

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2022

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 28 February 2022**

	Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>							
Rate Revenue		2,688,200	2,688,200	2,595,283.19	(92,917)	(3.6%)	
Grants, Subsidies and Contributions		1,335,000	1,000,260	961,145.34	(39,115)	(4.1%)	
Profit on Asset Disposal	10	235,600	175,200	0.00	(175,200)	(100.0%)	▼
Fees and Charges		419,400	302,148	292,548.58	(9,599)	(3.3%)	
Interest Earnings		29,400	18,240	19,225.89	986	5.1%	
Other Revenue		100,800	91,384	84,666.61	(6,717)	(7.9%)	
<b>Total</b>		<b>4,808,400</b>	<b>4,275,432</b>	<b>3,952,869.61</b>	<b>(322,562)</b>		
<b>Operating Expense</b>							
Employee Costs		(2,275,700)	(1,576,864)	(1,524,101.97)	52,762	3.5%	
Materials and Contracts		(1,879,300)	(1,223,014)	(886,872.75)	336,141	37.9%	▼
Utilities Charges		(262,000)	(174,381)	(149,248.13)	25,133	16.8%	▼
Depreciation (Non-Current Assets)		(1,991,700)	(1,327,660)	0.00	1,327,660	100.0%	▼
Interest Expenses		(61,500)	(40,484)	(62,516.25)	(22,032)	(35.2%)	▲
Insurance Expenses		(182,800)	(159,200)	(179,070.88)	(19,871)	(11.1%)	◆
Loss on Asset Disposal	10	(119,200)	(71,864)	0.00	71,864	100.0%	▼
Other Expenditure		(91,200)	(67,290)	(71,526.56)	(4,237)	(5.9%)	
<b>Total</b>		<b>(6,863,400)</b>	<b>(4,640,757)</b>	<b>(2,873,336.54)</b>	<b>1,767,420</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,991,700	1,327,660	0.00	(1,327,660)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(116,400)	(103,336)	0.00	103,336	(100.0%)	
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
<b>Net Operating</b>		<b>(179,700)</b>	<b>858,999</b>	<b>1,079,533.07</b>	<b>220,534</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	3,430,200	1,233,540	165,515.00	(1,068,025)	(645.3%)	▼
Proceeds from Disposal of Assets	10	1,305,000	554,000	540,909.10	(13,091)	(2.4%)	
Transfer from Reserves	9	1,152,400	286,400	0.00	(286,400)	(100.0%)	▼
<b>Total</b>		<b>5,887,600</b>	<b>2,073,940</b>	<b>706,424.10</b>	<b>(1,367,516)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(1,072,500)	(313,500)	(266,462.52)	47,037	17.7%	▼
Plant and Equipment	12	(1,163,000)	(634,500)	(483,321.13)	151,179	31.3%	▼
Furniture and Equipment	12	(40,000)	(40,000)	(14,091.80)	25,908	183.9%	▼
Infrastructure - Roads	12	(1,783,100)	(824,300)	(625,063.27)	199,237	31.9%	▼
Infrastructure - Other	12	(1,402,500)	(910,500)	(315,239.61)	595,260	188.8%	▼
Repayment of Debentures	12	(127,500)	(85,900)	(86,008.13)	(108)	(0.1%)	
Transfer to Reserves	9	(943,900)	(689,150)	(2,150.25)	687,000	31949.8%	▼
<b>Total</b>		<b>(6,532,500)</b>	<b>(3,497,850)</b>	<b>(1,792,336.71)</b>	<b>1,705,513</b>		
<b>Net Capital</b>		<b>(644,900)</b>	<b>(1,423,910)</b>	<b>(1,085,912.61)</b>	<b>337,997</b>		
<b>Total Net Operating + Capital</b>		<b>(824,600)</b>	<b>(564,911)</b>	<b>(6,379.54)</b>	<b>558,531</b>		
Opening Funding Surplus(Deficit)		824,600	824,600	570,977.19	(253,623)	(44.4%)	
<b>Closing Funding Surplus(Deficit)</b>	4	<b>0</b>	<b>259,689</b>	<b>564,597.65</b>	<b>304,909</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 28 February 2022**

Note	Revised Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
Governance	50,400	41,400	18,642.38	(22,758)	(122.07%)	▼
General Purpose Funding	3,620,600	3,373,675	3,270,323.60	(103,351)	(3.16%)	
Law, Order and Public Safety	170,300	122,165	117,096.47	(5,069)	(4.33%)	
Health	3,500	2,320	286.60	(2,033)	(709.49%)	
Education and Welfare	108,800	25,864	36,001.60	10,138	28.16%	▲
Housing	480,700	351,048	120,882.34	(230,166)	(190.40%)	▼
Community Amenities	134,000	76,484	100,870.58	24,387	24.18%	▲
Recreation and Culture	852,100	441,532	25,963.33	(415,569)	(1600.60%)	▼
Transport	1,814,700	975,868	346,253.81	(629,614)	(181.84%)	▼
Economic Services	938,500	55,304	44,895.11	(10,409)	(23.18%)	▼
Other Property and Services	65,000	43,312	37,168.79	(6,143)	(16.53%)	
<b>Total</b>	<b>8,238,600</b>	<b>5,508,972</b>	<b>4,118,384.61</b>	<b>(1,390,587)</b>		
<b>Operating Expense</b>						
Governance	(612,800)	(381,678)	(364,712.36)	16,966	4.65%	
General Purpose Funding	(315,500)	(200,620)	(179,114.23)	21,506	12.01%	▼
Law, Order and Public Safety	(338,600)	(246,451)	(191,947.74)	54,503	28.39%	▼
Health	(50,900)	(33,864)	(22,214.98)	11,649	52.44%	▼
Education and Welfare	(99,500)	(82,968)	(66,936.75)	16,031	23.95%	▼
Housing	(224,200)	(149,144)	(104,551.44)	44,593	42.65%	▼
Community Amenities	(463,800)	(308,992)	(260,096.71)	48,895	18.80%	▼
Recreation and Culture	(1,347,300)	(897,904)	(650,159.51)	247,744	38.11%	▼
Transport	(3,137,500)	(2,091,552)	(736,461.84)	1,355,090	184.00%	▼
Economic Services	(240,300)	(160,048)	(146,772.27)	13,276	9.05%	
Other Property and Services	(33,000)	(87,536)	(150,368.71)	(62,833)	(41.79%)	▲
<b>Total</b>	<b>(6,863,400)</b>	<b>(4,640,757)</b>	<b>(2,873,336.54)</b>	<b>1,767,420</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,991,700	1,327,660	0.00	(1,327,660)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	(116,400)	(103,336)	0.00	103,336	(100.00%)	
<b>Net Operating</b>	<b>3,250,500</b>	<b>2,092,539</b>	<b>1,245,048.07</b>	<b>(847,491)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	1,305,000	554,000	540,909.10	(13,091)	(2.42%)	
Transfer from Reserves	1,152,400	286,400	0.00	(286,400)	(100.00%)	▼
<b>Total</b>	<b>2,457,400</b>	<b>840,400</b>	<b>540,909.10</b>	<b>(299,491)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0.00	0	0.00%	
Land and Buildings	(1,072,500)	(313,500)	(266,462.52)	47,037	17.65%	▼
Plant and Equipment	(1,163,000)	(634,500)	(483,321.13)	151,179	0.00%	
Furniture and Equipment	(40,000)	(40,000)	(14,091.80)	25,908	0.00%	
Infrastructure Assets - Roads	(1,783,100)	(824,300)	(625,063.27)	199,237	31.87%	▼
Infrastructure Assets - Other	(1,402,500)	(910,500)	(315,239.61)	595,260	188.83%	▼
Repayment of Debentures	(127,500)	(85,900)	(86,008.13)	(108)	(0.13%)	
Transfer to Reserves	(943,900)	(689,150)	(2,150.25)	687,000	31949.76%	▼
<b>Total</b>	<b>(6,532,500)</b>	<b>(3,497,850)</b>	<b>(1,792,336.71)</b>	<b>1,705,513</b>		
<b>Net Capital</b>	<b>(4,075,100)</b>	<b>(2,657,450)</b>	<b>(1,251,427.61)</b>	<b>1,406,022</b>		
<b>Total Net Operating + Capital</b>	<b>(824,600)</b>	<b>(564,911)</b>	<b>(6,379.54)</b>	<b>558,531</b>		
Opening Funding Surplus(Deficit)	824,600	824,600	570,977.19	(253,623)	(44.42%)	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>259,689</b>	<b>564,597.65</b>	<b>304,909</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BALANCE SHEET**  
For the Period Ended 28 February 2022

	<b>Actual 2021/22</b>	<b>C/fwd 1 July 2021</b>
<b>CURRENT ASSETS</b>		
Cash	5,656,460.88	4,534,240.14
Receivables	795,672.32	1,251,759.02
Inventories - Stock on Hand	19,531.24	15,817.47
<b>TOTAL CURRENT ASSETS</b>	<b>6,471,664.44</b>	<b>5,801,816.63</b>
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	4,874,185.95	4,200,108.85
Borrowings	41,567.40	127,575.53
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,915,753.35</b>	<b>4,327,684.38</b>
<b>NET CURRENT ASSETS</b>	<b>1,555,911.09</b>	<b>1,474,132.25</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	64,950.49	64,950.49
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	73,808.00	73,808.00
Property, Plant and Equipment	20,372,366.77	20,150,037.69
Infrastructure Assets	120,371,923.67	119,430,983.52
<b>TOTAL NON-CURRENT ASSETS</b>	<b>141,099,048.93</b>	<b>139,935,779.70</b>
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	22,368.11	22,368.11
Borrowings	1,814,120.62	1,814,120.62
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,836,488.73</b>	<b>1,836,488.73</b>
<b>NET ASSETS</b>	<b>140,818,471.29</b>	<b>139,573,423.22</b>
<b>EQUITY</b>		
Accumulated Surplus	41,487,996.67	40,245,098.85
Reserves - Asset Revaluation	97,693,742.83	97,693,742.83
Reserves - Cash Backed	1,636,731.79	1,634,581.54
<b>TOTAL EQUITY</b>	<b>140,818,471.29</b>	<b>139,573,423.22</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

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

**REVENUES**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**EXPENSES**

**Employee Costs**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

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

**Materials and Contracts**

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

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

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

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

**GOVERNANCE**

**Objective:**

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

**Activities:**

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

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates; general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

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

**Activities:**

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

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

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

**EDUCATION AND WELFARE**

**Objective:**

To provide services to the elderly, children and youth.

**Activities:**

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

**HOUSING**

**Objective:**

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

**Activities:**

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

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the Community.

**Activities:**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

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

**RECREATION AND CULTURE**

**Objective:**

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

**Activities:**

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

**TRANSPORT**

**Objective:**

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

**Activities:**

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

**ECONOMIC SERVICES**

**Objective:**

To assist in promoting the Shire and its economic wellbeing.

**Activities:**

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

**OTHER PROPERTY & SERVICES**

**Objectives:**

To monitor and control councils works overhead operating accounts.

**Activities:**

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**by Reporting Program**  
**For the Period Ended 28 February 2022**

**2: REPORT ON SIGNIFICANT VARIANCES**

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

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

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Governance</b> A Profit on disposal of asset is estimated for changeover of admin vehicles however as the annual audit has not yet been signed off transactions in the asset register cannot be processed.	■	
<b>Education &amp; Welfare</b> A contribution has been received from the Noongar Land Association towards the Youth Worker program, which ensures the program continues until May/June 2022.		■
<b>Housing</b> Profit on disposal of housing at 11 Lavarock Street Broomehill is anticipated however as the annual audit has not yet been signed off transactions in the asset register cannot be processed. Settlement of this property occurred during November 2021.  Housing at 20 Henry Street and 27 East Terrace is also budgeted for sale, and it was anticipated that sale of one of these would have occurred by December 2021. Henry St is expected to settle in March/April. East Tce is listed for sale.	■  ■	
<b>Community Amenities</b> Revenue from Town Planning fees is higher than anticipated following receipt of two significant planning applications and the fees payable for these.		■
<b>Recreation &amp; Culture</b> Drought Communities Program funding for the Broomehill Complex works has been received and the grant funds are held in the Balance Sheet for accounting purposes and will be transferred once the 2020/21 audit has been signed off.	■	
<b>Transport</b> The first instalment of 40% from Regional Road Group has been received, and further claims are made as the roadworks progress. Expenditure on these projects to date is not as high as anticipated and a claim for the second 40% has not been made.  Drought Communities Funding and Local Roads and Community Infrastructure Program funding Phase 1 received in 20/21 are held in the balance sheet for accounting purposes, and will be transferred into 21/22 once the audit has been signed off.	■  ■	
<b>Economic Services</b> Revenue under this program is lower than anticipated, largely in relation to the timing for sale of standpipe water	■	
<b>OPERATING EXPENSE</b>		
<b>General Purpose Funding</b> Ratepayers took advantage of the 5% discount offered for prompt payment of rates resulting in an additional \$15,000 in discount being granted for the year.		■

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**by Reporting Program**  
**For the Period Ended 28 February 2022**

**2: REPORT ON SIGNIFICANT VARIANCES**

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

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

	Variance	
	Timing	Permanent
<p><b>Law Order &amp; Public Safety</b>  Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.</p>	■	
<p><b>Health</b>  Expenditure relating to the Environmental Health Officer and health inspections is lower than anticipated.  Pest Control expenditure for mosquito control is lower than expected.</p>	■ ■	
<p><b>Education &amp; Welfare</b>  Wages for the A Smart Start Co-ordinators are lower than budgeted as the two staff members were on leave late December and January.</p>	■	
<p><b>Housing</b>  Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.</p>	■	
<p><b>Community Amenities</b>  Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.</p>	■	
<p><b>Recreation &amp; Culture</b>  Plant operation costs allocated to parks &amp; gardens maintenance are lower than expected which indicates plant usage and/or internal charge out costs require review.  Manual allocation for plant costs has been updated, however costs will be monitored over the remaining months.</p>	■	
<p>Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.</p>	■	
<p><b>Transport</b>  Plant operation costs allocated to road maintenance are lower than expected which indicates plant usage and/or internal charge out costs require review.  Manual allocation for plant costs has been updated, however costs will be monitored over the remaining months.</p>	■	
<p>Asset depreciation cannot be processed in the asset register until end of year processes are complete and the audit signed off. Depreciation is a large non-cash expense allocated to this program.</p>	■	
<p><b>Other Property &amp; Services</b>  Plant Operation Costs (POC) and Public Works Overheads (PWO) are underallocated. POC and PWO are allocated through timecard entry in payroll to the various programs where the works crew and various plant items have been working.  Manual allocations have been processed for POC and both will be monitored over the remaining months.</p>	■	

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**by Reporting Program**  
**For the Period Ended 28 February 2022**

**2: REPORT ON SIGNIFICANT VARIANCES**

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

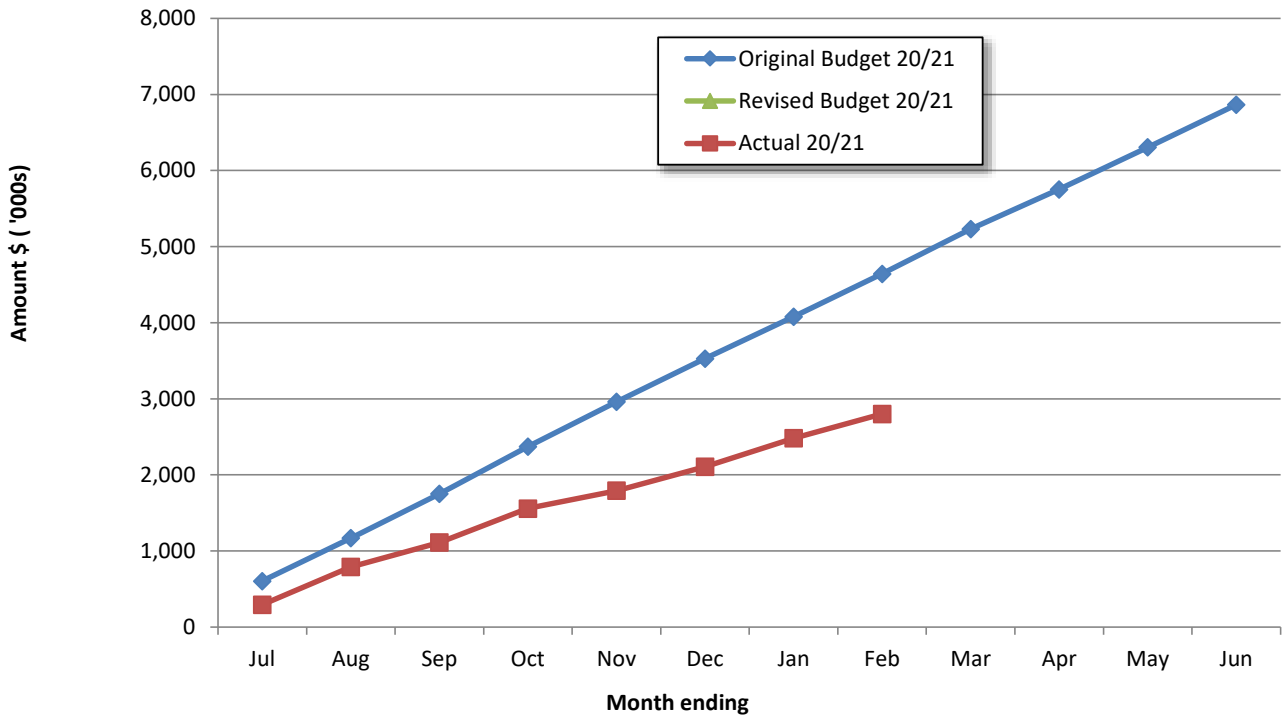
The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
<b>CAPITAL REVENUE</b>		
<b>Transfer from Reserves</b> Reserve transfers will be processed when the Term Deposit next matures at the end of March 2022.		■
<b>CAPITAL EXPENSE</b>		
<b>Land &amp; Buildings</b> Construction of housing at 21 Lathom St and 16 Leven St Broomehill is largely complete.		■
<b>Plant &amp; Equipment</b> Purchase orders for the two trucks recently tendered have been issued, delivery is yet to be confirmed.	■	
<b>Infrastructure - Roads</b> The road construction program is underway, and the bulk of expenditure will be incurred in March/April when stabilising and reseals are sheduled.	■	
<b>Infrastructure - Other</b> Projects have commenced, however delays in starting projects resulted in expenditure to date being lower than anticipated.		■
<b>Transfer to Reserves</b> Reserve transfers will be processed when the Term Deposit next matures at the end of March 2022.	■	

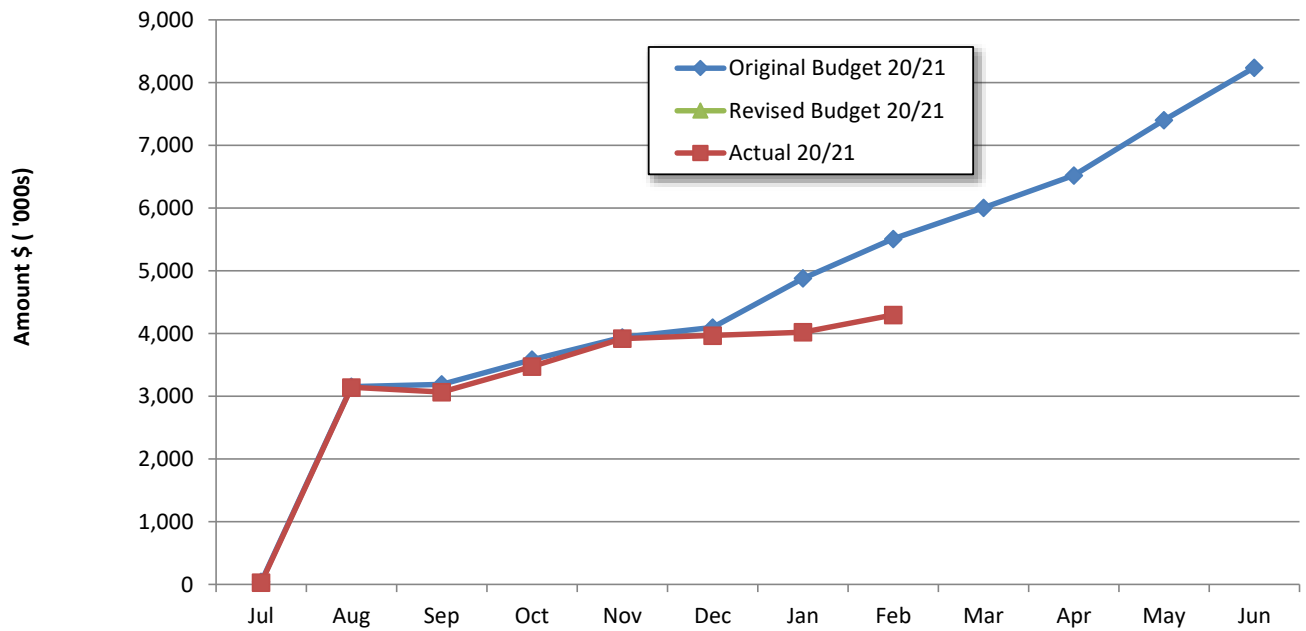
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

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

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



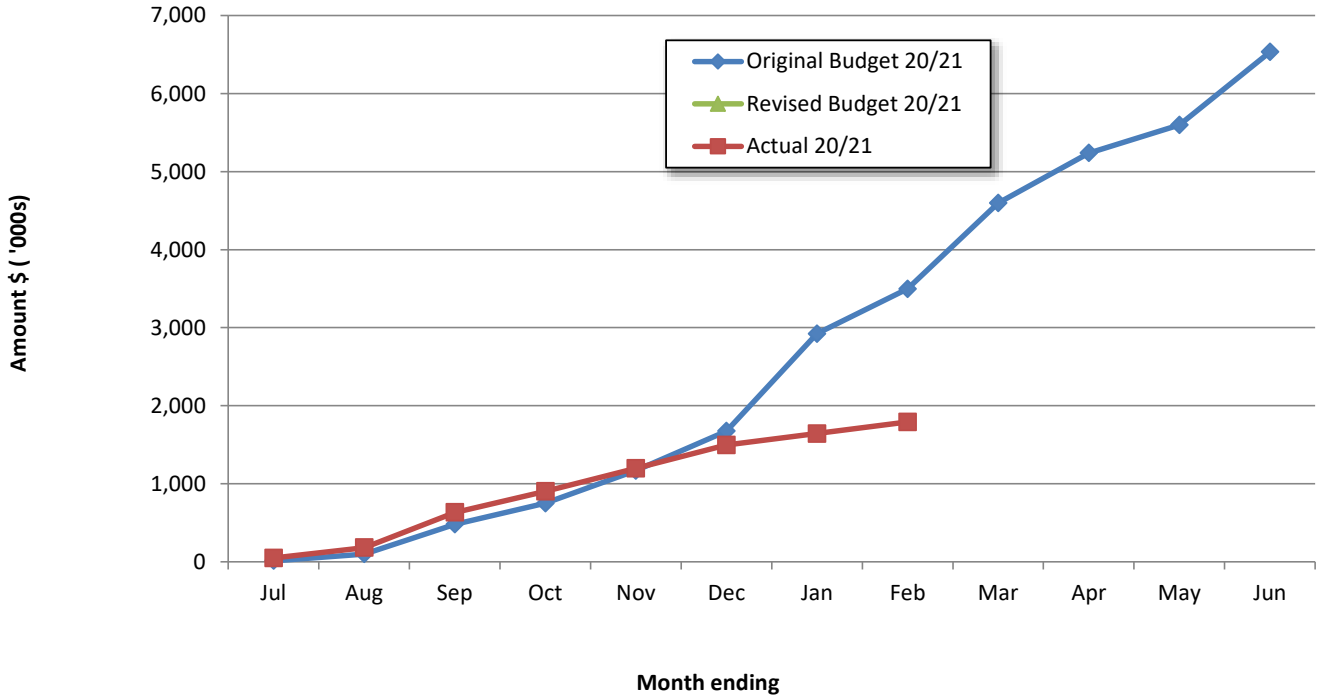
**Budget Operating Revenues -v- Actual**



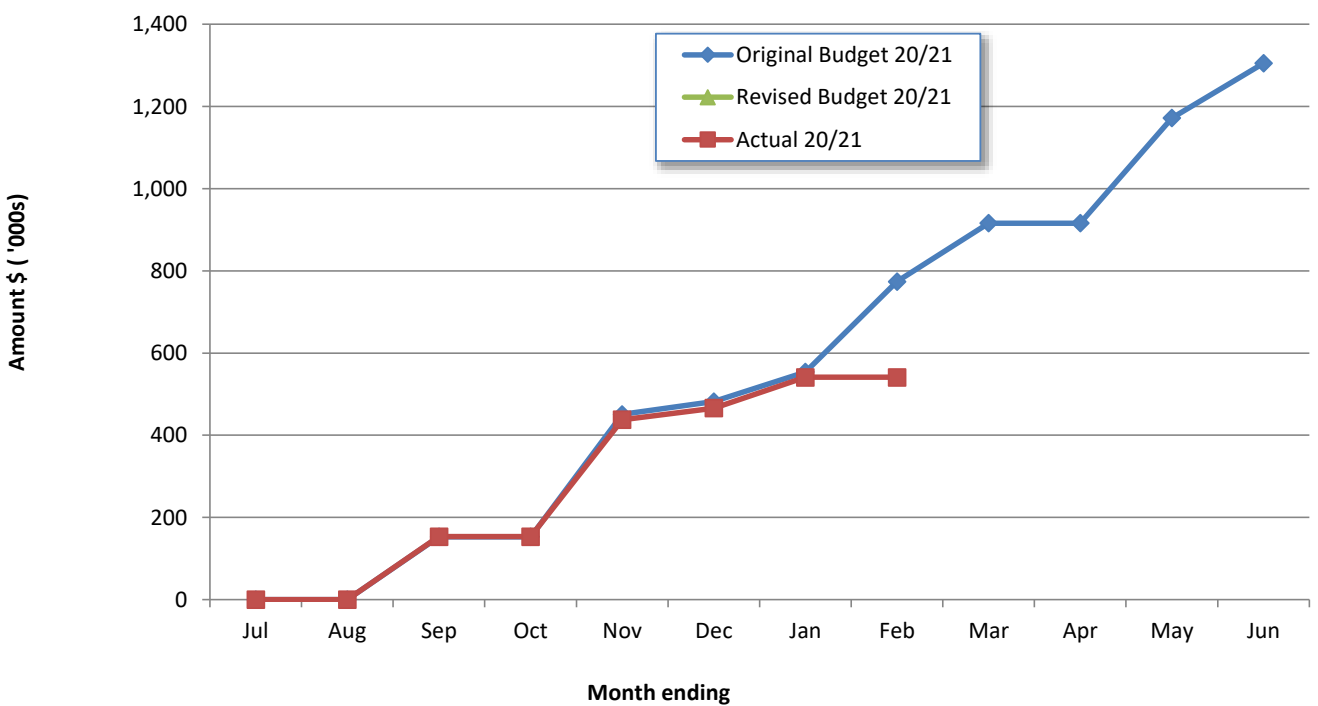
**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**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 28 February 2022**

**4: NET CURRENT FUNDING POSTION**

	Note	Actual 2021/22	C/fwd 1 July 2021
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		(151,635.12)	212,133.09
Cash Restricted - Other Payables		4,171,364.21	2,687,525.51
Cash Restricted - Reserves	9	1,636,731.79	1,634,581.54
Receivables - Rates and Rubbish	6	329,613.36	234,727.59
Receivables - Other	6	294,628.63	790,055.34
Inventories		19,531.24	15,817.47
Accruals and Provisions		151,059.51	151,059.51
		6,451,293.62	5,725,900.05
<b>Less: Current Liabilities</b>			
Payables		1,558.64	(736,948.03)
Net GST & PAYG		(15,869.33)	(31,578.50)
Other Payables - Bonds & Deposits		(8,390.00)	(7,150.00)
Other Payables - Building Retention Bonds		(82,551.55)	(98,372.25)
Other Payables - A Smart Start		(36,838.22)	(57,839.82)
Other Payables - Great Sthn Housing Initiative		(2,880,087.68)	(1,360,666.68)
Other Payables - DCP		(815,548.31)	(815,548.31)
Other Payables - LRCIP		(332,800.23)	(332,800.23)
Other Payables - Sundry		(15,148.22)	(15,148.22)
Accruals and Provisions		(64,289.28)	(64,289.28)
		(4,249,964.18)	(3,520,341.32)
Less: Cash Restricted - Reserves	9	(1,636,731.79)	(1,634,581.54)
<b>Net Current Funding Position</b>		<b>564,597.65</b>	<b>570,977.19</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**5: CASH AND INVESTMENTS**

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Fund	133 904 987		(151,635.12)	4,171,364.21		4,019,729.09	Bendigo	
Trust Fund	133 905 067				0.00	0.00	Bendigo	
Cash on Hand			1,500.00			1,500.00		
<b>(b) Term Deposits</b>								
Reserve Funds	3907112	0.15%		1,636,731.79		1,636,731.79	Bendigo	24/03/2022
<b>Total</b>			<b>(150,135.12)</b>	<b>5,808,096.00</b>	<b>0.00</b>	<b>5,657,960.88</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.

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

**b) Term Deposits**

**Reserve Funds**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**6: RECEIVABLES**

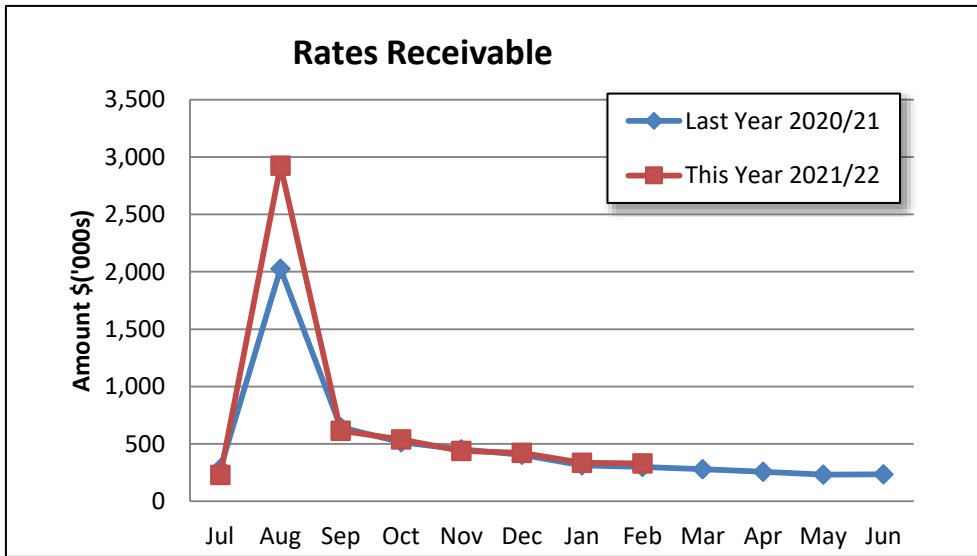
**Rates & Rubbish**

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

	Actual 2021/22	c/fwd 1 July 2021
	\$	\$
Opening Arrears Previous Years	234,727.59	303,494.79
Rates Levied this year	2,770,422.69	2,664,864.27
Less Collections to date	(2,675,536.92)	(2,733,631.47)
<b>Equals Current Outstanding</b>	<b>329,613.36</b>	<b>234,727.59</b>
<b>Net Rates Collectable</b>	<b>329,613.36</b>	<b>234,727.59</b>
% Collected	89.03%	92.09%

**Net Rates Collectable**

% Collected



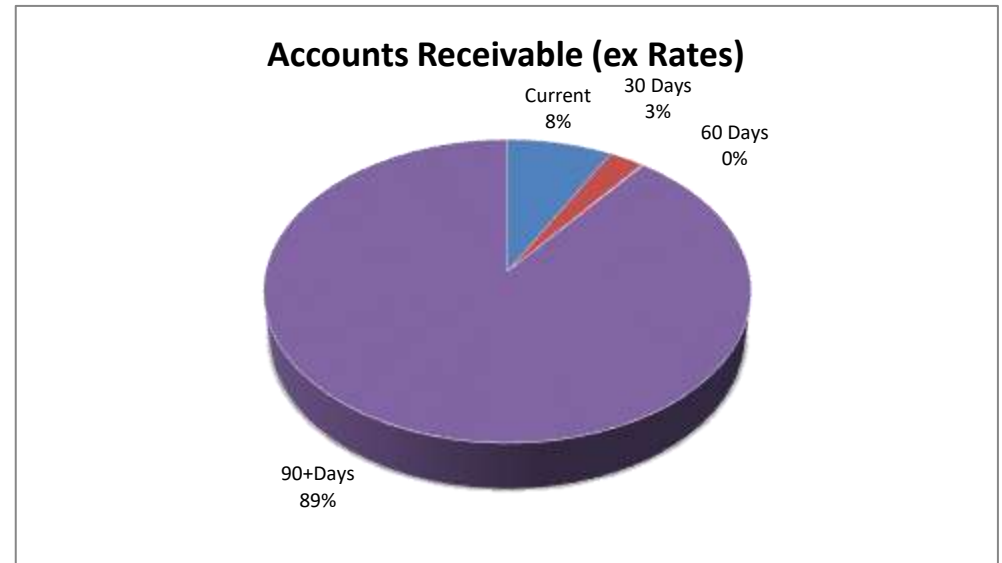
**Comments/Notes - Receivables Rates and Rubbish**

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

**Accounts Receivable**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	3,693.70	7,915.02	273.14	267,853.50
Pensioner Rebates	3,119.42			
Emergency Services Levy	16,773.85			
<b>Total Outstanding</b>	<b>23,586.97</b>	<b>7,915.02</b>	<b>273.14</b>	<b>267,853.50</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

The final payment of funding from DFES for the Broomehill Fire Shed has been invoiced



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

Council Resolution	GL or JOB	Revenue / (Expense)	Description	Comment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
<b>Balanced Budget Adopted</b>							
S210901	CAP144	Capital Expense	Holland Track Interpretive Centre	Reallocate Drought Communities Program funding	32,000	0	32,000
S210901	CAP159	Capital Expense	Broomehill Rec Complex accessibility upgrades	Reallocate Drought Communities Program funding	0	(32,000)	0
M210913	CAP161	Capital Expense	Tambellup Town Square development	Reallocate Drought Communities Program funding	370,000	0	370,000
M210913	CAP153	Capital Expense	Tambellup Youth Centre	Reallocate Drought Communities Program funding	80,000		450,000
M210913	CAP127	Capital Expense	Broomehill Townscape	Reallocate Drought Communities Program funding	0	(450,000)	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 28 February 2022**

**8: GRANTS AND CONTRIBUTIONS**

<b>Program/Provider</b>	<b>Purpose</b>	<b>c/fwd 1 July 2021</b>	<b>Received 2021/22</b>	<b>Expended 2021/22</b>	<b>Closing Balance</b>
		\$			
<b>RECREATION &amp; CULTURE</b>					
Drought Communities Program	Various townscape & recreation projects	815,548.31	0.00	(326,838.62)	488,709.69
WA Cricket Association	Broomehill Rec Complex - new spectator pavilion	0.00	9,000.00	(9,000.00)	0.00
<b>TRANSPORT</b>					
Main Roads WA	Regional Road Group 2021/22	0.00	113,600.00	(27,927.68)	85,672.32
Main Roads WA	Black Spot Funding 2021/22	0.00	42,915.00	(23,458.91)	19,456.09
Local Roads & Community Infrastructure Prog	Phase 1 allocation	145,830.29	0.00	(145,830.29)	0.00
Local Roads & Community Infrastructure Prog	Phase 2 allocation	186,969.94	0.00	(3,319.96)	183,649.98
<b>TOTALS</b>		<b>1,148,348.54</b>	<b>165,515.00</b>	<b>(536,375.46)</b>	<b>777,488.08</b>

*Comments - Grants and Contributions*

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**9. CASH BACKED RESERVES**

	Budget 2021/22				Actual 2021/22			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	111,718	50,900	(120,900)	41,718	111,717.60	146.86	0.00	111,864.46
Plant Reserve	197,797	402,900	(423,000)	177,697	197,796.62	260.18	0.00	198,056.80
Building Reserve	356,659	401,000	(266,000)	491,659	356,659.30	469.19	0.00	357,128.49
Information Technology Reserve	63,540	5,500	(15,000)	54,040	63,539.60	83.64	0.00	63,623.24
Tambellup Rec Ground & Pavilion Reserve	62,502	5,500	0	68,002	62,502.37	82.14	0.00	62,584.51
Broomehill Rec Complex Reserve	104,733	9,100	0	113,833	104,732.69	137.83	0.00	104,870.52
Building Maintenance Reserve	44,373	22,300	(27,500)	39,173	44,372.87	58.27	0.00	44,431.14
Sandalwood Villas Reserve	103,519	10,500	0	114,019	103,519.15	136.11	0.00	103,655.26
Bhill Synthetic Bowling Green Reserve	83,987	8,900	0	92,887	83,987.10	110.53	0.00	84,097.63
Refuse Sites Post Closure Management Reserve	37,038	5,300	0	42,338	37,037.77	48.81	0.00	37,086.58
Lavieville Lodge Reserve	90,980	10,300	0	101,280	90,980.08	119.77	0.00	91,099.85
Townscape Plan Implementation Reserve	296,403	3,600	(300,000)	3	296,402.53	390.05	0.00	296,792.58
Tambellup Synthetic Bowling Green Reserve	30,626	7,800	0	38,426	30,625.93	40.21	0.00	30,666.14
Tourism & Economic Development Reserve	50,708	300	0	51,008	50,707.93	66.66	0.00	50,774.59
	1,634,583	943,900	(1,152,400)	1,426,083	1,634,581.54	2,150.25	0.00	1,636,731.79

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 28 February 2022**

**10. DISPOSALS OF ASSETS**

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

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**11: OPERATING REVENUE AND EXPENSE**

	Budget Revenue 2021/22	Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,751,500	(244,500)	2,615,493.19	(134,993.51)
General Purpose Funding	858,500	0	651,886.50	0.00
Other General Purpose Funding	10,600	(71,000)	2,943.91	(44,120.72)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,620,600</b>	<b>(315,500)</b>	<b>3,270,323.60</b>	<b>(179,114.23)</b>
<b>GOVERNANCE</b>				
Members Of Council	19,000	(591,000)	8,596.76	(358,809.54)
Administration General	27,400	0	10,045.62	0.00
Other Governance	4,000	(21,800)	0.00	(9,017.82)
<b>TOTAL GOVERNANCE</b>	<b>50,400</b>	<b>(612,800)</b>	<b>18,642.38</b>	<b>(367,827.36)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	163,600	(235,500)	113,865.20	(155,472.29)
Animal Control	6,700	(102,100)	3,231.27	(36,475.45)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
<b>TOTAL LAW,ORDER &amp; PUBLIC SAFETY</b>	<b>170,300</b>	<b>(338,600)</b>	<b>117,096.47</b>	<b>(191,947.74)</b>
<b>HEALTH</b>				
Maternal & Infant Health	1,200	(11,500)	0.00	(7,015.21)
Health Inspection & Administration	2,300	(24,800)	286.60	(10,898.65)
Preventative Services - Pest Control	0	(14,600)	0.00	(4,301.12)
<b>TOTAL HEALTH</b>	<b>3,500</b>	<b>(50,900)</b>	<b>286.60</b>	<b>(22,214.98)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	38,800	(45,100)	21,001.60	(26,936.75)
Other Welfare	150,000	(54,400)	15,000.00	(40,000.00)
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>188,800</b>	<b>(99,500)</b>	<b>36,001.60</b>	<b>(66,936.75)</b>
<b>HOUSING</b>				
Staff Housing	258,200	0	180,000.00	(37,487.49)
Other Housing	222,500	(224,200)	120,882.34	(67,063.95)
<b>TOTAL OTHER HOUSING</b>	<b>480,700</b>	<b>(224,200)</b>	<b>300,882.34</b>	<b>(104,551.44)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	63,500	(270,000)	61,164.11	(143,367.15)
Protection Of The Environment	4,500	(4,500)	0.00	0.00
Town Planning & Regional Development	8,000	(87,100)	37,447.40	(77,689.17)
Other Community Amenities	58,000	(41,800)	2,259.07	(10,192.47)
Public Conveniences	0	(60,400)	0.00	(28,847.92)
<b>TOTAL COMMUNITY AMENITIES</b>	<b>134,000</b>	<b>(463,800)</b>	<b>100,870.58</b>	<b>(260,096.71)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**11: OPERATING REVENUE AND EXPENSE**

	<b>Budget Revenue 2021/22</b>	<b>Budget Expense 2021/22</b>	<b>Actual Revenue 2021/22</b>	<b>Actual Expense 2021/22</b>
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	352,500	(266,300)	24,479.95	(117,265.31)
Other Sport & Recreation	399,500	(880,500)	1,473.37	(444,167.73)
Libraries	100	(142,100)	10.01	(66,298.21)
Other Culture	20,000	(58,400)	0.00	(22,428.26)
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>772,100</b>	<b>(1,347,300)</b>	<b>25,963.33</b>	<b>(650,159.51)</b>
<b>TRANSPORT</b>				
Road Construction	1,438,200	0	156,515.00	0.00
Streets Roads Bridges & Depot Maint	358,300	(3,009,400)	179,917.00	(695,688.95)
Transport - Other	18,200	(128,100)	9,821.81	(40,772.89)
<b>TOTAL TRANSPORT</b>	<b>1,814,700</b>	<b>(3,137,500)</b>	<b>346,253.81</b>	<b>(736,461.84)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(1,500)	0.00	(1,012.63)
Tourism & Area Promotion	728,000	(97,100)	28,371.11	(80,597.42)
Building Control	15,200	(51,200)	2,508.00	(26,570.18)
Other Economic Services	195,300	(90,500)	14,016.00	(38,592.04)
<b>TOTAL ECONOMIC SERVICES</b>	<b>938,500</b>	<b>(240,300)</b>	<b>44,895.11</b>	<b>(146,772.27)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	5,000	(3,500)	428.18	(6,682.94)
Public Works Overhead	2,000	0	6,652.00	(38,506.91)
Plant Operation Costs	50,000	0	28,541.61	(39,422.21)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(56,747.85)
Unclassified	8,000	(29,500)	1,547.00	(9,008.80)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>65,000</b>	<b>(33,000)</b>	<b>37,168.79</b>	<b>(150,368.71)</b>
<b>TOTAL OPERATING</b>	<b>8,238,600</b>	<b>(6,863,400)</b>	<b>4,298,384.61</b>	<b>(2,876,451.54)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

	Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
<b>GOVERNANCE</b>				
Administration PC's upgrade	0	(15,000)	0.00	(13,454.53)
Bhill Admin Building - enclose carport/install roller doors	0	(30,000)	0.00	0.00
Tamb Admin Building - internal renovation/office fitout	0	(100,000)	0.00	0.00
<b>Plant Replacement</b>				
Ford Ranger XLT dual cab - OTA	86,000	(104,000)	36,363.64	(58,653.63)
Ford Everest Wagon - BH000	86,000	(104,000)	42,727.27	(51,871.75)
<b>Total</b>	<b>172,000</b>	<b>(353,000)</b>	<b>79,090.91</b>	<b>(123,979.91)</b>
<b>EDUCATION &amp; WELFARE</b>				
Youth Centre - Tambellup	0	0	0.00	0.00
Tambellup Youth Centre - buildings upgrades/office	0	(50,000)	0.00	0.00
Tambellup Youth Centre - extend seal court surface	0	(20,000)	0.00	0.00
<b>Total</b>	<b>0</b>	<b>(70,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>HOUSING</b>				
Staff housing - 21 Lathom St, Broomehill - works per contract	0	(50,000)	0.00	(127,650.98)
Staff housing - 21 Lathom St, Broomehill additional works	0	(20,000)	0.00	0.00
Staff housing - 5 Leven St, Broomehill - works per contract	0	(46,000)	0.00	(101,495.04)
Staff housing - 5 Leven St, Broomehill additional works	0	(20,000)	0.00	0.00
Sale of 11 Lavarock Street, Broomehill	185,000	0	180,000.00	0.00
Sale of 20 Henry Street, Tambellup	190,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	190,000	0	0.00	0.00
Holland Court Units (defects funded by retention)	0	0	0.00	(3,017.30)
<b>Total</b>	<b>565,000</b>	<b>(136,000)</b>	<b>180,000.00</b>	<b>(232,163.32)</b>
<b>COMMUNITY AMENITIES</b>				
Broomehill Cemetery - gazebo, bench seating (installation)	0	(12,000)	0.00	(4,200.00)
Broomehill Cemetery - Improvements	0	(20,000)	0.00	0.00
Tambellup Cemetery - Improvements	0	(30,000)	0.00	0.00
<b>Total</b>	<b>0</b>	<b>(62,000)</b>	<b>0.00</b>	<b>(4,200.00)</b>
<b>RECREATION &amp; CULTURE</b>				
Broomehill Hall - security upgrades windows/doors	0	(8,500)	0.00	0.00
Broomehill Hall - internal acoustics	0	(46,000)	0.00	0.00
Tambellup Hall - internal improvements	0	(35,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	0	(19,000)	0.00	(4,514.20)
Broomehill Rec Complex upgrades	0	(170,000)	0.00	(137,462.27)
Broomehill Rec Complex - spectator pavilion	0	(110,000)	0.00	0.00
Holland Park - nature play	0	(100,000)	0.00	(101,700.00)
Town Square development - Tambellup	0	(109,500)	0.00	(1,015.00)
Broomehill Museum - machinery shed roof & walls	0	(20,000)	0.00	0.00
<b>Total</b>	<b>0</b>	<b>(618,000)</b>	<b>0.00</b>	<b>(244,691.47)</b>
<b>TRANSPORT</b>				
<b>Plant Replacement</b>				
Isuzu FRR850 - trade for 6 wheeler - BH002	72,000	(190,000)	0.00	0.00
Mack Truck - trade for prime mover - BHT125	100,000	(270,000)	0.00	0.00
Isuzu NLR55 light tipper - BH009	23,000	(45,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	37,000	(52,000)	36,363.64	(47,060.78)
Ford Ranger Wildtrak - TA001	84,000	(99,000)	85,454.55	(99,374.13)
Ford Ranger dual cab - BH00	30,000	(42,000)	28,181.82	(36,454.98)
Ford Ranger dual cab - BH003	40,000	(54,000)	37,272.73	(52,648.59)
Ford Ranger extra cab - BH014	31,000	(45,000)	30,909.09	(45,125.88)
Ford Ranger dual cab - TA052	31,000	(43,000)	32,727.27	(41,521.39)
Ford Ranger dual cab - TA005	30,000	(45,000)	30,909.09	(50,610.00)
Plant Trailer	0	(50,000)	0.00	0.00
Isuzu Jetpatcher	80,000	0	0.00	0.00
Dual axle fuel trailer	10,000	0	0.00	0.00
Sundry Plant	0	(20,000)	0.00	0.00

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
<b>TRANSPORT</b>					
Tambellup Depot - fencing (30/6 accrued expense)	BS			0.00	(10,760.00)
<b>Townscape</b>					
Town/Streetscape works - Tambellup	I-P	0	(64,000)	0.00	(45,611.86)
Town/Streetscape works - Broomehill	I-P	0	(654,000)	0.00	(9,275.00)
<b>Regional Road Group</b>					
Broomehill-Kojonup Rd - repair failed pavement	I-R	0	(135,000)	0.00	(17,318.91)
Tambellup West Rd - repair failed pavement BT02	I-R	0	(75,000)	0.00	(8,902.87)
Tambellup West Rd - repair failed pavement BT03	I-R	0	(51,000)	0.00	(614.99)
Tieline Rd - repair failed pavement	I-R	0	(165,000)	0.00	(1,090.91)
<b>Black Spot</b>					
Tieline / Norrish Road - widen & seal curve	I-R	0	(210,900)	0.00	(23,458.91)
<b>Roads to Recovery</b>					
Pallinup Road (30/6 accrued expense)	I-R			0.00	(12,783.00)
Toolbrunup Road - reconstruct & extend seal to Tallents Rd	I-R	0	(404,100)	0.00	(227,648.44)
<b>Local Roads &amp; Community Infrastructure Program</b>					
<b>Phase 1</b>					
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(63,200)	0.00	(56,285.64)
Kerbing - town streets	I-R	0	(6,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(24,200)	0.00	(4,113.81)
Birt Road - resheeting 2-3kms	I-R	0	(6,000)	0.00	(26,492.04)
Paul Valley Road - resheeting 2-3kms	I-R	0	(58,800)	0.00	(60,360.10)
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(76,735.91)
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	(102,659.25)
Flat Rocks Road - resheeting 2-3kms	I-R	0	(83,500)	0.00	(81,893.30)
0.00					
<b>Phase 2</b>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	(745.11)
Broomehill Primary School - car park	I-R	0	(87,700)	0.00	0.00
Broomehill Fire Shed - car park	I-R	0	(1,400)	0.00	(191.60)
Emergency Management Incident Control Centre	F&E	0	(25,000)	0.00	(637.27)
Greenhills South Rd - widen, reconstruct, seal	I-R	0	(150,000)	0.00	(1,745.98)
0.00					
<b>Phase 3</b>					
Beejenup Rd - reconstruct & seal corners	I-R	0	(60,000)	0.00	0.00
Flat Rocks Rd - enrichment seal	I-R	0	(40,000)	0.00	0.00
Paul Valley Rd - enrichment seal	I-R	0	(50,000)	0.00	0.00
Great Stn Hwy (Crawford -Tamb West) tree removal	I-R	0	(20,000)	0.00	0.00
Great Stn Hwy (Crawford -Tamb West) footpaths/barriers	I-R	0	(20,000)	0.00	0.00
Beejenup Rd - resheeting	I-R	0	(70,000)	0.00	0.00
Add back Job Depreciation	I-R	0	138,700	0.00	77,977.50
<b>Total</b>		<b>568,000</b>	<b>(3,481,100)</b>	<b>281,818.19</b>	<b>(1,064,143.15)</b>
<b>ECONOMIC SERVICES</b>					
Holland Track Interpretive Centre	BS	0	(83,000)	0.00	(19,025.00)
Broomehill Caravan Park - building upgrades/storage	BS	0	(30,000)	0.00	0.00
Broomehill Caravan Park - extend bays	I-O	0	(40,000)	0.00	0.00
Tambellup Caravan Park - cabins	BS	0	(325,000)	0.00	0.00
Tambellup Caravan Park - infrastructure	I-O	0	(100,000)	0.00	0.00
Tambellup Caravan Park - building upgrades	BS	0	(80,000)	0.00	0.00
Water efficiencies - Tambellup	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill	I-W	0	(13,000)	0.00	(12,749.49)
Water tanks adjacent to standpipes (3 locations)	I-W	0	(45,000)	0.00	(3,225.99)
<b>Total</b>		<b>0</b>	<b>(741,000)</b>	<b>0.00</b>	<b>(35,000.48)</b>
<b>TOTAL</b>		<b>1,305,000</b>	<b>(5,461,100)</b>	<b>540,909.10</b>	<b>(1,704,178.33)</b>



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2022

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

	Revised Budget Revenue 2021/22	Revised Budget Expense 2021/22	Actual Revenue 2021/22	Actual Expense 2021/22
<b>LAND HELD FOR RESALE</b>	0	0	0.00	0.00
<b>LAND - FREEHOLD</b>	0	0	0.00	0.00
<b>BUILDINGS - NON SPECIALISED</b>	565,000	(136,000)	180,000.00	(232,163.32)
<b>BUILDINGS - SPECIALISED</b>	0	(936,500)	0.00	(34,299.20)
<b>PLANT &amp; EQUIPMENT</b>	740,000	(1,163,000)	360,909.10	(483,321.13)
<b>FURNITURE &amp; EQUIPMENT</b>	0	(40,000)	0.00	(14,091.80)
<b>INFRASTRUCTURE - ROADS</b>	0	(1,783,100)	0.00	(625,063.27)
<b>INFRASTRUCTURE - FOOTPATHS</b>	0	0	0.00	0.00
<b>INFRASTRUCTURE - PARKS &amp; OVALS</b>	0	(1,097,500)	0.00	(295,064.13)
<b>INFRASTRUCTURE - WATER SUPPLY</b>	0	(83,000)	0.00	(15,975.48)
<b>INFRASTRUCTURE - OTHER</b>	0	(222,000)	0.00	(4,200.00)
	<b>1,305,000</b>	<b>(5,461,100)</b>	<b>540,909.10</b>	<b>(1,704,178.33)</b>
<b>RESERVE TRANSFERS from/(to)</b>				
Leave Reserve	120,900	(50,900)	0.00	(146.86)
Plant Replacement Reserve	423,000	(402,900)	0.00	(260.18)
Building Reserve	266,000	(401,000)	0.00	(469.19)
Computer Reserve	15,000	(5,500)	0.00	(83.64)
Tambellup Rec Ground & Pavilion Reserve	0	(5,500)	0.00	(82.14)
Broomehill Rec Complex Reserve	0	(9,100)	0.00	(137.83)
Building Maintenance Reserve	27,500	(22,300)	0.00	(58.27)
Sandalwood Villas Reserve	0	(10,500)	0.00	(136.11)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(8,900)	0.00	(110.53)
Refuse Sites Post Closure Management Reserve	0	(5,300)	0.00	(48.81)
Lavieville Lodge Reserve	0	(10,300)	0.00	(119.77)
Townscape Plan Implementation Reserve	300,000	(3,600)	0.00	(390.05)
Tambellup Synthetic Bowling Green Replacement Reserve	0	(7,800)	0.00	(40.21)
Tourism & Economic Development Reserve	0	(300)	0.00	(66.66)
	<b>1,152,400</b>	<b>(943,900)</b>	<b>0.00</b>	<b>(2,150.25)</b>
<b>LOANS</b>				
Loan Repayments	0	(127,500)	0.00	(86,008.13)
	<b>0</b>	<b>(127,500)</b>	<b>0.00</b>	<b>(86,008.13)</b>
<b>TOTAL CAPITAL</b>	<b>2,457,400</b>	<b>(6,532,500)</b>	<b>540,909.10</b>	<b>(1,792,336.71)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 28 February 2022**  
**Presented to Council on 17 March 2022**  
*Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13*

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
<b>CHEQUES</b>					
4268	10/02/2022	AUSTRALIA POST	Broomehill PO Box 64 - Renewal to 31/03/2023	104.00	
4269	10/02/2022	CORNERSTONE LEGAL	Legal Proceedings - Matter No.005580 - Failure to Comply with Firebreak Order - to 25/01/22	198.00	
4270	10/02/2022	ORIGIN ENERGY	LPG Equipment Fee - Exch Cylinders 45kg - 18 Henry Street TA	39.00	
4271	24/02/2022	SYNERGY	Electricity Usage 25/12/21 to 24/01/22; supply 04/01/22 to 01/02/22 - streetlights, Bhill C/park, Bhill Complex, Tamb Pavilion, No 1 dam Jam Creek Rd, Oval dam, Andersons Bore	7,076.39	
4272	24/02/2022	TAMBELLUP BOWLING CLUB	Australia Day Contribution 2022 - Charity Bowls	200.00	
4273	24/02/2022	WATER CORPORATION	Water Service Charges 01/01/22 to 28/02/22; Usage 13/12/21 to 10/02/22 - Lavieville Lodge, Sandalwood Villas, staff housing, standpipes, Tamb depot, Infant Health Clinic, Town Centre, Parks & gardens, Bank, CRC, Diprose Park	14,487.38	
<b>EFT'S</b>					
EFT14254	10/02/2022	124 TAMBELLUP STORE	January 2022 - Newspapers, Groceries, Fuel	706.42	
EFT14255	10/02/2022	AMPAC Debt Recovery (WA) Pty Ltd	Outstanding rates collection costs - w/e 31/01/2022	693.00	
EFT14256	10/02/2022	AMPOL CARD (prev Caltex Star Card)	Fuel - January 2022 inc Annual Card Fee	712.13	
EFT14257	10/02/2022	BEST OFFICE SYSTEMS	Tamb copier - travel charge for service	66.00	
EFT14258	10/02/2022	BLIGHTS AUTO ELECTRICS	H7 Globe x2 - BHT125	57.00	
EFT14259	10/02/2022	BOC LIMITED	Cylinder Rent - Depot - 29/12/21 to 28/01/22 - Oxygen x1, Dissolved Acetylene x2, Argoshield x1	50.90	
EFT14260	10/02/2022	BTW RURAL SUPPLIES	10mm Ezy Flex Drip, 8 Pattern Sprinkler, ADJ Nozzle x2, Adj Bubbler, Grass Cutting Tool - Diprose Park	90.50	
EFT14261	10/02/2022	BUNNINGS ALBANY	Asphalt Pack 20kg x64 - Bhill-Kojonup Road	1,566.72	
EFT14262	10/02/2022	Barefoot Clothing Manufacturers	Men's Paterson Polo & Men's Soft Shell Jacket inc Embroidery	99.55	
EFT14263	10/02/2022	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT14264	10/02/2022	CORSIGN WA Pty Ltd	Sign 'Event Ahead' x4, Traffic Cone Orange x24	462.00	
EFT14265	10/02/2022	DUGGINS	Work Boots, Work Pants, Work Shirt	319.98	
EFT14266	10/02/2022	GOOP TRADING T/AS BROOMEHILL POST OFFICE & HARDWARE	Broomehill Postage - January 2022	2.20	
EFT14267	10/02/2022	GREAT SOUTHERN ALIGNMENTS	Wheel Alignment inc Travel - BHT0	1,025.20	
EFT14268	10/02/2022	HANSON CONSTRUCTIONS MATERIALS	60mm Granite Railway Ballast x 11.09T - Toolbrunup Rd	549.78	
EFT14269	10/02/2022	J BLACKWOOD & SON	Part Order - cleaning products	702.92	
EFT14270	10/02/2022	KATANNING MAZDA - STATION MOTORS HOLDEN	C26-2 Mowing Heads x4	236.00	
EFT14271	10/02/2022	KATANNING RETICULATION AND PUMP SUPPLY	PGP Gear Drive x7, IPRO3 x4, MP Rotator heads x4, 19mm Threaded Elbow x2	404.45	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14272	10/02/2022	KATANNING STOCK AND TRADING	Milwaukee Repeatable Torque M18 Wrench, 3/4 DR Deep Impact Socket - BHT125	1,328.70	
EFT14273	10/02/2022	KELS CABLING AND ANTENNAS	Replace & Reset - Satellite decoder Unit 1 Lavieville Lodge	600.00	
EFT14274	10/02/2022	KINGSPAN WATER & ENERGY PTY LIMITED	Deposit 10% - 112KL Heritage Streamline Tank	981.00	
EFT14275	10/02/2022	KOJONUP AUTO ELECTRICS	Aircon Repair and Test inc Travel - BHT92	1,246.10	
EFT14276	10/02/2022	LGIS RISK MANAGEMENT	Regional Risk Coordinator Program 2021/22 1st Instalment	4,931.52	
EFT14277	10/02/2022	LGISWA	Insurances 2nd instalment - property, public liability, workers compensation. Adjustment to property & workcare policies for 20/21. Credit for Good Driver Rebate; Member Contributions Credit	73,436.81	
EFT14278	10/02/2022	MARKETFORCE	Advertising Albany Ad & GSHerald - Employment - Finance Officer & cleaner	2,419.25	
EFT14279	10/02/2022	PEP BUILDING IMPROVEMENTS	Crossovers & Brick Paving - Norrish Street - to 31/01/2022	25,708.00	
EFT14280	10/02/2022	RESONLINE	Broomehill Caravan Park Online Booking System - Jan 2022	122.10	
EFT14281	10/02/2022	ROBERT JOHN STEWART	Reimburse - Fuel BHT150, Stationery, Shower Caddy	214.61	
EFT14282	10/02/2022	SHIRE OF PLANTAGENET	EHO Services - August 2021 to December 2021 as per Contract	2,160.64	
EFT14283	10/02/2022	STEWART & HEATON CLOTHING CO PTY LTD	Part Order - Coverall fire brigade PPE	327.60	
EFT14284	10/02/2022	TAMBELLUP G & T MOTORS	January 2022 - Account - Tyre R&R Light x6, Fuse Holder, Heavy Duty Fuse - 1TIU961	139.80	
EFT14285	10/02/2022	TOLL TRANSPORT PTY LTD	Freight to 30/01/22	224.07	
EFT14286	10/02/2022	TOWN PLANNING INNOVATIONS	Town Planning advice January 2022 - CBH facility, Town Planning Scheme amendment, general planning advice	1,237.50	
EFT14287	10/02/2022	WARREN BLACKWOOD WASTE	January 2022 - Management of Waste Transfer Stations, household refuse & recycling collections	18,254.48	
EFT14288	10/02/2022	ZONE 50 ENGINEERING SURVEYS	Truck turning path calcs/drawings, survey - Journal St Bhill	1,031.25	
EFT14289	24/02/2022	AARON PARNELL	Gardening at Lavieville Lodge to 09/02/22	350.00	
EFT14290	24/02/2022	AD CONTRACTORS PTY LTD	Catamol Emulsion - 1650L - Bhill-Kojonup Road	2,577.30	
EFT14291	24/02/2022	AMPAC Debt Recovery (WA) Pty Ltd	Outstanding rates collection costs - w/e 04/02/2022	2,750.00	
EFT14292	24/02/2022	BAMLEY PTY LTD	Visual termite inspection, spot treatment - Bhill Museum Shed	385.00	
EFT14293	24/02/2022	BURGESS RAWSON	Water Usage 13/12/21 to 11/02/22 - Tambellup Railway Station and Norrish SAT toilets	1,117.08	
EFT14294	24/02/2022	CAST-TECH GROUP	300mmx2.44mtr Pipe x10, 300mm Headwall Single Pipe x4 - Toolbrunup Road	3,292.52	
EFT14295	24/02/2022	CHILD SUPPORT AGENCY	Payroll deductions	335.81	
EFT14296	24/02/2022	CHRIS OBST PANEL AND PAINT	Supply and fit laminated windscreen - 1TA	586.07	
EFT14297	24/02/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2021/2022 ESL Quarter 3 Contribution	20,838.40	
EFT14298	24/02/2022	DEPARTMENT OF PLANNING LANDS AND HERITAGE	Lease per agreement L235920 - 01/01/2022 to 30/06/2022 Reserve 22607 Garrity St Tambellup	2,640.00	
EFT14299	24/02/2022	DHU SOUTH ELECTRICAL	Supply and Install Smoke Alarm - 27 East Terrace	213.40	
EFT14300	24/02/2022	FORPARK AUSTRALIA PTY LTD	Playground equip mtce Diprose Pk & Holland Pk- Swing seat & chains x4, Senior seat x1, S Hook x12, Bogie Buffer x2, Bridge Board	2,179.98	
EFT14301	24/02/2022	GREAT SOUTHERN FUEL SUPPLIES	200L Unleaded Petrol - Delivered	351.90	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT14302	24/02/2022	HERSEY'S SAFETY PTY LTD	Bag Rags, 36m Ext Pole, Tint Safety Glass x12, Bushmans Sunscreen x12, Cable ties, Rigger Gloves x12	1,001.31	
EFT14303	24/02/2022	HIMAC ATTACHMENTS	MT Trencher Boom Adjustment Kit - Skid Steer Attach	201.95	
EFT14304	24/02/2022	KATANNING MAZDA - STATION MOTORS HOLDEN	Part Order - Chainsaw Parts - Diam Grind Wheel, Filler Cap x2, Oil Cap x2 Twist Lock	583.72	
EFT14305	24/02/2022	LANDGATE	SLIP Subscription Renewal to 31/10/2022	2,405.00	
EFT14306	24/02/2022	NUTRIEN AG SOLUTIONS LTD	Wara Galv Fence Dropper 107cm x4 - Toolbrunup Road	594.00	
EFT14307	24/02/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT Support - Projects remote session errors, rates printer, EXA	255.00	
EFT14308	24/02/2022	RAY FORD SIGNS	Supply 2 sign boards - 600x900mm double sided A Frame	217.58	
EFT14309	24/02/2022	SIGNS PLUS	Staff Name Badge - ACEO - Rob Stewart	25.50	
EFT14310	24/02/2022	SOUTHERN STONE & WOOD	Progress Draw - Bhill Complex accessibility works	27,500.00	
EFT14311	24/02/2022	T & L Wray	Refund credit on rates assessments A666 and A7737	8,801.65	
EFT14312	24/02/2022	T QUIP	Part Order - Spindle Shaft ASM x2 - TORO5910	354.80	
EFT14313	24/02/2022	TAMBELLUP CRC	50% contracted payment for Library Services - 01/01/22 to 30/06/22	24,173.05	
EFT14314	24/02/2022	TELSTRA	Phone usage charges to 1/2/2022 - service charges to 1/3/2022	2,059.86	
EFT14315	24/02/2022	TOLL TRANSPORT PTY LTD	Freight to 06/02/2022	113.98	
EFT14316	24/02/2022	TRUCK CENTRE WA PTY LTD	Booster 30/30 TSE x2, Wiper Blade Basic x2 - BHT125	313.11	
EFT14317	24/02/2022	TRUCKLINE ALBANY	Ball Valve 1/2 MBF, Wheel Nut Cover Puller - BHT0	49.84	
EFT14318	24/02/2022	TYREPOWER KATANNING	Puncture Repair Truck - BHT0	180.00	
EFT14319	24/02/2022	WATKINS PLUMBING	Clear Blocked Drains - Unit 1 Holland Court - 24/01/22	374.00	
EFT14320	24/02/2022	WESTRAC EQUIPMENT PTY LTD	Part Order - Latch AS - BHT92	141.75	
EFT14321	25/02/2022	AUSTRALIAN TAXATION OFFICE	Business Activity Statements - Nov 2021, Dec 2021 & Jan 2022	59,924.00	
EFT	01/02/2022	SALARIES & WAGES	Payroll - fortnight ending 28 January 2022	60,443.07	
EFT	15/02/2022	SALARIES & WAGES	Payroll - fortnight ending 11 February 2022	61,078.14	
<b>DIRECT DEBITS</b>					
DD6458.1	01/02/2022	AWARE SUPER	Superannuation contributions	10,696.51	
DD6458.2	01/02/2022	BT SUPER	Superannuation contributions	717.88	
DD6458.3	01/02/2022	REST SUPERANNUATION	Superannuation contributions	521.01	
DD6458.4	01/02/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	469.40	
DD6458.5	01/02/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	156.11	
DD6458.6	01/02/2022	AUSTRALIAN SUPER	Superannuation contributions	393.69	
DD6458.7	01/02/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	291.33	
DD6468.1	15/02/2022	AWARE SUPER	Superannuation contributions	10,605.44	
DD6468.2	15/02/2022	BT SUPER	Superannuation contributions	704.10	
DD6468.3	15/02/2022	REST SUPERANNUATION	Superannuation contributions	510.39	
DD6468.4	15/02/2022	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	469.40	
DD6468.5	15/02/2022	MACQUARIE SUPER CONSOLIDATOR II	Superannuation contributions	156.11	
DD6468.6	15/02/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	192.06	
DD6468.7	15/02/2022	AUSTRALIAN SUPER	Superannuation contributions	413.27	
DD6468.8	15/02/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation contributions	291.33	
166	28/02/2022	BANK FEES	Municipal Fund - fees charged on February statement	36.60	

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
166	28/02/2022	BANK FEES	Tyro EFTPOS service fees	185.64	
166	28/02/2022	AUSSIE BROADBAND	NBN service - 17 Taylor St	79.00	
166	28/02/2022	AUSSIE BROADBAND	NBN service - U3 Sandalwood Villas	70.00	
166	28/02/2022	AUSSIE BROADBAND	NBN service - Bhill & Tamb offices	158.00	
166	28/02/2022	WESTNET	Broomehill Library monthly subscription	29.95	
166	28/02/2022	3E ADVANTAGE	Tamb Photocopier monthly print management fee	1,398.10	
166	28/02/2022	BANK FEES MUNICIPAL FUND	Bank fees charged on February statement	4.80	
				<b>481,507.65</b>	<b>-</b>

<b>CREDIT CARDS</b>			Description	Amount	
January	14/02/2022	Chief Executive Officer	Nil purchases		
				<b>Total CEO</b>	<b>-</b>
January	14/02/2022	Manager Finance & Administration	Spotlight Albany - fitout U3 Sandalwood for Acting CEO	765.67	
			Woolworths Albany - fitout U3 Sandalwood for Acting CEO	109.74	
			Kmart Albany - fitout U3 Sandalwood for Acting CEO	148.25	
			Mitre 10 Mt Barker - fitout U3 Sandalwood for Acting CEO	129.00	
			Bunnings Albany - fitout U3 Sandalwood for Acting CEO	58.67	
			Refreshments & groceries - Council meeting, office kitchen	171.00	
			Aussie Broadband - NBN service monthly charge 21 Lathom St & 16 Leven St, Broomehill	158.00	
			Zoom - monthly fee	46.18	
			Monthly Card Fee	4.00	
				<b>Total MFA</b>	<b>1,590.51</b>
January	14/02/2022	Governance & Executive Assistant	Monthly Card Fee	4.00	
				<b>Total EXA</b>	<b>4.00</b>
				<b>Total Credit Cards</b>	<b>1,594.51</b>

LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOMEHILL-TAMBELLUP

**ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND  
TRADING AMENDMENT LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Broomehill-Tambellup resolved on XXXXXX 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

This local law may be cited as the *Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

This local law amends the *Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2020* as published in the *Government Gazette* on 5 March 2021.

**PART 2 – AMENDMENTS**

**4. Clause 2.4 amended**

Delete clause 2.4 and replace with the following:

**2.4 Permit required**

(1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –

- (a) a crossing does not exist; or
- (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.

(2) The *person responsible for the works* in subclause (1) is to be taken to be –

- (a) The person named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
- (b) the registered proprietor of the lot, if no building permit has been

issued under the *Building Act 2011* in relation to the works.

- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

**5. Clause 2.8(2) amended**

In clause 2.8(2) delete subclause 2.8(2)(c) and replace with the following:

- (c) the installation of an acceptable material, being all forms of loose aggregate materials such as pebbles, stones, crushed brick and gravel materials that are no larger than 50mm and no smaller than 20mm in diameter and contained within the verge area at all times; or

**6. Clause 5.16 amended**

(1) Clause 5.16(b)(i) is deleted.

**7. Clause 6.7(2) amended**

After clause 6.7(2)(c) insert the following:

- (d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

**8. Clause 6.11(1) amended**

After 6.11(1)(c) insert the following:

- (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.

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Dated XXXXXXXX 2022

The common seal of the Shire of Broomehill-Tambellup was affixed by authority of a resolution of the Council in the presence of–

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Cr Michael White  
Shire President

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Mr Robert Stewart  
Acting Chief Executive Officer

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BROOMEHILL-TAMBELLUP**

**CEMETERIES AMENDMENT LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Broomehill-Tambellup resolved on XXXXXX 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

This local law may be cited as the *Shire of Broomehill-Tambellup Cemeteries Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

This local law amends the *Shire of Broomehill-Tambellup Cemeteries Local Law 2020* as published in the *Government Gazette* on 5 March 2021.

**PART 2 – AMENDMENTS**

**4. Clause 8.8 inserted**

After clause 8.7 insert the following:

**8.8 Exhumation of a body**

A person wishing to exhume a body from a Shire of Broomehill-Tambellup public cemetery must complete an Application for Exhumation form.

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Dated XXXXXXXX 2022

The common seal of the Shire of Broomehill-Tambellup was affixed by authority of a resolution of the Council in the presence of–

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Cr Michael White  
Shire President

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Mr Robert Stewart  
Acting Chief Executive Officer



**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BROOMEHILL-TAMBELLUP**

**HEALTH AMENDMENT LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Broomehill-Tambellup resolved on XXXXXX 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

This local law may be cited as the *Shire of Broomehill-Tambellup Health Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

This local law amends the *Shire of Broomehill-Tambellup Health Local Law 2020* as published in the *Government Gazette* on 5 March 2021.

**PART 2 – AMENDMENTS**

**4. Clause 5.2.4 amended**

Delete clause 5.2.4(6) and replace with the following:

- (6) A person may keep more than 2 cats on premises used for veterinary purposes or as a pet shop.

**5. Clause 5.6.2 amended**

Clause 5.6.2 is amended as follows:

- a) In clause 5.6.2(1) replace the semi colon (;) with a full stop (.)  
b) In clause 5.6.2(2) delete the semi colon (;) and 'and', and replace with a full stop (.)

**6. Clause 6.1.4 amended**

Delete clause 6.1.4 and replace with the following:

**6.1.4 Officer may give Notice directing Measures to be Taken**

Where in the opinion of an EHO, flies are prevalent or are breeding on any premises, the EHO may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of the EHO are necessary to—

- (a) control the prevalence;
  - (b) effect the eradication; or
  - (c) effectively prevent the breeding;
- of flies.

**7. Clause 8.1.3 amended**

Delete clause 8.1.3(c)(i) and replace with the following:

- (i) the fee as fixed from time to time by the local government under Sections 6.16 to 6.19 of the *Local Government Act 1995*; and

**8. Clause 8.1.5 amended**

Delete clause 8.1.5(b) and replace with the following:

- (a) pay the fee as fixed from time to time by the local government under Sections 6.16 to 6.19 of the Local Government Act 1995 at the time of making each application for renewal.

**9. Clause 8.1.7 amended**

Delete clause 8.1.7 and replace with the following:

**8.1.7 Revocation of Registration**

- (1) The local government may revoke a registration upon any one or more of the following grounds—
  - (a) that the lodging house has not, to the satisfaction of the local government, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
  - (b) that the keeper has—
    - (i) been convicted of an offence against this local law in respect of the lodging house;
    - (ii) not complied with a requirement of this Part; or
    - (iii) not complied with a condition of registration;
  - (c) that the local government, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
  - (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging house is such as to render it, in the opinion of an EHO, unfit to remain registered;
- (2) Before revoking the registration of a lodging house under this clause, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.
- (3) Whenever the local government revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

## **10. Part 11: Objections and Appeals**

Following Part 10 - Offences and Penalties, add the following:

### **PART 11 – OBJECTIONS AND APPEALS**

#### **11.1 Objection and appeal rights**

Division 1 of Part 9 of the *Local Government Act 1995* applies to a decision under this local law to grant, renew, vary or cancel an approval.

## **11. Schedule 1 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **13. Schedule 2 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **14. Schedule 3 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **15. Schedule 4 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **16. Schedule 5 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **17. Schedule 6 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **18. Schedule 7 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **19. Schedule 8 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

## **20. Schedule 9 amended**

In the Schedule header, remove reference to the *Health (Miscellaneous Provisions) Act 1911*.

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Dated XXXXXXXX 2022

The common seal of the Shire of Broomehill-Tambellup was affixed by authority of a resolution of the Council in the presence of-

---

Cr Michael White  
Shire President

---

Mr Robert Stewart  
Acting Chief Executive Officer

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BROOMEHILL-TAMBELLUP**

**WASTE AMENDMENT LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Broomehill-Tambellup resolved on XXXXXX 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

This local law may be cited as the *Shire of Broomehill-Tambellup Waste Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

This local law amends the *Shire of Broomehill-Tambellup Waste Local 2020* as published in the *Government Gazette* on 5 March 2021.

**PART 2 – AMENDMENTS**

**4. Short title amended**

In the short title, after 'Local' insert 'Law'.

**5. Clause 2.7 amended**

Clause 2.7(c) is deleted.

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Dated XXXXXXXX 2022

The common seal of the Shire of Broomehill-Tambellup was affixed by authority of a resolution of the Council in the presence of–

---

Cr Michael White  
Shire President

---

Mr Robert Stewart  
Acting Chief Executive Officer

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BROOMEHILL-TAMBELLUP**

**PARKING AND PARKING FACILITIES LOCAL LAW 2022**

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**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BROOMEHILL-TAMBELLUP**

**PARKING AND PARKING FACILITIES LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Broomehill-Tambellup resolved on [insert date] to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Broomehill-Tambellup Parking and Parking Facilities Local Law 2022*.

**1.2 Commencement**

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

**1.3 Interpretation**

In this local law unless the context otherwise requires –

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

**authorised person** means a person appointed by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

**authorised vehicle** means a vehicle authorised by the local government, CEO, authorised person or by any written law to park on a thoroughfare or parking facility;

**bicycle** has the meaning given to it by the Code;

**bicycle path** has the meaning given to it by the Code;

**bus** has the meaning given to it by the Code;

**bus embayment** has the meaning given to it by the Code;

**bus stop** has the meaning given to it by the Code;

**bus zone** has the meaning given to it by the Code;

**caravan** means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;



**carriageway** means a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

**centre** in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

**children’s crossing** has the meaning given to it by the Code;

**CEO** means the Chief Executive Officer of the local government;

**Code** means the *Road Traffic Code 2000*;

**commercial vehicle** means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

**disability parking permit** means a current document issued by the National Disability Service (ACN 008 445 485), consisting of –

(a) an Australian Disability Parking Permit; and

(b) an ACROD Parking Program Card;

**district** means the district of the local government;

**driver** means any person driving or in control of a vehicle;

**edge line** for a carriageway means a line marked along the carriageway at or near the far left or the far right of the carriageway;

**emergency vehicle** has the meaning given to it by the Code;

**footpath** has the meaning given to it by the Code;

**GVM** (which stands for gross vehicle mass) has the meaning given to it by the Code;

**Loading Zone** means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked ‘Loading Zone’;

**local government** means the Shire of Broomehill-Tambellup;

**mail zone** has the meaning given to it by the Code;

**median strip** has the meaning given to it by the Code;

**motorcycle** has the meaning given to it by the Code;

**motor vehicle** means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

**no parking area** has the meaning given to it by the Code;

**no parking sign** means a sign with the words 'no parking' in red letters on a white background, or the letter 'P' within a red annulus and a red diagonal line across it on a white background;

**no stopping area** has the meaning given to it by the Code;

**no stopping sign** means a sign with the words 'no stopping' or 'no standing' in red letters on a white background or the letter 'S' within a red annulus and a red diagonal line across it on a white background;

**occupier** has the meaning given to it by the Act;

**owner**

- (a) where used in relation to a vehicle licensed under the Road Traffic Act, means the person in whose name the vehicle has been registered under that Road Traffic Act;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

**park**, in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

**parking area** has the meaning given to it by the Code;

**parking facilities** includes land, buildings, shelters, parking stalls and other facilities open to the public generally for the parking of vehicles and signs, notices and facilities used in connection with the parking of vehicles;

**parking region** means the area described in Schedule 1;

**parking stall** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

**parking station** means any land, or structure provided for the purpose of accommodating vehicles;

**pedestrian crossing** has the meaning given to it by the Code;

**public place** means any place to which the public has access whether or not that place is on private property;

**reserve** means any land:

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

**Road Traffic Act** means the *Road Traffic Act 1974*;

**Schedule** means a Schedule to this local law;

**shared zone** has the meaning given to it by the Code;

**sign** includes a traffic sign, inscription, road marking, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking of vehicles;

**special purpose vehicle** has the meaning given to it by the Code;

**stop** in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

**symbol** includes any symbol specified by Australian Standard 1742.11-1999 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;

**taxi** has the meaning given to it by the Code;

**taxi zone** has the meaning given to it by the Code;

**thoroughfare** has the meaning given to it by the Act;

**traffic island** has the meaning given to it by the Code;

**trailer** means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

**vehicle** has the meaning given to it by the Code; and

**verge** means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

#### **1.4 Application of Particular Definitions**

- (1) For the purposes of the application of the definitions 'no parking area' and 'parking area' an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the Road Traffic Act or in the Code, then the term shall have the meaning given to it in that Act or the Code.

#### **1.5 Application and pre-existing signs**

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.
- (4) Where a parking facility or a parking station is identified in Schedule 4, then the facility or station shall be deemed to be a parking station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).
- (5) A sign that –
  - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
  - (b) relates to the parking of vehicles within the parking region, shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (6) An inscription or symbol on a sign referred to in subclause (5) operates and has effect according to its tenor, and where the inscription or symbol relates to the stopping of vehicles, it shall be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

- (7) The provisions of Parts 2, 3, and 4 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

## **1.6 Classes of vehicles**

For the purpose of this local law, vehicles are divided into classes as follows –

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

## **1.7 Part of thoroughfare to which sign applies**

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

## **1.8 Powers of the local government**

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

# **PART 2 - PARKING STALLS AND PARKING STATIONS**

## **2.1 Determination of parking stalls and parking stations**

- (1) The local government may by resolution constitute, determine and vary –
- (a) parking stalls;
  - (b) parking stations;
  - (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
  - (d) permitted classes of vehicles which may park in parking stalls and parking stations;
  - (e) permitted classes of persons who may park in specified parking stalls or parking stations; and

- (f) the manner of parking in parking stalls and parking stations.
- (2) Where the local government makes a determination under subsection (1) it shall erect signs to give effect to the determination.

## **2.2 Vehicles to be within parking stall on thoroughfare**

- (1) Subject to subclause (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
  - (a) parallel to and as close to the kerb as is practicable;
  - (b) wholly within the stall; and
  - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.
- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

## **2.3 Parking prohibitions and restrictions**

- (1) A person shall not –
  - (d) park a vehicle so as to obstruct an entrance to, or an exit from a parking station, or an access way within a parking station;
  - (e) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
  - (f) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle; or
  - (g) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle –
  - (a) in a parking stall other than in a stall marked 'M/C'; and

- (b) in such stall other than against the kerb.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for persons with a disability) for twice the length of time allowed, provided that –
  - (a) the driver's vehicle displays a disability parking permit; and
  - (b) a person with a disability to which that disability parking permit relates is either the driver of or a passenger in the vehicle.

### **PART 3 - PARKING GENERALLY**

#### **3.1 Restrictions on parking in particular areas**

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
  - (a) if by a sign it is set apart for the parking of vehicles of a different class;
  - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
  - (c) during any period when the parking of vehicles is prohibited by a sign.
- (2) (a) This subclause applies to a driver if –
  - (i) the driver's vehicle displays a disability parking permit; and
  - (ii) a person with a disability to which the disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.
- (b) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.

- (3) A person shall not park a vehicle:
  - (a) in a no parking area;
  - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
  - (c) in a stall marked 'M/C' unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked 'M/C'.
- (5) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating 'Authorised Vehicles Only'.

### **3.2 Parking vehicle on a carriageway**

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it –
  - (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
  - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
  - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
  - (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
  - (e) so that it does not obstruct any vehicle on the carriageway,unless otherwise indicated on a parking regulation sign or markings on the roadway.
- (2) In this clause, 'continuous dividing line' means –
  - (a) a single continuous dividing line only;



- (b) a single continuous dividing line to the left or right of a broken dividing line; or
- (c) 2 parallel continuous dividing lines.

### **3.3 When parallel and right-angled parking apply**

Where a traffic sign associated with a parking area is not inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is:

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

### **3.4 When angle parking applies**

- (1) This clause does not apply to:
  - (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over 3 tonnes; or
  - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

### **3.5 General prohibitions on parking**

- (1)
  - (a) This clause does not apply to a vehicle parked in a parking stall nor to a bicycle in a bicycle rack.
  - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
  - (a) between any other stationary vehicles and the centre of the carriageway;
  - (b) on or adjacent to a median strip;

- (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
- (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
- (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
- (f) on any footpath or pedestrian crossing;
- (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
- (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
- (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,

unless a sign or markings on the carriageway indicate otherwise.

- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
  - (a) a sign inscribed with the words ‘Bus Stop’ or ‘Hail Bus Here’ (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
  - (b) a children’s crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –
  - (a) a sign inscribed with the words ‘Bus Stop’ or ‘Hail Bus Here’ (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;

- (b) a children's crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

### **3.6 Authorised person may order vehicle on thoroughfare to be moved**

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

### **3.7 Authorised person may mark tyres**

- (1) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an authorised person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

### **3.8 No movement of vehicles to avoid time limitation**

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least 2 hours.

### **3.9 No parking of vehicles exposed for sale and in other circumstances**

A person shall not park a vehicle on any portion of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

### **3.10 Parking on private land**

- (1) In this clause a reference to 'land' does not include land –
  - (a) which belongs to the local government;

- (b) of which the local government is the management body under the *Land Administration Act 1997*;
  - (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;
  - (d) which is the subject of an agreement referred to in clause 1.5(2); or
  - (e) which is identified in Schedule 4.
- (2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

### **3.11 Parking on reserves**

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

### **3.12 Suspension of parking limitations for urgent, essential or official duties**

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

## **PART 4 – PARKING AND STOPPING GENERALLY**

### **4.1 No stopping and no parking signs, and yellow edge lines**

- (1) No stopping

A driver shall not stop on a length of carriageway, or in an area, to which a 'no stopping' sign applies.

- (2) No parking

A driver shall not stop on a length of carriageway or in an area to which a 'no parking' sign applies, unless the driver is –

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

***unattended***, in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle.

- (3) No stopping on a carriageway with yellow edge lines

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

## **PART 5 – STOPPING IN ZONES FOR PARTICULAR VEHICLES**

### **5.1 Stopping in a loading zone**

A person shall not stop a vehicle in a loading zone unless it is:

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,

but, in any event, shall not remain in that loading zone:

- (c) for longer than a time indicated on the 'loading zone' sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

### **5.2 Stopping in a taxi zone or a bus zone**

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the 'bus zone' sign applying to the bus zone.

### **5.3 Stopping in a mail zone**

A person shall not stop a vehicle in a mail zone.

### **5.4 Other limitations in zones**

A person shall not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles,

or specific activities allowed, as indicated by additional words on a traffic sign that applies to the zone.

## **PART 6 – OTHER PLACES WHERE STOPPING IS RESTRICTED**

### **6.1 Stopping in a shared zone**

A driver shall not stop in a shared zone unless –

- (a) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

### **6.2 Double parking**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
  - (a) a driver stopped in traffic; or
  - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

### **6.3 Stopping near an obstruction**

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

### **6.4 Stopping on a bridge or in a tunnel, etc.**

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
  - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
  - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless –

- (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
- (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

#### **6.5 Stopping on crests, curves, etc.**

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

#### **6.6 Stopping near a fire hydrant etc**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –
  - (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
  - (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.
- (2) In this clause a driver leaves the vehicle ‘unattended’ if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.

#### **6.7 Stopping at or near a bus stop**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –
  - (a) the vehicle is a public bus stopped to take up or set down passengers; or
  - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.
- (2) In this clause –

- (a) distances are measured in the direction in which the driver is driving; and
- (b) a trailer attached to a public bus is deemed to be a part of the public bus.

#### **6.8 Stopping on a path, median strip, or traffic island**

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

#### **6.9 Stopping on verge**

- (1) A person shall not –
  - (a) stop a vehicle (other than a bicycle);
  - (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
  - (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

#### **6.10 Obstructing access to and from a path, driveway, etc.**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –
  - (a) the driver is dropping off, or picking up, passengers; or
  - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.



- (2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –
  - (a) the driver is dropping off, or picking up, passengers; or
  - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

#### **6.11 Stopping near a letter box**

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

#### **6.12 Stopping on a carriageway – heavy and long vehicles**

- (1) A person shall not park a vehicle or any combination of vehicles that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes –
  - (a) on a carriageway in a built-up area, for any period exceeding 1 hour, unless engaged in the picking up or setting down of goods; or
  - (b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of goods vehicles.
- (2) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law or traffic sign relating to the parking or stopping of vehicles.

#### **6.13 Stopping on a carriageway with a bicycle parking sign**

The driver of a vehicle (other than a bicycle) shall not stop on a length of carriageway to which a 'bicycle parking' sign applies, unless the driver is dropping off, or picking up, passengers.

#### **6.14 Stopping on a carriageway with motor cycle parking sign**

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a 'motor cycle parking' sign applies, or an area marked 'M/C' unless –

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

## **PART 7 - MISCELLANEOUS**

### **7.1 Removal of notices on vehicle**

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

### **7.2 Unauthorised signs and defacing of signs**

A person shall not without the authority of the local government –

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

### **7.3 Signs must be complied with**

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

### **7.4 General provisions about signs**

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.

### **7.5 Special purpose and emergency vehicles**

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

## **7.6 Vehicles not to obstruct a public place**

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

## **PART 8 - PENALTIES**

### **8.1 Offences and penalties**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (3) Any person who commits an offence under this local law shall be liable, upon conviction, to a penalty not exceeding \$1,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of a day during which the offence has continued.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

### **8.2 Form of notices**

For the purposes of this local law:

- (a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 3;
- (b) the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in Schedule 3;
- (c) the form of the infringement notice referred to in section 9.17 of the Act which incorporates the notice referred to in section 9.13 of the Act, is that of Form 3 in Schedule 3; and
- (d) the form of the notice referred to in section 9.20 of the Act is that of Form 4 in Schedule 3.

## **Schedule 1 - Parking region**

The parking region is the whole of the district, but excludes the following portions of the district:

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

## Schedule 2 – Prescribed offences

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1	2.2	Failure to park wholly within parking stall	40
2	2.2(4)	Failure to park wholly within parking area	40
3	2.3(1)(a)	Causing obstruction in parking station	50
4	2.3(1)(b)	Parking contrary to sign in parking station	50
5	2.3(1)(c)	Parking contrary to directions of authorised person	50
6	2.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	40
7	3.1(1)(a)	Parking wrong class of vehicle	40
8	3.1(1)(b)	Parking by persons of a different class	45
9	3.1(1)(c)	Parking during prohibited period	45
10	3.1(3)(a)	Parking in no parking area	50
11	3.1(3)(b)	Parking contrary to signs or limitations	40
12	3.1(3)(c)	Parking vehicle in motor cycle only area	40
13	3.1(4)	Parking motor cycle in stall not marked 'M/C'	40
14	3.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	45
15	3.2(1)(a)	Failure to park on the left of two-way carriageway	40
16	3.2(1)(b)	Failure to park on boundary of one-way carriageway	40
17	3.2(1)(a) or 3.2(1)(b)	Parking against the flow of traffic	45
18	3.2(1)(c)	Parking when distance from farther boundary less than 3 metres	45

19	3.2(1)(d)	Parking closer than 1 metre from another vehicle	40
20	3.2(1)(e)	Causing obstruction	50
21	3.3(b)	Failure to park at approximate right angle	40
22	3.4(2)	Failure to park at an appropriate angle	40
23	3.5(2)(a) and 6.2	Double parking	45
24	3.5(2)(b)	Parking on or adjacent to a median strip	40
25	3.5(2)(c)	Denying access to private drive or right of way	45
26	3.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	50
27	3.5(2)(e)	Parking within 10 metres of traffic island	45
28	3.5(2)(f)	Parking on footpath/pedestrian crossing	50
29	3.5(2)(g)	Parking contrary to continuous line markings	45
30	3.5(2)(h)	Parking on intersection	45
31	3.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	50
32	3.5(2)(j)	Parking within 3 metres of public letter box	45
33	3.5(2)(k)	Parking within 10 metres of intersection	45
34	3.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
35	3.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
36	3.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	50
37	3.6	Parking contrary to direction of authorised person	50
38	3.7(2)	Removing mark of authorised person	55

39	3.8	Moving vehicle to avoid time limitation	40
40	3.9(a)	Parking in thoroughfare for purpose of sale	40
41	3.9(b)	Parking unlicensed vehicle in thoroughfare	40
42	3.9(c)	Parking a trailer/caravan on a thoroughfare	40
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44	3.10(1) or (2)	Parking on land that is not a parking facility without consent	55
45	3.10(3)	Parking on land not in accordance with consent	40
46	3.11	Driving or parking on reserve	40
47	4.1(1)	Stopping contrary to a 'no stopping' sign	40
48	4.1(2)	Parking contrary to a 'no parking' sign	40
49	4.1(3)	Stopping within continuous yellow lines	40
50	5.1	Stopping unlawfully in a loading zone	40
51	5.2	Stopping unlawfully in a taxi zone or bus zone	40
52	5.3	Stopping unlawfully in a mail zone	40
53	5.4	Stopping in a zone contrary to a sign	40
54	6.1	Stopping in a shared zone	40
55	6.3	Stopping near an obstruction	45
56	6.4	Stopping on a bridge or tunnel	40
57	6.5	Stopping on crests/curves etc	55
58	6.6	Stopping near fire hydrant	55
59	6.7	Stopping near bus stop	45
60	6.8	Stopping on path, median strip or traffic island	40

61	6.9	Stopping on verge	40
62	6.10	Obstructing path, a driveway etc	40
63	6.11	Stopping near letter box	40
64	6.12	Stopping heavy or long vehicles on carriageway	45
65	6.13	Stopping in bicycle parking area	40
66	6.14	Stopping in motorcycle parking area	40
67	7.6	Leaving vehicle so as to obstruct a public place	50
68		All other offences not specified	35



Schedule 3 – Forms

LOCAL GOVERNMENT ACT 1995

FORM 1

PARKING AND PARKING FACILITIES LOCAL LAW 2022

NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date ..... / ..... / .....

To: (1) .....

of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....

at (4) ..... your vehicle:

make: .....

model: .....

registration: .....

was involved in the commission of the following offence - .....

.....  
.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law 2022**.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

- (a) within 28 days after being served with this notice;
  - (i) you inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; and
  - (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed;

or

(b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.

(5) .....

(6) .....

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorised person
- (6) Name and title of authorised person giving notice

**LOCAL GOVERNMENT ACT 1995**

**FORM 2**

**PARKING AND PARKING FACILITIES LOCAL LAW 2022**

**INFRINGEMENT NOTICE**

Serial No .....

Date ..... / ..... / .....

To: (1) .....

of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....  
at (4) .....  
in respect of vehicle:

make: .....

model: .....

registration: .....

you committed the following offence:

.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law 2022**.

The modified penalty for the offence is \$ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5) ..... within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6) .....

(7) .....

Insert:

- (1) Name of alleged offender or 'the owner'
- (2) Address of alleged offender
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (7) Name and title of authorised person giving notice

**LOCAL GOVERNMENT ACT 1995**

**FORM 3**

**PARKING AND PARKING FACILITIES LOCAL LAW 2022**

**INFRINGEMENT NOTICE**

Serial No .....

Date ..... / ..... / .....

To: (1) .....

of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....  
at (4) .....  
in respect of vehicle:

make: .....

model: .....

registration: .....

you committed the following offence:

.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law 2022**.

The modified penalty for the offence is \$ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5) ..... within a period of 28 days after the giving of this notice.

Unless within 28 days after being served with this notice:

- (a) you pay the modified penalty; or
- (b) you:
  - (i) inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver

or person in charge of the above vehicle at the time the offence is alleged to have been committed; or

- (ii) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed,

you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6) .....

(7) .....

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (8) Name and title of authorised person giving notice

**LOCAL GOVERNMENT ACT 1995**

**FORM 4**

**PARKING AND PARKING FACILITIES LOCAL LAW 2022**

**WITHDRAWAL OF INFRINGEMENT NOTICE**

Serial No .....

Date ..... / ..... / .....

To: (1) .....

of: (2) .....

Infringement Notice No. .... dated ..... / ..... / .....

in respect of vehicle:

make: ..... ;

model: ..... ;

registration: ..... ,

for the alleged offence of .....

.....

.....

has been withdrawn.

The modified penalty of \$ .....

- has been paid and a refund is enclosed.
- has not been paid and should not be paid.
- delete as appropriate.

(3) .....

(4) .....

Insert:

(1) Name of alleged offender to whom infringement notice was given or 'the owner'.

(2) Address of alleged offender.

(3) Signature of authorised person

(4) Name and title of authorised person giving notice

**Schedule 4 – Deemed parking stations**

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Dated..... 20.....

The Common Seal of the }  
Shire of Broomehill-Tambellup }  
was affixed by authority of a }  
resolution of the Council in the }  
presence of: }

.....  
**Cr Michael White**  
**Shire President**

.....  
**Robert Stewart**  
**Acting Chief Executive Officer**



**LOCAL GOVERNMENT ACT 1995**

**[Insert name of local government]**

**PARKING AND PARKING FACILITIES LOCAL LAW [INSERT YEAR]**

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6.6	Stopping near a fire hydrant etc.....
6.7	Stopping at or near a bus stop .....
6.8	Stopping on a path, median strip, or traffic island.....
6.9	Stopping on verge.....
6.10	Obstructing access to and from a path, driveway, etc.....
6.11	Stopping near a letter box.....
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## 9.5 Policy 1.1 Records Management

### PART 1 - GOVERNANCE

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#### 1.1 RECORDS MANAGEMENT

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<b>Objective:</b>	To control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No. 081008</b>
<b>Date of amendment:</b>	16th July 2015	
<b>Date of last review:</b>	15th October 2020	
<b>Legislative References:</b>	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Corruption, Crime &amp; Misconduct Act 2003</i> <i>Criminal Code Act 1913</i> <i>Electronic Transactions Act 2011</i> <i>Evidence Act 1906</i> <i>Financial Management Act 2006</i> <i>Freedom of Information Act 1992</i> <i>Limitation Act 1935 and Limitation Act 2005</i> <i>Public Sector Management Act 1994</i>	
<b>Internal References:</b>	Record Keeping Plan 2020 Management Practice 1.12 Elected Members Records Management Practice 2.4 Internet and Email Access	

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#### **Policy Statement**

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

#### **Creation, Capture and Control of Records**

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

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

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

### Access to Records

Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's ~~policy on~~ Freedom of Information Statement.

Access to the Shire's records by elected members will be through the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*.

### Appraisal, Retention and Disposal of Records

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

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

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

Local government records fall into one of two categories:

#### Local government records of continuing value

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

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

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

### Records of no continuing value (Ephemeral)

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

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

## **Roles and Responsibilities**

### **1. Elected Members**

Elected Members will create and keep records of communications or transactions which convey information relating to the Shire's business or functions. These records will be forwarded to the Governance and Executive Assistant for capture in to the Shire's recordkeeping system.

### **2. Chief Executive Officer**

The CEO will ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

### **3. Executive and Managers**

Executive and Managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Broomehill-Tambellup's Record Keeping Plan.

### **4. All Staff**

All Staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- (a) make records to document and support business activities
- (b) ensure that records are captured and registered into the recordkeeping system or appropriate business system
- (c) ensure that records are secure at all times

### PART 2 - EMPLOYEES

#### 2.1 EQUAL OPPORTUNITY

<b>Objective:</b>	To maintain a workforce where all employees are treated equally <u>and ensure the workplace is free of discrimination and harassment.</u>	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No.</b> 120209
<b>Date of amendment:</b>	11th February 2021	
<b>Date of last review:</b>	11th February 2021	
<b>Legislative References:</b>	<i>Equal Opportunity Act 1984</i> <i>Disability Services Act 1993</i> <i>Racial Discrimination Act (Cth) 1976</i> <i>Sex Discrimination Act (Cth) 1984</i> <i>Human Rights and Equal Opportunity Commission Act (Cth) 1987</i> <i>Disability Discrimination Act (Cth) 1992</i>	
<b>Internal References:</b>	<del>Shire of Broomehill Tambellup Disability Access &amp; Inclusion Plan (DAIP)</del> Shire of Broomehill-Tambellup Equal Employment Opportunity Management Plan	

#### **Policy Statement:**

The Council is dedicated to providing a harmonious and safe working environment and encourages good working relationships between all employees. All recruitment, selection and employment decisions will be based on the individual merit of applicants and employees.

#### **Policy:**

This Shire recognises its legal obligations under the

- Equal Opportunity Act 1984
- and Disability Services Act 1993
- Racial Discrimination Act (Cth) 1976
- Sex Discrimination Act (Cth) 1984
- Human Rights and Equal Opportunity Commission Act (Cth) 1987
- Disability Discrimination Act (Cth) 1992

and will actively promote equal employment opportunity and diversity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, and religious or political convictions. This policy applies to all elected members, employees and contractors to the Shire.

All employment training with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to prospective employees and engaging a diverse workforce provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity and diversity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. Ideally, our objective is for our workforce to reflect a diverse demographic that includes a broad range of age groups, abilities and cultural backgrounds while meeting the skill requirements of the organisation. The Shire recognises the value of differences in staff profiles as well as similarities; strives to adopt an inclusive approach and appreciates that a diverse workforce may adapt more readily to the changing expectations and needs of the community.

The CEO is responsible for developing and implementing procedures, practices or guidelines to deal with harassment, perceived harassment or discrimination.



## 9.7 Policy 6.1 Tourism and Area Promotion

### 6.1 TOURISM AND AREA PROMOTION

<b>Objective:</b>	To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.	
<b>Date of adoption:</b>	13th October 2008	<b>Minute No.</b> 081008
<b>Date of amendment:</b>	19th July 2012	
<b>Date of last review:</b>	<u>17 March 2022</u>	
<b>Legislative References:</b>		
<b>Internal References:</b>	Shire of Broomehill-Tambellup Strategic Community Plan	

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The Council, in setting its long-term objectives, will develop its role as a catalyst for co-ordinating marketing efforts for the development of tourism in the Shire.

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It is the policy of the Council that it will:

- ensure that, in promoting the area as a tourist destination, the natural beauty and tranquillity of the Shire is not destroyed;
- work with the relevant statutory authorities to establish and promote natural and historical attractions, at the same time ensuring that they are not destroyed;
- encourage tourist orientated commercial development, particularly development of a "country style" nature; to rationalise the placement of such facilities and to endeavour to ensure they harmonise with the existing tourist facilities and the natural environment;
- promote residents' pride in the area by such means as town beautification and encouragement of residents to know and understand their district attractions and assets etc;
- ensure that tourism funding is spent to the best advantage, avoiding duplication;
- carry out direct promotion of tourist facilities and events where appropriate;
- apply for such grants as may be deemed appropriate to assist in attaining any or all of the above objectives;
- foster and create a community awareness of the benefits of tourism within the Shire;
- provide the basic facilities and infrastructure sufficient to encourage development; and
- ensure that facilities within the area are adequate to cater for visitors and residents.

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To achieve this, the Council will:

- Provide an adequate budget allocation for tourism expenditure;

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- Assist (financially and by other means) tourism organizations or events which have the potential to develop tourism in the Shire;
- Encourage representation on Regional Tourism Associations and seek representation on local tourism organizations;
- The formulation of its planning regulations will have regard to the requirements of tourist development;
- Review planning instruments, for example, Strategic Plans and Town Plans, to take into consideration policies on tourism and other leisure related issues;
- When preparing local laws will have regard to their impact on tourism and the balanced development of the Shire;
- Encourage tourism product development and investment throughout the Shire and facilitate the development application process;
- Ensure the welfare of the whole community when supporting tourism development and the provision of facilities;
- Assessment of tourism developments will consider the social, cultural, economic and environment impact of the proposal within the area;
- Initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries;
- Encourage the landscaping of residential and commercial centres within the Shire;
- Where practical, support the enhancement of specific natural features, conservation area, areas of outstanding beauty, and recognise items of heritage significance;
- Support the development of appropriate scenic routes and lookouts;
- Where a need for a tourism facility has been identified, Council may consider taking an entrepreneurial role in the establishment of those facilities if, and only if, private enterprise displays no interest in the provision of those facilities; and
- Support and approve, where appropriate, quality, seasonal entrepreneurial entertainment and attractions.

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## 6.2 APPOINTMENT OF BUSHFIRE CONTROL OFFICERS

<b>Objective:</b>	<ul style="list-style-type: none"> <li>To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer.</li> <li>To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.</li> </ul>		
<b>Date of adoption:</b>	19 December 2013	<b>Minute No.</b>	131213
<b>Date of amendment:</b>			
<b>Date of last review:</b>	2 March 2022		
<b>Legislative References:</b>	<del>Bush Fires Act 1954 Section 38</del> <del>Occupational Health &amp; Safety Act</del> <b>Work Health and Safety Act 2020</b>		
<b>Internal References:</b>	Bush Fire Brigade Standard Operating Procedures Strategic Community Plan		

### Introduction

Within the Bushfire Brigades, officers are appointed by the Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

In accordance with ~~Occupational Health and Safety~~ **Work Health and Safety** legislation, Council has a duty of care to all its brigade volunteers to provide a safe working environment ~~as possible~~. This extends to ensuring Fire Control Officers are appropriately skilled to manage a fire incident, and the volunteers assisting.

Establishing the rules for the appointment of Fire Control Officers will assist in meeting **the** Council's obligations for duty of care.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

### Policy Statement

- To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years **prior to appointment and must be fully vaccinated pursuant to the Booster Vaccination (Restrictions on Access) Directions, as amended from time to time.**
- Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.
- For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.
- Nominations of Bush Fire Control Officers from Brigades should be endorsed by the Bush Fire Advisory Committee for recommendation to Council by 1 May each year.
- A Bush Fire Control Officer, other than the Chief or Deputy Chief Bush Fire Control Officer shall not issue a Permit to Burn for land within another Shire of Broomehill-

## 9.8 Review of Policy 6.2 Appointment of Bushfire Control Officers

Tambellup Bush Fire Brigade district unless mutual agreement exists between the Bush Fire Control Officers concerned.

## 9.9 Policy 6.4 Roadside Burning

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### 6.4 ROADSIDE BURNING

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<b>Objective:</b>	To protect <del>the</del> flora and fauna and <u>to</u> ensure that <del>the</del> roadsides are not denigrated through over burning.		
<b>Date of adoption:</b>	16th June 2016	<b>Minute No.</b>	<b>160609</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	<a href="#">1 March 2022</a>		
<b>Legislative References:</b>	<i>Bush Fires Act 1954</i>		
<b>Internal References:</b>	Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008.		

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#### **Policy Statement:**

The burning of vegetative matter on any roads, streets or ways under the care and control of the Shire of Broomehill-Tambellup must be authorised by the Council (under delegation to the Chief Executive Officer) in accordance with the *Activities in Thoroughfares and Public Places and Trading Local Law 2008*.

Authorisation will be conditional upon the following:

- a) Roadside burning ~~should~~ only being carried out if no other practical options for fire hazard management are available;
- b) Roadside burning ~~is~~ only to being permitted at the conclusion of the Restricted Burning Period (unless a permit has been authorised by a Shire of Broomehill-Tambellup authorised Fire Control Officer);
- c) The applicant ~~to~~ complying with all requirements of the *Bush Fires Act 1954*;
- d) The All-site(s) ~~must~~ being inspected by a Shire of Broomehill-Tambellup Bush Fire Brigade Fire Control Officer (FCO) and, ~~if necessary,~~ any requirements detailed by the FCO (recorded on the application form) being adhered to;
- e) The applicant ~~to~~ ensuring the protection of standing timber ~~and to protect and~~ the preservation of natural vegetation ~~on road reserves~~ wherever possible. No burning of well-conserved or semi-conserved bush areas may occur without authorisation ~~by~~ from the Council;
- f) The burning of the roadside ~~will~~ not causing any direct or indirect damage to declared rare flora or fauna;
- g) No damage being caused to fences, roads, road furniture, drainage structures, public utilities or other property in the vicinity;
- h) ~~If an application has been received from a resident/land owner,~~ The road verge burning ~~may~~ only occurring adjacent to the ~~at~~ resident/land owner's property the subject of the permit;
- i) A maximum 2km strip ~~may~~ being burnt per applicant per year;
- j) The applicant installing the appropriate traffic warning devices;
- k) No obstructing ~~of~~ roadways or drainage channels by fallen trees or other debris occurs;

- l) Consideration ~~should~~ being given to the potential for smoke pollution; and
- m) The fire ~~must~~ being attended at all times until the burn is completely safe and the fire is out.

## 9.10 Policy 6.5 Cemetery - Exhumation

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### 6.5 CEMETERY - EXHUMATION

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<b>Objective:</b>	To establish the works that will be undertaken by the Shire if an exhumation is requested at a cemetery within the Shire.		
<b>Date of adoption:</b>	16th June 2016	<b>Minute No.</b>	<b>160608</b>
<b>Date of amendment:</b>			
<b>Date of last review:</b>	1 March 2022		
<b>Legislative References:</b>	<i>Cemeteries Act 1986 Section 58 and 59</i>		
<b>Internal References:</b>	Shire of Broomehill-Tambellup Schedule of Fees and Charges		

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#### **Policy Statement:**

Under Sections 58 and 59 of the *Cemeteries Act 1986*, the Council may be requested to carry out an exhumation at a cemetery within the Shire.

Acknowledging that Council staff are not trained in this task, the extent of works that will be completed are as follows:

- The Shire will open the grave and dig down to the coffin lid;
- The Shire will fill the grave once the coffin is removed;
- The charge for these works will be as adopted in ~~per~~ the Shire's Schedule of Fees and Charges, ~~which is~~ as amended from time to time.

The person making the application for the exhumation must arrange for a suitably qualified person to bring the coffin to the top of the ground.

The applicant is responsible for all associated costs in relation to bringing the coffin to the top of the ground.

### 1.31 REMOVAL EXPENSES FOR SENIOR STAFF

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**Objective:**

To attract senior staff to the Shire of Broomehill-Tambellup and to provide guidance regarding the maximum amount that the Council will contribute towards relocation expenses upon the recruitment of senior staff and the circumstances under which reimbursement of those expenses will be sought

**Date of adoption:** 17 March 2022

**Minute No.**

**Date of amendment:**

**Date of last review:**

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**Policy Statement**

The Council will, when contributing to the relocation costs of new senior staff:

Pay the total relocation costs to a maximum of \$7,000 subject to three quotes for the relocation being obtained and the most satisfactory being endorsed by the CEO, subject to the following:

1. Should the new officer leave the employ of the Council for any reason within three months of employment, the officer shall reimburse to the Council 100% of the relocation costs.
2. Should the new officer leave the employ of the Council for any reason between three months and six months of employment, the officer shall reimburse to the council 50% of the relocation costs.
3. Should the new officer leave the employ of the Council for any reason between six months and twelve months of employment, the officer shall reimburse to the council 25% of the relocation costs.
4. Should the new officer leave the employ of the Council for any reason after twelve months of employment, the officer shall not be required to reimburse to the council any portion of the relocation costs.

Further, in the event that relocation expenses are required to be reimbursed in accordance with this policy, those funds shall be deducted from the officer's final pay and if required invoiced to the officer for any shortfall following termination of employment.

When this policy applies to a new employee, an acknowledgement of the terms of this policy shall be signed by the employee prior to employment being finalised.





## Broomehill-Tambellup - Compliance Audit Return 2021

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Kay O'Neill
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Kay O'Neill
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Kay O'Neill
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Kay O'Neill
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Kay O'Neill



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	There are currently no delegations to Committees	Kay O'Neill
2	s5.16	Were all delegations to committees in writing?	N/A		Kay O'Neill
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Kay O'Neill
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Kay O'Neill
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	N/A		Kay O'Neill
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Kay O'Neill
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Kay O'Neill
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Kay O'Neill
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Kay O'Neill
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Kay O'Neill
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Kay O'Neill
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Last reviewed August 2021	Kay O'Neill
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Kay O'Neill

### Disclosure of Interest

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
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No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	No	Five Councillors, after disclosing an interest all in the same matter on the agenda (citing an interest in common) remained in the meeting. There was no decision of Council allowing them to remain and participate in proceedings. All Councillors participated in discussion and decision on the matter.	Kay O'Neill
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Kay O'Neill
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Kay O'Neill
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Kay O'Neill
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Kay O'Neill
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Kay O'Neill
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Kay O'Neill
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Kay O'Neill
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Kay O'Neill
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Kay O'Neill
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Kay O'Neill
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Kay O'Neill
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Kay O'Neill
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	Yes		Kay O'Neill
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Kay O'Neill
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Kay O'Neill
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Kay O'Neill
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Kay O'Neill
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Kay O'Neill
		*Question not applicable after 2 Feb 2021			



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No	Reference	Question	Response	Comments	Respondent
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*  *Question not applicable after 2 Feb 2021	Yes		Kay O'Neill
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	No	Code of Conduct adopted 17 May 2021	Kay O'Neill
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes		Kay O'Neill
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Kay O'Neill
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Code of Conduct for Employees has been adopted though not published on Shires website	Kay O'Neill

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	No		Kay O'Neill
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	No		Kay O'Neill



<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	Electoral Gift Register maintained, however no 'disclosure of gift forms' were received as no candidates recieved gifts	Kay O'Neill
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No 'disclosures of gifts' forms were received from candidates	Kay O'Neill
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Kay O'Neill



<b>Finance</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Kay O'Neill	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Audit Committee is not delegated with any powers or responsibilities	Kay O'Neill	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	Audit being finalised	Kay O'Neill	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Auditors report not yet received as audit being finalised. If any matters are raised in the Auditors report appropriate action will be taken to address those matters	Kay O'Neill	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Kay O'Neill	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Kay O'Neill	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Audit still being finalised	Kay O'Neill	



<b>Integrated Planning and Reporting</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Plan adopted 21 February 2019, last reviewed adopted March 2021	Kay O'Neill
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Plan adopted 18 April 2019, last review adopted July 2021	Kay O'Neill
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Kay O'Neill

<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes		Kay O'Neill
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Kay O'Neill
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Kay O'Neill
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes		Kay O'Neill
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	The Shire does not have any designated senior employees	Kay O'Neill
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Kay O'Neill





<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	The CEO is the complaints officer	Kay O'Neill
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	Yes		Kay O'Neill
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Kay O'Neill

<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	No	Last review endorsed March 2016	Kay O'Neill
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	No	Last review endorsed March 2016	Kay O'Neill
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	N/A	No disclosures were made	Kay O'Neill
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Kay O'Neill
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Kay O'Neill
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Kay O'Neill
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	No	Financial report was submitted to auditors on 20 October 2021	Kay O'Neill
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Kay O'Neill

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Kay O'Neill
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Kay O'Neill
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Kay O'Neill
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Kay O'Neill



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Kay O'Neill
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Kay O'Neill
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Kay O'Neill
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Kay O'Neill
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A		Kay O'Neill
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Kay O'Neill
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No 'expression of interests' were sought	Kay O'Neill
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Kay O'Neill
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Kay O'Neill
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Kay O'Neill
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No		Kay O'Neill



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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Kay O'Neill
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Kay O'Neill
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Kay O'Neill
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Kay O'Neill
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Kay O'Neill
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Kay O'Neill
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Kay O'Neill

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Broomehill-Tambellup

\_\_\_\_\_  
Signed CEO, Broomehill-Tambellup



**Addendum to**  
**Business Continuity Plan**  
Pandemic Response and Action  
Plan

March 2022

## Version Control

<b>Version</b>	<b>Date</b>	<b>Revised By</b>	<b>Changes Made</b>
1.0	4 March 2022	SSPO	Initial draft for discussion
1.1	9 March 2022	Senior Staff	Amendments for presentation to Council for endorsement

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## 1. Acronyms Used

BCP	Business Continuity Plan	
COVID-19	Novel Coronavirus ID-19	
DFES	Department of Fire and Emergency Services	
FAQ	Frequently Asked Question	
KPI	Key Performance Indicator	
SMT	Senior Management Team	
RDO	Rostered Day Off	
WFH	Work from Home	
WG	Working Group	
WHO	World Health Organisation	
WM	Waste Management	
LGIS	Local Government Insurance Services	
LG PRO	Local Government Professionals	
WALGA	Western Australian Local Government Association	
ICT	Information and Communication Technology	
WBW	Warren Blackwood Waste	
ACEO	Acting Chief Executive Officer	Rob Stewart
AO	Administration Officer (Part Time)	Marni Lloyd-Woods
BMC	Building Maintenance Coordinator	Vacant
BS	Building Surveyor	Vacant
CEO	Chief Executive Officer	Vacant
CESM	Community Emergency Services Manager	Cindy Pearce
CRS	Councillors	x 7
CSO	Customer Service Officer	Samantha Dawes
CSLO	Customer Service and Library Officer	Jacinta Pink
DSP	Deputy Shire President	Cr Doug Barritt
EHO	Environmental Health Officer	Alex Tucker (Shire of Plantagenet)
EXA	Governance and Executive Assistant	Annie Richardson
FAO1	Finance Administration Officer – Payroll, Creditors	Lesley Paskevicius
FAO2	Finance Administration Officer – Finance, Rates	Sophie Lane
MFA	Manager Finance and Administration	Kay O'Neill
MECH	Mechanic	Samuel Oclarit
MOW	Manager of Works	Peter Vlahov
PRES	Shire President	Cr Michael White
RATES	Rates/Finance Officer	Natasha Korthuis
RGR	Ranger	Vacant
SSPO	Strategic Support and Projects Officer	Pam Hull
TLC	Team Leader – Construction	Steve Ryan
TLM	Team Leader – Maintenance	Bevan Skinn
TLP	Team Leader – Parks and Gardens	Geraldine Merrick
WAO	Works Administration Officer	Coral Green
WS	Works Supervisor	John Farmer



## 2. Purpose of this Plan

This Plan provides a framework to manage the implications and impacts of the Coronavirus (COVID-19) Health Alert issued by the World Health Organisation (WHO) and the Federal and State governments.

The WHO defines a pandemic as ‘an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people’. The Coronavirus Pandemic was declared on 12 March 2020 and has rapidly spread across the globe. The State Government of Western Australia declared a State of Emergency on 16 March 2020.

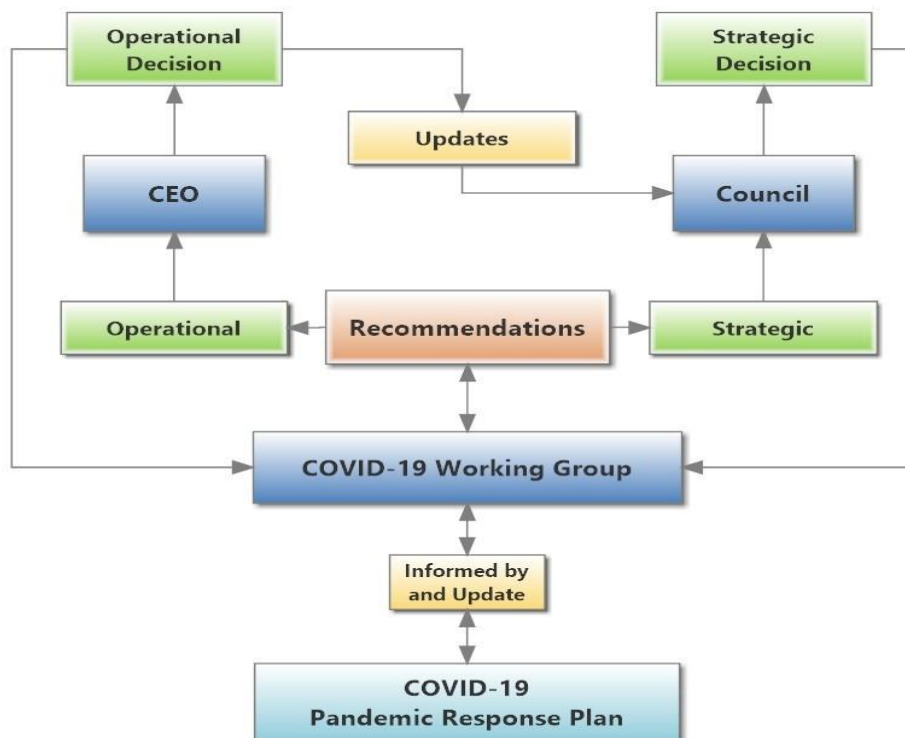
This document details the critical strategies, functions, roles and responsibilities to enable the Shire of Broomehill-Tambellup to work towards the following key objectives in the current situation;

- Protecting the safety and well-being of our people (including clients, councillors, staff, volunteers, contractors, suppliers and the wider community);
- Assisting to slow the spread of the virus in our community;
- Ensuring the continuity of essential Shire functions and services;
- Preparing for recovery of the Shire and the community and businesses will be a priority after the pandemic;

The pandemic situation is rapidly evolving and requires continual monitoring. The Shire will be advised by the State and Federal government directives regarding COVID-19 and will adjust its planning and responses accordingly.

This Plan will remain in effect and will inform Shire of Broomehill-Tambellup responses until the State of Emergency has been cancelled.

## 3. Decision-Making Framework



## 4. Key Personnel

### 4.1 COVID-19 Working Group

Name	Position	WG Role	Alternate
Rob Stewart	Acting Chief Executive Officer	Chair Communications	Kay O'Neill Peter Vlahov
Kay O'Neill	Manager Finance and Administration	Finance and Administration Coordination	Pam Hull Annie Richardson
Peter Vlahov	Manager of Works	Works and Services Coordination	Kay O'Neill John Farmer
Pam Hull	Strategic Support & Projects Officer	Communication dissemination Human Resources	Samantha Dawes Annie Richardson
John Farmer	Works Supervisor	Operations	Bevan Skinn
Annie Richardson	Governance and Executive Assistant	Meeting coordination, minutes	Pam Hull

### 4.2 Critical Functions

The WG has reviewed the Shire's operations and determined that for the purpose of this plan, the following functions are critical to maintaining minimum essential services during a pandemic:

\* This assumes that no capital works projects will be undertaken, only maintenance grading.

Function	Responsibility	Alternate	WFH
Waste Management (general and recycling)	Warren Blackwood Waste	Peter Vlahov	x
Customer Service	Samantha Dawes	Lesley Paskevicius	x/x
Records	Samantha Dawes	Annie Richardson	x/√
Payroll	Lesley Paskevicius	Marni Lloyd-Woods	x/x
IT	Kay O'Neill	Perfect Computer Systems	√/√
Communications – content	Rob Stewart	Kay O'Neill	√/√
Communications – distribution	Pam Hull	Samantha Dawes **	√/x
Environmental Health	Alex Tucker	Other VROC EHOs	√
Emergency Services	Cindy Pearce	Pam Hull	√
Works Coordination	Peter Vlahov	John Farmer	√/x
Maintenance Grading	Darryl Pickett	Owen Kay	x/x
Town Maintenance	Geraldine Merrick	John Farmer	x/x
Cleaning	Part time/casual staff x 4	Maintenance staff	x/x
Creditor Payments	Lesley Paskevicius	Marni Lloyd-Woods	x/x

\*\* Communications - distribution (external) – can be done from home, however will be accessing back end of Shire website and Facebook page. Secure connection required.

## 5. Current Strategies/Actions to Date

### 5.1 Establishment of COVID-19 Working Group

Convened and chaired by the ACEO/CEO, the COVID-19 Working Group (WG) meets weekly to review and discuss the following:

- Updated advice from the Federal and State governments
- Actions to implement directives arising from that advice
- Communications
- Workforce implications
- Business Continuity
- Events
- Other

Discussions are minuted and actions reviewed at each meeting.

A member of the Senior Management Team (SMT) will chair the meeting in the absence of the ACEO/CEO. Meetings have, so far, been held in the Council Chambers to comply with government directives regarding social distancing.

### 5.2 Preventative Strategies

The following may be authorised by the ACEO/CEO, following consultation with the SMT, and enacted:

- Round table discussions/updates/questions (consider publishing a FAQ document);
- Requesting all staff, volunteers and clients to practice good hygiene and social distancing measures;
- Distribution of appropriate Department of Health resources via the Shire's website, social media and via physical signage on public buildings and in staff areas;
- Regular media releases distributed via all mediums;
- Regular updates to staff, either verbal, email or via internal memorandum;
- Direction to staff returning from overseas to self-isolate;
- Investigating and implementing strategies to increase the ability for staff to work from home;
- Development and implementation of a Pandemic Response Plan for adoption;
- Introducing and implementing checklists for a regular disinfection regime for all public areas;
- Liaise with Tambellup Community Resource Centre to investigate of options to reduce social isolation in the community i.e.; live-streaming of Storytime and other community provided services;
- Cancellation of event approvals, if required;
- Minimising all in-person transactions over the customer service counter including third party transactions such as Department of Transport;
- Participation in WALGA and Department of Local Government webinar updates, by the Shire President and CEO or their nominees;
- Establishment of measures to record the impacts of the pandemic;
- Stocktake and sources of supplies such as hand sanitiser, soap, toilet rolls, paper towels;
- Establishment of sanitisation stations in Shire public areas while occupied;
- Monitor and assess risk, consider closure of the Public Library, Administration Offices and Depots to the public.

## 6. Communications

While the Shire President is the spokesperson for the Shire, the ACEO/CEO is responsible for authorising content that is distributed via the Shire's website, social media, print and broadcast media.

In order to maintain consistency of messaging, the Strategic Support & Projects Officer is responsible for the development of content for all external communications which will be authorised by the ACEO/CEO prior to any release.

All staff are to be reminded of the Council's Code of Conduct for their own communications.

### 6.1 Key Messages

Key messaging is currently as follows (but may be amended in consideration of emerging advice from the Federal and State governments);

- The safety of our people (councillors, staff, volunteers, clients, contractors, community members) is the highest priority;
- The Shire will be advised by the health directives of the Federal and State governments;
- We have a responsibility to continue to support and serve our community;
- An appropriate governance structure is required to ensure effective management of resources during a pandemic event;
- Business continuity and recovery are a priority but will be considered in accordance with health directives;
- Everyone should maintain a calm and rational approach during this time and support neighbours and the community wherever possible;
- Everyone should refer to the Federal and State government websites for the most up to date information at [https://ww2.health.wa.gov.au/Articles/A\\_E/Coronavirus](https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus) and <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

### 6.2 External Communications

Regular media releases, authorised by the ACEO/CEO, shall be distributed via the Shire's website, social media and email networks. These provide updates as to the Shire's response to the current situation and encourage the community to adhere to the advice of the Federal and State governments. The Shire President is attributed to these comments.

### 6.3 Internal Communications

The ACEO/CEO provides internal updates as required via memorandum and email as well as face to face communications when required. These include information about the Shire's response and directions to staff to implement the Shire's responses.

Managers and supervisors have a responsibility to reinforce this message and collate questions.

## 6.4 Communications Plan

A Communications Plan has been developed which is attached as an Appendix to this Plan.

## 7. Workforce Implications

### LGIS Counselling Services

The ACEO/CEO and Managers are to advise staff of the **LGIS Counselling Service** available to them (signage required):

Telephone: 9483 8857

Email: [health@lgiswa.com.au](mailto:health@lgiswa.com.au)

Other avenues of assistance:

- Lifeline – 13 11 14 [www.lifeline.org.au](http://www.lifeline.org.au)
- Beyond Blue – 1300 224 636

### 7.1 Providing a safe workplace

- Immediate measures to take are to include, but not be limited to, the provision of signage addressing requirement for social distancing, opening of windows where possible, effective handwashing technique, display (and insertion in local newsletters) of public notices advertising social distancing and hygiene measures (sneeze and cough protocols) expected of people visiting or accessing services at any Shire work sites or within the community. Hand shaking is not to occur.
- Staff are required to wash their hands with soap and water regularly throughout the day.
- In vehicles used by more than one person, staff are to disinfect vehicle steering wheels and other common touch points after they have finished using them and any other items within the vehicle that they have touched, breathed, coughed or sneezed on. *Where possible do not share vehicles.* Transport arrangements between the depot or administration office and other worksites or areas are to be limited to a maximum of two people per vehicle.
- Hand sanitising/washing if touching communal objects such as a photocopier, and refrigerator, kettle, drawer and door handles etc. should occur immediately before and after the item's use. Other suggestions for staff attending worksites:
  - Maintain social distancing requirements within shared eating spaces
  - Bring your own cutlery/crockery/thermos/food preparation items etc.
  - Bring an insulated bag with a freezer block for cold food and drinks to avoid needing to touch a communal fridge handle
  - Consider eating in a more isolated area than kitchen tables or crib rooms
  - Follow hand and other health hygiene protocols before and after eating and drinking
- If not already in place, ICT requirements, to allow staff the ability to work from home and access the server, are to be arranged on announcement of a pandemic or State of Emergency.
- Consider staggered/rostered attendance of essential staff at workplaces (e.g.; week about) to limit contact with shared surfaces and potential transmission of the virus, potentially providing capacity to continue operating should a staff member become ill.
- Establish back up personnel where possible for critical activities should the usual staff member responsible for an activity be unable to carry out their duties (see 4.2). Consider modification of an activity or continuing only vital component/s of an activity.

## 7.2. Working from Home

Staff, whose positions allow, are to consider working from home where possible to assist in preventing the transmission of the virus. Staff (or those with family members) whose medical conditions make them vulnerable to a pandemic illness are also to be encouraged to work from home where possible. If not possible, those staff are to attempt to avoid or modify those aspects of their job that involve contact with others so as to limit their potential exposure.

Consider parts of the workforce working from home, giving consideration to:

- Hardware and software availability
- Connectivity
- Role/work functions
- Personal circumstance (i.e.; individual health issues that put staff at risk, staff with vulnerable family members, closure of schools affecting those staff with school-aged children).

Arrangements for working from home may involve splitting the workforce into groups and having part of the workforce at work and part at home, and swapping groups over after a fixed-time period. Be innovative to try and sustain jobs for all employees.

Please refer to:

- Appendix 10.2 – Working From Home Procedure
- Appendix 10.3 – Working from Home Agreement
- Appendix 10.4 – Working from Home Checklist

## 7.3 Meetings

All essential meetings involving people's physical attendance are only to be conducted if social distancing guidelines can be met (consider a different venue to the usual if social distancing is difficult to achieve) or *preferably* use video conferencing (such as Zoom), phone conferencing, email exchange, and online meeting resources.

## 7.4 Employee travel

To ensure the welfare of our staff, the following measures have been implemented:

- One person per vehicle where practicable; otherwise, a maximum of two people per vehicle with one driver and the passenger sitting in a rear seat if applicable
- Requests for in person attendance at seminars, conferences and workshops etc. will be considered on a case by case basis.

Overseas travel:

- Any staff who have travelled overseas (or interstate if applicable) will need to comply with government directives as to self-isolation requirements prior to commencing or re- commencing work.
- Staff with non-essential overseas travel arrangements will be encouraged to cancel those arrangements; however, this will be guided by government requirements.

## 7.5 Employees who are unwell

Employees who are unwell must not attend work and can access personal/carers leave as per usual.

## 7.6 Special Leave

7.6.1 The CEO may grant up to 10 days of COVID-19 leave to employees who:

- have contracted COVID-19;
- need to care for another person who:

- has COVID-19 or is required to self-isolate, or
- cannot access school or other care arrangements because of COVID-19; or
- are otherwise prevented from working because of COVID-19.

**7.6.2** COVID-19 leave is available after an employee’s existing paid personal, carer’s and sick leave and RDO credits have been exhausted.

**7.6.3.** COVID-19 leave:

- is paid leave, with pay calculated in the same way as for annual leave, excluding loading;
- does not affect existing annual leave or long service leave accruals;
- is not accruable; and
- is available to all Shire of Broomehill-Tambellup full and part-time employees.

## **7.7 Casuals**

The Shire of Broomehill-Tambellup will work with the casual workforce to identify and offer other work opportunities during this time.

## **7.8 Stand Down Provisions**

**7.8.1** Shire of Broomehill-Tambellup staff are employed under the following Enterprise Bargaining Agreements:

- Shire of Broomehill-Tambellup Administration Employees Enterprise Agreement 2019
- Shire of Broomehill-Tambellup Operations Employees Enterprise Agreement 2019

**7.8.2** Neither agreement makes provision for stand down of employees. Therefore, the *Fair Work Act 2009* applies. Section 521(1)(c) of the FW Act provides that an employer may stand down an employee during a period in which the employee cannot usefully be employed because of a number of circumstances, including stoppage of work for any cause for which the employer cannot reasonably be held responsible.

**7.8.3** The Shire will consider the following before standing down employees;

- Opportunities for work in other areas;
- Possibility of working from home
- Delivery of online services
- The potential duration of the stand down period

**7.8.4** The Shire is not required to pay employees during a stand down. Employees can use accrued leave entitlements that they are eligible to use, such as annual and long service leave or any banked RDOs or time in lieu. The period of stand down does count as service for the accrual of benefits such as annual and personal leave and does not break continuity of service.

**7.8.5** If the Shire determines to enact a stand down in accordance with the FW Act, a stand down notice will be issued in writing, stating the start and proposed end date (may be extended should circumstances require).

## **8. Events/Venues**

### **8.1. Shire events**

All Shire of Broomehill-Tambellup events are to be considered in light of current State Government directives, and cancelled or postponed if required.

## Other events

Event	Comments
Sport & Recreation	All clubs are to adhere to current State Government directives in place at the time
Department of Local Government & WALGA seminars, training, conferences	Webinar based
LG Pro Meetings and training	Webinar based or as confirmed
WALGA Convention	To be confirmed

### 8.2. Shire of Broomehill-Tambellup Venues Closed

In accordance with State Government directives.

- Public Toilets in Diprose Park, Norrish St and Holland Park will remain open for use. Extra cleaning rosters have been implemented.
- The Tambellup Community Pavilion may be used for Council and meetings such as the Annual Electors Meeting, if necessary (unless a government directive states otherwise).
- Consideration should be given to the closure of the Town Halls if required.
- Consideration will be given to closing the Shire Administration Offices if staffing is inadequate to maintain customer service functions.
- Close contact should be maintained with the Management Committees of the Broomehill Recreational Complex and the Tambellup Community Pavilion to ensure they are aware of directives.

### 8.3. Other Public Venues

All other venues such as restaurants, shops, hotels, schools, day care centres etc. are required to follow Federal and State government directives regarding prescribed activities and mass gatherings.



## 9. Action Plan

The following table outlines proposed actions, their triggers and who will be responsible for implementing the actions:

No.	Description	Trigger	Responsibility
8.1	WG Meeting to discuss latest updates and determine immediate actions	Weekly	CEO
8.2	Implement 2.0m social distancing between staff and customers	Immediate	All staff
8.3	Review Business Continuity Plan and Disaster Recovery Plan	Immediately if required; otherwise, annually	SSPO/MFA
8.4	Council Meeting to adopt BCP – Pandemic Response Plan	Next possible Ordinary Council Meeting	SSPO
8.5	Communicate with all venue hirers/event organisers	Immediate	MFA/CSO
8.6	Monitor requirements for additional staff for remote access	Ongoing/as required	MFA
8.7	Implement software to allow electronic attendance at meetings	Immediate	MFA
8.8	Implement meeting software for all other meetings where required	Immediate	EXA SSPO
8.9	Enact new legislation regarding electronic attendance at meetings	Following gazettal	CEO
8.10	Roster for Working from Home rotations	SMT decision	CEO
8.11	Direct all staff to work from home if possible	Government directive	CEO
8.12	Develop procedure to account for and verify well-being of staff	As soon as possible	All managers and supervisors
8.13	Close all Shire of Broomehill-Tambellup public venues as per Clause 8.2 of this Plan	Government directive or Staffing impacts	CEO
8.14	Develop a matrix of major projects and current business functions that are time critical i.e.; project milestone, reporting, grant requirements, tenders, contracts	Short-term	SMT
8.15	Place a hold on debt collection activities	Immediate	MFA FAO2
8.16	Place a hold on any new planning and building compliance follow-up – as per any government directive	Immediate	MFA
8.17	Administration Building – clients are to be encouraged to conduct their business on line or by phone or email (signage/advertising required). Regularity of banking of any cash or cheques is to be at the CEO or MFA discretion (taking into account the availability of banking services).	Immediate	MFA
8.18	ITC Providers – a backup ITC service provider/s is to be sourced in the event that the Shire’s usual ITC service providers are unable to continue providing services.	Immediate	MFA

## 10. Appendices

### 10.1 Communications Plan

#### Part 1

<b>Title: COVID-19 Communications Plan</b>	
Date/s of activity:	Ongoing
Nature of activity:	Communications Plan
Objective:	Ensuring open and regular communication with Councillors, staff, volunteers and the community regarding the Shire's response to COVID-19.
Goals:	<ul style="list-style-type: none"> <li>• Slowing down the rate of spread of the virus in both staff and the community.</li> <li>• Minimising exposure of Councillors, staff, volunteers, and advisory and working group members to the COVID-19 virus at Shire facilities, particularly those who are vulnerable as defined by WA Health.</li> <li>• Maintaining the physical and mental wellbeing of Councillors, staff and volunteers.</li> <li>• Ensure continuity of as many Shire functions as possible whilst remaining agile to respond to changing situations.</li> </ul>
Evaluation:	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Number of questions received by staff regarding COVID-19.</li> <li>• Number of staff who are unable to work because of COVID-19.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Reach and engagement on social media posts</li> <li>• Open rates of external newsletters</li> <li>• Page views on website stories</li> <li>• Zero attendance by community at Shire events cancelled or postponed.</li> <li>• Media releases published in local newspaper</li> </ul>
Audience/s:	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Staff</li> <li>• Volunteers</li> <li>• Advisory, committee and working group members</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Community (residents and ratepayers)</li> <li>• Users of Shire facilities, programs and services</li> <li>• Business community</li> </ul>

<b>Title: COVID-19 Communications Plan</b>	
Spokesperson/s:	<ul style="list-style-type: none"> <li>• Internal - Chief Executive Officer (SSPO in CEO's absence)</li> <li>• External - Shire President (in the absence of the Shire President, the Deputy Shire President or the CEO, in consultation with Deputy Shire President)</li> </ul>
Risk:	<ul style="list-style-type: none"> <li>• Confusion and anxiety amongst internal and external audiences if they are not informed of how the Shire is managing its response to COVID-19.</li> <li>• Reputational damage if a case of COVID-19 is contracted at a Shire facility and relevant alerts and information are not communicated to relevant stakeholders in a timely manner.</li> <li>• Spread of COVID-19 if a case is contracted at a Shire facility and relevant alerts and information are not communicated to relevant stakeholders in a timely manner.</li> </ul>
Budget:	Nil – all COVID-19 communication to be carried out using existing staff resources

## Part 2

Key messages – Last updated ( <i>time, date</i> )	
<b>**To be reviewed daily and updated in line with updated advice from medical and government authorities**</b>	
Audience	Message
<b>Community</b>	<i>Communicate factual status updates as required focusing on local, state and</i>
<b>Community</b>	<i>Communicate local arrangements and updates of status and actions as they occur.</i>
<b>Business community</b>	<i>Communicate factual updates as required focusing on local, state and national government content and directives.</i>
<b>Internal</b>	<i>Communications via established COVID-19 Working Group, relevant Manager and face to face staff meetings as and when required.</i>

## Part 3

Activities				
What	Channel	Responsibility	Status	Frequency
Updates to Councillors	CEO email	CEO	Ongoing	As required and/or new information becomes available
Reports to Council for noting/decision	Special or Ordinary Council Meeting	CEO	Ongoing	As required
Updates to staff	CEO email	CEO and Relevant Manager	Ongoing	As required and/or new information becomes available
Information for staff	Email and Face to Face	CEO and Relevant Manager	Ongoing	As required and/or new information becomes available
Updates to volunteers and Advisory, committee and working group members	Email and Face to Face	Relevant Manager	Ongoing	As required and/or new information becomes available
Community and business updates	Social media, website page, community newsletter, Direct mail	Shire President, CEO and Communications	Ongoing	As required and/or new information becomes available

## 10.2 Working from Home Procedure

### 1. Procedure

The Shire of Broomehill-Tambellup (the Shire) has developed this procedure to set out the requirements and considerations for entering into a working from home arrangement (WFHA) and the management of an approved arrangement. An employee must apply for a WFHA via the application process detailed in this procedure.

### 2. Application

This procedure applies to permanent full-time and part-time employees of the Shire seeking to enter into an ongoing or fixed term arrangement to carry out part of their duties from home.

For the purpose of this procedure 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

### 3. Application Process

All applications will be considered on a case-by-case basis by the line manager for subsequent consideration and approval by the Chief Executive Officer (CEO).

#### 3.1 Preliminary Review by Line Manager

An employee is required to discuss with their line manager, their intention to apply for a WFHA and obtain preliminary support for the application. Where the line manager provides preliminary support, the employee will need to demonstrate in their application:

- The reasons for the employee wanting to work from home
- What efficiency will be maintained or increased as a result of the WFHA
- The ability of the employee to complete work within the employee's agreed span of hours as detailed in the employee's Employment Contract and Local Government Industry Award 2020
- The impact the arrangement may have on the productivity of co-workers and service to customers of the Shire
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- That the employee has a suitable home office, access to necessary equipment, internet and IT systems to be able to effectively work from home.

In addition to the employees' responses, the line manager will consider the eligibility criteria in the Working from Home Policy.

#### 3.2 Application assessment by CEO

The Shire aims to provide a written response to all WFHA applications within 21 calendar days of receiving the WFHA application. When assessing an application, the CEO will consider the eligibility criteria in the Working from Home Policy. The CEO may also consider any factors or information relevant on operational grounds, or personal employee grounds when reviewing and determining WFHA applications. These include but are not limited to:

- Ensuring the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom and kitchen
- The Shire conducting a safety inspection
- There being in place a clear communication plan to ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- The ownership and usage arrangements of the equipment and assets are appropriately documented.

Where a WFHA application is declined, a written response outlining the reasons for the rejection will be provided to the employee.

### **3.3 Approval**

Where a WFHA is approved, the line manager will be responsible for arranging a meeting with the employee and Human Resources to discuss terms and conditions of the WFHA. A written WFHA agreement is required for all approved applications and must include the following:

- Duration of the arrangement, including the commencement date, review date and end date
- Days of work, hours of work and start and finish times or span of hours
- Details of the declared work space
- Confirmation that the employees terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply, and
- The notice period the Shire is required to give to terminate the arrangement, if there is no set end date for the arrangement.

The WFHA agreement must be signed by the employee, the line manager and the CEO to enact the home working arrangements.

### **4. Trial Period**

Any WFHA approved under this procedure will be subject to a trial period of three (3) months to ensure the arrangements meet the business requirements of the Shire and the flexibility required of the employee.

### **5. During the life of the WFHA agreement**

Once a WFHA has been approved and commenced it is the line manager's responsibility to:

- Ensure the employee is working in accordance with their WFHA and adhering to the Shire's policies and procedures
- Organise independent safety inspections. Reasonable notice will be provided to the employee about the inspection
- Review and sign off on records of hours worked (timesheets) as required
- Monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Shire and the employee
- Ensure the communication plan and work allocation / management is working and make amendments where deficiencies are identified, and
- Accurately document the ownership and usage arrangements of the equipment and assets.

The employee will be responsible for ensuring they:

- Adhere to the Shire's policies and procedures
- Maintain regular contact with their line manager and colleagues, and be contactable during their agreed hours of work
- Meet fitness for work requirements and if unwell, injured or unable to work due to other reasons, submit a leave request
- Take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- Maintain accurate and up to date records of hours worked at home within the normal span of hours
- Comply with requests to attend work on days when they would normally be working from home from time to time, to attend staff meetings, announcements, client functions and training and employee development
- Allow a person, appointed by the Shire, to have access to their home office and related areas from time to time to allow a safety inspection, and
- Take all reasonable precautions necessary to secure the Shire's equipment.

For the duration of a WFHA, the Shire is not responsible for:

- Any liability on the part of a third party who is not an employee at the working from home site, and
- The employee's personal property.

### **5.1 Tax Implications**

The Shire is not required to supply core equipment or facilities to the employee for the purposes of working from home. It is assumed that an employee entering into a WFHA has adequate equipment to complete the assigned job, for example; computer, work station and internet access.

Any hardware or software purchased by the Shire remains the property of the Shire and must be returned to the Shire should the WFHA end or be terminated. Employees using the Shire's licensed software must adhere to the manufacturer's licensing agreements.

### **5.2 Records and Confidentiality**

All records, documents, work papers and work products developed while under the WFHA are subject to the Shire's governance and privacy policies and procedures and any related processes and practices which apply at the employee's usual place of work. Confidential and other restricted access materials must not be compromised in any way and employees who are working from home should take all precautions necessary to secure such materials.

### **5.3 Health and Safety**

Under the *Occupational Safety and Health Act 1984* the Shire is responsible for the health, safety and welfare of an employee at work and while at the home-based work site. All Shire governing documents, including the Shire's health and safety policies and procedures apply.

If the employee has an accident or is injured while working from home, the accident or injury must be reported immediately to the line manager. The employee must allow a person, appointed by the Shire, access to their home for the purpose of conducting an investigation.

## **6. Termination**

Working from home is neither an entitlement nor an obligation. The Shire or the employee may terminate the WFHA at any time and for any reason, with one week's notice.

The Shire will not be held responsible for costs, damages or losses resulting from cessation of the agreement.

## **7. Insurance**

An employee who is working from home under an approved WFHA will be covered by the Shire's insurance if performing work in accordance with the WFHA in their home office.

## **8. Consequences of breaching this procedure**

This procedure constitutes a lawful instruction to employees. Any breach of this procedure may lead to disciplinary action including, but not limited to, termination of employment.

## **9. Variation to this procedure**

This procedure may be cancelled or varied from time to time. The Shire's employees will be notified of any variation to this procedure by normal correspondence method.

This procedure will be reviewed annually, or more often where circumstances require.

## **10. Related Documents**

### **10.1 Internal**

- *Working from Home Agreement*
- *Council Policy 2.14 - Working from Home Policy*

### **10.2 External**

- *Occupational Safety and Health Act 1984*

### 10.3 Working from Home Agreement

EMPLOYEE DETAILS	
Employee Name:	
Position:	
Department:	
Employment Status (full-time or part-time)	
Office Location:	
Address of Home Based Work:	
Email Address:	
Mobile phone number:	

WORKING FROM HOME ARRANGEMENTS	
Days of work:	
Hours of work:	
Start and finish times or span of hours:	
Declared workspace (description of work area):	
Commencement date:	
Review date:	
End date:	

WORKING FROM HOME – OCCUPATIONAL SAFETY AND HEALTH CHECKLIST		
Is the workspace free of potential hazards that could cause physical harm (for example frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams or uneven floor surfaces)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are chairs sturdy with no loose castors/wheels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the electrical cords and extension wires secured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Is the office space neat, clean and free of obstructions and excessive amounts of combustibles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the desk, chair, computer and peripherals meet ergonomic requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there enough light for reading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate ventilation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a working (test) smoke detector within hearing distance of the workspace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the noise level of the area acceptable to avoid distraction from task concentration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have been issued Shire of Broomehill-Tambellup equipment, have you been briefed on the care of the equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### GENERAL REQUIREMENTS

- The line manager and the employee must agree to a communication strategy to ensure the employee is contactable during work hours and involved in their usual work activities and projects.
- An employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply. This includes the employee's employment contract, the Code of Conduct, the Local Government's policies and procedures, and any other document that may be relevant.
- The employee agrees to ensure their productivity is maintained or improved while working from home.
- The employee agrees to keep accurate and current records of hours worked at home.
- The hours worked by the employee will be within the normal span of hours and as documented in this agreement.
- The employee may only undertake overtime with the prior written approval of the line manager.
- The employee still needs to apply for leave as required.
- The employee is to ensure that adequate arrangements are in place for any caring responsibilities while the employee is working from home.
- The employee understands they are responsible for their commitment to work, health and safety and will advise the Local Government of any support or assistance required.
- The employee must take all reasonable precautions to ensure the Local Government's equipment and documents are kept secure, private and confidential.
- The Local Government may terminate the working from agreement at any time and for any reason, with one week's notice.



**EMPLOYEE DECLARATION**

I, \_\_\_\_\_, understand the importance of this Working from Home Agreement, agree to comply with the General Requirements outlined above and undertake that the information I have provided is accurate and current. Should any of the information provided by me change, I will notify the Shire as soon as possible.

I understand that on return to the workplace, any equipment issued will be returned to the Shire in the same condition in which it was issued.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVAL**

As the employee's line manager, I agree to the terms and conditions of this Working from Home Agreement.

**Line managers' name:** \_\_\_\_\_

**Line managers' signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the CEO, I agree to the terms and conditions of this Working from Home Agreement.

**CEO name:** \_\_\_\_\_

**CEO signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*A copy of this Agreement is to be given to the employee and placed on the employees' personnel file.*

## 10.4 Working from Home Checklist



# Self-Assessment Checklist

## Working from Home Ergonomics

This Self-Assessment Checklist is designed to be completed by a worker to ensure their home workstation is ergonomically setup for themselves.

Item	Ergonomic Chair	Yes	No	N/A	Recommendations
1	Identify which chair in your house provides the greatest support and adjustment features. (Height adjustment, backrest angle, lumbar support adjustment, seat pan tilt etc.)  <b>NOTE:</b> You may be required to work from home for an extended period of time, so please ensure you have appropriate and adequate equipment.				<ul style="list-style-type: none"> <li>• Spend 5 minutes becoming familiar with all the features of your chair.</li> </ul>
2	When seated with your hips as far into the chair as possible, is there a 2-4 finger space between the back of your knee and the front of the chair?				<ul style="list-style-type: none"> <li>• Obtain a chair which provides adequate space behind the knee</li> </ul>
3	Is the lumbar (lower back) support in the backrest positioned within the lumbar curve of your spine?				<ul style="list-style-type: none"> <li>• If possible, adjust the lumbar (lower back) support into the correct position</li> </ul>
4	If not fixed, adjust the backrest angle and/or seat pan (cushion) tilt to your comfort level. Recommended to have a 90-100° angle at your hip joint				<ul style="list-style-type: none"> <li>• Adjust the seat pan (cushion) tilt</li> <li>• Adjust the backrest angle</li> </ul>
5	Does the seat cushion provide adequate support?				<ul style="list-style-type: none"> <li>• Obtain a chair which provides cushioning</li> </ul>
6	Does the chair have any malfunctions?				<ul style="list-style-type: none"> <li>• Find an alternate</li> </ul>

Item	Desk	Yes	No	N/A	Recommendations
7	Identify the best table in your home to work from, not the couch and coffee table or bed.				<ul style="list-style-type: none"> <li>• Ideally &gt;800mm wide, &gt;600mm deep and between 700-750mm high. Also note you do want the thickness of the desk to be to much &lt;100mm.</li> </ul>
8	Is under the desk free of clutter? (Boxes, personal items, power cords etc.)				<ul style="list-style-type: none"> <li>• Remove any clutter which may obstruct the comfortable positioning of your legs</li> </ul>
9	When seated at your workstation are your elbows slightly higher than the desk?				<ul style="list-style-type: none"> <li>• Adjust chair height</li> <li>• Adjust desk height</li> </ul>
10	Are you able to place your entire foot flat on the ground when seated at your workstation?				<ul style="list-style-type: none"> <li>• Footrest required (find a suitable household item to use, i.e. laundry bucket)</li> </ul>

Item	Monitor/s	Yes	No	N/A	Recommendations
11	Are you sitting directly in front of your monitor/s				<ul style="list-style-type: none"> <li>Adjust monitor position</li> </ul>
12	Is your eye line in the top third of the monitor/s?				<ul style="list-style-type: none"> <li>Adjust monitor height</li> <li>Add or remove monitor rise</li> <li>Use a household item like books or other stable items</li> </ul>
13	If you have multiple monitors, are they positioned to reflect usage? (50/50; 70/30 etc.)				<ul style="list-style-type: none"> <li>Adjust monitor position based on usage</li> </ul>
14	Are all monitors adjusted to the same height, distance and angle?				<ul style="list-style-type: none"> <li>Monitors to be matched</li> </ul>
15	Do the monitors have the same brightness and contrast levels?				<ul style="list-style-type: none"> <li>Brightness matched</li> <li>Contrast matched</li> </ul>
16	Are you impacted by glare or reflection issues?				<ul style="list-style-type: none"> <li>Use blinds, curtains or window treatments</li> </ul>
17	Is the display size suitable for you and easy to read?				<ul style="list-style-type: none"> <li>Display size increased to medium</li> <li>Display size increased to large</li> </ul>

Item	Keyboard and Mouse	Yes	No	N/A	Recommendations
18	Is the keyboard positioned directly in front of you?				<ul style="list-style-type: none"> <li>Reposition keyboard</li> </ul>
19	Is the keyboard (spacebar) positioned within 10-15cm from the desk edge? (elbows should be aligned with shirt seam)				<ul style="list-style-type: none"> <li>Reposition keyboard</li> </ul>
20	Is the keyboard angle raised and wrist discomfort experienced?				<ul style="list-style-type: none"> <li>Flatten keyboard angle</li> </ul>
21	Is the mouse positioned on the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> <li>Reposition mouse</li> </ul>

Item	Telephone	Yes	No	N/A	Recommendations
22	Is the telephone placed on your non-writing side?				<ul style="list-style-type: none"> <li>Relocate phone</li> </ul>
23	Is the telephone within easy reach? (<450mm)				<ul style="list-style-type: none"> <li>Relocate phone</li> </ul>
24	Are you on the telephone >45% of your work day or for a duration >20mins?				<ul style="list-style-type: none"> <li>Headset may be required,</li> <li>Use of speaker phone</li> </ul>

Item	Workstation and Paperwork Area	Yes	No	N/A	Recommendations
25	Are all cables and leads routed and secured?				<ul style="list-style-type: none"> <li>Cable management (Spiral wrap and cable trays)</li> </ul>
26	Do you require separate paperwork and computer work areas?				<ul style="list-style-type: none"> <li>Modify the workstation to include separate work areas</li> </ul>
27	Is the lighting at your workstation adequate?				<ul style="list-style-type: none"> <li>Investigate workstation lighting options</li> <li>Use a reading light or lamp</li> </ul>
28	Do you require a document holder for data entry computer tasks?				<ul style="list-style-type: none"> <li>Obtain a document holder. In between monitor and keyboard variety recommended, 3M A3 device preferred</li> </ul>
29	When completing paperwork and reading, do you lower chair height to improve posture?				<ul style="list-style-type: none"> <li>Lower chair height to promote better working posture</li> </ul>

Item	Laptop	Yes	No	N/A	Recommendations
	Do you have an external mouse and keyboard for extended laptop use?				<ul style="list-style-type: none"> <li>• Obtain a wireless keyboard and mouse combo</li> </ul>
	<p>Is the laptop positioned at an appropriate height? (Slightly below eye level)</p> <p><b>NOTE:</b> A laptop is not designed to be used on your lap for extended periods of time.</p>				<ul style="list-style-type: none"> <li>• Use an external full size monitor, rather than laptop screen</li> <li>• Raise laptop via books or bucket or other stable household item.</li> <li>• Ensure you have keyboard and mouse on desk height prior to elevating the laptop height.</li> </ul>