

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2019

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 30 April 2019

Note	Revised Budget 2018/19	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	2,403,500	2,403,500	2,404,513.13	1,013	0.0%	
	3,044,700	1,889,732	1,765,067.97	(124,664)	(7.1%)	
10	436,100	9,700	16,185.70	6,486	40.1%	
	296,600	266,092	226,692.00	(39,400)	(17.4%)	▼
	54,600	41,900	43,397.76	1,498	3.5%	
	92,800	89,132	85,239.51	(3,892)	(4.6%)	
Total	6,328,300	4,700,056	4,541,096.07	(158,960)		
Operating Expense						
	(1,867,500)	(1,607,487)	(1,589,167.02)	18,320	1.2%	
	(3,435,900)	(2,434,770)	(2,240,385.14)	194,385	8.7%	
	(190,800)	(158,726)	(150,292.98)	8,433	5.6%	
	(1,464,600)	(1,220,450)	(1,479,758.95)	(259,309)	(17.5%)	▲
	(58,700)	(55,450)	(55,735.38)	(285)	(0.5%)	
	(168,400)	(168,400)	(153,509.27)	14,891	9.7%	
10	(122,400)	(113,800)	(5,224.23)	108,576	2078.3%	▼
	(88,000)	(77,410)	(69,961.84)	7,448	10.6%	
Total	(7,396,300)	(5,836,493)	(5,744,034.81)	92,458		
Funding Balance Adjustment						
	1,464,600	1,220,450	1,479,758.95	259,309	17.5%	▲
10	(313,700)	104,100	(10,961.47)	(115,061)	1049.7%	
	0	0	0.00	0	0.0%	
Net Operating	82,900	188,113	265,858.74	77,746		
Capital Revenues						
8	4,309,800	1,358,800	1,269,848.37	(88,952)	(7.0%)	
10	1,886,000	542,300	632,687.40	90,387	14.3%	▲
9	1,803,600	95,100	130,036.00	34,936	26.9%	▲
	995,700	0	0.00	0		
Total	8,995,100	1,996,200	2,032,571.77	36,372		
Capital Expenses						
	0	0	0.00	0	0.0%	
12	(4,637,500)	(82,500)	(41,751.47)	40,749	97.6%	▼
12	(1,484,000)	(891,300)	(832,569.24)	58,731	7.1%	
12	0	0	0.00	0		
12	(2,656,200)	(2,070,400)	(1,948,221.86)	122,178	6.3%	
12	(320,000)	(148,000)	(73,132.17)	74,868	102.4%	▼
12	(59,300)	(49,500)	(49,499.03)	1	0.0%	
9	(1,813,500)	(669,600)	(675,552.52)	(5,953)	(0.9%)	
Total	(10,970,500)	(3,911,300)	(3,620,726.29)	290,574		
Net Capital	(1,975,400)	(1,915,100)	(1,588,154.52)	326,945		
Total Net Operating + Capital	(1,892,500)	(1,726,987)	(1,322,295.78)	404,691		
Opening Funding Surplus(Deficit)	1,892,500	1,892,500	1,892,463.43	(37)	(0.0%)	
4	0	165,513	570,167.65	404,655		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 April 2019

Note	Revised Budget 2018/19	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	36,000	29,500	29,409.69	(90)	(0.31%)	
	3,399,700	3,166,110	3,159,011.76	(7,098)	(0.22%)	
	117,200	109,000	99,636.59	(9,363)	(9.40%)	
	1,100	500	1,107.49	607	54.85%	
	64,800	52,800	28,018.72	(24,781)	(88.45%)	▼
	2,897,000	60,900	51,718.17	(9,182)	(17.75%)	
	95,700	89,100	87,750.20	(1,350)	(1.54%)	
	58,000	53,850	51,477.83	(2,372)	(4.61%)	
	3,654,800	2,379,132	2,189,287.23	(189,845)	(8.67%)	
	252,300	68,132	56,498.12	(11,634)	(20.59%)	▼
	61,500	49,832	57,028.64	7,197	12.62%	
Total	10,638,100	6,058,856	5,810,944.44	(247,912)		
Operating Expense						
	(657,800)	(480,617)	(431,803.47)	48,814	11.30%	▼
	(262,900)	(209,960)	(206,943.00)	3,017	1.46%	
	(227,700)	(194,485)	(186,451.11)	8,034	4.31%	
	(54,600)	(44,772)	(23,627.60)	21,144	89.49%	▼
	(73,600)	(63,166)	(46,513.95)	16,652	35.80%	▼
	(91,100)	(77,970)	(62,210.87)	15,759	25.33%	
	(426,500)	(350,682)	(314,347.83)	36,334	11.56%	▼
	(1,116,100)	(964,144)	(921,425.01)	42,719	4.64%	
	(4,244,700)	(3,239,934)	(3,201,137.21)	38,797	1.21%	
	(208,100)	(178,301)	(164,678.35)	13,623	8.27%	
	(33,200)	(32,462)	(184,896.41)	(152,434)	(82.44%)	▲
Total	(7,396,300)	(5,836,493)	(5,744,034.81)	92,458		
Funding Balance Adjustment						
	1,464,600	1,220,450	1,479,758.95	259,309	17.52%	▲
	(313,700)	104,100	(10,961.47)	(115,061)	1049.69%	
	0	0	0.00	0		
Net Operating	4,392,700	1,546,913	1,535,707.11	(11,206)		
Capital Revenues						
	1,886,000	542,300	632,687.40	90,387	14.29%	▲
	1,803,600	95,100	130,036.00	34,936	26.87%	▲
	995,700	0	0.00	0		
Total	4,685,300	637,400	762,723.40	125,323		
Capital Expenses						
	0	0	0.00	0	0.00%	
	(4,637,500)	(82,500)	(41,751.47)	40,749	97.60%	▼
	(1,484,000)	(891,300)	(832,569.24)	58,731	7.05%	
	0	0	0.00	0	0.00%	
	(2,656,200)	(2,070,400)	(1,948,221.86)	122,178	6.27%	
	(320,000)	(148,000)	(73,132.17)	74,868	102.37%	▼
	(59,300)	(49,500)	(49,499.03)	1	0.00%	
	(1,813,500)	(669,600)	(675,552.52)	(5,953)	(0.88%)	
Total	(10,970,500)	(3,911,300)	(3,620,726.29)	290,574		
Net Capital	(6,285,200)	(3,273,900)	(2,858,002.89)	415,897		
Total Net Operating + Capital	(1,892,500)	(1,726,987)	(1,322,295.78)	404,691		
	1,892,500	1,892,500	1,892,463.43	(37)	(0.00%)	
Closing Funding Surplus(Deficit)	0	165,513	570,167.65	404,655		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 April 2019

	Actual 2018/19	C/fwd 1 July 2018
CURRENT ASSETS		
Cash	1,598,014.06	2,242,880.07
Receivables	819,116.03	1,142,472.82
Inventories - Stock on Hand	40,018.27	15,693.36
TOTAL CURRENT ASSETS	2,457,148.36	3,401,046.25
CURRENT LIABILITIES		
Creditors and Provisions	668,158.00	835,276.63
Borrowings	9,790.47	59,289.50
TOTAL CURRENT LIABILITIES	677,948.47	894,566.13
NET CURRENT ASSETS	1,779,199.89	2,506,480.12
NON-CURRENT ASSETS		
Receivables	62,453.44	62,453.44
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	70,965.45	70,965.45
Property, Plant and Equipment	15,700,939.62	15,901,548.46
Infrastructure Assets	117,170,144.37	116,175,345.67
TOTAL NON-CURRENT ASSETS	133,220,502.88	132,426,313.02
NON-CURRENT LIABILITIES		
Creditors and Provisions	88,933.99	88,933.99
Borrowings	1,160,432.10	1,160,432.10
TOTAL NON-CURRENT LIABILITIES	1,249,366.09	1,249,366.09
NET ASSETS	133,750,336.68	133,683,427.05
EQUITY		
Accumulated Surplus	34,413,785.87	34,892,392.76
Reserves - Asset Revaluation	97,732,575.53	97,732,575.53
Reserves - Cash Backed	1,603,975.28	1,058,458.76
TOTAL EQUITY	133,750,336.68	133,683,427.05

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1: (a) Nature or Type Classifications

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

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 2019

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 2019

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.

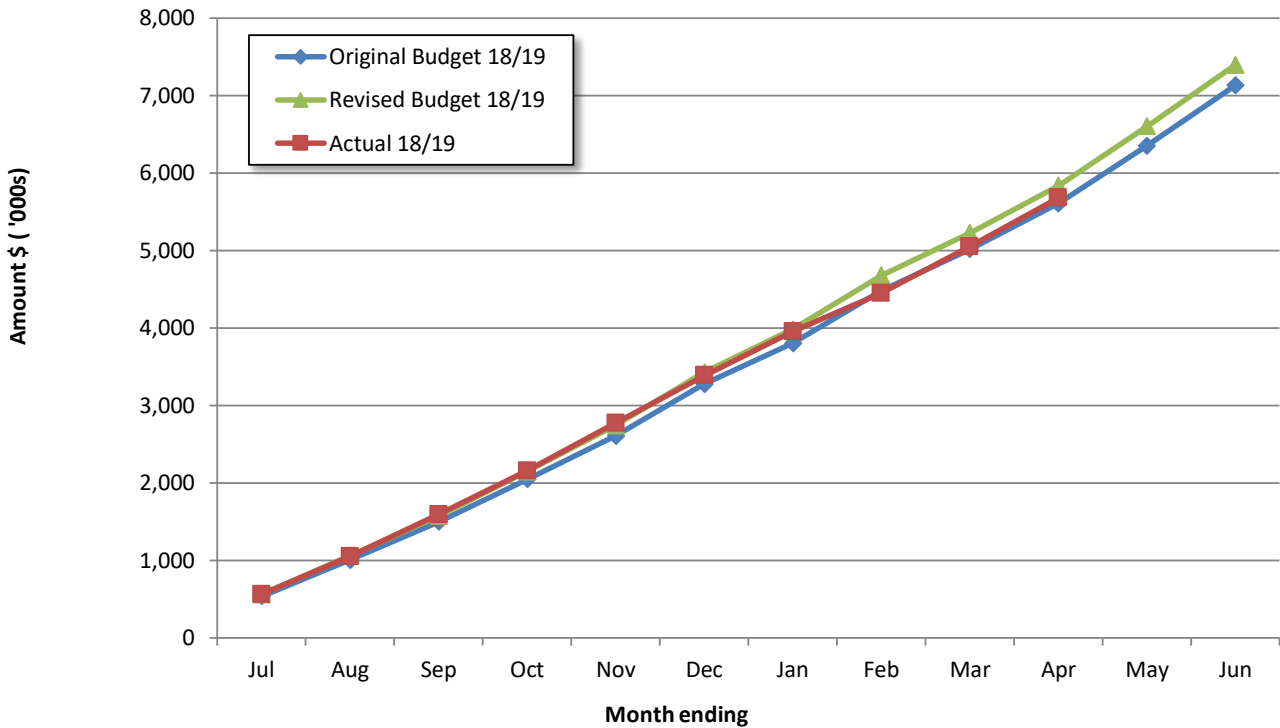
The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
<p>Education & Welfare A recoup for A Smart Start wages, super & travel was processed on 1st May and will reflect in the May financials</p>	✓	
<p>Economic Services Revenue under this program is not as high as anticipated.</p>	✓	
OPERATING EXPENSES		
<p>Governance The consolidation of the Broomehill and Tambellup town planning schemes is progressing - which is funded by the balance of the amalgamation grant - however expenditure is lower than anticipated to date.</p>	✓	
<p>Health Expenditure under this program has not been as high as anticipated to date.</p>	✓	
<p>Education & Welfare Reduced expenditure following resignation of one A Smart Start Co-ordinator who has not yet been replaced.</p>	✓	
<p>Community Amenities The variance relates to the timing of payments to contractors for refuse collection and management of the transfer stations.</p>	✓	
CAPITAL REVENUES		
<p>Proceeds from Disposal of Assets The variance relates to the estimated timing for changeover of the light vehicles. compared to actual occurrences.</p>	✓	
<p>Transfers from Reserves A transfer has been made from the Plant Reserve for the changeover of plant and equipment undertaken between July and November. All changeovers are within the budgeted amounts and the allocation from the Plant Reserve</p>	✓	
CAPITAL EXPENSES		
<p>Land and Buildings Projects in this asset class have commenced, though expenditure it not as high as anticipated.</p>	✓	
<p>Infrastructure - Other Expenditure has not been as high as anticipated to date.</p>	✓	

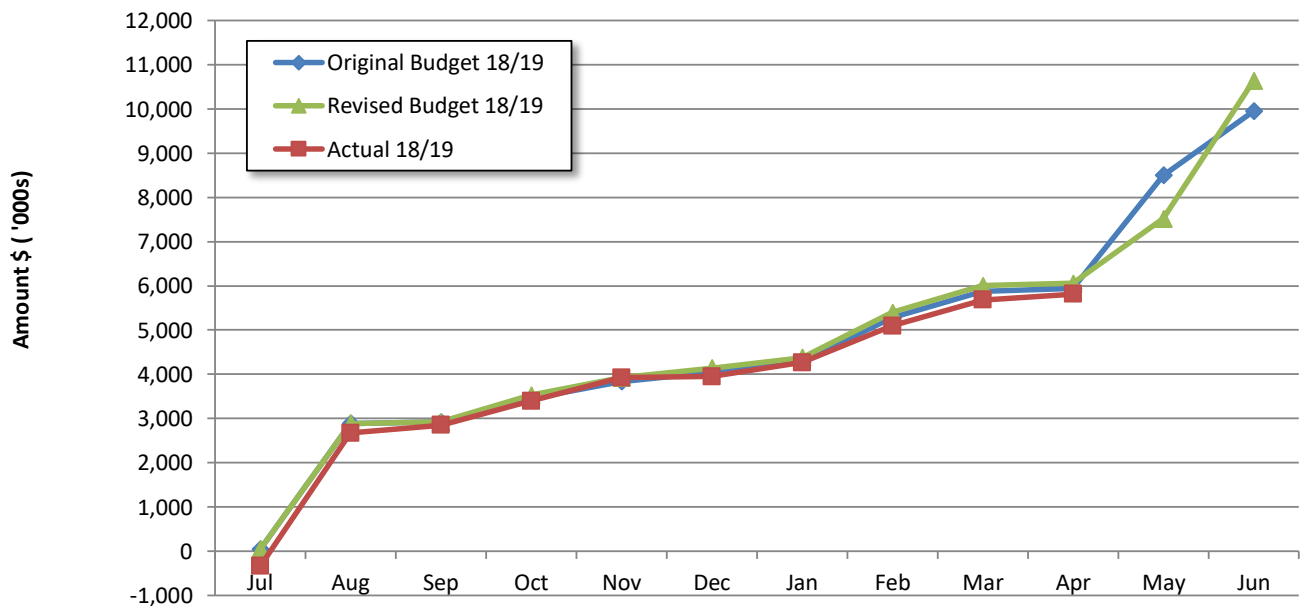
**SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019**

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



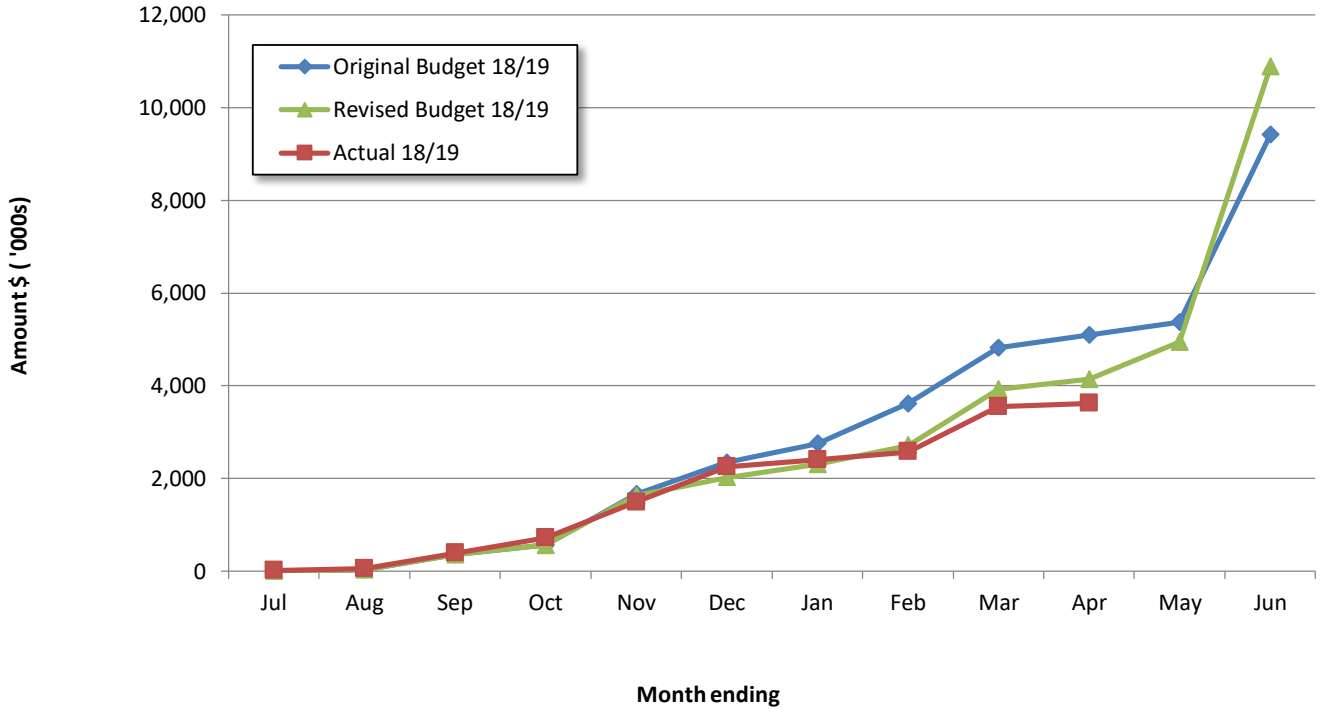
Budget Operating Revenues -v- Actual



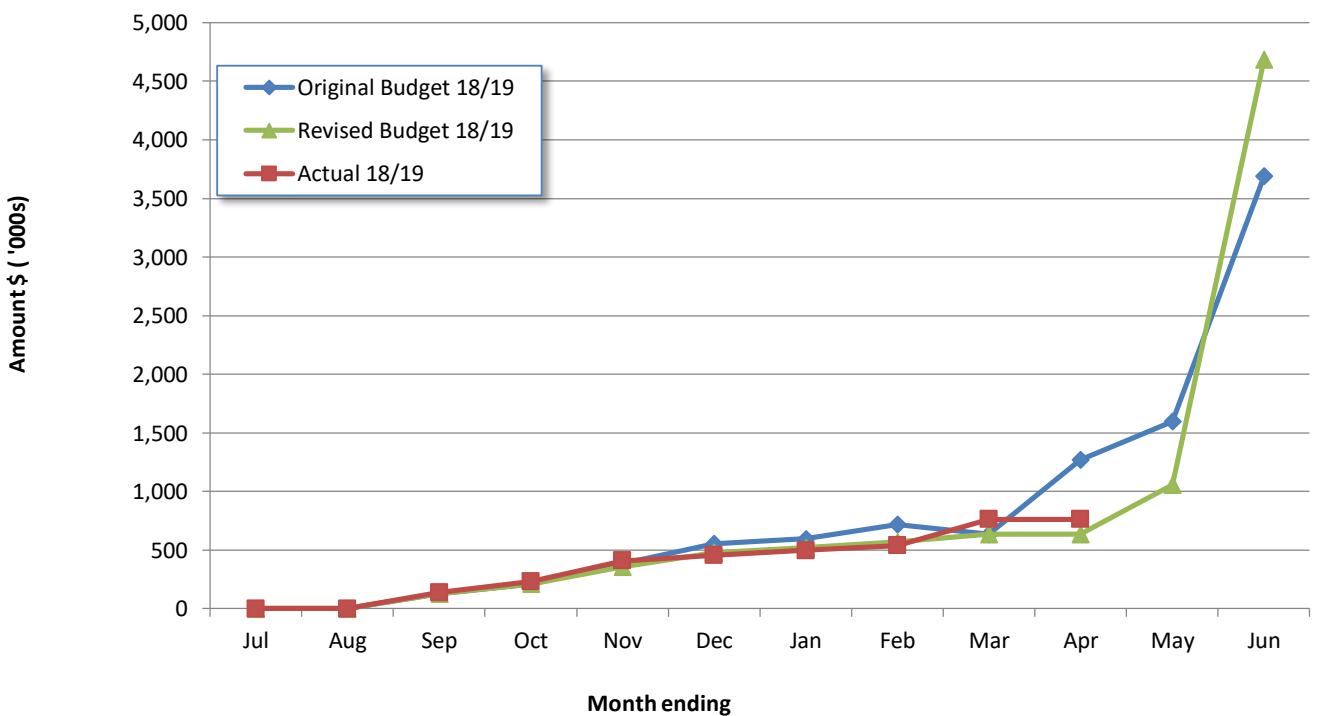
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

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 2019

4: NET CURRENT FUNDING POSTION

	Note	Actual 2018/19	C/fwd 1 July 2018
		\$	\$
Current Assets			
Cash Unrestricted		(301,065.12)	501,120.29
Cash Restricted - Unspent Grants	8	295,103.90	683,301.02
Cash Restricted - Reserves	9	1,603,975.28	1,058,458.76
Receivables - Rates and Rubbish	6	263,359.53	210,694.51
Receivables - Other	6	416,011.74	329,972.55
Inventories		40,018.27	15,693.36
Accruals and Provisions		20,708.84	474,260.60
		2,338,112.44	3,273,501.09
Less: Current Liabilities			
Payables		(169,516.65)	(257,063.98)
Net GST & PAYG		5,547.14	57,045.69
Accruals and Provisions		0.00	(122,560.61)
		(163,969.51)	(322,578.90)
Less: Cash Restricted - Reserves	9	(1,603,975.28)	(1,058,458.76)
Net Current Funding Position		570,167.65	1,892,463.43

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		(302,565.12)	295,103.90		(7,461.22)	Bendigo	
Trust Fund	133 905 067				215,835.17	215,835.17	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds		2.45%		1,603,975.28		1,603,975.28	Bendigo	27/06/2019
Total			(301,065.12)	1,899,079.18	215,835.17	1,813,849.23		

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 2019**

6: RECEIVABLES

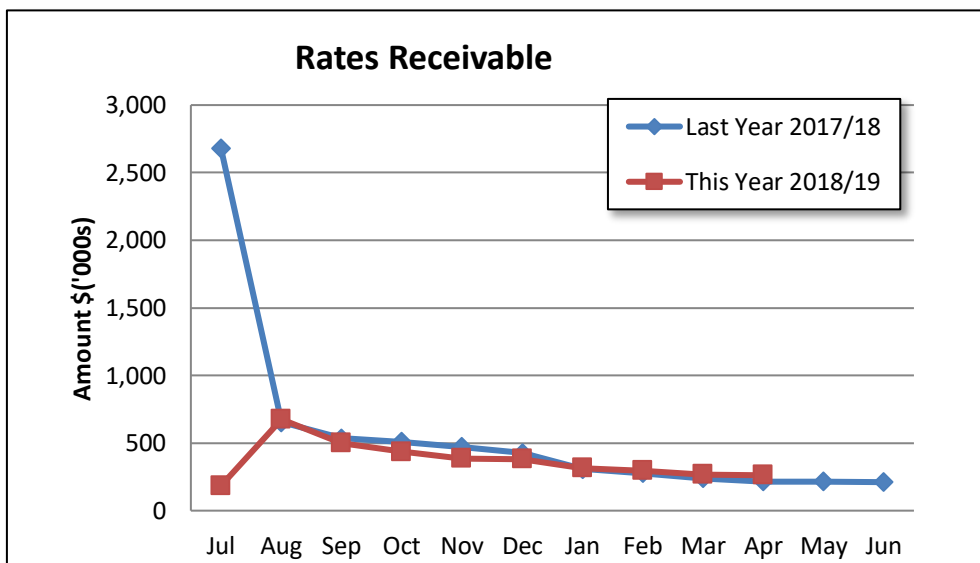
Rates & Rubbish

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

Actual 2018/19	c/fwd 1 July 2018
\$	\$
210,694.51	211,823.65
2,571,135.72	2,474,686.12
(2,518,470.70)	(2,475,815.26)
263,359.53	210,694.51
263,359.53	210,694.51
% Collected	90.53% 92.16%

Net Rates Collectable

% Collected



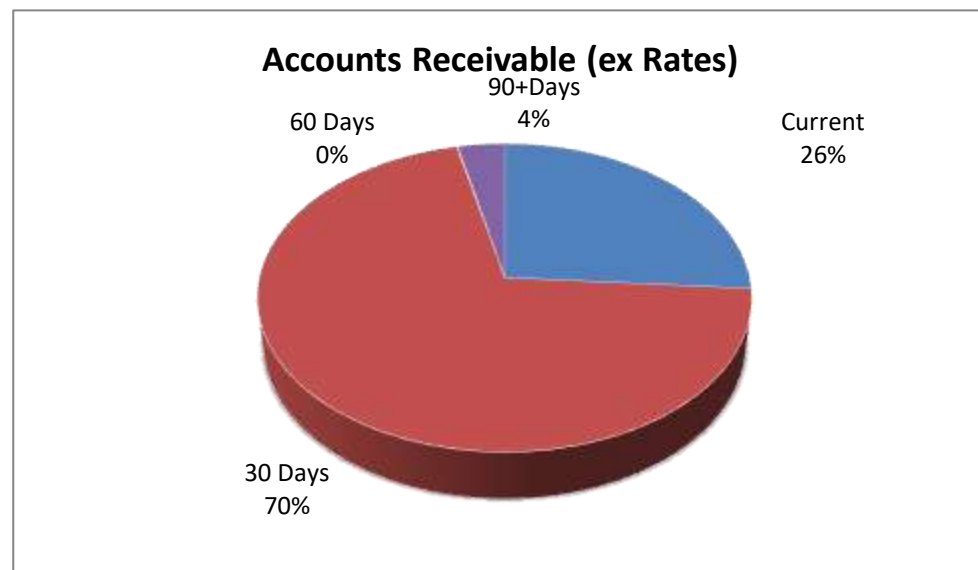
Comments/Notes - Receivables Rates and Rubbish

Rates and charges were levied in July in the 2017/18 year, and in 2018/19 they were raised in August, hence the variance in the graphic above.

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	94,692.19	295,906.38	360.00	14,688.51
Pensioner Rebates	1,877.45			
Emergency Services Levy	13,487.21			
	110,056.85	295,906.38	360.00	14,688.51
		Total Outstanding		421,011.74

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Claim 11 for WANDRRA funding was submitted during March.
Regional Road Group progress claims were submitted during April.
The Tamb Pavilion Assoc have been invoiced for the playground equipment installed.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
			Balanced Budget Adopted - 26 July 2018					0
		SURPLUS	Surplus / (Deficit) 1 July 2018	Reduced surplus carried forward	2,144,400	1,892,500	(251,900)	(251,900)
181005	03229.71	Revenue	Financial Assistance Grants - general purpose	Increase in final allocation for 2018/19	540,800	576,200	35,400	(216,500)
181005	03230.71	Revenue	Financial Assistance Grants - local roads	Increase in final allocation for 2018/19	283,600	293,200	9,600	(206,900)
181005	12159.71	Revenue	Main Roads WA - direct grant	Increase in allocation for 2018/19	84,300	143,800	59,500	(147,400)
181005	12228.16	Expense	Roman Road Inventory	Reduction in anticipated expenditure	(20,000)	(10,000)	10,000	(137,400)
181005	12226.16	Expense	Road Maintenance - contract services	Reduction in provision for roadside clearing	(150,000)	(100,000)	50,000	(87,400)
181005	15171.40	Expense	Plant Reserve - transfer to	Reduced transfer into Reserve	(500,000)	(420,000)	80,000	(7,400)
190216	09004.72	Revenue	Building Better Regions Fund	Construction of GROH Housing	0	554,300	554,300	546,900
190216	Loans	Revenue	Loan Funds	Proceeds from new self supporting loan	0	995,700	995,700	1,542,600
190216	CAP146	Expense	GROH Housing - Lot 398 Parnell St	Construction of 4x2 house in Tambellup	0	(550,000)	(550,000)	992,600
190216	CAP147	Expense	GROH Housing - Lot 22 Taylor St	Construction of 3x2 house in Tambellup	0	(500,000)	(500,000)	492,600
190216	CAP148	Expense	GROH Housing - Lot 22 Taylor St	Construction of 3x2 house in Tambellup	0	(500,000)	(500,000)	(7,400)
190406	03002.73	Revenue		Increased tonnage at Bhill CBH site	52,300	54,400	2,100	(5,300)
190406	03005.70	Revenue	Discount - Rates	Increase in takeup of discount	(88,000)	(102,000)	(14,000)	(19,300)
190406	04101.26	Expense	Members of Council - computer & internet	Increase to include Docs on Tap subs	(3,500)	(5,000)	(1,500)	(20,800)
190406	04101.57	Expense	Members of Council - travel & accomm	Actual expenditure lower than anticipated	(7,000)	(5,500)	1,500	(19,300)
190406	04103.15	Expense	Tambellup Admin Building - internal paint	Defer painting - transfer to Bldg Mtce Res	(20,500)	(5,500)	15,000	(4,300)
190406	04104.15	Expense	Audit - professional services	Actual expenditure lower than anticipated	(30,000)	(15,000)	15,000	10,700
190406	04301.08	Expense	General Admin - fringe benefits tax	Actual expenditure lower than anticipated	(15,000)	(10,000)	5,000	15,700
190406	04301.16	Expense	General Admin - contract services	Trainee costs lower than budgeted	(15,000)	(5,000)	10,000	25,700
190406	04126.16	Expense	Asset Management Plan - contract services	Realloc funds from LTFF	(20,000)	(30,000)	(10,000)	15,700
190406	04128.16	Expense	Long Term Financial Plan - contract services	Realloc funds to AMP	(10,000)	0	10,000	25,700
190406	04130.16	Expense	Corporate Business Plan - contract services	Plan prepared internally	(5,000)	0	5,000	30,700
190406	08302.17	Expense	Independent Living Seniors - prof services	Provision no longer required	(10,000)	0	10,000	40,700
190406	09107.15	Expense	63 Taylor Street - repairs & maintenance	Transfer to Admin Bldg solar	(10,000)	(5,000)	5,000	45,700
190406	09120.15	Expense	18 Ivy Street - repairs & maintenance	Defer reticulation - transfer to Bldg Mtce Res	(10,000)	(5,000)	5,000	50,700
190406	09122.15	Expense	1 Janus Street - repairs & maintenance	Increased expend - carpets, paint, blinds	(5,000)	(25,000)	(20,000)	30,700
190406	10301.83	Revenue	Town Planning - fees & charges	Increased revenue from planning applications	5,000	20,000	15,000	45,700
190406	11082.01	Expense	Fmr Tamb Bowling Club - salaries & wages	Increased mtce - realloc from Road Mtce	(500)	(5,500)	(5,000)	40,700
190406	11082.98	Expense	Fmr Tamb Bowling Club - plant op costs	Increased mtce - realloc from Road Mtce	(100)	(2,500)	(2,400)	38,300
190406	11082.99	Expense	Fmr Tamb Bowling Club -public works o/heads	Increased mtce - realloc from Road Mtce	(500)	(5,500)	(5,000)	33,300
190406	11377.15	Expense	Tamb Library & CRC - repairs & maintenance	Defer building mtce - transfer to Bldg Mtce Res	(10,000)	(5,000)	5,000	38,300
190406	11526.15	Expense	Broomehill Museum - repairs & maintenance	Defer building mtce - transfer to Bldg Mtce Res	(10,000)	(5,000)	5,000	43,300
190406	12226.01	Expense	Road Maintenance - salaries & wages	Realloc to Fmr Tamb Bowling Club	(253,700)	(248,700)	5,000	48,300

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
190406	12226.98	Expense	Road Maintenance - plant op costs	Realloc to Fmr Tamb Bowling Club	(277,200)	(274,800)	2,400	50,700
190406	12226.99	Expense	Road Maintenance - public works overheads	Realloc to Fmr Tamb Bowling Club	(253,700)	(248,700)	5,000	55,700
190406	13151.83	Revenue	Broomehill Caravan Park - fees & charges	Increased usage of caravan park	10,000	35,000	25,000	80,700
190406	13451.74	Revenue	Other Economic Services - reimbursements	Increase in revenue	0	2,500	2,500	83,200
190406	CAP134	Expense	Tambellup Admin Building - solar energy	Increased alloc from housing	(10,000)	(15,000)	(5,000)	78,200
190406	CAP139	Expense	Transfer Stations - bin lifters	Provision no longer required	(20,000)	0	20,000	98,200
190406	CAP128	Expense	Tambellup Depot - washdown bay	Carry over completion from previous year	0	(23,000)	(23,000)	75,200
190406	RR23	Expense	Morgan Road - seal (Roads to Recovery)	Funds realloc from Taylor St R2R	(40,000)	(50,000)	(10,000)	65,200
190406	RR24	Expense	Taylor Street - drainage design (R2R)	Project not eligible for R2R, realloc to Morgan Rd	(10,000)	0	10,000	75,200
190406	CAP143	Expense	Tamb Caravan Park - investigate development	Transfer to Tourism & Economic Devel Reserve	(10,000)	0	10,000	85,200
190406	CAP144	Expense	Holland Track interpretive centre	Transfer to Tourism & Economic Devel Reserve	(20,000)	0	20,000	105,200
190406	14761.40	Expense	Development Costs - Lot 22 Taylor St, Tamb	Resolve contamination issues	(10,000)	(30,000)	(20,000)	85,200
190406	RESERVE	Expense	Building Maintenance Reserve - transfer to Tourism & Economic Development Reserve -	Increased transfer from deferred building mtce	(17,000)	(47,000)	(30,000)	55,200
190406	RESERVE	Expense	transfer to	Creation of new Reserve	0	(30,000)	(30,000)	25,200
190406	RESERVE	Expense	Building Reserve - transfer to	Surplus funds transferred to Reserve	(1,058,000)	(1,083,200)	(25,200)	0
Closing Funding Surplus (Deficit)					200,700	200,700	0	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2018	Received 2018/19	Expended 2018/19	Closing Balance
		\$			
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
Department of Local Govt	Strategic Community Planning	10,138.14	0.00	(3,500.00)	6,638.14
RECREATION & CULTURE					
Department of Sport & Recreation	Crawford St basketball court upgrade	0.00	11,478.00	(11,478.00)	0.00
Tambellup Community Pavilion Assoc.	Nature playground equipment	0.00	26,636.37	(26,636.37)	0.00
TRANSPORT					
WA Local Government Grants Commission	Bridge Funding - bridge 4326 Tamb West Rd	262,000.00	0.00	(262,000.00)	0.00
WA Local Government Grants Commission	Bridge Funding - bridge 4233 Bhill-Koji Rd	340,000.00	0.00	(340,000.00)	0.00
Main Roads WA	Bridge Funding - bridge 4326 Tamb West Rd	0.00	131,000.00	(131,000.00)	0.00
Main Roads WA	Bridge Funding - bridge 4233 Bhill-Koji Rd	0.00	170,000.00	(170,000.00)	0.00
Main Roads WA	Regional Road Group 2017/18	19,657.36	0.00	(19,657.36)	0.00
Main Roads WA	Regional Road Group 2018/19	0.00	671,934.00	(671,934.00)	0.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	258,800.00	(21,839.76)	236,960.24
TOTALS		683,301.02	1,269,848.37	(1,658,045.49)	295,103.90

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 2019

9. CASH BACKED RESERVES

	Revised Budget 2018/19				Actual 2018/19			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	60,900	51,800	(57,300)	55,400	60,902.50	51,560.90	0.00	112,463.40
Plant Reserve	212,100	424,000	(588,000)	48,100	212,057.22	426,365.56	(130,036.00)	508,386.78
Building Reserve	156,200	1,083,200	(958,300)	281,100	156,180.33	103,778.02	0.00	259,958.35
Computer Reserve	31,800	11,000	0	42,800	31,796.57	10,685.96	0.00	42,482.53
Tambellup Rec Ground & Pavilion Reserve	45,400	6,000	0	51,400	45,400.11	5,905.76	0.00	51,305.87
Broomehill Rec Complex Reserve	75,400	9,900	0	85,300	75,429.02	10,106.86	0.00	85,535.88
Building Maintenance Reserve	20,100	47,000	0	67,100	20,084.77	17,014.97	0.00	37,099.74
Sandalwood Villas Reserve	70,200	11,500	0	81,700	70,174.43	11,418.25	0.00	81,592.68
Bhill Synthetic Bowling Green Reserve	55,500	9,600	0	65,100	55,513.80	9,726.91	0.00	65,240.71
Refuse Sites Post Closure Management Reserve	21,000	5,500	0	26,500	20,954.53	5,440.11	0.00	26,394.64
Lavieville Lodge Reserve	58,100	11,200	0	69,300	58,139.16	11,187.79	0.00	69,326.95
Townscape Plan Implementation Reserve	244,300	105,000	(200,000)	149,300	244,326.32	4,657.93	0.00	248,984.25
Tambellup Synthetic Bowling Green Reserve	7500	7,800	0	15,300	7,500.00	7,703.50	0.00	15,203.50
Tourism & Economic Development Reserve	0	30,000	0	30,000	0.00	0.00	0.00	0.00
	1,058,500	1,813,500	(1,803,600)	1,068,400	1,058,458.76	675,552.52	(130,036.00)	1,603,975.28

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

Reserve name

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

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

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
By program:								
Governance								
Ford Ranger XLT dual cab - OTA	49,300	48,600	0	(700)	42,990.33	42,313.95	0.00	(676.38)
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)	41,766.53	41,993.55	227.02	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	48,743.16	47,892.06	0.00	(851.10)
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	46,381.18	48,441.26	2,060.08	0.00
Housing								
1 Janus Street, Broomehill	155,200	280,000	124,800	0	0.00	0.00	0.00	0.00
11 Lavarock Street, Broomehill	130,600	200,000	69,400	0	0.00	0.00	0.00	0.00
20 Henry Street, Tambellup	135,600	220,000	84,400	0	0.00	0.00	0.00	0.00
27 East Terrace, Tambellup	92,200	240,000	147,800	0	0.00	0.00	0.00	0.00
Transport								
Isuzu FRR600 truck TA017	62,900	25,000	0	(37,900)	0.00	0.00	0.00	0.00
Isuzue FRR500 tipper truck TA386	53,000	25,000	0	(28,000)	0.00	0.00	0.00	0.00
Caterpillar PR300 roller BH005	42,000	50,000	8,000	0	43,109.77	54,000.00	10,890.23	0.00
Toro Mower BHT84	22,800	10,000	0	(12,800)	0.00	0.00	0.00	0.00
Toro Mower BH007	28,600	15,000	0	(13,600)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak dual cab 1TA	44,900	43,300	0	(1,600)	45,676.10	45,556.27	0.00	(119.83)
Ford Ranger Wildtrak dual cab 1TA	44,900	43,300	0	(1,600)	45,688.83	45,854.49	165.66	0.00
Ford Ranger Wildtrak dual cab 1TA	44,900	43,400	0	(1,500)	45,226.16	45,999.87	773.71	0.00
Ford Ranger dual cab - TA052	36,700	35,000	0	(1,700)	0.00	0.00	0.00	0.00
Ford Ranger XLT dual cab - TA001	43,700	41,600	0	(2,100)	44,040.94	43,452.84	0.00	(588.10)
Ford Ranger XLT dual cab - TA001	43,700	41,700	0	(2,000)	42,879.17	43,359.81	480.64	0.00
Ford Ranger XLT dual cab - TA001	43,700	41,700	0	(2,000)	45,073.80	45,275.23	201.43	0.00
Ford Ranger dual cab - BH00	36,200	35,000	0	(1,200)	35,605.20	36,738.47	1,133.27	0.00
Ford Ranger dual cab - BH00	36,200	35,000	0	(1,200)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	42,600	41,000	0	(1,600)	48,295.92	45,307.10	0.00	(2,988.82)
Ford Ranger extra cab - BH014	42,600	41,000	0	(1,600)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)	46,248.84	46,502.50	253.66	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)	0.00	0.00	0.00	0.00
Toyota Hilux single cab - TA005	36,500	35,000	0	(1,500)	0.00	0.00	0.00	0.00
Economic Services								
Lot 19 Taylor Street, Tambellup	15,000	15,000	0	0	0.00	0.00	0.00	0.00
	1,569,000	1,881,000	434,400	(122,400)	621,725.93	632,687.40	16,185.70	(5,224.23)
By Class:								
Land and Buildings	528,600	955,000	426,400	0	0.00	0.00	0.00	0.00
Plant and Equipment	1,040,400	926,000	8,000	(122,400)	621,725.93	632,687.40	16,185.70	(5,224.23)
	1,569,000	1,881,000	434,400	(122,400)	621,725.93	632,687.40	16,185.70	(5,224.23)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

11: OPERATING REVENUE AND EXPENSE

	Revised Budget Revenue 2018/19	Revised Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
GENERAL PURPOSE FUNDING				
Rate Revenue	2,502,400	(202,100)	2,481,606.26	(155,949.42)
General Purpose Funding	869,400	0	652,110.75	0.00
Other General Purpose Funding	27,900	(60,800)	25,294.75	(50,993.58)
TOTAL GENERAL PURPOSE FUNDING	3,399,700	(262,900)	3,159,011.76	(206,943.00)
GOVERNANCE				
Members Of Council	16,000	(598,200)	15,698.48	(396,292.66)
Administration General	11,000	0	13,711.21	0.00
Other Governance	9,000	(59,600)	0.00	(35,510.81)
TOTAL GOVERNANCE	36,000	(657,800)	29,409.69	(431,803.47)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	113,100	(184,900)	95,683.40	(153,210.33)
Animal Control	4,100	(41,800)	3,953.19	(32,571.98)
Other Law, Order & Public Safety	0	(1,000)	0.00	(668.80)
TOTAL LAW,ORDER & PUBLIC SAFETY	117,200	(227,700)	99,636.59	(186,451.11)
HEALTH				
Maternal & Infant Health	600	(16,100)	0.00	(6,579.99)
Health Inspection & Administration	500	(22,900)	1,107.49	(12,273.53)
Preventative Services - Pest Control	0	(15,600)	0.00	(4,774.08)
TOTAL HEALTH	1,100	(54,600)	1,107.49	(23,627.60)
EDUCATION & WELFARE				
Other Education	62,300	(68,600)	28,018.72	(45,968.50)
Other Welfare	2,500	(5,000)	0.00	(545.45)
TOTAL EDUCATION & WELFARE	64,800	(73,600)	28,018.72	(46,513.95)
HOUSING				
Staff Housing	1,151,400	0	0.00	285.00
Other Housing	1,745,600	(91,100)	51,718.17	(62,495.87)
TOTAL OTHER HOUSING	2,897,000	(91,100)	51,718.17	(62,210.87)
COMMUNITY AMENITIES				
Household Refuse	63,700	(253,200)	62,746.94	(185,013.07)
Protection Of The Environment	2,000	(2,000)	2,320.68	(2,123.31)
Town Planning & Regional Development	20,000	(73,700)	17,742.16	(58,605.31)
Other Community Amenities	10,000	(44,700)	4,940.42	(30,342.51)
Public Conveniences	0	(52,900)	0.00	(38,263.63)
TOTAL COMMUNITY AMENITIES	95,700	(426,500)	87,750.20	(314,347.83)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

11: OPERATING REVENUE AND EXPENSE

	Revised Budget Revenue 2018/19	Revised Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
RECREATION & CULTURE				
Public Halls & Civic Centres	13,400	(271,600)	32,600.35	(236,862.41)
Other Sport & Recreation	44,200	(730,000)	18,807.45	(597,458.23)
Libraries	400	(83,200)	70.03	(74,484.84)
Other Culture	0	(31,300)	0.00	(12,619.53)
TOTAL RECREATION & CULTURE	58,000	(1,116,100)	51,477.83	(921,425.01)
TRANSPORT				
Road Construction	1,718,800	0	1,231,734.00	0.00
Streets Roads Bridges & Depot Maint	1,913,800	(4,189,700)	943,387.75	(3,156,030.95)
Traffic Control	22,200	(55,000)	14,165.48	(45,106.26)
TOTAL TRANSPORT	3,654,800	(4,244,700)	2,189,287.23	(3,201,137.21)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(719.56)
Tourism & Area Promotion	217,600	(88,500)	32,935.97	(72,666.48)
Building Control	12,200	(63,400)	8,706.58	(45,005.70)
Other Economic Services	22,500	(54,700)	14,855.57	(46,286.61)
TOTAL ECONOMIC SERVICES	252,300	(208,100)	56,498.12	(164,678.35)
OTHER PROPERTY & SERVICES				
Private Works	20,000	(18,700)	11,479.32	(12,474.80)
Public Works Overhead	1,500	0	7,111.30	16,109.86
Plant Operation Costs	40,000	0	25,089.22	(124,305.58)
Workers Compensation	0	0	13,348.80	(17,978.59)
Salaries & Wages	0	0	0.00	(35,716.30)
Unclassified	0	(14,500)	0.00	(10,531.00)
TOTAL OTHER PROPERTY & SERVICES	61,500	(33,200)	57,028.64	(184,896.41)
TOTAL OPERATING	10,638,100	(7,396,300)	5,810,944.44	(5,744,034.81)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Revised Budget Revenue 2018/19	Revised Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
GOVERNANCE					
Tambellup Admin Building - solar energy	P&E	0	(15,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab (CEO) - OTA (3 changeovers)	P&E	146,000	(156,000)	84,307.50	(88,827.41)
Ford Everest wagon (MFA) - BH000 (2 changeovers)	P&E	88,000	(98,000)	96,333.32	(99,351.60)
	Total	234,000	(269,000)	180,640.82	(188,179.01)
HOUSING					
27 East Terrace - replace ceiling in kitchen/dining	L&B	0	(7,500)	0.00	0.00
Independent Living Units - Broomehill	L&B	0	(1,280,000)	0.00	(4,407.28)
Staff housing - Broomehill	L&B	0	(500,000)	0.00	(1,469.12)
Staff housing - Broomehill	L&B	0	(475,000)	0.00	(1,469.12)
Staff housing - Tambellup	L&B	0	(475,000)	0.00	(1,469.12)
Sale of 1 Janus Street, Broomehill	L&B	280,000	0	0.00	0.00
Sale of 11 Lavarock Street, Broomehill	L&B	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	L&B	220,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	L&B	240,000	0	0.00	0.00
GROH Housing - 4x2 Tambellup	L&B	0	(550,000)	0.00	(1,469.12)
GROH Housing - 3x2 Tambellup	L&B	0	(500,000)	0.00	(1,469.12)
GROH Housing - 3x2 Tambellup	L&B	0	(500,000)	0.00	(1,469.12)
	Total	940,000	(4,287,500)	0.00	(13,222.00)
COMMUNITY AMENITIES					
Transfer Stations - bin lifters (2x)	P&E	0	0	0.00	0.00
	Total	0	0	0.00	0.00
RECREATION & CULTURE					
Tambellup Oval - replace fencing along Cremasco Rd (c/over)	I-O	0	(10,000)	0.00	0.00
Diprose Park - drainage improvements and shade over junior pla	I-O	0	(55,000)	0.00	0.00
Subdivision costs - No 1 Dam	L&B	0	(10,000)	0.00	0.00
Tambellup Hall - replace kitchen ceiling (c/over)	L&B	0	(5,000)	0.00	0.00
Crawford Street basketball court - extend surface, improve lightir	I-O	0	(32,000)	0.00	(19,306.63)
Tambellup Pavilion - playground	I-O	0	0	0.00	(26,636.37)
	Total	0	(112,000)	0.00	(45,943.00)
TRANSPORT					
Buildings					
Tambellup Depot - washdown bay	I-O	0	(23,000)	0.00	(24,222.19)
Tambellup Depot - oil shed/oil disposal system	L&B	0	(50,000)	0.00	(28,529.47)
Tambellup Depot - workshop hoist	P&E	0	(35,000)	0.00	(52,216.38)
Plant Replacement					
Isuzu FRR600 truck - TA017	P&E	25,000	(95,000)	0.00	0.00
Isuzu FRR500 tipper truck - TA386	P&E	25,000	(85,000)	0.00	0.00
Caterpillar Multi Tyred Roller - BH005	P&E	50,000	(200,000)	54,000.00	(155,400.00)
Toro Finishing Mower - BHT84	P&E	10,000	(45,000)	0.00	0.00
Toro 360 Mower - BH007	P&E	15,000	(45,000)	0.00	0.00
Ford Ranger Wildtrak dual cab (MOW) - 1TA (3 changeovers)	P&E	130,000	(140,000)	137,410.63	(140,137.90)
Ford Ranger Single Cab - TA052	P&E	35,000	(40,000)	0.00	0.00
Ford Ranger XLT dual cab - TA001 (3 changeovers)	P&E	125,000	(135,000)	132,087.88	(136,360.60)
Ford Ranger dual cab - BH00 (2 changeovers)	P&E	70,000	(80,000)	36,738.47	(38,556.65)
Ford Ranger extra cab - BH014 (2 changeovers)	P&E	82,000	(90,000)	45,307.10	(47,761.65)
Ford Ranger dual cab - BH003 (2 changeovers)	P&E	90,000	(100,000)	46,502.50	(48,957.05)
Ford Escape wagon - TA005	P&E	35,000	(40,000)	0.00	0.00
Forklift	P&E	0	(20,000)	0.00	(25,000.00)
John Deere Gator - TA417	P&E	5,000	(35,000)	0.00	0.00
Sundry Plant	P&E	0	(30,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Revised Budget Revenue 2018/19	Revised Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
TRANSPORT					
Townscape					
Townscape Plan - Broomehill & Tambellup	I-O	0	(200,000)	0.00	(2,966.98)
Road Construction					
Gnowangerup-Tambellup Road - reseal - carry over 17/18	I-R	0	(46,000)	0.00	(38,056.58)
Broomehill-Kojonup Road - reseal - carry over 17/18	I-R	0	(65,800)	0.00	(39,211.69)
Pallinup South Road - construct & seal	I-R	0	(495,000)	0.00	(378,231.47)
Warrenup Road - construct & seal	I-R	0	(356,500)	0.00	(246,043.53)
Broomehill-Kojonup Road - stabilise patches & reseal	I-R	0	(203,400)	0.00	(119,962.43)
Tambellup West Road - reconstruct & seal	I-R	0	(60,600)	0.00	(81,101.47)
Tambellup West Road - stabilise patches & reseal	I-R	0	(144,400)	0.00	(118,770.77)
Roads to Recovery					
Flat Rocks Road - construct & seal 3km	I-R		(324,000)	0.00	(10,747.12)
Morgan Road - seal	I-R	0	(71,800)	0.00	(853.92)
McGuire Road - seal	I-R	0	(40,000)	0.00	(10,238.72)
Taylor Street - drainage design	I-R	0	(10,000)	0.00	0.00
Commodity Routes					
Toolbrunup Road - reseal - carry over 17/18	I-R	0	(40,000)	0.00	0.00
Black Spot					
Tamb West Rd / Warrenup Rd intersection - sight distance - carry	I-R	0	(20,000)	0.00	(62,416.38)
Add back Job Depreciation	I-R	0	159,300	0.00	88,947.50
Footpaths					
Footpath Plan	I-R		(35,000)	0.00	(28,535.28)
Bridgeworks					
Broomehill-Kojonup Rd - Bridge # 4233	I-R	0	(510,000)	0.00	(510,000.00)
Tambellup West Rd - Bridge # 4326	I-R	0	(393,000)	0.00	(393,000.00)
Total		697,000	(4,144,200)	452,046.58	(2,648,330.73)
ECONOMIC SERVICES					
Tambellup Caravan Park - investigate development of former Bo	I-O	0	0	0.00	0.00
Design - Holland Track Interpretive Centre & incorporate existing	I-O	0	0	0.00	0.00
Chalets - Broomehill Caravan Park	L&B	0	(255,000)	0.00	0.00
Total		0	(255,000)	0.00	0.00
OTHER PROPERTY & SERVICES					
Subdivision costs Lot 22 Taylor Street	L&B	0	(30,000)	0.00	0.00
Sale of Lot 8 Taylor St, Tambellup	L&B	15,000	0	0.00	0.00
Total		15,000	(30,000)	0.00	0.00
Total					
		1,886,000	(9,097,700)	632,687.40	(2,895,674.74)
LAND HELD FOR RESALE					
	LR	0	0	0.00	0.00
LAND & BUILDINGS					
	L&B	955,000	(4,637,500)	0.00	(41,751.47)
PLANT & EQUIPMENT					
	P&E	931,000	(1,484,000)	632,687.40	(832,569.24)
INFRASTRUCTURE - ROADS					
	I-R	0	(2,656,200)	0.00	(1,948,221.86)
INFRASTRUCTURE - PARKS					
	I-O	0	(320,000)	0.00	(73,132.17)
Total		1,886,000	(9,097,700)	632,687.40	(2,895,674.74)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

12: CAPITAL DISPOSALS AND ACQUISITIONS

	Revised Budget Revenue 2018/19	Revised Budget Expense 2018/19	Actual Revenue 2018/19	Actual Expense 2018/19
RESERVE TRANSFERS - from/(to)				
Leave Reserve	57,300	(51,800)	0.00	(51,560.90)
Plant Replacement Reserve	588,000	(424,000)	130,036.00	(426,365.56)
Building Reserve	958,300	(1,083,200)	0.00	(103,778.02)
Computer Reserve	0	(11,000)	0.00	(10,685.96)
Tambellup Rec Ground & Pavilion Reserve	0	(6,000)	0.00	(5,905.76)
Broomehill Rec Complex Reserve	0	(9,900)	0.00	(10,106.86)
Building Maintenance Reserve	0	(47,000)	0.00	(17,014.97)
Sandalwood Villas Reserve	0	(11,500)	0.00	(11,418.25)
Broomehill Synthetic Bowling Green Replacement Reserve	0	(9,600)	0.00	(9,726.91)
Refuse Sites Post Closure Management Reserve	0	(5,500)	0.00	(5,440.11)
Lavieville Lodge Reserve	0	(11,200)	0.00	(11,187.79)
Townscape Plan Implementation Reserve	200,000	(105,000)	0.00	(4,657.93)
Tambellup Synthetic Bowling Green Replacement Reserve	0	(7,800)	0.00	(7,703.50)
Tourism & Economic Development Reserve	0	(30,000)	0.00	0.00
	1,803,600	(1,813,500)	130,036.00	(675,552.52)
LOANS				
Loan Repayments	0	(59,300)	0.00	(49,499.03)
Proceeds from New Loans	995,700	0	0.00	0.00
	995,700	(59,300)	0.00	(49,499.03)
TOTAL CAPITAL	4,685,300	(10,970,500)	762,723.40	(3,620,726.29)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

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 2018	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,050.00	3,550.00	(4,200.00)	400.00
Key Bonds	300.00	50.00	(200.00)	150.00
Equipment Bonds	0.00	750.00	(500.00)	250.00
House Bonds	440.00	0.00	0.00	440.00
Nomination Deposits	0.00	0.00	0.00	0.00
Prepaid Cemetery Fees	588.00	0.00	(588.00)	0.00
Hidden Treasures	60,264.20	28,500.00	(30,989.69)	57,774.51
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	4,834.27	0.00	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
YMCA - A Smart Start Program	180,178.21	0.00	(41,528.26)	138,649.95
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
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
	260,991.12	32,850.00	(78,005.95)	215,835.17

SHIRE OF BROOMEHILL-TAMBELLUP
Municipal Fund & Trust Fund Payments for the month ending 30 April 2019
Presented to Council on 23 May 2019
Local Government (Financial Management) Regulations 1996 - No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
3922	04/04/2019	BUNNINGS ALBANY	6x packets rubber stoppers for depot chairs	12.84	
3923	04/04/2019	SYNERGY	Electricity usage Feb 2019 - Mar 2019	1,055.65	
3924	11/04/2019	BUNNINGS ALBANY	Pallet asphalt	770.38	
3925	11/04/2019	GREAT SOUTHERN FUEL SUPPLIES	10000L fuel delivered to TA depot	14,185.60	
3926	11/04/2019	PETTY CASH	Tambellup petty cash 13/03/19-27/03/19	273.85	
3927	11/04/2019	SYNERGY	Usage February 2019 - April 2019	2,203.80	
3928	11/04/2019	WATER CORPORATION	Water usage 28/02/2019 - 17/03/2019	536.52	
EFT11204	01/04/2019	EDWARD JOHN FARMER	Refund credit on rate assessment A357	1,000.00	
EFT11205	04/04/2019	AARON PARNELL	Lavieville lodge gardening hours	340.00	
EFT11206	04/04/2019	AD CONTRACTORS PTY LTD	Water truck & roller hire 12 days, loader & tipper hire 5 days	12,782.00	
EFT11207	04/04/2019	ALBANY CITY MOTORS	TA386 engine fault check & repair	716.33	
EFT11208	04/04/2019	AMPAC Debt Recovery (WA) Pty Ltd	Commission costs for February 2019	44.00	
EFT11209	04/04/2019	ARGOS FIRE SAFETY (Scottish Pacific Business Finance)	Extinguisher inspections & service including labour & travel	2,862.75	
EFT11210	04/04/2019	ATC WORK SMART	Trainee costs - M Barrett FE 09/03/19, C Bliss 09/03+23/03/19	1,983.70	
EFT11211	04/04/2019	BEST OFFICE SYSTEMS	Bhill copier - minimum charge 23/02/19-23/03/19	49.50	
EFT11212	04/04/2019	BOC LIMITED	Cylinder rent 26/02/19 to 28/03/19	49.46	
EFT11213	04/04/2019	BTW RURAL SUPPLIES	Assorted parts for gardeners trailers 1TCY093 & 1TFC580	278.50	
EFT11214	04/04/2019	BURANDO HILL	1TFC580 4 sets wheel bearings	140.25	
EFT11215	04/04/2019	CALTEX STAR CARD	Fuel March 2019 - OTA, 1TA, BH000 & TA005	805.55	
EFT11216	04/04/2019	CHILD SUPPORT AGENCY	Payroll deductions	381.24	
EFT11217	04/04/2019	CHRIS OBST PANEL AND PAINT	1TA repair paint, rear door pillar & left panel	880.00	
EFT11218	04/04/2019	COURIER AUSTRALIA	Freight	57.70	
EFT11219	04/04/2019	DUGGINS	Works uniforms	710.40	
EFT11220	04/04/2019	GARDEN RETIC SERVICE	Vertimow Lavieville Lodge & Diprose Park Tambellup	3,606.90	
EFT11221	04/04/2019	GARY DUNCAN	Backflow testing on standpipes & report to Watercorp	600.00	
EFT11222	04/04/2019	GOOP TRADING T/as Broomehill Post Office & Hardware	BH March postage	77.62	
EFT11223	04/04/2019	GREAT SOUTHERN PAVING	Tambellup West Rd asphalt & footpath, Pallinup Rd asphalt	129,000.00	
EFT11224	04/04/2019	HANSON CONSTRUCTIONS MATERIALS	Cracker dust delivered to Warrenup Road	10,034.66	
EFT11225	04/04/2019	HARBOUR SOFTWARE PTY LTD	Docs on Tap V2 upgrade	660.00	
EFT11226	04/04/2019	JASON SIGNMAKERS	Street name plates Ivy, Collins, Peringillup, Chillicup roads	430.76	
EFT11227	04/04/2019	KATANNING DISTRICTS CARPET CARE	Carpet cleaning units 1 & 2 Sandalwood Villas, unit 2 Lavieville Lodge	440.00	
EFT11228	04/04/2019	KATANNING H HARDWARE	Retic components for washdown bay	737.26	
EFT11229	04/04/2019	KATANNING RETICULATION AND PUMP SUPPLY	Repairs to retic at Sheridan Park & BH complex	695.90	
EFT11230	04/04/2019	LGRCE UNION	Payroll deductions	61.50	

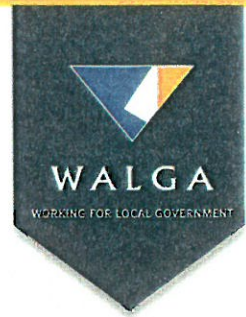
10.02 - Payments - April 2019

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT11231	04/04/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2019 Peer Support Program Forum Pam Hull 12/04/19	80.00	
EFT11232	04/04/2019	MARKETFORCE	Ad for Tender 01/2019 project management services Housing Project West Australian 16/03/19 & 20/03/19	1,130.05	
EFT11233	04/04/2019	NARROGIN FORD AUTO CENTRE	Changeover Ford Ranger BH003	2,700.00	
EFT11234	04/04/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	IT Support - Adobe error msg, CSR Cert for SSL, network drives. Monthly fee for daily monitoring	725.00	
EFT11235	04/04/2019	RECHARGE-IT (Danai Pty Ltd)	Refill toner cartridge	81.00	
EFT11236	04/04/2019	RON WRIGHT BULLDOZING	Push up gravel Reynalds pit - TA West road	10,081.50	
EFT11237	04/04/2019	SHAMARA LETTER	Catering works managers meeting 26/03/19	530.00	
EFT11238	04/04/2019	SHIRE OF KATANNING	Asbestos from Broomehill Museum taken to Katanning tip	10.00	
EFT11239	04/04/2019	SOUTH POLE STRUCTURES	Supply & construct Nature Play Structures @ Tambellup Pavilion (recouped by TCPA)	17,580.00	
EFT11240	04/04/2019	SOUTH REGIONAL TAFE	Chainsaw course Peter Vlahov, Max Barrett, Barry Ford	1,452.20	
EFT11241	04/04/2019	SOUTHERN TOOL AND FASTENER CO	Parts for whacker packer	494.00	
EFT11242	04/04/2019	STATE LIBRARY OF WA	BH & TA Library freight recoup 2018/2019	621.76	
EFT11243	04/04/2019	T QUIP	BH007 service kit & cutting deck parts	1,706.90	
EFT11244	04/04/2019	TAMBELLUP DELI	Fuel, newspapers, groceries March 2019	493.96	
EFT11245	04/04/2019	TAMBELLUP POST CAFE C/- BETH TREZONA	February 2019 postage & ANZAC flyer	297.90	
EFT11246	04/04/2019	TYREPOWER KATANNING	2 new tyres - BH water trailer	243.00	
EFT11247	04/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	Ranger services 18/03/19 & 25/03/19	935.00	
EFT11248	04/04/2019	WESTRAC EQUIPMENT PTY LTD	BH004 steering sensor troubleshoot, travel & labour, BH006 batter, TA281 bearing kit, TA18 pin switch	3,288.51	
EFT11249	04/04/2019	WINC AUSTRALIA PTY LIMITED	UPS power back up	195.98	
EFT11250/1	04/04/2019	BARBEQUES GALORE ALBANY	Fire place & flu for 20 Henry St, BBQ plate & spatula for depot	3,984.90	
EFT11250	11/04/2019	ATC WORK SMART	Trainee M Barrett & Apprentice B Baynes FE 23/03/19	3,050.05	
EFT11251	11/04/2019	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Land mobile licence 341882/1 to 30/04/2020	113.00	
EFT11252	11/04/2019	BETTA HOME LIVING KATANNING HOUSE AND HOME	Birko 5L urn	179.00	
EFT11253	11/04/2019	BTW RURAL SUPPLIES	3" valves for pumps	462.00	
EFT11254	11/04/2019	COURIER AUSTRALIA	Freight	97.60	
EFT11255	11/04/2019	DHU SOUTH ELECTRICAL	Find fault & repair gate at Sandalwood Villas Tambellup	198.00	
EFT11256	11/04/2019	DUGGINS	Works uniforms	191.96	
EFT11257	11/04/2019	EDWARDS MOTORS PTY LTD	2x whipper snipper chains	100.00	
EFT11258	11/04/2019	GRAY CARTER	WANDRRA AGRN743 storm works Hassell Rd & White Rd	96,717.50	
EFT11259	11/04/2019	HEWER CONSULTING SERVICES	WANDRRA AGRN743 Storm works administration March 2019	14,619.39	
EFT11260	11/04/2019	JACKOVALL PROPERTY MAINTENANCE	Unit 4 Sandalwood - door lock, materials and callout fee	617.10	
EFT11261	11/04/2019	JR & A HERSEY PTY LTD	Multimeter for workshop	330.00	
EFT11262	11/04/2019	KATANNING H HARDWARE	Limestone blocks for Garrity St footpath	2,196.38	
EFT11263	11/04/2019	KATANNING STOCK AND TRADING	Tap set for 20 Henry St Tambellup	4.00	

10.02 - Payments - April 2019

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
EFT11264	11/04/2019	KJB PLUMBING AND GAS	Install new cistern at unit 4 Lavieville Lodge Tambellup	143.00	
EFT11265	11/04/2019	LANDMARK	WANDRRA AGRN743 - Beejenup Rd cement	970.64	
EFT11266	11/04/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Finance for non financial people workshop 10/05/19 CEO	280.00	
EFT11267	11/04/2019	PEP BUILDING IMPROVEMENTS	Form and lay concrete at Crawford St basketball courts	15,878.00	
EFT11268	11/04/2019	QFH MULTIPARTS	BHT92 Hydraulic hose & fitting	132.22	
EFT11269	11/04/2019	SHIRE OF CUBALLING	Building surveyor services March 2019	5,079.75	
EFT11270	11/04/2019	SHIRE OF GNOWANGERUP	Intro to Local Govt Workshop - J Panting, L Paskevicius & J Ford	693.00	
EFT11271	11/04/2019	SOUTH REGIONAL TAFE	Traffic refresher Foster Farmer	292.80	
EFT11272	11/04/2019	STATE WIDE TURF SERVICES	Groom & solid tyne ovals Broomehill & Tambellup	12,371.77	
EFT11273	11/04/2019	TAMBELLUP G & T MOTORS	Bearing kits, 100 cut wheels & freight	332.60	
EFT11274	11/04/2019	TYREPOWER KATANNING	Battery for TA Admin generator	424.00	
EFT11275	30/04/2019	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup to Muni - A Smart Start wages/super/travel FE 18 Jan 19 to 26 Apr 19		11,913.24
EFT11276	30/04/2019	SHIRE OF BROOMEHILL-TAMBELLUP	Recoup to Muni - Hidden Treasures expenses		20,708.84
EFT	02/04/2019	SALARIES & WAGES	Wages fortnight ending 29 March 2019	56,674.73	
EFT	16/04/2019	SALARIES & WAGES	Wages fortnight ending 12 April 2019	54,953.09	
EFT	24/04/2019	SALARIES & WAGES	Interim Pay - L Hugill	1,208.70	
EFT	30/04/2019	SALARIES & WAGES	Wages fortnight ending 26 April 2019	55,454.29	
DD5580.1	02/04/2019	WA SUPER	Superannuation contributions	11,101.22	
DD5580.2	02/04/2019	BT SUPER	Superannuation contributions	430.43	
DD5580.3	02/04/2019	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	209.69	
DD5580.4	02/04/2019	MTAA SUPER	Superannuation contributions	209.69	
DD5580.5	02/04/2019	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	106.70	
DD5580.6	02/04/2019	HESTA SUPER FUND	Superannuation contributions	71.23	
DD5585.1	16/04/2019	WA SUPER	Superannuation contributions	10,654.51	
DD5585.2	16/04/2019	BT SUPER	Superannuation contributions	430.43	
DD5585.3	16/04/2019	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	208.96	
DD5585.4	16/04/2019	MTAA SUPER	Superannuation contributions	209.69	
DD5585.5	16/04/2019	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	186.72	
DD5585.6	16/04/2019	HESTA SUPER FUND	Superannuation contributions	36.67	
DD5588.1	30/04/2019	WA SUPER	Superannuation contributions	10,446.58	
DD5588.2	30/04/2019	BT SUPER	Superannuation contributions	430.43	
DD5588.3	30/04/2019	AMP SUPERANNUATION SAVINGS TRUST (SST)	Superannuation contributions	209.69	
DD5588.4	30/04/2019	MTAA SUPER	Superannuation contributions	209.69	
DD5588.5	30/04/2019	HARRY'S HILL SUPERANNUATION FUND	Superannuation contributions	53.35	
DD5588.6	30/04/2019	HESTA SUPER FUND	Superannuation contributions	59.24	
				594,125.77	32,622.08

Chq/EFT	Date	Name	Description	Municipal Fund	Trust Fund
CREDIT CARDS			Description	Amount	
March	14/04/2019	Chief Executive Officer	Plants - parks & gardens	121.00	
			Stationery	264.00	
			Fuel - OTA	108.76	
			Lunch - VROC archive respository meeting	118.50	
			Monthly Card Fee	4.00	
			Total CEO	616.26	
March	14/04/2019	Manager Finance & Administration	Accommodation - MFA Budget workshop	145.00	
			Parking - budget workshop	19.50	
			Groceries - Council meetings, office kitchen	422.41	
			Keys cut for Youth Centre	15.00	
			Flowers - L Hugill	100.00	
			Monthly Card Fee	4.00	
			Total MFA	705.91	
			Total Credit Card Purchases	1,322.17	



**Notice
of
Annual General
Meeting**

**and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 7 August 2019

Deadline for Agenda Items

(Close of Business)

Tuesday, 4 June 2019



2019 Local Government Convention

General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration)	9.00 am	11:00am
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, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.45 am	9:00 am
Opening and Convention Sessions	9.00 am	5.00 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.15 am	4:00 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, 7 August 2019. 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 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** 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 Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@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.

A handwritten signature in black ink, appearing to read "Lynne Craigie".

President Cr Lynne Craigie OAM
President

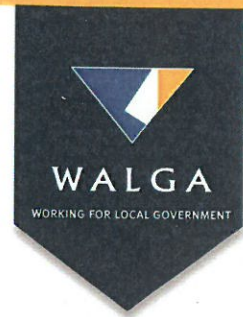
A handwritten signature in black ink, appearing to read "Nick Sloan".

Nick Sloan
Chief Executive Officer



EMAIL BACK

Voting Delegate Information 2019 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, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by Friday **5 July 2019** 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
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
<p>For (Local Government Name): Shire/Town/City of</p> <p>Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;">Date _____</p>	

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance



DELEGATIONS REGISTER

Reviewed May 2019

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, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor; or*
- (i) such other powers or duties as may be prescribed.*

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

Local Government Act 1995 – Section 5.44

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

ACTING THROUGH ANOTHER PERSON

Local Government Act 1995 – Section 5.45(2)

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

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

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

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

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

Acting Through Example:

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

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

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PART 1 - ADMINISTRATION

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	1.3 – Appointment of Authorised Persons
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government Act 1995 - s9.10
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.

Internal References:

Nil

Adoption Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

The Chief Executive Officer is delegated the authority to:

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

The Chief Executive Officer shall have regard to the following:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

Where:

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

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

Reporting Requirements:

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

Internal References:

Management Practice : 1.1 Execution of Documents

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Reporting Requirements:

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

Internal References:

Council Policy : 1.2 Use of Shire Facilities

Council Policy : 1.24 Hire of Equipment – Shire Halls

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Council Policy : 3.1 Purchasing Policy

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Council Policy : 3.1 Purchasing Policy

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

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

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

Delegation:

The use of the Shire of Broomehill-Tambellup logo:

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

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

Reporting Requirements:

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

Internal References:

Council Policy : 1.3 Shire of Broomehill-Tambellup Logo

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

PART 2 - FINANCE

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

The Chief Executive Officer is delegated authority to:

1. Temporarily invest surplus funds with various banking institutions as provided for under s16 of the Trustees Act 1962.

2. Establish and document internal control procedures to be followed by employees to ensure control over investments as required by Local Government (Financial Management) Regulations 1996 – Regulation 19.

3. A list of institutions be reviewed annually.

Reporting Requirements:

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

Internal References:

Council Policy : 3.3 Investments

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Primary and Secondary Signatories

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

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

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008
Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

The following purchasing limits apply to sub-delegates –

Manager of Works	\$100,000
Manager Finance and Administration	\$50,000
Works Assistant	\$3,000

Reporting Requirements:

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

Internal References:

Council Policy : 3.1 Purchasing Policy

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

PART 3 - ENGINEERING

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

Delegation:

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

Condition CA07 states

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

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

Reporting Requirements:

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

Internal References:

Management Practice : 5.9 Functional Road Hierarchy

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

In exercising this delegation the Chief Executive Officer is to have regard to Council Policy 4.1 (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.

Internal References:

Council Policy : 4.1 (11) Road Construction and Maintenance Minimum Standards - Crossovers
Management Practice : 5.2 Culverts, Crossings and Entrances

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Council Policy : 4.1 (11) Road Construction and Maintenance Minimum Standards - Crossovers
Management Practice : 5.2 Culverts, Crossings and Entrances

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Reporting Requirements:

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

Internal References:

Council Policy : 4.4 Clearing of Vegetation for Road Construction

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

PART 4 - BUILDING HEALTH AND PLANNING

Delegation	4.1 – Building, Approve or Refuse Plans and Specifications
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)
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

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

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

Delegation	4.2 – Building, Extension of Time to Complete
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)
Delegate	Building Surveyor
Sub-delegate	Nil

Adoption/Review:

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

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

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

Adoption/Review:

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

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

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

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

Adoption/Review:

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

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

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

Adoption/Review:

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

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

Delegation	4.7 – Building, Certificates of Classification
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 - s374C(1), (2) & (3)
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

Delegation	4.8 – Building, Deposit Materials on a Street
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Local Government (Miscellaneous Provisions) Act 1960 – s377
Delegation Subject	Building – Deposit Materials on a Street
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

Delegation	4.9 – Authorisation of the Environmental Health Officer
Legislative Power to Delegate	Section 26 of the Health Act 1911
Legislative Power or Duty Delegated	Section 26 of the Health Act 1911
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.

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	4.10 – Signs and Hoardings
Legislative Power to Delegate	Town Planning Scheme Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 3.2
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Council Policy : 4.2 Advertising and Portable Directional Signs

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 May 2018

Delegation	4.11 – Appointment of Authorised Officers
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
Delegate	Chief Executive Officer and Authorised Officer/s
Sub-delegate	Nil

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

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

PART 5 - OTHER

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	5.2 – Street Appeals
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008
Delegate	Chief Executive Officer
Sub-delegate	Manager Finance and Administration

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

The Chief Executive Officer is delegated the authority to:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	5.5 – Burning, Prohibited and Restricted Times (Variations)
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)
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.

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	5.6 – Burning of Roadsides
Legislative Power to Delegate	Local Government Act 1995 s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	Activities on Thoroughfares and Public Places and Trading Local Law 2008 – clause 5.13
Delegate	Chief Executive Officer
Sub-delegate	Nil

Delegation:

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

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

Reporting Requirements:

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

Internal References:

Council Policy : 6.4 Roadside Burning

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	5.7 – Taking Proceedings for Offences, Bush Fires Act
Legislative Power to Delegate	Bush Fires Act 1954 – s48(1)
Legislative Power or Duty Delegated	Bush Fires Act 1954 - s59(3)
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.

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

Delegation	5.10 – Withdrawal of Infringement Notices issued under Dog Act 1976
Legislative Power to Delegate	Dog Act 1976 – s29(1)
Legislative Power or Duty Delegated	Dog Act 1976 and Dog Act Regulations 1976
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.

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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

Delegation:

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

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

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

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

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

Reporting Requirements:

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

Internal References:

Nil

Adoption/Review:

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

Reviewed by Council at its Ordinary Meeting held on 17 May 2018

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;

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

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INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE

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

Internal References:

Council Policy : 1.21 Standing Committees of Council – Terms of Reference

Council Policy : 6.3 Independent Living Seniors Accommodation – Housing Allocations for Non-Local Applicants

Other : Independent Living Seniors Accommodation – Housing Management Manual

Adoption/Review:

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

Reviewed by the Council at its Ordinary Meeting held on 17 May 2018



Shire of
**Broomehill
Tambellup**
looking forward

2019 - 2020 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 Administration	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
Technical Officer	Joshua Ford
Customer Service Officers	Jacinta Panting
	Lesley Paskevicius
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 the *Topics* and the *West Australian*.

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

Building Services

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

Health Services

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

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

Animal Control

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

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

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

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

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

- 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. 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.

Cover images courtesy of Emily Hardie

Shire of Broomehill-Tambellup

FIRE BREAK ORDER 2019- 2020

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 2019- 2020

PART ONE - FIRE BREAK ORDER

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

During the period from **31st October 2019 to 15th April 2020** 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 2019 to 15th April 2020** 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 2019 to 15th April 2020 inclusive, completely surrounding the perimeter of any homestead building (excluding isolated nonflammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations, you shall have firebreaks at least 5 metres wide (if provided by burning, cultivating or chemical spraying), or 10 metres wide (if provided by being closely grazed or mowed). These breaks are to be to the satisfaction of the Bush Fire Control Officer. Wherever the 10 metre wide alternative is chosen, the outer 3 metres of the 10 metre area must be totally free of any flammable material, and where mowing is the method used, all residue of the mowing process must be removed from the area.

3.2 Crops

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

3.3 Boundary Firebreaks

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

4.0 LAND GREATER THAN 40 HECTARES

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

GENERAL INFORMATION

If it is considered impractical for any reason to meet requirements under this notice on any land, you may apply to Council or its duly authorised officers for permission to provide alternative measures or to take alternative action to abate fire areas on the land. This application must be made to council or a duly authorised officer by the 15th October 2019. If permission is not granted by Council or its duly authorised officers, you shall comply with the requirements of the notice.

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

HAZARD REDUCTION

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

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

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

DEFINITIONS

For the purpose of this notice:

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

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

Plantation Firebreaks

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 2019.

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 of 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**

BUSH FIRES ACT 1954

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

1. IMPORTANT DATES TO REMEMBER

19th September 2019:	Commencement of Restricted Burning Period.
1st November 2019:	Commencement of Prohibited Burning Period.
14th February 2020:	Close of Prohibited Burning Period.
15th April 2020:	Close of Restricted Burning Period.
10th April - 13th April 2020:	EASTER – BURNING PROHIBITED

2. RESTRICTED BURNING PERIOD 19TH SEPTEMBER TO 31ST OCTOBER 2019 AND 15TH FEBRUARY TO 15TH APRIL 2020 (all dates inclusive).

(Permits will not be issued for logs/ stumps/ timber heaps during period **19th September 2019 - 31st October 2019**)

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

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

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

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

3. PROHIBITED BURNING PERIOD 1ST NOVEMBER 2019 TO 14TH FEBRUARY 2020 (DATES INCLUSIVE)

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

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

4. PROTECTIVE BURNING

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

Any protective burning that is to be carried out within the Prohibited Burning Period, from 1st November to 20th December 2019 (refer 3.1), is to be carried out between the hours of 6.00pm and midnight.

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

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

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

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

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

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

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

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

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

8. OPERATIONS OF CHAFF CUTTING PLANTS (Regulation 39)

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

9. WHEN A FIRE ESCAPES

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

10. CHRISTMAS DAY

Harvesting and the carting of grain are banned on Christmas day throughout the Broomehill-Tambellup Shire.

11. EASTER

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

12. SWATHERS AND BALERS

Swathers and Balers are subject to the same conditions as harvesting, i.e. a mobile and operational fire fighting unit having a capacity of at least 400 litres in attendance during operations from 31st October until the end of the Restricted Burning Period.

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

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

14. HARVEST BAN ZONES

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

BY ORDER OF THE COUNCIL
KEITH WILLIAMS
CHIEF EXECUTIVE OFFICER

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

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

SHIRE OF BROOMEHILL-TAMBELLUP

FOR ALL EMERGENCIES PHONE 000

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 CESH

BROOMEHILL EAST

	Call Sign	Phone	Mobile
Captain/FCO 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
Captain/FCO Ben Hewson	BH WEST 1	9821 0205	0417 969 975
1st Lt Warwick MacMahon	BH WEST 2	9821 0255	0428 316 386
2nd Lt Ed Anderson	BH WEST 3		0428 221 591
3rd Lt Anthony Witham	BH WEST 4	9824 1087	0428 241 087
Brant Dennis	BH WEST 5	9824 1214	0409 086 093
Secretary Andrew Woithe		9824 1200	0428 241 232

BROOMEHILL CENTRAL

	Call Sign	Phone	Mobile
Captain/FCO Neil Tears	CENTRAL 1	9824 1001	0417 939 684
1st Lt Brian Conning			0437 236 997
2nd Lt Jonathan Webster		9824 1509	0429 441 246
3rd Lt David Dilley		9824 1123	0429 518 415
Secretary Lynn Dilley		9824 1123	0427 241 123

TAMBELLUP EAST

	Call Sign	Phone	Mobile
Captain/FCO Mario Cristinelli	TA EAST 1	9825 8262	0427 258 118
1st Lt Al Clark	TA EAST 2	9825 8204	0488 258 204
2nd Lt Luke Patterson	TA EAST 3	9825 8120	0427 258 222
3rd Lt Chris Rumble		9825 8188	0428 368 205
Carl Letter	TA EAST 4	9825 8270	0427 282 053
Ray Squibb	TA EAST 5	9825 8260	0407 984 250
Jared White	TA EAST 6		0448 336 468
Neal Letter	TA EAST 7		0447 258 230
Secretary Mario Cristinelli		9825 8262	0427 258 118

TAMBELLUP WEST

	Call Sign	Phone	Mobile
Captain/FCO 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 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
Jarrold Thorn	TA WEST 8	9825 3018	0428 906 310
Andrew Bradshaw	TA WEST 9	9825 3046	0467 255 083
Tony Cristinelli	TA WEST 10	9825 3021	0437 253 021
Secretary Casey Bradshaw			0437 427 914

TAMBELLUP VFES

	Call Sign	Phone	Mobile
Captain/FCO Laurie Hull	TA 1	9825 1176	0428 251 177
1st Lt Allan Hankinson		9825 1065	0409 657 371
2nd Lt Mandy Plant		9825 1662	0418 777 903
3rd Lt Keith Williams			0423 636 272
Geoff Hams	TA 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 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.

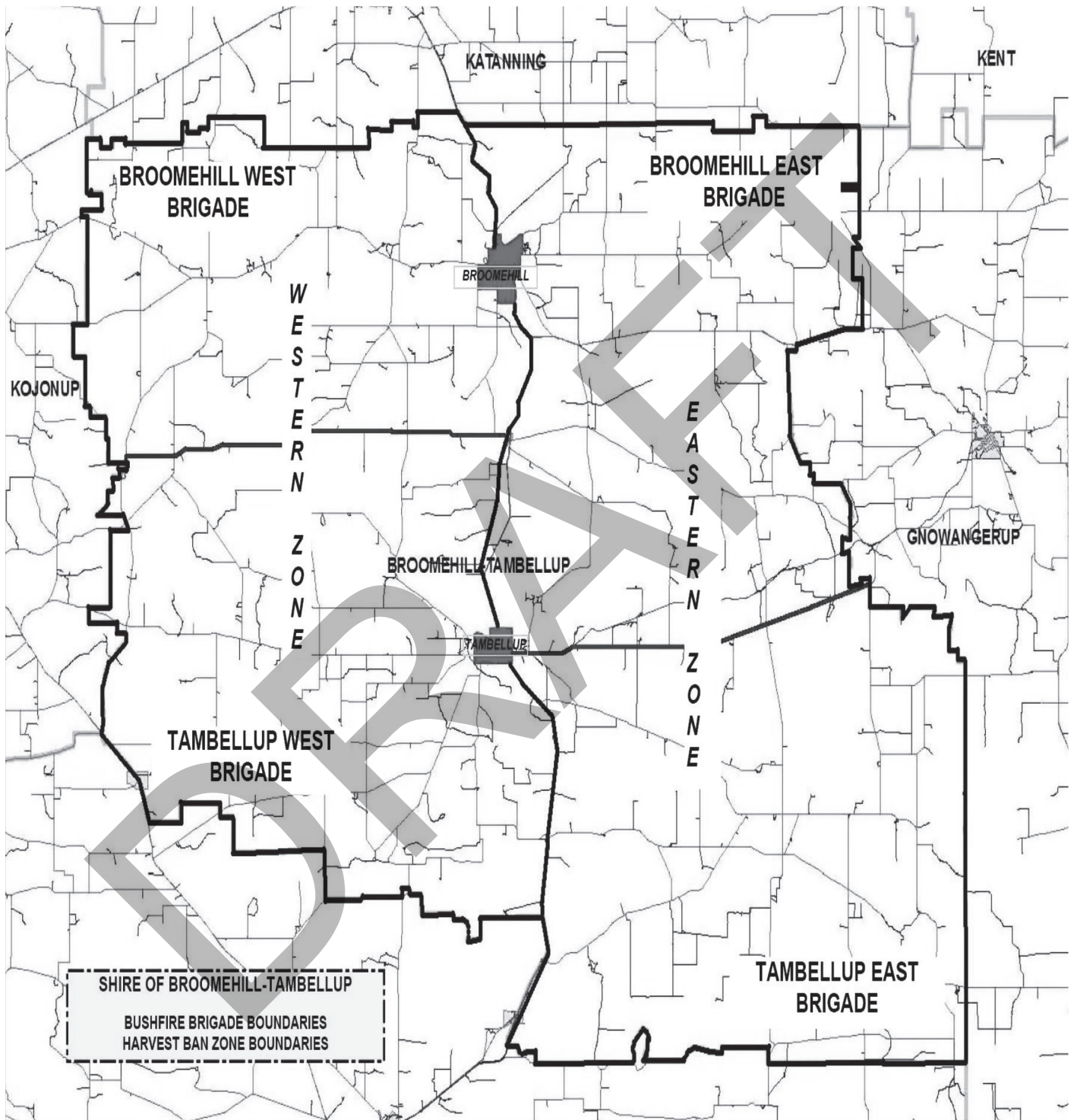
ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE

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.



NOTES

SHIRE OF BROOMEHILL-TAMBELLUP

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

FIRE SEASON 2019 - 2020

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).

The above site and laneways does / does not meet minimum conditions

(delete as appropriate).

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

Date.....

Comments or Additional Conditions

.....

.....

.....

.....

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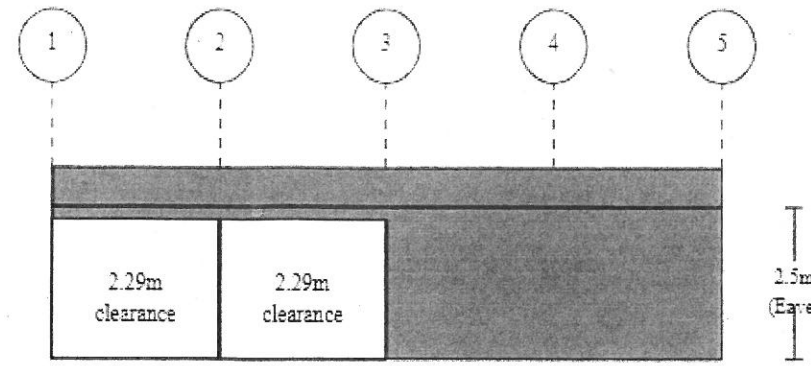
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This registration must be reviewed annually.

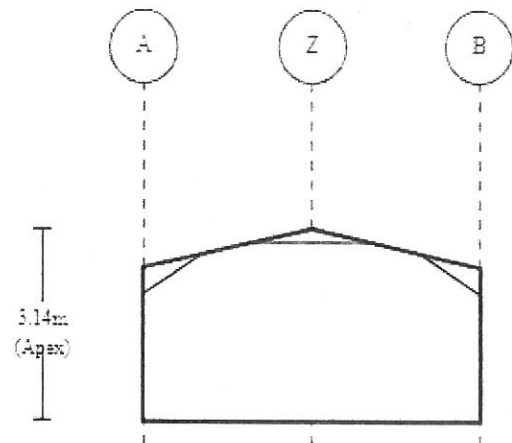


TO THE RESIDENT

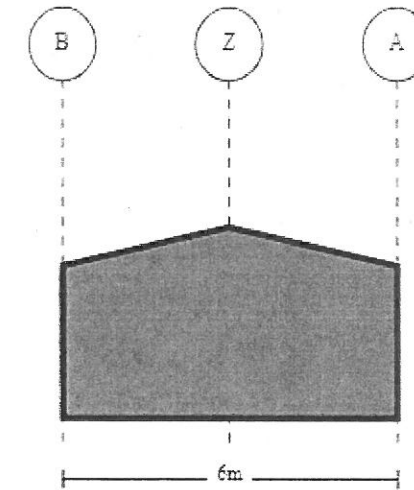
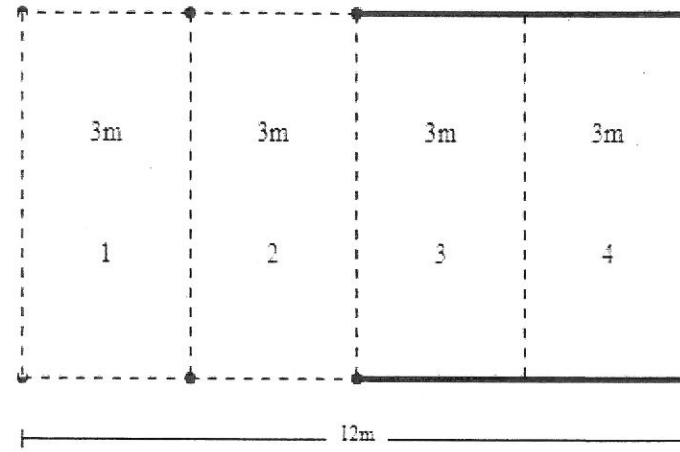




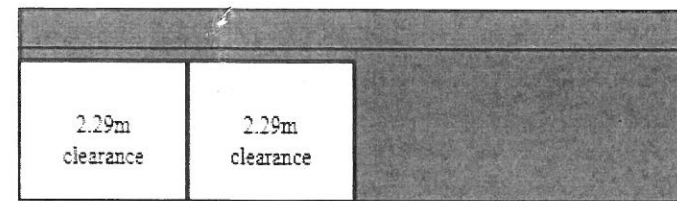
Left Side



Left End



Right End



Right Side

Purchaser Name: Lorenzo & Burnadette Neves

Site Address: Lot 404 McGuire Rd BROOMEHILL WA 6318 Australia

Drawing # WSS182645 - 3

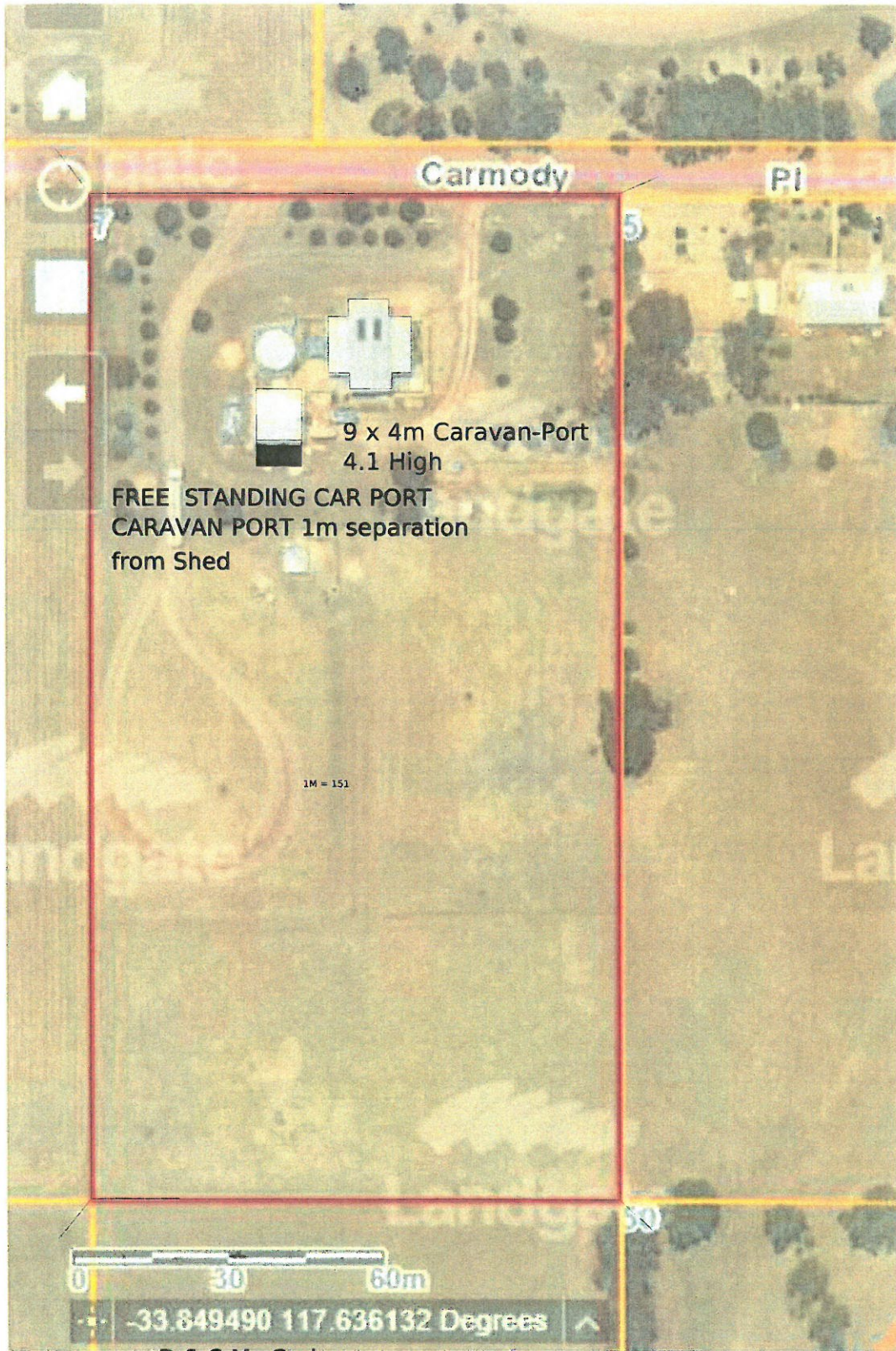
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Fax: 07 5657 8899
Email: admin@sheds.com.au

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Practising Professional Structural & Civil Engineer

Signature: *[Signature]* R. Nancarrow Date: 08/10/18



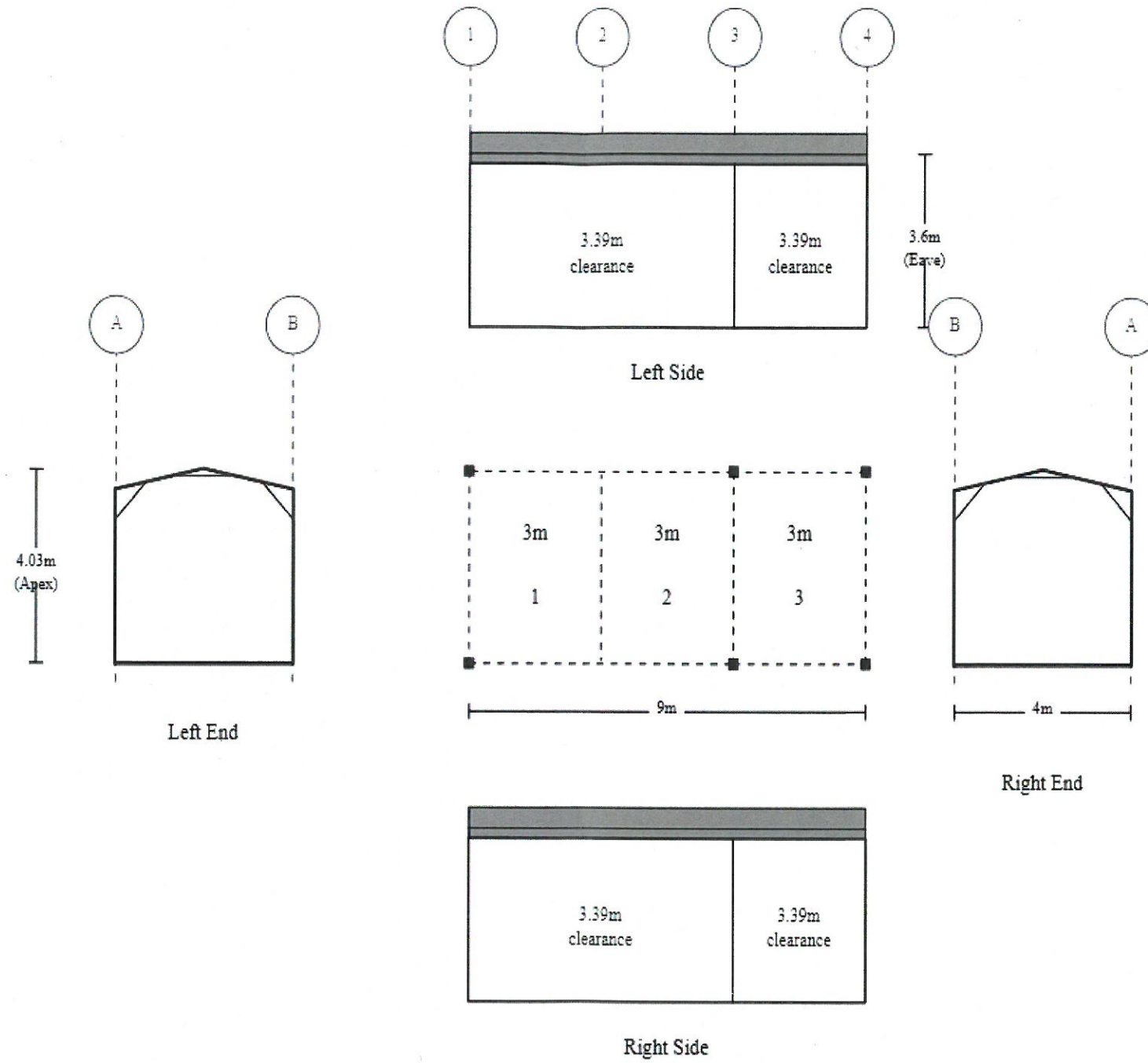
SLAB PLAN
Scale - 1:100

1:100

3.1

D & S Mc Carley
9 CARMODY PLACE
BROOMEHILL VILLAGE WA 6318

DRAWINGS FOR PROPOSED FREE STANDING
CARAVAN-PORT



Purchaser Name: Dan & Shiela McCarley

Site Address: 9 Carmody Place Broomehill Village WA6318 Australia

Drawing # WSS190914 - 3

Print Date: 26/04/19

Layout
NOT FOR CONSTRUCTION
 Not to Scale
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Seller:
 Wide Span Sheds Pty Ltd
 Phone: 07 5657 8888
 Fax: 07 5657 8899
 Email: admin@sheds.com.au

TNC ENGINEERING PTY LTD
 ACN: 610 855 260
 ME Aust. (Registered NER Structural & Civil) 2741240
 QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T. : 225521ES;
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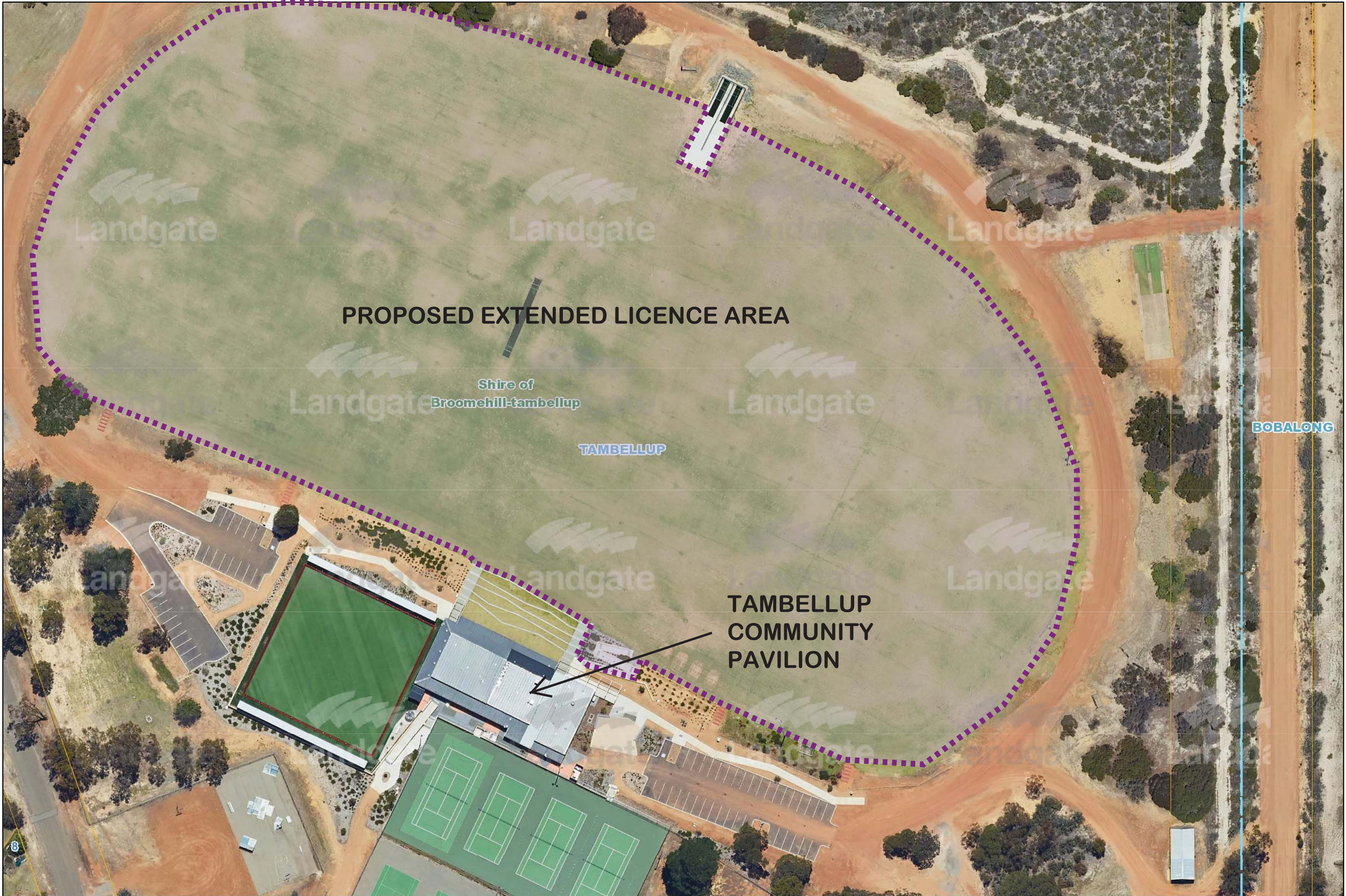
Signature: *R. Nancarrow* R. Nancarrow Date: 26/04/19

Plant Maintenance Report - May 2019

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufact.	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute		15000	2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute		15,000	20019	2019	1 yr / 30,000 kms	Fixed cruise control (Ford Narrogin)
BH00	Ford Ranger D-Cab		15,000	2019	2019	1 yr / 30,000 kms	
BH000	Ford Everest Trend		15000	2019	2019	1yr / 25,000 km	
BH001	CAT vibe Roller	897	1,000	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	23,258	35,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	5,255	15,000	2019	2019	1 yr / 30,000 km	
BH004	CAT 12M Grader	638	1,000	2017	2018	8 yrs / 8,000 hrs	Checked engine noise
BH005	Cat multi tyre Roller	103	250	2018	2018	8 yrs / 8000 hrs	Wheel bearings replaced (Westrac) & fixed UHF radio cradle
BH006	CAT 12M	6,829	7,000	2012	2012	8 yrs / 8,000 hrs	Replaced broken hose
BH007	Toro mower	672	800	2016	2016	5 yrs / 5,000 hrs	Replaced tyre & replaced cutting deck belts
BH009	Izusu 150 truck	18,847	20,000	2017	2017	1 yr / 30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	2,401	2,500	2013	2013	10 yrs / 8,000 hrs	Greased
BH014	Ford Ranger Space Cab	7,256	15,000	2018	2018	1 yr / 30,000 km	Checked VHF radio
BHT0	Kenworth Truck	58,769	70,000	2016	2017	5 yrs / 250,000 km	
BHT84	Toro Groundmaster 3500D mower	950	1,050	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	609	1,000	2017	2017	8 yrs / 8,000hrs	Checked & greased
BHT125	Mack Curser 8 Wheel Tipper	142,767	155,000	2013	2013	5 yrs / 250,000 km	Replaced UHF aerial, Replaced engine brake ram, adjusted valve clearance, replaced punctured tyre, replaced idler and tensioner pulley, Alternator serviced (Kojonup Auto Electric)
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	23956		2015	2015		
TA001	Ford Ranger Ute	12,200	15,000	2018	2018	1 yr / 30,000 kms	
TA005	Ford Escape Trend	12,641	15,000	2018	2018	1 yr / 30,000 kms	
TA017	Isuzu Tipper	121,585	125,000	2014	2014	5 yrs / 200,000 km	Adjusted clutch
TA052	Ford Ranger D-Cab	12,251	15,000	2017	2017	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	153,520	170,000	2007	2010	8 yrs / 8,000 hrs	Replaced worksign actuator assembly
TA18	12M Grader	2,598	3,000	2016	2016	7 yrs / 8,000 hrs	Checked heater valve & checked VHF radio
TA281	930K Loader	3,843	4,000	2014	2014	8 yrs / 8,000 hrs	Checked VHF radio, refitted cutting teeth, filled up grease tank & fixed hydraulic leak
TA386	Isuzu Tipper	71,323	85,000	2012	2012	5 yrs / 200,000 km	Fitted 4 new rear tyres (Kojonup Tyre) & adjusted clutch
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator	699	800	2009	2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			

10.10 - Plant Maintenance Report - May 2019

Reg No.	Description	Current Kms/Hrs	Service Due	Year of Manufact.	Year of Purchase	Changeover	Comments
1TMR361	Rockwheeler Side Tipper Trailer	58,454		2012	2012		
1TMR367	Tandem Axle Dolly						
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						Fixed hitch
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		Replaced hoses in pump
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer			2016			
	Pressure Washer						
	Polesaw						Serviced
	Honda Pump						
	Chainsaw						Serviced & replaced chain
	Stihl concrete saw						
	Skid Steer Roller						Greased & replaced hydraulic hose
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2016	2016		
TORO 590	BH Golf Club Mower			2016	2017		Replaced water pump, adjusted valve clearance
	BH Honda Push Mower			2017	2017		
PFL	FORK LIFT						
GENSET							Checked fault & replaced battery
STIHL	BLOWER						Replaced pull start assembly



PROPOSED EXTENDED LICENCE AREA

Shire of
Broomehill-tambellup

TAMBELLUP

**TAMBELLUP
COMMUNITY
PAVILION**

BOBALONG