



Local Emergency Management Committee

MINUTES

30 September 2021

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MINUTES

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SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of Local Emergency Management Committee meeting held at the Tambellup St John Ambulance Sub Centre on Thursday 30 September 2021 commencing at 10.00am.

1. ATTENDANCE AND APOLOGIES

1.1 Attendance

Cr Mark Paganoni	Chair, Shire of Broomehill-Tambellup
Cr Michael White	Shire of Broomehill-Tambellup
Chris Jackson	CEO, Shire of Broomehill-Tambellup
Rebekka Polack	Tambellup Community Resource Centre
Trevor Prout	St John Ambulance Tambellup
Michelle Carrington	WA Country Health Service
Bronwyn Bradshaw	St John Ambulance Tambellup
Neville Blackburn	Department of Communities
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

1.2 Apologies

Debra Bearcroft	Broomehill Primary School
Cindy Veitch	Tambellup Primary School
Adam Smith	District Emergency Management Advisor
Cindy Pearce	Community Emergency Services Manager
Sonia Brooker	St John Ambulance Community Paramedic

Cr Paganoni welcomed new Chief Executive Officer Chris Jackson to the Shire, and also acknowledged this would be Neville Blackburn's last meeting as he has been seconded to the Midwest Gascoyne region to assist with TC Seroja recovery. Bronwyn Bradshaw advised it may also be her last meeting as President of St John Ambulance Tambellup Sub Centre. The committee thanks Neville and Bronwyn for their input to this forum.

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 Confirmation of the Minutes of the Committee meeting held on 8 June 2021.

Moved Cr White/Trevor Prout

That the Minutes of the Local Emergency Management Committee Meeting of 8 June 2021 be accepted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. STANDARD ITEMS

4.1 REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS

Attachment: Nil
File Ref: ADM0246
Author: PA Hull Strategic Support & Projects Officer
Date: 18 August 2021
Disclosure of Interest: Nil

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

No post-incident or post-exercise reports are presented to this meeting.

CONSULTATION

LEMC

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.39 Functions of local emergency management committees

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No recommendation required – no reports presented to this meeting.

5. MATTERS FOR DECISION

5.1 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Attachment:	Draft Local Emergency Management Arrangements 2021
File Ref:	ADM0246
Author:	PA Hull - Strategic Support & Projects Officer
Date:	24 August 2021
Disclosure of Interest:	Nil

SUMMARY

The Local Emergency Management Committee to consider and endorse the reviewed Draft Local Emergency Management Arrangements and appendices as presented.

BACKGROUND

In accordance with s. 36 and s. 41 of the *Emergency Management Act 2005*, a local government is required to have documented arrangements in place that will assist in management of an emergency situation within the local government district.

The purpose of the Arrangements is to set out:

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

The Arrangements are required to be reviewed at five yearly intervals, to ensure they continue to be relevant to the community. The document was last reviewed in 2016.

COMMENT

The Local Emergency Management Arrangements consists of the main document and the following appendices:

- Appendix 1 – Resource Register
- Appendix 2 – Contacts Register
- Appendix 3 – Risk Register
- Appendix 4 – Critical Infrastructure
- Appendix 5 – Local Emergency Evacuation Plan
- Appendix 6 – Local Recovery Plan
- Appendix 7 – Local Emergency Welfare Plan
- Appendix 8 – Maps and Demographics

The author has completed an initial review of the Arrangements, and circulated the document to members of the Local Emergency Management Committee for feedback. All responses were noted.

The document was also provided to the Great Southern District Emergency Management Officer who provided feedback and confirmation that the draft document meets the requirements of the State Emergency Management Committee.

The review also includes the quarterly review of contacts and resources as per Appendices 1 and 2.

The following is a summary of amendments, which are highlighted in red throughout the document and appendices:

Page 3	Endorsement page modified to note current Shire President
Page 6	Distribution list amended
Page 8	Glossary updated to include new terms
Page 12	Addition of new acronyms used in document
Page 13	1.3 Document availability – clarified information 1.4 context – updated population data
Page 14	Local Industries – updated information
Page 16	2.1 Local Emergency Management Policies – updated 2.2 Existing plans and Arrangements – updated to include Broomehill Primary School Bushfire Plan
Page 17	2.4 Special Considerations – updated to include seniors units, Caravan Park, Tambellup Daycare
Page 18	3.1 Roles and Responsibilities – update agency name change, appointment of Welfare Liaison Officer
Page 20	3.3 Agency Roles and Responsibilities – additional responsibility to role of Hazard Management Agency
Page 22-23	Part 4 Managing Risk - Updated information based on Risk Assessment process to February 2019. 4.3 – updated agency name changes, State Hazard Plan name
Page 25	5.1 incident Support Group (ISG) – amendments to State Emergency Management Committee (SEMC) references
Page 26-27	5.2 Location of ISG Meetings – to include the Broomehill Central Fire Brigade building as second location 5.3 Media Management and Public Information – clarification of information presented (no change)
Page 28	5.4 Arrangements – updated information
Page 29-30	6.2 At Risk Groups – updated information
Page 31	6.5 Animals (including assistance animals) – notes Animal Welfare in Emergencies Plan is in development
Appendix 1	Resource Register – reviewed quarterly
Appendix 2	Contacts Register – reviewed quarterly
Appendix 3	Risk Register – new information based on outcomes of Risk Assessment process to February 2019. To be completed and updated 2021/2022.
Appendix 4	Critical Infrastructure – to be reviewed
Appendix 6	Recovery Plan – reviewed as presented: Throughout document – updated SEMC policy references, change of name Local Recovery Coordinating Committee to Local Recovery Coordination Group 3.1 Local Recovery Coordination Centres – update contacts for Broomehill Recreational Complex 4.2 Responsibilities – replace Local Recovery Coordinator/Functions information with current SEMC information

	Replace Local Recovery Coordination Group Role/Function/Composition/Support Services with current SEMC information
	4.3 Responsibilities of Participating Organisations – agency name change (DPIRD) Appendix 3 Local Recovery Coordinator Action Checklist – current SEMC information Appendix 4 Local Recovery Coordination Group Action Checklist – current SEMC information
Appendix 7	Local Emergency Welfare Plan – no change
Appendix 8	School Bus Routes – updated August 2021

The amended Arrangements as presented require the endorsement of the Local Emergency Management Committee and Council. Following Council's endorsement at the October 2021 Ordinary Council Meeting, the Arrangements will be tabled with the District Emergency Management Committee and subsequently the State Emergency Management Committee.

For consideration and endorsement if appropriate.

CONSULTATION

Local Emergency Management Committee
District Emergency management Officer
Acting Chief Executive Officer

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s.36, 41-42

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

- 1.1 Our community is safe, connected and harmonious
 - 1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.
- 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

That the Local Emergency Management Committee endorses the reviewed Local Emergency Management Arrangements September 2021 and appendices as presented.

COMMITTEE RESOLUTION

Moved Trevor Prout/Neville Blackburn

That the Local Emergency Management Committee endorses the reviewed Local Emergency Management Arrangements September 2021 and appendices as presented, noting the review of the Local Emergency Welfare Plan is in progress.

CARRIED



Local Emergency Management Arrangements

SEPTEMBER 2021

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

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Broomehill-Tambellup Local Emergency Management Committee and the Council of the Shire of Broomehill-Tambellup. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

30 September 2021

Cr Mark Paganoni

Date

Chair

Broomehill-Tambellup Local Emergency Management Committee

Endorsed by Council

<Insert resolution number>

Date

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Distribution

Distribution List	
Organisation	No. Copies
Shire of Broomehill-Tambellup	
Chief Executive Officer	1
Manager of Finance and Administration	1
Manager of Works	1
Community Emergency Services Manager	1
Strategic Support & Projects Officer (LEMC Administration)	1
Chief Bushfire Control Officer	1
Local Government Libraries – Broomehill & Tambellup	2
Shire Administration Offices	2
Local Emergency Management Committee	
LEMC Chairperson - Shire President	1
OIC - Tambellup Police (Local Emergency Coordinator)	1
St John Ambulance Sub Centre Tambellup	1
Tambellup Volunteer Fire and Emergency Service	1
Broomehill Red Cross	1
Tambellup Community Resource Centre	1
WA Country Health Service - Tambellup Health Centre	1
District Emergency Management Advisor	1
District Emergency Management Committee (DEMC)	1

Amendment Record

No.	Date	Amendment Details	By
1	Pre – 2003	Initial Plan	OIC Tambellup
2	Dec 2003	Re-issue	
3	Aug 2008	Draft Complete re-write	Shire
4	July 2010	Adoption of new Plan	Shire
5	May 2016	Draft review of Arrangements	Shire
6	May 2016	Adoption of revised document	Shire
7	August 2021	Draft review of Arrangements	Shire
8	September 2021	Endorsement of Arrangements by LEMC	Shire

Glossary of Terms

For additional information in regards to the Glossary of Terms, refer to the current State EM Glossary or the WA Emergency Risk Management procedure.

ACT – refers to the *Emergency Management Act 2005*.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise a coordinated approach to emergency management.

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

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

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

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

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

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

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

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

- a. Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b. Preparedness – preparation for response to an emergency

- c. Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- d. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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

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

HAZARD

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

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

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

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

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

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the

Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

General Acronyms Used in these Arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DPIRD	Department of Agriculture & Food WA
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFES	Volunteer Fire & Emergency Service
WAPOL	WA Police

PART 1 INTRODUCTION

1.1. Authority

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

1.2. Community Consultation

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

1.3. Document Availability

Copies of the Shire of Broomehill-Tambellup Local Emergency Management Arrangements can be found at:

- Shire of Broomehill-Tambellup Administration Offices:
 - 46-48 Norrish St, Tambellup
 - 30360 Great Southern Highway, Broomehill
- Broomehill Public Library
- Tambellup Public Library, Tambellup Community Resource Centre

Or alternatively online at www.shirebt.wa.gov.au/documents/council-publications

1.4. Area Covered (Context)

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

The Shire has a total area of 281,300 ha, (2,813 km²) consisting of agricultural and pastoral land, Crown land and reserves and the townsites of Broomehill and Tambellup. The population of the Shire is estimated at 1144 people (ABS Census 2016), with Broomehill townsite estimated at 251 people and 375 for the Tambellup townsite. 11.5% of the population (131 people) identifies as Aboriginal. The primary administration centre for the Shire is located at Tambellup with a satellite office maintained at Broomehill.

[Please refer to Appendix 8 – Maps and Demographics for a map of the area covered.](#)

Climate

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

Local Industries

Business and industry within Broomehill-Tambellup is based upon traditional broadacre agriculture pursuits and support services. Within the rural sector a range of support and contract services such as agriculture supplies, mechanical, shearing, mulesing, spraying, super spreading, hay cutting, canola swathing and harvesting are available.

Each town has a Primary School catering for students in kindergarten to Year 6, with school bus services available to secondary school in Katanning.

Basic health services are available at the Tambellup Health Centre three days per week, with visiting doctor from Gnowangerup one day fortnightly.

Other businesses in Tambellup include the bank (Tuesdays/Thursdays), post office, convenience store with fuel, hotel and the Community Resource Centre.

Services available in Broomehill include the post office, and a café/restaurant. The Broomehill Village Caravan Park caters for caravan and camping, with short stay cabin accommodation available.

Based on the 2015-2016 census conducted by the Australian Bureau of Statistics, the Gross Regional Product (GRP) of the Broomehill-Tambellup LG is \$77 million.

The ABS amalgamates the gross value of agricultural production (GVAP) for the statistical area (SA2) of Kojonup, which includes the shires of Kojonup, Broomehill-Tambellup and Cranbrook. The GVAP for the Kojonup statistical area for the period 2015-2016 was estimated to be \$368 million (*ABARES Australian Agricultural Census 2015-16*)

Based on the proportion of the cleared agricultural area within the Broomehill-Tambellup LG relative to the cleared agricultural area within the Kojonup statistical area, it is estimated that the GVAP for Broomehill-Tambellup was \$116 million for 2015-2016. Of this it is estimated that \$83 million is attributed to the grains industry while \$32 million is derived from livestock sales and livestock products (primarily wool/meat). (*Catchment scale land use profiles by local government areas 2015-16 (ABARES)*)

1.5. Aim

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

1.6. Purpose

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

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the Emergency Management Act 2005 (EM Act)).

1.7. Scope

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

Furthermore:

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

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

PART 2 RELATED DOCUMENTS AND ARRANGEMENTS

2.1. Local Emergency Management Policies

- Policy 1.23 – Public Relations – Press Releases
- Policy 4.9 - Shire Owned Equipment at a Wildfire
- Policy 6.4 - Roadside Burning

2.2. Existing Plans & Arrangements

Document	Owner	Location	Date
Broomehill-Tambellup Evacuation Plan	Shire of Broomehill-Tambellup/WAPOL	Shire Administration and Tambellup Police	2015
Broomehill-Tambellup Welfare Plan	Shire of Broomehill-Tambellup/Department of Communities	Shire Administration and Department of Communities	2019
Broomehill Primary School Emergency & Critical Incident Management Plan	Broomehill Primary School	Broomehill Primary School	2021
Broomehill Primary School Bush Fire Plan	Broomehill Primary School	Broomehill Primary School	2021
Tambellup Primary School Emergency & Critical Incident Management Plan	Tambellup Primary School	Tambellup Primary School	2021
Chemical Stock Manifest	Nutrien	In manifest box, Bridge St Tambellup	2021
Shire of Broomehill-Tambellup Standard Operating Procedures for Bushfire Brigades	Shire of Broomehill-Tambellup	Shire Administration, Chief, Deputy Chief, Brigade Fire Control Officers, Community Emergency Services Manager	2020

2.3. Agreements, Understandings & Commitments

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

2.4 Special Considerations

The following special considerations that are likely to impact on the availability of volunteers and the successful implementation of these emergency management arrangements in times of emergency:

Description	Time of Year	Impact/Number of People
School holidays	April, July, September, December-January	Reduced number of volunteers in the community, increased visitors to/through the Shire
Seasonal farming activities: Seeding	May/June	Reduced availability of volunteers in the community
Harvest	November/December	Reduced availability of volunteers in the community, increased risk of fire
Bush Fire season	October – April	Increased risk of fire and reliance on volunteers for fire response
Christmas holidays	December/January	Many residents are away, resulting in reduction of number of volunteers
Easter holidays	March/April	Many residents are away, resulting in reduction of number of volunteers

2.5 **Resources**

The Shire maintains a list of resources that may be available in the event of an emergency. This list is reviewed and amended on a regular basis.

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

PART 3 ROLES AND RESPONSIBILITIES

3.1 Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Broomehill-Tambellup are defined in s.36 of The Act.
Local emergency coordinator	The responsibilities of the LEC are defined in s.36 of The Act. <i>The LEC is the Officer in Charge – Tambellup Police.</i>
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. <i>The Local Recovery Coordinator is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
LG welfare liaison officer	During an evacuation where a local government facility is utilised by Department of Communities, provides advice, information and resources regarding the operation of the facility. <i>The LG Welfare Liaison Officer is the Strategic Support & Projects Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA. <i>The LG Liaison Officer to the ISG/IMT is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
Local government – Incident management	• Ensure planning and preparation for emergencies is undertaken • Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support Department of Communities.

3.2 **LEMC roles and responsibilities**

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

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

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

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

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

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

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

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. <i>The LEMC Chair is the President of the Shire of Broomehill-Tambellup.</i>
LEMC Executive Officer	Provide executive support to the LEMC by: • Provide secretariat support including: ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Maintain committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;

Local role	Description of responsibilities
	○ Annual Report; ○ Annual Business Plan; ○ Maintain Local Emergency Management Arrangements; ● Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and ● Participate as a member of sub-committees and working groups as required; <i>The LEMC Executive Officer is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated.)</i>

3.3 Agency roles and responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to: ● undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; ● control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: ● Undertake responsibilities where prescribed for these aspects [EM Regulations] ● Appointment of Hazard Management Officers [s55 Act] ● Declare / Revoke Emergency Situation [s 50 & 53 Act] ● Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] ● Ensure effective transition to recovery by Local Government

Combat Agency	A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

PART 4 MANAGING RISK

4.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

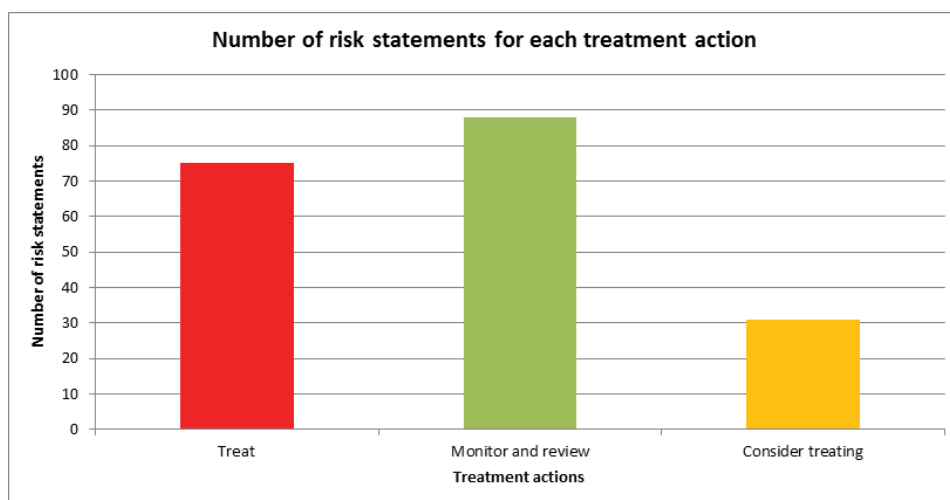
4.2 Risk Register and Critical Infrastructure

A Risk Assessment has been completed in accordance with State Emergency Management Policy 3.2.6, during two workshops conducted with the assistance of the District Emergency Management Officer. The workshops consisted of two parts: workshop one held on 22 August 2017 as a planning workshop to identify the hazards, and workshop two on 27 March 2018 to conduct the risk assessment process.

The following hazards were identified as most likely to occur within the district:

- Fire
- Heatwave
- Hazardous Materials Incident (HAZMAT/Chemical substance)
- Flood

A total of 194 risk statements were examined across the four hazards, with 75 statements rating at the extreme or high level (requiring treatment actions to be considered).



The Broomehill-Tambellup LEMC is required to complete two further stages to continue the risk management process for the Shire of Broomehill Tambellup:

- Step 1: 31 risks have been identified as 'Consider Treating', this means the LEMC will need to consider each risk to determine if it will either 'Treat' the risk or 'Monitor and Review' the risk.

- Step 2: Treat Risks – this will be the process of determining and selecting treatments for the identified risks which require treatment.

It is anticipated these stages will be completed during 2021-2022. The Risk Register will be updated and circulated to all stakeholders on completion.

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

[Please refer to Appendix 3 – Risk Register.](#)

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

[Please refer to Appendix 4 – Critical Infrastructure.](#)

4.3 Risks – Emergencies Likely to Occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan (Date)
Air Transport Accident	WA Police	WA Police	St John VFES/SES	Communities	Crash Emergency	No
Earthquake	DFES	DFES	VFES/SES St John	Communities	Earthquake	No
Animal and Plant Biosecurity	DPIRD	DPIRD	DPIRD	LG	Animal and Plant Biosecurity	No
Hazardous Material Incident	DFES	DFES	VFES/SES St John	LG Communities	HAZMAT	No
Human Epidemic	WA Health	WA Health	St John	Communities	Human Epidemic	No
Rail Transport Accident	Arc Infrastructure	Arc Infrastructure	St John VFES	LG	Crash Emergency	No
Road Transport Accident	WA Police	WA Police	VFES St John	Communities LG	Crash Emergency	No
Storm Damage	DFES	DFES	VFES/SES St John	Communities LG	Storm	No

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN/State Hazard plan	Local Plan (Date)
Fire	DFES	DFES	VFES BFB DPAW St John	Communities LG	Fire	No
Heatwave	WA Health	WA Health	St John	Communities	Heatwave	No
Energy Supply Disruption	Western Power	Public Utilities Office	Western Power		Electricity Supply Disruption	No

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

PART 5 COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMA's and Combat agencies may require Shire of Broomehill-Tambellup resources and assistance in emergency management. The Shire of Broomehill-Tambellup is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

5.1 Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy 5.2.2 'Operational Management' and State EM Plan section 5.1. These are;

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

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

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

Frequency of Meetings

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

5.2 Location of ISG Meetings

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

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

	Name	Phone (Work)	Phone (Mobile)
1 st Contact	CEO	9825 3555	0475 253555
2 nd Contact	Manager Finance and Administration	9825 3555	0409 762212

Location Two Broomehill Central Bushfire Brigade Station
Address Great Southern Hwy, Broomehill 6318
**In consultation with Broomehill Central Bushfire Brigade*

	Name	Phone	Phone
1 st Contact	CEO	9825 3555	0475 253555
2 nd Contact	Community Emergency Services Manager		0417 071567

5.3 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the **Controlling Agency**.

Public Warning Systems

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

Shire Systems

- SMS Messaging Service

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

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

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

- Recorded Phone Message (Harvest Ban Hotline) – 9825 1042
A recorded phone message service is utilised by the Shire when Harvest and Vehicle Movement Bans are imposed through fire danger periods. The phone number for this service is well circulated within the Broomehill and Tambellup communities, and to neighbouring shires. In the event of an emergency this service will be utilised to provide updated information to the community. The service is managed by the Shire of Broomehill-Tambellup – phone 9825 3555.
- Shire Website – www.shirebt.wa.gov.au
The Shire's website will also be utilised to provide relevant information and updates to the public in a timely manner. The website is maintained by Shire staff – phone 9825 3555.
- Community notice boards:
 - Corner India and Journal St Broomehill
 - Tambellup Post Office, Norrish St Tambellup.

All Shire communication systems can be accessed remotely and after hours by authorised Shire employees.

DFES Public Info Line

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

Radio

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

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

Radio West/Hot FM broadcasts on 91.8AM and 100.5FM respectively.

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

Television

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

5.4 Arrangements

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Broomehill-Tambellup is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Broomehill-Tambellup occurs to ensure the desired level of support is achieved.

PART 6 EVACUATION AND WELFARE

6.1 Evacuation

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

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

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because Communities has responsibility under State Arrangements for coordinating the provision of welfare support.

[Please refer to Appendix 5 – Evacuation Plan](#)

6.2 At Risk Groups

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

Organisation	Number of People	Contact	Address & Phone	Evacuation Plan in place?
Tambellup Primary School	65	Principal	Taylor St, Tambellup Phone: 9825 1144	Yes
Broomehill Primary School	50	Principal	Hassell St, Broomehill Phone: 9824 1250	Yes
Seniors Units - Tambellup	Up to 8	Shire	George St, Tambellup	No
Seniors Units - Tambellup	Up to 12	Shire	Taylor St, Tambellup	No
Seniors Units – Broomehill	Up to 8	Shire	Javelin St Broomehill	No
Aboriginal community	Varies	See Contacts Register		
Broomehill Village Caravan Park (visitors to the community)	Varies	Shire	Morgan Rd, Broomehill	No
Tambellup Daycare	Up to 8	Caitlin Willmott	Crowden St, Tambellup Phone: 0459 445994	Yes

Broomehill Playgroup (Old RSL)	Varies	President	Journal St, Broomehill Phone: 0428 713622	No
Tambellup Playgroup (Old Kindy Building)	Varies	Principal	Tambellup Primary School, Howard St, Tambellup Phone: 9825 1144	Yes

Routes & Maps

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

Roads - Tambellup

Tambellup West Road
Gnowangerup - Tambellup Road
Great Southern Highway

Roads – Broomehill

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

These routes will become the priority for repair.

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

6.3 Welfare

The Department of Communities has the role of managing welfare. The Department of Communities has developed a Local Welfare Emergency Management Plan for the Shire of Broomehill-Tambellup.

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

6.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

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

6.3.2 Local Welfare Liaison Officer

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

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

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

6.4 Register.Find.Reunite

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

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

6.5 Animals (including assistance animals)

The Shire is currently developing its Animal Welfare in Emergencies Plan. This will be attached as an appendix when complete.

Animals (with the exception of assistance animals) are not permitted to enter a welfare centre.

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

Arrangements have been made with a number of landowners in the shire for the use of portable stockyards if required.

[Please refer to Appendix 1 – Resource Register.](#)

6.6 Welfare Centres

[Please refer to Appendix 7 – Welfare Plan](#) for a list of pre-determined primary and secondary welfare centre locations.

PART 7 RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA.

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

Local recovery coordinator

Local governments are required to nominate a local recovery coordinator. Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

A Local Recovery Coordinator has been appointed. [Please refer to Appendix 2 – Contacts.](#)

PART 8 EXERCISING, REVIEWING AND REPORTING

8.1 The Aim of Exercising

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

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

Exercising the emergency management arrangements will allow the local government to:

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

8.2 Frequency of Exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

8.3 Types of Exercises

Some examples of exercises types include:

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

8.4 Reporting of Exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

PART 9 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

9.1. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Contact lists are reviewed quarterly. Arrangements will also be reviewed following an exercise.

9.2 Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

9.3 Review of Resources Register

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

9.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC will issue the annual report template.

APPENDICES

Due to the inclusion of sensitive information, the appendices to the Arrangements are not for general circulation.

6. OTHER BUSINESS

6.1. Discussion – Evacuation

The Evacuation Plan is overdue for review. It is proposed to facilitate a group discussion based around the following questions, with the responses used to inform the review of the Evacuation Plan. The Committee should refer to the existing Evacuation Plan (Appendix 5 as attached to the Arrangements).

Emergency Response	Evacuation	6.3. Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals.	- Who requests the evacuation? - Who controls the evacuation? - How was the evacuation process activated? - Who is in charge of any evacuation? - How are the residents informed? How will the decision to evacuate residents be communicated to the public? - What key messages should communications include? - Can people be forced to evacuate? - What information would be needed to plan the evacuation? - What resources would be needed, where would they come from and how long would this take? - What are some of the challenges and issues responders are likely to face in an evacuation?
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1. Who requests the evacuation?

- May be requested by vulnerable members of the community – who are they?
- Consider establishing a Vulnerable Persons register
- 'Phone Trees' have been set up in other communities to support vulnerable residents
- LEMA Part 6 Evacuation and Welfare: 6.2 'At Risk' Groups listing

2. Who controls the evacuation?

- Police

3. How was the evacuation process activated?

- Police would activate the evacuation however it is anticipated local government would be requested to assist in door knocking
- The nature of the emergency will determine the evacuation process
- Where to evacuate to? Local centres, neighbouring local governments, dependent on scenario
- St John Ambulance volunteers are required to be activated by Comms Centre – in the event of a local evacuation, local St John volunteers would self-activate.
- The decision to evacuate should be made early to ensure those who need assistance are able to get this support.
- Consider capacity to move people around or from the community under threat – school bus contractors? These people are on the Contacts and Resources list.
- Consider establishing temporary evacuation points as an interim to assisting people to move to the nominated evacuation centre.

4. Who is in charge of any evacuation?
 - *Police*
5. How are the residents informed? How will the decision to evacuate residents be communicated to the public?
 - *Utilise Shire SMS system – however need to consider the current take up of this service from people living in the townsites (low) – do we need to promote and set up a specific Emergency Notification group within the SMS system so townspeople can register and not receive harvest ban and road closure notices.*
 - *Door knocking in townsites*
 - *Shire Facebook/website updates*
6. What key messages should communications include?
 - *Simple messages, standardised formats across all communications platforms and stick to facts relevant at the time.*
 - *Ensure broadcast to evacuate is targeted to areas likely to be impacted. May be whole of townsite, or just a section.*
7. Can people be forced to evacuate?
 - *No, however need to ensure communication and welfare of people who choose to stay is maintained through response and recovery phases. Also consider the ability of people to evacuate – do they have transport/fuel/finances etc. Provide assistance if required and available. Dept. Communities can assist in this manner in getting people back to their homes.*
8. What information would be needed to plan the evacuation?
 - *Not discussed*
9. What resources would be needed, where would they come from and how long would this take?
 - *Resources available and locations are noted in LEMA: Appendix 1 Resources.*
10. What are some of the challenges and issues responders are likely to face in an evacuation?
 - *Maintaining positive and constructive relationships with agency stakeholders and impacted evacuees*
 - *Asbestos management (fire, where asbestos is contained within close proximity of the structure vs cyclone, where material is scattered)*
 - *The ability of residents to evacuate – whether there are health considerations, lack of access to transport, fuel, finance etc.*
 - *Consider outlying areas that may be impacted as well as town centres*
 - *Ability of nominated evacuation centres to withstand cyclonic conditions*
 - *Water outages at evacuation centres – consider access to bulk water tankers and portable toilets (Appendix 1: Resources, check for Water Corporation assistance) and supply of bottled drinking water. In the event a water outage occurred during a community event in the towns or at a council-managed facility the Shire would recommend the event be cancelled.*
 - *Power outage – the Shire has purchased a generator and installed appropriate switches for use at our nominated evacuation centres.*

6.2. Agency Round Table

Chris Jackson (Shire): Chris congratulated the LEMC on their ongoing commitment to emergency planning and noted the need to exercise the plans regularly, through both desktop and field exercises.

Neville Blackburn (Communities): Neville acknowledged the support Pam has provided over his eight years with Communities in Albany.

An exercise was conducted in Katanning recently to test the process to open a Welfare Centre through response to recovery. Around 40 people plus Communities staff attended, with a range of agencies represented. The exercise report will; be circulated with minutes for the Committee's information (*Attachment 6.2.1*).

Communities is working with the McKail and Elleker communities in Albany following the severe storm earlier this year, supporting people whose homes were inundated and in many cases, are not insured. Grants have been made available for the replacement of household goods.

Communities is involved with the Incident Support Group convened in response to the land slip in Mira Mar, Albany. This is reportedly due to the extremely wet winter and water logging of soil in the area combined with a burst water main, which has resulted in impacts to properties in the vicinity. The incident is being managed by the City of Albany at present.

As previously advised the Local Emergency Welfare Plan is under review and will be attached to the minutes (*Attachment 6.2.2*). Amendments should be advised to Neville or Pam, with the intent for the final document to be tabled at the December LEMC meeting for endorsement.

Pam Hull (Shire): Pam advised the Shire's applications to the DFES Strengthening Telecommunications Against Natural Disasters (STAND) program had been successful, which will see NBN satellite services installed at the Broomehill Recreational Complex and Tambellup Community Pavilion to support communications at evacuation centres during an emergency. The services will operate at two strengths – slower for everyday, and in times of emergency they will be ramped up to provide high speed internet and VPN access. Up to 40 people at a time will be able to access data services through capped individual bandwidth during an emergency. The services will be valuable at times where nearby mobile communications towers are out of service (power outages, battery backup failure etc). Installation of equipment is currently being programmed by NBN.

It was determined that the LEMA Resources list should include organisations and members of the community who have access to satellite phones, which may be useful in an emergency when phone systems are out. Pam to follow up.

Pam Hull (Tambellup Volunteer Fire & Emergency Services): Pam advised DFES is currently developing an Infection Prevention and Control Policy, which will include a COVID-19 management procedure. This may include the requirement for DFES personnel (including volunteers – but not bushfire brigades under Local Government management) to have COVID-19 vaccinations. It is unknown at this stage what impact the Policy and procedure will have on local volunteer numbers.

Bronwyn Bradshaw/Trevor Prout (St John Ambulance): Bronwyn advised that St John had implemented a similar process, with volunteers required to have their first COVID-19 vaccination by 17 September, and the second by 1 November 2021. Volunteers choosing not to have vaccinations are not able to be operational. This has had an impact on the number of local volunteers available.

Bronwyn advised that Sonia Brooker, Community Paramedic, had recommenced duties.

Trevor advised that the Sub Centre was receiving ongoing communications in relation to COVID-19 management.

Michelle Carrington (WA Country Health Service): Michelle advised the Tambellup Health Centre Business Continuity Plan and Emergency Response Procedures have been updated, and the drafts circulated for comment. These are attached to the minutes (*Attachment 6.2.3, Attachment 6.2.4*) – members are asked to check the documents and comments or amendments should be forwarded directly to Michelle.

With the low takeup rate of COVID-19 vaccinations in Tambellup, WACHS plans to hold a vaccination clinic in the Tambellup Hall over two days (to be confirmed) 22 and 23 October 2021, with follow up clinics 21 days later. Promotional material will be made available for circulation, and an education program will be developed to provide accurate information to residents.

Neville advised Albany Health Campus is conducting a ‘Vaxathon’ on 8/9 October.

7. NEXT MEETING AND CLOSURE

The timing of the meetings was discussed – it was determined at meetings could start at 9.00am into the future.

The next meeting is scheduled for Tuesday 7 December 2021. This date and meeting venue will be confirmed with members.

Pam took the opportunity to advise members that while Cr Paganoni had been re-elected to Council, he may not stand as President for the coming term, and as such, this may be his last meeting as LEMC Chair. Pam thanked Cr Paganoni on behalf of the LEMC for his direction and input to the meetings over the past four years.

There being no further business, Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 10.30am.

WELFARE EVACUATION CENTRE FIELD EXERCISE REPORT “EXERCISE – KOJONUP BUSHFIRE” 25 AUGUST 2021



Report prepared by Neville Blackburn, District Emergency Services Officer (DESO), Great Southern District, Department of Communities.

Executive Summary

Exercise “Kojonup Bushfire” was a welfare evacuation centre field exercise to provide a learning opportunity for all participants in a simulated operational environment. The bushfire scenario and the location of the exercise in Katanning was a response to the Katanning Bushfire of February 2020 during which the Department was requested to open a welfare evacuation centre in Katanning on consecutive afternoons as that bushfire threatened the Community. It was a collaborative exercise requiring the Department and other agency staff and volunteers to perform particular functions associated with the activation of a Department of Communities Local Emergency Welfare Plan.

The scenario was relevant to the local community and required the centre to be open notionally for an 18 hour period, offering a range of welfare supports and services. Participants were asked to operate within the bounds of local and state emergency management arrangements.

The exercise was written by Neville Blackburn and was conducted on the 25th of August 2021 from 10:00am to 1:15pm at the Katanning Leisure Centre (KLC), Pemble St Katanning. The Exercise Director was Neville Blackburn with the assistant Exercise Director Wheatbelt DESO Jo Spadaccini with Mark Schorer and Kelly Trinne as Exercise Observers.

The aim of the exercise was **“To practise the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency”**. There was a total of 39 participants plus 4 exercise Staff and catering staff from 9 agencies and 7 Local Governments (For details of Registered Participants see Attachment 1).

To evaluate the exercise, information was collected from –

- The Exercise Hot Debrief
- The Exercise Participants’ Feedback Forms, 36 completed feedback forms from 39 participants (For a copy of Feedback Form see Attachment 2).
- The Scenario Cards which were used as an exercise strategy to inject specific issues that could reasonably be expected to arise in a real event within a Welfare Evacuation Centre and to ask participants to problem solve the issue and record their responses on the scenario cards. ‘Suggested Responses’ were printed on the rear of each scenario to enable participants to compare and consider their own response/s against the suggested responses.

This information was then collated, analysed and recorded under the following headings :

- General Assessment of the Exercise;
- Exercise Hot Debrief;
- Scenario Card Responses;
- Exercise Participants’ Feedback Forms Analysis;
- Follow-Up Actions;
- Suggestions for Future Training Activities Summary.

These summaries follow on from the executive summary and are the basis for this exercise report, which will be circulated to exercise participants and the Local Emergency Management Committee (LEMC) for the Shires of Katanning, Kent and Woodanilling and the Great Southern District Emergency Management Committee (DEMC) members for their information.

Participating agencies were asked to use this exercise to realistically evaluate their own procedures, operations, resources, training and exercising in relation to understanding some of the issues that they may face when responding to an evacuation in an emergency situation.

Feedback from the participants immediately after the exercise indicated a high degree of interest and achievement. This was confirmed through the participants' feedback forms. The main benefits from the exercise are the increased awareness, understanding, experience and practice gained by the participants and the resulting amendments to procedures, processes, operations, plans and arrangements, both for the Department of Communities and other agencies.

The value of the exercise was the opportunity for all of the agencies that may have roles and responsibilities in the provision of welfare support to work together to practice their roles as part of the local welfare evacuation centre team.

In conclusion, Exercise "Kojonup Bushfire" was considered to be a successful and worthwhile learning experience for all participants and the time and effort involved in the planning and preparation will enhance and strengthen the Department's, agencies' and broader communities preparedness and resilience should an incident occur.

The Great Southern DESO would like to sincerely thank all the agencies and participants for engaging in this exercise. Special thanks must also go to the Shire of Katanning and the Katanning Leisure Centre for the use of their facility as a welfare evacuation centre and to the Gnowangerup Rapid Relief Team for providing a delicious lunch at the completion of the exercise. The lunch provided by the Gnowangerup Rapid Relief Team would be similar to that provided to evacuees in an 'real' event.

Neville Blackburn
District Emergency Services Officer
Great Southern District
Department of Communities
0438 934 827
Neville.blackburn@communities.wa.gov.au
25 Duke St, Albany 6330

17 September 2021

General Assessment of the Exercise

This assessment is based on a number of consideration questions for each objective with responses/comments based on information from the -

- Exercise Hot Debrief
- Scenario Card Responses
- Exercise Participants' Feedback Forms

and general observations from the Exercise Director and Exercise Team

The aim of the exercise was **“To practice the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency”**.

The exercise objectives were written as specific statements describing what was to be achieved by the exercise participants to meet the exercise aim.

OBJECTIVE 1: To demonstrate the activation of a Local Emergency Welfare Plan, using Department of Communities (DC) Standard Operating Procedures (SOPs) and the Local Welfare Coordinator Activation Checklist.

Consideration Questions	Yes/ No	Responses/Comments
1. Was a LWC appointed?	Yes	Notional
2. Did the LWC organise for the return phonecall to DFES to be made with the centre details?	Yes	Notional
3. Was the activation of the Local Emergency Welfare Plan (LEWP) described?	Yes	The activation of the LEWP for the Shires of Katanning, Kent and Woodanilling was described and copies of the plan made available to participants.
4. Was Appendix 3 of the Local Emergency Welfare Plan (LEWP) referred to record the welfare agencies, contact names and phone numbers?	Yes	Using the Staff and Volunteer Register was good to cover this aspect of a real event. It contained all the relevant information and having all staff/agencies do this reinforces the need to ensure staff/agencies details are recorded. All participants signed the Register.
5. Was a separate Local Welfare Centre Coordinator (LWCC) appointed?	Yes	Yes, Kylie Haxton, as the Team Leader for the Katanning Office was appointed as the LWCC. Kylie also appointed Staff to functional areas such as accommodation, personal requisites and psych. support to spread the workload and not become overwhelmed by the number of scenarios being received.
6. Were staff appointed to any other roles?	No	DC Staff performed the DC roles. Red Cross and YouthCare carried out the Registration and Meet and Greet roles.
7. In deciding the layout for the centre, were all the welfare function areas identified and allocated locations e.g. Meet and Greet, Registration, First Aid Post, Personal Supports etc?	Yes	All teams were given a copy of the floorplan layout of the KLC and asked to consider how they would set up the KLC as an operating welfare evacuation centre.

8. Was a safety officer appointed?	Yes	The exercise observers acted as safety officers.
9. Was the safety inspection of the centre conducted?	Yes	
10. Did the staff work together as per the ES Team Values?	Yes	Everyone worked very well in their areas, and a lot of cross area liaison and discussion occurred eventually.

OBJECTIVE 2: For DC and other agency staff and volunteers to set up and operate a local welfare evacuation centre to provide welfare services to evacuees from short term to an extended period (including overnight) and closing.

Consideration Questions	Yes/ No	Comments
11. Did all staff and volunteers sign the Staff & Volunteer Register?	Yes	
12. Were all staff and volunteers briefed?	Yes	
13. Were any questions asked answered adequately?	Yes	
14. Was the LWC Activation Checklist used to appoint roles and allocate tasks?	Yes	Remained within agencies normal roles in Evacuation Centres.
15. Did all staff and volunteers understand their allocated or delegated roles and tasks?	Yes	The Designated Agency Functions document proved very usual for agencies to clarify roles.
16. Was the local welfare evacuation centre team structure explained?	Yes	As part of the briefing the structure and roles were clearly outlined, in particular that the Department of Communities is the lead agency and other organisations that are represented in the Evacuation Centre play an important support role to the Department of Communities.
17. Did all staff and volunteers demonstrate the team structure by communicating with each other within their teams and to the Exercise Director/s or LWCC's?	Yes	Not only did the individual teams work well, they were also engaging with other teams. All teams worked together collaboratively. Not all teams formally appointed a Team Leader.
18. Were available equipment, resources and EM kits used to set up the centre?	Yes	Red Cross used their EM Kit
19. Were additional resources identified?	No	
20. Were all the required welfare areas set up?	Yes	With ADRA and Volunteering WA not being in attendance DC Staff dealt with some accommodation and donation scenarios.
21. Were all the welfare issues presented attended to?	Yes	
22. Did the teams identify that some of the welfare issues weren't for them?	Yes	
23. If the welfare issues weren't for their team, did they identify which team to pass issues to?	Yes	Generally, some scenarios moved between several teams before they were addressed.

24. Did each team work cooperatively to attend to the welfare issues presented?	Yes	
25. Did the staff and volunteers maintain their allocated or delegated roles and responsibilities?	Yes	
26. Was there adequate staffing to attend to the welfare issues presented?	Yes	This was despite DC Staff taking on a number of the welfare roles. (10 DC Staff were in attendance)
27. Was there adequate staffing to operate the centre?	Yes	
28. Were other preparations and actions identified and actioned?	Yes	An Evacuation Centre Sign ('Exercise Only' sticker on sign) was located at the front of the Centre.
29. Were the staff and volunteers provided with the update that the centre will be closing down?	Yes	The briefing was clear for the purpose of the exercise.
30. Was the centre returned to the way it was on arrival?	Yes	Due to COVID cleaning, KLC Staff returned Centre to normal.
31. Did the Exercise Director explain the purpose of debriefings at the end of a shift/when a centre is closed down?	Yes	An exercise debrief was conducted and the feedback recorded and documented in the 'Exercise Hot Debrief' section of this report.

Exercise Hot Debrief

<u>Agency/Team</u> Communities Team – Kylie Haxton LWCC	Comments
<i>Feedback on the exercise format</i>	Great to work through scenarios with team in practical terms. Identify team skill sets.
<i>What worked well for your team?</i>	Increasing team confidence and team building.
<i>What needs improvement and how?</i>	Delegation, cross referral, increase understanding and stakeholder relations.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Reliance and 'hand ball' from other agencies to DC and the amount of follow up required.
<u>Agency/Team</u> Shire of Katanning	Comments
<i>Feedback on the exercise format</i>	Understand their role. Need to review roles within their team in activation. Review of Staff training. Review/map local facilities and agencies.
<i>What worked well for your team?</i>	Increased awareness of agencies and their roles.
<i>What needs improvement and how?</i>	LG Officers – can rangers handle all the requirements or do they need to review.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Rangers and capability of current resources.
<u>Agency/Team</u> Combined Local Governments	Comments
<i>Feedback on the exercise format</i>	Gained knowledge across all our LG's. Increased understanding and the different ways we all work.
<i>What worked well for your team?</i>	Stakeholder connection – knowledge of all other LG's and different ways they work
<i>What needs improvement and how?</i>	Shire of Gnowangerup to share their EW plan and what roles are required.
<i>Has this exercise increased your readiness for future events?</i>	Yes, absolutely.
<i>What was the most challenging welfare issue - how did you address it?</i>	Animal welfare, Rangers, resources available. Physical capacity of smaller towns and the facilities available, and how and who they can work with to ensure appropriate support eg use of Staff from neighbouring LG's..

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Health/Katanning Hospital	Comments
<i>Feedback on the exercise format</i>	Gained an understanding of what happens externally and what agencies do what roles. Identified via exercises what they do well and what they need to improve.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	Identify different cohorts and appropriate actions needed specific to each.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	
<u>Agency/Team</u> Education – Katanning Primary	Comments
<i>Feedback on the exercise format</i>	Very interesting and useful. Learnt a lot.
<i>What worked well for your team?</i>	Being confronted with 'real life' situations via scenarios, which opened up considerations that hadn't been thought of before.
<i>What needs improvement and how?</i>	No evacuation plans, St Bernard's in Kojonup also doesn't have evacuation plans.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	• Who has duty of care on school buses and what/who needs to action and what would the process look like? • Missing children and communication with non-English speaking families.
<u>Agency/Team</u> St John Ambulance	Comments
<i>Feedback on the exercise format</i>	Greater awareness of and appreciation for other organisations roles and responsibilities. Brilliant experience and training event.
<i>What worked well for your team?</i>	Understanding gaps in training.
<i>What needs improvement and how?</i>	Internal training typically around mass causality and not evacuation centres.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Couldn't set up emergency vehicles due to limited resources and need to draw from other resources.

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Youthcare	Comments
<i>Feedback on the exercise format</i>	Helps to redefine and remind team what to do. Being able to take experience and scenarios back to team to discuss.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	Continual review – more regular reviews
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Working closely with Red Cross and DC, however prioritising what they can do (if appropriate) in real time instead of on-referring to reduce pressure on Red Cross, DC etc.
<u>Agency/Team</u> Australian Red Cross	Comments
<i>Feedback on the exercise format</i>	Great opportunity to gain awareness and understanding of all other agencies roles.
<i>What worked well for your team?</i>	Opportunity to talk through internal processes.
<i>What needs improvement and how?</i>	Some internal resources are outdated and need review – resourcing. DFES requested a section on Registration Forms for dietary requirements.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Receiving 'handball scenarios' from various agencies (and a lot of them) and pushing back and referring to other more appropriate agencies.
<u>Agency/Team</u> WA Police Force - Katanning	Comments
<i>Feedback on the exercise format</i>	Putting faces to names.
<i>What worked well for your team?</i>	Connecting with other stakeholders and firming up relationships locally.
<i>What needs improvement and how?</i>	Not a 24/7 station therefore resourcing and business continuity an issue internally.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Services Australia	Comments
<i>Feedback on the exercise format</i>	Extremely useful. Taking what learnt today back to the team and discuss what expected to do and what they need to plan for.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	Identified heavy reliance on Social Worker
<i>Has this exercise increased your readiness for future events?</i>	Yes and will continue to do so.
<i>What was the most challenging welfare issue - how did you address it?</i>	
<u>Agency/Team</u> DFES CLU (CESM's)	Comments
<i>Feedback on the exercise format</i>	Great to see how all agencies interact, their roles and meeting others. First time at exercise – really great experience.
<i>What worked well for your team?</i>	Increased awareness of gaps and improvements required internally.
<i>What needs improvement and how?</i>	Putting on 'Shire Hat' need back up emergency power in evacuation centres.
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue - how did you address it?</i>	Emergency Power.

Scenario Card Responses

The exercise was designed for a local welfare evacuation centre to notionally operate for a period of time.

Scenario cards specific for this period of time were introduced as an exercise strategy either individually or in multiples to simulate a real welfare evacuation centre environment. The scenario cards itemised scenarios and tasks for the team/agency to respond to and the responses and actions were recorded on each scenario card.

A number of the scenario cards were deliberately misallocated for the team/agency to identify this and re-allocate to the correct team. This was to raise awareness of their own and other teams'/agencies' roles and responsibilities. Participants were however asked to operate within the bounds of local and state emergency management arrangements.

There were 283 different scenario cards used and they were allocated as follows –

SETS	CONTENTS LIST	# CARDS
Set 1	Scenario Cards for Local Welfare Centre Coordinator DC	17
Sets 2&7	Scenario Cards for Department of Communities/Personal Supports	26
Set 3	Scenario Cards for Meet and Greet/Triage Team	23
Set 4	Scenario Cards for Registration Team	21
Set 5	Scenario Cards for First Aid Team	14
Set 8	Scenario Cards for Financial Assistance Team	6
Set 9	Scenario Cards for Local Government	40
Set 10	Scenario Cards for Volunteering WA	9
Set 11	Scenario Cards for Accommodation Team	12
Set 12	Scenario Cards for Police	18
Set 13	Scenario Cards for Services Australia – Centrelink	24
Set 14	Scenario Cards for DFES Community Liaison Unit	16
Set 16	Department of Health – Katanning Hospital	25
Set 17	Scenario Cards for Department of Education	16
Set 24	Scenario Cards for YouthCare	16
	Total number of Scenario Cards	283

Using the scenario cards as an exercise strategy encouraged the participants to be actively engaged in the exercise, promoted team work within each team and as part of the bigger Local welfare centre team.

There is no right or wrong response to each scenario. 'Suggested Responses' were printed on the rear of each scenario to enable participants to compare and consider their own response/s against the suggested responses.

Exercise Participants' Feedback Forms Analysis

There were 39 actual exercise participants and 36 Participant's Feedback Forms were completed, a response rate of 92%. Some teams/agencies may have completed a joint feedback form, rather than individually.

A summary of the responses received are detailed below.

Question	Yes Responses	No Responses
1. Was the format of the exercise useful in clarifying your/your agency role in providing welfare responses?	100%	0%
Summary of Comments - Initiated good analytical thought - More Staff awareness of LG roles & responsibilities - Need practice - Very useful in allowing us to revisit and hone skills - Became aware of challenges not previously considered in our planning		
2. Did the exercise give you the opportunity to practise:		
o Participating/observing the activation of a LWP	100%	0%
o working in specific roles	97.5%	2.5%
o being part of team structure in a Welfare Centre	100%	0%
Summary of Comments - Highlighted need for awareness of EM Welfare Plan - Good first observations from a welfare centre perspective - Had not planned for unaccompanied school aged children in Centre		
3. Do you believe you are now more skilled, comfortable and confident to work in a Local Welfare Centre after participating in this exercise?	100%	0%
Summary of Comments - Health wouldn't be at Centre but now more aware of structure - Greater awareness of role (as LG) and expectations - Need more practice - Good for refreshing of skills - Better understanding of roles of each agency - My role undefined (as school Principal) undefined in Welfare Plans ?		
4. Was the time allocated to the exercise sufficient?	100%	0%
Summary of Comments No comments		
Question	Yes Responses	No Responses
5. Can you suggest any changes to the format or time allocated for future exercises?	8%	92%

Summary of Comments • Can additional training be provided to LG Staff • More briefings over what agencies do what • Don't put the answers on the back 😊		
6. Based upon your observations and experiences during the exercise, are there any issues or actions that you will follow up in relation to you, your organisation or another organisation? If YES, please describe?	41%	59%
Summary of Comments • Organise 'grab bags' for residential care residents • Develop 'past the carpark' evacuation procedure • More internal training required • Who's the Recovery Officer in the Shire of Katanning? • List of LG key contacts • Discuss LEWP with Shire Staff • Better equip the welfare evacuation centre – talk to local resource providers • Ensure LG's are aware of their role in welfare evac centres to assist DC • Emergency power supply for designated welfare centres • Brief local team to ensure they have a better understanding of what an emergency response may look like, issues to consider & preparation • Place student/family contact info online to be able to access off site		
7. Did the exercise achieve its overall aim and objectives?	100%	0%
Summary of Comments (no comments)		
Any other General comments		
Summary of any other General Comments • Excellent/very informative session/received valuable information • Food for thought after experiencing Katanning Fire, further consideration of preparedness for our Community • It was informative to see all parties involved and ideally how it would work • Very good opportunity to further knowledge on possible scenarios • Great eye opener regarding my role & my organisations role in welfare centre		

Follow-Up Actions

The table below records the exercise follow-up actions for consideration for the improvement of the Department of Communities Local Emergency Welfare Plan for the Shires of Katanning, Kent & Woodanilling and the Shires' Emergency Management Arrangements and Recovery Plans.

The follow-up actions have been compiled using the information collected, collated and analysed from -

- the exercise hot debrief;
- the exercise participants' feedback forms;
- the scenario cards which were used as an exercise strategy to deliver specific tasks and for the participants to record their responses on.

Action 1

All participants to be sent (via email) a copy of this report. Copy of report to be tabled at the GS DEMC and the next Shire of Katanning, Kent and Woodanilling LEMC

Who to action: Great Southern DESO

Action 2

All participants to make the Exercise Report available to all relevant staff and volunteers within their agency.

Who to action: All participants

Action 3

All Communities Staff to be given opportunities to participate in future Welfare Evacuation Centre Field Exercises and other desktop/discussion exercises.

Who to action: Great Southern DESO

Action 4

All agencies to regularly review and evaluate their own procedures, operations, resources, training and exercising in regards to emergency management.

Who to action: All Agencies

Suggestions for Future Training Activities Summary

From all of the assessment and evaluation information it is recognised that there is an opportunity to further enhance and develop Department of Communities and support agencies knowledge, skills and experience.

The table below lists some suggestions for future training activities.

Suggested training activities	Organised by*	Date to occur
1) Continue this style of exercise across the Great Southern, continually looking to enhance the content and format of the exercise.	Great Sothern DESO	Ongoing
2) Arrange additional training for Red Cross volunteers across the District as opportunities arise at local Branch Meetings and in other training sessions.	Great Sothern DESO	Ongoing
3) Across the Great Southern arrange specific training for LG Staff who may be assisting DC Staff in welfare evacuation centres.	Great Sothern DESO	Ongoing`

ATTACHMENT 1 – Registered Participants

ORGANISATION	PARTICIPANT	POSITION
Exercise Team	Nev Blackburn	Exer. Director
	Jo Spadaccini	A/Exer Direct
	Mark Schorer	Observer
	Kelly Trinnie	Observer
Department of Communities	Kylie Haxton	Team Leader
	Don Raj	DC CPFS
	Abby Falconer	DC CPFS
	Elize Naude	DC CPFS
	Shane Woods	DC CPFS
	Chris Blake	DC CPFS
	Nurel Taylor	DC CPFS
	Indi McLeod	DC CPFS
	Kylie Taylor	DC Housing
	Pauline Anyon	
Katanning Leisure Centre	Jenny Cristenelli	Mgr Recreation Services
	Peter Bradbury	
	Rachel Anyon	
Shire of Katanning	Tanya Wolfe	
	Cherrie Campbell	
	Sue Eastcott	
	Taryn Human	
	Cindy Pearce	CESM
Shire of Woodanilling	Sue Dowson	D/CEO
Shire of Kent	Matt Castaldini	CESM
Shire of Kojonup	Robert Jehu	
Shire of Broomehill Tambellup	Pam Hull	Strategic Support/Project officer
Shire of Gnowangerup	Ian Graham	DCEO
	Anrie Van Zyl	Corp Risk Officer
	Sharon Miniter	
Shire of Cranbrook	Kevin Bransby	CESM
WA Police	Shelley McQueen	Sergeant
Red Cross	Julia Scriven	GS Coordinator
	Katie Miller	
	Megan Lydeamore	
Katanning Primary	Anita Wills	Principal
Services Australia	Elisabeth Bohun	Service Centre Mgr
Rapid Relief Team	Catering Staff	
Katanning Hospital	Robyn Millar	Director Nursing
	Esther Dabelstein	
	Jenny Thompson	
Youth Care	Brent Findlay	GS YouthCare
St John Ambulance	Ronan Blaney	Wagin Paramedic
	Sonia Brooker	Katanning Paramedic

ATTACHMENT 2 - Exercise Participants' Feedback Form

Exercise 'Kojonup Fire' – 25th August 2021 at Katanning Leisure Centre

1. Was the format of the exercise useful in clarifying your/your agency role in providing welfare responses? YES ☐ NO ☐

Comments: _____

2. Did the exercise give you the opportunity to practise:
- Participating/observing the activation of a Local Welfare Plan YES ☐ NO ☐
 - working in specific roles YES ☐ NO ☐
 - being part of the team structure in a local welfare evac centre YES ☐ NO ☐

Comments: _____

3. Do you believe you are now more skilled, comfortable and confident to work in a local welfare evac centre after participating in this exercise? YES ☐ NO ☐

Comments: _____

4. Was the time allocated to the exercise sufficient? YES ☐ NO ☐

Comments: _____

5. Can you suggest any changes to the format or time allocated for future exercises? YES ☐ NO ☐

Comments: _____

6. Based upon your observations and experiences during the exercise, are there any issues or actions that you will follow up in relation to you, your organisation or another organisation? If YES, please describe? YES ☐ NO ☐

Comments: _____

7. Did the exercise achieve its overall aim and objectives? YES ☐ NO ☐

Comments: _____

Any other general comments:

It would be greatly appreciated if you would answer the questions above and provide a response either **now** or before **Friday the 3rd September 2021**. Responses can be submitted via **Email to :** Neville.blackburn@communities.wa.gov.au or by **Post to:** Department of Communities CPFS, 25 Duke St, Albany 6330 – attent. Neville Blackburn

Thank you for your participation in this exercise.

ATTACHMENT 6.2.2 – NOT FOR CIRCULATION

ATTACHMENT 6.2.3 – NOT FOR CIRCULATION

ATTACHMENT 6.2.4 – NOT FOR CIRCULATION



Bushfire Advisory Committee Meeting

MINUTES

14 October 2021

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



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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Paganoni welcomed everyone and declare the meeting open at 6.40pm.

2. ATTENDANCE

Cr Mark Paganoni	Chair – Shire of Broomehill-Tambellup
Wayne Newbey	Chief Bushfire Control Officer
Kim Oliver	Deputy Chief Bushfire Control Officer
Al Clark	Tambellup East
Buddy Holzknicht	Broomehill East
Craig Dewar	Broomehill East
Laurie Hull	Tambellup Volunteer Fire & Emergency Service
Cindy Pearce	Community Emergency Services Manager
Chris Jackson	CEO – Shire of Broomehill-Tambellup
Pam Hull	Minutes

2.1. Apologies

Mark Altus (DCBFCO), Ed Anderson (Broomehill West), Mario Cristinelli (Tambellup East), Nick Lockyer (Tambellup West)

3. CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1. Confirmation of Bushfire Advisory Committee meeting minutes 14 May 2021

Moved Kim Oliver, seconded Laurie Hull

That the minutes of the Bushfire Advisory Committee meeting held 14 May 2021 be confirmed as a true and correct record.

4. BUSINESS ARISING

Nil

5. STANDARD ITEMS

5.1. Chief Bushfire Control Officer Report (Wayne Newbey)

March – October 2021

“Firstly, I would like to thank all brigade members for the combined effort for the last 6 months. Being the off season has been very quiet which has been nice.

As always thankyou to Cindy Pearce for her continued support to myself, the brigades and the Shires across the Great Southern, which is greatly appreciated by all members of brigades and community.

I’d like to welcome any new brigade chiefs and members to the brigades as another fire season approaches.

Fires

We have had a couple of road verge fires in our Shire and surrounding shires, little bit nerving but fingers crossed we have no more.

Controlled burns around one was completed in Broomehill townsite but majority haven’t taken place as everyone is aware I’m sure, its been a bit wet.

Training

Thank you to everyone who made the time to attend training, it is greatly appreciated and something that benefits our brigades and community. There is some training coming up over the next few weeks. If anyone has or knows anyone that wants to go to training, please let Cindy know.

Lastly, I look forward to working with everyone over the next 6 months, may the fire season be kind to us all.

BT1 on standby until further notice.

Wayne Newbey CBFCO”

5.2. Brigade Reports

Broomehill East Brigade – FCO Craig Dewar:

- Not much activity
- A number of permits have been issued
- The new Volunteer fuel Card has been received, Craig to follow up with Scott Thompson re the transfer of funds from last years card and confirm arrangements for this years.
- A busy bee to service and check over the fast fill trailer is to be organised
- Confirmed with Cindy that the requested additional hand held radios have not been approved.

Broomehill West Brigade

No report received

Broomehill Central Brigade

- No report received

Tambellup East Brigade – FCO Al Clark:

- Permits have been issued

Tambellup West Brigade – FCO Nick Lockyer (via Laurie Hull)

- Concerned about hobby blocks on Greenhills South Road, with high fuel loads and no one living there.
- Cindy advised owners of properties which were non compliant last season have already been sent notification of works required. If they were compliant last year they will be inspected as normal and letters sent. Cindy will discuss with Damon to check the blocks.

Tambellup Volunteer Fire & Emergency Service – FCO Laurie Hull

- Truck has been away for repairs
- The Unit was called to the verge fire in Tambellup, was deliberately lit but didn't burn.

5.3. Community Emergency Services Manager Report

- The grant application for three new tanks (Greenhills North standpipe, Andersons Bore and Broomehill Gnowangerup Rd) was unsuccessful, due to the water supply already being present in these locations.
- Training – Following the pilot, the Rural Fire Awareness course has been approved. This course will be held on 31 October 2021, currently 10 people registered. All brigade members are asked to consider doing this training, particularly in light of upcoming changes to Work Health and Safety (WHS) legislation.
- Other training required? The meeting determined that a Water Bomber Ground Controller refresher would be beneficial, Cindy will organise this.
- Advised of changes to the Bushfire Warning System, bringing all states in line with the national system. Amended levels are 'Advice', 'Watch and Act', and 'Emergency Warning' (refer to Standard operating Procedures for more information).
- The Emergency WA website (www.emergency.wa.gov.au) now includes Bureau of Meteorology (BOM) information.
- Attended a workshop regarding changes to the National Fire Danger Ratings system – changes are proposed to be implemented in 2023. The amended categories are Low/Moderate, High, Extreme, Catastrophic. This will impact locally when permits are issued – the permit books may need to be amended. Cindy and other CESMs have been asked to observe conditions and curing rates, with photos etc. information to be sent to the national database for collation and validation to determine the levels.
- 8 permits are currently out.
- As Craig mentioned, the request for additional hand held radios for Broomehill East has been declined (see DFES response attached). Cindy is to submit a new ICT request. In the meantime, Cindy has three in her office for use at an incident – please advise if these are required.
- Spot Weather Forecast – a new process has been initiated where requests are to be made through DFES Comms, not direct to BOM. Alternatively a request may be submitted via online form – Shire administration staff may provide assistance if needed. Cindy advised that incident controllers should request these early as it is not known at this stage if there will be any delay in providing these.

- The meeting determined that on receipt of a 000 call, a Spot Weather Forecast should be requested at that time.

As per email from DFES dated 20/09/21

- DFES has a basis of allocation list on what each Vehicle/ Brigade / Shire Should have, I have attached this matrix for your reference.
- Any radios requested in addition to the Basis of Allocation (BOA) require Justification, based on operational requirements. The radios are required to be passed on to new FCO's after members have concluded their time as an FCO. The justification given in the letter may not be deemed sufficient to be granted extra radios.
- All applications for extra radios are required to be submitted utilising the ICT Service Request form, submitted to the DFES District Officer Operational Communications Via CESM.

5.4. Department of Fire & Emergency Services Report

Nil

5.5. Chief Executive Officers Report

Chris thanked everyone for the welcome and looks forward to establishing a good working relationship with the Chief and Deputy bushfire Control Officers, fire Control Officers and brigades.

Has had a brief chat with Cindy regarding training of Shire staff who may be taking items of plant onto a fire ground, particularly with the new WHS legislation coming.

Looking forward to being involved.

6. MATTERS FOR DECISION

6.1 Changes to Fire Break Order

Attachment: Email from Nick Nelissen
File Ref: ADM0146
Author: C Pearce, Community Emergency Services Manager
Date: 21 September 2021
Disclosure of Interest: Nil

SUMMARY

The Committee to discuss concerns about the Shire of Broomehill-Tambellup Fire Break Order outlined in the attached email from Nick Nelissen

BACKGROUND

The Fire Break Order and Information Booklet is published annually and distributed to all residents in the Shire. The Fire Break Order provides landowners with information on their responsibilities with regard to fire prevention, in accordance with the *Bush Fires Act 1954*. Updated contact details for Councils bushfire brigades and the Tambellup Volunteer Fire and Emergency Services are included.

The attached email was presented by Neil Tears to the 31 March 2021 BFAC Meeting. Some discussion occurred but it was decided that the suggestions should be considered at the October 2021 BFAC Meeting.

Mr Nelissen's concerns relate to clause 2.1 Land Zoned Rural Residential, which states:

2.0 LAND ZONED RURAL RESIDENTIAL/SPECIAL RURAL (Townsite and Suburban areas)

During the period from 31st October 2021 to 15th April 2022 inclusive you shall have fire breaks in the following positions:

- 2.1** *Clear firebreaks not less than 2 metres completely surrounding and not more than 20 metres from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height. Properties will be inspected and orders may be issued.*

He raises concern in particular for the requirement for all grass to be less than 150mm in height, and states various examples of where this is unachievable.

He has requested the Fire Break Order be amended to 'Grass accessible by ride on equipment is to be less than 150mm in height across 95% of the area, OR if stocked, fuel load to be kept below Xkg/m² and firebreaks (insert specs here) be provided'.
 (where X = fuel load to be determined at the meeting; and Firebreak specs to be determined at the meeting).

For discussion.

COMMENT

For discussion and decision by the Committee. Please note the 2021-2022 Fire Break Order has been published and distributed. Amendments if required can be communicated via various means to the community.

CONSULTATION

Community Emergency Services Manager
Brigade Officers

STATUTORY ENVIRONMENT

Bushfires Act 1954

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2020 Key Result Area 1: Our People
Objective 1.1 Our Community is safe, connected, harmonious and inclusive

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION

Moved Craig Dewar, seconded Kim Oliver

That the Bushfire Advisory Committee recommends to Council that clause 2.1 of the Shire of Broomehill-Tambellup Fire Break Order not be amended as proposed by Mr Nick Nelissen.

CARRIED

It was noted that community members having difficulty complying with the requirements of the Fire Break Order are able to apply for consideration of a variation.

6.2 Review of Bush Fire Brigade Standard Operating Procedures

Attachment:	Bush Fire Brigade Standard Operating Procedures 2021-2022
File Ref:	ADM0118
Author:	PA Hull, Strategic Support & Projects Officer
Date:	01 October 2021
Disclosure of Interest:	Nil

SUMMARY

The *Bush Fire Brigade Standard Operating Procedures 2021-2022* have been reviewed and the document is presented to the Bushfire Advisory Committee for comment and endorsement.

BACKGROUND

The Standard Operating Procedures (SOPs) provide information that will assist all volunteer Bush Fire Brigade members to conduct their activities safely and in accordance with legislation and established Shire and Department of Fire & Emergency Services (DFES) procedures.

The document is reviewed annually and circulated to Brigade members for their information.

COMMENT

The document was last reviewed in 2020.

The following new SOP has been included:

- **SOP 5.02 LACES** – Procedures that are designed to minimise the risks associated with operational bush firefighting. Crew safety at bushfires is underpinned by a developed knowledge and experience of bush fire behaviour, situational awareness and the application of safety procedures.

All existing SOPs have been reviewed, and minor amendments made throughout the document. Substantial amendments have been made to the following SOPs:

- **SOP 1.03 Occupational Safety and Health – Incident/Injury/Hazard Reporting** – A Shire of Broomehill-Tambellup 'Notification of Hazard/Injury/Incident' Form has been attached.
- **SOP 3.02 Bushfire Warning System** – Implementation of the Australian Warning System (AWS) by DFES. Western Australia is joining with other Australian states and territories to deliver nationally consistent emergency information through AWS.

The draft has been provided to key brigade personnel for review prior to this meeting. Any amendments required can be noted and made to the final document.

For discussion and endorsement if appropriate. Implementation

CONSULTATION

Cindy Pearce (CESM)

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Occupational Safety & Health Act 1984

POLICY IMPLICATIONS

Policy 2.2 Occupational Safety & Health – this policy relates to Shire volunteers as well as employees.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2020 Key Result Area 1: Our People

Objective 1.1 Our Community is safe, connected, harmonious and inclusive

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RESOLUTION

Moved Wayne Newbey, seconded Al Clark

That the Bush Fire Brigade Standard Operating Procedures 2021-2022 be endorsed as presented.

CARRIED

7. GENERAL BUSINESS

7.1 WHS Legislation

Copy of Shire of Broomehill-Tambellup Notification of Hazard/injury/incident form attached for information

Cindy referred to recent media reports regarding the introduction of new WHS legislation and the potential impacts on bush fire volunteers.

CESMS were asked to develop a range of scenarios and forward to WALGA for consideration and response – nothing received yet.

Brigades should consider minimum standards of training, eg the Rural Fire Awareness course.

Cindy distributed current training records for all brigades for information.

Brigades to consider the need for training of casual (seasonal) workers.

Incident Controllers will need to consider how to track volunteer attendance on a fire ground.

Consideration to who will ensure privately owned fire fighting equipment is of a satisfactory standard.

Consider private machinery operation on a fireground – is training for operators required?

COMMITTEE RESOLUTION

Moved Craig Dewar, seconded Wayne Newbey

That the Shire be requested to lobby State and Federal members of Parliament seeking clarification on the new Work Safety & Health legislation, and the impact on volunteers, including training requirements and standard of privately owned fire fighting equipment.

CARRIED

7.2 Tree Plantings for Carbon Neutral on Farming Land

Information attached

This matter was raised as a potential concern for the future, where large tracts of land may be planted to trees. To be considered in the same category as plantations. The local situation will continue to be monitored.

7.3 Pine plantations

Laurie advised a number of plantations he had been asked to spray firebreaks around were not compliant, with trees planted too close to fences to allow this to be done. To liaise with brigade FCO for follow up.

7.4 Trigger points for Harvest & Vehicle movement Bans

The trigger has increased to 29 this year to implement a Harvest Vehicle Movement Ban. We will monitor weather conditions and revise if necessary.

8 CLOSURE

There being no further business, Cr Paganoni thanked everyone for their attendance, and declared the meeting closed at 8.00pm.

10.00 STATUS REPORT

22/07/2021	210705 SSPO	10.03 DISABILITY ACCESS AND INCLUSION PLAN - PROGRESS REPORT <i>That Council receives the 'Disability Access and Inclusion Plan - Progress Report 2020-21' as presented.</i>	Complete
22/07/2021	210706 SSPO	10.04 CORPORATE BUSINESS PLAN 2018-2022 QUARTERLY PROGRESS REPORT <i>That Council received the Corporate Business Plan 2018-2022 Quarterly Progress Report for the period of April-June 2021.</i>	Complete
22/07/2021	210707 SSPO	10.05 CORPORATE BUSINESS PLAN 2018-2022 INTERIM REVIEW <i>That Council endorses the amended Corporate Business Plan 2108-2022 as presented.</i>	Complete
22/07/2021	210708 EXA	10.06 VOTING DELEGATES FOR WALFA ANNUAL GENERAL MEETING <i>The Councils registered delegates and proxy delegates to the 2021 Annual General Meeting of Western Australian Local Government Association be: Voting Delegates: President Paganoni and Cr Penny Proxy Delegates: Cr Barritt and Cr Penny</i>	Complete
22/07/2021	210709 FAO	10.07 FIRE BREAK ORDER AND INFORMATION BOOKLET <i>The Council endorses the 2021-22 Shire of Broomehill-Tambellup Fire Break Order and Information Booklet with the following addition: Broomehill Town Tank - Stock/non potable</i>	Complete
22/07/2021	210710 MFA	10.08 REVIEW OF POLICY 1.24 HIRE OF EQUIPMENT SHIRE HALLS <i>That Policy 1.24 Use of Equipment - Shire Halls be amended as presented to include provision to allow up to 20 chairs being made available at no cost for funerals at the Broomehill, Tambellup and Pindellup cemeteries if requested.</i>	Complete
22/07/2021	210711 SSPO	10.09 LOCAL LAW REVIEW 2020 <i>That council notes the requirement to amend the titles of adopted local laws as follows:</i> - Activities on thoroughfares and Public Places and Trading Local Law 2021 - Cemeteries Local Law 2021 - Dogs Local Law 2021 - Extractive Industries Local Law 2021 - Fencing Local Law 2021 - Local Government (Council Meetings) Local Law 2021 - Local Government Property Local Law 2021 - Repeals Local Law 2021 - Waste Local Law 2021 - Bushfire Brigades Local Law 2021 - Health Local Law 2021 - Removal of Refuse, Rubbish and disused Material Local Law 2021	Ongoing

22/07/2021	210712 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council move an amendment to the motion from six months to nine months:</i> THE AMENDMENT WAS PUT AND CARRIED/THE MOTION AS AMENDED NOW READS: <i>That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:</i> 6. <i>Within nine months, amend the Activities in Thoroughfares and Public Places and Trading Local Law as follows:</i> c. <i>delete clause 2.4 and replace it with the equivalent clause in the WALGA template to ensure permits are required for temporary crossings;</i> d. <i>correct the typographical errors in clauses 2.8(2)(c); 6.7(2) and 6.11(1);</i> 7. <i>The Shire will not enforce the local law contrary to undertaking 1;</i> 8. <i>Ensure all consequential amendments arising from the undertaking will be made;</i> 9. <i>Where the Local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking;</i> 10. <i>Provide clarification of the purpose of clause 5.16(b)(i).</i> <i>That Council move an amendment to the motion from six months to nine months:</i> THE AMENDMENT WAS PUT AND CARRIED / THE MOTION AS AMENDED NOW READS: <i>That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:</i> 6. <i>Within nine months, amend the Activities in Thoroughfares and Public Places and Trading Local Law as follows:</i> c. <i>delete clause 2.4 and replace it with the equivalent clause in the WALGA template to ensure permits are required for temporary crossings;</i> d. <i>correct the typographical errors in clauses 2.8(2)(c); 6.7(2) and 6.11(1);</i> 7. <i>The Shire will not enforce the local law contrary to undertaking 1;</i> 8. <i>Ensure all consequential amendments arising from the undertaking will be made;</i> 9. <i>Where the Local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking;</i> 10. <i>Provide clarification of the purpose of clause 5.16(b)(i).</i>			
22/07/2021	210713 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council move an amendment to the motion from six months to nine months:</i> THE AMENDMENT WAS PUT AND CARRIED /THE MOTION AS AMENDED NOW READS: <i>That Council accept the amendment to the motion and the amended motion read as follows:</i> <i>That Council resolves (subject to the Committee's consideration of the Shire's feedback on compliance with section 342 of the Health (Miscellaneous Provisions) Act 1911, which may affect the validity of the local law), to undertake to the Joint Standing Committee on Delegated Legislation that:</i> 1. <i>Within nine months, amend the Health Local Law as follows</i> a) <i>correct the typographical errors in clauses 5.2.4(6); Clause 5.6.2; 6.1.4; 8.1.5(b); 8.1.6 and 8.1.7</i> b) <i>insert an Objections and Appeals clause;</i> 2. <i>The Shire will not enforce the local law contrary to undertaking 1;</i> 3. <i>Ensure all consequential amendments arising from the undertaking will be made;</i> 4. <i>Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking;</i> 5. <i>Provide the Committee with information on how the standards referred to above can be accessed by residents without charge;</i>			

22/07/2021	210714 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:</i> <i>1. When the Local Government (Council Meetings) Local Law is next reviewed and amended, correct the typographical and formatting;</i> <i>2. Ensure all consequential amendments arising from the undertaking will be made;</i> <i>3. Where the Local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking</i>			
22/07/2021	210715 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council move an amendment to the motion from six month to nine months:</i> THE AMENDMENT WAS PUT AND CARRIED / THE MOTION AS AMENDED NOW READS: <i>1. Within nine months, amend the Waste Local Law to:</i> <i>a) delete clause 2.7(c)</i> <i>b) correct the typographical error in the short title of the Local Law;</i> <i>2. Until the Local Law is amended, the Shire will not enforce the Local Law contrary to undertaking 1;</i> <i>3. Ensure all consequential amendments arising from the undertaking will be made;</i> <i>4. Where the Local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.</i>			
22/07/2021	210717 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council move an amendment to the motion from six month to nine months:</i> THE AMENDMENT WAS PUT AND CARRIED / THE MOTION AS AMENDED NOW READS: <i>That Council, (subject to the Committee's consideration of the Shire's feedback on compliance with section 3.12(4), which may affect whether the Local Law was validly made), resolves to undertake to the Joint Standing Committee on Delegated Legislation that:</i> <i>1. Within nine months, amend the Cemeteries Local Law to insert clause 8.8;</i> <i>2. The Shire will not enforce the Local Law contrary to undertaking 1;</i> <i>3. Ensure all consequential amendments arising from the undertaking will be made;</i> <i>4. Where the Local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking;</i> <i>5. Explain the inclusion of clause 5.7.</i>			
22/07/2021	210716 SSPO	10.09 LOCAL LAW REVIEW 2020	Ongoing
<i>That Council authorise the CEO to write to the Minister for Local Government and the Department of Local Government, Sport & Cultural Industries to express concern that the process for review of Local Laws by the Joint Standing Committee on Delegated Legislation after Gazettal is onerous financially and administratively on small local governments and should be reviewed, or financial support should be provided to assist.</i>			

22/07/2021	210720 CEO	11.01 CONFIDENTIAL: RECISION OF AWARDING OF TENDER LOT 19 TAYLOR STREET, TAMBELLUP That Council; 1. Rescind Council Resolution 200222 to award Tender BHT 02/2019 to Manj Sing Pty Ltd awarded at the February 2020 meeting of Council as follows: i. Authorise the CEO to award Tender BHT 02/2019 to Manj Singh Pty Ltd for the purchase of Lot 19 on Deposited Plan 223135, number 19 Taylor Street, Tambellup. ii. Authorise the CEO to liaise with the successful tenderer to achieve a price of \$50,000 as the purchase price of Lot 19 on Deposited Plan 223135, number 19 Taylor Street, Tambellup; iii. In the event that agreement on purchase price cannot be agreed, authorise the CEO to negotiate a purchase price between the tenderers offer of \$40,000 and \$50,000. iv. Authorise the CEO to liaise with the successful tenderer to achieve desirable design outcomes, including: - o Separating tent sites from caravan sites to reduce potential conflict; - o Redesigned circulation to reduce turning areas; - o The caretakers dwelling to include separate dedicated parking; - o Screening to existing residential dwellings; - o Removal of existing water tank; - o Compliance with the provisions of the Caravan and Camping Ground Regulations 1997; - o The laneway between the Tambellup store and Lot 19 is required to be excised from Lot 19; v. Authorises the CEO, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract of sale for Tender BHT RFT 06/2019 to Manj Singh Pty Ltd, in accordance with the terms and conditions specified in the tender documentation once the above matters are addressed; 2. Advise the successful tendere of the decision to rescind Resolution 20022.	Ongoing
19/08/2021	210806 SSPO	10.03 DELEGATIONS REGISTER REVIEW That Council, having undertaken a review of the delegations register in accordance with the requirements of the Local Government Act 1995 section 5.46(2), adopts the Delegations Register dated August 2021 as presented.	Complete
19/08/2021	210807 MFA	10.04 REVIEW OF POLICY 1.4 - TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO <i>That Council adopts the review of Policy 1.4 Temporary Employment or Appointment of CEO as presented, and requests the CEO to publish the Policy on the Shire of Broomehill-Tambellup website as soon as practicable</i>	Complete
19/08/2021	210808 CEO	10.05 GREAT SOUTHERN TREASURES/AUSTRALIAS SOUTH WEST <i>That Council provides it's in principle support for the recommendations of the draft Great Southern Treasures Proposal developed by Australia's South West.</i>	Complete
19/08/2021	210809 MFA	10.06 TAMBELLUP GOLF CLUB - RATE CONCESSION <i>That Council grants a concession on the rate charges levied to the Tambellup Golf Club for the 2020/21 financial year, estimated to be \$600 for the year.</i>	Complete

19/08/2021	210810 President	11.01 CONFIDENTIAL: APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER That the Shire President's recommendation be amended as follows: That Council – • Appoints Kay O'Neill, Manager of Finance and Administration to the position of Acting Chief Executive Officer of the Shire of Broomehill-Tambellup commencing on 23 August 2021 until external recruitment processes for a Temporary or Permanent CEO can be completed; and • Confirms that the Council believes that Kay O'Neill, Manager of Finance and Administration is suitably qualified for the position; and • Approves remuneration to be paid at a rate of 90% of the cash component of the incumbent CEO's total reward package.	Complete
16/09/2021	210905 MFA	10.03 TAMBELLUP BUSINESS CENTRE That Council grants a rate concession of \$2,581.95 to the Tambellup Business Centre for the 2021/22 financial year.	Complete
16/09/2021	210906 SSPO	10.04 WA COUNTRY HEALTH SERVICE - REQUEST TO WAIVE HALL HIRE FEES That Council advises WA Country Health Service that hall hire fees and bonds applicable to the use of the Tambellup Hall for the conduct of COVID-19 vaccination clinics in October and November 2021 will be waived	Complete
16/09/2021	210907 EXA	10.05 BROOMEHILL P&C REQUEST FOR CONTRIBUTION That Council makes a contribution of \$300 to the Broomehill P&C for Clean-Up Australia Day, and the funds are to be utilised towards purchase of resources for the school.	Complete
16/09/2021	210910 SSPO	15.01 CONFIDENTIAL: TENDER BHT02/2021 BROOMEHILL TOWNSCAPE PROJECT That Council rejects all tenders received for Tender No. BHT 01/2021 Broomehill Townscape Project due to all tenders exceeding Council's budget allocation for this project.	Complete
16/09/2021	210911 SSPO	15.02 CONFIDENTIAL: TENDER BHT02/2021 TAMBELLUP TOWN SQUARE PROJECT That Council rejects all tenders received for Tender No. BHT 02/2021 Tambellup Town Square Project due to all tenders exceeding Council's budget allocation for this project.	Complete
16/09/2021	210913 MFA	15.03 2021/22 BUDGET AMENDMENT - DROUGHT COMMUNITIES PROGRAM FUNDING That Council amends the 2021/22 Budget and reallocates Drought Communities Program funds as follows – Broomehill Townscape Enhancement Adopted Budget \$110,000 Revised Budget \$560,000 Tambellup Townscape / Town Centre Adopted Budget \$370,000 \$Revised Budget 0 Tambellup Youth Centre Adopted Budget \$80,000 Revised Budget \$0	Complete
16/09/2021	210914 SSPO	15.04 DROUGHT COMMUNITIES PROGRAM - HOLLAND TRACK INTERPRETIVE CENTRE That Council endorses the proposal for the Holland Track Interpretive Centre to be located adjacent to the Broomehill Museum, Journal St Broomehill	Complete

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2021

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Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 30 September 2021

	Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,688,200	2,688,200	2,597,075.83	(91,124)	(3.5%)	
Grants, Subsidies and Contributions		1,335,000	271,534	251,216.32	(20,318)	(8.1%)	
Profit on Asset Disposal	10	235,600	1,200	0.00	(1,200)	(100.0%)	▼
Fees and Charges		419,400	150,693	130,493.18	(20,200)	(15.5%)	
Interest Earnings		29,400	6,540	4,804.39	(1,736)	(36.1%)	
Other Revenue		100,800	79,644	73,453.31	(6,191)	(8.4%)	
Total		4,808,400	3,197,811	3,057,043.03	(140,768)		
Operating Expense							
Employee Costs		(2,275,700)	(634,304)	(652,895.76)	(18,592)	(2.8%)	▼
Materials and Contracts		(1,879,300)	(423,915)	(379,999.13)	43,916	11.6%	▼
Utilities Charges		(262,000)	(66,311)	(50,801.57)	15,509	30.5%	▼
Depreciation (Non-Current Assets)		(1,991,700)	(497,860)	0.00	497,860	100.0%	▼
Interest Expenses		(61,500)	(14,619)	(26,671.25)	(12,052)	(45.2%)	▲
Insurance Expenses		(182,800)	(61,998)	(148.44)	61,850	41666.4%	▼
Loss on Asset Disposal	10	(119,200)	(24,099)	0.00	24,099	100.0%	▼
Other Expenditure		(91,200)	(21,715)	(22,891.76)	(1,177)	(5.1%)	
Total		(6,863,400)	(1,744,821)	(1,133,407.91)	611,413		
Funding Balance Adjustment							
Add Back Depreciation		1,991,700	497,860	0.00	(497,860)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(116,400)	22,899	0.00	(22,899)	(100.0%)	▼
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
Net Operating		(179,700)	1,973,749	1,923,635.12	(50,114)		
Capital Revenues							
Grants, Subsidies and Contributions	8	3,430,200	0	9,000.00	9,000	100.0%	
Proceeds from Disposal of Assets	10	1,305,000	153,000	153,181.82	182	0.1%	
Transfer from Reserves	9	1,152,400	0	0.00	0		
Total		5,887,600	153,000	162,181.82	9,182		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(1,184,500)	(150,000)	(144,138.63)	5,861	4.1%	
Plant and Equipment	12	(1,163,000)	(198,500)	(193,604.02)	4,896	2.5%	
Furniture and Equipment	12	(40,000)	0	(13,454.53)	(13,455)	(100.0%)	▲
Infrastructure - Roads	12	(1,783,100)	(200,000)	(193,736.93)	6,263	3.2%	
Infrastructure - Other	12	(1,290,500)	(70,000)	(65,703.84)	4,296	6.5%	
Repayment of Debentures	12	(127,500)	(22,300)	(22,291.92)	8	0.0%	
Transfer to Reserves	9	(943,900)	0	0.00	0		
Total		(6,532,500)	(640,800)	(632,929.87)	7,870		
Net Capital		(644,900)	(487,800)	(470,748.05)	17,052		
Total Net Operating + Capital		(824,600)	1,485,949	1,452,887.07	(33,062)		
Opening Funding Surplus(Deficit)		824,600	824,600	570,977.19	(253,623)	(44.4%)	
Closing Funding Surplus(Deficit)	4	0	2,310,549	2,023,864.26	(286,685)		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 September 2021

	Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		50,400	13,000	6,556.70	(6,443)	(98.27%)	
General Purpose Funding		3,620,600	2,911,325	2,820,793.13	(90,532)	(3.21%)	
Law, Order and Public Safety		170,300	85,815	70,255.95	(15,559)	(22.15%)	▼
Health		3,500	870	286.00	(584)	(204.20%)	
Education and Welfare		188,800	9,699	15,000.00	5,301	35.34%	
Housing		480,700	55,617	47,863.06	(7,754)	(16.20%)	
Community Amenities		134,000	67,119	64,734.36	(2,385)	(3.68%)	
Recreation and Culture		772,100	10,887	10,520.45	(367)	(3.48%)	
Transport		1,814,700	10,248	8,976.44	(1,272)	(14.17%)	
Economic Services		938,500	20,739	9,474.75	(11,264)	(118.89%)	▼
Other Property and Services		65,000	12,492	11,582.19	(910)	(7.86%)	
Total		8,238,600	3,197,811	3,066,043.03	(131,768)		
Operating Expense							
Governance		(612,800)	(145,708)	(159,657.41)	(13,949)	(8.74%)	
General Purpose Funding		(315,500)	(70,570)	(69,122.94)	1,447	2.09%	
Law, Order and Public Safety		(338,600)	(79,916)	(56,056.22)	23,860	42.56%	▼
Health		(50,900)	(12,699)	(6,735.45)	5,964	88.54%	
Education and Welfare		(99,500)	(24,864)	(16,978.40)	7,886	46.44%	
Housing		(224,200)	(55,929)	(38,882.26)	17,047	43.84%	▼
Community Amenities		(463,800)	(115,872)	(81,090.59)	34,781	42.89%	▼
Recreation and Culture		(1,347,300)	(336,714)	(165,517.82)	171,196	103.43%	▼
Transport		(3,137,500)	(784,332)	(368,071.29)	416,261	113.09%	▼
Economic Services		(240,300)	(60,018)	(56,290.03)	3,728	6.62%	
Other Property and Services		(33,000)	(58,199)	(115,005.50)	(56,807)	(49.39%)	▲
Total		(6,863,400)	(1,744,821)	(1,133,407.91)	611,413		
Funding Balance Adjustment							
Add back Depreciation		1,991,700	497,860	0.00	(497,860)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	10	(116,400)	22,899	0.00	(22,899)	(100.00%)	▼
Net Operating		3,250,500	1,973,749	1,932,635.12	(41,114)		
Capital Revenues							
Proceeds from Disposal of Assets	10	1,305,000	153,000	153,181.82	182	0.12%	
Transfer from Reserves	9	1,152,400	0	0.00	0		
Total		2,457,400	153,000	153,181.82	182		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(1,184,500)	(150,000)	(144,138.63)	5,861	4.07%	
Plant and Equipment	12	(1,163,000)	(198,500)	(193,604.02)	4,896	0.00%	
Furniture and Equipment	12	(40,000)	0	(13,454.53)	(13,455)	0.00%	
Infrastructure Assets - Roads	12	(1,783,100)	(200,000)	(193,736.93)	6,263	3.23%	
Infrastructure Assets - Other	12	(1,290,500)	(70,000)	(65,703.84)	4,296	6.54%	
Repayment of Debentures		(127,500)	(22,300)	(22,291.92)	8	0.04%	
Transfer to Reserves	9	(943,900)	0	0.00	0		
Total		(6,532,500)	(640,800)	(632,929.87)	7,870		
Net Capital		(4,075,100)	(487,800)	(479,748.05)	8,052		
Total Net Operating + Capital		(824,600)	1,485,949	1,452,887.07	(33,062)		
Opening Funding Surplus(Deficit)		824,600	824,600	570,977.19	(253,623)	(44.42%)	
Closing Funding Surplus(Deficit)	4	0	2,310,549	2,023,864.26	(286,685)		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 September 2021

	Actual 2021/22	C/fwd 1 July 2021
CURRENT ASSETS		
Cash	4,118,378.94	4,519,091.92
Receivables	1,127,070.37	1,251,759.02
Inventories - Stock on Hand	6,407.65	15,817.47
TOTAL CURRENT ASSETS	5,251,856.96	5,786,668.41
CURRENT LIABILITIES		
Creditors and Provisions	2,197,262.11	4,184,960.63
Borrowings	105,283.61	127,575.53
TOTAL CURRENT LIABILITIES	2,302,545.72	4,312,536.16
NET CURRENT ASSETS	2,949,311.24	1,474,132.25
NON-CURRENT ASSETS		
Receivables	64,950.49	64,950.49
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	73,808.00	73,808.00
Property, Plant and Equipment	20,348,053.05	20,150,037.69
Infrastructure Assets	119,690,424.29	119,430,983.52
TOTAL NON-CURRENT ASSETS	140,393,235.83	139,935,779.70
NON-CURRENT LIABILITIES		
Creditors and Provisions	22,368.11	22,368.11
Borrowings	1,814,120.62	1,814,120.62
TOTAL NON-CURRENT LIABILITIES	1,836,488.73	1,836,488.73
NET ASSETS	141,506,058.34	139,573,423.22
EQUITY		
Accumulated Surplus	42,177,733.97	40,245,098.85
Reserves - Asset Revaluation	97,693,742.83	97,693,742.83
Reserves - Cash Backed	1,634,581.54	1,634,581.54
TOTAL EQUITY	141,506,058.34	139,573,423.22

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

1: (a) Nature or Type Classifications

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

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

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

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

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

HOUSING

Objective:

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

Activities:

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

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

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

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
by Reporting Program
For the Period Ended 30 September 2021

2: REPORT ON SIGNIFICANT VARIANCES

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

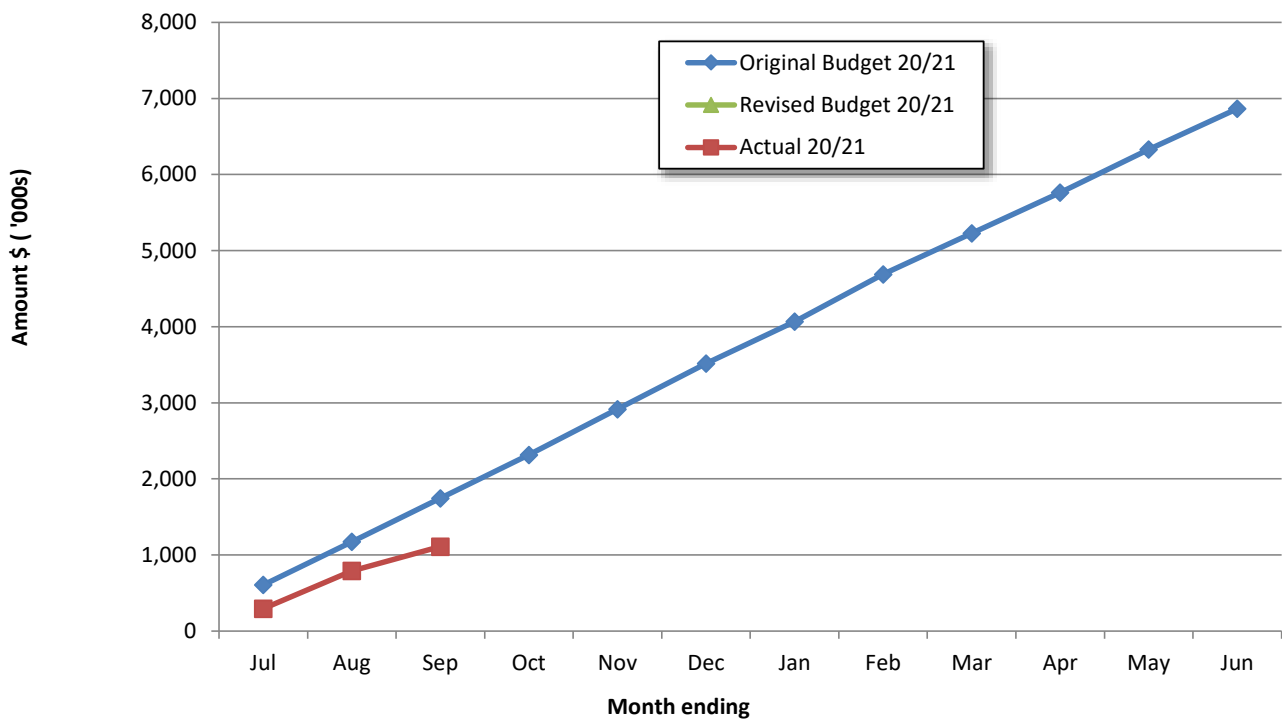
The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Law, Order & Public Safety The first instalment of ESL grant funding was received in June and will be carried forward and allocated into the new financial year.	■	
OPERATING EXPENSE		
Law Order & Public Safety Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.	■	
Housing Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.	■	
Community Amenities Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.	■	
Recreation & Culture Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.	■	
Transport Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.	■	
Other Property & Services Public Works Overheads and Plant Operation Costs are allocated over the full year as entries through the payroll system. Some costs are incurred in the early months of the new year (eg insurances, licenses) however are allocated across the various works programs over the full year.	■	

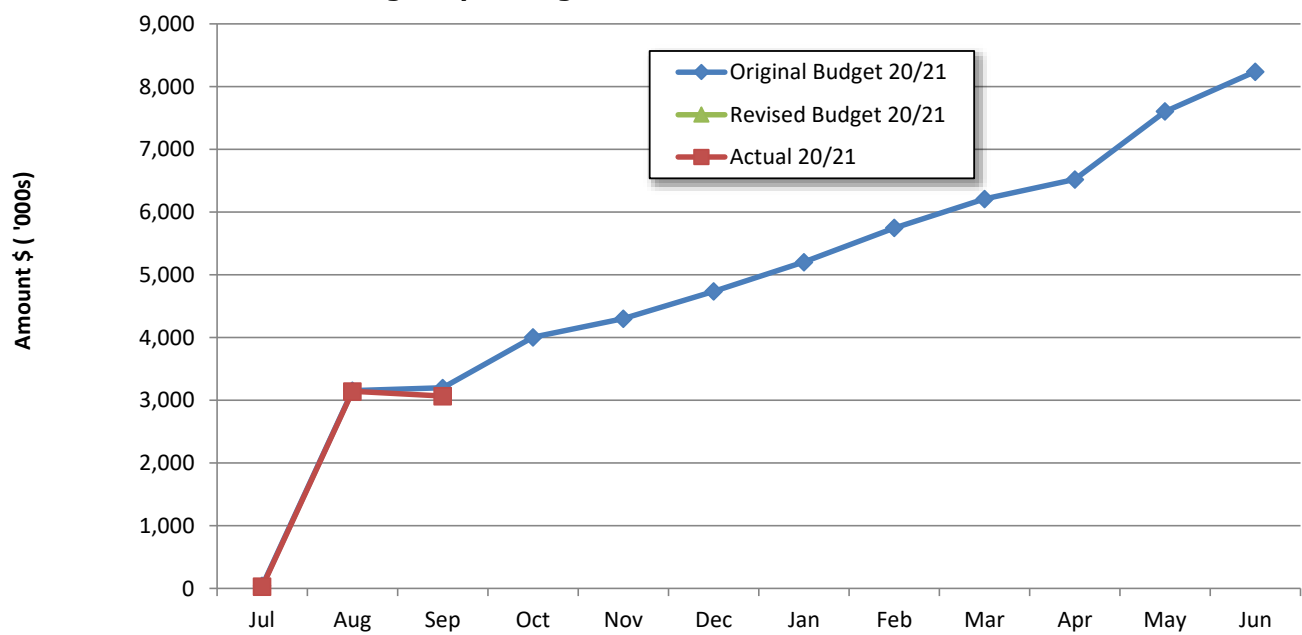
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Budget Operating Revenues -v- Actual



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

4: NET CURRENT FUNDING POSTION

	Note	Actual 2021/22	C/fwd 1 July 2021
		\$	\$
Current Assets			
Cash Unrestricted		1,149,867.02	212,133.09
Cash Restricted - Other Payables		1,333,930.38	2,672,377.29
Cash Restricted - Reserves	9	1,634,581.54	1,634,581.54
Receivables - Rates and Rubbish	6	614,710.46	234,727.59
Receivables - Other	6	310,707.92	790,055.34
Inventories		6,407.65	15,817.47
Accruals and Provisions		151,059.51	151,059.51
		5,201,264.48	5,710,751.83
Less: Current Liabilities			
Payables		(140,204.45)	(736,948.03)
Net GST & PAYG		(4,394.57)	(31,578.50)
Other Payables - Bonds & Deposits		(8,120.00)	(7,150.00)
Other Payables - Building Retention Bonds		(88,382.34)	(98,372.25)
Other Payables - A Smart Start		(57,839.82)	(57,839.82)
Other Payables - Great Stn Housing Initiative		(31,239.68)	(1,360,666.68)
Other Payables - DCP		(815,548.31)	(815,548.31)
Other Payables - LRCIP		(332,800.23)	(332,800.23)
Accruals and Provisions		(64,289.28)	(64,289.28)
		(1,542,818.68)	(3,505,193.10)
Less: Cash Restricted - Reserves	9	(1,634,581.54)	(1,634,581.54)
Net Current Funding Position		2,023,864.26	570,977.19

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		1,149,867.02	1,333,930.38		2,483,797.40	Bendigo	
Trust Fund	133 905 067				15,148.22	15,148.22	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds	3715056	0.10%		1,634,581.54		1,634,581.54	Bendigo	28/10/2021
Total			1,151,367.02	2,968,511.92	15,148.22	4,135,027.16		

Comments/Notes - Investments**a) Cash Deposits**

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

b) Term Deposits**Reserve Funds**

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

6: RECEIVABLES**Rates & Rubbish**

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

Net Rates Collectable

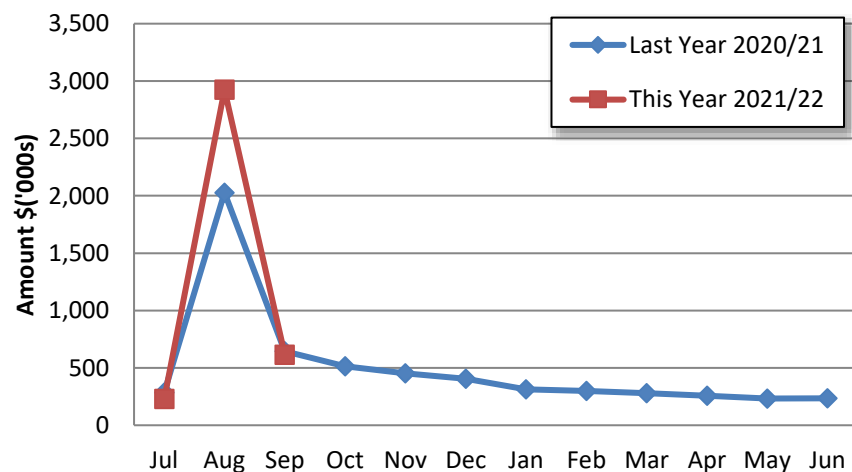
% Collected

Actual 2021/22	c/fwd 1 July 2021
\$	\$
234,727.59	303,494.79
2,768,434.65	2,664,864.27
(2,388,451.78)	(2,733,631.47)
614,710.46	234,727.59
 614,710.46	 234,727.59
79.53%	92.09%

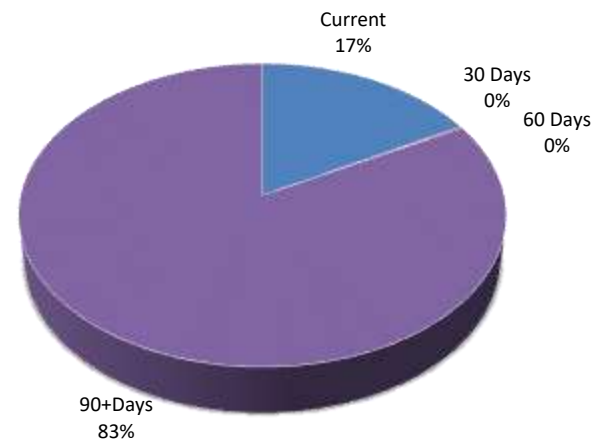
Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	1,279.96	488.27	123.69	262,000.96
Pensioner Rebates	24,172.18			
Emergency Services Levy	27,642.86			
	53,095.00	488.27	123.69	262,000.96
		Total Outstanding		315,707.92

Amounts shown above include GST (where applicable)

Rates Receivable**Comments/Notes - Receivables Rates and Rubbish**

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

Accounts Receivable (ex Rates)**Comments/Notes - Receivables General**

Final payment from DFES for the Broomehill Fire Shed is still to be received.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

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
Balanced Budget Adopted							
S210901	CAP144	Capital Expense	Holland Track Interpretive Centre	Reallocate Drought Communities Program funding	32,000	0	32,000
S210901	CAP159	Capital Expense	Broomehill Rec Complex accessibility upgrades	Reallocate Drought Communities Program funding	0	(32,000)	0
M210913	CAP161	Capital Expense	Tambellup Town Square development	Reallocate Local Roads & Community Infrastructure funding	370,000	0	370,000
M210913	CAP153	Capital Expense	Tambellup Youth Centre	Reallocate Local Roads & Community Infrastructure funding	80,000		450,000
M210913	CAP127	Capital Expense	Broomehill Townscape	Reallocate Local Roads & Community Infrastructure funding	0	(450,000)	0
				Closing Funding Surplus (Deficit)			0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2021	Received 2021/22	Expended 2021/22	Closing Balance
RECREATION & CULTURE		\$			
Drought Communities Program	Various townscape & recreation projects	815,548.31	0.00	(84,728.84)	730,819.47
TRANSPORT					
Local Roads & Community Infrastructure Prog	Phase 1 allocation	145,830.29	0.00	(145,830.29)	0.00
Local Roads & Community Infrastructure Prog	Phase 2 allocation	186,969.94	0.00	(2,602.33)	184,367.61
TOTALS		1,148,348.54	0.00	(233,161.46)	915,187.08

Comments - Grants and Contributions

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

9. CASH BACKED RESERVES

	Budget 2021/22				Actual 2021/22			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	111,718	50,900	(120,900)	41,718	111,717.60	0.00	0.00	111,717.60
Plant Reserve	197,797	402,900	(423,000)	177,697	197,796.62	0.00	0.00	197,796.62
Building Reserve	356,659	401,000	(266,000)	491,659	356,659.30	0.00	0.00	356,659.30
Information Technology Reserve	63,540	5,500	(15,000)	54,040	63,539.60	0.00	0.00	63,539.60
Tambellup Rec Ground & Pavilion Reserve	62,502	5,500	0	68,002	62,502.37	0.00	0.00	62,502.37
Broomehill Rec Complex Reserve	104,733	9,100	0	113,833	104,732.69	0.00	0.00	104,732.69
Building Maintenance Reserve	44,373	22,300	(27,500)	39,173	44,372.87	0.00	0.00	44,372.87
Sandalwood Villas Reserve	103,519	10,500	0	114,019	103,519.15	0.00	0.00	103,519.15
Bhill Synthetic Bowling Green Reserve	83,987	8,900	0	92,887	83,987.10	0.00	0.00	83,987.10
Refuse Sites Post Closure Management Reserve	37,038	5,300	0	42,338	37,037.77	0.00	0.00	37,037.77
Lavieville Lodge Reserve	90,980	10,300	0	101,280	90,980.08	0.00	0.00	90,980.08
Townscape Plan Implementation Reserve	296,403	3,600	(300,000)	3	296,402.53	0.00	0.00	296,402.53
Tambellup Synthetic Bowling Green Reserve	30,626	7,800	0	38,426	30,625.93	0.00	0.00	30,625.93
Tourism & Economic Development Reserve	50,708	300	0	51,008	50,707.93	0.00	0.00	50,707.93
	1,634,583	943,900	(1,152,400)	1,426,083	1,634,581.54	0.00	0.00	1,634,581.54

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 2021

10. DISPOSALS OF ASSETS

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

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
GENERAL PURPOSE FUNDING				
Rate Revenue	2,751,500	(244,500)	2,602,974.32	(52,397.56)
General Purpose Funding	858,500	0	217,295.50	0.00
Other General Purpose Funding	10,600	(71,000)	523.31	(16,725.38)
TOTAL GENERAL PURPOSE FUNDING	3,620,600	(315,500)	2,820,793.13	(69,122.94)
GOVERNANCE				
Members Of Council	19,000	(591,000)	0.00	(158,959.06)
Administration General	27,400	0	6,556.70	865.52
Other Governance	4,000	(21,800)	0.00	(1,563.87)
TOTAL GOVERNANCE	50,400	(612,800)	6,556.70	(159,657.41)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	163,600	(235,500)	69,442.82	(41,718.20)
Animal Control	6,700	(102,100)	813.13	(14,338.02)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW, ORDER & PUBLIC SAFETY	170,300	(338,600)	70,255.95	(56,056.22)
HEALTH				
Maternal & Infant Health	1,200	(11,500)	0.00	(1,642.72)
Health Inspection & Administration	2,300	(24,800)	286.00	(4,031.10)
Preventative Services - Pest Control	0	(14,600)	0.00	(1,061.63)
TOTAL HEALTH	3,500	(50,900)	286.00	(6,735.45)
EDUCATION & WELFARE				
Other Education	38,800	(45,100)	0.00	(6,978.41)
Other Welfare	150,000	(54,400)	15,000.00	(9,999.99)
TOTAL EDUCATION & WELFARE	188,800	(99,500)	15,000.00	(16,978.40)
HOUSING				
Staff Housing	258,200	0	0.00	(26,814.46)
Other Housing	222,500	(224,200)	47,863.06	(12,067.80)
TOTAL OTHER HOUSING	480,700	(224,200)	47,863.06	(38,882.26)
COMMUNITY AMENITIES				
Household Refuse	63,500	(270,000)	60,973.19	(47,104.72)
Protection Of The Environment	4,500	(4,500)	0.00	0.00
Town Planning & Regional Development	8,000	(87,100)	2,543.00	(21,502.60)
Other Community Amenities	58,000	(41,800)	1,218.17	(3,200.42)
Public Conveniences	0	(60,400)	0.00	(9,282.85)
TOTAL COMMUNITY AMENITIES	134,000	(463,800)	64,734.36	(81,090.59)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
RECREATION & CULTURE				
Public Halls & Civic Centres	352,500	(266,300)	9,882.67	(27,520.51)
Other Sport & Recreation	399,500	(880,500)	634.14	(106,346.63)
Libraries	100	(142,100)	3.64	(28,725.13)
Other Culture	20,000	(58,400)	0.00	(2,925.55)
TOTAL RECREATION & CULTURE	772,100	(1,347,300)	10,520.45	(165,517.82)
TRANSPORT				
Road Construction	1,438,200	0	0.00	0.00
Streets Roads Bridges & Depot Maint	358,300	(3,009,400)	4,830.00	(351,973.91)
Transport - Other	18,200	(128,100)	4,146.44	(16,097.38)
TOTAL TRANSPORT	1,814,700	(3,137,500)	8,976.44	(368,071.29)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(1,012.63)
Tourism & Area Promotion	728,000	(97,100)	5,423.54	(36,224.68)
Building Control	15,200	(51,200)	1,352.90	(9,550.63)
Other Economic Services	195,300	(90,500)	2,698.31	(9,502.09)
TOTAL ECONOMIC SERVICES	938,500	(240,300)	9,474.75	(56,290.03)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(3,500)	428.18	(1,087.16)
Public Works Overhead	2,000	0	0.00	16,051.07
Plant Operation Costs	50,000	0	11,154.01	(66,885.56)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(56,747.85)
Unclassified	8,000	(29,500)	0.00	(6,336.00)
TOTAL OTHER PROPERTY & SERVICES	65,000	(33,000)	11,582.19	(115,005.50)
TOTAL OPERATING	8,238,600	(6,863,400)	3,066,043.03	(1,133,407.91)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS**GOVERNANCE**

Administration PC's upgrade
 Bhill Admin Building - enclose carport/install roller doors
 Tamb Admin Building - internal renovation/office fitout

Plant Replacement

Ford Ranger XLT dual cab - OTA
 Ford Everest Wagon - BH000

EDUCATION & WELFARE

Youth Centre - Tambellup
 Tambellup Youth Centre - buildings upgrades/office
 Tambellup Youth Centre - extend seal court surface

HOUSING

Staff housing - 21 Lathom St, Broomehill - works per contract
 Staff housing - 21 Lathom St, Broomehill additional works
 Staff housing - 5 Leven St, Broomehill - works per contract
 Staff housing - 5 Leven St, Broomehill additional works
 Sale of 11 Lavarock Street, Broomehill
 Sale of 20 Henry Street, Tambellup
 Sale of 27 East Terrace, Tambellup
 Holland Court Units (defects funded by retention)

COMMUNITY AMENITIES

Broomehill Cemetery - gazebo, bench seating (installation)
 Broomehill Cemetery - Improvements
 Tambellup Cemetery - Improvements

RECREATION & CULTURE

Broomehill Hall - security upgrades windows/doors
 Broomehill Hall - internal acoustics
 Tambellup Hall - internal improvements
 Broomehill RSL Hall - toilet upgrades
 Broomehill Rec Complex upgrades
 Broomehill Rec Complex - spectator pavilion
 Holland Park - nature play
 Town Square development - Tambellup
 Broomehill Museum - machinery shed roof & walls

TRANSPORT**Plant Replacement**

Isuzu FRR850 - trade for 6 wheeler - BH002
 Mack Truck - trade for prime mover - BHT125
 Isuzu NLR55 light tipper - BH009
 Ford Ranger XLT with canopy - 1TA
 Ford Ranger Wildtrak - TA001
 Ford Ranger dual cab - BH00
 Ford Ranger dual cab - BH003
 Ford Ranger extra cab - BH014
 Ford Ranger dual cab - TA052
 Ford Ranger dual cab - TA005
 Plant Trailer
 Isuzu Jetpatcher
 Dual axle fuel trailer
 Sundry Plant

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
F&E	0	(15,000)	0.00	(13,454.53)
BS	0	(30,000)	0.00	0.00
BS	0	(100,000)	0.00	0.00
P&E	86,000	(104,000)	0.00	0.00
P&E	86,000	(104,000)	42,727.27	(51,871.75)
Total	172,000	(353,000)	42,727.27	(65,326.28)
BS	0	(80,000)	0.00	0.00
BS	0	(50,000)	0.00	0.00
I-O	0	(20,000)	0.00	0.00
Total	0	(150,000)	0.00	0.00
BNS	0	(50,000)	0.00	(67,446.47)
BNS	0	(20,000)	0.00	0.00
BNS	0	(46,000)	0.00	(43,889.86)
BNS	0	(20,000)	0.00	0.00
BNS	185,000	0	0.00	0.00
BNS	190,000	0	0.00	0.00
BNS	190,000	0	0.00	0.00
BNS	0	0	0.00	(3,017.30)
Total	565,000	(136,000)	0.00	(114,353.63)
I-O	0	(12,000)	0.00	0.00
I-O	0	(20,000)	0.00	0.00
I-O	0	(30,000)	0.00	0.00
Total	0	(62,000)	0.00	0.00
BS	0	(8,500)	0.00	0.00
BS	0	(46,000)	0.00	0.00
BS	0	(35,000)	0.00	0.00
BS	0	(19,000)	0.00	0.00
I-P	0	(138,000)	0.00	(145.00)
BS	0	(110,000)	0.00	0.00
I-P	0	(100,000)	0.00	(40,000.00)
I-P	0	(479,500)	0.00	(1,015.00)
BS	0	(20,000)	0.00	0.00
Total	0	(956,000)	0.00	(41,160.00)
P&E	72,000	(190,000)	0.00	0.00
P&E	100,000	(270,000)	0.00	0.00
P&E	23,000	(45,000)	0.00	0.00
P&E	37,000	(52,000)	36,363.64	(47,060.78)
P&E	84,000	(99,000)	43,181.82	(49,545.61)
P&E	30,000	(42,000)	0.00	0.00
P&E	40,000	(54,000)	0.00	0.00
P&E	31,000	(45,000)	30,909.09	(45,125.88)
P&E	31,000	(43,000)	0.00	0.00
P&E	30,000	(45,000)	0.00	0.00
P&E	0	(50,000)	0.00	0.00
P&E	80,000	0	0.00	0.00
P&E	10,000	0	0.00	0.00
P&E	0	(20,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
TRANSPORT					
Tambellup Depot - fencing (30/6 accrued expense)	BS	0	0	0.00	(10,760.00)
Townscape					
Town/Streetscape works - Tambellup	I-P	0	(64,000)	0.00	(3,456.85)
Town/Streetscape works - Broomehill	I-P	0	(204,000)	0.00	(8,337.50)
Regional Road Group					
Broomehill-Kojonup Rd - repair failed pavement	I-R	0	(135,000)	0.00	(2,687.16)
Tambellup West Rd - repair failed pavement BT02	I-R	0	(75,000)	0.00	(1,596.25)
Tambellup West Rd - repair failed pavement BT03	I-R	0	(51,000)	0.00	0.00
Tieline Rd - repair failed pavement	I-R	0	(165,000)	0.00	(1,090.91)
Black Spot					
Tieline / Norrish Road - widen & seal curve	I-R	0	(210,900)	0.00	(1,596.25)
Roads to Recovery					
Pallinup Road (30/6 accrued expense)	I-R	0	0	0.00	(12,783.00)
Toolbrunup Road - reconstruct & extend seal to Tallents Rd	I-R	0	(404,100)	0.00	(1,596.26)
Local Roads & Community Infrastructure Program					
Phase 1					
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(63,200)	0.00	(15,037.83)
Kerbing - town streets	I-R	0	(6,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(24,200)	0.00	(4,113.81)
Birt Road - resheeting 2-3kms	I-R	0	(6,000)	0.00	(26,492.04)
Paul Valley Road - resheeting 2-3kms	I-R	0	(58,800)	0.00	(200.78)
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(42,067.08)
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(15,184.93)
Flat Rocks Road - resheeting 2-3kms	I-R	0	(83,500)	0.00	(81,893.30)
Phase 2					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	(664.75)
Broomehill Primary School - car park	I-R	0	(87,700)	0.00	0.00
Broomehill Fire Shed - car park	I-R	0	(1,400)	0.00	(191.60)
Emergency Management Incident Control Centre	F&E	0	(25,000)	0.00	0.00
Greenhills South Rd - widen, reconstruct, seal	I-R	0	(150,000)	0.00	(1,745.98)
Phase 3					
Beejenup Rd - reconstruct & seal corners	I-R	0	(60,000)	0.00	0.00
Flat Rocks Rd - enrichment seal	I-R	0	(40,000)	0.00	0.00
Paul Valley Rd - enrichment seal	I-R	0	(50,000)	0.00	0.00
Great Sthn Hwy (Crawford -Tamb West) tree removal	I-R	0	(20,000)	0.00	0.00
Great Sthn Hwy (Crawford -Tamb West) footpaths/barriers	I-R	0	(20,000)	0.00	0.00
Beejenup Rd - resheeting	I-R	0	(70,000)	0.00	0.00
Add back Job Depreciation	I-R	0	138,700	0.00	15,205.00
Total		568,000	(3,031,100)	110,454.55	(358,023.55)
ECONOMIC SERVICES					
Holland Track Interpretive Centre	BS	0	(115,000)	0.00	(19,025.00)
Broomehill Caravan Park - building upgrades/storage	BS	0	(30,000)	0.00	0.00
Broomehill Caravan Park - extend bays	I-O	0	(40,000)	0.00	0.00
Tambellup Caravan Park - cabins	BS	0	(325,000)	0.00	0.00
Tambellup Caravan Park - infrastructure	I-O	0	(100,000)	0.00	0.00
Tambellup Caravan Park - building upgrades	BS	0	(80,000)	0.00	0.00
Water efficiencies - Tambellup	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill	I-W	0	(13,000)	0.00	(12,749.49)
Water tanks adjacent to standpipes (3 locations)	I-W	0	(45,000)	0.00	0.00
Total		0	(773,000)	0.00	(31,774.49)
TOTAL		1,305,000	(5,461,100)	153,181.82	(610,637.95)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
LAND HELD FOR RESALE	LR	0	0	0.00	0.00
LAND - FREEHOLD	LF	0	0	0.00	0.00
BUILDINGS - NON SPECIALISED	BNS	565,000	(136,000)	0.00	(114,353.63)
BUILDINGS - SPECIALISED	BS	0	(1,048,500)	0.00	(29,785.00)
PLANT & EQUIPMENT	P&E	740,000	(1,163,000)	153,181.82	(193,604.02)
FURNITURE & EQUIPMENT	F&E	0	(40,000)	0.00	(13,454.53)
INFRASTRUCTURE - ROADS	I-R	0	(1,783,100)	0.00	(193,736.93)
INFRASTRUCTURE - FOOTPATHS	I-F	0	0	0.00	0.00
INFRASTRUCTURE - PARKS & OVALS	I-P	0	(985,500)	0.00	(52,954.35)
INFRASTRUCTURE - WATER SUPPLY	I-W	0	(83,000)	0.00	(12,749.49)
INFRASTRUCTURE - OTHER	I-O	0	(222,000)	0.00	0.00
		1,305,000	(5,461,100)	153,181.82	(610,637.95)
RESERVE TRANSFERS from/(to)					
Leave Reserve		120,900	(50,900)	0.00	0.00
Plant Replacement Reserve		423,000	(402,900)	0.00	0.00
Building Reserve		266,000	(401,000)	0.00	0.00
Computer Reserve		15,000	(5,500)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve		0	(5,500)	0.00	0.00
Broomehill Rec Complex Reserve		0	(9,100)	0.00	0.00
Building Maintenance Reserve		27,500	(22,300)	0.00	0.00
Sandalwood Villas Reserve		0	(10,500)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve		0	(8,900)	0.00	0.00
Refuse Sites Post Closure Management Reserve		0	(5,300)	0.00	0.00
Lavieville Lodge Reserve		0	(10,300)	0.00	0.00
Townscape Plan Implementation Reserve		300,000	(3,600)	0.00	0.00
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	0.00
Tourism & Economic Development Reserve		0	(300)	0.00	0.00
		1,152,400	(943,900)	0.00	0.00
LOANS					
Loan Repayments		0	(127,500)	0.00	(22,291.92)
		0	(127,500)	0.00	(22,291.92)
TOTAL CAPITAL		2,457,400	(6,532,500)	153,181.82	(632,929.87)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

13: TRUST FUND

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	5,834.27	0.00	0.00	5,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
	15,148.22	0.00	0.00	15,148.22

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 September 2021
Presented to Council on 21 October 2021
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
4223	07/09/2021	LANDGATE	Remove Notification A4074 - 100 Tieline Road, Broomehill	181.30	
4224	07/09/2021	MARLENE FARMER	Cancelled Hall Booking - Return Bond and Fees paid	600.00	
4225	07/09/2021	PETTY CASH	TA Petty Cash 24/08/21 - 03/09/21	385.85	
4226	09/09/2021	BUNNINGS ALBANY	Moving Cartons, sash rope 15m, high strength rope 10m - Depot	54.65	
4227	09/09/2021	HARVEY NORMAN ELECTRICS ALBANY	DeLongi Dinamica Auto Coffee Machine - Tamb Admin	1,199.00	
4228	09/09/2021	ORIGIN ENERGY	LPG Equipment Fee - Cylinder 45kg x 4 - 1 & 2/29 Taylor Street	156.00	
4229	09/09/2021	SYNERGY	Electricity Usage Jun to Aug 2021; supply charge Jul to Aug 2021	8,735.80	
4230	14/09/2021	DEPARTMENT OF TRANSPORT	Vehicle Registration to 31/07/2022 - BH003	391.85	
4231	23/09/2021	BUNNINGS ALBANY	100mm Pipe Slotted 20M x2, Various Retic Parts	260.93	
4232	23/09/2021	SYNERGY	Electricity Usage Jun to Aug 2021; supply charge Jul to Aug 2021	5,607.83	
4233	23/09/2021	WATER CORPORATION	Water service charges Sept to Oct 21; usage Jul to Sept 21	1,787.52	
4234	29/09/2021	LANDGATE	Duplicate Certificate of Title - 11 Lavarock Street, Broomehill	181.30	
4235	30/09/2021	BUNNINGS ALBANY	Gumboots knee length - Size 9 & Size 11	49.40	
4236	30/09/2021	SYNERGY	Electricity Usage Jul to Sep 21; supply charge Jul to Aug 21	1,270.90	
EFT13802	09/09/2021	ABA SECURITY	Carry out Annual Fire System Service - Bhil Archive Building	1,290.37	
EFT13803	09/09/2021	AIRTOOLS WA	CP85050 50T Air/Hyd Trolley Jack 3 stage	3,382.50	
EFT13804	09/09/2021	ALBANY FENCING COMPANY (AFT SERVICES)	Hire of 200LM Temporary Fencing - 6 weeks hire Bhil housing	1,540.00	
EFT13805	09/09/2021	ALBANY FORD	Changeover Ford Ranger XLT 1TA; Ford Ranger Wildtrak TA001	19,620.93	
EFT13806	09/09/2021	AMPAC Debt Recovery (WA) Pty Ltd	Rates debt collection costs - w/e 20/8 and 31/8/21	1,553.94	
EFT13807	09/09/2021	AMPOL CARD (prev Caltex Star Card)	Fuel - August 2021	287.76	
EFT13808	09/09/2021	BEST OFFICE SYSTEMS	Bhil copier min charge per agreement - 23/07/21 to 23/08/21	49.50	
EFT13809	09/09/2021	BETTA HOME LIVING KATANNING HOUSE AND HOME	Chiq Top mount fridge, HP256G7 Notebook, Canon Printer, Logitech w/less combo - Bhil Fire Shed	1,376.95	
EFT13810	09/09/2021	BUILDING COMMISSION	Building Services Levy (BSL) - August 2021	269.00	
EFT13811	09/09/2021	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT13812	09/09/2021	CORSIGN WA Pty Ltd	Street Name Plate - 'The Horsepower Highway' - Journal Street	71.50	
EFT13813	09/09/2021	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DAP - Shire Broomehill-Tambellup - LGA Ref IPA12112235 - Flat Rocks Windfarm	245.00	
EFT13814	09/09/2021	DHU SOUTH ELECTRICAL	Supply & Install Reverse Cycle Aircon Unit - 17 Taylor Street	3,975.21	
EFT13815	09/09/2021	DISPLAYWISE	Hygiene Sanitiser Dispensers x4 Units	4,494.60	
EFT13816	09/09/2021	DUGGINS	Clothing Order for Outside Staff 2021	8,028.80	
EFT13817	09/09/2021	ELITE STEEL FABRICATION	Repairs to Two Way Tipper - Fit new Hydraulic Stop Valve - BHTO	11,244.97	
EFT13818	09/09/2021	GOOP TRADING T/AS BROOMEHILL POST OFFICE & HARDWARE	Bhil Postage - August 2021 - Council Election mail out; Rates	319.50	
EFT13819	09/09/2021	HARE & FORBES MACHINERY HOUSE	Floor Jack 2.5T Armstrong x2 - Workshop	726.00	
EFT13820	09/09/2021	IT VISION AUSTRALIA PTY LTD	Amend Crystal Report Template for Rate Notices 2021	550.00	
EFT13821	09/09/2021	J BLACKWOOD & SON	Part order - cleaning products	436.73	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT13822	09/09/2021	LANDGATE	Interim Rates Valuations	244.55	
EFT13823	09/09/2021	LAVAN	Legal Advice - Building Contracts with Countryside Homes - 26/07/21 to 19/08/21	1,567.50	
EFT13824	09/09/2021	MARKETFORCE	The West Aust 14/08/21 & 18/08/21 - Local Government Tenders - 01/2021 Broomehill Townscape	1,810.55	
EFT13825	09/09/2021	MARSH PTY LTD	LGIS - Evacuation Diagrams Project - ERS0070400	7,040.00	
EFT13826	09/09/2021	NEWDEGATE MACHINERY FIELD DAYSINC	Entry Fee for 13 Adults - Thursday 02/09/2021	325.00	
EFT13827	09/09/2021	NUTRIEN AG SOLUTIONS LTD	Metsulfuran 600WG 1kg, Nufa Pulse 5L - Weed Control	267.30	
EFT13828	09/09/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	Upgrade Admin PCs - HP800 Computers with 24" Monitor	14,800.00	
EFT13829	09/09/2021	RESONLINE	Bhill Caravan Park Online Booking System - Aug 2021	122.10	
EFT13830	09/09/2021	SHIRE OF PLANTAGENET	EHO Services July 2021 as per Contract	404.45	
EFT13831	09/09/2021	SOUTH REGIONAL TAFE	Excel Next Level Skill Set - P Vlahov, G Merrick, B Skinn	440.40	
EFT13832	09/09/2021	SOUTHERN TOOL AND FASTENER CO	Cover Air Cleaner MS201T - Chainsaw	14.10	
EFT13833	09/09/2021	STATEWIDE BUILDING CERTIFICATION	Building Surveyor Services - August 2021	2,926.00	
EFT13834	09/09/2021	TOLL TRANSPORT PTY LTD	Freight to 29/08/2021	32.77	
EFT13835	09/09/2021	TYREPOWER KATANNING	Rear Airbag Kit - BH014	860.00	
EFT13836	09/09/2021	WATKINS PLUMBING	Cabin 1 Bhill Caravan Park & Tamb Youth Centre - Repair Running Cisterns	1,132.24	
EFT13837	09/09/2021	WAYFOUND	Instalment - 'Holland Track Interpretive Centre' as per quote	20,927.50	
EFT13838	09/09/2021	WESTRAC EQUIPMENT PTY LTD	Part Service Kit - Lube Filter, Filter AS, AFUE, AS FU & Element PRIM - BH006	220.21	
EFT13839	09/09/2021	WORKWEAR GROUP	Admin uniforms	499.00	
EFT13840	09/09/2021	WYWURRY ELECTRICAL	Install Power point for Dishwasher - 21 Lathom Street	258.50	
EFT13841	14/09/2021	TRANSPORT ENGINEERING SERVICES	OMFB Gear Pump Kit UNI 73L S rot - BHT0	674.58	
EFT13842	16/09/2021	BIRCHELL WILLIAMS	Shared return of hall/key bonds - Tamb Hall Hire 11/09/2021	300.00	
EFT13843	16/09/2021	HAZEL WILLIAMS	Shared return of hall/key bonds - Tamb Hall Hire 11/09/2021	250.00	
EFT13844	16/09/2021	HEATHER ANNE RICHARDSON	Reimburse Council Meeting Supplies - Sep 2021	152.55	
EFT13845	23/09/2021	124 TAMBELLUP STORE	August 2021 - Newspapers, Fuel, Groceries and Catering	839.86	
EFT13846	23/09/2021	AARON PARNELL	Gardening at Lavieville Lodge to 13/09/21	325.00	
EFT13847	23/09/2021	ABA SECURITY	Monitoring of Alarm System - Bhill & Tamb Admin 07/09/21 to 06/12/21	234.00	
EFT13848	23/09/2021	ALBANY FORD	Changeover Ford Ranger Supercab XLT BH014; Ford Everest BH000; light bar kit 1TA	27,717.62	
EFT13849	23/09/2021	ALBANY YOUTH SUPPORT	Provision of Youth Outreach Services to 07/07/21 as per agreement	10,999.98	
EFT13850	23/09/2021	AMPAC Debt Recovery (WA) Pty Ltd	Rates debt collection costs - w/e 13/8/21	108.00	
EFT13851	23/09/2021	BOC LIMITED	Cylinder Rent - Depot - 29/07/21 to 8/08/21 - Oxygen x1, Dissolve Acetylene x2, Argoshield x1	50.90	
EFT13852	23/09/2021	BAREFOOT CLOTHING MANUFACTURERS	Poloshirts x7, Jackets x3 with embroidery	439.75	
EFT13853	23/09/2021	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT13854	23/09/2021	CIVIL AND STRUCTURAL ENGINEERS	Structural Assessment as discussed H&H Architects - 21 Lathom St & 16 Leven St	2,909.50	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT13855	23/09/2021	CJD EQUIPMENT PTY LTD	8 Bolt PTO Shim Kit - BHT0	41.60	
EFT13856	23/09/2021	DHU SOUTH ELECTRICAL	Supply & install HWS & GPO Station Masters House; Supply & install 3 phase outlet & lead with RCD & Circuit Breaker - Generator Trailer; inspect & repair lights, relocate sensor Tamb Pavilion	4,130.61	
EFT13857	23/09/2021	GRAY CARTER	Gravel Resheeting - Flat Rocks Road	52,668.00	
EFT13858	23/09/2021	GREAT SOUTHERN FUEL SUPPLIES	12,020L diesel delivered	16,786.52	
EFT13859	23/09/2021	HANSON CONSTRUCTIONS MATERIALS	0.2mm Graded Aggregate x 22.98T - Toolbrunup Road	252.78	
EFT13860	23/09/2021	HERSEY'S SAFETY PTY LTD	Bags of rags, sunglasses, bushman, grid gloves, rigger gloves, sunscreen, cable ties, tape, spray bottles	1,253.82	
EFT13861	23/09/2021	HEWER CONSULTING SERVICES	Consulting Services for RRG Submissions - July/August 2021	2,400.00	
EFT13862	23/09/2021	HIMAC ATTACHMENTS	Trencher Parts	785.40	
EFT13863	23/09/2021	HOWARD + HEAVER ARCHITECTS	Architectural Services - Aug 2021 - Broomehill Townscape Project	1,515.25	
EFT13864	23/09/2021	J BLACKWOOD & SON	Part order - cleaning products	65.97	
EFT13865	23/09/2021	KATANNING H HARDWARE	RHS Galv 100x50x3x8M x 40, Deformed Bar 12mm @ 6000 - Journal Street Bhill footpath	1,596.01	
EFT13866	23/09/2021	KATANNING STOCK AND TRADING	Single Cylinder Deadlock - Holland Park Toilets	34.00	
EFT13867	23/09/2021	KLEENHEAT GAS	Tamb Sports Pavilion - 190kg Vap Cyl - Facility Fee / Cylinder Service Charge YR x 2 - 2021	592.33	
EFT13868	23/09/2021	LAVAN	Legal Advice - Building Contracts with Countryside Homes - 28/06/21 to 23/07/21	3,217.50	
EFT13869	23/09/2021	LW HULL	Roadside Weed Spraying & Vegetation Control inc supply of chemicals to 06/09/21	14,747.50	
EFT13870	23/09/2021	OBST CONTRACTING	Supply & Install Colourbond Fencing with Gates - 21 Lathom St & 16 Leven St as per quote QU-0045	35,898.50	
EFT13871	23/09/2021	PEP BUILDING IMPROVEMENTS	Modify & Refence Tamb Depot Yard, fit gate to carpark, pour and finish path	11,836.00	
EFT13872	23/09/2021	RM SMITH & SONS	Bhill Fire Shed - Balance of Retention	10,988.90	
EFT13873	23/09/2021	ROBERT OWEN DECORATING SERVICES	External Painting as per quote 15/07/21; Internal Painting, repairs - 21 Lathom & 16 Leven Streets	4,023.80	
EFT13874	23/09/2021	SCAVENGER SUPPLIES	Fire Extinguisher Inspections & Service - August 2021	1,229.80	
EFT13875	23/09/2021	SHIRE OF KOJONUP	2021/2022 - Annual Subscription - Great Southern Treasures	12,100.00	
EFT13876	23/09/2021	SOUTH COAST NATURE PLAY	40% Materials Deposit - Holland Park Nature Playground - Drought Communities Program	44,000.00	
EFT13877	23/09/2021	SOUTHERN TOOL AND FASTENER CO	Chainsaw MS261C-M Z C/W Bar & Chain, 2 x spare chains	1,395.24	
EFT13878	23/09/2021	ST LUKES FAMILY PRACTICE	K.Thornborough - Pre Start Medical 27/05/21	132.00	
EFT13879	23/09/2021	TAMBELLUP CRC	USB Stick - Excel Course Information - Sep 2021	10.00	
EFT13880	23/09/2021	TAMBELLUP G & T MOTORS	August 2021 - Account - Archer Spark Plug, 8.5KG Exchange Origin Gas, Hand Cleaner, Carpet Knife	208.10	
EFT13881	23/09/2021	TELSTRA	Phone usage charges to 01/09/2021; service charges to 02/10/2021	2,040.34	
EFT13882	23/09/2021	TOLL TRANSPORT PTY LTD	Freight to 12/09/2021	96.86	
EFT13883	23/09/2021	TOWN PLANNING INNOVATIONS	Consultancy August 2021 - Moonies Hill Windfarm - JDAP Application	1,650.00	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT13884	23/09/2021	TRUCKLINE ALBANY	Hose Barb, Adaptor, Coupling, Safety Valve, Dust Plug and chain, Dust Cover and chain - BHT125	467.79	
EFT13885	23/09/2021	WARREN BLACKWOOD WASTE	August 2021 - Management of Waste Transfer Stations; household rubbish & recycling collections	18,254.48	
EFT13886	23/09/2021	WEBSTER LOCAL CONTRACTING	Reinforce Garage Door Frames - 21 Lathom & 16 Leven Streets	4,253.70	
EFT13887	23/09/2021	WESTRAC EQUIPMENT PTY LTD	Cover, Sensor GP-PO, Block AS-MTG - TA18	1,167.38	
EFT13888	23/09/2021	WINC AUSTRALIA PTY LIMITED	Stationary Order Sep 2021 - Part Order	311.48	
EFT13889	23/09/2021	WORKWEAR GROUP	Admin uniforms	325.27	
EFT13890	29/09/2021	REBECCA LEYTE	Reimburse Bhill Caravan Park Bond - 2 bedroom Cabin	200.00	
EFT13891	29/09/2021	SARAH PUGH	Reimburse Bhill Caravan Park Bond - 2 bedroom Cabin	200.00	
EFT13892	30/09/2021	ACORN TREES AND STUMPS (GREENWOOD)	Prune under Powerlines - Tambellup Townsite	3,388.00	
EFT13893	30/09/2021	AMPAC Debt Recovery (WA) Pty Ltd	Rates debt collection costs - w/e 17/09/2021	648.05	
EFT13894	30/09/2021	BEST OFFICE SYSTEMS	Bhill copier min charge per agreement - 23/08/21 to 23/09/21	49.50	
EFT13895	30/09/2021	BETTA HOME LIVING KATANNING HOUSE AND HOME	Dishlex Freestanding Dishwasher - 21 Lathom Street	699.00	
EFT13896	30/09/2021	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT13897	30/09/2021	HARBOUR SOFTWARE PTY LTD	Docs On Tap Annual Subscription fee - 28/11/21 to 27/11/22	3,751.00	
EFT13898	30/09/2021	KATANNING H HARDWARE	Potting Mix Premium 25L x 9	165.00	
EFT13899	30/09/2021	KELS CABLING AND ANTENNAS	Install Satellite Dish & Decoders plus VAST connection - 21 Lathom Street	1,572.00	
EFT13900	30/09/2021	LAVAN	Legal Advice - Building Contracts with Countryside Homes - 03/09/21 to 16/09/21	1,237.50	
EFT13901	30/09/2021	OFFICEWORKS	Monitor dual flexi arm x2 - Iphone 12 & cover	1,579.95	
EFT13902	30/09/2021	OBST CONTRACTING	Paving and Stormwater Drainage - 21 Lathom Street & 16 Leven Street - as per Quote QU-0046	29,787.24	
EFT13903	30/09/2021	SHIRE OF CRANBROOK	BBRF Milestone 4 Payment - ILU's	5,795.00	
EFT13904	30/09/2021	SHIRE OF GNOWANGERUP	BBRF Milestone 3 & 4 Payments	33,814.00	
EFT13905	30/09/2021	SHIRE OF KENT	BBRF Milestone 3 & 4 - Reimbursement on GSHI Project	640,207.00	
EFT13906	30/09/2021	SHIRE OF KOJONUP	BBRF Milestone 4 - Payment - Key Workers	649,611.00	
EFT13907	30/09/2021	SOUTHERN TOOL AND FASTENER CO	Multitool 200mm plus Attachment, Sanding Belt 50x914	506.49	
EFT13908	30/09/2021	STATE LIBRARY OF WA	Delivery of 'Better Beginnings' Program 2021-2022	66.00	
EFT13909	30/09/2021	STATION MOTORS HOLDEN - KATANNING MAZDA	C26-2 Mowing Head x2 - Whipper Snipper	70.00	
EFT13910	30/09/2021	TAMBELLUP POST CAFE C/- BETH TREZONA	August 2021 - Postage, Flyers, Rates Notices	1,219.60	
EFT13911	30/09/2021	WATKINS PLUMBING	Clear blocked shower & tap Unit 4 Sandalwood; adjust HWS Unit 4 Lavieville	396.00	
EFT	02/09/2021	SALARIES & WAGES	Termination Pay	11,675.84	
EFT	14/09/2021	SALARIES & WAGES	Wages fortnight ending 10 September 2021	57,431.66	
EFT	28/09/2021	SALARIES & WAGES	Wages fortnight ending 24 September 2021	59,667.65	
DD6289.1	14/09/2021	AWARE SUPER	Superannuation contributions	9,153.52	
DD6289.2	14/09/2021	BT SUPER	Superannuation contributions	688.94	
DD6289.3	14/09/2021	REST SUPERANNUATION	Superannuation contributions	499.40	
DD6289.4	14/09/2021	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	459.30	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
DD6289.5	14/09/2021	SUPER DIRECTIONS FUND	Superannuation contributions	247.21	
DD6289.6	14/09/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	140.39	
DD6289.7	14/09/2021	AUSTRALIAN SUPER	Superannuation contributions	346.13	
DD6289.8	14/09/2021	PRIME SUPER	Superannuation contributions	54.18	
DD6289.9	14/09/2021	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	284.22	
DD6302.1	28/09/2021	AWARE SUPER	Superannuation contributions	9,541.49	
DD6302.2	28/09/2021	BT SUPER	Superannuation contributions	688.94	
DD6302.3	28/09/2021	REST SUPERANNUATION	Superannuation contributions	416.16	
DD6302.4	28/09/2021	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	459.30	
DD6302.5	28/09/2021	SUPER DIRECTIONS FUND	Superannuation contributions	222.49	
DD6302.6	28/09/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	123.54	
DD6302.7	28/09/2021	AUSTRALIAN SUPER	Superannuation contributions	421.98	
DD6302.8	28/09/2021	PRIME SUPER	Superannuation contributions	56.21	
DD6302.9	28/09/2021	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	284.22	
161	01/09/2021	BANK FEES - MUNICIPAL FUND	Overdraft Fee	10.00	
161	01/09/2021	WESTNET SUBSCRIPTIONS	Bhill Library	29.95	
161	01/09/2021	WESTNET SUBSCRIPTIONS	Admin - DNS mail relay & hosting	229.45	
161	02/09/2021	BANK FEES - MUNICIPAL FUND	Merchant Fees - EFTPOS service	274.81	
161	09/09/2021	AUSSIE BROADBAND	NBN - 17 Taylor St	79.00	
161	09/09/2021	AUSSIE BROADBAND	NBN - Tamb Admin	79.00	
161	13/09/2021	AUSSIE BROADBAND	NBN - Bhill Admin	70.93	
161	14/09/2021	MESSAGEMEDIA	SMS service - Councillors, roads, fire brigades	251.63	
161	30/09/2021	BANK FEES - MUNICIPAL FUND	FTS Fees - bulk payments creditors & payroll	32.42	
				1,959,586.15	-

CREDIT CARDS			Description	Amount
August	14/09/2021	Chief Executive Officer	Opening credit balance from July	- 127.60
			CEO Farewell function - Tamb Pavilion	300.00
			Meals - CEO meeting	22.80
			Monthly Card Fee	4.00
			Total CEO	199.20
August	14/09/2021	Manager Finance & Administration	Officeworks - mobile phone, cover (works), stationery	894.00
			Refreshments & groceries - Council meetings, office kitchen	188.30
			Bhill Library - shelving & materials for holiday activities	327.75
			Zoom monthly subscription	46.18
			Fuel Ford Ranger utility OTA	87.00
			Monthly Card Fee	4.00
			Total MFA	1,547.23
			Total Credit Cards	1,746.43

1.25 ATTENDANCE AT EVENTS & FUNCTIONS POLICY

Objective:

To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and CEO's are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

Date of adoption:

19th March 2020

Minute No.

200310

Date of amendment:
Date of last review:

15th October 2020

Legislative References:

Local Government Act 1995 section 5.90A

Internal References:

Policy 1.5 Code of Conduct for Council Members

Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Legislation

Local Government Act 1995

s5.90A. Policy for attendance at events

(1) In this section –

event includes the following –

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

11.03a Agenda Item

Current Policy 1.25: Attendance at Events & Functions Policy

- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including –
 - (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and
 - (c) approval of attendance by the local government and criteria for approval; and
 - (d) any prescribed matter.
 - i. *Absolute majority required.
- (3) A local government may amend* the policy.
*Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Provision of tickets to events

1. *Invitations*

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.
- 1.2 Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

2. *Approval of attendance*

- 2.1 In making a decision on attendance at an event, the council will consider:
 - (a) who is providing the invitation or ticket to the event;
 - (b) the location of the event in relation to the local government (within the district or out of the district);
 - (c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
 - (d) whether the event is sponsored by the local government;
 - (e) the benefit of local government representation at the event;
 - (f) the number of invitations/tickets received; and
 - (g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

11.03a Agenda Item

Current Policy 1.25: Attendance at Events & Functions Policy

2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

3. ***Payments in respect of attendance***

3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as

3.4 travel and accommodation.

3.5 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Attachment A – events authorised in advance

Event	Date of event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example:				
Greater Westralia Regional Agricultural Ball	20 December 2019	• President Cr Brown and partner • Deputy President Cr Green and partner • CEO and partner	6 tickets @ \$190 each Total cost \$1,140	Ordinary Council Meeting 4 November 2019

1.25 COUNCILLOR AND CHIEF EXECUTIVE OFFICER ATTENDANCE AT EVENTS & FUNCTIONS

Objective:	To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and CEO's are invited free of charge, whether as part of their official duties as council or Shire representatives or not.
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INTRODUCTION

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

PURPOSE

The Shire pursuant to section 5.90A of the Local Government Act 1995, is mandated to adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

This policy is required to help manage the disclosure of interests relating to gifts in matters affecting local government decisions – specifically this policy aims to establish a means by which the Shire can determine when a gift related to attendance at an event is an excluded gift and does not require disclosure. Any invitations that are not approved for exclusion under this policy must follow the normal gift declaration and disclosure practices associated with the Local Government Act.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

Local Government Act 1995

s5.90A. Policy for attendance at events

- (1) In this section –
event includes the following –
- (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including –

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.
 - i. *Absolute majority required.

(3) A local government may amend* the policy.

*Absolute majority required.

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Policy Detail

1. Invitations

1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

1.2 Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

2. Pre approved events

In line with the objectives of this policy, the below events have been pre-approved and attendance at these events will not need to be disclosed if invitations are received. Nothing in this section mandates attendance at any of these events or raises an expectation of free or discounted tickets to these events.

- a) Any public event which is free
- b) Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
- c) Meetings of clubs or organisations within the Shire of Broomehill Tambellup;
- d) Australian or West Australian Local Government Association events;
- e) Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Broomehill Tambellup or the District
- f) All Shire hosted or sponsored events
- g) Events run by professional associations of which employees are members or to which membership is encourage by the CEO for the benefit of the Shire.
- h) Opening or launch of an event or facility within the Shire of Broomehill Tambellup or District.
- i) Recognition of Service events within the Shire of Broomehill Tambellup or District

11.03b Agenda Item

New Policy 1.25 Councillor and CEO attendance at Events & Functions

Pre-approved events that require payment by the Shire such as the annual WALGA Convention and CEO LG Professional's conference must have a suitable allocation of funding in the annual budget. The Shire President may approve events for Councillors and the CEO and the CEO may approve events for employees.

3. Approval of attendance

3.1 In making a decision on attendance at an event that is not pre-approved, the council will consider:

- (a) who is providing the invitation or ticket to the event;
- (b) the location of the event in relation to the local government (within the district or out of the district);
- (c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- (d) whether the event is sponsored by the local government;
- (e) the benefit of local government representation at the event;
- (f) the number of invitations/tickets received; and
- (g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation; and
- (h) budget considerations.

3.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy and Policy 2.12 Conferences, Seminars and Training Courses – General Staff Attendance.

4. Payments in respect of attendance

4.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

4.2 For any events where a member of the public is required to pay, unless previously approved, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

4.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as

4.4 Travel and accommodation.

4.5 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

11.03b Agenda Item

New Policy 1.25 Councillor and CEO attendance at Events & Functions

Previous Policy No.		1.25 Attendance at Events & Functions Policy (renamed)			
Statutory Legislation an Compliance		Local Government Act 1995 section 5.90A			
Internal References		Policy 1.5 Code of Conduct for Council Members Policy 2.12 Conferences, Seminars and Training Courses – General Staff Attendance			
Date of Adoption by Council		Council Meeting	19/03/2020	Minute #	220310
Date Reviewed /Amended	6/10/2021	Council Meeting	21/10/2021	Minute #	
Date Reviewed /Amended		Council Meeting		Minute #	
Next Review Date		October 2023			

1.11 ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

Objective:	To enable Elected Members to develop and maintain their skills and knowledge relevant to their role as a representative of the Shire of Broomehill-Tambellup.
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1. PURPOSE

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire of Broomehill-Tambellup.

2. STATEMENT

Elected Members are encouraged to attend appropriate Conferences and Training to enable them to be more informed and better able to fulfil their duties of Office.

The Shire of Broomehill-Tambellup recognise the importance of providing Elected members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following training units:

- (a) Serving on Council;
- (b) Understanding Local Government;
- (c) Conflicts of Interest;
- (d) Understanding Financial Reports and Budgets; and
- (e) Meeting Procedures and Debating.

All units and associated costs will be paid for by the Shire and must be completed in the twelve months immediately following election of the Elected Member. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members pursuant to the *Local Government Act 1995*.

3. ANNUAL CONFERENCE AND TRAINING EXPENSE ALLOCATION

Funding provision for Conference and Training Expenses shall be made in the Annual Budget. The provision will be sufficient to allow for attendance by all Councillors at the annual Western Australian Local Government Association conference.

In addition to the annual budget allocation Council may include sufficient to cover the attendance by:

- (a) the President at the Annual National Congress;
- (b) two elected members at the National Roads Congress.

4. APPROVAL

Elected Members may attend conferences and training:

- (a) following approval by the Council where such approval is required; or
- (b) by informing the Chief Executive Officer in advance of attendance.

5. CONFERENCES AND TRAINING THAT MAY BE ATTENDED

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- (a) West Australian Local Government Association and Australian Local Government Association conferences.
- (b) Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- (c) Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- (d) West Australian Local Government Association Elected Member Training and Development.
- (e) Training relating to the role of Elected Members.
- (f) Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

6 PAYMENT OF CONFERENCE AND TRAINING EXPENSES

6.1 Payment from Conference and Training Expense Allocation:

The Shire will pay Conference or Training expenses where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

6.2 Booking Arrangements:

Registration, travel and accommodation for Elected Members will be arranged through the administration office for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the Shire. The main exception relates to the payment of daily allowances in lieu of accommodation as considered in 6.8.

6.3 Support Activities:

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

6.4 Accommodation:

- (a) The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

- (b) Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

6.5 Travel:

- (a) Where travel is involved, the travel is to be undertaken with all due expedition by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.
- (b) Where air travel is involved, approval to attend should ideally be sought as soon as practicable to departure to facilitate booking arrangements.
- (c) All air travel within Australia shall be by Economy Class.
- (d) If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.
- (e) Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

6.6 Reimbursement of Expenses:

- (a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- (b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- (c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

- (d) Where a visit is extended, as discussed in paragraph 6.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- (e) Where an Elected Member does not require paid accommodation for a Conference and Training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.
- (f) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

6.7 Elected Member/Delegate Accompanying Person:

- (a) Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire. The exception to the above being the cost of attending any official Conference and Training organised partner programs and dinner where partners would normally attend.
- (b) The Shire will administer the registration and payment process for the accompanying person if the relevant forms have been completed.
- (c) Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

6.8 Guidelines for Conference and Training Attendance:

- (a) Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

Agenda Item 11.04

New Policy (1.11 Elected Member Training and Professional Development Policy)

- (b) Elected Members will only be registered for conference and training events itemised in this Policy, if there is sufficient funds in the annual budget to meet the costs. Where there are insufficient funds to meet the cost of the Conference and Training, Council approval must be obtained before attendance if the costs are going to be claimed.

7. REPORT

Upon return from any intrastate or interstate Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Broomehill-Tambellup, the attending Elected Member is required to prepare a report which is to be circulated to all Elected Members within one month.

8. REVIEW

In accordance with Section 5.128 (5) (a) of the Local Government Act 1995 the Elected Member Training and Professional Development Policy 1.11 be reviewed after each ordinary election.

Previous Policy No.					
Statutory Legislation an Compliance		<i>Local Government Act 1995 s5.127 and s5.128</i>			
Related Documents/Legislation					
Date of Adoption by Council		Council Meeting	21/03/2013	Minute #	131306
Date Reviewed /Amended	15/10/2020	Council Meeting	15/10/2020	Minute	201004
Date Reviewed /Amended	6/10/2021	Council Meeting	21/10/2021	Minute	
Date Reviewed /Amended		Council Meeting		Minute	
Next Review Date		October 2023			



Strategic Directions

(2021 – 2024)

April 2021

Executive Summary

The Strategic Directions (2021 – 2024) of the Southern Link Voluntary Regional Organisation of Councils (VROC) is the framework for the excellent working relationship that has developed between six Local Government Authorities in the Great Southern region of Western Australia.

In the first Strategic Directions (2015 – 2020), the Councils spent time working out the basis of the VROC approach and focused on priorities such as the provision of aged housing and independent living facilities, the development of regional records archiving, water recycling and regional road initiatives.

The current plan is now based on the value and benefits to be achieved from an expanded sub-regional group as a result of agreement in principle on the additional participation of the Shire of Gnowangerup and the Shire of Katanning. The focus is on building advocacy strength as a significant sub-regional bloc.

We commend these Strategic Directions to you to guide regional collaboration.



Shire President



Shire President



Shire President



Shire President



Shire President



Shire President

Profiles



Southern
Link VROC

PROFILE

6 SHIRES



Voluntary Regional
Organisation of Councils

Kojonup

Katanning

Cranbrook

Broomehill-Tambellup

Gnowangerup

Plantagenet



Supported by an
Executive Officer

KOJONUP

■ 1,985 people

■ 2,932 sq km

■ 0.7 people / sq km

KATANNING

■ 4,151 people

■ 1,518 sq km

■ 2.7 people / sq km

CRANBROOK

■ 1,089 people

■ 3,277 sq km

■ 0.3 people / sq km



BROOMEHILL-TAMBELLUP

■ 1,144 people

■ 2,609 sq km

■ 0.4 people / sq km

GNOWANGERUP

■ 1,215 people

■ 4,268 sq km

■ 0.3 people / sq km

PLANTAGENET

■ 5,079 people

■ 4,792 sq km

■ 1.1 people / sq km



Southern
Link VROC

GREAT SOUTHERN

67% of its visitors
come from the UK,
Germany, other
European countries
and New Zealand



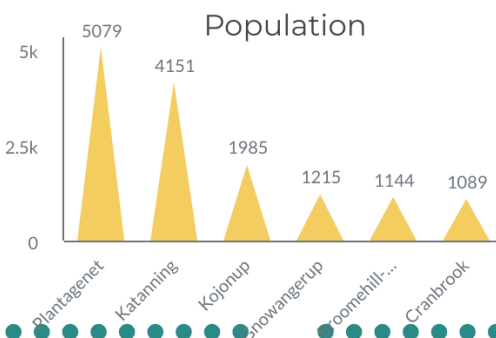


2.3% of the
population



16 Great Southern
wines feature
among the 28
“best of the best”
of Australia’s
Rieslings





Plantagenet and Katanning make up the two highest populations



Broomehill-Tambellup Indigenous Population



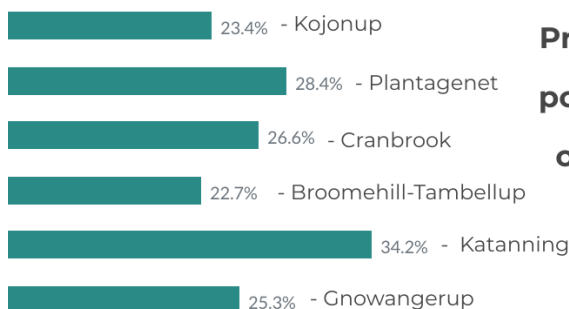
Broomehill-Tambellup has the highest Indigenous population at 11.5%

Gnowangerup = 8.4%
Katanning = 7.6%
Kojonup = 4.4%
Plantagenet = 3.1%
Cranbrook = 2.2%

Employment by Industry

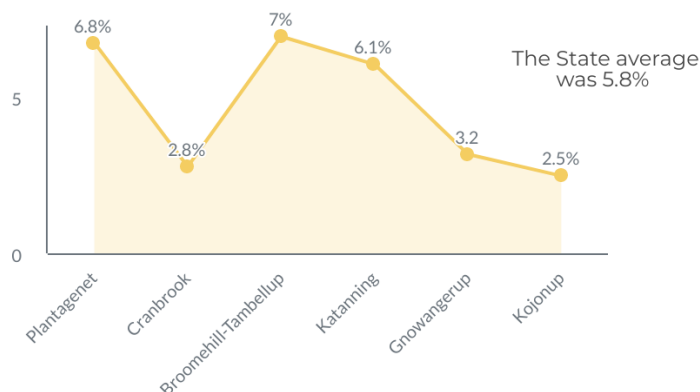


Employment is dominated by agriculture in all 6 Shires

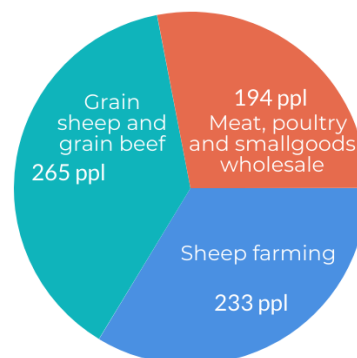


Proportion of the population born overseas

Unemployment Rate



Top Employers



Figures for each Shire are taken from the Australian Bureau of Statistics Regional Data Summaries¹ and the 2016 Census².

¹ ABS, *Regional Data Summaries for Statistical Local Areas of Broomehill-Tambellup, Cranbrook, Kojonup, Plantagenet, Katanning, Gnowangerup*, 2020

² Quick Stats (Census 2016), ABS

Strategic Plan at a Glance

This Strategic Plan at a Glance provides an overview of the goals, strategies and targets that the Southern Link VROC will seek to achieve over the next four years.

Our strategic directions and our action planning are presented in more detail in the following pages.

Regional Economic Development	Environment	Regional Community Development	Governance and Human Resources
Goal: Stimulate economic growth and business opportunity.	Goal: Value and protect the environment.	Goal: Build community capacity to achieve outcomes.	Goal: Increase SL VROC capacity through collaboration.
R1: Support the implementation of wider regional initiatives. R2: Collaborate on safe and efficient road networks. R3: Improve the provision and maintenance of infrastructure.	E1: Encourage natural resource management. E2: Improve energy and waste management.	C1: Support skills development across the communities. C2: Collaborate on common community development projects.	G1: Articulate clear direction for the VROC. G2: Build a culture of collaboration and trust. G3: Share systems, processes and professional development between member LGAs.

Implementation

Each Local Government Authority is committed to supporting these goals and strategic directions. Officers from the LGAs will take responsibility to implement actions within their own organisations and to drive working collaborations across the organisations.

Review and continual improvement will be undertaken as a shared exercise.

Our Strategic Direction

Vision for the Southern Link VROC

Our Vision is to sustain a collaborative partnership that serves the member Local Governments.

Our Purpose is to work collaboratively as Local Governments to share knowledge and resources for mutually beneficial outcomes.

Our Values are

- Leadership** provide leadership in the region through effective regional representation and influential strategic advice to our stakeholders.
- Integrity** demonstrate integrity in our actions, decision-making processes and corporate governance.
- Inclusiveness** understand and value the diverse perspectives on key opportunities, issues and challenges within the region
- Collaboration** engage respectfully with all stakeholders within and external to the region.
- Responsible** perform our functions in an efficient, transparent, economical and professional manner.

Our vision for the Southern Link VROC is aligned with the current directions of the Western Australian Regional Development Trust and the Great Southern Development Commission.

Vision for Regional Development in Western Australia

Regional development is the sustainable economic development of regional Western Australia cooperatively with that of the metropolitan area.

The Western Australian Regional Development Trust vision is for ‘a diversified State economy that is independent of non-renewable resource extraction’.

The Strategic Themes of the Trust include:

- 1. Grow existing, and find and develop new, non-renewable resource and related industries;
- 2. Grow existing, and find and develop new, other alternative industries;
- 3. Normalise regional living standards;
- 4. Normalise Aboriginal economic development.

Vision for the Great Southern

The vision or preferred future for the Great Southern is that:

The Great Southern is recognised internationally as a natural choice for opportunity and lifestyle.

The strategic goals of the Great Southern Development Commission include:

- | | |
|-------------------------------|--|
| 1. Strong and Diverse Economy | Grow existing, and find and develop new regional industries; |
| 1. Regional Liveability | Enhance and normalise regional living standards; |
| 2. Strong Communities | Build strong, inclusive communities and normalise Aboriginal economic development. |

<https://www.gsdw.gov.au/information/current-publications>

Strategic Analysis

The **critical trends** that will impact the Southern Link VROC members over the next four years are:

- Ongoing resourcing and preparedness for further impacts of the COVID pandemic;
- Increase in direct Federal funding to Local Government;
- Increase in State Government scrutiny;
- Increased focus on water security;
- Increase in the diversity of the regional population;
- Lack of available 'trades' within the region;
- Market failure in building sector especially headwork charges in regional areas.

The **key challenges** for our sub region are:

- Economic growth including value adding of the agricultural base, attraction of new industry and encouragement for new business;
- Maintaining ageing civil infrastructure for power, water, sewerage and especially, communications;
- Water security on a regional basis;
- Road infrastructure to handle heavier loads, access and road safety;
- Housing affordability and supply not meeting demand.

We also **need to progress**:

- Access to health services and facilities;
- Waste management and recycling;
- Population attraction and retention in the region;
- Phase Two Housing Project covering VROC area.

Priority Projects

The priority projects for 2021- 2024 are:

➤ Develop a Regional Water Security Strategy:

- Focus on longer term solutions for water management, catchment and storage;
- Include a regional strategy for stock water;
- Include community dams and tanks:
 - utilisation of disused Water Corporation assets,
 - water harvesting;
- Establish permanent water sources rather than continual carting;
- Develop scoping paper following audit of existing baseline infrastructure and assessment of required infrastructure;
- Lobby the State Government to identify long term water solutions.

➤ Establish VROC reporting processes to enhance the effectiveness of VROC advocacy:

- status reporting on:
 - advocacy undertaken;
 - upcoming priorities;
- VROC Strategic Implications referenced by member Councils as part of agenda items;

➤ Continue to push for better electronic connectivity and the elimination of black spots:

- Join up and tender as one sub-regional bloc to achieve more customised systems;
- Collaborate with other regions and sub-regions to lobby Government.

➤ Share learnings and upskill staff:

- Capture the corporate knowledge;
- Promote local government pathways as an industry.

➤ Joint household hazardous waste and e-waste collection and disposal.

- Audit the quantities generated;
- Assess options for collection and disposal.

➤ VROC Housing Project.

- Update GSHI Business Case and prepare submissions for State/Federal Funding with member shires contributing \$2k each in 21/22 Annual Budget;
- Project management/ Work Group established, freehold land availability identified and plans prepared to reduce delays in meeting milestones.

The **critical success factors** to enable us to implement our plan are:

- Effective and committed collaboration between officers and staff of the six LGAs;
- Consistent support from the Elected Members of the six LGAs;
- Strategic focus from the Chief Executive Officers of the Southern Link VROC Shires; and
- Strengthened advocacy and voice from a significant sub-regional bloc of Local Government Shires.

Goals, Strategies and Actions

To achieve our vision, the goals, strategies and actions are:

Regional Economic Development

Goal One: Stimulate economic growth and business opportunity:	
Strategy R1: Support the implementation of wider initiatives.	Target: One initiative implemented within 2 years.
Actions	Deliverables
Action 1: Ensure representation on priority regional working groups.	6 Shires represented in working groups such as Information Technology.
Action 2: Support for Great Southern Treasures (GST)	6 Shires enter into initial 3-year MOU arrangement to provide surety to strategic and operational objectives of organisation.
Action 3: Support further planning for Regional Trails.	Pilot programs developed through the Great Southern Centre for Outdoor Recreational Excellence (GSCORE).
Strategy R2: Collaborate on safe and efficient road networks:	Target: One significant road initiative per year.
Actions	Deliverables
Action 1: Prioritise problematic locations on a regional basis to strengthen the funding case.	Progress on the agreed list of priorities, with funding authorities.
Action 2: Use the Revitalising Agricultural Region Freight Strategy to increase funding for Great Southern roads.	- Lobby Group formed with the Development Commission - Business Case developed for the region

Action 3
Work collaboratively through the Regional Road Group to upgrade significant local roads that join Shires.

- Regional Road Group support of priorities.

Strategy R3:

Improve the provision and maintenance of infrastructure:

Target:

One improvement in infrastructure within 3 years.

Actions

Deliverables

Action 1:
Develop a Regional Water Security Strategy.

- Institutional support (e.g., Water Corp, DFES, DPIRD) for the Regional Water Security Strategy.

Action 2:
Build support for additional communication infrastructure and innovation in technology for the sub region.

- Expanded cover for emergency responses across the sub-region.

Action 3:
Progress Phase Two Housing Project.

- Update GSHI Business Case and
- Prepare submissions for State/Federal Funding
- Member shires contributing \$2k each in 21/22 Annual Budget:

Environment

Goal Two:

Value and protect the environment.

Strategy E1:

Encourage natural resource management:

Target:

One NRM initiative implemented each year.

Actions

Action 1:

Share and coordinate approaches to bushfire mapping, coordination and procedures.

Deliverables

- Collaborative bushfire management approach.

Action 2:

Encourage water harvesting and recycling of waste water.

- One initiative of the Drought Proofing Program (Future Drought Fund) or the Rural Water Security Strategy piloted within 2 years.

Action 3:

Collaborate on pest and weed management across Shire boundaries.

- Establish at least one Contiguous Local Authority Group.

Strategy E2:

Improve energy and waste management:

Target:

One initiative piloted within in 2 years.

Actions

Action 1:

Promote options for incorporating renewable energy (closing the loop).

Deliverables

- Establish best practice baseline utilising Katanning Energy experiences.

Action 2:

Progress the recycling of heavy metal waste, electronic and IT waste.

- Investigate opportunities through audit.

Action 3:

Develop opportunities for combined waste management for collection services, transfer station management and landfill operations

- Report on existing facilities, effective life, existing contract terms with waste contractors and options for shared facilities delivered within 1 year.

Regional Community Development

Goal Three:

Build community capacity to achieve outcomes.

Strategy C1:

Support skills development across the communities.

Target:

At least 1 collaborative initiative within 2 years.

Actions

Action 2:
Extend learnings from early intervention initiatives in Cranbrook and Plantagenet to all partners.

Deliverables

- Recommendations paper to all LGAs.

Strategy C2:

Collaborate on common community development projects.

Target:

At least 2 collaborative initiatives within 2 years.

Actions

Action 1:
Continue to work collaboratively on the provision of aged care, staff housing and independent living facilities.

Action 2:
Encourage the development of Community Health Plans

Deliverables

- Share knowledge and learnings at VROC meetings.
- Review commonalities within each LGA profile.

Governance and Human Resources

Goal Four:

Increase SL VROC capacity through collaboration.

Strategy G1:

Articulate clear direction for the VROC:

Target:

Documented VROC directions and achievements every 2 years.

Actions

Action 1:

Review the Southern Link VROC Strategic Directions.

Deliverables

- Two-year Desktop Review.
- Four-year Major Review.

Action 2:

Align the strategic directions and priority projects with Shire activities.

- Establish links with Great Southern Treasures, GSCORE, GSRRG, GSDC, RDA, and others.

Action 3:

Establish a VROC Advocacy Approach to better position Southern Link.

- Regular Status Reports at VROC meetings on:
 - advocacy undertaken;
 - upcoming priorities;

Strategy G2:

Build a culture of collaboration and trust:

Target:

Strong, single voice for the VROC.

Actions

Action 1:

Increase SL VROC membership to strengthen the regional voice

Deliverables

- Two additional VROC members in 2021 (Katanning and Gnowangerup)

Action 2:

Maintain regular meetings of both Elected Members and CEOs to build understanding and action.

- 3 Elected Member meetings and 4 CEO meetings per year

Action 3:

Continue to celebrate achievements of each partner as one group

- At least one joint meeting of staff per year for example Works Managers or Community Development Officers.

Strategy G3:

Share systems, processes and professional development between member LGAs:

Target:

Every LGA actively involved in collaborative exercises within 2 years.

Actions**Action 1:**

Identify and share readily apparent documents, policies, procedures and workforce data.

Action 2:

Continue resource sharing for at least two identified services.

Action 3:

Provide local staff with opportunities for career pathways between the six LGAs.

Deliverables

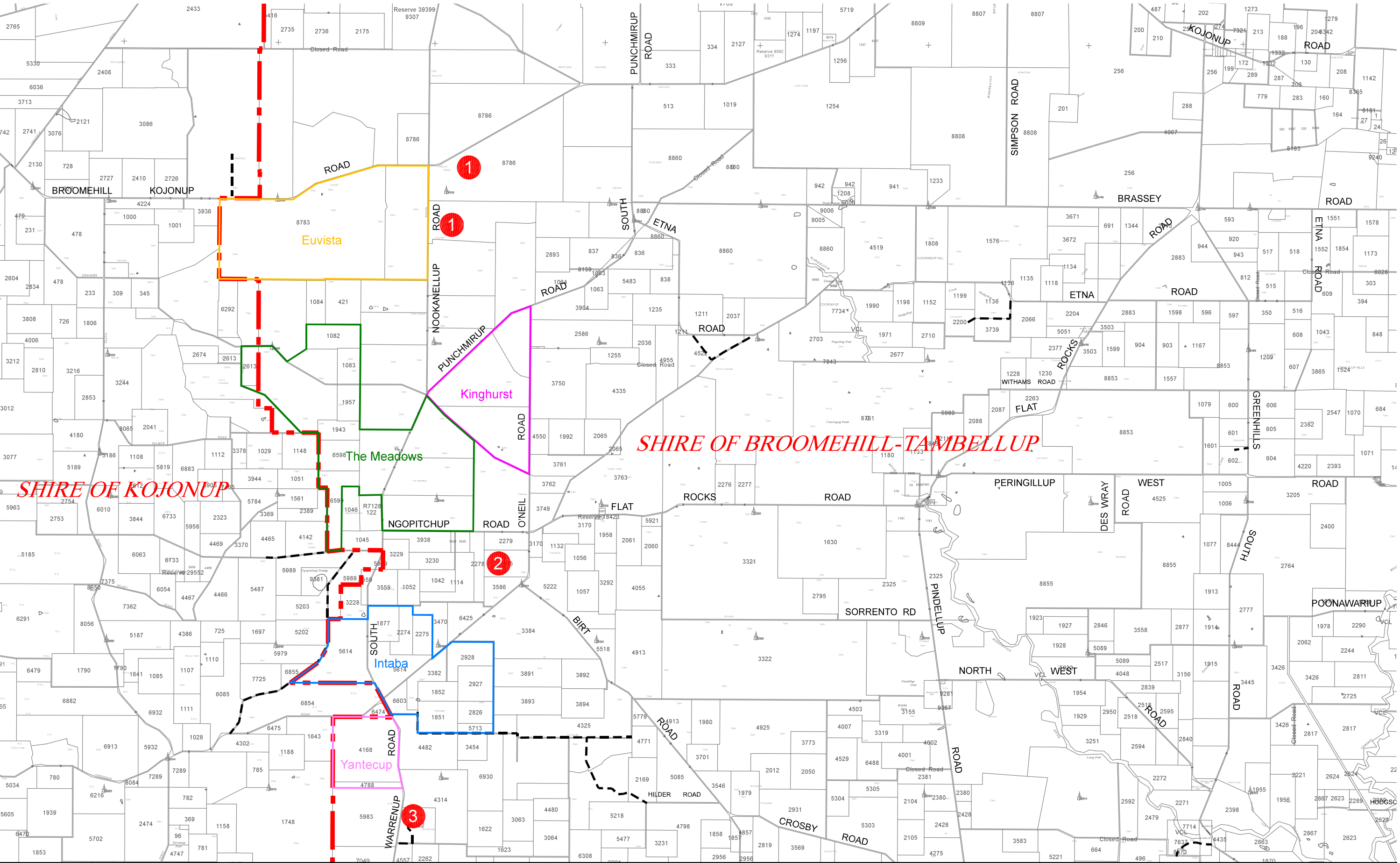
- Assess Records Repository capacity at Broomehill given two new member shires and future requirements for Records Management.
- Activate IT Work Group meetings.
- Collaborating to provide LGA's with opportunities to undertake joint work groups on projects, planning for the future, or continuous improvement for team members such as EHO, Planning, Building Surveyor, CESM services.
- Each LGA to incorporate opportunities within their Workforce Plan and Position Descriptions regarding Resource Sharing.

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022 QUARTERLY REPORT FINANCIAL YEAR 2020-2021									
OUR KEY RESULT AREAS and OBJECTIVES (extract from Strategic Community Plan)		OUR STRATEGIES (extract from Strategic Community Plan)		OUR ACTIONS (extract from Corporate Business Plan) Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		ACTION DELIVERY TIMELINE			JULY-SEPTEMBER 2021 ACTION UPDATE COMMENTS
						FY 2021	FY 21/22	→	
1. OUR PEOPLE									
1.1	Our community is safe, connected, harmonious and inclusive	S1.1.1	Promote inclusive community participation and engagement in Council and community events and activities	A1.1.1.1	Utilise a range of media to promote Shire and community events and activities	✓	✓	✓	Topics, website, Facebook, flyers, noticeboards utilised to circulate information to the community.
				A1.1.1.2	Review Disability Access and Inclusion Plan and improve outcomes	✓	✓	✓	Accessibility upgrade at Broomehill Rec Complex - Contractor engaged, works to commence October 2021 (Drought Communities Program).
		S1.1.2	Encourage and support opportunities for development and participation of our youth	A1.1.2.1	Liaise with organisations and agencies (including CRC, schools, support agencies) for delivery of youth activities and programs in Broomehill and Tambellup	✓	✓	✓	Support and promotion of CRC youth activities. Holiday program activities conducted at Broomehill Hall and Tambellup CRC, and by Outdoors Great Southern. Youth Centre 'drop in' opened by Youth Worker and Baldjamaar Foundation weekly. Shire participation on Interagency Group.
				A1.1.2.2	Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓	Cross promotion of BT and neighbouring Shire youth events on Facebook
		S1.1.3	Promote and support activities that enhance the community's sense of safety and wellbeing	A1.1.3.1	Liaise with and continue to support volunteer emergency services (including Bushfire Brigades, St John Ambulance, Tambellup Volunteer Fire & Emergency Service)	✓	✓	✓	Council delegate & admin support for Bushfire Advisory Committee Admin support to CESM Council Policy 2.9 - Emergency Service Leave
				A1.1.3.2	Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓	✓	Staff attended quarterly regional emergency management forum in Cranbrook - focus area 'Resilience', and Department of Communities 'Welfare Centre' exercise held in Katanning. Scheduled review of Local Emergency Management Arrangements and Recovery Plan - endorsed at LEMC meeting September 2021.
				A1.1.3.3	Provide community education on risks as identified by the Local Emergency Management Committee and mitigation strategies	✓	✓	✓	Promotion of fire season information, updated brigade contacts, Shire emergency communications systems to Topics, Fire Break Order sent out. Changes to bushfire warning system to Facebook, Topics.
1.2	Our community has services and facilities that meet our needs and expectations	S1.2.1	Support agencies to enhance locally delivered services and activities for all members of the community	A1.2.1.1	Identify requirements and advocate to improve local service provision	✓	✓	✓	Ongoing participation in Interagency Group which considers issues including agency provision of social support and welfare services, housing, youth programs, education and transition to employment. Coordinated by the Tambellup CRC.
				A1.2.1.2	Support agency delivery of services and activities	✓	✓	✓	Ongoing liaison with agencies - inc WA Country Health Service, Aboriginal Health, Mental Health, Police, CRC, Palmerston, Baldjamaar Foundation, Albany Youth Support Association to ensure and support appropriate service delivery.
		S1.2.2	Provide and promote accessible services and facilities for youth	A1.2.2.1	Identify requirements and implement/advocate to improve local service provision	✓	✓	✓	Youth Worker - agreement facilitated with Albany Youth Support Association for youth worker services in Tambellup 3 days/week, the youth worker to partner with agencies working in the community and support program development as well as one-on-one case work. Agreement funded (Community & Crime Prevention grant) to 31 December 2021, Council/Tambellup Noongar Land Association to 30 June 2022.
				A1.2.2.2	Support and facilitate upgrade of youth facilities	✓	✓	✓	Contractor engaged - Holland Park Nature Playground to commence October 2021 (Drought Communities Program). Budget allocation through Local Roads & Community Infrastructure Program Round 3 for upgrades to Tambellup Youth Centre. Painting of offices at Tambellup Railway Station to provide officespace for Youth Worker.
		S1.2.3	Advocate for quality internet and mobile infrastructure to enable access by all residents	A1.2.3.1	Liaise with service providers and advocate for infrastructure upgrades where required	✓	✓	✓	Ongoing liaison with Superloop re access to Shire towers for provision of high speed internet service
				A1.2.3.2	Support external funding applications for communications infrastructure	✓	✓	✓	Approved application through DFES STAND program for permanent NBN fixed satellite internet connections to Broomehill Recreational Complex and Tambellup Community Pavilion, for use during emergencies. Awaiting nBn to connect the services
1.3	Our community provides opportunities to enhance local employment	S1.3.1	Investigate work experience, traineeship and apprenticeship opportunities within the Shire	A1.3.1.1	Investigate and initiate Shire Mechanical apprenticeship				Action deleted - July 2020 CBP review
				A1.3.1.2	Investigate and initiate traineeship program – works/admin	✓		✓	Nil traineeship program activity this quarter, however the Shire has agreed to a work experience placement for a Katanning SHS student during term 4 2021.
		S1.3.2	Advocate for Work-ready and skills development programs to be delivered in the community for youth and the unemployed	A1.3.2.1	Partner with the Tambellup CRC and others to develop and implement programs across shire	✓	✓	✓	Shire staff accessing training hosted by the CRC. Promotion of CRC courses through Shire Facebook page.
1.4	Organisations in our community demonstrate strong leadership and commitment	S1.4.1	Provide support to our community groups to achieve outcomes that benefit the community	A1.4.1.1	Support and encourage community groups to plan and deliver events, programs and services	✓	✓	✓	Broomehill P&C donation - Clean Up day Tambellup CRC - support for mountain bike workshop, orienteering event, market day WA Country Health Service - waive of hall hire fees - vaccination clinics October/November 2021 Tambellup Community Pavilion/Justin Taylor - support, advice for school reunion event Tambellup Historical Society - reimbursement of Public Liability Insurance premium South Coast NRM - support for funding application to deliver Strong & Proud program 2022 Tambellup Golf Club, Tambellup Business Centre - rates concessions 2021-2022 GNP360 Horsepower Highway - purchase and installation of brown 'tourist' sign in Broomehill, approval for location of tractors on Broomehill-Gnowangerup Rd Tambellup CRC, Friends of Toolbrunup School - in kind support for Bloom Festival events (fogging, School site cleanup)
				A1.4.1.2	Maintain facilities and infrastructure utilised by community groups	✓	✓	✓	Sporting facilities, parks, community buildings maintained

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022 QUARTERLY REPORT FINANCIAL YEAR 2020-2021											
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						FY 2021	FY 2122	→		ON TRACK	
										MONITOR	
										HOLD	
										COMPLETED	
1.5	Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	S1.5.1	Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.1	Promote and coordinate participation in Councillor training opportunities for Elected Members	✓	✓	✓		Training promoted as opportunities arise.	
				A1.5.1.2	Review and communicate Council's Customer Service Charter	✓				Review completed. Customer Service Charter is on Shire's website for public information.	
				A1.5.1.3	Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓		Includes: Annual returns completed. Budget adopted. Local Law review progressing. Review of delegations completed. Interim review of Corporate Plan completed. Freedom of Information annual report, Disability Access and Inclusion annual report completed. CEO recruitment process undertaken in accordance with legislation.	
				A1.5.1.4	Demonstrate sound financial planning and management	✓	✓	✓		Monthly financials presented to Council. Budget amendment (Sept 2021) to reallocate Drought Communities funds (townscape projects)	
				A1.5.1.5	Ensure transparency of Council decision making through effective communication with residents	✓	✓	✓		Agendas and minutes of all meetings available for public perusal - hard copy and on the Shire's website. Summary of Council decisions from meetings and other relevant information published in Topics. Website and Facebook used to convey time-sensitive information and seek public feedback. Topics, flyers and in-person meetings are also utilised to seek feedback.	
				A1.5.1.6	Effectively manage organisational risk	✓	✓	✓		Monitoring completion of Broomehill key worker housing and Drought Communities Program projects.	
		S1.5.2	Engage effectively with residents and other stakeholders	A1.5.2.1	Conduct biennial Community Perceptions Survey	✓		✓		Survey delivered July/August 2021 by Catalyse, in conjunction with Shires of Katanning and Kojonup. Report to come to Council late 2021.	
				A1.5.2.2	Promote engagement opportunities widely, and utilise a range of engagement methods to increase and encourage participation	✓	✓	✓		Feedback methods are promoted monthly in Topics. Community Perceptions Survey was available to complete online or by hard copy, and promoted through Facebook, and by mailed flyer to all residents.	
				A1.5.2.3	Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓		Ongoing participation in WALGA Great Southern Zone,Southern Link VROC, lead organisation in Great Southern Housing Initiative. CEO is WALGA Zone representative on District Emergency Management Committee. Represented on regional committees including Great Southern Recreation Advisory Group, Regional Roads Group, Great Southern Treasures, GSCORE trails project working group. Collaboration with Tambellup Interagency working group.	
		S1.5.3	Attract and retain a quality workforce to enable effective delivery of services	A1.5.3.1	Identify and prioritise staff training needs annually	✓	✓	✓		Staff reviews completed August 2021, training needs identified for scheduling.	
				A1.5.3.2	Conduct biennial staff satisfaction survey		✓	✓		Completed March 2020. Workforce Plan review presented to Council March 2021. Next due March 2022	
				A1.5.3.3	Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓		OSH committee meets bimonthly. Monthly administration and toolbox meetings. New WHS legislation requiriements being monitored.	
				A1.5.3.4	Maintain quality staff housing	✓	✓	✓		Maintenance program completed as per annual inspection checklist/budget provision and as required. New staff housing in Tambellup completed, Broomehill houses in progress.	

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										MONITOR	
						FY 2021	FY 21/22	→		HOLD	
										COMPLETED	
2. OUR ECONOMY											
2.1	Our community provides a unique tourism and visitor experience	S2.1.1	Build and promote the brands of our towns	A2.1.1.1	Review information signage across the Shire	✓					New directional signage installed in Tambellup townsite. Broomehill signage to be reviewed.
				A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓			Ongoing inclusion on Great Southern Treasures website, advertising in tourism media when opportunities arise (Caravanning Australia - feature and ad for Broomehill Caravan Park)
		S2.1.2	Support the development of initiatives, events or local experiences aimed at attracting visitors to our community	A2.1.2.1	Provide in kind support and venues to local organisations that deliver whole of community events	✓	✓	✓			Bloom Festival - support for local events (Toolbrunup School open day, CRC Orienteering event at Tambellup Water Reserve), staff time for Broomehill wildflower walks
		S2.1.3	Develop and support options for short stay visitor accommodation	A2.1.3.1	Investigate provision of short stay accommodation at Broomehill Caravan Park	✓					Broomehill Caravan Park cabins complete.
				A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup	✓	✓				2021/22 budget allocation (Local Roads & Community infrastrucutre Program Round 3) and Tambellup Community Cropping Group contribution. To be progressed.
		S2.1.4	Promote and support local and regional tourism initiatives	A2.1.4.1	Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓			Budget provision for 2021/22 Great Southern Treasures contribution Council delegates nominated to Great Southern Treasures committee Council support for proposal to transfer managemnt of Great SOuthern Treasures to Australias South West. Budget provision for implementation of GSCORE trails projects in Broomehill and Tambellup - progressing Support for GNP360 re placement of tractors and promotion of Horsepower Highway
				A2.1.4.2	Participate in regional tourism events where appropriate	✓	✓	✓			Shire support of Bloom Festival - 2 x wildflower walks, in kind support for other local events (Toolbrunup School open day, CRC Orienteering event)
2.2	A stable population base is important to the sustainability of our community	S2.2.1	Develop and support options for diversity in housing across all generations	A2.2.1.1	Develop key worker housing in Broomehill and Tambellup	✓					Great Southern Housing Initiative - Broomehill key worker houses progressing
				A2.2.1.2	Develop independent living units in Broomehill	✓					Great Southern Housing Initiative - Holland Court units are complete, all four units tenanted.
		S2.2.2	Market and promote the Shire as a destination for a visit or for relocation for an enhanced lifestyle	A2.2.2.1	Participate in regional marketing events and initiatives	✓	✓	✓			Great Southern Treasures - support of Bloom Festival Advertising in Caravanning Australia magazine (BH Caravan Park) - Spring edition
		S2.2.3	Explore opportunities to release or sell land for residential development	A2.2.3.1	Review and implement Housing and Land Strategy	✓	✓	✓			In conjunction with Great Southern Housing Initiative project- Lavarock St house is sold, East Terrace and 20 Henry St have been listed for sale
		S2.2.4	Support and promote local educational options and health services	A2.2.4.1	Continue financial and in kind support of A Smart Start Great Southern and local schools	✓	✓	✓			Broomehill Primary School -budget allocation through Local Roads & Community Infrastrucutre Program to construct a 'Kiss and Drop' parking area off Hassell St.. A Smart Start Great Southern - ongoing provision of HR and financial management (in kind), annual budget contribution.
				A2.2.4.2	Advocate to WA Country Health Services to maintain/increase levels of service available at Tambellup Health Centre	✓	✓	✓			Statistics unavailable however monthly schedule published in Topics. Staff attendance at WA Country Health Service planning forum.
2.3	Our Shire actively supports existing local business and encourages new business ventures	S2.3.1	Encourage and facilitate appropriate development in the Shire	A2.3.1.1	Advocate for the identification and release of light industrial land in the Shire	✓	✓	✓			Nil this quarter
				A2.3.1.2	Continue to support the Tambellup Business Centre	✓	✓	✓			Council delegate appointed to Tambellup Business Centre Management Committee. Rates concession granted 2021/2022.
		S2.3.2	Develop and implement policies and initiatives to support local businesses	A2.3.2.1	Expand support for local business by the application of Buy Local and Regional Price Preference principles within Council's Purchasing Policy	✓	✓	✓			Opportunities are explored to increase local content in day to day purchasing and capital works projects.
				A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓			Nil this quarter
		S2.3.3	Advocate for improved telecommunications infrastructure in the region for industry and the community	A2.3.3.1	Liaise with local and regional stakeholders, service providers and advocate for infrastructure upgrades where required	✓	✓	✓			Ongoing liaison with Superloop for high speed broadband internet into Broomehill utilising shire and other infrastructure

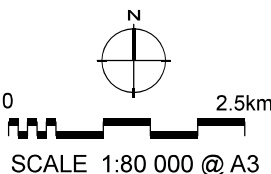
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										MONITOR	
								COMPLETED			
3. OUR PLACES											
3.1	The history, heritage and culture of our communities is reflected in attractive townscapes	S3.1.1	Investigate and implement options for cultural interpretation	A3.1.1.1	Consolidate existing tourism based plans for Broomehill and implement	✓	✓			Drought Communities Program project - implementation of historical interpretation in townsites. In progress	
				A3.1.1.2	Explore options for the development of a Holland Track Interpretive Centre	✓	✓			Drought Communities Program project - in progress	
				A3.1.1.3	Collaborate with and provide support to local history groups	✓	✓	✓		Provision and ongoing maintenance of venues for heritage group collections and operations, financial support through reimbursement of Public Liability premiums.	
				A3.1.1.4	Review Tambellup Heritage Trail information signage	✓	✓			Regional Trails Master Plan project - in progress. A workshop with the Aboriginal community is scheduled for 17 November 2021, to source information for 'Noongar Trail' interpretation.	
		S3.1.2	Develop, maintain and enhance town streetscapes and public areas	A3.1.2.1	Continue implementation of townscaping program in Broomehill and Tambellup	✓	✓			Drought Communities Program project - projects tendered but not awarded as over budget. Budget amendment to reallocate funds from Tambellup Town Square Project to Broomehill Townscape Enhancement project - project to be rescoped and new quotes obtained early October 2021.	
				A3.1.2.2	Develop and implement a maintenance program for public areas, cemeteries	✓	✓	✓		Budget provision for ongoing maintenance, requirements monitored and actioned.	
3.2	Our community and Council are environmentally aware and engaged	S3.2.1	Provide effective management of waste in the Shire	A3.2.1.1	Investigate implementation of a three-bin waste system	✓	✓			Nil this quarter	
				A3.2.1.2	Investigate alternative locations for landfill sites	✓	✓	✓		Nil this quarter	
				A3.2.1.3	Continue to support the Drum Muster program in Broomehill and Tambellup	✓	✓	✓		Collection completed October 2020 by Tambellup P & C. 26 participants, 3798 containers collected with 36 containers rejected.	
		S3.2.2	Investigate and support innovative solutions for sustainable energy and water use	A3.2.2.1	Explore and implement energy and water saving initiatives to all Shire properties	✓	✓	✓		Drought Communities Program project: New tank and standpipe installation completed at Broomehill Town Dam. Tambellup Depot tank and standpipe to be completed.	
				A3.2.2.2	Explore and initiate community education programs eg Waterwise, recycling	✓	✓	✓		Nil this quarter	
		S3.2.3	Provide effective environmental management of Council's land and reserves	A3.2.3.1	Undertake weed control on road reserves in the Shire	✓	✓	✓		Budget allocation for roadside spraying - completed for 2021.	
				A3.2.3.2	Manage vegetation in agricultural corridors	✓	✓	✓		Budget allocation for roadside pruning program.	
3.3	Our transport networks are safe and efficient	S3.3.1	Maintain a program of ongoing improvements to our transport networks	A3.3.1.1	Maintain 10 year Roads Program	✓	✓	✓		2021-2022 roads construction program approved. Local Roads & Community Infrastructure Round 1 projects in progress, Council endorsement of Round 2 and 3 projects.	
				A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓		Funding for Regional Roads Group, Roads to Recovery and Blackspot 2021/2022 projects confirmed. Ongoing collaboration with Regional Roads Group and officer representation on Technical Working Group.	
				A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓		Ongoing consultation with stakeholders	
				A3.3.1.4	Develop and implement a Footpath Program for both towns	✓	✓	✓		Budget allocation for footpath maintenance and/or replacement. Council endorsement of Local Roads & Community Infrastructure Round 2 and 3 projects including modifications to paths and parking at Broomehill Primary School, removal of trees and installation of footpath on Garrity St (Great Southern Highway) Tambellup	
3.4	Our Council facilities and infrastructure are managed sustainably to meet current and future needs	S3.4.1	Implement a program of maintenance, servicing and renewal of Council assets to maximise life and performance	A3.4.1.1	Develop and implement sustainable levels of service for all Council facilities and public spaces	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021	
				A3.4.1.2	Review and implement the Asset Management Strategy	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021	
				A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓		Great Southern Housing Initiative provides new housing, older housing stock to be sold.	



ATTACHMENT 1
LOCATION PLAN AND OBJECTIONS DAP APPLICATION IPA12112235

OBJECTORS

- 1. H & P Bignell
- 2. E O'Neill
- 3. G & K Sheridan





Government of **Western Australia**
Development Assessment Panels

LG Ref: IPA12112235
DoP Ref: DP/12/01359

Dr Sarah Rankin
Moonies Hill Energy Pty Ltd
PO Box 151,
Kojonup WA 6395

Dear Dr Rankin

**Southern JDAP – Shire of Broomehill-Tambellup – DAP Application
IPA12112235 Determination
31 lots known as Euvista, Intaba, Kinghurst, The Meadows and Yantecup
Proposed wind farm and ancillary development on various lots in Broomehill
West and Borderdale**

Thank you for your application and plans submitted to the Shire of Broomehill-Tambellup on 9 December 2016 for the above development at the abovementioned site.

This application was considered by the Southern Joint Development Assessment Panel at its meeting held on 7 March 2017, where in accordance with the provisions of the Shire of Broomehill-Tambellup Shire of Broomehill Town Planning Scheme No. 1 and Shire of Tambellup Town Planning Scheme No. 2, it was resolved to approve the application as per the attached notice of determination.

Should the applicant not be satisfied by this decision, a DAP Form 2 application may be made to amend or cancel this planning approval in accordance with regulation 17 of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

Please also be advised that there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. Such an application must be made within 28 days of the determination, in accordance with the *State Administrative Tribunal Act 2004*.

Should you have any queries with respect to the conditions of approval, please contact Ms Liz Bushby on behalf of the Shire of Broomehill-Tambellup on (08) 9474 1722 or 0488 910 869.

Yours sincerely,

DAP Secretariat

22/05/2017

Encl. DAP Determination Notice
Approved plans

Cc: Ms Liz Bushby
Shire of Broomehill-Tambellup



wa.gov.au

Postal address: Locked Bag 2506 Perth WA Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 9919 Fax: (08) 6551 9961 TTY: 6551 9007 Infoline: 1800 626 477
daps@planning.wa.gov.au www.planning.wa.gov.au
ABN 35 482 341 493



Planning and Development Act 2005

Shire of Broomehill Town Planning Scheme No. 1 and Shire of Tambellup Town Planning Scheme No. 2

Southern Joint Development Assessment Panel

Determination on Development Assessment Panel Application for Planning Approval

Location: 31 lots known as Euvista, Intaba, Kinghurst, The Meadows and Yantecup

Description of Proposed Development: Proposed wind farm and ancillary development on various lots in Broomehill West and Borderdale

In accordance with regulation 8 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the above application for planning approval was **granted** on 7 March 2017, subject to the following:

- A. **Accept** that the DAP Application reference DP/12/01359 as detailed on the DAP Form 2 dated 4 November 2016 is appropriate for consideration in accordance with regulation 17 of the *Planning and Development (Development Assessment Panels) Regulations 2011*;
- B. **Approve** the DAP Application reference DP/12/01359 as detailed on the DAP Form 2 date 4 November 2016 and accompanying plans (Attachment 3) in accordance with the provisions of the Shire of Broomehill Town Planning Scheme No 1 and the Shire of Tambellup Town Planning Scheme No 2, for the proposed minor amendment to the approved wind farm on land known as 'Euvista', 'Intaba', 'Kinghurst', and 'the Meadows' with amendments to the conditions as agreed by the Responsible Authority subject to the following conditions:

Amended Conditions

Substantial commencement

- 1. The wind farm shall substantially commence within 5 years of the date of this approval.

Wind turbine location and micro-siting

- 2. This approval is for a maximum of 27 wind turbines.
- 3. The location of the wind turbines shall be generally in accordance with the attached plan dated 22 February 2017, and the application as submitted which includes the 'Flat Rocks Wind Farm Environmental Report' and Appendices.
- 4. The wind turbines are to be micro-sited in accordance with the following restrictions -
 - (a) All wind turbines shall be located a minimum distance of 1 kilometre from any residential dwelling / sensitive premises existing at the time of the issue of this planning approval unless approval in writing is first granted



from the owner of that residential dwelling / sensitive premises to a closer location;

- (b) The wind turbines shall be located in accordance with the 'Flat Rocks Wind Farm Landscape and Visual Assessment'. This report requires, in order to satisfy visual amenity considerations, either relocation of specified wind turbines or in the alternative, the implementation of vegetation screening.

Turbine specifications

5. This approval is for Vestas V126 3.45MW wind turbine.

Where the use of an alternative wind turbine is proposed, the Applicant must prepare and lodge with the local government a revised Noise Impact Assessment based upon the proposed alternative turbine, which demonstrates that the alternative turbine can comply with condition 32 below.

6. The transformer associated with each wind turbine shall be located beside each tower or enclosed within the tower.
7. The wind turbines and rotors are to be constructed utilising a light grey colour.
8. All wind turbine towers are to be fully enclosed (to prevent birds perching or nesting).
9. All wind turbine towers to be unlit, unless required to comply with CASA regulations or the recommendations of the Applicant's risk management strategy.
10. The maximum height of each wind turbine shall be 180 metres, measured from the base of the tower to the rotor tip at its maximum elevation.

Temporary development

11. The development approval also grants temporary development approval for the following -
 - (a) temporary service roads and car parks;
 - (b) crane hardstand areas;
 - (c) concrete batching plants;
 - (d) construction compounds;
 - (e) water tanks; and
 - (f) materials storage / laydown areas; and
 - (g) any other construction related infrastructure,shown on the Construction Management Plan required by condition 18.
12. Any concrete batching plant shall be set back a minimum distance of 500 metres from any boundary shared with lots not the subject of this approval.

Ancillary development

13. The development approval also grants development approval for the following -
 - (a) service roads;
 - (b) cabling, whether above or below ground;



- (c) electricity reticulation / transmission powerlines, whether above or below ground;
 - (d) fencing;
 - (e) ancillary buildings;
 - (f) an electricity substation;
- shown on the Development Layout Plan required by condition 17.
14. All service roads are to be located, designed, constructed and drained to minimise the impact on local drainage systems, landscape and farming activities.
15. Electricity reticulation / transmission powerlines -
- (a) Between groups of wind turbine towers (called 'gangs') shall be placed underground, unless it is demonstrated to the satisfaction of the local government that it is impracticable to do so;
 - (b) Between the gangs, preferably underground, but over-head in circumstances where it is impracticable or uneconomical to install underground;
 - (c) Shall not be placed on or over land outside the lots the subject of this approval without the written approval of those land owners.
16. The electricity substation to be shown on the Development Layout Plan required by condition 17, must comply with the following development standards -
- (a) Minimum setback of 100 metres from the perimeter of the substation to the boundary of the location within the nominated development area;
 - (b) Maximum height of the substation building and infrastructure within the substation area to be less than 60 metres, excluding masts, poles, or infrastructure required by a separate regulatory authority;
 - (c) The area of the substation does not exceed 2 hectares, with the area to include the substation, perimeter fencing, and excluding fire breaks or vegetation buffer planting;
 - (d) The substation will not exceed 150MW power transfer to the grid.

Pre-construction conditions

17. Prior to commencing any works, the Applicant is to lodge a Development Layout Plan for approval by the local government. The Development Layout Plan must include the following detail -
- (a) The location of access / egress points and service roads;
 - (b) The location of any cabling between wind turbines;
 - (c) The location of any fencing;
 - (d) Permanent buildings;
 - (e) Permanent car parking areas;
 - (f) Locations of the wind turbines, having regard to the restrictions in conditions 3 and 4 above, with all turbine towers to have a minimum distance of 60 metres from a boundary that is not an internal boundary within the development site;
 - (g) The location of any landscaping if required by condition 4(b).
18. Prior to commencing any works, the Applicant is to lodge a Construction Management Plan for approval by the local government. The Construction Management Plan must include the following detail -
- (a) The location of temporary access / egress points and temporary service roads;



- (b) The location of crane hardstand areas;
 - (c) Temporary buildings;
 - (d) Temporary car parking areas;
 - (e) The location of the concrete batching plant, water tanks and any construction compounds and materials storage / laydown areas;
 - (f) The location and extent of excavation required for the purpose of laying cabling;
 - (g) A timetable for the removal of temporary development after completion of the construction phase;
 - (h) The management of dust and other construction impacts;
 - (i) The management of weed infestations.
19. Prior to commencing any works, the Applicant is to lodge a Fire Management Plan for approval by the local government. The Fire Management Plan shall be prepared by a suitably qualified consultant and in the context of the construction and operational phases of the development address the following matters –
- (a) Identification and clear mapping of firebreaks, emergency ingress and egress points, water points, turnaround areas for fire trucks, water sources, on site fire-fighting equipment;
 - (b) Identification of on-site tracks for access by emergency fire vehicles, and the requirement for these tracks to be maintained to a trafficable standard at all times;
 - (c) Emergency procedures and personnel contacts;
 - (d) Consideration of activities on fire ban days;
 - (e) Notification for other agencies.
20. Prior to commencing any works, the Applicant is to lodge a Traffic Management Plan for approval by the local government. The Traffic Management Plan is to be prepared by a suitably qualified traffic consultant and in the context of the construction phase of the development is to include -
- (a) Haulage routes;
 - (b) Heavy vehicle movements scheduling;
 - (c) Use of escort vehicles;
 - (d) Interaction with other road uses, for example, school bus routes;
 - (e) A Pre-Construction Road Condition Report along the proposed haulage routes, and the obligation to prepare a Post-Construction Road Condition Report once construction is complete.
21. Prior to commencing any works, the Applicant is to lodge a Noise Impact Mitigation Management Plan for approval by the local government. The Noise Impact Mitigation Management Plan is to outline the process by which the Applicant will -
- (a) Undertake post-commissioning testing to ensure compliance with condition 29, including testing at existing noise sensitive premises;
 - (b) Make arrangements with adjoining landowners regarding the construction of noise sensitive premises on land;
 - (c) Modify micro-siting to ensure compliance with condition 29;
 - (d) Modify the operation of the wind turbines to ensure compliance with condition 29;
 - (e) Manage complaints regarding noise impact during the operational phase of the development.
22. Prior to commencing any works, the Applicant is to lodge a Landscaping Plan for approval by the local government, in relation to the permanent buildings, and



car parking areas, and where vegetation screening is required by condition 4(b). The Landscaping Plan is to be prepared by a suitably qualified landscape architect, and address the following matters -

- (a) Identify, by numerical code, the species, quantity and anticipated mature dimensions of all plant types;
 - (b) Identify a schedule of maintenance required to ensure that the landscaping grows to its mature dimensions and can be maintained at that level.
23. Where the Applicant intends undertaking the development in stages, a Staging Plan must be lodged with the local government at the same time as the Management Plans referred to in conditions 17, 18, 19 and 20. The purpose of the Staging Plan is to determine the scope of information required in order to satisfy the conditions of approval as it relates to that stage.
24. Prior to commencing any works, the Applicant is to advise the following entities regarding the construction of the wind turbines, including estimated dates of installation, details of exact locations and heights -
- Civil Aviation Safety Authority (CASA);
 - Airservices Australia;
 - Royal Flying Doctor Service;
 - Royal Australian Air Force;
 - All known private airstrip owners within 20km of any wind turbine;
 - All known aerial agriculture operators, including the Aerial Agriculture Association of Australia;
 - The Shire of Kojonup.

Construction conditions

25. Prior to commencing any works the Applicant is to acknowledge in writing to the satisfaction of the Shire that they are responsible for the remedying of any electromagnetic interference to pre-construction quality of signals directly attributable to the operation of the wind farm.
26. The Applicant is to implement the following approved plans, as they relate to the construction phase of the development, during construction -
- (a) the Construction Management Plan, required by condition 18; and
 - (b) the Traffic Management Plan, required by condition 20.
27. All fill placed on the land must be free of disease and weeds.
28. Any damage caused to the roads attributable to the construction phase of the development is to be rectified by the Applicant to the standard identified in the Pre-Construction Road Condition Report.

Operational conditions

29. The Applicant shall ensure at all times that the operation of each wind turbine complies with the following noise levels at noise sensitive premises -
- (a) Will not exceed 35dB(A); or
 - (b) Will not exceed the background noise ($L_{A90, 10 \text{ minutes}}$) by more than 5dB(A); whichever is the greater.



30. The Applicant is to implement the following approved plans, as they relate to the operational phase of the development, during the life of this development approval -
- (a) the Fire Management Plan, required by condition 19;
 - (b) the Traffic Management Plan, required by condition 20;
 - (c) the Noise Impact Mitigation Plan, required by condition 21; and
 - (d) the Landscape Management Plan, required by condition 22.

Decommissioning conditions

31. The wind turbines are to be decommissioned when they are disconnected from the power grid or when they no longer generate energy into the power grid. This condition does not apply where the wind farm or individual wind turbines is disconnected temporarily from the power grid, or is not generating energy, for maintenance.
32. Prior to decommissioning the windfarm, or any wind turbines in the wind farm, the Applicant is to lodge a Decommissioning and Rehabilitation Management Plan for approval by the local government. The Decommissioning and Rehabilitation Management Plan is to include -
- (a) a detailed decommissioning schedule or works with timeframes for each stage;
 - (b) a Traffic Management Plan;
 - (c) a Fire Management Plan;
 - (d) sufficient information that clearly outlines any below ground infrastructure to be retained on site and its treatment to allow for continued agricultural use;
 - (e) implementation of suitable mechanisms to alert prospective purchasers of retention of any below ground infrastructure which may affect future building locations or development.
33. The Applicant is to implement the Decommissioning and Rehabilitation Management Plan during the decommissioning and rehabilitation process.
34. All lots the subject of this development approval shall be returned to pre-development state following decommissioning, with the exception that underground infrastructure (such as footings and cables) may be retained below normal ploughing levels where retention allows for continued agricultural use.
35. If any below ground infrastructure is retained on site following decommissioning, notifications are to be placed on the affected Certificates of Title to alert prospective purchasers that there are underground cables and or infrastructure on the land which may impact on future development or building locations, within 3 months of the wind farm being decommissioned. The Notifications are to be prepared and lodged at the cost of the Applicant.

Advice Notes

- a. It is noted that the 'Flat Rocks Wind Farm Landscape and Visual Assessment' included recommendations that landscaping be conducted on some neighbouring lots, which involves land owned by non-participating stakeholders. Valid planning conditions cannot be imposed on this development to require landscaping on lots that do not form part of this development application, and which need third party owner approvals.



Notwithstanding the above, the applicant is encouraged to pursue this separately in consultation with adjacent owners.

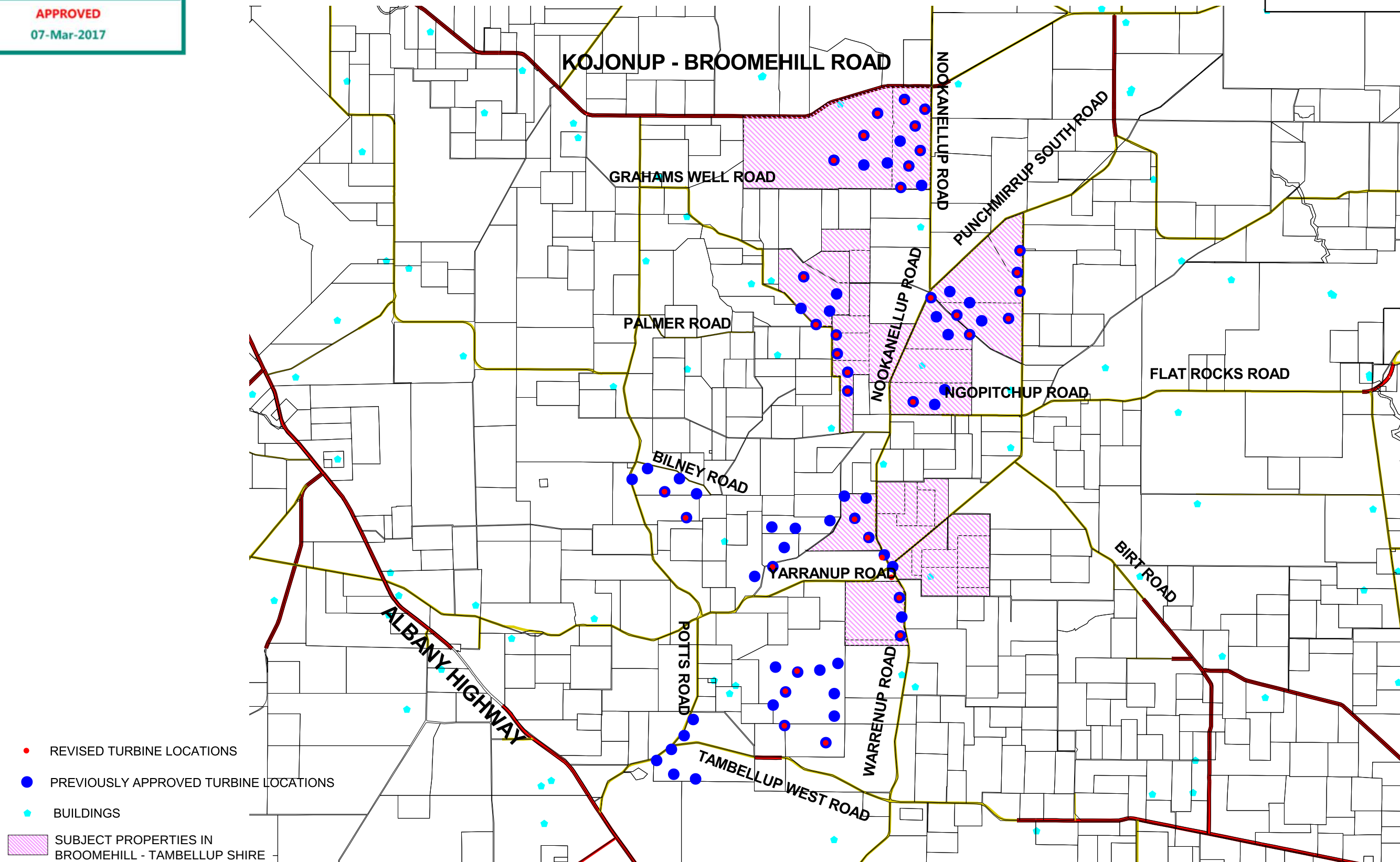
- b. The Shire will refer any revised noise report or supplementary information to the Department of Environment Regulation: Noise Regulation Branch for written advice.
- c. The applicant should have regard to the fire management guidelines contained in the 'Auswind Best Practice Guidelines for implementation of wind energy projects in Australia (2006)'. Fire management should address both the construction and operation phases of the wind farm.
- d. Any Traffic Management Plan will be referred to Main Roads WA.
- e. A landscaping plan will not be required if the applicant pursues relocation of wind turbines to implement the recommendations of the 'Flat Rocks Wind Farm Landscape and Visual Assessment'.
- f. The Environmental Protection Authority (EPA) 'Guidance for the Assessment of Environmental Factors - Separation Distances between Industrial and Sensitive Land Uses' recommends a 300-500 buffer for concrete batching.
- g. The applicant is advised that:
 - (i) There is potential for vacant lots adjacent to the proposed wind farm to be further developed with sensitive buildings and residential dwellings.
 - (ii) Legislation in Western Australia requires that the wind farm comply with the Environmental Protection (Noise) Regulations 1997.
 - (iii) The applicant takes the commercial risk that future wind farm operations may need to be altered or modified to continue to comply with noise limitations.
 - (iv) It is recommended that the applicant prepare and submit acoustic compliance reports by a suitably qualified and independent acoustic engineer to demonstrate compliance with Condition 29 at key stages of development. This would provide compliance assurances to both the local government and surrounding landowners.
- h. The local government recommends that the applicant maintain post development monitoring with records of any bird collisions with turbines.
- i. Any clearing may necessitate separate approval or a clearing permit from the Department of Environment Regulation.
- j. This planning consent is not an approval for any viewing platform / areas or extractive industry.
- k. It is acknowledged that the applicant intends to pay for the costs associated with changing procedures for the Katanning Aerodrome. This will need to be a private arrangement with the Shire of Katanning. A condition cannot be imposed on this development to require payment of moneys to a third party for the aerodrome which is located outside of the development site. It is recommended the applicant continue to liaise with Airservices Australia as more detailed planning occurs for final turbine locations.



- I. The applicant is advised that cabling should be installed underground where possible to minimise visual impact.

All other conditions, footnotes and advice notes remain as per the DAPs' original decision dated 26 July 2013.

Where an approval has so lapsed, no development shall be carried out without further approval having first been sought and obtained, unless the applicant has applied and obtained Development Assessment Panel approval to extend the approval term under regulation 17(1)(a) of the *Planning and Development (Development Assessment Panels) Regulations 2011*.



- REVISED TURBINE LOCATIONS
- PREVIOUSLY APPROVED TURBINE LOCATIONS
- BUILDINGS

SUBJECT PROPERTIES IN
BROOMEHILL - TAMBELLUP SHIRE

Note: Turbines on lots that are not shaded
are proposed in the Shire of Kojonup and do
not form part of this application

FLAT ROCKS WIND FARM

1000 0 1000 2000 3000 4000 5000 6000 7000 8000 9000 10000 Meters



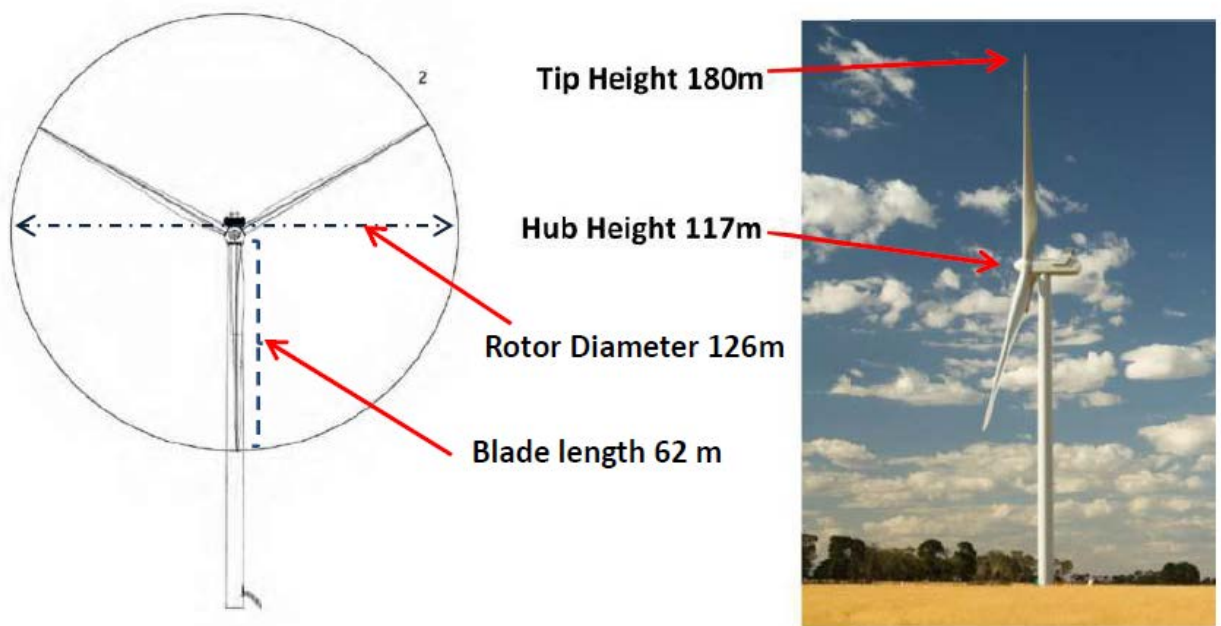
TURBINE LAYOUT 2017 WITH PREVIOUSLY APPROVED LOCATIONS

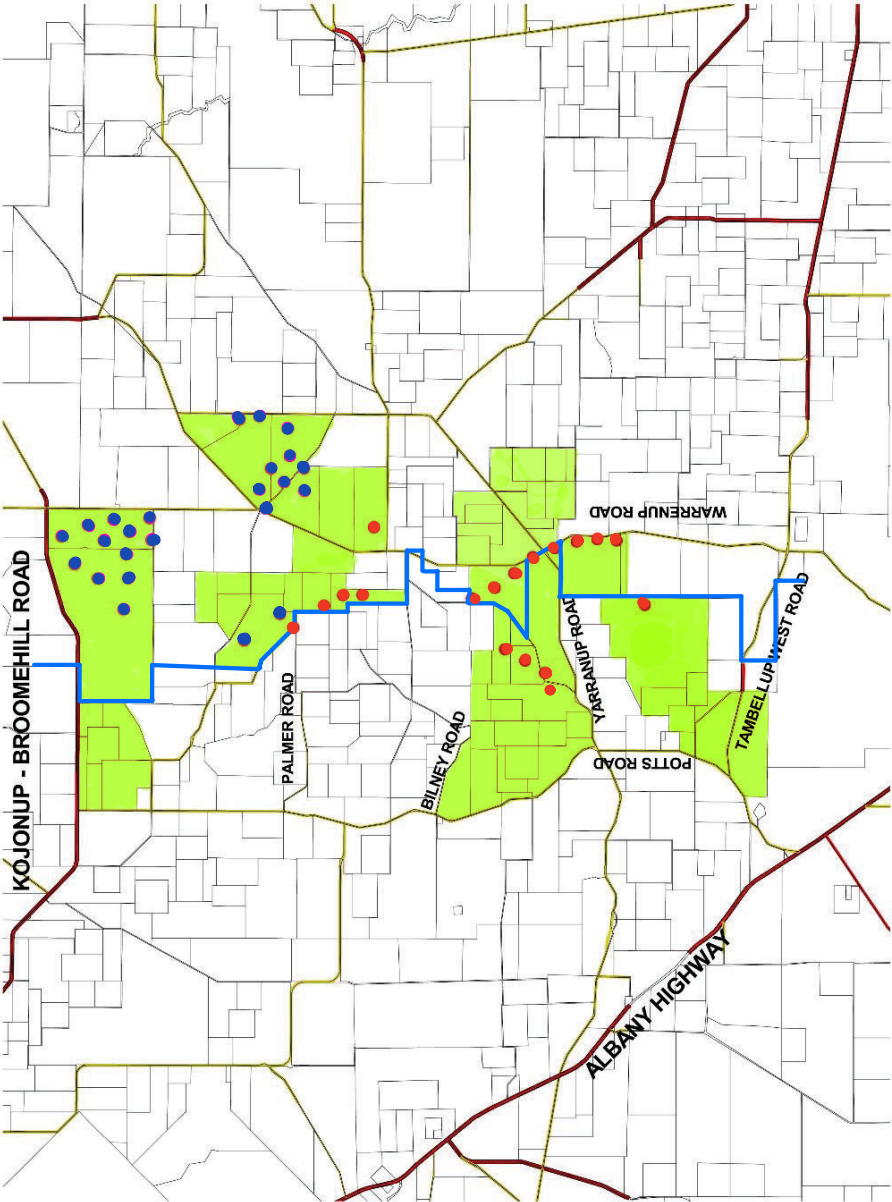
WILLIAM JAMES LANDSCAPE ARCHITECT

22 FEBRUARY 2017

ELEVATION OF VESTA V126 3.45MW WIND TURBINE

Figure 9: Vestas V126 3.45 MW Wind Turbine Specifications





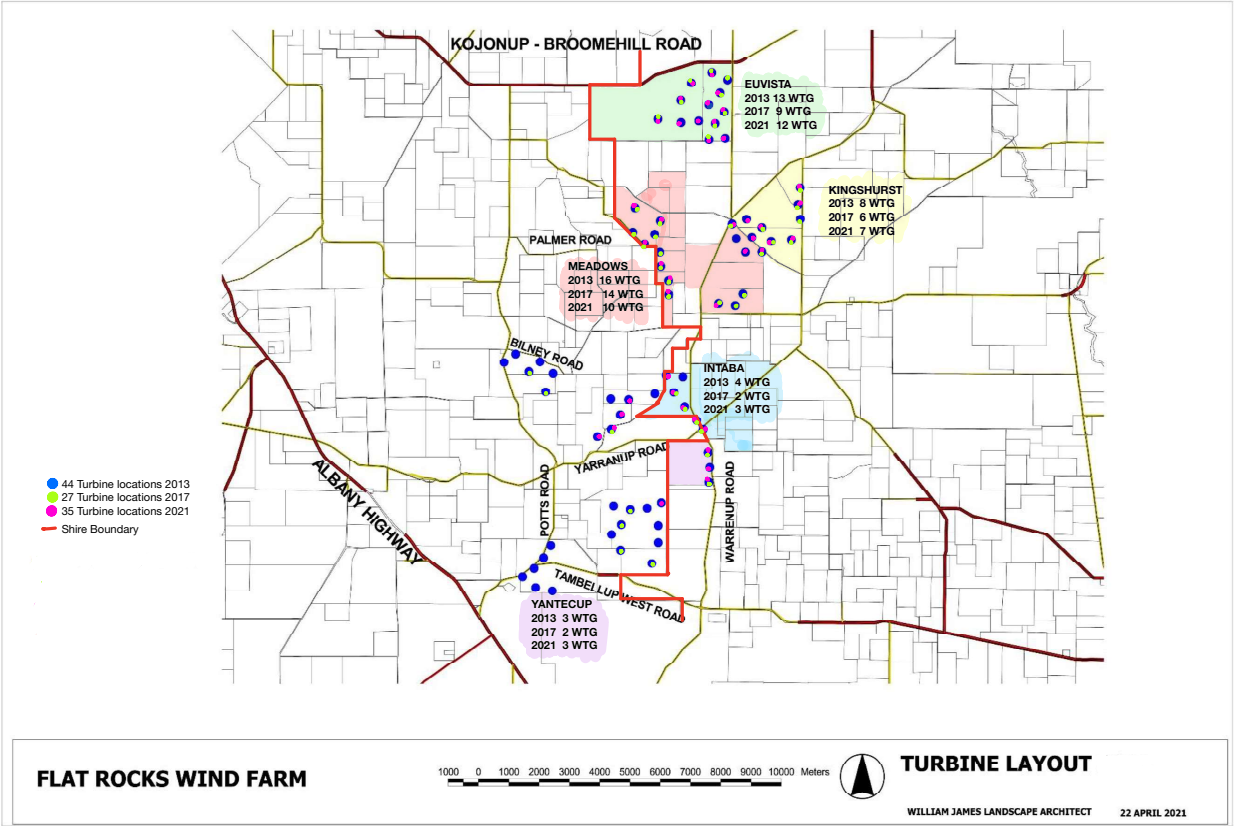
- Turbines 2021 layout Stage 2
- Turbines 2021 layout Stage 1
- Shire Boundary
- Development Area



TURBINE LAYOUT 2021

FLAT ROCKS WIND FARM

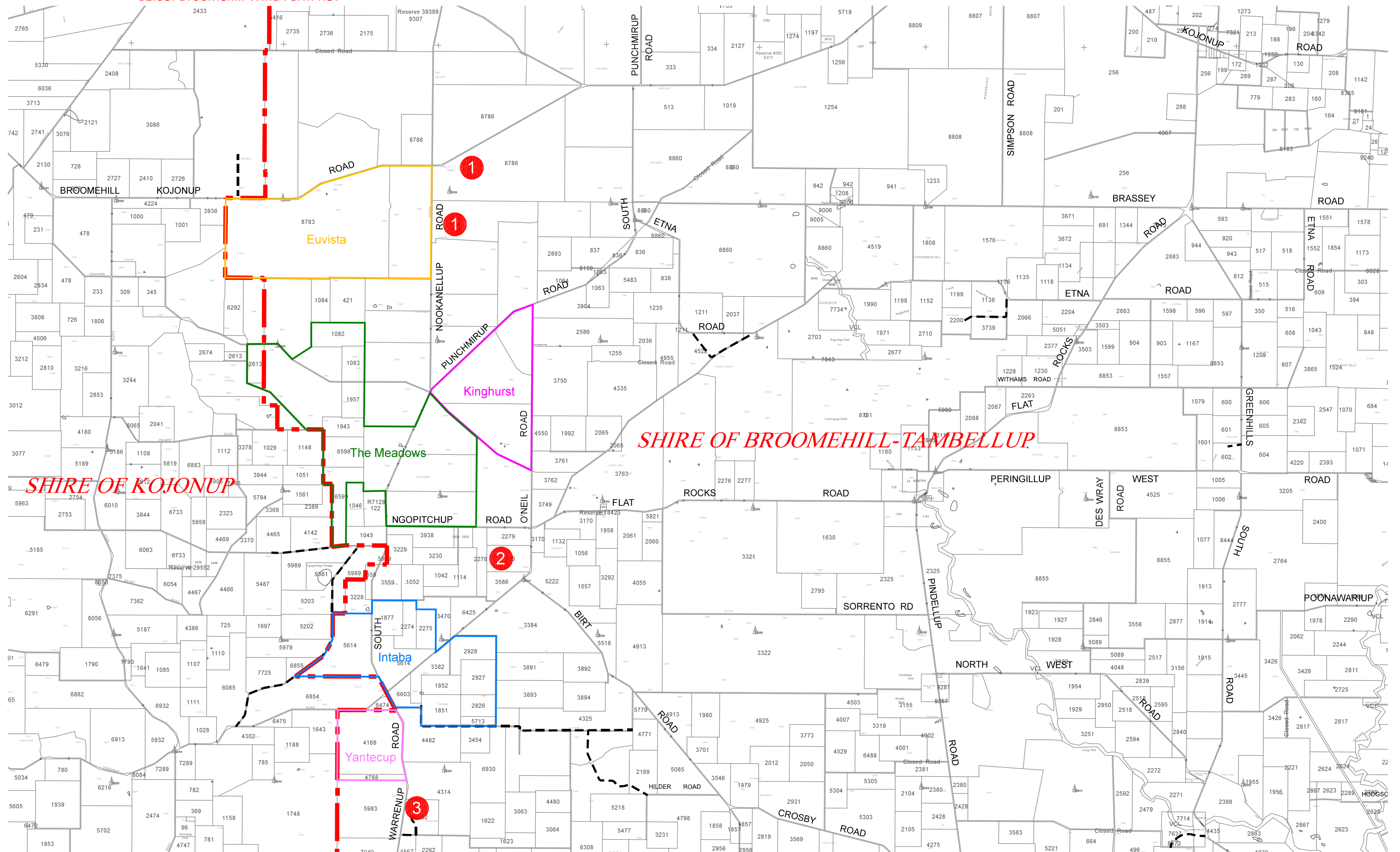
11.08d Attachment 4 Comparison Map



REQUEST FOR ADDITIONAL MATERIAL – APPLICANT NOTICE
(Pursuant to clause 65A of the Deemed Provisions)

ITEM	DESCRIPTION
1.	A site plan showing the local government boundary between the Shire of Broomehill Tambellup and Shire of Kojonup. The site plan to clearly identify the wind turbines proposed in the Shire of Broomehill.
2.	Additional information on the visual assessment and a comparison of the visual impact between the current JDAP approval dated the 22 May 2017, and the revised 2021 layout. The existing visual impact report focuses on changes between the original 2013 approval and the 2021 proposal. TPI has notated queries within the current visual impact assessment – Attachment 1.
3.	Written advice confirming that the stakeholders (No27 and 30) impacted by the shadow flicker identified in Table 5 of the ‘Shadow Flicker and Blade Glint Assessment’ dated 27 July 2021 understand, accept and have no objections to the exceedances (identified in the report).
4.	A written response / comments in response to the advice provided by AirServices Australia – Attachment 2.
5.	A revised Form 2 signed by all landowners identifying all conditions affected by the proposed amendments. This is requested as: (a) The revised plan seeks approval for 35 wind turbines, however it contradicts existing Condition 2 which limits the turbine numbers to 27. (b) The revised plan is dated 2021 however existing Condition 3 refers to the previous site plan which has become superceded.
6.	A plan that summarises the approved wind turbine locations applicable to the original 2013 approval, the revised layout approved in 2017 and the proposed current 2021 layout. This is requested to explain the history of approvals easily to the DAP.

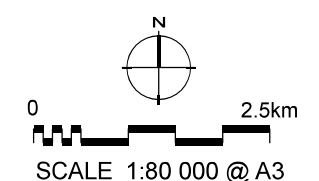
11.08f Broomehill Wind Farm Rev



ATTACHMENT 1 LOCATION PLAN AND OBJECTIONS DAP APPLICATION IPA12112235

OBJECTORS

1. H & P Bignell
2. E O'Neill
3. G & K Sheridan



**LIST OF 2017 CONDITIONS - PROPOSED AMENDMENTS (IN RED)
SUGGESTED AMENDMENTS (IN BLUE)**

- 1 The wind farm shall substantially commence ~~by the 6 March 2024.~~ ~~within 5 years of the date of this approval.~~
- 2 This approval is for a maximum of ~~35~~ ~~27~~ wind turbines.
- 3 The location of the wind turbines shall be generally in accordance with the attached plan dated ~~22 April 2021~~ ~~22 February 2017~~, and the application as submitted which includes the 'Flat Rocks Wind Farm Environmental Report' and Appendices.
- 4 The wind turbines are to be micro-sited in accordance with the following restrictions –
 - (a) All wind turbines shall be located a minimum distance of 1 kilometre from any residential dwelling / sensitive premises existing at the time of the issue of this planning approval unless approval in writing is first granted from the owner of that residential dwelling / sensitive premises to a closer location;
 - (b) The wind turbines shall be located in accordance with the 'Flat Rocks Wind Farm Landscape and Visual Assessment'. This report requires, in order to satisfy visual amenity considerations, either relocation of specified wind turbines or in the alternative, the implementation of vegetation screening.
- 5 This approval is for Vestas ~~V150 402MW~~ ~~V126 3.45MW~~ wind turbine.

Where the use of an alternative wind turbine is proposed, the Applicant must prepare and lodge with the local government a revised Noise Impact Assessment based upon the proposed alternative turbine, which demonstrates that that the alternative turbine can comply with condition 32 below.
- 6 The transformer associated with each wind turbine shall be located beside each tower or enclosed within the tower.
- 7 The wind turbines and rotors are to be constructed utilising a light grey colour.
- 8 All wind turbine towers are to be fully enclosed (to prevent birds perching or nesting).
- 9 All wind turbine towers to be unlit, unless required to comply with CASA regulations or the recommendations of the Applicant's risk management strategy.
- 10 The maximum height of each wind turbine shall be ~~200~~ ~~180~~ metres, measured from the base of the tower to the rotor tip at its maximum elevation.
- 11 The development approval also grants temporary development approval for the following –
 - (a) temporary service roads and car parks;
 - (b) crane hardstand areas;
 - (c) concrete batching plants;
 - (d) construction compounds;
 - (e) water tanks; and
 - (f) materials storage / laydown areas; and
 - (g) any other construction related infrastructure,

shown on the Construction Management Plan required by condition 18.

- 12 Any concrete batching plant shall be set back a minimum distance of 500 metres from any boundary shared with lots not the subject of this approval.
- 13 The development approval also grants development approval for the following –
- (a) service roads;
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 - (d) fencing;
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- shown on the Development Layout Plan required by condition 17.
- 14 All service roads are to be located, designed, constructed and drained to minimise the impact on local drainage systems, landscape and farming activities.
- 15 Electricity reticulation / transmission powerlines –
- (a) Between groups of wind turbine towers (called ‘gangs’) shall be placed underground, unless it is demonstrated to the satisfaction of the local government that it is impracticable to do so;
 - (b) Between the gangs, preferably underground, but over-head in circumstances where it is impracticable or uneconomical to install underground;
 - (c) Shall not be placed on or over land outside the lots the subject of this approval without the written approval of those land owners.
- 16 The electricity substation to be shown on the Development Layout Plan required by condition 17, must comply with the following development standards –
- (a) Minimum setback of 100 metres from the perimeter of the substation to the boundary of the location within the nominated development area;
 - (b) Maximum height of the substation building and infrastructure within the substation area to be less than 60 metres, excluding masts, poles, or infrastructure required by a separate regulatory authority;
 - (c) The area of the substation does not exceed 2 hectares, with the area to include the substation, perimeter fencing, and excluding fire breaks or vegetation buffer planting;
 - (d) The substation will not exceed 150MW power transfer to the grid.
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 - (f) Locations of the wind turbines, having regard to the restrictions in conditions 3 and 4 above, with all turbine towers to have a minimum distance of 60 metres from a boundary that is not an internal boundary within the development site;
 - (g) The location of any landscaping if required by condition 4(b).
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 - (b) The location of crane hardstand areas;
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 - (e) The location of the concrete batching plant, water tanks and any construction compounds and materials storage / laydown areas;
 - (f) The location and extent of excavation required for the purpose of laying cabling;
 - (g) A timetable for the removal of temporary development after completion of the construction phase;
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 - (b) Make arrangements with adjoining landowners regarding the construction of noise sensitive premises on land;
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33. The Applicant is to implement the Decommissioning and Rehabilitation Management Plan during the decommissioning and rehabilitation process.
34. All lots the subject of this development approval shall be returned to pre-development state following decommissioning, with the exception that underground infrastructure (such as footings and cables) may be retained below normal ploughing levels where retention allows for continued agricultural use.
35. If any below ground infrastructure is retained on site following decommissioning, notifications are to be placed on the affected Certificates of Title to alert prospective purchasers that there are underground cables and or infrastructure on the land which may impact on future development or building locations, within 3 months of the wind farm being decommissioned. The Notifications are to be prepared and lodged at the cost of the Applicant.