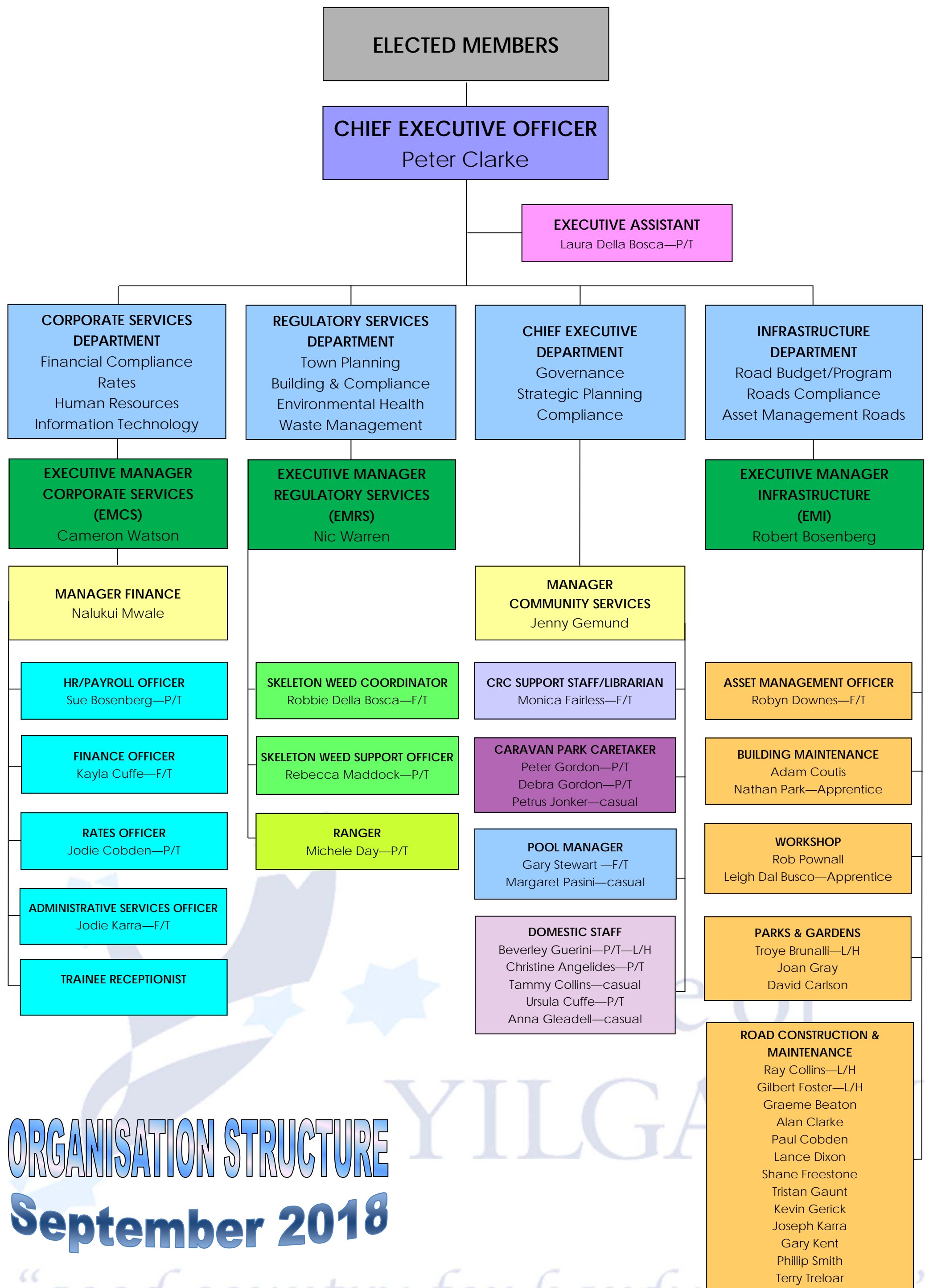


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Attachments

9.1.1



Attachments

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Council Policy Manual

as adopted 20 September 2018



"good country for hardy people"

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2018
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POLICY:	DEPUTATIONS TO COUNCIL
POLICY NO:	1.1
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Deputations wishing to meet with Council are firstly to meet with staff to consider deputations request and resolve any problems where possible.

Should staff consider it necessary for the deputation to meet with Council, then this be referred to the Shire President for consideration.

This policy is reinforced by Council's Standing orders.

POLICY:	DELEGATES MOVING MOTIONS AT ASSOCIATION CONFERENCES
POLICY NO:	1.2
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That delegates representing Council at ~~Zone~~ WALGA Conferences shall vote and move motions as they see fit and as they believe reflects the views of Council.

This authority is granted subject to the delegates reporting back to Council the proceedings of the Conferences at the next Ordinary Meeting.

POLICY:	WALGA – NOMINATIONS TO BOARDS & COMMITTEES
POLICY NO:	1.3
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Where the Western Australian Local Government Association (WALGA) seeks nominations from Council for various Boards and Committees and the turnaround period for nominations does not coincide with Council meetings, Council supports the nomination of Council members or serving officers without such approval having to advance through the normal Council meeting process.

POLICY: USE OF COUNCIL'S COMMON SEAL

POLICY NO: 1.4

SECTION: MEMBERS OF COUNCIL

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

OBJECTIVE:

The policy sets out the wording to apply to the use of the Common Seal.

POLICY:

The President and CEO have delegated authority to execute and affix the Common Seal to documents (Delegation LGA13)

PROCESS:

1. For official documents which require the common seal of the Shire to be affixed, the seal shall be accompanied by the following wording:-

"The Common Seal of the Shire of Yilgarn was hereto affixed by authority of Council."

Shire President

Chief Executive Officer

(Noting that the Deputy Shire President and Executive Manager Corporate Services can proxy in the absence of the respective principal person)

2. For use on ceremonial occasions (i.e.: Certificates of Appreciation, etc.) or where there is no legal requirement to affix the seal to a document, the Shire President and Chief Executive Officer are authorised to decide how best to affix the seal and (if need be) sign the document on the Shire's behalf.

POLICY: ELECTED MEMBERS ENTITLEMENTS

POLICY NO: 1.5

SECTION: MEMBERS OF COUNCIL

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

The Shire will provide equipment and other entitlements to elected members to assist them in the performance of their public office. In doing so, the Shire recognises that it may be unreasonable to expect absolute separation of their activities as an elected member from their private, business and public activities. However, any private or business use of equipment is to be incidental to its main purpose of assisting elected members in discharging their public duties.

PURPOSE:

To determine the scope and extent of expenses that may be claimed by, and equipment and facilities provided to Councillors so that these may be reasonable and appropriate within the provisions of the Local Government Act, 1995.

LEGAL REQUIREMENTS:

- Compliance with guidelines issued by the Department of Local Government Number 15 concerning the payment of expenses and the provision of facilities to Elected Members.
- Compliance with Sections 5.98-102 of the Local Government Act.

POLICY PROVISIONS:

1. Business of Council

For the purpose of this policy "business of Council" is defined as:

- a) Council meetings;
- b) Committee meetings where all members are Councillors;
- c) Meetings where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- d) Inspections where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- e) Conferences, seminars or workshops where attendance is authorised by the Council, Shire President or Chief Executive Officer.

2. Expenses

Information Technology (IT)

Refer to Council Policy 1.9

Accommodation and Meal Expenses

Where the business of Council requires the need for Councillors to obtain overnight accommodation and purchase meals, those expenses shall be reimbursed on an actual cost basis.

Travelling - Within Council's Area

Where Councillors are required to use their own vehicle to travel to meetings of the Council, Committees or other authorised meetings, then reimbursement for travel expenses shall be based on the kilometre rate as prescribed in the Public Service Award.

Travelling - Outside Council's Area

- a) The Shire President and the Chief Executive Officer are authorised to determine the best mode of travel for authorised travel outside of the Council area having regard to economy, time and safety factors.
- b) Where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, unless:
 - i. A Council vehicle is not available; or
 - ii. There is insufficient room to convey all members of the deputation; or
 - iii. Council has agreed by resolution to pay travel allowance; or
 - iv. Unless there are special circumstances which have been authorised by the Chief Executive Officer or Shire President.

3. Payment of Expenses for Spouses, Partners or Accompanying Persons

- a) There are limited instances where certain costs incurred by the councillor on behalf of their spouse, partner, or accompanying person are properly those of the councillor in the performance of his or her functions (hence they are properly incurred by, and reimbursable to the councillor).
- b) Accordingly, Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature. Examples include, but are not limited to, Australia Day ceremonies, Civic receptions, and charitable functions for charities formally supported by Council.
- c) Council will also reimburse registration fees and the cost of attendance at official dinners and partners programs whilst accompanying the Councillor at conferences and functions such as the Local Government Week, Conference etc.

4. Provision of Facilities

- a) Council also provides meals and refreshments associated with Council and committee meetings, official dinners and working party meetings.
- b) Council provides an office for use by the Shire President. Council may, subject to the regulations, decide to provide other facilities.

5. Provision of Insurance

- a) Council shall take out public liability and professional indemnity insurance cover which shall extend to actions taken against councillors in relation to the exercise of their duties as Councillors.
- b) Council shall take out liability insurance cover on behalf of councillors to provide indemnity in claims arising from acts whilst performing their Council duties in circumstances where the claims are not covered under Council's public liability and professional indemnity policies and as far as insurance can be legally obtained.
- c) Council shall provide insurance to cover personal injury whilst on Council business and travel insurance for approved interstate or overseas travel on Council business.

6. Care and Related Expenses

In accordance with the principles of participation, access and equity Council will reimburse the reasonable cost of carer arrangements, including childcare expenses and the care of the elderly, disabled or sick immediate family members of councillors, to allow councillors to undertake their council business obligations.

7 Attendance at Conferences and Training Courses

7.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire of Yilgarn.

7.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

7.3 Annual Conference and Training Expense Allocation

An annual conference and training expense allocation shall be made available to Elected Members in the Budget

7.4 Definition

In this part, "Conferences and Training" means conferences, seminars, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

7.5 Approval

- a) approval by the Council through a resolution passed at a Council Meeting; or
- b) approval by the CEO and Shire President in advance of attendance

7.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- a) West Australian Local Government Association (WALGA) conferences
- b) Special "one off" conferences called or sponsored by or for the WALGA on important issues
- c) Councillor Induction Program
- d) WALGA Elected Member Training and Development;
- e) Other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

7.7 Payment of Conference and Training Costs

- a) *Payment from Conference and Training Allocation;*

The Shire will pay Conference or Training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

- b) *Booking Arrangements;*

Registration, travel and accommodation for Elected Members will be arranged through the Chief Executive Officer. In general, all costs including registration fees and accommodation will be paid direct by the Shire.

- c) *Registration;*

The Shire will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

- d) *Accommodation;*

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

- e) *Conference and Training Travel;*

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members/ delegates to and from the venue/accommodation will be met by the Shire.

If accommodation is at the Conference or Training venue or in close proximity, taxis should be used for reasonable travel requirements. Costs of taxi fares and

parking when own vehicle or Council vehicle is used which are incurred in attending Conferences and Training, will be reimbursed by the Shire.

f) *Reimbursement of out of pocket expenses;*

An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' out of pocket expenses or incidental expenses while travelling.

- Council will reimburse the reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that councillors incur upon the presentation of official receipts and the completion of any necessary claim forms.
- Incidental expenses could reasonably include, refreshments, internet charges, taxi fares, and parking fees. Also the reasonable cost of meals not included in the conference/seminar/meeting fees may also be reimbursed on production of tax receipts.
- The administrative arrangements for managing reimbursement of out of pocket expenses will be the responsibility of the Chief Executive Officer.

POLICY:	MEDIA POLICY
POLICY NO:	1.6
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

PURPOSE:

To provide a framework for Councillors, staff, delegates and advisers to:

- Ensure all communication with the media is consistent, balanced, well-informed, timely, professional and appropriate.
- Clearly indicate Council's authorised spokespersons.
- Improve communication with customers and enhance Council's public image.
- Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.

INTRODUCTION:

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief executive Officer.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council's Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief Executive Officer is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Manager Community Services is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

"Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors."

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

POLICY:	CODE OF CONDUCT
POLICY NO:	1.7
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

The Local Government Act 1995 requires that every local government is to adopt a Code of Conduct to be observed by Council Members and Committee Members (S.5.103). In addition Councillors are required as a minimum to observe the Local Government (Rules of Conduct) Regulations 2007.

Whilst the Local Government (Rules of Conduct) Regulations 2007 are the statutory rules that govern the behaviour of Councillors, it is considered that these are only the minimum standards and there are additional principles that should apply to Councillors, so they have been included as a party in this Code of Conduct that incorporates the Rules of Conduct.

The Code of Conduct provides Councillors and Committee Members at the Shire with consistent guidelines for a minimum standard of professional conduct. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

General principles that should be used to guide the behaviour of Councillors and Committee Members when acting in their capacity as a Councillor or Committee Member are to:

- (a) act with reasonable care and diligence;
- (b) act with honesty and integrity;
- (c) act lawfully;
- (d) avoid damage to the reputation of the local government;
- (e) be open and accountable to the public;
- (f) base decisions on relevant and factually correct information;
- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

OBJECTIVE:

To ensure all Shire dealings handled by Councillors and Committee Members are handled in a professional manner, which is open and accountable to the community.

To provide a framework for behaviours that must be observed in the wide range of interactions and scenarios experienced in the conduct of Shire activities on a daily basis.

POLICY STATEMENT:

1. Conflict and Disclosure of Interest

1.1 *Conflict of Interest*

- a. Councillors and Committee Members will ensure that there is no actual (or perceived) conflict of interest or incompatibility between either their personal interests, of those of their immediate family members, business partners or close associates and the impartial fulfilment of their public or professional duties. Any such conflicts of interest must be disclosed in accordance with the requirements of Clause 1.2 and 1.3 of this Code.
- b. Councillors and Committee Members will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c. Councillors and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire or which may otherwise be in conflict with Shire's functions (other than purchasing the principal place of residence or site for such purpose).
- d. Councillors and Committee Members will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's right to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

- e. Where a Councillor or Committee Member:
Undertakes a dealing in land within the Shire or an activity which may otherwise be in conflict with the local government's functions (other than purchasing or selling their principle place of residence), then the processing of any application, request or communication, and any dealing with the proponent will be undertaken in a manner that ensures that the proponent is removed from the process and that their contact with the process is only via lines of communication generally available to the public.

1.2 *Financial Interest (LGA 5.70)*

Councillors and Committee Members will adopt the principles of disclosure of financial interests as contained within the Local Government Act 1995.

1.3 *Interest Affecting Impartiality*

"Interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Councillors and Committee Members who have an interest in any matter to be discussed at a Council or Committee meeting, attended by the Councillor or Committee Member, is to disclose the nature of the interest:

- a) in a written notice given to the CEO before the meeting; or
- b) at the meeting immediately before the matter is discussed.

Note: This clause does not apply to an interest referred to in Section 5.60 of the Local Government Act 1995 (Financial or Proximity Interest).

2. Personal Benefit

2.1 *Use of Information*

Councillors and Committee Members must not make improper use of that person's position or of any information acquired in the performance by that person of any of his or her functions or duties to gain directly or indirectly an advantage for that person or any other person or to cause detriment to the Shire or any other person (LG Act S.5.93).

Councillors and Committee Members must not disclose any information that the Councillors or Committee Members derived from a confidential document or information that the Councillors and Committee Members acquired at a closed meeting of the Council other than information derived from a non-confidential document.

This clause does not prevent a Councillor or Committee Member from disclosing information at a closed meeting or to the extent specified by the Council and subject to such other conditions as the Council determines; or that is already in the public domain; or to an officer of the Department of Local Government and Communities or to the Minister for Local Government and Communities or to a legal practitioner for the purpose of obtaining legal advice or if the disclosure is required or permitted by law.

2.2 *Improper or Undue Influence*

Councillors and Committee Members will not take advantage of their position to improperly influence Councillors, Committee Members or employees in their performance of their duties or function, in order to gain undue or improper (direct or indirect) advantage or gain, financial or otherwise, for themselves or for any other person or body.

Persons aggrieved by what they perceive as improper or undue influence shall report such conduct, in confidence, to the Chief Executive Officer or President. Notwithstanding this, aggrieved persons also have the right to

report such conduct to the appropriate external authorities. In making reports of improper or undue influence, persons will not make unsubstantiated allegations and must present factual information, not based on rumour or suspicion, so as to avoid undue concern to others.

2.3 Gifts and Bribery

- a) Councillors and Committee Members must not accept for themselves or for any other person or body, any immediate or future gift, reward, donation, inducement or benefit other than a token gift (\$0 - \$49) or notifiable gift from any person or body, who is undertaking or seeking to undertake or it is reasonable to believe is intending to undertake an activity involving a local government discretion.

An "activity involving a local government discretion" means an activity:

- i. that cannot be undertaken without an authorisation from the local government; or
- ii. by way of a commercial dealing with the local government.

Note: The Local Government Act 1995 specifies a "notifiable gift" as meaning a gift worth between \$50 and \$300 or a gift that is one of two or more gifts given to an employee by the same person within a period of six months that are in total worth between \$50 and \$300. Any gifts or gifts in total worth of \$300 or more, is considered to be a prohibited gift/s and cannot be accepted.

'Notifiable gift' does not include:-

- i. a gift from a relative as defined Section 5.74(1) of the Local Government Act 1995;
 - ii. a gift as defined in Regulation 30A of the Local Government (Elections) Regulation 1997
 - iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training.
- b) If a Councillor or Committee Member accepts a notifiable gift from a person or body referred to in (a) above, then they must complete a notifiable gifts form and forward it to the Chief Executive Officer within 10 days of accepting the gift.
- c) Any prize(s) exceeding \$300 in value (i.e. notifiable gift value), won by a Councillor or Committee Member at a Council funded conference or function (or where the Councillor or Committee Member is representing the Shire), shall be the property of the Shire. These prizes shall be passed on to the Shire for recording in the Gifts Register, the gift to be retained and used for the benefit of the Shire.
- d) To avoid any perception of bias or improper conduct, no Councillor or Committee Member (or their immediate families) is eligible to win Shire

- e) sponsored competitions (e.g. rates incentive prizes, event competitions etc).
- f) No company or individual with a vested interest may pay or contribute to any expenses associated with the inspection, evaluation or trial of any goods or services which the Shire may or may not wish to acquire, provided however that the Shire may require the payment of those expenses as a standard condition applicable to all parties with an interest in providing the required goods or services to the Shire.

2.4 *Disclosure of Election Campaign Contributions*

- a) A candidate in a Shire election is to disclose information about any electoral gift with a value of \$200 or more or is one of 2 or more gifts, with a total value of \$200 or more made by one person that may be received within the six (6) month period prior to the relevant election day.
- b) Within three (3) days of nomination, a candidate will be required to disclose any gifts received within the relevant period prior to nomination and then disclose any further gifts thereafter. Details about each gift are to be submitted with three (3) days of receiving the gift once nomination has been made.
- c) A gift includes a gift of money, a gift which is non-monetary, but of value, a gift in kind or where there is inadequate financial consideration such as the receipt of a discount (where the difference or the discount is more than \$200 worth), a financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time.

Note: A gift does not include a gift by will, a gift by a relative a gift that the candidate would have received notwithstanding his or her candidature, or the provision of volunteer labour.
- d) The disclosure of a gift is to be made to the Chief Executive Officer, who will enter the following details into the Electoral Gifts Register:-
 - i. name of the candidate;
 - ii. and address of the donor;
 - iii. date the gift was promised or received;
 - iv. value of the gift; and
 - v. description of the gift.

3. Conduct of Councillors and Committee Members

3.1 *Personal Behaviour*

- a) Councillors and Committee Members will:
 - i. act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

- ii. perform their duties impartially and in best interests of the Shire uninfluenced by fear or favour;
 - iii. act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community, and will be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop;
 - iv. make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
 - v. always act in accordance with their obligation of fidelity to the Shire and not publicly reflect adversely upon any decision of the Council;
 - vi. Not when attending a Council meeting, committee meeting or other organised event in their capacity as a Councillor or Committee Member, and members of the public are present, either orally intimating or by any other means where a statement that a local government employee is incompetent or dishonest or use objectionable expressions in reference to a local government employee;
 - vii. Deal with all sections of the community, employees and Councillors and Committee Members in an open, honest and forthright manner avoiding discrimination, harassment, abuse or exploitation of others.
- b) Councillors and Committee Members will represent the whole community first and the interest of pressure groups or individuals only in a context of the greater community good.

3.2 *Honesty and Integrity*

Councillors and Committee Members will:

- i. Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- ii. Bring to the notice of the President or the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee;
- iii. Be respectful, frank, honest and courteous in their official dealing with each other; and
- iv. Endeavour to resolve serious conflict through initial discussions facilitated by the President or the Chief Executive Officer.

3.3 *Civic Leadership*

As the appointed leader of the community of the Shire, the President will demonstrate the highest level of civic conscience, impartiality and personal conduct.

3.4 *Respect for Title of Office*

Councillors and Committee Members will respect the title of elected office referring to the President and Councillors by their formal title whilst attending Council and Committee meetings and thereafter as circumstances dictate.

3.5 *Performance of Duties*

Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as soon as possible about the functions of the Council and treat all members of the community honestly and fairly.

3.6 *Compliance with Lawful Orders*

Councillors and Committee Members will be given effect to the lawful policies of the Shire, whether or not they agree with or approve of them.

3.7 *Involvement in Administration*

Councillors and Committee Members must not undertake any task that contributes to the administration of the local government unless authorised by the Council or by the Chief Executive Officer to undertake that task.

This clause does not apply to anything that a Councillor or Committee Member does as part of the deliberations at a Council or Committee meeting.

3.8 *Corporate Obligations*

a) *Standard of Dress*

Councillors and Committee Members are expected to comply with neat and respectable dress standards at all times. The President reserves the right to raise the issue of dress with individual Councillors and Committee Members.

b) *Communication and Public Relations*

As a representative of the community, Councillors and Committee Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors and Committee Members should acknowledge that:

- As a member of the Council or Committee there is respect for the decision making processes of the Council or Committee which are based on a decision of the majority of the Council or Committee

- Information of a confidential nature ought not be communicated until it is no longer treated as confidential (eg authorised by Council, required by law)
- Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by the President or a designated officer of the Council
- Information concerning adopted policies, procedure and decisions of the Council is conveyed accurately.

c) *Health, Well Being and Safety*

Councillors and Committee Members will ensure that the Shire's premises and places of work (including vehicles) are adequate to ensure the health, safety and wellbeing of Councillors, Committee Members, employees and members of the public. Potential risks or hazards to Councillors, Committee members, employees or members of the public are to be reported according to existing procedures.

d) *Entrepreneurial Activities*

Councillors and Committee Members will ensure that the Council impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment applied to outside parties requiring Council approval (including subdivisions, development, buildings and tenders).

3.9 *Professional Advice*

Councillors and Committee Members will ensure that no restrictions or undue influence is placed on the ability of employees to give professional advice to the Council.

At the same time, employees will recognise that as elected representatives, Councillors' views and opinions often reflect valid community viewpoints that will be considered in conjunction with professional opinion.

Employees will therefore make every effort to assist elected members in the performance of their role as Councillors, and to achieve the satisfactory resolution of issues they may raise in performing their official role.

3.10 *Relationships between Councillors and Employees*

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members and employees. That teamwork will only occur if Councillors and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Councillors need to:

- a) accept that their role is a leadership, not a management or administrative one;
- b) acknowledge that they have no capacity to individually direct employees to carry out particular functions; and
- c) refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

3.11 *Appointments to External Organisations*

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors apply the following:

- a) clearly understand the basis of their appointment;
- b) provide regular reports on the activities of the organisation, and
- c) shall always represent the decision/views of the Council, whether the person agrees with the decision/view or not.

4. Dealing with Council Property

4.1 *Use of Shire Resources*

Councillors and Committee Members will:

- a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) use Shire's resources entrusted to them effectively and economically in the course of their duties;
- c) not directly or indirectly use Shire resources (including the services of Shire employees) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll or for any other purpose, unless authorised under the Local Government Act, the Council or the Chief Executive Officer to use the resources for that purpose, and
- d) promote the concept of pride in public property promoting awareness of the community's ownership of the Shire's natural and built environment.

4.2 *Travelling and Sustenance Expenses*

Councillors, Council representatives and delegates will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire in accordance with the Shire's policy and the provisions of the Local Government Act 1995.

5. Enforcement of the Code

5.1 *Access to Information*

Any Councillor or Committee Member having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions of the spirit of the Code of Conduct, or any provisions of the Local Government Act or such Regulations or local laws created, should discuss those concerns with the President or the Chief Executive Officer.

5.2 *Dealing with Breaches*

- a) Matters included in any reports shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken.
- b) A breach of the Code of Conduct by a Councillor or Committee Member shall be dealt with by the provision of an appropriate warning in the following manner;
 - i. in the case of a breach by the President by an absolute majority decision of the Council, and
 - ii. in the case of a breach by a Councillor or Committee Member by the President.
- c) Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements. It should be noted that the Anti-Corruption Commission Act 1988 as amended, requires the reporting to the Commission of certain matters relating to alleged 'corrupt conduct', 'criminal conduct' and 'serious improper conduct' and definitions of these terms are provided in the Act.

POLICY:	DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS
POLICY NO:	1.8
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

The Local Government Act 1995 seeks to promote participation of the community in Council meetings through public question time and observation of the decision making process which should be conducted in an open and transparent way.

It is important that Council meetings be conducted in an atmosphere of inclusiveness and openness to foster productive relationships with the community. The general conduct of a Council meeting, particularly during public question time depends upon mutual respect and good faith between elected members and the public.

Disruptive behaviour makes the conduct of Council meetings more difficult and stressful, reducing the efficiency and effectiveness of the meeting. Disruptive behaviour also denies other members of the public the opportunity to participate in and observe Council proceedings.

OBJECTIVE:

The objective of this policy is to establish examples of behaviour which is considered disruptive or unacceptable, and to provide guidance for how such situations shall be handled by the presiding person and Council staff.

POLICY STATEMENT:

The following are examples of disruptive behaviour:

- Constant interjection, particularly when the presiding member or Councillors present at the meeting are speaking
- Members of the public calling for points of order
- Booming individual members or the Council
- Contemptuous laughter or derisive comments at decisions or during debate
- Refusal to give up the floor to allow other members of the public to ask questions or demanding to ask questions before others in contradiction of an order from the presiding person
- Refusal to accede to a presiding members instructions, particularly when asked to desist from disruptive behaviour
- Use of abusive and/or inflammatory language when addressing Council with a question or making a statement

- Unnecessarily repetitive questioning
- Aggressive/threatening behaviour towards Councillors, Council employees or members of the public.

The following procedure shall be implemented when dealing with behaviour considered by the presiding member to be disruptive:

- The presiding member will attempt to ignore the interjection and move on with the business of the day.
- If the disruptive behaviour continues the presiding member shall ask the offending party(s) to cease.
- If the disruptive behaviour does not cease, the presiding member shall adjourn the meeting for a specific time. (During this adjournment the Chief Executive Officer (CEO) should discuss the situation with the offending party(s) and ask them to behave appropriately in a place of government).
- Upon resumption of the meeting, the presiding member shall issue a warning that further continuation of the disruptive behaviour will lead to stronger action.
- If after the resumption of the meeting the disruptive behaviour continues, the presiding member shall again adjourn the meeting and instruct the CEO to ask the offending person or persons to leave the premises. The CEO would advise the person(s) that they are requested to leave the premises and that if they remain they will be committing the offence of trespass under Section 70A of the Criminal Code and could be prosecuted.
- Should the person refuse to leave, the CEO shall advise the offending party(s) that the Police will be called to apprehend them and the Council will instigate legal proceedings.
- At all stages of adjournment, the presiding member and elected members should retain the dignity of their office by not interacting with the offending party(s).
- Nothing in this policy removes the right of the presiding member, having regard to the nature and intensity of the disruptive behaviour to issue additional warnings before asking the CEO to request the person(s) to leave or the Police being called.

POLICY:	COUNCILLOR IPAD POLICY
POLICY NO:	1.9
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads).

1. Privately owned iPads

- 1.1 Councillors who own and operate their own personal iPads will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 Councillors will be provided with an annual ICT Allowance, a component of which is intended to provided internet access for a pre-paid download capacity for a period of 12 months. ~~The specific amount of download capacity assigned to an iPad will be advised to the Councillor at the time the iPad is recharged.~~ Where the Councillor exceeds the ~~download~~, capacity provided via the ~~prepaid service~~ annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.
- 1.3 Councillors who use their own Private iPad for Council and private use are encouraged to have this item included under their own private property insurance.

2. Council Issued iPads

- 2.1 iPads are provided for learning, business and information needs of Councillors of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.
- 2.2 *Acceptable Usage*
 - The iPad is provided primarily for use with respect to Councillors, in performing their civic duties as a Councillor.
 - Upon issue, the iPad will be loaded with applicable business related applications.
 - Councillors will be provided with an annual ICT Allowance, which is intended to provided internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.

- ~~• The iPad will be supplied with a prepaid sim card which will be charged with an annual data package. If the annual data package is used within the twelve months it is the responsibility of the Councillor to "recharge" the iPad.~~

2.3 *Conditions of Use*

- Councillors and staff are required to ensure iPads are maintained in an operative condition.
- Councillors issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as if it were the councillor's own property. In particular, it is the councillor's responsibility to ensure their allocated iPad is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad is strictly prohibited.
- The iPad is to remain with the designated person and not swapped with other employees/councillors.
- Passwords to access the iPad and various applications are provided by the Administration team on issue of each iPad and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads should be reported as soon as practicable.
- An iPad must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.4 *User requirements*

- If a user suspects that unauthorised access to Council data has taken place via an iPad device, the user must report the incident as soon as practicable.
- Devices must not be "jailbroken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.

- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.5 Training and Reporting of Issues/Faults

- Councillors are to seek training, report any issues or faults with the iPads or make any enquiries directly to the Administration Staff.

2.6 Term Completion

- On completion of a term of office as a Councillor or at the cessation of civic duties and where requested, Councillors are required to return the iPad and all accessories to the Administration Office as soon as practicable, but within 28 days.

~~2.7 Retention of Details~~

~~A copy of the following iPad details are to be provided to the Councillor issued with an iPad, and a copy recorded in the Shire's record management system.~~

iPad Serial Number:	
SIM Number:	
iTunes Login:	
iTunes Password:	
Dropbox Login:	
Dropbox Password:	
Accessories issued:	

2.8 Purchase of IPAD

- Councillors who complete their four year term with Council can keep their allocated iPad free of charge; Councillors that have not served a full four year term have the opportunity to purchase their iPads at a nominal fee.

2.9 Agreement

- Upon commencement with Council, Councillors are required to read the iPad Policy and declare that they will observe and abide by the terms and condition outlined in this Policy.

POLICY:	RELATED PARTIES DISCLOSURES
POLICY NO:	1.10
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

The Related Party Disclosure Policy aims to assist Council in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures*

PURPOSE:

The scope of *AASB 124 Related Party Disclosures* was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND:

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

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

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

IDENTIFICATION OF RELATED PARTIES:

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances. Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member.
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
 - Chief Executive Officer
 - Executive Manager Corporate Services
 - Executive Manager Infrastructure
 - **Executive Manager Regulatory Services**
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

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

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates.
- Fines.
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent) .
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
- Sale or purchase of any property owned by the Shire, to a person or party identified above.
- Sale or purchase of any property owned by a person or party identified above, to the Shire.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would

undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and

in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

DISCLOSURE REQUIREMENTS:

For the purposes of determining relevant transactions, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form.

1. Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the *Related Party Disclosures - Declaration* form will be required.

- Paying rates.
- Transactions relating to the registration and control of domesticated animals as defined in the Dog Act 1976 and Cat Act 2011.
- Transactions whereby a Fee or Charge is incurred and that are included as part of Councils endorsed Schedule of Fees and Charges.
- Fines.
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

2. All other transactions

For all other transactions identified as Related Party transactions above, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

3. Frequency of disclosures

- Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form annually.
- Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
- Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4. Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding,

management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

POLICY:	COUNCIL FORUM /BRIEFING SESSION
POLICY NO:	1.11
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	N/A
DUE FOR REVISION:	SEPTEMBER 2019

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.30pm.

The following Forum Procedure Applies

Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
- Forums to be attended by Councillors and the Chief Executive Officer. Consultants and other senior staff to participate by invitation from the Chief Executive Officer in consultation with the Shire President.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
- The CEO will ensure timely written notice and the Agenda for each forum is provided at all members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all forums.
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing an interest will not participate in that part of the Forum relating to their interest and leave the meeting room.

- There is to be no opportunity for a person with an interest to request that they continue in the forum.
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

POLICY:	USE OF COUNCIL EQUIPMENT
POLICY NO:	2.1
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That Council plant and equipment which can be used for firefighting purposes be made available for firefighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.

The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's [Chief Executive Officer](#), Executive Manager Infrastructure, Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer.

POLICY:	HARVEST AND VEHICLE MOVEMENT BANS
POLICY NO:	2.2
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, be authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, within the Shire.

The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire.

In the event that the Fire Danger Index reaches 32 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire.

Harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a Harvest and Vehicle Movement Ban has been imposed.

Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is originally indicated.

In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

For the purpose of 'Press Releases' relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:

"A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire until the designated hour, and may be extended if necessary"

Under no circumstances will the words 'to be reviewed at' be utilised when issuing notice of these Bans.

Community members can contact the Emergency Information Hotline by phoning 9487 8777 for up to date information on Harvest Bans and Road closures.

POLICY:	BRIGADE MEMBERSHIP FORMS
POLICY NO:	2.3
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Each brigade is to be encouraged to maintain an up-to-date list of brigade members and urge all eligible persons in the brigade area to complete a membership form, which is to be kept at the Shire Office.

POLICY:	BUSH FIRE ADVISORY COMMITTEE POLICY
POLICY NO:	2.4
SECTION:	BUSHFIRE
LAST REVIEW DATE:	N/A
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVE:

To set guidelines for the operation of the Shire of Yilgarn Bush Fire Advisory Committee.

OPERATIONAL GUIDELINES

Name

Shire of Yilgarn Bush Fire Advisory Committee.

Governing Legislation

The committee is established under Section 67 of the Bush Fires Act 1954.

Membership

Membership consist of:

VOTING MEMBERS:

Chief Bush Fire Control Officer;
Deputy Chief Bush Fire Control Officer (x2);
Fire Control Officers; and
Councillor Representatives.

If dual positions, only one vote per individual.

NON-VOTING MEMBERS:

General Brigade Members;
Shire Administration attendees; and
DFES District Officer.

Vision

To ensure the Shire of Yilgarn is a safe community by managing the fire risks within the district.

Terms of Reference

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Yilgarn.

Meetings

ANNUAL GENERAL MEETING

The Annual general Meeting is to be held in April.

Elections for nomination to Council of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Fire Control Officer are to be held at the AGM.

Note: The chairperson shall be the CBFCO

COMMITTEE MEETINGS

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in April.

QUORUM

There must be a minimum of three (3) voting committee members in attendance to reach a quorum where a vote is required.

VOTING

Shall be in accordance with the Local Government Act, Section 5.21 with all voting members of the Committee entitled and required to vote (subject to interest provisions of the LGA).

MINUTES

Shall be in accordance with the Local Government Act, Section 5.22.

MEETINGS

Meetings shall be generally open to the public.

MEMBERS INTEREST TO BE DISCLOSED

Members of the Committee are bound by the provisions of the Local Government Act, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

SECRETARIAT

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

CHAIRPERSON

The Chairperson and Deputy Chairperson are to be the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

MEETING ATTENDANCE FEES

Nil

DELEGATED AUTHORITY

Nil

POLICY:	FINANCIAL TREATMENT OF ASSETS
POLICY NO:	3.1
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INFRASTRUCTURE ASSETS:

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Infrastructure Roads
- Airport
- Drainage
- Footpaths
- Parks and Ovals
- Refuse Disposal Sites
- Sewerage Piping
- Townscape
- ~~Furniture and Equipment~~

All Other Assets (Greater than \$5,000 value)

Any material item purchased that is not deemed consumable or disposable, over the value of \$5,000 per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment

All Other Assets (Less than \$5,000 value)

Items purchased with a value of less than \$5,000 will be treated as follows:

Land and Buildings

All Land purchases will be capitalised. Building repairs and improvements less than \$5,000 will be treated as operating.

Plant and Equipment

A record of Plant and Equipment purchased with a value between \$1,000 and \$5,000 will be maintained via the 'Inventory of Plant, Equipment and Tools', with this Inventory reviewed annually by Council's Executive Manager Infrastructure to ensure dilapidated/disposed assets are removed from the Inventory.

Furniture and Equipment

All Furniture and Equipment >\$5,000 will be capitalised. Furniture and Equipment <\$5,000 per item will be treated as operating.

DEPRECIATION:

Depreciation of assets will be in line with the Significant Accounting Policies (Depreciation of Non-Current Assets) as adopted annually by Council via the Annual Financial Statements and Notes to and forming part of the Budget.

DISPOSAL OF ASSETS:**Methods of disposal of assets**

The principal methods of disposal of assets are:

- (a) public auction or electronic (for items of significant value a reserve price will be agreed to between the relevant officer and the auctioneer prior to the auction) or by public tender.
- (b) dumping – assets of no or little value only
- (c) donation to a registered charity or community organisation.

Sale to staff/Councillors

As a general principle, sale of assets to staff is NOT to occur outside of a public process.

The Independent Commission against Corruption (ICAC) recommends that invitations to bid for the purchase of any surplus Council assets should not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

However, it is recognised that there will be individual instances where sale to a staff member may be the most practical or fair and reasonable manner of disposal. In these instances, authority for disposal will rest with the CEO. All decisions and the reasons for the decisions must be documented.

Donations to Community Groups/Charities

(Note: this method of disposal may not be used for asset with an estimated value of more than \$5,000).

Scrap materials salvaged from works e.g. pavers etc. which are unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the Chief Executive Officer.

Donations of other old assets may only be made with the authority of the Chief Executive Officer and only after exploring all avenues for recouping a fair value for the Council.

Council staff should only consider donations in response to a formal written request. In considering any request, staff should keep in mind the following:

- Community groups should receive equitable treatment to avoid possible claims of bias.
- A check should be made to ensure the group is not a disguised business operation providing funds or remuneration to the principals.
- A check should be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (i.e. non-profit).

- Where the donation is seen as appropriate but there is a potential claim of bias, the matter should be referred to the Chief Executive Officer.
- The charity/community group must remove the asset themselves and at no cost to the Council.

Destruction of assets classified as beyond economical repair

Where an asset is classified as beyond economical repair the asset must be destroyed, with the destruction being witnessed by another responsible officer nominated by the Chief Executive Officer.

Sale of Information Technology (IT)/computer equipment

All internal hardware with any information relating to the Shire of Yilgarn will be removed by the Shire's external contractor and destroyed.

All external asset tags and labels connecting a machine to Shire of Yilgarn are to be removed and the remainder of the machine will be sent to e-waste.

Sale of motor vehicles

Motor vehicles are to be sold either via auction, tender or electronic tender or traded when purchasing a new vehicle.

Sale of office furniture

The **Executive** Manager Regulatory Services is responsible for the disposal of all office furniture. The furniture is to be either sold by public auction or tender.

Sale of major assets

Where assets of significant value (being more than \$150,000) are to be sold, the sale is to be by either public auction or tender.

Asset Revaluation at Fair Value

Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and the most advantageous price reasonably obtainable by the buyer.

The use of fair value in local government general purpose financial statements is considered essential to provide a more accurate measure of the value of community assets and liabilities than "historical cost" (the original monetary value of an economic item).

It is also essential to good asset management practices and robust long term financial planning for a local government to report the value of assets and their associated maintenance, renewal or replacement costs at fair value so that the long term sustainability of that local government can be addressed.

In September 2011, the Australian Accounting Standards Board issued accounting standard AASB 13 Fair Value Measurement, which sets out a framework for measuring fair value. The standard applies to annual reporting periods beginning on or after 1 January 2013 but may be applied to earlier reporting periods.

AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset's carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

POLICY:	SURPLUS FUNDS INVESTMENT
POLICY NO:	3.2
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

POLICY:

In accordance with the Local Government Act s6.14 (2) the Chief **Executive Officer** and/or ~~Deputy Chief Executive Officer~~ **Executive Manager Corporate Services** is authorised to invest surplus Council funds to the best advantage of Council, within a recognised Financial Institution, provided that local banking institutions are also given the opportunity to negotiate with a view to achieving the best possible interest rates.

Council will invest in only authorised institutions in accordance with FM Reg 19 (1) (2)

Council recognises the following Financial Institutions as being authorised for the investment of Council's Funds:

- Westpac Banking Corporation
- ANZ Banking Corporation
- Commonwealth Bank
- National Australia Bank
- Bankwest
- Bendigo Bank

When investing money Council may not do any of the following —

- (a) Deposit with an institution except an authorised institution;
- (b) Deposit for a fixed term of more than 3 years;
- (c) Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) Invest in bonds with a term to maturity of more than 3 years;
- (e) Invest in a foreign currency.

PROCESS:

A monthly statement be presented to Council giving details of all current investments showing;

- | | |
|------------------------|---------------------------|
| a) place of investment | c) interest rate |
| b) term of investment | d) name of funds invested |

POLICY:	RESOURCING EMPLOYEE ENTITLEMENTS
POLICY NO:	3.3
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30th June each year.

The value of this Reserve must mirror the value of:

- Current Long Service Leave recognised at year end, anticipated to be taken by the employee during the next reporting period, and;
- Non-Current Long Service Leave

Council acknowledges that funds will be withdrawn from time to time as employees utilise their Long Service entitlements identified within annual budgets. In the event that additional funds are required to meet obligations beyond the budgeted allocation, approval from Council will be sought to fund the shortfall from the Reserve Fund.

POLICY:	RESERVE PORTFOLIO RATIONALE
POLICY NO:	3.4
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Council maintains several Reserves for a myriad of purposes. This policy serves to explain the rationale behind Reserve purposes, and the basis of their existence. Essentially, Reserves are categorised by at least one of the following categories:

- **Growth**
A Growth Reserve has been set aside for a specific circumstance or event, which has or is reaching it's floor level, continuing to grow primarily as a result of interest re-investment.
- **Special Purpose**
A Special Purpose Reserve is created via the Community Strategic Plan and Corporate Business Plan, where a project or facility requires financial resources to be accumulated over an appropriate period of time. This type of Reserve endeavours to fully cash-back a project prior to it commencing.
- **Transactional**
A Transactional Reserve is developed to act as a financial conduit for a specific operation of Council. A Transactional Reserve can either operate as a 'Income Only' Reserve, whereby income from a facility is exclusively transferred to the Reserve or it can be 'Fully Operational', where the income is transferred to the Reserve and Expenditure obligations (both operating and non-operating) are sourced from this Reserve.
- **Unforeseen Circumstance Levels**
Some Reserves will maintain a floor level which is earmarked to provide Council with flexibility to meet unforeseen obligations within its operations.

POLICY:	PURCHASING AND TENDERING
POLICY NO:	3.5
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

1. Purchasing

The Shire of Yilgarn (the "**Shire**") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

1.1 OBJECTIVES

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantage.

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, 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. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$5,000 (exc GST)	Direct purchase, no quote needed
From \$5,001 and up to \$35,000 (exc GST)	<p>Seek at least one (1) verbal or written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$35,001 and up to \$85,000 (exc GST)</p>	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
<p>\$85,001 and up to \$149,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$150,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; <p>OR</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>

1.4.4 Exemptions

An exemption from the requirement to publically invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under auction by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

1.4.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

1.4.6 Other Procurement Processes

1.4.6.1 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

1.4.6.2 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.7 Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

1.4.8 Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire administration will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

2 SUSTAINABLE PROCUREMENT

2.1. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

2.2. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

2.3. PURCHASING FROM ABORIGINAL BUSINESSES

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

2.4. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3 PANELS OF PRE-QUALIFIED SUPPLIERS

3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to

- give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications can be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. PURCHASING POLICY NON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

5. RECORD KEEPING

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire of Yilgarn's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

POLICY:	REGIONAL PRICE PREFERENCE
POLICY NO:	3.5 (A)
SECTION:	FINANCE
LAST REVIEW DATE:	ADOPTED JULY 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVES

- To support local and regional businesses as much as possible
- To achieve value for money when purchasing goods and services

POLICY

The following price preference will be applied to regional tenders and is the percentage by which the regional price bid will be reduced for purpose of assessing the tender.

Goods and Services - up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10%	to all suppliers located within the Shire of Yilgarn
5%	to all suppliers located within the Wheatbelt region
2.5%	to all suppliers located within the Goldfield region

Construction (building) Services - up to a maximum price reduction of \$ 50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10%	to all suppliers located within the Shire of Yilgarn
5%	to all suppliers located within the Wheatbelt region
2.5%	to all suppliers located within the Goldfields region

Goods and services, including Construction (Building) Services tendered for the first time where Council previously supplies the Good or Services - Up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Yilgarn

5% to all suppliers located within the Wheatbelt region

2.5% to all suppliers located within the Goldfields region

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated -is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods and services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area.

Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

It should be noted that price is only one factor that council considers when evaluating a tender. Council does not have to accept the lowest tender based on price.

POLICY: **SIGNING OF CHEQUES**

POLICY NO: **3.6**

SECTION: **FINANCE**

LAST REVIEW DATE: **SEPTEMBER 2018**

DUE FOR REVISION: **SEPTEMBER 2019**

Further to Council Delegation LGA20, in accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire Municipal, Trust or other Fund.

These payments, made either by cheque or Direct Debit, are to be signed or electronically authorised by any two of the following authorised persons:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Infrastructure
- Manager Community Services
- **Executive Manager Regulatory Services**
- **Manager Finance**

provided that at least one of the authorised persons is either the Chief Executive Officer, Executive Manager Corporate Services, Executive Manager Infrastructure and **Executive Manager Regulatory Services**.

List Pay Document (Payroll Deposits)

Council utilises a 'List Pay' document to authorise the deposit of fortnightly net-pay amounts for Council's staff into individual employees' personal bank accounts.

This 'List Pay' document can be signed by any one of the above authorised persons listed above.

In support of this 'List Pay' document, a Manual Cheque Voucher is to be prepared, and that voucher must be signed by any two of the authorised signatories.

POLICY:	RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS
POLICY NO:	3.7
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Where fines and costs have been awarded by the Courts, or via Council's designated Recovery Agents from time to time, Solicitors shall continue to act on behalf of Council until satisfaction has been obtained.

All costs associated with the debt recovery effort shall be a charge against the defaulting debtor account.

Recovery Actions include:

- Referral of Fines to the Fines Enforcement Registry if unpaid after the due date,
- Summons for any account with an outstanding balance greater than \$200.00,
- In the event that a Summons remains unsatisfied, a Judgement Summons or Warrant of Execution will be applied to the Debtor,
- In the event that legal action is exhausted, with the debtor being unable to satisfy the Warrant of Execution (i.e. the Bailiff cannot seize goods to dispose of, to meet the value of the debt), then the account will be referred back to Council for consideration.

~~POLICY: BENCHMARK PERCENTAGE OR VALUE FOR REPORTING OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY~~

~~POLICY NO: 3.8~~

~~SECTION: FINANCE~~

~~LAST REVIEW DATE: SEPTEMBER 2018~~

~~DUE FOR REVISION: SEPTEMBER 2019~~

~~In an effort to provide Councillors with confidence and clarity when reviewing the Monthly Statement of Financial Activity, and in accordance with the Local Government (Financial Management) Regulations 1996, Regulation 34 (5), the following benchmarks will be used by staff for reporting of material variances:~~

~~Benchmark percentage +/- 10%.~~

~~Benchmark value \$30,000~~

POLICY: USE OF COUNCIL CREDIT CARD

POLICY NO: 3.8

SECTION: FINANCE

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the CEO is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by the Shire where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded to the Deputy Chief Executive Officer for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance Section ~~Accounts division~~ shall undertake monthly reconciliations and reviews of credit card purchases.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's Manager of Finance shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.
4. Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e Fly Buys) that is attached to the Council issued credit card.
9. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
10. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

PROCEDURE FOR AUTHORISATION OF PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Creditor Officer within five working days.

The Creditor Officer shall, in the case of staff other than the CEO, submit the completed and reconciled statement to the CEO for review and authorisation.

In the case of the credit card retained by the CEO, the completed and reconciled statement is to be submitted to the Shire President for review and authorisation.

The amount charged to credit cards is to be listed on the monthly list of accounts for submission to the Council and the original statement together with the tax invoices and signed copy of statements is to be filed and available for inspection by any Councillor and retained in Council's accounting records for audit purposes.

FORM FOR ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....
Credit Card Holders Name

.....
Credit Card Holders Signature

Date

POLICY:	RATES AND CHARGES RECOVERY POLICY (INCLUDING SEWERAGE RATES FINANCIAL HARDSHIP POLICY)
POLICY NO:	3.9
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVE:

To collect all rates, charges, fees and debts due to Council in an efficient and effective manner.

STATEMENT:

Rates and Charges should be levied on or before 1st August in each year and are payable either in full within 35 days or by four equal instalments on the due dates as determined by Council in accordance with the regulation.

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.

- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.
- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.
- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

Sewerage Rates & Hardship Policy

Rate payers have the right to request a review of their rates bill to ensure that they are not being undercharged or overcharged for their sewage rates. If the customer is dissatisfied with the review he/she can request to speak to the CEO about the matter. The customer is to be informed of the outcome of a review within 15 days of the request. If the customer is still not satisfied with the review then staff should direct them to contact the Energy & Water Ombudsman.

If a ratepayer advises the Shire that they are unable to pay or has difficulties in paying the sewer rates on their property, staff are to refer to the Shire of Yilgarn Financial Hardship Policy for Water Services March 2014 to assist the ratepayer. If a satisfactory result cannot be agreed on then the ratepayer is to be advised they can refer the matter to the Water Ombudsman.

POLICY:	USE OF SHIRE FACILITIES BY SERVICE PROVIDERS
POLICY NO:	3.10
SECTION:	FINANCE
LAST REVIEW DATE:	
DUE FOR REVISION:	SEPTEMBER 2019

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.

POLICY:	TIMELY PAYMENT OF SUPPLIERS
POLICY NO:	3.11
SECTION:	FINANCE
LAST REVIEW DATE:	N/A
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

DEFINITIONS

The following are definitions that may be used as part of this

policy: "Local Supplier" means a supplier located within the Shire of Yilgarn. "Shire" means the Shire of Yilgarn.

POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire's Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run's may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.

POLICY:	DEVELOPMENT OF HERITAGE PRECINCTS
POLICY NO:	4.1
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That development proposals on Heritage Buildings as specified in the Shire Municipal Inventory List (places of Heritage value) shall ensure that the heritage qualities are given due consideration prior to planning approval.

POLICY:	BUILDING ON RESIDENTIAL TOWNSITE LOTS
POLICY NO:	4.2
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Planning consent will not be granted by the Council to applicants wishing to construct more than one (1) residential building on a residential lot within the townsite of the Shire unless;

- a) setbacks and uses of the proposed buildings meet the requirements of the Shire of Yilgarn Town Planning Scheme (as amended from time to time), the National Building Code of Australia, and any other relevant Town Planning, Building or Health regulations;
- b) the residential buildings are constructed in a similar manner in terms of style, finish, appearance and method of construction as determined by the Council. Applicants are required to present such details including plans and photographs of proposed and existing buildings for Council assessment.

POLICY:	ADVERTISING & DIRECTIONAL SIGNS
POLICY NO:	4.3
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The erection of any signs, whether on public or private land, requires the approval of Council, under clause 5.2 Control of Advertisements of Yilgarn's Town Planning Scheme No. 2 (or as amended) and Main Roads WA Advertising Sign Guidelines.

Applicants are to submit an application for development approval to the Council detailing the reason for the sign, where it is proposed to be located, what it is made of and the design/wording/colour scheme on the sign. Signs are to be professionally made and painted. They are to be erected in accordance with best practice, the Building Code of Australia, or as directed by the Shire.

Sponsor's Signs:

When an organisation or business wishes to erect sponsor signs, the following conditions apply in addition to general requirements above:

- The organisation is responsible for the placing and removal of the signs;
- The organisation is responsible for maintaining the signs in good order at all times;
- Signs at the Oval may be placed on the boundary fence, the fence around the netball/basketball courts/skate park, and the tubular fencing around the oval – care needs to be taken to ensure that the signs are adequately supported and that the signs do not damage the fencing material;
- The signs are only to be erected for the duration of the event being sponsored, or at the discretion of the **Executive** Manager Regulatory Services; and
- The Shire takes no responsibility for the ongoing maintenance of the signs, even though they are on Council property.
- The Shire may force the removal of signs that are unmaintained or deemed dangerous at the relevant organisations expense.

Roadside Advertising Signs:

Advertising signs located on the state road reserves and beyond the boundaries of, but visible from, state road reserves, require Main Roads WA approval.

State road reserves include the Great Eastern Highway, Bullfinch Road from Bullfinch townsite to Southern Cross townsite and Southern Cross Marvel Loch Road from Southern Cross townsite to Marvel Loch townsite.

Advertising Signs outside of Main Roads WA jurisdiction must be less than 4.5 square meters in area and advertise a business or service in the local community or town, unless approved otherwise by council.

The advertising of certain premises such as places of worship or public utilities should be done at the place site, not through this type of advertising sign.

The following criteria apply to advertising signs within the Shire

For **Southern Cross townsite**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the Great Eastern Highway (both east and west), Bullfinch Road, Koolyanobbing Road, and Marvel Loch Road approaches to town;
- within 3km of the townsite boundary on the relevant roadway.
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each business or service provider is entitled to erect one advertising sign on each of the abovementioned approaches to town;
- "Main Roads-Roadside Advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist, or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

For **all other townsites**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the two main approach roads into the particular town;
- to be located from the town boundary line to a maximum distance of 2000 metres;
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each local business or service provider located within the town or general area is entitled to erect one advertising sign on each of the abovementioned approach roads to town;
- "Main Roads-Roadside advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

Roadside advertising signs **along rural roads**, for businesses or services, located outside a townsite are to be restricted to the following criteria, unless otherwise approved by Council;

- are to advertise a business or service that visitors/clients need to visit on a regular basis but do not include visitors such as fuel or other transport vehicles, business advisers or agents, etc. An exception to this may be a sign to advertise a field day or a farm clearing sale;
- to be located on the two main approach roads into the nearest town;
- to be located on the business property, ideally at or near the access road onto the property; and
- in all other respects are to comply with the criteria for these signs in Southern Cross town-site or for all other town-sites as stated above.

Construction and Installation

Applicants upon receiving approval for the advertising sign are;

- to arrange and pay for the production of the sign by a professional sign writer or sign manufacturer,
- will give the sign to the Shire for installation with the cost of installation to be paid by the applicant,
- will ensure that the sign is covered by the applicant's public liability insurance cover, and
- will be responsible for the ongoing maintenance of the sign.

Owners of advertising signs that are not maintained will be required to either remove the sign, replace or repair it.

If advertising signs are not adequately maintained by the owner, they may be removed by Main Roads or the Shire, with associated costs charged to the owner.

Directional Signs:

A directional sign is defined as a sign erected in a street or public place to indicate the direction to another place. They are commonly known as "finger" signs as they normally have one side shaped in the form of an arrow head to point the direction to travel to get to the particular place.

Directional signs are to be restricted to the following criteria, unless otherwise approved by Council;

- may be located at intersections on main approach roads/streets in the townsite to indicate the most direct route to the place;
- may be located at intersections on lesser roads/streets within the townsite to indicate the most direct route to the place;
- may be located at intersections on rural roads outside a townsite to indicate the most direct route to the place;

- a directional sign must not impede any other signs, especially any cautionary or regulatory road sign, and must not impede the line of sight for drivers at or approaching the intersection;
- within reason, each business within a townsite that is a distance off the main approach roads/streets may have multiple number of directional signs, however, there is not to be a directional sign on each intersection between the main approach road turn-off and the place. The specific number of directional signs is to be at the discretion of the Chief Executive Officer, but shall be no more than 6 signs within a townsite;
- Within reason, each business outside a town-site that is a distance off the main approach roads may have a multiple number of directional signs, with the specific number to be at the discretion of the Chief Executive Officer, but shall be no more than 10 signs;
- directional signs are to state the name of the place, and may also state the distance to the place;
- The applicant is to nominate the wording to be on the sign, and will be responsible for the costs of purchasing the sign and erecting it; however, the Shire will order and erect the sign to ensure compliance with the Australian Standards for road signs, uniformity of size, colour, and word font.

Where several businesses wish to have a directional sign for the one area, Council may require that a "stacked" slat sign is used on the one street corner or intersection. This will ensure that each sign will state the same information, be uniform in design/colour/letter/heights etc., and there may be room for other businesses to have a sign included on this sign in the future. Who pays for the sign slats and the installation will be determined at the time of the application.

POLICY:	MAINTENANCE OF BUILDINGS UNDER COUNCIL CONTROL
POLICY NO:	4.4
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That structural and major works to any building under direct Council control be the responsibility of Council, whilst minor maintenance to the internal fittings and fixtures be the direct responsibility of the occupier or principal user of the building *except* where the occupier or principal user has entered into a lease or other arrangement with Council which defines such responsibility otherwise.

Maintenance of Council Buildings will be in accordance with Council's Asset Management Policy and Asset Management Plan.

POLICY:	SWIMMING POOL USAGE
POLICY NO:	4.5
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVE:

To ensure that Council, staff and patrons of the Southern Cross Swimming Pool are familiar with the pool opening hours and general operational usage.

SWIMMING POOL SEASON:

The Swimming Pool Season will commence in the first week of November and close in the last week of March of each year. These dates can be adjusted by the Manager Community Services (MCS), in consultation with the CEO, to suit seasonal conditions.

The Swimming Pool Manager will commence work four weeks prior to the official opening of the pool to have the pool and grounds ready for use.

Normal Hours of Operation:

Normal hours of operation are from 11.00am to 6.00pm throughout the season.

The Swimming Pool Manager may keep the premises open until 8.00pm if the weather is warm and the pool is well patronised.

In the event of inclement weather, the Swimming Pool Manager has the discretion to close the pool for safety reasons.

If the weather is not favourable for swimming, being cold and/or raining, and there have been few or no patrons during the day, then in consultation with the Manager Community Services, the Swimming Pool Manager may close the facility earlier than 6.15 pm. A sign is to be placed at the gate advising patrons that the facility is closed and the reason for the closure.

Other users:

Paid service providers or volunteers:

The Shire of Yilgarn allows private facilitators and volunteers to provide services such as swimming lessons, water gymnastic and similar to be held at the pool.

The following conditions apply:

- All activities need to be approved by the Manager Community Services, in consultation with the Swimming Pool Manager.
- All activities are held during normal pool hours.
- Activities outside normal pool hours will require the private hire of the pool and approval from the Swimming Pool Manager and Manager Community Services.

- Attendees to these activities need to either hold a valid season pass or pay a daily admission fee.
- The registration fee paid by each attendee is the property of the facilitator.
- Should the pool be booked for other functions the activity will have to be postponed.
- The activity does not interfere with other patrons of the pool and does not give sole use of the pool, unless a lane / lanes have been hired.

Early Morning Swimming:

In the event that there is sufficient interest (minimum of 4 regular swimmers), the Swimming Pool Manager can open the pool between 6.00am and 7.00am on nominated days, for early morning swimming.

VAC Swim Lessons:

For two weeks (not including weekends) after school has finished for the year, VAC Swim Lessons will be held at the pool. The exact dates are determined each year by VAC Swim in Perth and the Shire and Swimming Pool Manager are advised of these dates. Lessons commence generally at 9.00am and conclude generally at 1.00pm. During this period the pool is not open to the public, and this is advertised in Crosswords to advise patrons. People attending VAC Swim Lessons must make registration payments directly to VAC Swim WA, however, attendees (including parents watching their children) will still need to purchase a day ticket to enter the Pool facility or hold a valid season ticket.

School Swimming Lessons:

In November and February each year, for two weeks each month, there are swimming lessons held at the pool conducted through the local Schools and the Department of Education WA. Lessons commence generally at 9.00am and conclude at 2.30 pm. During this period the pool is open to the public although patrons need to be mindful of the lessons in progress, and this is advertised in Crosswords to advise patrons.

ADMISSION TICKETS:

The fees and charges for admission to the swimming pool are reviewed annually as part of the Council's Fees and Charges Schedule. These charges are to be advertised separately in Crosswords prior to the commencement of the new swimming season each year.

The following outlines the difference between the daily admission ticket and the season admission ticket.

Daily Admission Tickets:

Entry to the pool during operating hours without limitation for one day.

Season Admission Tickets:

A season ticket will admit unlimited entries into the facility during the whole season.

A Family season ticket is valid for 2 adults and up to 3 children or dependents under the age of 16 years, who are all members of the immediate family, residing at the same address.

Season tickets are non-transferrable (can only be used by the original owner)

GENERAL USE:

General Rules and Warnings of the Swimming Pool Facility

- Pool patrons are required to conduct themselves in an appropriate manner and to comply with the general rules and warning signs that are placed around the facility and obey directions of the Swimming Pool Manager.

Children Under 10 Years of Age

- All children under 10 years of age attending the Pool for any activity must be accompanied by a responsible adult otherwise they will not be allowed entry. A responsible adult is considered a person 16 years old or older who is either related to the child or has been designated by the child's parents or guardian for this purpose. The pool manager may request some form of age identification.

This requirement is a statutory requirement introduced by the WA State Government in 2008 with the adoption of the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities*, which is administered by the Shire.

Child Supervision

- While the Swimming Pool Manager is responsible for looking out for all swimmers at the facility, they are not responsible for watching young children in and around the water as this takes their attention off other swimmers.
- Parents who bring very young children to the pool must attend to and be in arms reach of their child/children at all times. Parents must take notice of any directions given to them by the Swimming Pool Manager to watch or control their child/children when in or near the water.
- If these directions are ignored then the Swimming Pool Manager can prohibit parents and children from entry to the Pool Facility.

Resolution of Disputes:

The Swimming Pool Manager will run and manage the Swimming Pool Facility in accordance with the Health (Aquatic Facilities) Regulations 2007, the Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities December 2015 and this Council Policy.

In the case of a pool patron or a group that uses the Pool facility having a dispute with the Swimming Pool Manager, the following procedures should be taken:

- 1) The patron or executive representative of the group should speak to the Swimming Pool Manager regarding their dispute and try to resolve the matter to the agreement of both parties.
- 2) If a resolution cannot be achieved following the actions as stated in item 1) above, then the patron or executive representative of the group should discuss the matter with the Manager Community Services.
- 3) If the patron or group are not satisfied with the decision from the Manager Community Services, then they are to put their grievance in writing addressed to the Chief Executive Officer who will respond to the author accordingly stating his/her decision on the matter.

POLICY:	OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS
POLICY NO:	4.6
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVES

The primary objectives are to:

- (a) To provide guidelines for the size, placement, use, and construction of outbuildings in "Residential" and "Townsite" zoned areas or on land used for or developed for Residential purposes.
- (b) Council has experienced demand for outbuildings greater in proportions to that listed in the R Codes 'Deeded to Comply' provisions. Council considers it reasonable to put in place a policy in order to properly consider the development of larger outbuildings.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Open Space" generally means that area of a lot not occupied by any building.

"Outbuilding" means an enclosed non-habitable structure that is detached from any dwelling, and is NOT one of the below if attached and part of the main roofed area of the dwelling –

- 1) "Garage" – is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling.
- 2) "Gazebo" – is an unenclosed open-framed structure covered in a water permeable material or unroofed or may have an impermeable roof, which may or may not be attached to a dwelling.

- 3) "Patio" – is generally an unenclosed structure with an impermeable roof, but may have light weight walls that can be rolled up or down to provide more weather protection, and may or may not be attached to a dwelling.
- 4) "Pergola" – is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.
- 5) "Porch" – is a roofed open platform attached to the front or rear of a dwelling – generally a small covered area at the entrance to the dwelling.
- 6) "Verandah" – is a roofed open platform attached to a dwelling – generally covering at least half the length of the dwelling.

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning, which are subject to amendment from time to time.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

BACKGROUND

Residential and Townsite zoned lots within the townsite of Southern Cross, Bullfinch, Bodallin, Moorine Rock, Marvel Loch, Koolyanobbing, and Yellowdine in the main are 1012m² in area but some of the newer developed areas within Southern Cross have lots of around 730m² in area. Land owners often have development potential and desire to build outbuildings greater in size than those land owners in metropolitan areas. Currently the State Planning Policy 3.1 Residential Design Codes commonly referred to as the "R Codes" permits in "Residential" zoned areas to have an aggregate of outbuilding size not to exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser, and which have a wall height not exceeding 2.4m and a ridge height not exceeding 4.2m, and are to comply with the other requirements of part 5 of the R Codes.

This Policy will enable the development of outbuildings larger than the R Codes 'deemed to comply' dimensions.

POLICY

Outbuildings that satisfy the following development criteria are regarded as satisfying the Design Principles of the Residential Design Codes 2013 (as amended) and may be approved by the Building Surveyor without referral to Council.

Applications not meeting the policy development criteria and/or are of a contentious nature will be referred to Council in the form of a written development application (available at the Shire Office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings applications that comply with this Policy are:-

- 1) Those that comply with the R Codes (as amended) Deemed-to-Comply requirements, as outlined in the Background information above;
- 2) Comply with the Building Code of Australia (as amended);
- 3) Are constructed or new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practicing
- 4) Structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed;
- 5) Are not attached to a dwelling;
- 6) Are not for human habitation;
- 7) Are not situated within the primary street or secondary street setback area;
- 8) Do not reduce the amount of open space required by the R Codes to less than the prescribed amount;
- 9) Are setback in accordance with the R Code requirements;
- 10) Do not adversely impact on neighbouring properties and buildings. Generally this require that the outbuilding is either set in away from the lot boundaries or near the rear boundary;
- 11) Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below.

Table 1

LOT AREA (m2)	LOT DENSITY RATING	MAXIMUM SINGLE OUTBUILDING (m2)	TOTAL OUTBUILDINGS (m2)	MAXIMUM WALL HEIGHT (metres)	MAXIMUM RIDGE HEIGHT (metres)
260 - 450	R30	25	43 - 55	2.4	3.0
451 - 699	R17.5/R15	40	55 - 70	2.4	3.0
700 - 874	R12.5	60	85	3.0	3.6
901 - 1500	R10	90	125	3.0	3.6
1501 - 2000	R10	115	160	3.5	4.0
2001 - 3500	R5	145	265	3.5	4.2
3501 - 5000	R2.5	160	375	3.5	4.5

Note: The sizes specified in Table 1 above are a guide only. Until all factors are considered, a final maximum outbuilding size cannot be provided.

In order for a full assessment of the application to be made to determine the maximum size of the outbuilding or the total aggregate area of outbuildings on the lot, the applicant must provide the necessary information to the Building Surveyor so that this assessment can be made. This means in addition to the standard information to be provided, the applicant or owner will also need to provide information on existing outbuildings and state what the total area of open space on the lot or developed area on the lot is (not including the proposed building). Failure to provide this information will mean that the application may be rejected.

MEASURES TO ENSURE COMPLIANCE WITH PLANNING CONSENT

When an application for planning consent for an outbuilding is considered by Council or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant or owner to:-

- a) Specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council; and
- b) Apply and have granted a building permit for the proposed outbuilding.

POLICY:	SEA CONTAINERS & OTHER SIMILAR STORAGE STRUCTURES
POLICY NO:	4.7
SECTION:	COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2018
DATE TO BE REVIEWED:	SEPTEMBER 2019

OBJECTIVES

The primary objectives are to:

- (c) To provide guidelines for the placement, use, size, and construction of sea containers or other similar storage structures.
- (d) To maintain a high level of visual amenity in the areas in which the sea containers will be located.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Donga" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

"Other similar storage structure" means a prefabricated structure with a flat roof, regular in shape and is capable of being readily transported (including a donga and a railway carriage).

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning.

"Sea Container" means a large metal container originally manufactured to carry goods on a sea vessel, and now used to transport or carry goods by rail and roads as well.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

POLICY STATEMENTS

The location of sea containers and other similar structures within the Shire is regarded as development and will require planning approval.

All applicants will also be required to obtain both Planning Approval and a Building Permit for the sea container or structure.

For the purpose of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.

No sea container or other similar structure is permitted to be used for human habitation.

EXISTING SEA CONTAINER OR OTHER SIMILAR STRUCTURES

At the time of endorsing this Policy in December 2014 Council is aware of several existing sea containers situated on "Residential" zoned land within the Shire District as well as on "Commercial" and "Industrial" zoned land.

Council has agreed to allow these pre-existing sea containers to remain on-site on these blocks on the following conditions:-

1. That the owner of an existing sea container must apply for Planning Approval for each sea container, if not previously obtained.
2. That the owner of an existing sea container must apply for a Building Permit for the structure to remain on the property as a storage shed or outbuilding, if not previously obtained.
3. The sea containers are able to be used for the current purpose until they are no longer required for this purpose.
4. If a current owner wishes to keep the sea container on the property and use it for another quite different purpose, then the owner will need to apply to Council for permission to keep the sea container for the new purpose(s).
5. Plus all existing sea containers must also comply with the conditions set-out below for proposed sea containers or other similar structures.

PROPOSED SEA CONTAINER OR OTHER SIMILAR STRUCTURES

On "Residential" Zoned Land:-

Council will consider the approval of such a structure on "Residential" zoned land based on the following conditions:-

- a) That the owner wishing to install a sea container on his/her property must apply for and obtain Planning Approval for each sea container prior to it being installed on the property.
- b) That the owner wishing to install a sea container on his/her property must apply for and obtain a Building Permit for the sea container or structure prior to it being installed on the property.
- c) The structure is only to be used for the secure storage of household items including vehicles, collectables and the like, but is not to be for the carrying out of a commercial activity on the property, unless approved by Council.
- d) The sea container or other similar structure is to be located in the rear yard of the property (that is behind the dwelling on the property) so that it will not readily be seen from the main access road or thoroughfare. If the property is a corner block then the sea container or other similar structure needs to be setback from the secondary street frontage to meet this same condition for the secondary street, or may need to be screened to the satisfaction of Council.
- e) The sea container is to be setback from the rear and side boundaries at least 1.0 metre or greater, with the doors opening into the residential yard.
- f) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- g) The structure is to be in good condition and well maintained, painted one uniform colour to match the dwelling or nearby buildings on the property, professionally painted, and is to be treated to control rust.
- h) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

The only exception to the above is a structure for temporary storage during the conduct of building works which will be exempt from this requirement, provided that the following criteria are achieved:-

1. The structure is only being used for the secure storage of materials, plant, machinery, or building equipment on a building site.
2. The building site has a current building permit, and when necessary, planning approval.
3. Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 days.

4. The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
5. The structure may not be permitted on the building site for a period longer than 6 months, unless specific approval from the Shire is obtained.
6. The structure is removed from the building site at the completion of the building works.

On Other Zoned Land:-

Such structures may be permitted on land zoned "Commercial" on the following conditions:-

- i) That the structure is only being used for the secure storage of items or materials used or sold as part of the commercial activity carried out on the property.
- ii) The structure is located at the rear of the property, generally out of sight of the main access road or thoroughfare.
- iii) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- iv) The structure is in good condition and is well maintained so that is one uniform colour to match the main building or adjoining buildings on the property, and is treated to control rust.
- v) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

Sea containers or other similar structures are permitted on "Industrial" zoned land within or outside a gazetted townsite but the owner will still need to seek planning approval from Council and a building permit needs to be obtained from the Shire prior to the structure being placed on-site.

This Policy does not pertain to structures situated on "Rural/Mining" zoned land outside of a gazetted townsite.

No sea container or other similar structure is permitted on Council roads /footpaths or Reserve land unless approved by Council.

POLICY:	MINING TENEMENTS
POLICY NO:	4.8
SECTION:	TOWN PLANNING
ORIGINALLY ADOPTED:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The Shire receives advice from the Department of Mines, Industry Regulation and Safety regarding Mining Tenements within the Shire and requests any objections the Shire may hold. Historically these have been put to Council for consideration.

The Department of Water and Environment Regulation and Department of Mines, Industry Regulation and Safety have very strict conditions placed on the licences of all tenements and so the majority hold negligible risk to the Shire and its residents.

The exception to this can be when tenements approach or include town-sites or private land. In these instances, the matter will be put to Council for their consideration.

Those tenements falling outside of the above scope will still be assessed by the Manager of Regulatory Services, and if deemed contentious can be referred to Council.

POLICY:	CROSSOVERS
POLICY NO:	5.1
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<u>Crossover type</u>	<u>Subsidy</u> (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
<i>Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.</i>	

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

MAJOR UPGRADES:

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

POLICY:	HEAVY HAULAGE ON LOCAL ROADS
POLICY NO:	5.2
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The CEO may approve the operation of Extra Mass Vehicles and Road Trains on the following conditions:

Minimum Road Requirements

Road Pavement (running surface) width :	9.00 metres (includes roadside shoulders)
Road Pavement Thickness :	150 mm (imported/in-situ)
Crossfall :	4.0 %
Radii at junctions/intersections :	20 m

Administration

The approval from Main Roads WA shall be carried within the vehicle at all times and is to be made available to any authorised Council officer on request.

Council may withdraw its approval/support if excessive wear or damage occurs on the approved route.

Heavy Vehicle Cost Recovery

If any party plans to run a defined vehicle freight task that is deemed an extraordinary load that is likely to cause damage resulting in extraordinary expenses to the Shire, the Shire may negotiate a relevant charge in accordance with the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads or enter into an Agreement (if unsealed) in accordance with the Road Traffic (Administration) Act.

Vehicle Specifications

The vehicle shall comply with all laws, regulations and limits imposed by relevant authorities.

POLICY:	PRIVATE WORKS
POLICY NO:	5.3
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The Shire will carry out private works on the proviso that:

- The person requesting such works has demonstrated that they have been unsuccessful in endeavoured to source a private contractor to undertake such works

POLICY:	ROAD BUILDING MATERIAL – GRAVEL
POLICY NO:	5.4
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

LEGISLATION:

Section 3.27 of the Local Government Act 1995 states (in part):-

Particular things Local Governments can do on land that is not Local Government property-

- 1. A Local Government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not Local Government property and the Local Government does not have consent to do it.*
- 2. Schedule 3.2 may be amended by regulations.*
- 3. If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as the site or curtilage of a building or has been developed in any other way, or is cultivated.*

Schedule 3.2:-

Take from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence, or gate.

Section 3.36 applies.

Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.

COMPENSATION:

Section 3.22 of the Local Government Act 1995 states (in part):-

(1) If a person who is –

- a) the owner or occupier of land granted in fee simple; or*
- b) the occupier of land held under lease or on conditional terms of purchase from the Crown, except for pastoral or timber purposes, sustains damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in subsection (5) or in Schedule 3.1 or Schedule 3.2.*

POLICY STATEMENT:

This policy is for use in obtaining Road Building Materials from freehold land. It does not apply to other land tenures such as crown land, CALM land or Pastoral Leases.

Initial Approach to Landholders

Where Road Building Materials are required the CEO or his Representative is to approach the landowner concerned at least one (1) month prior to the commencement of work with a request for the material.

A plan showing the block location of the material to be sourced is to be provided to the landholder.

No other forms of compensation are available.

A notice of intended entry is not required under the Act, however some form of written acknowledgement should be provided as per the example at the Appendix to this Policy.

Damages

The Shire will reinstate any fencing and access tracks damaged during the course of works.

Excavation

Existing access tracks where possible are to be utilised and will be maintained by the Shire for the duration of works and on completion.

Topsoil to a depth of approximately 80-100mm is to be removed and stockpiled.

Borrow pit to be a minimum distance of 15metres from any boundary fence. (This will provide access to fences and where applicable will provide a bush buffer zone from road reserves)

Gravel may be extracted to a maximum depth of one (1) metre, unless otherwise negotiated.

Rehabilitation

Council will allocate sufficient funds in its Annual Budget for the rehabilitation of gravel pits in keeping with recognised Natural Resource Management best practice standards.

Rehabilitation will commence within one (1) month of the end of the financial year on exhausted pits. Suitable spoil from Roadworks may be used to backfill the borrow pit. Borrow pit floor is to be ripped.

Top Soil and other overburden is to be pushed back over the borrow pit. Inclines on sides of borrow pit are to be reduced to a suitable back slope. Other requirements are to be negotiated with the landholder in writing before commencement of works.

Compensation

Compensation will be made to the landowner at the following rate:-

- One dollar (\$1) per bank cubic metre of Gravel
- Calculation of gravel requirements will be based upon the physical dimensions of the excavation required (ie. 100m x 100m x 1m = 10,000 bank m³).

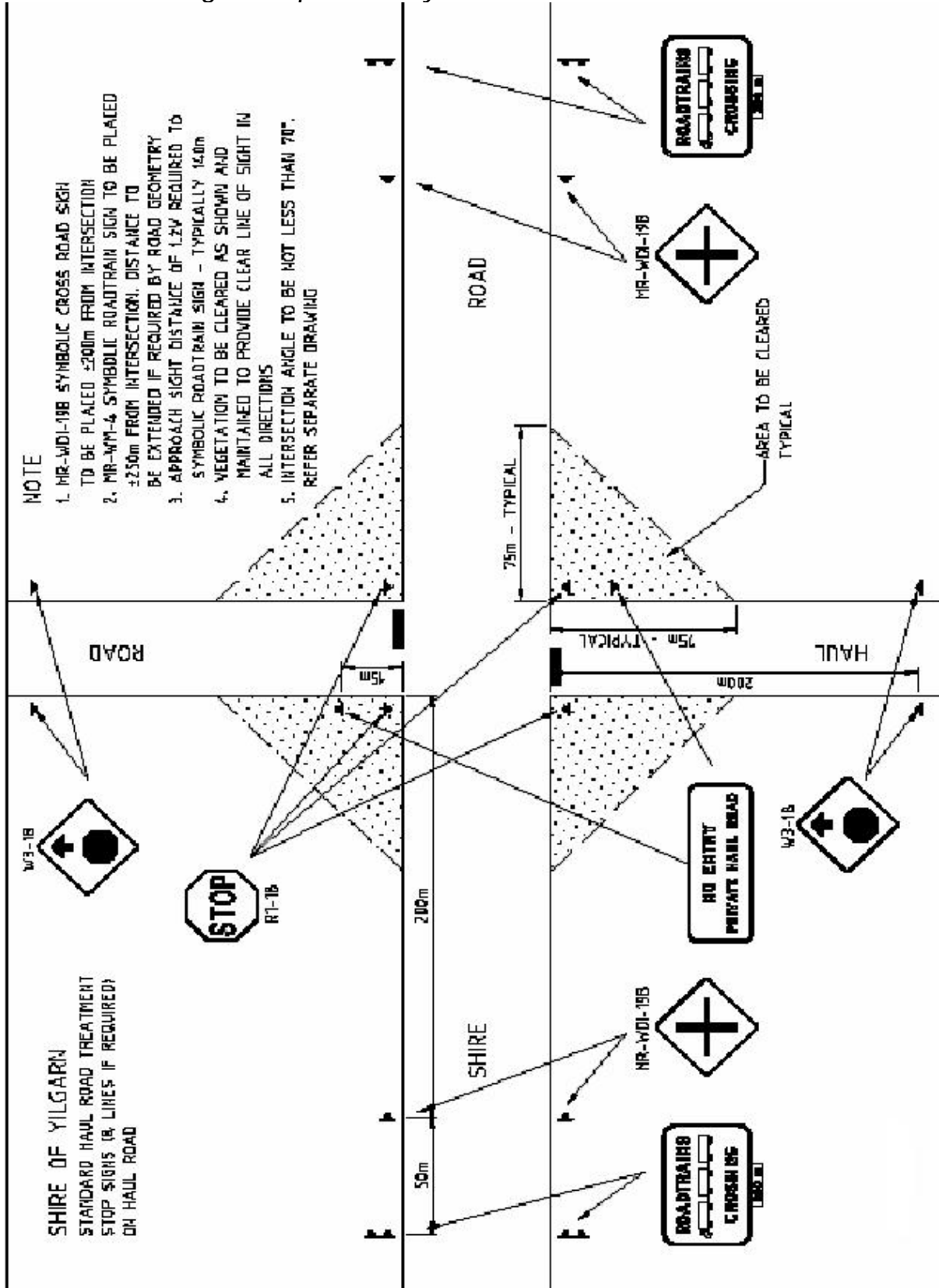
POLICY:	TRAFFIC INTERSECTION MANAGEMENT PLAN (Private Haul Roads intersecting with roads under Council Control)
POLICY NO:	5.5
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

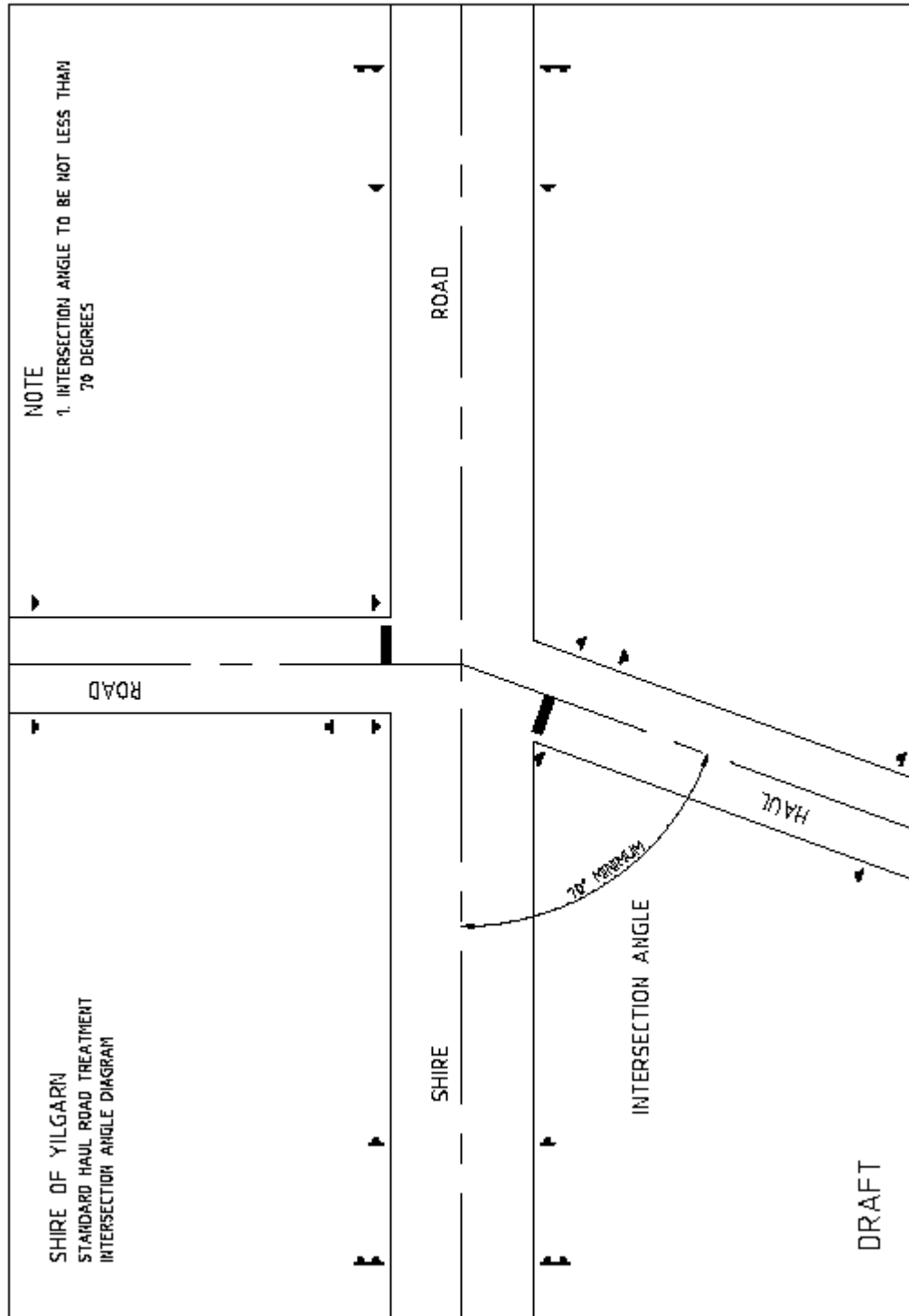
1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.

9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



Attachment 2 – Intersection Angles



POLICY:	ROADSIDE MEMORIALS
POLICY NO:	5.6
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

POLICY:	STOCK ON COUNCIL ROAD RESERVES
POLICY NO:	5.7
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The Shire will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road reserve and will also permit, in accordance to Main Roads Western Australia specifications, stock underpasses under local roads when traffic exceeds 500 vehicles per day.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

1. DEFINITIONS

Unless otherwise indicated in the text of this Guideline:

AS	means Australian Standards.
Local road	means a road under the control of a Local Government.
MRWA	means Main Roads of Western Australia.
RTC 2000	means The Road Traffic Code 2000.
State road	means a road under the control of Main Roads Western Australia
Traffic signs	means a sign as recognised in the Australian Standards or Main Roads Signs Index.

2. APPLICATION & APPROVAL GUIDELINES

2.1 Background

The purpose of this Policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads exceeding 500 vehicles per day.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

- For roads with declared Control of Access consent of MRWA is required. **(MRWA Act 1930, Section 28A (4))**, and
- For roads within a town the permission of the Director General is required. **(RTC 2000 Regulation 277)**.

A person droving stock on roads shall;

- not leave stock unattended (**RTC 2000 Regulation 275**), and
- Provide reasonable warning and not cause unreasonable delay to approaching traffic (**RTC 2000 Regulations 276**).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (**Regulations 297 & 276**), and to display an orange flashing warning light on a vehicle (**Regulation 289**).

3. PRECAUTIONS FOR TAKING STOCK ONTO A LOCAL ROAD RESERVE

3.1 General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

3.2 Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the **Technical Guideline of this Policy (Section 5)**.

3.3 Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

4. STOCK UNDERPASS ON ROADS WITH HIGH TRAFFIC VOLUMES

Where a road's annual average daily traffic volume exceeds more than 500 vehicles per day, a stock underpass maybe considered as the preferred method of moving stock across the road.

4.1 General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

4.2 Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

4.3 Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council or Council approved consultants and or contractors.

4.4 *Maintenance*

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of built up material and repair of any damage to the road infrastructure within the road reserve.

4.5 *Applications*

A person wishing to install a stock underpass must submit an application to Council.

4.6 *Approval*

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council before commencement of any work in the road reserve and shall indicate the extent, if any, of Council's contribution to funding the underpass.

4.7 *Specifications*

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

4. TECHNICAL GUIDELINES

5.1. *General*

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding warnings.

5.2 *Stock Crossings with Sight Distance Greater Than 300 Metres*

Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per **Figure 1**.

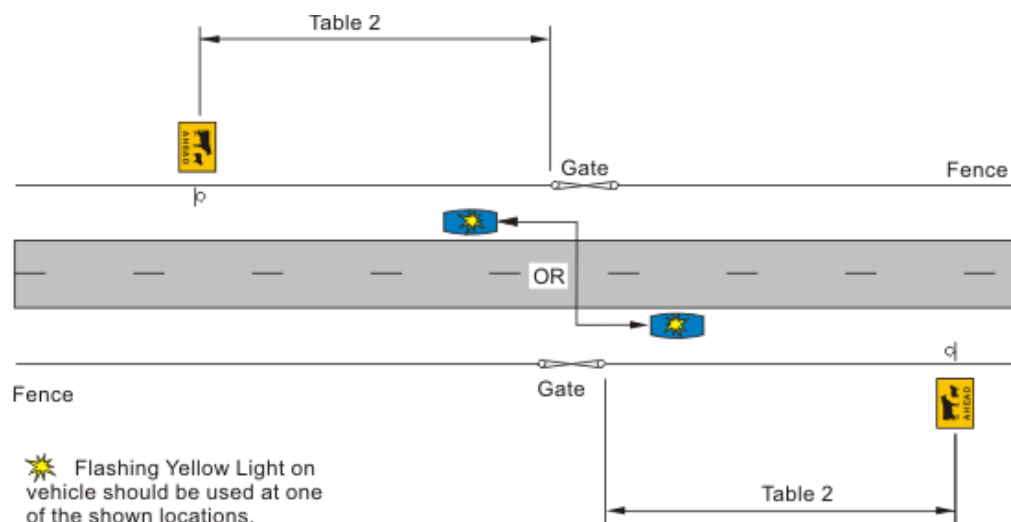


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads/gravel roads.
NOTE: Gravel roads – there is no requirement for orange flashing lights

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in **Table 2**.

Table 2 – Where the placement of STOCK AHEAD signs equal 2 x the distance of the posted speed limit

POSTED SPEED LIMIT KM/HR	MINIMUM SPACING DISTANCE METRES
60	120
70	140
80	160
90	180
100	200
110/ State Limit	220

5.3 Stock Crossings with Sight Distance Less Than 300 Metres

If the stock crossing site is positioned such that approaching motorists cannot see the stock crossing point from at least a minimum of 300 metres away during the day, then signage should be as shown in figure 2.

The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.

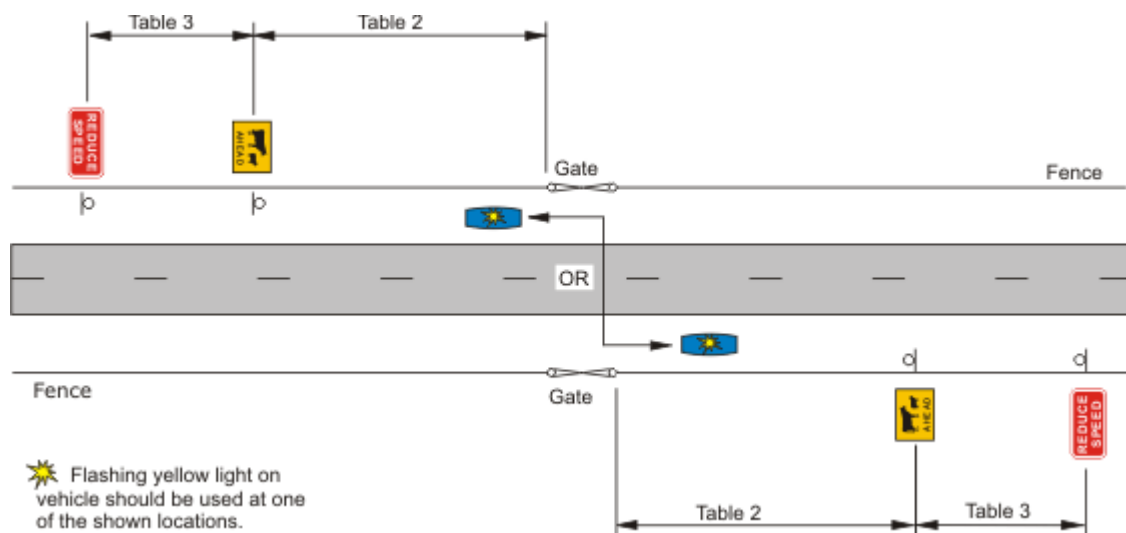


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

TABLE 3 – Where the placement of REDUCE SPEED Signs equals .5 x the posted speed limit

Posted Speed Limit km / hr	Minimum Spacing Distance
60	30
70	35
80	40
90	45
100	50
110/State Limit	55

5.4 Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (**See also Sections 6.0 and 7.0**),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point.
- The sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to **Figure 1**, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

5.5 Droving of Stock along a Road

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with **Figure 3**. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in **Table 2**.

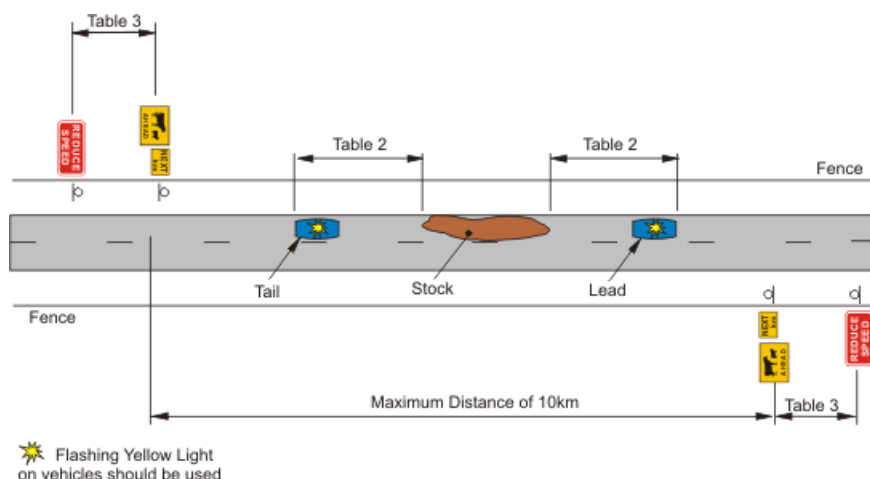


FIGURE 3 - Signing for droving of stock

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.

6. SIGNS

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard

Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:






- they are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and

- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve.

Signs are a specified treatment in this guideline, and typical signs are listed in **Table 4**.

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock

"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)	
"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm	
"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm	
"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm	
"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions	

7. VEHICLE MOUNTED WARNING DEVICE

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle) Regulations 2014. Vehicle indicator lights do not constitute a flashing orange warning light.

POLICY:	ROAD WORKS ON COUNCIL ROADS
POLICY NO:	5.8
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That Council adopts Main Roads Western Australia's Code of Practice for "Traffic Management for Works on Roads" which includes road works on Council controlled roads.

Contractors working on Council road reserves are required to submit appropriate Traffic Management Plans in accordance with the above Code of Practice for approval by the Executive Manager Infrastructure before proceeding with any works.

POLICY:	PLANT REPLACEMENT
POLICY NO:	5.9
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Prior to the adoption of the Annual Budget, Council shall review its plan for plant acquisition and disposal for the next 10 years. The review will be based on the relative serviceability, condition, available changeover deals and market factors affecting each item of plant.

POLICY:	ROAD CROSSINGS - DRAINAGE
POLICY NO:	5.10
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The following Council Policy applies for road crossings required by drainage works being undertaken by landholders:

- That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.
- A culvert design with all relevant supporting information eg. flow rates etc. to be submitted by the applicant for Council consideration.
- Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholders fence lines.
- Materials associated with the works be borne by the applicant.
- Installation and reinstatement works to be undertaken/supervised by Council.

POLICY:	COUNCIL HOUSING – BONDS
POLICY NO:	5.11
SECTION:	ENGINEERING
LAST REVIEW DATE:	N/A
DUE FOR REVISION:	SEPTEMBER 2018

POLICY

Council recognises its community and employer roll in the provision of accommodation for staff, aged residents, medical services and community houses. It is Council policy that a bond shall be applied to all residential properties even if zero rent is applicable.

PURPOSE

To protect residential units against damage through financial imposts in the form of a housing bond.

DIRECTIVE

The bond shall be calculated at based one of more of the following where a weekly rent is payable for the property the bond shall be a minimum of 4 times the weekly rent where the property is provided rent free the bond shall be a minimum of \$1000 or 4 times he weekly rent for a similar standard rental property.

All shire residential properties shall operate under a Residential Tenancy Agreement and bonds receive shall be paid to the bond trustee.

Bonds shall be paid in advance of occupation of the premises or within 4 weeks of occupation if the written approval of the CEO is in place to permit deferred payment.

Bonds held may be used to recover costs when the property is vacated for the following reasons;

House cleaning, carpet cleaning, housing repairs for damage attributable to the tenant, overgrown garden/lawns and the replacement of tenant damaged furniture and equipment are costs which may be recouped through the housing bond.

All shire housing shall undergo periodic inspections at a minimum of 2 per annum subject to the tenants being provided with at least 2 weeks written notice.

POLICY:	RESERVES – NOTIFICATION TO SURROUNDING LANDOWNERS
POLICY NO:	6.1
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That when notice is received concerning any proposed changes in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.

POLICY:	COUNCIL OPERATED STANDPIPES / MT HAMPTON DAM AND DULYALBIN TANK FACILITIES
POLICY NO:	6.2
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	JUNE 2018
DUE FOR REVISION:	JUNE 2019

COUNCIL OPERATED STANDPIPES:

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, eg. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

STANDPIPE CONTROLLERS

- Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
- Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch.
- Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
- New or replacement cards will be at the cost of the user, the fee is set by the fees and charges;
- Application forms are available from the Shire administration office; and

- In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

- One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
- No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
- Sufficient credit to withdraw 400 Kilolitres of water will be applied to each domestic card issued;
- Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres during that financial year, based on the standpipe water charge set for that year; and
- Funds remaining on the card at 30th June will not be rolled over into the next financial year.

MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities. Appropriate signage will be installed at both facilities informing users of their obligations.

POLICY:	COMPLAINTS HANDLING
POLICY No:	6.3
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION	SEPTEMBER 2019

Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving officer to act or refer the complaint or not to deal with the complaint.

- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Shire.
 - d) the standard or condition of a facility provided by Shire.
 - e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.
- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.

Service Complaint

(Issues with Shire Service)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s: _____

Address in Full: _____

_____ Phone _____

Email: _____

Complaint: _____

Preferred Solution: _____

Complainants' Signature: _____

POLICY:	ASSISTANCE TO STATE REPRESENTATIVES
POLICY No:	6.4
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$300.00

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

POLICY:	INWARD CORRESPONDENCE
POLICY NO:	6.5
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Correspondence will be managed within the protocols contained within the requirements of councils records management system and will comply with the State Records Act and its retention and disposal guidelines.

As a general benchmark, inwards correspondence will at least be acknowledged with seven (7) days of receipt

POLICY"	FUNDING SUBMISSIONS
POLICY NO:	6.6
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

In order to maximize the acquisition of external funding applicants for external funding opportunities, the CEO is authorised to prepare and submit funding applications for external grants regardless of whether a specific budgetary allocation exists

Prior to formal acceptance of funding towards an unbudgeted project, the CEO is to obtain a council resolution to vary the budget as a requirement of regulations.

POLICY"	COMMUNITY ENGAGEMENT POLICY
POLICY NO:	6.7
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process "that involves the public in problem solving or decision-making and uses public input to make decisions". (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire's priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

Focus and commitment	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
Transparency and openness	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
Responsiveness and feedback	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
Inclusiveness, accessibility and diversity	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
Accountability	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Resources	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

POLICY:	ASSET MANAGEMENT POLICY
POLICY NO:	6.8
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

Policy Statement

- To approve Council's Asset Management policy and plan.
- To ensure appropriate allocation of Asset Management resources.
- To evaluate Asset Management Plan recommendation for implementation.

Chief Executive Officer (CEO)

- To implement the Council Asset Management policy, strategy and plan with reasonable practical resources.
- To monitor, evaluate and report to Council on Asset Management compliance and milestones.
- To include Asset Management in relevant staff's position descriptions and performance plans.
- To ensure that accurate and reliable information is presented to council for decision-making.

Asset Management Section Managers

- To develop and establish corporate policy, objectives and guidelines with regard to asset management practices and procedures.
- To ensure the long term effectiveness of the asset management programs.
- To raise awareness throughout their section and the organisation as to the benefits of adopting a formal approach to asset management.
- To ensure that the organisation's asset management program is developed and implemented in a logical and structured manner.
- To seek and use outside asset management consultants on activities where necessary.
- To review existing practices, procedures and systems.
- To integrate the Asset Management policy and Asset Management plans into the corporate governance framework.
- To oversee the progress of individual asset management activities including data capture and preparation of Asset Management Plans.
- To ensure that legal and statutory obligations are met.

Policy Non-Compliance

Failure to comply with this policy will result in:

- Unsafe infrastructure and/or;
- Infrastructure unfit for purpose and/or;
- Excess assets and/or;
- An increase in the renewal gap.

Related Documents

Asset management must be integrated with broader Council planning and assets considered with other key resources used in achieving Council's objectives at the Strategic, Operational and Performance Levels.

The current related documents at the strategic level are:

- Community Strategy Plan
- Corporate Business Plan
- Forward Capital Works Plan
- Long Term Financial Plan

In addition, there are many other Strategies and Management / Master Plans which will require link with Asset Management Plans as required.

Policy Implementation

Following adoption of this Policy, internal communication will be utilised to explain the key features of the Asset Management policy to all staff.

POLICY:	COMMUNITY FUNDING PROGRAM
POLICY NO:	6.9
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2016
DUE FOR REVISION:	SEPTEMBER 2018

Objectives

- To provide a source of funding for non-profit community organisations operating within the district.
- To assist community organisations in maximising their future development.
- To provide an impartial means by which community organisation can access Council funds.

Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the next round of the funding program.

Categories

- Essential equipment/capital items (up to \$2,000)
 - Types of equipment:
 - Ground maintenance equipment
 - Sporting equipment
 - Office equipment
 - Minor plant equipment
 - Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins

- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.

Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

Responsibility

The Manager Community Services is responsible for the timely implementation of the Community Funding Program.

Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

REVIEW AND IMPROVEMENT:

The Document Owner shall ensure that this policy is reviewed at least annually.

DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18

Council Staff Policy Manual

adopted ~~21~~ 20 September 2018



"good country for hardy people"

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2018
Date for next Review:	SEPT 2019

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POLICY:	OCCUPATIONAL HEALTH & SAFETY
POLICY NO:	7.1
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

AIM:

This Occupational Safety & Health Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps safety and health representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding occupational safety and health at the workplace.
- Assisting the Safety and Health Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing occupational safety and health program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

POLICY: EMPLOYEE BENEFITS

POLICY NO: 7.2

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

As part of Council's ongoing staff attraction and retention strategy, it is beneficial to provide reasonable entitlements/benefits to permanent full-time and part-time employees.

SERVICE PAY:

Less than two years	Nil
Two to four years	\$20 per week
Four to seven years	\$30 per week
Seven years and over	\$40 per week

This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the service pay will be applied on a pro-rata basis.

The provision of Service Pay does not apply to Council's Executive Management Team. The Service Pay Policy is to be reviewed annually during Council's Budget deliberations.

HOUSING INCENTIVE PAYMENTS:

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$60.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Council will provide a subsidised rent for Council housing with both rental subsidies and incentives subjected to an annual review by Council.

SUPERANNUATION CONTRIBUTIONS:

a) Superannuation Ceiling

The Shire of Yilgarn is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time. The Shire of Yilgarn's employer contribution to staff superannuation shall not exceed a maximum of 15% from 16 September 2016. This contribution is inclusive of the Superannuation Guarantee Levy.

b) Salary Sacrifice and Voluntary Contributions

All full time or part time employees shall have the option via salary sacrifice (pre-tax amount) or voluntary contributions (post-tax amount) as allowed under any specified salary sacrifice options and the Australian Taxation Office guidelines deduct a nominated percentage or amount of their ordinary time earnings (with a minimum being 1%) to superannuation but there is no obligation on the Shire of Yilgarn to match employee contributions other than in accordance with the following table, dependent upon the date that employees elect to take advantage of this option:

Staff Contribution	Matching Council Contribution	Salary Sacrifice or Voluntary Contribution take up date
minimum 1%	7.5%	Prior to 16.09.2016
minimum 1%	5.5%	From 16.09.2016

~~That Council's contribution for Superannuation is as follows:-~~

- ~~• That Council will make superannuation contributions to an employee in addition to the amounts required in accordance with the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (as varied from time to time)~~
- ~~• That Council will contribute up to a maximum of 5.5% of an employee's gross pay provided that the employee contributes one percentage of their own gross pay to the Superannuation Scheme of their choice.~~
- ~~• The total super payable by the Shire will be a maximum of 15% which is amounts inclusive of Council's Superannuation contribution and superannuation payable by the Shire required in accordance with the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (as varied from time to time).~~

PURCHASE OF IT EQUIPMENT:

The Shire supports permanent staff in their purchase of a Notebook PC, Handheld PC or Mobile Telephone through salary sacrifice in accordance with Australian Tax Office requirements. The employee is required to enter into a salary sacrifice agreement prior to purchase and is responsible for any additional fringe benefits applicable. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

REMOVAL/RELOCATION EXPENSES:

That Council, in an effort to encourage quality staff to the Shire, contributes to removal/relocation expenses up to a maximum of \$5,000.00 as determined by the Chief Executive Officer. Reimbursement of the removal/relocation expenses will be as follows:-

- 50% of the cost being repaid to the employee after 6 months of service.
- The balance to be repaid following 12 months service.

In respect to prospective employees that will be negotiating a Contract with the Shire, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses. Nothing in this policy shall prevent an employee negotiating to salary sacrifice relocation costs over and above \$5,000.

STAFF TRAINING:

The Shire recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's budget an adequate amount of funds towards staff training and development (refer to Policy 7.18 – Employee Training and Development).

RETIREMENT SEMINARS:

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$500.00.

OFFICE UNIFORM POLICY:

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support the wearing of uniforms Council will contribute up to \$400.00 per permanent full time employee per year. Any additional uniform cost is to be incurred by the employee. For employees who are employed on a permanent part-time basis, the office uniform allowance will be supplied on a pro-rata basis.

CHRISTMAS OFFICE SHUTDOWN:

Council normally closes the Council Offices from 12 noon the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. During this period office staff ~~are granted up to 2.5 days paid ordinary hours "grace and favour days" in recognition of time worked in excess of normal hours during the year and are required to take one days leave for the holiday entitlement for the 2nd January.~~ are required to take accrued rostered days off or annual leave.

Office staff required to work during that period in order to respond to an emergency are to be granted the equivalent hours of ordinary time paid leave by agreement at another time.

WATER – STAFF HOUSING:

To encourage occupiers of Council housing to maintain attractive landscaping, Council will pay the cost of water usage provided that over watering and/or wastage does not occur. Under the discretion of the CEO, excessive water consumption bills may be re-couped / reimbursed by the Lessee.

Any infringement notices received from Water Corporation relating to water usage / days on rented properties are the responsibility of the Lessee.

CHILD CARE ALLOWANCE:

Council Child Care Allowance helps permanent employees of the Shire of Yilgarn with the cost of child care. This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

- **Payments**

- In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has been removed and any other subsidies that the employee receives for Child Care. In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.
- The Child Care Allowance is capped at \$3,000 per financial year, per family. In the event that both parents are employed by the Shire of Yilgarn the allowance can be claimed by one employee only.

- **Eligibility**

- The employee must be a permanent employee who has been employed with the Shire of Yilgarn for a minimum of three months (probation period).
- The employee must be using approved / registered Child Care providers, which includes; Long Day Care, Family Day Care, Outside Schools Hours Care, Occasional Day Care and Home Day Care.
- The employee must have worked for the Shire of Yilgarn during the period.
- The employee must provide Centrelink and / or Child care statements / receipts prior to reimbursement.

POLICY:	SENIOR STAFF
POLICY NO:	7.3
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

Section 5.37(1) of the Local Government Act 1995 provides that "A local Government may designate employees or persons belonging to a class of employee to be senior staffs." The designation of a position as that of "senior staff" places requirements in relation to the advertising of any vacancy occurring in that position.

OBJECTIVES:

The designation of senior staff is in accordance with section 5.37 of the **Local Government Act 1995**.

POLICY STATEMENT:

That Council designate the following as Senior Staff as per the Local Government Act 1995:

- Executive Manager Corporate Services
- Executive Manager for Infrastructure
- **Executive Manager Regulatory Services**

Senior Staff are to be employed by the Chief Executive Officer under contracts of employment; the conditions of which shall be in accordance with the template as is currently provided to Council by the Western Australian Local Government Association.

The Council is to be informed and to endorse the Contract of employment and salary package applicable to Senior Staff positions prior to advertising new positions and/or renewal of contract and any significant changes to that contract during the term.

Council is also to receive an annual report to advise that the performance reviews of Senior Staff have been completed by the Chief Executive Officer and any changes to the remuneration package.

POLICY:	GRATUITY PAYMENTS TO COUNCIL EMPLOYEES/ RECOGNITION OF LONG AND OUTSTANDING SERVICE
POLICY NO:	7.4
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:

Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

POLICY:	ACTING CHIEF EXECUTIVE OFFICER
POLICY NO:	7.5
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

Section 5.36 of the **Local Government Act 1995** (the Act) requires that a local government is to employ a person to be the Chief Executive Officer of the local government. In the absence of the Chief Executive Officer due to annual leave, long service leave or extended sick leave the ~~Deputy Chief Executive Officer~~ **Executive Manager Corporate Services** will perform the role of Acting Chief Executive Officer during the CEO's absence by resolution of Council.

DEFINITIONS:

- **"annual leave"** means annual leave in excess of 3 working days, in accordance with LG Industry Award;
- **"long service leave"** means long service leave in excess of 3 working days, , in accordance with LG Industry Award;
- **"extended sick leave"** means sick leave in excess of 3 working days, , in accordance with LG Industry Award;
- **"Higher Duties"** means the remuneration paid to the Acting CEO when relieving for more than 1 working day whilst the CEO is on extended leave. The Higher Duty percentage of the CEO's hourly rate will be determined by the Chief Executive Officer.
- **"Council"** means the Shire of Yilgarn;
- **"local government"** means the Shire of Yilgarn; and
- **"senior staff"** means an employee or a person belonging to a class of employee designated as a 'senior staff' by the local government within the terms of the **Local Government Act 1995 Section 5.37**

POLICY STATEMENT:

When the Chief Executive Officer is on Annual Leave, Long Service Leave, or Extended Sick Leave; the ~~Deputy Chief Executive Officer~~ **Executive Manager Corporate Services** shall be the Acting Chief Executive Officer, unless otherwise determined by Council.

Provided however, should the ~~Deputy Chief Executive Officer~~ **Executive Manager Corporate Services** not be available then the most Senior Member of the Council staff as determined by the ~~Shire President~~ **Chief Executive Officer** shall act in the capacity of Acting Chief Executive Officer pending a resolution of the Council.

If the CEO decides to continue regular communication with the Shire through I-Pad and mobile phone (checking emails and taking phone calls) while absent on leave and accordingly does not believe the appointment of an Acting Chief Executive Officer is necessary then this Policy will not apply

POLICY:	AWARDS – SALARIES & WAGES REPRESENTATION
POLICY NO:	7.6
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

That the Western Australian Local Government Association (WALGA) Workplace Relations Services represents the Shire before the WA industrial Commission in matters relating to claims by the Unions for alterations to existing wages or salary awards, and wage or salary schedules contained within the Shire Collective Workplace Agreement.

POLICY: HARASSMENT IN THE WORKPLACE

POLICY NO: 7.7

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

The Shire has a responsibility under the provisions of the WA Equal Opportunity Act 1984 and Commonwealth legislation to provide an environment which is free from discrimination and harassment for all employees and members of the public.

OBJECTIVE:

The Equal Opportunity goals of this 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 will not tolerate discrimination or harassment under any circumstances. This behaviour is unlawful and Shire will take disciplinary action against any employee who breaches this Policy.

POLICY STATEMENT:

The Shire is committed to and acknowledges that it has a responsibility to take all reasonable steps to provide Equal Opportunity within the workplace and to prevent and manage workplace or work related harassment and sexual harassment within the workplace.

It is expected that everyone in the Shire workplace, irrespective of job type or level, will contribute in a positive and productive way to promote Equal Opportunity and prevent workplace or work related harassment within the workplace.

Everyone in our workplace is responsible and accountable for his or her own actions and behaviour at work and at work related functions such as conferences, Christmas or workplace functions and business trips.

The Shire recognises that all 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 all harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct. Anyone making false or vexatious complaints will also be disciplined.

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

Any person making a claim of harassment will be protected at all times. No face to face meetings between the 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 any harassment will not have their employment status or conditions disadvantaged in any way.

The Shire offers employees the opportunity to access personal or workplace incident counselling as per the Employee Assistance Program Policy 2.13.

Equal Opportunity:

Equal Opportunity 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, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

All employment training with this Council 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 this Council 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 this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

Discrimination:

Discrimination is treating a person less favourably than another person, in the same or similar circumstances, on one or more of the grounds in any one of the areas covered by the Act.

Indirect discrimination is applying an apparently neutral rule that has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

Harassment:

Harassment is any form of behaviour, offensive action or remark that is unwelcome, which offends and humiliates, on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

Sexual Harassment;

Sexual harassment is unlawful and any conduct of a sexual and/or sexist nature (whether physical, verbal or nonverbal) which is unwelcome and unsolicited, and rejection of which may disadvantage a person in their employment or their life in general. Behaviour that has a sexual component that is unwelcome and unreciprocated may include:

1. Unwelcome verbal comments of a sexual nature;
2. Unwanted and deliberate physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
3. Gratuitous display of sexually explicit written or audio material;
4. Transmission or display of offensive email, images and screen savers;
5. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
6. Offensive gestures or actions of a sexual nature;
7. Display within the workplace of sexually offensive material;
8. Persistent unwanted attention, following or stalking behaviour;
9. Subtle or explicit demands for, or offer of, sexual favours or molestation; and
10. Intrusive enquiries into a person's private life.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect where the interaction is consensual, welcomed and is reciprocated.

Bullying;

Bullying is against the law, and is repeated unreasonable behaviour directed toward a person or group of persons that creates a risk to health and safety. If the behaviour is repeated and unreasonable and victimizes, humiliates, undermines, intimidates, offends, degrades or threatens, then it is bullying. There is no stereotype for a bully – job type, status and gender are all irrelevant. Bullies can be supervisors, managers, contractors, visitors or other employees.

Examples of Workplace Bullying, include, but are not limited to:

1. Abusive, insulting or offensive language;
2. Behaviour or language that frightens, humiliates, belittles or degrades;
3. Teasing and constant practical joking;
4. Physical assaults or threats;
5. Consistently overloading a person with work;
6. Ignoring or isolating a person;
7. Consistently setting unachievable timelines or targets;
8. Unfair treatment in relation to accessing workplace entitlements;
9. Constant intrusive surveillance;
10. Spreading misinformation and rumours;
11. Petty or demeaning work rules;
12. Unfair and excessive criticism; and
13. Sabotage of work, work equipment or personal effects.

POLICY:	SMOKE FREE
POLICY NO:	7.8
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

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

OBJECTIVES:

To comply with appropriate legislation and provide a safe and healthy workplace.

POLICY:

Smoking is not allowed within all internal or enclosed work areas in accordance with *the Occupational Safety and Health Act 1984* and *the Occupational Safety and Health Regulations 1996* including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.

POLICY: EQUAL EMPLOYMENT OPPORTUNITY

POLICY NO: 7.9

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

The *WA Equal Opportunity Act 1984* requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Act.

OBJECTIVE:

To set out procedures through which the Shire achieves compliance with Equal Opportunity Legislation.

GOAL:

The equal employment opportunity goals of the Shire of Yilgarn 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.

POLICY:

The Shire recognises its legal obligations under *the Equal Opportunity Act 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, impairment, age, religious or political convictions, family responsibilities and family status or gender history and sexual orientation, as follows:

1. All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
2. All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
3. All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.
4. The Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, marital status, impairment or other unwarranted comment.

POLICY:	MEDIA POLICY
POLICY NO:	7.10
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

PURPOSE:

To provide a framework for Councillors, staff, delegates and advisers to:

- Ensure all communication with the media is consistent, balanced, well-informed, timely, professional and appropriate.
- Clearly indicate Council's authorised spokespersons.
- Improve communication with customers and enhance Council's public image.
- Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.

INTRODUCTION:

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief Executive Officer.

In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council's Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief executive Office is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Manager Community Services is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

"Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors."

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

POLICY:	USE OF LOCAL GOVERNMENT EQUIPMENT
POLICY NO:	7.11
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

1. There should be no private use of Local Government's equipment by employees in any circumstances except with the approval of the Chief Executive Officer.
2. All Local Government equipment should be marked clearly to identify it as belonging to the Shire.

POLICY: MOTOR VEHICLE USE

POLICY NO: 7.12

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

Council has motor vehicles available for use by employees in order to meet the operational needs of the Council. Council is also prepared to provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package.

This document outlines the conditions applicable to the use of a Council provided vehicle to employees.

CONDITIONS OF VEHICLE USE:

Employees using Council vehicles are required to comply with the following requirements:

- The vehicles must be used strictly in accordance with laws of Australia and Australian States and Territories. Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must remain within the legal limits for alcohol and not under the influence of drugs when driving a Council vehicle.
- Smoking is not permitted in Council vehicles.
- When requested, the employee must complete an accurate vehicle log book.
- Council vehicles must be made available, if required, by Councillors or Officers, for the conduct of Council business.

ACCIDENT EMERGENCY DAMAGE:

- If the vehicle is stolen or damaged in an accident, employees are required to report and comply with the directions of emergency services, police and render assistance as necessary. As soon as is practicable any accident, theft or damage should be reported to the CEO or his delegate and an insurance Claim Form prepared. Claim forms can be obtained from and lodged with the Deputy Chief Executive Officer as soon as possible so she can decide whether a claim is to be submitted.
- If the vehicle is damaged due to an accident or is otherwise unavailable for private use the CEO may authorise the cost of alternative transport or a replacement hire car on such terms and conditions as he determines are appropriate in the circumstances. In any case the employee is entitled to, as a minimum, a refund of any vehicle charge where such unavailability extends beyond five working days.

- Unless otherwise provided the Council will be responsible for the standard excess of the insurance policy for all employees and in the case of private use vehicles, approved non-employees. Where the driver of the vehicle is not a Council employee or their partner and the claim is subject to an age excess for insurance purposes, any additional excess over and above that applicable to the employee as the regular driver is the responsibility of the employee.

VEHICLE OPERATING COSTS & MAINTENANCE:

- Drivers are responsible to ensure that the vehicle is kept clean, both inside and out, that the oil, water and tyre pressure are within normal range and that the vehicle is regularly serviced.
- Council shall pay all expenses relating to the maintenance and running of the vehicle including registration, maintenance, repairs, tyres, petrol and oil. Employees may be required to pay a contribution or part of this cost in accordance with the type of use permitted or their employment contract.
- Drivers must report any operational problems or any maintenance requirements to their supervisor as soon as possible after the problem is noticed and must not drive the vehicle if unsafe or if it is likely to cause damage to the vehicle.
- Council may provide a credit card or fuel card for the purchase of fuel. These Cards must only be used by the nominated Council officer in accordance with the directions of the CEO.

OFFICER RESPONSIBLE FOR DAMAGE IN CERTAIN CIRCUMSTANCES:

- Notwithstanding anything herein contained to the contrary, the Officer will be liable for any damage to the vehicle caused by the negligent act or omission of the Officer or his/her spouse, children, agents, servants, passengers, invitees or persons authorised by him/her.
- This includes intentional damage, knowingly driving the vehicle in an unsafe manner or condition or without having carried out routine servicing and checking of oil, tyre pressure and water levels.

TERMINATION/VARIATION TO CONDITIONS OF USE:

- The agreement for use of a Council vehicle shall terminate on the termination of the employment of the Officer with the Council, from whatever cause the termination arises.
- The CEO may at any time call upon the employee to return the vehicle to the possession of the Council for the purposes of replacement of the vehicle and in such event the Officer shall return the vehicle and shall accept the substituted vehicle in place thereof and the provision of this policy shall apply to the substituted motor vehicle.
- Employees may terminate their private use of a Council vehicle at any time with four weeks written notice.
- The Council or the employee may by written notice, seek to vary the conditions of use or the method of calculation of private use contribution with three months' notice.

- Upon termination of the private use agreement the vehicle shall be returned in good order and condition by the Officer to the premises at which the Office of the Council is situated at the time or to any such other place as the CEO directs.
- Permission to use vehicles can be withdrawn at any time if any of the above conditions are not complied with. A driver in breach of the alcohol and non-prescribed drugs rules is not to resume driving a Council vehicle until specifically authorised to do so in writing by their Department Manager or CEO.
- It is very important to realise that if an employee is required to be able to drive vehicles as part of his/her employment, and they lose the appropriate licence to drive, his or her service may be terminated at the discretion of the CEO.

TYPES OF VEHICLE USE:

- *Business Use*
 - Where a vehicle is not available for private or commuter use out of operational hours it must be secured in the Council depot or other suitable location as determined by the Chief Executive Officer (CEO) or his delegate.
 - Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - These vehicles must only be driven by an authorised and licensed Council employee.
- *Commuter Use*
 - Any employee who is allowed commuter use of the vehicle is permitted to drive that vehicle for business use and:
 - For travel between their home and their work.
 - Travel that is incidental to travel in the course of duties of employment, and
 - Non-work related use that is minor, infrequent and irregular and has the approval of their Department Head. (For example occasional use of the vehicle to remove domestic rubbish.)
- *Private Use (Restricted)*
 - Conditions same as for commuter use except that the vehicle can be driven by the employee for private purposes within the Shire. No other person is to drive the vehicle, other than in an emergency, without specific approval of the CEO. The vehicle is also not permitted to be driven outside of the Shire Boundary without the written approval of the Chief Executive Officer.
- *Private Use (Unrestricted)*
 - The vehicle is available for use by the employee and may be driven by their spouse / partner outside of working hours for private use.
 - Other immediate family members, who have an unrestricted license, may drive the vehicle outside of working hours whilst the employee or their spouse/partner is a passenger in the vehicle.
 - No other person is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.

- The vehicle must be available for Council use during normal business hours except when the employee is on approved leave.
- The vehicle is not permitted to be taken North of the 26th parallel, or interstate, without the written approval of the CEO or Shire President (in the case of the CEO).

REPLACEMENT POLICY:

All vehicles to be changed over on a business case basis.

- Drivers are asked to report vehicles nearing 30,000km or 40,000km to their Supervisor.
- Vehicle changeovers are to be co-ordinated so that purchasing advantage can be gained.

VEHICLE STANDARD AND ACCESSORIES:

The vehicle standard for the CEO and Senior Staff who have private use should be a large family sedan or station wagon generally of a standard of accessories and comfort equivalent to an executive class vehicle. Currently, Council's Executive Motor Vehicle Fleet, consists of the following vehicles: -

- YL1 Chief Executive Officer's Vehicle
(Executive type vehicle)
- YL50 Deputy Chief Executive Officer's Vehicle
(Executive type vehicle)
- YL150 Executive Manager for Infrastructure Vehicle
(Executive type Diesel 4 Wheel Drive, 4 door utility/sedan)
- YL252 **Executive** Manager Regulatory Services Vehicle
(Executive type **Vehicle Sedan**)
- YL285 Manager Community Services Vehicle
(Sedan)

The vehicle standard for the other staff who have private use will primarily depend upon the business requirements of the Council. Therefore, whilst the final purchase decision is that of the CEO, who may also take into account the private use needs and preferences of the staff when purchasing such vehicles.

For employees who have commuter use, the standard of vehicle will generally be a crew cab utility or commercial type vehicle.

Where for operational reasons, the vehicle provided is of a better standard than that specified for the position; the employee shall not be required to suffer any additional cost.

EMPLOYEE CONTRIBUTIONS TO OPERATING COSTS:

Commuter or Business Use:

- No contribution.

Private use (restricted);

- The employee is required to pay for fuel used on travel outside of the Shire area when such use has been approved. Evidence of fuel purchases is required.

Private Use:

As per Vehicle Value Assessments for 2018 as supplied by WALGA Employee Relations

~~— For CEO~~

~~\$15,000 per annum from total remuneration package.~~

- **For Managers and Executive Managers** ~~Other Staff~~

Executive Manager Corporate Services \$15,500

Executive Manager Infrastructure \$16,000

Executive manager Regulatory Services \$16,000

Manager Community Services \$13,500

per annum from total remuneration package and the employee is required to pay for fuel used on private travel North of the 26th parallel, or interstate when such use has been approved. Evidence of fuel purchases is required.

POLICY:	COUNCIL STAFF CHRISTMAS FUNCTION
POLICY NO:	7.13
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

POLICY: DUTY OF CONFIDENTIALITY

POLICY NO: 7.14

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

Confidentiality is of paramount importance. Maintaining confidentiality in the workplace is important for building and maintaining trust, and for ensuring an open and honest communication between customers, clients and employees.

OBJECTIVES:

This Policy is governed by the laws of the State of Western Australia.

POLICY:

The Employee agrees with the Local Government that he or she must;

- a) not at any time during or after the expiration or sooner determination of the term of their employment, divulge or reveal to any person Confidential Information which may come to the Employee's knowledge in performing his or her obligations within the organisation, except as far as:
 - i. may be necessary or required in connection with the proper performance of the Employee's obligations and duties to the Local Government; or
 - ii. the Local Government may from time to time in writing direct or authorise the Employee to divulge or reveal;
- b) take or cause to be taken all reasonable precautions as may be necessary or desirable to maintain the secrecy and confidentiality and to prevent disclosure of other release of any Confidential Information to a person other than as may be approved from time to time in writing by the Local Government; and
- c) unless otherwise instructed in writing by the Local Government, at any time when, pursuant to the relevant authorisation of the Local Government, the Employee is disclosing any Confidential Information to any person, advise the person the Confidential Information is of a confidential, private and secret nature.

POLICY: CEO PERFORMANCE REVIEW

POLICY NO: 7.15

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

PURPOSE:

This policy provides a framework and guidance for the CEO performance review. It is designed to ensure a consistent and fair approach is used where the format and assessment criteria are known in advance.

TIMING:

The CEO performance review is to be conducted in August each year unless otherwise agreed by the CEO and the Council and recorded in the minutes of a meeting.

DELEGATION:

The Council will conduct the CEO performance review. The number of councillors to conduct the review are those that attend at the set time. The President is to Chair the interview unless other arrangements are agreed between the Councillors present and the CEO prior to the interview commencing.

The Council reserves the right to delegate the performance review to a committee, panel or single person provided that the decision to do so has been passed at a council meeting and has the written agreement of the CEO.

OUTSIDE ASSISTANCE:

If the Council is of the view that it requires the assistance of a consultant or other outside expertise for any particular appraisal interview, the Council can select a person for this purpose provided that the council has the written agreement of the CEO to the person selected.

CEO Performance Agreement

The Council is to use the CEO Performance Agreement as the basis for the assessment. The Council is to draw up the CEO Performance Agreement for the next following review period as part of its task. The CEO Performance Agreement is to contain the following:

- Performance Indicators
- Performance Targets
- Timeframe
- Performance Measure

For ease of assessment the Council shall break down the performance indicators into Key Result Areas. These key result areas may be consistent each year or amended by the Council with the agreement of the CEO.

CEO Report

The CEO is required to submit a Review Report against each performance indicator using the performance measure as evidence. The report is to say whether the performance targets have been reached within the specified timeframe and the affect these have had on the performance of the organisation. If the performance targets have not been reached the report is to include an explanation.

Appraisal Report

The Council is to use the CEO Review Report as the base for its assessment.

For each Performance Indicator the Council will either:

- Accept the report of the CEO or
- Amend the report in part

The complete Review Report of the CEO, together with any amendments made by the Council at interview shall become the Appraisal Report and be submitted to a Council meeting for formal adoption.

Appraisal Interview

At the appraisal interview the Councillors present are to consider the report of the CEO against each of the Performance Indicators. The Councillors will use their judgment to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.

If the Councillors present are not satisfied on the basis of the evidence and the report that the performance targets have been reached, they shall discuss this with the CEO. The discussions shall have regard to the "Description" of the Key Result Area and the "Dominant Skills/Expertise" requirements for that particular Key Result Area contained in the Performance Agreement.

Satisfaction Measure

In using their judgment the Councillors present shall take the view of whether a "reasonable person" would be satisfied that the performance targets have been reached. It is open to the Councillors present to make recommendations to the CEO regarding his or her performance and any improvements that are required for the forthcoming review period.

REPORT TO COUNCIL:

Once the performance appraisal has been completed the Shire President and/or consultant (with the assistance of the CEO) is to submit the Appraisal Report to council for formal adoption.

At the same time a draft of a Performance Agreement for the forthcoming review period is to be submitted for adoption. It is open to the council to make changes to the draft performance agreement before adoption provided that the CEO agrees to the changes and the minutes of the meeting record this.

LEGAL IMPLICATIONS:

This policy replaces the appraisal process described in the CEO's contract of employment. The submission of this policy to the council for consideration constitutes the CEO's agreement to the policy.

Once adopted the Appraisal Report has industrial relations implications.

POLICY:	EMERGENCY SERVICES LEAVE
POLICY NO:	7.16
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

The Shire recognises and supports the participation of employees in volunteer emergency organisations such as the State Emergency Service, Volunteer Bush Fire Brigade and St John Ambulance as a positive and vital role to the community.

OBJECTIVE:

To provide members of recognised emergency service bodies who are employed by the Shire with access to a reasonable amount of additional leave for the purpose of performing the functions when required.

POLICY STATEMENT:

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade and St John Ambulance) for the purpose of participating in training or service within the Shire of Yilgarn, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements.

Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

RESPONSIBILITY:

The Chief Executive Officer is required to approve Emergency Service Leave and Managers to ensure that appropriate documentation is supplied by the employee.

VARIATION TO POLICY:

- This policy may be varied or cancelled at the discretion of Chief Executive Officer.
- All employees will be notified by the normal correspondence method of any variation or Cancellation to this policy.
- All employees are required to read this policy prior to applying for leave.

POLICY: DRUG AND ALCOHOL TESTING

POLICY NO: 7.17

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

INTRODUCTION:

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

OBJECTIVE

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

POLICY:

The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event). However, even in circumstances where approval has been given, Council staff may not operate vehicles or equipment on Council property contrary to law.

Employee's are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Nothing in this policy prevents a Manager or Supervisor who has justifiable cause to doubt an employee's fitness for duty, to advise the Chief Executive Officer (or appropriate Senior Officer) and have the employee removed from the workplace and initiate any reasonable action considered necessary.

PROCEDURE:

Testing individuals for presence of drugs or alcohol

Council is aware that drug testing in the workplace raises issues of privacy, and therefore should be carried out with sensitivity to the employees involved.

Council and employees have agreed to the introduction of random testing for the presence of drugs or alcohol in the workplace. Such testing shall normally relate to entire workgroups or crews and not individuals unless certain justifiable circumstances exist including:

- Where an employee's impairment by drugs or alcohol poses a substantial and demonstrable safety risk to the employee or to other people.
- Where there is reasonable cause to believe that the employee to be tested may be impaired by drugs or alcohol.
- Where the type of drug test to be used can identify the presence of a drug or alcohol at concentrations which may cause impairment.
- Where there has been a lost time injury or serious incident in the workplace
- Where the employee has, within the past six months failed a test, so as to ensure that substance misuse has been eliminated.

Procedure for Dealing with Drug and Alcohol Use

Alcohol Use:

Council has testing equipment that is to be used to detect Blood Alcohol Concentration (BAC) and may in the future have equipment to detect illicit drugs.

Procedure for BAC Testing:

- Only an authorised person trained to use the equipment and approved to do so by the Chief Executive Officer shall perform testing.
- The testing unit must be checked prior to use to ensure that it is within its calibration limit or time period.
- The person conducting the test must test themselves first and the reading must be zero and confirmed by another person. This test shall be repeated in the presence of the person being tested if they desire it.
- Where an employee records a positive BAC (Above 0.00%) they must be retested after 20 minutes. The person shall remain in the area of the testing officer and may not smoke, eat or drink anything other than a glass of water to remove any residual mouth alcohol.
- A supervisor or other responsible person should witness the second BAC test.
- The appropriate forms should be used to record a positive test result and any other information relative to the test.

Disciplinary Action following misuse of alcohol

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%.

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Drug Use:

If a supervisor believes that an employee may be affected by drugs he may request that the employee be directed to undertake a test to determine the presence of drugs by way of saliva or urine sample. Such testing is to be conducted at Council's expense by an authorised person trained to undertake such test.

A first positive saliva test shall result in the employee being stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave. A verbal warning will be issued by their supervisor.

Where a second saliva test is positive within any six month period the employee will be stood down and requested to undergo a urine or blood test at Council's expense. A formal written disciplinary warning will be issued.

Refusal to undergo the test will result in further disciplinary action including possible termination of employment. Time off is to be taken as annual/unpaid leave. A positive blood or urine test shall then be recorded when the test return a result equal to or above the cut off levels shown:

SUBSTANCE	CUT OFF LIMIT milligrams per litre
Amphetamines	300
Cannabis metabolites	50
Opiates	300
Barbiturates	200
Benzodiazepines	200
Cocaine metabolites	300
Methadone	300

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with this procedure.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

POLICY:	EMPLOYEE TRAINING AND DEVELOPMENT
POLICY NO:	7.18
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan. This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire meets current and future skill requirements, retains corporate knowledge and builds upon workforce capability and capacity.

OBJECTIVE:

The objective of this Policy is to:

- Build capability and skill levels of staff
- Achieve legislative and service delivery requirements of the Shire
- Acknowledge performance excellence
- Support the attraction and retention of employees
- Provide relevant professional and personal development opportunities
- Foster career pathways within the Shire

Management and employees are committed to identifying opportunities for structured and informal training and development programs across the organisation. These opportunities are available to people of all ages and employment status (full time, part time, casual, other i.e. employment by 457 VISA).

Identification of Training Needs:

The ~~Deputy Chief Executive Officer (DCEO)~~ **Executive Manager Corporate Services (EMCS)** will assist senior managers in interpreting and identifying training needs in terms of Council objectives and policies. No allocation of resource to training/development will take place unless there are clearly defined aims and objectives which contribute to the overall purpose and goals of the Shire.

Implementation:

In order to co-ordinate training within the Shire, it will be necessary for each senior officer of the Shire to:

- Assess the training needs within his/her section and the most appropriate methods of satisfying those needs.
- Agree the relative priorities and resources required.

- Prepare a plan of training to meet the needs, priorities and available resources.
- Ensure that the training plan is implemented effectively.
- Ensure that occupational health and safety, legislative and compliance training is current.
- Ensure a post-training evaluation is undertaken to determine its effectiveness and possible ways to improve the training.

Training may be used to introduce new concepts of management methods and techniques relevant to the Shire's operations i.e. new policy (Integrated Planning and Reporting).

Development of all Employees:

To ensure that the Shire has appropriate levels of skills, experience and competencies to provide services, all employees at the Shire are required to undergo learning and development activities. This may include:

1. Appropriate national industry competencies
2. Re-fresher courses or renewal of tickets/licences
3. Conferences and/or seminars
4. Job shadowing
5. Mentoring and coaching
6. Traineeships, apprenticeships, cadetships
7. Work experience; and
8. Other structured workplace learning activities

Performance Review:

- Both management and employees are required to use the Shire's Performance Review process to assist with the development of an Individual Training Plan (ITP) for each employee.
- The ~~DCEO~~ **EMCS** is committed by 30th June annually to ensure the HR system for tracking the learning and development requirements for Shire employees is updated. The tracking system is designed to capture the competencies that have been attained to date plus the future requirements to achieve full competency in the employee's current role.
- It is the line manager's or supervisor's responsibility to ensure that an employee's performance review has been completed and the ITP is compiled and acted on within the timeframes set.
- To facilitate learning and development, the Shire will allocate as a minimum, an annual training budget of 2.0% of the Shire's annual wages and salary budget however this does not result in every employee receiving 2.0 % of their individual salary for training costs.
- The relevant line supervisor will recommend training and development activities for their team(s) in line with service delivery requirements, legislative and technical skill requirements.

Skill Development for Potential Employees:

Where the Shire has not been able to attract potential employees with appropriate skills, but has received expressions of interest from existing Shire employees with some relevant skills, the Shire may engage those potential employees on their current level salary range depending upon their experience in the workforce. On satisfactory completion of competency levels and probation, the employees will move to the salary scale appropriate to the position.

Education & Study Assistance:

Council will reimburse full cost of courses and/or unit/s completed within each Semester for structured training programs including Tertiary and Vocational education and Training. If the employee requests that payment is made by Council prior to course completion (at the discretion of the CEO), the employee must acknowledge that any costs incurred by Council whereby an employee has not successfully passed the unit, will have to be fully reimbursed by the employee. The arrangement for payment by the employee will be a deduction from their payroll to ensure Council will receive all monies owed to them.

Where an employee resigns within 12 months of completing tertiary or vocational education training of which the Shire has reimbursed the employee for, the Shire will then be fully reimbursed by the employee for the cost of the last semester / unit training.

Study Leave:

The CEO is given absolute discretion in allowing study leave for employees with a maximum study leave allocation of 2 days (15.2 hours) per year per employee. Study Leave can also be utilised by employees undertaking examinations arising from an approved course of study. Alternatively, if examinations are undertaken during working hours, time off can be managed through a flexible hour's arrangement with the department manager.

Due to the nature of employment and type of training (i.e. block training) required for Apprenticeships and Traineeships, study and/or examination leave is not applicable.

Internal Promotion or Position Evaluation:

The successful completion of any approved course shall not entitle an employee to a higher classification or position grading. Advancement will be made in accordance with the Award, Contract of Employment, individual performance results and/or other policies.

Staff Attendance at Conferences, Seminars, Lectures and Courses:

The Shire supports staff attendance at conferences, seminars, lectures and courses if relevant to the employees position, as a means of training and development for the benefit of the Shire, the employee and the local government generally.

- Provision for attendance at seminars, conferences and courses shall be included in the draft budget following identification of particular training needs.
- Where budgetary allocation has been approved, the department manager or supervisor shall authorise conference attendance.

- In cases where specific budgetary allocation has not been made, or where attendance requires travel outside of Western Australia the matter shall be referred to the CEO for consideration.
- All requests from the CEO to attend conferences / seminars etc are to be approved by the President and included in the CEO's ITP.
- Briefing and debriefing of each officer attending training and development activities shall be the responsibility of the appropriate manager or supervisor.
- Employee records will be updated by the manager / supervisor to include new skills or experience.
- A copy of conference and course papers will be retained in the Shire's library or reference material.
- Travel arrangements, accommodation and meal reimbursements will be organised in accordance with the relevant business operating procedure.

Flexible Learning:

The Shire is committed to utilising flexible learning options i.e. leveraging technology (example: webinars and Pod Streaming), and supporting local delivery of training and development programs. This is to ensure that employees have easy access to training, are not required to travel long distances and reduce service delivery interruptions.

POLICY:	ELECTRONIC INFORMATION & SECURITY
POLICY NO:	7.19
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2018
DUE FOR REVISION:	SEPTEMBER 2019

INTRODUCTION:

Shire IT information and assets are critical to Council's business, and must therefore be protected from loss, modification, tampering and/or misuse.

This Policy outlines the Shire of Yilgarn's position regarding the use of the software, internet (World Wide Web) and electronic mail in the workplace. Its purpose is to protect both the Shire and employees from action unintended or otherwise that may result from inappropriate use of the internet, software and electronic mail.

OBJECTIVE:

1. To make all employees aware of the Shire electronic information & security policy.
2. To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.
3. To ensure that users are aware that electronic mail from the Shire is comparable to a letter printed on Shire letterhead and therefore is subject to the same legal implications under the *Freedom of Information Act 1992*.

POLICY:

The internet and electronic mail are corporate business tools provided to employees. The purpose of such tools is to assist in research, training and communication as well as provide better access to information. This includes acting in a professional manner when using such tools.

Inappropriate use of this technology including access by unauthorised employees is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. This includes accessing material considered objectionable or restricted under the Western Australian Censorship Act 1996 (eg indecent material). Other inappropriate access includes derogatory or radically intolerant web sites or material.

Computer Software

The use of unlicensed software, or software piracy, is illegal and can result in the Shire being the subject of litigation, fines and public exposure. Council will not allow actions by its employees, councillors or contractors to put its reputation at risk.

Council uses computer software under licence, which may not be reproduced or copied in any way. A valid licence must be acquired for all software that is installed on any Council owned and operated IT equipment.

Software is to be used only in accordance with applicable licence arrangements and/or related documentation including making, acquiring or using unauthorised copies of any computer software.

Installed software and computers are subject to audit at any time. Any form of computer game is banned. Virus infections must be immediately reported to Shire IT.

Council retains the right to discipline as appropriate under the circumstances, any employee who fails to comply with the abovementioned requirements and employees will be subject to relevant copyright law.

Electronic Communication

Staff are NOT permitted to access the Internet or electronic mail for their personal use on Shire time; this includes Facebook or any other social media. However, at times, Supervisors may give a directive to research information for the Shire. When using the Internet, staff will be mainly accessing information from the World Wide Web. Unfortunately the Internet also allows access to undesirable and inappropriate material. Whilst the Shire places a filter on a majority of inappropriate sites, Council wish to ensure that the staff use the Internet in an appropriate manner.

Employees and Councillors using Council's computing facilities are bound by the terms of the Shire IT Policies as varied from time to time. This includes, but is not limited to, offensive or derogatory comments, lewd jokes, pornography, unlawful discrimination or vilification, sexual harassment and privacy violations, or any other material that may offend others. All electronic material produced and/or stored on Council's computer systems remain the property of the Shire. Any misconduct may result in termination of employment.

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

Protecting Computer Workstations and Data

Every employee, councillor and contractor has a responsibility for safeguarding Council computer facilities and information.

- Work stations and laptops are to be secured, using physical locks as appropriate, at the end of each day or shift.
- Employees, councillors and contractors with portable computers are responsible for their security at all times.

Passwords;

A computer access password is the primary key to computer security. The password uniquely identifies you, and allows you access to Council information and computer services.

- Users must not disclose their passwords. Confidentiality of passwords, and logon information, is essential and must not be shared with anyone else. This is subject to random audit.

- A breach of this procedure may result in disciplinary proceedings.

Network Etiquette

All users of electronic data exchange facilities are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Compliance with the Shire's standards and regulations for employee conduct.
- Not engaging in activities which are prohibited under State, Commonwealth or Local Government Law.
- Compliance with the Shire's established procedures for checking software for computer viruses.
- Not using the network in such a way that disrupts the use of the network for other users. This applies to vandalism and harassment.

Protecting Classified Information

The primary requirement for protected Shire confidential information is that access to it may only be given to people who have Shire related business requirement for the information.

- If you receive another Company's classified data from the Internet in error, you are to comply with that Company's instructions for protecting their data.
- Any questions concerning protection of Council information should be discussed with the Chief Executive Officer.

Application and Conduct

Users are responsible for ensuring that their use of the internet and electronic mail is appropriate and consistent with ethical conduct under this policy and in accordance with the Council's Code of Code.

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

In the situation where the Shire is satisfied that there has been a breach of this policy, the following action may be taken:

- Warning and/or
- Suspension of access privileges; or
- Termination; and/or
- Prosecution

POLICY: EMPLOYEE IPAD POLICY

POLICY NO: 7.20

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2018

DUE FOR REVISION: SEPTEMBER 2019

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads).

1. Privately owned iPads

- 1.1 Staff who own and operate their own personal iPads will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 At the CEO's discretion an employee may be provided with a pre-paid download capacity for a period of 12 months. The specific amount of download capacity assigned to an iPad will be advised to the employee at the time the iPad is recharged. Where the employee exceeds the download capacity provided via the prepaid service, the Employee shall be liable for full cost of any additional download amount.
- 1.3 The Chief Executive Officer may on a case-by-case basis, approve a salary sacrifice arrangement for Management staff that would otherwise be issued with an iPad as a "tool of trade".
- 1.4 Employees who use their own Private iPad for Council and private use are encouraged to have this device included under their own private property insurance.

2. Council Issued iPads

- 2.1 iPads are provided for learning, business and information needs of employees of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.
- 2.2 *Acceptable Usage*
 - The iPad is provided primarily for use with respect to employees, in performing their duties as Officers of the Shire.
 - Upon issue, the iPad will be loaded with applicable business related applications.
 - The iPad will be supplied with a prepaid sim card which will be charged with an annual data package. If the annual data package is used within the twelve months it is the responsibility of the employee to "recharge" the iPad.

2.3 *Conditions of Use*

- Employees are required to ensure iPads are maintained in an operative condition.
- Employees issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as if it were the employee's own property. In particular, it is the employee's responsibility to ensure their allocated iPad is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad is strictly prohibited.
- The iPad is to remain with the designated person and not swapped with other employees/Councillors.
- Passwords to access the iPad and various applications are provided by the Administration team on issue of each iPad and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads should be reported as soon as practicable.
- An iPad must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.4 *User requirements*

- If a user suspects that unauthorised access to Council data has taken place via an iPad device, the user must report the incident as soon as practicable.
- Devices must not be "jail broken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.5 *Training and Reporting of Issues/Faults*

- Employees are to seek training, report any issues or faults with the iPads or make any enquiries directly to the DCEO.

2.6 Leave / Termination

- Where extended leave (in excess of three months) is taken the iPad and all accessories are to be returned to the Administration Office. Examples include, but are not limited to, Long Service Leave and Maternity Leave.
- Where employees resign from the Shire of Yilgarn employment, the iPad and all accessories are to be returned to the Administration Office prior to the last day of service with Council.

~~2.7 Retention of Details~~

~~A copy of the following iPad details are to be provided to the employee issued with an iPad, and a copy recorded in the Shire's record management system.~~

iPad Serial Number:	
SIM Number:	
iTunes Login:	
iTunes Password:	
Dropbox Login:	
Dropbox Password:	
Accessories issued:	

~~2.8 Agreement~~

- ~~• Upon commencement with Council, employees are required to read the iPad Policy and declare that they will observe and abide by the terms and condition outlined in this Policy.~~

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Employee Declaration

I have **read, understand and agree** to abide by the terms and conditions of **all** the policies contained **within the Shire of Yilgarn Staff Policy Manual as adopted on the 21st September 2018.**

Signed: _____ Dated: _____

Name (please print in block letters): _____

Witnessed: _____ Dated: _____

Please return this signed & witnessed page only to Human Resources.

Attachments

9.1.3

Staff Code of Conduct

Roles

Conflict of Interest

Behaviour

Adopted at Council Meeting 20 September 2018



Revision: 1

Document Owner	Human Resources Officer		
First Adopted:	Sept 2018	First Review:	
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1. Introduction

This Code of Conduct provides Staff of the Shire of Yilgarn (Shire) with clear guidelines about the standard of professional and ethical conduct expected of the Shire's staff. Staff are required to comply with the *Local Government Act 1995* (the Act) and all relevant legislation and to conduct themselves in accordance with the Code of Conduct.

For the purpose of this Code, the terms 'staff' and 'staff member' include employees of the Shire and individuals working for the Shire as contractors.

2. Commitment to Serving the Community

Staff need to constantly remember that the main function of local government is to serve the best interests of the community. As Shire staff derive their income from funding provided by rates, government grants and fees and charges they need to strive to provide high standard services and provide good value for the community's money. A commitment to serving the community is required to be an effective and efficient staff member.

3. Role of Council

The Council is the governing body of the Shire and consists of seven (7) elected Members. Under Section 2.7 of the Act, Council has four main roles:-

1. direct and control the Local Government's affairs
2. be responsible for the local government's functions
3. oversee the allocation of the local government's finances and resources; and
4. determine the local government's policies

Council's primary role is to govern the successful operation of the Shire by setting the strategic direction and policies of the Shire to determine which priorities will be funded through the budget.

The Chief Executive Officer (CEO) is required to carry out Council's decisions and the CEO has responsibility for the day-to-day running of the administration of the Shire. For this reason, all operational matters remain the responsibility of the CEO. Under the direction of the CEO and Senior Managers, staff are required to focus their attention at work on providing good customer service and high standard works to the community and of achieving the priorities set by Council in a timely manner.

4. Role of Individual Councillors

The primary role of a Councillor is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

The role of Council Members as set out in S 2.10 of the *Local Government Act 1995* is as follows:-

"A Councillor

- a) represents the interests of electors, ratepayers and residents of the district; and

- b) provides leadership and guidance to the community in the district; and*
- c) facilitates communication between the community and the council; and*
- d) participates in the local government's decision-making processes at council and committee meetings; and*
- e) performs such other functions as are given to a councillor by this Act or any other written law."*

Individual Councillors have no authority to participate in the day-to-day management and administration of the Shire, including directing a staff member to perform a task or not to perform a task. Councillors are also not authorised to speak on behalf of the Shire, only the Shire President or Deputy Shire President in the Shire President's absence or the CEO if delegated by the Shire President.

5. Role of the CEO

The CEO is appointed by and is accountable to the Council. The CEO is the only Shire employee who reports to the Council. The CEO works for the Council collectively as a decision making body and not Councillors individually. The CEO is responsible for the day-to-day management of the Shire in accordance with the strategy, policies and programs approved by the Council. The CEO is also responsible for the employment, management, supervision, direction and dismissal of all the Shire's staff.

Section 5.41 of the Act outlines the functions of the CEO, namely;

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- c) cause council decisions to be implemented; and*
- d) manage the day to day operations of the local government; and*
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- f) speak on behalf of the local government if the mayor or president agrees; and*
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

6. Role of Staff

The responsibility for the management structure of the Shire is delegated from the Council to the CEO. The structure is divided into four (4) directorates of Infrastructure, Corporate Services, Regulatory and CEO Departments.

Each Directorate has work teams under the supervision of the Executive Manager Infrastructure, Executive Manager Corporate Services, Executive Manager Regulatory Services and CEO. The Managers act under delegation of the CEO as documented in their relevant position descriptions. All individual staff members perform their duties as outlined in their position descriptions and under the management of their Managers and ultimately to the CEO.

The primary role of all Shire staff is:-

1. The promotion of the Shire's vision and the achievement of the Shire's mission and objectives contained in the Strategic Planning documents, whilst consistent with the Shire's values.
2. The timely pursuit and implementation of the decisions of Council.
3. The delivery of efficient, effective and innovative services and high standard works programs to the community, which are reviewed and revised for continual improvement in a timely manner.
4. To ensure that the Shire is a competitive organisation committed to providing professional and quality services and infrastructure to the community.

7. Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer, Managers and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position, staff need to be aware of and respect the distinct and separate role that Council Members need to observe in fulfilling their statutory obligations. In relation to the role of Council Members, staff need to:-

- a) Understand that a Councillor's role is a leadership, not a management or administrative one;
- b) Be aware that Councillors have no authority to individually direct members of staff to carry out particular functions. A Councillor must not direct or attempt to direct a staff member to do or not to do anything or attempt to influence a staff member's conduct by means of a threat or the promise of a reward; and
- c) Be aware that Councillors must refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility and report to the CEO any such occurrences.

8. Outside Work (Secondary Employment)

An employee must not engage for remuneration, in private employment or contract work, outside the service of the Shire without obtaining the approval from the CEO in advance. The CEO must not unreasonably refuse secondary employment to an employee and the reasons for prohibition of employment must be explained to the employee in writing.

Local Government employment must remain the principal activity for all employees and must take precedence over any secondary employment.

Employees must not engage in paid work outside the Local Government which relates to the business of the Local Government or which might conflict with their duties unless they have notified the CEO and he/she has given approval in advance. An existing or prospective staff member, who is already participating in paid outside work which may represent a conflict of interest, is required to notify the CEO in writing.

9. Conflict of Interest

A conflict of interest arises if it is likely that the performance of a staff member's professional duties could be perceived as being, prejudicially influenced by their own private or personal interest, or that a reasonable person could believe that they could be so influenced. Staff should ensure that there is no actual or perceived conflict or incompatibility between the impartial fulfilment of their professional duties and either their personal interests, or those of their immediate family members, business partners or close associates. A conflict of interest can arise regardless of whether a staff member has personally received benefit. It is the perception that a staff member has received or appears to be receiving a benefit that constitutes a conflict of interest.

Such an interest may be of a financial, proximity, or non-financial (impartial) nature.

9.1 Financial Interest

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or Member of the Council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

9.2 Proximity Interest

A person has a proximity interest in a matter if the matter concerns –

- *A proposed change to a planning scheme affecting land that adjoins the person's land; or*
- *A proposed change to the zoning or use of land that adjoins the person's land; or*
- *A proposed development of land that adjoins the person's land.*

9.3 Impartiality Interest

A non-financial interest, known as an interest affecting impartiality, may exist by virtue of a person's affiliations that can give rise to an expected response on a particular matter (e.g. office bearer of a community or sporting club, close friendship or adversarial relationship, relative etc.).

All forms of interest are to be disclosed at the meeting, either in writing to the CEO prior to the commencement of the meeting, or verbally

10. Conflict Disclosure

Staff members who are involved in:

- a) making decisions under delegated authority from Council or the CEO or are empowered to undertake regulatory or enforcement functions or exercise discretions on behalf of the Shire;
- b) staff recruitment such as being a member of a selection panel or undertaking another HR recruitment function;
- c) tendering or other purchasing decisions such as being a member of a tender evaluation panel, or the purchasing officer or in any similar role which influences the purchasing decision;

Must make a disclosure in writing to the CEO, Manager, selection panel chair or tender evaluation chair as appropriate before dealing with any applications, tenders, permits or licences or performing regulatory or enforcement functions as part of their role which involves relatives, close friends, adversaries or associates. Staff members must disqualify themselves from dealing with those persons, those persons' applications or any involvement in purchasing decisions. Written disclosures are to be placed on the staff member's personal file.

11. Annual and Primary Returns

Designated (senior) employees must provide the Shire with a Primary return within three months of the commencement of their employment in a designated position, and an Annual Return disclosing changes that have occurred to the Primary Return in the financial year before 31 August for every subsequent year, in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*.

The responsibility of providing the Shire with these Returns, correctly completed, falls upon the designated employee.

Failure to provide the Shire with a Primary or Annual return within the required timeframes can result in a \$10,000 fine or two (2) years imprisonment.

12. Personal Benefit

12.1 Use of Confidential Information

Staff must not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

12.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation, unless otherwise agreed by a separate contract.

12.3 Improper or Undue Influence

Staff must not take advantage of their position to improperly influence Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

12.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996.

activity involving a local government discretion means an activity—

- a) *that cannot be undertaken without an authorisation from the local government; or*
- b) *by way of a commercial dealing with the local government;*

gift has the meaning given to that term in section 5.82(4) except that it does not include—

- a) *a gift from a relative as defined in section 5.74(1); or*
- b) *a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or*
- c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

notifiable gift, in relation to a person who is A Council Member, means—

- a) *a gift worth between \$50 and \$300; or*
- b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

prohibited gift, in relation to a person who is a Council Member, means—

- a) *a gift worth \$300 or more; or*
- b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- 1) A person who is an employee must not accept a prohibited gift from a person who—

- a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- 2) A person who is an employee and who accepts a notifiable gift from a person who—
 - a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the details of the acceptance as outlined below.
- 3) Notification of the acceptance of a notifiable gift be in writing and include—
 - a) the name of the person who gave the gift; and
 - b) the date on which the gift was accepted; and
 - c) a description, and the estimated value, of the gift; and
 - d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - e) if the gift is a notifiable gift under paragraph (b) of the definition of **notifiable gift** in sub regulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition)—
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,of each other gift accepted within the 6 month period.
- 4) The CEO must maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under sub regulation (3).
- 5) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Act) or an electoral gift (to which other disclosure provisions apply).
- 6) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional duties in circumstances where the gift is presented to the Shire and retained exclusively for the benefit of the local government and not for the benefit of an individual.
- 7) All Christmas season gifts including alcoholic beverages, received by staff must be passed onto management for the use and benefit of all employees in that particular work team. In the main they will be used for social activities for the benefit of all staff, not just the individual who receives the gift.

13. Conduct of Staff

13.1 Personal Behaviour

- a) Staff must:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Shire of Yilgarn, uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Yilgarn and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- b) Staff must ensure that they are aware of and comply with all Shire policies and procedures, including but not limited to those related to health and safety, equal opportunity, workplace behaviour and information and knowledge management.

13.2 Administrative and Management Practices

Staff must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

13.3 Communications and Public Relations

- a) All aspects of communication by staff should be accurate, polite and professional.
- b) Information of a confidential nature must not be communicated until it is no longer treated as confidential. Personal information about a person, their properties and their affairs held by the Shire is confidential and not to be disclosed to other parties unless required by law. The public is entitled to interact with the Shire and have their privacy respected.
- c) Staff are not to speak to the media or make comment to the media without the permission of the CEO. The Shire President is the key spokesperson to speak on behalf of the Council and the CEO with the Shire President's permission. Staff authorised to speak to the media are to focus on factual operational matters within their sphere of work only and to avoid making political comments and expressing personal opinions about matters before Council or in the political arena.

13.4 Access to Information

- a) The CEO must ensure that staff use their best endeavours to ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Councillors provided that information is given equitably to all Councillors.

- b) The CEO may direct specified staff to use the Shire's social media sites for Shire purposes. Only staff with appropriate training and knowledge who are expressly authorised by the CEO may use social media for official Shire purposes.
- c) Staff are permitted use of social media for reasonable personal purposes on the basis that it does not interfere with the performance of their work. Staff using social media for personal purposes must not infer or state they are communicating as a representative of the Shire. Any inappropriate postings or actions carried out on social media by a staff member may result in disciplinary action being taken.

13.5 Attendance at External Conferences, Training and Functions

Staff may be required as delegates of the Shire to attend external conferences, seminars, training events or various functions and presentations. Staff attending such events do so on behalf of the Shire. They should conduct themselves with the highest degree of integrity, propriety and behaviour consistent with the expectations of this Code of Conduct and not do anything which may reflect adversely on the Shire or bring the Shire into disrepute. Partners are welcome to attend functions such as conference dinners at the cost of the staff member unless varied by Council Policy.

13.6 Fraud Prevention, Investigation and Reporting

Fraud includes unethical and illegal acts which are characterised by the intent to deceive. Fraud includes the following activities and standards of conduct:

- a) gaining benefit by dishonesty such as drawing an allowance or payment (e.g., travelling and sustenance) where no such entitlement exists;
- b) accepting gifts, money or entertainment in response to, or in expectation of, a favourable report recommendation, decision or tender outcome or other benefit;
- c) knowingly accepting collusive tendering by outside bodies;
- d) making false statements, either orally or in writing, about quality assurance or one's own qualifications, professional experience and competence;
- e) misuse or the deliberate misallocation of their employer's resources.

All staff have a role to play in preventing fraud by ensuring that fraud prevention controls are established and maintained in their areas of responsibility. All staff are responsible for recognising indicators of fraud and or recommending to their senior staff when an investigation is warranted in the light of such indicators. Staff must help in any investigation of fraudulent practice/s which occur in the administration or operations of the Shire.

Staff must report to the CEO or the Public Interest Disclosure Officer any evidence of fraud. The CEO must report evidence of fraud direct to the appropriate authorities. Where the evidence of fraud relates to the CEO, the staff member must report this to the Public Interests Disclosure Officer or to the Shire President.

13.7 Use of Shire of Yilgarn Resources

- a) Staff must:
- (i) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire's resources entrusted to them effectively and economically and in accordance with the manufacturer's specifications and Shire safety procedures in the course of their duties;
 - (iii) not use the Shire's resources, including the services of other staff, for private purposes (other than when supplied as part of a contract of employment) unless properly authorised to do so, and appropriate payments are made as determined by the CEO in accordance with Council policies and procedures;
 - (iv) only claim or accept travelling and sustenance expenses arising out of travel related matters which are a direct bearing on the services, policies or business of the Shire in accordance with the Shire's policy and the provisions of the *Act*;
 - (v) use Shire owned vehicles strictly in accordance with the Shire's vehicle use policies and obey all traffic codes, laws and road rules, and drive in a safe and courteous manner. Any fines and infringements incurred are the responsibility of the vehicles user;
 - (vi) use the Shire's email and internet facilities and mobile phone equipment and other electronic systems in a professional, ethical and lawful manner and not infringe the copyright or other intellectual property rights of third parties, distribute or store defamatory, fraudulent, harassing or obscene messages and files, or otherwise to engage in any illegal or unethical conduct including the use of insulting, sexist, racist, obscene or suggestive electronic mail;
 - (vii) use the Shire's email and internet facilities and mobile phone equipment and systems for business purposes in serving the interests of the Shire, and the Shire's clients and customers. Limited personal use of these facilities and equipment is permitted provided the usage is reasonable and does not interfere with a staff member's productivity or the performance of their duties.
 - (viii) ensure they obtain value for money and are accountable for their actions when they are engaged in procurement activities.
- b) Staff who misuse or abuse the Shire's resources or are negligent in securing the Shire's property may have usage withdrawn, be directed to cover any costs associated with the abuse or negligence, and/or may be subject to disciplinary proceedings.

13.8 Dress Code for Staff

Staff are required to dress in a professional manner in keeping with accepted standards of the relevant profession and tasks being undertaken. Appropriate personal protective equipment and safety clothing is to be worn by staff undertaking specific duties which require adherence to safety requirements. Uniforms are to be worn where provided by the Shire.

13.9 Freedom from Harassment and Discrimination

State and Federal equal opportunity and anti-discrimination laws make it unlawful in areas such as employment and the provision of goods and services to:

- a) discriminate against people on a number of grounds, including sex, sexual orientation, disability, marital status, pregnancy, race, religious conviction, political conviction, family responsibility and age.
- b) engage in sexual or racial harassment; and
- c) victimise a person for making a complaint or intending to make a complaint of discrimination or harassment, or for providing evidence regarding a complaint.

All people have a right to work in and to participate in Shire activities and to access Shire services in a non-discriminatory way and in an environment that is free from unlawful discrimination and harassment. Unlawful discrimination and harassment of any form will not be tolerated by the Shire. Any staff member found to be engaging in discrimination; harassment or victimisation of other staff, Shire contractors, visitors or clients or members of Council will be subject to counselling and may be subject to appropriate disciplinary action.

The Shire is also committed to equal employment opportunity. This commitment extends to ensuring that recruitment and selection, promotion and advancement of staff will be solely on the basis of equity and fairness and that appointment will be based on merit.

13.10 Workplace Bullying

Workplace bullying is defined as 'repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety'. Unreasonable behaviour includes behaviour that is victimising, humiliating, intimidating or threatening.

Examples of bullying include, but are not limited to;

- a) unreasonable persistent criticism which is not part of a performance management process;
- b) isolation of employees from others;
- c) refusing to delegate tasks or withholding information employees need to perform their job;
- d) unrealistic, embarrassing or degrading work demands; and
- e) repeated intimidation and belittling remarks.

While some workplace bullying may involve direct verbal abuse and physical violence, it can also involve more subtle behaviours and be carried out via letters, email, social media and telephone text messages.

Workplace bullying causes a number of unpleasant and harmful health and safety issues and results in lower productivity, absenteeism, higher staff turnover and stress related illness. The Shire is committed to maintaining a workplace free from intimidation and bullying. Workplace bullying is prohibited and will not be tolerated at the Shire, and any complaints shall be fully investigated. If a bullying complaint against a staff member is found to have substance, the staff member will be counselled and may be subject to disciplinary action.

13.11 Occupational Safety and Health

The Shire is committed to developing, implementing and maintaining a safe workplace. Staff must comply with all relevant occupational safety and health (OSH) legislation and the Shire's policies and procedures and standards regarding OSH, and are expected to have a personal commitment to safety and health of themselves and others.

Staff are to comply with the Shire's policies and procedures at all times relating to alcohol, smoking and drug use. The consumption of alcohol during work time and in the workplace including in vehicles and at off site locations is prohibited unless consumed at official authorised staff functions. Smoking in Shire buildings and vehicles is prohibited. The use of illegal drugs in the workplace is strictly prohibited. A staff member who is using prescription drugs under medical supervision is to advise their supervisor if the performance of their duties is likely to be affected or impaired.

13.12 Fitness for Work

The Shire is responsible for providing a safe work environment for its staff that minimises the risk of injury or illness.

Staff are responsible for maintaining and monitoring their health in a manner that allows them to safely perform their work duties and to ensure they do not place themselves, other staff, members of the public or any other person within the workplace at risk.

Staff have a duty to ensure they are in a fit state at the start of and throughout their working day, and to identify and report any fitness or work safety issues to the Shire as soon as practicable. Staff must also comply with any reasonable and lawful direction requiring them to attend a medical assessment, where the Shire has concerns regarding a staff member's fitness for work.

14. Enforcement of this Code

14.1 Reporting Breaches

A person may, if they become aware of any conduct by a staff member, which they reasonably believe involves a breach of this Code of Conduct, make written complaint to that effect to the CEO, or in the case of the CEO to the Shire President.

All aspects of a report of a breach of this Code of Conduct must be kept strictly confidential by both the person making the report and the person in receipt of the report.

14.2 Responsibilities

Breaches of this Code of Conduct will be investigated and handled within the context of the Organisational Human Resources Management principles and natural justice.

If the CEO breaches the Code of Conduct, such breach is to be dealt with by Council in accordance with accepted Industrial Relations processes.

If any staff member breaches the Code of Conduct, such breach shall be dealt with by the CEO.

14.3 Dealing with Breaches

Alleged breaches of this Code of Conduct will be investigated and handled in a manner which is consistent with the principles of the presumption of innocence, procedural fairness and natural justice.

A breach of the Code of Conduct by a staff member, if investigated and proven, shall be dealt with in accordance with best practice industrial relations practice. A counselling session shall be convened and appropriate disciplinary action will be taken;

- a) in the case of the CEO, by the Shire President; and
- b) in the case of any other staff, by the CEO or Manager acting on behalf of the CEO,

depending on the conduct and taking into account the staff member's responses and any mitigating circumstances.

In cases where investigation gives rise to reasonable suspicions that the breach constitutes serious improper conduct including corruption or theft, then the matter will be forwarded for further investigation by the Department of Local Government, the Corruption and Crime Commission or Public Sector Commission and the WA Police Service.

The CEO is to ensure that staff who report unacceptable or illegal behaviour of Council Members or staff (that is, a whistle blower) is not in any way disadvantaged or victimised because of their actions.

Staff are encouraged to, in the first instance, report unacceptable or illegal behaviour to the relevant Supervisor or Manager. Behaviour of a serious nature must be reported directly to the CEO or to the Shire's Public Interest Disclosure Officer.

Staff must be aware that the *Corruption, Crime and Misconduct Act 2003* and the *Public Interest Disclosures Act 2003*, which provide for the mandatory reporting of reasonable suspicions of serious improper or corrupt conduct to the Corruption and Crime Commission or Public Sector Commission by the CEO, or to the Shire's Public Interest Disclosure Officer.

Penalties will prevail if a person who makes a complaint;

- a) has his or her safety or career prejudiced, or threatened to be prejudiced;
- b) is intimidated or harassed; or
- c) has an act done to his or her detriment because of having assisted the Commission, or furnished information to the Commission.

Employee Declaration

I have **read, understand and agree** to abide by the terms and conditions contained **within the Shire of Yilgarn Staff Code of Conduct as adopted on 20 September 2018.**

Signed: _____ Dated:

Name (please print in block letters):

Witnessed: _____ Dated:

Please return this signed & witnessed page only to Human Resources.

Attachments

9.1.4

WE-ROC

WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS

SHIRE OF BRUCE ROCK

and

SHIRE OF KELLERBERRIN

and

SHIRE OF MERREDIN

and

SHIRE OF WESTONIA

and

SHIRE OF YILGARN

MEMORANDUM OF UNDERSTANDING

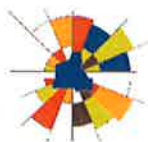
1 July 2018 to 30 June 2019



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of
YILGARN

Shire of Yilgarn

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AGREEMENT

This Memorandum of Understanding (MOU) dated **22 August 2018** between

the **SHIRE OF BRUCE ROCK** of 54 Johnson Street, BRUCE ROCK, Western Australia, and

the **SHIRE OF KELLERBERRIN** of 110 Massingham Street, KELLERBERRIN, Western Australia, and

the **SHIRE OF MERREDIN** of King/Barrack Street, MERREDIN, Western Australia, and

the **SHIRE OF WESTONIA** of Wolfram Street, WESTONIA, Western Australia, and

the **SHIRE OF YILGARN** of Antares Street, SOUTHERN CROSS, Western Australia.

("the Participants")

RECITALS

The Participants have resolved not to form a regional local government or regional subsidiary as defined under the *Local Government Act 1995* at this time, but alternatively enter into this Memorandum of Understanding to recognise the cooperation and shared goals of the member Councils.

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Wheatbelt East Regional Organisation of Councils (WE-ROC).

2 REGIONAL PURPOSES

The regional purposes for which WE-ROC is established are to:

- a) Undertake the activities defined as projects and services in accordance with Clause 7:
- b) Provide a means for the Participants, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
 - (i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;
 - (ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2; and
 - (iii) Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages.

Footnote:

1. In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59
2. A proposal to undertake a Regional Purpose referred to in clause 2(b) is defined as a "Project" and may only be undertaken in accordance with clause 7.

3 OBJECTIVES

The objectives of WE-ROC shall be:

- a) To endeavour to carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region;
- b) To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues;
- c) To encourage cooperation and resource sharing on a regional basis; and
- d) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

4 DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

"Act" means the *Local Government Act 1995*;

"CEO" means a Chief Executive Officer of a Participant

"Participant" means a signatory to the Wheatbelt Regional Organisation of Councils Memorandum of Understanding;

"Project" means the undertaking of any activity for a Regional Purpose described in clause 2(b);

"Proposal" means the proposal to undertake a Project;

"Region" means the districts of the Participants;

"Regional Purposes" means any regional purpose referred to in clause 2;

"WE-ROC" means the Wheatbelt East Regional Organisation of Councils.

5 THE ORGANISATION

5.1 Appointment of Members

- a) The President and Chief Executive Officer of a Participant are members of WE-ROC.
- b) A Participant may appoint one elected member and one employee as a deputy from the Council of the Participant who are able to attend the WE-ROC meetings and who may act temporarily in place of either member of the WE-ROC appointed by the Participant during any period in which the member of the WE-ROC is unable by reason of illness, temporary absence from State, conflict of interest or any other cause to perform the functions of the office.
- c) A Participant may appoint a nominee in lieu of the President or Chief Executive Officer under sub-clause 5.1(a).

5.2 Tenure of Members of WE-ROC

A member of WE-ROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Participant or
- b) The member is removed by the Participant

5.3 Election of Chairman and Deputy Chairman

- (1) The members of the WE-ROC shall elect a President from a Participant as Chairman and a President from another Participant as Deputy Chairman following the biennial local government election, with each appointment being on a rotational alphabetical basis.
- (2) If the office of Chairman or Deputy Chairman becomes vacant then the members of WE-ROC shall elect a new Chairman or Deputy Chairman, as the case requires.

5.4 Tenure of Chairman and Deputy Chairman

- (1) The Chairman and Deputy Chairman should hold those offices until the election of a new Chairman and Deputy Chairman pursuant to clause 5.3 (1).
- (2) The Chairman and Deputy Chairman in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 5.3 (1)

5.5 Role of Chairman

The Chairman:

- a) Presides at meetings of WE-ROC;
- b) Carries out civic and ceremonial duties on behalf of WE-ROC;
- c) Speaks on behalf of WE-ROC; and
- d) Liaises with the Executive Officer on WE-ROC's affairs and the performance of its functions.

5.6 Role of Deputy Chairman

- (1) The Deputy Chairman performs the functions of the Chairman, when authorised to do so, under this clause.
- (2) The Deputy Chairman may perform the functions of Chairman if;
 - a) The office of Chairman is vacant; or
 - b) The Chairman is not available or is unable or unwilling to perform the functions of Chairman.

Footnote:

For the avoidance of doubt where the Chairman is unavailable to perform the functions of the role the Deputy Chairman shall assume the role. A deputy for the Chairman from a Participant shall not assume the role and functions of the Chair.

5.7 Role of Members of Wheatbelt East Regional Organisation of Council

A member of WE-ROC:

- a) Represents the interests of the electors and residents of the Region;
- b) Facilitates communication between the community of the Region and WE-ROC;
- c) Participates in the WE-ROC's decision-making processes at meetings of the WE-ROC and its committees; and
- d) Performs such other functions as are given to the member.

6 FINANCIAL CONTRIBUTIONS

6.1 Annual or Capital contributions

Participants are required to make an annual financial contribution towards the operations of WE-ROC as determined by WE-ROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of WE-ROC.

6.2 Manner of Payment

The contributions referred to in clauses 6.1 shall be paid by each Participant to WE-ROC in the manner determined by WE-ROC.

7 PROJECTS OR SERVICES

7.1 Requirements

WE-ROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) WE-ROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Participant, do not duplicate, to an extent that the Participant consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively; and
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Footnote:

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.

7.2 Project Plan to be Prepared

Where WE-ROC is considering a proposed Project or Service it shall prepare a Project Plan.

7.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Participants;
- c) A project time-line with performance milestones clearly outlined;
- d) The proportion (and the basis of its calculation) in which the Project Participants will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Participants in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Participant wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Participant when withdrawal of that Project Participant from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a participant which is not a Project Participant to join a Project or Service and the procedure to be followed including the period of notice given by that Participant.

7.4 Participants to be given Project Plan

Upon completion of the Project Plan WE-ROC shall give a copy of the Project Plan to each of the Participants.

7.5 Election to Participate in Project

Each Participant shall, within a reasonable period determined by WE-ROC, elect whether to participate in the New Project or Service by giving notice of its election to WE-ROC.

For the purposes of this clause a Participant can also include any other local government that is not a member of WE-ROC that may wish to participate in a specific project. Such participation will be on the invitation of WE-ROC on a project by project basis with arrangements for the costs associated with the project being mutually agreed between the parties.

7.6 Project Participants

The Participants, which elect to participate in a Project or Service, are the Project Participants in respect of that Project or Service.

7.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, WE-ROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Participants who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Participant of its decision.

- (2) Where the number of Participants which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Participants where no number is specified, then WE-ROC will give the Participants an opportunity to withdraw their election before the WE-ROC decides to proceed under clause 7.7(b).

7.8 Project Participants to be Bound

Where WE-ROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Participants in accordance with clause 7.7, then each of the Project Participants shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

7.9 Winding Up of Project or Service

The WE-ROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the WE-ROC Council to resolve to wind up any Project or Service.

7.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Participants advise WE-ROC that a realisation of the property and assets is not necessary.

7.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Participants in the proportions referred to in the Project Plan.

7.12 Indemnification by Project Participants of the WE-ROC

If a Project or Service is wound up then the Project Participants shall indemnify WE-ROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

8 TERM AND TERMINATION

8.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2019.

8.2 Winding up by Agreement

The Participants may, by agreement, wind up WE-ROC.

8.3 Division of assets

If the WE-ROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of WE-ROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant.

8.4 Division of liabilities

If WE-ROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of WE-ROC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of WE-ROC bear to the total of such contributions by all Participants.

9 WITHDRAWAL OF A PARTICIPANT

9.1 Withdrawal

A participant may, at any time between 1 July and 31 December in any year, give to WE-ROC notice of its intention to withdraw from WE-ROC.

9.2 When Withdrawal to Take Effect

The withdrawal of a Participant shall take effect from the end of the financial year in which notice of withdrawal under clause 9.1 is given.

9.3 Entitlement or Liability of Withdrawing Participant

As soon as practicable following the withdrawal of a Participant, WE-ROC shall:

- a) Distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if WE-ROC was wound up; or
- b) Be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the WE-ROC was wound up, as the case may be.

9.4 Participants May be Required to Pay Distribution

If the WE-ROC is unable to meet the distribution referred to in clause 9.3(a) from funds on hand then, unless the WE-ROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the WE-ROC.

10 ADMITTING NEW MEMBERS

- (1) Prospective new members may be admitted by a decision of the WE-ROC Council and shall be required to contribute to WE-ROC a sum determined by the WE-ROC Council that is described as "the entry sum" and in addition a sum equal to the current year's contribution schedule as described in clause 6.1 or a discretionary sum agreed to by the WE-ROC Council.

Footnote:

1. Part 3 Division 4 Section 3.65 (2) of the *Local Government Act 1995* describes the process of amending the Establishment Agreement.

11 DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference ('dispute') arising between the Participants and WE-ROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Participant or WE-ROC or the Participants (as the case may be) may give to the other Participants and WE-ROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Participant or WE-ROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 2012*.

11.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 2012*, the Participants consent to each other and to WE-ROC being legally represented at any such arbitration.

12 INTERPRETATION

12.1 Interpretation

In this Memorandum of Understanding unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this Memorandum of Understanding include its schedules.

12.2 Headings and footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

12.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) The Participants may amend this Memorandum of Understanding by unanimous agreement of the Participants.
- (2) This Memorandum of Understanding can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties


THE COMMON SEAL of SHIRE OF BRUCE ROCK
was hereunto affixed in the presence of:

)

)



President



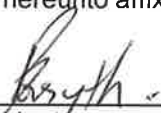
Chief Executive Officer



THE COMMON SEAL of SHIRE OF KELLERBERRIN
was hereunto affixed in the presence of:

)

)



President



Chief Executive Officer



THE COMMON SEAL of SHIRE OF MERREDIN
was hereunto affixed in the presence of:

)

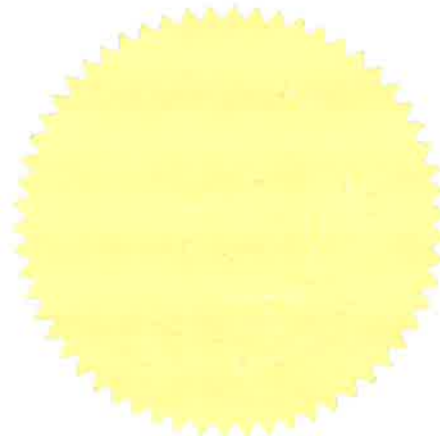
)

D/ 

President



Chief Executive Officer




THE COMMON SEAL of SHIRE OF WESTONIA
was hereunto affixed in the presence of:

)

)



President



Chief Executive Officer



THE COMMON SEAL of SHIRE OF YILGARN
was hereunto affixed in the presence of:



President



Chief Executive Officer



Schedule 2 – Regional Purposes

The Regional Purposes of the Wheatbelt East Regional Organisation of Councils (WE-ROC) is to provide a strong and cohesive regional group that has the capacity to provide leadership and advocate for issues of local importance, together with the development of practical projects that will enhance the region. The Regional Purposes may include but not limited to the following:

1 Tourism & Event Coordination

- To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions.

2.. Resource Sharing

- To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities.

3. Economic and Community Building

- To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region.

4. Health and Community Services

- To act as a catalyst to promote healthy regional communities.

5. Environment

- To provide leadership, coordination and information on regional natural resource management practices and undertake activities.

6. Recreation

- To provide planning and leadership in the coordination and development of recreational facilities in the region.

7. Transport

- To provide representation, planning and input into the coordination and development of all transport networks in the region.

Attachments

9.2.1



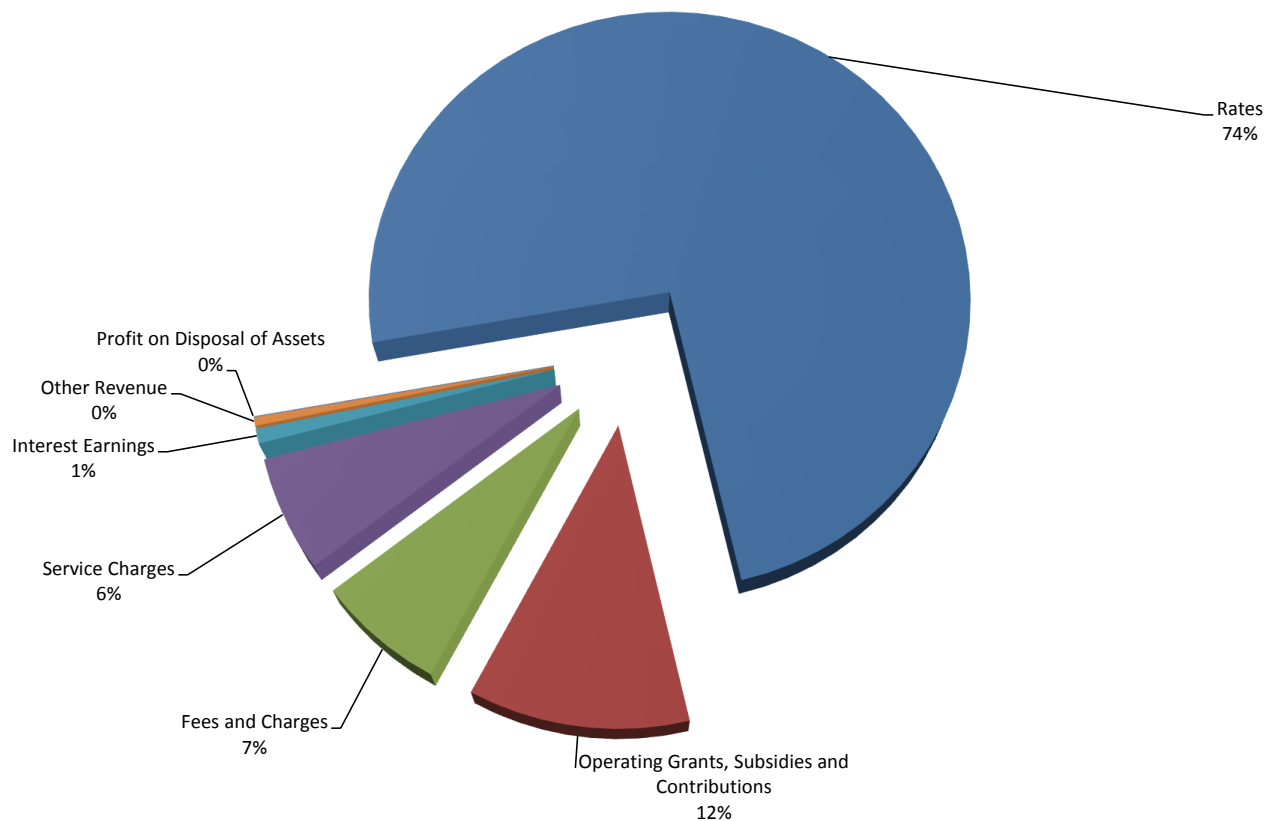
SHIRE OF YILGARN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

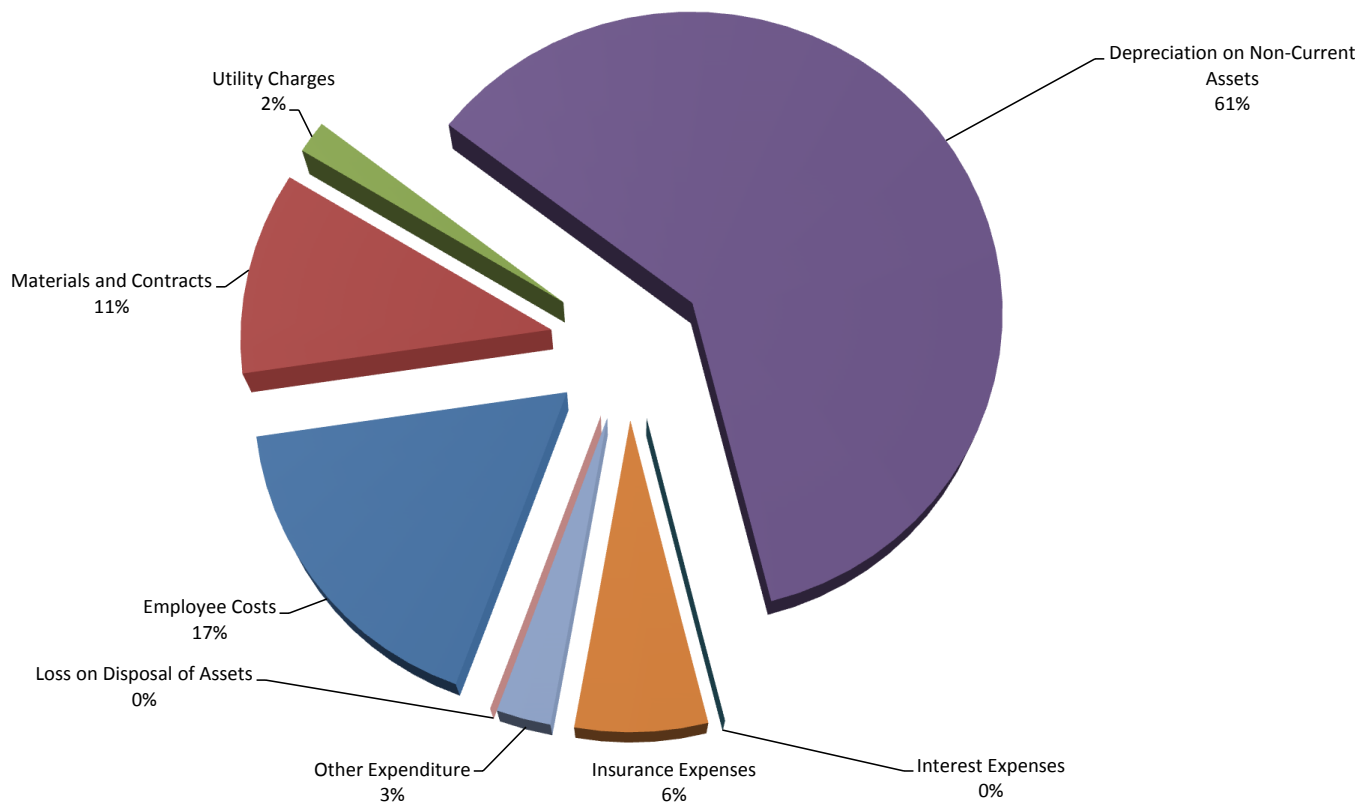
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Operating Revenue



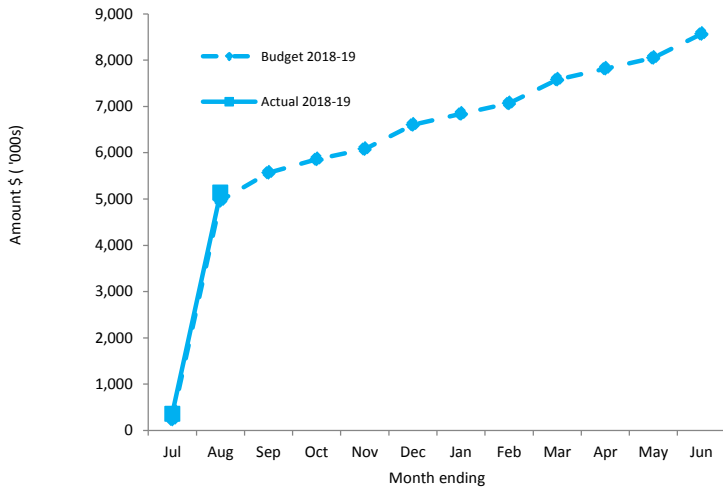
Operating Expenditure



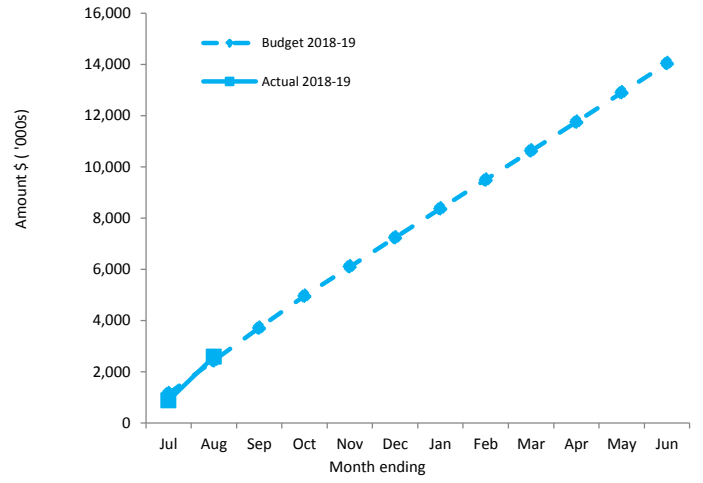
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2018

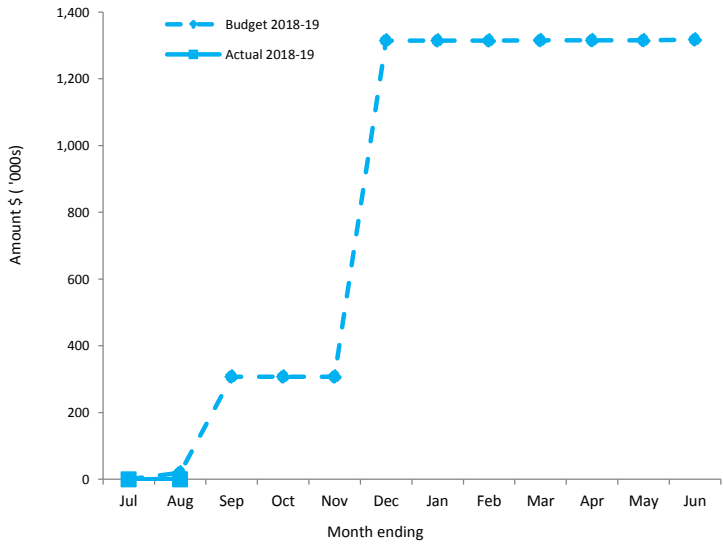
Budget Operating Revenues -v- Actual (Refer Note 2)



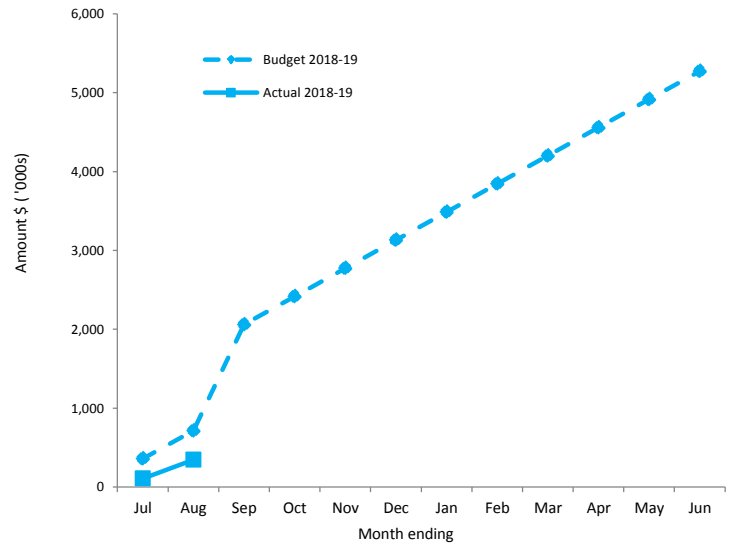
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	2,040,758	2,040,758	5,530,992	3,490,234	171%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	3,901,988	3,868,903	3,801,209	(67,694)	(2%)	
General Purpose Funding - Other		1,383,749	91,259	427,908	336,649	369%	▲
Law, Order and Public Safety		124,110	17,557	87	(17,470)	(100%)	
Health		6,000	998	534	(464)	(46%)	
Education and Welfare		165,680	27,602	39,180	11,578	42%	
Housing		91,000	15,162	12,661	(2,501)	(16%)	
Community Amenities		588,094	567,872	583,634	15,762	3%	
Recreation and Culture		31,850	5,302	1,118	(4,184)	(79%)	
Transport		310,390	45,066	5,025	(40,041)	(89%)	▼
Economic Services		531,170	88,522	234,193	145,671	165%	▲
Other Property and Services		161,316	22,574	30,938	8,364	37%	
		7,295,347	4,750,817	5,136,487			
Expenditure from operating activities							
Governance		(439,463)	(111,138)	(138,397)	27,259	25%	
General Purpose Funding		(327,824)	(54,464)	(43,241)	181,294	(21%)	
Law, Order and Public Safety		(418,840)	(82,776)	(94,952)	12,176	15%	
Health		(269,767)	(44,940)	(40,201)	(4,739)	(11%)	
Education and Welfare		(564,458)	(96,329)	(78,986)	(17,343)	(18%)	
Community Amenities		(4,031,920)	(670,034)	(878,455)	208,421	31%	▲
Recreation and Culture		(1,829,873)	(312,091)	(251,328)	(60,763)	(19%)	▼
Transport		(4,716,727)	(771,700)	(806,673)	34,973	5%	
Economic Services		(1,027,767)	(173,300)	(172,438)	(862)	(0%)	
Other Property and Services		(74,827)		(45,482)	45,482		
		(13,701,466)	(2,316,772)	(2,550,154)			
Operating activities excluded from budget							
Add back Depreciation		8,017,000	1,336,148	1,603,833	267,685	20%	▲
Adjust (Profit)/Loss on Asset Disposal	8	45,139	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		1,656,020	3,770,193	4,190,166			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,271,648	211,938	1,059	(210,879)	(100%)	▼
Proceeds from Disposal of Assets	8	305,500	20,000	0	(20,000)	(100%)	
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(909,681)	(909,681)	(85,601)	(824,080)	(91%)	▼
Infrastructure Assets - Roads	13	(2,446,404)	(407,668)	(200,402)	(207,266)	(51%)	▼
Infrastructure Assets - Other	13	(236,467)	(58,142)	(30,259)	(27,883)	(48%)	
Plant and Equipment	13	(1,215,000)	0	(4,266)	4,266		
Furniture and Equipment	13	(27,000)	(27,000)	0	(27,000)	(100%)	
Amount attributable to investing activities		(3,257,404)	(1,170,553)	(319,469)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	1,005,148	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(634,335)	(105,712)	(25,846)	(79,866)	(76%)	▼
Amount attributable to financing activities		370,813	(105,712)	(25,846)			
Closing Funding Surplus(Deficit)	3	810,187	4,534,686	9,375,843			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	2,040,758	2,040,758	5,530,992	3,490,234	171%	▲
Revenue from operating activities							
Rates	9	3,901,989	3,868,903	3,801,209	(67,694)	(2%)	
Operating Grants, Subsidies and Contributions	11	1,642,653	99,575	589,863	490,288	492%	▲
Fees and Charges		852,248	345,485	347,283	1,798	1%	
Service Charges		321,810	321,810	325,417	3,607	1%	
Interest Earnings		209,837	89,136	42,228	(46,908)	(53%)	▼
Reimbursements		69,500	9,828	4,615	(5,213)	(53%)	
Other Revenue		88,500	16,080	23,932	7,852	49%	
Profit on Disposal of Assets	8	56,411	0	0	0		
		7,142,948	4,750,817	5,134,547	0		
Expenditure from operating activities							
Employee Costs		(3,128,916)	(513,940)	(452,020)	(61,920)	(12%)	▼
Materials and Contracts		(2,334,860)	(396,110)	(288,240)	(107,870)	(27%)	▼
Utility Charges		(426,892)	(71,116)	(46,612)	(24,504)	(34%)	
Depreciation on Non-Current Assets		(8,017,000)	(1,336,148)	(1,603,833)	267,685	20%	▲
Interest Expenses		0	0	0	73,392		
Insurance Expenses		(261,938)	(74,073)	(176,689)	102,616	139%	▲
Other Expenditure		(240,382)	(74,073)	(72,814)	(1,259)	(2%)	
Loss on Disposal of Assets	8	(101,550)	0	0	0		
		(14,511,538)	(2,465,460)	(2,640,209)			
Operating activities excluded from budget							
Add back Depreciation		8,017,000	1,336,148	1,603,833	(267,685)	20%	
Adjust (Profit)/Loss on Asset Disposal	8	45,139	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		693,549	3,621,505	4,098,171			
Investing activities							
Grants, Subsidies and Contributions	11	1,271,648	211,938	1,059	(210,879)	(100%)	▼
Proceeds from Disposal of Assets	8	305,500	20,000	0	(20,000)	(100%)	
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(909,681)	(151,562)	(85,601)	(65,961)	(44%)	▼
Infrastructure Assets - Roads	13	(2,446,404)	(407,668)	(200,402)	(207,266)	(51%)	▼
Infrastructure Assets - Other	13	(236,467)	(58,142)	(30,259)	(27,883)	(48%)	
Plant and Equipment	13	(1,215,000)	0	(4,266)	4,266		
Furniture and Equipment	13	(27,000)	(27,000)	0	(27,000)	(100%)	
Amount attributable to investing activities		(3,257,404)	(412,434)	(319,469)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	1,005,148	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(634,335)	(105,712)	(25,846)	79,866	76%	▼
Amount attributable to financing activities		370,813	(105,712)	(25,846)			
Closing Funding Surplus (Deficit)	3	(152,284)	5,144,117	9,283,847			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

5,530,992

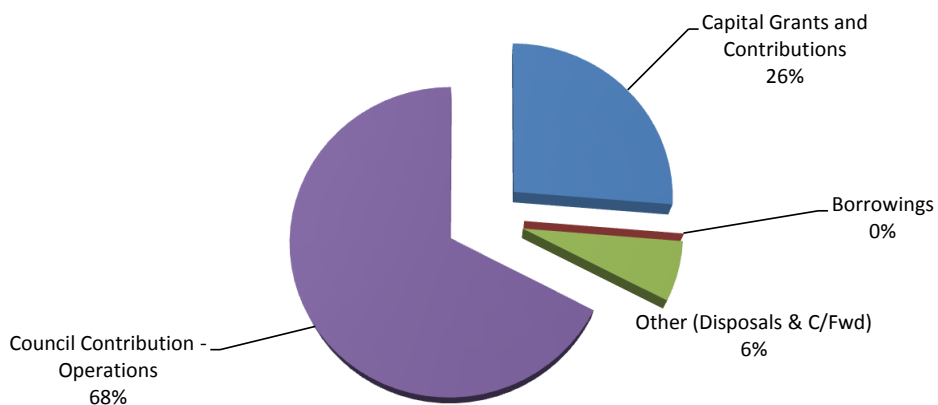
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0
Land and Buildings	13	12,831	72,770	151,562	909,681	85,601	65,961
Infrastructure Assets - Roads	13	200,402	0	407,668	2,446,404	200,402	207,266
Infrastructure Assets - Footpaths	13	0	0	4,496	26,987	0	4,496
Infrastructure Assets - Refuse	13	3,401	0	23,950	31,200	3,401	20,549
Infrastructure Assets - Sewerage	13	4,131	0	9,986	59,922	4,131	5,855
Infrastructure Assets - Drainage	13	0	0	2,356	14,172	0	2,356
Infrastructure Assets - Parks & Ovals	13	0	0	7,742	46,499	0	7,742
Infrastructure Assets - Other	13	22,727	0	9,612	57,687	22,727	(13,115)
Plant and Equipment	13	4,266	0	0	1,215,000	4,266	(4,266)
Furniture and Equipment	13	0	0	0	27,000	0	0
Capital Expenditure Totals		247,758	72,770	617,372	4,834,552	320,528	296,844
Capital acquisitions funded by:							
Capital Grants and Contributions				211,938	1,271,648	1,059	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				20,000	305,500	0	
Council Contribution - Cash Backed Reserves				0	0	0	
Council Contribution - Operations				385,434	3,257,404	319,469	
Capital Funding Total				617,372	4,834,552	320,528	

Budgeted Capital Acquisitions Funding



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 1: Significant Accounting Policies

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	30 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	15 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	12 years
Sewerage piping	50 years
Water supply piping & drainage systems	50 years
Airfields and runways	30 years
Refuse disposal sites	not depreciated

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Other	336,649	369%	▲	Timing	FAG grants received
Transport	(40,041)	(89%)	▼	Permanent	\$67,670 in unbudgeted HVRIC funds, \$36,780 in unbudgeted Profit on Sale
Economic Services	145,671	165%	▲	Timing	Timing to Budgets
Operating Expense					
Recreation and Culture	(60,763)	(19%)	▼	Timing	Schedule wide expenditure unders
Capital Revenues					
Grants, Subsidies and Contributions	(210,879)	(100%)	▼	Timing	Timing to Budgets
Capital Expenses					
Land and Buildings	(824,080)	(91%)	▼	Timing	Schedule wide expenditure unders
Infrastructure - Roads	(207,266)	(51%)	▼	Timing	Works delayed due to delay in Ministerial Approval of Rates

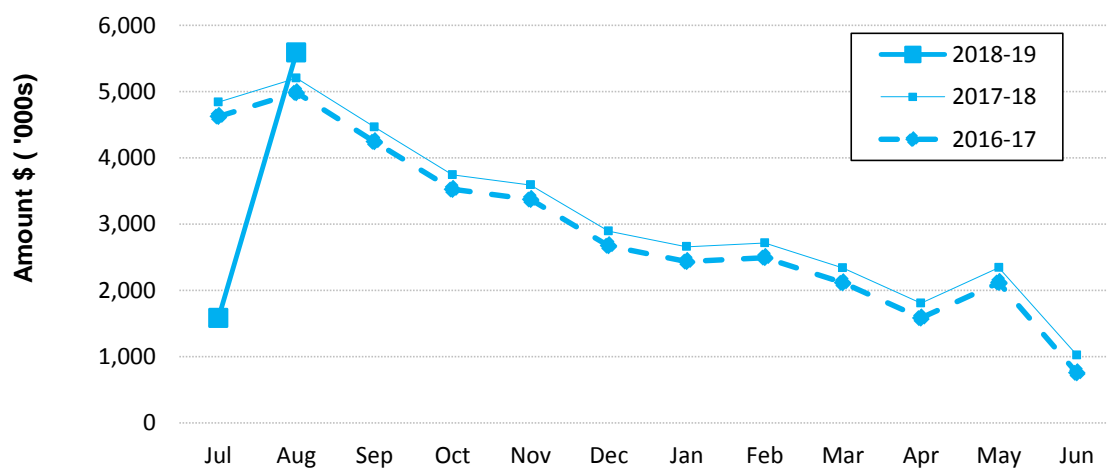
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2018	31 Aug 2017	31 Aug 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,721,507	1,570,119	2,073,343
Cash Restricted	4	6,106,216	4,541,275	6,132,062
Receivables - Rates	6	721,561	4,783,856	4,095,733
Receivables - Other	6	42,580	54,920	43,736
Interest / ATO Receivable/Trust		9,151	9,556	(281,806)
Inventories		39,137	80,994	13,348
		8,640,151	11,040,720	12,076,417
Less: Current Liabilities				
Payables		(236,983)	(275,544)	(158,034)
Provisions		(256,194)	(192,197)	(255,330)
		(493,177)	(467,741)	(413,364)
Less: Cash Reserves	7	(6,106,216)	(4,541,275)	(6,132,062)
Net Current Funding Position		2,040,758	6,031,704	5,530,992

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Muni Funds - Bank Working Acc	283,664			283,664	Westpac	0.10%	At Call
Muni Funds - Bank Investment Acc	783,373			783,373	Westpac	0.50%	At Call
Trust Fund Bank			281,985	281,985	Westpac	0.10%	At Call
Cash On Hand	1,350			1,350			
(b) Term Deposits							
Muni Funds - Notice Saver (31 Days)	1,004,956			1,004,956	Westpac	2.35%	31 Days from Call
Muni Funds - Notice Saver (60 Days)	0			0	Westpac	2.40%	60 Days from Call
Muni Funds - Notice Saver (90 Days)	0			0	Westpac	2.45%	90 Days from Call
Reserve Funds - Notice Saver (90 Days)		6,132,062		6,132,062	Westpac	2.45%	90 Days from Call
Total	2,073,343	6,132,062	281,985	8,487,390			

Comments/Notes - Investments

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
	Nil						0
	Changes Due to Timing						
	Nil						0
				0	0	0	

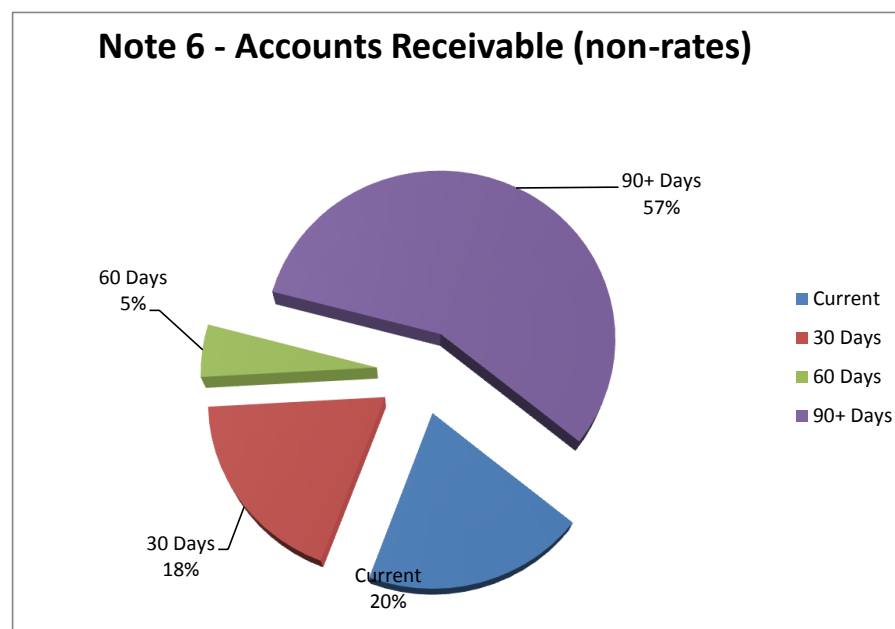
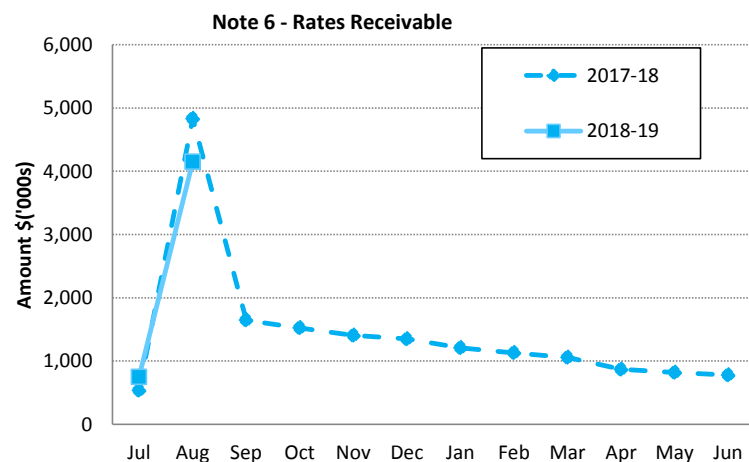
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 6: Receivables

Receivables - Rates Receivable	31 Aug 2018	30 June 2018
	\$	\$
Opening Arrears Previous Years	721,561	385,110
Levied this year	3,801,209	3,966,019
<u>Less</u> Collections to date	(1,150,478)	(3,629,568)
Equals Current Outstanding	3,372,292	721,561
Net Rates Collectable	3,372,292	721,561
% Collected	25.44%	83.42%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	8,680	8,057	2,188	24,811	43,736
Balance per Trial Balance					
Sundry Debtors					43,736
Receivables - Other					0
Total Receivables General Outstanding					43,736

Amounts shown above include GST (where applicable)



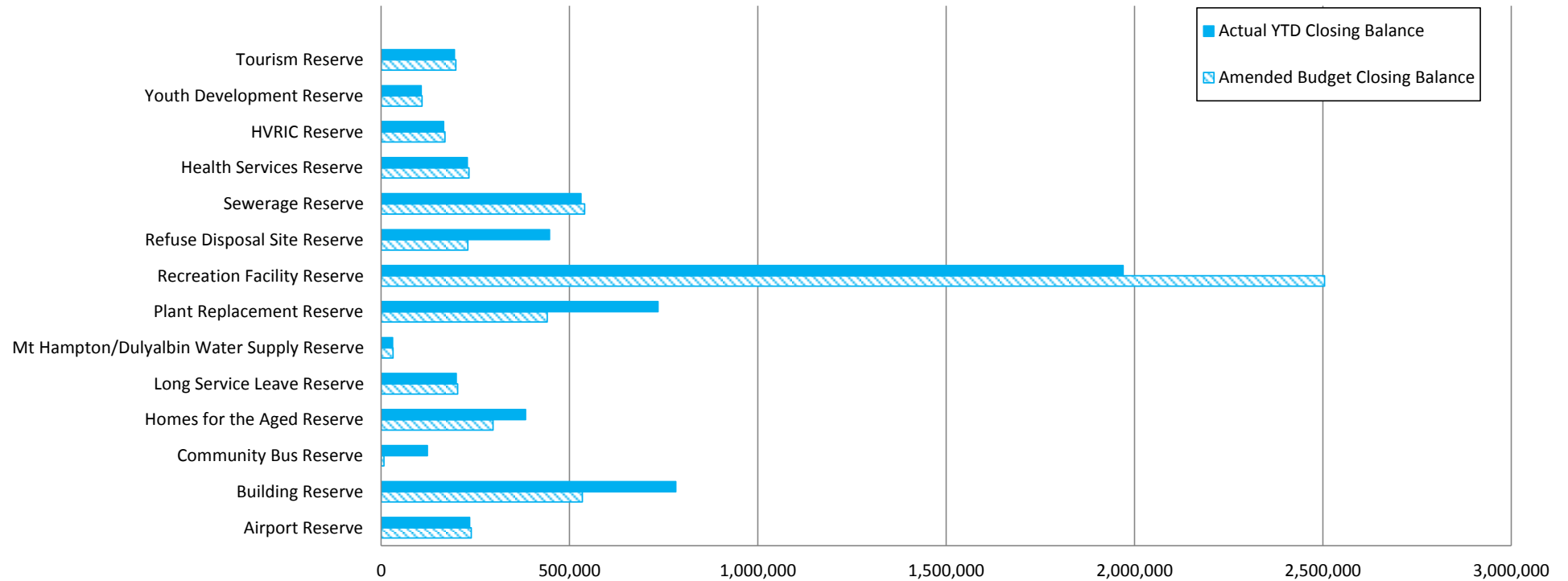
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Airport Reserve	233,865	5,145	1,017	0		0		239,010	234,882
Building Reserve	778,967	17,137	3,390	0		(262,165)		533,939	782,357
Community Bus Reserve	122,260	2,690	532	0		(117,500)		7,450	122,792
Homes for the Aged Reserve	381,977	8,403	1,662	0		(93,483)		296,897	383,639
Long Service Leave Reserve	198,561	4,368	864	0		0		202,929	199,425
Mt Hampton/Dulyalbin Water Supply Reserve	30,509	671	132	0		0		31,180	30,641
Plant Replacement Reserve	731,906	16,102	3,185	0		(307,000)		441,008	735,091
Recreation Facility Reserve	1,961,271	43,148	8,533	500,000		0		2,504,419	1,969,804
Refuse Disposal Site Reserve	445,326	9,797	1,937	0		(225,000)		230,123	447,263
Sewerage Reserve	528,409	11,625	2,299	0		0		540,034	530,708
Health Services Reserve	228,061	5,017	992	0		0		233,078	229,053
HVRIC Reserve	165,607	3,643	0	0		0		169,250	165,607
Youth Development Reserve	105,856	2,329	461	0		0		108,185	106,317
Tourism Reserve	193,641	4,260	842	0		0		197,901	194,483
	6,106,216	134,335	25,846	500,000	0	(1,005,148)	0	5,735,403	6,132,062

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
1864	GRADER - JOHN DEERE 770G - YL 672					145,752	70,000		(75,752)
1891	UTE - 2013 MAZDA BT-50 2WD TRAYTOP - YL363					9,412	18,000	8,588	
1995	UTE - 2015 TOYOTA LANDCRUISER 70 SC - YL38					29,304	35,000	5,696	
2002	UTE - 2015 TOYOTA LANDCRUISER WORKMATE - YL5067					18,725	35,000	16,275	
2005	UTE - 2015 TOYOTA HILUX - YL13					24,312	20,000		(4,312)
P5142	TRUCK - 2013 FUSO FIGHTER 1024 CAB CHASSIS - YL329					45,993	35,500		(10,493)
P5138	BUS - FUSO ROSA STANDARD 4.9L MANUAL - YL 414					45,993	35,000		(10,993)
2007	2016 TOYOTA KLUGER GRANDE AWD - YL1					10,248	32,000	21,752	
2010	UTE - 2016 FORD XSL RANGER DUAL 4X4 - YL252					20,900	25,000	4,100	
		0	0	0	0	350,639	305,500	56,411	(101,550)

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential/Industrial	11.1773	392	3,315,342	441,681	0	0	441,681	370,565	0	0	370,565
GRV - Commercial	7.8681	24	812,765	64,398	0	0	64,398	63,949	0	0	63,949
GRV - Minesite	15.7362	4	529,564	83,333	0	0	83,333	83,333	0	0	83,333
GRV - Single Persons Quarters	15.7362	9	1,963,619	121,896	0	0	121,896	308,999	0	0	308,999
UV - Rural	1.7487	373	96,415,231	1,696,829	0	0	1,696,829	1,686,055	0	0	1,686,055
UV - Mining Tenement	17.3058	289	7,600,381	1,315,881	0	0	1,315,881	1,315,303	0	0	1,315,303
Sub-Totals		1,091	110,636,902	3,724,018	0	0	3,724,018	3,828,204	0	0	3,828,204
Minimum Payment	\$										
GRV - Residential/Industrial	500.00	123	171,997	0	0	0	0	61,500	0	0	61,500
GRV - Commercial	400.00	15	20,061	6,000	0	0	6,000	6,000	0	0	6,000
GRV - Minesite	400.00	3	400.00	1,200	0	0	1,200	1,200	0	0	1,200
GRV - Single Persons Quarters	400.00	1	400	400	0	0	400	400	0	0	400
UV - Rural	400.00	39	331,445	15,600	0	0	15,600	15,600	0	0	15,600
UV - Mining Tenement	400.00	240	266,009	96,000	0	0	96,000	96,000	0	0	96,000
Sub-Totals		421	790,312	119,200	0	0	119,200	180,700	0	0	180,700
		1,512	111,427,214	3,843,218	0	0	3,843,218	4,008,904	0	0	4,008,904
Concession							(42,009)				(140,000)
Amount from General Rates							3,801,209				3,868,904
Ex-Gratia Rates							0				33,085
							3,801,209				3,901,989

Comments - Rating Information

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

The Shire of Yilgarn has no loan borrowings in 2018/19.

(b) New Debentures

The Shire of Yilgarn has not budgeted to raise any new budgeted funds during 2018/19.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
			\$	\$		\$			\$	\$	\$
General Purpose Funding											
Grants Commission - General	WALGGC	Operating	0	436,557	0	0	436,557	436,557	217,857	(217,857)	0
Grants Commission - Roads	WALGGC	Operating	0	726,855	0	0	726,855	726,855	166,022	(166,022)	0
Law, Order and Public Safety											
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	54,510	0	13,627	54,510	54,510	0	0	0
Education & Welfare											
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	0	0	0	15,332	0	0	25,193	(25,193)	0
Centrelink Commissions	Centrelink	Operating	0	5,000	0	832	5,000	5,000	5,791	(5,791)	0
Sport & Recreation Grant - Kidsport	Dept. Sport & recreation	Operating - Tied	0	1,000	0	166	1,000	1,000	0	(280)	0
Grant - Seniors Week	Council on the Aged	Operating - Tied	0	800	0	132	800	800	0	0	0
Community Amenities											
Grants - Various Community Development Programs	Various	Operating	Various	1,000	0	0	1,000	1,000	0	0	0
Recreation and Culture											
Sport & Recreation Grant - Swimming Pool	Dept. Sport & recreation	Operating - Tied	0	0	0	0	0	0	0	0	0
DRD Community Chest Grant - Outdoor Fitness Centre	Regional Development	Non-operating	0	0	0	0	0	0	0	0	0
Mt Hampton Tennis Club - Facility Upgrade Contrib.	Mt Hampton Tennis Club	Non-operating	0	0	0	0	0	0	0	(40,410)	(40,410)
Transport											
Main Roads - Direct Grant	Main Roads WA	Operating - Tied	0	196,931	0	32,820	196,931	196,931	0	0	0
HVRIC - WA Salt	WA Salt	Operating	0	45,000	0	7,500	45,000	45,000	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	541,618	90,268	541,618	541,618	1,059	(1,059)	0
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	730,030	121,670	730,030	730,030	0	0	0
								0	0	0	0
Economic Services											
Biodiversity Fund Project - Saly Bush Trees	Dept. of the Environment	Operating - Tied	0	0	0	0	0	0	0	(1,993)	(1,993)
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	0	175,000	0	29,166	175,000	175,000	175,000	(48,436)	126,564
TOTALS			0	1,642,653	1,271,648	311,513	2,914,301	2,914,301	590,922	(507,041)	126,564
SUMMARY											
Operating	Operating Grants, Subsidies and Contributions			1,214,412	0	8,332	1,214,412	1,214,412	389,670	(389,670)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	428,241	0	91,243	428,241	428,241	200,193	(75,902)	126,564
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,271,648	211,938	1,271,648	1,271,648	1,059	(41,469)	0
TOTALS			0	1,642,653	1,271,648	311,513	2,914,301	2,914,301	590,922	(507,041)	126,564

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Aug 2018
	\$	\$	\$	\$
Police Licensing	5,757	77,120	(77,120)	5,757
Builders Levy	5,340	124	(117)	5,347
Transwa Bookings	3,789	2,329	(2,099)	4,019
Staff Personal Dedns	42,937	7,720	(35,492)	15,165
Housing Tenancy Bonds	10,660	480	0	11,140
Hall Hire Bonds And Deposits	3,108	0	0	3,108
Security Key System - Key Bonds	1,530	350	0	1,880
Skeleton Weed	53,887	0	0	53,887
Clubs & Groups	2,754	7,717	0	10,471
Third Party Contributions	6,548	0	0	6,548
Rates Overpaid	15,756	550	(3,303)	13,003
Medical Services Provision	107,093	0	0	107,093
YBTC Sinking Fund	26,664	0	0	26,664
 SXFC Sinking Fund	 2,000	 0	 0	 2,000
Museum Trust	15,813	0	0	15,813

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018









Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
<div><div></div><div>Level of completion indicator, please see table at the end of this note for further detail.</div></div>								
Land & Buildings								
Law & Order								
	Moorine Rock Fire Shed Construction	E05254	0	0	0	(51,000)	(8,500)	8,500
Law & Order Total			0	0	0	(51,000)	(8,500)	8,500
Education & Welfare								
	Child Care Centre Capital - Install Patio Roff & Concrete Ramp	E08250	E08250	0	0	(10,000)	(1,666)	1,666
	Senior Citizens Centre - Replace Skittings & Flooring	E08350	(75)	(75)	(150)	(21,273)	(3,542)	3,392
	Homes for the Aged - Capital Renewals	J08401	0	(9,031)	(9,031)	(78,207)	(13,030)	3,999
Education & Welfare Total			(75)	(9,106)	(9,181)	(109,480)	(18,238)	9,057
Housing								
	37 Taurus Street - Bathrooms Renovations painting & other works	E09153	0	(9,408)	(9,408)	(42,929)	(7,150)	(2,258)
	2 Libra Place - Electrical Rewire - Full House	E09251	0	0	0	(8,000)	(1,332)	1,332
	120 Antares Street - R/C Aircon, B/Room Wardrobes & external Paint	E09413	0	0	0	(32,865)	(5,474)	0
	103 Altair Street - Replace Rear Asbestos Fence	E09550	0	(415)	(415)	(8,234)	(1,368)	953
						0	0	
Housing Total			0	(9,823)	(9,823)	(92,028)	(15,324)	27
Community Amenities								
	Reserve 9895(Old Shire Depot) Men's Shed - Power Board upgrade	J10712	0	0	0	(7,800)	(1,300)	1,300
Community Amenities Total			0	0	0	(7,800)	(1,300)	1,300
Recreation And Culture								
	SX Community Centre - Upgrade Security Camera, Replace doors	J11150	0	0	0	(32,147)	(5,354)	5,354
	Bullfinch Hall - Replace Airconditioner	E11153	0	0	0	(6,000)	(1,000)	1,000
	Mount Hampton Tennis Court Resurface	E11342	0	(40,410)	(40,410)	(45,000)	(7,500)	(32,910)
	Unisex Ambulatory Toilets - Constellation Park	SPORT3	0	0	0	(25,000)	(4,166)	4,166
	SX Community Centre - Upgrade Security Camera, Replace doors	SPORT9	0	(151)	(151)	(9,221)	(1,534)	1,383
	SX Sports Complex Building -Capital Renewals C/FW	SPRT10	0	(5,825)	(5,825)	(202,372)	(33,724)	27,899
	Yilgarn History Museum - Replace internal doors, paint rooms	J11502	0	0	0	(22,720)	(3,784)	3,784

Note 13: Capital Acquisitions






















SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Other Property & Services								
 Administration Centre - Capital Renewals	E14650	0	(55)	(55)	(34,512)	(5,748)	5,693	
 11 Antares Street - Replace Roof, Full Renovations	E14654	0	0	0	(26,000)	(4,332)	4,332	
Other Property & Services Total	Total	0	(55)	(55)	(60,512)	(10,080)	10,025	
Land & Buildings Total								
		(12,831)	(72,770)	(85,601)	(909,681)	(151,562)	60,487	
Furniture & Office Equip.								
Other Property & Services								
 Computer Hardware Upgrade/C/Fwd	E14653	0	0	0	(27,000)	(4,500)	4,500	
Other Property & Services Total		0	0	0	(27,000)	(4,500)	4,500	
Furniture & Office Equip Total		0	0	0	(27,000)	(4,500)	4,500	
Plant , Equip. & Vehicles								
Community Amenities								
 New Plant Item - Loader at Refuse Disposal Site	J10107	0	0	0	(225,000)	0	0	
 YL 414 - Fuso Rosa Standard - Replace Asset P5138 (Community Bus)	E10842	0	0	0	(152,500)	0	0	
Community Amenities Total		0	0	0	(377,500)	0	0	
Recreation And Culture								
 YL 13 - Toyota Hilux - Replace Asset 2005(Parks & Gardens)	E11357	0	0	0	(52,000)	0	0	
Recreation And Culture Total		0	0	0	(52,000)	0	0	
Transport								
 YL 672 - John Deere Grader 770G	E12350	0	0	0	(377,000)	0	0	
 YL 363 - Mazda BT - 50 2WD Traytop	E12350	0	0	0	(49,500)	0	0	








SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			Strategic Reference / Comment
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 YL 38 - Toyota LandCruiser 70 SC	E12350	0	0	0	(59,500)	0	0	
 YL5067 - Toyota LandCruiser (Workmate)	E12350	0	0	0	(59,500)	0	0	
 New Asset - Water Tank	E12350	0	0	0	(27,500)	0	0	
 YL 329 - Fuso Fighter 1024 CAB Chassis	E12350	0	0	0	(85,000)	0	0	
 Depot Tools & Minor Plant	E12351	(4,266)	0	(4,266)	(11,000)	0	(4,266)	
Transport Total		(4,266)	0	(4,266)	(669,000)	0	(4,266)	
Other Property & Services								
 YL 252 - Ford Ranger(MRS)	E14750			0	(53,000)	0	0	
 YL 50 - Toyota Kluger(CEO)	E14750			0	(63,500)	0	0	
Other Property & Services Total		0	0	0	(116,500)	0	0	
Plant , Equip. & Vehicles Total		(4,266)	0	(4,266)	(1,215,000)	0	(4,266)	
Infrastructure - Roads (Non Town)								
Transport								
 R2030 - M40 - 10 Mm Bitumen Reseal - Slk 15.0 - 21.0(18/19)	RRG06	(773)	0	(773)	(180,190)	(30,028)	29,255	
 R2030 - Koolyanobbing Road - Construct to 7 mSeal - slk 5.0 - 8.0	RRG07	(122,806)	0	(122,806)	(564,965)	(94,156)	(28,650)	
 R2030 - Koolyanobbing Road -10 Mm Reseal - slk 2.0 - 5.0(18/19)	RRG08	(275)	0	(275)	(96,661)	(16,106)	15,831	
 R2030 - Moorine South Rd 10Mm Bitumen Reseal - Slk 00 - 8.5(18/Reseal)	RRG09	(275)	0	(275)	(261,993)	(43,660)	43,385	
 R2R - Crampthorn Road - Bitumen Seal- slk 21.8 - 23.8(18/19)	R2R13	(773)	0	(773)	(58,054)	(9,672)	8,899	
 R2R - Crampthorn Road - Construct to 7M seal - slk 5.0 - 8.0(18/19)	R2R14	(2,140)	0	(2,140)	(243,887)	(40,644)	38,504	
 R2R - Bodallin South Road - Construct to 7M seal - slk 1.2 - 2.7(18/19)	R2R15	(275)	0	(275)	(239,986)	(39,992)	39,717	
 RRU - Kent Road - Gravel Overlay - slk 9.5 -11.5(18/19)	RRU01	(67,358)	0	(67,358)	(83,438)	(13,902)	(53,456)	
 RRU - Nulla Nulla Sth Road - Formation & Gravel -slk 37.5	RRU06	(275)	0	(275)	(87,070)	(14,508)	14,233	
 RRU - Southern Cross South Sth Road - Formation & Gravel Overlay slk 1	RRU07	(275)	0	(275)	(94,397)	(15,728)	15,453	
 RRU - Cockatt Tank Road - Formation & Gravel Overlay - slk 3.00 -5	RRU08	(275)	0	(275)	(97,140)	(16,188)	15,913	
 RRU - Emu Fence Road - Formation & Gravel Overlay - slk 133.5 - 1	RRU09	(4,352)	0	(4,352)	(97,496)	(16,244)	11,892	
 RRU - Gatley Road - Formation & Gravel Overlay - slk 6.5 -8.5(18/19)	RRU10	(275)	0	(275)	(91,425)	(15,234)	14,959	
 RRU - Koolyanobbing Road 10Mm Bitumen Reseal - Slk 25.0 - 27.0(18/19)	RRU11	(275)	0	(275)	(50,096)	(8,346)	8,071	
Transport Total		(200,402)	0	(200,402)	(2,246,798)	(374,408)	174,006	
Infrastructure - Roads (Non Town) Total		(200,402)	0	(200,402)	(2,246,798)	(374,408)	174,006	





SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: Capital Acquisitions

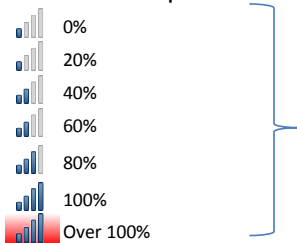
		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
Infrastructure - Roads (Town)								
Transport								
	TRU - Parking Area Corner Antares St &Geh - Sealing & Kerbing	TRU03	0	0	0	(38,314)	(6,384)	6,384
	TRU - Achener Street - Asphalt Overlay (18/19)	TRU04	0	0	0	(161,292)	(26,876)	26,876
Transport Total			0	0	0	(199,606)	(33,260)	33,260
Infrastructure - Roads (Town) Total			0	0	0	(199,606)	(33,260)	33,260
Infrastructure - Footpaths								
Transport								
	Concrete Footpath - Lennenberg St - Marvel Loch	E12103	0	0	0	(26,987)	(4,496)	4,496
Transport Total			0	0	0	(26,987)	(4,496)	4,496
Infrastructure - Footpaths Total			0	0	0	(26,987)	(4,496)	4,496
Infrastructure - Refuse								
Community Amenities								
	SX Refuse Disposal Site - Capital	J10107	(3,401)	0	(3,401)	(31,200)	(23,950)	20,549
Community Amenities Total			(3,401)	0	(3,401)	(31,200)	(23,950)	20,549
Infrastructure - Refuse Total			(3,401)	0	(3,401)	(31,200)	(23,950)	20,549
Infrastructure - Sewerage								
Community Amenities								
	SX Sewerage Scheme - Capital	E10350	(4,131)	0	(4,131)	(39,350)	(6,558)	2,427
	ML SewerageScheme - Capital	E10450	0	0	0	(20,572)	(3,428)	3,428
Community Amenities Total			(4,131)	0	(4,131)	(59,922)	(9,986)	5,855
Infrastructure - Sewerage Total			(4,131)	0	(4,131)	(59,922)	(9,986)	5,855
Infrastructure - Drainage								
Community Amenities								
	Southern Cross Drainage - Upgrades	J10901	0	0	0	(14,172)	(2,356)	2,356
Community Amenities Total			0	0	0	(14,172)	(2,356)	2,356

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure - Drainage Total		0	0	0	(14,172)	(2,356)	2,356	
Infrastructure - Parks & Ovals								
Community Amenities								
 Rotary Park- Replace Rotunda/Seating & Install Water Fountain	J10711	0	0	0	(22,749)	(3,788)	3,788	
Recreation & Culture								
 Toddler Playground Equipment	E11352	0	0	0	(23,750)	(3,954)	3,954	
Community Amenities Total		0	0	0	(46,499)	(7,742)	7,742	
Infrastructure - Parks & Ovals Total		0	0	0	(46,499)	(7,742)	7,742	
Infrastructure - Other								
Community Amenities								
 Upgrade Cemetary Map & Signage	E10751	0	0	0	(3,500)	(582)	582	
Economic Services								
 Standpipe Upgrade - Automated Controller	E13401	(22,727)	0	(22,727)	(54,187)	(9,030)	(13,697)	
Community Amenities Total		(22,727)	0	(22,727)	(57,687)	(9,612)	(13,115)	
Infrastructure - Other Total		(22,727)	0	(22,727)	(57,687)	(9,612)	(13,115)	
Capital Expenditure Total		(247,758)	(72,770)	(320,528)	(4,834,552)	(621,872)	295,870	

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

20,786

Attachments

9.2.2

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
40665	17/08/2018	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	YILGARN AGRICULTURAL SHOW - NON FARMING PIC RE-REGISTRATION WBSG0069 (TO BE ABLE TO PUT STOCK ANIMALS ON THE SX OVAL/SHOWGROUND) - THREE YEAR REGISTRATION	A		75.50
40666	17/08/2018	LGRCEU	Payroll deductions	A		20.50
40667	17/08/2018	SHIRE OF YILGARN	Payroll deductions	A		1,520.00
40668	17/08/2018	SHIRE OF YILGARN	CHEMIST LEASE RETAINED IN TRUST - JULY 2018	A		2,050.00
40669	17/08/2018	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		126.00
40670	17/08/2018	TELSTRA	PHONE - JULY 2018 - MAIN OFFICE	A		2,277.05
40671	31/08/2018	LGRCEU	Payroll deductions	A		20.50
40672	31/08/2018	SHIRE OF YILGARN	Payroll deductions	A		1,580.00
40673	31/08/2018	SHIRE OF YILGARN	RATES CREDIT INVOICE #69 - MARK CULLEN	A		500.00
40674	31/08/2018	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		132.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	8,301.55
TOTAL		8,301.55

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7854	17/08/2018	ANALYTICAL REFERENCE LABORATORY	500ML EFFLUENT SAMPLE	A		297.00
EFT7855	17/08/2018	AUSTRALIA POST	POSTAGE - JULY 18	A		294.05
EFT7856	17/08/2018	AVON WASTE	JULY RUBBISH COLLECTIONS RECYCLE	A		11,759.55
EFT7857	17/08/2018	BENJAMIN CRABTREE	REIMBURSEMENT - FUEL CHARGES 08/08/2018	A		64.30
EFT7858	17/08/2018	BEST PRACTICE SOFTWARE PTY LTD	2018/2018 BP SOFTWARE ANNUAL SUBSCRIPTION - SOUTHERN CROSS GENERAL PRACTICE	A		635.25
EFT7859	17/08/2018	CAMERON WATSON	PHONE BUNDLE REIMBURSEMENT - JULY 2018	A		99.00
EFT7860	17/08/2018	CEMETERIES & CREMATORIA ASSOC OF WA	ORDINARY MEMBERSHIP - 1/7/18 - 30/6/18	A		120.00
EFT7861	17/08/2018	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		448.17
EFT7862	17/08/2018	AUSTRALIAN TAXATION OFFICE	JULY 2018, BAS, PAYG, GST LIABILITY GST CREDITS AND FBT	A		43,610.00
EFT7863	17/08/2018	COPIER SUPPORT	P1 STAPLES FOR CRC PHOTOCOPIER	A		237.35
EFT7864	17/08/2018	COURIER AUSTRALIA	FREIGHT CHARGES 06/08/18 - 06/08/18	A		235.34
EFT7865	17/08/2018	DATA #3 LIMITED	OUTRIGHT ADOBE ACROBAT STANDARD 2017 LICENCES	A		3,796.45
EFT7866	17/08/2018	E FIRE AND SAFETY	FIRE EQUIPMENT SERVICING - CARAVAN PARK	A		4,229.50
EFT7867	17/08/2018	HITACHI CONSTRUCTION MACHINERY	AT367840 HYD. FILTER	A		649.87
EFT7868	17/08/2018	HOWSON TECHNICAL	TRAFFIC MANAGEMENT PLAN - M40 BITUMEN SEALING - RRG06	A		4,235.00
EFT7869	17/08/2018	INDUSTRIAL AUTOMATION GROUP P/L	STANDPIPE CONTROLLER ANNUAL SUPPORT FEE	A		2,956.25
EFT7870	17/08/2018	IT VISION AUSTRALIA PTY LTD	SYNERGYSOFT 2018/2019 ANNUAL LICENCE RENEWAL	A		39,384.97

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7871	17/08/2018	JB HIFI SOLUTIONS	LOGITECH SLIM COMBO IPAD PRO 12.9"CASE WITH DETACHABLE BACKLIT KEYBOARD (SKU: 482096)	A		800.00
EFT7872	17/08/2018	WESFARMERS KLEENHEAT GAS PTY LTD	BULK LPG	A		659.29
EFT7873	17/08/2018	LANDGATE	RURAL UV INTERIM VALUATIONS SHARED CHARGEABLE SCHEDULE: R2018/7 DATE: 09/06/18 - 22/06/18 SCHEDULE: R2018/8 DATE: 29/06/18 - 20/07/18	A		520.20
EFT7874	17/08/2018	LGIS INSURANCE BROKING	MOTOR VEHICLE INSURANCE 30/06/2018 - 30/06/2019	A		86,789.68
EFT7875	17/08/2018	LGIS LIABILITY	LGIS LIABILITY INSURANCE 30/06/18 - 30/06/19 - FIRST INSTALLMENT	A		21,469.36
EFT7876	17/08/2018	LGIS PROPERTY	LGIS PROPERTY INSURANCE 30/06/2018 - 30/06/2019 FIRST INSTALLMENT	A		37,260.52
EFT7877	17/08/2018	LGISWA	LGIS BUSHFIRE INSURANCE 30/06/2018 - 30/06/2019	A		6,491.47
EFT7878	17/08/2018	LGIS WORKCARE	WORKCARE INSURANCE 30/06/2018 - 30/06/2019 FIRST INSTALLMENT	A		35,021.25
EFT7879	17/08/2018	STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF BETTER BEGINNINGS PROGRAM 2018/19 BASED ON ANNUAL BIRTH FIGURE OF 20	A		110.00
EFT7880	17/08/2018	WA LOCAL GOVERNMENT ASSOCIATION	CEO RECRUITMENT - ADVERTISING WEST AUSTRALIAN 23/08/18 (MANUAL PO #38301)	A		6,418.43
EFT7881	17/08/2018	LOCAL HEALTH AUTH. ANALYTICAL COMMITTEE	2018/2019 ANNUAL LHAAC SUBSCRIPTION	A		504.90
EFT7882	17/08/2018	MARKETFORCE	ADVERTISING IN THE WEST-PLANNING PROPOSAL SIRIUS STREET	A		2,038.00
EFT7883	17/08/2018	MERREDIN GLAZING SERVICE	HFA 11+12 - ADJUST ALL DOOR LOCKS & RENEW SCREENDOOR LOCKS	A		768.46
EFT7884	17/08/2018	MERREDIN TELEPHONE SERVICE	CONFIRMATION THAT WIRING IS COMPLETED TO PATCH PANEL FOR NBN INSTALLATION - INCLUDING TRAVEL	A		580.80

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7885	17/08/2018	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	ROADPOD VT 5900 PLUS (INC. ROADCASE/S) INCLUDING FREIGHT. LESS TRADE-IN UNIT. (QR754AC7)	A		4,681.60
EFT7886	17/08/2018	MISMATCH WORKSHOP	SOUTHERN CROSS LANDFILL ATTENDANT	A		1,500.00
EFT7887	17/08/2018	OFFICEWORKS BUSINESS DIRECT	PROFESSIONAL ENDURO HEAVY DUTY MESH CHAIR PAPREHDMKC	A		677.80
EFT7888	17/08/2018	OFFICE NATIONAL	RICOH SP3400HS TONER CARTRIDGE BLACK	A		370.66
EFT7889	17/08/2018	IXOM OPERATIONS PTY LTD	JULY CHLORINE BOTTLE RENTALS SEWAGE	A		346.46
EFT7890	17/08/2018	HILTON HOTELS OF AUSTRALIA PTY LTD	ACCOMMODATION FOR LOCAL GOVENMENT WEEK	A		4,363.75
EFT7891	17/08/2018	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		957.42
EFT7892	17/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	SETUP NBN INTERNET BONDER AND CONFIGURE TO NETWORK INCLUDING TRAVEL	A		1,755.00
EFT7893	17/08/2018	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES AND FINANCIAL REPORTS	A		849.20
EFT7894	17/08/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 09/07/2018 & 23/07/2018	A		1,903.82
EFT7895	17/08/2018	REDFISH TECHNOLOGIES	CCTV ANNUAL SERVICE AND MAINTENANCE FEE - COMMUNITY CENTRE	A		6,160.00
EFT7896	17/08/2018	SHAC ELECTRICAL SERVICES	SUPPLY AND INSTALL UPS SYSTEM, TWO BATTERY PACKS AND LOCKABLE REMOTE BYPASS SWITCH AT SX AIRPORT	A		15,494.25
EFT7897	17/08/2018	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - JULY 2018	A		590.58
EFT7898	17/08/2018	SOUTHERN CROSS AUSKICK	2018 KIDSPORT INVOICE - SOUTHERN CROSS AUSKICK @ \$70 PER CHILD	A		280.00
EFT7899	17/08/2018	SOUTHERN CROSS MOTOR MART	R3756 BOOMSPRAY REPAIRS : WHEEL BEARINGS & BRAKES	A		585.45

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7900	17/08/2018	SYNERGY	POWER - JULY 2018	A		12,551.70
EFT7901	17/08/2018	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	AT175223 CLEAN FILTER	A		435.60
EFT7902	17/08/2018	WATER CORPORATION.	WATER - JULY 2018	A		4,408.31
EFT7903	17/08/2018	WESTRAC EQUIPMENT PTY LTD	283-8385 STEP SUPPORT (RUBBER)	A		1,235.48
EFT7904	17/08/2018	WURTH AUSTRALIA PTY LTD	0579430324 GRINDING DISC	A		555.53
EFT7905	17/08/2018	YILGARN AGENCIES	WASHING POWDER BLUEWASH 8KG	A		107.80
EFT7906	17/08/2018	YILGARN MOTORING ENTHUSIASTS	ANNUAL SUPPORT - CAR SHOW 2019	A		3,600.00
EFT7907	17/08/2018	YILGARN PLUMBING AND GAS	STANDPIPE CONTROLLER INSTALLS	A		28,965.50
EFT7908	20/08/2018	BRUCE ROCK PAINTING & DECORATING SERVICE	37 TAURUS: REPAINT INTERNALLY ALL PREVIOUSLY PAINTED SURFACES (EXCL BATHROOM YET TO BE RENOVATED). EXCLUDING VARNISHED SKIRTINGS	A		9,185.00
EFT7909	31/08/2018	ADAM COUTIS	TRUST FUND REIMBURSEMENT - ADAM COUTIS - AS PER ATTACHED REQUEST	A		1,004.77
EFT7910	31/08/2018	ALL-WAYS FOODS	EARTHCARE HANDTOWEL 24X30 CARTON2400 # EC-2188	A		280.32
EFT7911	31/08/2018	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	50 ANTARES SITEWORKS BCITF LEVY	A		96.00
EFT7912	31/08/2018	BERNIE'S MOBILE MECHANICAL SERVICE	Z418 OIL FILTER	A		15.70
EFT7913	31/08/2018	BRUCE ROCK PAINTING & DECORATING SERVICE	UNIT 3/50 ANTARES: REPAIR TENANT DAMAGES TO WALLS & DOOR AND REPAINT INTERNAL OF UNIT - EXCLUDING CEILINGS	A		1,540.00
EFT7914	31/08/2018	BOC GASES	CONTAINER SERVICE CHARGES: OXYGEN INDUST D2, G; ACETYLENE D. AERGOSHIELD E2	A		60.76
EFT7915	31/08/2018	COMMERCIAL FOOD EQUIPMENT W.A.	SCOTSMAN NW458A ICE MAKER + NB530 ICE BIN WITH CBT30 BIN COVER ADAPTER	A		5,654.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7916	31/08/2018	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		451.10
EFT7917	31/08/2018	J & S CIABARRI	SPORTS COMPLEX - INTERIOR PAINT TO KITCHEN, LOUNGE, BAR WALLS INCLUDING PILLARS, DOORS + INTERNAL COURT DOORS NOT PREVIOUSLY PAINTED.	A		9,399.50
EFT7918	31/08/2018	CLUB HOTEL	HAHN 3.5-ORDINARY MEETING OF COUNCIL 16/08/2018	A		207.98
EFT7919	31/08/2018	COPIER SUPPORT	PHOTOCOPIER - METRE READINGS 24/07/18 - 24/08/18 - ADMIN	A		2,815.53
EFT7920	31/08/2018	COURIER AUSTRALIA	FREIGHT CHARGES - 08/08/18 - 16/08/18	A		367.83
EFT7921	31/08/2018	DAVID JOHN PASINI	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		250.00
EFT7922	31/08/2018	DELL AUSTRALIA PTY LTD	OPTIPLEX 3060 SFF XCTO DESKTOP PC'S (INCLUDING MCAFFEE SMALL BUSINESS SECURITY 36 MONTHS SUBSCRIPTION AND MICROSOFT OFFICE HOME & BUSINES 2016 DFO)	A		11,275.00
EFT7923	31/08/2018	EASTERN DISTRICTS PANEL BEATERS & RADIATOR SPECIALISTS	SKELETON WEED VEHICLE WINDSCREEN	A		1,044.00
EFT7924	31/08/2018	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		296.53
EFT7925	31/08/2018	GRANICH CONTRACTORS	31/7/2018 - 9 HOURS ROADTRAIN HIRE - KENT ROAD - RRU01 (DOC # 09585)	A		5,582.50
EFT7926	31/08/2018	INDUSTRIAL AUTOMATION GROUP P/L	12V FULL RIVER 40/H BATTERY	A		422.40
EFT7927	31/08/2018	JASON SIGNMAKERS	6 X G9 - 9A REDUCE SPEED 1500 X 700 WITH STRUTS	A		7,703.19
EFT7928	31/08/2018	JB HIFI SOLUTIONS	iPad Pro 12.9-inch, Silver, 64GB - WIFI + Cellular (SKU: 547416)	A		13,667.00
EFT7929	31/08/2018	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	DP-4700395762 HEATER COIL	A		2,208.97
EFT7930	31/08/2018	JODIE MAREE COBDEN	MEALS & TRAVEL COSTS - DOT TRAINING	A		122.41

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7932	31/08/2018	STATE LIBRARY OF WESTERN AUSTRALIA	LOST AND DAMAGED ITEMS FROM 1 JULY 2018 - 30 JUNE 2019	A		220.00
EFT7933	31/08/2018	WA LOCAL GOVERNMENT ASSOCIATION	COMPLETION OF CEO EMPLOYMENT CONTRACT DRAFTING, NEGOTIATIONS AND FINALISING (MANUAL PO 38301)	A		9,337.00
EFT7934	31/08/2018	MERREDIN CLEANING SERVICES	CARPET CLEANING - 2 BEDROOMS IN UNIT 3 . TRAVEL INCLUDED	A		170.00
EFT7935	31/08/2018	NORTHAM TOYOTA	77031-60010 FUEL CAP - LOCKING	A		16.78
EFT7936	31/08/2018	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	TRAFFIC COUNTER BATTERY PACK	A		525.80
EFT7937	31/08/2018	MISMATCH WORKSHOP	SOUTHERN CROSS LANDFILL ATTENDANT	A		500.00
EFT7938	31/08/2018	NEW TOWN TOYOTA	TO-8794D0KE91 MIRROR LH	A		477.64
EFT7939	31/08/2018	OFFICEWORKS BUSINESS DIRECT	PROFESSIONAL ENDURO HEAVY DUTY MESH CHAIR PAPREHDMKC	A		249.00
EFT7940	31/08/2018	ONIDA TANIA TRURAN	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		500.00
EFT7941	31/08/2018	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		478.71
EFT7942	31/08/2018	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		250.00
EFT7943	31/08/2018	QUEST INNALOO	ACCOMMODATION 12 - 17 AUGUST (5 NIGHTS)	A		770.00
EFT7944	31/08/2018	RAILWAY TAVERN	HAHN 3.5-SPECIAL COUNCIL MEETING	A		45.00
EFT7945	31/08/2018	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 06/08/2018 & 20/08/2018	A		1,835.07
EFT7946	31/08/2018	SUSAN ELIZABETH SHAW	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		250.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7947	31/08/2018	SHAC ELECTRICAL SERVICES	CONTINUE INVESTIGATIONS AND RE-CHECK ALL ELECTRICAL INSTALL Labour	A		3,469.00
EFT7948	31/08/2018	SHIRE OF MERREDIN	INCREASED CONTRIBUTION COSTS FOR CEACA ILU'S AS PER DOCUMENTS ATTACHED.	A		2,344.66
EFT7949	31/08/2018	SPORTS SURFACES	Supply and lay Sports Surfaces' Matchplay polyethylene 19mm pile tennis turf including imported white sub-angular silica sand infill and tufted white lines for two tennis courts.	A		44,451.00
EFT7950	31/08/2018	SOUTH WEST FIRE	PROTEK 360 NOZZLE	A		6,321.31
EFT7951	31/08/2018	SOUTHERN CROSS HARDWARE AND NEWS	13 X SHEETS 2400 X 1200 FIBRO LATTICE	A		5,269.37
EFT7952	31/08/2018	SOUTHERN CROSS TYRE SERVICES	C1600 CALIPER ASSEMBLIES L& R P1866	A		10,828.25
EFT7953	31/08/2018	SYNERGY	POWER - AUGUST 2018 - 3/50 ANTARES	A		131.25
EFT7954	31/08/2018	TUTT BRYANT EQUIPMENT-WA	05903297 TANK	A		2,184.88
EFT7955	31/08/2018	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	FREIGHT	A		49.50
EFT7956	31/08/2018	WA FLAGS AND BANNERS	BANNER SPIGOTS	A		80.30
EFT7957	31/08/2018	WATER CORPORATION.	WATER - AUGUST 2018	A		32,527.73
EFT7958	31/08/2018	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING 16TH AUGUST 2018	A		250.00
EFT7959	31/08/2018	WESTRAC EQUIPMENT PTY LTD	299-9119 VALVE GP PILOT WORK TOOL	A		8,024.22
EFT7960	31/08/2018	TELSTRA	PHONE - WHISPIR ACCOUNT - JULY 2018	A		159.50
EFT7961	31/08/2018	WURTH AUSTRALIA PTY LTD	0891503001 PUMP SPRAY BOTTLE	A		143.44
EFT7962	31/08/2018	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	A		145.15

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7963	31/08/2018	YILGARN AGENCIES	211450 25MM BALLVALVES, ELBOWS, 600MM HOSE P1819	A		652.50
EFT7964	31/08/2018	YILGARN AUTO ELECTRICS	05-2D BATTERY CABLE	A		4,893.02
EFT7965	31/08/2018	YILGARN NETBALL ASSOCIATION	DONATION OF NETBALL MEDALLIONS 2018	A		82.28
EFT7966	31/08/2018	YILGARN PLUMBING AND GAS	SOUTHERN CROSS SEWER MANHOLE COVER UPGRADES	A		1,582.35
EFT7967	04/09/2018	J.G.& P.A. KUHNE	REPAIR SCOTSMAN MV300 ICE MACHINE AT SPORTS COMPLEX. REPLACE ICE THICKNESS SENSOR, PRESSURE SWITCH & FAN PROBE J11311	A		1,161.60

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	618,887.12
TOTAL		618,887.12

Date: 11/09/2018
Time: 8:36:08AM

SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1432	08/08/2018	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 07.08.18	A		76,983.70
1433	17/07/2018	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	2 X MODEMS	A		39.91
1434	09/08/2018	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY CAR PAYMENT TO THE DOCTOR - JULY 2018 [PAYMENT IN LIEU OF CAR]	A		2,200.00
1435	13/08/2018	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	PHONE - AUGUST 18 - COMMANDER FEES	A		250.00
1436	14/08/2018	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	INTERNET - NBN - JULY - AUGUST 2018	A		301.77
1437	22/08/2018	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 21/8/18	A		77,738.28
1438	14/08/2018	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2018	A		675.61
1439	14/08/2018	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - JULY 2018	A		387.00
1440	01/08/2018	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - AUGUST 2018	A		5,500.00
1441	03/09/2018	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2018	A		6,600.00
1442	05/09/2018	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 04.09.18	A		81,715.03

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	252,391.30
TOTAL		252,391.30

Date: 10/09/2018
Time: 2:36:24PM

SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12893.1	07/08/2018	WALGS PLAN	Payroll deductions	A		12,151.93
DD12893.2	07/08/2018	VISION SUPER SAVER	Payroll deductions	A		677.97
DD12893.3	07/08/2018	ANZ SMART CHOICE SUPER	Payroll deductions	A		420.93
DD12893.4	07/08/2018	AUSTRALIAN SUPER	Payroll deductions	A		343.18
DD12893.5	07/08/2018	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		670.57
DD12893.6	07/08/2018	PRIME SUPER	Payroll deductions	A		1,363.24
DD12893.7	07/08/2018	BT SUPER FOR LIFE ACCOUNT	Superannuation contributions	A		470.62
DD12893.8	07/08/2018	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		395.76
DD12893.9	07/08/2018	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		374.87
DD12893.10	07/08/2018	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		594.86
DD12893.11	07/08/2018	BT SUPERWRAP	Superannuation contributions	A		1,625.76
DD12893.12	07/08/2018	HESTA SUPER FUND	Superannuation contributions	A		641.74

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,731.43
TOTAL		19,731.43

Date: 10/09/2018
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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12965.1	21/08/2018	WALGS PLAN	Payroll deductions	A		12,327.79
DD12965.2	21/08/2018	VISION SUPER SAVER	Payroll deductions	A		677.97
DD12965.3	21/08/2018	ANZ SMART CHOICE SUPER	Payroll deductions	A		420.93
DD12965.4	21/08/2018	AUSTRALIAN SUPER	Payroll deductions	A		343.18
DD12965.5	21/08/2018	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		652.60
DD12965.6	21/08/2018	PRIME SUPER	Payroll deductions	A		1,357.06
DD12965.7	21/08/2018	BT SUPER FOR LIFE ACCOUNT	Superannuation contributions	A		463.57
DD12965.8	21/08/2018	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		398.98
DD12965.9	21/08/2018	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		374.24
DD12965.10	21/08/2018	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		594.87
DD12965.11	21/08/2018	BT SUPERWRAP	Superannuation contributions	A		1,625.76
DD12965.12	21/08/2018	HESTA SUPER FUND	Superannuation contributions	A		654.39

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,891.34
TOTAL		19,891.34

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Time: 2:37:46PM

SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12994.1	04/09/2018	WALGS PLAN	Payroll deductions	A		13,328.73
DD12994.2	04/09/2018	VISION SUPER SAVER	Payroll deductions	A		757.26
DD12994.3	04/09/2018	ANZ SMART CHOICE SUPER	Payroll deductions	A		420.93
DD12994.4	04/09/2018	AUSTRALIAN SUPER	Payroll deductions	A		343.18
DD12994.5	04/09/2018	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		633.11
DD12994.6	04/09/2018	PRIME SUPER	Payroll deductions	A		1,351.07
DD12994.7	04/09/2018	BT SUPER FOR LIFE ACCOUNT	Superannuation contributions	A		460.72
DD12994.8	04/09/2018	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		402.56
DD12994.9	04/09/2018	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		374.87
DD12994.10	04/09/2018	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		594.87
DD12994.11	04/09/2018	BT SUPERWRAP	Superannuation contributions	A		1,625.76
DD12994.12	04/09/2018	HESTA SUPER FUND	Superannuation contributions	A		665.79

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	20,958.85
TOTAL		20,958.85
GRAND TOTAL		60,581.62

Date: 10/09/2018
Time: 2:33:27PM

SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402363	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A1890	E		1,128.76
402364	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A690	E		1,250.00
402365	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2080	E		1,021.77
402366	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A100434	E		2,025.44
402367	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A3430	E		903.10
402368	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2400	E		3,303.18
402369	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A180	E		2,846.42
402370	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2520	E		911.29
402371	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2990	E		1,801.01
402372	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2020	E		700.00
402373	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A400	E		1,856.91
402374	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A290	E		2,192.34
402375	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A910	E		2,266.29
402376	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2630	E		1,120.00
402377	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A4560	E		2,797.98
402378	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A1640	E		1,150.00
402379	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2540	E		2,518.45
402380	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A3740	E		1,750.84

Date: 10/09/2018
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402381	20/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A2484	E		800.00
402382	24/08/2018	TRANSWA PUBLIC TRANSPORT AUTHORITY OF WA	TRANSWA TICKET SALES JULY 2018	E		1,103.15
402383	24/08/2018	SHIRE OF YILGARN	TRANSWA COMMISSION JULY 2018	E		185.40
402384	24/08/2018	BUILDING COMMISSION	BUILDING SERVICES LEVY - JULY REMITTANCE	E		117.41
402385	27/08/2018	SHIRE OF YILGARN	REFUND REMAINING TRUST BALANCE AS PER REQUEST	E		1,004.77
402386	30/08/2018	SHIRE OF YILGARN	RATES 2018/2019 - A100318. A4310, A840, A40115	E		5,447.42
402387	05/09/2018	SHIRE OF YILGARN	RATES 2018/2019 - A1350	E		2,425.28

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	42,627.21
TOTAL		42,627.21

Date: 10/09/2018
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
6134	10/08/2018	DEPARTMENT OF TRANSPORT	LICENSING 06/08/18 - 10/08/18	E		7,233.90
6135	17/08/2018	DEPARTMENT OF TRANSPORT	LICENSING 13/08/18 - 17/08/18	E		7,516.65
6136	24/08/2018	DEPARTMENT OF TRANSPORT	LICENSING 20/08/18 - 24/08/18	E		16,375.00
6137	31/08/2018	DEPARTMENT OF TRANSPORT	LICENSING 27/08/18 - 31/08/18	E		6,879.49

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	38,005.04
TOTAL		38,005.04

SHIRE OF YILGARN
Accounts for Payment – September 2018

Chq Number	Payee	Description	Amount	Date
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Municipal Cheques

1432	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 07.08.18	\$ 76,983.70	08/08/2018
1433	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	2 X MODEMS	\$ 39.91	17/07/2018
1434	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY CAR PAYMENT TO THE DOCTOR - JULY 2018 [PAYMENT IN LIEU OF CAR]	\$ 2,200.00	09/08/2018
1435	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	PHONE - AUGUST 18 - COMMANDER FEES	\$ 250.00	13/08/2018
1436	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	INTERNET - NBN - JULY - AUGUST 2018	\$ 301.77	14/08/2018
1437	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 21/8/18	\$ 77,738.28	22/08/2018
1438	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2018	\$ 675.61	14/08/2018
1439	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - JULY 2018	\$ 387.00	14/08/2018
1440	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - AUGUST 2018	\$ 5,500.00	01/08/2018
1441	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2018	\$ 6,600.00	03/09/2018
1442	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 04.09.18	\$ 81,715.03	05/09/2018
Total			\$252,391.30	

Trust Cheques

402363	SHIRE OF YILGARN	RATES 2018/2019 - A1890	\$ 1,128.76	20/08/2018
402364	SHIRE OF YILGARN	RATES 2018/2019 - A690	\$ 1,250.00	20/08/2018
402365	SHIRE OF YILGARN	RATES 2018/2019 - A2080	\$ 1,021.77	20/08/2018
402366	SHIRE OF YILGARN	RATES 2018/2019 - A100434	\$ 2,025.44	20/08/2018
402367	SHIRE OF YILGARN	RATES 2018/2019 - A3430	\$ 903.10	20/08/2018
402368	SHIRE OF YILGARN	RATES 2018/2019 - A2400	\$ 3,303.18	20/08/2018
402369	SHIRE OF YILGARN	RATES 2018/2019 - A180	\$ 2,846.42	20/08/2018
402370	SHIRE OF YILGARN	RATES 2018/2019 - A2520	\$ 911.29	20/08/2018
402371	SHIRE OF YILGARN	RATES 2018/2019 - A2990	\$ 1,801.01	20/08/2018
402372	SHIRE OF YILGARN	RATES 2018/2019 - A2020	\$ 700.00	20/08/2018
402373	SHIRE OF YILGARN	RATES 2018/2019 - A400	\$ 1,856.91	20/08/2018
402374	SHIRE OF YILGARN	RATES 2018/2019 - A290	\$ 2,192.34	20/08/2018

SHIRE OF YILGARN
Accounts for Payment – September 2018

Chq Number	Payee	Description	Amount	Date
402375	SHIRE OF YILGARN	RATES 2018/2019 - A910	\$ 2,266.29	20/08/2018
402376	SHIRE OF YILGARN	RATES 2018/2019 - A2630	\$ 1,120.00	20/08/2018
402377	SHIRE OF YILGARN	RATES 2018/2019 - A4560	\$ 2,797.98	20/08/2018
402378	SHIRE OF YILGARN	RATES 2018/2019 - A1640	\$ 1,150.00	20/08/2018
402379	SHIRE OF YILGARN	RATES 2018/2019 - A2540	\$ 2,518.45	20/08/2018
402380	SHIRE OF YILGARN	RATES 2018/2019 - A3740	\$ 1,750.84	20/08/2018
402381	SHIRE OF YILGARN	RATES 2018/2019 - A2484	\$ 800.00	20/08/2018
402382	TRANSWA PUBLIC TRANSPORT AUTHORITY OF WA	TRANSWA TICKET SALES JULY 2018	\$ 1,103.15	24/08/2018
402383	SHIRE OF YILGARN	TRANSWA COMMISSION JULY 2018	\$ 185.40	24/08/2018
402384	BUILDING COMMISSION	BUILDING SERVICES LEVY - JULY REMITTANCE	\$ 117.41	24/08/2018
402385	SHIRE OF YILGARN	REFUND REMAINING TRUST BALANCE AS PER REQUEST	\$ 1,004.77	27/08/2018
402386	SHIRE OF YILGARN	LANCE DIXON - RATES 18/19 - A100318. A4310, A840, A40115	\$ 5,447.42	30/08/2018
402387	SHIRE OF YILGARN	2018-2019 RATES ASSESSMENT NUMBER A1350	\$ 2,425.28	05/09/2018
Total			\$ 42,627.21	

DPI Cheques

6134	DEPARTMENT OF TRANSPORT	LICENSING 06/08/18 - 10/08/18	\$ 7,233.90	10/08/2018
6135	DEPARTMENT OF TRANSPORT	LICENSING 13/08/18 - 17/08/18	\$ 7,516.65	17/08/2018
6136	DEPARTMENT OF TRANSPORT	LICENSING 20/08/18 - 24/08/18	\$ 16,375.00	24/08/2018
6137	DEPARTMENT OF TRANSPORT	LICENSING 27/08/18 - 31/08/18	\$ 6,879.49	31/08/2018
Total			\$ 38,005.04	

Attachments

9.4.1



Landfill Facility Management Plan

Southern Cross Waste Management Facility

Table of Contents

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3. Fees and Charges	Error! Bookmark not defined.
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1. Scope

The new Southern Cross Waste Management Facility is located approximately 8.5km south west of the Southern Cross Township. The site is approximately 12.5ha in size and is located within Reserve 37892 and Lot 994 off the Southern Cross South Road. The 12.5ha component is on the southern central side of Reserve 37892.

The Shire of Yilgarn previously utilised Reserve 30776 Lot 925 of the Southern Cross Road as a landfill site for at least 35 years. The space available at this site became limited so the new landfill site was required. This landfill site services the towns of Southern Cross and Marvel Loch (approximate population of 850 to 900 people) with an expected maximum of 500 – 700 tonnes per annum of waste predicted to be disposed of at the site. This landfill is expected to operate for approximately 50 years.

This management plan, endorsed by Council on the __ / __ / __ and implemented from the 1st November 2018, details how the facility will be managed on a daily and long-term basis.

2. Opening Hours

The opening hours are:

Monday:	1:00pm to 4:00pm
Tuesday:	1:00pm to 4:00pm
Wednesday:	Closed
Thursday:	Closed
Friday:	1:00pm to 4:00pm
Saturday:	10:00am to 4:00pm
Sunday:	10:00am to 4:00pm

The total opening hours will be 21 hours per week.

The landfill may be closed upon agreement between the Shire and contractor on public and festive holidays.

The Shire may close the facility on high fire risk days and for any reason that is deemed to pose a significant risk to the contractor, staff, public and/or Shire.

Patrons wishing to access the facility outside of normal operating hours may do so by prior arrangement, however a fee for opening the facility will be payable in addition to refuse charges.

3. Charges

The charges are set each year by Council via the adopted fees and charges.

Residential Patrons

The charges do not apply to residential refuse, deposited by a Yilgarn resident within the designated operating hours. Patrons are required to prove their residency when requested by the attendant.

Individuals who are not residents within the Yilgarn who are depositing residential waste will be charged commercial rates.

Commercial Patrons

The fees apply to all commercially generated waste. This includes waste generated from the cleaning/clearing of residential properties for reward.

The commercial fees do not apply to:

- Non-profit organisations; or
- Commercial sorted recyclables placed in bulk bins or designated areas.

The fees are per cubic metre and are measured onsite by the attendant. Commercial customers are required to sign the acceptance form confirming they agree with the measured amount to be invoiced.

4. Landfill Attendant

The landfill attendant will be a contracted position, for a period of three years, with an option to extend for a further three-years upon mutual agreement.

The attendant will be responsible for:

1. Opening and closing of the Facility upon the designated opening and closing times;
2. Ensuring the Facility is safe for use by the general public, including all access routes and tipping edges;
3. Assessing each vehicle that enters the Facility to determine:
 - I. Whether the refuse is commercial or residential;
 - II. What type of refuse is being deposited;
 - III. Whether the refuse is accepted at the facility in accordance with our licence;
 - IV. The amount, in cubic metres (m³), of refuse; and
 - V. The individual depositing the refuse.
4. For refuse loads deemed residential, ensuring customer resides within the Shire of Yilgarn;

5. For refuse loads deemed commercial or non-shire residential, obtaining business name (where applicable), customer name, address, contact phone number and if available an email address;
6. Commercial customers are to be advised there is a fee as per the fees and charges and invoices will be sent periodically;
7. Shire of Yilgarn staff and Avon Waste are not required to be assessed;
8. All refuse loads are to be recorded on the provided sheets and kept onsite for collection by the Manager periodically;
9. Direct customer traffic at the Facility to ensure refuse is deposited in the correct cells;
10. Any non-accepted refuse is to be declined and advised to seek alternative arrangements;
11. At the end of day, refuse in the cells is to be pushed up and covered with a minimum of 150mm of soil using the Shire provided machinery;
12. Should asbestos or clinical waste be deposited, then immediately after depositing, a minimum of 300mm of soil or inert refuse is to be placed over the asbestos, and at the end of day soil is to be placed over the asbestos or clinical waste to obtain overall coverage of 1000mm;
13. At least once a week an emu-pick of windblown refuse is to be conducted inside and outside of the Facility;
14. Ensure upon end of day, all equipment is put away, generator is turned off and site is secured;
15. Ensure adequate fuel is onsite for generator operation for the next shift;
16. Ensure no scavenging is undertaken by any persons;
17. Customers who attend the landfill without refuse to deposit are not permitted entry; and
18. Report any incidents or fires immediately to the Manager.

5. Recycling

The facility will have the following recycling options:

- Bulk cardboard and comingled recycling bins;
- Scrap metal bins;
- E-waste collection centre;
- drumMUSTER collection site; and
- Tip Shop"" recycling centre.

6. Tip Shop

A "Tip Shop" recycling centre will be established, whereby items deposited at the facility, which are still of good quality, will be displayed for sale. The operation of the tip shop, including sales will be the responsibility of the landfill attendant. The sales will be cash only and it will be the responsibility of the attendant to handle the money, including change, that may be required. Profits from the tip shop will be split 50/50 between the Shire and the attendant, with the Shire's share to be donated to local non-profit organisations via the Shires Community Funding Program.

In order to track profits, each sale will be recorded on a spreadsheet, with the buyer signing that they have accepted an item for an agreed price.

The attendant will be required to submit to the Shire monthly, a list of all sales and the relevant monetary amount.

7. Responsibilities

Manager Regulatory Services

The Manager Regulatory Services is responsible for all compliance requirements relating to the facility.

The following documents relate to these compliance requirements of the landfill and the Manger is responsible for the landfill complying with these:

- Licence L8603/2011/2 – Southern Cross New Waste Management Facility - Issued under the Environmental Protection Act 1986 (Appendix 1); and
- Asbestos Management Plan Shire of Yilgarn Landfill - November 2016 (Appendix 2).

The Manager Regulatory Services is responsible for arranging invoicing of the commercial charges on a monthly basis via the Shire's finance department.

The Manager Regulatory Services is responsible for complaint management, and is to keep a register of all complaints relating to the landfill.

Landfill Attendant

The landfill attendant is responsible for all daily operations of the landfill site, as detailed in Section 4.

Other Staff

The Executive Manager Infrastructure assists with the development of the facility in relation to structures and roads maintenance.

Shire depot staff that access the facility outside of operating hours are required to deposit waste in the designated trenches/areas and ensure the gate is locked at all times to prevent public access.

8. Review

This document is to be reviewed annually or as changes to the Landfill facility are required.

REVIEWED	REVIEWED BY	NEXT REVIEW DATE
September 2018 – Initial	N Warren - MRS	September 2019