



# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 25<sup>th</sup> May 2018

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Friday 25<sup>th</sup> May 2018 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Discussion Period – 1.30 pm – 2.30 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

JAMIE CRIDDLE  
CHIEF EXECUTIVE OFFICER  
18 May 2018



## Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.

**TABLE OF CONTENTS**

<b>1. DECLARATION OF OPENING</b>	<b>4</b>
<b>2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE</b>	<b>4</b>
<b>3. PUBLIC QUESTION TIME</b>	<b>4</b>
<b>4. APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>4</b>
<b>5. CONFIRMATION OF PREVIOUS MINUTES</b>	<b>4</b>
<b>6. RECEIVAL OF MINUTES</b>	<b>4</b>
<b>7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS</b>	<b>4</b>
<b>8. DECLARATION OF INTEREST</b>	<b>5</b>
<b>9. MATTERS REQUIRING A COUNCIL DECISION</b>	<b>6</b>
9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES	<b>6</b>
9.1.1 ACCOUNTS FOR PAYMENT	<b>6</b>
9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2018	<b>8</b>
9.1.3 GST RECONCILIATION REPORT – APRIL 2018	<b>10</b>
9.1.4 POLICY MANUAL	<b>11</b>
9.1.5 DELEGATIONS MANUAL	<b>13</b>
9.1.6 DIFFERENTIAL RATES 2018/2019	<b>15</b>
9.1.7 ROAD DEDICATION – WARRACHUPPIN ROAD	<b>18</b>
9.2 COMMUNITY AND REGULATORY SERVICE	<b>22</b>
9.3 WORKS AND SERVICE	<b>23</b>
9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES	<b>24</b>
<b>10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>25</b>
<b>11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING</b>	<b>25</b>
<b>12 DATE AND TIME OF NEXT MEETING</b>	<b>25</b>
<b>13 MEETING CLOSURE</b>	<b>25</b>

## 1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

## 2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Councillors:

Cr KM Day	President
WJ Huxtable	Deputy President
Cr RS Corsini	
Cr DL Geier	
Cr JJ Jefferys	
Cr RA Della Bosca	

### Staff:

Mr. JC Criddle	Chief Executive Officer
----------------	-------------------------

**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

## 3. PUBLIC QUESTION TIME

Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5. CONFIRMATION OF PREVIOUS MINUTES

---

### OFFICER RECOMMENDATIONS

---

That the minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> April 2018 be confirmed as a true and correct record.

## 6. RECEIVAL OF MINUTES

---

### OFFICER RECOMMENDATIONS

---

That the minutes of the Central East Aged Care Alliance Meeting held Wednesday 2<sup>nd</sup> May 2018 be received.

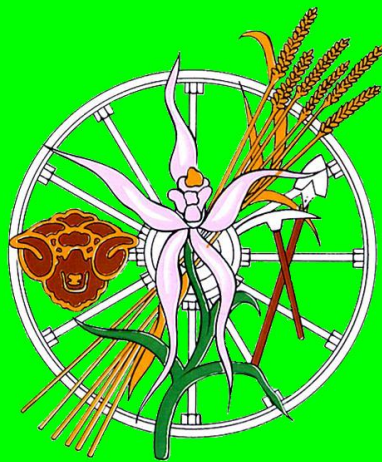
That the minutes of the WEROC Council Meeting held Wednesday 2<sup>nd</sup> May 2018 be received.

That the minutes of the Wheatbelt Communities Inc Meeting held Wednesday 2<sup>nd</sup> May 2018 be received.

## 7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

# Shire of Westonia



## RECEIVAL OF MINUTES



**CEACA**

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE ALLIANCE  
INC (CEACA) SPECIAL COMMITTEE  
MEETING**

**KELLERBERRIN RECREATION AND  
LEISURE CENTRE**

**COMMENCING AT 1.00PM**

**MINUTES**

## CONTENTS

<b>1. OPENING AND ANNOUNCEMENTS .....</b>	<b>3</b>
<b>2. RECORD OF ATTENDANCE AND APOLOGIES .....</b>	<b>3</b>
2.1 Attendance - Members .....	3
2.2 Attendance - Observers .....	4
2.3 Attendance - Guests.....	4
2.4 Apologies.....	4
<b>3. DECLARATION OF INTEREST .....</b>	<b>5</b>
<b>4. BUSINESS OF THE MEETING .....</b>	<b>6</b>
4.1 2018/2019 CEACA Budget.....	6
4.2 Central East Care Aged Alliance Inc Executive Officer Contract 1 July 2018 to 30 June 2020 - CONFIDENTIAL .....	9
<b>5. FUTURE MEETINGS.....</b>	<b>13</b>
5.1 Meetings of the CEACA Committee .....	13
5.2 Meetings of CEACA Executive Committee .....	13
<b>6. CLOSE OF MEETING .....</b>	<b>13</b>

# Minutes

## Central East Aged Care Alliance Inc (CEACA)

### Special Committee Meeting

The meeting commenced at 1.00pm

#### 1. OPENING AND ANNOUNCEMENTS

The Acting Chair Gary Shadbolt declared meeting opened at 1.00pm and welcomed all in attendance.

Mr Shadbolt advised that as this was a special meeting of the CEACA Committee, there are only two items on the meeting agenda:

1. Adoption of 2018/2019 CEACA Budget; and
2. Central East Care Aged Alliance Inc Executive Officer Contract 1 July 2018 to 30 June 2020 - CONFIDENTIAL

The decision to meet and consider these two matters was taken at the CEACA Committee Meeting held Monday 26 March 2018.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1 Attendance - Members

Mr Gary Shadbolt (Acting Chair)  
Mr Ken Hooper, Secretary  
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member  
Mr Louis Geier, Member  
Ms Eileen O'Connell, Member  
Mr Stephen Strange, Member  
Ms Onida Truran, Member  
Ms Freda Tarr, Member

Mr David Burton, Deputy Member (voting member for the meeting)  
Mr Raymond Griffiths, Deputy Member (voting member for the meeting)

Mr Jamie Criddle, Deputy Member  
Mr Graham Merrick, Deputy Member  
Mr Ian McCabe, Deputy Member  
Mr Darren Mollenoyux, Deputy Member  
Mr Greg Powell, Deputy Member  
Mr Tony Sachse, Deputy Member

Ms Helen Westcott, Executive Officer



## **2.2 Attendance - Observers**

Mr Peter Clarke  
Ms Karin Day (left meeting at 1.20pm)  
Mr John Nuttall  
Mr Dirk Sellenger  
Mr Bruce Wittber

## **2.3 Attendance - Guests**

Nil

## **2.4 Apologies**

Mr Rod Forsyth, Member  
Ms Kerry Dayman, Deputy Member  
Mr Wayne Della Bosca Deputy Member  
Mr Ricky Storer, Member

### 3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

***18.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon***

Helen Westcott and Bruce Wittber of BHW Consulting declare an interest with respect to Agenda Items 4.1 and 4.2.

## 4. BUSINESS OF THE MEETING

### 4.1 2018/2019 CEACA Budget

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** CEACA Executive Officer Helen Westcott, BHW Consulting

**Date:** 24 April 2018

**Attachments:** Draft CEACA 2018/2019 Budget  
Notes to accompany the Draft CEACA 2018/2019 Budget

#### **Background:**

Clause 18 of the CEACA Constitution provides that each year the CEACA will prepare a budget.

The CEACA Executive Committee considered the draft 2018/2019 CEACA budget when it met on Monday 26 March 2018, resolving as shown below:

**RESOLUTION:** *Moved: Ken Hooper* *Seconded: Jamie Criddle*

*That:*

- 1. The Draft Budget for the year ending 30 June 2019, as presented, be received with a general subscription for each Member Organisation set at \$20,000 (excluding GST) and be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Monday 30 April 2018; and*
- 2. Following receipt of Member Organisations comments on the Draft Budget, the Central East Aged Care Alliance Committee hold a meeting at a date to be determined after the 30 April 2018 for the purpose of adopting the 2018/2019 Budget.*

**CARRIED**

The date for the Special Meeting was determined by CEACA's Acting Chair, Gary Shadbolt.

#### **Executive Officer Comment:**

Copies of the draft budget and accompanying notes form attachments to the meeting agenda.

All 11 Member Councils submitted comment on the 2018/2019 Draft CEACA Budget.

The Executive Committee was provided with each Member Council's decision and any other comments provided.

In terms of the adoption of the budget as presented on 26 March 2018, a summary of the responses received is provided below:

- Shire of Bruce Rock resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire provided no other comment in its email to the CEACA Executive Officer.
- Shire of Kellerberrin resolved to support the 2018/19 CEACA Membership Fees and Budget.

The Shire's email to the CEACA Executive Officer also advised that it also approved the additional \$339 per unit to balance the construction budget for the CEACA project.

- Shire of Koorda resolved to support the 2018/2019 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Merredin resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Mt Marshall resolved not to support the 2018/19 CEACA Membership Fees and Budget. In not supporting the budget as presented suggested a number of cuts to the budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Mukinbudin resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Nungarin resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Trayning resolved not to support the 2018/19 CEACA Membership Fees and Budget. In not supporting the budget as presented the Shire advised that it did not support the current methodology of determining individual member's subscription/membership fee. Council supports a subscription/membership fee methodology based upon a fee for dwelling to be constructed in each of the member's local government. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Westonia resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.
- Shire of Wyalkatchem resolved not to support the 2018/19 CEACA Membership Fees and Budget. The Shire provided no other comment in its email to the CEACA Executive Committee.
- Shire of Yilgarn resolved to support the 2018/19 CEACA Membership Fees and Budget. The Shire also advised that it approved reimbursement to the Shires of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council and the additional \$339 per unit to balance the construction budget for the CEACA project.

The emails received with respect to each Member Council's comments on the 2018/2019 CEACA Budget form attachments to the meeting agenda.

**RECOMMENDATION:**

That the Draft Budget for the year ending 30 June 2019, as presented, be adopted with a general subscription for each Member Organisation set at \$20,000 (excluding GST).

**RESOLUTION:**                      **Moved: Stephen Strange**                      **Seconded: Louis Geier**

**That the Draft Budget for the year ending 30 June 2019, as presented, be adopted with a general contribution for each Member Organisation set at \$20,000 (excluding GST).**

**CARRIED 8/3**

<b>FOR</b>	<b>AGAINST</b>
<b>David Burton</b>	<b>Quentin Davies</b>
<b>Louis Geier</b>	<b>Rachel Kirby</b>
<b>Raymond Griffiths</b>	<b>Freda Tarr</b>
<b>Ken Hooper</b>	
<b>Eileen O'Connell</b>	
<b>Gary Shadbolt</b>	
<b>Stephen Strange</b>	
<b>Onida Truran</b>	

## **4.2 Central East Care Aged Alliance Inc Executive Officer Contract 1 July 2018 to 30 June 2020 - CONFIDENTIAL**

**Author:** Helen Westcott, Executive Officer  
**Disclosure of Interest:** CEACA Executive Officer Helen Westcott, BHW Consulting  
**Date:** 24 April 2018  
**Attachments:** Nil

### **Background:**

Following the election of CEACA's office bearers at a CEACA Meeting held Wednesday 22 April 2015 the matter of administrative support to the office bearers and CEACA generally was considered, with the meeting resolving as follows:

*RESOLUTION: Moved: Mr Hooper Seconded: Mr Criddle*  

---

*That BHW Consulting be engaged to assist with the Central East Aged Care Alliance through the incorporation process and generally to pursue the stated objects of the incorporated entity.*  
**CARRIED**

It was further resolved at the CEACA Meeting held Wednesday 9 March 2016 as shown below:

*RESOLUTION: Moved: Quentin Davies Seconded: Freda Tarr*  

---

*That:*  

- 1. The Central East Aged Care Alliance Inc enter into a formal contract with W Squared Pty Ltd trading as BHW Consulting for a two year period from 1 July 2016 to 30 June 2018 for the provision of Executive Officer services, with a review of the contract to be undertaken annually; and*
- 2. The Executive Committee of the Central East Aged Care Alliance Inc be granted delegated authority to develop key performance indicators for use in the contract.*

**CARRIED**

With a review of the Executive Officer Contract required the CEACA Executive Committee resolved as shown below when it considered the matter at a meeting held Thursday 16 February 2017:

*RESOLUTION: Moved: Ken Hooper Seconded: Rachel Kirby*  

---

*That Graham Lovelock, as Chair of the Central East Aged Care Alliance Inc (CEACA), and Raymond Griffiths, as a member of the CEACA Executive Committee, meet with the CEACA Executive Officer to undertake the annual review of the executive officer support services contract.*  
**CARRIED**

It was further resolved at the CEACA Executive Committee Meeting held 12 April 2017 as shown below:

*RESOLUTION: Moved: Raymond Griffiths Seconded: Rachel Kirby*  

---

- 1. That the CEACA Executive Committee endorse the performance appraisal process developed by the Chair for the Executive Officer's position; and*
- 2. That the Executive Officer will reporting to the CEACA Executive Committee and CEACA Committee by preparing:*
  - a) An Action Sheet that will outline actions undertaken following decisions taken at CEACA Executive Committee or full CEACA Committee meetings.*

- b) *A Monthly Report, adopting a format similar to that used by Access Housing in its monthly reports to CEACA.*
- 3. *That the Key Performance Indicators used to measure the Executive Officer's performance be replaced by the Executive Officer assisting in CEACA fulfilling the following objectives:*
  - a) *Rewriting of the CEACA Constitution;*
  - b) *Ensuring CEACA understands and fulfils its commitments as defined in the Financial Assistance Agreements for the CEACA Seniors Housing Project;*
  - c) *Development of a Strategic Plan;*
  - d) *Development of policies relating to the future membership of CEACA and the rating of and rental income for CEACA housing;*
  - e) *Assisting in the fulfilling other recommendations contained within the "Central East Wheatbelt Aged Care Needs Study" prepared by Verso Consulting for CEACA;*
  - f) *Attracting funding; and*
  - g) *Advocacy.*

*CARRIED*

The matter was further considered by the CEACA Executive Committee when it met on Monday 29 January 2018 at which time it was resolved as shown below:

*RESOLUTION:                      Moved: Ken Hooper                      Seconded: Gary Shadbolt*

---

*That the:*

- 1. *Executive Officer develop a proposal for Executive Officer support services contract for consideration by the CEACA Executive Committee when it meets on 27 February 2018, to discuss the draft 2018/2019 CEACA Budget; and*
- 2. *CEACA Executive Committee agree on a proposal for an Executive Officer support contract in order that the proposal can be considered by the CEACA Committee when it meets on Wednesday 7 March 2017.*

*CARRIED*

As per the above resolution the Executive Officer developed a proposal which was considered by the CEACA Executive Committee when it met on Wednesday 21 March 2018, with the matter being resolved as shown below.

*RESOLUTION:                      Moved: Raymond Griffiths                      Seconded: Ken Hooper*

---

*That the Central East Aged Care Alliance Executive Committee:*

- 1. *Recommend to the Central East Aged Care Alliance Committee that the contract for Executive Officer services submitted by W Squared Pty Ltd t/a BHW Consulting and presented on Wednesday 21 March 2018 be approved; and*
- 2. *Delegate authority to the CEACA Secretary and Treasurer to execute the contract.*

*CARRIED*

The Executive Committee recommendation was considered by the CEACA Committee when it met on 26 March 2018, with the matter being resolved as shown below:

*MOTION:                              Moved: Rod Forsyth                              Seconded: Jamie Criddle*

---

*That:*

- 1. *The contract for Executive Officer services submitted by W Squared Pty Ltd t/a BHW Consulting and presented to the Executive Committee on Wednesday 21 March 2018 be approved; and*
- 2. *Delegated authority be given to the CEACA Secretary and Treasurer to execute the contract.*

AMENDMENT:

Moved: Rachel Kirby

Seconded: Ian McCabe

---

That:

1. The contract for Executive Officer services submitted by W Squared Pty Ltd t/a BHW Consulting and presented to the Executive Committee on Wednesday 21 March 2018 be received; and
2. The item be included in the agenda for the Special General Meeting of the CEACA Committee to be held after 30 April 2018.

THE AMENDMENT WAS PUT AND CARRIED 7/4

**Executive Officer Comment:**

As per the above resolution the matter is listed for decision.

In submitting responses to the draft CEACA 2018/2019 Draft Budget two Members made comment with respect to provisions within the draft budget as they pertain to the payment for executive officer services – the Shires of Mt Marshall and Trayning. The Shire of Koorda made comment regarding the method recommended by the CEACA Executive Committee with respect to the engagement of executive officer services for CEACA.

Given that this matter is a confidential item and noting that there are several comments relating to the Executive Officer contract it is not considered appropriate to provide a response within this agenda item. BHW Consulting would however like the opportunity to discuss these aspects of the contract with the Committee behind closed doors.

**RECOMMENDATION:**

That:

1. The contract for Executive Officer services submitted by W Squared Pty Ltd t/a BHW Consulting and presented to the Executive Committee on Wednesday 21 March 2018 be approved; and
2. Delegated authority be given to the CEACA Secretary and Treasurer to execute the contract.

**1.38pm Helen Westcott and Bruce Wittber left the meeting together with all non-voting members**

**2.47pm Helen Westcott and Bruce Wittber returned to the meeting together with all non-voting members**

RESOLUTION:

Moved: Stephen Strange

Seconded: Onida Truran

---

That:

1. **The contract for Executive Officer services submitted by W Squared Pty Ltd t/a BHW Consulting and presented to the Executive Committee on Wednesday 21<sup>st</sup> March 2018 be approved with a performance review annually and the inclusion of KPI's as listed below being included:**

**A. GOVERNANCE**

- a) **Committee Meeting Agenda's to be issued to members 7 days prior to the meeting date.**



- b) Committee Meeting Minutes to be distributed in draft form no later than 7 days after the meeting date.
- c) Executive Meeting Minutes to be issued to Executive for comment within 2 days of meeting and then re-distributed to the committee members no later than 7 days after the meeting date.

**B. PERFORMANCE – (Facilitate and Communicate to Committee)**

- a) Constitution Development and Sign off from Department.
  - b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption.
  - c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform.
  - d) CEACA Code of Conduct be developed and adopted by the Committee.
  - e) The Intellectual property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server. *(No longer required as have been advised by Executive Officer there is already a backup procedure completed through Market Creations via the Cloud);*
2. Within 12 months of the contract expiry the advertising process for the Executive Services commence with the process to be finalised no later than three months prior to the expiry of the contract being June 2020; and
  3. Delegated authority be given to the CEACA Secretary and Treasurer to execute the contract.

**CARRIED 8/3**

FOR	AGAINST
Louis Geier	David Burton
Raymond Griffiths	Quentin Davies
Ken Hooper	Freda Tarr
Rachel Kirby	
Eileen O'Connell	
Gary Shadbolt	
Stephen Strange	
Onida Truran	

## **5. FUTURE MEETINGS**

### **5.1 Meetings of the CEACA Committee**

Wednesday 6 June 2018      Ordinary Committee Meeting in Nungarin unless advised otherwise

### **5.2 Meetings of CEACA Executive Committee**

To be determined

## **6. CLOSE OF MEETING**

There being no further business the meeting was declared closed at 2.51pm

### DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Committee at the meeting held Wednesday 6 June 2018

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed

# WE-ROC

## WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS

Incorporating the local governments of Bruce Rock, Kellerberrin, Merredin, Westonia & Yilgarn

Address: PO Box 6456, EAST PERTH 6892

T: (08) 9328 1991

F: (08) 9228 0071

E: [hwestcott@wsquared.com.au](mailto:hwestcott@wsquared.com.au)

## Council Meeting

Wednesday 2 May 2018

Kellerberrin Recreation and Leisure Centre,  
commencing at 10.30am

## MINUTES



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of Yilgarn

<b>CONTENTS</b>
-----------------

<b>1.</b>	<b>OPENING AND ANNOUNCEMENTS .....</b>	<b>3</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE AND APOLOGIES .....</b>	<b>3</b>
2.1	Attendance.....	3
2.2	Apologies .....	3
2.3	Guests .....	3
<b>3.</b>	<b>PRESENTATIONS/MEETINGS.....</b>	<b>3</b>
<b>4.</b>	<b>MINUTES OF MEETINGS .....</b>	<b>4</b>
4.1	Minutes from the Council Meeting held Wednesday 28 February 2018 (Attachment)4	
4.2	Minutes from the Executive Meeting held Wednesday 28 March 2018 (Attachment)4	
4.3	Business Arising – Status Report for February 2018 .....	4
4.4	Matters for Noting (Attachments).....	5
<b>5.</b>	<b>WE-ROC FINANCE .....</b>	<b>6</b>
5.1	WE-ROC Finance Report (Attachment) .....	6
5.2	List of Accounts Paid .....	8
5.3	WE-ROC 2018/2019 Budget (Attachment) .....	9
5.4	Executive Officer Contract.....	11
<b>6.</b>	<b>MATTERS FOR DECISION.....</b>	<b>13</b>
6.1	Wheatbelt Medical Student Immersion Program .....	13
6.2	Renewal of Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre (Attachment).....	16
6.3	Future Development of the WE-ROC App .....	17
6.4	Future WE-ROC Projects .....	19
6.5	Future of WE-ROC .....	21
<b>7.</b>	<b>EMERGING ISSUES .....</b>	<b>22</b>
<b>8.</b>	<b>OTHER MATTERS .....</b>	<b>22</b>
8.1	Change of WE-ROC CEO .....	22
8.2	Community Resource Centres (CRCs) .....	22
<b>9.</b>	<b>FUTURE MEETINGS.....</b>	<b>22</b>
<b>10.</b>	<b>CLOSURE.....</b>	<b>22</b>

# WE-ROC

## Wheatbelt East Regional Organisation of Councils

Shires of Bruce Rock, Kellerberrin, Merredin, Westonia, Yilgarn

Council Meeting held in the Kellerberrin Recreation and Leisure Centre  
commencing at 10.30am

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Truran opened the meet at 10.30am welcoming all in attendance.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Cr Onida Truran (Chair)	President, Shire of Yilgarn
Cr Stephen Strange (Deputy Chair) (Entered the meeting at 12.13pm)	President, Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Mr Raymond Griffiths	CEO Shire of Kellerberrin
Cr Ken Hooper	President, Shire of Merredin
Mr Greg Powell	CEO, Shire of Merredin
Cr Karin Day	President, Shire of Westonia
Mr Jamie Criddle	CEO, Shire of Westonia
Mr Peter Clarke	A/CEO, Shire of Yilgarn

Ms Helen Westcott, Joint Executive Officer  
Mr Bruce Wittber, Joint Executive Officer

### 2.2 Apologies

Cr Stephen Strange (Deputy Chair), President, Shire of Bruce Rock (for late arrival)  
Cr Rod Forsyth, President, Shire of Kellerberrin

### 2.3 Guests

Mr Louis Geier

## 3. PRESENTATIONS/MEETINGS

Nil

**4. MINUTES OF MEETINGS****4.1 Minutes from the Council Meeting held Wednesday 28 February 2018 (Attachment)**

Minutes of the Council Meeting held Wednesday 28 February 2018 have previously been circulated to Member Councils.

**RECOMMENDATION:**

That the Minutes of the Council Meeting held Wednesday 28 February 2018 be confirmed as a true and correct record.

**RESOLUTION:**                      **Moved: Mr Powell**                      **Seconded: Mr Mollenoyux**

**That the Minutes of the Council Meeting held Wednesday 28 February 2018 be confirmed as a true and correct record.**

**CARRIED**

**4.2 Minutes from the Executive Meeting held Wednesday 28 March 2018 (Attachment)**

Presenting the Minutes of the Executive Meeting held Wednesday 28 March 2018

**RECOMMENDATION:**

That the Minutes of the Executive Meeting held Wednesday 28 March 2018 be received.

**RESOLUTION:**                      **Moved: Mr Criddle**                      **Seconded: Cr Day**

**That the Minutes of the Executive Meeting held Wednesday 28 March 2018 be received.**

**CARRIED**

10.32am Mr Griffiths left the meeting

10.34am Mr Griffiths returned to the meeting

**4.3 Business Arising – Status Report for February 2018****Council Meeting Wednesday 25 October 2017****7.4 Meeting with the Wheatbelt Business Network**

**RESOLUTION:**                      **Moved: Cr Strange**                      **Seconded: Mr Criddle**

**That an invitation be extended to representatives from the Wheatbelt Business Network to meet with the WE-ROC Council at a mutually convenient date.**

**CARRIED**

A meeting date has yet to be arranged.

WE-ROC has, however, been working with the Wheatbelt Business Network (WBN) on work associated with the WE-ROC App.

Given the Wheatbelt Business Network (WBN) had requested a meeting with WE-ROC it was agreed that they be contacted and asked when they wished to meet with WE-ROC Council and provide some idea of the issues they wished to discuss.

If WBN did not now wish to meet with WE-ROC the matter be removed from Business Arising.

<b>Council Meeting Wednesday 28 February 2018</b>
---

**6.1 Future Presentations by Representatives from LGIS**

*RESOLUTION:                      Moved: Mr Powell                      Seconded: Cr Forsyth*

*That WE-ROC accept LGIS' offer of training during 2018, with the Executive Officer to arrange training at suitable times during 2018.*

*CARRIED*

The Executive Officer has contacted LGIS, with a training date to be finalised for the second half of 2018.

It was agreed that training should be tailored to meet the needs both the needs of both the WE-ROC Council and its Executive.

It was also agreed that a training session around Audit Regulation 17 should be arranged for the WE-ROC Executive.

<b>Executive Meeting Wednesday 28 March 2018</b>
--

**5.1 Amendments to the Local Government (Financial Management) Regulations 1996 and the Local Government (Audit) Regulations 1996**

*RESOLUTION:                      Moved: Raymond Griffiths                      Seconded: Greg Powell*

*That WE-ROC Executive Officer:*

- 1. Finalise the WE-ROC submission on changes proposed to the Local Government (Financial Management) Regulations 1996 and the Local Government (Audit) Regulations 1996;*
- 2. Lodge the completed submission with the Department of Local Government, Sport and Cultural Industries;*
- 3. Distribute copies of the completed submission to all Member Councils.*

*CARRIED*

*RESOLUTION:                      Moved: Pascoe Durtanovich                      Seconded: Greg Powell*

*That WE-ROC write to the Department of Local Government, Sport and Cultural Industries seeking guidance with respect to the impact of the changes to the Local Government (Financial Management) Regulations 1996 and the Local Government (Audit) Regulations 1996 on ensuring compliance when undertaking work associated with integrated planning.*

*CARRIED*

The actions required from the above resolutions have yet to be completed.

The following additional issues were raised:

- **Crisp Wireless**

This is currently a watching brief as it is important to see the outcome of the NEWROC project.

Shire of Westonia will contact Leigh Ballard (Crisp Wireless) to find out the current status of the project.

- **Westonia Nurse Practitioner**

The meeting was advised that the Federal Government is now providing funding for a continuation of the service.

**4.4 Matters for Noting (Attachments)**

Nil

## 5. WE-ROC FINANCE

### 5.1 WE-ROC Finance Report (Attachment)

<b>File Reference:</b>	042-2
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	26 April 2018
<b>Attachments:</b>	Financial Report for the period ending 31 March 2018

#### **Background:**

Presenting the WE-ROC Statement of Receipts and Payments for the period ending 31 March 2018.

#### **Executive Officer Comment:**

The Statement has a notes column added as per a request from Member Councils. An explanation for each of the notes is provided below.

**Note 1:** The annual subscriptions have all been paid.

**Note 2:** All general consultancy subscriptions have been paid.

**Note 3:** WE-ROC interest to date.

**Note 4:** Transfer of Wheatbelt Development Commission Grant Allocation from Roe Tourism to WE-ROC.

**Note 5:** This allocation covers the expenditure on Executive Services.

**Note 6:** This allocation covers the expenditure on Financial Services including the annual audit.

**Note 7:** Cost of undertaking the final acquittal of the 2012/2013 CLGF Housing Project, Contribution to Eastern Wheatbelt Cooperative Self Drive and App Project Management costs.

**Note 8:** Catering costs meetings and LGIS Workshop.

It should also be noted that since the 1 July 2017 the financial records have been transferred to Xero Accounting to enable the WE-ROC financial records to be compatible with the need to complete the taxable payments annual report in August 2018.

#### **Financial Implications:**

WE-ROC adopted Budget for 2017/2018

#### **Policy Implications:**

Wheatbelt East Regional Organisation of Councils (WE-ROC) – Memorandum of Understanding

- clause 6.1 Annual or Capital Contributions: *Participants are required to make an annual financial contribution towards the operations of WE-ROC as determined by WE-ROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of WE-ROC.*

- clause 6.2 Manner of Payment : *the contributions referred to in clauses 6.1 shall be paid by each participant to WE-ROC in the manner determined by WE-ROC.*

**Statutory Implications:** Nil

**Voting Requirement:** Simple majority



**RECOMMENDATION:**

That the WE-ROC Financial Report for the period ending 31 March 2018 be received.

**RESOLUTION:**

**Moved: Mr Powell**

**Seconded: Cr Hooper**

---

**That the WE-ROC Financial Report for the period ending 31 March 2018 be received.**

**CARRIED**

**5.2 List of Accounts Paid**

**File Reference:** 042-2  
**Author:** Helen Westcott, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 26 April 2018  
**Attachments:** Nil

**Executive Officer Comment:**

Accounts paid during the period 21 February 2018 to 26 April 2018

The list of accounts paid is submitted to each WE-ROC Council Meeting.

**Accounts Paid:**

Cheque/EFT	Date	Payee	For		Amount incl GST
EFT	260218	Up to Date Accounting	Accounting January 2018	Services	369.60
EFT	120318	Up to Date Accounting	Accounting February 2018	Services	132.00
EFT	260317	BHW Consulting	Professional February 2018	Services	4,880.11
<b>Total</b>					<b>\$5,381.71</b>

**RECOMMENDATION:**

That the Accounts Paid for the period 21 February 2018 to 26 April 2018 totalling \$5,381.71 be approved.

**RESOLUTION:** **Moved: Cr Hooper** **Seconded: Cr Day**

**That the Accounts Paid for the period 21 February 2018 to 26 April 2018 totalling \$5,381.71 be approved.**

**CARRIED**

### **5.3 WE-ROC 2018/2019 Budget (Attachment)**

<b>File Reference:</b>	042-2
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	26 April 2018
<b>Attachments:</b>	Draft 2018/2019 WE-ROC Budget

#### **Background:**

A budget is prepared and adopted in accordance with clause 6 of the WE-ROC MOU which reads as follows:

#### ***Annual or Capital contributions***

*Participants are required to make an annual financial contribution towards the operations of WE-ROC as determined by WE-ROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of WE-ROC. with standard practice a budget for the coming financial year must be prepared.*

A draft budget for the 2018/2019 financial year was prepared for consideration by the WE-ROC Executive when it met on 28 March 2018.

The following notes were prepared to assist the Executive in its discussions on the draft budget.

#### **Income**

- A. Based on the estimates as at 30 June 2018 the balance in the WE-ROC operating account will be approximately \$117,000. It is therefore proposed that the annual subscription be retained at \$10,000 per Member Council.
- B. Based on the estimates as at 30 June 2018 the balance in the Consultancy account will be approximately \$58,000. It is proposed to retain contribution in 2018/2019 from at \$2,000 per Member Council.
- C. Interest accrued on general operating WE-ROC funds. The amount of interest is slowly declining due to interest rates “falling” and less funds being held in the accounts.

#### **Expenditure**

1. The allocations relate to the WE-ROC Executive Officer services. The allocations cover professional services including office expenses and travel and accommodation.
2. This allocation covers the cost of managing the financial management and the conduct of the annual audit. During the year the accounting system was changed to Xero Accounting to enable simplification of ATO requirements for the reporting of contractor payments.
3. This allocation is to enable the WE-ROC to undertake special projects or consultancies. The main expenditure for 2017/2018 related to the development of the WE-ROC App.
4. This is a new allocation to provide funding for the management of the WE-ROC App. The level of funding required is not fully known as the extent of the ongoing requirements has not been determined. A contractor has currently been engaged to provide a range of services relating to staged improvements and roll out of the App. The cost of that work is estimated to be \$1800 for the period to September 2018 and agreed to at the WE-ROC Council Meeting held 28 February at which time it was resolved as shown below:

**RESOLUTION:**      *Moved: Cr Forsyth*                      *Seconded: Cr Hooper*

*That:*

1. WE-ROC agree to continue providing financial support for the WE-ROC App;
2. WE-ROC look to fund the Central Wheatbelt Visitors Centre for a two-period commencing on 1 July 2018 and concluding on 30 June 2020, with a review of the contract during the first quarter of the 2019/2020 financial year;
3. WE-ROC enter into negotiations with the Wheatbelt Business Network to assist with the future development of the WE-ROC App, particularly in the area of promoting and encouraging business to register on the WE-ROC App; and
4. In developing the WE-ROC Budget for 2018/2019, for WE-ROC Council's consideration, the WE-ROC Executive develop a financial plan for the management and future development of the WE-ROC App.

**CARRIED**

Following consideration of the draft budget the Executive Committee resolved as shown below:

**RESOLUTION:**                      *Moved: Greg Powell*                      *Seconded: Raymond Griffiths*

*That the WE-ROC Executive recommends to the WE-ROC Council that the WE-ROC Budget for 2018/2019 as presented with a Member Subscription of \$10,000 and Consultancy and Project Reserve contribution of \$2,000 per Member Council be adopted.*

**CARRIED**

**Executive Officer Comment:**

Prior to adopting the budget for 2018/2019, WE-ROC Council might wish to consider the costings recently provided for further development of the WE-ROC App and implementation of an asset management platform across Member Councils.

**Voting Requirement:**                      Simple majority

**RECOMMENDATION:**

That the WE-ROC Budget for 2018/2019 as presented, with a Member Subscription of \$10,000 and Consultancy and Project Reserve contribution of \$2,000 per Member Council, be adopted.

**RESOLUTION:**                      **Moved: Mr Powell**                      **Seconded: Mr Mollenoyux**

**That the WE-ROC Budget for 2018/2019 as presented, with a Member Subscription of \$10,000 and Consultancy and Project Reserve contribution of \$2,000 per Member Council, be adopted.**

**CARRIED**

## 5.4 Executive Officer Contract

**File Reference:** 031-5 Executive Officer

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** BHW Consulting declares an interest in this matter

**Date:** 26 April 2018

**Attachments:** Copy of current contract with Shire of Westonia

### Background:

The current Executive Officer contract expires on 30 June 2018 and WE-ROC is now required to determine what action it requires to take in respect to the Executive Officer services.

At the WE-ROC Council Meeting on Wednesday 27 April 2016 the WE-ROC Council resolved as follows:

**RESOLUTION:** *Moved: Cr Truran* *Seconded: Mr Criddle*

*That:*

1. *That WE-ROC enter into a new contract with W Squared Pty Ltd T/A BHW Consulting for a two year period from 1 July 2016 to 30 June 2018;*
2. *The Shire of Westonia, as the current Chair of WE-ROC, be asked to formalise a contract with BHW Consulting;*
3. *The Executive Officer rate of remuneration, effective from the 1 July 2016, be set at \$70.00 per hour, the annual expenses of office set at \$1,750.00 per annum and the project hourly rate be set at \$140.00 per hour with the hourly rate being adjusted by CPI for the 12 months ending 31 March 2017 with any change to apply from the 1 July 2017; and*
4. *The proposed contract setting out all other terms and conditions be approved.*

**CARRIED**

The current contract between the Executive Officer and WE-ROC is with the Shire of Westonia and the remuneration rate has been varied in accordance the following resolution at the WE-ROC Council Meeting on Wednesday 28 June 2018:

**RESOLUTION:** *Moved: Cr Truran* *Seconded: Cr Forsyth*

*That the Executive Officer hourly rate be set at \$70.70 for the 12 month period to 30 June 2018.*

**CARRIED**

A copy of the current contract forms an attachment to the meeting agenda.

### Executive Officer Comment:

As outlined above the current Executive Officer contract expires on the 30 June 2018.

The matter is submitted for the consideration by the WE-ROC Council as to what process it wishes to adopt in respect to the Executive Officer services.

**Voting Requirement:** Simple majority

**10.56am Helen Westcott and Bruce Wittber left the meeting**

**RESOLUTION:** *Moved: Mr Powell* *Seconded: Mr Mollenoyux*

**That WE-ROC enter into a draft contract as per the attached, with Key Performance Indicators to be formulated by the WE-ROC Council by the end of August 2018 and an annual performance appraisal to be completed by April 2019.**

**CARRIED**

**11.11am Helen Westcott and Bruce Wittber returned to the meeting**

## 6. MATTERS FOR DECISION

### 6.1 Wheatbelt Medical Student Immersion Program

<b>File Reference:</b>	075-1 Local Hospitals 013-2 Strategic and Future Planning
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Portfolio:</b>	Social (Shire of Bruce Rock)
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	27 April 2018
<b>Attachments:</b>	Nil

#### **Background:**

At the Executive Meeting held Wednesday 13 April 2016 the Shire of Kellerberrin raised the issue of the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus. At that time the Executive resolved as shown below:

*RESOLUTION: Moved: Raymond Griffiths Seconded: Greg Powell*  
*That the Executive Officer prepare a report on the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus.*

*CARRIED*

From this time considerable effort has been made to reintroduce the program across the WE-ROC communities.

Agencies involved in re-establishing the program, known as the "Wheatbelt Medical Student Immersion Program" include:

- Rural Health West;
- WA Primary Health Network (WAPHA);
- Notre Dame University Australia;
- Curtin University; and
- WE-ROC.

The culmination of this work saw more than 160 first and second year medical students from Curtin University and the University of Notre Dame Australia visit 7 communities for 4 days in the week commencing Monday 12 March 2018.

From all reports the 4-day visit was a great success with Rural Health West's media staff generating considerable media coverage for the program across regional media. Samples of this media coverage can be accessed by following the links provided below:

<https://youtu.be/ikWHwPDP7V4>

<https://thewest.com.au/countryman/homestead/student-doctors-get-a-taste-of-farming-regional-life-ng-b88776818z>

<https://www.avonadvocate.com.au/story/5292688/rural-families-host-160-city-medical-students/>

<https://www.hit.com.au/news/wa/wheatbelt-welcomes-medical-students>

Google Alerts

---

**wheatbelt WA**

Daily update · March 20, 2018




NEWS

---

[Student doctors get a taste of farming, regional life](#)

The West Australian

About 160 medical students from Notre Dame and Curtin Universities have been temporarily deployed to the **Wheatbelt** as part of a unique immersion program. The **Wheatbelt** Medical Student Immersion Program was developed in direct response to **Western Australia's** acute doctor shortages. With the ...




[Flag as irrelevant](#)

In discussing the visit, the WE-ROC Executive resolved as follows when it met on Wednesday 28 March 2018:

**RESOLUTION:** *Moved: Raymond Griffiths*      *Seconded: Greg Powell*

*That:*

1. *WE-ROC write to the Deans of Medicine at both Curtin University and the University of Notre Dame Australia (Fremantle Campus), WAPHA and Rural Health West to congratulate them on agreeing to recommence the "Wheatbelt Medical Student Immersion Program";*
2. *WE-ROC request comments from participating students on how they viewed their visit; and*
3. *The Executive Officer's prepare an article on WE-ROC's involvement in the Wheatbelt Medical Student Immersion Program for publication in the April/May edition of the WALGA Publication Western Councillor.*

**CARRIED**

**Executive Officer Comment:**

As Member Councils are aware, participants in the program have been invited to provide feedback on the visit, including any suggestions on how the visits program can be improved in future years. The Executive Officer has already provided some feedback based on her involvement in the visit to Bruce Rock.

Further showcasing of the project's success has been possible through the production of a video. The video provides a snapshot of the visits program and can be viewed here:

LINK: <https://vimeo.com/264115945>

PASSWORD: ruralhealth

Further evidence of the project's success can be found in an email from Beth McEwan from Rural Health West, the project's co-ordinating agency. To quote from her email to all Steering Group members on 17 April 2018:

*" ...The 2018 Wheatbelt Medical Student Program has now concluded. Over 160 students were hosted by 81 host families across Bruce Rock, Cunderdin, Kellerberrin, Narrogin, Merredin, Southern Cross and Westonia. Collectively the students visited 10 schools, six hospitals, six SJA sub-centres and eight general practices, giving them a good picture of health care delivery in rural Western Australia and a greater appreciation of health care challenges faced by those living rurally. Additionally, the students and staff*



*involved were warmly received at all visits, showcasing a close sense of community in the towns visited ...”*

Evaluation of the project is now underway, with feedback being gathered from students, host families and other participating organisations. As soon as this work is completed the findings will be presented to host Councils with suggestions as to how the program can be improved for subsequent years.

Letters of appreciation have also been sent to all involved.

It had also been hoped to have an outline of expenditure and remaining funds available for distribution by the end of April. At the time of preparing the agenda item for this meeting this had not been made available.

As yet the Executive Officer has not written to the either Curtin University or Notre Dame University Australia as it had been hoped to have the results from the evaluation available for use when writing the correspondence. The Executive Officer believes that having the findings from the evaluation process is important in any discussion/requests to both universities from WE-ROC regarding future visits. It is something that the Executive Officer will need to follow up on with Rural Health West.

The Executive Officer did not meet the deadline for submitting an article on the visits program for inclusion in the upcoming edition of the WALGA publication Western Councillor.

**Consultation:** Nil  
**Financial Implications:** As yet unknown  
**Voting Requirement:** Simple Majority

**RECOMMENDATION:**

That the Executive Officer’s report be noted.

**RESOLUTION:** **Moved: Cr Hooper** **Seconded: Cr Day**

**That the Executive Officer’s report be noted, and the Executive Officer provide input into the planning process on behalf of WE-ROC’s Member Councils.**

**CARRIED**

## **6.2 Renewal of Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre (Attachment)**

<b>File Reference:</b>	132-3 Central Wheatbelt Visitor Centre
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Portfolio:</b>	Tourism (Shire of Yilgarn)
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 April 2018
<b>Attachments:</b>	Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre

### **Background:**

The Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre (the MoU) is due renewal on 30 June 2018.

The Manager of the Central Wheatbelt Visitor Centre (CWVC) has requested that WE-ROC Council consider the renewal, providing any changes as soon as practical.

A request has also been made for WE-ROC to give consideration to extending the MoU for a period of three (3) years rather than annually as is currently the case.

The Shires Cunderdin and Tammin have also been requested to provide comment on both the MoU and the suggestion that the MoU be extended to cover a three (3) year period rather than a single year.

### **Executive Officer Comment:**

The Executive Officer seeks comment from Member Councils on the current MoU. If no changes are required the request to extend the MoU for a period of three year rather than renewing it annually as is currently the case is a practical suggestion.

The Shire of Merredin as the operator of the CVWC may wish to provide additional comment.

<b>Consultation:</b>	Central Wheatbelt Visitor Centre
<b>Financial Implications:</b>	As yet unknown
<b>Voting Requirement:</b>	Simple Majority

The matter is presented for discussion and decision.

**RESOLUTION:**                      **Moved: Cr Day**                      **Seconded: Mr Griffiths**

**That the Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre be approved for a three (3) year period.**

**CARRIED**

### 6.3 **Future Development of the WE-ROC App**

<b>File Reference:</b>	013-2 Strategic and Future Planning 132-1 WE-ROC Tourism 132-3 Central Wheatbelt Visitor Centre 135-5 Economic Sustainability
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Portfolio:</b>	Shared Function (Economic Development through Wheatbelt Communities Inc)
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	28 April 2018
<b>Attachments:</b>	Proposal prepared by go2Guides
<b>Background:</b>	

The future management of the WE-ROC App was considered at the WE-ROC Council Meeting held 28 February 2018 at which time it was resolved (part 4 of the resolution) as shown below:

**RESOLUTION:** *Moved: Cr Forsyth* *Seconded: Cr Hooper*  
**That:**

1. WE-ROC agree to continue providing financial support for the WE-ROC App;
2. WE-ROC look to fund the Central Wheatbelt Visitors Centre for a two-period commencing on 1 July 2018 and concluding on 30 June 2020, with a review of the contract during the first quarter of the 2019/2020 financial year;
3. WE-ROC enter into negotiations with the Wheatbelt Business Network to assist with the future development of the WE-ROC App, particularly in the area of promoting and encouraging business to register on the WE-ROC App; and
4. In developing the WE-ROC Budget for 2018/2019, for WE-ROC Council's consideration, the WE-ROC Executive develop a financial plan for the management and future development of the WE-ROC App.

**CARRIED**

In addition to this matter, WE-ROC Council also briefly considered a discussion paper prepared by go2Guides which looked at developing a strategy that will enable WE-ROC to have greater digital enablement. At the time, WE-ROC Council resolved as shown below:

**RESOLUTION:** *Moved: Cr Strange* *Seconded: Mr Griffiths*

**That the WE-ROC Executive use the discussion paper, "Digital Economy Enablement Strategy", prepared by go2Guides in its discussions when preparing the draft WE-ROC Budget for 2018/2019.**

**CARRIED**

#### **Executive Officer Comment:**

Whilst the WE-ROC Executive did not explicitly cover the go2Guides discussion paper in preparatory work associated with the 2018/2019 WE-ROC Budget continuation of work associated with the further refinement of the WE-ROC has been. Any expenditure that might take place around this activity will be funded through the consultancy allocation within the WE-ROC Budget.

go2Guides has provided WE-ROC with a proposal and costing to further refine the WE-ROC App.

A copy of the proposal and costing forms an attachment to the meeting agenda.

Following receipt of the proposal and costing the Executive Officer held discussions with the D/CEO Shire of Merredin to determine the merits and "value for money" of the proposal and costing. The offer provided by go2Guides appears reasonable.

The CEO Shire of Merredin may wish to provide additional comment.

The WE-ROC Executive also considered other matters associated with the WE-ROC App, resolving as shown below:

**RESOLUTION:** *Moved: Raymond Griffiths* *Seconded: Darren Mollenoyux*

*That:*

1. *Subject to its review, WE-ROC enter into a contract with the Wheatbelt Business Network to assist WE-ROC with the future development of the WE-ROC App, particularly in the area of promoting and encouraging business to register on the WE-ROC App; and*
2. *Signage advertising the WE-ROC App should be purchased and installed without delay.*

**CARRIED**

Work around developing a contract with the Wheatbelt Business Network (WBN) has been finalised, with the contract to between Wheatbelt Communities Inc (WE-ROC has no legal standing as it is only a voluntary organisation operating via a memorandum of understanding) and the WBN.

Work on erecting signage is underway.

**Consultation:** Nil

**Financial Implications:** As yet unknown

**Voting Requirement:** Simple Majority

**RECOMMENDATION:**

That WE-ROC accept the proposal and costing provided by go2Guides for the further development of the WE-ROC App.

**11.25am Mr Griffiths left the meeting**

**11.26am Mr Griffiths returned to the meeting**

**11.34am Cr Hooper left the meeting**

**11.35am Cr Hooper returned to the meeting**

**RESOLUTION:** *Moved: Mr Griffiths* *Seconded: Mr Powell*

**That WE-ROC accept the proposal and costing provided by go2Guides for the further development of the WE-ROC App at a cost of \$8,520 (GST exclusive).**

**CARRIED**

**7/1**

## 6.4 Future WE-ROC Projects

<b>File Reference:</b>	013-2 Strategic and Future Planning 042-2 Finance Audit and Compliance 135-5 Economic Sustainability
<b>Author:</b>	Helen Westcott, Executive Officer
<b>Portfolio:</b>	CEO/Governance (Shire of Westonia) Shared Function
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	27 April 2018
<b>Attachments:</b>	Proposal from Accingo

### Background:

Representatives from Accingo, an asset management consultancy met with the WE-ROC Executive Wednesday 28 March 2018 to discuss its asset management concept and the potential it may offer Member Councils. During the presentation an overview of Accingo's asset management platform was provided. The platform has been developed to decrease asset holding costs and improve the availability of local talent pools within regional areas.

A copy of the PowerPoint presentation used during the meeting forms an attachment to the meeting agenda.

In discussing the presentation given by the representatives from Accingo the WE-ROC Executive made the following comments:

- It is a number of years since WE-ROC examined the potential to undertake a project similar to the one being proposed by Accingo.
- Perhaps now is a good time to review why the idea could not be implemented last time – see whether there is the potential for such an idea to work now;
- If the potential exists for such a project to be undertaken is it one that could be done by Wheatbelt Communities?
- There was general agreement that the matter should be reconsidered.

Following discussion, the WE-ROC Executive resolved as shown below:

**RESOLUTION:** *Moved: Darren Mollenoyux*      *Seconded: Greg Powell*

*That:*

1. WE-ROC request a costing from Accingo for Phase 1 (Asset and People Optimisation) of its assets and resources management platform, with the costing to be tabled at the WE-ROC Council Meeting on Wednesday 2 May 2018; and
2. The WE-ROC Executive recommend to WE-ROC Council that WE-ROC, subject to cost, WE-ROC engage Accingo to undertake Phase 1 (Asset and People Optimisation) of its assets and resources management platform as per the presentation provided by Accingo at the WE-ROC Executive Meeting held Wednesday 28 March 2018.

**CARRIED**

In addition to the above, the WE-ROC Executive also considered in working together to develop a regional panel for selected tenders, with the Executive agreeing to meet with WALGA's procurement officers to consider this project further.

### Executive Officer Comment:

Accingo have prepared a proposal and costing as requested, a copy of which forms an attachment to the meeting agenda.

**Consultation:** Nil

**Financial Implications:** As yet unknown

**Voting Requirement:** Simple Majority

The matter is presented for discussion and consideration.

**Meeting Comment:**

It was commented by some members of WE-ROC that whilst happy with the concept it was felt the price appeared to be quite high for an investigation stage. Given the price it was suggested that further quotes be sought through E-Quotes.

**RESOLUTION:** **Moved: Mr Griffiths** **Seconded: Mr Mollenoyux**

---

**That:**

1. **Accingo be advised that whilst WE-ROC is pleased with the concept, it considers the quoted cost is high and therefore the quote is not accepted;**
2. **WE-ROC seek further discussions with Accingo to refine a scope of works to obtain a revised costing from Accingo to undertake Phase 1 (Asset and People Optimisation) of its assets and resources management platform; and**
3. **The issue of plant utilisation and sharing be listed for discussion at the next Executive Meeting.**

**CARRIED 7/1**

## **6.5 Future of WE-ROC**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 28 April 2018

**Attachments:** Nil

### **Background:**

The subject of Wheatbelt Communities Inc's future was listed for discussion at the Wheatbelt Communities Inc Committee Meeting held prior to the WE-ROC Council Meeting.

The Executive Officer believes that a discussion of WE-ROC's future should also be had as the two organisations are closely linked and decisions around the operation of one impacts upon the operation of the other.

### **Executive Officer Comment:**

No further comment.

The matter is presented for discussion and decision.

**Noted see Wheatbelt Communities**

**7. EMERGING ISSUES**

Nil

**8. OTHER MATTERS****8.1 Change of WE-ROC CEO**

The WE-ROC Chair, Cr Truran, advised that with Peter Clarke commencing in the role of A/CEO Shire of Yilgarn, the role of WE-ROC CEO would now be transferred to Mr Clarke as had been agreed to in October 2017.

Cr Truran thanked Jamie Criddle for his work as the WE-ROC CEO over the past 2.5 years.

**8.2 Community Resource Centres (CRCs)**

Darren Mollenoyux noted the change to funding of the CRCs and enquired how other Member Councils may have been going to handle the issue as there was a potential for them to seek “top up” funding from local government. If this occurred it was a direct cost shift.

He also commented in respect to the fact that some CRCs had engaged a trainee which now be at risk due to the nature of the funding changes.

It was agreed that the affected CEOs keep in touch with each other over the issue.

**12.13pm Cr Strange entered the meeting**

**9. FUTURE MEETINGS**

WE-ROC Executive    Wednesday 30 May 2018 (Shire of Kellerberrin)

WE-ROC Council      Wednesday 27 June 2018 (Shire of Merredin)

**10. CLOSURE**

There being no further business the Chair closed the meeting at 12.14pm

**DECLARATION**

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 27 June 2018

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed



# WHEATBELT COMMUNITIES INC

---

## Meeting of Wheatbelt Communities Inc

Wednesday 2 May 2018

Kellerberrin Recreation and Leisure Centre, commencing at  
10.05am

## MINUTES



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of Yilgarn

<b>CONTENTS</b>
-----------------

- 1. OPENING AND ANNOUNCEMENTS ..... 3**
- 2. RECORD OF ATTENDANCE AND APOLOGIES ..... 3**
  - 2.1 Attendance..... 3
  - 2.2 Apologies ..... 3
  - 2.3 Observer ..... 3
- 3. DECLARATION OF INTEREST ..... 3**
- 4. PRESENTATIONS..... 3**
- 5. MINUTES OF MEETINGS ..... 4**
  - 5.1 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 28 February 2017 (Attachment) ..... 4
  - 5.2 Business Arising from Meetings of Wheatbelt Communities Inc held Wednesday 28 February 2018 ..... 4
- 6. MATTERS FOR NOTING ..... 4**
  - 6.1 Complying with the *Associations Incorporation Act 1987* – Self-Check (Attachment)4
- 7. MATTERS FOR DECISION..... 5**
  - 7.1 Wheatbelt Communities Inc Finance Report (Attachment) ..... 5
  - 7.2 List of Accounts Paid ..... 6
  - 7.3 Wheatbelt Communities Inc 2018/2019 Budget ..... 7
  - 7.4 Future of Wheatbelt Communities Inc ..... 8
- 8. OTHER MATTERS ..... 9**
  - 8.1 Wheatbelt Communities 2018/2019 Budget..... 9
- 9. FUTURE MEETINGS..... 9**
- 10. CLOSURE..... 9**

# Wheatbelt Communities Inc

An In-person Meeting of Wheatbelt Communities Inc

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

The Chair, Onida Truran opened the meeting at 10.05am welcoming all in attendance.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1 Attendance

Mr Onida Truran (Chair)  
Mr Darren Mollenoyux  
Mr Raymond Griffiths  
Mr Ken Hooper  
Mr Greg Powell  
Mr Karin Day  
Mr Jamie Criddle  
Mr Peter Clarke

President, Shire of Yilgarn  
CEO, Shire of Bruce Rock  
CEO Shire of Kellerberrin  
President, Shire of Merredin  
CEO, Shire of Merredin  
President, Shire of Westonia  
CEO, Shire of Westonia  
A/CEO, Shire of Yilgarn

Ms Helen Westcott  
Mr Bruce Wittber

Joint Executive Officer  
Joint Executive Officer

#### 2.2 Apologies

Mr Rod Forsyth, Member  
Mr Stephen Strange (Deputy Chair)

#### 2.3 Observer

Mr Louis Geier

### 3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Wheatbelt Communities Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before Wheatbelt Communities Inc as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Wheatbelt Communities Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

**18.4** *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.*

### 4. PRESENTATIONS

Nil

**5. MINUTES OF MEETINGS****5.1 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 28 February 2017 (Attachment)**

Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 28 February 2018 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 28 February 2018 be confirmed as a true and accurate record of the meeting.

**RESOLUTION:**                      **Moved: Darren Mollenoyux**                      **Seconded: Karin Day**

**That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 28 February 2018 be confirmed as a true and accurate record of the meeting.**

**CARRIED**

**5.2 Business Arising from Meetings of Wheatbelt Communities Inc held Wednesday 28 February 2018**

Nil

**6. MATTERS FOR NOTING****6.1 Complying with the Associations Incorporation Act 1987 – Self-Check (Attachment)**

The Department of Commerce publishes a self-check for incorporated bodies such as Wheatbelt Communities Inc (Wheatbelt Communities). The purpose of the self-check is to assist in determining whether a group such as Wheatbelt Communities is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection at each in-person meeting of Wheatbelt Communities Inc the following records:

- A copy of the certificate of incorporation;
- A copy of the Wheatbelt Communities Constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are available for inspection at this meeting of Wheatbelt Communities.

No action is required.

## **7. MATTERS FOR DECISION**

### **7.1 Wheatbelt Communities Inc Finance Report (Attachment)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 26 April 2018

**Attachments:** Statement of Receipts and Payments for the period ending 31 March 2018

**Background:**

Presenting the Wheatbelt Communities Inc (Wheatbelt Communities) Statement of Receipts and Payments for the period ending 31 March 2018.

**Executive Officer Comment:**

No further comment.

**Financial Implications:**

Wheatbelt Communities adopted a Budget for 2017/2018.

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That the Wheatbelt Communities Financial Report for the period ending 31 March 2018 be received.

**RESOLUTION:** Moved: Karin Day

Seconded: Darren Mollenoyux

**That the Wheatbelt Communities Financial Report for the period ending 31 March 2018 be received.**

**CARRIED**

## **7.2 List of Accounts Paid**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 26 April 2018

**Attachments:** Nil

### **Executive Officer Comment:**

Accounts paid during the period 1 February 2018 to 26 April 2018

### **Accounts Paid:**

No accounts were paid during the period.

### **RECOMMENDATION:**

That the Accounts Paid report be noted.

**Noted**

### **7.3 Wheatbelt Communities Inc 2018/2019 Budget**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 28 April 2018

**Attachments:** Nil

**Background:**

A budget must be prepared for consideration and adoption in accordance with the Wheatbelt Communities Constitution, which requires the draft budget to be forwarded to each Member Organisation for comment before formal adoption by the Committee.

**Executive Officer Comment:**

At the Wheatbelt Communities Inc Meeting held Wednesday 28 February 2018 the Committee considered the future of the organisation with the meeting resolving as shown below:

*RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle*

*That the matter of Wheatbelt Communities Inc be deferred until the next meeting.*

*CARRIED*

In view of this decision (the matter is considered within Agenda Item 7.4) the Executive Officer has yet to prepare a budget for the 2018/2019 financial year.

It is proposed that this be done once the Committee has resolved on the future of Wheatbelt Communities Inc.

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That the Executive Officer's reported be received.

**Noted**

## **7.4 Future of Wheatbelt Communities Inc**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 26 April 2018

**Attachments:** Nil

### **Background:**

This matter was listed for discussion at the last meeting of Wheatbelt Communities Inc with the meeting resolving as follows:

**RESOLUTION:** *Moved: Greg Powell* *Seconded: Jamie Criddle*

*That the matter of Wheatbelt Communities Inc be deferred until the next meeting.*

**CARRIED**

### **Executive Officer Comment:**

No further comment.

The matter is presented for discussion and decision.

### **Meeting Comments:**

Onida Truran

Suggested that there should be only one entity and supported retaining the incorporated body. Proposed the future be decided at this meeting

Peter Clarke

As an inaugural member of WE-ROC was of the view that WE-ROC should be disbanded and use the incorporated body

Karin Day

Suggested one body but preferred WE-ROC

Jamie Criddle

Retain the incorporated body only and would it be possible to change the name of incorporated body to WE-ROC

Raymond Griffiths

Suggested that WE-ROC be used an advocacy body to advocate in regard to local government issues. Believes that as five councils, in lieu of the WALGA based organisation has greater capacity to attract Ministers etc. Indicated the intention of Wheatbelt Communities was to enable it to have a wider impact in the Wheatbelt than WE-ROC is able

Executive Officer

Advised that with the increasing level of compliance around associations maybe there will be a need for insurance cover. Also much of what is being proposed is similar to the way the Goldfields Voluntary Regional Organisation of Councils operates. There is also the possibility of establishing a regional subsidiary.

**RESOLUTION:** *Moved: Karin Day* *Seconded: Greg Powell*

**That Wheatbelt Communities and WE-ROC continue to operate as two separate entities for the next 12 months after which it be further reviewed.**

**CARRIED**



## **8. OTHER MATTERS**

### **8.1 Wheatbelt Communities 2018/2019 Budget**

The Executive Officer raised the issue of development of a budget for Wheatbelt Communities for 2018/2019.

**RESOLUTION:**      **Moved: Ken Hooper**                      **Seconded: Raymond Griffiths**

**That the 2018/2019 Wheatbelt Communities Budget:**

- 1. Be developed along similar lines to the 2017/2018 budget with annual contribution to be set at \$2,000 per member; and**
- 2. Be circulated to Councils for consideration at the May 2018 round of meetings.**

**CARRIED**

## **9. FUTURE MEETINGS**

To be determined

10.28am Darren Mollenoyux left the meeting.

## **10. CLOSURE**

There being no further business the Chair closed the meeting at 10.29am

### DECLARATION

These minutes were confirmed by Wheatbelt Communities Inc at the meeting held Wednesday 2 May 2018

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed

## 8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **25 May 2018**.

<b>Name/Position</b>	
<b>Item No./Subject</b>	
<b>Nature of interest</b>	
<b>Extent of Interest</b>	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **25 May 2018**.

<b>Name/Position</b>	
<b>Item No./Subject</b>	
<b>Nature of interest</b>	
<b>Extent of Interest</b>	

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **25 May 2018**.

<b>Name/Position</b>	
<b>Item No./Subject</b>	
<b>Nature of interest</b>	
<b>Extent of Interest</b>	

## 9. MATTERS REQUIRING A COUNCIL DECISION



### 9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT

---

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.1</b> List of Accounts
<b>Signature:</b>	<b>Officer</b> <b>CEO</b>

---

---

#### Purpose of the Report

Executive Decision

Legislative Requirement

#### Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

#### Comment

Attached is a copy of Accounts for Payment for the month of March 2018. The credit card statements currently show: -

CEO                      **April 2018 \$831.05** associated with the purchase of, Internet services – Shire Office, CEO house, Works house, Book for library – The Universe yours to discover, 1x pair 10kg dumbbells, Telstra recharge ipad W Huxtable.

Works Supervisor                      **April 2018 \$503.29** associated with the purchase of, Fuel, Deposit works supervisors conference, heavy vehicle accreditation – P3 P4, National police clearance trainee, 6x shower caddies for caravan park.

#### Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

#### Policy Implications

Council does not have a policy in relation to payment of accounts.

#### Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.



**Financial Implications**

Expenditure in accordance with the 2016/2017 Annual Budget.



**Voting Requirements**



Simple Majority



Absolute Majority

---

**OFFICER RECOMMENDATIONS**

---

That April 2018 accounts submitted to today's meeting on Municipal vouchers 3636 to 3642 and D/Debits EFT2961 to EFT3005 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$224,440.67 be passed for payment

# Attachment 9.1.1

# Shire of Westonia



## Accounts for Payment

for period ending  
30<sup>th</sup> April 2018

**List of Accounts Due & Submitted to Council April 2017/18**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>
B/S	01/04/2018	Payroll	Payroll Liability 01.04.2018	-27191.59	1
B/S	01/04/2018	Social Club	Payroll Liability 01.04.2018	-110.00	1
DD2002.1	01/04/2018	WASUPER	Payroll deductions	-5638.38	1
DD2002.2	01/04/2018	MLC Masterkey	Superannuation contributions	-192.07	1
DD2002.3	01/04/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-199.37	1
DD2002.4	01/04/2018	Sunsuper	Superannuation contributions	-72.23	1
B/S	03/04/2018	FEE - BANK FEES	BANK FEES	-63.75	1
B/S	03/04/2018	2VNET - MONTHLY MAINTENANCE FEE	MONTHLY MAINTENANCE FEE	-141.91	1
B/S	03/04/2018	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-66.00	1
B/S	04/04/2018	Bankwest Corporate Mastercard	Fuel, Licencing, Medical Student Visit	-1424.10	1
EFT2961	04/04/2018	2V.NET IT Solutions	Windows Server Upgrades - Kingston 16GB Ram Module	-1737.00	1
EFT2962	04/04/2018	Sheridan's For Badges	Rotary Engrave Plastic Bar 1 Line	-37.80	1
EFT2963	04/04/2018	Copier Support	Photocopier Meter Read to 29/3/18	-1237.28	1
EFT2964	04/04/2018	Toll Ipec	Freight on Parts	-41.50	1
EFT2965	04/04/2018	Ron Bateman & Co	Camlock Seal 76mm	-4.62	1
EFT2966	04/04/2018	BOC Limited	E2 Argosshield Light	-115.83	1
EFT2967	04/04/2018	Douglas Contracting	Begley Rd Culverts	-12331.00	1
EFT2968	04/04/2018	Mukinbudin Plumbing & Gas Services	Ball Valve to Standpipe - Carrabin South Rd	-358.27	1
EFT2969	04/04/2018	GT Auditing Services	Annual HVA Audit	-726.00	1
EFT2970	04/04/2018	Department Of Planning, Lands & Heritage	State Lease Agreement Caravan Park	-63.80	1
EFT2971	04/04/2018	Cliff Haines Tyres & More	Vehicle Puncture Repair	-35.00	1
EFT2972	04/04/2018	Santaleuca Forestry	Draft Monitoring Report	-3344.00	1
BPAY	06/04/2018	ATO - March Liability	BAS Liability March 2018	-12700.00	1
EFT2973	11/04/2018	Landgate	SLIP subscription services annual charge - small non business	-2277.35	1
EFT2974	11/04/2018	Winc Australia Pty Ltd	Tubeclip bar fasteners, avery fasteners, avery label, key rings pk50, dymo tape, marbig tab divider.	-181.60	1

Chq/EFT	Date	Name	Description	Amount	Bank
EFT2975	11/04/2018	Westonia Progress Association Inc.	Ramelius MOU contribution 67% Quarter 3, Ramelius rental Reimbursement Qtr 3 2018	-18901.00	1
EFT2976	11/04/2018	Toll Ipec	Freight Pathway esky	-10.44	1
EFT2977	11/04/2018	Ron Bateman & Co	PVC Pipe elbows, couplings, reducers, solvent cement, priming fluid, tube fit, nylon pressure tube.	-356.11	1
EFT2978	11/04/2018	Two Dogs Home Hardware	Pressure pipe, Flexi Tube, Spray flexi hoselock, connector 12mm	-193.50	1
EFT2979	11/04/2018	Tyreright Merredin	Puncture repair gardener ute	-38.50	1
EFT2980	11/04/2018	Hutton and Northey Sales	Mudflap 24WX18L	-56.36	1
EFT2981	11/04/2018	Mining Rehabilitation Services	28 hours dozer hire, mobilization	-8712.00	1
EFT2982	11/04/2018	Cliff Haines Tyres & More	17 amp battery, Steel tyre, Trailer tyre	-996.00	1
EFT2983	11/04/2018	Westonia Bowling/tennis Club's Bar Account	Catering for men's health day	-170.00	1
EFT2984	11/04/2018	Ag Implements	O ring, Wet charged battery	-289.27	1
EFT2985	11/04/2018	Great Southern Fuel Supplies	Fuel Card Purchases CEO	-161.64	1
EFT2986	11/04/2018	Westonia Co - operative	Various goods requirements	-2063.90	1
EFT2987	11/04/2018	IXOM Operations Pty Ltd	3x packaging chloring 1/3/ to 31/3/18	-126.85	1
EFT2988	11/04/2018	WCS Concrete Pty Ltd	6x 375mm Single Pipe headwalls	-2079.00	1
EFT2989	11/04/2018	Reece Australia Pty Ltd	Various reticulation fittings	-111.57	1
EFT2990	11/04/2018	Mech Tech Diesel Services Pty Ltd	plumbing water tank, 500hr service JD Loader	-11986.46	1
3636	11/04/2018	Water Corporation	Standpipe water use Woolgar St, Carrabin Rd	-729.28	1
3637	11/04/2018	TELSTRA CORPORATION LIMITED	Various telephone usage	-854.93	1
3638	11/04/2018	Shire of Merredin	regional Library activity plan 2017/18	-340.00	1
3639	11/04/2018	Synergy	Streetlight account	-554.65	1
EFT2991	12/04/2018	Avon Waste	82 Domestic rubbish bins, service 1 cardboard recycle bin, service 2 mingle bulk bins	-1416.88	1
EFT2992	12/04/2018	The West Australian	M3x2 Adver in Wheatbelt Feature Escape Magazine	-625.57	1
EFT2993	12/04/2018	Fleet Partners	Novated Lease 208841 - March April	-923.95	1
EFT2994	12/04/2018	Ancor Electrical	Repair RCD Wanderers Stadium	-327.25	1
EFT2995	12/04/2018	Mayday Earthmoving	Padfoot Roller Hire 14 days	-3146.00	1
3640	12/04/2018	Water Corporation	Water usage standpipes	-133.88	1
B/S	13/04/2018	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-7918.00	1

Chq/EFT	Date	Name	Description	Amount	Bank
B/S	15/04/2018	Payroll	Payroll Liability 01.04.2018	-28123.63	1
B/S	15/04/2018	Social Club	Payroll Liability 01.04.2018	-90.00	1
DD2022.1	15/04/2018	WASUPER	Payroll deductions	-5336.60	1
DD2022.2	15/04/2018	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-150.04	1
DD2022.3	15/04/2018	MLC Masterkey	Superannuation contributions	-192.13	1
DD2022.4	15/04/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-199.37	1
DD2022.5	15/04/2018	Sunsuper	Superannuation contributions	-90.29	1
B/S	24/04/2018	2V.NET IT Solutions	Monthly Maintenance monitoring plus admin fee	-578.95	1
EFT2996	24/04/2018	Ron Bateman & Co	Chainsaw chains, starter cord, rubber mallet, assorted poly fittings	-675.35	1
EFT2997	24/04/2018	Two Dogs Home Hardware	Nylon cord	-47.52	1
EFT2998	24/04/2018	Tyreright Merredin	Repair machinery trailer tyre	-38.50	1
EFT2999	24/04/2018	Liberty Oil rural Pty Ltd	10,550 litres Sulphur Diesel	-13715.00	1
EFT3000	24/04/2018	JR & A Hersey Pty Ltd	Glass cleaner, armourall, cable ties, tape measure, toolkit drillbit kit	-765.22	1
EFT3001	24/04/2018	Marketforce	West Australian Advetising proposed Road Dedication	-458.02	1
EFT3002	24/04/2018	Mech Tech Diesel Services Pty Ltd	Service & Maintenance various vehicles	-4243.70	1
EFT3003	24/04/2018	Ramsay Construction Pty Ltd	Health Office services for Feb 2018, Extra service for inspection & report, Building Serveyor service for March 2018	-4224.00	1
EFT3004	24/04/2018	Kevin John Paust	Reimbursement purchase of workboots	-180.00	1
EFT3005	24/04/2018	Joel Kowalski	Reimbursement Housing Bond 18/04/2018	-600.00	2
3641	24/04/2018	Water Corporation	Various water use & service charges	-15110.72	1
3642	24/04/2018	TELSTRA CORPORATION LIMITED	Various Mobile phones	-465.05	1
B/S	29/04/2018	Payroll	Payroll Liability 29.04.2018	-27840.91	1
B/S	29/04/2018	Social Club	Payroll Liability 29.04.2018	-90.00	1
DD2021.1	29/04/2018	WASUPER	Payroll deductions	-5096.18	1
DD2021.2	29/04/2018	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-74.92	1
DD2021.3	29/04/2018	MLC Masterkey	Superannuation contributions	-192.07	1



Chq/EFT	Date	Name	Description	Amount	Bank
DD2021.4	29/04/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-199.37	1
DD2021.5	29/04/2018	Sunsuper	Superannuation contributions	-76.08	1
B/S	30/04/2018	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-9375.20	1
				- \$ 224,440.67	



The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 3636 to 3642, and D/Debits from EFT2961 to EFT3005 (inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$224,440.67 submitted to each member of the Council on Friday 25th May 2018, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



**CHIEF EXECUTIVE OFFICER**

### 9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2018

---

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.2</b> Monthly Statement of Financial Activity
<b>Signature:</b>	<b>Officer</b>  <b>CEO</b> 

---

#### Purpose of the Report

- Executive Decision                       Legislative Requirement

#### Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

#### Comment

The Monthly Statement of Financial Activity for the period ending 30<sup>th</sup> April 2018 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

#### Statutory Environment

General Financial Management of Council  
Council 2015/2016 Budget  
Local Government (Financial Management) Regulation 34 1996  
Local Government Act 1995 section 6.4

#### Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

#### Strategic Implications

The Monthly Statement of Financial Activity is a record of Council’s activities and financial performance during the reporting period.

#### Financial Implications

There is no direct financial implication in relation to this matter.

#### Voting Requirements

- Simple Majority                       Absolute Majority

---

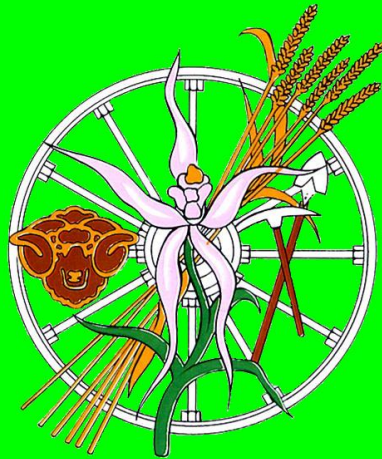
**OFFICER RECOMMENDATIONS**

---

**That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> April 2018 and note any material variances greater than \$10,000 or 15%.**

# Attachment 9.1.2

# Shire of Westonia



## Monthly Statement of Financial Activity

for period ending  
30<sup>th</sup> April 2018

**SHIRE OF WESTONIA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 April 2018**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity By Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 1      Significant Accounting Policies	7 - 10
Note 2      Explanation of Material Variances	11
Note 3      Net Current Funding Position	12
Note 4      Cash and Investments	13
Note 5      Budget Amendments	14
Note 6      Receivables	15
Note 7      Cash Backed Reserves	16
Note 8      Capital Disposals	17
Note 9      Rating Information	18
Note 10     Information on Borrowings	19
Note 11     Grants and Contributions	20
Note 12     Trust	21
Note 13     Details of Capital Acquisitions	22 - 26

**Shire of Westonia  
Information Summary  
For the Period Ended 30 April 2018**

**Key Information**

**Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*,

**Overview**

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

**Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 30 April 2018 of \$1,652,914.

**Items of Significance**

The material variance adopted by the Shire of Westonia for the 2016/17 year is \$10,000 or 15% whichever is the

**Capital Expenditure**

Infrastructure - Roads ▲ \$ 394,977 Construction jobs commencing,

**Capital Revenue**

Grants, Subsidies and Contributions ▲ \$283,567 1/12th timing - Road Grants  
Proceeds from Disposal of Assets ▲ \$66,098 journals required

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
Buildings	-56%	-\$ 89,903	\$ 76,250	\$ 50,349
Furniture & Office Equip.	-60%	-\$ 7,500	\$ 7,500	\$ 4,482
Plant, Equip. & Vehicles	-24%	-\$ 518,500	\$ 145,160	\$ 126,233
Streetscapes	#DIV/0!	\$ -	\$ -	\$ -
Transport	-37%	-\$ 1,171,000	\$ 826,530	\$ 431,553
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	81%	\$ 728,177	\$ 485,451	\$ 589,461
Non-operating Grants, Subsidies and Contributions	63%	\$ 850,124	\$ 723,479	\$ 531,887
	71%	\$ 1,578,301	\$ 1,208,930	\$ 1,121,348
Rates Levied	100%	\$ 897,920	\$ 897,920	\$ 896,954

*% Compares current ytd actuals to annual budget*

Financial Position		This Time Last	
		Year 29 Apr 2017	Current 30 Apr 2018
Adjusted Net Current Assets	157%	\$ 642,935	\$ 1,007,301
Cash and Equivalent - Unrestricted	567%	\$ 160,591	\$ 911,354
Cash and Equivalent - Restricted	84%	\$ 670,253	\$ 561,753
Receivables - Rates	65%	\$ 15,317	\$ 9,882
Receivables - Other	8%	\$ 555,739	\$ 46,010
Payables	39%	\$ 22,480	\$ 8,823

*% Compares current ytd actuals to prior year actuals at the same time*

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of

**Preparation**

Prepared by: Kay Geier



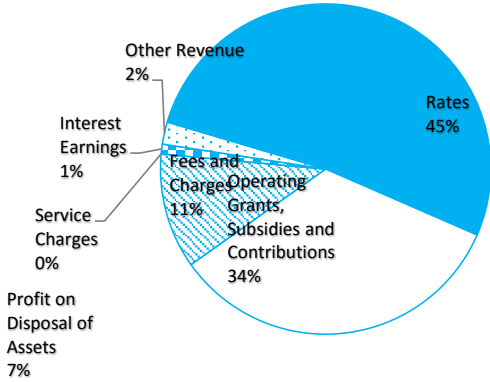
Reviewed by: Jamie Criddle



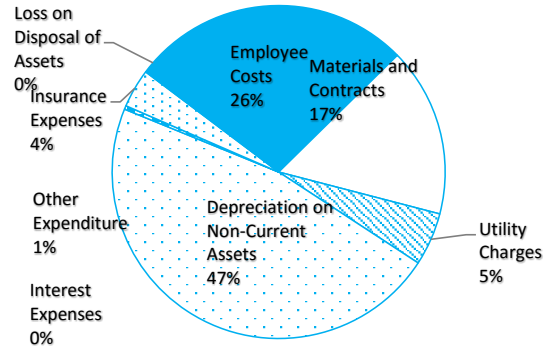
Date prepared:

**Shire of Westonia  
Information Summary  
For the Period Ended 30 April 2018**

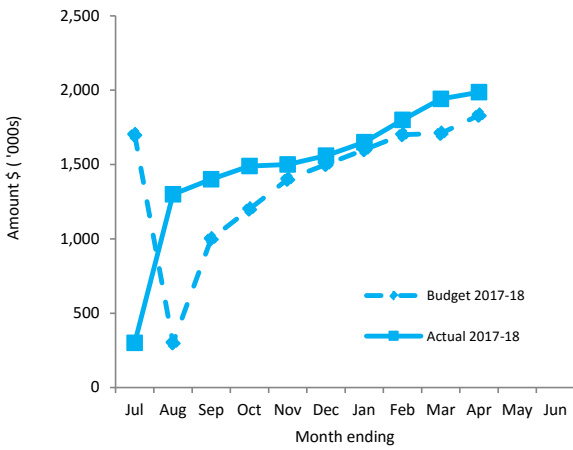
**Operating Revenue**



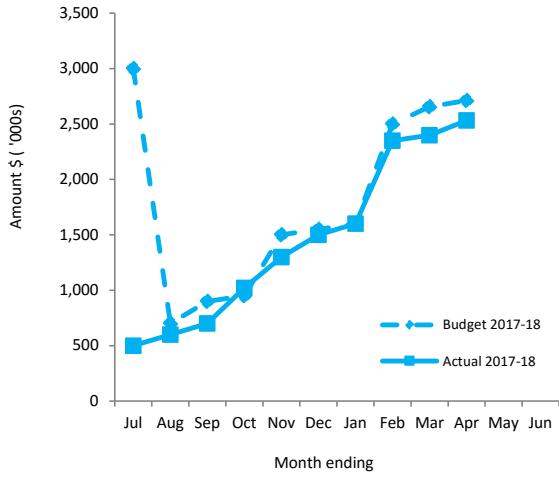
**Operating Expenditure**



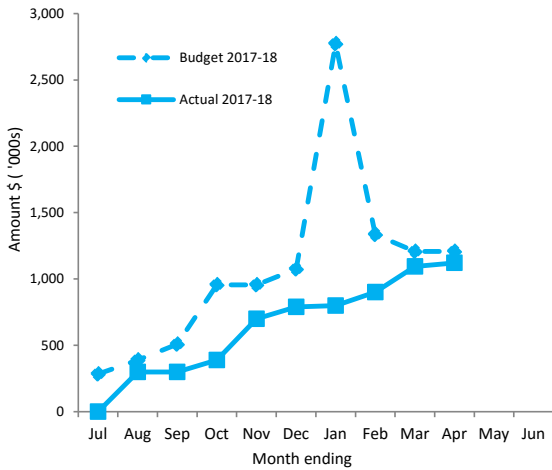
**Budget Operating Revenues -v- Actual (Refer Note 2)**



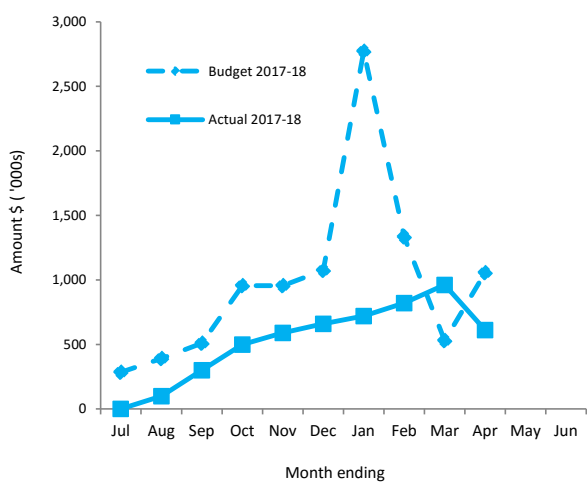
**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Budget Capital Revenue -v- Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WESTONIA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 April 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	881,536	881,536	<b>881,536</b>	0	0%	
<b>Revenue from operating activities</b>							
Governance		2,150	1,614	<b>2,013</b>	399	25%	
General Purpose Funding - Rates	9	892,294	897,920	<b>896,954</b>	(966)	(0%)	
General Purpose Funding - Other		1,206,256	530,371	<b>458,465</b>	(71,906)	(14%)	▼
Law, Order and Public Safety		38,450	32,614	<b>46,640</b>	14,026	43%	▲
Health		2,000	1,500	<b>1,600</b>	100	7%	
Education and Welfare		0	410	<b>21,995</b>	21,585	5265%	▲
Housing		192,980	142,680	<b>118,729</b>	(23,951)	(17%)	▼
Community Amenities		9,900	9,525	<b>8,412</b>	(1,113)	(12%)	
Recreation and Culture		41,800	49,950	<b>88,155</b>	38,205	76%	▲
Transport		115,109	68,000	<b>172,673</b>	104,673	154%	▲
Economic Services		50,117	44,550	<b>64,207</b>	19,657	44%	▲
Other Property and Services		62,100	52,890	<b>106,672</b>	53,782	102%	▲
		<b>2,613,156</b>	<b>1,832,024</b>	<b>1,986,515</b>			
<b>Expenditure from operating activities</b>							
Governance		(316,113)	(236,265)	<b>(202,805)</b>	33,460	14%	▲
General Purpose Funding		(42,500)	(30,177)	<b>(28,313)</b>	1,864	6%	▲
Law, Order and Public Safety		(49,610)	(45,549)	<b>(66,302)</b>	(20,753)	(46%)	▼
Health		(27,440)	(25,134)	<b>(22,632)</b>	2,502	10%	▲
Education and Welfare		(37,943)	(28,128)	<b>(26,777)</b>	1,351	5%	
Housing		(180,162)	(125,569)	<b>(98,807)</b>	26,762	21%	▲
Community Amenities		(105,912)	(65,628)	<b>(72,189)</b>	(6,561)	(10%)	▼
Recreation and Culture		(575,286)	(513,147)	<b>(564,384)</b>	(51,237)	(10%)	▼
Transport		(3,093,873)	(1,379,650)	<b>(1,172,475)</b>	207,175	15%	▲
Economic Services		(305,666)	(267,085)	<b>(245,075)</b>	22,010	8%	▲
Other Property and Services		(53,850)	4,205	<b>(31,545)</b>	(35,750)	850%	
		<b>(4,788,355)</b>	<b>(2,712,127)</b>	<b>(2,531,304)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,998,140	1,387,605	<b>1,188,953</b>	(198,652)	(14%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(152,200)	0	<b>134,982</b>	134,982		▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>670,741</b>	<b>507,502</b>	<b>779,146</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	1,057,083	248,320	<b>531,887</b>	283,567	114%	▲
Proceeds from Disposal of Assets	8	322,000	0	<b>66,098</b>	66,098		▲
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(89,903)	(76,250)	<b>(50,349)</b>	25,901	34%	▲
Infrastructure Assets - Roads	13	(1,171,000)	(826,530)	<b>(431,553)</b>	394,977	48%	▲
Infrastructure Assets - Public Facilities	13	0	0	<b>0</b>	0		
Infrastructure Assets - Footpaths	13	0	0	<b>0</b>	0		
Infrastructure Assets - Drainage	13	0	0	<b>0</b>	0		
Heritage Assets	13	0	0	<b>0</b>	0		
Plant and Equipment	13	(518,500)	(145,160)	<b>(126,233)</b>	18,927	13%	▲
Furniture and Equipment	13	(7,500)	(7,500)	<b>(4,482)</b>	3,018	40%	▲
<b>Amount attributable to investing activities</b>		<b>(407,820)</b>	<b>(807,120)</b>	<b>(14,632)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	(50,000)	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(75,440)	(75,440)	<b>(48,914)</b>	26,526	35%	▲
Transfer to Reserves	7	(65,100)	(65,100)	<b>55,779</b>	120,879	186%	▲
<b>Amount attributable to financing activities</b>		<b>(190,540)</b>	<b>(140,540)</b>	<b>6,865</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>953,917</b>	<b>441,378</b>	<b>1,652,914</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.



**SHIRE OF WESTONIA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 April 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	881,536	881,536	<b>881,536</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	9	897,920	897,920	<b>896,954</b>	(966)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,398,609	656,042	<b>668,126</b>	12,084	2%	
Fees and Charges		264,730	221,903	<b>224,278</b>	2,375	1%	
Service Charges		0	0	<b>0</b>	0		
Interest Earnings		24,400	18,800	<b>18,992</b>	192	1%	
Other Revenue		45,958	37,359	<b>43,183</b>	5,824	16%	▲
Profit on Disposal of Assets	8	0	0	<b>134,982</b>			
		<b>2,631,617</b>	<b>1,832,024</b>	<b>1,986,513</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(680,450)	(735,070)	<b>(664,245)</b>	70,825	10%	▲
Materials and Contracts		(639,181)	(335,693)	<b>(415,676)</b>	(79,983)	(24%)	▼
Utility Charges		(145,990)	(115,472)	<b>(130,229)</b>	(14,757)	(13%)	▼
Depreciation on Non-Current Assets		(2,998,140)	(1,387,605)	<b>(1,188,953)</b>	198,652	14%	▲
Interest Expenses		(19,993)	(12,582)	<b>(8,926)</b>	3,656	29%	▲
Insurance Expenses		(102,028)	(93,830)	<b>(95,044)</b>	(1,214)	(1%)	
Other Expenditure		(50,373)	(31,875)	<b>(28,230)</b>	3,645	11%	▲
Loss on Disposal of Assets	8	(152,200)	0	<b>0</b>			
		<b>(4,788,355)</b>	<b>(2,712,127)</b>	<b>(2,531,303)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,998,140	1,387,605	<b>1,188,953</b>	(198,652)	(14%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(152,200)	0	<b>134,982</b>	134,982		▲
Adjust Provisions and Accruals			0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>689,202</b>	<b>507,502</b>	<b>779,145</b>			
<b>Investing activities</b>							
Non-operating Grants, Subsidies and Contributions	11	1,057,083	248,320	<b>531,887</b>	283,567	114%	▲
Proceeds from Disposal of Assets	8	322,000		<b>66,098</b>	66,098		▲
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(89,903)	(76,250)	<b>(50,349)</b>	25,901	34%	▲
Infrastructure Assets - Roads	13	(1,171,000)	(826,530)	<b>(431,553)</b>	394,977	48%	▲
Infrastructure Assets - Public Facilities	13	0	0	<b>0</b>	0		
Infrastructure Assets - Footpaths	13	0	0	<b>0</b>	0		
Infrastructure Assets - Drainage	13	0	0	<b>0</b>	0		
Heritage Assets	13	0	0	<b>0</b>	0		
Plant and Equipment	13	(518,500)	(145,160)	<b>(126,233)</b>	18,927	13%	▲
Furniture and Equipment	13	(7,500)	(7,500)	<b>(4,482)</b>	3,018	40%	▲
<b>Amount attributable to investing activities</b>		<b>(407,820)</b>	<b>(807,120)</b>	<b>(14,632)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	(50,000)	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(75,440)	(75,440)	<b>(48,914)</b>	26,526	35%	▲
Transfer to Reserves	7	(65,100)	(65,100)	<b>55,779</b>	120,879	186%	▲
<b>Amount attributable to financing activities</b>		<b>(190,540)</b>	<b>(140,540)</b>	<b>6,865</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>972,378</b>	<b>441,378</b>	<b>1,652,914</b>	<b>1,211,536</b>	<b>274%</b>	<b>▲</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

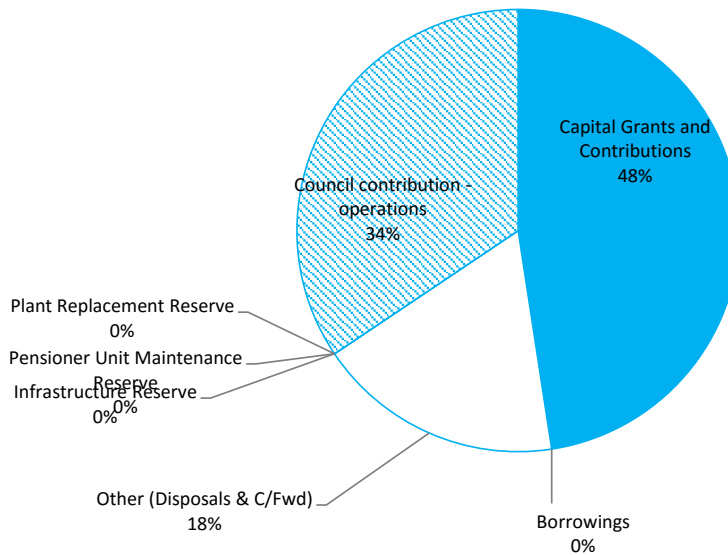
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF WESTONIA**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 30 April 2018

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	50,349	0	(76,250)	89,903	(50,349)	25,901
Infrastructure Assets - Roads	13	431,553	0	(826,530)	1,171,000	(431,553)	394,977
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	10,980	115,253	(145,160)	518,500	(126,233)	18,927
Furniture and Equipment	13	4,482	0	(7,500)	7,500	(4,482)	3,018
<b>Capital Expenditure Totals</b>		<b>497,364</b>	<b>115,253</b>	<b>(1,055,440)</b>	<b>1,786,903</b>	<b>(612,617)</b>	<b>442,823</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				<b>723,479</b>	<b>850,102</b>	<b>531,887</b>	
Borrowings				<b>0</b>	<b>0</b>	<b>0</b>	
Other (Disposals & C/Fwd)				<b>0</b>	<b>322,000</b>	<b>66,098</b>	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve				0	0	0	
Pensioner Unit Maintenance Reserve				0	0	0	
Plant Replacement Reserve				0	0	0	
Council contribution - operations				<b>(1,778,919)</b>	<b>614,801</b>	<b>(1,210,602)</b>	
<b>Capital Funding Total</b>				<b>(1,055,440)</b>	<b>1,786,903</b>	<b>(612,617)</b>	

**Budgeted Capital Acquisitions Funding**



**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 1: Significant Accounting Policies**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 1: Significant Accounting Policies**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	0 to 20 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
construction/road base	50 years
Gravel Roads	
formation	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

*(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

*(ii) Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 1: Significant Accounting Policies**

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 1: Significant Accounting Policies**

**(r) Program Classifications (Function/Activity)**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING**

**Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**TRANSPORT**

**Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**

**Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**

**Objective:**

To monitor and control Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2016/17 year is \$10,000 or 15% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	399	25%		Timing	N/a
Housing	(23,951)	(17%)	▼	Timing	Rents over due to timing, see general comments
Community Amenities	(1,113)	(12%)		Timing	see general comments
Recreation and Culture	38,205	76%	▲	Timing	S/Pool subsidy Received - yet to be sent to reserve
Transport	104,673	154%	▲	Timing	1/12th timing Grant Income recoups done in advance
Economic Services	19,657	44%	▲	Timing	increase in Caravan Pk charges, received grant for school
Other Property and Services	53,782	102%	▲	Timing	Increased Diesel Fuel rebate, incorrectly calc 15/16 Increased Private Works
<b>Operating Expense</b>					
General Purpose Funding	1,864	6%	▲	Timing	Depn, valuations at end of year, see general comments
Law, Order and Public Safety	(20,753)	(46%)	▼	Timing	underspend in bushfire to date, see general comments
Health	2,502	10%	▲	Timing	No exp to EHO, see general comments
Housing	26,762	21%	▲	Timing	Underspend staff housing, timing, see general comments
Community Amenities	(6,561)	(10%)	▼	Timing	No Seniors activities yet, underspend @ school
Recreation and Culture	(51,237)	(10%)	▼	Timing	Underspend complex, oval, parks, WPA payment required, See General comments
Transport	207,175	15%	▲	Timing	Underspend on roadworks , Blackspot not commenced, timing, see general Comments
Economic Services	22,010	8%	▲	Timing	Underspend NRM, see general comments
Other Property and Services	(35,750)	850%		Timing	timing - Oheads, POC , Admin Alloc over Allocated, Insurance in advance, Parts - Iveco, see general comments
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	283,567	114%	▲	Timing	1/12th timing - Road Grants require recouping
Proceeds from Disposal of Assets	66,098		▲	Permanent	journals required
<b>Capital Expenses</b>					
Land and Buildings	25,901	34%	▲	Timing	Projects Not started, CEACA Exp not required yet
Infrastructure - Roads	394,977	48%	▲	Timing	Construction jobs commencing, Will catch up
Infrastructure - Public Facilities	0			Timing	N/a
Infrastructure - Footpaths	0			Timing	N/a
Infrastructure - Drainage	0			Timing	N/a
Heritage Assets	0			Timing	N/a
Plant and Equipment	18,927	13%	▲	Timing	Plant not Purchased yet
Furniture and Equipment	3,018	40%	▲	Timing	F & E not purchased yet
<b>Financing</b>					
Loan Principal	26,526	35%	▲	Timing	Loan payment effected in subsequent month
<b>General Comments</b>					<b>ABC allocation not done for Sept,Oct, Nov</b> <b>Depreciation not applied for 16/17 due to EOY sorting</b> <b>O'heads, POC rates need adjusting - over allocated</b>

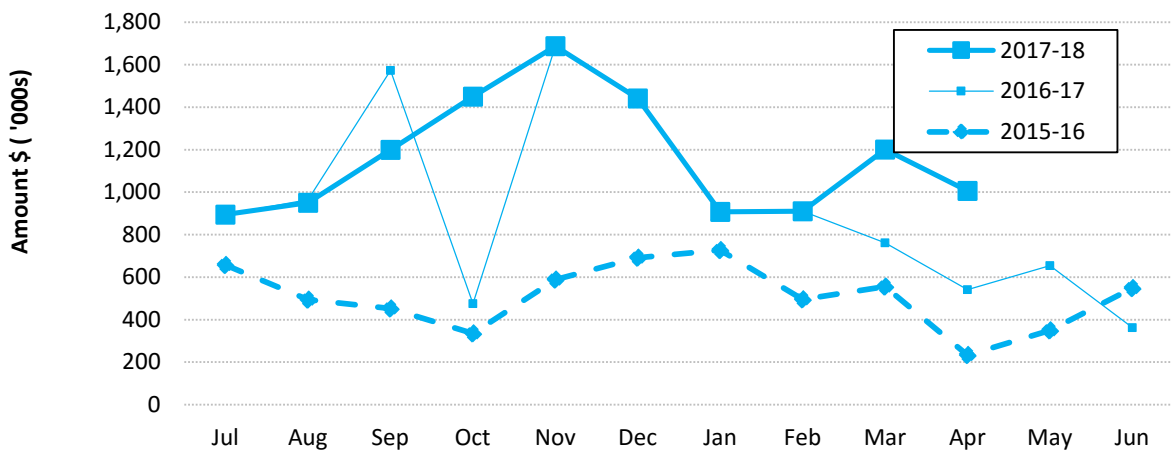
**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2017	This Time Last Year 29 Apr 2017	Current 30 Apr 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	879,310	160,591	911,354
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	617,534	670,253	561,753
Receivables - Rates	6	13,241	15,317	9,882
Receivables - Other	6	95,217	555,739	46,010
Interest / ATO Receivable/Trust		(1,172)	(3,656)	0
Inventories		7,964	18,125	139,424
		1,612,094	1,416,369	1,668,423
<b>Less: Current Liabilities</b>				
Payables		(22,480)	4,540	(8,823)
Provisions		(90,546)	(107,721)	(90,546)
		(113,026)	(103,181)	(99,369)
Less: Cash Reserves	7	(617,532)	(670,253)	(561,753)
<b>Net Current Funding Position</b>		<b>881,536</b>	<b>642,935</b>	<b>1,007,301</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	911,354			911,354	BankWest	0.10%	At Call
Trust Bank Account			73,459	73,459	Westpac	0.10%	At Call
Cash On Hand				0	N/A	Nil	On Hand
<b>(b) Term Deposits</b>							
Municipal Gold		561,753		561,753	CBA	3.00%	23-Jun-18
<b>Total</b>	<b>911,354</b>	<b>561,753</b>	<b>73,459</b>	<b>1,546,566</b>			

**Corporate MasterCard**

Transaction Summary	Total Amount	Institution	Interest Rate	Reporting Period End Date
	\$			
<b>Card # **** *270</b>				
Criddle, Jameon C		Bankwest	17.99%	30-Apr-18
Activ8 Data office	156.50			
Activ8 Data Staff houses	313.00			
Book Library - Universe yours to discover	39.95			
Pair dumbbells for Gym	171.60			
Telstra recharge ipad W Huxtable	150.00			
<b>Card # **** *693</b>				
Price, Arthur W		Bankwest	17.99%	30-Apr-18
Diesel Purchases	88.97			
Deposit Works Super Conference	100.00			
Heavy vehicle accreditation P3, P4	225.00			
National Police Clearance - Trainee	52.60			
6x shower caddies	36.72			
	<b>1,334.34</b>			



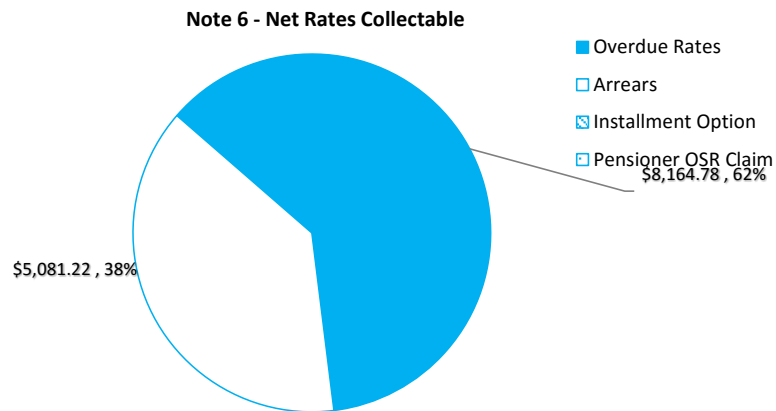
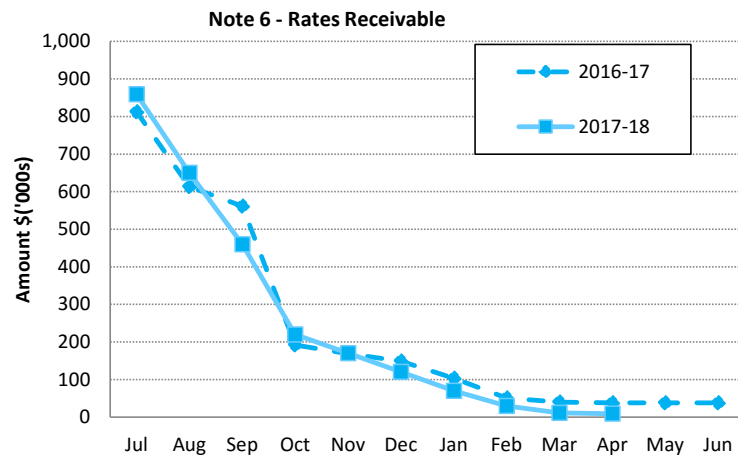
**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 6: Receivables**

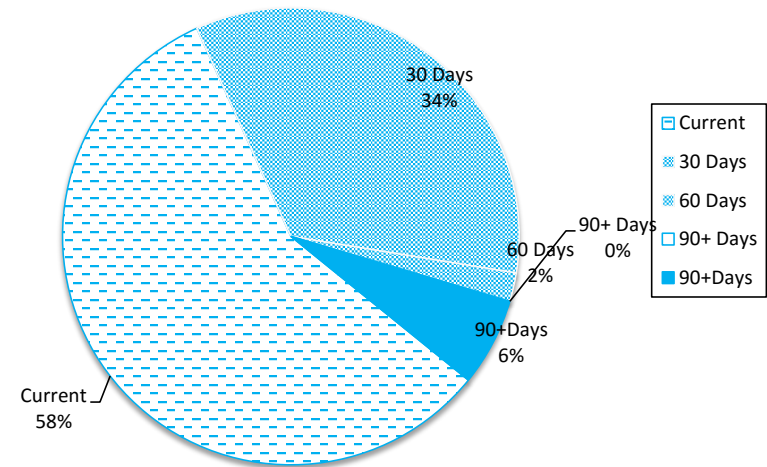
Receivables - Rates Receivable	30 Apr 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	12,031	37,862
Levied this year	892,294	850,200
<u>Less</u> Collections to date	(894,443)	(876,031)
Equals Current Outstanding	<b>9,882</b>	<b>12,031</b>
<b>Net Rates Collectable</b>	<b>9,882</b>	<b>12,031</b>
% Collected	98.91%	98.65%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	26,411	15,795	932		2,872
<b>Balance per Trial Balance</b>					
Sundry Debtors					46,010
Receivables - Other					
<b>Total Receivables General Outstanding</b>					<b>46,010</b>

Amounts shown above include GST (where applicable)



**Note 6 - Accounts Receivable (non-rates)**

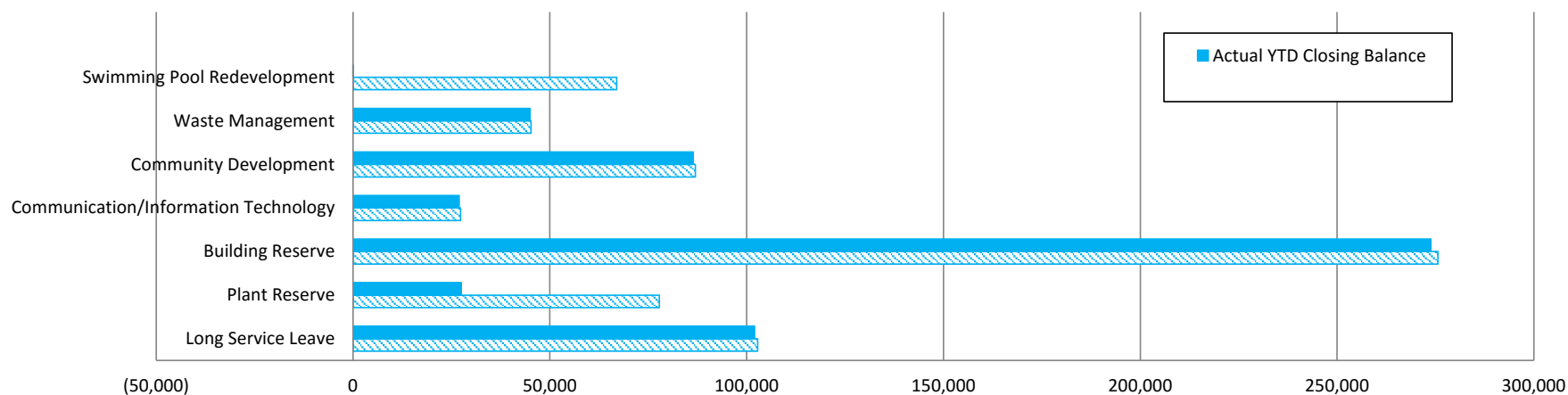


**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	100,285	2,500	1,752	0	0	0	0	102,785	102,037
Plant Reserve	27,015	800	486	50,000	0	0	0	77,815	27,501
Building Reserve	269,114	6,500	4,724	0	0	0	0	275,614	273,838
Communication/Information Technology	26,487	800	462	0	0	0	0	27,287	26,949
Community Development	84,971	2,000	1,486	0	0	0	0	86,971	86,457
Waste Management	44,205	1,000	772	0	0	0	0	45,205	44,977
Swimming Pool Redevelopment	65,455	1,500	(65,461)	0	0	0	0	66,955	(6)
	<b>617,532</b>	<b>15,100</b>	<b>(55,779)</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>682,632</b>	<b>561,753</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Transport</b>								
452	Work Supervisors Vehicle	49,994	50,644	650		54,000	52,000		(2,000)
471	Work Supervisors Vehicle					54,000	52,000		(2,000)
	Hoyota Hilux Dual Cab -04WT					42,000	28,000		(14,000)
455	Gardners Ute	21,733	15,454		(6,279)	26,000	13,000		(13,000)
	Plant Trailer					9,000	0		(9,000)
	Roller					164,000	15,000		(149,000)
	<b>Other Property &amp; Services</b>								
	Toyota Landcruiser GXL					68,500	71,000	2,500	
	Toyota Landcruiser GXL					68,500	71,000	2,500	
	Toyota RAV4 -02WT					32,500	20,000		(12,500)
		<b>71,727</b>	<b>66,098</b>	<b>650</b>	<b>(6,279)</b>	<b>518,500</b>	<b>322,000</b>	<b>5,000</b>	<b>(201,500)</b>

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 9: Rating Information**

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	6.0690	47	678,535	41,180	0	0	41,181	36,427	0	0	36,428
GRV - Mining	15.2548	2	1,591,500	242,780	0	0	242,780	231,178	0	0	231,178
UV	1.4049	132	42,200,440	592,874	0	0	592,874	563,880	0	0	563,880
UV- Mining	1.4049	4	102,057	1,434	0	0	1,434	2,159	0	0	2,159
<b>Sub-Totals</b>		<b>185</b>	<b>44,572,532</b>	<b>878,268</b>	<b>0</b>	<b>0</b>	<b>878,269</b>	<b>833,644</b>	<b>0</b>	<b>0</b>	<b>833,645</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV	355.00	17	33,057	6,035	0	0	6,035	8,165	0	0	8,165
UV	355.00	18	211,260	6,390	0	0	6,390	6,390	0	0	6,390
UV - Mining	200.00	8	35,468	1,600	0	0	1,600	2,000	0	0	2,000
<b>Sub-Totals</b>		<b>43</b>	<b>279,785</b>	<b>14,025</b>	<b>0</b>	<b>0</b>	<b>14,025</b>	<b>16,555</b>	<b>0</b>	<b>0</b>	<b>16,555</b>
		<b>228</b>	<b>44,852,317</b>	<b>892,293</b>	<b>0</b>	<b>0</b>	<b>892,294</b>	<b>850,199</b>	<b>0</b>	<b>0</b>	<b>850,200</b>
Concession							0				0
<b>Amount from General Rates</b>							<b>892,294</b>				<b>850,200</b>
Ex-Gratia Rates							0				4,850
Specified Area Rates											
<b>Totals</b>							<b>892,294</b>				<b>855,050</b>

**Comments - Rating Information**

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 10: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Loan 5 - Lifestyle Village	183,482		28,304	47,920	183,482		5,819	10,742
Loan 4 - Depot	24,398		11,979	20,330	24,398		899	0
Loan 6 - School Bus *	37,908		8,631	7,190	37,908		2,208	1,840
	62,306	0	48,914	75,440	245,788	0	8,926	12,582

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget	Variations		Revenue	(Expended)	Grant
			(a)				(d)	(e)	(d)+(e)	(c)	(a)+(b)+(c)	
				\$	\$	\$				\$	\$	\$
<b>General Purpose Funding</b>												
Grants Commission - General	WALGGC	Operating	0	346,853	0	231,235	346,853		346,853	266,733	0	0
Grants Commission - Roads	WALGGC	Operating	0	212,824	0	141,883	212,824		212,824	171,354	0	0
<b>Law, Order and Public Safety</b>												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	25,000	0	16,667	25,000		25,000	17,490	0	0
Evolution MOU Emergency Services	Evolution Mining	Operating	0	13,500	0	9,000	13,500		13,500	10,227	0	0
<b>Recreation and Culture</b>												
Contributions/Rembursements	Contributions/Rembursements	Operating	0	2,000	0	1,333	2,000		2,000	2,013	0	0
<b>Transport</b>												
MRWA Direct	Main Roads WA	Operating	0	68,000	0	45,333	68,000		68,000	67,546	0	0
MRWA Specific	Main Roads WA	Non-operating	0	0	278,000	185,333	278,000		278,000	111,200	(111,200)	0
MRWA Blackspot	Main Roads WA	Non-operating	0	0	107,500	71,667	107,500		107,500	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	466,479	466,479	466,479		466,479	420,687	(420,687)	0
<b>Economic Services</b>												
Evolution MOU 33%	Evolution Mining	Operating	0	20,000	0	13,333	20,000		20,000	17,852	0	0
Evolution MOU WAP 67%	Evolution Mining	Operating	0	40,000	0	26,667	40,000		40,000	36,246	0	0
<b>TOTALS</b>			<b>0</b>	<b>728,177</b>	<b>851,979</b>	<b>1,208,930</b>	<b>1,580,156</b>	<b>0</b>	<b>1,580,156</b>	<b>1,121,348</b>	<b>(531,887)</b>	<b>0</b>
<b>SUMMARY</b>												
Operating	Operating Grants, Subsidies and Contributions		0	728,177	0	485,451	728,177	0	728,177	589,461	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	850,124	723,479	850,102	0	850,102	531,887	(531,887)	0
<b>TOTALS</b>			<b>0</b>	<b>728,177</b>	<b>850,124</b>	<b>1,208,930</b>	<b>1,578,279</b>	<b>0</b>	<b>1,578,279</b>	<b>1,121,348</b>	<b>(531,887)</b>	<b>0</b>



**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**










**Note 12: Trust Fund**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 30 Apr 2018
	\$	\$	\$	\$
Police Licensing	1,604	120,126	-126,340	<b>(4,610)</b>
BCITF Training Levy - Now CTF Levy	1,319	0	0	<b>1,319</b>
BRB Building Levy - Now BSL Levy	937	123	-427	<b>633</b>
Nomination Deposits	0	320	-320	<b>0</b>
Bonds	2,420	0	-600	<b>1,820</b>
George Rd Water Extensions	20,545	0	0	<b>20,545</b>
St John's Westonia	2,047	0	0	<b>2,047</b>
Westonia Sports Council	122	0	0	<b>122</b>
Westonia Progress Association	3,135	0	0	<b>3,135</b>
Accommodation Units	2,900	0	0	<b>2,900</b>
WEIRA - Booderockin Water Scheme	646	0	0	<b>646</b>
Warralakin Hall	1,700	0	0	<b>1,700</b>
Social Club	10,921	2,220	-10,529	<b>2,612</b>
Walgoolan History Group	12,065	0	0	<b>12,065</b>
Community Project	1,000	0	0	<b>1,000</b>
Rural Youth	4,636	0	0	<b>4,636</b>
Westonia P & C	909	0	0	<b>909</b>
LGMA - Receipts	5,382	0	0	<b>5,382</b>
Donations J Townrow	0	6,542	-6,539	<b>3</b>
Rates Incentive Prize	1,050	200	-750	<b>500</b>
Rent Pre Payment	835	0	0	<b>835</b>
Westonia Historical Society	5,784	2,000	0	<b>7,784</b>
Cemetery Committee	3,000	16,150	-8,349	<b>10,801</b>
	<b>82,957</b>	<b>147,681</b>	<b>(153,854)</b>	<b>76,784</b>
















**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Housing</b>								
	Solar	09232	10,066	0	10,066	(8,000)	8,000	2,066
	Principal Loan #5	16114	28,304	0	28,304	(57,504)	47,920	(19,616)
	<b>Housing Total</b>		<b>38,370</b>	<b>0</b>	<b>38,370</b>	<b>(65,504)</b>	<b>55,920</b>	<b>(17,550)</b>
<b>Transport</b>								
	Principal Loan #4	16113	11,979	0	11,979	(24,399)	20,330	(8,351)
	<b>Transport Total</b>		<b>11,979</b>	<b>0</b>	<b>11,979</b>	<b>(24,399)</b>	<b>20,330</b>	<b>(8,351)</b>
	<b>Buildings Total</b>		<b>50,349</b>	<b>0</b>	<b>50,349</b>	<b>(89,903)</b>	<b>76,250</b>	<b>(25,901)</b>
<b>Furniture &amp; Office Equip.</b>								
<b>Governance</b>								
	School Building	08203	4,482	0	4,482	(7,500)	7,500	(3,018)
	<b>Governance Total</b>		<b>4,482</b>	<b>0</b>	<b>4,482</b>	<b>(7,500)</b>	<b>7,500</b>	<b>(3,018)</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>4,482</b>	<b>0</b>	<b>4,482</b>	<b>(7,500)</b>	<b>7,500</b>	<b>(3,018)</b>
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Governance</b>								
	CEO Vehicle Replacement	14520	0	0	0	(137,000)	0	0
	Administration Vehicle	14523	0	0	0	(32,500)	0	0
	<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(169,500)</b>	<b>0</b>	<b>0</b>














**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

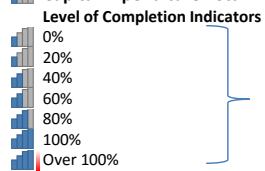
**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment	
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance		
		\$	\$	\$	\$	\$	\$		
<b>Plant , Equip. &amp; Vehicles Cont.</b>									
<b>Transport</b>									
	Works Supervisor Vehicle Replacement	14213	0	52,645	52,645	(108,000)	81,000	(28,355)	
	Trailer Plant	PLTRAI	10,980	10,980	21,960	(9,000)	7,500	14,460	
	Muli Tyred Roller	MINI	0	0	0	(164,000)	0	0	
	CrewCab Ute	04WT	0	41,865	41,865	(42,000)	35,000	6,865	
	Hilux Gardner Ute	WT06	0	9,763	9,763	(26,000)	21,660	(11,897)	
	<b>Transport Total</b>		<b>10,980</b>	<b>115,253</b>	<b>126,233</b>	<b>(349,000)</b>	<b>145,160</b>	<b>(18,927)</b>	
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>10,980</b>	<b>115,253</b>	<b>126,233</b>	<b>(518,500)</b>	<b>145,160</b>	<b>(18,927)</b>	
<b>Roads (Council Funded)</b>									
<b>Transport</b>									
	Leach Road Shoulders -CAPITAL	C0022	0	0	0	(37,000)	0	0	
	Warralakin Road - CAPITAL	C0084	8,280	0	8,280	(31,000)	25,830	(17,550)	
	Morrison Rd - CAPITAL	C0050	35,202	0	35,202	(41,000)	30,750	4,452	
	Townsite Drainage - CAPITAL	DRAIN	0	0	0	(10,000)	8,330	(8,330)	
	Begley Rd Floodway - CAPITAL	C0010	25,729	0	25,729	(16,000)	13,330	12,399	
	<b>Transport Total</b>		<b>69,212</b>	<b>0</b>	<b>69,212</b>	<b>(135,000)</b>	<b>78,240</b>	<b>(9,028)</b>	
	<b>Roads (Council Funded) Total</b>		<b>69,212</b>	<b>0</b>	<b>69,212</b>	<b>(135,000)</b>	<b>78,240</b>	<b>(9,028)</b>	
<b>Roads (MRWA)</b>									
<b>Transport</b>									
	Korrda-Southern Cross Rd (M40) Reconstruction	RRG91C	141,664	0	141,664	(263,000)	219,160	(77,496)	
	Korrda-Southern Cross Rd (M40) Reseals	RRG91R	0	0	0	(154,000)	128,330	(128,330)	
	<b>Transport Total</b>		<b>141,664</b>	<b>0</b>	<b>141,664</b>	<b>(417,000)</b>	<b>347,490</b>	<b>(205,826)</b>	
	<b>Roads (MRWA) Total</b>		<b>141,664</b>	<b>0</b>	<b>141,664</b>	<b>(417,000)</b>	<b>347,490</b>	<b>(205,826)</b>	

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Roads (Blackspot)</b>								
<b>Transport</b>								
	Carrabin Siding Road Stage 2	BSPLM	0	0	0	(160,000)	133,330	(133,330)
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(160,000)</b>	<b>133,330</b>	<b>(133,330)</b>
	<b>Roads (Blackspot) Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(160,000)</b>	<b>133,330</b>	<b>(133,330)</b>
<b>Town (R2R)</b>								
<b>Transport</b>								
	Warrachpin Rd	R2R005	67,551	0	67,551	(64,000)	53,330	14,221
	Henderson Rd	R2R22	41,495	0	41,495	(95,000)	79,160	(37,665)
	Farinia Rd	R2R34	47,183	0	47,183	(45,000)	37,500	9,683
	Logan Rd	R2R41	44,954	0	44,954	(43,000)	35,830	9,124
	Carrabin South Rd	R2R2	0	0	0	(46,000)	0	0
	6 Mile Gate Rd	R2R08	0	0	0	(23,000)	19,160	(19,160)
	M40 Shoulders	R2R21	0	0	0	(92,000)	0	0
	Daddow Rd	R2R12	0	0	0	(32,000)	26,660	(26,660)
	Begley Rd	R2R10	19,495	0	19,495	(19,000)	15,830	3,665
	<b>Transport Total</b>		<b>220,677</b>	<b>0</b>	<b>220,677</b>	<b>(459,000)</b>	<b>267,470</b>	<b>(46,793)</b>
	<b>Town (R2R) Total</b>		<b>220,677</b>	<b>0</b>	<b>220,677</b>	<b>(459,000)</b>	<b>267,470</b>	<b>(46,793)</b>
	<b>Capital Expenditure Total</b>		<b>497,364</b>	<b>115,253</b>	<b>612,617</b>	<b>(1,786,903)</b>	<b>1,055,440</b>	<b>(442,823)</b>

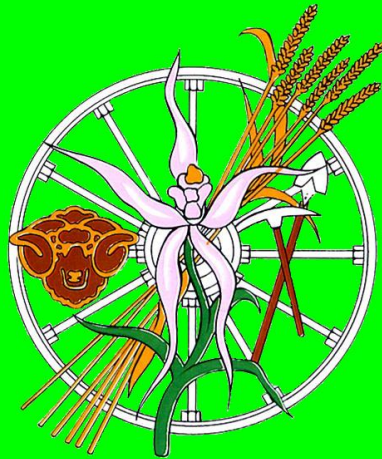


Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.



# Attachment 9.1.3

# Shire of Westonia



## **GST Reconciliation Report**

for period ending  
30<sup>th</sup> April 2018

**SHIRE OF WESTONIA  
BAS EXTRACT - 30 JUNE 2018**



<b>ABN:</b>	87 507 505 958
<b>Business Activity Statement:</b>	Apr-18
<b>Period/Year end:</b>	2017/2018

<b>Name</b>	Kay Geier
<b>Position</b>	Senior Finance Officer
<b>Date</b>	18/05/2018

Month	GST			Fuel Tax Credit <i>*1144040.170</i>	PAYG <i>*1406010</i>	FBT Instalment <i>*1142210 &amp; 1145090</i>	Nett Payment /(Refund)
	On Sales (collected) <i>*1405000</i>	On Purchases (paid) <i>*1304000</i>	Nett GST Payable / (Receivable)				
Jul-17	1,782.00	382.00	1,400.00	(1,523.00)	14,805.00	0.00	14,682.00
Aug-17	13,430.00	20,347.00	(6,917.00)	(3,261.00)	15,672.00	0.00	5,494.00
Sep-17	2,317.00	12,462.00	(10,145.00)	(2,898.00)	14,953.00	4,349.00	6,259.00
Oct-17	4,014.00	13,753.00	(9,739.00)	(2,645.00)	22,625.00	0.00	10,241.00
Nov-17	1,868.00	26,023.00	(24,155.00)	(2,275.00)	15,218.00	0.00	(11,212.00)
Dec-17	3,375.00	12,507.00	(9,132.00)	(2,033.00)	16,420.00	4,271.00	9,526.00
Jan-18	3,294.00	3,964.00	(670.00)	(693.00)	15,368.00	0.00	14,005.00
Feb-18	4,178.00	9,812.00	(5,634.00)	(2,322.00)	14,832.00	0.00	6,876.00
Mar-18	1,763.00	8,110.00	(6,347.00)	(1,332.00)	16,108.00	4,271.00	12,700.00
Apr-18	3,896.00	7,017.00	(3,121.00)	(1,187.00)	22,943.00	0.00	18,635.00
May-18			0.00			0.00	0.00
Jun-18			0.00			0.00	0.00
<b>Total</b>	<b>39,917.00</b>	<b>114,377.00</b>	<b>(74,460.00)</b>	<b>(20,169.00)</b>	<b>168,944.00</b>	<b>12,891.00</b>	<b>87,206.00</b>

**A - B = C (Net GST)**


**C + D + E + F = G (Nett (Refund/Payment))**

### 9.1.4 POLICY MANUAL

---

<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	A2.8.5	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

---



#### Purpose of the Report

Executive Decision  Legislative Requirement

#### Summary

To complete an annual review of Council’s Policy Manual.

#### Background

Council consideration in adopting Council’s Policy Manual last reviewed in May 2017.

#### Comment

Council’s Policy Manual was last reviewed in June 2016. The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council’s wishes;
- to enable staff to act promptly in accordance with Council’s requirements bur without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

A copy of the Policy Manual is attached which includes any new policies adopted by Council since the last review.

The Chief Executive Officer has provided the following recommendations to modify current Policies:

6.5 Variance Reporting – Financial Statements

7.15 Social Media

Councillors are requested to also review the policies and advise the CEO of any requested changes. (Changes Marked in Red)

#### Statutory Environment

Local Government Act 1995

#### Policy Implications

Review of Council Policies





**Strategic Implications**

N/A



**Financial Implications**

There are no direct financial implications in relation to his item.



**Voting Requirements**

Simple Majority

Absolute Majority

---

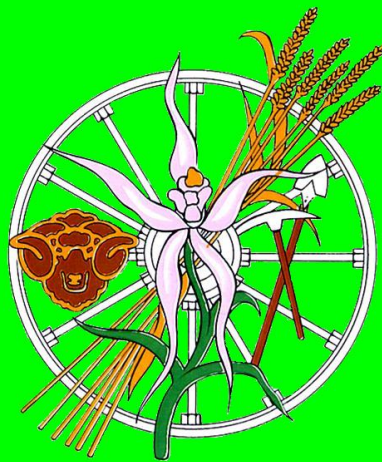
**OFFICER RECOMMENDATIONS**

---

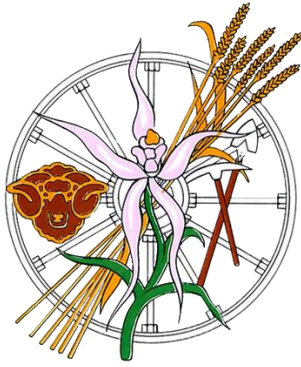
**That Council reviews the current policies, makes changes and adopts the policies contained within the Policy Manual.**

# **Attachment 9.1.4**

# **Shire of Westonia**



# **Council Policy Manual**



SHIRE OF  
**WESTONIA**  
A vibrant community lifestyle



# Policy Manual

LAST REVIEWED      MAY 2018 (COUNCIL RES: )

## TABLE OF CONTENTS

<b>GENERAL ADMINISTRATION</b>	<b>4</b>
1.1 Council Meetings	4
1.2 Elected Members Entitlements	4
1.3 Smoke Free Policy	5
1.4 Community Engagement Policy	5
1.5 Asset Management Policy	6
1.6 Councillor Induction	9
1.7 Councillor Tablets	10
1.8 Councillor Attendance At Conferences, Seminars, Training Courses And Meetings	10
<b>ADMINISTRATION STAFF</b>	<b>11</b>
2.1 Employee Removal Expenses	11
2.2 Conferences, Seminars And Training Courses – General Staff	11
2.3 Discrimination, Bullying And Harassment	13
2.4 Gratuitous Payments to Employees	15
2.5 Staff Uniforms	15
<b>LAW AND ORDER, AND PUBLIC SAFETY</b>	<b>17</b>
3.1 Harvesting on Sundays and Public Holidays	17
3.2 Harvest Bans	17
3.3 Sunday Burning	18
3.4 Infringement Notices - Bush Fires Act	18
3.5 Brigade Membership Forms	18
<b>COMMUNITY AMENITIES</b>	<b>18</b>
4.1 Half Masting of Shire Flag	18
<b>WORKS AND SERVICES</b>	<b>19</b>
5.1 Provision of Crossovers	19
5.2 Plant Replacement	19
5.3 Gravel Royalty Payments	19
5.4 Gravel Pit Rehabilitation Program	19
5.5 Road Crossings - Drainage	19
<b>FINANCE</b>	<b>20</b>
6.1 Investment of Surplus Funds	20
6.2 Purchase of Goods - Preference to Local Suppliers	21
6.3 Purchasing Policy	21
6.4 Credit Card	27
6.5 Variances Reporting - Financial Statements	28
6.6 Rates and Charges Recovery Policy	28
<b>EMPLOYEE ENTITLEMENTS/CONDITIONS OF EMPLOYMENT</b>	<b>29</b>
7.1 Employee Superannuation Contributions	29
7.2 Service Pay	29
7.3 Use of Council Equipment by Staff	30
7.4 Water - Staff Housing	30
7.5 Hours of Duty - Employees	30
7.6 Travelling	30
7.7 Severance Pay Policy	30
7.8 Police Clearance	32
7.9 Staff Medical Examination	32
7.10 CEO Performance Review	32
7.11 Christmas Office Shutdown & Two Paid “Grace & Favour” Days for Staff	33
7.12 Fitness for Work	34
7.13 Information Communications Technology (ICT)	37
7.14 Social Media	40



<b>HOUSING AND FACILITIES</b> .....	<b>41</b>
8.1 Housing Policy.....	41
8.2 Council Employee Housing Incentive Policy.....	41

## GENERAL ADMINISTRATION

<b>POLICY NO</b>	<b>1.1</b>
<b>POLICY SUBJECT</b>	<b>COUNCIL MEETINGS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 1.1 Council Meetings

A Councilors Forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month not including January, commencing at 3.30pm in the Shire of Westonia Council Chambers

<b>POLICY NO</b>	<b>1.2</b>
<b>POLICY SUBJECT</b>	<b>ELECTED MEMBERS ENTITLEMENTS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 1.2 Elected Members Entitlements

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

#### Information Technology (IT)

Council will provide Elected Members with a "top-up" \$180-\$200 download for Councilors iPads in lieu of an IT allowance. All other "top-up" will need at the expense of Elected Members

The provision of an allowance for IT is provisional on elected members maintaining a satisfactory means of email communication.

#### Attendance Fees/Travel Expenses

Elected Member Attendance Fees will be agreed to as per resolution of Council during Budget deliberations of each year using the Salaries & Wages Tribunal findings of each year. The Presidents allowance shall be that of an additional Councillor fee, plus \$2,000.

When Councillors are required to travel to any part of the State on Council business Shire vehicles, if available, shall be utilised and no kilometreage will be paid to Councillors who travel in other vehicles, unless:

1. a Shire vehicle is unavailable; or
2. there is insufficient room in the Shire vehicle for all Councillors; or
3. Council has agreed by resolution to pay kilometreage and expenses in relation to the trip and on presentation of a formal claim. Such claims shall be calculated based on the current rates applicable in the Local Government Industry Award 2010 for travel, meals, accommodation and expenses; or
4. the payment of expenses has been approved by the CEO due to extenuating circumstances. If any Councillor wishes to utilise their own vehicle in preference to a Shire vehicle to travel to any part of the State on Council business then Council will pay kilometreage only for the vehicle for travel to and from the course or meeting. Such claims shall be calculated based on the current rates applicable in the Local Government Industry Award 2010 for travel.

A claim form for the purposes of this Policy will be made available by the CEO on request, with Councillors making a declaration to the effect that the travel expense was incurred.

**Refer to Local Government (Administration) Regulations Section 31 & 32**

Elected members attendance fees and travel expenses and the Presidents allowance will be paid on a half yearly basis in arrears.



**POLICY NO** 1.3  
**POLICY SUBJECT** SMOKE FREE POLICY  
**ADOPTION DATE** JUNE 2013  
**LAST REVIEW** MAY 2018 (COUNCIL RES: )

**1.3 Smoke Free Policy**

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

To protect the health of all employees and the public users of Council’s facilities, it is Council’s Policy that all persons not smoke in any enclosed Council work place, meeting room, public facility or vehicle.

**POLICY NO** 1.4  
**POLICY SUBJECT** COMMUNITY ENGAGEMENT POLICY  
**ADOPTION DATE** JUNE 2013  
**LAST REVIEW** MAY 2018 (COUNCIL RES: )

**1.4 Community Engagement Policy**

**Definitions**

*Community* – those who live, work or recreate in the Shire of Westonia

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

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

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.

Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.

- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Westonia is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions. Community engagement assists the Shire of Westonia to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations. The following principles apply to community engagement undertaken by the Shire of Westonia;

<b>Focus and commitment</b>	<p>1.The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire’s decision-making process.</p> <p>2.Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or bode who is responsible for the final decision will be notified.</p> <p>3.The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.</p>
<b>Transparency and openness</b>	<p>All community engagement processes will be open and transparent. Comment will be documented and analysed.</p>

	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
<b>Responsiveness and feedback</b>	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary. The best interest of the community will prevail over the individual or vested interests.
<b>Inclusiveness, accessibility and diversity</b>	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process. Community engagement process will be open to all those who wish to participate.
<b>Accountability</b>	11. The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
<b>Information</b>	12. Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
<b>Timing</b>	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback. All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
<b>Resources</b>	15. The Shire will allocate sufficient financial, human and technical resources to support community engagement.
<b>Evaluation</b>	16. The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

**POLICY NO - 1.5**  
**POLICY SUBJECT - ASSET MANAGEMENT POLICY**  
**ADOPTION DATE - NOVEMBER 2016**  
**LAST REVIEW - MAY 2018 (COUNCIL RES: )**

### **1.5 Asset Management Policy**

#### **POLICY PURPOSE**

The purpose of this policy is to guide the strategic management of all of Shire's assets in conjunction with other Integrated Planning & Reporting Framework (IPRF) strategies, relevant Legislation & Regulations, Australian Standards, Australian Accounting Standards, recognised best practice principles and other Shire of Westonia policies.

It will be achieved by:

- Developing an Asset Management Strategy and Plan (AMP);
- Preparing individual Asset Management Plans for each specific asset class;
- Adopting and maintaining procedures for the continuous improvement in asset management capacity and capability; and
- Ensuring that the AMP and associated systems are kept up to date.

#### **INTRODUCTION TO ASSET MANAGEMENT**

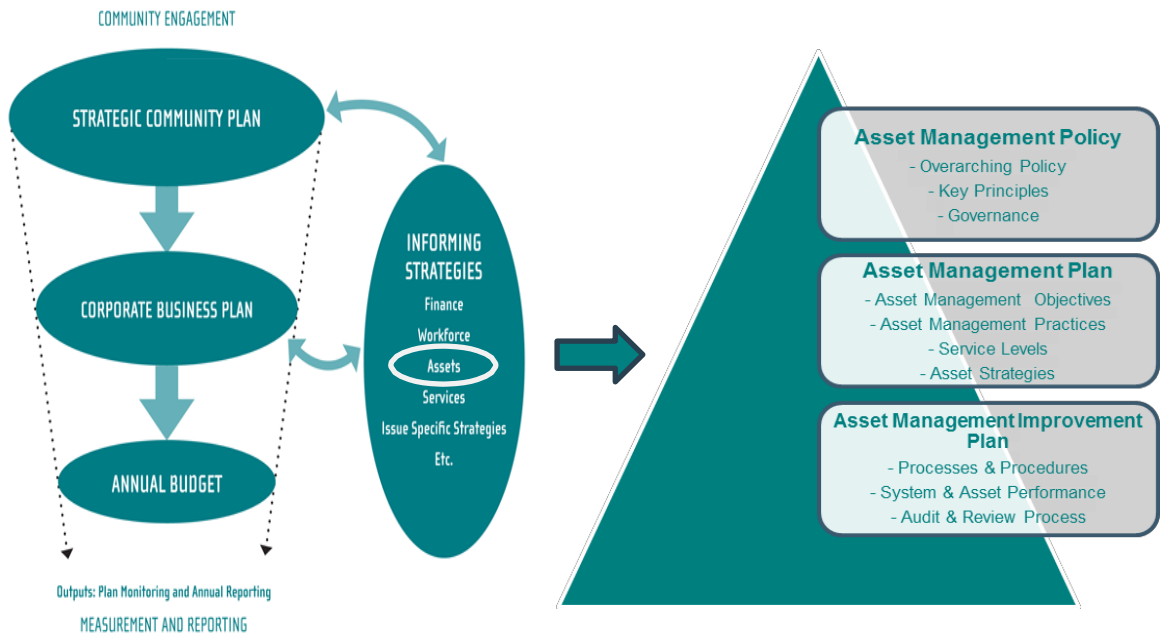
The IPRF requires all local governments to plan for the future including consideration of how the Shire of Westonia (the Shire) will continue to deliver services to the community on a long-term basis in a financially sustainable and efficient manner. A strong focus on long-term strategic asset and financial planning is important because there is:

- increasing and changing demand for services as the Shire's population profile changes;
- increasing community expectation in relation to service provision, accountability and value for money;
- limited ability to grow revenue/finite resources; and



need to maintain, renew or replace infrastructure to meet future demand.

This Asset Management Policy has been prepared to provide a foundation for Shire’s Asset Management Strategy & Plan and related Asset Plans for individual assets or asset classes. The following figure demonstrates the Asset Management Policy within the IPRF.



**THE SHIRE’S ASSET MANAGEMENT VISION & OBJECTIVES**

**Asset Management Vision**

The Shire’s vision for the management of its assets is for a consolidated and balanced asset portfolio reflecting best practice standards, whilst aligning with the community’s aspirations and the Shire’s strategic objectives.

**Strategic Asset Management Objectives**

The Shire has adopted five key strategic asset management objectives, which, together with their desired outcomes, are outlined in the following table.

Strategic Objective	Desired Outcome
Direction and Accountability	Defined roles and responsibilities and accountabilities that are clearly understood across the organisation and integrated into the Shire’s business and resources planning process
Lifecycle Management	A portfolio of assets that is aligned with the Shire’s corporate, financial and business objectives, which is effectively and efficiently managed from asset conception, planning, design, use and disposal.
Data and Information Management	The ability to identify, analyse and model asset trends that enhance asset efficiency and effectiveness and enable informed decision-making.
Standards and Levels of Service	A portfolio of assets that is aligned with community and organisational expectations and priorities having regard to the financial context of the Shire.
Continuous Improvement	Ongoing improvement in asset management competency and capacity.

**POLICY OBJECTIVES**

The key objective of this policy is to ensure that there is organisation-wide commitment to asset management and that the objectives of the Shires Asset Management Strategy and Plan are achieved. This will ensure

financial data on asset renewals, maintenance of existing assets and new assets are identified and form part of the Shires long-term financial planning.

The principal objective of asset management is to enable the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

Assets are managed in accordance with relevant legislation;

Assets are managed in accordance with recognised best practice;

Asset Management is an integral part the IPRF Framework;

An asset “whole-of-life” approach is taken in the management of the Shire’s assets;

Risk is considered in the development of asset strategies;

Asset performance is measured against defined levels of service outlined in the Asset Management Plan;

Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;

Informed decision making is based on reliable data; and

Asset management is sustainable.

#### POLICY COMMITMENTS

The Shire has committed to the following principles and actions to achieve the objectives of this policy:

Develop and review (at a period of no more than 2 years) the Shire’s Asset Management Strategy and Plans;

Ensure the integration of the Asset Management Strategies & Plans with the Shire’s Strategic Community Plan and informing strategies, particularly the Long Term Financial Plan;

Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;

Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation & Regulations, Australian Standards, recognised best practice principles and other Shire of Westonia policies;

Consider options for the Shire to facilitate delivery of services by a third party;

Develop documented service level agreements with key stakeholders to ensure the sustainability of assets and the Shire’s services;

Use whole-of-life costs as the basis for decision-making regarding asset acquisition, replacement, maintenance and disposal;

Monitor asset utilisation and predict future demand changes;

Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability and asset and service failure;

Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;

Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;

Keep informed on issues relating to asset management best practice;

The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money;

Measure and report on the efficiency and effectiveness of asset performance including functionality, suitability, location, accessibility, utilisation and cost.

#### ASSET MANAGEMENT RESPONSIBILITY & ACCOUNTABILITY

Responsibility for asset service delivery and asset management, including accountability and reporting requirements of day-to-day operations, will be clearly established and clearly communicated. This will ensure that both Elected Members and Shire staff are clearly aware of their roles and responsibilities in relation to asset management.

To manage assets effectively, responsibility for their control must be defined and assigned. Asset registers are to be kept up-to-date and provide timely and meaningful information that meets the decision-making requirements of the Shire’s management.

At a minimum, the following broad roles and responsibilities are assigned through this policy:

Elected Members

Responsible and accountable for the stewardship of the Shire’s assets;

To ensure that appropriate resources are allocated and funded in the Shire’s financial planning process in order to achieve the strategic asset management objectives and implementation of asset plans.

Approve the Asset Management Policy; and

Endorse Asset Management Strategies and Plans.

Executive Group, including CEO and Senior Staff

Ensure that sound business principles are adopted in the preparation of Asset Management Strategies and Plans;

Ensure the integration and compliance with the Asset Management Policy and Strategies & Plans with other policies and business processes of the Shire;

Ensure that strategies and resources are in place to develop, maintain and review the Shire’s Asset Management related documents, procedures, processes and systems.

Officers responsible for the management of Assets in each asset class

Implement, maintain and review the Asset Management Policy, Strategies & Plans in accordance with this policy’s objectives and commitments;

Develop, maintain and review Asset Management Plans relevant to their asset class and service provision responsibilities;

Review the Asset Management Policy every 2 years in line with Asset Management Strategy and Asset Plans;

Engage current and up-to-date technologies, methodologies and continuous improvement processes;

Facilitate acknowledged best practice in asset management.

<b>POLICY NO</b>	<b>1.6</b>
<b>POLICY SUBJECT</b>	<b>COUNCILLOR INDUCTION</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**1.6 Councillor Induction**

To provide Councillors with an introduction and information package to assist them with their roles of being elected representatives, the following materials will be provided in electronic format to new Councillors before attending their first Council meeting:

Councillors Information Portfolio containing the following:

1. Standing Orders
2. Details of the Council/Committee System and membership entitlements
3. Financial Interest information
4. Roles of Elected Members, President (and Council) and functions of the CEO under the Act
5. Code of Conduct
6. WALGA Elected Members Training Schedule
7. Council Policy Manual
8. Annual Budget
9. Adopted Plans and Strategies (i.e. IPR Suite, Footpath Plan, Plant Replacement Plans etc)
10. Primary and Annual Return
11. Annual Report
12. Delegations Register
13. Organisational Structure and Senior Employees contacts
14. The previous month’s Council minutes
15. WALGA Councillors Manual
16. Contact Information Form

Councillors will be expected to save these documents to their Council-provided tablets to ensure easy access to these documents. In addition, a copy of these documents will be kept in the Administration Office at all times.

The CEO will conduct a general induction with the new Councillors providing information on the details and administration of being a Councillor, Council Meetings and facilities within the Council wing of the Administration Office and any other relevant current topics and issues.



<b>POLICY NO</b>	<b>1.7</b>
<b>POLICY SUBJECT</b>	<b>COUNCILLOR TABLETS</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **1.7 Councillor Tablets**

The Shire of Westonia will supply personal computing equipment (i.e. tablets) that provides sufficient capacity to enable Council members to fulfil their role. The equipment will be configured to contain programs for word processing, spreadsheets, virus scanning and other appropriate software.

If the Council member wishes to connect to the internet they must make arrangements with their own internet service provider including set up and configuration for connection to the internet. The Council will provide 1 x data top up each year with any additional data to be supplied at the expense of the Councillor. **(As per IT Policy 1.2).**

Councillors will be provided with the wifi network password on the condition that it is used to access Dropbox or other internet sites applicable to Council-related work only.

The Shire retains ownership of the equipment installed under this Policy for insurance purposes until the Councillor retires from Council, where ownership will be transferred to the Councillor.

<b>POLICY NO</b>	<b>1.8</b>
<b>POLICY SUBJECT</b>	<b>COUNCILLOR ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING COURSES AND MEETINGS</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **1.8 Councillor Attendance At Conferences, Seminars, Training Courses And Meetings**

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Councillors in accordance with the following guidelines and subject to budget limitations:

1. Priority be given to any course or seminar that is specifically relevant to Councillors and attendance at such course or seminar is subject to approval by Council, the Shire President or CEO.
2. Priority is given to the attendance of any new Councillor at any induction or training course specifically organised for the benefit of new Councillors.
3. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.
4. When determining costs of a conference, seminar, training course or meetings, all costs including travel (motor vehicle, air fares, train, etc.), accommodation, meals, related conference registration and business telephone costs will be paid for or be reimbursed by Council. Meal, accommodation, travel and other expense allowances shall be paid in accordance with the Local Government Industry Award 2010 or upon presentation of receipts. A Travel Expense claim form must be submitted by the Councillor to claim this allowance or expense reimbursement.
5. Where the partner of a Councillor attends an annual conference with the Councillor, related conference registration and meal costs will be paid for by Council.
6. Attendance at conferences in other States requires the prior approval of Council.
7. A verbal report on the conference attendance is to be provided to Council during the next Council Briefing Session, with this report to be in writing if requested by the Shire President.

In relation to attendance at Local Government Week the following shall apply:

1. The President, Deputy President, all other Councillors and the CEO and their partners be entitled to attend Local Government Week.
2. Bookings to the conference/hotel shall be made as soon as notice is given of the venue/conference in order to avoid problems with accommodation.
3. Should a Councillor require accommodation then this will be available at a specified venue at Council's expense. Arrangements for these bookings will be made only by Council.
4. Extras such as mini bars, telephone calls etc will be the participants' responsibility except if the calls are Council related.

A register of these calls must be kept to claim reimbursement.

**Meals:**

A sustenance allowance of up to \$150.00 per day per person is applicable if staying in hotel accommodation to cover breakfast, lunch and dinner meals.

If a Councillor chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$75.00 per night will be provided. A claim form must be submitted to claim this allowance.

**ADMINISTRATION STAFF**

<b>POLICY NO</b>	<b>2.1</b>
<b>POLICY SUBJECT</b>	<b>EMPLOYEE REMOVAL EXPENSES</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**2.1 Employee Removal Expenses**

To offer an incentive as part of the overall package to attract quality staff to the Shire, Council will provide relocation expenses to staff who have been appointed to come and work with the Shire of Westonia.

The objectives of this Policy are to:

Provide controlled financial assistance to eligible employees for costs associated with relocation; and  
 Provide Senior Staff and relocating employees with information on eligibility requirements and guidelines for claiming on relocation expenses.

**Policy Scope**

This policy applies to all employees subject to approval by the CEO.

**Guidelines**

1. The conditions of the financial assistance must be set out in the eligible Employee's Letter of Offer and as such approved by the CEO;
2. Claimable expenses apply only to packing, freight and insurance of household goods when supported by receipts;
3. The employee must obtain a minimum of two quotations for relocation expenses and preferably use the least expensive;
4. Council will pay up to a maximum of \$4,000.00 removal expenses;
5. 50% of the costs are refunded into the employee's nominated bank account within 14 days of the employee's commencement date upon the production of a suitable receipt;
6. The balance of the removal expenses are to be refunded upon the completion of 12 months satisfactory service to be evaluated by the CEO.; and
7. An agreement to repay the relocation expense assistance payment, if the employee leaves Council within the first year of employment, must be included in and form a condition of employment as outlined in the employee's Letter of Offer on the following basis:

If the employee voluntarily leaves the Shire within:

The first three (3) months of employment 100%

The first six (6) months of employment 75%

he first nine (9) months of employment 50%

The first twelve (12) months of employment 25%

---

<b>POLICY NO</b>	<b>2.2</b>
<b>POLICY SUBJECT</b>	<b>CONFERENCES, SEMINARS AND TRAINING COURSES – GENERAL STAFF</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**2.2 Conferences, Seminars And Training Courses – General Staff**

The Shire of Westonia recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's draft budget an adequate amount of funds towards staff training and development.

The CEO is authorised to approve staff attendance at conferences, seminars and training courses without reference to Council, subject to sufficient provision in the budget.

All approvals and funding of expenses shall be as per the following guidelines:

1. To achieve uniform practice throughout the organisation;
2. To reduce matters placed on agendas for Council consideration;
3. To maximise training opportunities and therefore productivity and efficiency of staff; and
4. Minimise delay in accepting training opportunities.

Standards associated with the attendance of staff at conferences/seminars /courses:

1. accommodation in the hotel or venue at which the conference/ seminar/course is held, or other nearby venue;
2. reasonable meal costs and out of pocket expenses.

Note: any out of state conferences, seminars and training courses shall seek the approval of the Council.

### **1.0 Introduction**

Attendance at conferences/seminars/courses is considered to be a component of the ongoing education and training of Staff.

### **2.0 Attendance at Conferences, Seminars and Training Courses**

2.1 During the budget preparation process, the CEO shall determine an allocation of funds sought for conferences/seminars/courses in the ensuing year.

2.2 Consideration will be given to:

- a) The cost of each known conference/seminar/course plus a contingency allowance for unforeseen events;
- b) The duration of the event and expected period of absence; and
- c) The benefit expected to be derived from attendance at such an event.

2.3 Such approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference/seminar/course is of particular relevance to Council's operations.

2.4 When special funding is required which is not included in the adopted budget, the application must be submitted to Council for determination.

2.5 In respect of employees attending approved conferences/ seminars/courses at the CEO's direction, the following expenses will be met by Council:

- a) Registration fees;
- b) Accommodation and reasonable meal costs (*including alcohol with meal only*);
- c) Minor expenses such as taxis, telephone calls and laundry etc; and
- d) Travelling expenses.

*Alcohol (except with a meal), Mini Bars and In House Movies will not be paid by Council*

Note 1) If participant chooses to stay with relatives or friends, prior approval from the CEO is required and a daily rate of \$75.00 (inclusive of accommodation and meals) will be paid. A claim form must be submitted to claim this allowance.

Note 2) Council will allow employees to travel to the course in work time i.e. if the course is to be held in Perth, the employee can depart Westonia at 2pm on the day prior to the course. The same principle would apply for any other destinations.

Travelling home from course is in participants own time - no overtime paid.

Council may provide a vehicle for travel, however the vehicle must be returned to Westonia on the same day, unless alternative arrangements are made with the CEO.

If any employee wishes to utilise their own vehicle in preference to a Council vehicle then Council will provide fuel only for the vehicle for travel to and from the course. No vehicle allowance or a kilometre rate will be paid.

2.6 A written Report on the attendance at each conference/seminar/course shall be prepared and submitted to the appropriate Manager if requested.

<b>POLICY NO</b>	<b>2.3</b>
<b>POLICY SUBJECT</b>	<b>DISCRIMINATION, BULLYING AND HARASSMENT</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **2.3 Discrimination, Bullying And Harassment**

#### **Policy Statement**

The Shire of Westonia and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Westonia in any capacity.

#### **Unlawful Discrimination**

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement.

The Shire of Westonia acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

1. Age;
2. Family responsibility or status;
3. Race or colour;
4. Sex including gender identity, sexual orientation and intersex status;
5. Physical or mental disability;
6. Marital status;
7. Political or religious conviction;
8. Pregnancy;
9. Criminal record;
10. Breastfeeding;
11. Gender history;
12. Impairment;
13. National extraction or social origin; and
14. Trade union activity

#### **Sexual Harassment**

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated. Some examples of sexual harassment include, but are not limited to:

1. Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
2. Gestures of a sexual nature;
3. Leering or staring;
4. Offensive telephone calls, emails, text messages or notes;
5. Sexual suggestive jokes or comments;
6. Tales of sexual exploits;
7. Repeated requests for a date;
8. Unwelcome comments or questions about a person's sex life, appearance or dress; and
9. Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

#### **Bullying**

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.



Bullying is also unlawful under the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Some examples of bullying include, but are not limited to:

1. Loud, abusive or offensive language or comments;
2. Yelling and screaming;
3. Unjustified criticism and insults;
4. Unjustified threats of dismissal or other disciplinary action;
5. Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
6. Spreading malicious rumours or misinformation;
7. Inappropriate comments about an employee's appearance, lifestyle of family;
8. Deliberately excluding an employee from workplace meetings or activities;
9. Hiding documents or equipment or withholding vital information required for effective work performance;
10. Constantly changing targets or work guidelines;
11. Overloading an employee with work and impossible deadlines;
12. Setting tasks that are unreasonably below or beyond an employee's level of skill;
13. Threats of assault or violence or actual violence;
14. Teasing and practical jokes; and
15. Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee the police should be called.

#### **Reasonable Management Action**

The Shire of Westonia has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner.

Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

1. The establishment and regular use of performance management systems;
2. The setting of reasonable performance targets and deadlines;
3. Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
4. Issuing a lawful and reasonable direction to an employee to complete a work task;
5. Preparing and amending a roster for employees;
6. Transferring an employee to a different work location for operational reasons;
7. Implementing organisational change;
8. Informing an employee about inappropriate behaviour in a confidential manner; and
9. Taking disciplinary action against an employee.

#### **Other Behaviours not Considered to be Bullying**

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.

#### **Ways in which Bullying can Occur**

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

#### **What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied**

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

#### **Roles & Responsibilities**

To ensure the intent of this policy is realised various roles within the Shire of Westonia must assume certain responsibilities.

#### **The Employer**

The Shire of Westonia will endeavour to:



1. provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
2. provide and maintain safe systems of work;
3. provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
4. treat all employees fairly; and
5. take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

**All the Organisation’s Employees**

Employees are required to:

1. report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
2. follow all policies and procedures of the Shire of Westonia;
3. ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
4. treat all employees fairly and with respect.

**Consequences of Breaching This Policy**

Any breach of this policy may result in disciplinary action up to and including termination of employment.

<b>POLICY NO</b>	<b>2.4</b>
<b>POLICY SUBJECT</b>	<b>GRATUITOUS PAYMENTS TO EMPLOYEES</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**2.4 Gratuitous Payments to Employees**

**Objective**

To show appreciation to valued employees who are leaving council’s employ, and to comply with section 5.50 (1) of the Local Government Act 1995.

**Policy Statement**

That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

- 5 – 10 years up to \$400
- 10 – 15 years up to \$800
- 15 – 20 years up to \$1,000
- 20 years plus up to \$1,500

The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years’ service, at a value not exceeding \$40.00 for each year of service.

Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, local public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the Local Government Act 1995.

The maximum payment to an employee shall be in accordance with regulation 19A of the *Local Government (Administration) Regulations 1996*.

<b>POLICY NO</b>	<b>2.5</b>
<b>POLICY SUBJECT</b>	<b>STAFF UNIFORM</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**2.5 Staff Uniforms**

**Policy Statement**

The type of clothing and standard of dress for the Shire of Westonia’s employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

**Commitment**

The Shire of Westonia is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards.

**Payments made under this Policy**

Council will pay up to a maximum of \$400 per financial year to Administration employees and \$500 for Works employees towards the cost of an approved corporate uniform for permanent employees.

The cost of any uniforms purchased above the appropriate limit will be borne by the employee.

Contracted employees payments may vary subject to Employment Contract conditions.

**Compulsory Uniform/Protective Clothing**

The Shire of Westonia may require employees to wear a uniform. The following applies in relation to compulsory wearing of Shire of Westonia uniforms:

1. The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work.
2. Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear.
3. If an employee's uniform is damaged the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform.

**Additional Requirements Relating to Protective Clothing**

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Westonia. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

**Wearing of Uniform out of Hours**

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Westonia. Employees must adhere to the Shire of Westonia's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Westonia uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

**Acceptable Standards of Dress**

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties. Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

1. Clothing worn to comply with cultural or religious practices;
2. Tattoos or body piercings; and
3. Jewellery.

In relation to appropriate footwear and clothing, staff will have regard for the possible hazards within the workplace (i.e. accidentally spilling boiling water, dropping heavy items etc) and take steps to minimise the risk of injury. When out of the office, staff will wear footwear and clothing appropriate to the task being conducted (i.e. water or housing/building inspections, loading and unloading vehicles etc) which may be different to the footwear and clothing worn within the office environment. Appropriate footwear is that which provides protection from potential injury.

### Casual Dress Days

On “casual dress” days, “smart casual” is the minimum required standard.

Shire of Westonia polo shirt is the preferred uniform which can be worn with appropriate smart business dress jeans, skirts, pants or shorts.

Further guidance is available from the respective line manager.

### Unacceptable Standards of Dress

The following items are unacceptable at the Local Government:

1. Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory.
2. Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo’s which may be considered racist, sexist or derogatory.

### Tax Deductibility

The Shire of Westonia’s uniform has been entered on the Register of Approved Occupations clothing, meaning the expenditure incurred by a paid employee in relation to their uniform can be claimed as a tax deduction.

### Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

### Consequences of Breaching This Policy

This policy constitutes a lawful instruction to all of the organisation’s people and breaches may lead to disciplinary action or termination by the Shire of Westonia. People who breach the policy may also be personally liable for their actions.

## Law and Order, and Public Safety

<b>POLICY NO</b>	<b>3.1</b>
<b>POLICY SUBJECT</b>	<b>HARVESTING ON SUNDAYS AND PUBLIC HOLIDAYS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 3.1 Harvesting on Sundays and Public Holidays

In the Shire of Westonia, harvesting is not permitted on Christmas Day or New Year’s Day. Harvesting is permitted on all Sundays and Public Holidays except where a harvesting or movement ban has been imposed due to extreme weather conditions.

<b>POLICY NO</b>	<b>3.2</b>
<b>POLICY SUBJECT</b>	<b>HARVEST BANS</b>
<b>REFERENCE</b>	<b>BUSH FIRES REGULATIONS 38A</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 3.2 Harvest Bans

The Chief Bush Fire Control Officer and in his absence the Deputy Chief Bush Fire Control Officer is authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, when the fire danger index has been calculated at 32 or above according to the McArthur Grassland Fire Behavior Meter.



<b>POLICY NO</b>	<b>3.3</b>
<b>POLICY SUBJECT</b>	<b>SUNDAY BURNING</b>
<b>REFERENCE</b>	<b>BUSH FIRES REGULATIONS 15C(1)</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **3.3 Sunday Burning**

Burning is not permitted on a Sunday during the restricted burning period.

Burning is not permitted on Good Friday or Easter Sunday if Easter falls during restricted burning period.

<b>POLICY NO</b>	<b>3.4</b>
<b>POLICY SUBJECT</b>	<b>INFRINGEMENT NOTICES – BUSH FIRES ACT</b>
<b>REFERENCE</b>	<b>BUSH FIRES ACT</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW -</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **3.4 Infringement Notices - Bush Fires Act**

The Chief Executive Officer is authorised under the provisions of the Bush Fires Act to institute and carry out proceedings in the name of the Council against any person alleged to have committed offences.

<b>POLICY NO</b>	<b>3.5</b>
<b>POLICY SUBJECT</b>	<b>HARVEST BANS</b>
<b>REFERENCE</b>	<b>BUSH FIRES ACT</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **3.5 Brigade Membership Forms**

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

## **Community Amenities**

<b>POLICY NO</b>	<b>4.1</b>
<b>POLICY SUBJECT</b>	<b>HALF MASTING OF SHIRE FLAG</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **4.1 Half Masting of Shire Flag**

Council will fly the Shire flag at half-mast as a mark of respect from the date of the passing of a local resident until the time of the funeral service and also at relevant times as requested from other spheres of government.

Council will include a Death Notice in the West Australian for the following people (if known)

- Councilors (Current & Ex)
- Councilors Spouses (Current & Ex)
- Staff (Current & Ex)

Council at its next ordinary meeting will observe a minute's silence as a mark of respect of the passing of a local resident.

## Works and Services

<b>POLICY NO</b>	<b>5.1</b>
<b>POLICY SUBJECT</b>	<b>PROVISION OF CROSSOVERS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 5.1 Provision of Crossovers

That Council bear the cost of a standard crossing (culvert) to each landholding or property for the first such crossing. Any additional crossover to be at property owner's expense.

<b>POLICY NO</b>	<b>5.2</b>
<b>POLICY SUBJECT</b>	<b>PLANT REPLACEMENT</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 5.2 Plant Replacement

Prior to the adoption of the Annual Budget, Council shall review its plan for plant acquisition and disposal for the next 5 years. The review will be based on the relative serviceability, condition, available changeover deals and market factors affecting each item of plant.

<b>POLICY NO</b>	<b>5.3</b>
<b>POLICY SUBJECT</b>	<b>GRAVEL ROYALTY PAYMENTS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 5.3 Gravel Royalty Payments

Council will pay landholders one dollar (\$1.00) per cubic metre or carry out private works to the value of one dollar (\$1.00) per cubic metre of gravel taken from private land for use on public works.

<b>POLICY NO</b>	<b>5.4</b>
<b>POLICY SUBJECT</b>	<b>GRAVE: PIT REHABILITATION PROGRAM</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 5.4 Gravel Pit Rehabilitation Program

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

<b>POLICY NO</b>	<b>5.5</b>
<b>POLICY SUBJECT</b>	<b>ROAD CROSSINGS DRAINAGE</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 5.5 Road Crossings - Drainage

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

That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture. A culvert design with all relevant supporting information e.g. Flow rates etc. to be submitted by the applicant for Council consideration.

Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholder's fence lines.

Materials associated with the works be borne by the applicant.  
 Installation and reinstatement works to be undertaken/supervised by Council.

## FINANCE

<b>POLICY NO</b>	<b>6.1</b>
<b>POLICY SUBJECT</b>	<b>INVESTMENT OF SURPLUS FUNDS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### 6.1 Investment of Surplus Funds

#### STATEMENT OF INTENT

The Shire of Westonia's (the Shire) investment objectives will be met through the application of this Policy which provides guidelines with respect to the investment of surplus funds by defining levels of risk considered prudent for public monies.

Surplus funds are monies held in the municipal fund of a local government that are not, for the time being, required by the local government for any other purpose.

To provide guidance for the investment of Shire funds, with due consideration of legislative requirements and risk at the most favorable rate of return available to the Shire at the time for the particular investment type, while ensuring that the Shire's liquidity requirements are being met.

#### STATUTORY COMPLIANCE

All investments are to be made in accordance with:

*Local Government Act 1995* – Section 6.14;

The *Trustees Act 1962* – Part III Investments as amended by the *Trustees Amendment Act 1997*;

*Local Government (Financial Management) Regulations 1996* – specifically Regulation 19, Regulation 28 and Regulation 49; and

#### POLICY STATEMENT

##### Authorised Institutions

Investments may only be made with an authorised institution. An 'authorised institution' is defined as:

An authorised deposit taking institution as defined in the *Banking Act 1959* (Commonwealth) Section 5; or

The Western Australian Treasury Corporation (WATC) established by the *Western Australian Treasury Corporation Act 1986* for a term not exceeding twelve months; or

Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three months.

##### Authorised Investments

Authorised Investments shall be limited to Australian currency denominated:

Deposits with authorised institutions; and

The Western Australian Treasury Corporation (WATC)

##### Prohibited Investments

This Policy prohibits any investment in the following and also prohibits speculative investments:

Deposits with an institution other than an Authorised Institution;

Deposits for a fixed term of more than twelve months;

Bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government;

Bonds with a term to maturity greater than three years; and

Foreign currency.

##### Risk Profile

Whilst the investments made in accordance with the *Local Government Act 1995*, the local government (*Financial Management*) *Regulations 1996* and Part III of the *Trustees Act 1962* are inherently low risk, when exercising the power of investment, the following principles are also to be given due consideration:

The purpose of the investment, and its needs together with the circumstances;

The nature of and the risk associated with the different investments;

The need to maintain the real value of capital and income;

The risk of capital loss or income loss;



The likely return and the timing of that return;  
 The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment;  
 The aggregate value of the investment;  
 The likelihood of inflation affecting the value of the proposed investment;  
 The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and  
 The ethicality and reputation risk of the investment.

**Delegation of Authority**

Authority of the implementation of this Policy is delegated by the Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day to day management of Council’s investments to the Senior Finance Officer

**Prudent Person Standard**

Investments will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the intent and objectives of this Policy and not for speculative purposes.

**Reporting**

A report on the investments will be included in the Monthly Financial Statements presented to the Council.

This will include the following details:

- Name of institution where investment is lodged;
- Amount of funds invested;
- Interest rate on investment; and
- Date of maturity of investment.

Documentary evidence will be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire’s behalf as at 30 June each year and reconciled to the Investment Register.

<b>POLICY NO</b>	<b>6.2</b>
<b>POLICY SUBJECT</b>	<b>PURCHASE OF GOODS – PREFERENCE TO LOCAL SUPPLIERS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**6.2 Purchase of Goods - Preference to Local Suppliers**

- a) Council staff is to utilise local suppliers for goods and services where ever possible

<b>POLICY NO</b>	<b>6.3</b>
<b>POLICY SUBJECT</b>	<b>PURCHASING POLICY</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**6.3 Purchasing Policy**

**STATEMENT OF INTENT**

The intent of this Policy is to provide clear direction to staff when carrying out the purchasing of goods and services for the Shire of Westonia and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner.

Provides the Shire of Westonia with a more effective way of purchasing goods and services.

Ensures that purchasing transactions are carried out in a fair and equitable manner.

Strengthens integrity and confidence in the purchasing system.

Ensures that the Shire of Westonia receives value for money in its purchasing.

Ensures that the Shire of Westonia considers the environmental impact of the procurement process across the life cycle of goods and services in accordance with Council Policy F.14 – Purchasing Environmental.

Ensures the Shire of Westonia is compliant with all regulatory obligations.

Promotes effective governance and definition of roles and responsibilities.  
Provides for guidelines for preferential purchasing agreements with organisations which are regional.  
Upholds respect from the public and industry for the Shire of Westonia's purchasing practices that withstand probity.

#### OBJECTIVES

To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

To deliver a best practice approach and procedures to internal purchasing for the Shire of Westonia.

To ensure consistency for all purchasing activities that integrates within all Shire of Westonia operational areas.

To allow for preferential treatment for Westonia businesses who wish to do business with Council.

To maximise potential expenditure from Council to the community and businesses located within the Shire of Westonia.

To ensure the future sustainability of the Shire of Westonia and its community.

#### ETHICS & INTEGRITY

All officers and employees of the Shire of Westonia shall observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the Shire of Westonia.

The following principles, standards and behaviors must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

all purchasing practices shall comply with relevant legislation, regulations and requirements consistent with Shire of Westonia policies and its Code of Conduct;

purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

any information provided to the Shire of Westonia by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

#### VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Westonia. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs, such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal.

the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;

financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

#### PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be



Amount of Purchase	Policy
Up to \$20,000	Direct purchase from suppliers (verbal quotations)
\$20,001 - \$49,999	<p>Obtain at least two (2) written quotations from suppliers containing price, specification of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition defined within this policy. (Written, Fax or email)</p> <p>Quotations within this threshold may be obtained from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or From the open market.</p> <p>At least three written quotes are still required to be obtained</p>
\$50,000 - \$149,999	<p>Obtain at least three (3) written quotations from suppliers containing price, specification of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition defined within this policy</p> <p>Quotations within this threshold may be obtained from: a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or From the open market.</p> <p>At least three written quotes are still required to be obtained.</p>
\$150,000 and above or as per Part 4 11A of Local Government (Function & General) Regs 1996	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement, conduct a public “Request for Tender” process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy, and all other relevant Shire’s policies and procedures.</p> <p>In the case of tender exemption conditions, at least three (3) written quotations must be received by formal invitation under a “Request for Quotation”.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and as per the Tender Evaluation Policy.</p>

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

**Up to \$20,000**

Where the value of procurement of goods or services does not exceed \$20,000 direct purchase from the supplier may be made (verbal quotations). However, it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained. Record keeping requirements must be maintained in accordance with record keeping policies.

**\$20,001 to \$49,999**

This category is for the procurement of goods or services where the value of such procurement ranges between

\$20,001 and \$49,999.

At least two written quotations are required. Where this is not practical e.g.: due to limited suppliers, it must be noted through records relating to the process.

**NOTES:** The general principles relating to written quotations in this category are:

The request for written quotation may include:

Written Specification

Selection Criteria to be applied

Price Schedule

Conditions of responding

Validity period of offer

Invitations to quote should ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Record keeping requirements must be maintained in accordance with record keeping policies.

\$50,000 to \$149,999

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is required to obtain at least three written quotes.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Record keeping requirements must be maintained in accordance with record keeping policies.

**NOTES:** The general principles relating to written quotations in this category are:

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation may include:

Written Specification

Selection Criteria to be applied

Price Schedule

Conditions of responding

Validity period of offer

Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

WALGA Preferred Suppliers

Officers will utilise the WALGA Preferred Supplier list whenever possible to ensure that all purchasing is carried out in a cost effective and time efficient manner that provides maximum benefit to the Council.

Ordering Thresholds

The following Officers are authorised to sign orders on behalf of the Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Chief Executive Officer \$2,000,000

Works Supervisor \$1,000,000

Senior Finance Officer \$20,000

All orders raised are to have the following items included:  
 The value of the order being raised.  
 The account or job number being utilised for the expenditure.  
 The name of the person requesting the order.

## REGULATORY COMPLIANCE

### **Tender Exemption**

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

An emergency situation as referred to in Section 11 (2)(a) of the *Local Government (Functions and General) Regulations 1996*;

The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;

The purchase is under auction which has been authorised by Council;

The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations* that apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply (i.e.: manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavor to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

**Note:** The application of the provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally no more than one supplier is able to provide the requirements.

### Anti-Avoidance

The Shire of Westonia shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below an amount with the intention of avoiding the need to publicly tender or meet the standards of set thresholds.

### Tender Criteria

The Shire of Westonia shall, before tenders are publicly invited, determine the criteria for deciding which tender should be accepted.

An evaluation panel may be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

### Advertising Tenders

Tenders are to be advertised in a state wide publication e.g.: "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least fourteen days after the date the tender is advertised. Care must be taken to ensure that fourteen **full** days are provided as a minimum.

The notice must include:

a brief description of the goods or services required;

information as to where and how tenders may be submitted;

the date and time after which tenders cannot be submitted;

particulars identifying a person from whom more detailed information as to tendering may be obtained;

detailed information shall include:

such information as the Shire of Westonia decides should be disclosed to those interested in submitting a tender;

detailed specifications of the goods or services required;

the criteria for deciding which tender should be accepted;

whether or not the Shire of Westonia has decided to submit a tender; and

whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

### Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Westonia not to compromise its Duty to be Fair.

#### Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

#### Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline. Tenders are to be opened in the presence of either the CEO, Works Supervisor and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register. Tenders are to be opened in accordance with the advertised time and place.

There is no obligation to disclose or record tendered prices at the tender opening and price information may be regarded as *commercial-in-confidence* to the Shire of Westonia. Members of the public are entitled to be present.

#### No Tenders Received

Where the Shire of Westonia has invited tenders and no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,000 and \$149,999 (listed above);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within six months of the closing date of the lapsed tender.

#### Tender Evaluation

Tenders that have not been rejected by the evaluation panel shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender is most advantageous.

#### Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Westonia may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

#### Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Westonia and tenderer have entered into a Contract, a minor variation may be made by the Shire of Westonia.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

#### Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

The name of the successful tenderer

The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

#### Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation; and
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation; and
- Order forms and requisitions.



Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Westonia’s internal records management policy.

**POLICY NO**                   **6.4**  
**POLICY SUBJECT**       **CREDIT CARD**  
**ADOPTION DATE**       **JUNE 2013**  
**LAST REVIEW**           **MAY 2018 (COUNCIL RES: )**

**6.4 Credit Card**

**STATEMENT OF INTENT**

The purpose of this Policy is to provide appropriate internal controls and guidelines regarding usage of Shire of Westonia Corporate Credit Cards in accordance with Local government Financial Management Regulation 11 (1) (a).

**OBJECTIVE**

To ensure that Council and employees are familiar with the protocols and processes involved in using Shire of Westonia Corporate Credit Cards for purchases.

**POLICY STATEMENT**

This Policy applies to all employees who are provided with a Shire of Westonia Corporate Credit Card. This Policy does not negate the preferred option of purchasing for the Shire of Westonia i.e.: purchase orders and invoicing. The use of Shire of Westonia Corporate Credit Cards is strictly limited to those purchases where standard purchasing options are not available. Shire of Westonia Corporate Credit Cards are strictly to be used for Shire of Westonia purposes only and are not to be used for personal transactions under any circumstance. Misuse of a Shire of Westonia Corporate Credit Card will result in repayment of any incurred debt and disciplinary action. Full record keeping and accountability applies with the usage of Corporate Credit Cards. All paperwork and documentation relating to the usage of Corporate Credit Cards must be provided to the Senior Finance Officer to ensure appropriate and accurate record-keeping occurs. Employees issued with a Shire of Westonia Corporate Credit Card must take responsible measures to ensure that card details are kept in a safe and confidential manner. Council issued credit cards shall not be used to obtain cash advances. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e. Fly Buys) that is attached to the Council issued credit card

Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy

Shire of Westonia Corporate Credit Cards are issued as follows:

<b>Position</b>	
<b>Limit</b>	
Chief Executive Officer	Works Supervisor
8,000.00	5,000.00

- No alteration to credit card limits may be made without the approval of Council.
- No additional credit cards may be requested without the approval of Council.
- No change to the use of credit cards may be made without the approval of Council.

Shire of Westonia Corporate Credit Cards are not to be used to pay employee utility accounts. Such accounts are to be paid for by the employee and as part of their contract and/or salary package be reimbursed.

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

.....  
 Credit Card Holders Name  
 ...../...../.....  
 Credit Card Holders Signature

<b>POLICY NO</b>	<b>6.5</b>
<b>POLICY SUBJECT</b>	<b>VARIANCE REPORTING – FINANCIAL STATEMENTS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **6.5 Variances Reporting - Financial Statements**

Each month administration is required to report to Council any material variances between the actual year to date and the budget year to date figures.

Each year the Council is required to adopt a policy identifying a percentage or value, to be used in the Statement of Financial Activity for reporting these material variances.

For the 2017/18 year the variance adopted by Council will be \$ 10,000 or 15% whichever is the greatest.

<b>POLICY NO</b>	<b>6.6</b>
<b>POLICY SUBJECT</b>	<b>RATES AND CHARGES RECOVERY POLICY</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **6.6 Rates and Charges Recovery Policy**

#### **Objective**

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

Rates and Charges are levied by 1 August each year and are payable either in full within 35 days or by four equal installments by the following dates:

5 September

5 November

4 January

3 March

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

Council authorises the Rates Clerk, Finance Officer or CEO to make arrangements with ratepayers to clear debts and further Council authorises the CEO to take action to recover overdue Rates and Charges ensuring the most cost effective method is used.

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

#### **Procedure**

All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Installment Notice section 6.45

Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.

Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons

Where payment still remains outstanding despite the issue of a Notice of Summons and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.

Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.

Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.



Where the owner is resident at the property in a domestic situation, that installment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.

Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.

Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.

If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.

PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

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

## **EMPLOYEE ENTITLEMENTS/CONDITIONS OF EMPLOYMENT**

<b>POLICY NO</b>	<b>7.1</b>
<b>POLICY SUBJECT</b>	<b>EMPLOYMENT SUPERANNUATION CONTRIBUTIONS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.1 Employee Superannuation Contributions**

To provide Council staff with a long term incentive and to comply with the statutory superannuation guidelines, in addition to the Superannuation Guarantee Contribution, Council may provide a matching percentage to employees up to a maximum of 5%.

Council will contribute 5% towards an employee's voluntary superannuation scheme - provided the employee contributes 5% or more to the scheme.

Council will contribute 9.5% towards an employee's Superannuation Guarantee.  
Council will permit employees to salary sacrifice superannuation contributions

<b>POLICY NO</b>	<b>7.2</b>
<b>POLICY SUBJECT</b>	<b>SERVICE PAY</b>
<b>ADOPTION DATE</b>	<b>19 JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.2 Service Pay**

That the following service pay entitlements apply to reward long service employees.

3-5 Years \$10 fortnight

5-7 Years \$20 fortnight

7-10 Years \$30 fortnight

10+ Years \$50 fortnight

<b>POLICY NO</b>	<b>7.3</b>
<b>POLICY SUBJECT</b>	<b>USE OF COUNCIL EQUIPMENT BY STAFF</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.3 Use of Council Equipment by Staff**

The use of Council equipment by staff is permitted within moderation, and at the Chief Executive Officer's discretion for uses such as cleaning yards etc. on Council owned property. Where the employee intends using plant for personal gain or profit full private works rates are to be charged, including labour and overheads.

<b>POLICY NO</b>	<b>7.4</b>
<b>POLICY SUBJECT</b>	<b>WATER – STAFF HOUSING</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.4 Water - Staff Housing**

All water used by staff in Council Houses to be paid by Council, on the proviso that the Council residence garden is kept to an acceptable level. The Chief Executive Officer is to ensure that any wastage is brought to the attention of the employee concerned.

<b>POLICY NO</b>	<b>7.5</b>
<b>POLICY SUBJECT</b>	<b>HOURS OF DUTY - EMPLOYEES</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.5 Hours of Duty - Employees**

The following conditions shall apply for staff:

Office Staff - 8 hour day 19 day month

8.30 to 5.00pm with one half hour for lunch

MEU Staff - 8.5 hour day (8 hours on pay Thursday) 9 day fortnight with rostered day off being payday Friday

7.00am to 12.30pm

1.00pm to 4.00pm (3.30pm pay Thursday)

1 hour overtime to apply daily to outside crew

<b>POLICY NO</b>	<b>7.6</b>
<b>POLICY SUBJECT</b>	<b>TRAVELLING</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.6 Travelling**

45 minutes travelling will be paid to the outside works crew whilst carrying out duties north of the Koorda/Bullfinch Road.

<b>POLICY NO</b>	<b>7.7</b>
<b>POLICY SUBJECT</b>	<b>SEVERANCE PAY POLICY</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.7 Severance Pay Policy**

The purpose of this policy is to set down the maximum severance payable to terminating employees

for the purpose of section 5.50 (1) of the Local Government Act (the "Act"). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of council.

A terminating employee is entitled to severance pay and benefits in accordance with:-

Any federal or state award or industrial agreement applicable to that employee;

Any applicable provisions within the employee's contract of employment;



Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;  
 Where Council so agrees, any recommendation made by a federal or state industrial Commissioner arising from the circumstances of the employee being specifically brought before that Commissioner.

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation;
- the cost of legal advocacy and support;
- the cost of witnesses;
- the cost of travel and accommodation in running the case;
- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operations.

#### Redundancy

Redundancy benefits shall be made pursuant to the below. Redundancy benefits are-

A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks;

Payment of 2 weeks pay;

Plus 2 weeks pay for each completed year of service with the Local Government;

The maximum payable under (b) and (c) shall be 26 weeks pay;

Where an employee has been employed with the Local Government for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations.

All other pro rata payable under the appropriate award or agreement to a terminating employee;

Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provided additional benefits to such employees. In this event details of the total redundancy package for such an employee shall be published in accordance with section 5.50 (2) of the Act.

Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers or gifts may include:

- the length of service;
- the conscientiousness of the employee over the past employment;
- the value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution;
- the length of time to retirement;
- the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
- possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.

The term "weeks pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the

employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc.).

Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. if Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50 (2) of the Act.



<b>POLICY NO</b>	<b>7.8</b>
<b>POLICY SUBJECT</b>	<b>POLICE CLEARANCE</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**7.8 Police Clearance**

Prior to employment, potential new permanent employees are required to obtain a Police Clearance. If the Police Clearance indicates that the applicant’s prior history is satisfactory for the proposed duties, then a contract of employment may be entered into. The costs of the Police Clearance will be met by Council.

<b>POLICY NO</b>	<b>7.9</b>
<b>POLICY SUBJECT</b>	<b>STAFF MEDICAL EXAMINATIONS</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**7.9 Staff Medical Examination**

Prior to employment, potential new permanent employees are required to obtain a Medical Certificate. The certificate is to be in a format approved by the Chief Executive Officer. If the Medical Certificate states that the applicant’s health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into. The costs of the Medical Examination will be met by Council; however the medical practitioner used must be approved by the Chief Executive Officer.

<b>POLICY NO</b>	<b>7.10</b>
<b>POLICY SUBJECT</b>	<b>CEO PERFORMANCE REVIEW</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**7.10 CEO Performance Review**

**Policy purpose**

This policy provides a framework and guidance for the CEO performance review. It is designed to ensure a consistent and fair approach is used where the format and assessment criteria are known in advance.

**Timing**

The CEO performance review is to be conducted in April each year unless otherwise agreed by the CEO and the Council and recorded in the minutes of a meeting.

**Delegation**

The Council will conduct the CEO performance review. The number of councilors to conduct the review are those that attend at the set time. The President is to Chair the interview unless other arrangements are agreed between the Councilors present and the CEO prior to the interview commencing.

The Council reserves the right to delegate the performance review to a committee, panel or single person provided that the decision to do so has been passed at a council meeting and has the written agreement of the CEO.

**Outside assistance**

If the Council is of the view that it requires the assistance of a consultant or other outside expertise for any particular appraisal interview, the Council can select a person for this purpose provided that the council has the written agreement of the CEO to the person selected.

**CEO Performance Agreement**

The Council is to use the CEO Performance Agreement as the basis for the assessment. The Council is to draw up the CEO Performance Agreement for the next following review period as part of its task. The CEO Performance Agreement is to contain the following:

Performance Indicators

Performance Targets

Timeframe

Performance Measure



For ease of assessment the Council shall break down the performance indicators into Key Result Areas. These key result areas may be consistent each year or amended by the Council with the agreement of the CEO.

**CEO Report**

The CEO is required to submit a Review Report against each performance indicator using the performance measure as evidence. The report is to say whether the performance targets have been reached within the specified timeframe and the affect these have had on the performance of the organisation. If the performance targets have not been reached the report is to include an explanation.

**Appraisal Report**

The Council is to use the CEO Review Report as the base for its assessment. For each Performance Indicator the Council will either:

Accept the report of the CEO or Amend the report in part

The complete Review Report of the CEO, together with any amendments made by the Council at interview shall become the Appraisal Report and be submitted to a Council meeting for formal adoption.

**Appraisal Interview**

At the appraisal interview the Councilors present are to consider the report of the CEO against each of the Performance Indicators. The Councilors will use their judgment to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.

If the Councilors present are not satisfied on the basis of the evidence and the report that the performance targets have been reached, they shall discuss this with the CEO. The discussions shall have regard to the “Description” of the Key Result Area and the “Dominant Skills/Expertise” requirements for that particular Key Result Area contained in the Performance Agreement.

**Satisfaction Measure**

In using their judgment the Councilors present shall take the view of whether a “reasonable person” would be satisfied that the performance targets have been reached. It is open to the Councilors present to make recommendations to the CEO regarding his or her performance and any improvements that are required for the forthcoming review period.

**Report to Council**

Once the performance appraisal has been completed the Shire President (with the assistance of the CEO) is to submit the Appraisal Report to council for formal adoption.

At the same time a draft of a Performance Agreement for the forthcoming review period is to be submitted for adoption. It is open to the council to make changes to the draft performance agreement before adoption provided that the CEO agrees to the changes and the minutes of the meeting record this.

**Legal Implications**

This policy replaces the appraisal process described in the CEO’s contract of employment. The submission of this policy to the council for consideration constitutes the CEO’s agreement to the policy.

Once adopted the Appraisal Report has industrial relations implications.

<b>POLICY NO</b>	<b>7.11</b>
<b>POLICY SUBJECT</b>	<b>CHRISTMAS OFFICE SHUTDOWN &amp; TWO PAID “GRACE &amp; FAVOUR” DAYS FOR STAFF</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**7.11 Christmas Office Shutdown & Two Paid “Grace & Favour” Days for Staff**

The Council office & depot will be closed from 12 noon on the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. At least one Senior staff member will remain contactable and reasonably close to town in the event of an emergency such as a bushfire during this shutdown period.

Staff will also be granted 2 paid “grace and favour days” based on their ordinary hours in recognition of time worked in excess of normal hours during the year, to assist with covering their leave over the shutdown period between Christmas and New Year. Staff required to work during the Christmas Shutdown period as part of responding to an emergency will be granted the equivalent hours of ordinary time paid leave by agreement at another time.

<b>POLICY NO</b>	<b>7.12</b>
<b>POLICY SUBJECT</b>	<b>FITNESS FOR WORK</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.12 Fitness for Work**

#### **PURPOSE**

The Shire of Westonia is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act, 1984 to provide a safe working environment. The Shire of Westonia also recognises that this duty is incumbent on all employees that extend to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

#### **SCOPE**

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Westonia. In order to ensure that this duty is fulfilled, the Shire of Westonia has implemented this procedure in the interests of workplace health and safety.

Those who are suspected or found to be under the influence of drugs or alcohol at work will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and depending on the severity of their actions, may also stand the consequence of suspension without pay or instant dismissal.

#### **RESPONSIBILITIES**

It is the responsibility of the direct supervisor to detect if an employee is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a manner which will affect their work performance that could endanger work colleagues, members of the public or cause damage to council equipment.

The Shire of Westonia believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the effected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of the Shire of Westonia who is interested in receiving counselling services should seek approval from their Supervisor.

#### **DEFINITIONS**

For the purpose of this policy and procedure, the abuse of alcohol and / or other drugs includes:

- Impaired Work Performance - sudden or gradual deterioration in a person's ability to function appropriately at work.
- Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner.
- Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse – inappropriate use of a substance on the Shire of Westonia premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol – Any beverage containing alcohol.
- Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance – any drug that may have adverse effects causing impaired work performance.
- Fatigue – The inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, "hangovers" and/or "come downs").
- Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

#### **APPLICATION**

##### **Alcohol**

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire of Westonia. Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest approved medical centre for a blood alcohol test. If a blood alcohol level is deemed to be 0.02 and over, employees will

be sent home without pay for the remainder of the day. (Alternative transport will be required if a blood alcohol level is 0.05 or over).

If the blood alcohol level is under 0.02, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Westonia that employees make alternative arrangements to get home. The Shire of Westonia accepts no responsibility for employees during travel to and from the function.

### **Illicit Drugs and Other Substances**

Illicit drugs and other substances are strictly prohibited by the Shire of Westonia. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Westonia property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Westonia).

Refusal to a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing (every fortnight or at random as determined by the CEO) for a two month period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

### **Prescription and Other Medication**

It is an employee's responsibility to inform their supervisor of any medication they are taking which may affect their performance. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

### **Fatigue**

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep
- Voluntary Work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Westonia procedure to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Westonia where such may add to fatigue. Depending on the circumstances, the Shire of Westonia may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Westonia sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

### **DISCIPLINARY ACTION**

If this procedure is in anyway contravened by an employee the following will result.

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work. It is the employee's responsibility to advise if they are taking any medications (including over the counter or prescription) at the time offsetting.

#### **First Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
  - d. that any future breach of the policy will result in second offence or instant dismissal.
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on second offence. The Shire of Westonia will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

#### **Second Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
  - d. That any future breach of the policy will result in instant dismissal.
- (vii) Counselling will be offered, refer to First Offence (v), if counselling was not used in the first offence.
- (vi) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- (viii) The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid by the Shire of Westonia. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

#### **Third Offence:**

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (ii) The employee will be immediately dismissed from duty without notice.

#### **Instant Dismissal:**

The following are guidelines to circumstances that will result in dismissal without notice:

- (i) Any attempt to falsify the drug and alcohol screen
- (ii) Cultivating, selling or supplying drugs and / or other substances
- (iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iv) Unlawful behaviour.

#### **Other**



If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to:

a) Contact the employee's next of kin to arrange pick up.

#### REFERENCE

- Occupational Safety and Health Act 1984;
- Occupational Safety and Health Regulation 1996, and 2005 amendments;
- ISO 31000 Risk Management – Principles and guidelines;
- CASR Part 99
- Shire of Westonia Staff Induction Manual

#### **Explanatory Notes:**

*Notwithstanding this Policy incorporates a procedure for disciplinary action to address matters where an employee is deemed 'unfit for work', the Council acknowledges the CEO may, at his or her discretion, accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the Shire pursuant Section 5.41 of the Local Government Act 1995.*

---

<b>POLICY NO</b>	<b>7.13</b>
<b>POLICY SUBJECT</b>	<b>INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.13 Information Communications Technology (ICT)**

#### **Policy Statement**

Effective security is a team effort involving the participation and support of every Shire of Westonia employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall cover persons performing work on a permanent basis with the Shire of Westonia.

#### **General Use of ICT Equipment**

1. While the Shire of Westonia's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire of Westonia. Because of the need to protect the Shire of Westonia's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire of Westonia cannot be guaranteed.

2. A degree of personal use is allowed on the Shire of Westonia's equipment/devices/systems.

Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

1. personal use should be conducted either before or after contracted hours of work or during authorised breaks;
2. personal use should be limited and brief, avoiding excessive downloads or transmissions. An example of acceptable personal use would be conducting brief transactions through internet banking;
3. personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
4. managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
5. if there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

3. For security and network maintenance purposes, authorised individuals within the Shire of Westonia may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

4. The Shire of Westonia reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by Shire of Westonia employees should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire of Westonia's style guide.

### **Security and Proprietary Information**

1. All information stored on the Shire of Westonia's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.
2. Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with Shire of Westonia's advice from the ICT Team.
3. All devices connected to the Shire of Westonia's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.
4. Employees must use caution when opening files received from unknown senders.

### **Unacceptable Use**

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Westonia ICT systems or resources.

### **System and Network Activities**

The following activities are not permitted:

1. violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire of Westonia or the end user;
2. unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Westonia or the end user does not have an active license;
3. exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
4. introduction of malicious programs or codes into the network or onto devices connected to the network;
5. revealing your account password to others or allowing use of your account by others;
6. the Shire of Westonia's equipment is not to be used for the downloading or distribution of any material that could be considered as offensive. If an employee receives such material they should notify their manager and also the ICT Team;
7. making fraudulent offers of products, items, or services, or running private business interests via any Shire of Westonia equipment, device or account; and
8. undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

1. effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
2. executing any form of network monitoring which will intercept data not intended for the user's host;
3. attempting to avoid or bypass the Shire of Westonia's network security measures;
4. interfering with any other user's account, by whatever means; and
5. using the system in a way that could damage or affect the performance of the network in any way.

### **Email and Communications Activities**

The following activities are not permitted:

1. except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
2. any form of harassment via electronic/ICT means;
3. unauthorised use, or forging, of email header information;
4. solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
5. Creating or forwarding "chain letters" or "pyramid" schemes of any type;
6. use of any of the Shire of Westonia's network or systems for the purpose of generating unsolicited communications;



7. providing information about, or lists of, the Shire of Westonia's employees to parties outside the Shire of Westonia or to personal email addresses;
8. communicating in a manner that could adversely affect the reputation or public image of the Shire of Westonia; and
9. communicating in a manner that could be construed as making statements or representations on behalf of the Shire of Westonia without the Shire of Westonia's express permission to do so.

Users should also endeavour to archive their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either archiving or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

#### **Remote Access**

Employees with remote access should be reminded that, when they are connected to the Shire of Westonia's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire of Westonia's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Westonia's network and servers to ensure the security and integrity of data and records.

Employees are reminded of the following conditions relating to remote access to the Shire of Westonia's system:

1. family members must not violate any of the Shire of Westonia's policies, perform illegal activities, or use the access for outside business interests;
2. the device that is connected remotely to the Shire of Westonia's corporate network should be secure from access by external non-Shire of Westonia parties and should be under the complete control of the user;
3. the use of non-Shire of Westonia email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Westonia business, thereby ensuring official business is not confused with personal business; and
4. all devices (whether personal or corporate) connected to the Shire of Westonia's networks via remote access technologies should have up-to-date anti-malicious-code software.

#### **Provision and Use of Mobile Phones and Information/ Communication Devices**

Some employees will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire of Westonia and users must not change service providers unless authorized in writing to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Westonia should be sent through the Shire of Westonia's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

#### **Consequences of Breaching This Policy**

1. Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Westonia may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
2. Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.

<b>POLICY NO</b>	<b>7.14</b>
<b>POLICY SUBJECT</b>	<b>SOCIAL MEDIA</b>
<b>ADOPTION DATE</b>	<b>MAY 2017</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

### **7.14 Social Media**

#### **Policy Statement**

The Shire of Westonia understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Westonia.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Westonia who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Westonia.

Social Media means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube and Foursquare.

To this point, the Shire of Westonia only approves the use of the following social media sites for the following purposes:

Facebook for the Hood-Penn Museum;

Telstra Online SMS Messenger for emergency and community information.

#### **Social Media Use for Shire of Westonia Purposes**

The Shire of Westonia may direct specified employees to use social media for Shire of Westonia purposes, such as but not limited to the Chief Executive Officer.

Only employees with appropriate training and knowledge who are expressly authorised by the CEO may use social media for Shire of Westonia purposes.

If a person is provided with express permission by the CEO to use social media s/he must provide information that is truthful, accurate and in the interests of the Local Government. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

1. use spell check and proof read each post;
2. understand the context before entering any conversation;
3. know the facts and verify the sources;
4. be respectful of all individuals and communities with which the person interacts with online;
5. be polite and respectful of other opinions;
6. seek to conform to the cultural and behavioural norms of the social media platform being used;
7. if a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
8. understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the CEO should always be aware that the Shire of Westonia may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the CEO if s/he is ever unsure about stating or responding to something on a social media site.

#### **Records Personal/Private Use of the Shire of Westonia's Corporate Sites**

An employee cannot comment on behalf of the Shire of Westonia unless expressly authorised by the CEO. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or his/her authorised delegate) must be made.

An employee of the Shire of Westonia is able to share links that the Shire of Westonia has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Shire of Westonia.



**Personal/Private Use of Non-Shire of Westonia Sites**

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Westonia and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

**Consequences of Breaching this Policy**

The policy constitutes a lawful instruction to all of the organisation’s people, and breaches may lead to disciplinary action or termination by the Shire of Westonia or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

**HOUSING AND FACILITIES**

<b>POLICY NO</b>	<b>8.1</b>
<b>POLICY SUBJECT</b>	<b>HOUSING POLICY</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**8.1 Housing Policy**

The Shire of Westonia will provide quality well maintained housing for the following key employees of Council and key community members:

- Council Employees
- Chief Executive Officer Senior Finance Officer Works Supervisor
- Maintenance Grader Operator
- Swimming Pool Manager
- Community Members
- Westonia Community Cooperative Manager

Any surplus housing will be allocated on the basis of need and availability firstly to Council employees, and then to community members on a short term basis until required for Council employees.

Third party joint venture housing will be allocated according to the provisions of any joint venture agreement.

<b>POLICY NO</b>	<b>8.2</b>
<b>POLICY SUBJECT</b>	<b>COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY</b>
<b>ADOPTION DATE</b>	<b>JUNE 2013</b>
<b>LAST REVIEW</b>	<b>MAY 2018 (COUNCIL RES: )</b>

**8.2 Council Employee Housing Incentive Policy**

Council will consider, on a case by case basis, providing affordable housing lots to staff as an incentive to retain employees in the community for a longer term. The provision of affordable housing lots to employees is done so on the understanding that employees will relinquish any Council provided housing entitlements and develop a dwelling on the land within a reasonable time.

Council will implement a housing incentive for employees who currently own their house and reside in it. The rationale behind the initiative is to reward staff for not burdening Council with the need for staff housing.

Employees, who are currently in a Shire provided house, receive their water bill free of charge if they keep the gardens at a satisfactory level. This does not occur for staff with their own house.

Council implements an employee housing incentive policy for employees who currently own their house and reside in it to the value of \$500 per annum.



Clause 11.3 – enables Council to delegate powers and duties to the CEO.

**Policy Implications**

There are no direct implications on any current policies however a number of delegations are linked to Council policies.

**Strategic Implications**

From a local government perspective, the concept of “delegation” is: to entrust or commit (authority etc.) to another as an agent or deputy.

Consequently, the decision-making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision-making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Westonia is perceived more favorably for making timely decisions.

**Financial Implications**

The delegations allow for staff to authorise expenditure, raise income, write-off monies, provide staff benefits and also hasten processing times across various areas of operations.

**Voting Requirements**

Simple Majority

Absolute Majority

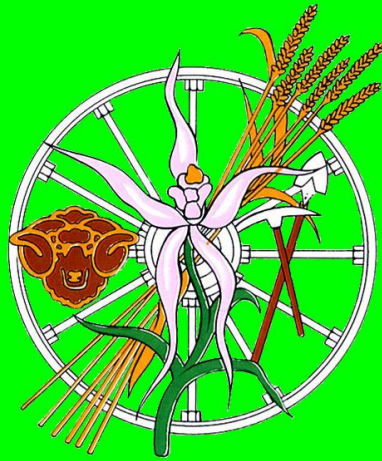
---

**OFFICER RECOMMENDATIONS**

**That Council reviews the current Delegation, makes changes and adopts the delegations contained within the Delegation Manual.**

# Attachment 9.1.5

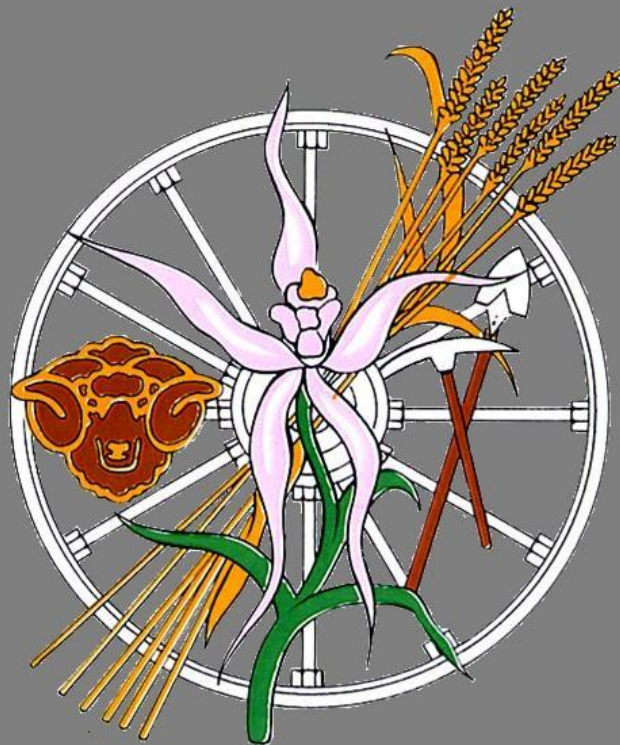
# Shire of Westonia



# Delegations Manual

2017/2018

# *Shire of Westonia Delegations Register*





# Notes

1. This Delegation Register consists of three (3) sections namely:  
**Section 1** - Delegations from Council to CEO and, where appropriate, other employees.  
**Section 2** - Delegations from CEO to other employees.  
**Section 3** - Delegations from other Authorities.
2. In Section 1, where the CEO has exercised authority under Section 5.44 of the Local Government Act, 1995, and on-delegated a Council power/duty to other employees, details are shown at the foot of each delegation.
3. Where a power or duty has been delegated under the Local Government Act to the CEO or other employees, details of records to be kept by delegates, as required under Local Government (Administration) Regulation No 19, are shown on the reverse side of each delegation.
4. All conditions applying to delegations are as specified in the record of the delegation.
5. All delegations are for an indefinite period of time unless another period of time is specified in the record of the delegation.
6. A power or duty may be delegated from under any other Act to the CEO or other employees, the details of which are described on the delegation.
7. All delegations in this Register were endorsed by Council on the 18<sup>th</sup> June 2015, unless another endorsement date is shown on the record of delegation.



## DELEGATION INDEX

### Local Government Act 1995

Delegation	Section of	Delegation Title
LGA1	s.3.25 & 3.26	Notice Requiring a Thing to be Done
LGA2	s.3.57	Tenders and Expressions of Interest
LGA3	s.3.58	Disposal of Surplus, Equipment, Materials, Tools, etc.
LGA4	s.6.14	Investment of the Shire's Money
LGA5	s.5.44	Acknowledgement of Unauthorised Structures
LGA6	s.9.10	Appointment of Authorised Persons
LGA7	s.9.49 A	Common Seal
LGA8	s 3.28 – 3.36	Power of Entry
LGA9	S 6.12	Debts – Write – Off, Waiver or Concessions
LGA10	S 3.5	Road Closures
LGA11	S 401a	Works, Unlawful
LGA12		
LGA13		
LGA14		
LGA15		
LGA16		
LGA17		
LGA18		
LGA19		
LGA20		
LGA21		
LGA22		
LGA23		
LGA24		

### Building Act 2011

Delegation	Section of	Delegation Title
BLD1	20, 21, 22, 58, 65 110 117	Building Matters- Permits, Certificates and Orders
BLD2	100, 101, 102, 103 106	Building Matters - Building Authorisations
BLD3	Part 8	Building Matters- Fines Penalties and Enforcement
BLD4		Building Licenses

### Local Government (Financial Management) Regulations 1996

Delegation	Regulation	Delegation Title
FMR 1	12	Creditors, Payment of

**Planning and Development Act 2005 & Local Planning**

**Scheme No. 2**

<b>Delegation</b>	<b>Section of</b>	<b>Delegation Title</b>
PLN 1		

**Strata Titles Act 1985**

<b>Delegation</b>	<b>Section of</b>	<b>Delegation Title</b>
STA 1	23	Strata Plans – Certificate of Local Government

### Bush Fires Act 1954

Delegation	Section of	Delegation Title
BFA 1	17	Prohibited Burning Times - Amendment
BFA 2	36-40	Local Government Functions Under the Bush Fire Act

### Caravan Parks and Camping Grounds Regulations 1997

Delegation	Section of	Delegation Title
CPR 1	11	Caravan Parks and Camping

### Food Act 2008

Delegation	Section of	Delegation Title
FOOD 1	65	Prohibition Orders – Section 65 of the Food Act 2008
FOOD 2	122	Appointment of Authorised Persons Under the Food Act 2008

### Local Laws

Delegation	Delegation Title
LL1	Local Laws

### Miscellaneous

Delegation	Policy	Delegation Title
MISC1	CMS 03	Donations
MISC2		Insurance – Public Liability Claims
MISC3	CMS 05	Liquor, Sale and Consumption – Council Property
MISC4		SAT Appeals
MISC5		Applications of Operation of Road Trains
MISC6		



# Notice Requiring a Thing to be Done

DELEGATION NUMBER	-	<b>LGA 1</b>
LEGISLATIVE POWER	-	Local Government Act 1995, ss. 3.25 & 3.26
DELEGATE	-	Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

### **3.25. Notices requiring certain things to be done by owner or occupier of land**

(1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that-

- (b) is prescribed in Schedule 3.1, Division 1; or
- (c) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

### **3.26 Additional powers when notices given**

- (1) This section applies when a notice is given under section 3.25(1).
- (2) If the person who is given the notice ("notice recipient") fails to comply with it the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.
- (3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the *Local Government Act 1995*.

## **Local Government Act 1995**

### **3.24. Authorising persons under this Subdivision**

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Accounting records.

# Tenders and Expressions of Interest

- DELEGATION NUMBER - **LGA 2**
- LEGISLATIVE POWER - Local Government Act 1995, s. 3.57; Local Government (Functions and General) Regulations 1996, Part 4, Division 2.
- DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

### 3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the *Local Government Act 1995*.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Works Supervisor and Executive Manager Development Services for the supply of goods and services within the area of responsibility.*

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Tenders Register.

# Disposal of Surplus Equipment, Materials, Tools, etc.

DELEGATION NUMBER	-	<b>LGA 3</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s.3.58; Local Government (Functions and General) Regulations 1996, r. 30
DELEGATE	-	Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

### 3.58. Disposing of property

(1) In this section –

"**dispose**" includes to sell, lease, or otherwise dispose of, whether absolutely or not;

"property" includes the whole or any part of the interest of a local government in property, but does not include money

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the Local Government Act 1995 where -

- the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.
- the surplus items have an estimated value of less than \$500

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Preparation of list of item/s for disposal, advertising and recording of purchaser details and disposal price

## Investment of Shire's Money

DELEGATION NUMBER	-	<b>LGA 4</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s.6.14
DELEGATE	-	Chief Executive Officer
POLICY REF	-	

### Power or Duty of the Local Government which is being delegated

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part 3 of the Trustees Act 1992

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.14 of the *Local Government Act 1995*

*(Reference: Local Government (Financial Management) Regulation No 19.)*

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Investments file.



# Acknowledgement of Unauthorised Structures

DELEGATION NUMBER	-	<b>LGA 5</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s 5.44
DELEGATE	-	Chief Executive Officer
POLICY REF	-	

The Chief Executive Officer is delegated the authority to Executive Manager Development Services to approve unauthorised structures upon receiving all required plans and inspecting the structure.

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

In appropriate property files

# Appointment of Authorised Persons

DELEGATION NUMBER	-	<b>LGA 6</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s.9.10
DELEGATE	-	Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions
- (1) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorized person.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the *Local Government Act 1995*.

Applies to the appointment of authorised persons or classes of persons under the *Local Government Act 1995*, the *Local Government (Miscellaneous Provisions) Act 1960*, and those local laws which have been made under these Acts.

### Note

The Department of Local Government & Regional Development's Guideline No. 17 (*Delegations*, January 2007) states that-  
"Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

All appointments to be in writing and copies of such are included in the legal file.

# Common Seal

DELEGATION NUMBER	-	<b>LGA 7</b>
LEGISLATIVE POWER	-	Section 9.49A (2) of the Local Government Act 1995
DELEGATE	-	Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The common seal of a local government is not to be affixed to any document except as authorised by the local government

The Chief Executive Officer is delegated authority to affix the common seal of the Shire of Westonia to any document which requires the affixing of the common seal to be validly executed.

### **Local Government Act 1995**

#### **9.49A. Execution of documents**

- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

# Power of Entry

- DELEGATION NUMBER - **LGA 8**
- LEGISLATIVE POWER - Local Government Act 1995, Part 3, Division 3, Sub Division 3
- DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Where the giving of notice of entry is applicable, and the issue of a warrant is applicable, copies of such notices to be included on the property file.

Where entry is determined to be an emergency, a report is to be prepared at the conclusion of the exercise and submitted to the CEO.

## Debts – Write-Off, Waiver or Concessions

DELEGATION NUMBER	-	<b>LGA 9</b>
LEGISLATIVE POWER	-	Section 6.12 of the Local Government Act 1995
DELEGATE	-	Chief Executive Officer

### Power or Duty of the Local Government which is being delegated

#### 6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may-
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.\*Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection 1 or regulate the exercise of that power.

The Chief Executive Officer is delegated authority to write-off debts and grant concessions in relation to any amount of money, up to an amount of \$50.00

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Appropriate journal entry and register of write-offs.

## Road Closures

- DELEGATION NUMBER - **LGA 10**
- LEGISLATIVE POWER - Local Government Act 1995, s 3.50
- DELEGATE - Chief Executive Officer

### **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads in accordance with the Road Traffic (Events on Roads) Regulations 1991 and Sections 3.50, 3.50 (a) and 3.51 of the Local Government Act 1995.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Works Supervisor.*

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Applications to be in writing and copies of advertisements and application to be included in the appropriate road file.

# Works, Unlawful

DELEGATION NUMBER	-	<b>LGA 11</b>
LEGISLATIVE POWER	-	Local Govt (Miscellaneous Provisions) Act 1960
DELEGATE	-	Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

- a) The Chief Executive Officer is delegated authority to issue stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
- b) The Chief Executive Officer is delegated authority to withdraw stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

---

## **RECORDING REQUIREMENTS**

Section 401a of the Local Government (Miscellaneous Provisions) Act 1960

# Street Appeals

- DELEGATION NUMBER - **LGA 12**
- LEGISLATIVE POWER - Local Govt Act 1995 (Section 5.42)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 (Section 5.42)



# Rate Book

DELEGATION NUMBER	-	<b>LGA 12</b>
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 6.39(1) Section 6.41(1) Section 6.50(2) Section 6.40 Section 6.76(4) Section 6.56(1) Section 6.49 Section 6.60(2)
DELEGATE	-	Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is hereby delegated the performances of the following functions of Council:

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to Section 6.41(1) of the Local Government Act 1995.
3. The time allowed for the payment of the rate before it becomes in arrears, Section 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the Local Government Act 1995.
6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with Section 6.49 of the Local Government Act 1995.

Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act 1995

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 6.39(1)  
Section 6.41(1)  
Section 6.50(2)  
Section 6.40  
Section 6.76(4)  
Section 6.56(1)  
Section 6.49  
Section 6.60(2)

# Discounted Hire of Council Facilities

- DELEGATION NUMBER - **LGA 13**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to determine any application from any individual or group for discounted hire of any Council facility except those facilities that have been leased, licensed or otherwise placed under the management of another person or body.

In exercising this authority the Chief Executive Officer is to take into consideration Council Policy and the prospects at recovering debt.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 5.42

# Legal Advice

- DELEGATION NUMBER - **LGA 14**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

Subject to provision being made in the Budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate Solicitor, such legal advice, assistance and opinion as the Chief Executive Officer deems necessary in the exercise of the management of Local Government.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 5.42

# Conferences – Seminars, Professional

- DELEGATION NUMBER - **LGA 15**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to approve the attendance by staff at conferences and seminars where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 5.42

# Contract Variances

- DELEGATION NUMBER - **LGA 16**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by Council.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 5.42

# Insurance

- DELEGATION NUMBER - **LGA 17**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to enter into appropriate contract of insurance.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 5.42

# Enforcement an Legal Proceedings

- DELEGATION NUMBER - **LGA 18**
- LEGISLATIVE POWER - Local Govt Act 1995 Section 9.10
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 Section 9.10

# Agreements for Payments of Debts to Council

- DELEGATION NUMBER - **LGA 19**
- LEGISLATIVE POWER - Local Govt Act 1995 (Section 6.49)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to make agreements with debtors for the payment of debts to Council, including rates and other debts.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 (Section 6.49)



# Impounding of Goods

- DELEGATION NUMBER - **LGA 20**
- LEGISLATIVE POWER - Local Govt Act 1995 (Section 3.39)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to authorise any employee to remove and impound any goods that are involved in a contravention that can lead to impounding.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 (Section 3.39)

# Disposing of Confiscated or Uncollected Goods

- DELEGATION NUMBER - **LGA 21**
- LEGISLATIVE POWER - Local Govt Act 1995 (Section 3.47)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to dispose of any goods that have been impounded.

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995 (Section 3.47)

# Payment to Employees

- DELEGATION NUMBER - **LGA 22**
- LEGISLATIVE POWER - Local Govt Act 1995
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to make payments to Council employees for telephone rental and calls, relocation expenses, professional development, education expenses and/or other expenses as per employment contracts and Council policies.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Senior Administration Officer.*

---

## **RECORDING REQUIREMENTS**

Local Govt Act 1995

# Building Matters – Permits, Certificates, and Orders

DELEGATION NUMBER	-	<b>BLD 1</b>
LEGISLATIVE POWER	-	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures.
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated:

**Section 20 – Granting of Building Permits**

**Section 21 - Granting of Demolition Permits**

**Section 22- Refusal of Permits**

**Section 58 - Granting and Refusing Occupancy Permits and Building Approval Certificates**

**Section 65 - Consider extending the period of duration of an Occupancy permit or Building Approval Certificate**

**Section 110 -Issue Building Orders**

**Section 117 - Revoke Building Orders**

Pursuant to the Building Act 2011, section 127- Delegation:

- a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- A delegation of a local government's powers or duties may only be to a person employed by the local government under Local Government Act 1995, section 5.36.
- The delegation must be in writing executed by or on behalf of the local government.
- A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.

## **5.45. the matters relevant to delegations under this Division**

(2) Nothing in this Division is to be read as preventing -

- a) A local government from performing any of its functions by acting through a person other than the CEO; or
- b) a CEO from performing any of his or her functions by acting through another person

## **The Concept of “Acting Through”**

In addition to covering delegations, the Local Government Act 1995 introduces the concept of “acting through”. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person”. The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Appropriate notations on Building License.

# Building Matters – Building Authorisations

DELEGATION NUMBER	-	<b>BLD 2</b>
LEGISLATIVE POWER	-	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

## **Section 100 - Entry powers**

## **Section 101- Powers after entry for compliance purposes**

## **Section 102- Obtaining information and documents**

## **Section 103 - Use of force and assistance**

## **Section 106 - Application for warrant to enter a place**

### **Pursuant to the Building Act 2011, Division 2 section 96 - Authorised persons.**

- a local government may, by instrument in writing, designate a person employed by the local government under the *Local Government Act 1995* section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

### **s100 - Entry powers**

- For compliance purposes an authorised person may at any reasonable time enter and remain on the places as prescribed in (1) of this section.
- The authorised person **is not** entitled to enter a part of a place in use as a residence except-
  - a) With the consent of an adult occupier; or
  - b) Under the authority of an entry warrant; or
  - c) To take action under section 118(2) in relation to an emergency building order.

### **s101 - Powers after entry for compliance purposes**

- An authorised person who enters a place under section 100(1) or under the authority of an entry warrant may, for compliance purposes, do any of the things listed in (1) of this section
- In taking action 118(2) in respect of a building order that requires a person to cause a building or incidental structure to be evacuated, an authorised person may direct any person to leave the building or incidental structure.
- If an authorised person takes anything away from the place, the authorised person must give the occupier of the place a receipt for the thing.

### **s102 -Obtaining information and documents**

- An authorised person, for compliance purposes, may do any of the things listed in paragraphs (1),(2), and (3) of this section

### **s103- Use of force and assistance**

- An authorised person may use assistance and force that is reasonably necessary in the circumstances when exercising a power under the Act but cannot use force against a person
- If the use of reasonable force is likely to cause significant damage to property, an authorised person is not entitled to use force unless under specific circumstances as detailed in this section
  - An authorised person may request a police officer or other person to assist the authorised person in exercising powers under this Act
    - In addition to the powers of a police officer, a police officer-
      - a) Has all the functions and powers of an authorised person under this Act; and
      - b) May use reasonable force to remove from a building or incidental structure a person who fails to leave when directed to do so under section 101(2)

While a person is assisting an authorised person at the request of the authorised person and in accordance with this Act the person

Has the same powers; and

Is subject to the same responsibilities; and

Has the same protection from liability,

as in like circumstances would be conferred or imposed on the authorised person

### **s106 - Entry warrant to enter place**

An authorised person may apply to a JP for an entry warrant authorising the entry for a compliance purpose

An authorised person may apply for an entry warrant even if, under this Act, the authorised person may enter the place without an entry warrant

The application must be made in accordance with the *Criminal Investigations Act 2006* section 13 and section 13(8) of that Act applies in relation to the entry warrant

An application for a warrant must include the details as listed in (4) of this section.

### **5.45. Other matters relevant to delegations under this Division**

Nothing in this Division is to be read as preventing -

A local government from performing any of its functions by acting through a person other than the CEO; or

a CEO from performing any of his or her functions by acting through another person

#### **The Concept of “Acting Through”**

In addition to covering delegations, the Local Government Act 1995 introduces the concept of “acting through”. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person”. The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Written notice.

## Building Matters – Fines, Penalties and Enforcement

DELEGATION NUMBER	-	<b>BLD 3</b>
LEGISLATIVE POWER	-	Part 8- Enforcement, of the Building Act 2011 powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

**Pursuant to the Building Act 2011, Division 2 Section 96 – Authorised persons.** a local government may, by instrument in writing, designate a person employed by the local government under the *Local Government Act 1995* section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government

That in accordance with section 96.3 of the Building Act 2011, the Chief Executive Officer be authorised to prepare, sign, and serve notices in relation to fines, penalties and enforcement with respect to the following attached sections of the Act.

### 5.45. Other matters relevant to delegations under this Division

- (4) Nothing in this Division is to be read as preventing -
  - e) A local government from performing any of its functions by acting through a person other than the CEO; or
  - f) a CEO from performing any of his or her functions by acting through another



person

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

## Building Licenses

**DELEGATION NUMBER** - **BLD 4**

**LEGISLATIVE POWER** - Powers of authorised employees/officers to perform the duties and functions of the *Building Act 2011* pertaining to buildings and associated incidental structures

**DELEGATE** - **Chief Executive Officer**

That pursuant to Building Act 2011 the Executive Manager Development Services is delegated authority to approve or refuse to approve plans and specifications, but where a plan and specification so submitted conforms to:

- a) all Local Laws and Regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- b) all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

The Executive Manager Development Services shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building licence under Section 374(1) of the Local Government (Miscellaneous Provisions) Act 1960 may be subject to such conditions as the Executive Manager Development Services considers necessary.

All licences issued under this delegated authority shall, in addition to any conditions imposed by the Executive Manager Development Services, contain and be subject to the following conditions:

1. The building licence is valid for a maximum period of twenty-four (24) months.
2. The licence is void if the work covered by it is not substantially commenced within 12 months of the date of issue.
3. Whenever required to do so by the Executive Manager Development Services the holder of the licence shall produce the approved plans, drawings and specifications for inspection.

NOTE: This delegation does not apply to applications for residential buildings with a floor area of 60m<sup>2</sup> or less. Such applications are to be referred to Council for determination.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.  
Building Licenses

## **Development Proposals - Advertising**

**DELEGATION NUMBER** - **BLD 5**

**LEGISLATIVE POWER** -

**DELEGATE** - **Chief Executive Officer**

The Chief Executive Officer is delegated authority to advertise development application for public comment where the Scheme requires such advertising and when the CEO considers such applications should have public comment prior to consideration by Council. The person appointed as Environmental and Building Surveyors for the Shire of Westonia is to make available from Council's file information regarding the development application so as the public is in a position to make a proper assessment. The Chief Executive Officer is to report on the item, and submissions received, at the next appropriate committee meeting following closure of the advertising period.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

## **RECORDING REQUIREMENTS**

# Treatment of Sewage & Disposal of Liquid Waste

- DELEGATION NUMBER** - BLD 6
- LEGISLATIVE POWER** -
- DELEGATE** - Chief Executive Officer

Pursuant to the provisions of Section 26 of the Health Act 1911 the Persons appointed as Environmental and Building Surveyors for the Shire of Westonia is hereby appointed and authorised to exercise and discharge powers and functions conferred on local government for the purpose of Regulations 4 of the Health (Treatment of Sewage & Disposal of Liquid Waste) Regulations 1974.

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Development Services.*

## RECORDING REQUIREMENTS

# Planning Matters

- DELEGATION NUMBER - **PLN 1**
- LEGISLATIVE POWER - Shire of Westonia Local Planning Scheme No X;  
Planning and Development Act 2005
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

### **Advertising**

### **Determination of Applications**

.

### **Subdivision Applications and Clearances**

### **Appeals (Reviews)**

### **Enforcement and Administration**

# Creditors, Payment of

DELEGATION NUMBER	-	<b>FMR 1</b>
LEGISLATIVE POWER	-	Local Government (Financial Management) Regulations 1996, r. 12 (1)
DELEGATE	-	Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

- (2) A payment may only be made from the municipal fund or the trust fund-
- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or
  - b) Otherwise, if the payment is authorized in advance by a resolution of the council.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the Local Government (Financial Management) Regulations 1996, in regard to the making of payments from the municipal and trust funds

*The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Finance Officer.*

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

List of accounts recorded in monthly Council meeting minutes.

# Strata Titles

- DELEGATION NUMBER - **STA 1**
- LEGISLATIVE POWER - Strata Titles Act 1985, s.23
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

(4) A local government may, either generally or as otherwise provided by the instrument of delegation, by writing under the seal of the local government, delegate to an employee of the local government any of the functions conferred on local governments under this Act, other than the functions so conferred by subsection (3) and section 24.

Under section 23(4) of the *Strata Titles Act 1985*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under the *Strata Titles Act 1985*.

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

# Prohibited Burning Times - Amendment

- DELEGATION NUMBER - **BFA 1**
- LEGISLATIVE POWER - Bush Fires Act 1954, s. 17
- DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

### Section 17

- 7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by -
- (i) shortening, extending, suspending or reimposing a period of prohibited burning times;
  - or
  - (ii) imposing a further period of prohibited burning times.

*Under section 17(10) of the Bush Fires Act 1954, the Shire President and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the Bush Fires Act 1954*

Bush Fires Act 1954

17(10) A local government may by resolution delegate to its mayor or president and its Chief Bush Fire Control Officer jointly its powers and duties under subsections (7) and (8)

## RECORDING REQUIREMENTS

---



# Local Government Functions Under the Bush Fires Act

DELEGATION NUMBER	-	<b>BFA 2</b>
LEGISLATIVE POWER	-	Bush Fires Act 1954, Part IV — Control and extinguishment of bush fires Division 1 — Local governments
DELEGATE	-	Chief Bush Fire Control Officer and Chief Executive Officer (jointly) OR CEO?

## Power or Duty of the Local Government which is being delegated

Section 36. – Local government may expend moneys in connection with control and extinguishment of bush fires

Section 37 – Local Government to ensure certain persons

Section 38 – Local government may appoint bush fire control officers

Section 38A – FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer

Section 39 – Special powers of bush fire control officers

Section 39A.- Duties of bush fire authorities on outbreak of fire

Section 40 – Local governments may join in appointing and employing bush fire control officers

*Pursuant to section 48 of the Bush Fires Act 1954, the Chief Executive Officer and Chief Bush Fire Control Officer are delegated authority to exercise the powers or discharge the duties of the Council under section 36, 37, 38, 38A, 39, 39A, 40 of the Bush Fires Act 1954, ONLY IN AN EMERGENCY SITUATION*

## 48. Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1)-

- a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
  - b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business
- 

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Authorisation to be in writing and details to be included in officer's personnel file.

# Local Government Functions Under the Bush Fires Act

- DELEGATION NUMBER - **BFA 3**
- LEGISLATIVE POWER - Bush Fires Act 1954 (Section 59)
- DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Bush Fires Act 1954.

---

## RECORDING REQUIREMENTS

Bush Fires Act 1954 (Section 59)

# Caravan Parks and Camping

DELEGATION NUMBER	-	<b>CPR 1</b>
LEGISLATIVE POWER	-	Caravan Parks and Camping Grounds Regulations 1997, Regulation 6
DELEGATE	-	Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

### **6. Local government**

A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that local government to do so.

Those persons who have been appointed by Council as "authorised persons" for the purposes of the *Caravan Parks and Camping Grounds Act 1995* are delegated to exercise the powers or discharge the duties of the Council under the *Caravan Parks and Camping Grounds Regulations 1997*.

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

# Prohibition Orders – Section 65 of the Food Act 2008

DELEGATION NUMBER	-	<b>FOOD 1</b>
LEGISLATIVE POWER	-	Food Act 2008, section 65
DELEGATE	-	Chief Executive Officer and Executive Manager Development Services

## Power or Duty of the Local Government which is being delegated

### 65. Prohibition order

(1) If the CEO or another enforcement agency believes on reasonable grounds-

(a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and

(b) **that-**

(i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or

(ii) the issue of the order is necessary to prevent or mitigate a serious danger to public health,

the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.

Council delegates the power to issue prohibition orders for the purposes of section 65 of the *Food Act 2008* to the Chief Executive Officer and the Executive Manager Development Services in accordance with section 118(2) of the *Food Act 2008*.

### 118. Functions of enforcement agencies and delegation

(2) A function conferred or imposed on an enforcement agency may be delegated -

(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations - subject to subsections 3 and 4, in accordance with the regulations

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

# Appointment of Authorised Persons Under the Food Act 2008

DELEGATION NUMBER	-	FOOD 2
LEGISLATIVE POWER	-	Food Act 2008, section 122
DELEGATE	-	Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

### 122. Appointment of authorised officers

(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if -

- (a) the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or
- (b) the person holds office as an Executive Manager Development Services under the *Health Act 1911*

Council delegates the power to appoint Authorised Persons for the purposes of the Food Act 2008 to the Chief Executive Officer under Section 118 (2) of the Food Act

### 118. Functions of enforcement agencies and delegation

(2) A function conferred or imposed on an enforcement agency may be delegated -

- (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations - subject to subsections 3 and 4, in accordance with the regulations

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

## Local Laws

DELEGATION NUMBER	-	LL 1
LEGISLATIVE POWER	-	Shire of Westonia Local Laws
DELEGATE	-	Chief Executive Officer

### **Power or Duty of the Local Government which is being delegated**

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the Shire of Westonia which have been made under the *Local Government Act 1995*.

---

## RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Details of advertising to be included in relevant file

## Donations

DELEGATION NUMBER	-	<b>MISC 1</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATE	-	Chief Executive Officer
POLICY REF	-	CMS-03

### **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated authority to approve requests for donation of monies up to the value of \$100.00 in accordance with Policy X Amended:

Periodical reports on donations made and applications refused are to be included within Councillors' information file/Status Report.

Any request refused by the CEO is to be submitted to Council for determination.

An annual amount will be set aside in the budget allocation.

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.



# Liquor, Sale and Consumption – Council Property

DELEGATION NUMBER	-	<b>MISC 3</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATE	-	Chief Executive Officer
POLICY REF	-	X

## **Power or Duty of the Local Government which is being delegated**

The Chief Executive Officer is delegated the authority to approve applications for the consumption of alcohol on Council property including parks, reserves, ovals and within shire facilities.

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Relevant correspondence kept on appropriate files.

# SAT Appeals

DELEGATION NUMBER	-	<b>MISC 4</b>
LEGISLATIVE POWER	-	State Administrative Tribunal Act 2004
DELEGATE	-	Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

Council delegates its authority and power to the Chief Executive Officer to respond to appeals to the State Administrative Tribunal, including the preparation of statements by respondents, liaison with the Office of the Tribunal and representation of the Council at review hearings.

Subject to the following Conditions:

1. Advice of appeals (applications for review) and the determination by the Tribunal to be reported to Council.
2. The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the delegation: keeping a written record of, and recording within an appropriate Database, details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty; and compliance with relevant any Shire Policies

---

## **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

# Application of operation of Road Trains

DELEGATION NUMBER - MISC 5  
LEGISLATIVE POWER -  
DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

The Chief Executive Officer has delegated authority to approve the use of local roads, deemed as suitable by the Works Supervisor, for the operation of road trains as per Councils policy.

Any roads, other than those approved by Main Roads in consultation with Council, which will be related to direct farm access will be dealt with on their merits, and will include conditions related to farm access and low usage.

*The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Works Supervisor.*

---

## RECORDING REQUIREMENTS

# Donations of Plant and Equipment

- DELEGATION NUMBER - MISC 6
- LEGISLATIVE POWER -
- DELEGATE - Chief Executive Officer

## Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to authorise the use of Councils plant and equipment, at no charge, for community based projects subject to Council Policy.

---

## RECORDING REQUIREMENTS

# Donations of Plant and Equipment

- DELEGATION NUMBER - **MISC 7**
- LEGISLATIVE POWER - Road Traffic Regulations 1991 (Evens on Roads)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive officer to determine applications for the temporary closure of roads for the purpose of conducting events.

---

## **RECORDING REQUIREMENTS**

# Donations of Plant and Equipment

- DELEGATION NUMBER - **MISC 6**
- LEGISLATIVE POWER - Road Traffic Regulations 1991 (Evens on Roads)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to authorise the use of Councils plant and equipment, at no charge, for community based projects subject to Council Policy.

---

## **RECORDING REQUIREMENTS**

# Legal Proceedings – Dog Act

- DELEGATION NUMBER - **MISC 7**
- LEGISLATIVE POWER - Dog Act 1976 (Section 44)
- DELEGATE - Chief Executive Officer

## **Power or Duty of the Local Government which is being delegated**

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Dog Act 1976.

---

## **RECORDING REQUIREMENTS**

Dog Act 1976 (Section 44)

## SECTION 2

### DELEGATIONS FROM CEO TO OTHER EMPLOYEES

No	Title	Delegated to -
LGA 1	Notice Requiring a Thing to be Done	
LGA 2	Tenders and Expressions of Interest	Deputy Chief Executive Officer, Works Supervisor, Executive Manager Development Services,
LGA 3	Disposal of Surplus, Equipment, Materials, Tools etc	
LGA 4	Investment of the Shire's Money	Deputy Chief Executive Officer
LGA 5	Acknowledgement of Unauthorised Structures	Executive Manager Development Services
LGA 6	Appointment of Authorised Persons	
LGA 7	Common Seal	
LGA 8	Power of Entry	Deputy Chief Executive Officer, Works Supervisor, Executive Manager Development Services, Chief Bush Fire Control Officer
LGA 9	Debts Write Off, Waiver or Concessions	
LGA 10	Road Closures	Works Supervisor
BLD 1	Building Matters – Permits, Certificates and Orders	Executive Manager Development Services
BLD 2	Building Matters – Building Authorisations	Executive Manager Development Services
BLD 3	Building Matters – Fines, Penalties and Enforcement	Executive Manager Development Services
BLD 4	Building Licenses	Executive Manager Development Services
FMR 1	Creditors, Payment of	Finance Officer
PLN 1		
STA 1	Strata Plans – Certificate of Local Government	
BFA 1	Prohibited Burning Times – Amendment	




BFA 2	Local Government Functions Under the Bush Fire Act	
CPR 1	Caravan Parks and Camping	
FOOD 1	Prohibition Orders – Section 65 of the Food Act 2008	
FOOD 2	Appointment of Authorised Persons Under the Food Act 2008	
LL 1	Local Laws	
MISC 1	Donations	
MISC 2	Insurance – Public Liability Claims	
MISC 3	Liquor, Sale and Consumption – Council Property	
MISC 4	SAT Appeals	



### 9.1.6 DIFFERENTIAL RATES 2018/2019

<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment</b>	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>



#### **Purpose of the Report**

- Executive Decision                       Legislative Requirement

#### **Background**

Council supported the differential rates in the dollar and minimums proposed for the 2018/2019 financial year and advertised the proposed rates for a 21 day comment period closing on Wednesday 16<sup>th</sup> June 2018. Council are then required to seek Ministerial approval for proposing to impose a Mining GRV differential rate that is more than twice the lowest rate.

April 18 Resolution:

#### **RESOLUTION**

Moved: Cr Jefferys    Seconded: Cr Della Bosca

10/04-18              That Council:

1. Reviews and adopts the statements in relation to
  - a) Objects and Reasons for implementing a Differential Rate 2018-19
  - b) Statement of Rating Information 2018-19
2. Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2018/2019 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.9533	355.00
GRV Mining	16.0175	355.00

3. Seek the Minister for Local Government’s approval to impose differential general rates more than twice the lowest rate; and
4. That Council publicly advertises its intention to impose differential rates, pursuant to section 6.36 (1) of the Local Government Act 1995 and invites public submissions for a period of twenty one days; and
5. That Council consider any submissions in respect of imposition of differential rates as part of the 2018/2019 Budget deliberations.

CARRIED 4/0

#### **Community/Stakeholder Consultation**

An advertisement on the Tuesday 24<sup>th</sup> May 2018 was included in the public notice section of the Newspaper circulated in the district as well as being located on the public notice board at the Shire office and the Shire website. The community will have 21 days to make submissions. (5.00pm 16<sup>th</sup> June 2018).

### **Comment**

The Local Government Act 1995 provides for Councils to levy rates to fund the estimated annual budget deficiency for the forthcoming financial year.

The estimated budget deficit for the 2018/2019 financial year has not yet been finalised, as the detailed budget estimates covering various expense and revenue items are currently being prepared. At present, the amount required from rates to fund the outcomes of the draft budget is in excess of the rate increase proposed of 5%. Staff is revising the draft budget and service levels and are looking at all avenues to reduce the gap, including alternative revenue sources.

In the past Council has adopted rates that are more than twice the minimum differential rate and must therefore seek Ministerial approval, as required by the provisions of the Local Government Act 1995. The Department of Local Government has been scrutinising Council's differential rating strategy each year and may request modifications to be made, if they are not satisfied that the rating strategy is fair and equitable.

*It must be understood the purpose of this Agenda Item is to set an estimated Differential Rate so a request can be sent to the Minister after advertising and seeking submissions from the electorate. Invariable the actual rate amount set may differ from the estimate once the valuations have been received from Landgate for the next financial year. However the legislations allows these rate in dollar amounts to be adjusted to reflect the actual valuations by making notation in the Shires Adopted Budget and on the Rate Notices sent out. Such notation is to explain the reason for the difference between the advertise Differential Rate and that impose being due to valuation adjustments from Landgate. The actual Rate Revenue raised will not differ significantly.*

The table below shows the rate categories for 2018/2019 and the rate in cents and minimum amounts; GRV Rate Category

<b>Category</b>	<b>Rate in the \$</b>	<b>Minimum Rate \$</b>
GRV General	5.9533	355.00
GRV Mining	16.0175	355.00

### **Statutory Environment**

Under section 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category. Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days;

- Details of each rate or minimum payment the local government intends to impose,
- Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

### **Policy Implications**

There are no policies relating to this matter.

### **Strategic Implications**

N/A

### Financial Implications

The Shire's principle source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision, therefore, these increasing costs must be borne by increases in rates.

The Shire has until 31 August each year to adopt the Annual Budget, as the Shire is a growing organisation and as such we are heavily reliant on receiving rates income to fund our operations, including salaries. With this in mind, setting the level of rates for advertising and allowing the adoption of the annual budget in June, after the close of the advertising period, is a very high priority to enable rates notices to be issued. The Shire prepares its cash flow based on starting to receive rate payments in late August each year.

### Voting Requirements

Simple Majority

Absolute Majority

---

### OFFICER RECOMMENDATIONS

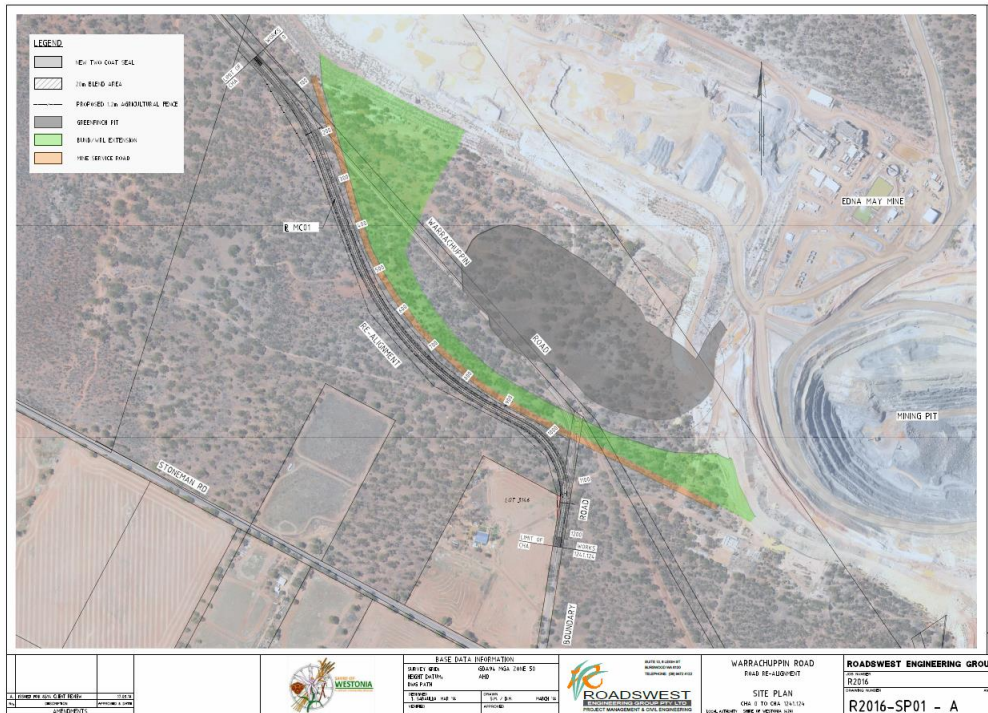
---

That after the close of the 21 day public consultation period, which concluded on Wednesday 16th June 2018 Council are advised that no submissions were received in respect of imposition of differential rates as part of the 2018/2019 Budget deliberations and therefor seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate as per the table below.

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<b>GRV General</b>	<b>5.9533</b>	<b>355.00</b>
<b>GRV Mining</b>	<b>16.0175</b>	<b>355.00</b>



In order to commence the project, Council will need to realign Warrachuppin road, which will include a new survey of the proposed road reserve, possible relocation of utility services (Telstra, Water) and possible new road design (if required).



Obviously, Ramelius Resources have indicated that they will pay for the realignment of the road, Council will now need to instigate the process for a resumption of land under the Land Administration Act.

In accordance with Council resolution of 14th December, in particular clause 2, the CEO carried out the consultation process in accordance with the provisions of the Land Administration Act 1997 (section 56).

At the close of the submission period on 24<sup>th</sup> May 2018, the following responses were received, as follows:

**Supplied at the meeting**

No submissions were received from a number of State Government Agencies and / or any of the neighbouring property owners / occupiers.

**Statutory Environment**  
**Land Administration Act 1995**

**56. Dedication of land as road**

*(1) If in the district of a local government —*

*(a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or*

*(b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —*

*(i) the holder of the freehold in that land applies to the local government, requesting it to do so; or*

*(ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so; or*

*(c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.*

*(2) If a local government resolves to make a request under subsection (1), it must —*

*(a) in accordance with the regulations prepare and deliver the request to the Minister; and*

*(b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.*

*(3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —*

*(a) subject to subsection (5), by order grant the request; or*

*(b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or*

*(c) refuse the request.*

*(4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.*

*(5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —*

*(6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.*

#### **Policy Implications**

Nil

#### **Strategic Implications**

Westonia Strategic Community Plan

The Westonia Strategic Community Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

Social

3.1 Provide a safe and efficient transport network

3.2 Provide equitable access to all Shire facilities and infrastructure

Economic

4.1 Support and strengthen local businesses and local business networks

4.2 Plan for employment, business and industry growth and change

4.3 Tell the world about the opportunities and benefits of doing business in Westonia

4.4 Advocate for infrastructure that meets the needs of contemporary business

#### **Financial Implications**

While there will be a cost to Council, it will be reimbursed by Ramelius Resources. Project is not expected to commence until 2018/19 financial year.

#### **Voting Requirements**



Simple Majority

Absolute Majority

---

**OFFICER RECOMMENDATIONS**

---

That Council:

1. Receives the (*enter submissions*) submissions presented and acknowledges the comments contained therein.
2. Requests the Minister for Lands to accede dedication of a portion of Unallocated Crown Land, located in Reserve 14983 in accordance with the provisions of the Land Administration Act 1997.

**9.2 COMMUNITY AND REGULATORY SERVICE**

**NIL**

**9.3 WORKS AND SERVICE**

**NIL**

**9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES**

**NIL**

## **10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

## **11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING**

## **12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Thursday 21<sup>st</sup> June 2018 commencing at 3.30pm

## **13 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at pm