

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

Reviewed 12th July 2016

HR.11 Staff Training

Objective

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

Policy Statement

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

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

Policy Adopted
Policy Amended

20th May 2008

HR.12 Smoke Free Environment

Objectives

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

Policy Statement

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

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

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

Policy Adopted 20th May 2008
Policy Amended

HR.13 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 \$5,000 (\$3500) with half to be paid immediately (after six months of service) and the remainder after twelve months of service.

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

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

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

ST.4 Uniforms**Objective**

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

Policy Statement

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

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

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

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

ST.5 Superannuation

Objective

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

Policy Statement

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

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

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

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

Policy Adopted
Policy Amended

20th May 2008

ST.6 Public Service Holidays – Extra Leave

Objective

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

Policy Statement

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

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

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

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

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

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

ST.7 Gymnasium – Staff Usage

Objective

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

Policy Statement

In order to:

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

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

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

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

Policy Adopted
Policy Amended

15th December 2009

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

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

Policy Statement

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

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

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

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

Note:

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

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

ST.9 Inclement Weather

Policy Statement

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

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

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

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

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

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

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

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

Hot Weather

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

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

Essential/Emergency Services

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

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

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 19th May 2009

Policy Amended 19th 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

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

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

NORSEMAN SWIMMING POOL

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

Category One

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

Category Two

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

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

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

C.4 Tourism

Objective

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

Policy Statement

In relation to tourism the Shire has the following policy:

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

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

C.5 Four Wheel Drive Trails

Objective

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

Policy Statement

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

The Strategic Plan is to address the following:

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

Policy Adopted
Policy Amended

8th June 2004

C.6 Community Grants Program

Objective

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

Policy Statement

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

1 Community Grants Program

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

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

2 Criteria for Evaluation

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

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

3 Eligibility

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

4 Ineligibility

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

5 Three Key Categories:

5.1 Sundry Donations

Small grants up to \$1,000 can be applied for at any time through a written request and application form addressed to the Chief Executive Officer outlining details of how the funds are to be utilised. The Chief Executive Officer may be granted delegated authority to approve sundry donations, and report the donation to the Council via the monthly Ordinary Council Meeting.

5.2 Event Grants

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

5.2.1 Iconic Event

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

5.2.2 Community Event

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

5.2.3 Sporting Event

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

5.3 Three year service agreements

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

6 Operating Guidelines

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

7 Review

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

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

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

8 Funding

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

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

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

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

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

Policy Adopted 17th April 2012

Policy Amended

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 as well as the written rules pertaining to Question Time will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

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

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

3) Following the meeting

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

Policy Adopted	8 th September 2003
Policy Amended	15 th 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 DEFS (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 Anyone reporting a fire should ring 000. It is their job to notify the appropriate body.

The following information is required:

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

3.1.3 DFES will issue an incident number for the fire, this is to be used in the Personal Incident Diary to record all conversations pertaining to personnel involved in the fire. DEFS to be informed of any significant changes in 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.

DPaW (DEC) Land

DPaW (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 DPaW (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 DEFS (FESA.)
- Assistance will be accordance with DEFSFESA Standard Operating Procedures.
- Approved hire equipment will be reimbursed at contractor hourly rates.

Vacant Crown Land

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

Other Land –DPaW (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 11th June 1998

Policy Amended 21st May 2013

Reviewed 12th July 2016

T.2 Caretaker Dwelling

Objective

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

Policy Statement

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

Background:

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

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

Consideration is given by the Council:

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

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

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

Policy Aims:

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

Policy Requirements:

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

Policy Adopted
Policy Amended

8th December 2003

T.3 Fencing Control

Objective

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

Policy Statement

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

In this policy, unless the context requires otherwise:

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

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

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

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

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

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

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

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

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

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

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

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

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

T.4 Outbuildings – Vacant Lots

Objectives

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

Policy Statement

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

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

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

Policy Adopted
Policy Amended

9th September 1995

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 20th May 2008
Policy Amended

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
Policy Amended

20th May 2008

T.10 Operation of Shire Plant

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

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

Policy Adopted
Policy Amended

20th May 2008

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

Reviewed 12th July 2016

T.12 Refuse Collection Charges

Objective

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

Policy Statement

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

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

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

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

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

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

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

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

A reduction in refuse collection charges will not be considered.

Policy Adopted
Policy Amended

21st October 2008

T.13 Trees and Native Vegetation

Objective

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

Policy Statement

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

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

Citizenship / Awards

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

Street Trees

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

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

Public Open Space

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

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

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

Turf & Grass

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

Policy Adopted

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.

Shire works closely with other GVROC member to implement asset and financial management processes in line with the nationally consistent measures recommended in the National Assessment Framework (ANF) adopted by the Australian Centre of Excellence for Local Government (ACELG).

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

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

Key Asset Category	Responsible Officer
Land and Buildings	Manager Projects
Plant and Equipment	Manager Works
Road, Drainage and Footpath Infrastructure	Manager Works
Airport Infrastructure	Manager Works
Parks and Ovals Infrastructure	Manager Projects

Policy Adopted 19th March 2011
 Policy Amended

T.15 Information Bay Advertising Signage

Objectives

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

Policy Statement

The Shire of Dundas in consultation with Main Roads Western Australia (MRWA) agree that business signage along the Coolgardie Esperance Highway and the Eyre Highway can be an unsafe distraction for drivers. Therefore no business advertising signage will be permitted along the Coolgardie Esperance Highway, the Eyre Highway or the Hyden Norseman Road within the Shire of Dundas boundaries.

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

The signs are to comply with the guidelines listed below:

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

Policy Adopted 15th October 2013

Policy Amended

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/repaired;
 - 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