



Ordinary Council Meeting

Attachments to Agenda items

18 July 2018

Ordinary Council Meeting of the Victoria Plains Shire Council held –
on Wednesday, 18 July 2018
in Council Chambers, Cavell Street Calingiri
commencing 2.00 pm.

DISCLAIMER:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Please note that meetings are recorded for minute taking purposes.



SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 June 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF VICTORIA PLAINS Information Summary For the Period Ended 30 June 2018

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

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 June 2018 of \$375,835.

Items of Significance

The material variance adopted by the Shire of Somewhere for the 2017/18 year is \$5,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

Following the upload of the revised figures contained in the Annual Budget review there no significant variances relating to capital expenditure to report in this Summary report.

Capital Revenue

Non-operating Grants, Subsidies and Contributions ▼ (\$831,802) Royalties for Regions Aged Care funds will now be recognised as non-cash as funding is being acquitted by the Shire of Toodyay. Recognition is delayed till after project is completed. Some RTR funding will now happen next year.

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
2 x Aged Care Units - Bolgart	23%	\$ 453,719	\$ 453,719	\$ 104,142
2 x Aged Care Units - Calingiri	32%	\$ 525,935	\$ 525,935	\$ 167,324
Toodyay-Bindi Bindi Road 2017-18	91%	\$ 385,034	\$ 385,034	\$ 350,868
Moore River Bridge Repairs (2017-18)	100%	\$ 1,058	\$ 1,058	\$ 1,058
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	192%	\$ 611,769	\$ 611,769	\$ 1,175,232
Non-operating Grants, Subsidies and Contributions	51%	\$ 1,687,189	\$ 1,687,189	\$ 855,387
	88%	\$ 2,298,958	\$ 2,298,958	\$ 2,030,619
Rates Levied	100%	\$ 2,387,517	\$ 2,387,517	\$ 2,387,517

% Compares current ytd actuals to annual budget

SHIRE OF VICTORIA PLAINS
Information Summary
For the Period Ended 30 June 2018

Key Information

Financial Position		Prior Year 30 June 2017	Current Year 30 June 2018
Adjusted Net Current Assets	79%	\$ 474,404	\$ 375,835
Cash and Equivalent - Unrestricted	87%	\$ 558,396	\$ 487,152
Cash and Equivalent - Restricted	87%	\$ 720,678	\$ 623,769
Receivables - Rates	56%	\$ 49,293	\$ 27,452
Receivables - Other	61%	\$ 503,050	\$ 306,434
Payables	68%	\$ 533,545	\$ 361,652

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

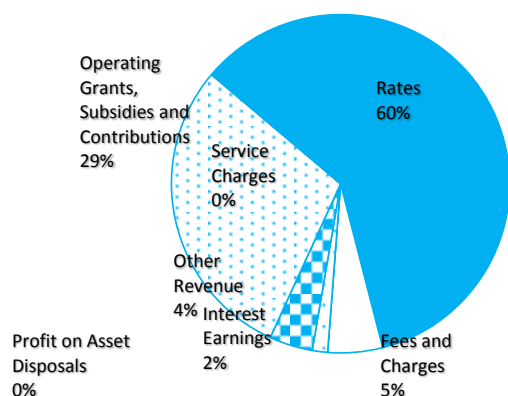
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

Preparation

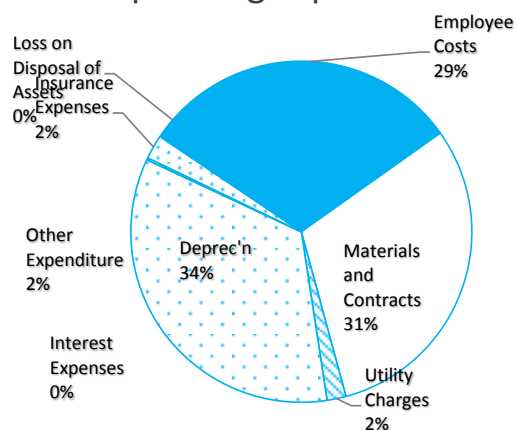
Prepared by: Bob Waddell (Local Government Consultant)
Reviewed by: Bob Waddell (Local Government Consultant)
Date prepared: 13-Jun-18

SHIRE OF VICTORIA PLAINS
Information Summary
For the Period Ended 30 June 2018

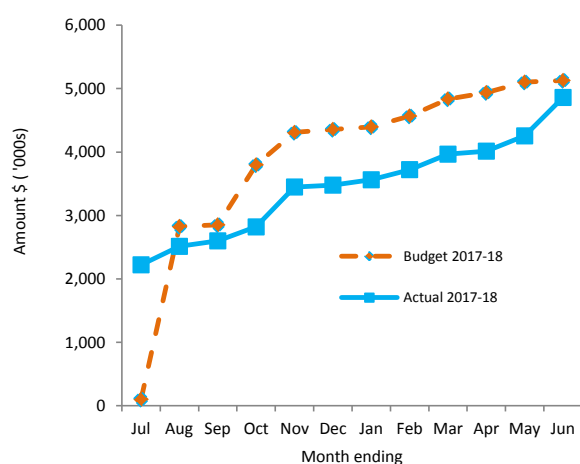
Operating Revenue



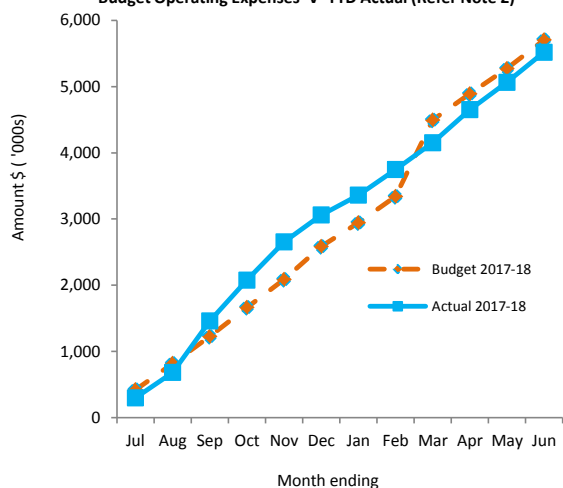
Operating Expenditure



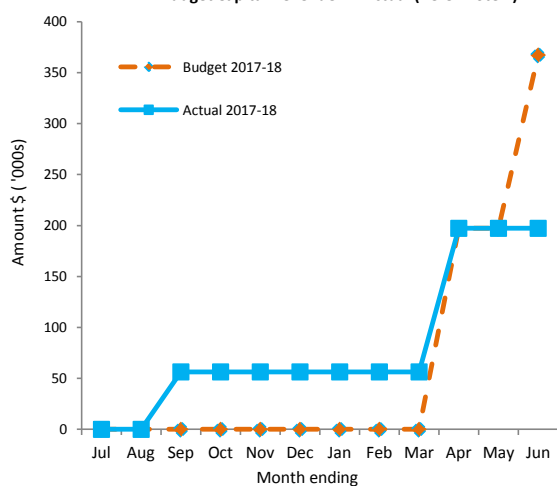
Budget Operating Revenues -v- Actual (Refer Note 2)



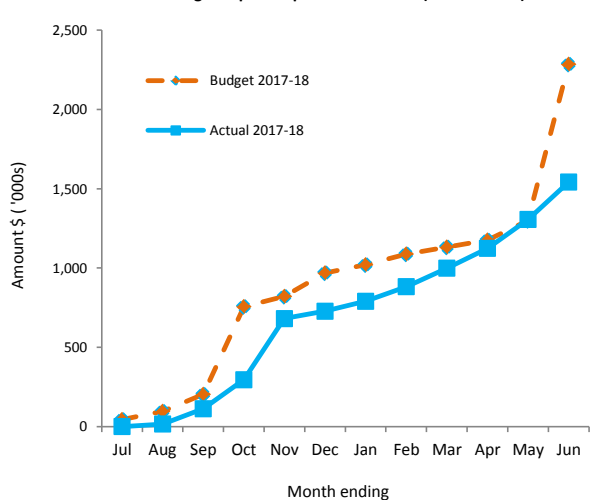
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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 VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2018

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	3	639,000	474,404	474,404	474,404	0	0%		
Revenue from operating activities									
Governance		7,808	10,676	10,676	7,811	(2,865)	(27%)	▼	
General Purpose Funding - Rates	9	2,393,653	2,387,517	2,387,517	2,387,517	0	0%	▲	
General Purpose Funding - Other		497,091	540,009	540,008	1,078,009	538,000	100%	▲	\$
Law, Order and Public Safety		43,236	43,700	43,700	64,527	20,827	48%	▲	\$
Health		2,263	5,218	5,218	6,668	1,450	28%	▲	
Education and Welfare		0	26,091	26,091	33,674	7,584	29%	▲	\$
Housing		124,154	72,474	72,474	81,026	8,552	12%	▲	\$
Community Amenities		73,232	88,698	88,698	89,644	946	1%	▲	
Recreation and Culture		21,035	28,383	28,383	29,331	948	3%	▲	
Transport		165,382	89,258	89,258	80,284	(8,973)	(10%)	▼	\$
Economic Services		28,718	40,094	40,094	41,983	1,890	5%	▲	
Other Property and Services		34,380	109,192	109,192	105,062	(4,130)	(4%)	▼	
		3,390,952	3,441,308	3,441,308	4,005,537				
Expenditure from operating activities									
Governance		(478,770)	(472,087)	(472,087)	(505,906)	(33,819)	(7%)	▼	
General Purpose Funding		(308,057)	(340,096)	(340,096)	(337,453)	2,643	1%	▲	
Law, Order and Public Safety		(295,665)	(271,553)	(271,553)	(267,537)	4,016	1%	▲	
Health		(150,664)	(144,288)	(144,288)	(135,057)	9,231	6%	▲	
Education and Welfare		(48,038)	(57,544)	(57,544)	(52,135)	5,409	9%	▲	
Housing		(194,686)	(276,923)	(276,923)	(284,971)	(8,047)	(3%)	▼	
Community Amenities		(436,503)	(426,574)	(426,574)	(383,452)	43,122	10%	▲	\$
Recreation and Culture		(621,999)	(611,368)	(611,368)	(606,443)	4,925	1%	▲	
Transport		(2,821,066)	(2,924,181)	(2,924,181)	(2,821,932)	102,249	3%	▲	
Economic Services		(215,616)	(209,504)	(209,504)	(202,634)	6,870	3%	▲	
Other Property and Services		150,778	28,632	28,632	79,272	50,640	(177%)	▲	
		(5,420,287)	(5,705,487)	(5,705,487)	(5,518,246)				
Operating activities excluded from budget									
Add back Depreciation		1,944,577	1,958,577	1,958,577	1,896,035	(62,542)	(3%)	▼	
Adjust (Profit)/Loss on Asset Disposal	8	19,000	11,613	11,613	(8,789)	(20,401)	(176%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0		▲	
Amount attributable to operating activities		(65,757)	(293,988)	(293,988)	374,537				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	2,134,189	1,687,189	1,687,189	855,387	(831,802)	(49%)	▼	\$
Proceeds from Disposal of Assets	8	291,500	257,273	257,273	87,273	(170,000)	(66%)	▼	\$
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(986,700)	(995,933)	(995,933)	(287,745)	708,187	71%	▲	\$
Construction other than Buildings	13	(26,000)	(18,500)	(18,500)	(14,594)	3,906	21%	▲	
Plant and Equipment	13	(205,000)	(28,483)	(28,483)	(28,483)	0	0%		
Motor Vehicles	13	(110,000)	(63,359)	(63,359)	(63,359)	0	0%		
Furniture and Equipment	13	(25,000)	(11,000)	(11,000)	(7,668)	3,332	30%	▲	
Infrastructure Assets - Roads	13	(1,467,534)	(1,068,396)	(1,068,396)	(1,053,225)	15,171	1%	▲	
Infrastructure Assets - Footpaths	13	(45,000)	(25,000)	(25,000)	(23,299)	1,701	7%	▲	
Infrastructure Assets - Other	13	0	0	0	0	0			
Amount attributable to investing activities		(439,545)	(266,208)	(266,208)	(535,713)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		15,993	15,993	15,993	16,538	545	(3%)	▲	
Transfer from Reserves	7	0	110,000	110,000	110,000	0	0%		
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(58,691)	(58,691)	(58,691)	(50,839)	7,852	13%	▲	\$
Transfer to Reserves	7	(91,000)	(16,000)	(16,000)	(13,091)	2,909	18%	▲	
Amount attributable to financing activities		(133,698)	51,302	51,302	62,607				
Closing Funding Surplus(Deficit)	3	(0)	(34,491)	(34,491)	375,835				

▲ ▼ 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 VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2018

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
Opening Funding Surplus (Deficit)	3	\$ 639,000	\$ 474,404	\$ 474,404	\$ 474,404	\$ 0	0%		
Revenue from operating activities									
Rates	9	2,393,653	2,387,517	2,387,517	2,387,517	0	0%	▲	
Operating Grants, Subsidies and Contributions	11	609,877	611,769	611,769	1,175,232	563,463	92%	▲	\$
Fees and Charges		156,665	211,150	211,150	209,604	(1,546)	(1%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		135,807	68,107	68,107	58,399	(9,708)	(14%)	▼	\$
Other Revenue		56,950	143,787	143,787	165,996	22,209	15%	▲	\$
Profit on Disposal of Assets	8	38,000	18,978	18,978	8,789	(10,190)	(54%)	▼	\$
		3,390,952	3,441,308	3,441,308	4,005,537				
Expenditure from operating activities									
Employee Costs		(1,506,268)	(1,738,258)	(1,738,258)	(1,588,215)	150,043	9%	▲	
Materials and Contracts		(1,476,347)	(1,567,109)	(1,567,109)	(1,689,536)	(122,427)	(8%)	▼	
Utility Charges		(84,850)	(102,934)	(102,934)	(99,236)	3,698	4%	▲	
Depreciation on Non-Current Assets		(1,944,577)	(1,958,577)	(1,958,577)	(1,896,035)	62,542	3%	▲	
Interest Expenses		(22,066)	(22,066)	(22,066)	(11,122)	10,944	50%	▲	\$
Insurance Expenses		(156,604)	(126,326)	(126,326)	(126,716)	(390)	(0%)	▼	
Other Expenditure		(172,575)	(159,625)	(159,625)	(107,385)	52,240	33%	▲	\$
Loss on Disposal of Assets	8	(57,000)	(30,591)	(30,591)	0	30,591	100%	▲	\$
Loss FV Valuation of Assets		0	0	0	0	0			
		(5,420,287)	(5,705,487)	(5,705,487)	(5,518,246)				
Operating activities excluded from budget									
Add back Depreciation		1,944,577	1,958,577	1,958,577	1,896,035	(62,542)	(3%)	▼	
Adjust (Profit)/Loss on Asset Disposal	8	19,000	11,613	11,613	(8,789)	(20,401)	(176%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0		▲	
Amount attributable to operating activities		(65,757)	(293,989)	(293,988)	374,537				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	11	2,134,189	1,687,189	1,687,189	855,387	(831,802)	(49%)	▼	\$
Proceeds from Disposal of Assets	8	291,500	257,273	257,273	87,273	(170,000)	(66%)	▼	\$
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(986,700)	(995,933)	(995,933)	(287,745)	708,187	71%	▲	\$
Construction other than Buildings	13	(26,000)	(18,500)	(18,500)	(14,594)	3,906	21%	▲	
Plant and Equipment	13	(205,000)	(28,483)	(28,483)	(28,483)	0	0%		
Motor Vehicles	13	(110,000)	(63,359)	(63,359)	(63,359)	0	0%		
Furniture and Equipment	13	(25,000)	(11,000)	(11,000)	(7,668)	3,332	30%	▲	
Infrastructure Assets - Roads	13	(1,467,534)	(1,068,396)	(1,068,396)	(1,053,225)	15,171	1%	▲	
Infrastructure Assets - Footpaths	13	(45,000)	(25,000)	(25,000)	(23,299)	1,701	7%	▲	
Infrastructure Assets - Other	13	0	0	0	0	0			
Amount attributable to investing activities		(439,545)	(266,208)	(266,208)	(535,713)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		15,993	15,993	15,993	16,538	545	3%	▲	
Transfer from Reserves	7	0	110,000	110,000	110,000	0	0%		
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(58,691)	(58,691)	(58,691)	(50,839)	7,852	13%	▲	\$
Transfer to Reserves	7	(91,000)	(16,000)	(16,000)	(13,091)	2,909	18%	▲	
Amount attributable to financing activities		(133,698)	51,302	51,302	62,607				
Closing Funding Surplus (Deficit)	3	(0)	(34,491)	(34,491)	375,835				

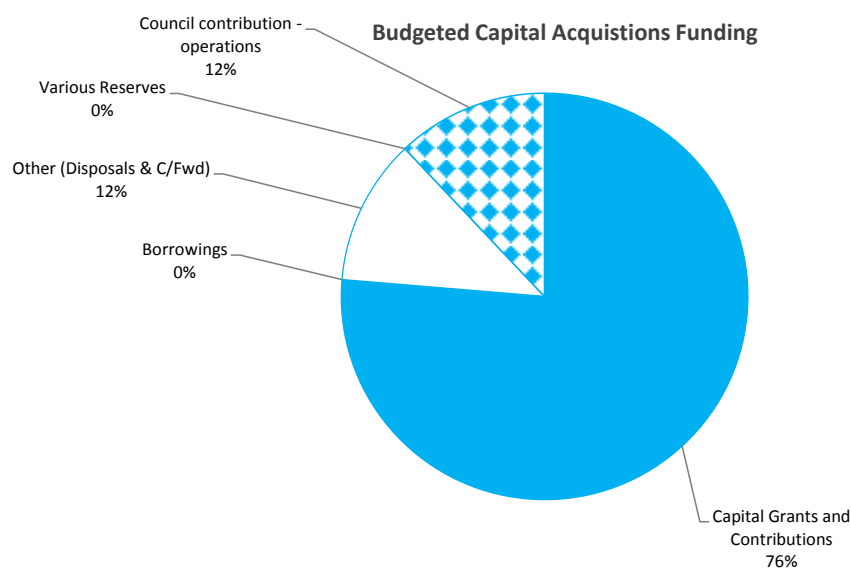
▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF VICTORIA PLAINS
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	Adopted Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0	0
Land and Buildings	13	0	287,745	995,933	995,933	986,700	287,745	(708,187)
Construction other than Buildings	13	0	14,594	18,500	18,500	26,000	14,594	(3,906)
Plant and Equipment	13	0	28,483	28,483	28,483	205,000	28,483	0
Motor Vehicles	13	0	63,359	63,359	63,359	110,000	63,359	0
Furniture and Equipment	13	0	7,668	11,000	11,000	25,000	7,668	(3,332)
Infrastructure Assets - Roads	13	0	1,053,225	1,068,396	1,068,396	1,467,534	1,053,225	(15,171)
Infrastructure Assets - Footpaths	13	0	23,299	25,000	25,000	45,000	23,299	(1,701)
Infrastructure Assets - Other	13	0	0	0	0	0	0	0
Capital Expenditure Totals		0	1,478,373	2,210,670	2,210,670	2,865,234	1,478,373	(732,297)
Capital acquisitions funded by:								
Capital Grants and Contributions				1,687,189	1,687,189	2,134,189	855,387	
Borrowings				0	0	0	0	
Other (Disposals & C/Fwd)				257,273	257,273	291,500	87,273	
Council contribution - Cash Backed Reserves								
Various Reserves				110,000	0		85,000	
Council contribution - operations				156,208	266,208		450,713	
Capital Funding Total				2,210,670	2,210,670		1,478,373	



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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 VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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

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 VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

City/Town/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's overheads operating accounts.

Activities:

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

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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 2017/18 year is \$5,000 or 10% whichever is the greater.

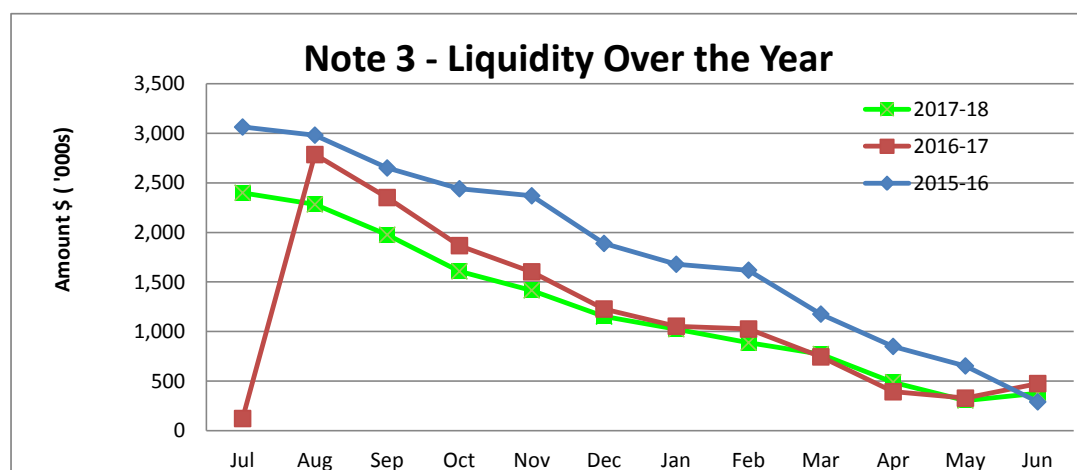
Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
General Purpose Funding - Other	538,000	100%	▲	\$	Permanent	FAG's received in advance.
Law, Order and Public Safety	20,827	48%	▲	\$	Permanent	DFES ESL Admin fee received not budgeted for. First quarter 2018/19 DFES operating grant received in advance.
Education and Welfare	7,584	29%	▲	\$	Permanent	Community income received not budgeted for.
Housing	8,552	12%	▲	\$	Permanent	Income from housing stock slightly higher than budget.
Transport	(8,973)	(10%)	▼	\$	Permanent	Profit on disposal of assets have not eventuated.
Expenditure from operating activities						
Community Amenities	43,122	10%	▲	\$	Permanent	Various activities under the sub program Other Community Amenities has come in under budget, e.g.: Cemeteries mtce, public toilets mtce, depreciation expense, Piawaning Water Supply.
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(831,802)	(49%)	▼	\$	Timing	Royalties for Regions Aged Care funds will now be recognised as non-cash as funding is being acquitted by the Shire of Toodyay. Recognition is delayed till after project is completed. Some RTR funding will now happen next year.
Proceeds from Disposal of Assets	(170,000)	(66%)	▼	\$	Permanent	Budgeted timing of disposal of grader now pushed back to 2018/19 budget.
Land and Buildings	708,187	71%	▲	\$	Timing	Timing of recognition expenditure on Aged Care Units.
Financing Activities						
Repayment of Debentures	7,852	13%	▲	\$	Timing	Principal loan payment for Calingiri Football Club is yet to be processed in the Shire accounts.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30/06/2017	30/06/2017	30/06/2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	558,396	558,396	396,616
Cash Restricted - Conditions over Grants	11	0	0	90,537
Cash Restricted - Reserves	4	720,678	720,678	623,769
Receivables - Rates	6	49,293	49,293	27,452
Receivables - Other	6	503,050	503,050	306,434
Inventories		41,242	41,242	66,684
		1,872,658	1,872,658	1,511,492
Less: Current Liabilities				
Payables		(533,545)	(533,545)	(361,652)
Loan Liability		(58,691)	(58,691)	(7,852)
Provisions		(144,031)	(144,031)	(144,031)
		(736,266)	(736,266)	(513,535)
Less: Cash Reserves	7	(720,678)	(720,678)	(623,769)
Add Back: Component of Leave Liability not Required to be funded		0	0	0
Add Back: Current Loan Liability		58,691	58,691	7,852
Adjustment for Trust Transactions Within Muni		(1)	(1)	(6,205)
Net Current Funding Position		474,404	474,404	375,835



Comments - Net Current Funding Position

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$			
(a) Cash Deposits								
Municipal Funds Bank A/c	483,887				483,887	Bendigo	0.00%	At Call
Petty Cash Float	590				590	N/A	Nil	On Hand
Reserve Funds Bank Account		515,762			515,762	Bendigo	2.00%	19/06/2018
Trust Bank Account			10,248		10,248	Bendigo	0.00%	At Call
(b) Term Deposits								
Municipal Savings Bank Account	2,676				2,676	Bendigo	1.50%	At Call
Municipal Account - 60 Day Term Deposit	0				0			
Municipal Account - 90 Day Term Deposit	0				0			
Municipal Account - Treasury OCDF	0				0			
Municipal Term Deposit 3mths (Bendigo 1)	0				0			
Municipal Term Deposit 3mths (Bendigo 2)	0				0			
Reserves - Term Deposit		0			0			
Treasury - Reserve Account		0			0			
Reserves - Term Deposit		108,007			108,007	Bendigo	2.00%	5/09/2018
Trust Account - Term Deposit			0		0			
(c) Investments								
				0	0	N/A	N/A	N/A
Total	487,152	623,769	10,248	0	1,121,169			

Comments/Notes - Investments

Council's overdraft facility has not been utilised in this month.

Amendments to original budget since budget adoption. Surplus/(Deficit)

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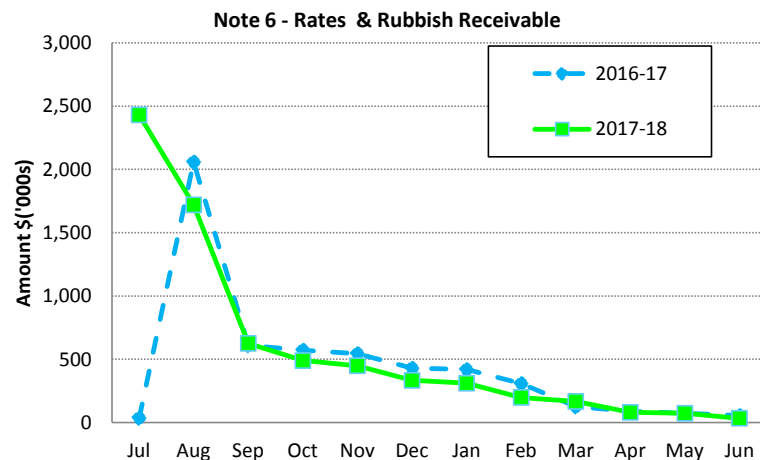
SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 6: Receivables

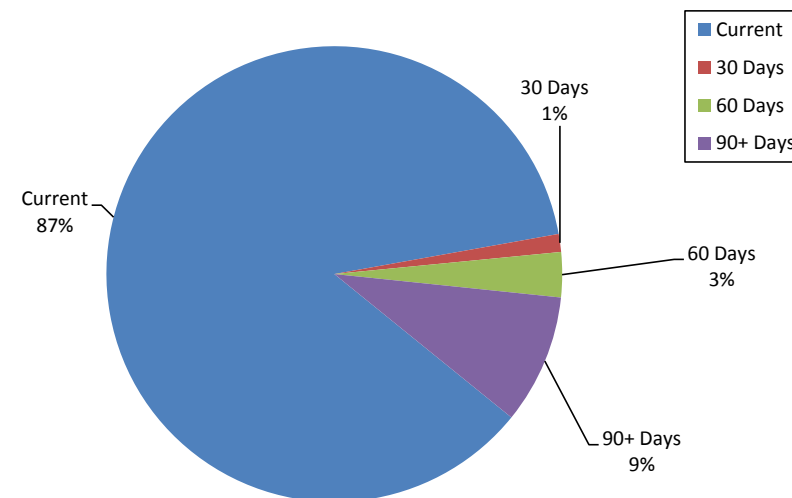
Receivables - Rates & Rubbish	30 June 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	55,992	52,621
Levied this year	2,367,642	2,318,738
Less Collections to date	(2,389,482)	(2,315,368)
Equals Current Outstanding	34,151	55,992
Net Rates Collectable	34,151	55,992
% Collected	98.59%	97.64%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	32,171	473	1,189	3,423	37,256
Balance per Trial Balance					
Sundry Debtors					37,256
Receivables - Other					269,816
Total Receivables General Outstanding					307,072

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



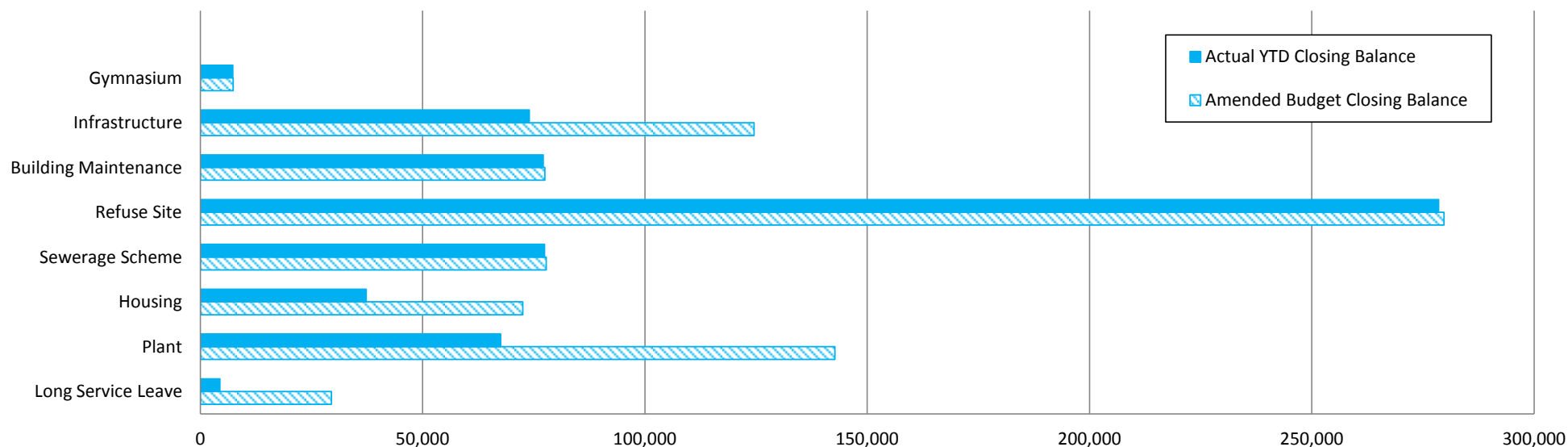
Comments/Notes - Receivables Rates & Rubbish

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	28,843	641	582	0	0	0	(25,000)	29,484	4,425
Plant	66,264	1,471	1,299	75,000	0	0	0	142,735	67,564
Housing	70,966	1,576	1,365	0	0	0	(35,000)	72,542	37,330
Sewerage Scheme	76,096	1,689	1,351	0	0	0	0	77,785	77,447
Refuse Site	273,652	6,075	4,857	0	0	0	0	279,727	278,509
Building Maintenance	75,815	1,683	1,346	0	0	0	0	77,498	77,161
Infrastructure	121,837	2,705	2,163	0	0	0	(50,000)	124,542	74,000
Gymnasium	7,205	160	128	0	0	0	0	7,365	7,333
	720,678	16,000	13,091	75,000	0	0	(110,000)	811,678	623,769

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



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings								
	Plant and Equipment								
MV101	2016 Toyota Prado VX	50,386	56,364	5,978		50,386	56,364	5,978	
MV099	2016 Subaru Outback 3.6R	28,099	30,909	2,810		31,500	30,909		(591)
MV043	PTK17 - Hino 9 Tonne Tip Truck with Drop Sides					0	0		
PE080	PGR9 Cat Grader 120 M Series					170,000	140,000		(30,000)
PE097	Toro Z580D 25hp Ride On Mower					0	0		
MV082	Nissan D40 RX King Cab Ute					0	0		
MV095	Holden Colorado LS 4x2 - Depot Admin Officer					17,000	30,000	13,000	
		78,484	87,273	8,789	0	268,886	257,273	18,978	(30,591)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV	9.3242	289	1,833,532	170,962	125	0	171,088	170,962	125	0	171,087
UV	0.6969	220	300,951,500	2,097,331	(6,921)	(3,675)	2,086,735	2,097,331	(6,921)	(3,675)	2,086,735
Non-rateable				0	0	(709)	(709)	0	0	(709)	-709
Sub-Totals		509	302,785,032	2,268,293	(6,796)	(4,384)	2,257,113	2,268,293	(6,796)	(4,384)	2,257,113
Minimum Payment	Minimum										
	\$										
GRV	420.00	73		30,660	0	0	30,660	30,660	0	0	30,660
UV	550.00	54		29,700	0	0	29,700	29,700	0	0	29,700
Sub-Totals		127	0	60,360	0	0	60,360	60,360	0	0	60,360
		636	302,785,032	2,328,653	(6,796)	(4,384)	2,317,473	2,328,653	(6,796)	(4,384)	2,317,473
Discounts							0				0
Concession							0				0
Amount from General Rates							2,317,473				2,317,473
Ex-Gratia Rates							70,044				70,044
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Totals							2,387,517				2,387,517

Comments - Rating Information

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars/Purpose	01 Jul 2017	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
		YTD Actual	Amended Budget	Adopted Budget	Actual YTD	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities													
Loan 72 Drought Proofing Calingiri	19,938	0	0	0	9,646	9,646	9,646	10,292	10,292	10,292	931	1,156	1,156
Recreation and Culture													
Loan 82 Calingiri Sports Pavilion	94,376	0	0	0	17,241	17,241	17,241	77,135	77,135	77,135	3,486	4,037	4,037
Loan 83 Calingiri Football Club *	255,714	0	0	0	8,142	15,993	15,993	247,572	239,721	239,721	4,046	12,807	12,807
Economic Services													
Loan 84 Piawaning Water Supply	167,240	0	0	0	15,811	15,811	15,811	151,429	151,429	151,429	2,659	4,066	4,066
	537,268	0	0	0	50,839	58,691	58,691	486,429	478,577	478,577	11,122	22,066	22,066

* These loans are self supporting loans. All other debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (Tied) (a)	Adopted Budget		YTD Amended Budget	Adopted Annual Budget (c)	Post Variations (d)	Expected (c)+(d)	YTD Actual		Unspent Grant (Tied) (a)+(b)
				Operating	Capital					Revenue	(Expended) (b)	
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	0	216,705	0	238,765	216,705	22,059	238,764	485,013	0	0
Grants Commission - Local Roads	WALGGC	Operating	0	228,903	0	242,760	228,903	13,857	242,760	538,381	0	0
Law, Order and Public Safety												
Grant - ESL BFB Operating Grant	Dept of Fire & Emergency Service	Operating - Tied	0	37,765	0	37,765	37,765	0	37,765	52,525	(36,488)	16,037
Education & Welfare												
Grant - Suicide Prevention	Mental Health Commission	Operating - Tied	0	0	0	20,000	0	20,000	20,000	20,000	0	20,000
Grant - Age Friendlies Communities	Dept Local Govt & Cummunities	Operating - Tied	0	0	0	0	0	0	0	6,100	0	6,100
Housing												
Grant - R4R CLGF	Dept of Regional Development	Non-operating	0	0	900,000	900,000	900,000	0	900,000	0	(271,467)	0
Transport												
Contribution - Street Lighting	Main Roads WA	Operating	0	1,000	0	200	1,000	(800)	200	934	(29,737)	0
Grant - Regional Road Group - Road Projects	Main Roads WA	Non-operating	0	0	256,689	256,689	256,689	0	256,689	205,350	(400,957)	0
Grant - Direct Road	Main Roads WA	Operating	0	125,504	0	72,279	125,504	(53,225)	72,279	72,279	(704,231)	0
Grant - Black Spot	Main Roads WA	Non-operating	0	0	40,500	40,500	40,500	0	40,500	48,400	0	48,400
Grant - Roads to Recovery	Dept of Infrastructure	Non-operating	0	0	937,000	490,000	937,000	(447,000)	490,000	561,362	(570,340)	0
Grant - Ag-Lime Project	Main Roads WA	Non-operating	0	0	0	0	0	0	0	40,275	(40,275)	0
TOTALS			0	609,877	2,134,189	2,298,958	2,744,066	(445,109)	2,298,957	1,990,344	(2,013,220)	90,537
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	572,112	0	554,004	572,112	(18,109)	554,003	1,096,607	(733,967)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	37,765	0	57,765	37,765	20,000	57,765	78,625	(36,488)	42,137
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	2,134,189	1,687,189	2,134,189	(447,000)	1,687,189	855,387	(1,283,039)	48,400
TOTALS			0	609,877	2,134,189	2,298,958	2,744,066	(445,109)	2,298,957	2,030,619	(2,053,495)	90,537

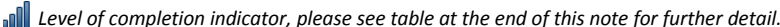








SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

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 Jun 2018
	\$	\$	\$	\$
BCITF	952.17	7,470.99	(6,171.16)	2,252.00
BSL	2,419.89	12,643.72	(11,745.31)	3,318.30
Community Bus	0.00	0.00	0.00	0.00
Central Midlands Vroc	0.00	0.00	0.00	0.00
Gym Key Bond	642.00	260.00	(40.00)	862.00
Housing Bonds	0.00	8,290.00	(8,290.00)	0.00
Hall & Hall Key Bond	540.00	400.00	(200.00)	740.00
Vehicle Licensing	1.18	306,661.85	(300,458.15)	6,204.88
Councillor Nomination Bonds	0.00	560.00	(560.00)	0.00
Other Trust Items	1,387.76	639.90	(489.90)	1,537.76
Tip Key Bond	1,438.00	100.00	0.00	1,538.00
	7,381.00	337,026.46	(327,954.52)	16,452.94

Note 13: Capital Acquisitions

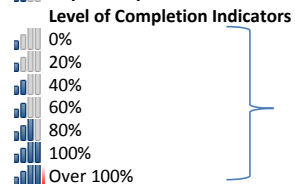
Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget			Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance	
				\$	\$	\$	\$	\$	\$	\$	
											
Buildings											
Governance											
 OH&S Upgrade to Shire buildings	40074	9231		0	0	0	(7,000)	0	0	0	
Total - Governance				0	0	0	(7,000)	0	0	0	
Housing											
 2 x Aged Care Units - Bolgart	40197	9231		0	(104,142)	(104,142)	(480,000)	(453,719)	(453,719)	349,577	
 2 x Aged Care Units - Calingiri	40198	9231		0	(167,324)	(167,324)	(480,000)	(525,935)	(525,935)	358,611	
 CEO Residence Upgrades	40298	9231		0	(16,279)	(16,279)	(13,500)	(16,279)	(16,279)	0	
Total - Housing				0	(287,745)	(287,745)	(973,500)	(995,933)	(995,933)	708,187	
Recreation And Culture											
 Disability Acces Program	40057	9231		0	0	0	(6,200)	0	0	0	
Total - Recreation And Culture				0	0	0	(6,200)	0	0	0	
Total - Buildings				0	(287,745)	(287,745)	(986,700)	(995,933)	(995,933)	708,187	
Construction Other Than Buildings											
Community Amenities											
 Calingiri Cemetery Upgrade	40072	9232		0	0	0	0	(4,500)	(4,500)	4,500	
Total - Community Amenities				0	0	0	0	(4,500)	(4,500)	4,500	
Economic Services											
 Dump Point (Calingiri Caravan Park)	40299	9232		0	(3,884)	(3,884)	(6,000)	(6,000)	(6,000)	2,116	
Total - Economic Services				0	(3,884)	(3,884)	(6,000)	(6,000)	(6,000)	2,116	
Other Property & Services											
 Depot Upgrades	40304	9232		0	(10,710)	(10,710)	(20,000)	(8,000)	(8,000)	(2,710)	
Total - Other Property & Services				0	(10,710)	(10,710)	(20,000)	(8,000)	(8,000)	(2,710)	
Total - Construction Other Than Buildings				0	(14,594)	(14,594)	(26,000)	(18,500)	(18,500)	3,906	

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance
				\$	\$	\$	\$	\$	\$	\$
Plant & Equipment										
Transport										
9t Truck	40300	9235		0	0	0	(150,000)	0	0	0
Ride on Mower	40301	9235		0	0	0	(30,000)	0	0	0
Upgrade Water Tank	40302	9235		0	(15,968)	(15,968)	(10,000)	(15,968)	(15,968)	0
Ute Body (for Rangers Ute)	40303	9235		0	(12,515)	(12,515)	(15,000)	(12,515)	(12,515)	0
Total - Transport				0	(28,483)	(28,483)	(205,000)	(28,483)	(28,483)	0
Total - Plant & Equipment				0	(28,483)	(28,483)	(205,000)	(28,483)	(28,483)	0
Motor Vehicles										
Governance										
CEO Vehicle Replacement	40004	9234		0	(63,359)	(63,359)	(65,000)	(63,359)	(63,359)	0
DCEO Vehicle Replacement	40005	9234		0	0	0	(45,000)	0	0	0
Total - Governance				0	(63,359)	(63,359)	(110,000)	(63,359)	(63,359)	0
Total - Motor Vehicles				0	(63,359)	(63,359)	(110,000)	(63,359)	(63,359)	0
Furniture & Equipment										
Governance										
Furn & Equip - Administration	40032	9233		0	(1,409)	(1,409)	0	0	0	(1,409)
Computing Upgrade software & hardware	40069	9233		0	(6,259)	(6,259)	(20,000)	(11,000)	(11,000)	4,741
Air Conditioner (Admin. Office)	40297	9233		0	0	0	(5,000)	0	0	0
Total - Governance				0	(7,668)	(7,668)	(25,000)	(11,000)	(11,000)	3,332
Total - Furniture & Equipment				0	(7,668)	(7,668)	(25,000)	(11,000)	(11,000)	3,332

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	
				\$	\$	\$	\$	\$	\$	\$
Roads										
Transport										
Wirrilda road Intersection (line-marking & reinstatement)	40021	9240	C9134	0	(7,386)	(7,386)	(20,000)	(7,386)	(7,386)	0
Dust Suppression (various)	40021	9240	C9135	0	0	0	(30,000)	0	0	0
Kerbing (2017-18)	40021	9240	C9136	0	0	0	(30,000)	(20,000)	(20,000)	20,000
Gravel Pits (2017-18)	40021	9240	C9137	0	(21,872)	(21,872)	(25,000)	(25,000)	(25,000)	3,128
Toodyay-Bindi Bindi Road 2017-18	40022	9240	RR0033	0	(350,868)	(350,868)	(385,034)	(385,034)	(385,034)	34,166
Mogumber-Yarawindah Road	40022	9240	RR0034	0	(50,089)	(50,089)	(40,500)	(50,089)	(50,089)	0
Yerecoin SE Road (2017-18)	40024	9240	R2R019	0	(215,028)	(215,028)	(170,000)	(210,000)	(210,000)	(5,028)
Konnongoring Road (2017-18)	40024	9240	R2R020	0	(107,938)	(107,938)	(80,000)	(107,936)	(107,936)	(2)
Boxhall Road (2017-18)	40024	9240	R2R021	0	(86,950)	(86,950)	(80,000)	(86,950)	(86,950)	0
Erickson Road (2017-18)	40024	9240	R2R022	0	(64,423)	(64,423)	(80,000)	(80,000)	(80,000)	15,577
Golf Course Road (2017-18)	40024	9240	R2R023	0	(94,942)	(94,942)	(80,000)	(94,942)	(94,942)	0
Moore River Bridge Repairs (2017-18)	40024	9240	R2R024	0	(1,058)	(1,058)	(447,000)	(1,058)	(1,058)	0
AG Lime - Calingiri / New Norcia Road	40025	9240	AG0008	0	(6,025)	(6,025)	0	0	0	(6,025)
AG Lime - Calingiri / Goomalling Road	40025	9240	AG0123	0	(7,262)	(7,262)	0	0	0	(7,262)
Mogumber West Rd Intersection	40319	9240	RC0001	0	(12,395)	(12,395)	0	0	0	(12,395)
Total - Transport				0	(1,026,237)	(1,026,237)	(1,467,534)	(1,068,396)	(1,068,396)	42,159
Total - Roads				0	(1,026,237)	(1,026,237)	(1,467,534)	(1,068,396)	(1,068,396)	42,159
Footpaths										
Transport										
Footpaths (2017-18)	40266	9241	FP2018	(23,065)	(234)	(23,299)	(45,000)	(25,000)	(25,000)	1,701
Total - Transport				(23,065)	(234)	(23,299)	(45,000)	(25,000)	(25,000)	1,701
Total - Footpaths				(23,065)	(234)	(23,299)	(45,000)	(25,000)	(25,000)	1,701
Capital Expenditure Total				(23,065)	(1,428,320)	(1,451,385)	(2,865,234)	(2,210,670)	(2,210,670)	759,285



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

Shire of Victoria Plains Creditor & Payroll Payments for the month of June 2018					
Chq/EFT	Date	Name	Description	Inv Amt	Amount
EFT6501	07/06/2018		PO 6980 Supply side tipper (16-17-05-18) 2 days on Ericson rd Bolgart		2,376.00
EFT6502	07/06/2018		Postage for March 2018		400.07
EFT6503	07/06/2018		PO 6979_Sweep streets in Calingiri, Bolgart, Yericoin,@ \$110 per hour(6 Hours sweeping,& 4 hrs travel)		1,210.00
EFT6504	07/06/2018		April 2018 - May 2018 Library and depot purchases		405.71
EFT6505	07/06/2018		Private wellbeing in the Wheatbelt - Stay on your Feet		200.00
EFT6506	07/06/2018				3,069.00
			PO 6878 Adhoc assistance with payroll	33.00	
			PO 6878 Assistance with Budget Review 2017/18 and general accounting assistance	3,036.00	
EFT6507	07/06/2018		PO 6967 Supply 2 shower heads complete		113.64
EFT6508	07/06/2018				1,108.89
			PO 6934 50,000km service and safety checks	340.77	
			PO 6938 100,00km service and safety checks	394.81	
			PO 6928 100,000km service,check clutch and brakes with safety checks	373.31	
EFT6509	07/06/2018		Final reading for copier		3,124.70
EFT6510	07/06/2018		Supply and fit front windscreen to Nissan ute		352.00
EFT6511	07/06/2018		PO 6896 Supply bag rags 15kg		31.17
EFT6512	07/06/2018				9,820.80
			Supply 2 rolls of Geo fab 6mwide 250mtrs in lenght; supply 1 roll Agri-flex 100mm x 100mtrs (Class 1000); supply 4 rolls Agri-flex 100mm x 100mtrs (Class 400) PO 6802	5,900.40	
			SPO 6802_Supply 4 rolls of Geo fab 6mwide 250mtrs in length	3,920.40	
EFT6513	07/06/2018		Set up costs for Altus products to enable single touch payroll		1,100.00
EFT6514	07/06/2018		PO 6908 WA Local Government Comparison Report 2017/2018		214.50
EFT6515	07/06/2018		Travel claim Aprl to 17 May 2018		502.54
EFT6516	07/06/2018				4,023.47
			Shire offices and other facilities cleaning per fortnight	1,155.00	
			Management of Bolgart & Clingri Tip Site for the financial 2017/18 as per Council Resolution at the July 2017 Council meeting	2,868.47	
EFT6517	07/06/2018		Supply two road trains (Mugumber stone area)		3,069.00
EFT6518	07/06/2018		Contribution towards Discover Golden Horizons " 2017/18"		1,500.00
EFT6519	07/06/2018		Travel claim Aprl to 16 May 2018		488.21
EFT6520	07/06/2018		27 April and 24 May 2018 Demonstrator fee for Stay on your Feet Program		300.00
EFT6521	07/06/2018		Supply and fit 1 x 195/85r16 (was a failed warranty claim)		229.00
EFT6522	07/06/2018		Installation of brick paved pathway around perimeter of house @ 5/6 and 22/23 Harrington Street , Callingri		895.40
EFT6523	07/06/2018				958.81
			PO 6920 Repairs to PTK20 (Hino 700 Series SS2848)	803.79	
			Parts for PTK21 (Hino 300 Series 617 Long Crew Truck)	155.02	
EFT6524	07/06/2018		PO 6936_Supply and fit 4 x bridgstone tyres 265/65r17 @ 50,000km		1,138.00
EFT6525	07/06/2018		PO 6723 Uniforms for Depot staff		261.15
			PO 6723 Uniforms for Depot staff	143.00	
			PO - 6723 Uniforms for Depot - First Year Allowance 660.00	118.15	
EFT6526	07/06/2018				2,539.72
			Wallis Computers Help Desk Support	412.37	
			Quote: QU-0579r2 PO 6861 Replacement failed desktop in Library - Customer Service Officer to get this new desktop and her current desktop to be relocated into the Library	2,127.35	
EFT6527	18/06/2018		Postage for May 2018		242.04
EFT6528	18/06/2018		Refuse removal and other bin services		6,179.70
EFT6529	18/06/2018		Returned payment error with bank details in SynergyOriginal PO 6745_13,000km service with safety checks, wheel rotation and fix glovebox lid.		265.45
EFT6530	18/06/2018		Library payment services for May 2018		328.10
EFT6531	18/06/2018		PO 6878 - Consultancy services with financials & agreements provided 4/6/18		3,498.00
EFT6532	18/06/2018		Annual Licence Fee from July 2017 to June 2018		6,657.42
EFT6533	18/06/2018		Service contract for administration photocopier - usage from 26/3 to 18/5 (Colour 23,219 copies @ 0.968) and (Black 24,186 @ 0.097)		2,729.87
EFT6534	18/06/2018		Governance Officer - local Laws, governance, travel, administration		10,698.82
EFT6535	18/06/2018		PO 6912_Supply and deliver 12000lts diesel to Depot @1.345/litre		16,137.66
EFT6536	18/06/2018		Labour only for maintenance to Library, assemble cupboards in CEO Office.		962.50
EFT6537	18/06/2018		PO 6929 - IE Code conversion - preparation of trial conversion x 6 hrs - Conduct Live Conversion (After Hours) x 6 hrs		3,630.00
EFT6538	18/06/2018		PO 6822_Toiletries and cleaning products		1,299.41

EFT6539	18/06/2018	Rural Lot Number 1685		28.05
EFT6540	18/06/2018	PO 6860 Lo-Go Appointments - Acting Finance Manager for week ending 26/5/18		5,710.47
		PO 6953 Temporary Finance Officer for week ending 26/5/18	2,254.87	
		PO 6860 Lo-Go Appointments - Acting Finance Manager for week ending 26/5/18	3,455.60	
EFT6541	18/06/2018	PO 6956_Impact 4 drawer filing cabinet - Lockable - black		995.00
EFT6542	18/06/2018	Temporary Finance Officer 3 Nights Inc meals 16/05-18/05;		
		Temporary Ranger 4 nights 15/05-18/05		538.90
EFT6543	18/06/2018	GST not paid on EFT 6489		128.62
EFT6544	18/06/2018	PO 6948 Aqua water for the office x 12L		71.23
EFT6545	18/06/2018	PO 6949_Building services by Environment Health Officer for May 18		7,799.00
EFT6546	18/06/2018	Depot and Libary parcel freight February - May 18		773.61
EFT6547	18/06/2018	Supply and fit two tyres Sailum Holden Colorado LS 4x2 - Building Officer		430.00
EFT6548	18/06/2018	To diagnose problem with truck and to do 120,000km service - PO 6930		7,660.20
EFT6549	18/06/2018			1,932.88
		PO 6932_Supply 18 tooth part #6y-5230	439.36	
		Parts for PLR8 2010 Caterpillar 938H wheel loader	1,455.88	
		Parts for Caterpillar 938H wheel loader	37.64	
EFT6550	18/06/2018			290.33
		PO 6922 Stationery for administration office	164.87	
		Stationery - Post - it notes, clips, dyno labels,	125.46	
EFT6551	21/06/2018	Demonstrator fee for Stay on your Feet & Make your home Safer 27/4 & 24/5		300.00
EFT6552	21/06/2018	Stay on your feet - demonstrator fee		300.00
EFT6553	21/06/2018	Private Stay on your Feet at Calingiri		
				100.00
EFT6554	21/06/2018	Depot May 18 purchases		670.68
EFT6555	21/06/2018			1,193.50
		PO 6977_restrung clothers line, patch 2 x interial walls, fit new toilet roll holder	577.50	
		PO 6978_Fitted Fluro tubes (supplied) inspect damaged toilet cissern,travel	616.00	
EFT6556	21/06/2018			4,023.47
		Management of Bolgart tip site as per Council resolution	2,868.47	
		Shire Office and other facilities cleaning per fortnight	1,155.00	
EFT6557	21/06/2018	Demonstration fee moving meditation to the community of Shire of Victoria Plains		100.00
EFT6558	26/06/2018	Erect new fence at both age care buildings, and chainwire fence for evaporation field, Bolgart for 43/45 Gorge street		7,136.25
EFT6559	27/06/2018	PO 6964_Supply and fit PTO operation alarm		848.87
EFT6560	27/06/2018	Debt recovery fees for May 2018		357.06
EFT6561	27/06/2018	Supply various plants for aged care units		265.60
EFT6562	27/06/2018	PO 6957_TV setup Box for 27A Moffin Street		990.00
EFT6563	27/06/2018	To do 50,000km service and safety checks		347.70
EFT6564	27/06/2018	Monitoring services for plant & vehicles for 01 June to 01 July		374.00
EFT6565	27/06/2018			14,352.80
		Assistance with 2018-19 Annual Budget	3,993.00	
		Ad Hoc assistant provided by Louise Sequerah	165.00	
		Various Adhoc financial consultancy	3,531.00	
		Assistance with 2018-19 Annual Budget	6,663.80	
EFT6566	27/06/2018			2,596.39
		PO6982_Timber materials for depot upgrade	1,979.62	
		Supply Items for Depot upgrade	616.77	
EFT6567	27/06/2018	Reverse cycle servicing of split system		304.00
EFT6568	27/06/2018			4,911.50
		Professional Fee Sale of Lot 500 Bolgart Progress Association	3,822.50	
		Professional Fee for legal advice against harrasment	1,089.00	
EFT6569	27/06/2018	Supply pair of rubber tracks 320mm wide for T650,		4,355.85
EFT6570	27/06/2018	Color copier monthly meter 18 May to 01 June 18		95.87
EFT6571	27/06/2018	Trainership fees May 2018 - Depot staff		450.00

EFT6572	27/06/2018	Upgrade EFT remittance advice	242.00	
EFT6573	27/06/2018	Remove broken asbestos fencing, supply and install colourbond fence(woodland grey)	2,843.50	
EFT6574	27/06/2018		10,806.54	
		Finance Officer for week ending 2/6/2018	2,400.34	
		PO 6860_Finance Manager week ending 02/06/18	3,320.46	
		PO 6860 Lo-Go Appointments - Finance Manager week ending 09 June 18	3,281.85	
		Temporary Finance Officer for week ending 9 June 2018	1,803.89	
EFT6575	27/06/2018	Cartage of 3 packs of paving bricks from Midland- Calingiri		338.80
EFT6576	27/06/2018	PO 6985_Supply and fit all new hosing on 4/1 Volvo bucket.		
		Supply and fit new seals		2,941.57
EFT6577	27/06/2018	Supply one replacement swivel for pressure cleaner		104.50
EFT6578	27/06/2018	Building services by EHO for the month of June 18		7,799.00
EFT6579	27/06/2018	PO 6989: Provision of engineering services, proposals from survey companies and geotechnical consultants on Aglime Project, Calingiri-New Norcia Rd, Calingiri-Goomalling Rd, Mogumber West Rd		4,215.75
EFT6580	27/06/2018	Ranger services provided 12/6/18 to 14/6/18		2,407.62
EFT6581	27/06/2018	Supply and fit new tyre to Kubota tractor		886.10
EFT6582	27/06/2018	Stationery - teabags, sugar, staple removers, file dividers, sticky labels, Batteries		396.70
EFT6583	27/06/2018	Monthly charge NBN Wireless Services Shire, CEO Residence,		462.00
EFT6584	30/06/2018	Supply and fit PTO operation alarm		372.90
EFT6585	30/06/2018	Sweep roads as requested		1,240.25
EFT6586	30/06/2018	Travel, supply and install water standpipe with materials,fabrication,hire of crane truck and sissor lift (Goodge Rd)		1,408.00
EFT6587	30/06/2018	Depo Upgrades other than Building		1,249.56
EFT6588	30/06/2018			578.07
		Administration May 2018 purchases	558.06	
		Depot fuel	20.01	
EFT6589	30/06/2018			202.16
		Payroll deductions	101.08	
		Payroll deductions	101.08	
EFT6590	30/06/2018	Hino 9 Tonne Tip Truck Front windscreen to trucks		1,287.00
EFT6591	30/06/2018	Supply 2 x 15kg rags and 2 x 4lt orange hand cleaner		141.44
EFT6592	30/06/2018	Supply and deliver 11000lts diesel to depot @ \$1.38974/ltr inc GST		15,286.66
EFT6593	30/06/2018			1,340.00
		Catering - council Meeting 28 March 2018. Lunch and afternoon tea for 10-14 persons	540.00	
		Council Meeting Catering - Wednesday 16 May 2018. Morning/Afternoon Tea and lunch for 10-15 persons	680.00	
		Catering for meeting 10/04/2018 for 10 persons	120.00	
EFT6594	30/06/2018			462.00
		Remove and replace new door closer - labour only	77.00	
		Sand and top coat patchers in toilet cubicals - travel & labour	231.00	
		Cut hole and install dog access door in aluminium door	154.00	
EFT6595	30/06/2018	Avon/ Central Midlands Risk Coordination Program IInd Instalment 17/18		3,714.70
EFT6596	30/06/2018			10,527.00
		Lo-Go Appointments - Acting Finance Manager week ending 23 June 2018 - Part payment	945.94	
		Lo-Go Appointments - Acting Finance Manager week ending 23 June 2018 pay	2,444.68	
		Lo-Go Appointments - Acting Finance Manager week ending 16 June 2018 pay	3,088.80	
		Lo-Go Appointments - Temporary Finance Officer week ending 23 June 2018 pay	2,589.46	
		Lo-Go Appointments - Temporary Finance Officer week ending 16 June 18 pay	1,458.12	
EFT6597	30/06/2018	Calingiri seniors exercise sessions (@\$150/Weekx10) and travel(@\$120/Weekx10)		2,970.00
EFT6598	30/06/2018	12 x 12litre water bottles for Administration office		136.51
EFT6599	30/06/2018			2,651.15
		Locate 90mm drain dig away clay from blue metal sub soil drain with excavator	411.00	
		Use drainage machine / clear two separate root blockages	462.00	
		Investigate possible blockage to toilet block, cut vent pipe, install mound and grate	356.95	
		Clear blockage in square at primary tank on septic system	297.00	
		Repair leaking water pipe at water metre	198.00	
		Repair leaking water pipe near water meter at Administration	247.50	
		Change leaking flush cone rubber	66.00	
		Clear paper blockage in main sewer line, and in urinal trap	148.50	
		Repair bosch hot water heater and replace tap washers in sink, basin & shower	464.20	

EFT6600	30/06/2018	Plan Consultancy - May 18	786.25
EFT6601	30/06/2018	Freight charges - Depot	158.31
EFT6602	30/06/2018	3 X1 Carmichael's Journey book plus postage	115.50
EFT6603	30/06/2018	Cleaning Gillingarra public toilets	140.00
EFT6604	30/06/2018	Supply 4 only cat/possum trap plate release with rear bait	672.80
EFT6605	30/06/2018	Supply LHS mirror head part # HT-A235	152.54
EFT6606	30/06/2018		70.84
		Supply 1 air filters	40.55
		Supply 18 reducers Part # 280-4070 for grader blades	30.29
EFT6607	30/06/2018	Repair flat tyre	39.50
		Total EFT Payment for June 2018	241,639.80
12182	19/06/2018	Petty cash replenishment - 18 June 2018	133.90
		Total Cheque Payment for May 2018	133.90
DD10411.2	01/06/2018	Internet charges, internet services for Mogumber Library,	79.98
DD10430.1	10/06/2018	Mobile phone; text messages for only Emergencies sent out	12.20
DD10443.1	11/06/2018	Electricity charge Lot 85 George St, Bolgart - usage 17 Mar18 to	252.75
DD10443.2	15/06/2018	Electricity charges - U6 11 Harrington St Usage from 18 to 24 May18	44.40
DD10446.1	14/06/2018	Fuel cards for May 2018	506.87
DD10451.1	13/06/2018	Superannuation contributions	218.75
DD10451.2	13/06/2018	Superannuation contributions	3,120.57
DD10451.3	13/06/2018	Superannuation contributions	243.67
DD10451.4	13/06/2018	Superannuation contributions	842.99
DD10451.5	13/06/2018	Superannuation contributions	617.15
DD10451.6	13/06/2018	Superannuation contributions	455.74
DD10455.1	22/06/2018	Street lighting for 25 Apr - 24 May 2018	1,315.70
DD10460.1	14/06/2018	Telephone charges 23 May- 22nd June 18	1,160.92
DD10460.2	21/06/2018	Final electricity - U5 11 Harrington Street	46.20
DD10465.1	13/06/2018	Superannuation contributions	155.54
DD10470.1	05/06/2018	Telephone charges May 2018	400.11
DD10474.1	14/06/2018	Water usage & charges - 13 Lambert Cres	1,691.71
DD10477.1	01/06/2018	Credit card charges for May 2018	3,153.79
		Staff Coffee Pods - for reimbursement	80.20
		Parking fee	7.16
		Library books for Calingiri, Mogumber and Bolgart	405.00
		Stationary	236.71
		Belkin charges	49.00
		Cr D Lovelock NGA conference	1,148.00
		Holden Colorado sale advert fee	309.35
		Aged Care units brick paving	754.07
		IPAD facility for signing council minutes	164.30
DD10477.2	01/06/2018	Credit card fee for May 2018	12.00
DD10483.1	27/06/2018	Superannuation contributions	218.75
DD10483.2	27/06/2018	Superannuation contributions	2,566.47
DD10483.3	27/06/2018	Superannuation contributions	267.63
DD10483.4	27/06/2018	Superannuation contributions	842.99
DD10483.5	27/06/2018	Superannuation contributions	608.40
DD10483.6	27/06/2018	Superannuation contributions	455.74
DD10499.1	30/06/2018	Telstra June 2018	464.97
1*187	22/06/2018	Bank charges (Merchant Service card and bank service) for June	451.49
		Total Direct Debit Payments for June 2018	20,207.48
		EFT Payment for payroll week ending 13/06/2018	36,870.66
		EFT Payment for payroll week ending 27/06/2018	34,126.80
		Total Payroll for June 2018	70,997.46
			332,978.64

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase
												4%
		Credit Cards										
	10432.3450	Surcharge	1.47% of amount charged to credit card (Not for Transport Licensing)			Yes/No	1.47%	1.47%				
		Rates										
	10315.3450	Administration Fee	\$4.50 per Installment under S 6.49 LGA	4.50	5.00	No	\$ 5.00	\$ 4.50	Council in accordance with LGA 6.13			
	10320.3620	Instalment Plan Interest Rate	5.5% per annum calculated daily from the due date of each instalment	5.50%		No	5.50%	5.50%	Council in accordance with LGA 6.13			
	10320.3620	Late Payment Penalty	11% calculated daily by simple interest as from 35 days of issue of Rate Notice	11.00%		No	11.00%	11.00%	Council in accordance with LGA 6.13			
	10315.3450	Rates Enquiry Fee		60.00	63.64	Yes	\$ 70.00	\$ 66.00				
		Rubbish Removal Charge										
	11001.3450	- Domestic / Commercial	Per GRV assessment in Calingiri, Bolgart & Yerecoin (WARR Act 2007)	176.75	184.00	No	\$ 184.00	\$ 176.75	INC. Avon Waste increase			
	11001.3450	- Domestic / Commercial	Per UV assessment in Calingiri, Bolgart & Yerecoin (WARR Act 2007)	176.75	184.00	No	\$ 184.00	\$ 176.75	INC. Avon Waste increase			
	11000.3450	- Domestic / Commercial	Optional Service GRV Assessment	176.75	184.00	No	\$ 184.00	\$ 176.75	INC. Avon Waste increase			
	11000.3450	- Domestic / Commercial	Optional Service UV Assessment	176.75	184.00	No	\$ 184.00	\$ 176.75	INC. Avon Waste increase			
	11001.3450	- Recycling Bin (Calingiri Only)		94.00	98.00	No	\$ 98.00	\$ 94.00	INC. Avon Waste increase			
		Tip Fees										
		- Domestic / Commercial	Refer separate Tip Fees list									
		Sewerage Scheme Charge										
	11020.3450	- Calingiri	Per Connection or ability to connect	168.00	175.00	No	\$ 175.00		Shire Fee			
	11020.3450	- Yerecoin	Per Connection or ability to connect	168.00	175.00	No	\$ 175.00		Shire Fee			
		Septic tank & leach drain	Per litre for dumping at Calingiri septage pit	0.05	0.05	No	\$ 0.05	\$ 0.05	Shire Fee			
	10305.3000	Emergency Services Levy	Levied on each assessment as per Legislation	75.00	82.00	No	\$ 82.00		Fire and Emergency Services Act 1998			
		Administration										
DM	11302.3830	District Maps	Laminated	7.00	7.27	Yes	\$ 8.00	\$ 7.70	Shire Fee			
DM	11302.3830	District Maps	Unlaminated	5.00	5.27	Yes	\$ 5.80	\$ 5.50	Shire Fee			
PC	10432.3450	Telephone/Fax Directory	Collected	2.00	2.09	Yes	\$ 2.30	\$ 2.20	Shire Fee			
PC	10432.3450	Telephone/Fax Directory	Posted	3.00	3.18	Yes	\$ 3.50	\$ 3.30	Shire Fee			
PC	10432.3450	Photocopying	A4 & foolscap - per copy	0.10	0.18	Yes	\$ 0.20	\$ 0.11	Shire Fee			
PC	10432.3450	Photocopying	A4 & foolscap - per copy - Colour	0.22	0.27	Yes	\$ 0.30	\$ 0.24	Shire Fee			
PC	10432.3450	Photocopying	B4 & A3	0.20	0.27	Yes	\$ 0.30	\$ 0.22	Shire Fee			
PC	10432.3450	Photocopying	B4 & A3 - Colour	0.45	0.54	Yes	\$ 0.60	\$ 0.50	Shire Fee			
PC	10432.3450	Photocopying	Card (A4)	0.30	0.36	Yes	\$ 0.40	\$ 0.33	Shire Fee			
PC	10432.3450	Photocopying	Card (A4) - Colour	0.54	0.63	Yes	\$ 0.70	\$ 0.60	Shire Fee			
PC	10432.3450	Laminating	A4 per page	2.00	2.09	Yes	\$ 2.30	\$ 2.20	Shire Fee			
PC	10432.3450	Laminating	A3 per page	3.00	3.18	Yes	\$ 3.50	\$ 3.30	Shire Fee			
PC	10432.3450	Photocopying	Copies of Building Plans	33.00	35.00	No	\$ 35.00	\$ 33.00	Shire Fee			
PC	10432.3450	Binding	Spiral only	2.00	2.09	Yes	\$ 2.30	\$ 2.20	Shire Fee			
PC	10432.3450	Binding	Front & Back cover and Spiral	3.00	3.18	Yes	\$ 3.50	\$ 3.30	Shire Fee			
FA	10432.3450	Facsimiles or Scan & Email	Per page (other than overseas)	0.50	0.55	Yes	\$ 0.60	\$ 0.55	Shire Fee			
PC	10432.3450	Council Meeting Minutes	Annual - posted	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
PC	10432.3450	Council Meeting Minutes	Annual - collected	40.00	41.82	Yes	\$ 46.00	\$ 44.00	Shire Fee			
PC	10432.3450	Council Meeting Minutes	Single copy - posted	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
PC	10432.3450	Council Meeting Minutes	Single copy - collected	4.00	4.54	Yes	\$ 5.00	\$ 4.40	Shire Fee			
			Free subscription to retiring Councillors for 12 months, Calingiri Townscape, Bushfire Brigades, Staff, Media, Politicians									
	10432.3450	Shire Newsletter advertising	B&W Full page	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
	10432.3450	Shire Newsletter advertising	B&W Half page	15.00	15.91	Yes	\$ 17.50	\$ 16.50	Shire Fee			
	10432.3450	Shire Newsletter advertising	Colour Full page	60.00	63.64	Yes	\$ 70.00	\$ 66.00	Shire Fee			
	10432.3450	Shire Newsletter advertising	Colour Half page	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
	10432.3450	Shire Newsletter advertising	VP Business Builders Members Special Rate Full Page	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
	10432.3450	Shire Newsletter advertising	Free advertising for all Shire community groups and sporting clubs									
PC	10432.3450	Administration support	Typing, photocopying, binding etc (per hour)	45.00	47.27	Yes	\$ 52.00	\$ 49.50	Shire Fee			
ER	10433.3830	Electoral Rolls		20.00	20.91	Yes	\$ 23.00	\$ 22.00	Subject to LGA Admin Reg 29B			
		Licencing - Victoria Plains series plates	Plate cost plus \$31.20 Admin Fee Plus GST			No						
			Note Admin fee to account 11302.151	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
		Freedom of Information										
Debtors	10432.3450	Application Fee	Application made under section 12(1) (e) of the Act	30.00	30.00	No	\$ 30.00	\$ 30.00	Set by FOI Regs 1993			
Debtors	10432.3450	Administration Charge	Hourly charge for time taken by staff dealing with the application	30.00	30.00	No	\$ 30.00	\$ 30.00	Set by FOI Regs 1993			
Debtors	10432.3450		Hourly charge for access time supervised by staff	30.00	30.00	No	\$ 30.00	\$ 30.00	Set by FOI Regs 1993			

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase 4%
		Animal Control										
	10520.3410	Animal Control Attendance	8.00am to 4.30pm Monday to Friday - per hour rate plus travel per km	-	-	Yes	Cost	Cost	Shire Fee			
			After hours - per hour penalty (and/or call out rate) plus per km travel	-	-	Yes	Cost	Cost	Shire Fee			
			Vehicle travel per km	0.70	0.73	Yes	\$ 0.80	\$ 0.77	Shire Fee			
-	10522.3450	Cat Registration	Renewal of registration for 1 year (made afetr 31st May to 31st October)	10.00	10.00	No	\$ 10.00	\$ 10.00	Cat Regulations 2012			
			Otherwise renewal of registration for 1 year	20.00	20.00	No	\$ 20.00	\$ 20.00	Cat Regulations 2012			
			Renewal of registration for 3 years	42.50	42.50	No	\$ 42.50	\$ 42.50	Cat Regulations 2012			
			Renewal of registration for life	100.00	100.00	No	\$ 100.00	\$ 100.00	Cat Regulations 2012			
			Application fee for approval to breed cats (per breeding cat, male or female)	100.00	100.00	No	\$ 100.00	\$ 100.00	Cat Regulations 2012			
DR	10522.3450	Dog Registration	Unsterilised - 1 year	50.00	50.00	No	\$ 50.00	\$ 50.00	Dog Act Regulations 2013			
DR	10522.3450		Unsterilised - 1 year Pensioner	25.00	25.00	No	\$ 25.00	\$ 25.00	Dog Act Regulations 2013			
DR	10522.3450		Unsterilised - 3 years	120.00	120.00	No	\$ 120.00	\$ 120.00	Dog Act Regulations 2013			
DR	10522.3450		Unsterilised - Lifetime	250.00	250.00	No	\$ 250.00	\$ 250.00	Dog Act Regulations 2013			
DR	10522.3450		Sterilised - 1 year	20.00	20.00	No	\$ 20.00	\$ 20.00	Dog Act Regulations 2013			
DR	10522.3450		Sterilised - 3 years	42.50	42.50	No	\$ 42.50	\$ 42.50	Dog Act Regulations 2013			
DR	10522.3450		Sterilised - Lifetime	100.00	100.00	No	\$ 100.00	\$ 100.00	Dog Act Regulations 2013			
DR	10522.3450		Dangerous Dog - 1 year	50.00	50.00	No	\$ 50.00	\$ 50.00	Dog Act Regulations 2013			
DR			Pensioner concession 50%						Dog Act Regulations 2013			
DR	10530.3410	Impounding Fees	As per Dog Act & Regulations	100.00	104.00	No	\$ 104.00	\$ 100.00	Shire Fee			
	10530.3410		Sustenance (per dog per day)	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
	10530.3410	Micro Chipping	Per microchip	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
		Health/Building										
Debtors	10710.3450	Notification of Food Business	Statutory Fee under Food Act 2008 and Food Regulations 2009	50.00	50.00	No	\$ 50.00	\$ 50.00	Food Act 2008 amd Food Regulations 2009			
	10710.3450	Registration of Food Business	Statutory Fee under Food Act 2008 and Food Regulations 2009	140.00	140.00	No	\$ 140.00	\$ 140.00	Food Act 2008 amd Food Regulations 2009			
		Health Regulations - Statutory Fees										
	10710.3400	Health (Treatment of Sewage & Disposal of	Effluent and Liquid Waste) Regs 1974									
			Septic System Application fee	118.00	118.00	No	\$ 118.00	\$ 118.00	Health (Treatment of Sewage and Disposal			
			Septic System Inspection fee	118.00	118.00	No	\$ 118.00	\$ 118.00	Effluent and Liquid Waste) Regulations 1974			
	10710.3450	Sewerage Connection Fee		20.00	21.00	No	\$ 21.00	\$ 20.00	Shire Fee			
BL	11310.3450	Building Permit Fee	Certified 0.9% of building value(set by regulation) Class 2 - 9			No	Varies	Varies	Building Regulations 2012			
BL	11310.3450	Building Permit Fee	Certified 0.19% of building value(set by regulation) Class 1 & 10			No	Varies	Varies	Building Regulations 2012			
	11310.3450	Building Permit Fee	Uncertified .32% of value			No	Varies	Varies	Building Regulations 2012			
	11310.3450	Minimum Building Permit Application Fee	(Certified or Uncertified, Class 1 or 10, or 2 to 9.)	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Demolition Permit Application	Building Act Sch.2 Div. 1 (Class 1 or 10, or 2 to 9.)	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Demolition Permit Extension	Building Act Sch.2 Div. 1 (Class 1 or 10, or 2 to 9.)	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Occupancy Permit	Building Act Sch.2 Div. 2-6	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 7	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 8	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 9	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Building Approval Certificate - Ext'n	Building Act Sch.2 Div. 10	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Application - Occupancy	Temporary, replacement, unauthorised work or modification of occupancy	97.70	97.70	No	\$ 97.70	\$ 97.70	Building Regulations 2012			
	11310.3450	Application - Building standard	Building Act Reg. 31	2,160.15	2,160.15	No	\$ 2,160.15	\$ 2,160.15	Building Regulations 2012			
	11310.3450	Application - Smoke Alarms	Building Act s.32(3)(f)	179.40	179.40	No	\$ 179.40	\$ 179.40	Building Regulations 2012			
BC	99104	BCITF	0.20% of building value over \$20,000 (set by regulation)			No	Varies	Varies	Building Regulations 2012			
	11312.3450	BCITF	\$8.25 administration fee for Shire (no GST)	8.25	8.25	No	\$ 8.25	\$ 8.25				
BRB		Building Services Levy	\$40.00 GST free	40.00	40.00	No	\$ 40.00	\$ 40.00				
BRB	11312.3450	Building Services Levy (BSL)	\$5.00 administration fee for Shire inc GST Included in below rates	4.55	4.55	No	\$ 4.55	\$ 4.55				
		BSL - Building Permit										
BRB	99105	Over \$45,000	.137% of work value	Varies	Varies	No	Varies	Varies	Building Regulations 2012			
BRB	99105	Under \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
		BSL - Demolition Permit							Building Regulations 2012			
BRB	99105	Over \$45,000	.137% of work value	Varies	Varies	No	Varies	Varies	Building Regulations 2012			

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase
												4%
BRB	99105	Under \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
		BSL - Occ. Permit Approved Work							Building Regulations 2012			
BRB	99105	Over \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
BRB	99105	Under \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
		BSL - Building Approval Certificate Approved Work							Building Regulations 2012			
BRB	99105	Over \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
BRB	99105	Under \$45,000	\$61.65	61.65	61.65	No	\$ 61.65	\$ 61.65	Building Regulations 2012			
		BSL - Occupancy Permit Unauthorised Work							Building Regulations 2012			
BRB	99105	Over \$45,000	0.274%	Varies	Varies	No	Varies	Varies	Building Regulations 2012			
BRB	99105	Under \$45,000	\$123.30	123.30	123.30	No	\$ 123.30	\$ 123.30	Building Regulations 2012			
		BSL - Building Approval Certificate Unauthorised Work							Building Regulations 2012			
BRB	99105	Over \$45,000	0.274%	Varies	Varies	No	Varies	Varies	Building Regulations 2012			
BRB	99105	Under \$45,000	\$123.30	123.30	123.30	No	\$ 123.30	\$ 123.30	Building Regulations 2012			
SW	11311.3450	Swimming pool annual inspection	per inspection	50.00	52.00	No	\$ 52.00	\$ 50.00	Shire Fee			
		Rentals										
		Employees										
Debtors	10910.3430	44 Edmonds Street	Employment Agreement			No			Shire Fee			
Debtors	10912.3430	12 Harrington Street	Employment Agreement			No			Shire Fee			
Debtors	10915.3430	7 Harrington Street	Contract agreement			No			Shire Fee			
Debtors	10913.3430	16 Yulgering Road	Contract agreement			No			Shire Fee			
Debtors	10914.3430	13 Lamber Crescent	Contract agreement			No			Shire Fee			
Debtors	10916.3430	15 Lambert Crescent	Contract agreement			No			Shire Fee			
Debtors	10930.3430	Bolgart APU Unit # 1	Rental charges as per Homeswest agreement			No			Shire Fee			
Debtors	10931.3430	Bolgart APU Unit # 2	Rental charges as per Homeswest agreement			No			Shire Fee			
Debtors	10920.3430	Calingiri APU Unit # 1	Rental charges as per Homeswest agreement			No			Shire Fee			
Debtors	10921.3430	Calingiri APU Unit # 2	Rental charges as per Homeswest agreement			No			Shire Fee			
Debtors	10922.3430	Calingiri APU Unit # 3	Rental charges as per Homeswest agreement			No			Shire Fee			
Debtors	10923.3430	Calingiri APU Unit # 4	Rental charges as per Homeswest agreement			No			Shire Fee			
	99101	All residential properties	Bond to be paid on value of property						Shire Fee			
	99101	All residential properties	Pet Bond	200.00	200.00	No	\$ 200.00	\$ 200.00	Shire Fee			
Debtors	11104.3430	Roads Board Building Lease	As per lease agreement			Yes						
		Calingiri Recreation Hall										
		FUNCTIONS - Liquor Consumed:										
	99108	Hall Bond		200.00	210.00	No	\$ 210.00	\$ 200.00	Shire Fee			
HH	11100.3420	Full Complex	Squash courts closed	100.00	104.55	Yes	\$ 115.00	\$ 110.00	Shire Fee			
HH	11100.3420	Main Hall & Meeting Room	including kitchen	60.00	63.64	Yes	\$ 70.00	\$ 66.00	Shire Fee			
HH	11100.3420	Main Hall Only	including kitchen	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11100.3420	Meeting Room	including kitchen	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
HH	11100.3420	Short Term	2 hours or less - half the charge otherwise payable			Yes	Varies	Varies	Shire Fee			
HH	11100.3420	Tables & Chairs Hire Bond	For external hire (i.e. Removed from Hall for use elsewhere)	200.00	208.00	No	\$ 208.00	\$ 200.00	Shire Fee			
		Tables & Chairs Hire Bond	Not for Profit Organisations - no Bond	0.00	0.00		Error	\$ -	Shire Fee			
HH	11100.3420	180cm Trestle Tables	For external hire per table	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
			Not for Profit Organisations - no Hire Fee	0.00	0.00		\$ -	\$ -	Shire Fee			
HH	11100.3420	Cafe Chairs	For external hire per chair	7.00	7.27	Yes	\$ 8.00	\$ 7.70	Shire Fee			
			Not for Profit Organisations - no Hire Fee	0.00	0.00		\$ -	\$ -	Shire Fee			
HH	11100.3420	Additional Cleaning	For tables & chairs per item	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item	Cost		Yes			Shire Fee			
HH	11100.3420	Additional Hall Cleaning	Cabarets and other functions requiring additional cleaning - per hour	35.00	36.36	Yes	\$ 40.00	\$ 38.50	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		FUNCTIONS - No Liquor:							Shire Fee			
HH	11100.3420	Full Complex	Squash courts closed	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11100.3420	Main Hall & Meeting Room	including kitchen	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase 4%
HH	11100.3420	Main Hall Only	including kitchen	25.00	27.27	Yes	\$ 30.00	\$ 27.50	Shire Fee			
HH	11100.3420	Meeting Room	including kitchen	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11100.3420	Short Term	2 hours or less - half the charge otherwise payable			Yes	\$ -	\$ -	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Sports							Shire Fee			
HH	11100.3420	Main Hall Only	including kitchen	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11100.3420	Short Term	2 hours or less - half the charge otherwise payable	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11100.3420	Casual Badminton	Per court per hour	1.00	1.36	Yes	\$ 1.50	\$ 1.10	Shire Fee			
HH	11100.3420	Casual Squash	Per court per hour per person - Gym members free	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11100.3420	Squash Club	Club nights only 25% concession			Yes	\$ -	\$ -	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Other							Shire Fee			
HH	11100.3420	Arts Society	Craft activities - daylight use only - half the charge otherwise payable	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11100.3420	Square Dancing	Square Dancing Activities	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11100.3420	Non-profit functions	Schools, religious bodies, Calingiri Progress Assn - no charge	0.00	0.00	Yes	\$ -	\$ -	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Calingiri Sports Pavilion	As per Lease Agreement (Football & Hockey Clubs)									
		Calingiri Gymnasium	Membership fees									
HH	11103.3450		Single Membership									
HH	11103.3450		- Per month	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
HH	11103.3450		- per 6 months	170.00	177.27	Yes	\$ 195.00	\$ 187.00	Shire Fee			
HH	11103.3450		- per 12 months	320.00	331.82	Yes	\$ 365.00	\$ 352.00	Shire Fee			
HH	11103.3450		- Pensioner discount 20% on production of Pensioner/Senior card			Yes			Shire Fee			
			Family Membership									
HH	11103.3450		- Per month - \$30.00 person			Yes	\$ -	\$ -	Shire Fee			
HH	11103.3450		- per 6 months - \$195 first person plus 10% discount each additional person			Yes	\$ -	\$ -	Shire Fee			
HH	11103.3450		- per 12 months - \$365 first person plus 15% discount per additional person		0.00	Yes	\$ -	\$ -	Shire Fee			
HH	99Trust		- Card Deposit - Bond	20.00	21.00	No	\$ 21.00	\$ 20.00	Shire Fee			
			Classes									
HH	11103.3450		- Members (per person per class)	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11103.3450		- Bulk Buy (10 classes)	45.00	47.27	Yes	\$ 52.00	\$ 49.50	Shire Fee			
HH	11103.3450		- Non members (per person per class)	15.00	15.91	Yes	\$ 17.50	\$ 16.50	Shire Fee			
HH	11103.3450		- Bulk non members (10 classes)	145.00	150.00	Yes	\$ 165.00	\$ 159.50	Shire Fee			
HH	11103.3450		- Club group membership 6 mth per person (minimun 10 people)	153.00	159.09	Yes	\$ 175.00	\$ 168.30	Shire Fee			
HH	11103.3450		- Club group membership 12 mth per person (minimun 10 people)	288.00	300.00	Yes	\$ 330.00	\$ 316.80	Shire Fee			
HH	11103.3450		- Casual visit	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
HH	11103.3450		- Club Hire fee (conditions apply)	120.00	127.27	Yes	\$ 140.00	\$ 132.00	Shire Fee			
HH	11103.3450		- Fitness instructors	40.00	41.82	Yes	\$ 46.00	\$ 44.00	Shire Fee			
		Bolgart Hall										
		FUNCTIONS - Liquor Consumed:										
HH	99108		Bond	200.00	210.00	No	\$ 210.00	\$ 200.00	Shire Fee			
HH	11101.3420	Main Hall Only	including kitchen	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11101.3420	Additional Cleaning	Per Hour	35.00	36.36	Yes	\$ 40.00	\$ 38.50	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		FUNCTIONS - No Liquor:										
HH	99106		Bond	100.00	104.00	No	\$ 104.00	\$ 100.00	Shire Fee			
HH	11101.3420	Main Hall Only	including kitchen	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11101.3420	Additional Cleaning	Per Hour	35.00	36.36	Yes	\$ 40.00	\$ 38.50	Shire Fee			
HH	11102.3420	Hall Hire	Day hire only	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
HH	11102.3420	Supper Room	Day hire only	15.00	15.91	Yes	\$ 17.50	\$ 16.50	Shire Fee			
HH	11102.3420	Supper Room	2 hours	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11102.3420	Supper Room & Kitchen	Night	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Sports										
HH	11101.3420	Main Hall Only	including kitchen	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase
												4%
HH	11101.3420	Short Term	2 hours or less - half the charge otherwise payable	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	99106	Other	Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
HH	11101.3420	Non-profit functions	Local Non Profit Groups ie CWA	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11101.3420	Hire of equipment	Local s hiring chairs, trestles etc - price per item regardless on number	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11101.3420		180cm Trestle Tables (Shire)	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
			180cm Trestle Tables - Not for Profit Organisations - no hire fees	0.00	0.00		\$ -	\$ -	Shire Fee			
HH	11101.3420		Cafe Chairs (Shire)	7.00	7.27	Yes	\$ 8.00	\$ 7.70	Shire Fee			
			Cafe Chairs (Shire) - Not for Profit Organisations - no hire fees	0.00	0.00	Yes	\$ -	\$ -	Shire Fee			
HH	11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item	Cost	Cost	Yes	Cost	Cost				
		Mogumber Hall										
		FUNCTIONS - Liquor Consumed:										
HH	99108	Bond		200.00	208.00	No	\$ 208.00	\$ 200.00	Shire Fee			
HH	11101.3420	Main Hall	including kitchen, new toilets and showers	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11101.3420	Additional Cleaning	Per Hour	35.00	36.36	Yes	\$ 40.00	\$ 38.50	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		FUNCTIONS - No Liquor:										
HH	99108	Bond		100.00	104.00	No	\$ 104.00	\$ 100.00	Shire Fee			
HH	11101.3420	Main Hall	including kitchen, new toilets and showers	50.00	52.73	Yes	\$ 58.00	\$ 55.00	Shire Fee			
HH	11101.3420	Additional Cleaning	Per Hour	35.00	36.36	Yes	\$ 40.00	\$ 38.50	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Sports										
HH	11101.3420	Main Hall	including kitchen, new toilets and showers	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
HH	11101.3420	Short Term	2 hours or less - half the charge otherwise payable	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Other										
HH	11101.3420	Non-profit functions	Local Non Profit Groups ie CWA	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11101.3420	Hire of equipment	Local s hiring chairs, trestles etc - price per item regardless on number	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11101.3420		180cm Trestle Tables (Shire)	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
			180cm Trestle Tables - Not for Profit Organisations - no hire fees	0.00	0.00		\$ -	\$ -	Shire Fee			
HH	11101.3420		Cafe Chairs (Shire)	7.00	7.27	Yes	\$ 8.00	\$ 7.70	Shire Fee			
			Cafe Chairs (Shire) - Not for Profit Organisations - no hire fees	0.00	0.00	Yes	\$ -	\$ -	Shire Fee			
HH	11101.3420	Campers, Caravans	Cost per van per night	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
HH	11101.3420	Bain Marie	Hire fee for external hire per day	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
HH	11101.3420		Repair/Replacement if damaged/broken	Cost	Cost	Yes	Cost	Cost	Shire Fee			
HH	11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item	Cost	Cost	Yes	Cost	Cost	Shire Fee			
HH	99106		Key Bond	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
		Hire of Ovals										
	11112.3420	Calingiri, Mogumber, Bolgart	Per day	50.00	52.00	No	Per day	Per day				
	11111.3420	Bolgart Football Clubrooms	Per day or part-day	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
	99106		Key Bond	20.00	21.00	No	\$ 21.00	\$ 20.00	Shire Fee			
		Caravan Parks										
CP	11300.3450	Powered site - daily	Bolgart Caravan Parks (2 People)	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
CP	11300.3450	Powered site - daily	Each additional person	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
CP	11300.3450	Powered site - weekly	Bolgart Caravan Parks (2 People)	100.00	104.55	Yes	\$ 115.00	\$ 110.00	Shire Fee			
CP	11300.3450	Powered site - weekly	Each additional person	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
CP	11300.3450	Unpowered site - daily	Bolgart Caravan Parks (2 People)	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
CP	11300.3450	Unpowered site - daily	Each additional person	3.00	3.18	Yes	\$ 3.50	\$ 3.30	Shire Fee			
CP	11300.3450	Unpowered site - weekly	Bolgart Caravan Parks (2 People)	37.50	39.09	Yes	\$ 43.00	\$ 41.25	Shire Fee			
CP	11300.3450	Unpowered site - weekly	Each additional person	15.00	15.91	Yes	\$ 17.50	\$ 16.50	Shire Fee			
CP	11301.3450	Powered site - daily	Calingiri Caravan Parks (2 People)	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			
CP	11301.3450	Powered site - daily	Each additional person	5.00	5.45	Yes	\$ 6.00	\$ 5.50	Shire Fee			
CP	11301.3450	Powered site - weekly	Calingiri Caravan Parks (2 People)	100.00	104.55	Yes	\$ 115.00	\$ 110.00	Shire Fee			

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase
CP	11301.3450	Powered site - weekly	Each additional person	20.00	20.91	Yes	\$ 23.00	\$ 22.00	Shire Fee			4%
CP	11301.3450	Unpowered site - daily	Calingiri Caravan Parks (2 People)	10.00	10.91	Yes	\$ 12.00	\$ 11.00	Shire Fee			
CP	11301.3450	Unpowered site - daily	Each additional person	3.00	3.18	Yes	\$ 3.50	\$ 3.30	Shire Fee			
CP	11301.3450	Unpowered site - weekly	Calingiri Caravan Parks (2 People)	37.50	39.09	Yes	\$ 43.00	\$ 41.25	Shire Fee			
CP	11301.3450	Unpowered site - weekly	Each additional person	15.00	15.91	Yes	\$ 17.50	\$ 16.50	Shire Fee			
		Equipment Pool										
EP	11110.3430	Marquees	No charge to sporting organisations & public bodies	75.00	78.00	Yes	\$ 85.80	\$ 82.50	Shire Fee			
		Economic Services										
WA	11322.3450	Water ex standpipes	Calingiri, Bolgart, Yerecoin - per kilolitre (minimum charge \$5.50) if approval given from Water Authority	2.00	2.09	Yes	\$ 2.30	\$ 2.20	Shire Fee			
		Sale of Surplus Items										
SB	11200.3830	Second Hand Footpath Slabs	600 x 600mm 600 x 300mm	5.00 3.00	5.45 3.18	Yes Yes	\$ 6.00 \$ 3.50	\$ 5.50 \$ 3.30	Shire Fee Shire Fee			
	11410.3830	Used Grader Blades	per blade	2.00	2.09	Yes	\$ 2.30	\$ 2.20	Shire Fee			
		Planning and Development (Local Government Planning Fees) Regulations 2000										
DA	11040.3450	1) Determination of Development Application										
		(other than for an extractive industry)where the estimated cost of the development is -										
		(a) not more than \$50,000		147.00	147.00	No	\$ 147.00	\$ 147.00	Planning & Development Regs 2009 Sched 2			
		(b) more than \$50,000 but not more than \$500,000 - 0.32% of exstimated cost of development							Planning & Development Regs 2009 Sched 2			
		c) more than \$500,000 but not more than \$2.5million - \$1,700 + 0.257% for every \$1 in excess of \$500,000							Planning & Development Regs 2009 Sched 2			
		(d) more than \$2.5million but not more than \$5million - \$7,161 + 0.206% for every \$1 in excess of \$2.5million							Planning & Development Regs 2009 Sched 2			
		(e) more than \$5 million but not more than \$21.5 million - \$12,663 + 0.123% or every \$1 in excess of \$5 million							Planning & Development Regs 2009 Sched 2			
		(f) more than \$21.5million - \$34,196 and if the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph a), b), c), d), e) or f)		34,196.00	34,196.00	No			Planning & Development Regs 2009 Sched 2			
		2) Determining of development application (other than for an extractive industry)										
		where the development has commenced or been carried out:										
		The fee in item 1 plus, by way of penalty, twice that amount										
		3) Determining of development application for an extractive industry										
		where the development has not commenced or been carried out:		739.00	739.00	No	\$ 739.00	\$ 739.00	Planning & Development Regs 2009 Sched 2			
		4) Determining of development application for an extractive industry										
		where the development has commenced or been carried out:										
		The fee in item 3 plus, by way of penalty, twice that amount										
		5) Provision of Subdivision Clearance										
		(a) not more than 5 lots - \$73.00 per lot		73.00	73.00	No	\$ 73.00	\$ 73.00	Planning & Development Regs 2009 Sched 2			
		(b) more than 5 lots but not more than 195 lots - \$73.00 per lot for the first 5 lots and \$35.00 per lot										
		c) more than 195 lots - \$7,393		7,393.00	7,393.00	No	\$ 7,393.00	\$ 7,393.00	Planning & Development Regs 2009 Sched 2			
		6) Determining an initial application for approval of home occupation where the home										
		occupation has not commenced		222.00	222.00	No	\$ 222.00	\$ 222.00	Planning & Development Regs 2009 Sched 2			
		7) Determining an initial application for approval of home occupation where the home										
		occupation has commenced:										

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase 4%
			The fee in item 6 plus by way of penalty, twice that fee									
		8) Determining an application for the renewal of an approval of a home occupation where the										
		application is made before the approval expires		73.00	73.00	No	\$ 73.00	\$ 73.00	Planning & Development Regs 2009 Sched 2			
		9) Determining an application for the renewal of an approval of a home occupation where the										
		application is made after the approval has expired										
		The fee in item 8 plus by way of penalty, twice that fee										
		10) Determining an application for change of use or for an alteration or extension or change										
		of a non conforming use to which item 1 does not apply, where the change or		295.00	295.00	No	\$ 295.00	\$ 295.00	Planning & Development Regs 2009 Sched 2			
		alteration, extension or change has not commenced or been carried out										
		11) Determining an application for change of use or for an alteration or extension or change										
		of a non conforming use to which item 1 does not apply, where the change or										
		alteration, extension or change has commenced or been carried out										
		The fee in item 10 plus by way of penalty, twice that fee										
		12) Issue of Zoning Certificate		73.00	73.00	No	\$ 73.00	\$ 73.00	Planning & Development Regs 2009 Sched 2			
		13) Reply to a property settlement questionnaire		73.00	73.00	No	\$ 73.00	\$ 73.00	Planning & Development Regs 2009 Sched 2			
		14) Issue written planning advice		73.00	73.00	Yes	\$ 80.30	\$ 80.30	Planning & Development Regs 2009 Sched 2			
		Scheme Amendments and Structure Plans										
		As per the table of WAPC's draft model text provisions for scheme amendments										
		and structure plans notably:										
		Director / City / Shire Planner - per hour		83.00	86.36	Yes	\$ 95.00	\$ 91.30	Shire Fee			
		Manager / Senior Planner - per hour		63.00	65.45	Yes	\$ 72.00	\$ 69.30	Shire Fee			
		Planning Officer - per hour		34.70	36.36	Yes	\$ 40.00	\$ 38.17	Shire Fee			
		Other staff eg Environmental Health officer @ per hour		34.70	36.36	Yes	\$ 40.00	\$ 38.17	Shire Fee			
		Secretary / Administrative Clerk - per hour		28.40	30.00	Yes	\$ 33.00	\$ 31.24	Shire Fee			
		Cemeteries										
CM	11050.3450	Grave Digging to a depth of 1.8m	Persons 10 years and over	800.00	831.82	Yes	\$ 915.00	\$ 880.00	Shire Fee			
CM	11050.3450		Child under 10 years	450.00	468.18	Yes	\$ 515.00	\$ 495.00	Shire Fee			
CM	11050.3450		Stillborn Child	450.00	468.18	Yes	\$ 515.00	\$ 495.00	Shire Fee			
CM	11050.3450		Each additional 300 mm depth	132.00	137.27	Yes	\$ 151.00	\$ 145.20	Shire Fee			
CM	11050.3450		Re-opening of any grave	1,000.00	1,040.91	Yes	\$ 1,145.00	\$ 1,100.00	Shire Fee			
CM	11050.3450	Land for Burial	2.4 x 1.2	40.00	42.00	No	\$ 42.00	\$ 40.00	Shire Fee			
CM	11050.3450		2.4 x 2.4	80.00	84.00	No	\$ 84.00	\$ 80.00	Shire Fee			
CM	11050.3450		2.4 x 3.5	120.00	125.00	No	\$ 125.00	\$ 120.00	Shire Fee			
CM	11050.3450	Other Charges Payable	Additional for internment without due notice	100.00	104.55	Yes	\$ 115.00	\$ 110.00	Shire Fee			
CM	11050.3450		Additional for internment on a weekend or public holiday	100.00	104.55	Yes	\$ 115.00	\$ 110.00	Shire Fee			
CM	11050.3450		Internment of ashes in Memorial Garden	30.00	31.82	Yes	\$ 35.00	\$ 33.00	Shire Fee			
CM	11050.3450		Internment of ashes in grave	40.00	41.82	Yes	\$ 46.00	\$ 44.00	Shire Fee			
CM	11050.3450		Permission to erect any monument: Council to be notified and	50.00	52.00	No	\$ 52.00	\$ 50.00	Shire Fee			
		Works Manager to authorise beforehand										
CM	11050.3450		Erection of grave number plate	60.00	62.00	No	\$ 62.00	\$ 60.00	Shire Fee			
CM	11050.3450		Reinstatement of monument, headstone etc where grave re-opened	120.00	124.55	Yes	\$ 137.00	\$ 132.00	Shire Fee			
CM	11050.3450		Grant of Exclusive Right of Burial	30.00	32.00	No	\$ 32.00	\$ 30.00	Shire Fee			
CM	11050.3450		Transfer of Grant of Exclusive Right of Burial	20.00	22.00	No	\$ 22.00	\$ 20.00	Shire Fee			
		Rural Road Number Plates										
	10432.3450	Rural Road Number Plate	Sign only	Cost	Cost	Yes	Cost	Cost				
	10432.3450	Rural Road Number Plate	Labour hourly rate to install inc. Travel time	67.84	70.91	Yes	\$ 78.00	\$ 74.62	Shire Fee		78.00	Desired Fee

CODE	G/L Account	ITEM	DESCRIPTION	17/18 FEE	18/19 FEE	GST	2018-19 FEE TOTAL	2017-18 FEE TOTAL				Percentage Increase 4%
	11400.3450	Private Works & Plant Hire										
		(all rates inclusive of operator)										
		Grader Hire	Ordinary hourly rate	139.30	145.45	Yes	\$ 160.00	\$ 153.23	Shire Fee		160.00	Desired Fee
		Loader	Ordinary hourly rate	123.00	131.82	Yes	\$ 145.00	\$ 135.30	Shire Fee		145.00	Desired Fee
		Bobcat	Ordinary hourly rate	90.74	95.45	Yes	\$ 105.00	\$ 99.81	Shire Fee		105.00	Desired Fee
		Ride on Mower	Ordinary hourly rate	97.72	104.55	Yes	\$ 115.00	\$ 107.49	Shire Fee		115.00	Desired Fee
		New Excavator	Ordinary hourly rate	156.35	163.64	Yes	\$ 180.00	\$ 172.00	Shire Fee		180.00	Desired Fee
		Backhoe	Ordinary hourly rate	170.66	181.82	Yes	\$ 200.00	\$ 187.73	Shire Fee		200.00	Desired Fee
		Multi-tyred Roller	Ordinary hourly rate	111.48	118.18	Yes	\$ 130.00	\$ 122.63	Shire Fee		130.00	Desired Fee
		Drum Roller	Ordinary hourly rate	143.56	150.00	Yes	\$ 165.00	\$ 157.93	Shire Fee		165.00	Desired Fee
		Prime Mover	Ordinary hourly rate	115.56	122.73	Yes	\$ 135.00	\$ 127.13	Shire Fee		135.00	Desired Fee
		3 tonne truck	Ordinary hourly rate	97.37	104.55	Yes	\$ 115.00	\$ 107.11	Shire Fee		115.00	Desired Fee
		9 tonne truck	Ordinary hourly rate	113.50	118.18	Yes	\$ 130.00	\$ 124.86	Shire Fee		130.00	Desired Fee
		13 tonne truck	Ordinary hourly rate	99.58	104.55	Yes	\$ 115.00	\$ 109.54	Shire Fee		115.00	Desired Fee
		Tree Pruner	Ordinary hourly rate (Pruning only)	129.37	136.36	Yes	\$ 150.00	\$ 142.31	Shire Fee		150.00	Desired Fee
			Removal of Cuttings additional - Loader hire per hour	123.00	131.82	Yes	\$ 145.00	\$ 135.30	Shire Fee		145.00	Desired Fee
			- 9t Truck hire per hour	113.50	118.18	Yes	\$ 130.00	\$ 124.86	Shire Fee		130.00	Desired Fee
		Truck and Side Tipper Trailer		124.16	131.82	Yes	\$ 145.00	\$ 136.59	Shire Fee		145.00	Desired Fee
		Labour Charge Out Rate / Hour		67.84	72.73	Yes	\$ 80.00	\$ 74.62	Shire Fee		80.00	Desired Fee
	11410.3430	Toilet Trailers (ex VP Tourism Assn.)	Daily rate (no pro rata)	50.00	54.55	Yes	\$ 60.00	\$ 55.00	Shire Fee		60.00	Desired Fee
	99103	Bond		100.00	105.00	No	\$ 105.00	\$ 100.00	Shire Fee			
		Sand	Per Tonne Material Only	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Mulch	Material only - Shire residents only	0.00	0.00	Yes	\$ -	\$ -	Shire Fee			
		Gravel	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Blue Metal/Aggregate 7mm	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Blue Metal/Aggregate 10mm	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Blue Metal/Aggregate 14mm	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Cracker Dust	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Bitumin (Easy Mix)	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			
		Road Base	Per Tonne Material Only (Ex Depot)	Cost	Cost	Yes	Cost	Cost	Shire Fee			

G/L Account	ITEM	DESCRIPTION	2018-19	
			FEE PASS HOLDER TOTAL	FEE NON-PASS HOLDER TOTAL
	Tip Fees			
11002.3450	- Domestic / Commercial	Annual Landfill Pass = 2 x 240L Bins or Ute or 6x4 Trailer per visit	No Charge	N/A
11002.3450	- Domestic / Commercial	Demolition Waste - minimum charge	\$ 35.00	\$ 80.00
11002.3450	- Domestic / Commercial	Demolition Waste per m3	\$ 57.00	\$ 115.00
11002.3450	- Domestic / Commercial	Green Waste - clean per m3	No Charge	\$ 23.00
11002.3450	- Domestic / Commercial	Green Waste - unsorted per m3	\$ 23.00	\$ 46.00
11002.3450	- Domestic / Commercial	Clean Fill	No Charge	No Charge
11002.3450	- Domestic / Commercial	Clean Fill with debris per m3	\$ 6.00	\$ 12.00
11002.3450	- Domestic / Commercial	8x6 trailer sorted (Commercial only)	No Charge	\$ 23.00
11002.3450	- Domestic / Commercial	8x6 trailer unsorted	\$ 23.00	\$ 46.00
11002.3450	- Domestic / Commercial	Small Truck (< 4t) / Horse Float (sorted)	\$ 12.00	\$ 2.10
11002.3450	- Domestic / Commercial	Small Truck (< 4t) / Horse Float (unsorted)	\$ 35.00	\$ 68.00
11002.3450	- Domestic / Commercial	Fridge/Freezer/Air Con - degassed with sticker	No Charge	No Charge
11002.3450	- Domestic / Commercial	Fridge/Freezer/Air Con - not degassed with sticker - NOT ACCEPTED	N/A	N/A
11002.3450	- Domestic / Commercial	Steel - free of debris	No Charge	No Charge
11002.3450	- Domestic / Commercial	Tyres - NOT ACCEPTED	N/A	N/A
11002.3450	- Domestic / Commercial	Asbestos - less than cubic metre	\$ 84.00	N/A
11002.3450	- Domestic / Commercial	Asbestos - per cubic metre	\$ 208.00	N/A
99106	- Key Bond	Tips	\$ 21.00	N/A

Percentage
Increase
4%

116.95%

From final WORKS Budget						
Dep'n	POC	Operator	O/Hs	Markup	TOTAL	Exc. Markup
19.37	45.30	27.19	31.80	15.64	139.30	123.66
13.44	36.28	27.19	31.80	14.29	123.00	108.71
6.16	14.56	27.19	31.80	11.03	90.74	79.71
12.10	15.46	27.19	31.80	11.17	97.72	86.55
51.43	32.25	27.19	31.80	13.69	156.35	142.67
45.29	50.03	27.19	31.80	16.35	170.66	154.31
20.87	19.80	27.19	31.80	11.82	111.48	99.66
48.84	23.38	27.19	31.80	12.36	143.56	131.21
7.27	35.18	27.19	31.80	14.13	115.56	101.44
1.23	24.61	27.19	31.80	12.54	97.37	84.83
4.37	35.91	27.19	31.80	14.23	113.50	99.27
4.74	23.48	27.19	31.80	12.37	99.58	87.21
1.00	52.64	27.19	31.80	16.74	129.37	112.63
13.44	36.28	27.19	31.80	14.29	123.00	108.71
4.37	35.91	27.19	31.80	14.23	113.50	99.27
11.27	39.18	27.19	31.80	14.73	124.16	109.44
0.00	0.00	27.19	31.80	8.85	67.84	58.99



REGISTER OF DELEGATIONS CEO AND OFFICERS

REVIEWED _____ 2018

DRAFT v.4

ARRANGEMENT

PART A – PRIMARY DELEGATIONS – to CEO

- Section 1 - Council / Governance
- Section 2 - Administration / Organisation
- Section 3 - Financial Management
- Section 4 - Order / public safety
- Section 5 - Fire Control
- Section 6 - Environmental Health / Food
- Section 7 - Community Services
- Section 8 - Personnel
- Section 9 - Occupational Safety & Health
- Section 10 - Building / Development
- Section 11 - Public Facilities
- Section 12 - Tourism
- Section 13 - Works & Services
- Section 14 - Plant / Equipment
- Section 15 - Natural Resource Management
- Section 16 - Unclassified

PART B – PRIMARY DELEGATIONS – to other officers

- Section 17 - Fire Control
- Section 18 - Environmental Health / Food

HISTORY SUMMARY

APPENDIX

CONTENTS

PART A – PRIMARY DELEGATIONS – to CEO

Section 1 - Council / Governance

- 1.1 Appointment of authorised persons
- 1.2 Acting CEO – Appointment

Section 2 - Administration / Organisation

- 2.1 Common Seal – Execution of documents
- 2.2 Destruction of records
- 2.3 Confidential records – Inspection

Section 3 - Financial Management

- 3.1 Municipal Fund – Incurring expenditure
- 3.2 Municipal Fund and Trust Fund – Payments from Bank Accounts
- 3.3 Investments
- 3.4 Rates record, extensions and objections
- 3.5 Sundry and rate debtors – Recovery and agreements
- 3.6 Write off of sundry debts
- 3.7 Tenders – authority to set specifications, criteria, call, accept, vary
- 3.8 Contracts – Variations
- 3.9 Disposing of property, and impounded, confiscated or uncollected goods
- 3.10 Disposing of land – leases, rentals etc
- 3.11 Donations – Financial and In-kind Works / Services
- 3.12 Ex-Gratia Payments

Section 4 - Order / public safety

- 4.1 Disposal of sick or injured animals
- 4.2 Cat Act 2011
- 4.3 Dog Act 1976
- 4.4 Dogs Local Law 2018
- 4.5 Impounding of vehicles and goods
- 4.6 Impounding of cattle etc

Section 5 - Fire Control

- 5.1 Issue of burning permits – CEO
- 5.2 Fire fighting – Emergency plant hire
- 5.3 Restricted burning periods – Variations

Section 6 - Environmental Health / Food

- 6.1 Public Health Act 2016
- 6.2 Health Local Law 2004
- 6.3 Amenity Local Law 2018

Section 7 - Community Services

- 7.1 Cemetery Local Law 2018

Section 8 - Personnel

- 8.1 Designated senior employee – Vacancy
- 8.2 Long service leave

Section 9 - Occupational Safety & Health

Section 10 - Building / Development

- 10.1 Building permits (authorised person)

- 10.2 Illegal development
- 10.3 Control of planning matters
- 10.4 Applications for subdivision and amalgamations
- 10.5 Fencing Local Law 2018

Section 11 - Public Facilities

- 11.1 Liquor Control Act
- 11.2 Discount/waiver/subsidy of facility hire fees
- 11.3 Public Places and Local Government Property Local Law 2018

Section 12 - Tourism

Section 13 - Works & Services

- 13.1 Reserves under control of the local government
- 13.2 Things to be done on land not local government property
- 13.3 Works on land outside the district
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- 13.5 Notices requiring certain things to be done
- 13.6 Notice of local government works
- 13.7 Private works/infrastructure on, over or under public land
- 13.8 Events on roads
- 13.9 Temporary road closures

Section 14 - Plant / Equipment

Section 15 - Natural Resource Management

- 15.1 Control of Vehicles (Off-road Areas) Act 1978
- 15.2 Native flora and fauna

Section 16 - Unclassified

- 16.1 Restricted Access Vehicles on Shire Roads

PART B – PRIMARY DELEGATIONS – to other officers

Section 17 - Fire Control

- 17.1 Issue of burning permits – Fire Control Officers
- 17.2 Issue of clover burning permits – Clover Burning Permit Officers
- 17.3 Prohibited burning periods – Variations

Section 18 - Environmental Health / Food

- 18.1 Food Act 2008 – Qualified person

HISTORY SUMMARY

APPENDIX

- Definitions
- Statutory Context
- Corporate context
- Guidelines No.17 – Delegations (Department of Local Government)
- Making, amending and revoking delegations
- Use of delegations
- Record of use of delegations
- Review of delegations
- Primary delegation
- Secondary delegation by CEO

PART A – PRIMARY DELEGATIONS – to CEO

Section 1 - Council / Governance

1.1 Appointment of authorised persons

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.18 – local government to administer its local laws and perform its required functions under the Act
- s.9.10(1) – Appointment of authorised persons

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. Legislation

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- a) Local Government Act 1995, excluding –
 - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
 - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Public Health Act 2016
- d) Health (Miscellaneous Provisions) Act 1911, excluding –
 - s.27(1) – appointment of a Medical Officer of Health
- e) Building Act 2011
- f) Bush Fires Act 1954
- g) Cat Act 2008
- h) Cemeteries Act 1986
- i) Dog Act 1976
- j) Animal Welfare Act?
- k) Environmental Protection Act & Regulations 1986
- l) Food Act 2008
- m) Litter Act 1979
- n) Planning and Development Act 2005
- o) Control of Vehicles (Off-road Areas) Act 1978
- p) Caravan Parks & Camping Grounds Act 1995

2. Local Laws

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under the following local laws –

- a) Cemetery Local Law 2018,
- b) Dogs Local Law 2018,
- c) Extractive Industries Local Law 2018,
- d) Fencing Local Law 2018,
- e) Public Places and Local Government Property Local Law 2018;

- f) Health Local Law 2004.

3. Planning

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under –

- a) Local Planning Scheme;
- b) Local Planning Policy.

APPLICATION

- 4. Appointments made by the CEO are limited to employees of the Shire, and are to state the appointment is for –
 - (a) the duration of employment by the Shire,
 - (b) the duration of the contract with the Shire, or
 - (c) specified time, event or purpose.
- 5. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the authority to administer and perform the functions delegated to that position, subject to –
 - (a) any limitations specified in the relevant general delegation to the person or position;
 - (b) any specific limitations imposed by the Council or CEO in making the appointment.
- 6. All proposals to commence prosecution are to be referred to Council for decision, unless specifically authorised under delegated authority or by specific decision.

FORMAL RECORD OF USE

- i) Authorised person's certificate of authorisation
- ii) File copy of authorisation
- iii) Personnel file
- iv) Relevant subject file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

No delegated authority for –

- legislation not listed,
- persons who are not employees.

Authorised persons exercise their authority directly from the Act, Regulation or local law that refers to “an authorised person”, and may be appointed directly by Council, or by the CEO under delegated authority.

Where the Act, Regulation or local law refers to “local government” the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to “Council” or a specific position, it means the elected members in session or the person holding that specific position.

Appointments of persons other than employees or employees under contract, are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the person is an officer of Council,

- as an officer or Council, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the Shire, there is a legal responsibility for their actions, so when making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

As these appointments mean that the person is an officer of Council for that specific purpose, they have the statutory authority to commit Council to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is a suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

Local Laws in development as at 23 June 2018 –

- Amenity
- Meeting Procedures
- Waste
- Health (replacement)

1.2 Acting CEO – Appointment

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.35 – Appointment of CEO requires absolute majority
- s.5.37 – Designation as senior employee to have Council consent
- s.5.42 – Council may delegate functions to CEO

CORPORATE CONTEXT

Policy Manual –

- 2.1 – Designated Senior Officers
- 2.2 – Acting/Relieving Staff Authority

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to appoint as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days –
 - an employee designated under the Local Government Act 1995 s.5.37, or
 - a person appointed by Council as CEO or Acting CEO within the previous 5 years.

APPLICATION

2. In the case of the unavailability of the CEO due to emergency, the Manager Finance and Administration is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by President/Council.

FORMAL RECORD OF USE

- i) Written record on personnel file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

Council may only delegate authority to a CEO under the Local Government Act s.5.42 who is appointed in accordance with s.5.35(1)&(2) requiring an absolute majority. Accordingly, a person who is to exercise the responsibilities and delegations of CEO while acting in that position must also have specific Council approval.

Designation as a senior employee under s.5.37 complies with this requirement, as it specifies that Council must consent to the employment of a designated senior employee.

Generally, employees designated under the Act s.5.37 will only be –

- Manager Works and Services

A senior employee in the organisation is not automatically a designated employee under s.5.37.

Stipulation that no substantial redirection of activities or processes during term as Acting CEO is in Policy 2.2.

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents

STATUTORY CONTEXT

Local Government Act 1995 –

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. Council delegates authority to the CEO to determine to affix the Common Seal without prior approval by Council where the document is –
 - a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
 - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.

APPLICATION

2. Subject to the conditions above on use of the Common Seal, the CEO is delegated authority to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
 - (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
 - (b) reciprocal access and/or parking agreements;
 - (c) rights of carriageway agreements;
 - (d) caveats under the Transfer of Land Act 1893; and
 - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.
3. The Common Seal is to be kept in the custody of the CEO.
4. The affixing of the Common Seal is to be co-signed by the President.

FORMAL RECORD OF USE

- ii) Report to Council's Monthly Briefing Session
- iii) Recording in the Common Seal Register of Use

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

The Local Government Act s.5.43 (ha) prohibits the CEO delegating the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government (i.e. to make a decision whether to sign/affix the seal or not).

This is not to be confused with the power of the CEO under 9.49A(3)(b) to authorise a senior employee to sign a document to attest that the common seal was so affixed (i.e. the decision to affix the seal was made by authorised persons prior).

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

DRAFT

2.2 Destruction of records

STATUTORY CONTEXT

State Records Act 2000 –

- s.16 (2) – mandatory compliance of record keeping plans with principles and standards of the State Records Commission
- s.19 – requirement for a record keeping plan
- Sch.1 cl.12 – local governments are a government organisation

Local Government General Disposal Authority

CORPORATE CONTEXT

Record Keeping Plan

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to destroy records subject to compliance to –
 - the Local Government General Disposal Authority as prepared by the State Records Office, and
 - Shire of Victoria Plains Record Keeping Plan.

APPLICATION

N/A

FORMAL RECORD OF USE

- i) Signed listing of records authorised for destruction

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

2.3 Confidential records – Inspection

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.92 – Council or committee members may access confidential information only if, and to the extent necessary, to fulfil their function
- s.5.93 – penalties if Council or committee member, or employee misuses information
- 5.94 – public inspection of information permitted, with some restrictions
- s.5.94 (1) to (3) – information that is required to remain confidential
- s.5.95 (1) to (6) and (8) – exclusions from public inspection
- s.5.95 (7) – some previously confidential information may be made available in some circumstances

Administration Regulations 1996 –

- r.29A – limits on confidential information that may be inspected

Rules of Conduct Regulations 2007 –

- r.6 – use of information, including confidential information, by council members
- r.7 – prohibition on improper use, for personal advantage or to someone's detriment
- r.8 – misuse of local government resources

CORPORATE CONTEXT

Record Keeping Plan

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION

Permitted

PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

The CEO is delegated authority to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

APPLICATION

Prior to making a decision, the CEO is to determine –

- (a) whether or not the information should remain confidential or public inspection permitted;
- (b) the extent of information that may be released.

The CEO is to use discretion in exercising the authority, taking note that –

- (a) there is no compulsion to release confidential information,
- (b) some information is required to remain confidential.

FORMAL RECORD OF USE

- i) File copy of written request and decision by CEO.

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

Section 3 - Financial Management

3.1 Municipal Fund – Incurring expenditure

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8 – expenditure from Municipal Fund
- s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making
- r.13 – Duties of CEO

Local Government (Audit) Regulations

- r.16 – CEO to review certain systems and procedures

CORPORATE CONTEXT

Delegation Register –

- 3.7 – Tenders
- 3.11 – Donations – Financial and in-kind

Council Policy –

- 3.1 – Purchasing – Framework
- 3.2 - Purchasing – Local Price Preference

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to incur expenditure from the Municipal Fund subject to –
 - a) being compliant with the Local Government Act and Regulations,
 - b) being in accordance with the adopted Budget,
 - c) being authorised by a resolution of Council,
 - d) and being compliant with –
 - i) Delegation 3.7 Tenders, and
 - ii) Council Policy 3.1 and 3.2,
 - e) being authorised emergency expenditure.

APPLICATION

2. The CEO is to ensure –
 - a) systems and procedures required by FM Reg. r.5 are in place;
 - b) compliance with procedures developed in accordance with FM Reg r.11;
 - c) constant review of procedures in accordance with Audit Reg. r.17
3. The CEO may authorise the issue of a second credit card to a senior executive officer.
4. The CEO is authorised to approve appropriate employee to issue purchase orders, and use of credit cards and store cards –
 - a) within limits as considered appropriate,

- b) Use of credit cards to a maximum of \$15,000 in total and store cards to a maximum account value of \$2,000.

FORMAL RECORD OF USE

- i) Issue of purchase order.
- ii) Receipt of expenditure
- iii) Reconciled credit card or store card statement signed by the authorised user

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

This delegation is not for authorisation of payments from Municipal Fund Bank Account or Trust Fund Bank Account, or the procedures required for the processing of creditors invoice.

3.2 Municipal Fund and Trust Fund – Payments from Bank Accounts

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8 – expenditure from Municipal Fund
- s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making
- r.13 – Duties of CEO

Local Government (Audit) Regulations 1996 –

- r.16 – CEO to review certain systems and procedures

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to make payments from the Municipal Bank Account and Trust Bank Account subject to –
 - a) being in accordance with the adopted Budget;
 - b) being authorised by a resolution of Council;
 - c) disbursement as authorised, of funds lodged to the Trust Account, or
 - d) being authorised emergency expenditure.

APPLICATION

2. The CEO is to ensure –
 - a) systems and procedures required by FM Reg. r.5 are in place;
 - b) compliance with procedures developed in accordance with FM Reg r.11;
 - c) constant review of procedures in accordance with Audit Reg. r.17
3. All transactions are to have the authorised signatures or secure electronic passwords by any two of the following authorised persons, jointly –

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
MFA	All	All
MWS	All	All
Payroll	Payroll	None
Creditors	Creditors	None

FORMAL RECORD OF USE

- i) Copy of approval, authorisation, payment of invoice etc. with financial transaction
- ii) Monthly report to Council Meeting

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

DRAFT

3.3 Investments

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.14 – Power to invest

Local Government (Financial Management) Regulations

- r.19 – Investments, control procedure for
- r.19C – Investments of money, restrictions on

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to invest money held in any Council fund that is not required for immediate use, provided that sufficient working funds are retained at all times.

APPLICATION

2. All transactions are to have two authorised signatures or secure electronic passwords, at least one of whom must be –
 - a) CEO; or
 - b) Manager Finance and Administration

Second signatories may be –

- c) Manager Works and Services

FORMAL RECORD OF USE

Record of lodgement of funds for investment, and instructions given

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

FM Reg r.19C imposes limits on institutions, duration of investment, type of investment etc.

3.4 Rates record, extensions and objections

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.39 (2) – amend rate records for up to 5 years
- s.6.40 (3) – refund of rates after overpayment
- s.6.76 (4) – extension of time to make objection to rate record
- s.6.76 (5) – determination of objection to rate record

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to –
 - a) amend rate records for the past five years preceding the current year,
 - b) refund of rates overpaid following an adjustment to the rate record if requested,
 - c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
 - d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

APPLICATION

N/A

FORMAL RECORD OF USE

- i) File copy of rates notice, payment, agreement or determination
- ii) Property / Assessment file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

3.5 Sundry and rate debtors – Recovery and agreements

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.
2. The CEO is delegated authority to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –
 - by use of a debt collection agency,
 - in a court of competent jurisdiction;
 - by serving notice on a tenant to pay rent to the Shire;
 - other such means as is provided for and appropriate.
3. The CEO is delegated authority to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –
 - by use of a debt collection agency,
 - in a court of competent jurisdiction;
 - other such means as is provided for and appropriate.

APPLICATION

N/A

FORMAL RECORD OF USE

- i) File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice to tenant etc.
- ii) Property file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

3.6 Write off of sundry debts

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.95– information that is required to remain confidential
- s.6.12(c) – Power to write off any amount of money

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –
 - (a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
 - (b) interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
 - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
 - (ii) on transfer of the property from one owner to the next.

APPLICATION

2. This delegation does not apply to an amount of rates or any service charge levied on the annual rate notice.

FORMAL RECORD OF USE

- i) Listing of debts written off to be signed by CEO
- ii) Report to Council via monthly briefing papers of the number of debts and total amount only

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

This delegation is not authority for the write-off of rates or service charges, but rate interest and administration charges and sundry debts. Where a write-off is intended for rate interest/charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation.

Debt information –

- includes rate debts as well as sundry debts
- is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes.

3.7 Tenders – authority to set specifications, criteria, call, accept, vary

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- 5.43(b) – Limits on delegation to accept tenders

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

- Division 1 – Purchasing policies for local government
 - o r.11A – requirement for a purchasing policy
- Division 2 – Tenders for providing goods and services, specifically –
 - o r.14(2a) – criteria for deciding on tender to be determined in writing prior
 - o r.14(4) – information to be disclosed, specifications, own tender to be determined prior
 - o r.14(5) – vary information disclosed subject to all being informed
 - o r.20 – Minor variation of requirements before entry into contract
 - o r.23 – Rejecting and accepting expressions of interest
- Division 3 – Panels of pre-qualified suppliers, specifically –
 - o r.24AD(2a) – requirements to join panel of pre-qualified suppliers

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

- o 30 (3) – exempt disposition of property

CORPORATE CONTEXT

Delegation Register –

- 3.1 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing – Framework
- 3.2 – Local Price Preference

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority, subject to prior budget provision having been made or to give effect to a Council decision, to –
 - a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
 - b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
 - c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
 - d) approve a minor variation to an accepted tender, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
 - i) reduction;
 - ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
 - iii) reasonable and unforeseen increase in duration of the contract.

APPLICATION

2. All tenders and expressions of interest are to be approved by Council unless disclosed in Budget.
3. Acceptance and variation of tenders is limited to CEO only.
4. All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers
- ii) Tender register and documentation on file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

As clarification –

- Panels of suppliers – (a), (b) and (c) only apply
- Expressions of interest – (a), (b), (c) and (d) only apply

This delegation applies to all tenders – whether acquisition or disposal.

3.8 Contracts – Variations

STATUTORY CONTEXT

Local Government (Functions and General) Regulations 1996 –

- r.21A – Varying a contract for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority subject to prior budget provision having been made or to give effect to a Council decision to accept a minor variation of a contract entered into, subject to the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
 - a) reduction;
 - b) increase in cost to a cumulative total of \$25,000 or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
 - c) reasonable and unforeseen increase in duration of the contract.

APPLICATION

N/A

FORMAL RECORD OF USE

- i) File copy of authorised variation

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

3.9 Disposing of property, and impounded, confiscated or uncollected goods

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.39 – Power to remove an impound
- s.3.40 – Vehicle may be removed if goods to be impounded are in or on it
- s.3.40A – Abandoned vehicle wreck – disposal
- s.3.41 – Impounded perishable goods
- s.3.42 – Impounded non-perishable goods
- s.3.43 – Impounded non-perishable goods, court may confiscate
- s.3.44 – Notice to collect goods if not confiscate
- s.3.47(1) – Confiscated or uncollected goods, disposal of
- s.3.47(2b) – Periods of retention before disposal
- s.3.48 – Impounding expenses, recovery of
- s.3.58 – Disposing of property

Local Government (Functions and General) Regulations 1996 –

- r.29A – Abandoned vehicle wrecks, value etc. prescribed for
- r.30 – Disposition of property excluded from Act s.3.58
- r.31 – Anti-avoidance provision for Act s.3.58

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration
Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).
2. The CEO is delegated authority to dispose of goods confiscated under section 3.43.
3. The CEO is delegated authority to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.
4. The CEO is delegated authority to dispose of property under section 3.58.

APPLICATION

5. This delegated authority –
 - a) is subject to the operation of Delegation 3.1 Tenders;
 - b) applies to property other than land and buildings;
 - c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle);
 - d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
 - e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;

6. Restrictions –

- a) Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;
- b) If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- c) And price offered is paid

FORMAL RECORD OF USE

- i) Acceptance of offer on disposal file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

3.10 Disposing of land – leases, rentals etc

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.58 – disposition of assets

Local Government (Function and General) Regulations 1996 –

- r.30 – limited exemption for disposition of assets

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to determine leases, licences or rental of land or property for periods of 12 months or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

APPLICATION

2. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.
3. All leasing or rental of property for more than 12 months to be referred to Council for decision, except for employee in Shire owned housing.
4. All sale of land requires authorisation by Council resolution.

FORMAL RECORD OF USE

- i) File copy of notice

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

Functions and General Regulations r.30 has different exemptions and different values for land and other property.

3.11 Donations – Financial and In-kind Works / Services

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8 – expenditure from Municipal Fund

Local Government (Financial Management) Regulations 1996 –

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making

CORPORATE CONTEXT

Delegations Register –

3.1 – Municipal Fund – Incurring expenditure

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

The CEO is delegated authority to –

1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- businesses,
- individuals;
- recipients of funding from the annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

2. In-kind

In-kind works or services may be authorised by the CEO where –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

APPLICATION

N/A

FORMAL RECORD OF USE

Office copy of approval / authorisation

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

DRAFT

3.12 Ex-Gratia Payments

STATUTORY CONTEXT

None

CORPORATE CONTEXT

Delegations Register –

- 3.1 – Municipal Fund – Incurring expenditure

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to determine an ex-gratia payment claim made on the Shire if the claim is less than the relevant insurance policy excess.

APPLICATION

2. The Shire exercises a predisposition against making ex-gratia payments.
3. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.
4. All claims are to be referred to the Shire's insurers.
5. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
6. When referring to Council, the report is to advise –
 - of all attempts to claim insurance, if applicable,
 - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
7. Should the CEO or Council agree to make an ex-gratia payment, the claimant is to be –
 - a) made an offer in writing,
 - b) advised –
 - the offer is without prejudice,
 - does not constitute a precedent,
 - does not imply admission of liability.
 - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
8. Only once (7) above is fully completed is payment to be made.

FORMAL RECORD OF USE

Office copy of letters on subject file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.47A – Sick or injured animals, disposal of

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.
2. The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of destroying the animal.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of written instruction or record of destruction of animal

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

4.2 Cat Act 2011

STATUTORY CONTEXT

Cat Act 2011 –

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.70 – dealing with objections – to be by Council
- s.73(1) – Prosecutions under the Act

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

Customer Service Officers

FUNCTION DELEGATED

1. The CEO is delegated authority to exercise all discretionary matters in the Cat Act 2011, including –
 - (a) issue of all notices and infringements etc;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;

APPLICATION

2. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

File copy of notice, approval etc.

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

4.3 Dog Act 1976

STATUTORY CONTEXT

Dog Act 1976 –

- s.11 – appointment of dog registration officer
- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

Customer Service Officers

FUNCTION DELEGATED

The CEO is delegated authority to exercise all discretionary matters in the Dog Act 1976, including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice

APPLICATION

The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

The CEO has authority to waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

FORMAL RECORD OF USE

File copy of notice

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

4.4 Dogs Local Law 2018

STATUTORY CONTEXT

Dogs Act 2018 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Victoria Plains Dogs Local Law 2018 –

- cl.4.15 – dealing with objections – to be by Council

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

Customer Service Officers

FUNCTION DELEGATED

1. The CEO is delegated authority to approve all discretionary matters in the Shire of Victoria Plains Dogs Local Law 2018 including –
 - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - b) issue of all notices and infringements etc;
 - c) extending the time period within which infringement notices may be paid.
 - d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
 - e) carrying out of works in default of a duly served notice;

APPLICATION

2. The delegation excludes –
 - a) determination of any fee or charge
 - b) dealing with an objection.
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

File copy of approval of discretionary use

HISTORY

Former Delegation

Adopted

REFERENCES

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

DRAFT

4.5 Impounding of vehicles and goods

STATUTORY CONTEXT

Local Government Act 1995 –

Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions

- s.3.37 to s.3.48

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

FUNCTION DELEGATED

1. The CEO is delegated authority to the power to remove and impound goods from a public place if –
 - a) the goods or vehicle present a hazard to public safety;
 - b) the goods or vehicle obstruct the lawful use of any place;
 - c) the goods ore vehicle have been, or appear to have been abandoned
2. The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of notice

HISTORY

Former Delegation

Adopted

REFERENCES

Disposal of impounded vehicles or goods is covered by Delegation 3.9.

4.6 Impounding of cattle etc

STATUTORY CONTEXT

Local Government (Miscellaneous Provisions) Act 1960 –

- s.458 – power to impound trespassing cattle
- s.459 – power to destroy cattle in certain circumstances
- s.460 – impounding in other than a public pound
- s.462 – fees for impounded cattle
- s.463 – damage by trespassing cattle
- s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

FUNCTION DELEGATED

1. The CEO is delegated authority to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations.
2. The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of impounding the animal.

APPLICATION

3. The CEO is authorised to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose
4. The CEO is authorised to recover the costs and charges imposed by the landholder from the owner of the cattle.

FORMAL RECORD OF USE

Impounding register

HISTORY

Former Delegation

Adopted

REFERENCES

Although “cattle” is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals impounded, that include sheep–

- Schedule 2 – Ranger’s fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years

- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

DRAFT

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

STATUTORY CONTEXT

Bush Fires Act 1954 –

- s.18 – Restricted burning times
 - (1) – nothing in this section permits burning in prohibited period
 - (2) – prohibited & restricted times to be published in Government Gazette
 - (5) – Local government may vary burning periods after consultation
 - (5B) – variation for maximum of 14 days
 - (5C) – burning period restrictions apply to variation period
 - (6) – permit required to set fire to bush from either FCO or CEO
 - (7) – person issuing permit may apply requirements or conditions
 - (8) – permit holder to comply with conditions
 - (9) – permit may authorise burning of bush on adjoining road reserve
 - (10A) – local government may adopt enforceable schedule for burning
 - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
 - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only
- s.24A – clover may be burnt in prohibited burning period with permit

Bush Fire Regulations 1954 –

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO
- r.15A – BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

Public Places and Local Government Property Local Law 2018 –

- activities on land under Council management and control including roads

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).

2. The CEO is delegated authority, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.
3. The CEO is delegated authority to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated authority to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated authority, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

APPLICATION

N/A

FORMAL RECORD OF USE

Duplicate copy of permit issued

HISTORY

Former Delegation

Adopted

REFERENCES

The Act s.16(6)(a) stipulates

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 17.1 and 17.2.

Issue of burning permits may be done by an authorised person – see Delegations 1.1 and 17.1.

5.2 Fire fighting – Emergency plant hire

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency

Bush Fires Act 1954 –

- s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them

CORPORATE CONTEXT

Policy Manual

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.

APPLICATION

N/A

FORMAL RECORD OF USE

- i) Report to Council via briefing papers
- ii) Duplicate copy of purchase order issued
- iii) File copy of notes

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

The approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the CEO is to seek advice from the senior FCO at the fire, and approval from the President or Deputy President. However, since this delegation will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

5.3 Restricted burning periods – Variations

STATUTORY CONTEXT

Bush Fires Act, 1954 –

- s.18(5) – authority to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – authority to delegate to CEO

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to exercise the powers of Council under the Bush Fires Act 1954 s.18(5) variate of restricted burning periods,

APPLICATION

2. Prior to advertising the variation, the CEO is to consult with –
 - the Dept of Parks and Wildlife in accordance with s.18(5), and
 - the Chief BFCO is unavailable, or Deputy Chief BFCO if Chief BFCO is unavailable.

FORMAL RECORD OF USE

File copy of variations approved

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Section 6 - Environmental Health / Food

6.1 Public Health Act 2016

STATUTORY CONTEXT

Public Health Act 2016 –

- s.4(2) – authorised officer
- s.21 – authority to delegate to CEO
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

CORPORATE CONTEXT

Delegations Register –

- 18.1 – Food Act 2008

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Environmental Health Officer – required, being a qualified person

FUNCTION DELEGATED

1. The CEO is delegated authority to exercise and discharge all or any of the powers and functions of the local government with regard to the Health Act 1911 and Regulations, including but not limited to –
 - a) Part IV Sanitary Provisions;
 - b) Part V Dwellings;
 - c) Part VI Public Buildings;
 - d) Part VII Nuisances and Offensive Trades;
 - e) Part IX Infectious Diseases;
 - f) Part XV Miscellaneous Provisions;
 - g) Regulations made under the above parts of the Health Act 1911.

APPLICATION

2. Where approvals are required, compliance is also mandatory with –
 - a) the Health legislation and Regulations,
 - b) the Building Code of Australia,
 - c) the Local Planning Scheme and Planning Policies,
 - d) the Shire of Victoria Plains Health Local Law 2004
3. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
4. This delegation excludes –
 - a) determination of any fee or charge;
 - b) dealing with an objection,
5. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
6. Any prosecution proposed is to be referred to Council for decision to proceed.

FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers
- ii) File copy of notice

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Refer also Delegation 18.1 – Food Act 2008.

In some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
 - (b) if the enforcement agency is a local government, to –
 - (i) the chief executive officer of the local government; or
 - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

6.2 Health Local Law 2004

This Delegation will not become effective until after publication of the Amenity Local Law in the Government Gazette.

Refer also Delegation 18.1 – Food Act 2008.

DRAFT

6.3 Amenity Local Law 2018

This Delegation will not become effective until after publication of the Amenity Local Law in the Government Gazette.

DRAFT

Section 7 - Community Services

7.1 Cemetery Local Law 2018

STATUTORY CONTEXT

Cemeteries Act 1976

Shire of Victoria Plains Cemeteries Local Law 2018

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

FUNCTION DELEGATED

The CEO is delegated authority to approve all discretionary matters in the Shire of Victoria Plains Cemetery Local Law 2018 including –

- a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- b) issue of all notices and infringements etc;
- c) extending the time period within which infringement notices may be paid.
- d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- e) carrying out of works in default of a duly served notice;

APPLICATION

The delegation excludes –

- a) determination of any fee or charge

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- a) is of such severity that the action is appropriate or
- b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

- i) File copy of approval of grant of right of burial, pre-need certificate, notice etc
- ii) Duplicate copy of infringement etc

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May authorise selection and interview by a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated employee LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted at CEO invitation</u> – to interview and recommend an appointment to Council. (CEO required to be present) <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise as for Other Employee <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other employee (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Designated senior employee – Vacancy

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.37 (3) – advertising of designated senior positions

CORPORATE CONTEXT

Policy Manual –

- 2.1 – Designated Senior Employees
- 2.2 – Acting/Relieving Staff Authority

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The CEO is delegated authority to determine an appropriate employment package for designated senior employee other than CEO, with consideration to include but not limited to –
 - a) salary,
 - b) salary sacrifice options;
 - c) removal expenses,
 - d) accommodation arrangements,
 - e) private use of vehicle etc, and
 - f) any associated FBT implications.
2. The CEO is delegated authority to advertise the vacancy when, as and for an appropriate period.

APPLICATION

N/A

FORMAL RECORD OF USE

Report to Council recommending appointment

File copy of finalised Information Package

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

8.2 Long service leave

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations) –

- r.6A – long service leave on half pay
- r.6B – long service leave on double pay
- r.7 – taking of long service leave
- r.8(2) – Payment for or in lieu of leave

CORPORATE CONTEXT

N/A

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to approve –
 - a) applications for long service leave at half pay;
 - b) applications for long service leave at double pay;
 - c) appropriate timing, period or period for taking of long service leave;
 - d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
 - i) deferral being for not more than 2 years, and
 - ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

APPLICATION

2. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.
3. In exceptional circumstances, the CEO may approve taking of long service leave prior to 10 years continuous service –
 - a) provided that the employee has a minimum of 7 years continuous service,
 - b) a request from an employee with less than 7 years continuous service will not be considered,
 - c) leave may only be approved to the extent of the accrual at the time of taking leave.
4. Taking long service leave may be deferred –
 - a) with the written approval of the CEO, an employee may delay the taking of part or all of their long service leave entitlement beyond 10 years and six months –
 - The rate of pay during their long service leave when taken, will be the ordinary time rate which applied to the employee at the 10 year and six month mark.
 - b) with the written approval of the CEO, a request to delay for more than 2 years will only be considered in exceptional circumstances –
 - The rate of pay during their long service leave when taken, will be the ordinary time rate which applied to the employee at the 10 year and six month mark.
 - c) at the written request of the CEO –

- The rate of pay during their long service leave when taken, will be the ordinary time rate applicable to the employee at the completion of the deferment requested by the CEO.

5. Long service leave cannot be cashed out, other than as provided for in the Regulations.

FORMAL RECORD OF USE

Personnel file copy of letter to employee advising of decision

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Applications that are to be referred to Council –

- a) deferment of long service leave for more than 2 years;
- b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
- c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

If an employee transfers their employment to an applicable organisation, as provided for under Local Government (Long Service Leave) Regulations, the employee may be eligible to transfer their service to maintain continuity of service for the purposes of long service leave accrual.

However, where an employee has an untaken long service leave entitlement and the employee's employment ends before the employee has taken the long service leave, the employee must be paid out their long service leave entitlement on termination. To be clear, a 10 year entitlement cannot transfer but any additional accrued entitlement to long service leave can transfer to a new Local Government employer.

Further, pro-rata long service leave becomes due after seven years of service. If an employee is not eligible to transfer their leave to another applicable organisation any long service leave accrued to this point will be paid out on termination.

An employee with less than 7 years continuous service does not qualify for pro-rata long service leave.

Section 9 - Occupational Safety & Health

This section is currently empty

DRAFT

Section 10 - Building / Development

10.1 Building permits (authorised person)

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.36 – Local government employees

Building Act 2011 –

- s.3 – authorised person to be designated under s.96
- s.96(3) – the local government may designate a person to be authorised
- s.127(3) – delegation by a local government must be to an employee
- s.127(6A) – further delegation of authority given to CEO

Building Regulations 2012 –

- r.31B – applicable standards for buildings in bush fire prone areas

Building Services (Registration) Act 2011

- s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

- r.4 – prescribed levels for building surveying
- Part 3A – Building surveyors

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Environmental Health Surveyor
Registered Building Surveyor

FUNCTION DELEGATED

1. The CEO is delegated authority to determine matters under –
 - a) sections 18, 20, 22, 23, 24 – Building permits
 - b) sections 21, 22, 23, 24 – Demolition permits
 - c) sections 27 – Conditions for building permit or demolition permit
 - d) sections 32 – Duration of building permit or demolition permit
 - e) sections 58, 59, 60 – occupancy permit
 - f) sections 62 – conditions of occupancy permit
 - g) sections 65 – duration of occupancy permit
 - h) sections 110, 111, 112 – Issue of notices and building orders
 - i) sections 117 – Revocation of building orders
 - j) sections 118 – giving effect to building order if non-compliance

APPLICATION

2. The CEO is to be consulted prior to use of any sub-delegation in relation to items (b), (h), (i) and (j).
3. A building permit may be issued if –
 - a) a valid Certificate of Design Compliance is presented;
 - b) compliance with requirements for bush fire prone areas;
 - c) all buildings where permitted in accordance with the Building Act 2011 and

- d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
- a) the assessed building permit fees
 - b) Building Services Levy
 - c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision
- a) s.192 – Dangerous Buildings
 - b) s.193 – Removal of Neglected Building
6. Any prosecution proposed is to be referred to Council for decision to proceed.

FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers – Items (a), (b), (h), (i)
- ii) File copy of permit, notice etc issued

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Building permits are separate from the Local Planning Scheme functions, but are governed by them.

Any authorised person can issue a permit or notice etc – some inspections, notices, certifications etc. can only be issued by a Registered Building Surveyor.

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgment if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
 - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
 - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
 - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
 - o who is registered as per the Act and Regulations and holding appropriate qualifications
 - o to provide a building certification service

10.2 Illegal development

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

- s.214 – development in contravention of planning scheme or interim development order
 - (2) – power to order stop work
 - (3) – power to remove, alter etc and restore land to original condition
 - (5) – if delay interferes with scheme operation, power to order work to be undertaken

Planning and Development (Local Planning Schemes) Regulations 2015 –

- s.82 – a local government may delegate to a committee or to the CEO
- s.83 – CEO may delegate to any employee

Local Planning Scheme No.5 –

- Part 9 – Applications for Planning Approval

CORPORATE CONTEXT

Local Planning Policies

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Building Surveyor

Planner

FUNCTION DELEGATED

1. The CEO is delegated authority to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

APPLICATION

2. Where a notice is not complied with, the CEO is authorised to commence prosecution without reference to Council.

FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers
- ii) File copy of notice

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

10.3 Control of planning matters

STATUTORY CONTEXT

Planning and Development Act 2005 –

Part 5 – Local planning schemes

- s.68 – Town planning schemes continued as local planning schemes
- s.72 – Local government may prepare or adopt scheme
- s.73 – Provisions of a local planning scheme
- s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Planning and Development (Local Planning Schemes) Regulations 2015 –

- s.82 – a local government may delegate to a committee or to the CEO
 - s.83 – CEO may delegate to any employee
- These Regulations override any provisions of the Planning Scheme.

Local Planning Scheme No. –

Part 9 – Applications for Planning Approval

CORPORATE CONTEXT

Local Planning Policies

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Planner

FUNCTION DELEGATED

1. The CEO is delegated authority to administer all planning matters or functions for the Shire of Victoria Plains, subject to compliance with –
 - a) Planning and Development Act,
 - b) Planning Regulations,
 - c) Residential R Codes
 - d) Local Planning Scheme, and
 - e) Local Planning Policy.

APPLICATION

2. Any proposal that is not compliant, where discretionary approval by Council may be considered, is to be referred to Council for decision.
3. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
4. The CEO is delegated authority to respond to –
 - a) any appeal against a discretionary decision of Council in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates,
 - b) Development Assessment Panel requirements.
5. Where a planning approval is not complied with, the CEO is authorised to commence prosecution without reference to Council.

FORMAL RECORD OF USE

Approvals etc on file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

DRAFT

10.4 Applications for subdivision and amalgamations

STATUTORY CONTEXT

Planning and Development Act 2005 –

- s.4 – Subdivision includes amalgamation
- s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval
- s.138(2) – Commission to have due regard to local planning scheme
- s.142 – Commission to seek local government's comments, objections, recommendations

Local Planning Scheme No.5

CORPORATE CONTEXT

Local Planning Policies

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Planner

FUNCTION DELEGATED

1. The CEO is delegated authority in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
 - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
 - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
 - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning scheme, and any land use plan or strategy adopted by Council;
2. The CEO is delegated authority to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

APPLICATION

3. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

FORMAL RECORD OF USE

File copy of advice of decision to applicant, developer etc.

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

Refer Planning Policy 1.1 – Subdivisions and amalgamations (in development)

10.5 Fencing Local Law 2018

STATUTORY CONTEXT

Fencing Local Law 2018 –

- cl.7.1 – dealing with objections – to be by Council

Local Planning Scheme No. 5 –

- Part 9 – Applications for Planning Approval

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Building Surveyor

Ranger

FUNCTION DELEGATED

1. The CEO is delegated authority to approve all discretionary matters in the Shire of Victoria Plains Fencing Local Law 2018 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;

APPLICATION

2. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

File copy of advice of decision to applicant, developer etc.

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

Section 11 - Public Facilities

11.1 Liquor Control Act

STATUTORY CONTEXT

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Local Planning Scheme No. 5 –

- Part 9 – Applications for Planning Approval

CORPORATE CONTEXT

Local Planning Policies

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Building Surveyor

FUNCTION DELEGATED

1. The CEO is delegated authority to –
 - a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
 - b) s.40 – Issue Certificates of the Local Planning Authority
 - c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
 - d) s.69 (8) – Make submissions on health grounds regarding a license;
 - e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
 - f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of notice

HISTORY

Former Delegation

Adopted

REFERENCES

11.2 Discount/waiver/subsidy of facility hire fees

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.12(1)(b) – Power to defer, grant discounts etc.

CORPORATE CONTEXT

Delegations Register –

- 3.11 – Donations – Financial and in-kind Works / Services

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

FUNCTION DELEGATED

1. The CEO is delegated authority to approve reduction in fees and charges of Council owned facilities, subject to –
 - a) the request is from a local community, charitable or not-for-profit organisation; or
 - b) the event is for the specific benefit of the local community; and
 - c) each request of the organisation does not exceed \$500 ex GST;
 - d) cleaning cost of the venue hire is not to be discounted.

APPLICATION

N/A

FORMAL RECORD OF USE

Copy of approval of written request

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

11.3 Public Places and Local Government Property Local Law 2018

STATUTORY CONTEXT

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Delegation Register –

- 11.2 – Discount/waiver/subsidy of facility hire fees
- 15.2 – Native Flora and Fauna

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Environmental Health Officer

Building Surveyor

Rangers

FUNCTION DELEGATED

1. The CEO is delegated authority to approve all discretionary matters in the Shire of Victoria Plains Public Places and Local Government Property Local Law 2018 including –
 - a) hire of facilities, including issue of permit for consumption/sale of alcohol;
 - b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
 - c) issue of all notices and infringements etc;
 - d) extending the time period within which infringement notices may be paid;
 - e) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
 - f) carrying out of works in default of a duly served notice;

APPLICATION

2. The delegation excludes –
 - a) cl.1.6 – setting of any fee or charge
 - b) cl.2.1 – Activities requiring a licence on local government property –
 - (c) erect a structure for amusement in excess of 28 days;
 - (n) erect a building or refuelling site;
 - (p) erect or install a structure for water, power, sewer, communication, television or similar service;
 - c) cl.5.13 – giving notice of crossover in unsafe location;
 - d) cl.10.1 – dealing with an objection;
3. On written application made under cl.3.3, the CEO is authorised to give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
4. Every permit issued for consumption/sale of alcohol is to be advised to the relevant Police Station.
5. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

- i) File copy of hire, approval, notice, etc
- ii) File copy of advice of decision to applicant, developer etc
- iii) Duplicate copy of infringement etc
- iv) Local government property file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

DRAFT

Section 12 - Tourism

This section is currently empty

DRAFT

Section 13 - Works & Services

13.1 Reserves under control of the local government

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

CORPORATE CONTEXT

Policy Manual –

- 13.1 – Standard Crossovers
- 13.2 – Roads – Developer Conditions
- 13.3 – Roads – Access to Lots / Locations without Road Frontage
- 13.4 – Road Reserves – Stormwater Discharge

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to do anything on land vested or under the control and management of Council –
 - a) subject to prior budget provision having been made, or
 - b) to give effect to a Council decision.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of decision on written application

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

13.2 Things to be done on land not local government property

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.27 – Particular things local government can do on land that is not local government property
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- Sch.3.2 – Particular things local governments can do on land even though it is not local government property

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to carry out work on land that is not local government property subject to –
 - a) prior budget provision having been made,
 - b) to give effect to a Council decision;
 - c) if the matter is considered to be an emergency;
 - d) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of notice

HISTORY

Former Delegation

Adopted

REFERENCES

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

13.3 Works on land outside the district

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.20 – performing function outside the district
- s.3.21 – duties when performing functions
- s.3.22 - compensation

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to undertake necessary executive functions on land outside the district that is not property of the Shire provided that –
 - a) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of agreement, consent etc

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is also outside the district, and is in relation to things being done on the land, not taken from the land.

13.4 Materials from land not under local government control

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.21 – Duties when performing functions
- s.3.22 – Compensation for materials, damage, access etc

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
 - a) extraction of gravel, sand or other materials from land;
 - b) water, etc.

APPLICATION

2. The CEO is to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.
3. The agreement reached with the land owner/occupier is to –
 - a) state a specific duration, that it is indefinite or otherwise provide for termination;
 - b) provide for mutually agreed compensation;
 - c) specify rehabilitation responsibilities if appropriate;
 - d) within the budget provision.

FORMAL RECORD OF USE

- i) Written agreement with land owner/occupier
- ii) Property file where the land is within the district

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

13.5 Notices requiring certain things to be done

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch 9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works & Services

FUNCTION DELEGATED

1. The CEO is delegated authority to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated authority to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated authority to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

APPLICATION

4. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

FORMAL RECORD OF USE

- i) File copy of notice

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

13.6 Notice of local government works

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.51(3) – notice to adjoining owners affected by works

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
 - a) fix or alter the levels, or the alignment of a public thoroughfare, or
 - b) drain water from a public thoroughfare or public place onto adjoining land

APPLICATION

N/A

FORMAL RECORD OF USE

- i) File copy of notice
- ii) Advertisement records
- iii) Property file

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

13.7 Private works/infrastructure on, over or under public land

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.37 – Contraventions that can lead to impounding
- s.9.60 – Regulations that operate as local laws
- Sch.9.1(8) – Private works/infrastructure on, over, or under public places
- Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.9 – gates across a public thoroughfare
- r.17 – Private works on, over, or under public places
 - (4) approval of local government required
 - (5) conditions may be imposed
 - (6) mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired
 - (7) penalty for non-compliance is \$5,000 and \$500 daily
 - (8) person constructing is responsible for maintenance, and must insure structure, specifically indemnifying Council against any claim
 - (9) unauthorised constructions, or contravention of approval/conditions can lead to impounding

Public Places and Local Government Property Local Law 2018

- activities on land under Council management and control including roads

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to approve private works/infrastructure on, over or under public places subject to –
 - a) written application being made;
 - b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
 - c) imposing of appropriate conditions, such as –
 - building permit, structural engineering certification, environmental assessment etc, where appropriate;
 - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
 - traffic management plan to be approved
 - d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
 - e) estimated value of works does not exceed \$25,000 ex GST.

APPLICATION

2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Proposed works in excess of \$25,000 ex GST are to be referred to Council.

4. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers if significant infrastructure
- ii) File copy of written approval
- iii) Property file of applicant
- iv) Copy on road/reserve/local government property file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

13.8 Events on roads

STATUTORY CONTEXT

Road Traffic Act 1974 –

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

- s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

- s.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

Public Places and Local Government Property Local Law 2018 –

- activities on land under Council management and control including roads

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority –
 - a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
 - b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
 - c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated authority, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

APPLICATION

3. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

FORMAL RECORD OF USE

File copy of decision on written application

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

See Road Traffic (Administration) Act –

135. *Protection from liability for wrongdoing*

(1) *An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.*

- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
- (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
 - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
 - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

13.9 Temporary road closures

STATUTORY CONTEXT

Local Government Act 1995 –

- s.3.50 – closing to vehicles
- s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974 –

- s.81D – how a road is to be closed
- s.92 – power to close unsafe roads

Public Places and Local Government Property Local Law 2018 –

- cl.5.2 – no entry to closed local government property
- cl.6.13 – no driving on closed thoroughfare

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration
Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to –
 - a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
 - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
 - that the thoroughfare is unsafe for use.
 - b) temporarily close a road or portion of a road for repairs and maintenance;
 - c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

APPLICATION

N/A

FORMAL RECORD OF USE

File copy of public notice, instruction to employee etc

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

Section 14 - Plant / Equipment

This Section is currently empty

DRAFT

Section 15 - Natural Resource Management

15.1 Control of Vehicles (Off-road Areas) Act 1978

STATUTORY CONTEXT

Control of Vehicles (Off-road Areas) Act 1978 –

- s.5(1) – Duty of local government to administer and enforce the Act
- s.5(3) – authorised officers

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

FUNCTION DELEGATED

1. The CEO is delegated authority to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
 - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - b) issue of all notices and infringements etc;
 - c) extending the time period within which infringement notices may be paid.
 - d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
 - e) carrying out of works in default of a duly served notice;

APPLICATION

2. The delegation excludes –
 - a) determination of any fee or charge
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

FORMAL RECORD OF USE

File copy of notice

HISTORY

Former Delegation

Adopted

REFERENCES

15.2 Native flora and fauna

STATUTORY CONTEXT

Environmental Protection Act 1986 –

- s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

- s.14 – Protection of fauna
- s.23C – Licences to take protected flora
- s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2018 –

- cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

CORPORATE CONTEXT

None

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
 - a) written application is to be made;
 - b) it is for their own domestic or hobby use;
 - c) permission is given for a period not exceeding one week;
 - d) the area of picking and/or collection is strictly limited;
 - e) not more than one collector is permitted in any one location;
 - f) a maximum of 10% of seed only to be taken in any one area.

APPLICATION

2. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
 - a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
 - b) duration of approval, if any,
 - c) the area of picking and/or collection
 - d) not more than one collector being permitted in any one location
 - e) a maximum of 25% of seed only to be taken in any one area
3. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
4. All applications to collect flora or fauna are to provide the following information at minimum –
 - a) collector's credentials, including any person acting on the collector's behalf
 - b) purpose of collection – domestic, hobby, display, educational, commercial
 - c) flora/fauna to be collected – rarity, locality, need for preservation etc
 - d) locality of collection – ease of access, likelihood of general public-knowledge or access
 - e) period or duration sought

5. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
6. The following statement is to be included in every approval by the CEO –
The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

FORMAL RECORD OF USE

Coy of letter advising decision on file

HISTORY

Former Delegation _____
Adopted _____

REFERENCES

Dept of Parks and Wildlife –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

Section 16 - Unclassified

16.1 Restricted Access Vehicles on Shire Roads

STATUTORY CONTEXT

Local Government Act 1995

Land Administration Act 1997 –

- s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

- s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Policy Manual –

- 16.1 – Restricted Access Vehicles on Shire Roads

PRIMARY DELEGATION

CEO

SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

FUNCTION DELEGATED

1. The CEO is delegated authority to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal –
 - a) in accordance with Council Policy 16.1 Restricted Access Vehicles on Shire Roads;
 - b) where the estimated volume is 50,000 tonnes per year or less,
 - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
 - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
 - e) written agreement of the applicant accepting liability for damage to the roads that exceeds fair use.

APPLICATION

2. All other applications are to be referred to Council.
3. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

FORMAL RECORD OF USE

File copy of decision on written application

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

PART B – PRIMARY DELEGATIONS – to other officers

Section 17 - Fire Control

17.1 Issue of burning permits – Fire Control Officers

STATUTORY CONTEXT

Bush Fires Act 1954 –

- s.18 – Restricted burning times
 - (1) – nothing in this section permits burning in prohibited period
 - (2) – prohibited & restricted times to be published in Government Gazette
 - (5) – Local government may vary burning periods after consultation
 - (5B) – variation for maximum of 14 days
 - (5C) – burning period restrictions apply to variation period
 - (6) – permit required to set fire to bush from either FCO or CEO
 - (7) – person issuing permit may apply requirements or conditions
 - (8) – permit holder to comply with conditions
 - (9) – permit may authorise burning of bush on adjoining road reserve
 - (10A) – local government may adopt enforceable schedule for burning
 - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
 - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only

Bush Fire Regulations 1954 –

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO
- r.15A – BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – only CEO or specifically authorised person may permit burning of clover in prohibited period
- r.21B – FCO may postpone clover burn

CORPORATE CONTEXT

None

PRIMARY DELEGATION

Fire Control Officers

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. Fire Control Officers are delegated authority to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. Fire Control Officers are delegated authority, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to individual burning permits.
3. Fire Control Officers are delegated authority to approve an applications to burn a road verge vested in the care, control and management of the Shire, subject to –
 - a) compliance with the Bush Fires Act 1954 s.18(9),
 - b) prior consultation with the CEO, and

- c) the applicant obtaining the approval of the Dept of Parks and Wildlife.

APPLICATION

N/A

FORMAL RECORD OF USE

Duplicate copy of permit issued

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

This delegation does not extend to clover burning permits.

The Act s.16(6)(a) stipulates –

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 5.1 and specific matters restricted to CEO, and to Delegation 17.2.

17.2 Issue of clover burning permits – Clover Burning Permit Officers

STATUTORY CONTEXT

Bush Fires Act 1954 –

- s.24 – clover may be burnt during prohibited burning times

Bush Fire Regulations 1954 –

- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

CORPORATE CONTEXT

None

PRIMARY DELEGATION

Chief Fire Control Officer

Deputy Chief Fire Control Officer

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The following Bush Fire Control Officers are delegated authority to issue permits to burn clover in accordance with Bush Fires Act s.18 and Regulations r.16 and to apply such conditions or requirements as is considered appropriate –
 - a) Chief Bush Fire Control Officer
 - b) Deputy Chief Bush Fire Control Officer

APPLICATION

N/A

FORMAL RECORD OF USE

Duplicate copy of permit issued

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Specified officers may be delegated authority to issue clover burning permits in accordance with Bush Fires Act s.24 and Bush Fires Regulations r.16, and to apply such conditions or requirements as is considered appropriate.

Refer also Delegation 5.1 and specific matters restricted to CEO.

17.3 Prohibited burning periods – Variations

STATUTORY CONTEXT

Bush Fires Act, 1954 –

- s.17(7) – authority to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

CORPORATE CONTEXT

None

PRIMARY DELEGATION

Shire President and Chief Fire Control Officer, jointly

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The Shire President and Chief Fire Control Officer are delegated authority to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

APPLICATION

2. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
3. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
4. In the absence of Deputy President or a Deputy Chief BFCO, the CEO is authorised to act for that person, but not for both.
5. The CEO is to be advised in order that public notification may be arranged.

FORMAL RECORD OF USE

Written advice to CEO

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Section 18 - Environmental Health / Food

18.1 Food Act 2008 – Qualified person

STATUTORY CONTEXT

Food Act 2008 –

- s.118(2)(b) – authority to delegate functions and obligations to qualified authorised person
- s.122(1)(b) – authorised person must hold office as an environmental health officer under the *Health Act 1911*

Food Regulations 2009 –

- s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops

Public Health Act 2016

- s.4(2) – authorised officer
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Government Gazette of 24 Jan 2017 – Designation of Health Authorised Officers

CORPORATE CONTEXT

Delegations Register –

- 6.1 – Public Health Act 2016
- 6.2 – Health Local Law 2004

PRIMARY DELEGATION

Environmental Health Officer – subject to consultation with the CEO

SECONDARY DELEGATION PERMITTED TO

Not permitted

FUNCTION DELEGATED

1. The EHO is delegated authority to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –
 - a) powers of entry to premises,
 - b) taking of food samples for analysis,
 - c) formal warnings;
 - d) improvement notices;
 - e) prohibition orders; and
 - f) infringement notices.

APPLICATION

2. The CEO may appoint a qualified person under Delegation 1.1
3. The delegation excludes –
 - a) determination of any fee or charge;
 - b) dealing with an objection,
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

FORMAL RECORD OF USE

File copy of notice, record of inspection etc

HISTORY

Former Delegation _____

Adopted _____

REFERENCES

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint an employee as an authorised person under Delegation 1.1

It should be noted that under the Act, the EHO may be required to prosecute, regardless of Council's direction or wishes.

DRAFT

HISTORY SUMMARY

Item	Meeting	Purpose	Applies	Delegations affected
1		Revocation		All previous delegations
2		Adoption		All delegation in this Register
3				
4				
5				
6				

APPENDIX

This document records the compiled delegations made by Council under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO and officers are provided with this document as their record of delegation/s made to them.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”. However:

s.5.16 refers to “... the exercise of any of its powers and duties ...”

s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

authority means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

Council Policy is the standing instruction resolved by Council as to how a particular matter is to be implemented:

employee means –

- a) a person employed directly by the Shire receiving a salary or wage,
- b) a person employed directly by the Shire on a fixed term contract,
- c) a person appointed for the purposes of exercising a delegation who –
 - i) is engaged under a contract for services either directly or with a firm,
 - ii) is the specific person named in the contract, and
 - iii) is authorised to issue notices on behalf of the Shire,

instruction means the requirement for an employee member to act in accordance with a direction given by the CEO.

Planning Policy is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

Statutory Context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

s.5.16 – Delegation of some powers and duties to certain committees

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

s.5.42 – Delegation of some powers and duties to CEO

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Local Government (Administration) Regulations 1996 –
r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011
Bushfires Act 1954
Cat Act
Dog Act 1976
Food Act 2008
Health Act 1911
Local Government (Miscellaneous Provisions) Act 1960
Planning and Development Act 2005

Shire of Victoria Plains Local Laws, currently adopted –

Amenity Local Law 2018
Bush Fire Brigades Local Law 2017,
Cemeteries Local Law 2018,
Dogs Local Law 2018,
Extractive Industries Local Law 2018,
Fencing Local Law 2018
Health Local Law 2004,
Meeting Procedures Local Law 2018,
Public Places and Local Government Property Local Law 2019,
Waste Local Law 2018.

Local Planning Scheme

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations in Parts A and B.

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

It is inadequate to quote this reference as the specific authority for the function delegated.

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. the Local Planning Scheme,
3. a specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of employee, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

... 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.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

Making, amending and revoking delegations

Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44 (3)).

It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the authority is to be included in the Delegations Register, the authority to act is for a specific matter, and is not a general or on-going delegation.

Use of delegations

Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of authority to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated authority, and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

Record of use of delegations

The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording or listing the use in a particular format. Such requirements would result in an unwieldy volume of work that is unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

Review of delegations

A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the authority of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to employee as required on changeover of employee or change of employee functions and will review all delegations at least once in the financial year in accordance with the legislation.

Primary delegation

The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

Secondary delegation by CEO

The CEO is expected and encouraged to further delegate to appropriate officers, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made by Council to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
 - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

The delegation by the CEO is to be –

- in a signed document to the person,
- the recipient to return a signed acceptance, which is to be placed on file, and
- a copy to be retained by them.

– End

2.1 Senior employees - Designation

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.37 – senior employee or class of employee may be designated

CORPORATE CONTEXT

None

POLICY STATEMENT

1. Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –
 - a) Manager of Works and Services

APPLICATION

2. Designation of the position is made due to the functions of the role, and applies regardless of the title of the position at the time.

HISTORY

Former Policy 8.1.1

Adopted _____

REFERENCES

2.2 Acting/Relieving staff authority

STATUTORY CONTEXT

Local Government Act 1995

- s.5.36(1) – Council must employ a CEO

CORPORATE CONTEXT

Delegations Register –

- 1.2 – Acting CEO – Appointment

POLICY STATEMENT

1. The Manager of Works and Services is approved as Acting CEO in the following circumstances –
 - a) in the unforeseen, urgent absence of the CEO, and
 - b) for a period of up to 1 month, or as otherwise determined by Council.
2. Other than as specified in this Policy, acting and relieving staff have clear authority to fulfil the requirements of the position, however temporarily and of whatever duration, and are authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.

APPLICATION

3. Where the role is required to be taken up in the unforeseen, urgent absence of the CEO –
 - a) the President, or Deputy President if the President is unable to be contacted, is to be advised immediately,
 - b) depending on the circumstances, the President may decide to call a Special Meeting of Council to consider the matter, and the Council may determine to continue with the designated senior officer in the role or engage an external person for the duration,
 - c) the designated senior officer continues as Acting CEO until determined otherwise by Council at a Special Council Meeting or the next Ordinary Council Meeting.
4. Where the CEO intends a known, planned period of leave, it is to be approved by the President, and advised to the next Ordinary Meeting of Council, together with the proposed arrangements for Acting CEO.
5. The Acting CEO, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to –
 - a) any limitations that may be imposed by the Council,
 - b) there is no substantial redirection of activities or processes etc without the approval of the President or Council.
6. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

HISTORY

Adopted _____

REFERENCES

Appointment as Acting CEO other than as specified in this Policy is by specific decision of Council as per the Local Government Act.

2.3 Information & Communications Technology Usage

STATUTORY CONTEXT

Local Government Act 1995

CORPORATE CONTEXT

Policy Manual –

- 1.1 – Code of Conduct
- 2.4 – Social Media

POLICY STATEMENT

1. Introduction

The following principles, must be adhered to by all those responsible for the implementation of this Policy and to whom it applies –

- a) The ICT resources of the Shire are provided to support business and administrative activities of the Shire;
- b) Authorised users may be granted access to Shire resources, sensitive data and to networks on the basis that their use of ICT resources shall be responsible, ethical and lawful at all times;
- c) Authorised users are required to observe Council Policy and all laws which apply;
- d) Data and information relating to persons and other confidential matters acquired for business purposes shall be protected;
- e) Shire business information shall be protected from unauthorised and/or accidental disclosure; and
- f) Shire ITC resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute prescribed under anti-discrimination legislation.

APPLICATION

2. Application

This Instruction applies to all employees, contractors (whether paid or unpaid), volunteers and any person performing work for or with the Shire in any capacity.

3. Access to ICT Resources

Access to ICT resources is to be authorised by the CEO. Access to ICT resources are based on a need to access that ICT Resource, which may depend on the employee's current status or position with the Shire.

Access to ICT resources will cease on expiration of contract or end-date of employment.

Access and use of ICT resources must be lawful at all times. Unlawful use will breach this Instruction and will be dealt with as a discipline offence. Unlawful use of ICT resources may also lead to criminal or civil legal action being taken against individual authorised users. This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual or even imprisonment.

The Shire will not defend or support any ICT user who uses ICT resources for an unlawful purpose.

4. General Use of ICT Resources

A user who is authorised to use ICT resources may use the ICT resources for limited, incidental personal purposes. Personal use of the IT resources is permitted provided such use is lawful, does not negatively

impact upon the user's work performance, hinder the work of other users, or damage the reputation, image or operations of the Shire. Such use must not cause noticeable additional cost to the Shire.

Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles –

- a) Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- b) Personal use should be limited and brief, avoiding excessive download or transmission (an example of acceptable personal use would be conducting brief transactions through internet banking);
- c) Personal use should not breach anything in this Instruction, particularly relating to the downloading of offensive or copyrighted materials;
- d) 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
- e) If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire resources must not be used for private commercial purposes.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this Instruction.

5. Unacceptable Use

This Policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users may be exempted from these restrictions by the CEO 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 ICT systems or resources.

6. Security and Proprietary Information

All information stored on the Shire'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.

The following measures must be taken to ensure secure corporate systems –

- a) 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's advice from the ICT Team;
- b) All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- c) People must use caution when opening files received from unknown senders.

7. System and Network Activities

The following activities are not permitted –

- a) 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 or the end user;

- b) Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license;
- c) 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;
- d) Introduction of malicious programs or code into the network or onto devices connected to the network;
- e) Revealing your account password to others or allowing use of your account by others;
- f) The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager and also the ICT Team;
- g) Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account; and
- h) Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position –

- a) 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;
- b) Executing any form of network monitoring which will intercept data not intended for the user's host;
- c) Attempting to avoid or bypass Shire's network security measures;
- d) Interfering with any other user's account, by whatever means; and
- e) Using the system in a way that could damage or affect the performance of the network in any way.

8. Email Activities

All emails sent by Shire employees should include the prescribed 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire's style guide or as otherwise advised.

The following activities are not permitted –

- a) 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;
- b) Any form of harassment via electronic/ICT means;
- c) Unauthorised use, or forging, of email header information;
- d) 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;
- e) Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- f) Use of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- g) Providing information about, or lists of the Shire's employees to other parties or to personal email addresses;
- h) Communicating in a manner that could adversely affect the reputation or public image of Shire;
- i) Communicating in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so; and
- j) Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

9. Remote Access

When users with remote access they are connected to the Shire's network, their computers are an extension of that network, and as such are subject to the same rules and regulations that apply to the

Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

The following conditions relating to remote access to the Shire's system –

- a) Family members must not violate any of the Shire's policies, perform illegal activities or use the access for outside business interests;
- b) The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- c) The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business without the express permission of the EMCCS, to ensure official business is not confused with personal business; and
- d) All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

10. Provision and Use of Mobile Phones and Information / Communication Devices

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile 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 should be through the Shire'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 personally 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 personally liable for their actions.

11. Department of Transport Licensing

Only employees with express authorisation of Department of Transport and CEO may access the Department of Transport Licensing system. Access and use of the system must be in accordance with the contract of agreement between the Shire and the Department. Failure to adhere to the agreement may result in disciplinary action including termination.

HISTORY

Adopted _____

REFERENCES

2.4 Communications and Social Media

STATUTORY CONTEXT

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 1996

CORPORATE CONTEXT

Policy Manual –

- 1.1 – Code of Conduct
- 1.3 – Elected members – Records capture and management
- 2.3 – Information & Communications Technology Usage

POLICY STATEMENT

1. This Policy applies to all employees and volunteers of the Shire who access social media for professional or social purposes whether via personal devices or those supplied by the Shire.
2. To the extent permitted by law, this Policy also applies to elected members and members of committees.

APPLICATION

3. Definitions

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.

4. Scope

The scope of this policy is to –

- a) Communications initiated or responded to by the Shire of Victoria Plains with our community; and
- b) Elected members when making comment in either their role as an elected member role or a personal capacity.

5. Official Communications

The purposes of the Shire's official communications include:

- a) Sharing information required by law to be publicly available.
- b) Sharing information that is of interest and benefit to the community.
- c) Promoting Shire and community events and services.
- d) Promoting Public Notices and community consultation / engagement opportunities.
- e) Answering questions and responding to requests for information relevant to the role of the Shire.
- f) Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- a) Website;
- b) Advertising and promotional materials;
- c) Media releases prepared for the Shire President, to promote specific Shire positions;
- d) Social media; and

- e) Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

6. Speaking on behalf of the Shire of Victoria Plains

The President is the official spokesperson for the Shire of Victoria Plains and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the *Local Government Act 1995*].

Where the President is unavailable, the Deputy President may act as the spokesperson. [s.2.9 and s.5.34 of the *Local Government Act 1995*].

The CEO may speak on behalf of the Shire, where authorised to do so by the President. [s.5.41(f) of the *Local Government Act 1995*].

The provisions of the *Local Government Act 1995* essentially direct that only the President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the President has had opportunity to speak on behalf of the Shire.

Communications by elected members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not –

- a) bring the Shire into disrepute,
- b) compromise the person's effectiveness in their role with the Shire,
- c) imply the Shire's endorsement of personal views,
- d) imply the elected member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- e) disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7. Responding to Media Enquiries

All enquiries from the media for an official Shire comment, whether made to an individual elected member or employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the President or CEO (where authorised) to make an official response on behalf of the Shire.

Elected members may make comments to the media in a personal capacity – refer to clause 13 below.

8. Website

The Shire will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

9. Social Media

The Shire of Victoria Plains uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire may also post and contribute to social media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire will moderate its social media accounts to address and where necessary delete content deemed to be –

- a) Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- b) Promotional, soliciting or commercial in nature;
- c) Unlawful or incites others to break the law;
- d) Information which may compromise individual or community safety or security;
- e) Repetitive material copied and pasted or duplicated;
- f) Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- g) Content that violates intellectual property rights or the legal ownership of interests or another party; and
- h) Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

10. Use of Social Media in Emergency Management and Response

The Shire may use social media to communicate and advise our community regarding emergency management.

11. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Elected member communications that relate to their role as a elected member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Elected members are responsible for transferring these records to the Shire's administration. Elected member records are also subject to the *Freedom of Information Act 1992*.

12. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, elected members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

13. Elected member statements on Shire of Victoria Plains matters

A elected member may choose to make a personal statement publicly on a matter related to the business of the Shire of Victoria Plains.

Any public statement made by a elected member, whether made in a personal capacity or in their Local Government representative capacity, must –

- a) Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire.
- b) Be made with reasonable care and diligence;
- c) Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- d) Be factually correct;

- e) Avoid damage to the reputation of the local government;
- f) Not reflect adversely on a decision of the Council;
- g) Not reflect adversely on the character or actions of another elected member or employee;
- h) Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any elected member, employee or community member.

A elected member who is approached by the media for a personal statement may request the assistance of the CEO.

14. Social Media Use for Shire Purposes

The CEO may authorise specified employees to use social media for Shire purposes.

If an employee is provided with express permission by the CEO to use social media they must –

- provide information that is truthful, accurate and in the interests of the Shire,
- 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 use social media in the course of their work must –

- a) Use spell check and proof read each post;
- b) Understand the context before entering any conversation;
- c) Know the facts and verify the sources;
- d) Be respectful of all individuals and communities with which the person interacts with online;
- e) Be polite and respectful of other opinions;
- f) Seek to conform to the cultural and behavioural norms of the social media platform being used;
- g) 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 their supervisor; and
- h) 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 authorised to use social media should always be aware that the Shire may be liable for any posts made. Guidance should be sought from the Chief Executive Officer if about stating or responding to something on a social media site.

15. Personal / Private Use of the Shire's Corporate sites

A person cannot comment on behalf of the Shire unless expressly authorised by the President (elected members) or the CEO (all other persons). If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or authorised delegate) must be made.

An person is able to share links that the Shire has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative or program, provided that it is in the best interests of the Shire.

16. Personal / Private Use of Non-Shire Sites

Employees are permitted reasonable use of social media for personal / private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal / private purposes must not infer or state they are speaking on behalf of the Shire and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

Use of sites to comment of issues relating to the Shire of Victoria Plains or to bully, harass, discriminate against another employee, may be subject to disciplinary action

17. Consequences of breach of policy

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation to –

- a) as an elected member, to the Standards Panel of the Department of Local Government, Sporting and Cultural Industries,
- b) as an employee, face disciplinary action up to and including termination.

Where a person breaches this Policy –

- a) the Shire may also be obligated to refer the breach to an external agency where a person may be held personally liable for their actions, and
- b) may also be personally liable for their actions, through private action.

HISTORY

Former Policy 1.8, 1.9.1 to 1.9.4

Adopted _____

REFERENCES

WA Local Government Association –

- Communications and Social Media Policy, 9 May 2018 (for elected members and employees)
- Draft Guidelines – Elected Members Use of Social Media, 1 March 2018

8.9 Leave – Non-Award provision

STATUTORY CONTEXT

Local Government Officers (Interim) Award 2011

Municipal Employees Award 2011 (Enterprise Bargaining Agreement)

CORPORATE CONTEXT

Policy Manual 2018 –

- Disciplinary Action

POLICY STATEMENT

1. Rostered Days Off – Outside Employees

RDOs are accrued by eligible employees working a 9 day fortnight and taking a Friday or Monday depending on works crew as an RDO.

For outside workers RDO's are to be taken on a Friday, excluding the town maintenance employees who will take their RDO on an alternate Friday or a Monday.

2. RDOs – Inside Employees

RDOs are accrued by eligible employees working a 20 day roster cycle, working 19 days of 8 hours and then taking the twentieth day as an RDO.

RDO's will be assigned by agreement between the eligible employee and the Manager Finance and Administration, and will be staggered to ensure adequate coverage of workload.

Notification of the approved nominated day is to be recorded for payroll processing requirements.

The designated RDO day may be changed through agreement under circumstances where required by the operational needs or as response to family/non-work unforeseen circumstances.

3. RDOs – Principle for Accumulation

The arrangements for RDOs are intended to provide opportunity for employees to meet commitments otherwise requiring time off from work, and for personal benefit, and are not a supplement to annual leave.

4. Time In Lieu – Principle for Accumulation

There is a strong presumption against time in lieu arrangements.

APPLICATION

5. Application

This Policy applies to –

- rostered days off – full time employees only
- time-in-lieu – all employees.

The provision of RDOs are dependent upon the approval of the relevant Manager and can be approved only where working hours are feasible and there is no detriment to the operations of the Shire.

6. RDOs – Accrual on annual leave or personal/carers leave

An employee who takes annual leave or personal/carers still accrues towards RDOs. When an employee

takes annual leave or personal/carers leave the rostered hours for that day will be deducted from their leave balance. The employee will be paid for 7.6 hours and the additional hours will be placed into the employee's RDOs bank. This ensures that at the end of the RDOs cycle an employee will have banked enough time to take an RDO.

7. RDOs – Accrual on a Public Holiday

Employees are entitled to be absent from work on a public holiday and also receive payment for the hours that they would usually have worked on that day. On a public holiday it must be recognised that an employee would ordinarily work on their usual roster on that day. The employee will be paid for 7.6 hours and the additional hours will be placed into the employee's RDOs bank. This ensures that at the end of the RDO cycle, an employee will have banked enough time to take an RDO.

8. RDOs – Accumulation

RDOs are not intended to be accrued as a supplement to annual leave.

In exceptional circumstances and with the specific approval of the relevant Manager, RDOs may be permitted to accumulate to a maximum of 38 hours. RDOs due in excess of this accumulation will be required to be taken, and further accumulation will not be considered.

The employee will be required to take sufficient time off to reduce the accrual to not more than 15.2 hours within 1 month.

If an ETO provision (or similar) is included in the employee's contract, arrangements for RDO are not available to that employee (refer clause 9).

9. Time In Lieu – Purpose

The historical purpose of time in lieu was to permit employees who are required to spend a significant amount of time outside of normal hours, the opportunity to take time off rather than being paid overtime, due to the impact on family life and personal time. The intent was not to accrue additional leave, but to permit some flexibility to relevant staff such as rangers, pool or recreation centre staff, nursing home staff, regular night shift etc, whose work requirements impose heavily on family life.

This principle will continue to apply, and accordingly time in lieu may be permitted for specific relevant employees etc.

10. TIL – Accumulation

Some employees may be required to regularly or occasionally work on weekends or after usual business hours. These requirements are to be taken into account through –

- payment of overtime, as authorised by written agreement with the CEO if regular, or relevant Manager where occasional;
- ordinary hours or shift arrangements as permitted by the Award; or
- provision to be incorporated into the contracts of senior or other staff under contract.

Time in lieu in advance will not be permitted for any reason. Employees are required to take annual leave, personal leave or unpaid leave to cover their circumstance.

Any arrangement for time in lieu is to have the approval of the CEO and must be documented and signed off on each occasion.

Time in leave accrual is required to be fully cleared at least annually, at a time mutually agreed between the employee and their Manager.

With the relevant Manager's approval, an exchange of time not exceeding 2 hours may be agreed where the employee requires a small amount of time for personal reasons. Time taken/made up is to be concluded within 1 week. Formal record is not required, but the Manager is to diarise the agreed exchange, and when settled.

Subject to any written agreement with the employee, a maximum accrual of 15.2 hours for time in lieu will be accepted. Should the accrual exceed 15.2 hours, the employee will be required to take sufficient time off to clear the accrual within 1 month.

11. Executive Time Off – Purpose

Executive time off for senior employees is sometimes provided for in their employment contracts permitting an agreed number of days per year that may be taken, if their remuneration package is not structured to take into account out of hours work.

Provision for ETO within the employee's contract replaces arrangements for RDOs and TIL available to other staff. No employee is to have access to both options.

12. Transitional arrangements

This Policy comes into effect 1 month after authorisation by Council. During this period each employee having an accrual in excess of the limits outlined, will be advised in writing of their accrual and requested to make arrangements to bring their accruals into line with the limits.

Other than specified employees or where it is agreed in their employment contract, TIL accruals are to be fully settled within 6 months of authorisation.

Any agreement is to be in writing and a copy placed on the employees personnel file.

HISTORY

Former Policy	8.1.8
Replaced	_____

NOTES

RDO and TIL accruals should be reviewed every 3 months and those employees with excessive accrual, or who are likely to have an excessive accrual within the 3 months ahead, are to be advised to the CEO.

8.14 Uniforms, PPE and Personal Presentation

STATUTORY CONTEXT

Occupational Safety and Health Act 1984

Australian Taxation Office Fringe Benefits Tax

CORPORATE CONTEXT

Policy Manual 2018 –

- Disciplinary Action
- Use of Fleet Vehicles – Work and Private Use

POLICY STATEMENT

1. Introduction

The type of clothing and standard of dress for Shire employees varies according to roles and safety requirements.

The Shire 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.

2. Provision of Subsidy or Reimbursement

It is a requirement that the subsidy be utilised or reimbursement claim is made within the year of eligibility.

The provision will not be paid as an allowance, nor is it cumulative from one year to the next.

All orders are to be placed through the Shire from approved suppliers, unless prior arrangements with CEO.

Category	On commencement	Conclusion of Probation	Annually thereafter
Indoor employees	None	\$400 ex GST	\$300 ex GST
Outdoor employees	4 x long sleeve shirts 4 x trousers 1 x pair of boots 2 x pair of safety glasses 1 x wide brim hat Sun screen and lip balm Wet weather gear, including wet boots (when conditions require) 1 x 5L water insulated container	Any initial allocation not claimed 1 x high visibility jacket (then every 2nd year)	As per commencement allocation
Permanent part time employees	Pro rata according to category		
Casual employees	None		

3. Uniform eligibility

To be eligible for claim, the uniform must –

- display the Shire logo, and are therefore exempt from FBT, or

- if not displaying the Shire logo, the value of the clothing purchased as a uniform will have the FBT included as part of the value of the purchase of reimbursement –
 - o FBT rate is currently 47%
 - o Australian Tax Office Fringe Benefit requirements – gross up value of 1.8868
 - o accordingly, a purchase \$100 ex GST has a provision value of \$188.68 ex GST once FBT is factored in.
- the clothing is suitable for work use.

APPLICATION

4. Definitions

For the purposes of this Policy, employees refers to –

- indoor employees who are office, and
- outdoor employees who are based predominantly outdoors.

5. Indoor Employees

Participation of indoor employees in wearing of the relevant uniform is recognised as voluntary. However, the Shire requires those employees who elect to wear the uniform, to do so in its entirety or when this is not possible, wear alternative clothing in the same or similar colour range as the uniform.

a) Corporate Uniform –

The Shire will contribute towards the purchase of corporate uniforms for employees required to wear corporate attire or a uniform in the following circumstances –

- after the employee has successfully completed their probation period;
- up to the maximum allowance determined by Council Policy; or
- any other amount as stated in an employee's Contract.

Employees on a fully grant funded scheme are not entitled to provisions of a uniform unless the applicable grant will pay for it.

b) Corporate Uniform Supplier –

The Shire endorses the corporate wardrobe companies currently on the WALGA preferred supplier register (Uniform Supplier).

c) Provision/reimbursement administration –

The provision or reimbursement will be made upon proof of purchase through approval of the Manager Finance and Administration.

d) Personal Protective Equipment –

PPE and clothing will be provided to indoor employees as appropriate or required as part of their role.

e) Standard of Dress –

The standard for both men and women is smart business dress. Smart business dress for work may include, trousers, skirts, collared business shirts, shorts, jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

f) Casual Dress Days –

On "casual dress" days, "smart casual" is the minimum required standard. Further guidance is available from the relevant manager/supervisor.

6. Outdoor Employees

The uniform prescribed below for the outdoor employees is compulsory.

a) Wearing of PPE and Clothing is mandatory.

b) Personal Protective Equipment

Personal Protective Equipment and Clothing will be provided to outdoor employees and other employees as appropriate or required to wear PPE as part of their role.

7. Conditions of Use of PPE and Uniforms

The following applies to Shire uniforms and PPE –

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required PPE or uniform when presenting for duty shall be sent home to change.
- Any employee who fails to wear or use additional protective clothing or equipment where required at work will be in breach of this Policy and subject to disciplinary action.
- Uniforms shall be replaced if it is determined by the relevant Manager that they are no longer suitable for use due to ordinary wear and tear.
- If an employee's uniform is damaged the employee may be entitled to a replacement uniform. An employee may not be entitled to a replacement uniform 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.

8. Cessation of employment

Uniforms/clothing and PPE supplied by the Shire directly or by reimbursement and bearing the Shire logo remain the property of the Shire.

Employees who are ceasing work with the Shire may be required to –

- return the item bearing the logo prior to the completion of their final working day, or
- re-pay to the Shire a pro-rata amount of any reimbursement made for uniform/clothing

9. Consultation

The Shire acknowledges that PPE worn by employees is of considerable importance to them so these employees will be consulted with respect to changes in style, type and fabric of clothing as issued, in accordance with good management practice.

Wherever practicable, the Shire will ensure that the style and fabric garments are acceptable and appropriate to the relevant workforce.

10. Acceptable Standards of Dress

Employees who are not required to wear PPE or uniforms must present for work in a professional manner and be suitably attired for their work activities.

Acceptable standards of dress for work does not include and is not limited to –

- low cut or sheer tops, tops that expose the midriff;
- shorts that expose the buttocks;
- rubber thongs
- bare feet;
- singlets;
- faded or frayed jeans; or
- board shorts
- other items of clothing deemed unsuitable by their relevant Manager.

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 –

- clothing worn to comply with cultural or religious practices;
- tattoos or body piercings; and
- jewellery.

An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may

be required to tie it back or in some instances wear a hair net at the request of their Manager.

11. Unacceptable Standards of Dress

The following items are unacceptable at the Shire –

- 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;
- 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;
- shoes that may pose an OSH risk.

12. Wearing of Uniform Out of Hours

Employees wearing clothing or PPE displaying the Shire logo in public or out of hours, are identified by the community as employees, and are seen as representing the Shire.

Accordingly, if wearing clothing or PPE identifying the Shire such as logo or name badge, outside of work hours, it is necessary for the good reputation of the Shire that the employee conducts themselves in accordance with the Shire's Code of Conduct, policies and procedures. Failure to adhere to the Code of Conduct, or behaviours that cause offence or bring the Shire into disrepute may lead to disciplinary action in accordance with the Policy, against that employee.

13. Use of Fleet Vehicles Out of Hours

Refer to Policy for Use of Fleet Vehicles – Work and Private Use

14. Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothing 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.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately. All matters relating to personal hygiene will be handled sympathetically and discreetly.

HISTORY

Former Policy	8.1.13
Replaced	_____

NOTES

13.1 Road reserves – Crossovers

STATUTORY CONTEXT

Local Government Act 1995 –

- Sch 9.1(7) – crossing from public thoroughfare to private land or thoroughfare

Uniform Local Provisions Regulations 1996 –

- r.12 – application and approval for crossing
- r.13 – requirement to repair

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

None

POLICY STATEMENT

1. The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
 - a) prior approval of proposal and estimated cost of construction of a crossover,
 - b) written agreement of the landowner/occupier prior to commencement of works,
 - c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
 - d) any variation to a standard crossover is to be at full cost to the land owner.

APPLICATION

2. A standard urban crossover specification is –
 - a) one crossover per property,
 - b) where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
 - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
 - crossover surface treatment (concrete, pavers, bitumen, asphalt etc) at landowner/occupiers cost, unless prior agreement with Council,
 - c) where the adjoining road is not bitumised, as per standard rural crossover specifications except to a width of 4.88m wide (2 standard pipe lengths),
 - d) if required, longitudinal drainage under the crossover at Shire cost.
3. A standard rural crossover specification is –
 - a) one crossover per lot or location adjoining a road.
 - b) from the trafficable surface of the road to the property boundary,
 - c) compacted gravel, minimum 7.32 metres wide (3 standard pipe lengths),
 - d) appropriate longitudinal drainage if required.
4. Local government costs –
 - a) any reinstatement of kerbing,
 - b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required, or
 - c) if crossover affected when carrying out works on the adjoining road.
5. Applicant's costs –
 - a) kerbing not at the edge of the thoroughfare,
 - b) costs in excess of a standard crossover construction,
 - c) costs for crossovers in addition to standard number.

HISTORY

Former Policy 2.1.1, 2.1.2

Adopted _____

REFERENCES

13.2 Roads – Developer subdivisions

STATUTORY CONTEXT

Local Government Act 1995

Shire of Victoria Plains Local Planning Scheme

Extractive Industries Local Law 2018

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Policy Manual –

- 13.1 Road Reserves – Crossovers
- 13.3 – Roads Access to lots/locations without road frontage

POLICY STATEMENT

1. A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
 - a) a subdivision is approved and –
 - the existing roads serving the lots to be subdivided require upgrading, or
 - the lots to be subdivided do not have constructed road frontage
 - b) a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council,
 - c) an “internal” road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.

APPLICATION

2. Definitions –
 - subdivision** includes creation of lots or locations –
 - a) requiring new roads (“internal roads”) to be constructed whether on previously privately owned land or an unmade road reserve, and
 - b) adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.
3. Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.
4. Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.
5. Council may enter into a written agreement to construct or upgrade a road to the required standard where –
 - a) necessitated by a new or adjoining development,
 - b) if Shire work commitments permit, and
 - c) users request sections of a road to be upgraded to a standard higher than Council considers is warranted.
6. Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –
 - road construction,

- standards,
 - width,
 - cross-section,
 - drainage,
 - traffic conditions,
 - heavy haulage route etc.
7. During construction of the road, Shire staff or representatives will inspect the work from time to time, and will provide a written report to Council regarding the standard of work.
8. Once the road is constructed to the required standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.
9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

HISTORY

Former Policy 5.1.1(a), (b) and (c)

Adopted _____

REFERENCES

13.3 Roads – Access to lots / locations without road frontage

STATUTORY CONTEXT

Local Government Act 1995

Shire of Victoria Plains Local Planning Scheme

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Policy Manual –

- 13.2 – Roads – Developer subdivisions

POLICY STATEMENT

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.

APPLICATION

2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Policy 13.2 Roads – Developer Subdivisions.
3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

HISTORY

Former Policy 5.1.1(a), (b) and (c)

Adopted _____

REFERENCES

13.4 Road reserves – Stormwater discharge in urban area

STATUTORY CONTEXT

Local Government Act 1995 –

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Delegations Register –

- 13.7 – Reserves under control of the local government

POLICY STATEMENT

1. In a townsite or settlement, an owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.

APPLICATION

2. All connections are to be submitted in writing and approved by the CEO or MWS, who shall have regard to any guidelines or standards of Main Roads WA.
3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.
4. Small connections may be approved by the CEO or MWS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or MWS having regard any relevant guidelines, and –
 - a) materials to be approved by pipe with an internal diameter of 100mm, or
 - b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.
5. Connection greater than cumulative 200mm –
 - a) will require Council approval,
 - b) are to be of an suitable material or construction as approved by the CEO or MWS, and
 - c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.
6. Works can be constructed by –
 - a) subject to operational requirements, the Shire at private works rates,
 - b) by the owner and are subject to inspection by an authorised person; or
 - c) by an appropriate contractor, holding public liability insurance of not less than \$10 million.
7. Local government costs –
 - a) If drainage affected when carrying out works on the adjoining road.
8. Applicant's costs –
 - a) any piping from property boundary to discharge point,
 - b) costs of any reinstatement of footpath, road verge, kerbing required,
 - c) any connection to the underground stormwater drainage system,
 - d) inspection fees.
9. Any works which have been carried out without approval of the CEO or MWS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.

HISTORY

Adopted _____

REFERENCES

"Settlement" is an area used or intended for urban use, not being a Gazetted townsite.

16.1 Restricted Access Vehicles on Shire roads

STATUTORY CONTEXT

Local Government Act 1995 –

Road Traffic (Vehicle Standards) Regulations 2002

Local Planning Scheme and relevant policies

Public Places and Local Government Property Local Law 2018

CORPORATE CONTEXT

Delegations Register –

- 16.1 – Restricted Access Vehicle on Shire roads

POLICY STATEMENT

1. The following Policy Schedules are adopted, and form part of this Statement –
 - 16.1(a) – Information for application to Use Shire Roads
 - 16.1(b) – CA07 Conditions that may be applied
 - 16.1(c) – Components for Agreements to Use Shire Roads
 - 16.1(d) – Calculation of User Contributions
2. Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the Shire.

APPLICATION

3. CA07 conditions as per Policy Schedule 16.1(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
 - a) preserve the condition of the road infrastructure,
 - b) improve the road to a standard appropriate for the proposed vehicle movement,
 - c) reduce the economic cost to the community caused through heavy vehicle damage, and
 - d) mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.
4. Where a CA07 condition exists, RAV operators must –
 - a) complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 16.1(a) Information for Application to Use Shire Roads,
 - b) details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 16.1(d) – Calculation of Contributions,
 - c) provide any other relevant information requested,
 - d) pay the CA07 application/assessment fee as determined by the Annual Budget.
5. Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.
6. Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 16.1(c) Components for Agreement to Use Shire Roads to the proposal.
7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 16.1(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.

8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
9. The Agreement is to address matters in accordance with Policy Schedule 16.1(c) Components for Agreement to Use Shire Roads:
10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.
11. Prior to the approval being issued –
 - a) agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
 - b) agreed contributions for road use and community benefit to be paid
 - c) Main Roads WA advised.
12. Approval to operate is subject to an annual licence.
13. Non-compliance with Council requirements may result in withdrawal of approval for use of the road.

HISTORY

Adopted _____

REFERENCES

Note – requirements are intended to be consistent with relevant provisions of the Extractive Industries Local Law, and maintenance of road assets in accordance with the integrated long term financial and asset management plans

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (ie: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of affected road assets. The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV).

Policy Schedule 16.1(a) – Information for Application to Use Shire Roads

The information is to cover the following minimum provisions where relevant to the application –

- a) Applicant details –
 - Applicant details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- b) Haulage contractors (required for each contractor having a significant freight task) –
 - Contractor details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- c) Term of application –
 - Commencing date
 - Termination date (estimated)
- d) Route (required for each different route) –
 - Origin and Terminus
 - Journey / route
 - Distances
- e) Vehicles and combinations (required for each route) –
 - class of vehicle and configurations,
 - number of vehicles,
 - frequency and hours of operation,
 - estimated tonnages and concessional loadings
- f) Dangerous goods (in order to advise local emergency services) –
 - Type
 - Frequency
 - Quantities
 - Emergency contact details
- g) Other relevant information, such as –
 - Maps
 - Engineering assessment if held
- h) Authorisation of application –
 - Name, signature of authorised person and date

Applicants to note –

- Approvals will be assessed in accordance with any Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA and a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does NOT constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Extractive Industries Local Law.

– End of Schedule –

Policy Schedule 16.1(b) – CA07 Conditions that may be applied

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx> on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

Extract from – Main Roads WA Heavy Vehicle Operations
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines
Version 3 – October 2016

APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school dropoffs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

*40 km/h or 60 km/h as determined from Appendix C.

Policy Schedule 16.1(c) – Components for Agreement to Use Shire Roads

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

- a) Principles –
 - The safety of road users is paramount, and takes priority over developer activity
 - residents should appropriately contribute to assessed public maintenance of the road
 - residents should not fund construction or maintenance required for private benefit
- b) Safety Management –
 - The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
 - Shire to action matters advised as a priority, subject to seriousness of issue
- c) Construction, or upgrade/renewal as required –
 - As per Policy Schedule 16.1(d) clause 1 Construction, upgrade and renewal.
- d) Road Design –
 - When giving consideration to the construction of a road, the Austroads standards should be applied
 - MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
 - Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
 - Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.
- e) Guidelines –

Reference should be made to appropriate guidelines for the design of the works required, such as –

 - Roads –
 - o Australian Standards as are applicable,
 - o Relevant documentation supported by applicable professional associations
 - o Austroads – Vehicle Classification System, Designs and Guides
 - o MRWA – Specifications for Pavements
 - o MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
 - o MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
 - Drainage catchment, and structural design –
 - o Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
 - o Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
 - o Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
 - o Concrete Pipe Association of Australia – guides and charts etc
 - o Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.
- f) Maintenance –
 - As per Policy Schedule 16.1(d) clause 2 Road Maintenance
- g) Adverse Conditions –
 - Developer to manage/restrict/cease operations voluntarily as appropriate
 - Adverse weather conditions, or other circumstances requiring temporary closure of the route
 - Claim to be made on MRWA by Shire for storm damage etc
 - Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire
- h) Security for road restoration and reinstatement –
 - i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
 - ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road

maintenance.

- iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further security has been provided.
- i) Payment –
 - The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
 - The first payment will be non-refundable in its entirety.
- j) Community Amenity –
 - As per Policy Schedule 16.1(d) clause 3 Community Amenity
- k) Cessation of development / operations –
 - Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
 - determination of standard required for 5 years by negotiation
 - assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
 - if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.
- l) Administration –
 - Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
 - Engagement of external professional services is at the discretion of the Shire, and may include –
 - o Consulting engineer and other similar services directly related to the agreed route
 - o Legal advice deemed necessary for interpretation of the Agreement
 - o Other matters specifically relating to the Agreement or the agreed route
- m) Accountability –
 - Shire to provide annual report –
 - o funds received and expended
 - o Reserve Account activity
 - Developer to notify of –
 - o significant changes in traffic type or volume ,
 - o any safety issues on the road in a timely manner
- n) Dispute –
 - Priority is for resolution through direct negotiation
 - Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
 - Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Extractive Industries Local Law.

– End of Schedule –

Policy Schedule 16.1(d) – Calculation of User Contributions

1. Road construction, upgrade, improvement –

To be addressed –

- a) Joint assessment and agreement in writing of the construction/renewal gap,
- b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
- c) Applicant/user/developer to fully fund the gap,
- d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
- e) On completion of works, prior to issue of approval, the works are to be –
 - i) inspected by an appropriate person appointed by the Shire,
 - ii) certified by mutually agreed qualified engineer, and
 - iii) formally resolved by Council,
- f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

2. Road maintenance –

To be addressed –

- a) Maintenance requirements to be negotiated, and agreed in writing –
 - i) standards including frequency of completion of maintenance tasks,
 - ii) obligations to notify of change, matters for public safety etc.,
 - iii) regular inspection to ensure adequacy of conditions,
- b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
- c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
- d) If annual maintenance contribution is insufficient –
 - i) Shire to draw on Reserve, or
 - ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
 - o Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
 - o Add estimated increased annual maintenance cost
- Year 2 and following –
 - o Previous year's figure to increase annually by rural rate increase
 - o Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
 - o An agreed cents per tonne per kilometre
- Year 2 and following –
 - o Previous year's rate to increase annually by rural rate increase
 - o Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

3. Community amenity

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / warning signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in townsites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Extractive Industries Local Law.

Review of Policy Manual – April 2018 v.1

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
DIVISION 1 – ADMINISTRATION				
1.1	Council Meetings	Delete	Annual determination under the Act	
1.2	Committees	Delete	Should be a decision of Council after each local government election. Establishment of committees also needs to be in compliance with the Act, and this policy is very inadequate	
1.3	Committee Functions	Delete	Should be a decision of Council after each local government election. Establishment of committees also needs to be in compliance with the Act, and this policy is very inadequate Separate Terms of Reference Document for Committees etc, as Committees must be established by Absolute Majority, and can exercise delegated authority	
1.4	Agendas	Delete	Administrative / operational matter. Also required to comply with Act requirements	
1.5	Minutes	Delete	If desired, those receiving can access and download from the Website	
1.8	Media Releases	Delete	Contrary to the Act which stipulates only President to speak on behalf of Council, or CEO with president's approval 3 rd dot point an operational issue, and while a Policy isn't wrong, is it actually needed?	
DIVISION 2 – WORKS AND PLANT				
2.1.3	Pipelines beneath Roads	Delete	Local law referred to in policy is to be revoked. Deal with as delegation under Places and Property Local Law	
2.1.4	Deep Drainage of Salt Effected Land	Delete	Deal with as delegation under Places and Property Local Law	
2.1.7	Clearance of Roadsides for fencelines and services	Delete	Potential for inconsistency with the Regulations and for liability if this policy is incorrect. Land owners should be responsible for their own compliance, and not involve the Shire as a third party	
2.1.9	Traffic Signs	Delete	Implies Council responsibility if the work is being done by a contractor on the Highway	
2.2.1	Plant Repairs	Delete	Conflicts with Regulations	
2.2.3	Garaging of Shire Plant	Delete	Operational	
2.4.1	Gravel Supply	Delete	Delegation – Entry onto land for road making	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
	Agreements		materials	
2.4.3	Sale of Surplus Materials	Delete	Delegation	
2.4.4	Notice of Intention to Perform Work - Telstra	Delete	Unnecessary	
2.4.5	Resumption of Land for road deviations	Delete	Delegation at most, but better if limits etc are set in the decision to resume Possibly differentiate between compulsory and agreed resumption	
DIVISION 3 – BUILDING CONTROLS				
3.1.1	Delegations to the Shires Building Surveyor	Delete	Delegation	
3.1.2	Temporary Living Accommodation for Home Builders	Delete	Delegation May also require a Planning Policy (separate process and authority under Local Planning Scheme)	
DIVISION 4 – HEALTH				
4.1.1	Delegations to Councils Health Surveyor	Delete	Delegation	
DIVISION 5 – PLANNING				
DIVISION 6 – FINANCE				
6.1.1	Budget Preparation	Delete	(a) Preparation has to be by staff/contractors through CEO (b) Preparation by end of 1 st week in July is impractical and does not allow for unforeseen circumstances	
6.1.2	Budget Submissions	Delete	Should be standard administrative process	
6.1.3	Budget Adherence	Delete	Unbudgetted expenditure require Council prior approval by Absolute Majority unless an emergency Restriction on going over Budget is completely impractical and inappropriate. Control through variance reporting each month	
6.1.4	Unpaid Rates – Procedure for Collection	Delete	Delegation for debt recovery	
6.2.1	Investment of Surplus Funds	Delete	Delegation	
6.2.2	Borrowings	Delete	Decision to raise a loan or not is by Absolute Majority. Report to Council should include quote	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
			from WA Treasury (the only source stipulated in Policy). Decision to borrow cannot be delegated, even if appearing in Budget documents	
6.3.1	Long Service Leave Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.2	Plant Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.3	Housing Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.4	Sewerage Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.5	Refuse Site Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.6	Building Maintenance Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.7	Infrastructure Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.8	Gymnasium Equipment Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.9	Interest on Reserve Accounts	Delete	Under the Regs, interest on Reserves is Municipal Funds. Council in their Budget may choose to allocate an amount equivalent to earnings to the relevant Reserve	
6.4.1	Responsible Employee	Delete	Responsible person should be CEO. Current Policy means that a person other than CEO signs off on Annual Reports etc	
6.5.1	Operation of Bank Account	Delete	Delegation	
6.5.4	Project Management – Shire Funded Community Project	Delete	Combine this and others into single Community Support Policy	
6.5.4	Donations and Grants	Delete	Combine this and others into single Community Support Policy	
6.5.8	Rates Concession – Community and Sporting Groups	Delete	MUST be annual Budget decision, since dealing with rates. Alternatively, a delegation to pay a subsidy equal to the difference	
6.5.9	Rates Concession – Gillingarra Sport and Recreation Club Inc	Delete	See above If only 1, why a policy at all? Appears contradictory	
DIVISION 7 – LEGAL				

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
7.1	Legal Advice	Delete	Operational	
7.3	Valuation of Property	Delete	Act requiremnt to have a valuation. Does not have to be Valuer general/Landgate	
DIVISION 8 – STAFF				
8.1.2	Appointment of Staff	Delete	Already stipulated by Act in part, and also contrary to Act in part	
8.1.3	New Positions	Delete	Likely contrary to Act s.5.41. Also refer Act s.6.2	
8.1.9	Conditions of Employment	Delete	Operational. Annual review required by the Act	
8.1.12	Staff – Other Employment	Delete	Covered by Regs	
8.1.16	Medical Examinations	Delete	Operational	
8.1.17	Probationary Period	Delete	Operational	
8.1.19	Smoking in the Workplace	Delete	Covered by OHS	
8.2.1	Standards	Delete	Some may be impractical. Housing needs to be of a standard that is competitive – people will be reluctant to come if the residence is substandard Refer 8.2.3	
8.2.2	Conditions of Tenancy - Staff Housing – Availability	Delete	Not required. Allocation of housing should be CEO responsibility	
8.2.3	Staff Housing – Tenancy	Delete	Refer 8.2.1.. Combine with 8.2.6	
8.2.5	Maintenance of Staff Housing	Delete	Refer 8.2.1. Amount for maintenance should depend on standard and requirements of the building as determined by annual inspection by EHO, and Budget allocation	
DIVISION 9 – MEMBERS				
9.1.1	Members Meeting Expenses	Delete	What fees etc can be paid are set by Salaries and Allowances Tribunal The amount of each is set by resolution of Council Council cannot require claims to be submitted, and there is legal opinion that a claim for expenses does not expire, so time limitation is not consistent with Regs	
9.1.2	Members Travel Costs	Delete	Eligibiltiy covered by Regs. Time limit is consistent with Regs and right to claim does not expire	
9.1.2.1	Travel Costs	Delete	Rate per kilometre is now determined by SAT, and	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
			cannot be set be Council	
9.1.2.2	Private Motor Vehicle	Delete	Rate per kilometre is now determined by SAT, and cannot be set be Council	
9.1.3	Councillor Training	Delete	Council may encourage, but has no power to compel elected member training	
9.2.2	Motions to be written	Delete	Administrative and not always practical	
9.2.3	Council Meetings	Delete	Council legally required to comply with Regulations and any local law	
9.3.1	Title of Councillor or President	Delete	Potentially breach of freedom of speech Note that only President or CEO can speak on behalf of Council	
9.3.2	Councillors Induction Material	Delete	Administrative. Councillors need information to be provided in order to do their job, and the organisation does not want out of date materials to be returned at the end of their term.	
9.3.3	Council Representatives	Delete	Should be a considered every two years after local government ordinary elections, and the term of representation specified on appointment Refer proposed terms of reference document	
9.3.5	Executive Function Tests	Delete	No value. Proposed functions are tested by gaining approval of Council etc.	
9.3.6	Instrument of Delegation	Delete	While a delegation must be in writing, there is no requirement for it to be signed etc. The legal authority of a delegation is not the written paper, but the decision of Council. Signature on the document is only a confirmation, and does not confer any legal status	
9.3.7	Local Laws	Delete	The policy appears framed around the old style of a local law for each building or action, whereas new local laws are intended for broad application. Local laws are required to be available at any time during business hours, and the easiest way to do this is to put them on the website	
DIVISION 10 – FIRE CONTROL				
10.1.2	Bushfire Advisory Committee	Delete	BFB Act has statutory requirements if an Advisory Committee is established. Hold an annual fire officer meeting instead, to avoid the statutory requirements	
10.1.3	Bushfire Control Officers	Delete	Delegation to BFCOs under BF Act Refer also BFB Local Law	
10.1.4	Clearing Fires	Delete	Burning permit conditions, and Fire Hazard Notice	
10.1.5	Protected Burning Fires –	Delete	If no permit can't make a condition	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
	Suspension of Requirements			
10.1.6	Hazard Reduction Operations	Delete	Normal brigade activities under the BF Act and Local Law	
10.1.8	Emergency Equipment Hire	Delete	Delegation to CEO In part this is covered by provisions in the BF Act about what FCOs can do.	
10.1.11	Fire Reports	Delete	Delegation - combine into duties of FCOs	
10.1.12	Prohibited and Restricted Burning Times	Delete	Set by Fire Notice under the BF Act s.33	
10.1.13	Harvesting on Sundays and Public Holidays	Delete	Set by Fire Notice under the BF Act s.33	
10.1.14	Burning on Sundays and Public Holidays	Delete	Set by Fire Notice under the BF Act s.33	
10.1.17	Burning of Railway Reserves	Delete	CEO can't suspend prohibited burning period. Ability to suspend can be delegated to President and Chief CBFCO jointly, and set process must be observed. Dangerous precedent. No burning in prohibited period should be permitted. Any burning in restricted period subject to same conditions as anyone else	
10.1.18	Fire Control Point	Delete	Fire operations	
10.1.19	Insurance	Delete	Statutory requirement	
10.1.20	Subdivisions	Delete	Unlikely there is the legal capacity to do so. Actually used?	
10.1.22	Fire Channel	Delete	Fire operations	
10.1.23	Chaining Stubble	Delete	Comply with the Fire Notice issued	
10.2.1	Provision of Vehicles and Equipment	Delete	No purpose	
10.2.2	Housing of Fire Fighting Vehicles	Delete	Garaging is usually part of the consideration of ESL grant for a vehicle. The way the policy reads is that if there is a fire, specific permission of Brigade Captain is required before response. Parst could be combined into single policy with 10.2.3 etc	
10.2.4	Drivers of Shire Fire fighting Vehicles	Delete	Proper class of licence and observing road rules are statutory requirements If kept, combine with 10.2.3 and 10.2.5	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
10.2.6	Tools and Equipment	Delete	No purpose. A DFES vehicle will not be supplied unless properly equipped	
10.2.7	Communications	Delete	No purpose	
10.3.1	Recognition of Training	Delete	Refer requirement in BF Local Law for volunteers to undertake training.	
10.3.2	Training Programmes	Delete	Refer requirement in BF Local Law for volunteers to undertake training.	
10.3.3	Insurance	Delete	Statutory requirement	
DIVISION 11 – GENERAL				
11.1.1	Signs for Election Advertising	Delete	Refer Places & Property Local Law	
11.2	Australian Citizenship Receptions	Delete	President's discretion. Also guidelines from Dept of Immigration	
11.3.1	Explosive Licenses	Delete	Controlled by Dept Mining, Industry Regulation and Safety	
11.3.2	Renewal of Permits and Licenses	Delete	Delegation	
11.5.7	Smoking in Shire Buildings	Delete	Legislative prohibition	
11.5.8	Consumption of Liquor	Delete	In part, delegation to CEO under Places & Property Local Law In part, should be included in lease agreement of premises managed by a community organisation	
11.6.3	Leasing of Reserves	Delete	Some of the provisions are statutory requirements, and some should be determined on a case by case basis	
11.6.5	Charges for Utilities and Services	Delete	Utilities etc are either included in hire charge, or in the lease agreement (or exchange of letters)i	
11.6.6	Inspection of Land Vested in Council	Delete	Operational. Some areas should be inspected by EHO as well	
11.7	Regional Natural Resources Identification Kit	Delete	Administrative	
11.8	Property	Delete	Irrelevant, consideration on a case by case basis	
11.10	Calingiri and Bolgart Cemeteries	Delete	Under the Cemeteries Act and the Local Law, plans must be maintained. As people can select their preferred position, to some extent, segregation will occur by family anyway	

Policy No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
11.11	Town Beautification	Delete	Annual Budget consideration	
11.12	Calingiri Ambulance	Delete	In breach of legislation – the Shire cannot sell fuel, even at a discounted price from a bowser that does not have a certified pump. Make it an annual donation in the Budget.	
11.15	Street Appeals	Delete	Delegation under Places & Property Local Law	

- End



Department of Water and Environmental Regulation – Department of Mines,
Industry Regulation and Safety

Application for a clearing permit (purpose permit)

Environmental Protection Act 1986 section 51E

FORM C2

Clearing of native vegetation is prohibited in Western Australia except where a clearing permit has been granted or an exemption applies. A person who causes or allows unauthorised clearing commits an offence.

CPS No.

Date stamp

Part 1: Assessment bilateral agreement

The native vegetation clearing processes under Part V of the *Environmental Protection Act 1986* (WA) (EP Act) have been accredited by the Commonwealth of Australia under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) and can be assessed under an assessment bilateral agreement.

To be assessed in this manner, the proposed clearing action must be referred to the Commonwealth under the EPBC Act and deemed a 'controlled action' prior to submitting this application form.

For further information see *Annex C7* and *A guide to native vegetation clearing processes under the assessment bilateral agreement* available at www.der.wa.gov.au/our-work/clearing-permits.

Do you want your proposed clearing action assessed in accordance with, or under, an EPBC Act Accredited Process such as the assessment bilateral agreement?

☐ Yes EPBC Number:

☒ No Proceed to Part 2

List the controlling provisions identified in the notification of the controlled action decision.

☐ Annex C7 is complete and the required supporting information is attached.

Part 2: Land details

The location of the land where clearing is proposed must be accurately described.

Land description: volume and folio number, lot or location number(s), Crown lease or reserve number, pastoral lease number or mining tenement number of all properties.

Road reserve of Rogers Rd, along side Lots 3587 and 3586 on plan 206134

FILE REFERENCE

Street address

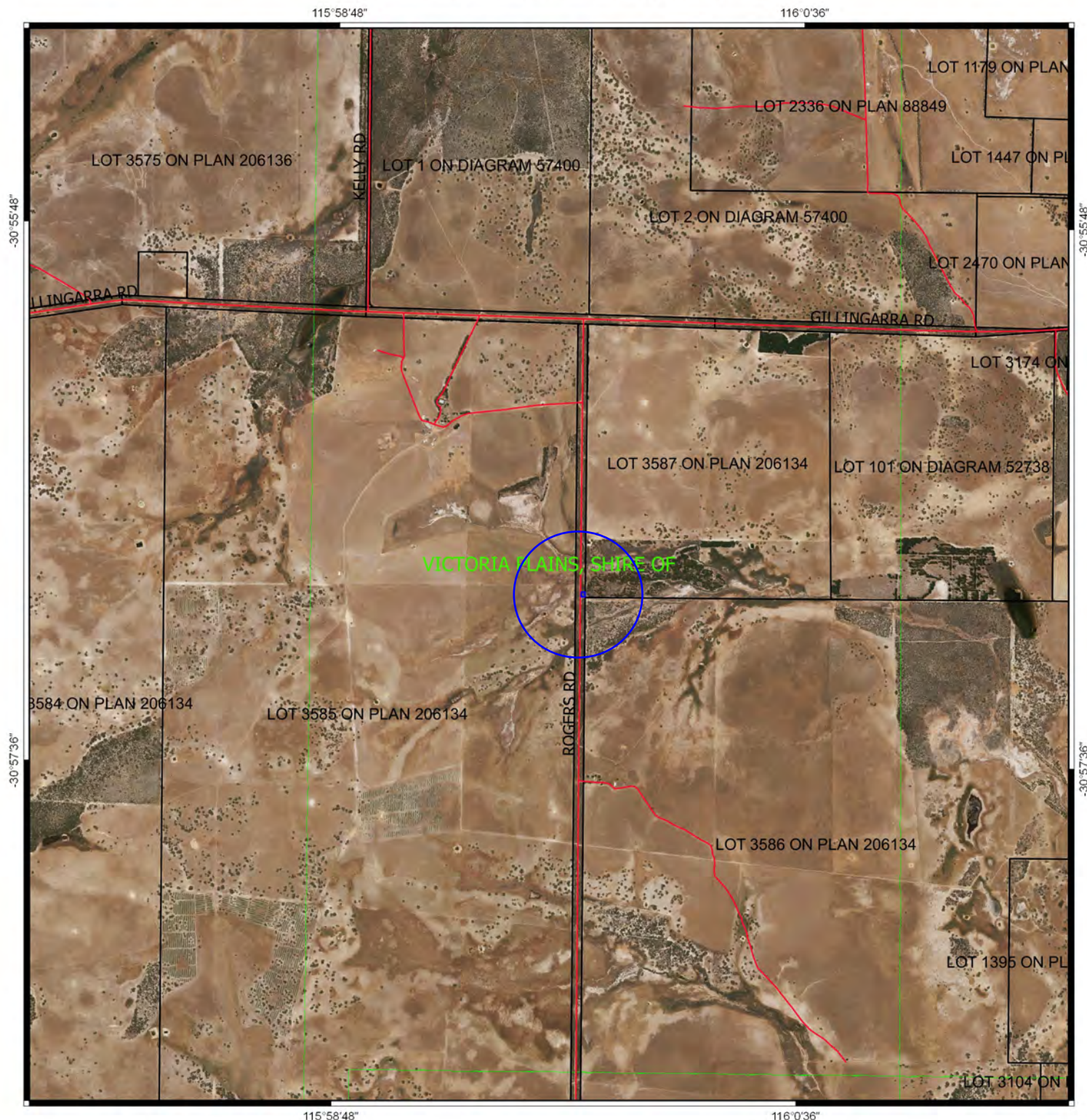
Rogers Road, Gillingarra

Local government area

Shire of Victoria Plains

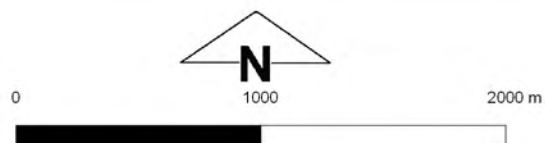
Department of Water and Environmental Regulation – Department of Mines, Industry Regulation and Safety

Part 4: Proposed clearing	
<p>An aerial photograph and/or map with a north arrow must be attached, clearly marking the area proposed to be cleared</p> <p>or</p> <p>if you have the facilities, a digital map on a suitable portable digital storage device of the area to clear as an ESRI shapefile with the following properties:</p> <p>Geometry type: Polygon shape</p> <p>Coordinate system: GDA 1994 (Geographic latitude/longitude)</p> <p>Datum: GDA 1994 (Geocentric Datum of Australia 1994).</p> <p>An ERSI shapefile must be provided if the application requires an assessment under an EPBC Act Accredited process.</p>	<p>Total area of clearing proposed (hectares) 0.07 ha (aerial attached)</p>
	<p>and/or</p> <p>number of individual trees to be removed Zero (shapefile attached)</p>
	<p>Proposed method of clearing:</p> <p>grader</p>
	<p>Purpose of clearing:</p> <p>Installation of groundwater monitoring bores for the purpose of DWER statewide groundwater monitoring network</p>
	<p>Period within which clearing is proposed to be undertaken, e.g. May 2018 – June 2018</p> <p>from June 2018 to August 2018</p>
<p>You must provide evidence that avoidance and mitigation options have been pursued to eliminate, reduce or otherwise mitigate the need for, and scale of, the proposed clearing of native vegetation.</p>	<p>Final land use:</p> <p>Road reserve</p>
	<p>Have alternatives that would avoid or minimise the need for clearing been considered and applied? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p> <p>We have selected a patch of road that not only fulfils the requirements of the monitoring network, but also contains no trees, and is mostly road side weeds, with only a few small shrubs within the weeds (photos attached).</p>
<p>Refer to DWER's Clearing of native vegetation offsets procedure guideline available on the DWER website, and the Environmental Protection Authority's (EPA) <i>WA Environmental Offsets Guidelines</i> on the EPA website for further information.</p>	<p>Do you want to submit a clearing permit offset proposal with your application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>If yes, provide details, and complete and attach Appendix A of the <i>Clearing of native vegetation offsets procedure guideline</i>.</p>



Legend

-  Areas applied to clear
-  Roads
-  Local Government Authority
-  cadastre
-  Cadastre
-  WANA_Imagery



MGA 94
Geocentric Datum of Australia 1994

.....Date.....

Officer with delegated authority under Section 20
of the Environmental Protection Act 1986



GOVERNMENT OF
WESTERN AUSTRALIA

115°59'44"

115°59'46"

115°59'47"

-30°57'1"

PLAN 206134

ROGERS RD

VICTORIA PLAINS, SHIRE OF

LOT 3587 ON PLAN 206134

-30°57'1"

-30°57'3"

LOT 3586 ON PLAN 206134

-30°57'3"

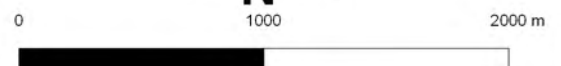
115°59'44"

115°59'46"

115°59'47"

Legend

-  Areas applied to clear
-  Roads
-  Local Government Authority
cadastre
-  Cadastre
WANow_Imagery



MGA 94
Geocentric Datum of Australia 1994

.....Date.....

Officer with delegated authority under Section 20
of the Environmental Protection Act 1986



GOVERNMENT OF
WESTERN AUSTRALIA



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2019

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact:	Date:	Office:
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Applicant's Details:

Organisation Name:	Yerecoin Tennis Club Inc.				
Postal Address:	C/O- Yerecoin Traders				
Suburb:	Yerecoin	State:	WA	Postcode:	6571
Street Address:	1 Yerecoin South/East Road				
Suburb:	Yerecoin	State:	WA	Postcode:	6571

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Natalie Nixon	Title:	Mrs
Position Held:	Secretary, Yerecoin Tennis Club		
Business Phone:	(08) 9654 8038	Facsimile:	(08) 9654 8032
Mobile Phone:	0400 091 546	Email:	natnixon@hotmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes	ABN: 78 209 460 516	
Is your organisation registered for GST?	No	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes		
Is your organisation incorporated?	Yes	Incorporation #: A1005284E *	
Bank details:	Bank: Westpac	BSB: 036 177	A/c: 108839

Local Government Authority Details:

LGA:	Shire of Victoria Plains		
Contact:	Carmody Glass	Title:	Ms
Position Held:	Community Development Officer		
Business Phone:	(08) 9628 7004	Facsimile:	(08) 9628 7008
Mobile Phone:	0466 423 584	Email:	cdo@victoriaplains.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Tennis Court Resurfacing, Yerecoin Tennis Club		
Project Description: To remove the existing synthetic turf on our four tennis courts, and replace it with new, long-wearing synthetic turf.		
How did you establish a need for your project? <p>The current surface on our tennis courts was laid in 2002/3. Due to age and use, the courts have been worn down and areas of damage from tree roots and suspected ant activity have appeared. This has created tripping hazards in places and the ball quite regularly bounces off in a different direction when it falls on the white lines. We are hoping to replace the surface to provide an adequate and safe playing environment.</p> <p>We feel resurfacing the courts will revitalise the club and provide a better playing experience for members of other clubs when they play on our courts. We are the last remaining active tennis club in the Shire of Victoria Plains. It is located in the town of Yerecoin, approximately 168 km north of Perth. Alternative tennis courts in Wongan Hills, outside of our shire, are 45km away, and the courts in Moora, also outside of the shire, are 61 km away. We have 82 members, from various ages, backgrounds and towns. We meet socially on Sundays, have 8 sponsored tournaments each season, host mid-week pennants, and have an annual open Ladies Day.</p> <p>Our project will encourage the school and the local children to use the courts, new members to join, and ensure we continue to have a vital club which provides important physical and social benefits to our regional area.</p>		
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? We considered replacing two courts at a time, thereby spreading the cost over more than one year. However, a contractor we approached for an estimate claimed this would add an additional \$10,000 to the overall cost, due to the cost of additional transport and time. This made this option seem uneconomical.		
Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? <p>The Yerecoin Tennis Club is backed by the Yerecoin Progress Association, which will pay for at least 1/3 of the cost of resurfacing our courts. This support will extend into the future, including when the courts will need to be resurfaced once again in 15 years, or hopefully longer. In addition to this, the Tennis Club will discuss setting up a sinking fund at our next AGM in September 2018, with the view of fundraising and saving a set amount each year for the next resurfacing project.</p> <p>The club has and always will independently paid for and carried out any maintenance work. We have the equipment to regularly sweep the courts, which we will do as per the instructions supplied by the company resurfacing our courts, and they have periodically been rejuvenated using an outside contractor. They were last rejuvenated in late 2013.</p>		
Project location:	Yerecoin Tennis Club, 1 Yerecoin South/East Road, Yerecoin WA 6571	
Land ownership:	Who owns the land on which your facility will be located? Crown Land Lease Expiry (if applicable): n/a	
Planning approvals	n/a	If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA)	n/a	___/___/___
Aboriginal Heritage Act?	n/a	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	n/a	___/___/___
Native Vegetation Clearing Permit?	n/a	___/___/___
Please list any other approvals that are required?	n/a	___/___/___
How will your project increase physical activity? Our tennis club is formed by a very active and involved group of members. We meet socially on Sundays and children are encouraged to bring their rackets and have a hit. As mentioned above we hold 8 sponsored tournaments during the season, mid-week pennants, and an annual Ladies Day, which attracts women from many towns outside of the shire. Upgraded tennis courts will continue to encourage people to have a go, will provide a safer playing environment and will enhance competition. We also believe it will encourage more people to join our club.		
We are proud of the cross-section of ages of our members at the club. It is bridging the inter-generational gap, is encouraging people from all ages to keep moving, and is encouraging the large group of children we have coming through to learn and play tennis. They are being brought up with Sunday tennis afternoons at the tennis club, further		

encouraging sport and activity in the younger generation.

The local primary school uses the tennis club to coach children on a regular basis during the warmer terms and people staying at the wayside rest area, next to the club, quite often have a hit on the courts. Our courts are open all year and are unlocked, so play is not restricted to members. Other people are quite often seen playing tennis on the courts.

Being the only active tennis club left in the shire, we feel it is important for people in our shire to have adequate courts so they have the opportunity to learn and to play tennis, and keep themselves physically moving. We have members travelling to Yerecoin from New Norcia, Piawaning, Calingiri and even Wongan Hills to play each week.

Do you share your facility with other groups? Yes.

- Yerecoin Primary School frequently uses the tennis courts during the warmer terms for training and playing.
- Physical trainer, Natalie Cahill, conducts an exercise class each week with approximately 15 people on and around the courts.
- Next to the club is the Yerecoin Wayside Rest Area, which has facilities for people to camp and caravan. They quite often are seen having a hit of tennis.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Yerecoin Tennis Club	85%	6 (during the tennis season)
Yerecoin Primary School	10%	2 (during tennis season)
Natalie Cahill, physical trainer	5%	1, during school terms, all year

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2015/16	80	2016/17	87	2017/18	82
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NB: a full list of members for 2017/18 is enclosed

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?

Tennis West

Have you discussed your project with your State Sporting Association? Yes

Contact Name: Graeme Hall

Date of contact: 19 September 2017

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	27 April 2018 (via financial support)
Preparation of tender/quotes for the major works contract	July 2018
Issuing of tender for major works	1 December 2018
Signing of major works contract	1 January 2018
Site works commence	20 January 2018
Construction of project starts	10 February 2018
Project 50% complete	15 February 2018
Project Completed	20 February 2018
Project hand over and acquittal	1 March 2018

Are there any operational constraints that would impact on the construction phase of your project? Yes. We are a farming community and the project relies on help from our farming members, so it would have to be carried out outside of particular seasonal work, such as seeding and harvest. However this will not affect the project if it is undertaken in the correct months.

Inclement weather may affect the project, which would potentially push it back a day or two, but this risk can be reduced by carrying out the project in warmer months.

The project could be carried out during February which is during the sporting season, however it provides a clear window with regard to farming practices and will ensure we get more hands-on help, and it is expected to only take up to 2-3 weeks.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: NATALIE NIXON

Position Held: SECRETARY, MERELON TENNIS CLUB

Signature: N. Nixon.

Date: 13 July 2018

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

Grants up to \$66,666:

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Supply and install x 4 synthetic grass tennis courts (Omnicrot Pro Cool Plus - 16mm pile height)	\$96,300	\$105,930	West Cost Synthetic Surfaces - Quote INSERT NUMBER
Volunteer labour (Please provide cost breakdown)**			
Provide bobcat and labour to unload container and sand (approx 4 hours)	\$500	\$550	\$125/hour for 4 hours
Collect and deliver bulk sand from Jandakot to site and truck to be left on site for approx 2 days	\$2,000	\$2,200	50 tonne at \$25/tonne + cost of leaving truck on site
Provide self-contained accommodation on-site	\$2,500	\$2,750	7 men for 9 nights at an estimated \$40/night
Sub Total	\$101,300	\$111,430	
Cost escalation	\$3,039	\$3,342.90	<i>Based on 3% increase</i>
a) Total project expenditure	\$104,339	\$114,772.90**	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$17,091	\$18,800	LGA cash and in-kind	Y	Confirmation letter enclosed
Applicant cash	\$13,636	\$15,000	Organisation's cash	Y	Financial documents enclosed. Further fundraising taking place in September.
Volunteer labour	\$5,000	\$5,500	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Members already aware and willing to help
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed					
- Yerecoin Progress Association	\$32,100	\$35,310	Loans, sponsorship etc	Y	Funding 1/3 of the quote (enclosed)
-Tennis Australia (through Tennis West)	\$9,091	\$10,000		N	To be applied by 31 Aug 2018
- Yerecoin Progress: other	\$13,784	\$15,162.9		Y	Progress to fund any shortfall (enclosed)
CSRFF request (No Development Bonus)	\$13,637	\$15,000	up to 1/3 project cost	N	Relevant documents enclosed
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$104,339	\$114,772.90	This should equal project expenditure as listed on the previous page		
REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?					
Any shortfall funding will be provided by Yerecoin Progress Association. Letter of confirmation is enclosed.					

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 31 August 2018**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
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Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

1/349 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400

WHEATBELT – NARROGIN

YMCA
Narrogin Regional Leisure Centre
Clayton Road
Narrogin WA 6312
Tel: (08) 9690 2400

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
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