

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2022

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

Note 12 Capital Acquisitions and Disposals

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

BY NATURE OR TYPE

	Note	Adopted Budget 2022/23	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Opening funding surplus /(deficit)		1,870,500	1,870,500	1,861,784.09	(8,716)	(0.5%)	
Revenue from Operating Activities							
Rates		2,790,600	2,790,600	2,795,531.81	4,932	0.2%	
Grants, Subsidies and Contributions		872,300	342,348	363,038.25	20,690	5.7%	
Profit on Asset Disposal	10	102,000	92,000	0.00	(92,000)	(100.0%)	▼
Fees and Charges		420,200	151,943	143,463.72	(8,479)	(5.9%)	
Interest Earnings		47,000	6,450	7,156.49	706	9.9%	
Other Revenue		105,300	77,720	77,795.12	75	0.1%	
		4,337,400	3,461,061	3,386,985.39	(74,076)	(2.2%)	
Expenditure from Operating Activities							
Employee Costs		(2,284,500)	(670,262)	(681,174.90)	(10,913)	(1.6%)	
Materials and Contracts		(2,000,000)	(438,081)	(484,413.38)	(46,332)	(9.6%)	
Utilities Charges		(235,700)	(44,033)	(48,715.64)	(4,683)	(9.6%)	
Depreciation (Non-Current Assets)		(2,087,500)	(521,832)	0.00	521,832	100.0%	▼
Interest Expenses		(67,300)	(33,100)	(25,329.40)	7,771	30.7%	
Insurance Expenses		(188,800)	(109,150)	(105,227.09)	3,923	3.7%	
Loss on Asset Disposal	10	(159,100)	(17,100)	0.00	17,100	100.0%	▼
Other Expenditure		(92,500)	(23,293)	(31,636.62)	(8,344)	(26.4%)	
		(7,115,400)	(1,856,851)	(1,376,497.03)	480,354	34.9%	
Non Cash Amounts excluded from Operating Activities							
Add: Depreciation on assets		2,087,500	521,832	0.00	(521,832)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	57,100	(74,900)	0.00	74,900	100.0%	▲
Amount attributable to operating activities		(633,400)	2,051,142	2,010,488.36	(40,654)	(2.0%)	
Investing Activities							
Non Operating Grants, Subsidies and Contributions	8	3,012,300	296,000	152,000.00	(144,000)	(94.7%)	▼
Proceeds from Disposal of Assets	10	846,000	307,000	314,090.91	7,091	2.3%	
Payments for property, plant and equipment	12	(1,910,500)	(174,500)	(178,254.64)	(3,755)	(2.1%)	
Payments for construction of infrastructure	12	(2,990,300)	(286,250)	(128,323.57)	157,926	123.1%	▲
		(1,042,500)	142,250	159,512.70	17,263	10.8%	
Financing Activities							
Transfer from Reserves	9	724,100	0	0.00	0		
Repayment of Debentures	12	(131,800)	(23,200)	(23,194.79)	5	0.0%	
Transfer to Reserves	9	(786,900)	0	0.00	0		
Total		(194,600)	(23,200)	(23,194.79)	5	(0.0%)	
Closing Funding Surplus(Deficit)	4	0	4,040,692	4,008,590.36	(32,102)	(0.8%)	

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

BY REPORTING PROGRAM

	Note	Adopted Budget 2022/23	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Opening funding surplus /(deficit)		1,870,500	1,870,500	1,861,784.09	(8,716)	(0.5%)	
Revenue from Operating Activities							
Governance		31,500	15,000	15,926.00	926	5.8%	
General Purpose Funding		3,285,800	2,907,475	2,928,750.49	21,275	0.7%	
Law, Order and Public Safety		178,200	89,050	89,351.29	301	0.3%	
Health		6,800	0	0.00	0		
Education and Welfare		30,300	10,000	10,000.00	0	0.0%	
Housing		302,000	144,696	51,549.60	(93,146)	(180.7%)	▼
Community Amenities		88,500	67,700	67,081.88	(618)	(0.9%)	
Recreation and Culture		46,600	3,750	4,580.74	831	18.1%	
Transport		226,300	189,100	191,456.21	2,356	1.2%	
Economic Services		79,400	23,040	18,100.93	(4,939)	(27.3%)	
Other Property and Services		62,000	11,250	10,188.25	(1,062)	(10.4%)	
		4,337,400	3,461,061	3,386,985.39	(74,076)	(2.2%)	
Expenditure from Operating Activities							
Governance		(615,700)	(166,971)	(184,173.60)	(17,203)	(9.3%)	
General Purpose Funding		(300,000)	(81,034)	(69,514.65)	11,519	16.6%	▼
Law, Order and Public Safety		(289,300)	(74,398)	(63,045.47)	11,353	18.0%	▼
Health		(63,400)	(12,522)	(9,502.98)	3,019	31.8%	
Education and Welfare		(104,700)	(36,292)	(28,177.54)	8,114	28.8%	
Housing		(233,000)	(60,135)	(17,655.14)	42,480	240.6%	▼
Community Amenities		(485,900)	(109,251)	(92,053.51)	17,197	18.7%	▼
Recreation and Culture		(1,386,300)	(317,283)	(228,625.41)	88,658	38.8%	▼
Transport		(3,190,300)	(798,581)	(395,305.74)	403,275	102.0%	▼
Economic Services		(350,600)	(124,291)	(98,779.28)	25,512	25.8%	▼
Other Property and Services		(96,200)	(76,093)	(189,663.71)	(113,571)	(59.9%)	▲
		(7,115,400)	(1,856,851)	(1,376,497.03)	480,354	34.9%	
Non Cash Amounts excluded from Operating Activities							
Add: Depreciation on assets		2,087,500	521,832	0.00	(521,832)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	57,100	(74,900)	0.00	74,900	100.0%	▲
Amount attributable to operating activities		(633,400)	2,051,142	2,010,488.36	(40,654)	(2.0%)	
Investing Activities							
Non Operating Grants, Subsidies and Contributions	8	3,012,300	296,000	152,000.00	(144,000)	(94.7%)	▼
Proceeds from Disposal of Assets	10	846,000	307,000	314,090.91	7,091	2.3%	
Payments for property, plant and equipment	12	(1,910,500)	(174,500)	(178,254.64)	(3,755)	(2.1%)	
Payments for construction of infrastructure	12	(2,990,300)	(286,250)	(128,323.57)	157,926	123.1%	▲
		(1,042,500)	142,250	159,512.70	17,263	10.8%	
Financing Activities							
Transfer from Reserves	9	724,100	0	0.00	0		
Repayment of Debentures	12	(131,800)	(23,200)	(23,194.79)	5	0.0%	
Transfer to Reserves	9	(786,900)	0	0.00	0		
Total		(194,600)	(23,200)	(23,194.79)	5	(0.0%)	
Closing Funding Surplus(Deficit)	4	0	4,040,692	4,008,590.36	(32,102)	(0.8%)	

SHIRE OF BROOMEHILL-TAMBELLUP
For the Period Ended 30 September 2022

BALANCE SHEET

	Actual 2022/23	C/fwd 1 July 2022
CURRENT ASSETS		
Cash	5,510,882.45	4,141,034.90
Receivables	1,212,103.13	732,514.74
Inventories - Stock on Hand	36,362.66	27,447.40
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	6,759,348.24	4,900,997.04
CURRENT LIABILITIES		
Creditors and Provisions	1,433,124.05	1,721,579.12
Borrowings	108,610.01	131,804.80
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	1,541,734.06	1,853,383.92
NET CURRENT ASSETS	<hr/> 5,217,614.18	<hr/> 3,047,613.12
NON-CURRENT ASSETS		
Receivables	80,792.95	80,792.95
Inventories - Land Held for Resale	162,000.00	162,000.00
Financial Assets	77,803.67	77,803.67
Property, Plant and Equipment	20,014,877.36	20,119,720.30
Infrastructure Assets	119,966,797.88	119,869,467.64
	<hr/>	<hr/>
TOTAL NON-CURRENT ASSETS	140,302,271.86	140,309,784.56
NON-CURRENT LIABILITIES		
Creditors and Provisions	14,204.10	14,204.10
Borrowings	1,682,315.82	1,682,315.82
	<hr/>	<hr/>
TOTAL NON-CURRENT LIABILITIES	1,696,519.92	1,696,519.92
NET ASSETS	<hr/> 143,823,366.12	<hr/> 141,660,877.76
EQUITY		
Accumulated Surplus	43,831,474.69	41,668,986.33
Reserves - Asset Revaluation	98,197,500.52	98,197,500.52
Reserves - Cash Backed	1,794,390.91	1,794,390.91
	<hr/>	<hr/>
TOTAL EQUITY	143,823,366.12	141,660,877.76

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1(a): NATURE OR TYPE CLASSIFICATIONS

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1(a): NATURE OR TYPE CLASSIFICATIONS

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1(b): REPORTING PROGRAM CLASSIFICATIONS (FUNCTION/ACTIVITY)

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

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

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

HOUSING

Objective:

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

Activities:

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

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1(b): REPORTING PROGRAM CLASSIFICATIONS (FUNCTION/ACTIVITY)

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
For the Period Ended 30 September 2022

2: REPORT ON MATERIAL 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.

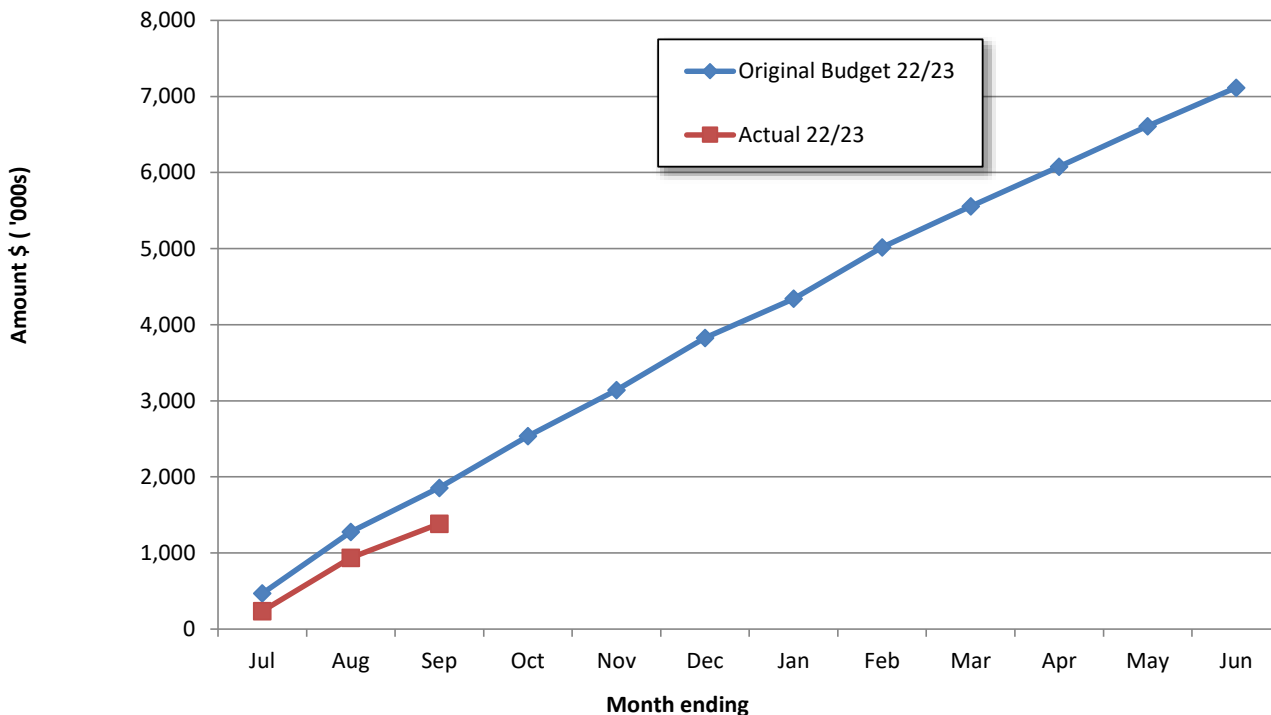
The material variance adopted by Council for the 2022/23 year is \$10,000 or 10% whichever is greater.

Explanation of variances Nature or Type	Var \$	Var %	Timing	Permanent
<p>Profit on Asset Disposal Profit on disposal on sale of 27 East Tce, Tambellup will be processed in the asset register once the audit for the previous financial year is complete</p>	(92,000)	-100%	x	
<p>Depreciation (Non-Current Assets) Asset depreciation cannot be allocated until the audit for the previous financial year is complete. Variances in the Statement of Financial Activity will occur until transactions can be processed in the asset register.</p>	521,832	100%	x	
<p>Loss on Asset Disposal Loss on disposal of plant and equipment items traded to date will be processed in the asset register once the audit for the previous financial year is complete.</p>	17,100	100%	x	
<p>Non Operating Grants, Subsidies and Contributions The first claim from Regional Road Group for the Tieline Road project was submitted early October.</p>	(144,000)	-94.7%	x	
<p>Payments for Construction of Infrastructure While works have commenced on various construction projects planned for the year, expenditure has not been as high as anticipated.</p> <p>The Journal Street/Great Stn Hwy intersection project is nearing completion, though only one milestone payment has been made to the Contractor.</p>	157,926	123.1%		

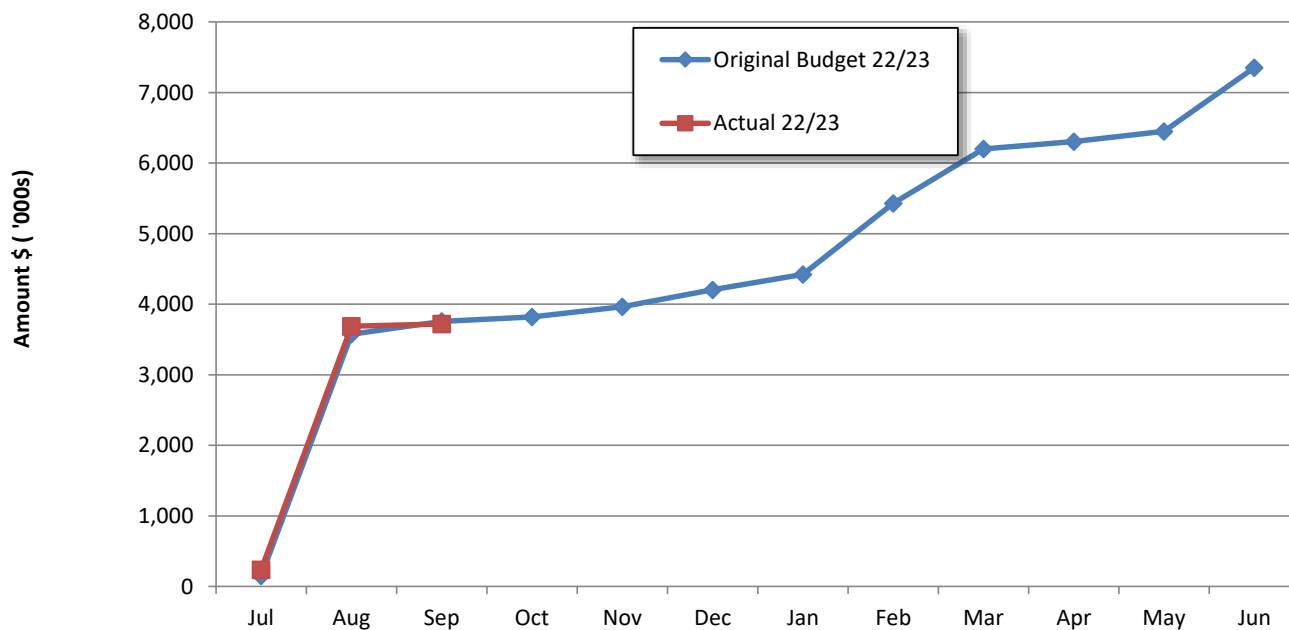
SHIRE OF BROOMEHILL-TAMBELLUP
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2022

3: GRAPHICAL REPRESENTATION

Budget Operating Expenses -v- YTD Actual



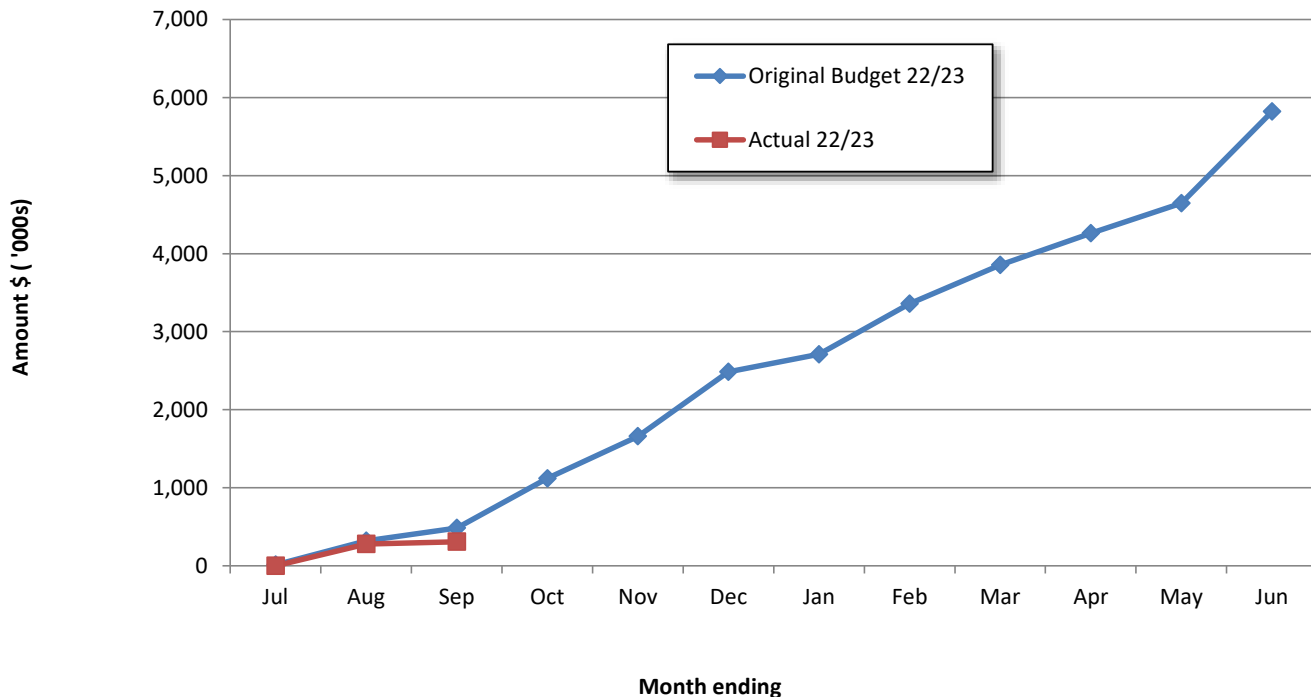
Budget Operating Revenues -v- Actual



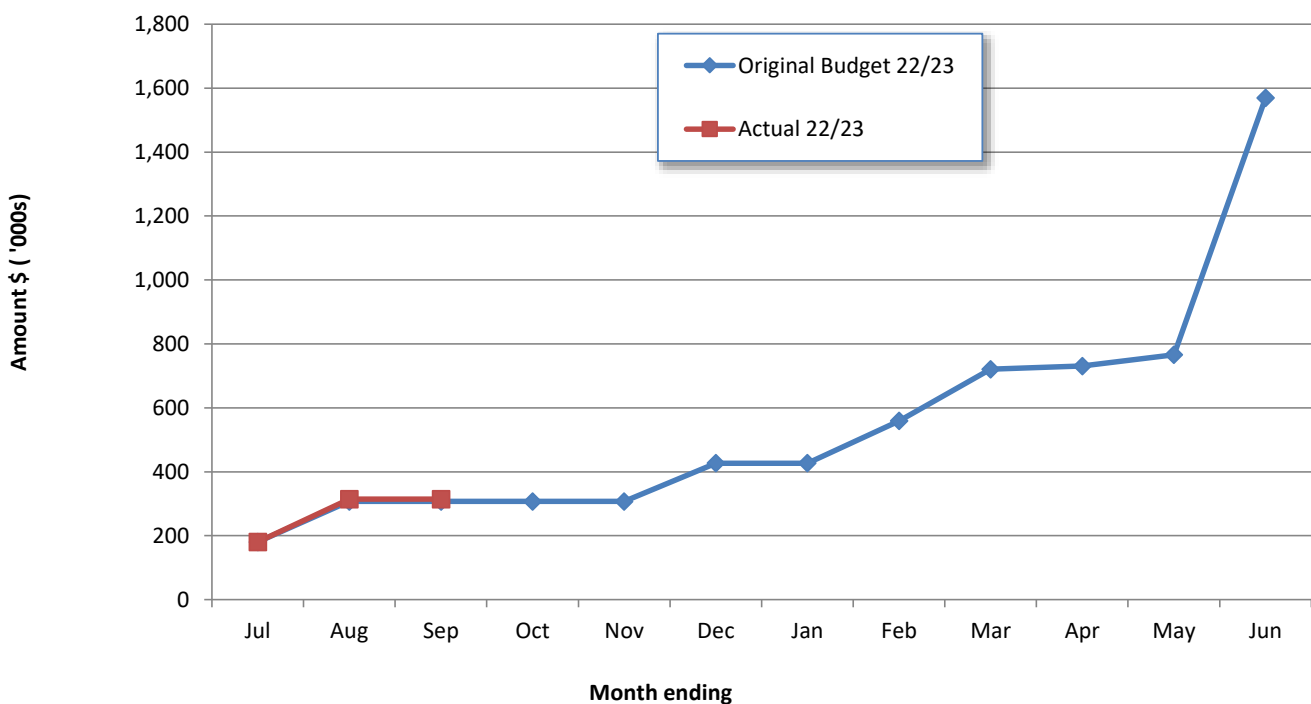
SHIRE OF BROOMEHILL-TAMBELLUP
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2022

3: GRAPHICAL REPRESENTATION

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 30 September 2022

4: NET CURRENT FUNDING POSITION

	Note	Actual 2022/23	C/fwd 1 July 2022
		\$	\$
Current Assets			
Cash Unrestricted		3,028,421.48	1,660,517.48
Cash Restricted - Other Payables		688,070.06	686,126.51
Cash Restricted - Reserves	9	1,794,390.91	1,794,390.91
Receivables - Rates and Rubbish	6	659,203.09	221,899.62
Receivables - Other	6	256,029.54	198,527.65
Inventories		36,362.66	27,447.40
Accruals and Provisions		<u>268,508.42</u>	<u>268,508.42</u>
		<u>6,730,986.16</u>	<u>4,857,417.99</u>
Less: Current Liabilities			
Payables		3,075.60	(264,164.08)
Net GST & PAYG		(6,473.45)	(14,415.42)
Other Payables - Bonds & Deposits		(11,960.00)	(9,390.00)
Other Payables - Building Retention Bonds		(81,925.10)	(82,551.55)
Other Payables - DCP		(486,264.54)	(486,264.54)
Other Payables - LRCIP		(92,772.20)	(92,772.20)
Other Payables - Sundry		(15,148.22)	(15,148.22)
Borrowings - current		(108,610.01)	(131,804.80)
Accruals and Provisions		<u>(713,294.06)</u>	<u>(713,294.06)</u>
		<u>(1,513,371.98)</u>	<u>(1,809,804.87)</u>
Less: Cash Restricted - Reserves	9	(1,794,390.91)	(1,794,390.91)
Add: Current Liabilities not expected to be cleared at end of year			
- current portion of borrowings		108,610.01	131,804.80
- employee benefit provisions		<u>476,757.08</u>	<u>476,757.08</u>
		<u>(1,209,023.82)</u>	<u>(1,185,829.03)</u>
Net Current Funding Position		<u>4,008,590.36</u>	<u>1,861,784.09</u>

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		3,028,421.48	688,070.06		3,716,491.54	Bendigo	
Trust Fund	133 905 067				0.00	0.00	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds	4050128	3.10%		1,794,390.91		1,794,390.91	Bendigo	21/12/2022
Total			3,029,921.48	2,482,460.97	0.00	5,512,382.45		

Comments/Notes - Investments

a) Cash Deposits

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

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

b) Term Deposits

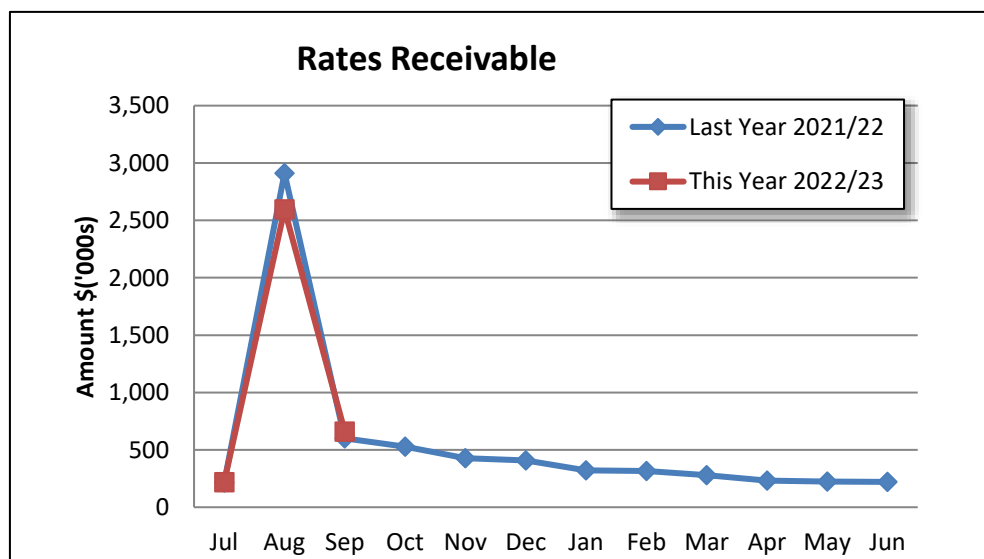
Reserve Funds

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

6: RECEIVABLES

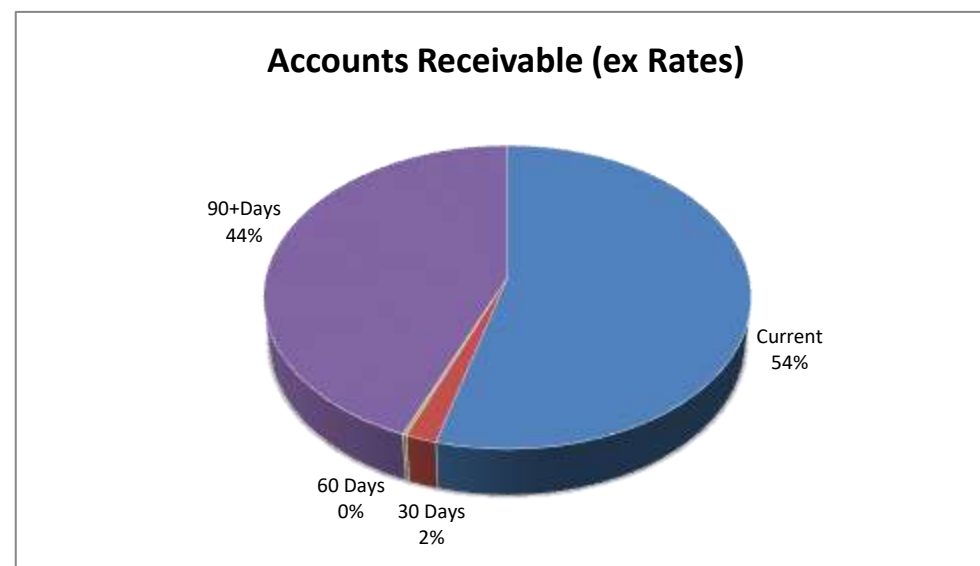
Rates & Rubbish	Actual 2022/23	c/fwd 1 July 2022
	\$	\$
Opening Arrears Previous Years	221,899.62	234,727.59
Rates Levied this year	2,887,401.99	2,771,849.96
Less Collections to date	(2,450,098.52)	(2,784,677.93)
Equals Current Outstanding	659,203.09	221,899.62
Net Rates Collectable	659,203.09	221,899.62
% Collected	78.80%	92.62%



Comments/Notes - Receivables Rates and Rubbish

Accounts Receivable	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	90,369.09	4,667.00	561.82	112,110.56
Pensioner Rebates	24,589.52			
Emergency Services Levy	28,731.55			
Allowance for Impairment	(5,000.00)			
	138,690.16	4,667.00	561.82	112,110.56
		Total Outstanding		256,029.54

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Current - Pensioner rates rebate claim has been submitted for end of September 2022.
 90 Days - Final claims for 21/22 Black Spot funding is being finalised by MRWA

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL or JOB	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
102/22			Balanced Budget Adopted				0
					Closing Funding Surplus / (Deficit)		0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2022 \$	Received 2022/23	Expended 2022/23	Closing Balance
RECREATION & CULTURE					
Drought Communities Program	Various townscape & recreation projects	486,264.54	0.00	(97,716.70)	388,547.84
TRANSPORT					
Main Roads WA	Regional Road Group 2022/23	0.00	152,000.00	(12,836.97)	139,163.03
Local Roads & Community Infrastructure Prog	Phase 2 allocation	92,772.20	0.00	(1,280.00)	91,492.20
TOTALS		579,036.74	152,000.00	(111,833.67)	619,203.07

Comments - Grants and Contributions

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

9: CASH BACKED RESERVES

	Budget 2022/23				Actual 2022/23			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	115,085	51,800	(95,600)	71,285	115,084.71	0.00	0.00	115,084.71
Plant Reserve	165,736	452,500	(390,000)	228,236	165,735.75	0.00	0.00	165,735.75
Building Reserve	541,492	188,300	(50,000)	679,792	541,491.90	0.00	0.00	541,491.90
Information Technology Reserve	53,724	5,800	0	59,524	53,724.39	0.00	0.00	53,724.39
Tambellup Rec Ground & Pavilion Reserve	67,684	6,000	0	73,684	67,684.03	0.00	0.00	67,684.03
Broomehill Rec Complex Reserve	113,638	10,300	0	123,938	113,637.66	0.00	0.00	113,637.66
Building Maintenance Reserve	62,025	20,900	(23,500)	59,425	62,024.85	0.00	0.00	62,024.85
Sandalwood Villas Reserve	113,822	11,700	0	125,522	113,822.46	0.00	0.00	113,822.46
Bhill Synthetic Bowling Green Reserve	92,834	10,000	0	102,834	92,833.87	0.00	0.00	92,833.87
Refuse Sites Post Closure Management Reserve	42,148	5,600	0	47,748	42,148.26	0.00	0.00	42,148.26
Lavieville Lodge Reserve	101,248	11,500	(25,000)	87,748	101,248.29	0.00	0.00	101,248.29
Townscape Plan Implementation Reserve	235,883	3,600	(100,000)	139,483	235,883.30	0.00	0.00	235,883.30
Tambellup Synthetic Bowling Green Reserve	38,221	8,100	0	46,321	38,221.17	0.00	0.00	38,221.17
Tourism & Economic Development Reserve	50,850	800	(40,000)	11,650	50,850.27	0.00	0.00	50,850.27
	1,794,390	786,900	(724,100)	1,857,190	1,794,390.91	0.00	0.00	1,794,390.91

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

Reserve name

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

10: DISPOSALS OF ASSETS

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

	Budget 2022/23				Actual 2022/23			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance								
Ford Everest Titanium - BHT150	52,000	45,000	0	(7,000)	0.00	0.00	0.00	0.00
Ford Everest Trend - BH000	46,000	40,000	0	(6,000)	0.00	0.00	0.00	0.00
Housing								
27 East Terrace, Tambellup	88,000	180,000	92,000	0	0.00	0.00	0.00	0.00
Transport								
Mack Truck - BHT125	128,200	100,000	0	(28,200)	0.00	0.00	0.00	0.00
Caterpillar Loader - TA281	136,100	90,000	0	(46,100)	0.00	0.00	0.00	0.00
Isuzu NLR55 light tipper - BH009	31,700	20,000	0	(11,700)	0.00	0.00	0.00	0.00
Toro GM360 Mower - BHT84	19,300	10,000	0	(9,300)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - 1TA	47,400	37,000	0	(10,400)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	46,100	42,000	0	(4,100)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	44,800	42,000	0	(2,800)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	31,700	30,000	0	(1,700)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	44,800	35,000	0	(9,800)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	38,000	30,000	0	(8,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA052	36,400	30,000	0	(6,400)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA005	42,600	35,000	0	(7,600)	0.00	0.00	0.00	0.00
Isuzu Jetpatcher - TA06	70,000	80,000	10,000	0	0.00	0.00	0.00	0.00
	903,100	846,000	102,000	(159,100)	0.00	0.00	0.00	0.00
By Class:								
Land and Buildings	88,000	180,000	92,000	0	0.00	0.00	0.00	0.00
Plant and Equipment	815,100	666,000	10,000	(159,100)	0.00	0.00	0.00	0.00
	903,100	846,000	102,000	(159,100)	0.00	0.00	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2022/23	Budget Expense 2022/23	Actual Revenue 2022/23	Actual Expense 2022/23
GENERAL PURPOSE FUNDING				
Rate Revenue	2,843,900	(210,900)	2,806,302.01	(46,440.72)
General Purpose Funding	413,700	0	121,943.00	0.00
Other General Purpose Funding	28,200	(89,100)	505.48	(23,073.93)
TOTAL GENERAL PURPOSE FUNDING	3,285,800	(300,000)	2,928,750.49	(69,514.65)
GOVERNANCE				
Members Of Council	19,000	(563,200)	15,926.00	(178,797.71)
Administration General	8,500	0	0.00	0.00
Other Governance	4,000	(52,500)	0.00	(5,375.89)
TOTAL GOVERNANCE	31,500	(615,700)	15,926.00	(184,173.60)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	174,300	(250,600)	88,727.54	(52,800.78)
Animal Control	3,900	(37,700)	623.75	(10,244.69)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	178,200	(289,300)	89,351.29	(63,045.47)
HEALTH				
Maternal & Infant Health	2,000	(11,700)	0.00	(2,254.96)
Health Inspection & Administration	1,100	(19,300)	0.00	(3,184.45)
Preventative Services - Pest Control	3,700	(32,400)	0.00	(4,063.57)
TOTAL HEALTH	6,800	(63,400)	0.00	(9,502.98)
EDUCATION & WELFARE				
Other Education	300	(32,800)	0.00	(12,948.38)
Other Welfare	150,000	(71,900)	10,000.00	(15,229.16)
TOTAL EDUCATION & WELFARE	150,300	(104,700)	10,000.00	(28,177.54)
HOUSING				
Staff Housing	92,000	0	0.00	577.50
Other Housing	210,000	(233,000)	51,549.60	(18,232.64)
TOTAL OTHER HOUSING	302,000	(233,000)	51,549.60	(17,655.14)
COMMUNITY AMENITIES				
Household Refuse	66,000	(255,300)	63,870.92	(43,711.28)
Protection Of The Environment	4,500	(4,500)	0.00	0.00
Town Planning & Regional Development	10,000	(80,400)	1,742.78	(20,745.90)
Other Community Amenities	8,000	(78,700)	1,468.18	(17,315.20)
Public Conveniences	0	(67,000)	0.00	(10,281.13)
TOTAL COMMUNITY AMENITIES	88,500	(485,900)	67,081.88	(92,053.51)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2022/23	Budget Expense 2022/23	Actual Revenue 2022/23	Actual Expense 2022/23
RECREATION & CULTURE				
Public Halls & Civic Centres	23,500	(273,100)	886.34	(53,346.78)
Other Sport & Recreation	20,000	(888,200)	608.96	(129,895.73)
Libraries	3,100	(153,800)	3,085.44	(38,688.99)
Other Culture	20,000	(71,200)	0.00	(6,693.91)
TOTAL RECREATION & CULTURE	66,600	(1,386,300)	4,580.74	(228,625.41)
TRANSPORT				
Road Construction	1,395,000	0	152,000.00	0.00
Streets Roads Bridges & Depot Maint	689,400	(3,009,100)	187,254.00	(347,585.02)
Transport - Other	18,200	(181,200)	4,202.21	(47,720.72)
TOTAL TRANSPORT	2,102,600	(3,190,300)	343,456.21	(395,305.74)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	0.00
Tourism & Area Promotion	931,500	(227,100)	14,867.16	(78,509.51)
Building Control	5,100	(43,000)	342.40	(9,624.63)
Other Economic Services	138,800	(79,000)	2,891.37	(10,645.14)
TOTAL ECONOMIC SERVICES	1,075,400	(350,600)	18,100.93	(98,779.28)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(6,200)	0.00	(340.18)
Public Works Overhead	2,000	0	469.00	(53,097.78)
Plant Operation Costs	50,000	0	8,104.84	(61,503.11)
Workers Compensation	0	0	1,614.41	(1,614.41)
Salaries & Wages	0	0	0.00	(61,935.98)
Unclassified	5,000	(90,000)	0.00	(11,172.25)
TOTAL OTHER PROPERTY & SERVICES	62,000	(96,200)	10,188.25	(189,663.71)
TOTAL OPERATING	7,349,700	(7,115,400)	3,538,985.39	(1,376,497.03)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Resp. Officer	Class	Budget Revenue 2022/23	Budget Expense 2022/23	Actual Revenue 2022/23	Actual Expense 2022/23
GOVERNANCE						
Bhill Admin Building - enclose carport/install roller doors	MOW	BS	0	(30,000)	0.00	0.00
Plant Replacement						
Ford Everest Wagon - BHT150	MOW	P&E	45,000	(60,000)	50,000.00	(61,199.82)
Ford Everest Wagon - BH000	MOW	P&E	40,000	(55,000)	41,818.18	(54,003.23)
		Total	85,000	(145,000)	91,818.18	(115,203.05)
EDUCATION & WELFARE						
Tambellup Youth Centre - buildings upgrades/office	SSPO	BS	0	(100,000)	0.00	0.00
Tambellup Youth Centre - extend seal (court surface/parking)	SSPO	I-O	0	(20,000)	0.00	0.00
		Total	0	(120,000)	0.00	0.00
HOUSING						
Lavieville Lodge - Unit 3 renovation	MOW	BNS	0	(25,000)	0.00	0.00
Sale of 27 East Terrace, Tambellup	MFA	BNS	180,000	0	180,000.00	0.00
		Total	180,000	(25,000)	180,000.00	0.00
COMMUNITY AMENITIES						
Broomehill Cemetery - seating under gazebo	MOW	I-O	0	(8,000)	0.00	0.00
		Total	0	(8,000)	0.00	0.00
RECREATION & CULTURE						
Broomehill Hall - security upgrades windows/doors	MOW	BS	0	(8,500)	0.00	0.00
Broomehill RSL Hall (playgroup) - toilet upgrades	MOW	BS	0	(15,000)	0.00	(48.91)
Broomehill RSL Hall (playgroup) - shade sails	MOW	I-P	0	(7,000)	0.00	0.00
Broomehill Museum - machinery shed	MOW	BS	0	(20,000)	0.00	0.00
		Total	0	(50,500)	0.00	(48.91)
TRANSPORT						
Buildings						
Tambellup Depot workshop - oil store	MOW	BS	0	(15,000)	0.00	0.00
Tambellup Depot machinery shed (concrete bay)	MOW	BS	0	(10,000)	0.00	0.00
Plant Replacement						
Mack Truck - trade for prime mover - BHT125	MOW	P&E	100,000	(285,000)	0.00	0.00
Caterpillar Loader - TA281	MOW	P&E	90,000	(350,000)	0.00	0.00
Isuzu NLR55 light tipper - BH009	MOW	P&E	20,000	(45,000)	0.00	0.00
Toro GM360 Mower - BHT84	MOW	P&E	10,000	(45,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	MOW	P&E	37,000	(52,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	MOW	P&E	84,000	(99,000)	42,272.73	(51,642.68)
Ford Ranger dual cab - BH00	MOW	P&E	30,000	(40,000)	0.00	0.00
Ford Ranger dual cab - BH003	MOW	P&E	35,000	(50,000)	0.00	0.00
Ford Ranger extra cab - BH014	MOW	P&E	30,000	(45,000)	0.00	0.00
Ford Ranger dual cab - TA052	MOW	P&E	30,000	(45,000)	0.00	0.00
Ford Ranger dual cab - TA005	MOW	P&E	35,000	(50,000)	0.00	0.00
Isuzu Jetpatcher	MOW	P&E	80,000	0	0.00	0.00
Sundry Plant	MOW	P&E	0	(20,000)	0.00	(10,080.00)
Townscape						
Townscape works - Tambellup (footpaths)	MOW	I-F	0	(50,000)	0.00	0.00
Townscape works - Broomehill (Journal/GS Hwy intersection)	MOW	I-F	0	(590,000)	0.00	(97,716.70)
Regional Road Group						
Tieline Rd - repair failed pavement, widen shoulder & seal	MOW	I-R	0	(165,000)	0.00	(2,910.88)
Tambellup West Rd - repair failed pavement, reseal	MOW	I-R	0	(150,000)	0.00	(8,779.80)
Warrenup Rd - reconstruct gravel section to 7.0m, seal	MOW	I-R	0	(420,000)	0.00	0.00
Tieline Rd - repair failed sections, widen shoulders & seal	MOW	I-R	0	(540,000)	0.00	(1,146.29)
Roads to Recovery						
Toolbrunup Road - extend seal to Tallents Rd	MOW	I-R	0	(160,000)	0.00	0.00
Chillicup Rd - construct & seal	MOW	I-R	0	(244,100)	0.00	(15,057.60)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Resp. Officer	Class	Budget Revenue 2022/23	Budget Expense 2022/23	Actual Revenue 2022/23	Actual Expense 2022/23
Local Roads & Community Infrastructure Program						
Phase 2						
Nymbup Road - repair & extend culverts	MOW	I-R	0	(20,000)	0.00	0.00
Emergency Management Incident Control Centre	SSPO	F&E	0	(25,000)	0.00	(1,280.00)
Greenhills South Rd - widen, reconstruct, seal	MOW	I-R	0	(150,000)	0.00	0.00
Add back Job Depreciation		I-R	0	141,800	0.00	855.00
		Total	581,000	(3,523,300)	42,272.73	(187,758.95)
ECONOMIC SERVICES						
Holland Track Interpretive Centre	SSPO	BS	0	(80,000)	0.00	0.00
Broomehill Caravan Park - building upgrades/storage	MOW	BS	0	(41,000)	0.00	0.00
Tambellup Caravan Park - cabins	CEO	BS	0	(150,000)	0.00	0.00
Tambellup Caravan Park - park infrastructure	CEO	I-O	0	(550,000)	0.00	0.00
Tambellup Caravan Park - building upgrades	CEO	BS	0	(150,000)	0.00	0.00
Water efficiencies - Tambellup (Gordon St)	MOW	I-W	0	(25,000)	0.00	0.00
Water tanks (4 locations) completion c/fwd from 21/22	MOW	I-W	0	0	0.00	(3,567.30)
Standpipe Greenhills North Rd - controller replacement	MOW	I-W	0	(15,500)	0.00	0.00
Standpipe Tamb West, Crawford & Cemetery Rd - upgrades	MOW	I-W	0	(17,500)	0.00	0.00
		Total	0	(1,029,000)	0.00	(3,567.30)
TOTAL			846,000	(4,900,800)	314,090.91	(306,578.21)
LAND HELD FOR RESALE						
		LR	0	0	0.00	0.00
LAND - FREEHOLD						
		LF	0	0	0.00	0.00
BUILDINGS - NON SPECIALISED						
		BNS	180,000	(25,000)	180,000.00	0.00
BUILDINGS - SPECIALISED						
		BS	0	(619,500)	0.00	(48.91)
PLANT & EQUIPMENT						
		P&E	666,000	(1,241,000)	134,090.91	(176,925.73)
FURNITURE & EQUIPMENT						
		F&E	0	(25,000)	0.00	(1,280.00)
INFRASTRUCTURE - ROADS						
		I-R	0	(1,707,300)	0.00	(27,039.57)
INFRASTRUCTURE - FOOTPATHS						
		I-F	0	(640,000)	0.00	(97,716.70)
INFRASTRUCTURE - PARKS & OVALS						
		I-P	0	(7,000)	0.00	0.00
INFRASTRUCTURE - WATER SUPPLY						
		I-W	0	(58,000)	0.00	(3,567.30)
INFRASTRUCTURE - OTHER						
		I-O	0	(578,000)	0.00	0.00
			846,000	(4,900,800)	314,090.91	(306,578.21)
RESERVE TRANSFERS from/(to)						
Leave Reserve	MFA		95,600	(51,800)	0.00	0.00
Plant Replacement Reserve	MFA		390,000	(452,500)	0.00	0.00
Building Reserve	MFA		50,000	(188,300)	0.00	0.00
Computer Reserve	MFA		0	(5,800)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve	MFA		0	(6,000)	0.00	0.00
Broomehill Rec Complex Reserve	MFA		0	(10,300)	0.00	0.00
Building Maintenance Reserve	MFA		23,500	(20,900)	0.00	0.00
Sandalwood Villas Reserve	MFA		0	(11,700)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve	MFA		0	(10,000)	0.00	0.00
Refuse Sites Post Closure Management Reserve	MFA		0	(5,600)	0.00	0.00
Lavieville Lodge Reserve	MFA		25,000	(11,500)	0.00	0.00
Townscape Plan Implementation Reserve	MFA		100,000	(3,600)	0.00	0.00
Tambellup Synthetic Bowling Green Replacement Reserve	MFA		0	(8,100)	0.00	0.00
Tourism & Economic Development Reserve	MFA		40,000	(800)	0.00	0.00
			724,100	(786,900)	0.00	0.00
LOANS						
Loan Repayments	MFA		0	(131,800)	0.00	(23,194.79)
			0	(131,800)	0.00	(23,194.79)
TOTAL CAPITAL			1,570,100	(5,819,500)	314,090.91	(329,773.00)

10.2.1 List of Payments September 2022

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2022
Presented to Council on 20 October 2022
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
CHEQUES					
4313	06/09/2022	PETTY CASH	BH Petty Cash - 07/01/22 to 26/08/22	41.60	
4314	12/09/2022	ORIGIN ENERGY	LPG Equipment Fee - cyclinder vapour 45kg x 4 - Units 1 and 2, 29 Taylor Street	160.00	
4315	12/09/2022	SYNERGY	Electricity charges to 24/08/22 - streetlights; Lavieville Lodge; Sandalwood Villas; ILUs; Broomehill Hall, Caravan Park, Complex, Fire Shed, Playgroup, Museum, Depot; Tambellup Admin, Hall, Public Toilets, Infant Health Clinic, Museum, Railway Building, CRC, Depot; Standpipe & Watr supplies; Communications towers Fairfield & Jam Creek	12,795.85	
4316	12/09/2022	WATER CORPORATION	Water charges to 22/08/22 - Greenhills Road standpipe	320.04	
4317	29/09/2022	HARVEY NORMAN ELECTRICS ALBANY	HP Envy X360 Laptop, Microsoft 365 Family, Trend Micro, HP Stylus, Hardcase, Setup - staff salary sacrifice	3,905.94	
4318	29/09/2022	MCLEODS BARRISTERS AND SOLICITORS	Legal advice - Flat Rocks Windfarm - Correspondence and general advice 04/07/22 to 16/08/22	10,695.85	
4319	29/09/2022	SYNERGY	Electricity charges to 12/09/22 - Tambellup Oval/Pavilion, Broomehill Admin Building	2,036.68	
4320	29/09/2022	WATER CORPORATION	Water charges to 12/09/22 - Broomehill Caravan Park, Admin, Parks, Holland Park toilets, Playgroup, Standpipes, Depot, Museum, 38 Ivy St, 16 Leven St, 21 Lathom St	1,503.97	
EFT					
EFT14838	12/09/2022	124 TAMBELLUP STORE	August 2022 - Depot - Milk, Groceries, Fuel, Training Refreshments, Cleaning Products	468.63	
EFT14839	12/09/2022	ABA SECURITY	Carry Out Annual Fire System Service BH Admin - Replace 2 x Panel Batteries & Extend Entry / Exit Times	2,114.20	
EFT14840	12/09/2022	AD CONTRACTORS PTY LTD	Emulsion 1400L - Tambellup West Road	2,186.80	
EFT14841	12/09/2022	ALBANY ALLSOILS LANDSCAPE SUPPLIES	Muja Black Mulch 24m3 - Town Ovals	2,496.00	
EFT14842	12/09/2022	ALBANY FORD	Replacement Windscreen on Traded Vehicles - BH000 and BHT150	1,431.00	
EFT14843	12/09/2022	ALBANY RECORDS MANAGEMENT	Disposal of Records - 240L Bin Exchange 26/08/22	82.50	
EFT14844	12/09/2022	ALBANY YOUTH SUPPORT	Provision of Youth Outreach Services to 07/09/22	7,333.33	
EFT14845	12/09/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	Rates debt collection costs - w/e 31/08/2022	264.00	
EFT14846	12/09/2022	AMPOL CARD (prev Caltex Star Card)	Fuel BHT150, BH000 & 1TA - August 2022	972.07	
EFT14847	12/09/2022	ANTHONY MIDDLETON	Reimbursement - Fuel BHT150, House Items & Computer Cord	384.79	
EFT14848	12/09/2022	AUSTRALIAS SOUTH WEST	Great Southern Treasures - Annual Subscription 22/23 per MOU	12,100.00	
EFT14849	12/09/2022	BEST OFFICE SYSTEMS	Broomehill copier - minimum charge per Agreement	49.50	

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2022
Presented to Council on 20 October 2022
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14850	12/09/2022	BOC LIMITED	Cylinder Rent - Depot x 4 - 29/07/22 to 28/08/22 - Refill Argosshield x1, Oxygen x1	193.94	
EFT14851	12/09/2022	BREEZE CONNECT	Telephone Charges - August 2022	456.01	
EFT14852	12/09/2022	BROOMEHILL SHEEP MANURE (RICHARD BROOKS)	Sheep Manure x 20 Bags	100.00	
EFT14853	12/09/2022	BTW RURAL SUPPLIES	Husqvana Chainsaw 445E 18, Helmets x2, Husqvarna Safety kit x2	1,716.00	
EFT14854	12/09/2022	CAST-TECH GROUP	Part Order - 300 Dia Corrugated Pipe 6m x 14, 225mm Dia Corrugated Pipe 6m x2	6,723.60	
EFT14855	12/09/2022	CJD EQUIPMENT PTY LTD	Part Order - Service Kit, Set of Belts - BHT0	540.38	
EFT14856	12/09/2022	DEPT OF PREMIER AND CABINET	Advertising in Govt Gazette - Local Laws 2022 Amendments	2,425.60	
EFT14857	12/09/2022	DHU SOUTH ELECTRICAL	Supply and Install Mitsubishi Reverse Cycle Air Con, remove & dispose of old - Tambellup CRC; inspet faulty light, order globes, replace globes - Tambellup Hall; repair down lights in kitchen, inspect range hood lights & replace - 18 Henry St	3,018.95	
EFT14858	12/09/2022	FRIDGE & WASHER CITY ALBANY	Speed Queen 8.0kg Top Loader Washing Machine & 9.0kg Commercial Dryer - Broomehill Caravan Park	5,170.00	
EFT14859	12/09/2022	G11 TEAM	Strategic Community Plan Review - progress payment August 2022	3,932.50	
EFT14860	12/09/2022	GOOP TRADING T/AS BROOMEHILL POST OFFICE & HARDWARE	Broomehill Postage - August 2022 - inc Rates and Mail Outs	375.10	
EFT14861	12/09/2022	GREAT SOUTHERN FUEL SUPPLIES	210L Unleaded Petrol 91 - Delivered	343.46	
EFT14862	12/09/2022	HERITAGE INTELLIGENCE WA	Local Heritage Survey & Heritage List - 25% on commencement of project	5,343.25	
EFT14863	12/09/2022	HERSEY'S SAFETY PTY LTD	Part Order - Bag of Rags, Bushmans Sunscreen, Gloves Sizes 8,9,10 Magic Trees, Clear Safety Glasses	1,731.77	
EFT14864	12/09/2022	I SWEEP TOWN AND COUNTRY	Street Sweeping - townsites - August/September 2022	2,627.90	
EFT14865	12/09/2022	INTELIFE GROUP LTD	Slashing Roadside Vegetation 04/08/22 to 31/08/22	27,456.00	
EFT14866	12/09/2022	IT VISION AUSTRALIA PTY LTD	Rates Service - August 2022	4,125.00	
EFT14867	12/09/2022	KATANNING GLAZING & SECURITY	White Silicone, Aluminium Angle 25mm x 20mm x 800mm	39.95	
EFT14868	12/09/2022	KATANNING H HARDWARE	Boots Gum Steel Toe Size 11 - D Gale	34.95	
EFT14869	12/09/2022	KATANNING STOCK AND TRADING	Water Bottles x2, Gardenhose & Reel, Hose Fitting Set - Holland Park Toilets	441.50	
EFT14870	12/09/2022	LANDGATE	Interim Valuations - GRV & Mining Tenements 09/07/22 to 05/08/22	284.76	
EFT14871	12/09/2022	MARKET CREATIONS AGENCY	Updates to Shire Stationery Branding	4,581.00	
EFT14872	12/09/2022	MARKETFORCE	Great Sthn Herald - 18/08/22 Public Notices - Gazettal of Local Laws	343.53	
EFT14873	12/09/2022	METRO CERAMIC TILES	Floor tiles & grout - Holland Court defects	626.45	
EFT14874	12/09/2022	NUTRIEN AG SOLUTIONS LTD	WARA Jio Star Post 150cm x 20	192.06	
EFT14875	12/09/2022	OFFICEWORKS	Key Cabinet, Cash Box, Glue Stick, Clear Letter Files, Leathergrain Covers 300gsm, 1 ream 90gsm Paper	467.41	

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2022
Presented to Council on 20 October 2022
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14876	12/09/2022	PEP BUILDING IMPROVEMENTS	Remove & Replace Plasterboard Main Room - North Wall - Infant Health Centre/Daycare	1,463.00	
EFT14877	12/09/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT Support August 2022 - monthly monitoring, labour to resolve issues	467.50	
EFT14878	12/09/2022	RECHARGE-IT (Danai Pty Ltd)	Compatible HPCE278A Black Toner	81.00	
EFT14879	12/09/2022	RESONLINE	Broomehill Caravan Park Online Booking System - August 2022	134.31	
EFT14880	12/09/2022	SCAVENGER SUPPLIES	Extinguisher Inspections, Service and Replacement - Sep 22	3,912.00	
EFT14881	12/09/2022	TAMBELLUP CRC	Room Hire, Equipment Hire & Refreshments - Bushfire Machinery Supervision Course	140.00	
EFT14882	12/09/2022	TAMBELLUP POST OFFICE	August 2022 - Postage inc Rates & Mail Outs x 3	1,127.50	
EFT14883	12/09/2022	TOLL TRANSPORT PTY LTD	Freight to 28/08/2022	44.29	
EFT14884	12/09/2022	TOWN PLANNING INNOVATIONS	Town Planning Services - August 2022	825.00	
EFT14885	12/09/2022	WARREN BLACKWOOD WASTE	August 2022 - Management of Waste Transfer Stations, household refuse and recycle collections	19,635.56	
EFT14886	12/09/2022	WINC AUSTRALIA PTY LIMITED	Part Order - Quartet Prestige Corkboard	510.91	
EFT14887	12/09/2022	WOOLY SHEEP CAFE	Supply & Deliver Lunch - LG Pro Meeting 12/08/2022	604.11	
EFT14888	28/09/2022	AUSTRALIAN TAXATION OFFICE	Business Activity Statement - August 2022	22,168.00	
EFT14889	29/09/2022	124 TAMBELLUP STORE	August 2022 - Newspapers, Groceries, Fuel, Catering	332.40	
EFT14890	29/09/2022	AARON PARNELL	Gardening at Lavieville Lodge to 13/09/22	275.00	
EFT14891	29/09/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	Rates debt collection costs - w/e 09/09/22	815.40	
EFT14892	29/09/2022	BUNNINGS ALBANY	Rakes S&J x3, Blsack Marvel Fertiliser 10KG x2, Snail Killer 500g x6, Potted Colour x2	350.76	
EFT14893	29/09/2022	BURANDO HILL	Ball Valve, Nipple, Camlocks, Suction Hose, Clamps - BHT0	1,002.84	
EFT14894	29/09/2022	CAST-TECH GROUP	Part Order - 300 Dia Corrugated Pipe 6m x4, 300mm Headwall, Single Pipe x9	5,866.48	
EFT14895	29/09/2022	CHILD SUPPORT AGENCY	Payroll deductions	724.90	
EFT14896	29/09/2022	CUTTING EDGES EQUIPMENT PARTS	Cutting Edges 7D1577 x 30 - Graders	4,928.99	
EFT14897	29/09/2022	DUGGINS	Clothing Order for Outside Staff 2022	9,571.70	
EFT14898	29/09/2022	ELITE STEEL FABRICATION	Fabricate & Fit Swing Out Tyre Carrier Mount - BH002	3,027.86	
EFT14899	29/09/2022	GLOBE AUSTRALIA PTY LTD	Dynafog Pump AY Air - Fogger	198.00	
EFT14900	29/09/2022	GREAT SOUTHERN FUEL SUPPLIES	16,000L ULSD delivered, Magnatec AS 5W-30 20L x 2	31,991.31	
EFT14901	29/09/2022	GRIFFIN VALUATION ADVISORY	2022 Land & Building Asset Valuations	15,620.00	
EFT14902	29/09/2022	HERSEY'S SAFETY PTY LTD	Scrivet Trim Clips	475.20	
EFT14903	29/09/2022	HOWARD + HEAVER ARCHITECTS	Architectural design services - Broomehill Recreation Precinct	1,430.00	
EFT14904	29/09/2022	J BLACKWOOD & SON	Part Order - Duck Deep Action 750ml x6, Gloves Nitrite M, Spray Bottle x16, Kitch Liner White Sm x10	323.20	

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2022
Presented to Council on 20 October 2022
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14905	29/09/2022	KINGSPAN WATER & ENERGY PTY LIMITED	Final Payment - 2 x 112KL Tanks -Tambellup Depot	3,924.02	
EFT14906	29/09/2022	KLEENHEAT GAS	Tambellup Sports Pavilion (1East Tce) 190kg Vap Cyl - Facility Fee/Cylinder Service Charge Yr x 2 - 2022	611.05	
EFT14907	29/09/2022	KOJONUP VETERINARY HOSPITAL	Euthanase - German Shepherds x 2 31/08/22	332.12	
EFT14908	29/09/2022	OFFICE OF THE AUDITOR GENERAL	Audit Fees year end 30/06/2021 - additional fee Contract Audit Firm	60,500.00	
EFT14909	29/09/2022	OFFICEWORKS	Com USB 30 HDMI & VGA Adaptor	69.00	
EFT14910	29/09/2022	PATHWEST	Drug Screening - new employees	70.00	
EFT14911	29/09/2022	PEP BUILDING IMPROVEMENTS	Supply and Install Rotary Vents to Gate & Hinged Door Seals - Recycling Depots	528.00	
EFT14912	29/09/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT Support - Setup spare tablet, reset cso2 password, alter times for Public WiFi, Synergysoft upgrade for payroll	595.00	
EFT14913	29/09/2022	REBECCA LEYTE	Refund Broomehill Caravan Park Cabin Bond	200.00	
EFT14914	29/09/2022	SHIRE OF KOJONUP	Contract Ranger Services - 03/08/22 to 12/09/22	6,419.15	
EFT14915	29/09/2022	TAMBELLUP CRC	BenQ Hire with Flatscreen for Strategic Plan Meeting	50.00	
EFT14916	29/09/2022	TELSTRA	Phone Usage Charges to 01/09/22; Service Charges to 01/10/22	1,914.69	
EFT14917	29/09/2022	TOLL TRANSPORT PTY LTD	Freight to 11/09/2022	732.03	
EFT14918	29/09/2022	WESTRAC EQUIPMENT PTY LTD	Part Order - Service Kit - Filters, Oil Testing, Coolant Sample Kit - TA18	1,455.61	
EFT	13/09/2022	SALARIES & WAGES	Wages for fortnight ending 9 September 2022	60,224.18	
EFT	27/09/2022	SALARIES & WAGES	Wages for fortnight ending 23 September 2022	61,144.36	
DIRECT DEBITS					
DD6607.1	13/09/2022	AWARE SUPER	Superannuation contributions	8,364.45	
DD6607.2	13/09/2022	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	1,077.99	
DD6607.3	13/09/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	492.88	
DD6607.4	13/09/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	169.38	
DD6607.5	13/09/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	94.53	
DD6607.6	13/09/2022	AUSTRALIAN SUPER	Superannuation contributions	701.29	
DD6607.7	13/09/2022	MLC NAVIGATOR RETIREMENT PLAN	Superannuation contributions	305.89	
DD6607.8	13/09/2022	PRIME SUPER	Superannuation contributions	266.06	
DD6607.9	13/09/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	250.32	
DD6611.1	27/09/2022	AWARE SUPER	Superannuation contributions	8,348.81	
DD6611.2	27/09/2022	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	1,077.99	
DD6611.3	27/09/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	484.49	
DD6611.4	27/09/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	169.38	
DD6611.5	27/09/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	98.73	
DD6611.6	27/09/2022	AUSTRALIAN SUPER	Superannuation contributions	650.86	
DD6611.7	27/09/2022	MLC NAVIGATOR RETIREMENT PLAN	Superannuation contributions	305.89	

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2022
Presented to Council on 20 October 2022
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
DD6611.8	27/09/2022	PRIME SUPER	Superannuation contributions	266.06	
DD6611.9	27/09/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	223.89	
173	01/09/2022	BANK FEES	Overdraft Fee Municipal Fund	10.00	
173	01/09/2022	BANK FEES	Transaction Fees Municipal Fund	14.60	
173	01/09/2022	WESTNET	DNS Mail relay, hosting protection & email security	229.45	
173	01/09/2022	WESTNET	Broomehill Library monthly subscription	29.95	
173	09/09/2022	AUSSIE BROADBAND	NBN service - 17 Taylor St	79.00	
173	09/09/2022	AUSSIE BROADBAND	NBN service - Bhill & Tamb offices	158.00	
173	15/09/2022	MESSAGE MEDIA	SMS Messaging - Councillors, Fire Brigades	146.19	
173	15/09/2022	3E ADVANTAGE	Tamb Photocopier monthly print management fee	1,398.10	
173	26/09/2022	BANK FEES	Tyro EFTPOS Machine fees	375.17	
173	27/09/2022	BANK FEES	FTS Fees - Creditors and Payroll bulk payments	27.86	
				487,267.46	-

CREDIT CARDS			Description	Amount
August	14/09/2022	Chief Executive Officer	Nil purchases	
			Monthly Card Fee	4.00
			Total CEO	4.00
August	14/09/2022	Manager Finance & Administration	Nespresso - coffee & descaler	286.00
			Adobe Standard - subscription	591.80
			BWS - refreshments for Council meeting	92.00
			Aussie Broadband - nbn 21 Lathom St & 16 Leven St	158.00
			Zoom - monthly fee	46.18
			Monthly Card Fee	4.00
			Total MFA	1,177.98
August	14/09/2022	Governance & Executive Assistant	Woolworths/BWS - groceries & refreshments for Council meetings	128.40
			Melville Rose Garden - Tambellup Museum rose garden	490.50
			Vietnamse Café Pho - catering	38.00
			Bunnings - for Tambellup Museum Rose garden	12.75
			Monthly Card Fee	4.00
			Total EXA	673.65
			Total Credit Cards	1,855.63



Annual Electors Meeting

MINUTES

15 September 2022



SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of the Annual Electors Meeting
held in the Shire of Broomehill-Tambellup Council Chambers
Norrish Street, Tambellup on 15 September commencing at 6.03pm.

1. ATTENDANCE AND APOLOGIES

Present:	Cr ME White	President
	Cr DT Barritt	Deputy President
	Cr MC Paganoni	
	Cr CJ Letter	
	Cr JL Wills	
	Cr CM Dewar	
	Anthony Middleton	Chief Executive Officer
	P Vlahov	Manager of Works
	KP O'Neill	Manager Finance & Administration
	PA Hull	Strategic Support & Projects Officer
	HA Richardson	Governance & Executive Assistant
	Warren Jeater	

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Minutes of the Annual Electors Meeting held on Thursday 21 April 2021.

Moved Cr C Letter, seconded Cr M Paganoni

That the minutes of the Annual Electors Meeting for the Shire of Broomehill-Tambellup held on 21 April 2021 be accepted as a true and accurate record.

CARRIED

Motion No: AE 01/22

3. ANNUAL REPORT FOR 2020/2021

Presidents Report

Cr White advised the meeting that the President's report was contained in the Annual Report, and welcomed any questions about it.

CEO Report

The Chief Executive Officer advised that the Financial Report had been delayed as it is now checked by the Auditor General as well as the Shire's Auditors and as such, this meeting is a lot later than would be ideal. A great deal was achieved in 2020/2021 and thanks go to previous Chief Executive Officer, Keith Williams and all staff. Completion of the Great Southern Housing Initiative and opening of the new Broomehill Fire Station was a major project completed.

Financial Report

Cr White advised the meeting that the financial report is included in the annual report, and welcomed any queries.

Moved Cr D Barritt, seconded Cr J Wills

That the 2020/21 Annual Report, including annual financial report, be received.

CARRIED

Motion No: AE 02/22

4. GENERAL BUSINESS

Warren Jeater asked the following questions:

4.1. Asset Management

Q: Recent Topics Newsletter talks about consultation over 61 Garrity Street, Tambellup

A: The CEO advised this block was handed over from State Government. The Shire did not demolish the house. This site is going through a community healing process and the Shire needs to be involved. Consultation has not commenced. The article in The Topics was seeking any feedback only at this stage. The plan is a low key, low maintenance outcome.

4.2. Council Minutes – Public Question Time

Q: Why doesn't the Shire document PQT questions in The Topics Newsletters.

A: The CEO advised that Public Question Time and responses are made available to the public in the Ordinary Council Minutes which are public documents and available at Shire Offices, CRC and on the Shire of Broomehill-Tambellup website. The Shire only reports on Council decisions through The Topics.

4.3. Tambellup Caravan Park - Signage

Q: When is the Shire going to update on-line information and its brochure with the correct location of the Tambellup Caravan Park?

A: The CEO advised this is being addressed and currently a Business Plan and Costing for the new caravan park is in train. The President Cr White advised the current area being spoken about is an RV rest stop not caravan park. The Shire cannot change what appears in social media and other websites outside of their control in regards to signage of areas. The CEO noted that the RV rest stop area in question will soon become a construction site. The Caravan Park is a priority to build, promote and sign.

4.4. 'The Zone' Improvements

Q: Why are you proposing improvement at The Zone when it is in the wrong spot?

A: The CEO advised the improvements are currently being scoped. More floor space and an undercover area are short-term priorities.

Mr Jeater considered the Zone is in the wrong place with regard to antisocial behaviour by children/teenagers and believed it could be relocated to the basketball court area on Crawford Street.

4.5. Tambellup Bowling Club

Teenagers running rampant in the area, playing on and damaging the green. White stones in the garden areas should be removed as they are ending up on the roof, bowling green and tennis courts.

Bins are another issue. Most are locked in place but bins at the entry to pavilion are not locked in place and the children use them as a ladder to climb onto bowling club shed/verandah roof/pavilion roof.

4.6. Strategic Community Plan [SCP]

Mr Jeater considers the Shire are not complying with their current SCP. Pavilion gardens on the Zone side are overgrown.

4.7. Tambellup-West and Warrenup Road Intersection

Mr Jeater emailed the Shire regarding a near miss and to date has received a generic response only. Manager of Works advised that Main Roads WA are the regulatory authority. Concerns have been passed on. There is 350 meters of sight distance in both directions from the intersection. This meets the Main Roads Standard, however they will review site specific circumstances. Road is due for widening over the summer which will then see new line markings.

4.8. Norrish Street, Tambellup

Q: Cars and other vehicles remain on the verge. What are you going to do about it?

A: Council advised a local law has just been adopted which will help address the issue.

4.9. Reserve Funding

Q: Queried the need for reserve account funding versus loans and why doesn't the Shire just operate an overdraft.

A: The CEO advised loans are a good way of funding projects whilst interest rates are low and future generations (who use the facility) can also pay for it. The Shire is limited with what you can do with funds in Reserve accounts by their definition. The Council must abide by the *Local Government (Financial Management) Regulations 1996*.

4.10. Municipal Heritage Inventories

Q: Mr Jeater advised he hadn't seen anything to date on the review process and was a community session held.

A: The Strategic and Special Projects Officer responded that a meeting was advertised and a flyer mailed. A preliminary session was held at CRC, Tambellup and in Broomehill. A report will come to Council shortly. The CEO advised the consultation on the draft heritage list hasn't commenced yet.

4.11. Avenue of Friendship (Great Southern Highway, Tambellup)

Q: Plaques damaged by machinery. When will they be repaired?

9. CLOSURE

There being no further business, the President thanked Councillors, staff and community members for their attendance, and declared the meeting closed at 6.30pm.



MINUTES

Local Emergency Management
Committee

20 September 2022

**Minutes of the Local Emergency Management Committee Meeting
held on 20 September 2022**

TABLE OF CONTENTS

1.	ATTENDANCE AND APOLOGIES	1
2.	CONFIRMATION OF PREVIOUS MEETING MINUTES	1
2.1	CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 14 JUNE 2022	1
3.	BUSINESS ARISING FROM PREVIOUS MINUTES	1
4.	MATTERS FOR DECISION	2
4.1	REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS	2
5.	MATTERS FOR DISCUSSION/INFORMATION	3
5.1	REVIEW OF CONTACTS AND RESOURCES	3
5.2	BROOMEHILL PRIMARY SCHOOL STANDALONE BUSHFIRE PLAN	4
5.3	CHANGES TO STATE HAZARD PLAN – HEATWAVE	5
6.	AGENCY UPDATES	6
7.	MATTERS FOR DISCUSSION/INFORMATION (CONTINUED)	8
5.4	LOCAL RISK ASSESSMENT WORKSHOP	8
8.	GENERAL BUSINESS	9
9.	NEXT MEETING AND CLOSE	9

1. ATTENDANCE AND APOLOGIES

Attendance:

Cr Michael White	Chair, Shire of Broomehill-Tambellup
Trevor Prout	Tambellup Sub Centre St John Ambulance
David Swain	Tambellup Police
Stephanie Swain	Ranger, Shire of Broomehill-Tambellup
Andrew Brooker	St John Ambulance
Michelle Carrington	Manager Primary Health, WA Country Health Service
Adam Smith	District Emergency Management Advisor, Department of Fire & Emergency Services
Cindy Veitch	Tambellup Primary School
Charlotte Powis	Community Preparedness Advisor, Department of Fire & Emergency Services
Cindy Pearce	Community Emergency Services Manager
John Paul Collins (via Teams)	Department of Primary Industries and Regional Development
Michele Duxbury (via Teams)	District Emergency Services Officer, Department of Communities (from 10.00am)
Pam Hull	Shire of Broomehill-Tambellup

Apologies:

Rebekka Polack	Tambellup Community Resource Centre
Debra Bearcroft	Broomehill Primary School
Anthony Middleton	Shire of Broomehill-Tambellup

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 14 JUNE 2022

Moved David Swain, seconded Cindy Veitch

That the Minutes of the Local Emergency Management Committee Meeting of 14 June 2022 be accepted as a true and correct record.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. MATTERS FOR DECISION

4.1 REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS

A review of incidents and exercises (desktop or field) 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 District Emergency Management Committee for noting.

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

TAMBELLUP FIRE 24 / 25 FEBUARY 2022

An after-action review of the above incident was completed at the June 2022 Local Emergency Management Committee meeting.

A Post-Incident report has been compiled and is attached for consideration and endorsement by the Committee.

[Attachment 4.1.1 Tambellup Fire 24/25 February 2022 – Post-Incident Report](#)
[Attachment 4.1.2 Tambellup Fire After-Action Review](#)

COMMITTEE RESOLUTION

Moved Stephanie Swain, seconded David Swain

That the Post-Incident Report ‘Tambellup Fire 24/25 February 2022’, as presented, be endorsed for forwarding to the District Emergency Management Committee.

CARRIED

MEMBER/CREW MAKING SUBMISSION

SO/OIC		CREW/TEAM	
REGION		BRIGADE/UNIT/GROUP	

INCIDENT DETAILS

INCIDENT NUMBER:	561757	INCIDENT NAME:	Tambellup Fire
INCIDENT DATE:	24/25 February 2022	INCIDENT TYPE:	Bushfire
LOCATION:	Tambellup - Gnowangerup Rd		
INCIDENT OVERVIEW*:	As attached		
SEQUENCE OF EVENTS**:			

DEBRIEF HEADINGS**Risk Assessment****Keep Doing**

Implement a HVMB when required.

Stop Doing**Start Doing**

Having SMS backup for bad fire days so messages can be circulated immediately.

Intelligence (Horizon Scanning)**Keep doing**

Full response

Communication between neighbours and power fluctuations during the fire season.

Stop doing**Start doing**

Further communication on those misty days were pole top fires could be an issue.

Reporting all pole top fires to CESM / Chief to obtain correct stats for Fire Reports for.

Lessons Management**Keep doing****Stop doing****Start doing**

* Record what happened, where, when, and who was involved. Indicate where risks to life/property occurred.

** Provide (in brief point form) a chronology of key events, e.g. Response details, arrival and post incident actions.

<p>Alerts and Warnings</p> <p>Keep doing Early activation of Water Bombers and other air support.</p> <p>Stop doing</p> <p>Start doing</p>
<p>Public Information</p> <p>Keep Doing Referring to Emergency WA.</p> <p>Stop doing</p> <p>Start doing One source of truth through Emergency WA.</p>
<p>Community Risk Awareness</p> <p>Keep doing Preparedness articles / sessions as required.</p> <p>Stop doing</p> <p>Start doing</p>
<p>Shared Ownership</p> <p>Keep doing Road Closures as required Support from neighbouring Shires</p> <p>Stop doing</p> <p>Start doing Communication to all agencies including Shire Office staff (Nominated Senior staff member). Roads to be kept closed until instructed by the IC that it's safe to open. Review Welfare Centre locations and activations. Consider early if an IMT is required to be set up.</p>
<p>Planning</p> <p>Keeping Doing Call up on the bad fire danger rating days Set up Control Centre Broomehill Bushfire Station</p> <p>Stop doing</p> <p>Start doing Training of Shire staff to open a Welfare Centre. Notify St Johns Ambulance. Have WAERN Radio fitted to Broomehill Bushfire Station</p>
<p>Resources</p> <p>Keep doing Promote wearing PPE on the fire ground.</p>

Location of Shire equipment across shire.

Stop doing

Start doing

Further promotion of wearing PPE on the fire ground.

Chief / CESM to be supplied a Scribe on those bad days before incidents occur.

Command Control and Coordination (C3)

Keep doing

WhatsApp mobilizations

Stop doing

Start doing

Training F/F to remove themselves from the fire line when Water Bombers need to make a drop.

Emphasise that radio channels need to be on CH 5 initially.

Set up fire ground communications early

Agency Interoperability

Keep doing

Stop doing

Start doing

Casualty Management

Keep doing

Stop doing

Start doing

Welfare

Keep doing

Supply refreshments.

Stop doing

Iterate that food can only be ordered by shire staff, CESM or Chief/Deputy.

Start doing

Recovery

Keep doing

Stop doing

Start doing

General (not captured elsewhere)

Keep doing

Stop doing

Start doing

LOCAL EMERGENCY MANAGEMENT COMMITTEE

AFTER ACTION REVIEW

TAMBELLUP FIRE 24 / 25 FEBRUARY 2022

Setting the Scene: A number of pole top fires had been sparked in the area due to light drizzle in the region during the early morning. At approx 11.05am a WhatsApp group message was received that another fire had started at Manyfields caused by a pole top fire. Manyfields is located 3 km east of the Tambellup townsite (from Jam Creek Rd to Manyfields driveway). The weather for the day was 31 degrees with easterly winds gusting at 48km/hr. The paddock immediately to the west of the driveway where the fire was contained consisted of long grass that was approx. 1 metre in height with limited to no visibility to what the grass was hiding, so suppression in this paddock would have been difficult under the conditions. The paddock closer to town had been cropped and was covered in sparse vegetation. Rate of Spread - approx. 10km/hr.

Vehicle Movement Ban: was imposed at 12.30pm and was lifted at 4.47pm on the same day.

Emergency Warnings:

The first Alert

Bushfire Advice was issued at 11.40am.

Watch and Act 12.38pm

Emergency Warning 12.49pm

Watch and Act 1.50pm

Watch and Act 3.49pm

***The Watch and Act message below was issued by DFES:*

Bushfire Watch and Act from DFES for Tambellup. Leave now, north to Broomehill or to the west or south. If staying get ready to actively defend. More info www.emergency.wa.gov.au, 13 33 37 or local radio. An evacuation centre has been opened at the Broomehill Recreation Complex.

All Clear 10.40am 25 Feb

All 'Emergency Warnings' will be accompanied by a text message.

Air Support: were requested (Bombers) and the question was asked by the Regional Duty Coordinator if we required the LAT (Large Air Tanker). At the time the IC agreed. IC decided LAT was not required, though due to the risk and the loss of property in the region with other fires e.g. Denmark and Jerramungup it was decided to keep it coming.

LEMC DISCUSSION

It is acknowledged that not all stakeholders were represented at the LEMC meeting. The following is a summary of the discussion by those present and suggested actions.

Brigade Response

- With water bombers incoming, responders were advised to leave the fire ground 20-25 minutes prior to the bombers attendance. Cindy advised generally the bombers call in when 5 minutes out.
Action: CESM - To be raised and clarified at pre-season forum.
- A delayed response to turn out at this fire was noted. This was possibly due to many pole top fires being experienced that morning which may have resulted in some complacency.
- Overall a good response and outcome from all responders.

Welfare Centre Activation – Broomehill

- Noting the ‘Fire Simulation without Suppression’ map attached and the potential impact on the townsite, it was noted that careful consideration should be given to the location of the welfare centre. In this instance, the fire may have impacted Great Southern Highway, restricting access to the Broomehill Recreational Complex (as the nominated welfare centre) from Tambellup. The Local Welfare Plan includes information regarding nominated Welfare Centres in neighbouring communities.

Action: Consider location of welfare centre in context of the incident and potential for impact.

- The intent to activate the welfare centre in Broomehill was not communicated to Police or Shire Administration staff prior to the Watch and Act message being broadcast. While a call was made from Dept. Communities to the CEO, the CEO was out of the office and the message was not relayed to Administration staff. An informal request to open the facility was made from the fire ground directly to a committee member of the Broomehill Recreational Complex. Once Administration staff were aware, an officer was dispatched to the BRC to open the centre and commence registration of attendees. The officer had no prior experience in working in an emergency context. Local media attended the centre, and scheduled sporting activities were also underway.

Action: Shire - a senior staff member to be nominated (in consultation with the CEO) as a single point of contact for contact with the Incident Controller, CESM, external agencies.

Action: Shire/LEMC - Review and communicate process to activate Welfare Centre.

Action: Shire - to ensure communicate with centre management with regard to cessation of scheduled activities for the duration of the activation.

Action: Shire - seek Welfare Centre Activation training for relevant staff members.

Evacuation

- There has been much community comment following the incident about the issuing of the Watch and Act message and the requirement to evacuate. Was the decision premature? It is acknowledged that the decision was made pre-emptively based on situational awareness and forecast conditions for the afternoon.
- A number of senior residents were contacted by Shire staff following the issue of the Watch and Act message to check that the message had been received and they were able to act. While those contacted were self-sufficient and prepared to evacuate, a number of residents were identified during and after the incident who would need significant assistance to be able to leave their homes. This support was not readily available on the day.

Action: Shire - Promote preparation of individual Emergency Plans (all hazards) to the community

Traffic Management

- Tambellup Police manned the road closure at the west end of Gnowangerup-Tambellup Rd in the Tambellup townsite, and were supported by officers from Gnowangerup at the eastern end road closure. Officers from Cranbrook and Kojonup also provided support.
- Shire of Broomehill works staff provided assistance to man road closures. At some point staff were told they were no longer required and left the scene. They were subsequently called back to continue manning the closure. In this instance, Police, in consultation with the Incident controller, would make the decision on when the road would be reopened.

Action: Road closure process, including authorisation and requirements to man the road closure to be communicated to all stakeholders.

Resources Other

- The 124 Tambellup Store provided an excellent response to request for food and drinks to be provided to volunteers working on the fire ground.

Interagency Inoperability

- An Incident Control Centre/Incident Management Team was not established. It was noted that if all stakeholders were in the same room communications and resulting actions may have been clearer and timelier. It is noted that DFES regional staff had commenced the process of establishing an Incident Control Centre at the Broomehill Fire Station on issuing of the Watch and Act message. This action needed to be communicated to all stakeholders.
- St John Ambulance was not notified of the incident. Advance warning at the regional level would have supported the incident if the event had escalated where local volunteers were not able to respond, or a greater response was required due to multiple casualties, with neighbouring Sub-Centres on standby to assist. The establishment of an Incident Control Centre would have aided these communications.
- A significant amount of external support would be required for Police to undertake an evacuation of the community. Early communication of this possibility (through the Incident Control Centre/Incident Management Team) would allow for the required support to be sourced.

Action: Consider early in the incident whether an Incident Control Centre/Incident Management Team is required, nominate location and communicate to all stakeholders.

- Landowners appreciated the air support.
- Great support from neighbouring Shires – Cranbrook and Gnowangerup volunteers and Police
- Consider allocating staff or volunteers to assisting Incident Controller or CESM with scribing to record decisions taken during an incident.

Health and Safety

- It was noted that some volunteer responders on the fire ground were not wearing appropriate PPE.
Action: Shire – reinforce with key brigade personnel and volunteers the requirement to wear suitable PPE on the fire ground and the insurance implications of an injury if PPE has been issued and not worn.
- Powerlines were down across the Gnowangerup-Tambellup Rd, resulting in the closure of the road. Correct process was undertaken on the fire ground to inform responders.

Communications

- Fire ground communications were inconsistent, particularly when responders were required to leave the area prior to the water bombers attending.
Action: Incident Controller to establish fire ground communications plan.
- The Primary School was not notified of incident and potential impact until the Department contacted the Principal to advise the warning level had escalated, allowing the Principal to implement the school's Bush Fire Action Plan. Parents were already starting to pick up children prior to the Watch and Act message being issued. The LEMC considered whether an alternative method of communication to LEMC members was required – e.g. SMS group, WhatsApp.
Action: Principal to be added to the Shire's SMS list.
Action: Establish Incident Control Centre/Incident Management Team at a nominated location so all stakeholders are in the room to better understand the incident, and a clear communications plan is developed.

- When the Watch and Act was issued, shire staff were receiving conflicting messages about the status of the incident, anecdotally from people coming in from the fire ground, and officially through DFES messaging. Staff were instructed to take the party line approach to all enquiries (ie refer to DFES messaging and direct enquiries to Emergency WA).

Action: Shire communications – reinforce that staff are to rely on one reputable source of information – Incident Controller or CESM, when dealing with public enquiries.

Other

- Multiple pole top fires were reported that day across this and neighbouring Shires. The Shire has since written to Western Power to query their intentions in terms of works or other to lessen the risk of fire from their assets to landowners.
- Heavy use of mobile phones during an incident may reduce the strength of the phone signal available to the townsite and ability for effective communication. NBN fixed satellite services have been installed at the Broomehill Recreational Complex and Tambellup Community Pavilion and are maintained at minimal bandwidth until the centres are required to be activated as welfare centres, at which time the services are increased to accommodate heavier phone and data usage. This provision will only apply where the centre has been activated as a welfare centre.

5. MATTERS FOR DISCUSSION/INFORMATION

5.1 REVIEW OF CONTACTS AND RESOURCES

The Committee to review the contacts and resources list included in the Local Emergency Management Arrangements (LEMA) 2021.

ACTION: Amendments will be noted and updated in the LEMA.

[Attachment 5.1.1 Resource Register](#)

[Attachment 5.1.2 Contacts Register](#)

5.1 ATTACHMENTS NOT FOR CIRCULATION

5.2 BROOMEHILL PRIMARY SCHOOL STANDALONE BUSHFIRE PLAN

Due to its proximity to native vegetation, the Broomehill Primary School is on the Department of Education Bushfire Zone register, and as such, is required to prepare a detailed plan of how the school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

Broomehill Primary School has provided the following documents for the Committee's information:

- Broomehill Primary School Standalone Bushfire Plan 2022/2023
- Broomehill Primary School Risk Assessment and Treatment Plan 2022

Both documents are reviewed annually.

ACTION: Noted

[Attachment 5.2.1 Broomehill Primary School Standalone Bushfire Plan 2022/2023](#)

[Attachment 5.2.2 Broomehill Primary School Risk Assessment and Treatment Plan 2022](#)

5.2 ATTACHMENTS NOT FOR CIRCULATION

5.3 CHANGES TO STATE HAZARD PLAN – HEATWAVE

State Hazard Plans describe the actions the Hazard Management Agency (HMA) will follow to prevent, prepare for, respond to, and recover from a hazard. The State Hazard Plans define the roles and responsibilities of agencies and organisations that support the HMA. State Hazard Plans and hazards to Western Australia are supported by legislation defined in the *Emergency Management Act (2005)* and *Emergency Management Regulations (2006)*.

More is now known about heatwaves and the risk to the public since Heatwave was first recognised as a hazard under State emergency management legislation in 2012. During this time, better ways of forecasting severe weather events have been identified. Nationally recognised forecasting methodology and warnings are being adopted amongst the states and territories. Accordingly, the Western Australian Department of Health is preparing to align the State Hazard Plan Heatwave to the contemporary forecasting and warning system.

The attached factsheet provides key points to Local or District Emergency Management Committees, describing the changes to heatwave forecasting process, messaging the public will receive and Incident Management structure.

ACTION: Noted

[Attachment 5.3.1 Factsheet for Health representation on LEMC – Heatwave Hazard](#)

With Item 5.4 consisting of a workshop, it was decided to bring forward Item 6. Agency Updates for discussion, then complete the workshop.



Factsheet for Health representation on LEMC – Heatwave Hazard

Understanding the upcoming changes to the State Hazard Plan for Heatwave

More is now known about heatwaves and the risk to the public since Heatwave was first recognised as a hazard under State emergency management legislation in 2012. During this time, better ways of forecasting severe weather events has been identified. Nationally recognised forecasting methodology and warnings are being adopted amongst the states and territories. Accordingly, the Western Australian Department of Health is preparing to align the State Hazard Plan Heatwave to the contemporary forecasting and warning system.

State Hazard Plans for hazards describe the actions the Hazard Management Agency (HMA) will follow to prevent, prepare for, respond to, and recover from a hazard. The State Hazard Plans define the roles and responsibilities of agencies and organisations that support the HMA. State Hazard Plans and hazards to Western Australia are supported by legislation defined in the *Emergency Management Act (2005)* and *Emergency Management Regulations (2006)*.

This factsheet provides key points to Health representatives the participate in Local or District Emergency Management Committees, describing the changes to heatwave forecasting process, messaging the public will receive and Incident Management structure.

Current Heatwave process

The existing methodology uses the 3 Day Average Temperature (3DAT) calculation method, which consists of a three day forward looking average of minimum and maximum temperatures. When the 3DAT is forecast to exceed 32° Celsius at the Perth weather reporting station, the triggers for Heatwave response actions commence. The 3DAT has limitations, particularly in that this calculation does not support localities north of the metropolitan area.

3DAT monitoring is facilitated by manually transposing the seven-day maxima and minimum temperatures forecast at the Perth monitoring station, along with the previous day's observations, onto an excel spreadsheet. Mathematical functions on the spreadsheet detail when triggers to act are met.

Proposed Heatwave process

The Bureau of Meteorology (BOM) utilise an Excess Heat Factor (EHF) calculation that is more robust than 3DAT. The EHF can be readily applied to targeted locations or districts to forecast extreme heat. Heatwaves, utilising the EHF method are calculated using the forecast maximum and minimum temperatures over the next three days. This information is compared to actual temperatures over the previous 30 days, and the long-term climate record for what should be

considered hot at the location at that time. Studies have concluded EHF as a more suitable calculation of heatwave.

Australian Warning System (AWS)

The Australian Warning System (AWS) is a national approach to information and warnings for all natural hazards such as bushfire, flood, storm, tropical cyclone and extreme heat.

The AWS has been developed based on community research and input from Australia's emergency services and hazard agencies. The goal of the AWS is to deliver a more consistent approach to emergency warnings, no matter where you are in the country. It uses a nationally consistent set of hazard icons to show incidents on websites and apps, supported by calls to action by the public.

There are three warning levels in the AWS:

1. **Advice:** an incident has started. There is no immediate danger. Stay up to date in case the situation changes.
2. **Watch and Act:** there is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.
3. **Emergency Warning:** an Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Heatwave messaging will be realigned to reflect the AWS with heatwave warnings to be released on [EmergencyWA.wa.gov.au](https://www.emergency.wa.gov.au)

Opportunities

These changes present a raft of opportunities to better manage a heatwave hazard. A benefit for the WA community will be a State Hazard Plan that transitions to apply the full population of the state.

The new plan can leverage off the significant heatwave resources provided by the Bureau of Meteorology (BOM). The Bureau's heatwave forecasting covers towns and cities all over Australia. As with other natural hazards such as bushfire or cyclone, the Bureau provide the forecasting capability and the HMA provides the Command, Control and Coordination for the hazard. New Heatwave plans will align with this role delineation.

Incident Management

Incident Management for Heatwaves will continue to follow the State Emergency Plan. Where there will be a difference from heatwaves prior seasons will be when the heatwave affects regional areas. In localities outside the metropolitan area, a regional Incident Controller (IC) will be appointed and supported by an Incident Support Group (ISG) from that region. The membership of the ISG will be regional agency representation of agencies that have roles and responsibilities under SHP heatwave. While representation may vary slightly between regions, broadly it will be the agencies that make up a Local/Regional Emergency Management Committee. This structure is no different than what occurs for other natural hazards such as bushfire or cyclone.

The same representation is a little more challenging to replicate in the metropolitan area due to the large number of Local Government (LG) that span multiple Health Service Providers. In the case of heatwaves affecting the metropolitan area, the Department of Health as Controlling Agency will appoint an IC and provide the public health advice. The metropolitan LGs will be provided opportunity to observe the ISG.

Communications Strategy

Messaging is the key strategy in minimising the effects of a heatwave. The cornerstone of messaging consistently should be:

- Ensure you have a local plan for heatwave.
- Stay hydrated.
- Remain out of the sun, particularly from the middle of the day and into the afternoon.
- Keep cool, be this by staying in a cool location or moving to a cool location.
- Check on others.

Many people in Western Australia are generally acclimatised to living in hot weather and are resilient to hot conditions. This is particularly so in the north and inland locations of the state. People may be complacent about extreme heat and don't see themselves as affected or vulnerable. Furthermore, the cumulative effect on health from heat exposure increases, particularly when there is no ability to compensate from a heat event.

Communication will occur through a tiered approach:

- to agencies with roles and responsibilities under the SHP – heatwave
- to agencies and organisations that provide care and support to vulnerable populations
- to the general public.

The Department of Health recognises the large community reach that collectively the emergency management agencies have. Our request is to promulgate heatwave response messaging. Agencies and event organisers should refer back to the Department of Health's messaging rather than creating their own heatwave content.

Summary or talking points

- Health is adopting a more robust measurement of heatwave that will forecast the risk for whole of WA.
- Heatwave warnings will follow the Australian Warning System: Advice, Watch & Act, and Emergency Warning, and will be published on EmergencyWA
- Incident Management for Heatwave in regional areas will be run by a local IC (from the affected region).
- Agencies should refer to Health's heatwave messaging rather than creating their own content.
- Heatwave monitoring operates 1 Nov – 31 March.

Next steps

The State Hazard Plan – Heatwave is undergoing a major revision to support these changes and requires a consultative review as per State EM guidelines. Assuming smooth passage of the changes, the processes that support SHP Heatwave will go live on 1 November 2022 in time for the high threat season.

This document can be made available in alternative formats on request for a person with disability.

© Department of Health 2022

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

health.wa.gov.au

6. AGENCY UPDATES

John Paul Collins – Department of Primary Industry & Regional Development

- As per tabled report.

Attachment 6.1

Michele Duxbury – Department of Communities

- Has recently commenced in the role, previously was District Emergency Support Officer South West.
- Was deployed to assist with the Lismore, NSW flood recovery with Emergency Services All Hazards Unit.
- Training sessions have been held for Department of Communities staff in preparation for the high threat season.
- Willing to deliver training in the Great Southern (evacuation centres)
- Currently working in Recovery with the Bridgetown community following their fire earlier in the year.

Cindy Pearce - Community Emergency Services Manager

- Training conducted recently includes Ground Controller, Fire Control Officer and Rural Fire Awareness. Two members of local brigades have completed Ground Controller training.
- Unallocated Crown Land mitigation budget of \$31,000 for works in the Shire has been submitted and approved.

Cr White queried whether training for new farm workers was available prior to harvest? Cindy advised she was looking at arranging a course, to be held mid to late October.

Trevor Prout – Tambellup St John Ambulance

- Nil.

Stephanie Swain - Ranger Services, Shire of Broomehill-Tambellup

- Dogs on grounds of Tambellup Primary School have been removed from the community.
- Will be attending the Bushfire Advisory Committee meeting to be held in October to discuss hazard reduction, inspections, and enforcement.
- A number of issues recently with roaming livestock, needing to implement the Shire's Fencing Local Law.

David Swain – Tambellup Police

- Fully staffed in Tambellup, stations around are recruiting. Tambellup Police will be assisting in the region as required. Land and marine search capability is maintained if needed, and officers will be present on major roads leading into harvest.
- Tabled a copy of the Shire of Harvey 'Emergency Management Guide' for consideration and possible implementation in Broomehill-Tambellup. The guide provides a quick reference for procedures and contacts to be utilised in an emergency situation.

Andrew Brooker – St John Ambulance

- Business as usual

Pam Hull – Shire of Broomehill-Tambellup

- Plan for Animal Welfare in Emergencies was adopted by the Council at the July 2022 Ordinary Council Meeting.
- Tambellup Volunteer Fire and Emergency Service

- Unit members have recently participated in a photo shoot conducted by DFES media that will be used in a regional recruitment campaign for all DFES services.
- The Unit has established a new Facebook page to raise awareness of the service in the community.

Michelle Carrington – WA Country Health Service

- Maintaining capability and numbers of nursing staff is challenging, and deployment of staff to other facilities may impact the service at the Tambellup Health Centre.
- COVID-19 update: from 1 October 2022 PCR testing for overseas travel or FIFO workers requires referral from health practitioner prior to testing. Close contacts or people with symptoms are still able to be tested at Katanning Health Campus. The isolation period has reduced to five days (seven days for workers in a health setting). The Health Centre has large stocks of RAT kits available.
- Monkey pox update: no cases in the region, however vaccinations have been received for anyone reporting as a close contact.

Cindy Veitch – Tambellup Primary School

- Very proud of students for their behaviour and participation at the Interschool Sports Day held recently.
- Student numbers are dropping and staffing/class structures will be reviewed.



Department of
**Primary Industries and
Regional Development**

Agency Name:	Department of Primary Industries and Regional Development		Date: 18 August 2022
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
Situation Report:			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • Seven (7) plant pest/disease level 1 & 2 Incidents • Nil animal pest/disease incidents <p>2. State alerts and investigations DPIRD is currently investigating a further four (4) pests and diseases.</p> <p>3. National alerts & investigations DPIRD and other state jurisdictions continue to monitor reported outbreaks of:</p> <ul style="list-style-type: none"> • African Swine Fever – Republic of Korea, Thailand, Vietnam, Malaysia Philippines and India • Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia • Foot and Mouth Disease – Indonesia <p>NB: There are, currently, no known incidences of these diseases in Australia.</p> <p>On 15 August 2022, DPIRD conducted a Foot and Mouth Disease information webinar for local governments. Below is the link and the passcode to access the recorded webinar:</p> <p>https://zoom.us/rec/share/O6QX7IGuCb8so3ZMOSgHSMAY7oQDEejhQmsnap9TaT1HsoaK7muN8xDRqIwgoIkC.9vyOn5A01RrW8xQ?startTime=1660532386000</p> <p>Passcode: 9i&FKP8z</p> <p>Information regarding Foot and Mouth Disease prevention and preparedness is also available on DPIRD's website: Foot-and-mouth disease: prevention and preparedness Agriculture and Food</p>			

4. Severe Tropical Cyclone Seroja (Recovery)

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA (DRFAWA) assistance to primary producers impacted by TC Seroja.

5. COVID 19

DPIRD:

- continues to monitor information from the Department of Health
- communicates to staff regarding the management of COVID in the workplace

6. Southwest Land Division Fires:

- DPIRD District Recovery Coordinator, Rob Cossart, is working in to support communities recovering from the bushfires which occurred in early February 2022.
- Affected local governments: Corrigin, Narrogin, Bridgetown and Denmark

Issues:

No issues to report

DPIRD's role in emergency management

The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery.
- Provision of support to other HMAs by:
 - coordinating animal welfare for natural hazard emergencies such as bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.

7. MATTERS FOR DISCUSSION/INFORMATION (CONTINUED)

5.4 LOCAL RISK ASSESSMENT WORKSHOP

In 2009 the Commonwealth formed a national agreement with states and territories to provide funding for Natural Disaster resilience. This funding was conditional on them undertaking risk assessments to prioritise risk mitigation strategies. Thus the WA State Risk Project was initiated.

The key goals are to gain a comprehensive and consistent understanding of the risks faced across three levels of government, state, district and local.

Over a number of workshops the Committee has undertaken the initial stages of the assessment of local risk, and is now required to consider treatments for identified risks.

District Emergency Management Advisor Adam Smith will be in attendance at this meeting to assist the Committee to work through this process.

[Attachment 5.4.1 Risk Register](#)

[Attachment 5.4.2 Risk Workshop Presentation](#)

ACTION: Those present participated in a workshop to consider treatments for risk statements associated with Fire. The data will be collated and presented to a future LEMC meeting.

Three other hazards require the same process to be undertaken: Animal Disease, Heatwave and Flood. These will be considered at upcoming LEMC meetings.

**Broomehill-Tambellup Local Emergency Management Committee
Risk Register - February 2019**

ID	Hazard	Risk Statement	Impact Area	Risk level	Risk Treatment	Responsible Organisation
1	Fire	will impact private buildings and contents, resulting in financial losses.	Economy	Extreme		
2	Fire	will impact commercial buildings, contents and services, resulting in financial losses.	Economy	Extreme		
3	Fire	will disrupt major freight routes, resulting in financial losses.	Economy	Extreme		
4	Fire	will impact train lines, resulting in repair costs and/or financial losses.	Economy	Extreme		
5	Fire	will impact power infrastructure, resulting in repair costs and/or financial losses.	Economy	Extreme		
6	Fire	will result in recovery activities, resulting in costs to local government.	Economy	Extreme		
7	Fire	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Economy	Extreme		
8	Fire	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Economy	Extreme		
9	Fire	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Economy	Extreme		
10	Fire	will disrupt business activities, resulting in financial losses.	Economy	Extreme		
11	Fire	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Public Administration	Extreme		
12	Fire	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Public Administration	Extreme		
13	Fire	will cause an increased demand (surge) on Main Roads WA services at the local level, impacting their ability to maintain core services.	Public Administration	Extreme		
14	Fire	will impact transport infrastructure, preventing or delaying emergency services from providing assistance.	Public Administration	Extreme		
15	Fire	will impact power infrastructure, impacting the power company's ability to maintain core services.	Public Administration	Extreme		
16	Fire	will impact on home-based services and service providers (such as NGOs, meals on wheels, silver chain, WACHS, home care provisions), impacting on their ability to maintain core functions.	Public Administration	Extreme		
17	Fire	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Social Setting	Extreme		

**Broomehill-Tambellup Local Emergency Management Committee
Risk Register - February 2019**

ID	Hazard	Risk Statement	Impact Area	Risk level	Risk Treatment	Responsible Organisation
18	Heatwave	will impact train lines, resulting in repair costs and/or financial losses.	Economy	Extreme		
19	Heatwave	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Public Administration	Extreme		
20	Fire	will impact bridges, or approaches to bridges, resulting in repair costs.	Economy	High		
21	Fire	will impact communications infrastructure, resulting in repair costs and/or financial losses.	Economy	High		
22	Fire	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Public Administration	High		
23	Fire	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Public Administration	High		
24	Fire	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Public Administration	High		
25	Fire	will cause an increased demand (surge) on Department of Child Protection and Family Support services at the local level, impacting their ability to maintain core services.	Public Administration	High		
26	Fire	will require response by State Agencies (not previously mentioned) at the local level, impacting on their ability to maintain core services.	Public Administration	High		
27	Fire	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Public Administration	High		
28	Fire	will result in an increased demand (surge) on public facilities including public buildings (e.g. classrooms used for evacuees), impacting their core services.	Public Administration	High		
29	Fire	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Public Administration	High		
30	Fire	will impact mobile and landline communication infrastructure, impacting the ability of telecommunication companies to maintain core services.	Public Administration	High		
31	Fire	will impact potable water systems, impacting the ability to maintain core services.	Public Administration	High		
32	Fire	will impact the health of people and cause death(s).	People	High		

**Broomehill-Tambellup Local Emergency Management Committee
Risk Register - February 2019**

ID	Hazard	Risk Statement	Impact Area	Risk level	Risk Treatment	Responsible Organisation
33	Fire	will impact the health of people and cause injury and/or serious illness.	People	High		
34	Fire	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Social Setting	High		
35	Fire	will impact residential dwellings and contents, impacting the wellbeing of the community.	Social Setting	High		
36	Fire	will result in short term (< 14 days) displacement due to evacuation away from people's homes and work places, impacting the community wellbeing.	Social Setting	High		
37	Fire	will impact the aesthetics of the area, impacting the community wellbeing.	Social Setting	High		
38	Animal or plant: pests or diseases	will impact main road transport routes, resulting in repair costs and/or financial losses.	Economy	High		
39	Animal or plant: pests or diseases	will impact pastoral leases and associated infrastructure, resulting in recovery costs and/or financial losses.	Economy	High		
40	Animal or plant: pests or diseases	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Economy	High		
41	Animal or plant: pests or diseases	will disrupt business activities, resulting in financial losses.	Economy	High		
42	Animal or plant: pests or diseases	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Public Administration	High		
43	Animal or plant: pests or diseases	will impact the health of people and cause death(s).	People	High		
44	Animal or plant: pests or diseases	will impact the health of people and cause injury and/or serious illness.	People	High		
45	Animal or plant: pests or diseases	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Social Setting	High		
46	Animal or plant: pests or diseases	will result in a loss of income/employment, impacting the community wellbeing.	Social Setting	High		
47	Heatwave	will impact communications infrastructure, resulting in repair costs and/or financial losses.	Economy	High		
48	Heatwave	will impact potable water supply (e.g. due to damage to infrastructure such as dams, piping and bores), resulting in repair costs and/or financial losses.	Economy	High		
49	Heatwave	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Public Administration	High		
50	Heatwave	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Public Administration	High		

**Broomehill-Tambellup Local Emergency Management Committee
Risk Register - February 2019**

ID	Hazard	Risk Statement	Impact Area	Risk level	Risk Treatment	Responsible Organisation
51	Heatwave	will impact power infrastructure, impacting the power company's ability to maintain core services.	Public Administration	High		
52	Heatwave	will impact the health of people and cause death(s).	People	High		
53	Heatwave	will impact the health of people and cause injury and/or serious illness.	People	High		
54	Flood	will impact bridges, or approaches to bridges, resulting in repair costs.	Economy	High		
55	Flood	will impact train lines, resulting in repair costs and/or financial losses.	Economy	High		
56	Flood	will impact communications infrastructure, resulting in repair costs and/or financial losses.	Economy	High		
57	Flood	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Economy	High		
58	Flood	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Public Administration	High		
59	Fire	will impact main road transport routes, resulting in repair costs and/or financial losses.	Economy	High		
60	Animal or plant: pests or diseases	will result in recovery activities, resulting in costs to local government.	Economy	High		
61	Animal or plant: pests or diseases	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Social Setting	High		
62	Flood	will impact private buildings and contents, resulting in financial losses.	Economy	High		
63	Flood	will impact commercial buildings, contents and services, resulting in financial losses.	Economy	High		
64	Flood	will impact main road transport routes, resulting in repair costs and/or financial losses.	Economy	High		
65	Flood	will result in recovery activities, resulting in costs to local government.	Economy	High		
66	Flood	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Economy	High		
67	Flood	will disrupt business activities, resulting in financial losses.	Economy	High		
68	Flood	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Public Administration	High		
69	Flood	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Public Administration	High		

**Broomehill-Tambellup Local Emergency Management Committee
Risk Register - February 2019**

ID	Hazard	Risk Statement	Impact Area	Risk level	Risk Treatment	Responsible Organisation
70	Flood	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Public Administration	High		
71	Flood	will result in an increased demand (surge) on public facilities including public buildings (e.g. classrooms used for evacuees), impacting their core services.	Public Administration	High		
72	Flood	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Public Administration	High		
73	Flood	will impact residential dwellings and contents, impacting the wellbeing of the community.	Social Setting	High		
74	Flood	will impact on the availability of basic commercial products and services, impacting community services and wellbeing.	Social Setting	High		
75	Flood	will impact main roads and transport routes, resulting in a reduced supply of essential supplies to the area, impacting community services and wellbeing.	Social Setting	High		

Broomehill Tambellup Local Emergency Management Committee

Local Risk Assessment Summary

- * Why did we do it
- * How was it done
- * What was done
- * The results
- * Where to next

Why did we do it?

In 2009 the commonwealth formed a national agreement with states and territories to provide funding for Natural Disaster resilience. This funding was conditional on them undertaking risk assessments to prioritise risk mitigation strategies.

Thus the WA State Risk Project was initiated.

Key goals: to gain a comprehensive and consistent understanding of the risks faced across three levels, **state, district and local** .

Aims of the Project

1. Help local governments to understand their risk
2. Assist local governments to complete the emergency risk management (ERM) process as required by existing policy
3. Allow the State to gain a comprehensive understanding of current risks at the local level
4. Provide information to enable future mitigation at all levels which will reduce the future cost of disasters

How was it done?

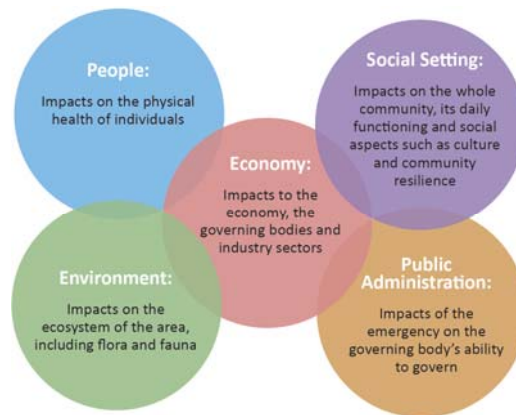
Workshop setting to assess four hazards;

The hazards chosen are;

1. Fire
2. Biosecurity (animal)
3. Heatwave
4. Hazmat (Chemical substance)
5. Flood

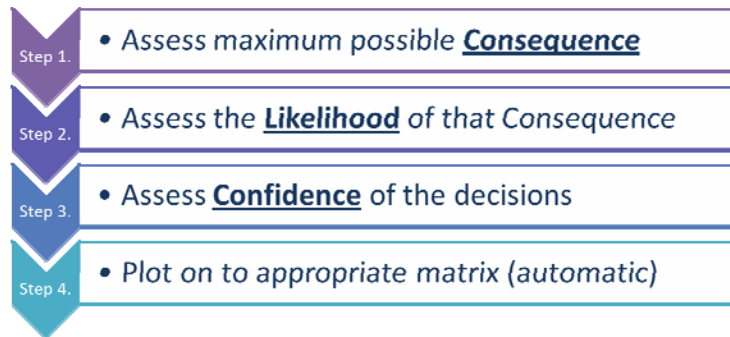
State Core Objectives

* The assessment considered the possible impacts on:



Workshop Steps

The event IS taking place



Bushfire

What was done?

- Mid December – during harvest
- Trough line movement
- Dry lightning belt moves through the Shire
- Multiple fires reported in standing crop around the Shire
- Response resources stretched
- Fires potentially impacting the Broomehill and Tambellup townsites
- Winds strong and variable with trough line movement
- Fire weather warning issued
- Fire Danger Rating Extreme
- Total Fire Ban & Harvest/Movement of Vehicles Ban in place
- Stretched fire fighting resources
 - Multiple ignition points
 - Surrounding Shires have similar number fires
 - Water bombers not available
 - Limited DFES support available
- High risk to people – townsites, farming properties
- Potential for evacuations
- Potential for road closures
- Likely impact on Western Power infrastructure
- Likely impact to mobile/radio tower (Fairfield Rd, Jam Creek Rd)
- Large media interest

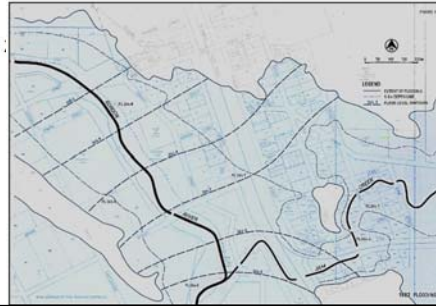


Storm/Flood

During February a tropical cyclone has formed over northern Australia and tracked down the West Australian coastline. The cyclone dissipates as it crosses the coast south of Perth, however it brings with it torrential rain and storm conditions causing wide spread flooding and storm damage across the south-west land division.

The Broomehill-Tambellup Shire experiences falls in the area of 200-250mm over 24 hours which causes the Gordon River and Jam Creek water levels to rise leading to flooding in the Tambellup townsite. Localised flooding is experienced in other parts of the Shire, and wind gusts up to 95 km/hr have caused damage to structures and spread debris over roads.

The flooding associated with the event is considered to be a 1 in 100 year event.



Biosecurity

Annual Exceedance Probability: 0.0995% chance of occurrence in any given year

The Scenario

- Person returning from holiday in Nepal feeds undeclared processed meat product to family pig
- The pig develops FMD and passes it to stock on the property
- The FMD passes to adjoining properties
- Stock from the originating property is sent to markets further spreading the disease
- 2 days post sale animals are tested
- 4 days post sale DAFWA responds
- 5 days post – National Livestock Standstill
- Ongoing – tracing, surveillance, destruction and disposal

Impacts & Vulnerabilities

Other impacts from control measures used to manage and eradicate FMD

- People living in control and restricted areas around an outbreak are more likely to experience mental health issues caused by movement restrictions, culling and vaccination.
 - These conditions contribute to feelings of:
 - Loss of control;
 - Animal welfare concerns;
 - Uncertainty and,
 - Social isolation

Heatwave

Heatwave/Electricity Supply Disruption Setting the Scene

- A relatively mild January with day-time temperatures in the high 20s to low 30s
- Maximum temperatures rose at the end of the month with the highest temperature for January of **37.3 °C** recorded on the last day of the month.
- Temperatures increased to over 40 °C at the start of February
- Temperatures persisted over **40 °C for five consecutive days** with a peak of **44.2 °C** on 3 February.

Impacts & Vulnerabilities

- Faults to power distribution due to prolonged high loads.
- Hospital Emergency departments overloaded
- Rail services disrupted
- Vulnerable people
- Outdoor events
- Outdoor work
- Agriculture
- Wildlife

Hazmat (Chemical Spill)

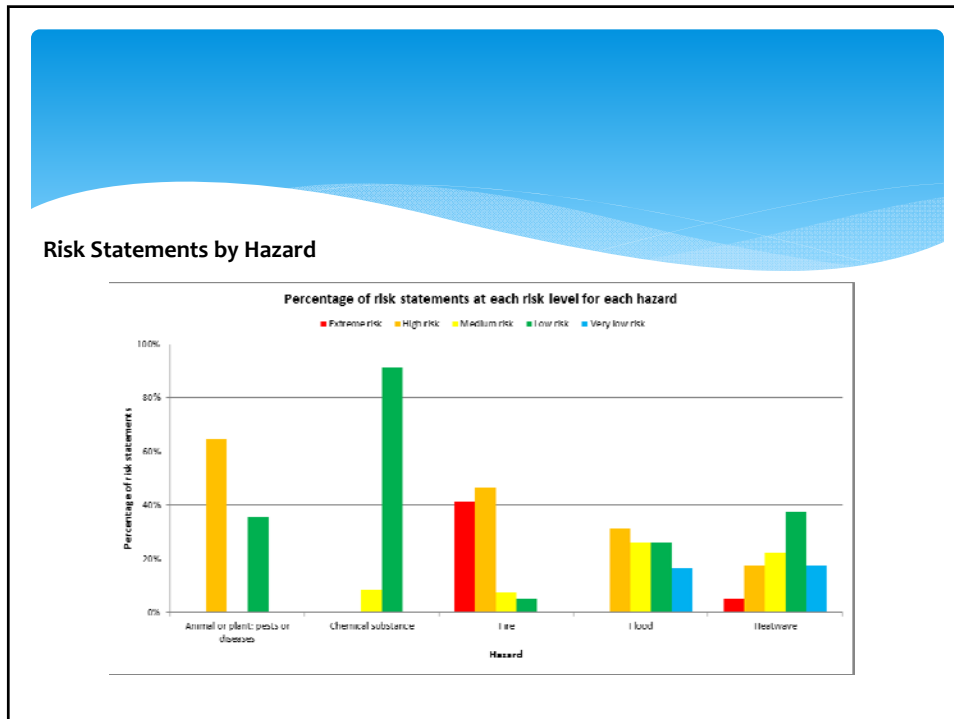
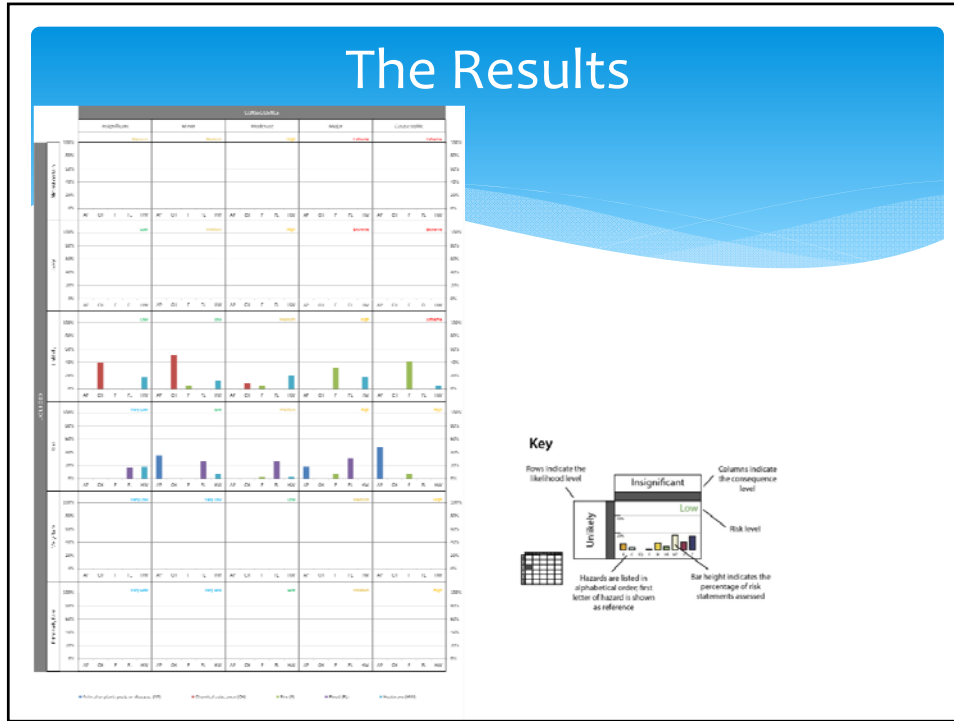
Road Crash/ Chemical Spill Setting the Scene

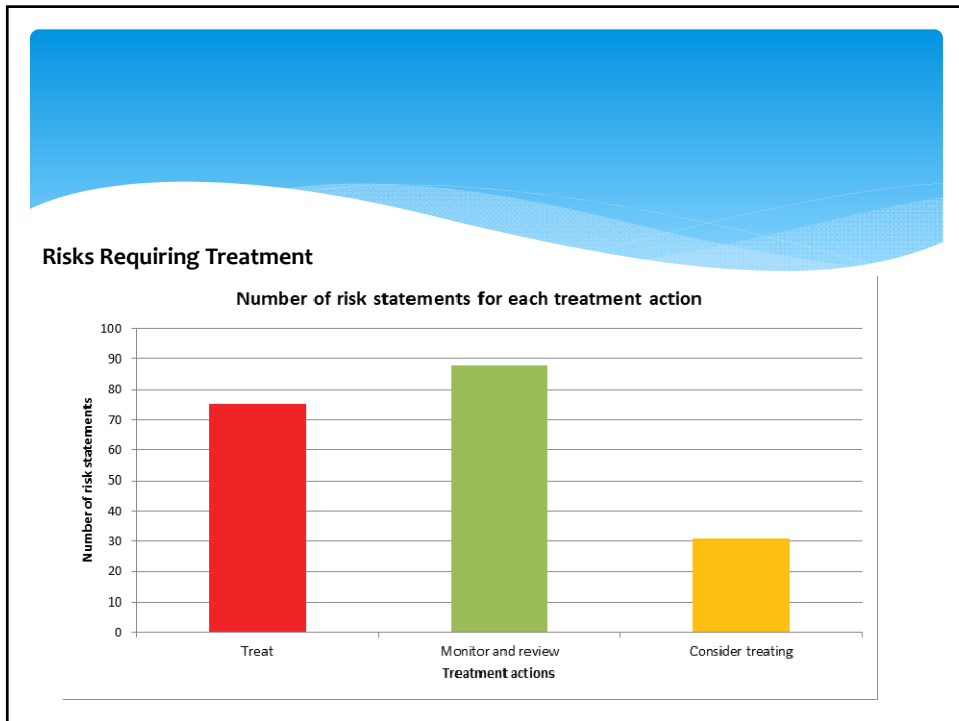
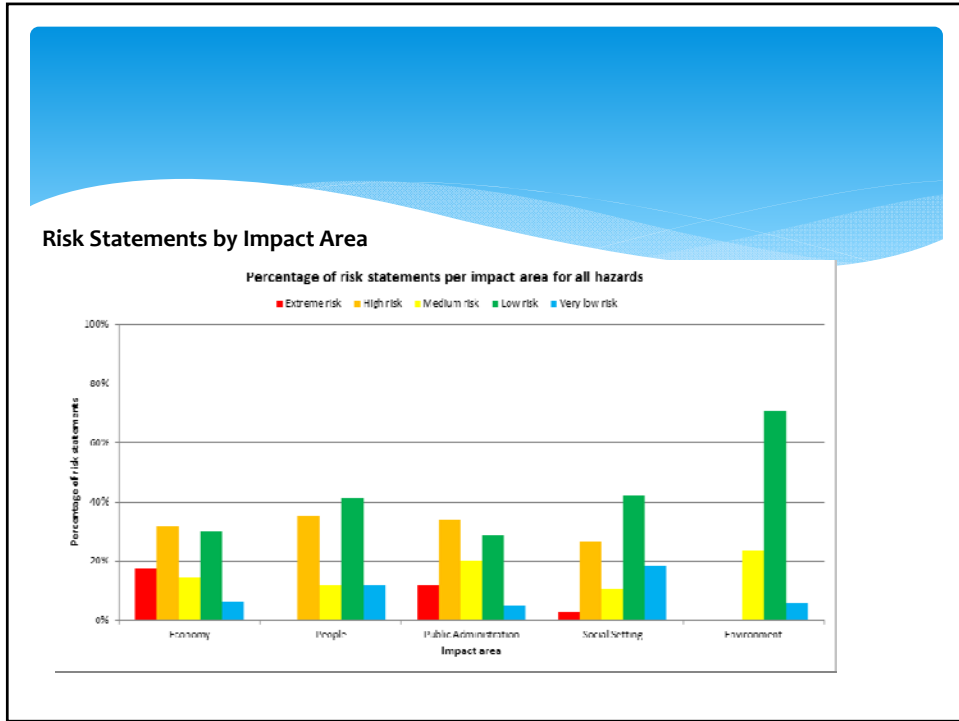
- It's July, and it's been a wet week, with more heavy rain forecast. A strong wind is blowing from the south.
- A truck travelling north carrying farming chemicals including S7 chemicals overturns at the Great Southern Hwy/Journal St intersection in Broomehill.
- A number of chemical containers have split and contents have spilled across the road, flowing with storm runoff from the railway yard west towards the creek bed.
- The driver is seriously injured and trapped in the wreckage.

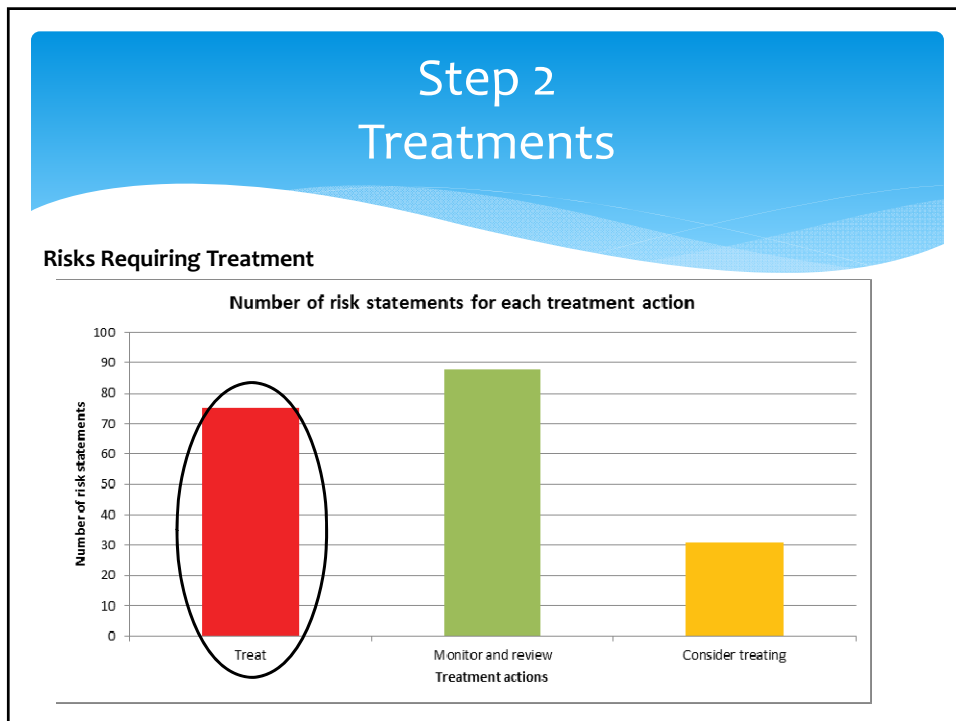
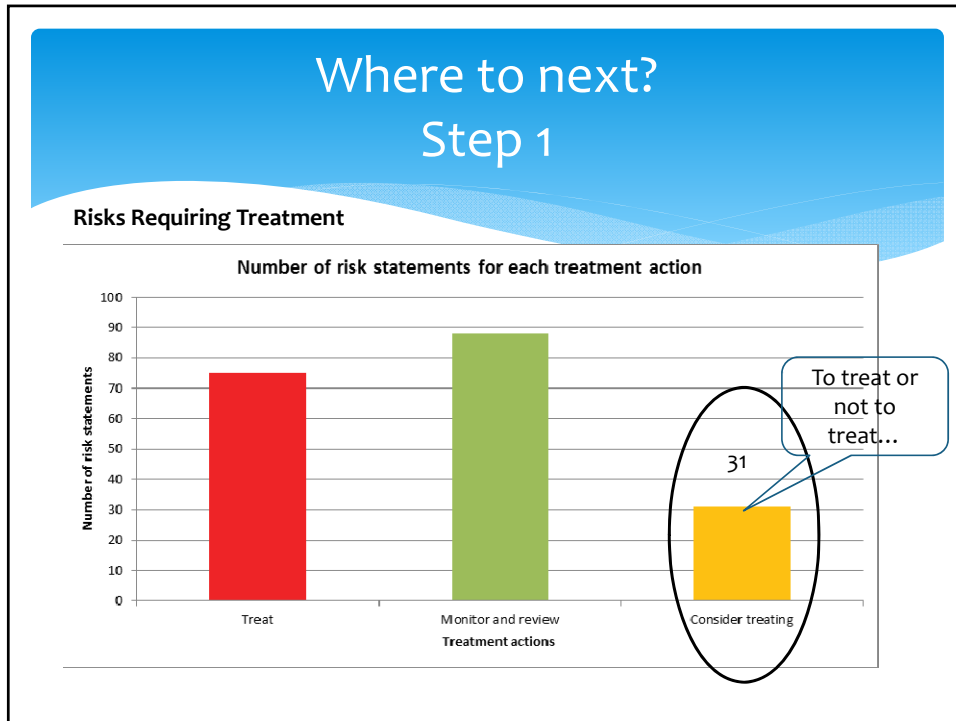
Impacts & Vulnerabilities

- Potential evacuation with many elderly residents requiring assistance
- Potential evacuation of school and businesses
- Closure of main highway
- Resources to assist with Hazmat and Road Crash response
- Resources to assist with evacuations
- Environmental impact – storm water running off railway yard through the incident site to creek and town dam. The dam supplies the Broomehill Recreational Complex oval and Broomehill Primary School oval.









Aims of Treatment Workshop

- * Create a prioritise list of strategies to minimise the risks
- * To include in normal operations.
 - * Use as evidence for treatment related funding applications.
 - * To identify to state-wide treatment option
- * Today: Generate control and treatment ideas

Risk treatment steps

- Step 1 • Group statements into aggregate statements
- Step 2 • Brainstorm existing controls
- Step 3 • Rate existing controls
- Step 4 • Discuss control improvements
- Step 5 • Brainstorm treatments
- Step 6 • Rate treatments



Activity – Brainstorm Existing controls



Step 3 – Rate existing controls

- * Using the 'Existing controls' criteria rate **both**:
 - * Control strength – how well it can reduce risk?
 - * Control application – how well it is applied?

- * We will do this with sticky dots
 - * 1 dot for the strength rating
 - * 1 dot for the application rating

Step 3 – Rate existing controls

Control EFFECTIVENESS	Level	Control APPLICATION
Existing control is highly effective in reducing the level of risk	High	<ul style="list-style-type: none"> The control is frequently applied. The application of the control is well understood and resourced. The cost of applying the control is within current resources and budgets.
Existing control is effective in reducing the level of risk	Medium	<ul style="list-style-type: none"> The control is often applied. Application of the control is outside of the operator's everyday experience. Additional funding is being used to apply the control.
Existing control has some effect in reducing the level of risk	Low	<ul style="list-style-type: none"> The control is sometimes applied. Operator's may not have experience in the application of the control. Significant additional funding is being used to apply the control.
Existing control has almost no effect in reducing the level of risk	Very Low	<ul style="list-style-type: none"> The control is rarely applied. Application of the control is outside of the experience of operators, specialist skills and knowledge may be required. Extraordinary costs over and above existing resources are being used to apply the control.

Activity – Rate existing controls

Step 4 – Control Improvements

- * Given the current controls, what could be done to improve them?
 - * How can their strength and/or application be improved?
 - * Who/which agency would lead this?

Step 5 – Brainstorm ideas

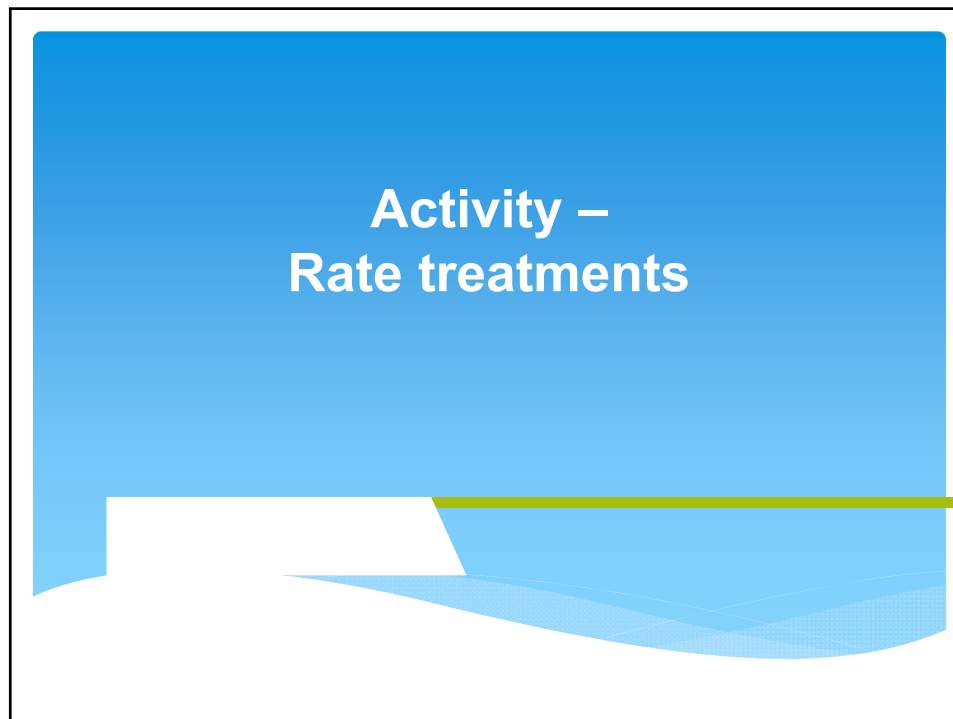
- * **Treatment ideas**
 - * those that don't currently exist
 - * be creative
- 1) *Write on post-it notes – 1 treatment per note*
 - 2) *Group discussion – per hazard*

Activity – Brainstorm treatments

Step 6 – Rate treatments

- * Using 'Treatment criteria' rate treatments
- * Only need to match one criteria in the table
- * Need to take the lowest rating if multiple criteria are met

Step 5 – Rate treatments	
Level	Treatment description
High	<ul style="list-style-type: none"> • Entirely practical/realistic treatment • Large risk reduction potential • Continuous long term effects • Introduces no new risks • Affordable and cost effective
Medium	<ul style="list-style-type: none"> • Largely practical/realistic treatment • Some risk reduction potential • Mid-term continuous effects • Introduces new risks which are manageable • Largely cost effective
Low	<ul style="list-style-type: none"> • Moderately practical/realistic treatment • Small risk reduction potential • Short term effects • Introduces new negative risks with moderate consequences • Partially cost effective
Very Low	<ul style="list-style-type: none"> • Not a practical/realistic treatment • No risk reduction potential • No continuous effects • Introduces new negative risks • Not cost effective
Not applicable	<ul style="list-style-type: none"> • Risk treatment not applicable for the risk



Where to next?

- * Compile a prioritised control improvements and treatment for the high risk statements



Cr White left the meeting at 11.30am

David Swain, as Deputy Chair, took the Chair.

8. GENERAL BUSINESS

Nil.

9. NEXT MEETING AND CLOSE

The next meeting is scheduled for December 2022, with the date to be confirmed. There being no further business, the Deputy Chair thanked everyone for their attendance and closed the meeting at 12.10pm.



INFORMATION STATEMENT

As required under the *Freedom of Information Act (1992)*

2022/2023

20 October 2022



INDEX

Introduction	2
Background	2
Details of Legislation Administered	3
Functions	5
Structure & Roles	6
Details of Decision Making Functions Affecting the Public	7
Public Participation in the Formulation of Policy & Performance of Shire Functions.....	10
Documents Held by the Shire	12
Freedom of Information Procedures & Access Arrangements.....	14
2022 Organisational Chart	16

Introduction

Part 5 of the *Freedom of Information Act 1992 (WA)* (the FOI Act) requires each government agency, including local governments, to prepare and publish an Information Statement, and to update the statement at intervals of not more than 12 months (sections 96 and 97 of the FOI Act).

This Information Statement has been prepared by the Shire of Broomehill-Tambellup to satisfy Part 5 of the Act, and is correct at October 2022.

Copies of this document may be obtained from -

Broomehill Administration Office
30360 Great Southern Highway
BROOMEHILL WA 6318

Tambellup Administration Office
46-48 Norrish Street
TAMBELLUP WA 6320

or on the Shire's website at www.shirebt.wa.gov.au.

Enquiries may be made by telephoning (08) 9825 3555 Monday to Friday from 8.30am to 4.30pm or by email to mail@shirebt.wa.gov.au

Background

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern Region. The Region is predominantly a sheep and grain producing area with a growing interest in viticulture, horticulture and tourism. The Shire has a population of approximately 1,139 people and covers around 2,813 square kilometres with approximately 272km of sealed roads and 754km unsealed roads.

The Shire has two towns, Broomehill Village and the Tambellup town site, that offer advantages of rural lifestyle with the convenience of most essential services including recreation and leisure facilities, government, health and education services.

The Shire was formed on 1 July 2008 with the voluntary merger of the previous Shires of Broomehill and Tambellup.

The vision of the Council is based on strong traditions, to provide:

- A great place to raise children
- Clean, green and prosperous
- A tradition of innovation – readily embracing new people and new ideas
- A strong sense of hospitality and tolerance
- Pride in our towns

The Council is committed to: achieving a better quality of living for the people in the community; providing a great place to live, work, raise children and visit, which will encourage a range of lifestyles and opportunities; caring for our natural environment, cultural diversity and heritage.

Details of Legislation Administered

The Shire of Broomehill-Tambellup was established under, and operates in accordance with, the *Local Government Act 1995*. Section 3.1 (2) of the *Local Government Act (1995)* requires that the scope of the general function of local government is to be constructed in the context of other functions and constraints imposed by it and any other Act.

Other Acts imposing functions and constraints on this local government include:

- *Animal Welfare Act 2002*
- *Building Act 2011*
 - *Building Regulations 2012*
- *Bush Fires Act 1954*
 - *Bush Fires Regulations 1954*
- *Caravan Parks and Camping Grounds Act 1995*
 - *Caravan Parks and Camping Grounds Regulations 1997*
- *Cat Act 2011*
 - *Cat Regulations 2012*
- *Cemeteries Act 1986*
- *Conservation and Land Management Act 1984*
 - *Conservation and Land Management Regulations 2002*
- *Control of Vehicles (Off Road Areas) Act 1978*
 - *Control of Vehicles (Off-road Areas) Regulations 1979*
- *Dangerous Goods Safety Act 2004*
 - *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*
- *Disability Services Act 1993*
 - *Disability Services Regulations 2004*
- *Dividing Fences Act 1961*
 - *Dividing Fences Regulations 1971*
- *Dog Act 1976*
 - *Dog Regulations 2013*
- *Emergency Management Act 2005*
 - *Emergency Management Regulations 2006*
- *Environmental Protection Act 1986*
 - *Environmental Protection Regulations 1987*
 - *Environmental Protection (Noise) Regulations 1997*
- *Equal Opportunity Act 1984*
 - *Equal Opportunity Regulations 1986*
- *Fire and Emergency Services Act 1998*
 - *Fire and Emergency Services Regulations 1998*
- *Freedom of Information Act 1992*
 - *Freedom of Information Regulations 1993*
- *Health (Miscellaneous Provisions) Act 1911*
 - *Health (Asbestos) Regulations 1992*
 - *Health (Public Buildings) Regulations 1992*
 - *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Heritage Act 2018*
- *Land Administration Act 1997*
 - *Land Administration Regulations 1998*

- *Library Board of Western Australia Act 1951*
 - *Library Board (Registered Public Libraries) Regulations 1985*
- *Liquor Control Act 1988*
 - *Liquor Control Regulations 1989*
- *Litter Act 1979*
 - *Litter Regulations 1981*
- *Local Government Act 1995*
 - *Local Government (Administration) Regulations 1996*
 - *Local Government (Audit) Regulations 1996*
 - *Local Government (Constitution) Regulations 1998+*
 - *Local Government (COVID-19 Response) order 2020*
 - *Local Government (Elections) Regulations 1997*
 - *Local Government (Employee Superannuation) Regulations 2016*
 - *Local Government (Financial Management) Regulations 1996*
 - *Local Government (Functions and General) Regulations 1996*
 - *Local Government (Long Service Leave) Regulations*
 - *Local Government (Parking for People with Disabilities) Regulations 2014*
 - *Local Government (Regional Subsidiaries) Regulations 2017*
 - *Local Government (Model Code of Conduct) Regulations 2021*
 - *Local Government (Uniform Local Provisions) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government Grants Act 1978*
- *Planning and Development Act 2005*
 - *Planning and Development Regulations 2009*
 - *Planning and Development (Local Planning Schemes) Regulations 2015*
 - *Planning and Development (Development Assessment Panels) Regulations 2011*
- *Public Interest Disclosure Act 2003*
 - *Public Interest Disclosure Regulations 2003*
- *Public Works Act 1902*
- *Rates and Charges (Rebates and Deferments) Act 1992*
 - *Rates and Charges (Rebates and Deferments) Regulations 1992*
- *Road Traffic Administration Act 2008*
 - *Road Traffic Administration Regulations 2014*
- *Salaries and Allowances Act 1975*
 - *Salaries and Allowances Regulations 1975*
- *State Records Act 2000*
 - *State Records Principles and Standards 2016*
 - *State Records Principles and Standards 2002*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Work Health and Safety Act 2020*
 - *Work Health and Safety (General) Regulations 2022*
- *Workers Compensation and Injury Management Act 1981*
 - *Workers Compensation and Injury Management Regulations 1982*
- *Valuation of Land Act 1978*
- *Shire of Broomehill Town Planning Scheme No. 1*
- *Shire of Tambellup Town Planning Scheme No. 2*
- *Shire of Broomehill-Tambellup Local Planning Strategy 2014*

Additionally, the Shire is solely responsible for administering the following Shire of Broomehill-Tambellup Local Laws –

- Activities in Thoroughfares and Public Places and Trading Local Law 2020
- Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2022
- Bushfire Brigades Local Law 2020
- Cemeteries Local Law 2020
- Cemeteries Amendment Local Law 2022
- Dogs Local Law 2020
- Extractive Industries Local Law 2020
- Fencing Local Law 2020
- Health Local Law 2020
- Health Amendment Local Law 2022
- Local Government (Council Meetings) Local Law 2020
- Local Government Property Local Law 2020
- Parking and Parking Facilities Local Law 2022
- Removal of Refuse, Rubbish and Disused Material Local Law 2020
- Waste Local Law 2020
- Waste Amendment Local Law 2022

Functions

For the purposes of financial and general reporting, local government functions (activities) have been classified into the following programs:

- **Governance:** includes the activities of members of Council and the administrative support available to the Council for governance of the district. Costs related to the task of assisting elected members and ratepayers on matters which do not concern specific Shire services.
- **General Purpose Funding:** Rates, general purpose government grants and interest revenue.
- **Law, Order and Public Safety:** Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of community safety including emergency services.
- **Health:** Inspection of food outlets and their control, mosquito control and maintenance of the Infant Health Clinic in Tambellup.
- **Education & Welfare:** Assistance to the Broomehill and Tambellup Primary Schools, support of “A Smart Start Great Southern” programs and operations.
- **Housing:** Provision and maintenance of staff housing in Broomehill and Tambellup, and the Independent Living Seniors Accommodation in Tambellup.
- **Community Amenities:** Includes rubbish collection services, operation of the tip sites and waste transfer stations, administration of the Town Planning Schemes, maintenance of the cemeteries in Broomehill, Pindellup and Tambellup, maintenance of public conveniences, co-ordinating Drummuster collections and protection of the environment.
- **Recreation and Culture:** Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill library and support to the Tambellup CRC to manage the Tambellup library. Museums and other cultural facilities.
- **Transport:** 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:** Tourism and area promotion, operation of the Broomehill Caravan Park. Provision of rural services including noxious weed control and vermin control. Maintenance of standpipes throughout the Shire. Provision of building services.

- **Other Property and Services:** Private works operations, public works overhead costs, plant operation costs and unclassified items.

Structure & Roles

As with all Local Government Authorities, the Shire of Broomehill-Tambellup has a Council of elected members who are responsible for directing the Local Government's affairs; overseeing the allocation of finances and resources; and determining strategic direction and policies. Elected members are volunteers who represent the community and act as a decision making body.

Paid employees come under the direction of the Chief Executive Officer who is responsible for the implementation of Council decisions and the day to day administration of Local Government functions.

The Council

The role of the Council is to:

- direct and control the local governments affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources;
- determine the local governments policies.

The role of the President is to:

- preside at meetings in accordance with the *Local Government Act (1995)*;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the President by the *Local Government Act (1995)* or any other written law;
- liaise with the Chief Executive Officer on the local governments affairs and the performance of its functions.

The role of Councillors is to:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local governments decision-making processes at Council and Committee meetings;
- perform such other functions as are given to a Council by the *Local Government Act (1995)* or any other written law.

The Council sets the direction and policies of the local government whereas the Administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

The Administration

The functions of the Chief Executive Officer are to:

- advise the Council in relation to the functions of a local government under the *Local Government Act (1995)* and other written laws;
- ensure that advice and information is available to the Council in order that informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the President on the local government's affairs and the performance of the local governments functions;
- speak on behalf of the local government if the President agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees;
- ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act (1995)* and any other written law;
- perform any other function specified or delegated by the local government or imposed under the *Local Government Act (1995)* or any other written law as a function to be performed by the Chief Executive Officer.

Council may delegate to the Chief Executive Officer certain sections of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (*Local Government Act (1995)* s5.42 and s5.45).

Details of Decision Making Functions Affecting the Public

The Broomehill-Tambellup Shire Council consists of seven (7) Councillors, including the Shire President. Councillors are elected for a four year term and retire on a rotation basis with as near as practicable to one half of the Councilors retiring every second year.

Councillors

	Address	Phone	Term Expires
Michael White (President)	PO Box 166, Tambellup	0407 258 216	2023
Doug Barritt (Deputy President)	PO Box 658, Katanning	0428 212 260	2023
Craig Dewar	PO Box 61, Broomehill	0429 100 239	2025
Carl Letter	PO Box 171, Tambellup	0427 282 053	2025
Mark Paganoni	PO Box 38, Broomehill	0427 383 817	2025
Steve Penny	PO Box 85, Broomehill	0431 685 163	2023
Julian Wills	PO Box 101, Broomehill	0428 651 065	2025

Elections are held on the third Saturday in October in the election year.

The Shire President is elected at the first meeting of Council following an election. The Presidential term is for two years. The Shire President chairs all ordinary meetings of Council.

Council Meetings

The Ordinary Meeting of full Council is held on the third Thursday of every month commencing at 4.30pm, unless advertised otherwise.

Committees of Council

Audit Committee

Members: Full Council

Terms of Reference:

The Audit Committee shall consist of all members with the quorum to be four members.

The duties and responsibilities of the Audit Committee will be to:

1. Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits;
2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
3. Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
4. Recommend to Council the person or persons to be appointed as auditor;
5. Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor.
6. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
7. Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
8. Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
9. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
10. Review the scope of the audit plan and program and its effectiveness;
11. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
12. Address issues brought to the attention of the Committee, including responding to requests from Council for advice, that are within the parameters of the Committee's Terms of Reference;
13. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council;

14. Review the annual Compliance Audit Return and report to the Council the results of that review;
15. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to Council the results of those reviews.

Building, Planning and Economic Services Committee

Members: Cr C Dewar
Cr C Letter
Cr M Paganoni
Cr J Wills

Terms of Reference:

The Building, Planning and Economic Services Committee will consist of four members with the quorum to be two members and will investigate and make recommendations, where appropriate, on the following:

1. Building control;
2. Land suitable for housing development;
3. Planning, construction and maintenance of Council's housing and public buildings;
4. Aged accommodation, other matters relating to Council owned and controlled buildings;
5. Plan, develop and enhance the town, sport and recreation, youth, aged, health, heritage and arts matters towards the community vision;
6. Economic Services;
7. Town beautification;
8. All matters relating to Recreation and Sport;
9. Town planning and development;
10. Cemeteries;
11. Cultural development;
12. Protection of heritage;
13. Provision of youth services;
14. Tourism;
15. Health;
16. Other community and cultural issues.

Technical Services Committee

Members: Cr D Barritt
Cr C Dewar
Cr M Paganoni
Cr M White

Terms of Reference

The Technical Services Committee will consist of a minimum of four members with the quorum to be two members and will plan for the future of Transport services while maintaining a quality standard that takes into account cost effectiveness and revenue raising opportunities.

To investigate and make recommendations, where appropriate, on the following:

1. Fire control;
2. Animal control;
3. Waste management;
4. Plant replacement;
5. Road construction and maintenance;
6. Maintenance and improvements to the Shire Works Depot;
7. Private Works;
8. Other matters relating to Council plant, works and transport services.

Public Participation in the Formulation of Policy & Performance of Shire Functions

Members of the public have the opportunity to participate in the decision making process in a number of ways:

Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Administration Office. Each Council agenda includes Public Question Time and Petitions/Deputations/Presentations and Submissions as standard items.

Written Requests

A member of the public can write to the Council on any policy, activity or service of the Council.

Public Consultation

Council consults with the public on particular issues by way of advertising in the local paper, calling public meetings and seeking responses to surveys and questionnaires.

Advertisements are placed inviting public submissions as required by legislation for development projects and Council plans.

In situations where property owners may be directly affected by a decision, those owners are contacted directly.

Elected Members

Elected members contact details are made available to the public should anyone wish to discuss issues relevant to the Council.

Membership of Statutory Committees

The following Committees are required under legislation, and are made up of Councillors and interested members of the public:

- Bushfire Advisory Committee;
- Local Emergency Management Committee.

Membership of Advisory and Occasional Committees

The Council has a nominated representative on the following Community Groups and Committees:

- Great Southern Treasures;
- Tambellup Community Resource Centre Management Committee;
- Broomehill Recreational Complex Management Committee;
- Tambellup Community Pavilion Association;
- Tambellup Business Centre;
- Nurse Turner/Snowy Wilson Awards Committee.

Services to the Community

Council makes decisions on policy issues relating to services that are provided for members of the public. The services Council currently provides are:

Shire Administration Offices 9.00am – 4.00pm, Monday – Friday

- Administration and Council Services;
- Department of Transport drivers' licenses, vehicle licenses and registrations;
- Rates and property enquiries and payments;
- Dog and cat registrations;
- Fire maps;
- Local information service;
- Rubbish collection and disposal;
- Electoral rolls;
- Earthworks contracting (private works);
- Matters related to Health;
- Building licenses;
- Town Planning;
- Appointments with Councillors.

Broomehill Library 9.00am – 4.00pm, Monday – Friday

Documents Held by the Shire

The Shire of Broomehill-Tambellup holds a large number and variety of documents. The majority of these are held in hard copy. Documents are retained for periods of time in accordance with the Local Government Records Retention and Disposal Schedule.

Subject to the limitations imposed by section 5.95 of the *Local Government Act (1995)*, any person may inspect the following documents during office hours:

- Code of Conduct;
- Register of Complaints referred to in section 5.121;
- Register of Financial Interests;
- Register of Gifts;
- Annual Report;
- Annual Budget;
- Schedule of Fees and Charges;
- Plan for the Future of the district;
- Proposed local laws of which the local government has given state-wide public notice;
- Local laws made by the local government in accordance with section 3.12 of the *Local Government Act (1995)*;
- Regulations made by the Governor under section 9.60 of the *Local Government Act (1995)* that operate as if they were local laws of the local government;
- Text that:
 - a) is adopted (whether directly or indirectly) by a local law of the local government or by a regulation that is to operate as if it were a local law of the local government; or
 - b) would be adopted by a proposed local law of which the local government has given state-wide public notice under section 3.12(3) of the *Local Government Act (1995)*
- Subsidiary legislation made or adopted by the local government under any written law other than under the *Local Government Act (1995)*;
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates records;
- Confirmed minutes of Council or Committee meetings;
- Minutes of Electors' meetings;
- Notice papers and agendas relating to any Council or Committee meetings and reports and other documents that have been
 - a) tabled at a Council or Committee meeting; or
 - b) produced by the local government or a committee for presentation at a Council or Committee meeting and which have been presented at the meeting
- Report of a review of a local law prepared under section 3.16(3) of the *Local Government Act (1995)*;
- Business Plan prepared under section 3.59 of the *Local Government Act (1995)*;
- Register of owners and occupiers under section 4.32(6) of the *Local Government Act (1995)* and electoral rolls;
- Such other information relating to the local government:
 - a) as required by a provision of the *Local Government Act (1995)* to be available for public inspection; or
 - b) as may be prescribed, in the form or medium in which it may for the time being be held by the local government.

Copies of the documents will be available on request at a cost not exceeding the cost of providing the copies.

Personal information, as defined in the *Freedom of Information Act 1992* (Schedule 2), means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- whose identity is apparent or can reasonably be ascertained from the information or opinion;
or
- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

In addition to personal information relating to staff, Council occasionally receives information relating to its various functions which may also be considered personal.

Such data is stored as part of the Council records system and restrictions on access do apply. A person may apply to have personal information held by the Council about them, amended.

Applications should be addressed to (and clearly marked "Personal Information"):

The Freedom of Information Coordinator

Shire of Broomehill-Tambellup

46 – 48 Norrish Street

Tambellup WA 6320

The application has to:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading;
- give the person's reasons for holding that belief;
- give details of the amendment that the person wishes to have made;
- give an address in Australia to which notices under the *Freedom of Information Act 1992* can be sent;
- give any other information or details required under the regulations;
- be lodged at an office of the Shire.

For the purposes of Subsection (1) (e) of the *Freedom of Information Act 1992*, the application has to state whether the person wishes the amendment to be made by:

- altering information;
 - striking out or deleting information;
 - inserting information;
 - inserting a note in relation to information; or
- in 2 or more of those ways.

Freedom of Information Procedures & Access Arrangements

Freedom of Information legislation may be used to request access to information not available by any other means.

The Shire is to administer the *Freedom of Information Act 1992* in a way that assists the public to obtain access to documents promptly and at the lowest reasonable cost.

Documents which are not available for public access include personal information and information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Freedom of Information applications can be discussed with the Shire's Freedom of Information Coordinator (currently the Chief Executive Officer).

Freedom of Information Operations

It is the aim of the Shire to make information available promptly and at the least possible cost; whenever possible, documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent;
- be lodged at the Shire with any application fee payable.

Enquiries can be made to the Freedom of Information Coordinator by telephoning (08) 9825 3555 or in writing to:

Shire of Broomehill-Tambellup
46 – 48 Norrish Street, Tambellup WA 6320; or
Email: mail@shirebt.wa.gov.au

Applications, which must be made in writing, and enquiries will be acknowledged in writing and you will be notified of a decision within 45 days.

Freedom of Information Charges

A scale of fees and charges (set under the *Freedom of Information Act 1992* Regulations) exists. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

- | | |
|--|---------|
| • Personal information about the applicant | No fee |
| • Application fee (for non-personal information) | \$30.00 |
| • Charge for time dealing with the application (per hour, or pro-rata) | \$30.00 |
| • Access time supervised by staff (per hour, or pro-rata) | \$30.00 |

- Photocopying - staff time (per hour, or pro-rata) \$30.00
- Per photocopy - A4 \$ 0.20
- Transcribing from tape, film or computer (per hour, or pro-rata) \$30.00
- Duplicating a tape, film or computer information Actual cost
- Delivery, packaging and postage Actual cost

Deposits

- Advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- The date on which the decision was made;
- The name and the designation of the officer who made the decision;
- If access is refused, the reasons for claiming the document is exempt;
- Information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

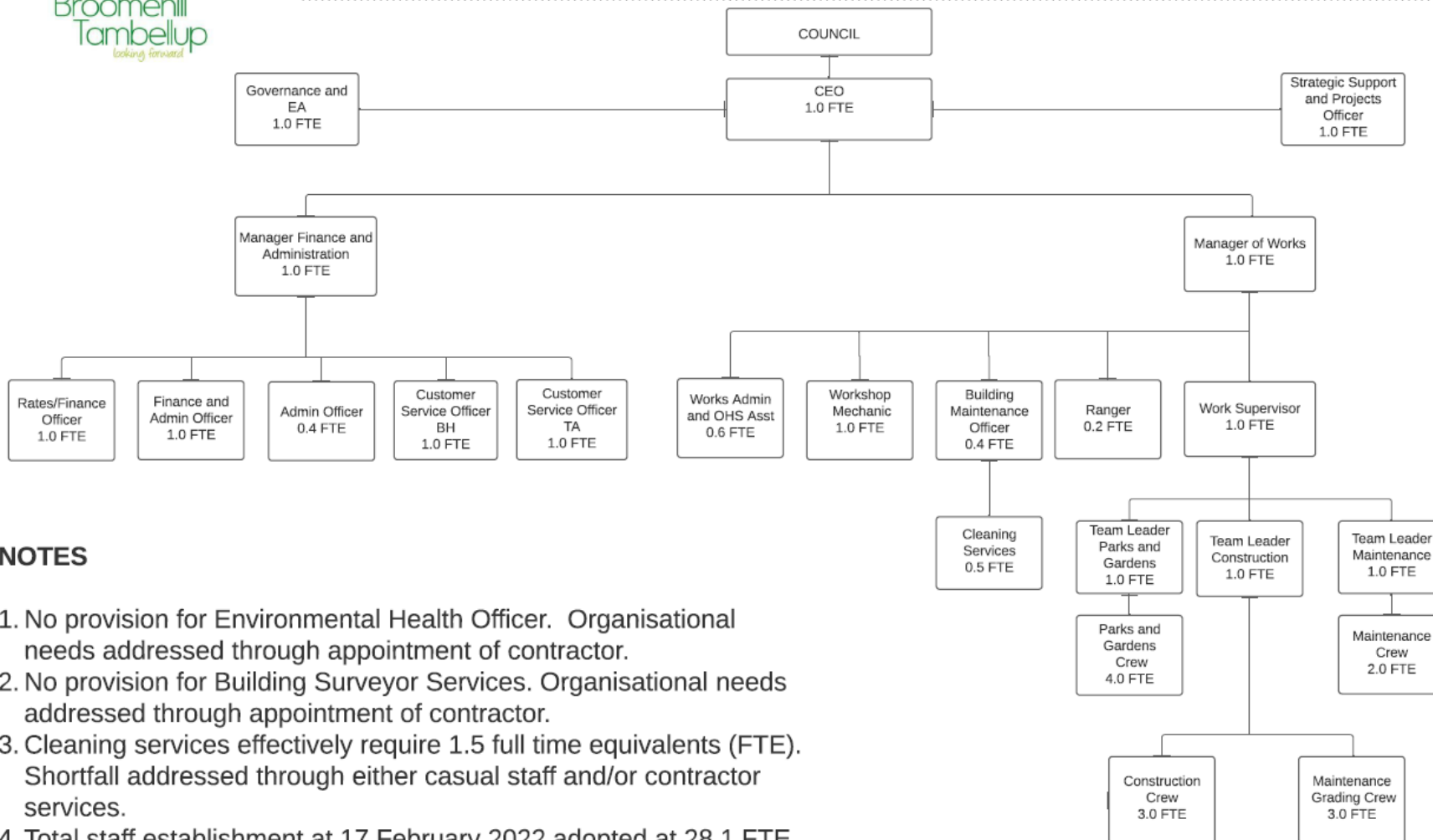
Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an **internal review** by the Shire. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**. An application for external review should be made within 60 days of receiving notice of the internal review decision.

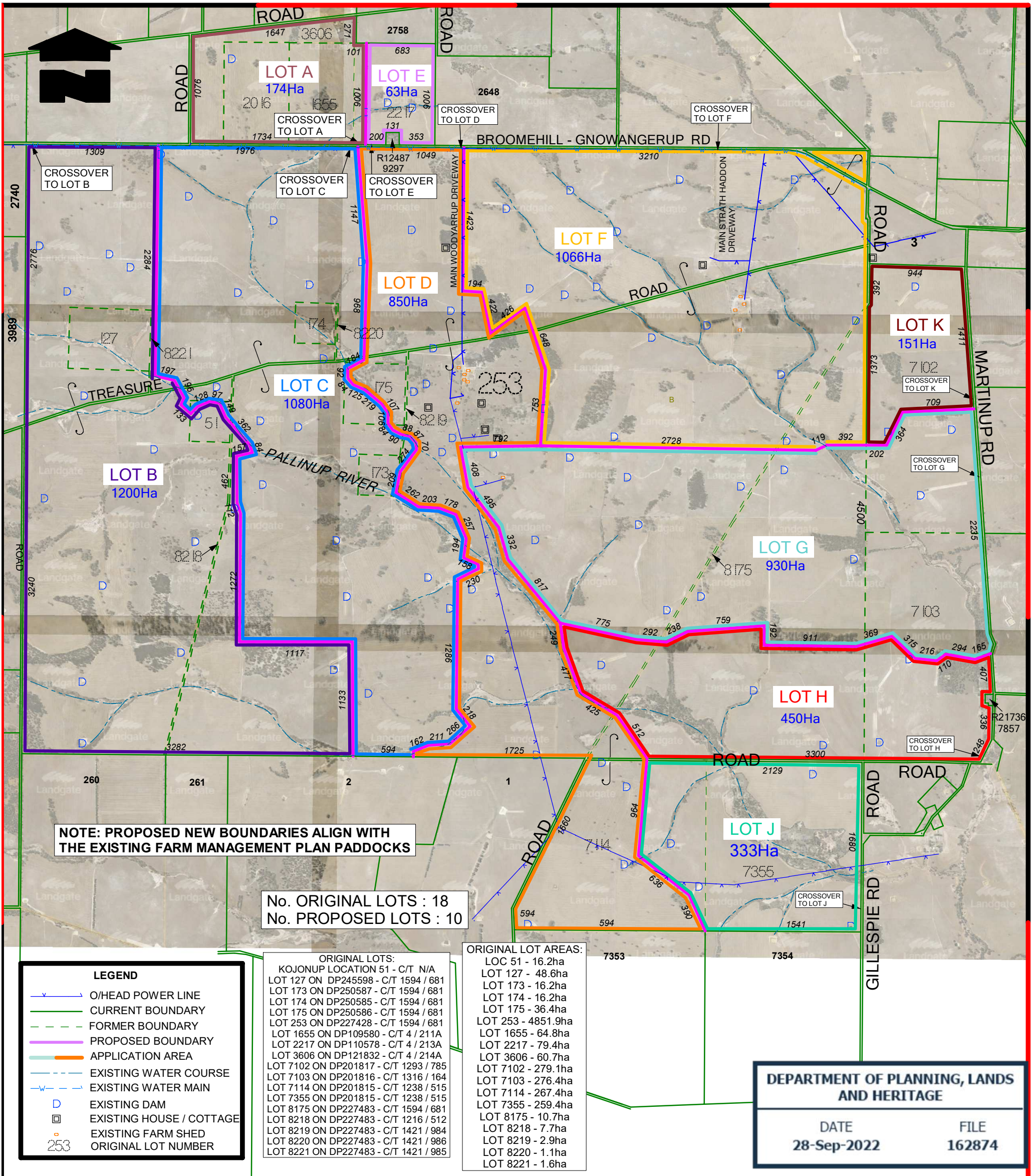


ORGANISATION CHART - FEBRUARY 2022 - 28.1 FTE EMPLOYEES



NOTES

1. No provision for Environmental Health Officer. Organisational needs addressed through appointment of contractor.
2. No provision for Building Surveyor Services. Organisational needs addressed through appointment of contractor.
3. Cleaning services effectively require 1.5 full time equivalents (FTE). Shortfall addressed through either casual staff and/or contractor services.
4. Total staff establishment at 17 February 2022 adopted at 28.1 FTE



A	16/05/22	ORIGINAL ISSUE	MA	MA
ISSUE	DATE	REVISION	BY	CHKD

DISCLAIMER
 35 DEGREES SOUTH HAS TAKEN DUE CARE IN THE PREPARATION OF THIS DRAWING, BUT ACCEPTS NO RESPONSIBILITY FOR ANY INACCURACY OF THE HIGH WATER MARK POSITION OR THE CADASTRAL INFORMATION NOR INAPPROPRIATE USE OF THIS INFORMATION THE CADASTRAL AND HIGH WATER MARK LOCATION ARE OBTAINED FROM LANDGATE'S DIGITAL CADASTRAL DATABASE NO RESPONSIBILITY CAN BE ACCEPTED FOR ANY DAMAGE CAUSED TO ANY UNDERGROUND SERVICE OR ANY LOSS OR INJURY SO SUFFERED IF INQUIRY AND VERIFICATION HAVE NOT BEEN COMPLETED IN ACCORDANCE WITH THIS NOTE.

The information shown on this drawing is current as at the date of survey. Earthworks/setout dimensions may vary on site at builders discretion Sewer/drainage may vary from schematic presentation. Check minimum clearance. Retaining not included/in addition to contract remains owners responsibility. For easements check Certificate of Title. This is a site survey only, the location of boundary pegs or fences in relation to boundary is not guaranteed.

HEIGHT DATUM : AHD
COORDINATE SYSTEM : MGA'94

BSI 35 DEGREES SOUTH
 LAND AND SEA SURVEYING
 ARGYLE BUILDING
 46 STIRLING TERRACE
 ALBANY WA 6330
 ISO 9001 Email:marka@35degreesouth.com.au

PROPOSED BOUNDARY RE-ALIGNMENT OF WOODYARRUP AND STRATH HADDON FARMS BROOMEHILL-GNOWANGERUP ROAD

CLIENT : PETER DEWAR	SURVEY DATE : 2022
PLAN : VARIOUS (SEE TABLE)	C/T: VARIOUS (SEE TABLE)
LOCALITY: EAST BROOMEHILL	LGA : SHIRE OF BROOMEHILL-TAMBELLUP

COPYRIGHT OF this drawing is the property of 35 Degrees South it must not be reproduced or altered without the prior written consent of the owner

NOTES
 Only above ground features have been located. Areas & dimensions are subject to final survey. Sewer information is as supplied by the Water Corporation of W.A. and has not been surveyed on site except where shown.
 SOIL - not surveyed
 VEGETATION - cleared
 KERB - none
 WIND - southerly
 SEWER - no
 POWER - o/head

SCALE 1 : 40,000 @ A3	ORIGINAL SHEET SIZE A3
JOB No 5336	DRAWING No DWG5336S
1 of 1	



(1 of 3)

Property Information


Landgate
44 BATCHELOR RD, LAKE TOOLBRUNUP

Lot on Plan	P202959 4484
Land ID Number	1987887
Area	1460.4969 ha
Local Government	BROOMEHILL-TAMBELLUP

Products Available







