



Audit Committee Meeting

MINUTES

11 February 2021

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



CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
2.	ATTENDANCE.....	1
2.1	APOLOGIES.....	1
3.	CONFIRMATION OF PREVIOUS MEETING MINUTES	1
4.	MATTERS FOR DECISION	2
4.1	COMPLIANCE AUDIT RETURN 2020	2
5.	GENERAL BUSINESS	4
6.	CLOSURE	4

SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of the meeting of the Audit Committee held in the
Tambellup Council Chambers on Thursday 11 February 2021
commencing at 1.08pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Holzknacht declared the meeting open at 1.08pm.

2. ATTENDANCE

Cr MC Paganoni	
Cr ME White	
Cr MC Nazzari	
Cr KJ Holzknacht	Chairperson
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
KP O'Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

2.1 APOLOGIES

Nil

3. CONFIRMATION OF PREVIOUS MEETING MINUTES

Attachment:	Minutes of the previous meeting held 12 March 2020
File Ref:	Nil
Author:	KP O'Neill – Manager Finance & Administration
Date:	03 February 2021
Disclosure of Interest:	Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

Au210201

Moved Cr Paganoni, seconded Cr Barritt

That the minutes of the meeting of the Audit Committee held on 12 March 2020 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

4. MATTERS FOR DECISION

4.1 COMPLIANCE AUDIT RETURN 2020

Attachment:	Copy of the Compliance Audit Return for 2020
File Ref:	ADM0302
Author:	KP O'Neill – Manager Finance & Administration
Date:	09 February 2021
Disclosure of Interest:	Nil

SUMMARY

The Audit Committee to consider the 2020 Compliance Audit Return (CAR) and recommend it to Council for adoption.

BACKGROUND

Local Governments are required to complete the Compliance Audit Return annually in relation to the period 01 January to 31 December.

Local Government (Audit) Regulations 1996, Regulation 14 requires the Audit Committee review the CAR and report the results of the review to the Council. Following adoption of the CAR by Council, a certified copy of the return along with the relevant section of the minutes is to be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

The CAR requires the President and Chief Executive Officer to certify that the statutory obligations of the Shire of Broomehill-Tambellup have been complied with.

COMMENT

The compliance audit is comprehensive and gives an indication of the Shire's level of compliance with legislative requirements, relating only to the *Local Government Act 1995* and associated Regulations.

The content of the CAR was revised in 2011 and a reduced format was introduced with questions focused on high risk areas of compliance and reporting as prescribed in the *Local Government (Audit) Regulations 1996, Regulation 13*. The content of the CAR has been revised in some areas following recent amendments to the *Local Government Act 1995*, and this year includes 4 optional questions relating to auditing of financial systems, processes and reporting.

The CAR contains 102 questions that are required to be answered, plus the 4 optional questions. The following areas of activity are covered by the CAR –

1. Commercial Enterprises by Local Governments (5)
2. Delegation of Power / Duty (13)
3. Disclosure of Interest (21)
4. Disposal of Property (2)
5. Elections (3)
6. Finance (11)
7. Integrated Planning and Reporting (3)
8. Local Government Employees (6)
9. Official Conduct (4)
10. Optional Questions (10)
11. Tenders for Providing Goods and Services (24)

The 2020 CAR has been completed by the Manager Finance & Administration, in consultation with relevant senior staff. No areas of non-compliance have been identified when undertaking the CAR.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 s7.13(1)(i)

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation –*

certified *in relation to a compliance audit return means signed by –*

 - (a) *the mayor or president; and*
 - (b) *the CEO.*

POLICY IMPLICATIONS

There is no policy applicable to this item.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One – Our People

Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community;

- 1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents.

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

Au210202

Moved Cr Letter, seconded Cr Penny

That, having undertaken a review of the Compliance Audit Return 2020, the Audit Committee recommends that it be adopted by Council as presented and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

CARRIED 7/0

5. GENERAL BUSINESS

The Manager Finance & Administration advised that a meeting of the Audit Committee will be convened in March 2021 to conduct the annual meeting with the Auditor, Mr Russell Harrison.

The date and time of the next meeting to be advised.

6. CLOSURE

There being no further business, the Chairperson thanked Councillors and Staff and declared the meeting closed at 1.15pm.



Broomehill-Tambellup - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Kay O'Neill
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Kay O'Neill
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Kay O'Neill
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Kay O'Neill
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Kay O'Neill



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Independent Living Seniors Accommodation Committee was disbanded by Council and the delegation revoked in June 2020. There are no other delegations to Committees	Kay O'Neill
2	s5.16	Were all delegations to committees in writing?	Yes		Kay O'Neill
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Kay O'Neill
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Kay O'Neill
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		Kay O'Neill
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Kay O'Neill
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Kay O'Neill
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Kay O'Neill
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Kay O'Neill
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Kay O'Neill
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Kay O'Neill
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Last reviewed July 2020	Kay O'Neill
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Kay O'Neill

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
-----------	------------------	-----------------	-----------------	-----------------	-------------------



No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Kay O'Neill
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Kay O'Neill
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Kay O'Neill
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Kay O'Neill
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Kay O'Neill
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Kay O'Neill
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Kay O'Neill
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Kay O'Neill
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Kay O'Neill
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Kay O'Neill
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Kay O'Neill
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Kay O'Neill
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Kay O'Neill
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Kay O'Neill
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Kay O'Neill
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Kay O'Neill
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Kay O'Neill
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Kay O'Neill
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Kay O'Neill
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Kay O'Neill



Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Kay O'Neill
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Kay O'Neill

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	Electoral gift register maintained, however no 'disclosure of gift' forms have been received as no candidates have received gifts	Kay O'Neill
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No 'disclosure of gifts' forms have been received from candidates	Kay O'Neill
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Kay O'Neill

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Kay O'Neill
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Audit Committee is not delegated with any powers or duties	Kay O'Neill
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Kay O'Neill



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Kay O'Neill
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Awaiting sign off - audit file under review by Office of the Auditor General, anticipate receipt in March 2021	Kay O'Neill
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Auditors report not received as yet. If any matters are raised in the Auditors report, appropriate action will be taken to address those matters	Kay O'Neill
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A		Kay O'Neill
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Kay O'Neill
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Kay O'Neill
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Kay O'Neill
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Audit file still under review by Office of Auditor General, auditors report not yet received	Kay O'Neill



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Plan adopted 21 February 2019, however is currently under review for adoption by Council in March 2021	Kay O'Neill
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	23 July 2020	Kay O'Neill
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Kay O'Neill

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Kay O'Neill
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Kay O'Neill
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Kay O'Neill
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Kay O'Neill
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	The Shire does not have any designated senior employees	Kay O'Neill
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Kay O'Neill



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	The CEO is the complaints officer	Kay O'Neill
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Kay O'Neill
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Kay O'Neill
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Kay O'Neill

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	No	Last review endorsed March 2016	Kay O'Neill
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Last review endorsed March 2016	Kay O'Neill
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A	No disclosures were made	Kay O'Neill
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A	No disclosures were made	Kay O'Neill
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Policy adopted 15 March 2020	Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Kay O'Neill
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Kay O'Neill
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Existing policy reviewed and amended 15 October 2020	Kay O'Neill
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Kay O'Neill
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Kay O'Neill

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Kay O'Neill
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Kay O'Neill
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Kay O'Neill
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Kay O'Neill
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Kay O'Neill
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Kay O'Neill
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Kay O'Neill
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Kay O'Neill
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Kay O'Neill
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Kay O'Neill
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No 'expression of interests' were sought	Kay O'Neill
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Kay O'Neill
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Kay O'Neill
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Kay O'Neill
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Kay O'Neill



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No		Kay O'Neill
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Kay O'Neill
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Kay O'Neill
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Kay O'Neill
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Kay O'Neill
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Kay O'Neill
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Kay O'Neill
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	Regional price preference was not a factor in the tenders	Kay O'Neill

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Broomehill-Tambellup

Signed CEO, Broomehill-Tambellup



Local Emergency Management Committee

MINUTES

9 March 2021

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



CONTENTS

1.	ATTENDANCE AND APOLOGIES	2
2.	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	2
	2.1 Confirmation of the Minutes of the Committee meeting held on 8 December 2020.	2
3.	BUSINESS ARISING FROM PREVIOUS MINUTES.....	2
4.	STANDARD ITEMS	3
	4.1 Review of Contacts and Resources	3
	4.2 Review of Post Incident and Post Exercise Reports.....	5
5.	OTHER BUSINESS	7
	5.1 National Disaster Resilience Program 2020-2021	7
	5.2 Round Table	7
6.	DISCUSSION EXERCISE	9
7.	NEXT MEETING AND CLOSURE	10

SHIRE OF BROOMEHILL-TAMBELLUP
Minutes of Local Emergency Management Committee meeting held in the
Tambellup Council Chambers on Tuesday 9 March 2021 commencing at 10.15am.

1. ATTENDANCE AND APOLOGIES

1.1 Attendance

Keith Williams	Chair, Shire of Broomehill-Tambellup
Cindy Pearce	Community Emergency Services Manager
Debra Bearcroft	Broomehill Primary School
Neville Blackburn	Dept. Communities
Rebekka Polack	Tambellup Community Resource Centre
Trevor Prout	St John Ambulance Tambellup
Eileen O'Neill	Dept. of Primary Industries and Regional Development
Rob Adamczyk	Tambellup Police
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

1.2 Apologies

Michelle Carrington	WA Country Health Services
John Paul Collins	Dept. of Primary industries & Regional Development
Cr Mark Paganoni	Shire of Broomehill-Tambellup
Cr Michael White	Shire of Broomehill-Tambellup
Josh Humble	Tambellup Police

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 Confirmation of the Minutes of the Committee meeting held on 8 December 2020.

Moved Neville Blackburn/Cindy Pearce

That the Minutes of the Local Emergency Management Committee Meeting of 8 December 2020 be accepted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- School bus maps to be updated
- School bus contractor list to be updated

4. STANDARD ITEMS

4.1 Review of Contacts and Resources

Attachment:	Extract from Local Emergency Management Arrangements 2016 - Contacts and Resources
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	16 February 2021
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

The Contacts and Resources list has been updated to include details of school bus contractors, as discussed at a previous LEMC meeting. Other amendments can be made as advised at the meeting.

CONSULTATION

Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s.42

Reviewing and renewing local emergency management arrangements

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

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

Amendments noted by those present:

- DPIRD Katanning has a new vet – details to be provided (Eileen)
- New water tanks and outlets on existing tanks – these will be mapped and copies provided to Fire Control Officers. Locations to be included in Critical Resources appendix to LEMA.

ATTACHMENT 4.1 – NOT FOR CIRCULATION

4.2 Review of Post Incident and Post Exercise Reports

Attachment:	COVID-19 Post Exercise Report
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	16 February 2021
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

State Emergency Management Policy 4.8: Exercising requires that local governments exercise risk and capability at least once per year.

In light of the impacts of COVID-19 over the past year, the State Exercise Coordination Team has determined that completion and submission of the attached post exercise report, around the local government's actions during COVID-19 response and recovery, will satisfy exercise obligations for the 2020-2021 financial year.

CONSULTATION

Senior Staff
LEMC

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.39 Functions of local emergency management committees

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

Moved Rob Adamczyk/Cindy Pearce

That the 'COVID-19 Post Exercise Report' as presented be endorsed and submitted to the State Emergency Management Committee.

CARRIED

STATE EXERCISE COORDINATION TEAM

COVID-19 POST EXERCISE REPORT

LOCAL GOVERNMENT: Shire of Broomehill-Tambellup

Contact: Pam Hull

This information is being sought to meet your local government's obligations to exercise to risk and capability annually, under **State Emergency Management Policy 4.8** Exercising.

By completing and submitting this information your local government has undertaken a post-exercise report under **State Emergency Management Policy 4.11.3** and will be deemed to have met your exercise obligations for the 2020-2021 financial year due to Covid-19.

This template has been developed in consultation with, and approved by, the State Exercise Coordination Team (SECT).

Please complete and forward this report to the **Executive Officer** of your **Great Southern District Emergency Management Committee:**

Adam Smith adam.smith@dfes.wa.gov.au

EXECUTIVE SUMMARY

- Please provide a short summary of your Local Government's actions during the Covid-19 response and recovery? Dot points.

- Daily senior team meetings initially, then weekly, to consider and plan for business continuity.
- LEMC meetings – weekly through March and April, fortnightly until July then normal schedule, monitoring local impacts and issues.
- State Government response initiatives implemented relating to community facilities.
- Enhanced external communications – established Shire Facebook page, modified website to be able to provide current, timely advice and information to the community.
- Worked with local organisations to ensure welfare and community wellbeing.
- Participated in various regional forums (Local Government, industry, business, multi-agency Emergency Management) to monitor broader impacts, seek advice and clarification on matters that were impacting our community.
- Participated in state-wide forums (WALGA, LG Professionals) to monitor state-wide impacts and local government actions.
- Council implemented a rates freeze for 2020-2021.

Through the pandemic period, it has been evident that possibly due to a level of natural isolation in terms of location, our communities are reasonably resilient and required little from the local government or other agencies in terms of welfare support. Recovery actions were minimal.

MEETINGS HELD

- What meetings were convened by your local government to assist with the response and recovery for Covid-19? Click relevant boxes only.

Title of meeting	Daily	Weekly	Fortnightly	Monthly or Bimonthly	Quarterly
Business Continuity Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal crisis/pandemic management group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive Leadership Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Management Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Emergency Management Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordination Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEY OUTCOMES

- What have been the key outcomes from your local government response or recovery from Covid-19? Examples could include the development an Operational Recovery Plan, development of a long-term recovery strategy, a local pandemic plan or a local Covid-19 recovery plan aligned to the WA Recovery Plan. Dot points only.

- Review of Business Continuity Plan to incorporate pandemic as a risk, and assign actions.
- Review of internal and external communications, update of Shire website to provide for alerts and warnings, and commencement of Shire Facebook page to provide timely advice and information to the community. Commencement of informal WhatsApp group for Shire Administration staff.

CAPABILITY FRAMEWORK

- What areas of the Capability Framework ¹ below, did your local government address, confirm or do during Covid-19? Click relevant boxes only.

1 Governance	1.1	Legislation	1.1.1	Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation.	<input type="checkbox"/>
	1.2	Policies	1.2.1	State level policies are appropriate, useful, usable and used and the intent of these policies flow consistently through individual supporting agencies.	<input type="checkbox"/>
	1.3	EM plans	1.3.1	Emergency Management plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place.	<input type="checkbox"/>
			1.3.2	Emergency Management plans are regularly reviewed, exercised and tested.	<input checked="" type="checkbox"/>

2 Analysis & Continuous Improvement	2.1	Risk assessment	2.1.1	Agencies have the ability to and regularly conduct relevant risk assessments and the findings are implemented and shared with relevant stakeholders.	<input type="checkbox"/>
	2.2	Horizon scanning	2.2.1	Organisations examine existing and ongoing hazard research.	<input checked="" type="checkbox"/>
			2.2.2	Pre-emergency situational awareness occurs through examination of international and interstate events that may impact locally.	<input checked="" type="checkbox"/>
			2.2.3	Implement best practice identified through hazard research and pre-emergency situational awareness.	<input type="checkbox"/>
	2.3	Lessons management	2.3.4	Performance is reviewed following an incident, emergency or exercise and appropriate treatments are implemented based upon the findings.	<input type="checkbox"/>

3 Community Involvement	3.1	Alerts and warnings	3.1.1	Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.	<input type="checkbox"/>
			3.1.2	The messages are clear, consistent, accessible, culturally and linguistically appropriate.	<input type="checkbox"/>
	3.2	Public information	3.2.1	Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.	<input checked="" type="checkbox"/>
			3.2.2	The messages are clear, consistent, accessible, culturally and linguistically appropriate.	<input checked="" type="checkbox"/>
	3.3	Risk awareness and understanding	3.3.1	The community is aware of the hazards that may affect them, the vulnerable elements and understands the role they should play during an emergency.	<input checked="" type="checkbox"/>
	3.4	Shared ownership	3.4.1	Individuals take responsibility to minimise the impacts of emergencies through the preparation and adoption of appropriate mitigation measures. This includes individuals who understand the nature of the hazard, have emergency action plans and who monitor and respond to emergency messaging and alerts.	<input checked="" type="checkbox"/>
	3.5	Sector information sharing	3.5.1	Engagement occurs between government, industry and communities to inform resilience through the sharing of emergency management information including risks, vulnerabilities and treatment options.	<input checked="" type="checkbox"/>

¹ The State Emergency Management Committee endorsed, Capability Framework, is used to assess preparedness for Western Australia.

- What areas of the Capability Framework below, did your local government address, confirm or do during Covid-19? Click relevant boxes only.

4 Planning and mitigation	4.1	Land use planning	4.1.1	Land use planning is in place to manage and minimise the impact of known risks.	<input type="checkbox"/>
	4.2	Ecosystem management	4.2.1	The natural buffers that aid community protection are identified, protected, monitored, maintained and/or enhanced.	<input type="checkbox"/>
	4.3	Infrastructure protection	4.3.1	Plans are in place to identify and protect critical infrastructure, community assets and individual housing.	<input type="checkbox"/>
			4.3.2	Effective use of building codes is in place to mitigate potential hazards and insurance is considered as a treatment option.	<input type="checkbox"/>
	4.4	Essential services protection	4.4.1	Planning for the continuity or rapid restoration of essential services are in place including: water, food distribution, power, sewerage, telecommunications, fuel and local government services.	<input checked="" type="checkbox"/>
	4.5	Minimise single points of failure	4.5.1	Exposure to hazards is limited through the minimisation of single points of failure and that mitigation options or redundancy planning are in place.	<input checked="" type="checkbox"/>
	4.6	Remoteness planning	4.6.1	Emergency management planning takes account of emergencies occurring in remote areas of the State.	<input type="checkbox"/>
	4.7	Business continuity planning	4.7.1	Business continuity plans are in place across government, industry and business and consider hazard specific risks.	<input checked="" type="checkbox"/>
4.8	Community activities	4.8.1	Consideration is given to the protection and rapid re-establishment of community activities. This may include cultural and community events, sporting activities and schools.	<input checked="" type="checkbox"/>	

5 Resources	5.1	People	5.1.1	Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.	<input type="checkbox"/>
	5.2	Volunteering	5.2.1	A clear strategy exists for the recruitment, retention and ongoing training of volunteers that addresses motivation and barriers.	<input type="checkbox"/>
			5.2.2	A strategy exists to manage good Samaritans and spontaneous volunteers.	<input type="checkbox"/>
	5.3	Finance and administration	5.3.1	Robust financial and administrative processes exist to capture and track emergency management expenditure.	<input checked="" type="checkbox"/>
			5.3.2	Funding for proactive measures and mitigation is available, sufficient and accessible.	<input type="checkbox"/>
			5.3.3	Adequate funding arrangements are in place to manage the response and recovery of a large-scale emergency.	<input type="checkbox"/>
	5.4	Equipment/critical resources	5.4.1	Organisations have or can readily access appropriate infrastructure and equipment during an emergency.	<input type="checkbox"/>
			5.4.2	Equipment can be mobilised during an emergency and plans are in place to address pre-deployment, peak surges and redundancies for outages.	<input type="checkbox"/>

- What areas of the Capability Framework below, did your local government address, confirm or do during Covid-19? Click relevant boxes only.

6 Emergency Response	6.1	Command, control and coordination	6.1.1	Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.	<input type="checkbox"/>
	6.2	Situational assessment	6.2.1	Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required.	<input checked="" type="checkbox"/>
	6.3	Evacuation	6.3.1	Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals.	<input type="checkbox"/>
			6.3.2	Suitable sites have been identified and are available that maintain the provision of critical goods and services (e.g. food, potable water, shelter).	<input type="checkbox"/>
	6.4	Public protection	6.4.1	Necessary measures exist to control access and verify the identity of personnel or members of the public seeking entry to critical locations.	<input type="checkbox"/>
			6.4.2	Organisations have the ability to protect against unwanted activity within an impacted area.	<input type="checkbox"/>
	6.5	Agency interoperability	6.5.1	Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency.	<input checked="" type="checkbox"/>
			6.5.2	Interagency cultural differences are identified and managed so as not to impede or inhibit effective response.	<input type="checkbox"/>
	6.6	Mass casualty management	6.6.1	Pre-Hospital—mass casualty management services are available, timely and sufficient during an emergency event. This includes pre-hospital treatments of first aid (physiological and psychological), ambulance, aero-medical retrieval and medical teams.	<input type="checkbox"/>
			6.6.2	Hospital—mass casualty management is considered within workforce and surge planning including the provision and maintenance of specialist services, community health and early discharge programs.	<input type="checkbox"/>

7 Impact Management & Recovery Coordination	7.1	Mass fatality management	7.1.1	Services are available to deal with a mass fatality incident. This includes: body recovery, disaster victim identification, mortuary, burial and cremation services and the management of information.	<input type="checkbox"/>
	7.2	Welfare	7.2.1	Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts.	<input checked="" type="checkbox"/>
	7.3	Impact assessment	7.3.1	Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning.	<input type="checkbox"/>
	7.4	Recovery coordination	7.4.1	Agencies have the resources and skills to support impacted communities to manage their own recovery and achieve the best possible outcome. This includes reconstruction and restoration of natural, built, social and economic environments.	<input type="checkbox"/>
			7.4.2	Recovery arrangements are in place following a major emergency. This should include engagement between HMAS, local government, NGOs, industry and communities and should consider long term impacts.	<input type="checkbox"/>

5. OTHER BUSINESS

5.1 National Disaster Resilience Program 2020-2021

Pam advised the Shire's application to the NDRP had been successful, with funding of \$15,000 granted for the purchase of a trailered generator and electrical connection points at the Broomehill Recreation Complex, Tambellup Community Pavilion and Tambellup Works Depot. The generator will provide an alternative power source during an emergency if an evacuation centre is required to be established, or where fuel is required for shire vehicles or volunteers.

5.2 Round Table

Rebekka Polack (Tambellup CRC): Further to the discussion regarding the COVID-19 Exercise report, Rebekka advised there had been some discussion or enquiry about the feasibility of establishing a Food Bank in Tambellup. It was suggested that the Health Centre staff may be able to provide information about people who may find this service of value.

Rob Adamczyk (Tambellup Police): Rob and Josh Humble attended the Rural Fire Awareness course that was delivered in Katanning by Cindy Pearce. He considered the training was extremely valuable and would recommend it to other stations if it was going to be held again.

Josh is currently working in Kalgoorlie on COVID-19 related tasks. Police response to COVID-19 issues locally was fairly organic and Rob is keen to find an opportunity to feedback their local experiences to supervisors.

Trevor Prout (Tambellup St John Ambulance): Trevor advised all volunteers had completed COVID-19 training as required by St John. The ambulance has also been fitted with a Corpulse defibrillator, and volunteers will receive training in the use of this. Thanks to St John Katanning for their generosity in paying for this.

The Sub Centre is on the lookout for new members.

Recommendation:

Moved Keith Williams/Trevor Prout

That a letter of thanks be sent to St John Ambulance Katanning for their ongoing support of the Tambellup Sub Centre, and other Sub Centres in the region.

CARRIED

Cindy Pearce (CESM): Will be attending the Emergency Management Forum in Cranbrook tomorrow, where the discussion will be around the new requirements for Local Emergency Management Plans.

An application is to be submitted to DFES for funding to install 2 new 250kL tanks, at Andersons Bore and the Greenhills Road standpipe.

The first Rural Fire Awareness course pilot which was held in Woodanilling, went well and was well attended. The second course was postponed due to lack of response, but will be rescheduled, and signed off.

The Shire is now in the Restricted Burning Period, meaning permits are required before burning.

Bush Fire Brigade volunteers are eligible for COVID-19 vaccinations, with registration through the Volunteer Hub. Cindy has asked members to advise if they are interested.

Three burn prescriptions have been developed for the Broomehill townsite, which will allow strategic burns to be conducted and result in a mosaic burn over the next few years. The locations are 1. Behind the Shire depot, 2. Laveter St on the north side of town, and 3. Behind the Broomehill Primary School, from the dam west to the first major firebreak. The burns will be conducted as a training exercise with Broomehill, Tambellup, Katanning and Woodanilling brigades participating.

Keith noted the Cemetery Rd road reserve also needs burning as it presents a significant risk to residents in the area.

Tambellup burn prescriptions are still to be developed, and require more consideration due to the amount and type of vegetation in the areas noted, however strategic firebreaks have been installed where possible, eg around the school.

Neville Blackburn (Communities): A quiet summer in terms of local emergencies. The Department has been involved at the Wooroloo fire, and are now working with approximately 80 families in recovery. A one-stop shop for recovery has been established in Gidgegannup.

Communities is preparing to be the distribution point for COVID-19 PPE to vulnerable people. Some issues have been experienced with supply of masks, and also with the requirement to dispose of stock use-by dates expiring.

Debra Bearcroft (Broomehill Primary School): Deb advised they have had a smooth start to the school year, with minimal impact from the Perth lockdown week. Some parents who had taken children to boarding schools in Perth were required to wear masks on their return while in at the school, but otherwise, no impact.

Staff are currently working on the schools Critical Incident and Fire plans, and half the staff have completed their first aid training.

The end of year concert was held at the Broomehill Hall last year, and was well received by all who attended.

Deb will be on camp next week with the Year 5/6 class, and other staff will be acting in her role during this period.

Noted mosquitoes are particularly bad at the moment. Keith advised fogging will commence this week, however the Shire will be forming a Contiguous Local Authority Group with the Shires of Katanning, Gnowangerup and Kent, for the purpose of applying for funding through the Dept. Health to implement alternative mosquito control treatments. The Shire will eventually transition away from fogging as a treatment.

Keith Williams (Shire of Broomehill-Tambellup): The Shire's Environmental Health Officer, who is an authorised officer under current COVID legislation, will be in town through March to check that businesses are aware of COVID-19 requirements for customers to sign in/scan on entering the business, and to check compliance. Funding for the Broomehill Primary School carpark to be rebuilt has been allocated through the Shire's Local Roads & Community Infrastructure Program Round 2 allocation.

Pam Hull (for Tambellup Volunteer Fire & Emergency Service): The Unit has been advised building upgrades (including toilets, change facilities, tunic room) are proposed in the near future.

Unit volunteers are also eligible for the COVID-19 vaccination.

A new training schedule has been agreed on, to be held 1st and 3rd Wednesdays from 5.30, with a range of activities identified.

Like St John, the Unit is looking for new active members.

6. DISCUSSION EXERCISE

Cindy Pearce lead those present through a discussion exercise 'Ex-TC Graeme'. Exercise documents are attached.

A Post-exercise Report will be compiled and presented to the next LEMC.

Ex-TC Graeme

- Discussion Exercise

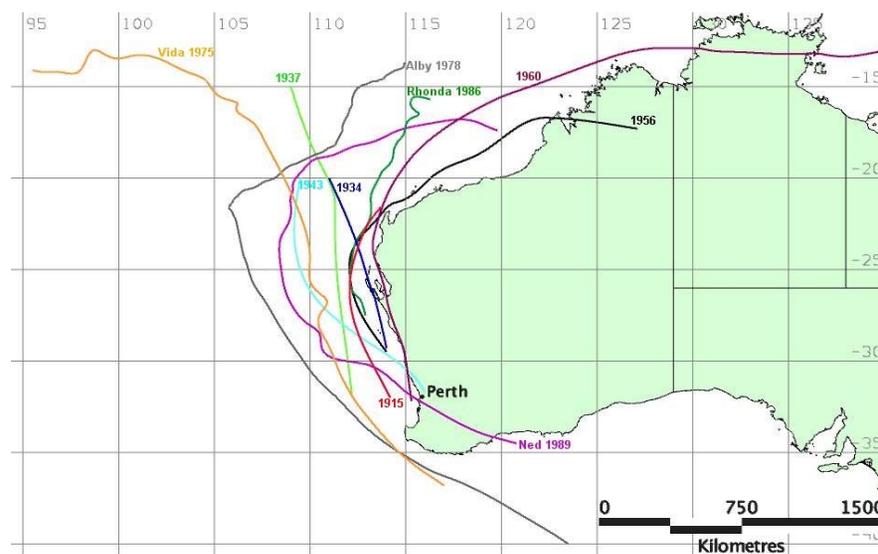
Summer Flooding in the Area

A long history...

- Olwyn 2015
- Iggy 2012
- Clare 2007
- Elaine 1999
- Ned 1989
- Herbie 1988
- Hazel 1979
- Alby 1978

Flood Events

- Central Wheatbelt/ Great Southern 2017 – 130mm/ day
- Lake Grace 2006 – 120mm/ day
- Williams 2014 – 140mm/ day



Severe Storm and Flooding Hits the Region

Ex-tropical Cyclone Graeme – March 2021

- *Graeme* brought torrential rain to many areas of Western Australia
- In the Central and Western Wheatbelt and Great Southern area over 60 centres exceeded their March monthly record
- Falls of 200 to 250 mm were general in this area during the 48 hours
- The highest daily rainfall was 160 mm recorded just south of the Narrogin townsite. Many other centres recorded over 100mm in one day.
- Severe damage was inflicted across the southern parts of Western Australia by extensive flooding
- Many farms were completely inundated and a number of towns have been flooded.
- It was reported that 100 000 sheep were lost across the state.
- Total damage is unknown but estimated to be well into the tens of millions

EX Tropical Cyclone Exercise

Shire of Broomehill-Tambellup LEMC 9 March 2021

Aim

To raise the awareness of Shire staff, elected Council members and the LEMC members regarding emergency management responsibilities and processes, to enhance preparedness for the coming summer season.

Exercise Objectives

1. To test and raise awareness of roles and responsibilities, existing procedures and strategies regarding;
 - Multi-agency coordination (Incident Support Groups)
 - Evacuation
 - Communications, and
 - Recovery (including development of the Impact Statement)
2. To raise awareness regarding the importance of continuity planning and fatigue management strategies, including partnering agreements to share resources and services.
3. To discuss existing processes and capabilities and identify any
 - New strategies
 - Existing gapsThat could be actioned to improve the emergency management arrangements within the Shire.

EX TC Exercise

PARTICIPANT'S WORKBOOK

Special Idea 1 – COORDINATION FOCUS ... (2 hours after impact)

An incident management team has been formed and DFES as the Hazard Management Agency (HMA) has nominated an Incident Controller.

The Incident Controller has requested that an ISG be formed.

You are a member of the Incident Support Group (ISG). Your role as a member of this group is to represent your agency and assist the Hazard Management Agency (HMA) in the overall coordination of services, including physical, human and information.

Consider and discuss the following issues that you will encounter as a member of the ISG. In providing your answers, refer to your Shire's Local Emergency Management Arrangements.

In your syndicates discuss:

1. Whose responsibility is it to convene the Incident Support Group? (ISG) How will this be managed? Where will it be held?

- HMA is DFES, with Police convening and chairing the ISG.
- Managed using AIIMS structure
- Location – if Tambellup is badly impacted (more likely), the Shire office may be affected. An ISG would convene at a location in Broomehill, potentially the Fire Station or School Library. Access to IT and power is an important consideration. ISG venue needs to be separate from an evacuation centre hence Broomehill Rec Complex and Tambellup Pavilion not considered.

2. What is the purpose of the ISG, and what is your role?

- Purpose is to bring support agencies together, coordinate required activities and report back to the Incident Management Team.
- Roles:
 - Communities – arrange for opening and staffing of evacuation centre if required, and ongoing welfare considerations
 - Shire – open evacuation centre on advice from Dept. Communities, determine vulnerable people
 - Police – link in with central hub to liaise with utility providers, media, and determine evacuation needs
 - DPIRD – animal welfare

EX TC Exercise

3. Which agencies should be represented on the Incident support group for this emergency?

- Dept. Communities
- DFES
- Police
- Ambulance
- DPIRD
- Shire
- Dept. Health
- Schools
- Main Roads
- Utility providers
- School bus contractors

OTHER CONSIDERATIONS

- Dept. Communities – consider the need and ability to coordinate the opening and supply of an evacuation centre remotely – may not be able to access the community.
- DFES management of 2017 regional floods saw the region sectorised as with a significant bushfire incident, and information and requests for resupply etc. communicated back to the central IMT from the sector ISG.
- Media and messaging – ensure messaging content is consistent – direct back to reputable sources e.g. Emergency WA, DFES, ABC radio
- Monitor social media and shut down/redirect to reputable sites where possible.
- Monitor local media – direct back to reputable sources if possible
- Designated spokespersons – DFES, Police, local government
- DFES and Police have communications templates available to ensure messaging is consistent across all emergencies
- Ensure people attending evacuation centres are provided with regular updates to minimise rumours.
- Pre-emergency – promote community ownership and responsibility associated with risk – awareness and self-mitigating activities for landowners.

EX TC Exercise

Special Idea 2 – EVACUATION FOCUS ... (3 hours after impact)

The Incident Controller advises the following;

There is concern for the safety of residents throughout the Shire. Not only those with significant damage to their homes, but some residents have no access to power and water, downed power lines are a significant risk as well as the large amount of debris in flood waters.

The incident controller directs that all residents with flooded homes in town, are to be evacuated. He also recommends any other residents in the surrounding areas, or those feeling unsafe, should re locate as soon as possible to the evacuation centre.

In your syndicates discuss the following:

1. How will advice to re locate be disseminated to the community? What key messages should communications include? (Consider COVID 19 implications too)
 - Direct contact (Police door knock, assistance from reservists or neighbouring stations if required)
 - Ensure evacuation orders are issued as early as possible – refer to existing flood mapping (in LEMA) to determine likely impact areas
 - Social media (Shire, CRC)
 - SMS (Shire Harvest Ban lists)

Key messages:

Clear, consistent wording

People in home isolation – advised to phone the appropriate COVID-19 contact number as per their official correspondence

On arrival at the evacuation centre staff will check the COVID status of evacuees and isolate if required

2. How will any frail elderly or infirm residents be moved, and where to? (Consider COVID 19 implications too)
 - Ambulance
 - School bus if able, with support
 - Make decision to evacuate early well before any impacts
 - Evacuate to hospital if possible, alternatively welfare centre

EX TC Exercise

3. Where is the most appropriate evacuation centre for this incident? Who will open the identified evacuation centre and start it running? (Consider COVID 19 implications too)
 - For this incident in Tambellup, the most appropriate evacuation centre is the Tambellup Community Pavilion due to its location and elevation.
 - The Shire will open the evacuation centre initially until Communities staff are able to attend.

4. It may take the Dept of Communities some time to arrive, particularly if roads are impassable, what are some initial actions that will need to be considered immediately?
 - Local police and the Shire will circulate early information about arrangements (location etc.) if an evacuation is required
 - The Shire will open the centre and commence registration
 - Look after welfare – arrange meals, bedding – source supplies from local businesses
 - Include in messaging any specific requirements to be brought to the evacuation centre, e.g. bedding, medications. Utilise DFES template for consistent messaging

5. A number of residents have turned up at the evacuation centre with their animals and are refusing to enter unless their animals can be accommodated too. What plans, or processes are in place to deal with this issue?
 - Ensure messaging includes advices that animals are not to be brought into the evacuation centre
 - Encourage use of owners pet crates if possible
 - Source portable yards if possible
 - Cricket nets at the oval can be enclosed to create a secure space for pets
 - Source small animal cages – DPIRD?
 - Consider centralized evacuation sites for large animals, e.g. horses, where feed drops can be coordinated and delivered

OTHER CONSIDERATIONS

- Create awareness of risks and mitigation through community education activities before it's an emergency
- Consider past history – who may need assistance or sandbagging?
- Sandbags – there is a cache in Mt Barker, also at the Katanning Town Brigade.
- If the event is able to be foreseen (in terms of weather forecasting) ensure a supply of dry sand is able to be maintained for sandbagging

EX TC Exercise

- Consider secondary impacts – while an initial impact may be experienced through a deluge of rain over a short period, this may result in local waterway levels rising, potentially impacting several days after the initial event. May impact areas of the townsite differently.
- Who is our vulnerable community? Local knowledge, Health Centre will be aware of who is likely to need assistance to evacuate. Consider creating a live register of individuals and make the decision to evacuate these people early.

7. NEXT MEETING AND CLOSURE

The next meeting is scheduled to be held in June 2021, with the date to be advised. There being no further business, the meeting was closed at 12.05pm.

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2021

TABLE OF CONTENTS

Statement of Financial Activity

- by Nature or Type

- by Reporting Program

Balance Sheet

Note 1 (a) Nature or Type Classifications

(b) Reporting Program Classifications (Function / Activity)

Note 2 Report on Significant Variances

Note 3 Graphical Representation

Note 4 Net Current Funding Position

Note 5 Cash and Investments

Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 January 2021

	Note	Adopted Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,582,700	2,583,700	2,581,021.86	(2,678)	(0.1%)	
Grants, Subsidies and Contributions		1,364,400	779,337	830,121.91	50,785	6.1%	
Profit on Asset Disposal	10	358,500	125,300	0.00	(125,300)	(100.0%)	▼
Fees and Charges		387,400	237,594	205,781.72	(31,812)	(15.5%)	▼
Interest Earnings		42,400	19,350	17,408.10	(1,942)	(11.2%)	
Other Revenue		99,200	88,612	77,665.95	(10,946)	(14.1%)	▼
Total		4,834,600	3,833,893	3,711,999.54	(121,893)		
Operating Expense							
Employee Costs		(2,077,800)	(1,263,159)	(1,210,158.08)	53,001	4.4%	
Materials and Contracts		(1,888,000)	(1,100,390)	(915,250.21)	185,140	20.2%	▼
Utilities Charges		(294,600)	(131,849)	(111,353.34)	20,496	18.4%	▼
Depreciation (Non-Current Assets)		(1,855,000)	(1,076,837)	0.00	1,076,837	100.0%	▼
Interest Expenses		(62,000)	(31,200)	(28,777.00)	2,423	8.4%	
Insurance Expenses		(175,100)	(175,100)	(165,223.73)	9,876	6.0%	
Loss on Asset Disposal	10	(114,100)	(99,100)	0.00	99,100	100.0%	▼
Other Expenditure		(92,000)	(53,418)	(46,180.98)	7,237	15.7%	
Total		(6,558,600)	(3,931,053)	(2,476,943.34)	1,454,110		
Funding Balance Adjustment							
Add Back Depreciation		1,855,000	1,076,837	0.00	(1,076,837)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(244,400)	(26,200)	0.00	26,200	(100.0%)	
Adjust Provisions and Accruals		0	0	(10,662.50)	(10,663)	0.0%	
Net Operating		(113,400)	953,477	1,224,393.70	270,917		
Capital Revenues							
Grants, Subsidies and Contributions	8	2,963,900	1,678,000	959,185.46	(718,815)	(74.9%)	▼
Proceeds from Disposal of Assets	10	1,227,000	638,000	217,272.73	(420,727)	(193.6%)	▼
Transfer from Reserves	9	884,700	12,000	0.00	(12,000)	(100.0%)	▼
Proceeds - Short Term Loan Facilities		600,000	600,000	0.00	(600,000)	(100.0%)	▼
Total		5,675,600	2,928,000	1,176,458.19	(1,151,542)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(853,500)	(707,500)	(520,015.30)	187,485	36.1%	▼
Plant and Equipment	12	(1,032,000)	(789,000)	(288,762.39)	500,238	173.2%	▼
Furniture and Equipment	12	(12,000)	(12,000)	0.00	12,000	100.0%	▼
Infrastructure - Roads	12	(1,772,800)	(806,200)	(646,308.49)	159,892	24.7%	▼
Infrastructure - Other	12	(1,216,500)	(326,500)	(52,808.87)	273,691	518.3%	▼
Repayment of Debentures	12	(123,500)	(21,400)	(20,651.78)	748	3.6%	
Payment of Short Term Loan Facilities		(600,000)	0	0.00	0		
Transfer to Reserves	9	(534,100)	(4,770)	(3,195.88)	1,574	49.3%	
Total		(6,144,400)	(2,667,370)	(1,531,742.71)	1,135,627		
Net Capital		(468,800)	260,630	(355,284.52)	(15,915)		
Total Net Operating + Capital		(582,200)	1,214,107	869,109.18	255,002		
Opening Funding Surplus(Deficit)		582,200	582,200	578,625.16	(3,575)	(0.6%)	
Closing Funding Surplus(Deficit)	4	0	1,796,307	1,447,734.34	251,427		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 January 2021

	Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		67,800	34,600	50,870.19	16,270	31.98%	▲
General Purpose Funding		3,488,500	3,038,250	3,068,050.01	29,800	0.97%	
Law, Order and Public Safety		293,900	244,330	108,507.18	(135,823)	(125.17%)	▼
Health		2,900	1,800	236.00	(1,564)	(662.71%)	▼
Education and Welfare		118,800	102,300	7,665.55	(94,634)	(1234.54%)	▼
Housing		551,500	206,450	88,528.49	(117,922)	(133.20%)	▼
Community Amenities		85,400	70,950	70,894.51	(55)	(0.08%)	
Recreation and Culture		593,700	310,840	459,866.54	149,027	32.41%	▲
Transport		2,043,400	1,139,950	680,853.04	(459,097)	(67.43%)	▼
Economic Services		465,200	300,473	107,920.39	(192,553)	(178.42%)	▼
Other Property and Services		87,400	61,950	27,793.10	(34,157)	(122.90%)	▼
Total		7,798,500	5,511,893	4,671,185.00	(840,708)		
Operating Expense							
Governance		(581,600)	(361,578)	(403,243.60)	(41,666)	(10.33%)	▲
General Purpose Funding		(272,500)	(159,474)	(134,614.90)	24,859	18.47%	▼
Law, Order and Public Safety		(297,400)	(187,951)	(153,549.11)	34,402	22.40%	▼
Health		(53,100)	(31,537)	(17,377.46)	14,160	81.48%	▼
Education and Welfare		(95,100)	(53,600)	(28,338.03)	25,262	89.15%	▼
Housing		(188,100)	(118,553)	(71,780.53)	46,772	65.16%	▼
Community Amenities		(449,500)	(250,788)	(219,496.47)	31,292	14.26%	▼
Recreation and Culture		(1,387,000)	(788,025)	(455,622.91)	332,402	72.96%	▼
Transport		(2,835,200)	(1,671,006)	(691,913.42)	979,093	141.51%	▼
Economic Services		(360,200)	(198,901)	(118,490.16)	80,411	67.86%	▼
Other Property and Services		(38,900)	(109,640)	(182,516.75)	(72,877)	(39.93%)	▲
Total		(6,558,600)	(3,931,053)	(2,476,943.34)	1,454,110		
Funding Balance Adjustment							
Add back Depreciation		1,855,000	1,076,837	0.00	(1,076,837)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	10	(244,400)	(26,200)	0.00	26,200	(100.00%)	
Adjust Provisions and Accruals		0	0	(10,662.50)	(10,663)		
Net Operating		2,850,500	2,631,477	2,183,579.16	(447,898)		
Capital Revenues							
Proceeds from Disposal of Assets	10	1,227,000	638,000	217,272.73	(420,727)	(193.64%)	▼
Transfer from Reserves	9	884,700	12,000	0.00	(12,000)	(100.00%)	▼
Proceeds - Short Term Loan Facility		600,000	600,000	0.00	(600,000)	(100.00%)	▼
Total		2,711,700	1,250,000	217,272.73	(432,727)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(853,500)	(707,500)	(520,015.30)	187,485	36.05%	▼
Plant and Equipment	12	(1,032,000)	(789,000)	(288,762.39)	500,238	173.24%	▼
Furniture and Equipment	12	(12,000)	(12,000)	0.00	12,000	0.00%	
Infrastructure Assets - Roads	12	(1,772,800)	(806,200)	(646,308.49)	159,892	24.74%	▼
Infrastructure Assets - Other	12	(1,216,500)	(326,500)	(52,808.87)	273,691	518.27%	▼
Repayment of Debentures		(123,500)	(21,400)	(20,651.78)	748	3.62%	
Payment of Short Term Loan Facilities		(600,000)	0	0.00	0		
Transfer to Reserves	9	(534,100)	(4,770)	(3,195.88)	1,574	49.25%	
Total		(6,144,400)	(2,667,370)	(1,531,742.71)	1,135,627		
Net Capital		(3,432,700)	(1,417,370)	(1,314,469.98)	702,900		
Total Net Operating + Capital		(582,200)	1,214,107	869,109.18	255,002		
Opening Funding Surplus(Deficit)		582,200	582,200	578,625.16	(3,575)	(0.62%)	
Closing Funding Surplus(Deficit)	4	0	1,796,307	1,447,734.34	251,427		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 January 2021

	Actual 2020/21	C/fwd 1 July 2020
CURRENT ASSETS		
Cash	4,787,124.65	4,146,346.54
Receivables	616,086.54	587,049.36
Inventories - Stock on Hand	38,724.74	32,540.24
TOTAL CURRENT ASSETS	5,441,935.93	4,765,936.14
CURRENT LIABILITIES		
Creditors and Provisions	2,878,685.02	3,085,652.79
Borrowings	102,854.69	123,506.47
TOTAL CURRENT LIABILITIES	2,981,539.71	3,209,159.26
NET CURRENT ASSETS	2,460,396.22	1,556,776.88
NON-CURRENT ASSETS		
Receivables	60,852.80	60,852.80
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	71,220.00	71,220.00
Property, Plant and Equipment	20,482,909.86	19,879,996.03
Infrastructure Assets	119,086,935.03	118,399,226.54
TOTAL NON-CURRENT ASSETS	139,917,917.69	138,627,295.37
NON-CURRENT LIABILITIES		
Creditors and Provisions	53,066.93	53,066.93
Borrowings	1,941,696.15	1,941,696.15
TOTAL NON-CURRENT LIABILITIES	1,994,763.08	1,994,763.08
NET ASSETS	140,383,550.83	138,189,309.17
EQUITY		
Accumulated Surplus	40,981,083.93	38,790,038.15
Reserves - Asset Revaluation	97,749,894.05	97,749,894.05
Reserves - Cash Backed	1,652,572.85	1,649,376.97
TOTAL EQUITY	140,383,550.83	138,189,309.17

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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 January 2021

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 January 2021

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

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 January 2021

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 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Governance		
The LGIS scheme dividend credit was higher than anticipated and the LGIS good driver rebate was received earlier than anticipated.	■	
Paid Parental Leave was received from Centrelink for payment to the staff member on maternity leave.		■
Law, Order & Public Safety		
The final claim for funding from DFES for the Broomehill Fire Station is to be submitted.	■	
Education & Welfare		
Recoup from A Smart Start funding held in the balance sheet is still to be transferred to operating revenue.	■	
Housing		
Final payment of grant funding for the housing project is still to be received. An extension has been sought to 31 March to enable completion of the project for a number of Shires.	■	
Recreation & Culture		
The first instalment of Drought Communities Program funding was received in January.	■	
The Broomehill Recreation Complex have recouped expenditure incurred to purchase an honour board and replace exterior lights with LED.		■
Transport		
The first instalment of Drought Communities Program funding was received in January.	■	
Progress claims for the second 40% of Regional Road Group funding will be submitted in February/March as works are progressing.	■	
Economic Services		
Final payment of grant funding for the housing project is still to be received, for construction of the cabins at the caravan park.	■	
Other Property & Services		
Sale of the former Bowling Club was anticipated to have occurred, and a profit on disposal of this asset was budgeted. Sale of this property has not progressed.	■	
OPERATING EXPENSE		
Law, Order & Public Safety		
Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 January 2021

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 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
<p>Education & Welfare The Youth Worker trainee has resigned and this position is on hold. The role is being reviewed and readvertised.</p>	■	
<p>Housing Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.</p>	■	
<p>Recreation & Culture Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.</p>	■	
<p>Transport Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.</p>	■	
<p>Economic Services Expenditure under this program has not been as high as anticipated to date. Depreciation is still to be allocated, which also affects the variances.</p>	■	
<p>Other Property & Services Public Works Overheads and Plant Operation Costs are allocated over the full year as entries through the payroll system. Some costs are incurred in the early months of the new year (eg insurances, licenses) however are allocated across the various works programs over the full year.</p> <p>The allocations are monitored, and where internal rates require review adjustments will be made as part of the budget review.</p>	■	
<p>CAPITAL REVENUE</p>		
<p>Proceeds from Disposal of Assets The variance relates to the timing of vehicle changeovers. There have been delays in supply of vehicles as a result of the Covid pandemic. Payment for changeover of the grader and backhoe was anticipated in January, and while the machines were delivered this month, payment was made in February. Sale of the former Bowling Club was anticipated to have occurred, and a profit on disposal of this asset was budgeted. Sale of this property has not progressed.</p>	■ ■ ■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 31 January 2021

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.

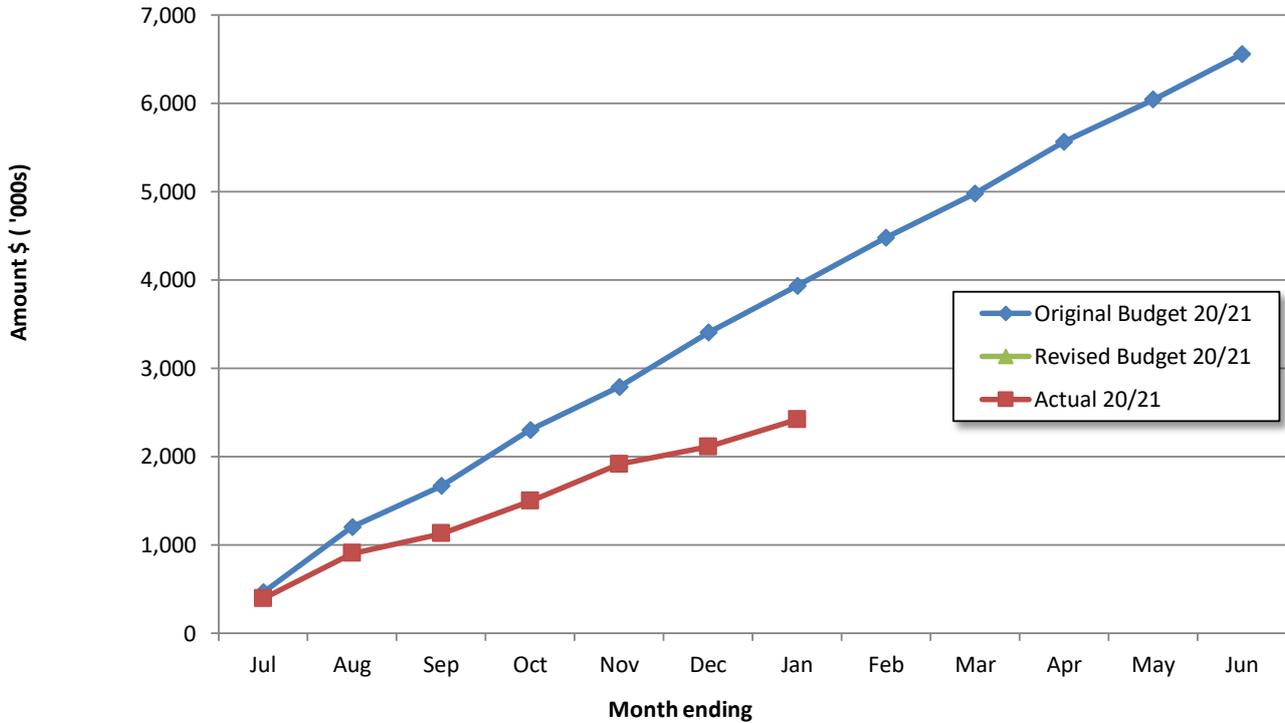
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
CAPITAL EXPENSE		
Land & Buildings The cabins at the Broomehill Caravan Park are nearing completion, the Broomehill Fire Station is complete. Landscaping is still to be finished at the Holland Court Units.	■	
Plant & Equipment The variance relates to the timing of vehicle changeovers. There have been delays in supply of vehicles as a result of the Covid pandemic. Payment for changeover of the grader and backhoe was anticipated in January, and while the machines were delivered this month, payment was made in February.	■ ■ ■	
Infrastructure - Roads The road construction program is well underway and sealing on Pallinup Road and Toolbrunup Road complete. Expenditure is not as high as anticipated when preparing the monthly budget estimates.	■	
Infrastructure - Other Capital projects are underway, included under this heading is installation of new water tanks in Broomehill and Tambellup.	■	

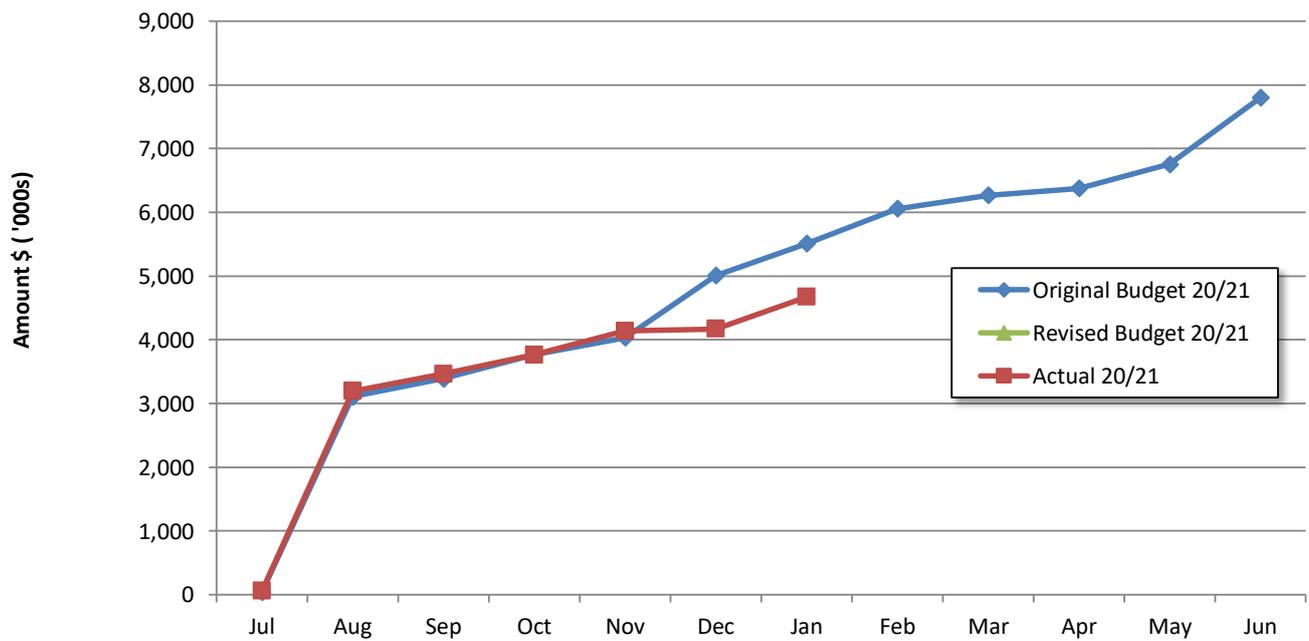
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



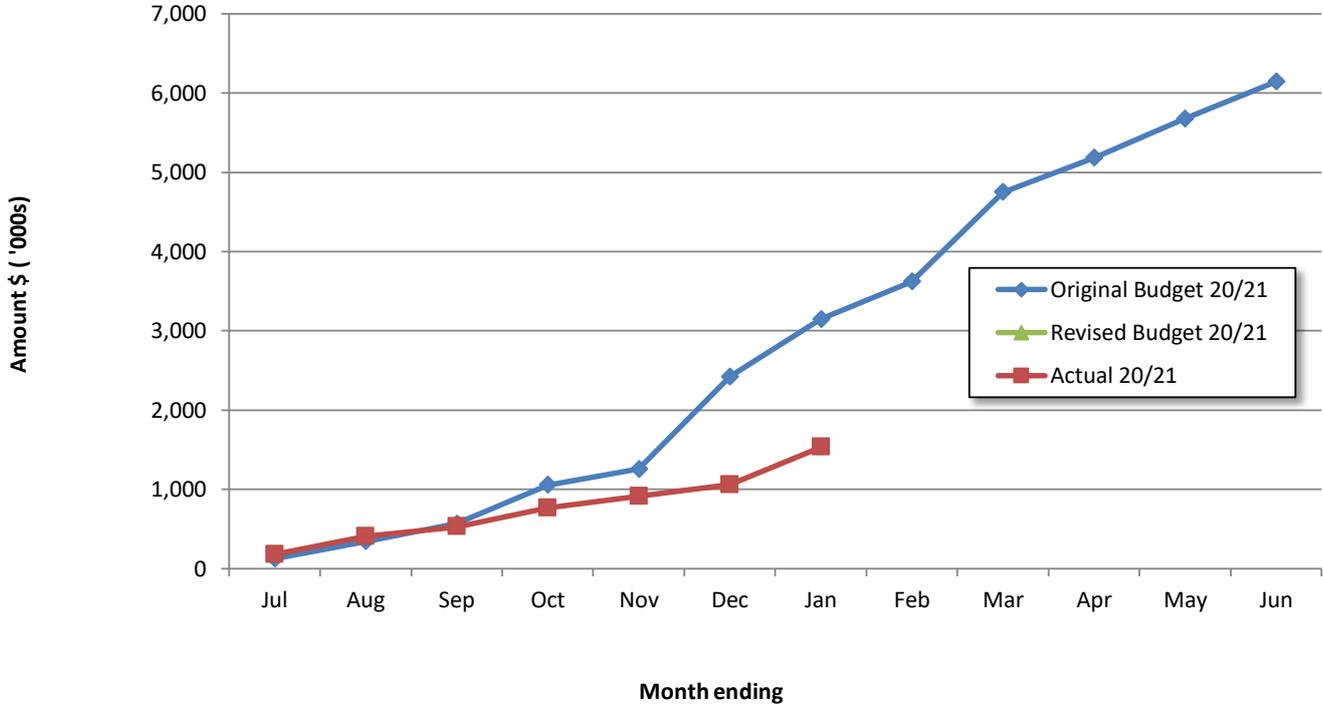
Budget Operating Revenues -v- Actual



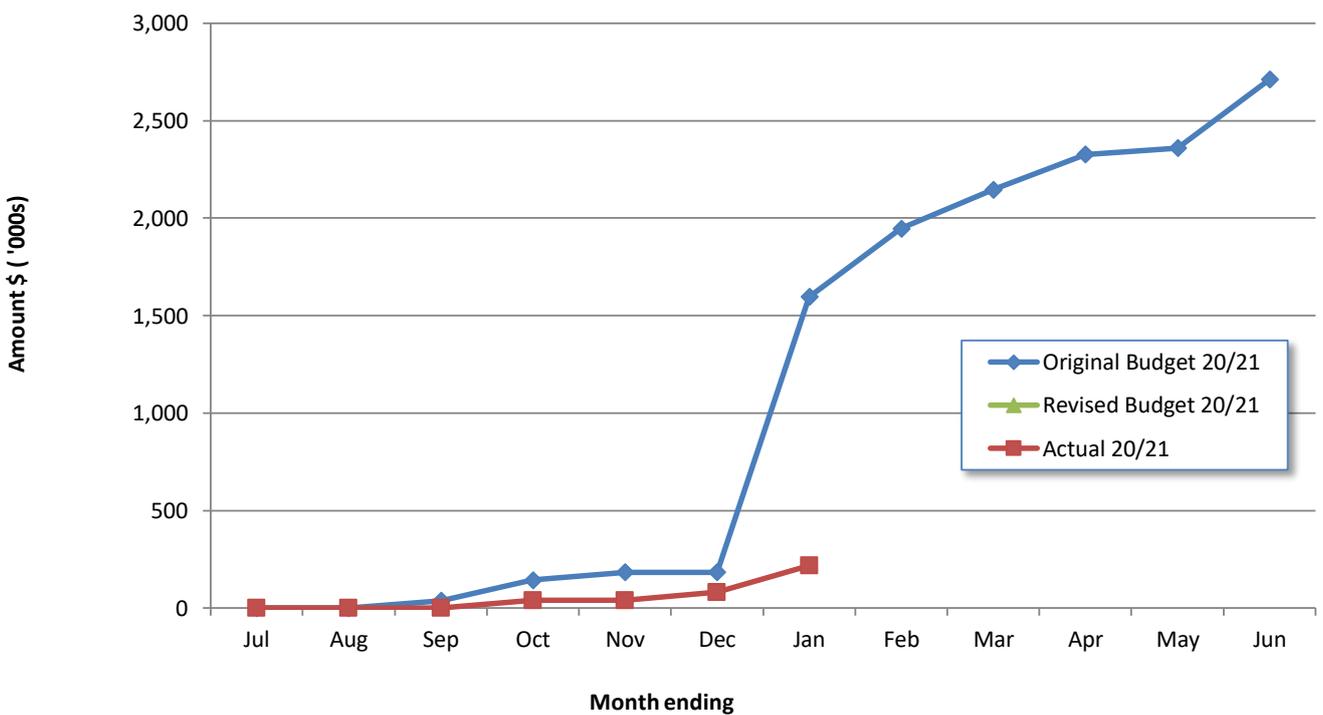
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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 January 2021

4: NET CURRENT FUNDING POSTION

	Note	Actual 2020/21	C/fwd 1 July 2020
		\$	\$
Current Assets			
Cash Unrestricted		667,687.80	110,758.95
Cash Restricted - Other Payables		2,466,864.00	2,386,210.62
Cash Restricted - Reserves	9	1,652,572.85	1,649,376.97
Receivables - Rates and Rubbish	6	319,784.87	290,568.23
Receivables - Other	6	34,082.23	90,602.70
Inventories		38,724.74	32,540.24
Accruals and Provisions		157,504.26	157,504.26
		5,337,220.75	4,717,561.97
Less: Current Liabilities			
Payables		(16,160.65)	(45,226.83)
Net GST & PAYG		(64,510.40)	(45,155.83)
Other Payables - Bonds & Deposits		(6,210.00)	(3,890.00)
Other Payables - Building Retention Bonds		(120,160.30)	(141,174.34)
Other Payables - A Smart Start		(82,908.89)	(90,574.44)
Other Payables - Great Southern Treasures		(41,724.32)	(41,724.32)
Other Payables - Great Sthn Housing Initiative		(1,889,739.00)	(2,057,342.00)
Accruals and Provisions		(15,500.00)	(64,472.08)
		(2,236,913.56)	(2,489,559.84)
Less: Cash Restricted - Reserves	9	(1,652,572.85)	(1,649,376.97)
Net Current Funding Position		1,447,734.34	578,625.16

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

5: CASH AND INVESTMENTS

Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Fund		667,687.80	2,466,864.00		3,134,551.80	Bendigo	
Trust Fund				15,148.22	15,148.22	Bendigo	
Cash on Hand		1,500.00			1,500.00		
(b) Term Deposits							
Reserve Funds	0.15%		1,652,572.85		1,652,572.85	Bendigo	1/02/2021
Total		669,187.80	4,119,436.85	15,148.22	4,803,772.87		

Comments/Notes - Investments

a) Cash Deposits

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

**b) Term Deposits
Reserve Funds**

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

6: RECEIVABLES

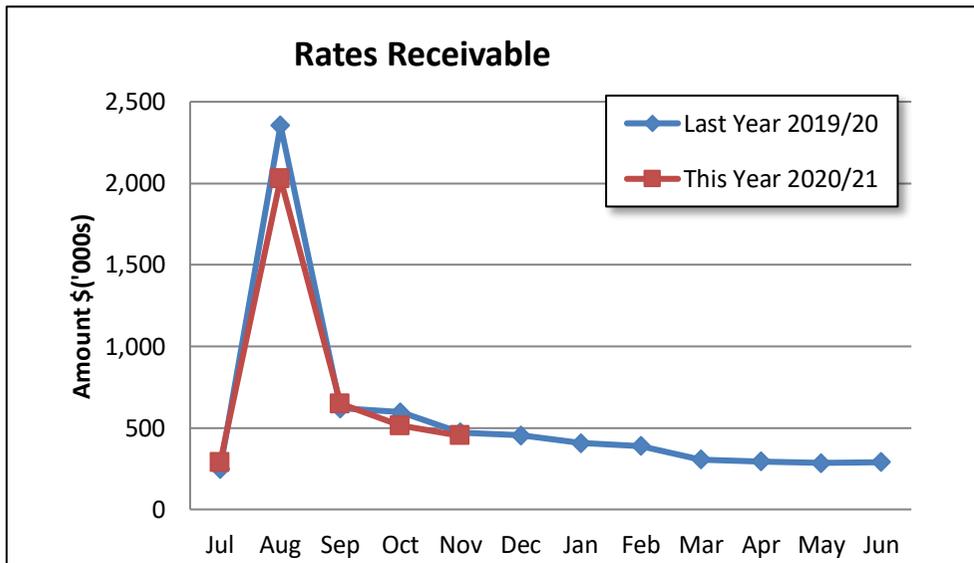
Rates & Rubbish

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

Actual 2020/21	c/fwd 1 July 2020
\$	\$
290,568.23	290,568.23
2,664,024.80	2,660,485.27
(2,634,808.16)	(2,660,485.27)
319,784.87	290,568.23
319,784.87	290,568.23
% Collected	89.18% 90.15%

Net Rates Collectable

% Collected

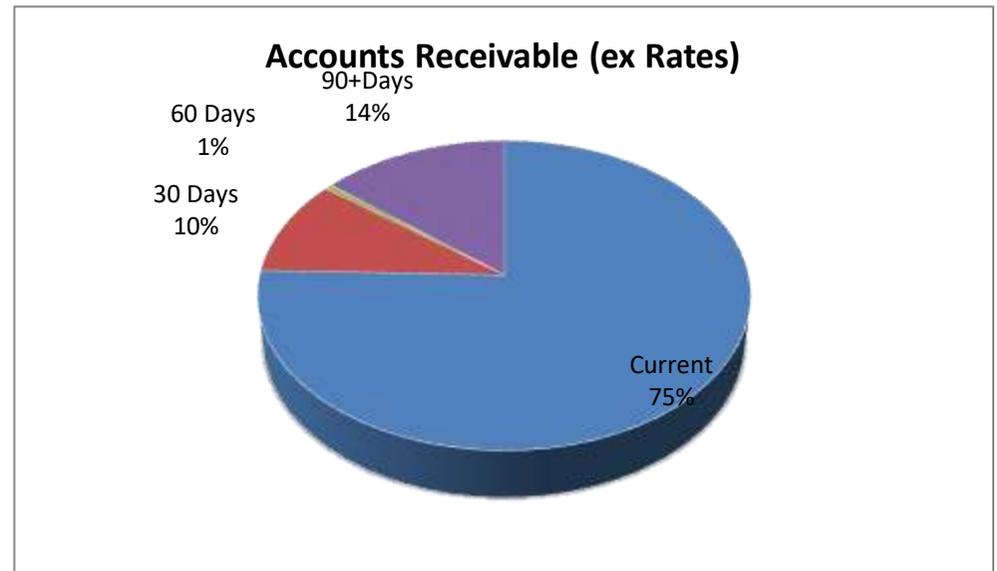


Comments/Notes - Receivables Rates and Rubbish

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	45,810.70	8,199.34	450.15	11,394.92
Pensioner Rebates	705.91			
Emergency Services Levy	15,234.42			
	61,751.03	8,199.34	450.15	11,394.92
		Total Outstanding		81,795.44

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2020	Received 2020/21	Expended 2020/21	Closing Balance
		\$			
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	(17,694.00)	33,811.52
TRANSPORT					
Main Roads WA	Regional Road Group 2019/20	0.00	235,653.00	(198,511.34)	37,141.66
Main Roads WA	Black Spot Funding 2019/20	0.00	28,987.00	(13,818.69)	15,168.31
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	0.00	0.00	0.00
WA Local Govt Grants Commission	Bridge funding - Martinup Rd bridge	0.00	240,000.00	0.00	240,000.00
TOTALS		51,505.52	504,640.00	(230,024.03)	326,121.49

Comments - Grants and Contributions

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

9. CASH BACKED RESERVES

	Budget 2020/21				Actual 2020/21			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	112,800	51,800	(82,700)	81,900	112,774.20	218.60	0.00	112,992.80
Plant Reserve	324,400	304,000	(455,000)	173,400	324,387.87	628.63	0.00	325,016.50
Building Reserve	355,700	55,000	0	410,700	355,734.03	689.35	0.00	356,423.38
Information Technology Reserve	53,400	10,900	(12,000)	52,300	53,400.62	103.55	0.00	53,504.17
Tambellup Rec Ground & Pavilion Reserve	57,400	5,900	0	63,300	57,353.08	111.22	0.00	57,464.30
Broomehill Rec Complex Reserve	95,900	10,100	0	106,000	95,883.48	185.68	0.00	96,069.16
Building Maintenance Reserve	22,300	23,000	0	45,300	22,314.96	43.14	0.00	22,358.10
Sandalwood Villas Reserve	93,300	11,200	0	104,500	93,276.36	180.88	0.00	93,457.24
Bhill Synthetic Bowling Green Reserve	75,200	9,600	0	84,800	75,191.48	145.73	0.00	75,337.21
Refuse Sites Post Closure Management Reserve	31,900	5,500	0	37,400	31,954.54	62.00	0.00	32,016.54
Lavieville Lodge Reserve	80,800	11,100	(25,000)	66,900	80,769.88	156.60	0.00	80,926.48
Townscape Plan Implementation Reserve	272,700	27,500	(300,000)	200	272,694.35	527.64	0.00	273,221.99
Tambellup Synthetic Bowling Green Reserve	23,000	7,800	0	30,800	23,065.89	44.74	0.00	23,110.63
Tourism & Economic Development Reserve	50,600	700	(10,000)	41,300	50,576.23	98.12	0.00	50,674.35
	1,649,400	534,100	(884,700)	1,298,800	1,649,376.97	3,195.88	0.00	1,652,572.85

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 January 2021

10. DISPOSALS OF ASSETS

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

	Budget 2020/21				Actual 2020/21			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance								
Ford Ranger XLT dual cab - OTA	34,200	40,000	5,800	0	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	46,800	40,000	0	(6,800)	0.00	0.00	0.00	0.00
Housing								
11 Lavarock Street, Broomehill	102,200	200,000	97,800	0	0.00	0.00	0.00	0.00
20 Henry Street, Tambellup	102,200	200,000	97,800	0	0.00	0.00	0.00	0.00
27 East Terrace, Tambellup	64,600	200,000	135,400	0	0.00	0.00	0.00	0.00
Transport								
Caterpillar Grader - BH006	186,800	120,000	0	(66,800)	0.00	0.00	0.00	0.00
Caterpillar Backhoe - BH013	92,200	80,000	0	(12,200)	0.00	0.00	0.00	0.00
Caterpillar Road Broom	8,000	5,000	0	(3,000)	0.00	0.00	0.00	0.00
Ford Ranger XLT with canopy - 1TA	41,800	38,000	0	(3,800)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA052	38,700	33,000	0	(5,700)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	44,200	44,000	0	(200)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	44,200	44,000	0	(200)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	34,600	30,000	0	(4,600)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	35,700	35,000	0	(700)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	43,000	38,000	0	(5,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA005	35,100	30,000	0	(5,100)	0.00	0.00	0.00	0.00
Economic Services								
Lot 19 Taylor Street, Tambellup	28,300	50,000	21,700	0	0.00	0.00	0.00	0.00
	982,600	1,227,000	358,500	(114,100)	0.00	0.00	0.00	0.00
By Class:								
Land and Buildings	297,300	650,000	352,700	0	0.00	0.00	0.00	0.00
Plant and Equipment	685,300	577,000	5,800	(114,100)	0.00	0.00	0.00	0.00
	982,600	1,227,000	358,500	(114,100)	0.00	0.00	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GENERAL PURPOSE FUNDING				
Rate Revenue	2,607,200	(202,500)	2,634,943.02	(105,774.61)
General Purpose Funding	855,900	0	429,244.50	0.00
Other General Purpose Funding	25,400	(70,000)	3,862.49	(28,840.29)
TOTAL GENERAL PURPOSE FUNDING	3,488,500	(272,500)	3,068,050.01	(134,614.90)
GOVERNANCE				
Members Of Council	16,000	(564,800)	19,912.89	(248,088.92)
Administration General	47,800	0	30,957.30	(151,857.99)
Other Governance	4,000	(16,800)	0.00	(3,296.69)
TOTAL GOVERNANCE	67,800	(581,600)	50,870.19	(403,243.60)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	285,700	(205,700)	105,743.41	(120,434.42)
Animal Control	8,200	(90,700)	2,763.77	(33,114.69)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW, ORDER & PUBLIC SAFETY	293,900	(297,400)	108,507.18	(153,549.11)
HEALTH				
Maternal & Infant Health	600	(15,900)	0.00	(5,546.89)
Health Inspection & Administration	2,300	(24,000)	236.00	(8,214.62)
Preventative Services - Pest Control	0	(13,200)	0.00	(3,615.95)
TOTAL HEALTH	2,900	(53,100)	236.00	(17,377.46)
EDUCATION & WELFARE				
Other Education	38,800	(45,100)	7,665.55	(23,437.41)
Other Welfare	80,000	(50,000)	0.00	(4,900.62)
TOTAL EDUCATION & WELFARE	118,800	(95,100)	7,665.55	(28,338.03)
HOUSING				
Staff Housing	371,000	0	0.00	(6,531.41)
Other Housing	180,500	(188,100)	88,528.49	(65,249.12)
TOTAL OTHER HOUSING	551,500	(188,100)	88,528.49	(71,780.53)
COMMUNITY AMENITIES				
Household Refuse	63,500	(257,800)	62,356.10	(143,347.60)
Protection Of The Environment	2,500	(2,500)	1,326.09	(4,259.16)
Town Planning & Regional Development	8,000	(77,300)	3,111.29	(30,508.67)
Other Community Amenities	11,400	(44,500)	4,101.03	(15,358.52)
Public Conveniences	0	(67,400)	0.00	(26,022.52)
TOTAL COMMUNITY AMENITIES	85,400	(449,500)	70,894.51	(219,496.47)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
RECREATION & CULTURE				
Public Halls & Civic Centres	172,600	(295,500)	96,622.35	(110,781.55)
Other Sport & Recreation	421,000	(898,000)	361,575.55	(272,433.79)
Libraries	100	(135,100)	5.46	(56,089.65)
Other Culture	0	(58,400)	935.91	(16,317.92)
TOTAL RECREATION & CULTURE	593,700	(1,387,000)	459,139.27	(455,622.91)
TRANSPORT				
Road Construction	1,649,400	0	504,640.00	0.00
Streets Roads Bridges & Depot Maint	375,800	(2,751,000)	168,517.00	(667,284.10)
Transport - Other	18,200	(84,200)	7,696.04	(24,629.32)
TOTAL TRANSPORT	2,043,400	(2,835,200)	680,853.04	(691,913.42)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(744.91)
Tourism & Area Promotion	226,700	(172,100)	89,954.27	(73,177.53)
Building Control	12,200	(56,500)	2,486.38	(15,500.37)
Other Economic Services	226,300	(130,100)	15,479.74	(29,067.35)
TOTAL ECONOMIC SERVICES	465,200	(360,200)	107,920.39	(118,490.16)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(3,500)	5,583.14	(7,490.86)
Public Works Overhead	2,700	(900)	1,264.20	(43,291.78)
Plant Operation Costs	50,000	0	18,566.76	(82,770.27)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(43,959.84)
Unclassified	29,700	(34,500)	2,379.00	(5,004.00)
TOTAL OTHER PROPERTY & SERVICES	87,400	(38,900)	27,793.10	(182,516.75)
TOTAL OPERATING	7,798,500	(6,558,600)	4,670,457.73	(2,476,943.34)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GOVERNANCE					
Administration PC's upgrade	F&E	0	(12,000)	0.00	0.00
Bhill Admin Building - enclose carport/install roller doors	BS	0	(17,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab - OTA (sale of)	P&E	40,000	0	0.00	0.00
Ford Everest wagon - BH000	P&E	40,000	(51,000)	42,727.27	(52,632.15)
Total		80,000	(80,000)	42,727.27	(52,632.15)
LAW, ORDER & PUBLIC SAFETY					
Broomehill Fire Shed	BS	0	(155,000)	0.00	(185,506.48)
Total		0	(155,000)	0.00	(185,506.48)
EDUCATION & WELFARE					
Youth Centre Tambellup (DCP funding)	BS	0	(80,000)	0.00	0.00
Total		0	(80,000)	0.00	0.00
HOUSING					
Independent Living Units - Broomehill	BNS	0	(50,000)	0.00	(39,255.24)
Staff housing - 4x2 Lathom St, Broomehill	BNS	0	(50,000)	0.00	(26,243.52)
Staff housing - 3x2 Leven St, Broomehill	BNS	0	(50,000)	0.00	(26,243.53)
Staff housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(442.23)
Sale of 11 Lavarock Street, Broomehill	BNS	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	BNS	200,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	BNS	200,000	0	0.00	0.00
GROH Housing - 4x2 Parnell St, Tambellup	BNS	0	0	0.00	(1,261.89)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(2,585.94)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(3,178.90)
Unit 1 Lavieville Lodge - renovations	BNS	0	(25,000)	0.00	(1,579.50)
Total		600,000	(175,000)	0.00	(100,790.75)
COMMUNITY AMENITIES					
Bhill Cemetery - gazebo, bench seating	I-O	0	(21,500)	0.00	0.00
Total		0	(21,500)	0.00	0.00
RECREATION & CULTURE					
Broomehill Hall - security upgrades windows/doors	BS	0	(8,500)	0.00	0.00
Tambellup Pavilion - drinking fountains	BS	0	(9,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	BS	0	(19,000)	0.00	0.00
Broomehill Rec Complex upgrades (DCP funding)	I-P	0	(150,000)	0.00	0.00
Holland Park - nature play (DCP funding)	I-P	0	(100,000)	0.00	0.00
Town Square development - Tambellup (DCP funding/Reserve)	I-P	0	(495,000)	0.00	0.00
Total		0	(781,500)	0.00	0.00
TRANSPORT					
Tambellup Depot - perimeter fencing & parking	BS	0	(15,000)	0.00	0.00
Tambellup Depot - concrete bays in machinery shed	BS	0	(20,000)	0.00	(5,184.00)
Plant Replacement					
Caterpillar Grader - BH006	P&E	120,000	(350,000)	0.00	0.00
Caterpillar Backhoe - BH013	P&E	80,000	(210,000)	0.00	0.00
Caterpillar Road Broom	P&E	5,000	(35,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	P&E	38,000	(49,000)	36,363.64	(51,657.85)
Ford Ranger dual cab - TA052	P&E	33,000	(43,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	P&E	88,000	(96,000)	41,818.18	(47,910.82)
Ford Ranger dual cab - BH00	P&E	30,000	(40,000)	27,272.73	(41,223.94)
Ford Ranger extra cab - BH014	P&E	35,000	(50,000)	30,909.09	(41,434.39)
Ford Ranger dual cab - BH003	P&E	38,000	(48,000)	38,181.82	(53,903.24)
Ford Ranger dual cab - TA005	P&E	30,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(20,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
TRANSPORT					
<i>Townscape</i>					
Town/Streetscape works - Broomehill (DCP funding/Reserve)	I-P	0	(210,000)	0.00	0.00
Town/Streetscape works - Tambellup (DCP funding)	I-P	0	(100,000)	0.00	0.00
<i>Road Construction</i>					
<i>Regional Road Group</i>					
Tambellup West Rd - pavement repair & reseal	I-R	0	(69,500)	0.00	(2,269.76)
Pootenup Road - pavement repair & reseal	I-R	0	(106,200)	0.00	(22,739.59)
Toolbrunup Road - pavement repair, widen shoulders & reseal	I-R	0	(300,000)	0.00	(226,720.75)
Broomehill-Kojonup Road - pavement repair & reseal	I-R	0	(120,000)	0.00	(16,702.19)
Gnowangerup-Tambellup Road - pavement repair & reseal	I-R	0	(288,000)	0.00	(124,526.65)
<i>Black Spot</i>					
Flat Rocks / Greenhills South Road	I-R	0	(121,700)	0.00	(82,494.29)
Tieline / Moultryerup Road	I-R	0	(108,700)	0.00	(13,818.69)
Tieline / Norrish Road	I-R	0	(92,400)	0.00	(4,196.82)
<i>Roads to Recovery</i>					
Pallinup Road - seal	I-R	0	(220,000)	0.00	(196,966.35)
Warrenup Road - stabilise & reseal failed sthn section	I-R	0	(25,500)	0.00	(16,298.40)
<i>Local Roads & Community Infrastructure Program</i>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Etna Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(55,000)	0.00	0.00
Kerbing - town streets	I-R	0	(21,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(30,000)	0.00	0.00
Birt Road - resheeting 2-3kms	I-R	0	(30,000)	0.00	0.00
Paul Valley Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Flat Rocks Road - resheeting 2-3kms	I-R	0	(85,000)	0.00	0.00
<i>Footpaths</i>					
Footpath Plan	I-F	0	(35,000)	0.00	(41,400.00)
Add back Job Depreciation	I-R	0	120,200	0.00	60,425.00
Total		497,000	(3,133,800)	174,545.46	(929,022.73)
ECONOMIC SERVICES					
Holland Track Interpretive Centre (DCP funding)	BS	0	(115,000)	0.00	0.00
Chalets - Broomehill Caravan Park	BS	0	(240,000)	0.00	(228,534.07)
Water Harvesting - CBH Dam to Complex/Caravan Park	I-O	0	0	0.00	(1,523.82)
Sale of Lot 19 Taylor St, Tambellup	LF	50,000	0	0.00	0.00
Water efficiencies - Tambellup (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water tanks adjacent to standpipes (4 locations)	I-W	0	(55,000)	0.00	(9,885.05)
Total		50,000	(460,000)	0.00	(239,942.94)
Total		1,227,000	(4,886,800)	217,272.73	(1,507,895.05)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
LAND HELD FOR RESALE	LR	0	0	0.00	0.00
LAND - FREEHOLD	LF	50,000	0	0.00	0.00
BUILDINGS - NON SPECIALISED	BNS	600,000	(175,000)	0.00	(100,790.75)
BUILDINGS - SPECIALISED	BS	0	(678,500)	0.00	(419,224.55)
PLANT & EQUIPMENT	P&E	577,000	(1,032,000)	217,272.73	(288,762.39)
FURNITURE & EQUIPMENT	F&E	0	(12,000)	0.00	0.00
INFRASTRUCTURE - ROADS	I-R	0	(1,772,800)	0.00	(646,308.49)
INFRASTRUCTURE - FOOTPATHS	I-F	0	(35,000)	0.00	(41,400.00)
INFRASTRUCTURE - PARKS & OVALS	I-P	0	(1,055,000)	0.00	0.00
INFRASTRUCTURE - WATER SUPPLY	I-W	0	(105,000)	0.00	(9,885.05)
INFRASTRUCTURE - OTHER	I-O	0	(21,500)	0.00	(1,523.82)
		1,227,000	(4,886,800)	217,272.73	(1,507,895.05)
RESERVE TRANSFERS - from/(to)					
Leave Reserve		82,700	(51,800)	0.00	(218.60)
Plant Replacement Reserve		455,000	(304,000)	0.00	(628.63)
Building Reserve		0	(55,000)	0.00	(689.35)
Computer Reserve		12,000	(10,900)	0.00	(103.55)
Tambellup Rec Ground & Pavilion Reserve		0	(5,900)	0.00	(111.22)
Broomehill Rec Complex Reserve		0	(10,100)	0.00	(185.68)
Building Maintenance Reserve		0	(23,000)	0.00	(43.14)
Sandalwood Villas Reserve		0	(11,200)	0.00	(180.88)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,600)	0.00	(145.73)
Refuse Sites Post Closure Management Reserve		0	(5,500)	0.00	(62.00)
Lavieville Lodge Reserve		25,000	(11,100)	0.00	(156.60)
Townscape Plan Implementation Reserve		300,000	(27,500)	0.00	(527.64)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	(44.74)
Tourism & Economic Development Reserve		10,000	(700)	0.00	(98.12)
		884,700	(534,100)	0.00	(3,195.88)
LOANS					
Loan Repayments		0	(123,500)	0.00	(20,651.78)
Proceeds from New Loans		0	0	0.00	0.00
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0.00
Repayment- Short Term Loan Facilities		0	(600,000)	0.00	0.00
		600,000	(723,500)	0.00	(20,651.78)
TOTAL CAPITAL		2,711,700	(6,144,400)	217,272.73	(1,531,742.71)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

13: TRUST FUND

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	5,834.27	0.00	0.00	5,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
	15,148.22	0.00	0.00	15,148.22

Plant Maintenance Report - March 2021

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute		30,000	2020	2020	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	2,897	15,000	2020	2020	1 yr / 30,000 kms	
BH000	Ford Everest Trend		2000	2020	2020	1yr / 25,000 km	
BH001	CAT Vibe Roller	1,909	2,000	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	41,046	45,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	10,139	15,000	2020	2020	1 yr / 30,000 km	
BH004	CAT 12M Grader	2,427	2,500	2017	2018	8 yrs / 8,000 hrs	
BH005	Cat Multi tyre Roller	1,197	1,500	2018	2018	8 yrs / 8000 hrs	
BH006	CAT 14 M	72	500	2020	2020	8 yrs / 8,000 hrs	
BH007	Toro Mower	1096	1200	2016	2016	5 yrs / 5,000 hrs	
BH009	Izusu 150 Truck	10,435	20,000	2019	2019	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				
BH013	Cat 444 Backhoe	25	500	2020	2020	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	4,000	15,000	2020	2020	1 yr / 30,000 km	
BHT0	Kenworth Truck	132,143	145,000	2016	2017	5 yrs / 250,000 km	REPLACED TWO NEW TYRES,119:171 SERVICED @131,792 KM
BHT84	Toro Groundmaster 3500D Mower	1,287	1,400	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,393	1,500	2017	2017	8 yrs / 8,000hrs	REPLACED AIR FILTERS AND CAB FILTERS
BHT125	Mack Curser 8 Wheel Tipper	218,642	230,000	2013	2013	5 yrs / 250,000 km	Serviced at 220,000, fixed ABS Sensor, replaced two steering hoses, fitted new air control manifold assembly
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	60073		2015	2015		Fitted two new tyres & replaced mud guard frame and flap
TA001	Ford Ranger Ute	10,213	15,000	2020	2020	1 yr / 30,000 kms	
TA005	Ford Ranger Ute	16,001	30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	46,172	50,000	2019	2019	5 yrs / 200,000 km	
TA052	Ford Ranger D-Cab	9,358	15,000	2020	2020	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	156,104	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	4,535	5,000	2016	2016	7 yrs / 8,000 hrs	REPLACED HYDRAULIC HOSE, SERVICED @ 4500 HRS, FITTED 6 NEW TYRES
TA281	930K Loader	5,871	6,000	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	18,864	30,000	2019	2019	5 yrs / 200,000 km	SERVICED @ 20,000 KM
TA2251	3 Axle Float Trailer				2009		
TA417	John Deere Gator		250	2019	2019		SERVICED@120 HRS
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		
1TMR367	Tandem Axle Dolly						FIX MUDGUARD FRAME SUPPORT
BKTBR	Skid Steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2085	Trailer for pump at town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	Reel Mower	92	250	2020	2020		
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
	Bucket Broom						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						
	TA Pressure Washer						
	Polesaw						FIX POLESAW
	Honda Pump						
	Chainsaw						SERVICED & REPLACED 3 CHAINS
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2017	2017		FITTED 6 NEW TYRES
TORO 5910	BH Golf Club Mower	4379	4500	2016	2017		FITTED NEW BLADES
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift	1,400	1,500				
GENSET							
STIHL	Blower						
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						