



SHIRE OF COOLGARDIE

ATTACHMENTS

OF THE

ORDINARY COUNCIL MEETING

28 August 2018

6.00pm

Kambalda



Full Year Expenditure

As at June 2018

Service	% Share of Rates	Expenditure FY Budget	Expenditure 17-18 YTD	FY Variance	FY Variance %
Road Construction	29.8%	\$2,003,733	\$1,944,578	+\$59,155	+3.0%
Governance	25.2%	\$1,695,279	\$1,691,360	+\$3,919	+0.2%
Finance and Admin	17.2%	\$1,153,889	\$1,045,315	+\$108,574	+9.4%
Public Works Overheads	13.8%	\$928,851	\$844,016	+\$84,835	+9.1%
Waste	13.4%	\$903,147	\$855,408	+\$47,739	+5.3%
Maintenance	11.5%	\$772,832	\$617,996	+\$154,836	+20.0%
Rec Centres Kambalda	8.0%	\$540,795	\$581,448	-\$40,653	-7.5%
Plant & Fleet	7.3%	\$492,965	\$482,537	+\$10,428	+2.1%
Parks	7.0%	\$471,235	\$487,868	-\$16,633	-3.5%
Tourism & Museums	6.8%	\$458,681	\$462,882	-\$4,201	-0.9%
Sewerage	6.7%	\$447,303	\$402,533	+\$44,770	+10.0%
Depots and Street Lighting	5.0%	\$336,459	\$290,527	+\$45,932	+13.7%
Verges	4.7%	\$314,779	\$272,323	+\$42,456	+13.5%
Pools Kambalda	3.8%	\$257,060	\$319,819	-\$62,759	-24.4%
Rec Centres Coolgardie	3.4%	\$227,042	\$235,014	-\$7,972	-3.5%
Rates	3.3%	\$219,815	\$219,236	+\$579	+0.3%
IT	2.9%	\$197,710	\$291,708	-\$93,998	-47.5%
CRC Kambalda	2.9%	\$191,974	\$132,647	+\$59,327	+30.9%
Human Resources	2.8%	\$185,711	\$186,940	-\$1,229	-0.7%
Development Control	2.8%	\$185,079	\$247,910	-\$62,831	-33.9%
Council Housing	2.4%	\$159,878	\$176,734	-\$16,856	-10.5%
Pools Coolgardie	2.3%	\$153,574	\$157,393	-\$3,819	-2.5%
Clubs	1.9%	\$129,608	\$134,770	-\$5,162	-4.0%
Law & Order	1.6%	\$106,505	\$75,868	+\$30,637	+28.8%
CRC Coolgardie	1.5%	\$104,149	\$94,421	+\$9,728	+9.3%
Drainage	1.4%	\$95,780	\$67,852	+\$27,928	+29.2%
Records	1.4%	\$92,344	\$68,276	+\$24,068	+26.1%
Footpath Maintenance	1.3%	\$87,181	\$79,664	+\$7,517	+8.6%
Animal Control	1.3%	\$86,941	\$54,562	+\$32,379	+37.2%
Community Development	1.3%	\$84,059	\$110,731	-\$26,672	-31.7%
GVROC Facility	1.2%	\$83,894	\$25,902	+\$57,992	+69.1%
Trees	1.2%	\$81,032	\$61,459	+\$19,573	+24.2%
Cashless Card	1.1%	\$71,764	\$28,840	+\$42,924	+59.8%
Public Amenities	1.0%	\$70,054	\$52,325	+\$17,729	+25.3%
Medical Services	0.8%	\$54,368	\$30,973	+\$23,395	+43.0%
Health	0.8%	\$52,000	\$36,227	+\$15,773	+30.3%
Cemetery	0.5%	\$31,297	\$21,211	+\$10,086	+32.2%
Look Out	0.4%	\$27,438	\$22,897	+\$4,541	+16.6%
Fire Prevention	0.3%	\$20,852	\$16,810	+\$4,042	+19.4%
Environmental Health	0.2%	\$10,580	\$10,400	+\$180	+1.7%
All Services		\$13,587,637	\$12,939,379	+\$648,258	+4.8%



11.1.2

Service Review Report

June Quarter 2018



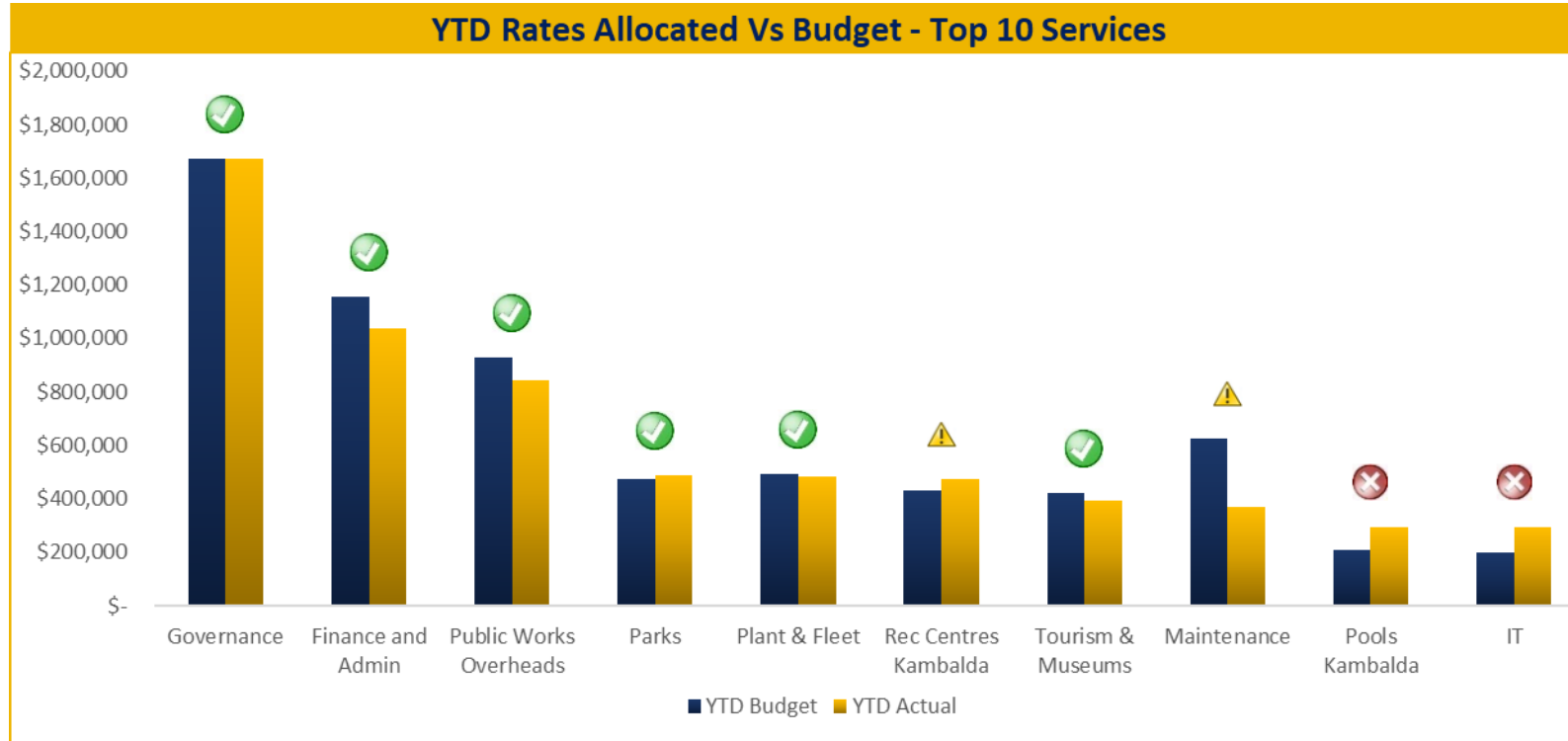
Summary Slide

Summary Points

- ▶ The Service expenditure report for the year ended 30th June 2018 estimated savings of \$648,258.
- ▶ This included the GVROC Records Facility and the Cashless Card each of which are externally funded services.
- ▶ If removed, the total estimated savings for the financial year was \$547,342
- ▶ This reflects an efficiency dividend of 4.1%.
- ▶ Total capital expenditure of \$2,716,486
- ▶ Capital Road Expenditure \$1,864,419



Top 10 Services

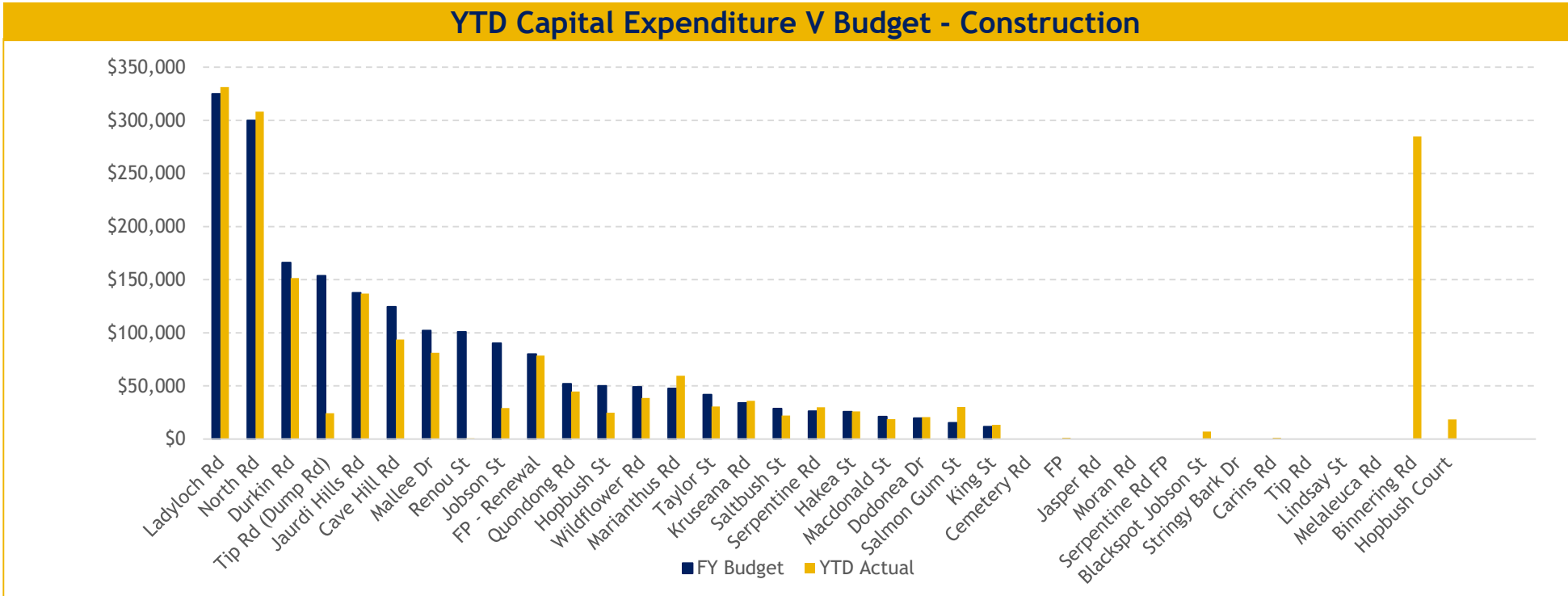


- ▶ Rates allocated is expenditure minus any income generated by the service



Capital Expenditure - Construction

YTD Capital Expenditure V Budget - Construction



- ▶ **Adopted Budget was \$1,573,733**
- ▶ **Actual Expenditure \$1,864,419 – Budget was amended as part of Budget Review**
- ▶ **Coolgardie North Road \$308,257 and Binnering Road \$284,867 offset by Revenue**

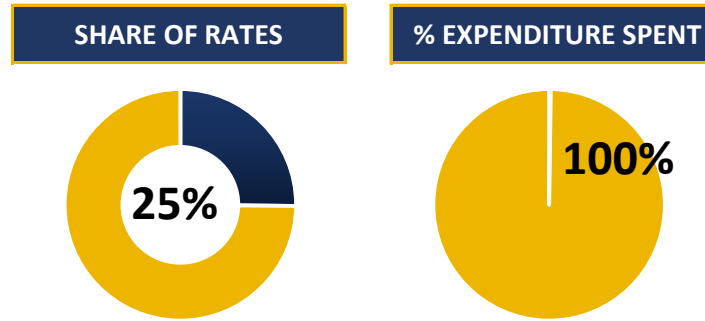
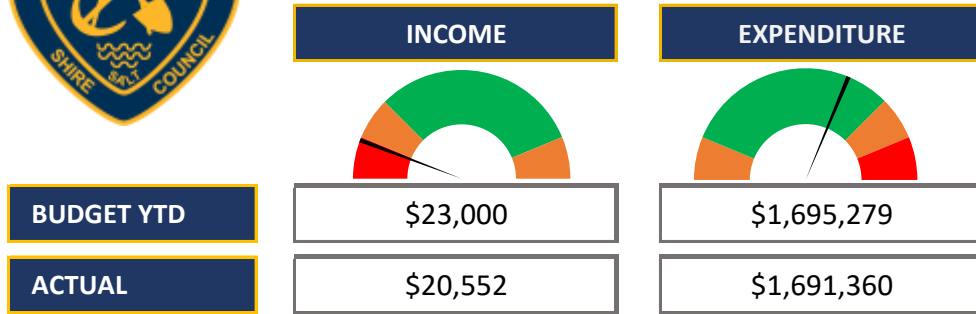


Capital Expenditure - Other

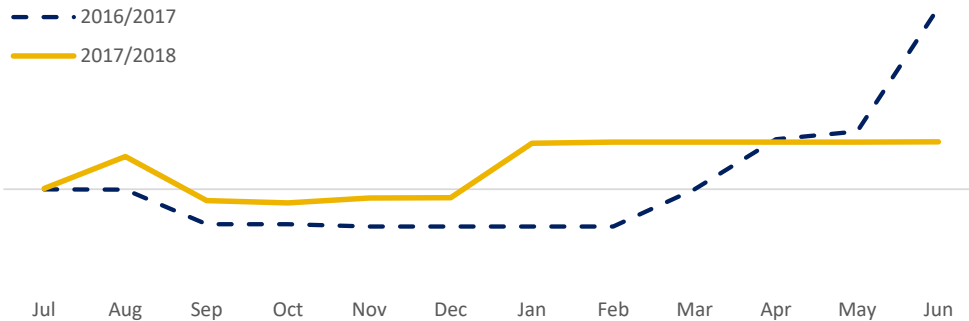
- ▶ \$198,860 spent on Coolgardie Skate Park
- ▶ \$63,635 spent on the Coolgardie Water Reuse System
- ▶ \$78,600 spent on footpath renewal
- ▶ \$84,616 spent on light fleet renewal
- ▶ \$116,910 spent on heavy plant renewal
- ▶ \$49,700 spent on renewal on pumps at Kambalda Pool
- ▶ \$32,226 spent on upgrade toilet at Kambalda Depot.



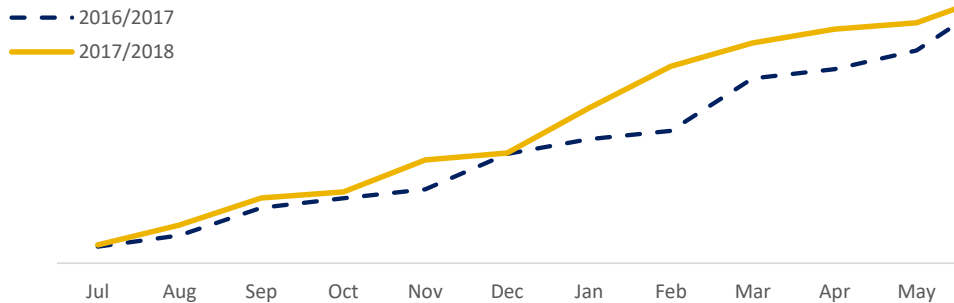
Governance



YTD Income Year on Year



YTD Expenditure Year on Year



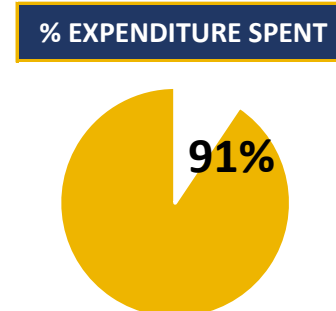
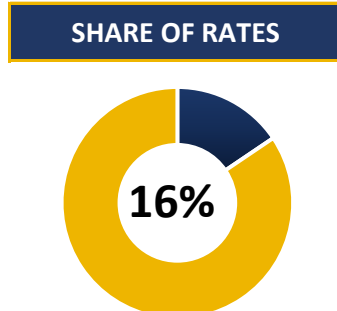
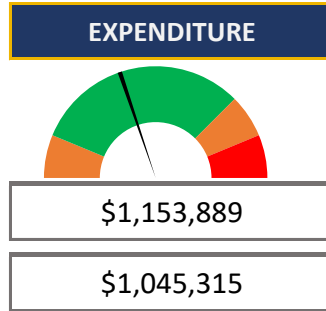
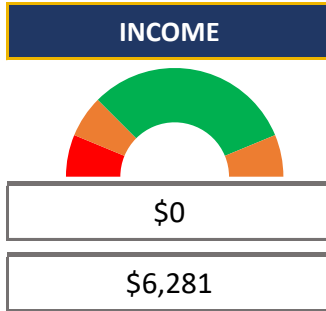
Manager's commentary

- ▶ Expenditure for the financial year was on budget, with 100% of the budget spent.
- ▶ The income was a little down for the Governance area.
- ▶ Budget allocations for the 2018/19 year essentially the same allocations

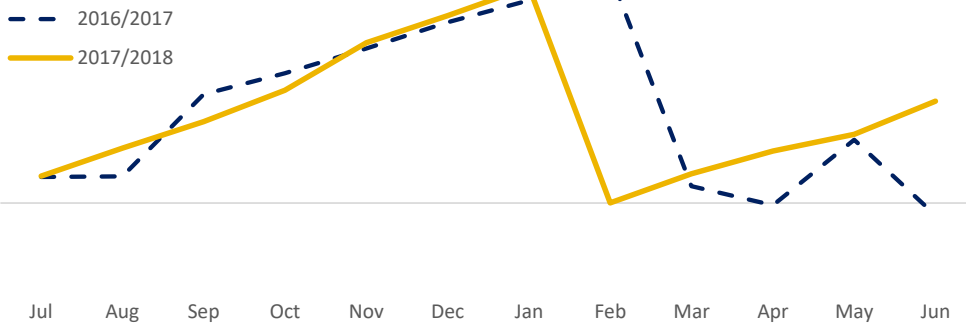


Finance and Admin

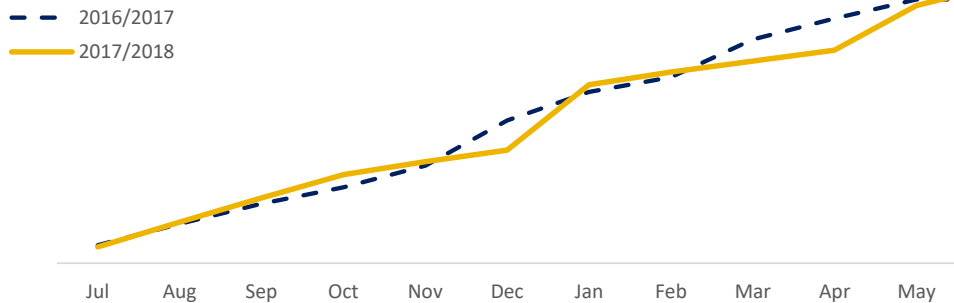
BUDGET YTD
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year

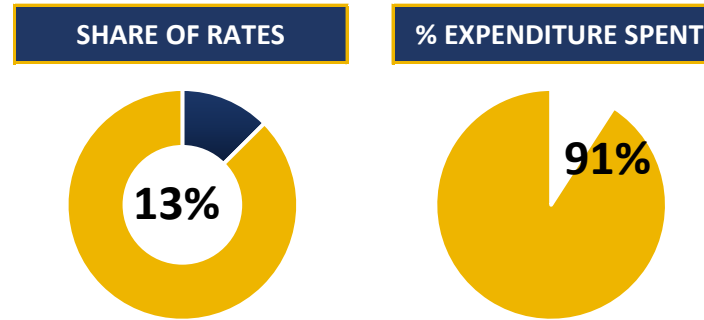
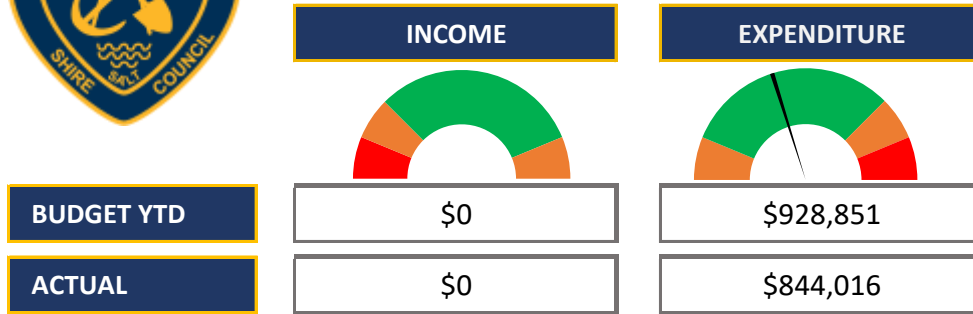


Manager's commentary

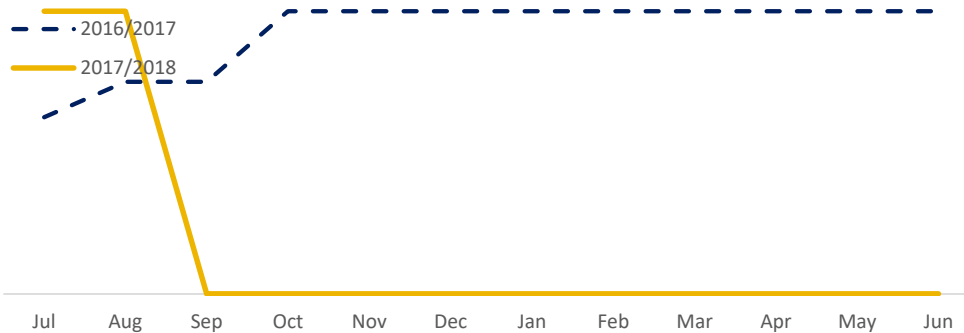
- Expenditure for Finance and Admin have tracked well for 17/18. Finishing under budget. With no unexpected operational expenses.



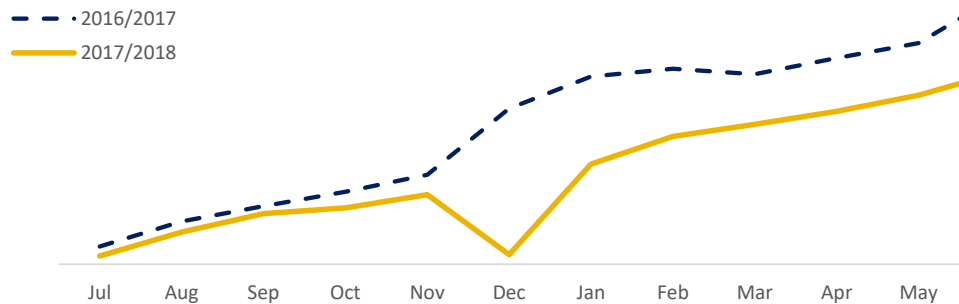
Public Works Overheads



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Expenditure Variance - budget on target with minor savings achieved at EOFY.
- ▶ Admin allocation shows minor savings.



Road Construction

INCOME



BUDGET YTD
\$1,089,748

ACTUAL
\$1,866,633

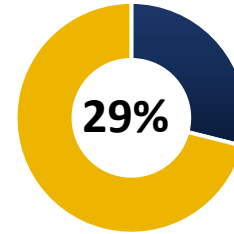
EXPENDITURE



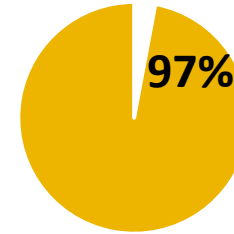
BUDGET YTD
\$2,003,733

ACTUAL
\$1,944,578

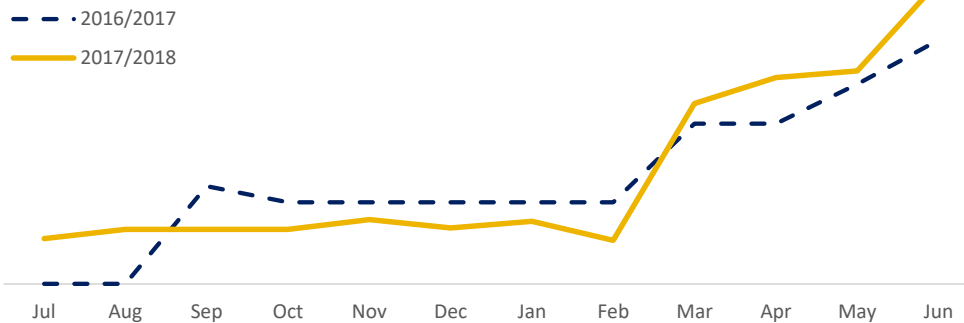
SHARE OF RATES



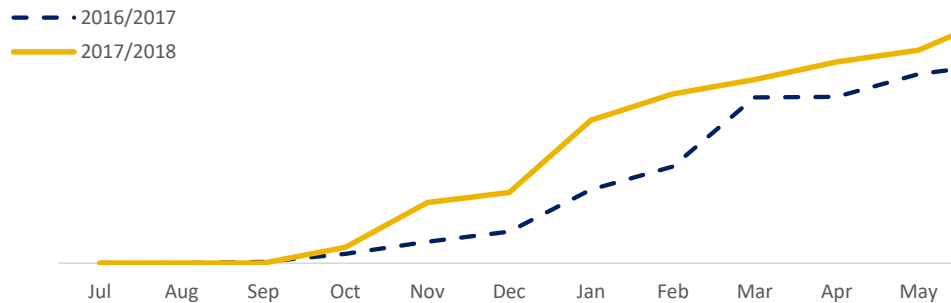
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Road programme finished by EOFY.
- ▶ Expenditure Variance – budget performed well and achieved minor savings.
- ▶ Minor savings on Shire funded road construction projects. Construction projects – Cave Hill Rd & Durkin Rd.



Maintenance

INCOME



\$147,172

\$245,650

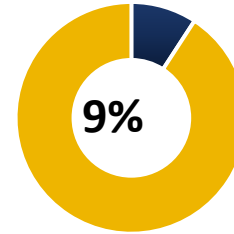
EXPENDITURE



\$772,832

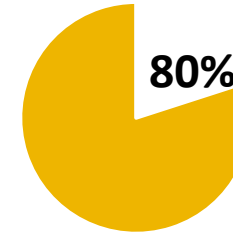
\$617,996

SHARE OF RATES



9%

% EXPENDITURE SPENT

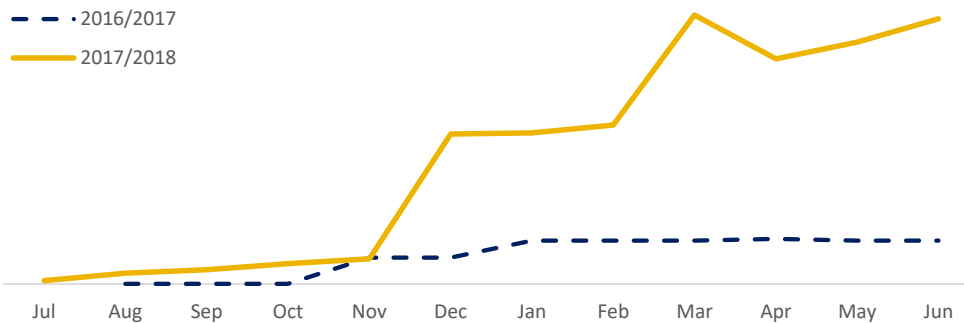


80%

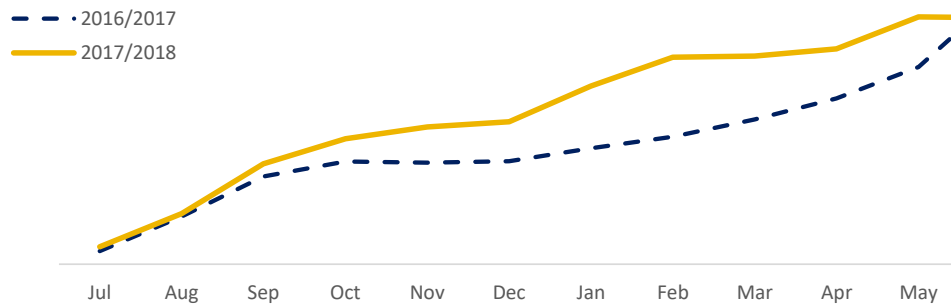
BUDGET YTD

ACTUAL

YTD Income Year on Year



YTD Expenditure Year on Year



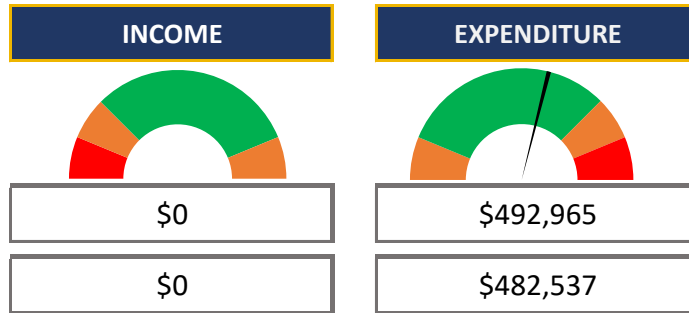
Manager's commentary

- ▶ Normal maintenance will be ongoing for the new financial year.
- ▶ Increased income from haulage campaigns.

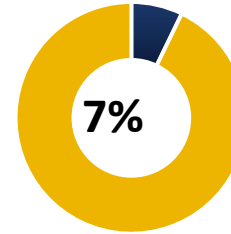


Plant & Fleet

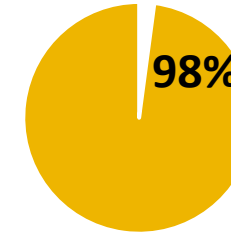
BUDGET YTD
ACTUAL



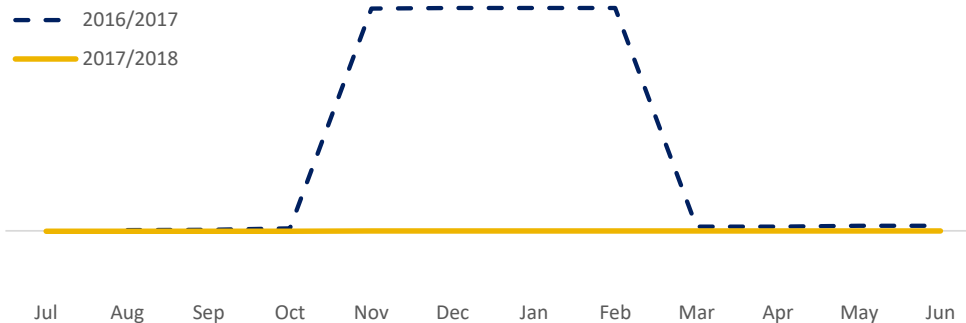
SHARE OF RATES



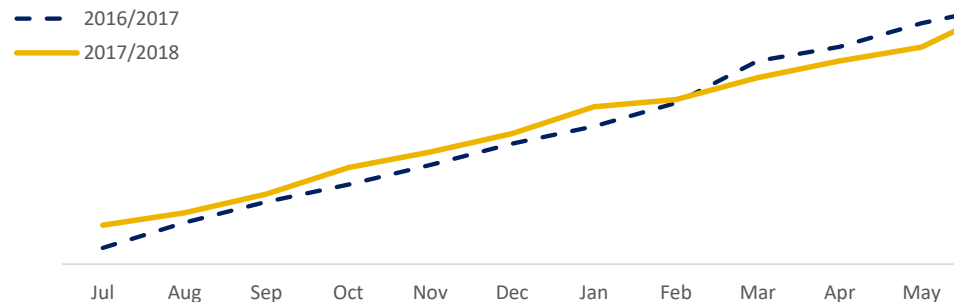
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



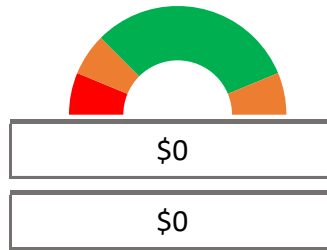
Manager's commentary

- ▶ **Expenditure Variance** – no major breakdowns or major costs associated with plant this quarter. Budget was achieved in the financial year.
- ▶ **Fleet** has been well maintained for the financial year.

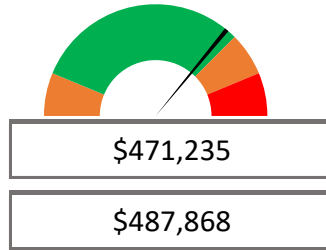


Parks

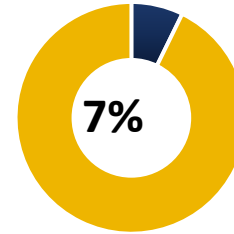
INCOME



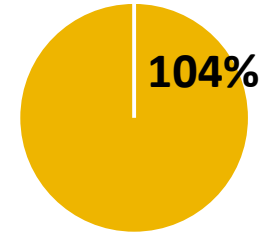
EXPENDITURE



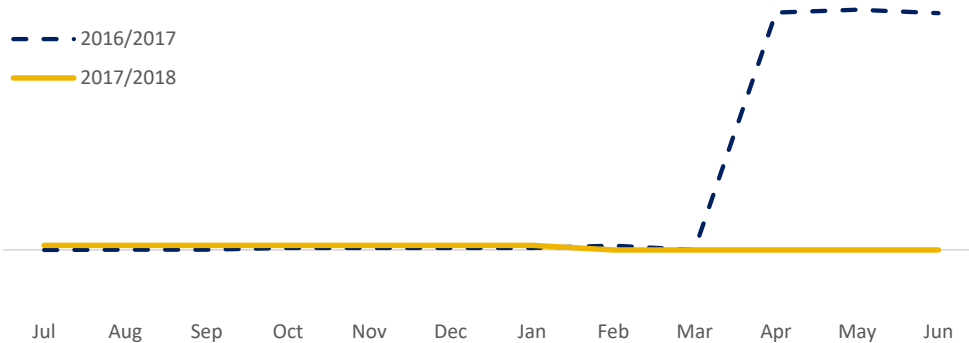
SHARE OF RATES



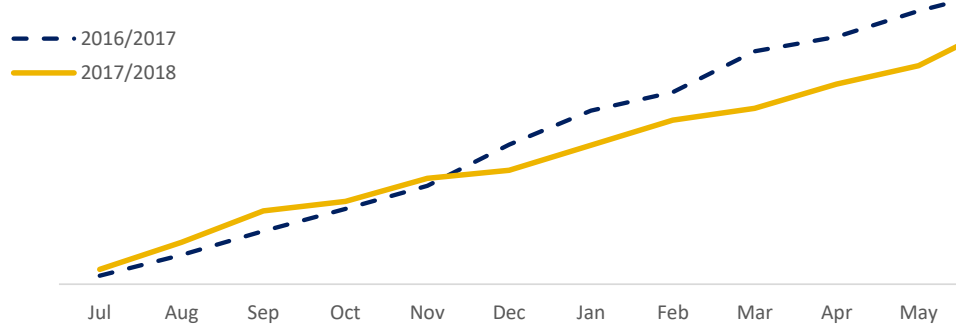
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- Expenditure Variance – slight overspend at EOFY 2017/18 possibly due to major repairs to reticulation system in our parks & ovals. All other operating costs were within acceptable limits.



Rec Centres Kambalda

INCOME



\$111,565

\$110,268

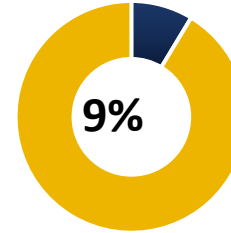
EXPENDITURE



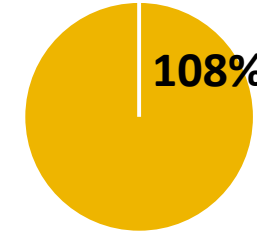
\$540,795

\$581,448

SHARE OF RATES

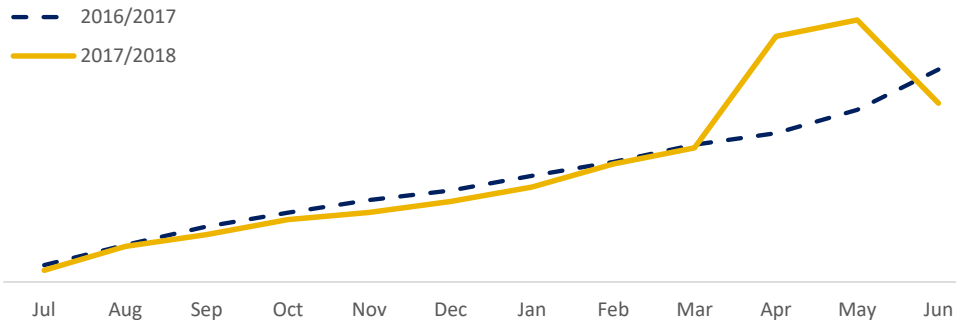


% EXPENDITURE SPENT

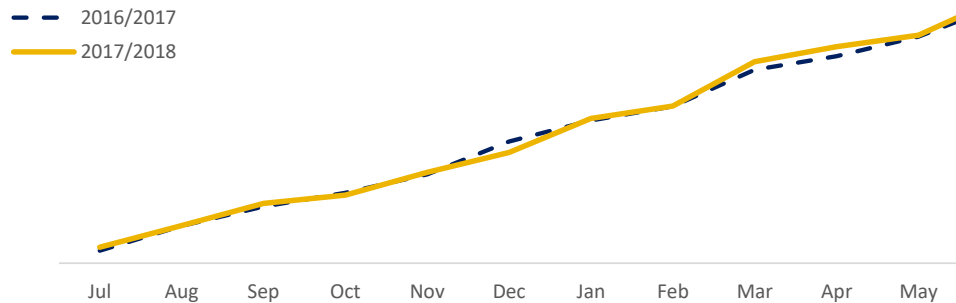


BUDGET YTD
ACTUAL

YTD Income Year on Year



YTD Expenditure Year on Year

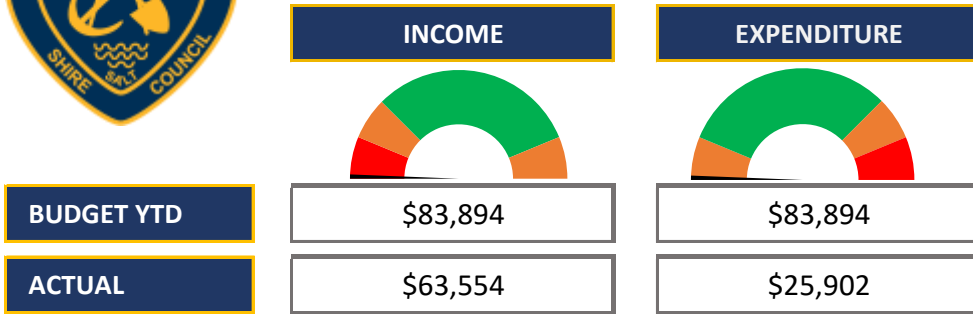


Manager's commentary

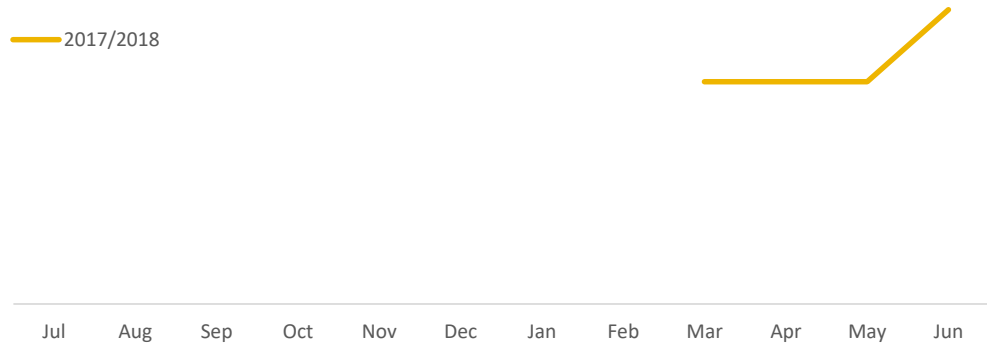
- ▶ The expenditure spent for the year is higher due to extra maintenance that was required for the building
- ▶ Staff wages were lower because we had staff change over and position titles changed.



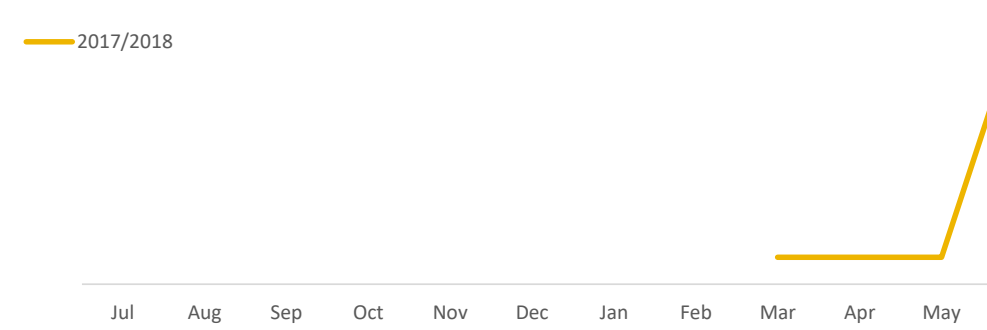
GVROC Facility



YTD Income Year on Year



YTD Expenditure Year on Year



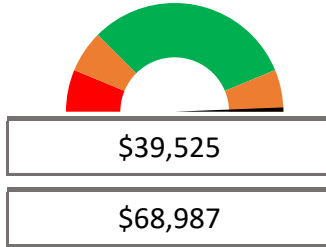
Manager's commentary

- ▶ Expenditure and Income for the facility were only for 3 months and debtors and creditors transitioned to the Shire
- ▶ The expenses and income over 18/19 will be a fairer representation given for a 12 month period

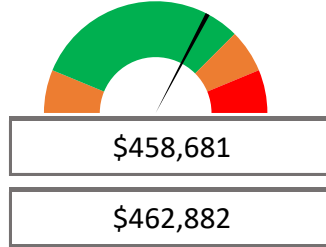


Tourism & Museums

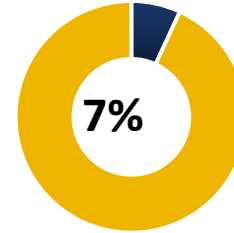
INCOME



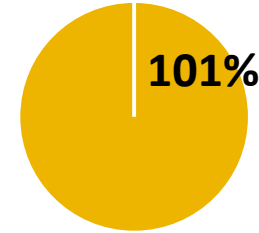
EXPENDITURE



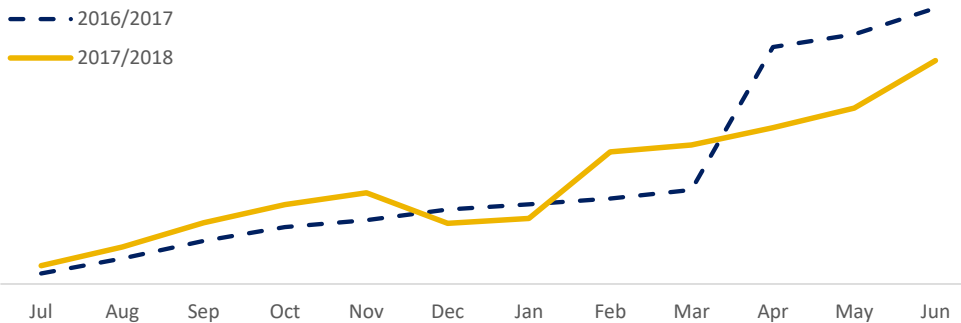
SHARE OF RATES



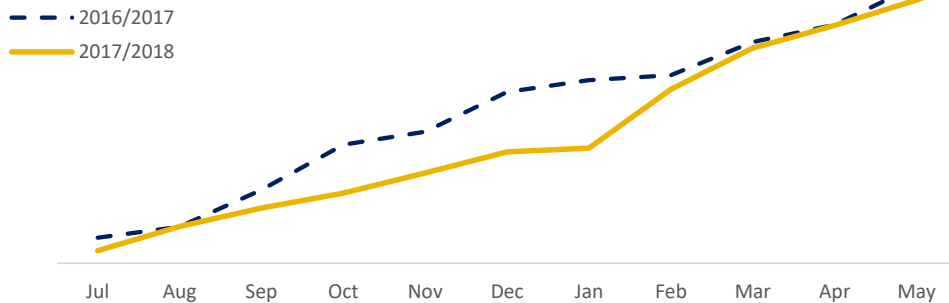
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

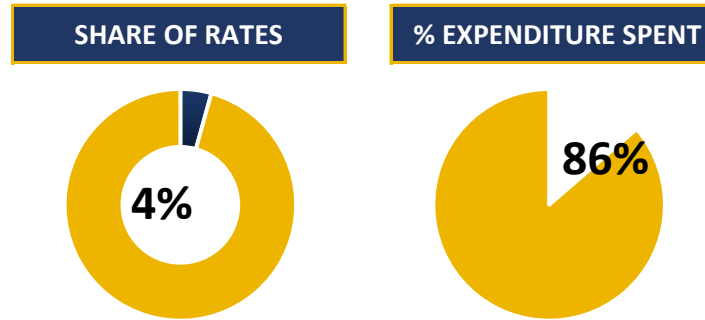
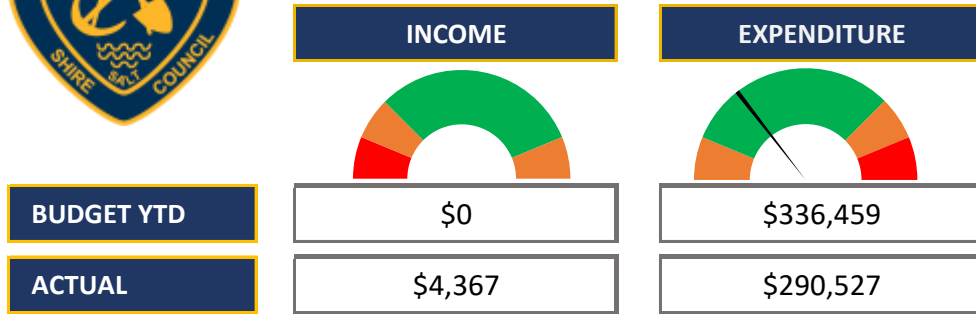


Manager's commentary

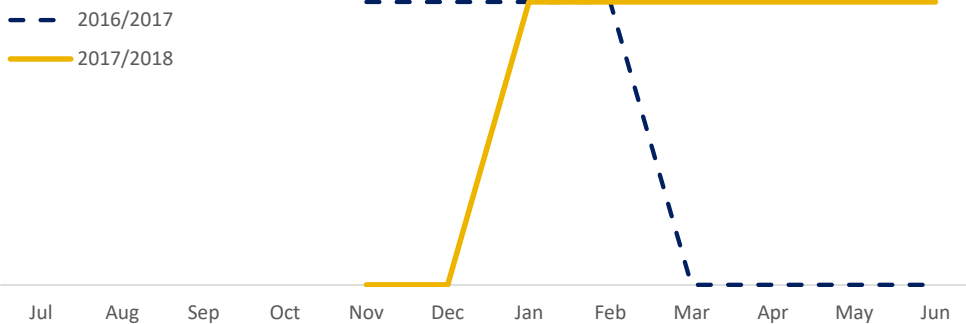
- ▶ The Tourism and Museums tracked as expected for the 17/18 financial year with the budget being slightly over in expenditure however with the forecast of the 18/19 budget restructure, we expect to see Tourism and Museums stay within the budget allowance.



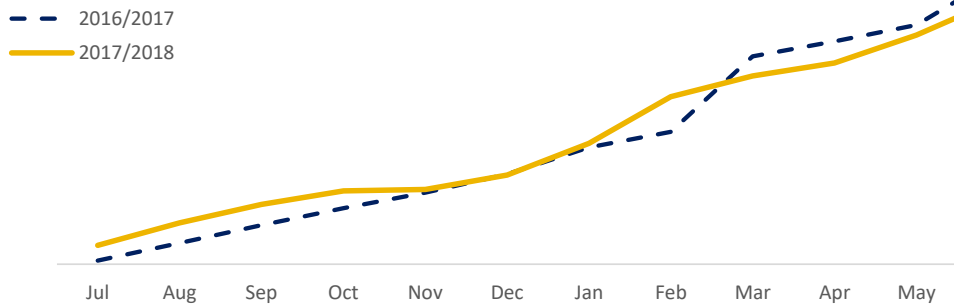
Depots and Street Lighting



YTD Income Year on Year



YTD Expenditure Year on Year

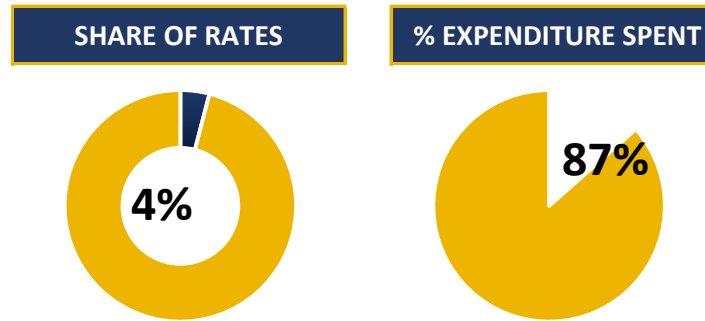
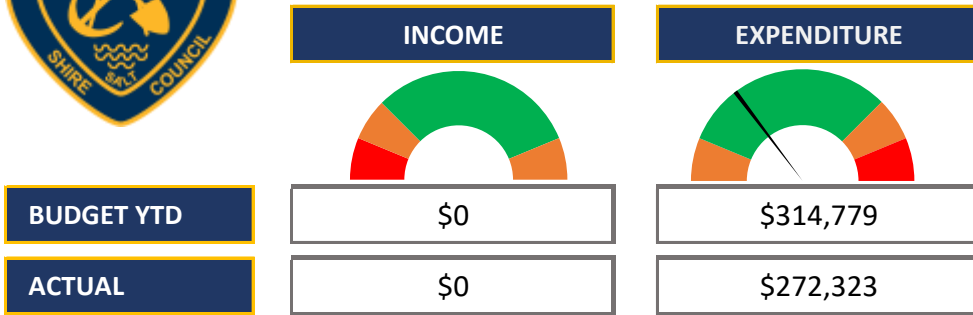


Manager's commentary

- ▶ Overall Income and Expenditure – budget was within anticipated or forecasted limits. Minor savings achieved.



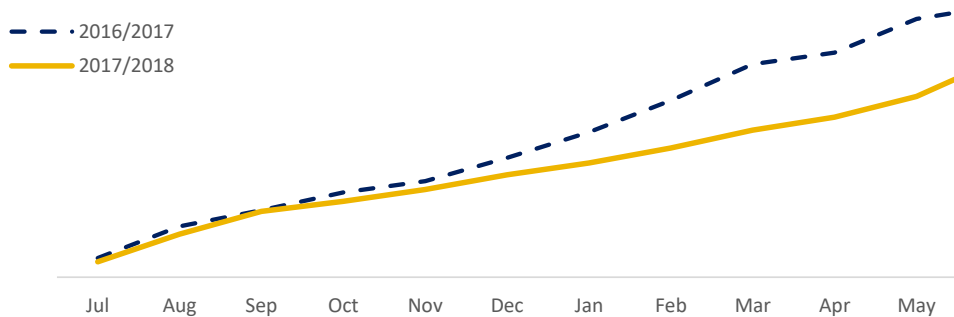
Verges



Manager's commentary

- ▶ 2017/18 budget allocated successfully and achieved acceptable savings goals through mindful management of staff and resources.
- ▶ Normal/usual verge maintenance will be ongoing for the new financial year.

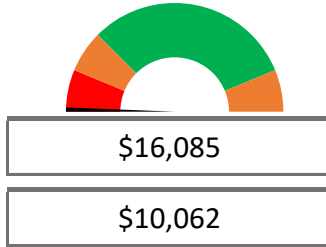
YTD Expenditure Year on Year



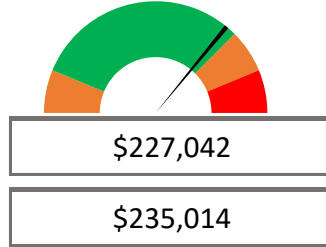


Rec Centres Coolgardie

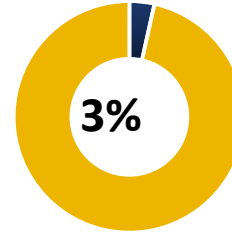
INCOME



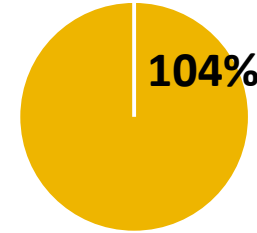
EXPENDITURE



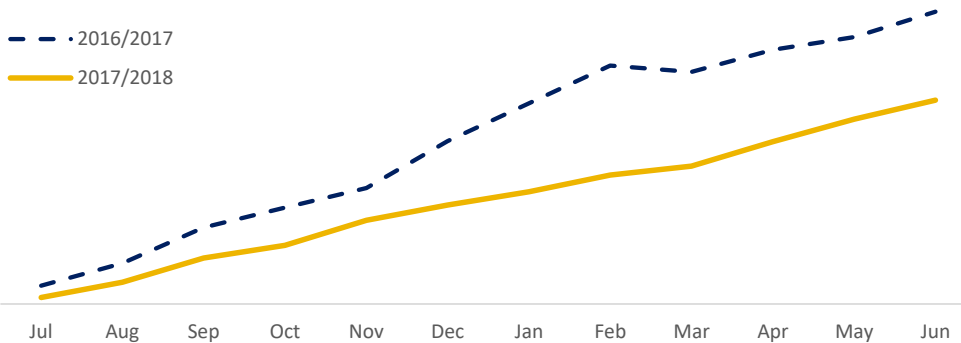
SHARE OF RATES



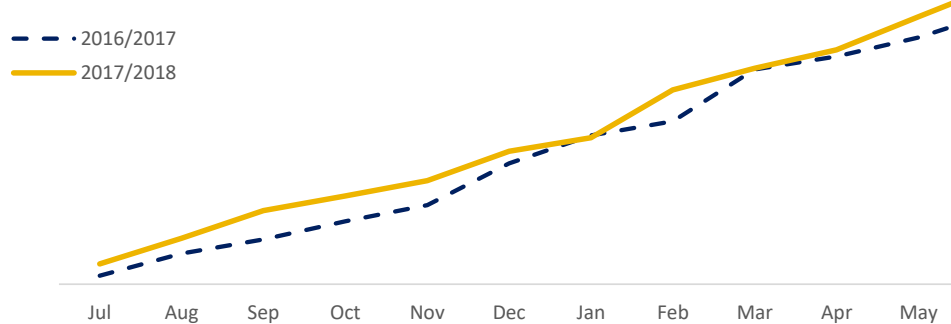
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

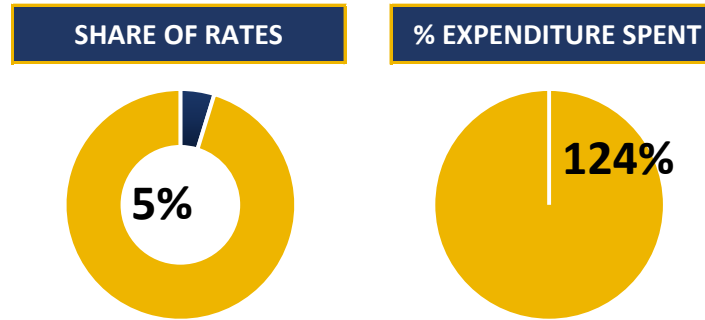
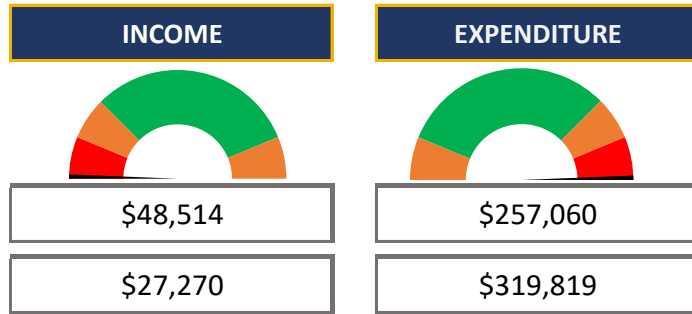


Manager's commentary

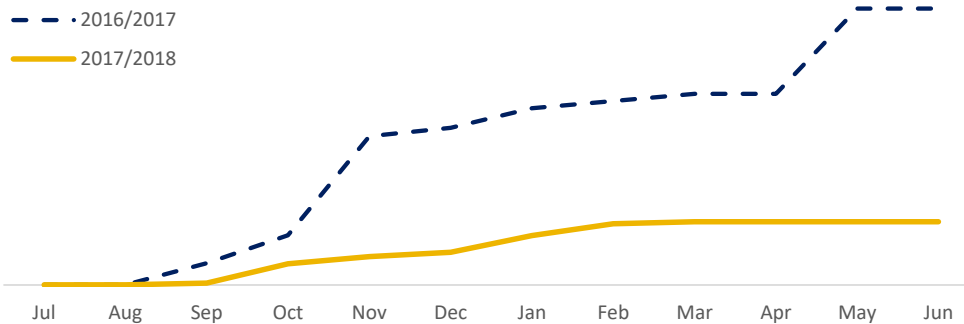
- ▶ The Coolgardie Community Recreation Centre finished the 2017/2018 financial year with the budget being slightly over. This is due to unplanned maintenance that needed to be done.
- ▶ As per the previous months comments, the income for the Gym is down due to the road works contractors having relocated away from Coolgardie.



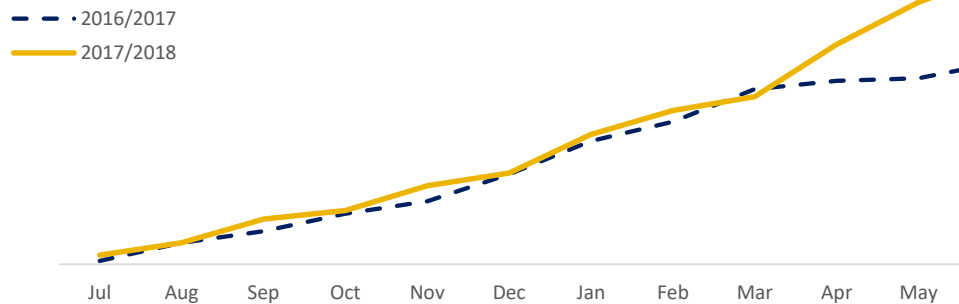
Pools Kambalda



YTD Income Year on Year



YTD Expenditure Year on Year

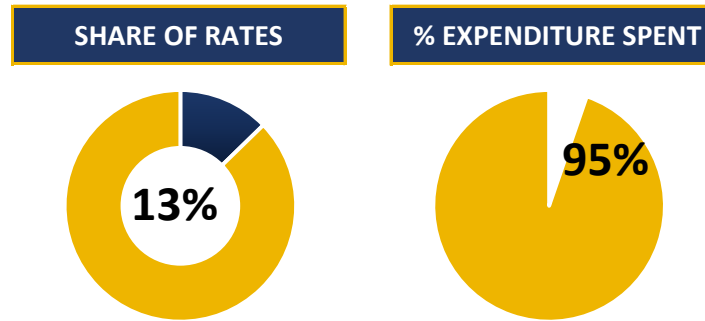
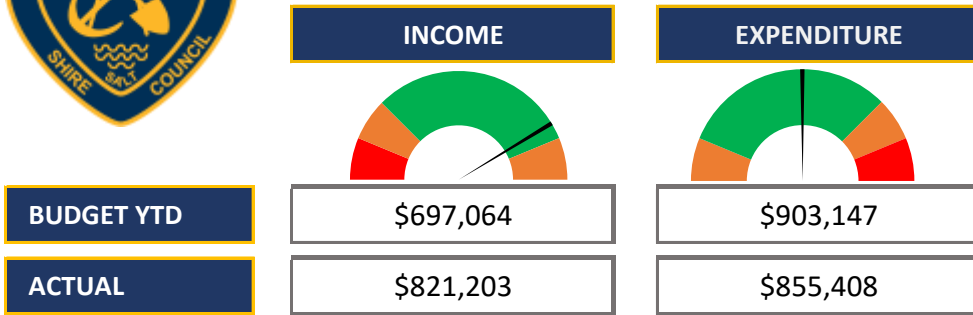


Manager's commentary

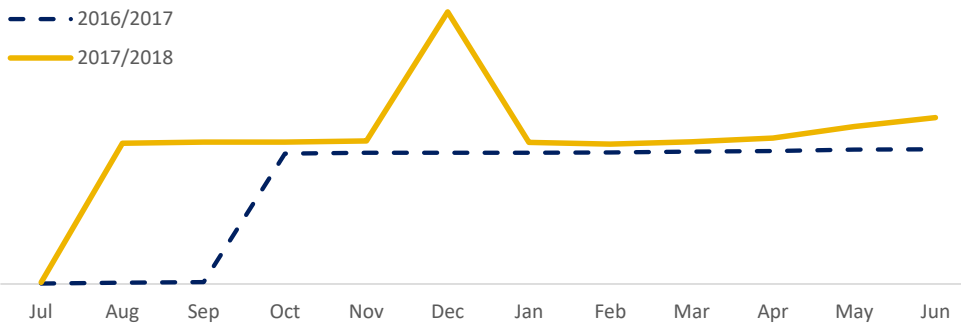
- ▶ The revenue for the pool was under budget due to the forced shut down during the period following the storm
- ▶ Expenditure for the pool is over 24% due to expenses incurred for the draining of the pool, dewatering and engagement of structural engineer for report on shell of the pool. Anticipated to end year in excess of \$125,000 over budget



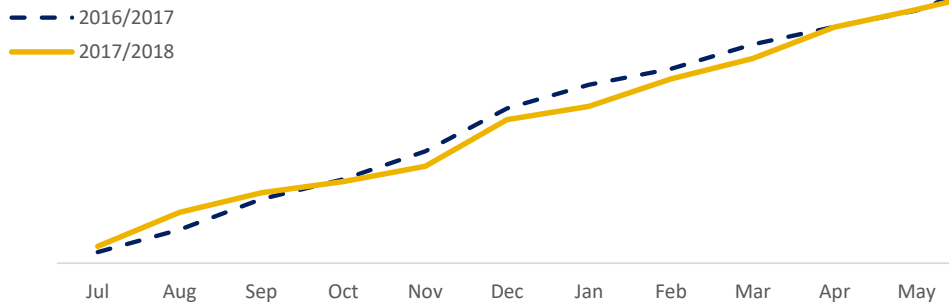
Waste



YTD Income Year on Year



YTD Expenditure Year on Year

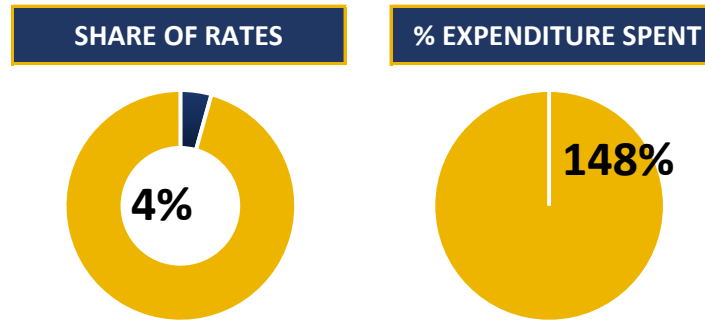
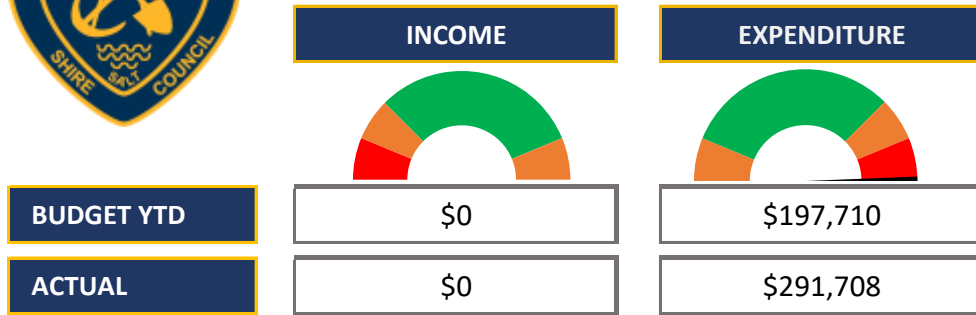


Manager's Commentary:

- ▶ The Kambalda Transfer Station and subsequent transfer of waste and the associated upgrade /changes required at the Coolgardie Refuse Site to accommodate this will present an impact on budget for FY 18/19 and has been accounted for in budget planning.
- ▶ The potential contamination investigation of Kambalda Tip by DWER is ongoing and allowed for in the FY 18/19 budget.
- ▶ The new domestic waste contractor and Shire ownership of wheelie bins will impact budget this year with on going long term savings.



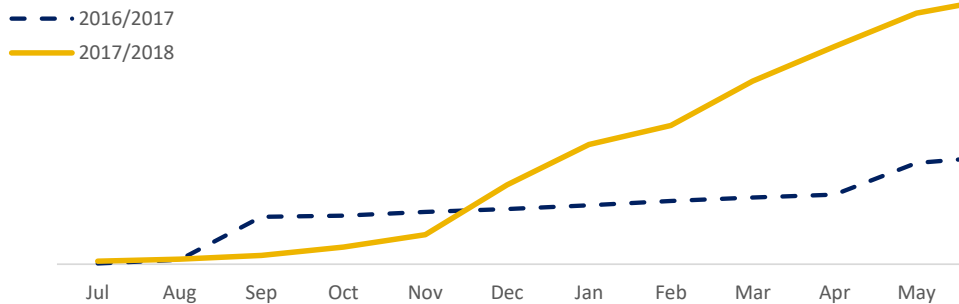
IT



Manager's commentary

- ▶ Over budget for the 17/18 financial year by a significant amount due to amount of IT support that has been required to keep our systems up and running as well as some Project Work.
- ▶ We hope to keep on budget during the 2018/2019 financial year with the engagement of Market Creations which will minimise the amount of Support required.

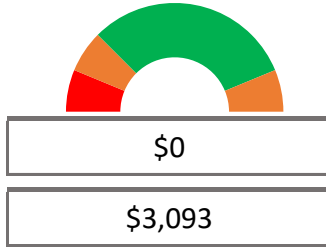
YTD Expenditure Year on Year



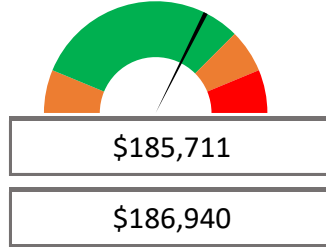


Human Resources

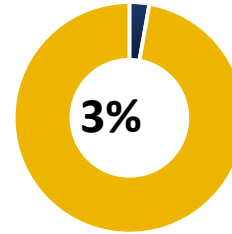
INCOME



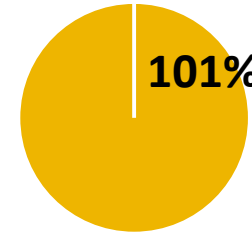
EXPENDITURE



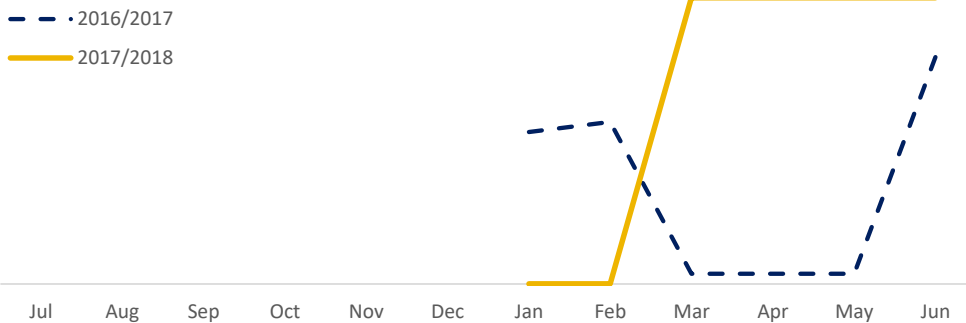
SHARE OF RATES



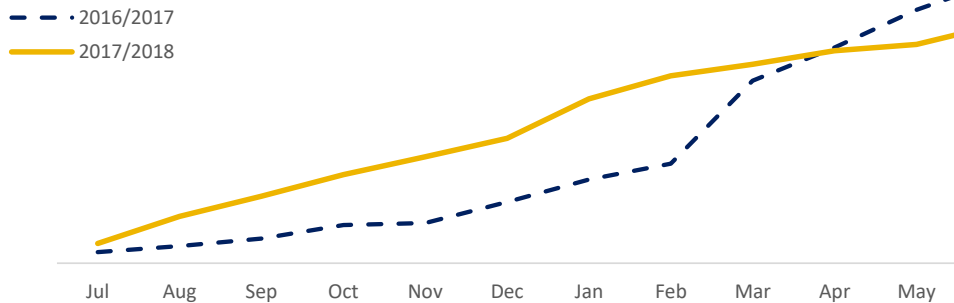
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

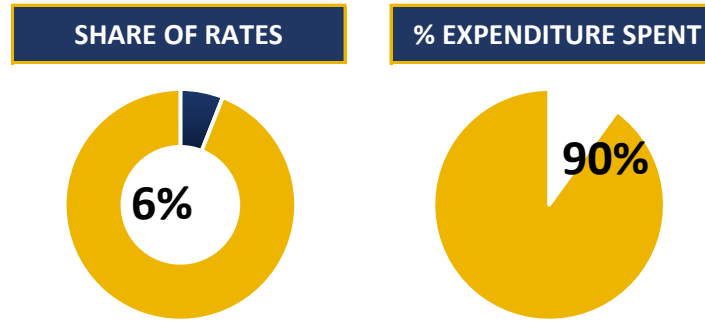
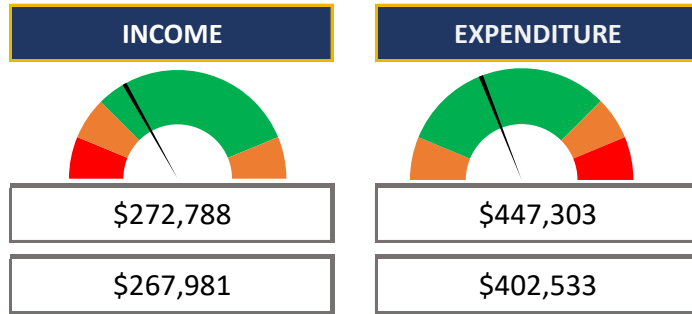


Manager's commentary

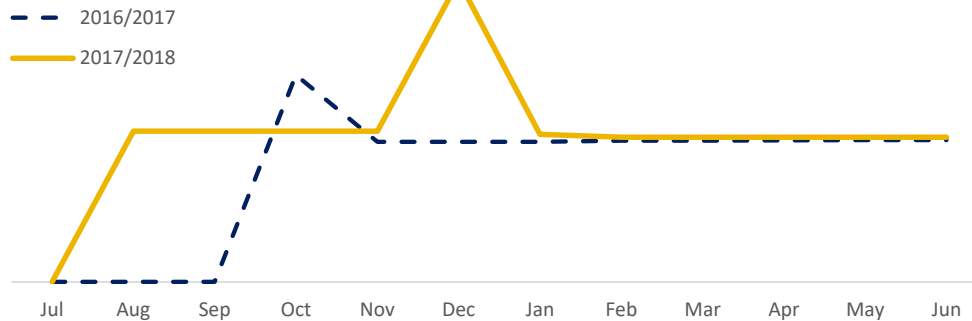
- ▶ Human Resources budget slightly over for the financial year. This is due to a few budget allocations at the start of the financial year which have been rectified in the 2018/2019 budget.



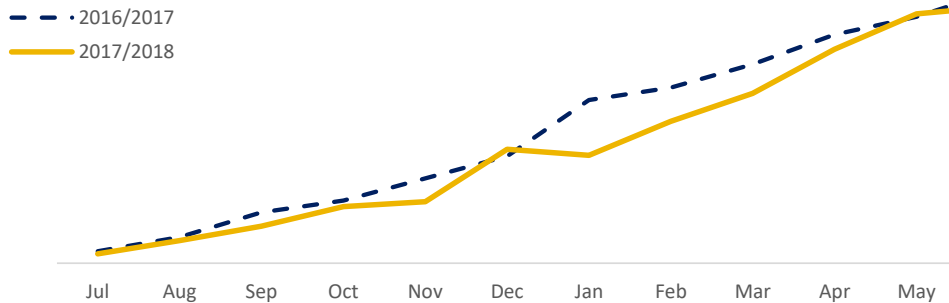
Sewerage



YTD Income Year on Year



YTD Expenditure Year on Year



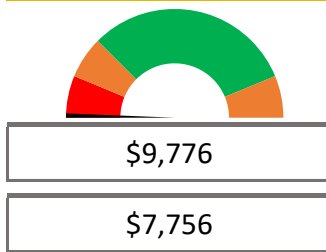
Manager's commentary

- ▶ Income and Expenditure – budget is within anticipated and forecasted limits.
- ▶ Normal sewerage maintenance will be ongoing for FY 18/19.

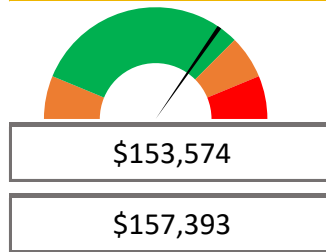


Pools Coolgardie

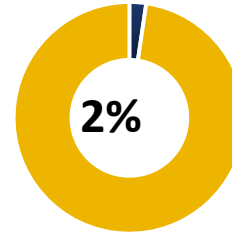
INCOME



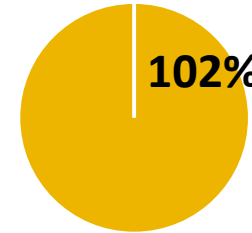
EXPENDITURE



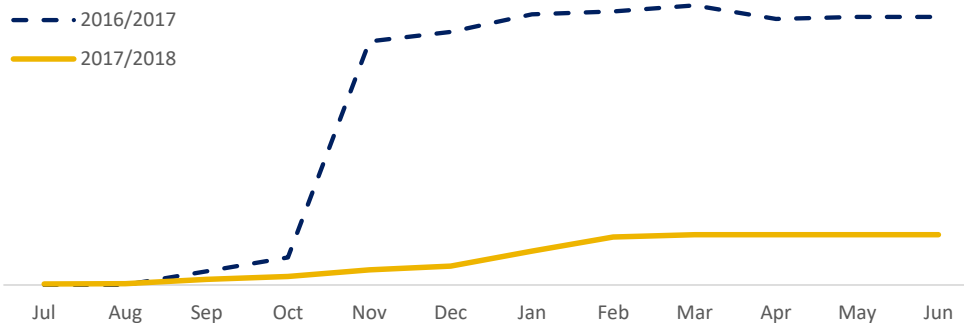
SHARE OF RATES



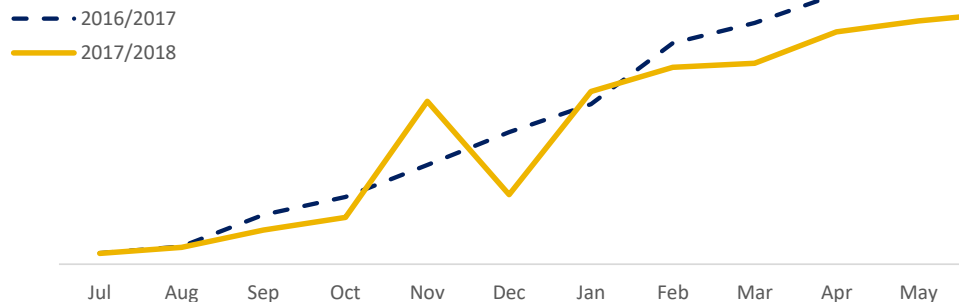
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

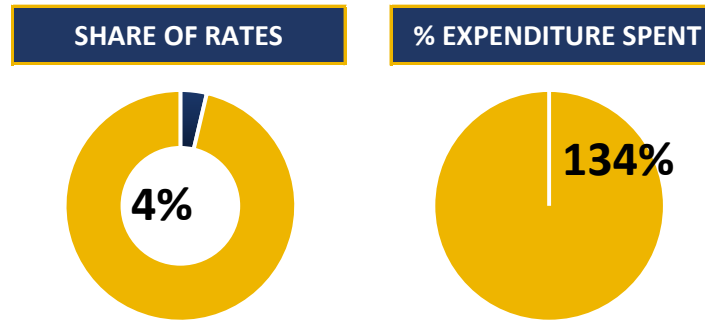
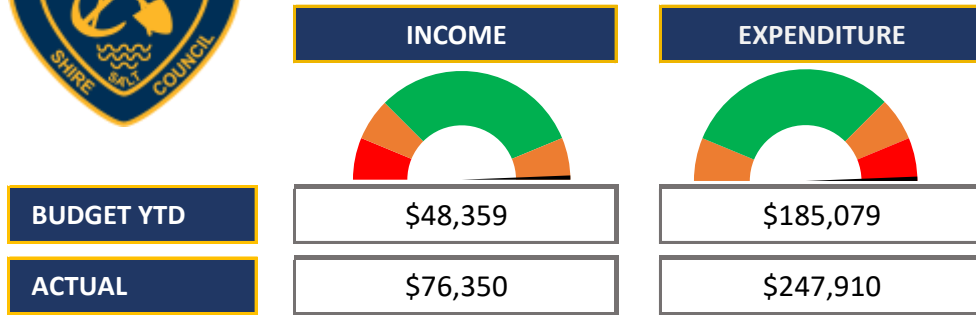


Manager's commentary

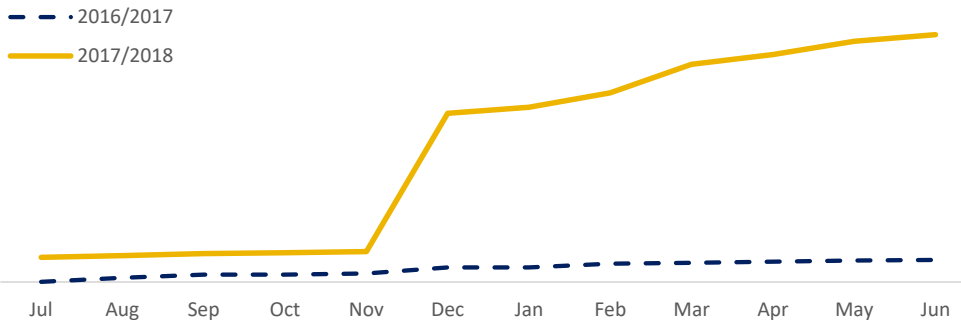
- ▶ The revenue for the year ended up less than budget due largely too the 17/18 budget being slightly optimistic
- ▶ Expenditure for the year only ended up being slightly over



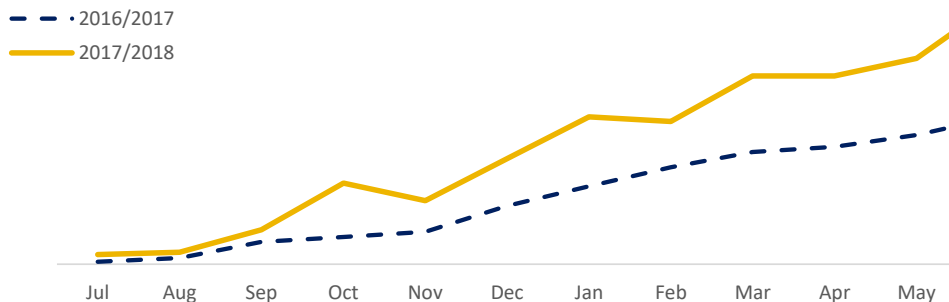
Development Control



YTD Income Year on Year



YTD Expenditure Year on Year

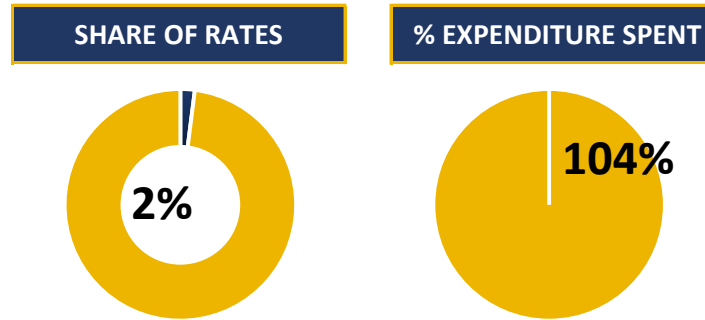
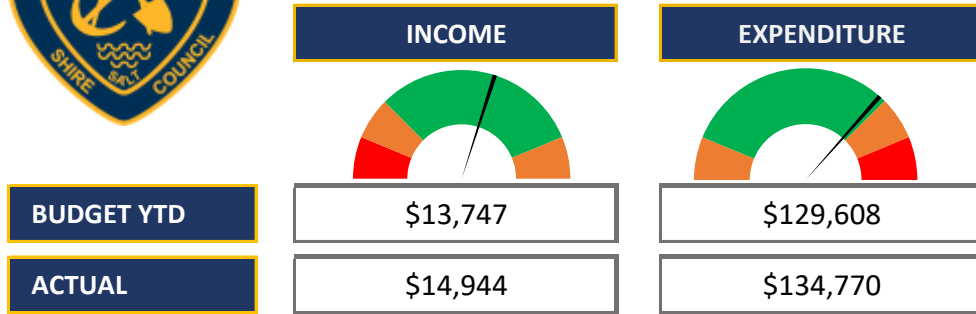


Manager's commentary

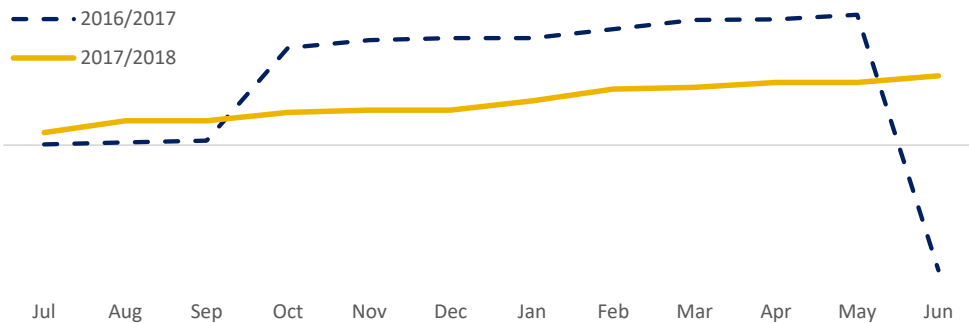
- ▶ Development control includes building and planning revenue and expenditure
- ▶ The significant increase in expenditure was due to the cost of building assessment on all the structure renewal of roofs damaged by the storm. It is estimated this cost in excess of \$70,000 for assessment with minimal revenue
- ▶ The increase in revenue was due to receipt of revenue for the planning application for Tellus



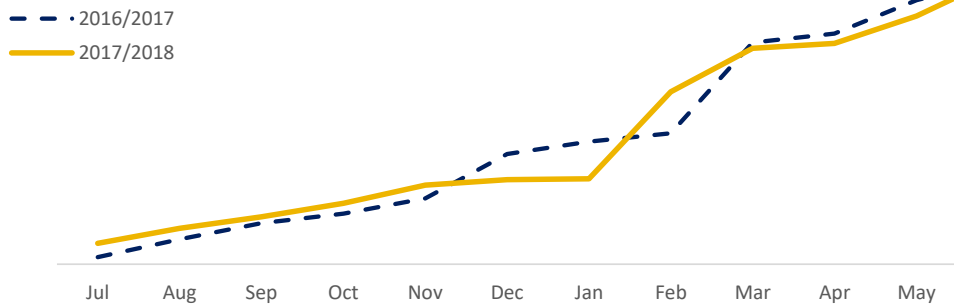
Clubs



YTD Income Year on Year



YTD Expenditure Year on Year

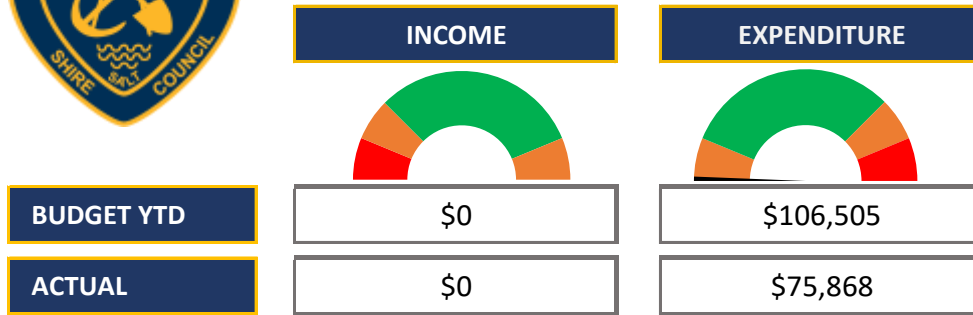


Manager's commentary

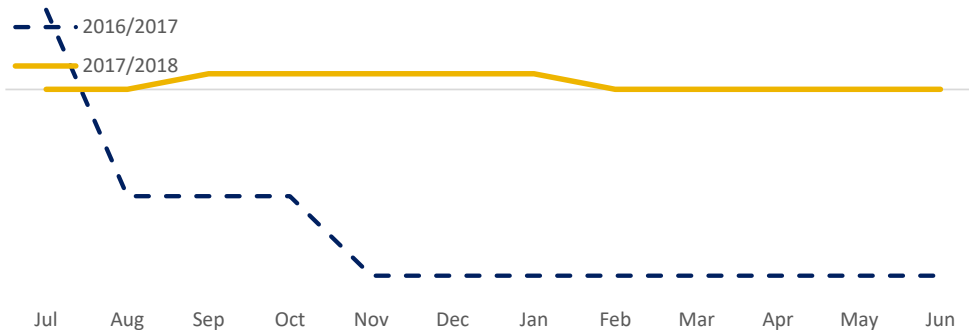
- ▶ The clubs account over the financial year 17/18 has been slightly over, but within an acceptable range for the period. This shows the budget modelling was appropriate for this period.



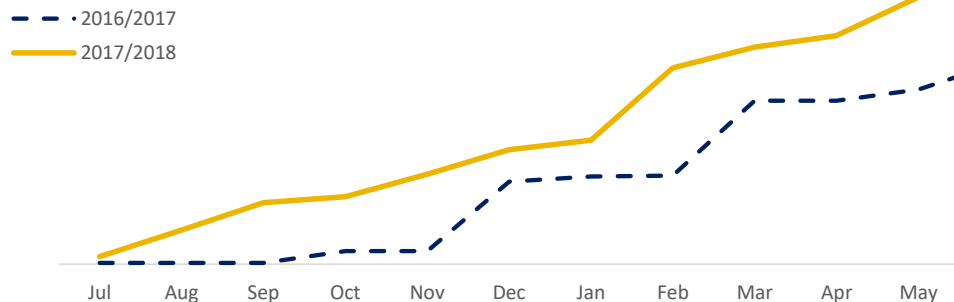
Law & Order



YTD Income Year on Year



YTD Expenditure Year on Year



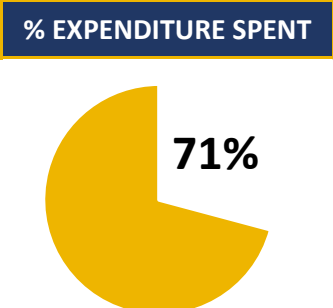
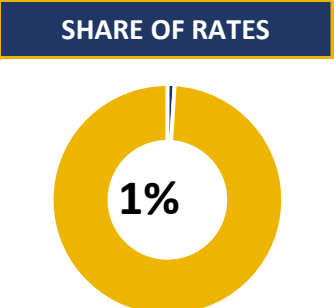
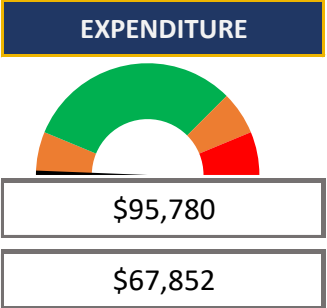
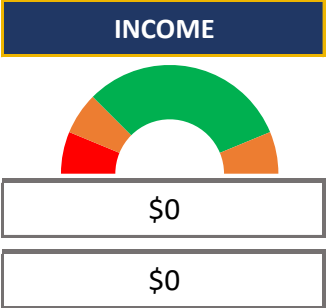
Manager's commentary

- ▶ Expenditure for law and order was under budget due to lack of staff resources for around 6 weeks
- ▶ The 18/19 budget has included resources from the City of Kalgoorlie – Boulder for both ranger and compliance services
- ▶ The level of expenditure was not a true reflection of the level of service the Council expected to be offered to the community



Drainage

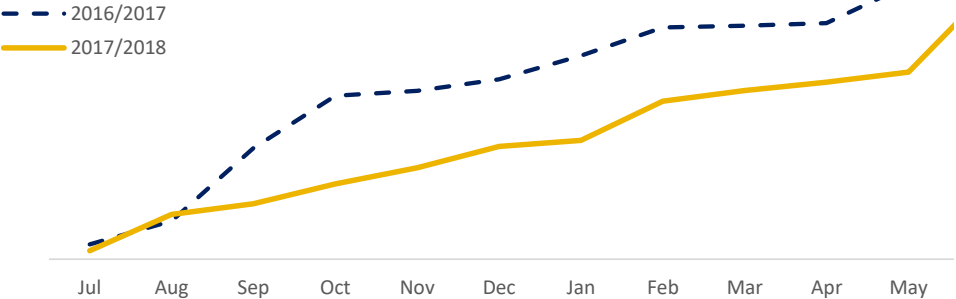
BUDGET YTD
ACTUAL



Manager's commentary

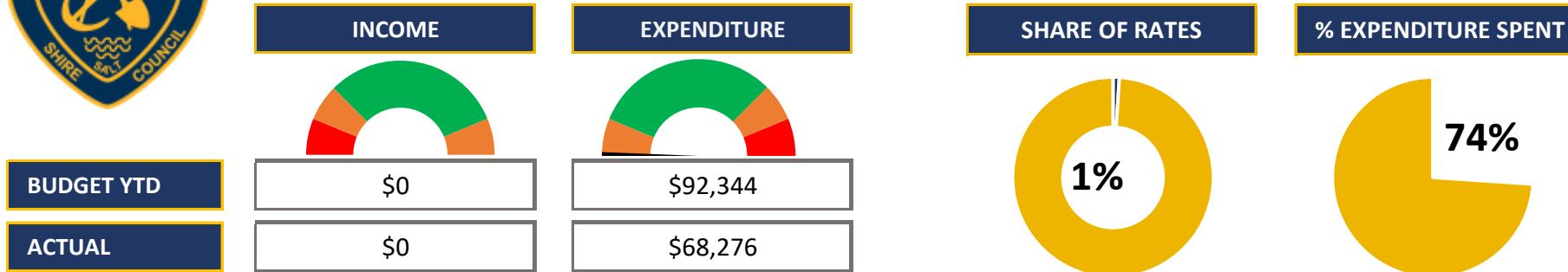
- ▶ Expenditure Variance – underspend due to prioritisation of work force.
- ▶ At planning stage for programming of works for 2018/19.

YTD Expenditure Year on Year





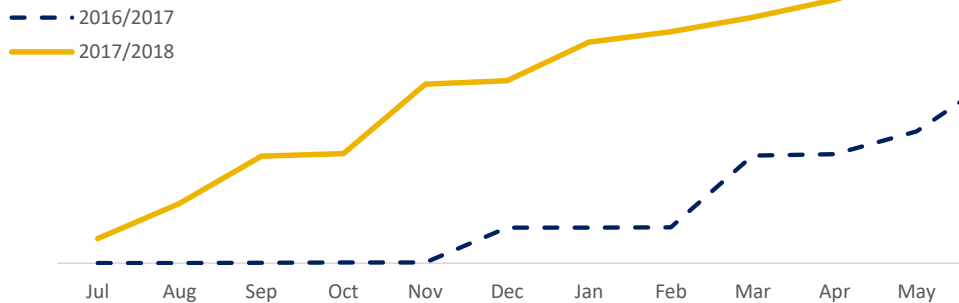
Records



Manager's commentary

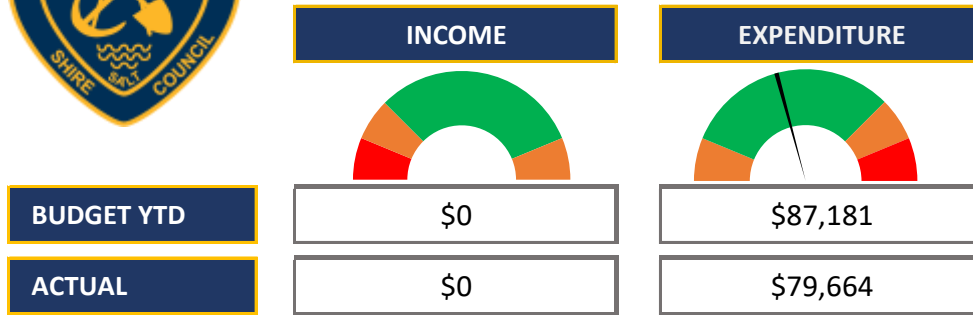
- ▶ Records has finished the year under budget. Some of this would be due to the Goldfields Records Storage not being open for a number of months and the Shire not utilising its service to full capacity.

YTD Expenditure Year on Year





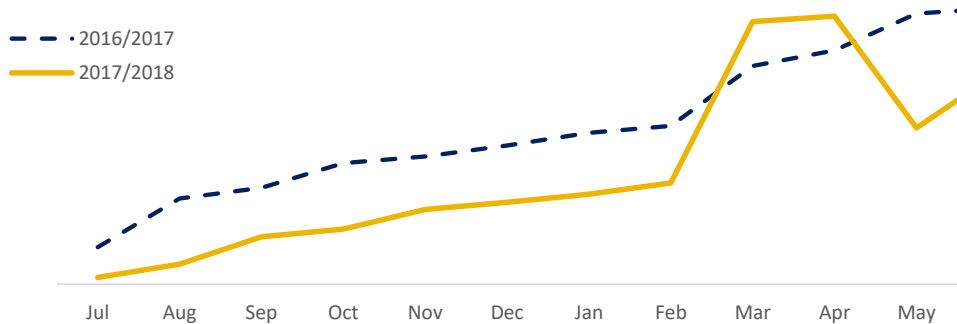
Footpath Maintenance



Manager's commentary

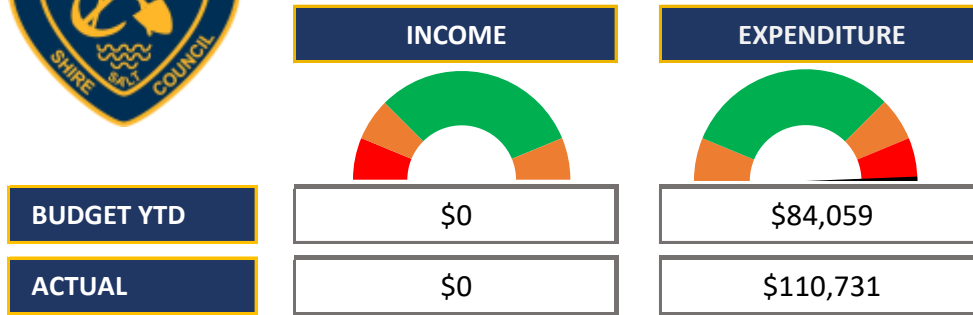
- ▶ Footpath Maintenance – budget is within anticipated or forecasted limits and normal footpath maintenance will be ongoing for the new financial year.

YTD Expenditure Year on Year





Community Development



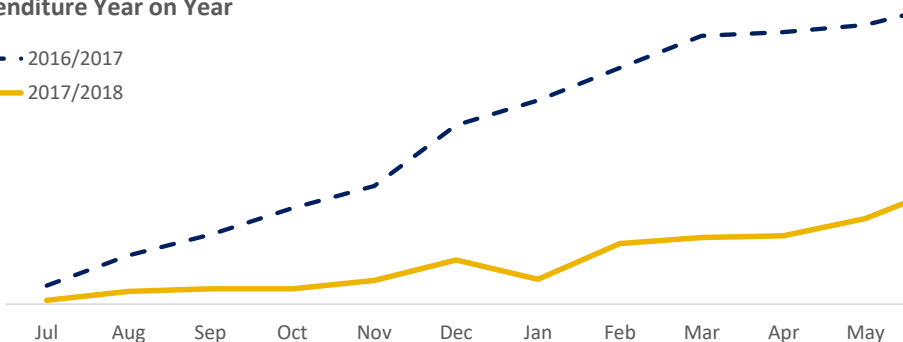
YTD Income Year on Year

--- 2016/2017



YTD Expenditure Year on Year

--- 2016/2017
— 2017/2018

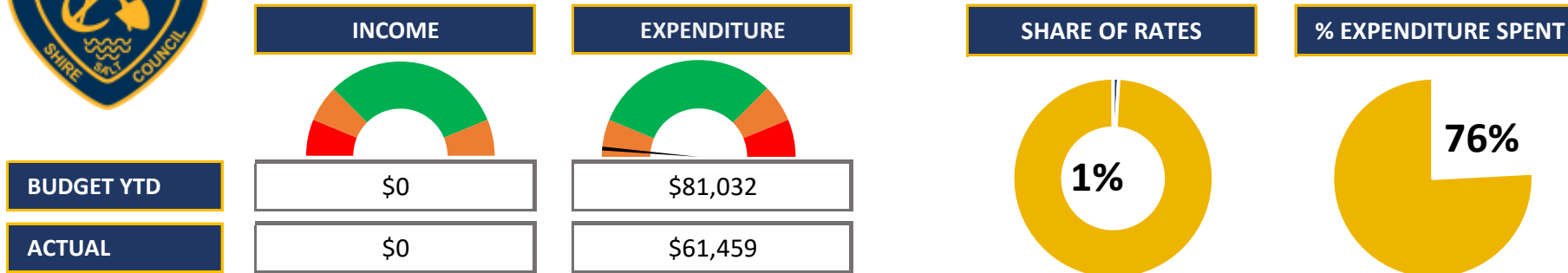


Manager's commentary

- ▶ This account is over due to issues with Synergy background data going into the incorrect account.
- ▶ Expenditure within this account is currently due to incorrect funds for long service leave.
- ▶ Work within the background of Synergy in payroll is being completed to correct this from happening in the 18/19 financial year.



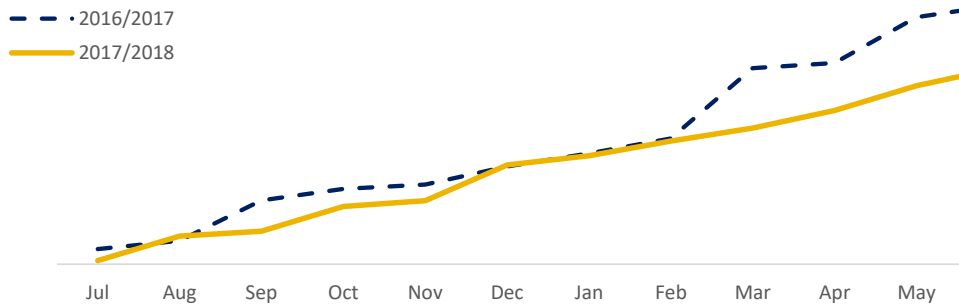
Trees



Manager's commentary

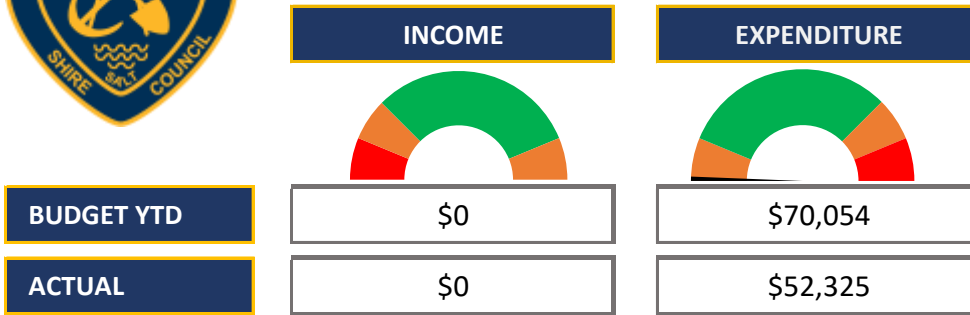
- ▶ Expense Variance – EOFY savings was achieved due to decreased growth activity/reduced maintenance.
- ▶ However, there is a strong focus in this year's budget for tree works - involving programmed lopping/removal based on Wester Power and other external consultants recommendations.

YTD Expenditure Year on Year





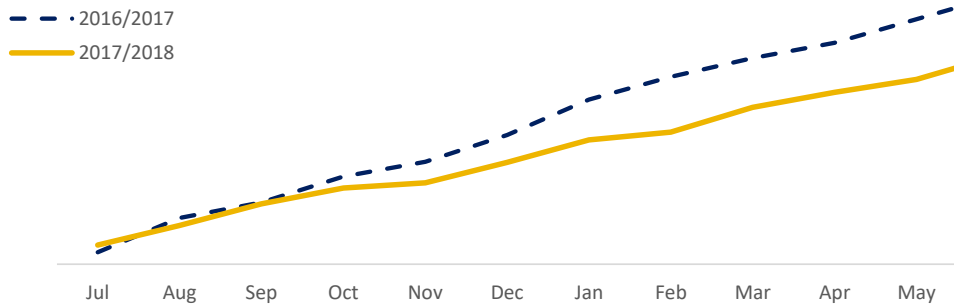
Public Amenities



Manager's commentary

- ▶ Expenditure Variance – achieved minimal budget savings for 2017/18.
- ▶ It is anticipated that with a budget similar to previous normal/usual maintenance will be ongoing for the new financial year.

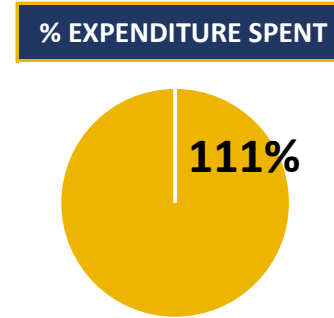
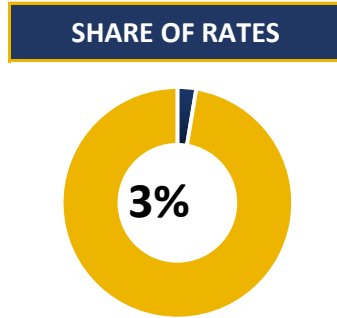
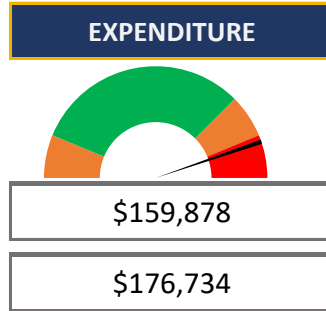
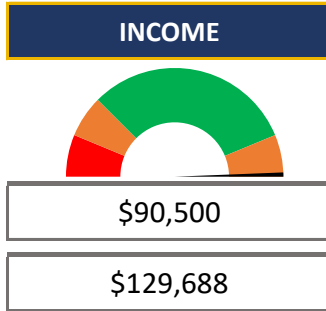
YTD Expenditure Year on Year



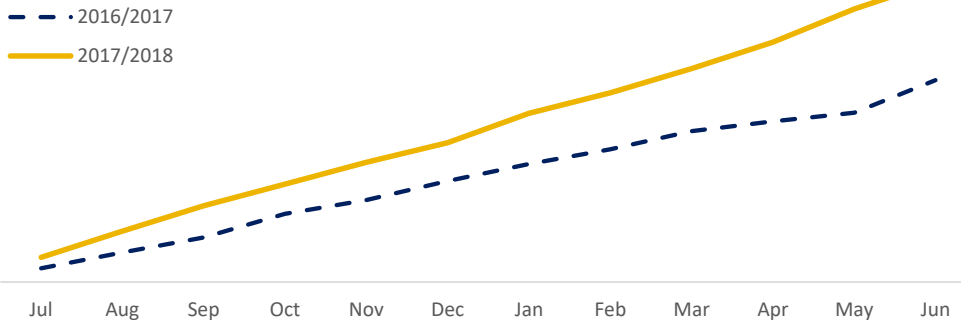


Council Housing

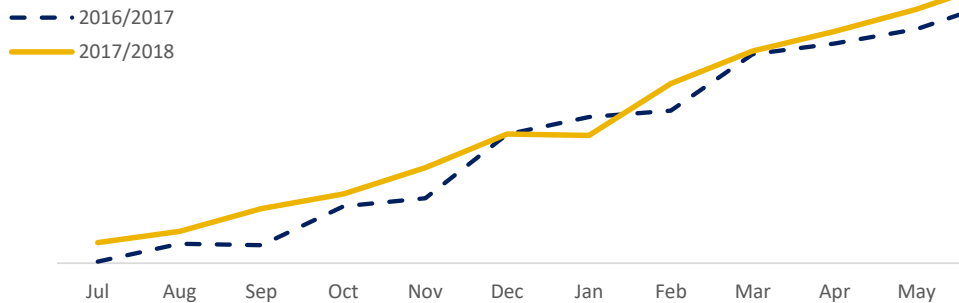
BUDGET YTD
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year

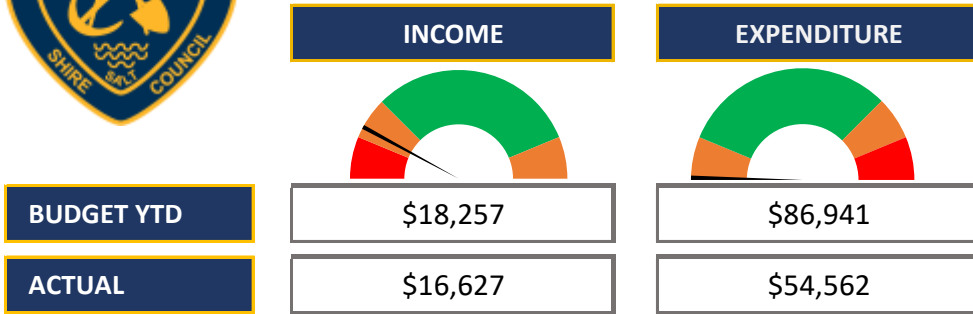


Manager's commentary

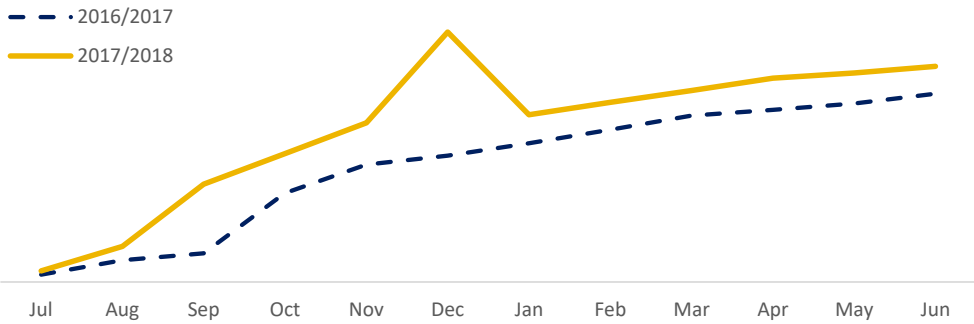
- ▶ To finish 17/18 financial year 11% over budget, there are a couple of reasons being;
- ▶ Properties requiring on going maintenance and repairs to a reasonable standard.
- ▶ Montana Units being a large component of the over spend ie: Bathroom replacement, air conditioner unit and extensive repairs



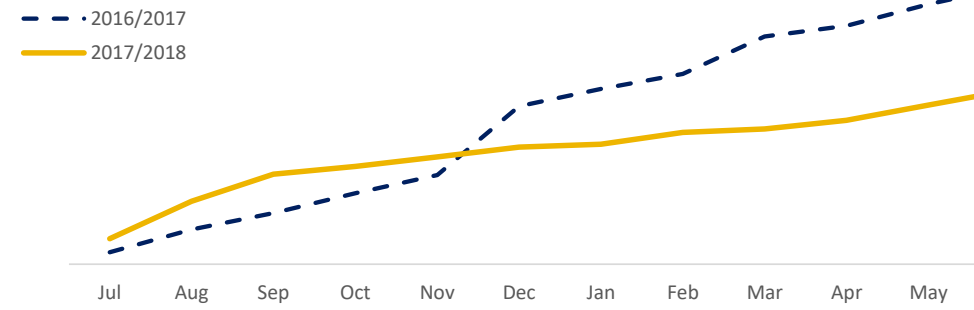
Animal Control



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ For the 17/18 financial year amounts are under forecasted amounts due to staffing changes.
- ▶ Within 18/19 period allocations based on current staffing rates within this account and time allocated to services will be better reflected, and with more effective service higher rates of income.



CRC Kambalda

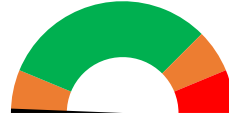
INCOME



BUDGET YTD
\$126,089

ACTUAL
\$136,068

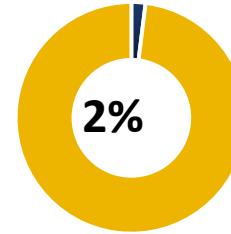
EXPENDITURE



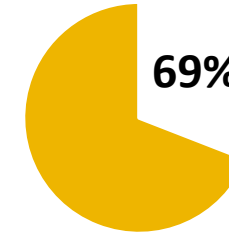
BUDGET YTD
\$191,974

ACTUAL
\$132,647

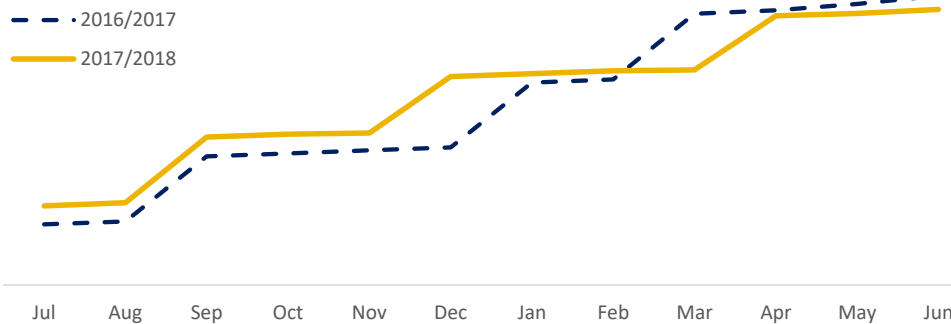
SHARE OF RATES



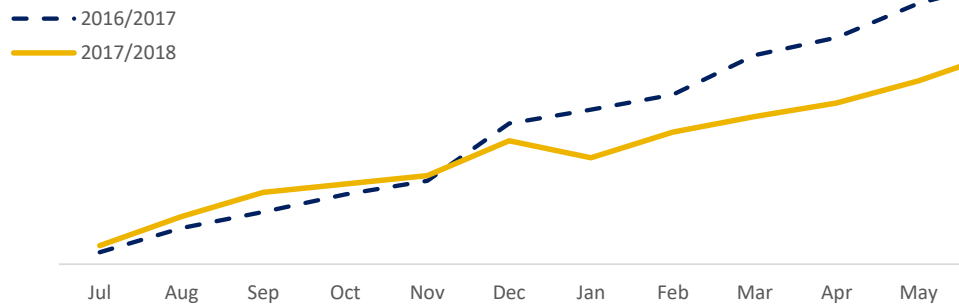
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

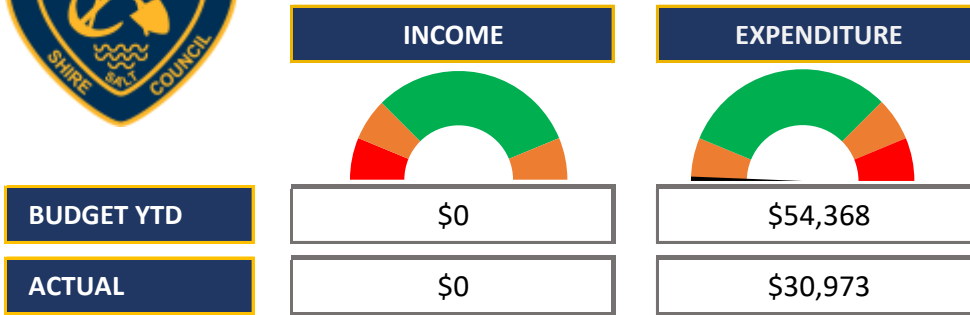


Manager's commentary

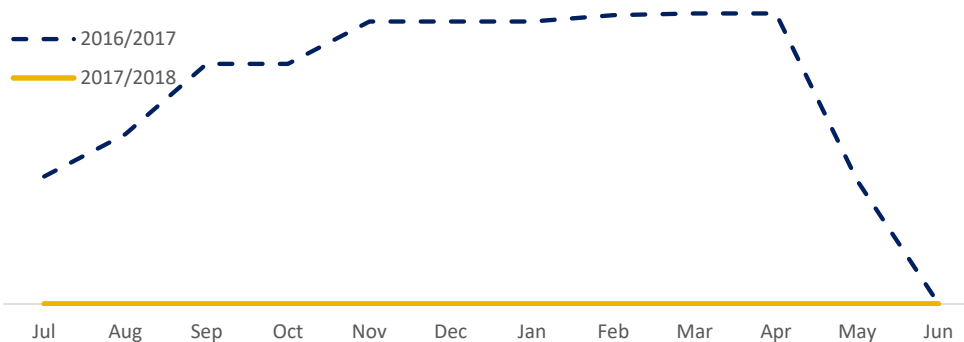
- Expenditure spent is much less due to staff changes. Since employing staff for this position staff wages and program development will increase.



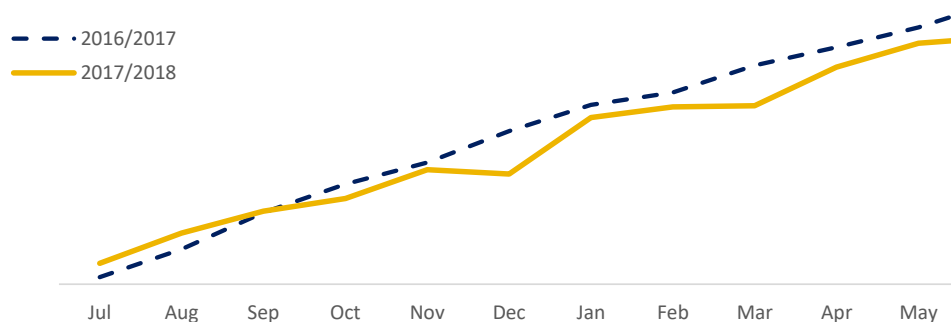
Medical Services



YTD Income Year on Year



YTD Expenditure Year on Year



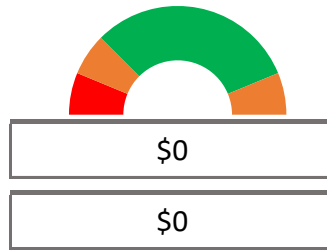
Manager's commentary

- ▶ Actual expenditure was below budget due to the withdrawal of services by Jupiter Health. Consequently operating expenditure on the provision of housing, motor vehicles and maintenance was down

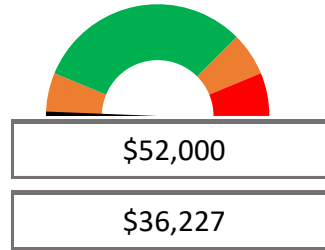


Health

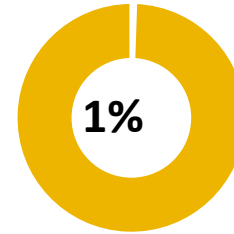
INCOME



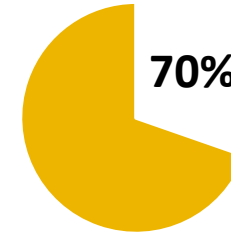
EXPENDITURE



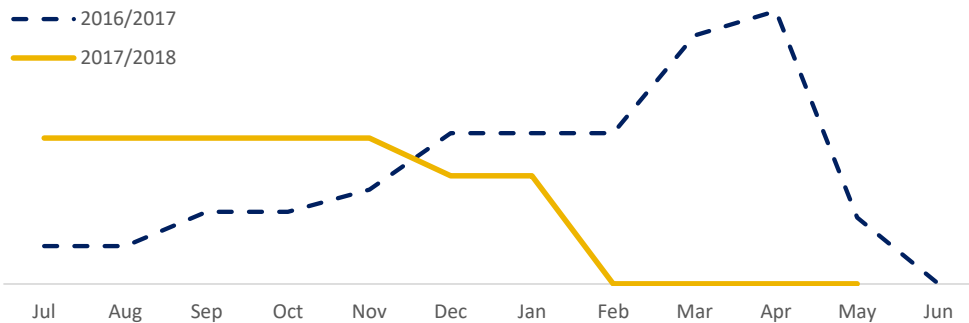
SHARE OF RATES



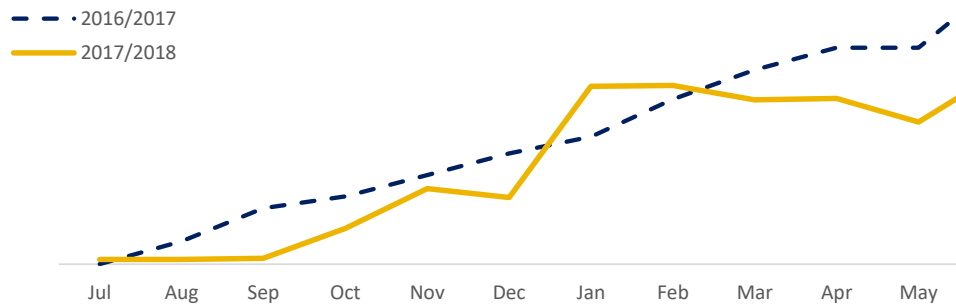
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

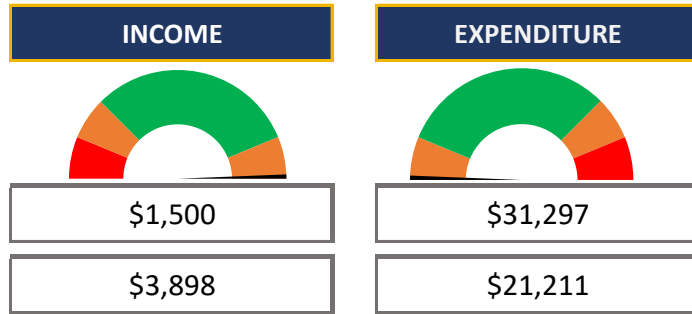


Manager's commentary

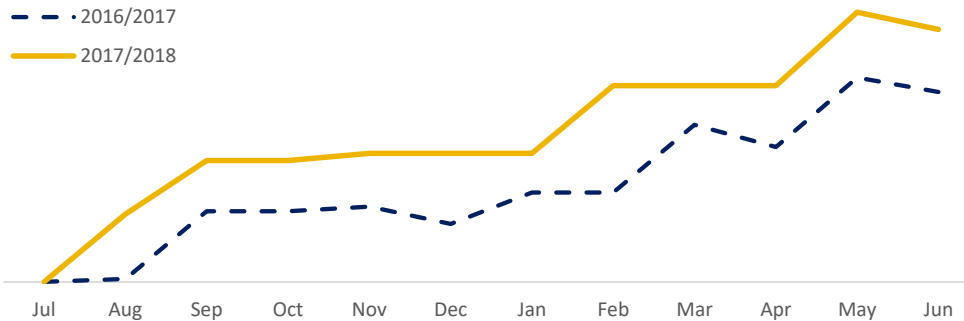
- ▶ Efficiencies gained in the engagement of the City of Kalgoorlie Boulder in providing Health services rather than full time provision of staff



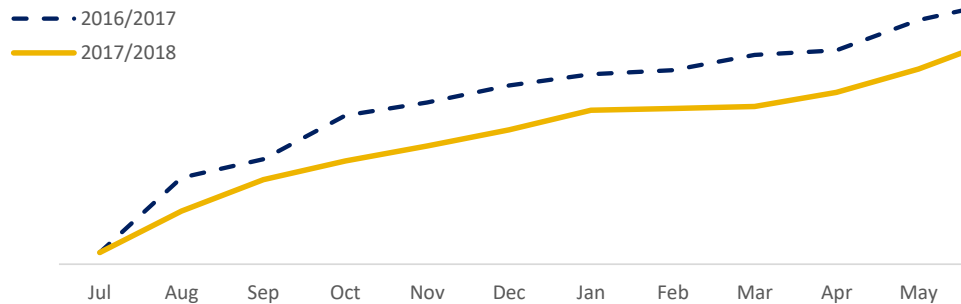
Cemetery



YTD Income Year on Year



YTD Expenditure Year on Year



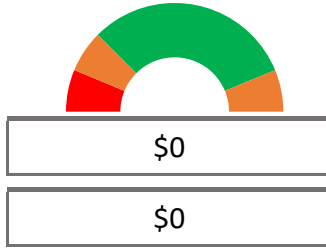
Manager's commentary

- ▶ **Income Variance** – above expected budget income (note: impossible to predict level of activity).
- ▶ **Expenditure Variance** – increased savings due to
 - ▶ 1) reduced operating costs (ie restructuring of work schedules for staff)
 - ▶ 2) some jobs are weather dependent ie no weeding due to minimal rainfall.

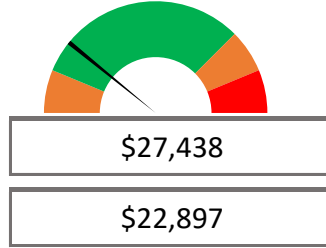
Look Out



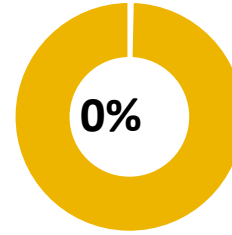
INCOME



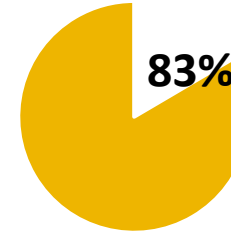
EXPENDITURE



SHARE OF RATES



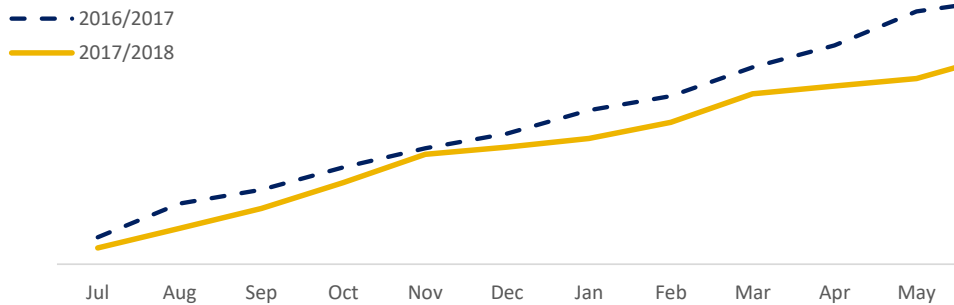
% EXPENDITURE SPENT



Manager's commentary

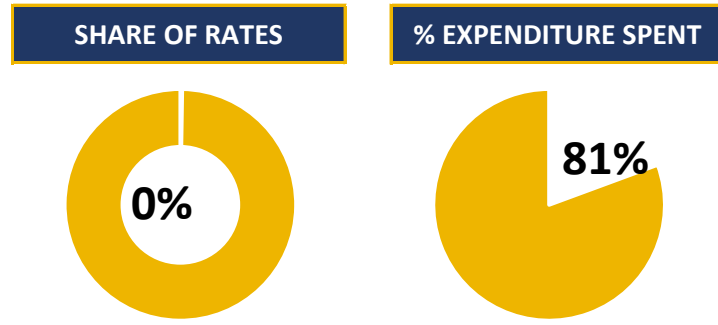
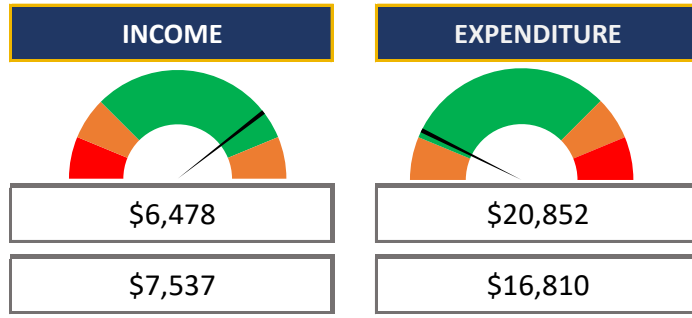
- ▶ Budget expenditure is within anticipated or forecasted limits.

YTD Expenditure Year on Year

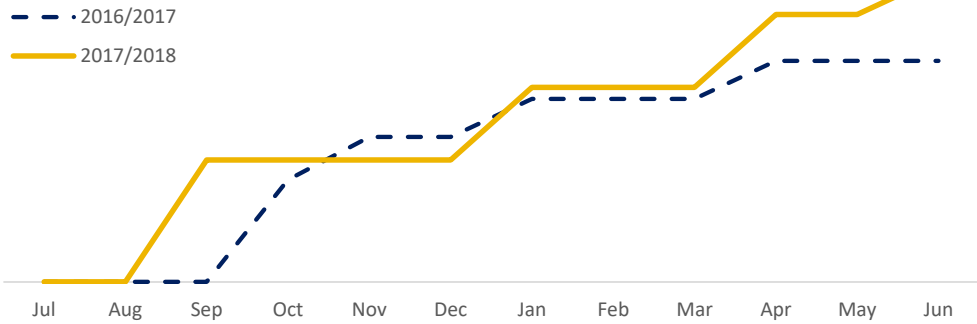




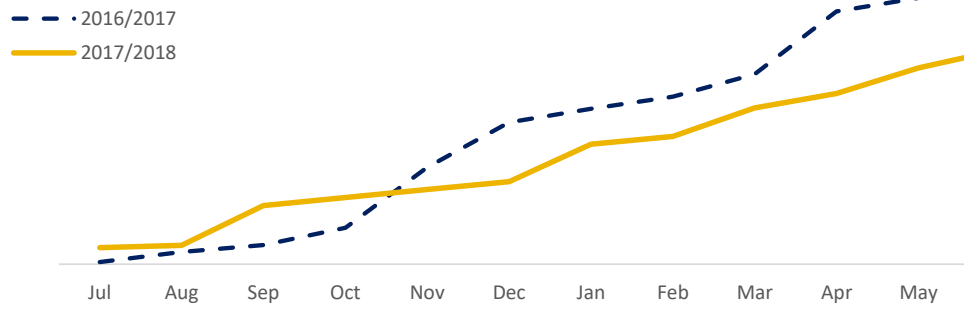
Fire Prevention



YTD Income Year on Year



YTD Expenditure Year on Year



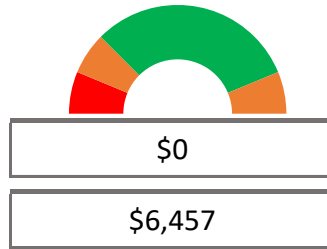
Manager's commentary

- ▶ Fire prevention has been within range for the 17/18 financial period, showing adequate modelling during the period.

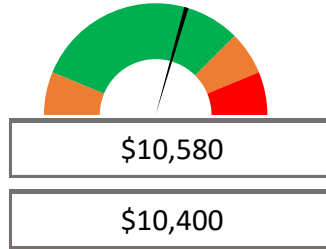


Environmental Health

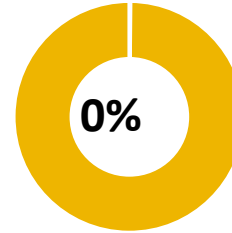
INCOME



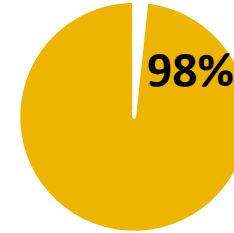
EXPENDITURE



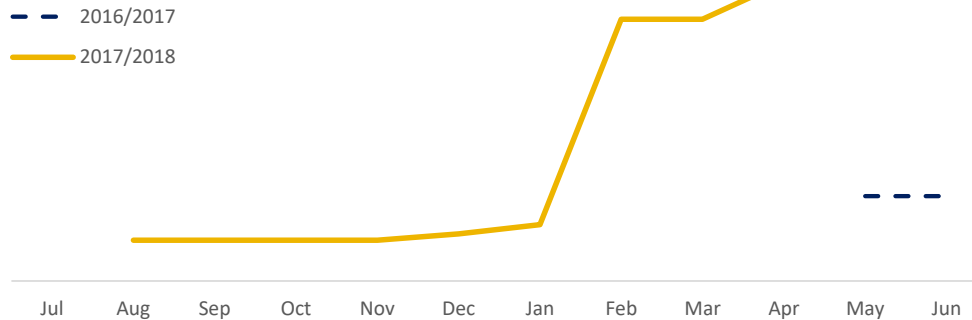
SHARE OF RATES



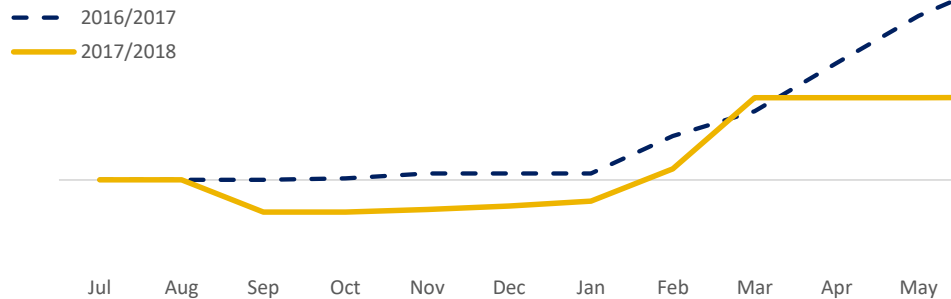
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



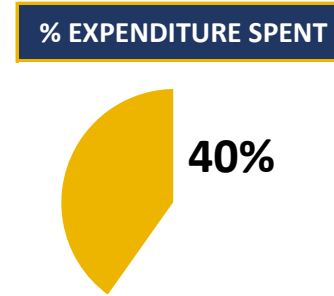
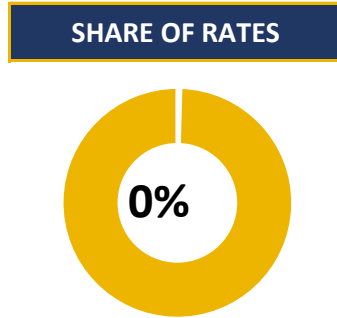
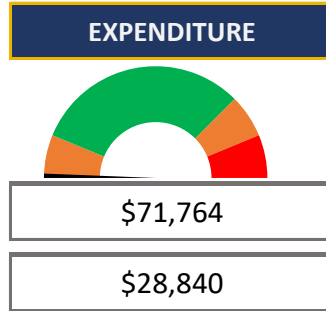
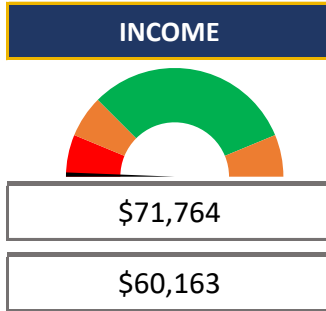
Manager's commentary

- ▶ The service was provided efficiently and on budget

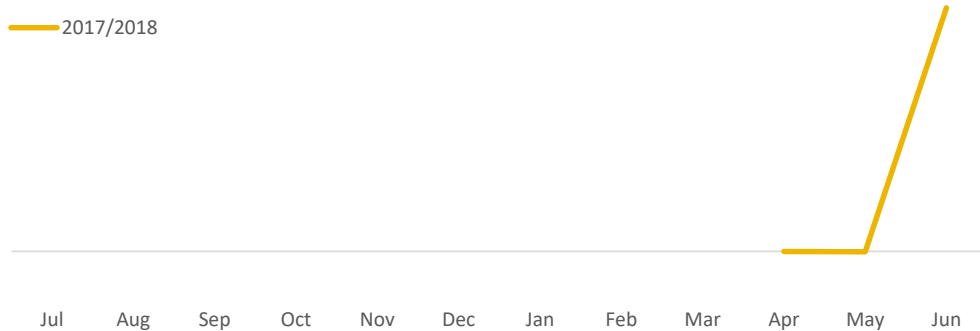


Cashless Card

BUDGET YTD
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



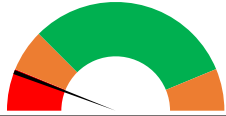
Manager's commentary

- ▶ The expenditure is reflective of all costs not having been received at time of finalising the report
- ▶ The Cashless Card is based on the service being funded externally



CRC Coolgardie

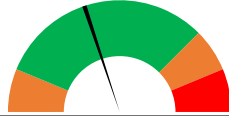
INCOME



BUDGET YTD
\$113,240

ACTUAL
\$101,215

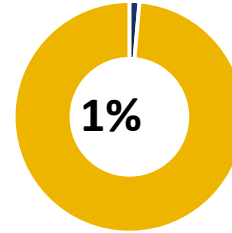
EXPENDITURE



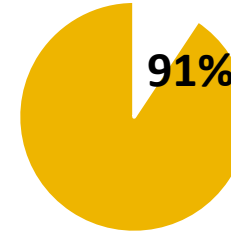
BUDGET YTD
\$104,149

ACTUAL
\$94,421

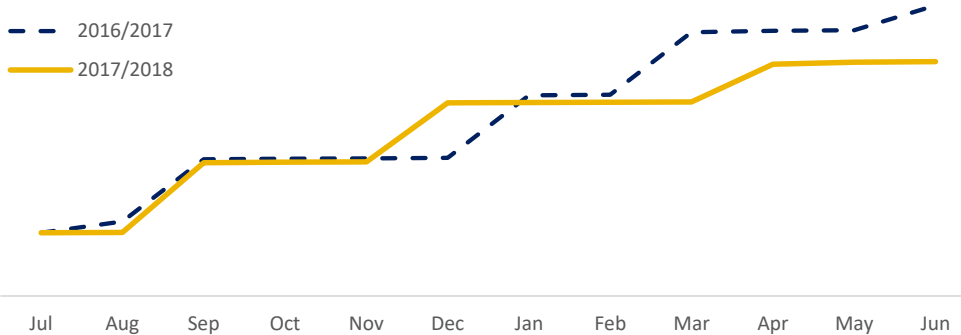
SHARE OF RATES



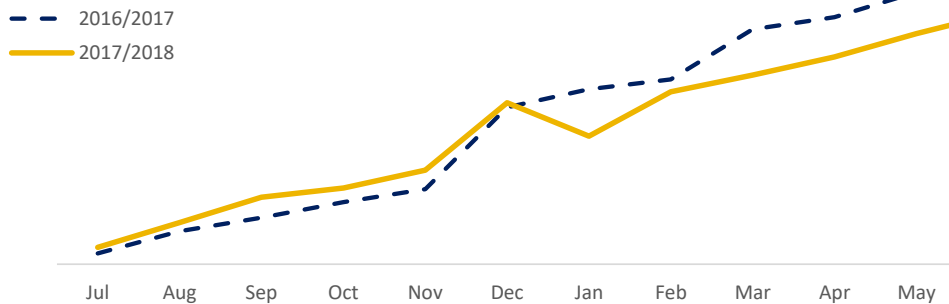
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

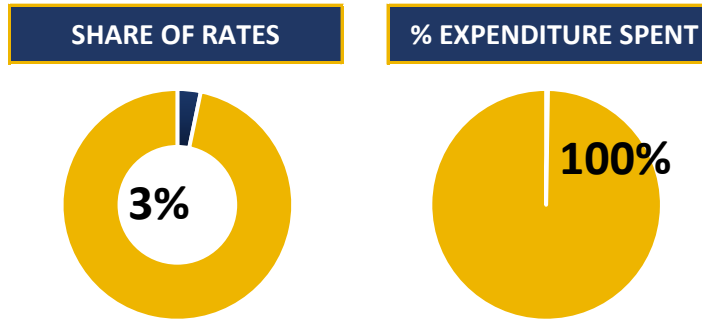
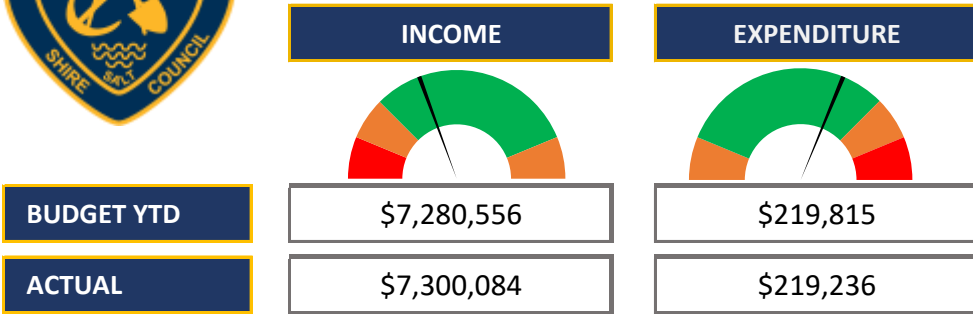


Manager's commentary:

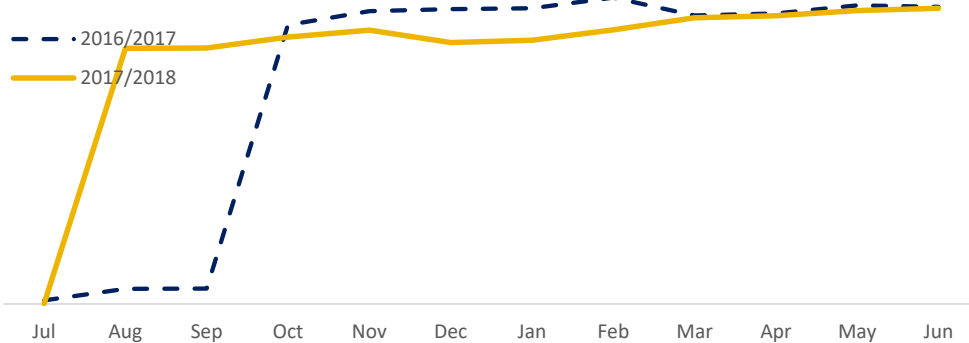
The Coolgardie Community Resource Centre finished the 2017/2018 financial year within the budget requirements and also met all contractual requirements with the Department of Primary Industries and Regulation Development. (DPIRD)



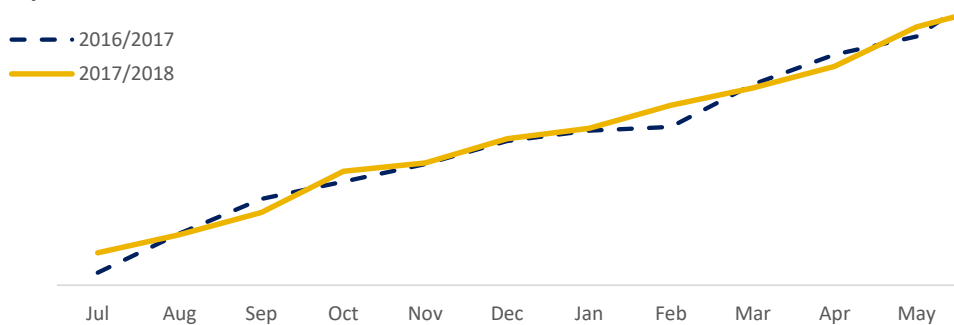
Rates



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ The Rates are was marginally under budget
- ▶ Most of the expenditure is related to staff salaries, valuation expenses and legal costs. The legal costs are recoverable

	1.1.4 Expression of Interest and Tenders for Providing Goods and Services
Delegation Number	
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.*

Shire of Coolgardie
Payments by Delegated Authority
1 July 2018 to 31 July 2018

Chq/EFT	Date	Name	Description	Amount
52081	16 July 2018	Australian Services Union	Payroll deductions	\$54.90
52082	16 July 2018	Synergy	7 invoices, including bulk grouped invoice for 2 months and monthly streetlights	\$33,863.36
52083	16 July 2018	Telstra	Satellite plan, service charges	\$35.00
52084	16 July 2018	Victor Churchill Dale	Tour guide for the musuem, school tours July 2017 to June 2018	\$720.00
52085	16 July 2018	Water Corporation	Annual Trade waste permit	\$667.67
52086	23 July 2018	Department Of Transport	All Fleet licensing for 18-19, 12 months rego to expire 31.07.2018	\$10,543.05
				\$45,883.98

Shire of Coolgardie
Payments by Delegated Authority
1 July 2018 to 31 July 2018

Chq/EFT	Date	Name	Description	Amount
EFT15310	16 July 2018	3E Advantage Pty Ltd	June 2018 printer charges	\$5,342.45
EFT15311	16 July 2018	Air Liquide	June 2018 cylinder hire	\$106.11
EFT15312	16 July 2018	Airey Taylor Consulting	Structural and durability investigation - Kambalda pool	\$30,703.39
EFT15313	16 July 2018	Ampac Debt Recovery (Wa) Pty Ltd	Commissions and costs for the month of June 2018	\$5,487.82
EFT15314	16 July 2018	Australia Post	June 2018 Australia Post charges	\$233.11
EFT15315	16 July 2018	Advanced Pest Control Pty Ltd	Monitoring & Baiting Of Exterra Termite Stations & Annual Termite Inspections (57 Stations)	\$1,207.80
EFT15316	16 July 2018	Boc Limited	June 2018 cylinder hire	\$225.57
EFT15317	16 July 2018	Bp Australia Limited	June 2018 BP monthly fuel bill	\$4,851.52
EFT15318	16 July 2018	Bryan And Cynthia Parisissons Transport	Hire of cat loader 992c at Kambalda refuse site, 2 invoices	\$9,240.00
EFT15319	16 July 2018	Caltex Australia	June 2018 monthly Caltex fuel bill	\$9,820.72
EFT15320	16 July 2018	City Of Kalgoorlie Boulder	Building, Health and Ranger shared services for June 2018	\$6,410.40
EFT15321	16 July 2018	Complete Occ Health	Pre-Employment Medical And Drug Screen	\$145.00
EFT15322	16 July 2018	Dormakaba Australia Pty Ltd	Service Fee for Automatic Door	\$275.00
EFT15323	16 July 2018	Emerge Technologies	June services	\$14,100.76
EFT15324	16 July 2018	Goldfields Locksmiths	Mortise Lock, Oval Cylinder and Abloy Keying Charge System	\$409.98
EFT15325	16 July 2018	Goldfields Record Storage	User charges for the month of June 2018	\$102.08
EFT15326	16 July 2018	Goldline , Bidfood	Kambalda Community Recreation Facility cleaning supplies	\$1,179.59
EFT15327	16 July 2018	Goodnews Newsagency	June 2018 daily newspapers for the Kambalda library and Shire Office	\$140.10
EFT15328	16 July 2018	It Vision	Renew synergy soft & universe annual licenser fee	\$49,072.32
EFT15329	16 July 2018	It Vision User Group Inc.	IT Vision User Group, annual membership subscription	\$748.00
EFT15330	16 July 2018	J. Blackwood & Son Limited	Grease gun for Kambalda depot	\$352.75
EFT15331	16 July 2018	Kalgoorlie-Boulder Cemetery Board	Assistance to prepare & Burial of Grave site	\$290.50
EFT15332	16 July 2018	Kambalda East Deli	Sandwiches and Hot Food, catering	\$143.00
EFT15333	16 July 2018	Kalgoorlie Tyrepower	Repair puncture and replace tyre	\$101.00
EFT15334	16 July 2018	Landgate	Mining tenements	\$107.80
EFT15335	16 July 2018	Lo-Go Appointments	Placement of Rates Officer	\$3,710.90
EFT15336	16 July 2018	Marketforce	Advertisements, 9 invoices	\$6,508.79
EFT15337	16 July 2018	Mcleods Barristers And Solicitors	Lease for Workers Accommodation -Reserve 46628	\$2,120.23
EFT15338	16 July 2018	Moore Stephens (Wa) Pty Ltd	Financial Management Review and Progressive billing, 2 invoices	\$21,618.19
EFT15339	16 July 2018	Morans Store Pty Ltd	Food for the Networking Night June	\$372.00
EFT15340	16 July 2018	National Pump & Energy Pty Ld	Wellpoint dewatering system for Kambalda West Pool as per pricing schedule	\$22,681.29
EFT15341	16 July 2018	Netsight Pty Ltd	Myosh monthly subscription for July 2018	\$326.70
EFT15342	16 July 2018	Rmm Carpet Cleaning	June 2018 monthly cleaning, East, West and Depot	\$3,190.00
EFT15343	16 July 2018	Savills Valuations Pty Ltd	Scope or works	\$15,811.48
EFT15344	16 July 2018	Sportspower Kalgoorlie	29 Wilson water bottles for the Kambalda football club	\$232.00
EFT15345	16 July 2018	Taps Industries Pty Ltd	Repair leaking section of chlorine line	\$359.00
EFT15346	16 July 2018	Technology One Limited	Intrmaps Subscription Plan renewal	\$15,710.20
EFT15347	16 July 2018	The National Trust Of Australia (Wa) { Perth }	Warden Finnerty's Residence, Rent 1 July 2018 - 30 December 2018	\$2,035.00
EFT15348	16 July 2018	The Valve Company Pty Ltd	Refurbish pump	\$1,435.50
EFT15349	16 July 2018	Threat Protect	Quarterly alarm monitoring	\$798.69
EFT15350	16 July 2018	Toll Ipec Pty Ltd	Freight charges	\$31.21
EFT15351	16 July 2018	Western Diagnostics	Alcohol and drug testing across the organisation 4 & 5 July 2017, extra investigations	\$248.11
EFT15352	16 July 2018	Woolworths Group Limited	Supplies for Naidoc Week Morning at Coolgardie	\$105.68
EFT15353	16 July 2018	Winc Staples	Stationery Order June 2018	\$27.76
				\$238,119.50

Shire of Coolgardie
Payments by Delegated Authority
1 July 2018 to 31 July 2018

Chq/EFT	Date	Name	Description	Amount
2179	17 July 2018	Building Commission	Levy Collected For The Bsl For June 2018	\$790.18
2180	17 July 2018	Construction Training Fund	Levy Collected For Bctif For June 2018	\$230.25
2181	17 July 2018	Public Transport Authority Of Western	Transwa Tickets June 2018	\$1,438.50
2182	17 July 2018	Shire Of Coolgardie	Transwa June 2018 Commissions	\$330.30
				\$2,789.23

Shire of Coolgardie
Payments by Delegated Authority
1 July 2018 to 31 July 2018

Chq/EFT	Date	Name	Description	Amount
DD5765.1	3 July 2018	North Superannuation	Payroll deductions	\$640.57
DD5765.2	3 July 2018	Rest Superannuation	Superannuation contributions	\$340.85
DD5765.3	3 July 2018	Mlc Super Fund (Plum Super)	Superannuation contributions	\$168.32
DD5765.4	3 July 2018	Wa Local Government Superannuation	Superannuation contributions	\$9,620.90
DD5765.5	3 July 2018	Bt Super For Life - Savings Account	Superannuation contributions	\$606.85
DD5765.6	3 July 2018	Australian Super	Superannuation contributions	\$2,281.60
DD5765.7	3 July 2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$305.18
DD5765.8	3 July 2018	Amp Signaturesuper	Superannuation contributions	\$206.36
DD5765.9	3 July 2018	Tasplan Super	Superannuation contributions	\$229.95
DD5793.1	17 July 2018	North Superannuation	Payroll deductions	\$649.42
DD5793.2	17 July 2018	Rest Superannuation	Superannuation contributions	\$348.86
DD5793.3	17 July 2018	Mlc Super Fund (Plum Super)	Superannuation contributions	\$198.99
DD5793.4	17 July 2018	Wa Local Government Superannuation	Superannuation contributions	\$9,365.63
DD5793.5	17 July 2018	Bt Super For Life - Savings Account	Superannuation contributions	\$572.38
DD5793.6	17 July 2018	Australian Super	Superannuation contributions	\$2,384.12
DD5793.7	17 July 2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$310.41
DD5793.8	17 July 2018	Amp Signaturesuper	Superannuation contributions	\$217.34
DD5793.9	17 July 2018	Tasplan Super	Superannuation contributions	\$237.42
DD5807.1	31 July 2018	North Superannuation	Payroll deductions	\$651.17
DD5807.2	31 July 2018	Rest Superannuation	Superannuation contributions	\$343.52
DD5807.3	31 July 2018	Mlc Super Fund (Plum Super)	Superannuation contributions	\$198.99
DD5807.4	31 July 2018	Wa Local Government Superannuation	Superannuation contributions	\$9,773.14
DD5807.5	31 July 2018	Bt Super For Life - Savings Account	Superannuation contributions	\$587.97
DD5807.6	31 July 2018	Australian Super	Superannuation contributions	\$2,344.54
DD5807.7	31 July 2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$319.03
DD5807.8	31 July 2018	Amp Signaturesuper	Superannuation contributions	\$217.28
DD5807.9	31 July 2018	Tasplan Super	Superannuation contributions	\$237.42
DD5765.10	3 July 2018	Twu Super	Superannuation contributions	\$210.76
DD5765.11	3 July 2018	First Choice Employer Super	Superannuation contributions	\$209.64
DD5793.10	17 July 2018	Twu Super	Superannuation contributions	\$215.95
DD5793.11	17 July 2018	First Choice Employer Super	Superannuation contributions	\$213.44
DD5807.10	31 July 2018	Twu Super	Superannuation contributions	\$218.25
DD5807.11	31 July 2018	First Choice Employer Super	Superannuation contributions	\$216.11
				\$44,642.36

**Shire of Coolgardie
Payments by Delegated Authority
July 2018- July 2018**

Reference	Date	Description	Value	Card
	23-July-2018	Industrial Cleaning Eq Vacuum KCRF	\$449.90	6780
	20-July-2018	Monty/S Restaurant Cashless debit card	\$44.50	6780
	18-July-2018	Mad Wax Car Wash Laura Vehicle as per employment contract	\$30.00	6780
	20-July-2018	503399Flightcentre.Com	\$474.11	6806
	30-July-2018	Civeo Pty Ltd	\$396.62	855
	27-July-2018	Dropbox Computer Subscriptions	\$212.32	855
	27-July-2018	Virgin Aust	\$688.01	855
	27-July-2018	Virgin Aust	\$8.94	855
	27-July-2018	Virgin Aust	\$688.01	855
	27-July-2018	Virgin Aust	\$8.94	855
	27-July-2018	Virgin Aust	\$8.94	855
	27-July-2018	Virgin Aust	\$688.01	855
	27-July-2018	Virgin Aust	\$160.00	855
	27-July-2018	Virgin Aust	\$160.00	855
	26-July-2018	Virgin Aust	\$9.33	855
	26-July-2018	Virgin Aust	\$718.00	855
	25-July-2018	Compasskambaldavilla	\$229.00	855
	20-July-2018	Bp Kambalda 6233	\$6.00	855
	20-July-2018	Civeo Pty Ltd	\$132.20	855
	16-July-2018	Railway Motel PI	\$176.75	855
	09-July-2018	Harvey Norman Av/lt CEO Laptop Bag	\$98.00	855
	09-July-2018	Adobe Acropro Subs	\$113.25	855
	05-July-2018	Adobe Acropro Subs Computer Subscriptions	\$67.95	855
	04-July-2018	Hertz Australia Pty L Hire Vehicle LG Week	\$166.97	855
	03-July-2018	Perth Ambassador	\$119.40	855
	02-July-2018	City Of Stirling Parking LG Week	\$3.00	855
	02-July-2018	City Of Kalgoorlie - B CEO Parking LG Week	\$10.00	855
	02-July-2018	Civeo Pty Ltd	\$264.41	855
	02-July-2018	Civeo Pty Ltd	\$528.83	855
			\$6,661.39	

Jul-18

Payments directly to Shire of Coolgardie	\$ -
Payments to AMPAC debt recovery	\$ 14,884.63
Total Received	\$ 14,884.63

Commissions	\$ 1,005.67
Costs	\$ 6,101.62
Total Paid to Ampac	\$ 7,107.29

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.

- AUSTRROADS 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 **20mm** 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: Heavy Vehicles Conditions for use on Shire Roads

Policy Number: 035

Policy Objective:

To ensure safe road use on the RAV network within the Shire of Coolgardie.

Policy Scope:

This policy applies to haulage users on the RAV Network 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 applied to haulage users on the RAV Network within the Shire:

Definitions:

- a) The term "Applicant" shall mean the Owner of the vehicle travelling on the Shire RAV Network
- b) 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.
- c) The term "MRWA" shall mean Main Roads Department, Western Australia.
- d) The term "HVO" shall mean Heavy Vehicle Operations, branch of MRD that makes assessment and prosecution of RAV on State and Shire road networks.
- e) The Term "Operator" means the owner of the mine
- f) The term CA07 shall mean the requirement for all operators to carry written approval from the local government authority permitting use of the road in accordance with network conditions

1. General Conditions

- 1.1. Condition CA07 be placed on the Shire RAV Network. Non-compliance may result in Council, at its discretion, reporting the haulage user to Main Roads Heavy Vehicle Services (HVS)
- 1.2. The applicant shall observe, always, all provisions contained in the Road Traffic Act and regulations, the Local Government Act 1994 and all Local Laws.
- 1.3. In residential areas approval, be granted for cartage during sunrise to sunset hours 7:00am – 6:00pm, whichever is shorter, Mondays to Fridays. Weekends and public holidays excluded.

- 1.4. In non-residential areas approval, be granted for cartage 7 days a week.
- 1.5. RAV's are restricted to a maximum speed of 50kph on local roads within townsites and maximum of 80kph on open roads in LG area local always unless a lesser speed limit is posted on the road or recommended to MRWA for reasons of safety.
- 1.6. No operation on unsealed road segment when visibly wet, without road owner's approval.
- 1.7. When travelling at night, the RAV must display an amber flashing warning light on the Prime Mover

2. Weather and Road Conditions

- 2.1. A Shire RAV Network may be closed where the road surface has deteriorated and is determine by the CEO to be unsafe for heave haulage or any form of transport or that continuing use will cause a safety risk and/or significant damage to occur. Any haulage users found operating on a closed RAV Network may be reported to MRWA and Main Roads Heavy Vehicle Services (HVS) with a request to issue suspension notices.
- 2.2. To minimise the potential for road damage safety hazards the CEO may give notice that a Shire RAV Network has been closed, where more than **20mm** of rain has fallen in any 24 hours or lesser period. Such notice shall remain in effect until a re-commencement notice is issued by the Shire

3. Requirements

- 3.1. CA07 may be withdrawn at the absolute discretion of Council at any time by notice to MRWA and the Operator in cases of non-compliance by haulage users.
- 3.2. The Shire RAV Network will be reviewed annually inclusive of the provision of a condition report on the Network.

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: Haulage Campaigns

Policy Number: 034

Policy Objective:

Use of Shire roads for haulage campaigns.

Policy Scope:

This policy applies to haulage campaigns 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 haulage campaigns, and offer standards of construction that can be applied by the operator for consideration by Council.

Definitions:

This document should be read in conjunction with Shire of Coolgardie Policy 035 Conditions for use of Shire Roads.

- a) Austroads and Australian Road Research Board (ARRB) guidelines, will be used as the operator 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.
- b) The Term "Operator" means the owner of the mine

1. Purpose

The document has been created to inform the operators and haulage campaign users of the conditions of the use of Shire of Coolgardie Road networks. This document will allow progressive contributions by the operator towards providing safe and appropriate roads and maintain Shire asset without undue impact on the deterioration or preservation of the Shire road network in its entirety.

2. Heavy Vehicle Cost Recovery Contribution

In consideration of the use of Shire Roads, the Shire will request either:

- \$0.07 (07 cents) as a capital contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks from the operator
- \$0.04 (04 cents) as a maintenance Contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks from the operator

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 operator may wish to enter into an alternate agreement with the Shire, providing satisfaction of Austroad construction guidelines and appropriate consideration by the Council. This agreement could include the provision of capital and/or maintenance of the road during the period of the haulage campaign.

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 operator under any conditions of use, contributions will be used to repair fair damage and deterioration. 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 **Long Term Campaign** - 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 operator needs to apply to the Shire of Coolgardie for use of the Shire of Coolgardie road network. The decision on Long Term Campaigns will be made by the Council subject to an agreement between the Operator and the Shire.
- 3.2 **Short Term Campaign** - Where a cartage campaign does not exceed 25,000 tonnes or 100 return trips in any annual period, the operator needs to apply to the Chief Executive Officer (CEO) for use of the Shire of Coolgardie road network. The CEO has authority to deal with Short Term Campaigns.
- 3.3 The Operator 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 an average 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 and/or maintenance.
- 4.2. The Shire, unless otherwise stipulated in an agreement with the Shire, will not undertake watering of haulage routes, and watering will remain the responsibility of the operator, other than required as part of construction. All watering of haulage routes will be undertaken by the operator daily whilst the haulage campaign is in progress.
- 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 operator.
- 4.4. On formation of a suitable agreement resulting from negotiations between the operator and the CEO, the agreement will be presented to Council for consideration. Council reserves the right to agree or disagree with the agreement and vary the agreement accordingly.
- 4.5. If Council recommend agreement, the principal will be notified, and a copy of the formal recommendation will be supplied. If the operator 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 or construction 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.
- 4.7. The Shire of Coolgardie has requested network conditions, Condition CA07, be placed on the RAV network. The requirement is for all haulage companies to carry written approval from the local government authority permitting use of the road in accordance with network conditions. The Shire of Coolgardie is responsible for the administration of Condition CA07 on local roads. The Operator's responsibility is to ensure the haulage company carry's written approval from the local government authority permitting use of the road.

5. 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 based on Council cost and state of the road following a detailed driven audit of the road.

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

Capital upgrade \$0.07 per tonne per km travelled per annum

Maintenance upgrade \$0.04 per tonne per km travelled per annum

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

7. GUIDELINES

Guidelines taken into consideration are listed, but not limited to those below. Relevant Australian Standards are applicable.

- AUSTRROADS Vehicle Classification System
- 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

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
	27 June 2018
	28 August 2018

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 Coordinator Administration Services / 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 300km 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 or 150,000km's, whichever the greater level.
- 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.

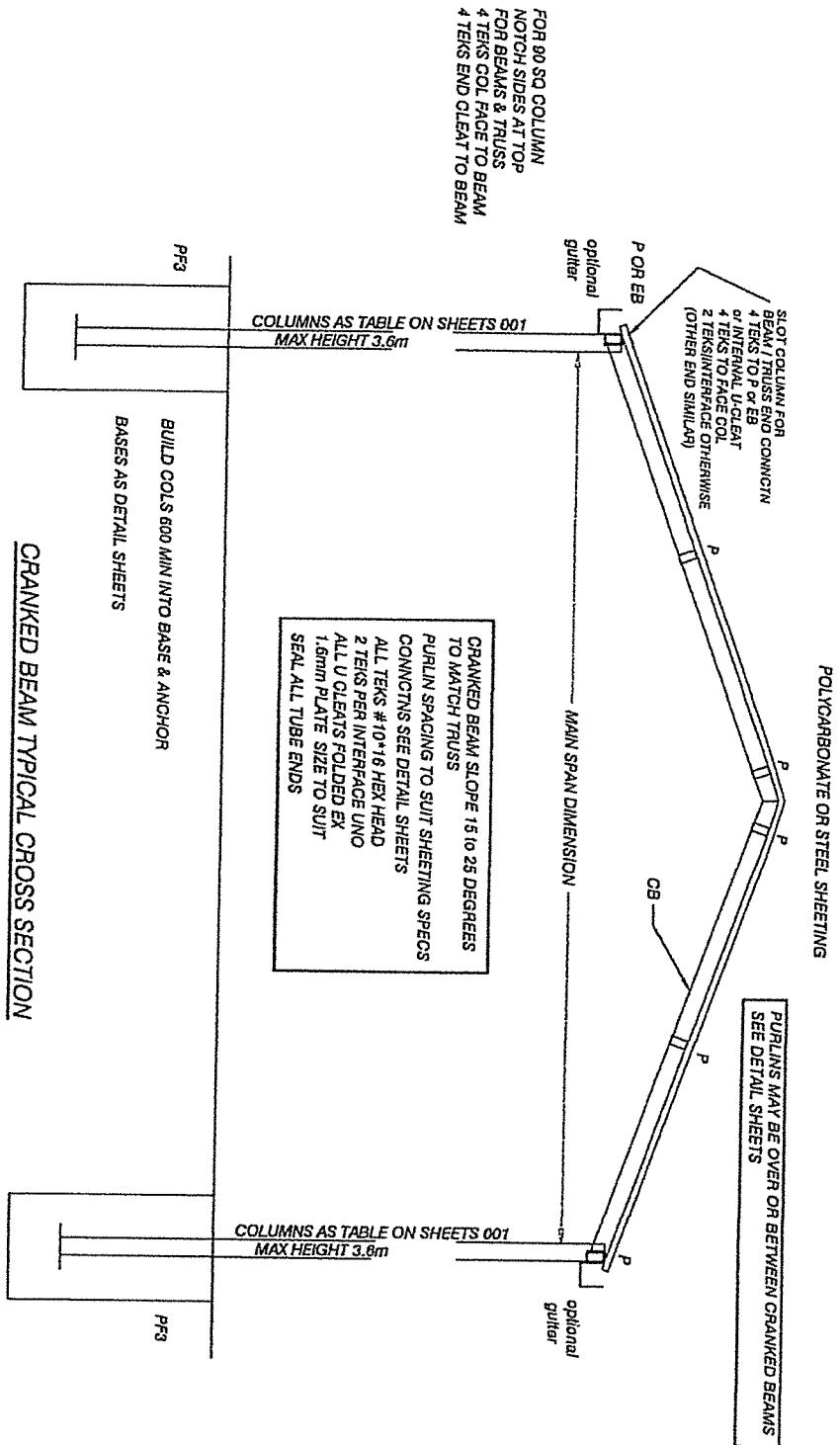
10. Review Period

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 August 2017



(CONNECTION DETAILS SIMILAR TO TRUSS DETAIL SHEETS)
GABLE CRANKED BEAM DETAILS
FREESTANDING PATIO
 (NOT TO BE ENCLOSED)

Peter C Williamson BE(Cons) MBA(UWA) GDipComp Professional Structural Engineer K.A. Williamson Structural Engineers PO Box 1100, Roleystone WA 6111 Phone: 0409 290 481 Email: kawilliamson@inet.net.au		Client: STRATCO (WA) PTY LTD PO Box 1515 Canning Vale DC W.A. 6155 P 9455 1911	
Project: GENERAL GABLE PATIO DESIGN REGION A: N9 IMP2	Drawing © copyright Peter C Williamson 2018 scble - NTS PCW/ STRUCTURAL	THIS DRAWING IS INVALID FOR A BUILDING PERMIT APPLICATION UNLESS ACCOMPANIED BY A CURRENT CERTIFICATION LETTER SIGNED IN RED INK BY THE ENGINEER.	Ref 002.002D 180101 GA Issue 1
180101 stratco (wa) Pty Ltd a gable 002 002a 002b 002c 002d 003 004.dwg			

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Carport
6x6mtr

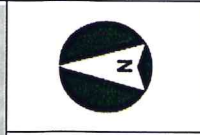
1.8mtr high with open above 1.2mtr
slats

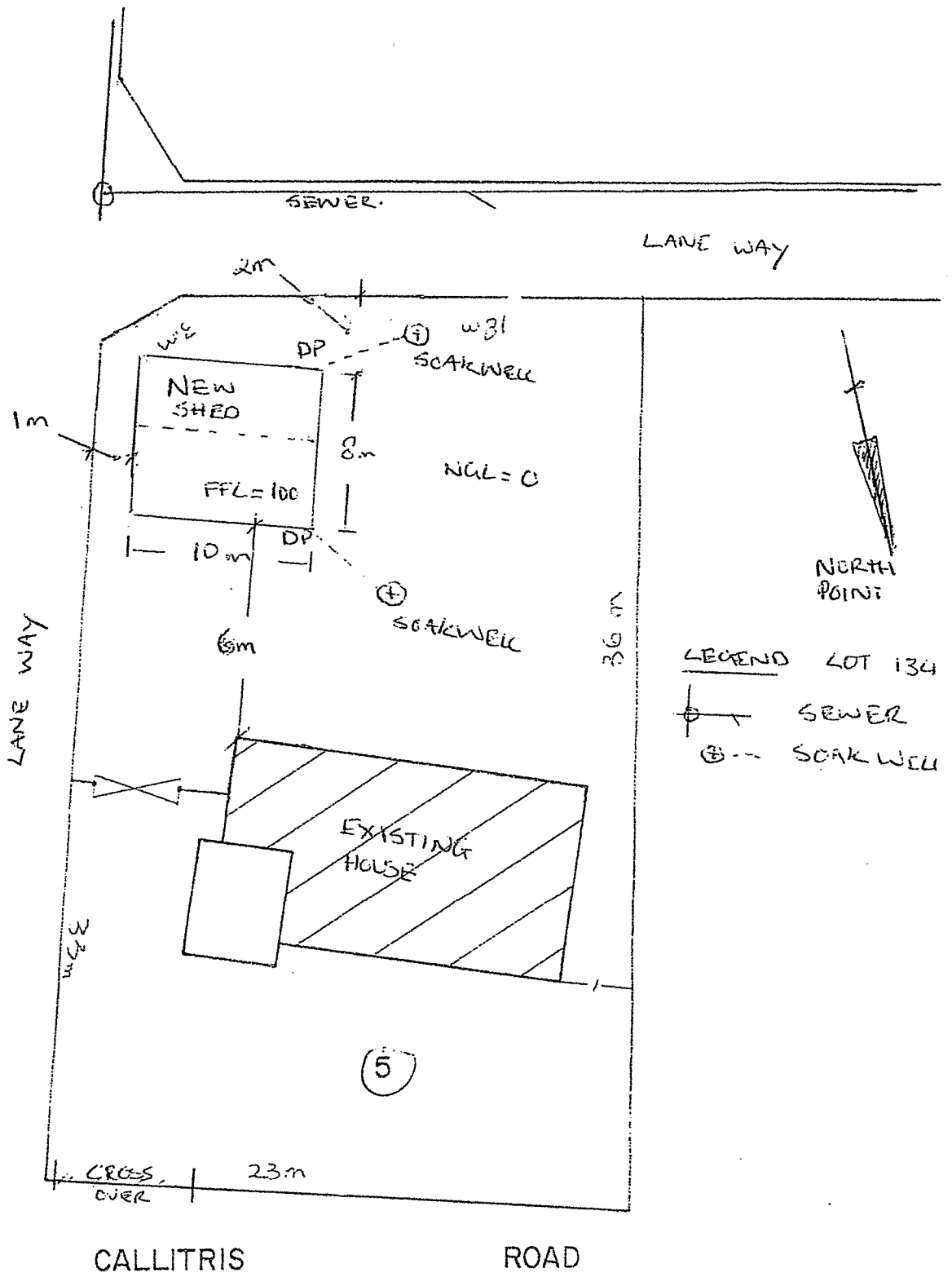


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Property Mapping System
A411
1 Everlasting Crescent
Kambalda West WA 6442

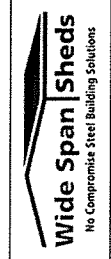
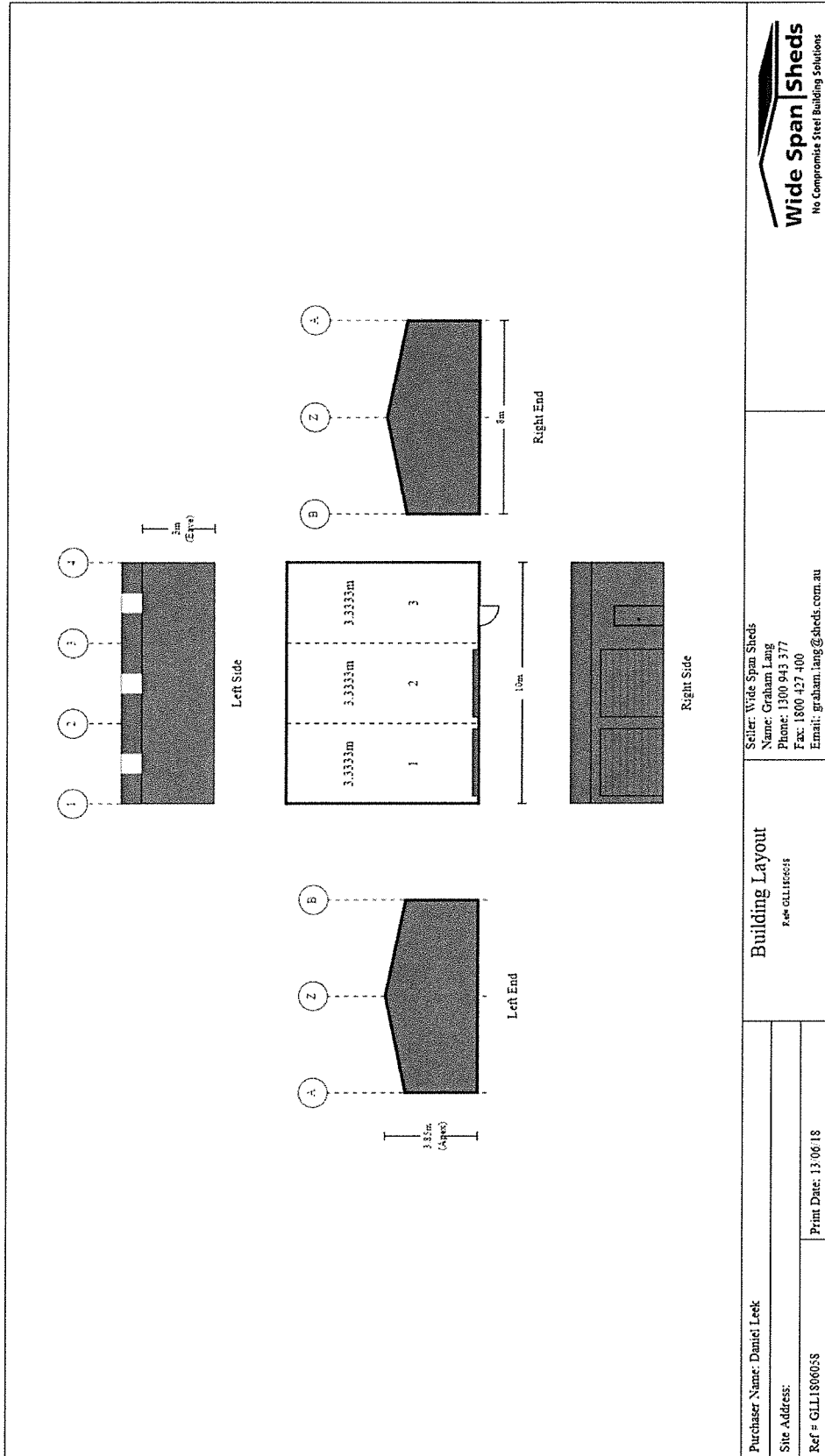
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Projection: Longitude-Latitude / WGS 84
Date: 21/08/2018





SCALE 1: 200

Building Layout



Seller: Wide Span Sheds
Name: Graham Lang
Phone: 1300 943 377
Fax: 1800 427 400
Email: graham.lang@sheds.com.au

Building Layout
 REF: GLL1806055

Purchaser Name: Daniel Leek
Site Address:
Print Date: 13/06/18
Ref: GLL1806055

*Peace of mind
Guarantees*



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www.sheds.com.au



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Property Mapping System

A1162
11 Ti Tree Court
Kambalda West WA 6442

Scale: 1:434
Projection: Longitude-Latitude / WGS 84
Date: 21/08/2018





Current View

Job Reference
Sales Person
Client Name

Mr Jarrod Regan
Lee Horran

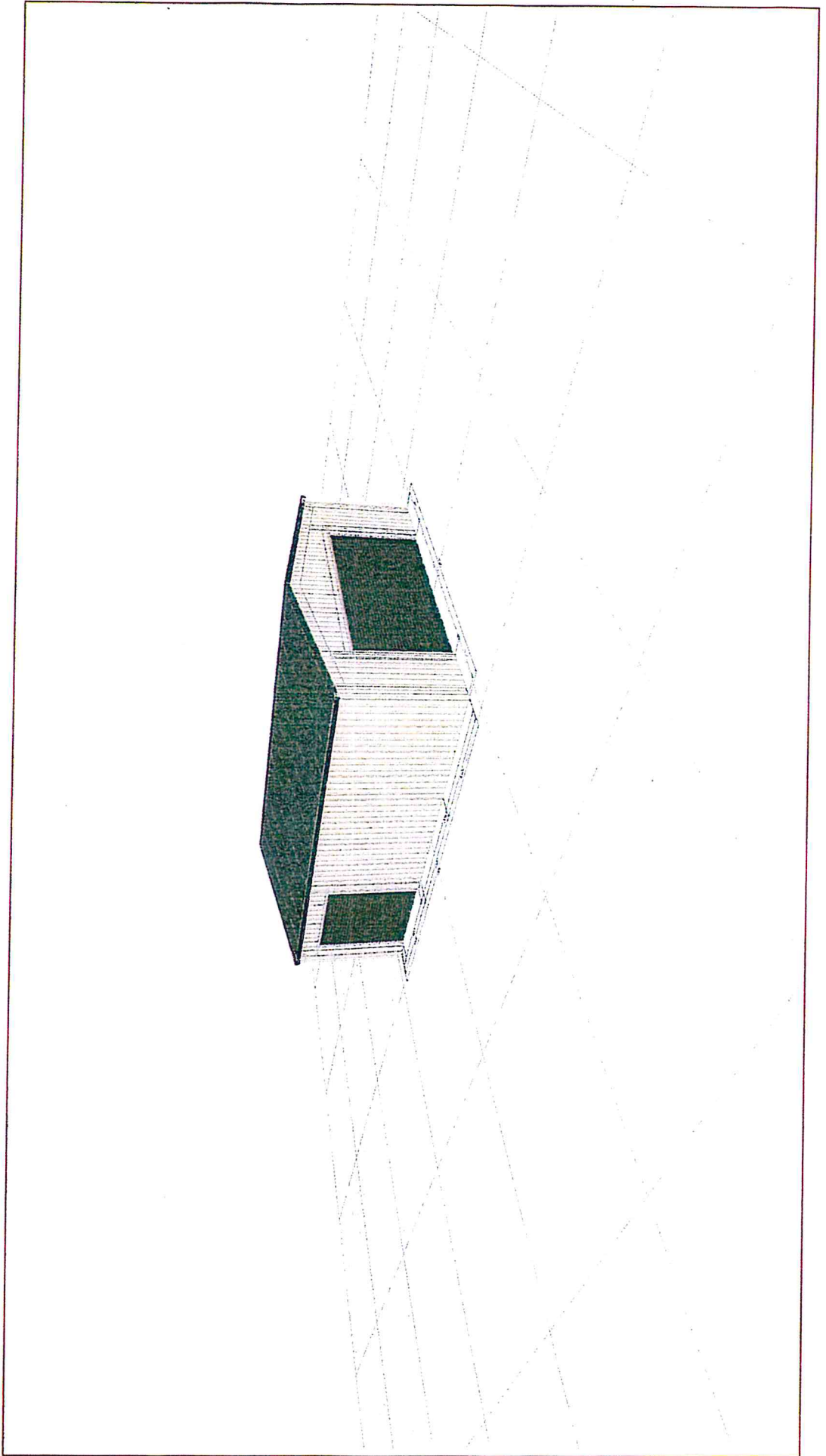
Site Address

11 teatree crt kambalda west

Design Number
Date

SQ167655
24/07/2018

Customer Signature



All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Gable Homeshed certification referenced 34109C by FYFE Pty Ltd for 15° Homeshed range or certification referenced 2011-628 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Elevations

Job Reference
Sales Person
Client Name

Mr Jarrod Regan
Lee Horran

Site Address

11 teatree crt kambalda west

Design Number

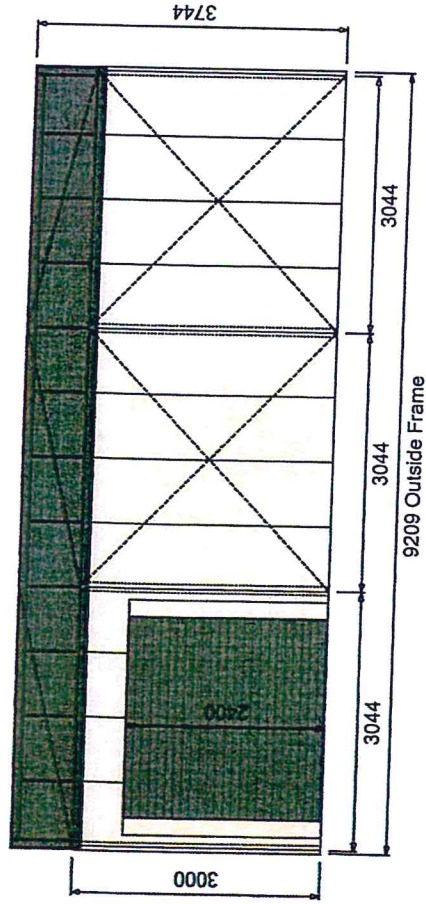
SQ167655

Date

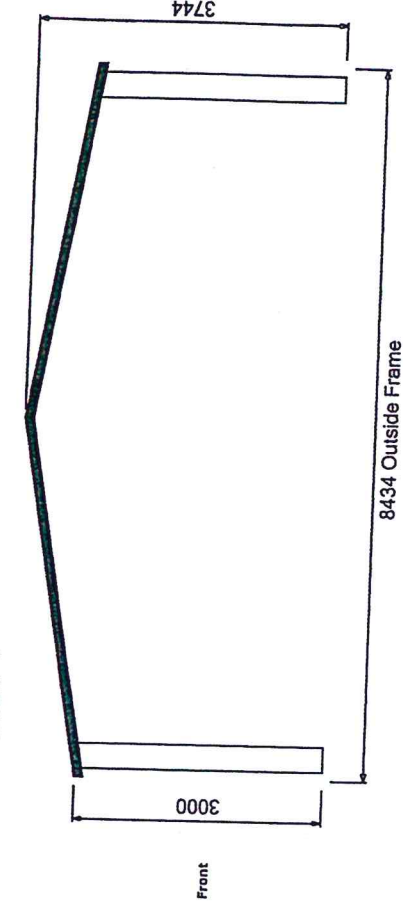
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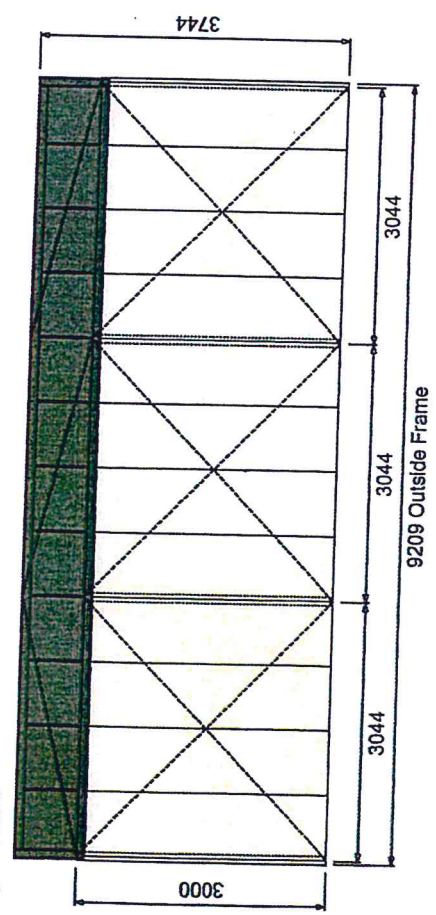
Left Elevation



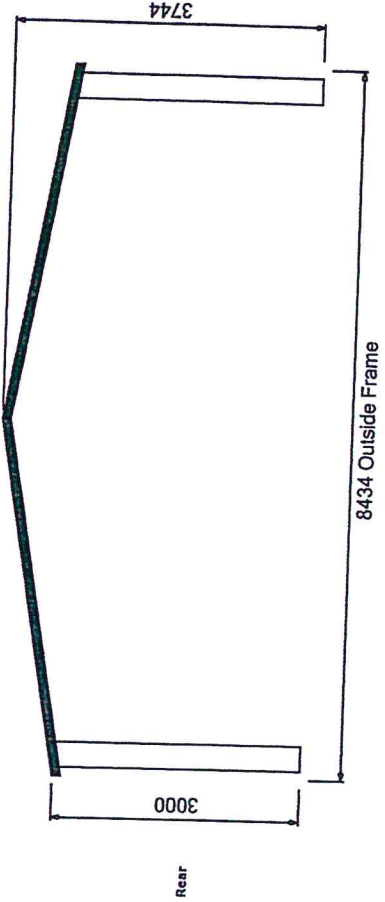
Front Internal Elevation - 1



Right Elevation



Rear Internal Elevation - 1



All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please, refer to current Stratco Gable Homeshed certification referenced 34109C by FYE Pty Ltd for 15° Homeshed range or certification referenced 2011-628 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Elevations

Job Reference
Sales Person
Client Name

Mr Jarrod Regan
Lee Horran

Site Address

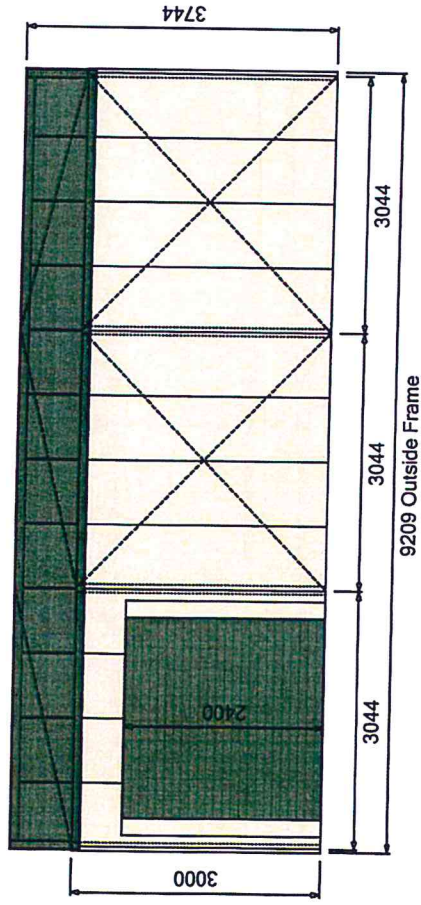
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Design Number
Date

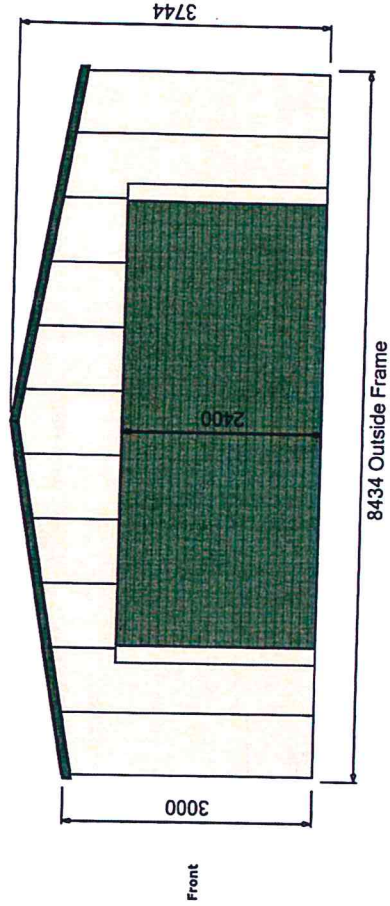
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Customer Signature

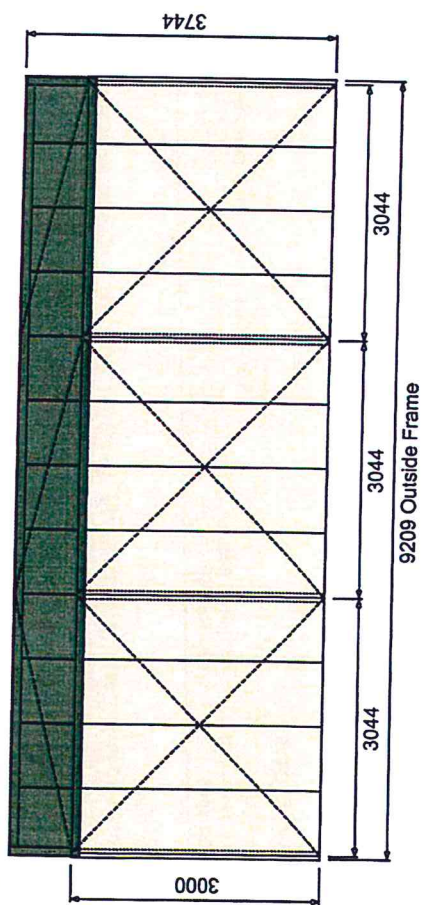
Left Elevation



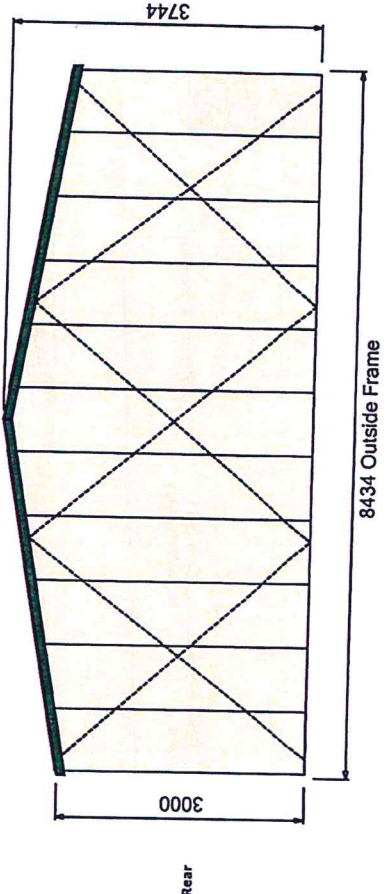
Front External Elevation



Right Elevation



Rear External Elevation





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Site Plan

Job Reference
Sales Person
Client Name

Mr Jarrod Regan
Lee Horran

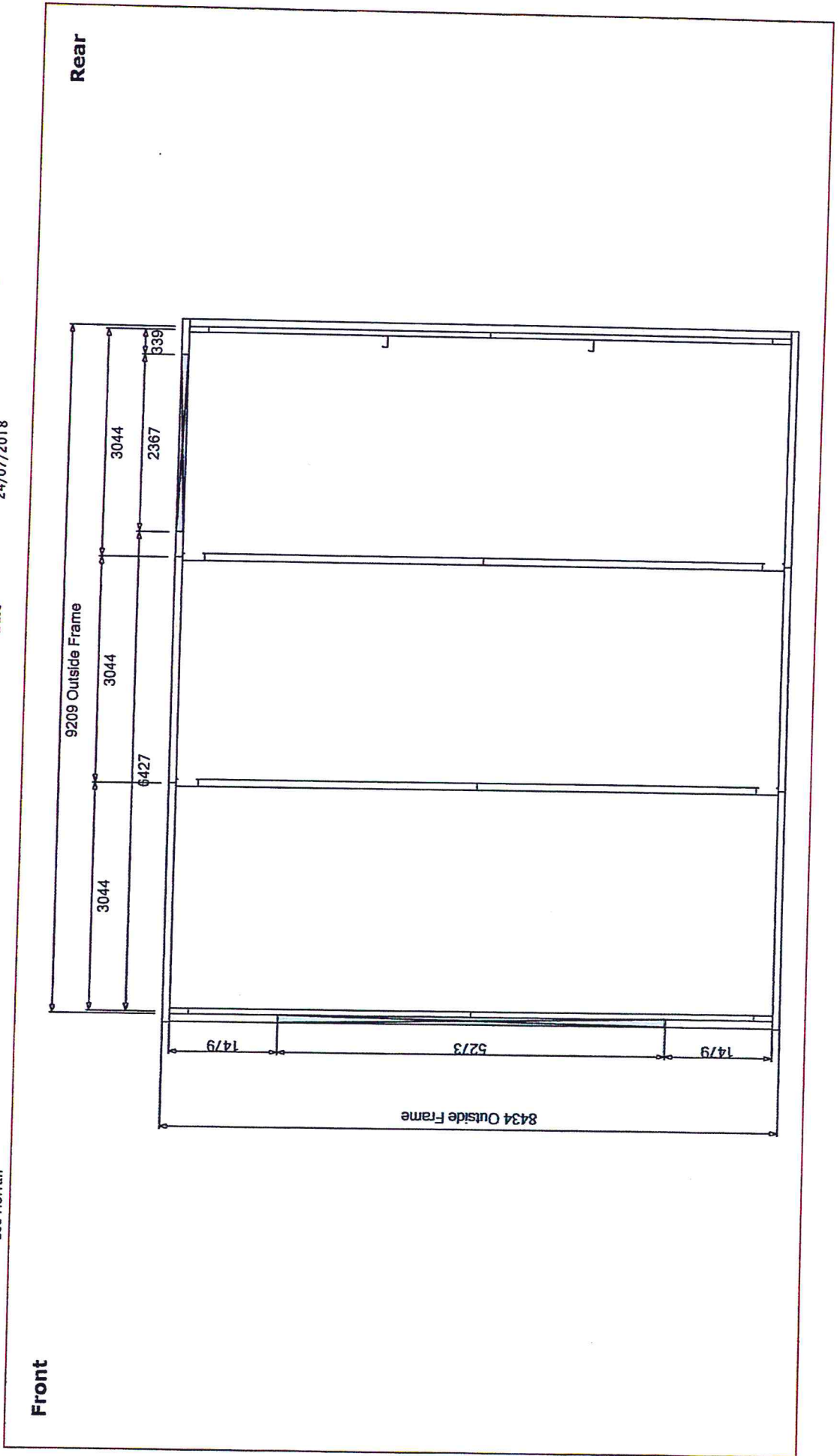
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Design Number
Date

SQ167655
24/07/2018

Customer Signature

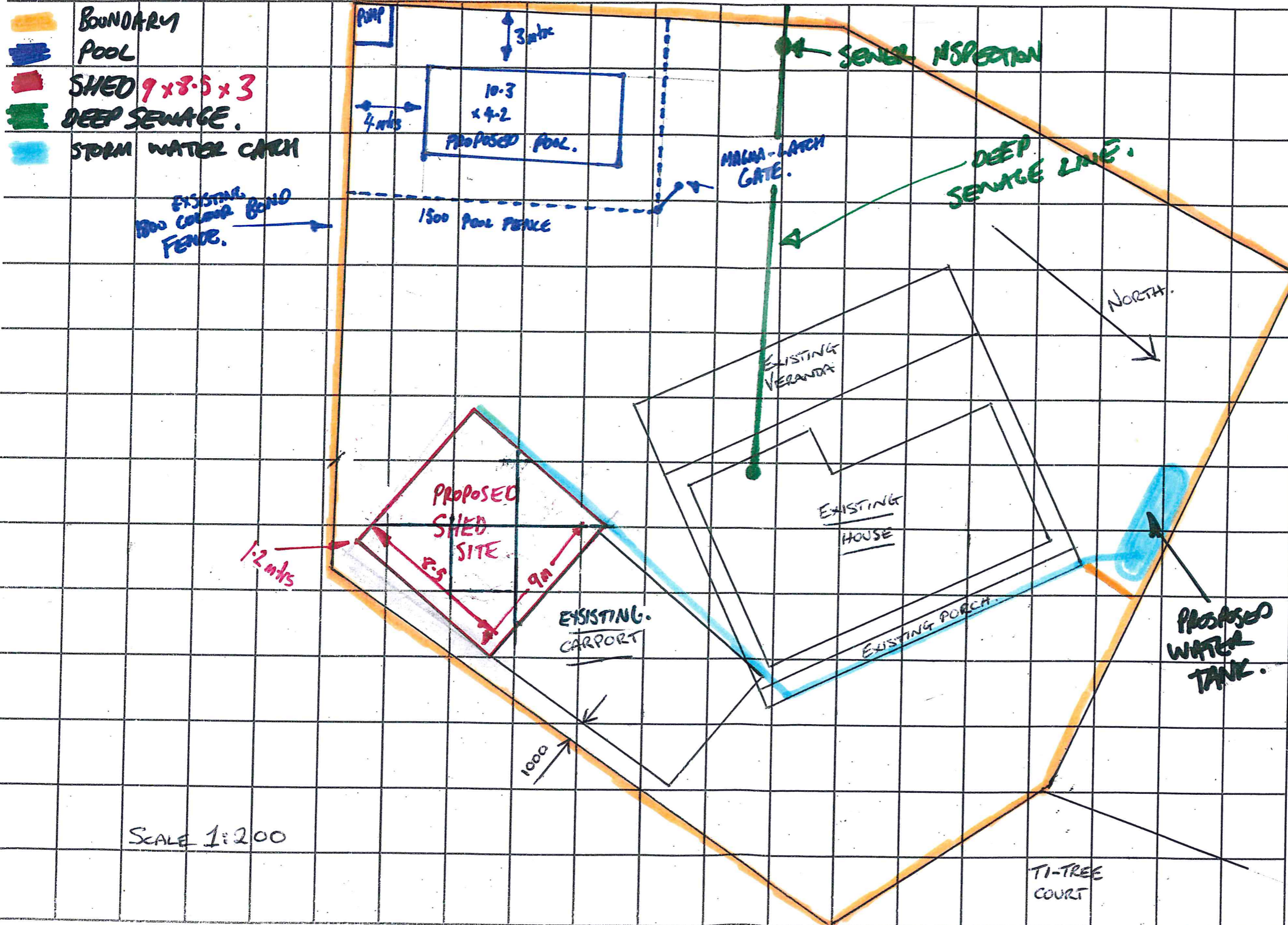


SHIRE OF COOLGARDIE

PO BOX 138, KAMBALDA WA 6442 PHONE (08) 9080 2111

Plan of proposed to be erected on Lot No. 1201 Plan House No. 11 Street TI-TREE COURT

PLANS MUST BE DRAWN IN INK AND IN DUPLICATE



OWNER
 ADDRESS 11 TI-TREE COURT KAMBALDA WEST

BUILDER
 ADDRESS

ESTIMATED COST \$

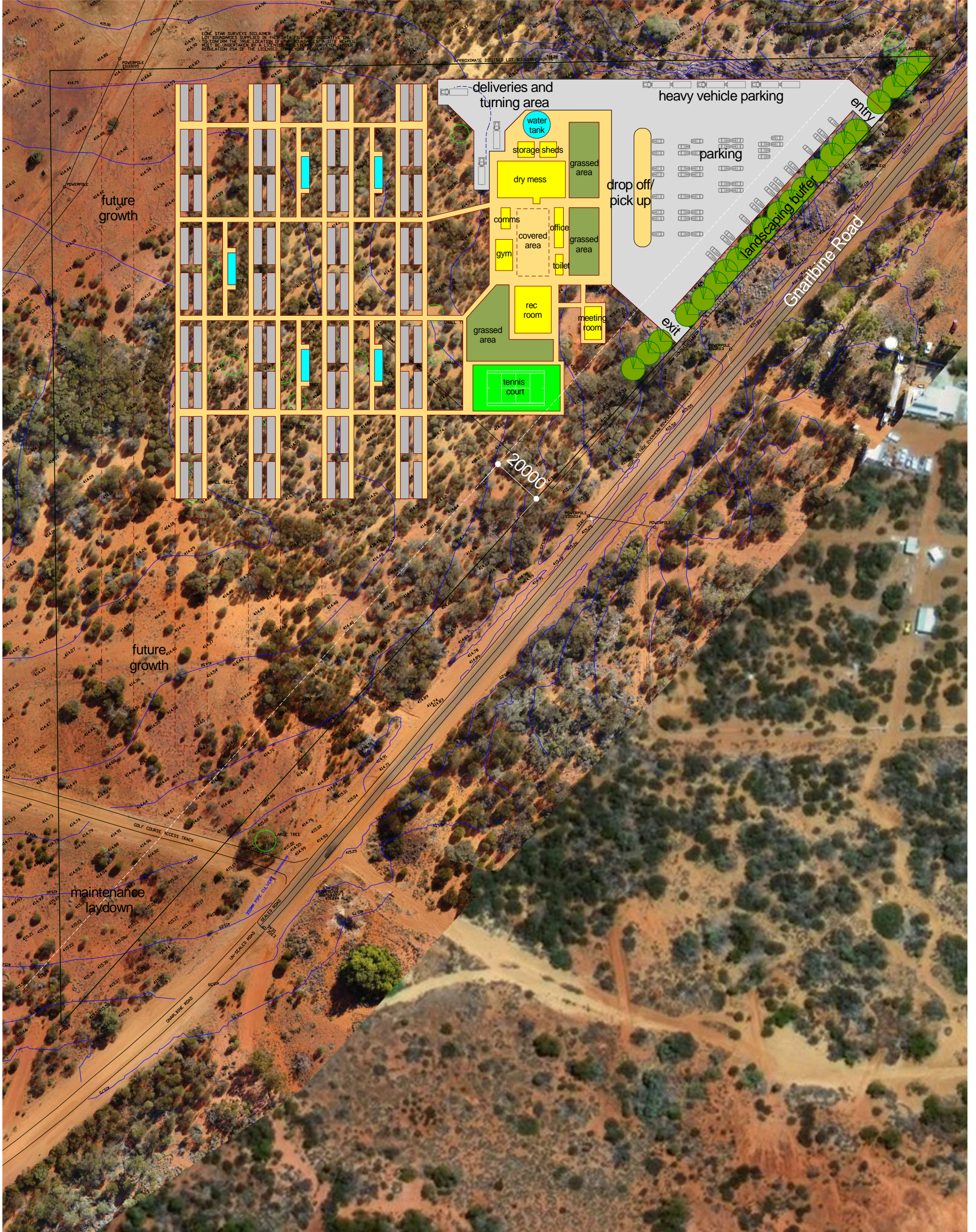
SCHEDULE OF MATERIALS

Item	Size	Spacing
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Sole Plates		
Stumps		
Ant Stops		
Bearers		
Floor Joists		
Bottom Plates		
Studs		
Corner Studs		
Top Plates		
Braces		
Ceiling Joists		
Hangers		
Beams		
Lintels		
Rafters		
Battens or Purlins		
Ridge		
Hips and Valleys		
Valley Boards		
Under Purlins		
Struts		
Wind Braces		
Collar Ties		
Fascia		
Barges		
Guttering		
Downpipe		
Ventilators		
Wall		
Under Floor		
Ceiling		
Windows		
Louvers		
Doors		

MATERIALS

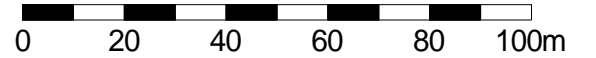
Floor
 Walls, Exterior
 Walls, Interior
 Ceilings
 Roof

PLAN REQUIREMENTS:- Ground plan sections and elevations are to be drawn hereon to a scale of 1:100. Plan should show the size and heights of all proposed buildings;



SITEPLAN
GROUND FLOOR

Scale 1:1500



dR design RIGHT
 Craig 0438 975 039
 designright@bigpond.com

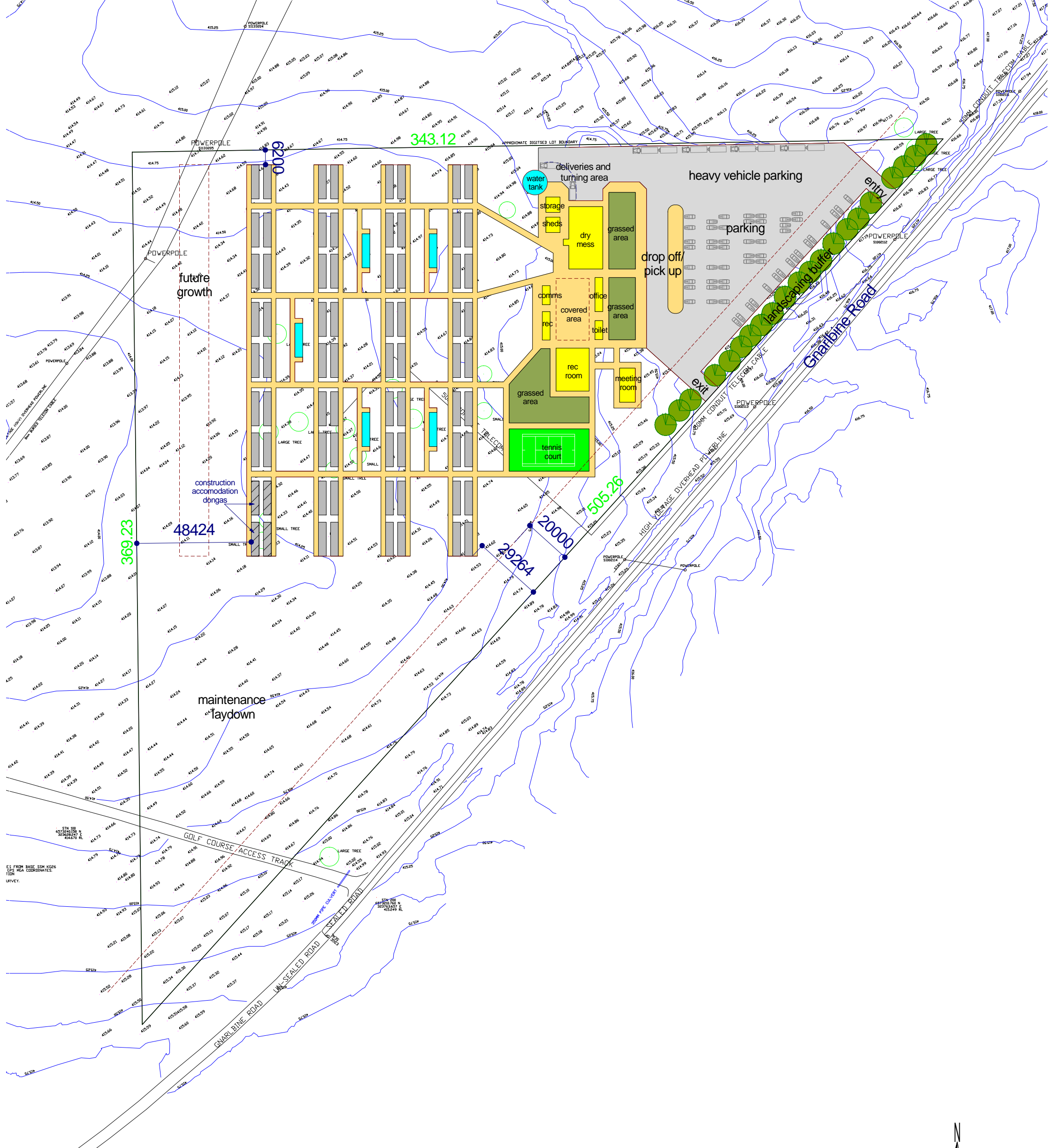
Proposed Works at:
 Lot
 For:
 Name



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Revision	
30/07/18	amendments CS
01/08/18	amendments CS
02/08/18	amendments CS
03/08/18	amendments CS

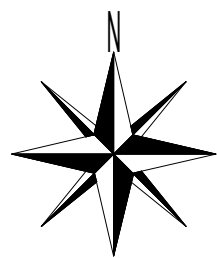
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 Date : 27/07/18
 Scale : 1:1500 (A3)
 Sheet : 1 of 1



LONE STAR SURVEYS DISCLAIMER:
 LOT BOUNDARIES SUPPLIED IN THIS DATA FILE ARE INDICATIVE ONLY.
 TO CONFIRM THE TRUE LOCATION OF THE BOUNDARIES, A SITE RE-PEG
 MUST BE UNDERTAKEN BY A LICENSED REGISTERED SURVEYOR, UNDER
 REGULATION 25A OF THE LICENSED SURVEYORS REGULATIONS 1961.

Disclaimer

The majority of the underground service data presented in this plan and/or data file was supplied by third party sources and as such LONE STAR SURVEYS PTY LTD assumes no responsibility for its accuracy or completeness and does not warrant the data is error free. Underground services may physically exist that are not shown on the plans or in the digital data files. Underground services may be shown in incorrect positions on the plans or in the digital files. In no event shall LONE STAR SURVEYS PTY LTD be liable for any direct, indirect, special or incidental damage or injury and harm resulting from, arising out of or in connection with the use of this data. LONE STAR SURVEYS PTY LTD recommends that this data be used as guide only and to verify any proposed excavation area prior by use of an underground service locating device and potholing by hand or non-destructive excavation to expose any underground services.



SITEPLAN

GROUND FLOOR

Scale 1:1500



Craig 0438 975 039
 designright@bigpond.com

Proposed Works at:
Lot 1965 Gnarlbine Road, Coolgardie
 For:
Rangecon

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Revision

Drawn : CS
 Date : 21/08/18
 Scale : 1:1500 (A3)
 Sheet : 1 of 14

CONSTRUCTION NOTES

Confirm dimensions on site prior to the commencement of works.

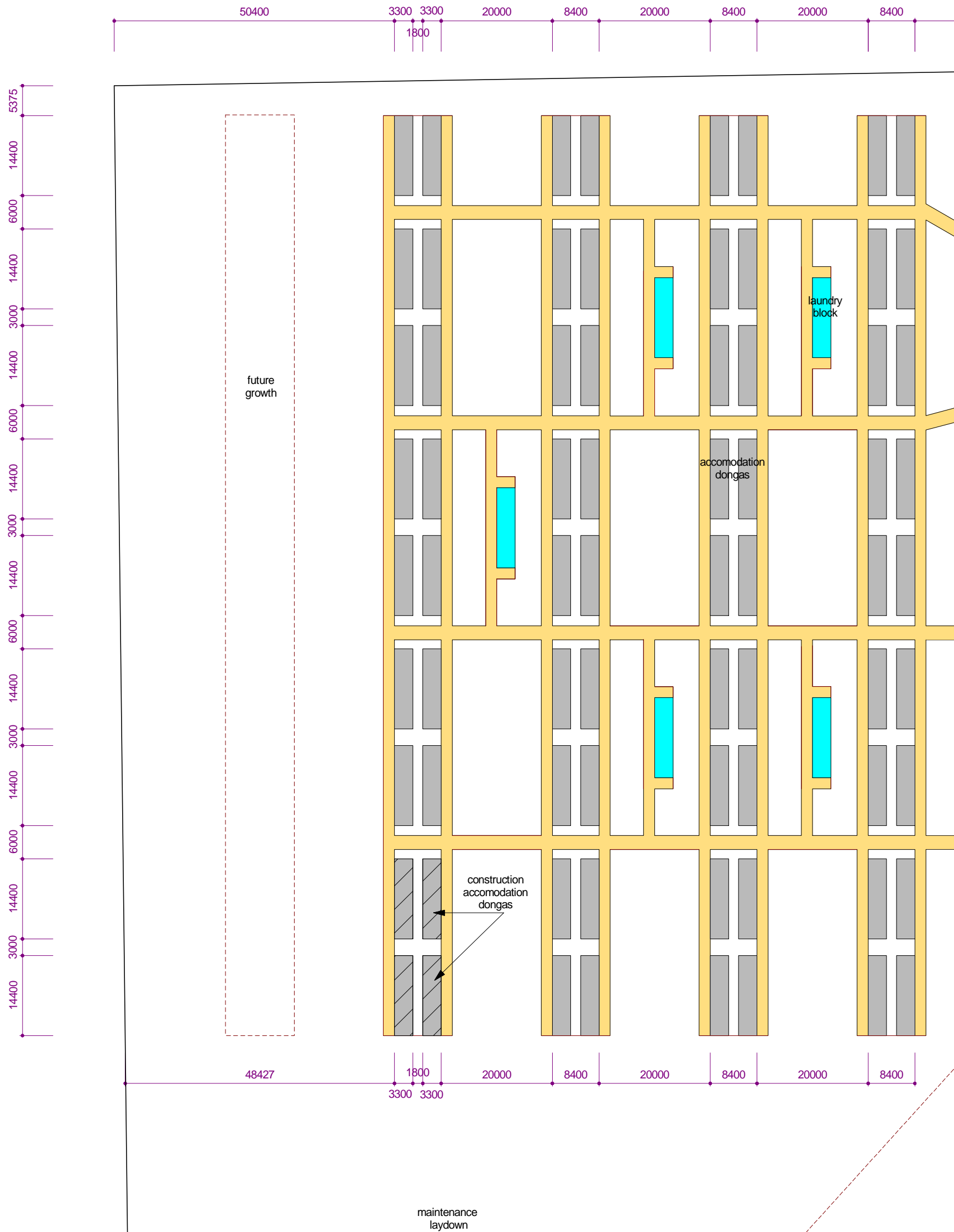
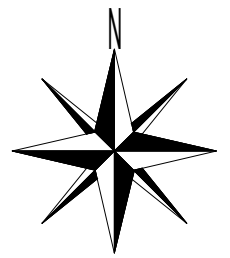
Figured dimensions take precedence over scaling

All dimensions shown on plans are raw dimensions only which do not include plaster thickness.

Location of downpipes is indicative only and may be changed at the builders discretion to comply with BCA requirements.

Contractors to confirm all services prior to commencement of works.

Drawings to be read in conjunction with Structural Engineers details.



SITEPLAN
GROUND FLOOR

Scale 1:750



CLIENT NOTE

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Revision

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Date : 21/08/18
Scale : 1:750 (A3)
Sheet : 2 of 14

CONSTRUCTION NOTES

Confirm dimensions on site prior to the commencement of works.

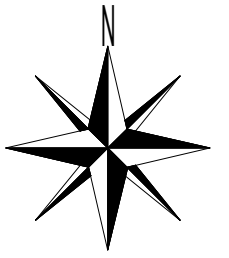
Figured dimensions take precedence over scaling

All dimensions shown on plans are raw dimensions only which do not include plaster thickness.

Location of downpipes is indicative only and may be changed at the builders discretion to comply with BCA requirements.

Contractors to confirm all services prior to commencement of works.

Drawings to be read in conjunction with Structural Engineers details.



SITEPLAN GROUND FLOOR

Scale 1:750



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Drawn	: CS
Date	: 21/08/18
Scale	: 1:750 (A3)
Sheet	: 3 of 14

CONSTRUCTION NOTES

Confirm dimensions on site prior to the commencement of works.

Figured dimensions take precedence over scaling

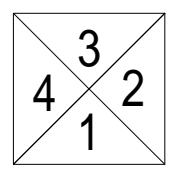
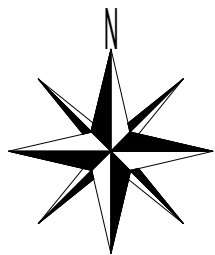
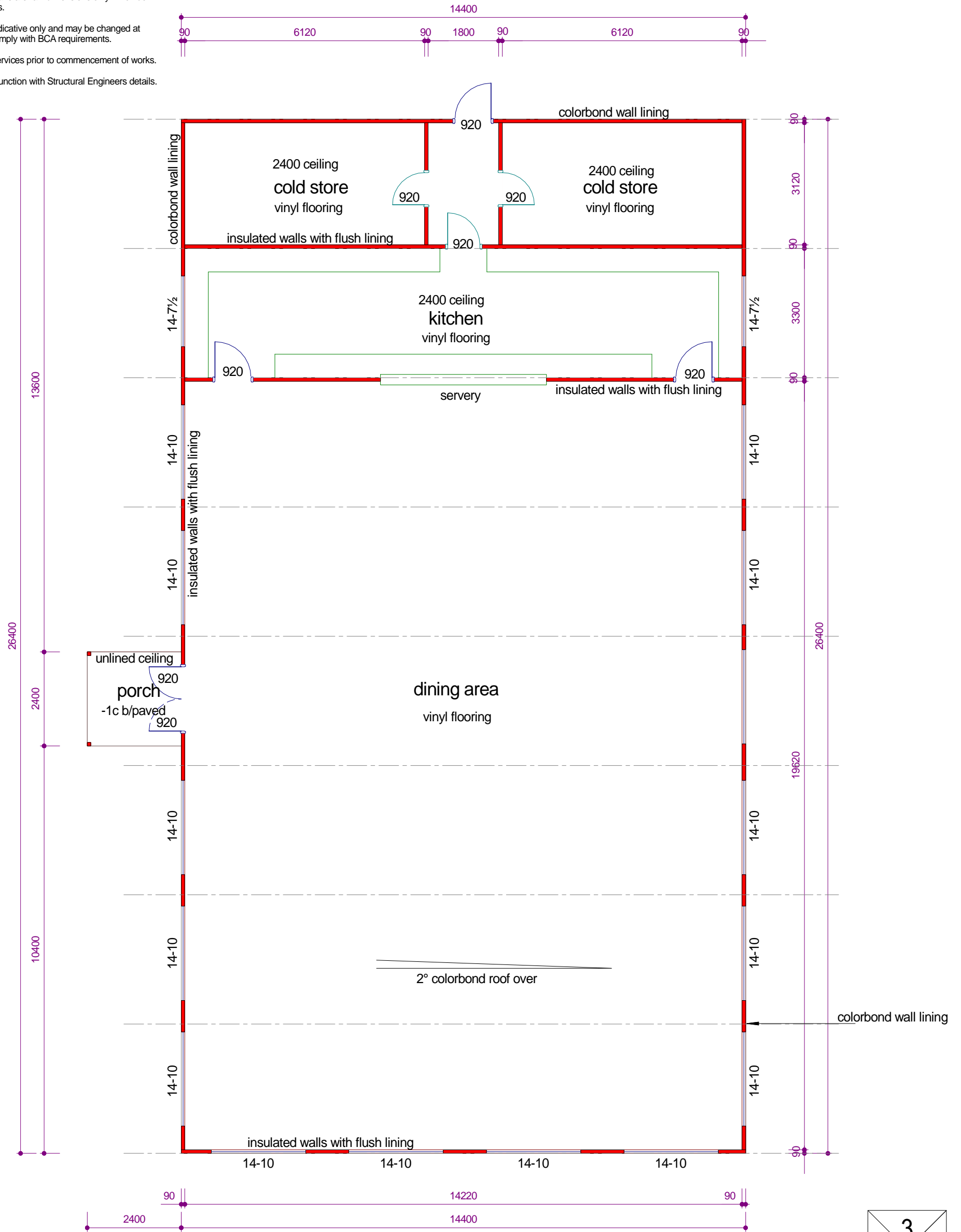
All dimensions shown on plans are raw dimensions only which do not include plaster thickness.

Location of downpipes is indicative only and may be changed at the builders discretion to comply with BCA requirements.

Contractors to confirm all services prior to commencement of works.

Drawings to be read in conjunction with Structural Engineers details.

Dry Mess



FLOOR PLAN GROUND FLOOR

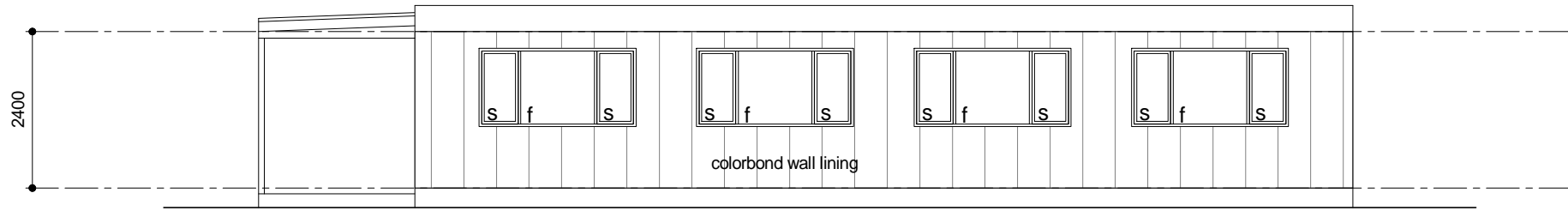
design RIGHT

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 designright@bigpond.com

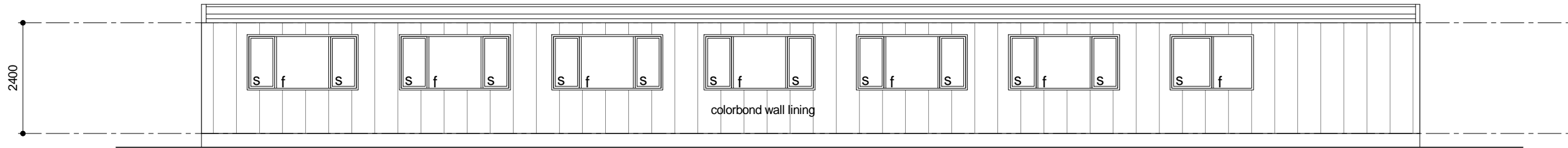
Proposed Works at:
Lot 1965 Gnarlbine Road, Coolgardie
 For:
Rangecon
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Revision

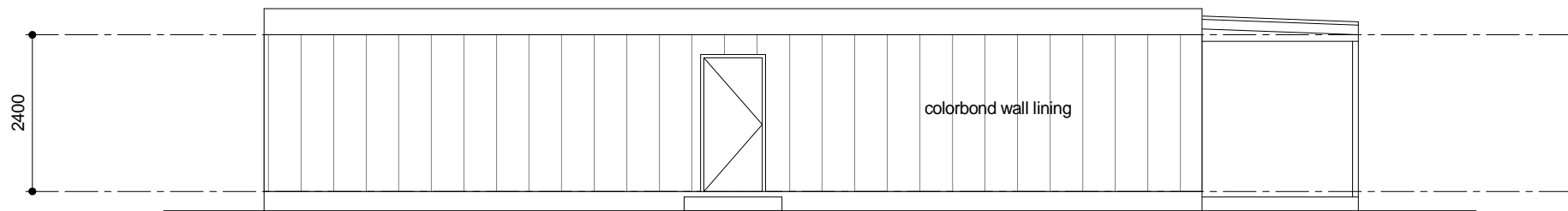
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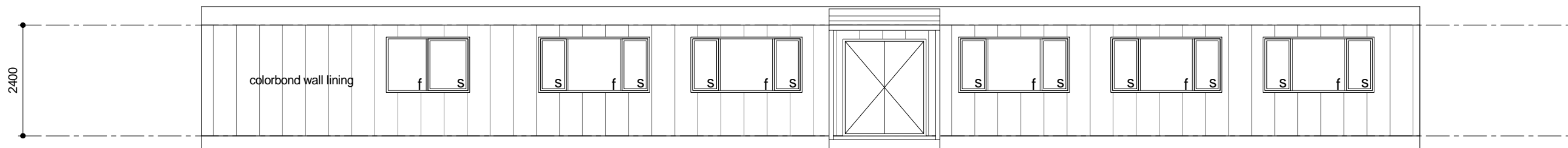
elevation 1



elevation 2



elevation 3



elevation 4

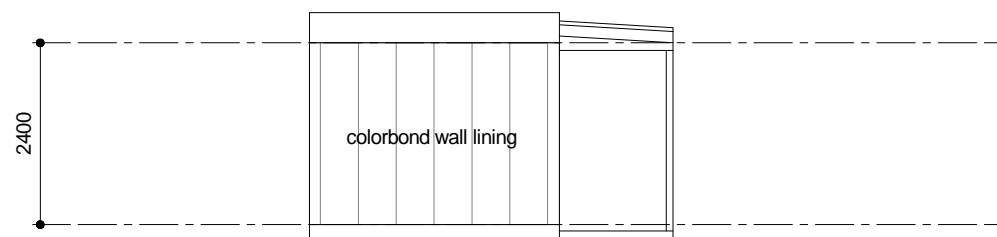


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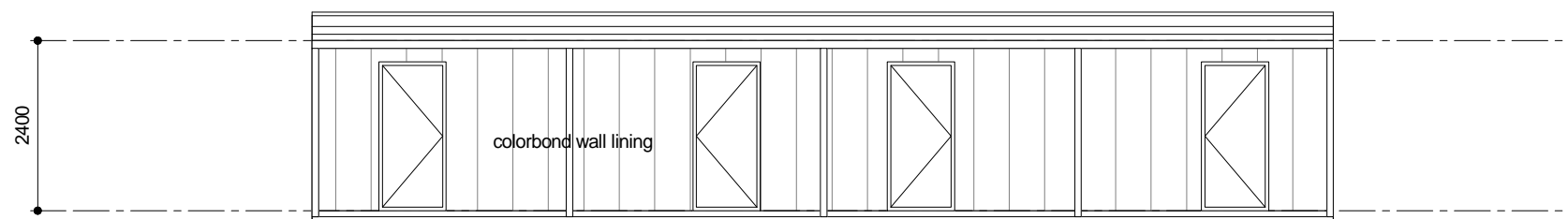
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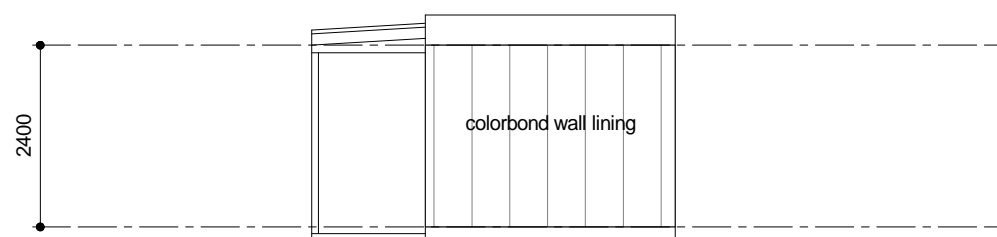
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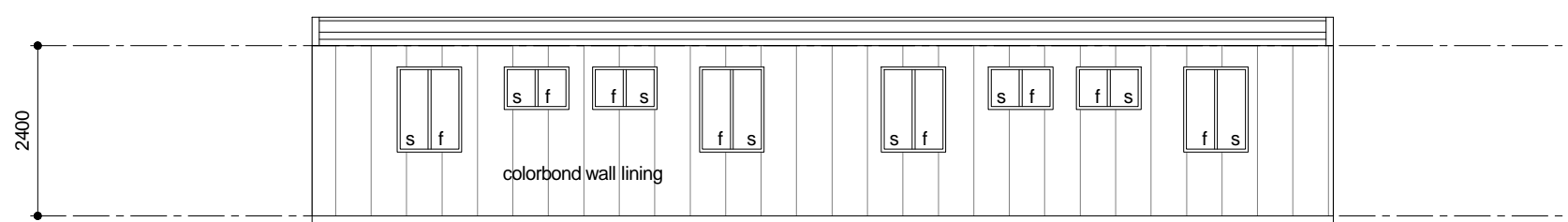
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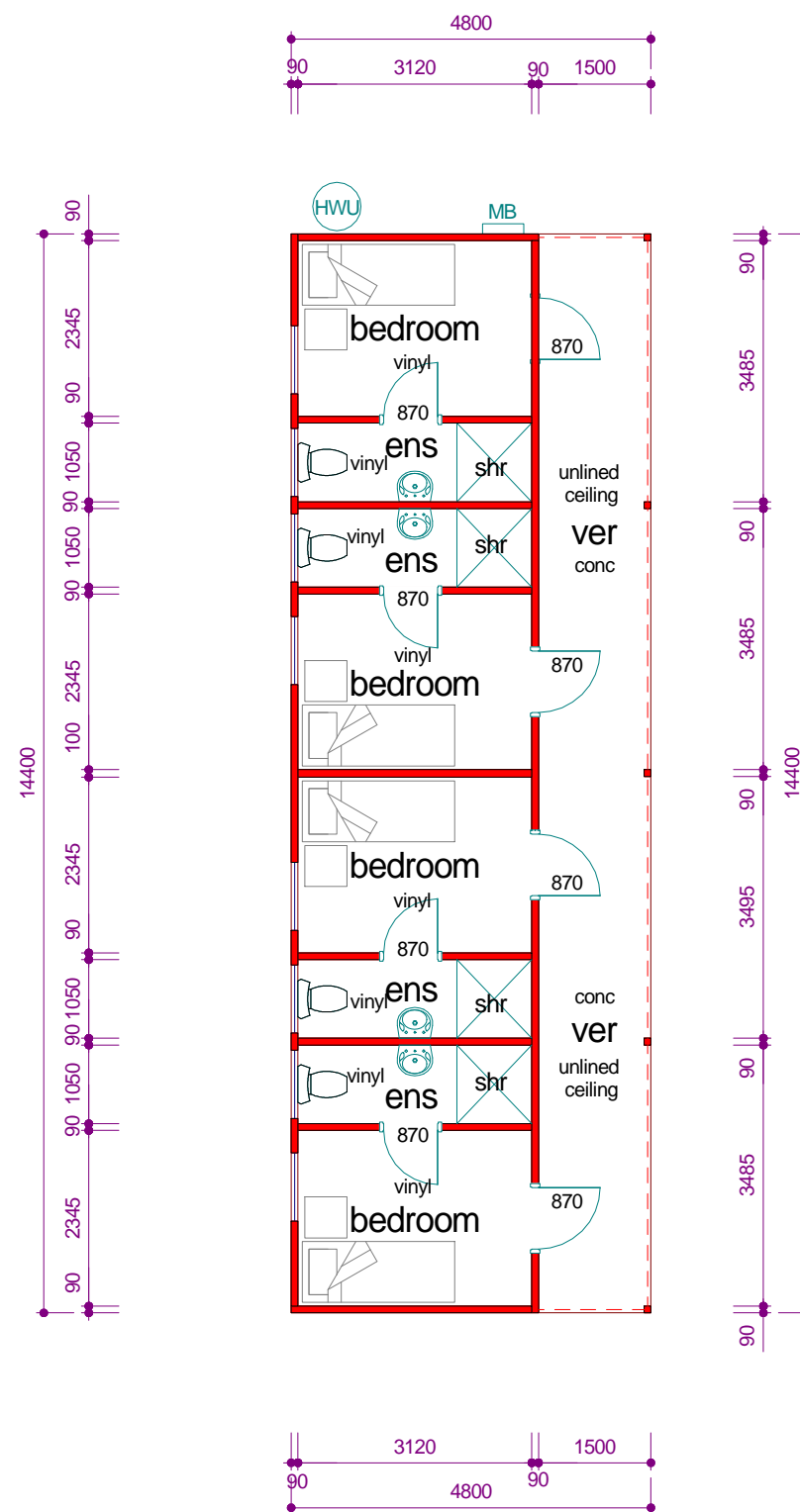
elevation 2



elevation 3



elevation 4

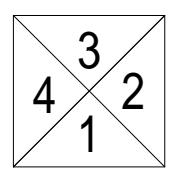


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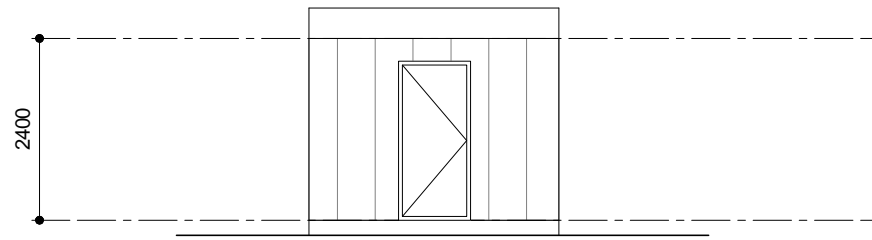
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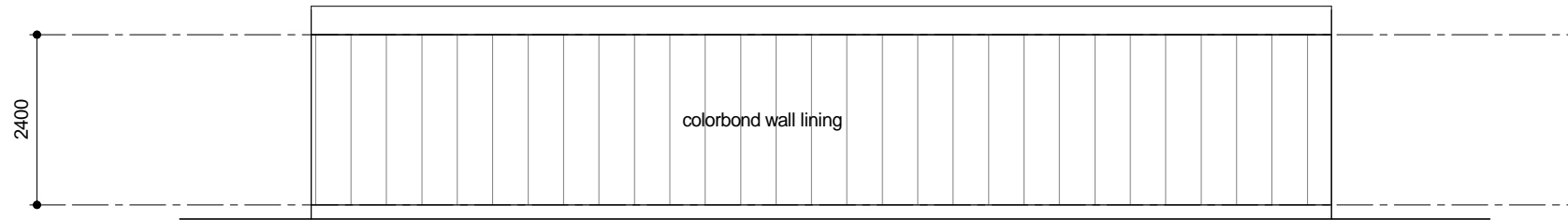
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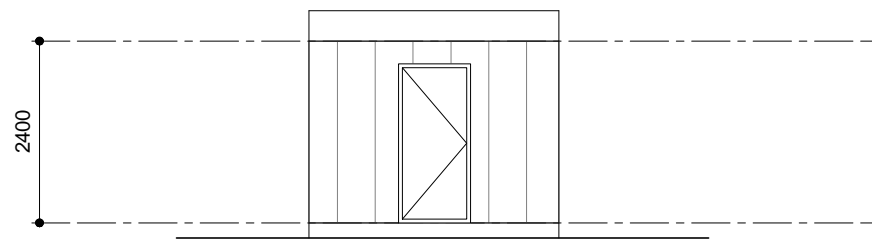
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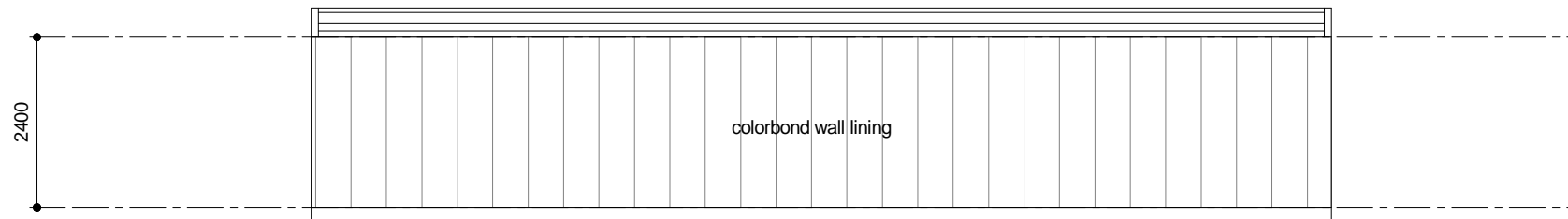
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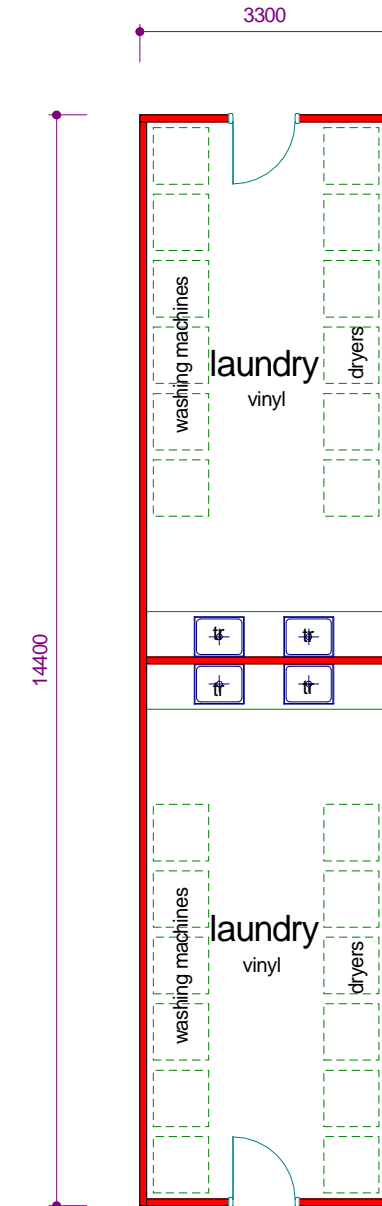
elevation 2



elevation 3



elevation 4

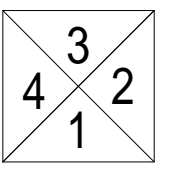


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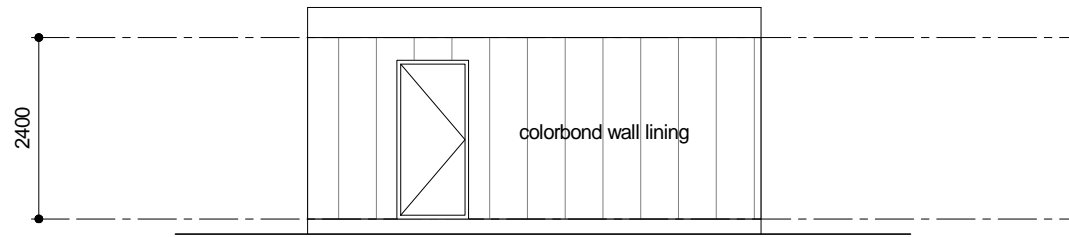
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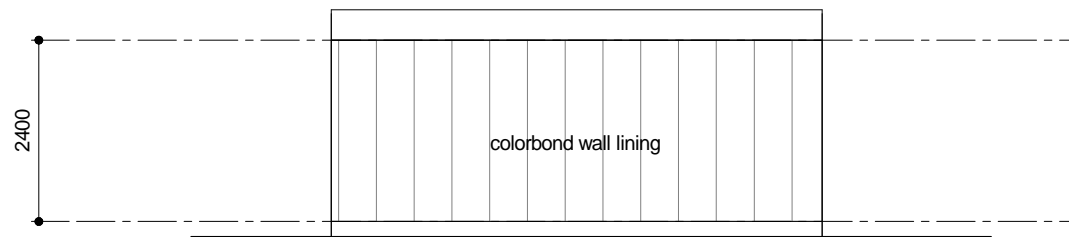
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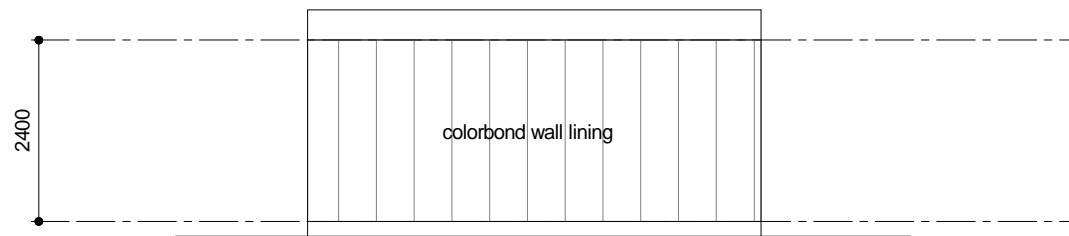
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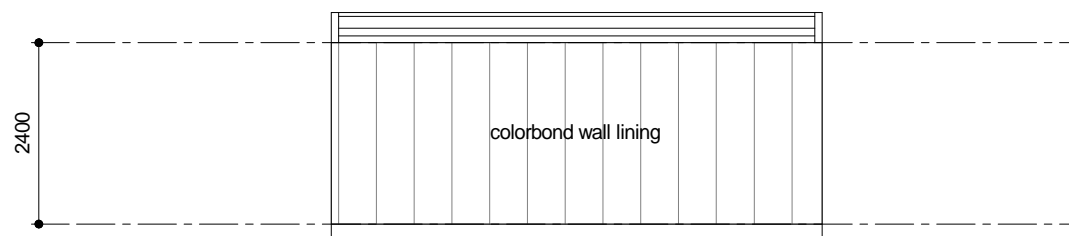
elevation 1



elevation 2



elevation 3



elevation 4

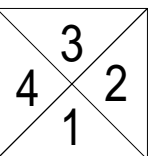


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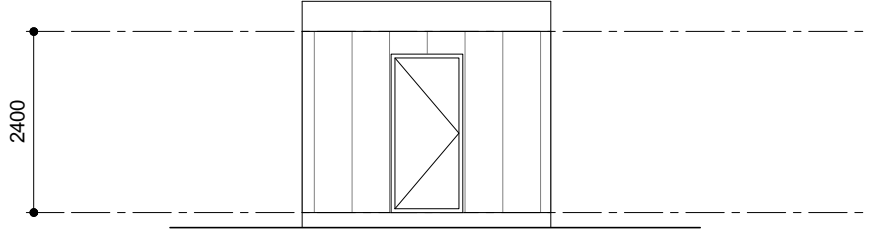
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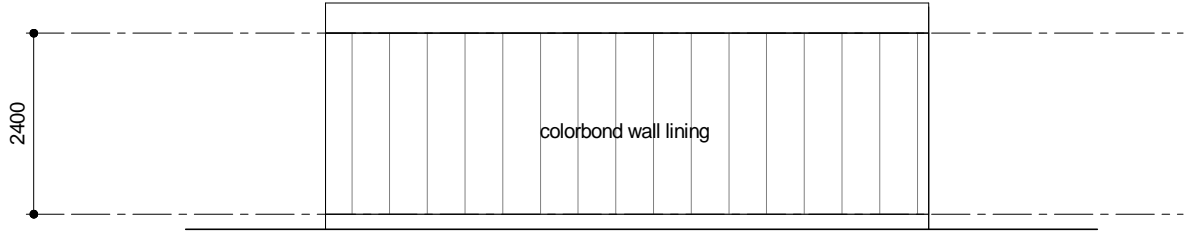
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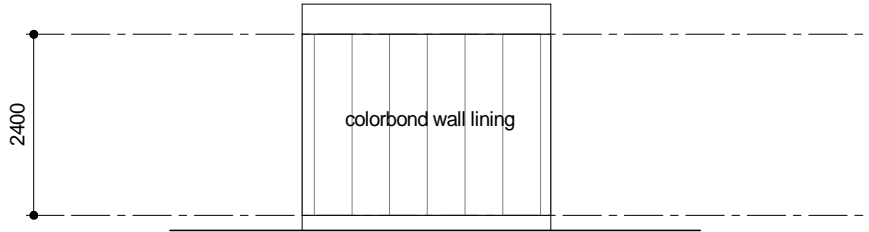
Communications



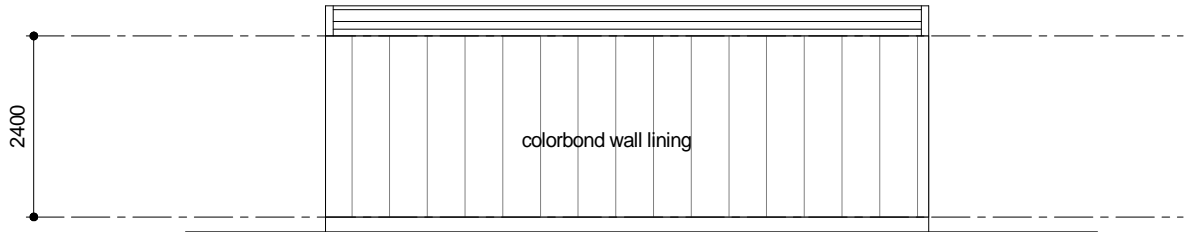
elevation 1



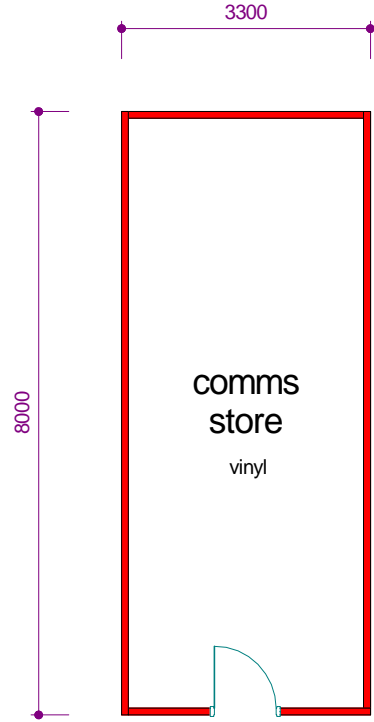
elevation 2



elevation 3



elevation 4



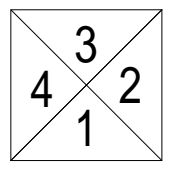
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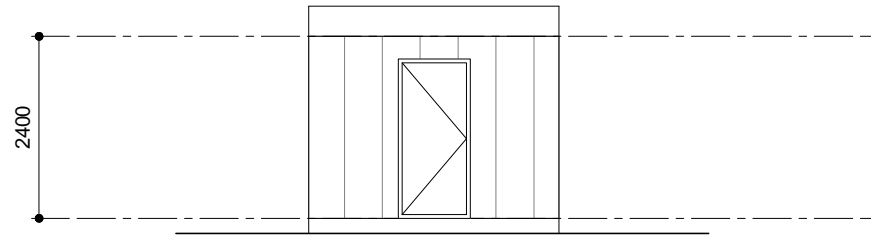
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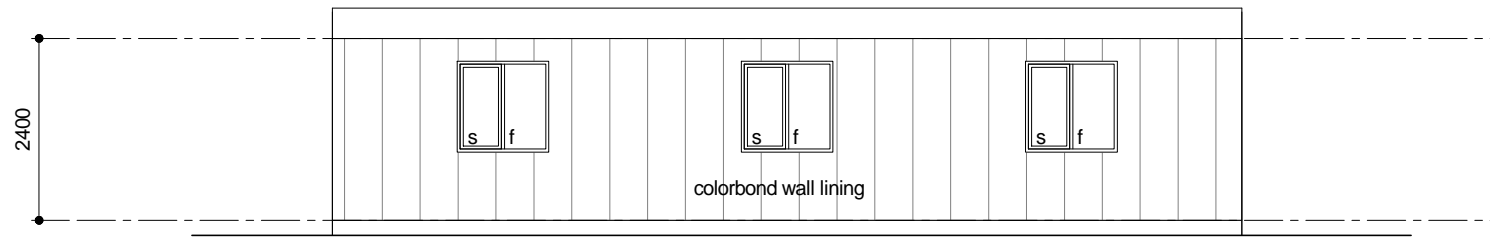
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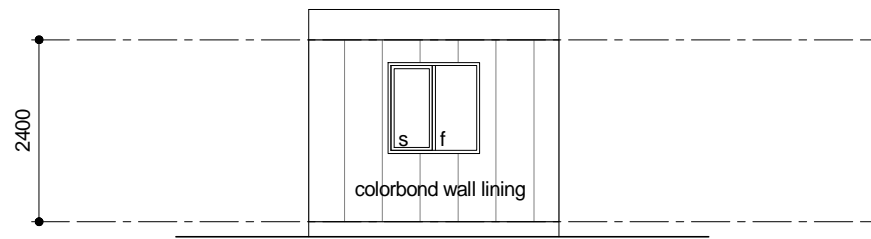
Small Recreation



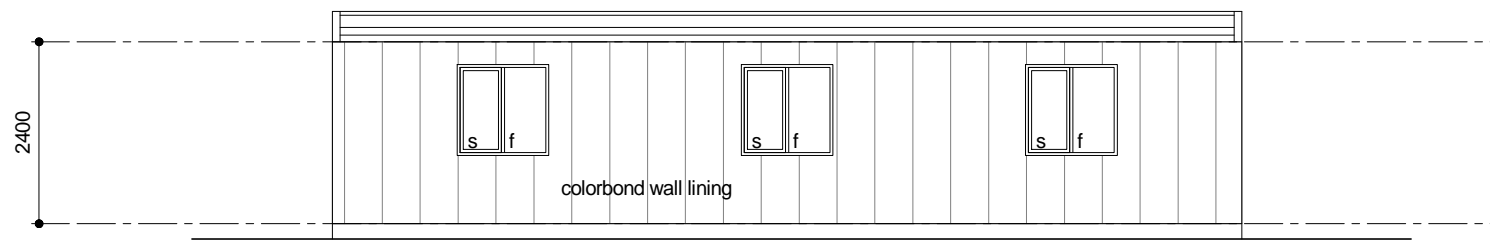
elevation 1



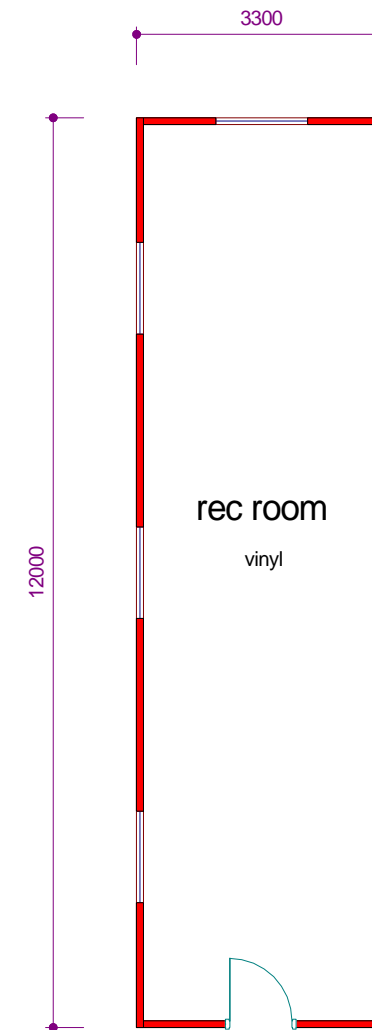
elevation 2



elevation 3

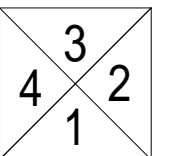


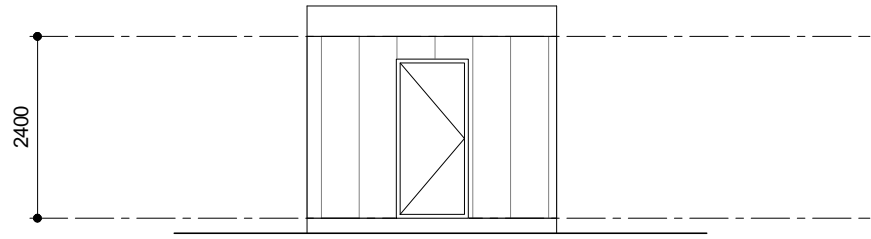
elevation 4



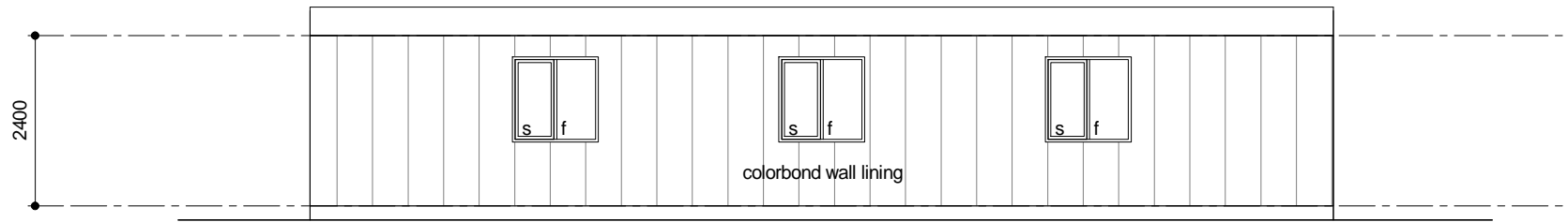
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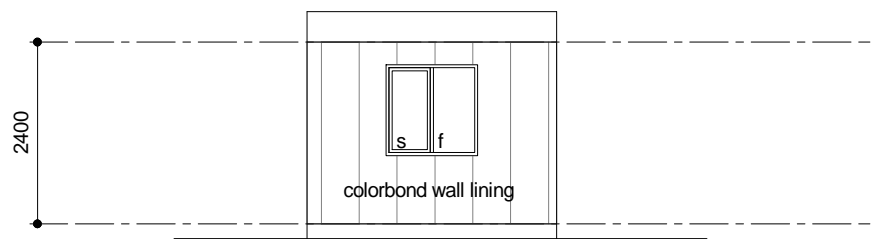




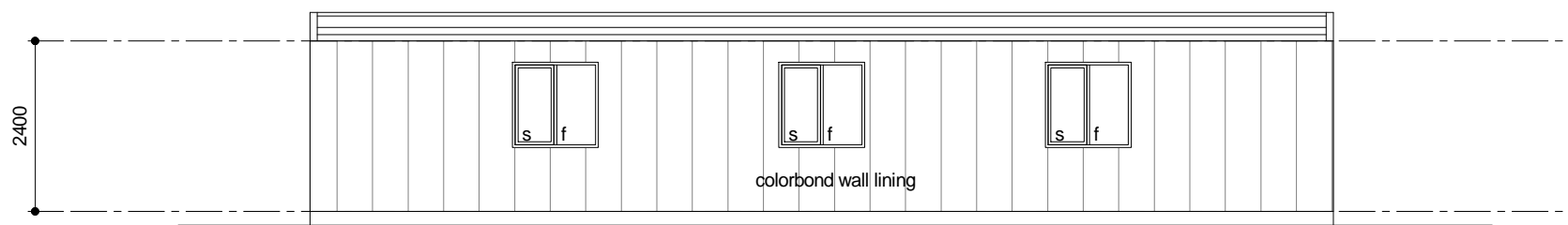
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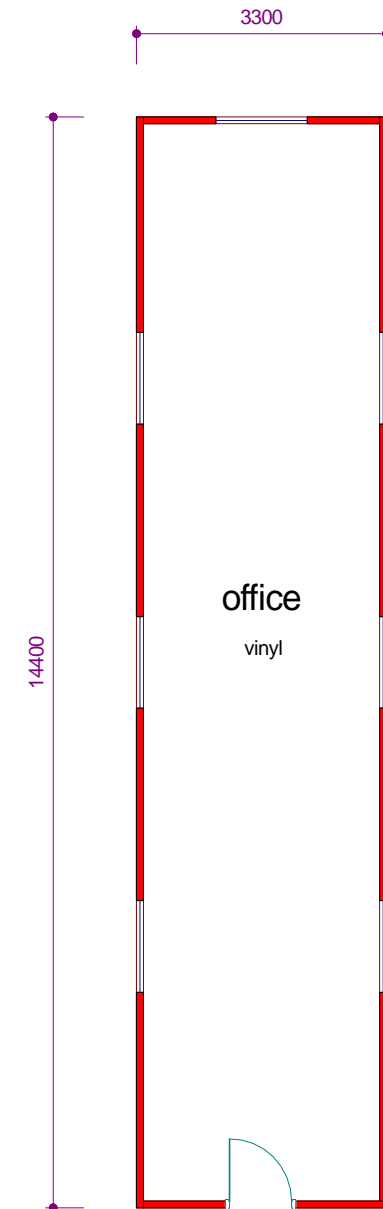
elevation 2



elevation 3



elevation 4

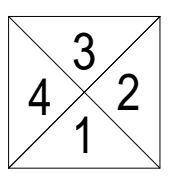


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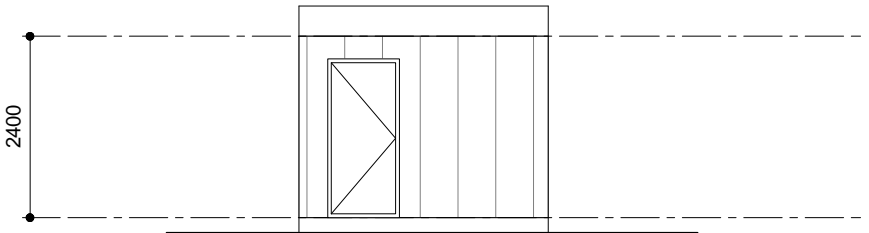
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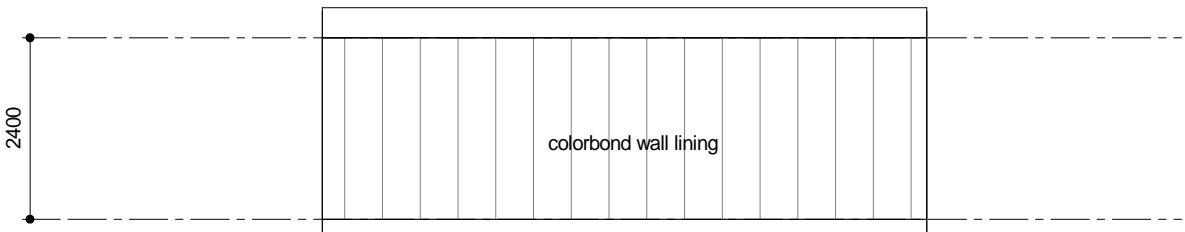
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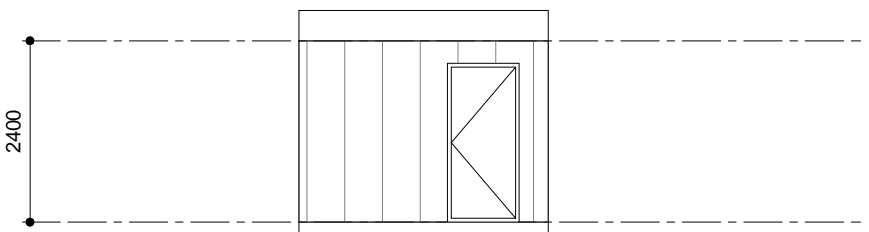
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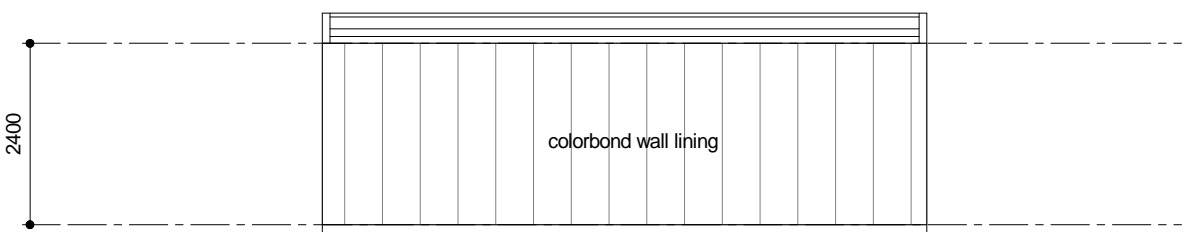
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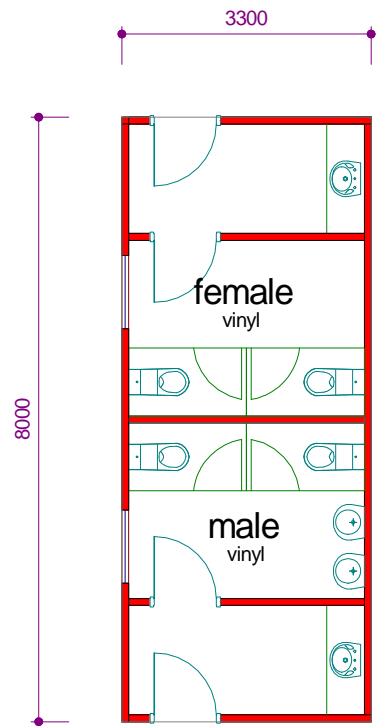
elevation 2



elevation 3



elevation 4



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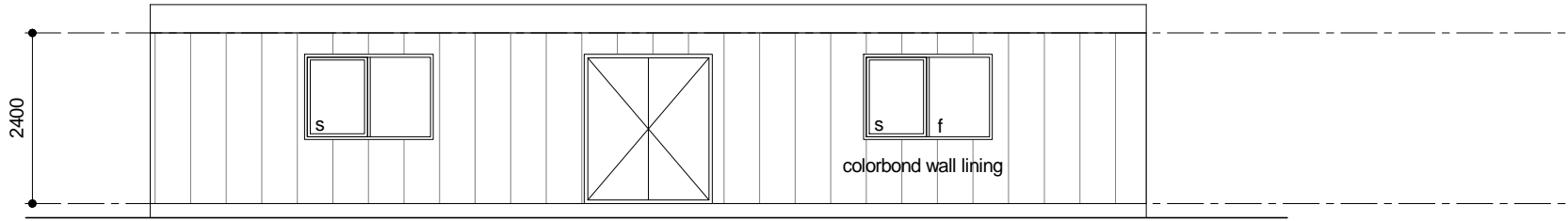
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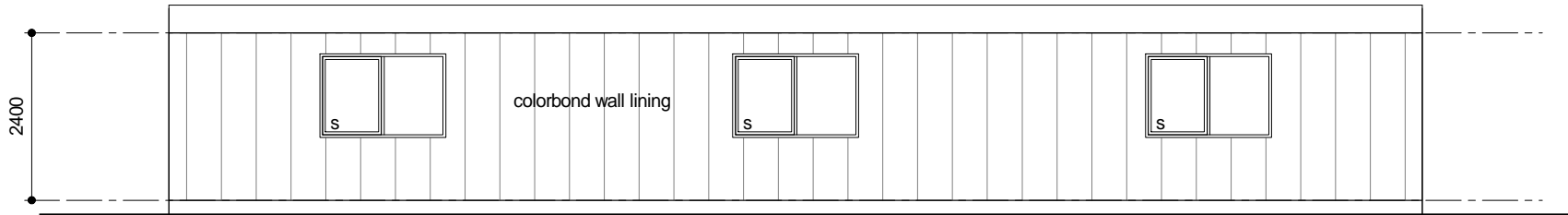
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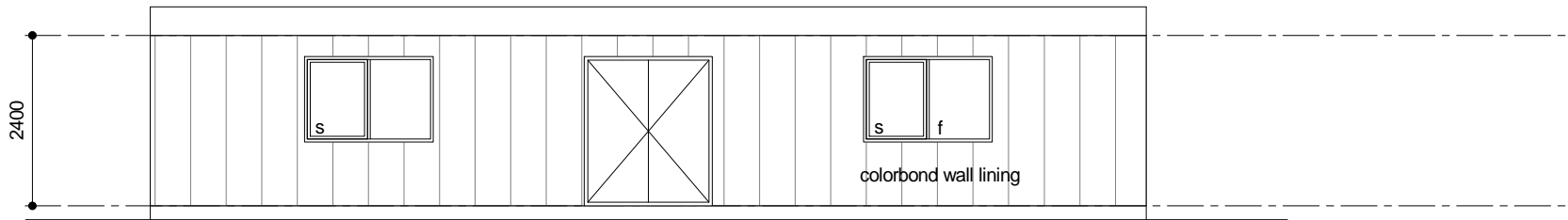
Large Recreation



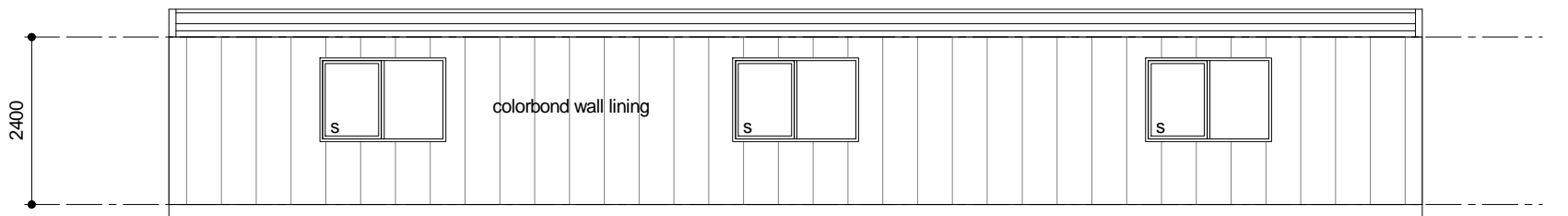
elevation 1



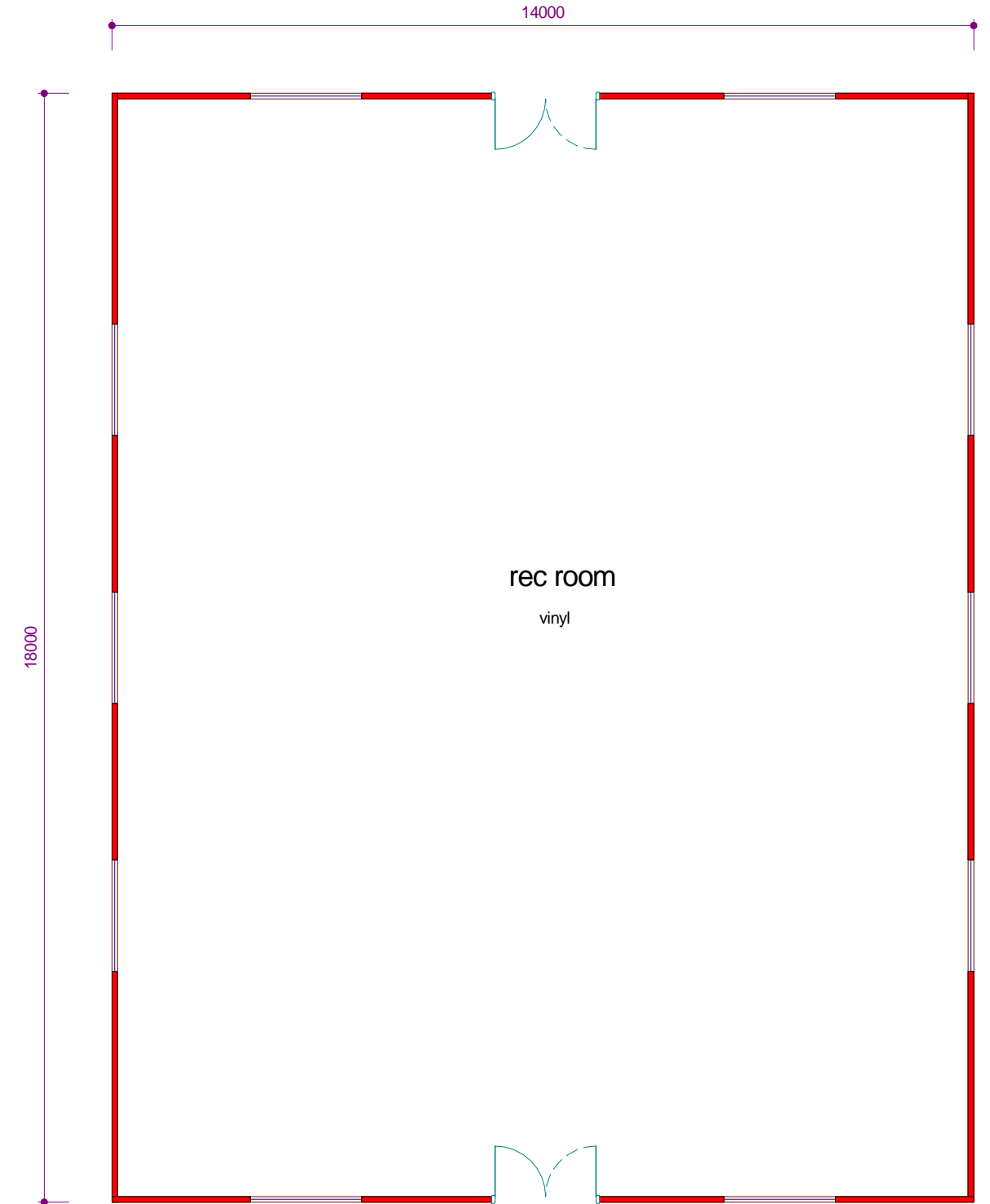
elevation 2



elevation 3



elevation 4



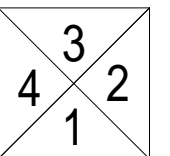
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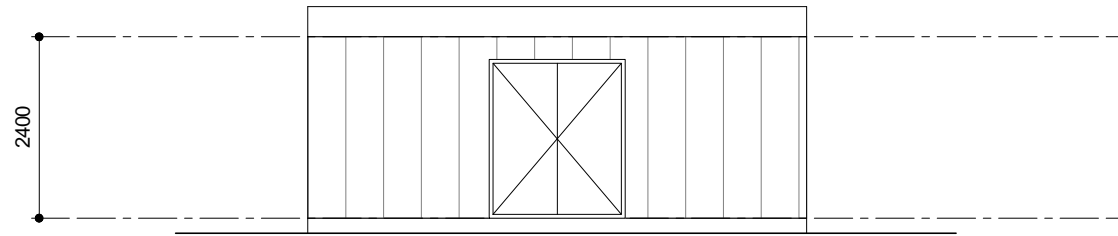
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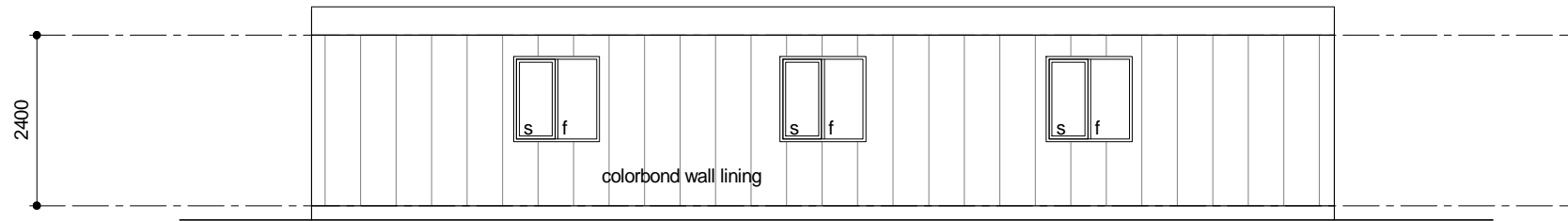
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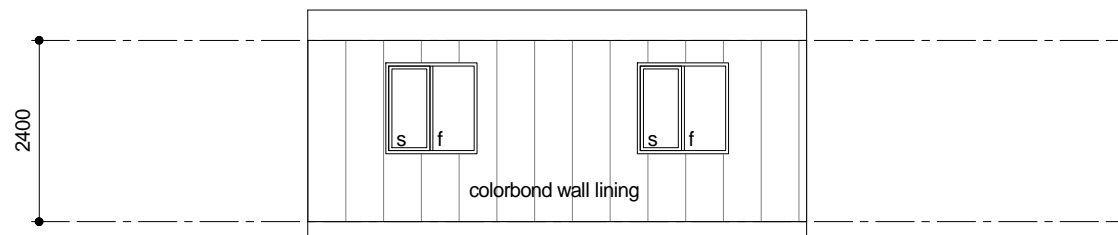




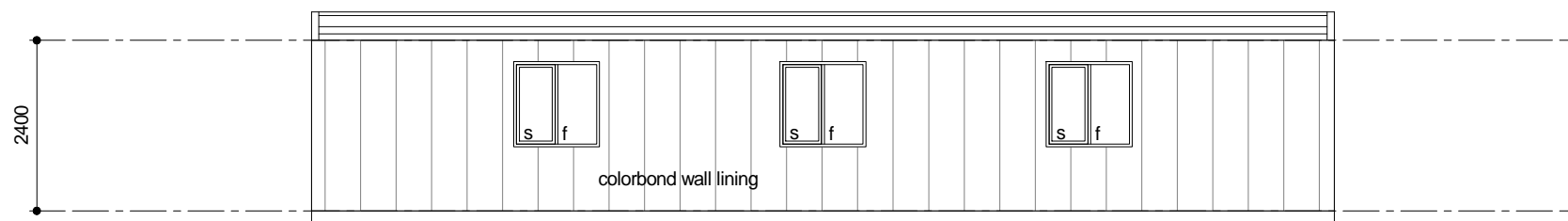
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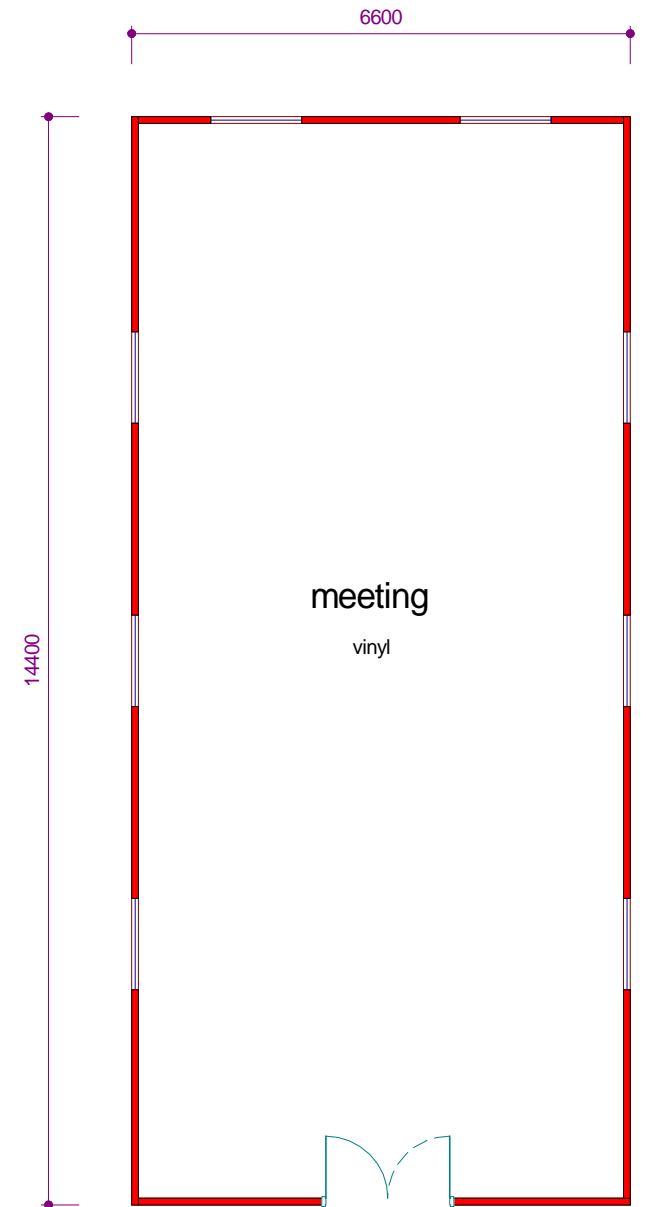
elevation 2



elevation 3



elevation 4



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