



## Ordinary Council Meeting

19<sup>th</sup> July 2016



Papers Relating

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<u>Item Number</u>	<u>Report</u>
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10.1.1

Application for Prospecting License 63/2065



# AUSTWIDE

Mining Title Management PTY LTD ACN 064 099 109

**REGISTERED POST**

7 July 2016

Chief Executive Officer  
Shire of Dundas  
PO Box 163  
**NORSEMAN WA 6443**

**APPLICATION FOR PROSPECTING LICENCE 63/2065**  
**BY AVOCA MINING PTY LTD**

Austwide Mining Title Management Pty Ltd acts on behalf of Avoca Mining Pty Ltd in relation to the application for Prospecting Licence 63/2065 ("the Application").

The Application is within the Shire of Dundas. On behalf of the registered holder, by way of notice, a copy of the Application and plan are enclosed as required by the Mining Act 1978 (as amended).

We will be pleased to provide you and Council with any additional information that may be required in respect of the Application.

Yours faithfully

Paul Humberston  
**MINING TITLE CONSULTANT.**

[paul@austwidemining.com.au](mailto:paul@austwidemining.com.au)

Form 21

WESTERN AUSTRALIA  
Mining Act 1978  
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

(a) Type of tenement	(a) Prospecting Licence		No. P 63/2065
(b) Time & Date marked out (where applicable)	(b) 23/06/2016 08:25:00	(c) DUNDAS	
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	AVOCA MINING PTY LTD (ACN: 108 547 217)		100
(e) Address	C/- AUSTWIDE MINING TITLE MANAGEMENT PTY LTD, PO BOX 1434, WANGARA, WA, 6947		
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR:	(h) Dundas		
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) Datum Situated at GDA 94 Zone 51 384167.926mE 6415918.494mN		
(h) Locality	(j) Thence:		
(i) Datum Peg	384637.568mE 6415886.103mN		
(j) Boundaries	385667.167mE 6415822.057mN		
(k) Area (ha or km <sup>2</sup> )	385645.465mE 6415611.588mN		
	385623.437mE 6415397.986mN		
	384756.395mE 6415404.085mN		
	384164.383mE 6415408.249mN		
	384167.926mE 6415918.494mN back to Datum		
	(k) 89.06210 HA		
(l) Signature of applicant or agent (if agent state full name and address)	(l) Paul Humberston 6/42 DELLAMARTA ROAD, WANGARA, WA, 6065		Date: 23/06/2016

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 28th day of July 2016 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	15:29:01	on	23 June	2016	with fees of
Application	\$313.85				
Rent	\$168.00				
TOTAL	\$481.85				
Receipt No:	617517494497				

*Mining Registrar*

**NOTES**

**Note 1: EXPLORATION LICENCE**

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

**Note 3: GROUND AVAILABILITY**

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



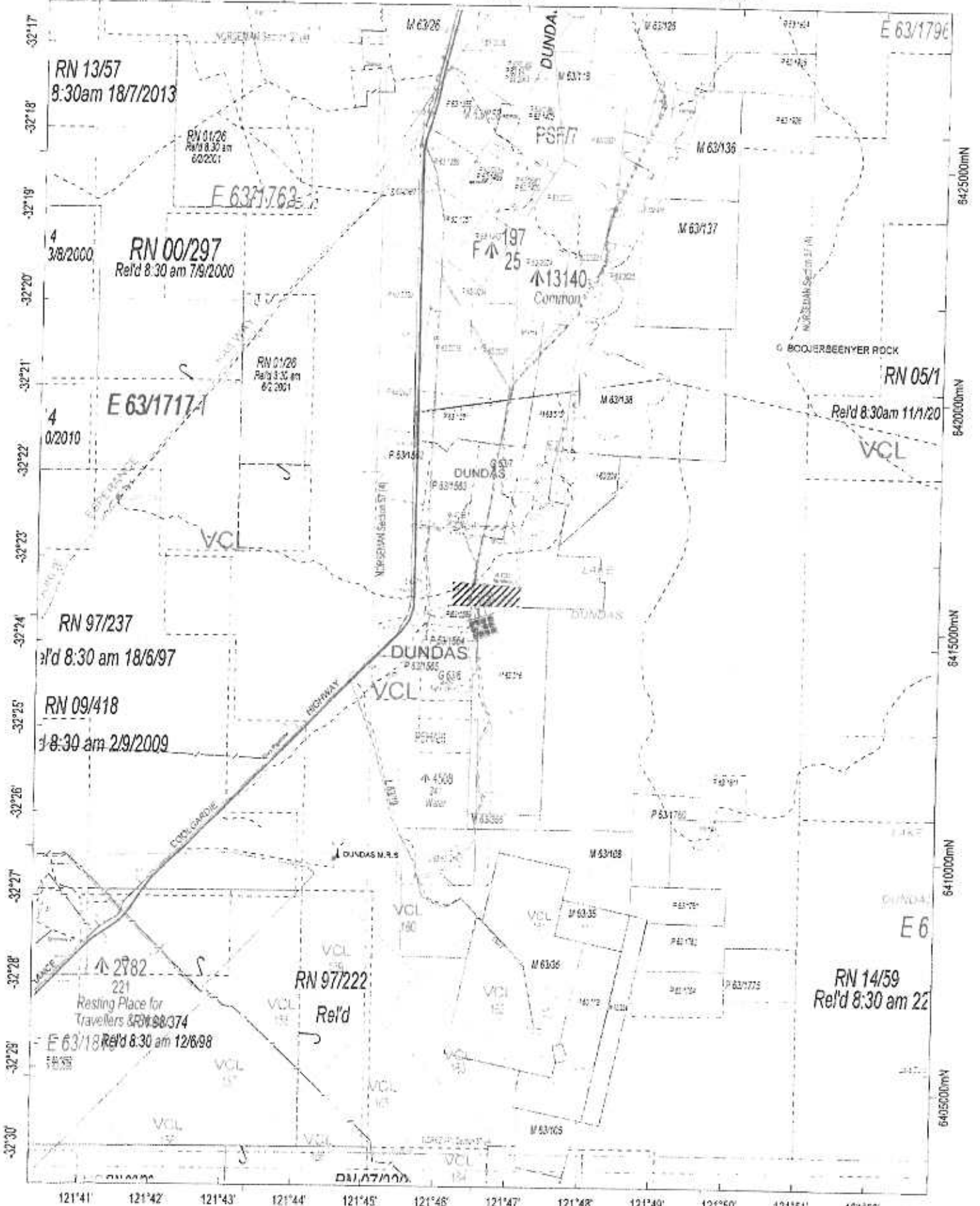
GDA

375000mE

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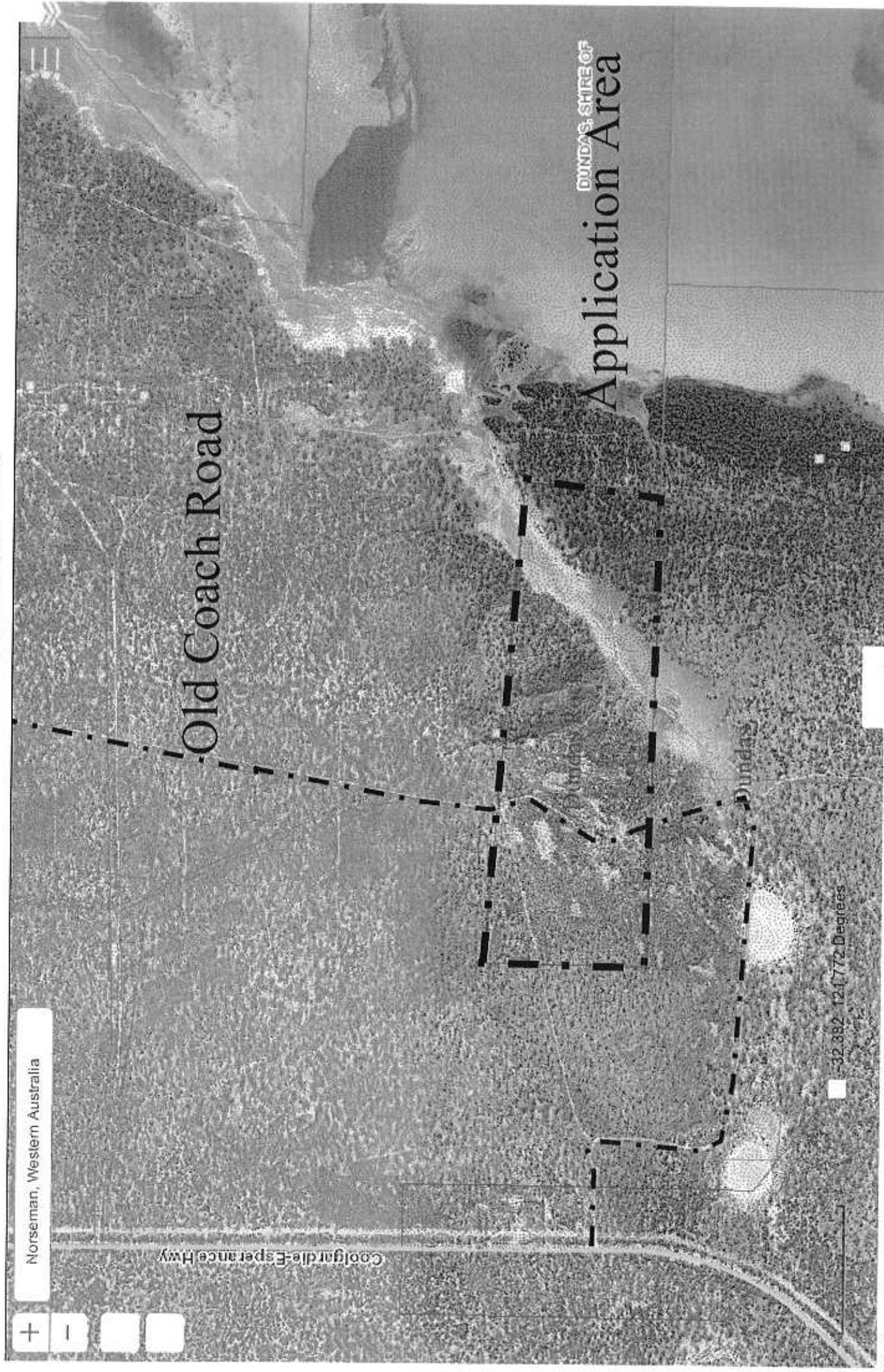
390000mE



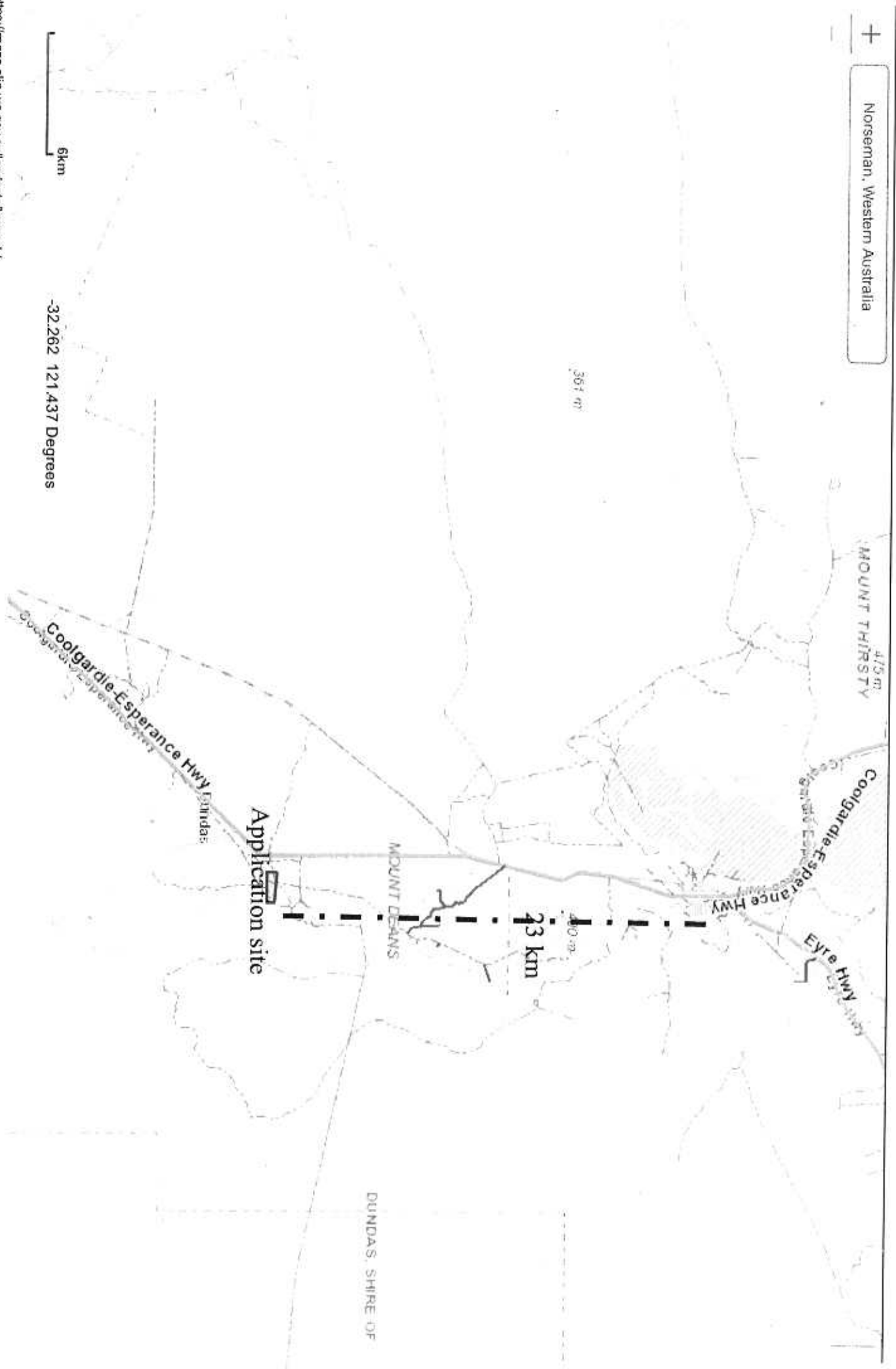
Departmental Use Only

Scale: 1:100,000

0.0 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0km



Norseman, Western Australia







## 10.2.1

Closure of Portion of Old Eyre Highway

SHIRE OF

DUNDAS

A

88-92 Prinsep Street  
(PO Box 163)  
Norseman WA 6443  
Ph: (08) 9039 1205  
Fax: (08) 9039 1359

Email: shire@dundas.wa.gov.au  
Web: www.dundas.wa.gov.au

Minister for Regional Development, Lands

Department of Lands

PO Box 1143

West Perth

WA 6872

Dear Minister

Re: Permanent closure of portion of Old Eyre Highway in Norseman

The Shire of Dundas has been approached by the Prendiville Group (owners of the BP franchise in Norseman), who are considering extending and improving their Service Station and Truck Parking area, to close off portion of the Old Eyre Highway between Roberts Street and the Railway Line to the east. The road to be closed is the section of the Old Eyre Highway between Lots 3 and 1755 in the land division of Dundas. Diagrams setting out the exact location are attached.

In addition, the Prendiville Group are considering purchasing the land currently owned by South East Petroleum, to the south of the Old Eyre Highway and the closure and acquisition of the road in question, will enable them to achieve their objective.


The resulting increase in their operating area is likely to create additional employment in Norseman as well as meeting the objectives of the Shire's Strategic Planning.

The Old Eyre Highway between Roberts Street and the Railway line serves no purpose and closing this section of the road would not be prejudicial to the town.

A copy of the Public Notice is attached and no objections to the proposal have been received.

The Shire would therefore be grateful for your consent.

Yours faithfully



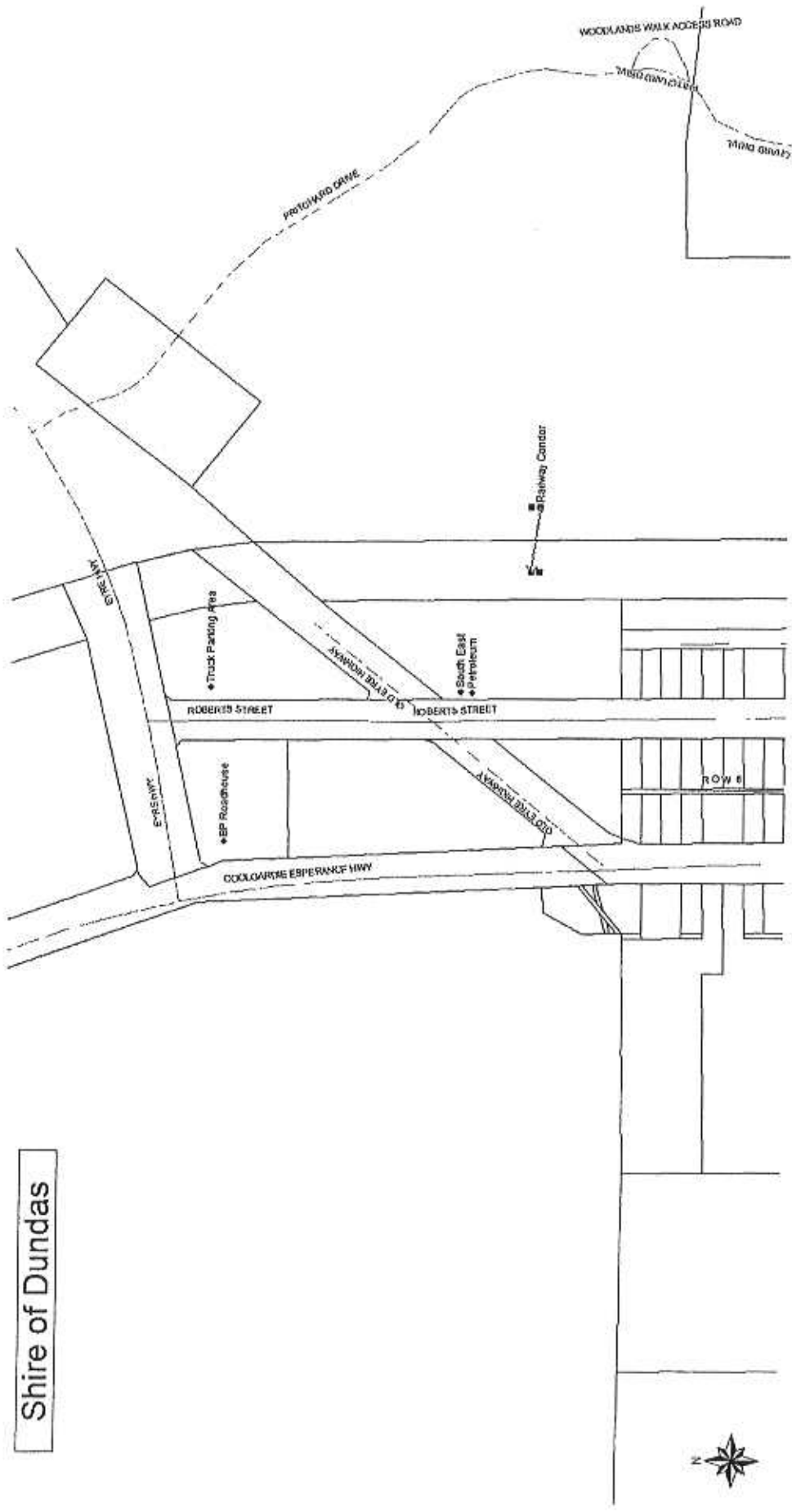
Doug Stead

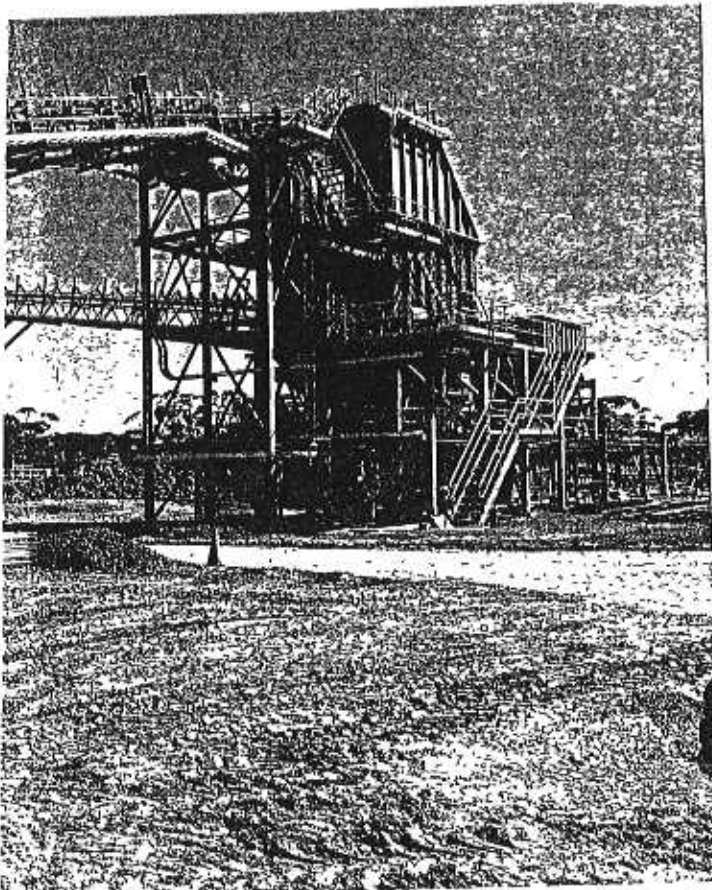
Chief Executive Officer

30<sup>th</sup> May 2016

<b>DEPARTMENT OF LANDS</b>	
08 JUN 2016	
OBJECTIVE ID: _____	
Init: _____	Date: / /

Shire of Dundas





up's Nova nickel-copper mine.

# nce fields a t Nova mine

KM 07-04-16

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would much vided ls and  
mini- at, we what  
put in ; from those  
l mass of 15),

we would look at air charter options which might allow us to have fly-in, fly-out from Esperance"

Nova's project manager David English completed the same role for Sandfire Resources when it developed the DeGrussa copper-gold mine

Brett Hartmann, who previously managed Independence's Long nickel operation at Kambalda, will complete the handover after taking on the role of Nova general manager

Commissioning is targeted for the December quarter and the first shipment of concentrate via Esperance Port is earmarked for January or February to Glencore customers, most likely in China

Five trial shipments must be completed before Nova quali-

fies for permanent works approval

The other half of Nova's concentrate is being sold to BHP Billiton Nickel West and will be transported to the Kalgoorlie Nickel Smelter

On the mining front, contractor Barmunco has completed 3.2km of underground development at Nova, including the 1.5km-long decline and a parallel ventilation decline

Swick Mining Services is also mobilising to the site after being awarded the grade control drilling contract last week

The intersection of first ore is expected in late May, less than four years since the discovery was made by Sirius Resources, which Independence acquired in a \$1.8 billion takeover last year

## SHIRE OF DUNDAS

### Proposed Permanent Road Closure

The Shire has received an application for the permanent closure of portion of the Old Eyre Highway in Norseman from the intersection of Roberts Street and the Old Eyre Highway to the Railway Reserve to the east of Roberts Street. The road to be closed is the section of Old Eyre Highway between Lots 3 and 1755 in the land division of Dundas. Diagrams setting out the exact location are available from the Shire Office.

Community members are requested to address any objections or comments to the undersigned before the 12th May 2016.

Doug Stead  
CHIEF EXECUTIVE OFFICER

KM  
08-04-16

## SHIRE OF DUNDAS

### Appointment of Authorised Officers

KM  
11-4-16

At the Ordinary Council Meeting held on 19th March 2016, it was resolved that the Council of the Shire of Dundas

1. Appoint Doug Stead, Gihan Kohobange, Jon Fry, Stephen Bowyer, Wayne Graham & Sonya Ellison as Authorised Officers for the Shire of Dundas pursuant to the following Acts, Regulations and Local Laws –
  - Local Government Act 1995
  - Local Government (Miscellaneous Provisions) Act 1960
  - Litter Act 1979
  - Bush Fires (Infringements) Regulations 1978
  - Control of Off Road Vehicles (Off Road Areas) Act 1978 and Regulations
  - Caravan Parks and Camping Grounds Act and Regulations 1997
  - Shire of Dundas Local Laws
2. Appoint Doug Stead, Gihan Kohobange, Jon Fry, Stephen Bowyer, Wayne Graham & Peter Ladewig as Authorised Officers for the Shire of Dundas pursuant to the Dog Act 1976, Dog Regulations 2013, Cat Act 2011 and Cat Regulations 2012.
3. Appoint Sonya Ellison, Margaret McEwan, Ciara Stewart & Montique Guest as Registration Officers for the Shire of Dundas pursuant to the Dog Act 1976, Dog Regulations 2013, Cat Act 2011 and Cat Regulations 2012.

Doug Stead  
CHIEF EXECUTIVE OFFICER

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10.3.2

Policy Review



# **Policy Manual**

Reviewed by the Council - May 2015

Submitted to Council – July 2016

Reviewed 12<sup>th</sup> July 2016

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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	9 <sup>th</sup> September 1991
Policy Amended	12 <sup>th</sup> July 2016

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## 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 <sup>th</sup> August 1989
Policy Amended	8 <sup>th</sup> June 1992
Policy Amended	12 <sup>th</sup> 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	13 <sup>th</sup> November 2000
Policy Amended	12 <sup>th</sup> 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.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shires decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as representation by the Shire should be sought in writing and should make clear the purpose of the request.

Policy Adopted	20 <sup>th</sup> May 2008
Policy Amended	21 <sup>st</sup> 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 19<sup>th</sup> July 2016*

## A.6 Flags

### 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](http://www.itsanhonour.gov.au)

Adopted

*Reviewed 12<sup>th</sup> July 2016*

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## **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 <sup>th</sup> March 2011
Policy Amended	20 <sup>th</sup> 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                   17<sup>th</sup> September 2013  
Policy Amended

## 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

21<sup>st</sup> October 2014



## Finance

### 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 who hold an ANZ security device. 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. 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<sup>th</sup> July 1998  
Policy Amended

**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 Statement**

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.

1. 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.
2. Credit cards should only be used for purchasing goods and services on behalf of the Shire of Dundas.
3. When prior arrangements can be made a Purchase Order should be used in preference to the credit card.
4. Personal expenditure on a corporate credit card is prohibited.
5. The credit card is not to be used for cash withdrawals.
6. A transaction slip for every transaction on a credit card must be provided to the Senior Administration Officer upon returning to the office.
7. Expenditure on entertainment shall be limited to the CEO’s credit card only and in any event limited to \$1,000 per annum.
8. The Senior Administration Officer shall maintain records of credit cards issued including expiry date, credit limit and details of purchases on the cards.
9. If a credit card holder ceases employment with the Shire of Dundas for any reason the card shall be handed to the Senior Administration Officer prior to departure. The Senior Administration Officer will cancel and destroy the card and make a file note on the employees file to the effect of the action taken.
10. If a credit card is lost or misplaced the holder must immediately notify the Senior Administration Officer.
11. Credit cards are not to be transferred to other users.
12. In the event that a “reward scheme” operates in conjunction with the credit card, then the rewards are not to be used privately by the card holder. If reward credits do accumulate, where possible they should be used to the advantage of the Shire of Dundas.
13. Credit card purchases are not to be transacted via facsimile, telephone or internet without the prior approval of the CEO.
14. **Credit card purchases should be supported by an authorised credit card payment approval.**
15. **If a credit card is used by a staff member who is not the designated holder of the card, then the use of the card needs to be authorised by the designated holder of the card.**
16. Non-compliance with the above processes will result in the cancellation of the credit card at the discretion of the Council or the CEO as appropriate.
17. Credit card holders are to sign an acknowledgement of the above conditions as shown below.

I acknowledge and understand that having been issued with a corporate credit card by the Shire of Dundas, in accordance with the above policy statements, that should the above conditions not be complied with then the credit card can be cancelled at any time by the Council or the CEO as appropriate.

.....  
Name of Card Holder

.....  
Signature of Card Holder

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

Policy Adopted  
Policy Amended

20<sup>th</sup> May 2008

### 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:-

**1. Without Quotations**

**Up to \$2,500** Purchase of goods and services as per the adopted budget from a supplier included in the preferred Supplier list of the Shire of Dundas. Suppliers have been selected based on past cost effective services (i.e. prompt supply, quality produce or service and competitive cost.

**Up to \$ 100,000** Purchase of goods and services from a WALGA preferred supplier.

**2. With Quotations ( from a supplier outside of above two categories)**

**Up to \$1,000** Direct purchase from suppliers requiring only two verbal quotations.

**\$1,001 to \$19,999** Obtain at least three verbal or written quotes.

**\$20,000 to \$39,999** Obtain at least three written quotations.

**\$40,000 to \$99,999** Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations)

**3. Public Tender**

**\$100,000 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 appropriate approvals.

**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:
<b>Senior Administration Officer</b>	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.
<b>Youth Officer, Financial Accounting Officer</b>	Up to and including \$1,000 as per the adopted budget.
<b>Manager Works</b>	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.
<b>Project Officer</b>	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.
<b>Community Development Officer</b>	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.
<b>Deputy Chief Executive Officer</b>	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.
<b>Chief Executive Officer</b>	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 (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.

Regional Business Preference

This preference enables business within the Prescribed Area to claim a price preference for the whole bid, regardless of the origin of labour or materials, as all labour and materials are deemed to be regional content.

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.

Policy Adopted  
Policy Amended

20<sup>th</sup> February 2007  
20<sup>th</sup> May 2014



## **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  
Policy Amended

20<sup>th</sup> May 2008

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**F.6 Insurance**

**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                      20<sup>th</sup> May 2008  
Policy Amended

## 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
<b><i>Property, Plant and Equipment</i></b>	
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
<b><i>Infrastructure</i></b>	
<b>Roads Sealed:</b>	\$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
<b>Roads Unsealed (Gravel):</b>	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Gravel Sheet	\$5,000
<b>Roads Unsealed (Formed):</b>	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
<b>Footpaths Cement/Concrete)</b>	\$5,000
Airport Infrastructure	\$5,000
Parks & Ovals Infrastructure	\$5,000
Reserves/Parks Playgrounds and Leisure Equipmen	\$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
<b><i>Property, Plant and Equipment</i></b>		
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%
<b><i>Infrastructure</i></b>		
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 upon Revaluation (Fair-Value Accounting)

In accordance with Financial Management Regulation and AASB13 'Fair Value Measurement', a local government in Western Australia must show all of the assets in its financial report at fair value by 30 June 2015.

Implementation is to be phased in over three years from 1 July 2013 per the following:

<u>Classification</u>	<u>Initial Revaluation</u>	<u>Subsequent Revaluation</u>
Plant and Equipment	30 June 2013.	30 June 2016
Land & Buildings	30 June 2014	30 June 2017
Infrastructure Assets and all other classes of assets	30 June 2015	30 June 2018

The above classes of assets will be revalued on a three yearly cycle.

#### 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<sup>th</sup> March 2011  
 Policy Amended                    21<sup>st</sup> May 2013



**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 <sup>th</sup> November 1999
Policy Amended	21 <sup>st</sup> 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 <sup>th</sup> November 1999
Policy Amended	15 <sup>th</sup> 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                      14<sup>th</sup> April 2003  
Policy Amended

## **HR.4 Occupational Health & Safety**

### **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 matter's 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.

The Shire of Dundas has grievance and investigation procedures to deal with workplace bullying. 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.

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

Policy Adopted                      11<sup>th</sup> May 1992  
Policy Amended

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## 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

20<sup>th</sup> 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 <sup>th</sup> November 1999
Policy Amended	15 <sup>th</sup> May 2012

## 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 <sup>th</sup> August 1995
Policy Amended	21 <sup>st</sup> 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](http://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

20<sup>th</sup> May 2008