

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2020

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**

**By Nature or Type**

**For the Period Ended 30 September 2020**

	Note	Adopted Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>							
Rate Revenue		2,582,700	2,583,700	2,584,288.33	588	0.0%	
Grants, Subsidies and Contributions		1,364,400	273,148	291,219.72	18,072	6.2%	
Profit on Asset Disposal	10	358,500	0	0.00	0		
Fees and Charges		387,400	127,996	122,561.74	(5,434)	(4.4%)	
Interest Earnings		42,400	8,050	9,051.00	1,001	11.1%	
Other Revenue		99,200	74,548	69,836.75	(4,711)	(6.7%)	
<b>Total</b>		<b>4,834,600</b>	<b>3,067,442</b>	<b>3,076,957.54</b>	<b>9,516</b>		
<b>Operating Expense</b>							
Employee Costs		(2,077,800)	(542,699)	(574,642.21)	(31,943)	(5.6%)	
Materials and Contracts		(1,888,000)	(431,823)	(372,107.43)	59,716	16.0%	▼
Utilities Charges		(294,600)	(42,642)	(40,660.66)	1,981	4.9%	
Depreciation (Non-Current Assets)		(1,855,000)	(460,602)	0.00	460,602	100.0%	▼
Interest Expenses		(62,000)	(29,300)	(28,777.00)	523	1.8%	
Insurance Expenses		(175,100)	(128,200)	(120,737.12)	7,463	6.2%	
Loss on Asset Disposal	10	(114,100)	(5,000)	0.00	5,000	100.0%	
Other Expenditure		(92,000)	(25,857)	(21,229.50)	4,628	21.8%	
<b>Total</b>		<b>(6,558,600)</b>	<b>(1,666,123)</b>	<b>(1,158,153.92)</b>	<b>507,969</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,855,000	460,602	0.00	(460,602)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(244,400)	5,000	0.00	(5,000)	(100.0%)	
Adjust Provisions and Accruals		0	0	(10,662.50)	(10,663)	0.0%	
<b>Net Operating</b>		<b>(113,400)</b>	<b>1,866,921</b>	<b>1,908,141.12</b>	<b>41,220</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	2,963,900	321,500	384,640.00	63,140	16.4%	▲
Proceeds from Disposal of Assets	10	1,227,000	38,000	0.00	(38,000)	(100.0%)	▼
Transfer from Reserves	9	884,700	0	0.00	0		
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0		
<b>Total</b>		<b>5,675,600</b>	<b>359,500</b>	<b>384,640.00</b>	<b>25,140</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(853,500)	(265,000)	(254,183.88)	10,816	4.3%	
Plant and Equipment	12	(1,032,000)	(48,000)	0.00	48,000	100.0%	▼
Furniture and Equipment	12	(12,000)	0	0.00	0		
Infrastructure - Roads	12	(1,772,800)	(164,500)	(163,443.46)	1,057	0.6%	
Infrastructure - Other	12	(1,216,500)	(65,000)	(52,274.05)	12,726	24.3%	▼
Repayment of Debentures	12	(123,500)	(21,400)	(20,651.78)	748	3.6%	
Payment of Short Term Loan Facilities		(600,000)	0	0.00	0		
Transfer to Reserves	9	(534,100)	(4,770)	(2,494.40)	2,276	91.2%	
<b>Total</b>		<b>(6,144,400)</b>	<b>(568,670)</b>	<b>(493,047.57)</b>	<b>75,622</b>		
<b>Net Capital</b>		<b>(468,800)</b>	<b>(209,170)</b>	<b>(108,407.57)</b>	<b>100,762</b>		
<b>Total Net Operating + Capital</b>		<b>(582,200)</b>	<b>1,657,751</b>	<b>1,799,733.55</b>	<b>141,983</b>		
Opening Funding Surplus(Deficit)		582,200	582,200	578,625.16	(3,575)	(0.6%)	
<b>Closing Funding Surplus(Deficit)</b>	4	<b>0</b>	<b>2,239,951</b>	<b>2,378,358.71</b>	<b>138,408</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 30 September 2020**

Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
Governance	67,800	12,700	16,102.45	3,402	21.13%	
General Purpose Funding	3,488,500	2,812,555	2,836,064.00	23,509	0.83%	
Law, Order and Public Safety	293,900	78,310	77,490.61	(819)	(1.06%)	
Health	2,900	400	236.00	(164)	(69.49%)	
Education and Welfare	118,800	9,300	7,665.55	(1,634)	(21.32%)	
Housing	551,500	46,450	38,754.66	(7,695)	(19.86%)	
Community Amenities	85,400	67,600	65,216.34	(2,384)	(3.66%)	
Recreation and Culture	593,700	3,970	3,133.64	(836)	(26.69%)	
Transport	2,043,400	329,040	392,605.63	63,566	16.19%	▲
Economic Services	465,200	9,367	9,093.61	(273)	(3.01%)	
Other Property and Services	87,400	19,250	15,235.05	(4,015)	(26.35%)	
<b>Total</b>	<b>7,798,500</b>	<b>3,388,942</b>	<b>3,461,597.54</b>	<b>72,656</b>		
<b>Operating Expense</b>						
Governance	(581,600)	(157,403)	(159,109.10)	(1,706)	(1.07%)	
General Purpose Funding	(272,500)	(68,194)	(73,263.27)	(5,069)	(6.92%)	
Law, Order and Public Safety	(297,400)	(82,879)	(67,062.65)	15,816	23.58%	▼
Health	(53,100)	(9,010)	(6,427.86)	2,582	40.17%	
Education and Welfare	(95,100)	(14,900)	(7,665.55)	7,234	94.38%	
Housing	(188,100)	(49,839)	(26,420.23)	23,419	88.64%	▼
Community Amenities	(449,500)	(89,105)	(92,963.85)	(3,859)	(4.15%)	
Recreation and Culture	(1,387,000)	(350,574)	(198,465.96)	152,108	76.64%	▼
Transport	(2,835,200)	(696,055)	(377,927.27)	318,128	84.18%	▼
Economic Services	(360,200)	(57,142)	(42,702.03)	14,440	33.82%	▼
Other Property and Services	(38,900)	(91,022)	(106,146.15)	(15,124)	(14.25%)	▲
<b>Total</b>	<b>(6,558,600)</b>	<b>(1,666,123)</b>	<b>(1,158,153.92)</b>	<b>507,969</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,855,000	460,602	0.00	(460,602)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	(244,400)	5,000	0.00	(5,000)	(100.00%)	
Adjust Provisions and Accruals	0	0	(10,662.50)	(10,663)		
<b>Net Operating</b>	<b>2,850,500</b>	<b>2,188,421</b>	<b>2,292,781.12</b>	<b>104,360</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	1,227,000	38,000	0.00	(38,000)	(100.00%)	▼
Transfer from Reserves	884,700	0	0.00	0		
Proceeds - Short Term Loan Facility	600,000	0	0.00	0		
<b>Total</b>	<b>2,711,700</b>	<b>38,000</b>	<b>0.00</b>	<b>(38,000)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0.00	0	0.00%	
Land and Buildings	(853,500)	(265,000)	(254,183.88)	10,816	4.26%	
Plant and Equipment	(1,032,000)	(48,000)	0.00	48,000	100.00%	▼
Furniture and Equipment	(12,000)	0	0.00	0	0.00%	
Infrastructure Assets - Roads	(1,772,800)	(164,500)	(163,443.46)	1,057	0.65%	
Infrastructure Assets - Other	(1,216,500)	(65,000)	(52,274.05)	12,726	24.34%	▼
Repayment of Debentures	(123,500)	(21,400)	(20,651.78)	748	3.62%	
Payment of Short Term Loan Facilities	(600,000)	0	0.00	0		
Transfer to Reserves	(534,100)	(4,770)	(2,494.40)	2,276	91.23%	
<b>Total</b>	<b>(6,144,400)</b>	<b>(568,670)</b>	<b>(493,047.57)</b>	<b>75,622</b>		
<b>Net Capital</b>	<b>(3,432,700)</b>	<b>(530,670)</b>	<b>(493,047.57)</b>	<b>37,622</b>		
<b>Total Net Operating + Capital</b>	<b>(582,200)</b>	<b>1,657,751</b>	<b>1,799,733.55</b>	<b>141,983</b>		
Opening Funding Surplus(Deficit)	582,200	582,200	578,625.16	(3,575)	(0.62%)	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>2,239,951</b>	<b>2,378,358.71</b>	<b>138,408</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BALANCE SHEET**  
For the Period Ended 30 September 2020

	<b>Actual 2020/21</b>	<b>C/fwd 1 July 2020</b>
<b>CURRENT ASSETS</b>		
Cash	5,392,916.64	4,146,346.54
Receivables	863,533.48	587,049.36
Inventories - Stock on Hand	22,480.28	32,540.24
TOTAL CURRENT ASSETS	6,278,930.40	4,765,936.14
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	2,785,756.60	3,085,652.79
Borrowings	102,854.69	123,506.47
TOTAL CURRENT LIABILITIES	2,888,611.29	3,209,159.26
<b>NET CURRENT ASSETS</b>	<b>3,390,319.11</b>	<b>1,556,776.88</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	60,852.80	60,852.80
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	71,220.00	71,220.00
Property, Plant and Equipment	20,152,453.96	19,887,396.03
Infrastructure Assets	118,604,070.00	118,399,226.54
TOTAL NON-CURRENT ASSETS	139,104,596.76	138,634,695.37
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	53,066.93	53,066.93
Borrowings	1,941,696.15	1,941,696.15
TOTAL NON-CURRENT LIABILITIES	1,994,763.08	1,994,763.08
<b>NET ASSETS</b>	<b>140,500,152.79</b>	<b>138,196,709.17</b>
<b>EQUITY</b>		
Accumulated Surplus	41,090,987.37	38,790,038.15
Reserves - Asset Revaluation	97,757,294.05	97,757,294.05
Reserves - Cash Backed	1,651,871.37	1,649,376.97
TOTAL EQUITY	<b>140,500,152.79</b>	<b>138,196,709.17</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**1: (a) Nature or Type Classifications****REVENUES****Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**EXPENSES****Employee Costs**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**1: (a) Nature or Type Classifications**

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

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

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

**GOVERNANCE**

**Objective:**

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

**Activities:**

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

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates; general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

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

**Activities:**

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

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

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

**EDUCATION AND WELFARE**

**Objective:**

To provide services to the elderly, children and youth.

**Activities:**

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

**HOUSING**

**Objective:**

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

**Activities:**

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

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the Community.

**Activities:**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

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

**RECREATION AND CULTURE**

**Objective:**

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

**Activities:**

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

**TRANSPORT**

**Objective:**

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

**Activities:**

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

**ECONOMIC SERVICES**

**Objective:**

To assist in promoting the Shire and its economic wellbeing.

**Activities:**

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

**OTHER PROPERTY & SERVICES**

**Objectives:**

To monitor and control councils works overhead operating accounts.

**Activities:**

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**by Reporting Program**  
**For the Period Ended 30 September 2020**

**2: REPORT ON SIGNIFICANT VARIANCES**

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

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

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Transport</b> Funding has been received from the WA Local Government Grants Commission for repairs to the bridge on Martinup Road. Inclusion of this funding was omitted from the 20/21 Budget, and will require an amendment. The repairs are fully funded by WALGGC and MRWA, and no Council funds are required.		■
Progress claims for the first 40% of Rergional Road Group funding have been received.	■	
<b>OPERATING EXPENSE</b>		
<b>Law, Order &amp; Public Safety</b> Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
<b>Housing</b> Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
<b>Recreation &amp; Culture</b> Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
<b>Transport</b> Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
<b>Economic Services</b> Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.		
<b>Other Property &amp; Services</b> Public Works Overheads and Plant Operation Costs are allocated over the full year as entries through the payroll system. Some costs are incurred in the early months of the new year (eg insurances, licenses) however are allocated across the various works programs over the full year.	■	
<b>CAPITAL REVENUE</b>		
<b>Proceeds from Disposal of Assets</b> The variance relates to the timing of vehicle changeovers.	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**by Reporting Program**  
**For the Period Ended 30 September 2020**

**2: REPORT ON SIGNIFICANT VARIANCES**

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

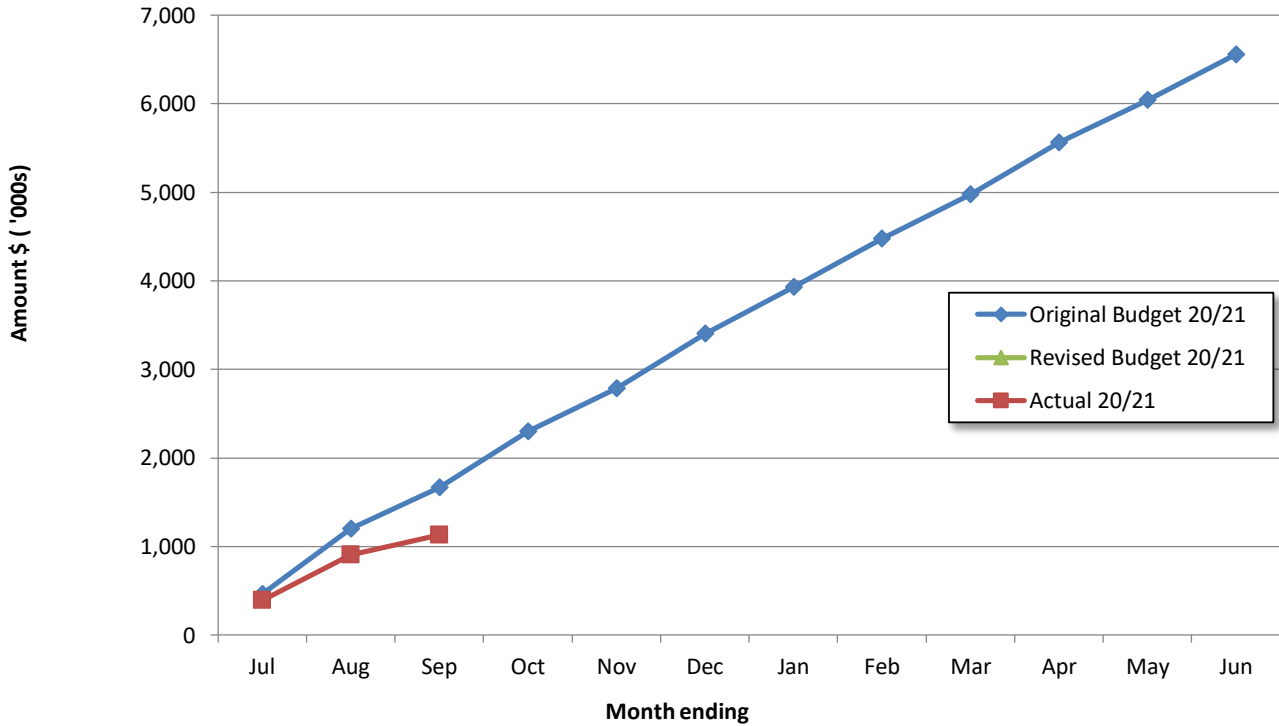
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
<b>CAPITAL EXPENSE</b>		
<b>Plant &amp; Equipment</b> The variance relates to the timing of vehicle changeovers.	■	
<b>Infrastructure - Other</b> Capital projects are underway, included under this heading is installation of new water tanks in Broomehill and Tambellup.	■	

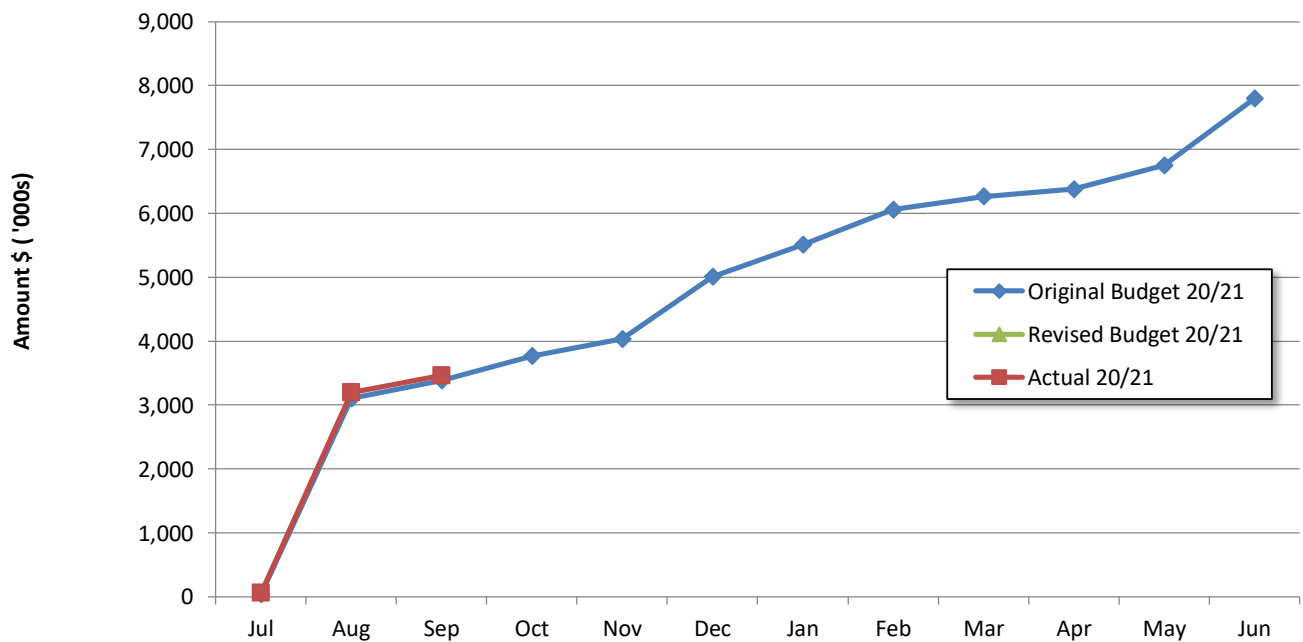
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2020**

**3: Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



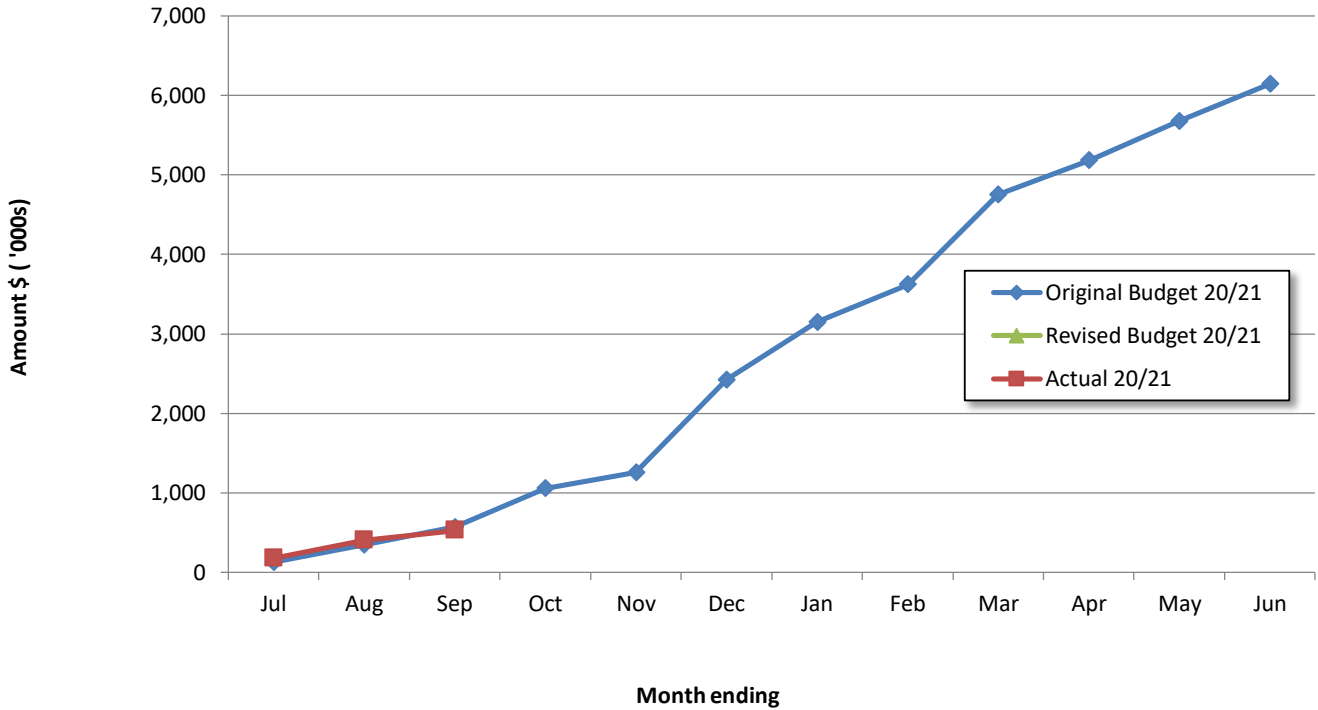
**Budget Operating Revenues -v- Actual**



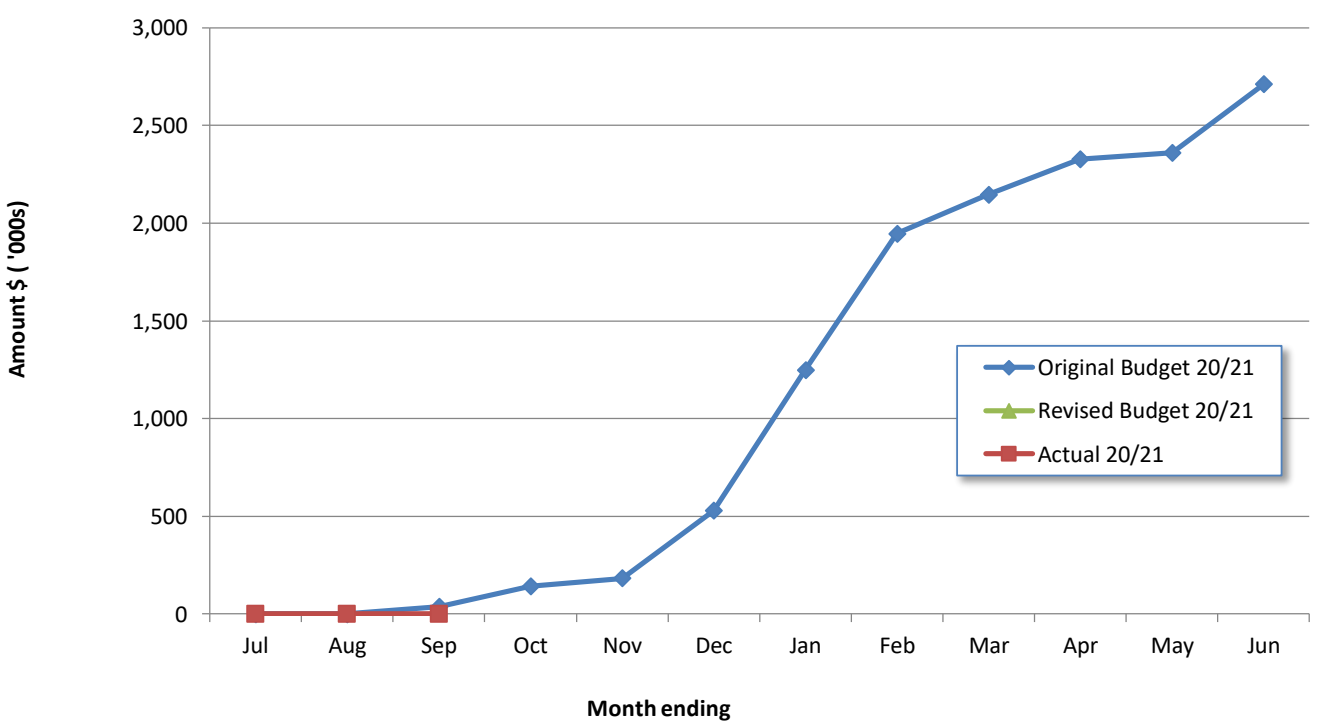
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**3: Graphical Representation - Source Statement of Financial Activity**

**Budget Capital Expenses -v- Actual**



**Budget Capital Revenue -v- Actual**



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**4: NET CURRENT FUNDING POSTION**

	Note	Actual 2020/21	C/fwd 1 July 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		1,329,343.59	110,758.95
Cash Restricted - Other Payables		2,411,701.68	2,386,210.62
Cash Restricted - Reserves	9	1,651,871.37	1,649,376.97
Receivables - Rates and Rubbish	6	645,082.32	290,568.23
Receivables - Other	6	49,292.71	90,602.70
Inventories		22,480.28	32,540.24
Accruals and Provisions		157,504.26	157,504.26
		6,267,276.21	4,717,561.97
<b>Less: Current Liabilities</b>			
Payables		(8,965.39)	(45,226.83)
Net GST & PAYG		(51,372.64)	(45,155.83)
Other Payables - Bonds & Deposits		(4,690.00)	(3,890.00)
Other Payables - Building Retention Bonds		(142,145.89)	(141,174.34)
Other Payables - A Smart Start		(82,908.89)	(90,574.44)
Other Payables - Great Southern Treasures		(41,724.32)	(41,724.32)
Other Payables - Great Sthn Housing Initiative		(1,889,739.00)	(2,057,342.00)
Accruals and Provisions		(15,500.00)	(64,472.08)
		(2,237,046.13)	(2,489,559.84)
Less: Cash Restricted - Reserves	9	(1,651,871.37)	(1,649,376.97)
<b>Net Current Funding Position</b>		<b>2,378,358.71</b>	<b>578,625.16</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**5: CASH AND INVESTMENTS**

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Fund	133 904 987		1,329,343.59	2,411,701.68		3,741,045.27	Bendigo	
Trust Fund	133 905 067				15,148.22	15,148.22	Bendigo	
Cash on Hand			1,500.00			1,500.00		
<b>(b) Term Deposits</b>								
Reserve Funds	3477760	0.25%		1,651,871.37		1,651,871.37	Bendigo	30/11/2020
<b>Total</b>			<b>1,330,843.59</b>	<b>4,063,573.05</b>	<b>15,148.22</b>	<b>5,409,564.86</b>		

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

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

**b) Term Deposits****Reserve Funds**

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

**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2020**

**6: RECEIVABLES**

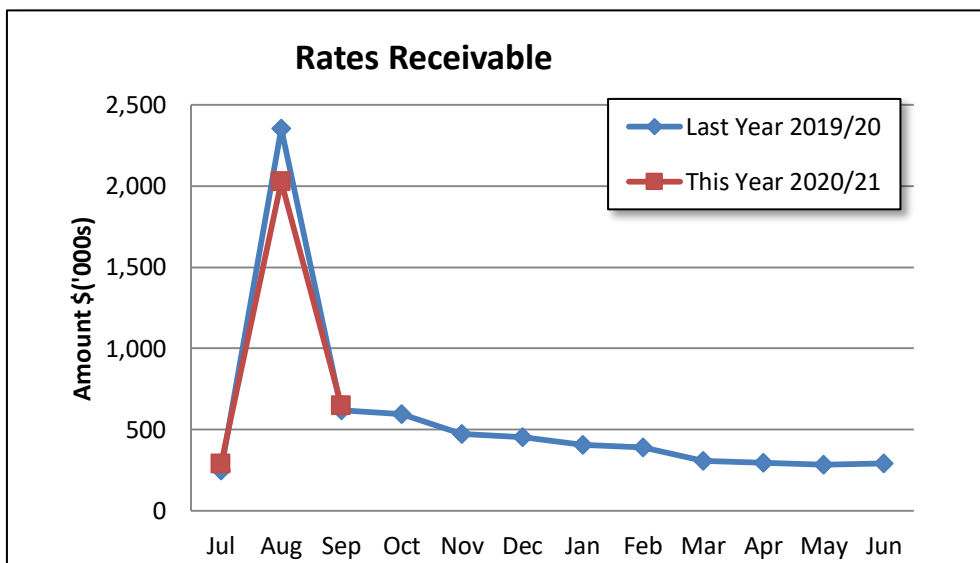
**Rates & Rubbish**

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

<b>Actual 2020/21</b>	<b>c/fwd 1 July 2020</b>
\$	\$
290,568.23	290,568.23
2,664,049.55	2,660,485.27
(2,309,535.46)	(2,660,485.27)
<b>645,082.32</b>	<b>290,568.23</b>
<b>645,082.32</b>	<b>290,568.23</b>
% Collected	78.17%      90.15%

**Net Rates Collectable**

% Collected

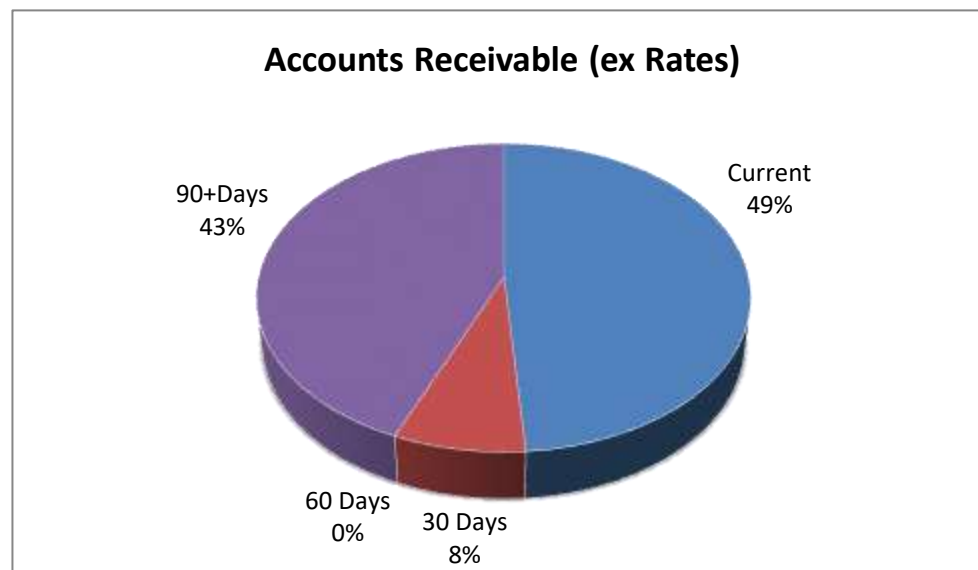


*Comments/Notes - Receivables Rates and Rubbish*

**Accounts Receivable**

	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90+Days</u>
	\$	\$	\$	\$
Sundry Debtors	874.59	4,145.00	-	23,673.35
Pensioner Rebates	750.25			
Emergency Services Levy	24,849.52			
	<b>26,474.36</b>	<b>4,145.00</b>	<b>-</b>	<b>23,673.35</b>
		<b>Total Outstanding</b>		<b>54,292.71</b>

Amounts shown above include GST (where applicable)



*Comments/Notes - Receivables General*

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**8: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2020	Received 2020/21	Expended 2020/21	Closing Balance
		\$			
<b>GOVERNANCE</b>					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	(17,694.00)	33,811.52
<b>TRANSPORT</b>					
Main Roads WA	Regional Road Group 2019/20	0.00	235,653.00	(163,445.44)	72,207.56
Main Roads WA	Black Spot Funding 2019/20	0.00	28,987.00	(4,512.50)	24,474.50
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	0.00	0.00	0.00
WA Local Govt Grants Commission	Bridge funding - Martinup Rd bridge	0.00	120,000.00	0.00	120,000.00
<b>TOTALS</b>		<b>51,505.52</b>	<b>384,640.00</b>	<b>(185,651.94)</b>	<b>250,493.58</b>

*Comments - Grants and Contributions*

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**9. CASH BACKED RESERVES**

	Budget 2020/21				Actual 2020/21			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	112,800	51,800	(82,700)	81,900	112,774.20	170.62	0.00	112,944.82
Plant Reserve	324,400	304,000	(455,000)	173,400	324,387.87	490.65	0.00	324,878.52
Building Reserve	355,700	55,000	0	410,700	355,734.03	538.04	0.00	356,272.07
Information Technology Reserve	53,400	10,900	(12,000)	52,300	53,400.62	80.82	0.00	53,481.44
Tambellup Rec Ground & Pavilion Reserve	57,400	5,900	0	63,300	57,353.08	86.81	0.00	57,439.89
Broomehill Rec Complex Reserve	95,900	10,100	0	106,000	95,883.48	144.92	0.00	96,028.40
Building Maintenance Reserve	22,300	23,000	0	45,300	22,314.96	33.67	0.00	22,348.63
Sandalwood Villas Reserve	93,300	11,200	0	104,500	93,276.36	141.18	0.00	93,417.54
Bhill Synthetic Bowling Green Reserve	75,200	9,600	0	84,800	75,191.48	113.74	0.00	75,305.22
Refuse Sites Post Closure Management Reserve	31,900	5,500	0	37,400	31,954.54	48.39	0.00	32,002.93
Lavieville Lodge Reserve	80,800	11,100	(25,000)	66,900	80,769.88	122.23	0.00	80,892.11
Townscape Plan Implementation Reserve	272,700	27,500	(300,000)	200	272,694.35	411.83	0.00	273,106.18
Tambellup Synthetic Bowling Green Reserve	23,000	7,800	0	30,800	23,065.89	34.92	0.00	23,100.81
Tourism & Economic Development Reserve	50,600	700	(10,000)	41,300	50,576.23	76.58	0.00	50,652.81
	1,649,400	534,100	(884,700)	1,298,800	1,649,376.97	2,494.40	0.00	1,651,871.37

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

**Reserve name**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**10. DISPOSALS OF ASSETS**

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

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**11: OPERATING REVENUE AND EXPENSE**

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,607,200	(202,500)	2,617,820.81	(55,393.33)
General Purpose Funding	855,900	0	214,622.25	0.00
Other General Purpose Funding	25,400	(70,000)	3,620.94	(17,869.94)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,488,500</b>	<b>(272,500)</b>	<b>2,836,064.00</b>	<b>(73,263.27)</b>
<b>GOVERNANCE</b>				
Members Of Council	16,000	(564,800)	7,988.47	(161,585.00)
Administration General	47,800	0	8,113.98	4,853.18
Other Governance	4,000	(16,800)	0.00	(2,377.28)
<b>TOTAL GOVERNANCE</b>	<b>67,800</b>	<b>(581,600)</b>	<b>16,102.45</b>	<b>(159,109.10)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	285,700	(205,700)	76,925.61	(50,260.69)
Animal Control	8,200	(90,700)	565.00	(16,801.96)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>293,900</b>	<b>(297,400)</b>	<b>77,490.61</b>	<b>(67,062.65)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(15,900)	0.00	(1,270.51)
Health Inspection & Administration	2,300	(24,000)	236.00	(4,568.81)
Preventative Services - Pest Control	0	(13,200)	0.00	(588.54)
<b>TOTAL HEALTH</b>	<b>2,900</b>	<b>(53,100)</b>	<b>236.00</b>	<b>(6,427.86)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	38,800	(45,100)	7,665.55	(7,665.55)
Other Welfare	80,000	(50,000)	0.00	0.00
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>118,800</b>	<b>(95,100)</b>	<b>7,665.55</b>	<b>(7,665.55)</b>
<b>HOUSING</b>				
Staff Housing	371,000	0	0.00	(1,233.00)
Other Housing	180,500	(188,100)	38,754.66	(25,187.23)
<b>TOTAL OTHER HOUSING</b>	<b>551,500</b>	<b>(188,100)</b>	<b>38,754.66</b>	<b>(26,420.23)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,500	(257,800)	61,767.73	(59,098.72)
Protection Of The Environment	2,500	(2,500)	0.00	0.00
Town Planning & Regional Development	8,000	(77,300)	2,670.29	(19,350.45)
Other Community Amenities	11,400	(44,500)	778.32	(3,630.50)
Public Conveniences	0	(67,400)	0.00	(10,884.18)
<b>TOTAL COMMUNITY AMENITIES</b>	<b>85,400</b>	<b>(449,500)</b>	<b>65,216.34</b>	<b>(92,963.85)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**11: OPERATING REVENUE AND EXPENSE**

	<b>Budget Revenue 2020/21</b>	<b>Budget Expense 2020/21</b>	<b>Actual Revenue 2020/21</b>	<b>Actual Expense 2020/21</b>
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	172,600	(295,500)	172.35	(58,937.14)
Other Sport & Recreation	421,000	(898,000)	1,296.29	(118,587.84)
Libraries	100	(135,100)	1.82	(6,300.42)
Other Culture	0	(58,400)	935.91	(14,640.56)
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>593,700</b>	<b>(1,387,000)</b>	<b>2,406.37</b>	<b>(198,465.96)</b>
<b>TRANSPORT</b>				
Road Construction	1,649,400	0	384,640.00	0.00
Streets Roads Bridges & Depot Maint	375,800	(2,751,000)	4,830.00	(362,351.60)
Transport - Other	18,200	(84,200)	3,135.63	(15,575.67)
<b>TOTAL TRANSPORT</b>	<b>2,043,400</b>	<b>(2,835,200)</b>	<b>392,605.63</b>	<b>(377,927.27)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(1,500)	0.00	0.00
Tourism & Area Promotion	226,700	(172,100)	1,777.24	(21,744.75)
Building Control	12,200	(56,500)	3,193.86	(8,463.64)
Other Economic Services	226,300	(130,100)	4,122.51	(12,493.64)
<b>TOTAL ECONOMIC SERVICES</b>	<b>465,200</b>	<b>(360,200)</b>	<b>9,093.61</b>	<b>(42,702.03)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	5,000	(3,500)	1,919.92	(2,820.81)
Public Works Overhead	2,700	(900)	150.00	11,977.05
Plant Operation Costs	50,000	0	10,786.13	(68,588.55)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(43,959.84)
Unclassified	29,700	(34,500)	2,379.00	(2,754.00)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>87,400</b>	<b>(38,900)</b>	<b>15,235.05</b>	<b>(106,146.15)</b>
<b>TOTAL OPERATING</b>	<b>7,798,500</b>	<b>(6,558,600)</b>	<b>3,460,870.27</b>	<b>(1,158,153.92)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		<b>Budget Revenue 2020/21</b>	<b>Budget Expense 2020/21</b>	<b>Actual Revenue 2020/21</b>	<b>Actual Expense 2020/21</b>
<b>GOVERNANCE</b>					
Administration PC's upgrade	F&E	0	(12,000)	0.00	0.00
Bhill Admin Building - enclose carport/install roller doors	BS	0	(17,000)	0.00	0.00
<b>Plant Replacement</b>					
Ford Ranger dual cab - OTA (sale of)	P&E	40,000	0	0.00	0.00
Ford Everest wagon - BH000	P&E	40,000	(51,000)	0.00	0.00
<b>Total</b>		<b>80,000</b>	<b>(80,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
Broomehill Fire Shed	BS	0	(155,000)	0.00	(159,876.51)
<b>Total</b>		<b>0</b>	<b>(155,000)</b>	<b>0.00</b>	<b>(159,876.51)</b>
<b>EDUCATION &amp; WELFARE</b>					
Youth Centre Tambellup (DCP funding)	BS	0	(80,000)	0.00	0.00
<b>Total</b>		<b>0</b>	<b>(80,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>HOUSING</b>					
Independent Living Units - Broomehill	BNS	0	(50,000)	0.00	(6,494.36)
Staff housing - 4x2 Lathom St, Broomehill	BNS	0	(50,000)	0.00	(1,035.37)
Staff housing - 3x2 Leven St, Broomehill	BNS	0	(50,000)	0.00	(1,035.38)
Staff housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(442.23)
Sale of 11 Lavarock Street, Broomehill	BNS	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	BNS	200,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	BNS	200,000	0	0.00	0.00
GROH Housing - 4x2 Parnell St, Tambellup	BNS	0	0	0.00	(1,261.89)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(2,585.94)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(3,178.90)
Unit 1 Lavieville Lodge - renovations	BNS	0	(25,000)	0.00	0.00
<b>Total</b>		<b>600,000</b>	<b>(175,000)</b>	<b>0.00</b>	<b>(16,034.07)</b>
<b>COMMUNITY AMENITIES</b>					
Bhill Cemetery - gazebo, bench seating	I-O	0	(21,500)	0.00	0.00
<b>Total</b>		<b>0</b>	<b>(21,500)</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION &amp; CULTURE</b>					
Broomehill Hall - security upgrades windows/doors	BS	0	(8,500)	0.00	0.00
Tambellup Pavilion - drinking fountains	BS	0	(9,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	BS	0	(19,000)	0.00	0.00
Broomehill Rec Complex upgrades (DCP funding)	I-P	0	(150,000)	0.00	0.00
Holland Park - nature play (DCP funding)	I-P	0	(100,000)	0.00	0.00
Town Square development - Tambellup (DCP funding/Reserve)	I-P	0	(495,000)	0.00	0.00
<b>Total</b>		<b>0</b>	<b>(781,500)</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSPORT</b>					
Tambellup Depot - perimeter fencing & parking	BS	0	(15,000)	0.00	0.00
Tambellup Depot - concrete bays in machinery shed	BS	0	(20,000)	0.00	0.00
<b>Plant Replacement</b>					
Caterpillar Grader - BH006	P&E	120,000	(350,000)	0.00	0.00
Caterpillar Backhoe - BH013	P&E	80,000	(210,000)	0.00	0.00
Caterpillar Road Broom	P&E	5,000	(35,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	P&E	38,000	(49,000)	0.00	0.00
Ford Ranger dual cab - TA052	P&E	33,000	(43,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	P&E	88,000	(96,000)	0.00	0.00
Ford Ranger dual cab - BH00	P&E	30,000	(40,000)	0.00	0.00
Ford Ranger extra cab - BH014	P&E	35,000	(50,000)	0.00	0.00
Ford Ranger dual cab - BH003	P&E	38,000	(48,000)	0.00	0.00
Ford Ranger dual cab - TA005	P&E	30,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(20,000)	0.00	0.00

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
<b>TRANSPORT</b>					
<i><b>Townscape</b></i>					
Town/Streetscape works - Broomehill (DCP funding/Reserve)	I-P	0	(210,000)	0.00	0.00
Town/Streetscape works - Tambellup (DCP funding)	I-P	0	(100,000)	0.00	0.00
<i><b>Road Construction</b></i>					
<i><b>Regional Road Group</b></i>					
Tambellup West Rd - pavement repair & reseal	I-R	0	(69,500)	0.00	0.00
Pootenup Road - pavement repair & reseal	I-R	0	(106,200)	0.00	(18,511.78)
Toolbrunup Road - pavement repair, widen shoulders & reseal	I-R	0	(300,000)	0.00	(128,208.18)
Broomehill-Kojonup Road - pavement repair & reseal	I-R	0	(120,000)	0.00	(14,500.00)
Gnowangerup-Tambellup Road - pavement repair & reseal	I-R	0	(288,000)	0.00	(2,225.48)
<i><b>Black Spot</b></i>					
Flat Rocks / Greenhills South Road	I-R	0	(121,700)	0.00	(9,765.70)
Tieline / Moultryerup Road	I-R	0	(108,700)	0.00	(4,512.50)
Tieline / Norrish Road	I-R	0	(92,400)	0.00	(3,669.82)
<i><b>Roads to Recovery</b></i>					
Pallinup Road - seal	I-R	0	(220,000)	0.00	0.00
Warrenup Road - stabilise & reseal failed sthn section	I-R	0	(25,500)	0.00	0.00
<i><b>Local Roads &amp; Community Infrastructure Program</b></i>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Etna Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(55,000)	0.00	0.00
Kerbing - town streets	I-R	0	(21,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(30,000)	0.00	0.00
Birt Road - resheeting 2-3kms	I-R	0	(30,000)	0.00	0.00
Paul Valley Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Flat Rocks Road - resheeting 2-3kms	I-R	0	(85,000)	0.00	0.00
<i><b>Footpaths</b></i>					
Footpath Plan	I-F	0	(35,000)	0.00	(41,400.00)
Add back Job Depreciation	I-R	0	120,200	0.00	17,950.00
Total		<b>497,000</b>	<b>(3,133,800)</b>	<b>0.00</b>	<b>(204,843.46)</b>
<b>ECONOMIC SERVICES</b>					
Holland Track Interpretive Centre (DCP funding)	BS	0	(115,000)	0.00	0.00
Chalets - Broomehill Caravan Park	BS	0	(240,000)	0.00	(78,273.30)
Water Harvesting - CBH Dam to Complex/Caravan Park	I-O	0	0	0.00	(1,523.82)
Sale of Lot 19 Taylor St, Tambellup	LF	50,000	0	0.00	0.00
Water efficiencies - Tambellup (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water tanks adjacent to standpipes (4 locations)	I-W	0	(55,000)	0.00	(9,350.23)
Total		<b>50,000</b>	<b>(460,000)</b>	<b>0.00</b>	<b>(89,147.35)</b>
<b>Total</b>		<b>1,227,000</b>	<b>(4,886,800)</b>	<b>0.00</b>	<b>(469,901.39)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		<b>Budget Revenue 2020/21</b>	<b>Budget Expense 2020/21</b>	<b>Actual Revenue 2020/21</b>	<b>Actual Expense 2020/21</b>
<b>LAND HELD FOR RESALE</b>	LR	0	0	0.00	0.00
<b>LAND - FREEHOLD</b>	LF	50,000	0	0.00	0.00
<b>BUILDINGS - NON SPECIALISED</b>	BNS	600,000	(175,000)	0.00	(16,034.07)
<b>BUILDINGS - SPECIALISED</b>	BS	0	(678,500)	0.00	(238,149.81)
<b>PLANT &amp; EQUIPMENT</b>	P&E	577,000	(1,032,000)	0.00	0.00
<b>FURNITURE &amp; EQUIPMENT</b>	F&E	0	(12,000)	0.00	0.00
<b>INFRASTRUCTURE - ROADS</b>	I-R	0	(1,772,800)	0.00	(163,443.46)
<b>INFRASTRUCTURE - FOOTPATHS</b>	I-F	0	(35,000)	0.00	(41,400.00)
<b>INFRASTRUCTURE - PARKS &amp; OVALS</b>	I-P	0	(1,055,000)	0.00	0.00
<b>INFRASTRUCTURE - WATER SUPPLY</b>	I-W	0	(105,000)	0.00	(9,350.23)
<b>INFRASTRUCTURE - OTHER</b>	I-O	0	(21,500)	0.00	(1,523.82)
		<b>1,227,000</b>	<b>(4,886,800)</b>	<b>0.00</b>	<b>(469,901.39)</b>
<b>RESERVE TRANSFERS - from/(to)</b>					
Leave Reserve		82,700	(51,800)	0.00	(170.62)
Plant Replacement Reserve		455,000	(304,000)	0.00	(490.65)
Building Reserve		0	(55,000)	0.00	(538.04)
Computer Reserve		12,000	(10,900)	0.00	(80.82)
Tambellup Rec Ground & Pavilion Reserve		0	(5,900)	0.00	(86.81)
Broomehill Rec Complex Reserve		0	(10,100)	0.00	(144.92)
Building Maintenance Reserve		0	(23,000)	0.00	(33.67)
Sandalwood Villas Reserve		0	(11,200)	0.00	(141.18)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,600)	0.00	(113.74)
Refuse Sites Post Closure Management Reserve		0	(5,500)	0.00	(48.39)
Lavieville Lodge Reserve		25,000	(11,100)	0.00	(122.23)
Townscape Plan Implementation Reserve		300,000	(27,500)	0.00	(411.83)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	(34.92)
Tourism & Economic Development Reserve		10,000	(700)	0.00	(76.58)
		<b>884,700</b>	<b>(534,100)</b>	<b>0.00</b>	<b>(2,494.40)</b>
<b>LOANS</b>					
Loan Repayments		0	(123,500)	0.00	(20,651.78)
Proceeds from New Loans		0	0	0.00	0.00
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0.00
Repayment- Short Term Loan Facilities		0	(600,000)	0.00	0.00
		<b>600,000</b>	<b>(723,500)</b>	<b>0.00</b>	<b>(20,651.78)</b>
<b>TOTAL CAPITAL</b>		<b>2,711,700</b>	<b>(6,144,400)</b>	<b>0.00</b>	<b>(493,047.57)</b>



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2020**

**13: TRUST FUND**

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

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



**DRAFT October 2020**

# **POLICY MANUAL**

Updated July 2018



# POLICY MANUAL

## FOREWORD

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

1. to provide Council with a formal written record of all policy decisions;
2. to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
3. to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
4. to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
5. to enable electors to obtain immediate advice on matters of Council Policy.
6. Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of council policies. Council will conduct a complete review of all policies at least every three years.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff. The manuals are to remain the property of the Shire.

Changes to the Council Policy shall be made only on:

- a) The outcome of the Triennial Review or
- b) An agenda item clearly setting out details of the proposed amendment

Users should be mindful of the fact that, in simple terms:

- Policy provides what can be done;
- Management Practices provide for how to do it;
- Delegation provides for who can do it.

It is important to note that the Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

## DEFINITIONS

**POLICY:** A principle or value which represents Council's view on a matter and determines the way in which a matter is dealt with.

Policies will generally only be developed if they will further the achievement of the Shire's strategic goals or contribute to the fulfilment of mandatory obligations. They are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council's decision making and form an essential step in the delegation of the Shire's powers and duties.

**MANAGEMENT PRACTICE:** A series of actions conducted in a certain order or manner to perform a task.

Management practices represent the strategies and actions by which a policy is implemented and may detail the steps and processes to be observed by staff.

Management practices are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner.

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## PART 1 - GOVERNANCE

### 1.1 RECORDS MANAGEMENT

<b>Objective:</b>	To control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	16th July 2015	
<b>Date of last review:</b>	16th July 2015	
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Corruption, Crime &amp; Misconduct Act 2003</i> <i>Criminal Code Act 1913</i> <i>Electronic Transactions Act 2011</i> <i>Evidence Act 1906</i> <i>Financial Management Act 2006</i> <i>Freedom of Information Act 1992</i> <i>Limitation Act 1935 and Limitation Act 2005</i> <i>Public Sector Management Act 1994</i>	
<b>Internal References:</b>	Record Keeping Plan 2020 Management Practice 1.12 Elected Members Records Management Practice 2.4 Internet and Email Access	

The Shire of Broomehill-Tambellup is committed to making and keeping full and accurate records of its business transactions and official activities. Records can be, but are not limited to, any record of information in any medium including letters, files, emails, word processed documents, databases, photographs and social media messages.

Records created and received by Shire personnel, elected members and contractors, irrespective of format, are to be managed in accordance with the Shire's Record Keeping Plan and Records Management Procedure Manual. Records will not be destroyed except by reference to the State Records Office's General Disposal Authority for Local Government Records.

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business.

It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Shire are appropriately documented and that records are created and maintained in fulfilment of legislative requirements.

Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's policy on Freedom of Information. Access to the Shire's records by elected members will be through the CEO in accordance with the *Local Government Act 1995*.

Records will only be destroyed or otherwise disposed of by reference to the *General Disposal Authority for Local Government Records* issued by the State Records Office, and following authorisation from the Section Manager and the CEO. Those records identified as Archive records will be transferred to the Voluntary Regional Organisation of Council archive facility located at the Shire of Broomehill-Tambellup's Broomehill administration office. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records*.

All significant records, irrespective of format, are to be registered, classified and captured into the Shire's official record keeping systems. All correspondence should be attached to a corporate file.

Records created or received by elected members of the Shire, in the performance of their functions and roles as specified in the *Local Government Act 1995*, are government records and will be managed in accordance with the Shire's Records Keeping Plan and the *State Records Act 2000*. This policy applies to any record documenting decisions which are made outside normal Shire or Committee meetings.

Local government records fall into one of two categories:

#### Local government records of continuing value

Local government records of continuing value are those records created or received containing information of:

- (a) administrative value to the Shire, including records which:
  - provide an interpretation of the Shire's policy or the rationale behind it;
  - document progress and coordination of responses to issues;
  - document formal communications and/or transactions, such as a Minute report or submission between elected members and another party; and
  - document elected members' decisions, directives, reasons and actions.
- (b) legal value to the Shire including records which document compliance with statutory requirements or court orders which stipulate the retention of records;
- (c) evidential value such as information about the legal rights and obligations of the Shire of Broomehill-Tambellup including elected members, ratepayers, organisations and the general community; and
- (d) historical value to the Shire of Broomehill-Tambellup and to the State.

Local government records of continuing value are to be forwarded to the Chief Executive Officer, for incorporation into the Shire's recordkeeping system.

#### Records of no continuing value (Ephemeral)

These records do not need to be incorporated into the Shire's recordkeeping system and can be destroyed when reference to them ceases, but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Administration Officer for advice prior to destroying any records.

**ACTION:** Records of no continuing value can be destroyed when reference to them ceases but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Chief Executive Officer in order to dispose of these records correctly.

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## 1.2 USE OF SHIRE FACILITIES

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<b>Objective:</b>	To ensure that Shire facilities are available for appropriate use by the community.		
<b>Date of adoption:</b>	13th October 2008	<b>Minute No.</b>	<b>091228</b>
<b>Date of amendment:</b>	20th October 2016		
<b>Date of last review:</b>	20th October 2016		
<b>Legislative References:</b>			
<b>Internal References:</b>	Local Government Property Local Law 2008 Management Practice 7.2 – Tambellup Agricultural Show		

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### **Policy Statement**

Council is committed to ensuring that its community facilities are used to the benefit and advantage of all sections of the community and keeps fees and charges at a level to permit ready access by user groups.

To support this, an administrative procedure exists which provides clear guidelines for users. Fees and charges relevant to Council facility use are reviewed annually at the time of the budget adoption.

Council recognises that a number of community groups and agencies provide substantial support to the community through their activities, and have limited funds to assist.

The following groups have their hire costs waived for the use of Shire facilities, until such time as the events are no longer held:

- Blue Light Discos – Hall
- Agricultural Society – Hall for the Tambellup Show
- Primary Schools – Hall for End of year Presentation Night
- Senior Citizens Christmas Luncheon – Hall
- Broomehill Catholic Church – Hire of tables and chairs for Christmas Eve church services.
- Broomehill Historical Society – Hire of tables and chairs for Carols by Candle Light
- Seniors Soup Luncheon – Hall - Subject to the luncheons being advertised across the Shire
- **Host Organisation for ANZAC Day Services Broomehill and Tambellup – Hall hire**
- ~~Tambellup Primary School – Pavilion Hire for annual and interschool sports events~~
- Daffodil Day event – Tambellup Hall hire costs

Should any cleaning or repairs be required as a result of any of the above events, the organiser will be required to undertake or organise appropriate cleaning or repairs, or the Local Government will charge a fee for the cleaning or repairs.

This Policy applies for the purposes of Clause 3.5 of the Shire's *Local Government Property Local Law 2008*.



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### 1.3 SHIRE OF BROOMEHILL-TAMBELLUP LOGO

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<b>Objective:</b>	To adopt the following design as the new logo for the Shire of Broomehill-Tambellup.		
<b>Date of adoption:</b>	18th November 2010	<b>Minute No.</b>	<b>101105</b>
<b>Date of amendment:</b>	18th June 2015		
<b>Date of last review:</b>	18th June 2015		
<b>Legislative References:</b>			
<b>Internal References:</b>	Delegation 1.21 – Use of the Shire Logo		

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Council has adopted the following logo for the Shire of Broomehill-Tambellup.



It represents the ‘tree change’ lifestyle many new residents come to the Shire of Broomehill-Tambellup for. Within the embracing shape of the forked tree branches are a number of squares in a variety of green shades, representing the multi-faceted community of the Shire coming together.

The use of the Shire of Broomehill-Tambellup logo:

- a) shall be in accordance with the guidelines contained in the publication “Our Identity” and
- b) is not permitted by any other person or organisation without the written approval of the Shire of Broomehill-Tambellup.

Council has delegated to the Chief Executive Officer authority to grant approvals in regard to item 3(b) above. (See *Shire of Broomehill-Tambellup Delegation Register, delegation 1.21 – Use of the Shire Logo*).

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## 1.4 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

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<b>Objective:</b>	To provide for the appointment of an Acting CEO when the CEO is on leave or otherwise absent.		
<b>Date of adoption:</b>	13th October 2008	<b>Minute No.</b>	<b>081008</b>
<b>Date of amendment:</b>	19th July 2018		
<b>Date of last review:</b>	19th July 2018		
<b>Legislative References:</b>	<i>Local Government Act 1995 s5.36; s5.39(1a); s5.39C</i>		
<b>Internal References:</b>			

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### **Scope**

This policy sets out the process to be followed in order for the Chief Executive Officer (CEO) to appoint an Acting CEO to fulfil the functions of the CEO during periods of absence, in accordance with the provisions of the *Local Government Act 1995 (the Act)*.

This policy is activated when the CEO will be absent for five consecutive working days (including public holidays) or more.

### **Policy Statement**

Section 5.36(1) of *the Act* provides that the Council is to employ a person to be the CEO of a local government.

Section 5.36(2) of *the Act* requires that the Council must be satisfied that the person is suitably qualified for the position.

Section 5.39C(1) of *the Act* requires local governments to prepare and adopt a policy that sets out the process to be followed in relation to –

- a) The employment of person in the position of CEO for a term not exceeding 1 year;
- b) The appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

The Council has determined that persons appointed as the permanent incumbent to the position of Manager at the Shire of Broomehill-Tambellup are considered suitably qualified to perform the role of Acting CEO.

In the absence of the CEO for periods of leave for five or more consecutive working days and up to twenty working days the CEO shall appoint a Manager as the Acting CEO, taking into consideration their availability and operational requirements. In these circumstances, the appointed Manager will be paid higher duties at the rate the CEO is paid at the time of taking leave. All other employment contract provisions for the appointed Manager shall remain as is.

For periods of absence exceeding twenty consecutive working days, a resolution of Council is required to appoint an Acting CEO. This may be an internal or external appointment.

All appointments to the role of Acting CEO shall be made in writing.

**Scope**

~~This policy is activated when the Chief Executive Officer (CEO) will be absent for five consecutive working days (including public holidays) or more.~~

**Policy Statement**

~~Section 5.36(2) of the *Local Government Act 1995* provides for Council to appoint the CEO. During periods when the CEO is on Leave an Acting CEO should be appointed.~~

~~When the CEO is on leave for more than five consecutive working days and less than 20 working days an Acting CEO from within the workplace shall be appointed.~~

~~If the CEO is absent more than 20 working days an item shall be presented to Council for Council to consider a longer term Acting CEO appointment. This may be internal or external appointment/s.~~

~~When a staff member is appointed as acting in the position of Chief Executive Officer the staff member shall be paid a salary at the rate that the CEO is paid at the time of taking leave. All other employment contract conditions for the staff member remain as is.~~

~~If an external Acting CEO is appointed they shall be paid at a rate commensurate for the position as agreed under a contract for the term of the appointment.~~

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## 1.5 CODE OF CONDUCT FOR COUNCIL MEMBERS

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<b>Objective:</b>	To provide council members with guidelines for their role and acceptable standards of conduct both at meetings and in public.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	17th August 2017	
<b>Date of last review:</b>	17th August 2017	
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Elections) Regulations 1997</i> <i>Local Government (Rules of Conduct) Regulations 2007</i> <i>Criminal Code section 83</i> <i>Electoral Act 1907</i> <i>Commonwealth Electoral Act 1918</i>	
<b>Internal References:</b>	Councillor Code of Conduct Standing Orders Local Law 2008	

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### 1. PREAMBLE

The Code of Conduct provides council members with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and the *Local Government (Rules of Conduct) Regulations 2007* (the Regs). The Act incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for council members. It encourages a commitment to ethical and professional behaviour and outlines principles in which the Shire's responsibilities may be based.

### 2. THE ROLE OF A COUNCIL MEMBER

A council member's primary role is to represent the community. The effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the council member's public life.

The Role of Council Members as set out in section 2.10 of the *Local Government Act 1995* as follows:

A Councillor –

- a) represents the interests of electors, ratepayers and residents of the district; and
- b) provides leadership and guidance to the community in the district; and
- c) facilitates communication between the community and the council; and
- d) participates in the local government's decision-making processes at council and committee meetings; and
- e) performs such other functions as are given to a Councillor by this Act or any other written law.

A council member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct.

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In fulfilling the various roles, council members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Shire's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on council members and the Shire.

### **3. GENERAL PRINCIPLES TO GUIDE THE BEHAVIOUR OF COUNCIL MEMBERS**

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) avoid damage to the reputation of the Shire; and
  - (e) be open and accountable to the public; and
  - (f) base decisions on relevant and factually correct information; and
  - (g) treat others with respect and fairness; and
  - (h) not be impaired by mind affecting substances.
- (2) The general principles referred to in clause (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

### **4. CONTRAVENTION OF CERTAIN LOCAL LAWS**

- (1) In this Code —
 

“local law as to conduct” means a local law relating to conduct of people at council or committee meetings (Standing Orders).
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

### **5. RULES OF CONDUCT**

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

### **6. USE OF INFORMATION**

- (1) In this Code —
 

“closed meeting” means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

“confidential document” means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

“non-confidential document” means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

- (3) Clause (2) does not prevent a person who is a council member from disclosing information-
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## **7. SECURING PERSONAL ADVANTAGE OR DISADVANTAGING OTHERS**

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

## **8. MISUSE OF LOCAL GOVERNMENT RESOURCES**

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918; or
- (b) for any other purpose,

unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

## **9. PROHIBITION AGAINST INVOLVEMENT IN ADMINISTRATION**

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

## **10. RELATIONS WITH LOCAL GOVERNMENT EMPLOYEES**

- (1) A person who is a council member must not —
- (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a Shire employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a Shire employee in the person's capacity as a Shire employee.
- (2) Clause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
- (a) make a statement that a Shire employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a Shire employee.
- (4) Clause (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**11. DISCLOSURE OF INTEREST**

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

**12. GIFTS**

- (1) In this code —  
 “activity involving a local government discretion” means an activity —
- that cannot be undertaken without an authorisation from the local government; or
  - by way of a commercial dealing with the local government;
- “gift” has the meaning given to that term in section ~~5.82(4)~~ 5.57 of the Act except that it does not include —
- a gift from a relative as defined in section 5.74(1) of the Act; or
  - a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
  - a gift from a statutory authority, government instrumentality or non-profit association for professional training;
  - a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government ~~Managers~~ Professionals Australia WA Division Incorporated (ABN 91 208 607 072);
- “notifiable gift”, in relation to a person who is a council member, means —
- a gift worth between \$50 and \$300; or

- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;
- “prohibited gift”, in relation to a person who is a council member, means —
- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A person who is a council member must not accept a prohibited gift from a person —
- (a) who is undertaking or seeking to undertake; or
- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with clause (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
- (i) a description; and
- (ii) the estimated value; and
- (iii) the date of acceptance,
- of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under clause (4) are recorded.



## 1.6 FINANCIAL ASSISTANCE FOR LEGAL SERVICES FOR ELECTED MEMBERS

<b>Objective:</b>	To assist with the cost of legal services for elected members in connection with any matter touching on their conduct, or the performance of their functions.		
<b>Date of adoption:</b>	13th October 2008	<b>Minute No.</b>	<b>081008</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	19th November 2015		
<b>Legislative References:</b>	<i>Local Government Act 1995</i>		
<b>Internal References:</b>	Code of Conduct for Council Members Councillors Handbook		

### **Purpose**

This Policy is designed to set out:

- the circumstances in which the Shire will, as a general rule, provide financial assistance to elected members who require legal services in the course of or arising out of the performance of their official functions; and
- the procedure for making and dealing with applications.

In each case it will be necessary to determine in the final analysis whether financial assistance is justified for the good government of the district.

### **Policy**

Members of the Council from time to time may require legal services in connection with any matter touching on their conduct, or the performance of their functions as members.

Questions may arise from time to time as to whether, and the extent to which, the Shire should provide financial assistance to secure legal services, and this Policy is intended to facilitate decision-making on those questions.

As a general rule, financial assistance will only be provided to a member for a matter which arises out of or in the course of their conduct, or the performance of their functions, as members.

It is intended that financial assistance will not be provided to a member who has acted unlawfully, dishonestly, improperly, or otherwise in bad faith.

As a general rule financial assistance may be provided to former, or may continue to be provided for members after they cease their membership, where that can manifestly be seen to be justified by the interest of good government of the district.

The level of financial assistance provided is to be assessed in all cases against an evaluation of the extent to which it is justified in the interest of the good government of the district.

### **1. DEFINITIONS**

In this Policy:

“**Act**” means the Local Government Act 1995;

“**CEO**” means the Chief Executive Officer of the Shire;

“**department inquiry**” means an inquiry initiated under section 8.3 of the Act;

“**district**” means the local government district of the Shire;

**“financial assistance”** means the provision by the Shire of money to pay the whole or part of the cost of legal services, or a guarantee of or indemnity for the payment of such cost or part;

**“improperly”** in this Policy describes conduct which would be appropriate to be reported to the Corruption and Crime Commission as corruption or improper conduct;

**“inquiry”** means a department inquiry or a panel inquiry under Part 8 of the Act;

**“legal services”** means the provision of legal advice on any matter, or legal advice and legal representation in connection with court proceedings, or in connection with any other investigation, inquiry, hearing or adjudication, including but without limiting the generality of the foregoing an inquiry under Part 8 of the Act;

**“member”** means a member of the Council of the Shire including a Commissioner appointed under Part 8 of the Act;

**“panel inquiry”** means an Inquiry initiated under section 8.16 of the Act;

**“President”** means the President of the Shire;

**“Shire”** means the Shire of Broomehill-Tambellup.

## 2. ELIGIBLE PERSONS

A person is eligible to make application for financial assistance under this Policy if that person is a member.

## 3. PROCEEDINGS IN RESPECT OF WHICH FINANCIAL ASSISTANCE MAY BE PROVIDED

Proceedings in respect of which financial assistance may be provided include:

- 3.1 Proceedings brought by any member to enable them to undertake or continue to undertake the duties and responsibilities associated with their office. An example is where a member seeks a restraining order against a person using threatening behaviour.
- 3.2 Proceedings brought by any member in respect of defamation against them PROVIDED THAT legal advice obtained by the Shire supports such action as being capable of being regarded as appropriate for the good government of the district to ensure members are not deflected from the performance of their duties by unreasonable interference. Such proceedings may involve:
  - (a) seeking an injunction to prevent further defamation of a specific member, the intention being to seek the removal of a distraction or impediment to the performance by the member of their functions as such; or
  - (b) making a claim for damages:
    - (i) additional to an injunction, if it is determined or appears likely that an injunction has failed or will fail to prevent further defamation of the affected member; or
    - (ii) as an alternative to an injunction if damages is the more appropriate remedy or in the event that a Court declines to grant an injunction on grounds that are not directly related to the merits of the proposed action.
- 3.3 Proceedings brought against one or more members in the performance of their functions as such. For example, this could be in relation to a decision of the Council who aggrieves another person (e.g. refusing a development application).
- 3.4 In, or in connection with, an inquiry or other official proceeding or investigation where, in the opinion of the Council, representation of members is appropriate or justified.

## 4. LEGAL SERVICE PROVIDER

- 4.1 Legal services provided under this Policy are to be provided by a lawyer or a firm of lawyers nominated by the Chief Executive Officer (CEO).

- 4.2 The CEO or the Council, as the case requires, may entertain an application by a member for financial assistance for legal services provided by a lawyer other than a lawyer nominated by the CEO or the Council, as the case may be, provided that clear justification is given. An example of a justification that may be adequate is where there is a perceived conflict of interest on the part of a nominated lawyer.

## 5. FORM OF APPLICATION

An application under this Policy should:

- (a) be in writing;
- (b) provide full details of the nature and extent of the legal services anticipated to be required and when they are required;
- (c) detail how the matter for which the legal services are required arises out of the conduct or performance of functions of the applicant;
- (d) explain how it might be said that the provision of financial assistance would be justified in the interest of the good government of the district;
- (e) provide, in the event that the application is not made in advance, details of the services previously provided and the explanation for there being no application in advance;
- (f) indicate if the applicant considers that the application is urgent and the applicant's reasons for that view;
- (g) contain a declaration by the applicant that:
  - (i) the applicant has read this Policy and accepts its terms (including, without limiting the generality of the foregoing, the terms as to repayment in clause 11); and
  - (ii) the applicant in relation to the matter in respect of which the legal services are required did not act unlawfully, dishonestly, improperly or otherwise in bad faith.

An application when presented to the Council is to be accompanied by a report and recommendation prepared through the office of the CEO in response to the application.

## 6. WHO DETERMINES AN APPLICATION

- 6.1 The CEO may determine an application seeking financial assistance not exceeding, or reasonably anticipated as not likely to exceed, \$3,000.00.
- 6.2 Where the provision of legal services must occur as a matter of urgency prior to the earliest opportunity for an application to be considered by the Council, the CEO may authorize financial assistance up to the value of \$5,000.00, even if that is not anticipated to be the full extent of the financial assistance ultimately required. In any such case, the CEO shall present a report to the next available meeting of the Council detailing the application and outlining the circumstances that required the application to be dealt with as a matter of urgency.
- 6.3 Subject to clause 6.2, all applications seeking financial assistance exceeding, or reasonably anticipated as likely to exceed \$3,000.00 in total, are to be determined by the Council.
- 6.4 Notwithstanding the preceding provisions, the CEO may refer any application to the Council for determination.
- 6.5 An application for financial assistance in respect of proceedings referred to in clause 3.2 is not to be dealt with by the CEO on an urgent application - any application for financial assistance in respect of proceedings referred to in clause 3.2 is to be determined by the Council.

## **7. FORMAL AGREEMENT TO BE EXECUTED**

- 7.1 A person to whom financial assistance is to be provided, whether by the decision of the CEO or the Council, shall be required to execute a formal agreement with the Shire, either in a standard form provided by the Shire, or prepared for the occasion by the Shire's lawyers, setting out the terms and conditions upon which the assistance is offered.
- 7.2 In ordinary circumstances the applicant will be required to execute the agreement prior to any financial assistance being provided.
- 7.3 In the case of an application for urgent financial assistance, the CEO may accept a written undertaking by the applicant to execute a formal agreement as contemplated by this Policy, as soon as it is presented for execution.

## **8. PRECONDITIONS TO THE PROVISION OF FINANCIAL ASSISTANCE**

Financial assistance will only be provided:

- 8.1 In proceedings to be brought by any member where the CEO or the Council, as the case may be, forms the opinion that the action proposed to be taken is reasonably necessary to enable the member to continue to perform their functions without unreasonable obstruction, impediment or discouragement.
- 8.2 In the case of any proceedings against a member, where legal action has been taken or is threatened or seems likely to be taken, in relation to conduct or circumstances arising out of or in the course of the performance of the functions of the member.
- 8.3 In the case of an inquiry where:
- (a) prior to the final report on the outcome of the inquiry, an adverse allegation is made against the member, or the inquiry or any officer assisting indicates that an adverse finding against the member is possible;
  - (b) conduct of the member is subject to inquiry and/or report in the terms of reference of the inquiry, or the member receives a summons or subpoena from the inquiry requiring her to give evidence and/or produce documents;
  - (c) conduct of the member in the performance of their functions as such is under consideration; and
  - (d) the legal services are required prior to the conclusion of the inquiry.
- 8.4 In any case, financial assistance will only be provided where no indemnity for legal services is provided for under a policy of insurance taken out by the member, or by the Shire, or to the extent that full cover is not provided under such policy of insurance.

## **9. CEO MAY CONTINUE TO SEEK LEGAL ADVICE**

Nothing in this Policy derogates from the authority of the CEO or other employees to obtain legal services concerning the business and affairs of the Shire from the Shire's lawyers.

## **10. REPAYMENT OF FINANCIAL ASSISTANCE**

- 10.1 It is a condition of the provision of financial assistance under this Policy, and it shall be a condition of the formal agreement referred to in clause 7, that:
- (a) the provision of financial assistance shall be at an end; and
  - (b) any financial assistance already paid by the Shire shall be repaid by the member in the event that:
    - (i) a finding is made in the report of an inquiry or in court proceedings that the member has acted unlawfully, dishonestly, improperly, or otherwise in bad faith, in circumstances that are fundamental to the inquiry or the court proceedings in respect of which the financial assistance was sought;

- (ii) the Council determines on legal advice that the member has acted unlawfully, dishonestly, improperly, or otherwise in bad faith in circumstances that are fundamental to the proceedings in respect of which financial assistance was obtained; or
- (iii) where information provided to the CEO or to the Council in the application is materially false or misleading.

10.2 Members are not to personally benefit financially from proceedings to the extent that they are financed by the Shire. Damages or costs awarded to the member in excess of any expenses incurred separately by the member should be dealt with in the following order:

- (a) in reimbursement of any expenses paid or payable personally by the member;
- (b) in reimbursement of the financial contribution of the Shire which reimbursement may be repaid to the ordinary funds of the Shire; and
- (c) any excess should be held by the Shire to be used for a charitable purpose within the district. The reason for the provisions in this clause is not that the Shire should benefit financially from legal proceedings taken by or against a member, but rather to ensure that financial assistance will only be provided by the Shire in circumstances where it can be demonstrated manifestly that the purpose for the Shire providing financial assistance is to act in the interest of good government of the Shire's district by ensuring that members are not deflected or discouraged from the performance of their official functions by their inability to finance appropriate legal services.

10.3 Where financial assistance is withdrawn, the member who obtained the financial assistance is required to repay any monies already provided.

## **11. RECOVERY**

A member applying for financial assistance under this Policy must agree under clause 7 that:

- (a) the Shire may take action to recover any financial assistance required to be repaid under clause 10;
- (b) the monies to be repaid shall constitute a debt due by the member to the Shire and may be recovered in a court of competent civil jurisdiction; and
- (c) the Shire is entitled additionally to deduct the amount of any outstanding financial assistance from any allowance payable by the Shire to the member.

The agreement to be prepared under clause 7 should make provision for such repayment and recovery.

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## 1.7 CUSTOMER SERVICE

<b>Objective:</b>	To recognise Council's commitment to optimum customer service.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	20th August 2015	
<b>Date of last review:</b>	20th August 2015	
<b>Legislative References:</b>	Local Government Act 1995	
<b>Internal References:</b>	Disability Access and Inclusion Plan 2020-2025 Customer Service Charter	

### **Policy Statement**

Council is committed to meeting the needs of its community and visitors by providing leadership and facilitating the provision of services and facilities. Council acknowledges the rights of both customers and staff to be treated respectfully, for viewpoints to be acknowledged and enquiries addressed through quality customer service.

Our customers are those people who have dealings with the Shire of Broomehill- Tambellup including, but not limited to: residents; ratepayers; business proprietors; community sporting and recreation clubs and associations; visitors to the Shire; employees, contractors and volunteers within the Shire; government departments and non-government agencies and organisations.

Council's Customer Service Charter outlines the customer service standards Council sets for itself and affirms Council's commitment to providing quality services.

### **Scope**

Council's Customer Service policy applies to the whole of the organisation.

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## 1.8 HONORARY CITIZEN OF THE SHIRE

<b>Objective:</b>	To honour outstanding community members.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	16th July 2015	
<b>Date of last review:</b>	16th July 2015	
<b>Legislative References:</b>		
<b>Internal References:</b>		

### **Policy Statement**

Council believes that there is a need for the Shire, on behalf of the community, to recognise the unique contribution that some members of the community make to the Shire district.

The highest honour Council may bestow is an 'Honorary Citizen of the Shire' to be awarded for exceptional service that advances the goals of the Shire and the personal contribution given in pursuit of benefits for the community.

The conferring of the title Honorary Citizen of the Shire upon a person does not grant to them any right or privilege other than that of permitting the person to designate himself or herself by the title so conferred.

A suitable inscribed memorial is presented to the conferee.

The Honour may only be bestowed by a resolution of the Council carried by an absolute majority.

A nomination can be made at any time and only by a serving elected member, who is responsible for providing a detailed submission regarding the nominee in order that Council may make an informed decision. The nomination must be seconded by another member of Council.

### Eligibility Criteria:

Nominees for the conferring of the title "Honorary Citizen of the Shire" should be residents, or past residents of the Shire, who have given distinguished service to the Shire and/or the community over a long period, preferably in more than one capacity.

### Selection Criteria:

Nominees will be judged on their record of service to the community. The selection criteria are to include:

- Length of service in a field (or fields) of activity;
- Level of commitment to the field (or fields) of activity;
- Personal leadership qualities;
- Benefits to the Shire and/or community resulting from the person's achievements; and
- Special achievements of the nominee.

### Formal conferring of the title

The formal conferring of the title is to be carried out at a reception held by the Shire. The decision on the occasion and format of the reception shall rest with the President, in consultation with the CEO.

## NOMINATION FORM

### FOR THE CONFERRING OF THE TITLE 'HONORARY CITIZEN OF THE SHIRE'

The information contained in this document is strictly confidential

#### Nomination for the conferring of the title "HONORARY CITIZEN OF THE SHIRE"

Dear Sir

I hereby nominate

\_\_\_\_\_

(Full Name)

\_\_\_\_\_

(Address)

for the conferring of the title "Honorary Citizen of the Shire".

In support of this recommendation I supply the information set out on the following pages.

Yours faithfully

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Date)

TO: The Chief Executive Officer  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
TAMBELLUP WA 6320

\_\_\_\_\_



**DETAILS OF PERSON SUBMITTING NOMINATION**

The following information about the person submitting this recommendation is needed to enable officers of the Shire of Broomehill-Tambellup to seek further details, if required. In addition to completing the full details below, please indicate, in the box provided, your preferred address for further contact.

NAME (IN FULL): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

Draft

**DETAILS OF PERSON BEING NOMINATED FOR THE TITLE**

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested. If insufficient space is available, please attach a separate statement.

SURNAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

AWARDS AND/OR DEGREES, ETC: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE AND PLACE OF BIRTH: \_\_\_\_\_

Please set out below details of the activities undertaken by the person you are nominating and the reasons why you consider he or she should receive recognition from the Council of the Shire of Broomehill-Tambellup by the conferring of the title 'Honorary Citizen of the Shire'.

The names and addresses of individuals and/or organisations able to support your recommendation should also be provided.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 1.9 DEALING WITH UNREASONABLE CUSTOMERS

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**Objective:** That, when dealing with Unreasonable Customers, Council's resources will be used effectively and efficiently and customers dealt with in a courteous, fair and consistent manner in order to maintain a safe and healthy working environment for all.

**Date of adoption:** 17<sup>th</sup> May 2012 **Minute No.** 120505

**Date of amendment:**

**Date of last review:** 16<sup>th</sup> July 2015

**Legislative References:** *Local Government Act 1995*  
*Freedom of Information Act 1992*

**Internal References:** Customer Service Charter  
Employee Code of Conduct  
Policy 1.20 Complaints

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### Scope

This Policy relates to all dealings with customers by Shire of Broomehill-Tambellup staff and, in particular, those Unreasonable Customers who:

- Cannot be satisfied;
- Make unreasonable demands; and/or
- Are rude, abusive or aggressive.

### Definitions

Council recognises the types of behaviour which are not only verbal, but may be physical against Council's property or Council's personnel. Customer conduct that is unreasonable includes:

- Unreasonable demands;
- Unreasonable lack of cooperation;
- Unreasonable, abusive and aggressive behaviour; and/or
- Abuse of process.

### Variation and Review

Council reserves the right to review, vary or revoke this Policy.

### Service Commitment

Council staff strive to meet the needs of our customers in a professional and ethical manner and shall:

- Treat all customers with respect;
- Listen to what customers have to say;
- Respond to customers quickly and efficiently;
- Act with integrity and honesty;
- Act in accordance with the law and Council's Code of Conduct;
- Demonstrate professionalism when dealing with difficult customers;
- Be mindful of the safety of all persons, including staff and customers; and
- expect to be treated with respect.

### Customer Service Policy Statement

Council is committed to the provision of a customer service which acknowledges the rights of both customers and staff to be treated with respect and their viewpoints to be acknowledged and addressed.

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The Chief Executive Officer (CEO) is responsible for developing an organisational culture which accepts complaints as an opportunity to improve service to the community. In doing this, the CEO will establish, maintain, monitor and report on, if requested, a complaints or grievance management system which:

- Ensures commitment to efficient and reasonable resolution of complaints;
- Ensures the privacy and fair treatment of all parties; and
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.

### **Dealing with Difficult Customers**

Council staff are required to treat customers with courtesy and respect at all times and to make every reasonable effort to address a customer's needs even when she/he is rude, or difficult.

It is accepted that, on occasion, whatever standard of professional and positive customer service Council achieves, there will always be a small percentage of customers whose issues cannot be dealt with to their satisfaction. This may be due to refusal by the customer to accept a Council decision, demands placed on Council which are not within its scope or resources to meet, or a level of rudeness or aggression shown to staff, by the customer, that makes it unsafe or unreasonable to proceed.

Where the CEO is satisfied that every effort has been made by staff to address a customer's needs, the CEO may make a decision that there is not reasonable prospect of reaching a position where a particular customer is satisfied with Council's actions and service. In such a case, the CEO may decide to stop or limit responses to the customer in relation to the issue in question.

### **Confidentiality and Privacy**

All dealings with customers must abide by the *Local Government Act 1995* and Council's relevant policies. Access to the information held by Council must be made in accordance with the *Freedom of Information Act 1992* and Council's Information Statement.

### **General**

In all of the situations referred to in this Policy, Council's 'Dealing with Unreasonable Customers' Procedure must be followed by staff and adequate documentary records made and maintained on the appropriate Council file/s.

## 1.10 IPAD OR TABLET POLICY FOR COUNCILLORS AND STAFF

<b>Objective:</b>	Establishment of an agreement for Councillors and Staff who are provided with an iPad or tablet, which will have regard for usage, ownership and financial implications.		
<b>Date of adoption:</b>	20th December 2012	<b>Minute No.</b>	<b>121206</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	15th October 2015		
<b>Legislative References:</b>	Local Government Act 1995		
<b>Internal References:</b>	Policy 1.5 Code of Conduct for Council Members		

### Purpose

The purpose of this policy is to establish a usage agreement for all Councillors and Staff of the Shire of Broomehill-Tambellup who are supplied with an iPad or tablet (device).

The aim of the policy is to ensure that all Councillors and Staff understand the terms and conditions associated with the provision of a device for Council or staff use.

### Policy

#### 1. OWNERSHIP

The devices will be distributed to all Councillors, Chief Executive Officer and ~~Manager Corporate Services~~ **Manager of Finance & Administration, Manager of Works and Strategic Support & Projects Officer**. The devices remain the property of the Shire of Broomehill-Tambellup for the duration of a Councillors term or Staff members' employment. The ownership of the device is transferred to

- 1) Councillors as a parting gift upon retirement or resignation from office subject to one full four year term being served
- 2) Applicable staff members as a parting gift upon resignation or retirement subject to a minimum of four years service with the Council

Council may from time to time agree to amend the timeframe in exceptional circumstances.

Should a Councillor or staff member not wish to retain the device, it may be returned to the Council in which case it will be restored to factory settings and any personal information will be removed.

#### 2. DATA/INTERNET PACKAGE

Each device will be provided with a Telstra data pack (sim card) which shall at all times remain the property of the Shire of Broomehill-Tambellup. The monthly fee for this service will be paid for by Council from Members Expenses. Upon retirement or resignation, the sim card for the service shall be returned so it can be used for incoming Councillors or Staff.

#### 3. TERMS AND CONDITIONS

The following terms and conditions must be adhered to at all times:-

- All applications (Apps) whether for private or Council/work use are to be purchased privately using a personal credit card or iTunes voucher.
- A Telstra data pack will be provided, and paid for, by the Shire of Broomehill-Tambellup.
- When Councillors and Staff are in the Tambellup Administration Building, internet access will be provided by connecting to the Councils wi-fi. Access information will be provided upon request. To ensure the integrity of Councils computer network, the password for the wi-fi must never be disclosed to another party.

- **Devices** may be used for private use for both Councillors and Staff in terms of accessing emails, downloading music, utilising the camera features etc.
- **Devices** must not be used to access any information, applications or videos that are deemed inappropriate.
- If a **device** is damaged or lost, Council may determine that the Councillor or staff member is liable for the replacement or repairs.

#### **4. REIMBURSEMENT**

Any applications (Apps) that are purchased from the App Store by Councillors or Staff members and are deemed imperative for operational use by the Chief Executive Officer may be reimbursed. Approval must be granted by the CEO for the reimbursement of Apps prior to purchase.

#### **5. DOCUMENTS RELATING TO COUNCIL USE**

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the “Docs on Tap” App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act 1995 s 5.5(1)*). Councillors will receive an email on the Friday prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

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## 1.11 ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

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<b>Objective:</b>	To enable Elected Members to develop and maintain their skills and knowledge relevant to their role as a representative of the Shire of Broomehill-Tambellup.		
<b>Date of adoption:</b>	21st March 2013	<b>Minute No.</b>	<b>130306</b>
<b>Date of amendment:</b>	19th November 2015		
<b>Date of last review:</b>	19th November 2015		
<b>Legislative References:</b>	<i>Local Government Act 1995 s5.127 and s5.128</i>		
<b>Internal References:</b>			

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### 1. PURPOSE

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

### 2. STATEMENT

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

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

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

1. Serving on Council;
2. Understanding Local Government;
3. Conflicts of Interest;
4. Understanding Financial Reports and Budgets; and
5. Meeting Procedures and Debating.

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

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

### 3. ANNUAL CONFERENCE AND TRAINING EXPENSE ALLOCATION

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

In addition the annual budget allocation will be sufficient to cover the attendance by

- the President at the Annual National Congress
- two elected members at the National Roads Congress

#### 4. APPROVAL

Elected Members may attend conferences and training:

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

#### 5. CONFERENCES AND TRAINING THAT MAY BE ATTENDED

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

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

#### 6 PAYMENT OF CONFERENCE AND TRAINING EXPENSES

##### 6.1 Payment from Conference and Training Expense Allocation:

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

##### 6.2 Booking Arrangements:

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

##### 6.3 Support Activities:

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

##### 6.4 Accommodation:

- a. The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.
- b. Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

##### 6.5 Travel:

- a. Where travel is involved, the travel is to be undertaken with all due expedition by the shortest most practical route, to and from the Conference and Training



venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

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

#### **6.6 Reimbursement of Expenses:**

- a. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
  - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
  - dry-cleaning and laundry expenses; and
  - reasonable telephone, internet and facsimile charges.
- b. Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
  - for the days of the Conference and Training event only; and
  - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d. Where a visit is extended, as discussed in paragraph 6.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- e. Where an Elected Member does not require paid accommodation for a Conference and Training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.

- f. Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

**6.7 Elected Member/Delegate Accompanying Person:**

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

**6.8 Guidelines for Conference and Training Attendance:**

- a. Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.
- b. Elected Members will only be registered for conference and training events itemised in this Policy, if there is sufficient funds in the annual budget to meet the costs. Where there are insufficient funds to meet the cost of the Conference and Training, Council approval must be obtained before attendance if the costs are going to be claimed.

**7 REPORT**

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

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## 1.12 INTEGRATED WORKFORCE PLANNING AND MANAGEMENT POLICY

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**Objective:**

To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the *Local Government Act (1995) Regulation S5.56(2)*

**Date of adoption:**

21st March 2013

**Minute No. 130308**

**Date of amendment:**

**Date of last review:**

18th June 2015

**Legislative References:**

*Local Government Act 1995 s5.56(2)*

**Internal References:**

Shire of Broomehill-Tambellup Workforce Plan  
 Shire of Broomehill-Tambellup Corporate Business Plan  
 Shire of Broomehill-Tambellup Strategic Resource Plan  
 Shire of Broomehill-Tambellup Community Strategic Plan

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### Policy Statement

The Shire of Broomehill-Tambellup considers workforce planning to be an essential management function in its operations. They recognise that the achievement of all goals and objectives are reliant on the appropriate capacity, skills, knowledge of the workforce.

Council is committed to resourcing workforce requirements through its integrated planning processes. Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service/activity/ function of their division.

### Definition of Workforce Planning

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

### Mandate

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

- effective and efficient recruitment and retention
- role and responsibility definition and appropriate performance management,
- support and encouragement for staff to perform
- staff training and development;
- legislative compliance;
- staff health and wellbeing (OSH)
- flexibility in employment and work practices to meet organisational and employee needs.

### Responsibilities

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.
- In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.

- All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.
- Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the CEO or other designated officer for inclusion in the Workforce Planning process.
- The Corporate services team will collect and monitor relevant workforce data and statistics.
- The relevant organisational planning and performance monitoring personnel will research and relevant workforce data, demographics and trends as part of the integrated planning cycle.
- All Elected Members and officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

### **Required Outcome**

#### **Monitor and Review**

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

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## 1.13 ASSET MANAGEMENT POLICY

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<b>Objective:</b>	To ensure that services provided by the Shire of Broomehill-Tambellup continue to be delivered in a sustainable manner by ensuring that assets used to support the service delivery, continue to function to the level of service determined by Council. It will also provide clear direction as to how Council, as custodians of Community assets, will manage those assets within an Asset Management Framework.	
<b>Date of adoption:</b>	21st March 2013	<b>Minute No. 130322</b>
<b>Date of amendment:</b>		
<b>Date of last review:</b>	15th October 2015	
<b>Legislative References:</b>	<i>Local Government Act 1995</i>	
<b>Internal References:</b>	Shire of Broomehill-Tambellup Asset Management Improvement Strategy Shire of Broomehill-Tambellup Strategic Resource Plan	

### **Policy**

To achieve the policy objective, the Shire of Broomehill-Tambellup is committed to ensuring that Asset Management is recognised as a major corporate function within Council and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire has prepared an Asset Management Improvement Strategy that will guide the implementation of asset management practices across the organisation. The major outcome being the adoption by Council of an Asset Management Plan for the following classes of assets:-

- (a) Roads
- (b) Pathways
- (c) Buildings;
- (d) Storm water;
- (e) Parks and reserves;
- (f) Other assets (including plant and equipment).

The Asset Management Plan will form part of the Shire's day-to-day business practices. It will define the level of service to be provided and will be used to make informed decisions in relation to considering the need to maintain or renew existing assets, acquire new assets, upgrade existing assets or dispose of assets to support service delivery.

The Asset Management Plan will be prepared in accordance with the IPWEA's International Infrastructure Manual recommended format and will include long term (20 year) financial modelling of the renewal profile of each asset class and will be underpinned by the long term financial plan.

The Shire of Broomehill-Tambellup has limited resources and is the custodian of a large number of assets, many of which have reached or gone beyond their economic life.

In making informed decisions in relation to assets, Council will consider the following key principles:-

1. Philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service defined for that asset;
2. Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:-
  - a) Need for the facility (short and long term);
  - b) Legislative requirements;
  - c) Opportunities for rationalisation;
  - d) Future liability including ultimate retention/disposal; and
  - e) Opportunities for multiple use.
3. All capital works projects will be evaluated in accordance with a capital evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment). Projects will be assessed against the objectives and priorities within corporate planning documents, including the Community Strategic Plan, Plan for the Future and Asset Management Plan.
4. In respect to road infrastructure, the Council will aim to maximise state and federal grants and recognise the need to allocate sufficient local government funds on road projects in each year to support this aim.

### ***Responsibility and Reporting***

**Council** – is responsible for approving (including amendments to) the following documents:-

- a) Asset Management Policy;
- b) Asset Management Improvement Strategy;
- c) Asset Management Plan.

The Council is also responsible for ensuring (upon recommendation from the CEO) that sufficient resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

**Chief Executive Officer (CEO)** – is responsible for ensuring that systems are in place to ensure that Councils Asset Management Policy, Asset Management Improvement Strategy and Asset Management Plan are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to asset management.

**Asset Management Working Group (AMWG)** – is responsible for ensuring that Councils Asset Management Improvement Strategy is achieved and that the Asset Management Plan is prepared and maintained in accordance with Councils Asset Management Policy.

Where amendments to Councils Asset Management Policy, Asset Management Improvement Strategy or Asset Management Plan are identified, or aspects of the above are not being achieved or adhered to, the Asset Management Working Group is responsible for reporting this to the CEO for consideration.

The Asset Management Working Group reports to the CEO on all matters relating to asset management.

**Managers** – are responsible for supporting the allocation of staff to the Asset Management Working Group and ensuring that resources under their control are appropriately allocated to achieving the Asset Management Improvement Strategy. All Managers report to the CEO on all matters relating to the implementation of Asset Management Plans under their area of control.

### ***Policy Definitions***

“Asset” means a physical item that is owned or controlled by the Shire of Broomehill-Tambellup, and provides or contributes to the provision of service to the community (in this context, fixed assets that support the delivery of services to the community such as roads, buildings and parks).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the Councils priorities for service delivery.

“Asset Management Plan” means a plan developed for the management of an asset or asset category (that includes community service, technical and financial considerations) over the lifecycle of the asset.

“Council” means the elected members’ to the Council of the Shire of Broomehill-Tambellup.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of roads, drainage, buildings, parks and play equipment.

“Level of Service” means the combination of function, design and presentation of an asset. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of Life Cost(s)” means the total cost of an asset throughout its life including planning and design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

“Maintenance” means regular and ongoing day to day work necessary to keep the asset operating and to achieve its optimum life expectancy.

“New” means creation of a new asset to meet additional service level requirements.

“Operations” means the regular activities to provide public health, safety and amenity and to enable the assets to function (eg: road sweeping, grass mowing, cleaning, street lighting and graffiti removal).

“Renewal” means restoration, rehabilitation or replacing an existing asset to its original capacity. This may include the fitting of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Renewal Profile” means a predicted future capital expenditure profile necessary to achieve a user-defined asset condition outcome.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Risk” means probability and consequence of an event that could impact on the Councils ability to meet its corporate objectives.

“Shire” means the collective Shire of Broomehill-Tambellup organisation. The Chief Executive Officer of the Shire of Broomehill-Tambellup is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means enhancing an existing asset to provide a higher level of service.

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## 1.14 ASSET CAPITALISATION THRESHOLDS

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<b>Objective:</b>	To establish a minimum threshold amount for the recognition of non-current assets.		
<b>Date of adoption:</b>	18th April 2013	<b>Minute No.</b>	<b>130404</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	15th October 2015		
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>		
<b>Internal References:</b>			

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### **Policy**

For reasons of practicality, the following materiality thresholds will be applied for the recognition of non-current assets:-

- Land – all purchases are capitalised, with the exception of land resumed for public works if the resumption cost is less than \$5,000.
- Buildings – expenses totalling less than \$5,000 on any one building in any year need not be capitalised.
- Furniture & Equipment – expenses totalling less than \$5,000 on any one item in any year need not be capitalised.
- Plant & Equipment - expenses totalling less than \$5,000 on any one item in any year need not be capitalised.
- Infrastructure – expenses totalling less than \$5,000 on any one item in the following classes in any year need not be capitalised:-
  - Roads;
  - Bridges;
  - Drainage;
  - Footpaths;
  - Parks and Gardens;
  - Other Infrastructure.
- Works in Progress – amounts shown in the above classes are applicable to all works in progress.

Purchases below the capitalisation threshold will be expensed in the year of purchase.

### **Definition**

The “Western Australian Local Government Accounting Manual” states that an “asset” by definition is:-

*“An Asset is considered to be a resource controlled by the local government as a result of past events and from which future economic benefits are expected to flow to the local government.”*

By this definition, an asset does not require the local government to actually own the property, plant or equipment for it to be classified as an asset. The local government only needs to have control of the item and be able to direct its use to achieve its strategic goals and receive future benefits from its use.

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## 1.15 COMMUNITY ENGAGEMENT POLICY

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<b>Objective:</b>	To affirm the Council's commitment to the principals of community engagement and consolidate and enhance its practice.		
<b>Date of adoption:</b>	18th April 2013	<b>Minute No.</b>	<b>130407</b>
<b>Date of amendment:</b>	20th August 2015		
<b>Date of last review:</b>	20th August 2015		
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i>		
<b>Internal References:</b>	Shire of Broomehill-Tambellup Strategic Community Plan Policy 1.23 Public Relations – Press Releases Management Practice 1.6 Community Engagement Framework Shire of Broomehill Town Planning Scheme No. 1 Shire of Tambellup Town Planning Scheme No. 2		

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### 1. PURPOSE

Effective community engagement allows us to tap into wider perspectives, sources of information and potential solutions to improve decisions and services. It also provides the basis for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

The Shire of Broomehill-Tambellup commits to using community engagement to:

- Strengthen relationships between the council and the community by allowing for clear and honest communication, improving the understanding of each other's opinions, concerns, restrictions and strengths.
- Help encourage ownership within the community over strategies, projects and decisions. This community ownership can support long-term sustainability of projects and initiatives.
- Helping the council develop an understanding of the make-up, characteristics, needs and priorities of the community.
- Searching for solutions, information, and opportunities that the council could not develop on its own. There is a wealth of information within the community and engagement allows the council to access this for the development of strategies and policies.

It is important that the community understands that there are many factors that impact on a council decision being made.

Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the decision making process.

The level of engagement that is selected for the process will also impact on how the data is used within the council and the decision-making process.

If a difference occurs between community input and the council's final decision, the reasons will be clearly and unambiguously stated.

## 2. SCOPE

### 2.1 When will community engagement be used?

Different issues and situations will require different engagement levels and methods. Different levels of decision making requiring different approaches to consultation include:

- **Site specific** – matters about a particular site such as a change in use or sale of a property, excluding matters that need to be decided under the *Planning and Development Act 2005*.
- **Area improvement** – Matters that affect people in a specific area or neighbourhood.
- **Service planning for entire municipality** – To develop or improve a service that would see a significant change in the level of service.
- **Policy development** – To develop or improve policies or the council's position on particular matters. This does not include internal operating matters.
- **Key strategic issues/major development** – A project that, because of its size, could impact on the finances or the future of the whole municipality.
- **Strategic plans for the shire** – Establishing the decision-making framework for the council, for example, the Corporate Plan.
- **Legislative requirements** – this refers to all prescribed activity under the *Local Government Act (1995)* and any other relevant Acts.

### 2.2 Community engagement methods

The five levels of engagement used within the Shire of Broomehill-Tambellup are based on the IAP2 spectrum for public participation and are detailed below;

#### **Inform**

Goal: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions

Promise: We will keep you informed

Examples: Fact sheets, websites, open houses, media campaigns, project bulletins

#### **Consult**

Goal: To obtain public feedback on analysis, alternatives, and/or decisions

Promise: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

Examples: Public comment, focus groups, surveys, public meetings, targeted feedback (eg specific stakeholders)

#### **Involve**

Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered

Promise: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision

Examples: Workshops, project/strategy planning, steering committees, deliberative polling

### Collaborate

Goal: To partner with the public in each aspect of the decision including the development of alternatives, and the identification of the preferred solution

Promise: We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible

Examples: Community advisory committees

### Empower

Goal: *Public make recommendations to Council*

Promise: *Council will consider the recommendations*

Examples: *Council committees with delegated decision-making authority*

*The IAP2 Spectrum includes 'empower' as level of community engagement, whereby final decision making is in the hands of the public. Under the Local Government Act 1995, the only way community members could make decisions would be if Council delegated decision-making authority to a committee in accordance with Section 5.8 of the Act, and this is permissible for matters that relate to Shire property or a Shire event. Therefore the Shire will not use the Empower category in its Community Engagement Matrix.*

## 3. POLICY

The Shire of Broomehill-Tambellup **must** use community engagement methods when:

- It is required by legislation
- An issue may have potential impacts on the health, safety or well-being of any community member

The Shire of Broomehill-Tambellup **should** use community engagement methods when:

- Any proposed changes will impact on current users or customers of a council service or facility;
- Any proposed changes will affect the rights or entitlements of community members, including minority groups;
- There is potential impact on surrounding neighbours;
- It wants to identify community issues, needs and priorities;
- It wants to monitor customer satisfaction with council's services facilities;
- There is a level of controversy or conflict or sensitivity about a particular issue;

The council is committed to ensuring that all community engagement processes will be delivered in a manner that allows community members to identify the issue and input into the process. Council aims for the participation of 500 or 10% of residents (whichever is fewer), and a minimum of two documented community engagement mechanisms will be used.

The official consultation period, during which the council will receive submissions on documents, strategies and policies, will be a minimum of three weeks and a maximum of six. This is in addition to the community engagement period that is conducted prior to the development of the document.

The community will receive a minimum of two weeks' notice for any community engagement methods that requires them to attend or participate in events outside their ordinary routine.

Where appropriate, community engagement methods will be held at various locations throughout the shire.

We commit to the following level of engagement appropriate for each circumstance.

	Strategic plan	Policy development	Site specific	Service planning	Area improvement	Legislative requirements
<b>Inform</b>	1	3	1	2	1	1
<b>Consult</b>	2	3	3	2	2	3
<b>Involve</b>	3	3	3	3	3	3
<b>Collaborate</b>	4	4	4	4	3	5
<b>Empower</b>	5	5	5	5	5	5

*1 = every time*

*2 = in most circumstances*

*3 = depending on program/issue/timing*

*4 = on the odd occasion*

*5 = very rarely*

The Shire of Broomehill-Tambellup is also committed to ensuring that data and information gathered via community engagement methods forms a vital component of its decision-making process.

### **3.1 Use of information and data**

There are many factors that impact on a council decision being made. Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the decision making process.

The level of engagement that is selected for the process will also impact on how the data is used within the council and the decision-making process. If a difference occurs between community input and the council's final decision, the reasons will be clearly and unambiguously stated.

As part of its commitment to the effectiveness of engagement, the council's associated decision-making process will be evaluated after a final decision has been made.

Community engagement information and data will also be used within the organisation where appropriate. This is of course except for information that is restricted due to privacy considerations.

## **4. RELATED POLICIES**

Policy 1.23 Public Relations - Press Releases

## 5. RELATED LEGISLATION

### 5.1 *Planning and Development Act 2005*, Shire of Broomehill Town Planning Scheme No. 1, Shire of Tambellup Town Planning Scheme No. 2

The Shire of Broomehill-Tambellup has a number of obligations under the above to advertise or 'give notice' of planning applications and amendments to the Town Planning Schemes which are set out under the *Planning and Development Act 2005*.

### 5.2 *Local Government Act 1995*

The *Local Government Act 1995* outlines provisions for the rights of people to make submissions to Council.

There are minimum requirements for submissions depending on the matter for which Council is seeking community opinion.

Some of the documents governed by the *Local Government Act 1995* include:

- Council Strategic Plan
- Local Laws
- Road Closures
- Intention to Sell
- Intention to Lease

## 6. REFERENCES

Management Practice 1.6 Community Engagement Framework 2013

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## 1.16 ORGANISATIONAL RISK MANAGEMENT POLICY

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<b>Objective:</b>	To ensure compliance with the Integrated Planning requirements of the <i>Local Government Act (1995) Section 5.56(2)</i> , <i>Local Government (Audit) Regulations 1996</i> amended 2013 and Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework.	
<b>Date of adoption:</b>	15th May 2014	<b>Minute No. 140505</b>
<b>Date of amendment:</b>		
<b>Date of last review:</b>	20th August 2015	
<b>Legislative References:</b>	<i>Local Government Act 1995 section 5.56(2)</i> <i>Local Government (Audit) Regulations 1996 r17</i>	
<b>Internal References:</b>	Shire of Broomehill-Tambellup Organisational Risk Management Guidelines WA Local Government Accounting Manual - Internal Control Framework - Section 7.2	

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### **Policy Statement**

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995) section 5.56(2)*, *Local Government (Audit) Regulations 1996* and Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework.

### **Definition of Risk**

AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives.”

- A risk is often specified in terms of an event or circumstance and the consequences that may flow from it.
  - ~ An effect may be positive, negative, or a deviation from the expected.
  - ~ An objective may be financial, related to health and safety, or defined in other terms.
- Risk Management is defined as the application of coordinated activities to direct and control an organisation with regard to risk.

### **Principles – Framework - Process**

The Shire of Broomehill-Tambellup considers risk management to be an essential management function in its operations. They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic and operational planning
- Expenditure of large sums of money
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change
- The management of sensitive issues

Risk management objectives

- The achievement of organisational goals and objectives.
- Compliance with Local Government Act (1995) Regulation S5.56(2)
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council and the Shire.
- Application of equal opportunity principles in the workforce and the community

### ***Responsibilities***

- Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff effectively manage the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

### ***Monitor and Review***

The Organisation will develop and implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's Executive and Council as appropriate

Significant or Extreme Risks will be reported to the Council Audit and Risk Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.



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## 1.17 CORPORATE CREDIT CARDS

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<b>Objective:</b>	To establish the use of Corporate credit cards, and outline the responsibilities of card holders.	
<b>Date of adoption:</b>	18th September 2014	<b>Minute No. 140904</b>
<b>Date of amendment:</b>	18th June 2015	
<b>Date of last review:</b>	18th June 2015	
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996 r11(1)(a)</i>	
<b>Internal References:</b>	Management Practice 4.2 – Employee Corporate Credit Cards Policy 3.1 Purchasing Policy	

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### **Policy Statement**

Corporate credit cards can deliver significant benefits through improved administrative practices and more effective cash management. They can, however, also expose a local government to significant risks if not properly controlled. These risks can be minimised by implementing policies to control their use. Credit cards can be a more efficient purchasing method than that of formal methods in some circumstances. It can reduce administration costs, and the need to carry cash.

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies that govern the use of credit cards.

### Advantages of Corporate Credit Cards

When used correctly, a credit card can –

- eliminate or reduce time spent on paper based ordering and payments;
- reduce administrative costs;
- reduce the number of payments made per month;
- provide a useful resource in remote and emergency situations;
- reduce the need to carry cash on the premises; and
- provide an effective audit trail of expenditure.

### **Legislation**

The use of credit cards is not specifically mentioned in the *Local Government Act 1995*, however the following sections of the Act impact the use and control of corporate credit cards –

- Section 2.72(2) (a) and (b) requires the Council to oversee the allocation of the local governments finances and resources and to determine the policies of the local government.
- Section 6.5(a) requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

*Local Government (Financial Management) Regulations 1996 r11(1)(a)* requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

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### ***Policies and Procedures Governing the Use of Corporate Credit Cards***

Council has endorsed Management Practice 4.2 – Employee Corporate Credit Cards which authorises the use of corporate credit cards by the CEO and Executive Managers and authorises the CEO to establish procedures controlling the use of credit cards.

#### ***General***

Corporate Credit Cards shall only be issued to the Chief Executive Officer and Executive Managers.

Each officer shall sign an agreement which sets out the cardholders responsibilities and legal obligations when using the credit card –

- a register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- in the event of their employment ceasing, the cardholder is to return the credit card for destruction;
- if a card is lost or misplaced the cardholder shall notify the Chief Executive Officer immediately to enable the loss to be reported and to arrange a replacement card;
- credit cards should never be transferred to other users;
- any reward schemes such as Fly Buys will be to the benefit of Council and not the employee;
- what action is to be taken in the event that a cardholder fails to comply with this policy.

#### ***Purchasing***

- corporate credit cards are only to be used for purchasing goods and services on behalf of the local government which have been authorised in the current annual budget;
- cardholders should ensure that suppliers record an adequate description of goods or services on the tax invoice to ensure appropriate levels of accountability. Appropriate documentation should be obtained to ensure that the purchase can be verified to the satisfaction of the CEO. Wherever possible, a tax invoice must be obtained;
- cardholders must adhere to 3.1 Purchasing Policy;
- personal expenditure is prohibited;
- under no circumstances shall a Corporate Credit Card be used for cash withdrawals;
- the credit card provided to the Chief Executive Officer shall have a maximum limit of \$10,000;
- credit cards provided to Executive Managers shall have a maximum limit of \$4,000;
- where a cardholder undertakes purchases by way of facsimile, telephone or over the internet a tax invoice or receipt is required in all circumstances and must contain details of the purchase;
- all invoices/receipts must be provided to the Finance Officer as soon as practicable after the credit card purchase is made.

#### ***Payments***

- on receipt of the monthly statement, the Finance Officer will attach all invoices/receipts to the statement and assign GL/Job number allocations;
- the monthly credit card statement will be distributed to the respective cardholder to certify transactions;
- the monthly balance for each credit card will be recouped by direct debit from the Municipal Fund on the statement due date.

**Australian Business Number (ABN)**

Cardholders should remember that if a supplier does not have an ABN and Pay As You Go tax has not been withheld on the credit card statement, the local government is still liable to pay the corporate credit card provider the full amount and also the ATO, prevailing ABN Withholding Tax Rate (46.5% as at 1 July 2014) of the purchase price.

**Guidelines for Use of Corporate Credit Cards**

It is not proposed to list or describe every situation where the corporate credit card can or should be used but rather to provide general guidelines to be followed – senior officers should be scrupulous in the usage of corporate credit cards and always have appropriate documentation which can verify and justify the expenditure to the CEO.

Expenditure utilising the corporate credit card should, where possible, be kept to a minimum. The preferred method of purchasing goods or services is by using an official council purchase order. On occasion it is recognised that some goods cannot be purchased by order or because of circumstances (ie away from the office) it is more convenient to use the credit card.

Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as –

- whilst travelling on council business – training, conferences etc;
- providing sustenance for councillors or staff;
- meals following council meetings;
- meals for emergency personnel during an emergency.

## Appendix A – AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD

Name of Cardholder:	
Position:	
From:	Chief Executive Officer
Date:	

### CORPORATE CREDIT CARD USER AGREEMENT

As the Chief Executive Officer, I have authorised the issue of a Shire of Broomehill-Tambellup Corporate Credit Card in line with your duties as a Council officer.

The following conditions apply –

1. You have been authorised a card limit of \$4,000.
2. All transactions are within allocation budget provisions.
3. The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Broomehill-Tambellup. Under no circumstances must the card be used for private purposes.
4. At any time, the Chief Executive Officer can call an enquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
5. The card must be kept in a safe place.
6. Under no circumstances will cash be withdrawn from the card.
7. All tax invoices and receipts must be kept to validate transactions. Note, a credit card statement or EFTPOS receipt is not acceptable (GST cannot be claimed as it does not meet GST requirements to claim a refund). Cardholders must ensure tax invoices and receipts contain the following –
  - i. Suppliers name;
  - ii. Suppliers ABN;
  - iii. Brief description of goods and services supplied;
  - iv. Identifies transactions where GST applies;
  - v. If the transaction relates to entertainment, the cardholder must document how many people they entertained, and the names of Council officers that attended (for FBT purposes)
8. Cardholders must mark next to all transactions the costing accounts and ensure all tax invoices and receipts are attached to the monthly statement. The cardholder must certify that the transactions on the statement are correct.
9. The Chief Executive Officer is to sign off on all credit card statements.
10. If the card is lost or stolen, you must immediately notify the Chief Executive Officer so the card can be cancelled and a replacement ordered.
11. If your employment is terminated, your card and all tax invoices must be submitted to the Chief Executive Officer in the last week of your employment.

I have read the above Corporate Card User Agreement and agree to abide by the conditions as detailed above.

Credit Card No: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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## 1.18 INTERNAL CONTROL

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**Objective:** To ensure that appropriate internal controls are implemented in order to:

1. Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and
2. Ensure that the Shire's assets are safe from loss due to fraud and mismanagement.

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**Date of adoption:** 20th November 2014 **Minute No. 141113**

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**Date of amendment:**

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**Date of last review:** 20th August 2015

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**Legislative References:** *Local Government Act 1995*  
*Local Government (Financial Management) Regulations 1996*  
*Local Government (Audit) Regulations 1996 r17*

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**Internal References:**

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### **Policy Statement**

The Council will, through the CEO, ensure that appropriate and efficient internal controls are in place covering:

1. Staffing and segregation of duties;
2. Information technology;
3. Documented procedures and processes covering the recording, reporting and authorisation of transactions; and
4. Monitoring performance and adherence.

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## 1.19 LEGISLATIVE COMPLIANCE

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<b>Objective:</b>	To ensure that the Shire of Broomehill-Tambellup complies with legislative requirements.		
<b>Date of adoption:</b>	20th November 2014	<b>Minute No.</b>	<b>141114</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	20th August 2015		
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Audit) Regulations 1996 r17</i>		
<b>Internal References:</b>	Policy 2.2: Occupational Safety and Health		

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### **Background**

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Broomehill-Tambellup has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government and Communities and relates to key provisions of the *Local Government Act 1995*.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.

### **Policy Statement**

The Council will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Council.

These processes and structures will aim to:-

- a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
- b) Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.
- c) Provide people with the resources to identify and remain up-to-date with new legislation.
- d) Establish a mechanism for reporting non-compliance.
- e) Review accidents, incidents and other situations where there may have been noncompliance.
- f) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles and Responsibilities

## a) Councillors and Committee Members

Councillors and Committee members have a responsibility to be aware and abide by legislation applicable to their role.

## b) Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

## c) Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of noncompliance that they become aware of.

Implementation of Legislation

The Council will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

LEGISLATIVE COMPLIANCE PROCEDURES

## 1. Identifying Current Legislation

The Council accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au). Direct access to this site is provided from the Council's networked computers.

## 2. Identifying New or Amended Legislation

## a) Western Australian Government Gazette

~~The Council receives hard copies of the WA Government Gazette which publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are distributed to Senior Staff and other designated staff.~~

The Council can access electronic up to date versions of the Western Australian Government Gazette from the State Law Publisher website <https://www.slp.wa.gov.au/gazette/gazette>  
It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

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

The Council receives regular circulars from the Department of Local Government, **Sport and Cultural Industries** on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the CEO and relevant Council officers for implementation.

c) Department of Planning, **Lands and Heritage**

The Council receives Planning Bulletins from the Department of Planning, **Lands and Heritage** on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the relevant Council officers for implementation.

d) Western Australian Local Government Association (WALGA)

The Council receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

3. Obtaining advice on Legislative Provisions

The Council will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, **Sport and Cultural Industries**, WALGA or the relevant initiating government department for advice.

4. Informing Council of Legislative Change

If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation. The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

5. Review of Incidents and Complaints of Non-compliance

The Council shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

All instances of non-compliance shall be reported immediately the supervising manager. The supervising manager shall determine the appropriate response and then report the matter the relevant Manager. The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department. The CEO will also take the necessary steps to improve compliance systems.



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## 1.20 COMPLAINTS

<b>Objective:</b>	To recognise Council's commitment to a fair complaints and grievance management process in the Shire.		
<b>Date of adoption:</b>	20th August 2015	<b>Minute No.</b>	<b>150805</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>			
<b>Legislative References:</b>			
<b>Internal References:</b>	Shire of Broomehill-Tambellup Customer Service Charter Policy 1.7 Customer Service Policy 2.10 Code of Conduct for Employees		

### **Policy Statement**

The Shire of Broomehill-Tambellup is committed to providing quality customer service to all its stakeholders and internal customers; however, recognises that, from time to time, customers may wish to provide feedback including that which constitutes a complaint or grievance associated with Council's services or facilities.

The Chief Executive Officer is responsible for developing an organisational culture which accepts complaints as an opportunity to improve service to the community. In doing this, the CEO will establish, maintain, monitor and report on, if requested, a complaints or grievance management system which:

- Ensures commitment to efficient and reasonable resolution of complaints.
- Ensures the privacy and fair treatment of all parties.
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.
- Responds promptly to all complaints it receives.

A procedure exists for dealing with both internal and external complaints and grievances and is included in the induction process for all employees. Council's Customer Service Charter advises customers on how to provide feedback to Council on its services and facilities.

### **Scope**

Council's Complaints Policy applies to the whole of the organisation.

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## 1.21 STANDING COMMITTEES OF COUNCIL – TERMS OF REFERENCE

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<b>Objective:</b>	To provide guidance to the Standing Committees of Council.	
<b>Date of adoption:</b>	19th November 2015	<b>Minute No. 151111</b>
<b>Date of amendment:</b>	23rd July 2020	
<b>Date of last review:</b>	23rd July 2020	
<b>Legislative References:</b>	<i>Local Government Act 1995 s.5.8</i> <i>Local Government (Audit) Regulations 1996 r16</i>	
<b>Internal References:</b>		

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### **Audit Committee – Terms of Reference**

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

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

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

#### ***Building, Planning and Economic Services Committee – Terms of Reference***

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

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

#### ***Technical Services Committee – Terms of Reference***

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

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

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

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## 1.22 MEETING TO SWEAR IN NEWLY ELECTED MEMBERS AND ELECT THE PRESIDENT, DEPUTY PRESIDENT, COMMITTEE MEMBERS AND COUNCIL REPRESENTATIVES

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<b>Objective:</b>	To ensure continuity of the governing body's role after ordinary elections.	
<b>Date of adoption:</b>	21st April 2016	<b>Minute No. 160405</b>
<b>Date of amendment:</b>		
<b>Date of last review:</b>		
<b>Legislative References:</b>	Local Government Act 1995	
<b>Internal References:</b>	Councillors Handbook	

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### **Policy Statement**

The Shire of Broomehill-Tambellup is committed to the continuity of its governing body role in the timeframe between ordinary elections and the Council's next ordinary meeting.

Council will meet to hold a special meeting of Council within the week immediately following an ordinary election (where an ordinary meeting is not already scheduled within this timeframe). The order of business for the special meeting of Council will be as follows:

- (a) Swearing into office of all newly elected councillors
- (b) Election and swearing into office of the Shire President and Deputy Shire President
- (c) Appointment of members of committees
- (d) Appointment of representatives to external organisations

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## 1.23 PUBLIC RELATIONS - PRESS RELEASES

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<b>Objective:</b>	To establish the protocols for the issue of press releases on behalf of the Shire and individually.		
<b>Date of adoption:</b>	21st April 2016	<b>Minute No.</b>	<b>160406</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>			
<b>Legislative References:</b>	<i>Local Government Act 1995</i>		
<b>Internal References:</b>			

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### **Policy Statement**

The objective of this policy is to establish the protocols for the issue of press releases on behalf of the Shire of Broomehill-Tambellup.

The *Local Government Act 1995* provides that the role of the Shire President is to speak on behalf of the Shire and accordingly, the Shire President is the official spokesperson for the Council.

If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the CEO who will liaise with the Shire President to determine who will respond/comment and the nature of the response/comment. If the Shire President or person acting in the capacity of Shire President is unable to be contacted, the CEO will determine who is to respond and the nature of the response.

Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

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## 1.24 HIRE OF EQUIPMENT – SHIRE HALLS

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

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### **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.

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## 1.25 ATTENDANCE AT EVENTS & FUNCTIONS POLICY

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**Objective:**

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

**Date of adoption:**

19th March 2020

**Minute No.****200310****Date of amendment:****Date of last review:****Legislative References:** *Local Government Act 1995 section 5.90A***Internal References:** Policy 1.5 Code of Conduct for Council Members**Introduction**

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

This policy is made in accordance with those provisions.

**Purpose**

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

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

**Legislation**

*Local Government Act 1995*

s5.90A. Policy for attendance at events

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

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

### ***Provision of tickets to events***

#### **1. *Invitations***

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

#### **2. *Approval of attendance***

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



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

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

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

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

3.4 travel and accommodation.

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

#### Attachment A – events authorised in advance

Event	Date of event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each Total cost \$1,140	Ordinary Council Meeting 4 November 2019

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022  
 QUARTERLY REPORT FINANCIAL YEAR 2020-2021

<b>OUR VISION</b>		Building prosperity and community spirit through individual commitment, partnerships and collaboration to enhance our way of life					
<b>OUR OVERARCHING GOAL</b>		To have a peaceful and friendly rural lifestyle with thriving towns					
<b>OUR HORIZONS</b>		Horizon 1 FY 2018/19 - 2021/22 - next four years Horizon 2 FY 2022/23 - 2027/28 - next 5-10 years after horizon 1 is achieved					
<b>OUR KEY RESULT AREAS and OBJECTIVES</b> <small>(extract from Strategic Community Plan)</small>	<b>OUR STRATEGIES</b> <small>(extract from Strategic Community Plan)</small>	<b>OPERATIONAL IMPLEMENTATION</b>			<b>ACTION STATUS</b>		<b>JULY-SEPTEMBER 2020 ACTION UPDATE COMMENTS</b>
		<b>OUR ACTIONS</b> <small>(extract from Corporate Business Plan) Note, these should be broad activities required to:</small> 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier			<b>ACTION DELIVERY TIMELINE</b>		
			FY 20/21	FY 21/22	→	ON TRACK	
						MONITOR	
						HOLD	
						COMPLETE	

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. New Facebook page is getting a good response.		
				A1.1.1.2	Review Disability Access and Inclusion Plan and improve outcomes	✓	✓	✓	Review of DAIP completed and endorsed by Council July 2020. Implementation plan is ongoing. Annual report completed and accepted by the Department of Communities - July 2020. Application submitted to CSRFF for funding to assist with accessibility upgrade to oval at Broomehill Recreational Complex.		
				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	✓	✓	✓	CRC - school holiday activities delivered in September, also weekly (Wednesday) sessions Library/schools event - visiting author South Coast NRM Strong & Proud program has commenced in Tambellup, supported by a Steering Committee - DLGSC, Shire, Police, Tambellup Primary School and community members Blue Light Zone has been operational - Tambellup Police Baldjamaar Foundation - weekly after school program at the Zone, school holiday activities Trainee Youth Worker has commenced and is working with agencies that are delivering programs and activities in the youth and families space.
						A1.1.2.2	Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓	Ongoing promotion of youth programs and activities in Katanning, Cranbrook and Gnowangerup via Facebook (CRC/Shire), Topics, posters, email
		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 and admin support to Bush Fire Advisory Committee Admin support to CEMM Council Policy 2.9 - Emergency Service Leave Ongoing liaison with contractor and Broomehill Central Brigade re new fire station, works are largely complete. Ongoing maintenance of St John Ambulance grounds.		
				A1.1.3.2	Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓	✓	Special COVID meetings of the LEMC have ceased in accordance with directive from DEMC and normal schedule of meetings has recommenced. Staff attended regional quarterly emergency management forums in Narrogin and Cranbrook, which included a community resilience workshop delivered by Red Cross.		
				A1.1.3.3	Provide community education on risks as identified by the Local Emergency Management Committee and mitigation strategies	✓	✓	✓	Information provided to Topics monthly.		
		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 support and involvement in Early Years Initiative to connect services with members of community needing support. The Early Years Initiative has been slow to find its feet, however recent changes to staffing may see more momentum.
						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, Albany Youth Support Association to ensure 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	✓	✓	✓	Trainee Youth Worker has been appointed for 12 months, completing Cert III Community Services. The trainee is working with agencies that are delivering programs in the youth/families space.
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.		
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	✓	✓	✓	Nil this quarter		
				A1.2.3.2	Support external funding applications for communications infrastructure	✓	✓	✓	Nil this quarter		

10.04 - Corporate Business Plan 2018-2022-Quarterly Progress Report

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022  
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OUR HORIZONS		Horizon 1 FY 2018/19 - 2021/22 - next four years Horizon 2 FY 2022/23 - 2027/28 - next 5-10 years after horizon 1 is achieved								
		OPERATIONAL IMPLEMENTATION					ACTION STATUS		JULY-SEPTEMBER 2020 ACTION UPDATE COMMENTS	
OUR KEY RESULT AREAS and OBJECTIVES <small>(extract from Strategic Community Plan)</small>		OUR STRATEGIES <small>(extract from Strategic Community Plan)</small>		OUR ACTIONS <small>(extract from Corporate Business Plan)</small> <small>Note: these should be broad activities required to:</small> 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		ACTION DELIVERY TIMELINE				
						FY 20/21	FY 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					Action deleted July 2020 - CBP review
				A1.3.1.2	Investigate and initiate traineeship program – works/admin	✓		✓		2020-2021 action
		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	✓	✓	✓		CRC business trainee is working at the Shire one day per week.
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	✓	✓	✓		Rates concession to Tambellup Golf Club. Tambellup Business Centre Support CRC to achieve Golden 'i' visitor centre status, 'Purple Bench' project (in kind) Support - Broomehill Playgroup, Broomehill Heritage Group - funding applications Support - Broomehill P & C - provision of landscaping material for garden upgrade busy bee
				A1.4.1.2	Maintain facilities and infrastructure utilised by community groups	✓	✓	✓		Ongoing maintenance of facilities used by community groups. Application submitted to CSRFF for funding to assist with accessibility upgrade to oval at Broomehill Recreational Complex.
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 opportunities promoted as they arise. Focus on requirements of LG Act in relation to completion of essential training modules.
				A1.5.1.2	Review and communicate Council's Customer Service Charter	✓				Customer Service Charter published on the Shire's website, copies available at offices.
				A1.5.1.3	Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓		Activities completed within statutory timeframes: Primary and Annual returns submitted, budget adopted, financials to auditors by 30 September. Rates raised.
				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
				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	✓		✓		2020-2021 activity
				A1.5.2.2	Promote engagement opportunities widely, and utilise a range of engagement methods to increase and encourage participation	✓	✓	✓		Feedback methods promoted monthly in Topics. Facebook page provides opportunity for feedback on specific matters through comments - these will be monitored.
				A1.5.2.3	Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓		Ongoing participation in Southern Link VROC, lead organisation in Great Southern Housing Initiative. Collaboration with Tambellup Interagency working group, Early Years Initiative working group. CEO is WALGA Zone representative on District Emergency Management Committee. Represented on regional committees including Recreation Advisory Group, Regional Roads Group, Great Southern Treasures. In relation to COVID-19 response, regional CEOs, GSDC, Chambers of Commerce are monitoring ongoing impact on small business in the region.
		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 September 2020, training needs identified.
				A1.5.3.2	Conduct biennial staff satisfaction survey			✓	✓	Completed March 2020. Analysis to be completed.
				A1.5.3.3	Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓		OSH committee meets bimonthly, Toolbox and Administration staff meetings are conducted monthly.
A1.5.3.4	Maintain quality staff housing			✓	✓	✓		Maintenance completed as per annual inspection checklists and as required. New staff housing completed in Tambellup, ongoing in Broomehill (Great Southern Housing Initiative)		

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		OPERATIONAL IMPLEMENTATION				ACTION STATUS		JULY-SEPTEMBER 2020 ACTION UPDATE COMMENTS		
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				FY 20/21	FY 21/22	→				
<b>2. OUR ECONOMY</b>										
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	✓			Yellow	New directional signage installed at Gnowangerup-Tambellup Rd/Great Southern Hwy intersection.
				A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓	Green	Profile Broomehill and Tambellup in Caravan and Camping Magazine
		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	✓	✓	✓	Yellow	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	✓			Green	Great Southern Housing Initiative project - construction of 2 cabins at the Broomehill Caravan park is well progressed.
				A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup	✓	✓		Yellow	Negotiations for sale of Lot 19 Taylor St progressing
		S2.1.4	Promote and support local and regional tourism initiatives	A2.1.4.1	Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓	Green	Budget provision for 2020-2021 Great Southern Treasures contribution Shire is providing in kind financial management to Great Southern Treasures 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)
				A2.1.4.2	Participate in regional tourism events where appropriate	✓	✓	✓	Yellow	Nil this quarter
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	✓			Yellow	Great Southern Housing Initiative - Tambellup housing complete, GROH housing leased. Broomehill housing in progress.
				A2.2.1.2	Develop independent living units in Broomehill				Green	Great Southern Housing Initiative - construction is complete, finalising landscaping.
		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	✓	✓	✓	Green	Advertising and profile - Caravan and Camping Magazine 'Wildflower' 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	✓	✓	✓	Yellow	Great Southern Housing initiative - four Council properties to be sold. One sold March 2020.
		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	✓	✓	✓	Green	Broomehill Primary School - landscaping materials for garden upgrade Tambellup Primary School - sand for school sports A Smart Start Great Southern - ongoing management of funding and HR services, annual contribution
A2.2.4.2	Advocate to WA Country Health Services to maintain/increase levels of service available at Tambellup Health Centre			✓	✓	✓	Yellow	Usage statistics unavailable		
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	✓	✓	✓	Yellow	Nil this quarter
				A2.3.1.2	Continue to support the Tambellup Business Centre	✓	✓	✓	Green	Rates concession granted September 2020. Delegates are appointed by Council to the 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	✓	✓	✓	Green	Opportunities are explored to increase local content in day to day purchasing and capital works projects.
				A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓	Yellow	Nil this quarter
		S2.3.3	Advocate for improved telecommunications infrastructure in the region for industry and the community	A2.3.3.1	Liaise with local and regional stakeholders, service providers and advocate for infrastructure upgrades where required	✓	✓	✓	Yellow	Nil this quarter

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		<b>OPERATIONAL IMPLEMENTATION</b>				<b>ACTION STATUS</b>		
<b>OUR KEY RESULT AREAS and OBJECTIVES</b> <small>(extract from Strategic Community Plan)</small>	<b>OUR STRATEGIES</b> <small>(extract from Strategic Community Plan)</small>	<b>OUR ACTIONS</b> <small>(extract from Corporate Business Plan) Note: these should be broad activities required to:</small>				<b>ACTION DELIVERY TIMELINE</b>		<b>JULY-SEPTEMBER 2020 ACTION UPDATE COMMENTS</b>
		1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier				FY 20/21	FY 21/22	

3. OUR PLACES										
3.1	The history, heritage and culture of our communities is reflected in attractive townscapes	S3.1.1	Investigate and implement options for cultural interpretation	A3.1.1.1	Consolidate existing tourism based plans for Broomehill and implement	✓	P			Drought Communities Program funding element - implementation of historical interpretation in townsites. 2020-2021 action
				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. 2020-2021 action
				A3.1.1.3	Collaborate with and provide support to local history groups	✓	✓	✓		Cornershop Museum - budget provision and reimbursement of Public Liability Insurance premium Broomehill Heritage Group - assistance with CBH funding application
				A3.1.1.4	Review Tambellup Heritage Trail information signage	✓	P			Regional Trails Master Plan element. 2020-2021 action
		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 element - implementation of historical interpretation in townsites. 2020-2021 action
				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	✓	✓	✓		2020 collection to be conducted November 2020 - advertising completed
		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	✓	✓	✓		New tanks installed at Broomehill Town Dam, Broomehill Fire Station.
				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
A3.2.3.2	Manage vegetation in agricultural corridors			✓	✓	✓		Budget provision for roadside vegetation pruning		
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	✓	✓	✓		2020-2021 roads construction program commenced
				A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓		Funding for Regional Roads Group, Roads to Recovery and Blackspot 2020-2021 projects confirmed. Ongoing liaison with Regional Roads Group. Local Roads and Community Infrastructure Program funding announced - roads projects identified.
				A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓		Amendments to RAV ratings for 2 roads supported to improve connectivity across the Shire
				A3.3.1.4	Develop and implement a Footpath Program for both towns	✓	✓	✓		Budget provision for footpath maintenance and/or replacement. New footpath funded - Broomehill Post Office to Caravan Park
3.4	Our Council facilities and infrastructure are managed sustainably to meet current and future needs	S3.4.1	Implement a program of maintenance, servicing and renewal of Council assets to maximise life and performance	A3.4.1.1	Develop and implement sustainable levels of service for all Council facilities and public spaces	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021
				A3.4.1.2	Review and implement the Asset Management Strategy	✓	✓	✓		Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021
				A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓		Great Southern Housing Initiative will provide new housing, older housing stock to be sold.

## Plant Maintenance Report - October 2020

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Ford Ranger Ute	43,860		2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute	7520	30,000	2020	2020	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	15,942	15,000	2020	2020	1 yr / 30,000 kms	
BH000	Ford Everest Trend		2000	2020	2020	1yr / 25,000 km	
BH001	CAT Vibe Roller	1,587	2,000	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	37,622	45,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	150	15,000	2020	2020	1 yr / 30,000 km	New unit, fitted accessories
BH004	CAT 12M Grader	2,000	2,500	2017	2018	8 yrs / 8,000 hrs	Serviced @ 2000 hrs
BH005	Cat Multi tyre Roller	1,083	1,500	2018	2018	8 yrs / 8000 hrs	Serviced @ 1000 hrs
BH006	CAT 12M	8,337	8,500	2012	2012	8 yrs / 8,000 hrs	Fitted new work sign bracket
BH007	Toro Mower	1046	1200	2016	2016	5 yrs / 5,000 hrs	Replaced deck tensioner
BH009	Izusu 150 Truck	8,396	10,000	2019	2019	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				Pumped up tyres
BH013	Cat 444F Backhoe	2,846	3,000	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	52,078	60,000	2018	2018	1 yr / 30,000 km	
BHT0	Kenworth Truck	116,046	115,000	2016	2017	5 yrs / 250,000 km	Checked airleak & replaced air manifold
BHT84	Toro Groundmaster 3500D Mower	1,188	1,200	2013	2013		Replaced blades
BHT92	CAT Skid Steer 299D2XHP	1,318	1,500	2017	2017	8 yrs / 8,000hrs	Replaced rubber tracks & serviced rollers
BHT125	Mack Curser 8 Wheel Tipper	204,270	215,000	2013	2013	5 yrs / 250,000 km	Serviced @ 200,000 km & replaced tyre
BHT1624	Fuel trailer			2015	2016		Unused
BHT1633	Tandem Axle Dolly	60073		2015	2015		Replaced airline & fixed hoses
TA001	Ford Ranger Ute	23,446	30,000	2020	2020	1 yr / 30,000 kms	
TA005	Ford Ranger Ute	16,001	30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	30,696	45,000	2019	2019	5 yrs / 200,000 km	Serviced @ 30000 km.
TA052	Ford Ranger D-Cab	6,223	15,000	2020	2020	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	156,104	170,000	2007	2010	8 yrs / 8,000 hrs	Fitted new emulsion heating element
TA18	12M Grader	4,049	4,500	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	5,502	6,000	2014	2014	8 yrs / 8,000 hrs	Serviced @ 55000 hrs
TA386	Isuzu Tipper	14,010	20,000	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		Replaced 1 hub assembly, replaced all brake shoe and bearings
1TMR367	Tandem Axle Dolly						
BKTBR	Skid Steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			Replaced wiring harness
BH2085	Trailer for pump at town dam						

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Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	Reel Mower	59	500	2020	2020		Serviced @ 50 hrs & sharpened reel
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						
	Honda Pump						
	Chainsaw						
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2017	2017		
TORO 590	BH Golf Club Mower	4373	4500	2016	2017		Aircon repair (Kojonup Auto Electric) & checked engine fault
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift	1,400	1,500				
GENSET							
STIHL	Blower						
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						