



SHIRE OF COOLGARDIE

ATTACHMENTS

OF THE

ORDINARY COUNCIL MEETING

27 June 2017

6.00pm

Kambalda

9.1 Petition attachment

PETITION COVER PAGE

First page of petition – attach additional pages as required.

To: Shire President
Shire of Coolgardie
Irish Mulga Road
KAMBALDA 6442

We the undersigned electors of the Shire of Coolgardie request – That the Shire Lobby the Regional Office of MRDW WA and or The Minister for Transport, to reduce the speed limit on Bayley Street , Great Eastern Highway to 50Km per hour.

for the following reasons – The residents of Coolgardie have expressed concern for some years following a death on the road and numerous accidents, involving vehicles passing through town at high speeds. There is also a safety issue with pedestrians and an increased number of tourists visiting town negotiating the wide street crossing between the increasing volume of heavy vehicles, travelling on Bayley Street.

As the initiator of this petition, my name is R. Hether

and I can be contacted at 0858508660 19 BAYLEY ST COOLGARDIE
(Address)

for further information in relation to this matter.

(each additional page must contain the terms of the petition)

Name	Address	Signature
LEN STOKES	19 BAYLEY ST COOLGARDIE	<i>[Signature]</i>
G. CASFORD	106 Bayley St Coolgardie	<i>[Signature]</i>
W.D. LOO	67 Forrest St Coolgardie	<i>[Signature]</i>
G. JEFFERIES	113 LINDSAY ST COOLGARDIE	<i>[Signature]</i>
Susan Oliver	82 Lindsay St Coolgardie	<i>[Signature]</i>
CHRIS PARKER	115 SYLVESTER ST COOLGARDIE	<i>[Signature]</i>
MARG MOORE	71 FORREST COOLGARDIE	<i>[Signature]</i>
Tania Higgins	14 Hunt St Coolgardie	<i>[Signature]</i>
Dee Kellar	102 Bayley St Coolgardie	<i>[Signature]</i>
Karen Love	27 Sylvester St Coolgardie	<i>[Signature]</i>
Peter McGuire	8 Jenkins St Coolgardie	<i>[Signature]</i>
YVETTE BARTLEY	52 SYLVESTER ST COOLGARDIE	<i>[Signature]</i>
MAX HINDLE	92 " " "	<i>[Signature]</i>
Bruce Olsen	21 Sylvester St Coolgardie	<i>[Signature]</i>
A.J. BERSIN	106 BAYLEY ST COOLGARDIE	<i>[Signature]</i>
A. KENT	9 HUNT ST COOLGARDIE	<i>[Signature]</i>
RON FOKENS	93 BAYLEY ST COOLGARDIE	<i>[Signature]</i>
Sheree Forward	83 King St Coolgardie	<i>[Signature]</i>
Brenda Negen	2 Mc Kenzie St Coolgardie	<i>[Signature]</i>
H. BUCKINGHAM	101 BAYLEY ST COOLGARDIE	<i>[Signature]</i>
S. SLEIGHT	124 Bayley St Coolgardie	<i>[Signature]</i>
A. BERSIN	91 BAYLEY ST	<i>[Signature]</i>

ADDITIONAL PAGES

Copy as required with details completed and attached to Petition Cover Page.

Name	Address	Signature
RUBY HERRICK	51 HUNT ST COOLGARDIE	Ruby Herrick
Michael Charlton	56 Gnarlbine Rd Coolgardie	Michael Charlton
DENISE OSTIN	18 LINDSAY ST COOLGARDIE	Denise Ostin
Pat Stokes	123 SYLVESTER ST Coolgardie	Pat Stokes
J. Mapleson	61 SHAW ST Coolgardie	J. Mapleson
Veronika Jilba	34 SYLVESTER ST Coolgardie	Veronika Jilba
J.M. Waring	14 SYLVESTER ST	J.M. Waring
S. Mills	265 BAILEY ST Coolgardie	S. Mills
R. LINDSAY	55 SHAW ST, Coolgardie	R. Lindsay
B. Brown	114 LINDSAY ST	B. Brown
D. TRAILL	64 SHAW ST COOLGARDIE	D. Traill
A. BILSON	59 KING ST	A. Bilson
A. Finlayson	16 SYLVESTER ST Coolgardie	A. Finlayson
P. Brown	26 SYLVESTER ST	P. Brown
A. Hewitt	60 SHAW ST Coolgardie	A. Hewitt
K. NIELSEN	1 TAYLOR ST COOLGARDIE	K. Nielsen
K. Kuchner	132 Bagley St Coolgardie	K. Kuchner
I. LAWSON	97 FORREST ST COOLGARDIE	I. Lawson
J. COLACIN	MUNGBARI STATION COOLGARDIE	J. Colacin
B. Negev	2 McKENZIE ST Coolgardie	B. Negev
T. Reid	56 Woodward ST	T. Reid
N. PARKS	8 HUNT ST COOLGARDIE	N. Parks
T. CHAN	62 GNARLBINE RD COOLGARDIE	T. Chan
N. WARD	111 FORREST ST COOLGARDIE	N. Ward
LYN WARD	111 Forrest St, Coolgardie	L.S. Ward

JOHN HORN 3 JENKINS ST. COOLGARDIE
 Brenda Jilba 34 Sylvester St Coolgardie
 RICHIE RICHARDS 37 GORDON ST. KALGOORNEY
 Ann Gould 62 Gnarlbine Rd Coolgardie
 MURRAY SAVAGE 86 FORREST ST COOLGARDIE
 DAVID HODGE 73 SHAW ST
 PAUL SIMON 83 LINDSAY ST Coolgardie
 DEBBY OWENS 73 BAILEY ST
 J. Polkinghorne Unit 7, Montana Units
 TOM GALE 29 BAILEY ST
 KRIS DOBIE 82 SHAW ST Coolgardie
 LISA MURPHY 78 KING ST, Coolgardie
 Angela Cook-Cubbag PO BOX 4 Coolgardie
 W. Logan 117 LINDSAY ST COOLGARDIE
 Maxine Dimer 67 MacDONALD ST
 RICKY DIMER 55 FORREST STREET CG
 Rudene Ware 11 11 11
 AMANDA BENNELL 94 SHAW ST COOLGARDIE
 ALLAN MITCHELL 96 SHAW ST.
 Marcus Dimer 108 Shaw St Coolgardie
 Allison Dimer 108 SHAW ST COOLGARDIE
 JAMES MARRAS 95 SHAW ST COOLGARDIE
 ADRIAN DILLON 130 SYLVESTER ST COOLGARDIE
 CHRIS LYNCH 125 LINDSAY ST
 HARVEY DONALDSON 125 LINDSAY

Copy as required with details completed and attached to Petition Cover Page.

for the following reasons – The residents of Coolgardie have expressed concern for some years following a death on the road and numerous accidents, involving vehicles passing through town at high speeds. There is also a safety issue with pedestrians and an increased number of tourists visiting town negotiating the wide street crossing between the increasing volume of heavy vehicles, travelling on Bayley Street.

[illegible]

for the following reasons – The residents of Coolgardie have expressed concern for some years following a death on the road and numerous accidents, involving vehicles passing through town at high speeds. There is also a safety issue with pedestrians and an increased number of tourists visiting town negotiating the wide street crossing between the increasing volume of heavy vehicles, travelling on Bayley Street.

[illegible]

11.1.2 Shire of Coolgardie Policy Manual 2016 2017 Attachment 1



Shire of Coolgardie – Policy Manual 2016/2017

Shire of Coolgardie
PO Box 138
Kambalda WA 6442

Table of Contents

POLICY NUMBER	POLICY TITLE	PAGE NO
001	Appointment of Acting Chief Executive officer	04
002	Media / Public Relations	05
003	Use of Crest and Logo	07
004	Donations	09
005	Business, Conference or Training Expenses – Elected Members	10
006	Business, Conference or Training Expenses – Staff	19
007	Code of Conduct	22
008	Complaints Management	36
009	Rates Recovery	39
010	Rates Charges	42
011	Rates Exemption	44
012	Debt Collection	47
013	Human Resources Communicating with Shire President	53
014	Roster Days Off and Overtime	55
015	Annual Leave and Long Service Leave	58
016	Gratuity Payments - Employees	63
017	School Holiday Care	65
018	Corporate Wardrobe	66
019	Over Award Payments	68
020	Farewell Gifts, Farewell Functions and Service Gifts	69
021	Public Interest Disclosure	71
022	Corporate Governance Charter	72
023	Councillor Allowances Expenses and Supplies	74
024	Execution of Documents	78
025	Australia Day Award	82
026	Recognition of Councillors Service	85
027	Public Question Time	86
028	Vandalism	88
029	Recreation Facility Behavior (Shire Managed Facilities and Programs)	89
030	Consumption of Alcohol – Council Property	94
031	Community Housing – Eligibility	95
032	Community Assistance Fund (CAF)	99
033	Smoking in Shire owned, Controlled and Managed Buildings, Vehicles and other Facilities	102
034	RAV Long Term Campaign Conditions of Use	103
035	Heavy Vehicle Permit Conditions for CEO Approval; for Vehicle Movements of Less than 100 or 25 Thousand Tonnes	108
036	Use of Council Vehicles Policy and Procedure	112
037	Information Technology	121
038	Council Policy Management	127
039	Audit Committee – Terms of Reference	130
040	Investment of Surplus Funds	132
041	Procurement Policy	137
042	Infrastructure Policy – Asset Management	142
043		145
044	Risk Management	148
045	Fraud and Corruption Prevention	150

Table of Contents

POLICY NUMBER	POLICY TITLE	PAGE NO
046	Legal Representation Costs Indemnification	152
047	Occupational Safety and Health Policy	157
048	Salary Sacrifice	158
049	Consultation	164
050	Regulation of Dog Kennels	167
051	Regulation of Cat Pounds	170
052	Regulation of Keeping more than 2 x Dogs	173

Title of Policy: Appointment of Acting Chief Executive Officer (CEO)

Policy Number: 001

Policy Objective:

To provide for the appointment of the Shire's Deputy Chief Executive Officer as Acting Chief Executive Officer during limited absences of the Chief Executive Officer.

Policy Scope:

Represents the expected standards of the Shire of Coolgardie in relation to the appointment of an acting Chief Executive Officer.

Policy Statement:

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Deputy Chief Executive Officer are suitably qualified to perform the role of Acting Chief Executive Officer.
2. Deputy Chief Executive Officer will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.
3. Appointment to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed 3 months. A Council resolution is required for periods exceeding 3 months.

Key Terms / Definitions

Local Government Act 1989 section 94 requires that the Local Government is to employ a person to be the CEO for a Local Government.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	Delegation 1.1.1
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Media / Public Relations

Policy Number: 002

Policy Objective: Direction between Authorised staff and Media

Policy Scope:

To provide a framework of 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 authority 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.

Policy Statement:

Introduction / background

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote favorable image and that way 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, Councillor's 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.

Principles

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy.

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 should be directed to Chief Executive Officer or the Shire President. Council staff must not speak to the media about matter related to Council unless authorised to do so by the Chief Executive Officer or Shire President. Council employees and Councillors may not provide a 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 manner.

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

Policy Administration

Responsible Department	Governance
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Use of Crest and Logo

Policy Number: 003

Policy Objective:

Shire of Coolgardie Crest

The Shire of Coolgardie crest indicates Nickel, Gold, Salt Mining and Pastoral Land. The Shires Crest/logo is to promote the Shire with what it stands for in the way of industry or commodities produced within it.

Corporate Branding and Logos

The Shire develops and uses, from time to time, a range of corporate branding and logos in its official and promotional publications and materials. Such corporate branding and logos remain the property of the Shire.

Use of the Crest, Corporate Branding and Logos

- a) The Shire of Coolgardie crest and any corporate branding or logos, shall not be used by any person or entity without the express authorisation of the Shire. The use of the Shire's Crest, corporate branding or logo by organisations may be authorised under the following circumstances:
Used by an entity that is in partnership with the Shire, however the usage may only be used in activities and functions in relation to the partnership.
- b) Used by a person or entity in acknowledgement of the Shire's provision of sponsorship or in-kind support, however may only be used in activities directly related to the sponsorship.
- c) Used by a person or entity in the promotion of an undertaking that is aligned with the strategic objectives of the Shire, where the use is considered to have the effect of promoting the Shire and the undertaking is not-for-profit or altruistic.

Applications to Use

Applications must be made prior to any use occurring and must be made in writing, specifying the planned use of the crest, corporate branding or logos, including but not limited to:

- a) The full text of the materials to which the crest, corporate branding or logos are proposed to be applied;
- b) The manner and format by which the materials are to be distributed or published.
- c) Details of the persons who will be responsible for the administration of the Shire's approval and its conditions, should such an approval be provided.

Conditions on Use

The following criteria will be conditional on any authorisation for the use of the Shire's Crest, corporate branding or logos, and will be communicated to the applicant on issue of an authorisation:

- a) Use of the crest, corporate branding or logos will be in accordance with the Shire's style guidelines.
- b) The Shire will determine a period for which the approval remains valid.
- c) The Shire retains the right to withdraw its approval, with the applicant subsequently being obligated to remove the Shire's crest, corporate branding or logos from their materials and circulation.
- d) Any other conditions deemed appropriate to the circumstances of the application.

Shire of Coolgardie Title

The use of the title 'Shire of Coolgardie' in the name of an entity, will not be approved by the Shire.

Shire of Coolgardie Letterhead

The Shire of Coolgardie Letterhead may only be used by the Shire for its official functions and duties. It may not be used by:

- a) Councillors or employees for any purpose other than the fulfilment of their Official duties;
or
- b) Any other entity for any purpose.

Policy Statement:

Shire of Coolgardie Crest, Branding and Logos

REASON: To protect and clarify the use of the Shire's crest, corporate branding and logos and to control the use of the title "Shire of Coolgardie".

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Donations

Policy Number: 004

Policy Objective:

The Chief Executive Officer will consider requests for donations/financial/in kind assistance from members of the community or community organisations that are or will be of benefit to the community.

Policy Scope:

Approval and request for donations.

Policy Statement:

All requests for donations shall be based on the following guidelines. However the Chief Executive Officer has the discretion to donate amounts up to \$500 or in kind support to this same value subject to funds or resources being available.

1. Any applications received during the financial year will be subject to consideration; any applications up to \$500 can be approved by the Chief Executive Officer and over \$500 will be considered by Council.
2. Applications must show how the financial or in kind sponsorship will be of benefit to the individual/group and the wider community.
3. Any application needs 5 working days for approval.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	Delegation 1.1.14
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Business, Conference or Training Expenses – Elected Members

Policy Number: 005

Policy Objective:

To provide access to training and development by Councillors in order to enhance their knowledge, representation and decision making ability.

Policy Scope:

The Shire acknowledges its commitment to the training and development of Councillors in order to promote ongoing professional development, well informed decision making and enhance the quality of community representation.

Policy Statement:

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

1. ELIGIBLE EVENTS

- 1.1 Events to which this policy applies shall generally be limited to those coordinated and/or run by either:
- a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
 - b) The major professional bodies associated with local government.
 - c) Accredited organisations offering training relating to the role and responsibilities of Councillors.
 - d) Other local government specific events where the Chief Executive Officer is of the opinion attendance would benefit both the Councillor and the Shire.

2. FUNDING

- 2.1 To enable attendance by Councillors at events, the following shall be considered when preparing the budget annually:
- (a) An allocation for Councillors to cover costs associated with attendance at events relevant to the role and responsibilities of a Councillor that may include:
 - (i) Events held in Australia
 - (ii) The annual WALGA Convention, inclusive of, where requested, the Councillor's partner's attendance at the convention dinner;
 - (iii) Accredited training.
- 2.3 Unexpended funds at the end of the financial year will not be carried over to the next financial year.

3. REQUEST FOR ATTENDANCE

Councillors who wish to attend an event may make application by completing a training and development application form ([Attachment "A"](#)) detailing the following:

- a) Title, location and dates
- b) Program
- c) Anticipated benefits to the Shire from attendance
- d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded to the Chief Executive Officer in reasonable time to meet the event registration deadline.

4. ATTENDANCE APPROVAL

4.1 Conditions for granting approval include:

- (a) Generally, no more than two Councillors may attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Councillors to attend.
- (b) That approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

4.2 Approval for Councillors to attend events may be granted by either the Chief Executive Officer or Council, in accordance with clause 4.2(a) and (b) below:

- (a) The Chief Executive Officer may approve Councillors attending events where the:
 - (i) Application complies with this policy;
 - (ii) Event is to be held within Australia and
 - (iii) Councillor has sufficient funds available in their allocation for training and development to meet the costs of attendance.
- (b) A resolution of Council is required to approve Councillors attending events where the:
 - (i) Estimated event expenses exceed the available balance of the Councillor's annual expense allocation.

5. RESTRICTIONS

5.1 A Councillor who at the date of the event has an electoral term of less than six months to complete, shall be ineligible to attend unless the application is to attend the annual Western Australian Local Government Convention and Trade Exhibition, and in the case of the President, the Australian Local Government Association's National General Assembly.

5.2 A Councillor who has failed to fulfil the obligations of this policy in attending a prior event, namely;

- (i) Acquittal of cash advance expenditure in accordance with Clause 9; or

- (ii) Provision of a report arising from attendance at an interstate event, in accordance with Clause 10; Shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

6. EVENT REGISTRATIONS AND BOOKINGS

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Delegates shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

7. EXPENSES

Subject to approval being granted by the CEO or Council to attend an event, the following expenses will be met:

7.1 Travel

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Councillor.

- (a) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.
- (b) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel.

7.2 Registration

Registration fees which may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

7.3 Accommodation

Reasonable accommodation expenses for the Councillor for a room at or in close proximity to the event venue.

Where an event to be attended commences prior to midday, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.

Where an event commences after midday and flights are available, the Councillor will be expected to travel on the day the event begins. Where flights are not available to enable the Councillor to arrive in time for the commencement of the event, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.

With the exception of international events, where an event concludes prior to 1pm and flights departing the location in which the event is held are available to enable the Councillor's return to Perth by 10pm on that day, the Shire will not meet the cost of accommodation on the night on which the event concludes.

Should a Councillor wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Councillor.

7.4 Meals and Incidental Expenses

Funding for meals and incidental expenses will be provided in accordance with the State Public Service Award conditions of service and allowances.

- (a) Meal expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these are not provided at the event or in travel.

Note: Claims for meals at venues other than the event will not be paid by the Shire, when alternate meals are included and have been paid for in the registration fee.

- (b) Incidental expenses shall be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, magazines, laundry, public transport and sundry food and beverages.

7.5 Reasonable transport expenses to and from the airport and intra-Shire movement will be reimbursed.

Note: A cash advance to cover meals, incidental expenses and intra-Shire transport as mentioned in 7.4 and 7.5 above will be paid to the delegate prior to departure for the event.

8. ACCOMPANYING PERSONS/ENTERTAINMENT COSTS

- 8.1 Where a Councillor chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at the official conference dinner only.

- 8.2 The Shire may, where it may be reasonably facilitated, organise the arrangements for travel, accommodation and registration of an accompanying person to attend a conference event.

The relevant Councillor is responsible for all costs associated with arrangements for the accompanying person, including penalties for cancellation or amendment of bookings if required. Such costs are to be reimbursed to the Shire at the time the arrangements are made.

- 8.3 The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

09. SHARING OF KNOWLEDGE

Within a reasonable time (which period of time shall not exceed 60 days) of attendance at an interstate event the Councillor shall provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Councillors and for Shire records ([Attachment 'B'](#)).

The CEO is to cause a copy of that report to be distributed to all other Councillors.



Councillor – Training and Development
Application

Councillor Training and Development Application Form

*Applications must be in accordance with the requirements of
Council Policy 5.4.12 'Councillor Training and Development'*

Councillor Name:	
Term of Office Expires:	

Part 1 – Event Details				
Event Name:				
Event Date/s:	From:		To:	
Event Location: [Shire, State]				
[Tick one]	Local: <i>Event is within 150kms of Civic Centre. Travel arrangements are the responsibility of the Councillor who may make a travel claim. No accommodation provided.</i>			
	Intrastate / Interstate: <i>Travel and Accommodation arrangements will be made by the Shire.</i>			
Anticipated benefit to the Shire from your attendance:				
Is a waiver required for a restriction that may apply to your request to attend? [Policy 5.4.12, clause 5]			YES:	NO:
If yes, provide details to support your request:				

Part 2 - Event Registration:				
<i>The event registration form must be completed in full, identifying preferences for event variables, such as; concurrent sessions, technical tours, social events, event dinner, accommodation and supplementary tours. Note: The Shire will only cover those expenses which are incurred in accordance with Policy 5.4.12, the Councillor is responsible for any other costs incurred.</i>				
Registration Form Completed and Attached:			YES:	NO:

Accompanying Person will be attending:			YES:	NO:
<i>A Councillor may choose to invite an accompanying person to attend a Training and Development Event. The Registration Form must include all registration requirements for an accompanying person. The Shire will only cover expenses incurred for an accompanying person in accordance with Policy 5.4.12, the balance of expenses incurred is the Councillor's responsibility.</i>				
Registration Form Completed and Attached detailing Accompanying Person registration requirements:			YES:	NO:

Special Dietary Requirements:			YES:	NO:
<i>Please advise if for reasons of a medical condition, you have any special dietary requirements. The Shire will ensure that these are communicated to the event organiser; however it is recommended that the Councillor reconfirm such arrangements with the event organiser prior to the event, and also at registration on arrival.</i>				
Details:				



Councillor Training and Development REPORT

This template assists in ensuring that reports are presented in a consistent and logical manner. The report may be filled out or obtained electronically from the Governance PA, however if this proforma is not used you must provide a report with conforms with the requirements of Council Policy 5.4.12 'Councillor Training and Development'. The report must be provided within 60-days of return from the event to the Director Governance.

Councillor Name:	
------------------	--

Event Name:			
Event Theme: [provide a brief outline]			
Event Date/s:	From:		To:
Event Location: [Shire, State]			
Names of Other Councillors / Officers who attended:			

DAY 1 [Provide details for each session attended]	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	

DAY 2 <i>[Provide details for each session attended]</i>	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	

DAY 3 <i>[Provide details for each session attended]</i>	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	
Session Title:	
Speaker Name & Details:	
Comment:	

Provide an outline of the Learning and Knowledge obtained through attendance at this Training and Development event:

Highlights Report:

Where appropriate, based on the knowledge and information obtained, make recommendations for improvements in the operations of the Shire.

Additional Comment:

Councillor's Signature

Dated:

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Business, Conference or Training Expenses – Staff

Policy Number: 006

Policy Objective:

This Policy applies to events and training that are run both intra, and inter-state.

Policy Scope:

This policy outlines the guidelines for Training and Development for Staff.

Policy Statement:

Establish parameters for training and development for Staff.

Definition

"Event" means conferences, seminars and similar training or development opportunities that would result in an officer being absent from the workplace for at least one full day.

"Training" means seminars, courses, workshops or development opportunities that are less than one day in duration.

"Professional Development" means events and training.

2. ATTENDANCE

2.1 Funding

When considering attending professional development, officers should be mindful of budget allocations.

2.2 Pre-Event

- a) Attendance at an event that requires overnight accommodation or airfares must be approved by the Chief Executive Officer.
- b) Attendance at any other event can be approved by the DCEO or CEO.
- c) Any outstanding reports or acquittals from attendance at previous events as required under Part 3 of this policy must be submitted prior to attendance at any further events being approved.
- d) Application for attendance must be submitted by completing the "Professional Development Request Memo".

2.3 Registrations, Travel and Accommodation

- a) Reward programs are not to be used by officers when booking flights or accommodation.
- b) Where air travel is required, officers will travel economy class with the Shire meeting the cost of the most direct flights between Perth and the intended destination, and return.
- c) Where overnight accommodation is required, the Shire will meet the cost of the Officer's accommodation for the duration of the event, subject to:

- i. The cost of accommodation being in accordance with the rates prescribed in Column A of Schedule I of the *Public Service Award 1992*. In exceptional circumstances, the Chief Executive Officer may approve accommodation where the cost of such exceeds the prescribed rates.
- ii. Where an event to be attended commences prior to midday, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.
- iii. Where an event commences after midday and flights are available, the Officer will be expected to travel on the day the event begins. Where flights are not available to enable the Officer to arrive in time for the commencement of the event, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.
- iv. Where a flight is available following the conclusion of an event that would enable the Officer to return to Perth by 10.30pm (based on the flight's scheduled arrival time), the Shire will not meet the cost of accommodation for the Officer for the date on which the conference concludes.

2.4 Out of Pocket Expenses (Meals and Transport)

- a) Funding for meals will be provided in accordance with Column A of Schedule I of the *Public Service Award 1992*.
- i) Meal expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these are not provided at the event or in travel.

Note: Claims for meals at venues other than the event will not be paid by the Shire when meals are included and have been paid for in the event registration fee.

- ii) An amount of \$150 is included in the out of pocket expenses for transport to and from the airport and intra-Shire movement. Where the cost of travel associated with an officer's attendance at an event exceeds this amount, subject to the provision of receipts, the officer will be reimbursed for the additional costs.

- a) b) Out of pocket expenses are to be organised and credited to the officer's bank account prior to departure for the event.
- b) While the above Award specifies the allowance for individual meals, legitimate variations to expenditure on individual items are permitted subject to the total allowance provided for meals not being exceeded.

2.5 Accompanying persons/Entertainment costs

- a) When a staff member has an accompanying person with them for an event, the Shire will fund the accompanying person's attendance at the official conference dinner only.
- b) The Shire may, where it may be reasonably facilitated, organise the arrangements for travel, accommodation and registration of an accompanying person to attend an event. The relevant staff member is responsible for all costs associated with arrangements for the accompanying person, including penalties for cancellation or amendment of bookings if required. Such costs are to be reimbursed to the Shire at the time the arrangements are made.
- c) The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

3. POST EVENT

3.1 Expenses acquittal

- a) The officer is to provide a complete daily breakdown of expenditure relating to meals and incidental expenses using the "Breakdown of Out of Pocket Expenses form", itemising individual purchases, and where possible supported by store/hotel/taxi/bus/train receipts (EFTPOS receipts not acceptable) to their Coordinator within seven days of their return from the event.
- b) Although receipts cannot always be obtained, every reasonable attempt should be made to support an acquittal of expenses and claims for reimbursement. Any surplus funds from the cash advance shall be returned at the same time.
- c) Claims for valid business related expenditure, in excess of the cash advance will only be considered for payment when full details and receipts are provided. Where receipts are not available, a completed statutory declaration form is required.

3.2 Event Report

- a) For an interstate or international event the officer is to submit a report using the "Staff Event Report template", identifying highlights of the event and how the implementation of the same could enhance the operation of the Shire, to their Coordinator or the CEO within 60 days of their return from the event.
- b) If more than one officer or a Councillor attends the event, a joint report may be submitted. In order to be considered an employee of choice, Council provides various incentives, over award payments and employment conditions which aid in the attraction and retention of suitably skilled staff.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Code of Conduct

Policy Number: 007

Policy Objective:

A Local Government in accordance with Section S.103(1) of the Local Government Act is required to adopt a Code of Conduct to be observed by Council members, committee members and employees.

Policy Scope:

The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in :-

- (a) Better decision-making by Local Governments;
- (b) Greater community participation in the decisions and affairs of Local Governments;
- (c) Greater accountability of Local Governments to their communities; and
- (d) More efficient and effective Local Government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

Policy Statement:

Statutory Environment

The Model Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

Rules of Conduct

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

“(1) the council —

(a) Directs and controls the local government’s affairs; and

(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

(a) Oversee the allocation of the local government’s finances and resources; and

(b) Determine the local government’s policies.”

1.2 Role of Council Members

The primary role of a Council Member 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 Council Member’s public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

“A Councillor —

(a) Represents the interests of electors, ratepayers and residents of the district;

(b) provides leadership and guidance to the community in the district;

(c) facilitates communication between the community and the council;

(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.”

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.3 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995 : -

“The CEO’s functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (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.”*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer 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 this Council Members and staff need to observe their statutory and professional obligations which include, but are not limited to, the following:

Councillors

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

Staff

- respect the role and position of Councillors and implement to their best ability the decisions of Council;
- acknowledge that individual Councillors have no capacity to direct staff or become involved in day to day operations of the Shire of Coolgardie;
- will not actively involve Councillors in any work instruction, direction, conflict, dispute or issue arising from their employment with the Shire of Coolgardie;
- refrain from publicly criticising Council decisions and/or individual Councillors in public forums or in situations where their personal views could be reasonably be misinterpreted as the views of the Shire's Management and/or Administration.

2. Conflict and Disclosure of Interest

2.1 Conflict of Interest

Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, 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.

Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights 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.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

"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.

(a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -

(i) in a written notice given to the CEO before the meeting; or

(ii) at the meeting immediately before the matter is discussed.

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

(i) in a written notice given to the CEO before the meeting; or

(ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

(i) the person's failure to disclose occurs because the person did not know he or she

had an interest in the matter; or

(ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

(i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

(ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

(i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or

(ii) a disclosure is made as described in item (d)(ii) at a meeting; or

(iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

4.4 Independent Legal advice to be sought if in doubt

If an Council Member is in doubt whether a conflict of interest exists, they should seek independent legal or other appropriate advice.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will 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.

3.2 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 separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other 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.

3.4 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 S 5.82(4) except that it does not include -

(a) a gift from a relative as defined in S 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 an employee, 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 an employee, 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.

A person who is an employee is to refrain from accepting 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.

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) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

The notification of the acceptance of a notifiable gift must 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
- e) person who gave the gift; and
- f) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift”
- g) (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,
- h) of each other gift accepted within the 6 month period.

The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the

CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

3.5 Personal dealings with Council

Council Members and staff will inevitably deal personally with their council (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). They must not expect or request preferential treatment for themselves or their family because of their position. They must avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

4. BEHAVIOUR OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

Council Members, Committee Members and staff will:

- a) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- b) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- d) 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
- e) Always act in accordance with their obligation of fidelity to the Local Government.
- f) All Council Members and Staff to abide by the Corporate Governance Charter

Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

Council Members 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. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.

Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly :

- a) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- b) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

Communication and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

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

- a) as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- b) information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- c) information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- d) information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

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

- a) clearly understand the basis of their appointment; and
- b) provide regular reports to Council on the activities of the organisation.

4.8 Quasi Judicial Roles

When acting in a Quasi Judicial role Council Members and Staff:

- a) must recognise that this is a decision making function and not an information gathering function, Elected Members and staff will make each decision based on the relevant information before them and other relevant decision makers.
- b) will not gather information by liaising with applicants or opponents or conducting site visits, other than:
 - a. through an official site visit or briefing endorsed by the Chief Executive Officer or the Council; or
 - b. as part of their normal work duties.

If a Council Member considers that they do not have enough information to make an informed decision then they are required to ask for any further information that they may require. Additional information will be provided subject to its availability and the organisation's capability to provide the additional information.

4.9 Harassment and Discrimination

Elected Members, Committee Members and Officers shall not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their

colour, nationality, descent, ethnic or background), religion, political affiliation, marital status, disability, sexual preference or transgender.

4.10 Anonymous Communication

A Council Member or staff will under no circumstances distribute anonymous correspondence received by them other than that they shall cause such correspondence (which includes any printed or electronic communication) to be given immediately to the Chief Executive Officer.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- c) not use the Local Government's resources (including the services of Council 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 Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff 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 Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

Council members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

6 REPORTING BREACHES AND MISCONDUCT

6.1 Reporting breaches of the code of conduct

A Council Member or staff has an obligation to report suspected breaches of the code of conduct to the Chief Executive Officer or to the Shire President. If a suspected breach of the code of conduct is reported to the Shire President, the Shire President has an obligation to refer this to the Chief Executive Officer for investigation. Council Members should refrain from making allegations at open council meetings.

6.2 Investigation procedures – Officers’ conduct (excluding the Chief Executive Officer)

The Chief Executive Officer will investigate breaches of the code of conduct regarding Officers of council and others engaged by the council and will facilitate a report to the Council.

Each complaint will be dealt with quickly and fairly in accordance with the principles of procedural fairness.

6.3 Investigation procedures – Council Member and Chief Executive Officer conduct

Where an Council Member believes that the Chief Executive Officer or another Council Member has failed to comply with the code, the Council Member should report the matter to the Shire President, who will report the matter to the Council, if the Shire President believes the alleged breach warrants investigation.

Council is to create a Governance Committee of no less than three (3) members to investigate any alleged breach a Council Member or the Chief Executive Officer

The Governance Committee will be responsible for the investigation of allegations of breaches of the code of conduct by Council Members and the Chief Executive Officer and must either:

- a) investigate the alleged breach; or
- b) engage an independent person to investigate the allegation.

An investigation conducted by the Chief Executive Officer, or the Council will follow the rules of procedural fairness. The investigator must:

- a) inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them
- b) provide the person/s with a reasonable opportunity to put their case
- c) hear all parties to a matter and consider submissions
- d) make reasonable enquiries before making a decision
- e) ensure that no person is involved in enquiries in which they have a direct interest

6.4 Misconduct

The Chief Executive Officer has a statutory obligation to report, to the Corruption and Crime Commission:

- (a) any allegation of misconduct; or
 - (b) any situation that otherwise comes to his or her attention involving misconduct,
- where the CEO considers on reasonable grounds that misconduct may have occurred.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	27 August 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Complaints Management

Policy Number: 008

Policy Objective:

The purpose of this policy is to provide guidance for the management and processing of complaints that commit the Shire to positively respond to complaints, allowing staff and customers to contribute to the improvement of the Shires services.

Policy Scope:

This policy outlines the complaints management process for external organisations and residence.

Purpose:

The purpose of this policy is to:

- Document the position of the Shire in relation to complaints management
- Provide a friendly and flexible avenue for client communication, feedback and complaint handling.
- Ensure that complaints are dealt with in a fair, unbiased, timely and confidential manner.
- Enable the department to use the data and information received to understand the needs of our clients and improve service and programs satisfaction and performance.

Policy Statement:

Introduction / background

The Shire of Coolgardie's Complaints Management Policy establishes procedures that deliver a mechanism by which all clients and members of the public, including children, young people and people who do not communicate effectively in English, are able to express their views.

Definitions

A ***complaint*** for the purposes of this policy and procedures is defined as the:

'expression of dissatisfaction to an organisation, related to its products, or the complaints management process itself, where a response or resolution is explicitly or implicitly expected'.

A ***complaint*** does not include expressions of dissatisfaction, concerns or complaints received from external clients in respect to:

- government policies and/or legislation outside the control of, and not the responsibility of, the department
- matters that are the subject of current legal action in a court or tribunal

- decisions made by any Court of Law
- approaches made directly to the Minister or the State Ombudsman
- allegations of misconduct by public officers involving corrupt or criminal activities (must be reported to the Corruption and Crime Commission)
- any review process available under the *Freedom of Information Act 1992 WA*
- disclosures and wrongdoing within the state public sector involving improper conduct or irregular use of public resources (can be pursued through the Public Interest Disclosure process)
- any grievance under the *Equal Opportunity Act 1984* or other Public Sector Human Resource Management Standards

Complainant means the person or organisation making the complaint.

Client/customer/member of the public means a person or organisation receiving advice, a service, using the facilities, or engaging in a business relationship or any other person or organisation having an interest in the functions or activities of the department.

Dispute means a client's formal disagreement which leads to some type of internal or external review or determination.

Principles:

The Shire of Coolgardie demonstrates its commitment to providing an effective complaint management system by adopting the following principles for good practice:

Customer Focus - The Shire of Coolgardie is committed to effective complaint management and values feedback through complaints.

Visibility – Information about how and where to complain is well publicised to clients, members of the public, staff and other interested parties. We do this by providing a direct link to 'complaints' on the home page of our website.

Accessibility – The process for making a complaint is easy to access and use and interpreters are provided when needed.

Responsiveness – Receipt of complaints are acknowledged to the complainant within five working days and the complainant is kept informed through the process.

Objectivity and Fairness – Complaints are dealt with in an equitable, objective and unbiased manner applying the principles of natural justice.

Confidentiality – Personal information collected in relation to a complaint is confidential and only used for the purposes of addressing the complaint and any follow up actions.

Remedy – If a complaint is upheld, the organisation provides a remedy.

Review – There are opportunities for internal; and external review and/or appeal about the Shire of Coolgardie response to the complaint, and complainants are informed about these avenues.

Accountability – Complaint management processes are clearly established and complaints and responses to them are recorded, monitored and report to management.

Continuous Improvement – Complaint data will be analysed to identify and address recurring or systemic issues and used to improve service and program satisfaction.

Complaints Process

- Complaint received through mail or front Counter needs to be entered into the records system
- An acknowledgment letter of the complaint is sent to the complainant to advise we will get back to them with relevant information
- The complaint then gets allocated to the appropriate employee for action
- A response is sent back of action taken.
- This policy outlines the complaints management process for external organisations and residence. The complaints policy is available to the public in accordance with the Local Government Act 1995 under section 5.94. Public can inspect certain local government information (ab) any register of complaints referred to in section 5.121.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Rates Recovery

Policy Number: 009

Policy Objective:

To ensure there is consistency in the advice given to ratepayers with regard to the payment of rates and the recovery of outstanding rates.

Policy Scope:

This policy outlines the requirements for rates recovery within the Shire of Coolgardie.

Policy Statement:

1.1 Instalments – Reg 56 (4) (c) Sec 6.49

- 1.1.1 Council will accept that there are ratepayers who cannot meet the 2 or 4 mandatory instalment options as provided under section 6.45 of the *Local Government Act 1995*.
- 1.1.2 Council may accept by application an alternative payment schedule (henceforth call the 'Direct Debit Agreement').
- 1.1.3 In order for such an Agreement to be considered an Instalment Arrangement Form is to be completed and returned to Council.
- 1.1.4 The proponent is to specify the frequency of payments with the nominated amount sufficient to fulfil the rates and charges levied within a financial year.
- 1.1.5 Upon written acceptance of an Agreement by Council, written confirmation will be provided to the applicant. This formalises the agreement and will commit the ratepayer to the payment schedule.
- 1.1.6 Verbal agreements shall not be accepted.
- 1.1.7 Failure by the application to adhere to the payment schedule will result in the issue of a Final Notice for the total amount outstanding.

1.2 Final Notices

- 1.2.1 Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.
- 1.2.2 Such notice will be issued when:
 - (a) No payment has been made;
 - (b) Insufficient payment to cover the first instalment has been made; or
 - (c) Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- 1.2.3 Final Notices will indicate that:
 - (a) Rates are now in arrears;
 - (b) That penalty interest is being charged at the rate set by Council; and
 - (c) That legal action may be taken without further notice, which will add extra costs onto the outstanding account.
- 1.2.4 Final Notices will not be sent to registered pensioners.

1.3 Letter of Demand

- 1.3.1 Following completion of item 1.2 Final Notices 1.3.1 *Mining Tenements* A Letter of Demand will be issued generally no later than 28 days after the due date and payment notice to the current owners of any registered lease within the Shire. Such notice will provide for up to 14 days to respond at which time a summons may be issued without any further notice.
- 1.3.2 **General and other Property** - A Letter of Demand will be issued no later than 30 days after the final notice of current financial year to all owners of property (excluding pensioners) who have failed to make any payment within the financial year, and who have not contacted Council to make any special arrangement for payment, or have defaulted on an approved payment option.

1.4 Issue of Summonses

Following completion of Item 1.3 Letter of Demand

- 1.4.1 Rates remaining unpaid after the expiry date shown on the Letter of Demand will be examined for the purpose of determining whether a summons will be issued.
- 1.4.2 Council may employ the services of a Collection Agent or Solicitor(s) to issue General Procedure Claims to those ratepayers who failed to pay by the date indicated upon the Letter of Demand.
- 1.4.3 Costs incurred as a result of the issue of a General Procedure Claim will be applied to the ratepayers' assessment immediately upon receipt by Council of such costs – refer Section 6.56 of the Act.
- 1.4.4 Following the issue of a General Procedure Claim, a reasonable offer to discharge a rate account (inclusive of the costs incurred through the issue of the General Procedure Claim) will not be refused.
- 1.4.5 Where a General Procedure Claim has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt.
- 1.4.6 Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.
- 1.4.7 In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle amounts outstanding, notice will be served on the lessee. The lessee will then under the provisions of Section 6.60 of the *Local Government Act 1995*, be required to pay Council any rent due until such time as the amount in arrears has been fully paid.

1.5 Sale of Property for non payment of Rates

The Chief Executive Officer be authorised to initiate sale of property for non payment of rates as per subdivision 6 of the *Local Government Act 1995*, action against land where rates or services charges are unpaid.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Rates Charges

Policy Number: 010

Policy Objective:

In accordance with the *Local Government Act 1995*, charges relating to rates may be paid using instalments options within a prescribed timeframe. Should payments be made outside the required timeframes, interest rates shall apply.

Furthermore, if a payment option and/or a payment arrangement are made with the Shire then an administration fee will apply.

Policy Scope:

This policy outlines the requirements for rates charges for the Shire of Coolgardie.

Policy Statement:

The following payments options, timeframes, discounts, charges and interest rates shall apply to rates, overdue payments and payment options.

Payment Options *Option 1 – One Payment*

One payment in full, of rates and other charges, plus 35 Days following issue of rate notice entry into the rate incentive prize draw.

Option 2 – Two Payments (50% each)

1st Instalment	35 Days following issue of rate notice
2nd Instalment	63 Days after due date of 1st Instalment

It is mandatory pursuant to Section 6.45 of the Local Government Act to provide an option for four equal instalments. Where a ratepayer elects to pay by instalments, an interval of at least 2 months must be given between the second and subsequent instalments.

Option 3 – Four Payments (25% each)

1st Instalment	35 Days following issue of rate notice
2nd Instalment	63 Days after due date of 1st Instalment
3rd Instalment	63 Days after due date of 2nd Instalment
4th Instalment	63 Days after due date of 3rd Instalment

from previous years, i.e. rate arrears, will also attract late payment charges, calculated at the rate set in the annual budget as long as they remain unpaid.

Instalments and Arrangements Administration Fees and Interest Charges In accordance with the provisions of Section 6.45 of the *Local Government Act 1995*, the Shire may impose administration fees and interest charges for payment of rates and charges by instalments. Interest charges and administration fees will be at a rate set in the annual budget.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Rates Exemption

Policy Number: 011

Policy Objective:

In accordance with the *Local Government Act 1995*, Section 6.26 (2) describes land that is not rateable land and as such is exempt from general rates without being referred to Council for determination.

In the situation where a rateable property is being leased to a Not-for-Profit (NFP) Community Group (including Sporting Associations) that meets Councils' rate exemption criteria, consideration will be given to providing a rate exemption proportional to the area leased by the NFP tenant. By meeting the specified criteria the entity is deemed eligible for rate exemption.

Policy Scope:

This policy sets specific criteria that must be met by those entities that are not covered under Section 6.26 (2) who are seeking a general rate exemption.

Policy Statement:

The following criteria must be met before consideration is given to the eligibility for a general rate exemption.

Rate Exemption Application Form;

1. Organisations need to provide clear and concise information regarding the nature of their activities to illustrate eligibility. Supporting documentation must accompany the application for the application to be assessed non exempt charges must be paid in full at the time application is made. A refund will be made to the applicant if approved.
2. The organisation must be an incorporated body as per the Associations Incorporated Act 1987.
3. The organisation must own or have the vesting of the property on which rates are levied. If the rateable property is being leased, the organisation must be responsible for the payment of rates under their leasing agreement.
4. Where the organisation operates commercial activities from the property, the organisation must show what portion of the property is being used for the commercial activities. The portion of the property being used for commercial purposes will not attract a Rate Exemption.
5. The organisation must not hold a liquor licence (issued under the Liquor Licensing Act 1988) for the provision of alcohol for sale to the general public for profit.
6. The Chief Executive Officer has delegated authority to approve applications that meet all of the eligibility criteria.
7. Those that hold a liquor licenses are only exempt to a 50% rates exemption.

8. All approved applications will remain in force for a maximum period of two (2) years unless otherwise advised then the applicant must reapply.
9. Where an organisation, that has been granted a general rates exemption, changes its method of operation, and that change would result in the organisation being precluded from exemption eligibility, the organisation must immediately inform the Shire of the change. An example would be where an organisation commences commercial activities from the property address.
10. Applications shall be determined within 30 days of receipt of the original application and or any additional information requested, whichever is the later.
11. A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.
12. All rates and charges will be levied each financial year whilst the rates exemption is in place. All charges will be included in the annual rates notice. Once the organisation

Has paid all non-exempt charges (i.e sewerage, ESL, sanitation), the exempted amount (i.e rates levied) will credited back onto the property Example:

Rates Levied \$1,000.00
Sewerage \$ 200.00
Sanitation \$ 200.00
ESL \$ 100.00

Total rates levied \$1,500.00

Therefore in this example the amount of \$500.00 (sewer, ESL & bin charges) must be paid before the credit of \$1,000.00 (i.e rates levied) is applied to the property.

The Shire will provide written notification to organisations when general rates exemptions have been granted each year. For any two (2) year approvals, organisations will receive written notification advising their rate exemption is due to expire and will be invited to lodge a new application for the new rating year.

Definitions

Not-for profit (NFP) Community Group is defined as an organisation of people who are formed (including a group that is incorporated under the Associations Incorporations Act) to promote a community or sporting activity which has a positive effect on the community of Shire of Coolgardie.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Debt Collection

Policy Number: 012

Policy Objective:

The following guidelines provide direction for the ethical and effective management of the Shire's wide range of debtors:

- Management to establish and maintain appropriate credit limits and controls in order to ensure the risk of financial loss is properly managed;
- Access to credit should be limited to those circumstances where it is deemed an efficient method for collecting revenue or is legally required to be given;
- The provision of credit is not automatic and credit may be suspended or withdrawn based on compliance of trading terms. Management will use their discretion to deny any delinquent debtor access to Council's services and facilities;
- Fees applicable to the debt collection process (excluding recoupable Legal Fees) are listed in the Shire's Schedule of Fees Charges as adopted by Council annually;
- Action for the writing off of bad debts (other than rates or service charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt;
- Unrecoverable debts (other than rates and service charges) up to the individual value of \$500 may be written off under Council delegation;
- Bad debts over \$500 (other than rates or service charges) are to be brought to Council for write off on an annual basis or more often if required;
- When a debtor is considered to be under serious hardship the Chief Executive Officer shall have the power to enter into a special payment arrangement and to reduce or mitigate interest charges;
- The Shire should register as an unsecured creditor for debtors who go into administration where there is some likelihood of a settlement (excluding rate debtors but including Tenement holders, as rates debt is secured against a property).

Policy Scope:

This policy outlines the process that the Shire of Coolgardie will take with regards to the Shire's debt collection processes.

Policy Statement:

1 Debtor Recovery

1.1 Recovery of Rate Arrears

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*. Interest Amounts that remain outstanding past the prescribed due date will have interest applied. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Coolgardie. This includes overdue amounts where the debtor has elected to pay by an instalment option or special payment arrangement. The Rate of interest to be applied will be published in the Shire's Schedule of Fees and Charges for the applicable year.

Accounts unpaid by the due date shown on the Rate Notice Where accounts remain outstanding after the prescribed due date, a Final Notice shall be issued requesting full payment within fourteen (14) days unless the debtor has entered into a payment arrangement which has been agreed upon by both parties.

Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*; as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. Final notices will, however, be issued to registered pensioners or seniors where there are unpaid charges which are not subject to a rebate or deferment e.g: rubbish collection charges. Accounts unpaid after the expiry date shown on the Final Notice Where amounts remain outstanding after the expiry date shown on the Final Notice, recovery action will commence based upon a risk management approach as determined by the value and type of debt and may include such action as referral to Council's debt collection agency.

Lodging of a Caveat on Mining Tenements on Current Year Rates Where rates remain outstanding on mining tenements after the issuing of a Letter of Demand and prior to legal action commencing, as a safe guard to protect Council's interest, a caveat pursuant to section 122A of the Mining Act 1978 (WA) may be lodged to preclude dealings in respect of the mining tenement. General Procedure Claim Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.

Property Sale and Seizure and Order Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the service of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land. Seizure of Rent for non-payment of Rates Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* requiring the lessee or tenant to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

Options to recover rates debt where rates are in arrears for in excess of three (3) years.

i. Lodging a Caveat on the Title for Land

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under the provisions of Sections 6.64 (3) of the *Local Government Act 1995*. The approval of Council is required before this course of action is undertaken.

ii. Sale of Property

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three years, Council may take possession of the land under the provisions of Section 6.64 of the Local Government Act 1995. The approval of Council is required to be obtained before this course of action is undertaken. Legal costs and other expenses All legal costs and expenses incurred in recovering outstanding rates and charges will be charged against the property in accordance with the *Local Government Act 1995*.

1.2 Recovery of Sundry and other Debtor Accounts

The recovery of outstanding sundry debtor accounts will be collected in a fair and timely manner. The Shire of Coolgardie's credit terms are as outlined on the issued tax invoice.

- Where payment is not received within thirty (30) days from the date of the initial invoice, a First and Final notice shall be issued requesting full payment immediately unless the debtor has applied to enter into a Special Payment Arrangement, subject to approval.
- Where the customer fails to pay the outstanding balance within sixty (60) days from the date of the initial invoice, and a special payment arrangement has not been entered into, a Letter of Demand will be issued. This letter will give the customer a further seven (7) days to pay the outstanding balance in full and may incur a fee as shown in the Shire's Schedule of Fees and Charges, which will be charged to the Debtor;
- Where the customer fails to pay in full by the expiry of the period defined above, credit may be suspended or services limited and legal action may be commenced. Any legal or other costs incurred will be charged to the Debtor.

Interest

Where payment is not received within thirty five (35) days from the date of the initial invoice, interest will be applied on money that remains outstanding. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Coolgardie. Interest (percentage) charged on sundry debtors is the percentage as adopted at the annual budget meeting in accordance with section 6.13 (1) of the *Local Government Act 1995*. The rate as set under section 6.13 (3) of the *Local Government Act 1995* is not to exceed the maximum rate of interest as prescribed within regulation 19A of the *Local Government (Financial Management) Regulations 1996 S19A*.

Sundry Debtors – bad debts

Where a sundry debtor has accounts unpaid for a period exceeding one hundred and twenty days (120 days) and

- i) The debtor has moved and all reasonable attempts to locate the debtor have been unsuccessful; or
- ii) The debtor has provided documentary evidence of having filed for Bankruptcy/Insolvency.

Council Officers shall prepare a report for the Chief Executive Officer/Council listing the name of the debtor, the description of the debt, the amount outstanding, the period overdue and a reason for write off. Bad debts will be recognised when the sundry debt is seen to be no longer commercially collectable.

1.3 Recovery of Infringement Debtors

Infringements are issued by authorised officers of the Shire of Coolgardie. There is no provision for part payments or payment arrangements with infringements due to making them unenforceable with the Fines Enforcement Registry.

- Where payment is not received within twenty eight (28) days from the date of the infringement, a First Warning letter shall be issued requesting full payment within ten (10) days.
- Where the customer fails to pay the infringement by the expiry of the period defined above, a Final Demand Notice will be issued, with an applicable fee. The final demand Notice gives the customer a further twenty eight (28) days to pay the infringement.
- Where the customer fails to pay the infringement by the expiry of the period defined above, the infringement is referred to the Fines Enforcement Registry where further charges will be incurred.
- Referrals to the Fines Enforcement Registry may result in an individual's licence being suspended.

1.4 Recovery of debts resulting from construction of fire clearances

Under the Bushfires Act, the Shire can charge property owners for the construction of a firebreak when they fail to provide one themselves. Any infringement issued is separate and in addition to the charge for firebreak construction. An invoice will be issued for the construction debt and will be subject to 4.2 Recovery of Sundry Debtor Accounts.

If the account remains unpaid for a period exceeding one hundred and twenty (120) days, or if the property is listed for sale within that period, the debt will be transferred against the debtor's property and collected in accordance with 4.1 Recovery of Rate Arrears.

2 Payment Arrangements

Ratepayers or other debtors, except infringement debtors, who are unable to pay a debt amount owing to Council by the due date, may apply in writing to enter into an arrangement with Council to make periodical payments by completing a Council issued payment arrangement form. Arrangements are to be negotiated with the aim of recovering all arrears and the current year's charges within the current financial year. Payment will usually be made by a direct debit arrangement weekly, fortnightly or monthly.

Where the ratepayer fails to adhere to a payment arrangement and has not contacted Shire Officers to amend the current arrangement, recovery action will commence. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the agreement has not been met by the ratepayer, the legal action will be reactivated at the level when the suspension took place.

Interest is chargeable on debts being repaid under a payment arrangement, also set up charges are payable in accordance with Shire's Schedule of Fees and Charges. A payment arrangement cannot be entered into verbally by any party.

3 Serious Hardship and/or exceptional Hardship Circumstances

If a rate payer or other debtor is experiencing financial hardship due to rates and charges or other amounts owed to the Shire, they can submit a written application to the Chief Executive Officer to enter into a negotiated 'Special Payment Arrangement' detailing the "Serious Hardship" and/or "Exceptional Hardship/Circumstances" to warrant the Shire's consideration and lenience in accordance with Council's Debtors Management Guidelines.

Roles and Responsibilities

The Chief Executive Officer shall be responsible for the application of delegations of authority in regards to the policy.

The Shire Accountant shall be responsible for the review and monitoring of the operations of the policy.

The Finance and Rates Department teams shall be responsible for the day to day operations of the policy.

Definitions

Rates Debtors

Rate debtors are classed as either secured or unsecured and will generally be recovered as they are deemed to be a charge on the land. Mining Tenements are unsecured and therefore subject to normal debt recovery processes. Except where a ratepayer is entitled to defer the payment of their rates, Council will actively pursue the recovery of rate arrears as specified in the Local Government Act 1995, including the power to sell land.

Sundry Debtors

A sundry debtor is one to whom credit has been offered for services provided by Council.

Infringement Debtor

An Infringement Debtor is one to whom an infringement notice has been issued.

Firebreak Debtor

A firebreak debtor is one to whom the Shire has on charged the costs incurred for construction of a firebreak on the debtor's property.

Principles

Council will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- Providing the Shire of Coolgardie with an effective method over the collection of outstanding debtors;
- Ensuring that debt collection procedures are carried out in a fair and equitable manner;
- Making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- Transparency by making clear the obligations of its ratepayers and other debtors to the processes used by Council in ensuring that they meet their financial obligations;
- Equity by having regard to providing the same treatment for ratepayers and other debtors with similar circumstances;
- Flexibility by responding where necessary to changes in the local economy;
- Ensuring the Shire of Coolgardie is compliant with all regulatory obligations;
- Promoting effective governance and definition of roles and responsibilities;
- Upholding recognition from the public and industry for the Shire of Coolgardie's collection practices that withstand probity.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Human Resources Communicating with Shire President

Policy Number: 013

Policy Objective:

The objective of this policy is for the Human Resource Advisor to have the ability to communicate with the Shire President for HR issues relating to the Chief Executive Officer.

Policy Scope:

The Human Resources communicating with the Shire President Policy is applicable to all staff members. The complaint will need to go to the Shire President whom will determine whether to take to the Councillors for an outcome.

Policy Statement:

This policy will allow for the Human Resources Advisor to have access to the Shire President as required for HR issues in regards to the Chief Executive Officer.

When staff members lodge a complaint about the Chief Executive Officer, the first step will be to interview the complainant to obtain full details of the complaint. The Human Resources Advisor will discuss the complaint with the Shire President.

The intent of this policy is to

- Provide staff members with a complaint resolution process if they have concerns about the Chief Executive Officer that is flexible and aims to resolve complaints in the best interest of all parties involved in the areas of equal opportunity.
- Encourage all staff members to raise issues that are of concern as soon as possible
- Provide structured, multiple levels of resolution that aim to resolve complaints, enabling the ability to advance to more formal resolution processes.
- Ensure that complaints made by staff members will be dealt with ethically, in a sensitive, impartial, timely and confidential manner which ensures all parties involved in the complaint.
- Ensure that no staff member is penalised or disadvantaged as a result of raising a complaint

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	13 June 2017

Title of Policy: Roster Days Off and Overtime

Policy Number: 014

Policy Objective:

The objective of this policy is to provide staff with guidelines for the accrual and management of annual leave, roster days off and overtime.

Policy Scope:

This policy is intended to inform all employees of their rights and responsibilities when accruing and taking annual leave, roster days off and overtime and to establish consistent standards across all departments of Council.

The Shire of Coolgardie is committed to providing flexibility in the workplace that takes into account the work requirements of the Council and the individual/family circumstances of the employees. The provision of roster days off and flexible working arrangements contributes to this commitment and may assist employees to achieve greater work/life balance.

Nineteen Day Month (RDO)

- a) Nineteen day month RDO's are available to full time permanent administrative employees.
- b) The standard hours for office based employees are 8.00am to 5.00pm, Monday to Friday, with a one hour lunch break, or 8.30am to 5.00pm, with half an hour lunch break. Hours maybe varied by agreement or by directive, in some sections to cater for customer service requirements.
- c) The nineteen day month RDO's are dependent upon the approval of the Manager/supervisor and can be approved where working hours are feasible and non-detrimental to the operations of Council. Where RDO's are not approved, employees will need to make arrangements with their manager/supervisor on the preferred option for accruing required hours for the Christmas/New Year period.
- d) Where a nineteen day month RDO is approved, employees will be offered the opportunity to nominate a preferred day within the month in accordance with their family/non-working needs and the needs of the department.
- e) Notification of the approved nominated day is to be recorded with Payroll for processing requirements.
- f) The designated day may be changed through agreement with the employees Manager/supervisor under circumstances where required by the operational needs or as response to family/non work unforeseen circumstances.
- g) Employees are expected to consider reasonable requests to accrue their RDO, where operational/business demands dictate. A maximum of 3 RDO's shall be accumulated by agreement with management.
- h) The payment of RDO balances will only be allowable in cases of termination of employment. Payment will be made only for hours actually accumulated.

- i) RDO's are calculated for administrative employees working 40 hours per week (8 hours per day) and being paid for 38 hours. The extra 2 hours, which is accrued each week goes towards employees RDO accruals.
- j) Where an employee does not have enough RDO hours accrued for the three day Christmas and New Year period, annual leave will need to be taken.
- k) The Chief Executive Officer has the right to restrict or remove an employees entitlement to flexible working hours if it is impractical for operational reasons and this can be applicable to individuals or whole departments, or as a disciplinary measure necessitate by abuse of the system.

Nine day fortnights

- a) Nine day fortnight RDO's are available to full time permanent operational employees.
- b) The standard hours for field based employees are 6.30am to 3.30pm, Monday to Friday with an RDO being taken on the 10th working day of the fortnight.
- c) Nine day fortnight RDO's shall be taken as they fall due and may only be accrued or altered in exceptional circumstances.
- d) Accrued leave resulting from the deferral of nine day fortnight RDO is to be taken within the following 4 weeks unless the relevant Manager/supervisor authorizes otherwise.

Taking of Rostered Days Off

- a) A leave application is required for all RDO's.
- b) RDO's shall be taken in full days. Manager/supervisors may however consider and approve RDO absences in half days or hours, at their discretion. Notification to be provided to Payroll for processing.
- c) It is expected that RDO's will be utilized when making arrangements to visit doctors, dentists and conducting personal business.

Flexible Start and Finish Times

- a) Employees may request flexible start and finish times to be approved by their Manager/supervisor. Approval shall not be withheld unreasonably, provided it meets the needs of the operational requirements of the department.
- b) Variation to start and finish times shall be restricted to 'ordinary hours' of the Local Government Industry Award in order that no overtime cost shall be incurred by the Council.
- c) Infrequent/unplanned changes made to start/finish times are to be maintained by the Manager/supervisor. For longer periods of change (outside of 2 consecutive payroll weeks) or a permanent change to start/finish times are to be approved by the Manager/supervisor and reported to HR.

Overtime – Administrative Staff

- a) Overtime can only be worked with **prior approval** of the Manager/supervisor and the Chief Executive Officer.
- b) An employee may elect, with the consent of the employer to take time off instead of payment for overtime.
- c) Overtime taken as time off during ordinary time hours must be taken at the ordinary time rate, that is hour off for each hour of overtime worked.

The Local Government Industry Award 2010 states:-

“Time off instead of payment for overtime must be taken at a mutually convenient time and within four weeks of the overtime being worked”

- d) A leave entitlement report will be generated monthly by HR and forwarded to Manager/supervisors/Supervisors.

Overtime – Works and Services Staff

Operational staff have the option of completing one (1) hours overtime each day. Although this is optional, staff cannot pick and choose which days they want to do it, once you have agreed to do it then you will be required to do it everyday. The only way overtime can be taken away from staff is by way of notice from the Chief Executive Officer.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	24 January 2017
Reviews / Amendments:	16 May 2017

Title of Policy: Annual Leave and Long Service Leave

Policy Number: 015

Policy Objective:

The objective of this policy is to:-

- Facilitate consistency throughout the organisation in administering the leave provisions for employees.
- Reinforce the positive benefits of taking leave when it becomes due.
- Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimize the accrual of leave and to reduce the financial liabilities of the Shire.

Policy Scope:

Employees are entitled to Annual Leave and Long Service Leave consistent with the provisions of the Local Government Industry Award 2010 and Local Government (Long Service Leave) Regulations.

This policy applies as follows:

Annual Leave – all employees who are employed on a permanent or temporary full time, or part time basis, but does not apply to employees employed on a casual basis.

Long Service Leave – all employees who have completed ten (10) years continuous service.

The HR Advisor will advise Supervisors/Managers on a monthly basis of the current leave entitlements of all employees within their section.

1. General

- a) Supervisors/Managers shall manage the taking of leave and maintain a leave roster ensuring that adequate coverage of operations and functions is maintained during periods of leave, and that adequate funds are available for any temporary employees that may be required.

In general terms, the Shire will endeavour to approve leave applications consistent with the employee's requirements; however, the requirement must be considered in the context of the organisations commitments and its ability to meet it's obligations.

Managers and Supervisors should advise all employees of their absence and what acting arrangements, if any, have been arranged.

- b) All leave applications should be signed by the applicant, approved by the Supervisor/Manager prior to being forwarded to the Payroll Officer for action.

- c) Employees are entitled to receive 'pay in advance' via a lump sum for annual leave and/or long service leave providing applications are approved and submitted to Payroll two weeks prior to the commencement of the proposed leave. Payment for leave can also be paid as normal salary on a fortnightly basis for the period of the employee wishes.

Employees are entitled to public holidays if they occur during a period of annual leave; however are not entitled to public holidays if they occur during a period of long service leave.

As leave is calculated on the basis of 76 hours per fortnight, any Rostered Days Off (RDO's) are not included in leave periods, and periods of leave do not accrue RDO time.

- d) The Shire may require an employee to take leave by giving them at least 4 weeks notice in the following circumstances:
- (1) as part of a close-down of its operation; or
 - (2) where more than six weeks leave is accrued, provided that employees can retain a balance of 4 weeks.

2. Annual Leave

- a) An employee is entitled to four (4) weeks paid annual leave for each year of continuous service. Where an employee's employment ends during the year, the employee accrues paid annual leave up to the time when the employment ends. Employees who work on a part time basis receive annual leave proportionate to the hours worked.

Annual leave loading will be paid at the time of taking the leave.

- b) Annual leave cannot be taken in periods less than one day (ie cannot take part of a day).
- c) All employees shall take annual leave in the year in which it is accrued unless deferral has been arranged.

Providing there is adequate justification, annual leave may be deferred for a maximum period of three (3) years under the following circumstances:

- Impending retirement
- Future holiday commitment (overseas trip)
- Long term personal commitment (ie, taking care of a sick family member) or
- Special circumstances which will be considered on a case by case basis

3. Long Service Leave

- a) Employees are entitled to thirteen (13) weeks long service leave at the completion of ten (10) years continuous service. Employees who work on a part time basis receive long service calculated on a pro-rata basis.
- b) Should an employee leave (resign) from local government service in WA, after 7 years of completed service, they will be entitled to pro-rata long service leave payments.
- c) All employees shall take long service leave within six (6) months of the date it becomes due, unless deferral has been pre-arranged. Deferring taking long service leave may not exceed three (3) years. Employees are required to seek approval in writing from the Chief Executive Officer to defer long service leave. Whilst on Long Service Leave, entitlements to annual leave and sick leave will still accrue.
- d) Long Service Leave taken within six (6 months) of the date of the leave becoming due will be paid at the rate of pay applicable at the commencement of that leave.
- e) Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of 6 months, the rate of payment for or in lieu of that leave shall be at a rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of 6 months unless otherwise agreed in writing between the employee and the employer.
- f) Provided the Chief Executive Officer agrees an employee may elect to have part or all of their entitlement on:
 - (i) half pay but double the time; however no more than one period of Long Service Leave shall be approved at half pay.
 - (ii) double pay but half the time; however no more than one period of Long Service Leave shall be approved at double pay.
- g) Long Service Leave may be granted and taken in one consecutive period or, if the employee and the employer agree, in not more than three (3) separate periods.
- h) Employees may take a combination of annual leave and long service leave.
- i) While on Long Service Leave, an employee shall not engage in any paid employment for reward or substitution for the service from which they are on leave without the prior approval of the Chief Executive Officer.

4. Payment in Lieu of Taking Leave

An employee may make application to the Chief Executive Officer for a portion of their leave entitlements to be paid out in lieu of taking the leave.

a) Annual Leave

Where an employee has a minimum of two (2) years service with the Shire of Coolgardie and has accrued more than six (6) weeks annual leave and there is no reasonable chance of that leave being taken, approval may be sought from the Chief Executive Officer to claim payment in lieu for leave in excess of six (6) weeks leave. Upon approval, that the employee ("eligible employee") may receive payment in lieu of part of that accrued leave (including payment for annual leave loading) in accordance with clause 4c.

b) Long Service Leave

An employee may make application to the Chief Executive Officer for a portion of Long Service Leave entitlement to be paid out in lieu of taking the leave. The applicant should satisfy the Chief Executive Officer that there are sound reasons why the request may be granted.

c) Conditions of Payment in Lieu

- (i) Should an application for payment in lieu of leave be approved, the employee will be required to sign a Deed of Compromise which is an agreement between the Shire and the employee that upon receipt of such a payment, no further claim can be made. The minimum payment is to be four (4) weeks.
- (ii) A minimum of four (4) weeks leave (either annual leave or long service leave) must be retained to be taken as leave within 6 months of applying for payment under clause (c) (iii);

The retention of four (4) weeks accrued leave is to recognize the importance of recreation leave to an employee's physical and mental well being, ensuring that employees take a minimum amount of leave away from the demands of their work.

Payment of lieu of leave should not be seen as an opportunity for employees to simply accrue leave to receive payment and not take time off.

- (iii) An eligible employee can apply in writing to be paid all leave entitlements, including any leave loading accrued over and above the minimum 4 weeks leave required to be retained under clause c (ii), in lieu of taking time off for that leave.

- (iv) Payment in lieu can be made as follows:
- All excess leave accrual (or part of that excess accrual) including leave loading in the pay period following the request being approved; or
 - At the rate of double time for any time actually taken as leave (to the extent of any excess leave accrual) including loading; or
 - All excess leave accrual and loading when the period of four (4) weeks referred to in c (ii) is actually taken; or
 - As a combination of any of the above to the extent of any excess accrual.
- (v) Approval for the payment in lieu of leave is at the sole discretion of the Chief Executive Officer.

The Chief Executive Officer may grant approval for a second payment in lieu of leave to be made, based on the merit of the application.

5. Leave Without Pay

It is the preference of the Shire of Coolgardie that all leave requested be taken from existing leave entitlements before considering an application for Leave Without Pay

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	24 January 2017
Reviews / Amendments:	16 May 2017

Title of Policy: Gratuity Payments - Employees

Policy Number: 016

Policy Objective:

The purpose of this policy is to outline the circumstances in which a payment may be made to an employee who is ceasing employment with the Shire in accordance with s5.50 of the Local Government Act 1995 (the Act).

Policy Scope:

The aim of this policy is to:

- establish guidelines for the consideration of Gratuity Payments to employees in accordance with Section 5.50 of the Local Government Act 1995; and
- Prescribe the circumstances when an employee who is ceasing employment with the Shire may be paid an amount in addition to their entitlements under an award or contract of employment ("Gratuity Payment").

Policy Statement:

Introduction / background

Pursuant to Section 5.50 of the Act, this gratuity policy outlines the circumstances in which gratuity payments may be made to an employee. These payments, when made, are in addition to any amount which the employee is entitled to under a contract of employment, enterprise agreement or award.

This policy shall not be considered as a contractual entitlement under the employment relationship the maximum value of the Gratuity is not to exceed the amount specified in Local Government (Administration) 1996 Section 19A (1) (b).

Eligibility to Gratuity Payments

It is the position of the Council that when an Employee's services are ceasing with the Shire for any of the reasons identified below, the employee will be entitled to a gratuity payment, as outlined within this policy based on the completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the Shire);
- Retirement;
- Redundancy.

The Gratuity Payment identified within this policy does not apply to an employee, whose services have been terminated by the Shire for any reason, other than redundancy.

Cessation of Employment

The Shire may elect to pay to a terminating employee an amount in excess of their award contractual entitlement where:

- (i) subject to clause 2.2, the Employee has provided outstanding service or contribution to the Shire, or
- (ii) the termination of employment is a matter of serious and genuine dispute between the Shire and the Employee that is best resolved, in the judgement of the Chief Executive Officer, after considering legal and other relevant advice, on a commercially negotiated basis.

In determining the Gratuity Payment to be made in clause 2.1(i) above, a confidential report will be submitted to the Council, who will consider the matter on its merit having regard for the length of the employee's service or contribution with the Shire and the employee's standard of performance, outstanding service and/or contribution.

NOTE: As required by Section 5.50 of the Act, this policy was advertised through Public Notice.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	15 February 2016
Reviews / Amendments:	16 May 2017

Title of Policy: School Holiday Care

Policy Number: 017

Policy Objective:

In order to be considered an employee of choice, Council provides various incentives, over award payments and employment conditions which aid in the attraction and retention of suitably skilled staff.

Policy Scope:

The Shire of Coolgardie provides employees with School Holiday Care where their school aged children are cared for during the school holidays during the employees working hours.

Policy Statement:

- Both parents must be employed and working during actual periods of the child's attendance at the school holiday care (only one parent is required to be employed by the Shire).
- The Shire provides employees with support of unlicensed school holiday care at both the Coolgardie and Kambalda Recreation Centre's for the school aged children of employees.
- The service will operate during the school holidays from 8.00am to 3.00pm weekdays.
- Casual employees may use the service for the times that they are on duty.
- The care will only apply for days/periods where the employee has been required to attend work. This does not include leave, RDO or sick leave and any other types of leave.
- Whilst the Shire will exercise its duty of care to the children, as it does to all employees and visitors, it does not accept liability or take responsibility for children's behaviour or the consequence of their behaviours.
- The Shire reserves the right to exclude children who are unwell, disruptive or who demonstrate inappropriate behaviours.
- The intent of the service is to provide a free child minding service and peace of mind to employees. The Shire however reserves the right to review the value of the service if it is deemed not in its interest or if it impacts on the Shire's capacity to provide a quality service.
- In accordance with the working with Children (Criminal Record Checking) Act 2004, people employed to work in the school holiday care are required to hold a current Working with Children (WWC) check. The Shire will reimburse the employees for the cost of the application upon production of a valid receipt.

Policy Administration

Responsible Department	Governance
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	
Date Adopted:	24 January 2017
Reviews / Amendments:	16 February 2017

Title of Policy: Corporate Wardrobe

Policy Number: 018

Policy Objective:

The Shire of Coolgardie Staff is to:

- a) present a recognisable, tidy and professional image of staff to the community;
- b) ensure that staff are appropriately dressed for their duties; and
- c) Ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

Policy Scope:

This policy applies to employees of the Shire of Coolgardie where it is not mandatory to wear high visibility, safety specific apparel or those that require specialist-function clothing. Uniform/clothing requirements will vary between work areas and positions. **Exclusions:** The policy does not apply to Volunteers.

Policy Statement:

The Shire of Coolgardie's corporate uniform is available to all employees. Unless specifically required by a condition of employment or workplace instruction, wearing the corporate uniform is not compulsory.

Where a uniform is compulsory, Council will provide the uniform in accordance with applicable awards and Certified Agreements. All other uniform purchases will be at the employee's expense.

Staff may choose to purchase a uniform, regardless of any workplace requirements to wear one. The Corporate Shire of Coolgardie Logo is required to be branded on uniforms. Council's preferred supplier/s must be engaged for all corporate uniform purchases and all items must be embroidered with the Shire of Coolgardie approved logos.

Corporate uniforms must not be made available to non-Council employees.

- 1) Employees not working in designated areas may choose to purchase and wear an approved uniform themselves. The Shire shall pay up to an amount of \$400 (total purchase cost per annum).
- 2) An employee found to have abused their allowance or attempts to claim more than their entitled \$400 allowance per annum will be required to reimburse the Shire and may face disciplinary action.

Responsibility

- a. During working hours, employees utilising the Uniform Policy benefits must wear the clothing as a complete outfit and not mix or match with other types of clothing. All articles of clothing therefore must have the approved logo.
- b. Uniforms must only be worn whilst on official duty, including travel to and from work.

Replacement of Uniforms

- a. Employees who work in designated areas may replace their uniform on a yearly and/or as needed basis providing that the existing uniform is either damaged or showing signs of wear.
- b. Employees who do not work in designated areas but have nominated to wear a uniform are to utilise their yearly allowance; if this has been exhausted they will need to make any necessary purchases at their own cost.

Ordering and Allocation of Uniforms

- a. Employees who work in designated areas will be advised of their uniform entitlement upon employment commencement. Uniforms for those employees in designated areas are to be ordered via Human Resources or PA's who will arrange bulk orders with the preferred supplier.
- b. Employees who do not work in designated areas can request to purchase uniform with or without subsidy. When an employee who does not work in a designated area wishes to purchase a uniform they are required to use a uniform supplier from the Nominated Uniform Supplier and provide the supplier with their name and employee number; the supplier will then invoice the Shire of Coolgardie directly resulting in no cost incurred to the employee.
- c. Note: Cost of uniforms will be taken from the appropriate Directorates' budget and all purchases must be approved by the Executive Director with the exception of allocated uniforms for new identified workers.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Over Award Payments

Policy Number: 019

Policy Objective:

In order to be considered an employee of choice, Council provides various incentives, over award payments and employment conditions which aid in the attraction and retention of suitably skilled staff.

Policy Scope:

This policy sets out the guidelines with regard to over award payments to staff who are employed under the Local Government Industry Award 2010.

Policy Statement:

Introduction / background

All employees are employed under the Local Government Industry Award 2010 except for staff who are employed under employment contracts.

- All permanent Shire employees (except those on contract) will be paid an over award payment equivalent to 20% of their base award salary.
- The over award payment will be considered part of the ordinary salary/wages of the employee for superannuation, overtime and leave.
- The Chief Executive Officer has the right to increase the amount of the over award payment (to a maximum of 60%) by adjusting the percentage of the payment.

Policy Administration

Responsible Department Executive Services

Author / Contact Officer Position: Chief Executive Officer

Relevant Delegation: NA

Date Adopted: 24 January 2017

Reviews / Amendments: 16 May 2017

Title of Policy: Farewell Gifts, Farewell Functions and Service Gifts

Policy Number: 020

Policy Objective:

To adopt a policy in relation to employees who are retiring or resigning from employment with the Shire of Coolgardie.

Policy Scope:

This policy sets out the guidelines with regard to farewell gifts, service gifts and farewell functions for an employee who retires or resigns from full time employment with the Shire.

Policy Statement:

1. Arrange a farewell function for an employee who resigns or retires from continuous employment with the Shire in excess of
 - Five – Seven years
 - Eight – Ten or above yearsRetires or resigns from employment with the shire.
 - a) A farewell gift to the value of
 - Five – Seven years \$500
 - Eight – Ten or above years \$1000may be given and must be authorised by the Chief Executive Officer.
 - b) A farewell function shall not exceed the value of \$50 per head to a maximum value of \$2,000 and must be authorised by the Chief Executive Officer.
 - c) Arrangements of a farewell function or farewell gift is the responsibility of the relevant Coordinator.
2. If a farewell gift or farewell function in excess of this policy is agreed, the details of such arrangements must be published in accordance with the provisions of sections 5.50 (2) of the Local Government Act 1995.
3. At the discretion of the Chief Executive Officer an employee with less than five years continuous service who has displayed exceptional performance, initiative or commitment to the organisation may receive a farewell gift to the value of \$250.

Service Dinner Function

A Service Dinner is held annually for employee who have completed 5 years or more of continuous service with the Shire.

Employees will be presented with a voucher (service gift) to the store of their choice to the value of:-

5 Years	\$100 voucher
10 Years	\$250 voucher
15 years	\$500 voucher
20 years	\$1000 voucher

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	15 February 2016
Reviews / Amendments:	16 May 2017

Title of Policy: Public Interest Disclosure

Policy Number: 021

Policy Objective:

The Shire of Coolgardie does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Coolgardie and its officers, employees and contractors.

Policy Scope:

The Shire of Coolgardie is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a property authority, the Shire of Coolgardie is responsible for:

- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting.

The Shire of Coolgardie will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure. The Shire of Coolgardie does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Policy Statement:

The Shire of Coolgardie will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Corporate Governance Charter

Policy Number: 022

Policy Objective:

The Shire of Coolgardie exists to provide the best possible services for all our residents everyone in the organisation must serve the customer or support someone who does in dealing with all our customers, both external and internal, the Officers and Elected Members of the Shire of Coolgardie.

Policy Scope:

This policy details the expectations for the organisation to adhere by when engaging with the Community.

Policy Statement:

Offer integrity and equality to our customers by

- Listening to, respecting, considering and empathising with their opinions
- Applying consistency and fairness in all dealings
- Valuing our clients and their ability to make a positive contribution
- Ensuring confidentiality where appropriate

Provide a service focus to our customers by

- Providing prompt, consistent, friendly and professional assistance
- Consulting our clients about their views and needs
- Actively pursuing continuous improvement in our customer service

Pledge ourselves to progressive leadership by

- Adopting a positive focus which values trust, teamwork and competence
- Being flexible and adaptable in our response to changes in circumstances

Ensure responsible management by

- Being committed, decisive, ethical, effective and accountable in all operations
- Developing efficient and effective policies, procedures and initiatives
- Achieving the desired outcomes

We will:

- Greet you with courtesy and friendliness;
- Answer your telephone call promptly;
- Listen carefully to what you have to say and confirm your needs by questions;
- Assist you with your enquires promptly and to the best of our ability;
- Endeavour to establish your name and to use it in all dealings wherever possible;
- Wear name badges and give you the relevant staff names in all dealings that we have with you;
- Always follow up on commitments we have made to you;
- Be punctual for meetings and appointments;
- Return your telephone call within two (2) working days;
- Respond to your written requests in the first instance within five (5) working days;

- Formally record your query where appropriate, and always follow up on commitments made to you.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Councillor Allowances Expenses and Supplies

Policy Number: 023

Policy Objective:

To outline the support that will be provided to Councillors through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the Local Government Act 1995 while performing the official duties of office.

Policy Scope:

This policy details the requirements to follow for Councillor Allowances Expenses and Supplies.

Policy Statement:

ALLOWANCES

Presidents Allowance

[Local Government Act 1995 s.5.98 (5) and Local Government (Administration) Regulations 1996 Reg. 33(5) and 33(1)(b)]

The President shall be entitled to an annual Local Government allowance equal to the maximum amount permitted to be paid to the President as determined by the Salaries and Allowances Tribunal.

Deputy President Allowance

[Local Government Act 1995 s.5.98A and Local Government (Administration) Regulations 1996 Reg.33A]

The President shall be entitled to an annual Local Government allowance equivalent to 25% of the President Allowance.

Meeting Attendance Allowance

[Local Government Act 1995 s.5.98(1)(b) and Local Government (Administration) Regulations 1996 Reg.33(3) and 34(1)(b) and 34.(2)(b)]

The President and Councillors shall be entitled to an annual meeting attendance allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

Telecommunications Allowance

[Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.34A]

Councillors shall be entitled to an annual telecommunications allowance equal to 60% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*.

Note: All allowances referred to in clause 1 of this policy will be paid in arrears with Councillors able to elect to receive payment monthly, quarterly, biannually or annually.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

Facsimile / Telephone Answering Machine

- a) The City shall make available to all Councillors, for use in their private residence during their term of office a facsimile/telephone answering machine, for the conduct of Council related business.
- b) Councillors may choose to install a separate telephone line at their residence to facilitate Council business activities (thus providing separate facilities for the Councillor's private and Council business activities). Refer clause 1.4(a) of this policy.

Computer/iPad

The Shire shall make available to all Councillors, for use in their private residence during their term of office, a suitably equipped computer and printer for the conduct of Council related business. The Shire will also make iPads available to Councillors to provide ready access to agendas, minutes and other Shire documentation.

Maintenance of Equipment

Where necessary the Shire shall provide and make provision for the ongoing maintenance of Facsimile / Telephone Answering Machine and Computer/iPad of this policy with all maintenance costs being met by the Shire.

- a) In the event of a malfunction of the equipment the Councillor is to contact, during business hours, a Governance staff member or designated service provider, who will coordinate the attendance of maintenance personnel.
- b) Under no circumstances should Councillors undertake repairs or maintenance to Shire equipment without the express permission of the Chief Executive Officer.

ICT Hardware Supplies

The Shire will supply Councillors up to four reams of paper and eight toner cartridges per financial year to service Shire supplied equipment and for the conduct of Council related business. Requests for replacement supplies are to be lodged with the Governance Directorate on the appropriate requisition form.

REIMBURSABLE EXPENSES

Local Government Act 1995 s.5.98(2), (3) and (4) and Local Government (Administration) Regulations 1996 Regs 31 and 32

Travelling Expenses

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(4) and 32]

Councillors shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to:

Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer.
- b) Committees to which the Councillor is appointed a delegate or deputy by Council.
- c) Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- d) Conferences, community organisations, industry groups and Local Government associations to which the Councillor has been appointed by Council as its delegate or a deputy to the delegate.

- e) Functions and presentations attended in the role as a Councillor or whilst deputising for the President, that are supported by a copy of the relevant invitation or request for attendance.
- f) Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the President or the President's nominated deputy as a representative of the Shire.
- g) Any other occasion in the performance of an act under the express authority of Council.
- h) Site inspections in connection with matters listed on any Council Agenda paper (Members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- i) In response to a request to meet with a ratepayer/elector, but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

All claims for reimbursement should be lodged with the Governance Directorate, on the appropriate claim form by no later than 30 days from the end of the month to which the claim relates. In submitting claims for reimbursement, Councillors shall detail the:

- Date of the claim
- Particulars of travel
- Nature of business
- Distance travelled
- Vehicle displacement and the total kilometres travelled.

Councillors are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals. The rate of reimbursement being as prescribed from time to time by the Salaries and Allowances Tribunal.

Public Transport In the event that a Councillor does not have access to a private vehicle, for travel referred to above, the Councillor may use the services of the bus and rail public transport system, expenditure for which shall be reimbursed upon lodgement of receipts.

Note: Councillors should note that any diary used by a Councillor to record the scheduling or occurrence of activities related to the fulfilment of the office of Councillor are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.

Name badges:

- a) Formal (gold tone) Councillor name badge.
- b) Plastic informal Councillor Name badge.
- c) Plastic informal Councillor's partner name badge.
- d) The City will, within reason, replace on request any name badge which is lost or irreparably damaged.

Insurance

The Shire will insure or provide insurance cover for Councillors for:

Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses. Spouses/partners of Councillors are entitled to the same level of cover when attending meetings, conferences or functions with the express approval of the Chief Executive Officer.

Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.

Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.

Motor vehicle at the particular time owned or driven by the Councillor or driven by another person on behalf of the Councillor whilst the Councillor is proceeding as a member to and from:

- a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by Council, the President or the Chief Executive Officer.
- b) Committees to which the Councillor is appointed by Council or in the role as a deputy in the event the member is not available to attend.

Meetings and functions scheduled by the Chief Executive Officer.

- a) Conferences, community organisations, industry groups and Local Government associations to which the Councillor has been appointed by Council as its delegate.
- b) Functions and presentations as a representative of the President.
- c) Any other occasion while performing the functions of a Councillor or as a result of an act under the express authority of Council.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	01 May 2017

Title of Policy: Execution of Documents

Policy Number: 024

Policy Objective:

To provide guidance on the appropriate method of execution for the Shire's documents.

Policy Scope:

This policy ensures that the Shire's common seal is utilised and documents executed in accordance with the provisions of the Local Government Act 1995 (the Act).

According to the Act, s9.49A, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised by the Council to do so.

Policy Statement:

This policy applies to all Shire of Coolgardie officers who have been authorised through the provisions of this policy to execute documents on behalf of Council.

Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.

If the Chief Executive Officer has authorised a senior employee to witness the affixation of the seal to a document or a class of documents, that authorisation is detailed in the Chief Executive Officer's Delegated Authority Register.

In the case of:

1. Legislation;
2. The formal requirements of a Commonwealth or State department, authority or agency (as described in a policy or procedure, etc); or
3. A Council decision;

Expressly specifying a particular way in which a document is to be executed, that course of action is to take precedence over this policy.

Should ambiguity arise over what category might apply to a document i.e. two categories may have relevance to a document, then the higher category is to take precedence unless the decision has been made under delegated authority in which case it is a Category 2 document and can be executed by the officer exercising the delegated authority.

Procedure

1. Where possible, documents requiring the common seal must be duly executed by the other counterparties prior to being submitted to the Shire of Coolgardie for execution. Exceptions may arise in regard to Scheme Amendment and Structure Plan documents which may be certified prior to the WAPC certifying the document.
2. Documents should be executed in original (paper) form, and the use of counterparts should be avoided unless justified by the urgency of a document or transaction.

Category 1(A) Documents

Category 1A documents require a specific resolution of Council to sell, lease or enter into an agreement etc. as well as an authority to affix the seal e.g. (1) Council approves the leasing of Lot 1 on DP2 to Mr and Mrs Smith for four years; and (2) Council authorises the affixation of the seal to the lease.

These documents will be executed by having the common seal affixed under the authorisation of Council with the affixing of the seal in the presence of and being attested to by the President and Chief Executive Officer or pursuant to s9.49A(3)(b) of the Act, the President and a senior employee authorised by the Chief Executive Officer to do so.

To follow is a list of documents that are Category 1(A) documents.

1. Deeds, including but not limited to:-
 - a. Deeds of Agreement;
 - b. Deeds of Release; and
 - c. Memorandum of Understanding,

in respect to sale, purchase or other commercial dealing relating to Shire assets including equitable interests.

2. Local Planning Schemes and Amendments.
3. Lease documents. This category includes, but is not limited to:-
 - a. Extension of Lease under original lease and new term not previously provided;
 - b. Variation of Lease;
 - c. Assignment of Lease; and
 - d. Surrender of Lease.Except for any of the above that is granted under delegated authority.
4. Local Laws; and
5. Documents prepared for registration at Landgate that are mortgage documents and transfer of land forms where the value of the land exceeds the amount determined by the Shire of Coolgardie for the purpose of section 5.43 (d) of the Act.

Category 1(B) Documents

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that the document may not require a Council resolution (being a Category 1(B) document) however the decision to undertake a particular course of action may still require Council approval.

To follow is a list of documents that are Category 1(B) documents.

1. Agreements relating to grant funding, when the funder requests that the agreement be signed under seal;
2. Debenture documents for loans which Council has resolved to raise;
3. General Legal and Service Agreements not already listed in this policy; and

4. Indemnity given by the Shire to a third party.

Category 2 Documents

Category 2 documents do not require the seal to be affixed.

Under section 9.49(A)(4) Council hereby authorises those officers listed in the table below to sign documents on behalf of the Shire of Coolgardie.

To follow is a list of documents that are Category 2 documents.

Description	Authority of Execute
Documents required to enact a decision of Council (i.e. contractual documents resulting from a tender process, adoption of a new Structure Plan etc.)	Any one of Chief Executive Officer, Deputy Chief Executive Officer
Documents required in the management of land as a landowner.	Chief Executive Officer
Documents required to be signed as the management body of Crown land where a decision is being made under delegated Authority	Chief Executive Officer
Documents prepared for registration at Landgate. The above authorisation does not extend to:- <ul style="list-style-type: none"> • Executing mortgage documents; and • Transfer of land forms where the value of the land exceeds the amount determined by the Shire of Coolgardie for the purpose of section 5.43 (d) of the Act. <p>Which are category 1A documents.</p>	President and Any one of Chief Executive Officer, Deputy Chief Executive Officer
Memorandum of Understanding	Any one of Chief Executive Officer, Deputy Chief Executive Officer

Category 3 Documents

Category 3 documents are those documents that are created in the normal course of business and are consistent with Shire policies and procedures. Category 3 documents are to be executed by CEO, DCEO, Senior Staff, or a Shire officer where the authority and accountability has been extended through a policy or procedure.

These documents include but are not limited to the following:-

1. Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders awarded by Council) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies.
2. General correspondence required to discharge the duties of your position; and

3. Contracts for grant funding conducted in accordance with the Shire's External Grants - Development, Applications and Acquittals Management Procedure.

	Policy Administration
Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Australia Day Award

Policy Number: 025

Policy Objective:

The purpose of this policy is to provide for the recognition of individuals and organisations that have made significant contributions to the Shire of Coolgardie's community, through annual awards presented on Australia Day.

Policy Scope:

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the Shire; or have coordinated a community event Within the Shire; or be members of a community group whose principal activities are conducted within the Shire
- Awards cannot be granted posthumously
- A person cannot receive the same award twice
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Councillors, State and Federal politicians are not eligible to receive An Award
- Shire staff acting in their role or performing duties required by their employment with the Shire, are not eligible to receive an Award

Policy Statement:

The Shire annually recognises individuals and organisations that have made a significant Contribution to the Shire's community by awarding three categories of awards every Australia Day. Only one award is presented in each of the following categories:

Shire of Coolgardie Australia Day Youth Award

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

Shire of Coolgardie Australia Day Award

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

Shire of Coolgardie Community Group or Event Award

Presented to an outstanding local community group or event.

Details of Australia Day Award recipients are published in the first available edition of "What's Happening" following the Award ceremony.

An invitation to attend the next Australia Day Award ceremony is extended to the following:

- The recipient (and partner) of the Shire of Coolgardie Australia Day Award
- The recipient (President/Chairperson and partner) of the Shire of Coolgardie Australia
- Day Community Group or Event Award

IMPLEMENTATION

Nominations are invited via advertising and promotions preceding the annual 'Australia Day Citizenship Ceremony' held 26 January, but can be made at any time during the year. Anyone in the community can submit a nomination and these are made in writing using the official nomination form. Nomination forms can be obtained from the Shire's website www.shireofcoolgardie.wa.gov.au and Facebook, Customer Service locations or by contacting Events.

In addition, students of schools within the Shire who are awarded Student Citizenship Award in the 12 months preceding the Australia Day Awards, are automatically considered for the Shire of Coolgardie *Australia Day Youth Award*.

Nominations will be advertised from November 1 each calendar year in Coolrambler, What's Happening, Shire of Coolgardie's Website, Facebook and Councillors Clipboard with nominations closing Mid November. Judging will occur during December.

Advertising from 1 November each year will allow integration into existing promotional activities targeted at people/groups active within the community. These include but are not limited to: October Community Funding round (nomination forms to be posted with application kits, and promoted at information sessions); Volunteer Appreciation Functions (nomination forms to be posted with invitations and promoted at the functions); Youth Services meetings and activities with schools.

Nominees for the Shire Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Have made a significant positive contribution to the local community
- Possess leadership qualities
- Active member of the local community
- Commitment to enhancing their local community

The judging panel: Shire President, Deputy Shire President in consultation with Councillors.

ROLES AND RESPONSIBILITIES

The Shire's Communications and Events team is responsible for implementation of all elements of this policy.

Roles and responsibilities include calling for nominations, promotion through the media, call for expressions of interest for the members of the judging panel, compiling nominations, scheduling judging panel meetings, organising awards and inviting nominees and nominators to the presentation event.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Recognition of Councillors Service

Policy Number: 026

Policy Objective:

To recognise and acknowledge elected members following the completion of their time to service Council.

Policy Scope:

To ensure that elected members are acknowledged formally.

Policy Statement:

Greater than 2 years of Service

- Shire Plaque and gift to the value of \$50 per year of service – to a maximum value of \$500.00. In addition, all Shire President's are to be presented with their gavel and striker plate, suitably engraved on the completion of their term of office as President.
- The gifts are to be presented at a function to be held to recognise the Elected Members service to Council.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Public Question Time

Policy Number: 027

Policy Objective:

"Public Question Time" will be limited to 15 minutes*. The Council may exercise discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.

** A minimum of 15 minutes is provided by Regulation 6(1) of the Local Government (Administration) Regulations 1996 (S.5.24 of the Local Government Act 1995)*

Policy Scope:

This Policy sets out the process required to be followed at a Council Meeting for public question time.

Policy Statement:

Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire's operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.

- a) Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted.
- b) People wishing to ask questions will be encouraged to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 12.300 am on the day of the meeting. This allows for an informed response to be given at the meeting. Oral questions are permitted.
- c) Priority will be given to questions about matters on the agenda for the meeting and which are submitted in accordance with 4.0 above.
- d) Every person who wishes to ask a question must identify themselves and register with a Council Officer immediately prior to the meeting. Subject to 5.0 above questions will be taken in the order in which people register.
- e) Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
- f) On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to a senior technical officer present. If the question requires research it will be taken on notice.

- g) There will be no debate on the answers to questions.
- h) A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Vandalism

Policy Number: 028

Policy Objective:

To reduce the amount of vandalism and wilful damage to property through the use of a reward system.

Policy Scope:

This policy outlines the provision of an ongoing reward of \$750 for information leading to the conviction of any person involved in vandalism of Shire of Coolgardie property. Shire of Coolgardie staff and police are not eligible to claim a reward.

Policy Statement:

Reports of any vandalism to Shire of Coolgardie property are to be directed to local police for action. The details of any person reporting vandalism of Shire of Coolgardie property are to be recorded and if a conviction arises from said information a \$750 reward is to be presented to the person.

1. *Report of Vandalism:* All vandalism is to be reported to the Shire of Coolgardie Recreation Centres immediately.
2. *Report to Police:* All vandalism to Shire of Coolgardie property is to be reported to the local police regardless of the size or nature of the damage.
3. *Documentation of Vandalism:* Where possible a photograph of the vandalism should be taken and a description of the vandalism recorded and placed on file.
4. *Presentation claiming the Reward:* The details of any person reporting vandalism of Shire of Coolgardie property are to be recorded and if a conviction arises from said information a \$750 reward is to be presented to the person.

Policy Administration

Responsible Department	Administration Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	Delegations 3.7.1, 3.7.2, 3.7.3, 3.7.4
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Recreation Facility Behavior (Shire Managed Facilities and Programs)

Policy Number: 029

Policy Objective:

The objectives of the Shire of Coolgardie Behaviour Management Policy are to:

- Provide a safe and enjoyable environment for young people, parents, administrators, coaches, umpires/officials, volunteers and visitors.
- Establish standards of behaviour expected of patrons.
- Establish a procedure for dealing with breaches of the behaviour policy.

Policy Scope:

- The Shire of Coolgardie is committed to a Fair Go for all users and participants of Shire of Coolgardie venues and programs where individuals are treated with respect and dignity.
- The Shire of Coolgardie is committed to providing an environment focused on the rights of all users to enjoy themselves.
- The Shire of Coolgardie is committed to an environment which is free of verbal and physical abuse.
- The Shire of Coolgardie is committed to providing a supportive environment for administrators, coaches, umpires, officials and volunteers to enable them to do their jobs.

Policy Statement:

Minimum Standard of Behaviour

All users of Shire of Coolgardie Recreation Facilities/Programs are expected to adhere to the following minimum standards:

- 1.1 Respect the rules (Each venue has the ability to develop specific rules to suit their venue)
- 1.2 Respect the staff/ umpires/coaches and their decisions.
- 1.3 Respect the rights and consider the safety of other participants, parents, staff, coaches, umpires, and volunteers.
- 1.4 Not to attend venues under influence of drugs or alcohol.
- 1.5 Do not Verbally and physically abuse staff or other users
- 1.6 Show appreciation of volunteers.
- 1.7 Keep the venue tidy and rubbish free, look after equipment and buildings.
- 1.8 Not to participate in Harassment of any kind.
- 1.9 Respect that venues are smoke free

2. Consequences of breaching minimum standards

The Shire of Coolgardie and the community want a recreation venue that is a safe and welcoming place for all patrons. Penalties will be imposed for any behaviour that disturbs this atmosphere.

If staff feels that there is a reasonable probability that a patron has acted in a way that has or might put other patrons or staff at risk, penalties may be applied. The penalties will depend on the type and seriousness of the negative behaviour. Negative behaviour can be either illegal or anti-social.

Below are the consequences of failing to cooperate with or abusing shire staff.

On the following pages the consequences of illegal or anti-social behaviour are described.

2.1 Consequences of not Cooperating with Shire Staff

<i>Behaviour</i>	<i>Description</i>	<i>Initial Response</i>	<i>Continued Behaviour</i>	<i>Maximum Consequence</i>
Unwillingness to cooperate with staff	Refusing to listen staff instructions or discuss the issue at hand	Banning for 1 day and discuss issue with staff.		
Abusive behavior when being dealt with by staff	Unwillingness to cooperate is not abusive behaviour unless swearing directed at a staff is involved. If violence is involved go to maximum penalty	1 week ban	2 week ban	If behavior continues call police and banned up to 1 year

2.2 Anti-social Behaviour

This broadly includes any behaviour which, whilst not illegal, may give rise to Harm or hurt to other patrons or staff, intimidate and frighten people or otherwise put them at risk. Such behaviours include fighting; swearing; shouting or talking excessively loudly; obstructing doorways; petty vandalism; pushing, jostling and shoving.

Consequences of Antisocial Behaviour

<i>Behaviour</i>	<i>Description</i>	<i>Initial Response</i>	<i>Continued Behaviour</i>	<i>Maximum Consequence</i>
Minor antisocial behaviour	Behaviour that has no real victim – <ul style="list-style-type: none">• Swearing• Being excessively loud• Skateboarding/running etc, around premises• Activities that may upset other users	Banned for 1 week	2 nd warning banned for 2 Months	Banned refer to Council
Serious anti-social behaviour	<ul style="list-style-type: none">• Intimidation• Threatening behaviour• Abusive language• Continued minor anti social behaviour	Banned for 1 month	Ban of up to 6 months	Police Called ban up to 1 year

2.3 Illegal Behaviour

Any illegal activities in the Centre or the surrounding area will be met with consequences this may mean the involvement of the Police, but will also incur some kind of banning from the Centre. Illegal behaviour covers anything that is against the law. This includes but is not limited to the following:

Smoking in Centre; drug use; selling drugs; stealing/theft; assault and intentional damage to Shire property.

Consequences of Illegal Behaviour (May also involve Police action)

<i>Behaviour</i>	<i>Description</i>	<i>Initial Response</i>	<i>Continued Behaviour</i>	<i>Maximum Consequence</i>
Minor Illegal Behaviour	<ul style="list-style-type: none"> • Smoking Inside • Attending venue under influence of drugs. • Minor Graffiti 	Banned for 1 month if under the influence of drugs or alcohol	Continue to smoke or visit venue under influence 3 months ban	Illicit drug use on premises will result in police called immediately and immediate ban and refer to Council
Serious Illegal behaviour	<ul style="list-style-type: none"> • Stealing. • Fighting Assault • Dealing drugs • Willful Damage to venue, equipment or patrons/staff property • After hours break and enter 	Matter referred to police with ban by discretion of management - Indefinite ban until an outcome is reached.	Continue to refer to Police	Ban referred to Council. Potential for police / legal involvement.

2.4 Definitions

Initial response is the first reaction of security or management to unacceptable behaviour.

Continued behaviour is when a person or group has been warned about unacceptable behaviour but carries on doing it. It may be on the same day as the initial response or on another occasion.

Maximum consequence is the maximum penalty for any one incident. This May be an *initial response* if the behaviour is serious enough to deserve it. The maximum penalty may be increased if security or management is treated abusively. If someone has received the maximum penalty on a previous occasion and repeats the same unacceptable behaviour, the maximum penalty may be increased by up to double.

Abusive language is swearing directed at a person or a group of people. These Guidelines apply mainly to individuals but it is also appropriate for dealing with groups of people. It will not be automatically assumed that people accompanying a guilty individual are also behaving

unacceptably – it will need to be reasonably established that this is the case. If Centre Management believe that accompanying persons have committed lesser offences than the guilty individual, penalties applied may be less and may depend on the age of the people involved. If an accompanying person feels they have been treated unfairly, they are entitled to follow the appeals process (see next page).

Note: If police are patrolling the Centre and detect a crime, then they are not bound by this document, and may take action against any person(s) observed committing an offence. If police are contacted by the victim of an offence (e.g. other user who has had something stolen) then police are obligated to

Investigate the matter and, if appropriate, take action.

2.5 Appeal against Ban

Persons may appeal against Venue Management decisions that they feel are unfair (Youth/Children will need to have their parent guardian involved). They can do this by:

- 1) Making an appointment to meet with Venue Management
- 2) If they are still unhappy they can make appointment with the Coordinator Recreation Services.
- 3) If they still feel unhappy with the result, they can make an appointment with the Chief Executive Officer who may refer the matter to Council

Anyone found guilty should provide a written or verbal apology to the appropriate parties involved.

3. CONFIDENTIALITY

The Shire of Coolgardie management and officers responsible for implementing this behaviour management policy will keep confidential the names and details related to breaches of the codes of behaviour and ethics unless disclosure is necessary as part of the disciplinary or corrective process.

Policy Administration	
Responsible Department	Recreation Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	30 May 2017

Title of Policy: Consumption of Alcohol – Council Property

Policy Number: 030

Policy Objective:

To outline the Shire's commitment to encourage the responsible consumption of alcohol on Shire property.

Policy Scope:

Approving the consumption and or sale of alcohol on Shire owned parks and buildings.

Policy Statement:

To describe the conditions to be observed in regards to the consumption of alcohol on Shire of Coolgardie property including parks, reserves, ovals and within Shire facilities.

Members of the public and organisations who wish to consume or sell alcohol on public reserves or within Shire facilities within the Shire are to observe the following conditions:

1. An application for the consumption of alcohol must be made to the Shire of Coolgardie at least ten days prior to the event date.
2. Alcohol can only be consumed during the following times but is not to exceed six hours in one day:

Monday – Thursday	11.00am – 10.00pm
Friday and Saturday	11.00am – 2.00am
Sunday	11.00am – 9.00pm
3. An extension or variation to these hours requires the written approval of the Chief Executive Officer after consultation with the Officer in Charge of Police in each town.
4. All glass beverage containers are prohibited in parks, reserves, and ovals (cans or plastic cups ONLY permitted).

Consumption of liquor outside the defined area at the location or facility contravenes the Liquor Licensing Act and offenders maybe liable to prosecution.

Policy Administration

Responsible Department	Recreation Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Community Housing – Eligibility

Policy Number: 031

Policy Objective:

To ensure fair and equitable management and offer of Councils seniors housing.

Policy Scope:

This policy applies to all eligible seniors seeking to reside in Shire of Coolgardie owned/managed seniors housing.

Policy Statement:

Introduction / background

An applicant must meet the eligibility criteria applying at the time of lodgment of an application for registration on the Applicants List; while he/she remains on the list; and at the time of offer of accommodation.

To be eligible for public housing, applicants must meet the following criteria:

- applicants are required to be Australian citizens or have permanent resident status;
- be able to prove your identity;
- live in Western Australia and receive their income here;
- meet public housing income limits as per the Department of Housing income eligibility guidelines at all times prior to and during occupancy of the premises.
- not own or have an interest in property or land, or be in the position to buy a property; unless in the process of selling or disposing of the property;
- all property owned by the applicant must be disposed of within 90 days of notification of a rental available from the Shire of Coolgardie, or a rental will then divert to the next available applicant on the list;
- are required to be 65 years and over.

In addition, eligibility is periodically reviewed while the applicant remains on the Applicant List:

- when there are changes to the application (eg. household members are added or removed, or income varies);
- prior to making an offer of housing.

Permanent Residency in Australia

A person who has Australian citizenship or permanent residency status meets the Program requirement. A household member who was born overseas must provide evidence that he/she has been granted citizenship or permanent residency.

Appropriate documentation includes:

- a certificate of Australian Citizenship
- a permanent residence permit stamped in the applicant's passport.

Rent Increases / Income Reviews

Rent and tenancy reviews are conducted yearly.

Kambalda Seniors Units: rent will increase yearly and is calculated at 25% of base accessible income at the time of signing the lease and reviewed / increased yearly based on this formula.

To be reviewed at 1 June, effective at 1 July

Coolgardie Seniors units (Montana Homes) Rent not to exceed 25% base income, plus rent assistance.

For rent at 30 June 2016 increase not to exceed 5% per annum until rent charge reaches level of 25% of base income plus rent assistance.

Cash Assets

Applicants must conform to the most current Department of Housing eligibility criteria relating to cash assets.

Proof of Income

- Applicants must supply documentary proof of income for themselves and their partner to confirm eligibility for assistance.
- All other household members are required to provide proof of income (except dependents) when your accommodation is allocated. Income from other household members is counted as household income when assessing the amount of rent to be paid.
- Assessable income is the total gross weekly income of the applicant or joint applicants.
Note: Where the assessable income of a household exceeds the income limit the applicant is ineligible for placement.
- Single applicants jointly seeking accommodation will be assessed as a household in terms of the income barrier.
- If for any reason where household members do not provide proof of income the shire may reconsider if the occupant remains in the units. No one under 65 years of age

should have permanency in the units unless proven spousal position is provided and or, adequate evidence is made available support the permanent residence of a career.

Property or Land

Applicants must not own or be part owner in property or land.

- Permission may be given for continuing ownership or joint ownership of property or land for a period of time after application, where there are specific difficulties relating to immediate disposal;
- Sale of the property must be in the process of being sold at the time of the allocation of a property;
- If land or property is inherited, property must be disposed of and the rent reviewed. Any income from the sale of the property will become part of the accessible income.

Proof of identity

Applicants must be able to provide proof of their identity when lodging their application

Category A

- birth certificate or extract
- passport
- citizenship papers

Category B

- marriage certificate or divorce papers
- birth certificate or extract
- tax assessment notice

Category C

- letter from government department
- electricity, phone or gas account
- verification of income from Centrelink or Department of Veteran's Affairs
- drivers licence
- car registration papers
- bank, building society or credit union account showing transactions for at least one year

- insurance policy or insurance renewal notice

Appointments:

The Shire of Coolgardie maintains an Expression of Interest Waiting List, the longest waiting eligible applicant will be placed first, however eligible priority placements will be given precedence.

Visitors:

- Visitors are permitted a maximum of one month stay only; the Shire of Coolgardie must be notified.
- Visitors are not entitled to stay any longer than one month unless they are a registered Career of the Lessee.
- The income of the Tenant and Career will be calculated as per the Department of Housing Income eligibility assessments and will be charged accordingly. (Joint income must not exceed the Department of Housing income eligibility criteria).

Review

Tenancy income reviews are conducted yearly. (Twelve months from the date of occupancy). Tenants must continue to meet the criteria as outlined in the Eligibility Criteria Policy.

Pets / Other

- The shire must be notified.
- Pets may only be kept in accommodation that has an enclosed yard.
- The right to approve / decline an application for the keeping of pets is at the discretion of the Chief Executive Officer.
- No Smoking inside the units
- That Chief Executive Officer has authority to approve occupancy of the community housing if someone has received doctors certification that they need housing over people on the waiting list.

Policy Administration	
Responsible Department	Administration Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	25 March 2014
Reviews / Amendments:	16 May 2017

Title of Policy: Community Assistance Fund (CAF)

Policy Number: 032

Policy Objective:

The Community Assistance Fund is offered to assist community groups who provide valuable community, cultural, environmental, sporting and recreational services, activities and outstanding individuals.

The Council aims to assist the efficiency of operations of community groups through the provision of funding for organisational development, asset purchases, marketing and management. Where possible, the Shire will work cooperatively on projects and events addressing community, family or volunteer issues.

Maximum funding available annually:

Non – profit community based organisations	\$2,000.00
Individuals	\$500.00

Policy Scope:

The responsibility for the selection and approval of successful grant applications rests with the Coolgardie Shire Council who will meet at Budget deliberation meetings to determine funding allocations. Shire staff play an important role liaising with CAF applicants to ensure submissions meet criteria described in this guide, and to manage the payment of grants.

The total value of the CAF fund will be determined each year during deliberations to set Council's Annual Budget.

Policy Statement:

Criteria for the assessment of applications to the Community Assistance Fund includes the promotion and development of activities, events and services in the Shire of Coolgardie such as:

- Arts, culture & entertainment
- Disability Services
- Youth & family services
- Multicultural & Indigenous projects
- Seniors Event
- Management & sponsorship
- Natural environment & cultural heritage conservation
- Tourism & promotion
- Business support and development
- Emergency services
- Crisis or financial support & Counselling
- Health promotion & injury prevention

- Sport and recreation
- Crime prevention & community safety
- Monuments & projects to commemorate events or people
- Upgrading community facilities

In order to be eligible for funding an organisation must:

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- Have one or more community assistance criteria as its prime objective.
- Demonstrate a substantial degree of community support and representation.
- Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities.
- Have a valid lease with the Shire of Coolgardie if funding is related to a building which is on a Reserve vested in the Shire of Coolgardie. *(Organisations that operate from buildings on Shire Reserves will only be recommended for CAF funding if they comply with insurance and lease conditions).*
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*

In order to be eligible for funding an outstanding individual must:

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances.
- Demonstrate a substantial degree of community support.
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour.
- Provide the names and contact details of two referees, outside the organisation.
- Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities.
- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$500.00.

1. APPLICATIONS

Applications will only be considered if they are submitted on the CAF Application Form and completed in full. Projects are expected to be conducted within the Shire of Coolgardie with possible exception of funding to outstanding individuals.

Round 1

Opening Date: 1 April

Closing Date: 31 May

Round 2

Opening Date: 1 October

Closing Date: 30 November

2. ACCOUNTABILITY

- Successful applicants will be required to sign a grant funding acknowledgement that will detail funding conditions and accountability requirements, prior to any grant funds being paid.
- Grants provided under the Community Assistance Fund must only be spent on the project as approved by Council.
- All grant monies must be expended within the budgeted financial year or the funds must be refunded to the Shire.
- If the situation arises where the event, project, activity or attendance does not occur the monies shall be reimbursed to the Shire in full.
- Any unspent funds must be returned to the Shire.
- Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval from the Shire.
- An Accountability report must be provided on the prescribed forms within 60 days of the completion of the project or the end of the financial year which ever falls first.
- The Accountability report must include a financial report of budgeted and actual expenditure, and evidence of: grant funds being spent; recognition of Shire contribution.

3. WHAT WE DON'T SUPPORT:

- Retrospective funding requests - Funding is not provided in retrospect (ie, for projects that have already commenced or have been completed).
- Funding requests from State Government or Federal Agencies.
- Individuals / teams / groups / organisations can only receive one grant from Council each financial year.
- The athlete or performer receives payment of any kind for their participation in the event or activity.
- Individuals have nominated themselves to participate in an event or activity.

Key Terms / Definitions

Community Assistance Fund Application Form
Community Assistance Fund Guidelines

Policy Administration	
Responsible Department	Administration Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	15 February 2016
Reviews / Amendments:	16 May 2017

Title of Policy: Smoking in Shire owned, Controlled and Managed Buildings, Vehicles and other Facilities

Policy Number: 033

Policy Objective:

The purpose of this policy is to provide specific direction for all employees, elected members and visitors to the Shire of Coolgardie on where smoking is and is not permitted in respect to Shire owned, controlled and managed buildings, vehicles and other facilities. It will also further promote a healthy smoke free work environment.

Policy Scope:

1. Smoking is not permitted within buildings (structures) and other facilities controlled and/or managed by the Shire of Coolgardie.
2. All areas where combustible fumes may accumulate, areas where chemicals are stored or used, and all other places where an occupational health or safety hazard may exist shall be deemed non-smoking areas.
3. Smoking is not permitted in motor vehicles owned or operated by the Shire, including those where private use may be allowed as a condition of employment.
4. All lease and licence arrangements involving facilities which are accessible to members of the public will exclude smoking within the building and within **five (5) metres** of any entrance to the building.
5. All rental properties owned by the Shire of Coolgardie will exclude smoking within the building and within **five (5) metres** of the entrance to the building. This will form part of the Special Conditions section of the Standard Residential Property Lease Schedule.
6. The policy as presented will form part of the Shire of Coolgardie Policy Manual and will be included in the Employee and Councillor Induction handbooks. Prospective employees will be informed of the policy during the interview and selection process.
7. Smoking is permitted in open air locations adjacent to Shire buildings, facilities, and plant provided the smoker is at least **five (5) metres** away from the exterior of the building, facility or plant.
8. Smoking is also prohibited where the fumes created by tobacco smoke causes inconvenience to employees and members of the public or where it is likely to be drawn back into the building. In this case, smoking is banned within **ten (10) metres** of any air intake ventilation equipment.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2016

Title of Policy: RAV Long Term Campaign Conditions of Use

Policy Number: 034

Policy Objective:

To ensure safe use on Shire roads by RAV long term campaign users.

Policy Scope:

This policy applies to RAV users within the Shire Coolgardie.

Policy Statement:

The following conditions (but not limited to) are to be used to assess the suitability of Shire roads for RAV campaigns, and offer standards of construction that can be applied by the principal for consideration by Council.

HEAVY VEHICLE PERMIT CONDITIONS

The following conditions (but not limited to) are to be recommended to Main Roads WA to be imposed as applicable to all RAV Permit applications:

Definitions:

This document should be read in conjunction with Shire of Coolgardie Policy 034 Heavy Vehicle Permit Conditions.

- a) The term "RAV" shall mean a Restricted Access Vehicle that requires accreditation through the Western Australian Heavy Vehicle Accreditation Registration process at Main Roads Department Western Australia, Heavy Vehicle Operations.
- b) The term "MRD" shall mean Main Roads Department, Western Australia.
- c) The term "HVO" shall mean Heavy Vehicle Operations, branch of MRD that makes assessment and prosecution of RAV on State and Shire road networks.
- d) Austroads and Australian Road Research Board (ARRB) guidelines, will be used as the principle guidance documents for construction standards, in conjunction with the RAV network Category listing for construction specification. Other documentation listed in the ***GUIDELINES*** of this document will be used to assess suitability of existing or design route. Other relevant standards endorsed by the Institute of Engineers, or a relevant professional reputable body may be considered to the satisfaction of the Shire of Coolgardie.

1. Purpose

The document has been created to inform users of Restricted Access Vehicles of the conditions of the use of Shire of Coolgardie Road networks. This document will allow conditional use of roads, and progressive upgrade by the user to provide safe and appropriate roads, and maintain Shire asset without undue impact on preservation of the Shire road network in its entirety.

2. Heavy Vehicle Cost Recovery Contribution

Prior to issue of permit, the Shire will claim either:

- a non-returnable capital damage payment of \$0.12 (12 cents) per tonne per kilometre travelled on a Shire of Coolgardie Road Networks, or
- \$0.09 (09 cents) as a maintenance Contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks.

The cost recovery unit shall apply to all vehicle movements over the full term of the carting campaign as listed on the application, and be issued and reviewed annually.

Alternatively, the principle of the campaign may wish to enter into an alternate agreement with the Shire, providing satisfaction of Austroad construction guidelines and appropriate consideration by the Council.

Contribution will be allocated to the area of use only, unless otherwise agreed by both parties, and spent on the route in an area decided by Council or its designated officer as being appropriate.

Capital contribution to the road will be used where a capital upgrade is required. If the roadway becomes damaged by the principle under any conditions of use, contributions will be used to repair fair damage. Once contributions are exhausted, if the road becomes further damaged the Shire reserves the right to close the road as per the *Local Government Act 1995*, until the road is repaired by the person or body who caused that damage, or further contribution is made to repair damage not provided under the annual or other agreement.

3. APPLICATION PROCESS

- 3.1 Where a cartage campaign exceeds 25,000 tonnes or 100 return trips in any annual period, or more than six return trips in any week or part thereof; the principal must under condition CA07 of the Heavy Vehicle Operations permit system, seek approval from the Shire of Coolgardie for use of the Shire of Coolgardie road network.

3.2 The Principal is to provide

- a digital plan, in a format compatible with Shire of Coolgardie computer systems, of their proposed route.
- Total annual tonnage, as reported to the Department of Mines and Petroleum, or figures supplied as audit for taxation figures.
- The number plate numbers of each prime mover in use, and a letter head with date of expiry will be issued to each vehicle that forms part of the agreement.

4. REQUIREMENTS

- 4.1. Based on the Shires road construction cost, and MRD's ESA deterioration model, an averaged cost (*as per point 2 Heavy Vehicle Cost Recovery Contribution*) will be applied per tonne per kilometre travelled on Shire of Coolgardie road network for capital construction or maintenance.
- 4.2. The Shire will not undertake watering of haulage routes, and watering will remain the responsibility of the principal, other than required as part of construction
- 4.3. Dependant on the complexity of the project, the Shire may request that all survey and design works are to be supplied as part of the project, or negotiate the cost of the works as part of an agreement, to be fully recovered from the principal.
- 4.4. .On formation of a suitable agreement as a result of negotiations with the CEO, the agreement will be put to Council. Council reserves the right to agree or disagree for use of the road network.
- 4.5. If Council recommend agreement, the principal will be notified, and a copy of the formal recommendation and conditions will be supplied. If the principle in any way breaches the agreement, the CEO has the right to terminate the agreement and the approval with no recourse or penalty to the Shire of Coolgardie.
- 4.6. If as part of agreement negotiations, it is considered that the principal shall progress any maintenance works, the responsible party will ensure adherence to all normal conditions of work on a road reserve, ensuring insurances, certificates of currency, induction to works on a road reserve, and provide and implement a traffic management plan to the area of works. The traffic management plan to be created by an appropriately qualified and accredited person.

5. LEGAL HEAD OF POWER

- Local Government Act 1995, Subdivision 5 – Certain provisions about thoroughfares
- Road Traffic Act 1974, Part VI, Miscellaneous, 5.84 Liability for damage to roads etc.

- National Transport Commission (Road Transport Legislation – Restricted Access Vehicle Regulations) Regulations 2006.

6. CONTRIBUTION AMOUNT AS OF REVIEW DATE OF THIS GUIDELINE

Contributions will be considered for Capital upgrade of the road in use, and maintenance of the road in use, and applied in a way that matches ESA deterioration of that road based on Council cost, state of the road, and modelled through the National Transport Commission deterioration model.

As of review of the document, initial proposals for contributions will be

Capital upgrade \$0.12 per tonne per km travelled per annum

Maintenance upgrade \$0.09 per tonne per km travelled per annum

These contribution are to be spent on the route at councils discretion, and do not include intersection construction. Council may make application for grant funds

7. GUIDELINES

Guidelines in use are listed, but not limited to those below. Relevant Australian Standards are applicable, and relevant documentation supported by the Institute of Engineers may be considered at the endorsement of Council's Officers.

- AUSTROADS Vehicle Classification System
- RAV – Prime Mover, Trailer Combinations
- MRD SPECIFICATION 501, Pavements
- MRD – RESTRICTED ACCESS VEHICLES, PERMIT NETWORKS, HEAVY VEHICLE ACCESS ROAD MAPS
- MRD, Heavy Vehicle Operations, GUIDELINES FOR ASSESSING THE SUITABILITY OF ROUTES FOR RESTRICTED ACCESS VEHICLES
- APPLICATION KIT AND GUIDELINES FOR ORGANISATIONS SEEKING TO UNDERTAKE WORKS WITHIN ROAD RESERVE: LOW COMPLEXITY WORKS
- Austroads Geometric Design Series Parts 1 – 13
- Suitability of Base thickness to be based on the Austroads Guide to Road Design Part 7 : Geotechnical Investigation and design
- REVIEW OF HEAVY VEHICLES AXLE LOAD DATA, Information paper, July 2005. National Transport Commission.

For drainage catchment, and structural design, the following texts are applicable,

- AS 3725 Loads on buried Concrete pipes
- AS 4058 Precast Concrete Pipes
- Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
- AUSTRROADS – Bridge Design Code.
- AUSTRROADS – Waterway Design, A Guide to the Hydraulic Design of Bridges, Culverts and Floodways 1994
- Concrete Pipe Association of Australia
 - o Concrete Pipe Guide, charts for the selection of concrete pipes to suit varying conditions.
 - o Hydraulics of precast concrete conduits

John Argue – Australian Road Research Board Special Report 34 Stormwater drainage design in small urban catchments: a handbook for Australian practice.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Heavy Vehicle Permit Conditions for CEO Approval; for Vehicle Movements of Less than 100 or 25 Thousand Tonnes

Policy Number: 035

Policy Objective:

To ensure safe road use by RAV permit holders within the Shire of Coolgardie

Policy Scope:

This policy applies to RAV users within the Shire of Coolgardie

Policy Statement:

Introduction / background

The following conditions (but not limited to) are to be recommended to Main Roads WA to be imposed as applicable to all RAV Permit applications:

Definitions:

- a) The term "Applicant" shall mean the Owner/Operator of the vehicle to which the application refers.
- b) The term "Truck" shall mean a RAV Permit vehicle (over 42.5 tonne gross mass or over 19m in length); and
- c) The term "RAV Permit Plan" (RAVPP) refers to those roads approved for Heavy Haulage by Council and for which application can be referred to MRWA with standard conditions by the Chief Executive Officer.

1. School Bus Conditions

- 1.1 Operating times may be other than within 15 minutes of scheduled school bus times where the applicant has determined, for affected roads, the accurate times and achieved agreement to the arrangement from school bus coordinator.

2. General Conditions

- 2.1 Compliance with the "*Shire of Coolgardie – Heavy Vehicle Permit Conditions*" as quoted on the permit at all times. Non-compliance may result in Council, at its discretion, requesting MRWA to withdraw the RAV Permit. Non compliance may result in discretion of RAV permit.
- 2.2 Approval has only been given for the roads shown on *Council's RAV Permit Plan (RAVPP)* as amended from time to time and within the powers delegated to the CEO. Roads not shown on the RAVPP require Council approval.

- 2.3 The applicant shall observe, at all times, all provisions contained in the Road Traffic Act and regulations, the Local Government Act 1994 and all Local Laws.
- 2.4 Approval is granted for cartage during sunrise to sunset hours 7:00am – 6:00pm, whichever is shorter. Mondays to Fridays and excluding weekends and public holidays in residential areas. In non residential approval is granted during cartage 7 days a week.
- 2.5 Trucks are restricted to a maximum speed of 80kph on local roads at all times unless a lesser speed limit is posted on the road or recommended to MRWA for reasons of safety.
- 2.6 Unless for direct property access on an occasional or intermittent basis, RAV Permits may be recommended to Main Roads WA on 3.6m/4.0m seal with roads not listed on the RAVPP due to safety risks and potential for road edge damage.
- 2.7 Entries to properties being serviced the Applicant must be constructed for sight distance and width standards to Council's satisfaction for safety, to prevent road base or earth spill onto sealed surfaces and damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not closed or repaired to the satisfaction of the CEO.
- 2.8 Some roads are subject to regular cattle crossings. The Applicant is to identify the location of these and the normal crossing times and exercise appropriate caution.
- 2.9 Where more than four return trips per day occur on local roads, the Applicant is required to provide symbolic 'truck entering' warning signs (W5-22), except where these signs already exist. The signs shall be located either side of the entry/exit of the properties.
- 2.10 On receipt of a formal application from MRWA for special consideration, the CEO, may set heavy haulage conditions for roads which are not shown on the RAVPP but are necessary to provide safe access on approved activity under the following circumstances;
- The road is safe for use by RAVs;
 - The road is in good condition and of safe standard and the Applicant proposes less than 100 return trips or 25 Thousand Tonnes in one year and or;
 - Compliance with all conditions imposed; and/or
 - Where the road is unsatisfactory and the Applicant undertakes to upgrade the road and access to the satisfaction of the CEO or
 - Otherwise where the matter has been determined by CEO.

3. Weather and Road Conditions

- 3.1 All Permits will be suspended where the road surface has deteriorated and is determined by the CEO to be unsafe for heavy haulage or any form of transport or that continuing use will cause a safety risk and/or significant damage to occur. MRWA is to administer a Council request of this nature and issue suspension notices to permit holders.
- 3.2 To minimise the potential for road damage safety hazards the CEO may request MRWA to suspend RAV permits on Shire roads, where more than **50mm** of rain has fallen in any 24 hours or lesser period. Such notice shall remain in effect until a re-commencement advice is issued by Council to MRWA who will issue to permit holder to recommence transport.

4. Regulations

- 4.1 The applicant shall, at its own cost, produce a weighbridge docket at any time upon request of a Department of Transport Officer, main Roads WA Officer or Police Officer who may accompany the unit to the nearest facility.
- 4.2 All weights and measures conditions as determined by the Main Roads WA Permit must be adhered to.
- 4.3 No bridges with posted load limits are to be crossed by RAV unless by prior arrangement of the Main Roads Bridge Section and so stated on the permit.
- 4.4 Approval may be withdrawn at the absolute discretion of Council at any time by notice to MRWA in cases of non-compliance by the permit holder.
- 4.5 A RAVPP depicting roads suitable for use by RAVs shall be maintained by the CEO who shall carry out a complete review of Council's RAVPP for heavy haulage routes on an annual basis.

5. Heavy Vehicle Cost Recovery Contribution

Prior to issue of permit, the Shire will claim either:

- a non-returnable capital damage payment of \$0.12 (12 cents) per tonne per kilometre travelled on a Shire of Coolgardie Road Networks, or
- \$0.09 (09 cents) as a maintenance Contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks.
- Contribution towards Shire Community Chest Fund

The cost recovery unit shall apply to all vehicle movements over the full term of the carting campaign as listed on the application, and be issued and reviewed annually.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	08 June 2017

Title of Policy: Use of Council Vehicles Policy and Procedure

Policy Number: 036

Policy Objective:

To provide:

- Details of the terms and conditions for each category of vehicle use.
- Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use.
- A way to maximise vehicle availability for business use.
- A way to minimise Fringe Benefit Tax (FBT) liabilities.
- An attractive employment benefit for staff.

Policy Scope:

COUNCIL PROVIDED VEHICLES

The Council is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Council provides a range of vehicles, plant and equipment.

1. Policy Responsibility

Senior Staff shall be responsible to ensure this policy is complied with. The Human Resources Advisor will be responsible for coordinating the implementation of the policy in collaboration with the Chief Executive Officer (CEO).

2. General

- Vehicles remain the property of the Council at all times.
- Vehicles shall be included in a car pool for use during business hours.
- All vehicles shall carry a log book which must be completed for a minimum of three (3) months per annum by all drivers of the vehicle.
- Vehicles are generally linked to a specified position, not the person holding the position.
- The nature and type of vehicle to be allocated to the position shall be based on business requirements unless approved by the Chief Executive Officer (CEO).
- As positions become vacant, a review will be carried out by the relevant Executive to determine the need for a vehicle allocation.
- Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.
- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the CEO, if the officer or nominee:
 - Is convicted of a serious driving offence.
 - Judged to have incurred excessive insurance claims.

- Has not maintained the vehicle in a suitable manner.
- Has breached any of the agreed vehicle policy conditions.
- Fails to provide accurate FBT information as requested.
- Uses the vehicle to derive income from outside business unless authorised by the CEO.
- Has acted in a manner deemed inappropriate by the CEO.

3. Council's Responsibility

- Annual Registration, Insurance and FBT payments relevant to the vehicle.
- The vehicle will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this policy are being met.
- The vehicle is fully serviced and maintained by the Council for 52 weeks of the year with the Council accepting all costs associated with running of the vehicle.
- A fuel card is to be provided and used when purchasing fuel and oil only.
- The Council will charge a fee for private use of a vehicle, which may be reviewed from time to time by the CEO.

4. Schedule of Fees

The CEO will determine the contribution to be paid by staff with full private and limited private use entitlements and may review the contribution from time to time. All contributions to be deducted after tax will not be suspended due to staff being on leave unless specifically approved by the CEO.

Contribution rates shall take into account the make and type of vehicle allocated and shall be annualised and paid fortnightly over 26 pay periods.

5. Senior Staff' Responsibilities

Senior Staff shall be responsible for monitoring car pooling and utilisation of vehicles within their department. Swapping of vehicles should be initiated firstly within departments. If the target annual utilisation cannot be achieved, then swapping between departments should be initiated.

6. Employee Responsibilities

All persons driving a Council vehicle shall hold a current Western Australian Driver's Licence.

An officer assigned a council vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Council vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a council motor vehicle, which governs use, care and maintenance as detailed in this policy document.

6.1 Accident or Damage

In the event of an **accident or damage** to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the Human Resources Coordinator / Fleet Coordinator, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- Report any accident in a motor vehicle to the Police where required by law.
- Not accept or acknowledge any liability on behalf of the Council arising from an accident.
- Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form (Copy Attached), and return them to the Payroll / Insurance Officer.

Employees or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

6.2 Maintenance and Cleaning

General **maintenance** of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- Weekly check of oil, water and tyres.
- The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Fleet Coordinator as soon as practicable.
- All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health policies including the maintenance of a smoke free environment.

6.3 Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Vehicles other than 4 wheel drives should not be taken off road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.

The fleet administrator shall report excessive reconditioning costs to the relevant Manager. The CEO shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Payroll of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

Excessive speeding or alcohol and drug offences while driving will result in Council withdrawing the use of a vehicle. The following process shall apply for any offences that accrue infringement demerit points:

- 1st offence – attend counselling (HR).
- 2nd offence – attend driver training program (Professional Driver Trainer).
- 3rd offence – may result in the withdrawal of the car for 3 months or other period to be determined by the CEO.

6.4 Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Payroll / Insurance officer by the due date. These include:

- Log books of vehicle use are to be completed when requested.
- Annual returns giving details of:
 - any employee using the vehicle,
 - the start and finish dates/times of each period of use, and
 - Details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or limited private use are required to notify the Human Resources Advisor of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

6.5 Vehicle Utilisation

Council vehicles are to be rotated to maximise utilisation. Employees must accept that they may be allocated a different vehicle from time to time in order to increase that vehicles utilisation.

Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Council's FBT liabilities.

Employees are required to submit a log book of their business and non-business related travel for a minimum period of 90 days during any FBT year (1st April - 31st March).

6.6 Other Responsibilities

It shall be the **responsibility** of the person to whom the vehicle has been allocated to ensure that:

- All drivers shall reveal any previous driving offences (not speeding or parking) up to 5 years previously, which may affect insurance cover.
- The person is familiar with the conditions of this policy and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Council.
- To ensure that parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Council business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- When the vehicle is not required during annual leave it is to be garaged at the Council Depot unless approved by the CEO.
- Only authorised persons (employee or nominee) may drive a Council vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Employees are to ensure that passengers and load limits are not exceeded at any time. Off road use is not permitted except where the vehicle is designed for such use.
- **No PETS** shall be allowed in council vehicles other than those used for the transport of animals.
- **No SMOKING** is permitted in council vehicles at any time.

7. Special Conditions

In addition to the general employee responsibilities as outlined, special conditions will apply to each category of use.

7.1 Full Private Use

- The CEO and DCEO are permitted unlimited use of the vehicle throughout Western Australia but private use limited to a maximum mileage of 35,000km annually.
- Where the CEO and DCEO exceed 35,000km private use annually they will be required to make an additional contribution of \$0.14 per km plus the cost of additional fuel.
- The CEO and DCEO may authorise their spouse / partner or another person as a user of the vehicle. The nomination form will be completed by the employee and submitted to the Insurance / Administration Coordinator who will maintain a central register.
- The CEO and DCEO have full access to their allocated vehicle during all periods of leave and may use the Council supplied fuel card for all fuel purchases.

7.2 Limited Private Use

- Use is limited to within a radius of 400km from the Council Offices unless authorised by the CEO.
- The vehicle will be made available during office hours as a pool vehicle unless authorised by the CEO

- Employees will be required to make a fortnightly contribution, payable after tax as described in the schedule of fees.
- An employee with limited private use may nominate their spouse/partner as a user of the vehicle and complete the appropriate forms. The Insurance / Administration Coordinator will maintain a register of authorised persons.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- Use during periods of leave, generally not exceeding four (4) weeks, will not be permitted without expressed approval of the Chief Executive Officer (in consultation with the relevant DCEO), provided the vehicle is not required for municipal purposes. Where permission is given, the officer will be responsible for the cost of all fuel used while on leave.

7.3 Commuting Use

- The vehicle is available for commuting use to and from the employee's place of work and home in recognition of work requirements. Employees will not use Council vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval by the CEO.
- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Manager and taken as part of the journey to or from work.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

8. Car Pooling Priorities

All allocated vehicles shall be available for other staff to use. Priority for allocation within the pool shall be:

- 1) Pool Vehicle/s.
- 2) Senior Staff Vehicles.
- 3) DCEO Vehicles.
- 4) CEO's Vehicle.

9. Type of Vehicle Allocated

The Council's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the CEO the following vehicle types will apply to the identified positions.

Position	Use	Type of Vehicle	Employment Value in HR Package *	Weekly contributions post tax
CEO	Full Private Use	Luxury Saloon or Station Wagon fitted with a tow bar or 4x4 Station Wagon (Holden Caprice - Toyota Presara - Toyota Prado or Equivalent)	\$29,000	NIL
Deputy CEO	Full Private Use	Luxury Saloon fitted with a tow bar or soft road 4x4 station wagon or sedan (VW Passat - Toyota Atara SL - Toyota Fortuner or Equivalent)	\$21,000	\$140
Coordinator – Supervisor	Full Private Use	4 Cylinder Saloon or other specified vehicle as required by the position and fitted with a tow bar OR 4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control (Toyota Camry Altise - Mazda CX5 - Hyundai I40 OR Ford Ranger, VW Amarok, Toyota HiLux - Isuzu D-Max)	\$18,500	\$120
Staff	Commuting Use	4 Cylinder Automatic Sedan or other specified vehicle as required by the position OR OR 4 Cylinder Automatic Diesel Utility 4x4 - bull bar, tow bar, cruise control (Toyota Yaris - VW Polo - Hyundai I20 OR Ford Ranger, VW Amarok, Toyota HiLux - Isuzu D-Max)	\$13,000	\$85

* The values attributed to vehicles in the employment package are calculated using the following data

- The cost to lease an equivalent vehicle over a term of 60 months and 150,000km the lease cost is inclusive of all maintenance and tyres
- The cost of fuel based on the average fuel consumption of this type of vehicle and a fuel price of \$1.20c per litre
- Insurance cost at 1.1% of the cost of the vehicle
- Registration at 1.5% of the cost of the vehicle

Post tax contributions are calculated based on the vehicle provided and FBT liability of such a vehicle (these may vary slightly from the figures stated), the post tax contribution is then made by the staff based on a vehicle allowance paid over and above their salary, and refunded to Council as a post tax contribution. This will benefit both Council and the employee.

At the CEO's discretion the post tax contribution may be made up of an allowance and a deduction of up to \$40 a week from the employees salary to lift the use from Commuter to limited private

The total value of the vehicle entitlement will be included in the employee's total remuneration package. Only Executive Senior Staff and the CEO have a choice of using the vehicle provided by Council or converting their vehicle entitlement to cash and providing their own vehicle by way of Novated Lease, Chattel Mortgage, or other means subject to approval by the CEO.

Where the employee elects to provide their own vehicle:

- It will be of a similar make / model like that usually provided by the Council; and
- It will be used by the employee for all business purposes.
- They will not have access to Council provided pool vehicles.

9.1 Employers Responsibility

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

9.2 Employees Responsibility - using their own vehicles for business to:

- Present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.

9.3 Minimum Vehicle Standards

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in LG business i.e. no exotic vehicles, sports cars, custom cars.
- ANCAP rating no lower than 4 stars.
- Age of car no older than 5 years.
- Vehicle covered for Roadside Assistance.
- Vehicle fitted with a stability control system, such as ABS and ESP.

9.4 Insurance of Private Vehicle

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

It is the responsibility of the employer to:

- Verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.
- Employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account. The employee must also accept as a policy that they will not have use of a Council vehicle during work hours unless in exceptional circumstances and authorised by the CEO.

10. Review Period

This policy will be reviewed by the Council two years from the date of adoption.

APPENDICES:

(1) Accident or Damage Report Form

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	23 May 2017
Reviews / Amendments:	16 May 2017

Title of Policy: Information Technology

Policy Number: 037

Policy Objective:

To provide conditions to govern the use of all Information Technology users for the Shire of Coolgardie.

Policy Scope:

This document outlines the conditions governing use of all Information Technology (IT) facilities provided by the Shire of Coolgardie. It applies to Elected Members, staff and to others to whom access to IT facilities has been provided.

Deliberate and/or continued non-compliance with this Policy may result in disciplinary action and/or termination.

Policy Statement:

Introduction / background

This document describes the Shire of Coolgardie's conditions governing use of all Information Technology (IT) facilities (including computers, computer peripherals, voice mail, software, facsimile machines, fixed and mobile telephones, and any other equipment related to the storage and/or distribution of electronic data) provided by the Shire of Coolgardie. All elected Members, staff and other people working with the Shire of Coolgardie requiring the use of IT facilities must sign a form as an acceptance of the terms and conditions described in this document.

Principles

- These conditions apply to all Elected Members, staff and others to whom access to Shire of Coolgardie IT facilities has been provided.
- The Shire of Coolgardie reserves the right to, without notice modify, upgrade, withdraw or otherwise alter any facilities provided.
- The Shire of Coolgardie has ownership of all files and email messages stored on the Shire's computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.

1. Storage

- 1.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in accordance with the Shire's Record Keeping Plan. This is consistent with the legislative requirements of the State Records Act 2000.
- 1.2 Emails, sent and received, of a corporate nature must be captured and stored. This is consistent with the legislative requirements of the State Records Act 2000.

- 1.3 Hard copy documents must be entered into the mail register immediately upon receipt.
- 1.4 Corporate documents must not be solely stored on desktop computers or on portable media (ie USB, CD's)
- 1.5 Only the network drives and corporate systems are backed up. 'C' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- 1.6 Duplication of data is to be avoided. Any documents store on the server should not be stored elsewhere unless access to the Shire's system is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

2. Installing Unauthorised Software or Files

- 2.1 Users must not purchase, install, copy or use any software without prior consultation with the Deputy Chief Executive Officer.
- 2.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on Shire of Coolgardie systems.
- 2.3 The installation and use of third party "screen savers" is not permitted.

3. Access to Computer Facilities

- 3.1 Users may use only those facilities, which they have been properly authorised to use by the CEO or Deputy CEO
- 3.2 Users may not use any of the facilities provided by the Shire of Coolgardie in such way as to reflect poorly upon the Shire either in part or as a whole.
- 3.3 Users may not use any of the facilities provided to them by the Shire of Coolgardie in such a way as to achieve personal gain or earn income external to the Shire.
- 3.4 The playing of games on Shire of Coolgardie computers is not permitted.
- 3.5 Where the use of any IT facility is governed by a password then the password must not be inappropriately divulged to any other person.
- 3.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected.
- 3.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the Deputy Chief Executive Officer.
- 3.8 Users will comply with any directive (verbal, written or electronic) from the Deputy Chief Executive Officer relating to access to IT facilities.
- 3.9 Users must treat IT facilities with respect. Any willful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- 3.10 Food and beverages should not be consumed in close proximity to IT equipment.
- 3.11 Users must be aware that the use of mobile computing facilities may results in significant communications cots. When users do not have access to local call

connections to the Shire, online time should be kept to a minimum. The shire of Coolgardie will not be responsible for any excessive costs incurred.

- 3.12 Remote access to the Shire of Coolgardie IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from the CEO / DCEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to the Deputy Chief Executive Officer.
- 3.13 The Shire's IT service staff reserve the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staffs have a particular need for after hour's access to IT facilities they should liaise with the Deputy Chief Executive Officer in advance to arrange access options.

4. Security

- 4.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user and that has been provided for their use or is stored on a shared medium for which they have been granted access.
- 4.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Deputy Chief Executive Officer, except in the following circumstances:
 - i) For data or files stored on a shared network facility or transferred in/out via a shared network facility.
 - ii) Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 4.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the Deputy Chief Executive Officer.
- 4.4 Users are encouraged to log out of their workstations when they are not in use. If users are aware that they are going to be away from their workstation for a period of at more than two hours they should log out of their machines.
- 4.5 Users should correctly shut their computer systems down before finishing work each day.
- 4.6 Users must report to the Deputy Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

5. Software Copyright / License Regulations

Under Australian law all software is copyright by the author whether it explicitly contains copyright notice or not. Users must be aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software including the following:

- i) Computer facilities provided by the Shire of Coolgardie must not be used to make illegal copies of software or copyrighted material.
- ii) Users must comply with the conditions of the software license.
- iii) Illegal software must not be installed on Shire of Coolgardie computer systems.

6. Regulating Internet Browsing Usage

6.1 The provision of Internet browsing facilities to the user of a personal computer must be authorised by the relevant line Coordinator.

6.2 Internet users must be aware that their use of the medium will be monitored and as such all use of internet browsing facilities must be for the Shire of Coolgardie business purposes only. For example, sites including but not limited to those of the following nature must be accessed:

- i) Personal Shopping / Auctions
- ii) Share Trading
- iii) Entertainment
- iv) Adult Entertainment
- v) Pornography
- vi) Personal Internet Email (such as hotmail or yahoo)
- vii) Personal Newsgroups
- viii) Chat rooms / Channels

Deliberate and/or continued access to sites such as (although not restricted to) those listed above will be a disciplinary matter.

6.3 Users must not plagiarise works that are found on the internet.

6.4 Internet users should not download the large files (in excess of ten(10) megabytes) unless absolutely necessary. If necessary, individual files of significant size should be downloaded at a time agreed to by the Deputy Chief Executive Officer.

6.5 The Shire of Coolgardie will not be responsible for any unauthorised financial obligations arising through the use or misuse of the internet.

7. Provision of Electronic Mail (E-Mail) Services

E-mail should not be used as a substitute for formal written correspondence on Shire of Coolgardie letterhead when letterhead is required. E-mail messages are official corporate documents and are legally binding.

7.1 The majority of users of computer facilities will be provided with an e-mail address (where a need is identified) and are able to send and receive e-mail correspondence.

- 7.2 The e-mail address of e-mail users identified the user as working for the Shire of Coolgardie. Users should communicate via electronic mail as they would in a public forum
- 7.3 E-mail messages of a corporate nature that leave the Shire of Coolgardie destined for an external organisation are public records and must be captured in the corporate memory. Any corporate e-mail messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence themselves, such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.
- 7.4 E-mail users must not post chain letters or engage in "spamming". Spamming is the sending of an annoying or unnecessary (ie non-business related) message to a large number of recipients.
- 7.5 Virus warnings will be issued by Administration Services. If you receive a virus warning by e-mail it should be forwarded to Administration Services so that its authenticity can be determined. Warnings should not be forwarded to any other e-mail user unless authorised by Administration Services.
- 7.6 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely.
- 7.7 E-mail users must not use obscene, profane, lewd, inflammatory or threatening language.
- 7.8 E-mail users must not make or engage in personal, prejudicial, slanderous, libellous or discriminatory attacks, remarks, statements or messages.
- 7.9 E-mail users must not harass other persons. Harassment is acting in a manner that distresses or annoys another person. If an employee is told by a person to stop sending them messages of this nature, the employee must stop.
- 7.10 E-mail users must not knowingly or recklessly post false or defamatory information about a person or organisation.
- 7.11 If you receive or continue to receive e-mail of a nature that does not comply with this Policy, or includes non-business related file attachments such as, but not limited to, sound files, games, presentations, images or movie clips, the sender of the message(s) should be instructed to stop sending them immediately and the messages deleted. The sending (or forwarding) of such non-business related email attachments are not permitted.

8.0 Disciplinary Measures and Termination of Employment

- 8.1 Any Breach of this policy will lead to disciplinary action against the employee, which may result in termination of the employee.
- 8.2 Employees should also be aware that breaches of this Policy may incur legal action pursuant to the Copyright Act 1968, Sexual Discrimination Act 1984 the Anti Spamming Legislation and Equal Opportunity Act 1984.

Policy Administration

Responsible Department	Administration Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Council Policy Management

Policy Number: 038

Policy Objective:

To enable the documentation and maintenance of a record of policies adopted by Council and outline processes to be followed for their drafting and implementation.

Policy Scope:

This policy details the process to follow for the setting of Council policy.

Policy Statement:

Section 2.7 of the *Local Government Act 1995* prescribes part of the role of a Council is to "determine the local governments policies." The Act does not define the term "policy" and hence, for the purpose of this manual, it shall mean:

DEFINITION

A general rule, adopted by Council, which provides a key influence in the Shire's decision making, rendering direction for the day to day management of the subject functions within the Shire's operations.

Policies will provide for the more efficient and effective use of the Shire's resources and enable the Shire to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements.

1. Objectives of the Shire's Policies

- To provide the Shire with a record of policy decisions.
- To provide staff with guidelines in which to act in accordance with Council's direction.
- To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
- To enable the Shire to maintain a structured review of Council Policies and to ensure they are in keeping with statutory requirements, community needs, current trends and circumstances.
- To enable the Community to obtain immediate advice on matters of Council Policy.

2. Policy Development

2.1 A Policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

- a) Legislative requirement;
- b) Industry standards;
- c) Organisational standards;
- d) Strategic objective; or
- e) Community need or expectation.

- 2.2 A Policy response will only be proposed where it can be demonstrated that the policy Will deliver:
- a) Clarity and consistency in decision making;
 - b) Improved efficiency and effectiveness; or
 - c) Improved customer / community outcomes.
- 2.3 Where it is identified that for purposes of effectiveness, efficiency or clarity in decision making, a new policy or policy amendment may be required, it may be initiated by either:
- a) A Council resolution; or
 - b) An officer report to Council.
- 2.4 Where Council has resolved that a policy is required to be developed, the Chief Executive Officer is to cause a Council report to be prepared that considers the range of influences on the proposed policy and includes a draft policy. Policy needs which are identified through the Shire's operations will similarly be provided to Council in a comprehensive report.

3. Requirements for Proposed New Policies and Major Amendment to Existing Policies

3.1 Where a new policy or substantial review of an existing policy is commenced, the following key elements will be researched and considered:

- a) Statutory compliance obligations
- b) Industry standards, codes of practice, guidelines
- c) Risk implications
- d) Customer / community needs and expectations
- e) Whether it effectively integrates in the Shire's operations
- f) External stakeholder consultation, where determined appropriate in accordance with the Shire's Community Consultation Manual
- g) Internal stakeholder consultation (including relevant senior staff and Councillors)
- h) Potential resource and budget implications

3.2 When the draft new policy or major amendment to existing policy has been prepared it is to be circulated to Councillors and senior staff seeking feedback over a minimum period of 21 days prior to inclusion in the Ordinary Council Meeting Agenda. Where feedback identifies improvements, these will be incorporated into the final draft presented for Council's consideration, and detailed within the report to Council.

4. Minor Amendments to Existing Policies

Where a proposed policy amendment is considered minor and does not impact on the Substantive operation of the existing policy, then the requirements outlined in sub-clause 3.2 of this policy do not apply and the amendment can be provided direct to Council via a report.

5. Determining Requirements for Policy Review

5.1 Each Policy adopted is to be assessed using the following risk considerations:

- a. Implications of statutory requirements;
- b. Implications for operational effectiveness and efficiency;
- c. Potential for negative impact on;
 - I. operational activity
 - II. strategic objectives

- III. environmental / economic factors
- IV. reputation
- d. Complex procedures or technical information; or
- e. Change is likely to occur

5.2 Where the risks are determined as 'high' and specifically where change is likely to occur, the policy must be scheduled for review on an annual basis.

5.3 Where the risks are determined as 'low' and there is no likelihood of change, the policy is to be scheduled for review on as a minimum a tri-annual basis. This does not preclude the Shire from undertaking a review as and when required.

6. Annual Review

6.1 All Council policies which are scheduled in accordance with clause 5 of this policy for review within the current year will be subject to review by Council in the month of August each year.

6.2 This does not, however, limit the review of individual policies during the year if identified as requiring amendment prior to the annual review date.

6.3 Amendment to and revocation of, policies shall be done in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, with all decisions to be carried by an Absolute Majority of Council.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Audit Committee – Terms of Reference

Policy Number: 039

Policy Objective:

The objectives of the Audit Committee are to provide assistance and guidance to Council on the discharge of its duties under Part 6 and 7 of the *Local Government Act 1995*. The Audit Committee assists Council to monitor the integrity of the Shire's financial statements, risk management, internal controls and compliance with legislative requirements.

Policy Scope:

To establish Terms of Reference for the effective operation of the Audit Committee

Policy Statement:

1. RESPONSIBILITIES

The Audit Committee is responsible for providing guidance and assistance to Council in relation to:

- a) carrying out its functions in relation to auditing the Shire's financial accounts, in accordance with Part 7 of the *Local Government Act 1995*; and
- b) The process of selecting and appointing an Auditor.

Additionally, the Audit Committee may provide guidance and assistance to Council in relation to:

- a) Matters to be audited;
- b) The scope of the audits;
- c) Council's functions under Part 6 of the Act; and
- d) Carrying out functions relating to other audits and matters related to financial management.

The Audit Committee's duties include:

- a) considering the Auditor's interim audit of the Shire's accounting and
- b) internal control procedures for the financial year;
- c) reviewing the audited financial report for the previous financial year;
- d) reviewing the interim and final audit reports for the financial year;
- e) considering the proposed timeline for Council to adopt the budget and the ten-year financial plan in the following financial year;
- f) reviewing the annual Compliance Audit Return; and
- g) Reviewing the CEO's biannual report on the appropriateness and effectiveness of the City's systems and procedures regarding risk management, internal controls and legislative compliance; and providing a report to Council on those matters.

2. MEMBERSHIP

The composition of the Audit Committee includes:

- a) President;
- b) the Deputy President; and
- c) A number of Councillors as considered appropriate by the Council.

Only members of the Audit Committee are entitled to vote in Committee meetings.

3. OBSERVERS, PERSONS PRESENT BY INVITATION

- The Chief Executive Officer, Deputy Chief Executive Officer and Coordinator Finance Services and may attend meetings of the Audit Committee, and may also invite other members of staff to attend where appropriate.
- The Presiding Member may invite staff to participate in the discussion of particular items on the agenda of a meeting.
- The Presiding Member or staff listed in clause 4.1 may invite the Auditor (or his or her representative) to attend particular meetings or parts of meetings.
- Councillors who are not members of the Audit Committee may attend meetings as observers, in accordance with clause 15.4 of the *Standing Orders Local Law 2012*.

4. FREQUENCY OF MEETINGS

- Meetings of the Audit Committee will generally be held on a quarterly basis.
- The meetings shall not be open to the public.

5. AGENDA AND MINUTES OF MEETINGS

The Audit Committee will report to the Council through its minutes.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Investment of Surplus Funds

Policy Number: 040

Policy Objective:

- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- To have investment funds achieve a return consistent with the BBSW (90-day average) rate and/or UBSWA 90 day Bank Bill Index.
- To achieve a high level of security for the overall portfolio by using recognised rating criteria.
- To maintain an adequate level of diversification
- To have ready access to funds for day to day requirements, without penalty

Policy Scope:

This policy applies to investments made by the Shire of Coolgardie staff in accordance with the requirements of Section 143 of the Local Government Act.

Policy Statement:

Statutory Compliance

All investments are to be made in compliance with:

- Local Government Act 1995 – Section 6.14
- The trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1977.
- Local Government (Financial Management) Regulations 1996

Delegated Authority

The Chief Executive Officer is delegated the authority to make investment decisions and sign investment lodgements and withdrawals. Pursuant to the provisions of Section 5.45 of the Local Government Act 1995, this authority may be delegated to designated Shire officers.

Approved Institutions

Investments shall be made with institutions which meet this policy's guidelines on diversification and credit risk.

Authorised Investments

Authorised investments shall include but not necessarily be limited to:

- Fixed and floating rate interest bearing deposits/securities issued by Authorised Deposit taking Institutions (ADI's) as authorised by the Australian Prudential Regulation Authority (APRA), including Fixed and Floating Rate securities;
- State/Commonwealth Government Bonds;
- Mortgage and Asset Backed Securities with a credit rating of "AA-" or better;

Risk Profile

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of the proposed investment.
- The aggregate value of the investment.
- The likelihood of inflation affecting the value of the proposed investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Investment Guidelines

A. Council's Direct Investments

(I) Quotations on Investments

Not less than three (3) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

(II) Term to maturity

- Fixed rate investments up to one (1) year.
- ADI floating rate investments of more than one (1) year to legal maturity, subject to the investments having the capacity to be able to be sold at any time before maturity.
- Investment grade mortgage/asset based securities up to five (2) years.

(III) Liquidity

- At least 25% of the total investment portfolio must be liquefiable within 10 days.
- Cash flow must be monitored daily to ensure cash funds are available to meet commitments.

B. Investments with Funds Managers

- #### **(I) Investments in managed funds will be limited to those rated either at least 'A2' short term (0 to 365 days) or 'A-'long term (greater than 365 days).**

C. General Policy Guidelines

Restrictions on investments are per the regulations imposed by the Local Government (Financial Management) Regulations 1996 19c.

(I) Diversification/Credit Risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and return.

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Direct Investments Maximum % with any one institution	Managed Funds Maximum % with any one institution	Maximum % of Total Portfolio
AAA Category	A1+	25%	45%	100%
AA Category	A1+	20%	45%	90%
A Category	A1	15%	30%	80%

(II) Credit Ratings

If any of the funds/securities are down graded such that they no longer fall within the Shire's investment policy guidelines, they will be divested as soon as practicable.

The Short term (0-365 days) rating (as defined by Standard & Poors Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety for timely payment

The long term rating is:

AAA to AAA-	An extremely strong capacity to repay
AA+ to AA-	A very strong capacity to repay

(III) Benchmarks

Investment	Performance Benchmark
Cash, Cash Plus or equivalent and Direct Investments	UBSWA Bank Bill Index & BBSW Rate

8. Reporting

- (I) Documentary evidence must be held for each investment and details thereof maintained in an Investment Registrar.
- (II) Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30th June each year and reconciled to the Investment Registrar.
- (III) A monthly report shall be submitted to Council with details of the investment portfolio, including performance figures and percentage exposure to categories as restricted by this policy.
- (IV) An annual report (each financial year) shall be submitted to Council reviewing the performance of the portfolio and investment strategy as required by Section 18 (3) of the Trustees Act 1962.

Policy Administration

Responsible Department	Administration Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	Delegation 1.1.18
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017

Title of Policy: Procurement Policy

Policy Number: 041

Policy Objective:

- To provide compliance with section 6.5(a) of the Local Government Act 1995.
- To deliver a best practice approach to and procedures for purchasing for the Shire of Coolgardie.
- To ensure consistency of all purchasing activities across all operational areas.

Policy Scope:

This Policy includes direction for all purchasing including the use of Corporate Credit Cards and Fuel Cards.

Policy Statement:

Introduction / background

This policy sets the guidelines with regards to the purchase of goods and services ensuring:

- a) the procurement of goods and services
- b) the best value for money procurement policy
- c) statutory compliance
- d) authorised expenditure limits for staff

Budgetary and purchasing expenditure will have regard to the development and maintenance of Shire of Coolgardie infrastructure and facilities. Consideration will be given to –

- a) Have regard to the total life cycle cost of the product or service to be purchased
- b) Ensure the best value for money is obtained through the design, construction and management of new infrastructure and facilities and upgrade of existing infrastructure and facilities, to minimise the Shire's ongoing costs for providing or operating that infrastructure or facility
- c) Ensure that new facilities and buildings, in particular, incorporate adaptable design and construction to maximise opportunities for use into the future.
- d) Contribute to the Shires efficiency and effective operations.
- e) Give primary consideration to delivery of, and compliance with occupational safety and health.

Local Purchasing

After having due regard to, but not limited to, the quality of the product, availability of after sales service, supply date, freight costs, degree of urgency Officers of the Shire of Coolgardie are encouraged to purchase locally.

Pre procurement Requirements

Where possible, unless by Council resolution, or by requirement of legislation, Officers will follow the following minimum guidelines for inviting quotes prior to purchasing any good or service.

Purchase Value	Quotes Required (minimum)
Less than \$1,000	1 Verbal Quote
\$1,000 - \$10,000	1 itemised written Quote
\$10,000 to \$30,00	2 itemised written Quotes
\$30,000 to \$100,000	3 itemised written Quotes
\$100,000 to \$150,000	3 detailed quotes authorise by the CEO
\$150,000 and over	Tender

In instances of emergency or where procurement is urgently required, CEO and Deputy CEO with delegated authority may procure the goods/services without seeking quotations on the proviso that:

1. A brief explanation of the emergency/urgency of the situation is provided by the officer upon issue of purchase order and prior to payment of the invoice for the service
2. The value of works being undertaken in the emergency is within the officer's delegated authority limit.
3. The value of the works being undertaken is within the limits of the Council's adopted Annual Plan and Budget.

It is the Officer's responsibility to provide evidence that a reasonable attempt has been made to meet the above guidelines.

If a selection criteria, other than price, is use to determine the successful supplier, the authorising officer will advise all potential suppliers of the selection criteria prior to receiving quotations. All documentation received or internally generated, as evidence of meeting the above quoting requirements will be attached to Council's copy of the payment advice and retained as per either Council internal or legislated records requirements for financial documents, which ever is the longest.

Tenders

Tenders will be called for all procurement of Goods or Services from a single supplier as prescribed under Section 3.57 Local Government 1995 and associated Regulations.

Panel Contracts

This clause applies where the Shire intends to establish a panel of providers through a tender process.

- A) Where the Shire intends to establish a panel of providers through a tender process, that decision is to be made prior to tenders being advertised and is to be made clear in both the invitation to tender and the tender specification.
- B) In the report to Council detailing the assessment of tenders and recommending which tenders are to be accepted, the basis upon which work is to be allocated to successful tenderers is to be detailed in the recommendation.
- C) The following shall be the basis upon which work may be allocated to Panel Members:
 - i) Price - work will be allocated to the tenderer that submitted the most favourable price in their tender Submission. If that tenderer is unable to complete the work when it is required, then the work will be allocated to the panel member that submitted the next most favourable price.
 - ii) Even distribution - work will be allocated to each panel member as evenly as possible. Even distribution is appropriate where there is little variation in the prices submitted by each tenderer, however, the nature of work included in the tender may vary markedly in terms of complexity and value. For example, a tender may include bore installation as well as bore maintenance where the costs associated with installing a bore far exceed the cost of servicing a bore. In this instance, each panel member should be allocated a similar number of bore installations and a similar number of service jobs.
 - iii) Rotational distribution - work will be allocated to each panel member on a rotational basis regardless of the value of the work required in each instance. Rotational distribution is appropriate where there is little variation in the prices submitted by each tender, and there is a high level of consistency in the value and complexity of work required.
 - iv) Quotations - each panel member is invited to quote on work required and the member that provides the cheapest quote is allocated the work.
 - v) Expertise - work will be allocated to panel members based on the tenderer's field of specialty. For example, legal work would be allocated to firms based on the areas of law in which each panel member specialises.
 - vi) Location – due to the distance between Kambalda and Coolgardie, contractors located within the townsite with considered appropriate capability will be considered first. If the tenderer cannot undertake the works or does not have the appropriate ability, the second most favourable tenderer will be contacted regardless of proximity to works, although this may still be a price based consideration.

Evaluation Methodology

Selection Criteria Evaluation

The evaluation of tender responses shall be based on the material evidence included in the Tender submission relevant to

the following criteria:

- 1) Compliance Criteria - (not a weighted criteria) – mandatory Requirements
- 2) Qualitative Criteria - the non-cost related factors described in the invitation to tender
- 3) Price
- 4) Referee Reports (not a weighted criteria) – Reference checks will be completed by the responsible officer.

Authorising Officer

An Authorising Officer is a Shire of Coolgardie employee who is registered in the sub delegation register as authorised to incur expenditure and claims for payment, within a set monetary limit.

Purchase Orders

The Shire of Coolgardie requires a purchase order to be raised and issued prior to the service or product being supplied. The authorising officer will ensure items purchased are made within budget parameters.

Purchase Orders Exemptions

The requirement to issue a purchase order is not required in the following instances:

- 1) Procurement of particular goods or services:
 - a) Utilities; including telephone, electricity, water and gas.
 - b) Annual Membership/subscriptions
 - c) Reimbursements to Council Members and Staff
 - d) Freight
 - e) Department of Land Information on line transactions
 - f) Motor Vehicle Licensing and Registration
 - g) Postage
 - h) Legal Costs
- 2) Corporate Credit or Fleet Fuel Card purchases;
- 3) Petty Cash purchases - \$200 limit GST inclusive;
- 4) All emergencies as deemed in writing by the Shire President;

Fleet Fuel Cards

All appropriate fleet vehicles will be issued with an appropriate fleet fuel card for fuel purchases only. If a vehicle is allocated to Council Officer, that Officer is responsible for the security and appropriate use of the Fleet Fuel Card. Fuel purchased using a fleet fuel card, must be of type required by the vehicle the card was initially issued for.

Corporate Credit Cards

The Chief Executive Officer and Deputy Chief Executive Officer has use of a Corporate Credit card, provided from the Shire's current banking provider. Use of this credit card is strictly for authorised duties associated with the Shire of Coolgardie and may not be used for personal expenses in any circumstances.

	Credit Limit	Cash Advances
Chief Executive Officer	\$15,000	NIL
Deputy Chief Executive Officer	\$10,000	NIL

Each Corporate Credit Card Holder shall sign an agreement which sets out the cardholder's responsibilities and legal obligations when using the credit card.

A Register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.

Each Corporate Credit Card Holder is responsible at all times for:

- 1) The security of the card;
- 2) Providing documentary evidence of all purchases (i.e. receipts) and attaching these to the monthly statement;

At the end of each month, each credit card statement is authorised by:

- 1) In the case of a the Chief Executive Officer; and Deputy Chief Executive Officer
- 2) In the case of the Chief Executive Officer, the Shire President.

All purchases using the Corporate Credit Card shall be included in the monthly list of accounts paid by delegated authority presented to Council.

Breach of Procurement Policy

Officers found to have breached this policy may, at the discretion of the Chief Executive Officer:

- 1) Have their purchasing rights revoked; and
- 2) Be subject to disciplinary action, including possible termination without notice.

Be required to reimburse Council for the amount of the unauthorised expenditure.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	Delegation 1.1.21
Date Adopted:	24 May 2016
Reviews / Amendments:	16 May 2017

Title of Policy: Infrastructure Policy – Asset Management

Policy Number: 042

Policy Objective:

- To ensure that the Shire's services and infrastructure are provided in a sustainable manner, taking into consideration the whole of life costs and ensure the appropriate levels of services are provided to customers in line with Shire's Community Strategic Plan and Corporate Plan;
- To safeguard Shire assets, including physical assets and employees, by implementing appropriate asset management strategies and allocating appropriate financial resources for those assets;
- To create an environment where all Shire employees take an integral part in overall management of Shire assets by creating a sustaining asset management awareness throughout the organisation;
- To meet legislative requirement for asset management;
- To ensure resources and operational capabilities are identified and responsibility for asset management is allocated.
- To demonstrate transparent and responsible asset management processes that align with demonstrated best practice.

Policy Scope:

This policy applies to all infrastructure assets owned or controlled by the Shire of Coolgardie, regardless of their source of acquisition.

Policy Statement:

Introduction / background

- A consistent asset management strategy shall be developed for implementing systematic and best practice asset management practices in all of the Shire's operations.
- All relevant legislative requirements together with political, social and economic environments shall be taken into account in asset management.
- The asset management process shall be integrated within existing planning and operational processes and supported by a cross functional, multidisciplinary Asset Management Working Group.
- Asset Management plans shall be developed for all major service/asset categories. The plans shall be informed by community consultation and statutory requirements for Local Government financial planning and reporting
- Reviews of current services and service levels shall be determined in consultation with the community
- An inspection regime shall be used to ensure agreed service levels are maintained and to identify asset renewal priorities.

- Asset renewals required meeting agreed service levels for the whole of life shall be identified in adopted asset management plans and long term financial plans and shall form the basis of annual budget estimates, with the service and risk consequences of variations in defined asset renewals and budget resources to be reported annually.
- Service levels shall be defined in adopted asset management plans and shall form the basis of annual budget estimates with the service and risk consequences of variation in defined services level and budget resources to be reported annually.
- Asset renewal plans shall be priorities and implemented progressively based on agreed service levels and the capacity of the current assets to provide that level of service.
- Systematic and cyclic reviews shall be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Reporting will be broken down into categories of : operational, maintenance, renewal, upgrade and new, and funding will be broken down into discretionary and non-discretionary in both recurrent and capital budgets (figure 1)
- Future whole of life costs shall be reported and considered in all decisions relating to new services or assets and upgrading of existing services and assets.
- Training in asset and financial management shall be provided for Councillors and relevant staff.

Figure 1

Recurrent Funding	Asset Management	Capital	Consequential Recurrent Funding
Maintenance & Operations	Renewal / Compliance	New/Upgrade	New maintenance and Operational Cost
Funds to maintain and operate existing asset stocks and risks so that existing services are maintained to approved service standards.	Funds to renew existing asset stock and compliance needs, in order to retain capacity to deliver specified levels of service of existing services and to manage risk. It must also allow for renewal of additional new and upgraded asset stock for approved new or improved services.	Funding for provision of new or upgrades to assets and to support approved new, improved or expanded services. Funds allocated only when all non-discretionary requirements are met.	Funds for the additional maintenance, and operating costs as determined by the lifecycle cost analysis that will be incurred as a result of the proposed new and upgraded assets, to support approved new or expanded existing services.
'Non-Discretionary' Operational	'Non-Discretionary' Capital	'Discretionary' Capital	'Non-Discretionary' Operational

Related Documents

- Shire of Coolgardie Asset Management Plan.
- Local Government Act 1995 (WA), Section 5.56(1) and (2)
- WA Local Government (Administration) Regulations 1996
- The WA Department of Local Government's Integrated Planning and Reporting Framework and Guidelines (September 2016)
- International Infrastructure Management Manual (IIMM)
- National Asset Management Framework

Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer.

Key Terms / Definitions

Asset Class - an asset class is a grouping of assets of a similar nature and use.

Asset Management –a framework to identify the costs and benefits associated with providing an agreed level of service that meets the needs of the community, whilst identifying how to optimise the asset through minimising the whole-life cost, including the operation, maintenance and replacement or disposal of each asset in the system

Asset Management Plan – a plan, typically at asset class level, combining technical and financial management techniques over the lifecycle of the asset to determine the most cost-effective manner by which to provide a specified level of service.

Infrastructure assets – are physical assets owned or under the care, control and management of Council that contribute to the community's needs for access to major economic and social facilities. These assets include roads, stormwater and drainage, transport, buildings, lighting and electrical, Park Lands and open space (including street trees) and urban elements.

Service Levels - the service quality for a particular activity, generally both a measurable performance specification, and a minimum condition or performance grade. Whole of Life Cost - is all the costs related to future activities including ongoing maintenance, renewal, replacement or disposal (including rehabilitation) of the asset

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Risk Management

Policy Number: 044

Policy Objective:

To outline the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives.

Policy Scope:

The Risk Management Policy and any associated frameworks, guidelines and protocols will apply across all operations of the Shire. All employees within the Shire are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

Policy Statement:

Effective implementation of the Risk Management Framework will ensure that:

- a) Risks that threaten the delivery of services will be identified, recognised and described;
- b) Risks will be analysed to establish an understanding of their sources and causes and their likelihood and impact should they eventuate;
- c) Risks will be evaluated to assist in making decisions about risk priorities and treatment plans;
- d) Risk management processes will be regularly reviewed to ensure that controls are effective, new information is gathered, latest changes and trends are identified, successes and failures are recorded, lessons are learned, changes in internal and external context are detected and emerging risks are captured; and
- e) Benefits are realised including;
 - i. Greater likelihood of achieving objectives;
 - ii. Compliance with legislative and regulatory requirements;
 - iii. Improved stakeholder trust and confidence;
 - iv. Encouragement of decisive leadership rather than crisis management;
 - v. Better information for improved decision making;
 - vi. Reduced unexpected and costly surprises;
 - vii. Better results from projects and programs; and
 - viii. More effective and efficient allocation of resources.

Definitions:

"risk" means the effect of uncertainty on objectives, as defined within *AS/NZS ISO 31000:2009*. An effect is a deviation from the expected; positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood.

"risk management" means the coordination of activities that direct and control an organisation with regard to risk, as defined within *AS/NZS ISO 31000:2009*.

"risk management framework" means a set of components that provide the foundations and organisational arrangements for designing, implementing,

monitoring, reviewing and continually improving risk management throughout the organisation; as defined within *AS/NZS ISO 31000:2009*.

Statement:

The Shire is committed to ensuring that effective risk management remains central to all its operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and should be an integral part of organisational culture and be reflected in the various policies, protocols, systems and processes used to ensure efficient and effective service delivery. The *Risk Management Framework* will reflect good practice and sound corporate governance and be consistent with *AS/NZS ISO 31000:2009 Risk management - Principles and guidelines*.

Responsibilities:

- The Executive Management Team have the responsibility and accountability for ensuring that all staff are managing the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken and staff encouraged with openness and honesty in the reporting and escalation of risks.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe lawful directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review:

- The Organisation will implement a reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.
- Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's CEO and Council as appropriate

Policy Administration	
Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	25 November 2014
Reviews / Amendments:	16 May 2017

Title of Policy: Fraud and Corruption Prevention

Policy Number: 045

Policy Objective:

The objectives of the Fraud and Corruption Prevention Policy are to –

- articulate that the Shire of Coolgardie is intolerant of fraud and corruption;
- Prevent fraud or corruption occurring at the Shire of Coolgardie.

Policy Scope:

This policy applies to all Staff, Elected Members, and Contractors' working for the Shire of Coolgardie as fraud and corruption control is the responsibility of everyone in or associated with the Shire.

Policy Statement:

At the Shire of Coolgardie it is recognised that fraud and corruption is illegal and contrary to the Shire's organisational values. In view of this, a proactive stance is taken to ensure incidences of fraudulent or corrupt activities or behaviours do not occur. Whilst the Shire aims to foster a culture Which upholds trust and honesty as part of its core values, it is acknowledged that not everyone Throughout the organisation may share those values. As such, the Shire will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The Shire encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued. All alleged incidences will be investigated thoroughly. Where appropriate, the Shire will protect the anonymity of those responsible for reporting the activity.

The Shire will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities and will ensure that staff are trained in and aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

A Fraud and Corruption Prevention Management Plan has been developed to assist the Shire to meet the objectives of this policy by ensuring that it has thorough, up-to-date procedures in place to mitigate the risk of fraud or corruption occurring in the organisation. Awareness training has been developed in OWL to which will be delivered to all staff.

The success of this policy will be determined by the staff at the Shire being aware of their responsibilities in relation to fraud and corruption prevention and control, the identification, treatment and recording of fraud or corruption risks, fraud or corruption auditing and detection processes, reporting responsibilities and obligations and investigation procedures.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Legal Representation Costs Indemnification

Policy Number: 046

Policy Objective:

This policy establishes the guidelines for determining when it is appropriate for the Shire to pay legal representation costs to protect the interests of Councillors and employees who become subject to legal proceedings through their performance of official functions in good faith.

Policy Scope:

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a Councillor or employee has, in good faith, done in the performance of a function under the Act or any other written law.

Section 3.1 of the Act, provides that the general function of a Local Government is to provide for the good government of the District. Section 6.7(2) provides that money held in the Municipal Fund may be applied towards the performance of the functions of the Local Government.

Therefore, the Shire's approval to pay legal representation costs incurred by an individual Councillor or employee will rely on the determination that it is reasonably concluded that the expenditure provides for the good governance of the district.

This policy does not apply to legal advice and representation that is obtained by the Shire in the normal course of fulfilling the functions and exercising the powers of a Local Government.

EXPLANATION OF KEY TERMS

Approved lawyer is to be –

- (a) A 'certified practitioner' under the Legal Practice Act 2003;
- (b) From a law firm on the Shire's panel of legal service providers, unless the Council considers that this is not appropriate for example in circumstances where a conflict of interest exists or insufficient expertise; and
- (c) Approved in writing by Council or, where this policy allows, by the Chief Executive Officer.

Good faith means a sincere belief or motive without any malice or desire to defraud others.

Councillor or employee means a current or former Councillor, employee or member of a council committee of the Shire.

legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a Councillor or employee, by an approved lawyer that are in respect of:

- a) A matter or matters arising from the performance of the functions of the Councillor or employee; and
- b) Legal proceedings involving the Councillor or employee that have been or may be commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer.

payment by the Shire of legal representation costs may be either by –

- (a) A direct payment to the approved lawyer; or
- (b) A reimbursement to the councillor or employee.

3. PAYMENT CRITERIA

There are four major criteria for determining whether the Shire will pay the legal representation costs of a Councillor or employee. These are –

- a) The legal representation costs must relate to a matter that arises from the performance, by the Councillor or employee, of his or her functions;
- b) The legal representation costs must be in respect of the legal proceedings that have been, or may be commenced;
- c) In performing his or her functions, to which the legal representation relates, the Councillor or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d) The legal representation costs do not relate to a matter that is of a personal or private nature.

4. LEGAL REPRESENTATION COSTS THAT MAY BE APPROVED

4.1 If the criteria in clause 3 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- a) Where proceedings are brought against a Councillor or employee in connection with his or her functions, for example an action for defamation or negligence arising out of a decision made or action taken by the Councillor or employee; or
- b) To enable proceedings to be commenced and / or maintained by a Councillor or employee to permit him or her to carry out his or her functions, for example where a Councillor or employee seeks to take action to obtain a restraining order against a person using threatening
- c) behaviour toward the Councillor or employee; or
- d) Where exceptional circumstances are involved, for example where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Councillors or employees.

4.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instigated by a Councillor or employee.

5. APPLICATION FOR PAYMENT

5.1 A Councillor or employee who seeks assistance under this policy is to make application in writing to the Council through the Chief Executive Officer.

5.2 The written application for payment of legal representation costs is to give details of –

- a) The matter for which legal representation is sought;
- b) How that matter relates to the functions of the Councillor or employee;
- c) The lawyer, or law firm, who is to be asked to provide the legal representation;
- d) The nature of the legal representation to be sought (such as but not limited to advice, representation in court, preparation of documentation.);
- e) An estimate of the cost of the legal representation; and
- f) Why it is the interest of the Shire for payment to be made.

5.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

5.4 The application is to be accompanied by a signed written statement by the applicant that he or she –

- a) Has read, and understands, the terms of this Policy;
- b) Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 9 of this policy and any other conditions to which the approval is subject; and,
- c) Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 9 of this policy.

5.5 An application is to be presented to Council, accompanied by a report prepared by the Chief Executive Officer, or where the Chief Executive Officer is the applicant, by a senior employee.

6. LEGAL REPRESENTATION COSTS – LIMIT

6.1 Unless otherwise determined by Council, the payment of legal representation costs in respect of a particular matter is not to exceed \$10,000.

6.2 A Councillor or employee may make a further application to the Council in respect of the same matter.

7. DETERMINING AN APPLICATION

7.1 The Council may –

- (a) Refuse;
- (b) Grant approval; or
- (c) Grant approval subject to conditions, on an application for payment of legal representation costs.

7.2 Conditions under clause 7.1 of this policy may include, but are not restricted to a:

- (a) Financial limit;
- (b) Requirement to enter into a formal agreement with the Shire, which includes requirements for repayment should this be required in accordance with clause 9 of this policy.

7.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Councillor or employee indemnity insurance policy.

7.4 The Council may at any time revoke or vary an approval, or any condition of approval, for the payment of legal representation costs.

7.5 The Council may, subject to clause 7.6 of this policy, determine that a Councillor or employee whose application for legal representation costs has been approved has, in respect of the matter for which the legal representation costs were approved –

- a) Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) Given false or misleading information in respect of the application.

7.6 A determination under clause 7.5 of this policy may be made by Council on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

7.7 Where the Council makes a determination under clause 7.5 of this policy, legal representation costs paid by the Shire are to be repaid by the Councillor or employee in accordance with clause 9 of this policy.

8. URGENT ACCESS TO LEGAL REPRESENTATION

8.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of Council, any of the powers provided in clauses 7.1 and 7.2 of this policy to a maximum of \$5000 in respect of a matter.

8.2 Where for the purposes of clause 8.1 of this policy, the Chief Executive Officer is the applicant, the President may exercise the powers provided in clauses 7.1 and 7.2 of this policy to a maximum of \$5000 in respect of a matter.

8.3 An application approved in accordance with clauses 8.1 or 8.2 of this policy is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this Policy, including its powers under clause 7.4 of this policy.

9. REPAYMENT OF LEGAL REPRESENTATION COSTS

9.1 A Councillor or employee whose legal representation costs have been paid by the Shire is to repay the Shire:

- a) All or part of those costs, in accordance with a determination by the Council under clause 7.7 of this policy.
- b) As much of those costs as are available to be paid by way of set-off, where the Councillor or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

9.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

Policy Administration

Responsible Department:	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	16 May 2017

Title of Policy: Occupational Safety and Health Policy

Policy Number: 047

Policy Objective:

The Shire of Coolgardie regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers.

Policy Scope:

The Policy of the Shire of Coolgardie is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

Policy Statement:

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- 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
- Comply with Occupational Health and Safety Management Systems and audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of care to

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor.
- Co-operating positively in the fulfilment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls, to prevent re-occurrence.

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

Policy Administration

Responsible Department Executive Services

Author / Contact Officer Position: Chief Executive Officer

Relevant Delegation: NA

Date Adopted:

Reviews / Amendments: 16 May 2017

Title of Policy: Salary Sacrifice

Policy Number: 048

Policy Objective:

The aim of this policy is to define salary sacrificing arrangements between Council and employees who are eligible to participate. By definition salary sacrificing can only be offered to employees who are receiving salaries and elected Councillors.

Policy Scope:

SALARY SACRIFICE DEFINED

Salary sacrifice is an arrangement between employer and employee, where the employee agrees to receive part of gross salary as a benefit rather than as salary. The effect of such an arrangement, as it conforms to tax rulings or determinations, is to allow a reduction in the gross salary which is equivalent to the cost of the benefit. Generally this has the effect of providing the employee with tax-effective benefits and the salary packaged benefit is classified as an employer contribution for tax purposes. All benefits provided for salary packaging are valued at Goods and Services Tax (GST) exclusive costs unless Fringe Benefits Tax (FBT) legislation defines them as Type I Benefits.

BENEFITS THAT CAN BE SALARY SACRIFICED

Under the Local Government (State) Award employees are able to enter into salary sacrifice agreements with their employers for the following benefits:-

- Housing / rental accommodation supplied to employees;
- Child care facilities operated by Council on its premises;
- Additional superannuation.

Shire of Coolgardie Council shall also allow the following to be salary sacrificed:-

- Eligible employees may salary sacrifice payroll contributions to the Local Government Superannuation Retirement Scheme or any approved Superannuation Scheme nominated by an employee;
- Council elected representatives may salary sacrifice the Councillor remuneration to any approved Superannuation Scheme nominated by the Councillor.

BENEFITS THAT SHALL NOT BE SALARY SACRIFICED

The benefits that shall not be salary sacrificed are as follows:-

- Purchase of a laptop computer predominantly for private use of an employee;
- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;
- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the CEO that the payments are exempt from FBT; and
- Any other benefit where Council will incur an FBT expense.

EMPLOYER CONSENT

Employer agreement to a salary sacrifice arrangement can not unreasonably be withheld. However, the employer will withhold consent in circumstances whereby:-

- The arrangement will result in substantial additional costs to the employer.
- The employee has not obtained independent and relevant written financial advice.
- The employer does not supply housing/rental accommodation under lease back arrangement.
- The employer does not provide child care facilities on its own premises.
- The CEO has not given approval for the salary sacrifice arrangement.

SALARY SACRIFICE TO BE DOCUMENTED

The benefits to be salary sacrificed and the value of those benefits must be in writing and signed by employer and employee.

Details of the value of the benefit set out in writing, should include gross salary, the amount of salary sacrifice, the after salary sacrifice amount to be taxed, the marginal tax rate, the amount of FBT and after tax salary.

In the case of employee contributions to the Local Government Superannuation Retirement Scheme, the contribution percentage must also be shown. The financial details should be shown on an annualised basis as well as a pay period basis.

Attached to this policy is the Salary Sacrifice Agreement which is to be used by Council and signed by the employee or Councillor.

INDEPENDENT AND APPROPRIATE FINANCIAL ADVICE

It is essential that the employee obtains independent and appropriate financial advice prior to entering into salary sacrifice arrangements.

Employees should also obtain appropriate financial advice when proposing to alter a Salary Sacrifice arrangement.

SUPERANNUATION, OVERTIME AND EXIT PAYMENTS

The value of the salary sacrifice benefit is an approved benefit for superannuation purposes and does not reduce an employee's superable salary.

An employee's pre-tax ordinary rate of pay applying without salary sacrifice considerations will be the rate of pay for overtime and exit payments.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2010;
- Fair Work Act 2009;
- Income Tax Assessment Act 1997;
- Fringe Benefits Tax Assessment Act 1986;
- A New Tax System (Goods and Services Tax) Act 1999;

- NSW State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Independent Commission against Corruption Act 1988;
- Government Information (Public Access) Act 2009;
- Industrial Relations Act 1996;
- Anti Discrimination Act 1977;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Fraud and Corruption Prevention Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Mobile Telephone Policy;
- Grievance Policy;
- Disciplinary Policy; and
- Private Use of Council Motor Vehicles Policy.

VARIATION TO POLICY

That Council reserves the right to vary the terms and conditions of this policy.

SALARY SACRIFICE AGREEMENT

This Salary Sacrifice Agreement is made on the *(Date)*

Between: *("the employer")*

and: *("the employee")*

Payroll Number:

1. Preamble:

- This Agreement is made pursuant to clause 11, Salary Sacrifice, of the Local Government (State) Award.
- This Agreement shall be read and construed in conjunction with the relevant provisions of the Local Government (State) Award.
- This Agreement shall be read and construed in conjunction with Council's salary sacrifice policy and procedures applying from time to time.
- The parties to this Agreement acknowledge that they have read and understood the terms, conditions and responsibilities under this Agreement and accept those terms, conditions and responsibilities.

2. Benefits to be Salary Sacrificed:

2.1 The benefits salary sacrificed under this Agreement may include:-

(Insert benefits i.e. housing / rental accommodation supplied to employees, additional superannuation, Local Government Superannuation Retirement Scheme contributions).

2.2 Benefits that shall not be Salary Sacrificed:

The benefits that shall not be salary sacrificed under this Agreement are:-

- Purchase of a laptop computer predominately for private use of an employee;
- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;

- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the CEO that the payments are exempt from FBT;
- Any other benefit where Council will incur an FBT expense or other benefits that are not approved by the CEO.

3. Value of Benefits Salary Sacrificed:

3.1 The weekly/fortnightly value of the benefits salary sacrificed under this Agreement is:-

3.2 Leaseback Motor Vehicle.

(insert financial details)

3.3 Additional Superannuation

(insert financial details)

3.4 House / Rental Accommodation

(insert financial details)

3.5 Local Government Superannuation Retirement Scheme contributions

(insert financial details including employee percentage contribution)

4. Commencement of Salary Sacrifice Arrangement:

- The salary sacrifice arrangements as detailed in clause 3, of this Agreement, will take effect from the beginning of the first pay period to commence on or after *(insert date)*.

5. Termination of Salary Sacrifice Agreement:

- This Agreement may be terminated by either party giving the other at least thirty (30) days, notice in writing (or such other period agreed between the parties).
- This Agreement will be terminated immediately the day the employee ceases employment with Council.

6. Suspension of Salary Sacrifice Arrangement:

- The salary sacrifice arrangements under this Agreement may be suspended by either party at short notice in circumstances such as absence on periods of unpaid leave or periods of workers compensation.
- The suspension of the arrangement shall cease and this agreement shall resume and continue upon the conclusion of the employee's absence unless the Agreement has been terminated.

7. Review of the Salary Sacrificing Arrangement:

- Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits to be salary sacrificed under clauses 3.1 to 3.5. The employee must give the employer 14 days notice of application to change a salary sacrifice arrangement
- Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits be salary sacrificed to the Local Government Superannuation Retirement Scheme and /or to any nominated superannuation fund under clauses 3.5 and 3.3. The request must include the employee's proposed percentage contribution and the current dollar value. Any change to the salary sacrifice amount will be effective as of 1st April each year, in accordance with the contribution conditions of the scheme. The employer will not unreasonably refuse such a request.

- Except as otherwise agreed, the employee may request in writing, to change the value of benefits to be salary sacrificed once per year giving 14 days notice to the employer. For additional changes per year it will be assessed and require approval by the CEO.

8. Financial Advice:

- The employee entering into this Agreement confirms by their execution of this Agreement, that they have obtained appropriate and independent financial advice concerning the salary sacrificing arrangements to apply under this Agreement.
- The employee agrees to obtain further appropriate and independent financial advice relative to any request by the employee to change the benefits or the value of benefits under clauses 3 and 7 of this Agreement.

9. Administration of Salary Sacrificing Arrangements:

- Council will administer the salary sacrifice arrangements set in this Agreement at no administration cost to the employee.

10. Reconciliation of Salary Sacrifice Value and Costs:

- Should additional or unexpected FBT liability be incurred or owed at the end of a financial year during the currency of this Agreement, the cost of the FBT will be borne by the employee, and the employee will pay that additional amount of FBT to the employer within a period of 30 days.
- Should additional or unexpected FBT be incurred or owing in respect of an incomplete financial year in the case of termination of this Agreement, the cost of that FBT will be borne by the employee and the employer shall deduct the amount of that FBT from any money owing to the employee on termination of employment.
- Should the employee fail to provide sufficient information to allow Council to determine if an exemption or reduction of FBT exists then they shall be liable for the FBT expense.
- Should FBT incurred be less than expected in respect of a financial year during the currency of this Agreement, the employer shall make a consequential adjustment and pay to the employee the relevant amount within a period of 30 days.

11. Confidentiality and Acknowledgements:

- The terms of this Agreement remain confidential between the employer and employee.
- The employee acknowledges that the employer is not liable for taxation or other liabilities, judgements, penalties or outcomes suffered or incurred by the employee resulting from entering into this Agreement.

12. Disputes:

- In the event that a dispute between the parties arises from the interpretation or application of this Agreement, the dispute will be processed according to the Grievance and Dispute Procedures set in clause 30, of the Local Government (State) Award.

13. Release and Indemnity:

- The employee releases and hereby indemnifies and undertakes to keep indemnified the employer from and against the following. All actions, claims, demands and proceedings whatsoever which the employee or any other person has or may have against the employer arising out of or in respect of or in any way connected with any advice received by the employee from the employer in connection with this Agreement, and all costs,

damages and expenses which the employer may incur in defending or settling such actions, claims, demands and proceedings.

14. Variations to be in Writing:

14.1 All variations to this Agreement shall be in writing and shall be appended to this Agreement.

15. Definitions:

"Employer" means *Upper Lachlan Shire Council*.

"Employee" means the employee who has signed this Agreement.

"Salary Sacrifice" means the sacrifice by the employee of an amount of their pre-tax ordinary pay as prescribed by the Local Government (State) Award.

"FBT" means Fringe Benefits Tax liable under the Fringe Benefits Tax Assessment Act 1986.

6. Details:

A copy of the notification / contribution form to the Superannuation fund must be attached.

17. Signatures:

Employee:

Name

Signed

Date.....

For the Employer:

Name.....

Signed.....

Date.....

Policy Administration

Responsible Department: Executive Services

Author / Contact Officer Position: Chief Executive Officer

Relevant Delegation: NA

Date Adopted:

Reviews / Amendments: 16 May 2017

Title of Policy: Consultation

Policy Number: 049

Policy Objective:

The objectives of this Policy are:

1. To promote positive relations between the Council and the community
2. To promote effective communication and consultation between the Council and the community
3. To enable the community to participate in Council planning and decision making
4. To provide the framework for community involvement in Council planning and decision making
5. To promote Council decision making which is open
6. transparent, responsive and accountable to the community

Policy Scope:

The purpose of this Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision-making in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies.

The Policy will apply in those circumstances where the Act requires the Council to follow the Policy and for other public consultation initiatives where the Council determines that it is appropriate to follow the Policy.

Policy Purpose

The Shire of Coolgardie's Public Consultation Policy is underpinned by the following principles, which the Council believes are central to achieve effective communication and consultation:

1. Council decision making should be open, transparent and accountable
2. The Council will identify potential stakeholders in each specific circumstance
3. The Council will ensure information is easily understood and accessible to identified stakeholders, and include contact details for obtaining further information in all communications
4. The community has a right to be involved in and informed about key decisions affecting their area.
5. A range of appropriate opportunities will be provided for people to access information and to be involved, taking account of barriers to access due to language, disability or cultural issues.
6. The Council will define the parameters of the consultation process for each specific topic, and identify what aspects of the decision can be influenced by community involvement
7. The Council will listen and respond to community views in a balanced way, taking account of all submissions made by various stakeholders
8. The Council will review and evaluate its Policy to ensure ongoing improvement in the way it involves the community in its decision-making processes.

9. The Council's desire to balance community views and interests with other influences such as budgetary constraints

Policy Statement:

The Shire of Coolgardie ("the Council") is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the Council and the community. This Public Consultation Policy ("the Policy") has been prepared pursuant to Section 50 of the Local Government Act 1995 and sets out the steps the Council will take both where it is required by the Act to follow this Policy and for the purpose of establishing partnerships and encouraging community involvement in planning and decision making about the services the Council provides and the management of community resources.

The Shire of Coolgardie's Public Consultation Policy addresses the key elements of both communication and consultation. Communication involves providing meaningful information in a timely and accessible manner. Consultation is a two-way process, providing opportunities to clarify information, raise issues and discuss ideas, options and views.

Availability of the Public Consultation Policy

The Policy will be available for inspection without charge at the Council's Municipal Office, all service centres and libraries during business hours.

Roles and Responsibilities

1. The Policy will apply to Council Elected Members, staff, contractors, and agents or consultants acting on behalf of the Council.
2. The Shire CEO is responsible for
 - Implementing communication and consultation initiatives in accordance with the Policy
 - Reporting on outcomes of these initiatives to Council and to inform the decision making process
 - Reporting on the review and evaluation of the Policy.

Procedure

Council will implement this Policy in terms of the requirements under the Local Government Act 1995 and will take account of the views and aspirations expressed by the community and stakeholders, balancing those views and aspirations with other influences such as budgetary constraints, and within the context of Council endorsed strategic directions.

The following steps will be taken by the Council to fulfil the requirements of this Policy:

1. The Council will identify a range of options available to it to communicate information to interested persons and invite submissions
2. The Council will publish a notice in a newspaper (circulating in the area) describing the matter for which public consultation is required, and inviting interested persons to make submissions to the Council within a period being at least twenty one (21) days from the date of the notice

3. The Council will consider any submissions received as part of its decision making process and will also have regard to any relevant legislation
4. Options which the Council may choose to utilise to communicate information and invite submissions, in addition to the above are:

Communication Options

- Regular newsletters
- Advertisements in local paper and /or newsletters. Advertisements in Advertiser if matter has relevance to broader community
- Media releases/editorial
- Fact Sheets or brochures
- Letters addressed to stakeholders
- Letter box drops in the relevant area
- Web site
- Telephone Access Line
- Displays in public places
- Notice in public places

Consultation Options

- Meetings with Elected Members and staff
- Council Advisory Committees
- Focus Groups
- Workshops for stakeholders
- Surveys through interviews/self completion
- Door knock surveys
- Open Days
- Staffed Displays
- Community Forums and Meetings
- Heard by Council
- Comment Sheets

1. Any steps taken by the Council in addition to the minimum requirements set out in the Act and of this Policy are at the absolute discretion of the Council and will depend upon the particular matter under consideration, the resources available to the Council and the level of interest the matter is likely to generate
2. The Council will record and provide feedback about the decisions where relevant

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	
Reviews / Amendments:	30 May 2017

Title of Policy: Regulation of Dog Kennels

Policy Number: 050

Policy Objective:

To set regulations and specifications for the management and control of dog kennels throughout the Shire of Coolgardie.

Policy Scope:

In setting regulations for the provision of dog kennels the Shire of Coolgardie will be guided by the Guidelines and the Conduct of Boarding Kennels and Catteries' produced by the RSPCA in addition to regulations outlined in this policy.

Policy Statement:

Applications

Prior to applying for a kennel licence, Council's planning approval must first be obtained. Applicants should liaise with the Shire's Development Services Department to determine the requirements of the town planning scheme.

- (1). An application for a licence to keep an approved kennel establishment within a gazetted Townsite shall be in the form determined by Council from time to time and shall:
 - (a) Be supported by evidence that planning approval has been obtained.
 - (b) Be supported by evidence that due notice of the proposed use of the land has been given in accordance with (2) below.
 - (c) An accurate plan of the proposed site location.
 - (d) Accurate plans and/or photographs describing any proposed yard and/or kennel; and
 - (e) The application/renewal fee.
- (2). An applicant for a licence within a gazetted Townsite shall forward such application to the Council prior to giving notice of the proposed use of the land.
- (3). An applicant shall give notice of the proposed use of the land at their own cost by:
 - (a) Giving public notice in a newspaper circulating in the district; and
 - (b) Giving written notice to the owners and occupiers of all adjoining premises.

At least thirty days before the application is made to the Council.

Licences

- (1). A licence to keep an approved dog kennel establishment shall not be granted by the Council until Council has considered all written submissions and objections received.
- (2). A licence shall be in the form determined by Council from time to time and shall be subject to such conditions as Council may impose.
- (3). A licence remains valid until the 31 October next following unless it shall have been previously cancelled.
- (4). A licence shall not be granted by the Council unless the applicant for the licence resides on the premises the subject of the licence.
- (5). A licence is not transferable to other premises.

Licence Renewal

An application for a licence renewal shall be:

- (a) In the form determined by Council from time to time.
- (b) Accompanied by the licence certificate then in force together with payment; and
- (c) Lodged no later than 31 October in each year.

Licence may be Cancelled

The Council may refuse to renew or may cancel a licence if:

- (a) a licensee does not comply with or the kennel establishment is not kept in accordance with this local law; or
- (b) for any reason relating to the conduct of the kennel resulting in the pound being a nuisance to neighbours by reason of noise, odours or any other cause.

Specification for Kennel Establishment

The occupier of any premises which have been licenced as an approved kennel establishment shall provide a kennel or kennels which shall comply with the following specifications.

- (a) Each kennel shall have a yard appurtenant thereto;
- (b) Each kennel and each yard and every part thereof shall not be at any less distance than 6 metres from the boundaries of the land in the occupation of the occupier;
- (c) Each kennel and each yard and every part thereof shall not be at any less distance than 24 metres from any road or street;
- (d) Each kennel and each yard and every part thereof shall not be at any less distance than 10 metres from any dwelling house, church, school room, hall or factory;
- (e) The walls shall be rigid, impervious and structurally sound;

- (f) The roof shall be constructed of impervious material (or other material approved by the local government);
- (g) All untreated external surfaces of material shall be painted and kept painted with good quality paint;
- (h) The lowest internal height shall be at least 2 metres from the floor;
- (i) Each yard shall be securely fenced, a fence not less than 2 metres in height constructed of galvanized iron, wood, galvanized link mesh or netting, or other material approved by the local government;
- (j) All gates shall be provided with proper catches or means of fastening;
- (k) The upper surface of the floor of each kennel shall be constructed of granolithic cement finished to a smooth surface, and shall have a fall of not less than 1 in 100;
- (l) The entire yard shall be surrounded by a drain which shall be properly laid, ventilated and trapped and all floor washings shall pass through this drain and shall be disposed of in accordance with the health requirements of the local government;
- (m) The floor of the yard shall be constructed in the same manner as the floor of a kennel;
- (n) For each dog kept therein every kennel shall have not less than 2 square metres of floor space and every yard not less than 2.5 square metres;
- (o) Each kennel shall be constructed so far as is practicable with materials, which prevent or minimize the emission of noise therein;
- (p) Shade shall be provided to cover of no less than 75% of each yard; and;
- (q) Every approved kennel establishment shall be provided with a reticulated water supply in the form of a supported standpipe and hose for the hosing down of the kennels and yards.

Building Regulations to Apply

No kennel or yard shall be erected until plans and specifications have been approved by the Council by the issue of a building licence pursuant to part 15 of the Local Government (Miscellaneous Provisions) Act 1960.

Keeping of Dogs in Kennels

A person who keeps or permits dogs to be kept in an approved kennel establishment shall:

- (a) keep dogs in kennels and yards appropriate.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	08 June 2017

Title of Policy: Regulation of Cat Pounds

Policy Number: 051

Policy Objective:

To set regulations and specifications for the management and control of cat pounds throughout the Shire of Coolgardie.

Policy Scope:

In setting regulations for the provision of cat pounds the Shire of Coolgardie will be guided by the Guidelines and the Conduct of Boarding Kennels and Catteries' produced by the RSPCA in addition to regulations outlined in this policy.

Policy Statement:

Applications

Prior to applying for a cattery licence, Council's planning approval must first be obtained. Applicant should liaise with Council's Development Services Department to determine the requirements of the town planning scheme.

- (1). An application for a licence to keep an approved cat pound within a gazetted Townsite shall be in the form determined by Council from time to time and shall:
 - (a) Be supported by evidence that planning approval has been obtained.
 - (b) Be supported by evidence that due notice of the proposed use of the land has been given in accordance with (2) below.
 - (c) An accurate plan of the proposed site location.
 - (d) Accurate plans and/or photographs describing any proposed yard and/or pound; and
 - (e) The application/renewal fee.
- (2). An applicant for a licence within a gazetted Townsite shall forward such application to the Council prior to giving notice of the proposed use of the land.
- (3). An applicant shall give notice of the proposed use of the land at their own cost by:
 - (a) Giving public notice in a newspaper circulating in the district; and
 - (b) Giving written notice to the owners and occupiers of all adjoining premises.

At least thirty days before the application is made to the Council.

Licences

- (1). A licence to keep an approved cat pound shall not be granted by the Council until Council has considered all written submission and objections received.
- (2). A licence shall be in the form determined by Council from time to time and shall be subject to such conditions as Council may impose.
- (3). A licence remains valid until the 31 October next following unless it shall have been previously cancelled.
- (4). A licence shall not be granted by the Council unless the applicant for the licence resides on the premises the subject of the licence.
- (5). A licence is not transferable to other premises.

Licence Renewal

An application for a licence renewal shall be:

- (a) In the form determined by Council from time to time.
- (b) Accompanied by the licence certificate then in force together with payment; and
- (c) Lodged no later than 31 October in each year.

Licence may be Cancelled

The Council may refuse to renew or may cancel a licence if:

- (a) a licensee does not comply with or the pound is not kept in accordance with this local law; or
- (b) for any reason relating to the conduct of the cat pound resulting in the pound being a nuisance to neighbours by reason of noise, odours or any other cause.

Specification For Cat Pounds

Cats may be housed in walk-in modules that include a sleeping compartment and an exercise area or in colony pens. Cats must be housed singly except in the case of compatible cats from the same household with the written agreement of the owner.

Walk-in modules must have a minimum floor area of 1.5 square metres and contain at least two levels including raised sleeping quarters. This size is for one cat only and an additional one square metre floor space is required for a second cat. No more than two cats may be housed together in this type of accommodation.

Building Regulations to Apply

No kennel or yard shall be erected until plans and specifications have been approved by the Council by the issue of a building licence pursuant to part 15 of the Local Government (Miscellaneous Provisions) Act 1960.

Keeping of Cats in Pounds

A person who keeps or permits cats to be kept in an approved pound shall:

- (a) keep cats in pounds and yards appropriate to the breed or kind in question, sited and maintained in accordance with the requirements of the public health and sufficiently secured;
- (b) Not permit any cat to escape from the pound or yard in which it is kept nor wander at large except for the purpose of reasonable exercise whilst under the control of a person;
- (c) Maintain all pounds and yards and all feeding and drinking vessels used by cats therein in a clean condition and cleanse and disinfect them regularly;
- (d) Dispose of or cause the disposal of all refuse, faeces and food wastes daily into an approved apparatus for the bacteriolytic treatment of sewerage; and
- (e) Ensure noise, odours, fleas, flies and vermin are effectively controlled.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	08 June 2017

Title of Policy: Regulation of Keeping more than 2 x Dogs

Policy Number: 052

Policy Objective:

To set application for the keeping of more than 2 x dogs throughout the Shire of Coolgardie.

Policy Scope:

A person is able to keep two registered dogs on a property. Should they wish to retain further dogs they must first obtain Council approval from the Shire of Coolgardie.

Policy Statement:

Applications

The steps that an applicant is required to follow when applying for permission to retain more than the prescribed number of dogs are as follows:

- First notify neighbours of his/her intention to apply to keep extra dog/s.
- Take up a petition and have all neighbours sign the form if they agree to the intentions, giving name, address and contact numbers as a reference.
- When the signatures have been obtained on the required petition, the applicant must write to the Shire and apply for permission to retain extra dog/s.
- The applicant must be able to guarantee that all dogs that will be retained on the premises will be adequately contained (fences capable of keeping dogs from escaping).
- The Shire must approve the request to retain more than the prescribed number of dogs (2) on any property and all neighbours must also be agreeable.
- Should the applicant be successful in gaining permission to retain extra dog/s, he/she should be made aware that permission may be withdrawn at any time, if sufficient evidence is produced that would convince the Shire that the extra dog/s are creating a problem in the district.
- Should the applicant be successful in gaining permission to retain extra dog/s, he/she will be permitted to retain only the animal that has been approved by the Shire. Should any of the animals be rehoused, or pass away, the applicant is not permitted to purchase or obtain another dog to replace the one no longer under his/her control, unless they apply the same process that was required in the initial application to retain further dog/s.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Deputy Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	08 June 2017

APPENDIX – Deleted Policies

Policy Title
Delegated Authority - Chief Executive Officer
Citizenship Ceremonies
Use of Council Chambers
Briefing Sessions Protocols and Guidelines
Record Keeping Policy
Asset Management
Disruptive Behaviour at Council Meetings
Discussion or Concept Forum
Complaints and Service Request Policy
Collections Loans
Early Payment Prize Draw
Self Supporting Loans
CCTV in Public Places
Antennae, Radio Masts & Satellite Dishes in Residential Areas
Petty Cash
Local Heritage Fund
Senior Officers
Acknowledgement of Unauthorised Structures
Private Works
Guidelines for Sub Divisions Development
Local Heritage Fund
Defence Reservist Leave
Safety Policy
Workers Compensation and Rehabilitation
Sexual Harassment
Education and Study Assistance
Training and Development
Annual Leave and Long Service Leave and Leave without Pay
Audio Recordings of Proceedings of Meetings
Contact with Employees by Council Members
Consumption of Alcohol – Public Reserves
Business Conference or Training Expenses

11.1.2 Shire of Coolgardie Delegations Register 2016 2017 Attachment 2



Shire of Coolgardie - Delegation Register 2016/2017

Shire of Coolgardie
PO Box 138
Kambalda WA 6442

Shire of Coolgardie Delegations Register

This document is the Delegations Register for the Shire of Coolgardie. This Register is a requirement of Section 5.46(1) of the Local Government Act 1995 which charges the Chief Executive Officer with the responsibility of keeping the Register. It sets down the functions that have been specifically delegated by either Council or the Chief Executive Officer and the conditions apply to the exercise of the delegation.

Section 5.42 of the Local Government Act 1995 contains the power of the Council to delegate certain functions. There are limits on the things Council can delegate. In the main these are powers and duties requiring an absolute majority or special majority vote of the Council, however there are also some other specific cases. The limits on the power of the Council to delegate to the Chief Executive Officer are found in Section 5.43 of the Local Government Act 1995.

In turn, the Chief Executive Officer may delegate down through the organisation some of the functions delegate by the Council so that these are performed by specialist staff. The Chief Executive Officer may also delegate other specific Chief Executive Officer duties (as imposed by the Local government Act 1995) to specialist staff (eg: preparation of electoral roll).

Shire of Coolgardie

Standard Conditions

Relating to Delegations Register

Any person proposing to exercise a power under delegation authority shall comply with the following standard conditions of delegation:

Conditions relating to delegation –

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislation, Council Policies, and the Chief Executive Officer's Management Policies/Procedures.
3. Adequate record is to be kept of the exercise of the delegation. Documents relating to the actual decisions made under delegation shall, as a minimum, record the following:
 - a. Date and decision was exercised;
 - b. Name of the Officer/Committee exercising the decision;
 - c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegations Register;
 - d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the Shire).
4. Wherever possible the requirements of 3 above are to be incorporated into administrative documents such as memos, file notes, cheque vouchers, ect however the following pro forma (see next page) may be used for this purpose.

Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'. The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers, is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the Council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the Council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the Council was satisfied about the cost parameters.

There are several advantages in using 'acting through' rather than delegation which include:

- it will better suit particular operational processes;
- it may decrease bureaucratic arrangements;
- it will reduce additional recording; and
- it will reduce reporting requirements placed on employees who are given delegated authority.

Shire of Coolgardie

Record of Exercise of Power of Delegation

Delegation # _____ Function Delegated: _____

Date decision exercised: _____

Officer / Committee Exercising Power of Delegation: _____

Description of how delegation was exercised:

Person, or Classes or persons (other than Councillors / Employees) directly affected by the exercise of the Power:

Any directions to staff to carry out duties associated with decisions, or further action required:

Signature (Officer / Committee Presiding Member)

Date

Shire of Coolgardie

Delegations from Council

Table of Contents

1	LOCAL GOVERNMENT ACT 1995	8
1.1	COUNCIL to CHIEF EXECUTIVE OFFICER	8
1.1.1	Appoint Authorised Persons.....	8
1.1.2	Disposing of Confiscated or Impounded Goods and Recovery of Expenses	9
1.1.3	Road Closure Temporary.....	10
1.1.4	Expression of Interest and Tenders for Providing Goods and Services	11
1.1.5	Disposal of Property	13
1.1.6	Municipal Fund and Trust Fund Procedures and Payments.....	14
1.1.7	Debts – Waiver, Concessions or write off.....	15
1.1.8	Certain Things to be done in Respect of Land	16
1.1.9	Contract Variations.....	17
1.1.10	Crossovers.....	18
1.1.11	Demolition Licenses	19
1.1.12	Disposal of Surplus Equipment, Materials, Tools etc.	20
1.1.13	Donations.....	21
1.1.14	Events on Roads.....	22
1.1.15	Firebreak Order, Variation to.....	23
1.1.16	Impounding Goods.....	24
1.1.17	Investment of Surplus Funds.....	25
1.1.18	Itinerant Food Vendors.....	26
1.1.19	Power of Entry.....	27
1.1.20	Purchasing	28
1.1.21	Trees - Removal.....	29
2	TOWN PLANNING SCHEME NO.5	30
2.1	COUNCIL TO CHIEF EXECUTIVE OFFICER	30
2.1.1	TPS – Appointment of Authorised Persons.....	30
2.1.2	TPS – Development Control.....	31
2.1.3	TPS – Residential Design Code.....	33
2.1.4	TPS – Structure Plan & Activity Centre Plan – Report to WAPC.....	34
2.1.5	TPS – Local Development Plans.....	35
3	OTHER LEGISLATION.....	36
3.1	BUSH FIRES ACT 1954.....	36
3.1.1	Powers and Duties	36
3.1.2	Prohibited and Restricted Burning Times.....	37
3.1.3	Prosecutions	38
3.2	FOOD ACT 2008.....	39
3.2.1	Prohibition Orders	39
3.2.2	Registration of Food Business	40
3.2.3	Appointment of Authorised Persons and Designated Officers.....	41
3.3	PLANNING AND DEVELOPMENT ACT 2005	42
3.3.1	Unauthorised or Non –complying Development – Directions and Offences.....	42
3.3.2	Unauthorised or non-complying Development – Infringement Notices.....	43
3.3.3	Withdrawal Infringement Notices.....	44
3.4	CAT ACT 2011.....	45
3.4.1	Appoint Authorised Person.....	45
3.5	BUILDING ACT 2011	46

3.5.1	Grant of Building Permit	46
3.5.2	Grant of Demolition Permit	47
3.5.3	Grant of Occupancy Permit, Building Approval Certificate	48
3.5.4	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	49
3.5.5	Building Orders, Legal Proceedings	50
3.5.6	Appoint Authorised Persons	51
3.6	DOG ACT 1976	52
3.6.1	Appoint Authorised Persons	52
3.7	GRAFFITI VANDALISM ACT 2016	53
3.7.1	Issue a Notice	53
3.7.2	Give Effect to a Notice	54
3.7.3	Recover Costs	55
3.7.4	Remove Graffiti	56
3.8	PUBLIC HEALTH ACT 2016	57
3.8.1	Delegation of Authorised Officers	57
3.8.2	Public Health, Sewage and Water Act	58
4	STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES	59
4.1	ENVIRONMENTAL PROTECTION ACT 1986	59
4.1.1	Noise Control - Serve Environmental Protection Notices [s65(1)]	59
4.1.2	Noise Control – Noise Management Plans (Reg. 14a, 14b, 16aa, 16ba), Keeping of Log Book Requests (Reg. 15), Noise Control Notices (Reg. 16), Calibration Results Request (Reg. 23) and Approval of Non-Complying Events [Reg. 18]	60
4.1.3	Noise Control – Noise Management Plans [Reg. 13]	61
4.2	PLANNING AND DEVELOPMENT ACT 2005	62
4.2.1	Western Australian Planning Commission – Referral Arrangements	62
4.2.2	Western Australian Planning Commission – Development Applications	65
4.2.3	Western Australian Planning Commission – Section 25 of Strata Titles Act 1985	72
	SECTION 2	74
	Appendix – Deleted Delegations	76

Delegations of the Local Government Act 1995 to CEO

1 LOCAL GOVERNMENT ACT 1995

1.1 COUNCIL TO CHIEF EXECUTIVE OFFICER

Delegation	1.1.1 Appoint Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) s3.24 Authorising persons under this subdivision (subdivision 2 – certain provisions about land) s9.10 Appointment of authorised persons
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions of the *Local Government Act 1995*.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance Authorised Persons*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

	1.1.2 Disposing of Confiscated or Impounded Goods and Recovery of Expenses
Delegation	
Legislative Power	Local Government Act 1995 (Section 5.42) s3.47 Disposing of confiscated or uncollected goods – subclauses (1), (2), (2a) s3.47A Disposal of sick or injured animals – subclause (1) s3.48 Recovery of impounding expenses
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Sell or otherwise dispose of any of the following under s3.47:
 - a) Impounded goods which were involved in a contravention which can lead to impounding under s3.39.
 - b) a vehicle which has not been collected under s3.40(3) or s3.40A(4); and
 - c) Goods ordered to be confiscated under s3.43.

(N.B. Goods impounded or removed under s3.39, 3.40 or 3.40A may be withheld until the costs of doing so have been paid [s3.46]).

2. Humanely destroy an impounded animal and dispose of the carcass where the animal is too ill or injured to be practicably treated [s3.47A(1)].
3. Recover expenses of goods impounded under s3.39 where the alleged offender is convicted [s3.48].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer

Conditions on Sub delegation:

1. The sections of the Act being delegated have varying notice requirements and time periods which must be complied with when using this delegation.
2. The goods must be sold or disposed of in accordance with s3.58 of the Act and Delegation 1.2.5 'Acquisition and Disposal of Property' [s3.47(3)].

RECORDING REQUIREMENTS

Details to be recorded in the *Impound Dogs, Vehicles, Stock and Sign Register* in under:

- Subject Tab: *Delegated Authority Record of Use of Power*

Details are also to be recorded in Property and Rating, under the Impound Register Tab.

Copy of prescribed notices to be retained:

- Subject Tab: *Vehicles - Pound*
- Subject Tab: *Dogs - Pound*
- Subject Tab: Issuance of notices - Building control....(if applicable)
- Property Tab: *Relevant property address*

Delegation Number	1.1.3 Road Closure Temporary
Legislative Power	Local Government Act 1995 (Section 5.42) s3.50 Closing certain thoroughfares to vehicles s3.502A Partial closure of thoroughfares for repairs or maintenance s3.51 Affected owners to be notified of certain proposals
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

1. Close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of less than 4-weeks, after giving local public notice of the intention to do so [s3.50(1)].
2. To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4-weeks, after giving local public notice of the intention to do so and allowing submissions to be made and considered in accordance with s3.50(4) and (5) [s3.50(1a)].
3. To partially and temporarily close a thoroughfare for repairs or maintenance without giving local public notice if it is unlikely to have an adverse impact on users of the thoroughfare [s3.50A]

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer & Works Supervisor

RECORDING REQUIRMENTS

Staff using this delegation must register the following documents:

- 'Delegate Record' as evidence of their decision
- Copy of the local public notice (except for s3.50A road closures)
- Letters to owners and occupiers
- Submissions received.

Register the documents to the following subjects:

- Subject Tab: *Engineering Operations / Road Reserve Maintenance or Road Reserve - Design and Construction - Final Documentation and Reports (as applicable)*
- Subject Tab: *Governance / Delegated Authority Record of Use of Power*

Delegation Number	1.1.4 Expression of Interest and Tenders for Providing Goods and Services
Legislative Power	Local Government Act 1995 (Section 5.42) s3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Reg. 11 Tenders to be invited for certain contracts Reg.13 Procedure when local government invites tenders though not required to do so Reg.14 (2a), (4)(a) and (5) Requirements for publicly inviting tenders Reg.20 Variation of requirements before entry into contract Reg.21 Limitation may be placed on who can tender
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to Determine:

1. When to call tenders or not to call tenders [s3.57(1), F&G Reg.11]
2. The circumstances to invite tenders, though not required to do so [F&G Reg.13]
3. Selection criteria for the acceptance of tenders [F&G Reg.14(2a)]
4. The information to be disclosed to those interested in submitting a tender [F&G Reg.14(4)(a)]
5. Minor variations before entering into a contract [F&G Reg.20]
6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [F&G Reg.21]
7. Unless otherwise specified, the Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed an amount specified in the Local Government Act 1995 and Administration & Reg Act Section 5.42 provided that appropriate provision is made in Council's Budget.

Council's Conditions on delegation:

Determination to call a tender must only occur where the procurement or disposal is included in Council's Annual Budget.

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the Chief Executive Officer is delegated authority to perform the following:

Publicly invite tenders and set criteria for the supply of goods and services expected to be worth more than value specified in Local Government (Functions and General) Regulations 1996 *Regulations Section 11*.

Minor variations before entering into a contract are limited to a maximum value of aggregated variations which remain under 10% of the total contract value and remain within the relevant adopted Budget allocation.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIRMENTS

Decision to Call Tender Checklist' retained

- Subject Tab: *Corporate Business / Tenders*
- Project Tab: link to *relevant tender*
- *Documents to be obtained in the tender register.*

Delegation Number	1.1.5 Disposal of Property
Legislative Power	Local Government Act 1995 (Section 3.58 and (3) Disposal of Property
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to sell, lease or otherwise dispose of property, in accordance with s3.58.

Council's Conditions on Delegation:

Disposal Limits

This delegation may be used to dispose of property valued between \$0.00 and \$20,000, except for land which may be disposed of using this delegation if it is valued at \$150,000 excluding GST or less.

Where a public auction or direct negotiation is the method used to dispose of land, the price may be varied by 10% of the reserve price or the value of the land if necessary.

RECORDING REQUIRMENTS

Evidence decision:

- Subject Tab: *Governance / Delegated Authority Record of Use of Power*
- Subject Tab: *Land Administration / Sales Agreement* or relevant subject link
- Property Tab: link to relevant *property*
- Customer Tab: link to relevant *customer/s*

Copy of the public notice is to be placed under the subject tab *Advertising Public Notices and Promotional Material*.

Delegation Number	1.1.6 Municipal Fund and Trust Fund Procedures and Payments
Legislative Power	Local Government Act 1995 s6.7 and s6.9 (4) Local Government (Financial Management) Regulations 1996 Reg. 12 (1)(a) Payments from municipal fund or trust fund
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Determine to transfer to the Municipal Fund money held in the Trust Fund for 10 years [s6.9(4)]
2. Make payment from the Municipal Fund or the Trust Fund [FM Reg.12(1)(a)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub delegation:

Payment authorisation requires a combination of two signatories one of which must include the CEO, or Deputy Chief Executive Officer, Human Resources Advisor, Finance Coordinator and Administration Coordinator are limited to ONLY counter sign payment authorities, when the other signatory is the CEO, or Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Payment transaction and delegated authority records are retained in Synergy through 'Payment Reports'. Monthly cheque and EFT payment listing recorded in Council Minutes and registered to Subject Tab: *Financial Management / Financial Reporting*

Delegation Number	1.1.7 Debts – Waiver, Concessions or write off
Legislative Power	Local Government Act 1995 s6.12 (1)(b) and (c) and (3) Power of defer, grant discounts waiver or write off debts.
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Waive or grant concessions in relation to sundry debts owed to the Shire.
2. Write off money owed to the Shire.
3. Determine the conditions to be applied to waive, grant a concession or write off money owed to the Shire.

Council's Conditions on Delegation:

A Limit to individual sundry debts that do not exceed \$500, with the exception of rate debts. Rate debts are limited to amounts of up to \$50.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Records of decisions to be registered to:

- Subject Tab: *Governance – Delegated Authority Record of Use of*
- *Power*
- Subject Tab: *Financial Management / Fees and Charges*
- Subject Tab: link to relevant matter
- Subject Tab: *Fines Enforcement*
- Customer Tab: link to relevant customer/s
- Property Tab: link to relevant property

Delegation Number	1.1.8 Certain Things to be done in Respect of Land
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to authorise any person to exercise on behalf of the Local Government the powers given to a Local Government by Subdivision 2 (Certain Provisions about Land) of the Act. Refer Section 3.24).

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Senior Ranger / Compliance Officer.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Authorisation to be in writing and details to be included in the officer's personnel file.

Delegation Number	1.1.9 Contract Variations
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to approve minor variations of not more than 5% of the contracted value or \$10,000 which ever is the greater to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council or Budget variation approved by Council.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Tenders / Contracts Register.

Delegation Number	1.1.10 Crossovers
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

- 1) Determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant, the Chief Executive Officer in exercising this delegation shall take into account any policy of Council relating to crossovers that may, from time to time, be put in place.
- 2) Give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land, if the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulation 1996, Regulation 12 to 16 inclusive.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Works Supervisor

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Application for crossover
- Notices in writing with copies filed on appropriate property files.

Delegation Number	1.1.11 Demolition Licenses
Legislative Power	Building Act 2011
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to approve the issue of a demolition license (Section 374A) to take down a building or part of a building and such license may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Building Demolition Licence.

Delegation Number	1.1.12 Disposal of Surplus Equipment, Materials, Tools etc.
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc, which are no longer required or are no longer serviceable. This delegation applies only to item with an estimated, written down value of less than \$5,000.

Local Government Act 1995 Section 5.43(d) reads as follows:

A Local Government cannot delegate to the Chief Executive Officer power to;
Acquire or dispose of any property valued at an amount exceeding an amount determined by the Local Government for the purpose of their paragraph.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Preparation of list of item/s for disposal, advertising and recording of purchaser details and disposal price.

Delegation Number

1.1.13 Donations

Legislative Power

Local Government Act 1995 (Section 5.42)

Delegate

Chief Executive Officer

Policy Reference

The Chief Executive Officer is delegated authority to approve requests for donation of monies up to the value of \$500.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Running record of donations maintained by the Chief Executive Officers Executive Assistant and included quarterly on the Status Report.

Delegation Number	1.1.14 Events on Roads
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Details of event, application for road closure and approval for road closure to be in writing and filed on the subject road file.

Delegation Number	1.1.15 Firebreak Order, Variation to
Legislative Power	Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to pursuant to the provisions of Council's Firebreak Order, the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer and Fire Control Officers are delegated authority to approve or refuse applications to provide firebreaks/fire access tracks in alternative position and to approve or refuse applications to provide alternative fire protection measures on the land.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer and Bush Fire Control Officer.

RECORDING REQUIRMENTS

- Permits Register

Delegation Number	1.1.16 Impounding Goods
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

- 1) Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
- 2) Sell confiscated or uncollected goods in accordance with Section 3.47.
- 3) Take action to recover expenses in accordance with Section 3.48.

The Chief Executive Officer may determine the method of disposal as:

- a) Disposal of items to the refuse tip – where items are of an estimated scrap value nil;
- b) Disposal by way of sale – auction, tender, or private treaty – where items have an estimated dollar value.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Copies of notices, etc, to be included in the appropriate file.

Delegation Number	1.1.17 Investment of Surplus Funds
Legislative Power	Local Government Act 1995 (Section 5.42) Financial Management Regulations 1996
Delegate	Chief Executive Officer
Policy Reference	013

The Chief Executive Officer is delegated authority to invest any monies held in the Municipal Fund is not, for the time being, required by the Local Government for any other purpose. In exercising this delegated authority the Chief Executive Officer shall observe Section 6.14 and of the Act.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIREMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Investments Register.

Delegation Number	1.1.18 Itinerant Food Vendors
Legislative Power	Local Government Act 1995 (Section 5.42) Health Act 1911
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to issue and renew Itinerant Food Vendors licenses subject to compliance of all vehicles and equipment to be used by the applicant with all relevant requirements of the Health Act 1911. Council will establish an annual licence fee when it prepares its annual budget and the Chief Executive Officer is to apply that fee and a pro-rata fee for any licences issued for a period less than 12 months.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Itinerant Food Vendors License application form and licence.

Delegation Number	1.1.19 Power of Entry
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.26 to 3.36 inclusive of the Local Government Act 1995.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Work Supervisor and Senior Ranger / Compliance Officer

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Where the giving of notice of entry is applicable, and the issue of a warrant is applicable, copies of such notices to be included on the property file.
- Where entry is determined to be an emergency, a report is to be prepared at the conclusion of the exercise and submitted to the Chief Executive Officer.

Delegation Number

1.1.20 Purchasing

Legislative Power

Local Government Act 1995 (Section 5.42)

Delegate

Chief Executive Officer

Policy Reference

The Chief Executive Officer is delegated authority to ensure all guidelines stated in the purchasing policy are adhered to by all members of staff who have been delegated the authority by the Chief Executive Officer.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to:

- | | |
|---------------------------------------|----------|
| • Deputy Chief Executive Officer | \$50,000 |
| • Works and Services Supervisor | \$20,000 |
| • Manager Community Services | \$10,000 |
| • Works and Services Leading Hand | \$10,000 |
| • Mechanic | \$10,000 |
| • Coordinator Waste Services | \$10,000 |
| • Coordinator Recreation Services | \$10,000 |
| • Coordinator Administration Services | \$10,000 |
| • Coordinator Finance Services | \$10,000 |
| • Executive Assistant to CEO | \$5,000 |
| • Human Resources Advisor | \$5,000 |
| • Visitor Services Officer | \$2,000 |
| • Club Development Officer | \$2,000 |
| • Senior Ranger / Compliance Officer | \$500 |

Such delegation applies to each officer for his/her area of responsibility.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Purchase Order Module

Delegation Number	1.1.21 Trees - Removal
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to authorise the removal of any tree on any town site street or road reserve where the street or road is under the care, control and maintenance of the Council. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased and structurally dangerous or is creating a traffic hazard by restricting the vision of motorists. This delegation to remove trees may also be exercised when removal of the tree/s is needed due to pending roadworks however in these instances the Chief Executive Officer need not obtain technical advice regarding the condition of the tree/s.

The Chief Executive Officer, prior to exercising this delegation shall consult with interest groups active in or associated with the area.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Details of reasons for removal, condition of tree/s and method of removal to be recorded on appropriate files.

2 TOWN PLANNING SCHEME NO.5

2.1 COUNCIL TO CHIEF EXECUTIVE OFFICER

Delegation Number	2.1.1 TPS – Appointment of Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Authorise relevant employees to enter any building or land for the purpose of ascertaining whether the provisions of the Town Planning Scheme are being observed.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Signed Certificates to be scanned and linked to:

- Subject Tab: *Governance / Authorised Persons*
- Subject Tab: *Governance / Delegated Authority Record of Use of*
- *Power*
- Employee Tab: *Relevant Employee name*

Details to be added to the Statutory Authorisations Register

Delegation Number	2.1.2 TPS – Development Control
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

1. Interpret and apply the provisions of the Shire of Coolgardie Planning Scheme No.5, any relevant local planning policy, study, or strategy; and
2. Issue:
 - refusals where there is no exercise of discretion involved,
 - deemed refusals,
 - approvals with relevant conditions, or
 - amendments to planning approvals in respect of applications determined under delegated authority

Council's Conditions on Delegation

1. Where a specific development proposal on the property has previously been subject to consideration and determination by Council, all subsequent applications involving any key elements of the original proposal shall be presented to Council for determination.
2. Any authority granted by this delegation is not to be exercised where an applicant specifically requests (in writing) that their application be determined by Council.
3. Determinations are limited to the following matters **only**:
 - a. Uses that are noted with a "P" in Table 3 of Town Planning Scheme No.5 that are permitted as of right. Relevant obligatory requirements of the Town Planning Scheme for items such as landscaping, car parking, setbacks, etc. Are complied with.
 - b. Uses that are shown as "I" in Table 3 of Town Planning Scheme No.5
 - i. Relevant obligatory requirements of the Town Planning Scheme have been complied with.
 - ii. Where advertising of the application is required in accordance with Part 3 of the Town Planning Scheme, or Council's Advertising of Development Applications policy, consent or no response being received from those consulted unless in the opinion of the Chief Executive Officer:
 - a. the proposal is consistent with the objectives and intent of the District Zoning Scheme and any relevant Council Policy; and
 - b. the objection can be overcome by imposing a condition(s) on any approval granted, or modifying the design of the development; or
 - c. The objection does not relate to valid planning and development considerations associated with the proposal.

C. Variation to Setback Requirements of Town Planning

Scheme No. 6:

- i. Where such a variation to the setbacks would not have a detrimental impact on the streetscape.
- ii. Where no objection is received from adjoining landowners during consultation in accordance with Part 3 of Town Planning Scheme No.5.

D. Additions to a Non-Conforming Use:

The authority to approve development applications for additions to a Non-Conforming Use where no objection is received from adjoining landowners during consultation in accordance with Part 3 of Town Planning Scheme No. 5.

E. Development of Land

Relevant obligatory requirements of the Town Planning Scheme have been complied with.

F. Variations to Landscape Requirements

Variations to Town Planning Scheme No.5 requirements in accordance with the Shire's Landscape Plan Information Sheet.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation

- a) This delegation shall not apply to any development with an approximate value of greater than \$200,000.*
- b) This delegation shall not apply to any application proposing two or more storeys or more than 10 dwellings.*

RECORDING REQUIRMENTS

Record of Decisions to be recorded in Property and Rating linked to *Property, Customer* and *Application* tab.

Delegation Number	2.1.3 TPS – Residential Design Code
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Interpret and apply the provisions of the Residential Design Codes and issue either refusals, deemed refusals, approvals with relevant conditions or amendments to planning approvals for the following matters only:

- Residential development on land which is zoned to allow for residential development and satisfies all relevant deemed to comply provision(s) of the Residential Design Codes and table 6 of the Scheme.

Council's Conditions on Delegation

1. Where a specific development proposal on the property has previously been subject to consideration and determination by Council, all subsequent applications involving any key elements of the original proposal shall be presented to Council for determination.
2. This authority is not to be exercised where:
 - a. an applicant specifically requests that their application be determined by Council; or
 - b. written objection is received to the proposal, unless in the opinion of the Chief Executive Officer or his delegate:
 - i. the proposal is consistent with the objectives and intent of the District Zoning Scheme, Residential Design Codes and any relevant Council Policy; and
 - ii. the objection can be overcome by imposing a condition(s) on any approval granted, or modifying the design of the development; or
 - iii. The objection does not relate to valid planning and development considerations associated with the proposal.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation:

- a) *The Deputy Chief Executive Officer shall only determine applications for Single Houses, Ancillary Dwellings Patios associated with Grouped Dwelling developments and Outbuildings where compliance with Local Planning Policy – Outbuildings and Sea Containers is achieved.*
- b) *This delegation shall not apply to any application proposing one or more storeys or more than 2 dwellings.*
- c) *This delegation shall not apply to any development with an approximate value of greater than \$150,000.*

RECORDING REQUIREMENTS

- Development Control Unit Proforma Registered to and linked to relevant property.
- Record of Decisions to be recorded in Property and Rating and linked to Property, Customer, and Application tab.

Delegation Number	2.1.4 TPS – Structure Plan & Activity Centre Plan – Report to WAPC
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Following advertising of a Structure Plan or Activity Centre Plan or an amendment to a Structure Plan or Activity Centre Plan, the authority to prepare and provide a report to the Western Australian Planning Commission, pursuant to Clause 20 and 36 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council's Conditions on Delegation:

1. For an amendment to a Structure Plan or Activity Centre Plan:
 - a) Prior to this authority being exercised, a copy of the report shall be provided to all Councillors, allowing a 28-day period for written submissions.
 - b) This authority is not to be exercised where:
 - i. Written submissions are received from one-third or more of Councillors within the period referred to in condition 1(a), requesting the report to be referred to Council for consideration.
 - ii. an applicant specifically requests that the report be endorsed by Council; or
 - iii. Comment has been sought in accordance with clause 18, schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and a written objection is received to the proposal.
2. This authority is not to be exercised for new Structure Plan or Activity Centre Plan proposals.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer, and Application tab.

Delegation Number	2.1.5 TPS – Local Development Plans
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Determine applications for Local Development Plans or modifications to approved Local Development Plans in accordance with Part 6 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council's Conditions on Delegation:

1. Where a Local Development Plan has previously been subject to consideration and determination by Council, with the exception of variations that the CEO considers are minor, all subsequent applications relating to that Local Development Plan shall be presented to Council for determination.
2. Assessment and determination of the Local Development Plans being in accordance with the Residential Design Codes and table 6 of the scheme.
3. This authority is not to be exercised where:
 - a) an applicant specifically requests that their application be determined by Council; or
 - b) written objection is received to the proposal, unless in the opinion of the Chief Executive Officer or his delegate:
 - i. the proposal is consistent with the objectives and intent of the District Zoning Scheme, Residential Design Codes and any relevant Council Policy;
 - ii. the objection can be overcome through modifying the Local Development Plan; and
 - iii. The objection does not relate to valid planning and development considerations associated with the proposal.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation:

For Local Development Plans approved by Council, only the CEO may determine whether or not a proposed variation is "minor".

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to *Property, Customer and application tab*.

3 OTHER LEGISLATION

3.1 BUSH FIRES ACT 1954

Delegation Number	3.1.1 Powers and Duties
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

All powers, duties and functions of the local government under the Bush Fires Act 1954.

Council's Conditions on Delegation:

Excludes powers and duties that are subject to separate delegated authority within this register.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.2 Prohibited and Restricted Burning Times
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

Determine to vary prohibited and restricted burning times, in accordance with s17(7) and (8) and s18(5), regarding:

- shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or
- Imposing a further period of prohibited or restricted burning times.
1st October – 30th April Restricted
1st November – 31st March Prohibited

Council's Conditions on Delegation:

The President and Chief Bush Fire Control Officer are limited to varying prohibited burning times in accordance with s17(7) and (8) of the Act. Decisions under this delegation to vary the prohibited burning times must be made jointly between the delegates. The Chief Executive Officer is limited to varying restricted burning times in accordance with s18(5) of the Act.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.3 Prosecutions
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

Issue Infringement Notices.

Consider allegations of offences against this Act, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences.

NOTE: s59A(5) and Infringements Reg.4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Waste Coordinator and Senior Ranger / Compliance Officer.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

3.2 FOOD ACT 2008

Delegation Number

3.2.1 Prohibition Orders

Legislative Power

Local Government Act 1995 (Section 5.42)
Food Act 2008

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the *Food Act 2008 [s65]*.
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices *[s66]*.
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection *[s67(4)]*.

RECORDING REQUIRMENTS

Prohibition Orders, Certificates of Clearance and Notices of decisions are to be registered and linked to relevant 'customer', 'property' and subject – '*Food Safety / Food Licensing*'

Delegation Number	3.2.2 Registration of Food Business
Legislative Power	Local Government Act 1995 (Section 5.42) Food Act 2008
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. Register a food business in respect of any premises for the purposes of Part 9 of the Food Act 2008 and issue a certificate of registration [s110(1)].
2. After considering an application, determine to grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008* [s112(1)].

RECORDING REQUIRMENTS

Registrations and Notices of decisions are to be registered and linked to relevant 'customer', 'property' and subject: *Food Safety / Food Registration*. Registrations are also to be recorded in the Food Premises Register maintained in Property and Rating.

Delegation Number	3.2.3 Appointment of Authorised Persons and Designated Officers
Legislative Power	Local Government Act 1995 (Section 5.42) Food Act 2008
Delegate	Chief Executive Officer
Policy Reference	NA

Appoint a person to be an authorised person for the purposes of the *Food Act 2008* [s122(1)].
Appoint a person to be a Designated Officer for the purposes of the *Food Act 2008*. [126(13)].

RECORDING REQUIREMENTS

Certificates of Authorisation are to be scanned and retained and linked to the relevant 'employee' and subject link: 'Governance / Authorised Persons'. Each Certificate of Authorisation

3.3 PLANNING AND DEVELOPMENT ACT 2005

Delegation Number	3.3.1 Unauthorised or Non –complying Development – Directions and Offences
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

1. Issue written direction to stop unauthorised development [P&D s214(2)] & s218].
2. Issue written direction to require the unauthorised development to be brought into compliance by removing, pulling down, taking up or altering the unauthorised development and by restoring the land to how it was prior to the development [P&D s214(3)].
3. Execute work to have unauthorised development brought into compliance [P&D s214(5)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: 'Governance – Delegated Authority Record of Use of Power'.

Delegation Number	3.3.2 Unauthorised or non-complying Development – Infringement Notices
Legislative Power	Planning and Development Act 2005 Planning and Development Regulations 2009
Delegate	Chief Executive Officer
Policy Reference	NA

1. Issue Infringement Notices to for unauthorised or non-complying development [P&D Act s218, s227,s228,s229,]
2. Issue Infringement Notice in accordance with the prescribed forms [Schedule 1 Form 1 – P&D Regs 2009] and modified penalties to require the non-complying development be brought into compliance by removing, pulling down, taking up or altering the noncomplying development [P&D s227, P&D Reg 2009 s42 & s43].
3. Issue an extension of time to pay the modified penalty [P&D Act s230]

Under section 234 of the Planning and Development Act 2005, the Chief Executive Officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228,229,230 or 231 or for the purpose of 2 or more of those sections.

Under the Planning and Development Act 2005 the authorised officer for issuing an infringement notices under section 228 is not eligible to be a designated person for the purpose of any of the other sections.

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: *'Governance – Delegated Authority Record of Use of Power'*.

Delegation Number	3.3.3 Withdrawal Infringement Notices
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005 Planning and Development Regulations 2009
Delegate	Chief Executive Officer
Policy Reference	NA

Withdrawal of Infringement Notices [P&D Act ,s229, s231] may be issued on prescribed Form 2 [Schedule 1 Form 2 – P&D Regs 2009], where the Shire is satisfied that the:-

- a. Development has been brought into compliance with the scheme or planning approval issued by the Shire
 - b. Unauthorised or non-complying use/development has ceased, been removed, pulled down, taking up, altered and/or the land restored to prior to development.
2. Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded [P&D Act s231]

Under section 234 of the Planning and Development Act 2005, the Chief Executive Officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228,229,230 or 231 or for the purpose of 2 or more of those sections.

Under the Planning and Development Act 2005 the authorised officer for issuing an infringement notices under section 228 is not eligible to be a designated person for the purpose of any of the other sections.

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: 'Governance – Delegated Authority Record of Use of Power'.

3.4 CAT ACT 2011

Delegation Number

3.4.1 Appoint Authorised Person

Legislative Power

Local Government Act 1995 (Section 5.42)
Cat Act 2011 Section 44

Delegate

Chief Executive Officer

Policy Reference

NA

To appoint a person as an authorised person for the purpose of fulfilling prescribed functions of the Cat Act 2011.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Senior Ranger / Compliance Officer.

Conditions on Sub Delegation:

Rangers are appointed as authorised persons under the Act, restricted to:

- Registration of cats (s5&9)
- Seizing cats (s27)
- Disposing of seized cats (s28)
- Destruction of cats (s49)

RECORDING REQUIREMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.5 BUILDING ACT 2011

Delegation Number

3.5.1 Grant of Building Permit

Legislative Power

Local Government Act 1995 (Section 5.42)
Building Act 2011 Section 127

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

1. Grant Building Permits [s20(1)]
2. Refuse Building Permits [s20(2)]

RECORDING REQUIRMENTS

Building Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.2 Grant of Demolition Permit
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 21
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. Grant a Demolition Permit [s21(1)]
2. Refuse Demolition Permit [s21(2)]

RECORDING REQUIRMENTS

Demolition Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.3 Grant of Occupancy Permit, Building Approval Certificate
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 58(1) and (3)
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. To grant or modify an occupancy permit or a building approval certificate [section 58(1)]
 2. Refuse to grant or modify an occupancy permit or building approval certificate [section 58(3)]
-

RECORDING REQUIRMENTS

Occupancy Permit/Building Approval Certificate and associated documents scanned to - Property - Subject
- Applicant - Application number.

Delegation Number	3.5.4 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 58(1) and (3)
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

To grant an extension to the period in which the occupancy permit or modification or the building approval certificate has effect [s65 (4)]

RECORDING REQUIRMENTS

Confirmation of Extension and associated documents scanned to - Property - Subject - Applicant-
Application number.

Delegation Number	3.5.5 Building Orders, Legal Proceedings
	Local Government Act 1995 (Section 5.42) Building Act 2011
Legislative Power	Section 110(1) A Permit Authority (Local Government) may make a Building Order Section 117(1),(2) A Permit Authority (Local Government) may revoke a Building Order or notify that it remains in effect
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. To make Building Orders pursuant to Section 110 of the Building Act 2011 in relation to:

- Building work
- Demolition Work
- An existing building or incidental structure.

2. To revoke a Building Order pursuant to section 117 of the Building Act 2011

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Scanned to - Notices Register - Property - Builder - Owner - Application Number - Delegations of Authority - Building Issuance of Notices

Delegation Number	3.5.6 Appoint Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 96(3) Appointment of authorised persons
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

To appoint 'authorised persons' and 'registration officers' for the purposes of the *Building Act 2011*.

RECORDING REQUIREMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.6 DOG ACT 1976

Delegation Number

3.6.1 Appoint Authorised Persons

Legislative Power

Local Government Act 1995 (Section 5.42)
Dog Act 1976

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

To appoint 'authorised persons' and 'registration officers' for the purposes of the *Dog Act 1976*.

RECORDING REQUIREMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.7 GRAFFITI VANDALISM ACT 2016

Delegation Number

3.7.1 Issue a Notice

Legislative Power

Local Government Act 1995 (Section 5.42)

Graffiti Vandalism Act 2016 S18(2) - Issue notice to the owner or occupier of premises requiring removal of graffiti

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

Issue a notice requiring the removal of graffiti.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Notice to be registered to and linked to the relevant customer and property.

Delegation Number	3.7.2 Give Effect to a Notice
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Graffiti Vandalism Act 2016</i> S19(3) - Give effect to a notice to the owner or occupier of premises requiring removal of graffiti
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

Give effect to a notice requiring the removal of graffiti where a person fails to comply with the notice.

<p><i>The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.</i></p>
--

RECORDING REQUIRMENTS

Details of how the Shire gave effect to the notice, including photographs or graffiti removed, to be recorded and registered and linked to the relevant customer and property.

Delegation Number

3.7.3 Recover Costs

Legislative Power

Local Government Act 1995 (Section 5.42)
Graffiti Vandalism Act 2016 S19(4) - Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Application for court order to be registered and linked to the relevant customer and property.

Delegation Number	3.7.4 Remove Graffiti
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Graffiti Vandalism Act 2016</i> S25(1)- Remove graffiti that has been applied without the consent of owner or occupier of property
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

Remove graffiti that has been applied without the consent of owner or occupier of property.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Works Supervisor

RECORDING REQUIRMENTS

Details of the graffiti removed, including photographs, to be registered and linked to the relevant customer and property.

3.8 PUBLIC HEALTH ACT 2016

Delegation Number

3.8.1 Delegation of Authorised Officers

Legislative Power

Local Government Act 1995 (Section 5.42)
Public Health Act 2016 s24 Designation of Authorised Officers
s312 Environmental Health Officers to be Authorised Officers for
certain purposes

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

Designate a person to be an authorised officer for the purposes of the *Public Health Act 2016* [s21(1)(b)(i)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Certificates of Authority Cards are to be scanned and retained and linked to the relevant 'employee' and subject link: 'Governance / Authorised Persons'. Each Certificate of Authority is to be recorded in the Statutory Authorisations Register.

Delegation Number	3.8.2 Public Health, Sewage and Water Act
Legislative Power	Public Health Act 1911
Delegate	Chief Executive Officer
Policy Reference	NA

Pursuant to S 5.42(b) and S9.10 of the Local Government Act 1995, delegate to the Chief Executive Officer or his delegate, Council's powers under

- a) Sections 75, 77, 78 and 93 of the Public Health Act 1911 to issue notices, orders and instructions regarding approval to discharge, require repair and maintenance of drains connected to Council's sewerage system, to prescribe acceptable requirements, standards and conditions regarding connection to and discharge into Council's sewerage system and pipes.
- b) The Water Services Act 2012 in terms of imposing standards for nature of trade waste acceptance and monitoring, require installation of fitting and conditions for approval to accept trade waste discharges, maintaining of trade and waste fittings and general day operational matters including issuing of notices to cease, approval to connect and rectify or repair activities associated with trade and domestic drainage connections to Council's sewerage system.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Advice of appointment in writing filed in particular officer's personnel file.

4 STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

4.1 ENVIRONMENTAL PROTECTION ACT 1986

Delegation Number	4.1.1 Noise Control - Serve Environmental Protection Notices [s65(1)]
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Public Health Act 2016</i> s24 Designation of Authorised Officers s312 Environmental Health Officers to be Authorised Officers for certain purposes
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.47, 19 March 2004

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows - Powers and duties delegated –

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved -
FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Number	4.1.2 Noise Control – Noise Management Plans (Reg. 14a, 14b, 16aa, 16ba), Keeping of Log Book Requests (Reg. 15), Noise Control Notices (Reg. 16), Calibration Results Request (Reg. 23) and Approval of Non-Complying Events [Reg. 18]
Legislative Power	Local Government Act 1995 (Section 5.42) Environmental Protection Act 1986
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.232, 20 December 2013

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 "the Act", and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to-

- a. waste collection and other works-noise management plans relating to specified works under regulation 14A or 14B;
- b. bellringing or amplified calls to worship-the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- c. community activities-noise control notices in respect of community noise under regulation 16;
- d. motor sport venues-noise management plans in relation to motor sport venues under Part 2 Division 3;
- e. shooting venues-noise management plans in relation to shooting venues under Part 2 Division 4;
- f. calibration results-requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- g. sporting, cultural and entertainment events-approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation-
 - i. Sub regulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the Interpretation Act 1984, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by-

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Number	4.1.3 Noise Control – Noise Management Plans [Reg. 13]
Legislative Power	Local Government Act 1995 (Section 5.42) Environmental Protection Act 1986
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.71, 16 May 2014
ENVIRONMENTAL PROTECTION ACT 1986
Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-

- a. Chief Executive Officer under the Local Government Act 1995; and
- b. to any employee of the local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the Act

all my powers and duties in relation to noise management plans under regulation 13 of the Environmental Protection (Noise) Regulations 1997, other than this power of delegation. Under section 59(1)(e) of the Interpretation Act 1984, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by-

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

4.2 PLANNING AND DEVELOPMENT ACT 2005

Delegation Number	4.2.1 Western Australian Planning Commission – Referral Arrangements
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No. 222 - 19 December 2008 (pages 5403 – 5404)

Planning and Development Act 2005

NOTICE OF RESOLUTION

RES 2008/01 RESOLUTION UNDER CLAUSE 32 OF THE MRS

Notice of resolution made under clause 32 of the Metropolitan Region Scheme regarding development control powers of the Western Australian Planning Commission

On 16 December 2008, pursuant to clause 32 of the Metropolitan Region Scheme (MRS), the Western Australian Planning Commission (WAPC) RESOLVED –

- a. TO REQUIRE all local governments within the Metropolitan Region Scheme area to refer applications for development of the classes and in the locations specified in clauses 1 to 4 of the schedule to the WAPC for determination;
- b. TO REQUIRE the local governments specified in clauses 5 to 11 of the schedule to refer applications for development of the classes and in the locations specified in clauses 5 to 11 of the schedule to the WAPC for determination;
- c. TO REVOKE resolutions made under clause 32 of the Metropolitan Region Scheme as detailed in notices published in the Government Gazette of 28 November 1997 (page 7026), 8 January 1999 (page 54), 8 January 1999 (page 55), 4 May 2001 (pages 2261-2262), 30 April 2004 (page 1372), 24 December 2004 (page 6191), 3 November 2006 (page 4670), 24 November 2006 (page 4821), 12 June 2007 (page 2743), 4 September 2007 (page 4532) and 18 July 2008 (page 3340);
- d. TO DECLARE that the resolution takes effect when notice of the resolution is published in the Government Gazette.

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

SCHEDULE 1

REFERRAL ARRANGEMENTS FOR LOCAL GOVERNMENTS IN THE AREA COVERED BY THE MRS

1. Development of State or Regional Significance

All applications made under clause 28 of the MRS for approval to commence and carry out development that the WAPC, by notice in writing in each case, advises the local government are of State or regional importance or in the public interest.

2. Development in the Rural Zone

The following classes of applications made under clause 28 of the MRS for approval to commence and carry out development on land in the rural zone in the MRS-

- a. extractive industry—all applications; and
- b. Any other use which in the opinion of the local government or the WAPC may not be consistent with the Rural zone.

3. Poultry Farms

Applications made under clause 28 of the MRS for approval to commence and carry out development of new poultry farms or any extension or addition in excess of 100 square meters to the improvements of an existing poultry farm in the Rural, Urban or Urban Deferred zones in the MRS.

4. Development of Metropolitan Centres

Applications under clause 28 of the MRS for approval to commence and carry out development relating to a building or extensions to a building used for shopping or metropolitan centre purposes, in the case of-

- i. strategic regional centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 80,000 m² net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or

Statutory Delegations to Local Government from External Agencies

- ii. Regional centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 50,000 m² net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- iii. district centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 15,000 m² net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- iv. neighbourhood and local centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 4500 m² net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- v. traditional "main street" centre developments in a strategic regional centre, regional centre or district centre (in respect to the floorspace specified in (i) to (iii) above) where approval of a proposal would result in the additional shopping floorspace of the centre exceeding 1000 m², or where the additional net total of shopping floorspace from such developments in any one centre would exceed 2500 m² in one calendar year, above the Shopping Floorspace Guide in Appendix 1 of Statement of Planning Policy No. 9 or any centre plan or Local Planning Strategy endorsed by the Commission; or
- vi. proposed office and community uses, and retail types contrary to the requirements of Appendix 1 of Statement of Planning Policy No. 9 or proposed office and community uses, and retail types which the responsible local government considers appropriate for centres in a higher level in the hierarchy.

For the purpose of this resolution-

'centre plan' means a plan showing coordination, integration and mix of uses of the centre;

'district centre' means a centre designated as such in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission;

'hierarchy of centres' for the purpose of this resolution, means centres ranging from strategic centres at the highest level in the hierarchy to regional centres, to district centres, and neighbourhood and local centres at the lowest level in the hierarchy;

'Local Planning Strategy' means a document and plan setting out a local government's broad vision and the longer term directions for land use and development as required under Regulation 12A of the Town Planning Regulations 1967;

'net lettable area' means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas-

- (a) all stairs, toilets, cleaners' cupboards, lift shafts and motor rooms, escalators, tea rooms, and plant rooms, and other service areas;
- (b) lobbies between lifts facing other lifts serving the same floor;
- (c) areas set aside as public space or thoroughfares and not for the exclusive use of the occupiers of the floor or building; and
- (d) areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use occupiers of the floor or building;

'neighbourhood centre' and a ***'local centre'*** mean centres described as such in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission;

"regional centre" means a centre designated as such in the Statement of Planning Policy No. 9;

"shopping floorspace" means use for any purpose defined in Appendix 4 of Statement of Planning Policy No. 9 but excludes hotels, taverns, nightclubs, and function and reception centres;

'Statement of Planning Policy No. 9' means the Statement of Planning Policy No. 9- Metropolitan Centres Policy Statement for the Perth Metropolitan Region published in the Special Government Gazette on 17 October 2000;

'strategic regional centre' means a centre designated as such in the Statement of Planning Policy No. 9;

'traditional 'main street' centre' means a centre designated as such in Appendix 2 in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission.

Delegation Number	4.2.2 Western Australian Planning Commission – Development Applications
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No. 190 – 18 December 2015 (pages 5093 - 5097)
PLANNING AND DEVELOPMENT ACT 2005
INSTRUMENT OF DELEGATION

DEL 2015/02 Powers of Local Governments and Department of Transport Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 15 December 2015, pursuant to section 16 of the Act, the WAPC
RESOLVED—

- a. TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- b. TO DELEGATE to the Managing Director, Policy, Planning and Investment - Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- c. TO REVOKE its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission

PLANNING AND DEVELOPMENT ACT 2005
Instrument of Delegation
SECTION A - Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- a. where the land is subject to a resolution under Clause 32 of the MRS; or
- b. where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- c. where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- d. where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- e. In respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any applications relating to large format digital signage.

3. Large Format Digital Signage applications

Applications for development in relation to large format digital signage, on land or abutting land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B - Conditions

1. Referral requirements for development on land within or abutting a regional road Reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1,2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1,2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their

planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on -

- a. the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- b. the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

"Category 1 road" applies where regional roads -

- a. are constructed or planned to a fully controlled and grade separated freeway standard; or
- b. are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

"Category 2 road" applies where regional roads -

- a. are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- b. have direct frontage access to abutting properties due to the historic development of the road and properties.
- c.

"Category 3 road" applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding -

- a. PRR Category 1,2 and 3 - call Main Roads WA on 138 138.
- b. ORR Category 1,2 and 3 - call Department of Planning on (08) 6551 9000.

Tables 1,2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1 - Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics - <ol style="list-style-type: none"> a. Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or b. Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or c. Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2 – Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics -</p> <ul style="list-style-type: none"> a. Development, including earthworks and drainage , which encroaches or impacts upon the road reservation; or b. Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or c. Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or d. Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or e. Development on a lot affected by the regional road reservation where – <ul style="list-style-type: none"> • All or part of the proposed development is within the regional road reservation; and • Has a construction value greater than \$20000; or f. Development on a lot affected by the regional road reservation where - <ul style="list-style-type: none"> • None of the proposed development is within the regional road reservation; and • Has a construction value greater than \$150000 	<ul style="list-style-type: none"> 1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 3 – Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS.

Notes—

1. Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from WAPC's website: "Resolutions and instruments of delegation - WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
2. In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the commission's D C Policy - *5.1 Regional Roads (Vehicular Access)*, the Transport Assessment Guidelines for Developments, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads. (<http://www.planning.wa.gov.au/publications/812.asp> and <https://www.mainroads.wa.gov.au/BuildingRoads/Standards/Technical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
3. Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Assessment Guidelines for Developments*. <http://www.planning.wa.gov.au/publications/1197.asp>
4. With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy - 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
5. With regard to development applications for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC *Policy 5.4 Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)
6. The relevant referral agency (as per clause 1, Section B) will liaise with other agencies with transport planning responsibilities for regional roads (eg. Department of Planning, Department of Transport, MRWA and Public Transport Authority) prior to responding to local government to ensure that integrated transport and land use planning outcomes are considered in assessing land use development proposals.

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government. In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- a. Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- b. Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- c. The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral requirements for applications for large format digital signage development on land on or abutting a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that abuts, or is fully or partly reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply -

- a. DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- b. The local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- c. Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- d. The delegate is not bound to follow any recommendation received.

Interpretations

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its
- Successor in title.
- "Access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or *"development means the development or use of any land, including –*
 - a. *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
 - b. *the carrying out on the land of any excavation or other works;*
 - c. *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that-*
 - i. *is likely to change the character of that place or the external appearance of any building; or*
 - ii. *Would constitute an irreversible alteration of the fabric of any building".*
- "DoT" means the Department of Transport
- "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "Not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the

public agency to which the local government was required to consult under this Notice of Delegation.

- Main Roads WA means Main Roads Western Australia
- "regional road" means any road designated under the region Scheme as follows—
 - a. land coloured red in the Scheme Map—Primary Regional Roads; and
 - b. land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a Transport Assessment to accompany the development application. Refer to the Commission's *Transport Assessment Guidelines for Developments (Volume 4, Table 1)*

Delegation Number	4.2.3 Western Australian Planning Commission – Section 25 of Strata Titles Act 1985
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No.98 – 9 June 2009 (Pages 1936-1937)

PI409*

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DEL 2009/03 POWERS OF LOCAL GOVERNMENTS

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the Strata Titles Act 1985

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED -

- a. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS,
Western Australian Planning Commission.

SCHEDULE 1

1. Applications made under section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that-

- a. propose the creation of a vacant lot;
- b. propose vacant air stratas in multi-tiered strata scheme developments;
- c. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to-
 - (i) a type of development; and/or
 - (ii) land within an area,

Which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

SECTION 2

DELEGATIONS FROM CEO TO OTHER EMPLOYEES

No	Delegation Title	Officer
1.1.1	Appoint Authorised Persons	CEO, DCEO
1.1.2	Disposing of Confiscated or Impounded Goods and Recovery of Expenses	CEO, DCEO, RS
1.1.3	Road Closure Temporary	CEO, DCEO
1.1.4	Expression of Interest and Request for Tenders	CEO, DCEO
1.1.5	Disposal of Property	NA
1.1.6	Municipal Fund and Trust Fund Procedures and Payments	CEO, DCEO
1.1.7	Debts – Waiver, Concessions or write off	CEO, DCEO
1.1.8	Certain Things to be done in Respect of Land	NA
1.1.9	Contract Variations	NA
1.1.10	Council Facilities – Hire Fees (non Commercial)	NA
1.1.11	Crossovers	CEO, DCEO, WS
1.1.12	Demolition Licenses	CEO, DCEO
1.1.13	Disposal of Surplus Equipment, Materials, Tools etc	NA
1.1.14	Donations	NA
1.1.15	Events on Roads	NA
1.1.16	Firebreak Order, Variation to	CEO, DCEO, RANGER, BUSH FIRE CONTROL
1.1.17	Impounding Goods	NA
1.1.18	Investment of Surplus Funds	NA
1.1.19	Itinerant Food Vendors	NA
1.1.20	Power of Entry	NA
1.1.21	Purchasing	CEO, DCEO, WSS, WSLH, MECH, COWS, CORS, COF, EA, HR, VSO, CDO, RS
1.1.22	Tenders	NA
1.1.23	Tenders for Providing Goods & Services	CEO, DCEO
1.1.24	Trees - Removal	NA
1.1.25	Public Health, Sewage and Water Act	CEO, DCEO
2.1.1	TPS – Appointment of Authorised Persons	CEO, DCEO
2.1.2	TPS – Development Control	CEO, DCEO
2.1.3	TPS – Residential Design Code	CEO, DCEO
2.1.4	TPS – Structure Plan & Activity Centre Plan – Report to WAPC	CEO, DCEO
2.1.5	TPS – Local Development Plans	CEO, DCEO
3.1.1	Powers and Duties	NA
3.1.2	Prohibited and Restricted Burning Times	NA
3.1.3	Prosecutions	CEO, DCEO
3.2.1	Prohibition Orders	NA
3.2.2	Registration of Food Business	NA
3.2.3	Appointment of Authorised Persons and Designated Officers	NA
3.3.1	Unauthorised Development – Directions	CEO, DCEO
3.4.1	Appoint Authorised Person	CEO, DCEO
3.5.1	Grant of Building Permit	NA

3.5.2	Grant of Demolition Permit	NA
3.5.3	Grant of Occupancy Permit, Building Approval Certificate	NA
3.5.4	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	NA
3.5.5	Building Orders, Legal Proceedings	CEO, DCEO
3.5.6	Appoint Authorised Persons	NA
3.6.1	Appoint Authorised Persons	NA
3.7.1	Issue a Notice	CEO, DCEO
3.7.2	Give Effect to a Notice	CEO, DCEO
3.7.3	Recover Costs	CEO, DCEO
3.7.4	Remove Graffiti	CEO, DCEO
3.8.1	Delegation of Authorised Officers	CEO, DCEO
4.1.1	Noise Control - Serve Environmental Protection Notices [s65(1)]	NA
4.1.2	Noise Control – Noise Management Plans (Reg. 14a, 14b, 16aa, 16ba), Keeping of Log Book Requests (Reg. 15), Noise Control Notices (Reg. 16), Calibration Results Request (Reg. 23) and Approval of Non-Complying Events [Reg. 18]	NA
4.1.3	Noise Control – Noise Management Plans [Reg. 13]	NA
4.2.1	Western Australian Planning Commission – Referral Arrangements	NA
4.2.2	Western Australian Planning Commission – Development Applications	NA
4.2.3	Western Australian Planning Commission – Section 25 of Strata Titles Act 1985	NA

APPENDIX – Deleted Delegations

Delegation Title
Acknowledgement of Unauthorised Structures
Acting Chief Executive Officer
Annual Report
Appointment of Consultants
Budget Expenditure
Building – Extension of Time to Complete
Building Licence Fees – Refunds and Exemptions
Building Licences
Buildings, Dangerous
Buildings, Removal of Neglected and Dilapidated
Burning of Shire Controlled Reserves
Burning, Prohibited and Restricted Times (Variations)
Certificates of Classification
Commercial Enterprises
Conferences/Seminars/Training Courses – Expenses of Officers
Contractors – Use on Works
Copies of Information
Council and Committee Meetings
Expenditure before Adoption of Budget
Financial Reports
Gates Across Public Thoroughfares
Grants and Subsidies
Implementation of Town Planning Scheme
Insurance
Insurance – Public Liability Claims
Land Resumption
Legal Advice
Light Vehicles and Plant Replacement
Notices, Issue of Section 401
Payment of Accounts
Petty Cash
Property – Acquisition and Disposal
Public Inspection of Documents relating to Council and Committee
Rate Book
Recreation Facility Behaviour
Staff Attendance at Conferences, Seminars & Training Courses
Staff Appointments
Trust Fund
Vandalism
Works, Unlawful
Council Facilities – Hire Fees (Non Commercial)
Council Plant – Non-Profit Organisations
Creditors, Payment of
Dangerous Excavation in or near Public Thoroughfare
Defence Reservist Leave
Disposal of Surplus Equipment, Materials, Tools etc
Disputes, Arbitration & Industrial
Enforcement and Legal Proceedings

Execution of Documents
Executive Functions – Duties
Gratuity Payments, Farewell Gifts and Farewell functions for employees
Guidelines for Subdivisional Development
Health Act – [Deputy]
Liquor, Sale or Consumption – Council Property
Local Laws
Local Law – Standing Orders
Private Works
Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage
Public Thoroughfares – Public Use & Plans
Register of Delegations to Committees
Road Trains & Extra Mass Permits
Salaries
Staff Relocation Expenses
Telephones (Private) – Use by Employees for Council Business
Tenders
Tenders for Providing Goods & Services
Traffic Regulatory Signs
Vehicle Offences – Onus of Proof
Vehicles, Use of
Building Strata Titles
Planning and Development
Public Health, Sewage and Water Act
Miscellaneous Acts and Delegations
Building Delegation
Building Authorisation

11.1.3 Monthly list of Vouchers May 2017

Shire of Coolgardie
Payments by Delegated Authority
1 May 2017 to 31 May 2017
Municipal - Cheque

Chq/EFT	Date	Name	Amount	
51833	08/05/2017	AVOCA MINING PTY LTD	Rates refund	2784.57
51834	08/05/2017	AVOCA RESOURCES LIMITED	Rates refund	276.21
51835	08/05/2017	DIORO EXPLORATION (Westgold)	Rates refund	24757.65
51836	08/05/2017	MATSA RESOURCES LTD	Rates refund	941.75
51837	08/05/2017	PADDINGTON GOLD PTY LTD	Rates refund	243.84
51838	08/05/2017	TORO MINING PTY LTD	Rates refund	102.30
51839	08/05/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	52.70
51840	08/05/2017	BULLABULLING OPERATIONS PTY LTD	Rates refund	538.31
51841	08/05/2017	CREST METALS PTY LTD	Rates refund	408.74
51842	08/05/2017	EVOLUTION MINING	Rates refund	7063.61
51843	08/05/2017	MAINCOAST PTY LTD	Rates refund	232.08
51844	08/05/2017	MAXWELL PETER STRINDBERG	Rates refund	285.10
51845	08/05/2017	MINEX (AUST) PTY LTD	Rates refund	1896.04
51846	08/05/2017	MacPhersons Reward Pty Ltd	Rates refund	46.54
51847	08/05/2017	NEWFIELD RESOURCES LTD	Rates refund	2312.56
51848	08/05/2017	PHOENIX GOLD LIMITED	Rates refund	2020.60
51849	08/05/2017	POLAR METALS PTY LTD	Rates refund	323.97
51850	08/05/2017	STEFAN JAMES GRILL	Rates refund	563.28
51851	08/05/2017	STRATEGIC PROJECTS MINING PTY LTD	Rates refund	1135.35
51852	08/05/2017	SYNERGY	Bulk Electricity invoice	26168.30
51853	08/05/2017	TELSTRA	Bulk Telstra invoice	4699.10
51854	18/05/2017	DIORO EXPLORATION (Westgold)	Rates refund	1762.79
51855	18/05/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	52.70
51856	18/05/2017	EVOLUTION MINING	Rates refund	688.48
51857	18/05/2017	FOCUS MINERALS LTD	Rates refund	6761.43
51858	18/05/2017	HAYES MINING PTY LTD	Rates refund	554.72
51859	18/05/2017	MINCOR RESOURCES NL	Rates refund	1160.41
51860	18/05/2017	PHOENIX GOLD LIMITED	Rates refund	3134.81
51861	18/05/2017	SYNERGY	Street lights =867	13302.00
51862	18/05/2017	TELSTRA	Fax charges Coolgardie Rec Centre	93.69
51863	18/05/2017	WATER CORPORATION	Home units common area water invoice	202.24
				\$104,565.87

Shire of Coolgardie
Payments by Delegated Authority
1 May 2017 to 31 May 2017
Municipal - EFT

Chq/EFT	Date	Name	Description	Amount
EFT13447	08/05/2017	TELSTRA DAMAGE COST RECOVER AND MANAGEMENT	Damage of fibre optic outside Kambalda Primary Schhol	1883.96
EFT13448	08/05/2017	Ashdown Ingram	Starter motor for hino dutro truck	467.50
EFT13449	08/05/2017	BERNADINI PTY LTD (LSA OILS)	20 ltr drum of gear oil	274.14
EFT13450	08/05/2017	BP AUSTRALIA LIMITED	BP Monthly Bulk Fuel Invoice	4436.14
EFT13451	08/05/2017	BRYAN AND CYNTHIA PARISSONS TRANSPORT	Repair the damage to Coolgardie Gorge.	33000.00
EFT13452	08/05/2017	BUNNINGS BUILDINGS SUPPLIES	Farewell voucher to Rod Mills	1950.97
EFT13453	08/05/2017	CABCHARGE	Cabcharges and service fees	149.22
EFT13454	08/05/2017	CALTEX AUSTRALIA	Monthly Caltex Bulk Fuel Invoice	6859.85
EFT13455	08/05/2017	CARDAJAM PTY LTD (KALGOORLIE MITRE 10)	Station orbit control box	556.78
EFT13456	08/05/2017	CENTRAL REGIONAL TAFE	Safety rep training	1320.00
EFT13457	08/05/2017	CENTURION TRANSPORT	Sigma chemicals freight	77.42
EFT13458	08/05/2017	COCA COLA AMATIL	Items for drinks fridge	548.01
EFT13459	08/05/2017	COMPLETE OCC HEALTH	Pre employment medical	145.00
EFT13460	08/05/2017	COVS PARTS PTY LTD	Adhesive spray trim glue	468.01
EFT13461	08/05/2017	CREATIVE TRENZ PAINTING & DECORATION	Patch up and paint Kambalda Community Recreation Facility	220.00
EFT13462	08/05/2017	DON GREEN CONTRACTORS	Trimming of two large peppercorn trees	1500.00
EFT13463	08/05/2017	ECO ENVIRONMENTAL	12 volt geosub pump hire 2 days	393.80
EFT13464	08/05/2017	EMERGE TECHNOLOGIES	Investigate request no mail box remains, restore back up tapes,	3305.14
EFT13465	08/05/2017	Foxtel Management Pty Ltd FOXTEL	Monthly foxtel	99.00
EFT13466	08/05/2017	GLOBE AUSTRALIA	Aqua K - Othrine 1L	4752.00
EFT13467	08/05/2017	GOLDFIELDS DEANS AUTOGLASS	Fit amarok windscreen	586.30
EFT13468	08/05/2017	GOLDFIELDS RECORDS STORAGE	Monthly user charges for record storage	286.64
EFT13469	08/05/2017	GOLDFIELDS VOLKSWAGEN	1x VW amarok core 4x4 dual cab and license fee	45429.20
EFT13470	08/05/2017	GRIFFIN VALUATION ADVISORY	Professional Valuation Services Land and Building Assets.	8470.00
EFT13471	08/05/2017	HARVEY NORMAN AV/IT SUPERSTORE	Westing house 60cm fixed rangehood	149.00
EFT13472	08/05/2017	HEATLEY INDUSTRIAL, SAFETY&PACKAGING - HEATLEY SALES PTY LTD	Protective clothing for tip staff	880.67
EFT13473	08/05/2017	HESPERIAN PRESS	Daughters of Midas	327.10
EFT13474	08/05/2017	IN BLOOM KALGOORLIE FLORAL DESIGN & GIFTS	2x Wreaths for ANZAC Day Kambalda and Coolgardie	240.00
EFT13475	08/05/2017	IW PROJECTS	Kambalda and Coolgardie Land fill sites waste management projects	7739.04
EFT13476	08/05/2017	J. BLACKWOOD & SON LIMITED	Stainless steel tamper proof torx drive set screws	140.53
EFT13477	08/05/2017	Jump4Us	3 x Bouncy Castles for School Holiday Program	1340.00
EFT13478	08/05/2017	KALGOORLIE RETRAVISION	2 x 55 FHD Smart LED TV 2	1624.00
EFT13479	08/05/2017	KALGOORLIE-BOULDER CEMETERY BOARD	Assistance to Prepare & Burial of Grave site	373.50
EFT13480	08/05/2017	KAMBALDA HANDYMAN & MECHANICAL CONTRACTING	Toorak Hill damage to hut.	356.95
EFT13481	08/05/2017	KMART AUSTRALIA	Prizes for Pingo	196.50
EFT13482	08/05/2017	Kalgoorlie Tyrepower	Replace worn & flat front backhoe tyres	3382.00
EFT13483	08/05/2017	Liquid Intelligence Pty Ltd	Liquid intelligence for oil leaks	418.00
EFT13484	08/05/2017	MARKET CREATIONS	CRC Monthly website hosting	33.00
EFT13485	08/05/2017	MIA HICKS CONSULTING	Contract services for grant funding initiatives	1749.00
EFT13486	08/05/2017	MOORE STEPHENS (WA) Pty Ltd	Roads to Recovery, annual return for the year ended 30 June 2015 (amended) and 2016	4015.00
EFT13487	08/05/2017	MORANS STORE PTY LTD	Morans monthly invoice of items purchased	906.16
EFT13488	08/05/2017	NETSIGHT PTY LTD	Myosh monthly subscription for May 2017	305.80
EFT13489	08/05/2017	OFFICE NATIONAL	x16 chairs for library/ CRC	4201.41
EFT13490	08/05/2017	OIL & SPICE CAFE	catering for ceo review	110.00
EFT13491	08/05/2017	ONSITE RENTAL GROUP OPERATIONS PTY LTD	Straight Boom Lift hire	1280.40
EFT13492	08/05/2017	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	Uniform	948.05
EFT13493	08/05/2017	PEERLESS JAL PTY LTD	Mops and cleaning items	1825.74
EFT13494	08/05/2017	REECE PTY LTD	Rheem Lazer Eco Boiling tap assembly	117.90
EFT13495	08/05/2017	RESOURCES TRADING HUB	Drive GearWrench ratchet	54.30
EFT13496	08/05/2017	RMM CARPET CLEANING	2017 Monthly Cleaning	4235.00
EFT13497	08/05/2017	RSA Works	Engineering work	14729.00
EFT13498	08/05/2017	Ray White Real Estate	Property Inspections	891.00
EFT13499	08/05/2017	SAFEWAY BUILDING AND RENOVATIONS PTY LTD	Coolgardie post office, conservation works. 6th and final invoice for all works completed.	30522.48
EFT13500	08/05/2017	ST. IVES GOLD MINING COMPANY PTY LIMITED	Rates refund	2166.47
EFT13501	08/05/2017	SUEZ ENVIRONMENTAL (SITA)	Commercial and Residential Waste Disposal	17386.25
EFT13502	08/05/2017	TAPS INDUSTRIES PTY LTD	Inspect taps/washers at Unit 1	1980.00
EFT13503	08/05/2017	TOLL IPEC PTY LTD	Freight charges	178.73
EFT13504	08/05/2017	TOTAL ASPHALT & TOTAL TRAFFIC MANAGEMENT PTY LTD	200 litres of emulsion	660.00
EFT13505	08/05/2017	UNIQCO GROUP OF COMPANIES	Plant and fleet management, May 2017	3850.00
EFT13506	08/05/2017	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	Certificate III in waste	4500.00
EFT13507	08/05/2017	WAY OUT WEST CAFE	Catering for workshop	200.00
EFT13508	08/05/2017	WESTERN DIAGNOSTICS	Random drug test at the Kambalda depot	106.54

Shire of Coolgardie
Payments by Delegated Authority
1 May 2017 to 31 May 2017
Municipal - EFT

Chq/EFT	Date	Name	Description	Amount
EFT13509	08/05/2017	WESTRAC PTY LTD	Outer air filter for cat 12m grader	185.79
EFT13510	08/05/2017	WOOLWORTHS LTD (113483)	Food for holiday program	556.92
EFT13511	18/05/2017	COVS PARTS PTY LTD	Trailer plug adapter for ute	157.59
EFT13512	18/05/2017	HEATLEY INDUSTRIAL,SAFETY&PACKAGING -	Bulk protective clothing order for works and services crew -	2154.52
EFT13513	18/05/2017	KEC ELECTRICAL CONTRACTORS	Repairs to to numerous lights at Recreation Centre and units	1140.70
EFT13514	18/05/2017	KLEENHEAT GAS PTY LTD	Yearly facility fee	455.40
EFT13515	18/05/2017	WESTERN DIAGNOSTICS	Random drug test at the Kambalda depot	865.15
EFT13516	18/05/2017	WOOLWORTHS LTD (113483)	Dog food for pound dogs	17.98
EFT13517	19/05/2017	AIR LIQUIDE	Monthly Cylinder fees	101.14
EFT13518	19/05/2017	AMPAC DEBT RECOVERY (WA) PTY LTD	Costs for the month of April 2017.	12959.65
EFT13519	19/05/2017	ANDO SIGNWRITING	Replace/refurbish sign at Lions Lookout Coolgardie.	1300.00
EFT13520	19/05/2017	ARTEIL (WA) PTY LTD	Large seats, computer chairs for Kambalda CRC	4053.50
EFT13521	19/05/2017	ATLAS LINEN GOLDFIELDS	20 Round Table Cloths	384.34
EFT13522	19/05/2017	AUSTRALIA POST	Monthly Australia Post Charges	606.17
EFT13523	19/05/2017	BARRA RESOURCES LTD	Rates refund	1459.64
EFT13524	19/05/2017	BERGMEIER EARTHMOVING (DAVENNE HOLDINGS PTY LTD)	280 tonne gravel to binneringie road	8286.30
EFT13525	19/05/2017	BERNADINI PTY LTD (LSA OILS)	Engine oil	59.47
EFT13526	19/05/2017	BOC LIMITED	Monthly Cylinder Fees	203.51
EFT13527	19/05/2017	BOQ Asset Finance & Leasing Pty Limited	Monthly Printer services	6830.02
EFT13528	19/05/2017	BUNNINGS BUILDINGS SUPPLIES	Shire of Coolgardie Community Survey Prizes	315.46
EFT13529	19/05/2017	CARDNO SPECTRUM SURVEY	Survey work on ladyloch road coolgardie	1617.00
EFT13530	19/05/2017	CHEMCENTRE	Sample kambalda bore water for compliance testing	1415.70
EFT13531	19/05/2017	COMPLETE AQUATIC SERVICES	Filter and valve to Coolgardie Pool	21239.79
EFT13532	19/05/2017	COVS PARTS PTY LTD	Sump plugs	669.57
EFT13533	19/05/2017	D&G Engineering T/A Nanosoft	Electrical engineer time	440.00
EFT13534	19/05/2017	ECO SPRINGS	Eco Springs Water Cooler annual fee	1800.00
EFT13535	19/05/2017	ENVIRONMENTAL MONITORING SYSTEMS PTY LTD	Monthly Sewerage Compliance	15460.25
EFT13536	19/05/2017	ESS KAMBALDA VILLAGE	Accommodation	112.20
EFT13537	19/05/2017	FAST FINISHING SERVICES	Binding of Minute Books	195.80
EFT13538	19/05/2017	GOLDFIELDS DEANS AUTOGLASS	Windscreen repair	314.60
EFT13539	19/05/2017	GOLDFIELDS ELECTRICAL CONTRACTORS PTY LTD	Fix meter box lock	774.40
EFT13540	19/05/2017	GOLDFIELDS GLASS PTY LTD	Coolgardie Train Station, reglaze windows	433.00
EFT13541	19/05/2017	GOLDFIELDS PEST CONTROL	Spot Treatment and Assessment of the Kambalda East Hall (Men's Shed)	165.00
EFT13542	19/05/2017	GOLDFIELDS RECORDS STORAGE	Monthly User charges for records storage.	88.55
EFT13543	19/05/2017	GOLDLINE	Baymarie Cross Bars	30.14
EFT13544	19/05/2017	GOODNEWS NEWSAGENCY	Monthly newspapers and magazines for Kambalda library	138.09
EFT13545	19/05/2017	GREAT EASTERN MOTOR LODGE	Meals and accommodation	299.30
EFT13546	19/05/2017	JASON WILLIAM CLEELAND	Service of Kambalda East Public Toilets and East Hall Toilets	1691.50
EFT13547	19/05/2017	JILL O'BRIEN	Clothing and Internet Reimbursements	411.84
EFT13548	19/05/2017	KALPUMPS	Lambda Aerator without float assembly	7106.00
EFT13549	19/05/2017	KAMBALDA HANDYMAN & MECHANICAL CONTRACTING	Spray all west laneways	2800.00
EFT13550	19/05/2017	KEC ELECTRICAL CONTRACTORS	Repair fault at East Kambalda Automatic Toilet	1401.40
EFT13551	19/05/2017	KLEENHEAT GAS PTY LTD	Kambalda Recreation Centre, bulk tank gas	1337.16
EFT13552	19/05/2017	LANDGATE	Copy of valuation roll, mining tenement roll	151.00
EFT13553	19/05/2017	LITTLE INDUSTRIES	20 tonne 14 mm metal	2110.08
EFT13554	19/05/2017	MARKETFORCE	Advertisement in the Kalgoorlie Miner Notice of Annual Electors Meeting	683.74
EFT13555	19/05/2017	MERCURE HOTEL	Accommodation for training	29.00
EFT13556	19/05/2017	OIL & SPICE CAFE	Catering for Briefing session	957.00
EFT13557	19/05/2017	ONESTEEL METALAND	Supply 50 x 50 x3mm RHS steel cut in half	174.90
EFT13558	19/05/2017	SHENTON ENTERPRISES P/L	Service work to Wave 100 Side plate assy and sleeve, guide wheel, pulley F/shaft and t/t, New Dolfin cable connectors	562.66
EFT13559	19/05/2017	SOUTHERN RIVER SERVICES	Remove tree from park as per works request 3114	660.00
EFT13560	19/05/2017	STAPLES	Stationary Order	1347.20
EFT13561	19/05/2017	TAPS INDUSTRIES PTY LTD	Tender# 06/16.	28363.50
EFT13562	19/05/2017	THREAT PROTECT	Inspect & repair fault with CCTV recording system	418.00
EFT13563	19/05/2017	TQUIP	Supply blower chute for Toro Mower	566.25
EFT13564	19/05/2017	WA COUNTRY HEALTH SERVICE	Lease of Kambalda Medical Centre for the month May 2017	726.75
EFT13565	19/05/2017	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	Professional Speaking for Mayors/Presidents (and Deputies)	50.00
EFT13566	19/05/2017	WESTRAC PTY LTD	Supply cutting edge bolts	137.94
EFT13567	19/05/2017	WOOLWORTHS LTD (113483)	Catering needs for Aboriginal Art Exhibition	261.21
EFT13568	19/05/2017	WORMALD FIRE SYSTEMS	Monthly Inspection and Testing of Fire System	377.43
EFT13569	19/05/2017	AUSTRALIAN TAXATION OFFICE	APRIL 2017 BAS	23460.00
				\$394,369.80

Shire of Coolgardie
Payments by Delegated Authority
1 May 2017 to 31 May 2017
Municipal - Clicksuper

Chq/EFT	Date	Name	Description	Amount
DD5141.1	09/05/2017	NORTH SUPERANNUATION	Payroll deductions	632.83
DD5141.2	09/05/2017	ASGARD INFINITY EWRAP SUPERANNUATION	Superannuation contributions	283.51
DD5141.3	09/05/2017	Nowlan Superannuation Fund Pty Ltd	Payroll deductions	308.68
DD5141.4	09/05/2017	REST SUPERANNUATION	Superannuation contributions	196.38
DD5141.5	09/05/2017	WA LOCAL GOVERNMENT SUPERANNUATION	Superannuation contributions	9745.00
DD5141.6	09/05/2017	BT Super for Life - Savings Account	Superannuation contributions	1015.08
DD5141.7	09/05/2017	AUSTRALIAN SUPER	Superannuation contributions	1543.21
DD5141.8	09/05/2017	AMP SIGNATURESUPER	Superannuation contributions	204.97
DD5141.9	09/05/2017	TASPLAN SUPER	Superannuation contributions	223.86
DD5159.1	23/05/2017	NORTH SUPERANNUATION	Payroll deductions	632.83
DD5159.2	23/05/2017	ASGARD INFINITY EWRAP SUPERANNUATION	Superannuation contributions	283.51
DD5159.3	23/05/2017	Nowlan Superannuation Fund Pty Ltd	Payroll deductions	284.31
DD5159.4	23/05/2017	REST SUPERANNUATION	Superannuation contributions	171.57
DD5159.5	23/05/2017	WA LOCAL GOVERNMENT SUPERANNUATION	Superannuation contributions	9609.07
DD5159.6	23/05/2017	BT Super for Life - Savings Account	Superannuation contributions	971.30
DD5159.7	23/05/2017	AUSTRALIAN SUPER	Superannuation contributions	1541.18
DD5159.8	23/05/2017	AMP SIGNATURESUPER	Superannuation contributions	204.97
DD5159.9	23/05/2017	TASPLAN SUPER	Superannuation contributions	223.72
DD5141.10	09/05/2017	TWU SUPER	Superannuation contributions	205.00
DD5141.11	09/05/2017	FIRST CHOICE EMPLOYER SUPER	Superannuation contributions	199.31
DD5141.12	09/05/2017	AMP	Superannuation contributions	196.39
DD5159.10	23/05/2017	TWU SUPER	Superannuation contributions	205.87
DD5159.11	23/05/2017	FIRST CHOICE EMPLOYER SUPER	Superannuation contributions	199.31
DD5159.12	23/05/2017	AMP	Superannuation contributions	196.38
				\$29,278.24

Shire of Coolgardie
Payments by Delegated Authority
17 February - 13 April 2017
Credit Card

Reference	Date	Description	Value
	17/02/2017	VIRGIN AUST 7952136607932 SPRING HILL	50
	20/02/2017	ADOBE ACROPRO SUBS 800-833-6687	19.16
	20/02/2017	QUALITY INN MARGARET RIVE	1620
	23/02/2017	503399FLIGHTCENTRE.COM BRISBANE	110
	24/02/2017	QANTAS AIRWAYS LTD (ECOM) MASCOT	148
	27/02/2017	QANTAS AIRWAYS LTD (ECOM) MASCOT	463
	27/02/2017	DEPT OF TRANSPORT - KAMBALDA WEST	18.5
	28/02/2017	MAD WAX CAR WASH KALGOORLIE	30
	1/03/2017	VIRGIN AUST 7958225282554 SPRING HILL	5.92
	1/03/2017	VIRGIN AUST 7952136903377 SPRING HILL	455
	1/03/2017	TAXI EPAY AUSTRALIA WEST MELBOURN	28.99
	2/03/2017	QANTAS AIRWAYS LTD (ECOM) MASCOT	16
	2/03/2017	CALTEX STAR MART COO COOLGARDIE	79.17
	3/03/2017	SWAN TAXIS 13 13 30 VICTORIA PARK	30.45
	3/03/2017	VIRGIN AUST 7952136954381 SPRING HILL	170.01
	3/03/2017	THE RUSTY PUTTER BIS KAMBALDA WEST	279.5
	3/03/2017	COUNTRY CLUB KAMBALD KAMBALDA WEST	18.5
	3/03/2017	COUNTRY CLUB KAMBALD KAMBALDA WEST	73
	3/03/2017	Mercure Hotel Perth FD IN Perth	180
	3/03/2017	503399FLIGHTCENTRE.COM BRISBANE	1975.14
	3/03/2017	CALTEX STAR MART COO COOLGARDIE	76.51
	6/03/2017	INGLEWOOD HOTEL MOUNT LAWLEY	185.4
	6/03/2017	Mercure Hotel Perth FD In Perth	42
	6/03/2017	SWAN TAXIS 13 13 30 VICTORIA PARK	40.95
	6/03/2017	LONG CHIM PERTH PERTH	51
	6/03/2017	JAMIES ITALIAN PERTH	104.55
	10/03/2017	BREATHALYSER SALES ASCOT	115.5
	13/03/2017	QANTAS AIRWAYS LTD (ECOM) MASCOT	346.49
	13/03/2017	503399FLIGHTCENTRE.COM BRISBANE	751.59
	15/03/2017	THE COFFEE CLUB KLGR KALGOORLIE	19.4
	16/03/2017	THE JETTY RESORT ESPERANCE	242
	17/03/2017	CITY OF PERTH PARK6 NORTHBRIDGE	7.27
	20/03/2017	ADOBE ACROPRO SUBS 800-833-6687	19.16
	23/03/2017	DOMES MIDLAND MIDLAND	8.4
	24/03/2017	DESIGN WORKS KALGOORLIE P KALGOORLIE	24
	30/03/2017	OIL & SPICE CAFE KAMBALDA WEST	11
	30/03/2017	CIVEO PTY LTD KAMBALDA EAST	82
	30/03/2017	QANTAS AIRWAYS LTD (MO) MASCOT	128
	31/03/2017	VIRGIN AUST 7952137666640 SPRING HILL	290
	31/03/2017	VIRGIN AUST 7958225669376 SPRING HILL	3.77
	31/03/2017	VIRGIN AUST 7958225669263 SPRING HILL	4.41
	31/03/2017	VIRGIN AUST 7952137666118 SPRING HILL	339
	31/03/2017	TWOBROS NOMINEES P/L COOLGARDIE	230
	3/04/2017	MARGARET RIVER HOTEL MARGARET RIVE	219
	3/04/2017	MARGRT RVER TAXIS MARGARET RIVE	14.7
	3/04/2017	503399FLIGHTCENTRE.COM BRISBANE	2665.97
	3/04/2017	GOOD FELLAS CAFE MARGARET RIVE	160
	3/04/2017	MARGARET RIVER HOTEL MARGARET RIVE	28.5
	3/04/2017	OFFICE OF RACING GAMIN EAST PERTH	86
	4/04/2017	QUALITY INN MARGARET RIVE	53.5
	4/04/2017	QUALITY INN MARGARET RIVE	9
	4/04/2017	MARGRT RVER TAXIS MARGARET RIVE	13.44
	4/04/2017	BP REDCLIFFE 2123 REDCLIFFE	25.79
	4/04/2017	CALTEX GELORUP GELORUP	61.72
	5/04/2017	QANTAS AIRWAYS LTD (EC) MASCOT	742.59
	5/04/2017	TRAVEL RESERVATION AU SYDNEY	684
	5/04/2017	BUDGET RENT A CAR MASCOT	377.23
	6/04/2017	VIRGIN AUST 7952137798528 SPRING HILL	908
	6/04/2017	VIRGIN AUST 7958225732633 SPRING HILL	11
	6/04/2017	VIRGIN AUST 7952137798465 SPRING HILL	694
	6/04/2017	VIRGIN AUST 7958225732753 SPRING HILL	9.02
	7/04/2017	WOOLWORTHS 4329 KAMBALDA EAST	114.22
	7/04/2017	WOOLWORTHS 4329 KAMBALDA EAST	19.8
	7/04/2017	OIL & SPICE CAFE KAMBALDA WEST	154
	10/04/2017	WOOLWORTHS 4329 KAMBALDA EAST	94.38
	10/04/2017	WOOLWORTHS 4329 KAMBALDA EAST	24.05
	10/04/2017	QANTAS AIRWAYS LTD (EC) MASCOT	658.48
	11/04/2017	WOOLWORTHS 4329 KAMBALDA EAST	29.6
	11/04/2017	QANTAS AIRWAYS LTD (EC) MASCOT	810.39
	11/04/2017	QANTAS AIRWAYS LTD (EC) MASCOT	411.29
	11/04/2017	QANTAS AIRWAYS LTD (EC) MASCOT	280.59
	12/04/2017	MERREDIN MOTEL AND G MERREDIN	232
	13/04/2017	VIRGIN AUST 7958225811676 SPRING HILL	2.93
	13/04/2017	VIRGIN AUST 7952137954134 SPRING HILL	225.01
	13/04/2017	VIRGIN AUST 7958225810988 SPRING HILL	3.71

**Shire of Coolgardie
Payments by Delegated Authority
17 February - 13 April 2017
Credit Card**

13/04/2017	VIRGIN AUST 7952137952482 SPRING HILL	285
13/04/2017	VIRGIN AUST 7952137952859 SPRING HILL	409
13/04/2017	VIRGIN AUST 7958225811117 SPRING HILL	5.32
13/04/2017	VIRGIN AUST 7952137953889 SPRING HILL	574
13/04/2017	VIRGIN AUST 7958225811610 SPRING HILL	7.46
		\$19,997.43

**Shire of Coolgardie
Payments by Delegated Authority
1 May 2017 to 31 May 2017
Trust**

Chq/EFT	Date	Name	Description	Amount
2132	11/05/2017	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKETS APRIL 2017	1453.02
2133	11/05/2017	SHIRE OF COOLGARDIE	TRANSWA APRIL 2017 COMMISSIONS	266.98
				\$1,720.00

11.1.4 2015 Local Government Ordinary Elections

Appendix 16 – Enrolment and Voter Participation for Local Governments Using the Postal Election Process in 2013 and 2015

District	Enrolment in 2013	Voter Participation in 2013	Participation %	Enrolment in 2015	Voter Participation in 2015	Participation %
Albany ⁺⁺	24,485	8,986	36.7%	24,836	8,860	35.7%
Armadale	35,776	9,686	27.1%	43,988	10,693	24.3%
Ashburton	627	233	37.2%	708	297	41.9%
Augusta-Margaret River	8,946	3,771	42.2%	9,211	3,721	40.4%
Bassendean	10,124	3,101	30.6%	10,147	3,032	29.9%
Bayswater	41,328	10,520	25.5%	41,728	10,775	25.8%
Belmont	21,386	6,412	30.0%	21,327	6,273	29.4%
Boddington	1,047	674	64.4%	1,094	574	52.5%
Bridgetown-Greenbushes	2,673	1,150	43.0%	2,550	1,017	39.9%
Brookton		No election			No election	
Broomehill-Tambellup	796	459	57.7%		No election	
Bunbury ⁺	21,278	8,069	37.9%	21,217	6,375	30.0%
Busselton	23,158	7,211	31.1%	24,257	8,267	34.1%
Cambridge ⁺⁺	17,860	4,914	27.5%	17,858	6,653	37.3%
Canning ⁺⁺				51,907	16,531	31.8%
Capel		No election		9,892	2,403	24.3%
Carnarvon ⁺⁺	2,524	1,019	40.4%	3,005	1,468	48.9%
Chapman Valley	813	417	51.3%	397	150	37.8%
Chittering	3,313	1,098	33.1%	3,402	1,434	42.2%
Claremont ⁺	2,180	672	30.8%	7,079	2,188	30.9%
Cockburn ⁺	60,431	15,196	25.1%	62,706	16,012	25.5%
Collie		No election		6,059	2,081	34.3%
Coolgardie [*]	1,710	472	27.6%	1,725	579	33.6%
Coorow	1,083	525	48.5%	1,040	551	53.0%
Cottesloe ⁺	1,461	462	31.6%	4,126	1,534	37.2%
Cue	166	90	54.2%	169	112	66.3%
Dandaraqan	2,499	1,115	44.6%	2,447	1,207	49.3%
Dardanup	8,538	2,484	29.1%	8,834	2,311	26.2%
Denmark	1,596	744	46.6%	4,782	2,487	52.0%
Donnybrook-Balingup	3,936	1,696	43.1%	4,016	1,720	42.8%
East Fremantle [*]	4,005	844	21.1%	1,308	338	25.8%
East Pilbara	2,505	674	26.9%	2,173	647	29.8%
Esperance	5,973	2,057	34.4%	8,815	3,287	37.3%
Exmouth	1,615	759	47.0%	1,590	723	45.5%
Fremantle ⁺	19,922	8,125	40.8%	20,227	6,249	30.9%
Gingin	4,321	1,581	36.6%	4,338	1,710	39.4%
Gnowangerup	1,048	473	45.1%		No election	
Gosnells	64,033	13,987	21.8%	65,950	16,255	24.6%
Greater Geraldton ⁺⁺	24,030	7,601	31.6%	24,106	8,212	34.1%
Harvey		No election		16,611	3,929	23.7%
Irwin	2,497	1,073	43.0%	2,521	1,095	43.4%
Jerramungup		No election			No election	
Joondalup ⁺	107,845	23,797	22.1%	107,681	21,720	20.2%
Kalamunda	37,837	11,127	29.4%	37,962	10,358	27.3%

Election Report

District	Enrolment in 2013	Voter Participation in 2013	Participation %	Enrolment in 2015	Voter Participation in 2015	Participation %
Kalgoorlie-Boulder ⁺⁺	15,613	4,666	29.9%	15,322	5,545	36.2%
Karratha	7,597	2,119	27.9%	8,594	2,332	27.1%
Katanning	2,469	1,380	55.9%	2,420	1,418	58.6%
Kent		No election		420	218	51.9%
Kwinana	17,230	4,359	25.3%	18,733	4,524	24.1%
Lake Grace	613	426	69.5%	326	160	49.1%
Mandurah ⁺	50,512	17,102	33.9%	53,002	14,138	26.7%
Melville ⁺⁺	68,758	19,799	28.8%	68,726	20,582	29.9%
Menzies	112	63	56.3%	254	104	40.9%
Merredin		No election			No election	
Moora		No election		1,564	745	47.6%
Mosman Park ⁺	5,847	2,019	34.5%	3,008	963	32.0%
Mt Marshall [*]	389	234	60.1%	417	345	82.7%
Mundaring	13,298	3,489	26.2%	13,395	3,606	26.9%
Murray	10,673	2,878	27.0%	10,972	2,642	24.1%
Narrogin [*]	2,675	870	32.5%		No election	
Nedlands ⁺⁺	7,551	2,099	27.8%	3,433	1,035	30.1%
Northam	5,301	1,884	35.5%	6,877	2,131	31.0%
Peppermint Grove	1,133	443	39.1%	1,108	346	31.2%
Perth ⁺⁺	10,825	3,023	27.9%	11,385	4,298	37.8%
Plantagenet	3,420	1,450	42.4%	3,411	1,408	41.3%
Port Hedland ⁺	5,829	2,052	35.2%	5,755	1,716	29.8%
Ravensthorpe	1,249	582	46.6%	1,224	567	46.3%
Rockingham	66,665	17,225	25.8%	69,679	17,491	25.1%
Serpentine-Jarrahdale	8,336	1,931	23.2%	13,614	3,713	27.3%
Shark Bay		No election		447	242	54.1%
South Perth ⁺⁺	20,562	5,924	28.8%	26,944	8,144	30.2%
Stirling	96,468	24,093	25.0%	115,832	27,139	23.4%
Subiaco ⁺	8,317	2,714	32.6%	11,791	3,973	33.7%
Swan	42,571	10,132	23.8%	69,141	16,742	24.2%
Upper Gascoyne		No election		176	54	30.7%
Victoria Park ⁺⁺	19,761	5,086	25.7%	20,300	6,092	30.0%
Vincent ⁺⁺	21,102	6,699	31.7%	21,546	6,085	28.2%
Wanneroo ⁺⁺	93,906	20,602	21.9%	100,690	22,046	21.9%
Warooka		No election		2,682	749	27.9%
West Arthur	646	332	51.4%		No election	
Wongan-Ballidu		No election		979	525	53.6%
Yilgarn				715	344	48.1%
TOTAL	1,176,014	326,529	27.76%	1,368,671	375,990	27.50%
Total of local governments –contested postal elections			64			75

enrolment – Elector figures for contested elections only.

Voter Participation – Comparative Statistics 2013 and 2015 – participation rate for contested postal elections. In-person elections are shown in **bold italics**, the data for which is not included in the total.

** in-person voting method in 2015

* in-person voting method in 2013

⁺⁺ Mayoral Election in 2015

⁺ Mayoral/Presidential Election in 2013



SHIRE OF COOLGARDIE MONTHLY FINANCIAL REPORT For the Period Ended 31 May 2017

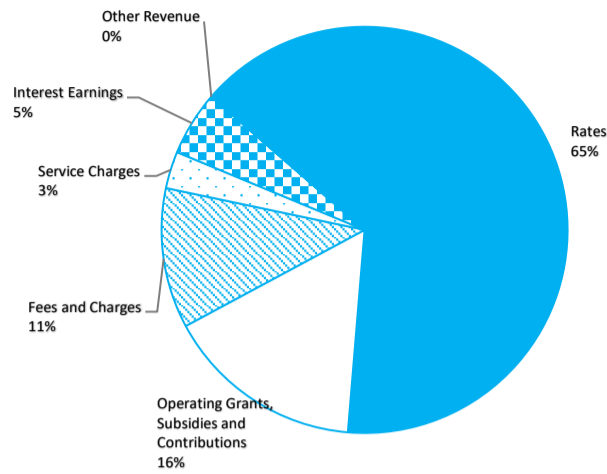
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

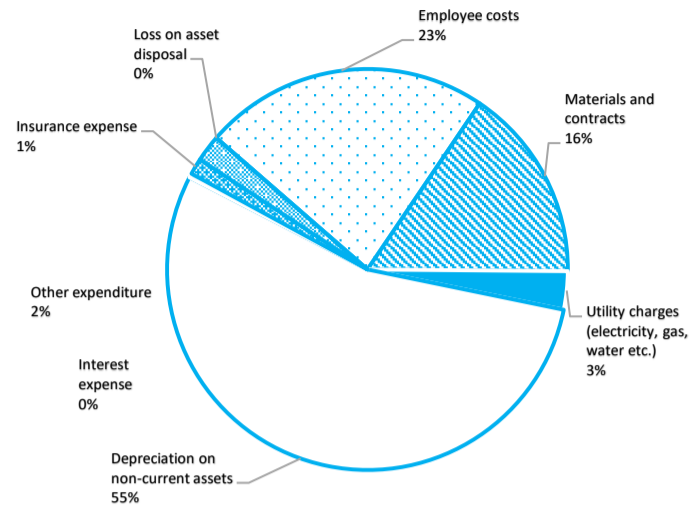
Summary Graphs - Financial Activity	2
Statement of Financial Activity by Program	3
Statement of Financial Activity By Nature or Type	4
 Note 1	
Significant Accounting Policies	5-7
Note 2	
Net Current Funding Position	8
Note 3	
Capital - Acquisitions, Funding and Disposal	9-11
Note 4	
Cash and Investments	12
Note 5	
Receivables	13
Note 6	
Payables	14
Note 7	
Cash Backed Reserves	15
Note 8	
Rating Information	16
Note 9	
Information on Borrowings	17
Note 10	
Grants and Contributions	18
Note 11	
Trust Fund	19
Note 12	
Material Variances	20

**Shire of Coolgardie
Information Summary
For the Period Ended 31 May 2017**

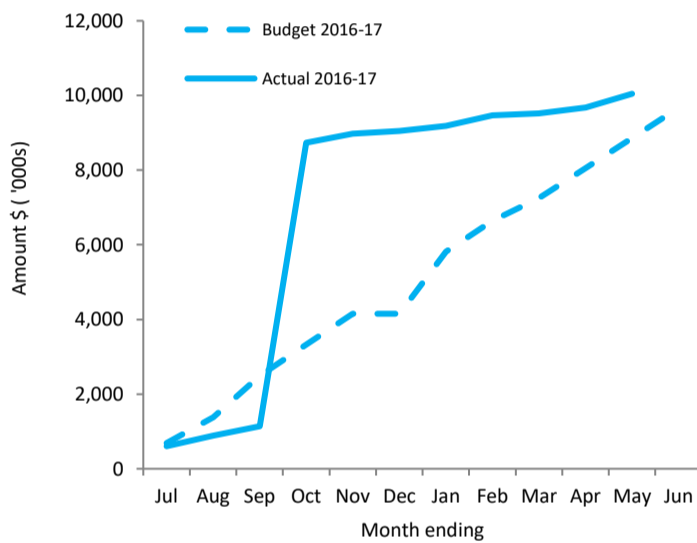
Operating Revenue



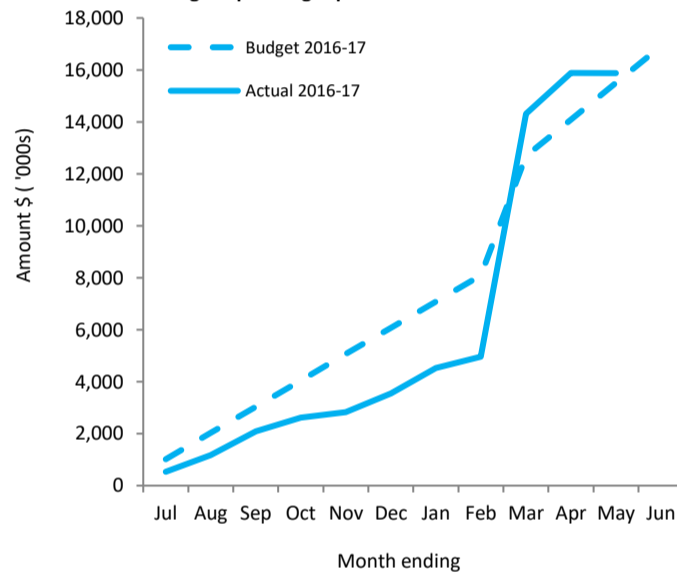
Operating Expenditure



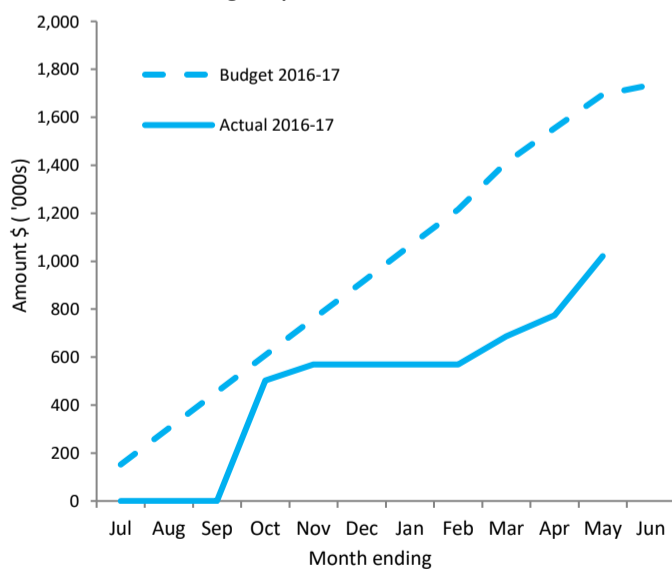
Budget Operating Revenues -v- YTD Actual



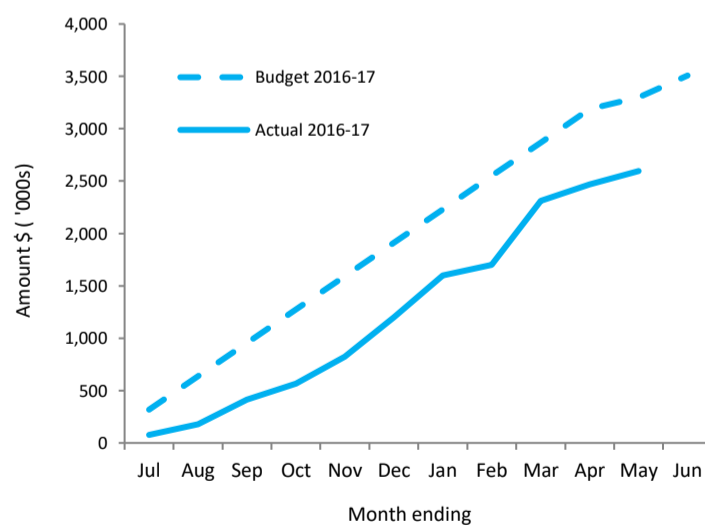
Budget Operating Expenses -v- YTD Actual



Budget Capital Revenue -v- YTD Actual



Budget Capital Expenses -v- YTD Actual



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF COOLGARDIE
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 31 May 2017

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	2	2,078,172	2,078,172	2,078,172	(0)	(%)	
Revenue from operating activities							
Governance		0	0	20,647	20,647		▲
General Purpose Funding - Rates		6,453,651	5,915,847	6,523,011	607,164	10%	▲
General Purpose Funding - Other		973,067	891,978	851,516	(40,462)	(5%)	
Law, Order, Public Safety		23,200	21,267	16,930	(4,337)	(20%)	
Health		0	0	3,980	3,980		
Education and Welfare		256,104	234,762	249,350	14,588	6%	
Housing		55,775	51,127	73,102	21,975	43%	▲
Community amenities		1,148,476	1,052,770	929,356	(123,414)	(12%)	▼
Recreation and Culture		218,750	200,521	211,757	11,236	6%	
Transport		0	0	535,122	535,122		▲
Economic Services		31,500	28,875	124,272	95,397	330%	▲
Other Property and Services		511,200	468,600	507,669	39,069	8%	
		9,671,723	8,865,747	10,046,712	1,180,965		
Expenditure from operating activities							
Governance		(1,087,697)	(997,056)	(1,530,647)	(533,591)	(54%)	▲
General Purpose Funding		(328,511)	(301,135)	(194,960)	106,175	35%	▼
Law, Order, Public Safety		(168,043)	(154,039)	(149,268)	4,771	3%	
Health		(123,699)	(113,391)	(93,800)	19,591	17%	▼
Education and Welfare		(358,055)	(328,217)	(266,601)	61,616	19%	▼
Housing		(302,901)	(277,659)	(225,894)	51,765	19%	▼
Community Amenities		(1,656,675)	(1,518,619)	(1,416,065)	102,554	7%	
Recreation and Culture		(3,117,414)	(2,857,630)	(2,667,672)	189,958	7%	
Transport		(8,968,401)	(8,221,034)	(8,654,357)	(433,323)	(5%)	
Economic Services		(834,488)	(764,947)	(614,258)	150,689	20%	▼
Other Property and Services		32,000	29,333	(56,219)	(85,552)	292%	
		(16,913,884)	(15,504,394)	(15,869,740)	(365,346)		
Operating activities excluded from budget							
Add back Depreciation		8,680,525	7,957,148	8,629,196	672,048	8%	
Adjust (Profit)/Loss on Disposal		71,520	65,560	(2,022)	(67,582)	(103%)	▼
Movement in employee benefits		165,555	0	(81,430)	(81,430)	(100%)	
Movement in accrued interest/expense		0	0	49,028	49,028		▲
Amount attributable to operating activities		1,675,439	1,384,061	2,771,745	1,387,684		
Investing activities							
Grants, Subsidies and Contributions		1,695,393	1,554,110	980,932	(573,178)	(37%)	▼
Proceeds from Disposal of Assets	3	40,463	37,091	40,463	3,372	9%	
Land & Buildings		(662,402)	(607,202)	(515,319)	91,883	(15%)	
Furniture & Equipment	3	(168,213)	(154,195)	(48,688)	105,507	68%	▼
Plant & Equipment	3	(121,000)	(110,917)	(253,182)	(142,265)	(128%)	▲
Roads		(1,903,561)	(1,744,931)	(1,470,250)	274,681	16%	
Drainage		0	0	0	0		
Parks & Ovals	3	(442,000)	(405,167)	(247,637)	157,530	39%	▼
Footpaths	3	(166,827)	(152,925)	(12,597)	140,328	92%	▼
Sewerage	3	0	0	(8,723)	(8,723)		
Infrastructure Other	3	(44,235)	(40,549)	(41,275)	(726)	(2%)	
Amount attributable to investing activities		(1,772,382)	(1,624,685)	(1,576,276)	526,332		
Financing activities							
Transfer from Reserves	7	1,203,824	1,103,505	780,093	(323,412)	(29%)	▼
Repayment of Debentures	9	(316,409)	(290,042)	(316,162)	(26,120)	9%	
Transfer to Reserves	7	(1,252,169)	(1,147,822)	(750,090)	397,732	35%	▼
Amount attributable to financing activities		(364,754)	(334,359)	(286,159)	48,200		
Closing Funding Surplus(Deficit)	2	1,616,475	1,503,189	2,987,481			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to the attached Explanation of Material Variances Statement 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 COOLGARDIE
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 May 2017

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
		\$	\$	\$	\$
Opening Funding Surplus(Deficit)	2	2,078,172	2,078,172	2,078,172	(0)
Revenue from operating activities					
Rates		6,453,651	5,915,847	6,523,011	607,164
Operating grants, subsidies and contributions		1,430,875	1,311,635	1,591,381	279,746
Fees and charges		1,036,997	950,581	1,120,264	169,683
Interest earnings		271,000	248,417	295,474	47,057
Other revenue		479,200	439,267	514,560	75,293
Profit on disposal of assets		0	0	2,022	2,022
		9,671,723	8,865,747	10,046,712	1,180,965
Expenditure from operating activities					
Employee costs		(4,025,172)	(3,689,741)	(3,662,671)	27,070
Materials and contracts		(3,056,643)	(2,801,923)	(2,486,018)	315,905
Utility charges (electricity, gas, water etc.)		(609,860)	(559,038)	(490,057)	68,981
Depreciation on non-current assets		(8,680,525)	(7,957,148)	(8,629,196)	(672,048)
Interest expense		(79,128)	(72,534)	(52,626)	19,908
Insurance expense		(140,459)	(128,754)	(208,036)	(79,282)
Other expenditure		(250,577)	(229,696)	(341,137)	(111,441)
Loss on asset disposal		(71,520)	(65,560)	0	65,560
		(16,913,884)	(15,504,394)	(15,869,740)	(365,346)
Operating activities excluded from budget					
Add back Depreciation		8,680,525	7,957,148	8,629,196	672,048
Add back (Profit)/Loss on Asset Disposal		71,520	65,560	(2,022)	(67,582)
Movement in employee benefits		165,555	0	(81,430)	(81,430)
Movement in accrued interest and salaries and wages		0	0	49,028	49,028
Amount attributable to operating activities		1,675,439	1,384,061	2,771,745	1,387,684
Investing activities					
Non-operating grants, subsidies and contributions		1,695,393	1,554,110	980,932	(573,178)
Proceeds from Disposal of Assets	3	40,463	37,091	40,463	3,372
Land & Buildings	3	(662,402)	(607,202)	(515,319)	91,883
Furniture & Equipment	3	(168,213)	(154,195)	(48,688)	105,507
Plant & Equipment	3	(121,000)	(110,917)	(253,182)	(142,265)
Roads	3	(1,903,561)	(1,744,931)	(1,470,250)	274,681
Drainage	3	0	0	0	0
Parks & Ovals	3	(442,000)	(405,167)	(247,637)	157,530
Footpaths	3	(166,827)	(152,925)	(12,597)	140,328
Sewerage	3	0	0	(8,723)	(8,723)
Infrastructure Other	3	(44,235)	(40,549)	(41,275)	(726)
Amount attributable to investing activities		(1,772,382)	(1,624,685)	(1,576,276)	526,332
Financing activities					
Transfer from Reserves	7	1,203,824	1,103,505	780,093	(323,412)
Repayment of Debentures	9	(316,409)	(290,042)	(316,162)	(26,120)
Transfer to Reserves	7	(1,252,169)	(1,147,822)	(750,090)	397,732
Amount attributable to financing activities		(364,754)	(334,359)	(286,159)	48,200
Closing Funding Surplus(Deficit)	2	1,616,475	1,503,189	2,987,481	

This statement is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

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 11.

(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.

(j) Depreciation of Non-Current Assets

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

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1 (j) (Continued)

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
Formation	not depreciated
pavement	50 years
Infrastructure Other	25 to 30 years
Parks, Reserves and Ovals	20 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping and drainage	75 years

(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.

(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 charges.

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

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1 (p) (Continued)

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 the These are 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 levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Governance

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

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

Education and Welfare

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

Provision and maintenance of elderly residents housing.

Community Amenities

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

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

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

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

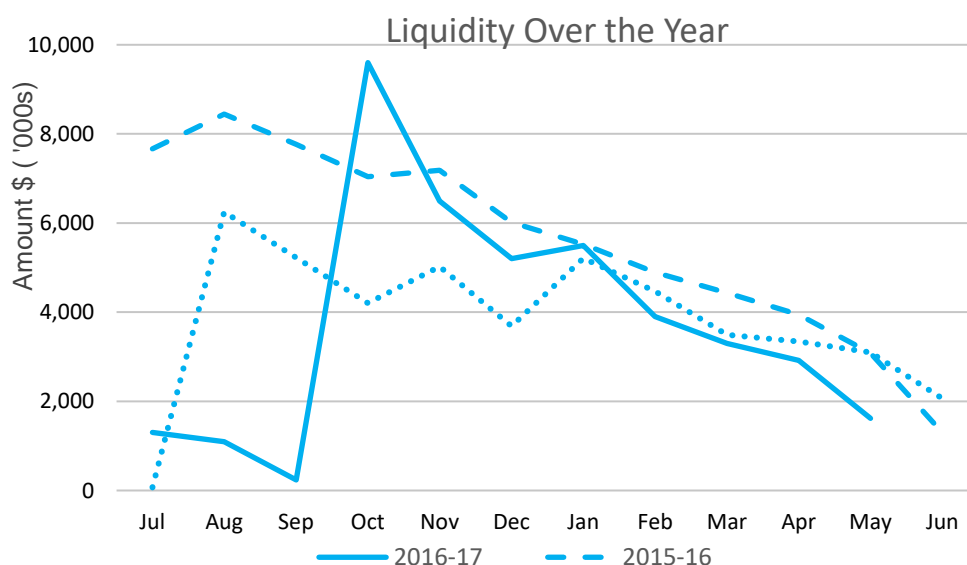
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2016	YTD 31 May 2017
		\$	\$
Current Assets			
Cash Municipal	4	1,320,403	1,559,270
Reserves		4,059,411	4,029,407
Receivables - Rates	5	3,222,974	3,539,438
Receivables - Other		268,860	391,906
Receivables - Provision for D/Debts		(1,920,519)	(1,920,519)
Inventories		8,395	8,395
		6,959,524	7,607,897
Less: Current Liabilities			
Payables	6	(1,137,743)	(590,649)
Provision - Long Service Leave		(171,517)	(151,047)
Provision - Annual Leave		(228,532)	(191,378)
Unadjusted net current assets		5,421,732	6,674,824
Less: Reserves - restricted cash		(4,059,411)	(4,029,407)
Less: loans receivable - clubs/institutions		(605)	(605)
Add: Secured by floating charge		316,406	244
Add: Provision for Annual Leave		228,532	191,378
Add: Provision for Long Service Leave		171,517	151,047
Adjusted net current assets - surplus/(deficit)		2,078,172	2,987,481

* Positive=Surplus (Negative=Deficit)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Summary Capital Acquisitions	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
	\$	\$
Land & Buildings	(515,319)	(2,804)
Furniture & Equipment	(48,688)	0
Plant & Equipment	(253,182)	(6,413)
Roads	(1,470,250)	0
Drainage	0	0
Parks & Ovals	(247,637)	(161,700)
Footpaths	(12,597)	(121,999)
Sewerage	(8,723)	8,723
Infrastructure Other	(41,275)	(29,341)
Capital Expenditure Totals	(2,597,671)	(313,534)
Capital Acquisitions Funded By		
Capital Grants and Contributions	928,306	
Other (Disposals & C/Fwd)	40,463	
Council Contribution - Cash Backed Reserves		
Land and Building Reserve	64,300	
Landfill Reserve	119,863	
Sewerage Reserve	130,749	
Environmental Improvement Reserve	0	
Recreation Reserve	300,000	
IT and Communications Reserve	0	
Road Reserve	124,230	
Infrastructure Renewal Reserve	0	
Plant Reserve	40,950	
Council Contribution - Operations	848,810	
Capital Funding Total	2,597,671	
Amended budget figures not available		

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL ACQUISITIONS

	Account	YTD Actual	Variance (Under)/ Over
Capital Acquisitions			
Land & Buildings			
ACQUISITION - LAND & BUILDINGS CORPORATE SERVICES	040387	37,512	2,895
ACQUISITION - LAND & BUILDINGS STAFF HOUSING	090187	8,800	737
ACQUISITION - LAND & BUILDINGS SPORTING CLUBS & AMENITIES	110687	68,111	(5,715)
ACQUISITION - LAND & BUILDINGS TECH SERVICES	120187	22,192	(721)
LAND & BUILDINGS - ECONOMIC SERVICES	513061	378,703	
Land & Buildings Total		515,319	(2,804)
Furniture & Equipment			
ACQUISITION - FURNITURE & EQUIPMENT PREVENTATIVE SERVICES - PEST CONTROL	070588	594	594
ACQUISITION - FURNITURE & EQUIPMENT OTHER EDUCATION	080288	11,712	976
ACQUISITION - FURNITURE & EQUIPMENT COOLGARDIE POOL	110388	10,171	(19,166)
ACQUISITION - FURNITURE & EQUIPMENT COOLGARDIE RECREATION CE	110888	1,025	(1,726)
ACQUISITION - FURNITURE & EQUIPMENT KAMBALDA RECREATION	110988	8,790	(835)
ACQUISITION - FURNITURE & EQUIPMENT OTHER CULTURE	111188	16,396	809
Furniture & Equipment Total		48,688	(19,347)
Plant & Equipment			
Plant and Equipment	070190	0	(6,413)
ACQUISITION - LIGHT PLANT	120489	41,232	
ACQUISITION - HEAVY PLANT	120490	211,950	
Plant & Equipment Total		253,182	(6,413)
Roads			
Road Construction - Renewal	512013	1,199,412	
Road Construction - Upgrade	512014	270,838	
Roads Total		1,470,250	
Drainage			
ACQUISITION - INFRASTRUCTURE KAMBALDA DRAINAGE	120108	0	0
Drainage Total		0	0
Footpaths			
ACQUISITION - INFRASTRUCTURE COOLGARDIE FOOTPATHS	120109	1,384	(44,453)
ACQUISITION - INFRASTRUCTURE KAMBALDA EAST FOOTPATHS	120110	11,213	(77,546)
Footpaths Total		12,597	(121,999)
Sewerage			
Acquisition - Plant and Equipment Sewerage	100389	8,723	8,723
Sewerage Total		8,723	8,723
Infrastructure Other			
ACQUISITION - INFRASTRUCTURE - KAMBALDA POOL (EAST REDEVEL)	110486	3,370	(3,043)
ACQUISITION - PLANT & EQUIPMENT KAMBALDA POOL	110489	30,550	(26,298)
REFUSE SITE	510018	7,355	
Infrastructure Other Total		41,275	(29,341)
Grand Total		2,597,671	(332,881)

Amended budget figures are not available

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL DISPOSALS

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$		\$	\$	\$
	Plant and Equipment								
	Heavy Plant					80,800	60,000		(20,800)
	Light Fleet					115,720	65,000		(50,720)
LV026	Holden Cruze	5,417	7,313	1,896					
LV052	Nissan ST Patrol 2015	33,024	33,150	126					
		38,441	40,463	2,022	0	196,520	125,000	0	(71,520)

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 4. CASH AND INVESTMENTS

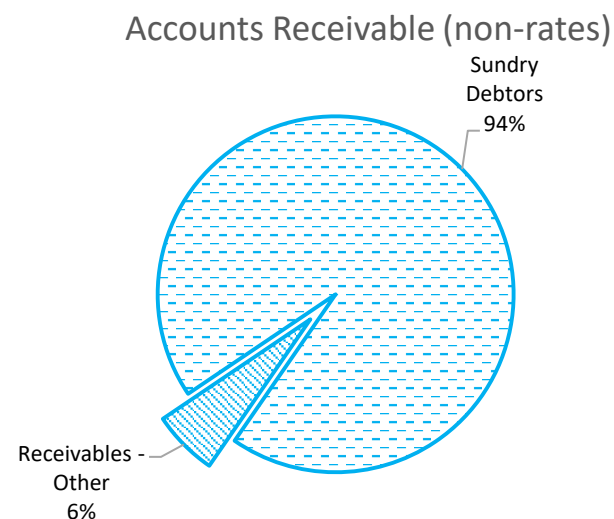
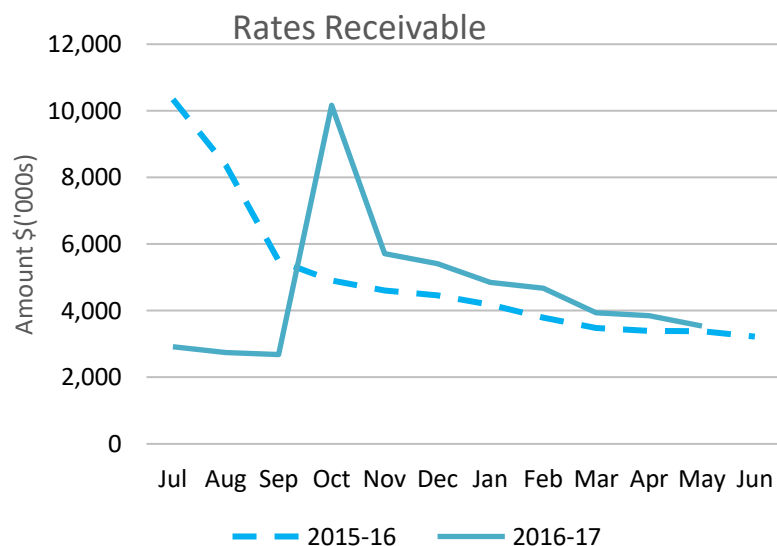
Bank Accounts	Municipal	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Cash at Bank	1,125,932			1,125,932	BankWest	Variable	Cheque Acc
Cash on Hand	812			812	BankWest	NIL	On hand
ANZ Online Saver 016719 27886427	430,839	4,029,407		4,460,246	ANZ	Variable	On going
NAB 9469 25119	332			332	NAB	Variable	On going
Trust			215,069		NAB	Variable	On going
Total	1,557,915	4,029,407	215,069	5,587,322			

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 31 May 2017	30 June 2016	Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	1,300,509	2,801,876	Receivables - General	(28,532)	296,748	3,282	1,542	97,938	370,978
Levied this year	6,523,011	6,045,812	Balances per Trial Balance						
Provision for Doubtful Debts	(1,920,519)	(1,920,519)	Sundry Debtors						368,618
<u>Less</u> Collections to date	(6,204,601)	(7,547,179)	Receivables - Other						23,288
Equals Current Outstanding	1,618,919	1,300,509							
Net rates collectable (after provision)	1,618,919	1,300,509	Total Receivables General Outstanding						391,906

Amounts shown above include GST (where applicable)

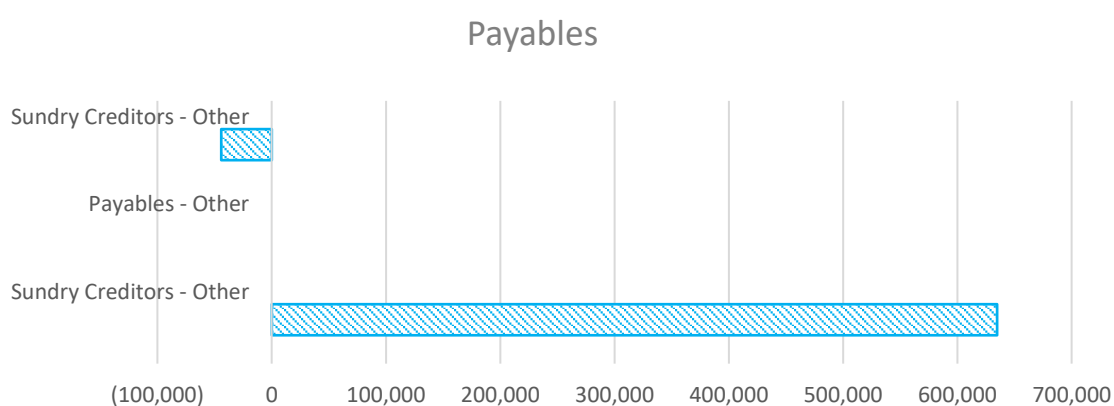
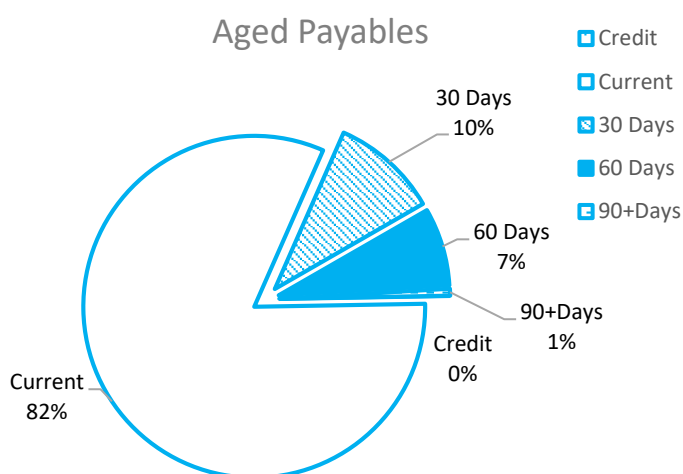


SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 6. PAYABLES

Payables	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	521,787	64,359	46,960	4,153	637,258
Balances per Trial Balance						
Sundry Creditors - Other						634,903
Payables - Other						
Sundry Creditors - Other						(44,254)
Total Payables - Other						(44,254)
Total Payables						590,649

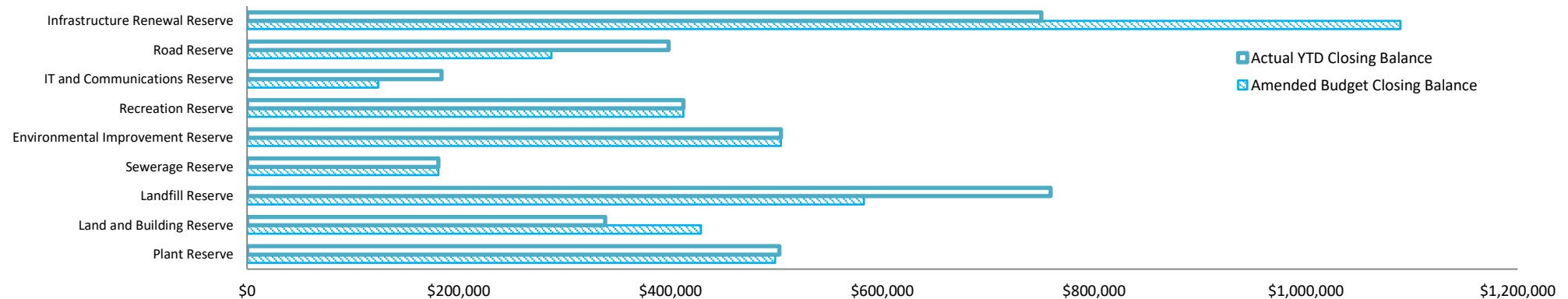
Amounts shown above include GST (where applicable)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 7. CASH BACKED RESERVES

Reserves	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Plant Reserve	543,738		0		0	(45,000)	(40,950)		498,738	502,787
Land and Building Reserve	402,532		0	100,000	0	(73,800)	(64,300)		428,732	338,232
Landfill Reserve	878,905		0		0	(296,275)	(119,863)		582,630	759,041
Sewerage Reserve	311,484		0		0	(130,749)	(130,749)		180,735	180,735
Environmental Improvement Reserve	504,366		0		0		0		504,366	504,366
Recreation Reserve	712,135		0		0	(300,000)	(300,000)		412,135	412,135
IT and Communications Reserve	183,832		0		0	(60,000)	0		123,832	183,832
Road Reserve	522,419		0		0	(235,000)	(124,230)		287,419	398,189
Infrastructure Renewal Reserve	0		0	1,152,169	750,090	(63,000)	0		1,089,169	750,090
Unspent Loan Reserve	0		0		0		0		0	0
Unspent Grant Reserve	0		0		0		0		0	0
	4,059,409	0	0	1,252,169	750,090	(1,203,824)	(780,093)		4,107,754	4,029,407



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 8. RATING INFORMATION

RATE	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
General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV Townsite	0.1116	2,016	14,814,693	1,652,742	0	0	1,652,742	1,652,742	0	0	1,652,742
UV Mining	0.2133	1,914	18,869,427	4,024,849	22,707	0	4,047,556	3,986,939	0	0	3,986,939
Rural	0.1173	39	1,074,391	126,042	0	0	126,042	126,042	0	0	126,042
Sub-Totals		3,969	34,758,511	5,803,633	22,707	0	5,826,340	5,765,723	0	0	5,765,723
Minimum Payment	Minimum \$										
GRV Townsite	684	634		433,656	0	0	433,656	433,656	0	0	433,656
UV Mining	430	757		325,510	0	0	325,510	325,510	0	0	325,510
Rural	674	13		8,762	0	0	8,762	8,762	0	0	8,762
Sub-Totals		1,404	0	767,928	0	0	767,928	767,928	0	0	767,928
Total		5,373	34,758,511	6,571,561	22,707	0	6,594,268	6,533,651	0	0	6,533,651
Discounts on Rates							(25,495)				(80,000)
Write offs							(45,762)				
Amount from general rates							6,523,011				6,453,651

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 9. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget
			\$	\$	\$	\$	\$	\$
Community Amenities								
99 Coolgardie Effluent	48,344	0	16,693	16,937	31,651	31,407	1,729	2,184
Recreation and Culture								
111 KCRF Building	517,649	0	249,916	249,916	267,733	267,730	24,818	39,644
112 Aquatic Facilities	310,633	0	33,250	33,250	277,383	277,383	8,125	13,125
Economic Services								
113 Coolgardie Post Office	469,797	0	16,303	16,303	453,494	453,494	19,044	24,174
	1,346,423	0	316,162	316,409	1,030,261	1,030,014	53,716	79,126

All debenture repayments will be financed by general purpose revenue.

(b) New Debentures

There were no new debentures as at the reporting date.

(c) Unspent Debentures

The Shire had no unspent debenture funds as at the reporting date.

(d) Overdraft

The does not currently have an overdraft facility.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 10. GRANTS AND CONTRIBUTIONS

	Grant Provider	Type	Amended Budget		YTD Budget	Annual Budget	YTD Actual Revenue
			Operating	Capital			
			\$	\$	\$	\$	\$
General purpose funding							
Grants Commission - General	WALGGC	Operating	536,302		491,623	536,302	535,864
Grants Commission - Roads	WALGGC	Operating	488,700		488,700	488,700	488,733
Law order and public safety							
Income FESA Grants	DFES	Operating	4,500		4,125	4,500	4,522
Education and welfare							
Income Grants - Kambalda Resource Centre		Operating	123,604		113,300	123,604	124,105
Income grants - Coolgardie Resource Centre		Operating	113,000		103,587	113,000	105,277
Recreation and culture							
Income Grants Coolgardie Pool		Operating	32,000		29,337	32,000	32,000
Income Grants Kambalda Pool		Operating	32,000		29,337	32,000	72,000
State Government Income For Parks Ovals And Reserves		Operating	0	0	0	0	50,000
Income - Capital Grant Parks & Gardens Do Not Use		Non-Operating		137,705	126,236	137,705	87,755
Income - Contributions		Non-Operating		50,000	45,837	50,000	0
Transport							
Income Roads - Regional Road Group		Non-Operating		400,000	366,663	400,000	475,216
Roads Income - Roads to Recovery		Non-Operating		548,500	502,788	548,500	0
Income Roads - Blackspot		Non-Operating		378,100	346,588	378,100	151,240
Direct Grant - Regional Road Group		Non-Operating		117,088	117,087	117,088	117,088
Street Lighting and Depots		Non-Operating		0	0	0	4,367
Economic services							
Grant Income - GEDC - Post Office upgrade business case		Operating	39950		39,950	39,950	39,939
Income Tourism Grant		Operating	0		0	0	42,455
Other property and services							
Income - Contributions Reimbursements & Donations		Operating	32000		29,337	32,000	4,500
TOTALS			1,402,056	1,631,393	2,834,495	3,033,449	2,335,061
SUMMARY							
Operating	Operating Grants, Subsidies and Contributions		1,402,056	0	1,329,296	1,402,056	1,499,395
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	1,631,393	1,505,199	1,631,393	835,666
TOTALS			1,402,056	1,631,393	2,834,495	3,033,449	2,335,061

Not all income received allocated as grant income has been detailed due to some income incorrectly allocated to grants.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 11. 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 1 Jul 16	Amount Received	Amount Paid	Closing Balance 31 May 17
	\$	\$	\$	\$
Bonds	117,139	20,656	(700)	137,095
BRB Building Levy	3,187	2,090	(1,911)	3,366
Election Nominations	200			200
BCITF Training Levy	6,081	1,840	(2,160)	5,761
Held for Clubs	43,729			43,729
Miscellaneous Monies	20,624	30,502	(27,888)	23,238
Unknown deposits	1,680			1,680
	192,640	55,088	(32,659)	215,068

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 12. EXPLANATION OF MATERIAL VARIANCES

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$15,000 or 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
1 Revenue from operating activities	\$	%			
1 Governance	20,647		▲		
1 General Purpose Funding - Rates	607,164	10%	▲		
1 Housing	21,975	43%	▲		
1 Community amenities	(123,414)	(12%)	▼		
1 Transport	535,122		▲		
1 Economic Services	95,397	330%	▲		
1 Expenditure from operating activities					
1 Governance	(533,591)	(54%)	▲		
1 General Purpose Funding	106,175	35%	▼		
1 Health	19,591	17%	▼		
1 Education and Welfare	61,616	19%	▼		
1 Housing	51,765	19%	▼		
1 Economic Services	150,689	20%	▼		
1 Operating activities excluded from budget					
1 Adjust (Profit)/Loss on Disposal	(67,582)	(103%)	▼		
1 Movement in accrued interest/expense	49,028		▲		
1 Grants, Subsidies and Contributions	(573,178)	(37%)	▼		
1 Furniture & Equipment	105,507	68%	▼		
1 Plant & Equipment	(142,265)	(128%)	▲		
1 Parks & Ovals	157,530	39%	▼		
1 Footpaths	140,328	92%	▼		
1 Financing activities					
1 Transfer from Reserves	(323,412)	(29%)	▼		
1 Transfer to Reserves	397,732	35%	▼		
1 Further Comments					
1 Note 2 - Net Current Assets					
1 Note 3 - Capital					
1 Note 4 - Cash					
1 Note 5 - Receivables					
1 Note 6 - Payables					
1 Note 7 - Reserves					
1 Note 8 - Rates					
1 Note 9 - Borrowings					
1 Note 10 - Grants					
1 Note 11 - Budget Amendments					
1 Note 12 - Trust					

Shire of Coolgardie
STATEMENT OF FINANCIAL POSITION
For the month ended 31st May 2017

Variance Description

Revenue

General Purpose Funding	Variance is due to budget profiling. Furthermore FAGS Grant has been moved to Transport.
Law, Order, Public Safety	
Health	
Education and Welfare	Variance due to budget profiling.
Housing	Variance is due to increase in income for staff housing. Previously staff living in houses now being rented following staff restructure.
Community Amenities	
Recreation and Culture	Variance in income is due to budget profiling. Swimming pool income received over a six month period hence revenue higher than ytd budget. Has been an increase in attendances at Kambalda Recreation Centre
Transport	Income shown reflects FAGS Grant and revenue from Haulage campaign. Budget needs to be transferred for May Budget Review. Haulage funds to be transferred to reserve.
Economic Services	Grant income received for post office upgrade from GEDC. Income not included in budget to be adjusted for review in May 2017.
Other Property and Services	The income from Leehmans being received early in the year. Budget profiling does not reflect revenue received in July 2017

Expenditure

Governance	The annual insurance premiums have been paid thereby bringing forward expenditure against budget. Payout for CEO included in actuals. Budget amendment will be required at May budget review as administration allocation increased along with Human Resources transferred.
General Purpose Funding	Salaries and wages costs for rates and property are lower than budget.
Law, Order, Public Safety	
Health	Expenditure lower than ytd budget due to savings in operational expenditure and transfer of administration allocations.
Education and Welfare	Expenditure lower than ytd budget due to savings in operational expenditure and transfer of administration allocations.
Housing	Expenditure lower than ytd budget due to savings in operational expenditure and transfer of administration allocations. Furthermore, maintenance on housing is well under budget.
Community Amenities	On Budget
Recreation & Culture	On Budget
Transport	Variance is due to budget profiling of increase in depreciation. Furthermore also due to increase in road maintenance, budgetted for but profiling not reflective.
Economic Services	Variance due to budget profiling and reduction in operational and maintenance costs on museums and visitor centre.
Other Property and Services	Variation in budget is due to salaries and wages and plant costs not reallocated to appropriate programmes. Staff will be ensuring monthly journals to be done. A number have been completed already.

Shire of Coolgardie
STATEMENT OF FINANCIAL POSITION
For the month ended 31st May 2017

Capital

Land and Buildings

Furniture and Equipment

Expenditure on IT not yet undertaken.

Plant and Vehicles

Actual costs incorrectly coded. Journal done to fix. New filters required for pool not yet purchased. New ute expenditure will show in April financials.

Infrastructure Assets - Roads

All works now commenced with exception of Black Spot projects. Blackspots to be programmed for completion end of June. All R2R projects completed.

Infrastructure Assets -Footpaths

Footpath programme has now been programmed. GETS to assist with a number of works.

Infrastructure Assets - Parks

Upgrade to Donkin Park has been completed. Consequently variation due to budget profiling.

Infrastructure Assets -Drainage

Infrastructure Assets - Other

Some projects at sewerage farm and tips not yet commenced. Anticipate to be completed by end of June 2017

Proceeds from Disposal of Assets

Two light vehicles have been disposed of. Revenue appearing in operating instead of rate setting statement. To be reviewed for April financials.

Repayment of Debentures

Payment of debentures is in line with the repayment schedules from Treasury

Proceeds from New Debentures

Self-Supporting Loan Principal Income

Transfers to Reserves (Restricted Assets)

Reserve transfers not yet reflected. Transfers to reserve need to be reviewed for May Budget Review.

Transfers from Reserves (Restricted Assets)

Reserve transfers not yet reflected. Transfers for expenditure to date will be included for April financials.

11.1.5 Financial Activity Statement for period ending 31st May 2017 Attachment 2

MOORE STEPHENS

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The Chief Executive Officer
Shire of Coolgardie
PO Box 138
KAMBALDA WA 6442

COMPILATION REPORT TO THE SHIRE OF COOLGARDIE

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Coolgardie, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 May 2017. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF COOLGARDIE


The Shire of Coolgardie are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Coolgardie we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Coolgardie provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Coolgardie. We do not accept responsibility to any other person for the contents of the special purpose financial statements.


Moore Stephens (WA) Pty Ltd
Chartered Accountants



PAUL BREMAN
DIRECTOR
23 June 2017



Shire of Coolgardie Fees and Charges 2017 / 2018

Shire of Coolgardie
Po Box 138
Kambalda WA 6442

GENERAL DESCRIPTION	2017 2018	GST
Administration fee to be added to fees where applicable	60.00	Y
Staff hourly rate unless otherwise stated	55.00	Y
Hire 100% concession		
A concession of 100% applies to the hire of facilities where the event is		
- not for profit		
- open to the general public		
- no alcohol to be consumed		
- no admission or fee to be charged		
<i>"General Public" excludes those events where club membership, previous participation or other qualifying criteria apply to the event.</i>		
Any applicable Bond and setup fee plus Consumables such as fuel or laundry costs must be paid		
Not for Profit 50% concession (Not for profit will be determined by the Chief Executive Officer)		
A concession of 50% applies to the hire of facilities for churches, charities, sporting clubs and senior card holders where the event does not meet the criteria for 100% concession.		
Instructor Concession		
A concession of 50% of the room hourly hire will be available for instructors who run fee paying sessions for group activities. This concession is only available for individuals.		
Community Bus Hire 75% concession		
A concession of 75% of the rate per kilometre will apply for transport to events related to junior (under 16) activities. Where the group is mixed the full charge will apply.		
Gym Membership 100% concession		
A concession of 100% will apply to gym membership for all registered Active Emergency Service Volunteers, members of the Western Australian Police Force (subject to the discretion of the Coordinator of Recreation Services) and permanent Staff at the Shire of Coolgardie.		
Pool Entry 100% concession		
A concession of 100% will apply to swimming pool entry to all permanent staff at the Shire of Coolgardie		
A concession of 100% will apply for the Kambalda Swimming Club lane hire (own life guard) and Annual Lapathon Event		
Waste Disposal Vouchers 50% concession		
The applicant must reside outside the town site boundaries and not receive a weekly waste service		
The applicant must have proof of residency		
The concession will be limited to 100 vouchers per financial year for each household		
Lost vouchers will not be replaced		
Bonds (GST becomes applicable on Bond forfeiture)		
Bonds may be accepted as a credit card imprint. Where a bond is paid by either cheque, cash or Eftpos, the refund will be paid by cheque seven working days after the release of the bond.		
Events with Alcohol		
Security will be required for all events with alcohol (Subject to the discretion of the Coordinator of Recreation Services)		
Concession		
Concession rates for fees and charges will apply to holders of State and Federal Seniors, Pensioners Cards and Health Care Cards and Student Identity Cards for FULL TIME Tertiary Students. Separate rules may apply for Rates Rebates		

GENERAL DESCRIPTION	2017 2018	GST
Child		
A child is a client who attends primary or secondary school. Where the client is of secondary school age, student ID may be requested. Pre-primary students are free.		
Family		
For the purpose of fees and charges. "Family" shall consist of a group of UP TO seven related people (two of whom may be full fee paying clients) i.e. One Adult and upto six concessions to two adults and upto five concessions.		
Public Liability Insurance		
You May require public insurance for your event. Please check with the staff at the time of booking.		
Hire of Facilities (Indoor)		
A setup rate per person may apply to some bookings.	\$35/hour	Y
Goldfields Exhibition, Warden Finnertys		
Daily entry charge will cover both exhibitions open at the time of visit.		
Australia Day, and the Opening Day of the Season - Free entry at both Kambalda and Coolgardie Swimming Pools.		
Special Events Free use of Facilities. Approval is given for the following		
- Coolgardie Day (annual 1 day)		
- Ute Bike and Car Show (bi annual 2 days)		
- Christmas Tree (Kambalda)		
- Christmas Lunch (Coolgardie)		
- Heritage Week		
Community WiFi will be available free of charge at Community Resource Centres. (download limitations and restricted hours will apply)		
Community Activity Room (June Crosbie Room)		
Community Groups have priority to this room. Where a concession applies, a set up fee may apply. Each group is expected to pack up and store any equipment owned by by them. Shared equipment and cleaning will be managed by the Centre staff.		
The Small Kitchen area is a shared facility		
Cancellation Fees		
Cancellation is made prior to booking		
- 30 days or more	0%	Y
- 14 days to 29 days	25%	Y
- 7 to 13 days	50%	Y
- less than 7 days	100%	Y
BONDS		
Bonds (GST becomes applicable on Bond forfeiture)		
Bonds may be accepted as a credit card imprint. Where a bond is paid by either cheque, cash or Eftpos, the refund will be paid by cheque seven working days after the release of the bond.		
Bonds payable		
Key or Card Deposit	150.00	N
Animal Control Traps - Cats	55.00	N
Animal Control Traps - Dogs	150.00	N
Community Bus	500.00	N
Oval/Recreation Hire - Circus & Side Show	500.00	N
Train	200.00	N
Merry Go Round	200.00	N
Halls and Recreation Centres - Rooms/ Functional Spaces/ Facilities		
- No Alcohol	200.00	N
- 18 and 21st Birthdays with Alcohol	1,000.00	N
- With Alcohol (Licensed Areas Only)	500.00	N
- Bond Traffic Management Signage	250.00	N

ADMISSION AND MEMBERSHIP CHARGES	2017 2018	GST
Amenity Fee - \$2 per person where free hire is provided for activity.	2.00	
Parks and Gardens - non charge for use (power charge may apply) - no exclusive use permitted.		
Goldfields Exhibition, Warden Finnertys		
Adult	4.00	Y
Child	2.00	Y
Senior	2.00	Y
National Trust Member	no charge	
Children under 6	no charge	
Swimming Pools		
Adult	5.00	Y
Child	3.00	Y
Spectator	2.50	Y
Concession Card Holder	2.50	Y
Family Season Pass	240.00	Y
Adult Season Pass	130.00	Y
Child Season Pass	75.00	Y
Concession Season Pass	65.00	Y
Family Part Season Pass	140.00	Y
Family Part Season Pass - Single Parent Health Care Card Holder	60.00	Y
Adult Part Season Pass	90.00	Y
Child Part Season Pass	55.00	Y
Shire of Coolgardie Staff	No Charge	
Concession Part Season Pass	45.00	Y
Group Swimming Lessons - Maximum of 5 individuals per person	12.00	Y
School Hire Rate		
- CAPS	400.00	
- Coolgardie Primary	400.00	
- Kambalda West	800.00	
- Kambalda East	400.00	
Individual lessons - per session	15.00	Y
- Use of kiosk phone at the Pool	0.50	Y
Gymnasiums		
Casual Gym Usage	16.00	Y
Casual gym Usage - Senior Card	8.00	Y
Shire of Coolgardie Staff	no charge	
1 Month Adult	120.00	Y
3 Months Adult	170.00	Y
6 Months Adult	260.00	Y
12 Months Adult	390.00	Y
Junior 12 - 16 years gym admission (conditions apply)	\$8/session	
Senior Concession		
- 1 Month Concession		
- 3 Months Concession	85.00	Y
- 6 Months Concession	120.00	Y
- 12 Months Concession	185.00	Y
Replacement Swipe Card	30.00	Y
Corporate Memberships - Purchase 10 memberships get 2 free (total 12)		
Personal trainers Hire fee (per week)	35.00	
Gym Program (for Gym Members)	25.00	Y
Gym special July & November 3 months 1 month free + 8 Circuit classes	170.00	
East Kambalda Boxing Facility		
- Casual	Not available	
3 months	80.00	Y
6 months	120.00	Y

ADMISSION AND MEMBERSHIP CHARGES (continued)	2017 2018	GST
Community and Recreation Centres		
Adult Entry	5.00	Y
Child Entry	3.00	Y
Spectator	1.00	Y
HIRE OF FACILITIES		GST
Outdoor Court Hire	no charge	
Oval Hire: Senior Teams - No. Teams x No. Players per Team x No. Weeks x No. Uses per Week	formula * \$1	Y
Oval Hire: Junior Teams	no charge	
Circus and Side Shows (exclusive of lighting charges) per day	500.00	Y
Oval/ playing Lights per Hour	50.00	Y
Parks - Electricity Usage (Per Hour)	15.00	Y
Swimming Pools		
Hire non pool hours (does not include Lifeguard)	90.00	Y
Hall/Court Hire (Coolgardie and Kambalda)		
Sports Hall Hire per Hour	45.00	Y
Sports Hall Hire per Day	185.00	Y
Function Room Hire -		
1 Room (per hour)	40.00	Y
2nd and 3rd Room (each)	30.00	Y
1 Room (per day 8.30am – 5.00pm)	160.00	Y
2nd and 3rd Room (each)	115.00	Y
Kitchen	30.00	Y
Corporate Rate Per Hour	48.00	
Corporate Day Hire	250.00	
Additional Function Room	150.00	
* Room Set Up Fee and additional cleaning fee - Staff hourly rate	Staff Hourly Rate	Y
Community Activity Meeting Room - June Crosbie		
Day (6am – 5 pm)	30.00	Y
Hourly Rate		
Night (5pm to 11pm)	30.00	Y
Minimum Hire fee – 4 hours		
Full day and night (9am – 12pm)	500.00	Y
Kiosk - Kambalda Recreation Centre		
half day hire	45.00	Y
full day hire	90.00	Y
Meeting Rooms (Small – per room)		
Hourly Rate	25.00	Y
Full Day Rate	140.00	Y
Corporate Rate per hour	48.00	
Daily Corporate Rate	150.00	
Industrial Kitchen Hire		
Day (6am - 5 pm)		
Minimum Hire fee - 4 hours		
Hourly Rate	45.00	Y
Night (5pm to 12pm)		
Minimum Hire fee - 4 hours		
Full day and night (9am - 12pm)	500.00	Y
Coolgardie Civic Building (Bayley Street)		
Meeting Room / per hour	30.00	Y
Meeting Room / per day	155.00	Y
RECREATION PLANT AND EQUIPMENT HIRE	2016 2017	GST
Inflatable Pool Slide (Anacondas) - at Swimming Pool (admission charges apply)		
- per hour during pool opening hours (includes lifeguard)	100.00	Y
- per hour when pool is hired out of hours (includes lifeguard)	200.00	Y
- per hour Swimming Club (does not include lifeguard)	60.00	Y
Community Bus Hire		
Kilometre Charge	0.75	Y
Refuelling Charge	Cost plus administration	
Train and Merry Go Round (Dry Hire)		
Children's Train Ride (Hire per hour)	75.00	Y
Children's Train Ride (Hire per day 9am - 5pm)	400.00	Y
Merry Go Round (Hire per hour)	75.00	Y
Merry Go Round (Hire per day 9am - 5pm)	400.00	Y
Children's Train Ride and Merry Go Round (Combo Hire - Per Hour)	100.00	Y
Children's Train Ride and Merry Go Round (Combo Hire - Per Day 9am - 5pm)	600.00	Y
***All Hirers SHALL provide their own Public Liability Insurance (copy to be lodged @ the Shire Office)		

EVENTS AND ACTIVITIES	2017 2018	GST
Holiday Program/Youth Events		
- Casual	Cost + \$1	Y
- Week	Cost + \$5	Y
Tours and Cultural Events and Programs		
- Full Fee	Cost + \$10	Y
- Concession	Cost + \$5	Y
Recreation and Leisure Activities		
with gym membership and Shire of Coolgardie employees	Cost + \$1	Y
without gym membership	Cost + \$5	Y
Seniors and concession card holders	Cost + \$1	Y
ADMINISTRATION	2015 2016	GST
Copy or Scan to email		
copy of council document - per page A4	50c	Y
Copy of council documents - colour per page A4	1.00	Y
copy of council document - per page A3	1.00	Y
Copy of Agenda or Minutes (no attachments)	10.00	Y
Copy of Agenda or Minutes (with attachments)	25.00	Y
A0 A1 and A2 (when printer available)	11.00	Y
General Administration Charges		
Dishonoured Cheques - Admin Fee	Cost plus Admin Fee	Y
Investigation of minutes for information (where resources permit)	Staff Rate	Y
Rates and Property Information		
Rates Enquiry	50.00	N
Zoning/Health Orders and Requisitions/Building enquiries	100.00	N
Sewerage Enquiry	50.00	N
Caveat 'Addition/Removal'	200.00	Y
Reprint of prior years rate notice (per notice)	11.00	Y
Transaction listing for rates (per year)	15.00	Y
Landgate - copy of title requested by client	30.00	Y
Refund of overpaid rates (client error)	20.00	Y
Rates Research Charge Per Hour	Staff Rate	Y
Rates Research Charge - Maximum	300.00	Y
Confirmation of Ownership from Rate Book @ Counter	no charge	
Extract of Rate Book @ Counter	copy charge only	Y
Fees applicable to rates and charges (charge on property)		
- Title Search (to Aid Recovery of Rates) on charged to client	40.00	Y
- Debt clearance Letter	30.00	Y
- Final notice fee	11.00	Y
- Notice of Discontinuance (strict conditions apply)	110.00	Y
Debt recovery fee (plus staff time)	60.00	
Debt recovery Rates instalment interest	220.00	
swimming pool inspection levy		
Instalment Fees and Charges - interest calculated on daily balance		
- Administration Fee - four instalments	30.00	N
- Interest on formal instalments (4)	5.50%	N
- Administration Fee (Special Instalment Arrangements)	80.00	Y
- Interest on special instalments	11%	N
Late payment penalty interest (35 days after date of issue)	11%	N
Electoral Roll		
Electoral Roll (When available)		
Electronic	100.00	Y
Candidates - first copy fee	50.00	Y
Owners and Occupiers Roll	50.00	Y
Freedom of Information		
Access application (non personal information) plus staff time hourly rate	30.00	N
Access application (personal information)	-	
Photocopying /scanning (per page)	0.20	Y
Staff Time (Per hour)	55.00	N

LIBRARY AND RESOURCE CENTRE SERVICES	2017 2018	GST
Toy Library (Per Year)	55.00	Y
After half yearly joining fee	35.00	Y
Replacement Membership Cards	10.00	Y
Lost or Damaged Materials While on Loan - cost of replacement		
Resource Centre		
Coolrambler		
CoolRambler - Sale	No Charge	
Advertising in CoolRambler		
Full Page	130.00	Y
Half Page	80.00	Y
Quarter Page	45.00	Y
Business Card	25.00	Y
Advertising may be free of charge subject to conditions (limit to 1/2 page of advertising per group).		
Other Services		
Computer/Internet Access (every 15 minutes)	3.00	Y
Scanning / Copy (black and white) / Fax (only available Kambalda)		
- A3	0.75	Y
- A4	0.50	Y
Copy (colour)		
- A3	1.25	Y
- A4	0.75	Y
Laminating		
- A3	4.00	Y
- A4	2.00	Y
Business Card	1.00	Y
Staff Services - per hour	Hourly Rate	
Digital Printing		
6 x 4	0.75	Y
6 x 6	0.85	
6 x 8	0.95	
8 x 4	2.50	
8 x 8	3.00	
8 x 10	3.50	
8 x 12	4.00	
Binding	10.00	Y
Data Download	30.00	Y
Self - Supply own media	cost plus 100%	Y
Staff Assisted - Supply own media	Hourly rate	Y
USB	25.00	Y
Souvenirs	Cost plus 15-100%	
Document Preparation (Resumes etc)	hourly rate	
PRIVATE WORKS CHARGES		
Subject to the availability of resources, the Chief Executive Officer may approve the undertaking of private works. These private works may include the grading of private access ways, restatement of service authority road crossings and to provide assistance to contractors in Main Roads projects and emergencies	Cost plus 25%	Y
Requests for private works are to be addressed to the Chief Executive Officer. If such requests can be accommodated in the works program, the Manager Technical Services will undertake a site inspection where required and prepare a cost estimate of works.		
The proponent is to be clearly advised that "this price is an estimate only and actual costs will be charges together with the appropriate fee as outlined in the " fees and charges schedule" in Council's adopted budget.		
Note: Council does not support dry hire of it's plant and equipment		
STANDPIPE WATER		
Standpipe Water (Coolgardie) Kilolitre	12.00	Y
Purchase of Card / replacement of lost card	cost	Y
Water from NewTown Dam (when available restrictions apply) Kilolitre	5.00	Y
Standpipe water in Kambalda is only available for Emergency Services, and Road Construction. It is not available for personal or other uses.		

CEMETERY AND MEMORIAL CHARGES	2017 2018	GST
Internment in ordinary grave 1.8m deep, including Right of Burial and maintenance for one year:		
Out of Hours Burial/Interments (in addition to usual fee)	350.00	Y
Adult Burial	500.00	Y
Child under 13 years of age	200.00	Y
Land for graves (including number label):		
Ordinary Land 2.7m x 1.2m	650.00	Y
Pre-purchase of Land 2.7m x 1.2m	750.00	Y
Sinking graves over 1.8m – per metre	50.00	Y
Re-opening graves to accommodate adult burial	1,000.00	Y
Exhumation	1,000.00	Y
Re-interment of exhumed remains (same grave)	600.00	Y
Permission to construct brick grave, vault or tomb	400.00	Y
Permission to:		
Erect any stone monument, railing or headboard	100.00	Y
Alter or add to and grave, stone monument, railing or headboard	100.00	Y
Repair or renovate any existing memorial work	50.00	Y
Erect a small memorial plaque	25.00	Y
Placement of Ashes:		
Scatter to the Winds	75.00	Y
Placed in family grave (plaque not included)	75.00	Y
Placement in Niche area (plaque not included)	150.00	Y
Placement of Ashes elsewhere	75.00	Y
Exhumation of Ashes	150.00	Y
Other Fees:		
Funeral Directors License (annual fee)	60.00	Y
Monumental Mason's License (annual fee)	60.00	Y
Renewal of Grant of Right of Burial (25 years)	75.00	Y
Copy of Certificate of Right of Burial	60.00	Y
Grave Location Fee	10.00	Y
Simple Research Inquiry (up to 15 minutes staff time)	15.00	Y
Complex Research Inquiry - refer to Kalgoorlie Boulder Historical Society	-	Y

Payment of Waste is either by previously organised Account OR Vouchers which can be purchased from Administration Centre Kambalda or Recreation Centre Coolgardie		
** Each property paying a Residential Waste Charge will receive vouchers for five m3 per annum.		
WASTE DISPOSAL FEES	2017 2018	GST
240 Litre Bin (Residential) per pick up per annum	Annual Budget	N
240 Litre Bin (Commercial) per pickup per week (Pro rata for 12 Months)	Annual Budget	Y
Additional bin charge	321.00	
Refuse Site Charges		
Opening of Tip Site out of hours	300.00	Y
Oil deposited into oil containment reservoir (NOTE price is per container - containers must be no larger than 20 litres?)	20.00	Y
Animals under 50kg	20.00	Y
Animals over 50kg	150.00	Y
Asbestos per m3 (must be wrapped and treated in accordance with requirements)**	220.00	Y
Class II waste m3	105.00	Y
Class II waste per tonne	56.00	Y
Commercial other per m3 - minimum charge 1m3	45.00	Y
Domestic waste per m3 - minimum charge 1m3	10.00	Y
Clean Drum each	15.00	Y
Green waste per m3	Free	
Green Waste (mixed Domestic) per m3	10.00	Y
Green Waste (mixed with commercial) per m3	45.00	Y
Building Rubble per m3	45.00	Y
Tyres each up to small truck tyre 20")	10.00	Y
No other tyres accepted		
Any Vehicle Body each (tyres removed)	25.00	Y
White Goods each	10.00	Y
Horse Burial	250.00	
Sewerage		
Addition. Pedastools/ URC/ Sloppers/ Water closets	191.00	
** NOTE - Any product that may contain asbestos will be deemed to contain asbestos unless tested prior to presenting at the tip site. Testing will be carried out at cost (prepaid) - contact the Coordinator of Waste Services for further information. Products not tested presented at the tip site will be deemed to be asbestos and must meet the asbestos dumping guidelines.		
*** Where a "weight note" is available, waste will be accepted by weight based on 1 tonne = 1 cubic metre (for the purposes of fees)		

NOTE - Maximum Statutory Fees are set annually. Where the maximum fees exceeds the following, the fees will be amended to reflect the Statutory Maximum Fee.		
	2017 2018	GST
REGULATORY SERVICES		
Cat Registrations - Cat Act 2011		
Sterilised		
- 1 year	20.00	N
- 3 Year	42.50	N
- Lifetime	100.00	N
- Cat Breeding Licence (Per breeding cat)	100.00	N
Fees as per Car Regulations 2012		
Microchipping	65	
Dog Registrations - Dog Act 1976		
Sterilised		
- 1 year	20.00	N
- 3 years	42.50	N
- Lifetime	100.00	N
Unsterilised		
- 1 year	50.00	N
- 3 years	120.00	N
- Lifetime	250.00	N
Replacement dog tag	5	
Microchipping	65	
Companion Dog	No Charge	
Pensioner Concession may apply (50% of applicable Fee)		
Working Dog concessions may apply (25% of applicable fee)		
Fees as per Dog Regulations 2013		
Dog Pound		
Daily maintenance	30.00	Y
Seisure and impounding	65.00	N
Euthanasia	150.00	Y
Release of Dogs outside normal working hours - additional fee	150.00	Y
Rehoming of Dogs (plus registration)	45.00	Y
Tow away of Vehicles		
- Tow to depot	Cost plus	Y
- storage of vehicles /per day	10.00	Y
Impounding		
- abandoned shopping trolley	15.00	N
- daily fees per trolley	5.50	Y
- sustenance and maintenance of impounded livestock	at cost	Y
Infringement Agency Costs (Fines Enforcement Registry)		
- Final Demand	As Gazetted	N
- DoT Enforcement Certificate		N
- Fines Enforcement Registry		
- DoT Vehicle Registration Search		N
Bush Fires Act Charges	30.00	
- cost of installing fire breaks on private land where property owner has failed to comply with a Notice issued under Section 33 of the Bush Fire Act	Cost plus 25% plus Administration Fee	Y
Applications (Misc)		
Application for permit to ride/drive a large animal in a thoroughfare	30.00	N
Application for consent to keep more than two bee hives on non residential land	30.00	N
Application for consent to keep more than two dogs	100.00	N
Licence to keep approved kennel establishment	100.00	N
Renewal of Licence to keep approved kennel establishment	100.00	N
Application for Street Party Closure (Bonds Apply)	22.00	Y
- Food Premises Settlement Enquiry	40.00	N
- Liquor Licensing Act Section 39 Certifications	220.00	Y
- Liquor Licensing Act Section 60 and 62 Extended Trading Permit Application	50.00	N

NOTE - Maximum Statutory Fees are set annually. Where the maximum fees exceeds the following, the fees will be amended to reflect the Statutory Maximum Fee.		
	2017 2018	GST
ENVIRONMENTAL HEALTH SERVICES		
Registration of Business		
- Registration of a lodging house	230.00	N
- Hairdresser, Skin Penetration and Others	180.00	N
- Inspections / Hour		Y
Caravan Park Fees		
- Application / Renewal	200.00	N
- Transfer of Licence	100.00	N
Food Act 2008 Fees		
- Food Business Registration Fee	140.00	N
Annual Surveillance / Inspection Fees		
- Per inspection	220.00	Y
- Very low risk / charitable or community service food business	Nil	
Offensive Trades - as per Offensive Trade (Fees) Regulations 1976		
Offensive Trade		
- Laundry	150.00	N
Septic Tank & ATU Applications		
- Application Fee to use an apparatus	118.00	N
- Permit to use an apparatus	118.00	N
- Local Government Report Fee (Dept of Health)	118.00	
(a) with local government report	43.50	N
(b) without local government report	118.00	N
Water Services Act 2012		
- Commercial Discharge Licence (Sewerage)	150.00	N
- Sewerage Connection	330.00 Plus Costs	Y

NOTE - Maximum Statutory Fees are set annually. Where the maximum fees exceeds the following, the fees will be amended to reflect the Statutory Maximum Fee.		
Applications for building permits, demolition permits	2017 2018	GST
BUILDING SERVICES		
Building Application Fees		
- Building Applications for Class 1		
0.32% of estimated value of building works or not less than \$95.00	96.00	
in addition to the Building Services Levy; 0.137% of value of work or not less than \$61.65		
- Building Applications for Class 10	345.00	
in addition to the Building Services Levy; 0.137% of value of work or not less than \$61.65		
Admin Fee	250.00	
Amended Plans		
- Amended plans for Class 1 or 10 buildings	96.00	N
(requiring further assessment or submitted after approval)	10% of BA Fee	N
- Amended plans for Class 2 to 9 buildings	96.00	N
(requiring further assessment or submitted after approval)	10% of BA Fee	N
Unauthorised Buildings		
- Unauthorised Buildings - Building Approval Certificate		
Class 1 or 10 Buildings	96.00	N
Class 2 to 9 (Commercial Projects)	96.00	N
Construction Training Levy		
(collected on behalf of the Fund and only payable on applications for works exceeding \$20,000)	2%	N
Building Services Levy		
(collected on behalf of the Fund)	61.65	N
0.137% of the value of the work where over \$45,000		
Demolition Permit		
- in addition to the Building Services Levy for Class 1 and Class 10	96.00	N
- in addition to the Building Services Levy for Class 2 to Class 9	96 per storey	
Building Services Levy is applicable and charged at 0.137% of works		
Admin Fee	250.00	
Other Licences/Applications		
- Private Swimming Pool Inspection Fee	14.85	Y
- Compliance Certificate	150.00	Y
- Public Pool Sampling	\$90 plus Test cost	Y
- Pre Purchase Pool Inspection Report	60.00	
Strata Application Fee		
- Application Fee (Minimum of \$104.65 or \$10 per Strata)	104.65	N
Admin Fee	250.00	
Sewerage Head Works Contribution (Coolgardie Only)		
Per Dwelling (separate unit)	500.00	Y
Sewer Head Works P.OA + 25% Admin		
Additional Building Services Fees		
- request for pool inspection	75.00	N
(plus any archive search fee applicable)		
- Reissue of building licence with changed details (new builder etc)	40.00	N
Information and Miscellaneous Services		
Building Plan research and retrieval	60.50	Y
Building Licence Listing (monthly subscription)	88.00	Y
Planning Scheme Text	27.50	Y
Planning Scheme Maps A3 (colour) / set	22.00	Y
Any specific information requiring research charged per hour	staff hourly rate	Y
Consultant Report required	cost plus 25%	Y
Rezoning Application	cost plus 25%	Y
Report to Council (non compliant applications)	100.00	Y

NOTE - Maximum Statutory Fees are set annually. Where the maximum fees exceeds the following, the fees will be amended to reflect the Statutory Maximum Fee.		
TOWN PLANNING AND DEVELOPMENT - Planning & Development (Local Government Planning) Regulations	2017 2018	GST
Residential Design Code Variation Application Fee	\$100	
Advertising on behalf of applicant	cost plus admin fee	Y
Where the development has not commenced and the estimated cost of the development is		
- not more than \$50,000	\$147	
- not more than \$50,000 but not more and \$500,000	0.32% of cost of development	
- more than \$500,000 but not more than \$2.5 million	every \$1 in excess of \$500,000	
- more than \$2.5 million but not more than \$5 million	every \$1 in excess of \$2.5million	
- more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5	
- more than 21.5 million	\$34,196	
Determining a development application (other than for an extractive industry) where the development has commenced or been carried out.	way of penalty, twice that fee	
Determining a development application for an extractive industry where the development has not commenced or been carried out.	\$739	
Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that	
Providing a subdivision clearance for -		
- not more than 5 lots	\$73 per lot	
- more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot	
- more than 195 lots	\$7,393	
Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$222	
Determining an initial application for approval of a home occupation where the home occupation has commenced.	way of penalty, twice that fee.	
Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73	
Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired.	The fee in item 8 plus, by way of penalty, twice that	
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out.	\$295	
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out.	The fee in item 10, plus, by way of penalty, twice that fee.	
Providing a zoning certificate	\$75	
Replying to a property settlement questionnaire	\$75	
Providing written planning advice	not available	
Inspection fee cross overs 2 Hours staff time	100.00	