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BROOKTON

CORPORATE COMPENDIUM

+ October 2020



Shire of Brookton Corporate Compendium

October 2020

This compendium is a listing of the Shire of Brookton's core business functions and duties to be performed either through core service delivery as set by the Council or by statutory compliance as required by legislation.

This document forms an annexure to and is to be read in conjunction with the Shire of Brookton Corporate Business Plan.

No.	Business Function	Directorate	Action	20/21	21/22	22/23	23/24
1	Governance	CEO	1.1 Full review policy manual		√		√
			1.2 Annual review delegate register	√	√	√	√
			1.3 Implement primary, annual, and AASB returns	√	√	√	√
			1.4 Convene Council meetings, prepare agendas, minutes	√	√	√	√
			1.5 Implement Council motions	√	√	√	√
			1.6 Arrange Elected Member training/development	√	√	√	√
			1.7 Prepare annual report	√	√	√	√
			1.8 Review Local Laws	√	√		
			1.9 Maintain statutory compliance registers (complaints, declarations, etc)	√	√	√	√
			1.10 Attend regional/external meetings	√	√	√	√
			1.11 Attend grievances/resolve complaints	√	√	√	√
			1.12 Conduct Public Sector and FOI duties	√	√	√	√
			1.13 Conduct tender/procurement processes	√	√	√	√
			1.14 Support Regional relations and attend meetings	√	√	√	√
2	Land Use Planning	CEO	2.1 Review Local Planning Scheme (LPS) No.4				
			2.2 Review Local Planning Strategy				√
			2.3 Process development applications	√	√	√	√
			2.4 Review Municipal Inventory			√	
3	Integrated Planning and Reporting	CEO	3.1 Review / adoption Strategic Community Plan			√	
			3.2 Review /adoption Corporate Business Plan	√	√	√	√
			3.3 Review Workforce Plan	√		√	
			3.4 Review Long Term Financial Plan	√		√	
			3.5 Review /adopt Asset Management Policy, Strategy and Plans	√		√	
			3.6 Conduct Advisory Group meetings	√	√	√	√
			3.7 Progress / project manage CBP 'proponent' listed projects	√	√	√	√
			3.8 Conduct IPR progress reporting to Council	√	√	√	√
4	Property Management	CEO	4.1 Review tenancy agreements – Shire housing	√	√	√	√
			4.2 Conduct housing / property inspections / utility readings	√	√	√	√
5	Building Services	CEO	5.1 Process building applications / issue building permits	√	√	√	√
			5.2 Conduct swimming pool inspections	√			

No.	Business Function	Directorate	Action	20/21	21/22	22/23	23/24
			5.3 Perform building inspections	√	√	√	√
6	Environmental Health Services	CEO	6.1 Register / inspect of food premises	√	√	√	√
			6.2 Process effluent disposal applications	√	√	√	√
			6.3 Inspect Public Buildings	√	√	√	√
			6.4 Investigate Health (nuisance) complaints	√	√	√	√
7	Ranger Services	Infrastructure	7.1 Perform cat /dog registrations	√	√	√	√
			7.2 Conduct fire break inspections	√	√	√	√
			7.3 Perform animal control and management	√	√	√	√
8	Emergency Management	Emergency	8.1 Review Information Disaster Plan			√	
			8.2 Review Local Emergency Management Plan / Arrangements	√			√
			8.3 Review Emergency Evacuation Plan	√			√
			8.4 Review Emergency Recovery Plan	√			√
			8.5 Prepared Bush Fire Mapping /Mitigation Plan	√			
			8.6 Co-ordinate Local Emergency Management meetings /exercises	√	√	√	√
			8.7 Support Bushfire Volunteer Brigades / Volunteer Emergency Services	√	√	√	√
9	Asset Management	Infrastructure	9.1 Prepare Asset Management Plan – Brookton Aquatic Centre	√			√
			9.2 Prepare Asset Management Plan – WB Eva Pavilion and courts		√		
			9.3 Prepare Asset Management Plan – Shire Administration Office	√			√
			9.4 Prepare Asset Management Plan – Rec. Spaces / Oval /Play Equipment	√			√
			9.5 Prepare Asset Management Plan – Memorial Town Hall	√			√
			9.6 Prepare Asset Management Plan – Brookton Railway Station Building	√			√
			9.7 Prepare Asset Management Plan—Landfill Facility		√		
			9.8 Prepare Asset Management Plan—Shire Works Depot	√			√
			9.9 Prepare Asset Management Plan—Effluent disposal facility/pipe network	√			
			9.10 Prepare Reserves Management Strategy			√	
			9.11 Prepare Gravel Supply Strategy				√
			9.12 Review Asset Management Plan – Shire Housing (incl. C/Park)	√			√
			9.13 Review Asset Management Plan – Townsite Footpath Network	√			√
			9.14 Review Plant Replacement Program (incl. light vehicles)		√		
			9.15 Review Asset Management Plan – Townsite road network condition Assessment and Capital Works Program (incl. drainage)	√			
			9.16 Review Asset Management Plan – Other Civic Buildings	√			
			9.17 Prepare Annual Maintenance Grading and Gravel Sheeting Program	√			
			9.18 Review Asset Management Plan – Brookton Museum/Old Police Station	√			
			9.19 Review Asset Management Plan – Rural Road Network Condition Assessment and Capital Works Program (incl. RAV rating)	√			
10	Works Program	Infrastructure	10.1 Implement annual road works program (maintenance / construction)	√	√	√	√
			10.2 Implement annual footpath program (maintenance / construction)	√	√	√	√
11	Building Maintenance	Infrastructure	11.1 Implement annual building maintenance program	√	√	√	√
12	Fleet Management	Infrastructure	12.1 Review of plant replacement program			√	

No.	Business Function	Directorate	Action	20/21	21/22	22/23	23/24
			12.2 Prepare plant (preventative) maintenance program		√		
			12.3 Perform Fleet Management for all vehicles	√	√	√	√
13	Green Spaces & Water Management	Infrastructure	13.1 Extend Happy Valley Integrated Water Supply Network	√			
			13.2 Prepare Asset Management Plan – Integrated Water Supply	√			
			13.3 Maintain Shire parks, gardens and ovals	√	√	√	√
14	Health & Safety	CEO	14.1 Review OHS policy	√		√	
			14.2 Implement OHS processes, reporting, improvements	√	√	√	√
			14.3 Perform OHS training	√	√	√	√
			14.4 Investigate workplace incidents / accidents	√	√	√	√
			14.5 Co-ordinate wellness programs	√	√	√	√
15	Waste Management	Infrastructure	15.1 Manage landfill facility compliance (Contract)	√	√	√	√
			15.2 Manage roadside rubbish collection (Contract)	√	√	√	√
			15.3 Manage effluent (sewerage) disposal facility and compliance	√	√	√	√
			15.4 Pump septic tanks			√	√
16	Org. Development/Industrial Relations	CEO	16.1 Conduct employee performance reviews and development	√	√	√	√
			16.2 Conduct employee recruitment	√	√	√	√
			16.3 Review Workforce Plan	√		√	
			16.4 Investigate grievances / resolve complaints	√	√	√	√
			16.5 Prepare, review, implement staff training	√	√	√	√
			16.6 Perform payroll functions (ie pays, superannuation, leave, etc)	√	√	√	√
			16.7 Manager workers compensation	√	√	√	√
			16.8 Implement other Workforce Plan initiatives	√	√	√	√
17	Records Management	Corporate	17.1 Review Records Keeping Plan	√		√	
			17.2 Establish integrated electronic records keeping system	√			
			17.3 Capture / maintain corporate records / archiving	√	√	√	√
18	Financial Control	Corporate	18.1 Prepare annual budget / conduct statutory budget reviews	√	√	√	√
			18.2 Conduct external /internal audits and reporting	√	√	√	√
			18.3 Conduct Compliance Audit Return	√	√	√	√
			18.4 Review / manage financial investments	√	√	√	√
			18.5 Process rates, other revenues, timely payments	√	√	√	√
			18.6 Co-ordinate annual audits processes	√	√	√	√
			18.7 Conduct Audit Committee Meetings	√	√	√	√
			18.8 Manage / process municipal insurance cover/ claims	√	√	√	√
19	Risk Management	Corporate	19.1 Review Risk Management Policy	√		√	
			19.2 Perform risk assessments	√		√	
			19.3 Implement risk mitigation measures	√	√	√	√
20	Contract Management	Corporate	20.1 Review Cleaning Services contract	√			

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			20.2 Review Ranger Services contract	√			
			20.3 Review Plant Hire Services contract	√			
			20.4 Review Cartage Services contract	√			
			20.5 Review Waste Roadside Rubbish Collection Contract	√	√		
			20.6 Review Landfill Facility Management Contract		√		
			20.7 Review ITC Support contract			√	
21	IT Management		21.1 Review computer hardware and software operating system			√	
			21.2 Review ITC back system			√	
			21.3 Review / upgrade Shire website			√	
22	Cemetery Management		22.1 Perform Cemetery management	√	√	√	√
			22.2 Review Cemetery Plan				√
			22.3 Implement Cemetery improvements	√			
23	Facilities Management		23.1 Perform venue / facilities bookings	√	√	√	√
			23.2 Finalise and Review Reserve 43158 Management Plan	√			√
			23.3 Coordinate cleaning services	√	√	√	√
			23.4 Manage community lease agreements	√	√	√	√
24	Community Support		24.1 Support community group activities	√	√	√	√
			24.2 Co-ordinate Shire events	√	√	√	√
			24.3 Review Disability Implementation Action Plan		√		
			24.4 Review Age Friendly Plan		√		
			24.5 Review Age Friendly Plan	√	√	√	√

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