

# SHIRE OF BROOMEHILL-TAMBELLUP

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2018

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**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Nature or Type**  
**For the Period Ended 30 April 2018**

Note	Amended Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	2,322,100	2,322,100	2,325,994.63	3,895	0.2%	
	4,636,700	2,024,530	1,997,579.96	(26,950)	(1.3%)	
10	2,000	2,000	3,739.10	1,739	46.5%	
	245,700	218,974	214,867.23	(4,107)	(1.9%)	
	0	0	0.00	0	0.0%	
	56,800	43,250	40,855.60	(2,394)	(5.9%)	
	86,400	82,696	82,310.06	(386)	(0.5%)	
<b>Total</b>	<b>7,349,700</b>	<b>4,693,550</b>	<b>4,665,346.58</b>	<b>(28,203)</b>		
<b>Operating Expense</b>						
	(1,913,800)	(1,681,423)	(1,689,114.16)	(7,691)	(0.5%)	
	(5,347,400)	(2,739,565)	(2,427,912.11)	311,653	12.8%	▼
	(177,900)	(146,238)	(142,498.98)	3,739	2.6%	
	(1,114,000)	(928,288)	(901,885.15)	26,403	2.9%	
	(54,300)	(50,800)	(57,653.07)	(6,853)	(11.9%)	
	(174,000)	(174,000)	(155,081.15)	18,919	12.2%	▼
10	(125,700)	(42,800)	(64,939.20)	(22,139)	(34.1%)	▲
	(82,000)	(71,220)	(67,911.17)	3,309	4.9%	
<b>Total</b>	<b>(8,989,100)</b>	<b>(5,834,334)</b>	<b>(5,506,994.99)</b>	<b>327,339</b>		
<b>Funding Balance Adjustment</b>						
	1,114,000	928,288	901,885.15	(26,403)	(2.9%)	
10	123,700	40,800	61,200.10	20,400	33.3%	▲
	0	0	(3,067.05)	(3,067)	0.0%	
<b>Net Operating</b>	<b>(401,700)</b>	<b>(171,696)</b>	<b>118,369.79</b>	<b>290,066</b>		
<b>Capital Revenues</b>						
8	3,774,800	2,815,900	2,469,681.60	(346,218)	(14.0%)	▼
10	980,000	800,900	895,857.65	94,958	10.6%	▲
9	987,400	529,000	500,295.00	(28,705)	(5.7%)	
<b>Total</b>	<b>5,742,200</b>	<b>4,145,800</b>	<b>3,865,834.25</b>	<b>(279,966)</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0	0.0%	
12	(1,334,000)	(1,271,000)	(1,156,420.33)	114,580	9.9%	
12	(1,538,000)	(1,331,000)	(1,264,831.92)	66,168	0.0%	
12	0	0	0.00	0	0.0%	
12	(3,030,400)	(1,367,900)	(1,289,836.83)	78,063	6.1%	
12	(245,000)	(145,000)	(106,061.29)	38,939	36.7%	▼
12	(82,300)	(60,100)	(60,122.15)	(22)	(0.0%)	
9	(734,200)	(701,600)	(708,632.10)	(7,032)	(1.0%)	
<b>Total</b>	<b>(6,963,900)</b>	<b>(4,876,600)</b>	<b>(4,585,904.62)</b>	<b>290,695</b>		
<b>Net Capital</b>	<b>(1,221,700)</b>	<b>(730,800)</b>	<b>(720,070.37)</b>	<b>10,730</b>		
<b>Total Net Operating + Capital</b>	<b>(1,623,400)</b>	<b>(902,496)</b>	<b>(601,700.58)</b>	<b>300,795</b>		
Opening Funding Surplus(Deficit)	1,623,400	1,623,400	1,623,405.14	5	0.0%	
4	<b>0</b>	<b>720,904</b>	<b>1,021,704.56</b>	<b>300,801</b>		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 30 April 2018**

Note	Amended Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>						
	32,000	27,100	19,621.53	(7,478)	(38.11%)	
	3,262,400	3,034,830	3,029,220.46	(5,610)	(0.19%)	
	111,100	105,750	105,532.93	(217)	(0.21%)	
	1,100	500	923.27	423	45.84%	
	80,100	67,100	38,302.94	(28,797)	(75.18%)	▼
	59,600	49,332	56,062.64	6,731	12.01%	
	78,700	75,600	80,208.35	4,608	5.75%	
	878,600	865,930	587,707.46	(278,223)	(47.34%)	▼
	6,502,400	3,178,282	3,122,964.93	(55,317)	(1.77%)	
	41,000	34,196	42,793.63	8,598	20.09%	
	77,500	70,830	51,690.04	(19,140)	(37.03%)	▼
<b>Total</b>	<b>11,124,500</b>	<b>7,509,450</b>	<b>7,135,028.18</b>	<b>(374,422)</b>		
<b>Operating Expense</b>						
	(736,600)	(553,905)	(483,534.54)	70,370	14.55%	▼
	(276,900)	(216,102)	(227,525.29)	(11,423)	(5.02%)	
	(226,400)	(190,004)	(176,109.98)	13,894	7.89%	
	(64,900)	(54,976)	(38,235.07)	16,741	43.78%	▼
	(98,900)	(75,982)	(60,778.73)	15,203	25.01%	▼
	(125,500)	(103,396)	(61,588.88)	41,807	67.88%	
	(398,400)	(325,058)	(302,697.52)	22,360	7.39%	
	(1,093,600)	(953,598)	(1,010,732.02)	(57,134)	(5.65%)	
	(5,734,400)	(3,065,149)	(2,874,810.96)	190,338	6.62%	
	(203,000)	(167,910)	(150,188.88)	17,721	11.80%	▼
	(30,500)	(128,254)	(120,793.12)	7,461	6.18%	
<b>Total</b>	<b>(8,989,100)</b>	<b>(5,834,334)</b>	<b>(5,506,994.99)</b>	<b>327,339</b>		
<b>Funding Balance Adjustment</b>						
	1,114,000	928,288	901,885.15	(26,403)	2.93%	
	123,700	40,800	61,200.10	20,400	33.33%	▲
	0	0	(3,067.05)	(3,067)		
<b>Net Operating</b>	<b>3,373,100</b>	<b>2,644,204</b>	<b>2,588,051.39</b>	<b>(56,153)</b>		
<b>Capital Revenues</b>						
	980,000	800,900	895,857.65	94,958	10.60%	▲
	987,400	529,000	500,295.00	(28,705)	(5.74%)	
<b>Total</b>	<b>1,967,400</b>	<b>1,329,900</b>	<b>1,396,152.65</b>	<b>66,253</b>		
<b>Capital Expenses</b>						
	0	0	0.00	0	0.00%	
	(1,334,000)	(1,271,000)	(1,156,420.33)	114,580	9.91%	
	(1,538,000)	(1,331,000)	(1,264,831.92)	66,168	5.23%	
	0	0	0.00	0	0.00%	
	(3,030,400)	(1,367,900)	(1,289,836.83)	78,063	6.05%	
	(245,000)	(145,000)	(106,061.29)	38,939	36.71%	▼
	(82,300)	(60,100)	(60,122.15)	(22)	(0.04%)	
	(734,200)	(701,600)	(708,632.10)	(7,032)	(0.99%)	
<b>Total</b>	<b>(6,963,900)</b>	<b>(4,876,600)</b>	<b>(4,585,904.62)</b>	<b>290,695</b>		
<b>Net Capital</b>	<b>(4,996,500)</b>	<b>(3,546,700)</b>	<b>(3,189,751.97)</b>	<b>356,948</b>		
<b>Total Net Operating + Capital</b>	<b>(1,623,400)</b>	<b>(902,496)</b>	<b>(601,700.58)</b>	<b>300,795</b>		
	1,623,400	1,623,400	1,623,405.14	5	0.00%	
	0	720,904	1,021,704.56	300,801		

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**BALANCE SHEET**  
For the Period Ended 30 April 2018

	<b>Actual 2017/18</b>	<b>C/fwd 1 July 2017</b>
<b>CURRENT ASSETS</b>		
Cash	1,948,422.78	2,204,025.40
Receivables	428,039.15	669,298.60
Inventories - Stock on Hand	116,340.71	56,547.61
TOTAL CURRENT ASSETS	2,492,802.64	2,929,871.61
<b>CURRENT LIABILITIES</b>		
Creditors and Provisions	706,426.25	753,198.79
Borrowings	22,163.47	82,285.62
TOTAL CURRENT LIABILITIES	728,589.72	835,484.41
<b>NET CURRENT ASSETS</b>	<b>1,764,212.92</b>	<b>2,094,387.20</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	55,460.17	55,460.17
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	62,764.08	62,764.08
Property, Plant and Equipment	16,972,896.86	15,823,620.48
Infrastructure Assets	113,559,433.49	112,750,502.40
TOTAL NON-CURRENT ASSETS	130,866,554.60	128,908,347.13
<b>NON-CURRENT LIABILITIES</b>		
Creditors and Provisions	68,073.95	68,073.95
Borrowings	1,219,721.60	1,219,721.60
TOTAL NON-CURRENT LIABILITIES	1,287,795.55	1,287,795.55
<b>NET ASSETS</b>	<b>131,342,971.97</b>	<b>129,714,938.78</b>
<b>EQUITY</b>		
Accumulated Surplus	33,450,088.28	32,030,392.19
Reserves - Asset Revaluation	96,692,451.17	96,692,451.17
Reserves - Cash Backed	1,200,432.52	992,095.42
TOTAL EQUITY	<b>131,342,971.97</b>	<b>129,714,938.78</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**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, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as 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 30 April 2018**

**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, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

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

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

**GOVERNANCE**

**Objective:**

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

**Activities:**

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

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates; general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

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

**Activities:**

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

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

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

**EDUCATION AND WELFARE**

**Objective:**

To provide services to the elderly, children and youth.

**Activities:**

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

**HOUSING**

**Objective:**

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

**Activities:**

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

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the Community.

**Activities:**

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

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

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

**RECREATION AND CULTURE**

**Objective:**

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

**Activities:**

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

**TRANSPORT**

**Objective:**

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

**Activities:**

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

**ECONOMIC SERVICES**

**Objective:**

To assist in promoting the Shire and its economic wellbeing.

**Activities:**

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

**OTHER PROPERTY & SERVICES**

**Objectives:**

To monitor and control councils works overhead operating accounts.

**Activities:**

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



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**By Reporting Program**  
**For the Period Ended 30 April 2018**

**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.

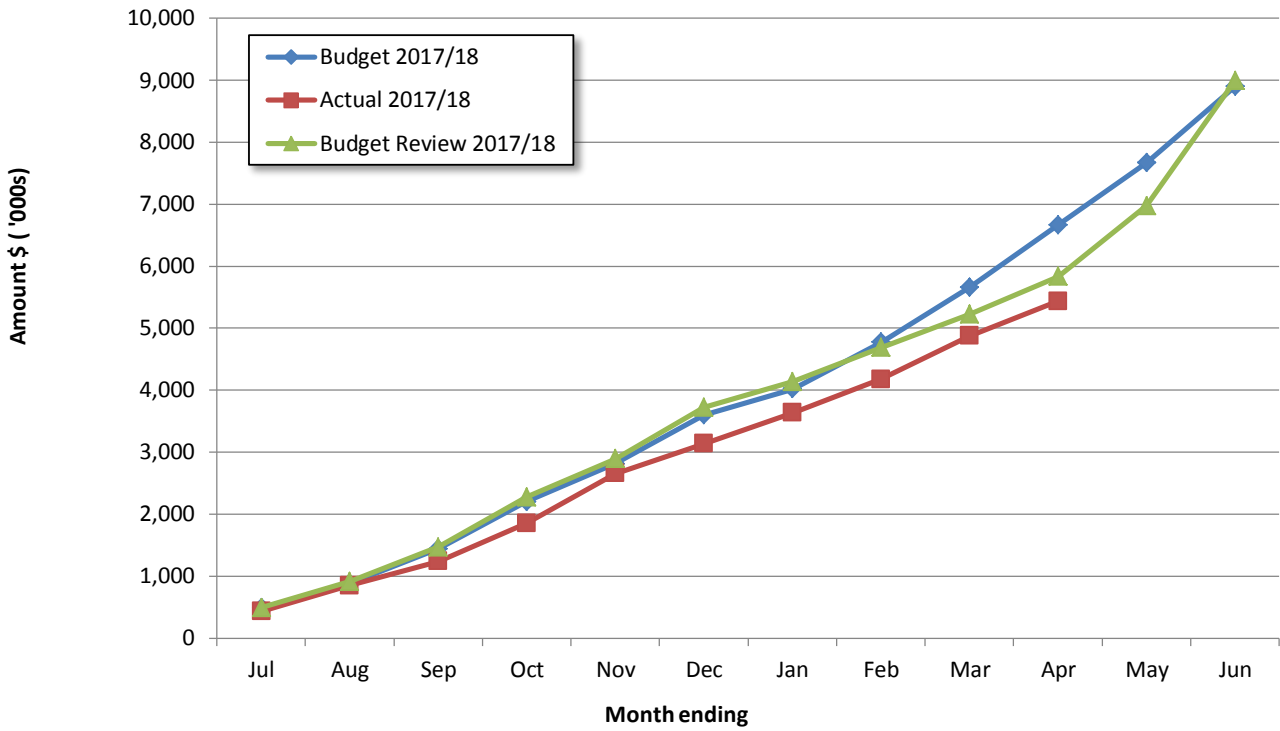
The material variance adopted by Council for the 2017/18 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
<b>OPERATING REVENUES</b>		
<b>Education &amp; Welfare - (\$28,797) / (75.18%)</b> Recoup of wages/super/travel for the A Smart Start Co-ordinators is lower than budget. Recoups are made from the Trust Fund where the grant funding is held.	✓	
<b>Recreation &amp; Culture - (\$278,223) / (47.34%)</b> The final payment in funding for the Tambellup Pavilion will be received upon acquittal of the project, which will be May/June 2018	✓	
<b>Other Property &amp; Services - (\$19,410) / (37.03%)</b> Revenue from Private Works is lower than anticipated due to the number of private works requests being lower than previous years, and resource sharing with neighbour Councils not being undertaken this year.		✓
<b>OPERATING EXPENSES</b>		
<b>Governance - \$70,370 / 14.55%</b> Review of Councils Integrated Planning documents has commenced, however expenditure hasn't been as high as anticipated to date. A Consultant has been engaged to assist with the Workforce Plan and Strategic Community Plan.	✓	
Consolidation of the Town Planning Schemes is ongoing, and the balance of grant funding from the Amalgamation is earmarked for this.	✓	
<b>Health - \$16,741 / 43.78%</b> Expenditure to date has not been as high as anticipated.	✓	
<b>Education &amp; Welfare - \$15,203 / 25.01%</b> Payment of wages/super/travel to the A Smart Start Co-ordinators has been lower than anticipated. Resulting recoup from the Trust Fund is also lower.	✓	
<b>Economic Services - \$17,721 / 11.80%</b> Expenditure under this program has not been as high as expected for the year to date.	✓	
<b>CAPITAL REVENUE</b>		
<b>Proceeds from Disposal of Assets - \$94,958 / 10.60%</b> The variance is the result of the timing of plant/vehicle changeovers. In some instances a higher trade value has been realised contributing to the variance. All changeovers have come within the budgeted provision for each vehicle.	✓	
<b>CAPITAL EXPENSES</b>		
<b>Infrastructure Other - \$38,939 / 36.71%</b> Construction of the washdown bay at the Tambellup Depot is progressing with the new tanks installed. Plumbing works have been arranged and the equipment required to complete the project will be onsite in May.	✓	

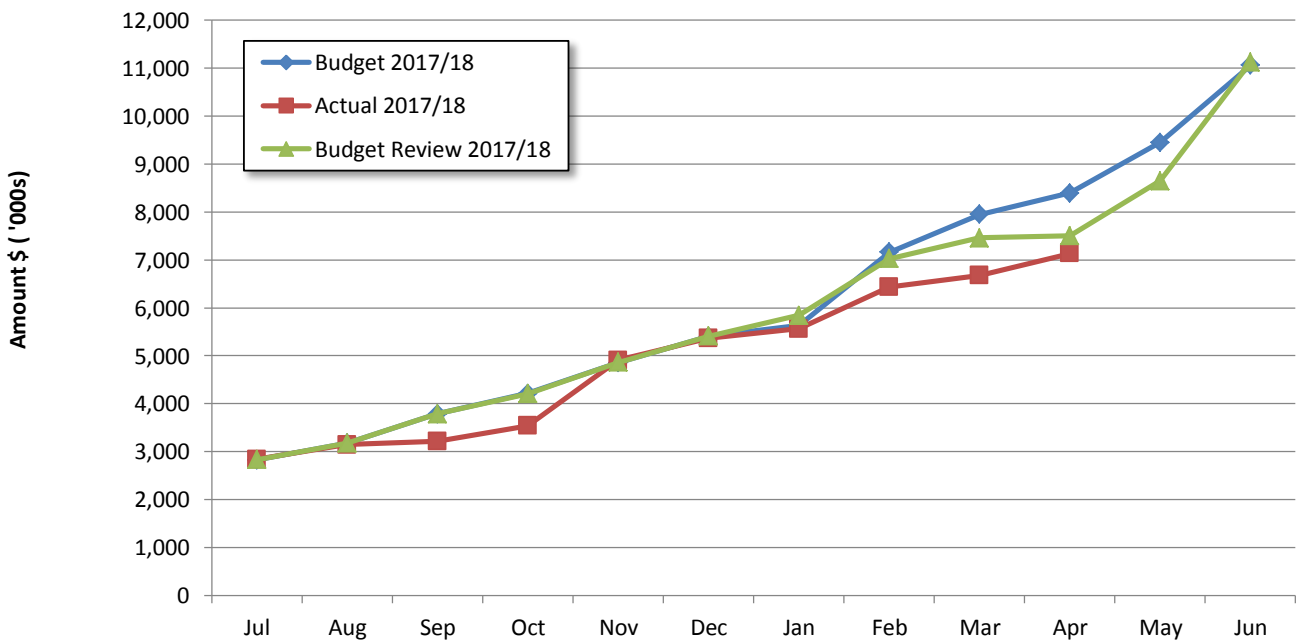
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2018**

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

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



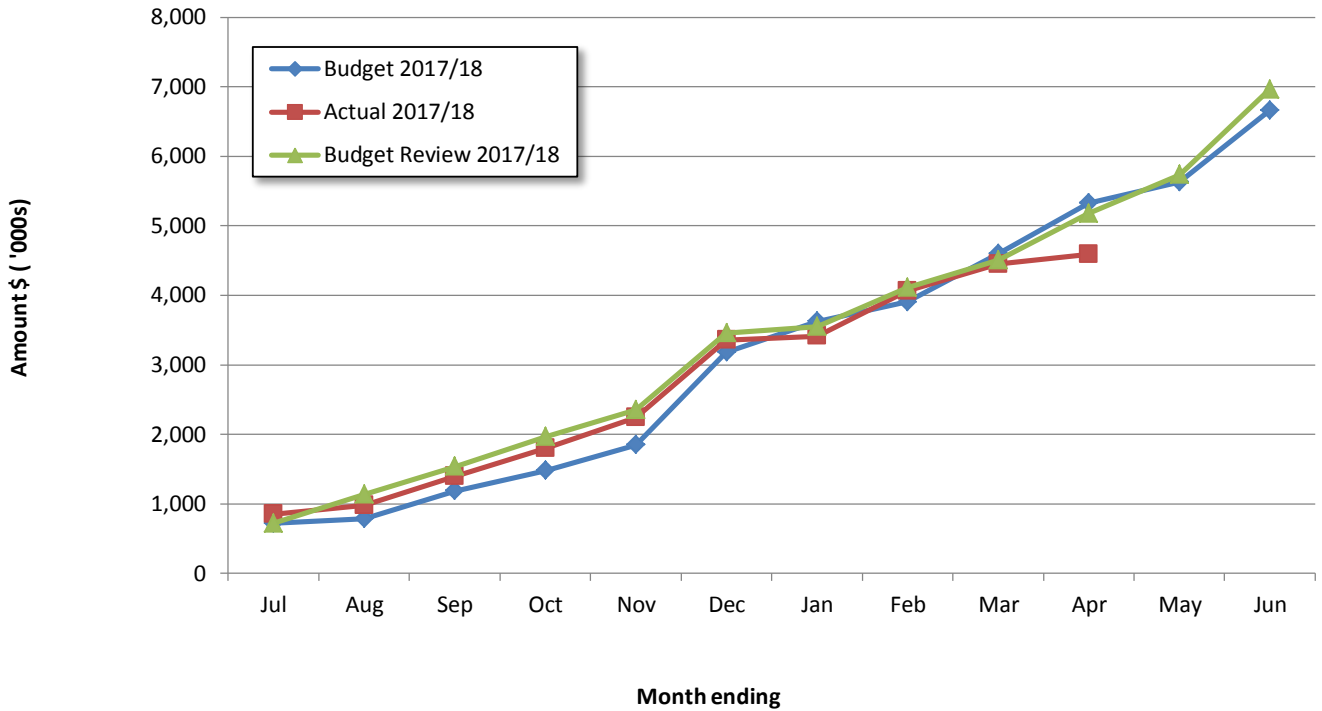
**Budget Operating Revenues -v- Actual**



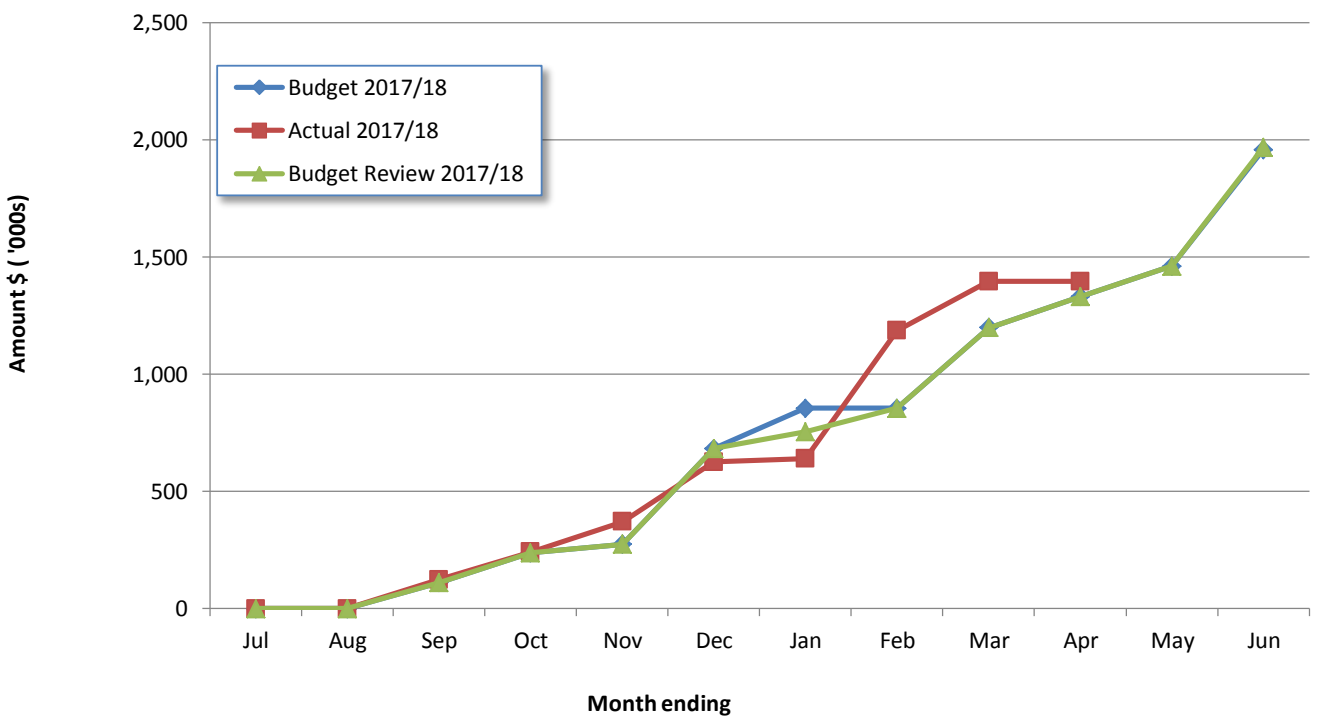
**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2018**

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

**Budget Capital Expenses -v- Actual**



**Budget Capital Revenue -v- Actual**



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**4: NET CURRENT FUNDING POSTION**

	Note	Actual 2017/18	C/fwd 1 July 2017
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		(71,164.40)	1,026,444.59
Cash Restricted - Unspent Grants	8	819,154.66	185,485.39
Cash Restricted - Reserves	9	1,200,432.52	992,095.42
Receivables - Rates and Rubbish	6	216,510.30	211,823.65
Receivables - Other	6	34,660.90	228,027.47
Inventories		116,340.71	56,547.61
Accruals and Provisions		133,722.54	120,605.82
		2,449,657.23	2,821,029.95
<b>Less: Current Liabilities</b>			
Payables		(236,429.39)	(203,361.61)
Net GST & PAYG		8,909.24	36,939.75
Accruals and Provisions		0.00	(39,107.53)
		(227,520.15)	(205,529.39)
Less: Cash Restricted - Reserves	9	(1,200,432.52)	(992,095.42)
<b>Net Current Funding Position</b>		<b>1,021,704.56</b>	<b>1,623,405.14</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**5: CASH AND INVESTMENTS**

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Fund	133 904 987		(72,664.40)	819,154.66		746,490.26	Bendigo	
Trust Fund	133 905 067				280,294.38	280,294.38	Bendigo	
Cash on Hand			1,500.00			1,500.00		On Hand
<b>(b) Term Deposits</b>								
Reserve Funds	2516108	1.70%		1,200,432.52		1,200,432.52	Bendigo	28/06/2018
<b>Total</b>			<b>(71,164.40)</b>	<b>2,019,587.18</b>	<b>280,294.38</b>	<b>2,228,717.16</b>		

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

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

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

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

**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2018**

**6: RECEIVABLES**

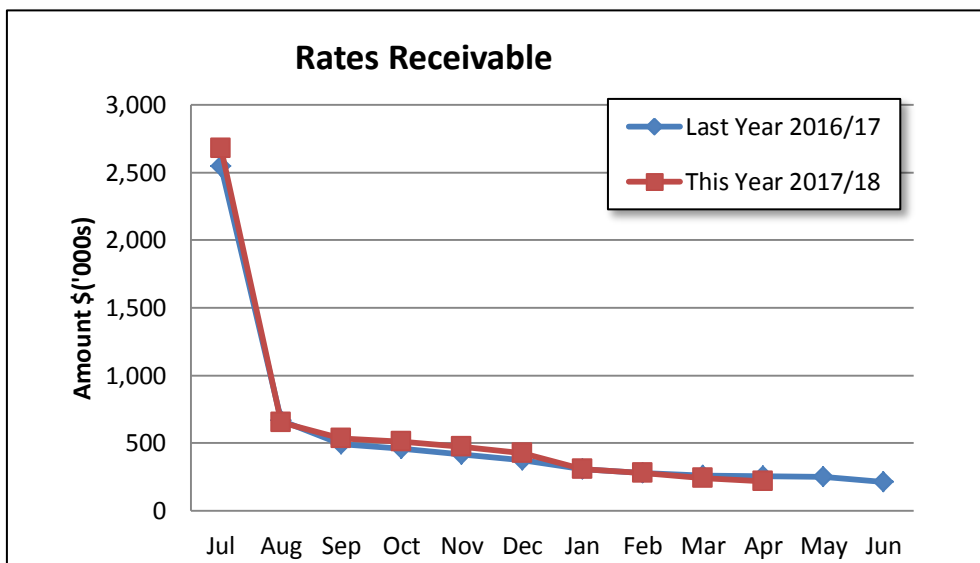
**Rates & Rubbish**

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

<b>Actual 2017/18</b>	<b>c/fwd 1 July 2017</b>
\$	\$
211,823.65	191,666.15
2,477,625.07	2,358,073.39
(2,472,938.42)	(2,337,915.89)
<b>216,510.30</b>	<b>211,823.65</b>
<b>216,510.30</b>	<b>211,823.65</b>
% Collected	91.95%
	91.69%

**Net Rates Collectable**

% Collected

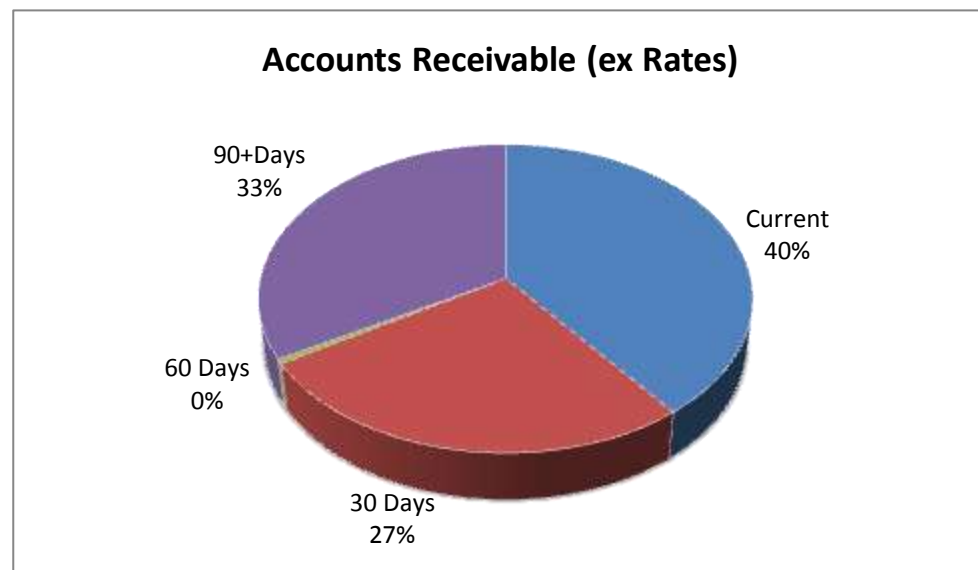


*Comments/Notes - Receivables Rates and Rubbish*

**Accounts Receivable**

	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90+Days</u>
	\$	\$	\$	\$
Sundry Debtors	4,025.91	10,587.45	190.00	13,207.74
Pensioner Rebates	-			
Emergency Services Levy	11,649.80			
	<b>15,675.71</b>	<b>10,587.45</b>	<b>190.00</b>	<b>13,207.74</b>
		<b>Total Outstanding</b>		<b>39,660.90</b>

Amounts shown above include GST (where applicable)



*Comments/Notes - Receivables General*

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**7: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption.

GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
		<b>Balanced Budget Adopted - 20 July 2017</b>					<b>0</b>
	SURPLUS	Surplus c/fwd 1 July 2017	Increased surplus due to timing of Pavilion payments at year end	1,294,800	1,623,400	328,600	328,600
<b>GENERAL PURPOSE FUNDING</b>							
<b>Rates</b>							
03030.74	Revenue	Rates - Reimbursements	Increase reimbursement of Debt Collection fees on-charged to ratepayers	3,000	15,000	12,000	340,600
03110.16	Expense	Rates - Contract Services	Increased allocation for Debt Collection costs	(5,000)	(15,000)	(10,000)	330,600
<b>Other General Purpose Funding</b>							
03229.72	Revenue	FAGS - General Purpose Grants	Decrease in FAGS allocation as advised by WA Grants Commission	554,700	540,800	(13,900)	316,700
03230.72	Revenue	FAGS - Local Road Funding	Increase in FAGS allocation as advised by WA Grants Commission	267,600	283,600	16,000	332,700
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>							
<b>Fire Prevention</b>							
05020.79	Revenue	ESL Collected	Increase to account for actual amount levied	56,600	60,000	3,400	336,100
05021.74	Revenue	Other Fire Prevention - Reimbursements	Reimbursement from Tamb East brigade for purchase of radios	2,000	5,500	3,500	339,600
05120.59	Expense	ESL Remitted	Increase to account for payment of actual amount levied	(56,600)	(60,000)	(3,400)	336,200
05121.13	Expense	Other Fire Prevention - Minor Equipment	Purchase of radios - Tamb East brigade	0	(3,500)	(3,500)	332,700
<b>HEALTH</b>							
<b>Maternal &amp; Infant Health</b>							
07101.15	Expense	Infant Health Clinic - Repairs & Maintenance	Additional building maintenance - repairs to sump	(3,000)	(5,000)	(2,000)	330,700
<b>HOUSING</b>							
<b>Other Housing</b>							
09125.15	Expense	Sandalwood Villas - Repairs & Maintenance	Provision to allow for repairs to Unit 6 bathroom	(7,000)	(14,000)	(7,000)	323,700
<b>COMMUNITY AMENITIES</b>							
<b>Protection of the Environment</b>							
10153.74	Revenue	Protection of the Environment - Reimbursements	Reimbursement from Drummuster for collections	1,000	2,000	1,000	324,700
10228.16	Expense	Drummuster - Contract Services	Increased expense incurred for Drummuster collection	(1,000)	(2,000)	(1,000)	323,700
<b>Town Planning</b>							
10376.17	Expense	Town Planning - Professional Services	Reduction based on expense incurred to date	(10,000)	(5,000)	5,000	328,700
<b>RECREATION &amp; CULTURE</b>							
<b>Public Halls &amp; Civic Centres</b>							
11001.74	Revenue	Broomehill Hall - Reimbursements	Insurance claim to repair damage to Hall verandah	0	9,000	9,000	337,700
11007.81	Revenue	Tambellup Pavilion - Contributions Non-Op	Contribution towards Bowling Green retic & shade structures	15,000	85,000	70,000	407,700
11076.15	Expense	Broomehill Hall - Repairs & Maintenance	Repair damage to verandah (insurance claim)	(5,000)	(20,000)	(15,000)	392,700
11077.16	Expense	Broomehill Rec Complex - Contract Services	Payment to BRC for purchase of tractor (from Reserve Funds)	0	(10,000)	(10,000)	382,700
11241.15	Expense	Tambellup Pavilion - Repairs & Maintenance	Additional landscaping costs, replace pine pole steps onto oval with concrete	(25,000)	(35,000)	(10,000)	372,700
11082.15	Expense	Former Tamb Bowling Club - Repairs & Maintenance	Remove and dispose of asbestos fencing	0	(7,000)	(7,000)	365,700

## 7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
<b>Other Recreation &amp; Sport</b>							
11153.71	Revenue	Kidsport - Grants Operating	Increased allocation from receipt of funding	0	3,200	3,200	368,900
11225.01	Expense	Parks, Gardens & Reserves - Salaries & Wages	Reallocation from Private Works	(147,000)	(157,000)	(10,000)	358,900
11225.16	Expense	Parks, Gardens & Reserves - Contract Services	Reduction based on expenditure to date - reallocated to Pavilion	(50,000)	(40,000)	10,000	368,900
11225.98	Expense	Parks, Gardens & Reserves - Plant Op Costs	Reallocation from Private Works	(84,900)	(91,900)	(7,000)	361,900
11225.99	Expense	Parks, Gardens & Reserves - Public Works O/heads	Reallocation from Private Works	(133,000)	(140,000)	(7,000)	354,900
11253.16	Expense	Kidsport - Contract Services	Payment of Kidsport vouchers from funding rec'd & c/fwd in surplus	0	(4,000)	(4,000)	350,900
<b>TRANSPORT</b>							
<b>Road Maintenance</b>							
12159.71	Revenue	Direct Grant - Grants Operating	Reduction following reduced funding pool to MRWA in State Budget	146,400	84,300	(62,100)	288,800
12162.74	Revenue	Other Road Mtce - Reimbursements	Insurance claim - repairs to bridges Tamb West Rd & Flat Rocks Rd	0	50,600	50,600	339,400
12226.15	Expense	Road Maintenance - Repairs & Maintenance	Repairs to bridges Tamb West Rd & Flat Rocks Rd (insurance claims)	0	(50,000)	(50,000)	289,400
12226.16	Expense	Road Maintenance - Contract Services	Reduction for expected expense for the remainder of the year	(175,000)	(166,900)	8,100	297,500
12226.98	Expense	Road Maintenance - Plant Op Costs	Reduction resulting from reduced allocation of POC expense for the year	(246,200)	(239,200)	7,000	304,500
<b>ECONOMIC SERVICES</b>							
<b>Other Economic Services</b>							
13451.74	Revenue	Other Economic Services - Reimbursements	Western Power refund - capital contribution Andersons Bore from 1980's	0	3,000	3,000	307,500
<b>OTHER PROPERTY &amp; SERVICES</b>							
<b>Private Works</b>							
14001.83	Revenue	Private Works - Fees & Charges	Reduction in revenue - less private works requests, Jetpatcher hire to other Shires	65,000	30,000	(35,000)	272,500
14051.01	Expense	Private Works - Salaries & Wages	Reduction in private works requests - realloc to Parks, Gardens & Reserves	(15,000)	(5,000)	10,000	282,500
14051.98	Expense	Private Works - Plant Op Costs	Reduction in private works requests - realloc to Parks, Gardens & Reserves	(12,000)	(5,000)	7,000	289,500
14051.99	Expense	Private Works - Public Works O/heads	Reduction in private works requests - realloc to Parks, Gardens & Reserves	(12,000)	(5,000)	7,000	296,500
<b>Public Works Overheads</b>							
14151.01	Expense	Public Works O/Heads - Salaries & Wages	Reallocate portion to Employee Provisions - payout of entitlements MOW	(120,000)	(100,000)	20,000	316,500
14151.06	Expense	Public Works O/Heads - Employee Provisions	Increase to allow for payout of entitlements MOW - realloc from wages	(200,000)	(220,000)	(20,000)	296,500
<b>Plant Operation Costs</b>							
14251.13	Expense	Plant Op Costs - Minor Equipment	Increase provision to allow for replacement of minor equipment	(12,000)	(25,000)	(13,000)	283,500
14251.60	Expense	Plant Op Costs - Licenses	Reduction following State Budget announcement to retain LG concessions	(40,000)	(20,000)	20,000	303,500
14300.98	Expense	Plant Op Costs Allocated	Reduction in allocation to other programs resulting from above amendments	644,400	637,400	(7,000)	296,500
<b>CAPITAL REVENUE &amp; EXPENDITURE</b>							
<b>Recreation &amp; Culture</b>							
CAP9	Expense	Tambellup Pavilion	Increase due to timing of payments at year end - funded from surplus	(650,000)	(996,500)	(346,500)	(50,000)
CAP122	Expense	Holland Park Shade Structure	Increased provision to allow for installation	(15,000)	(20,000)	(5,000)	(55,000)
CAP104	Expense	Diprose Park Shade Structure	Deferred to 2018/19 - will not be undertaken this year	(55,000)	0	55,000	0
CAP131	Expense	Broomehill Oval Drainage	Increased to allow for actual expense incurred	(30,000)	(35,000)	(5,000)	(5,000)
CAP133	Expense	Tambellup Hall Kitchen Ceiling	Increase provision resulting from quote received	(5,000)	(10,000)	(5,000)	(10,000)
<b>Reserve Transfers from / (to)</b>							
	Revenue	Broomehill Rec Complex Reserve	Transfer from Reserve - contribution toward purchase of new tractor	0	10,000	10,000	0
<b>Closing Funding Surplus (Deficit)</b>				<b>935,800</b>	<b>935,800</b>	<b>0</b>	



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**8: GRANTS AND CONTRIBUTIONS**

Program/Provider	Purpose	c/fwd 1 July 2017	Received 2017/18	Expended 2017/18	Closing Balance
		\$			
<b>GOVERNANCE</b>					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,325.87	0.00	(187.73)	10,138.14
<b>RECREATION &amp; CULTURE</b>					
Dept Sport & Recreation	Kidsport Program	1,154.00	3,251.00	(4,405.00)	0.00
Dept Sport & Recreation	Tambellup Pavilion	0.00	175,000.00	(175,000.00)	0.00
National Stronger Regions Fund	Tambellup Pavilion	0.00	237,500.00	(237,500.00)	0.00
Lotterywest	Tambellup Pavilion - fitout	0.00	37,850.00	(37,850.00)	0.00
Tambellup Cropping Group	Contribution to Tambellup Pavilion fitout	0.00	15,000.00	(15,000.00)	0.00
Tambellup Pavilion Association	Contribution to Bowling Green Shade	0.00	48,000.00	(48,000.00)	0.00
Tambellup Bowling Club	Contribution to Bowling Green Reticulation	0.00	22,192.60	(22,192.60)	0.00
<b>TRANSPORT</b>					
Dept Infrastructure & Regional Development	Roads to Recovery Funding 2016/17	97,500.00	0.00	(97,500.00)	0.00
WA Country Health Service	Kerbing Reinstatement Project - Bhill & Tamb	25,000.00	0.00	(25,000.00)	0.00
WA Local Government Grants Commission	Bridge Funding - bridge 4326 Tamb West Rd	0.00	196,500.00	0.00	196,500.00
WA Local Government Grants Commission	Bridge Funding - bridge 4233 Bhill-Koji Rd	0.00	255,000.00	0.00	255,000.00
Dept Infrastructure & Regional Development	Roads to Recovery 2017/18	0.00	477,095.00	(243,609.49)	233,485.51
Main Roads WA	Regional Road Group 2017/18	0.00	764,944.00	(716,661.01)	48,282.99
Main Roads WA	Commodity Routes Funding 2017/18	0.00	199,000.00	(199,000.00)	0.00
Main Roads WA	Black Spot Funding 2017/18	0.00	26,600.00	(2,357.50)	24,242.50
Dept Water & Environment Regulation	Water Harvesting - Tamb Depot Washdown Bay	0.00	15,000.00	(15,000.00)	0.00
<b>TOTALS</b>		<b>185,485.39</b>	<b>2,472,932.60</b>	<b>(1,839,263.33)</b>	<b>819,154.66</b>

**Comments - Grants and Contributions**

Bridge funding provided by the WA Local Govt Grants Commission is matched by 1/3 in funding from Main Roads WA.  
The required works are undertaken by Main Roads WA approved contractors.

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**9. CASH BACKED RESERVES**

	Amended Budget 2017/18				Actual 2017/18			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	104,800	37,000	(94,400)	47,400	104,815.74	36,654.75	(46,504.00)	94,966.49
Plant Reserve	88,300	504,000	(538,000)	54,300	88,287.06	502,673.35	(390,420.00)	200,540.41
Building Reserve	116,300	118,000	(75,000)	159,300	116,260.15	102,119.31	(63,371.00)	155,008.46
Computer Reserve	48,400	10,600	(35,000)	24,000	48,413.28	10,735.78	0.00	59,149.06
Tambellup Rec Ground & Pavilion Reserve	39,500	6,500	0	46,000	39,474.61	5,585.10	0.00	45,059.71
Broomehill Rec Complex Reserve	65,300	9,600	(10,000)	64,900	65,293.41	9,569.19	0.00	74,862.60
Building Maintenance Reserve	54,000	800	(35,000)	19,800	53,904.77	766.99	0.00	54,671.76
Sandalwood Villas Reserve	48,700	10,900	0	59,600	58,764.95	10,883.00	0.00	69,647.95
Bhill Synthetic Bowling Green Reserve	36,200	9,300	0	45,500	45,804.80	9,292.35	0.00	55,097.15
Refuse Sites Post Closure Management Reserve	10,200	5,200	0	15,400	15,552.73	5,244.76	0.00	20,797.49
Lavieville Lodge Reserve	45,900	10,800	0	56,700	46,986.99	10,715.55	0.00	57,702.54
Townscape Plan Implementation Reserve	306,500	4,000	(200,000)	110,500	308,536.93	4,391.97	0.00	312,928.90
Tambellup Synthetic Bowling Green Reserve	0	7500	0	7,500	0.00	0.00	0.00	0.00
	964,100	734,200	(987,400)	710,900	992,095.42	708,632.10	(500,295.00)	1,200,432.52

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 major plant items.
Building Reserve	- to be used to finance replacement or repair of Council buildings, and costs associated with subdivision and development of land.
Computer Reserve	- to be used for the replacement or upgrade of computer hardware and software.
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 Council owned buildings.
Sandalwood Villas Reserve	- to be utilised towards upgrade and maintenance of the 6 units at Sandalwood Villas.
Broomehill Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.
Refuse Sites Post Closure Management Reserve	- to meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires
Lavieville Lodge Reserve	- to be utilised towards upgrade and maintenance of the 4 units at Lavieville Lodge.
Townscape Plan Implementation Reserve	- to be used for implementation of the Townscape Plans for the Broomehill and Tambellup townsites.
Tambellup Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Tambellup Sportsground

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**10. DISPOSALS OF ASSETS**

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

	Budget 2017/18				Actual 2017/18			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
<b>By program:</b>								
<b>Governance</b>								
Toyota Landcruiser Wagon - OTA	55,000	48,800	0	(6,200)	60,646.73	60,000.00	0.00	(646.73)
Toyota Landcruiser Wagon - OTA	55,000	48,600	0	(6,400)	60,886.68	54,895.35	0.00	(5,991.33)
Ford Ranger XLT dual cab - OTA	55,000	48,600	0	(6,400)			0.00	0.00
Holden Colorado Wagon - BH000	38,000	36,000	0	(2,000)	35,616.63	36,363.75	747.12	0.00
Ford Everest Wagon - BH000	38,000	36,000	0	(2,000)			0.00	0.00
<b>Transport</b>								
Caterpillar grader BH004	168,000	100,000	0	(68,000)	170,068.57	147,275.00	0.00	(22,793.57)
Caterpillar Skid Steer BHT92	42,000	30,000	0	(12,000)	42,688.41	43,000.00	311.59	0.00
Stabiliser attachment for skid steer	12,400	10,000	0	(2,400)	12,616.58	15,000.00	2,383.42	0.00
Toyota Hilux extra cab 1TA	47,000	45,000	0	(2,000)	47,234.13	44,088.08	0.00	(3,146.05)
Ford Ranger dual cab 1TA	47,000	45,000	0	(2,000)	46,354.35	45,611.72	0.00	(742.63)
Ford Ranger dual cab 1TA	0	0	0	0	46,498.11	45,079.91	0.00	(1,418.20)
Toyota Hilux single cab TA052	36,000	36,000	0	0	36,321.76	30,000.00	0.00	(6,321.76)
Toyota Landcruiser Single Cab TA001	60,000	58,500	0	(1,500)	60,878.46	58,636.36	0.00	(2,242.10)
Toyota Landcruiser Single Cab TA001	60,000	58,500	0	(1,500)	59,522.16	54,878.29	0.00	(4,643.87)
Holden Colorado Utility - BH009	26,300	23,000	0	(3,300)	26,764.71	24,545.45	0.00	(2,219.26)
Toyota Hilux Dual Cab - BH00	38,000	36,000	0	(2,000)	38,569.92	33,636.36	0.00	(4,933.56)
Ford Ranger dual cab - BH00	38,000	36,000	0	(2,000)			0.00	0.00
Toyota Landcruiser single cab - BH014	60,000	58,500	0	(1,500)	58,152.05	54,545.45	0.00	(3,606.60)
Ford Ranger extra cab - BH014	60,000	58,500	0	(1,500)			0.00	0.00
Toyota Landcruiser dual cab - BH003	60,000	58,500	0	(1,500)	60,231.98	60,000.00	0.00	(231.98)
Toyota Landcruiser dual cab - BH003	60,000	58,500	0	(1,500)	60,894.40	54,892.84	0.00	(6,001.56)
Toyota Hilux single cab- TA005	33,000	35,000	2,000	0	33,112.12	33,409.09	296.97	0.00
<b>Economic Services</b>								
Lot 19 Taylor Street, Tambellup	15,000	15,000	0	0			0.00	0.00
	<b>1,103,700</b>	<b>980,000</b>	<b>2,000</b>	<b>(125,700)</b>	<b>957,057.75</b>	<b>895,857.65</b>	<b>3,739.10</b>	<b>(64,939.20)</b>
<b>By Class:</b>								
Land and Buildings	15,000	15,000	0	0	0.00	0.00	0.00	0.00
Plant and Equipment	1,088,700	965,000	2,000	(125,700)	957,057.75	895,857.65	3,739.10	(64,939.20)
	<b>1,103,700</b>	<b>980,000</b>	<b>2,000</b>	<b>(125,700)</b>	<b>957,057.75</b>	<b>895,857.65</b>	<b>3,739.10</b>	<b>(64,939.20)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**11: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2017/18	Amended Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
<b>GENERAL PURPOSE FUNDING</b>				
Rate Revenue	2,407,700	(211,000)	2,393,709.00	(174,993.06)
General Purpose Funding	824,400	0	618,328.50	0.00
Other General Purpose Funding	30,300	(65,900)	17,182.96	(52,532.23)
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>3,262,400</b>	<b>(276,900)</b>	<b>3,029,220.46</b>	<b>(227,525.29)</b>
<b>GOVERNANCE</b>				
Members Of Council	16,000	(664,200)	14,912.04	(456,873.00)
Administration General	7,000	0	4,709.49	0.00
Other Governance	9,000	(72,400)	0.00	(26,661.54)
<b>TOTAL GOVERNANCE</b>	<b>32,000</b>	<b>(736,600)</b>	<b>19,621.53</b>	<b>(483,534.54)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
Fire Prevention	106,600	(182,400)	101,601.64	(139,884.57)
Animal Control	4,500	(42,000)	3,931.29	(35,474.63)
Other Law, Order & Public Safety	0	(2,000)	0.00	(750.78)
<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY</b>	<b>111,100</b>	<b>(226,400)</b>	<b>105,532.93</b>	<b>(176,109.98)</b>
<b>HEALTH</b>				
Maternal & Infant Health	600	(15,800)	0.00	(8,652.92)
Health Inspection & Administration	500	(29,900)	923.27	(15,977.20)
Preventative Services - Pest Control	0	(19,200)	0.00	(13,604.95)
<b>TOTAL HEALTH</b>	<b>1,100</b>	<b>(64,900)</b>	<b>923.27</b>	<b>(38,235.07)</b>
<b>EDUCATION &amp; WELFARE</b>				
Other Education	77,600	(83,900)	38,302.94	(58,745.39)
Other Welfare	2,500	(15,000)	0.00	(2,033.34)
<b>TOTAL EDUCATION &amp; WELFARE</b>	<b>80,100</b>	<b>(98,900)</b>	<b>38,302.94</b>	<b>(60,778.73)</b>
<b>HOUSING</b>				
Staff Housing	0	0	640.05	1,067.50
Other Housing	59,600	(125,500)	55,422.59	(62,656.38)
<b>TOTAL OTHER HOUSING</b>	<b>59,600</b>	<b>(125,500)</b>	<b>56,062.64</b>	<b>(61,588.88)</b>
<b>COMMUNITY AMENITIES</b>				
Household Refuse	64,700	(253,300)	63,627.31	(185,734.66)
Protection Of The Environment	2,000	(2,000)	2,163.91	(1,992.46)
Town Planning & Regional Development	5,000	(53,800)	3,469.40	(39,213.20)
Other Community Amenities	7,000	(42,700)	10,947.73	(39,933.84)
Public Conveniences	0	(46,600)	0.00	(35,823.36)
<b>TOTAL COMMUNITY AMENITIES</b>	<b>78,700</b>	<b>(398,400)</b>	<b>80,208.35</b>	<b>(302,697.52)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**11: OPERATING REVENUE AND EXPENSE**

	Amended Budget Revenue 2017/18	Amended Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
<b>RECREATION &amp; CULTURE</b>				
Public Halls & Civic Centres	791,800	(356,600)	549,096.70	(282,801.56)
Other Sport & Recreation	86,700	(625,500)	37,296.44	(626,322.08)
Libraries	100	(84,800)	654.32	(75,560.86)
Other Culture	0	(26,700)	660.00	(26,047.52)
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>878,600</b>	<b>(1,093,600)</b>	<b>587,707.46</b>	<b>(1,010,732.02)</b>
<b>TRANSPORT</b>				
Road Construction	2,887,800	0	1,919,139.00	0.00
Streets Roads Bridges & Depot Maint	3,592,400	(5,672,600)	1,185,557.97	(2,825,508.51)
Traffic Control	22,200	(61,800)	18,267.96	(49,302.45)
<b>TOTAL TRANSPORT</b>	<b>6,502,400</b>	<b>(5,734,400)</b>	<b>3,122,964.93</b>	<b>(2,874,810.96)</b>
<b>ECONOMIC SERVICES</b>				
Rural Services	0	(5,700)	0.00	(1,248.24)
Tourism & Area Promotion	9,300	(86,400)	9,742.25	(61,942.89)
Building Control	11,700	(64,400)	12,624.61	(43,666.93)
Other Economic Services	20,000	(46,500)	20,426.77	(43,330.82)
<b>TOTAL ECONOMIC SERVICES</b>	<b>41,000</b>	<b>(203,000)</b>	<b>42,793.63</b>	<b>(150,188.88)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
Private Works	30,000	(26,000)	18,977.66	(19,241.83)
Public Works Overhead	3,000	0	395.00	(21,205.07)
Plant Operation Costs	40,000	0	32,087.73	(43,223.94)
Workers Compensation	0	0	229.65	(229.65)
Salaries & Wages	0	0	0.00	(32,357.18)
Unclassified	4,500	(4,500)	0.00	(4,535.45)
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>77,500</b>	<b>(30,500)</b>	<b>51,690.04</b>	<b>(120,793.12)</b>
<b>TOTAL OPERATING</b>	<b>11,124,500</b>	<b>(8,989,100)</b>	<b>7,135,028.18</b>	<b>(5,506,994.99)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2017/18	Amended Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
<b>GOVERNANCE</b>					
Tambellup Admin Building - shelter/shade in staff carpark	L&B	0	(10,000)	0.00	(8,812.73)
Upgrade Computer Server & Software, install secure server cabin	P&E	0	(35,000)	0.00	0.00
<b>Plant Replacement</b>					
Toyota Landcruiser Wagon (CEO) - OTA (3 changeovers)	P&E	146,000	(156,000)	114,895.35	(110,201.71)
Holden Colorado Wagon (MCS) - BH000 (2 changeovers)	P&E	72,000	(85,000)	36,363.75	(48,673.75)
Total		<b>218,000</b>	<b>(286,000)</b>	<b>151,259.10</b>	<b>(167,688.19)</b>
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
Tambellup Fire Shed - extension over front sealed area	L&B	0	(10,000)	0.00	0.00
Total		<b>0</b>	<b>(10,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>HOUSING</b>					
27 East Terrace - replace ceiling in kitchen/dining	L&B	0	(7,500)	0.00	0.00
Total		<b>0</b>	<b>(7,500)</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION &amp; CULTURE</b>					
Tambellup Pavilion - redevelopment	L&B	0	(996,500)	0.00	(996,448.00)
Tambellup Oval - replace fencing along Cremasco Rd	I-O	0	(10,000)	0.00	0.00
Holland Park - shade structure over playground (carry over instal	L&B	0	(20,000)	0.00	(19,936.84)
Diprose Park - shade structure over junior playground	I-O	0	0	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Broomehill Oval - drainage	I-O	0	(35,000)	0.00	(35,091.72)
Broomehill Recreation Complex - construction of dam, upgrade p	L&B	0	(83,000)	0.00	0.00
Tambellup Hall - replace kitchen ceiling	L&B	0	(10,000)	0.00	0.00
Total		<b>0</b>	<b>(1,164,500)</b>	<b>0.00</b>	<b>(1,051,476.56)</b>
<b>TRANSPORT</b>					
<b>Buildings</b>					
Tambellup Depot - washdown bay	L&B	0	(122,000)	0.00	(67,851.56)
<b>Plant Replacement</b>					
Caterpillar Grader - BH004	P&E	100,000	(350,000)	147,275.00	(353,276.14)
Caterpillar Skid Steer - BHT92	P&E	30,000	(170,000)	43,000.00	(157,007.00)
Stabiliser Attachment for Skid Steer	P&E	10,000	(39,000)	15,000.00	(39,493.75)
Toyota Hilux Extra Cab (MOW) - 1TA (2 changeovers)	P&E	90,000	(100,000)	134,779.71	(138,870.62)
Toyota Hilux Single Cab - TA052	P&E	36,000	(38,000)	30,000.00	(34,343.00)
Toyota Landcruiser Dual Cab - TA001 (2 changeovers)	P&E	117,000	(125,000)	113,514.65	(104,787.38)
Holden Colorado Utility BH009	P&E	23,000	(40,000)	24,545.45	(42,998.94)
Toyota Hilux Dual Cab - BH00 (2 changeovers)	P&E	72,000	(80,000)	33,636.36	(39,271.43)
Toyota Landcruiser Single Cab - BH014 (2 changeovers)	P&E	117,000	(125,000)	54,545.45	(44,888.09)
Toyota Landcruiser Dual Cab - BH003 (2 changeovers)	P&E	117,000	(125,000)	114,892.84	(108,711.02)
Toyota Hilux Single Cab - TA005	P&E	35,000	(40,000)	33,409.09	(35,000.00)
Sundry Plant	P&E	0	(30,000)	0.00	0.00
~ 4,000 litre Water Tank for TA386	P&E	0	0	0.00	(7,309.09)
<b>Townscape</b>					
Townscape Plan - Stage1	I-O	0	(200,000)	0.00	(70,969.57)
<b>Road Construction</b>					
Gnowangerup-Tambellup Rd - surface correction & reseal	I-R	0	(345,000)	0.00	(102,329.38)
Broomehill-Kojonup Rd - reseal	I-R	0	(246,300)	0.00	(19,125.12)
Tambellup West Rd - stabilise patches & reseal	I-R	0	(73,200)	0.00	(25,109.75)
Broomehill-Kojonup Rd - stabilise patches & reseal	I-R	0	(22,900)	0.00	(4,375.89)

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**12: CAPITAL DISPOSALS AND ACQUISITIONS**

		Amended Budget Revenue 2017/18	Amended Budget Expense 2017/18	Actual Revenue 2017/18	Actual Expense 2017/18
<b>TRANSPORT</b>					
<b>Road Construction</b>					
Pallinup South Rd - construct & seal to 7.0m	I-R	0	(511,500)	0.00	(511,879.62)
Gnowangerup-Tambellup Rd - install culvert	I-R	0	(58,200)	0.00	(36,335.34)
Warrenup Rd - construct & seal to 7.0m	I-R	0	(393,000)	0.00	(256,386.44)
Beejenup Rd - widen & gravel resheet - (carry over)	I-R	0	(207,500)	0.00	(185,442.94)
Toolbrunup Rd - reseal	I-R	0	(302,500)	0.00	(264,941.02)
Tambellup West Rd / Warrenup Rd intersection	I-R	0	(99,800)	0.00	(2,357.50)
Nardlah Rd / Broomehill-Gnowangerup intersection	I-R	0	(40,000)	0.00	(5,108.58)
Add back Job Depreciation	I-R	0	172,500	0.00	123,554.75
<b>Bridgeworks</b>					
Broomehill-Kojonup Rd - Bridge # 4233	I-R	0	(510,000)	0.00	0.00
Tambellup West Rd - Bridge # 4326	I-R	0	(393,000)	0.00	0.00
<b>Total</b>		<b>747,000</b>	<b>(4,614,400)</b>	<b>744,598.55</b>	<b>(2,534,614.42)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>					
Sale of lot 8 Taylor St, Tambellup	L&B	15,000	0	0.00	0.00
Purchase lots 5/6 Crowden St, lots 8/19 Street Tambellup	L&B	0	(65,000)	0.00	(63,371.20)
<b>Total</b>		<b>15,000</b>	<b>(65,000)</b>	<b>0.00</b>	<b>(63,371.20)</b>
<b>Total</b>		<b>980,000</b>	<b>(6,147,400)</b>	<b>895,857.65</b>	<b>(3,817,150.37)</b>
<b>LAND HELD FOR RESALE</b>					
	LR	0	0	0.00	0.00
<b>LAND &amp; BUILDINGS</b>					
	L&B	15,000	(1,334,000)	0.00	(1,156,420.33)
<b>PLANT &amp; EQUIPMENT</b>					
	P&E	965,000	(1,538,000)	895,857.65	(1,264,831.92)
<b>INFRASTRUCTURE - ROADS</b>					
	I-R	0	(3,030,400)	0.00	(1,289,836.83)
<b>INFRASTRUCTURE - PARKS</b>					
	I-O	0	(245,000)	0.00	(106,061.29)
		<b>980,000</b>	<b>(6,147,400)</b>	<b>895,857.65</b>	<b>(3,817,150.37)</b>
<b>RESERVE TRANSFERS - from/(to)</b>					
Leave Reserve		94,400	(37,000)	46,504.00	(36,654.75)
Plant Replacement Reserve		538,000	(504,000)	390,420.00	(502,673.35)
Building Reserve		75,000	(118,000)	63,371.00	(102,119.31)
Computer Reserve		35,000	(10,600)	0.00	(10,735.78)
Tambellup Rec Ground & Pavilion Reserve		0	(6,500)	0.00	(5,585.10)
Broomehill Rec Complex Reserve		10,000	(9,600)	0.00	(9,569.19)
Building Maintenance Reserve		35,000	(800)	0.00	(766.99)
Sandalwood Villas Reserve		0	(10,900)	0.00	(10,883.00)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,300)	0.00	(9,292.35)
Refuse Sites Post Closure Management Reserve		0	(5,200)	0.00	(5,244.76)
Lavieville Lodge Reserve		0	(10,800)	0.00	(10,715.55)
Townscape Plan Implementation Reserve		200,000	(4,000)	0.00	(4,391.97)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,500)	0.00	0.00
		<b>987,400</b>	<b>(734,200)</b>	<b>500,295.00</b>	<b>(708,632.10)</b>
<b>LOANS</b>					
Loan Repayments		0	(82,300)	0.00	(60,122.15)
Proceeds from New Loans		0	0	0.00	0.00
		<b>0</b>	<b>(82,300)</b>	<b>0.00</b>	<b>(60,122.15)</b>
<b>TOTAL CAPITAL</b>		<b>1,967,400</b>	<b>(6,963,900)</b>	<b>1,396,152.65</b>	<b>(4,585,904.62)</b>

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**13: TRUST FUND**

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

Description	Opening Balance 1 July 2017	Amount Received	Amount Paid	Closing Balance
Hall Bonds	500.00	3,150.00	(3,150.00)	500.00
Key Bonds	250.00	50.00	0.00	300.00
Equipment Bonds	0.00	400.00	(400.00)	0.00
House Bonds	880.00	1,320.00	(1,760.00)	440.00
Nomination Deposits	0.00	480.00	(480.00)	0.00
Prepaid Cemetery Fees	588.00	0.00	0.00	588.00
Hidden Treasures	32,700.45	49,000.00	(15,426.92)	66,273.53
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	834.27	4,000.00	0.00	4,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	0.00	2,456.49
Planning Approval Bond	0.00	0.00	0.00	0.00
Southern Link VROC	0.00	0.00	0.00	0.00
YMCA - A Smart Start Program	258,405.16	28,229.00	(92,612.02)	194,022.14
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Wauters Enterprises - Retention Exec. House	11,355.92	0.00	(11,355.92)	0.00
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
Unclaimed Monies (2003)	1,566.00	0.00	0.00	1,566.00
	<b>318,850.24</b>	<b>86,629.00</b>	<b>(125,184.86)</b>	<b>280,294.38</b>



**SHIRE OF BROOMEHILL-TAMBELLUP**  
**Municipal Fund & Trust Fund Payments for the month ending 30 April 2018**  
**Presented to Council on 17 May 2018**

*Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13*

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
465	03/04/2018	B.D. COVENTRY & SONS	Refund Hall & Key Bond		550.00
3717	06/04/2018	ROMA BAXTER	Refund of \$60/week rent due to faulty shower	120.00	
3718	09/04/2018	AUSTRALIA POST	Postage for April Topics	89.30	
3719	09/04/2018	DEPARTMENT OF HEALTH	Treatment at Katanning Hospital for bee sting - L Hugill	275.00	
3720	09/04/2018	J BLACKWOOD & SON	Cleaning products	585.95	
3721	09/04/2018	SYNERGY	Electricity usage 20/02/18 to 19/03/18	1,787.20	
3722	09/04/2018	WATER CORPORATION	Water usage 28/02/18 to 21/03/18	123.30	
3723	09/04/2018	BUILDING COMMISSION	Building Services Levy - March 2018	434.95	
3724	09/04/2018	CONSTRUCTION INDUSTRY TRAINING FUND	Construction Training Fund Levy - March 2018	673.39	
3725	11/04/2018	SYNERGY	Town street lights 06/03/18 to 03/04/18	2,065.85	
3726	11/04/2018	TAMBELLUP DELI	March 2018 fuel, newspapers, groceries	927.47	
3727	12/04/2018	PETTY CASH	Broomehill Petty Cash 02/02/18 - 03/04/18	410.60	
3728	16/04/2018	ROMA BAXTER	Refund of \$60 per week rent due to faulty shower	120.00	
3729	20/04/2018	PETTY CASH	Tambellup petty cash 01/03/18 - 19/04/18	375.80	
3730	20/04/2018	BROOMEHILL RECREATIONAL COMPLEX	Contribution towards purchased of tractor	10,000.00	
3731	20/04/2018	GNOWANGERUP SHIRE MEDICAL PRACTICE	Pre placement medical - Lesley Paskevicius	150.00	
3732	20/04/2018	GREAT SOUTHERN FUEL SUPPLIES	12,040L Diesel delivered	16,355.02	
3733	20/04/2018	J BLACKWOOD & SON	Cleaning products	209.15	
3734	20/04/2018	TELSTRA	Usage charges to 01/04/2018 & service charges to 01/05/2018	2,310.22	
3735	20/04/2018	WATER CORPORATION	Charges 01/03/18-30/04/18 & usage 14/02/18-10/04/18	9,599.22	
EFT10116	03/04/2018	AUSTRALIAN TAXATION OFFICE	Business Activity Statement February 2018	6,550.00	
EFT10117	09/04/2018	AARON PARNELL	Gardening - Lavieville Lodge	300.00	
EFT10118	09/04/2018	AD CONTRACTORS PTY LTD	Emulsion 3800L - Warrenup Road	5,392.20	
EFT10119	09/04/2018	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection charges for March 2018	814.11	
EFT10120	09/04/2018	BE & KR SLOAN	Kero & Ad Blue for workshop	784.40	
EFT10121	09/04/2018	BEST OFFICE SYSTEMS	Broomehill photocopier monthly mtce charge	49.50	
EFT10122	09/04/2018	BKW CO-OP	Shelving materials for Tamb depot	331.85	
EFT10123	09/04/2018	BLIGHTS AUTO ELECTRICS	1TA UHF radio	558.00	
EFT10124	09/04/2018	BOC LIMITED	Cylinder rent 26/02/18 to 28/03/18	87.34	
EFT10125	09/04/2018	BTW SPRAY SHOP	Welding mask, parts/adaptor for compressor	144.70	
EFT10126	09/04/2018	BULBECK ENVIRO	Balance - depot washdown bay	12,566.95	
EFT10127	09/04/2018	CALTEX STAR CARD	Fuel March 2018 OTA & 1TA	283.61	

11.02 - List of Payments - April 2018

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT10128	09/04/2018	COURIER AUSTRALIA	Freight - BH library, trailer hitch/beacon BHT125, service kits Toro mowers & loader	103.17	
EFT10129	09/04/2018	DUGGINS	Workwear - works crew	322.80	
EFT10130	09/04/2018	G & M DETERGENTS	3x chux wipe rolls	49.50	
EFT10131	09/04/2018	GOOP TRADING T/as Broomehill Post Office & Hardware	Postage March 2018	121.43	
EFT10132	09/04/2018	GRAY CARTER	Water cart hire Nardlah & BH-GN Rd intersection	770.00	
EFT10133	09/04/2018	GREAT SOUTHERN TOYOTA	Light Bar - TA001	569.80	
EFT10134	09/04/2018	HANSON CONSTRUCTIONS MATERIALS	Broomehill-Kojonup Rd 10mm washed aggregate	11,994.57	
EFT10135	09/04/2018	JUDY STEWART	Reimbursement for phone a/c 16/02/18 to 15/03/18	59.00	
EFT10136	09/04/2018	KATANNING RETICULATION & PUMP SUPPLIES	Retic joiners & pipes	86.80	
EFT10137	09/04/2018	KJB PLUMBING & GAS	Repair cracked bathroom pipes 27 East Tce, tap 18 Henry St, taps & HWS 11 Lavarock St, BH depot standpipe, HWS pipe U2 Lavieville, basin Diprose Pk toilets, BH Playgroup kitchen sink	2,015.00	
EFT10138	09/04/2018	LANDGATE	Interim valuations - GRV properties	65.50	
EFT10139	09/04/2018	LOUISE CRISTINELLI	Reimbursement for groceries & J Stewart leaving morning tea	191.25	
EFT10140	09/04/2018	MARIE SHERIDAN	March 2018 council meeting catering	410.00	
EFT10141	09/04/2018	MARKETFORCE	Advertising - CSO Tamb & Bhill positions	1,014.93	
EFT10142	09/04/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	Trend smart protect software, daily monitoring fee, IT support	3,850.00	
EFT10143	09/04/2018	QFH MULTIPARTS	BH006 hose fittings	120.21	
EFT10144	09/04/2018	RECHARGE-IT (Danai Pty Ltd)	Refill printer cartridge	81.00	
EFT10145	09/04/2018	SHIRE OF CUBALLING	March 2018 Building Surveyor fees	4,203.05	
EFT10146	09/04/2018	SPOT ON REMOVALS	Transport furniture - P Vlahov Wickepin to 18 Henry Tambellup	2,200.00	
EFT10147	09/04/2018	STABILISATION TECHNOLOGY PTY LTD	Toolbrunup Rd cement stabilisation & repairs	39,944.50	
EFT10148	09/04/2018	TAMBELLUP POST CAFE C/- BETH TREZONA	Postage - February & March 2018	510.45	
EFT10149	09/04/2018	WA CONTRACT RANGER SERVICES PTY LTD	Ranger services 28/03/18 & 03/04/18	888.25	
EFT10150	09/04/2018	WA LOCAL GOVERNMENT ASSOCIATION	Cr Nazzari short course Serving on Council	50.00	
EFT10151	09/04/2018	WESTRAC EQUIPMENT PTY LTD	TA18 wiper motor, service kit TA281	371.47	
EFT10152	09/04/2018	WINC AUSTRALIA PTY LIMITED	Stationery & paper for admin	770.50	
EFT10153	11/04/2018	ALBANY FINANCE	Payroll deductions	265.00	
EFT10154	11/04/2018	ATC WORK SMART	Parks & Gardens trainee - 11/03/18 to 24/03/18	1,577.19	
EFT10155	11/04/2018	AUSTRALIAN PLANT WHOLESALERS	Plants for parks & gardens Bhill & Tamb	671.00	
EFT10156	11/04/2018	CHILD SUPPORT AGENCY	Payroll deductions	381.24	
EFT10157	11/04/2018	DESIGNER DIRT	Native mulch & washed stones	2,422.50	
EFT10158	11/04/2018	GRAY CARTER	WANDRRA AGRN743 storm damage roadworks & drainage	90,609.75	
EFT10159	11/04/2018	KATANNING H HARDWARE	BH Caravan Park ladies toilet sink & taps	384.41	
EFT10160	11/04/2018	KATANNING PANEL BEATING	BHT0 windshield	572.00	
EFT10161	11/04/2018	KIM BUTTFIELD CONSULTING	Review of BH Rec Complex management & governance	3,850.00	
EFT10162	11/04/2018	LGRCE UNION	Payroll deductions	61.50	

11.02 - List of Payments - April 2018

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT10163	11/04/2018	LW HULL	Broomehill & Tambellup oval spraying	585.00	
EFT10164	11/04/2018	MGM LIMESTONE PTY LTD	Limestone blocks	5,379.48	
EFT10165	11/04/2018	PEP BUILDING IMPROVEMENTS	18 Henry St Tamb - clean lichen from roof	1,482.80	
EFT10166	11/04/2018	ST JOHN AMBULANCE TAMBELLUP SUB-CENTRE	First aid kits for TA001 TA281 BH006 TA18 BH001	111.48	
EFT10167	11/04/2018	TAMBELLUP G & T MOTORS	Assorted stock for workshop, BHT0 & BHT125, fuel, diesel	1,994.97	
EFT10168	11/04/2018	WARREN BLACKWOOD WASTE	March 2018 management of waste stations (balance owing, credit from overpayment in Jan 2018)	1,611.66	
EFT10169	20/04/2018	AUSTRALIAN TAXATION OFFICE	Business Activity Statement March 2018	16,853.00	
EFT10170	20/04/2018	ALBANY FINANCE	Payroll deductions	265.00	
EFT10171	20/04/2018	ATC WORK SMART	Parks & Gardens trainee - 25/03/18 to 07/04/18	1,209.29	
EFT10172	20/04/2018	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Land mobile licence 341882/1 to 30/04/2019	111.00	
EFT10173	20/04/2018	BURGESS RAWSON	Water usage 14/02/18 to 10/04/18	905.75	
EFT10174	20/04/2018	CHILD SUPPORT AGENCY	Payroll deductions	381.24	
EFT10175	20/04/2018	COURIER AUSTRALIA	Freight - All ABout Canvas & Westrac for TA18	29.59	
EFT10176	20/04/2018	DESIGNER DIRT	Native mulch	555.75	
EFT10177	20/04/2018	DHU SOUTH ELECTRICAL	Repair damaged light fitting at Holland Park	340.64	
EFT10178	20/04/2018	DX PRINT GROUP PTY LTD	Peter Vlahov MOW business cards	132.00	
EFT10179	20/04/2018	EDWARDS MOTORS PTY LTD	Whipper sniper starter cords x2	295.70	
EFT10180	20/04/2018	GERALDINE'S RESTAURANT	Cater for Hidden Treasures meeting 05/04/18	200.00	
EFT10181	20/04/2018	GRAY CARTER	WANDRRA AGRN743 storm damage roadworks & drainage	71,816.25	
EFT10182	20/04/2018	HEWER CONSULTING SERVICES	WANDRRA AGRN743 Project Management March 2018	13,248.84	
EFT10183	20/04/2018	IMPRINT PLASTIC	Name badges - Peter Vlahov, Keith Williams, Lesley, Coral, Jacinta	85.80	
EFT10184	20/04/2018	JR & A HERSEY PTY LTD	Tape measure & heat shrink	66.33	
EFT10185	20/04/2018	JUICE PROMOTIONS AUSTRALIA	A Smart Start (to be recouped from trust) Printed cards x1000	885.50	
EFT10186	20/04/2018	KATANNING LOGISTICS	Freight - BH Caravan Park & TA Pavilion	169.07	
EFT10187	20/04/2018	KATANNING PANEL BEATING	TA017 windscreen	682.00	
EFT10188	20/04/2018	KATANNING PLANT HIRE AND CONCRETE SUPPLIES	6% stabilised sand - Warrenup Road	2,420.00	
EFT10189	20/04/2018	KATANNING STOCK & TRADING	MDF board for workshop shelving	226.00	
EFT10190	20/04/2018	KATY SHEKELL	A Smart Start (recoup from trust) Development sponsorship prospectus & sponsorship structure	1,200.09	
EFT10191	20/04/2018	KELYN TRAINING SERVICES	Josh Ford Traffic Management course 14-18 May 2018	1,695.00	
EFT10192	20/04/2018	KJB PLUMBING & GAS	Bhill caravan park - install basin in ladies toilet	543.00	
EFT10193	20/04/2018	LANDMARK	Stormpro pipes Toolbrunup Road, fertiliser & chem for parks & gardens, starpickets, cement for signs/headwalls various roads	5,453.24	
EFT10194	20/04/2018	LGRCE UNION	Payroll deductions	61.50	
EFT10195	20/04/2018	LOUISE CRISTINELLI	Reimbursement - groceries for meetings & office kitchen	245.35	
EFT10196	20/04/2018	MJB INDUSTRIES	Warrenup Rd pipes/headwalls	1,254.00	
EFT10197	20/04/2018	MOORE STEPHENS	K O'Neill - Financial reporting workshop 21 May, Budget manual	2,310.00	

11.02 - List of Payments - April 2018

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT10198	20/04/2018	SKILLED 4 LIFE	Aboriginal Skills for Life workshops 12&14 Feb per agreement (shared)	2,236.67	
EFT10199	20/04/2018	STATE LIBRARY OF WA	Freight recoup 2017/18 Broomehill & Tambellup libraries	603.64	
EFT10200	20/04/2018	TRUCK CENTRE WA PTY LTD	BHT125 bearings & seals rings	2,593.80	
EFT10201	20/04/2018	WESTRAC EQUIPMENT PTY LTD	Service kit/parts TA18, BH004, TA281	2,209.36	
EFT10202	30/04/2018	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup to Muni Fund - Hidden Treasures expenses paid March 2018		8,189.67
EFT10203	30/04/2018	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup to Muni Fund - A Smart Start expenses Feb/March, wages/super/travel for Co-ordinators Feb-Apr2018		19,451.12
EFT	03/04/2018	SALARIES & WAGES	Fortnight ended 30 March 2018	53,447.28	
EFT	17/04/2018	SALARIES & WAGES	Fortnight ended 13 April 2018	54,155.30	
DD5213.1	03/04/2018	WA SUPER	Superannuation contributions	10,544.71	
DD5213.2	03/04/2018	MTAA SUPER	Superannuation contributions	204.58	
DD5213.3	03/04/2018	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	133.37	
DD5213.4	03/04/2018	HESTA SUPER FUND	Superannuation contributions	72.24	
DD5213.5	03/04/2018	BT SUPER	Superannuation contributions	227.13	
DD5229.1	17/04/2018	WA SUPER	Superannuation contributions	11,857.75	
DD5229.2	17/04/2018	MTAA SUPER	Superannuation contributions	204.58	
DD5229.3	17/04/2018	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	106.70	
DD5229.4	17/04/2018	HESTA SUPER FUND	Superannuation contributions	76.37	
DD5229.5	17/04/2018	BT SUPER	Superannuation contributions	198.54	
				<b>519,711.19</b>	<b>28,190.79</b>

**REDIT CARDS**

			Description	Amount
March	14/04/2018	Chief Executive Officer	Retic fittings - 63 Taylor St	35.95
			Uniforms	159.00
			Monthly Card Fee	4.00
<b>Total CEO</b>				<b>198.95</b>
March	14/04/2018	Manager Corporate Services	Accom/meals Finance Conference - K O'Neill	465.52
			Accom/meals Licensing Training - C Green	924.00
			Groceries	22.00
			Monthly Card Fee	4.00
<b>Total MCS</b>				<b>1,415.52</b>
<b>Total Credit Card Purchases</b>				<b>1,614.47</b>

16 April 2018

Keith Williams  
Chief Executive Officer  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
TAMBELLUP WA 6320

SHIRE OF BROOMEHILL- TAMBELLUP RECEIVED	
19 APR 2018	
Rec No:	1CR1849509
File No:	ADM0058
GDA:	
Action By:	Kay/ May Agenda

Dear Keith

## Planning Audit for the year ended 30 June 2018

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We confirm having conducted our planning audit in March 2018. This report is for the purpose of providing feedback to Council.

Planning audit testing assesses risk and checks control systems and data entry procedures. This is an essential process confirming ultimate reliance on financial reports.

Prior to reporting findings we remind council and management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit, and these include the use of testing, collusion and the fact that the most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable - not absolute - assurance that the financial systems of the Shire are functioning reliably.

The following systems were reviewed during our visit; **bank reconciliations, payroll, receipts systems, payments systems, revenue systems, rates, debtors & creditors subsidiary, plant operation costs and private works overheads.**

We now provide feedback as follows:

### **Bank Reconciliations**

Bank reconciliations are performed on a monthly basis. All required reports are being retained on file.



- 2 -

**Payments System**

Our testing confirmed controls over payments made are adequate. The payment system clearly evidences adherence to the appropriate internal control practices.

**Receipts System**

Our testing confirmed the appropriate audit trails exist for receipts and we are satisfied that the receipt system clearly evidences adherence to the appropriate internal control practices.

**Payroll**

Our testing confirmed the appropriate audit trails existing for the payroll system and we are satisfied that it clearly evidences adherence to the appropriate internal control practices.

**Rates, Debtors & Creditors Subsidiary Ledgers**

Our testing of rates, debtors and creditors subsidiary ledgers confirmed the appropriate subsidiary ledger reconciliations to general ledger are being generated and reviewed.

Exceptions to the above are noted in the attached schedule of findings.

We would like to thank Kay and the accounts staff for their co-operation through out the audit.

Should you have any matters you would like to discuss please do not hesitate to contact Chris Martain or myself.

Kind Regards

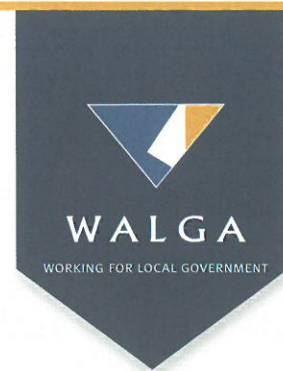


**Russell Harrison**  
PARTNER

Enc

**SHIRE OF BROOMEHILL-TAMBELLUP****PLANNING AUDIT OBSERVATIONS AND COMMENTS SCHEDULE  
FOR THE YEAR ENDED 30 JUNE 2018**

<b>Matter</b>	<b>Present Procedure</b>	<b>Recommendation</b>	<b>MFA Comments</b>
Purchase Orders	Of our payments transaction testing sample of 25 transactions, there were 9 instances where the purchase orders were dated on or after the date of the supplier invoice for the related expenditure. One purchase order was not dated at all.	It is important to ensure that purchase orders are raised prior to the time of authorising works/services or ordering goods. This will help to ensure that goods/services have been appropriately ordered and authorised, and also helps ensure budget responsibility. Whilst we acknowledge compensating controls exist whereby the relevant expenditure is controlled by budgets and spending limits, ensuring all purchase orders are written out and matched to invoices provides a higher level of budget control/oversight.	The CEO has recently discussed with all staff the need to raise a purchase order, and have it signed by an authorised officer, at the time of ordering goods and services and recording detail such as quoted price and costing accounts on the order.
Evidence of quotations	The purchasing policy requires quotes (verbal or written). Audit test samples determined that the policy had been followed however it was difficult to locate the actual quotes.	Purchase orders are redesigned to allow quotes to be recorded in sufficient detail for the authorizing officer to attest by signature.	A "Record of Quotes Received" form has been designed for this purpose, staff will be reminded of the need to complete these forms when ordering goods/services. Alternative design for our purchase orders will be investigated.
Daily Banking	Audit testing confirmed that the Cash receipting bank deposit listing prepared on 20/09/2017 was not signed as reviewed by the SFO.	This is an essential control as the small workforce does not otherwise allow for sufficient segregation of duties to operate as an effective as a control.	CSO's will be reminded of the requirement to have the bank deposit listing reviewed and signed by the MFA, or another senior officer in their absence.



SHIRE OF BROOMEHILL  
TAMBELLUP  
RECEIVED  
27 APR 2018  
JCR1859543  
Rec No: \_\_\_\_\_  
File No: ADJMO159  
GDA: \_\_\_\_\_  
Action By: CRO

24 April 2018

Our Ref: 01-003-02-0003 MD

Mr Keith Williams  
Chief Executive Officer  
Shire of Broomehill-Tambellup  
DX 69226  
46 Norrish Street  
Tambellup WA 6320

Dear Keith

### Notice of Annual General Meeting 2018

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday, 1 August 2018** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting, guidelines for the preparation and submission of motions, and a form for the registration of voting delegates.

Please note that the closing date for submissions of motions is **Tuesday, 5 June 2018**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 11 May 2018** in order to satisfy the 60 day constitutional notice requirements. Registration of voting delegates is required by **Monday, 2 July 2018**.

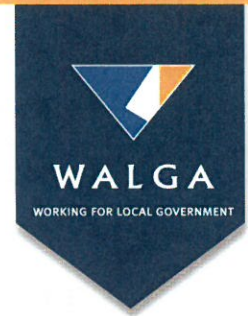
The 2018 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

For enquiries, please contact Margaret Degebrod, Executive Officer, Governance on (08) 9213 3036 or via email [mdegebrod@walga.asn.au](mailto:mdegebrod@walga.asn.au).

Yours sincerely

**Ricky Burges**  
Chief Executive Officer





**Notice**  
**of**  
**Annual General**  
**Meeting**  
**and**  
**Procedural Information**  
**for Submission of Motions**

**Perth Convention and Exhibition**  
**Centre**

**Wednesday, 1 August 2018**

**Deadline for Agenda Items**

(Close of Business)

**Tuesday, 5 June 2018**

# 2018 Local Government Convention

## General Information

The 2018 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 1 August to 3 August 2018. The tentative schedule for the Convention is as follows:

<u>Tuesday, 31 July</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation) Mayors and Presidents Reception (separate invitation)	3.30 pm 5.30 pm	5.30 pm 7.00 pm
<u>Wednesday, 1 August</u>		
State and Local Government Forum (separate registration)	9.00 am	12.15 pm
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 2 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.00 am	8.30 am
Opening and Convention Sessions	9.00 am	5.30 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 3 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.00 am	3.30 pm

*Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.*

### **WALGA Annual General Meeting**

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 1 August 2018. This event should be attended by delegates from all Member Local Governments.

### **Cost for attending the Annual General Meeting**

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.



## Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2018 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is COB **Tuesday, 5 June 2018**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by COB **Friday, 11 May 2018** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

## Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on 9213 2036 or via email [mdegebrod@walga.asn.au](mailto:mdegebrod@walga.asn.au).

### **Emergency Motions**

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



**President Cr Lynne Craigie**  
**President**

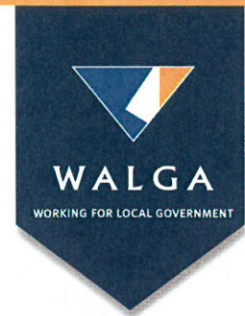


**Ricky Burges**  
**Chief Executive Officer**



# EMAIL BACK

## Voting Delegate Information 2018 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 1 August 2018 at the Perth Convention Centre.

Please complete and return this form to the Association by Monday, **2 July 2018** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

**Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.**

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....
<p><b>For (Local Government Name):</b> Shire/Town/City of .....</p> <p><b>Signature Chief Executive Officer</b> _____            (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;"><b>Date</b> _____</p>	

ON COMPLETION PLEASE EMAIL TO: [mdegebrot@walga.asn.au](mailto:mdegebrot@walga.asn.au)

Margaret Degebrot, Executive Officer Governance



# DELEGATIONS REGISTER

Reviewed May 2018

Updated May 2018

**SECTION 1 - DELEGATION OF SOME POWERS AND DUTIES TO  
CHIEF EXECUTIVE OFFICER**

**SECTION 2 - DELEGATION OF SOME POWERS AND DUTIES TO  
CERTAIN COMMITTEES**

# **SECTION 1**

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

## FOREWORD

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

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

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

*\* Absolute majority required.*

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

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

### LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICERS

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

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

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



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

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

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

### **ACTING THROUGH ANOTHER PERSON**

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

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

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

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

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

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

*Acting Through Example:*

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

CEO includes in the job description of the Deputy Chief Executive Officer that he or she shall -

“Review the performance of each employee under his/her supervision who is employed for a term of more than one year at least once in relation to every year of the employment”.

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

### PART 1 - ADMINISTRATION

- 1.1 Entering into contracts of Insurance
- 1.2 Public Liability Insurance Claims
- 1.3 Appointment of Authorised Persons
- 1.4 Enforcement and Legal Proceedings
- 1.5 Impounding and Sale of Animals and Goods
- 1.6 Property – Acquisition and Disposal
- 1.7 Liquor, Sale from Shire Property
- 1.8 Contract Variations
- 1.9 Execution of Documents
- 1.10 Hall Hire
- 1.11 Surplus Materials, Equipment, Tools etc
- 1.12 Applying for Grants & Subsidies
- 1.13 Inviting Tenders for Providing Goods and Services
- 1.14 Determining the Criteria for Assessing Tenders
- 1.15 Certain Things to be done in Respect of Land
- 1.16 Making a Person Comply with a Notice Requiring Certain Things to be done on Land
- 1.17 Powers of Entry
- 1.18 Administer the Shire's Local Laws
- 1.19 General Competence Powers
- 1.20 Hidden Treasures of the Great Southern – Agreement to use office space within the Broomehill administration building
- 1.21 Use of Shire Logo

### PART 2 - FINANCE

- 2.1 General Rates Issues
- 2.2 Investment of Surplus Funds
- 2.3 Transfer money held in the Trust Fund
- 2.4 Donations
- 2.5 Creditors, Payment of
- 2.6 Write-Off Money Owing
- 2.7 Payment of accounts electronically
- 2.8 Reimburse Expenses of Councillors
- 2.9 Signing and Issuing of Purchase Orders
- 2.10 Signing of schedule documents for loans

### PART 3 - ENGINEERING

- 3.1 Permits, Road Trains and Extra Mass
- 3.2 Traffic Regulatory Signs
- 3.3 Public Thoroughfares – Fixing or Altering Levels of Alignments or Drainage onto Adjoining Land

- 3.4 Control of Unvested Facilities
- 3.5 Road Closures, Temporary (Not exceeding 4 weeks)
- 3.6 Road Closures, Temporary (Repairs and Maintenance)
- 3.7 School Bus Bays
- 3.8 Approve Crossover Construction
- 3.9 Requirement to Construct or Repair Crossover
- 3.10 Removal of Street Trees

## **PART 4 – BUILDING, HEALTH AND PLANNING**

- 4.1 Building - Approve or Refuse Plans and Specifications
- 4.2 Building – Extension of Time to Complete
- 4.3 Building - Works Unlawful
- 4.4 Building - Demolition Licenses
- 4.5 Building – Dangerous
- 4.6 Buildings - Neglected
- 4.7 Building – Certificates of Classification
- 4.8 Building – Deposit Materials on a Street
- 4.9 Authorisation of the Environmental Health Officer
- 4.10 Signs and Hoardings
- 4.11 Appointment of Authorised Officers – Food Act 2008
- 4.12 Authorised Officer

## **PART 5 – OTHER**

- 5.1. Gate Permits
- 5.2. Street Appeals
- 5.3. Events on Roads
- 5.4. Firebreaks – Alternative Positions
- 5.5. Burning – Prohibited and Restricted Times (Variations)
- 5.6. Burning of Roadsides
- 5.7. Taking Proceedings for Offences – Bush Fires Act
- 5.8. Handover of Control of Bushfires
- 5.9. Proceedings under Dog Act
- 5.10. Withdrawal of Infringement Notices issued under Dog Act
- 5.11. Wildflower Picking
- 5.12. Proceedings under Cat Act
- 5.13. Approval of collection of native seed from Council Reserves and Road Reserves

## PART 1 - ADMINISTRATION

<b>Delegation Number</b>	<b>1.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Entering into contracts of Insurance</b>
Delegate	Chief Executive Officer
Sub-delegate	

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44.
Legislative Power or Duty Delegated	Local Government Act 1995 – S6.7(2)
Delegation Subject	<b>Public Liability Insurance Claims</b>
Delegate	Chief Executive Officer
Sub-Delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.3</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act - s9.10
Delegation Subject	<b>Appointment of Authorised Persons</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

Authorisations are to be made for the following purposes -

- Authorise an employee to remove and impound any goods in accordance with Section 3.39.
- For the giving of a notice to the owner of a vehicle in accordance with s9.13.
- For the issuing of infringement notices under s9.16
- For receiving payment of a modified penalty (infringement notice) under s9.17.
- For extending the period of time within which a modified penalty may be paid under s9.19
- For giving a notice requiring certain things to be done by the owner or occupier of land under s3.25(1).
- For doing anything necessary to achieve, so far as practicable, the purposes for which a notice was given s3.26
- For lawfully entering land, premise or thing under s3.31(2).
- To undertake the functions of an authorised person under the –
  - Activities on Thoroughfares and Public Places and Trading Local Law 2008
  - Dogs Local Law 2008
  - Local Government property Local Law 2008.
  - Cat Act 2011

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

**Reporting Requirements:**

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

**Adoption Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

Delegation:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.46, 3.47, 3.47A and 3.48
Delegation Subject	<b>Impounding and Sale of Animals and Goods</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

Delegation:

The Chief Executive Officer is delegated the authority to:

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

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

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



<b>Delegation Number</b>	<b>1.6</b>
Legislative Power to Delegate	Local Government Act 1995 s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.58
Delegation Subject	<b>Property – Acquisition and Disposal</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.7</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 – clause 3.15
Delegation Subject	<b>Liquor, Sale from Shire Property</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

Delegation:

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

The Chief Executive Officer shall have regard to the following:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.8</b>
Legislative power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Contract Variations</b>
Delegated to	Chief Executive Officer
Sub-delegated to	Not to be sub-delegated

**Delegation:**

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.9</b>
Legislative Power to Delegate	Local Government Act - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18
Delegation Subject	<b>Execution of Documents</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

Where:

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

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

In executing documents the Chief Executive Officer is to have regard for Council Management Practice 1.1 “Execution of Documents”.

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.10</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Property Local Law 2008 – clause 3.13(1)(a)
Delegation Subject	<b>Hall Hire</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

Delegation:

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

1. Hirers are to pay a bond which is set by Council at its annual budget, the bond being refundable upon clearance by the Chief Executive Officer.
2. The application of the bonds is at the discretion of the Chief Executive Officer and they are not to apply to:
  - (a) Blue Light Discos
  - (b) Broomehill and Tambellup Primary School
  - (c) Tambellup Senior Citizens Christmas Lunch
  - (d) Agricultural Society – Tambellup Show

In approving the hire of Shire halls and ~~Sports Pavilions~~ **other Shire owned facilities** the Chief Executive Officer is to have regard for Council Policy 1.2 – “Use of Shire Facilities”, and ~~Management Practice 1.7 – “Hire of Equipment Shire Halls & Sports Pavilions~~ **Council Policy 1.24 – “Hire of Equipment – Shire Halls”**.

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.11</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.58(5)(d) Local Government (Function and General) Regulations 1996 – Regulation 30(3)
Delegation Subject	<b>Surplus Materials, Equipment, Tools etc</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.12</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18
Delegation Subject	<b>Applying for Grants &amp; Subsidies</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.13</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Functions and General) Regulations 1996 - Regulation 11
Delegation Subject	<b>Inviting Tenders for Providing Goods and Services</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



<b>Delegation Number</b>	<b>1.14</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Functions and General) Regulations 1996 - Regulation 14(2a)
Delegation Subject	<b>Determining the Criteria for Assessing Tenders</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.16</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.26(2)
Delegation Subject	<b>Making a Person Comply with a Notice Requiring Certain Things to be Done on Land</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.17</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.34(1)
Delegation Subject	<b>Powers of Entry</b>
Delegate	Chief Executive Officer
Sub-delegate	Not to be sub-delegated

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.18</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	All Local Laws in operation in the Shire of Broomehill-Tambellup.
Delegation Subject	<b>Administer the Shire's Local Laws</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.19</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.41
Delegation Subject	<b>General Competence Powers</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

Delegation:

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

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

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>1.20</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.42
Delegation Subject	<b>Hidden Treasures of the Great Southern - Agreement to use office space within the Broomehill administration building</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

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

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<b>Delegation Number</b>	<b>1.21</b>
Legislative Power to Delegate	Local Government Act 1995
Legislative Power or Duty Delegated	Local Government Act 1995 section 5.42
Delegation Subject	<b>Use of the Shire Logo</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

The use of the Shire of Broomehill-Tambellup logo:

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

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

## PART 2 - FINANCE

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

### Delegation:

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

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

### Reporting Requirements:

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

### Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44.
Legislative Power or Duty Delegated	Local Government act 1995 – s6.14(1)
Delegation Subject	<b>Investment of Surplus Funds</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

### Delegatio

The Chief Executive Officer is delegated authority to:

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

### Reporting Requirements:

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

### Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.3</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.9(4)
Delegation Subject	<b>Transfer money held in the Trust Fund</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.4</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.7(2)
Delegation Subject	<b>Donations</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Financial Management) Regulations 1996 – Regulation 12(1)
Delegation Subject	<b>Creditors, Payment of</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration Manager of Works Executive Assistant

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 19 April 2018

<b>Delegation Number</b>	<b>2.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s6.12(1)(b) & (c)
Delegation Subject	<b>Write-Off Money Owing</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

The Chief Executive Officer is delegated the authority to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the Shire to a maximum of ~~\$200.00~~ **\$500.00**.

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



<b>Delegation Number</b>	<b>2.7</b>
Legislative Power to Delegate	Local Government Act - s5.42
Legislative Power or Duty Delegated	Local Government (Financial Management) Regulations 1996 – Regulation 11(1)
Delegation Subject	<b>Payment of accounts electronically</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration Manager of Works Executive Assistant

**Delegation:**

The Chief Executive Officer is delegated authority to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services money or other benefits may be obtained.

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

1. Council cheques are to be signed by two authorised officers;
2. An EFT payment relating to payroll, be authorised by two authorised officers; and
3. That EFT payments other than payroll, be authorised by two officers as authorised to sign Council cheques

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 19 April 2018

<b>Delegation Number</b>	<b>2.8</b>
Legislative Power to Delegate	Local Government Act - s5.42
Legislative Power or Duty Delegated	Local Government (Administration) Regulations 1996 – Regulation 32
Delegation Subject	<b>Reimburse Expenses of Councillors</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.9</b>
Legislative Power to Delegate	Local Government Act
Legislative Power or Duty Delegated	Local Government Act 1995 (section 5.42)
Delegation Subject	<b>Signing and Issuing of Purchase Orders</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> Manager Finance and Administration Manager of Works <b>Works Assistant</b>

**Delegation:**

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

The following purchasing limits apply to sub-delegates –

<b>Manager of Works</b>	<b>\$100,000</b>
<b>Manager Finance and Administration</b>	<b>\$50,000</b>
<b>Works Assistant</b>	<b>\$3,000</b>

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>2.10</b>
Legislative Power to Delegate	Local Government Act
Legislative Power or Duty Delegated	Local Government Act 1995 (section 6.20)
Delegation Subject	<b>Sign schedule documents for loans raised under the WA Treasury Corporation's Master Lending Agreement</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

## PART 3 - ENGINEERING

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

Delegation:

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

Condition CA07 states

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

Applicants seeking approval must hold the appropriate approvals to operate under the AMMS.

All approvals expire at 30 June each year.

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.2</b>
Legislative Power to Delegate	Local Government Act 995 – s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>Traffic Regulatory Signs</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.51(3)
Delegation Subject	<b>Public Thoroughfares – Fixing or Altering Levels of Alignments or Drainage onto Adjoining Land</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



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

Delegation:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50(1)
Delegation Subject	<b>Road Closures, Temporary (Not exceeding 4 weeks)</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50A
Delegation Subject	<b>Road Closures, Temporary (Repairs and Maintenance)</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

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

Reporting Requirements:

Each closure is to be recorded on the timesheets.

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

**Delegation:**

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.8</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 12(1)
Delegation Subject	<b>Approve Crossover Construction</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.1 (11) – “Road Construction & Maintenance Minimum Standards – Crossovers” and Management Practice 5.2 - “Culverts, Crossings and Entrances”.

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.9</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42
Legislative Power or Duty Delegated	Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 13(1) & (2)
Delegation Subject	<b>Requirement to Construct or Repair Crossover</b>
Delegate	Chief Executive Officer
Sub-delegate	Manager of Works

Delegation:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>3.10</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.18(1)
Delegation Subject	<b>Removal of Street Trees</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



## PART 4 - BUILDING HEALTH AND PLANNING

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

Adoption/Review:

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

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

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

Adoption/Review:

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

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

<b>Delegation Number</b>	<b>4.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 401A(1)
Delegation Subject	<b>Building - Works Unlawful</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

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

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

<b>Delegation Number</b>	<b>4.4</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - Section 374A
Delegation Subject	<b>Building - Demolition Licenses</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

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

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

DRAFT

<b>Delegation Number</b>	<b>4.5</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s403(4)
Delegation Subject	<b>Buildings - Dangerous</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

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

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

DRAFT

<b>Delegation Number</b>	<b>4.6</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s408(1)
Delegation Subject	<b>Buildings - Neglected</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

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

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

DRAFT

<b>Delegation Number</b>	<b>4.7</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - s374C(1), (2) & (3)
Delegation Subject	<b>Building – Certificates of Classification</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Adoption/Review:

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

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

DRAFT

<b>Delegation Number</b>	<b>4.8</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s377
Delegation Subject	<b>Building – Deposit Materials on a Street</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

Adoption/Review:

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

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

DRAFT



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

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>4.10</b>
Legislative Power to Delegate	Town Planning Scheme Local Government Act 1995 – s5.42 and s5.44
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 3.2
Delegation Subject	<b>Signs and Hoardings</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

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

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

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>4.12</b>
Legislative Power to Delegate	Building Act 2011
Legislative Power or Duty Delegated	Building Act 2011 sec 96(3) and sec 127
Delegation Subject	<b>Authorised Officer</b>
Delegate	Chief Executive Officer
Sub-delegate	Building Surveyor

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

## PART 5 - OTHER

<b>Delegation Number</b>	<b>5.1</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – Schedule 9.1, clause 5(1) Local Government (Uniform Local Provisions) Regulations 1996 – Regulation 9
Delegation Subject	<b>Gate Permits</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>5.2</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008
Delegation Subject	<b>Street Appeals</b>
Delegate	Chief Executive Officer
Sub-delegate	<del>Manager Corporate Services</del> <b>Manager Finance and Administration</b>

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>5.3</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.50 Road Traffic (Events on Roads) Regulations 1991
Delegation Subject	<b>Events on Roads</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

**Delegation:**

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

Delegation:

The Chief Executive Officer is delegated the authority to:

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



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

*Delegation:*

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

(Variation can only be made after consultation with an authorised DEC Officer, if forest land is situated in the district.)

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>5.6</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.42
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 5.13
Delegation Subject	<b>Burning of Roadsides</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

In exercising this delegation the Chief Executive Officer is to have regard to Council Management Practice 7.4 - "Roadside Burning Policy".

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

*Delegation:*

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

*Delegation:*

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>5.9</b>
Legislative Power to Delegate	Dog Act 1976 – s29(1)
Legislative Power or Duty Delegated	Dog Act 1976 and Dog Act Regulations 1976
Delegation Subject	<b>Proceedings under Dog Act</b>
Delegate	Chief Executive Officer <del>Manager of Corporate Services</del> <b>Manager Finance and Administration</b> Manager of Works Works Supervisor Ranger
Sub-delegate	Not permitted

Delegation:

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

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

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

Reporting Requirements:

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

Adoption/Review:

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

*Delegation:*

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

Limitations placed on an authorised person under the Dog Act withdrawing infringement notices by Regulation 13(7) of the Dog Regulations 1976.

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

<b>Delegation Number</b>	<b>5.11</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.54
Delegation Subject	<b>Wildflower Picking</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

*Delegation:*

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

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

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

*Reporting Requirements:*

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

*Adoption/Review:*

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017

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

**Delegation:**

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

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

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

**Reporting Requirements:**

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

**Adoption/Review:**

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

**Reviewed** by Council at its Ordinary Meeting held on 20 April 2017



<b>Delegation Number</b>	<b>5.13</b>
Legislative Power to Delegate	Local Government Act 1995 - s5.42 and s5.44
Legislative Power or Duty Delegated	Local Government Act 1995 – s3.54
Delegation Subject	<b>Approval of collection of native seed from Council Reserves and Road Reserves</b>
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

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

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

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

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

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

Reporting Requirements:

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

Adoption/Review:

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

# **SECTION 2**

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

## FOREWORD

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

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

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

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

\* *Absolute majority required.*

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

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

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

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

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

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

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

## INDEX

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

Delegation 1.1 - Independent Living Seniors Accommodation Committee

DRAFT

# INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE

<b>Delegation Number</b>	<b>1.1</b>
Legislative Power to Delegate	Local Government Act 1995 – s5.16
Legislative Power or Duty Delegated	Local Government Act 1995 – s5.17
Delegation Subject	<b>Management of the Independent Living Seniors Accommodation units as per operating guidelines</b>
Delegate	Independent Living Seniors Accommodation Committee
Sub-delegate	Nil

**Delegation:**

The Independent Living Seniors Accommodation Committee (ILSA) is delegated authority to investigate and make decisions, where appropriate, on the following:

1. any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time; and
2. management of the units as per operating guidelines determined by Council.

These delegations are included in the Terms of Reference for the ILSA Committee.

**Reporting Requirements:**

Minutes of all ILSA Committee meetings will be presented to Council.

**Adoption/Review:**

**Adopted** by the Council at its Ordinary Meeting held on 15 December 2017

**Reviewed**



Shire of  
**Broomehill  
Tambellup**  
*looking forward*

2018 - 2019 Information Brochure  
and Fire Break Order



# SHIRE OF BROOMEHILL-TAMBELLUP

## General Shire Information

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

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

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

**Business Hours:** 8.30am - 4.30pm Monday to Friday

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

**Email:** mail@shirebt.wa.gov.au

**Website:** www.shirebt.wa.gov.au

Broomehill Public Library 08 9825 3555

Tambellup Community Resource Centre and Library 08 9825 1177

## Staff

Chief Executive Officer	Keith Williams
Manager, Works	Peter Vlahov
Manager, Finance and Assets	Kay O'Neill
Works Supervisor	John Farmer
Strategic Support & Projects Officer	Pam Hull
Executive Assistant	Louise Cristinelli
Finance/Rates Officer	Erryn Beacham
Finance/Administration Officer	Marni Lloyd-Woods
Works Administration Assistant	Coral Green
Customer Service Officers	Jacinta Panting Lesley Pascivicius
Community Emergency Services Manager	Cindy Pearce

## Council Elections

Councillor elections are held every two years with the next election to be held in October 2019. Details regarding enrolment on the electoral roll, Councillor vacancies, opening date for nomination and date of election will be advertised in the local community newsletter BT Times and the West Australian.

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

## Building Services

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

## Health Services

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

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

## Animal Control

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

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

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

<u>DESCRIPTION</u>	<u>1 YEAR</u>	<u>3 YEARS</u>	<u>LIFE TIME</u>
<b>Unsterilised Dog or Bitch</b>	<b>\$50.00</b>	<b>\$120.00</b>	<b>\$250</b>
<b>Sterilised Dog or Bitch</b>	<b>\$20.00</b>	<b>\$42.50</b>	<b>\$100</b>
<b>Working Dog</b>	<b>\$12.50</b>	<b>\$30.00</b>	
<b>Working Dog Sterilised</b>	<b>\$5.00</b>	<b>\$10.65</b>	
<b>Registration of Cat</b>	<b>\$20.00</b>	<b>\$42.50</b>	<b>\$100</b>
<b>Approval to breed cats \$100.00 (per cat)</b>			

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

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

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

To register a sterilised dog or cat, a certificate of sterilisation from a vet must be produced.

All registrations are due on 31st October each year.

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

## Private Works

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

## Emergency Management

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

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

*Front cover image courtesy Keith Williams*

## Shire of Broomehill-Tambellup

### FIRE BREAK ORDER 2018- 2019

### BUSH FIRE NOTICE AND INFORMATION

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

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

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

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



# BUSH FIRES ACT 1954

## Shire of Broomehill-Tambellup 2018- 2019

### PART ONE - FIRE BREAK ORDER

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

During the period from **31st October 2018 to 15th April 2019** inclusive you shall have fire breaks in the following positions:

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

On land which is 4000 sq metres (1 acre) or more in area, clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. The height of all grass on the land is to be less than 150mm in height.

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

During the period from **31st October 2018 to 15th April 2019** inclusive you shall have fire breaks in the following positions:

- 2.1 Clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land.

Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height. Properties will be inspected and orders may be issued.

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

- 3.1 During the period from **31st October 2018 to 15th April 2019** inclusive, you shall have firebreaks at least 5 metres wide, if provided by burning, cultivating or chemical spraying, or 10 metres wide if provided by being closely grazed or mowed to the satisfaction of the Bush Fire Control Officer, in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated nonflammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations. Provided that wherever 10 metre wide alternative is chosen, the outer 3 metres of the 10 metre area must be totally free of any flammable material and where mowing is the method used, all residue of the mowing process must be removed from the area.

#### 3.2 Crops

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

#### 3.3 Boundary Firebreaks

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

#### 4.0 LAND GREATER THAN 40 HECTARES

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

#### GENERAL INFORMATION

If it is considered impractical for any reason to clear firebreaks on any land as required by this notice, you may apply to Council or its duly authorised officers for permission to provide firebreaks in alternative positions or to take alternative action to abate fire areas on the land. If permission is not granted by Council or its duly authorised officers, you shall comply with the requirements of the notice.

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

#### HAZARD REDUCTION

Landowners are advised that inspections of properties may be carried out prior to **19th September** each year and Orders for any Hazard Reduction will be served by 1st October each year requiring that the necessary work be undertaken prior to **1st November of that year**.

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

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

#### DEFINITIONS

For the purpose of this notice:

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

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

## Plantation Firebreaks

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

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

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

### 1.0 BOUNDARY FIREBREAKS

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

### 2.0 DEFINITIONS - SPECIFICATIONS

- 2.1 Plantations/Tree Farms - A plantation tree farm is defined as an area exceeding 3 hectares within townsites or an area exceeding 10 hectares within rural areas of trees planted for commercial purposes.

#### 2.2 Boundary Firebreaks - Fifteen (15) metre requirement -

A boundary firebreak is defined as an area clear of all inflammable material both on ground and vertically, from the boundary inwards ten (10) metres and from this point to the first line of trees at fifteen (15) metres being a strip five (5) metres wide, maintained in a low fuel condition, eg. short grass and clear vertically, of all low overhanging branches at least four (4) metres from ground level.

- 2.3 **Planting Compartments** - A planting compartment is defined as an individual area of approximately thirty (30) hectares surrounded by firebreaks cleared of all inflammable material six (6) metres wide, with a vertical clearance of all overhanging branches at least four (4) metres upwards from ground level to allow unrestricted access for firebreak maintenance and fire fighting equipment at all times.

### 3.0 FIRE PROTECTION OF PRIVATE HARDWOOD/SOFTWOOD PLANTATIONS

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

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

### 5.0 DEFINITIONS:

**Fast Attack** relates to a 1 tonne 4x4 vehicle carrying minimum of 400 litres of water

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

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

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

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

## Harvesting, Swathing and Baling of Stubble

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

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

**SWATHERS AND BALERS:** Are subject to the same conditions as harvesting during operations from 31st October 2018.

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

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

### BY ORDER OF THE COUNCIL

**KEITH WILLIAMS**

**CHIEF EXECUTIVE OFFICER**

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

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

### Laneway/Roadway (non-gazetted)

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

### Registered On and Off Loading Area

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

### Prescribed Fire Fighting Unit

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

### Harvest Ban

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

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

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

### Regulated Activities

1. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by Council on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility. A mobile fire fighting unit shall be in attendance at all times while the site is in use during the ban period.  
(Please note that an owner or occupier of a site may appeal to the Chief Fire Control Officer in cases where approval was not granted or granted subject to additional conditions).
2. Water carting for stock and domestic purpose provided it is accompanied by a prescribed fire fighting unit, or alternatively, the water carting vehicle is a prescribed fire fighting unit.  
(400L of water must be retained on the vehicle at all times).
3. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a prescribed fire fighting unit.

4. All necessary carting of livestock provided that such a vehicle is accompanied by a prescribed mobile fire fighting unit.
5. Activities which receive specific exemptions from Council or the Chief Bush Fire Control Officer (CBFCO).

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

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

**BY ORDER OF THE COUNCIL  
KEITH WILLIAMS  
CHIEF EXECUTIVE OFFICER**

# SHIRE OF BROOMEHILL-TAMBELLUP

## FOR ALL EMERGENCIES PHONE 000

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

### ON THE FIREGROUND - USE UHF RADIO CHANNEL 5

**VHF RADIO CHANNEL:** Repeater 322 Tambellup | 231 Broomehill

### **HARVEST BAN HOTLINE: (08) 9825 1042**

#### **Chief Fire Control Officer**

Ian Cunningham 9825 3061 0428 253 062 BT1

#### **Deputy Chief Fire Control Officer**

Wayne Newbey 0429 674 182 BT2

#### **Deputy Chief Fire Control Officer**

Kim Oliver 9825 8257 0427 258 157 BT3

Fire Weather Officers As Above

#### **Community Emergency Services Manager**

Cindy Pearce 0417 071 567 Central Great Southern CEM

#### **BROOMEHILL EAST**

**Call Sign Phone Mobile**

<b>Captain/FCO</b> Luke Simpson	BH EAST 1	9825 1537	0427 251 257
1st Lt Lachlan Dewar	BH EAST 2		0419 920 066
2nd Lt Scott Thompson	BH EAST 3	9824 1243	0428 916 131
3rd Lt Mark Paganoni	BH EAST 4	9824 1316	0427 383 817
Gavin Guerini	BH EAST 5	9824 1012	0488 241 012
Nathan Heron	BH EAST 6	9824 1322	0427 212 272
Craig Bignell	BH EAST 7	9824 1253	0408 341 253
Secretary Nathan Heron		9824 1322	0427 212 272

#### **BROOMEHILL WEST**

**Call Sign Phone Mobile**

<b>Captain/FCO</b> Warrick McMahon	BH WEST 1	9821 0255	0428 316 386
1st Lt Anthony Witham	BH WEST 2	9824 1087	0428 241 087
2nd Lt Dave Kinsey	BH WEST 3	9825 3118	0428 552 633
3rd Lt Jerome Hardie	BH WEST 4	9824 1239	0427 181 341
Ed Anderson	BH WEST 5		0428 221 591
Secretary Andrew Woithe		9824 1200	0428 241 232

#### **BROOMEHILL CENTRAL**

**Call Sign Phone Mobile**

<b>Captain/FCO</b> Neil Tears	CENTRAL 1		0417 939 684
1st Lt Peter Guazzelli		9824 1309	0439 241 309
2nd Lt Jonathan Webster			0429 441 246
3rd Lt David Dilley			0429 518 415
Secretary Lynn Dilley			0427 241 123

#### **TAMBELLUP EAST**

<b>Captain/FCO</b> Andrew Leonhardt	TA EAST 1	9825 8203	0437 208 427
1st Lt Mario Cristinelli	TA EAST 2	9825 8262	0427 258 118
2nd Lt Al Clark	TA EAST 3	9825 8204	0488 258 204
3rd Lt Kim Oliver	9825 8257	0427 258 157	
Luke Patterson	TA EAST 4	9825 8120	0427 258 222
Chris Rumble	TA EAST 5	9825 8188	0428 368 205
Carl Letter	TA EAST 6	9825 8270	0427 282 053
Ray Squibb	TA EAST 7	9825 8260	0407 984 250
Jared White	TA EAST 8		0448 336 468
Secretary Mario Cristinelli		9825 8262	0427 258 118

#### **TAMBELLUP WEST**

<b>Captain/FCO</b> Derek Sadler	TA WEST 1		0439 521 127
1st Lt Nick Lockyer	TA WEST 2	9825 1162	0429 104 129
2nd Lt Rhys Brown	TA WEST 3		0428 993 309
3rd Lt Ben Campbell-Wilson	TA WEST 4		0419 193 744
Nigel Sheridan	TA WEST 5	9825 3145	0427 253 097
John Cristinelli	TA WEST 6	9825 1159	0428 916 833
Jedd Herbert	TA WEST 7		0427 865 008
Jorrod Thorn	TA WEST 8	9825 3018	0428 906 310
Brett Green	TA WEST 9	9825 3048	0428 253 048
Tony Cristinelli	TA WEST 10	9825 3021	0437 253 021
Secretary Casey Bradshaw			0437 427 914

#### **TAMBELLUP VFES**

<b>Captain/FCO</b> Laurie Hull	TAMBELLUP 1	9825 1176	0428 251 177
1st Lt Allan Hankinson		9825 1065	0409 657 371
2nd Lt Keith Williams			0423 636 272
3rd Lt Bryan Trezona			0456 640 183
Geoff Hams	TAMBELLUP 3	9825 1009	
Secretary Pam Hull		9825 1176	

## What you need to know...

### **BUSH & GRASS ON ANY LAND**

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

### **BROADCAST OF FIRE BANS**

Shire's Harvest Ban Hotline – 9825 1042 recorded message stating what type of ban is currently in place in the Shire and the Restricted and Prohibited Burning Period Times. ABC Radio - will broadcast harvest bans every day at 10.05am, 11.05am, 12.35pm and 2.05pm.

SMS Messages of harvest and vehicle movement bans are sent to mobiles as soon as the information is received. Contact the Shire office (9825 3555) if you would like to receive notification of harvest and movement bans by SMS.

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

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

### **HARVEST BAN ZONES**

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

### **FIRE DANGER**

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

### **HOW TO OBTAIN PERMITS**

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

### **WHEN AND HOW TO BURN GARDEN REFUSE AND RUBBISH**

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

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

### **HINTS FOR BURNING:**

1. Advise the permit issuing officer when you intend to burn.
2. Do not light fires on a hot windy day. Check the fire danger forecast.

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

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

### **ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE**

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

### **BARBECUES AND INCINERATORS**

Gas and Electric barbecues are permitted at any time.

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

ALWAYS CHECK WITH THE FIRE CONTROL OFFICER FIRST.

## ***PENALTIES***

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

#### **GENERAL INFORMATION**

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

Harvesting on Christmas Day is not permitted within the Shire.

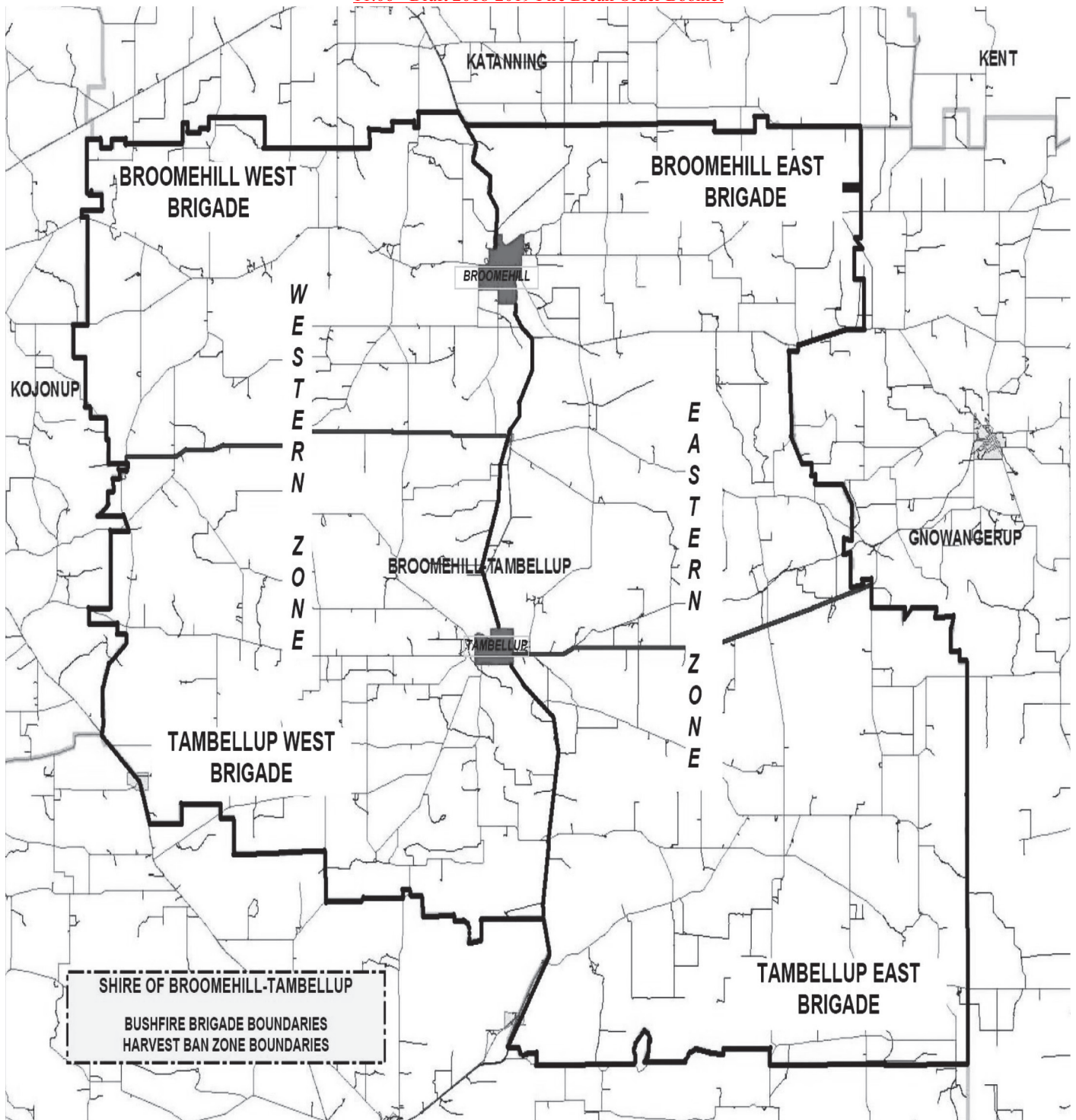
**THERE IS NO EXCEPTION OR PROVISION FOR UNLICENSED FIRE VEHICLES TO BE TAKEN OVER OR ONTO ROADS IN ANY SITUATION**

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

#### **SUMMER VACATIONS**

Please notify Shire Office or Fire Captains if you will be out of the district and if any of your plant would be available in case of fire.

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





# NOTES

## SHIRE OF BROOMEHILL-TAMBELLUP

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

FIRE SEASON 2018 - 2019

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

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

**Please attach diagram of location and site to this application.**

Minimum specifications for a registered loading / offloading site are:

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

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

<p><b>The above site and laneways <u>does</u> / <u>does not</u> meet minimum conditions</b> (delete as appropriate).</p> <p>Inspected by..... Rank.....</p> <p>Date.....</p> <p>Comments or Additional Conditions</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>This registration must be reviewed annually.</b></p>
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# TO THE RESIDENT

