



Government of **Western Australia**
Department of **Communities**



Disability Access and Inclusion Plan (DAIP) Progress Report 2020–2021

Table of contents

Introduction..... 1

Important notes.....1

Your details 2

Access and inclusion progress 2

1. General services and events2

2. Buildings and facilities3

3. Information and Communication.....5

4. Quality of service6

5. Complaints and safeguarding7

6. Consultation and engagement.....8

7. Employment, people and culture.....9

Agents and Contractors 10

General questions about your approach to access and inclusion 10

General feedback..... 12

Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2020-2021.

Collecting information about the extent of the effectiveness of DAIPs through a Progress Report is an important requirement of the Disability Services Act 1993. The information is used by the Minister for Disability Services to report to Parliament. Your contribution is greatly appreciated.

The format of the report this year reflects previous report feedback about the confidence, awareness and progress public authorities have made to access and inclusion. As you consider your responses, we are particularly interested in:

- The extent to which access and inclusion is effectively integrated into policies and practices
- The influence of access and inclusion measures on customers, clients, residents, or communities.

Once you have approval from your organisation, please send your completed report to access@communities.wa.gov.au

Please complete your DAIP progress report by **Friday 16 July 2021**.

Help in completing your Progress Report is available by contacting the Access and Inclusion team:

Email: access@communities.wa.gov.au

Phone: 0432 835 850

Important notes

- Please answer all questions.
- Please include as much detail on key initiatives as possible to share the narrative about the initiative. This may include how the issue arose and the responsiveness required; who was involved or helped inform the activity; what the activity was and whether it was successful or not. You can add extra text boxes if needed.
- Communities welcomes the efforts of public authorities to influence access and inclusion outcomes outside your organisation. Please include any such initiatives in the most appropriate outcome area.
- Photographs are most welcome; they may be used in the Minister for Disability Services' yearly report on DAIPs. You can upload a photograph for each outcome area, or if you have a series of photographs for one outcome area, upload a document file with the photographs inside. NOTE that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A sample permission form is [available](#).

Your details

Name of public authority: Shire of Broomehill-Tambellup

Name of contact person: Pam Hull

Phone number: 9825 3555

Email: projects@shirebt.wa.gov.au

Access and inclusion progress

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **NO**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. **NIL**

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **YES**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

In 2020 the Shire of Broomehill-Tambellup officially opened the new Broomehill Fire Station, which accommodates the Broomehill Central Bushfire Brigade, and is also available for community use by groups such as the Broomehill Mens Shed. As a community facility, the building features well-constructed concrete paths and a ramp leading to the building from the sealed car park, and accessible amenities.

A separate project undertaken by WA Country Health Service saw the access to the Tambellup Health Centre improved, providing steps, a ramp, handrails and tactile pavers through to the new centre foyer. This required significant work to be undertaken within the footpath area at the front of the building but has been implemented well and complements the building.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. **AS ATTACHED**

A: Broomehill Fire Station -1



B: Broomehill Fire Station – 2



C: Tambellup Health Centre



3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

- a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **NO**
- b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.
- c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive, or readily adjust to people's needs.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **YES**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

A number of Shire staff members completed Mental Health First Aid training conducted by Mental Health First Aid Australia in 2021. As well as being of benefit in supporting co-workers experiencing mental health issues, those receiving the training will also be able to take this knowledge into their homes and families and the broader community.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. **NIL**

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **NO**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. **NIL**

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies, or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes and potentially awareness of different perspectives.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **NO**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. **NIL**

7. Employment, people, and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is focused on your organisation's activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **NO**

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

c. Please attach and share any photographs you have of the activities, and if there are people in your photo, please included signed permission. **NIL**

Agents and Contractors

The Disability Services Act 1993 requires authorities to take practicable measures to implement DAIPs through agents and contractors. Engaging key agents and contractors about your DAIP helps to make sure that services delivered to the public on your organisation's behalf share the values and reputation associated with your commitment to access and inclusion.

a. Does your organisation have measures in place to influence your agents and contractors to act in accordance with your access and inclusion values? **NO**

b. If Yes, please briefly describe your organisation's approach.

General questions about your approach to access and inclusion

a. Which part of your organisation leads the implementation of your DAIP, and how this aligns best for your organisation's structure and objectives? (Tick the most appropriate category)

Corporate Services	
Service delivery	
Office of Director General/Chief Executive Officer	X
Infrastructure Planning	
Policy	
Other	

b. In 2020-2021, which of the following mechanisms helped your organisation respond to new and existing access and inclusion issues? (Please tick single or multiple options)

DAIP Implementation plan	X
Internal working group or committee	
External working group or committee	
Community feedback and/or co-design mechanisms	X
Other	

c. In 2020-2021, which strategy or strategies were adopted within your organisation to raise awareness of your DAIP and/or general access and inclusion? (Please tick single or multiple options)

All new staff receive a copy of the DAIP	X
Workshops/seminars/training/events	
DAIP is referenced in internal policies and procedures	
DAIP planning is integrated into other organisational commitments	X
Other	

d. In 2020-2021, did your organisation plan activities in your disability access and inclusion plan which were not implemented? (Please tick a single option)

Yes	X
No	

e. If Yes, what were the main reason(s)? (Please tick single or multiple options)

Change in budget resources	
Change in staffing capacity/leadership	
Change of priority	
Loss of engagement with stakeholders	
Other – reliance on contractors to undertake scheduled works or services	X

f. (optional) As manager of your agency's plan, please provide any observations about how well your plan and its implementation relate to the following?

Please respond with either Yes, No, Mostly or Sometimes along with any additional comments.

Is informed by internal and external stakeholders	Yes
Is relevant to the values of the organisation	Yes
Works together with other organisational strategies	Mostly
Generally, has some form of assessment or evaluation of its strategies	Yes
Is reinforced within the organisation as a 'living' document.	Sometimes

General feedback

If you have anything else you wish to share about your organisation's experiences, or general feedback or advocacy about access and inclusion, please include below.

No comment

Thank you for completing the 2020-2021 DAIP Progress Report.

DAIP Implementation 2020-2021

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
1.1	Ensure that people with disability are consulted on their need for services and the accessibility of current services.	• Review feedback mechanisms for use by all services, provided or funded.	Ongoing	Strategic Support & Projects Officer	Feedback mechanisms promoted monthly in Topics
		• Review consultation guidelines for all future reviews of services.			
1.2	Monitor Shire services to ensure equitable access and inclusion.	• Conduct systematic reviews of the accessibility of Shire services.	Ongoing	Strategic Support & Projects Officer	Periodic review - no issues identified
		• Rectify identified barriers and provide feedback to consumers.			
1.3	Develop links between the DAIP and other Shire plans and strategies.	• Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly	Ongoing	All managers	Strategic plan: Objective 1.1 CBP: Action 1.1.1.2
1.4	Ensure that events, whether provided or funded, are accessible to people with	• Ensure all events are planned using the Accessible Events checklist.	Ongoing	Executive Assistant	Checklist available - Y:\Disability Access & Inclusion Plans
1.5	Improve access to the information in the library.	• Provide large print books for relevant community members	Ongoing	Library Services	Large print, audio books, promotion of online services offered by State Library of WA
Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
2.1	Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	• Undertake inspections to identify access barriers to buildings and facilities.	Annually	Building Services	Tambellup Health Centre - entry upgraded ramp/steps (WACHS)
		• Prioritise and make a submission to Council to commence work on rectifying identified barriers.			Handrails to Tambellup oval steps not completed Broomehill complex accessibility upgrade not commenced
2.2	Ensure that all new or redevelopment works provide access to people with disability, where practicable.	• Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities, including footpath upgrades.	Ongoing	Building Services	Broomehill Fire Station completed September 2020. Accessible facilities.
		• Ensure that no development application is signed off without a declaration that it meets the legal requirements.			
		• Ensure that key staff are trained and kept up to date with the legal requirements.			Building Surveyor
2.3	Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	• Undertake an audit of ACROD bays and implement a program to rectify any non-compliance.	Annually	Manager of Works	Markings for ACROD bay at Health Centre to be refreshed (Townscape project - 2021)
		• Consider the need for additional bays at some locations.			Nil additional bays required

Continued Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
2.4	Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	• Provide information (available on the DSC website), on the needs of people with disability and of legal requirements and best practice.	Ongoing	Strategic Support & Projects Officer	Link on website
		• Promote access to business.			Link on website
		• Make access information available on the Shire’s website.			Link on website
2.5	Ensure that all recreational areas are accessible.	• Conduct audit of halls, sports pavilions and playgrounds.	Annually	Building Services	Access to Tambellup Hall to be modified (Townscape project - 2021) Handrails to Tambellup Oval steps not completed Broomehill Complex accessibility upgrade not commenced
		• Develop and implement a program of progressive upgrade, taking into consideration feedback from the community.			As above
Outcome 3: People with disability receive information from the Shire of Broomehill-Tambellup in a format that will enable them to access the information, as readily as other people are able to access it.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
3.1	Ensure that the community is aware that Shire information is available in alternative formats upon request.	• Ensure that all documents carry a notation that it is available in alternative formats on request.	Ongoing	All staff	On all documents
		• Publicise the availability of other formats in the local newsletter.		Strategic Support & Projects Officer	In Topics - Shire Notes monthly
3.2	Improve employee awareness of accessible information needs and how to provide information in other formats.	• Ensure information relating to State Government Access Guidelines for Information, Services and Facilities is up to date and available to staff on the Shire’s internal records system	Annually	Strategic Support & Projects Officer	In Shared Data/Disability Access and Inclusion Plan
3.2	Ensure that the Shire’s website meets contemporary good practice.	• Monitor website to ensure content complies with the W3C web content guidelines.	Ongoing	Strategic Support & Projects Officer	New website 2020 -compliant
		• Budget for and provide interpreters to significant events on request.		Executive Assistant	Nil required 2020-2021
		• Make budget provision for interpreters and advertise the availability of the service.		Executive Assistant	Nil required 2020-2021

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Broomehill-Tambellup as other people receive.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
4.1	Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	• Determine training needs of Elected members and employees and conduct training as required	Ongoing	Chief Executive Officer	Mental Health First Aid training completed by 3 staff. Two staff attended LGIS workshop 'Mentally Healthy Workplace'
				All Managers	
4.2	Improve community awareness of disability and access issues.	• All public documents state that they are available in different formats	Ongoing	All Managers	Ongoing - all documents
Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
5.1	Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	• Review current grievance mechanisms and implement any recommendations.	Ongoing	Strategic Support & Projects Officer	As per Policy, Customer Service Charter
		• Develop other methods of making complaints, such as web-based forms.			Web form to be considered 2021
		• Promote accessible complaints mechanisms to the community.			Feedback mechanisms promoted monthly in Topics
Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
6.1	Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	• Consult people with disability in a range of different consultation mediums, e.g. focus group, interviews, surveys.	Ongoing	Strategic Support & Projects Officer	Nil 2020-2021
		• Develop a register of people to provide comment on access and inclusion issues.			To be developed
6.2	Ensure that people with disability are aware of and can access other established consultative processes.	• Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire’s website.	Ongoing	Executive Assistant	Ongoing - all documents

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Broomehill-Tambellup.					
Strategy		Task	Task Timeline	Responsibility	Progress 2020-2021
7.1	Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining people with disability.	<ul style="list-style-type: none"> Monitor Diversity Questionnaire feedback for disability requirements/changing needs. 	Annually	Strategic Support & Projects Officer	Diversity questionnaire to all new staff, requirements taken into consideration
		<ul style="list-style-type: none"> Job advertisements are in an accessible format (e.g.; 12 or 14 pt, Arial) and include reference to the Shire being an Equal Opportunity Employer. 	Ongoing	All Managers	Ongoing
		<ul style="list-style-type: none"> Ensure interview venues are accessible. 			
		<ul style="list-style-type: none"> Consider job flexibility with regard to location and work hours. 			
		<ul style="list-style-type: none"> Ensure job descriptions contain sufficient detail of tasks and skills required. 			
		<ul style="list-style-type: none"> Consult with Disability Employment Services (providing a free service for employers) for advice, when applicable. 			
		<ul style="list-style-type: none"> Ensure development opportunities are available. 			
7.2	Ensure policies and procedures are regularly reviewed	<ul style="list-style-type: none"> Occupational Health and Safety 	Annually	All Managers	Reviewed by OSH Committee 2020
		<ul style="list-style-type: none"> Workplace accessibility 			OSH Building inspections - annual
		<ul style="list-style-type: none"> Procedures manual 			Ongoing - Works and Admin

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				ON TRACK	APRIL-JUNE 2021 ACTION UPDATE COMMENTS	
						FY 20/21	FY 21/22	↗		MONITOR		
										HOLD		
										COMPLETED		
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	✓	✓	✓		Review of DAIP is complete. Accessibility upgrade at Broomehill Rec Complex to be funded as part of the Drought Communities Program. Handrails to be installed to steps at Tambellup Oval.			
		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 activities. South Coast NRM Strong & Proud Program recommenced in Term 1 2021 and has been well attended. The program is supported by a steering committee consisting of Shire, Police, school, DLGSC and community representation. The program ends at the end of Semester 1 and SCNRM is seeking funding to continue at commencement of 2022.		
			A1.1.2.2	Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓		Promotion of 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. Annual Preparedness and Capability Report completed. Quarterly LEMC meeting held June 2021.			
			A1.1.3.3	Provide community education on risks as identified by the Local Emergency Management Committee and mitigation strategies	✓	✓	✓		Promotion of storm season information 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. 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, Relationships WA, Aboriginal Health, Mental Health, Police, CRC, Palmerston, Wanslea, Baldjamaar Foundation, South Coast NRM, 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 to 31 December 2021.
A1.2.2.2	Support and facilitate upgrade of youth facilities				✓	✓	✓		Drought Communities Program projects include construction of nature playground in Holland Park, upgrade of Tambellup Railway Station to be utilised as Youth Centre.Feedback sought and meeting held with facility users to determine best options - either upgrade Railway Station or youth centre. Preference of users is to upgrade existing youth centre - staff to liaise with community to identify requiriements and DCP for variation if required.			
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	✓	✓	✓		Ongoping liaison with Superloop re access to Shire towers for installation of high speed internet equipment.		
	A1.2.3.2			Support external funding applications for communications infrastructure	✓	✓	✓		Application through DFES STAND program for permanent NBN fixed satellite internet connections to Broomehill Recreational Complex and Tambellup Community Pavilion, for use during emergencies			
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 this quarter. CRC trainee no longer attending.			
		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.		
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	✓	✓	✓		Support to Broomehill Recreational Complex committee - development of plans for new deck in conjunction with accessibility upgrade and supply of sand for new pavilion pad. Financial support to Tambellup Noongar community re purchase of uniforms for NAIDOC netball carnival. Support to Tambellup Police - materials for community mural on Police Station. Financial sponsorship to Tambellup Golf Club for Mens open Day July 2021.		
			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

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				ON TRACK	APRIL-JUNE 2021 ACTION UPDATE COMMENTS
						FY 20/21	FY 21/22	↗		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	✓	✓	✓		Auditors have attended site, staff are dealing with ongoing enquiries. Working on response to JSCDL queries on local law review. End of financial year processes commenced. Adoption of new policies and delegations in line with regulation amendments. Review of Policy Manual Part 3 and 4, delegations	
				A1.5.1.4	Demonstrate sound financial planning and management	✓	✓	✓		Monthly financials presented to Council.	
				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.	
		S1.5.2	Engage effectively with residents and other stakeholders	A1.5.2.1	Conduct biennial Community Perceptions Survey	✓		✓		To be commenced July 2021 by Catalyse, in conjunction with Shires of Katanning and Kojonup.	
				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.	
				A1.5.2.3	Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓		Ongoing participation in WALGA Zone,Southern Link VROC, lead organisation in Great Southern Housing Initiative. Collaboration with Tambellup Interagency working group. 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. In relation to COVID-19 response: DEMC continues to meet bi-monthly to monitor the situation in the region in relation to state, national and international situation,	
		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 October 2020, 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.	
				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.	

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				ON TRACK	APRIL-JUNE 2021 ACTION UPDATE COMMENTS
							MONITOR	
							HOLD	
							COMPLETED	

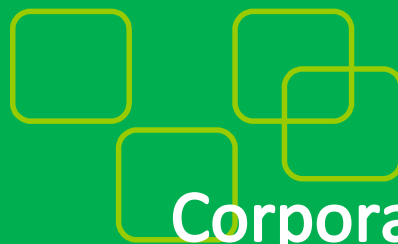
2. OUR ECONOMY										
2.1	Our community provides a unique tourism and visitor experience	S2.1.1	Build and promote the brands of our towns	A2.1.1.1	Review information signage across the Shire	✓				New directional signage installed in Tambellup townsite. Broomehill signage to be reviewed.
				A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓		Ongoing inclusion on Great Southern Treasures website, promotions.
		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	✓	✓	✓		Nil this quarter
		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, first patron April 2021 and regularly booked to date. Online booking system is almost ready to go live.
				A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup	✓	✓			Ongoing liaison with proposed purchaser of Lot 19 Taylor St for development as caravan park. The Tambellup Community Cropping Group has committed funds to partner with the shire to develop the proposed caravan park, including short stay accommodation. Funding to be secured to progress this project.
		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 2020-2021 Great Southern Treasures contribution Shire is providing in kind financial management to Great Southern Treasures (to transfer to Shire of Kojonup on 1 July 2021). Council delegates nominated to Great Southern Treasures committee CEO is working with the GST committee to determine an effective operating structure Budget provision for implementation of GSCORE trails projects in Broomehill and Tambellup (subject to GSCORE funding) Liaison with 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 - wildflower walks x 2 nominated, to be arranged with support of local enthusiast.
		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	✓		
A2.2.1.2	Develop independent living units in Broomehill					✓				Great Southern Housing Initiative - Holland Court units are complete, three 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 upcoming Bloom Festival Committment to 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
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
		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. Drought Communities Program projects will provide opportunities for local business participation.
				A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓		Support for new daycare business established in Tambellup.
		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 infrastructure

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				ON TRACK	APRIL-JUNE 2021 ACTION UPDATE COMMENTS
							MONITOR	
							HOLD	
							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 in	✓	P			Drought Communities Program funding element - implementation of historical interpretation in townsites.
				A3.1.1.2	Explore options for the development of a Holland Track Interpretive Centre	✓	✓			Drought Communities Program funding element - implementation of historical interpretation in townsites.
				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.
				A3.1.1.4	Review Tambellup Heritage Trail information signage	✓	P			Regional Trails Master Plan element.
		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	✓	P			Drought Communities Program funding project - townscape upgrade (Broomehill), townscape and town square (Tambellup)
				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	✓	P			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	✓	✓	✓		Nil this quarter
				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	✓	✓	✓		Road spraying program completed for 2020/2021.
				A3.2.3.2	Manage vegetation in agricultural corridors	✓	✓	✓		Roadside vegetation pruning program continuing
										2020-2021 roads construction program complete. Approval of Local Roads & Community Infrastructure Round 1 projects, Council endorsement of Round 2 projects.
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	✓	✓	✓		Funding for Regional Roads Group, Roads to Recovery and Blackspot 2021/2022 projects confirmed. Ongoing collaboration with Regional Roads Group.
				A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓		Ongoing consultation with stakeholders
				A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓		Budget provision for footpath maintenance and/or replacement. Local Roads & Community Infrastructure Round 1 project - footpath from Broomehill Caravan Park - Post Office completed, Council endorsement of Round 2 projects including parking at Broomehill Primary School, Broomehil Fire Station.
				A3.3.1.4	Develop and implement a Footpath Program for both towns	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021
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	✓	✓	✓		Great Southern Housing Initiative will provide new housing, older housing stock to be sold.
				A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓		



Corporate Business Plan 2018-2022

Reviewed July 2021



Shire of
**Broomehill
Tambellup**
looking forward

Contents

Our Vision.....	3
Our Overarching Goal	3
Introduction to Integrated Planning and Reporting	4
Review Schedule	4
Informing Documents	5
Financial Summary	6
Workforce Plan	7
Asset Management	7
Risk Management	7
Measuring Success	8
Community Aspirations.....	9
Key Result Area 1 – Our People	9
Key Result Area 2 – Our Economy	11
Key Result Area 3 – Our Places	13
Services and Facilities	15

Draft Version 1 – January 2019

Final Version 1 – Endorsed 18 April 2019

Interim Review – July 2020

Interim Review – July 2021

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Our Vision

Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life

Our Overarching Goal

To have a peaceful and friendly rural lifestyle with thriving towns

This document is part of a series of strategic and forward planning documents used by the Shire. The overall process is shown below.

The process has led to the development of priorities for social, economic, environmental, changing demographics and land use, and civic leadership. Objectives are set for the short, medium and long terms.



To assist in the implementation and activation of this Plan the Shire has considered its current and future resource capacity. The Corporate Business Plan will assist in the realisation of our community's vision and aspirations in the medium term. It details the actions, services, operations and projects the Shire will deliver within a 4 year period, the resources available and associated costs.

The Annual Budget will further break this down for each financial year, with the annual report detailing progress towards goals listed.

The Corporate Business Plan is a medium-term plan but is not a static document. As the community changes, the plan will need to change. A major review including long term visioning will be conducted with the community every four years, in line with the review of the Strategic Community Plan.

Shire of Broomehill-Tambellup Corporate Business Plan 2018-2022

significant or new information that has come to light since the last review and, importantly to review the financial implications of the Plan in the context of the Annual Budget and Long Term Financial Plan

The next desktop review will be completed in **June 2022** and annually thereafter, with the major review due in December 2022 **following** the major review of the Strategic Community Plan.

Informing Documents

Under the Integrated Planning and Reporting Framework, there are a number of documents, strategies and plans that are required to inform the Corporate Business Plan. These informing documents aim to ensure the shire's resource capabilities are matched to the community's needs and desires, and assist with sound and transparent decision making. The major informing documents include:

- Strategic Resource Plan, which incorporates:
 - Long Term Financial Plan
 - Asset Management Plan.
- Workforce Plan

The Shire has also developed and implemented a range of other strategic documents to guide its actions and priorities within the various service areas. These include:

INFORMING DOCUMENTS		
<u>Area of Responsibility</u>		
Executive and Governance <ul style="list-style-type: none"> ○ Council Policy Manual ○ Delegations Register ○ Enterprise Agreements ○ HR/Employee Manual ○ Customer Perceptions Survey ○ Local Planning Strategy ○ Local Planning Scheme ○ Local Laws 		
Administration and Corporate Services	Works and Technical Services	Community and Regulatory Services
<ul style="list-style-type: none"> ○ Management Practices Manual ○ Record Keeping Plan ○ Organisational Risk Management Guidelines ○ Business Continuity Plan ○ Housing and Land Strategy ○ Community Engagement Framework ○ Strategic Resource Plan 	<ul style="list-style-type: none"> ○ Ten Year Plant Replacement Plan ○ Roads Hierarchy ○ Townscape Plans ○ Broomehill Bike Plan ○ Tambellup Bike Plan ○ Ten Year Roads Program ○ Footpath Plan 	<ul style="list-style-type: none"> ○ Local Emergency Management Arrangements ○ Local Emergency Recovery Plan ○ Fire Break Order ○ Asbestos Management Plan ○ Disability Access and Inclusion Plan ○ Tambellup Municipal Inventory ○ Broomehill Municipal Inventory <p><i>To be developed:</i></p> <ul style="list-style-type: none"> ○ <i>Public Health Plan</i>

Financial Summary

The following forecast Statement of Funding is extracted from the Strategic Resource Plan to provide an indication of funding available from operational activities. The forecast statement should be read in conjunction with the Strategic Resource Plan and its underlying assumptions and predictions.

	2019-20	2020-21	2021-22	2022-23
	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES				
Revenues				
Rates	2,538,375	2,665,294	2,798,558	2,938,485
Operating grants, subsidies and contributions	2,154,591	2,197,683	2,241,634	2,286,464
Fees and charges	261,732	266,964	272,302	277,747
Service charges	0	0	0	0
Interest earnings	85,796	83,022	78,964	79,762
Other revenue	94,656	96,550	98,481	100,450
	5,135,150	5,309,513	5,489,939	5,682,908
Expenses				
Employee costs	(1,909,950)	(1,948,142)	(1,987,101)	(2,026,843)
Materials and contracts	(1,434,000)	(1,462,670)	(1,491,907)	(1,571,138)
Utility charges (electricity, gas, water etc.)	(194,616)	(198,508)	(202,475)	(206,525)
Depreciation on non-current assets	(3,013,108)	(3,156,593)	(3,225,536)	(3,287,744)
Interest expense	(76,386)	(70,962)	(65,320)	(59,450)
Insurance expense	(171,768)	(175,199)	(178,701)	(182,272)
Other expenditure	(89,760)	(91,554)	(93,381)	(95,246)
	(6,889,588)	(7,103,628)	(7,244,421)	(7,429,218)
	(1,754,438)	(1,794,115)	(1,754,482)	(1,746,310)
Funding Position Adjustments				
Depreciation on non-current assets	3,013,108	3,156,593	3,225,536	3,287,744
Net Funding from Operational Activities	1,259,070	1,362,478	1,471,054	1,541,434
FUNDING FROM CAPITAL ACTIVITIES				
Inflows				
Proceeds on disposal	881,280	1,046,642	1,028,310	1,033,722
Non-operating grants, subsidies and contributions	1,727,465	1,518,932	1,278,466	2,713,625
Outflows				
Purchase of property and equipment	(1,399,440)	(1,565,610)	(1,540,979)	1,553,289)
Purchase of infrastructure	(2,413,416)	(2,353,047)	(2,026,940)	(3,609,176)
Net Funding From Capital Activities	(1,204,111)	(1,353,083)	(1,261,143)	(1,415,118)
FUNDING FROM FINANCING ACTIVITIES				
Inflows				
Transfer from Reserves	534,027	581,841	475,000	480,000
Outflows				
Transfer to reserves	(526,585)	(526,395)	(617,097)	(535,390)
Repayment of past borrowings	(140,380)	(145,084)	(151,446)	(157,315)
Net Funding From Financing Activities	(54,559)	(9,395)	(209,911)	(126,316)
Estimated Surplus/Deficit July 1 B/Fwd	0	0	0	0
Estimated Surplus/Deficit 30 June C/Fwd	0	0	0	0

Workforce Plan

The Shire completed a minor review of its Workforce Plan during 2020/2021. A staff survey conducted at that time reflected a satisfied staff, who are confident in their ability to perform the many tasks that make up their roles, are willing to undertake training to further develop their skills, and enjoy the team environment.

Outcomes from the review included the need for extra resourcing for the Works Administration position (0.6FTE), and extra administration support to senior staff (0.6FTE). Council will consider resourcing for these additional staff hours in the 2021/2022 budget.

The minor review of the Strategic Community Plan 2018-2028 was completed early in 2020, with a request for Council and community feedback on the document. At the close of the submission period on 26 February 2021, no issues were raised by the community during this consultation period that required consideration through the Workforce Plan. It is noted that the strategies contained in the Strategic Community Plan will be able to be managed within current roles and workforce, with support from specialist consultants or contractors resourced from the approved budget.

In 2019, in response to community feedback, a new staff position of Trainee Youth Worker was created for an initial 12 month period, funded by grant funding, Council funding and community contribution. Recruitment to the position was delayed by COVID-19, and the appointee commenced in September 2020. Unfortunately the appointee could not continue in the role, and this position was discontinued in October 2020.

Alternative arrangements for provision of this service were investigated. In May 2021, the Shire partnered with Albany Youth Support Association to provide youth worker services three days per week, funded through existing funding to the end of December 2021. Council will consider future funding of this contracted service in the 2021/2022 budget.

Asset Management

The Shire has developed a strategic approach to asset management and prepared asset management plans based on the total life cycle of assets. The Asset Management Plans, contained within the Strategic Resource Plan, will assist the Shire in predicting infrastructure consumption and asset renewal needs, and identify the cost required to renew or preserve the asset (renewal gap). The continued allocation of funding towards the renewal of assets and funding for maintenance and upgrades will result in a positive investment for the community in future. Asset acquisitions and capital works are funded from rate revenue, specific cash reserves, government grants or borrowings.

Risk Management

The Shire provides a diverse range of services and facilities to the general public which exposes it to risks. As part of the implementation of Integrated Planning and Reporting, the Shire intends to formalise its risk based management practices to improve the management of identified risks.

The Shire has a practice of conducting a regular review of insurance levels of assets by the Chief Executive Officer and Manager Finance and Administration to ensure the level is adequate. The Shire's insurer is LGIS.

The Financial Management Regulations require the investment of surplus funds (including cash reserves) to be in term deposits held by authorised deposit taking institutions or Treasury bonds.

The Shire seeks to engage experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles with minimal risk to the community and the Shire.

Measuring Success

The purpose of the Plan is to align the community's visions and aspirations for the future of the Shire of Broomehill-Tambellup to the Shire's objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Strategic performance indicators provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The strategic performance indicators and desired trend for each objective are as follows:

KRA 1: OUR PEOPLE

Outcome Measures will include:

- Community satisfaction
- Crime Statistics (stable/decrease)
- % of community participating in council engagement process (increase)
- Statutory financial ratios (maintain healthy ratios)
- Unqualified Audit

KRA 2: OUR ECONOMY

Outcome measures will include:

- Community satisfaction
- Visitor statistics – caravan parks (increase)
- Census data – population, demographics (stable/increasing)
- # and value of development and building applications (increase)
- Employee retention rates (maintain/increase)
- Shire local spend (increase)

KRA 3: OUR PLACES

Outcome measures will include:

- Community satisfaction
- Statutory asset management ratios (maintain healthy ratios)
- % of waste diverted from landfill (increase)

Community Aspirations

Key Result Area 1 – Our People

Desired Outcome: To have a cohesive, diverse and inclusive community supported by quality services and facilities. These will be supported by a Council demonstrating effective leadership and good governance.

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
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	✓	✓	✓	✓	✓
	A1.1.1.2 Review Disability Access and Inclusion Plan and improve outcomes	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.1.2.2 Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓	✓	✓
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)	✓	✓	✓	✓	✓
	A1.1.3.2 Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓	✓	✓	✓
	A1.1.3.3 Provide community education on risks as identified by the Local Emergency Management Committee and mitigation strategies	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.2.1.2 Support agency delivery of services and activities	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.2.2.2 Support and facilitate upgrade of youth facilities	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.2.3.2 Support external funding applications for communications infrastructure	✓	✓	✓	✓	✓

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
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 (Deleted July 2020)					
	A1.3.1.2 Investigate and initiate traineeship program – works/admin			✗	✓	✓
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	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.4.1.2 Maintain facilities and infrastructure utilised by community groups	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A1.5.1.2 Review and communicate Council's Customer Service Charter		✗	✓		✓
	A1.5.1.3 Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓	✓	✓
	A1.5.1.4 Demonstrate sound financial planning and management	✓	✓	✓	✓	✓
	A1.5.1.5 Ensure transparency of Council decision making through effective communication with residents	✓	✓	✓	✓	✓
	A1.5.1.6 Effectively manage organisational risk	✓	✓	✓	✓	✓
S1.5.2 Engage effectively with residents and other stakeholders	A1.5.2.1 Conduct biennial Community Perceptions Survey	✓		✗	✓	✓
	A1.5.2.2 Promote engagement opportunities widely, and utilise a range of engagement methods to increase and encourage participation	✓	✓	✓	✓	✓
	A1.5.2.3 Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓	✓	✓

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
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	✓	✓	✓	✓	✓
	A1.5.3.2 Conduct biennial staff satisfaction survey		✓		✓	✓
	A1.5.3.3 Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓	✓	✓
	A1.5.3.4 Maintain quality staff housing	✓	✓	✓	✓	✓

Key Result Area 2 – Our Economy

Desired Outcome: To maintain an environment in the towns and rural areas of the Shire that is conducive to tourism, business and population retention and growth.

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
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		✓	✓	✓	✓
	A2.1.1.2 Promote the towns and Shire through tourism media where appropriate	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A2.1.3.1 Investigate provision of short stay accommodation at Broomehill Caravan Park	✓	✓	✓		
S2.1.3 Develop and support options for short stay visitor accommodation	A2.1.3.2 Investigate establishment of a Caravan Park in Tambellup			✓	✓	
	A2.1.4.1 Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓	✓	✓
S2.1.4 Promote and support local and regional tourism initiatives	A2.1.4.2 Participate in regional tourism events where appropriate	✓	✓	✓	✓	✓
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	✓	✓	✓		
	A2.2.1.2 Develop independent living units in Broomehill	✓	✓			

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
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	✓	✓	✓	✓	✓
S2.2.3 Explore opportunities to release or sell land for residential development	A2.2.3.1 Review and implement Housing and Land Strategy	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A2.2.4.2 Advocate to WA Country Health Services to maintain/increase levels of service available at Tambellup Health Centre	✓	✓	✓	✓	✓
2.3 Our Shire actively supports existing local businesses and encourages new business initiatives						
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			✓	✓	✓
	A2.3.1.2 Continue to support the Tambellup Business Centre	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A2.3.2.2 Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓

Key Result Area 3 – Our Places

Desired Outcome: To have appealing town centres and surrounding rural areas that reflect their unique history and culture, connected by quality transport infrastructure and well managed natural environments

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	➔
3.1 The history, heritage and culture of our communities is reflected in attractive townscales						
S3.1.1 Investigate and implement options for cultural interpretation	A3.1.1.1 Consolidate existing tourism based plans for Broomehill and implement	✓	✓	✓	✓	
	A3.1.1.2 Explore options for the development of a Holland Track Interpretive Centre		✓	✓	✓	
	A3.1.1.3 Collaborate with and provide support to local history groups	✓	✓	✓	✓	✓
	A3.1.1.4 Review Tambellup Heritage Trail information signage		✓	✓	✓	
S3.1.2 Develop, maintain and enhance town streetscales and public areas	A3.1.2.1 Continue implementation of townscaping program in Broomehill and Tambellup	✓	✓	✓	✓	
	A3.1.2.2 Develop and implement a maintenance program for public areas, cemeteries	✓	✓	✓	✓	✓
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		✓	✓	✓	
	A3.2.1.2 Investigate alternative locations for landfill sites		✓	✓	✓	✓
	A3.2.1.3 Continue to support the Drum Muster program in Broomehill and Tambellup	✓	✓	✓	✓	✓
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		✓	✓	✓	✓
	A3.2.2.2 Explore and initiate community education programs eg Waterwise, recycling	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A3.2.3.2 Manage vegetation in agricultural corridors	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓
	A3.3.1.2 Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓	✓	✓
	A3.3.1.3 Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓	✓	✓
	A3.3.1.4 Develop and implement a Footpath Program for both towns	✓	✓	✓	✓	✓

Objectives/Strategies	Actions	18/19	19/20	20/21	21/22	→
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	✓	✓	✓	✓	✓
	A3.4.1.2 Review and implement the Asset Management Strategy	✓	✓	✓	✓	✓
	A3.4.1.3 Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓	✓	✓

Services and Facilities

Services and facilities provided by the Shire of Broomehill-Tambellup have been linked with the relevant strategies set out in the Corporate Business Plan. The table below provides a connection between provision of services and facilities, and the desired outcomes and strategies from the Strategic Community Plan which are included in this Corporate Business Plan.

	Key Result Area: Strategies		
Service/facility	Our People	Our Economy	Our Places
Caravan parks		S2.1.3, S2.2.2	S3.4.1
Cemeteries			S3.1.2, S3.4.1
Community Engagement	S1.1.1, S1.4.1, S1.5.2	S2.1.2	S3.1.1
Community buildings	S1.2.2,		S3.1.1, S3.1.2, S3.4.1
Council buildings			S3.4.1
Culture and Heritage	S1.1.1	S2.1.2	S3.1.1
Customer service	S1.5.1, S1.5.2, S1.5.3		
Drainage infrastructure			S3.1.2, S3.3.1, S3.4.1
Economic development		2.1, 2.2, 2.3	
Emergency Services	S1.1.3, S1.4.1, S1.5.1		S3.4.1
Employee housing	S1.5.3		S3.4.1
Financial Management	S1.5.1		
Governance	S1.5.1, S1.5.2		
Health and Building compliance		S2.3.1, S2.3.2	
Landcare and Environment	S1.1.1	S2.3.1	S3.2.1, S3.2.2, S3.3.3
Library services	S1.2.1, S1.5.1		
Lobbying and Advocacy	S1.1, S1.2, S1.3, S1.5	S2.2, S2.3	S3.1.1, S3.3.1
Parks and gardens			S3.1.2, S3.4.1
Public toilets			S3.1.2, S3.4.1
Regulatory and Ranger services	S1.1.3		S3.2.1
Regional Collaboration	S1.2.3, S1.5.2	S2.1.4, S2.2.2, 2.2.4, S2.3.3	S3.3.1
Roads infrastructure	S1.1.3		S3.3.1
Safety/crime prevention	S1.1.3		
Seniors housing		S2.2.1	
Sport/recreation facilities	1.2		S3.4.1
Long term Planning	S1.5.1		
Tourism/visitors		2.1	S3.1.1
Town planning		S2.3.1	
Town beautification			S3.1.2, S3.4.1
Volunteering	S1.4.1		
Waste/recycling	S1.5.2		S3.1.2, S3.2.1, S3.3.3
Youth services	S1.1.1, S1.1.2, 1.1.3, S1.2.1, S1.2.2, 1.3.1, S1.3.2	S2.2.4	

DRAFT - Review July 2021

Shire of Broomehill-Tambellup

46-48 Norrish St, Tambellup WA 6320

Phone: 08 98253555 Fax: 08 98251152

Web: www.shirebt.wa.gov.au Email: mail@shirebt.wa.gov.au

10.07 2021-2022 Fire Break Order - First Draft



2021 - 2022 Information Brochure
and Fire Break Order



SHIRE OF BROOMEHILL-TAMBELLUP

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General Shire Information

The Shire of Broomehill-Tambellup covers an area of around 2813 square kilometers, and has a population of over 1100 people. The Shire administration office is located in Tambellup; all general enquiries should be directed to the Tambellup office in the first instance. At both the Broomehill and Tambellup offices, staff are able to carry out vehicle and drivers licensing requirements, dog and cat registrations and payments, and payment of Shire accounts.

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

Administration Office: 46-48 Norrish St, Tambellup WA 6320

Business Hours: 8:30am - 4:30pm Monday to Friday

Telephone: 08 9825 3555 **Facsimile:** 08 9825 1152

Email: mail@shirebt.wa.gov.au

Website: www.shirebt.wa.gov.au

Broomehill Public Library 08 9825 3555

Tambellup Community Resource Centre and Library 08 9825 1177

Staff

Chief Executive Officer	Keith Williams
Manager, Works	Peter Vlahov
Manager, Finance and Administration	Kay O'Neill
Works Supervisor	John Farmer
Strategic Support & Projects Officer	Pam Hull
Executive Assistant	Annie Richardson
Finance/Rates Officer	Tash Korthuis
Finance/Administration Officer	Lesley Paskevicius
Works Administration Assistant	Coral Green
Customer Service Officers	Jacinta Panting
	Sam Dawes
Ranger/Building Maintenance Coordinator	Damon Powell
Community Emergency Services Manager	Cindy Pearce

Council Elections

Councillor elections are held every two years with the next election to be held in October 2021. Details regarding enrolment on the electoral roll, Councillor vacancies, opening date for nomination and date of election will be advertised in the local community newsletter the *Topics* and the *West Australian*.

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

Building Services

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

Health Services

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

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

Animal Control

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

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

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

DESCRIPTION	1 YEAR	3 YEARS	LIFE TIME
Unsterilised Dog or Bitch	\$50.00	\$120.00	\$250.00
Sterilised Dog or Bitch	\$20.00	\$42.50	\$100.00
Working Dog	\$12.50	\$30.00	\$62.50
Working Dog Sterilised	\$5.00	\$10.65	\$25.00
Registration of Cat	\$20.00	\$42.50	\$100.00
Approval to breed cats \$100.00 (per cat)			

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

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

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

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

Council has engaged the services of a Ranger who visits the Shire on a regular basis. Should you require any further information on your responsibilities, registration or local dog or cat laws, please contact the Shire office.

Private Works

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

Emergency Management

Council is required by legislation to have an Emergency Management Plan in place, outlining procedures and resources available to respond in the event of an emergency situation in our communities. The Emergency Management Plan was adopted by Council in June 2016 and is available on the Shire's website www.shirebt.wa.gov.au. Copies are also available for perusal at the Administration offices in Broomehill and Tambellup.

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

Standpipe Access

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

Please Note the type of water available at different standpipes.

Cemetery Road, Broomehill – Potable

Greenhills Road North, Broomehill – Potable

Crawford Street, Tambellup – Potable

Tambellup West Road, Tambellup - Stock

Cover image courtesy of Pam Hull

Shire of Broomehill-Tambellup

10.07 2021-2022 Fire Break Order - First Draft

FIRE BREAK ORDER

2021 - 2022

BUSH FIRE NOTICE AND INFORMATION

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

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

The penalty for non-compliance with this notice is a maximum fine of \$1000, and not withstanding prosecution, Council may enter upon the land and carry out required work at the owner's/occupier's expense.

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

Shire of Broomehill-Tambellup

2021 - 2022

PART ONE - FIRE BREAK ORDER

1.0 LAND ZONED RESIDENTIAL, TOWN CENTRE, INDUSTRIAL (Townsite land)

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

1.1 On land which is 4000 square metres (1 acre) or less in area, you shall remove all flammable material from the whole of the land, except live standing trees.

1.2 Land which exceeds 4000 square metres

On land which is 4000 sq metres (1 acre) or more in area, 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. The height of all grass on the land is to be less than 150mm in height.

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

During the period from **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.

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

3.1 During the period from **31st October 2021 to 15th April 2022** inclusive, completely surrounding the perimeter of any homestead building (excluding isolated nonflammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations, you shall have firebreaks at least 5 metres wide (if provided by burning, cultivating or chemical spraying), or 10 metres wide (if provided by being closely grazed or mowed). These breaks are to be to the satisfaction of the Bush Fire Control Officer. Wherever the 10 metre wide alternative is chosen, the outer 3 metres of the 10 metre area must be totally free of any flammable material, and where mowing is the method used, all residue of the mowing process must be removed from the area.

3.2 Crops

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

3.3 Boundary Firebreaks

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

4.0 LAND GREATER THAN 40 HECTARES

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

GENERAL INFORMATION

If it is considered impractical for any reason to meet requirements under this notice on any land, you may apply to Council or its duly authorised officers for permission to provide alternative measures or to take alternative action to abate fire areas on the land. This application must be made to council or a duly authorised officer by the 15th October 2021. If permission is not granted by Council or its duly authorised officers, you shall comply with the requirements of the notice.

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

HAZARD REDUCTION

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

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

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

DEFINITIONS

For the purpose of this notice:

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

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

Plantation Firebreaks

10.07.2021-2022 Fire Break Order - First Draft

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

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

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

1.0 BOUNDARY FIREBREAKS

- 1.1 Firebreaks shall be constructed fifteen (15) metres wide on the boundaries of all Plantations, Tree Farms or such other location as may be agreed to by the Council, in accordance with the requirements of definition - specification 2.2.
- 1.2 Firebreaks shall be constructed around Plantation Compartments of approximately thirty (30) hectares, in accordance with the requirements of definition—specification 2.3.

2.0 DEFINITIONS - SPECIFICATIONS

- 2.1 **Plantations/Tree Farms** - A plantation tree farm is defined as an area exceeding 3 hectares within *townsites* or an area exceeding 10 hectares within *rural* areas of trees planted for *commercial purposes*.
- 2.2 **Boundary Firebreaks - Fifteen (15) metre requirement -**
A boundary firebreak is defined as an area clear of all inflammable material both on ground and vertically, from the boundary inwards ten (10) metres and from this point to the first line of trees at fifteen (15) metres being a strip five (5) metres wide, maintained in a low fuel condition, eg. short grass and clear vertically, of all low overhanging branches at least four (4) metres from ground level.
- 2.3 **Planting Compartments** - A planting compartment is defined as an individual area of approximately thirty (30) hectares surrounded by firebreaks cleared of all inflammable material six (6) metres wide, with a vertical clearance of all overhanging branches at least four (4) metres upwards from ground level to allow unrestricted access for firebreak maintenance and fire fighting equipment at all times.

3.0 FIRE PROTECTION OF PRIVATE HARDWOOD/SOFTWOOD PLANTATIONS

As per the Plantation Fire Protection Guidelines adopted by the Great Southern Advisory Committee. Copies of these Plantation Guidelines may be obtained from the Council office. All hardwood and softwood plantations within the Council must comply with the Plantation Fire Protection Guidelines unless approval to vary these conditions has been granted by the Council.

- 4.0 **FIRE EQUIPMENT STANDARDS** - As per the Fire Equipment Standards specified in the Plantation Fire Protection Guidelines, where insufficient brigade fire fighting equipment is available for plantation fire protection or where plantation growers do not participate in the community based plantation fire equipment scheme, the following equipment levels are required.

5.0 DEFINITIONS:

~~10.07.2021-2022 Fire Break Order First Draft~~
Fast Attack relates to a 4x4 truck carrying a minimum of 400 litres of water.

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

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

Appliances are to be equipped to Bush Fire Service of WA standards.

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

Harvesting, Swathing and Baling of Stubble

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

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

SWATHERS AND BALERS: Are subject to the same conditions as harvesting during operations from **31st October 2021**.

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

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

BY ORDER OF THE COUNCIL

KEITH WILLIAMS
CHIEF EXECUTIVE OFFICER

Vehicle and Machinery Movement Bans in the Shire of Broomehill - Tambellup

10.07.2021-2022 Fire Break Order - First Draft

The following definitions shall apply on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulation 28A and 38B of the Bush Fires Act.

Laneway/Roadway (non-gazetted)

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

Registered On and Off Loading Area

A registered On and Off Loading area is defined as an area free of inflammable material, save live standing trees to a radius of 20 metres from the edge of the storage facility, and has written approval of the Council to be used as such.

Prescribed Fire Fighting Unit

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

Harvest Ban

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

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

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

Regulated Activities

1. Loading and off loading of grain, fertiliser and feed is only permitted on sites which are approved and registered by Council on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility. A mobile fire fighting unit shall be in attendance at all times while the site is in use during the ban period.

(Please note that an owner or occupier of a site may appeal to the Chief Fire Control Officer in cases where approval was not granted or granted subject to additional conditions).

2. Water carting for stock and domestic purpose provided it is accompanied by a prescribed fire fighting unit, or alternatively, the water carting vehicle is a prescribed fire fighting unit.

(400L of water must be retained on the vehicle at all times)

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3. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a prescribed fire fighting unit.
 4. All necessary carting of livestock provided that such a vehicle is accompanied by a prescribed mobile fire fighting unit.
 5. Activities which receive specific exemptions from Council or the Chief Bush Fire Control Officer (CBFCO).

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

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

BY ORDER OF THE COUNCIL

KEITH WILLIAMS

CHIEF EXECUTIVE OFFICER

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

1. IMPORTANT DATES TO REMEMBER

19th September 2021	Commencement of Restricted Burning Period.
1st November 2021:	Commencement of Prohibited Burning Period.
14th February 2022:	Close of Prohibited Burning Period.
15th April 2022:	Close of Restricted Burning Period.
15th April - 18th April 2022:	EASTER - BURNING PROHIBITED

2. RESTRICTED BURNING PERIOD 19TH SEPTEMBER TO 31ST OCTOBER 2020 AND 15TH FEBRUARY TO 15TH APRIL 2021 (all dates inclusive).

(Permits will not be issued for logs/ stumps/ timber heaps during period **19th September 2021 - 31st October 2021**)

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

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

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

1. At least two able bodied persons must be in attendance, unless specified by a permit.
2. The fire may not be lit on a day on which a "catastrophic", "extreme", "severe" or "very high" danger forecast has been issued for the district.
3. The fire may not be lit on a Sunday or public holiday.
4. At least one prescribed fire unit must be in attendance.
5. Any other conditions that are prescribed by the Fire Control Officer.

3. PROHIBITED BURNING PERIOD 1ST NOVEMBER 2021 TO 14TH FEBRUARY 2022 (DATES INCLUSIVE)

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

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

4. PROTECTIVE BURNING

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

Any protective burning that is to be carried out within the Prohibited Burning Period, from 1st November to 20th December 2021 (refer 3.1), is to be carried out between the hours of 6.00pm and midnight.

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

10-07-2021-2022 Fire Break Order - First Draft

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

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

**6. NOXIOUS WEEDS AND DISEASED PLANTS
(SECTION 26 & 26A Reg. 26 to 36A).**

You are requested to contact your Chief Fire Control Officer, Deputy Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

**7. OPERATION OF TRACTORS AND SELF PROPELLED HEADERS
(Section 27 Reg. 37A to 38A)**

During the Restricted and Prohibited Burning Times, all tractors and self propelled headers must not be used unless the exhaust system, if not mounted vertically, is horizontal or on any plane above the horizontal, a minimum of two metres above ground level. The system must be maintained in a sound and efficient condition and fitted with a spark arrester.

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

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

**8. OPERATIONS OF CHAFF CUTTING PLANTS
(Regulation 39)**

During the Restricted and Prohibited Burning Times, a fire extinguisher together with a container holding no less than 400 litres of water must be provided at the site where any chaff cutting plant is operating. A Brigade Fire Control Officer may make any other conditions which must be carried out by the operator.

9. WHEN A FIRE ESCAPES

In the event of a fire escaping beyond the boundaries of the land in respect of which a permit to burn has been granted, the holder of such a permit shall, if possible, immediately notify the nearest authorised officer and within 24 hours of the Suppression of such fire, shall report in writing the full circumstances causing such escape to the authorised officer by whom the permit was granted.

10. CHRISTMAS DAY

10.07 2021-2022 Fire Break Order - First Draft
Harvesting and the carting of grain are banned on Christmas day throughout the Broomehill-Tambellup Shire.

11. EASTER

Burning is prohibited during the Easter period from Good Friday to Easter Monday inclusive.

12. SWATHERS AND BALERS

A mobile and operational fire fighting unit having a capacity of at least 400 litres in attendance during swathing and baling operations from 31st October 2021.

Trailed units must have the towing vehicle attached at all times. Fire fighting unit must be situated in, or adjacent to, the paddock being harvested at all times

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

13. OXYACETYLENE, ARC WELDERS, ANGLE GRINDERS AND OTHER POWER EQUIPMENT

Operation of Oxyacetylene, arc welders, angle grinders and other power equipment during Restricted Burning Periods require the work site to be adequately cleared of inflammable material prior to the use of the above mentioned equipment and an appropriate fire extinguisher in attendance.

14. HARVEST BAN ZONES

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

BY ORDER OF THE COUNCIL

KEITH WILLIAMS

CHIEF EXECUTIVE OFFICER

**MAJOR OFFENCES MAY RESULT IN COURT ACTION
WITH FINES RANGING FROM \$500 TO \$11,000**

GENERAL INFORMATION

Fire Control Officers are the only persons permitted to issue permits.

Harvesting on Christmas Day is not permitted
within the Shire.

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

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

SUMMER VACATIONS

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

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

SHIRE OF BROOMEHILL-TAMBELLUP

FOR ALL EMERGENCIES PHONE 000

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POLICE: TAMBELLUP 9825 1003 | KATANNING 9821 1888 **SHIRE:** 9825 3555

ON THE FIREGROUND - USE UHF RADIO CHANNEL 5

VHF RADIO CHANNEL: Repeater 322 Tambellup | 231 Broomehill

HARVEST BAN HOTLINE: (08) 9825 1042

	Phone	Mobile	Call Sign
Chief Fire Control Officer			
Wayne Newbey		0429 674 182	BT1
Deputy Chief Fire Control Officer			
Kim Oliver	9825 8257	0427 258 157	BT2
Deputy Chief Fire Control Officer			
Michael Altus		0488 211 229	BT3
Fire Weather Officers	As Above		
Community Emergency Services Manager			
Cindy Pearce	0417 071 567	Central Great Southern CESM	

BROOMEHILL EAST		Call Sign	Phone	Mobile
Captain/FCO	Craig Dewar	BH EAST 1	9824 1257	0429 100 239
1st Lt	Josh Holmes	BH EAST 2		0427 253 523
2nd Lt	Scott Thompson	BH EAST 3	9824 1243	0428 916 131
3rd Lt	Nicholas Bowman	BH EAST 4		0407 967 998
	James Dewar	BH EAST 5		0439 935 963
	Luke Simpson	BH EAST 6	9825 1537	0427 251 257
	Buddy Holznecht	BH EAST 7		0427 241 312
Secretary	Craig Dewar		9824 1257	0429 100 239

BROOMEHILL WEST		Call Sign	Phone	Mobile
Captain/FCO	Ed Anderson	BH WEST 1		0428 221 591
1st Lt	Ben Hewson	BH WEST 2	9821 0205	0417 969 975
2nd Lt	Brant Dennis	BH WEST 3	9824 1214	0409 086 093
3rd Lt	Warwick MacMahon	BH WEST 4	9821 0255	0428 316 386
	Damien Boyle	BH WEST 5		0428 251 082
Secretary	Andrew Woithe		9824 1200	0428 241 232

BROOMEHILL CENTRAL		Call Sign	Phone	Mobile
Captain/FCO	Andrew Webster	CENTRAL 1		0429 464 672
1st Lt	Brian Conning			0437 236 997
2nd Lt	Jonathan Webster		9824 1509	0429 441 246
3rd Lt	David Dilley		9824 1123	0429 518 415
Secretary	Lynn Dilley		9824 1123	0427 241 123

TAMBELLUP EAST**Call Sign****Phone****Mobile**

Captain/FCO	Al Clark	TA EAST 1	9825 8188	0428 258 204
1st Lt	Chris Rumble	TA EAST 2	9825 8188	0428 368 205
2nd Lt	Carl Letter	TA EAST 3	9825 8270	0427 282 053
3rd Lt	Jared White	TA EAST 4		0448 336 468
	Neal Letter	TA EAST 5		0447 258 230
	Dennis Bowman	TA EAST 6		0428 912 861
	Mario Cristinelli	TA EAST 7	9825 8262	0427 258 118
	Ray Squibb	TA EAST 8	9825 8260	0407 984 250
Secretary	Mario Cristinelli		9825 8262	0427 258 118

TAMBELLUP WEST**Call Sign****Phone****Mobile**

Captain/FCO	Nick Lockyer	TA WEST 1	9825 1162	0429 104 129
1st Lt	Rhys Brown	TA WEST 2		0428 993 309
2nd Lt	Jedd Herbert	TA WEST 3		0427 865 008
3rd Lt	Martin Deely	TA WEST 4		0400 826 027
	Nigel Sheridan	TA WEST 5	9825 3145	0427 253 097
	John Cristinelli	TA WEST 6	9825 1159	0428 916 833
	Derek Sadler	TA WEST 7		0439 521 127
	Jarrold Thorn	TA WEST 8	9825 3018	0428 906 310
	Andrew Bradshaw	TA WEST 9	9825 3046	0467 255 083
Secretary	Ben Wilson			0419 193 744

TAMBELLUP VFES**Call Sign****Phone****Mobile**

Captain/FCO	Laurie Hull	TA 1	9825 1176	0428 251 177
1st Lt	Mandy Plant		9825 1662	0418 777 903
2nd Lt	Keith Williams			0423 636 272
3rd Lt	Geoff Hams	TA 3	9825 1009	
Secretary	Pam Hull		9825 1176	

What you need to know...

10.07 2021-2022 Fire Break Order - First Draft

BUSH & GRASS ON ANY LAND

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

BROADCAST OF FIRE BANS

Shire's Harvest Ban Hotline - 9825 1042 recorded message stating what type of ban is currently in place in the Shire and the Restricted and Prohibited Burning Period Times.

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

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

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

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

HARVEST BAN ZONES

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

FIRE DANGER

No burning of any type is permitted, including incinerator, on days of **CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER**.

HOW TO OBTAIN PERMITS

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

WHEN AND HOW TO BURN GARDEN REFUSE AND RUBBISH

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

Burning is PROHIBITED on days of CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.

10.07.2021-2022 Fire Break Order - First Draft

HINTS FOR BURNING:

- 1. Advise the permit issuing officer when you intend to burn.**
2. Do not light fires on a hot windy day. Check the fire danger forecast.
3. Do not try to burn more than you can control.
- 4. INFORM YOUR NEIGHBOURS.**
5. Make sure sparks and smoke will not affect neighbours washing, or open windows.
6. Do not burn wet or green garden clippings, tyres, plastics and chemicals as they are likely to cause dense, acrid smoke and cause inconvenience to neighbours.
7. Do not burn bottles, aerosol cans, etc as they are likely to explode.
8. Cut or rake long grass around trees, buildings and fences before burning.
9. Burn against the wind.
10. On sloping blocks burn from the top down.
11. Have a hose or spray pack to dampen down fierce fires.

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

ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE

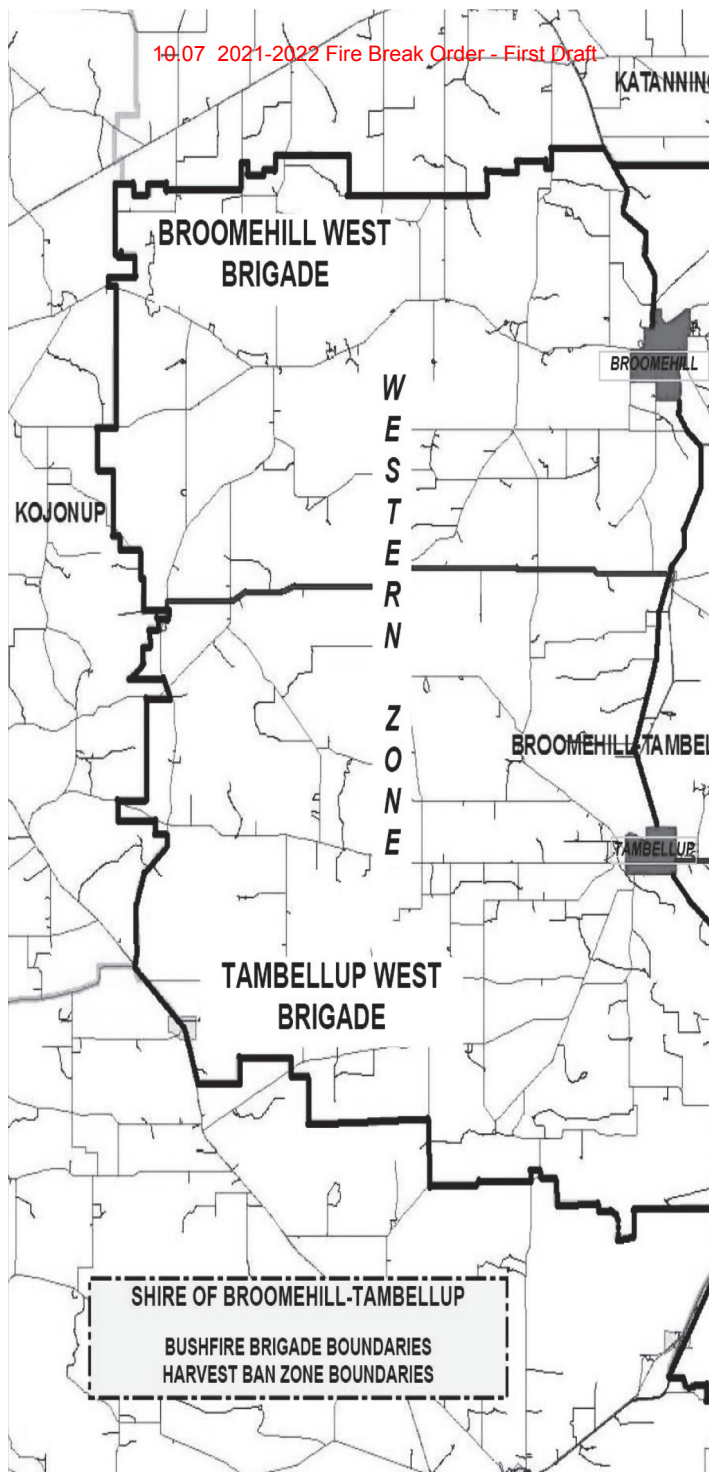
All Brigades welcome people who are prepared to join and assist in fire prevention and fire fighting. Further information can be obtained by contacting your local Brigade Fire Control Officer, Bush Fire Brigade Secretary or the Shire of Broomehill-Tambellup, phone 9825 3555. Induction training is available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

BARBECUES AND INCINERATORS

Gas and Electric barbecues are permitted at any time.

SOLID FUEL BARBECUES AND INCINERATORS ARE PROHIBITED ON DAYS OF CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.

ALWAYS CHECK WITH THE FIRE CONTROL OFFICER FIRST.



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BRIGADE**

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GNOWANGERUP

**TAMBELLUP EAST
BRIGADE**

NOTES

10.07 2021-2022 Fire Break Order - First Draft

SHIRE OF BROOMEHILL-TAMBELLUP

10.07 2021-2022 Fire Break Order - First Draft

Application for Registration as an Authorised Loading and Off Loading Site for Grain during Fire Danger Days

FIRE SEASON 2021 - 2022

Registration Fee of \$55.00 must be paid at time of lodging application.

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

Please attach diagram of location and site to this application.

Minimum specifications for a registered loading / off loading site are:

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

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

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

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

Date.....

Comments or Additional Conditions

.....

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.....

.....

.....

.....

This registration must be reviewed annually.

10.07 2021-2022 Fire Break Order - First Draft



TO THE RESIDENT



1.24 HIRE OF EQUIPMENT – SHIRE HALLS

Objective:	To ensure that equipment provided for use in Council facilities is maintained in appropriate quantities and condition for the purpose of the facilities.		
Date of adoption:	19th May 2016	Minute No.	160516
Date of amendment:			
Date of last review:	15th October 2020		
Legislative References:			
Internal References:	Policy 1.2 Use of Shire Facilities		

Policy Statement

Council is committed to providing and maintaining facilities of an appropriate standard within Broomehill and Tambellup, for use by members of the community.

To achieve this, the following arrangements will be implemented:

Broomehill and Tambellup Halls

- The equipment in the Broomehill and Tambellup Halls is available for use as part of the fee for hiring of the facility;
- Hire fees for facilities will be considered annually as part of Council's budget process;
- Under no circumstances is the equipment available for hire away from the facility;
- The equipment is not to be transferred to other Shire facilities to boost numbers;
- A limited number of older style tables and chairs stored in the cloak room at the Broomehill Hall are available for hire and use away from the premises. Hire costs of this equipment will be determined as part of the annual budget process.

Upon request, up to 20 chairs will be made available at no cost for funerals held in the Broomehill, Tambellup and Pindellup cemeteries. Shire staff may assist with delivery and collection of the chairs if requested.

Division 2 - Vehicle crossing

Subdivision 1 - Temporary crossings

~~2.4 Permit not required~~

- ~~(1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall not be required to obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where—~~
- ~~(a) a crossing does not exist; or~~
 - ~~(b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.~~
- ~~(2) The **person responsible for the works** in subclause (1) is to be taken to be the registered proprietor of the lot.~~
- ~~(3) The registered proprietor of the lot shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare until such time that the temporary crossing is removed.~~

2.4 Permit required

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –
- (a) a crossing does not exist; or
 - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The **person responsible for the works** in subclause (1) is to be taken to be –
- (a) The person named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
 - (b) the registered proprietor of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Division 6 - Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall –

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will –

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government –

- (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
- (b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year;

~~i) Where an immediate fire hazard exists in a thoroughfare, an application for a permit may be approved by the local government to facilitate the removal of that hazard.~~

PART 8—LODGING HOUSES

Division 1—Registration

8.1.1 Interpretation

(1) In this Part, unless the context otherwise requires—

bed means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds;

bunk means a sleeping berth comprising one of two arranged vertically;

dormitory means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;

Food Standards Code means the Australian New Zealand Food Standards Code as defined in the Commonwealth *Food Standards Australia New Zealand Act 1991*;

keeper means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;

lodger means a person who obtains, for hire or reward, board or lodging in a lodging house;

lodging house includes a recreational campsite, a serviced apartment and a short-term hostel.

manager means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

recreational campsite means a lodging-house—

(a) situated on a campsite principally used for —

(i) recreational, sporting, religious, ethnic or educational pursuits; or

(ii) conferences or conventions.

and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days; and includes youth camps, youth education camps, church camps and riding schools;

register of lodgers means the register kept in accordance with clause 157 of the Act and this Part;

resident means a person, other than a lodger, who resides in a lodging house;

serviced apartment means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

short term hostel means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels; and

vector of disease means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice.

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

8.1.2 Lodging House Not to be Kept Unless Registered

A person shall not keep or cause, suffer or permit to be kept a lodging house unless—

(a) the lodging house is constructed in accordance with the requirements of this Part;

(b) the lodging house is registered by the local government under clause 8.1.4;

(c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and

- (d) either—
 - (i) the keeper; or
 - (ii) a manager who, with the written approval of an EHO, has been appointed by the keeper to have the care and management of the lodging house;
resides or intends to reside continuously in the lodging house whenever there is one or more lodgers in the lodging house.

8.1.3 Application for Registration

An application for registration of a lodging house shall be—

- (a) in the form prescribed in Schedule 1;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by—
 - (i) the fee as fixed from time to time by the local government under clause 344C of the Act; and
 - (ii) detailed plans and specification of the lodging house.

8.1.4 Approval of Application

The local government may approve, with or without conditions, an application under clause 8.1.3 by issuing to the applicant a certificate in the form prescribed in Schedule 2.

8.1.5 Renewal of Registration

A person who keeps a lodging house, which is registered under this Part, shall—

- (a) during the month of June in each year apply to the local government for the renewal of the registration of the lodging house; and
- (b) pay the fee as fixed from time to time by the local government under 344C of the Act at the time of making each application for renewal.

8.1.6 Notification upon Sale or Transfer

If the owner of a lodging house sells or transfers or agrees to sell or transfer the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the local government written notice in the form prescribed in Schedule 3 of the full name, address and occupation of the person to whom the lodging house has been, or is to be sold or transferred.

8.1.7 Revocation of Registration

(1) Subject to subclause (3), the local government may, at any time, revoke the registration of a lodging house for any reason, which, in the opinion of the local government, justifies the revocation.

(2) Without limiting the generality of subclause (1), the local government may revoke a registration upon any one or more of the following grounds—

- (a) that the lodging house has not, to the satisfaction of the local government, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has—
 - (i) been convicted of an offence against this local law in respect of the lodging house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
- (c) that the local government, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
- (d) that, by reason of alterations or additions or neglect to repair and renovate, the

condition of the lodging house is such as to render it, in the opinion of an EHO, unfit to remain registered;

(3) Before revoking the registration of a lodging house under this clause, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.

(4) Whenever the local government revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

PART 10— OBJECTIONS AND APPEALS

10.1.1 Application of Part 9 Division 1 of Act

When the local government makes a decision –

- (a) under clauses 5.5.2, 5.6.2, 8.1.2, 8.1.7, or 9.1.2; or
- (b) as to whether it will renew, vary or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 11—OFFENCES AND PENALTIES

Division 1—General

11.1.1 Penalties

(1) A person who contravenes a provision of this local law commits an offence.

(2) A person who commits an offence under subclause (1) is liable to—

(a) a penalty which is not more than \$1,000 and not less than—

(i) in the case of a first such offence, \$100;

(ii) in the case of a second such offence, \$200; and

(iii) in the case of a third and subsequent such offence, \$500; and

(b) if the offence is a continuing offence, a daily penalty that is not more than \$100 and not less than \$50 for each day during which, the offence continues.

Part 2 - Local government waste

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2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
 - (i) within 1 metre of the carriageway;
 - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
 - (iii) facing squarely to the edge of and opening towards the carriageway,
 or in such other position as is approved in writing by the local government or an authorised person;
- ~~(c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and~~
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

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Part 3 - General duties

3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
 - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
 - (ii) prevent the emission of offensive or noxious odours from each receptacle; and

Part 5 Division 2 – Placement of ashes

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5.7 Disposal of ashes

- (1) The personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee, the Board may grant permission for the ashes to be disposed of by one of the following methods –
- (a) Niche wall
 - (b) Memorial wall
 - (c) Garden of remembrance
 - (d) Ground niche
 - (e) Memorial rose, tree or shrub
 - (f) Family shrub
 - (g) Memorial desk
 - (h) Granite seat
 - (i) Family grave
 - (j) Book of remembrance
 - (k) Scattering to the winds
 - (l) Memorial gardens
 - (m) Other memorials approved by the Board
- (2) Subject to subclauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.
- (3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board approval provided –
- (a) the person requesting the placement of the ashes has the permission of the Board; and
 - (b) the ashes are placed within an area set aside for that purpose by the Board.
- (4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

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PART 8 – GENERAL**8.1 Animals**

A person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than an ‘assistance animal’ as defined in section 9(2) of the *Disability Discrimination Act 1992* (Cth) or with the approval of the CEO or an authorised officer.

8.2 Damaging and removing of objects

Subject to clause 8.3, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

8.3 Withered flowers

A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

8.4 Littering and vandalism

A person shall not –

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

8.5 Advertising

- (1) A person shall not advertise or carry on any trade, business or profession within the cemetery without the prior written approval of the Board.
- (2) The Board may consider and grant approval subject to such conditions as the Board thinks fit.

8.6 Obeying signs and directions

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

8.7 Removal from the cemetery

Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in addition to any penalty provided by this local law be directed to leave the cemetery by the Board, the CEO or an authorised officer.

8.8 Exhumation of a body

A person wishing to exhume a body from a Shire of Broomehill-Tambellup public cemetery must apply to the CEO in writing.

Plant Maintenance Report -July 2021

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute		30,000	2020	2020	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	11,852	15,000	2020	2020	1 yr / 30,000 kms	Fitted wiring for trailer
BH000	Ford Everest Trend		2000	2020	2020	1yr / 25,000 km	
BH001	CAT Vibe Roller	2,086	2,000	2019	2019	8 yrs / 8000 hrs	2000 hrs serviced
BH002	ISUZU Flatbed Truck	42,706	45,000	2016	2016	7 yrs / 250,000km	Serviced @40,000kms.
BH003	Ford Ranger D-Cab	23,135	30,000	2020	2020	1 yr / 30,000 km	Fitted wiring for trailer
BH004	CAT 12M Grader	2,749	3,000	2017	2018	8 yrs / 8,000 hrs	
BH005	Cat Multi tyre Roller	1,380	1,500	2018	2018	8 yrs / 8000 hrs	Replaced water pump @1294 hrs, fix warning beacon
BH006	CAT 14 M	384	500	2020	2020	8 yrs / 8,000 hrs	
BH007	Toro Mower	1209	1200	2016	2016	5 yrs / 5,000 hrs	
BH009	Izusu 150 Truck	14,413	20,000	2019	2019	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				Serviced annual schedule
BH013	Cat 444 Backhoe	90	500	2021	2021	10 yrs / 8,000 hrs	check over, grease
BH014	Ford Ranger Space Cab	49,180	15,000	2020	2020	1 yr / 30,000 km	
BHT0	Kenworth Truck	140,702	145,000	2016	2017	5 yrs / 250,000 km	Replaced brake booster, replaced pneumatic switch, replaced air filter dryer and heating element
BHT84	Toro Groundmaster 3500D Mower	1,368	1,400	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,401	2,000	2017	2017	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	230,592	230,000	2013	2013	5 yrs / 250,000 km	Fix doorlatch, replaced hub seal, replaced engine belts, fix hydraulic leak
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly			2015	2015		
TA001	Ford Ranger Ute	16,209	15,000	2021	2020	1 yr / 30,000 kms	
TA005	Ford Ranger Ute		30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	56,346	65,000	2019	2019	5 yrs / 200,000 km	Replaced window glass
TA052	Ford Ranger D-Cab	18,319	15,000	2020	2020	1 yr 30,000 km	Serviced @ 15,000 kms.
TA06	Jet Patcher Isuzu	156,104	170,000	2007	2010	8 yrs / 8,000 hrs	Replaced funnel sensor
TA18	12M Grader	4,769	5,000	2016	2016	7 yrs / 8,000 hrs	Check over system
TA281	930K Loader	6,165	6,500	2014	2014	8 yrs / 8,000 hrs	Replaced cutting edges
TA386	Isuzu Tipper	43,866	30,000	2019	2019	5 yrs / 200,000 km	
TA2251	3 Axle Float Trailer				2009		
TA417	John Deere Gator		250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		

1TMR367	Tandem Axle Dolly						
BKTBR	Skid Steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
Reg No.	Description		Next Service	Year of Manufacture	Year of Purchase	Changeover	
BH 2098	CEMENT MIXER TRAILER						Replaced tail lights
BHT 1661	FUEL TRALER						Fitted electric pump, pneumatic grease pump and hose reel
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						Fitted electric pump
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	Reel Mower		250	2020	2020		
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
	Bucket Broom						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						
	TA Pressure Washer						
	Polesaw						Fix polesaw
	Honda Pump						
	Chainsaw						Serviced, replaced chain
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2017	2017		
TORO 5910	BH Golf Club Mower		4500	2016	2017		Replaced spindle assembly, replaced aircon bracket
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift		1,500				
GENSET							
STIHL	Blower						

	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						