranger BH014 - net changeover	Plant Replacement Program - funded by Plant Reserve		(200)	(85,500)
048/22	12300	Capital Expenses	Ford Ranger TA052 - net changeover	Plant Replacement Program - funded by Plant Reserve	3,200		(82,300)
048/22	12300	Capital Expenses	Ford Ranger TA005 - net changeover	Plant Replacement Program - funded by Plant Reserve		(4,700)	(87,000)
048/22	CAP166	Capital Expenses	Water tanks adjacent to new standpipes	Reduced expense based on quotes	10,000		(77,000)
	RESERVE TRANSFERS						(77,000)
048/22		Capital Revenue	Plant Reserve - transfer from	Increased for changeover of Isuzu & mack trucks	27,000		(50,000)
048/22		Capital Expenses	Building Reserve - transfer to	Reduced transfer to Reserve	50,000		0
					Closing Funding Surplus / (Deficit)		0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2021	Received 2021/22	Expended 2021/22	Closing Balance
HOUSING					
Regional Aged Accommodation Project	GSHI - Independent Living Units - Broomehill	0.00	77,861.13	(77,861.13)	0.00
Building Better Regions Fund	GSHI - Staff Housing	0.00	95,953.00	(95,953.00)	0.00
RECREATION & CULTURE					
Drought Communities Program	Various townscape & recreation projects	815,548.31	0.00	(380,707.46)	434,840.85
WA Cricket Association	Broomehill Rec Complex - new spectator pavilion	0.00	9,000.00	(9,000.00)	0.00
TRANSPORT					
Main Roads WA	Regional Road Group 2021/22	0.00	227,200.00	(163,770.56)	63,429.44
Main Roads WA	Black Spot Funding 2021/22	0.00	86,395.00	(42,915.00)	43,480.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	358,976.00	(358,976.00)	0.00
Local Roads & Community Infrastructure Prog	Phase 1 allocation	145,830.29	0.00	(145,830.29)	0.00
Local Roads & Community Infrastructure Prog	Phase 2 allocation	186,969.94	0.00	(93,181.10)	93,788.84
ECONOMIC SERVICES					
Building Better Regions Fund	GSHI - Broomehill Caravan Park	0.00	127,500.00	(127,500.00)	0.00
TOTALS		1,148,348.54	982,885.13	(1,495,694.54)	635,539.13

Comments - Grants and Contributions

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

9. CASH BACKED RESERVES

	Revised Budget 2021/22				Actual 2021/22			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	111,718	50,900	(120,900)	41,718	111,717.60	50,174.27	(44,169.00)	117,722.87
Plant Reserve	197,797	402,900	(450,000)	150,697	197,796.62	400,308.74	(432,576.00)	165,529.36
Building Reserve	356,659	351,000	(266,000)	441,659	356,659.30	556.76	(136,000.00)	221,216.06
Information Technology Reserve	63,540	5,500	(15,000)	54,040	63,539.60	5,099.25	0.00	68,638.85
Tambellup Rec Ground & Pavilion Reserve	62,502	5,500	0	68,002	62,502.37	5,097.47	0.00	67,599.84
Broomehill Rec Complex Reserve	104,733	9,100	0	113,833	104,732.69	8,763.56	0.00	113,496.25
Building Maintenance Reserve	44,373	22,300	(27,500)	39,173	44,372.87	22,069.15	0.00	66,442.02
Sandalwood Villas Reserve	103,519	10,500	0	114,019	103,519.15	10,161.51	0.00	113,680.66
Bhill Synthetic Bowling Green Reserve	83,987	8,900	0	92,887	83,987.10	8,731.16	0.00	92,718.26
Refuse Sites Post Closure Management Reserve	37,038	5,300	0	42,338	37,037.77	5,057.92	0.00	42,095.69
Lavieville Lodge Reserve	90,980	10,300	0	101,280	90,980.08	10,142.12	0.00	101,122.20
Townscape Plan Implementation Reserve	296,403	3,600	(300,000)	3	296,402.53	462.86	0.00	296,865.39
Tambellup Synthetic Bowling Green Reserve	30,626	7,800	0	38,426	30,625.93	7,547.72	0.00	38,173.65
Tourism & Economic Development Reserve	50,708	300	0	51,008	50,707.93	79.10	0.00	50,787.03
	1,634,583	893,900	(1,179,400)	1,349,083	1,634,581.54	534,251.59	(612,745.00)	1,556,088.13

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

Reserve name

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

10. DISPOSALS OF ASSETS

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

	Budget 2021/22				Actual 2021/22			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance								
Ford Ranger XLT dual cab - OTA	30,400	43,000	12,600	0	0.00	0.00	0.00	0.00
CEO Vehicle - OTA	50,600	43,000	0	(7,600)	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	50,600	43,000	0	(7,600)	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	50,600	43,000	0	(7,600)	0.00	0.00	0.00	0.00
Housing								
11 Lavarock Street, Broomehill	126,200	185,000	58,800	0	0.00	0.00	0.00	0.00
20 Henry Street, Tambellup	131,200	190,000	58,800	0	0.00	0.00	0.00	0.00
27 East Terrace, Tambellup	89,400	190,000	100,600	0	0.00	0.00	0.00	0.00
Transport								
Isuzu FRR850 - trade for 6 wheeler - BH002	69,700	72,000	2,300	0	0.00	0.00	0.00	0.00
Mack Truck - trade for prime mover - BHT125	131,500	100,000	0	(31,500)	0.00	0.00	0.00	0.00
Isuzu NLR55 light tipper - BH009	32,200	23,000	0	(9,200)	0.00	0.00	0.00	0.00
Ford Ranger XLT with canopy - 1TA	47,500	37,000	0	(10,500)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	48,300	42,000	0	(6,300)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	48,300	42,000	0	(6,300)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	38,000	30,000	0	(8,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	47,000	40,000	0	(7,000)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	38,000	31,000	0	(7,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA052	35,600	31,000	0	(4,600)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA005	32,500	30,000	0	(2,500)	0.00	0.00	0.00	0.00
Isuzu Jetpatcher	83,500	80,000	0	(3,500)	0.00	0.00	0.00	0.00
Dual axle fuel trailer	7,500	10,000	2,500	0	0.00	0.00	0.00	0.00
	1,188,600	1,305,000	235,600	(119,200)	0.00	0.00	0.00	0.00
By Class:								
Land and Buildings	346,800	565,000	218,200	0	0.00	0.00	0.00	0.00
Plant and Equipment	841,800	740,000	17,400	(119,200)	0.00	0.00	0.00	0.00
	1,188,600	1,305,000	235,600	(119,200)	0.00	0.00	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
GENERAL PURPOSE FUNDING				
Rate Revenue	2,751,500	(244,500)	2,708,341.22	(178,618.11)
General Purpose Funding	858,500	0	2,297,390.00	0.00
Other General Purpose Funding	10,600	(71,000)	3,505.27	(57,700.08)
TOTAL GENERAL PURPOSE FUNDING	3,620,600	(315,500)	5,009,236.49	(236,318.19)
GOVERNANCE				
Members Of Council	19,000	(591,000)	8,596.76	(461,265.36)
Administration General	27,400	0	19,919.47	0.00
Other Governance	4,000	(21,800)	0.00	(10,116.17)
TOTAL GOVERNANCE	50,400	(612,800)	28,516.23	(471,381.53)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	163,600	(235,500)	142,505.39	(172,059.42)
Animal Control	6,700	(102,100)	3,381.27	(40,380.85)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	170,300	(338,600)	145,886.66	(212,440.27)
HEALTH				
Maternal & Infant Health	1,200	(11,500)	0.00	(8,352.10)
Health Inspection & Administration	2,300	(24,800)	286.60	(13,451.25)
Preventative Services - Pest Control	0	(14,600)	0.00	(4,556.38)
TOTAL HEALTH	3,500	(50,900)	286.60	(26,359.73)
EDUCATION & WELFARE				
Other Education	38,800	(45,100)	0.00	(36,821.95)
Other Welfare	100,000	(54,400)	30,000.00	(73,403.71)
TOTAL EDUCATION & WELFARE	138,800	(99,500)	30,000.00	(110,225.66)
HOUSING				
Staff Housing	258,200	0	275,953.00	(47,022.97)
Other Housing	222,500	(224,200)	243,128.82	(78,650.37)
TOTAL OTHER HOUSING	480,700	(224,200)	519,081.82	(125,673.34)
COMMUNITY AMENITIES				
Household Refuse	63,500	(270,000)	62,042.31	(199,016.23)
Protection Of The Environment	4,500	(4,500)	0.00	0.00
Town Planning & Regional Development	8,000	(87,100)	40,486.24	(95,667.95)
Other Community Amenities	58,000	(41,800)	4,071.20	(14,544.09)
Public Conveniences	0	(60,400)	0.00	(41,892.74)
TOTAL COMMUNITY AMENITIES	134,000	(463,800)	106,599.75	(351,121.01)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
RECREATION & CULTURE				
Public Halls & Civic Centres	352,500	(266,300)	205,918.78	(159,503.97)
Other Sport & Recreation	399,500	(880,500)	119,703.57	(584,754.08)
Libraries	100	(142,100)	1,513.65	(71,687.57)
Other Culture	20,000	(58,400)	9,715.00	(25,403.82)
TOTAL RECREATION & CULTURE	772,100	(1,347,300)	336,851.00	(841,349.44)
TRANSPORT				
Road Construction	1,438,200	0	908,372.08	0.00
Streets Roads Bridges & Depot Maint	358,300	(3,009,400)	195,331.78	(815,965.15)
Transport - Other	18,200	(128,100)	13,497.05	(53,631.22)
TOTAL TRANSPORT	1,814,700	(3,137,500)	1,117,200.91	(869,596.37)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(1,012.63)
Tourism & Area Promotion	728,000	(97,100)	170,119.77	(120,695.65)
Building Control	15,200	(51,200)	2,679.20	(32,549.48)
Other Economic Services	195,300	(90,500)	56,508.44	(56,574.09)
TOTAL ECONOMIC SERVICES	938,500	(240,300)	229,307.41	(210,831.85)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(3,500)	3,200.91	(7,321.09)
Public Works Overhead	2,000	0	6,652.00	(38,733.38)
Plant Operation Costs	50,000	0	37,072.33	(98,396.02)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(56,747.85)
Unclassified	8,000	(29,500)	1,547.00	(23,899.63)
TOTAL OTHER PROPERTY & SERVICES	65,000	(33,000)	48,472.24	(225,097.97)
TOTAL OPERATING	8,188,600	(6,863,400)	7,571,439.11	(3,680,395.36)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
GOVERNANCE				
Administration PC's upgrade	0	(15,000)	0.00	(13,454.53)
Bhill Admin Building - enclose carport/install roller doors	0	(30,000)	0.00	0.00
Tamb Admin Building - internal renovation/office fitout	0	(100,000)	0.00	0.00
Plant Replacement				
Ford Ranger XLT dual cab - OTA	36,300	(58,700)	36,363.64	(58,653.63)
Ford Everest Wagon - BH000	42,700	(51,900)	42,727.27	(51,871.75)
Total	79,000	(255,600)	79,090.91	(123,979.91)
EDUCATION & WELFARE				
Youth Centre - Tambellup	0	0	0.00	0.00
Tambellup Youth Centre - buildings upgrades/office	0	(50,000)	0.00	0.00
Tambellup Youth Centre - extend seal court surface	0	(20,000)	0.00	0.00
Total	0	(70,000)	0.00	0.00
HOUSING				
Staff housing - 21 Lathom St, Broomehill - works per contract	0	(50,000)	0.00	(127,650.98)
Staff housing - 21 Lathom St, Broomehill additional works	0	(20,000)	0.00	0.00
Staff housing - 5 Leven St, Broomehill - works per contract	0	(46,000)	0.00	(101,495.04)
Staff housing - 5 Leven St, Broomehill additional works	0	(20,000)	0.00	0.00
Sale of 11 Lavarock Street, Broomehill	185,000	0	180,000.00	0.00
Sale of 20 Henry Street, Tambellup	190,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	190,000	0	0.00	0.00
Holland Court Units (defects funded by retention)	0	0	0.00	(3,017.30)
Total	565,000	(136,000)	180,000.00	(232,163.32)
COMMUNITY AMENITIES				
Broomehill Cemetery - gazebo, bench seating (installation)	0	(12,000)	0.00	(4,200.00)
Broomehill Cemetery - Improvements	0	(20,000)	0.00	0.00
Tambellup Cemetery - Improvements	0	(30,000)	0.00	0.00
Total	0	(62,000)	0.00	(4,200.00)
RECREATION & CULTURE				
Broomehill Hall - security upgrades windows/doors	0	(8,500)	0.00	0.00
Broomehill Hall - internal acoustics	0	(46,000)	0.00	0.00
Tambellup Hall - internal improvements	0	(35,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	0	(19,000)	0.00	(4,514.20)
Broomehill Rec Complex upgrades	0	(168,000)	0.00	(171,820.65)
Broomehill Rec Complex - spectator pavilion	0	(110,000)	0.00	0.00
Holland Park - nature play	0	(100,000)	0.00	(101,700.00)
Town Square development - Tambellup	0	(109,500)	0.00	(2,899.78)
Broomehill Museum - machinery shed roof & walls	0	(20,000)	0.00	0.00
Total	0	(616,000)	0.00	(280,934.63)
TRANSPORT				
Plant Replacement				
Isuzu FRR850 - trade for 6 wheeler - BH002	70,000	(200,800)	75,000.00	(206,136.38)
Mack Truck - trade for prime mover - BHT125	100,000	(285,000)	0.00	0.00
Isuzu NLR55 light tipper - BH009	23,000	(45,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	75,500	(100,300)	75,454.55	(100,279.42)
Ford Ranger Wildtrak - TA001	84,000	(99,000)	85,454.55	(99,374.13)
Ford Ranger dual cab - BH00	28,200	(36,500)	28,181.82	(36,454.98)
Ford Ranger dual cab - BH003	37,300	(47,100)	37,272.73	(52,648.59)
Ford Ranger extra cab - BH014	30,900	(45,100)	30,909.09	(45,125.88)
Ford Ranger dual cab - TA052	32,700	(41,500)	32,727.27	(41,521.39)
Ford Ranger dual cab - TA005	30,900	(50,600)	30,909.09	(50,610.00)
Plant Trailer	0	(50,000)	0.00	0.00
Isuzu Jetpatcher	80,000	0	0.00	0.00
Dual axle fuel trailer	10,000	0	0.00	0.00
Sundry Plant	0	(20,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
TRANSPORT					
Tambellup Depot - fencing (30/6 accrued expense)	BS	0	0	0.00	(10,760.00)
Townscape					
Town/Streetscape works - Tambellup	I-P	0	(64,000)	0.00	(61,352.76)
Town/Streetscape works - Broomehill	I-P	0	(654,000)	0.00	(11,159.78)
Regional Road Group					
Broomehill-Kojonup Rd - repair failed pavement	I-R	0	(135,000)	0.00	(100,389.34)
Tambellup West Rd - repair failed pavement BT02	I-R	0	(75,000)	0.00	(14,948.02)
Tambellup West Rd - repair failed pavement BT03	I-R	0	(51,000)	0.00	(3,596.43)
Tieline Rd - repair failed pavement	I-R	0	(165,000)	0.00	(44,836.77)
Black Spot					
Tieline / Norrish Road - widen & seal curve	I-R	0	(210,900)	0.00	(153,444.07)
Roads to Recovery					
Pallinup Road (30/6 accrued expense)	I-R			0.00	(12,783.00)
Toolbrunup Road - reconstruct & extend seal to Tallents Rd	I-R	0	(404,100)	0.00	(397,434.77)
Local Roads & Community Infrastructure Program					
Phase 1					
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(63,200)	0.00	(63,519.64)
Kerbing - town streets	I-R	0	(6,000)	0.00	(7,377.28)
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(24,200)	0.00	(4,113.81)
Birt Road - resheeting 2-3kms	I-R	0	(6,000)	0.00	(26,492.04)
Paul Valley Road - resheeting 2-3kms	I-R	0	(58,800)	0.00	(60,360.10)
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(76,735.91)
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(102,659.25)
Flat Rocks Road - resheeting 2-3kms	I-R	0	(83,500)	0.00	(81,893.30)
Phase 2					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	(745.11)
Broomehill Primary School - car park	I-R	0	(87,700)	0.00	(88,588.41)
Broomehill Fire Shed - car park	I-R	0	(1,400)	0.00	(1,464.33)
Emergency Management Incident Control Centre	F&E	0	(25,000)	0.00	(637.27)
Greenhills South Rd - widen, reconstruct, seal	I-R	0	(150,000)	0.00	(1,745.98)
Phase 3					
Beejenup Rd - reconstruct & seal corners	I-R	0	(60,000)	0.00	0.00
Flat Rocks Rd - enrichment seal	I-R	0	(40,000)	0.00	0.00
Paul Valley Rd - enrichment seal	I-R	0	(50,000)	0.00	0.00
Great Stn Hwy (Crawford -Tamb West) tree removal	I-R	0	(20,000)	0.00	0.00
Great Stn Hwy (Crawford -Tamb West) footpaths/barriers	I-R	0	(20,000)	0.00	0.00
Beejenup Rd - resheeting	I-R	0	(70,000)	0.00	0.00
Add back Job Depreciation	I-R	0	138,700	0.00	122,292.50
Total		602,500	(3,547,000)	395,909.10	(1,836,895.64)
ECONOMIC SERVICES					
Holland Track Interpretive Centre	BS	0	(85,000)	0.00	(19,025.00)
Broomehill Caravan Park - building upgrades/storage	BS	0	(30,000)	0.00	0.00
Broomehill Caravan Park - extend bays	I-O	0	(40,000)	0.00	0.00
Tambellup Caravan Park - cabins	BS	0	(325,000)	0.00	0.00
Tambellup Caravan Park - infrastructure	I-O	0	(100,000)	0.00	0.00
Tambellup Caravan Park - building upgrades	BS	0	(80,000)	0.00	0.00
Water efficiencies - Tambellup	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill	I-W	0	(13,000)	0.00	(12,749.49)
Water tanks adjacent to standpipes (3 locations)	I-W	0	(35,000)	0.00	(30,195.96)
Total		0	(733,000)	0.00	(61,970.45)
TOTAL		1,246,500	(5,419,600)	655,000.01	(2,540,143.95)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
LAND HELD FOR RESALE	0	0	0.00	0.00
LAND - FREEHOLD	0	0	0.00	0.00
BUILDINGS - NON SPECIALISED	565,000	(136,000)	180,000.00	(232,163.32)
BUILDINGS - SPECIALISED	0	(938,500)	0.00	(34,299.20)
PLANT & EQUIPMENT	681,500	(1,131,500)	475,000.01	(742,676.15)
FURNITURE & EQUIPMENT	0	(40,000)	0.00	(14,091.80)
INFRASTRUCTURE - ROADS	0	(1,783,100)	0.00	(1,120,835.06)
INFRASTRUCTURE - FOOTPATHS	0	0	0.00	0.00
INFRASTRUCTURE - PARKS & OVALS	0	(1,095,500)	0.00	(348,932.97)
INFRASTRUCTURE - WATER SUPPLY	0	(73,000)	0.00	(42,945.45)
INFRASTRUCTURE - OTHER	0	(222,000)	0.00	(4,200.00)
	1,246,500	(5,419,600)	655,000.01	(2,540,143.95)
RESERVE TRANSFERS from/(to)				
Leave Reserve	120,900	(50,900)	44,169.00	(50,174.27)
Plant Replacement Reserve	450,000	(402,900)	432,576.00	(400,308.74)
Building Reserve	266,000	(351,000)	136,000.00	(556.76)
Computer Reserve	15,000	(5,500)	0.00	(5,099.25)
Tambellup Rec Ground & Pavilion Reserve	0	(5,500)	0.00	(5,097.47)
Broomehill Rec Complex Reserve	0	(9,100)	0.00	(8,763.56)
Building Maintenance Reserve	27,500	(22,300)	0.00	(22,069.15)
Sandalwood Villas Reserve	0	(10,500)	0.00	(10,161.51)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(8,900)	0.00	(8,731.16)
Refuse Sites Post Closure Management Reserve	0	(5,300)	0.00	(5,057.92)
Lavieville Lodge Reserve	0	(10,300)	0.00	(10,142.12)
Townscape Plan Implementation Reserve	300,000	(3,600)	0.00	(462.86)
Tambellup Synthetic Bowling Green Replacement Reserve	0	(7,800)	0.00	(7,547.72)
Tourism & Economic Development Reserve	0	(300)	0.00	(79.10)
	1,179,400	(893,900)	612,745.00	(534,251.59)
LOANS				
Loan Repayments	0	(127,500)	0.00	(86,008.13)
	0	(127,500)	0.00	(86,008.13)
TOTAL CAPITAL	2,425,900	(6,441,000)	1,267,745.01	(3,160,403.67)

9.2 List of Payments May 2022

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 31 May 2022
Presented to Council on 16 June 2022

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

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
CHEQUES					
4284	05/05/2022	DEPARTMENT OF TRANSPORT	New Vehicle Licence - BH002 - Isuzu Tip Truck	126.80	
4285	05/05/2022	PETTY CASH	TA Petty Cash 03/03/22 to 28/04/22	332.55	
4286	12/05/2022	PETTY CASH	TA Petty Cash 05/05/22 to 11/05/22	310.91	
4287	12/05/2022	SYNERGY	Streetlights - Electricity Usage 25/03/22 to 24/04/22 - Electricity Supply 01/04/22 to 02/05/22	9,835.59	
4288	12/05/2022	WATER CORPORATION	Water Service Charges 01/03/22 to 30/04/22 - Water Usage Charges 16/02/22 to 20/04/22	298.56	
4289	24/05/2022	CBH	Reimburse Broomehill Cararvan Park Cabin Bonds	400.00	
4290	26/05/2022	CANCELLED		-	
4291	26/05/2022	CANCELLED		-	
4292	26/05/2022	WATER CORPORATION	Water service charges 01/05/22 to 30/06/22 - usage charges 09/03/22 to 10/05/22	3,415.81	
4293	26/05/2022	SYNERGY	Electricity Usage 02/03/22 to 02/05/22 - Electricity Supply 02/03/22 to 02/05/22	2,291.95	
EFT's					
EFT14492	05/05/2022	ACTIVE FARMERS	Return of Key Deposit - Broomehill Hall	50.00	
EFT14493	05/05/2022	NARDLAH GRAZING CO	Refund Broomehill Caravan Park Bond	200.00	
EFT14494	05/05/2022	REBECCA LEYTE	Refund Broomehill Caravan Park Bond	200.00	
EFT14495	05/05/2022	WPC CIVIL PTY LTD	Refund Broomehill Caravan Park Bonds	400.00	
EFT14496	11/05/2022	AUSTRALIAN TAXATION OFFICE	Business Activity Statement April 2022	11,472.00	
EFT14497	12/05/2022	124 TAMBELLUP STORE	April 2022 - Newspapers, Groceries, Fuel, Catering - Meetings	734.08	
EFT14498	12/05/2022	ALBANY CITY MOTORS	Purchase 2021 Isuzu FVZ 260-300/ trade Isuzu flat bed BH002	144,250.02	
EFT14499	12/05/2022	ALBANY YOUTH SUPPORT	Provision of Youth Outreach Services to 07/05/22	7,333.33	
EFT14500	12/05/2022	ALLWORK CIVIL	Line Marking per plan - Broomehill Primary School Carpark	2,250.00	
EFT14501	12/05/2022	AMPAC Debt Recovery (WA) Pty Ltd	Rates debt collection costs to 30/04/2022	370.25	
EFT14502	12/05/2022	AMPOL CARD (prev Caltex Star Card)	Fuel 1TA, BH000 & BHT150 April 2022	507.71	
EFT14503	12/05/2022	BAMLEY PTY LTD	Treat Houses for Control of Ants - 1 & 2 / 22 Taylor Street	198.00	
EFT14504	12/05/2022	BLIGHTS AUTO ELECTRICS	Check Auxiliary Battery System, Repair Fuse, Advise Correct Way to Charge Auxiliary Battery - 1TA	171.00	
EFT14505	12/05/2022	BOC LIMITED	Cylinder Rent - Depot - 29/03/22 to 27/04/22 - Oxygen x1, Dissolved Acetylene x2, Argoshield x1	50.82	
EFT14506	12/05/2022	BTW RURAL SUPPLIES	110mm Joiner Metric x 2 - Tamb Oval / Axe Universal Polyamide Loader & workshop	925.00	
EFT14507	12/05/2022	BURANDO HILL	Starter Rope x2, 3' Poly Lump End, Ball Valve 3 Banjo Camlock - BH West Fire Brigade Fast Fill Trailer"	410.02	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14508	12/05/2022	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT14509	12/05/2022	DHU SOUTH ELECTRICAL	Tamb Pavilion - relocate PE cell, check carpark lights, adjust time setting on sensor Ladies toilet	721.60	
EFT14510	12/05/2022	DX PRINT GROUP PTY LTD	Tip passes for 2022/23 - 52 & 5 token	506.00	
EFT14511	12/05/2022	GOOP TRADING T/AS BROOMEHILL POST OFFICE & HARDWARE	Broomehill Postage - April 2022	10.40	
EFT14512	12/05/2022	IT VISION AUSTRALIA PTY LTD	Rates Service - April 2022 as per proposal	4,125.00	
EFT14513	12/05/2022	J BLACKWOOD & SON	Cleaning products restock - hand towels, toilet paper, bleach concentrate, floor cleaner, garbage bags	1,909.61	
EFT14514	12/05/2022	KINGSPAN WATER & ENERGY PTY LIMITED	Progress Payment - manufacture tank - 250kl Tank	13,082.98	
EFT14515	12/05/2022	LOCAL GOVERNMENT WORKS ASSOCIATION	Membership renewal - Local Government Works Association 2022	100.00	
EFT14516	12/05/2022	MARKETFORCE	Advertising Great Sthn Herald 07/04/22 - Public Notices - Local Laws	668.07	
EFT14517	12/05/2022	OPTEON SOLUTIONS	Valuation and Title Search - 50 Norrish Street Tambellup	1,680.00	
EFT14518	12/05/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT Support - monthly monitoring April 22	85.00	
EFT14519	12/05/2022	QFH MULTIPARTS	Safety boots - D Olden	125.00	
EFT14520	12/05/2022	RESONLINE	Broomehill Caravan Park Online Booking System - April 2022	122.10	
EFT14521	12/05/2022	ROBERT OWEN DECORATING SERVICES	Repair and Repaint hole in Bathroom Wall - 15 Parnell Street	220.00	
EFT14522	12/05/2022	SIGNS PLUS	Staff Name Badge x 2 - CEO Anthony Middleton & Sophie Lane	34.50	
EFT14523	12/05/2022	T QUIP	Toro mower BHT151 - Bedknife & screws / Toro mower BH007 pin & screws	813.80	
EFT14524	12/05/2022	TAMBELLUP G & T MOTORS	April 2022 - Cut Off Wheel, FUCHS Atf dex3 20L, Lug End, Battery Terminal Wing Nut, Super Moly 20kg	696.90	
EFT14525	12/05/2022	TOLL TRANSPORT PTY LTD	Freight to 01/05/2022	95.61	
EFT14526	12/05/2022	TOWN PLANNING INNOVATIONS	Town Planning Services - April 2022	1,526.25	
EFT14527	12/05/2022	TRUCK CENTRE WA PTY LTD	Air Valve - BHT125	1,528.49	
EFT14528	12/05/2022	WARREN BLACKWOOD WASTE	April 2022 - Management of waste transfer staions, household refuse and recycling collection	18,254.48	
EFT14529	12/05/2022	WATSONS LIQUID WASTE DISPOSAL	Pump out septic tanks x3 - supply new submersible pump - Holland Park Toilets	1,685.00	
EFT14530	12/05/2022	WURTH AUSTRALIA PTY LTD	Screws, Washers, Blind Rivets, Roof Screws, Paint Spray, Rubber Care	187.44	
EFT14531	20/05/2022	EDWARD JOHN FARMER	Rates refund for assessment A357 9 Koreng Close, Tambellup	2,000.00	
EFT14532	24/05/2022	DOWNER EDI WORKS PTY LTD	Refund of Broomehill Caravan Park Cabin Bond	200.00	
EFT14533	24/05/2022	LEISA CLARKE	Refund of Broomehill Caravan Park booking - cancellation	30.00	
EFT14535	24/05/2022	TAMBELLUP CRC	Refund of Tambellup hall and key bonds	550.00	
EFT14536	26/05/2022	AARON PARNELL	Gardening at Lavieville Lodge to 17/05/22	250.00	
EFT14537	26/05/2022	ALBANY ECO HOUSE	Masport Redwood Woodfire, Flue Kit, Roof Seal & Hearth - 5 Leven Street & 63 Taylor Street	7,776.00	
EFT14538	26/05/2022	AMPAC Debt Recovery (WA) Pty Ltd	Rates debt collection costs - w/e 06/05/2022	423.50	
EFT14539	26/05/2022	BLIGHTS AUTO ELECTRICS	Starter Motor S8323B - TA386	525.00	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14540	26/05/2022	CAMTRANS ALBANY PTY LTD	Part Order - 32 Packs Vistapave 60 Granite Pebble Beach Pavers - delivered to Tambellup	11,342.60	
EFT14541	26/05/2022	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT14542	26/05/2022	CJD EQUIPMENT PTY LTD	Lube Filter, Fuel Filter, Filter Water PA, Wiper Refill, Pump - BHT0	377.46	
EFT14543	26/05/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2021/2022 ESL Quarter 4 Contribution	6,916.80	
EFT14544	26/05/2022	DHU SOUTH ELECTRICAL	Repair conduit on Lesser Hall / check & repair submersible pump Holland Park toilets	464.75	
EFT14545	26/05/2022	J BLACKWOOD & SON	Tags - Appliance Test Safety	100.80	
EFT14546	26/05/2022	KATANNING MAZDA - STATION MOTORS HOLDEN	40cm/16 Duro Loop - Chainsaw Chain	102.00	
EFT14547	26/05/2022	LET'S TALK FLOWERS	Flowers for Staff Member Bereavement	80.00	
EFT14548	26/05/2022	NUTRIEN AG SOLUTIONS LTD	Wara Galv Fence Dropper 64cm x 1pack - Tie Line Road	319.77	
EFT14549	26/05/2022	OFFICEWORKS	Evacuation Centre Supplies - Tambellup Council Chambers	374.62	
EFT14550	26/05/2022	PEP BUILDING IMPROVEMENTS	Construct concrete path & ramps Journal St Bhill / Replace cement sheets & flashing Tamb Pavilion / Install tile fires / Building inspection report Tamb CRC building	8,330.30	
EFT14551	26/05/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	Replace PABX Phone System inc Hardware - as per quote	11,440.00	
EFT14552	26/05/2022	RECHARGE-IT (Danai Pty Ltd)	Remanufactured Ricoh Black Toner Cartridge	115.00	
EFT14553	26/05/2022	SAFEMASTER SAFETY PRODUCTS PTY LTD	Recertification Height Safety System at Tambellup Pavilion	831.60	
EFT14554	26/05/2022	SOUTH REGIONAL TAFE	MAA85 Skidsteer Skill Set - K Farmer, L Lennox, B Trezona	771.12	
EFT14555	26/05/2022	SOUTHERN TOOL AND FASTENER CO	Diamond Grinding Wheel - Picco Dura/Carbide - Workshop	430.00	
EFT14556	26/05/2022	TELSTRA	Phone Usage Charges to 01/05/2022- service charges to 01/06/2022	2,276.78	
EFT14557	26/05/2022	TOLL TRANSPORT PTY LTD	Freight to 22/05/2022	44.04	
EFT14558	26/05/2022	TRANSPORT ENGINEERING SERVICES	OMFB Piston Pump b/axis ISO, Bypass Valve Suit HDS40-64 pump 12V - Mack BHT125	1,943.86	
EFT14559	26/05/2022	TRUCK CENTRE WA PTY LTD	Part Order - Air Heater Kit - BHT125	272.28	
EFT14560	26/05/2022	TRUCKLINE ALBANY	Shut Off Valves, Male/Female Fittings, Roll of 1/4' Plastic Hose, Rubber Plugs/Caps - Workshop	520.21	
EFT14561	26/05/2022	WESTERN STABILISERS PTY LTD (Corrigin)	Toolbrunup Road - Wetmixing @ 200mm	36,643.20	
EFT14562	26/05/2022	WESTRAC EQUIPMENT PTY LTD	Part Order - Filter - BH001	82.27	
EFT14563	26/05/2022	WURTH AUSTRALIA PTY LTD	Gas Soldering Device - Workshop	248.24	
EFT	10/05/2022	SALARIES & WAGES	Payroll fortnight ending 6 May 2022	62,977.71	
EFT	24/05/2022	SALARIES & WAGES	Payroll fortnight ending 20 May 2022	62,507.49	
DIRECT DEBITS					
DD6514.1	10/05/2022	AWARE SUPER	Superannuation contributions	10,313.19	
DD6514.2	10/05/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	469.40	
DD6514.3	10/05/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	160.67	
DD6514.4	10/05/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	132.04	
DD6514.5	10/05/2022	AUSTRALIAN SUPER	Superannuation contributions	636.48	
DD6514.6	10/05/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	291.33	
DD6514.7	10/05/2022	PRIME SUPER	Superannuation contributions	253.39	
DD6514.8	10/05/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	238.40	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
DD6525.1	24/05/2022	AWARE SUPER	Superannuation contributions	10,264.85	
DD6525.2	24/05/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	469.40	
DD6525.3	24/05/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	156.11	
DD6525.4	24/05/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	144.05	
DD6525.5	24/05/2022	AUSTRALIAN SUPER	Superannuation contributions	634.75	
DD6525.6	24/05/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	291.33	
DD6525.7	24/05/2022	PRIME SUPER	Superannuation contributions	253.39	
DD6525.8	24/05/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	238.40	
169	01/05/2022	BANK FEES	Overdraft Fee Municipal Fund	10.00	
169	02/05/2022	WESTNET	Broomehill Library monthly subscription	29.95	
169	12/05/2022	AUSSIE BROADBAND	NBN service - 17 Taylor St	79.00	
169	12/05/2022	AUSSIE BROADBAND	NBN service - U3 Sandalwood Villas	70.00	
169	12/05/2022	AUSSIE BROADBAND	NBN service - Bhill & Tamb offices	158.00	
169	19/05/2022	3E ADVANTAGE	Tamb Photocopier monthly print management fee	1,398.10	
169	19/05/2022	MESSAGE MEDIA	SMS Messaging - fire brigades, Councillors	149.16	
169	27/05/2022	BANK FEES	Tyro EFTPOS Machine fees	149.77	
169	31/05/2022	BANK FEES	FTS Fees - Creditors and Payroll bulk payments	24.95	
				483,667.76	-

CREDIT CARDS			Description	Amount
April	14/05/2022	Chief Executive Officer	Nil purchases	
			Total CEO	-
April	14/05/2022	Manager Finance & Administration	SAI Global - Aust Standards for Health Local Law 2020	537.09
			Fuel BH000	80.01
			Aussie Broadband - NBN service monthly charge 21 Lathom St & 16 Leven St, Broomehill	158.00
			Zoom - monthly fee	46.18
			Monthly Card Fee	4.00
			Total MFA	825.28
April	14/05/2022	Governance & Executive Assistant	Woolworths - refreshments & groceries for Council meetings, CEO recruitment Committee & office kitchen	413.91
			Vietnamese Café - CEO recruitment - lunches for Committee	75.00
			New Lodge Motel Katanning - accom for CEO candidate	130.00
			Dept Primary Industry - application for registration as a non-farming operator (Ranger Services)	76.50
			Monthly Card Fee	4.00
			Total EXA	699.41
			Total Credit Cards	1,524.69



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

June 2022



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Broomehill-Tambellup Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted bylaw.

22. Disclosure of interests

- (1) In this clause —
 - interest*** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement



BEHAVIOUR COMPLAINT FORM **Division 3 of the Code of Conduct for Council Members,** **Committee Members and Candidates**

Instructions for: Making a complaint about an alleged breach of the Shire of Broomehill-Tambellup's Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of Broomehill-Tambellup's Code of Conduct Behaviour Complaints Policy on our website www.shirebt.wa.gov.au before submitting a complaint. This Policy details:

- How the Shire of Broomehill-Tambellup will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

-
- The allegation must relate to a breach of the behaviour standards in Division 3 of the Shire of Broomehill-Tambellup's Code of Conduct for Council Members, Committee Members and Candidates.
-
- Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
-
- The completed Behaviour Complaint Form **MUST** be lodged with the Shire of Broomehill-Tambellup Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.
-

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Broomehill-Tambellup's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au; OR
- The Shire of Broomehill-Tambellup's Rules of Conduct Complaints Officer: (08) 9825 3555 or mail@shirebt.wa.gov.au.

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Shire of Broomehill-Tambellup's Behaviour Complaints Officer on (08) 9825-3555 or by email mail@shirebt.wa.gov.au

BEHAVIOUR COMPLAINT FORM
**Shire of Broomehill-Tambellup's Code of Conduct for Council Members,
 Committee Members and Candidates**

Name of Person Making the Complaint			
Complainant Name: <i>Given Name/s and Family Name</i>			
Contact Details			
Residential Address:			
Postal Address:			
Phone:	Day-time:		Mobile:
Email:			

Complaint Details:			
1.	Insert Name of Person alleged to have committed a behavior breach:		
2.	Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Broomehill-Tambellup	<input type="checkbox"/>
		Member of a Committee of the Shire of Broomehill-Tambellup	<input type="checkbox"/>
		Candidate for election at the Shire of Broomehill-Tambellup	<input type="checkbox"/>
3.	Date that the alleged behaviour breach occurred:		
4.	Location where the alleged behaviour breach occurred:		

5.	Which of the behaviours prescribed in Division 3 of the Shire of Broomehill-Tambellup's Code of Conduct do you allege this person has breached?	
	Clause 8. Personal integrity	
	(1) A council member, committee member or candidate —	
	(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
	(b) must only publish material that is factually correct	<input type="checkbox"/>
	(2) A council member or committee member —	
	(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
	(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
	Clause 9. Relationship with others	
	A council member, committee member or candidate —	
	(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
	(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
	(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
	Clause 10. Council or committee meetings	
	When attending a council or committee meeting, a council member, committee member or candidate —	
	(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
	(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
	(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>	
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>	

6.	State the full details of the alleged breach.

7.	List any additional information you have provided as part of this complaint: <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>

8.	Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>	
YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

9.	<p><i>The Shire of Broomehill-Tambellup has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i></p> <p><i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p>		
	Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
		NO	<input type="checkbox"/>

10.	<p>Desired outcome of the Complaint</p> <p><i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i></p>

COMPLAINANT <i>please sign and date</i>	
Signature:	
Date:	

Please submit completed Behaviour Complaint to:

The Shire of Broomehill-Tambellup's Behaviour Complaints Officer:

Mailing Address: 46-48 Norrish Street, Tambellup, WA 6320

In person: 46-48 Norrish Street, Tambellup, WA 6320

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	







EXCITE

























SHIRE OF BROOMEHILL-TAMBELLUP

GENERAL SHIRE INFORMATION

The Shire of Broomehill-Tambellup covers an area of 2813 square kilometres, and has a population of over 1100 people. The Shire administration office is located in Tambellup; all general enquiries should be

directed to the Tambellup office in the first instance. At both the Broomehill and Tambellup offices, staff are able to carry out vehicle and drivers' licensing requirements, dog and cat registrations and payments, and payment of Shire accounts.

The Broomehill Public Library is located at the Broomehill Shire office while the Tambellup Library is located at the Tambellup Community Resource Centre.

Administration Office:	46-48 Norrish St, Tambellup WA 6320
Business Hours:	9:00am – 4:00pm Monday to Friday
Telephone:	08 9825 3555
Facsimile:	08 9825 1152
Email:	mail@shirebt.wa.gov.au
Website:	www.shirebt.wa.gov.au
Broomehill Public Library	08 9825 3555
Tambellup Community Resource Centre and Library	08 9825 1177

STAFF

Chief Executive Officer	Anthony Middleton
Manager, Finance and Administration	Kay O'Neill
Manager, Works	Peter Vlahov
Works Supervisor	John Farmer
Strategic Support & Projects Officer	Pam Hull
Governance & Executive Assistant	Annie Richardson
Finance/Rates Officer	Sophie Lane
Finance/Administration Officer	Lesley Paskevicius
Works Administration Assistant	Coral Green
Customer Service Officers	Jacinta Panting
	Sam Dawes
Ranger	Stephanie Swain
Community Emergency Services Manager	Cindy Pearce

COUNCIL ELECTIONS

Councillor elections are held every two years with the next election to be held in October 2023. Details regarding enrolment on the electoral roll, Councillor vacancies, opening date for nomination and date of election will be advertised in the local community newsletter the *Topics* and the *West Australian*.

To be able to vote in this election, residents must be enrolled on the State Electoral Roll. Non-resident owners and occupiers of rateable property in the Shire of Broomehill-Tambellup are eligible to vote if they are on the State Electoral Roll, but must submit an Enrolment Eligibility Claim form to the Shire, as enrolment is not automatic. Please contact the Shire for further information.

BUILDING SERVICES

Most building activity within the Shire can only be undertaken with the approval of the Council. Building application forms are available from the Council office on request. The Shire of Broomehill-Tambellup has engaged the services of a Building Surveyor, who is available to assist with any building related matter. Please contact the Shire office for more information.

HEALTH SERVICES

The Environmental Health Officer is responsible for the implementation of the Health Act and other related legislation, in particular food handling and control legislation applicable to shops and eating-places.

The Environmental Health Officer also controls other general health matters relating to home building. Septic systems cannot be installed in any part of the Shire without the prior approval of the Environmental Health Officer. Application forms are available at the Shire office on request.

ANIMAL CONTROL

All dogs over the age of three (3) months are required by State legislation to be registered and microchipped, including all farm dogs. All new dogs, that is pups and other dogs being registered for the first time, and dogs where ownership is changing will need to be microchipped.

All cats over the age of six (6) months are required by State legislation to be microchipped, sterilised and registered.

The following fees apply for registrations in the Shire of Broomehill-Tambellup:

Description	1 year	3 years	Life Time
Unsterilised Dog or Bitch	\$50.00	\$120.00	\$250.00
Sterilised Dog or Bitch	\$20.00	\$42.50	\$100.00
Unsterilised Working Dog	\$12.50	\$30.00	\$62.50
Sterilised Working Dog	\$5.00	\$10.65	\$25.00
Registration of a Cat	\$20.00	\$42.50	\$100.00
Approval to breed cats \$100.00 (per cat)			

The limit of the number of dogs which may be kept on any premises is as follows:

- (a) Premises within a townsite - 2 dogs over the age of three months and the young of those dogs under that age;
- (b) Premises outside a townsite - 4 dogs over the age of three months and the young of those dogs under that age.

Pensioners receive a 50% rebate on the above fees. Council staff must sight the pensioner concession card at time of registration.

To register a sterilised dog or cat, a certificate of sterilisation from a vet must be produced. All registrations are due on 31 October each year.

The Council has engaged the services of a Ranger who visits the Shire on a regular basis.

Should you require any further information on your responsibilities, registration or local dog or cat laws, please contact the Shire office.

PRIVATE WORKS

The Council has a range of plant and equipment and qualified operators available for private works. All requests must be made through the Administration office in the first instance. Please contact the Shire office for more information.

EMERGENCY MANAGEMENT

The Council is required by legislation to have Emergency Management Arrangements in place, outlining procedures and resources available to respond in the event of an emergency in our communities. The Emergency Management Arrangements were adopted by the Council in September 2021 and are available on the Shire's website www.shirebt.wa.gov.au. Copies are also available for perusal at the Administration offices in Broomehill and Tambellup.

A Local Emergency Management Committee has been formed involving representatives from key agencies in both communities who will be responsible for implementing the Arrangements in the event of an emergency. The committee meets on a quarterly basis to test and monitor the Arrangements to ensure its continued relevance to the Broomehill and Tambellup communities.

STANDPIPE ACCESS

There are five standpipes for public access in the Shire of Broomehill-Tambellup. To access the standpipes you must fill out a 'Standpipe Swipe Card & Access Application' form and pay the required fee. This can be done at either Administration Office.

Please Note the type of water available at different standpipes.

Cemetery Road, Broomehill – Potable
Greenhills Road North, Broomehill – Potable
Town Tank, Broomehill - Stock
Crawford Street, Tambellup – Potable
Tambellup West Road, Tambellup - Stock

Front cover image supplied by Debra Cristinelli

**SHIRE OF BROOMEHILL -TAMBELLUP
FIRE BREAK ORDER**

2022 - 2023

**BUSH FIRE NOTICE AND
INFORMATION**

Notice to all Owners and/or Occupiers of land within the Shire of Broomehill-Tambellup.

In accordance with section 33 of the *Bush Fires Act 1954*, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order. This order is made to advise individual land owners that it is their responsibility for fire prevention.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY \$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF BROOMEHILL-TAMBELLUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER

An inspection of fire breaks and hazard removal will be carried out in Rural and Urban areas on or after 19 September each year.

BUSH FIRES ACT 1954
SHIRE OF BROOMEHILL-TAMBELLUP
2022 - 2023

PART ONE - FIRE BREAK ORDER

1.0 LAND ZONED RESIDENTIAL, TOWN CENTRE, INDUSTRIAL (Townsite land)
During the period from **31 October 2022 to 15 April 2023** inclusive you shall have fire breaks in the following positions:

1.1 On land which is 4000 square metres (one acre) or less in area, you shall remove all flammable material from the whole of the land, except live standing trees.

1.2 Land which exceeds 4000 square metres
On land which is 4,000 sq metres (1 acre) or more in area, clear firebreaks not less than **two metres** completely surrounding and not more than **twenty metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. The height of all grass on the land is to be less than 150mm in height.

2.0 LAND ZONED RURAL RESIDENTIAL/SPECIAL RURAL (Townsite and Suburban areas)
During the period from **31 October 2022 to 15 April 2023** inclusive you shall have fire breaks in the following positions:

2.1 Clear firebreaks not less than **two metres** completely surrounding and not more than **twenty metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height. Properties will be inspected and orders may be issued.

3.0 LAND ZONED FARMING - HOMESTEADS, BUILDINGS, HAYSTACKS, BULK FUEL, DRUMS AND LIQUID PETROLEUM

3.1 During the period from **31 October 2022 to 15 April 2023** inclusive, completely surrounding the perimeter of any homestead building (excluding isolated nonflammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations, you shall have firebreaks at least five metres wide (if provided by burning, cultivating or chemical spraying), or ten metres wide (if provided by being closely grazed or mowed). These breaks are to be to the satisfaction of the Chief Bush Fire Control Officer. Wherever the ten metre wide alternative is chosen, the outer three metres of the ten metre area must be totally free of any flammable material, and where mowing is the method used, all residue of the mowing process must be removed from the area.

3.2 Crops
Firebreaks around crops are not compulsory however landowners are strongly encouraged to maintain voluntary firebreaks.

3.3 Boundary Firebreaks
Boundary firebreaks are not compulsory within the Shire of Broomehill-Tambellup Rural. The Council or its agents may establish firebreaks at strategic points in the Broomehill and Tambellup Suburban Areas and town sites.

4.0 LAND GREATER THAN 40 HECTARES
The owner/occupier must have a mobile fire fighting unit (self-propelled, towed or slip-on) in good working order, with a minimum capacity of 400 litres.

GENERAL INFORMATION

If it is considered impractical for any reason to meet requirements under this notice on any land, you may apply to the Council or its duly authorised officers for permission to provide alternative measures or to take alternative action to abate fire areas on the land. This application must be made to the Council or a duly

authorised officer by 15 October 2022. If permission is not granted by the Council or its duly authorised officers, you shall comply with the requirements of the notice.

PLEASE NOTE: Following the method adopted by the Council to inspect the firebreaks in this notice, it is not necessary for the council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

HAZARD REDUCTION

Landowners are advised that inspections of properties may be carried out prior to **1 September** each year and Orders for any Hazard Reduction will be served by **1 October** each year requiring that the necessary work be undertaken prior to **1 November of that year**.

Failure to comply with Hazard Reduction Orders will result in the work being undertaken by the Council or its agents at the landowner's expense.

Hazard reduction may be effected by stocking, clearing, slashing, burning or firebreaks to the area Fire Control Officer's satisfaction.

DEFINITIONS

For the purpose of this notice:

Bush: Includes trees, bushes, plants, stubble, scrub and undergrowth of all kinds whatsoever alive or dead and whether standing or not standing and also part of a tree, bush, plant or undergrowth and whether severed therefrom or not so severed.

Haystack: Means any collection of hay including round bales stacked or placed together.

PLANTATION FIREBREAKS

NOTICE to all owners and/or occupiers of land, within the Shire of Broomehill-Tambellup, currently planted, or proposed to be planted, as a Hardwood or Softwood plantation or tree farm.

PURSUANT to the powers contained in Section 33 of the *Bush Fires Act 1954* you are hereby required on all Hardwood or Softwood PLANTATIONS/TREE FARMS owned or occupied by you, to plough, cultivate, scarify, burn, chemically spray or otherwise clear of all inflammable material, FIREBREAKS of dimensions as set out in this notice.

FIREBREAKS shall be installed on all PLANTATION/TREE FARMS by **31 October** annually and shall be maintained and kept clear as required by this notice until **15 April** each year.

1.0 BOUNDARY FIREBREAKS

1.1 Firebreaks shall be constructed fifteen (15) metres wide on the boundaries of all Plantations, Tree Farms or such other location as may be agreed to by the Council, in accordance with the requirements of definition - specification 2.2.

1.2 Firebreaks shall be constructed around Plantation Compartments of approximately thirty (30) hectares, in accordance with the requirements of definition—specification 2.3.

2.0 DEFINITIONS - SPECIFICATIONS

2.1 Plantations/Tree Farms - A plantation tree farm is defined as an area exceeding three hectares within *townsites* or an area exceeding ten hectares within *rural* areas of trees planted for *commercial purposes*.

2.2 Boundary Firebreaks - Fifteen (15) metre requirement -

A boundary firebreak is defined as an area clear of all inflammable material both on ground and vertically, from the boundary inwards ten (10) metres and from this point to the first line of trees at fifteen (15) metres being a strip five (5) metres wide, maintained in a low fuel condition: short grass and clear vertically of all low overhanging branches at least four (4) metres from ground level.

2.3 Planting Compartments - A planting compartment is defined as an individual area of approximately thirty (30) hectares surrounded by firebreaks cleared of all inflammable material six (6) metres wide, with a vertical clearance of all overhanging branches at least four (4) metres upwards from ground level to allow unrestricted access for firebreak maintenance and fire fighting equipment at all times.

3.0 FIRE PROTECTION OF PRIVATE HARDWOOD/SOFTWOOD PLANTATIONS

Copies of the DFES publication ‘Guidelines for Plantation Fire Protection 2011’ may be obtained from the Council office. All hardwood and softwood plantations within the Council must comply with the Guidelines for Plantation Fire Protection 2011 unless approval to vary these conditions has been granted by the Council.

4.0 FIRE EQUIPMENT STANDARDS – Fire equipment shall meet the Fire Equipment Standards specified in the Guidelines for Plantation Fire Protection 2011. Fire appliances are to be equipped to DFES standards as per DFES publication ‘Guidelines for Operating Private Equipment at Fires’. Copies may be obtained from the Council office. The following minimum fire appliance levels are required:

Plantation Area (ha)	Fast Attack Min 400L Capacity	2.4 Medium Duty Unit Min 2000L Capacity	3.4 Heavy Duty Unit 3000L Capacity
Up to 100	1		
101 to 1000		1	
1001 plus			1

DEFINITIONS:

Fast Attack relates to a 1 tonne 4x4 vehicle carrying minimum of 400 litres of water

2.4 Medium Duty relates to a 4x4 truck carrying 2000 litres of water

3.4 Heavy Duty relates to a 4x4 truck carrying 3000 litres of water

HARVESTING, SWATHING AND BALING OF STUBBLE

It is hereby notified for public information that pursuant to the powers granted under regulation 38A of the *Bush Fires Act 1954*, a person shall not operate or suffer the operation of a grain harvesting machine or a machine used for swathing or baling of stubble, on any land within the Shire of Broomehill-Tambellup except in accordance with the following specified conditions:

HARVESTING – As per the *Bush Fires Act 1954* it is now compulsory that an engine powered unit and not less than 400 litres of water be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. Fire fighting units must be situated in, or adjacent to, the paddock being harvested at all times

SWATHERS AND BALERS - Are subject to the same conditions as harvesting during operations from **31 October 2022**.

EXCEPTION: It is not compulsory to have a fire unit in attendance during the swathing of canola.

TRACK/ROCK CHAINING - All persons are required to obtain a permit from your Fire Control Officer to Track/Rock chain during the Restricted and Prohibited Burning Periods.

BY ORDER OF THE COUNCIL

ANTHONY MIDDLETON
CHIEF EXECUTIVE OFFICER

VEHICLE AND MACHINERY MOVEMENT BANS IN THE SHIRE OF BROOMEHILL-TAMBELLUP

The following definitions shall apply on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulations 38A and 38B of the *Bush Fires Regulations 1954*.

Laneway/Roadway (non-gazetted)

A laneway/roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of six metres wide. Overhanging vegetation must be pruned back so as to not come into contact with parts of a vehicle.

Registered On and Off Loading Area

A registered On and Off Loading area is defined as an area free of inflammable material, save live standing trees to a radius of twenty metres from the edge of the storage facility, and has written approval of the Council to be used as such.

Prescribed Fire Fighting Unit

A mobile fire fighting unit is defined as having a minimum water carrying capacity of 400 litres, fitted with a minimum of six (6) metres of nineteen (19) millimeter diameter fire fighting hose and pump capable of delivering water through an adjustable nozzle in spray and jet configurations.

Harvest Ban

A ban on the operation of all grain harvesting machines within a Shire or part of a Shire and during a time, as specified in a notice or broadcast (Reg 38A).

A Ban on the Movement of all Vehicles and Machines and the Operation of Internal Combustion Engines

A ban on the movement of all vehicles and machinery and the operation of internal combustion engines within a Shire or part of a Shire and during a time as specified in a notice or broadcast (Reg 38A & 38B) with the exception of the movement of vehicles and machinery on gazetted roads, laneways and yards. The following activities are permitted, provided these comply with specified conditions:

Regulated Activities

1. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Council on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least twenty metres from the outer edge of storage facility. A mobile fire fighting unit shall be in attendance at all times while the site is in use during the ban period.
(Please note that an owner or occupier of a site may appeal to the Chief Bush Fire Control Officer (CBFCO) in cases where approval was not granted or granted subject to additional conditions).
2. Water carting for stock and domestic purpose provided it is accompanied by a prescribed fire fighting unit, or alternatively, the water carting vehicle is a prescribed fire fighting unit. (400L of water must be retained on the vehicle at all times).
3. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a prescribed fire fighting unit.
4. All necessary carting of livestock provided that such a vehicle is accompanied by a prescribed mobile fire fighting unit.
5. Activities which receive specific exemptions from the Council or the CBFCO.

All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines after approval has been granted by the Area Fire Control Officer. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that the approval may not be granted. If approval is given, the CBFCO may suspend the approval immediately subject to severe Bush Fire conditions as determined by the CBFCO.

THE ISSUE OF A PERMIT TO LOAD AND OFFLOAD GRAIN, FERTILISER AND FEED FROM A REGISTERED SITE DOES NOT ABSOLVE THE OWNER / OCCUPIER OF THE SITE FROM LIABILITY FOR DAMAGES INCURRED AS A RESULT OF FIRE EMANATING FROM THE SITE OR CAUSED AS A RESULT OF ACTIVITIES ON THE SITE.

BY ORDER OF THE COUNCIL

**ANTHONY MIDDLETON
CHIEF EXECUTIVE OFFICER**

BUSH FIRES ACT 1954

The following information is to be read in conjunction with the Bush Fire Notice

1. IMPORTANT DATES TO REMEMBER

19 September 2022:	Commencement of Restricted Burning Period.
1 November 2022:	Commencement of Prohibited Burning Period.
14 February 2023:	Close of Prohibited Burning Period.
15 April 2023:	Close of Restricted Burning Period.
7 April – 10 April 2023:	EASTER – BURNING PROHIBITED

2. RESTRICTED BURNING PERIOD 19TH SEPTEMBER TO 31 OCTOBER 2022 AND 15 FEBRUARY TO 15 APRIL 2023 (all dates inclusive).

(Permits will not be issued for logs/ stumps/ timber heaps during the period **19 September 2022 – 31 October 2022**)

The law requires a person shall not set fire to the bush during the Restricted Burning times unless they have:

1. Obtained a permit in writing from a Bush Fire Control Officer.
2. Notified all neighbours and a Bush Fire Control Officer.
3. Notified an officer of the Department of Environment and Conservation if the fire will be within three km of a Department of Biodiversity Conservation and Attractions reserve

The following conditions must be complied with when burning is carried out:

1. At least two able bodied persons must be in attendance, unless specified by a permit.
2. Check the fire danger rating before lighting a fire.
3. The fire may not be lit on a Sunday or public holiday.
4. At least one prescribed fire unit must be in attendance.
5. Any other conditions that are prescribed by the Fire Control Officer.

3. PROHIBITED BURNING PERIOD 1 NOVEMBER 2022 TO 14 FEBRUARY 2023 (DATES INCLUSIVE)

Only protective burning can be carried out during the prohibited burning time and under the following conditions:

1. No burning permitted after 20 December.
2. All burning must be carried out between the hours of 6.00pm and midnight of the same day.
3. All conditions of Restricted Burning must be complied with.
4. A permit to burn must be obtained.

4. PROTECTIVE BURNING

Burning to protect a Dwelling, House, other building or a stack of produce (section 23). Section 18 of the Act must be complied with by constructing two plough firebreaks at least 2.5 metres wide and not more than 100 metres from the property to be protected.

Any protective burning that is to be carried out within the Prohibited Burning Period, from 1 November to 20 December 2022 (refer 3.1), is to be carried out between the hours of 6.00pm and midnight.

Burning road reserve and burning to protect pasture or crop (section 23). Section 18 of the Act must be complied with. In the case of burning carried out on the road reserve (only after written authorisation from the CEO) the bush will be burnt between the constructed portion of the road and established fire break on the adjoining land. In the case of burning being carried out on the private grassland the bush shall be burnt between the firebreaks that are not more than 200 metres apart and each of which is not less than 2.5 metres in width.

5. BURNING TO COLLECT CLOVER BURR (Section 24 & Reg. 18 to 22B).

Burning to collect clover burr must be with a special permit issued by the Chief Bush Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.

6. **NOXIOUS WEEDS AND DISEASED PLANTS (Section 26 & 26A Reg. 26 to 36A).**
You are requested to contact your Chief Bush Fire Control Officer, Deputy Chief Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.
A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.
7. **OPERATION OF TRACTORS AND SELF PROPELLED HEADERS (Section 27 Reg. 37A to 38A)**
During the Restricted and Prohibited Burning Times, all tractors and self propelled headers must not be used unless the exhaust system, if not mounted vertically, is horizontal or on any plane above the horizontal, a minimum of two (2) metres above ground level. The system must be maintained in a sound and efficient condition and fitted with a spark arrester.
As per the Bush Fires Act it is compulsory that an engine powered unit and not less than 400 litres of water be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. Fire fighting unit must be situated in, or adjacent to, the paddock being harvested at all times
A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.
8. **OPERATIONS OF CHAFF CUTTING PLANTS (Reg. 39)**
During the Restricted and Prohibited Burning Times, a fire extinguisher together with a container holding no less than 400 litres of water must be provided at the site where any chaff cutting plant is operating. A Brigade Fire Control Officer may make any other conditions which must be carried out by the operator.
9. **WHEN A FIRE ESCAPES**
In the event of a fire escaping beyond the boundaries of the land in respect of which a permit to burn has been granted, the holder of such a permit shall, if possible, immediately notify the nearest authorised officer and within 24 hours of the suppression of such fire, shall report in writing the full circumstances causing such escape to the authorised officer by whom the permit was granted.
10. **CHRISTMAS DAY**
Harvesting and the carting of grain are banned on Christmas day throughout the Broomehill-Tambellup Shire.
11. **EASTER**
Burning is prohibited during the Easter period from Good Friday to Easter Monday inclusive.
12. **SWATHERS AND BALERS**
A mobile and operational fire fighting unit having a capacity of at least 400 litres must be in attendance during swathing and baling operations from 31 October 2022.
Trailed units must have the towing vehicle attached at all times. Fire fighting unit must be situated in, or adjacent to, the paddock being harvested at all times
EXCEPTION: It is not compulsory to have a fire unit in attendance during the swathing of canola.
13. **OXYACETYLENE, ARC WELDERS, ANGLE GRINDERS AND OTHER POWER EQUIPMENT**
Operation of Oxyacetylene, arc welders, angle grinders and other power equipment during Restricted Burning Periods require the work site to be adequately cleared of inflammable material prior to the use of the above mentioned equipment and an appropriate fire extinguisher in attendance.
14. **HARVEST BAN ZONES**
The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as EASTERN ZONE and WESTERN ZONE. Any harvest ban imposed on a specific zone will also INCLUDE BOTH TOWNSITES by default. The boundary between the two zones will be along the Great Southern Highway. Please refer to the map in this booklet for more information.

ANTHONY MIDDLETON
CHIEF EXECUTIVE OFFICER

PENALTIES

OFFENCES MAY RESULT IN COURT ACTION

GENERAL INFORMATION

Fire Control Officers are the only persons permitted to issue permits

Harvesting and the carting of grain on Christmas Day is not permitted
within the Shire

**THERE IS NO EXCEPTION OR PROVISION FOR UNLICENSED
FIRE VEHICLES TO BE TAKEN OVER OR ONTO ROADS IN ANY
SITUATION**

It is the intention of the Shire to enforce the Fire Break Order on all lots
within the townsite and on rural land

SUMMER VACATIONS

Please notify Fire Control Officers if you will be out of the district and if any
of your plant would be available in case of fire

**NOTHING IN THE FOREGOING SHALL BE DEEMED TO
RELIEVE ANY PERSON FROM LIABILITY FOR ACTIONABLE
DAMAGE**

SHIRE OF BROOMEHILL-TAMBELLUP

FOR ALL EMERGENCIES PHONE 000

POLICE: TAMBELLUP 08 9854 9800, KATANNING 08 9821 1888

SHIRE: 08 9825 3555

ON THE FIREGROUND - USE UHF RADIO CHANNEL 5

VHF RADIO CHANNEL: Repeater 322 Tambellup, 231 Broomehill

HARVEST BAN HOTLINE: (08) 9825 1042

		Mobile	Call Sign
Chief Fire Control Officer	Kim Oliver	0427 258 157	BT1
Deputy Chief Fire Control Officer	Michael Altus	0488 211 229	BT2
Deputy Chief Fire Control Officer	Rhys Brown	0428 993 309	BT3
Fire Weather Officers	All FCO's are appointed as Fire Weather Officers		
Community Emergency Services Manager	Cindy Pearce	0417 071 567	Central Great Southern CESM

BROOMEHILL EAST

		Call Sign	Mobile
Captain/FCO	Craig Dewar	BH EAST 1	0429 100 239
1 st Lt	Josh Holmes	BH EAST 2	0427 253 523
2 nd Lt	Nicholas Bowman	BH EAST 3	0407 967 998
3 rd Lt	James Dewar	BH EAST 4	0439 935 963
	Luke Simpson	BH EAST 5	0427 251 257
	Buddy Holzknacht	BH EAST 6	0427 241 312
	Tom Kempin	BH EAST 7	0427 790 798
Secretary	Craig Dewar		0429 100 239

BROOMEHILL WEST

		Call Sign	Mobile
Captain/FCO	Brant Dennis	BH WEST 1	0409 086 093
1 st Lt	Ed Anderson	BH WEST 2	0428 221 591
2 nd Lt	Rohan Thorn	BH WEST 3	0439 341 039
3 rd Lt	Ben Hewson	BH WEST 4	0417 969 975
	Ben Adam	BH WEST 5	0415 433 865
Secretary	Andrew Woithe		0428 241 232

BROOMEHILL CENTRAL

		Call Sign	Mobile
Captain/FCO	Andrew Webster	CENTRAL 1	0429 464 672
1 st Lt	Brian Conning		0437 236 997
2 nd Lt	Jonathan Webster		0429 441 246
3 rd Lt	David Dilley		0409 518 415
Secretary	Lynn Dilley		0427 241 123

TAMBELLUP EAST

		Call Sign	Mobile
Captain/FCO	Al Clark	TA EAST 1	0488 258 204
1 st Lt	Chris Rumble	TA EAST 2	0428 368 205
2 nd Lt	Carl Letter	TA EAST 3	0427 282 053
3 rd Lt	Jared White	TA EAST 4	0448 336 468

	Neil Letter	TA EAST 5	0447 258 230
	Dennis Bowman	TA EAST 6	0428 912 861
	Mario Cristinelli	TA EAST 7	0427 258 118
	Ray Squibb	TA EAST 8	0407 984 250
Secretary	Mario Cristinelli		0427 258 118

TAMBELLUP WEST

Captain/FCO

1st Lt

2nd Lt

3rd Lt

Secretary

Nick Lockyer
Jedd Herbert
Martin Deely
Jarrod Thorn
Nigel Sheridan
John Cristinelli
Derek Sadler
Andrew Bradshaw
Jedd Herbert

Call Sign

TA WEST 1
TA WEST 2
TA WEST 3
TA WEST 4
TA WEST 5
TA WEST 6
TA WEST 7
TA WEST 8

Mobile

0429 104 129
0427 865 008
0400 826 027
0428 906 310
0427 253 097
0428 916 833
0439 521 127
0467 255 083
0427 865 008

TAMBELLUP VFES

Captain

FCO / 1st Lt

2nd Lt

Secretary

Craig Beacham
Laurie Hull
Tash Korthuis
Pam Hull

Call Sign

TA 1

Mobile

0428 251 380
0428 251 177
0401 492 682
08 9825 1176

WHAT YOU NEED TO KNOW...

FIRE ATTENDANCE

All brigade members attending a fire must

- Turn to UHF channel 5
- Wear adequate protective clothing – Long sleeves, long trousers, boots, gloves
- Notify the FCO or incident controller that you are present at the fire
- Follow COVID directions issued by the State Health Officer

BUSH AND GRASS ON ANY LAND

Burning of bush and grass is **totally prohibited** between **1 November - 14 February inclusive**, except for small heaps of garden refuse as described below. For all other fires, permits are required between **19 September – 31 October inclusive** and between **15 February – 15 April inclusive**.

BROADCAST OF HARVEST BANS

Shire Harvest Ban Hotline – 9825 1042 recorded message noting bans in place in the Shire.

ABC Radio - will broadcast harvest bans every day at 10.05am, 11.05am, 12.35pm and 2.05pm.

SMS Messages of harvest and vehicle movement bans are sent to mobiles as soon as the information is received. Contact the Shire office if you would like to receive notification of harvest and movement bans by SMS.

Please do not rely on only one method of advice for Harvest Ban notification. A number of areas of the Shire have limited mobile reception. SMS messaging is not always an effective form of notification. The Shire's Harvest Ban Hotline is updated as soon as information is received and should be used as a reliable source of information.

Similarly, if you feel weather conditions are deteriorating but have not received advice of a ban through text message or radio broadcast, please contact your brigade Fire Control Officer or check the Harvest Ban Hotline.

HARVEST BAN ZONES

The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as EASTERN ZONE and WESTERN ZONE, with the boundary between the two zones being along the Great Southern Highway. Any harvest ban imposed on a specific zone will also INCLUDE BOTH TOWNSITES by default. Please refer to the map in this booklet for more information.

FIRE DANGER

Check the fire danger rating before lighting any fire, including incinerators.

HOW TO OBTAIN PERMITS

Burning permits can be obtained from the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Bush Fire Brigade Fire Control Officers. When applying for a permit you will be required to provide house and lot numbers and the street/road of the property for which the permit is to apply. All conditions noted on the permit must be complied with.

WHEN AND HOW TO BURN GARDEN REFUSE AND RUBBISH

From 1 November to 14 February inclusive, small heaps (up to one cubic metre of garden refuse) may be burnt on the ground between **6.00pm and 11.00pm**, BUT ONLY AFTER a 5 metre wide firebreak has been cleared around the fire and at least one able bodied person is in attendance at all times. The fire must be completely extinguished by midnight on the same day.

HINTS FOR BURNING:

1. Advise the permit issuing officer when you intend to burn.
2. Do not light fires on a hot windy day. Check the fire danger forecast.
3. Do not try to burn more than you can control.
4. Inform your neighbours.
5. Make sure sparks and smoke will not affect neighbours washing, or open windows.
6. Do not burn wet or green garden clippings, tyres, plastics and chemicals as they are likely to cause dense, acrid smoke.
7. Do not burn bottles or aerosol cans as they are likely to explode.
8. Cut or rake long grass around trees, buildings and fences before burning.

9. Burn against the wind.
10. On sloping blocks burn from the top down.
11. Have a hose or spray pack to dampen down fierce fires.

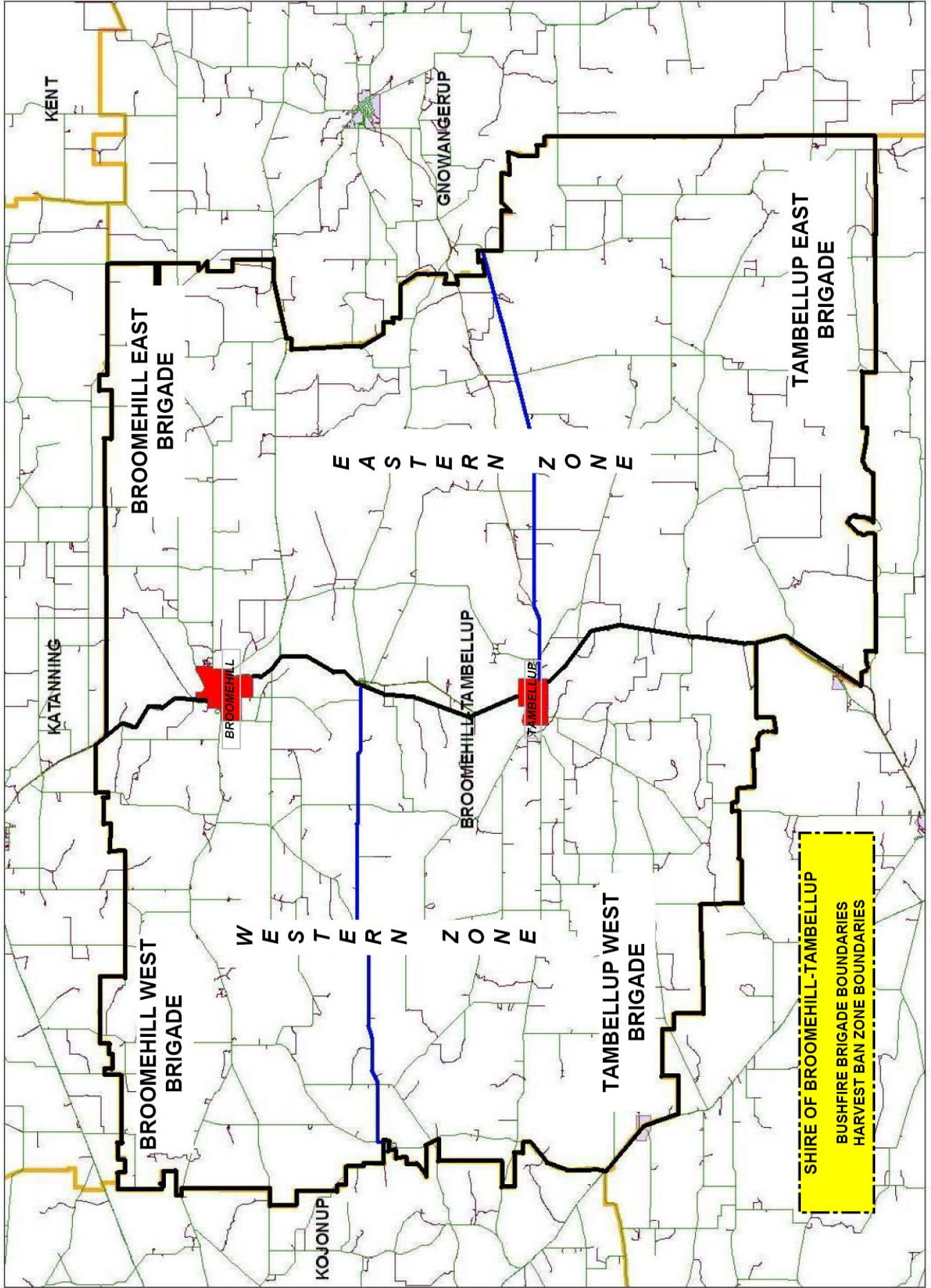
Composting of garden refuse is a preferred option to burning and is a more environmentally friendly alternative.

ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE

All Brigades welcome people who are prepared to join and assist in fire prevention and fire fighting. Further information can be obtained by contacting your local Brigade Fire Control Officer, Bush Fire Brigade Secretary or the Shire of Broomehill-Tambellup, phone 9825 3555. Induction training is available for all new volunteers.

BARBECUES AND INCINERATORS

Gas and Electric barbecues are permitted at any time.



SHIRE OF BROOMEHILL-TAMBELLUP

Application for registration as an Authorised Loading and Off Loading Site for grain during fire danger days

Fire Season 2022-2023

Registration Fee of \$55 must be paid at time of lodging application

Owner / Occupier Name	
Residential Address	
Postal Address	
Location Number of Site:	
Nearest Road:	Locality:

Please attach diagram of location and site to this application.

Minimum specifications for a registered loading / offloading site are:

- an area free of inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility;
- a constructed roadway or laneway between the site and the made gazetted road clear of all inflammable material to a width of six metres.

Loading and offloading on this site as well as travel to and from this site is permitted during vehicle movement bans provided that a mobile operational fire fighting unit is in attendance during loading and offloading operations and accompanies the vehicle on laneways between the registered site and a made gazetted road. (Please note that additional fire safety conditions may be specified).

The above site and laneways does / does not meet minimum conditions (delete as appropriate).

Inspected by..... Rank.....

Date.....

Comments or Additional Conditions

.....

.....

.....

.....

This registration must be reviewed annually.

Lease

The SHIRE OF BROOMEHILL-TAMBELLUP of 46-48 Norrish Street Tambellup,
Western Australia

(‘The Lessor’)

and

The TAMBELLUP COMMUNITY RESOURCE CENTRE INC of 34 Norrish Street Tambellup,
Western Australia

(‘The Lessee’)

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This Lease is made by:

The SHIRE OF BROOMEHILL-TAMBELLUP of 46-48 Norrish Street Tambellup, Western Australia

('the Lessor')

And

The TAMBELLUP COMMUNITY RESOURCE CENTRE INC of 34 Norrish Street Tambellup, Western Australia

('the Lessee')

on the date shown on the last page of this Agreement.

Particulars:

Item 1: Land

Portion of Tambellup Lot 14 and being Lot 1 on diagram 9076.

Item 2: Leased Premises

The land and buildings as shown hatched in red on the plan.

Item 3: Commencement Date

The date of execution of this Lease as shown on the last page.

Item 4: Term

Five years

Item 5: Option to Renew

Five years

Item 6: Rent

\$ One dollar per annum payable on demand.

Item 7: Permitted Use

Community purposes

Grant of Lease:

The Parties acknowledge that the Premises and the granting of this Lease by the Lessor to the Lessee are for the benefit, use and enjoyment of the community in and around the Shire of Broomehill-Tambellup.

Where the Land is Crown land the grant of a lease is subject to the approval of the Minister of Lands.

The Lessor leases to the Lessee and the Lessee takes a lease of the Leased Premises subject to the provisions of this Lease. The Lessor and the Lessee agree:

1. Definitions

In this Lease:

- 1.1 Items described in the Particulars have a corresponding definition in this Agreement;
- 1.2 **Business Day** means a day not being a Saturday, Sunday or public holiday in Perth, Western Australia;
- 1.3 **Fixtures and Fittings** include fixtures, fittings, accessories, doors, windows, roof, guttering, furnishings, carpet, paintwork, equipment, locks and keys;
- 1.4 **Lessee** if only one Lessee is a party means the Lessee and the executors, administrators and permitted assignees of the Lessee and if there are two or more Lessees parties means the Lessees and each of them and their and each of their executors, administrators and permitted assigns and if the Lessee or any of the Lessees is a corporation includes the successors and permitted assigns of the Lessee;
- 1.5 **Lessee's Employees** means each of the Lessee's employees, contractors, agents, customers, subtenants, licensees or others (with or without invitation) who may be on the Leased Premises;
- 1.6 **Lessee's Property** includes all fixtures and fittings on the Leased Premises which are not the Lessor's.
- 1.7 **Lessor** means the Lessor and the successors, administrators and assigns of the Lessor;
- 1.8 **Rates** means any assessments, emergency services levies, waste charges or any other charges levied or assessed or to be levied or assessed by the local government whether statutory, governmental, or otherwise.
- 1.9 **Structure or Structural** refers only to the bare building and those parts of the building that support a load. Items of a non-structural nature include interior and exterior doors, windowpanes, cladding, lights globes and covers, fittings and switches.

2. Interpretation

In this Lease unless the context otherwise requires:

- 2.1 words suggesting the singular include the plural and vice versa;
- 2.2 words suggesting any gender include any other gender;
- 2.3 a reference to a person include a company, corporation, and unincorporated or incorporated association or statutory authority;
- 2.4 a reference to any document or instrument refers to that document or instrument as amended;
- 2.5 headings used for clauses, paragraphs, subparagraphs, Schedules and the table of contents are for ease of reference only and is not to affect the interpretation of this Lease;
- 2.6 references to laws include any modification or re-enactment of those laws, or any legislative provisions substituted for such laws, and all orders, local laws, planning schemes, by-laws, regulations and other statutory instruments issued under those laws;
- 2.7 the term 'including' means including but not limited to;
- 2.8 a reference to anybody is:
 - a) if that body is replaced by another organisation, taken to refer to that organisation; and
 - b) if that body ceases to exist, taken to refer to the organisation which most nearly or substantially serves the same purposes or objects as that body.

3. Term

Term

- 3.1 The Lessor leases the Leased Premises to the Lessee for the Term commencing on the Commencement Date.

Monthly Tenancy

- 3.2 If the Lessee continues to occupy the Leased Premises after the Term with the Lessor's consent then:
 - a) the Lessee does so as a monthly tenant on the same basis as at the last day of the Term; and

- b) either party may terminate the monthly tenancy by giving to the other one (1) month's notice expiring on any day.

Option to Renew

3.3 If the Lessor and Lessee wish to lease the Premises for the Renewal Term as specified at Item 5 of the Particulars and the Lessee:

- a) gives the Lessor notice in writing of such wish not less than 3 months but not more than 6 months before the end of the Term;
- b) (when giving such notice) has fully complied with every obligation under this Lease; and
- c) continues to comply fully with every obligation under this Lease until the end of the Term,

then the Lessor will lease the Premises to the Lessee for that Renewal Term at an initial annual rent equal to the higher of:

- (i) the Rent payable immediately before that Renewal Term, and (if any)
- (ii) the Rent payable immediately before that Renewal Term as reviewed (at the sole option of the Lessor) on the date of commencement of that Renewal Term.

3.4 The Lessor and the Lessee shall validly execute a deed renewing this Lease incorporating the provisions of this Lease.

4. Payment of Rent, Rates and Services

Rent

4.1 The Lessee must pay the Rent to the Lessor upon written demand by the Lessor.

4.2 Each payment of Rent must be made with an additional amount equal to any goods and services, consumption, value added tax applying to that payment.

Rates

4.3 The Lessee must pay to the Lessor the rates levied against the Premises for each year of the Term or part thereof. The Lessor may, at its complete discretion, waive all or part of the payment of such rates.

Services

4.4 The Lessee must punctually pay for all water, gas, electricity, telephone, rubbish and other utility services which are either provided to or used on the Premises.

5. Maintenance and Repair

Repair

5.1 The Lessee must:

- a) keep the Leased Premises including all lighting and electrical installations and all drainage and septic systems and all other fixtures and fittings in good repair and condition except for fair wear and tear, inevitable accident and inherent structural defects;
- b) repair and maintain such fences, grounds or garden beds as exist on the Leased Premises;
- c) fix any damage caused by the Lessee or the Lessee's Employees;

5.2 The Lessee need not carry out repairs of a structural nature unless it has become necessary because of any actions, whether negligent or deliberate, of the Lessee or those for whom the Lessee is responsible.

5.3 Subject to the preceding 5.2, the Lessor is responsible for carrying out at its costs, all structural repairs to the Premises and major building maintenance

Cleaning and Maintenance

5.4 The Lessee must:

- a) keep the Leased Premises clean and maintained in good order and condition;
- b) do such things as reasonably required to eradicate, exterminate and keep the Leased Premises free from ants, termites, rodents, vermin, noxious weeds and other pests of any kind as required by any Authority (including the Lessor), and will ensure that pest exterminators are employed from time to time for that purpose; and
- c) keep the Leased Premises clean and tidy and free of infectious diseases.

5.5 The Lessee shall be responsible for the regular pumping out of any grease traps located on the Premises.

5.6 The Lessor will maintain and service any air conditioning installed on the Premises in accordance with the manufacturer's requirements at the Lessee's expense.

5.7 Deleted

Security

5.8 Deleted.

5.9 Deleted.

Not to pollute

5.10 The Lessee must:

- a) not permit any rubbish or garbage to accumulate on the Leased Premises unless confined in suitable containers; and
- b) not cause pollution in or contamination of the Leased Premises or any adjoining land by garbage, waste matter, oil and other pollutants whether by storm water or other run-off or arising from use of the Leased Premises.

Lessor's right to inspect and repair

5.11 The Lessor may:

- a) enter the Leased Premises to carry out any maintenance, repairs, alterations, installation of services or any other building work the Lessor may think necessary at any reasonable time upon 24 hours written notice to the Lessee. In an emergency, the Lessor may enter at any time without giving the Lessee notice;
- b) enter the Leased Premises at all reasonable times upon 24 hours written notice to view the state of repair and condition of the Leased Premises and to leave notice of any lack of repair, neglect or defect for which the Lessee is liable, requiring the Lessee to make good to the satisfaction of the Lessor, within the time specified in the notice; and
- c) carry out any of the Lessee's obligations on the Lessee's behalf if the Lessee does not carry them out on time. If the Lessor does so, the Lessee must promptly pay the Lessor's costs.

Notice of damage or defect

5.12 The Lessee must promptly give the Lessor notice of:

- a) any damage to, defect or disrepair in the Leased Premises or the water or sewerage pipes, gas pipes, electrical wiring or any plant fittings or equipment in the Leased Premises.
- b) any circumstances likely to cause any risk to the Leased Premises or any person.

6. Use of the Leased Premises

Permitted Use

6.1 The Lessee must only use the Leased Premises for the Permitted Use.

Restrictions on Use

6.2 The Lessee must not:

- a) disturb tenants or owners of property adjacent to the Leased Premises;
- b) do or omit to do anything which may be a nuisance under any Act, town planning scheme, ordinance, local law, regulation or written laws applicable to the use or occupation of the Leased Premises;
- c) alter, mark, deface, do any building work to, or remove any part of the Leased Premises without the Lessor's prior consent;
- d) do anything that may invalidate the Lessor's insurance or increase the Lessor's premiums;
- e) remove or alter any lock in any way;
- f) permit the use of any part of the Leased Premised for living or sleeping or for any unlawful purpose;
- g) allow smoking in any part of the Leased Premises;
- h) allow disorderly behaviour and indecent language on the Leased Premises;
- i) sell or permit the sale of any alcohol or alcoholic beverage on the Leased Premises except with the prior consent in writing of the Lessor and in accordance with a licence under the Liquor Control Act 1988; and
- j) store any quantity of alcohol or alcoholic beverage on the Leased Premises except in accordance with the prior consent in writing of the Lessor.

No warranty as to Use

6.3 The Lessor does not warrant that the Leased Premises:

- a) are suitable for the Permitted Purpose;
- b) may lawfully be used for the Permitted Purpose;
- c) includes Fixtures and Fittings and services that are suitable for the Permitted Purpose.

Signage

6.4 The Lessee must not:

- a) deleted; and
- b) affix or exhibit or permit to be affixed to or exhibited upon any part of the Leased Premises, signage that could be considered offensive, discriminatory, promoting smoking/tobacco or alcoholic products or contrary to the values of the Lessor.

Caveat

6.5 The Lessee must not lodge or register any absolute caveat in respect of the Leased Premises.

6.6 The Lessee irrevocably appoints the Lessor and every officer of the Lessor, severally, the agent and attorney of the Lessee to execute and register at the office of titles in Western Australia, a withdrawal of any absolute caveat registered by, or on behalf of the Lessee against any portion of the Leased Premises, the cost to be paid by the Lessee.

7. Assignment and Subletting

7.1 The Lessee must not assign, sublet or otherwise deal with its interest in the Leased Premises without the prior written consent of the Lessor and the Minister for Lands.

7.2 Sections 80 and 82 of the Property Law Act 1969 (WA) do not apply to this Lease.

8. Insurances and Indemnities

Lessee's Insurance

8.1 The Lessee must maintain at its own cost insurance on usual terms with an insurer authorised under the Insurance Act 1973 for:

- a) public risk for at least \$20,000,000;
- b) a policy insuring fittings, fixtures and chattels owned by the Lessee on the leased Premises to their full replacement value against fire and extraneous risks including but not limited to water, storm and rainwater damage; and
- c) a policy covering the breakage of any glass on the Leased Premises including any plate glass. The Lessee agrees that all money received under the insurance policy will be expended in reinstating the plate glass. If such money is insufficient to meet the cost of the reinstatement the Lessee must reinstate the damaged glass at its own expense to the Lessors satisfaction.

8.2 The Lessor will maintain insurance for the Lessor's buildings. The Lessee will be responsible for any loss or cost suffered by the Lessor:

- a) by making any claim against such insurance policy, including any policy excess; and
- b) carrying out any repairs (other than structural repairs not caused by the Lessee) where the Lessor determines that the cost of such repairs is less than the Lessor's excess.

Tenant's policies

8.3 All policies under this clause must be acceptable to the Lessor and endorsed to note the interest of the Lessor as the lessor of the Leased Premises.

Proof of insurance policies

8.4 The Lessee must give the Lessor evidence of its insurance if the Lessor asks for it.

Compliance with insurance regulations

8.5 The Lessee must:

- a) comply with insurance, sprinkler and fire alarm regulations as they relate to the use of the Leased Premises;
- b) pay to the Lessor the cost of any alterations to any sprinkler or fire alarm installation which may be necessary by reason of the non-compliance by the Lessee with the regulations of the Insurance Council of Australia or the requirements of the Lessor's insurer or both of them; and
- c) pay to the Lessor on demand the Lessor's costs of carrying out:
 - (i) any testing and servicing of fire equipment and systems and of electrical equipment and light fittings (including testing and tagging and maintenance of Residual-Current Devices) which may be required by law or recommended by any relevant authority or the manufacturer; and
 - (ii) any alteration to any fire and electrical equipment and systems which may become necessary by reason of non-compliance by the Lessee with the requirements of any insurer, relevant authority or local government.

8.6 Subject to 8.5, the Lessor is responsible for the cost of installing any additional or new sprinkler, fire alarm or electrical system which may become necessary by reason of a change or alteration to the regulations or legislation governing fire control or electrical services in the Leased Premises, the regulations of the Insurance Council of Australia or the requirements of the Lessor's insurer.

Lessee's release and indemnity

8.7 The Lessee:

- a) occupies and uses the Leased Premises at its own risk;
- b) carries out any building work (with the consent of the Lessor) on the Leased Premises at its risk;
- c) releases the Lessor from and indemnifies it against all Claims for damages, loss, injury or death:
 - (i) whether or not it is caused by the Lessee's negligence or default if it:
 - A. occurs on the Leased Premises; or
 - B. arises from the overflow or leakage of water from the Leased Premises,

except to the extent that it is caused by the Lessor's deliberate act or negligence; and
 - (ii) if it arises from the negligence or default of the Lessee or the Lessee's Employees, except to the extent that it is caused by the Lessor's deliberate act or wilful negligence.

8.8 The Lessee must indemnify, and keep indemnified, the Minister for Lands from and against all claims for compensation or costs which may be incurred directly or indirectly by reason of or in relation to the use of the Leased Premises by the Lessee.

9. Work Health and Safety Act

The Lessee:

- 9.1 acknowledges and agrees that for the purpose of the Work Health and Safety Act 2020 (WA) (Act) the Lessee has the control of the Leased Premises and all plant and substances on the Leased Premises; and
- 9.2 releases and indemnifies the Lessor from and against any Claim or obligation or liability of the Lessor under any occupational health and safety legislation as defined in the Act, except to the extent that any breach of the Act is contributed to by the Lessor's deliberate act or negligence.

10. Default and Termination

Default

10.1 The Lessee defaults under this Lease if:

- a) the rent or any other moneys owing to the Lessor under this Lease are unpaid after 14 days written demand for payment has been made by the Lessor;
- b) the Lessee breaches any other term of this Lease and such breach is not remedied within 10 Business Days of notice of breach having been served on the Lessee;
- c) repairs required by any notice given by the Lessor under this Lease are not completed within the time frame specified in the notice;
- d) the Lessee becomes an externally-administrated body corporate within the meaning of the Corporations Act 2001 (Cth); or
- e) the Lessee abandons or vacates the Leased Premises.

Forfeiture of Lease

10.2 If the Lessee defaults and does not remedy the default when the Lessor requires it to do so, the Lessor may do any one or more of the following:

- a) re-enter and take possession of the Leased Premises and by notice to the Lessee, terminate this Lease;
- b) determine this Lease by notice in writing to the Lessee;
- c) exercise any of its other legal rights; or
- d) recover from the Lessee any loss suffered by the Lessor due to the Lessee's default.

Waiver

10.3 No waiver by the Lessor is effective unless it is in writing.

10.4 Any demand by the Lessor for, or any acceptance by the Lessor of, rent or other moneys payable under this Lease does not constitute a waiver of any breach of any provision in this Lease.

10.5 No custom or practice which has grown up between the parties in the course of administering this Lease is to be construed so as to waive or lessen the right of the Lessor to insist on all the Lessee's obligations under this Lease.

11. Termination of Term

Tenant's obligations

11.1 On termination the Lessee must:

- a) vacate the Leased Premises and give it back to the Lessor in good repair and condition in accordance with the Lessee's obligations in this Lease;
- b) remove all of the Lessee's Property from the Leased Premises;
- c) repair any damage caused by removal of the Lessee's Property and leave the Leased Premises in good repair and condition; and
- d) return any keys held by it or the Lessee's Employees.

11.2 The Lessor may (but is not obliged to) make a condition report at the commencement and termination of the Lease and such report will be deemed to be an accurate record of the condition of the Leased Premises and fixtures and fittings as at the date of the report.

11.3 The Lessor is not liable to the Lessee (except for any wilful or negligent acts of the Lessor or its officers, servants or agents) for any loss or damage suffered by the Lessee through:

- a) any malfunction, failure to function or interruption of or to the water, gas or electricity services, air conditioning equipment, fire equipment or any of the appurtenances in the Leased Premises; or
- b) the blockage of any sewers, water, drains, gutters, downpipes or storm water drains from any cause, and

The Lessee is not entitled to terminate the lease for any such reason nor have any right of action or claim for compensation or damages against the Lessor in respect of such failure.

Failure to remove Lessee's Property

11.4 If the Lessee does not remove the Lessee's Property at the end of the Term, the Lessor may:

- a) remove and store the Lessee's Property at the Lessee's risk and expense; or
- b) treat the Lessee's Property as abandoned, in which case title in the Lessee's Property passes to the Lessor who may deal with it as it thinks fit without being liable to account to the Lessee.

Damage to the Leased Premises

11.5 If the Leased Premises are destroyed or damaged so as to render them, in the opinion of the Lessor, wholly or partially unfit for the Permitted Purpose then the Lessor may, on giving one month's notice in writing to the Lessee, terminate this Lease without prejudice to any rights which may have accrued to either party prior to termination.

12. Essential and Additional Terms and Conditions

Essential Terms

12.1 The Lessee and the Lessor agree that the essential terms are;

- a) to pay Rent, rates and services (clause 4);
- b) to repair (clause 5.1)
- c) to use the Leased Premises for only the Permitted Use (clause 6.1);
- d) not to assign, sublet or deal with the Lease without consent (clause 7); and
- e) to keep current insurance and indemnities (clause 8).

Additional terms, covenants and conditions

12.2 The additional terms, covenants and conditions in Schedule 2 are taken to be incorporated in, and form part of, this Lease and if there is any inconsistency between the Additional Terms and any provision of this Lease then the Additional Terms prevail to the extent of the inconsistency.

13. Goods and Services Tax

Definitions in this clause

13.1 In this clause the following terms have the meanings ascribed to them in A New Tax System (Goods and Services Tax) Act 1999 (Cth): **Consideration; GST; Recipient; Supply; and Tax Invoice.**

Consideration is exclusive of GST

13.2 The Consideration for a Supply under this Lease is exclusive of any GST imposed on the Supply.

Recovery of GST

13.3 If a Supply under this Lease is subject to GST:

- a) the Recipient of the Supply must pay, in addition to the other Consideration payable or to be provided for the Supply, an additional amount equal to the GST; and
- b) The Recipient must pay the additional amount to the supplier at the same time as the other Consideration;

however, the Recipient need not pay the additional amount until the supplier give the Recipient a Tax Invoice.

14. Notices

In Writing

- 14.1 Any notice given under this Lease must be in writing. A notice by the Lessor is valid if signed by an officer or solicitor of the Lessor or any other person nominated by the Lessor.

Notice of Address

- 14.2 The Lessee must promptly notify the Lessor of its address, facsimile number or email address and update the notice if any changes occur.

Service of Notice on Lessee

- 14.3 The lessor may serve a notice on the Lessee by:
- a) giving it the Lessee personally;
 - b) sending it to the Lessee's facsimile number or email address; or
 - c) posting it to the Lessee's last known registered office, place of business or residence.

- 14.4 A notice or demand posted to the Lessee is to be taken to be duly served at the expiration of 72 hours after the time of posting.

Service of Notice on Lessor

- 14.5 The Lessee may serve a notice on the Lessor by leaving it at, or posting, emailing or faxing it to the address or number of the Lessor as described in this Lease or as the Lessor may provide by written notice to the Lessee.

15. Costs

- 15.1 The Lessor will pay the costs of preparation of the Lease.
- 15.2 The lessee must pay the Lessor's reasonable legal fees and outlays:

- a) relating to any assignment or subletting; and
- b) arising from any breach of this Lease by the Lessee.

16. Annual Financial Accounts

Where the Lessee is an incorporated association, the Lessee must, upon receipt of a written request by the Lessor, immediately give to the Lessor a copy of the annual financial accounts submitted to the members of the Lessee at the annual general meeting.

17. Lessor's Consent

Unless otherwise stated, if the Lessor's consent or approval is required:

- 17.1 the Lessor must consider the request promptly and be reasonable in giving or refusing its consent or approval;
- 17.2 the Lessor may require the Lessee to comply with any reasonable conditions before giving its consent; and
- 17.3 it is not effective unless in writing.

SCHEDULE 1

ADDITIONAL TERMS AND CONDITIONS

For clarity and not to limit the generality of the Lease:

1. The Lessor is responsible for repairs of any:
 - 1.1. hot water system;
 - 1.2. sewer system between exit of building to the system (excluding non-structural blockages);
 - 1.3. gutters including cleaning;
 - 1.4. electrical switchboard; and
 - 1.5. air-conditioning units (excluding maintenance as required by the manufacturer).

2. The Lessee is responsible for all repairs required to:
 - 2.1. windowpanes;
 - 2.2. doors;
 - 2.3. internal plumbing;
 - 2.4. deleted;
 - 2.5. light fittings;
 - 2.6. overloaded fuses (unless caused by wiring defects);
 - 2.7. fencing; and
 - 2.8. floor coverings.

3. The Lessee is responsible for all:
 - 3.1. repainting;
 - 3.2. deleted;
 - 3.3. deleted;
 - 3.4. unblocking plumbing; and
 - 3.5. replacement of all light globes.

Plan – Leased Premises

TAMBELLUP COMMUNITY RESOURCE CENTRE

34 NORRISH ST, TAMBELLUP, BEING PORTION OF TAMBELLUP LOT 14 AND BEING LOT 1 ON DIAGRAM 9076



Execution

Executed as a Deed dated _____

THE COMMON SEAL of **SHIRE OF BROOMEHILL-**)
TAMBELLUP was hereunto affixed pursuant to a)
resolution of the Council in the presence of:)

Cr Michael White
Shire President

Robert Stewart
A/Chief Executive Officer

Executed in accordance with the)
Constitution of)

Signed

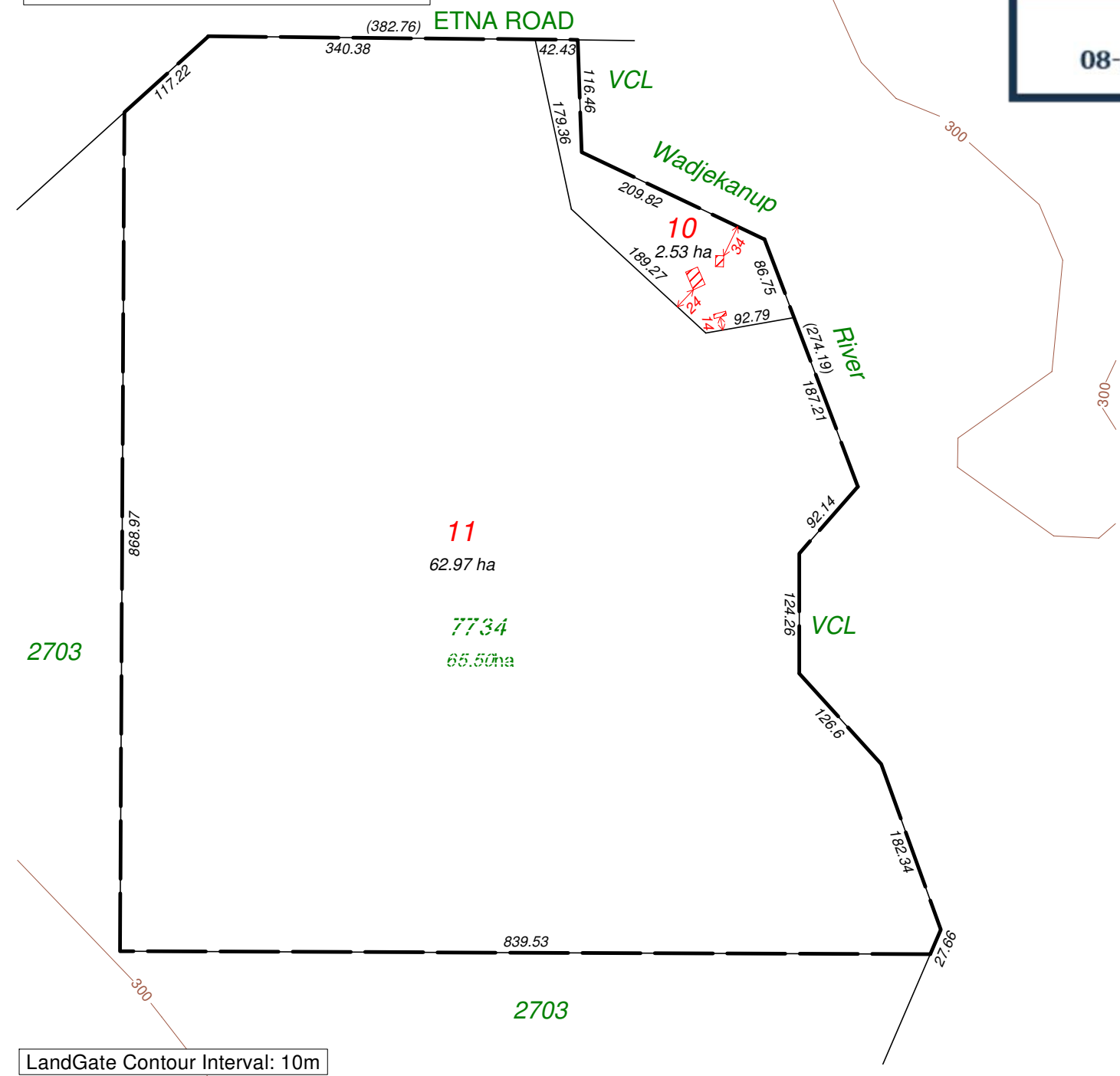
Signed

Print Name and Authority to Sign

Print Name and Authority to Sign

NOTE: ALL AREAS AND DIMENSIONS ARE APPROXIMATE AND ARE SUBJECT TO CADASTRAL SURVEY

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
08-Apr-2022	162230



NOTE: ALL STRUCTURES AND IMPROVEMENTS ARE TO REMAIN

NOTE: STAND ALONE SOLAR SYSTEM CONSISTING OF 39 x SOLAR PANELS & 2 x INVERTERS

APPLICATION SKETCH

- Current Bdys
- - - Proposed Bdys
- TOTAL AREA: 65.50ha
- No. Current Lots: 1
- No. Proposed Lots: 2

LandGate Contour Interval: 10m



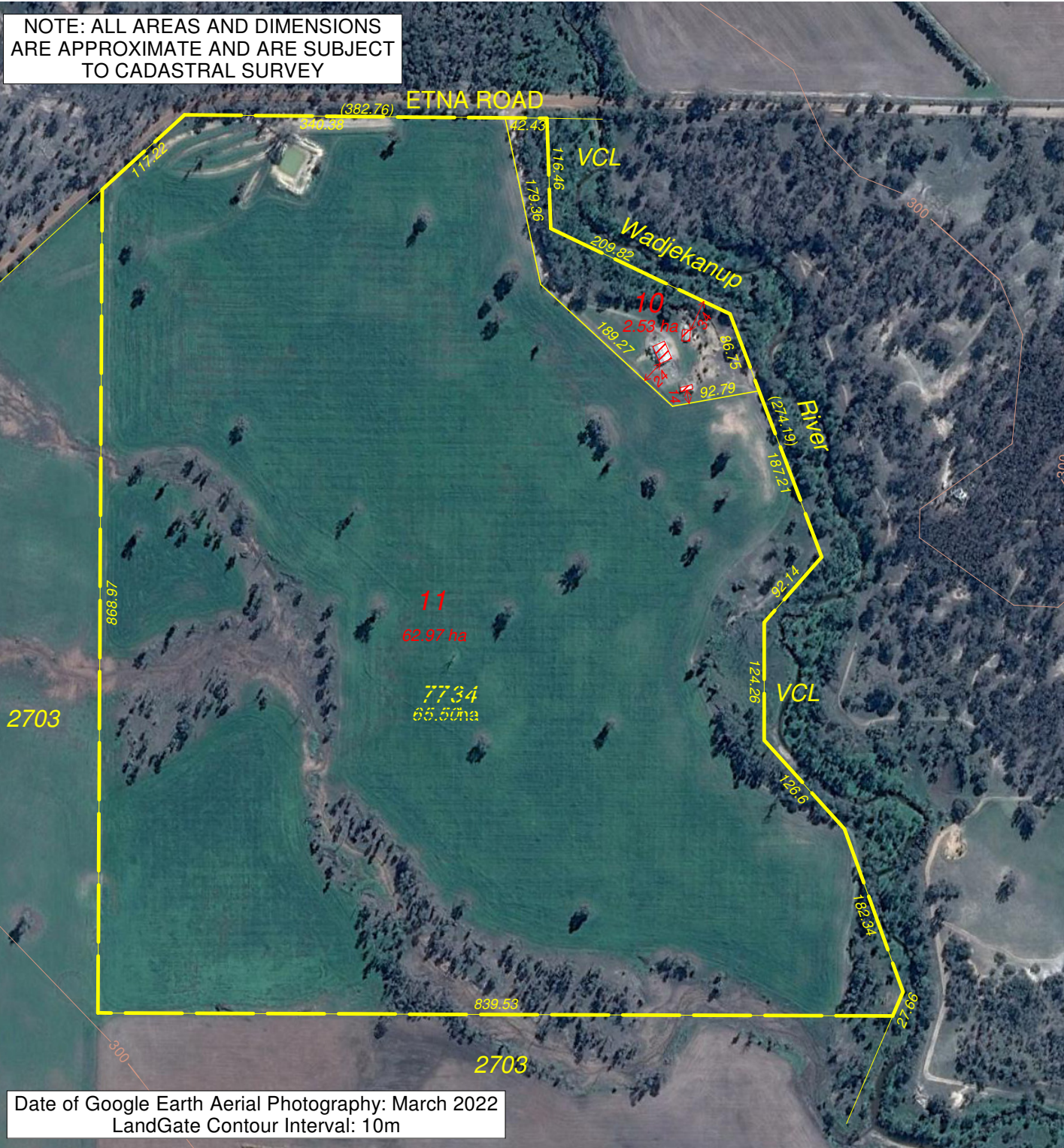
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NOTE: All services plotted from information supplied by others, site verification required prior to construction. Boundary position is not deemed to be correct until a resurvey has been carried out. Check Certificate of Title for any easements etc. No responsibility accepted for changes occurring after date of survey.

File No.	20876APP	Date:	23/Mar./2022	CLIENT:	STEPHEN RYAN		
Scale (@A3)	Vert:	N/A		Checked	PROJECT: SUBDIVISION OF LOT 7734 ON D.P. 145849 C/T (1113/137) (# 1311) ETNA ROAD, BROOMEHILL WEST		
	Hor:	1 : 6000					
Computer Reference	20876APP	Revision-	0	TITLE:	PROPOSED SUBDIVISION		
Drg No.	DWG20876APP JD	Sheet	1 of 2	DATUM	HOR:	N/A	VERT: A.H.D.



NOTE: ALL STRUCTURES AND IMPROVEMENTS ARE TO REMAIN

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Scale (@A3)	Vert:	N/A	Checked <i>SH</i>
	Hor:	1 : 6000	
Computer Reference	20876APP	Revision-	0
Drg No. DWG20876APP JD Sheet 2 of 2			

CLIENT:	STEPHEN RYAN		
PROJECT:	SUBDIVISION OF LOT 7734 ON D.P. 145849 C/T (1113/137) (# 1311) ETNA ROAD, BROOMEHILL WEST		
TITLE:	PROPOSED SUBDIVISION		
DATUM	HOR:	N/A	VERT: A.H.D.

Proposed Alteration & Addition

FINAL DESIGN

for

Zachary Rae

at

Lot 205 (#668) Greenhills Road North, Broomehill

- A00 - COVER SHEET & GENERAL NOTES
- A01 - LOCALITY PLAN
- A02 - EXISTING FLOOR PLAN - 1:100
- A03 - EXISTING ELEVATIONS - 1:100
- A04 - DEMOLITION FLOOR PLAN - 1:100
- A05 - DEMOLITION ELEVATIONS - 1:100
- A06 - PROPOSED SITE PLAN - 1:200
- A07 - PROPOSED FLOOR PLAN - 1:100
- A08 - PROPOSED MEZZANINE PLAN - 1:100
- A09 - PROPOSED ELEVATIONS - 1:100
- A10 - PROPOSED ELEVATIONS CONTINUED- 1:100
- A11 - SECTION A - 1:50
- A12 - 3D RENDER

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Client:
Zachary Rae

B	28/01/22	DESIGN DEVELOPMENT	CLIENT
A	04/05/22	ISSUED FOR DA	COUNCIL
Rev.	Date	Description	Issued To

Drawn: N	Date: 4/5/2022	Drawing Number: A00 of A 12	Job No.: C-1882-21
Checked: BT	Scale: AS SHOWN	PAGE SIZE: A3	Stage / Revision: FD-A



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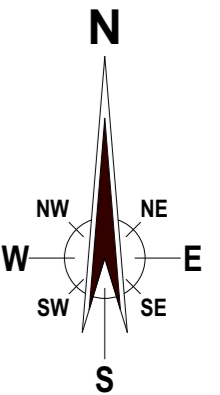
GREENHILLS ROAD NORTH

3090M (APPROX)

1960M (APPROX)

3790M (APPROX)

PROPOSED ALTERATIONS



LOCALITY PLAN (NOT TO SCALE)



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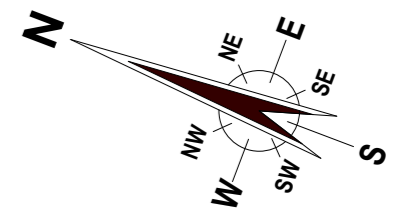
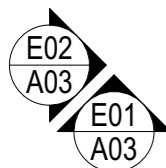
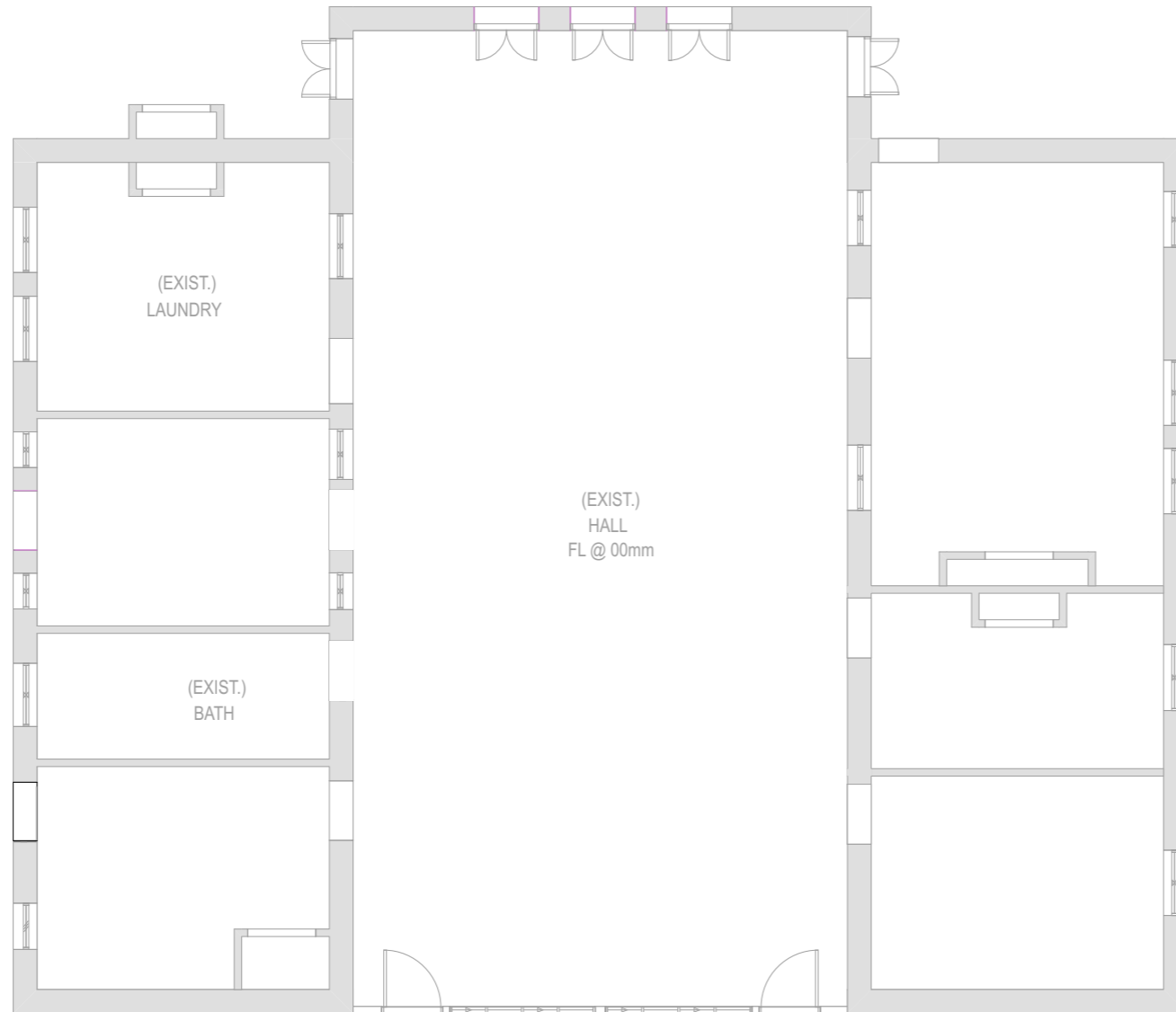
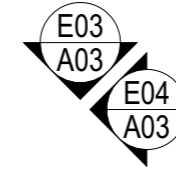
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EXISTING FLOOR PLAN

Scale 1:100



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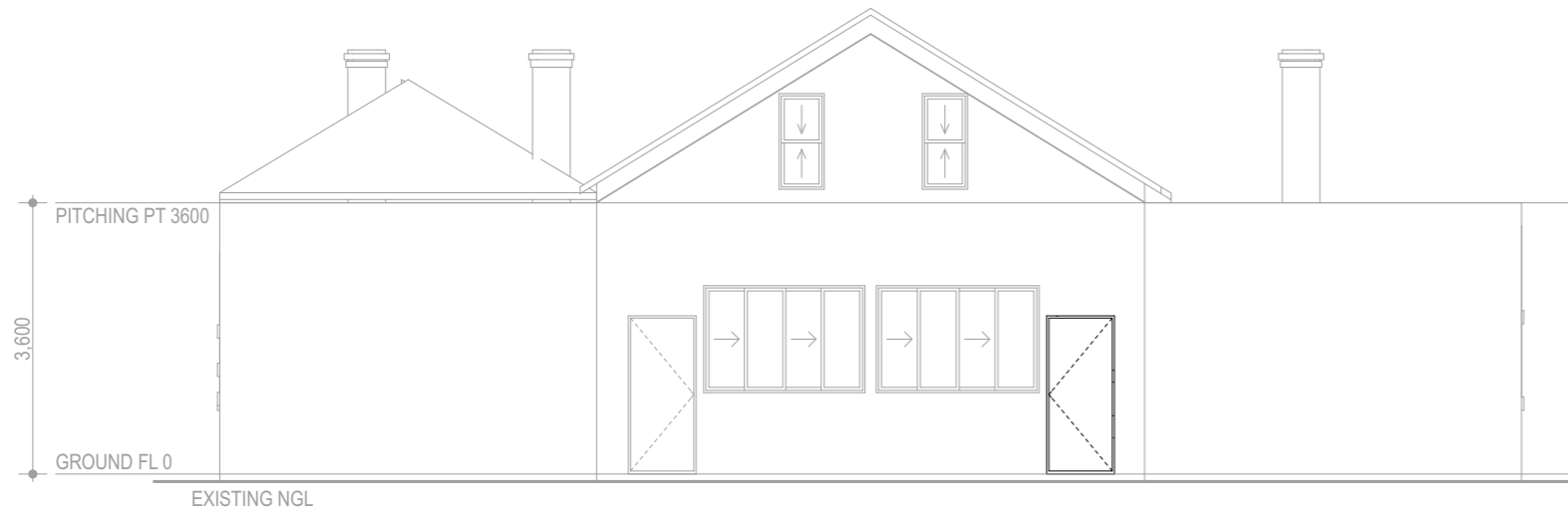
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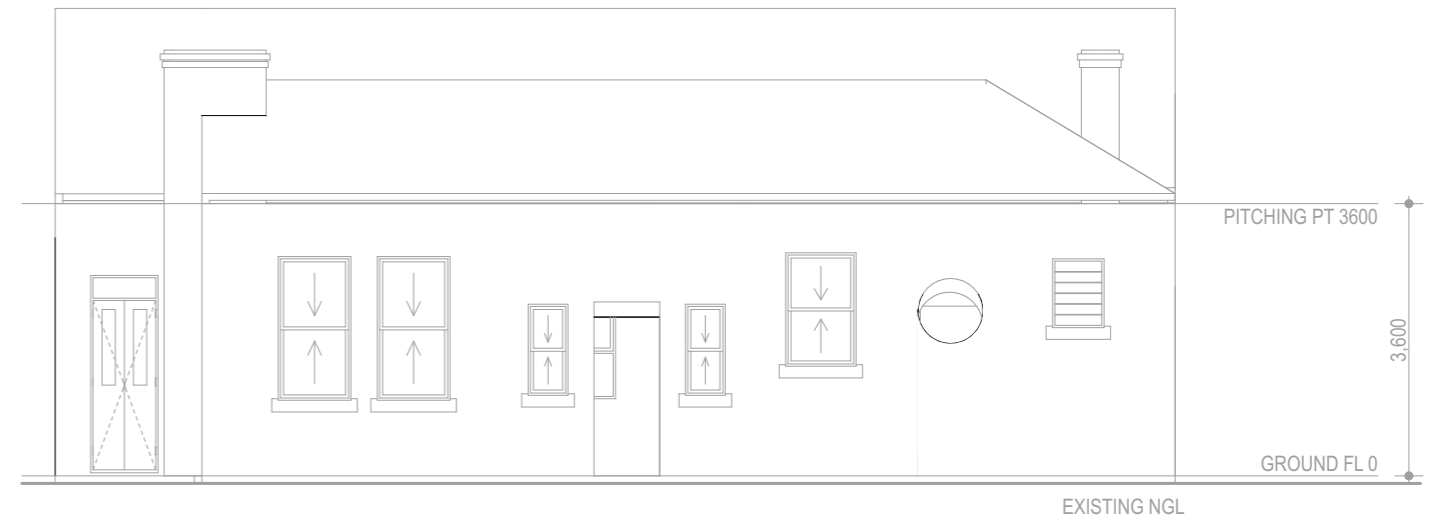
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INITIALS: _____



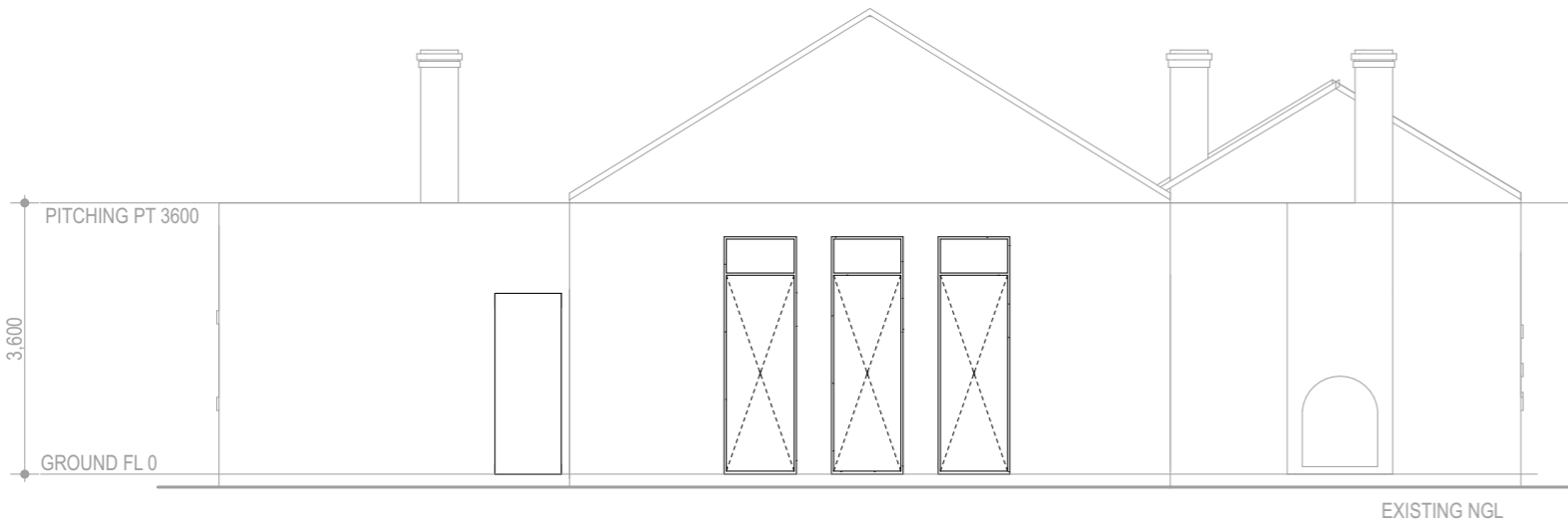
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EXISTING ELEVATION - WEST
Scale 1:100



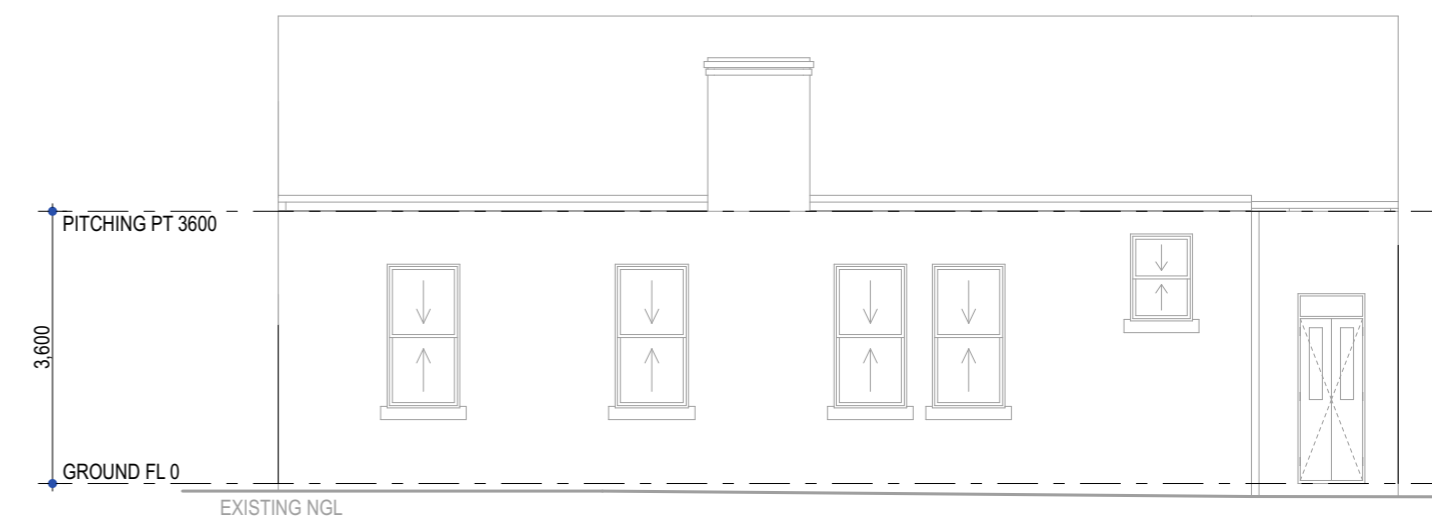
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EXISTING ELEVATION - NORTH
Scale 1:100



E03

EXISTING ELEVATION - SOUTH
Scale 1:100



E04

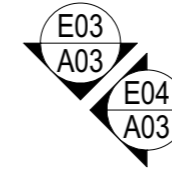
EXISTING ELEVATION - EAST
Scale 1:100

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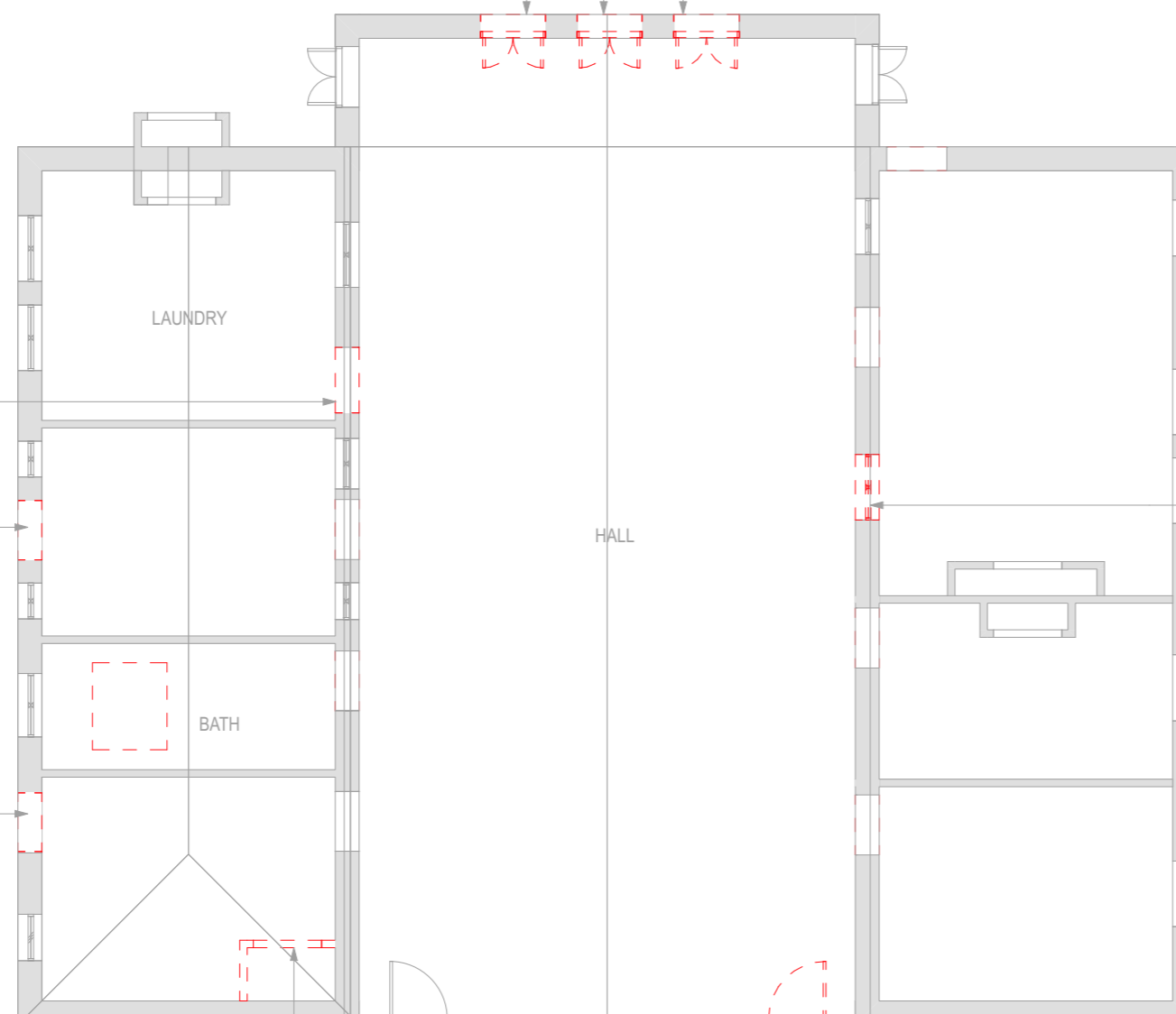
INITIALS: _____



NOTES

2 **SITE PREPARATION**
 2.02.01 DEMOLITION WORKS AS SHOWN
 PROVIDE ADEQUATE PROPPING,
 SUPPORT AND PROTECTION OF
 ADJACENT SURFACES. MAKE GOOD ALL
 DAMAGED FINISHES AND SURFACES AS
 REQUIRED.

EXISTING DOORS TO BE DEMOLISHED.
 ALL ADJOINING SURFACES TO BE MADE GOOD.



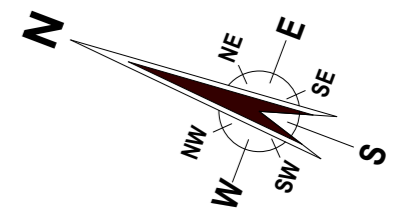
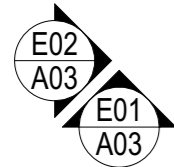
EXISTING DOOR OPENING ADJOINING
 SURFACES TO BE MADE GOOD.

EXISTING WINDOW TO BE
 DEMOLISHED. ALL ADJOINING
 SURFACE TO BE MADE GOOD.

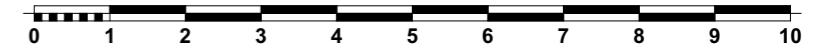
EXISTING WINDOW TO BE DEMOLISHED.
 ALL ADJOINING SURFACES TO BE MADE GOOD.

EXISTING BOILER TO BE DEMOLISHED.
 ALL ADJOINING SURFACE TO BE MADE GOOD.

EXISTING DOOR TO BE DEMOLISHED.
 ALL ADJOINING SURFACE TO BE MADE GOOD.



DEMOLITION FLOOR PLAN
 Scale 1:100



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Drawn: N	Date: 4/5/2022	Drawing Number: A04 of A 12	Job No.: C-1882-21
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INITIALS: _____



E01

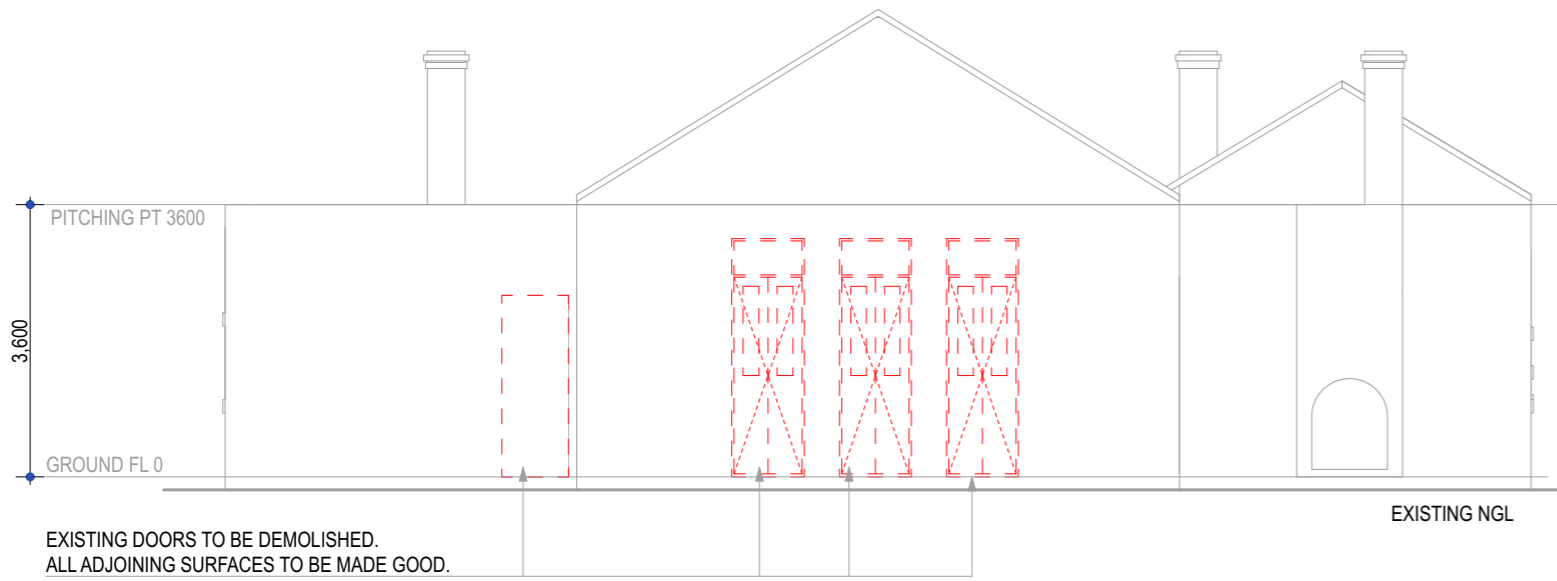
DEMOLITION ELEVATION - WEST

E02

DEMOLITION ELEVATION - NORTH

Scale 1:100

Scale 1:100



E03

DEMOLITION ELEVATION - SOUTH

Scale 1:100

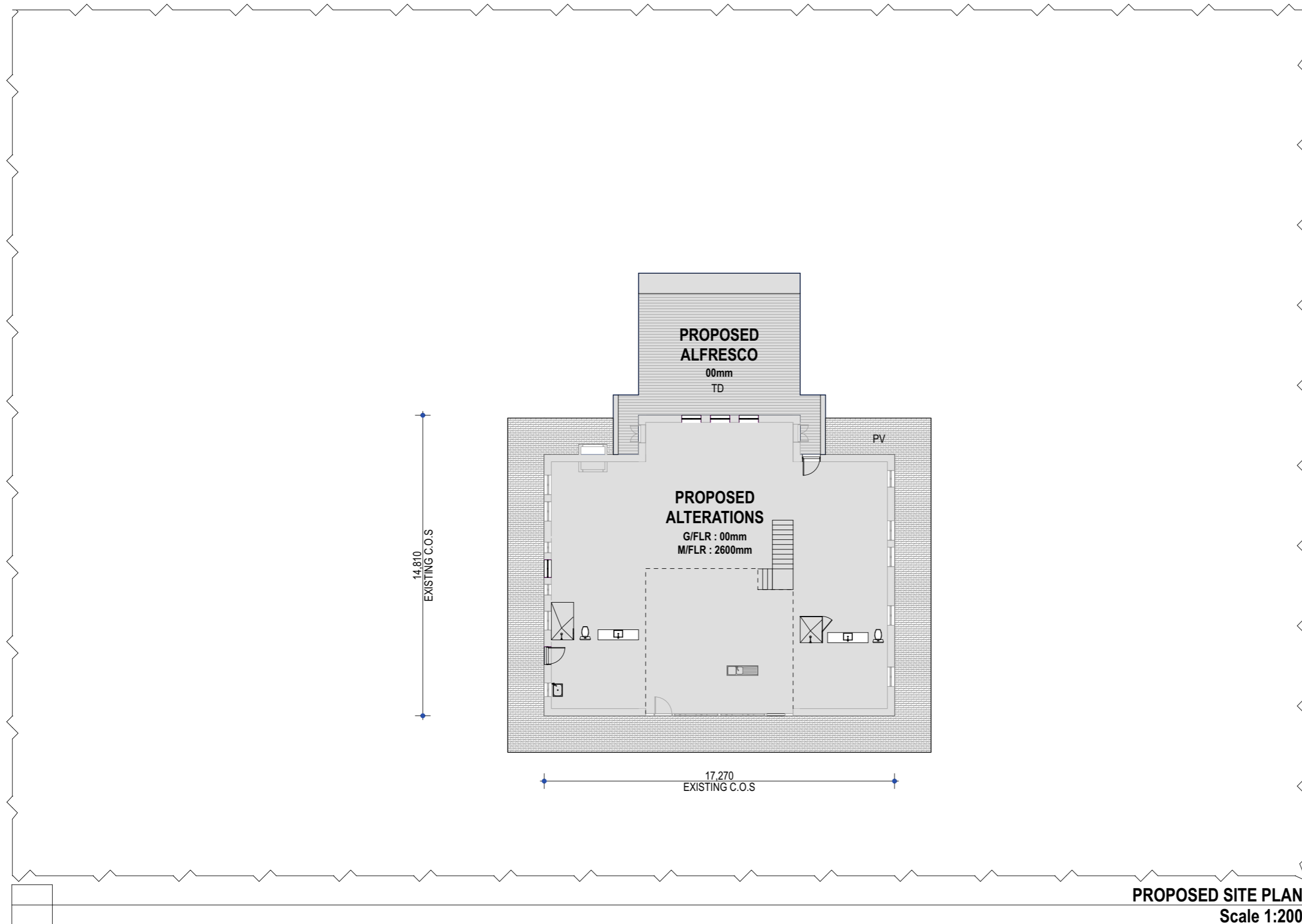


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CLIENT INITIALS:

INITIALS: _____



PROPOSED SITE PLAN
Scale 1:200

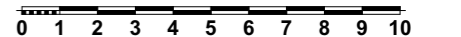
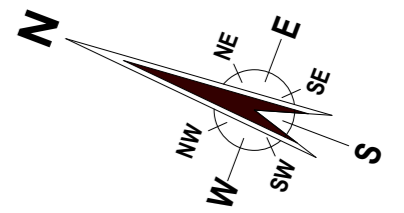
NOTES

- 2 SITE PREPARATION**
- 2.02.01 DEMOLITION WORKS AS SHOWN PROVIDE ADEQUATE PROPPING, SUPPORT AND PROTECTION OF ADJACENT SURFACES. MAKE GOOD ALL DAMAGED FINISHES AND SURFACES AS REQUIRED.
- 2.03.01 PROTECT TREES TO BE RETAINED ON THE SITE. PROVIDE MARKING AND PROTECTION DURING WORKS, INCLUDING EXCAVATION. CONTRACTOR SUBJECT TO PUNISHMENTS AS FOR DAMAGES TO TREES WHICH ARE REQUIRED TO REMAIN
- 2.04.01 ENVIRONMENTAL PROTECTION PROVIDE EROSION, CONTAMINATION, AND SEDIMENTATION PROTECTION OF THE SITE, SURROUNDING AREAS, AND DRAINAGE SYSTEMS. KEEP THE SITE FREE OF WATER AND PREVENT WATER FLOWOVER NEW WORK.

- 22 FINISHES**
- PV PAVED PATH
1800W AROUND THE BUILDING TO MINIMIZE FUTURE SOIL MOVEMENTS. AS PER ENGINEER DOCUMENTATIONS.
- TD TIMBER DECKING
MODWOOD

- 23 LEGEND**
- BMC BUSHFIRE MANAGEMENT CONTROL ASSET PROTECTION ZONE TO BE MAINTAIN BY OWNER AT ALL TIME

BUILDING AREAS	
GROUND FLOOR AREAS	
---	---
PROPOSED ALFRESCO	63.14
PROPOSED ALTERATIONS	237.73
	300.87 m²
FIRST FLOOR AREAS	
PROPOSED MEZZANINE	48.99
	48.99 m²
TOTAL LIVING AREAS	349.86 m²
TOTAL BUILDING AREAS	286.72 m²



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Zachary Rae

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CLIENT INTIALS:

INITIALS: _____

E03
A03
E04
A03

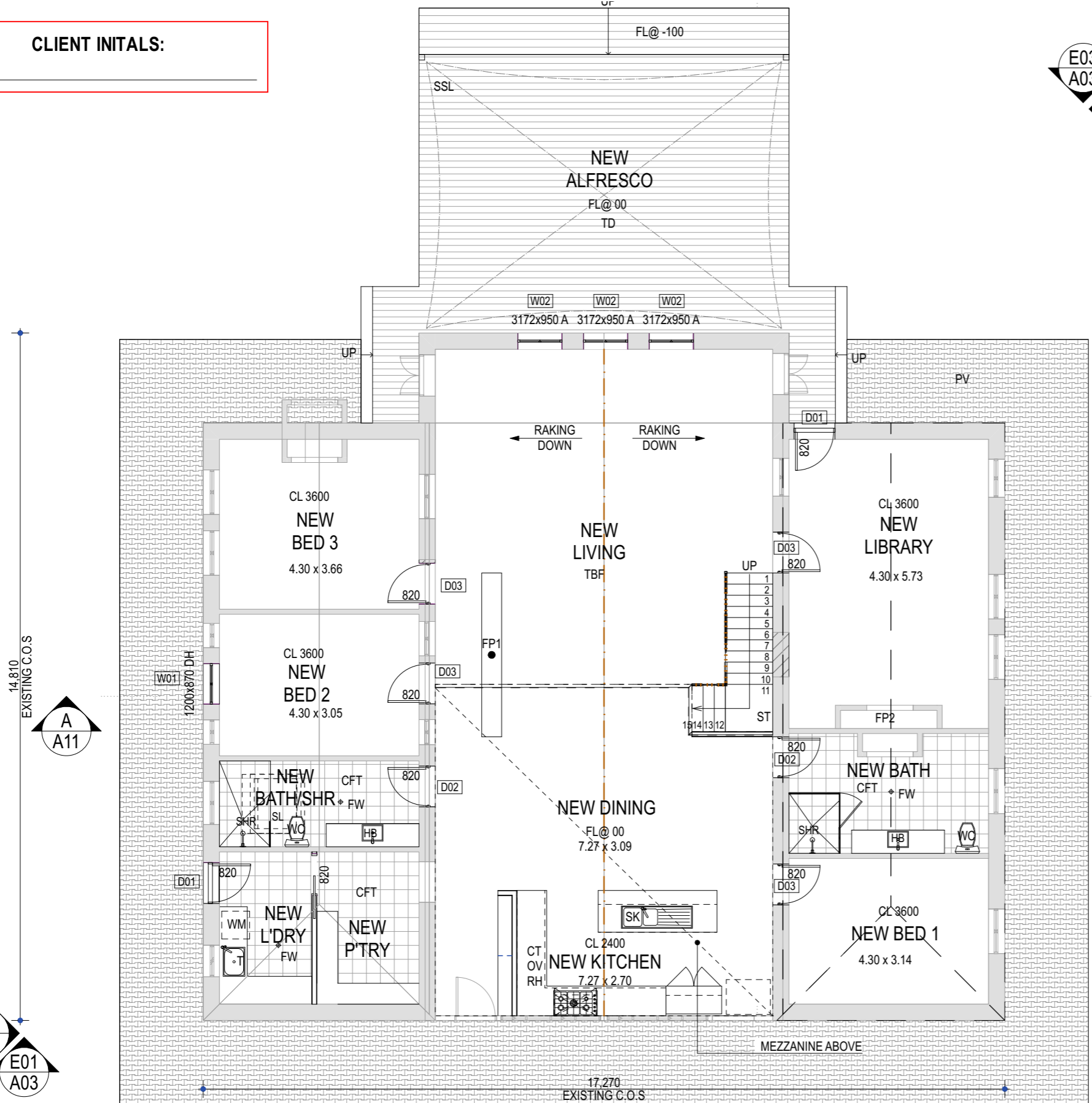
NOTES

- 16 PLUMBING & DRAINAGE**
- FW FLOOR WASTE
- HB HAND BASIN
AS SELECTED BY CLIENT
- SK SINK
DOUBLE BOWL/SINGLE DRAINER
- T TROUGH
- WC WATER CLOSET
AS SELECTED BY CLIENT

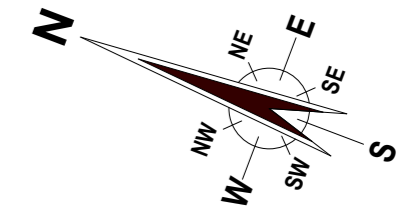
- 22 FINISHES**
- CFT CERAMIC FLOOR TILES
AS SELECTED BY CLIENT
- PV PAVED PATH
1800W AROUND THE BUILDING TO
MINIMIZE FUTURE SOIL MOVEMENTS.
AS PER ENGINEER DOCUMENTATIONS.
- TBF TIMBER FLOOR
- TD TIMBER DECKING
MODWOOD

- 23 LEGEND**
- CT COOKTOP
GAS
- FP1 FIRE PLACE 1
GAS
- FP2 FIRE PLACE 2
SOLID FUEL
- OV OVEN AS SELECTED
- RH RANGE HOOD
CANOPY
- SHR SHOWER
- SL SKYLIGHT DIFFUSER
VELUX FCM - 1275MM X 1275MM
- SSL SHADE SAILS
COLUMN AND FOOTING TO BE
CONFIRMED BY MANUFACTURE.
- ST TIMBER STAIRS
STRINGERS HIDDEN BEHIND WALL.
RISER=173, GOING=240MM.
- WM WASHING MACHINE SPACE
PROVIDE HOLE ON SIDE OF CABINETS
FOR GPO & TAP PROVISION

NOTE:
WALL THICKNESS VARIES DUE TO CONSTRUCTION
TYPE. CHECK ON SITE



A
A11



GROUND FLOOR PLAN

Scale 1:100



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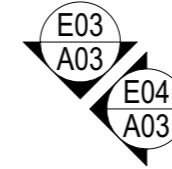
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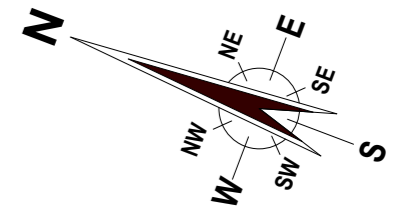
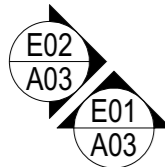
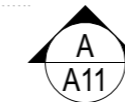
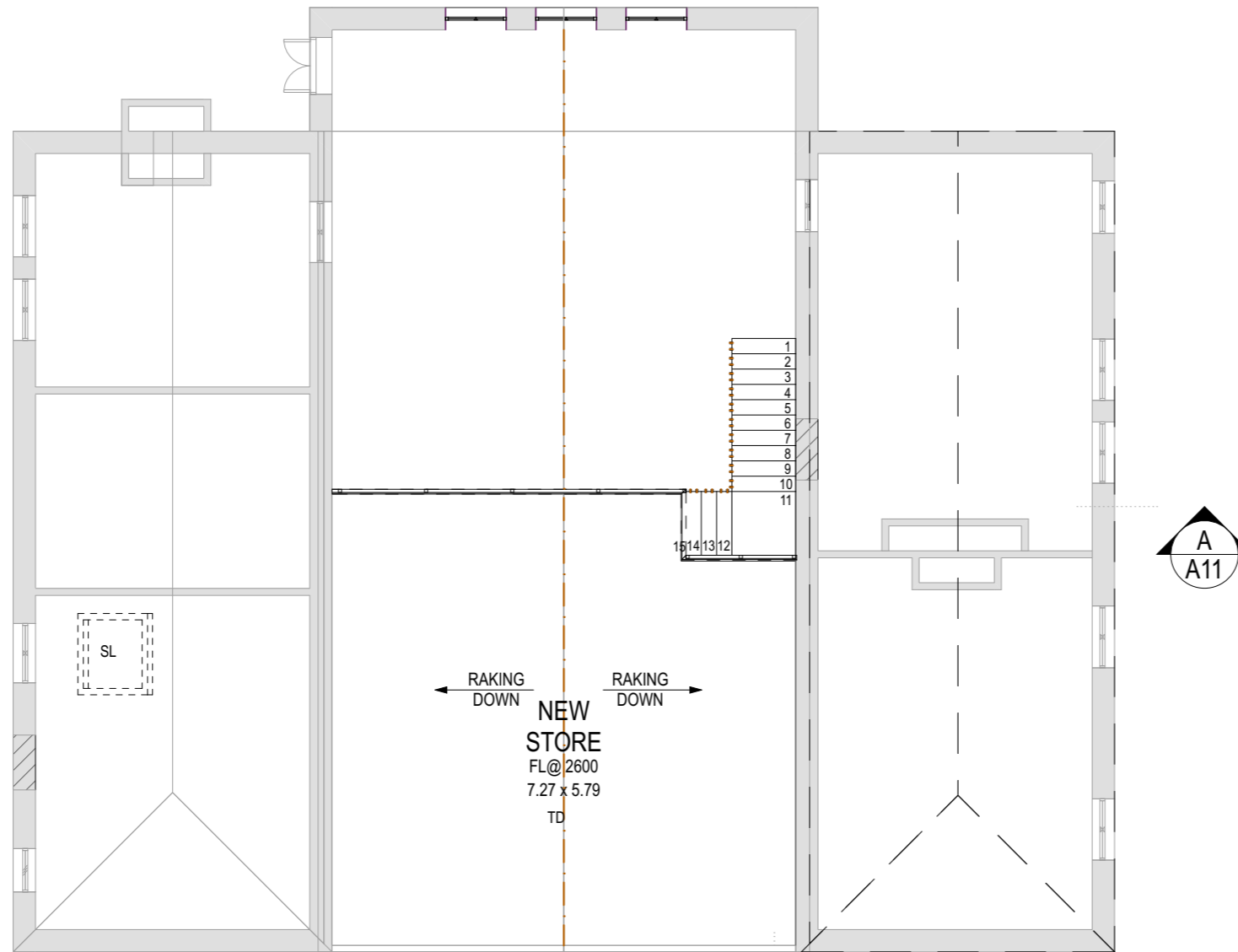
CLIENT INITIALS:

INITIALS: _____



NOTES

22	FINISHES
TD	TIMBER DECKING MODWOOD
23	LEGEND
SL	SKYLIGHT DIFFUSER VELUX FCM - 1275MM X 1275MM



MEZZANINE FLOOR PLAN

Scale 1:100



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INITIALS: _____

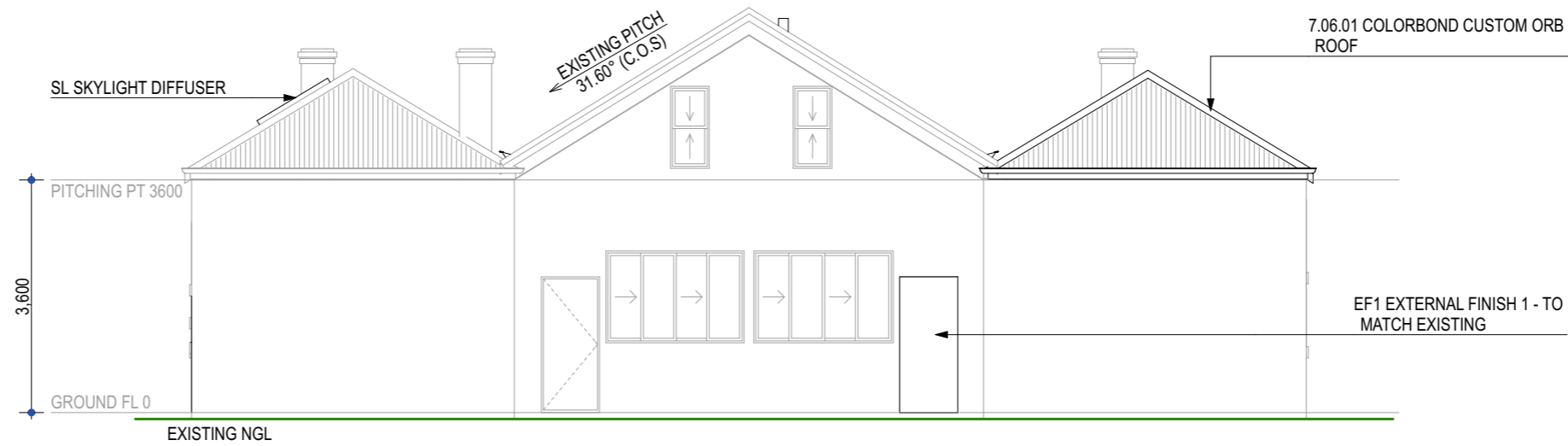
NOTES

- 7 ROOFING**
7.06.01 COLORBOND CUSTOM ORB ROOF TO MATCH EXISTING ROOF

- 8 DOORS & WINDOWS**
DH DOUBLE HUNG

- 22 FINISHES**
EF1 EXTERNAL FINISH 1 - TO MATCH EXISTING
TF TIMBER FRAMES TO MATCH EXISTING

- 23 LEGEND**
SL SKYLIGHT DIFFUSER
VELUX FCM - 1275MM X 1275MM
SSL SHADE SAILS



E01

ELEVATION - WEST
Scale 1:100



E02

ELEVATION - NORTH
Scale 1:100

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A	04/05/22	ISSUED FOR DA	COUNCIL
Rev.	Date	Description	Issued To

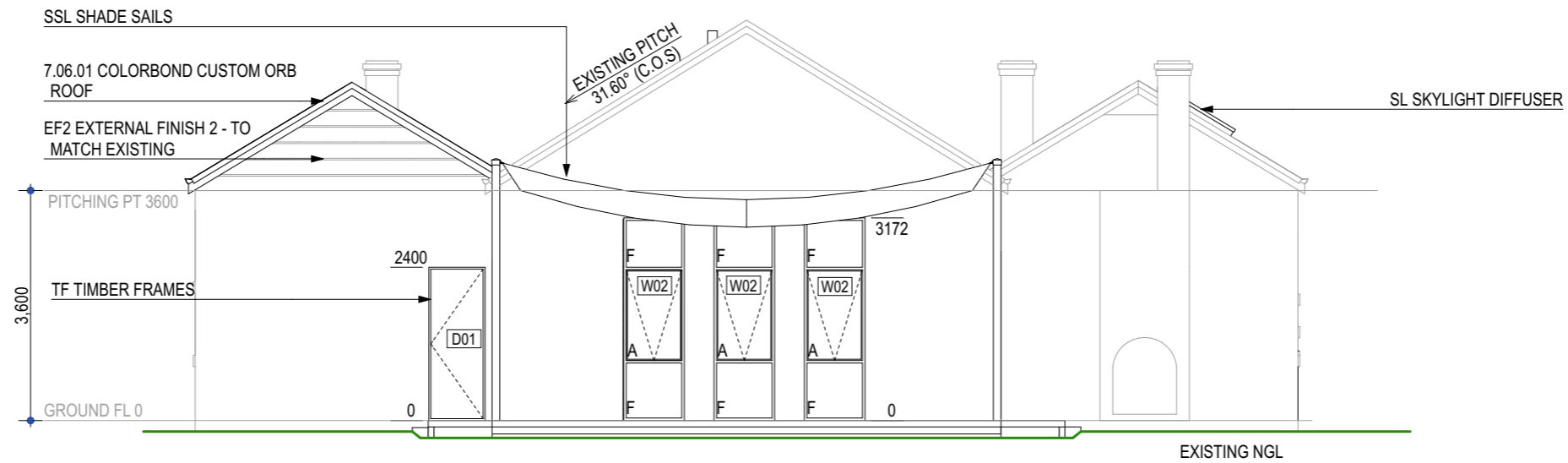
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CLIENT INITIALS:

INITIALS: _____

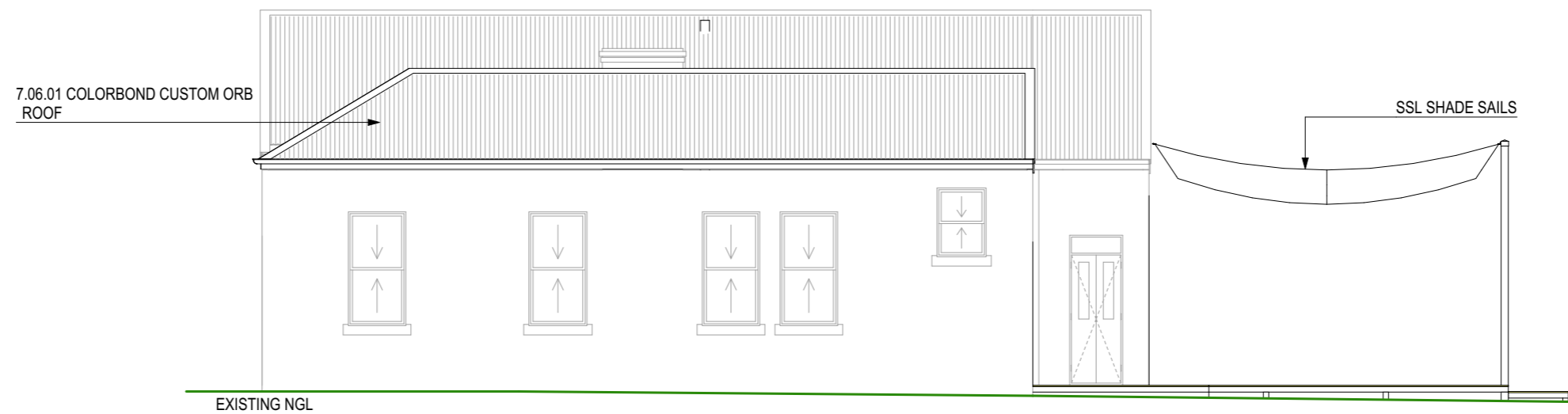
NOTES

- | | |
|-----------|--|
| 7 | ROOFING |
| 7.06.01 | COLORBOND CUSTOM ORB ROOF TO MATCH EXISTING ROOF |
| 8 | DOORS & WINDOWS |
| A | AWNING |
| F | FIXED |
| 22 | FINISHES |
| EF2 | EXTERNAL FINISH 2 - TO MATCH EXISTING |
| TF | TIMBER FRAMES TO MATCH EXISTING |
| 23 | LEGEND |
| SL | SKYLIGHT DIFFUSER |
| SSL | VELUX FCM - 1275MM X 1275MM SHADE SAILS |



E03

ELEVATION - SOUTH
Scale 1:100



E04

ELEVATION - EAST
Scale 1:100

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WA 6330

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Project:
**Lot 205 (#668) Greenhills Road North,
Broomehill**
Client:
Zachary Rae

B	28/01/22	DESIGN DEVELOPMENT	CLIENT
A	04/05/22	ISSUED FOR DA	COUNCIL
Rev.	Date	Description	Issued To

Drawn: N	Date: 4/5/2022	Drawing Number: A 10 of A 12	Job No.: C-1882-21
Checked: BT	Scale: AS SHOWN	PAGE SIZE: A3	Stage / Revision: FD-A

CLIENT INITIALS:

INITIALS: _____



A-A

SECTION A-A
Scale 1:50

B	28/01/22	DESIGN DEVELOPMENT	CLIENT
A	04/05/22	ISSUED FOR DA	COUNCIL
Rev.	Date	Description	Issued To

Drawn: N	Date: 4/5/2022	Drawing Number: A11 of A12	Job No.: C-1882-21
Checked: BT	Scale: AS SHOWN	PAGE SIZE: A3	Stage / Revision: FD-A

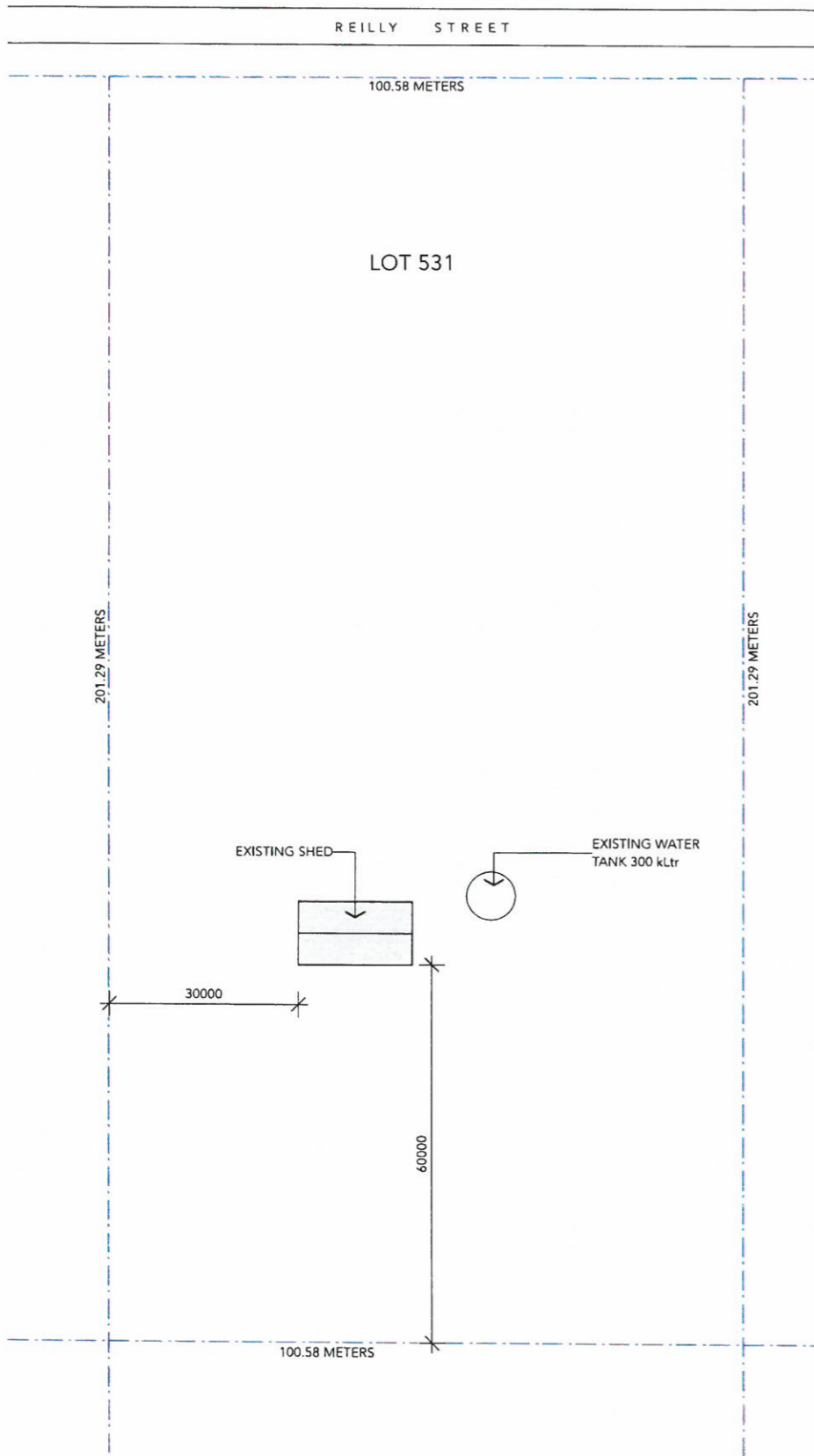
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INITIALS: _____

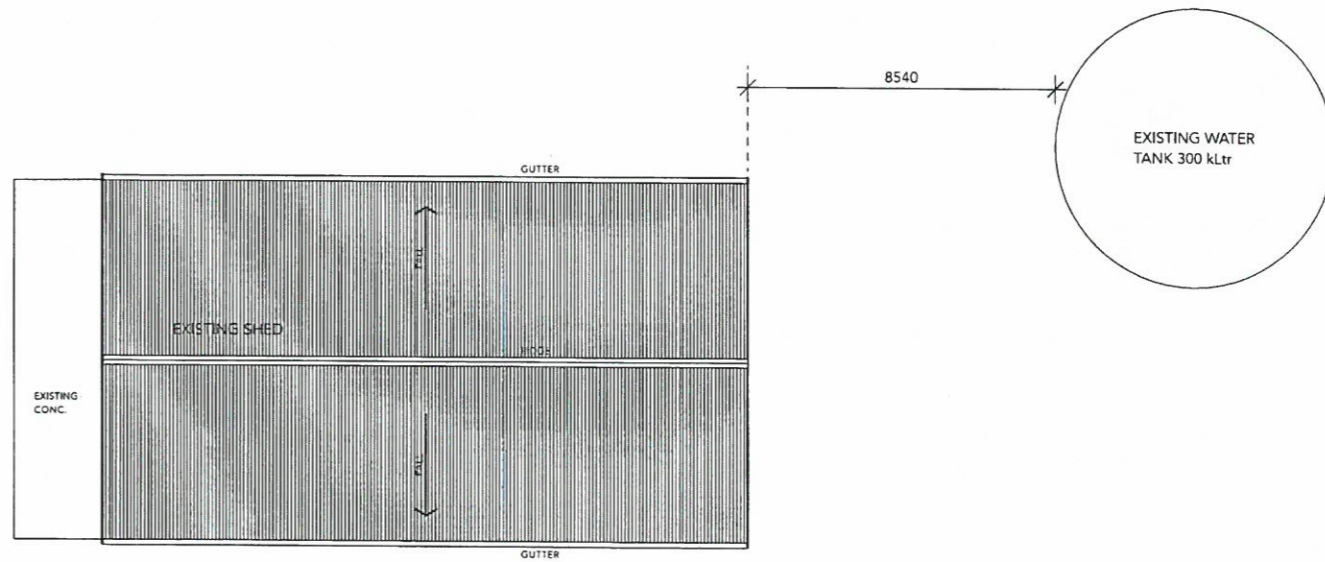


B	28/01/22	DESIGN DEVELOPMENT	CLIENT
A	04/05/22	ISSUED FOR DA	COUNCIL
Rev.	Date	Description	Issued To

Drawn: N	Date: 4/5/2022	Drawing Number: A 12 of A 12	Job No.: C-1882-21
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LOCATION PLAN
1:1000



SITE PLAN
1:200



0007682016-01 02 May 2022
 Assessor David Barham
 Accreditation No. DMN18/1877
 Address
 Reilly Street, Broomhill, WA,
 6318

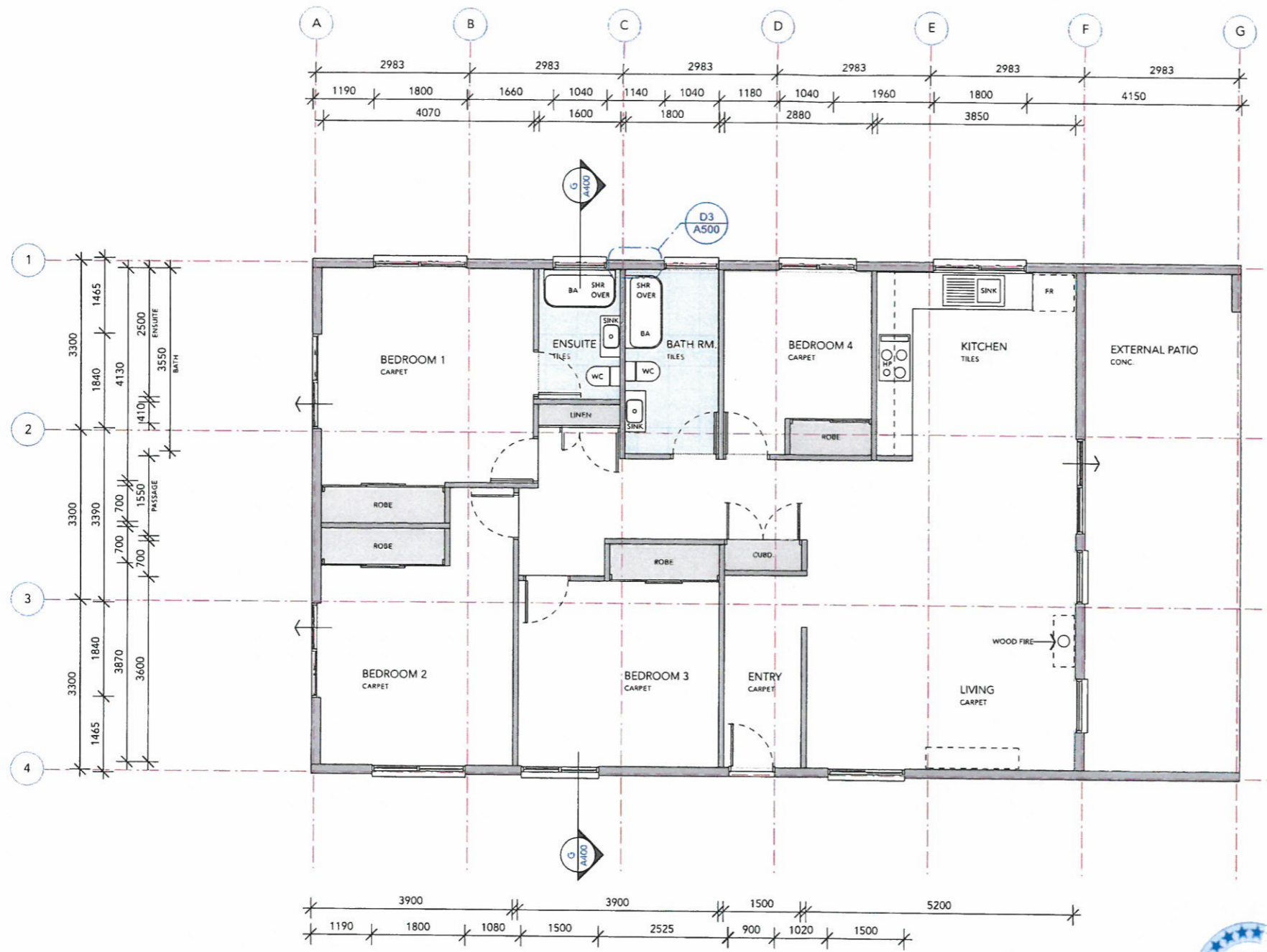


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0 10/22 BUILDING PERMIT		
ISSUE	DATE	REVISION
Project Shed Conversion - Broomhill for Mr J Scott		
Address Lot 531 Reilly Street Broomhill		
This Sheet Location and Site Plan		
Plot Date	24/3/22	
Scale	as shown	Rev 0
Project No	2201	
Drawing No	A102	
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 6318



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0 10/22 BUILDING PERMIT		
ISSUE	DATE	REVISION

Project
**Shed Conversion -
 Broomhill for Mr J Scott**

Address
**Lot 531 Reilly Street
 Broomhill**

This Sheet
Ground Floor Plan

Plot Date **24/3/22**

Scale @A3 **1:100** Rev **0**

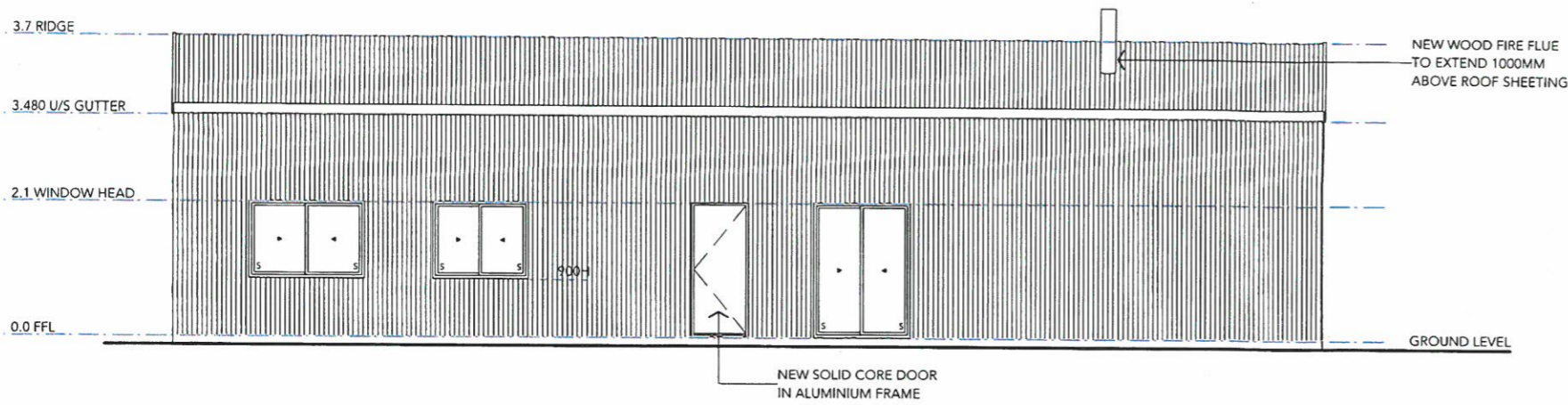
Project No **2201**

Drawing No **A200**

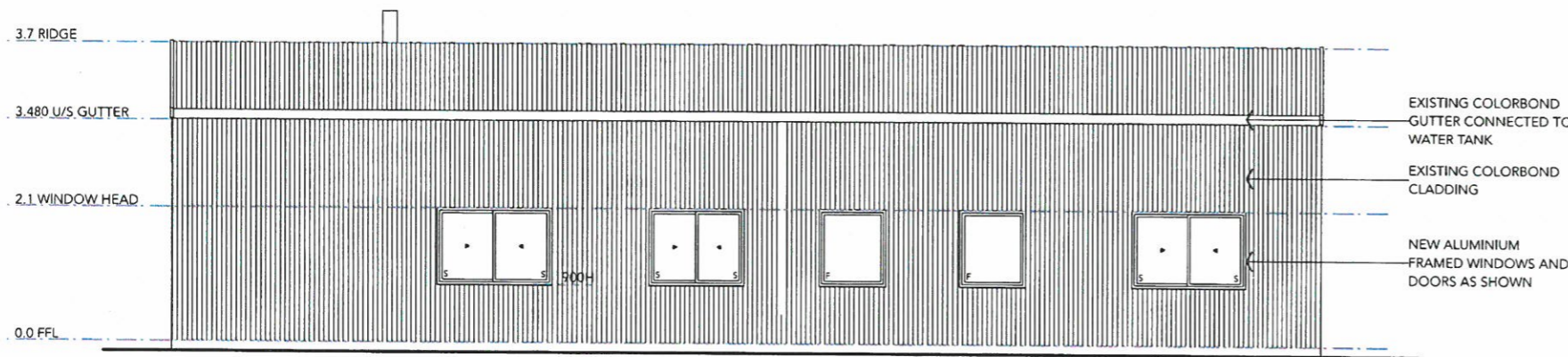
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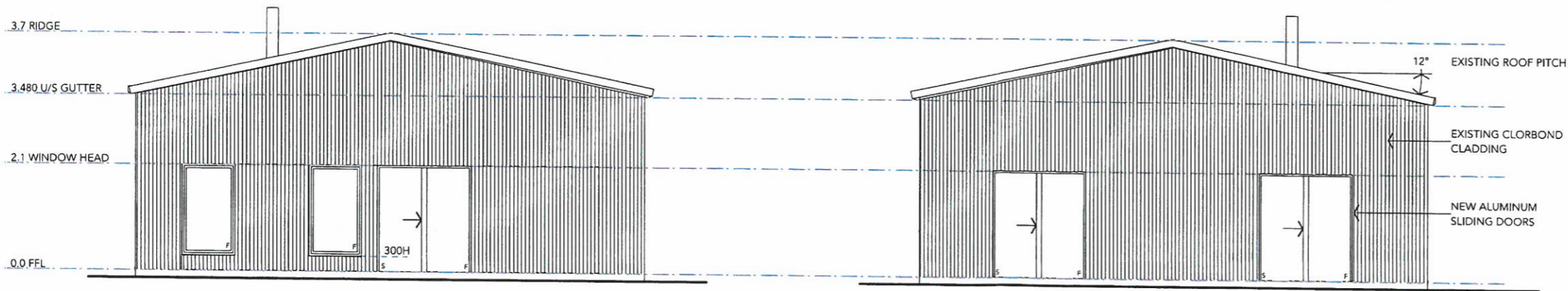




SOUTH ELEVATION
1:100



NORTH ELEVATION
1:100



EAST ELEVATION
1:100

WEST ELEVATION
1:100



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Assessor: David Barnham
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6318



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0 10/22 BUILDING PERMIT	
ISSUE	DATE
Project Shed Conversion - Broomhill for Mr J Scott	
Address Lot 531 Reilly Street Broomhill	
This Sheet Elevations	
Plot Date	24/3/22
Scale @A3	1:100
Rev	0
Project No	2201

Drawing No **A303**

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