



Ordinary Council Meeting

17th October 2017



Papers Relating

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10.3.1

Shire of Dundas Activities on Thoroughfares and Public Places and Trading Amendment Local Law 2017

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LOCAL GOVERNMENT ACT 1995

Shire of Dundas

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND TRADING AMENDMENT LOCAL LAW 2017

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dundas resolved on the 17th October 2017 to make the following local law.

1. Title

This local Law may be cited as the *Shire of Dundas Activities on Thoroughfares and Public Places and Trading Amendment Local Law 2017*.

2. Commencement

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

3. Principal local law amended

This local law amends the *Shire of Dundas Activities on Thoroughfares and Public Places and Trading Local Law 2016* as published in the *Government Gazette* on 29 September 2016.

4. Clause 6.8 amended

In clause 6.8(2), delete paragraph (a).

Dated: 17th October 2017

The Common Seal of the Shire of Dundas was affixed by authority of a resolution of the Council in the presence of

JACQUELINE BEST, Shire President.

Doug Stead, Chief Executive Officer.

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10.3.2

Information Statement – Freedom of Information Act 1992

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Freedom of Information

Information Statement

Freedom of Information Act 1992

Adopted by the Council in October 2017

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Preliminary

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency. The provisions in the FOI Act concerning information statements require that republishing of the information statement occurs at intervals of not more than 12 months. The Shire of Dundas reviews its policies on an annual basis.

General details

The Shire of Dundas is the local government authority that covers an area of 92,725 km² and includes the town of Norseman and the locality of Eucla. Norseman is located 724km from Perth and the nearest regional centres are located at Kalgoorlie 190km to the north and Esperance 210km to the south. The Shire is approximately 900km in length with the major population centres of Norseman and Eucla at each end of the Shire. The Shire is located in the south eastern corner of Western Australia and is bounded by the South Australian border, the Shires of Esperance, Ravensthorpe, Kondinin and Coolgardie and the City of Kalgoorlie - Boulder.

Mission Statement

Our Vision

"That the local Community has collectively become financially, socially and environmentally sustainable in a safe and cooperative society."

Contact Details

Address The Shire of Dundas administration building and the Council chambers are located at:

88-92 Prinsep Street Norseman WA 6443.

Postal Address The postal address for the Shire of Dundas is:

PO Box 163
Norseman WA 6443

Office Hours Office hours are 8:00am to 4:00pm Monday to Friday

Email: Members of the public are encouraged to make enquiries by email. The email address is shire@dundas.wa.gov.au

Phone: Telephone enquiries can be made by calling the Shire's administration building on (08) 9039 1205 during office hours

Facsimile: (08) 9039 1359

In Person: Generally an officer will be available to assist with enquiries, however, members of the public are encouraged to make an appointment to avoid any undue delays if specific staff members are not available.

Website: A variety of information is available on the Shire's website www.dundas.wa.gov.au

Legislation & regulations administered by the Shire

The Shire of Dundas is wholly or partly responsible for administering the following legislation and regulations within the Shire. Though it may not be an exhaustive list it is a good guideline of what is used.

- Agriculture and Related Resources Protection Act 1976
- Building Act 2011
- Building Regulations 2012
- Bush Fires Act 1954
- Bush Fires Regulations 1954
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997
- Cat Act 2011
- Disability Services Act 1993
- Dog Act 1976
- Dog Regulations 1976
- Emergency Management Act 2005
- Environmental Protection (Noise) Regulations 1997
- Environmental Protection (Unauthorised Discharges) Regulations 2004
- Environmental Protection Act 1986
- Food Act 2008
- Food Regulations 2009
- Freedom of Information Act 1992
- Freedom of Information Regulations 1993
- Hairdressing Establishment Regulations 1972
- Health (Air Handling and Water Systems) Regulations 1994
- Health (Aquatic Facilities) Regulations 2007
- Health (Asbestos) Regulations 1992
- Health (Cloth Materials) Regulations 1985
- Health (Garden Soil) Regulations 1998
- Health (Pesticides) Regulations 1956
- Health (Poultry Manure) Regulations 2001
- Health (Public Buildings) Regulations 1992
- Health (Skin Penetration Procedure) Regulations 1998
- Health (Temporary Sanitary Conveniences) Regulations 1997
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
- Health Act (Carbon Monoxide) Regulations 1975
- Health Act (Laundries and Bathrooms) Regulations
- Health Act 1911
- Heritage of Western Australia Act 1990
- Land Administration Act 1997
- Liquor Control Act 1988
- Liquor Control Regulations 1989
- Litter Act 1979
- Local Government (Miscellaneous Provisions) Act 1960
- Local Government Act 1995
- Local Government Grants Act 1978
- Local Government Regulations
- Main Roads Act 1930
- Parks and Reserves Act 1895
- Planning and Development Act 2005
- Planning and Development Regulations 2009
- Radiation Safety Act 1975

- Radiation Safety Regulations
- Rates and Charges (Rebates and Deferments) Act 1992
- Residential Design Codes of WA 2002
- Road Traffic Act 1974
- Strata Titles Act 1985
- Telecommunications (Low Impact Facilities) Determination 1997
- Telecommunications Act 1997
- Transfer of Land Act 1893
- Valuation of Land Act 1978

For current legislation please refer to the State Law Publisher for authorised versions or access Western Australian legislation and regulations at www.slp.wa.gov.au

The Shire of Dundas is wholly responsible for administering the following Shire of Dundas Local Laws within the Shire:

- Dogs Local Law
- Health Local Law
- Cemeteries Local Law
- Local Government Property Local Law
- Standing Orders Local Law
- Activities on Thoroughfares and Public Places and Trading Local Law

Other legislation affecting the Shire of Dundas

The following legislation and regulations also affect the functions and operations of the Shire of Dundas:

- Builders Registration Act 1939
- Criminal Code Act 1913
- Control of Vehicles (Off-road Areas) Act 1978
- Corruption and Crime Commission Act 2003
- Electronic Transactions Act 2003
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004
- Environmental Protection Regulations 1987
- Environment Protection and Biodiversity Conservation Act 1999
- Equal Opportunity Act 1984
- Evidence Act
- Forests Act 1919
- Industrial Awards
- Industrial Relations Acts (State and Federal)
- Interpretation Act 1918
- Library Board of Western Australia Act 1951
- Limitation Act 1935
- Occupational Safety and Health Act 1984
- Occupational Safety & Health Regulations 1996
- Parliamentary Commissioner Act 1971
- Rights in Water and Irrigation Act 1914
- State Records Act 2000
- State Records (Consequential provisions) Act 2000
- State Records Commission Principles & Standards 2002
- Workers Compensation and Assistance Act 1981
- Valuation of Land Act 1978

Standards & codes of practice affecting the Shire of Dundas

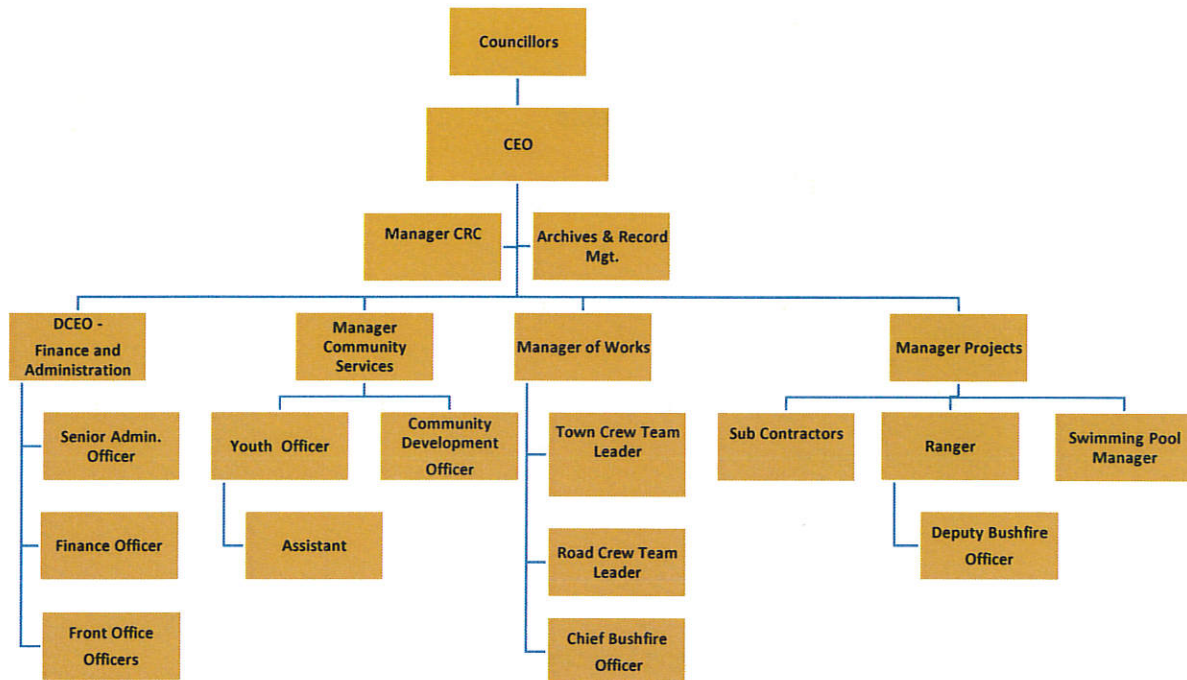
The following government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Dundas:

- Australian Accounting Standards
- Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2
- General Disposal Authority for Local Government Records RD 99004
- National Competition Policy
- Environmental Code of Practice
- Telecommunications Code of Practice
- Skin Penetration Code of Practice
- Timber Plantation Code of Practice
- Building Code of Australia

Structure & functions of the Shire

Current Organisational Structure

There are four main services streams within the Shire of Dundas as illustrated in the organisational chart below.



Operational areas

Finance and Administration

The finance and administration staff undertake the following key operational areas:

- Elected Members of Council
- Governance
- Human Services
- Strategic Planning
- Corporate Reporting
- Library
- Shire Buildings
- Community Resource Centre
- Audit and Grant Management

-
- Asset Management
 - Long Term Financial Planning
 - Communications
 - Information Technology
 - Records Management
 - Statutory Reporting
 - Administration / Leasing
 - Occupational Safety and Health

Community Services

The staff undertake the following key operational areas:

- Community Events
- Community Engagement
- Youth Services
- Education and Welfare
- Sport and Recreation Activities
- Tourism Promotion
- Economic Development
- Media and Communications
- Town Hall / Public Halls
- Community Resource Centre
- Community Development Funds

Works

The Works Department comprises the following key operational areas:

- Infrastructure and property services, local roads, bridges, footpaths, drainage
- Airport
- Waste Collection and Recycling
- Refuse Site
- Cemeteries
- Recreation Reserves and Playgrounds
- Environmental Services

Projects

- Major Projects
- Building & Asset Maintenance
- Law, Order and Public Safety (Rangers)
- Animal Control
- Emergency Services
- Health Services
- Building Services
- Planning and development approval

Community input opportunities

Meetings

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions.

Ordinary Council meetings

The Council meets on the third Tuesday of every month in Norseman at the Shire of Dundas Council Chambers located at 88-92 Prinsep Street Norseman, with the exception of March where the meeting is held in Eucla at the community centre on the following Saturday. Any changes to meeting dates, times and places will be advertised pursuant to the Local Government Act 1995

The Council agenda is available on the website: www.dundas.wa.gov.au

Ordinary Council meetings are held in the Council Chambers, commencing at 6.00pm and are open to the public. At the commencement of the meeting there is an opportunity for questions to be raised during public question time, the public has the opportunity for questions or enquiries to be raised and answered by the Shire President.

Standing committees

There is one Audit Committee which meets as required.

Annual general meeting of electors

The Annual Meeting of Electors is generally held in November.

Written requests

A member of the public can write to the Shire on any Council matter, policy, activity, function or service at any time.

Elected Members

Members of the public can contact the elected members of the Council of the Shire of Dundas to discuss any issue relevant to the Shire.

Councillor contact details are available on the Shire's website www.dundas.wa.gov.au.

Access to Shire documents

Documents that are available under S5.94 of the Local Government Act. Examples of Documents available outside the FOI Act 1992

The following documents are available for public inspection at the Shire Administrative Office.

Please note the limitations that apply to some documents (as per the table next page).

- Annual Budget
- Annual Report/Annual Financial Statements
- Building Permit document
- Code of Conduct
- Development Applications
- Development Forms and Information Sheets

- Documents released for public comment
- Freedom of Information Statement
- Gift Register
- Local Laws
- Local Planning Scheme Amendments
- Minutes of Committee Meetings and Council Meetings (including agendas, reports etc. that relate to the meeting)
- Minutes of Elector's Meetings
- Policy Manual
- Rates record
- Register of Debentures
- Register of Delegations
- Register of Financial Interests
- Register of Owners & Occupiers of land
- Register of Tenders
- Road Closures
- Schedule of Fees & Charges
- Shire of Dundas Local Planning Schemes/Strategies
- Statutory Notices
- Strategic Plan
- Town Planning Policies

Some of the above documents are available from the Shire website: www.dundas.wa.gov.au.

The website is continually updated with documents relating to the local government.

Fees may apply for printed copies.

Some of the documents have limitations of access as set by legislation

DOCUMENT	LIMITATIONS
Building Licence document	<p>Only the owner or mortgagee of a building, or their authorised representative, may inspect any plan or other document relating to that building.</p> <p>A non-owner may inspect or obtain a copy SUBJECT to written approval by the Owner</p>
Development Applications	<p>Information relating to an approval (or refusal) for development approval under the Shire of Dundas Town Planning Scheme is available without the requirement to access documents under the <i>FOI Act 1992</i>.</p> <p>This applies to decisions made by the Council or any officer acting under Delegated Authority.</p>
Documents released for public comment	<p>These can generally be accessed at the Shire Administration Office or Library</p>

Minutes of Committee Meetings and Council Meetings (including Agendas, Reports etc. that relate to the meeting)

A person's right to inspect information does not extend to the inspection of information where a meeting of Council or Committee, or a part of such a meeting, to which the information refers, is likely to be closed to members of the public

A person's right to inspect information does not extend where it relates to any debt owed to the Shire

Statutory Notices

Statutory notices are placed on Public Notice Boards located at Shire Administration Office and Public Library

Documents available under FOI Act 1992

Access to documents other than those listed above, not available from the website at www.dundas.wa.gov.au or the Shire library must be via a Freedom of Information Application

Freedom of information procedures & access arrangements

Access to information

It is the aim of the Shire of Dundas to make commonly available information, easily accessible, to do so promptly and at the least possible cost. Where possible, documents will be provided outside the FOI process.

If information is not routinely available, the Freedom of Information Act 1992 provides the right to apply for documents held by the Shire.

Freedom of information applications

Access applications have to –

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire with any application fee payable.

Applications and enquiries should be addressed to the Chief Executive Officer:

By post addressed to:
Chief Executive Officer
Shire of Dundas
PO Box 163
Norseman WA 6443

In person at the front counter
Shire of Dundas
88-92 Prinsep Street
Norseman WA 6443

See Attachment 1 for a copy of an FOI Application Form.

Please note that the use of this form is optional but recommended.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

Access arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as –

- the date which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights

Refusal of access

Applicants who are dissatisfied with a decision of the Shire of Dundas are entitled to ask for an **internal review** by the Shire.

Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

External review rights

If you are not satisfied with the internal review decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of that decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving this notice.

A complaint to the Information Commissioner must –

- be in writing;
- have attached to it a copy of this decision; and
- give an address in Australia.

There is no charge for lodging a complaint with the Information Commissioner's office.

The address of the Information Commissioner is:

Office of the Information Commissioner
Albert Facey House 469 Wellington Street
PERTH WA 6000

Email: infor@foi.wa.gov.au

Phone (08) 6551 7889 or

Free call (WA country landline callers only) 1800 621 244

Should you have any further queries or require any further information about your review rights at this stage, you may contact the Office of the Information Commissioner on **(08) 6551 7888**.

Freedom of information charges

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary.

The charges are as follows.

• Personal information about the applicant	No fee
• Application fee (for non-personal information)	\$30.00
• Charge for time dealing with the application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy	\$ 0.20
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual Cost
• Delivery, packaging and postage	Actual Cost

Deposits

- Advance deposit may be required of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application. 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Attachment 1

Freedom of Information Act 1992
APPLICATION FOR ACCESS TO DOCUMENTS

Detail of Applicant

Surname
Given Name
Postal Address
Telephone Number
Email

I am applying for access to document(s) concerning matters which are:
Personal Non-Personal (circle whichever is appropriate)

These document(s) are:

FORM OF ACCESS (circle whichever is appropriate)

I wish to inspect the document Yes No
I require a copy of the document(s) Yes No
I require access in another form Yes No

Specify form required:

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$ to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

NOTE: In certain cases a reduction in charges may apply. If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.

I am requesting a reduction in charges Yes No

APPLICANT'S SIGNATURE DATE

(Office Use only)

FOI Reference Number Deadline for response / /

Received on / /

Acknowledgment sent on / /

Proof of Identity (if applicable)

Type Signed

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Dundas may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Dundas will require authorisation in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Chief Executive Officer

Forms of access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Dundas is unable to grant access in the form requested, access may be given in a different form.

Fees and charges

- \$30.00 application fee (non-personal information ONLY)
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferrals) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

Lodgement of applications

Applications may be lodged:

By post addressed to:
Chief Executive Officer
Shire of Dundas
PO Box 163
Norseman WA 6443

In person at:
Shire of Dundas
Front Counter
88-92 Prinsep Street
Norseman WA 6443

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10.3.3

Review of Shire's Policies

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Policy Manual

Reviewed by the Council – October 2017

Reviewed 17th October 2017

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Administration

A.1 Agenda Items

Objective

To ensure that reports and agendas are able to be prepared and circulated to members in a manner that will enable the Council to give appropriate consideration to the issue under consideration.

Policy Statement

1. Items for inclusion on the Council Agenda for an ordinary meeting must be in writing, and be in the hands of administration staff at the administration office of the Shire no later than 12 noon (4pm) on the Friday at least one week prior to the meeting.
2. Any matters which come to the attention of the CEO requiring the Shire to take action prior to the next following Council meeting will be received up to 4pm on Monday at least one week prior to a Council meeting for inclusion on the agenda, provided that any necessary research can be completed in time for the meeting.
3. Where considered urgent, the CEO may prepare a late item for presentation to the Council meeting and at the discretion of the Shire President or a majority of Councillors in accordance with standing orders, the Council may consider the items received.

Policy Adopted
Policy Amended

9th September 1991
19th July 2016

A.2 Council Chambers

Objective

To ensure that the Council Chambers are used only for appropriate purposes.

Policy Statement

The Council Chambers are only to be used during working hours for meeting purposes when there is a Councillor or Shire Officer present and/or by the invitation of the Shire President or Chief Executive Officer.

Smoking is not permitted within the confines of the Council Chambers, meeting room or foyer.

Policy Adopted	14 th August 1989
Policy Amended	19 th July 2016

A.3 Legal Representation**Objectives**

This policy is designed to protect the interests of Council members and Shire employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

Policy Statement

The Shire may assist individual Councillors and Staff in meeting reasonable legal expenses and any liabilities incurred in relation to those proceedings where they become involved in civil legal proceedings because of their official functions.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
- proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
- statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because a conflict of interest, then the service may be provided by other solicitors approved by the Shire.

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- (c) An application to the Shire is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf, of the Chief Executive Officer (CEO).
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- (e) Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

- (a) Any amount recovered by a member or employee in proceedings, whether for costs damages, will be offset against any moneys paid or payable by the local government.
- (b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- (c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

Policy Adopted 13th November 2000
Policy Amended 19th July 2016

A.4 Disclaimer**Objective.**

This policy is to advise that an applicant cannot rely on any verbal advice and prior to undertaking any action in relation to that advice should have written confirmation of that advice

Policy Statement

Council has adopted as policy the following disclaimer which is to be displayed in the Administration Office in a prominent position and in the Councils agenda. Visitors to the Shire and customers must be made aware of the Disclaimer.

Disclaimer

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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Policy Adopted	20 th May 2008
Policy Amended	21 st May 2013

A.5 Records Management

Records Management Objectives.

The purpose of this policy is to define the principles of the Shire of Dundas records management function and to document an efficient approach to the management of records. The policy incorporates applicable legislative requirements into standard Shire of Dundas practices and identifies basic records management requirements.

Records are recognized as an important information resource in the Shire of Dundas, and it is accepted that sound record management practices contributes to the overall efficiency and effectiveness of the Shire.

This policy applies to all external and internal records, which are handled, received or generated by the Shire of Dundas, regardless of their physical format or media type.

Definitions:

Ephemeral Records: duplicated records and/or those that have only short-term value to the Shire of Dundas, with little or no on-going administrative, fiscal, legal, evidence or historical value. Ephemeral records include items such as messages, insignificant drafts, rough notes or routine enquires. Officers, Elected Members and Contractors may dispose of ephemeral records when reference ceases to them ceases in accordance with the General Disposal Authority for Local Government Records.

General Disposal Authority (GDA): The General Disposal Authority for Local Government records is designed to provide consistency throughout Local Government for the retention and disposal of records.

Government Record: records created or received by a government organization or one of its employees in the course of their work for their organization.

Records: information recorded in any form which is created, received and maintained by the organization in its transaction of business and kept as evidence of such activity.

Records Disposal: way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.

Significant Records: contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.

State Archive: a State record that is to be retained permanently.

Vital Records: are essential to the continued business of the City of Kalgoorlie-Boulder. Vital records include those that protect the rights of the individual and the organisation, and are absolutely essential for reconstruction in the event of a disaster.

Statement of Policy

1. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
2. All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate record keeping system.
3. Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All contractual arrangements are to ensure the Shire of Dundas ownership of significant records.
5. Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.

6. All records maintained by the Shire of Dundas are to be disposed of in accordance with the state records office's general disposal schedule for local government records.

7. Records are not to be removed from the Shire of Dundas site unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

8. Access to the Shire of Dundas Records

8.1. by staff and contractors will be in accordance with designated access and security classifications

8.2. by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's Freedom of Information Statement.

8.2. by elected members will be via the CEO in accordance with the *Local Government Act 1995*.

9. Roles and Responsibilities

9.1 *Elected Members*

All Elected Members are to create and maintain records relating to their role as an Elected Member for the Shire of Dundas in line with legislation and state policies and procedures for the management of records. Political and personal records of Elected Members are exempt.

9.2 *Chief Executive Officer*

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to "Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law."

9.3 *All Staff*

All staff (including contractors) are to create, retain and register records relating to business activities they perform. They are to;

9.3.1 Identify significant and ephemeral records, ensuring that the significant records are captured into the record keeping system, and that all records are handled in a manner compliant with legislation and the Shire of Dundas policies and procedures for record keeping.

9.3.2 Ensure that only authorized disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government.

9.4 *Records Staff*

9.4.1. Records staff are responsible for providing a records management service, which complies with the Shire of Dundas records management policy and procedures, and WA State Records Office requirements.

9.4.2 Records staff is to maintain and monitor website on a regular basis to ensure that it reflects correct and current information about the Shire. Any changes are to be assessed to determine the storage and recordkeeping requirements.

10. Due to legislative requirement, the Shire of Dundas is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme. *The State Records Act 2000* states that the commission can impose a penalty on an officer they are not compliant under section 78.

It States:

Offence

(1) A government organization employee who does not keep a government record in accordance with the record keeping plan of the organization commits an offence.

(2) A government organization employee who, without lawful authority, transfers, or who offers to transfer, the possession of a government record to a person who is not entitled to possession of the record, commits an offence.

(3) A government organization employee who destroys a government record commits an offence unless the destruction is authorized by the record keeping plan of the organization.

(4) A person who destroys a government record while the record is the subject of a notice under section 52 or an application made, or order or warrant issued, under section 53, commits an offence.

(5) A person who has unauthorized possession of a government record and who destroys that record, commits an offence unless the person owns the record.

(6) It is a defense to a charge of an offence under subsection (2), (3), (4) or (5) to prove that the alleged act was done pursuant to –

(a) A written law; or

(b) An order or determination of a court or tribunal

(7) It is a defense to a charge of an offence under subsection (5) to prove that the person had no reasonable cause to suspect that the record was a government record.

Penalty: \$10,000.

11. The primary legislation relating to the keeping of public records being the *State Records Act 2000* (previously sections 22-23 of the Library Board Act of Western Australia).

Other legislation impacting on records management includes, but is not limited to:

- (a) *Evidence Act 1906*
- (b) *Limitation Act 1935*
- (c) *Freedom of Information Act 1992*
- (d) *Local Government Act 1995*
- (e) *Financial and Administration and Audit Act 1985*
- (f) *Criminal Code 1913 (section 85)*
- (g) *Electronic Transactions Act 2000*
- (h) *Privacy Act 2001*
- (i) *Crimes Act 1914*

Policy Adopted 19th July 2016

Objectives and Coverage of the Policy

Communities and Organisations across the Shire collaborate to raise awareness of and respect for local indigenous heritage and culture.

This policy seeks to provide staff and the community with the protocols associated with the raising of the Australian National Flag. The following principles must be adhered to:

- The flag should not be shown in a position inferior to that of any other flag or ensign.
- The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.
- The flag shall not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered with dignity.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last when flown with other flags.
- When the flag is raised or lowered, all present should face the flag and remain silent. Those in uniform should salute.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- The flag may only be flown at night when illuminated.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, even as a signal of distress.
- The Australian National Flag should fly on the left of the person facing the flags.
- The flag should never be flown if it is damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way.

Legislative requirements

Flags to be flown in accordance with Protocols issued by the Commonwealth Government.

The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian territory. After the Australian National Flag the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensign and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

Policy Scope

Days Flags Raised

The Australian and Aboriginal and Torres Strait Islander Flags will be flown together as per flag raising protocol each Council working day during business hours and the following Public Holidays:

- 26 January – Australia Day
- 25 April – Anzac Day

Flags at Half Mast

Flags are flown at half-mast as a sign of mourning. When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously. The flag should never be flown at half-mast at night even if it is illuminated. When flying the Australian Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be first raised and lowered last.

Flags will be flown at half-mast on the following occasions:

1. On days of National Commemoration being Anzac Day and Remembrance Day as per following timetable.
- 25 April – Anzac Day – flags flown at half-mast until noon, then at the peak for the remainder of the day

- 11 November – Remembrance Day – flags flown at peak until 10:30 am, at half – mast from 10:30 am to 11:03 am, then at peak for the remainder of the day.
- 2. On occasions as directed by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:
 - On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral.
 - On the day of the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11:00 am until the usual time for closure of business.
 - On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government.
 - On the death of the Governor-General or a former Governor General
 - On the death of a distinguished Australian citizen, in accordance with protocol.
- 3. On the death of a local citizen or on the day, or part of the day, or their funeral. This includes the death and funeral of a serving or past Councillor, a local Aboriginal Elder, and an Australian Veteran/Returned Serviceman/woman.

Associated Documents

'Australian flags' – Department of the Prime Minister and Cabinet
www.itsanhonour.gov.au

Policy Adopted 19th July 2016

A.7 Common Seal**Objective**

To ensure the correct usage of the Shire of Dundas common seal.

Policy Statement

That the Chief Executive Officer and the Shire President be jointly authorised to affix the Shire of Dundas common seal to documents for dealings initiated by a Council resolution.

In this regard, the Council resolution need not refer to the sealing action and may only express its wish for certain action which may, ultimately, require the affixing of the seal to a document to achieve the Council's intention.

Exceptions to the above are:

- 1 Council staff may take independent action in the use of the seal if, in the opinion of the Shire President and Chief Executive Officer that such action is necessary to protect the Council's interest; e.g. lodging of caveats and easements and being of the opinion that the protection is no longer necessary, the Shire President and Chief Executive Officer may jointly withdraw the protection.
- 2 The sale of Council real estate for which a Council resolution is required expressly stating that the final document be signed and sealed and the transaction finalised.

Policy Adopted	19 th March 2011
Policy Amended	20 th December 2011

A.8 Rates Incentive Prize**Objective**

This policy is to outline the eligibility requirements for entering the draw for the rates incentive prize.

Policy Statement

The policy sets out the guidelines with regard to the rates incentive prize and eligibility of ratepayers to enter.

The rates incentive prize is in place to encourage rates to be paid within (14) fourteen days of the annual rate notices initial issue date.

The prizes for the rates prize incentive draw will consist of the following:

1. First Prize \$750
2. Second Prize \$500
3. Third Prize \$250

To be eligible to enter the rates incentive prize draw the following conditions apply:

- All ratepayers within the Shire of Dundas are eligible to enter the rates incentive prize draw;
- The rates for the property are to be paid in full within 14 days of the initial issue date (or other date as determined by the Shire; and
- **Councilors and staff of the Shire of Dundas are eligible to enter.**
- **A member of the community should be invited to do the draw.**

The rates incentive prize draw is to be undertaken by a member of the public (when available) at the next Ordinary Council meeting following the early payment deadline and all prize winners will be notified of their prize.

Policy Adopted
Policy Amended

17th September 2013

A.9 Internal Audit and Risk Management Policy**Policy**

The Shires priority is to deliver an efficient and effective organisation which includes transparent and effective processes, good governance and a commitment to act in accordance with the Local Government Act 1995. This policy outlines the purpose, authorities and responsibilities of the Internal Audit and Risk Management Committee of the Shire of Dundas to achieve that goal.

Objectives

The objectives of the Audit and Risk Management Policy are to facilitate the:

- Enhancement of the Council's external financial reporting
- Effectiveness of both the external and internal audit functions
- Effective management and protection of Council assets
- Compliance with relevant laws and regulations and consideration of best practice guidelines
- Provision of an effective means of communication between the auditor, management and the Council
- Oversight of strategic risk management framework.
- Recognise the need to include risk management as an integral part of all Shire activities;
- Identify risks and exposures and evaluate the potential losses;
- Implementation of risk identification and risk mitigation strategies;
- Monitor effectiveness of the policy and risk register; and
- Minimise the cost of risks identified.

Interpretations

Internal audit - is the assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (**operational risks**) to which the local government's operations are exposed. Internal audit is an appraisal function established within the Shire to examine and evaluate its activities, including review of risks, internal controls, efficiency, effectiveness, governance, performance, compliance and in particular matters which need improvement.

Risk – Risk is a state of being affecting loss to people, assets, earnings or reputation. Precautions or actions can be taken to reduce risks through removing hazards, increasing knowledge, raising awareness or other means of preventing or reducing the likelihood or consequence of accidents.

Risk management - Risk management is management to protect people, assets, earnings and reputation by avoiding, mitigating or minimizing the potential for loss and to ensure the provision of funds to redress losses that do occur.

Policy Statement

The internal audit is undertaken by the CEO and the audit findings are to be reported to the Audit and Risk Management Committee as required by the Local Government (Audit) Regulations (Regulation 17)

The internal audit provides the Council and the CEO with assurance that internal control systems are efficient, effective, economically viable and that risk is appropriately addressed so that Corporate objectives can be met.

The Internal Audit reports on:

- Legislative and policy compliance;
- Operational cost-effectiveness and efficiency;
- Reliability of financial and related management information;
- Use of public funds and assets under Council's control; and
- Adequacy and accuracy of accounting and computing systems.
- Corporate risk analysis and management

There is a range of specific risks that the internal audit should address. Some risks are unique and others are generic and can be the result from normal business activities, environmental or climatic conditions.

Risk categories will include:

- Legal and contractual obligations;
- Operational activities;
- Human resources;
- Political and public relations;
- Security;
- Public liability;
- Financial aspects of income and expenditure;
- Asset Maintenance;
- Strategic outcomes;
- Environmental or climate change; and
- Natural hazards and disasters.

The Internal Audit coverage will extend to all areas of the organization, and include financial, administrative, compliance and operational activities.

The extent and frequency of internal audits will depend upon varying circumstances such as results of previous audits, relative risk associated with activities, materiality, the adequacy of the system of internal control and the resources available.

The objectives of Internal Audit are to provide management and the Council with advice in relation to the review and appraisal of:

- the adequacy and effectiveness of internal accountability, systems procedures and controls;
- the effectiveness of processes for legal compliance and governance compliance systems
- the relevance, reliability and integrity of management, financial and operating data and reports;
- the systems established to ensure compliance with those policies, plans, procedures, statutory requirements and regulations which could have a significant impact on operations;
- the means of safeguarding assets and as appropriate, verifying the existence of such assets;
- the economy, efficiency and effectiveness with which resources are employed;
- the operations or programs to ascertain whether results are consistent with Council's objectives and goals;
- whether the operations or programs are being carried out as planned;
- the achievement of the Strategic Community Plan;
- the effectiveness of the Shires Corporate Plan in meeting strategic objectives;
- the effectiveness of risk management processes.

Implementation

A Risk Management Plan is to be prepared for the Shire and will be modelled upon the *AS/NZS ISO 31000 Risk Management – Principles and Guidelines* and *IEC/ISO 31010 Risk assessment techniques*. Stakeholders, including Councillors and a broad cross-section of staff, should be involved in the development of the plan, as risk management documents can apply to the Shire and developers in assessing, mitigating and managing risks into the future.

Using the model of the Risk Management Standard and Risk Matrix Table there are five distinct stages to the process of risk management:

- Establish a Context
- Identify Risks
- Analyse the Risks
- Evaluate the Risks utilising a Risk Matrix table; and
- Treat/mitigate the Risks

Policy Adopted
Policy Amended

21st October 2014

A.10 Media and Community Communication Policy

Policy

Effective communication strategies and a concise communication policy will enable Council and the Shire to ensure clear and consistent flow of communication between:

- Shire staff
- Council to the community it represents
- Shire to the community it serves
- Media
- Community to Council
- Community to Shire

Objective

That the Shire provides information in a welcoming, timely, factual and ethical way that encourages two way flow of information and understanding.

That good communication is used as an important tool which contributes to improved performance, greater ratepayer and resident engagement and satisfaction.

To ensure that communication to the media is consistent, well informed, timely and appropriate. To clearly indicate authorised spokespersons for Council and the Shire. To promote well the key objectives of Council to stakeholders.

To ensure that communication between the Council and the Shire is consistent, well informed, timely and appropriate. To clearly indicate authorised spokespersons for Council and the Shire.

Policy Statement

In relation to Community Communication the Shire has the following policy.

Community:

- The Shire will provide information to the community in a timely manner.
- The Shire will communicate in a variety of formats ensuring that information is readily accessible to all people with differing abilities.
- The community will be informed of the availability of community consultation and Shire information in different formats.
- The Council will endeavour to provide an adequate budget allocation for a diversity of communication tools that will ensure accessibility for people with differing abilities and communication requirements.
- The Shire will seek to communicate with a diversity of community groups to ensure information is readily available to all.
- In the formation of its planning and policy development, the Council will have
- The Shire will encourage the landscaping of residential and commercial centres within the Shire.
- Shire activities and events will be promoted across community groups and in a timely manner to allow for optimal community engagement.
- To ensure accuracy, quality and consistent corporate styling Shire advertisements and promotional materials must be approved by the CEO or assigned Manager before publication.
- The Shire of Dundas Social Media Page is an effective communication tool that informs community of local and regional events, community issues and Shire information.
- All Shire social media communications must be done under the Shire of Dundas profile. Staff should forward approved social media releases to the delegated administrators for posting.

Media:

- The Shire President is the official Council spokesperson on all matters of policy and decision-making enquiries including civic occasions, community events and major Council announcements. If the Shire President is unavailable they may at their discretion delegate specific media responses to the Chief Executive Officer or an Elected Member.

- The Chief Executive Officer is the official Shire spokesperson on all matters concerning Shire's operations including staff, administrative, election and industrial matters. Additionally, the CEO may act as the Council spokesperson in regard to technical or legislative matters affecting policy.
- At the CEO's discretion, approving media releases or responding to enquiries on routine operational issues may be delegated to Managers. Furthermore the CEO may delegate the authority for other officers to communicate with the media on specific issues.
- There may be occasions when the media may approach individual Elected Members or staff in order to obtain a different perspective on a matter. Staff members are not to respond to media requests except as authorised in accordance with this policy. Likewise, Elected Members are not authorised to speak on behalf of Council other than as outlined in this policy. The CEO should be advised of any media request for information on Council matters to ensure a single, coordinated response is provided.
- Individual Elected Members speaking to the media on their own behalf must clearly convey this to the media be sure to clarify they are not speaking on behalf of Council.
- Media releases, questions and responses are maintained as per the Records Policy.

Policy Adopted 17th October 2017

F.1 Investments**Objective**

This policy outlines the requirements for investing the Shires funds in accordance with the Financial Management Regulation 19

Policy Statement

The following processes & procedures are the policy of the Shire in relation to the establishment & documentation of internal control over the Shires investments. All investments are to be made within the scope of the Act & Regulations governing the types of investments and institutions local government is permitted to hold investments in.

1. All funds surplus to the day to day operations of the Shire, in the opinion of the CEO, are to be placed in a cash management account with the bank. Funds withdrawn from the facility can only be deposited directly into the Shires bank account.
2. Funds in Reserves are to be placed in term deposits. The term is to be determined by when the funds are most probably going to be required to be used and the best interest available for a given term.
3. Deposits into investments are to be made by 2 signatories. A letter showing amount and term is to be presented establishing the deposit. The receipt is to be matched with the letter on file.
4. All accounts are to be reconciled as per end of month procedures by the senior administration officer and the Deputy CEO or CEO is to sign the reconciliation each month.
 - Renewals of deposits are to be made under the same conditions laid out in 2.
 - The renewal is to be recorded in the end of month reconciliation in a manner that can be traced from one deposit to the next.
 - The record is to show maturity details, transfers, interests and charges.
 - Each investment must be separately shown.
 - Bank receipts & renewals are to be kept on file to match the investments as recorded.
 - All deposits are to have a different number.
5. Details of the current investments and their performance to be presented to the councillors on a monthly basis.
6. Where there is a proposed change to investment strategy or process, a report is to be prepared for consideration by the Council.

Policy Adopted	13 th July 1998
Policy Amended	18 th March 2017

F.2 Corporate Credit Cards

Objective

This policy is to outline the requirements and conditions for the issue and use of any Shire credit card

Policy

1. Approvals and use
 - a) Council has approved the provision of a corporate credit card for the CEO in accordance with the CEO's contract of employment. This entitles the CEO to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council.
 - b) All other corporate credit cards shall be approved by the Chief Executive Officer based on a demonstrated need and advantage to the Shire and used strictly in accordance with procedures developed and implemented by the CEO.
 - c) Corporate credit cards are not to be used for a personal purpose. This is defined as a purpose that is not directly related to performing functions for the Shire.
 - d) Cardholders cannot approve expenditure incurred on their own cards. CEO shall assess, approve, or refuse to approve expenditure by DECO / Managers. The Shire President / Deputy President shall assess, approve, or refuse to approve expenditure by the CEO.

2. Register

A register shall be maintained of all credit cards issued and will be stored in the Shire's record keeping system.

3. Credit limit and expenditure limit for Corporate Credit Cards

Position	Credit limit	Maximum limit per transaction
Chief Executive Officer (CEO)	\$ 6,000*	\$ 3,000
Deputy Chief Executive Officer (DCEO)	\$ 6,000*	\$ 1,000

Note: * Combined limit of \$ 10,000

Policy Statement

The cardholders shall sign this policy statement acknowledging cardholder's responsibilities and legal obligations when using the corporate credit card;

The Council shall have sole discretion in issuing a credit card and the limitation of credit available on the card to the CEO and the credit card will only be issued with the following conditions.

- a) The CEO shall have sole discretion in issuing a credit card to other staff and the limitation of credit available on the card. Such discretion should not exceed the limits set by the Council in the issuing of a credit card to the CEO.
- b) Credit cards should only be used for purchasing goods and services on behalf of the Shire of Dundas.

F.3 Purchasing Policy

Objective

This policy is to deliver a best practice approach and procedures to internal purchasing for the Shire and to ensure consistency for all purchasing activities that integrates within all the Shires operational areas. The policy is to ensure that the Shire complies with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

Policy Statement

The Shire of Dundas is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities to:

- Provide the Shire with a more effective way of purchasing goods and services.
- Ensure that purchasing transactions are carried out in a fair and equitable manner that strengthens integrity and confidence in the purchasing system.
- Ensure that the Shire receives value for money in its purchasing.
- Ensure that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensure the Shire is compliant with all regulatory obligations.
- Promote effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shires purchasing practices that withstand probity.
- Provide preference for local and regional businesses.

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shires policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition,

delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;

- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Dundas is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shires sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- Have safety considerations in their design, processes and manufacture that demonstrate best practice in safety;
- Demonstrate environmental best practice in water efficiency;
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re manufacture or otherwise to minimise waste;
- For new buildings and refurbishments — use renewable energy and technologies where available and appropriate; and
- For motor vehicles — select vehicles featuring the highest fuel efficiency & safety characteristics available, based on vehicle type and within the designated price range.

Purchasing Thresholds

Where the value of the procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Regular Supplier

Without Quotations less than \$2,500 Purchase of goods and services (regular supplies) as per the adopted budget from regular suppliers included in the regular supplier list of the Shire of Dundas. Suppliers have been selected based on past cost effective services (i.e. prompt supply, quality product or service and competitive cost).

Local Sole Provider

Less than \$ 5,000 Quotations not required. However it is recommended to use professional discretion and occasionally undertake market testing. The CEO is required to periodically review of pricing and charges of a person or firm considered to be a Local Sole Provider, comparing their pricing to other providers, to ensure competitive rates are charged.

WALGA Preferred Supplier

Obtain quotations directly from a WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

General

Less than \$2,500	Direct purchase from suppliers requiring only one (1) verbal quotation.
\$2,500 to \$ 10,000	Direct purchase from suppliers requiring two (2) verbal quotations. Details of the verbal quotations need to be mentioned in the purchase order.
\$10,000 to \$50,000	Obtain at least two (2) written quotations.
\$50,000 to \$150,000	Obtain at least three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations)
\$150,000 and above	Conduct a public tender process.

Important

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements at all times.

Capital and operating expenditure, that local suppliers be the first preference followed by regional suppliers.

Any deviation from the above purchasing threshold need to be clearly mentioned in the office copy of the purchase order with CEO's approval.

Copies of the quotations need to be attached with the office copy of the purchase order and hand over to Accounts Officer.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Dundas employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - a) written specification
 - b) conditions of responding
 - c) price schedule and
 - d) validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Limits of Authority

The following staff members are authorised to sign purchase orders on behalf of the Shire, with limitations as indicated:

Officer:	Limit of Authority:
Senior Administration Officer	Up to and including \$10,000 as per the adopted budget. In the absence of other senior staff, purchase orders may be signed with the verbal approval of one of the other officers listed in this section, provided that the purchase order is counter signed by that officer upon their return.
Youth Officer, Financial Accounting Officer	Up to and including \$1,000 as per the adopted budget.
Manager Works	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Project Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Community Development Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Deputy Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation.

Buy Local Policy

Expressions of Interest to the skilled / qualified community for work on projects

The Shire will call for expression of interest from skilled and qualified members of the community for work on new projects. Details of the new projects will be displayed on the public notice board of the Shire as soon as the budget is adopted by the council.

Regional Business and Regional Price Preference

The region (Prescribed Area) for the purpose of Regional Business Preference this policy relates to is divided into two zones.

Zone 1 is the Shire of Dundas.

Zone 2 includes the Shires comprising GVROC namely Ravensthorpe, Coolgardie, Kalgoorlie-Boulder, Menzies, Laverton, Leonora, Wiluna, Ngaanyatjarraku and Esperance.

A price preference will apply to all tenders and quotations invited by the Shire of Dundas for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender or quotation.

The following levels of preference, (excluding GST) may be applied under this policy:

Zone 1:

Goods and services including Construction (building) services, up to a maximum price variation of 5%.

Zone 2:

Goods and services including Construction (building) services, up to a maximum price variation of 2.5 %.

The level of preference outlined above will be applied as either a regional business preference or as a regional content preference but not both. The maximum variation shall not exceed \$50,000 in any circumstance.

To qualify, a business must have established a permanent office in the Prescribed Area for at least six (6) months prior to bids being sourced.

New Suppliers

Registration

It will be required for a new supplier to duly complete the "Creditor Creation / Update Request" form and email to accounts@dundas.wa.gov.au. Senior Administration Officer / DCEO approval is needed before registering a new creditor in the Synergy system. Once the new creditor is created, the form will be registered in the Shire's record management system.

Changes to bank details of the registered suppliers

Any such request need to be made in writing using "Creditor Creation / Update Request" form. Shire will contact relevant supplier via a telephone call to verify the request. The call will be made to an existing telephone number. Senior Admin officer / DCEO will approve all such amendments. Once the bank details are updated in the system, the form will be registered in the Shire's record management system.

Policy Adopted
Policy Amended

20th February 2007
18th March 2017

F.4 Petty Cash**1. Objective**

The purpose of the Petty Cash Policy and Procedure is to provide the parameters under which petty cash funds can be used for miscellaneous and business related expenditure of low value, where payment through the accounts payable system is not justified or appropriate.

2. Petty Cash Float

A Petty Cash float of \$1,200 has been approved by the Chief Executive Officer. The Petty Cash float will be kept in a secure location at all times under the custodianship of Senior Administration officer or Financial Accounting Officer.

3. Procedure**3.1. Expenditure / Monetary Limit**

Petty cash may be used for the urgent direct acquisition of goods and services up to the maximum value of \$200 per transaction excluding GST. Reimbursement for items of a higher value should be made through Accounts Payable and in accordance with Council Policy.

3.2. Petty Cash Vouchers

A petty cash voucher must be completed for all petty cash claims. The petty cash voucher must include:

- The date of the claim
- The name of the person who incurred the expense
- The expenditure amount
- Signature of a Senior Administration Officer , DCEO or CEO
- Signature of the person collecting the cash, and
- Tax invoice or receipt to support the expenditure.

3.3. Reconciliation and Audit

Petty cash float will be reimbursed on fortnightly basis supported with approved reconciliation. An audit of petty cash floats will be undertaken at least annually.

Policy Adopted

19th July 2016

F.5 Rates Recovery

Objective

This policy outlines the Shires process in relation to the payment by instalment and the collection of outstanding rates.

Policy Statement

Rates may be paid by instalments and will be recovered in accordance with the following

(1) Instalments:

- 1.1 The Shire will accept that there are ratepayers who cannot meet the 2 or 4 mandatory instalment options as provided by under section 6.45 of the Local Government Act 1995.
- 1.2 The Shire will allow the Rates Clerk to accept, by application in writing, an alternative payment schedule (an 'Agreement') at the Rates Clerk discretion. The ratepayer is to specify the dates when, and the amounts that are to be paid.
- 1.3 Any agreements will ensure that rates are paid in full prior to the end of the current financial year.
- 1.4 Upon acceptance of any agreement, written confirmation will be provided to the applicant to formalise the agreement and commit the ratepayer to the payment schedule.
- 1.5 Failure by the applicant will result in a letter of warning giving the applicant a further 14 days to make arrangements failing which the debt is passed on to the Shire's debt collectors who will issue a Final Demand.

(2) Overdue & Final Notices

- 2.1 Debts will be handed over to the Debt Collectors and Final Notices will be issued after 35 days from the due date of the notice for payment of rates when:
 - No payment has been made
 - No 'Agreement' has been made
 - Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- 2.2 Final Notices will indicate:
 - Rates are now overdue & payable; and
 - That penalty interest is being charged at the rate set by the Council

(3) Collection of Overdue rates by Debt Collectors

- 3.1 If no response from the rates debtor for the final notice, proceed with General Procedure Claim (GPC) against the rates debtor. Debtor has 14 days to respond to GPC.
- 3.2 If no response from debtor, enter into judgment. Judgment secures the debt and defaults the rate debtor's credit file for 12 years.
- 3.3 Once judgment has been entered and still no response from the defendant (rate debtor), proceed with enforcement by way of Property Seizure and Sale Order (PSSO) Goods and/or Land or Means Inquiry.
- 3.4 PSSO Goods, bailiff will go to the nominated address to put a paper seizure on goods estimated to be of value to cover the outstanding rates. If no goods found and debtor owns property, then request to proceed to PSSO Land. If goods are found, generally a vehicle, boat or caravan, then the bailiff has 21 days to confirm ownership. If ownership is confirmed, then the bailiff proceeds with the sale of the vehicle. If ownership is not confirmed, then proceed with either PSSO Land or Means Inquiry.
- 3.5 PSSO Land, bailiff will proceed with the sale of the property within 6 months. This process does take a while as the bailiffs need to get information from various places to confirm the value of the property and complete the sale.

- 3.6 Means Inquiry, the rate debtor is personally served and summonsed to court and the magistrate determines the debtor's disposable income and how much rate debtor can payment back and at what frequency.
- 3.7 If the debtor doesn't attend court, then solicitor will request orders to be made by the magistrate to issue a warrant for the debtor's arrest.

(4) Collection of Rent Due

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle the amount outstanding, notice will be served on the lessee. The lessee will then, under section 6.60 of the Local Government Act 1995, be required to pay the Shire any rent due until such time as the amount in arrears has been fully paid.

Policy Adopted 20th May 2008
Policy Amended 19th July 2016

Objective

To ensure that the Shires assets are adequately protected

Policy Statement

It is Shire policy that all of the Shire's insurances are to be updated progressively during each financial year so that the acquisition or disposal of any insurable plant, equipment, building or other **infrastructure item** is appropriately noted on the Shire's insurance policies.

The Chief Executive Officer is to arrange an annual review of all the Shire's insurances by July of each year or earlier.

Policy Adopted
Policy Amended

20th May 2008

F.7 Accounting**Objective**

To provide a framework for good financial management and proper accounting practices for the Shire of Dundas financial resources. This policy is to ensure accounting within the Shire is clear, transparent and complies with statutory requirements.

Policy Statement**1.1 Accounting Framework**

Accounting within the Shire of Dundas is based on a framework of programs and sub programs. The Shires budget is allocated corporate overhead costs and expenses to the sub programs. This format reflects the direction of the Strategic and Forward Capital Works Plans.

1.2 Financial Reporting

Financial reporting is carried out in accordance with section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards (as they apply to local governments and not-for-profit entities).

The annual financial report will not be presented before Council until it has been audited by the Shire's external auditor.

1.3 Reporting Revenue and Expenditure by Nature and Type

For the purpose of reporting all revenue and expenses on "nature and type" as required by the Australian Accounting Standards, and the Local Government (Financial Management) Regulations 1996, the following categories have been adopted as the reporting policy of the Shire of Dundas:-

1.3.1 Revenue

- (a) Rates.
- (b) Grants and Subsidies.
- (c) Contributions, Reimbursements and Donations.
- (d) Profit on Asset Disposal.
- (e) Service Charges.
- (f) Fees and Charges.
- (g) Interest on Investment.
- (h) Other Revenue.

1.3.2 Expenses

- (a) Employee Costs.
- (b) Materials and Contracts.
- (c) Utilities (Gas, Electricity, Water etc.)
- (d) Insurance Expenses.
- (e) Depreciation of Non-Current Assets.
- (f) Interest Expenses.
- (g) Other Expenditure.

1.4 Assets**1.4.1 Categories of Assets**

- (a) Land.
- (b) Buildings.
- (c) Valuable Items.
- (d) Furniture & Equipment.
- (e) Plant & Equipment.
- (f) Road Infrastructure.
- (g) Airport Infrastructure.
- (h) Parks & Ovals Infrastructure.
- (i) Drainage Infrastructure.
- (j) Other Infrastructure

1.4.2 Capitalisation of Assets

Expenditure of a capital nature is recognised as an asset if the threshold value exceeds the values as outlined in the following table:

Asset Classification	Capitalisation Threshold
Property, Plant and Equipment	
Land	All
Buildings	\$5,000
Valuable Items	\$2,500
Furniture & Equipment	\$5,000
Computer Hardware	\$5,000
Computer Software	\$5,000
Plant & Equipment	\$5,000
Light Vehicles – Motor Vehicles	All
Heavy Vehicles	All
Infrastructure	
Roads Sealed:	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Original surfacing and major re-surfacing:	\$5,000
- bituminous seals	\$5,000
- asphalt surfaces	\$5,000
Roads Unsealed (Gravel):	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Gravel Sheet	\$5,000
Roads Unsealed (Formed):	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Footpaths Cement/Concrete)	\$5,000
Airport Infrastructure	\$5,000
Parks & Ovals Infrastructure	\$5,000
Reserves/Parks Playgrounds and Leisure Equipme	\$5,000
Drainage Infrastructure	\$5,000
Other Infrastructure	\$5,000

Note:

1. With relation to Building, Plant & Equipment, Furniture and Fittings, where a group of assets (such as bins) exceed this value they must also be capitalised.
2. Any capital expenditure under the above thresholds is expensed during the current year.

Management will manually maintain a register of assets that are under the above capitalisation thresholds and are classified as 'Portable Equipment and Desirable Items'. This register will be separate from the Asset Register which is reportable under the Statement of Financial Position. The purpose of maintaining this register is to ensure that assets such as computers, small plant and the like which are under the capitalisation threshold are still monitored and accountable.

1.4.3 Depreciation of Assets

Depreciation of assets in the general ledger will be charged to the appropriate program and sub program for Statutory and Management Accounting purposes as outlined in the following table:

Asset Classification	Useful Life	Depreciation Rate
Property, Plant and Equipment		
Land	Not Depreciated	N/A
Buildings	50	2%
Valuable Items	10	10%
Furniture & Equipment	4 - 10	25% - 10%
Computer Hardware	3	33.33%

Computer Software	5	20%
Plant & Equipment	4 - 15	6.66% - 25%
Light Vehicles – Motor Vehicles	4	25%
Heavy Vehicles	8 - 10	10% - 12.5%
Infrastructure		
Roads Sealed:	20-50	2% – 5%
Clearing and Earthworks	Not depreciated	N/A
Construction/road base	50	2%
Original surfacing and major re-surfacing:		
- bituminous seals	20	5%
- asphalt surfaces	25	4%
Roads Unsealed (Gravel):	5 – 50	2% - 20%
Clearing and Earthworks	Not depreciated	N/A
Construction/road base	50	2%
Gravel Sheet	5 – 10	10% - 20%
Roads Unsealed (Formed):	50	2%
Clearing and Earthworks	Not depreciated	N/A
Construction/road base	50	2%
Footpaths (Cement/Concrete)	40	2.5%
Airport Infrastructure	40	2.5%
Parks & Ovals Infrastructure	20	5%
Reserves/Parks Playgrounds and Leisure Equipment	10	10%
Drainage Infrastructure	80	1.25%
Other Infrastructure	20 - 50	2% - 5%

1.4.4 All fixed assets below the above thresholds will be expensed as operating expenditure in the year of acquisition.

1.4.5 Measurement of Non-Current Assets

Initial Recognition

Assets will be recognised and reported at fair value in accordance with Regulation 17A of the Financial Management Regulations and AASB 13 and AASB 116.

Revaluation of Non-current Assets

The Council's physical non-current assets will be revalued to fair value at least triennially in accordance with regulation 17A of the Financial Management Regulations. The fair value of each asset will be determined in accordance with AASB 13.

1.5 Interest Earned on Reserve Investments

Interest earned from investing monies held in reserves is to be classified as operating revenue and then transferred to the Reserve Account.

1.6 Provision for Leave

The Shire's liability for annual leave and long service leave entitlements is expended annually to the provision accounts and is calculated in accordance with AASB 119.

1.7 Write Offs

When a debt, with the exception of a rates debt, is classified as unrecoverable, the debt is to be reported to the Council and written off in accordance with the provisions of section 5.42(1) and 6.12(1)(c) of the Local Government Act 1995. The cost is to be expended against the appropriate program or sub program.

1.8 National Competition Policy

National Competition Policy principals are to be implemented by the Shire, where appropriate.

1.9 Signatories to Accounts

The following staff are signatories to the Shire's accounts, in accordance with the terms of the Delegations Register:-

- Chief Executive Officer.
- Deputy Chief Executive Officer.
- Manager Works & Services.
- Senior Administration Officer.

Policy Adopted	19 th March 2011
Policy Amended	19 th July 2016

F.8 Related Party Disclosures**Objectives**

The objective of this policy is to ensure that Council's financial statements comply with the disclosure requirements under the Australian Accounting Standard AASB 124 Related Party Disclosures. These disclosures draw attention to the possibility that Councils' financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and financial performance may have been affected by related party transactions.

Definitions

Related party - is a person or entity that is related to the entity that is preparing its financial statements.

Related entity - a subsidiary, associate or joint venture or any other entity that is controlled or jointly controlled by related persons.

Related person - includes key management personnel (KMP) and close family members of KMPs.

Related party transaction - is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Close members of the family - are those family members who may be expected to influence, or be influenced by, that individual in their dealings with the entity.

(I) A person or close member of that person's family is related to a reporting entity if that person:

(I) has control or joint control over the reporting entity;

(II) has significant influence over the reporting entity; or

(III) is a member of the key management personnel of the reporting entity.

Control - the power to govern the financial and operating policies of any entity so as to obtain benefits from its activities.

Significant influence - the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies. Significant influence may be gained by share ownership, statute or agreement.

Key management personnel (KMP) - those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

Background.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Dundas must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1. Identification of related parties

AASB 124 provides that the Shire of Dundas will be required to disclose in its Financial Statements, related party relationships, transactions and outstanding balances.

For the purposes of determining the application of the standard, the Shire of Dundas has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member

- Chief Executive Officer and Deputy Chief Executive Officer
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, dependents of that person or person's spouse or domestic partner
- Entities that are controlled or jointly controlled by any person listed above. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Dundas will therefore be required to assess all transactions made with these persons or entities.

2. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Dundas (reporting entity) and the related party, regardless of whether a price is charged.

2.1 Ordinary citizen transactions (OCT):

These related party transactions occur during the course of council delivering its public service objectives and occur on no different terms to those for the general public. Where the Shire of Dundas can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

e.g.

- Paying rates and utility charges
- Fines on normal terms and conditions
- Using a council's public swimming pool after paying the normal fee
- Attending council functions that are open to the public
- Dog registration

2.2 Related party transactions will include,

- Purchases or sales of goods (finished/unfinished)
- Purchases or sales of property and other assets
- Rendering or receiving of services
- Lease agreements for housing rental
- Lease agreements for commercial properties
- Contracts and agreements for construction, consultancy or service

3. Disclosure requirements

3.1 Materiality

The Deputy Chief Executive Officer is responsible for reviewing and assessing the materiality of related party transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements.

Establishing the level of significance (materiality) of the transaction consider whether it is:

- 1) significant in terms of size
- 2) carried out on non-market terms / at different terms to those for the general public
- 3) outside normal day-to-day business operations, such as the purchase and sale of businesses
- 4) disclosed to regulatory or supervisory authorities

As a general rule, Council will utilise \$2,500 as the threshold for materiality. However, transactions even below this threshold could be material.

3.2 Disclosure in financial statements

- Nature of the related party relationship
- Amount of the transactions
- Amount of outstanding balances, including commitments
- Terms and conditions
- Provisions for doubtful / expense recognised during the period in respect of bad or doubtful debts due from related parties.

Also:

- Key management personnel compensation or amounts incurred for the provision of key management services.

Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.

4. Process of capturing related party transactions

4.1 Related Party Disclosures – Declaration form

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a “Related Party Disclosures – Declaration form”.

Frequency of disclosures

Elected Council members and KMP will be required to complete a *Related Party Disclosures – Declaration* form each year.

Disclosures must be made by all Councillors immediately after to any ordinary or extraordinary election.

Elected Council members and KMP will be required to complete a *Related Party Disclosures – Declaration* form immediately after change in circumstances which arise new related party relationships.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1996

Local Government (Financial Management) Regulations 1996

Policy Adopted

18 July 2017

Reviewed 17th October 2017

Human Resources

General Policies

HR.1 Conferences – Staff Training

Objectives

To determine the nature and extent of Shire employee's attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

When it is considered desirable that the Shire be represented at an international, national or interstate conference, study tour, seminar or convention, the CEO may allow an officer to attend;

In considering officers attendance at a conference, study tour, seminar or convention or the like, the CEO will take into consideration the possible benefits to the Shire, staff training requirements and professional development opportunities;

In allowing officers attendance, the Chief Executive Officer will take the appropriate budget allocation into consideration;

A list of officer's attendance at conferences and the like is to be maintained on the officers personal records;

Conference papers and/or information relating to the conference and the like become the property of the Shire and where relevant, should be placed in the Library so that they are accessible by the Shire and the public;

Policy Adopted	8 th November 1999
Policy Amended	21 st May 2013

HR 2 Travel & Accommodation Allowances & Expenses**Objectives**

To determine the travel and accommodation expenses payable in respect of officers travelling on official Shire business (e.g. conferences, seminars, study tours, conventions and the like).

Policy Statement

Officers travelling on official Shire business are to be reimbursed substantiated expenses in accordance with the Australian Taxation Office reasonable amounts for daily travel allowance expenses:

Approval for travel must, **where appropriate and possible**, be sought two months prior to departure;

Travel and accommodation for elected members and staff will be arranged through the Chief Executive Officer who is to ensure that the most cost effective travel and accommodation arrangements are achieved.

Travel and accommodation standards will apply as follows unless varied with the prior approval of the Chief Executive Officer where circumstances necessitate e.g. international travel:

- Travel and accommodation allowance will be paid in accordance with the Australian Taxation Office reasonable rates for travel allowance in the appropriate year.
- Reasonable costs for taxi fares will be reimbursed.
- In the case of international travel, where it is necessary for staff to accompany Elected Members, the travel class will be that of the Elected Members;
- Where, in particular circumstances, staff desire to travel interstate by private motor vehicle the officer is to be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
- Accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
- Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

Policy Adopted	8 th November 1999
Policy Amended	15 th May 2012

HR.3 Internet, Social Media & Email Usage,**Objective**

To ensure that Shire employees usage of the interne, **social media** and email is appropriate.

Policy Statement

Internet **and social media** access is provided to employees as a business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

All communication using the Shire's internet and facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Shire's internet resources should not access, and should have no cause to access, material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Employees may occasionally access the internet outside of normal working hours for appropriate private use. This does not include:

- Private business transactions or promotion of private business activities;
- Payment of personal accounts;
- Private advertising on the internet;
- Any political purpose;
- Personal web home pages; or
- Recreational games

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

The Shire may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Shire's internet and or email facilities.

Policy Adopted
Policy Amended

14th April 2003

HR.4 Occupational Health & Safety (Workplace Bullying)**Objective**

To provide all employees with a safe and healthy working environment.

Policy Statement

The Shire is committed to providing a safe and healthy working environment and this means that the Shire will aim to avoid or eliminate the causes which lead to accidents, injury, **bullying** or sickness of employees, damage and downtime of plant, equipment and processes, unsafe or poor quality products and environmental damage.

In order to fulfil the aim, the Shire is committed to:

- Providing a safe and healthy working environment for all Shire employees and contractors;
- Taking action to reduce, eliminate or control hazards to which employees may be exposed;
- Providing information and training on matters relating to safety together with a high standard of supervision;
- Fostering co-operation and consultation with employees and their representatives on health and safety matters;
- Providing appropriate personal protective equipment;
- Protecting members of the public, customers and the environment from any potentially adverse effects which may be associated with Shire activities or the use of Shire equipment.
- Conforming to the requirements of legislation and statutory authorities.

The Shire of Dundas considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying is behaviour that harms, intimidates, offends degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. The Shire of Dundas believes all employees should be able to work in an environment free from bullying. Managers and Supervisors must ensure employees are not bullied.

Definition

Workplace Bullying can be defined as repeated unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. It includes behaviour that harms, intimidates, offends, degrades or humiliates.

The two main types of bullying behaviours are:

- Overt or obvious, such as physical and verbal abuse; and
- Covert or subtle, such as continually undermining another person or deliberately denying access to information, consultation or resources. It can also be subtle intimidation such as inappropriate comments about personal appearance, constant criticisms, isolation of workers from others and unrealistic, embarrassing or degrading work demands.

Where bullying involves assault or threat of assault it may become a police matter.

Bullying can occur in one-to-one situations, in front of managers or supervisors, coworkers, clients or customers or by written, visual, electronic communications such as letters, drawings, e-mails, and telephone communications or via social media.

Whilst an isolated incident of inappropriate or unreasonable behaviour may not be considered to be bullying, any behaviours that have the potential to harm or offend someone should be identified as a hazard and assessed for its risk to safety and health.

What Isn't Bullying?

Occasional differences of opinion, problems and conflicts in working relationships can happen in the workplace, but may not constitute bullying.

Reasonable management action, carried out in a fair way, is not bullying. All employers have a legal right to direct and control how work is done and managers and supervisors have a legitimate responsibility to monitor work and practices and give objective feedback on performance.

If an employee is unable to perform their duties to the required standard then specific issues should be identified and dealt with in a constructive way i.e. that does not involve personal insults or derogatory remarks.

In situations where an employee is dissatisfied with management practices, the issues should be raised in a manner that remains professional and objective.

Responsibilities

Employees are responsible for:

- Building positive working relationships through open and constructive communication
- Respecting other employees, clients and their families, carers and the community by preserving individual dignity and supporting the right of everyone to make choices considering the impact of their behaviour on other people
- Demonstrating a willingness to consider different perspectives and a genuine commitment to resolving issues that may occur in the workplace
- Not place the safety and health of others at risk by engaging in workplace bullying behaviours
- Seeking advice and reporting any incidents of workplace bullying behaviours, either directed at themselves or others

Managers and supervisors are responsible for:

- Demonstrating professional and ethical behaviour
- Promoting a workplace free from workplace bullying
- Ensuring employees are aware of this policy and the processes to report and deal with workplace bullying
- Monitoring the workplace for unreasonable and inappropriate conduct that may constitute bullying and addressing any occurrences
- Implementing strategies and reviewing, if necessary, relevant workplace practices to address potential bullying issues
- Responding promptly and appropriately to all issues/allegations including documenting and reporting workplace bullying allegations.

Chief Executives (or equivalent) are responsible for

- Developing strategies or plans to address and/or prevent workplace bullying
- Implementing training and education to assist in the prevention of bullying
- Ensuring appropriate mechanisms are in place for reporting and addressing incidents of bullying
- Appointment of suitably qualified individual to investigate in bullying allegations
- Make the final decision on disciplinary actions required to be taken against the employees found guilty of bullying behaviour.

Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. The Shire of Dundas encourages employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints or witnesses are not victimised. Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

Independent contact person for bullying is the Deputy Chief Executive Officer.

Policy Adopted	11 th May 1992
Policy Amended	17 th October 2017

HR.5 Acting Chief Executive Officer

Objective

To compensate the Acting Chief Executive Officer for additional duties undertaken during the absence of the Chief Executive Officer

Policy Statement

In the absence of the Chief Executive Officer on periods of leave or absence for five or more consecutive working days then the Deputy Chief Executive Officer will be appointed Acting Chief Executive Officer for the period of the Chief Executive Officer's absence. In these circumstances the salary of the Deputy Chief Executive Officer will be 80% of the salary rate of the Chief Executive Officer.

In the absence of the Chief Executive Officer for periods of four days or less the deputy Chief Executive Officer will assume the role of Acting Chief Executive Officer for day to day decisions effecting the organisation. In these circumstances there will be no adjustment to the Deputy Chief Executive Officer's salary.

Policy Adopted
Policy Amended

20th May 2008

HR.6 Use of Shire Vehicles**Objective**

To clearly define the level of use of Shire vehicles by employees.

Policy Statement

The use of Shire vehicles by employees is defined by levels in accordance with their employment condition or contract as follows:

- | | |
|-------------|---|
| Level One | Full private use within the Shire boundary and private use outside the Shire but within the State of WA. Whilst the vehicle is on private use, the employee is to meet the cost of fuel. Private use includes periods of annual leave but not long service leave. |
| Level Two | Full private use within the Shire boundary and private use outside the Shire but only with approval of the Chief Executive Officer. Whilst the vehicle is on private use, the employee is to meet the cost of fuel. Private use does not extend to periods of annual leave or long service leave. |
| Level Three | Restricted use only within the Shire boundaries. Whilst the vehicle is used, the employee is to meet the cost of fuel. |
| Level Four | Restricted use only within the confines of the Norseman town site. |
| Level Five | Commuting use only. |

The following conditions to private use at levels where specified:

Officers who have negotiated private use of a Shire vehicle may utilise the vehicle in accordance with those negotiated terms and conditions of employment. Where no reference is made within the terms and conditions of employment as to the conditions of use of the vehicle, then the Chief Executive Officer will allocate a Level of usage as outlined above.

Level 1 & 2 vehicles; may be driven by the following persons:

- An authorised officer of the Shire;
- By the spouse or partner of the employee allocated the use of the vehicle during outside of normal working hours.
- The holder of an appropriate and current driver's licence when accompanied by the employee allocated the use of the vehicle if required (i.e. during long distance driving or sickness);

Level 3-5 Vehicles; may be driven by the following persons:

- An authorised officer of the Shire.
- The holder of an appropriate and current driver's licence when accompanied by an authorised officer but limited to emergency or extenuating circumstances only.
- Other persons as authorised by the Chief Executive Officer.

Vehicle usage will be in accordance with the following conditions:

1. Vehicles are to be brought to the workplace every working day (except those days an officer concerned is on paid leave), to be available and used for normal organisational requirements. The vehicle is to be available for use by other Shire drivers during normal working hours and on occasions, may be required outside working hours.
2. All employees to whom vehicles are allotted are responsible for the vehicles care, including interior and exterior cleaning.
3. No modifications are to be made to the vehicle without the approval of the Shire.
4. The vehicle will not be used to compete in motor sport, rally, competition or the like.
5. At the discretion of the Shire, an authorised person or officer convicted of drink, drug, careless, dangerous or reckless driving following an accident in a Shire vehicle may be required to pay the cost or contribute to the cost of any repairs to the vehicle.

6. The vehicle is to be parked after hours within the employee's property in a secure manner and, when appropriate, in a garage.
7. Discretion is to be used when any Shire vehicle is used for private purposes so as not to cause any poor public relations in the community.
8. In the event of an accident, the employee using the vehicle must report the accident immediately to their supervisor and complete the necessary insurance claim.
9. In the event that an employee fails to comply with any conditions of use of a Shire vehicle as outlined in this policy, the Chief Executive Officer may remove the use of the Shire vehicle. This includes reducing the level of use to commuting use only or removing all private use benefits, subject to any employment negotiated terms and conditions.
10. Employees granted short term use of an officer's vehicle during periods of leave, will have Level 5 usage, unless the Chief Executive Officer approves a higher level of use.
11. Smoking is not permitted in any Shire vehicle.
12. Shire employees with the use of a Shire vehicle are to sign the attached acknowledgement of conditions of use of the vehicle.

I, _____ acknowledge, understand and agree to the conditions outlined above as my usage of the Shire vehicle allocated to my position.

Level allocated: _____ Specified Time From: _____ To: _____

Signed: _____ Date: _____

That level 1 usage is allocated to the CEO, DCEO, CDO and Manager of Works with each employee being required to give an acknowledgement in accordance with the policy.

Senior officers may negotiate a vehicle use arrangement as part of their salary package which will be in addition to this policy.

That the policy be noted for reference in future negotiations with employees regarding salary packages.

Policy Adopted	8 th November 1999
Policy Amended	19 th July 2016

HR.7 Sexual Harassment**Objective**

To provide a safe working environment free from sexual harassment

Policy Statement

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment. The Shire considers sexual harassment to be an unacceptable form of behaviour that will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and the rejection of which may disadvantage a person in their employment or their life in general.

The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public: -

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against and touching;
- subtle or explicit demands for sexual activities or molestation;
- intrusive enquiries into a person's life;
- uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
- unsolicited leers and gestures of a sexual nature; and
- the display within the workplace of sexually offensive material.

The Shire recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific for training officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any persons making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties. An employee whose health or work performance has been affected by the sexual harassment will not have their employment status or conditions disadvantaged in any way. A formal complaint/grievance procedure will be utilised to effectively resolve complaints of sexual harassment.

Policy Adopted	14 th August 1995
Policy Amended	21 st May 2013

HR.8 Defence Reservist's Leave Policy**Objective**

To ensure that members of the Defence Reserve Service employed by the Shire are able to access a reasonable amount of additional leave for that purpose.

Policy Statement

It is recognised that the Australian Defence Reserves are an important part of our national defence strategy and that support to the Defence Reserves is essential to their continued effectiveness. This policy applies to all employees that are Reservists and undertake training and/or military service with the Australian Defence Forces.

Background

1. The Defence Reserve Service (Protection) Act 2001 (the Act) provides that

"Defence Service" means service in a part of the Reserves and includes training.

Reserve service must be continuous full-time defence service or other defence service (e.g. short periods of defence reserve service which may include training), and must not prejudicially affect employees' entitlements or other conditions of employment.

The Act does not invoke any obligation on employers to pay the Reservists' remuneration in respect of the civilian employment whilst absence on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than the employees' public sector pay. Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.

There is no scope for employers to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist "volunteering" for service of training.

There is no discretion under the Act for employers to refuse requests for reserve service or training leave, irrespective of inconvenience to the employer or the nonessential nature of the leave. Employers are only entitled to verify that the leave request relates to the actual reserve service training.

2. Employer Support Payment Scheme

In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to employers who release Reservists for more than two weeks per year.

The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is in recognition of the costs and/or disruption to employers caused as a consequence of releasing a reservist for a period of continuous Defence service.

Service that is considered under the Employer Support Payment is:

Ordinary Reserve Service, and

Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.

Under the Scheme an employer is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.

Further details of the operation of the Australian Defence Force Reserves Employer Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Council on 1800 803 485 or on their website www.defence.gov.au/reserves

Procedure

1. Employees applying for Defence Reservists Leave are required to provide evidence from the Defence Force of the extent of the leave requirement.
2. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Organisation. Generally this should be three months prior to the period of leave required.
3. At the discretion of the Chief Executive Officer, paid leave may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to the use of annual leave entitlements, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
4. Leave for Reservists is typically 4 weeks (20 working days or 28 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists attendance at recruit/initial employment training will be granted where required.
5. Where the employers agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employees weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Organisation. Superannuation contributions will be based on the employee's normal weekly salary.
6. "Continuous full-time service" (excluding any time taken on annual or long service leave), will not count for annual or personal leave, as the employees contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For the periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue with their employer.
7. Full time military service will count as service for long service leave purposes.
8. Unpaid leave will be treated as leave without pay.
9. The period of military service will count as service for increment progression and increments falling due whilst the employee is absent should be processed as normal.
10. An employee's contract is suspended whilst undertaking continuous full-time defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
11. Staff taking Defence Reservists Leave are required to pay normal rental during their absence should they have access to employee housing.
12. The Employer will keep Reservist employees who are undertaking peacetime training or development informed of critical development in the workplace e.g. organisational change, salary related matters (enterprise or workplace agreement negotiations)

Responsibility

The Chief Executive Officer is required to approve Defence Reservist Leave and ensure appropriate documentation is supplied by the employee.

Policy Adopted
Policy Amended

20th May 2008

HR.9 Protection from the Sun

Objective

To protect employees from being exposed to long periods of ultra violet radiation from the sun

Policy Statement

It is the Shire's policy that employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects. Employees are required to wear appropriate clothing and apply protective measures as follows:

- wear a wide brimmed sun hat;
- apply sunscreen at least twice daily to all exposed skin;
- wear long sleeve light weight collared shirts;
- sleeves are not to be rolled up; and
- wear long trousers or coveralls.

The type of protective equipment identified above is to be selected following consultation with employees and will be provided by the Shire.

No less than the minimum standard of U.V. protection is to apply to all clothing and protective equipment selected.

Policy Adopted
Policy Amended

20th May 2008

HR.10 Equal Opportunity**Objective**

To ensure that the Shire actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability and religious or political convictions.

Policy Statement

The Shire recognizes its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability and religious or political convictions.

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

All promotional policies and opportunities with the Shire are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

The Shire does not tolerate discrimination or harassment within its workforce. Discrimination and harassment is defined as any unwelcome, offensive action or remark concerning a person's:

- Race
- Colour
- Language
- Sex
- Sexual preference
- Age
- Physical or mental disability
- Marital status
- Family or carer's responsibilities
- Pregnancy
- Religion
- Political opinion
- National extraction or social origins

The equal employment opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire in no way deems that the adoption of this policy as meaning that the Shires current attitude, or those of its current employees, as requiring to be changed or modified.

Policy Adopted 20th May 2008
Policy Amended 21st May 2013

HR.11 Staff Training**Objective**

To improve the services provided by the Shire by training and enhancing the skills of its employees.

Policy Statement

In order to enhance the skill of its employees the Shire has adopted the following policy in relation to staff training:

- 1 Management has a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
- 2 The Shires workforce is its most important resource necessary for the achievement of the Shires objectives and the skills of the workforce are of the most fundamental significance.
- 3 Education which is the acquisition of general tertiary and professional skills and qualifications is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (e.g. study leave) but such assistance extended at the discretion of the Shire is not an employee right.
- 4 Training is an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or provide for future progression and is the joint responsibility of the Shire and the employee.
- 5 The Shire recognises the need for attention to and investment in staff training and authorises the allocation in each year's draft budget an appropriate amount for staff training.
- 6 The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.
- 7 Funds allocated by the Council for staff training may be directed towards any "training or professional development expenditure" and without limiting the generality of this clause, may include:
 - a) Cost of salaries, registration & course fees, travelling and accommodation involved in attending training courses and where appropriate, exams, seminars or conferences.
 - b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal and external training courses and on the job training.
 - c) Purchase of videos, books and other appropriate training & educational aids.
 - d) Other appropriate training and professional development initiatives at the Chief Executive Officer's discretion.
8. As a general guide the Shires preference for staff training activities are:
 - a) Utilisation of any local training opportunities or courses.
 - b) Co-ordination with other local training exercises (e.g. with local businesses and with government departments).
 - c) In-house training activities.
9. Professional development opportunities, at the discretion of the CEO will be limited, to those training/educational areas associated with local government and management activities. As a general rule and at the discretion of the CEO, the costs of higher education/professional development will be reimbursed at the successful completion of the subject courses.

Policy Adopted
Policy Amended

20th May 2008

HR.12 Smoke Free Environment

Objectives

To protect the health of all employees and the public users of the Shire's facilities.

Policy Statement

The Shire recognizes that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

To protect the health of all employees and the public users of Shires facilities, it is the Shires Policy that no one is permitted to smoke in any enclosed Shire work place, meeting room or vehicle.

All employees, public facilities users and visitors to work places where the Shires smoking policy applies must be informed of the Smoke Free Policy and encouraged not to smoke by use of strategically located and well-designed signage; or if they wish to smoke, to do so in an open area outside the building or vehicle, but away from open windows or doors.

Policy Adopted 20th May 2008
Policy Amended

HR.13 Inclement Weather**Policy Statement**

Inclement weather for the purpose of this Clause will mean the existence of rain or abnormal climatic conditions (whether they be those of hail, cold, high wind, severe dust storm, extreme high temperatures or the like).

If the Works Manager and or Team Leader is of the opinion that the weather conditions that exist at the time are impracticable that continuing to work at the assigned task and in the assigned location would be:-

- detrimental to their health, safety and welfare
- dangerous to the public or
- impractical

The Works Manager and or Team Leader shall, after discussion with the work team and after ensuring the safety of the work site, direct the work team to cease this work and/or direct the employees to perform other duties.

Employees will be relocated to other functions or tasks taking into account the Council area and varied climatic conditions. However, the relocated work must be considered by the Works Manager and or Team Leader to be productive and within the capabilities of the employees.

When inclement weather interferes with a work team's operations and alternative work and or training is not available, work may cease for the remainder of the day at the discretion of the Works Manager and or delegate.

Employees who are directed to cease work due to inclement weather shall be paid for the remainder of the day.

Employees who choose to cease work due to inclement weather (any type of weather) shall be not paid by Council, but may access their annual leave entitlements.

Hot Weather

As a guide personnel working in the elements (as opposed to an air conditioned unit) will abide by the following

- Using the "weatherzone" app when the weather is forecast for >35°C any consistent heavy manual labour to be completed in the morning or prior to the temperature reaching 35°C
- When the temperature reaches 40°C or more then the inclement weather policy shall be adopted
- Consideration will be given to the "feels like" temperature in the "Weatherzone" app when making any firm decisions

Essential/Emergency Services

Parties agree that, if an essential/emergency issue arises, the Council will have the right to request selected employees to remain or recall selected employees to deal with such emergencies. All personnel shall be available until normal knock off time.

Employees, who cease work due to inclement weather and are then recalled, shall be paid standard pay rates until normal knock off time

Policy Adopted

19th July 2016

HR.14 Usage of Social Media**Objective**

To ensure that Elected Member and Shire Employee usage of social media applications is considered appropriate.

Policy Statement

This policy was developed to provide a set of guidelines in the use of social media applications within the Shire of Dundas. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help identify and avoid potential issues the Shire have compiled these guidelines which are examples of best practice and are intended to help understand, from a range of perspectives, the implications of participation in social media.

1 Considerations when Using Social Media

Applications that allow you to interact with others online (e.g. Facebook, Twitter, MySpace, etc.) require careful consideration to assess the implications of "friending," "linking," "following" or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as Elected Member-Shire Employee, Shire Employee-Community Member and Supervisor-Subordinate merit close consideration of the implications and the nature of the social interaction.

General Guidelines

Sharing Shire news, events or promoting Shire activities through social media tools is an excellent, low-cost way to engage the community and build its position in the Community. Elected Members & Shire Employees are encouraged to repost and share information with their family and friends that is available to the public (press releases, articles, internet news, etc.). The best way to share Shire news is to link to the original source. When sharing information that is not a matter of public record, you should follow the following guidelines.

Confidentiality - Do not post confidential or proprietary information about the Shire, its Elected Members, Shire Staff, residents or your fellow employees. Use good ethical judgment and follow Shire policies and State legislative requirements.

Privacy - Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

Respect Shire Time and Property - It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should only participate in personal social media conversations on your own time.

Do No Harm - Let your internet social networking do no harm to the Shire of Dundas or to yourself whether you're navigating those networks on or off the job.

Personal Responsibility - You are personally responsible for the content you publish on blogs, twitter or any other form of user-generated content. Be mindful that what you publish will be public for a long time— protect your privacy.

Liability - You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libellous, or obscene (as defined by the courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Transparency - The line between professional and personal business is sometimes blurred: Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In

personal posts, you may identify yourself as a Shire of Dundas staff member. However, please be clear that you are sharing your views as an individual, not as a representative of the Shire of Dundas.

Correct Mistakes - If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Respect Others - You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a Valued Member - If you join a social network, make sure you are contributing valuable insights. Don't hijack the discussion and redirect by posting self/organisational promoting information. Self-promoting behaviour is viewed negatively

Think Before You Post - There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc).

2 Social Media Guidelines when Posting as an Individual

The Shire of Dundas uses social media to supplement traditional press and marketing efforts. Employees are encouraged to share Shire news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the Shire and build community. When you might be perceived online as an agent/expert of the Shire, you need to make sure it is clear to the audience that you are not representing the position of the Shire or Shire policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as a Shire agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

Be Authentic - Be honest about your identity. In personal posts, you may identify yourself as a Shire staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of the Shire. If you identify yourself as a member of the Shire, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

Use a Disclaimer - If you publish content to any website outside of the Shire and it has something to do with the work you do or who you are associated with in the Shire, use a disclaimer such as this: "The postings on this site are my own and do not represent the Shires positions, strategies or opinions." A common practice among individuals who write about the industry in which they work is to include a disclaimer on their site, usually on their "About Me" page. If you discuss Shire related issues on your own social media site, it is suggested you include a sentence similar to this: "The views expressed on this [blog, Web site] are mine alone and do not necessarily reflect the views of the Shire of Dundas" This is particularly important if you could be perceived to be in a leadership role at the Shire.

Shire Logo - Do not use the Shires logo or any other Shire marks or images on your personal online sites. Do not use the Shires name to promote or endorse any product, cause, political party or candidate.

Take the High Ground - If you identify your affiliation with the Shire of Dundas in your comments, readers may associate you with the Shire, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.

Pseudonyms - Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

Protect Your Identity - While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

Publicity Test - If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

Respect Your Audience - Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive —such as ethnicity, politics and religion.

Monitor Comments - Most people who maintain social media sites welcome comments; it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

3 Social Media Guidelines when Posting on Behalf of the Shire

Online collaboration tools provide low-cost communication methods which foster open exchanges and learning. While social media tools are changing the way we work and how we connect with the public and institutions, the Shires policies and practices for sharing information remain the same. In addition to the general guidelines discussed above, when you are creating or posting to a social media site on behalf of the Shire you need to:

Seek Approval - Any messages that might act as the "voice" or position of the Shire of Dundas must be approved by the Chief Executive Officer or their delegate.

Be Accurate - Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible -- that's how you build community.

Be Transparent - If you participate in or maintain a social media site on behalf of the Shire, clearly state your role and goals. Keep in mind that if you are posting with a Shires username, other users do not know you personally. They view what you post as coming from the Shire. Be careful and be respectful. What you say directly reflects on the Shire. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval

Be Timely - Regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is once to twice a week. Be sure not to overload your updates. Followers will stop paying attention if you overload them with information.

Be Responsible - What you write is ultimately your responsibility. Participation in social computing on behalf of Shire is not a right but an opportunity, so treat it seriously and with respect. If you want to participate on behalf of the Shire, be sure to abide by its guidelines and code of conduct.

Respect Others - Users are free to discuss topics and disagree with one another, however always be respectful of others' opinions.

Be a Valued Member - If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Post information about topics like Shire events only when you are sure it will be of interest to readers. In some forums, self-promoting behaviour is viewed negatively and can lead to you being banned from websites or groups.

Be Thoughtful - If you have any questions about whether it is appropriate to write about certain kinds of material in your role as a Shire employee, ask your supervisor before you post.

General Safety & Privacy Tips for Social Media Networking

The internet is open to a world-wide audience. When using social media channels, ask yourself the following questions:

- Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.

- How much information do I want strangers to know about me? If I give them my cell phone number, address or email, how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
- Is the image I'm projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to work colleagues, my employer, potential employers, neighbours, family and parents? Which doors am I opening and which am I closing?
- What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
- Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or privacy rules?
- Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Policy Adopted
Policy Amended

17th April 2012

HR 15 Flexible Working Hours, Overtime and Time in Lieu**Objective**

From time to time employees may be required to work longer hours to accommodate a pressing work demands, attend meetings, organise events or represent the organisation outside of their usual working hours.

Flexible working arrangements are available for employees to manage their work demands, if working outside of the usual working hours is a regular occurrence (e.g. officers involved in community activities organised by the Shire).

However, if an employee has worked extra hours then the efforts of that employee will be compensated, either through a

- Over time payment, or
- Time off in lieu of paid overtime, as stipulated in the Local Government Industry Award.

These arrangements are designed to ensure that an employees are not working excessive hours and have a proper work / life balance. It is not expected that Overtime / Time in Lieu will be a standard or regular occurrence.

The purpose of this policy is to ensure that:

- All Managers and Staff have an understanding of the policies and procedures of Overtime / Time in Lieu arrangements in the organisation;
- All Staff are treated equally.

Policy Statement**Flexible Working Hours**

With approval of the supervisor an employee may work flexible hours during a fortnightly pay period.

Extra hours worked need to be redeemed during the same pay period (fortnightly) as extra hours worked under this arrangement will not be carried forward.

Overtime / Time in Lieu

Overtime / Time in Lieu can be accrued and taken only with the prior approval of the CEO or by delegated authority. The CEO and the various supervisors shall ensure that the use of Overtime / Time in Lieu is not excessive.

Overtime / time off in lieu will be calculated in 15 minute intervals after the first 15 minutes.

As per the Fair Work Commission and Local Government Industry Award guidelines, there will be a requirement for an agreement between the employer and the employee for any time in lieu arrangement. Hence, staff need to fill out a 'Time in Lieu Accrued and Taken Form' and attach with their time sheet.

Details of Overtime / Time in Lieu will need to be properly mentioned in the time sheet with reference to the relevant job / task with proper approval of the CEO or by delegated authority.

Time in lieu should be redeemed within 6 months after the overtime is worked. Any excess accumulated Time in lieu will be paid at appropriate hourly rate with the last pay run of the financial year.

The most recent Local Government Industry Award 2010 section 24 will be referred to for the payment for overtime worked or accruing of time off instead of payment for overtime.

Defence and Emergency Service – Staff Paid Leave For Volunteer Duty

Council will allow staff who are registered volunteer members of the Defence reserve or an emergency service to respond to official emergency situations during normal working hours and where approval has been given in accordance with the current Management Practices, Council will protect staff by ensuring that their normal salary or wages are maintained (National Employment Standard – Division 7).

Policy Adopted 17th October 2017

HR 16 Rostered Day Off (RDO)**Objective**

Promote good working relationship in order to minimise staff absence by implementing a roster system providing flexibility for employees in the workplace.

Policy Statement**Operation of Rostered Day Off System**

The traditional five day week or thirty-eight hour week comprises of an employee working 7.6 hours on each of the five working days of the week (Monday to Friday).

In order for an employee to accumulate hours for a rostered day off, an employee must work 0.4 hours per day additional ordinary time on the first nineteen working days of the cycle (i.e. 8 hours per day).

Employees are then entitled to take one working day off in lieu of the additional ordinary time worked in the cycle.

Inside Staff

No employee will take a rostered day off unless sufficient officers are left in the Department.

Any accumulation of Rostered Days Off shall not exceed three days except with the prior written approval of the relevant Manager or Chief Executive Officer.

It is the preference of the Shire that the inside staff does not take a rostered day off on the agenda day or on the payday.

Outside Staff

Rostered days off must be taken every fourth Friday when due. Accrual of the rostered day off beyond the monthly situation is not permitted without the express approval of the Works Manager or Chief Executive Officer.

Staff will be expected to conduct routine personal matters e.g. dental appointments on their rostered day off.

Rostered days off do not accrue during periods of leave. An employee who takes leave which consequently affects the normal accrual of the rostered day off during that month, have their hours reduced by the equivalent amount.

Any excess accumulated of Rostered Days Off will be paid at normal hourly rate with the subsequent pay run.

The staff has the option not to be a part of the roster system either being paid for additional hours worked at normal hourly rate or working only for 7.6 hours per day. This need to have confirmed in writing with the approval of CEO.

If an employee has been called to work on a roster day off, it is the preference of the Shire that the employee take the roster day off on another day.

Policy Adopted 17th October 2017

HR 17 Annual Leave and Long Service Leave**Objective**

To provide appropriate guidelines for the requesting of leave.

Policy Statement**1. Annual Leave**

The annual leave entitlement of Council employees is accrued in accordance with Local Government Industry Award 2010, Part 6, and Section 25.

Employees are required to keep accrued annual leave to a maximum of 8 weeks.

Employees with accrued annual leave in excess of the maximum amount indicated above are required to develop, in conjunction with their Manager, a schedule of leave to reduce their accrual to the maximum amount stipulated.

Managers will be responsible for ensuring that employees within their management area adhere to the Annual Leave guidelines of this policy.

Any excess accumulated annual leave will be paid at normal hourly rate with the last pay run of the financial year.

Application for Annual Leave

- Annual leave applications must be submitted on the appropriate form at least 4 weeks prior to the commencement of such leave with the exception of leave requested during December and January which must be submitted on the appropriate form at least 3 months prior to the commencement of such leave. Managers may require longer notice of leave for December and January.
- Employees are responsible for ensuring that they only apply for leave for which they will have appropriate accruals.
- Employees are advised that travel arrangements should not be made prior to leave approval. The organisation is not responsible for any loss incurred by the booking and/or payment of travel prior to the approval of related leave.

Cashing out of Annual Leave

Shire Employees wishing to "cash out" a portion of their accrued annual leave must do so in writing to the Chief Executive Officer. If agreed to, a "Deed of Agreement" as given in "Schedule I" of Local Government Industry Award 2010 will be drawn up and signed by the employee and the Shire. The following conditions apply to all employees:-

- The employee must have taken 2 weeks Annual Leave or break from his/her position in the 12 months preceding the application.
- The employee must have at least 10 Annual Leave days accrued after cashing out.

Annual Leave Loading

The most recent Local Government Industry Award 2010 section 24 will be referred to for the payment annual leave loading.

2. Long Service Leave

The Long Service Leave entitlement of Shire employees is accrued in accordance with Clause 6 of the Local Government (Long Service Leave) Regulations.

An employee is entitled to 13 weeks long service leave in respect of each 10 years' continuous service that he/she completes.

Employees who are to become entitled to Long Service Leave will be advised of this in writing 90 days before the entitlement falls due.

Employees are encouraged to take Long Service Leave within 18 months of the entitlement falling due, unless otherwise approved by the CEO.

In accordance with Section 7 of the Local Government (Long Service Leave) Regulations:-

(1) Where a worker is entitled to long service leave –

- (a) at least two months notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
- (b) the employer shall not require the worker to commence leave within six months of the date on which the worker became entitled to it;
- (c) the leave taken shall be inclusive of any public holidays allowable under the workers conditions of employment but shall not be inclusive of any annual leave;
- (d) the leave may be granted and taken in one consecutive period or, if the worker and employer so agree, in not more than three separate periods.

(2) Subject to subregulation (1) Long Service Leave shall be taken at the earliest practicable date.

In accordance with Section 8 (2) of the Local Government (Long Service Leave) Regulations:-

Where the commencement of Long Service Leave under regulation 6 has been postponed to meet the convenience of the worker beyond a period of six months mentioned in paragraph (b) of subregulation (1) of regulation 7 the rate of payment for or in lieu of that leave shall be the rate applicable to him for ordinary time (excluding the allowances) at the end of that period of 6 months unless otherwise agreed in writing between the employer and the worker.

Employees with Long Service Leave Entitlements with greater than 13 weeks are required to develop, in conjunction with their Manager a schedule of Long Service Leave to remove their entitlement by 30 June the following year.

Managers will be responsible for ensuring that employees within their Section adhere to the Long Service Leave Guidelines of this policy.

Application for Long Service Leave

Long Service Leave may be taken in one consecutive period or, if the worker and employer so agree, in not more than three separate periods.

Employees are encouraged to take Long Service Leave within 18 months of the entitlement falling due.

Long Service Leave applications must be submitted on the appropriate form at least 2 months prior to the commencement of such leave.

Where the period of long service leave includes December or January at least 4 months' notice is requested.

Employees are advised that travel arrangements should not be made prior to leave approval. The organisation is not responsible for any loss incurred by the booking and/or payment of travel prior to the approval of related leave.

Long Service Leave requests must be considered in line with operational requirements of the Shire.

Payment for or in lieu of leave

Payments will be made in accordance with the section 8 of the Local Government (Long Service Leave) Regulations.

Policy Adopted 17th October 2017

HR 18 Personal / Carer's Leave and Leave without Pay**Objective**

To provide appropriate guidelines for the requesting of leave.

Policy Statement**1. Personal / Carer's Leave**

The annual leave entitlement of Council employees is accrued in accordance with Local Government Industry Award 2010, Part 6, and Section 25 A.

Full time and part time permanent employees are entitled to paid personal / carer's leave. Casuals are not entitled to paid personal / carer's leave.

If the employee is not able to work because of illness or injury to themselves (personal leave), or because they have to take care of a member of their family or household who is injured or ill (carer's leave), they are entitled to take paid time off work depending upon their actual entitlement.

A member of the family or household means any of the following people:

- the employee's spouse or de facto partner
- a child, step child or grandchild of the employee (including an adult child, step child or grandchild)
- a parent, step parent or grandparent of the employee
- a sibling of the employee
- any other person who, at or immediately before the relevant time lived with the employee as a member of the employee's household.

Employees can take personal / carer's leave in either whole or part days depending upon the particular circumstances.

Full time and part time employees are entitled to paid personal / carer's leave for a maximum of 10 days for each completed year of service.

An employee's entitlement to paid personal/carers' leave accrues progressively during a year of service according to the employee's ordinary hours of work.

- a full time employee accrues 1,461 hours of personal / carer's leave for each completed week of work (based on the standard 38 hour week)
- a part time employee will accrue the relevant proportion of 1,461 hours of personal / carer's leave for each completed week of work, based on how many hours they have worked that week.

Personal / carer's leave is a cumulative entitlement, which means that any unused sick leave is carried over and added to the next year's entitlement.

If an employee takes more than one day of personal / carer's leave, the employee must provide evidence the leave is taken for a reason mentioned above.

Cashing out of Personal / Carer's Leave

The bonus is available to all permanent and contracted employees (full-time and part-time) who are employed by the Shire at 1st July and is based on the employee's personal leave history at the Shire for the preceding 12 months as per the Shire's policy "ST.8 Personal Leave - Incentive Bonus"

If an employee does not have sufficient balance of Personal / Carer's Leave, the employee could utilise other accumulated leave entitlements.

2. Leave without Pay

It is the preference of the Shire that all leave requested be taken from existing leave entitlements and therefore be paid leave.

Consideration may be given to extraordinary circumstances to allow an employee to take unpaid leave for reasons mentioned under Personal / Carer's Leave category, for a maximum of 4 weeks.

The employee's Manager and CEO must approve all unpaid leave.

Policy Adopted 17th October 2017

Staff Attraction & Retention Policies

ST.1 Gratuity Payments

Objective

This policy is to determine the manner in which the Shire may grant a gratuity payment or farewell gift in addition to any amount to which the employee is entitled under a contract of employment or award at the completion of their service with the Shire of Dundas.

Policy Statement

The policy sets out the guidelines with regard to gratuity payments or farewell gifts that the Shire can confer on an employee who retires or resigns from full time or permanent part-time (pro-rata payment) employment.

The policy shall be published in accordance with Section 5.50(1) of the Local Government Act 1995 and notes the limitations set by Regulation 19A of the Local Government (Administration) Regulations 1996.

A "gratuity payment" means any payment of monies in excess of any contract or award entitlement including the disposition of Shire property to any employee.

The Shire may confer a farewell gift or a gratuity payment to an employee who after continuous employment with the Shire ceases employment, retires or resigns. The maximum value allowed for the gift or gratuity will accord with the length of continuous employment by the employee with the Shire as follows:

Up to 2 years	No gratuity payment or gift would be made unless exceptional circumstances apply and are reported to the Council by the Chief Executive Officer for consideration.
2 to 5 years	The Chief Executive Officer may elect to confer a gratuity payment or gift to an employee with between 2 years and 5 years continuous service who has displayed excellent performance, initiative or commitment to the Shire.
5+ years	The Council may elect to confer a gratuity payment or gift to an employee with more than 5 years continuous service who has displayed excellent performance, initiative or commitment to the Shire.

The value of the gift or payment is to be calculated using the following formula:

(Personal leave in hours) multiplied by (5%) multiplied by (number years of continuous service) multiplied by (the current rate of pay on the resignation date)

The value of the gift or payment is to be a maximum of **50%** of the accumulated personal leave entitlements at the current rate of pay on the resignation date.

Note:

- If the Council wishes to approve a gratuity payment or farewell gift that is in excess of the maximum for the relevant term of service stipulated in this policy then it must give notice of the proposed payment in accordance with the provisions of Section 5.50 (2) of the Local Government Act 1995.
- Continuous employment does not include unpaid maternity, unpaid paternity or unpaid leave in excess of three months.
- The gratuity payment will be calculated only on personal leave accrued during employment with the Shire of Dundas, not the amount of personal or sick leave transferred from a former local authority under the previous award.
- The employee is responsible for any taxation implications associated with the payment.

Examples of gratuity calculation.

Personal Leave	5%	Years of Service	Pay Rate	Maximum	Gratuity
100 hrs	5	4	\$32.00	\$1,600	\$640
150 hrs	7.5	15	\$24.00	\$1,800	\$1,800
200 hrs	10	8	\$28.00	\$2,800	\$2,240

Policy Adopted
Policy Amended

10th February 2003
19th July 2016

ST.2 Employee Bonus**Objective**

To provide an annual incentive for employees to remain employed with the Shire

Policy Statement

All employees who were with the Shire as at the 1st July in any year and are still with the Shire as at 30th June of the following year, i.e. have remained for twelve months will be eligible for the incentive scheme payment. The incentive scheme payment is to be paid to employees at the last pay prior to Christmas.

The incentive will be calculated as follows: -

- \$200.00 for the first year
- \$500.00 for the second year
- \$800.00 for the third and subsequent years.

Notes:

In relation to new employees starting employment within the year prior to 1st July, the incentive may be paid on a pro-rata basis at the discretion of the CEO.

Any employee commencing or leaving after the 1st July will not be eligible for a bonus during that calendar year.

Part-time employees may be paid the bonus on a pro-rata basis to the hours worked each week.

Policy Adopted	12 th June 1989
Policy Amended	14 th December 1998
Policy Amended	17 th May 2011

ST.3 Removal Expenses

Objective

In order to be competitive in attracting suitable staff the Shire may assist in the relocation expenses of employees.

Policy Statement

The Shire may assist in relocating staff to Norseman by making a contribution to removal costs. Any payment to assist in relocating to Norseman will be a maximum of \$5,000 with half to be paid immediately (after six months of service) and the remainder after twelve months of service.

If the staff member should leave the employ of the Shire before the end of 12 months then the CEO will have the discretion to reclaim any monies advanced.

This policy does not preclude the CEO from making any alternative arrangements on a one-off basis as required to attract appropriate staff.

Policy Adopted	1 st September 1989
Policy Amended	17 th May 2011
Policy Amended	16 th July 2016

ST.4 Uniforms**Objective**

In order to maintain a high level of professionalism and standard of dress, the Shire will assist staff in the purchase of suitable corporate uniforms

Policy Statement

Unless otherwise negotiated in salary consideration, the Shire will assist with the provision of uniforms as follows:

- All staff that purchase corporate uniforms as approved by the CEO, will have 50% of the cost reimbursed to a maximum of \$300 (\$250) per employee per financial year.
- At the commencement of employment all outside staff are to be supplied with 4 sets of work clothes (as per sun protection policy HR9) including one high visibility jumper and jacket.
- Employees shall purchase their own Australian Standard approved steel capped boots and will be reimbursed to a maximum value of \$120
- Replacement of work clothes and work boots will be based on fair wear and tear as determined by the supervisor.

Those officers provided with a reimbursement from the Shire for corporate uniforms are obliged to wear them during work hours.

Policy Adopted	12 th September 1994
Policy Amended	16 th August 2011
Policy Amended	16 th July 2016

ST.5 Superannuation

Objective

In order to be competitive in attracting suitable staff the Shire will make additional contributions to employee's superannuation where the employee also makes an additional contribution.

Policy Statement

The Shire acknowledges its legal obligations to meet superannuation contributions on behalf of its employees based on the following:

Superannuation Guarantee: The Shire meets its statutory obligation at the rate set by the Superannuation Guarantee Legislation. The contribution is paid by Shire for all employees, determined by applying the set rate to the employee's base salary.

In addition, the Shire will make an additional contribution to employee superannuation based on the following:

Contributory Superannuation: For employees who have elected to become a member of the Contributory Scheme, the Shire will contribute an additional 7.5% to the scheme where it is matched by a 5% contribution by the employee.

Policy Adopted
Policy Amended

20th May 2008

ST.6 Public Service Holidays – Extra Leave**Objective**

This policy is to continue the provision of “Public Service Holidays” as “Extra Leave” and to determine the time of year during which the “Extra Leave” is to be taken.

Policy Statement

Two (2) public service holidays were historically taken by local government on the 2nd of January and on Easter Tuesday as part of the Local Government & the public sector awards. This provision has been taken from the Local Government Industrial Award as of the 1st January 2010

In order to maintain the current entitlements of its employees, the Shire of Dundas policy is to grant two (2) days of “Extra Leave” to compensate for the “Public Service Holidays” to which employees were previously entitled.

In order to maintain a level of service to the community and business, the employees of the Shire will take the “Extra Leave” during the period between Christmas and New Year subject to the following:

- There is no operational need for the employees during that time.
- The Shire continues to maintain the closure of the administration office at that time.

Employees required to work during that period (other than public holidays) will be paid normal hourly rates and receive leave in lieu for those hours worked and any other conditions as prescribed in the Award. Work undertaken on public holidays will be treated in accordance with the Award.

Policy Adopted	19 th January 2010
Policy Amended	17 th May 2011

ST.7 Gymnasium – Staff Usage

Objective

To encourage Shire of Dundas staff members to use the gymnasium.

Policy Statement

In order to:

- promote physical activities which will contribute to productivity in the workplace,
- be competitive in attracting and retaining suitable staff,
- reward staff for excellent performance,

Full-time and permanent part-time Shire employees may at the Chief Executive Officer's discretion, use the gymnasium facilities free of charge. Consideration of eligibility will include factors such as performance, length of service etc.

Staff will be required to sign the "Use of Gym Agreement" and comply with the "conditions of use of gym by key holders" including the payment of a deposit for the key.

The free use of the facilities may be withdrawn at any time, at the Chief Executive Officers discretion for inappropriate behaviour, inappropriate use of the facilities or actions contrary to the conditions of use.

Policy Adopted
Policy Amended

15th December 2009

ST.8 Personal Leave - Incentive Bonus**Objective**

This policy is to encourage staff not to take unnecessary personal leave and determines the manner in which the Shire of Dundas will pay a personal leave incentive bonus.

Policy Statement

The personal leave incentive bonus scheme came into operation on the 1st July 2008 and was previously incorporated into the Gratuity Payments Policy.

The personal leave incentive bonus scheme is designed to encourage staff not to take unnecessary personal leave, thereby increasing productivity and minimizing the disruption to Shire operations and unfair burden on employees required to cover for absent fellow workers.

The bonus is available to all permanent and contracted employees (full-time and part-time) who are employed by the Shire at 1st July and is based on the employee's personal leave history at the Shire for the preceding 12 months as follows:

Number of Personal Leave Days Taken	Personal Leave Bonus Payment
0	5 days
1	4 days
2	3 days
3	2 days
4	1 day
5+	Nil

Note:

- The bonus will be paid in the first pay period in July each year.
- The employee has the right to not accept payment of the bonus and retain the accrual of the personal leave.
- Any leave bonus payments made to an employee will be deducted from their personal leave accrual.
- The employee is responsible for any taxation implications associated with the payment

Policy Adopted 10th February 2003
 Policy Amended 20th May 2008
 Policy Amended 17th May 2011

ST.9 Housing and Housing Subsidy**Objective**

To ensure that eligible Shire employees are provided with suitable and accessible housing of a good standard and that housing is managed appropriately in accordance this policy and the Residential Tenancies Act 1987 (WA) and associated regulations.

Policy Statement

In order to attract qualified personnel selected staff may be offered subsidised housing by the Shire, together with a water subsidy. The employee may salary sacrifice their rental payments.

Eligibility

The CEO shall determine which employees are eligible for a Shire provided house and associated allowances as part of their employment package/contract. The CEO will confirm that the position attracts housing and associated benefits prior to the position being advertised.

As a guide, positions that require skills that would not normally be available within the district will be provided with a rental subsidy.

Housing subsidy

The Shire will subsidise rent for eligible employees. The employee will pay rent through fortnightly payroll deductions in advance. The housing subsidy will be paid as a cash allowance if a house is not available to an eligible employee or if the employee has private accommodation. This shall also apply in the instance where an employee requires facilities which may not be available from the Shire.

Rent reviews will use Government Regional Officer Housing (GROH) rent and current market rent as a guide.

Utility Charges

Electricity/Phone/Gas – All utility accounts are to be held in the name of the Occupant with the exception of designated senior employees as per conditions of contract. (In any case, the employee is responsible to reimburse the Shire in full the utility charges incurred unless otherwise mentioned in the employment contract or tenancy agreement).

Water Subsidy

The Shire will subsidise water usage costs of employees who occupy Shire owned residences. A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard.

Tenancy Agreement

Employees provided with housing are required to sign a Tenancy Agreement. All clauses of the Tenancy Agreement must be complied with or housing may be revoked.

Inspections

Regular inspections of all Shire owned property will be carried out by a representative of the Shire as mentioned in the tenancy agreement.

An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Shire representative carrying out the inspection.

Policy Adopted 17th October 2017

Community Services**C.1 Aged Accommodation****Objective**

To establish a process for deciding applications from persons to live in the Shire of Dundas Pensioner Units located at 100 Prinsep Street Norseman and to determine the manner in which the Council calculates the rental for the units.

Policy Statement**Accommodation**

Preference will be given to those eligible applicants in the order they were received on the current waiting list for accommodation.

The eligibility criteria for accommodation is as adopted by Council, reviewed as required from time to time.

Where applicants are of equal standing preference will be given to long term residents of the Sire of Dundas.

here there is a vacancy in the centre the CEO shall refer any applications for accommodation to Council that do not fully satisfy the eligibility criteria for consideration.

Rental

The rental to be paid for each pensioner unit shall be calculated in a manner similar to that used by the Department Housing and Works (HomesWest) in that it is based on a percentage of the gross rate of age pension.

In the case of a single occupant the rental shall be calculated as follows:

- 15% of the gross single rate of age pension.

In the case of two occupants the rental shall be calculated as follows:

- 15% of the gross couple rate of age pension.

Note:

The rental calculation does not take into consideration any additional payments and benefits or means testing that otherwise may apply.

The rental shall be set annually at the adoption of the schedule of fees and charges.

Policy Adopted	19 th May 2009
Policy Amended	19 th April 2011
Policy Amended	17 th October 2017

C.2 Gym Agreement**Objective**

To set the terms and conditions for the unsupervised use of the gymnasium.

Policy Statement

The Shire will allow unsupervised use of the Shire's gymnasium subject to the following conditions of use.

- Entry to the gym by use of a key is only permitted between the hours of 5:00am and 10:00pm daily.
- Ideally use of the gym should be when at least two persons are present.
- Only persons 16 years of age or over will be authorised by the Shire to have access to the gymnasium during the above times.
- The key holders shall be responsible for the key and shall not permit other person's access to the gym and in particular children under the age of 16 years are not permitted to accompany the key holder unless prior written approval of Shire is obtained. Keys are not transferable and are not to be lent or copied.
- Users should be familiar with the correct way to use the equipment and should observe posters in the room showing correct lifting procedures and warm up routines.
- Users are required to ensure that loose equipment is stored safely. Failure to store equipment safely or damage being caused may result in the facility being withdrawn from use.
- First aid equipment is stored in box in sink cupboard.
- Users should report any equipment that needs repair or maintenance to the Shire.
- The Shire accepts no liability for any death or injury to any person or any loss of or damage to property of any person arising directly or indirectly out of use or access to the gym at any time.
- The key holder named below hereby indemnifies and agrees to indemnify and keep indemnified the Shire, its officers, agents and employees in respect of any liability whatsoever in respect of any death or injury to any person or any loss or damage to any property of any person arising directly and indirectly out of use or access to the gym by the key holder or any person obtaining access to the gym with the key holders key or any duplicate key copies from such key.
- Key holders are required to pay the appropriate fee as set out in the Schedule of fees and charges for the use of the gymnasium.
- A further payment of a deposit (as set out in the schedule of fees and charges) is also required and is refundable when the key is returned. The deposit will be forfeited if the key is not returned within 14 days of expiry date.

Users of the gymnasium are to sign the following acknowledgment prior to any use of the gymnasium

I _____ of _____
 (Full name) (Address)

Acknowledge that I have read and agreed to be bound by the above conditions.

Signed _____ (key holder) Date _____

Key No. _____ Receipt No. _____

Shire Officer _____ Date _____ Expires on _____

Policy Adopted 9th August 1999

Policy Amended 17th May 2011

C.3 Recreation Facilities**Objective**

To set the terms and conditions for using the Shires recreation facilities.

Policy Statement**OVAL MARKING**

Groups using the oval on an ad hoc basis are permitted to use water based paint only to mark their areas.

The Shire must approve any product used for line marking before its use. The use of lime or poison is not permitted.

NORSEMAN SWIMMING POOL

A group may use the swimming pool venue for a social event (e.g. barbecue, party, presentations etc.) subject to the following:

Category One

- During the hours when the pool is open to the public, if the group size is less than 100 persons the consumption of alcohol is not permitted and normal entrance charges will apply.
- The hirer is responsible to ensure that there is sufficient supervision of the pool and the area is left in a clean and tidy condition at the conclusion of the event.

Category Two

- The Chief Executive Officer, after consultation with the pool manager, may allow variations to the approvals where a proposed event is considered of significant benefit to the local community (e.g.) regional swimming carnivals, Fair Go Day, Australia Day etc.
- The hirer or organiser of the event is responsible to ensure that there is sufficient supervision of the pool and the area is left in a clean and tidy condition at the conclusion of the event.

Permission to use the swimming pool centre for any function may be approved or refused at the discretion of the Chief Executive Officer.

Policy Adopted	14 th November 1998
Policy Amended	12 th February 1990
Policy Amended	17 th May 2011

C.4 Tourism**Objective**

To outline the Shires position in relation to tourism within the Shire.

Policy Statement

In relation to tourism the Shire has the following policy:

- The Shire will work with the Visitor Centre, the Goldfields-Esperance Travel Association, the Western Australian Tourism Commission, and other relevant Tourism and Government Departments, in all aspects of tourist development.
- The Council will endeavour to provide an adequate budget allocation for tourism expenditure.
- The Shire will endeavour to assist financially and by other means, tourist organisations or events which have the potential to develop tourism in the Shire of Dundas.
- The Shire will seek representation on local tourist associations.
- In the formation of its planning and policy development, the Council will have regard to the requirements of tourism development.
- The Shire, in its review of planning instruments, Strategic Plans, Town Planning and development plans, will take into consideration policies on tourism and other leisure related issues.
- In the preparation of local laws the Council will have regard to their impact on tourism and the development application process.
- The Shire will encourage tourism product development and investment throughout the area and will assist the development application process.
- The Shire will encourage a high standard of design and aesthetics in all forms of tourist development.
- The Shire will ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
- When considering tourism development, the Council will consider the social, cultural and environmental impact of the proposal within the area.
- The Shire will ensure that where sensitive environmental, historic or cultural areas exist, these areas will be adequately protected in relation to developments or usage.
- The Shire will support the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within the Shire.
- The Shire will seek financial involvement from other sources wherever possible in the provision of tourist facilities.
- The Shire will encourage the landscaping of residential and commercial centres within the Shire.

Policy Adopted	12 th March 1990
Policy Amended	21 st May 2013

C.5 Four Wheel Drive Trails

Objective

To promote and develop four wheel drive trails based on Norseman as a destination and departure point.

Policy Statement

That the Council supports the preparation of a strategic plan specifically aimed at developing the potential of four wheel drive and walk trails around Norseman and throughout the Shire of Dundas.

The Strategic Plan is to address the following:

- Trails and routes development in a priority order
- Designated prime destination sites
- Signage
- Advertising
- Maps of the area showing designated routes
- Communications
- Regional implications
- Continuous review and update

Policy Adopted
Policy Amended

8th June 2004

C.6 Community Grants Program**Objective**

To develop an operating framework that provides funding opportunities to organisations and individuals that is relatively flexible however maintains a level of transparency.

Policy Statement

This policy is to articulate the Council's commitment to develop the Community by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations and individuals for worthwhile programs, projects, initiatives and events that meet the Shire's strategic vision.

1 Community Grants Program

In pursuit of the objectives of the Community Grants Program, the Shire may undertake or facilitate such activities that:

- promote the Shire of Dundas as an active participant in community activities and events;
- require organisations to complete and submit a Community Grants Program application form;
- meet with grant applicants to discuss their respective proposals further;
- conduct visits to sites or events to ensure applicants are meeting funding guidelines.

2 Criteria for Evaluation

There must be tangible and sustainable benefits demonstrated in order for the Shire to commit to any funding. In determining funding approval, applications will be required to deliver outcomes within the following Shire Strategies;

- Community Development
 - Youth
 - Seniors
 - Community Groups
 - Culture
 - Community Events
 - Community Initiatives
- Sport and Recreation
- Tourism and Area Promotion
- Community Engagement

3 Eligibility

Not-for-profit clubs, groups, organisations and individuals that are providing economic, social, community or environmental services and benefit to the Shire.

4 Ineligibility

Groups that are ineligible for funding include, local, state and federal government departments, private companies, individuals of private and public schools including employees of these bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as the P&C).

5 Three Key Categories:**5.1 Sundry Donations**

Small grants up to \$1,000 can be applied for at any time through a written request and application form addressed to the Chief Executive Officer outlining details of how the funds are to be utilised.

The Chief Executive Officer may be granted delegated authority to approve sundry donations, and report the donation to the Council via the monthly Ordinary Council Meeting.

5.2 Event Grants

Grants of up to \$10,000 are available through two designated funding rounds each year. The following provides a definition of the three event types for which applicants can apply:

5.2.1 Iconic Event

An event that is of regional significance, that can demonstrate through detailed planning or on past performance that it will generate significant tourism activity, stimulate large scale community interest and participation and is conducted annually at the same time of the year.

5.2.2 Community Event

An event that has local or regional significance that stimulates place activation, community interest and participation.

5.2.3 Sporting Event

A significant sporting event organised by a relevant sporting body that may attract the local community and those on a wider scale.

5.3 Three year service agreements

To support ongoing projects that promote economic development, generate significant tourism activity and stimulate large scale community interest and participation.

6 Operating Guidelines

Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements.

7 Review

A review of the performance and effectiveness of each grant will be conducted by the Shire to assess the degree of activity, value and other for the Shire of Dundas.

A detailed evaluation and acquittal report must be provided no later than 30 days after the completion of the event.

If community groups or individuals have problems meeting the required evaluation and acquittal deadline, correspondence will be required to outline problems and provide a revised deadline for acceptance by the Shire.

8 Funding

Funding for the Community Grants Program will be sourced from all the current grant programs that the Shire currently offers to the community.

The total funding available will be reviewed each financial year during the preparation of the annual budget or budget review except for the Shires commitment to the "Three Year Service Agreements".

The funds will be grouped into one relevant line item in Shires annual budget.

Funding contributions to sundry donations will be provided as a set amount and the Events Grant will be based on two funding rounds with applications being open from April-May and from October-November of each year and assessed in June and December respectively.

The three year service agreements will be open for application during April-May of each year and assessed in June.

Policy Adopted
Policy Amended

17th April 2012

Elected Members

M.1 Conferences – Members Attendance and Representation

Objectives

To determine the nature and extent of the Shires attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one Elected Member and one officer may attend;

Following attendance at such a conference, study tour, seminar or convention, the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire's information and records;

A list of Elected Members attendance at conferences and the like is to be maintained on the Shire's records and in the Library so that they are accessible by the public;

In considering Elected Members attendance at a conference, study tour, seminar or convention or the like, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event;

All conference papers and/or information relating to the proceedings become the property of the Shire and should be placed in the Library so that they are accessible by the public.

Policy Adopted
Policy Amended

8th November 1999

M.2 Communications between Council and the Shire Staff**Objective**

To establish protocols and consistent methods for managing communication between Council and the Shire Staff ensuring that Elected Member's requests are handled promptly and efficiently.

Policy Statement

- Elected Members communicate directly with the Chief Executive Officer.
- There are times when Managers will be required to provide information to Elected Members, requests to meet with Managers be in writing to the CEO.
- The CEO will determine whether the request complies with the functions as provided in the Local Government Act, relevant regulations and any budget implications and will refer such requests to the appropriate officer for attention where applicable.
- Councillors will be advised of any outcomes regarding requests within 5 working days.
- When meeting with the CEO or Department Managers Elected Members should provide sufficient notice should the discussion topic require research.
- Elected Members are unable to give direction to staff.
- The CEO and Shire President will be copied in on any written communications that may occur between Elected Members and Department Managers so they are aware of any issues.
- Shire staff are unable to approach Elected Members in relation to Council matters.
- If a Department Manager has a concern of any kind with any communication from an Elected Member they will raise it with the CEO who will take it up with the Shire President.
- If Elected Members have any problem with communications from any Department Managers they will take them up with the Shire President and CEO.

All general inquiries made by Councillors should be directed to the CEO or relevant senior officer.

Councillor enquiry forms should be filled out and submitted to the CEO for attention.

It will be the responsibility of the individual Councillor to follow up any matters relating to the request with the appropriate officer.

Policy Adopted	12 th April 1999
Policy Amended	15 th May 2012
Policy Amended	17 th October 2017

M.3 Public Question Time**Objective**

To provide a process which will address questions by the public in a timely manner.

Policy Statement

(1) Prior to the meeting.

The Shire will provide a register and question form for people who wish to ask a question at public question time. The register and forms **as well as the written rules pertaining to Question Time** will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

The procedure for dealing with question from the public during the meeting will be as follows-

- (a) The presiding person opens question time with a brief statement on the rules including-
 - (i) the period of time set aside for public question time;
 - (ii) deleted
 - (iii) the Shire policy that people will be called to ask their question in the order they have registered;
 - (iv) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - (v) the Shire policy that each person is allowed a certain number of questions or a set amount of time;
 - (vi) the right of each person, if they have further questions, to return to the end of the queue;
- (b) persons are requested to come forward in the order they have registered;
- (c) give their name;
- (d) read out their question;
- (e) before or during the meeting each person is requested to provide a written form of their question to the CEO;
- (f) the presiding member will determine who is to respond to the question;
- (g) the question is responded to, taken on notice or not accepted;
- (h) the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- (i) the next person on the registration list is called;
- (j) the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question. (people may have arrived after the meeting opened);
- (k) when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;
- (l) public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

3) Following the meeting

It is a requirement that the minutes of the meeting contain a summary of each question asked and the response given. Questions taken on notice will be researched and a written response provided to the questioner, assuming they have provided a name and contact details. Responses to questions taken on notice must be included in the minutes of the following meeting.

Policy Adopted 8th September 2003
Policy Amended 15th May 2012

M.4 Video Recording of Council Meetings**Objective**

To define the purpose for which video recordings of Council meeting are made and provide direction as to the creation, usage, access and disposal of the recordings.

Definitions

Video Recording: Any recording made by an electronic device capable of recording visual and sound.

Council Meeting: Any meeting that is convened as per Section 5.3, Local Government Act 1995.

Statement

In accordance with Sections 5.3 (1); 5.22 (1); 5.23 (1) of the Local Government Act, Councils are required to hold ordinary meetings and special meetings that are open to the public and minutes of the proceedings are to be kept.

This policy will detail the appropriate arrangement for video recording meetings to allow Council to meet its legislative requirement with respect to preparing accurate minutes of Council meetings that are open to the public.

1. Creation of Video Recordings

All Ordinary and Special Council meetings that are open to the public shall be video recorded to assist in the preparation of the minutes of the meeting.

All video recording will cease when Council resolves to close a meeting to the public as per Section 5.23 (2) of the Local Government Act.

Meetings of committees and meetings not open to the public will not be video recorded.

2. Usage and Access of Video Recordings

a) Video recordings are for minute taking purposes and for any other purpose deemed necessary by the Council.

b) An Elected Member or Officer requesting access to the recordings must apply to the CEO, and provide details of the item concerned and a reason for the request.

c) Members of the public requiring access to the recordings must apply to the CEO, and provide details of the item concerned and a reason for the request.

d) The video recording will be available until Council confirms the minutes of the meeting, after which they will be archived by Information Management.

e) Video recordings will not be published.

3. Disposal of Video Recordings

The General Disposal Authority for Local Government GDA 2015-001 25.12 requires sound/visual recordings of meetings and verbatim transcripts (if produced) to be retained for 1 year after the minutes are confirmed and then destroyed.

4. Notification of Video Recording

A notice will be placed on the chamber door advising the public of video recording the meeting.

Technical Services**T.1 Bushfire Control****Objective**

To define responsibilities for the control of fires on various lands, to assist with reporting, assessment and co-ordination of fires and to identify the resources that may be available for fire control.

Policy Statement**1 Introduction**

This policy was formulated by Shire, Bush Fire Control Officers, Pastoralists, and other interested persons and should be read in conjunction with response plans and policies issued by DFES.

2 Preparedness

Land owners/occupiers should ensure fire-fighting equipment; graders, radios etc. are operational by the start of the fire season.

3 Responsibilities**3.1 Reporting of Fires**

Anyone reporting a fire should ring 000. It is their job to notify the appropriate body.

The following information is required:

- location of fire (use a map and quote co-ordinates);
- size of fire;
- action being taken;
- assistance that may be required; and
- life and or property in danger.

DFES will issue an incident number for the fire, this is to be used in the Personal Incident Diary to record all conversations pertaining to personnel involved in the fire. DFES to be informed of any significant changes in the fire. (The local authority is to report to DFES, other relevant authorities and effected parties.

3.2 Control of Fires*Pastoral Land*

The occupier of the land is responsible for fire suppression on their properties (see assistance 5.)

Bush Fire Control Officer actions:

- Take charge of fire;
- Establish communications with others;
- Carry out assessment, determine priorities and decide tactics to suppress fire;
- Inform local authorities / DEFS and advise of the assessment of the fire.

Crown Land

Bush Fire Control Officer, where fire is a threat to life or property otherwise the Chief Bush Fire Control Officer with DFES assistance.

DPaW Land

DPaW Officer may take charge however if local fire control officer is present, and if agreeable, he should take control. DPaW will need to be notified and will commit resources to assist the Fire Control Officer to suppress the fire.

3.3 Co-ordination of Fires

Fire Control Officers and DPaW Officers will be responsible for coordinating activities for their area and will keep the local authority updated with information on the fire.

The Chief Bush Fire Control Officer will assume overall control of all fires in the first instance and hand over to DFES where appropriate.

4 Costs – Financial Assistance

4.1 Pastoral Land

- The first response is a commitment by the occupier of the land to contain the fire. This will depend upon resources available, fuel loadings and other variables. If the scale of the fire indicates that financial assistance is required, notification must be made to the local authority who will then contact DFES.
- Assistance will be accordance with DFES Standard Operating Procedures.
- Approved hire equipment will be reimbursed at contractor hourly rates.

Vacant Crown Land

Costs for all equipment will be reimbursed at agreed hourly hire rates.

Other Land –DPaW

When approved by the Duty Officer, all costs will be reimbursed. (This can be organised over phone.)

Note: Shire equipment may be used depending on operational needs and availability.

5 Contractors

A source of contractors in the area who are fully self-contained and can be called upon in emergencies is to be compiled

6 Insurance

6.1 Land Owners

All land owners must ensure that equipment and property is adequately covered by insurance.

6.2 Local Authority

Insurance cover is provided for all Shire employees, equipment and volunteers.

6.3 DPaW

Any machinery authorised for use by the DPaW Officer will be insured by cover via their insurer. DPaW will need information on type, make, HP and approximate value.

6.4 Contractors

All contractors must have adequate insurance cover for their machinery and operators.

7 Communication

DFES is to provide equipment in accordance with relevant policies. Support equipment may be provided by the Shire and SES in event of large scale fires. There may be funding opportunities through the LotteryWest for radios and other equipment.

8 Fire Units

Subsidies may be available for slip on units and occupiers are encouraged to apply through the Shire to DFES.

9 Recovery and Evaluation

It is important that at the end of fire suppression operations that a complete evaluation of the incident is carried out to identify problem areas and assist with improvements in processes and procedures.

Policy Adopted	11 th June 1998
Policy Amended	21 st May 2013
Policy Amended	19 th July 2016

T.2 Caretaker Dwelling**Objective**

To set out guidelines for the establishment of a caretaker dwelling.

Policy Statement

The Shire will allow the establishment of a caretakers dwelling in accordance with the following guidelines

Background:

The Shire of Dundas Town Planning Scheme No 2 defines a Caretakers Dwelling as:

"A building used as a dwelling by a person having the care of the building, plant equipment or grounds associated with an industry business office or recreation area carried on or existing on the same site."

Consideration is given by the Council:

- to the location of the Norseman industrial area and the necessity for security.
- that the Industrial Zoning is designed to be kept separate from residential areas in order that the emission of light, noise, electrical interference, vibration, odours, smoke, dust, waste water and the like, and does not interfere with residential family living.

Policy Areas according to zonings table in Town Planning Scheme No 2

- 1) Residential
- 2) Town Centre
- 3) Industrial

Policy Aims:

- 1) To limit number of persons residing as Caretakers.
- 2) To restrict the area of Caretakers Dwellings.
- 3) To disallow family living and/or large numbers of unrelated persons for any length of time.

Policy Requirements:

- 1) Prior to any approval for a Caretakers Dwelling there must be a predominant appropriate use existing on the site.
- 2) A Caretakers dwelling is to have a max floor area of 60m² and is to contain a kitchen, bathroom, laundry, toilet, living and dining area and a maximum of 1 bedroom.
- 3) Caravans, Park Homes, Skid mounted transportables will only be permitted if they comply with point (2) above.
- 4) Any application for a Caretakers Dwelling will need planning approval and must comply with the requirements of the Building Code of Australia and Building Regulations 1989.
- 5) The location of a caretakers dwelling shall be in accordance to the Town Planning Scheme No 2 and shall include its proximity to adjoining lot/s and any likely impact of noise, dust, fumes, vibration and the adjoining lot/s.
- 6) The Shire will not consider any action against persons undertaking a lawful activity on adjoining and/or nearby property.

Policy Adopted
Policy Amended

8th December 2003

T.3 Fencing Control**Objective**

To provide guidelines for the construction of fences to achieve the objectives as set out in the Shire of Dundas Town Planning Scheme No 2.

Policy Statement

The following policy is applicable to town sites within the Shire of Dundas and is to assist in achieving Scheme Objectives 1.7(a): to promote the Schemes Broad Policy 5.1.1(b); and to increase public awareness of the Shire's concern regarding substandard and unsightly boundary fencing.

In this policy, unless the context requires otherwise:

"Industrial and Commercial Zone" means any portion of a town site that is pursuant to the Town Planning Scheme zoned for these purposes.

"Residential Zone" means any portion of a town site that is pursuant to the Town Planning Scheme zoned for this purpose.

"Building Surveyor" means a Building Surveyor appointed by the Shire of Dundas or any officer exercising the powers of the Building Surveyor for the purpose of this policy.

"Dividing Fence" means a fence that separates the land of different owners whether the fence is on the common boundary of the adjoining land or on a line other than the common boundary.

"Town Planning Scheme" means the Town Planning Scheme of the Shire of Dundas for the time being in force under the provisions of the Town Planning and Development Act 1928 (as amended) and relating to the Dundas Town sites.

"Council" means the Council of the Municipality of the Shire of Dundas.

"Town site" means any town sites within the Shire of Dundas.

"Dangerous Fence" in relation to any fence means a fence declared by a Building Surveyor to be in a dangerous condition by reason of any one or more of the following, namely faulty design, location, construction, deterioration of materials, damage by termites, decay, damage by collision, changes in ground levels, or any other cause or causes.

"Fence" means a fence abutting a road, way or street or a fence on or near the boundary line of a lot and includes any free standing wall or other structure used or functioning as a fence.

"Lot" has the same meaning as that given to it in section 2 of the Town Planning and Development Act 1929.

- 1) No person shall construct, amend, alter, extend, enlarge or commence or proceed with the construction, amendment, alteration or extension of any fence without Shire approval.
- 2) No person shall erect or permit to be erected on any land belonging to him/her any fence, wall or other obstruction greater than 1000mm in height on or adjacent to the boundary of any road, way or street or adjacent to the side boundaries from the street alignment to the building line and thereafter greater than 1800mm in height without the written approval of the Shire.
- 3) In an Industrial Zone where a link mesh fence is required on a corner lot it shall be constructed on the line of a standard truncation of 8500mm.
- 4) No dividing fence shall act as a retaining wall without the written approval of the Shire.
- 5) No person shall erect a fence with sheet metal or second hand material without written consent of the Council. The Council has the discretion to approve or refuse the application.
- 6) No application to erect a fence with sheet metal will be considered for approval by the Shire unless the fence to be erected is adequately capped.
- 7) The erection of a fence of iron spikes, barb wire, broken glass or any other potentially dangerous material is prohibited except with the written approval of the Council.
- 8) The owner or occupier of land on which a fence is erected shall maintain the fence in good condition and in such a manner as to prevent it from becoming a dangerous fence, falling into a

bad state of repair or becoming dilapidated, unsightly or prejudicial to property in or to the inhabitants of the neighbourhood.

- 9) The Shire may give notice in writing to the owner or occupier of any land upon which there's a dangerous fence or a fence which is in the opinion of the Building Surveyor in bad condition of repair, dilapidated, unsightly or prejudicial to property in or to the inhabitants of the neighbourhood or is contrary to the provisions of this policy requiring such Owner or Occupier to pull down, remove, repair, paint or maintain such a fence within the time stipulated in the notice.

Policy Adopted	13 th May 1996
Policy Amended	21 st May 2013

T.4 Outbuildings – Vacant Lots

Objectives

To outline the Shires policy in relation to the construction of outbuildings on vacant residential lots.

Policy Statement

To discourage the erection of outbuildings on vacant residential land within the Shire of Dundas town sites for the following reasons:

- To ensure that residential lots are developed for their intended purpose;
- To assist in protecting the amenity of residential areas; and
- To discourage the unauthorised use of residential land.

The construction of sheds or garages is not permitted on residential lots until such time as a dwelling has been constructed to floor level without the express approval of the Shire,

Policy Adopted 9th September 1995
Policy Amended

T.5 Vehicle Parking

Objective

To outline the Shires policy in relation to vehicle parking.

Policy Statement

The Shire will allow parking as follows:

Vacant Land

The parking of vehicles on vacant land is not permitted unless special application is made to and approved by the Council.

Commercial Vehicle Parking on a Residential Property

In addition to any family vehicles a person may park a commercial vehicle on residential zoned land which has a residence on it provided that the vehicle can be sited totally within the boundaries of the land concerned.

Policy Adopted
Policy Amended

13th December 1993

T.6 Development of Rural Zoned Lots within the Norseman Town site**Objective**

To outline guidelines for development on rural zoned lots that lie within the Norseman town site.

Policy Statement

The following requirements are policy for the development of or on rural lots that lie within the Norseman town site:

- 1 The minimum building setback distances shall be 20m from the front boundary, 20m from the rear boundary and 5m from the side boundaries.
- 2 The maximum total area for outbuildings is 200m²
- 3 The following uses are permitted:
 - (a) the growing of vegetables, fruit and enhanced natural vegetation for private purposes.
 - (b) the growing of trees, plants, shrubs or flowers for replanting in domestic, commercial or industrial gardens.
 - (c) the rearing and keeping of a maximum of 20 poultry.
- 4 The following uses are not permitted:
 - (a) the stabling, agistment or training of horses.
 - (b) the rearing, agistment or the keeping of pigs, goats, sheep, cattle or beasts of burden."
- 5 The provision of power, water and telecommunication services to any rural lot within the town site is to be at the owner's expense.

Policy Adopted
Policy Amended

5th December 2006

T.7 Unauthorised Structures**Objective**

To determine the process for dealing with structures that do not have development approval or a building licence.

Policy Statement

Where the Shire becomes aware of an unauthorised structure the following process will be undertaken:

1. The property owner is to submit to the Shire a completed application form pursuant to the Local Government (Miscellaneous Provisions) Amendment Act 2007 Section 374 AA and provide all required supporting documentation, plans, certification and fees.
2. A completed Form of Application for Planning Consent requesting approval under the provisions of Town Planning Scheme No 2 and provide all required documentation, plans and fees.
3. A Building Surveyor is to inspect the property to assess the structure and compile a report for Council consideration.
4. Where the Building Surveyor determines for the purpose of making an informed decision and minimise Shire's liability, further appropriate documentation may be required from the applicant.
5. If the use of land complies with the Shire's Town Planning Scheme No 2, planning approval may be issued under the provisions of the Scheme.
6. If the structure complies with the Building Code of Australia and associated standards, Health Act and any other required statutory requirements and planning approval is granted the Shire may issue a building approval certificate under the provisions of the Local Government (Miscellaneous Provisions) Amendment Act 2007 Section 374 AA.
7. Where the unauthorised structure does not comply and /or the applicant is unwilling to have the structure comply with the Shire's Town Planning Scheme, Health Act and /or the Building Code of Australia and associated standards, a notice pursuant to
 - 1) the Town Planning and Development Act 1928 will be served on the owner requiring the removal of the unauthorised structure; and
 - 2) the Local Government (Miscellaneous Provisions) Amendment Act 2007 will be served on the owner requiring the removal of the unauthorised structure or requiring the structure be brought into conformity with the required standard.

Policy Adopted
Policy Amended

20th May 2008

T.8 Plant Replacement Program**Objective**

To determine a plant and vehicle replacement program that provides for the economical replacement of/ or purchase of additional, plant and vehicles.

Policy Statement

To ensure that the Shire has the most advantageous process for the replacement of, or purchase of additional, plant and vehicles the Manager of Works shall prepare a five year plant purchase and replacement program.

The five year programme shall be prepared to enable the Shire to meet the objectives of the strategic community plan and be included into the long term financial plan.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, the Manager of Works should use the guide below to determine their changeover date.

Plant is to be sold, replaced or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire

The Shire will purchase ANCAP five (5) star rated motor vehicles where practicable.

Policy Adopted

20th May 2008

T.9 Shire Plant and Equipment – After Hours Use

Objective

To establish the criteria for the after-hours use of the Shire plant and equipment where it is to be used for a local community organisation or sporting body.

Policy Statement

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

- Is used to facilitate works for a local community organisation or sporting body;
- Is operated by appropriately trained and authorised Shire employees only;
- Does not leave the Shire of Dundas;
- Is available at the depot and does not involve unnecessary transportation;
- Is returned to the depot in time for normal Shire operations.

Policy Adopted
Policy Amended

20th May 2008

T.10 Operation of Shire Plant

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and/or Manager of Works are the only persons permitted to provide that authorisation.

Policy Adopted 20th May 2008
Policy Amended

T.11 Gravel Pit Rehabilitation**Objective**

To rehabilitate abandoned gravel pits and include progressive rehabilitation in the management of current gravel pits within the Shire of Dundas.

Policy Statement

The Shire of Dundas recognizes and accepts that gravel pit rehabilitation is necessary to avoid soil compaction, increased surface drainage, erosion and visual pollution.

General policy:

1. Prior to opening a gravel pit, a plan for the management of the site will be written which will include a plan for rehabilitation and monitoring.
2. Private operators are required to submit and abide to a gravel pit management plan, which includes a plan for rehabilitation and monitoring, before establishing a gravel pit.
3. Wherever possible, new gravel pits will be established on cleared land, not existing bushland.
4. Where necessary, the visual impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and visual vantage point/s.
5. Where necessary, the dust and noise impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and neighbours.
6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
8. If necessary, drainage structures will be established within the pit, to ameliorate any ponding and surface erosion.
9. Rehabilitation will be done progressively throughout the life of the gravel pit.
10. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Specific Policy for Bush Sites

11. Prior to opening a gravel pit, approval to clear will be obtained from the relevant authority if necessary.
12. The general process of rehabilitation will be to first rip the floor of the pit at 1 metre intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 1 in 4 and the overburden and topsoil should be returned to the pit. The site should be cross-ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.

Abandoned Gravel Pits

13. The method for rehabilitation will not change from that mentioned above.
14. If fill is no longer available, spoil from road works etc., will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory.
15. An amount will be budgeted each financial year for rehabilitating abandoned gravel pits until all pits are rehabilitated to a satisfactory level.

Policy Adopted 20th May 2008
Policy Amended

T.12 Refuse Collection Charges**Objective**

To set guidelines for the imposition of refuse collection charges on properties in the Shire of Dundas.

Policy Statement

Refuse collection charges are used to offset the costs of the waste collection and disposal service operated by the Shire. These costs include but are not limited to the following:

Wages of refuse truck driver	Refuse site annual maintenance
Replacement of collection trucks	Dozer hire for new trenches
Refuse truck operating costs	Landfill license from the DEC
Supervision by Manager of Works	Covering waste with fill
Administration of refuse service	Provision of fencing
Street bin refuse collection	Litter clean up around site
Maintenance of street bins	Burning green waste
Cost of providing a refuse site	

The Shire will identify the costs of providing the refuse collection and disposal service and impose fees and charges that reflect the cost of providing the waste management service.

When determining the fees, the Council will take into consideration that the income received from the refuse collection fees should offset the annual cost for the provision of waste management within the Shire.

Category	Rate	Number
Vacant Residential Land	N/A	Nil
Vacant Commercial Land	N/A	Nil
Vacant Industrial Land	N/A	Nil
Residential Property	Residential collection rate	Min 1 - 240L bin
Commercial Property	Commercial collection rate	Min 1 - 240L bin
Industrial Property	Commercial collection rate	Min 1 - 240L bin
Mining Tenements	Commercial collection rate	By negotiation

Note: Fees are set by the Council annually at the adoption of the budget

Caretaker's residences on commercial or industrial property will require an additional bin to service the residence.

The refuse collection rate for pensioners will be discounted by \$40 for the first service on a residential property.

A reduction in refuse collection charges will not be considered.

Policy Adopted
Policy Amended

21st October 2008

T.13 Trees and Native Vegetation**Objective**

This policy is to set guidelines to encourage and promote appropriate planting of native trees and vegetation within the Shire.

Policy Statement

The Shire of Dundas has a vast range of natural landscapes that have natural and cultural value. The development of streetscapes and public space should where possible, take account of naturally occurring plant communities and provide for the enhancement of ecological systems through the introduction of new landscape development.

The Shire is committed to environmental sustainability including conservation of flora, fauna and water, the use of renewable resources and a preference for water wise designs that is attractive, functional and cost-effective to maintain.

Citizenship / Awards

In order to encourage appropriate planting of trees within the Community and to commemorate the event, the Shire will provide an Australian native tree to be given to each new citizen as part of an award or citizenship ceremony.

Street Trees

Trees are to be chosen to reflect the local character and conditions and provide attractive streetscapes and public amenity in the form of shade, improved micro-climate and landscape amenity, and to ensure that trees do not interfere with lighting, paving or other public infrastructure. (Local native tree species are preferred)

Tree plantings in roads controlled by MRWA shall comply with MRWA standards.

Public Open Space

Where appropriate the Shire will limit the extent of grass lawns and ensure that planting takes advantage of and complements any naturally occurring flora. Plantings should minimise water use and on-going maintenance costs and provides a safe and attractive environment for pedestrians and users of public space.

The retention and enhancement of naturally occurring native vegetation is encouraged and plant species shall be selected to minimise water, fertiliser and on-going maintenance, with the use of local native species being preferred.

All plantings shall be mulched where appropriate with recyclable green waste or other approved material to minimise water consumption.

Turf & Grass

The Shire will endeavour to ensure that grassed areas are only provided in appropriate locations that are useable by the public and complementary to landscape design, whilst providing for cost-effective maintenance and avoid small areas that are difficult or time-consuming to maintain. Where appropriate, native or ornamental grasses may be substituted for lawn or grass.

Policy Adopted
Policy Amended

16th February 2010

T.14 Asset Management**Objectives**

To set out a broad framework to:

- Ensure a co-ordinated corporate approach to asset management within the Shire of Dundas.
- Provide clear direction in the provision and management of all of the Shires assets that ensures sustainable outcomes and agreed levels of service for present and future stakeholders.
- Assist with the management of infrastructure assets and to deliver infrastructure service that meets community expectations of time, quality, and value for money.

Definitions

“Asset” – A physical component of a facility which has value, enables services to be provided and has an economic life of greater than twelve (12) months.

“Asset Management Plan” – A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes for each Asset Category:

1. Levels of Service (performance, construction, maintenance, and operational standards);
2. Future Demand (rational basis for demand forecasting and selection of options for proposed new assets);
3. Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades);
4. Financial Projections;
5. Asset Management Practices; and
6. Performance Monitoring and Improvement.

“Asset Register” - A record of asset information considered worthy of separate identification including inventory, historical, condition, construction, technical, and financial.

“Infrastructure Assets” – Include buildings, drainage, footpaths, furniture, parks and landscape, property, reserve equipment, and roads.

“Life Cycle” – The cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Life Cycle Cost” – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, renewal and disposal costs.

“Predictive Modelling” – Use of asset deterioration models and condition monitoring to predict failure and asset rehabilitation and renewal.

“Useful Life” – The period over which a depreciable asset is expected to be used.

Policy

The Shire of Dundas delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are managed in a way that promotes maximum performance for the most cost-effective 'whole of life' cost.

The Shire's infrastructure assets include physical features within the Shire and include items such as roads, drainage, buildings, parks, pathways, play grounds, etc and represent a substantial investment to support modern living in our community

The Shire will undertake to provide the agreed level of service of the assets and services it is responsible for, in a whole-of-life and economically sustainable manner.

Budgeting priority will be given to the maintenance and renewal of existing assets and services, and adequate resources will be provided to manage these assets in a cost effective and timely manner.

It is imperative that the Shire employs best practice management skills and practices to ensure that Shire services are delivered economically and in a sustainable manner.

Shire works closely with other GVROC member to implement asset and financial management processes in line with the nationally consistent measures recommended in the National

Assessment Framework (ANF) adopted by the Australian Centre of Excellence for Local Government (ACELG).

As part of the Council's consideration of asset management, the Council will follow the following key principles:

- Prior to the consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need of that asset.
- Consider the "whole of life" cost for all new assets and for any major renewal or improvements and incorporate the costs into the Shires long terms financial plan.
- Undertake to develop industry standard asset management plans that are financially sustainable.
- Involve and consult with the community and key stakeholders on determining Levels of Service and asset service standards.
- Manage its assets utilising a corporate team approach from all management areas.
- Ensure asset information is accurate and up to date and allow for appropriate asset planning in the short and long term.
- Allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal or upgrade of those assets so that "life cycle" costs are optimised (existing and new assets);
- Continually seek opportunities for multiple use of assets.
- Maintenance and safe custody of Assets are assigned to identified responsible officers.

<u>Key Asset Category</u>	<u>Responsible Officer</u>
Land and Buildings	Manager Projects
Plant and Equipment	Manager Works
Road, Drainage and Footpath Infrastructure	Manager Works
Airport Infrastructure	Manager Works
Parks and Ovals Infrastructure	Manager Projects

Policy Adopted 19th March 2011
 Policy Amended 19th July 2016

T.15 Information Bay Advertising Signage**Objectives**

To provide guidelines for the use and allocation of advertising signage at the tourist information bays located on the approach roads to Norseman

Policy Statement

The Shire of Dundas in consultation with Main Roads Western Australia (MRWA) agree that business signage along the Coolgardie Esperance Highway and the Eyre Highway can be an unsafe distraction for drivers. Therefore no business advertising signage will be permitted along the Coolgardie Esperance Highway, the Eyre Highway or the Hyden Norseman Road within the Shire of Dundas boundaries.

The Shire of Dundas in conjunction with MRWA have constructed 3 information bays with the option for local business to advertise their services to people visiting Norseman, and the surrounding area. Each information bay will have space for approximately 16 tourists related advertising signs.

The signs are to comply with the guidelines listed below:

1. All signage space will be supplied free of charge by the Shire if the signage relates to tourism or tourist related services;
2. Businesses will be required to supply signage as their own cost;
3. A maximum of one sign for each business will be permitted for each information bay;
4. All advertising panels shall be 800mm wide by 500mm high;
5. Signs are to be erected by the Shire of Dundas staff;
6. All signs are to be maintained by the business owning the sign;
7. Any signs that are not maintained in a good condition will be removed and the space will be made available to other businesses wishing to advertise;
8. Signage space will be allocated on a first come first serve basis;
9. Business's that are not tourist related may request advertising space if space is available after the allocation of signage for tourist related business has been completed;
10. Deleted.
11. Fees and charges for signage will be reviewed annually.

Policy Adopted 15th October 2013

Policy Amended 19th July 2016

T.16 Pastoral Access Road Contribution**Objectives**

To provide guidelines for the contribution of costs for the maintenance of pastoral access roads within the Shire of Dundas

Policy Statement

All costs relating to the maintenance of the pastoral access road will need to be covered by the pastoralist and or primary road user unless the access road has been declared storm damaged by the Shire and repairs can be claimed from State and Federal Government Funds.

Pastoral property owners may be assisted with funding for maintenance work on their pastoral access road subject to the following:

1. The pastoral property owner is to contact the Shire prior to undertaking any road maintenance work and supply the following information:
 - a. Section of road to maintained;
 - b. Scope of maintenance or repairs to be undertaken;
 - c. Cost of the maintenance or repairs to be undertaken; and
 - d. Photos of road prior to the maintenance/repairs.
2. The Shire will make an assessment of the road to determine maintenance requirements and if funding is available to assist in the work. The assessment will be based on the following criteria:
 - a. Public safety for vehicles using the access road;
 - b. The time since the access road was last graded or maintained;
 - c. The budget allocation for pastoral access roads for the current financial year; and
 - d. Whether the work can be postponed until funding is available.
3. If the Shire approves the maintenance work, the pastoral property owner will need to invoice the Shire with the following information:
 - a. The length of road maintained/repared;
 - b. The number of hours worked;
 - c. The equipment used for the work; and
 - d. photos showing the work completed.
4. Subject to the above, the Shire may reimburse the pastoral property owner up to 50% of the value of works to a maximum of \$5000

Policy Adopted 17th December 2013
Reviewed

T.17 Development on Shire of Dundas controlled land**Objective.**

This policy is to outline the process for development on Shire of Dundas owned and controlled land.

Definitions:

Land: in this policy means any land that is owned in fee simple by the Shire of Dundas or any land over which the Shire of Dundas has a management order issued from the Department of Lands.

Development: in this policy means the construction, alteration or removal of any structure / building or the like on Shire land, or the use of the land for any general or specific purpose.

Lessee: in this policy means any person or organisation that has a lease with the Shire of Dundas to undertake activities on the land as outlined in the lease

Policy Statement**Development Approval:**

Any development on Shire of Dundas land requires the prior consent from the Council or a delegated officer as outlined in the delegations register.

An application for the development of Shire land must include the following details:

- Plans, specifications and details of the proposed development;
- Full costing of the proposed development including funding partners; and
- The Shire's contribution that is necessary or requested.

The application is to be considered by the Council who may approve, refuse or grant conditional approval for the proposed development. The notification of approval or otherwise is to be given to the applicant in writing.

Financial Implications

Any contribution by the Shire to the proposed development must be included in the Shire of Dundas annual budget prior to the commencement of the project.

Building Approval:

Notwithstanding any development approval, prior to the construction of any structure, building or the like on Shire land, the applicant must submit an application for a building permit. The application for a building permit is to include the following details:

- A fully completed BA4 application form;
- 2 copies of plans and specifications;
- 2 copies of a structural engineers plans and appropriate certification;
- An independent building certifiers report;
- Details of the registered builder engaged to undertake the project;
- Any other details that the permit authority may require.

The Shire of Dundas as the permit authority is not to issue a building permit without an independent building certifiers report on land under the care, control or management of the local government. Development on Shire land that requires a building permit is not to commence until the permit authority has issued a valid building permit BA2.

Lease Implications:

Where a building, structure or the like is to be constructed on Shire land that is to be leased, the Shire is to negotiate with the proposed lessee the appropriate responsibilities/ obligations of each party prior to occupation of the new development.

Where a building, structure or the like is to be constructed on Shire land that is the subject of an existing lease agreement, the Shire is to negotiate with the lessee to renew or amend the lease to reflect any changes to lease area and any responsibilities or obligations that may be impacted by the new development prior to occupation of the new development.

This policy does not preclude the lessee from undertaking lawful activities on the land as outlined in the existing lease.

Policy Adopted
Policy Amended

21st February 2017

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10.4.4

Officer's Reports

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**REPORT TO COUNCIL
COUNCIL ORDINARY MEETING TUESDAY 17TH October 2017**

AREA: COMMUNITY DEVELOPMENT

OFFICER: Pania Turner

Period of Reporting: September-October 2017

Cashless Debit Card Community Information Session

With the support of Federal Member for O'Connor Rick Wilson the Shire President was able to organise Department of Social Services Director for the Cashless Debit Card Mr Alan Hughes and his Goldfields colleague Mr Brent McIntyre to present a community information session at the beginning of this month.

A group of just over twenty attended the session and it was pleasing to see a diverse representation of the community with Ngadju, local business, Shire staff, Councillors, Centrelink recipients, police, single parents families, pensioners, health support workers and interested community members in attendance.

Allan Hughes was able to provide an environment where attendees were able to ask questions freely and cover a wide range of topics. This communicative environment was essential to allow people express their concerns and discuss issues that directly impacted their incomes.

Unfortunately confirmation was not given as to the specific supports that would be put in place if Norseman was to go into the trial.

Topics raised by the community:

- Businesses who do not use EFTPOS
- Support for business to implement the facilities to use the card
- Merchant costs and Client Costs such as fees and installation of technology required
- Profiteering
- Disability Pensions being included in the trial
- Financial advisors and support for clients transitioning onto the new card
- Phone support is not adequate
- Relocation to other towns who do not have the card
- Relocation, are clients still on the card?
- Can be seen as degrading to people on the card
- What support or wrap around services are being offered to address the real issues of addiction?
- Norseman Alcohol Accord- locally driven solutions for local community issues
- Targeting specific groups in the community
- Potential for specific areas within the Shire to be part of the trial
- Why is Norseman being considered it does not see the same social issues as the other trial sites?

It was clear from the session that for the initiative to be successful and for Minister Allan Tudge to approve inclusion into the Goldfields Trial community support will be important. It will be for Council to decide if they are willing to move forward in gauging community support for participation in the trial.

Community Resource Centres



The Questions Without Notice asked in the Legislative Assembly during September raised some serious concerns about the continued sustainability of Community Resource Centres. Leader of the National Party Mia Davies MLA asked questions of Premier McGowan regarding CRC closures due to budget cuts. The Premier's response did not instil confidence across the community.

The last 24 months have seen CRCs across the state faced with tighter reporting processes and a greater requirement of the services they provide to residents in towns like Norseman. Along with a 40% cut to CRC funding in the State Budget, funding cuts to in-house services such as Westlink our Community Resource Centres are facing a fight to continue to provide current service levels let alone develop new services they offer people living in and visiting rural and remote communities.

Historically CRCs were known as Telecentres places where members of the local community and visitors to the community were able to access internet services, photocopying secretarial services etc. However like

any strong organisation they have developed alongside the communities they serve offering a growing range of resources. The Norseman Community Resource Centre provides a variety of services including but not limited to:

- Centrelink Agent- Medicare, Child Support and Family Assistance
- Australian Tax Office Agent- The manager is a Registered Tax Assistant who is able to assist people with My Gov access, simple tax returns and do referrals.
- Telstra Sell Point
- Act Belong Commit

Social Development

- Kidz Klub- Activities for 5-12 year olds
- Westlink- Arts Performances
- Exam Supervisor for Murdoch and Curtin Universities
- School Partnerships
- Youth Services Partnerships
- Visiting Services facilities- Goldfields Employment and Training Services (G.E.T.S) , Bay of Isles Community Outreach (BOICO), Aboriginal Legal Services, Centrecare, Youth Justice are just a few of the visiting services that utilise the CRC for their clients.
- Senior's Activities and Workshops
- Training
- Referral Relationships – Supporting community and local business by offering referrals to services when required.

Business Development

- A variety of local business development workshops and training sessions
- Hot Desk – The Hot Desk business service for travelling government agencies and service providers.
- Video Link ups

Local Initiatives

- The CRC works closely with local government to support community events and local community initiatives.

This list only touches the surface, not accounting for the depth of activity behind each heading. The question community leaders must ask themselves is if CRCs were no longer placed in the community who would fill the gap in services? The obvious answer, as it seems with many things, would be local government. It is imperative that local governments across regional WA amplify their voices and work together to ensure vital services such as CRCs remain in their communities.

If you have not already please take the time to drop into the CRC and sign the petition Support Our CRCs.

Disability Access and Inclusion Plan

A friendly reminder for Councillors to complete the surveys and to also promote the surveys amongst their networks. At time of reporting we have had 29 surveys completed. Surveys are available online and in print form alternatively I am available to have a conversation with community members preferring to give their feedback in person.

Community Events and Notices for November and December

<p>October</p> <p>18th Camp Quality Variety Bash in Town – Norseman Historical Society hosting a meal for them.</p> <p>21st Local Government Election Day</p> <p>28th Halloween Disco</p>	<p>November</p> <p>2nd Seniors Week Day Trip to Kambalda</p> <p>4th Funeral Service for Elder Phyllis Wicker</p> <p>11th Remembrance Day</p> <p>24th School Ball</p>	<p>December</p> <p>6th NDHS Presentation Day</p> <p>6th Kambalda Seniors Christmas Outing (TBC)</p> <p>9th Community Christmas Markets and Community Carols Evening</p> <p>12th Seniors Christmas Dinner</p> <p>16th Shire Christmas Party</p>
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Norseman Swim Club

It is pleasing to see that the popular Norseman Swim Club has once again approached the Shire for support with running during the 2017-2018 swim season. This group run by volunteers, in particular Mrs Sharon

Warner who heads the team as Coach, was a positive community group for not only the young people participating but also for the Norseman community who got behind them cheering them on at club meets locally and regionally. The Norseman Swim Club is a training group under the Kambalda Sea Eagles. It was excellent to see young people committing to what can be quite rigorous training schedules early in the morning and late in the evening. This is exactly the good news story the Shire readily embraces run by community, supported by the local residents and business and sponsored by the Shire of Dundas.

Visitor Centre Committee 2017-2018

The Norseman Visitor Centre held their AGM during October and welcomed the new committee with President Lynn Webb, Vice President Sharon Warner, Manager/ Secretary Evelyn Reid and Treasurer Leanne Jamieson, along with 5 committee members.

The Visitor Centre plays a significant role in how the Shire and its towns of Eucla and Norseman are marketed, not only to the tourist but also to the community. It is imperative that the Visitor Centre Committee is well informed of Shire marketing strategy and visitor developments.

Considering that a new look Visitors Centre will take up a sizeable residence in the Woodlands Cultural, Community and Visitors Centre it is important that the committee play an active role in ensuring a functional and dynamic space that reflects the diverse characteristics of our Shire and Region. The Norseman VC has a good reputation with travellers offering concise information and a depth of historical knowledge especially from the Manager. Community Development will be inviting the representatives from the Visitor Centre to sit on the *Woodlands Centre* working group.

Whilst tourists want their practical needs met easily and at low to no cost with items such as the dump points, public toilets and showers, shaded BBQ areas, camp sites and ease of parking with caravans all seen as essential they are also looking for the *unique experience* when they visit small communities such as ours wanting to taste the character of a place, the *what makes it special* factor. Dundas has a wealth of *what makes us special* however do we showcase this well? It is imperative that we maintain, build upon and actively promote our existing community, cultural, heritage and natural assets. A strong marketing strategy involves all stakeholders Shire, tourism, local business, community groups and residents.

Community Development will be inviting Goldfields Tourism CEO Mandy Reidy to come and present to Council and the Visitor Centre Committee. The Shire of Dundas being a member of the Goldfields Tourism Board must be proactive in using the resources and networking our membership affords us to do this well the Visitor Centre must be included in this space.

Native Title Workshops and Policy

The Deputy CEO and Manager of Community Development attended the Native Title and Aboriginal Heritage Workshop during October. Hosted by the Department of Premier and Cabinet it is a timely reminder for Council to consider its policies when interacting with the First Nations Peoples in relation to projects within the Shire. Approximately 85% of the state of WA has Native Title considerations and the Shire of Dundas recognises the Country of Ngadju and Mirning.

Native Title is a traditional interest in land (e.g. right to hunt, camp etc.) Native Title is recognised under common law however it is not the same as land ownership. Native title is not transferable.

The native Title Act 1993 (NTA) is the statutory mechanism to recognise and protect Native Title. It provides procedural rights and creates statutory obligations such as:

- Notification
- Objection
- Consultation
- Negation
- Compensation

(Government of WA Department of Premier and Cabinet, Lands, Approvals and Native Title Unit)

The workshop and information coming from it also aligns with recent communications with Ngadju Conservation and Ngadju Native Title Aboriginal Corporation. Effective and appropriate procedures when addressing Native Title concerns in planning and development activities is not only conducive to strong community partnerships it is a legal requirement.

Youth Report – Council Meeting October 2017

Attendance: 12th September – 7th October 2017

9.95 kids/day average. 19 day in this reporting period. 189 individual sign in during this period.

Events & Activities:

Basketball Registrations: A new season of sports is upon us now that the warmer months have begun. We had a very busy afternoon/evening signing 12 kids up for the 2017/18 Junior Basketball season in Esperance recently. We were able to sign up 6 boys and 6 girls to become a part of a team in Esperance. Games will be played on Friday late afternoon/early evenings. The Youth Officer will collect players directly from school at the end of the day every Friday and travel down to Esperance and back. Parents are encouraged to jump on the bus and support their child and team mates. Good luck boys and girls, hope you have a fantastic season.

Goldfields Women's Football Game: On Sunday 17th September, we were fortunate enough to be able to host game 3 of the Goldfields Women's Football Game – Kalgoorlie v Esperance. Women's football in the Goldfields/Esperance area is still in



its infancy at the moment with both clubs working hard to build up teams and a name in the area. Would like to thank the guys from the Depot for helping to get the oval prepared for the game, the oval looked great! Team numbers for this game were low for both sides as the Coolgardie Day Celebrations were

also on. We had a couple of lucky local girls join in and play on the day also. We had a great turn out from locals who did not go to Coolgardie Day and the Norseman DHS P&C set up the slushy machine and some extra donuts from the previous day's market stall.



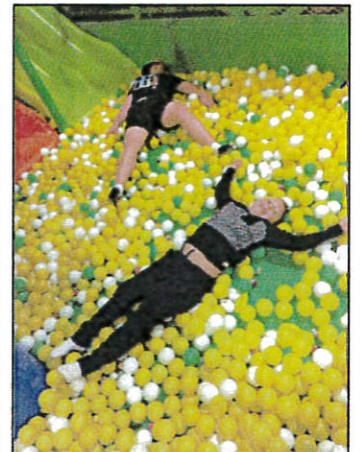
Nasha Graham & Jess Kartinyeri
– Goldfields uniform

Kidz Klub – Kalgoorlie Excursion: On Saturday 23rd September, we took a bus of 15 Kidz Klub participants and younger siblings to Kalgoorlie to the Kidz N Co Indoor Activity Centre. What an amazing set up they have! The activity centre caters for the 0-12yr olds with an amazing variety of enclosed equipment for all to enjoy. Parents are encouraged to sit back and relax, enjoy a coffee, cake or delicious meal as their kids run amok on all the equipment. There is no time limit as to how long you are allowed to



visit for, so it is great value for money; 0-4yrs \$5.95 & 5-12yrs \$12.95. We hope to be able to work with Angie at the CRC with many future activities for Kidz Klub. After we had had our fun at the activity centre, we headed

to Kingsbury Park (next to the Lord Forrest Olympic Pool) for some more play time and a spot of lunch. The trip home was quite quiet as a few of our adventurers fell asleep on the bus.





School Holidays: We did some really fun craft activities these holidays. As we are getting kids younger than 12 coming into the Drop-In now, we had age appropriate craft for everyone to have fun with. We did some sewing, with pre-cut felt shapes. The packs came with their own plastic needles, stuffing and coloured string in individual packages for the felt cut-out. We made

our own dream catchers, using packs that came with all the string and pretty ribbons needed to complete the job. Peel and Stick paper plate animals, these too were from a pack. We made cats, dogs, tiger, lions and emoji faces from these packs. Our final craft activity was creating our own mandalas. Using a lead pencil and a compass, we created our circles for the mandalas and then adding into this our own shapes and patterns. Once our pencil work was done, we then added in our colours using textas and coloured pencils. We had some great mandala designs appear before our eyes. Apart from



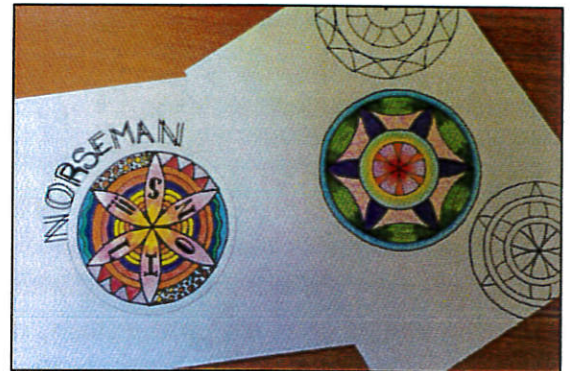
Sean Newland - felt sewing craft

the mandalas, all of our craft activities came from packs purchased at the Reject Shop in Kalgoorlie. They have a great stock of craft packs and items for all ages.



Emelia Brydon & Holli Wing making dream catchers

An excursion to the Kalgoorlie PCYC was organised during the last week of the school holidays. The day of activity included; parkour sessions, a



Mandalas

Minecraft challenge and a boxing workshop. Unfortunately, due to a lack of interest and response from the kids, we unfortunately had to cancel this activity the afternoon before we were due to travel. Only 4 people responded and returned the permission forms.

WA Rocks: One very excited rock hunter came into the Drop-In to show me the rocks she found in Marks Park. These rocks came from the 6110 area of Perth! Great find and I hope we are able to find more or have outs found by others.

We gave a bag of rocks to the Playgroup in Norseman for them to hide around the playgroup grounds and find. Hopefully they have a lot of great fun hunting and finding their rocks.



Sierra with her rock find.

Friday Night Sports: Over the last month and a bit, the weather on Friday afternoons and evenings had turned horrible and as a result we have had to postpone Friday sports. We were able to have a Friday Night Sports evening on the last Friday of the school holidays. Numbers were very low but everyone still enjoyed their time. Will need to arrange for someone to take this over shortly as Junior Basketball competitions start on Friday 3rd November and will continue every Friday until the end of term 4.

REPORT TO COUNCIL

ORDINARY MEETING TUESDAY 17th October 2017

AREA: Works Department

OFFICER: Jon Fry

Period of Reporting: 15th September 2017-13th October 2017

Prinsep Street "Bridge" Replace bridge at the intersection of Prinsep and Austin Streets on the Eastern side of Prinsep Street

In this year's budget there is an amount of \$50,000.00 to commence work on replacing the old style of bridges that we see in Norseman. The old style of bridge does not conform to today's requirements for several reasons, namely the width is not sufficient and the actual structure does not conform. Work has commenced on the first bridge to get a better idea on associated costs for future bridges. Then a replacement programme can be put in place based on the condition of the old bridge, usage and alternative options. Below is a photograph of the bridge after the preliminary earthworks have been done. The concrete footpath will be placed on top, along with hand rails.



Road Crew

Due to the fact there has been a delay in getting suitable tenders for the sub base material at the aerodrome the road crew have now gone out to the Norseman-Hyden Road to continue the re-sheeting programme. They are working in the vicinity of Lake Johnson

Norseman Aerodrome

Work still to be done once contracts are finalised

- Sub base material to be carted in, graded and compacted approximately 60,000 tonnes required at a probable rate of 1,500 tonnes/day 6 days a week in effect at least seven weeks will bring us up to the annual Christmas Break
- After the break there is the base course to do and it is estimated that 40,000 tonnes of material will be needed for this. The time to lay this down will depend on delivery and also a lot more accuracy will be involved so I would imagine it will take a similar length of time as the sub base
- We then have lighting to install
- Then bituminising of the airstrip, taxiway apron and continuation of Airport Road
- Finally the white lines, cones and wind socks

Eucla Aerodrome

At present a feasibility study is being compiled by Aerodrome Management Services so that funding can be applied for

Gardeners

Not that we have had a lot of rain but the spring weather has made it very challenging for our Gardeners, they have been kept busy with weed spraying and trying to cope with the spring growth. Whilst the men on the ride on mowers have been flat out with grass growth on the verges



12.0

Cashless Debit Card

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From: Dougall Ethell dethell@minderoo.com.au
Subject: Cashless Debit Card Supporters
Date: 17 Oct 2017, 11:09:11 am
To: jacquie.jandmbest@westnet.com.au

Dear Jacquie,

Minderoo is working to ensure the Federal Government's Cashless Debit Card works as effectively as possible within current and future trial sites.

We would like to present Minister Tudge and other Government officials a list of communities that are interested in trialing the CDC.

We need your help to build a body of evidence showing support for the CDC to be implemented in the Shire of Dundas.

You and your supporters can do this in the form of **a letter to Government on business letterhead** which you can email to me, or **emailing me direct** with your support.

If you would like to offer **to speak confidentially to a government official** about implementing the CDC in your community please indicate this in your letter or email.

In the letter to Government or email to me you would need to provide:

- Some personal details. (eg. name, address, email address, phone number);
- A statement as to why you support the CDC being trialed your community; and
- Reasons why you think the CDC will improve the community.

I have attached a draft letter that needs to be completed that you might like to use. You could copy and paste this to your business letterhead.

We would like to encourage you **to pass this email on to others** you know who would support the CDC being trialed in your community.

Thank you for your continued support.

With Kind regards,

Dougall Ethell
Minderoo Foundation

PO Box 3155, Broadway, Nedlands WA 6009 Australia
Mobile: +61 (0) 438 835 925
Phone: +61 (0) 8 6460 4949
www.minderoo.com.au



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12.1

Development Application – Oversized Shed

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To Shire of Dundas
CEO. President. EHO.

In relation to the application for an oversize carport with a wall height of 3.3m.

The reason behind this application is:

- 1.) To store our Off road caravan under cover, (height with airbags Lowered, 3.2m)
 - 2.) To store our tow vehicle (2.5m high x 6.7m long)
 - 3.) The existing shed has roller doors with a height of 2.15m and is 6m long therefore cannot be used to store either the caravan or tow vehicle
 - 4.) We are planning on purchasing a 20seater Off Road bus to be utilised as a tour bus within the next 4-6months, which will also need to be stored under cover and will be too high and too long for the existing shed.
 - 5.) The proposed car port will have a gravel base and an open front, It will simply be used as parking/storage area for our vehicles.
-



12.2

Concept Design – Eucla Community Hall

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67017

Gihan Kohobange

Deputy CEO

Shire of Dundas

PO Box 163 NORSEMAN WA 6443

By email: dceo@dundas.wa.gov.au

Dear Gihan

Please find enclosed the concept design Package for the New Eucla Community Hall. Further to our meeting on site in June this year whilst undertaking other work for the Department of Agriculture and our briefing from you at our meeting last week we have a good understanding of the site conditions and the proposed functional requirements for the new Hall. Our Design Response has been summarised as follows:

DESIGN RESPONSE – OVERVIEW

- Central Meeting Space to Accommodate 100 People
- Open kitchen area encouraging interaction with main meeting space
- Office for local clubs to use
- Store room for loose furniture, etc
- Outdoor deck area facing existing tennis court and playground and Undercover Outdoor Area with BBQ and Firepit to the East.
- Toilets (utilise existing toilet facilities onsite) with new access walkway
- Slightly elevated position to maximise views towards the coast and tennis courts
- Simple, modern expression with plenty of glazing to maximise solar performance and views
- Informal parking to be retained with dedicated Universal Access Bays
- Consideration of prevailing breezes (SW and SE in winter, N and NE in summer) for orientation of building
- Possibly include rainwater tanks, existing water and power connections available
- Allow for future location of gym annexe attached to Hall (potentially a future stage of construction)
- A second store room/Temporary Gym has designed and can be left set up for group exercise classes prior to the gym annexe being constructed.

- We propose utilise the existing geotechnical information we have from nearby Patupis Street to allow for structural engineering design.

DRAFT PROJECT PROGRAM

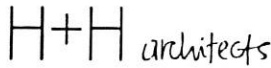
We understand that the land is owned by the Shire, and any future development will require planning approval through the Shire, as well as a Building Permit and as such we have allowed for these items in the Project Program.

- Concept Design to Council – 17/10/17
- Council approval to proceed with Concept - By 20/10/17
- Develop Concept drawings and obtain QS estimate – Approx. 4 weeks 17/11/17
- Present cost estimate to client
- Finalise Sketch Design - 30/11/17
- Commence Design Development – Complete Planning Approval Package – 31/12/17
- Obtain Development Approval – Approx. 4 weeks 31/01/18
- Commence Documentation – Approx. 6-8 weeks – Feb/March 18
- Obtain CDC and Complete Tender package – 07/04/18
- Tender Period – Approx. 3 weeks - Closes 30.04.18
- Contract award – Early May 18
- Construction starts - Mid May – Approx. 6-8 months approx depending on construction methodology
- Practical Completion – Nov/Dec. 18

This program will adjust to reflect changes throughout the Project as it progresses.

Yours sincerely,

Lauren Sullivan
Architect
H+H ARCHITECTS



58 SERPENTINE RD, ALBANY WA 6330
 PO BOX 5427, ALBANY WA 6332
 ADMIN@HHARCHITECTS.COM.AU
 WWW.HHARCHITECTS.COM.AU
 08 9842 5558

OPINION OF PROBABLE COST

Client: **Shire of Dundas**

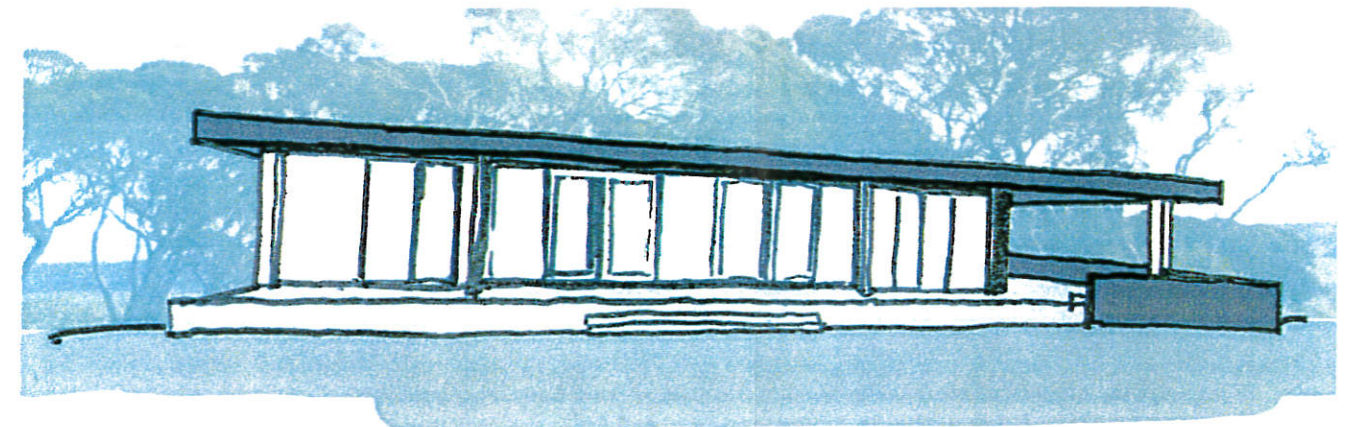
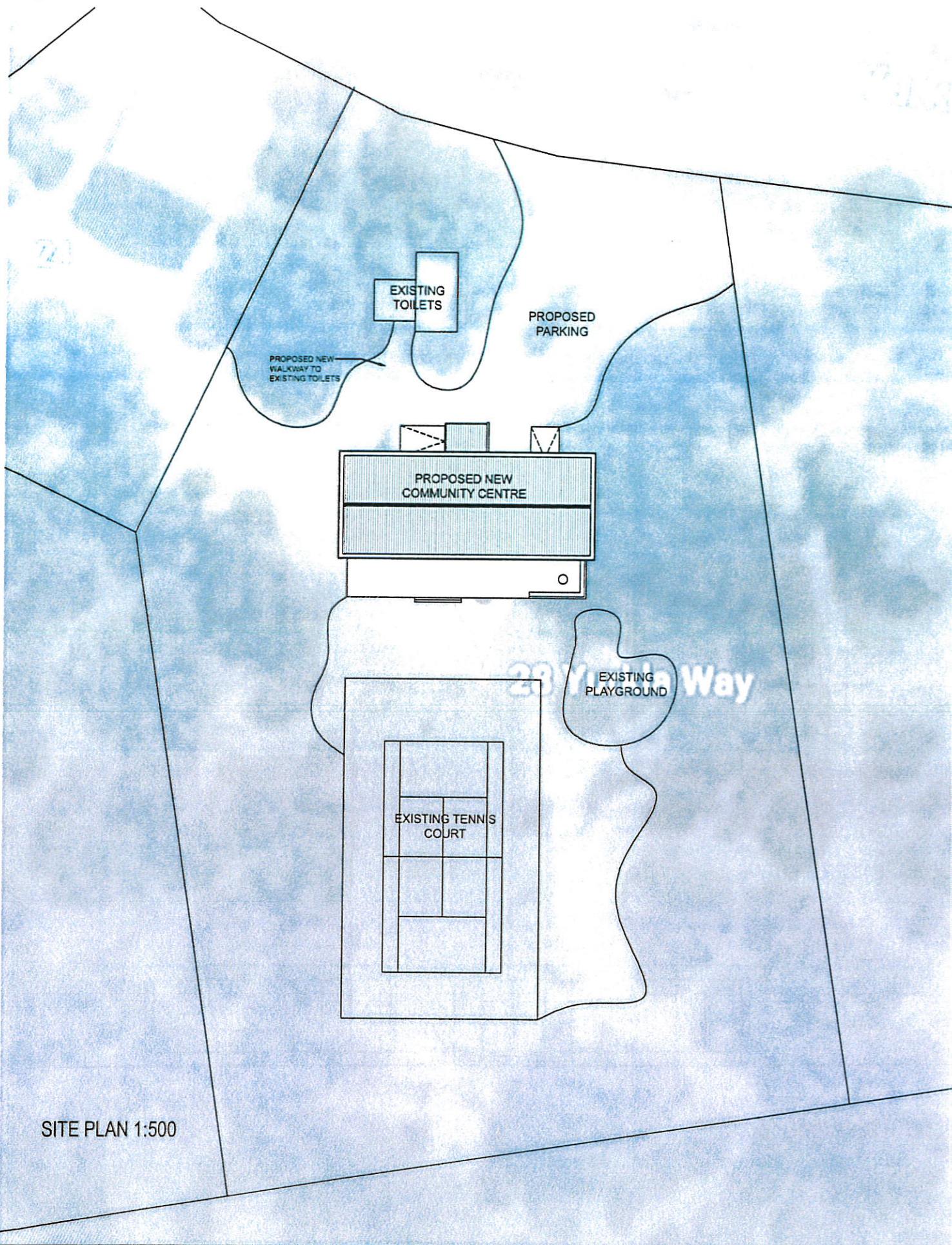
Project: **Eucla Community Centre**

Date: **Oct-17**

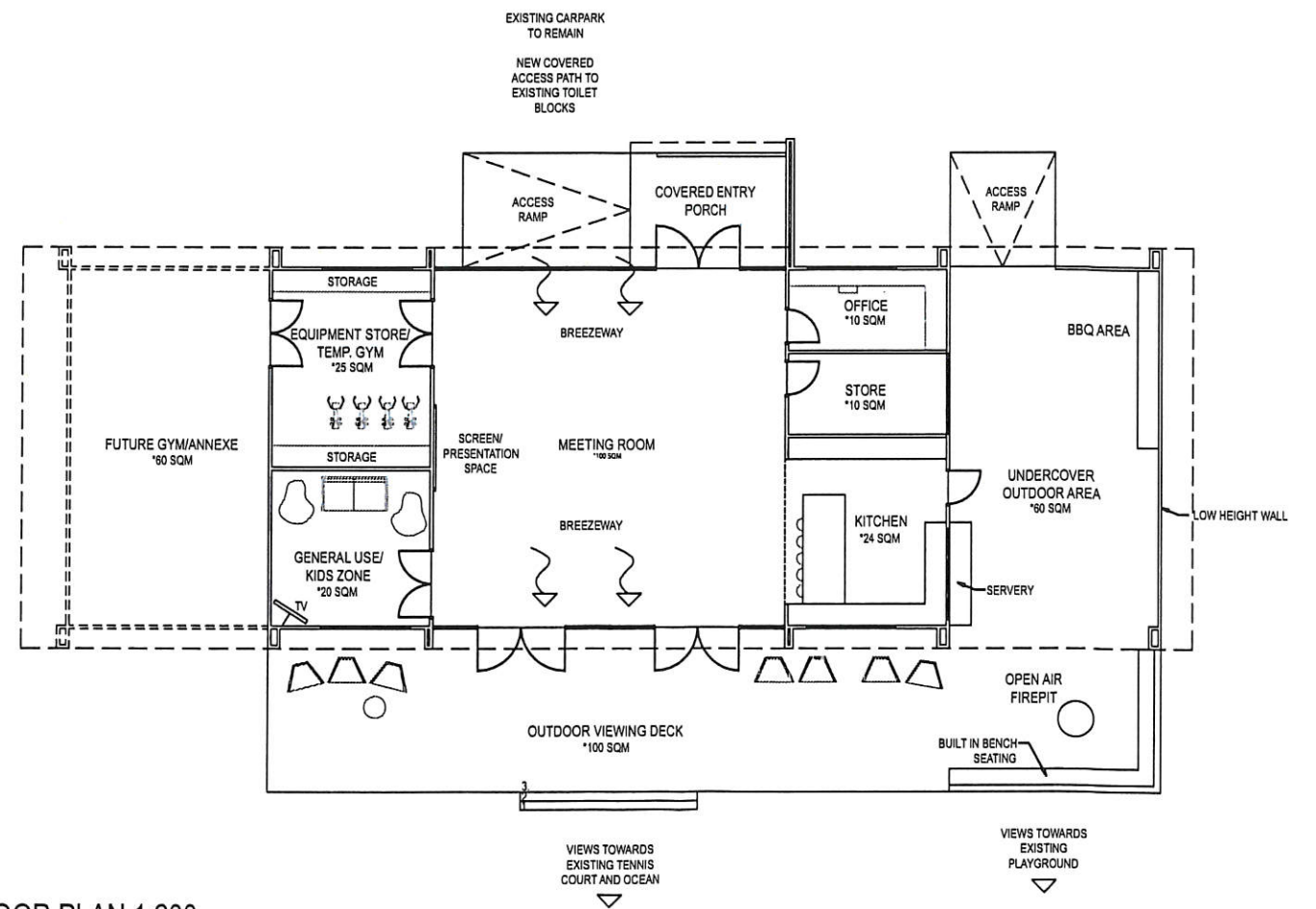
Building Elements	Comments	Area/m ²	Cost m2	Total
New construction				
Entry Ramp		25	500	\$ 12,500.00
Entry Porch		17	500	\$ 8,500.00
Meeting Room		100	3000	\$ 300,000.00
Kitchen		24	3000	\$ 72,000.00
Office		10	2500	\$ 25,000.00
Storeroom		35	1500	\$ 52,500.00
Main Deck		100	500	\$ 50,000.00
Under Cover Area		60	750	\$ 45,000.00
General Use/Kids Zone		20	2500	\$ 50,000.00
				\$ 615,500.00
Existing Bathroom Upgrade (by shire)				\$ -
Landscaping (by shire)				\$ -
Upgrade to Septic System				\$ 5,000.00
Subtotal (excl. GST)				\$ 620,500.00
Contingency 15%				\$ 93,075.00
Fees 10%				\$ 62,050.00
		TOTAL		\$775,625.00

*No allowance has been made for Loose Furniture
 *Fees are indicative only and will be confirmed via Quotations

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SOUTHERN PERSPECTIVE



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rev	date	description
0	16.10.2017	CONCEPT DESIGN

H+H architects

PO BOX 5427 ALBANY WA 6332
 T 9842 5558
 F 9842 3936
 E admin@hharchitects.com.au

project
EUCLA COMMUNITY HALL
 28 YURKLA WAY EUCLA
 client
 SHIRE OF DUNDAS

drawing
CONCEPT PLANS

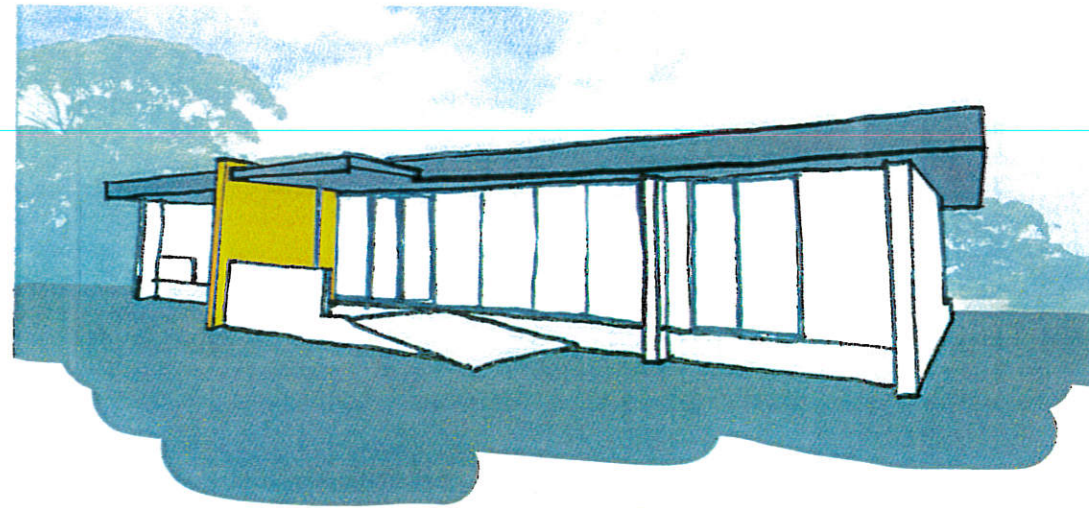
cad file -

drawn LS | H + H proj. no. 0163/17

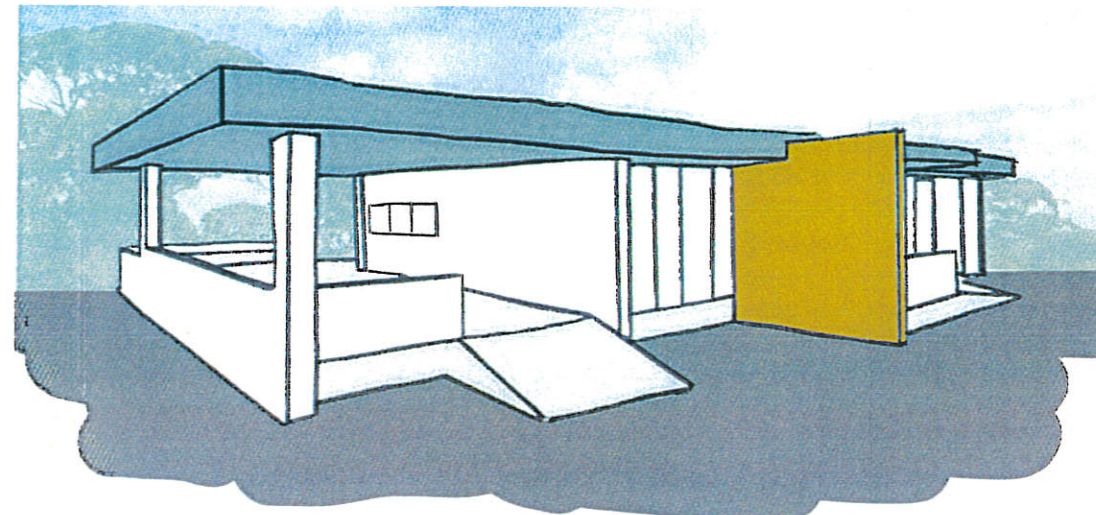
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 date 16/10/17
 dwg no. rev.
A1.1 1

KEY DESIGN ELEMENTS:

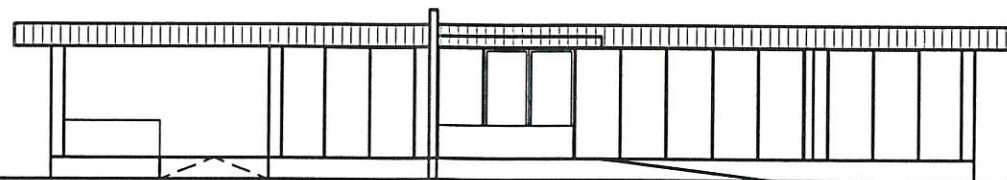
- MODULAR FORM FOR EASE OF CONSTRUCTION
COULD BE PRE-FAB BUILDING OR BUILT ON SITE DEPENDENT ON COST
- BUILT FROM STRONG, ROBUST MATERIALS, TO BE LOW MAINTENANCE AND STAND UP TO THE SALTY ENVIRONMENT
- ENTRY FROM EXISTING CARPARK INTO CENTRAL MEETING ROOM (CAPACITY APPROX. 100 PEOPLE)
- MEETING ROOM ACTS AS BREEZEWAY WITH OPENABLE WINDOWS AND/OR LOUVRES
- EXISTING TOILET FACILITIES TO BE UTILIZED WITH NEW COVERED UNIVERSAL ACCESS PATH FROM COMMUNITY CENTRE
- BUILDING IS RAISED ON PLATFORM WITH OUTDOOR DECK TAKING ADVANTAGE OF VIEWS TOWARDS OCEAN AND EXISTING TENNIS COURT/PLAYGROUND
- EQUIPMENT STORE CAN ACT AS TEMPORARY GYM
- IF REQUIRED, BUILDING HAS BEEN DESIGNED TO HAVE A GYM/ANNEXE RETRO-FITTED IN THE FUTURE.



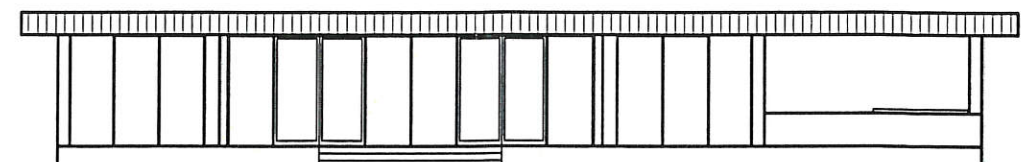
ENTRY PERSPECTIVE



OUTDOOR AREA PERSPECTIVE



NORTH ELEVATION 1:200



SOUTH ELEVATION 1:200

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	<p>drawn LS</p>	<p>H + H proj. no. 0163/17</p>	<p>date 16/10/17</p>				<p>dwg no. rev. A1.2 1</p>	