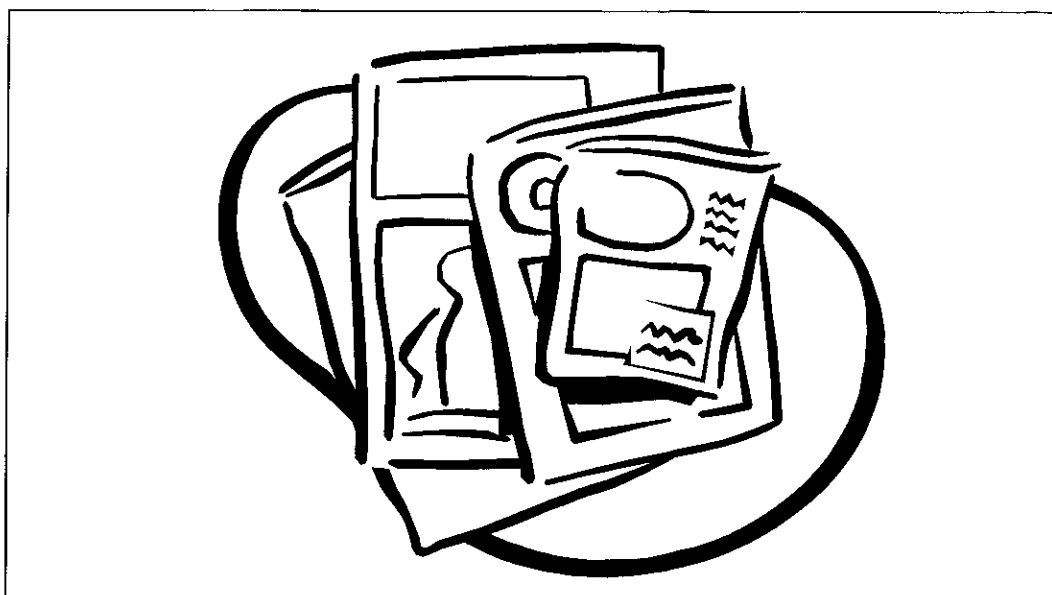


Ordinary Council Meeting

19th May 2015



Papers Relating

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10.2.1	Report by Works Manger
10.3.1	Policy Review
10.3.2	Review of Delegations
10.4.4	Differential Rate Model 2015/16 Budget
10.4.5	Review of Schedule of Fees & Charges 2014/2015
10.4.7	Report by Youth Centre



10.2.1

Report by Works Manager

Works Managers Monthly Report

Construction Gang

Work is continuing on re-sheeting the Hyden Road and at present are at approximately the SLK 80 km and heading towards Lake Johnston

Issues

- It has been necessary to increase expenditure on this project to suit budgetary figures; a contractor has been hired to increase production of the amount of gravel carted. This has had a rollover affect and the present system of one person sharing the duties of roller driver and water cart has not been sufficient for the amount of material. Therefore, there is a need for an extra person in the gang. At present, we are in the process of employing a casual.
- Work on the grids on the Trans Access Rd will be under way in the near future. An on-site meeting will be held on the 16/5/15 between the Contractor, Manager of Arubiddy Station and Shire of Dundas, an update will be given at the meeting (19/5/15)

Town Crew

- Assisted contractor with the digging and partial backfilling of holes for the posts on the back veranda of the Shire
- Pot hole repairs in Norseman
- Crack filling on a corner that was sealed under Black Spot Funding on the Hyden Rd SLK 35.63-36.84
- Continuing with depot clean up
- Pruning of shrubs, bushes etc.
- Waste Depot restructure
- Minor work at Information Bay
- Preparing base for footpath

Work for the dole

Numbers are continuing to rise so work is progressing faster. Their work continues on the verges in the township and out on the cemetery

Footpath Work

This work is programmed to start in the week beginning 18/5/15

Kerbing

Information Bay Eyre Hwy, contractor commenced works on the 11/05/15 and is now completed. Work can now start on erecting the sign frame and concrete pad around the frame, plus a general tidy up of the whole area, then signage can go out on the highway to indicate there is an information bay there

Talbot Street

The same contractor that did the kerbing at the information bay will complete the kerbing project between Prinsep St and Angove St, an update will be given at the meeting.

Staff

Since the employment of the Team Leader of the town, crew production has increased considerably, and there appears to be an increase in moral. However, typically there are some problems. Some of the workers lack initiative, in instances like this it is important that clear and precise instructions are given, and plenty of alternatives if any problems arise with previous instructions. This is now occurring.

There is a serious problem with some staff (one in particular) that have been abusing sick leave. DCEO Doug Stead called a meeting with all staff and a note (and a verbal explanation) given to each person explaining their entitlements to sick leave. (We are insisting on a certificate for each day of sick leave)

One of our gardening staff has taken leave until mid-August so adverts have gone out to fill that position

Rock Crusher

Shire of Dundas is very fortunate in having what is termed "Pea Gravel" this material needs very little crushing, goes down hard and produces a good running surface. However when construction starts on the Trans Access Rd it will be necessary to crush the material so it can be a suitable road base. There are many alternatives to crushing gravel, as well as the option of purchasing a crusher , hiring or getting a contractor to do the work, Steve Bower and myself have had a look at two types of rock crushers, one in South Australia the other in Esperance Shire. Both were mounted on the back of tractors and driven by PTO. I am also familiar with track mounted mobile crushing plants and primary, secondary mobile plants, and grid rollers. Figures for Council to consider are:

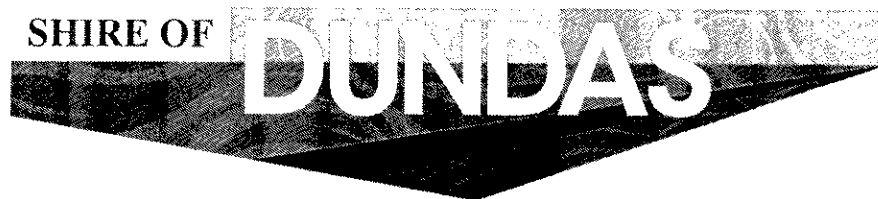
- Length of Road 90.12 km to the Shire Boundary
- Gravel required for an 8 metre wide road at 0.15 deep approximately 150,000 cubic metres
- Say crushing costs at \$10.00/cu.m, total crushing costs \$1,500,000.00
- Shire costs to cart, grade water bind and roll approx. at \$30,000.00/km would be \$2,700,000.00
- Total cost of the project \$4,200,000.00

Consideration would have to be given to putting in at least four bores and a means of getting the water into the truck. A full report can be compiled for Council consideration.



10.3.1

Policy Review



Policy Manual

Reviewed by the Council - May 2015

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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's Agenda's 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 4pm on the Friday at least one week prior to the meeting.
2. Any matters which come to the attention of the CEO requiring the Shire to take action prior to the next following Council meeting will be received up to 4pm on Monday at least one week prior to a Council meeting for inclusion on the agenda, provided that any necessary research can be completed in time for the meeting.
3. Where considered urgent, the CEO may prepare a late item for presentation to the Council meeting and at the discretion of the Shire President or a majority of Councillors in accordance with standing orders, the Council may consider the items received.

Policy Adopted
Policy Amended

9th September 1991

A.2 Council Chambers

Objective

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

Policy Statement

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

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

Policy Adopted	14 th August 1989
Policy Amended	8 th June 1992

A.3 Legal Representation

Objectives

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

Policy Statement

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

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

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

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

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

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

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- (c) An application to the Shire is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf, of the Chief Executive Officer (CEO).
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

- (e) Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

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

Policy Adopted 13th November 2000
Policy Amended

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 th May 2008
Policy Amended	21 st May 2013

A.5 Records Management

Objective

That the Shire of Dundas meet its statutory requirements of the State Records Act 2000 and provide record keeping principals that identifies and protects the Shires records of value.

Policy Statement

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, evidential or historic value. They may include insignificant drafts and rough notes, records or routine enquiries. Officers and contracts may dispose of such ephemeral records when reference to them ceases (in accordance with the General Disposal Authority for Local Government Records).

General Disposal Authority (GDA): are documents approved by the State Records Commission that define the minimum periods of time that different classes of records must be kept (retention periods) and how they are to be disposed, whether that be by destruction or permanently archiving.

Government Record: is a record created or received by or for a government organisation or a government organisation employee or contractor in the course of the work for the organization (*State Records Act 2000*).

Records: information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

State Archive: is a State record that is to be retained permanently. (*State Records Act 2000*).

Vital Record: record that is essential for the ongoing business of an agency, and without which the agency could not continue to function effectively. The identification and protection of such records is a primary object of records management and disaster planning.

Introduction

The Shire's corporate records are to be managed in accordance with the Shire's Record Keeping Plan. All elected members, officers and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions and ensuring all corporate documents are retained with the Shire's official record keeping systems, at the point of creation, regardless of the format, in accordance with:

- a) State Records Act 2000;
- b) Evidence Act 1906;
- c) Acts Amendment (Evidence) Act 2000;
- d) Freedom of Information Act 1992; and
- e) Local Government Act 1995 – Section 5.41(h).

Accurately created and maintained records are important and necessary because they serve as a history of the transactions and business processes of the Shire. They are a fundamental tool for providing evidence of local government accountability and responsibility. It is for these reasons that legislation exists to ensure that records are properly maintained and preserved for future generations.

Records are recognised as an important information resource in the Shire, and it is accepted that sound record management practices will contribute to the Shire's overall efficiency and effectiveness.

Roles and Responsibilities

CEO: Ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

Managers: Ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

All Staff: All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure vital/significant records are captured into the Record Keeping System and that all records are handled in a manner appropriate with legislation and the Shires policies and procedures for record keeping.

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of the Shire's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by:

- staff and contractors will be in accordance with designated access and security classifications.
- the general public will be in accordance with the *Freedom of Information Act 1992* and Shire's Freedom of Information Statement.
- elected members will be via the CEO in accordance with the *Local Government Act 1995*.

Website Management

The Shires website is to be maintained on a regular basis to ensure that it reflects current and valid information about the Shire. Any changes are to be assessed to determine the storage and recordkeeping requirements.

Appraisal & Retention of Records

Where permitted, all records kept by the Shire will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA, following authorisation from the CEO.

Policy Adopted 17th August 2011

Policy Amended

A.6 Common Seal**Objective**

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

Policy Statement

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

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

Exceptions to the above are:

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

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

A.7 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.

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 17th September 2013
Policy Amended

A.8 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.

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

The Internal Audit reports on:

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

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

Risk categories will include:

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

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

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

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

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

Implementation

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

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

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

Policy Adopted
Policy Amended

21st October 2014

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 13th 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. 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.
15. 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	20 th May 2008
Policy Amended	

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.

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:-

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)
\$100,000 and above	Conduct a public tender process.

Capital and operating expenditure - that local suppliers be the first preference followed by regional suppliers;

LIMITS OF AUTHORITY

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

Officer:	Limit of Authority:
Senior Administration Officer	Up to and including \$1,000 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.
Manager Works	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Project Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Deputy Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation.

Policy Adopted 20th February 2007
 Policy Amended 20th May 2014

F.4 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 to adhere to the payment schedule will result in the issue of a Final Notice for the total of the amount outstanding.

(2) Overdue & Final Notices

- 2.1 Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.
- 2.2 Final Notices will be issued 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).
- 2.3 Final Notices will indicate:
 - Rates are now overdue & payable; and
 - That penalty interest is being charged at the rate set by the Council

(3) Letters of Demand

- 3.1 Mining Tenements
 - A Letter of Demand will be issued, generally no later than 30 days after Final Notices have been generated, to the current owners of any registered lease within the Shire where no payments have been made.
 - The Letter of Demand will give the owner up to 14 days to respond at which time details will be forwarded to the Shire's debt collection agency without further notice.
- 3.2 General and Other Property
 - A Letter of Demand will be issued no later than 31st January of the current financial year to all owners of property (excluding eligible pensioners) who have failed to make any payment within the financial year, and who have not contacted the Shire to make any special arrangement for payment, or have defaulted on an approved payment option.

(4) Issue of Summons

- Rates remaining unpaid after the due date shown on the Letter of Demand will be examined by Shire staff determining whether a summons will be issued. Shire's Collection Agency may be used to issue a Summons to those ratepayers who failed to pay by the date indicated on the Letter of Demand.
- Costs incurred as a result of the issue of a Summons will be applied to the ratepayers' assessment immediately as per section 6.56 of the Act.
- Following the issue of a summons, a reasonable offer to clear a rate account (including the costs incurred through the issue of a summons) should be accepted.
- Where a Summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure payment of the debt.
- Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.

(5) 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

20th May 2008

F.5 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 thing 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 20th May 2008
Policy Amended

F.6 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.

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
<u>Property, Plant and Equipment</u>	
Land	All
Buildings	\$5,000
Valuable Items	\$5,000
Furniture & Equipment	\$5,000
Computer Hardware	\$5,000
Computer Software	\$5,000
Plant & Equipment	\$5,000
Light Vehicles – Motor Vehicles	All
Heavy Vehicles	All
<u>Infrastructure</u>	
Roads Sealed:	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Original surfacing and major re-surfacing:	\$5,000
- bituminous seals	\$5,000
- asphalt surfaces	\$5,000
Roads Unsealed (Gravel):	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Gravel Sheet	\$5,000
Roads Unsealed (Formed):	\$5,000
Clearing and Earthworks	\$5,000
Construction/road base	\$5,000
Footpaths Cement/Concrete)	\$5,000
Airport Infrastructure	\$5,000
Parks & Ovals Infrastructure	\$5,000
Reserves/Parks Playgrounds and Leisure Equipment	\$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
<u>Property, Plant and Equipment</u>		
Land	Not Depreciated	N/A
Buildings	50	2%
Valuable Items	10	10%
Furniture & Equipment	10	10%
Computer Hardware	3	33.33%
Computer Software	3	33.33%
Plant & Equipment	3-10	10% - 33.33%
Light Vehicles – Motor Vehicles	4	25%
Heavy Vehicles	8	12.5%
<u>Infrastructure</u>		
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 Measurement of Non-Current Assets on the Cost Basis

In accordance with AASB1041 Revaluation of Non-Current Assets, the Shire will deem the carrying amount of the non-current assets comprising the property land and infrastructure class of assets at 1 July 2001 to be their cost. The remaining asset base of the Shire will continue to be measured on the cost basis.

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

Valuation of the Shire's assets and infrastructure is to be reviewed on a regular basis to ensure the values reflect the true cost and condition of the assets.

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:

Classification	Initial Revaluation	Subsequent Revaluation
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

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 from 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 19th March 2011
 Policy Amended 21st 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 th November 1999
Policy Amended	21 st May 2013

HR 2 Travel & Accommodation Allowances & Expenses

Objectives

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

Policy Statement

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

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

Travel and accommodation will be arranged by the Chief Executive Officer and the appropriate Shire discount for travel and accommodation will be arranged;

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

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

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

HR.3 Internet & Email Usage

Objective

To ensure that Shire employees usage of the internet and email is appropriate.

Policy Statement

Internet 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 14th 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 or sickness of employees, damage and downtime of plant, equipment and processes, unsafe or poor quality products and environmental damage.

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

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

Policy Adopted 11th May 1992

Policy Amended

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 20th May 2008
Policy Amended

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 and Manager of Works with each employee being required to give an acknowledgement in accordance with the policy.

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

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

Policy Adopted	8 th November 1999
Policy Amended	15 th 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 14th August 1995
Policy Amended 21st May 2013

HR.8 Defence Reservist's Leave Policy

Objective

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

Policy Statement

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

Background

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

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

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

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

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

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

2. Employer Support Payment Scheme

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

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

Service that is considered under the Employer Support Payment is:

Ordinary Reserve Service, and

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

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

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

Procedure

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

Responsibility

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

Policy Adopted

20th May 2008

Reviewed 19th May 2015

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HR.9 Protection from the Sun**Objective**

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

Policy Statement

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

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

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

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

Policy Adopted 20th May 2008
Policy Amended

HR.10 Equal Opportunity**Objective**

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

Policy Statement

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

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

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

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

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

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

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

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

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

HR.11 Staff Training

Objective

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

Policy Statement

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

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

Policy Adopted 20th May 2008
Policy Amended

HR.12 Smoke Free Environment

Objectives

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

Policy Statement

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

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

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

Policy Adopted 20th May 2008
Policy Amended

HR.13 Usage of Social Media

Objective

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

Policy Statement

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

1 Considerations when Using Social Media

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

General Guidelines

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

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

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

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

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

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

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

Transparency - The line between professional and personal business is sometimes blurred: Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a Shire of Dundas staff member. However, please be clear that you are sharing your views as an individual, not as a representative of the Shire of Dundas.

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

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

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

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

2 Social Media Guidelines when Posting as an Individual

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

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

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

of Dundas” This is particularly important if you could be perceived to be in a leadership role at the Shire.

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

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

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

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

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

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

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

3 Social Media Guidelines when Posting on Behalf of the Shire

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

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

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

Be Transparent - If you participate in or maintain a social media site on behalf of the Shire, clearly state your role and goals. Keep in mind that if you are posting with a Shires username, other users do not know you personally. They view what you post as coming from the Shire. Be careful and be

respectful. What you say directly reflects on the Shire. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval

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

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

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

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

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

General Safety & Privacy Tips for Social Media Networking

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

- Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
- How much information do I want strangers to know about me? If I give them my cell phone number, address or email, how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
- Is the image I'm projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to work colleagues, my employer, potential employers, neighbours, family and parents? Which doors am I opening and which am I closing?
- What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
- Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or privacy rules?
- Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Policy Adopted 17th April 2012
Policy Amended

Staff Attraction & Retention Policies

ST.1 Gratuity Payments

Objective

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

Policy Statement

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

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

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

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

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

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

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

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

Note:

- If the Council wishes to approve a gratuity payment or farewell gift that is in excess of the maximum for the relevant term of service stipulated in this policy then it must give notice of the proposed payment in accordance with the provisions of Section 5.50 (2) of the Local Government Act 1995.

- Continuous employment does not include unpaid maternity, unpaid paternity or unpaid leave in excess of three months.
- The gratuity payment will be calculated only on personal leave accrued during employment with the Shire of Dundas, not the amount of personal or sick leave transferred from a former local authority under the previous award.
- The employee is responsible for any taxation implications associated with the payment.

Examples of gratuity calculation.

Personal Leave	5%	Years of Service	Pay Rate	Maximum	Gratuity
100 hrs	5	4	\$32.00	\$1,600	\$640
150 hrs	7.5	15	\$24.00	\$1,800	\$2,700 \$1800
200 hrs	10	8	\$28.00	\$2,800	\$2,240

Policy Adopted 10th February 2003
 Policy Amended 19th March 2011

ST.2 Employee Bonus**Objective**

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

Policy Statement

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

The incentive will be calculated as follows: -

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

Notes:

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

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

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

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

ST.3 Removal Expenses

Objective

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

Policy Statement

The Shire may assist in relocating staff to Norseman by making a contribution to removal costs. Any payment to assist in relocating to Norseman will be a maximum of \$3500 with half to be paid after six months of service and the remainder after twelve months of service.

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

Policy Adopted	1 st September 1989
Policy Amended	17 th May 2011

ST.4 Uniforms**Objective**

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

Policy Statement

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

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

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

Policy Adopted 12th September 1994

Policy Amended 16th August 2011

ST.5 Superannuation

Objective

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

Policy Statement

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

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

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

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

Policy Adopted 20th May 2008
Policy Amended

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

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

Policy Statement

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

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

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

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

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

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

ST.7 Gymnasium – Staff Usage**Objective**

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

Policy Statement

In order to:

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

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

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

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

Policy Adopted
Policy Amended

15th December 2009

ST.8 Personal Leave - Incentive Bonus

Objective

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

Policy Statement

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

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

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

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

Note:

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

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

Community Services

C.1 Aged Accommodation Rental

Objective

This policy is to determine the manner in which the Council calculates the rental for the Shire of Dundas Pensioner Units located at 100 Prinsep Street Norseman.

Policy Statement

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

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

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

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

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

Note:

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

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

Policy Adopted	19 th May 2009
Policy Amended	19 th April 2011

C.2 Gym Agreement

Objective

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

Policy Statement

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

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

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

I _____ of _____
 (Full name) (Address)

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

Signed _____ (key holder) Date _____

Key No. _____ Receipt No. _____

Shire Officer _____ Date _____ Expires on _____

Policy Adopted 9th August 1999

Policy Amended 17th May 2011

C.3 Recreation Facilities

Objective

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

Policy Statement

OVAL MARKING

User groups such as Little Athletics and the Norseman Football Club are permitted to undertake marking of their playing areas and to use approved products that permanently mark the grass surface. Once the areas have been permanently marked in a manner where they can be easily seen, the area may only be marked again using water based paint.

User groups such as Softball, Boomerang Competitions and Sports Carnivals, etc. that only using the oval on an ad hoc basis are permitted to use water based paint only to mark their areas.

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

NORSEMAN SWIMMING POOL

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

Category One

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

Category Two

- Outside the advertised opening times of the pool, a fee (as set out in the schedule of fees and charges) will apply.
- If liquor is to be consumed, the hirer must arrange all the necessary permits including specific approval from the Shire.
- The hirer is responsible to ensure that there is sufficient supervision of the pool and the area is left in a clean and tidy condition at the conclusion of the event.

Category Three

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

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

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

C.4 Tourism

Objective

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

Policy Statement

In relation to tourism the Shire has the following policy:

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

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

C.5 Four Wheel Drive Trails

Objective

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

Policy Statement

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

The Strategic Plan is to address the following:

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

Policy Adopted

8th June 2004

Policy Amended

C.6 Community Grants Program

Objective

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

Policy Statement

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

1 Community Grants Program

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

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

2 Criteria for Evaluation

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

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

3 Eligibility

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

4 Ineligibility

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

5 Three Key Categories:

5.1 Sundry Donations

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

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

5.2 Event Grants

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

5.2.1 Iconic Event

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

5.2.2 Community Event

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

5.2.3 Sporting Event

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

5.3 Three year service agreements

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

6 Operating Guidelines

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

7 Review

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

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

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

8 Funding

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

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

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

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

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

Policy Adopted
Policy Amended

17th April 2012

Members

M.1 Conferences – Members Attendance and Representation

Objectives

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

Policy Statement

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

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

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

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

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

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

Policy Adopted 8th November 1999
Policy Amended

M.2 Councillor Enquiries & Requests

Objective

To ensure that Councillor requests are handled promptly and efficiently.

Policy Statement

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

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

The CEO will determine whether the request complies with the functions as provided in the Local Government Act, relevant regulations and any budget implications and will refer such requests to the appropriate officer for attention where applicable.

Councillors will be advised of any outcomes regarding requests within 5 working days.

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

Policy Adopted	12 th April 1999
Policy Amended	15 th May 2012

M.3 Public Question Time

Objective

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

Policy Statement

(1) Prior to the meeting.

The Shire will provide a register and question form for people who wish to ask a question at public question time. The register and forms will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

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

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

3) Following the meeting

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

Policy Adopted

8th September 2003

Policy Amended

15th May 2012

Technical Services

T.1 Bushfire Control

Objective

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

Policy Statement

1 Introduction

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

2 Preparedness

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

3 Responsibilities

3.1 Reporting of Fires

3.1.1 Pastoralists are to report a fire to the Local Authority, FESA adjoining land owners and in the case of fires on or threatening DEC lands should be reported to the Esperance District Office of the DEC.

3.1.2 The following information is required:

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

3.1.3 An assessment of the risks is to be determined and a decision made to either carry out suppression activities or to monitor the fire.

3.1.4 The local authority is to report to FESA, other relevant authorities and effected parties.

3.2 Control of Fires

Pastoral Land

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

Bush Fire Control Officer actions:

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

Crown Land

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

DEC. Land

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

3.3 Co-ordination of Fires

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

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

4 Costs – Financial Assistance

4.1 Pastoral Land

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

Vacant Crown Land

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

Other Land – DEC

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

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

5 Contractors

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

6 Insurance

6.1 Land Owners

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

6.2 Local Authority

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

6.3 DEC

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

6.4 Contractors

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

7 Communication

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

8 Fire Units

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

9 Recovery and Evaluation

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

Policy Adopted	11 th June 1998
Policy Amended	21 st May 2013

T.2 Caretaker Dwelling

Objective

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

Policy Statement

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

Background:

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

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

Consideration is given by the Council:

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

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

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

Policy Aims:

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

Policy Requirements:

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

Policy Adopted
Policy Amended

8th December 2003

T.3 Fencing Control

Objective

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

Policy Statement

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

In this policy, unless the context requires otherwise:

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

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

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

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

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

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

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

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

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

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

- 1) No person shall construct, amend, alter, extend, enlarge or commence or proceed with the construction, amendment, alteration or extension of any fence without Shire approval.
- 2) No person shall erect or permit to be erected on any land belonging to him/her any fence, wall or other obstruction greater than 1000mm in height on or adjacent to the boundary of any road, way or street or adjacent to the side boundaries from the street alignment to the building line and thereafter greater than 1800mm in height without the written approval of the Shire.
- 3) In an Industrial Zone where a link mesh fence is required on a corner lot it shall be constructed on the line of a standard truncation of 8500mm.
- 4) No dividing fence shall act as a retaining wall without the written approval of the Shire.

- 5) No person shall erect a fence with sheet metal or second hand material without written consent of the Council. The Council has the discretion to approve or refuse the application.
- 6) No application to erect a fence with sheet metal will be considered for approval by the Shire unless the fence to be erected is adequately capped.
- 7) The erection of a fence of iron spikes, barb wire, broken glass or any other potentially dangerous material is prohibited except with the written approval of the Council.
- 8) The owner or occupier of land on which a fence is erected shall maintain the fence in good condition and in such a manner as to prevent it from becoming a dangerous fence, falling into a bad state of repair or becoming dilapidated, unsightly or prejudicial to property in or to the inhabitants of the neighbourhood.
- 9) The Shire may give notice in writing to the owner or occupier of any land upon which there's a dangerous fence or a fence which is in the opinion of the Building Surveyor in bad condition of repair, dilapidated, unsightly or prejudicial to property in or to the inhabitants of the neighbourhood or is contrary to the provisions of this policy requiring such Owner or Occupier to pull down, remove, repair, paint or maintain such a fence within the time stipulated in the notice.

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

T.4 Outbuildings – Vacant Lots

Objectives

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

Policy Statement

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

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

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

Policy Adopted 9th September 1995

Policy Amended

T.5 Vehicle Parking

Objective

To outline the Shires policy in relation to vehicle parking.

Policy Statement

The Shire will allow parking as follows:

Vacant Land

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

Commercial Vehicle Parking on a Residential Property

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

Policy Adopted 13th December 1993
Policy Amended

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

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

Policy Statement

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

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

Policy Adopted
Policy Amended

5th December 2006

T.7 Unauthorised Structures

Objective

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

Policy Statement

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

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

Policy Adopted
Policy Amended

20th May 2008

T.8 Plant Replacement Program

Objective

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

Policy Statement

To ensure that the Shire has the most advantageous process for the replacement of, or purchase of additional, plant and vehicles the Manager of Works shall prepare a five year plant purchase and replacement program.

The five year programme shall be prepared to enable the Shire to meet the objectives of the strategic community plan and be included into the long term financial plan.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, the Manager of Works should use the guide below to determine their changeover date.

Plant is to be sold, replaced or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire

The Shire will purchase ANCAP five (5) star rated motor vehicles where practicable.

Policy Adopted	20 th May 2008
Policy Amended	20 th

T.9 Shire Plant and Equipment – After Hours Use**Objective**

To establish the criteria for the after-hours use of the Shire plant and equipment where it is to be used for a local community organisation or sporting body.

Policy Statement

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

- Is used to facilitate works for a local community organisation or sporting body;
- Is operated by appropriately trained and authorised Shire employees only;
- Does not leave the Shire of Dundas;
- Is available at the depot and does not involve unnecessary transportation;
- Is returned to the depot in time for normal Shire operations.

Policy Adopted

20th May 2008

Policy Amended

T.10 Operation of Shire Plant

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and/or Manager of Works are the only persons permitted to provide that authorisation.

Policy Adopted 20th May 2008

Policy Amended

T.11 Gravel Pit Rehabilitation

Objective

To rehabilitate abandoned gravel pits and include progressive rehabilitation in the management of current gravel pits within the Shire of Dundas.

Policy Statement

The Shire of Dundas recognizes and accepts that gravel pit rehabilitation is necessary to avoid soil compaction, increased surface drainage, erosion and visual pollution.

General policy:

1. Prior to opening a gravel pit, a plan for the management of the site will be written which will include a plan for rehabilitation and monitoring.
2. Private operators are required to submit and abide to a gravel pit management plan, which includes a plan for rehabilitation and monitoring, before establishing a gravel pit.
3. Wherever possible, new gravel pits will be established on cleared land, not existing bushland.
4. Where necessary, the visual impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and visual vantage point/s.
5. Where necessary, the dust and noise impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and neighbours.
6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
8. If necessary, drainage structures will be established within the pit, to ameliorate any ponding and surface erosion.
9. Rehabilitation will be done progressively throughout the life of the gravel pit.
10. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Specific Policy for Bush Sites

11. Prior to opening a gravel pit, approval to clear will be obtained from the relevant authority if necessary.
12. The general process of rehabilitation will be to first rip the floor of the pit at 1 metre intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 1 in 4 and the overburden and topsoil should be returned to the pit. The site should be cross-ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.

Abandoned Gravel Pits

13. The method for rehabilitation will not change from that mentioned above.
14. If fill is no longer available, spoil from road works etc., will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory.
15. An amount will be budgeted each financial year for rehabilitating abandoned gravel pits until all pits are rehabilitated to a satisfactory level.

Policy Adopted
Policy Amended

20th May 2008

T.12 Refuse Collection Charges

Objective

To set guidelines for the imposition of refuse collection charges on properties in the Shire of Dundas.

Policy Statement

Refuse collection charges are used to offset the costs of the waste collection and disposal service operated by the Shire. These costs include but are not limited to the following:

Wages of refuse truck driver	Refuse site annual maintenance
Replacement of collection trucks	Dozer hire for new trenches
Refuse truck operating costs	Landfill license from the DEC
Supervision by Manager of Works	Covering waste with fill
Administration of refuse service	Provision of fencing
Street bin refuse collection	Litter clean up around site
Maintenance of street bins	Burning green waste
Cost of providing a refuse site	

The Shire will identify the costs of providing the refuse collection and disposal service and impose fees and charges that reflect the cost of providing the waste management service.

When determining the fees, the Council will take into consideration that the income received from the refuse collection fees should offset the annual cost for the provision of waste management within the Shire.

The Shire will create a waste management reserve and place the difference between the cost of providing the waste collection and disposal service and the income from the fees and charge at the end of each financial year into the waste management reserve. The waste management reserve will be used to provide for the long term operation of waste management.

In order to ensure that all landowners contribute equitably to the provision of the waste management service, the following category of fees will apply.

Category	Rate	Number
Vacant Residential Land	N/A	Nil
Vacant Commercial Land	N/A	Nil
Vacant Industrial Land	N/A	Nil
Residential Property	Residential collection rate	Min 1 - 240L bin
Commercial Property	Commercial collection rate	Min 1 - 240L bin
Industrial Property	Commercial collection rate	Min 1 - 240L bin
Mining Tenements	Commercial collection rate	By negotiation

Note: Fees are set by the Council annually at the adoption of the budget

Caretaker's residences on commercial or industrial property will require an additional bin to service the residence.

The refuse collection rate for pensioners will be discounted by \$40 for the first service on a residential property.

A reduction in refuse collection charges will not be considered.

Policy Adopted 21st October 2008

Policy Amended

T.13 Trees and Native Vegetation

Objective

This policy is to set guidelines to encourage and promote appropriate planting of native trees and vegetation within the Shire.

Policy Statement

The Shire of Dundas has a vast range of natural landscapes that have natural and cultural value. The development of streetscapes and public space should where possible, take account of naturally occurring plant communities and provide for the enhancement of ecological systems through the introduction of new landscape development.

The Shire is committed to environmental sustainability including conservation of flora, fauna and water, the use of renewable resources and a preference for water wise designs that is attractive, functional and cost-effective to maintain.

Citizenship / Awards

In order to encourage appropriate planting of trees within the Community and to commemorate the event, the Shire will provide an Australian native tree to be given to each new citizen as part of an award or citizenship ceremony.

Street Trees

Trees are to be chosen to reflect the local character and conditions and provide attractive streetscapes and public amenity in the form of shade, improved micro-climate and landscape amenity, and to ensure that trees do not interfere with lighting, paving or other public infrastructure. (Local native tree species are preferred)

Tree plantings in roads controlled by MRWA shall comply with MRWA standards.

Public Open Space

Where appropriate the Shire will limit the extent of grass lawns and ensure that planting takes advantage of and complements any naturally occurring flora. Plantings should minimise water use and on-going maintenance costs and provides a safe and attractive environment for pedestrians and users of public space.

The retention and enhancement of naturally occurring native vegetation is encouraged and plant species shall be selected to minimise water, fertiliser and on-going maintenance, with the use of local native species being preferred.

All plantings shall be mulched where appropriate with recyclable green waste or other approved material to minimise water consumption.

Turf & Grass

The Shire will endeavour to ensure that grassed areas are only provided in appropriate locations that are useable by the public and complementary to landscape design, whilst providing for cost-effective maintenance and avoid small areas that are difficult or time-consuming to maintain. Where appropriate, native or ornamental grasses may be substituted for lawn or grass.

Policy Adopted 16th February 2010
Policy Amended

T.14 Asset Management

Objectives

To set out a broad framework to:

- Ensure a co-ordinated corporate approach to asset management within the Shire of Dundas.
- Provide clear direction in the provision and management of all of the Shires assets that ensures sustainable outcomes and agreed levels of service for present and future stakeholders.
- Assist with the management of infrastructure assets and to deliver infrastructure service that meets community expectations of time, quality, and value for money.

Definitions

“Asset” – A physical component of a facility which has value, enables services to be provided and has an economic life of greater than twelve (12) months.

“Asset Management Plan” – A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes for each Asset Category:

1. Levels of Service (performance, construction, maintenance, and operational standards);
2. Future Demand (rational basis for demand forecasting and selection of options for proposed new assets);
3. Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades);
4. Financial Projections;
5. Asset Management Practices; and
6. Performance Monitoring and Improvement.

“Asset Register” - A record of asset information considered worthy of separate identification including inventory, historical, condition, construction, technical, and financial.

“Infrastructure Assets” – Include buildings, drainage, footpaths, furniture, parks and landscape, property, reserve equipment, and roads.

“Life Cycle” – The cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Life Cycle Cost” – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, renewal and disposal costs.

“Predictive Modelling” – Use of asset deterioration models and condition monitoring to predict failure and asset rehabilitation and renewal.

“Useful Life” – The period over which a depreciable asset is expected to be used.

Policy

The Shire of Dundas delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are managed in a way that promotes maximum performance for the most cost-effective 'whole of life' cost.

The Shire’s infrastructure assets include physical features within the Shire and include items such as roads, drainage, buildings, parks, pathways, play grounds, etc and represent a substantial investment to support modern living in our community

The Shire will undertake to provide the agreed level of service of the assets and services it is responsible for, in a whole-of-life and economically sustainable manner.

Budgeting priority will be given to the maintenance and renewal of existing assets and services, and adequate resources will be provided to manage these assets in a cost effective and timely manner.

It is imperative that the Shire employs best practice management skills and practices to ensure that Shire services are delivered economically and in a sustainable manner.

As part of the Council's consideration of asset management, the Council will follow the following key principles:

- Prior to the consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need of that asset.
- Consider the "whole of life" cost for all new assets and for any major renewal or improvements and incorporate the costs into the Shires long terms financial plan.
- Undertake to develop industry standard asset management plans that are financially sustainable.
- Involve and consult with the community and key stakeholders on determining Levels of Service and asset service standards.
- Manage its assets utilising a corporate team approach from all management areas.
- Ensure asset information is accurate and up to date and allow for appropriate asset planning in the short and long term.
- Allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal or upgrade of those assets so that "life cycle" costs are optimised (existing and new assets);
- Continually seek opportunities for multiple use of assets.

Policy Adopted 19th March 2011
Policy Amended

T.15 Information Bay Advertising Signage**Objectives**

To provide guidelines for the use and allocation of advertising signage at the tourist information bays located on the approach roads to Norseman

Policy Statement

The Shire of Dundas in conjunction with MRWA are constructing 3 information bays with the option for local business to advertise their services to people visiting Norseman, and the surrounding area. Each information bay will have space for approximately 16 tourists related advertising signs.

The signs are to comply with the guidelines listed below:

1. All signage space will be supplied free of charge by the Shire if the signage relates to tourism or tourist related services;
2. Businesses will be required to supply signage as their own cost;
3. A maximum of one sign for each business will be permitted for each information bay;
4. All advertising panels shall be 800mm wide by 500mm high;
5. Signs are to be erected by the Shire of Dundas staff;
6. All signs are to be maintained by the business owning the sign;
7. Any signs that are not maintained in a good condition will be removed and the space will be made available to other businesses wishing to advertise;
8. Signage space will be allocated on a first come first serve basis;
9. Business's that are not tourist related may request advertising space if space is available after the allocation of signage for tourist related business has been completed;
10. An annual fee of \$50:00 per sign will apply to business signage that is not tourist related.
11. Fees and charges for signage will be reviewed annually.

Policy Adopted 15th October 2013

Policy Amended

T.16 Pastoral Access Road Contribution

Objectives

To provide guidelines for the contribution of costs for the maintenance of pastoral access roads within the Shire of Dundas

Policy Statement

All costs relating to the maintenance of the pastoral access road will need to be covered by the pastoralist and or primary road user unless the access road has been declared storm damaged by the Shire and repairs can be claimed from State and Federal Government Funds.

Pastoral property owners may be assisted with funding for maintenance work on their pastoral access road subject to the following:

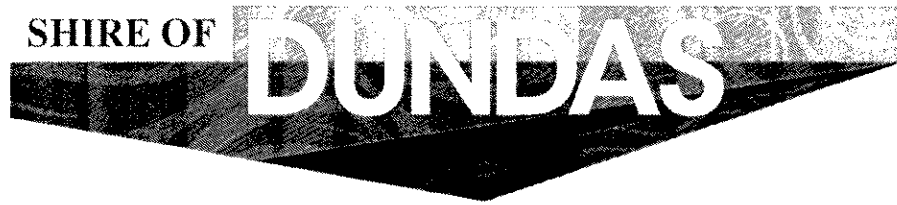
1. The pastoral property owner is to contact the Shire prior to undertaking any road maintenance work and supply the following information:
 - a. Section of road to maintained;
 - b. Scope of maintenance or repairs to be undertaken;
 - c. Cost of the maintenance or repairs to be undertaken; and
 - d. Photos of road prior to the maintenance/repairs.
2. The Shire will make an assessment of the road to determine maintenance requirements and if funding is available to assist in the work. The assessment will be based on the following criteria:
 - a. Public safety for vehicles using the access road;
 - b. The time since the access road was last graded or maintained;
 - c. The budget allocation for pastoral access roads for the current financial year; and
 - d. Whether the work can be postponed until funding is available.
3. If the Shire approves the maintenance work, the pastoral property owner will need to invoice the Shire with the following information:
 - a. The length of road maintained/repared;
 - b. The number of hours worked;
 - c. The equipment used for the work; and
 - d. photos showing the work completed.
4. Subject to the above, the Shire may reimburse the pastoral property owner up to 50% of the value of works to a maximum of \$5000

Policy Adopted **17th December 2013**
Reviewed



10.3.2

Review of Delegations



REGISTER OF DELEGATIONS

Reviewed by Council 19th May 2015

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LOCAL GOVERNMENT ACT 1995
DELEGATION OF POWER

Delegation of some powers and duties to certain committees:

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.
(2) To be in writing and may be general or conditional.
(3) Can be for a period of time or indefinite.
(4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of delegations to be kept and reviewed annually.

Delegation of some powers and duties to CEO:

- 5.42 (1) Absolute majority required to delegate.
(2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.
(b) Absolute majority required to amend or revoke.
(2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of delegations to be kept and reviewed annually.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Admin Regulations 19.

"Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record of –

- (a) how the person exercised the power or discharged the duty;
(b) when the person exercised the power or discharged the duty;
(c) the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty".

FINANCE**F01 Payments from trust and municipal funds**

Function to be performed:	To make payments from the municipal fund bank accounts and the trust fund bank accounts for payment of creditors and payroll.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer
Conditions:	<ol style="list-style-type: none">1 Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.2 Each payment from the Municipal fund bank accounts and the trust fund bank accounts is to be noted on a list compiled each month showing:<ol style="list-style-type: none">1) The payee's name2) The amount of the payment3) The date of the payment4) Sufficient information to identify the transaction3 The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.
Record of Use:	Records are to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42/5.44, S6.10 – Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Council Policy:	N/A.
Date Adopted:	5 th December 2006
Date Amended	21 st May 2013

F02 Investments

Function to be performed:	<ol style="list-style-type: none">1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.2 To establish and document internal control procedures to be followed to ensure control over the investments.
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Delegated to:	Chief Executive Officer
On delegated to:	Deputy CEO
Conditions:	<ol style="list-style-type: none"> 1) The establishing of documental internal control procedures to be followed to ensure control over the investments. 2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996 3) Council Policy "A.2.1 - Investments" 4) Investments in Managed Funds require the approval of Council.
Record of Use:	<p>In accordance with Council Policy A.2.1 – Investments.</p> <p>Quarterly Investment Report provided to Council.</p> <p>Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.</p>
Reference:	S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)
Council Policy:	F1 – Investments
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F03 Hire fees & charges – recreation centre

Function to be performed:	To adjust/vary recreation centre, halls, and pavilion and oval hire fees and charges as determined in the budget.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none"> • where it is considered that there is the need due to extenuating circumstances, unusual kind of use • The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s. • One-off usage discounts being supported in favour of regular use discounts. • The participation of children/juniors in the program. • The benefits to the Shire, its staff and the community in general.

- The costs to the Shire, including any forfeited opportunity costs.
- Any other circumstances that warrant consideration to a discount or waiving of fees.

Record of Use:	Electronic copy of receipts to be archived and kept in accordance with records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42, S6.10 Local Government Act (As Amended).
Council Policy:	C.4 Recreation Facilities
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F04 Donations

Function to be performed:	To determine requests for donation of monies up to the value of \$200
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Donations may be considered:</p> <ol style="list-style-type: none"> 1 Where a group or individual can demonstrate: <ul style="list-style-type: none"> • Significant direct benefit to the local community • That the group is an incorporated community group or non-profit making organisation. • That the financial status of the group is such as to justify a donation from the Shire. • Special circumstances or needs exist to warrant a donation, e.g. Support of needy groups or individuals who bring credit to the shire by achieving state or national representation or awards, which sees them requiring financial assistance for traveling, accommodation or other incidental expenses. 2 Have regard for the budget. 3 To give an equal opportunity for community clubs and societies to be considered for funding, the CEO may at his discretion, put in place arrangements so that requests for financial assistance are invited and considered at the same time each year. 4 Any Council policy in relation to this matter.
Record of use:	Retention of a file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995.

Council Policy: C4 Recreation Facilities

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

F05 Budget implementation

Function to be performed: To use management discretion in:

- 1) Implementing expenditure programs contained in the budget the detail of which has been finalised;
- 2) the appointment of consultants and contractors to enable the proper administration of the Shire's business;
- 3) prioritising work, unless otherwise directed by the Shire;
- 4) determining whether or not to call tenders or sell by tender or auction where an obligation does not exist to do so under the Local Government Act 1995;
- 5) initiating arrangements for loans subject to referral to Council for adoption;
- 6) authorising overtime; and
- 7) Engaging temporary staff.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions:

- 1) That costs are contained within budget allocations. Subject to compliance with the Local Government Act 1995 (as amended) and Council's policy statements.
- 2) Quotations to be called for the purchase of items of plant, equipment and machinery having an estimate of up to \$100,000. Tenders to be called for plant, equipment and machinery items being an estimated value in excess of \$100,000 (this is consistent with the Tender Regulations).
- 3) Wherever tenders are called, the tenders be decided by the Council (in most cases Council would consider a recommendation from the relevant officer).
- 4) Quotations are to be obtained on any contract exceeding 10% of the statutory amount above which tenders are to be called (in Functions & General Reg. 11 (2)), (currently \$10,000).
- 5) Where quotations are called, under 5 above, the CEO accept the most advantageous quotation and should the most advantageous quote be in excess of the budget, provisions report details to the next following meeting of the Council (a report to the relevant committee satisfies this requirement).

Record of use:	Retention of file copy of internal control procedures. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42 Local Government Act 1995 (As Amended).
Council Policy:	F3 Purchasing Policy
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F06 Conferences, seminars, training courses - expenses of Councilors and staff

Function to be performed:	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councilor or staff member to be accompanied by another person.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Obtain from the Councilor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.
Record of Use:	Electronic copy of receipts to be archived and kept in accordance with records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995.
Council Policy:	HR 2 Travel & accommodation allowances & representation M 1 Conferences Members attendance & representation
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F07 Expenditure prior to adoption of budget

Function to be performed:	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	This delegation refers to operating expenditure only.
Record of Use:	List of accounts for payment to Council
Reference:	Local Government Act (As Amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013
Date Amended and Amended:	

F08 Insurance

Function to be performed:	To enter into appropriate contracts of insurance.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of Use:	Insurance policies held by the Council.
Reference:	Part 3 of Local Government Act (As Amended).
Council Policy:	F.5 Insurance
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013
Date Amended and Amended:	

F09 Rate records and recovery of rates and service charges

Function to be performed:	1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
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2. To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government;
5. Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled.
6. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
7. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6)

Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of Use:	List of rate arrears submitted to Council from time to time.
Reference:	Local Government Act (As Amended).
Council Policy:	F 4 Rates Recovery
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F10 Insurance – public liability claims

Function to be performed:	To consider claims against Council for property damage that do not exceed the insurance policy
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excess levels, and to accept or deny liability on behalf of Council.

Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by Council's solicitors.
Record of Use:	Information on file and advice provided to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended).
Council Policy:	F 5 Insurance
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F11 Surplus equipment, materials & tools

Function to be performed:	To sell surplus equipment, materials, tools, etc. with an estimated value of less than \$2000 which are no longer required, or are out moded, or are no longer serviceable.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to the Council.
Record of Use:	Information on File and advice provided to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended) Sect 3.58 and Financial Management Regulation 5.2

Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F12 Trust fund

Function to be performed:	To manage the Trust Fund as required by Section 6.9 of the Local Government Act.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer
Conditions:	N/A
Record of Use:	Council's Accounting Records. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended) Sect 6.9 and Financial Management Regulations.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013
Date Amended and Amended:	

F13 Loan raising and borrowing on credit

Function to be performed:	<p>(1) Where the annual budget makes provisions for the borrowing of money to enable specified activities or functions to occur, to make arrangements for those borrowings to be obtained in a timely manner, having due regard for any directions given either generally or in particular by the Treasurer (or a person acting in that behalf and authorised by the Treasurer)</p> <p>(2) To arrange with the Local Government's banking institution for a sufficient overdraft facility where the circumstances of the Municipal Fund cash flow dictate such a requirement.</p> <p>(3) To arrange for corporate credit card facilities in accordance with the requirements and limitations imposed by Council policy in this respect.</p>
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer

Conditions:	Nil
Record of Use:	Council's Accounting Records. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended) Sect 6.20, 6.21 and Financial Management Regulations.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F14 Purchase order authorisation

Function to be performed:	<p>1 To sign purchase orders for items contained within the current budget.</p> <p>2 This delegation includes authorisation to accept a tender for purchase up to an amount of \$100,000 (Local Government Act 1995 section 5.43 (b)).</p>
Delegated to:	Chief Executive Officer
On delegated to:	Staff members are authorised to sign purchase orders on behalf of the Council with limitations in accordance with Council policy.
Record of use:	Duplicate of purchase order to be handed to Creditor Clerk. Triplicate stored in original purchase order book. Completed order books are to be returned to Senior Administration Officer for archiving. Register to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42 Local Government Act 1995 (As Amended).
Council Policy:	F 3 Purchasing Policy
Date Adopted:	20 th May 2008
Date Amended:	21 st May 2013

ADMINISTRATION

A01 Use of Shire vehicle

Function to be performed:	To make appropriate private use arrangements with all staff having use of a Council vehicle.
Delegated to:	Chief Executive Officer

On delegated to:	Deputy Chief Executive Officer
Conditions:	Usage of vehicles is to be in accordance with Council policy
Record of Use:	Vehicle Log Book. (Where applicable)
Reference:	Nil.
Council Policy:	HR 6 Use of Shire vehicles
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A02 Staff housing

Function to be performed:	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>1 In exercising this delegation regard shall be given to any Council policy in place from time to time.</p> <p>2 In the event that any Council provided accommodation is at any time not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations</p> <p>3 The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.</p>
Record of Use:	Employee Files.
Reference:	Nil.
Council Policy:	Nil.
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A03 Staff relocation expenses

Function to be performed:	To determine any application for relocation expenses.
Delegated to:	Chief Executive Officer

On delegated to:	N/A
Conditions:	Relocation expenses are to be in accordance with Council Policy.
Record of Use:	Employee Files.
Reference:	Nil.
Council Policy:	ST 3 Removal expenses
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A04 Salaries

Function to be performed:	To review and alter salaries and conditions payable to all staff.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	In exercising this delegated authority, the Chief Executive Officer shall ensure that the variation is the result of a satisfactory performance appraisal and appropriate funding is available in Council's Budget. If any salary change is likely to involve over Budget expenditure, the change will require endorsement of Council.
Record of Use:	Employee Files.
Reference:	Nil.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A05 Liquor – sale & consumption at recreation centre

Function to be performed:	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate.
Delegated to:	Chief Executive Officer
On delegated to:	N/A

Conditions:	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
Record of Use:	Applications and approvals to be kept in Filing System.
Reference:	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
Council Policy:	C.4 Recreation facilities
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A06 Impounding goods – authorised employee

Function to be performed:	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Part 6.
Record of Use:	Report to Council.
Reference:	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A07 Award - industrial matters

Function to be performed:	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
Delegated to:	Chief Executive Officer

On delegated to:	N/A
Conditions:	Nil
Record of Use:	File records of authorizations given.
Reference:	Local Government Act, 1995.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A08 Contract variations

Function to be performed:	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of Use:	Contract Register
Reference:	Local Government Act, 1995 and Tender Regulations
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A09 Legal advice

Function to be performed:	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to existing budgetary provisions for that purpose
Record of Use:	Information on File and advice provided to Council.

Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Local Government Act, 1995.

Council Policy: A.3 Legal Representation

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

A10 Native title

Function to be performed: To register an interest in any Native Title Claim affecting Council in order for Council to have a sufficient interest to become a party to the Native Title Application.

Delegated to: Chief Executive Officer

On delegated to: Deputy Chief Officer

Conditions: Nil

Record of Use: Records to be kept in native title file. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Local Government Act, 1995.

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

A11 Telephones – Employees private use & Shire business

Function to be performed: To make appropriate financial and other arrangements with all employees to have a telephone installed in his/her principal place of residence for use on Council business and to make appropriate arrangements to reimburse any employee with any telephone expense incurred on Council business.

Delegated to: Chief Executive Officer

On delegated to: Deputy Chief Officer

Conditions: Nil

Record of Use:	Records to be kept of business related phone calls. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act, 1995.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A12 Enforcements and legal proceedings

Function to be performed:	<ol style="list-style-type: none"> 1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws. 2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person. 3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none"> • Local Government Act 1995 • Dog Act 1976 • Bush Fire Act 1954 • Health Act 1911 • Local Government (Miscellaneous Provisions) Act 1960 • Local Laws, Parking and Dogs • Council Policy
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
Council Policy:	Nil
Date Adopted:	5 th December 2006

Date Amended: 21st May 2013

A13 Delegation of power

Function to be performed: Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed/undertaken by the Acting Chief Executive Officer.

Delegated to: N/A

On delegated to: N/A

Conditions: In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.

Record of use: Retention of file copy of relevant appointment in Personnel File. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: S5.42 Local Government Act 1995 (As Amended).

Council Policy: A.3.8

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

A14 Executive functions

Function to be performed: To perform the following duties so far as reasonable and practicable in the discharge of executive functions on behalf of the local government –

- 1 to ensure that the lawful use of any land, thoroughfare or premises is not obstructed and any reasonable request that a person makes to avoid such obstruction is met;
- 2 to ensure that as little harm or inconvenience is caused and as little damage is done as is possible;
- 3 to ensure that danger to any person or property does not arise from anything done on land;
- 4 to ensure that anything belonging to the local government, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises to thing entered, is removed as soon as practicable unless this Act expressly allows it to be left there;
- 5 to ensure that buildings, fences and other structures are not disturbed or damaged;
- 6 to ensure that when the local government enters land that is fenced, it enters through the existing and

usual openings in the fence unless it is expressly authorised to open the fence; and
7 to ensure any physical damage done to any land, premises or thing, is immediately made good unless compensation has been paid or is to be paid.

Delegated to:	Chief Executive Officer
On delegated to:	Environmental Health Officer Manager of Works & Services.
Conditions:	Subject to those officers specified above having responsibility for carrying out, or for supervising or overseeing a function or activity of the local government, delegations 1 to 7 specified above apply (excluding any authorisation to determine the amount or form of compensation referred to in item 7)
Record of use:	Report to Council.
Reference:	Local Government Act Sect. 3.21
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A15 Council members - register of delegations to committees

Function to be performed:	1 To keep a register of the delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
Record of use:	Register
Reference:	S5.42 and S5.18 Local Government Act 1995 (As Amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006

Date Amended: 21st May 2013

A16 Certain things to be done in respect of land

Function to be performed:

- 1 To give any notice deemed appropriate to require certain things to be done by the owner or occupier of land as the case requires; and
- 2 where a person has failed to comply with the notice take appropriate action pursuant to section 3.26 of the Act.

Delegated to: Chief Executive Officer

On delegated to: The Chief Executive Officer may delegate appropriate officers to give any notice pursuant to section 3.25 of the Act where considered appropriate.

Conditions: Nil

Record of use: File of correspondence and actions. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: S3.25, S3.26 etc. Local Government Act 1995 (As Amended).

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

A17 Tenders

Function to be performed:

- 1 To call tenders as required pursuant to the Local Government (Functions and General) Regulations 1996 Part 4 provision of goods and services in relation to the supply of goods and services by tender;
- 2 To determine appropriate criteria for deciding which tender should be accepted;
- 3 To ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers;
- 4 To assess tenders by written evaluation against the assessment criteria;
- 5 When assessing tenders to take into consideration Part 4A of the regulations, regional price preference;
- 6 To make determination about seeking expressions of interest in lieu of public tenders;
- 7 To evaluate expressions of interest to determine which would be capable of satisfactorily supplying the goods or services; and

8 Unless otherwise specified by the Council for a particular case, where the consideration involved does not exceed \$30,000 and is acceptable or advantageous to the local government.

(a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and

(b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.

Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	N/A
Record of use:	Report to Council and file of correspondence and actions. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Tender Regulations and Local Government Act 1995 (As Amended).
Council Policy:	F.3 Purchasing policy
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A18 Power of entry

Function to be performed:	1 To exercise all of the powers and duties of the Local Government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995 in circumstances where it is necessary to do so.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services Project Officer
Conditions:	Except where it is deemed an emergency to exist under section 3.34, every reasonable attempt will be made to obtain the consent of the owner or occupier of the land in question before invoking the powers of this delegation.
Record of use:	Record to be kept on appropriate file.
Reference:	S3.28 to S3.36 Local Government Act 1995 (as amended).

Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A19 Copies of information

Function to be performed:	To ensure copies are available to persons inspecting information made available for inspection under Division 7, Part 5 of the Act.)
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer.
Conditions:	Ensure that the price at which the copies are sold does not exceed the cost of providing copies. (Refer to Section 5.96
Record of use:	Record to be kept on appropriate file.
Reference:	S5.94 Local Government Act 1995 (As Amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

ENGINEERING**E01 Temporary rural road closures**

Function to be performed:	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	Compliance with the Local Government (Functions and General) Regulations 1996.
Record of use:	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference:	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51. Local Government (Function and General) Regulations 1996.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E02 Powers of entry onto land

Function to be performed:	To undertake the functions and duties required under Part 3 – (Power of Entry) of the Local Government Act 1995 in respect of <ul style="list-style-type: none"> • Sections 3.28 to 3.36 and 3.39 – Appointment of authorised persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding. • Section 3.40 – Removal of vehicle and impounding of goods by an authorised person. • Section 3.42 – Action required in respect to impounding of non-perishable goods. • Section 3.44 – The issue of notices regarding collection of goods if not confiscated. • Section 3.46 – Withholding of goods pending payment of costs. • Section 3.47 – The disposal of confiscated goods. • Section 3.48 – Recovery of costs incurred in the impounding exercise.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	Compliance with the Local Government (Functions and General) Regulations 1996 and Council Policies.
Record of use:	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995 (As Amended) – S5.42, S3.39, S3.40, S3.44, S3.46, S3.47. Local Government (Function and General) Regulations 1996.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E03 Road trains and extra mass permits

Function to be performed:	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Road Traffic Vehicle Standard Regulations
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E04 Traffic control signals and road regulatory signs

Function to be performed:	<p>1 To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council,</p> <p>2 Arrange installation of "school bus stop" signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	On receipt of the necessary approval to arrange to have the appropriate signs erected in accordance with the provisions of the approval.
Record of Use:	Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Road Traffic Code 2000
Council Policy:	Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

E05 Temporary closure of thoroughfares to vehicles

Function to be performed: (1) To give the necessary notice and take all appropriate actions to temporarily close any thoroughfare for any period not exceeding three months; and
(2) to partially and temporarily close a thoroughfare for which the local government is responsible without giving public notice.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of Section 3.50 of the Local Government Act 1995.
In relation to delegation (2) where:
(a) the closure is for the purpose of carrying out repairs and maintenance; and
(b) the closure is unlikely to have a significant adverse effect on users of the thoroughfare.

Record of Use: Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation

Reference: Section 3.50 Local Government Act 1995

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

E06 Events on roads

Function to be performed: To determine whether or not the local government approves of the making of any order for the temporary closure of a road within the district under those provisions of the Road Traffic Act 1974 relating to events on roads and complementary regulations.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions Have regard for the following:

- Whether the proponent should be required to publicise the proposal for public comment.
- What inconvenience will the closure create for general road users, and are there satisfactory arrangements which will minimise that inconvenience (e.g. detours via other roads)?
- The views of the landholders who will be affected by any closure and can any genuine concerns be accommodated
- Do the proponents have the resources to properly control the event. Proponents are required to provide sufficient details in writing of their activity and the resources, personnel and experience they will provide to administer and control the event and matters peripheral to it.
- Does approval infer that the road is suitable for the event in question?
- Any approval will be signified in writing, conditional upon the stipulation that approval does not constitute an undertaking or inference that the thoroughfare is suitable or of a condition appropriate for the activities, and that the proponents are required to make their own judgments about such things.
- Whether or not the administration fee to consider the application, or the charge to erect, maintain, or remove barriers, signs and other equipment, as determined by Council in its fees and charges schedule (if any), are imposed on the proponent/s, will be at the discretion of the CEO pursuant to Delegation Number F14.

Record of Use:	Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 81 of Road Traffic Act 1974.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E07 Use of contractors

Function to be performed:	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
Delegated to:	Chief Executive Officer
On delegated to:	N/A

Conditions:	In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following: <ul style="list-style-type: none"> • It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council; • Appropriate funds are provided in the budget. • The engagement of private contractors shall only take place in accordance with the Shires Purchasing policy; • All contracts are to be formalised in writing.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.50 Local Government Act 1995
Council Policy:	F 3 Purchasing policy
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E08 Light vehicle replacement

Function to be performed:	To call tenders and/or quotations for the changeover of light vehicles and to purchase the appropriate light vehicle or to accept a tender for the light vehicle.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	This delegation shall only be exercised when: <ul style="list-style-type: none"> • provision of sufficient funds for the purpose has been made in the Shires budget. • in accordance with the Shires Purchasing policy
Record of Use:	Correspondence on File/ Tender Register. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995
Council Policy:	T.8 Plant replacement program F 3 Purchasing policy
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E09 Land for roads

Function to be performed:	1 To take appropriate action to acquire any privately owned land that is required for the realignment of road reserves to accommodate the implementation of Council's annual road works program or those planned in future programs. 2 Offer the landowners, as compensation, the valuation as determined by the Valuer General plus an amount of 10% where appropriate. 3 To negotiate arrangements with affected landowners whereby the Shire may carry out works to the value of any compensation payable.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Have due regard to the provisions made for the resumption of land in Shires budget.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.55 of Local Government Act 1995, Section 55 of Land Administration Act, Main Roads Act and Public Works Act.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E10 Street tree removal

Function to be performed:	To authorize the removal of any trees on any town site street or road reserve where the street or road is under the care, control and maintenance of the Shire.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	This delegation shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, structurally dangerous or is causing a traffic hazard by restricting the vision of motorists.

Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995.
Council Policy:	T.13 Trees & native vegetation
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E11 Road closures

Function to be performed:	<p>1 To initiate the process for the closure of any road in the district, by seeking comment from affected landowners, services authorities, etc. and advertising the proposal for public comment.</p> <p>2 When all responses are received and the advertising period has expires, submit details to the Council for formal consideration.</p>
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Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Notices and advertisements are to clearly demonstrate the Council is not committed to the closure proposal but is simply wanting comments to assist in determining whether to proceed further with the closure, or not.

Record of Use: Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation

Reference: Local Government Act 1995.

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

E12 Gates and other devices across thoroughfares

Function to be performed: To approve or deny applications for motor traffic passes, grids or gates across public thoroughfares where pastoral fence lines are proposed to intersect with such thoroughfares.

Delegated to: Chief Executive Officer

On delegated to:	Manager of Works & Services
Conditions:	Applications are to be in writing and in considering and deciding on such applications, have regard for any policy of Council in relation to these matters.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995.
	Council Policy: Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E13 Dangerous excavation in or near public thoroughfares

Function to be performed:	To take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation No. 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or upon land adjoining a public thoroughfare.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	Nil
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E14 Crossovers

Function to be performed:	To determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy. To give notice to an owner or occupier of private land requiring the person to construct or repair a crossing
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from a public thoroughfare to the land or a private thoroughfare serving the land.

If the person fails to comply with the notice, to construct or repair the crossing and recover 50% of the cost of doing so, as a debt due from the person.

Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	Nil
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	The Local Government (Uniform Local Provisions) Regulations 1996 contain provisions relating to the construction and maintenance of crossings, and, contributions to crossings. Section 5 (1) Road Traffic Act 1974.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E15 Public thoroughfares – fixing levels, alignments or drainage to adjoining land

Function to be performed:	To fix or alter the level of or the alignment of a public thoroughfare and drain water from a public thoroughfare or other public place onto adjoining land.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works & Services
Conditions:	To give the required notice as specified in Section 3.51 (1), (3) and (4) and consider any submissions received prior to undertaking the alteration or fixing of levels.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.51 of the Act and clause 5 of the Local Government (Functions and General) Regulations 1996.
Council Policy:	Nil
Date Adopted:	5 th December 2006

Date Amended: 21st May 2013

E16 Pipelines under thoroughfares

Function to be performed: To approve the construction of pipelines under thoroughfares under the care, control and management of the local government

Delegated to: Chief Executive Officer

On delegated to: Manager of Works & Services

Conditions: The delegation is subject to the following:

- Compliance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996
- The depth of any pipeline is to be no less than a level under the road of 450mm determined at the lowest table drain;
- Arrangements are to be made for the installation of the pipeline, which address matters such as the work arrangements, traffic control and public safety, insurance indemnity and proper reinstatement;
- A register of approvals to be maintained which includes a record of the currency of indemnity insurance; and
- The location of pipelines shall be marked by approved signs, installed and maintained by the pipeline owner whilst the pipeline remains under the roadway.

Record of Use: Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation

Council Policy: Nil

Reference: Local Government (Uniform Local Provisions) regulations 1996

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

E17 Drilling on roadsides

Function to be performed: To deal with any application to conduct drilling on roadsides which are under the care, control and management of the local government.

Delegated to: Chief Executive Officer

On delegated to: Manager of Works & Services

Conditions:	Nil
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Council Policy:	Nil
Reference:	Local Government (Uniform Local Provisions) Regulations 1996
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E18 Doing things on land that is not local government property

Function to be performed:	To make determinations about the need of matters contemplated by Schedule 3.2 (and other applicable requirements) in respect of the local government's functions and works, and where necessary to give effect to such determinations either by agreement with landowners where possible, or otherwise by utilising Delegation A12 to obtain access to land for that purpose.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Council Policy:	Nil
Reference:	Section 3.27 Local Government Act 1995
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

HEALTH

H01 Environmental health

Function to be performed:	In accordance with the provisions of Section 26 of the Health Act 1911 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions:
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1. Issue such Health Act notices and orders as appropriate;
2. Determine applications for license under the Health Act.

Delegated to:	Chief Executive Officer
On delegated to:	To any person appointed by the local authority to the position of Environmental Health Officer.
Conditions:	Subject to the provisions of the Health Act, Local Laws and Council Policies, the applicant being advised of objections and appeal rights as well as a detailed report to the monthly Council meeting
Record of use:	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Health Act 1911 (As Amended)
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

BUILDING

B01 Building permit

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in respect of: <ol style="list-style-type: none"> a. Approval or refusal of plans and specifications relating to applications for building licenses and the authority to issue or refuse a building permit, including the authority to impose conditions as appropriate. b. The authority to extend for a period of time for an applicant who has been issued a permit, to complete construction. c. The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.
Delegated to:	Chief Executive Officer
On delegated to:	The person holding the office of Building Surveyor.
Conditions:	1 Subject to the provisions of the Building Act 2011, Building Regulations 2012, relevant building codes,

local laws, Council's policies and specific resolutions of the Council.

2 Prior to issuing a building permit in respect of an application which involves the relocation of a non-transportable dwelling the application shall be submitted to the Council for determination.

3 Applicants being advised of appeal rights.

Record of use:	Licenses and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building Regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B02 Demolition permit

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to a demolition permit.
Delegated to:	Chief Executive Officer.
On delegated to:	The person holding the office of Building Surveyor.
Conditions:	Subject to the provisions of the Building Act 2011, Building Regulations 2012, relevant Local Laws, Council's Policies and specific Resolutions of Council.
Record of use:	Permits and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	17 th May 2012

B03 Occupancy permit

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to an occupancy permit.
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Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to the provisions of the Building Act 2011 and Building regulations 2012.
Record of use:	Permits issued and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B04 Building order - unlawful works

Function to be performed:	To issue a building order pursuant to Building Act 2011 and Building regulations 2012 to control unlawful works as considered necessary.
Delegated to:	Chief Executive Officer
On delegated to:	Nil
Conditions:	Subject to the provisions of the Building Act 2011 and Building Regulations 2012, Local Government Act 1995, Council's resolutions and policies.
Record of use:	Notices and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building Regulations 2012.
Council Policy:	N/A
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B05 Building order - removal of neglected and dilapidated buildings

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in
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relation to the removal of neglected and dilapidated buildings:

1. Where there is reason to suspect that a building within the district is in a dangerous state, to direct that the Building Surveyor or another competent person to carry out a survey of that building.
2. Where the Building Surveyor or another competent person certifies that a building is in a dangerous state, to serve written building order upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.
3. Where appropriate or otherwise necessary, to shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.

Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to the provisions of the Building Act 2011, Building regulations 2012, Local Government Act 1995, relevant Local Laws, Council's policies and specific resolutions of Council.
Record of use:	Building orders, notices and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B06 Strata titles

Function to be performed:	To issue the appropriate certificates in respect to buildings as may be show on a strata plan to be lodged for registration under the Act
Delegated to:	Chief Executive Officer.
On delegated to:	N/A
Conditions:	On the provision that the building shown on the strata plan are first inspected to ensure compliance with the town planning, health and other Council requirements and that the buildings are of sufficient standard and

suitable to be divided into lots pursuant to the Strata Titles Act.

Record of use:	Certificates and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Strata Titles Act 1985 Section 23
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B07 Building permit fees – refunds and exemptions

Function to be performed:	<ol style="list-style-type: none"> 1 To determine applications for the refund of building permit fees where a building project is abandoned after issue of the building license 2 To determine any applications from sporting, charitable and other community groups for exemption from payment of any building license fees.
Delegated to:	Chief Executive Officer.
On delegated to:	N/A
Conditions:	<p>This delegation applies only to that part of the building permit fee retained by Council and not to that part collected for other statutory purposes.</p> <p>Any refund shall not exceed 50% of the building permit fee paid and no refund is to be made when the building project is abandoned after the expiry of 12 months from the date of issue of the permit.</p>
Record of use:	Council records and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B08 Depositing materials on streets

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to depositing building materials on the verge of streets and ways where appropriate.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of use:	Building licenses issued and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TOWN PLANNING**TP01 Development applications - advertising**

Function to be performed:	To advertise development applications for public comment in addition to those involving an 'SA' use where such applications should have public comment prior to consideration by the Council, and to make available from Council's file's, information regarding the development application so as the public are in a position to make a proper assessment.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.
Record of use:	Development and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Shire of Dundas Town Planning Scheme No 2.

Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP02 Development applications

Function to be performed:	<p>1 To approve development applications where proposals comply with the Town Planning and Development Act, Council Planning Scheme, Policies, Codes and all other statutory provisions except where:</p> <ul style="list-style-type: none"> • An advertised development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent; • The proposed development, although not advertised, is considered to be of contentious nature; • Matters requiring concurrence of the Minister for Planning or any other Statutory Authorities. <p>2 To approve development application, where such applications vary only to a minor extent from Council's Planning Scheme, Policies or Codes;</p>
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Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.
Subject to consultation with appropriate managerial and technical staff.
All applications to be recommended for refusal are to be determined by Council

Record of use: Development applications and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Shire of Dundas Town Planning Scheme No 2
Town Planning and Development Act

Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP03 Development applications – extension of time

Function to be performed:	To approve application for a reasonable extension of time in respect to development applications previously approved by Council or approved under delegated authority.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.
Record of use:	Development application and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Shire of Dundas Town Planning Scheme No 2.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP04 Legal Proceedings – town planning

Function to be performed:	<ol style="list-style-type: none"> 1 Instigate prosecution proceedings in a court of competent jurisdiction. 2 Represent Council where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Town Planning and Development Act and the implementation of Council's Town Planning Scheme. 3 Seek legal advice if considered necessary.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil.
Record of use:	Development application and correspondence issued, and legal advice presented to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Shire of Dundas Town Planning Scheme No 2.
Council Policy:	Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

TP05 Discretion to modify standards – town planning

Function to be performed: To modify the development standards of the planning scheme as allowed for under the provisions of Clause 5.5 of the Scheme Text

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Provided such modifications are not considered of a controversial nature and sound justification exists for the use of discretion.

Record of use: Development application and correspondence issued, and legal advice presented to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Shire of Dundas Town Planning Scheme No 2.

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

BUSHFIRE CONTROL

BF01 Firebreak order - variation

Function to be performed: (1) To approve or refuse application to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land.
(2) Where a landowner or occupier has failed to comply with the requirements imposed by the local government to make and maintain fire breaks, or any approval obtained under part (1) of this delegation, to invoke the powers enabled by section 33 (4), (5) & (8) of the Bush Fires Act 1954.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Nil.

Record of use:	Copies of correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Bushfires Act 1954
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

BF02 Burning - prohibited and restricted times - variations

Function to be performed:	To varying the prohibited burning times and restricted burning times.
Delegated to:	Chief Executive Officer and Shire President
On delegated to:	N/A
Conditions:	<p>1 The Shire President and the Chief Executive Officer as the Chief Bushfire Control Officer be delegated jointly the local government's powers and duties under Section 17(7) and (8) and Section 18(5) of the Bush Fires Act; and</p> <p>2 Provided that the Officer in Charge of the Department of Environment and Conservation is consulted before the authority under this delegation is exercised</p>
Record of use:	Copies of correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Bush Fires Act 1954
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

REGISTER OF DELEGATIONS**To: Audit Committee****Membership** As determined by the Councils resolution.**Role:** To fulfill Council's statutory requirements pursuant to the Local Government (Audit) Regulations.**Delegated Duties and Responsibilities**

The following duties and responsibilities are delegated to the Audit Committee by the Council at the Ordinary Meeting of the Council held on the 21st October 2014:-

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.
2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Develop and recommend to the Council a written format for the proposal to tender for the Shires audit. The proposal is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid; and
 - the method of communication to be used between the auditor and the Shire.
4. Recommend to the Council the person or persons to be appointed as auditor.
5. Liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
6. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure that appropriate action is taken in respect of those matters.
7. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
8. Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires "Internal Audit and Risk Management Policy".
9. Oversee the Shires Risk Management Plan and
 - support the implementation of the risk management and culture development program throughout the Shire;
 - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
 - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
 - establish the risk management plan which is aligned with the strategic planning process; and
 - actively promote risk management throughout the Shire.
10. To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Date Amended:21st October 2014

To: Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Dundas on 20th May 2014 resolved, by absolute majority, to delegate the following duties and powers to you:

FINANCE

- F01 Payments from trust and municipal funds
- F02 Investments
- F03 Hire fees & charges – recreation centre
- F04 Donations
- F05 Budget implementation
- F06 Conferences, seminars, training – expenses of Councilors and Staff
- F07 Expenditure prior to adoption of budget
- F08 Insurance
- F09 Rate records and recovery of rates and service charges
- F10 Insurance – public liability claims
- F11 Surplus equipment, materials and tools
- F12 Trust fund
- F13 Loan raising and borrowing on credit
- F14 Purchase order authorisation

ADMINISTRATION

- A01 Use of Shire vehicle
- A02 Staff housing
- A03 Staff relocation expenses
- A04 Salaries
- A05 Liquor – sale and consumption at recreation centre
- A06 Impounding goods – authorised employee
- A07 Award - industrial matters
- A08 Contract variations
- A09 Legal advice
- A10 Native title
- A11 Telephone – Employees private use & Shire business
- A12 Enforcements and legal proceedings
- A13 Delegation of power
- A14 Executive functions
- A15 Council members – register of delegations to committees
- A16 Certain things to be done in respect of land
- A17 Tenders
- A18 Power of entry
- A19 Copies of information

ENGINEERING

- E01 Temporary rural road closures
- E02 Powers of entry onto land
- E03 Road trains and extra mass permits
- E04 Traffic control signals and road regulatory signs
- E05 Temporary closure of thoroughfares to vehicles
- E06 Events on roads
- E07 Use of contractors
- E08 Light vehicle replacement
- E09 Land for roads

- E10 Street tree removal
- E11 Road closures
- E12 Gates and other devices across thoroughfares
- E13 Dangerous excavation in or near public thoroughfares
- E14 Crossovers
- E15 Public thoroughfares – fixing levels alignments or drainage to adjoining land
- E16 Pipelines under thoroughfares
- E17 Drilling on roadsides
- E18 Doing things on land that is not local government property

HEALTH

- H01 Environmental health

BUILDING

- B01 Building permit
- B02 Demolition permit
- B03 Occupancy permit
- B04 Building order – unlawful works
- B05 Building order - removal of neglected and dilapidated buildings
- B06 Strata titles
- B07 Building permit fees – refunds and exemptions
- B08 Depositing materials on streets

TOWN PLANNING

- TP01 Development applications – advertising
- TP02 Development applications
- TP03 Development applications – extension of time
- TP04 Legal proceedings – town planning
- TP05 Discretion to modify standards

BUSHFIRE CONTROL

- BF01 Firebreak order – variation
- BF02 Burning – prohibited and restricted times – variation

.....
Shire President

To: Deputy Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

- F01 Payments from trust and municipal funds
- F02 Investments
- F12 Trust fund
- F13 Loan raising and borrowing on credit
- F14 Purchase order authorisation

ADMINISTRATION

- A01 Use of Shire vehicle
- A10 Native title
- A11 Telephones - Employees private use & Shire business
- A13 Delegation of power
- A19 Copies of information

.....
Chief Executive Officer

To: Manager of Works & Services

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

ADMINISTRATION

14 Executive functions

18 Power of entry

ENGINEERING

E01 Temporary rural road closures

E02 Powers of entry onto land

E12 Gates and other devices across thoroughfares

E13 Dangerous excavation in or near public thoroughfares

E14 Crossovers

E15 Public thoroughfares – fixing levels, alignments, or drainage to adjoining land

E16 Pipelines under thoroughfares

E17 Drilling on roadsides

.....
Chief Executive Officer

To: Project Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

ADMINISTRATION

A18 Power of entry

.....
Chief Executive Officer

To: Senior Administration Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

.....
Chief Executive Officer



10.4.4

Differential Rate Model 2015/16 Budget

SHIRE OF DUNDAS
RATING INFORMATION
SUMMARY OF OPTIONS

NOTE: CPI at 31.03.2015 was 2.9%

DIFFERENTIAL GENERAL RATES	Movements in Valuations	Rates in \$ Rate Income 3.50%		Rates in \$ Rate Income 3.00%		Rates in \$ Rate Income 2.50%	
GRV - TOWNSITE	10,248	3.50%	3.86%	3.00%	3.36%	2.50%	2.85%
GRV - Roadhouse/Service Station	0	3.50%	3.50%	3.00%	3.00%	2.50%	2.50%
GRV - mining	0	3.50%	3.50%	3.00%	3.00%	2.50%	2.50%
UV - Pastoral	-13,785	3.50%	1.86%	3.00%	1.37%	2.50%	0.88%
UV - Mining Leases	501,575	3.50%	13.29%	3.00%	12.74%	2.50%	12.19%
UV Exploration Leases	-39,817	3.50%	-2.37%	3.00%	-2.84%	2.50%	-3.32%
UV - Prospecting Leases	-16,183	3.50%	-26.98%	3.00%	-27.33%	2.50%	-27.69%

MINIMUMS	Movement in number of properties	Rates in \$ Rate Income		Rates in \$ Rate Income		Rates in \$ Rate Income	
GRV - TOWNSITE	-7	3.38%	28.73%	3.08%	28.35%	2.46%	27.58%
UV - Pastoral	0	3.38%	3.38%	3.08%	3.08%	2.46%	2.46%
UV - Mining Leases	1	3.38%	5.45%	3.08%	5.14%	2.46%	4.51%
UV Exploration Leases	2	0.90%	3.38%	0.60%	3.08%	0.00%	2.46%
UV - Prospecting Leases	-29	3.33%	-25.42%	2.96%	-25.69%	2.22%	-26.22%

RATES GENERATED	2,034,429	2,024,792	2,014,815
ACTUAL 2014/15	1,931,485	1,931,485	1,931,485
INCREASE	102,944	93,307	83,330

SHIRE OF DUNDAS		RATING INFORMATION										Increase in Rate in Income
5.50%												
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	Annual Rate Income					Movement in Rate in \$	
						2012/13	2013/14	2014/15	2014/15	2015/16		
						2013/14	2014/15	2014/15	2015/16	2015/16		
							Budget Based on values at 30.04.14	Actual at 30.04.15	Budget Based on values at 30.04.15			
	12	2013/14 315.00	74	78,277	23,310	23,310						
		2014/15 325.00	56	78,277	18,200		18,200					
	ACTUAL	2014/15 333.00	58		18,850			18,850				
		2015/16 336.00	58	60,972	19,488				19,488		0.90%	3.38%
07	UV - Prospecting Leases	2012/13 240.00	143	159,510	34,320	34,320						
	14	2013/14 245.00	127	130,304	31,115	31,115						
		2014/15 270.00	112	130,304	30,240		30,240					
	ACTUAL	2014/15 270.00	147		31,050			31,050				
		2015/16 279.00	83	87,724	23,157				23,157		3.33%	-25.42%
						114,535	113,330	105,425	109,845		4,420	4.19%
						1,876,453	1,936,573	1,931,485	2,034,429		102,944	5.33%

SHIRE OF DUNDAS		RATING INFORMATION												Increase in Rate in Income
3.00%														
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	2012 /13	Annual Rate Income			2015 / 16 Budget. Based on values at 30.04.15	Movement in Rate in \$			
							2013 / 14	2014 / 15	2014 / 15 Actual at 30.04.15					
01	GRV - Townsite 1	2012/13	546	4,045,954	484,547	484,547								
		2013/14	546	4,040,858	498,456	498,456					3.00%			2.87%
		2014/15	530	3,257,660	482,212		482,215				20.00%			-3.26%
		2014/15	534	3,269,780	484,006			482,067			0.00%			-0.03%
		2015/16	534	3,267,908	498,242				498,242		3.00%			3.36%
02	GRV - Roadhouses / service Stations 3	2012/13	9	876,720	145,296	145,296								
		2013/14	9	876,720	149,655	149,655					3.00%			3.00%
		2014/15	9	937,860	164,094		164,094				2.50%			9.65%
		2014/15	9	937,860	164,093			164,093			0.00%			0.00%
		2015/15	9	937,860	169,016				169,016		3.00%			3.00%
03	GRV - Mining 5	2012/13	2	1,265,520	250,607	250,607								
		2013/14	2	1,265,520	258,126	258,126					3.00%			3.00%
		2014/15	2	595,376	130,545		130,545				7.50%			-49.43%
		2014/15	2	595,376	133,156			130,546			0.00%			0.00%
		2015/16	2	595,376	134,462				134,462		3.00%			3.00%
04	UV - Pastoral 7	2012/13	15	872,643	31,262	31,262								
		2013/14	15	872,574	32,197	32,197					3.00%			2.99%
		2014/15	15	872,574	33,002		33,002				2.50%			2.50%
		2014/15	15	872,574	33,002			33,002			0.00%			0.00%
		2015/16	15	858,789	33,455				33,455		3.00%			1.37%
05	UV - Mining Leases 9	2012/13	127	5,070,034	592,707	592,707								
		2013/14	127	5,082,533	611,993	611,993					3.00%			3.25%
		2014/15	127	5,264,839	681,490		681,490				7.50%			11.36%
		2014/15	128	5,268,182	681,924			681,924			0.00%			0.06%
		2015/16	128	5,766,414	768,807				768,807		3.00%			12.74%
06	UV - Exploration Leases 11	2012/13	141	1,846,874	215,907	215,907								
		2013/14	136	1,894,523	228,121	228,121					3.00%			5.66%

SHIRE OF DUNDAS		RATING INFORMATION										Increase in Rate in Income
3.00%												
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	2012/13	2013/14	2014/15	2014/15	2015/16	Movement in Rate in \$	
								Budget. Based on values at 30.04.14	Actual at 30.04.15	Budget. Based on values at 30.04.15		
		2014/15	136	2,071,885	268,189			268,189			7.50%	17.56%
	ACTUAL	2014/15	128	2,161,740	278,858				278,858		0.00%	3.98%
		2015/16	128	2,032,068	270,925					270,925	3.00%	-2.84%
07	UV - Prospecting Leases	2012/13	147	311,307	41,592	41,592						
	13	2013/14	142	290,898	44,695	44,695					15.00%	7.46%
		2014/15	142	253,544	41,877		41,877				7.50%	-6.30%
	ACTUAL	2014/15	148	329,847	55,570				55,570		0.00%	32.70%
		2015/16	147	237,361	40,381					40,381	3.00%	-27.33%
						1,761,918	1,823,243	1,801,412	1,826,060	1,915,288	89,228	4.89%
TYPE	Minimum Rates											
01	GRV Townsites	2012/13	125	76,741	38,125	38,125						
		2013/14	134	80,186	42,210		42,210					
		2014/15	150	80,186	48,750			48,750				
	ACTUAL	2014/15	145		37,325				37,325			
		2015/16	143	65,335	47,905					47,905	3.08%	28.35%
04	UV - Pastoral	2012/13	6	20,526	1,830	1,830						
		2013/14	6	24,026	1,890		1,890					
		2014/15	6	24,026	1,950			1,950				
	ACTUAL	2014/15	6	33,001	1,950				1,950			
		2015/16	6	26,626	2,010					2,010	3.08%	3.08%
05	UV - Mining Leases	2012/13	46	43,719	14,030	14,030						
		2013/14	47	44,932	14,805		14,805					
		2014/15	50	44,932	16,250			16,250				
	ACTUAL	2014/15	50		16,250				16,250			
		2015/16	51	46,704	17,085					17,085	3.08%	5.14%
06	UV - Exploration Leases	2012/13	86	93,987	26,230	26,230						

SHIRE OF DUNDAS		RATING INFORMATION										Increase in Rate in Income
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	Annual Rate Income					Movement in Rate in \$	
						2012 /13	2013 / 14	2014 / 15	2014/15	2015 / 16		
						Budget. Based on values at 30.04.14	Actual at 30.04.15	Budget. Based on values at 30.04.15				
	12	315.00	74	78,277	23,310	23,310						
		325.00	56	78,277	18,200	18,200						
	ACTUAL	333.00	58	18,850	18,850		18,850					
		335.00	58	60,972	19,430			19,430		0.60%	3.08%	
07	UV - Prospecting Leases	240.00	143	159,510	34,320	34,320						
	14	245.00	127	130,304	31,115	31,115						
		270.00	112	130,304	30,240	30,240						
	ACTUAL	270.00	147	31,050	31,050		31,050					
		278.00	83	87,724	23,074			23,074		2.96%	-25.69%	
						114,535	113,330	115,390	105,425	109,504	4,079	3.87%
						1,876,453	1,936,573	1,916,802	1,931,485	2,024,792	93,307	4.83%

SHIRE OF DUNDAS		RATING INFORMATION										Increase in Rate in Income	
2.50%													
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	2012 /13	2013 / 14	2014 / 15	2014 /15	2015 / 16	Movement in Rate in \$	Increase in Rate in Income	
								Budget. Based on values at 30.04.14	Actual at 30.04.15	Budget. Based on values at 30.04.15			
01	GRV - Townsite	2012/13	546	4,045,954	484,547	484,547	498,456				3.00%	2.87%	
		2013/14	546	4,040,858	498,456						20.00%	-3.26%	
		2014/15	530	3,257,660	482,212		482,215				0.00%	-0.03%	
	ACTUAL	2014/15	534	3,269,780	484,006				482,067		2.50%	2.85%	
		2015/16	534	3,267,908	495,823					495,823			
02	GRV - Roadhouses / service Stations	2012/13	9	876,720	145,296	145,296							
		2013/14	9	876,720	149,655		149,655				3.00%	3.00%	
		2014/15	9	937,860	164,094		164,094				2.50%	9.65%	
	ACTUAL	2014/15	9	937,860	164,093				164,093		0.00%	0.00%	
		2015/15		937,860	168,196					168,196	2.50%	2.50%	
03	GRV - Mining	2012/13	2	1,265,520	250,607	250,607							
		2013/14	2	1,265,520	258,126		258,126				3.00%	3.00%	
		2014/15	2	595,376	130,545			130,545			7.50%	-49.43%	
	ACTUAL	2014/15	2	595,376	133,156				130,546		0.00%	0.00%	
		2015/16		595,376	133,810					133,810	2.50%	2.50%	
04	UV - Pastoral	2012/13	15	872,643	31,262	31,262							
		2013/14	15	872,574	32,197		32,197				3.00%	2.99%	
		2014/15	15	872,574	33,002			33,002			2.50%	2.50%	
	ACTUAL	2014/15	15	872,574	33,002				33,002		0.00%	0.00%	
		2015/16	15	858,789	33,293					33,293	2.50%	0.88%	
05	UV - Mining Leases	2012/13	127	5,070,034	592,707	592,707							
		2013/14	127	5,082,533	611,993		611,993				3.00%	3.25%	
		2014/15	127	5,264,839	681,490			681,490			7.50%	11.36%	
	ACTUAL	2014/15	128	5,268,182	681,924				681,924		0.00%	0.06%	
		2015/16	128	5,766,414	765,076					765,076	2.50%	12.19%	
06	UV - Exploration Leases	2012/13	141	1,846,874	215,907	215,907							
		2013/14	136	1,894,523	228,121		228,121				3.00%	5.66%	

SHIRE OF DUNDAS		RATING INFORMATION										Increase in Rate in Income
2.50%												
TYPE	Differential General rates	Rate in \$	Number of Properties	Rateable Value	Budget Rate revenue	Annual Rate Income					Movement in Rate in \$	
						2012 /13	2013 / 14	2014 / 15	2014/15	2015 / 16		
						Budget. Based on values at 30.04.14	Actual at 30.04.15	Budget. Based on values at 30.04.15				
	12	315.00	74	78,277	23,310							
		325.00	56	78,277	18,200	18,200						
	ACTUAL	333.00	58	18,850	18,850		18,850					
		333.00	58	60,972	19,314			19,314		0.00%	2.46%	
07	UV - Prospecting Leases	240.00	143	159,510	34,320	34,320						
	14	245.00	127	130,304	31,115	31,115						
		270.00	112	130,304	30,240	30,240						
	ACTUAL	270.00	147	31,050	31,050		31,050					
		276.00	83	87,724	22,908			22,908		2.22%	-26.22%	
					114,535	113,330	105,425	108,822		3,397	3.22%	
					1,876,453	1,936,573	1,916,802	2,014,815		83,330	4.31%	



10.4.5

Review of Schedule of Fees & Charges
2014/2015

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The following Fees & Charges are proposed by program for inclusion in the Budget as summarised in note 11.
Please note that GST is shown separately. Where no GST is shown, the item is exempt due to provisions of the GST Legislation or due to it being listed on the Division 81 exemptions

SCHEDULE 3 - GENERAL PURPOSE FUNDING

Rate Revenue	2014 / 2015		Proposed Fee Change			
	Fee	GST	Total	GST	Difference	% Increase
Rate Property Account Enquiries (GL 101310)						
Property Sale Advice (Orders & Requisitions)	60.00	NA	60.00	-	-	-
SCHEDULE 4 - GOVERNANCE						
Members of Council						
Hire of Community Meeting Room (GL 103430)						
Not for Profit Community/Sports Group/Individual	Per Function	23.64	23.64	2.36	26.00	
For Profit/Commercial Group	Per Function	168.18	168.18	16.82	185.00	
Outgoing phone call	Per Call	10.00	10.00	1.00	11.00	100%
Cost of call	Per Cost	TBA	TBA	TBA	TBA	
Hire of Presidents Office						
Hire of Presidents Office	Per Function	20.00	20.00	2.00	22.00	
Compulsory Cleaning & Damage Refundable Deposit for all Council Venues \$300.00						
Sale of Council Publications (GL 103230)						
Council Consolidated Electoral Roll		10.00	10.00	0.00	10.00	
Council Budget		5.45	5.45	0.55	6.00	
Council Annual Financial Statement		5.45	5.45	0.55	6.00	
Council Minutes		5.45	5.45	0.55	6.00	
Council Agenda		5.45	5.45	0.55	6.00	
Council Policy Manual		5.45	5.45	0.55	6.00	
Delegations Register		5.45	5.45	0.55	6.00	
Council Local Laws		10.91	10.91	1.09	12.00	
Council Rate Book		27.27	27.27	2.73	30.00	
Owner/Occupiers Role		9.09	9.09	0.91	10.00	

The above documents are available for public inspection at the Council Office free of charge. Copies of these

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documents can also be obtained as per the schedule of fees & charges.

Administration**Clock Advertising**

	Fee	GST	Total
Business/Commercial Group	10.00	1.00	11.00
Not for Profit/Community Group	FREE	FREE	FREE

14 Day advertising maximum per event

Administration**Photocopying (GL 104230)**

	Fee	GST	Total
A4 Black & White (Single)	0.50	0.05	0.55
A4 Black & White (Double)	1.00	0.10	1.10
A4 Colour (Single)	1.00	0.10	1.10
A4 Colour (Double)	2.00	0.20	2.20

Photocopying (GL 104230)

	Fee	GST	Total
A3 Black & White (Single)	0.64	0.06	0.70
A3 Black & White (Double)	1.27	0.13	1.40
A3 Colour (Single)	1.18	0.12	1.30
A3 Colour (Double)	2.36	0.24	2.60

Facsimile (GL 104230)

	Fee	GST	Total
A4 Black & White (Up to ten pages)	2.09	0.21	2.30
A4 Black & White (each page thereafter)	0.14	0.01	0.15

Scanning to Email (GL 104230)

	Fee	GST	Total
A4 Black & White (Single)	1.00	0.15	1.15
A4 Black & White (Double)	1.55	0.15	1.70
A4 Colour (Single)	2.05	0.20	2.25
A4 Colour (Double)	2.55	0.25	2.80
A3 Black & White (Single)	1.27	2.08	3.35
A3 Black & White (Double)	2.00	1.90	3.90
A3 Colour (Single)	2.00	2.45	4.45
A3 Colour (Double)	4.00	1.00	5.00

Sale of Local Authority Special Licence Plates (GL 104830)

	Fee	GST	Total
Dundas Shire Plates - Licence Plate Fee**	**	**	**
Dundas Shire Plates - Commission	55.00	5.50	60.50

	10.00	-	-	11.00	11.00	100%
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	1.00	-	-	1.00	11.00	100%
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	1.00	0.10	0.10	1.10	0.40	36%
	2.00	0.20	0.20	2.20	0.80	37%
	4.00	0.40	0.40	4.40	3.10	74%
	6.00	0.60	0.60	6.60	4.00	61%
	-	-	-	-	-	-
	5.00	0.50	0.50	5.50	3.20	58%
	1.00	0.10	0.10	1.10	0.95	86%
	-	-	-	-	-	-
	3.00	0.30	0.30	3.30	2.15	65%
	3.50	0.35	0.35	3.85	2.15	56%
	3.50	0.35	0.35	3.85	1.60	42%
	5.00	0.50	0.50	5.50	2.70	49%
	4.00	0.40	0.40	4.40	1.05	24%
	6.00	0.60	0.60	6.60	2.70	41%
	5.00	0.50	0.50	5.50	1.05	19%
	7.50	0.75	0.75	8.25	3.25	39%
	-	-	-	-	-	-
	60.50	6.05	6.05	66.55	6.05	9%

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Subject to price as advised by the Department for Transport

Administration

Freedom of Information (GL 103730)

Type of Fees

Application Fees under Section 1 (e) of the Act

Type of Charge

Time taken by Staff dealing with the Application

Access Time Supervised by Staff

Photocopying - Staff Time

Photocopying

Time taken by Staff Transcribing Information

Duplicating a Tape, Film or Computer Information

Delivery, Packaging and Postage

Library Services

Lost Library Book Fee

Administration Fee for Lost Library Books

Bottle Digging (GL 103730)

License Fee

SCHEDULE 5 - LAW, ORDER & PUBLIC SAFETY

Animal Control

One Year Registrations (GL 108530)

***Dog & Cat

***Working Dog (Cattle/Sheep Dog) - ¼ fee

***Pensioner Dog & Cat - ½ fee

Three Year Registrations (GL 108530)

***Dog & Cat

***Working Dog (Cattle/Sheep Dog) - ¼ fee

	Fee	GST	Total
30.00	0.00	30.00	
30.00	0.00	30.00	
30.00	0.00	30.00	
30.00	0.00	30.00	
0.20	0.00	0.20	
30.00	0.00	30.00	
Actual Cost			
Actual Cost			
10.00	1.00	11.00	
5.00	0.50	5.50	
10.00	1.00	11.00	
50.00	NA	50.00	
20.00	NA	20.00	
12.50	NA	12.50	
5.00	NA	5.00	
25.00	NA	25.00	
10.00	NA	10.00	
120.00	NA	120.00	
42.50	NA	42.50	
30.00	NA	30.00	
15.00	1.50	16.50	
5.50		5.50	
		33%	

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***Pensioner Dog & Cat - 1/2 fee	Sterilised*	10.63	NA	10.63				
	Unsterilised	60.00	NA	60.00				
	Sterilised*	21.25	NA	21.25				
Life Time Registrations (GL 108530)		Fee	GST	Total				
***Dog & Cat	Unsterilised	250.00	NA	250.00				
	Sterilised*	100.00	NA	100.00				
***Working Dog (Cattle/Sheep Dog) - 1/4 fee	Unsterilised	62.50	NA	62.50				
	Sterilised*	25.00	NA	25.00				
***Pensioner Dog & Cat - 1/2 fee	Unsterilised	125.00	NA	125.00				
	Sterilised*	50.00	NA	50.00				
Registration fees are set by the Department of Local Government								
Other (GL 108530)		Fee	GST	Total				
Replacement Registration Tag	Per Tag	2.73	0.27	3.00				
Destruction of feral cat	Per Cat	20.00	2.00	22.00	20.00	2.00	22.00	100%
**Cat Trap Hire Fee	First 7 Days	Free	N/A	0.00				
**Cat Trap Hire Fee	After 7 Days (Per Day)	5.00	0.50	5.50				
Dangerous Dog Supplies								
Collars	Actual cost from Supplier							
Muzzles	Actual cost from Supplier							
Signs	Actual cost from Supplier							
Subject to Half Price as from the 1st May Each Year								
Compulsory Refundable Trap Deposit \$50.00								
* Proof of Sterilisation is required**								
Registration Costs are set by legislation								
Dog Pound (GL 108330 & 108430)		Fee	GST	Total				
Seizure & Impounding of Dog	Per Dog	65.00	N/A	65.00	75.00	0.75	75.75	13%
Maintenance - Per Week Day	Per Dog	6.82	0.68	7.50	7.50	0.75	8.25	9%
Maintenance - Per Weekend Day	Per Dog	10.00	1.00	11.00	11.00	1.10	12.10	9%
Return of Impounded Dog outside of office hours	Per Dog	50.00	5.00	55.00	75.00	7.50	82.50	33%
Seizure & Returning of Dog without Impounding	Per Dog	20.00	2.00	22.00	30.00	3.00	33.00	33%
Destruction of Dog	Per Dog	31.82	3.18	35.00	40.00	4.00	44.00	20%
Surrender of Dog	Per Dog	30.00	3.00	33.00	30.00	3.00	33.00	100%

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Adoption of an Impounded Dog**	Per Dog	Free	Free	Free
**Normal Registration Fees will apply. **				
SCHEDULE 7 - HEALTH				
Health Inspections & Administration (GL 115430)				
Eating House Registration Fees				
Registration of an Eating House: Takeaway or sit down < 4 tables		210.00	0.00	210.00
Registration of an Eating House: Takeaway or sit down > 4 tables		260.00	0.00	260.00
Itinerant Vendors/Traders				
License valid for 1 week or less	Per Licence	21.82	2.18	24.00
License valid for up to 1 month	Per Licence	54.55	5.45	60.00
License valid for 1 year	Per Licence	490.91	49.09	540.00
Application Fee - Payable on each Application	Per Application	32.73	3.27	36.00
SCHEDULE 9 - HOUSING				
Other Housing (GL 125330)				
Aged Person Units				
Pensioners Unit (Single Occupancy)	Per Week	57.45	NA	57.45
Pensioners Unit (Double Occupancy)	Per Week	85.87	NA	85.87
SCHEDULE 10 - COMMUNITY AMENITIES				
Sanitation (GL 126330)				
Domestic Refuse Service - One Service Per Week				
120 Litre MGB per Residential Property	Per Bin/Per Annum	165.00	NA	165.00
240 Litre MGB per Residential Property	Per Bin/Per Annum	165.00	NA	165.00
360 Litre MGB per Residential Property	Per Bin/Per Annum	247.00	NA	247.00
120 Litre MGB per Residential Property-Concession Holde	Per Bin/Per Annum	125.00	NA	125.00
240 Litre MGB per Residential Property-Concession Holde	Per Bin/Per Annum	125.00	NA	125.00
360 Litre MGB per Residential Property-Concession Holde	Per Bin/Per Annum	207.00	NA	207.00
** Refuse Service is on a Monday & Friday except for Public Holidays & Rostered Day Off**				
Commercial Refuse Service - Two Services Per Week				
120 Litre MGB per Commercial Property	Per Bin/Per Annum	206.00	NA	206.00
64.50		64.50		64.50
11.39		97.26		97.26
170.00		170.00		170.00
170.00		170.00		170.00
130.00		130.00		130.00
130.00		130.00		130.00
215.00		215.00		215.00
7.05		7.05		7.05
11.39		11.39		11.39
5.00		5.00		5.00
5.00		5.00		5.00
5.00		5.00		5.00
5.00		5.00		5.00
8.00		8.00		8.00
9.00		9.00		9.00
11%				11%
12%				12%
3%				3%
3%				3%
4%				4%
4%				4%
4%				4%
4%				4%

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	Per Bin/Per Annum	206.00	NA	206.00		215.00		215.00		4%
	Per Bin/Per Annum	309.00	NA	309.00		325.00		325.00		5%
** Refuse Service is on a Monday & Friday except for Public Holidays & Rostered Day Off**										
Light Industrial Refuse Service - One Service Per Week										
120 Litre MGB per Light Industrial Property	Per Bin/Per Annum	165.00	NA	165.00		170.00		170.00		3%
240 Litre MGB per Light Industrial Property	Per Bin/Per Annum	165.00	NA	165.00		170.00		170.00		3%
360 Litre MGB per Light Industrial Property	Per Bin/Per Annum	247.00	NA	247.00		260.00		260.00		5%
** Refuse Service is on a Monday & Friday except for Public Holidays & Rostered Day Off**										
Bulk Refuse Disposal at Refuse Sites (GL 126430)										
Domestic Refuse	Per m3	5.00	0.50	5.50		-		-		
Domestic Refuse small amounts	less than 0.1 m3	Free	Free	Free		-		-		
Commercial Refuse	Per m3	10.00	1.00	11.00		-		-		
Building Waste	Per m3	10.00	1.00	11.00		-		-		
Industrial Refuse	Per m3	10.00	1.00	11.00		-		-		
Mining Refuse	Per m3	15.00	1.50	16.50		-		-		
Liquid Waste	Per 1000 litres	15.32	1.53	16.85		-		-		
****Asbestos Waste****	Per m3	15.00	1.50	16.50		-		-		
240L Bin Hire	Per Bin / Week	0.00	0.00	0.00		-		-		
Dump Point (non members of Caravan & Motorhomes Assoc)	Each	2.73	0.27	3.00		-		-		
Sewerage Charges	Per Annum	530.00	N/A	530.00		560.00		560.00		5%
Green Waste only	Per m3	Free	Free	Free		-		-		
Tyre Collection	Per car tyre	5.00	0.50	5.50		-		-		
Tyre Collection with Rim	Per car tyre	10.00	1.00	11.00		-		-		
Tyre Collection	Per 4x4 tyre	10.00	1.00	11.00		-		-		
Tyre Collection with Rim	Per 4x4 tyre	15.00	1.50	16.50		-		-		
Tyre Collection	Per truck tyre	20.00	2.00	22.00		-		-		
Tyre Collection with rim	Per truck tyre	30.00	2.00	32.00		-		-		
Tyre Collection	Tyres not inc. above		POA			-		-		
** Prior to Disposal Special Permission must be obtained for Tyres and Asbestos Materials**										
*** Disposal of tyres is based on cost to recycle plus 20% (administrative costs)***										
****Additional cost for the use of the Shire loader for disposal at Plant Hire Rates										
Sewerage (GL 128730)										
On site effluent disposal applications	Per Application	**	**	**		-		-		

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Fees set by Health Department of WA

SCHEDULE 10 - COMMUNITY AMENITIES (cont'd)**Town Planning & Regional Development (GL 128930)**

Town Planning Zoning Enquires (Written Information Requested)

Change of Land Use

Dwelling & Domestic Sheds requiring planning consent

Home Occupations

Reduced building line applications

Building Extensions

New Building & Strata Title Applications

Planning Application Requiring Advertising

Rezoning/Text Amendment Applications

Copy of Planning Scheme Text

	Fee	GST	Total
Town Planning Zoning Enquires (Written Information Requested)	10.00	NA	10.00
Change of Land Use	20.00	NA	20.00
Dwelling & Domestic Sheds requiring planning consent	20.00	NA	20.00
Home Occupations	20.00	NA	20.00
Reduced building line applications	20.00	NA	20.00
Building Extensions	30.00	NA	30.00
New Building & Strata Title Applications	100.00	NA	100.00
Planning Application Requiring Advertising	120.00	NA	120.00
Rezoning/Text Amendment Applications	400.00	NA	400.00
Copy of Planning Scheme Text	50.00	NA	50.00

SCHEDULE 10 - OTHER COMMUNITY AMENITIES**Cemetery Operations (GL 123630)****Cemetery Burial Fee**

Ordinary Land

	Fee	GST	Total
Ordinary Land	50.00	NA	50.00

Cemetery Grant of Right of Burial (25 years)

Ordinary Land

Single Wall Niche

Double Wall Niche

	Fee	GST	Total
Ordinary Land	400.00	NA	400.00
Single Wall Niche	100.00	NA	100.00
Double Wall Niche	100.00	NA	100.00

Cemetery Niche Wall

Interment of Ashes in the Niche Wall

Interment of Ashes on existing Grave Plot

Single (Including Plaque)

Double (First Placement Including Plaque)

Double (Second Placement Including Plaque)

	Fee	GST	Total
Interment of Ashes in the Niche Wall	150.00	NA	150.00
Interment of Ashes on existing Grave Plot	50.00	NA	50.00
Single (Including Plaque)	280.00	NA	280.00
Double (First Placement Including Plaque)	420.00	NA	420.00
Double (Second Placement Including Plaque)	140.00	NA	140.00

Cemetery Miscellaneous Fees and Charges

Funeral Director's License Fee (Per Annum)

Copy of Grant or Right of Burial

Transfer of Grant or Right of Burial

	Fee	GST	Total
Funeral Director's License Fee (Per Annum)	50.00	NA	50.00
Copy of Grant or Right of Burial	40.00	NA	40.00
Transfer of Grant or Right of Burial	40.00	NA	40.00

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Permit to Erect a Headstone, Monument or Rail	100.00	NA	100.00
Single Funeral Permit	50.00	NA	50.00
Hire of the Community Bus	Fee	GST	Total
Shire of Dundas	181.82	18.18	200.00
Not for Profit Community/Sports Group/Individual	Per Day Fee	9.09	100.00
For Profit or Commercial Group	Per KM Fee	0.19	2.00

****All Community Bus Hires to be a maximum of 7 days duration ****

****Compulsory Cleaning & Damage Refundable Deposit of \$300.00 is applicable****

****Community Bus to be Returned Fully Fueled, if not the Refueling Costs will be deducted from Deposit ****

SCHEDULE 11 - RECREATION AND CULTURE

Public Halls & Civic Centres

Norseman Town Hall (GL 133330)

Not for Profit Community/Sports Group/Individual	Per Function	109.09	10.91	120.00
Where alcohol is consumed	Per Function	129.09	12.91	142.00
For Profit/Commercial Group	Per Function	163.64	16.36	180.00
Where alcohol is consumed	Per Function	268.18	26.82	295.00

****Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00****

Swimming Areas and Beaches

Swimming Pool (134330)

Single Admission	Child	1.82	0.18	2.00
Single Admission	Adult	3.64	0.36	4.00
Single Admission	Spectator	1.36	0.14	1.50
Single Admission with a Ticket	Child	One Ticket Only		
Single Admission with a Ticket	Adult	Two Tickets Only		
Single Admission with a Ticket	Spectator	One Ticket Only		
Swimming Pool Ticket Books (Entry for Children = 1 Ticket)	50 Tickets	50.00	5.00	55.00
Swimming Pool Ticket Books (Entry for Adults = 2 Tickets)	50 Tickets	50.00	5.00	55.00

Hire of Pool for School Swimming Carnivals/Classes (GL 134330)

Local/State/Federal Government Entity	Half Day	150.00	15.00	165.00
Local/State/Federal Government Entity	Full Day	300.00	30.00	330.00

****Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00****

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Use of Swimming Pool for Early Morning/After Hours Swimming (GL 1343)	Fee	GST	Total
Individual	100.00	10.00	110.00
Not for Profit Community/Sports Group/Individual	0.00	0.00	0.00
For Profit/Commercial Group	0.00	0.00	0.00

****Compulsory Refundable Key Deposit \$50.00****

Use of Swimming Pool for Early Morning/After Hours Swimming (GL 1343)	Fee	GST	Total
Individual	20.00	2.00	22.00
Not for Profit Community/Sports Group/Individual	0.00	0.00	0.00
For Profit/Commercial Group	0.00	0.00	0.00

****Compulsory Refundable Key Deposit \$50.00****

Hire of Swimming Pool for Social Functions (GL 134330)	Fee	GST	Total
Not for Profit Community/Sports Group/Individual	0.00	0.00	0.00
For Profit/Commercial Group	0.00	0.00	0.00
Alcohol is Consumed at Council Venue	0.00	0.00	0.00

Hire of Norseman Sports Complex (GL 136230)

Hire of Norseman Sports Complex (GL 136230)	Fee	GST	Total
Not for Profit Community/Sports Group/Individual	40.00	4.00	44.00
For Profit/Commercial Group	80.00	8.00	88.00
Alcohol is Consumed at Council Venue	250.00	25.00	275.00
Sports Complex Change Room (Home)	20.00	2.00	22.00
Sports Complex Change Room (Visitors)	20.00	2.00	22.00

****Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00****

Hire of Squash Courts (GL 136230)	Fee	GST	Total
Not for Profit Community/Sports Group/Individual	40.00	4.00	44.00
For Profit/Commercial Group	80.00	8.00	88.00
Alcohol is Consumed at Council Venue	250.00	25.00	275.00

****Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00****

Use of Tokens at the Squash Courts (GL 1036230)	Fee	GST	Total
Sale of Tokens for Timer at Squash Courts	7.00	0.70	7.70

Shire of Dundas Management Budget

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****Compulsory Refundable Key Deposit \$20.00****

Hire of Sports Ovals (GL 136230)

Oval - Large	Fee	GST	Total
Not for Profit Community/Sports Group/Individual Per Event	80.00	8.00	88.00
For Profit/Commercial Group Per Event	160.00	16.00	176.00
Refuse Charge Per Bin	10.00	1.00	11.00

Oval - Large	Fee	GST	Total
Not for Profit Community/Sports Group/Individual Annual Fees	160.00	16.00	176.00
For Profit/Commercial Group Annual Fees	320.00	32.00	352.00

Oval - Small	Fee	GST	Total
Not for Profit Community/Sports Group/Individual Per Event	40.00	4.00	44.00
For Profit/Commercial Group Per Event	80.00	8.00	88.00
Refuse Charge Per Bin	10.00	1.00	11.00

Oval - Small	Fee	GST	Total
Not for Profit Community/Sports Group/Individual Annual Fees	80.00	8.00	88.00
For Profit/Commercial Group Annual Fees	160.00	16.00	176.00

****Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00****

Hire of Courts (GL 136230)

Basketball/Netball Courts	Fee	GST	Total
Not for Profit Community/Sports Group/Individual Per Event	20.00	2.00	22.00
For Profit/Commercial Group Per Event	80.00	8.00	88.00

Basketball/Netball Courts

Not for Profit Community/Sports Group/Individual	Fee	GST	Total
Annual Fees	80.00	8.00	88.00
For Profit/Commercial Group Annual Fees	150.00	15.00	165.00

Tennis Courts

Not for Profit Community/Sports Group/Individual	Fee	GST	Total
Per Event	80.00	8.00	88.00
For Profit/Commercial Group Per Event	150.00	15.00	165.00

Tennis Courts

Not for Profit Community/Sports Group/Individual	Fee	GST	Total
Annual Fees	80.00	8.00	88.00

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For Profit/Commercial Group	Annual Fees	150.00	15.00	165.00
Tennis Courts				
Not for Profit Community/Sports Group/Individual	Per Day	Fee 5.00	GST 0.50	Total 5.50
For Profit/Commercial Group	Per Day	10.00	1.00	11.00
Compulsory Cleaning & Damage Refundable Deposit for all Council Facilities and Venues is \$300.00				
Hire of Lights (GL 136530)				
Basketball/Netball Courts Lights				
Not for Profit Community/Sports Group/Individual	Per Hour	6.00	0.60	6.60
For Profit/Commercial Group	Per Hour	7.00	0.70	7.70
Oval Lights				
Not for Profit Community/Sports Group/Individual	Per Hour	6.00	0.60	6.60
For Profit/Commercial Group	Per Hour	7.00	0.70	7.70
Tennis Court Lights				
Not for Profit Community/Sports Group/Individual	Per Hour	6.00	0.60	6.60
For Profit/Commercial Group	Per Hour	7.00	0.70	7.70
Compulsory Refundable Key Deposit on all Light Keys \$20.00				
Hire of Tables/Trestles (GL 136230)				
Not for Profit Community/Sports Group/Individual	Per Table	5.00	0.50	5.50
For Profit/Commercial Group	Per Table	10.00	1.00	11.00
Hire of Chairs (GL 136230)				
Not for Profit Community/Sports Group/Individual	Per Chair	1.00	0.10	1.10
For Profit/Commercial Group	Per Chair	2.00	0.20	2.20
Hirer Responsible for the Pick & Return				
Compulsory Cleaning & Damage Refundable Deposit \$200.00				
Other Recreation and Sport				
Hire of the Norseman Gymnasium (GL 134430)				
Individual	Per Month	26.82	2.68	29.50
Couples Membership (2 persons) (DISCOUNT)	Per Month	43.64	4.36	48.00
			27.27	30.00
			45.45	50.00
				0.49
				1.99
				2%
				4%

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Family Membership (4 persons)(DISCOUNT)	Per Month	65.45	6.55	72.00	68.18	75.00	3.00	4%
Not for Profit Community/Sports Group	Not a Permitted Use	N/A	N/A	N/A	-	-	-	-
For Profit/Commercial Group	Not a Permitted Use	N/A	N/A	N/A	-	-	-	-
Compulsory Refundable Key Deposit \$20.00								
Hire of the Norseman Gymnasium (GL 134430)								
Individual	Per Day	Fee	GST	Total				
Not for Profit Community/Sports Group/Individual	Not a Permitted Use	5.00	0.50	5.50				
For Profit/Commercial Group	Not a Permitted Use	N/A	N/A	N/A				
		N/A	N/A	N/A				
Compulsory Refundable Key Deposit \$50.00								
SCHEDULE 12 - TRANSPORT								
Streets, Roads, Bridges & Depots-Maintenance (GL 135030)								
Gravel Per M ³	Per m3	Fee	GST	Total				
Sand Per M ³ (non screened from Waste Facility Site)	Per m3	33.00	3.30	36.30				
Mulch Per M ³ (when available)	Per m3	5.00	0.50	5.50				
Delivery Costs	Minimum ½ Hour	100.00	10.00	110.00				
	(As Per Plant Hire Rates)							
Streets, Roads, Bridges & Depots-Maintenance Contributions (GL 135230)								
Heavy duty concrete slabs (2nd hand-only when surplus a/	Per 600x600x50mm	Fee	GST	Total				
Heavy duty concrete slabs (2nd hand-only when surplus a/	Per 600x300x50mm	2.45	0.25	2.70				
Pattern concrete slabs (2nd hand-only when surplus availa/	Per 500x500x50mm	1.61	0.16	1.77				
Light duty concrete slabs (2nd hand-only when surplus av/	Per 500x500x38mm	2.25	0.23	2.48				
Light duty concrete slabs (2nd hand-only when surplus av/	Per500x250x38mm	1.95	0.20	2.15				
Delivery Costs	Minimum ½ Hour	1.21	0.12	1.33				
	(As Per Plant Hire Rates)							
Aerodromes (GL 165030)								
Airstrip Landing Fees - Minimum 1,000 kgs	Per 1000kg	Fee	GST	Total				
		15.00	1.50	16.50				
SCHEDULE 13 - ECONOMIC SERVICES								
Building Control								
Building License (GL 169330)								
(a) Builders' Registration board Building Licence Fee pursuant to		Fee	GST	Total				
		**	**	**				

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section 4B(1) of the Builders' registration Act 1939

(b) For the issue of a building license for a new building Class 1 or 10 or for alterations or additions to an existing building of Class 1 or 10.

0.7% of 10/11 of the estimated value of the proposed construction but not less than \$170.00.

(c) For the issue of a building license for a new building of a Class other than Class 1 or 10

0.35% of 10/11 of the estimated value of the proposed construction as determined by Council but not less than \$85.00.

(d) For alterations to an existing building of a Class other than Class 1 or 10.

0.4% of the estimated value of the proposed construction as determined by Council but not less than \$170.00.

Preliminary Plans

For the examination of, and a report on preliminary plans.

25% of the fee for the issue of a building license to carry out the proposed construction described in the plans.

Materials in road reserves

For the issue of a License for the Deposit of Building

\$1.00 per month or part of a month for each m² of the area of the street. Enclosed by any hoarding or fence.

**** Fees set by regulation ****

Building Demolitions (GL 169330)

	Fee	GST	Total
License to Demolish a Building	50.00	NA	50.00
Demolition Deposit	500.00	NA	500.00

Advertising Signs (GL 169330)

	Fee	GST	Total
Signs	15.00	1.50	16.50

Other Economic Services

Standpipe Water (GL 172730)

	Fee	GST	Total
Standpipe Water (Minimum Fee 1Kl)	2.50	0.00	2.50
Standpipe Administration Service Charge per invoice	10.00	1.00	11.00

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Depot Wash Down Bay	Fee	GST	Total
Car / 4WD	25.00	2.50	27.50
Truck	40.00	4.00	44.00
Compulsory Refundable Key Deposit \$100.00			
SCHEDULE 14 - OTHER PROPERTY & SERVICES			
Private Works/Plant Hire Rates			
Rubbish Truck	140.00	14.00	154.00
New Holland Tractor (Including 1 Attachment)	140.00	14.00	154.00
Tip Truck (12 tonne)	170.00	17.00	187.00
Case 621E Front End Loader	170.00	17.00	187.00
Caterpillar Road Grader	190.00	19.00	209.00
Caterpillar Skid Steer Loader (including Attachments)	140.00	14.00	154.00
Water Truck	140.00	14.00	154.00
Multi Tyred Road Roller	140.00	14.00	154.00
Kubota Excavator (including Attachments)	140.00	14.00	154.00
Parks and Gardens Utility Vehicles	60.00	6.00	66.00
Tip Truck (5 tonne)	140.00	14.00	154.00
Small Plant - Concrete cutter, chainsaw, mower	55.00	5.50	60.50
In Addition to the above Private Works/Plant Hire Rates			
Rate Per Hour for Ordinary Work Hours - 7:00am to 4:00pm Mon-Fri (exc Public Holidays)			
Travel Time to and from Job 50% of Applicable Rate			
Penalty of \$30.00 Per Hour (inc GST) will apply for Overtime			
Unclassified			
Hire of the Main Street Arcade			
Not for Profit Community/Sports Group/Individual	20.00	2.00	22.00
For Profit/Commercial Group	40.00	4.00	44.00
Compulsory Cleaning & Damage Refundable Deposit \$300.00			



10.4.7

Report by Youth Centre

Youth Report for Council – Meeting 21st May 2015

School Based Trainee: Dwayne is doing great in his role here at the Shire. Is working hard to complete all of his book work and is busily planning the upcoming school holiday planner. Unfortunately he recently broke his arm playing football and has slowed him down a little with Dr's appointments in Kalgoorlie, but holiday planning is still moving forward.

Junior/Senior Sports: Have increased the numbers of senior players travelling to play football for Kambalda to 3, they are Dwayne, Cameron and Isaiah Graham. All have been selected to try out for a position in the Colts Great Southern Carnival side being played in Kulin this June. Good luck to them & well done.

ANZAC Day Weekend: Dwayne was selected along with 7 other boys from competing Goldfields teams to head up to Perth to join other boys from around the state to play in the Colts Exhibition Match prior to the Fremantle v Sydney game. This was a great experience for them all and Dwayne played a great game. Well done.

Also on ANZAC Day weekend, Isaiah and Cameron played their debut game for Kambalda. The both played amazing games and were rewarded with Cameron winning a best on ground coaches award and Isaiah picking up both the ANZAC Day players award and a coaches best on ground award too.

Under 13's & 14's sides are doing well too. They are playing well with the Kambalda side and having plenty of fun doing so.

Netball is underway with currently only 1 girl on a team. Still waiting to get a few more girls registered and playing for Kalgoorlie sides.

Locally, Nikki Wing, Cheyenne and Miranda Kay have taken the initiative to set up and run Netball and possibly Basketball competitions for the younger group of kids in town followed by a game for the parents and other adults in town. They are doing a great job. The Youth Centre is loaning them equipment such as balls, bibs and cones to keep this happening. The Youth Centre has a great source of equipment and willing to loan it out to any groups that would like to try and run any sporting activity here in town.

Footy Fitness & Training: Nikki Wing is running the boys through their paces trying to get their fitness and stamina up by running 'Boxercise'-like classes at the sports complex on Tuesday's and Thursday's after school. The older boys (Dwayne, Cameron & Isaiah) then take themselves and the younger boys out onto the oval and run through ball skills etc with them.

A big THANK YOU to the parents volunteering to drive the boys to Kambalda once a week so that they can also train alongside their team and build a better relationship with them.

Gymnastics: I was successful in receiving grant funding from the Royalties for Regions – Goldfields – Esperance Community Chest Fund. We have been approved for \$5748.64 to purchase items listed in the budget table sent in. Have spoken with Nikki Butler as she will be running gymnastic classes and will be meeting with her and Angie at the CRC to set up a program outlining lessons, age groups, organising any other volunteers to help run this project if needed, fees for those participating and a time schedule for how long and when classes will be run.

PROJECT ITEMS	FUNDS REQUESTED FROM THE GEDC \$ (EX GST)	TOTAL \$ (EX GST)
Balance Training Beams x2	\$718.18	\$718.18
Gym Mats x20	\$2709.09	\$2709.09
Mat Trolley x2	\$234.55	\$234.55
Folding Wedge x1	\$480.91	\$480.91
Freight charges	\$1605.91	\$1605.91
TOTAL	\$5748.64	\$5748.64

Kangaroo Paw Outdoor Cinema & Fireworks: Taffy and Hollywood will be bringing to Norseman on Saturday 13th & Sunday 14th June a full cinema experience to town. We will have three movies with selected ages to attend each. This will be a free event for the community, although they will need to come into the Shire and reserve/get tickets to each of the shows. Food and drink will be available to purchase through a candy bar/kiosk.

Saturday evening: Ages 12-adult. Will be a PG-MA rated movie. Possibly Star Trek: Into Darkness.

Sunday matinee: Ages 0-12. Movie will be age appropriate G-PG. Possibly Epic (in 3D/2D)

Sunday Evening: Ages ADULTS only. This will movie will be rated between M-R, no movie has been selected yet.

Times for all shows to be confirmed.

Everyone is welcome to bring along seating: cushion, bean bag, camp chair, blankets etc. Posters for this will be going up within the next few weeks.

Budget 2015/16

Still waiting on some quotes for budgeted items.

<u>Currently have / do not have</u>	<u>Replace with</u>	<u>Purchase From</u>
Video/DVD player (does not work)	DVD/BluRay Player	Harvey Norman or Retravision
4x desktop computers (where given to the Shire from Curtin Uni in Kalgoorlie over 7yrs ago.)	2x All-in-one desktop computers 1x laptop (for youth officer to use) Have a complete Microsoft Office package installed onto all so that homework and Youth Officer work can be completed)	FAJ IT Service Quote received
1x stereo/CD player (belongs to Youth Officer)	Home theatre system or stereo system that allows it to be connected to DVD player and TV.	Harvey Norman or Retravision
No Printer or Fax machine	1x printer/fax machine	Given DCEO's former fax/printer to use
Pool table (heavy slate top pool table)	Replace with Air Hockey and Foosball (soccer) Tables. These are smaller and easier to move about in the youth centre and will not take up as much room.	Hart Sport or Norseman Hardware
Internet modem (can only be plugged into one computer)	Replace with wifi capable modem so that the youth laptop and the pool manager can both access the internet without having to be connected by cables	Telstra