

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2021

### TABLE OF CONTENTS

Statement of Financial Activity

- by Nature or Type

- by Reporting Program

Balance Sheet

Note 1 (a) Nature or Type Classifications

(b) Reporting Program Classifications (Function / Activity)

Note 2 Report on Significant Variances

Note 3 Graphical Representation

Note 4 Net Current Funding Position

Note 5 Cash and Investments

Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

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

	Note	Revised Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>							
Rate Revenue		2,577,400	2,577,400	2,581,832.57	4,433	0.2%	
Grants, Subsidies and Contributions		1,454,900	1,454,900	2,402,555.78	947,656	39.4%	▲
Profit on Asset Disposal	10	358,500	358,500	0.00	(358,500)	(100.0%)	▼
Fees and Charges		398,400	398,400	332,512.31	(65,888)	(19.8%)	▼
Interest Earnings		44,200	44,200	22,925.77	(21,274)	(92.8%)	▼
Other Revenue		99,200	99,200	85,522.27	(13,678)	(16.0%)	▼
<b>Total</b>		<b>4,932,600</b>	<b>4,932,600</b>	<b>5,425,348.70</b>	<b>492,749</b>		
<b>Operating Expense</b>							
Employee Costs		(2,077,800)	(2,077,800)	(2,006,172.13)	71,628	3.6%	
Materials and Contracts		(1,970,300)	(1,970,300)	(1,678,698.79)	291,601	17.4%	▼
Utilities Charges		(294,600)	(294,600)	(220,894.78)	73,705	33.4%	▼
Depreciation (Non-Current Assets)		(1,855,000)	(1,855,000)	(1,973,028.48)	(118,028)	(6.0%)	
Interest Expenses		(62,000)	(62,000)	(77,385.74)	(15,386)	(19.9%)	▲
Insurance Expenses		(175,800)	(175,800)	(165,223.73)	10,576	6.4%	
Loss on Asset Disposal	10	(114,100)	(114,100)	(101,024.08)	13,076	12.9%	▼
Other Expenditure		(92,000)	(92,000)	(76,180.69)	15,819	20.8%	▼
<b>Total</b>		<b>(6,641,600)</b>	<b>(6,641,600)</b>	<b>(6,298,608.42)</b>	<b>342,992</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,855,000	1,855,000	1,973,028.48	118,028	6.0%	
(Profit)/Loss on Asset Disposal	10	(244,400)	(244,400)	101,024.08	345,424	341.9%	▲
Adjust Provisions and Accruals		0	0	(11,808.51)	(11,809)	0.0%	
<b>Net Operating</b>		<b>(98,400)</b>	<b>(98,400)</b>	<b>1,188,984.33</b>	<b>1,287,384</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	4,127,000	4,127,000	2,020,115.48	(2,106,885)	(104.3%)	▼
Proceeds from Disposal of Assets	10	1,227,000	1,227,000	516,181.82	(710,818)	(137.7%)	▼
Transfer from Reserves	9	884,700	884,700	478,785.00	(405,915)	(84.8%)	▼
Proceeds - Short Term Loan Facilities		600,000	600,000	0.00	(600,000)	(100.0%)	▼
<b>Total</b>		<b>6,838,700</b>	<b>6,838,700</b>	<b>3,015,082.30</b>	<b>(3,223,618)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(988,500)	(988,500)	(548,811.98)	439,688	80.1%	▼
Plant and Equipment	12	(1,032,000)	(1,032,000)	(964,007.52)	67,992	7.1%	▼
Furniture and Equipment	12	(12,000)	(12,000)	0.00	12,000	100.0%	▼
Infrastructure - Roads	12	(2,815,900)	(2,095,900)	(1,970,774.60)	125,125	6.3%	▼
Infrastructure - Other	12	(1,216,500)	(1,936,500)	(146,864.56)	1,789,635	1218.6%	▼
Repayment of Debentures	12	(123,500)	(123,500)	(122,734.05)	766	0.6%	
Payment of Short Term Loan Facilities		(600,000)	(600,000)	0.00	600,000	100.0%	
Transfer to Reserves	9	(534,100)	(534,100)	(463,989.57)	70,110	15.1%	▼
<b>Total</b>		<b>(7,322,500)</b>	<b>(7,322,500)</b>	<b>(4,217,182.28)</b>	<b>3,105,318</b>		
<b>Net Capital</b>		<b>(483,800)</b>	<b>(483,800)</b>	<b>(1,202,099.98)</b>	<b>(118,300)</b>		
<b>Total Net Operating + Capital</b>		<b>(582,200)</b>	<b>(582,200)</b>	<b>(13,115.65)</b>	<b>1,169,084</b>		
Opening Funding Surplus(Deficit)		582,200	582,200	620,349.48	38,149	6.1%	
<b>Closing Funding Surplus(Deficit)</b>	4	<b>0</b>	<b>0</b>	<b>607,233.83</b>	<b>1,207,234</b>		

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

Note	Revised Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
Governance	80,800	80,800	65,134.32	(15,666)	(24.05%)	▼
General Purpose Funding	3,533,600	3,533,600	4,476,927.33	943,327	21.07%	▲
Law, Order and Public Safety	293,900	293,900	399,411.87	105,512	26.42%	▲
Health	2,900	2,900	1,035.72	(1,864)	(180.00%)	▼
Education and Welfare	118,800	118,800	36,385.84	(82,414)	(226.50%)	▼
Housing	571,500	571,500	199,681.29	(371,819)	(186.21%)	▼
Community Amenities	85,400	85,400	80,762.98	(4,637)	(5.74%)	▼
Recreation and Culture	728,200	728,200	65,398.72	(662,801)	(1013.48%)	▼
Transport	3,090,900	3,090,900	1,936,975.36	(1,153,925)	(59.57%)	▼
Economic Services	466,200	466,200	150,596.27	(315,604)	(209.57%)	▼
Other Property and Services	87,400	87,400	33,154.48	(54,246)	(163.61%)	▼
<b>Total</b>	<b>9,059,600</b>	<b>9,059,600</b>	<b>7,445,464.18</b>	<b>(1,614,136)</b>		
<b>Operating Expense</b>						
Governance	(582,300)	(582,300)	(643,143.65)	(60,844)	(9.46%)	
General Purpose Funding	(312,500)	(312,500)	(297,257.15)	15,243	5.13%	
Law, Order and Public Safety	(297,400)	(297,400)	(283,104.12)	14,296	5.05%	
Health	(53,100)	(53,100)	(41,387.07)	11,713	28.30%	▼
Education and Welfare	(95,100)	(95,100)	(46,341.00)	48,759	105.22%	▼
Housing	(198,100)	(198,100)	(265,429.67)	(67,330)	(25.37%)	▲
Community Amenities	(449,500)	(449,500)	(425,230.98)	24,269	5.71%	
Recreation and Culture	(1,393,000)	(1,393,000)	(1,032,746.98)	360,253	34.88%	▼
Transport	(2,846,500)	(2,846,500)	(2,736,061.68)	110,438	4.04%	
Economic Services	(375,200)	(375,200)	(313,566.19)	61,634	19.66%	▼
Other Property and Services	(38,900)	(38,900)	(214,339.93)	(175,440)	(81.85%)	▲
<b>Total</b>	<b>(6,641,600)</b>	<b>(6,641,600)</b>	<b>(6,298,608.42)</b>	<b>342,992</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,855,000	1,855,000	1,973,028.48	118,028	5.98%	
(Profit)/Loss on Asset Disposal	(244,400)	(244,400)	101,024.08	345,424	341.92%	▲
Adjust Provisions and Accruals	0	0	(11,808.51)	(11,809)		
<b>Net Operating</b>	<b>4,028,600</b>	<b>4,028,600</b>	<b>3,209,099.81</b>	<b>(819,500)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	1,227,000	1,227,000	516,181.82	(710,818)	(137.71%)	▼
Transfer from Reserves	884,700	884,700	478,785.00	(405,915)	(84.78%)	▼
Proceeds - Short Term Loan Facility	600,000	600,000	0.00	(600,000)	(100.00%)	▼
<b>Total</b>	<b>2,711,700</b>	<b>2,711,700</b>	<b>994,966.82</b>	<b>(1,116,733)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0.00	0	0.00%	
Land and Buildings	(988,500)	(988,500)	(548,811.98)	439,688	80.12%	▼
Plant and Equipment	(1,032,000)	(1,032,000)	(964,007.52)	67,992	7.05%	
Furniture and Equipment	(12,000)	(12,000)	0.00	12,000	0.00%	
Infrastructure Assets - Roads	(2,815,900)	(2,095,900)	(1,970,774.60)	125,125	6.35%	
Infrastructure Assets - Other	(1,216,500)	(1,936,500)	(146,864.56)	1,789,635	1218.56%	▼
Repayment of Debentures	(123,500)	(123,500)	(122,734.05)	766	0.62%	
Payment of Short Term Loan Facilities	(600,000)	(600,000)	0.00	600,000	100.00%	
Transfer to Reserves	(534,100)	(534,100)	(463,989.57)	70,110	15.11%	▼
<b>Total</b>	<b>(7,322,500)</b>	<b>(7,322,500)</b>	<b>(4,217,182.28)</b>	<b>3,105,318</b>		
<b>Net Capital</b>						
	<b>(4,610,800)</b>	<b>(4,610,800)</b>	<b>(3,222,215.46)</b>	<b>1,988,585</b>		
<b>Total Net Operating + Capital</b>						
	<b>(582,200)</b>	<b>(582,200)</b>	<b>(13,115.65)</b>	<b>1,169,084</b>		
Opening Funding Surplus(Deficit)	582,200	582,200	620,349.48	38,149	6.15%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>0</b>	<b>607,233.83</b>	<b>1,207,234</b>		

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

	Actual 2020/21	C/fwd 1 July 2020
<b>CURRENT ASSETS</b>		
Cash	4,519,091.92	4,146,346.54
Receivables	1,173,785.74	587,049.36
Inventories - Stock on Hand	14,870.44	32,540.24
TOTAL CURRENT ASSETS	5,707,748.10	4,765,936.14
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	4,001,843.00	3,043,928.47
Borrowings	772.42	123,506.47
TOTAL CURRENT LIABILITIES	4,002,615.42	3,167,434.94
<b>NET CURRENT ASSETS</b>	<b>1,705,132.68</b>	<b>1,598,501.20</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	20,145,789.40	19,879,996.03
Infrastructure Assets	119,173,657.45	118,399,226.54
TOTAL NON-CURRENT ASSETS	139,667,519.65	138,627,295.37
<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>139,377,889.25</b>	<b>138,231,033.49</b>
<b>EQUITY</b>		
Accumulated Surplus	39,994,565.21	38,832,914.02
Reserves - Asset Revaluation	97,748,742.50	97,748,742.50
Reserves - Cash Backed	1,634,581.54	1,649,376.97
TOTAL EQUITY	<b>139,377,889.25</b>	<b>138,231,033.49</b>

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

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

**REVENUES**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**EXPENSES**

**Employee Costs**

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

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

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

**Materials and Contracts**

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

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

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

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

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

**GOVERNANCE**

**Objective:**

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

**Activities:**

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

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates; general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

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

**Activities:**

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

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

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

**EDUCATION AND WELFARE**

**Objective:**

To provide services to the elderly, children and youth.

**Activities:**

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

**HOUSING**

**Objective:**

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

**Activities:**

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

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the Community.

**Activities:**

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

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

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

**RECREATION AND CULTURE**

**Objective:**

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

**Activities:**

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

**TRANSPORT**

**Objective:**

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

**Activities:**

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

**ECONOMIC SERVICES**

**Objective:**

To assist in promoting the Shire and its economic wellbeing.

**Activities:**

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

**OTHER PROPERTY & SERVICES**

**Objectives:**

To monitor and control councils works overhead operating accounts.

**Activities:**

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



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

**2: REPORT ON SIGNIFICANT VARIANCES**

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

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

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Governance</b>		
Profit on disposal of the Ford Ranger was budgeted, however sale of this vehicle has been carried over into 2021/22.		■
<b>General Purpose Funding</b>		
Advance payment of 2021/22 FAGs general purpose and local road allocations were made in June for \$972,768. This is approximately 50% of the 2021/22 allocation.		■
<b>Law, Order &amp; Public Safety</b>		
A contribution has been received from DFES for mitigation works on vacant blocks in the Broomehill and Tambellup townsites.		■
Final payment of grant funding for the Fire Shed has been invoiced	■	
<b>Education &amp; Welfare</b>		
Drought Communities Program funding for the Youth Centre will be carried over into the 2021/22 budget		■
<b>Housing</b>		
Final payment of BBRF grant funding for the housing project is still to be received.		■
Sale of three houses was budgeted for and all expected to realise a profit on disposal which is a non cash adjustment for depreciation, this will be carried over into 2021/22.		■
<b>Recreation &amp; Culture</b>		
Drought Communities Program funding has been received and the balance has been carried over into the 2021/22 budget.		■
Contributions from the Broomehill Recreation Complex towards construction of the spectator pavilion will be carried over into 2021/22 as work progresses.		■
<b>Transport</b>		
Drought Communities Program funding and Local Roads and Community Infrastructure program phase 1 & 2 have been received. The balance has been carried over into 2021/22.		■
Main Roads WA contribution to bridgeworks on Pallinup Rd will be allocated as part of end of year processing.	■	
<b>Economic Services</b>		
Final payment of grant funding for the housing project is still to be received, for construction of the cabins at the caravan park. This will be carried over into 2021/22.	■	
<b>Other Property &amp; Services</b>		
Sale of the former Bowling Club was anticipated to have occurred, and a profit on disposal of this asset was budgeted. Council has recinded the motion to accept the tender to purchase as design obligations were not met by the purchaser.		■

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

**2: REPORT ON SIGNIFICANT VARIANCES**

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

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

	Variance	
	Timing	Permanent
<b>OPERATING EXPENSE</b>		
<b>Health</b> Contract services for the Environmental Health Officer are lower than anticipated due to change in Shire providing this service.		■
<b>Education &amp; Welfare</b> The Youth Worker trainee resigned and this position has been reviewed for delivery in the 2021/22 financial year with a new provider.		■
<b>Housing</b> Depreciation allocated to the newly constructed houses and units is higher than anticipated; final values for these properties were not known when preparing the budget. Depreciation is a non cash expense.		■
<b>Recreation &amp; Culture</b> Due to staff movements, employee costs (wages and overheads) and plant operation costs reported under this heading are lower than anticipated		■
<b>Economic Services</b> Changeover in arrangements for the Building Surveyor resulted in lower expenditure than anticipated. Great Southern Treasures expenditure is lower than expected.		■ ■
<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. Adjustments will be made as part of year end processes to ensure costs are allocated correctly.	■ ■	
<b>CAPITAL REVENUE</b>		
<b>Proceeds from Disposal of Assets</b> Sale of the three houses budgeted for has not yet occurred. The sale of all houses is being managed by Professionals Katanning and will be carried over into 21/22 Sale of the former Bowling Club was anticipated to have occurred, however Council has recinded the motion to accept the tender to purchase.		■ ■
<b>Transfer from Reserves</b> Funds were not transferred from the Townscape Reserve as they were not required during the year for the townscape projects, and will be budgeted for use in 2021/22.		■

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

**2: REPORT ON SIGNIFICANT VARIANCES**

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

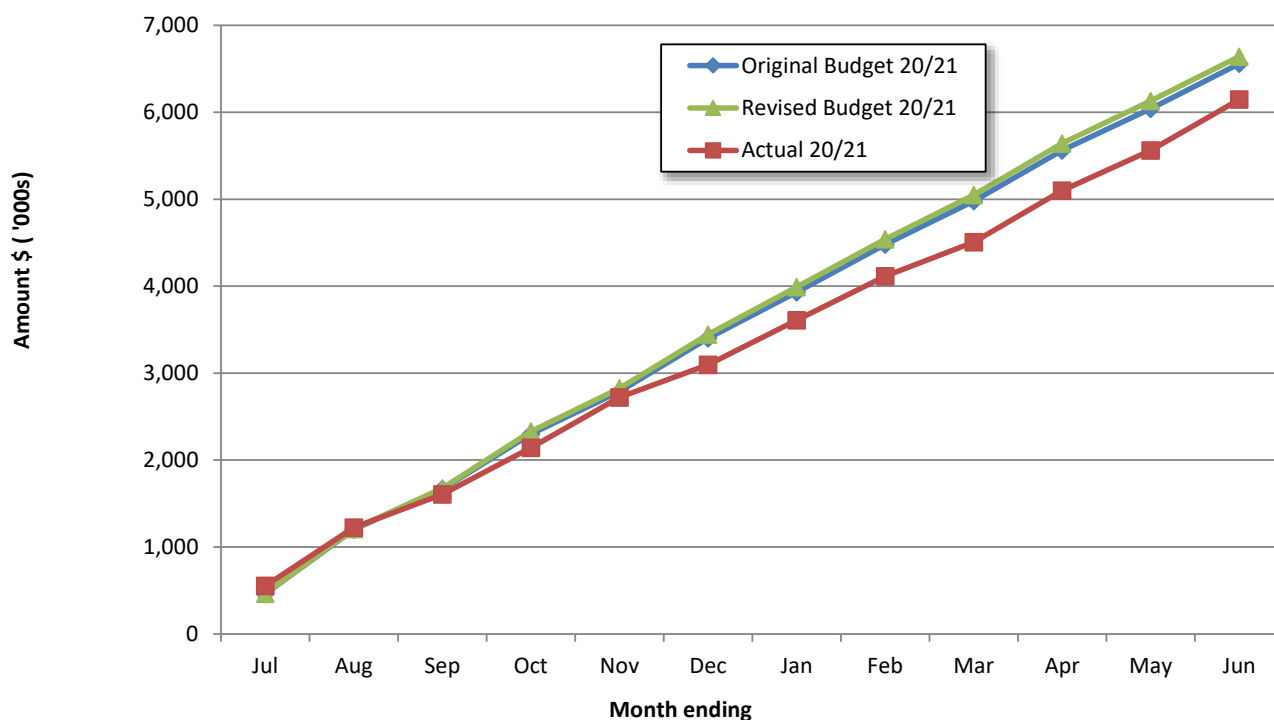
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
<b>CAPITAL EXPENSE</b>		
<b>Land &amp; Buildings</b>		
Projects funded by the Drought Communities Program and Local Roads and Community Infrastructure are ongoing and will be carried over into the 2021/22 Budget for completion.		■
Completion of the two Broomehill houses is underway and expected to be finished mid October.		■
<b>Infrastructure - Roads</b>		
The road construction program is nearing completion. LRCIP funded projects not commenced will be carried over into the new financial year.		■
<b>Infrastructure - Other</b>		
Projects funded by the Drought Communities Program and Local Roads and Community Infrastructure are ongoing and will be carried over into the 2021/22 Budget for completion.		■
<b>Transfer to Reserves</b>		
Proceeds from the sale of the old Bowling Club were to be transferred into the Building Reserve. Sale of this property has been recinded by Council.		■

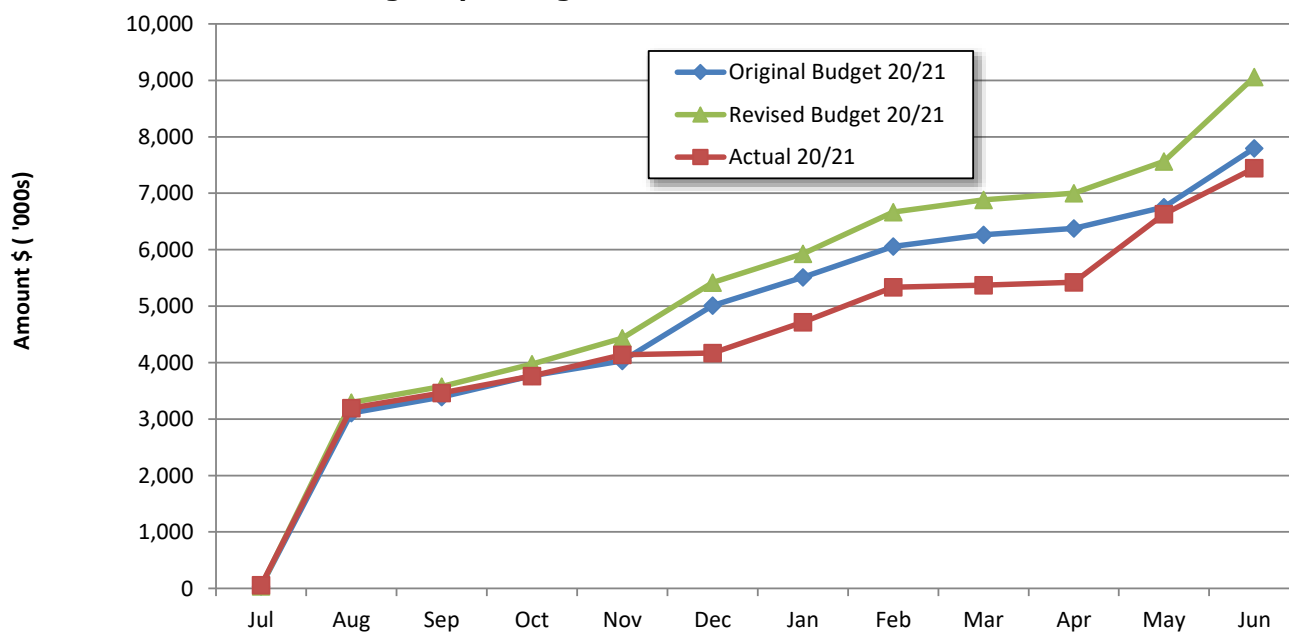
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

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



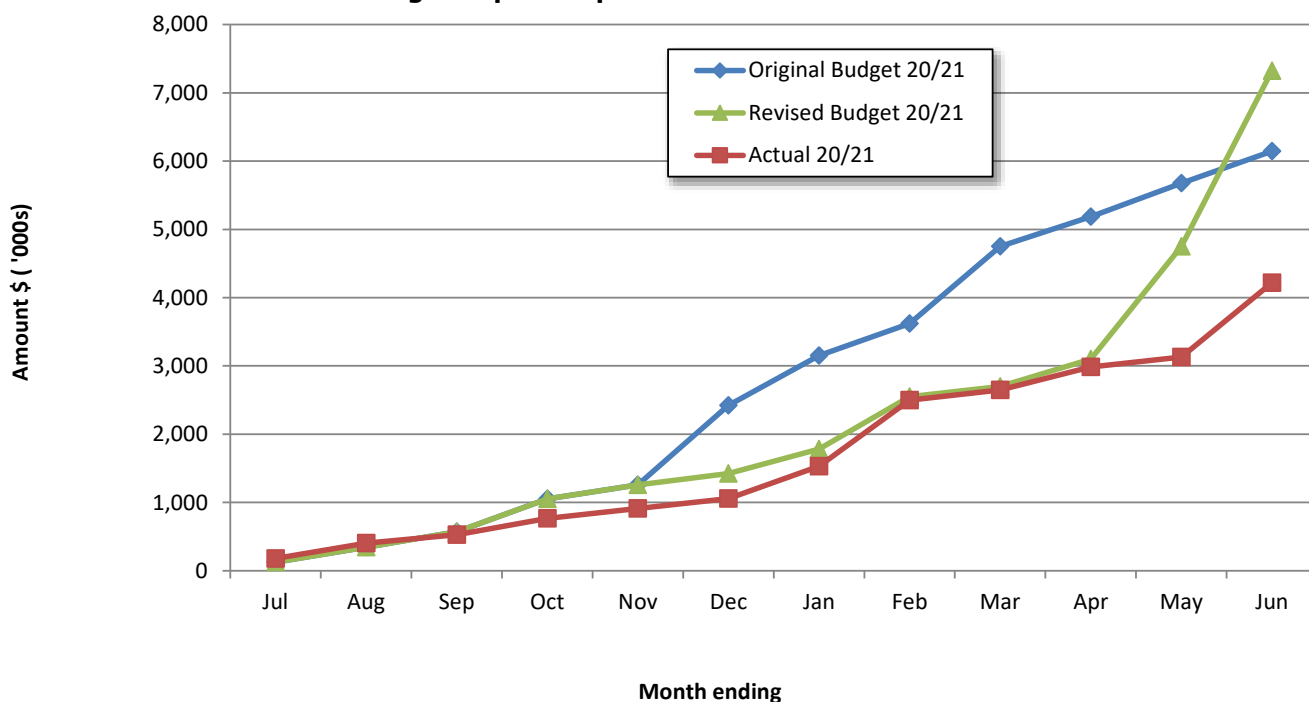
**Budget Operating Revenues -v- Actual**



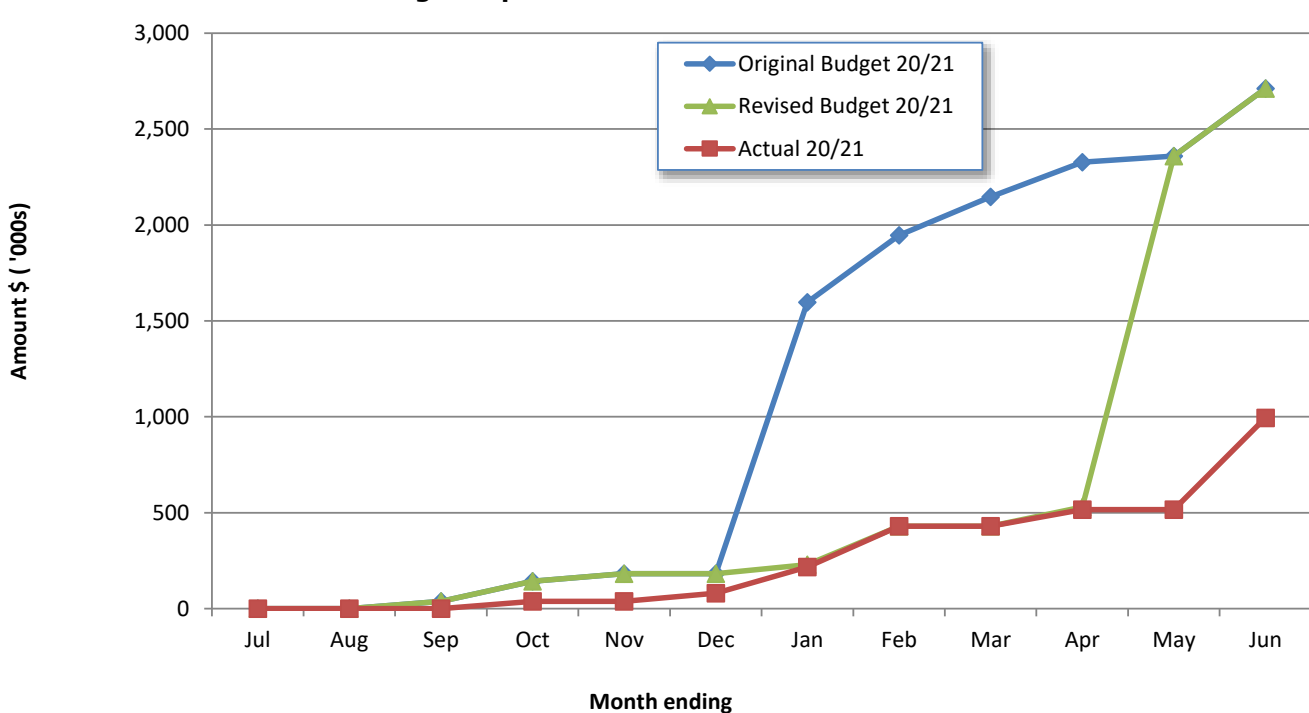
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

**Budget Capital Expenses -v- Actual**



**Budget Capital Revenue -v- Actual**



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

**4: NET CURRENT FUNDING POSTION**

	Note	Actual 2020/21	C/fwd 1 July 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		212,133.09	203,988.79
Cash Restricted - Other Payables		2,672,377.29	2,292,980.78
Cash Restricted - Reserves	9	1,634,581.54	1,649,376.97
Receivables - Rates and Rubbish	6	225,710.94	290,568.23
Receivables - Other	6	790,570.54	90,602.70
Inventories		14,870.44	32,540.24
Accruals and Provisions		157,504.26	157,504.26
		5,707,748.10	4,717,561.97
<b>Less: Current Liabilities</b>			
Payables		(709,718.03)	(45,226.83)
Net GST & PAYG		(68,337.41)	(45,155.83)
Other Payables - Bonds & Deposits		(7,150.00)	(3,890.00)
Other Payables - Building Retention Bonds		(98,372.25)	(141,174.34)
Other Payables - A Smart Start		(57,839.82)	(90,574.44)
Other Payables - Great Sthn Housing Initiative		(1,360,666.68)	(2,057,342.00)
Other Payables - DCP		(815,548.31)	0.00
Other Payables - LRCIP		(332,800.23)	0.00
Accruals and Provisions		(15,500.00)	(64,472.08)
		(3,465,932.73)	(2,447,835.52)
Less: Cash Restricted - Reserves	9	(1,634,581.54)	(1,649,376.97)
<b>Net Current Funding Position</b>		<b>607,233.83</b>	<b>620,349.48</b>

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

**5: CASH AND INVESTMENTS**

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Fund	133 904 987		212,133.09	2,672,377.29		2,884,510.38	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	3715056	0.10%		1,634,581.54		1,634,581.54	Bendigo	28/10/2021
<b>Total</b>			<b>213,633.09</b>	<b>4,306,958.83</b>	<b>15,148.22</b>	<b>4,535,740.14</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 June 2021**

**6: RECEIVABLES**

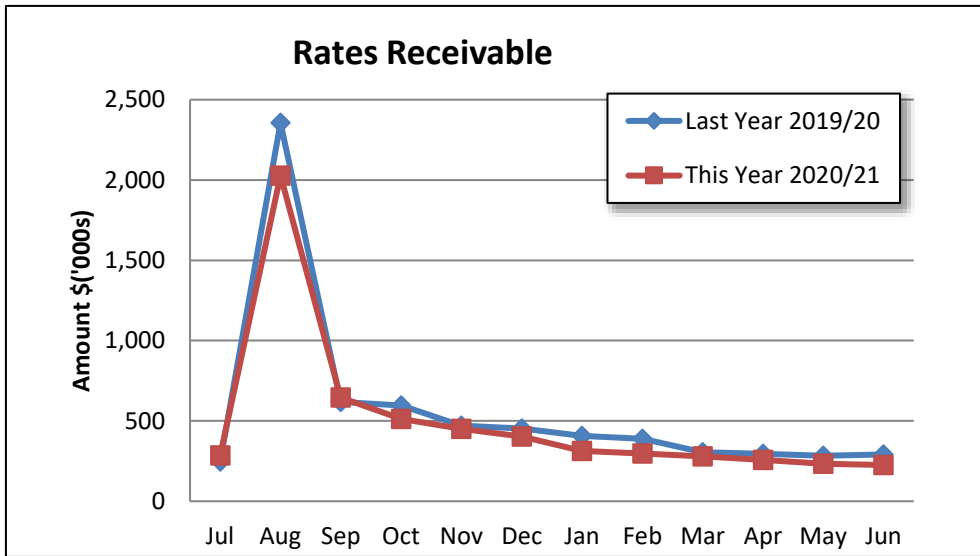
**Rates & Rubbish**

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

Actual 2020/21	c/fwd 1 July 2020
\$	\$
290,568.23	290,568.23
2,664,864.27	2,660,485.27
(2,729,721.56)	(2,660,485.27)
<b>225,710.94</b>	<b>290,568.23</b>
<b>225,710.94</b>	<b>290,568.23</b>
% Collected	92.36%

**Net Rates Collectable**

% Collected



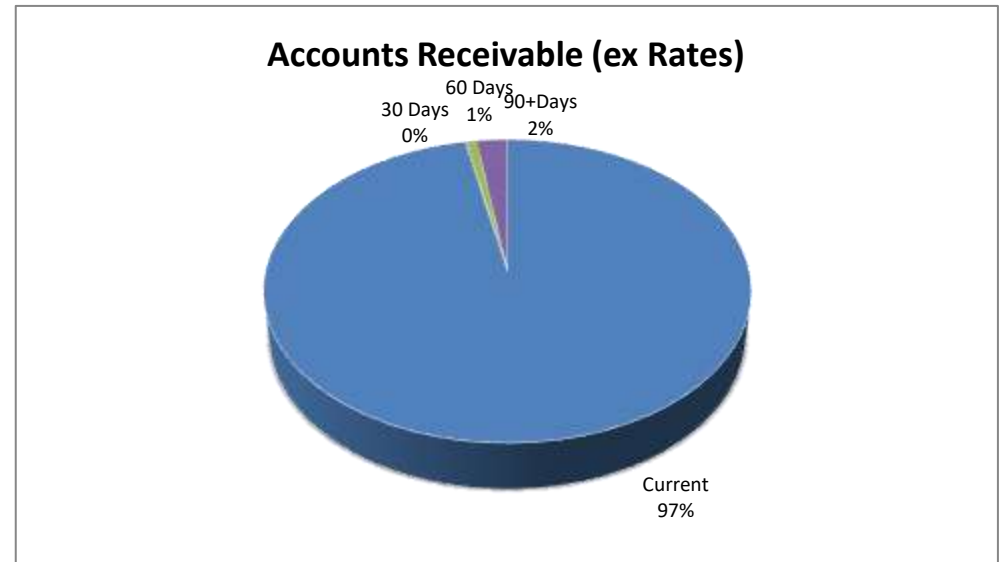
*Comments/Notes - Receivables Rates and Rubbish*

**Accounts Receivable**

Sundry Debtors  
Pensioner Rebates  
Emergency Services Levy

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	756,507.27	904.33	6,014.86	18,509.25
Pensioner Rebates	1,595.88			
Emergency Services Levy	12,038.95			
	<b>770,142.10</b>	<b>904.33</b>	<b>6,014.86</b>	<b>18,509.25</b>
		<b>Total Outstanding</b>	<b>795,570.54</b>	

Amounts shown above include GST (where applicable)



*Comments/Notes - Receivables General*

Final claims have been submitted for Regional Road Group and Black Spot funding, as well as the balance of grant funding for the Broomehill Fire Shed.



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

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
<b>Balanced Budget Adopted</b>							
<b>GENERAL PURPOSE FUNDING</b>							0
S210304	03005.70	Operating Revenue	Discount - Rates	Increase take up of discount		(5,300)	(5,300)
S210304	03013.86	Operating Revenue	Instalment Interest	Increase in instalment interest	1,800		(3,500)
S210304	03016.83	Operating Revenue	Rate Enquiries	Increase in enquiries from agents	1,000		(2,500)
S210304	03030.74	Operating Revenue	Reimbursements	Debt collection charges on-charged	45,000		42,500
S210304	03110.16	Operating Expenses	Contract Services	Debt collection charges increased		(40,000)	2,500
S210304	03229.71	Operating Revenue	FAGS General Purpose	Allocations advised by WALGGC	17,600		20,100
S210304	03230.71	Operating Revenue	FAGS Local Roads	Allocations advised by WALGGC		(15,000)	5,100
<b>GOVERNANCE</b>							5,100
S210304	04001.73	Operating Revenue	Members - Contributions	Increased LGIS rebates	5,000		10,100
S210304	04101.60	Operating Expenses	Members - insurances	Increase in premiums		(700)	9,400
S210304	04202.74	Operating Revenue	Admin - Reimbursements	Paid Parental Leave payments	8,000		17,400
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>							17,400
<b>EDUCATION &amp; WELFARE</b>							17,400
<b>HOUSING</b>							17,400
S210304	09004.74	Operating Revenue	Other Housing - reimbursements	GSHI project admin reimbursements	10,000		27,400
S210304	09007.80	Operating Revenue	Holland Court - rents	Rental income from Holland Court	10,000		37,400
S210304	09127.16	Operating Expenses	GSHI Project Admin	Costs incurred		(5,000)	32,400
S210304	09132.16	Operating Expenses	Holland Court - Contract services	Mtce costs if required		(5,000)	27,400
<b>COMMUNITY AMENITIES</b>							27,400
<b>RECREATION &amp; CULTURE</b>							27,400
S210304	11002.74	Operating Revenue	Bhill Recreation Complex - reimbursements	Honour board, replace light fittings	14,500		41,900
S210304	11002.81	Capital Revenue	Bhill Recreation Complex - contrib non-operating	Towards spectator pavilion	120,000		161,900
S210304	11076.15	Operating Expenses	Bhill Hall - repairs & mtce	Building mtce allocated twice	8,500		170,400
S210304	11077.15	Operating Expenses	Bhill Recreation Complex - contract services	Honour board, replace light fittings		(14,500)	155,900
<b>TRANSPORT</b>							155,900
S210304	12003.72	Capital Revenue	Bridge funding	FAGs/MRWA - Martinup Rd bridge 4250A	720,000		875,900
S210304	12007.72	Capital Revenue	LRCIP	Phase 2 funding announced	323,100		1,199,000
S210304	12159.71	Operating Revenue	Direct Grant	Increase per MRWA advice	4,400		1,203,400
S210304	12226.16	Operating Expenses	Road Maintenance - contract services	increased expenditure		(11,300)	1,192,100
<b>ECONOMIC SERVICES</b>							1,192,100
S210304	13156.71	Operating Revenue	Other Tourism & Ec Services - grants	Aust Day funding	1,000		1,193,100
S210304	13226.15	Operating Expenses	Bhill Caravan Park - repairs & mtce	Fitout for new cabins		(15,000)	1,178,100

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>OTHER PROPERTY &amp; SERVICES</b>						1,178,100
	<b>CAPITAL REVENUE &amp; EXPENDITURE</b>						1,178,100
S210304	CAP152	Capital Expenses	Bhill Admin Building - enclose underneath building	Additional funding required to secure		(15,000)	1,163,100
S210304	CAP167	Capital Expenses	Bhill Complex - spectator pavilion	Construction of spectator pavilion		(120,000)	1,043,100
S210304	BS8	Capital Expenses	Flat Rocks/Greenhills Sth Rd - black spot	Realloc funding per MRWA approvals		(73,300)	969,800
S210304	BS10	Capital Expenses	Tieline/Norrish Rd - black spot	Realloc funding per MRWA approvals	73,300		1,043,100
S210304	LRCIP	Capital Expenses	Inclusion of Phase 2 projects	Phase 2 allocation announced		(323,100)	720,000
S210304	CC19	Capital Expenses	Martinup Rd bridge 4250A	Works undertaken by MRWA		(720,000)	0
					<b>Closing Funding Surplus (Deficit)</b>		<b>0</b>

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

**8: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2020	Received 2020/21	Expended 2020/21	Closing Balance
		\$			
<b>RECREATION &amp; CULTURE</b>					
Drought Communities Program	Various townscape & recreation projects	0.00	900,000.00	(84,451.69)	815,548.31
Broomehill Recreation Complex	Contrib towards new pavilion	0.00	12,544.00	(12,544.00)	0.00
<b>TRANSPORT</b>					
Main Roads WA	Regional Road Group 2019/20	0.00	546,653.00	(546,653.00)	0.00
Main Roads WA	Black Spot Funding 2019/20	0.00	158,987.00	(158,987.00)	0.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	404,100.00	(404,100.00)	0.00
WA Local Govt Grants Commission	Bridge funding - Martinup Rd bridge	0.00	480,000.00	(480,000.00)	0.00
Local Roads & Community Infrastructure Prog	Phase 1 allocation	0.00	220,481.00	(74,650.71)	145,830.29
Local Roads & Community Infrastructure Prog	Phase 2 allocation	0.00	226,170.00	(61,507.98)	164,662.02
<b>TOTALS</b>		<b>0.00</b>	<b>2,948,935.00</b>	<b>(1,822,894.38)</b>	<b>1,126,040.62</b>

*Comments - Grants and Contributions*

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

**9. CASH BACKED RESERVES**

	Budget 2020/21				Actual 2020/21			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	112,800	51,800	(82,700)	81,900	112,774.20	50,293.40	(51,350.00)	111,717.60
Plant Reserve	324,400	304,000	(455,000)	173,400	324,387.87	300,843.75	(427,435.00)	197,796.62
Building Reserve	355,700	55,000	0	410,700	355,734.03	925.27	0.00	356,659.30
Information Technology Reserve	53,400	10,900	(12,000)	52,300	53,400.62	10,138.98	0.00	63,539.60
Tambellup Rec Ground & Pavilion Reserve	57,400	5,900	0	63,300	57,353.08	5,149.29	0.00	62,502.37
Broomehill Rec Complex Reserve	95,900	10,100	0	106,000	95,883.48	8,849.21	0.00	104,732.69
Building Maintenance Reserve	22,300	23,000	0	45,300	22,314.96	22,057.91	0.00	44,372.87
Sandalwood Villas Reserve	93,300	11,200	0	104,500	93,276.36	10,242.79	0.00	103,519.15
Bhill Synthetic Bowling Green Reserve	75,200	9,600	0	84,800	75,191.48	8,795.62	0.00	83,987.10
Refuse Sites Post Closure Management Reserve	31,900	5,500	0	37,400	31,954.54	5,083.23	0.00	37,037.77
Lavieville Lodge Reserve	80,800	11,100	(25,000)	66,900	80,769.88	10,210.20	0.00	90,980.08
Townscape Plan Implementation Reserve	272,700	27,500	(300,000)	200	272,694.35	23,708.18	0.00	296,402.53
Tambellup Synthetic Bowling Green Reserve	23,000	7,800	0	30,800	23,065.89	7,560.04	0.00	30,625.93
Tourism & Economic Development Reserve	50,600	700	(10,000)	41,300	50,576.23	131.70	0.00	50,707.93
	1,649,400	534,100	(884,700)	1,298,800	1,649,376.97	463,989.57	(478,785.00)	1,634,581.54

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

**Reserve name**

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

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

**10. DISPOSALS OF ASSETS**

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

	Budget 2020/21				Actual 2020/21			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
<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)	45,956.97	42,727.27	0.00	(3,229.70)
Ford Everest Wagon - BH000	0	0	0	0	51,781.39	42,727.27	0.00	(9,054.12)
<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)	183,962.40	125,000.00	0.00	(58,962.40)
Caterpillar Backhoe - BH013	92,200	80,000	0	(12,200)	91,563.52	88,000.00	0.00	(3,563.52)
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)	44,627.30	36,363.64	0.00	(8,263.66)
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)	42,673.51	41,818.18	0.00	(855.33)
Ford Ranger Wildtrak - TA001	44,200	44,000	0	(200)	46,322.56	43,181.82	0.00	(3,140.74)
Ford Ranger dual cab - BH00	34,600	30,000	0	(4,600)	33,337.37	27,272.73	0.00	(6,064.64)
Ford Ranger extra cab - BH014	35,700	35,000	0	(700)	34,301.99	30,909.09	0.00	(3,392.90)
Ford Ranger dual cab - BH003	43,000	38,000	0	(5,000)	42,678.89	38,181.82	0.00	(4,497.07)
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>617,205.90</b>	<b>516,181.82</b>	<b>0.00</b>	<b>(101,024.08)</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)	617,205.90	516,181.82	0.00	(101,024.08)
	<b>982,600</b>	<b>1,227,000</b>	<b>358,500</b>	<b>(114,100)</b>	<b>617,205.90</b>	<b>516,181.82</b>	<b>0.00</b>	<b>(101,024.08)</b>

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

**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)	2,640,600.34	(234,607.04)
General Purpose Funding	855,900	0	1,831,257.00	0.00
Other General Purpose Funding	25,400	(70,000)	5,069.99	(62,650.11)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,488,500</b>	<b>(272,500)</b>	<b>4,476,927.33</b>	<b>(297,257.15)</b>
<b>GOVERNANCE</b>				
Members Of Council	16,000	(564,800)	19,912.89	(642,432.26)
Administration General	47,800	0	45,221.43	3,750.00
Other Governance	4,000	(16,800)	0.00	(4,461.39)
<b>TOTAL GOVERNANCE</b>	<b>67,800</b>	<b>(581,600)</b>	<b>65,134.32</b>	<b>(643,143.65)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	285,700	(205,700)	396,451.85	(220,777.40)
Animal Control	8,200	(90,700)	2,960.02	(61,854.39)
Other Law, Order & Public Safety	0	(1,000)	0.00	(472.33)
<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY</b>	<b>293,900</b>	<b>(297,400)</b>	<b>399,411.87</b>	<b>(283,104.12)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(15,900)	0.00	(13,551.43)
Health Inspection & Administration	2,300	(24,000)	1,035.72	(17,438.11)
Preventative Services - Pest Control	0	(13,200)	0.00	(10,397.53)
<b>TOTAL HEALTH</b>	<b>2,900</b>	<b>(53,100)</b>	<b>1,035.72</b>	<b>(41,387.07)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	38,800	(45,100)	36,385.84	(41,440.38)
Other Welfare	80,000	(50,000)	0.00	(4,900.62)
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>118,800</b>	<b>(95,100)</b>	<b>36,385.84</b>	<b>(46,341.00)</b>
<b>HOUSING</b>				
Staff Housing	371,000	0	0.00	(37,986.79)
Other Housing	180,500	(188,100)	199,681.29	(227,442.88)
<b>TOTAL OTHER HOUSING</b>	<b>551,500</b>	<b>(188,100)</b>	<b>199,681.29</b>	<b>(265,429.67)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,500	(257,800)	62,521.56	(263,207.02)
Protection Of The Environment	2,500	(2,500)	4,529.29	(4,259.16)
Town Planning & Regional Development	8,000	(77,300)	6,365.66	(72,131.01)
Other Community Amenities	11,400	(44,500)	7,346.47	(32,402.68)
Public Conveniences	0	(67,400)	0.00	(53,231.11)
<b>TOTAL COMMUNITY AMENITIES</b>	<b>85,400</b>	<b>(449,500)</b>	<b>80,762.98</b>	<b>(425,230.98)</b>

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

**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)	43,843.27	(281,345.65)
Other Sport & Recreation	421,000	(898,000)	20,606.80	(649,516.62)
Libraries	100	(135,100)	12.74	(79,185.66)
Other Culture	0	(58,400)	935.91	(22,699.05)
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>593,700</b>	<b>(1,387,000)</b>	<b>65,398.72</b>	<b>(1,032,746.98)</b>
<b>TRANSPORT</b>				
Road Construction	1,649,400	0	1,703,590.77	0.00
Streets Roads Bridges & Depot Maint	375,800	(2,751,000)	218,476.71	(2,677,975.62)
Transport - Other	18,200	(84,200)	14,907.88	(58,086.06)
<b>TOTAL TRANSPORT</b>	<b>2,043,400</b>	<b>(2,835,200)</b>	<b>1,936,975.36</b>	<b>(2,736,061.68)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(1,500)	0.00	(744.91)
Tourism & Area Promotion	226,700	(172,100)	99,191.79	(203,324.95)
Building Control	12,200	(56,500)	7,160.24	(30,603.02)
Other Economic Services	226,300	(130,100)	44,244.24	(78,893.31)
<b>TOTAL ECONOMIC SERVICES</b>	<b>465,200</b>	<b>(360,200)</b>	<b>150,596.27</b>	<b>(313,566.19)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	5,000	(3,500)	5,801.32	(10,431.04)
Public Works Overhead	2,700	(900)	1,264.20	(37,916.07)
Plant Operation Costs	50,000	0	18,566.76	(167,512.67)
Workers Compensation	0	0	5,443.20	(5,564.16)
Salaries & Wages	0	0	0.00	12,788.01
Unclassified	29,700	(34,500)	2,079.00	(5,704.00)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>87,400</b>	<b>(38,900)</b>	<b>33,154.48</b>	<b>(214,339.93)</b>
<b>TOTAL OPERATING</b>	<b>7,798,500</b>	<b>(6,558,600)</b>	<b>7,445,464.18</b>	<b>(6,298,608.42)</b>

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

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Revised Budget Revenue 2020/21	Revised Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
<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	(32,000)	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)	85,454.54	(104,120.08)
<b>Total</b>		<b>80,000</b>	<b>(95,000)</b>	<b>85,454.54</b>	<b>(104,120.08)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
Broomehill Fire Shed	BS	0	(155,000)	0.00	(185,506.48)
<b>Total</b>		<b>0</b>	<b>(155,000)</b>	<b>0.00</b>	<b>(185,506.48)</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	(60,795.60)
Staff housing - 4x2 Lathom St, Broomehill	BNS	0	(50,000)	0.00	(10,682.70)
Staff housing - 3x2 Leven St, Broomehill	BNS	0	(50,000)	0.00	(10,651.95)
Staff housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(1,749.52)
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	(2,630.73)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(3,903.48)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(4,496.44)
Unit 1 Lavieville Lodge - renovations	BNS	0	(25,000)	0.00	(10,550.67)
<b>Total</b>		<b>600,000</b>	<b>(175,000)</b>	<b>0.00</b>	<b>(105,461.09)</b>
<b>COMMUNITY AMENITIES</b>					
Bhill Cemetery - gazebo, bench seating	I-O	0	(21,500)	0.00	(9,604.00)
<b>Total</b>		<b>0</b>	<b>(21,500)</b>	<b>0.00</b>	<b>(9,604.00)</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	(7,131.44)
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	(12,278.75)
Holland Park - nature play (DCP funding)	I-P	0	(100,000)	0.00	(1,331.68)
Town Square development - Tambellup (DCP funding/Reserve)	I-P	0	(495,000)	0.00	(15,549.55)
Broomehill Rec Complex - spectator pavilion	BS	0	(120,000)	0.00	(12,544.00)
<b>Total</b>		<b>0</b>	<b>(901,500)</b>	<b>0.00</b>	<b>(48,835.42)</b>
<b>TRANSPORT</b>					
Tambellup Depot - perimeter fencing & parking	BS	0	(15,000)	0.00	(4,450.90)
Tambellup Depot - concrete bays in machinery shed	BS	0	(20,000)	0.00	(5,184.00)
<b>Plant Replacement</b>					
Caterpillar Grader - BH006	P&E	120,000	(350,000)	125,000.00	(357,470.00)
Caterpillar Backhoe - BH013	P&E	80,000	(210,000)	88,000.00	(195,960.00)
Caterpillar Road Broom	P&E	5,000	(35,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	P&E	38,000	(49,000)	36,363.64	(51,657.85)
Ford Ranger dual cab - TA052	P&E	33,000	(43,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	P&E	88,000	(96,000)	85,000.00	(97,848.02)
Ford Ranger dual cab - BH00	P&E	30,000	(40,000)	27,272.73	(41,223.94)
Ford Ranger extra cab - BH014	P&E	35,000	(50,000)	30,909.09	(41,434.39)
Ford Ranger dual cab - BH003	P&E	38,000	(48,000)	38,181.82	(53,903.24)
Ford Ranger dual cab - TA005	P&E	30,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(20,000)	0.00	0.00
Trailer mounted generator (emergency mgt -50% funded)	P&E	0	0	0.00	(20,390.00)



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

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Revised Budget Revenue 2020/21	Revised Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
<b>TRANSPORT</b>					
<b>Townscape</b>					
Town/Streetscape works - Broomehill (DCP funding/Reserve)	I-P	0	(210,000)	0.00	(5,930.47)
Town/Streetscape works - Tambellup (DCP funding)	I-P	0	(100,000)	0.00	(36,439.24)
<b>Road Construction</b>					
<b>Regional Road Group</b>					
Tambellup West Rd - pavement repair & reseal	I-R	0	(69,500)	0.00	(73,856.31)
Pootenup Road - pavement repair & reseal	I-R	0	(106,200)	0.00	(76,799.27)
Toolbrunup Road - pavement repair, widen shoulders & reseal	I-R	0	(300,000)	0.00	(310,931.20)
Broomehill-Kojonup Road - pavement repair & reseal	I-R	0	(120,000)	0.00	(148,562.24)
Gnowangerup-Tambellup Road - pavement repair & reseal	I-R	0	(288,000)	0.00	(283,448.32)
<b>Black Spot</b>					
Flat Rocks / Greenhills South Road	I-R	0	(195,000)	0.00	(271,945.82)
Tieline / Moultryerup Road	I-R	0	(108,700)	0.00	(86,990.38)
Tieline / Norrish Road	I-R	0	(19,100)	0.00	(5,060.82)
<b>Roads to Recovery</b>					
Pallinup Road - seal	I-R	0	(220,000)	0.00	(211,143.15)
Warrenup Road - stabilise & reseal failed sthn section	I-R	0	(25,500)	0.00	(16,298.40)
<b>Local Roads &amp; Community Infrastructure Program</b>					
Nymbup Road - repair & extend culverts	I-R	0	0	0.00	0.00
Etna Road - repair & extend culverts	I-R	0	0	0.00	0.00
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(95,000)	0.00	(31,782.12)
Kerbing - town streets	I-R	0	(21,000)	0.00	(15,000.00)
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(30,000)	0.00	(1,181.10)
Birt Road - resheeting 2-3kms	I-R	0	(30,000)	0.00	(23,956.88)
Paul Valley Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(1,226.10)
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	(1,504.51)
<b>Local Roads &amp; Community Infrastructure Program Phase 2</b>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	(102.00)
Etna Road - repair & extend culverts	I-R	0	(20,000)	0.00	(42,307.92)
Broomehill Primary School - car park	I-R	0	(40,000)	0.00	(5,461.70)
Broomehill Fire Shed - carpark	I-R	0	(15,000)	0.00	(13,636.36)
Emergency Management - incident control centre	I-R	0	(25,000)	0.00	0.00
Greenhills South Road - widen reconstruct & seal	I-R	0	(150,000)	0.00	0.00
Beejenup Road - reconstruct & seal corners	I-R	0	(53,100)	0.00	0.00
<b>Footpaths</b>					
Footpath Plan	I-F	0	(35,000)	0.00	(41,400.00)
<b>Bridgeworks</b>					
Martinup Bridge 4250A	I-R	0	(720,000)	0.00	(480,000.00)
Add back Job Depreciation	I-R	0	120,200	0.00	130,420.00
Total		<b>497,000</b>	<b>(4,176,900)</b>	<b>430,727.28</b>	<b>(2,924,066.65)</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	(228,534.07)
Water Harvesting - CBH Dam to Complex/Caravan Park	I-O	0	0	0.00	(1,523.82)
Sale of Lot 19 Taylor St, Tambellup	LF	50,000	0	0.00	0.00
Water efficiencies - Tambellup (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill (DCP funding)	I-W	0	(25,000)	0.00	(12,922.00)
Water tanks adjacent to standpipes (4 locations)	I-W	0	(55,000)	0.00	(9,885.05)
Total		<b>50,000</b>	<b>(460,000)</b>	<b>0.00</b>	<b>(252,864.94)</b>
<b>Total</b>		<b>1,227,000</b>	<b>(6,064,900)</b>	<b>516,181.82</b>	<b>(3,630,458.66)</b>

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

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Revised Budget Revenue 2020/21	Revised Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
<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	(105,461.09)
<b>BUILDINGS - SPECIALISED</b>	BS	0	(813,500)	0.00	(443,350.89)
<b>PLANT &amp; EQUIPMENT</b>	P&E	577,000	(1,032,000)	516,181.82	(964,007.52)
<b>FURNITURE &amp; EQUIPMENT</b>	F&E	0	(12,000)	0.00	0.00
<b>INFRASTRUCTURE - ROADS</b>	I-R	0	(2,815,900)	0.00	(1,970,774.60)
<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	(71,529.69)
<b>INFRASTRUCTURE - WATER SUPPLY</b>	I-W	0	(105,000)	0.00	(22,807.05)
<b>INFRASTRUCTURE - OTHER</b>	I-O	0	(21,500)	0.00	(11,127.82)
		<b>1,227,000</b>	<b>(6,064,900)</b>	<b>516,181.82</b>	<b>(3,630,458.66)</b>
<b>RESERVE TRANSFERS - from/(to)</b>					
Leave Reserve		82,700	(51,800)	51,350.00	(50,293.40)
Plant Replacement Reserve		455,000	(304,000)	427,435.00	(300,843.75)
Building Reserve		0	(55,000)	0.00	(925.27)
Computer Reserve		12,000	(10,900)	0.00	(10,138.98)
Tambellup Rec Ground & Pavilion Reserve		0	(5,900)	0.00	(5,149.29)
Broomehill Rec Complex Reserve		0	(10,100)	0.00	(8,849.21)
Building Maintenance Reserve		0	(23,000)	0.00	(22,057.91)
Sandalwood Villas Reserve		0	(11,200)	0.00	(10,242.79)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,600)	0.00	(8,795.62)
Refuse Sites Post Closure Management Reserve		0	(5,500)	0.00	(5,083.23)
Lavieville Lodge Reserve		25,000	(11,100)	0.00	(10,210.20)
Townscape Plan Implementation Reserve		300,000	(27,500)	0.00	(23,708.18)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	(7,560.04)
Tourism & Economic Development Reserve		10,000	(700)	0.00	(131.70)
		<b>884,700</b>	<b>(534,100)</b>	<b>478,785.00</b>	<b>(463,989.57)</b>
<b>LOANS</b>					
Loan Repayments		0	(123,500)	0.00	(122,734.05)
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>(122,734.05)</b>
<b>TOTAL CAPITAL</b>		<b>2,711,700</b>	<b>(7,322,500)</b>	<b>994,966.82</b>	<b>(4,217,182.28)</b>

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

**13: TRUST FUND**

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance
Broomehill Liaison Group	1,243.74	0.00	0.00	<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>



# DELEGATIONS REGISTER

Reviewed August 2021



# **SECTION 1**

## **DELEGATION OF SOME POWERS AND DUTIES TO CHIEF EXECUTIVE OFFICER**

# FOREWORD

## DELEGATION OF SOME POWERS AND DUTIES TO CHIEF EXECUTIVE OFFICER

### **Local Government Act 1995 – Section 5.42**

(1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43 and this power of delegation.*

*\* Absolute majority required.*

(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

It is important to note that not all delegations in this Register are delegations made under the *Local Government Act 1995*. Although the *Local Government Act 1995* allows delegation only to the Chief Executive Officer, other Acts allow delegations to be made direct to other employees, eg Health Act, Dog Act. In some instances other Acts do not give the authority for the person delegated the power to sub-delegate. In these instances if the delegation is made to the CEO, the CEO could not sub-delegate. This Register attempts to ensure delegations are made to the employee whose task it is to enforce the Act concerned.

## LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICERS

### **Local Government Act 1995 – Section 5.43**

*A local government cannot delegate to a CEO any of the following powers or duties:-*

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor; or*
- (i) such other powers or duties as may be prescribed.*

## CHIEF EXECUTIVE OFFICER MAY DELEGATE POWERS AND DUTIES TO OTHER EMPLOYEES

### **Local Government Act 1995 – Section 5.44**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

## ACTING THROUGH ANOTHER PERSON

### **Local Government Act 1995 – Section 5.45(2)**

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
- (b) a CEO from performing any of his or her functions by acting through another person.

*The key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

The functions of a local government are spelt out in Section 3.1, “General Function” and Division 2 and Division 3 of Part 3 of the *Local Government Act 1995*.

The functions of the CEO are set out in Section 5.41 of the *Local Government Act 1995*. The CEO can act through another person by giving instructions to that person to undertake one or more of those functions.

#### *Acting Through Example:*

Function of the CEO - S5.41 (g) of the Local Government Act

CEO includes in the job description of the Deputy Chief Executive Officer that he or she shall - “Review the performance of each employee under his/her supervision who is employed for a term of more than one year at least once in relation to every year of the employment”.

# INDEX

## SECTION 1 – DELEGATION OF SOME POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER

PART 1 - ADMINISTRATION .....	5
1.1 - Entering into Contracts of Insurance .....	5
1.2 – Public Liability Insurance Claims .....	6
1.3 – Appointment of Authorised Persons.....	7
1.4 – Enforcement and Legal Proceedings.....	8
1.5 – Impounding and Sale of Animals and Goods .....	9
1.6 – Property, Acquisition and Disposal .....	10
1.7 – Liquor, Sale from Shire Property .....	11
1.8 – Contract Variations.....	12
1.9 – Execution of Documents .....	13
1.10 – Hall Hire .....	14
1.11 – Surplus Materials, Equipment, Tools etc.....	15
1.12 – Applying for Grants and Subsidies .....	16
1.13 – Inviting Tenders for Providing Goods and Services.....	17
1.14 – Determining the Criteria for Assessing Tenders.....	18
1.15 – Certain Things to be done in Respect of Land.....	19
1.16 – Making a Person Comply with a Notice requiring Certain Things to be done on Land .....	20
1.17 – Powers of Entry .....	21
1.18 – Administer the Shire’s Local Laws .....	22
1.19 – General Competence Powers.....	23
1.20 – Hidden Treasures of the Great Southern, Agreement to use office space within the Broomehill Administration building.....	24
1.21 – Use of the Shire Logo .....	25
PART 2 - FINANCE .....	27
2.1 – General Rates Issues.....	27
2.2 – Investment of Surplus Funds.....	28
2.3 – Transfer Money held in the Trust Fund.....	29
2.4 – Donations .....	30
2.5 – Creditors, Payment of .....	31
2.6 – Write-off Money Owing .....	32
2.7 – Payment of Accounts Electronically .....	33
2.8 – Reimburse Expenses of Councillors.....	34
2.9 – Signing and Issuing of Purchase Orders .....	35
2.10 – Sign Schedule Documents for Loans raised under the WA Treasury Corporation’s Master Lending Agreement.....	36



PART 3 - ENGINEERING.....	37
3.1 – Approval for heavy vehicles to use local roads under the Accredited Mass Management Scheme .....	37
3.2 – Traffic Regulatory Signs .....	38
3.3 – Public Thoroughfares – Fixing or altering levels of alignments or drainage onto adjoining land.....	39
3.4 – Control of Unvested Facilities .....	40
3.5 – Road Closures, Temporary (not exceeding 4 weeks) .....	41
3.6 – Road Closures, Temporary (repairs and maintenance).....	42
3.7 – School Bus Bays .....	43
3.8 – Approve Crossover Construction .....	44
3.9 – Requirement to Construct or Repair Crossover .....	45
3.10 – Removal of Street Trees .....	46
PART 4 - BUILDING HEALTH AND PLANNING .....	47
4.1 – Building, Approve or Refuse Plans and Specifications .....	47
4.2 – Building, Extension of Time to Complete .....	48
4.3 – Building, Works Unlawful .....	49
4.4 – Building, Demolition Licenses .....	50
4.5 – Buildings, Dangerous.....	51
4.6 – Buildings, Neglected.....	52
4.7 – Building, Certificates of Classification .....	53
4.8 – Building, Deposit Materials on a Street.....	54
4.9 – Authorisation of the Environmental Health Officer .....	55
4.10 – Signs and Hoardings .....	56
4.11 – Appointment of Authorised Officers.....	57
4.12 – Authorised Officer .....	58
4.13 – Planning Approvals.....	59
PART 5 - OTHER .....	60
5.1 – Gate Permits.....	60
5.2 – Street Appeals .....	61
5.3 – Events on Roads .....	62
5.4 – Firebreaks, Alternative Positions.....	63
5.5 – Burning, Prohibited and Restricted Times (Variations).....	64
5.6 – Burning of Roadsides.....	65
5.7 – Taking Proceedings for Offences, Bush Fires Act .....	66
5.8 – Handover of Control of Bushfires.....	67
5.9 – Proceedings under <i>Dog Act 1976</i> .....	68
5.10 – Withdrawal of Infringement Notices issued under <i>Dog Act 1976</i> .....	69
5.11 – Wildflower Picking.....	70
5.12 – Proceedings under <i>Cat Act 2011</i> .....	71
5.13 – Approval of collection of Native Seed from Council Reserves and Road Reserves.....	72

# PART 1 - ADMINISTRATION

Delegation	<b>1.1 - Entering into Contracts of Insurance</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s6.7(2)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to enter into appropriate contracts of insurance.

Approval of Council is required before entering into contract for any new forms of insurance.

Reporting Requirements:

Copies of all contracts are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.2 – Public Liability Insurance Claims</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s6.7(2)</i>
Delegate	Chief Executive Officer
Sub-Delegate	Nil

*Delegation:*

The Chief Executive Officer is delegated the authority to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of the Shire.

In cases where liability is accepted, payment may only be made up to the value of the Shire’s relevant insurance excess amount and then only upon receipt of a release form.

*Reporting Requirements:*

Copies of all documentation are to be placed on the appropriate file.

*Internal References:*

Nil

*Adoption/Review:*

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.3 – Appointment of Authorised Persons</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s9.10</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to appoint (in writing) persons or classes of persons to be authorised for the purposes of performing particular functions.

Authorisations are to be made for the following purposes -

- Authorise an employee to remove and impound any goods in accordance with Section 3.39.
- For the giving of a notice to the owner of a vehicle in accordance with s9.13.
- For the issuing of infringement notices under s9.16
- For receiving payment of a modified penalty (infringement notice) under s9.17.
- For extending the period of time within which a modified penalty may be paid under s9.19
- For giving a notice requiring certain things to be done by the owner or occupier of land under s3.25(1).
- For doing anything necessary to achieve, so far as practicable, the purposes for which a notice was given s3.26
- For lawfully entering land, premise or thing under s3.31(2).
- To undertake the functions of an authorised person under the –
  - Activities on Thoroughfares and Public Places and Trading Local Law 2021
  - Dogs Local Law 2021
  - Local Government Property Local Law 2021
  - *Cat Act 2011*

\* NB a person authorised under s9.16 is not eligible to be authorised under s9.17, s9.19 and s9.20

Reporting Requirements:

Copies of the written appointments are to be placed on the person's personal file.

Internal References:

Nil

Adoption Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 19 August 2021

Delegation	<b>1.4 – Enforcement and Legal Proceedings</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s9.24</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to appoint persons to initiate prosecutions on behalf of Shire under the *Local Government Act 1995* and Shire’s Local Laws.

**Reporting Requirements:**

Copies of all appointments are to be placed on the appropriate file and the person’s personal file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.5 – Impounding and Sale of Animals and Goods</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.46, s3.47, s3.47A, s3.48</i>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

Delegation:

The Chief Executive Officer is delegated the authority to:

1. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
2. Sell confiscated or uncollected goods in accordance with Section 3.47.
3. Humanely destroy an impounded animal if ill or injured in accordance with Section 3.47A
4. Take action to recover expenses in accordance with Section 3.48.

The Chief Executive Officer may dispose of any vehicles, animals or goods that have been impounded, seized or confiscated only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.

The Chief Executive Officer is authorized pursuant to Section 5.43(b) of the *Local Government Act 1995* to accept any tender up to the value of \$5,000. Tenders for amounts exceeding \$5,000 shall be referred to the Council for consideration.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.6 – Property, Acquisition and Disposal</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.58</i> Local Government (Functions and General) Regulations 1996 - r30, r31
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to acquire property and services (other than land) valued at an amount not exceeding \$150,000, whether or not a tender process is undertaken, providing that appropriate provision is made in the Shire’s annual budget.

The Chief Executive Officer is delegated authority to dispose of property (other than land) with a market value not exceeding \$20,000 or if the goods are disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$75,000. Appropriate budget provision must have been included in the Shire’s annual budget.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file and a report presented to Council.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.7 – Liquor, Sale from Shire Property</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 - clause 3.15
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

Delegation:

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Shire and to approve applications to consume liquor on property under the care, control and management of Shire.

The Chief Executive Officer shall have regard to the following:

1. Permission to serve liquor on property under the control of Shire expires at 1am.
2. That liquor not be served from barrel containers situated on the dance floor or foyer space in any hall under the control of Shire.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	<b>1.8 – Contract Variations</b>
Legislative power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s6.7(2)</i>
Delegated to	Chief Executive Officer
Sub-delegated to	Not to be sub-delegated

Delegation:

The Chief Executive Officer is delegated the authority to approve minor variations to contracts entered into by the Shire, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the annual budget.

Reporting Requirements:

Copies of all variations are to be placed on the appropriate file and contract register and a report presented to Council.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.9 – Execution of Documents</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.18</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

Where:

- a) the Council has authorised entering into a formal contract, or
- b) a formal contract is authorised under a delegated authority from the Council, or
- c) a formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operation of the Shire,

The Chief Executive Officer is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents without further reference to Council.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Management Practice: 1.1 Execution of Documents.

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.10 – Hall Hire</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 - clause 3.13(1)(a)
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

**Delegation:**

The Chief Executive Officer is delegated authority to accept or reject applications for the hire of the Shire Hall and other Shire owned facilities. In exercising this delegation, the Chief Executive Officer shall have regard to the following:

1. Hirers are to pay a bond which is set by Council at its annual budget, the bond being refundable upon clearance by the Chief Executive Officer.
2. The application of the bonds is at the discretion of the Chief Executive Officer and they are not to apply to:
  - a) Blue Light Discos
  - b) Broomehill and Tambellup Primary Schools
  - c) Tambellup Senior Citizens Christmas Lunch
  - d) Agricultural Society – Tambellup Show
  - e) **Seniors Soup Luncheon – Hall - Subject to the luncheons being advertised across the Shire**
  - f) **Host Organisation for ANZAC Day Services Broomehill and Tambellup**

In approving the hire of Shire halls and other Shire owned facilities the Chief Executive Officer is to have regard for Council Policy 1.2 – “Use of Shire Facilities”, and Council Policy 1.24 – “Hire of Equipment – Shire Halls”.

**Reporting Requirements:**

Copies of all documentation approving the hire are to be placed on the appropriate file.

**Internal References:**

Council Policy: 1.2 Use of Shire Facilities

Council Policy: 1.24 Hire of Equipment – Shire Halls

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.11 – Surplus Materials, Equipment, Tools etc</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.58(5)(d)</i> Local Government (Function and General) Regulations 1996 - r30(3)
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

**Delegation:**

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Shire Depot, or any other fair means, items of surplus equipment, materials, tools etc. which are no longer required, or are outmoded, or are no longer serviceable. This delegation applies only to items with an estimated value less than \$5,000.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file and Asset Register amended.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.12 – Applying for Grants and Subsidies</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.18</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council. In exercising the delegated authority the following conditions shall be observed.

1. The grant/subsidy shall not be accepted without Councils endorsement.
2. The undertaking is to be in accordance with Councils established strategic objectives.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	1.13 – Inviting Tenders for Providing Goods and Services
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.57</i> Local Government (Functions and General) Regulations 1996 - r11
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to proceed with the inviting of tenders for the purchase of goods and services that are listed in the **Adopted** annual budget. The invitation will be in accordance with legislative requirements and subject to any Council Policy

**Reporting Requirements:**

Copy of the invitation to be placed on the appropriate file and recorded in the Tender Register and a Report presented to Council for acceptance of the tender.

**Internal References:**

Council Policy: 3.1 Purchasing Policy

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.14 – Determining the Criteria for Assessing Tenders</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.57</i> Local Government (Functions and General) Regulations 1996 - r14(2a)
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the power to determine in writing the criteria for assessing which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996.

**Reporting Requirements:**

Copy of the documentation is to be placed on the appropriate file and recorded in the Tender Register.

**Internal References:**

Council Policy: 3.1 Purchasing Policy

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.15 – Certain Things to be done in Respect of Land</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.25(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice on behalf of the Shire requiring them to do something that is specified in Schedule 3.1 to the land.

**Reporting Requirements:**

Record of all transactions and the notice are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	<b>1.16 – Making a Person Comply with a Notice requiring Certain Things to be done on Land</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.26(2)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

If a person who is given a notice under s3.25(1) fails to comply with the notice the Chief Executive Officer is delegated the authority to do anything considered necessary to achieve, so far as practicable, the purposes for which the notice was given.

**Reporting Requirements:**

Record of all transactions and the notice are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.17 – Powers of Entry</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - Division 3, Subdivision 3</i>
Delegate	Chief Executive Officer
Sub-delegate	Not to be sub-delegated

**Delegation:**

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the *Local Government Act 1995*.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.18 – Administer the Shire’s Local Laws</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	All Local Laws in operation in the Shire of Broomehill-Tambellup.
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the Shire so as to administer the Shires Local Laws as required by s3.18(1) of the *Local Government Act 1995*.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.19 – General Competence Powers</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s5.41</i>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

Delegation:

Following the adoption of the annual budget the Chief Executive Officer is delegated authority to use management discretion in:-

1. Implementing expenditure and income programs contained in the budget the detail of which has been finalised;
2. Authorising overtime

Provided that expense accounts are contained within the annual budget allocations and subject to compliance with the *Local Government Act 1995* section 5.41(d) and Council's policy statements

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 20 October 2011

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.20 – Hidden Treasures of the Great Southern, Agreement to use office space within the Broomehill Administration building</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s5.41</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Removed** by Council at its Ordinary Meeting held on 17 December 2015

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Delegation	<b>1.21 – Use of the Shire Logo</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s5.41</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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 by Absolute Majority, delegated to the Chief Executive Officer authority to grant approvals in regard to item 3(b) above.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file/s.

**Internal References:**

Council Policy: 1.3 Shire of Broomehill-Tambellup Logo

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 November 2010

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>1.22 – Appointment of Authorised Persons and Approval of Complaint of Breach Form (Code of Conduct for Council Members, Committee Members and Candidates)</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to the CEO s5.43 Limitations on delegations to the CEO
Legislative Power or Duty Delegated	<i>Local Government (Model Code of Conduct) Regulations 2021</i> Schedule 1 Model Code of Conduct cl. 11(2)(a) and (b) and 11(3) Complaint about alleged breach
Delegate	Chief Executive Officer
Sub-delegate	Manager of Finance and Administration

**Delegation:**

1. Approve the form in which complaints relating to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates must be submitted.
2. Appoint authorised persons to receive complaints and withdrawals of complaints in relation to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates must be submitted.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file/s.

**Internal References:**

Council Policy 1.5 - Code of Conduct for Council Members, Committee Members and Candidates

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 20 May 2021.

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

## PART 2 - FINANCE

Delegation	<b>2.1 – General Rates Issues</b>
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995</i> - s6.39(2), s6.49, s6.50(1) & (2), s6.56(1), s6.76(4), s6.76(5), s6.60(2) & (4), s6.64.
Delegate	Chief Executive Officer
Sub-delegate	Nil

### Delegation:

The Chief Executive Officer is hereby delegated the performance of the following functions of the Shire:

1. The discharge of the obligations specified in Section 6.39(2) of the *Local Government Act 1995* (Rates Records).
2. Entering into an agreement in accordance with Section 6.49 of the *Local Government Act 1995* for the payment of rates and service charges.
3. The time allowed for the payment of the rate before it becomes in arrear 6.50(1) & (2) of the *Local Government Act 1995*.
4. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the *Local Government Act 1995*.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the *Local Government Act 1995*.
6. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6).
7. Requiring a lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with 6.60(2) & (4) of the *Local Government Act 1995*.
8. Commence proceedings under Section 6.64 of the *Local Government Act 1995* to recover rates owing to Shire. (Subject to S5.43(d) of the *Local Government Act 1995*).

### Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

### Internal References:

Nil

### Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	2.2 – Investment of Surplus Funds
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.14</i>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

Delegation:

The Chief Executive Officer is delegated authority to:

1. Temporarily invest surplus funds with various banking institutions as provided for under s16 of the Trustees Act 1962.
2. Establish and document internal control procedures to be followed by employees to ensure control over investments as required by *Local Government (Financial Management) Regulations 1996 – Regulation 19*.
3. A list of institutions be reviewed annually.

Reporting Requirements:

Details of investments made are to be reported monthly to Council as part of the financial report.

Internal References:

Council Policy: 3.3 Investments

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>2.3 – Transfer Money held in the Trust Fund</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.9(4)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to determine whether money held in the Trust Fund for more than 10 years will be transferred to the Municipal Fund.

In making the determination the Chief Executive Officer is to have regard for Section 6.9(4) of the Local Government Act.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>2.4 – Donations</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.7(2)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to approve discretionary donations to a maximum value of \$200 per application.

Subject to budgetary availability and subject also to, in the opinion of the Chief Executive Officer, the donation bringing credit to the Shire of Broomehill-Tambellup and that any such donations be in addition to those approved specifically by Council as part of the budgetary process subsequent to donation applications being called for in conjunction with that process.

**Reporting Requirements:**

Copies of all approvals are to be placed on the appropriate file and elected members advised in the Information Bulletin.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>2.5 – Creditors, Payment of</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.10(d)</i> Local Government (Financial Management) Regulations 1996 – r12(1)
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration Executive Assistant Finance/Rates Officer

**Delegation:**

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

1. The payee's name
2. The amount of the payment
3. The date of the payment
4. Sufficient information to identify the transaction.

**Reporting Requirements:**

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>2.6 – Write-off Money Owing</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.12(1)(b) &amp; (c)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the Shire to a maximum of \$500.00.

This delegation does not apply to waiving or granting concessions on any amount of money owing in respect of rates and service charges. (s6.12(2)) with the exception of Penalty Interest where the Chief Executive Officer is delegated authority to write off amounts under \$20.00.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

<b>2.7 – Payment of Accounts Electronically</b>	
Delegation	
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.10(d) Local Government (Financial Management) Regulations 1996 – r11(1)
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration Executive Assistant Finance/Rates Officer

**Delegation:**

The Chief Executive Officer is delegated authority to develop procedures for the authorisation of, and 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.

Making payment by cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds is subject to the following conditions

- All transactions are to be authorised by two signatories, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.
- Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

**Primary and Secondary Signatories**

- Authorised Primary signatories are the Chief Executive Officer and the Manager Finance and Administration.
- Authorised Secondary signatories are the Executive Assistant and the Finance/Rates Officer.

**Reporting Requirements:**

A list of payments is to be presented to Council at the next ordinary meeting of Council and is to be recorded in the minutes of the meeting at which it is presented.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>2.8 – Reimburse Expenses of Councillors</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s5.98(2)(b) &amp; (3)</i> Local Government (Administration) Regulations 1996 – r 32
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to reimburse all reasonable expenses to Councillors incurred whilst attending conferences, seminars and training courses approved by Council and other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.

Consideration is to be given to Council Policy 1.11 Elected Member Training and Professional Development Policy

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 1.11 Elected Member Training and Professional Development  
Management Practice: 1.8 Attendance Fees, Expenses and Allowances

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 19 August 2021

Delegation	<b>2.9 – Signing and Issuing of Purchase Orders</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Act 1995 - s5.42
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration Manager of Works Works Assistant Governance and Executive Assistant

**Delegation:**

That in terms of the *Local Government Act 1995* section 5.42, the delegation of powers and duties for the signing and issuing of Council’s purchase orders be delegated to the Chief Executive Officer.

The following purchasing limits apply to sub-delegates –

Manager of Works	\$100,000
Manager Finance and Administration	\$50,000
Works Assistant	\$5,000
Governance and Executive Assistant	\$5,000

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 3.1 Purchasing Policy

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	<b>2.10 – Sign Schedule Documents for Loans raised under the WA Treasury Corporation’s Master Lending Agreement</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Act 1995 - s6.20
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

**Delegation:**

That the Chief Executive Officer be delegated authority to sign schedule documents for loans raised under the WA Treasury Corporation’s Master Lending Agreement and/or give instructions thereunder on behalf of the Shire of Broomehill-Tambellup.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 17 April 2014

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

## PART 3 - ENGINEERING

Delegation	<b>3.1 – Approval for heavy vehicles to use local roads under the Accredited Mass Management Scheme</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.18(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to determine applications from trucking companies for access to local roads under the Accredited Mass Management Scheme (AMMS) to comply with heavy vehicle access condition CA07 where it is applicable.

Condition CA07 states

*‘All operators must carry written approval from the Local Authority permitting use of the road’*

Applicants seeking approval must hold the appropriate approvals to operate under the AMMS. All approvals expire at 30 June each year.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Management Practice: 5.9 Functional Road Hierarchy

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 21 July 2016

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	3.2 – Traffic Regulatory Signs
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.18(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to make application to Main Roads WA for approval to install stop and give-way signs at such places as the Chief Executive Officer considers warranted and on receipt of the necessary approval the Chief Executive Officer is authorised to arrange to have the appropriate signs erected in accordance with the provisions of the approval.

The Chief Executive Officer is further delegated to arrange installation of “School Bus Stop” signs (in accordance with AS 1742) and other appropriate traffic regulatory signs at such places as the Chief Executive Officer considers necessary.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>3.3 – Public Thoroughfares – Fixing or altering levels of alignments or drainage onto adjoining land</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.51(3)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to give the required notices before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>3.4 – Control of Unvested Facilities</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.53(3)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

If an unvested facility lies within two or more districts, the Chief Executive Officer is delegated authority to agree on its control and management.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file and Council advised of the agreement.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>3.5 – Road Closures, Temporary (not exceeding 4 weeks)</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.50(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to temporarily close a street or a portion of a street for a period not exceeding 4 weeks.

Closures are to be made if the Chief Executive Officer is of the opinion that by reason of heavy rain a street or road is likely to be damaged by the passage of traffic generally or traffic of any particular class.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>3.6 – Road Closures, Temporary (repairs and maintenance)</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.50A</i>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

The Chief Executive Officer is delegated authority to temporarily close a street or a portion of a street, without giving public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.  
Each closure is to be recorded on the timesheets.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>3.7 – School Bus Bays</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.18(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to determine any applications to construct bus bays as a safety measure with the applicants to meet all costs involved in the construction of such bays including school bus turn-about.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	<b>3.8 – Approve Crossover Construction</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – Sch 9.1 cl. 7(2)</i> Local Government (Uniform Local Provisions) Regulations 1996 - r12(1)
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the power to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to Regulation 12(1) of the *Local Government (Uniform Local Provisions) Regulations 1996*.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.1 (6) – “Road Construction & Maintenance Minimum Standards – Crossovers” and Management Practice 5.2 - “Culverts, Crossings and Entrances”.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 4.1 (6) Road Construction and Maintenance Minimum Standards - Crossovers  
Management Practice: 5.2 Culverts, Crossings and Entrances

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	3.9 – Requirement to Construct or Repair Crossover
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – Sch 9.1 cl. 7(2)</i> Local Government (Uniform Local Provisions) Regulations 1996 - r13(1) & (2)
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

**Delegation:**

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 4.1 (6) Road Construction and Maintenance Minimum Standards - Crossovers  
Management Practice: 5.2 Culverts, Crossings and Entrances

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 19 August 2021

Delegation	<b>3.10 – Removal of Street Trees</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.18(1)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to authorise the removal of any tree on any townsite street or road reserve where the street or road is under the care, control and maintenance of the Shire. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists.

This delegation may also be exercised when removal of the tree/s is needed due to pending roadworks.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.4 “Clearing of Vegetation for Road Construction”.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 4.4 Clearing of Vegetation for Road Construction

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

## PART 4 - BUILDING HEALTH AND PLANNING

Delegation	<b>4.1 – Building, Approve or Refuse Plans and Specifications</b>
Legislative Power to Delegate	<i>Local Government (Miscellaneous Provisions) Act 1960 - Section 374AAB(1)</i>
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 - Section 374(1)</i>
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

Delegation	<b>4.2 – Building, Extension of Time to Complete</b>
Legislative Power to Delegate	<i>Local Government (Miscellaneous Provisions) Act 1960 - s374AAB(1)</i>
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 - Section 374(1a)</i>
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

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Delegation	<b>4.3 – Building, Works Unlawful</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 -</i> Section 401A(1)
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

DRAFT

Delegation	<b>4.4 – Building, Demolition Licenses</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 - Section 374A</i>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

DRAFT

Delegation	<b>4.5 – Buildings, Dangerous</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 –</i> s403(4)
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

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Delegation	<b>4.6 – Buildings, Neglected</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 –</i> s408(1)
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

DRAFT

Delegation	<b>4.7 – Building, Certificates of Classification</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 - s374C(1), (2) &amp; (3)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

DRAFT

Delegation	<b>4.8 – Building, Deposit Materials on a Street</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960 – s377</i>
Delegation Subject	<b>Building – Deposit Materials on a Street</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 17 December 2015 and replaced with Delegation 4.12 - Authorised Officer

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Delegation	<b>4.9 – Authorisation of the Environmental Health Officer</b>
Legislative Power to Delegate	Section 26 of the <i>Health Act 1911</i>
Legislative Power or Duty Delegated	Section 26 of the <i>Health Act 1911</i>
Delegate	Environmental Health Officer
Sub-delegate	Nil

**Delegation:**

That authority be delegated to the Environmental Health Officer for the Shire of Broomehill-Tambellup, pursuant to Section 26 of the *Health Act 1911*, to carry out within its district the provisions of the Act and regulations, local laws, and orders made there under and to exercise and discharge all or any of the powers and functions of the local government pursuant to that legislation.

This empowers the Environmental Health Officer to sign such documents and initiate appropriate legal action on behalf of the Shire when a breach of the *Health Act 2011*, related legislation and the Shire's Health Local Law is identified.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

**Health Local Law 2021**

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>4.10 – Signs and Hoardings</b>
Legislative Power to Delegate	Town Planning Scheme <i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law <b>2021</b> – clause 3.2
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme and the Local Laws of the Shire and where an application does not comply with the Scheme or the Local Laws of the Shire, the application is to be refused.

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.2 “Advertising and Portable Direction Signs”.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Council Policy: 4.2 Advertising and Portable Directional Signs

**Activities in Thoroughfares and Public Places and Trading Local Law 2021**

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>4.11 – Appointment of Authorised Officers</b>
Legislative Power to Delegate	<i>Food Act 2008</i>
Legislative Power or Duty Delegated	Section 65, 66, 67, 110, 112, 222(1) (b), 123(1), 123(2), 126(2), 126(3), 126(6) and 126(7) of the <i>Food Act 2008</i>
Delegate	Chief Executive Officer and Authorised Officer/s
Sub-delegate	Nil

That pursuant to the following Sections of the *Food Act 2008*, authority be delegated to the Chief Executive to perform the functions listed:

- a) Section 122(1) – Appoint Authorised Officers;
- b) Sections 123(1) and 123(2) – Issue certificates of authority to Authorised Officers;
- c) Section 126(2) – Appoint Designated Officers to issue infringement notices;
- d) Sections 126(3) – Appoint Designated Officers to receive payment from infringement notices;
- e) Sections 126(6) and 126(7) – Appoint Designated Officers to extend the payment for infringement notices or revoke infringement notices.

That pursuant to the *Food Act 2008* the Authorised officer is delegated authority to perform the functions listed:

- a) Issue prohibition notices in accordance with Section 65 of the *Food Act 2008*;
- b) Clear and remove prohibition notices in accordance with Section 66 of the *Food Act 2008*;
- c) Provide written notification not to issue a certificate of clearance in accordance with Section 67 of the *Food Act 2008*; and
- d) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with the Sections 110 and 112 of the *Food Act 2008*.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 19 August 2010

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>4.12 – Authorised Officer</b>
Legislative Power to Delegate	<i>Building Act 2011</i>
Legislative Power or Duty Delegated	<i>Building Act 2011 s96(3) and s127</i>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

**Delegation:**

The Chief Executive Officer is delegated authority to exercise all the powers and duties of a permit authority as defined by the *Building Act 2011*.

The Chief Executive Officer is an authorised officer for the purposes of the *Building Act 2011* in relation to building and incidental structures located, or proposed to be located, in the district of the Shire of Broomehill-Tambellup.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 17 December 2015

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>4.13 – Planning Approvals</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> S5.42 Delegation of some powers and duties to the CEO S5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Planning and Development Act 2005</i> Local Planning Scheme 1 - Broomehill Local Planning Scheme 2 - Tambellup
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive officer is delegated the authority to determine all Applications for Planning Approval submitted under Planning Scheme 1 and Planning Scheme 2, with the following exceptions:

- The value of the application is over \$500,000;
- The proposed use or development is located in a Town Centre, Industrial, Light Industrial or Special Use zone.
- The application involves an agricultural shed over 500 square metres;
- The application does not comply with the relevant Scheme provisions;
- The use or development of the land is not permitted; and
- Where the application is to be refused.

All applications that meet these exceptions must be considered by Council.

**Reporting Requirements:**

A schedule of approvals will be kept (as required by the Act) and presented to Council in the information bulletin on a monthly basis, unless the delegation has not been exercised that month.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on **19 August 2021**



## PART 5 - OTHER

Delegation	<b>5.1 – Gate Permits</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – Schedule 9.1, clause 5(1)</i> <i>Local Government (Uniform Local Provisions) Regulations 1996 – r9</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to determine applications for permission to erect gates or other devices across public thoroughfares under Shire control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying.

**Reporting Requirements:**

Copies of all applications are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.2 – Street Appeals</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law <b>2021</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

**Delegation:**

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	5.3 – Events on Roads
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.50</i> <i>Road Traffic (Events on Roads) Regulations 1991</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the *Road Traffic (Events on Roads) Regulations 1991*.

Exercise of the delegation is subject to s3.50 of the *Local Government Act 1995*.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on 19 August 2021

Delegation	<b>5.4 – Firebreaks, Alternative Positions</b>
Legislative Power to Delegate	<i>Bush Fires Act 1954 - s48(1)</i>
Legislative Power or Duty Delegated	<i>Bush Fires Act 1954 – s33(1)</i> Annual Firebreak Notice.
Delegate	Chief Executive Officer
Sub-delegate	Not Permitted

**Delegation:**

The Chief Executive Officer is delegated the authority to:

1. approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on the land.
2. approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land shall be limited to approval periods of twelve (12) months only except where natural obstructions are the reason for landholders being granted an exemption to comply with the Firebreak Notice and in such circumstances it will not be necessary to obtain an annual exemption for as long as the natural obstruction remains as it was at the time of granting of the exemption.

**Reporting Requirements:**

Copies of all applications are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.5 – Burning, Prohibited and Restricted Times (Variations)</b>
Legislative Power to Delegate	<i>Bush Fires Act 1954 - s48(1)</i>
Legislative Power or Duty Delegated	<i>Bush Fires Act 1954 – s17(7) &amp; (8) and s18(5)</i>
Delegate	Chief Executive Officer
Sub-delegate	Not Permitted

Delegation:

The Chief Executive Officer is delegated the authority to amend the Restricted Burning and Prohibited Burning periods subject to this delegation only being used at the request of the Chief Bush Fire Control Officer.

(Variation can only be made after consultation with an authorised **Department of Biodiversity, Conservation and Attractions Officer**, if forest land is situated in the district.)

Note – This authority may be delegated jointly to the Shire President and Chief Bush Fire Control Officer under section 17(10) of the *Bush Fires Act 1954*.

Reporting Requirements:

Copies of all variations are to be placed on the appropriate file and Councillors to be advised through the Information Bulletin.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.6 – Burning of Roadsides</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law <b>2021</b> – clause 5.13
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to approve applications submitted by the relevant Fire Control Officer/s to burn a road verge vested in the care, control and management of the Shire.

In exercising this delegation the Chief Executive Officer is to have regard to **Policy 6.4 – Roadside Burning**.

**Reporting Requirements:**

Copies of all applications are to be placed on the appropriate file.

**Internal References:**

Council Policy: 6.4 Roadside Burning

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.7 – Taking Proceedings for Offences, Bush Fires Act</b>
Legislative Power to Delegate	<i>Bush Fires Act 1954 – s48(1)</i>
Legislative Power or Duty Delegated	<i>Bush Fires Act 1954 - s59(3)</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.8 – Handover of Control of Bushfires</b>
Legislative Power to Delegate	<i>Bush Fires Act 1954 - s48(1)</i>
Legislative Power or Duty Delegated	<i>Bush Fires Act 1954 - s13(4)</i>
Delegate	Chief Executive Officer
Sub-delegate	Not permitted

**Delegation:**

The Chief Executive Officer is delegated the authority to request Fire and Emergency Services to authorise a bush fire liaison officer to take control of all operations in relation to a bushfire burning in the district.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**



Delegation	<b>5.9 – Proceedings under <i>Dog Act 1976</i></b>
Legislative Power to Delegate	<i>Dog Act 1976 – s29(1)</i>
Legislative Power or Duty Delegated	<i>Dog Act 1976 and Dog Regulations 2013</i>
Delegate	Chief Executive Officer Manager Finance and Administration Manager of Works Works Supervisor Ranger
Sub-delegate	

**Delegation:**

To exercise on behalf of the local government the powers conferred on an authorised person by the *Dog Act 1976* and *Dog Regulations 2013*.

Any proceedings under the *Dog Act 1976* and *Dog Regulations 2013*, whether civil or penal, may only be taken with the approval of the Chief Executive Officer.

This delegation also enables the persons authorised by this delegation to issue infringement notices pursuant to the provisions of Section 29 of the Act.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.10 – Withdrawal of Infringement Notices issued under <i>Dog Act 1976</i></b>
Legislative Power to Delegate	<i>Dog Act 1976 – s29(1)</i>
Legislative Power or Duty Delegated	<i>Dog Act 1976 and Dog Regulations 2013</i>
Delegate	Chief Executive Officer
Sub-delegate	No legislative power to sub-delegate

**Delegation:**

The Chief Executive Officer is delegated the authority to exercise on behalf of the local government the powers conferred on an authorised person by the Dog Act to withdraw infringement notices issued under the *Dog Act 1976* and *Dog Regulations 2013*.

Limitations placed on an authorised person under the Dog Act withdrawing infringement notices by Regulation 13(7) of the *Dog Regulations 2013*.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.11 – Wildflower Picking</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.54</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to determine all applications for the picking of wildflowers on Shire reserves.

This delegation is to be exercised in relation to reserves outside of the townsites within the Shire.

The harvesting of the Broombush (*Melaleuca Uncinata*) on Shire controlled land and vested reserves is prohibited.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 18 December 2008

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.12 – Proceedings under <i>Cat Act 2011</i></b>
Legislative Power to Delegate	<i>Cat Act 2011</i> – s44(1)
Legislative Power or Duty Delegated	<i>Cat Act 2011</i>
Delegate	Chief Executive Officer Manager Finance and Administration Manager of Works Works Supervisor Ranger
Sub-delegate	

**Delegation:**

To exercise on behalf of the local government the powers conferred on an authorised person by the *Cat Act 2011* (Act).

Any proceedings under the Act, whether civil or penal, may only be taken with the approval of the Chief Executive Officer.

This delegation also enables the persons authorised by this delegation to issue infringement notices pursuant to the provisions of Sections 62 to 67 of the Act.

**Reporting Requirements:**

Copies of all documentation are to be placed on the appropriate file.

**Internal References:**

Nil

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 16 May 2013

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

Delegation	<b>5.13 – Approval of collection of Native Seed from Council Reserves and Road Reserves</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s3.54</i>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The Chief Executive Officer is delegated the authority to determine all applications for the collection of native seed from within the Shire of Broomehill-Tambellup reserves.

This delegation is to be exercised in relation to reserves outside of the townsites within the Shire.

All persons collecting native seed are to be licensed according to the *Wildlife Conservation Act (1950)* and will abide by the conditions of the license.

Permission is for a twelve month period and appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.

All care will be taken to avoid the disturbance of fauna habitat and to avoid disturbance that may lead to soil degradation.

Reporting Requirements:

Copies of all applications are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

**Adopted** by the Council at its Ordinary Meeting held on 20 July 2017

**Reviewed** by Council at its Ordinary Meeting held on **19 August 2021**

# **SECTION 2**

**DELEGATION OF SOME POWERS AND DUTIES  
TO CERTAIN COMMITTEES**

# FOREWORD

## DELEGATION OF SOME POWERS AND DUTIES TO CERTAIN COMMITTEES

### **Local Government Act (1995) – Sections 5.16, 5.17, 5.18, 5.9**

#### **5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

#### **5.17. Limits on delegation of powers and duties to certain committees**

- (1) A local government can delegate —
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of — (i) the local government's property; or (ii) an event in which the local government is involved.

#### **5.18. Register of delegations to committees**

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### **5.9. Committees, types of**

- (1) In this section —

**other person** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (d) council members and other persons;

# INDEX

## SECTION 2 – DELEGATION OF SOME POWERS AND DUTIES TO CERTAIN COMMITTEES

INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE.....	74
1.1 – Management of the Independent Living Seniors Accommodation units as per operating guidelines.....	74

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## INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE

Delegation	<b>1.1 – Management of the Independent Living Seniors Accommodation units as per operating guidelines</b>
Legislative Power to Delegate	<i>Local Government Act 1995</i> s5.16 Delegation of some powers and duties to certain committees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s5.17(c)(i)</i>
Delegate	Independent Living Seniors Accommodation Committee
Sub-delegate	Nil

**Reviewed** by Council at its Ordinary Meeting held on 19 August 2021 and this Delegation was deleted as the ILSA Committee was formally disbanded at a Special Meeting of Council on the 30 June 2020.

## 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. 081008</b>
<b>Date of amendment:</b>	15th October 2020	
<b>Date of last review:</b>	15th October 2020	
<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.

## 1.4 TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

<b>Objective:</b>	To determine the process for appointing an Acting or Temporary CEO for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	15th October 2020	
<b>Date of last review:</b>	15th October 2020	
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>s5.39 Contracts for CEO and senior employees</i> <i>s5.39C Policy for temporary employment or appointment of CEO</i> <i>s5.40 Principles affecting employment by Local Governments</i>	
<b>Internal References:</b>		

### Policy Objective

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Broomehill-Tambellup's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

### Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Broomehill-Tambellup.

### Policy Statement

#### 1. Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

#### 2. Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Manager of Finance and Administration or Manager of Works are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of Manager of Finance and Administration or Manager of Works is not included in the determination set out in Clause 3 (2).

### **3. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**

- (1) The CEO is authorised to appoint the Manager of Finance and Administration or Manager of Works in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Manager of Finance and Administration or Manager of Works performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Manager of Finance and Administration or Manager of Works is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
  - a. The Manager of Finance and Administration will be appointed as Acting CEO; or
  - b. If the Manager of Finance and Administration is unable to act, the Manager of Works will be appointed as Acting CEO; or
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

### **4. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.**

- (1) This clause applies to the following periods of extended leave:
  - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
  - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
  - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
  - b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
- (3) The President will liaise with the CEO, or in their unplanned absence the Manager of Finance and Administration to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Manager of Finance and Administration.

## **5. Appoint Temporary CEO – Substantive Vacancy**

- (1) In the event that the substantive CEO's employment with the Shire of Broomehill-Tambellup is ending, the Council when determining to appoint a Temporary CEO may either:
  - a. by resolution, appoint the Manager of Finance and Administration or Manager of Works as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
  - b. by resolution, appoint the Manager of Finance and Administration or Manager of Works as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
  - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The President will liaise with the Manager of Finance and Administration to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Manager of Finance and Administration.

## **6. Remuneration and conditions of Acting or Temporary CEO**

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% to 100% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.



# GREAT SOUTHERN TREASURES PROPOSAL

Version 2 (12 July 2021)

DRAFT

**Contact:**

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## 1. EXECUTIVE SUMMARY

This document outlines proposal to ensure that the Great Southern Treasures (GST) region has a destination marketing and industry engagement presence into the future.

This model aims to provide sustainability and growth for tourism in the Great Southern Treasures region. It provides opportunity for industry and government to work more closely together on a collaborative basis delivering initiatives that will provide economic benefits to all participating local government areas whilst leveraging existing funding and resources.

Australia's South West (ASW) is the regional tourism organisation responsible for destination marketing for the South West region through funding by Tourism Western our member base of operators and stakeholders. Our primary role is intrastate (Perth and surrounds) marketing whilst supporting Tourism WA in the interstate and international markets.

### **Approach:**

ASW, Great Southern Treasures and local government take a joint leadership role in achieving these outcomes.

### **Recommendations:**

1. A locally based GST Industry Liaison & Marketing Co-ordinator is appointed to engage with the industry and deliver the GST destination marketing plan for the region with the support of the ASW team
2. ASW provides destination development services to industry and government
3. ASW provides governance, management, and administrative functions

### **Total Cost:**

\$TBC+GST per year (scalable according to desired outcomes).

### **Timeframe:**

This strategy is to be implemented from TBC for TBC years. Agreed outcomes can be staged and budgeted accordingly.

### **Economic Imperative:**

By implementing the following recommendations, the partners will ensure that their investment in tourism is expended efficiently and effectively, and that the Great Southern Treasures region will be in a strong position going forward.

### **Benefits:**

- Improved broader economic return to local government and local businesses
- Long term sustainability of Great Southern Treasures in the marketplace
- Build and leverages excellent work to date that has been achieved by the Great Southern Treasures
- Provides a supportive environment with the ability to leverage ASW skills and expertise in marketing, capacity and capability building and stakeholder engagement
- Access to ASW resources and networks including Tourism Western Australia and Tourism Australia, tourism trade, media and consumer databases
- Being including in federal and state funding application and marketing initiatives
- Provides a robust platform for increased local and regional collaboration
- Cost effective solution by leveraging additional activities and resources

## 2. RECOMMENDATIONS

Recommendation 1: ASW provides governance, executive management, administrative functions and strategic planning

**ASW provides governance, executive management, administrative functions and strategic planning for the Great Southern Treasures Tourism Association.**

Financial implications: To be funded by the participating local governments as a governance and administrative fee

Management structure: ASW CEO and executive team will undertake these elements

ASW Board comprises an independent Chair, skills based and industry representation Board Directors (including BG representative) and will be responsible for the governance and delivery of the BG collaborative marketing and industry engagement agreement.

The table below outlines the key functions ASW would provide as part of the service agreement.

<b>Governance</b>	<b>Management</b>	<b>Administration</b>
ASW Board GST Local Government Executive Committee Secretariat support	Financial HR Risk/Legal Business continuity Asset management	Bookkeeping Stakeholder communications Industry communications

Recommendation 2: Appoint an GST Industry Liaison and Marketing Officer

**An Industry Liaison and Marketing Co-ordinator would be employed by ASW.** The Industry Liaison and Marketing Co-ordinator will implement marketing elements such as Great Southern Treasures social media platforms and campaigns. The role will also be the conduit between the marketing and development initiatives delivered by ASW and local tourism businesses. This will ensure that local content is fed into ASW's campaigns, and that local businesses can leverage ASW brand assets.

Financial implications: This position to be funded by participating local governments.

Management structure: This person to be employed by ASW. Position will require sales experience (to engage industry to buy-in to campaign activity); practical marketing experience and industry engagement skills.

Recommendation 3: ASW delivers the GST destination marketing plan

**ASW is responsible for delivering the GST marketing plan** developed and endorsed in collaboration with the participating local governments and industry. ASW would be responsible for GST brand asset management, the schedule of agreed marketing deliverables including collateral, tactical campaigns (sub-regional and whole of region), and development of industry liaison tools. ASW has significant reach within all domestic markets (intra and inter-state) and presence in relevant international markets. ASW would deliver both its regional ASW brand as well as the GST sub-regional brand where deemed relevant. In the immediate term, ASW would



provide direction to the industry on how to respond to the current crisis and what businesses need to do to get ready to re-enter the market.

Financial implications: The marketing plan would be funded by participating local governments and/or on an identified project basis with state funding such as the REDs funding and funding already received by ASW. The marketing outcomes can be weighted dependant on funding amounts received by each participating local government.

Management structure: ASW would receive guidance from the participating local governments.

#### Recommendation 4: ASW provides destination development services

**ASW delivers destination development services** to include infrastructure lobbying and funding requests support, education of consumer needs and stakeholder management.

Execute a local government tourism conference to educate and inform local government stakeholders on the value of tourism.

Financial implications: To be funded by the participating local governments as a governance and administrative fee and industry liaison expenses

Management structure: ASW CEO and executive team will undertake these elements

### 3. PROJECT PLAN

ASW will develop and deliver the tactical response in partnership with the participating local governments. Delivering a successful strategy across the entire state will require the support and commitment of all partners. Any in-kind resources that can be given by ASW will be included.

A strategic approach and annual marketing plan will be developed and endorsed in collaboration with GST, industry and participating local governments.

Reporting to local governments on a regular basis both verbal presentations and reporting can be included and delivered by ASW.

#### 3.1 Critical Assumptions

The critical assumptions of this strategy are:

- The participating local government funding partners support the key recommendations and can apply the necessary budget to deliver the required outcomes
- Each participating local government commits to an annual meeting to discuss and formulate destination marketing and destination development strategies for next financial year
- There is a MOU commitment to maintain brand message, provide content as required, collaboration (where feasible) and cross promotion.
- ASW exists and is solvent

### 3.2 Membership

All tourism businesses who active industry partners of GST will be given a free industry engagement level with ASW.

### 3.3 Governance

ASW is a not-for-profit Incorporated Association to provide industry support and destination marketing for the South West region. We have a strong track-record of delivering value-for-money campaigns and projects with economic development outcomes. Existing staff are available to work on this project and a Board to oversee the Governance of the organisation. The organisation is solvent, with sufficient funds and cashflow to deliver this strategy in addition to its other programs.

### 3.4 Investment Required

The following annual investment is required to deliver this strategy through a collaborate marketing and industry engagement agreement for the period June 2020 to June 2023. The main costs are salaries to carry out core functions associated with recommendations 1 to 3. The solution is scalable depending on desired outcomes, and in line with current commitments.

ASW would seek further financial contribution from the tourism industry and stakeholders on additional marketing initiatives and projects.

<b>Recommendation</b>	<b>Resources</b>	<b>Cost</b>
Recommendation 1 (Governance and Admin)	ASW Chief Executive and Administration	\$TBC
Recommendation 2 (Industry Liaison)	GST Industry Liaison and Marketing Co-ordinator plus on-costs and liaison expenses	\$TBC
Recommendation 3 (Marketing)	Destination marketing plan	\$TBC
Recommendation 4 (Destination Development)	Destination Development outcomes	Per project basis
<b>TOTAL</b>		<b>\$TBC per annum</b>

*Note this plan is subject to ASW Board approval but has in-principle support*